

# UNPAN

## How to contribute a news article to UNPAN Asia-Pacific Rotator

**Please note:** Before you start the news article you would like to feature should already be uploaded to UNPAN News.

- 1) Login to UNPAN ([www.unpan.org](http://www.unpan.org))

The screenshot shows the UNPAN website homepage. At the top left is the UNPAN logo and the text "United Nations Public Administration Network". To the right is a world map with regional labels: Global, North America, Arab States, Europe, Asia & Pacific, Africa, and Latin America & Caribbean. Below the map is a navigation menu with links: Home, Regions, Standards/Codes, E-Learning, News, Library, Events, Directories, Blog, and Contact Us. The main content area features a "Governance World Watch" banner. Underneath, there is a "Highlights" section with two news items: "US: Collaboration Project will Share Code for Gov Apps" and "NSW Government Looks into the Cloud". To the right is a "Featured Partners" section with logos for ARADO (Arab Administrative Development Organization) and Egypt. Below the highlights is a pagination control with buttons for "1", "2", "3", and "4". A search bar is located below the navigation menu. To the right of the search bar are "Register" and "Login" buttons, with a red arrow pointing to the "Login" button labeled "Step 1". At the bottom left, there is a date "13 September 2010" and a news item titled "The Macau Human Resources Association celebrated its fifth anniversary". To the right of this is an "e-Learning Centre" section featuring a quote from Akhlaque Haque, Ph.D., University of Alabama, USA, and a 3D figure sitting at a laptop.

2) Go to Regions and click on the “Asia & Pacific”



3) Click on the Governance Asia-Pacific Watch Module triangle as seen below in Step 1.

4) The click on the Admin pencil icon to edit as seen below in Step 2.



5) Scroll to the bottom of the Rotator Settings page to the Rotator Content section.

**United Nations Public Administration Network**

Home Regions Standards / Codes E-Learning News Library Events Directories Blog Forum

Contact Us U-Admin Admin

search Candace Hosang | Logout

**Rotate Settings**

Rotator

Tabs

Flash Image Rotator

**Rotator Type:**

**Template:** UNPAN-Home

**How to load the content:**

Send ALL content to browser

AJAX ( Text/HTML only, no modules )

PostBack

**Auto Advance:**

**Auto Advance Delay:** 8 seconds

**IE Only Transitions:**

Box In  Vertical Blinds  Split horizontal out

Box Out  Horizontal Blinds  Strips left down

Circle In  Checkerboard Across  Strips left up

Circle Out  Checkerboard Down  Strips right down

**Cross Browser Transitions:**

Smooth scroll up  Smooth slide up  Smooth slide right

Smooth scroll down  Smooth slide down  Cross Fade

Smooth scroll left  Smooth slide left  Fade Out / Fade In

Smooth scroll right

**Transition Speed:** 0.8 seconds

**Force Content Width:** 400

**Force Content Height:** 0

**Pager Position:** Bottom

Switch Page on MouseOver

Show Loader:

Random Starting Page

Randomize Content Order

[Update Settings](#) [Return to Page](#)

**Rotate Content**

Title	View Roles
GWW1	All Users
GWW2	All Users

[New Content](#) [Return to Page](#)

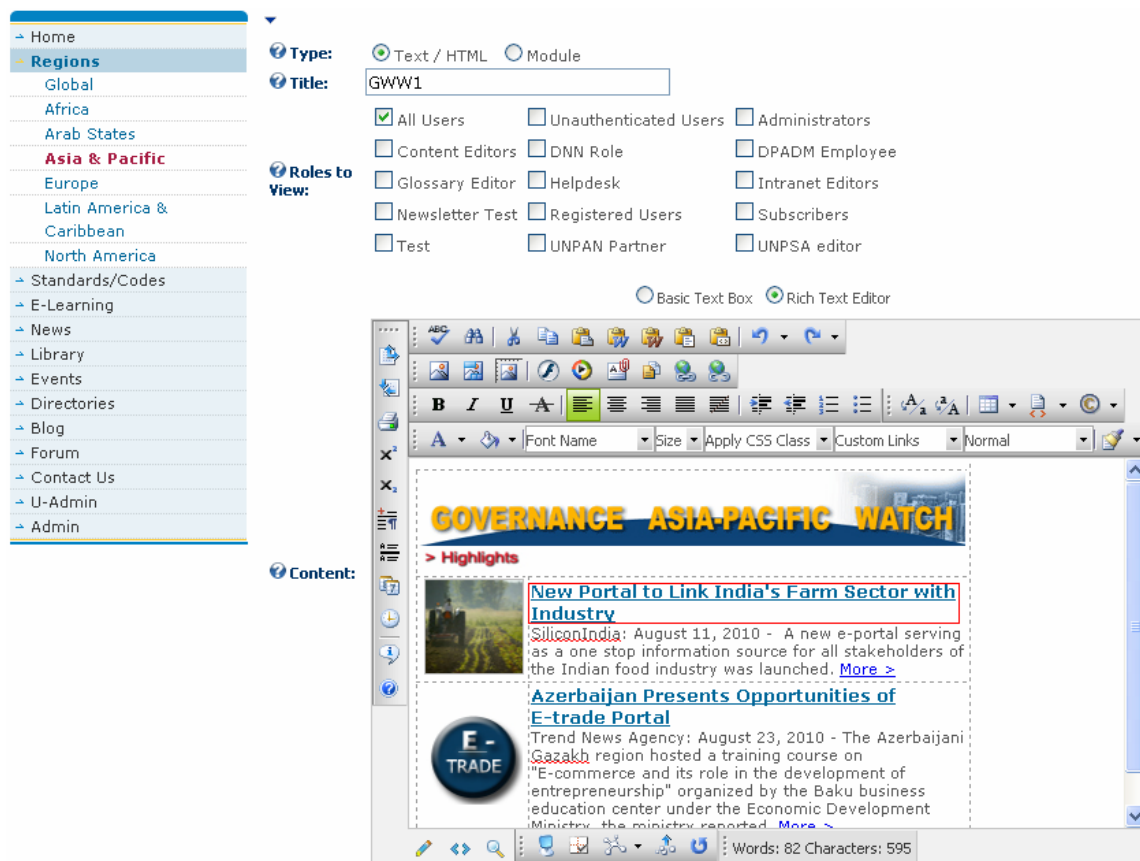
6) Click on the edit pencil next to GWW 1 to change news on the first rotator slide.

## ▣ Rotate Content

	Title	View Roles
	GWW1	All Users  
	GWW2	All Users  

[New Content](#) [Return to Page](#)

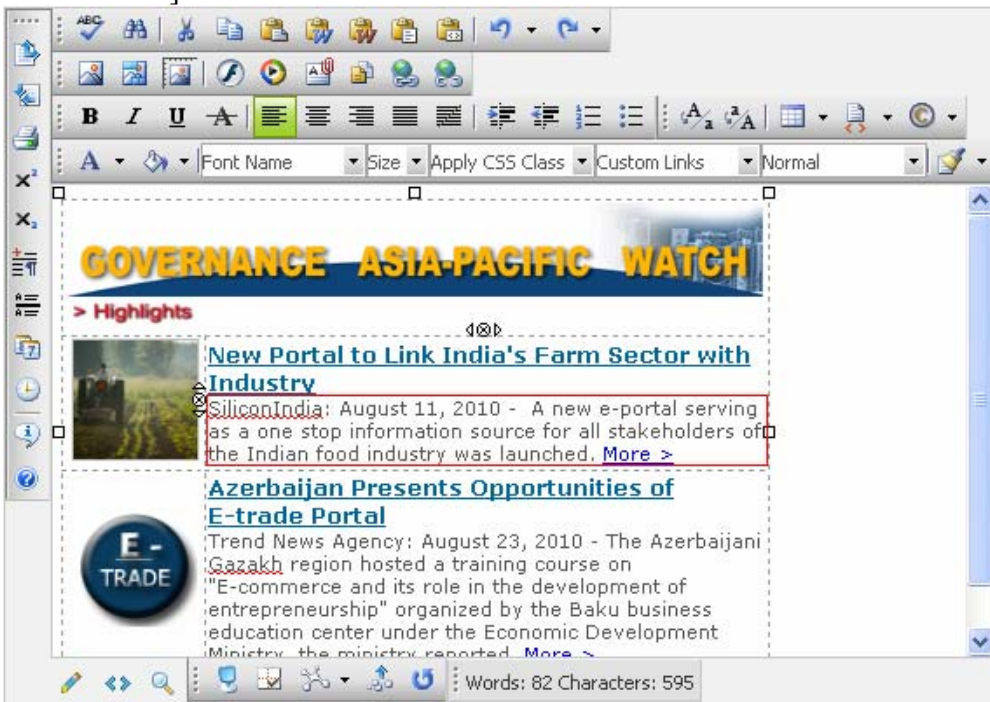
7) Change the news headline maintaining the text formatting. (Do not use the copy and paste function here it will distort the formatting.)



The screenshot displays a content management system interface. On the left is a navigation menu with categories like Home, Regions, News, and Library. The main area is titled 'Content:' and shows a 'Text / HTML' editor for a rotator slide. The 'Title' field contains 'GWW1'. Under 'Roles to View', 'All Users' is selected. The editor shows a rich text area with a header 'GOVERNANCE ASIA-PACIFIC WATCH' and two news items. The first item, 'New Portal to Link India's Farm Sector with Industry', is highlighted with a red dashed box. The second item is 'Azerbaijan Presents Opportunities of E-trade Portal'. The status bar at the bottom indicates 'Words: 82 Characters: 595'.

- 8) Change text in the highlighted section below using the following format.
- [Name of news source]: [Date of news article]- [Brief abstract from the full news article.]

Content:



**GOVERNANCE ASIA-PACIFIC WATCH**

> Highlights

**New Portal to Link India's Farm Sector with Industry**  
SiliconIndia: August 11, 2010 - A new e-portal serving as a one stop information source for all stakeholders of the Indian food industry was launched. [More >](#)

**Azerbaijan Presents Opportunities of E-trade Portal**  
Trend News Agency: August 23, 2010 - The Azerbaijani Gazakh region hosted a training course on "E-commerce and its role in the development of entrepreneurship" organized by the Baku business education center under the Economic Development Ministry, the ministry reported. [More >](#)

Words: 82 Characters: 595

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

- 9) Select **More>** as seen below, then click on the hyperlink manager icon.

Basic Text Box Rich Text Editor


Step 2  
Click on hyperlink manager


Hyperlink Manager (CTRL+K)

Content:

## GOVERNANCE ASIA-PACIFIC WATCH

> Highlights

 **New Portal to Link India's Farm Sector with Industry**  
SiliconIndia: August 11, 2010 - A new e-portal serving as a one stop information source for all stakeholders of the Indian food industry was launched. **More >**

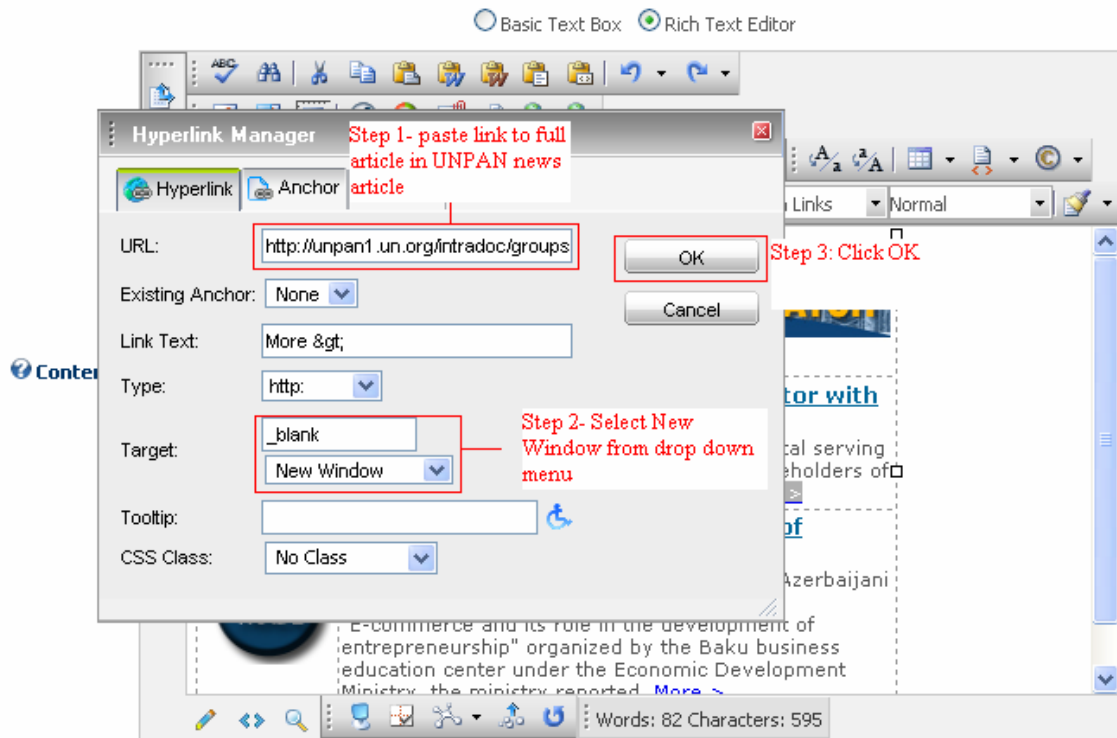
 **Azerbaijan Presents Opportunities of E-trade Portal**  
Trend News Agency: August 23, 2010 - The Azerbaijani ~~Gazakh~~ region hosted a training course on "E-commerce and its role in the development of entrepreneurship" organized by the Baku business education center under the Economic Development Ministry, the ministry reported. **More >**

Step 1  
Select/highlight text

Words: 82 Characters: 595

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

- 10) 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.)
- 11) Select New Window from the drop down menu available.
- 12) Then click OK



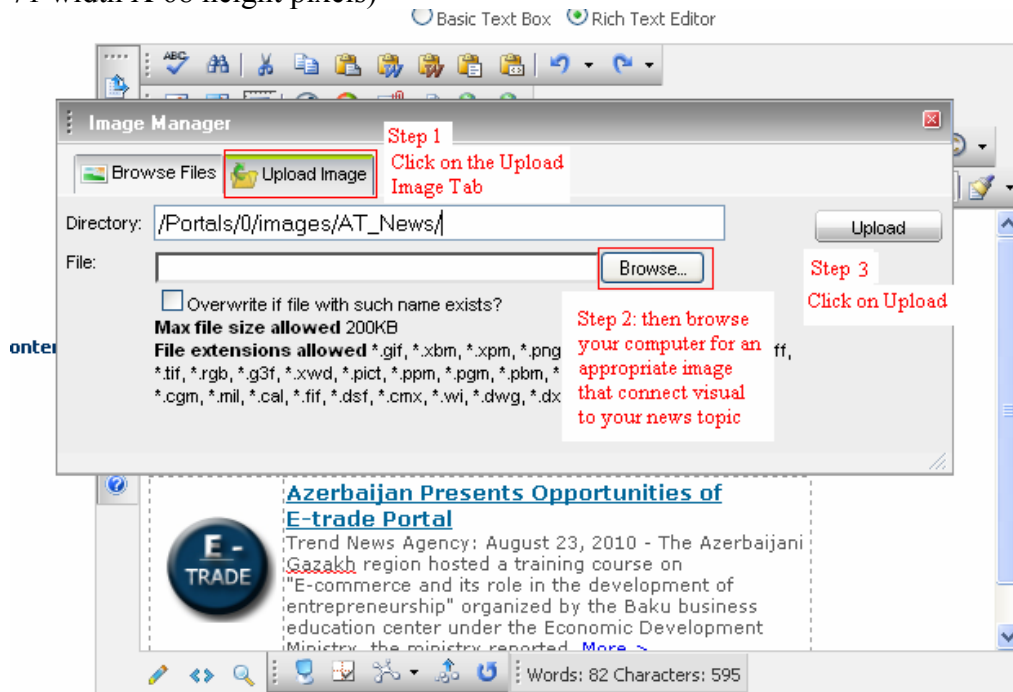
13) To change the news image click on the current image, then click on the Image Manager Icon.

The screenshot shows a content management system interface. On the left, there is a sidebar with a 'Content' section. The main editing area displays a news article titled 'GOVERNANCE ASIA-PACIFIC WATCH' with a 'Highlights' section. The first highlight is 'New Portal to Link India's Farm Sector with Industry' with a small image of a field. A red arrow points to this image with the text 'Step 1: Click on Image'. Above the main editing area, there is a toolbar with an 'Image Manager' icon (a small image icon with a magnifying glass) highlighted by a red box. A red arrow points to this icon with the text 'Step 2: Click on the Image Manager Icon'. The interface also shows a 'Basic Text Box' and 'Rich Text Editor' radio buttons at the top, and a status bar at the bottom indicating 'Words: 82 Characters: 595'.

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



- 14) Click on the Upload Image Tab
- 15) 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 71 width X 68 height pixels)



- 16) To change the second news article repeat steps 7 through 15
- 17) Once you have check your inputs click update.

