UNPAN Portal
Content Management System (CMS)
User Guide
Table of Contents

A. UNPAN Sitemap ........................................................................................................ 3
B. DPADM Sitemap ................................................................................................... 4
C. Introduction to UNPAN Portal ............................................................................. 5
   1) Basics on Content Management System (CMS) ............................................. 5
   2) Content Management System ....................................................................... 6
D. Who can contribute and how ............................................................................. 7
E. Adding Content in UNPAN Portal ....................................................................... 8
F. HTML Editor .......................................................................................................... 9
   1) Click on the Edit icon .................................................................................... 9
   2) Add Text and Images ................................................................................... 10
   3) Adding Images .............................................................................................. 10
   4) Previewing the Content ............................................................................... 11
   5) Save Your Work ........................................................................................... 11
G. Add Events .......................................................................................................... 14
H. Edit Event ........................................................................................................... 25
I. Add Public Administration News ........................................................................ 27
J. Edit Public Administration News ......................................................................... 31
K. Add Resources ................................................................................................... 33
A. UNPAN Sitemap
B. DPADM Sitemap
C. Introduction to UNPAN Portal

1) Basics on Content Management System (CMS)

A website consists of 2 essential components: content and code.

- **Content** - the text, images, audio files, video files that users experience
- **Code** - this is the html and scripting that enables the content to be displayed in the right layout

The challenge is to publish latest content with ease and speed, without having to be concerned about the code and application.

There are 2 alternatives on publishing content:

- **The traditional approach**
  Content (text) and code (html) are merged in a single file. Web developers will use web editing tools such as Microsoft FrontPage or Macromedia Dreamweaver to create and edit the files. There may also be content integrated to database such as Microsoft SQL Server or Oracle Databases.

- **Content Management System (CMS)**

**UNPAN Portal** is using the second approach with a CMS, for the following reasons:

1. A content management system (CMS) distinctly separates the content from the code

2. The CMS provides an easy to use rich text editor so that content providers, which include all **UNPAN Partners** can easily add, edit and update content.
2) Content Management System

A **Content Management System** (CMS) consists of 3 layers.
   A. Content – the images and text on the website
   B. Design – the background design and presentation
   C. Database and web application

A. Content
Content is the single most important reason for users to visit a website

B. Design (Skin)
Design Skins provide the backdrop for user content, much like the picture frames in paintings, and are designed to complement and enhance the text and image content on webpages.

C. Database Application
This consists of the underlying database, administration and host modules, code, HTML etc.

For UNPAN portal, both the design and the database application are already integrated and controlled by CMS.

So all content providers will only need to add on Content, which will be covered in the rest of this documentation.

All stakeholders i.e. UNPAN Partners, will share the responsibility for updating the content directly. Changing and maintaining content is easier and significantly more efficient with CMS.
D. Who can contribute and how

All authorized users, with the given User name and Passwords, will have access to the modules which they can add content.
E. Adding Content in UNPAN Portal

Content is added by adding new items to modules, such as **News, Events, Documents, Resources**.

To add new content to a module, navigate to that page by clicking on its link in the navigation menu.

**NOTE:** It is recommended that you turn off any popup blockers that you may have turned on in your Internet browser when adding content to your pages.
F. HTML Editor

Most of the modules will include HTML editor for formatting Rich text content.

Rich text refers to formatted text e.g. bold, italics, font, font size, font colour etc. The rich text editor or HTML editor has the look and feel of a word processor such as MS Word.

Steps on using the HTML Editor

1) Click on the Edit icon

When you ‘hover’ the mouse over the ‘Down Arrow’, a dropdown list of actions will be displayed. Select Edit Content
2) Add Text and Images

To modify the text or HTML content of a Text/HTML module, click on the Edit Text link or button at the bottom of the module. This will change your module body to a simple HTML editor. Here you can add and format text, create hyperlinks from text, insert images (or modify existing ones) and more.

To format existing text, select the text with your mouse pointer, and then click on the formatting icon above the text box.

To add a hyperlink to your text (or to create a hyperlink from existing text), select your text that you want to turn into a link and click the Insert/Edit Link (chain) icon above the text box. From the popup box, choose the Link Type, and specify the URL, or click on Browse Server to choose a page on your site to link to. Additionally, you can choose a target (such as new window or a popup window) by clicking on the Target tab.

3) Adding Images

To add an image to your Text/HTML content, click on the Insert/Edit Image icon above the text box.

On the Image Gallery popup window that opens, you can specify the URL to the image if you know it, or to upload one from your computer, click the Browse Server button.

From the new popup window, click the Browse button to find the image on your computer.

Once you have selected the image, click the Open button. Then click the Upload New File link next to the Browse button. This will upload your image to the server, from where you can then select it from the Image Gallery below.

In the Image Properties window, specify the alignment if you are aligning it next to text. You can also add a hyperlink to the image here by clicking the Link tab and then specifying the URL or click the Browse Server button to link to a page on your site.

When you are done, click OK.
4) Previewing the Content
You may preview the content before uploading to the website.

5) Save Your Work
Scroll to the bottom of the page and click on the Update link to save your work. Your new content is published to the website, subject to module approval.
# Quick Reference - HTML Editor in UNPAN Portal

## GENERAL BUTTONS

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Design button" /></td>
<td>Design button - Switches RadEditor into Design Mode.</td>
</tr>
<tr>
<td><img src="image" alt="HTML button" /></td>
<td>HTML button - Switches RadEditor into HTML Mode.</td>
</tr>
<tr>
<td><img src="image" alt="Preview button" /></td>
<td>Preview button - Switches RadEditor into Preview Mode.</td>
</tr>
<tr>
<td><img src="image" alt="Allow users to create image maps through dragging over the images and creating hyperlink areas of different shapes." /></td>
<td>Allow users to create image maps through dragging over the images and creating hyperlink areas of different shapes.</td>
</tr>
<tr>
<td><img src="image" alt="Allow the user to apply to the current selection font size measured in pixels, rather than a fixed-size 1 to 7 (as does the FontSize tool)." /></td>
<td>Allows the user to apply to the current selection font size measured in pixels, rather than a fixed-size 1 to 7 (as does the FontSize tool).</td>
</tr>
<tr>
<td><img src="image" alt="Show/Hide Border" /></td>
<td>Show/Hide Border - Shows or hides borders around tables in the content area.</td>
</tr>
<tr>
<td><img src="image" alt="Zoom" /></td>
<td>Zoom - Changes the level of text magnification.</td>
</tr>
<tr>
<td><img src="image" alt="Repeat Last Command" /></td>
<td>Repeat Last Command - A short-cut to repeat the last action performed.</td>
</tr>
<tr>
<td><img src="image" alt="Find and Replace" /></td>
<td>Find and Replace - Find (and replaces) text in the editor's content area. <strong>Ctrl+F</strong></td>
</tr>
<tr>
<td><img src="image" alt="Cut button" /></td>
<td>Cut button - Cuts the selected content and copies it to the clipboard. <strong>Ctrl+X</strong></td>
</tr>
<tr>
<td><img src="image" alt="Copy button" /></td>
<td>Copy button - Copies the selected content to the clipboard. <strong>Ctrl+C</strong></td>
</tr>
<tr>
<td><img src="image" alt="Paste from Word cleaning fonts and sizes button" /></td>
<td>Paste from Word cleaning fonts and sizes button - cleans all Word-specific tags and removes font names and text sizes.</td>
</tr>
<tr>
<td><img src="image" alt="Paste Plain Text button" /></td>
<td>Paste Plain Text button - Pastes plain text (no formatting) into the editor.</td>
</tr>
<tr>
<td><img src="image" alt="Paste as HTML button" /></td>
<td>Paste as HTML button - Pastes HTML code in the content area and keeps all the HTML tags.</td>
</tr>
<tr>
<td><img src="image" alt="Undo button" /></td>
<td>Undo button - Undoes the last action. <strong>Ctrl+Z</strong></td>
</tr>
<tr>
<td><img src="image" alt="Redo button" /></td>
<td>Redo button - Redoes/Repeats the last action, which has been undone. <strong>Ctrl+Y</strong></td>
</tr>
<tr>
<td><img src="image" alt="Format Stripper button" /></td>
<td>Format Stripper button - Removes custom or all formatting from selected text.</td>
</tr>
<tr>
<td><img src="image" alt="Quick Help" /></td>
<td>Quick Help - Launches the Quick Help you are currently viewing.</td>
</tr>
</tbody>
</table>

## INSERT AND MANAGE LINKS, TABLES, SPECIAL CHARACTERS, IMAGES and MEDIA

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Image Manager button" /></td>
<td>Image Manager button - Inserts an image from a predefined image folder(s). <strong>Ctrl+G</strong></td>
</tr>
<tr>
<td><img src="image" alt="Insert Table button" /></td>
<td>Insert Table button - Inserts a table in the RadEditor.</td>
</tr>
<tr>
<td><img src="image" alt="Toggle Table Borders" /></td>
<td>Toggle Table Borders - Toggles borders of all tables within the editor.</td>
</tr>
<tr>
<td><img src="image" alt="Hyperlink Manager button" /></td>
<td>Hyperlink Manager button - Makes the selected text or image a hyperlink. <strong>Ctrl+K</strong></td>
</tr>
<tr>
<td>Action</td>
<td>Keyboard Shortcut</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Remove Hyperlink button - Removes the hyperlink from the selected text or image.</td>
<td>Ctrl+Shift+K</td>
</tr>
<tr>
<td>Insert Special Character dropdown - Inserts a special character (©®, ™, ®, etc.)</td>
<td>-</td>
</tr>
<tr>
<td>Choose HTML Template - Applies and HTML template from a predefined list of templates.</td>
<td>-</td>
</tr>
<tr>
<td><strong>CREATE, FORMAT AND EDIT PARAGRAPHS and LINES</strong></td>
<td></td>
</tr>
<tr>
<td>Insert New Paragraph button - Inserts new paragraph.</td>
<td>Ctrl+M</td>
</tr>
<tr>
<td>Outdent button - Indents paragraphs to the left.</td>
<td>-</td>
</tr>
<tr>
<td>Indent button - Indents paragraphs to the right.</td>
<td>-</td>
</tr>
<tr>
<td>Align Left button - Aligns the selected paragraph to the left.</td>
<td>-</td>
</tr>
<tr>
<td>Center button - Aligns the selected paragraph to the center.</td>
<td>-</td>
</tr>
<tr>
<td>Align Right button - Aligns the selected paragraph to the right.</td>
<td>-</td>
</tr>
<tr>
<td>Justify button - Justifies the selected paragraph.</td>
<td>-</td>
</tr>
<tr>
<td>Bulleted List button - Creates a bulleted list from the selection.</td>
<td>-</td>
</tr>
<tr>
<td>Numbered List button - Creates a numbered list from the selection.</td>
<td>-</td>
</tr>
<tr>
<td>Insert horizontal line (e.g. horizontal rule) button - Inserts a horizontal line at the cursor position.</td>
<td>-</td>
</tr>
<tr>
<td><strong>CREATE, FORMAT AND EDIT TEXT, FONT and LISTS</strong></td>
<td></td>
</tr>
<tr>
<td>Bold button - Applies bold formatting to selected text.</td>
<td>Ctrl+B</td>
</tr>
<tr>
<td>Italic button - Applies italic formatting to selected text.</td>
<td>Ctrl+I</td>
</tr>
<tr>
<td>Underline button - Applies underline formatting to selected text.</td>
<td>Ctrl+U</td>
</tr>
<tr>
<td>Strikethrough button - Applies strikethrough formatting to selected text.</td>
<td>-</td>
</tr>
<tr>
<td>Superscript button - Makes a text superscript.</td>
<td>-</td>
</tr>
<tr>
<td>Subscript button - Makes a text subscript.</td>
<td>-</td>
</tr>
<tr>
<td>Font Select button - Sets the font typeface.</td>
<td>-</td>
</tr>
<tr>
<td>Font Size button - Sets the font size.</td>
<td>-</td>
</tr>
<tr>
<td>Text Color (foreground) button - Changes the foreground color of the selected text.</td>
<td>-</td>
</tr>
<tr>
<td>Text Color (background) button - Changes the background color of the selected text.</td>
<td>-</td>
</tr>
<tr>
<td>Custom Styles dropdown - Applies custom, predefined styles to the selected text.</td>
<td>-</td>
</tr>
</tbody>
</table>
G. Add Events

This section applies to both Conferences and Training

Step 1:
Select a Region
E.g. Regions > Arab States > Events>

Select either Conferences or Training

*MEMO:
Please make sure that Portal is in ‘Edit’ Mode. This setting is found on the top left corner
Step 2:
Click the ‘Down Arrow’ on the top left corner of the Content Panel
Select Add Event
Step 3: Type **Event Title** in selected field:

Select **Start Date** and **End Date**

*You may click on the calendar icon to open the calendar pop-up*
Select **Focus**
* The Focus categories and sub-categories may change over time

Select **Venue**, by typing the first few letters.
If the venue is not found in existing database, click **Add Venue**

** Your data typed in earlier may be lost should you **Add Venue**. Please Add Venue before typing event details
Select Add Venue

Type **Venue, Country** (from dropdown list) and **City**. You may also include a **Map URL**. Click **Update** to save information.
Type Event **Details** in **HTML editor**
* Refer to section on HTML Editor for more information

Select **Created By** in the dropdown list, which will show the list of all **UNPAN Partners**
Select **Event Type**, which may be either **Conference** or **Training** or both

Type in **Event Website**, if any

Type in **Organiser(s)**. For multiple organizers, you may list all separated with commas.
Add **Document**

You may add documents which are in **UNPAN Content Server**.

1. Click on the ‘+’ icon next to Documents
2. Type in the first few letters of the Document Title, and click on ‘+’ to add

You can now see the documents added in the list displayed. You may also apply sorting to the list.
Add Contact
You may add Contacts which are in UNPAN Contacts.

1. Click on the ‘+’ icon next to Contacts
2. Type in the first few letters of the Contact Name, and click on ‘+’ to add

You can now see the Contacts added in the list displayed.
You may also apply sorting to the list.
Click ‘Update’ to save the Event

You will see the Event on successful submission
You may verify all information related to the Event, by clicking in the Event title.

All the information is displayed in this **Event Details** page.
H. Edit Event

Select a Region
E.g. Regions > Arab States > Events>
Search for event
For Selected Event, click on the pencil icon to Edit
I. Add Public Administration News

Step 1: Select a Region
E.g. Regions > Arab States > Public Administration News

*MEMO: Please make sure that Portal is in ‘Edit’ Mode. This setting is found on the top left corner
Step 2:
Click the ‘Down Arrow’ in the top left corner of the Content Panel
Select Create Article

Step 3:
Type News content in selected fields.
Select ‘Save’ for editing at a later date
Select ‘Publish’ to submit the article for Approval
You will see this screen on successful submission of article for approval:

Upon approval, you will receive Email Notification:

====================================================================
Wai Min staff,
The File (http://www.unpan.org) that you uploaded to United Nations - UNPAN has been Approved.

Portal Address: http://www2.unpan.org

Thank you. Your Upload is now available for review/comment/download

====================================================================

The Article is now available for View and/or Comment by Public:
J. Edit Public Administration News

When you click on ‘My Articles’, you will be able to retrieve all your saved articles.

Click on the Pencil Icon to edit the selected article.
K. Add Resources

Step 1:
Select a Region
E.g. Regions > Arab States > Directories > Resources

*MEMO:
Please make sure that Portal is in ‘Edit’ Mode. This setting is found on the top left corner
Step 2:
Click Add Resource

Step 3:
Type Resource content in selected fields.
Step 4:
Select ‘Upload’ to submit the Resource for Public View
Upon submission, a message will appear to inform you that the resource will be reviewed before it is published on the website.

Click OK to continue.
Upon approval, you will receive Email Notification:

Wai Min staff,

The File (http://www.unpan.org) that you uploaded to United Nations - UNPAN has been Approved.

Portal Address: http://www2.unpan.org

Thank you. Your Upload is now available for review/comment/download

The Resource item is now available for View and/or Comment by Public: