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

   Rotate Content

<table>
<thead>
<tr>
<th>Title</th>
<th>View Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>GWW1</td>
<td>All Users</td>
</tr>
<tr>
<td>GWW2</td>
<td>All Users</td>
</tr>
</tbody>
</table>

   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.)
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.]

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