How to Add an Announcement with a Picture

Step 1:
A. Login to UNPAN

Step 2:
A. Go to Home
B. Then UNPAN CMS

Step 3:
A. Click on Submit Announcement
B. Then chose the relevant region
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Step 4:
A. Enter Title

![Image of title input field]

- Link Type:
  - None
  - URL (A Link To An External Resource)
  - File (A File On Your Site)

- Description:
  - Basic Text Box
  - Rich Text Editor

Step 5:
A. Click on insert table and choose the option as shown below

![Image of insert table option]

- Description:
  - Basic Text Box
  - Rich Text Editor
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Step 6:
A. Click on the HTML icon as shown below and then delete `<br>` ensure `<table>` is now at the top of the text box
B. Then Click on the pencil to return to the text

Description:

Step 7:
A. 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:
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Step 8:
A. Right click on each cell
B. Choose Set Cell Properties

For more information on this event please click here.

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)
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Step 9:
Select **click here** as seen below, then click on the hyperlink manager icon.

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.
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Then click OK

Step 11:
1) Click on the inside of the left cell so the cursor appears there
2) Click on Image Manager button
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Step 12:
1) Double click on News AT folder
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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
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**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
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Step 17: Check all your inputs then click update

Similar to the URL, track number of times this link is clicked?
Log the user, date, and time for every link click?
Open link in new browser window?

Link:
Locations (Enter the Address Of the Link)
http://www.upan.org/Events/Browse
Select an Existing URL

Publish Date: 10/7/2010
Expire Date: 10/15/2010
View Order:

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