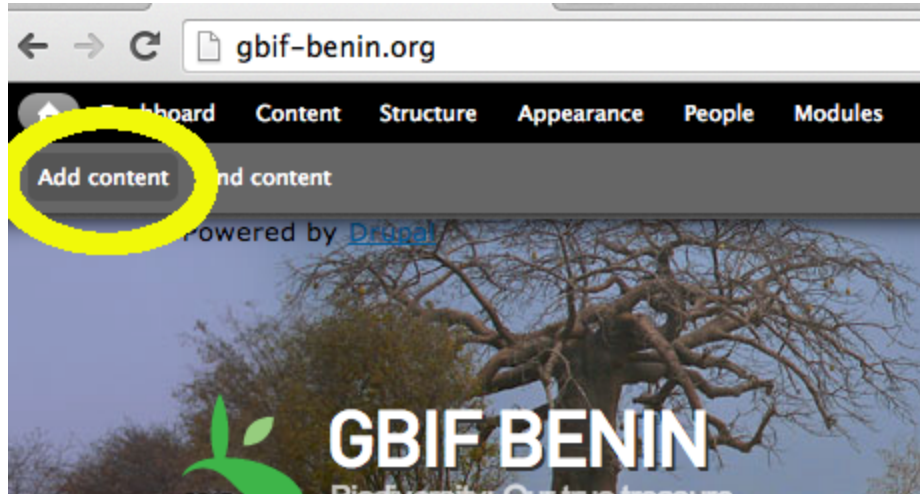


## User Manual for Benin's NPT

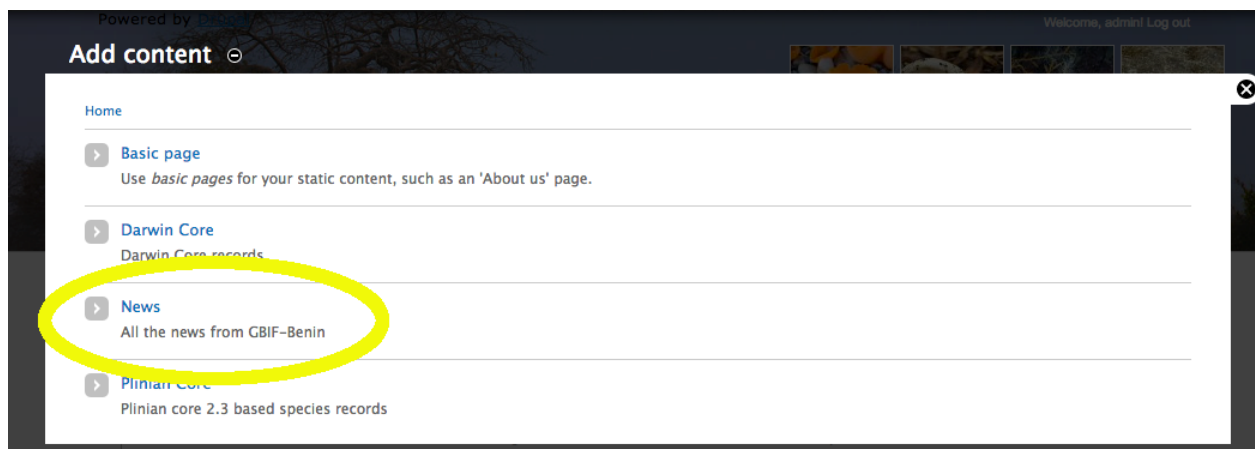
The portal is built on top of the Drupal platform. Following please find the most important instructions on how to create news items, give maintenance to the taxonomy, and other important features of the portal.

### Create news items

1. First click on “Add content” on the upper right section of your screen.



2. Next, click on the “News” item.



3. Enter the “Title” of the news item. Then use the textarea “Body” to type all the content of the news item.

Please be sure “Text format” is set to “Full HTML”. Also be sure that the “Language” is set to the language of the news item.

**Title \***  
My news item

**Body (Edit summary)**

Source

Format

**B I U S x<sub>2</sub> x<sup>2</sup>**

**80,000 more records to our collection!**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras fermentum tempus metus id tempus. Proin ac lorem dapibus, lacinia augue in, bibendum urna. Fusce molestie eu magna sit amet vestibulum. Nunc et aliquet erat. Vivamus dignissim sed quam ut feugiat. Vestibulum nec porttitor arcu. Duis et accumsan mi. Proin sagittis velit in nibh lacinia pretium. Pellentesque fringilla, augue non tincidunt tempor, enim libero gravida lectus, vel laoreet sem lacus a nibh. Donec sollicitudin dignissim facilisis. Mauris vitae mauris quis dui luctus aliquet id eu velit.

Providers	Records
ABC	50,000

Switch to plain text editor

**Text format** Full HTML

More information about text formats

Web page addresses and e-mail addresses turn into links automatically.

- Lines and paragraphs break automatically.

**Language**  
French

4. If you want to allow users to leave comments on your news items, please go to the bottom of the page and find the “Comment settings” tab. Mark “Open” to allow users to leave comments or “Closed” in case you don’t want any comments.

**Language**  
French

**Revision information**  
No revision

**URL path settings**  
No alias

**Comment settings**  
Closed

**Authoring information**  
By admin

**Publishing options**  
Published

☐ Open  
Users with the "Post comments" permission can post comments.

☒ Closed  
Users cannot post comments.

You can always “Preview” your item before posting it.

By admin

**Publishing options**  
Published

Save Preview

Once you are sure about the contents of your news item, press Save and your news item would be created.

Important Note: Once you have created the news item, it would only be available in the language version of your site in which the news item was written it. For example, on the previous example, the news item was written on french, so it would only be available on the french version of the website. If you would like to make it available for English (or any other language) then you would need to go into the news item you created and click on the “Translate” tab.

## My news item

View Edit **Translate** Log

Thu, 02/13/2014 - 10:26 -- admin

### 80,000 more records to our collection!

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras fermentum tempus metus id tem Proin ac lorem dapibus, lacinia augue in, bibendum urna. Fusce molestie eu magna sit amet vestibulum. Nunc et aliquet erat. Vivamus *dignissim* sed quam ut feugiat. Vestibulum nec port arcu. Duis et accumsan mi. Proin sagittis velit in nibh lacinia pretium. Pellentesque fringilla, **a** tincidunt tempor, enim libero gravida lectus, vel laoreet sem lacus a nibh. Donec sollicitudin d facilisis. Mauris vitae mauris quis dui luctus aliquet id eu velit.

Providers	Records
ABC	50,000
XYZ	30,000

Once you click on the “Translate” tab, you will be taken to a page where you can add the translation (English in our case).

Translations of a piece of content are managed with translation sets. Each translation set has one source post and any number of translations in any of the [languages](#). All translations are tracked to be up to date or outdated based on whether the source post was modified significantly.

LANGUE	TITLE	STATUS	OPERATIONS
English	n/a	Not translated	<a href="#">add translation</a>
<b>French</b> (source)	<a href="#">My news item</a>	Published	<a href="#">Edit</a>

SELECT TRANSLATIONS FOR *MY NEWS ITEM*

Click on “Add Translation”, and you will be taken to a page very similar to the one you used to create the news item. Please proceed and edit it accordingly with the language you wish. Then click save at the bottom of the page. Your page will now appear on the English version of your website.