

## How to Add an Announcement with a Picture

### Step 1:

- A. Login to UNPAN

### Step 2:

- A. Go to Home
- B. Then UNPAN CMS

The screenshot shows the UNPAN Public Administration Network homepage. The header includes the UNPAN logo and a navigation menu with links: Home, Regions, E-Learning, News, Library, Events, Directories, Blog, Forum, Contact Us, and U-Admin. A sidebar on the left contains a list of links: About UNPAN, UNPAN Coordinator (DPADM), UNPAN Members, UNPAN Newsletter, UNPAN User's Survey, UNPAN CMS (highlighted with a red box), UNPAN Portal Guide, FAQs, DPADM Intranet, My UNPAN, RSS feeds, and Contact Us. The main content area features a 'FeaturePane' with a 'UNPAN Quick Poll' titled 'What is the most effective way in which ICT can improve governance in post-conflict settings?'. The poll options are: by increasing efficiency & quality of service, by increasing transparency, by improving inter-agency dialogue, and by enhancing inclusiveness. Below the poll is a photo of a group of people. At the bottom, there is a search bar and the user name 'Candace Hosang | Logout'.

### Step 3:

- A. Click on Submit Announcement
- B. Then chose the relevant region

The screenshot shows the 'Submit Announcement' page. The title 'Submit Announcement' is highlighted with a red box. Below the title is an image of several megaphones. The text reads: 'UNPAN Announcements module is used in order to share news between UNPAN Partners and to disseminate information to the worldwide public administration community. Please choose your region below and start submitting announcements. The announcement will be visible on the homepage of your region after it is processed.' Below the text is a list of regions with green arrows pointing to the right and an 'Edit' link next to each: Global, Africa, Arab States, Asia and the Pacific (highlighted with a red box), Europe, Latin America and the Caribbean, North America, and DPADM. A '[top]' link is located at the bottom right of the page.

## How to Add an Announcement with a Picture

### Step 4:

A. Enter Title

---

**Title:**

**Link Type:**

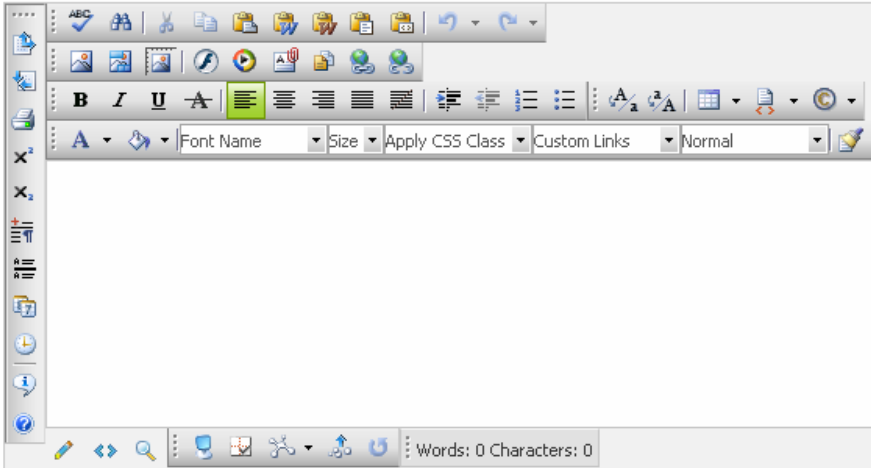
None

URL ( A Link To An External Resource )

File ( A File On Your Site )

**Description:**

Basic Text Box  Rich Text Editor



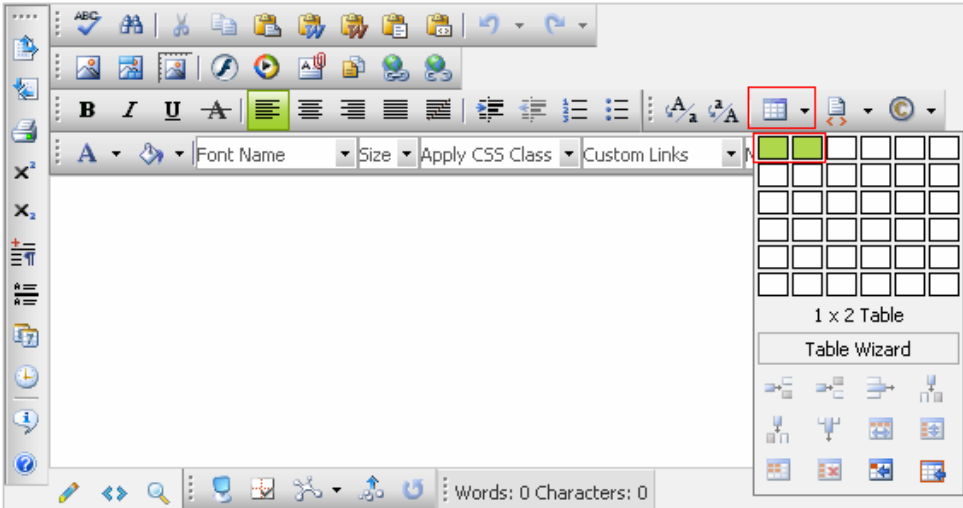
Words: 0 Characters: 0

### Step 5:

A. Click on insert table and choose the option as shown below

**Description:**

Basic Text Box  Rich Text Editor



Words: 0 Characters: 0

## How to Add an Announcement with a Picture

### Step 6:

- Click on the HTML icon as shown below and then delete `<br>` ensure `<table>` is now at the top of the text box
- Then Click on the pencil to return to the text

#### Description:

Basic Text Box  Rich Text Editor

```
<br>
<table>
  <tbody>
    <tr>
      <td>&nbsp;</td>
      <td>&nbsp;</td>
    </tr>
  </tbody>
</table>
```

HTML

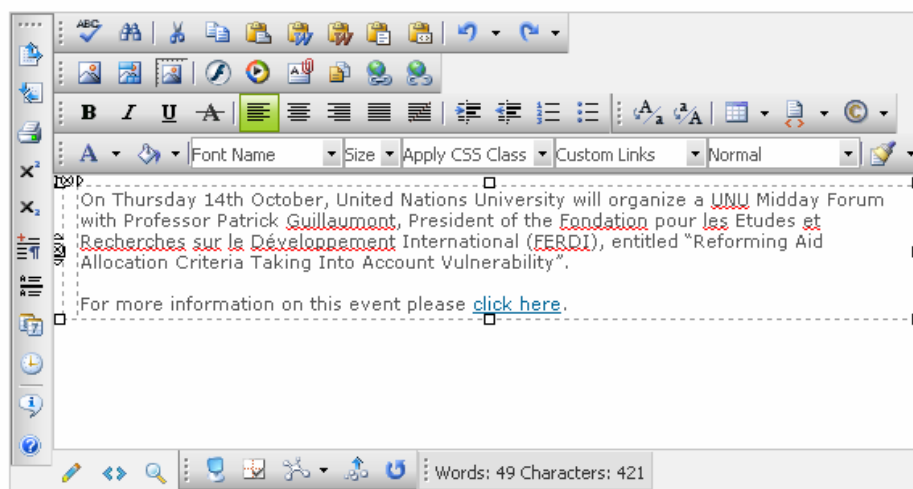
Link Type:

### Step 7:

- Type text in to the cell on the right Note: If you attempt to paste the text directly from a document or webpage the font will not be in the required default font. Also announcements should be no longer than **250 characters**.

#### Description:

Basic Text Box  Rich Text Editor



On Thursday 14th October, United Nations University will organize a [UNU](#) Midday Forum with Professor Patrick [Guillaumont](#), President of the [Fondation pour les Etudes et Recherches sur le Développement International \(FERDI\)](#), entitled "Reforming Aid Allocation Criteria Taking Into Account Vulnerability".

For more information on this event please [click here](#).

Words: 49 Characters: 421

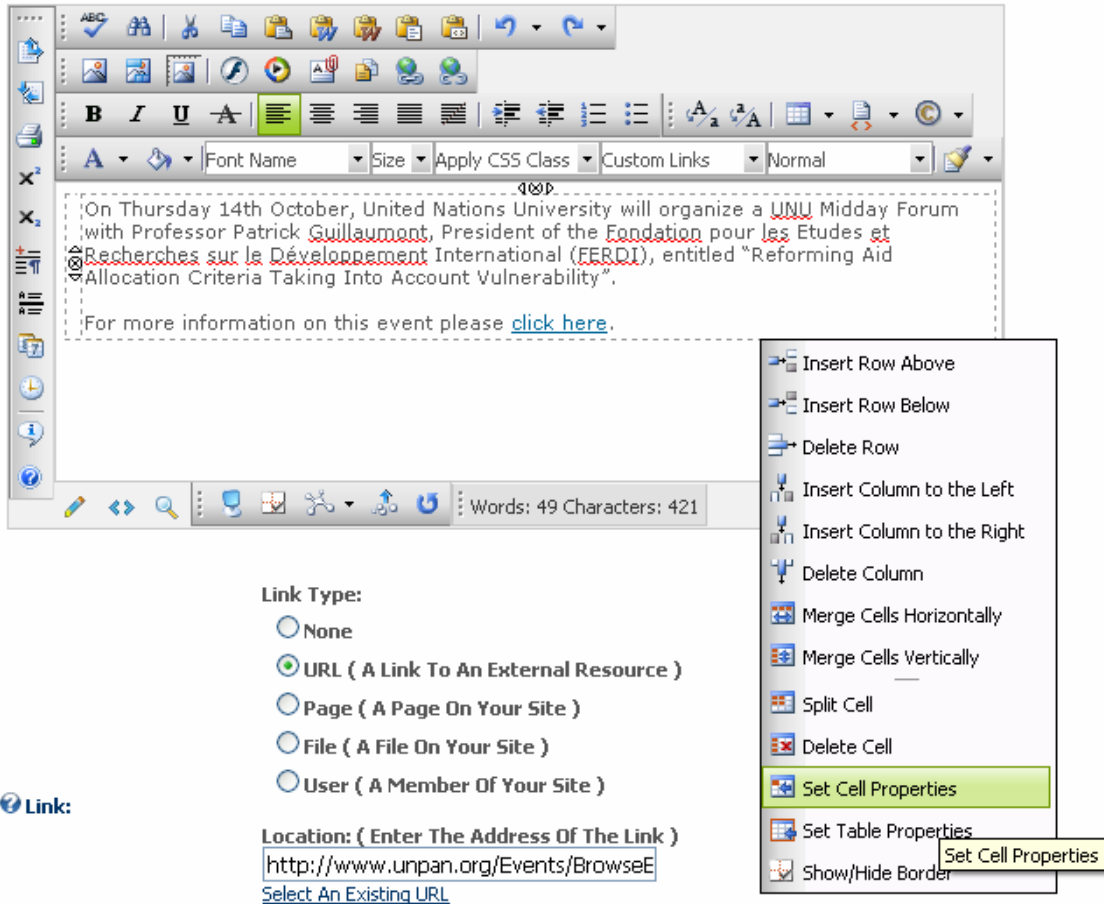
## How to Add an Announcement with a Picture

### Step 8:

- A. Right click on each cell
- B. Choose **Set Cell Properties**

#### Description:

Basic Text Box    Rich Text Editor



On Thursday 14th October, United Nations University will organize a [UNU](#) Midday Forum with Professor Patrick Guillaumont, President of the [Fondation pour les Etudes et Recherches sur le Développement International \(FERDI\)](#), entitled "Reforming Aid Allocation Criteria Taking Into Account Vulnerability".

For more information on this event please [click here](#).

Words: 49 Characters: 421

**Link Type:**

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )
- User ( A Member Of Your Site )

**Location: ( Enter The Address Of The Link )**  
  
[Select An Existing URL](#)

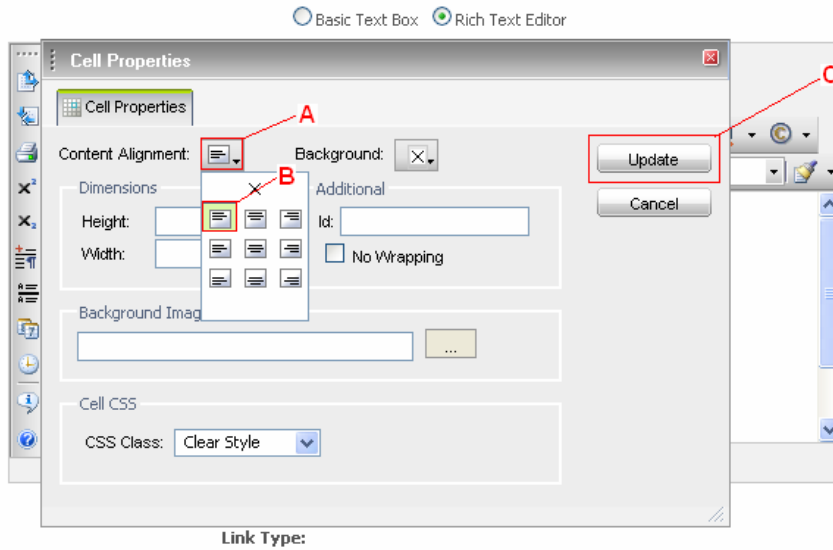
**Context Menu Options:**

- Insert Row Above
- Insert Row Below
- Delete Row
- Insert Column to the Left
- Insert Column to the Right
- Delete Column
- Merge Cells Horizontally
- Merge Cells Vertically
- Split Cell
- Delete Cell
- Set Cell Properties**
- Set Table Properties
- Show/Hide Border

- A. For the right cell choose to align the text to the top left hand side
- B. For the left cell choose to align the text to the top centre (NB that you may need to manual delete the extra space above the photo in the cell for it to be at the top)

## How to Add an Announcement with a Picture

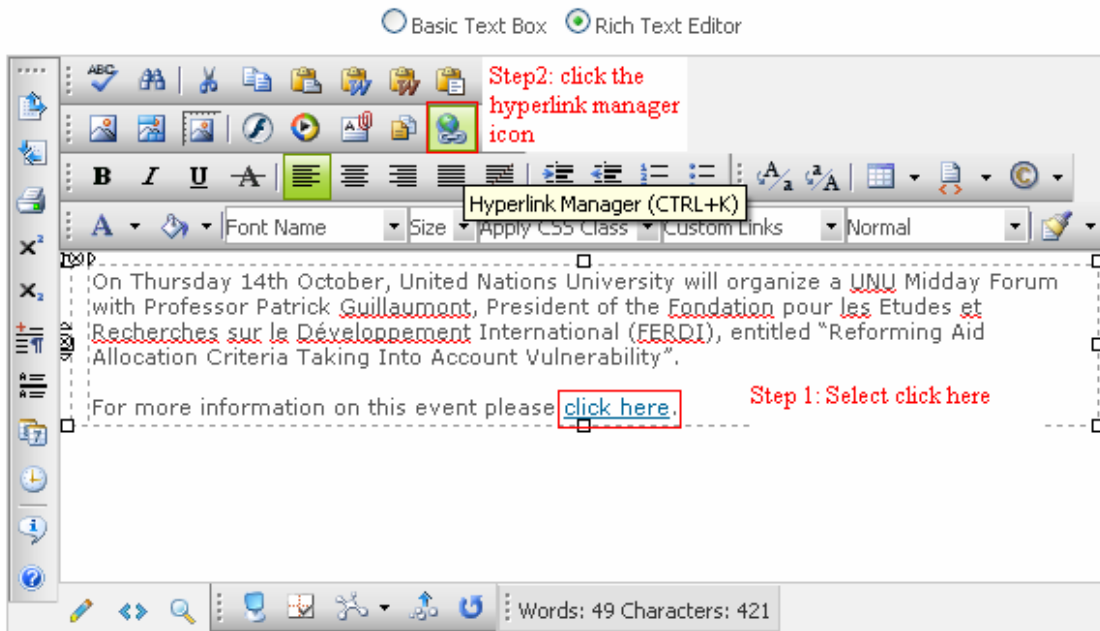
### Description:



### Step 9:

Select **click here**> as seen below, then click on the hyperlink manager icon.

### Description:

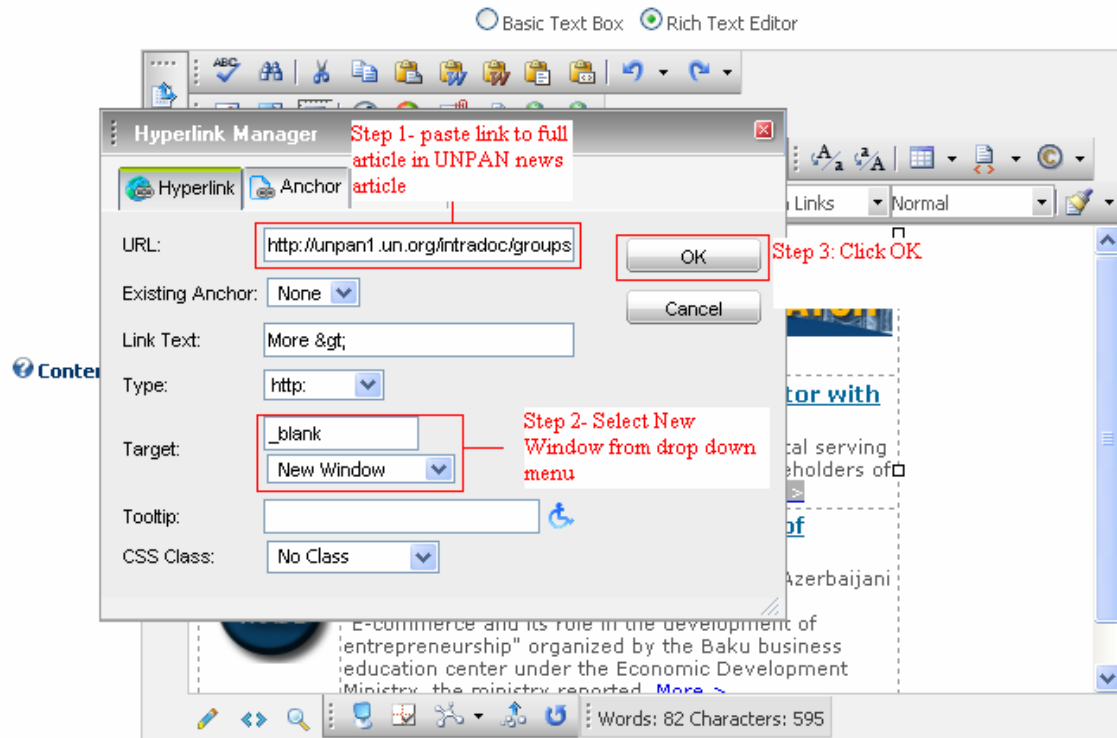


### Step 10:

- 1) Paste URL/Link to the full News article. (Note: the full article should be uploaded to UNPAN news first. Once users click the rotator to view more they should be taken to the full news article in UNPAN News not an external website.)
- 2) Select New Window from the drop down menu available.

## How to Add an Announcement with a Picture

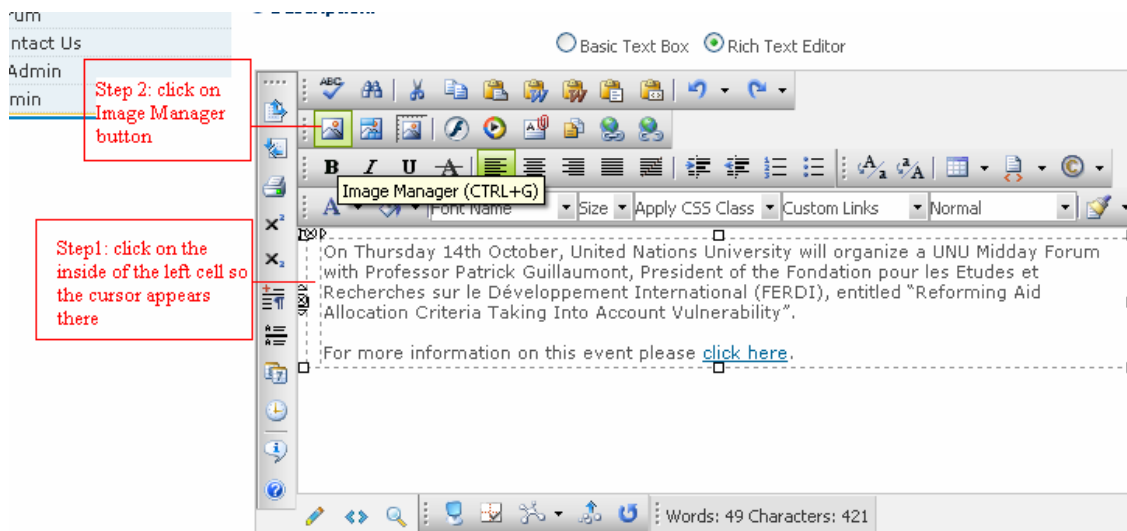
Then click OK



[Update](#) [Delete](#) [Cancel](#)

### Step 11:

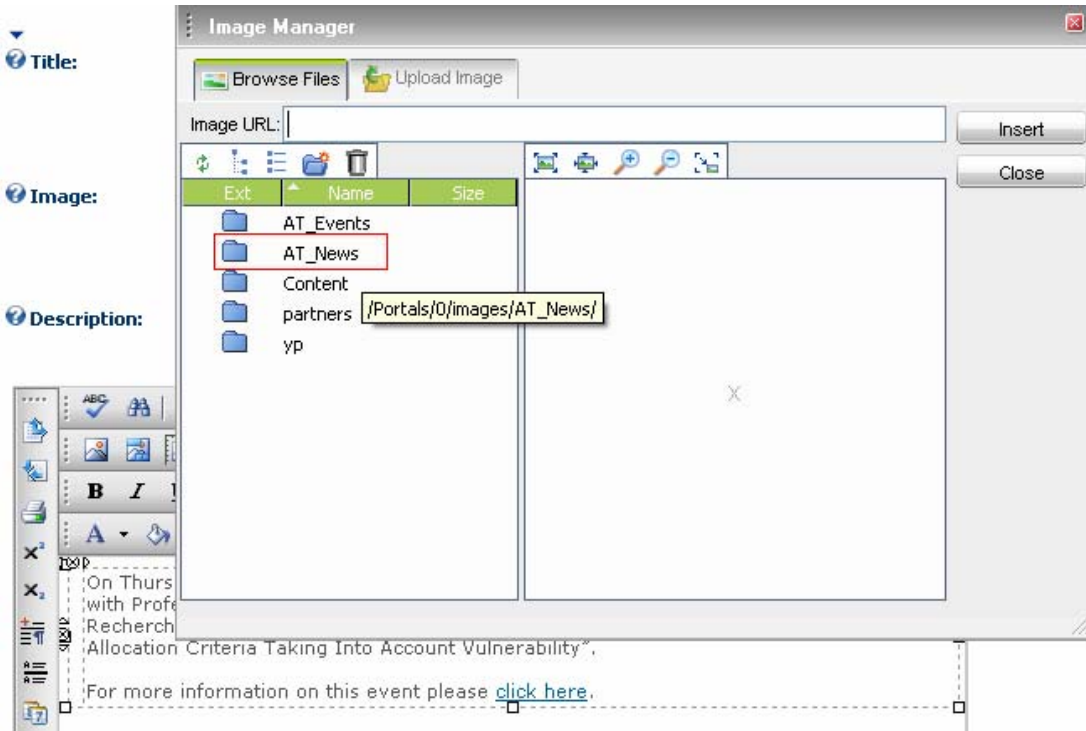
- 1) Click on the inside of the left cell so the cursor appears there
- 2) Click on Image Manger button



## How to Add an Announcement with a Picture

### Step 12:

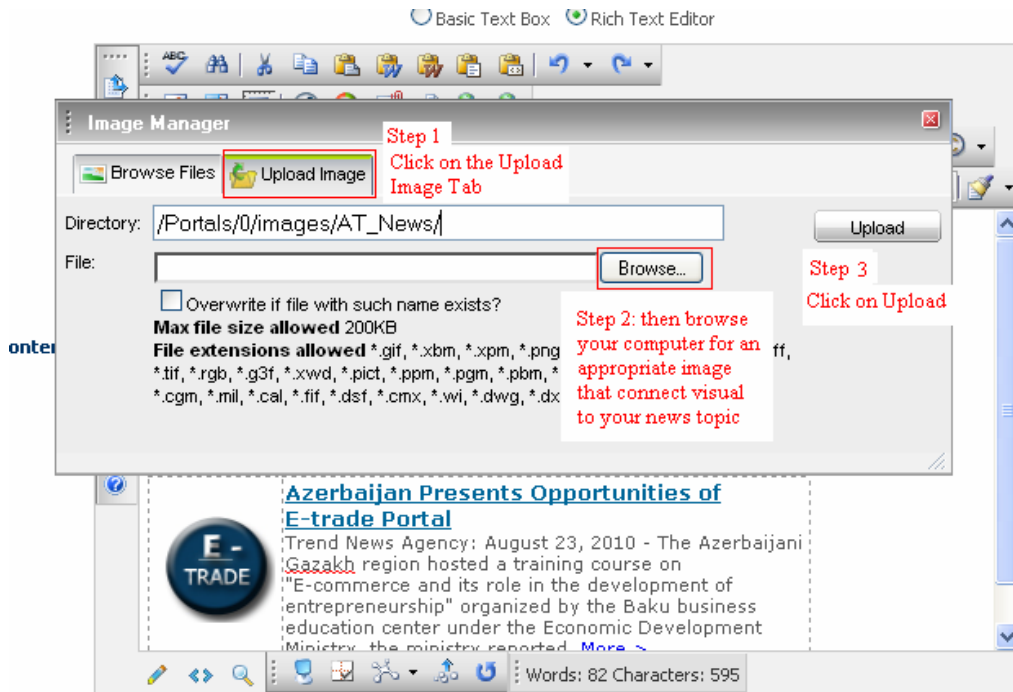
1) Double click on News AT folder



## How to Add an Announcement with a Picture

### Step 13:

- 1) Then Click on the Upload Image Tab
- 2) Then click Browse to search your computer for an appropriate image that connects visually with the article's topic. (Note the size of the image should be no greater than 60 width X 79 height pixels)
- 3) Click upload

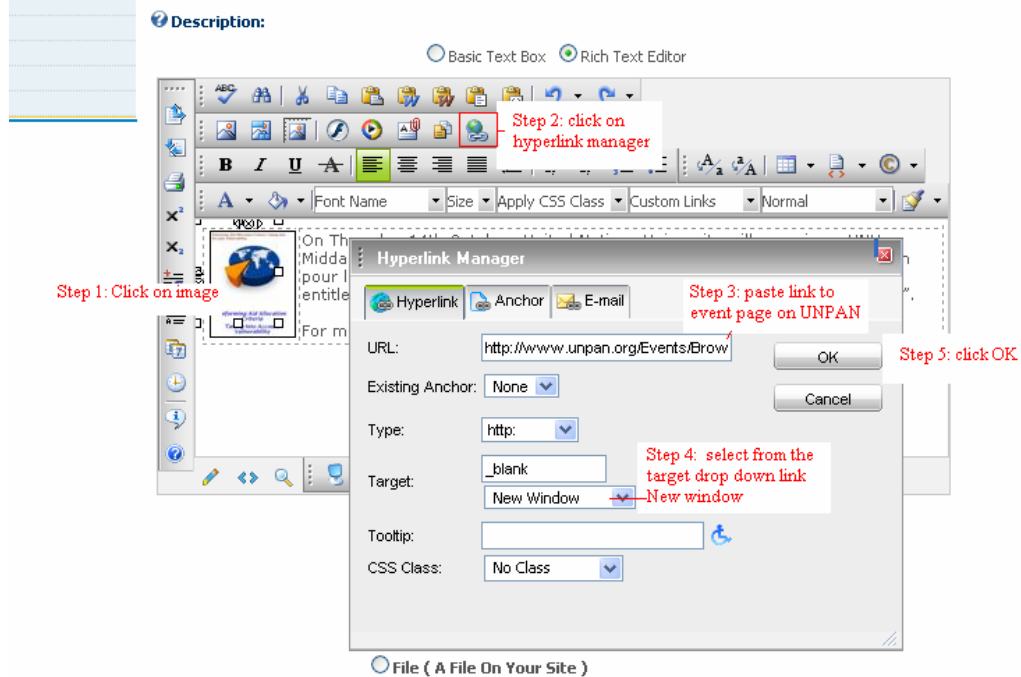




## How to Add an Announcement with a Picture

### Step 15:

- 1) Click on Image
- 2) Click on hyperlink manager
- 3) Paste link to event page on UNPAN
- 4) Select from the target drop down link New Window
- 5) Click OK



### Step 16:

- 1) Paste link to the event page in to field
- 2) Choose a publish date for your announcement

## How to Add an Announcement with a Picture

URL ( A Link To An External Resource )  
 Page ( A Page On Your Site )  
 File ( A File On Your Site )  
 User ( A Member Of Your Site )

**Link:**

Location: ( Enter The Address Of The Link )  
  
[Select An Existing URL](#)

**Step 1: Paste link to event page in to field**

Track Number Of Times This Link Is Clicked?  
 Log The User, Date, And Time For Every Link Click?  
 Open Link In New Browser Window?

**Step 2: Choose a publish date for your announcement**

**Publish Date:**  [Calendar](#)  
**Expire Date:**  [Calendar](#)  
**View Order:**

**Step 17: Check all your inputs then click update**

Log The User, Date, And Time For Every Link Click?  
 Open Link In New Browser Window?

**Publish Date:**  [Calendar](#)  
**Expire Date:**  [Calendar](#)  
**View Order:**

[Update](#) [Cancel](#) [Delete](#)

**Last Updated By Candace Hosang On 10/7/2010 2:01:29 PM**