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Resilient nations.*

UNDP Country Office User Guide

Getting Started with Adobe CQ5

UNDP OC Web Team
v1.1

Contents

1. How to log in to CQ5	3
2. CMS terminology.....	5
3. Structure and layout	6
Website structure	6
Webpage layout.....	7
Webpage elements	8
4. How to manage your website	9
5. What is page title and name?	11
6. What are templates?	12
7. What are components?.....	17
8. How to create a new page	19
How to include an image	23
9. How to create a success story.....	24
10. How to create a project page.....	40
11. Using Article Creator tools for news and press releases	53
How to create a News Article	56
How to create a Press Release.....	64
12. How to create a publication page	71
13. How and what to tag.....	80
How to tag Success Stories	82
How to tag News Articles, Speeches, and Press Releases	82
How to tag Publications	83
14. Publishing and deleting.....	84
How to delete a page	85
15. Editing	86
How to edit a page	87
How to edit the HTML code in a webpage.....	90
16. Digital Assets	92
How to upload an image or a document	93
How to upload a video into Brightcove	96
Including videos in webpages	100
How to include a video in a Success Story	100
How to include a video in a News Article	102
How to include a video in a webpage	104

Appendix	107
Center content components	107
Right rail components	112
How to use the Sidekick	116
Components	117
Page Properties	118
News articles vs success stories	121

Welcome!

This User Guide will help you manage your country office website in our new content management system, Adobe CQ5. This content management system (CMS) is designed to allow users with little knowledge of web programming to create and manage website content with relative ease.

1. How to log in to CQ5

*NOTE: We recommend downloading and installing Firefox for optimal use of the CMS. You can download it here:
<http://www.mozilla.org/en-US/firefox/fx/>*

Adobe CQ5 is the new Content management System (CMS) launched by UNDP Office of Communications Web Team. You can log in to the CMS by visiting: www-author.undp.org.



Log in with your standard UNDP username (only the prefix without @, for example: firstname.lastname) and password.
(*You will need permissions to log in to CQ5. For access, contact OC Web Team at oc-webteam@undp.org*)

Once you log in, you will see a number of options available:

CQ5

Welcome, elham.shabahat.

sign out

Websites  Create and manage multiple websites.	Digital Assets  Organize your various digital assets.	Campaigns  Manage your marketing campaigns.	Community  Moderate content from your social network.
Inbox  Manage your inbox items.	Users  Manage your users and groups.	Tools  Maintain and configure your system.	Tagging  Organize your tags and their namespaces.

You will mostly be working within Websites, Digital Assets, and Tools.

- **Websites:** This option allows you to create and manage webpages.
- **Digital Assets:** This allows you to upload, organize, and publish images, PDFs, Word documents, etc.
- **Tools:** You will use this option to create news articles, press releases, and speeches.

2. CMS terminology

You will come across a number of new terms and concepts while using the CMS.

Author instance: This is the CMS environment where you perform tasks such as creating webpages, uploading documents and images, etc. The URL of the authoring instance will always start with **www-author**.

Publish instance: This is your live website, such as southsudan.undp.org.

Components: Components are building blocks of content with specific functionality. (For more information, see the section titled **What are components?**) When you create a page, you can add content to the page using components.

Sidekick: The Sidekick is a floating, rectangular window that appears on the editable page. You can use the Sidekick to add components to a page, publish the page, add tags, etc. (For more information, see the section titled **How to use the Sidekick.**)

Tagging: Tags are short names or phrases that you can use to classify and annotate pieces of content making it easier to find and organize them. (For more information, see section titled **How to tag.**)

Templates: A template defines the structure of content on a page, including the design, font types and other properties. Templates are comprised of components and can be applied to newly created pages. (For more information, see section titled **What are templates?**)

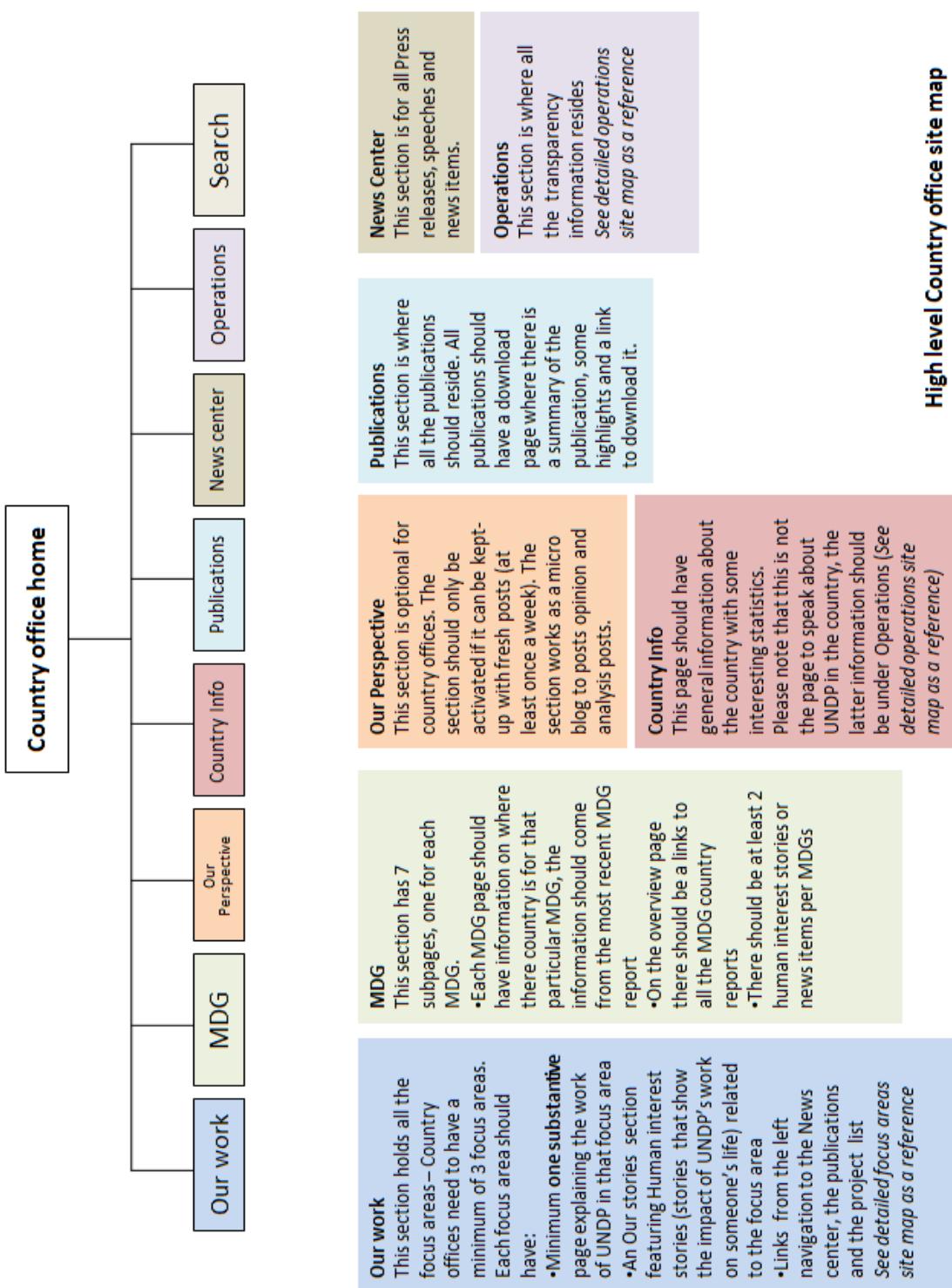
Landing page: a page where website visitors arrive at after clicking on a link, which presents all information that is relevant to that section. It can display text, images, dynamic compilations of relevant content, or other elements.

Activate/Deactivate: In CQ5, if you want to publish a page, you have to activate it. Similarly, if you want to remove a page from the live server (depublish the page), you deactivate it. (For more information, see section titled **How to publish a page).**

3. Structure and layout

Website structure

To give you a visual overview of how UNDP country office websites are structured, here is a basic site map explaining the main navigation of the site.



Webpage layout

Each webpage in the CMS is designed with a number of common elements, as shown below.

The diagram illustrates the structure of a UNDP webpage with the following components:

- Header:** Located at the top left, featuring the UNDP logo and navigation links for "UNDP around the world", "Operations", "Library", "Press Center", "English", and a search bar.
- Top navigation:** A red box highlighting the main navigation menu at the top of the page.
- Breadcrumbs:** A red box pointing to the breadcrumb trail "Home > test area > Samples >" located below the top navigation.
- Navigation:** A red box pointing to the sidebar navigation on the left, which includes links for "Generic 3 Column template", "Sample Success", "Sample News Article", "Project sample", and "Image sizes".
- Left rail:** A red box pointing to the sidebar on the left side of the main content area.
- Main Header:** The main title "Main Header" displayed prominently above the main content area.
- Centre content area:** A red box pointing to the central area containing a photograph of people carrying loads on their heads, a success story component, and a text section about Lorem ipsum dolor sit amet.
- Right rail:** A red box pointing to the sidebar on the right, which includes sections for "Related Links", "Related News", and a "Drag components or assets here" area.
- Footer:** A red box pointing to the footer section at the bottom of the page, which contains links for "Our Work", "Millennium Development Goals", and "About (Country Name)", along with social media icons for Facebook, Twitter, and YouTube.

Webpage elements

Header: This section includes the logo and the top navigation. It should not be altered and must appear on all pages of the site.

Tabbed Navigation: The navigation tabs [Our Work, MDGs, About (country)] connects users with the most important sections of the site and gives them a sense of where they are and where they can go. It should not be altered and must appear on all pages of the site. In the Our Work section of the website, you will also find tabbed navigation with focus areas such as Poverty Reduction, Democratic Governance, Crisis Prevention & Recovery, etc.

Breadcrumbs show the path taken from the homepage to the current page. Breadcrumbs are automatically generated when creating a new page and are dependent on the node (i.e. folder) structure.

Left Rail:



The left rail usually holds a section's secondary navigation. Headings are automatically generated when creating a new page under the relevant section. The left rail allows users to navigate to 2 (recommended maximum) levels of pages below the main section's page or landing page.

Level 1 is the main heading, e.g. Success Stories. **Try to create less than 10 level 1 headings.**

Level 2 is a submenu heading. It shows when you click on a Level 1 heading, preceded by a right arrow e.g. "Guaranteed Job for Badami Devi." **You can only have one level 1 heading open at a time.**

The navigation menu is not designed to have level 3 headings. Use the right rail components to link to other webpages in the site, if necessary.

Centre content: holds the main editorial content of the page. Text, images and other content may be added to this area.

Right rail: This is a menu of links within a page's content area. These links should relate to the specific content of the page that they fall on. It is populated by dragging and dropping components that are available on that template. Components can be dynamic so that the latest information is pulled in automatically based on tags.

Footer: information section at the bottom of a page, containing essential links, contact information, and copyright and privacy policy information. It must appear on the bottom of every page of a site and be consistent throughout.

4. How to manage your website

Once you've logged in, click on Websites on the Welcome page to reach the authoring instance.



In the websites section, you can edit, create, and manage webpages.

The screenshot shows the CQ5 authoring interface. On the left is a navigation tree under the 'Websites' node, with a red box labeled 'NODES' pointing to the 'Country Office' node. On the right is a table listing 'WEBPAGES' with columns: Title, Name, Published, Modified, and Status. The table contains 9 rows of data. A red box highlights the 'WEBPAGES' header.

	Title	Name	Published	Modified	Status
1	Our Work	ourw	ct-2011 10:39 (m)	29-Aug-2011 20:11 (Carc)	
2	Millennium Development Goal:	mdg	ct-2011 10:42 (m)	13-Sep-2011 03:01 (Vinit)	
3	About (country name)	countryinfo	18-Nov-2011 15:06 (C)	18-Nov-2011 15:06 (Carc)	
4	Our Perspective	ourperspective	31-Oct-2011 10:42 (m)	12-Sep-2011 03:37 (Vinit)	
5	Operations	operations	31-Oct-2011 10:43 (m)	06-Sep-2011 14:48 (Carc)	
6	Library	library	31-Oct-2011 10:43 (m)	13-Sep-2011 03:32 (Vinit)	
7	Press Center	presscenter	31-Oct-2011 10:44 (m)	12-Sep-2011 04:50 (Vinit)	
8	Search	search	31-Oct-2011 10:44 (m)	09-Sep-2011 04:16 (Vinit)	
9	test area	test_area	31-Oct-2011 10:44 (m)	01-Sep-2011 19:06 (Carc)	

The nodes are the folders which determine the structure of the website. You will be working in the country office folder or node. It will be named according to your country office, for example, UNDP South Sudan, UNDP India, etc. When you click on a node or folder, a list of webpages belonging to that particular folder appear in the right menu. If you click on the + sign next to a folder, a list of webpages belonging to that folder appear both in the left and the right menu.

Here is an explanation of the relevant information about webpages that's included on the right.

	Title	Name	Published	Modified	Status	Impressions	Template
1	Poverty Reduction	overview	■ 07-Feb-2012 15:55 (mar)	■ 07-Feb-2012 12:08 (mar)		0	Practice area landing
2	Our Stories	successstories	■ 07-Feb-2012 14:38 (silke)	■ 05-Oct-2011 18:35 (silke)		0	Success Stories
3	News	news	■ 07-Feb-2012 15:51 (Mich)	■ 17-Jan-2012 09:42 (Mich)		0	Success Stories
4	Focus Areas	focus_areas	■ 23-Feb-2012 10:11 (I)	■ 23-Feb-2012 10:10 (Mich)		0	Success Stories
5	Research & Publications	research_and_publ...	■ 07-Feb-2012 14:51 (yuan)	■ 17-Jun-2011 16:26 (yuan)		0	Success Stories
6	Knowledge Sharing	knowledge_exchange	■ 07-Feb-2012 14:54 (gillia)	■ 23-Jun-2011 18:52 (gillia)		0	Success Stories
7	Our Goals	undpmision	■ 07-Feb-2012 14:54 (yuan)	■ 07-Jun-2011 18:51 (yuan)		0	Success Stories
8	Projects & Initiatives	projects_and_initia...	■ 07-Feb-2012 15:55 (Caro)	■ 07-Feb-2012 15:09 (Caro)		0	Success Stories
9	Fast Facts and Results	fast_facts_and_res...	■ 07-Feb-2012 14:55 (gillia)	■ 20-Jul-2011 17:47 (gillia)		0	Library Page

Title: This is the title of your webpage. This title will appear in your webpage and on top of the browser window. (For more information, see section below titled **What is page title and name?**)

Name: This is the name of the file you just created. It will appear in the URL of the each webpage. (For more information, see section below titled **What is page title and name?**)

Published: This indicates whether the page has been published or not. If the indicator is green, then the page is published on the live site. If it is red, then the page is not published. It will also show you the date, time, and name of user who published it.

Modified: Indicates whether the page has been modified and provides the modification date and time.

Template: Indicates the template your webpage is based on. (For more information, see section titled **What are templates?**)

(Please skip the Status and Impressions column, as these functions are not yet being used.)

5. What is page title and name?

Title	Name	Published	Modified
1 Poverty Reduction	overview	31-Oct-2011 10:40	24-Oct-2011 17:12
2 In-depth	in_depth	11 10:40	24-Oct-2011 15:37
3 Our Stories	successstories	31-Oct-2011 10:40	30-Nov-2011 17:13
4 News	news	31-Oct-2011 10:40	16-Sep-2011 00:23
5 Projects and initiatives	projects_and_initiatives	31-Oct-2011 10:40	02-Sep-2011 10:09
6 Library	library	31-Oct-2011 10:40	29-Aug-2011 20:08

Page title: This is the title that appears on the page, e.g. "Poverty Reduction."

Name: The name is used to create the URL or web address of the page, e.g. overview.html.

File Edit View History Bookmarks Tools Help
http://www.beta.undp.org/content/south_sudan/en/home/ourwork/povertyreduction/overview.html

Most Visited Getting Started Latest Headlines

CQ5 WCM | Poverty Reduction Poverty Reduction | UNDP Poverty Reduction | UNDP

UNDP around the world About Us Research & Publications News Center English Search

UNDP in South Sudan Our Work Millennium Development Goals About South Sudan

Poverty Reduction Democratic Governance Crisis Prevention & Recovery

Home > Our Work > Poverty Reduction >

Title In-depth Our Stories News Projects & Initiatives Research & Publications

Poverty Reduction

UNDP believes in development that benefits the poor. Our programme supports our partners in South Sudan to plan, monitor, evaluate and implement poverty reduction initiatives that are inclusive and sustainable.

Our Goals

If no name is given when creating a new page, the system will default to the title with underscores between each word, e.g., poverty_reduction.html. If you choose to name the page instead of using the default, it is recommended that you:

- use only one word for the name, with no spaces e.g. povertyreduction
- use lower case
- if the file name is long, separate each word with a dash (poverty-reduction) or underscore (poverty_reduction) [keep in mind that an underscore is hard to detect once the name becomes a URL]
- keep it as short as possible, so that the URL of the page is not too long e.g. guaranteed-job-india

Note: Since the name of the page is also its URL, be mindful of changing a page's name after it has been published, as it will have an impact on bookmarks and reference links throughout the site.

6. What are templates?

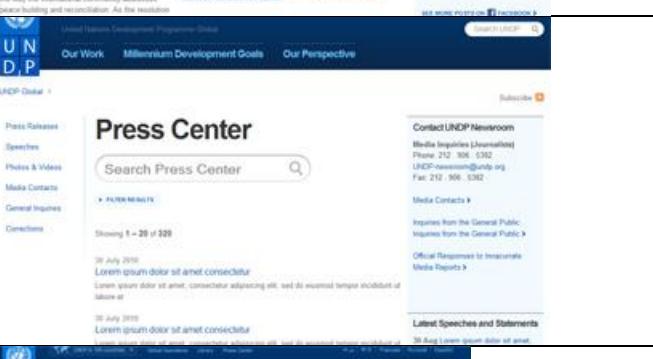
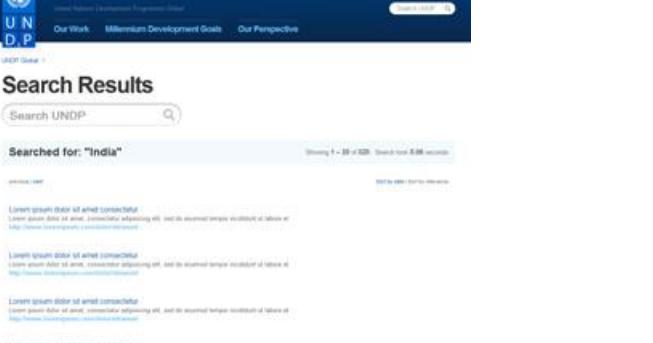
A template defines the structure of content on a page, including images, font types and other properties. Templates are comprised of components and can be applied to newly created pages or existing pages. **Whenever you create a new page, you need to select the correct template.** This is an important step, as the templates define the design, structure and content of the webpages. Also, once you've selected a template and created a new page, you cannot change the template again.

Here is a list of templates, the corresponding webpages that use the template, and screenshots of the templates.

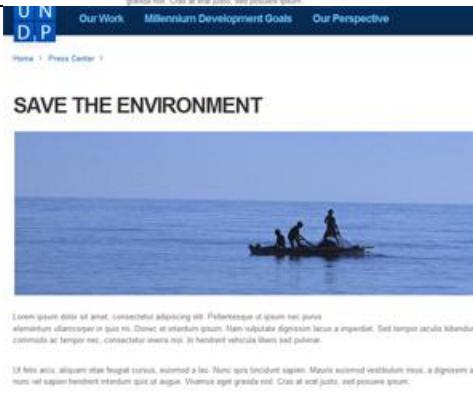
Template Name	Webpages	Image
Country Home Page	Home page of the country website.	
Our Work overview	Our work landing page only	

Practice Area Landing	<p>This template should only be used in the Our Work section, and is for landing pages of the 8 practice areas: Poverty Reduction, Democratic Governance, Crisis Prevention & Recovery, Environment & Energy, HIV/AIDS, Women's empowerment, Capacity Development.</p>	
Success Stories	<p>All pages under Our Work folder including pages under the focus areas, for example: Our Stories, Our Mission, News, Knowledge Sharing, Donors & Partners, etc.</p>	
Generic 3 Column	<p>Global Operations landing page and subpages. This template should be most widely used in instances where no specific templates are defined.</p>	
Millennium Development Goals Overview	<p>Use for the MDG landing page.</p>	

Millennium Development Goals	Use for each MDG (example: MDG1, MDG2, MDG3, etc.) To be used only under MDG Overview.	
Library Page	Library landing page and library subpages. For example: the main Research and Publications page, Poverty Reduction publications, etc.	
Download template	Every publication on the site needs to be presented using this template. Publication page should only be created in the library under the corresponding sub section. For ex: a publication about Crisis Prevention should be created using the download template under library > crisis prevention.	
Country Project Template	Use for all project pages under Operations.	

Our Perspective Landing (optional)	Use for the landing page of the Our perspective section only. The centre content on this page is pulled dynamically.	
Our Perspective Article (optional)	Use for the articles under the Our Perspective section only.	
Press Centre Page	Use for the landing page of the Press Centre and sub sections such as Press Releases, Speeches, News. It includes a customizable Search box.	
Search	Use for displaying search results. Only to be used for the top-level Search page. (The search bar in the header links to this page.)	

A few templates should not be used for regular content, and should be used with caution. In general, please use the Generic 3 column template for pages with no defined template format. For example:

Generic 2 column (with right rail)	Use for special cases where a left navigation is not needed but a right rail is available	 <p>The screenshot shows a UNDP website with a header containing the UNDP logo and navigation links for 'Our Work', 'Millennium Development Goals', and 'Our Perspective'. Below the header, there's a main content area with a heading 'Lorem ipsum dolor sit amet, consectetur' followed by some text and images. To the right of the main content is a 'Press Releases' sidebar with three news items, each with a date and a brief summary. Further down the right side are 'Links' and 'Flickr' sections.</p>
Generic 2 column (with left nav)	Use for special cases where a right rail is not needed but there needs to be a left navigation	 <p>The screenshot shows a UNDP website with a header containing the UNDP logo and navigation links for 'Our Work', 'Millennium Development Goals', and 'Our Perspective'. A left navigation bar includes links for 'Home', 'Press Center', 'Press Releases', 'News', 'Speeches', 'For the record', 'Media contacts', and 'General inquiries'. The main content area features a heading 'Fighting Poverty' above a large image of people working in a field at sunset.</p>
Generic 1 column	Use for special cases such as a campaign, it does not have a left navigation nor a right rail.	 <p>The screenshot shows a UNDP website with a header containing the UNDP logo and navigation links for 'Our Work', 'Millennium Development Goals', and 'Our Perspective'. Below the header, there's a main content area with a heading 'SAVE THE ENVIRONMENT' above a large image of people in a small boat on the water.</p>

7. What are components?

Components are building blocks of content with specific functionality and they differ based on templates. When you create a new page using a template, you can add content to the page by using **Components**.

For example, consider the center column of this webpage:

About UNDP in South Sudan
Funding and Delivery
Legal Framework
Fund Management
Procurement
Projects
UNDP and the UN
United Nations Volunteers
Careers
Contact Us

About UNDP in South Sudan



UNDP has been working in South Sudan for over 30 years. With the formation of the independent Republic of South Sudan in July 2011, UNDP established a Country Office and has staff working in all ten states to help build government institutions. UNDP is committed to helping South Sudan achieve the [Millennium Development Goals](#) as well as the national objectives articulated in South Sudan's first ever Development Plan, created in 2011. The goal of the organization is to help improve the lives of the poorest women and men. UNDP South Sudan aims to do this by supporting the Government to manage public finances in an environment of respect for the rule of law, with an accountable government to deliver inclusive economic growth.

Contact UNDP in South Sudan

Media Inquiries

Phone: +249 95619 1254

communications.south.sd@undp.org

UNDP South Sudan Annual Report 2010



This report takes stock of achievements made in 2009/2010 and provides momentum for meeting future demands.

The year 2010 was the last full year of the Comprehensive Peace Agreement (CPA).

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South Sudan Legal Documentation

Partnerships and Resource Mobilization Fact Sheet

New Accounting System for UNDP

As you can see, the center column has a heading, an image, and text. The heading uses a Main Header component, and the text and image use a Text & Image component.

When you build a page like this, if you'd like your center content to have a heading, an image and text, you would add a Main Header and Text & Image component.

Similarly, consider the right rail of the page.

Contact UNDP in South Sudan

Media Inquiries
Phone: +249 95619 1254
communications.south.sd@undp.org

This is a Text & Links component.

UNDP South Sudan Annual Report 2010



This report takes stock of achievements made in 2009/2010 and provides momentum for meeting future demands.
The year 2010 was the last full year of the Comprehensive Peace Agreement (CPA).
[VIEW MORE >](#)

This is a Content Feature component.

South Sudan Legal Documentation

-  [Partnerships and Resource Mobilization Fact Sheet](#)
-  [New Accounting System for UNDP](#)

This is a Download Document component.

Therefore, if you'd like to have links in your right navigation, you could add a Links component in the right rail. If you wanted to add links to documents so people could download them, you'd add the Download Document component to the right rail.

For a full list of center content and right rail components, see the Appendix (the last section of the User Guide).

8. How to create a new page

In this section, you can follow steps on how to create a new page.

1. In the folder tree, select the folder where you'd like your new page to appear. Click on your page in the folder structure, for example, Crisis Prevention and Recovery.

The screenshot shows a SharePoint interface. On the left is a folder tree with categories like 'Websites', 'Country Office', 'English', and 'Our Work'. Under 'Our Work', there are several sub-folders: 'Overview', 'Our Stories', 'News', 'Our Mission', 'Partners', 'National Goodwill Ambassadors', 'Library', 'Poverty Reduction', 'Democratic Governance', and 'Crisis Prevention & Recovery'. The 'Crisis Prevention & Recovery' folder is highlighted with a red box. On the right is a list view showing items with columns 'Title', 'Name', and 'Published'. The items listed are: 1. Crisis prevention & recov overview, 2. In-depth in_depth, 3. Our Stories successstories, 4. News news, 5. Projects and initiatives projects_and_init, and 6. Library library. The 'New...' button in the top navigation bar is highlighted with a blue arrow pointing to the 'New Page...' option in the dropdown menu.

2. When you click on the arrow next to New in the top navigation, you will get a drop down menu. On the drop down menu select “New Page”

The screenshot shows the SharePoint ribbon with the 'New...' button highlighted with a red box. A dropdown menu is open, listing several options: 'New Page...', 'New Site...', 'New Live Copy...', 'New File...', 'New Folder...', and 'New Page...'. The 'New Page...' option is highlighted in the dropdown menu.

3. Choose “title” and “name” (as outlined previous in **What is page name vs title?**), and the template you will use (as outlined in **What are templates?**). Note that since we are creating this page in the Our Work folder, you will use the **Success Story template**.

Create Page

Title	* <input type="text" value="Lorem ipsum dolor sit amet"/>
Name	<input type="text" value="lorem-ipsum"/>
 <p>Success Stories Must go below Our Work Page. Use the is template to add content under any of the Our work practice area's, A success story for example.</p>	
 <p>Practice area landing Global Practice area landing page</p>	
 <p>Our Perspective Article Page Template for Our Perspective Page</p>	

Click on Create!

Your page will appear in the folder structure of the website:

	Title	Name	Published	Modified	St
1	Crisis prevention & recovery overview	overview	08-Feb-2012 11:43 (Administrator)	24-Oct-2011 17:09 (C)	
2	In-depth	in_depth	08-Feb-2012 11:43 (Administrator)	24-Oct-2011 15:54 (C)	
3	Our Stories	successstories	09-Feb-2012 17:48 (Carolina Ramirez)	24-Oct-2011 15:54 (C)	
4	News	news	09-Feb-2012 17:50 (Carolina Ramirez)	24-Oct-2011 15:54 (C)	
5	Projects and initiatives	projects_and_init	08-Feb-2012 11:43 (Administrator)	02-Sep-2011 10:10 (C)	
6	Library	library	08-Feb-2012 11:43 (Administrator)	29-Aug-2011 20:09 (C)	
7	Lorem ipsum dolor sit amet	lorem-ipsum	07-Feb-2012 00:15 (Administrator)	28-Feb-2012 11:34 (E)	

4. Your new page will look like this:

The Sidekick will allow you to pull “components” into the center and right area.

Left-rail Centre content Right rail

You will mostly be adding content to the centre or right rail. The left rail is automatically generated for your page. (If you don't see a list of components, click on the first tab in the Sidekick, and then the plus sign next to Center Content.)

5. Drag the Text & Image component in the Sidekick (listed under Center Content) to the centre area. Once a green check mark appears, your component has been added.

Drag components or assets here

6. Double-click on the component to edit.

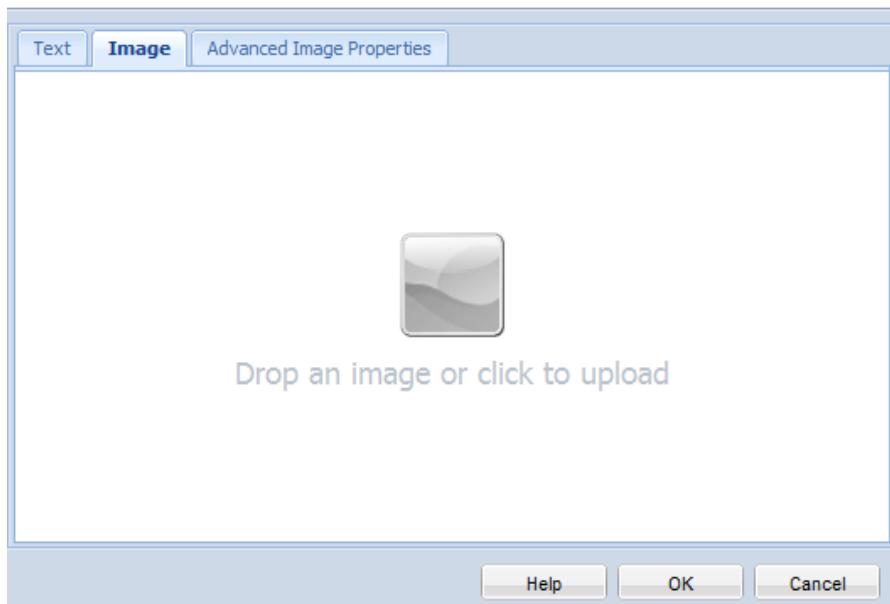
The screenshot shows the UNDP website's header with the logo, a world map icon, and links for 'UNDP around the world', 'Operations', 'Research & Publications', and 'News Center'. Below the header, there are three main navigation tabs: 'Our Work', 'Millennium Development Goals', and 'About (country name)'. Under 'Our Work', there are six sub-tabs: 'Poverty Reduction', 'Democratic Governance', 'Crisis Prevention & Recovery' (which is highlighted in blue), 'HIV / AIDS', 'Environment & Energy', and 'Women Empowerment'. The 'Crisis Prevention & Recovery' tab leads to a page with a sidebar on the left containing links: 'Overview', 'In-depth', 'Our Stories', 'News', 'Projects and initiatives', and 'Library'. The main content area features a large yellow dashed box with a placeholder text 'Drag components or assets here'. A red box with a blue arrow points to this area, containing the text 'Double-click on the component to edit.'.

7. Once the Text & Image component is open, you can add text in the Text tab.

The screenshot shows the 'Text & Image Properties' dialog box. The top tab bar has 'Text' selected, followed by 'Image' and 'Advanced Image Properties'. Below the tabs is a toolbar with various rich text editing icons (bold, italic, underline, alignment, etc.). The main content area contains a large text box with the placeholder text 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed vitae eros nibh. Nam sed neque elit, id imperdiet lorem. Nam ut semper ipsum. Sed eu odio urna. Praesent elementum augue ut leo pharetra et mollis dolor varius. Proin iaculis magna dolor, in faucibus mauris. Sed eget dignissim massa. Curabitur aliquet diam ut dolor faucibus vitae rutrum odio feugiat. Nulla elementum, risus quis semper vulputate, ligula libero volutpat urna, non ultrices odio diam ac turpis. Sed nec mauris eu lectus ornare luctus aliquam vitae justo. Vestibulum diam urna, feugiat eu pretium at, scelerisque quis ipsum. Proin sollicitudin dictum blandit. Donec nec orci leo. Vivamus aliquam enim vel lorem sollicitudin eget vulputate metus gravida. Fusce ut purus at lacus venenatis elementum. Sed lacinia euismod nisl, nec dictum eros rutrum eu.' Below the text box is a 'Title' input field and a preview window. At the bottom are 'Help', 'OK', and 'Cancel' buttons.

How to include an image

8. If using an image, first select the “image” tab on the top of your edit window.



9. Select an image from the Content Finder located on the left hand menu of your screen. You can search for images by typing in the image title in the search bar. (See “**How to upload images**” section for more information on uploading and activating images so they appear in the Content Finder on the left-hand side of the page.) Drag the image into the Image tab. If a green check mark appears, then your image has been added.

Click on the “Advanced Image Properties” tab insert a space or add “alt text” for your image.

Advanced Image Properties

Title	<input type="text"/>
Alt Text	<input type="text"/> *
Required. Please enter a space if not used.	
Link to	<input type="text"/> 
Drop files or pages from the Content Finder	
Description	<input type="text"/>
Select rendition size	<input type="button"/>

Help OK Cancel

This field is required.
Enter “alt text” for
your image here. Alt
text is usually a one or
two word description
of your image, used
by search engines.

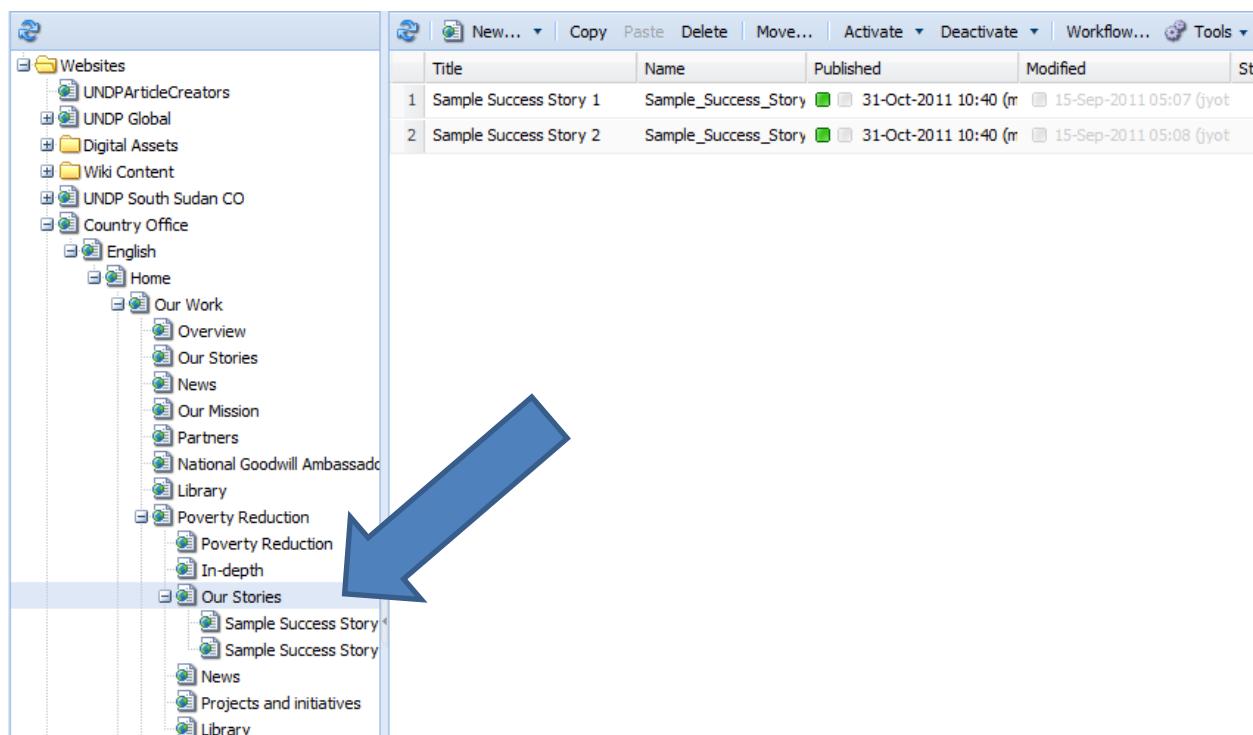
Click OK. Your page will now have an image and text in the center content area.

9. How to create a success story

(Template: Success story)

To create a success story, follow the steps outlined below.

1. You should create all your success stories in the “Our Stories” folder for the respective focus area. In this example, we will create a story in the Poverty Reduction folder. Click on “New” in the right-hand menu. (If there’s a pop-up, select New Page.)



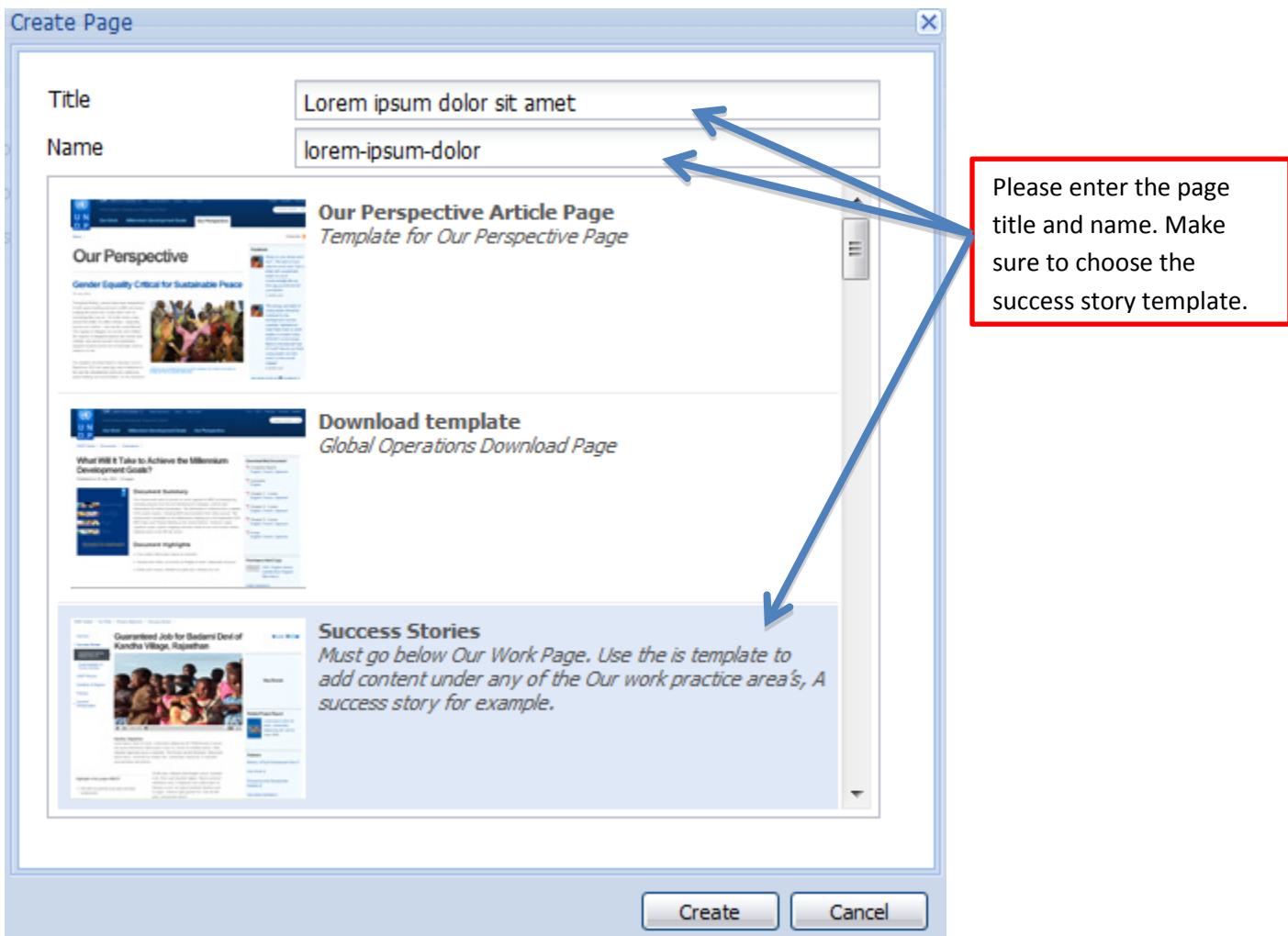
The screenshot shows the Sitefinity CMS interface. On the left, the navigation tree displays the following structure:

- Websites
 - UNDP Article Creators
 - UNDP Global
 - Digital Assets
 - Wiki Content
 - UNDP South Sudan CO
 - Country Office
 - English
 - Home
 - Our Work
 - Overview
 - Our Stories
 - News
 - Our Mission
 - Partners
 - National Goodwill Ambassador
 - Library
 - Poverty Reduction
 - Poverty Reduction
 - In-depth
 - Our Stories
 - Sample Success Story 1
 - Sample Success Story 2

A large blue arrow points from the "Our Stories" node under the "Poverty Reduction" folder towards the right pane, where a list of existing success stories is displayed:

Title	Name	Published	Modified
Sample Success Story 1	Sample_Success_Story	31-Oct-2011 10:40 (m)	15-Sep-2011 05:07 (jyot)
Sample Success Story 2	Sample_Success_Story	31-Oct-2011 10:40 (m)	15-Sep-2011 05:08 (jyot)

2. As mentioned previously in **What is page title and name?**, there is a marked difference between page name and page title. **Page title** is the title that appears on the page, e.g. ‘Guaranteed job for Madvi Madka,’ and is also used as a heading in the left-rail navigation. The name is used to create the URL or web address of the page, e.g. guaranteed-job-india.html. The name is generated automatically, so you can leave that field empty if you’d like.



Then click on “Create”. Note that every webpage in the Our Work folder is created using the Success Story template.

3. The page that opens will look like this:

The Sidekick will allow you to pull "components" into the center and right area.

Home > Our Work > Poverty Reduction > Our Stories >

Overview
In-depth
Our Stories
Lorem ipsum dolor sit amet
News
Projects and initiatives
Library

Left-rail

Drag components or assets here

Centre content

Drag components or assets here

Right rail

The screenshot shows the UNDP website's navigation bar at the top. Below it is a horizontal menu with tabs: Poverty Reduction, Democratic Governance, Crisis Prevention & Recovery, HIV / AIDS, Environment & Energy, and Women's Empowerment. A red box highlights the "Our Stories" tab under the "Our Work" section. To the right is a "Sidekick" window titled "Day cq5wcm". It contains a sidebar with various content components like "One Column Summary", "Text component with HTML edit", and "Success Story Component". The main area of the Sidekick has three dashed boxes: "Center Content" (highlighted by a red box), "Right Rail" (highlighted by a red box), and "Drag components or assets here" (appearing above the center content). A blue arrow points from the text "The Sidekick will allow you to pull 'components' into the center and right area." to the "Center Content" box.

You will mostly be adding content to the centre or right rail. The left rail is automatically generated for your page.

4. Drag the success story component in the Sidekick (listed under Center Content) to the centre area.

Home > Our Work > Poverty Reduction > Our Stories >

Overview
In-depth
Our Stories
Lorem ipsum dolor sit amet
News
Projects and initiatives
Library

Drag components or assets here

Sucess Story Component

The screenshot shows the same UNDP website interface as the previous one. The "Success Story Component" is highlighted with a green checkmark icon and a blue border. A blue arrow points from this icon towards the "Drag components or assets here" box in the center area of the Sidekick window. The rest of the interface, including the Sidekick sidebar and other components, remains the same.

Once a green check-mark appears, your component has been added.

5. Double-click on the component to edit.

Once a green check-mark appears, your component has been added.

5. Double-click on the component to edit.

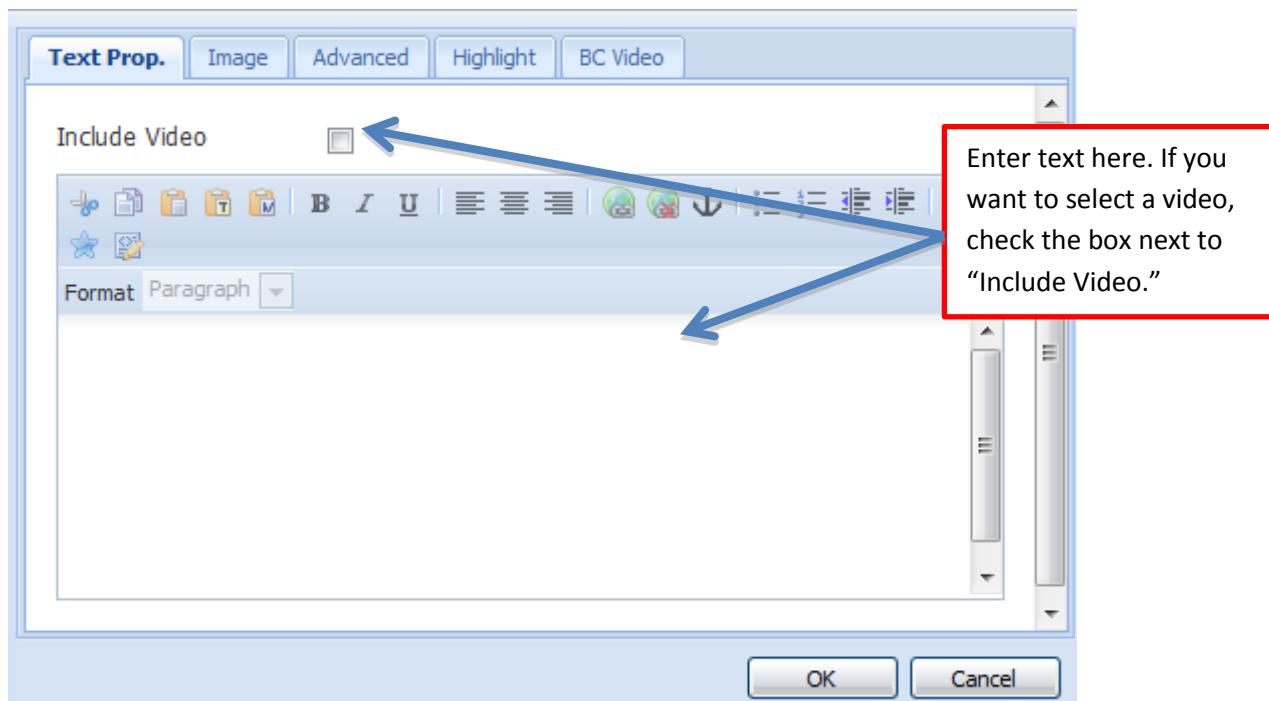
Home > Our Work > Poverty Reduction > Our Stories >

Overview
In-depth
Our Stories
Lorem ipsum dolor sit amet
News
Projects and initiatives
Library

Drag components or assets here

Double-click on the component to edit.

6. In the Text Prop. tab, enter the text of your success story. You can add links, bold or italicize text, edit source code, etc.



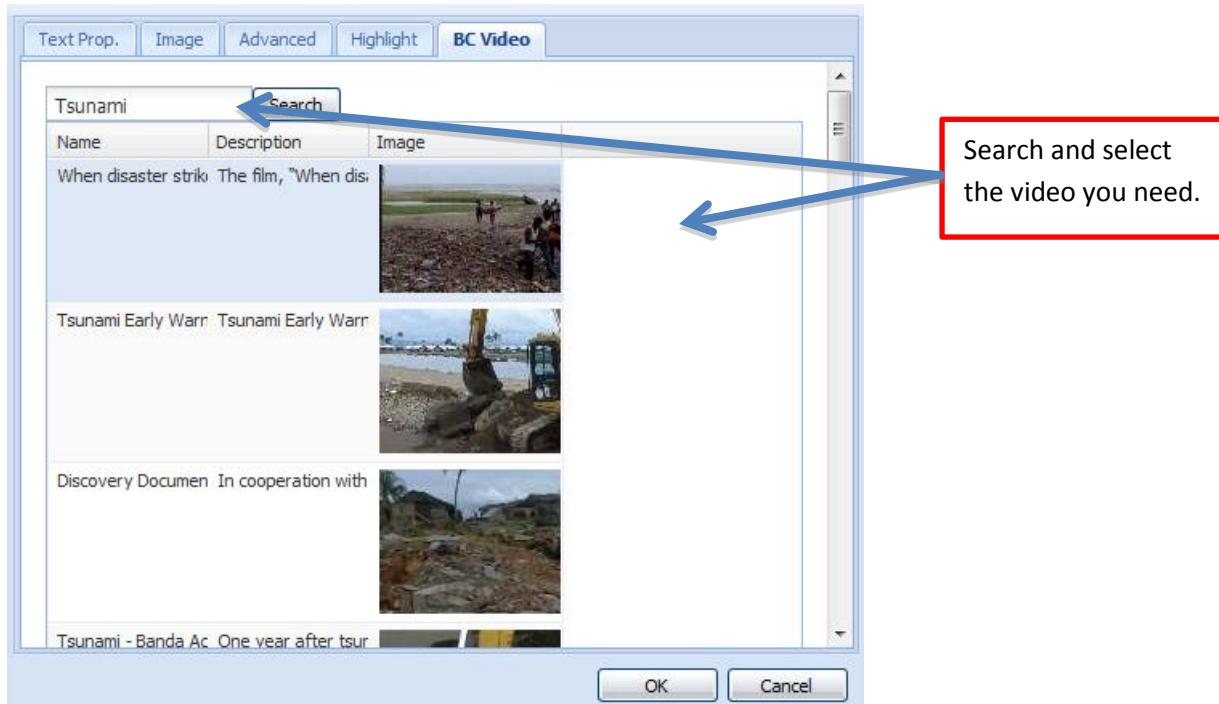
Text Prop. Image Advanced Highlight BC Video

Include Video

Enter text here. If you want to select a video, check the box next to "Include Video."

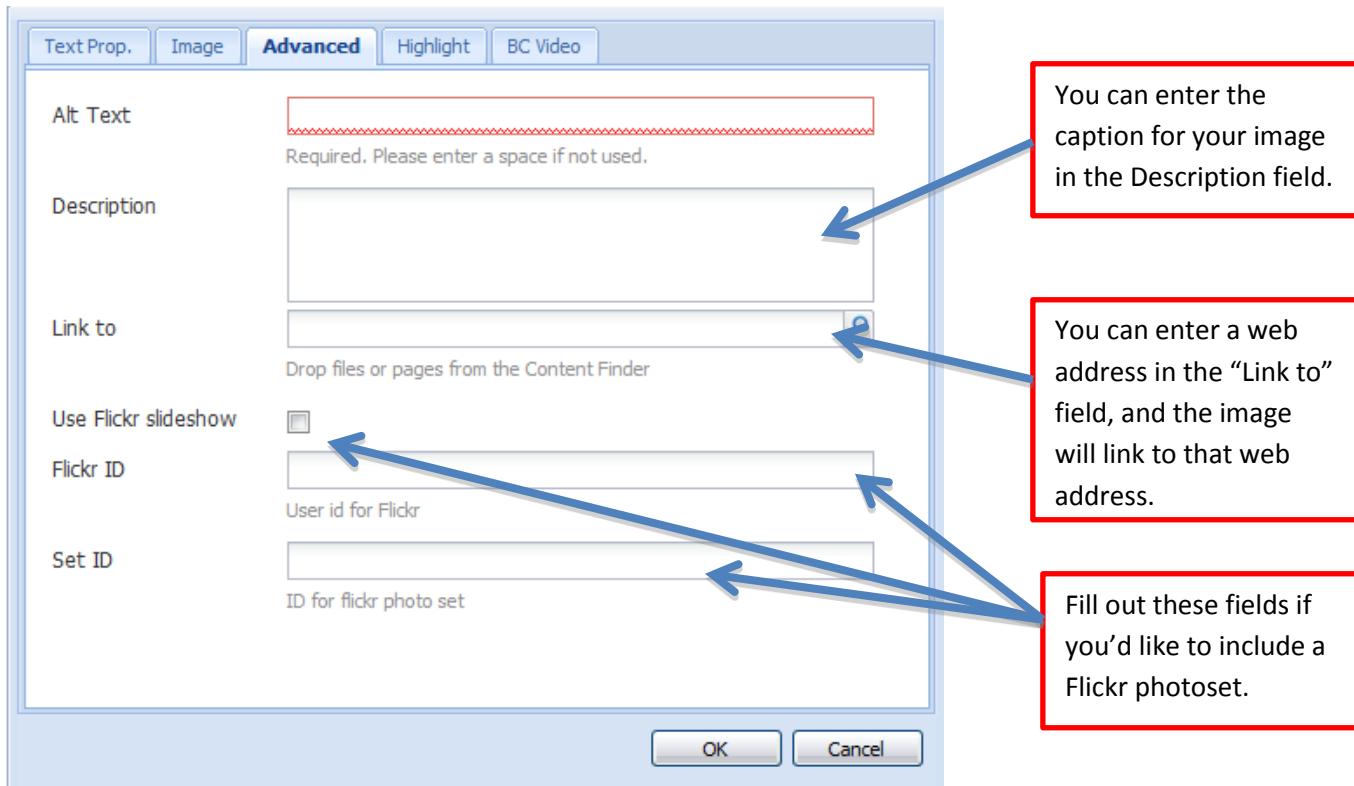
OK Cancel

If you do need to include a video, click on the BC Video tab, and search for and select the video you'd like featured. (For more information on how to make your video appear in this list, please see **How to upload videos** section of the User Guide.)

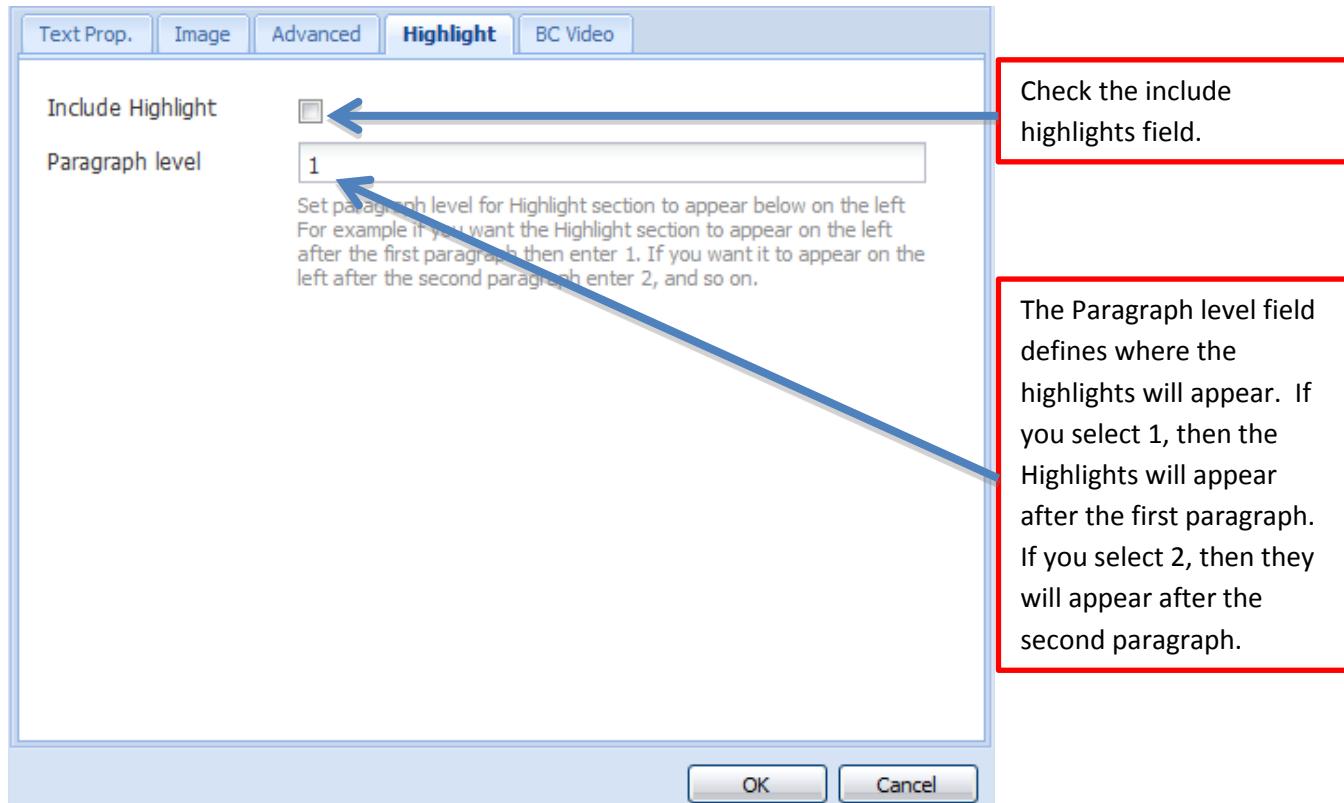


7. To add an image, click on the “Image” tab, search for your image in the content finder on the left, and drag it to the editing box from the left menu.

8. Click on the “Advanced” tab and enter the required “Alt Text” field for your image. You can also add a Flickr slideshow to your success story.



9. The Highlight tab allows you to enter highlights for your success story. Highlights is a small bullet-point list that appears on the left side of the story.



Click OK.

Once you click on OK, you can add the highlights by double-clicking the Highlights box.

Overview
In-depth
▼ Our Stories
Lorem ipsum dolor sit amet
News
Projects and initiatives
Library


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Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut suscipit, leo vitae viverra dictum, velit purus auctor metus, sed aliquam neque risus ac lorem. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Phasellus luctus placerat adipiscing. Morbi bibendum rutrum posuere. Ut nunc dolor, rhoncus in egestas sit amet, egestas ac tortor. Vivamus quis ligula libero. Maecenas a magna eu arcu dignissim sollicitudin. Aliquam sed neque odio, at tincidunt felis. Donec enim eros, bibendum eu varius vel, elementum a orci.

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Double Click to enter the Story Highlights.

Notice how the Highlights box appears after the first paragraph, as specified earlier. You can now double-click on this component to enter story highlights.

Usually, highlights are short bullet points that summarize the results of the success story, or highlight the main points of the story.

Edit Component

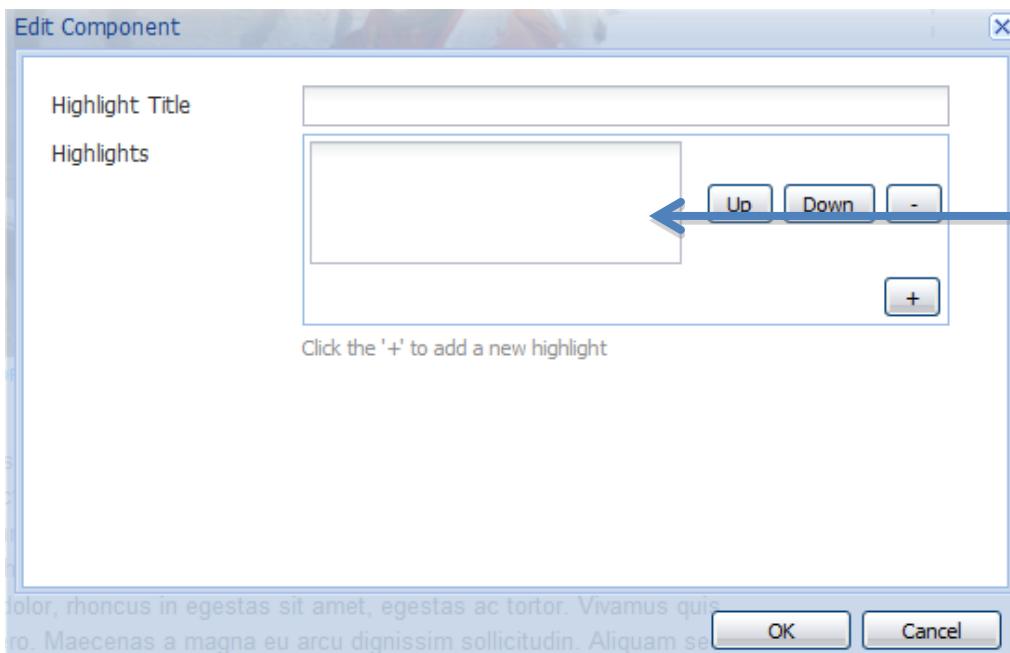
Highlight Title

Highlights

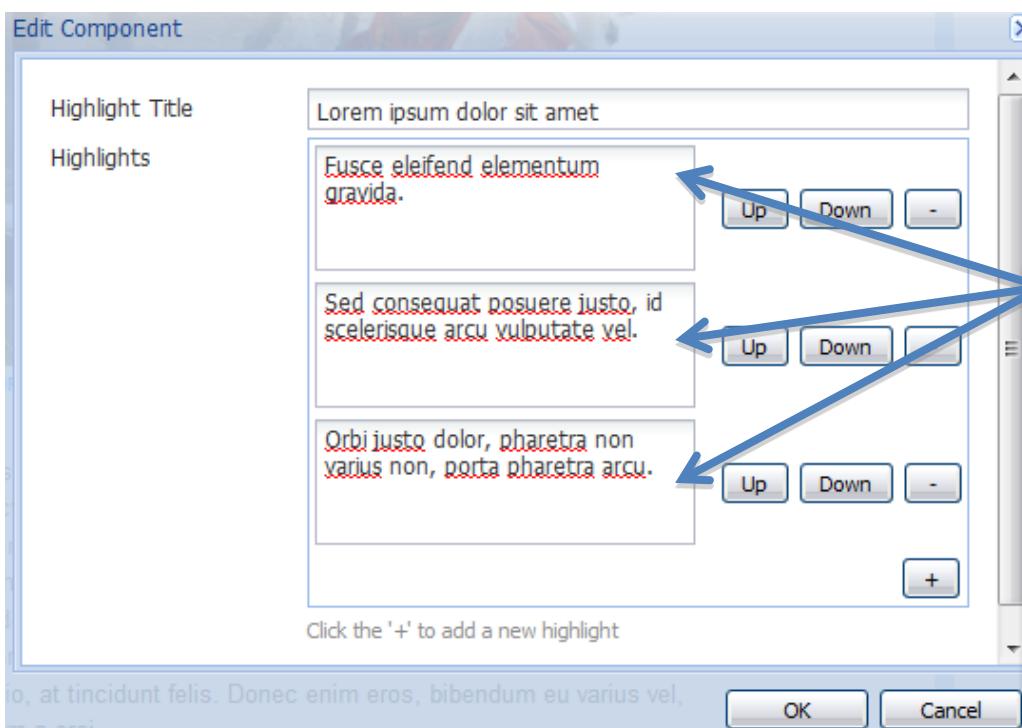
Click the '+' to add a new highlight

Enter the Highlights title here. For example: "Highlights."

Click on the + sign to add highlights.



For example:



Click OK, and your highlights should appear in the text like the screenshot below.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut suscipit, leo vitae
 viverra dictum, velit purus auctor metus, sed aliquam neque risus ac lorem.
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 Curae; Phasellus luctus placerat adipiscing. Morbi bibendum rutrum posuere.
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 elementum a orci.

Lorem ipsum dolor sit amet

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 - Sed consequat posuere justo, id scelerisque
 arcu vulputate vel.
 - Orbi justo dolor, pharetra non varius non, porta
 pharetra arcu.
-

 Sed vulputate ph
 magna id est dig
 justo ut leo dign

Notice how bullet points
are automatically added.

 Maecenas facilisis nulla vitae nisl lobortis ornare
 imperdiet nunc fermentum. Aenean non cursus
 eros. Quisque nec laoreet odio. Ut at ante vel nisl
 condimentum condimentum. Quisque sodales
 aliquet rhoncus. Etiam sem tortor, cursus non
 mattis non, convallis auctor est. Donec vel odio
 felis, lobortis in
 neque posuere
 id magna dignis

To edit the highlights
again, simply double-
click this box.

 Praesent sodales sem vitae sapien semper tempor
 sit amet ut nulla. Curabitur non placerat est. Curabitur bibendum luctus
 vestibulum. Quisque tortor risus, viverra condimentum pellentesque non,
 vulputate nec nulla. Pellentesque bibendum rutrum mi et laoreet. Ut at quam
 lectus, eu sagittis arcu.

10. You should also add a title for your success story. To do so, drag the “Main Header” component at the top of the centre content. The Main Header component is listed under Center Content in the Sidekick.

Drag the “Main Header” component in the Center content list in the Sidekick on top of the main image.

The Sidekick panel on the right lists various components, with "Main Header" highlighted by a red box. A blue arrow points from the "Main Header" box in the list to the dashed box representing the center content area where the component is being placed.

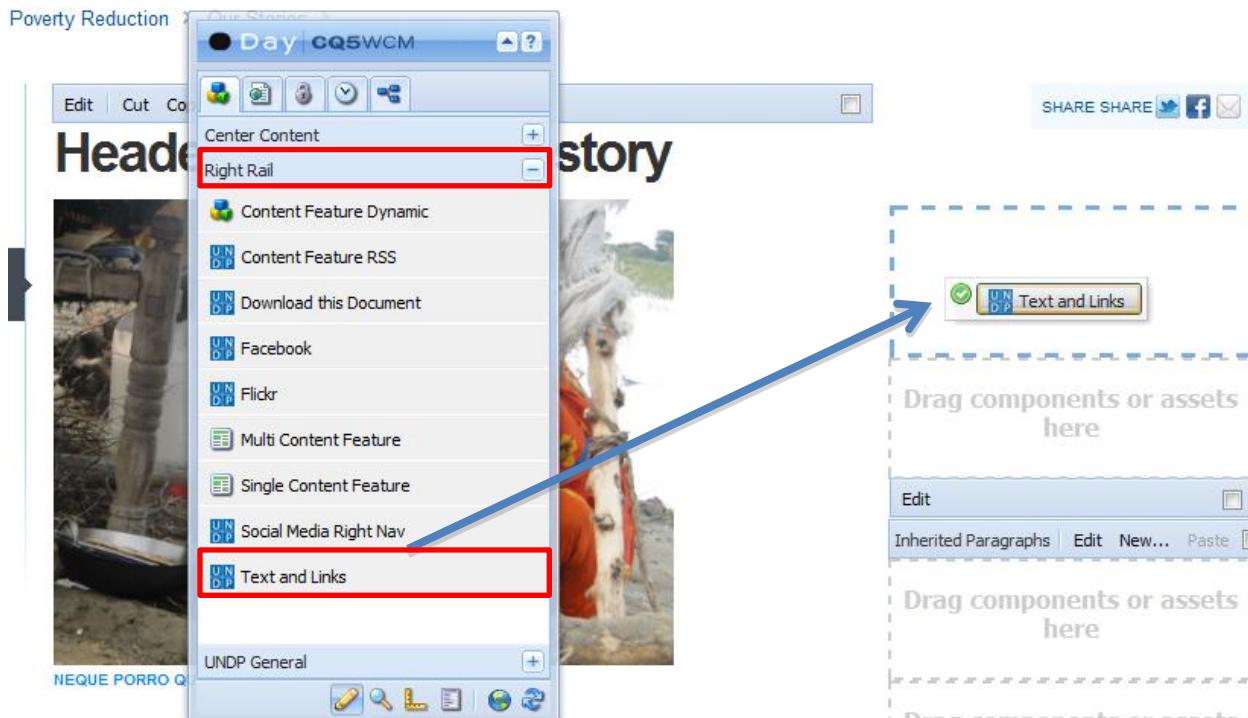
Click on Edit in the top menu.

And simply enter your header in the field, and click OK!

The dialog box has a toolbar with "Edit", "Cut", "Copy", "Paste", "Delete", and "New...". The main area is titled "Title" and contains the text "Header for a success story". At the bottom are "OK" and "Cancel" buttons.

11. To make the success story as web-friendly as possible, please also add related links, news stories, videos, publications, etc. to the right-rail. Follow these steps to add a Related Links box to the right-rail.

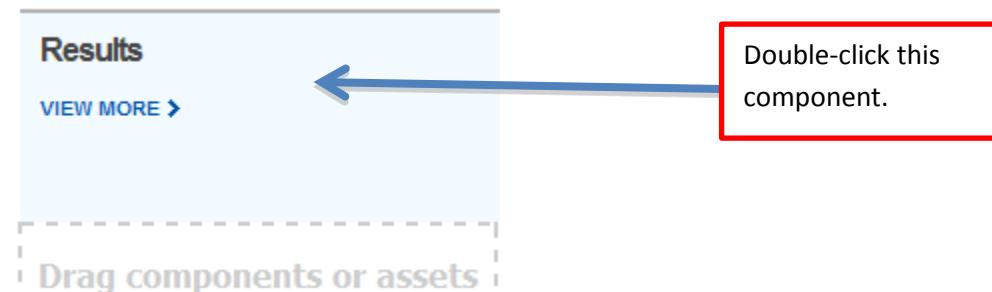
Drag the “Text and Links” component (under Right Rail) to the right-rail. Once a green check mark appears, the component has been added to the right rail. This component will allow you to add links to the right rail.



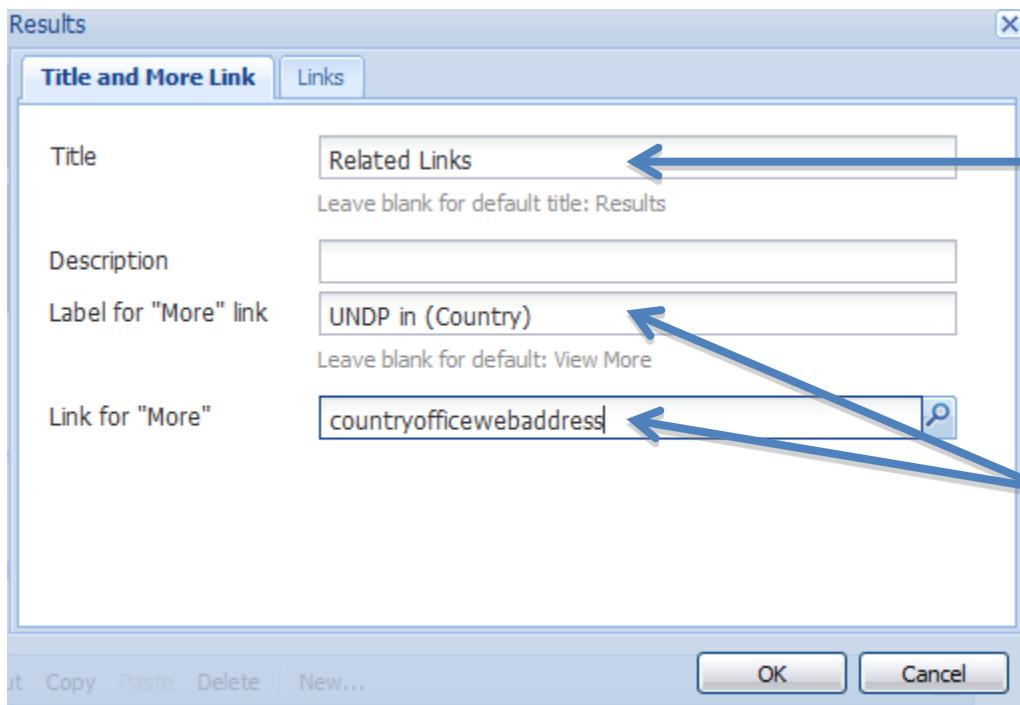
NEQUE PORRO Q
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut suscipit, leo vitae
viverra dictum, velit purus auctor metus, sed aliquam neque risus ac lorem.
Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia
Curae; Phasellus luctus placerat adipiscing. Morbi bibendum rutrum posuere.

*Note that you can move the Sidekick around the webpage. For more information on how to use the Sidekick, see **How to use the Sidekick** in the User Guide.

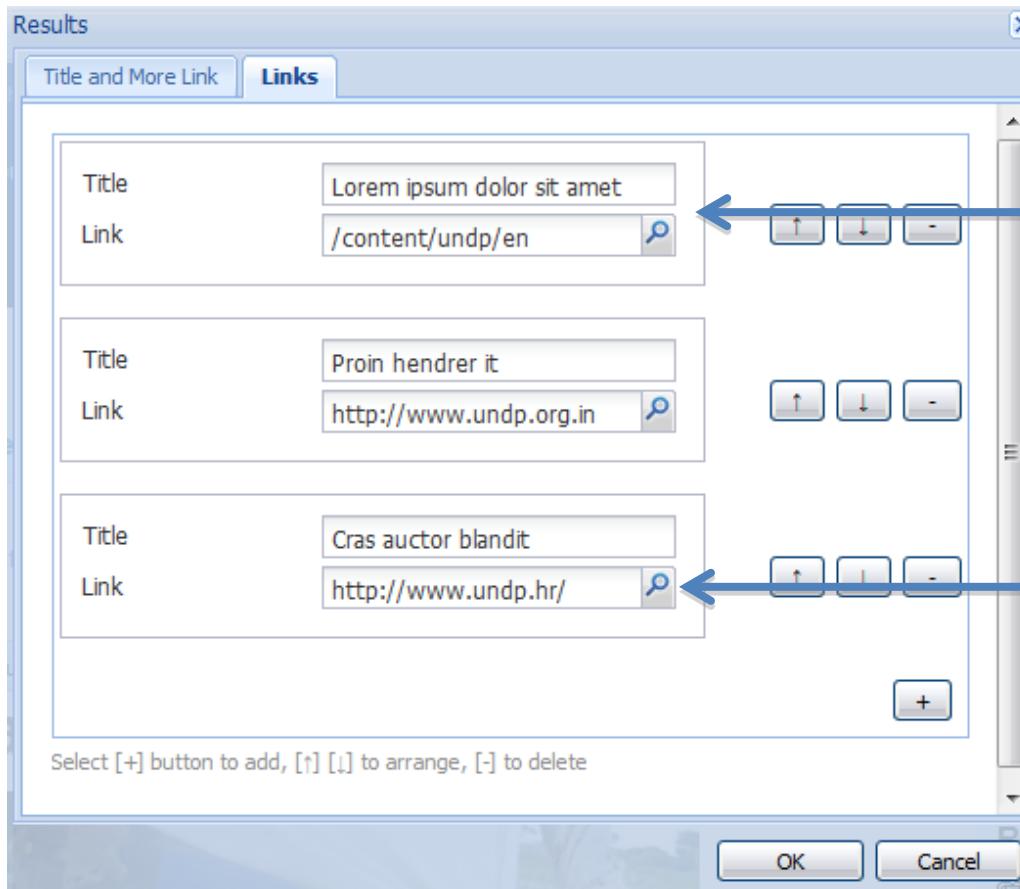
Once the component has been dragged to the right-rail, double-click to edit the component.



Fill out the fields in the Title and More Link tab.



In the Links tab, click on the + sign to add links.



Click OK, and you should have the following right-rail component:

Related Links

[Lorem ipsum dolor sit amet](#)

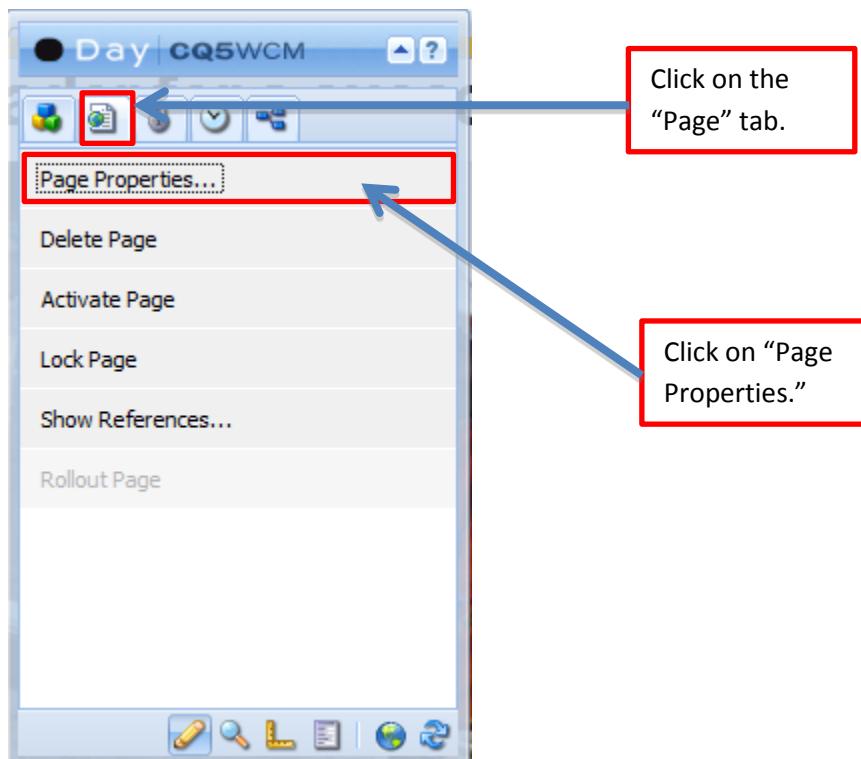
[Proin hendrerit](#)

[Cras auctor blandit](#)

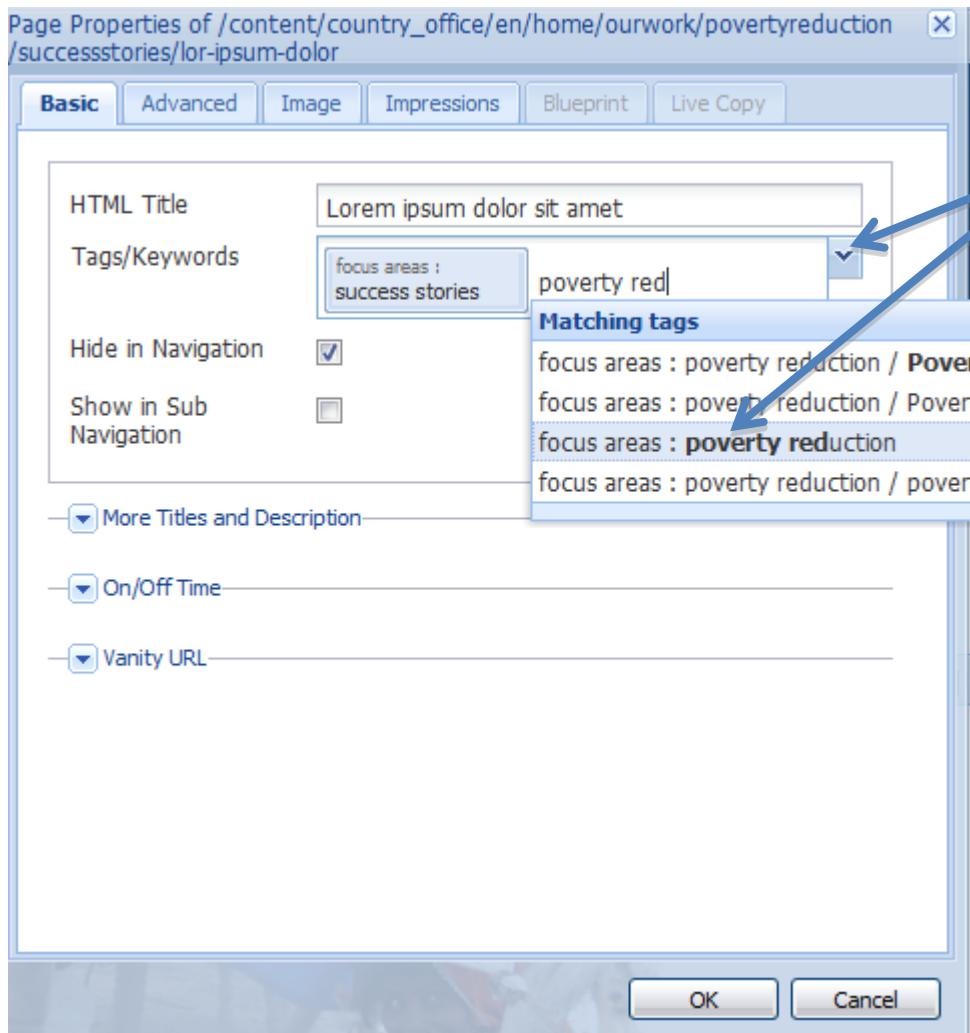
[UNDP IN \(COUNTRY\) >](#)

Feel free to add a Related News component to the right-rail (as covered in the Overview page section below) and other components that can make your success story more web-friendly.

12. The last aspect of building your success story is adding tags and descriptions. To do so, you will need to click on the Page tab in the Sidekick.

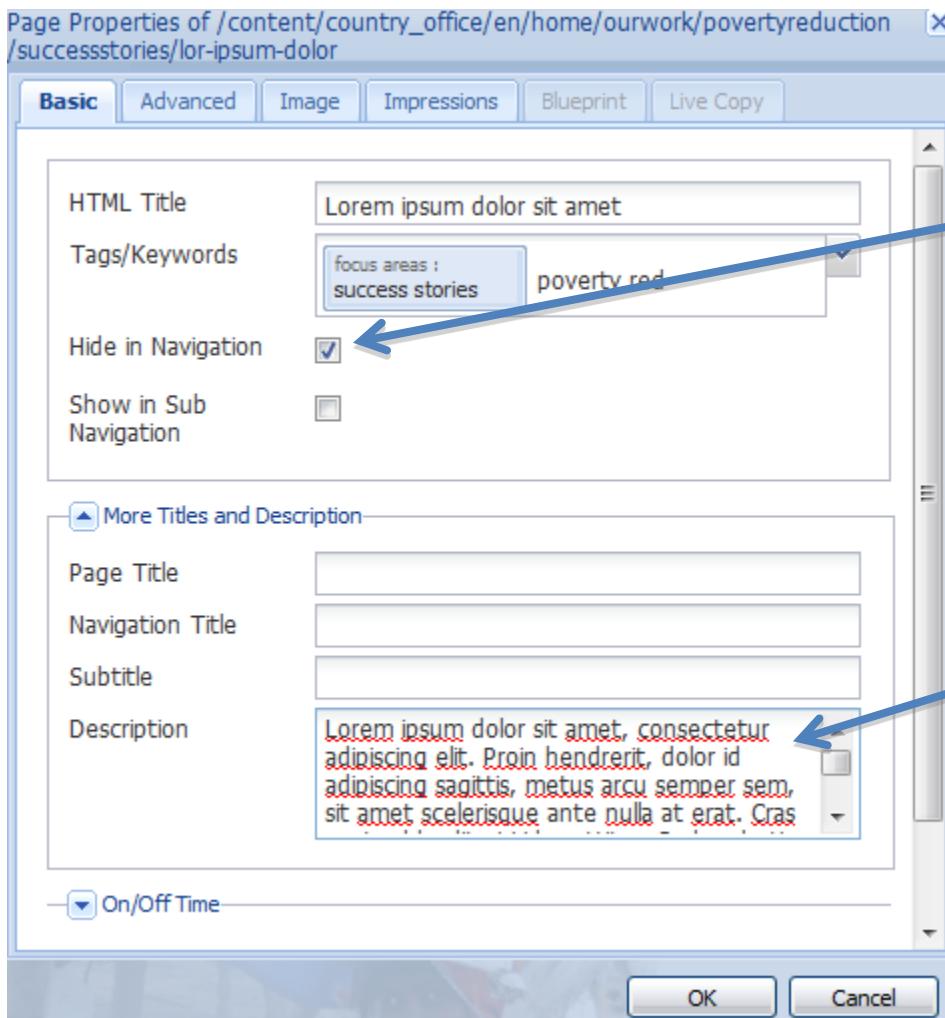


In the Basic field, enter the Tags/Keywords. You should tag all your success stories as “success stories” first, and then the relevant “Focus area.”



You can either select a tag using the drop-down menu, or typing in a keyword, and selecting an existing tag from the list of matching tags.

You should also add a page description, by clicking on More Titles and Description. The page description is a short paragraph, usually the introductory paragraph of your story. Adding a description is important as when you pull success stories by tags (such as in the Success story landing page), a short paragraph with the image and title of the success story will appear if the description is entered.



Check this box to make sure your success story doesn't appear in the left-hand navigation.

Enter your page description here.

Click OK! Your final story will look similar to the screenshot below:

Overview

In-depth

Our Stories

News

Projects and initiatives

Library

Edit Cut Copy Paste Delete New...

SHARE SH

Header for a success story



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Lorem ipsum dolor sit amet

- Fusce eleifend elementum gravida.
 - Sed consequat posuere justo, id scelerisque arcu vulputate vel.
 - Orbi justo dolor, pharetra non varius non, porta
- Sed vulputate pharetra ante eget varius. Sed id magna id est dignissim tempus. Fusce tempus justo ut leo dignissim eleifend a quis felis. Maecenas facilisis nulla vitae nisl lobortis ornare imperdiet nunc fermentum. Aenean non cursus eros. Quisque nec laoreet odio. Ut at ante vel nisl condimentum condimentum. Quisque sodales aliquet rhoncus. Etiam sem tortor, cursus non mattis non, convallis auctor est. Donec vel odio felis, lobortis interdum risus. Nam tristique orci a
-

Related Links

Lorem ipsum dolor sit a

Proin hendrerit

Cras auctor blandit

UNDP IN (COUNTRY) >

Drag components or assets here

Edit
Inherited Paragraphs | Edit New... Paste

Drag components or assets here

Drag components or assets here

● Day CQ5WCM

Notice how the success story doesn't appear in the left-hand menu. This is because we checked the "Hide in Navigation" box above.

10. How to create a project page

(Template: Country project template)

To create a Project page, click on a focus area under the Operations section. For this example, click on the + sign next to Operations>Poverty Reduction.

The screenshot shows the CQ5WCM interface. On the left, there is a tree view of website structures. Under 'Country Office' > 'English' > 'Operations', the 'Poverty Reduction' node is highlighted with a red box and a blue arrow pointing to it from the text 'Click on Poverty Reduction.' On the right, there is a table showing a single item named 'Project sample'.

Title	Name	Published
Project sample	project_sample	08-Feb-2013

You'll notice that there is a Project Sample page already built for you. You can refer to it in case you need an idea of what the Project Page should look like.

Let's go through the Project sample page. A screenshot is attached below, and you can also open it by double-clicking on Project sample in the folder structure.

[Overview](#)

[Poverty Reduction](#)

[Democratic Governance](#)

[Crisis Prevention and Recovery](#)

[HIV and Development](#)

[Gender & Inclusion](#)

[Environment & Energy](#)

[Human Development](#)

Project name

What is the project about

Describe, in layman's terms, the development objectives, activities, and intended results of the project

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec porta lobortis hendrerit. Vestibulum tristique interdum quam, vel convallis orci pulvinar ac. Suspendisse non iaculis neque. Pellentesque lobortis ultricies hendrerit. Nullam sed tortor mauris, id pellentesque magna. Vivamus in leo ut dolor ullamcorper placerat non nec purus. Nulla est purus, dignissim et faucibus in, vulputate sit amet orci. Donec et neque dui, eu pharetra metus.



IMAGE IS OPTIONAL

What have we accomplished so far

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec porta lobortis hendrerit. Vestibulum tristique interdum quam, vel convallis orci pulvinar ac. Suspendisse non iaculis neque. Pellentesque lobortis ultricies hendrerit. Nullam sed tortor mauris, id pellentesque magna. Vivamus in leo ut dolor ullamcorper placerat non nec purus. Nulla est purus, dignissim et faucibus in, vulputate sit amet orci. Donec et neque dui, eu pharetra metus.

Who Finances it?

Major sources of financing (including all sources providing more than \$100,000). You can use a table module to enter the data.

2010	
Donor name	Amount contributed per year
Sample name	\$120.0000
2011	

Delivery in previous fiscal year

Indicate the total delivery up through the most recent year for which UNDP's financial books have closed. This is not the budget for the project but how much has been disbursed to date. You can use a table module to enter the data.

2010	
Donor name	Amount contributed per year
Sample name	\$120.0000
2011	

In the center content for a Project page, you should have a heading with the project name, a description of what the project is about, a short summary of the accomplishments so far, and major sources of financing including total delivery for the project. In the right rail, a short overview of the project can be provided, with status, project start date, estimated end date, geographic coverage, focus area, MDG, and names of project officers and partners. All of these elements are required according to Balanced Scorecard Criteria.

In this section, we will discuss how to create a project page from scratch.

1. In the folder structure under a focus area, click on New and select New Page in the window that pops up.

Project Overview

Status:

active

Project start date:

xxxxx

Estimated end date:

xxxxx

Geographic coverage:

xxxxxx

Focus Area:

xxxxx

MDG

xxxxx

Project officer:

Name of UNDP project manager

Partners:

partner 1, partner 2, partner 3 ect

Related documents

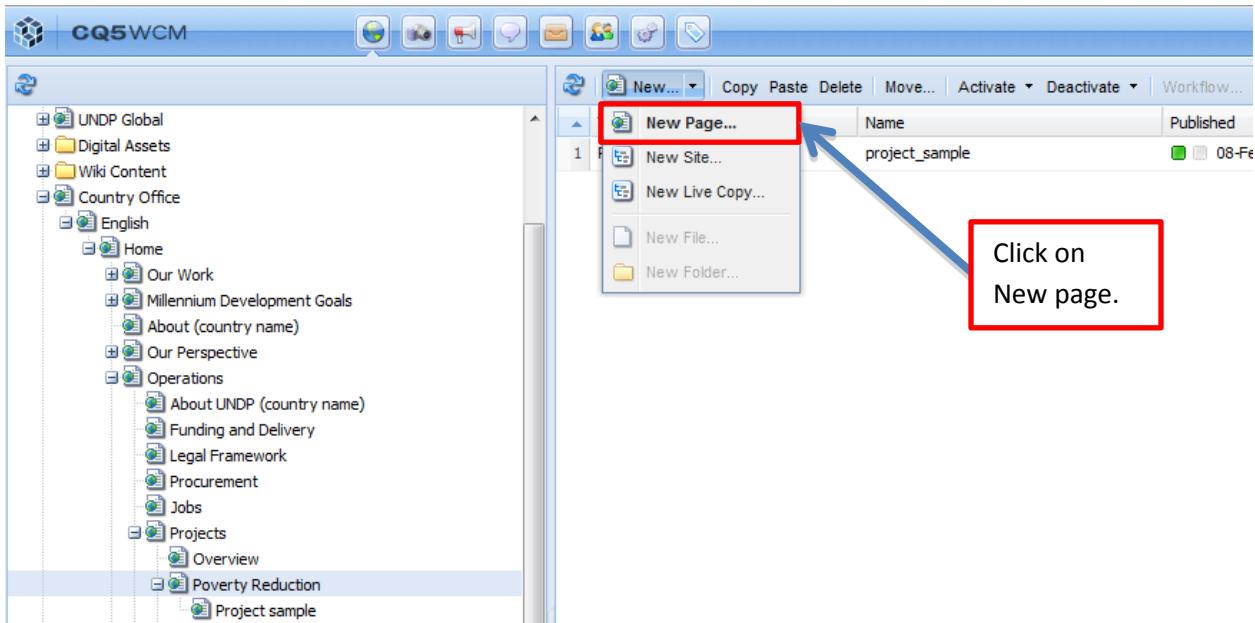


Projects Document

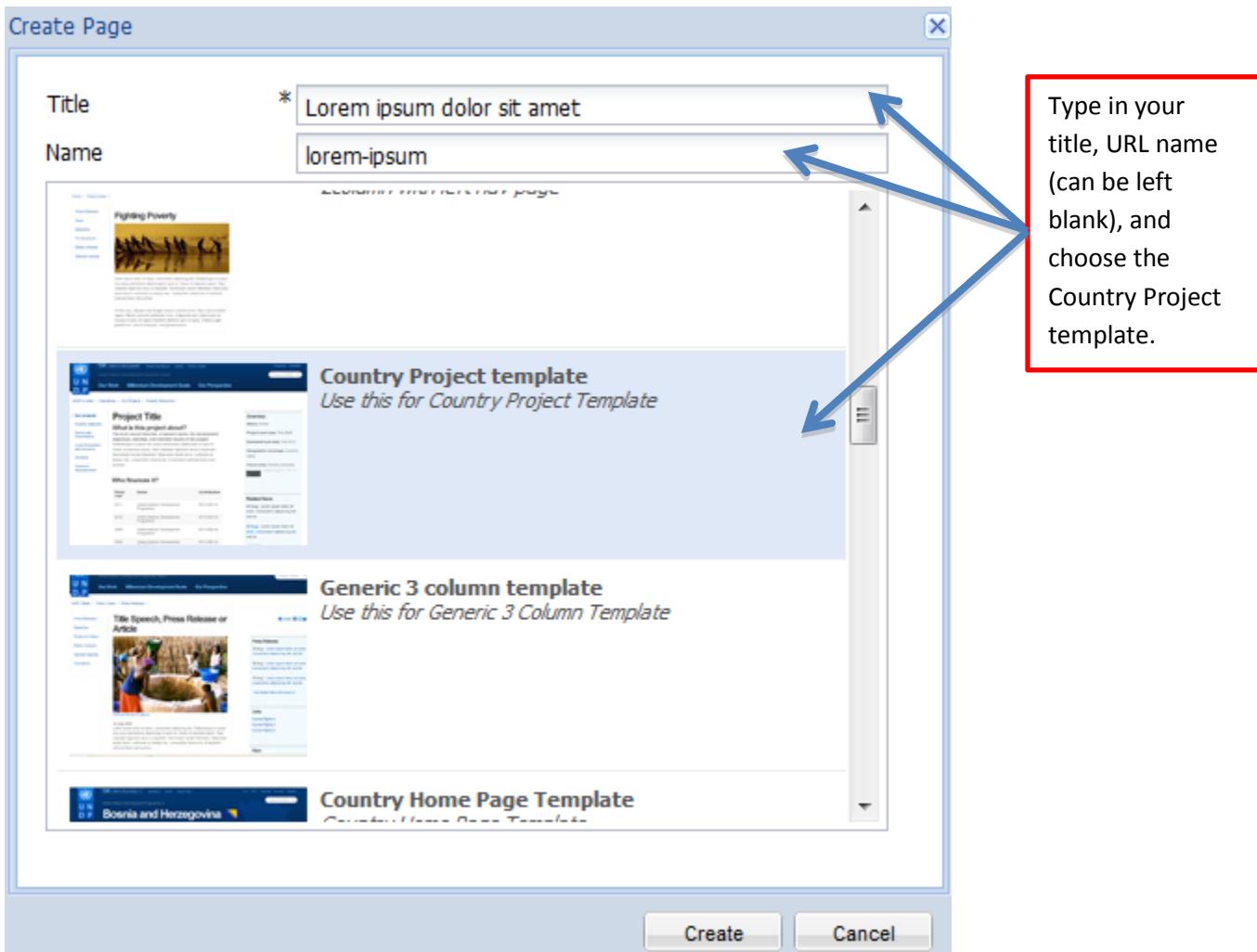


Evaluations

Here you can include links to evaluation reports



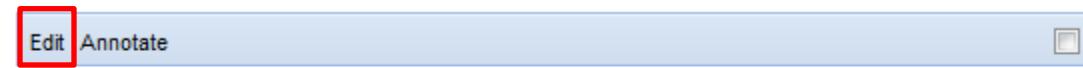
2. In the window that pops up, type in your project title, URL name, and choose the Country Project Template. It is really important to choose the Country Project Template for project pages, as this will allow you to build a project page with the correct and consistent navigation and components.



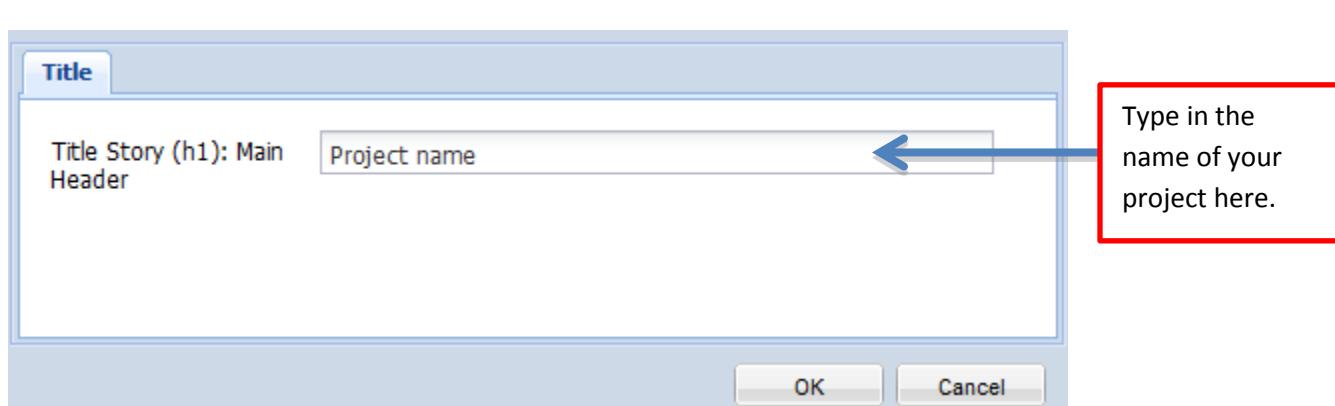
Click on Create.

3. Double-click and open the file you just created. In the center column, you will be working with the following components: Header, Sub Header, Text & Image, and Table. In the right column, you'll find the Country Info Right Rail component, along with a Multi content feature.

Click on Edit on top of Title Story – Main Header to edit the heading of the page.



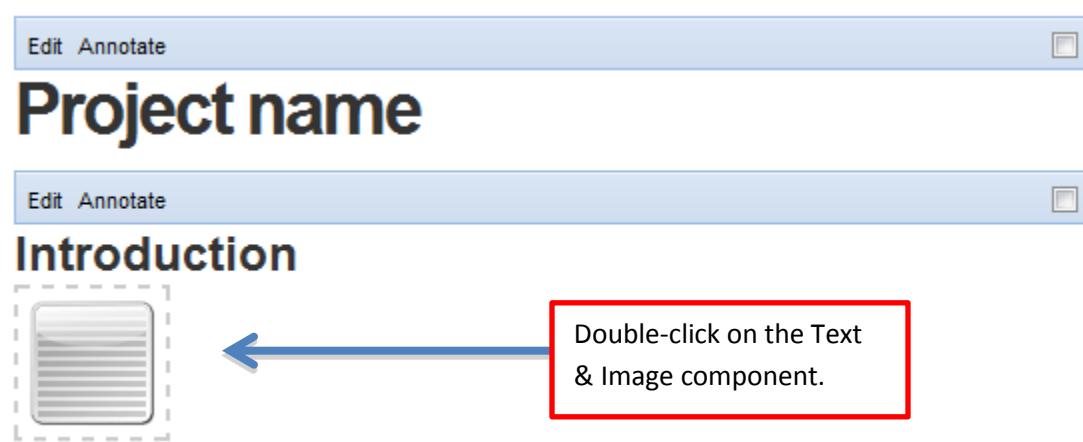
Enter your heading in the window that opens up.



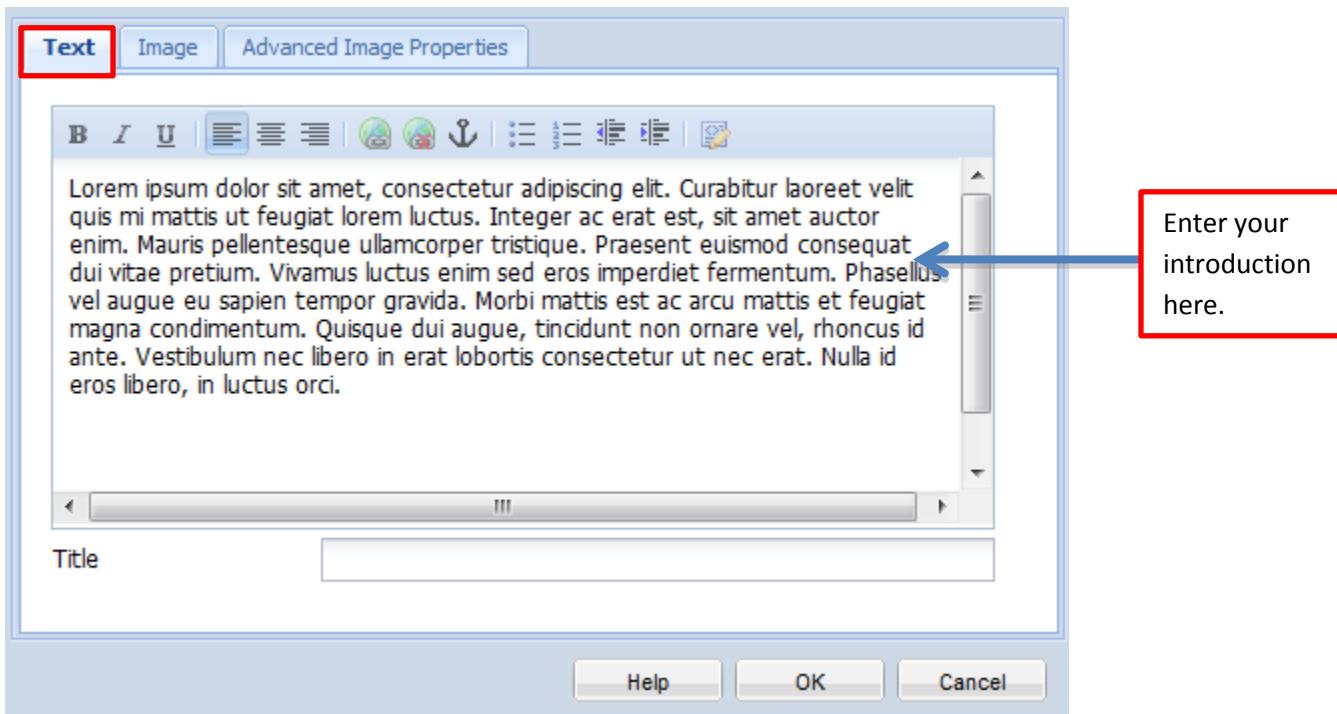
Click OK!

4. You can use the same method to edit the paragraph headings (i.e. the Sub Headers).

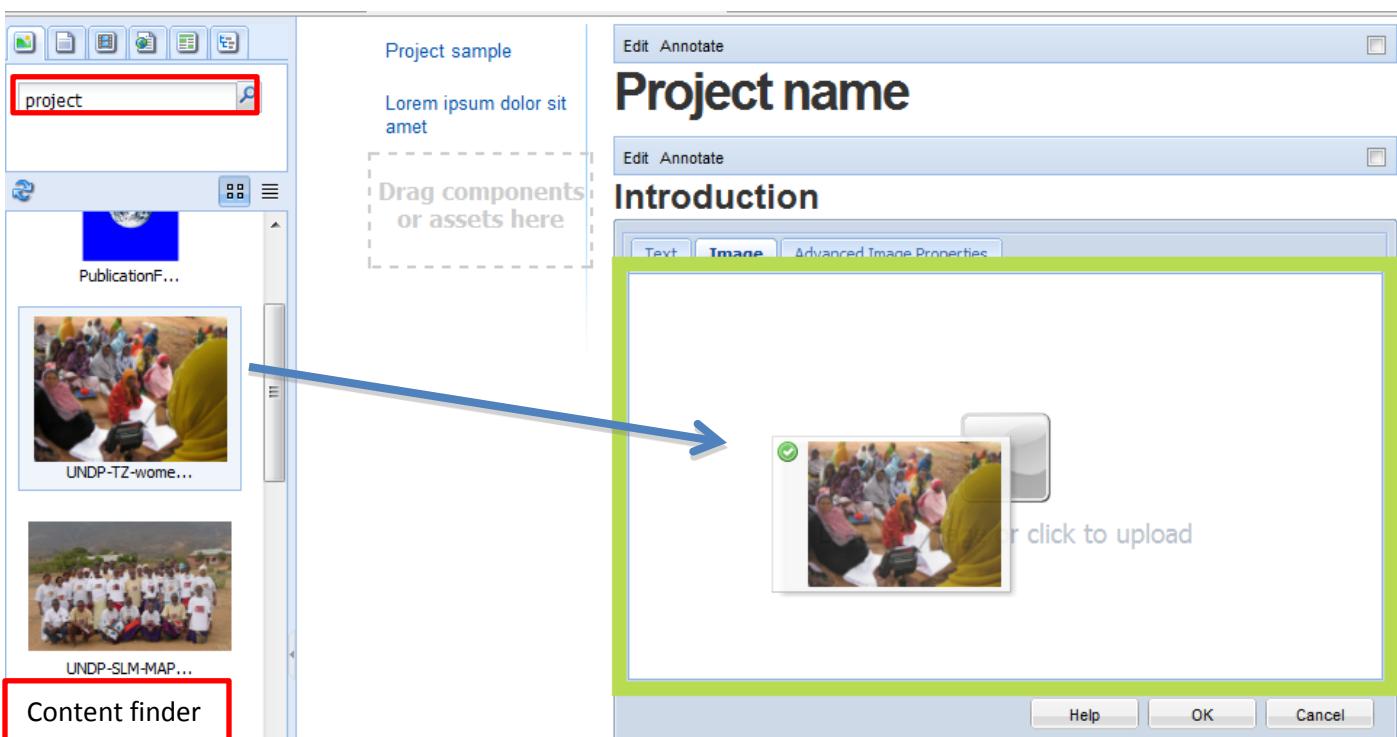
5. To add text, double click on the Text & Image component.



In the window that opens up, you can add a short introduction about the project.



You can add an image by clicking on the Image tab. Find your image through the search function in the left navigation (called Content Finder), and drag your image to the Image tab. Once a green check mark appears, your image has been added.



Click on Advanced Image Properties to select the size of the image, add a caption, and add alt text.

Advanced Image Properties

Title	<input type="text"/>	Enter a short word or two describing the image.
Alt Text	<input type="text"/> *	Required. Please enter a space if not used.
Link to	<input type="text"/>	Drop files or pages from the Content Finder
Description	<input type="text"/>	Enter your caption here.
Select rendition size	<input type="button"/>	Select your image size.

Help OK Cancel

Click OK when you're done!

Edit Annotate

Project name

Edit Annotate

Introduction

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur laoreet velit quis mi mattis ut feugiat lorem luctus. Integer ac erat est, sit amet auctor enim. Mauris pellentesque ullamcorper tristique. Praesent euismod consequat dui vitae pretium. Vivamus luctus enim sed eros imperdiet fermentum. Phasellus vel augue eu sapien tempor gravida. Morbi mattis est ac arcu mattis et feugiat magna condimentum. Quisque dui augue, tincidunt non ornare vel, rhoncus id ante. Vestibulum nec libero in erat lobortis consectetur ut nec erat. Nulla id eros libero, in luctus orci.



6. You can use the same method to add short descriptions describing the accomplishments of your project. Edit the second sub header and the Text & Image component to add accomplishments of your project.

The screenshot shows the CQ5 Sidekick interface with a 'Sub header' component selected. The component has a dashed border and a small icon representing a folder or list.

7. You can list the major sources of financing and delivery by using the Table component. To add a table, drag it from the Sidekick under (Center content) to the page.

The screenshot shows the CQ5 Sidekick interface with the 'Table' component listed under 'Center Content'.

Accomplishments

Maecenas elit est, egestas elementum pretium eget, iaculis sit amet elit. Nulla cursus eleifend tortor, imperdier porttitor nibh sodales et. Nulla laoreet justo sit amet ante ultrices imperdier. Nullam vestibulum, purus ac semper tincidunt, purus velit mattis mauris, iaculis sollicitudin dui metus vitae mi. Proin id tortor nulla. Nunc id nunc eget ipsum eleifend ultricies. Nam in eros leo, bibendum mollis orci. Nam quis enim dui. Proin auctor, mi sed dictum aliquam, odio libero vestibulum lacus, vel tincidunt ante metus ac tellus. Sed mollis tincidunt viverra. Vivamus aliquet turpis eget felis lobortis ut volutpat velit consectetur. Duis ullamcorper magna ac nulla dignissim mattis. Maecenas venenatis, sapien ac congue ultricies, sapien leo bibendum ligula, ac ullamcorper mauris nisi ut leo. Quisque lectus lorem, porta vitae accumsan semper, placerat at augue. Cras turpis nisl, tristique vitae volutpat a, auctor nec nunc.

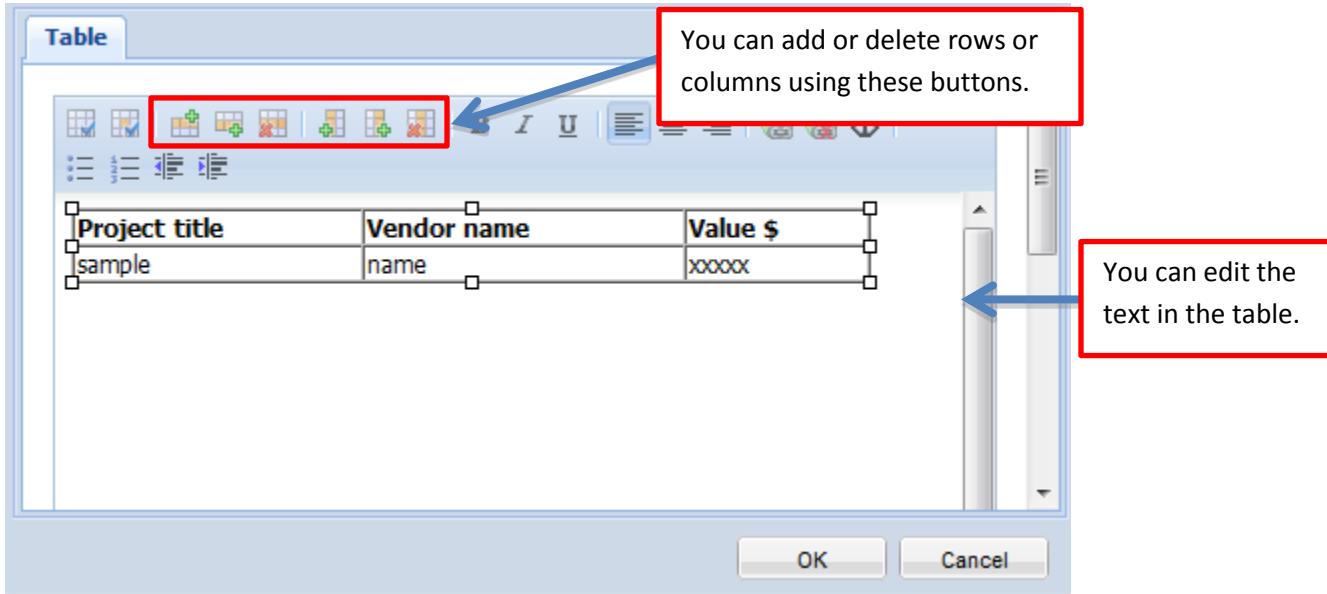
The screenshot shows the CQ5 Sidekick interface with the 'Sidekick' section highlighted by a red box. Other components like 'Text & Image' and 'Text component with HTML edit' are also visible.

The screenshot shows the CQ5 Sidekick interface with the 'Table' component being dragged onto the page. A blue arrow points from the 'Table' component in the Sidekick to its position on the page.

One a green check mark appears, your Table has been added. Double-click on the Table component.

The screenshot shows the CQ5 Sidekick interface with the 'Table' component added to the page, indicated by a green checkmark. A blue arrow points to the component on the page, and a callout box with a red border says 'Double-click to open the Table component.'

In the window that opens up, you can add text to the table.



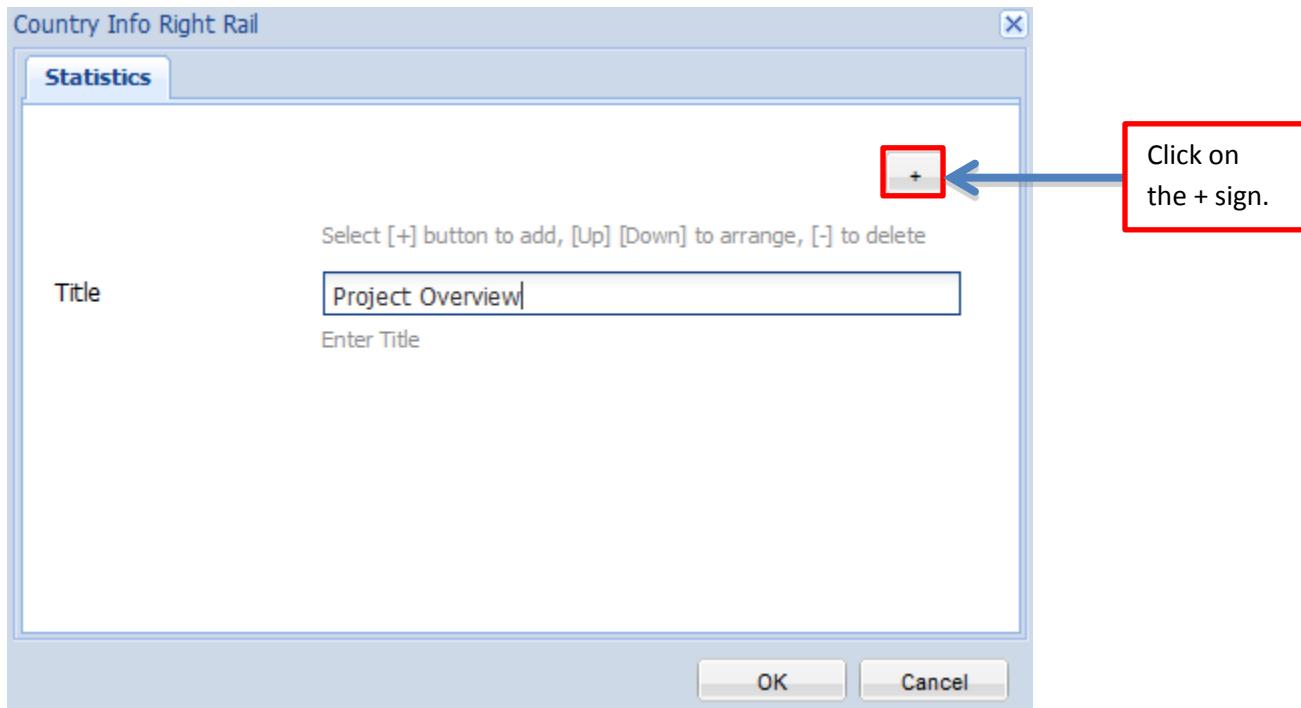
Click OK when you're done!

You can use the same method to add another table for Delivery figures. Simply drag the Sub Header and the Table component from the Sidekick, as shown above.

8. To edit the right rail, double-click on Overview. This Country Info Right Rail component will allow you to enter an overview of your project.



Once your component is open, enter the title in the Title field.



Then click on the + sign to start adding statistics. You should list the:

- Status (whether it is closed or active)
- Project start date
- Estimated end date
- Geographic coverage
- Focus area
- MDG (which MDG the project is related to)
- Project officer
- Partners

Country Info Right Rail

Statistics

Stat Title	Status			
Stat Value	xxxxx			
Stat Title	Project start date			
Stat Value	xxxx			
Stat Title	Estimated end date			
Stat Value	xxxx			
Stat Title	Focus Area			
Stat Value	xxxx			
Stat Title	MDG			
Stat Value	xxxxxx			
Stat Title	Project Officer			

You can click on these arrows to move the value up or down.

OK **Cancel**

Click on OK when you're done!

9. You can also link to the Project documents for each project. You can use the Multi-content feature component to link to Project Documents. (For more information on how to upload a document to the CMS, please see section titled **How to Upload Documents** in the User Guide.)

Double-click on the box below Project Overview in the right rail.

Project Overview

Status
xxxx

Project start date
xxxx

Estimated end date
xxxx

Focus Area
xxxx

MDG
xxxxx

Project Officer
xxxx

Double-click on the multi content feature.

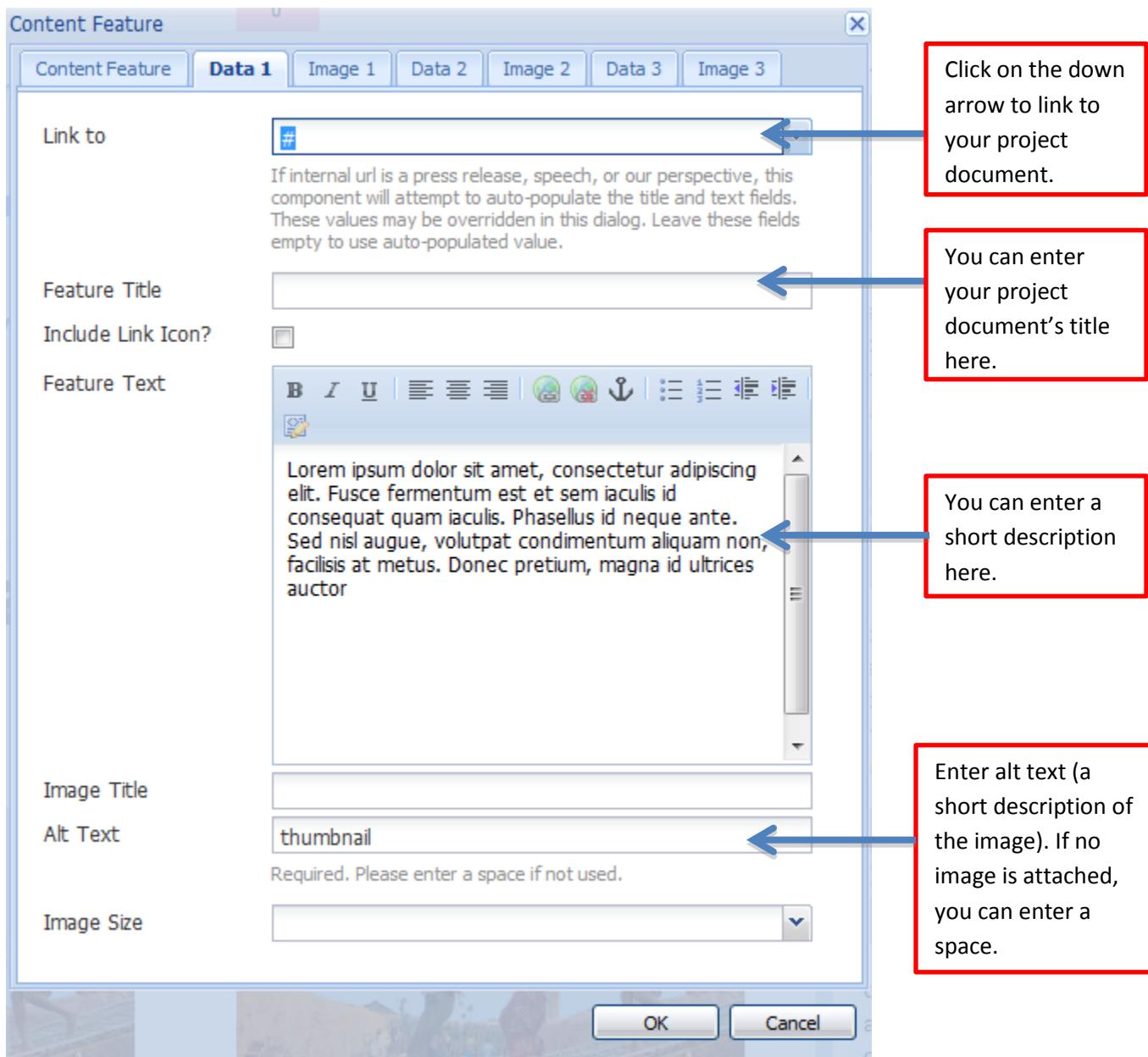
In the Content Feature tab, you can enter the title, and a View More link. You can also leave the View More fields blank.

Content Feature

Content Feature	Data 1	Image 1	Data 2	Image 2	Data 3	Image 3
Main Title	Project Documents					
View More Text						
View More Link						

Enter your title here.

Click on the Data 1 tab.

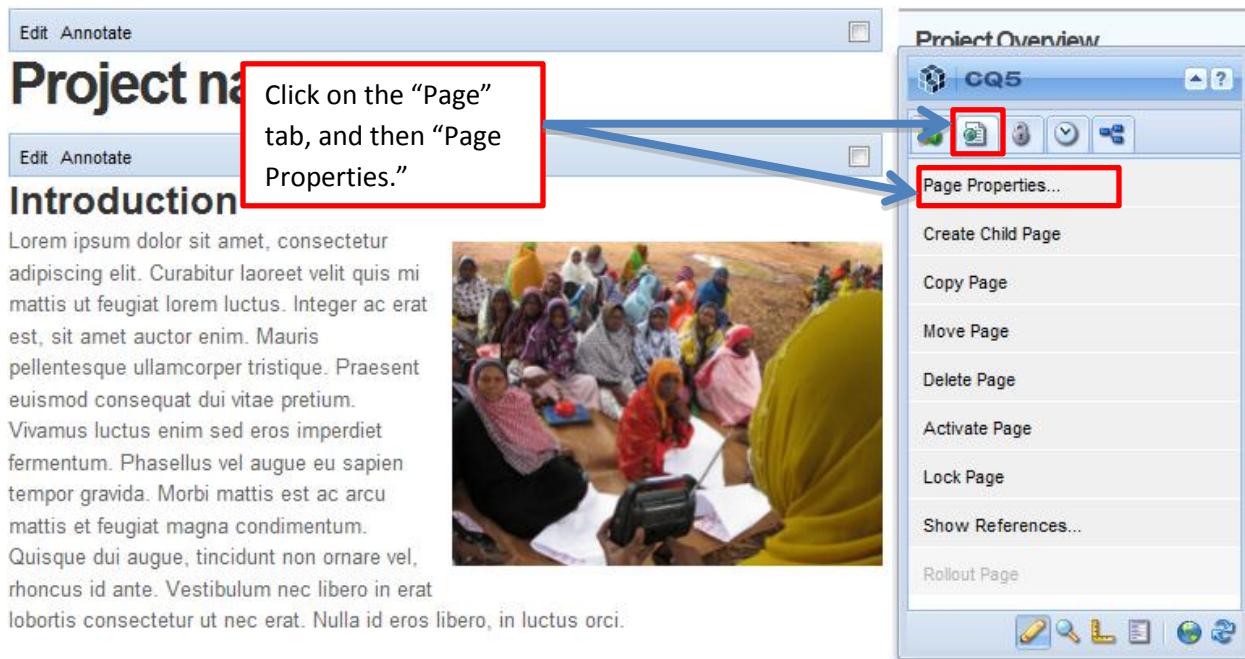


Adding an image for your documents is optional. Note that if you uploaded your documents/images, they will be located in the digital assets folder.

Click OK when you're done!

10. The last part of creating a project page is tagging and adding a short description to the Page properties. This will allow you to pull projects by tag with descriptions on any page.

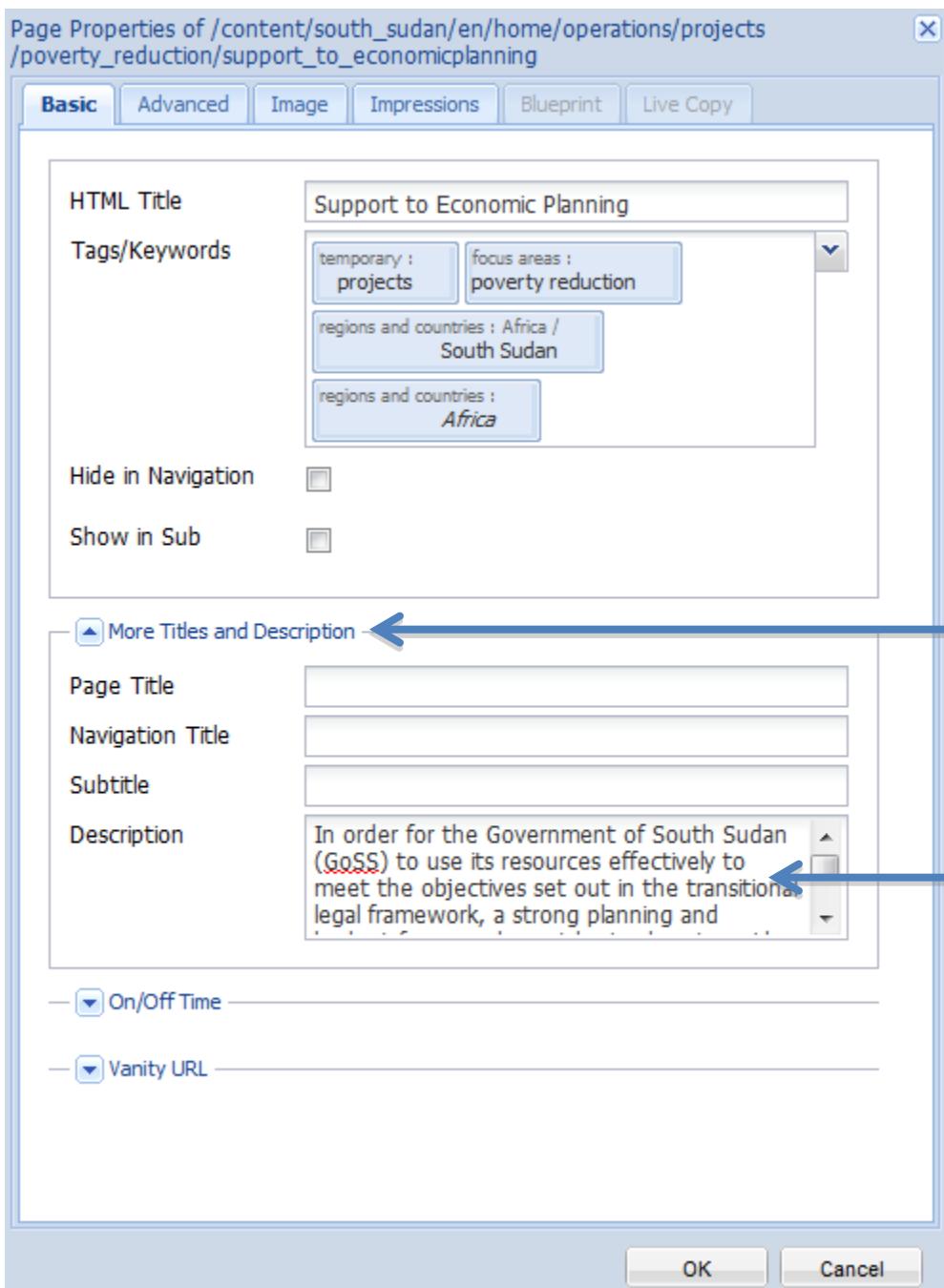
Click on the Page tab in the rectangular box (called the Sidekick) that appears on the page.



In the Basic tab, you can add Tags/Keywords. At the minimum, you should add a focus area and a projects tag. When you type in your tag, matching tags will pop up. You can select the tag that suits your content best as shown below.

The screenshot shows the "Page Properties" dialog for the path "/content/south_sudan/en/home/operations/projects/poverty_reduction/support_to_economicplanning". The "Basic" tab is selected. In the "Tags/Keywords" section, there is a text input field containing "temporary : projects" and "focus areas : poverty reduction". Below this, a dropdown menu shows "regions and countries : Africa / South Sudan". A red box with the text "Enter your tags here." has an arrow pointing to the input field. To the right, a list of "Matching tags" is displayed, including "regions and countries : Africa", "regions and countries : Africa / Central African Rep", "regions and countries : Africa / South Africa", "regions and countries : Africa / Southern and Eastern Africa", "regions and countries : Africa / West and Central Africa", "regions and countries : africa states", "regions and countries : africa states / southern and eastern", "regions and countries : africa states / south africa", "regions and countries : africa states / west and central afric", and "regions and countries : africa states / central african rep".

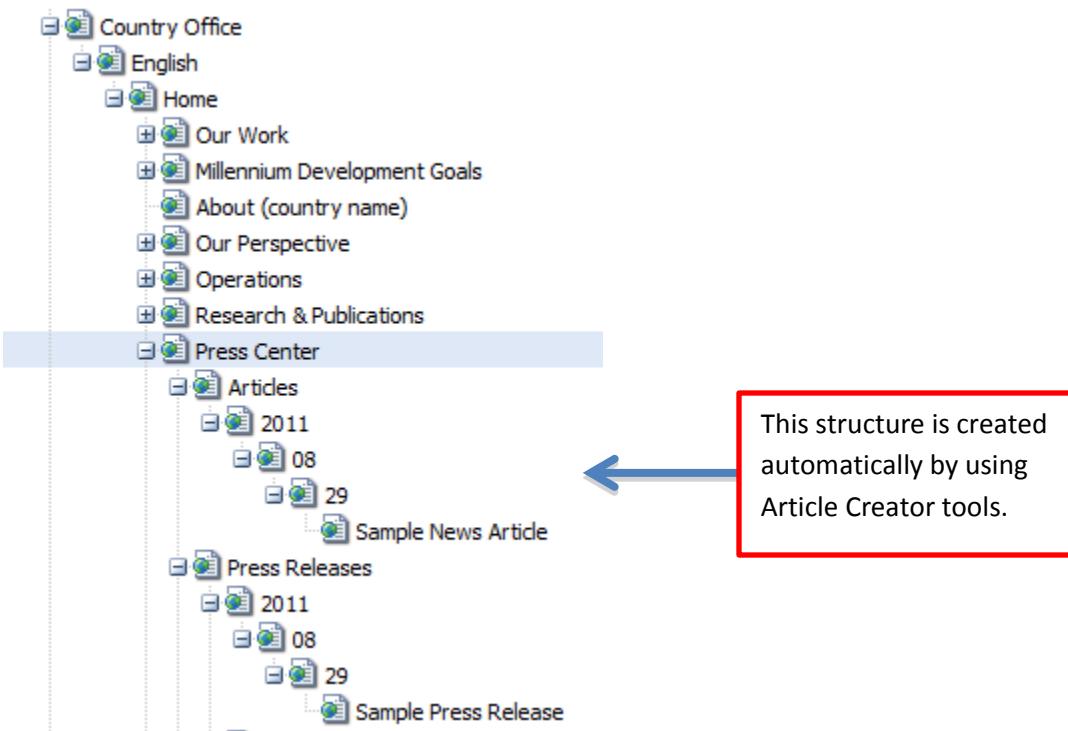
Then click on More Titles and Descriptions and enter a short description (just one or two sentences) in the Description field.



Click OK when you're done!

11. Using Article Creator tools for news and press releases

The News Center section of the website hosts all your news articles, press releases, and speeches (if applicable). To create such articles, you will use Article Creator tools instead of creating new pages in the folder structure. When you use Article Creator tools, the folder structure is created automatically according to content type (news vs press releases), year, month, and date consecutively.



In this section, we will discuss how to create news and press releases.

Article creators are forms in CQ5 used to create:

- **News Articles:** This content is intended for news articles that do not neatly follow the Success Story template. For more information, see [How to create a news article](#) below.
- **Press Releases:** Since press releases are intended for journalists, these typically contain contact information for at least one individual to answer queries from media contacts. See [How to create a press release](#) below.

You can reach the Article Creator section of Day CQ5 in a number of ways.

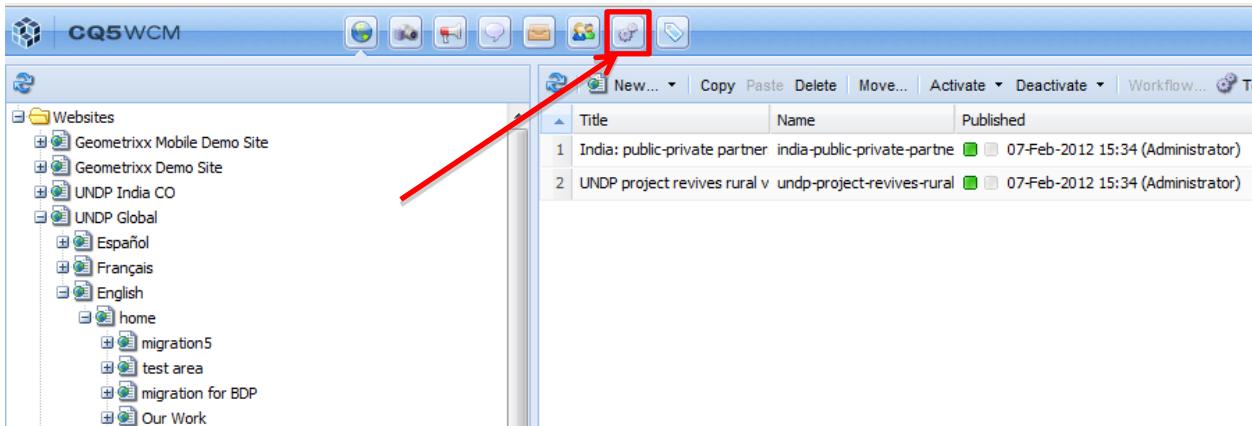
You can click here: <https://www-author.undp.org/libs/wcm/core/content/misc.html#/etc/undptools/articlecreators>

OR

You can either select Tools from the main menu:



Or if you are already in the websites section, click on the tools icon in the top navigation:



Once you've reached the UNDP tools folder, click on Article Creator. Then double-click on the kind of content (Article entry or Press Release entry) you would like to create, either on the left navigation or the right:

Title	Name	Published
1 Article entry	articleentry	<input type="checkbox"/> <input checked="" type="checkbox"/>
2 Press release entry	pressreleaseentry	<input type="checkbox"/> <input checked="" type="checkbox"/>
3 Our Perspective entry	ourperspectivepostentry	<input type="checkbox"/> <input checked="" type="checkbox"/>
4 Speech entry	speechentry	<input type="checkbox"/> <input checked="" type="checkbox"/>

Instructions on how to create News Articles or Press Releases are included below.

How to create a News Article

News articles are different from success stories. News articles can be timely updates about your office, your projects, UNDP-related events, etc.

Note that news articles will generally

- cover a fast-moving, rapidly changing event urgent for the lives and livelihoods of individuals;
- provide an opportunity for UNDP to strategically position itself in relation to media coverage;
- include the most important and relevant points at the top of the story, less important points lower in the story; and
- always have a date attached.

For more information, please see the Web Story Guidelines document created by UNDP Office of Communications. You can find the document here: <http://comtoolkit.undp.org/reaching-the-outside-world/docs/Web%20story%20guidelines%20ENG.pdf>

1. Double-click on “Article entry,” in Article Creator Tools which should take you to this screen:

This form will generate a Articles page in the Content Management System, and automatically redirect you to that page after you enter the required fields and submit the form. The page will then be available to further Author and edit.

Article Creator

Site	Geometrixx Mobile Demo Site ▾
Language	English ▾
Headline	<input type="text"/>
Date	<input type="text"/> format: mm/dd/yyyy
Description	 

Generate Article

Each of the listed fields is mandatory.

Site: This refers to the website where the news article will appear. The site that is chosen will dictate the URL of the article as well. Choose your country office site from the drop down menu.

This form will generate a Articles page in the Content Management System, and automatically redirect you to that page after you enter the required fields and submit the form. The page will then be available to further Author and edit.

Article Creator

Site	Country Office
Language	Geometrixx Mobile Demo Site UNDP India CO UNDP Global Country Office
Headline	
Date	UNDP South Sudan CO South Sudan test unwomen UN SSU null null
Description	

Generate Article

Keep in mind that through keyword tagging, articles can be featured across different regional, country, office and UNCT sites, so an Article only needs to be created once.

Language: For now, choose “English” as your language.

Headline: In this field, you can type in a free-form headline. General guidelines for headline writing: less than 70 characters (so that headlines do not get truncated in search engine results); first word capitalized with the rest of the words lowercase (exceptions being proper nouns, etc.); avoidance of acronyms if possible.

Date: Clicking this field automatically brings up a calendar. Click on the date and the field will automatically fill in the numbers:

This form will generate a Articles page in the Content Management System, and automatically redirect you to that page after you enter the required fields and submit the form. The page will then be available to further Author and edit.

Article Creator

Site	Country Office																																
Language	English																																
Headline																																	
Date	<input type="text"/> February 2012																																
Description	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr></table> 	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
1	2	3	4																														
5	6	7	8	9	10	11																											
12	13	14	15	16	17	18																											
19	20	21	22	23	24	25																											
26	27	28	29																														
<input type="button" value="Generate Article"/>																																	

Description: You can enter the first paragraph of your news article, or just enter the complete text of the news article in the field.

2. After filling in all the fields, press the “Generate Article” button. The fields will all show up in a component in the center column. These fields are editable by double-clicking the middle of the text. You can also add more information through this component.

United Nations Development Programme

Our Work Millennium Development Goals Our Perspective

Press Releases News Speeches For the record Media contacts General inquiries Events

Drag components or assets here

Pro-poor initiative to boost job creation in Africa

08 November 2011

A new initiative to boost job creation through pro-poor business development that engages low-income people in Africa as customers

Drag components or assets here

SHARE f t e

Double-click to edit.

Edit
Cut
Copy
Paste
Delete
New...

Click and drag components you need to the right using the “Right rail” feature in the sidekick. (For more information on right rail components, see Appendix: Right rail components in the User Guide.)

United Nations Development Programme

Our Work Millennium Development Goals Our Perspective

Press Releases News Speeches For the record Media contacts General inquiries Events

Drag components or assets here

Pro-poor initiative to boost job creation in Africa

08 November 2011

A new initiative to boost job creation through pro-poor business development that engages low-income people in Africa as customers

Drag components or assets here

SHARE f t e

Day CQ5WCM

General Center Content Right Rail

- Contact UNDP Newsroom
- Content Feature Dynamic
- Content Feature RSS
- Download this Document
- Facebook
- UN Utility
- Other

Inherited Paragraphs Edit New... Paste

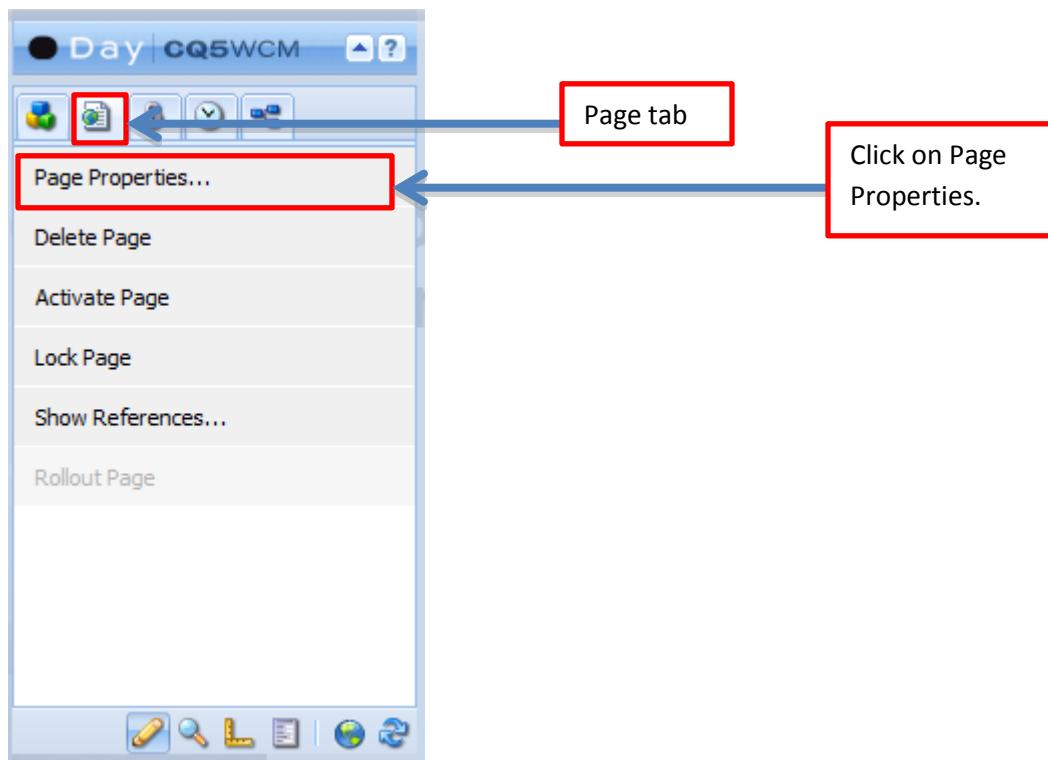
Drag components or assets here

Drag components or assets here

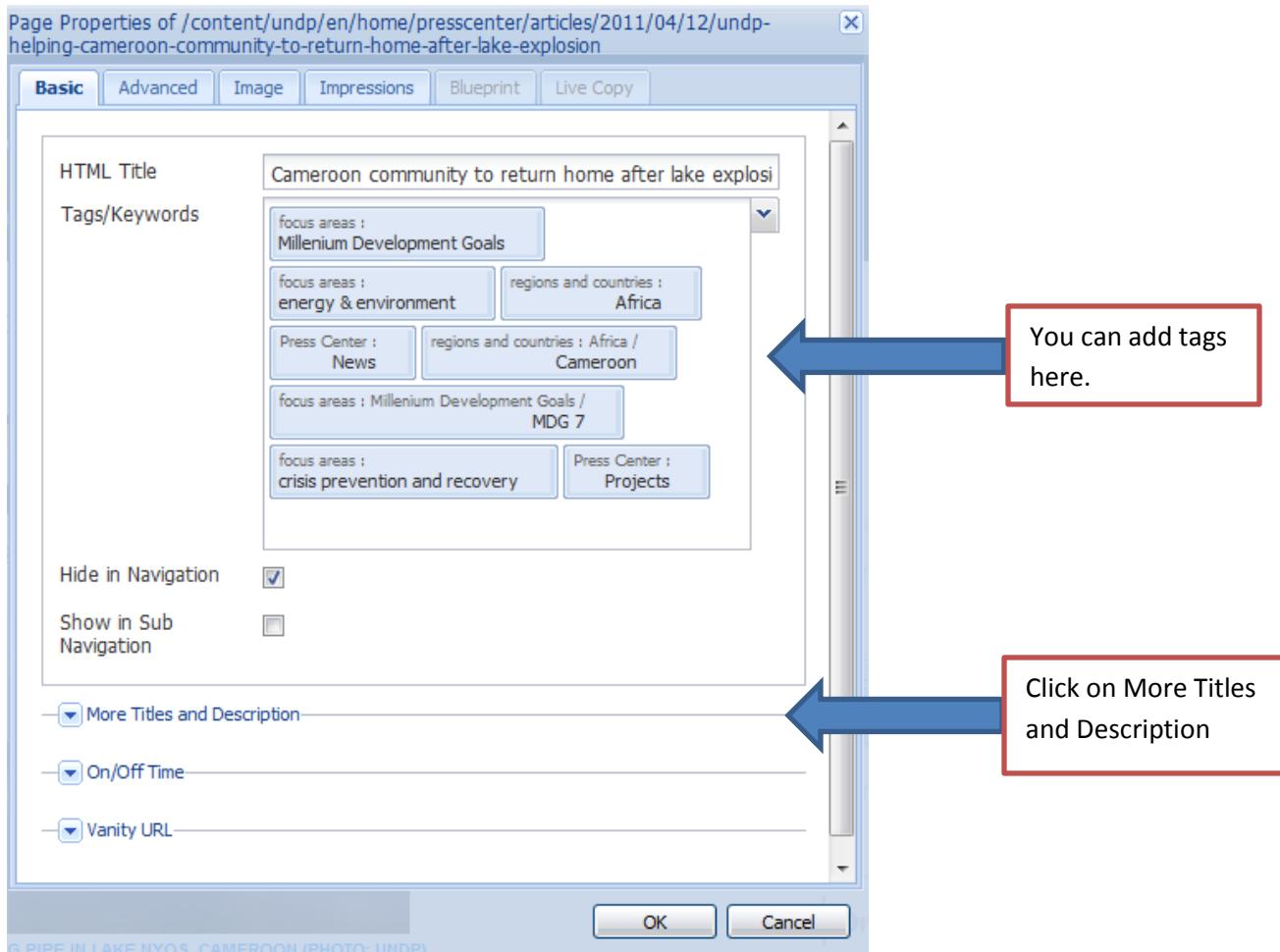
Drag components or assets here

You should also tag and add page descriptions to the news articles.

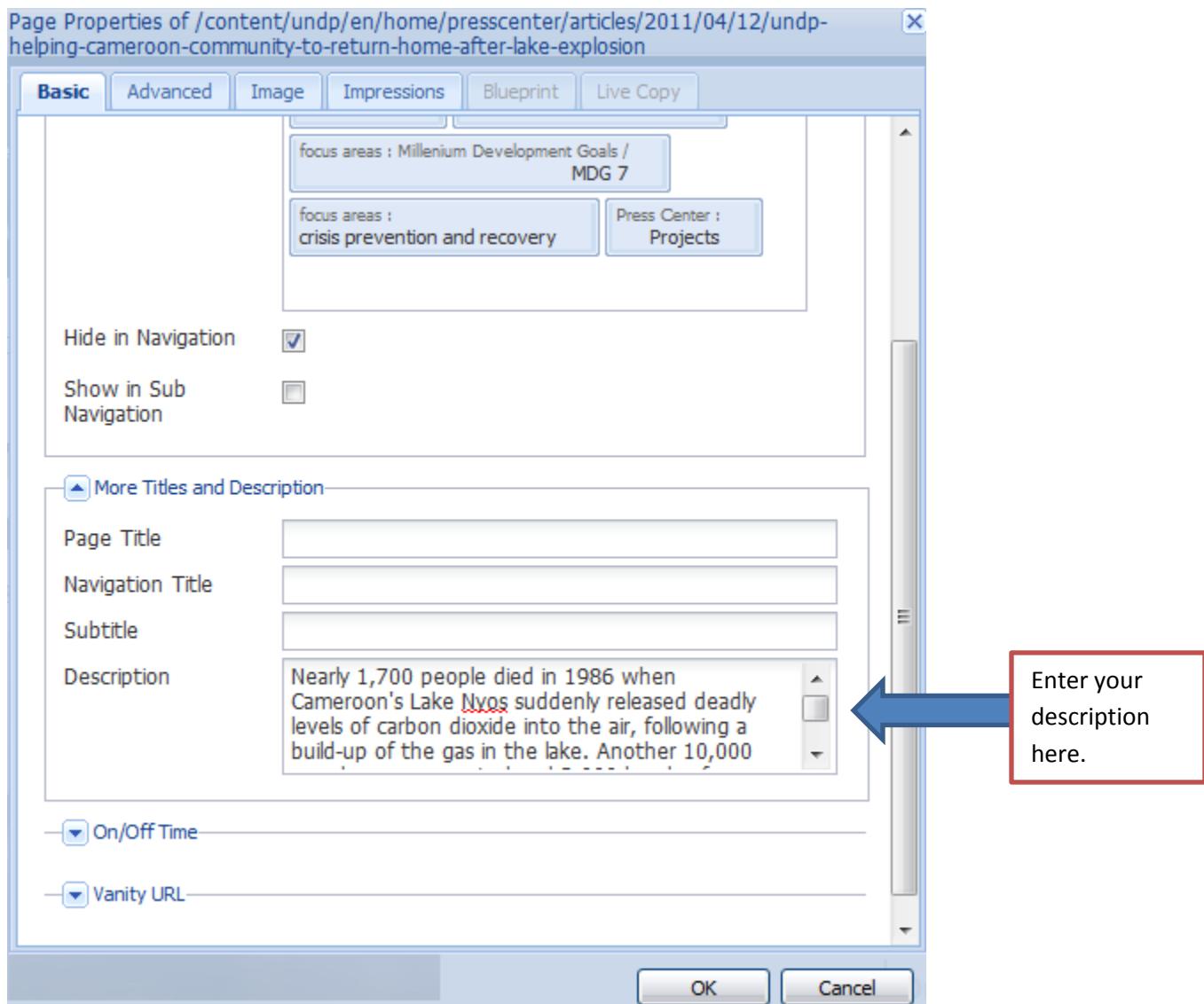
To add a page description, click on the Page tab in the Sidekick.



Once you click on Page Properties, you will see the following window. You can add tags in the Tags/Keywords fields. At the very least, news articles should be tagged as “news” (select Press Center: news from the options that pop-up) and the relevant focus area.



Once you click on More Titles and Description, you should enter two or three sentences describing the news article or press release in the Description field:



Click OK!

Once activated, your article will appear in the News Center section of the website.

How to create a Press Release

You can either click on this link: <https://www-author.undp.org/cf#/etc/undptools/articlecreators/pressreleaseentry.html>

OR In the article creator tools, double-click on “Press Release entry,” which should take you to this screen:

This form will generate a Press Release page in the Content Management System, and automatically redirect you to that page after you enter the required fields and submit the form. The page will then be available to further Author and edit.

Press Release Creator

Site	Geometrixx Mobile Demo Site ▾	Contact
Language	English ▾	
Headline		
Date		
	format: mm/dd/yyyy	
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Generate Press Prelease

Note that this resembles the Creator for the Article content type with one additional field for contact information.

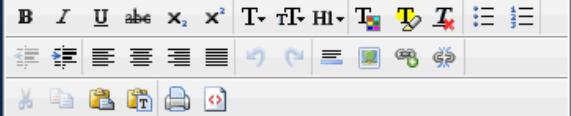
Site: This refers to the website where the press release will appear. The site that is chosen will dictate the URL of the press release as well. Choose your country office site from the drop down menu:

This form will generate a Press Release page in the Content Management System, and automatically redirect you to that page after you enter the required fields and submit the form. The page will then be available to further Author and edit.

Press Release Creator

Site	Country Office
Language	Geometrixx Mobile Demo Site UNDP India CO UNDP Global
Headline	Country Office
Date	UNDP South Sudan CO South Sudan test unwomen UN SSU null null
Description	

Contact



Generate Press Prelease

Keep in mind that through keyword tagging, press releases can always be featured across different regional, country, office and UNCT sites, so a press release only needs to be created once.

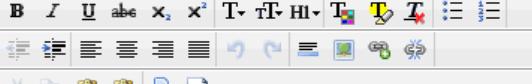
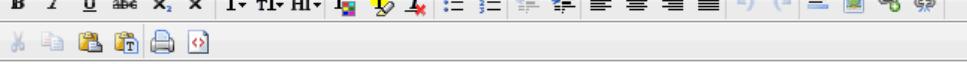
Language: For now, choose “English” as your language.

Headline: In this field, you can type in a free-form headline. General guidelines for headline writing: less than 70 characters (so that headlines do not get truncated in search engine results); first word capitalized with the rest of the words lowercase (exceptions being proper nouns, etc.); avoidance of acronyms if possible.

Date: Clicking this field automatically brings up a calendar. Click on the date and the field will automatically fill in the numbers:

This form will generate a Press Release page in the Content Management System, and automatically redirect you to that page after you enter the required fields and submit the form. The page will then be available to further Author and edit.

Press Release Creator

Site	Country Office																				
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Description	<p>February 2012</p> <p>Su Mo Tu We Th Fr Sa</p> <table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td></tr></table>	1	2	3	4	5	6	7	8	12	13	14	15	19	20	21	22	26	27	28	29
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Contact: While this is a free-form field, there are a few pieces of information that are required since members of the press may need to contact the individual(s) associated with the press release. As a minimum, please include:

- Name of the press contact
- Title
- Organization (note that this is not always UNDP since sometimes these are joint press releases, so please state UNDP where necessary)
- Phone number (with country code)
- E-mail address

If multiple contacts need to be included, these can all be posted in this box. Please use the same order and style for each person's name.

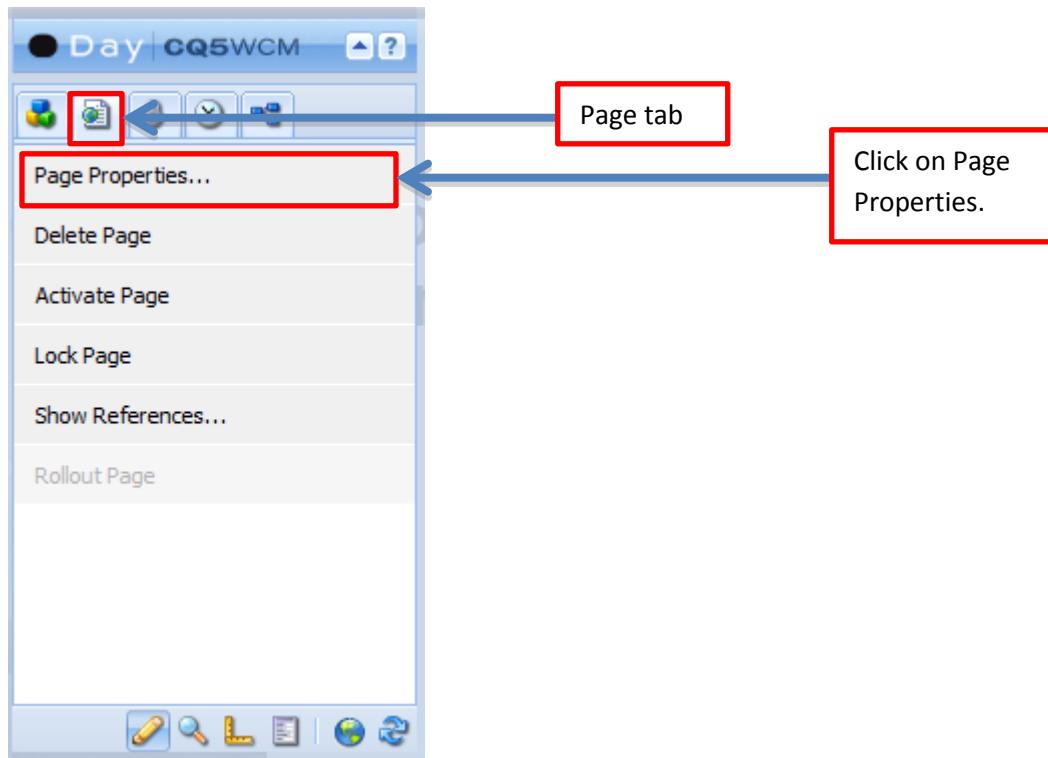
Description: You can enter the first paragraph of your news article, or just enter the complete text of the press release in the field.

After filling in all the fields, press the “Generate Press Release” button. The fields will all show up in a component in the center column.

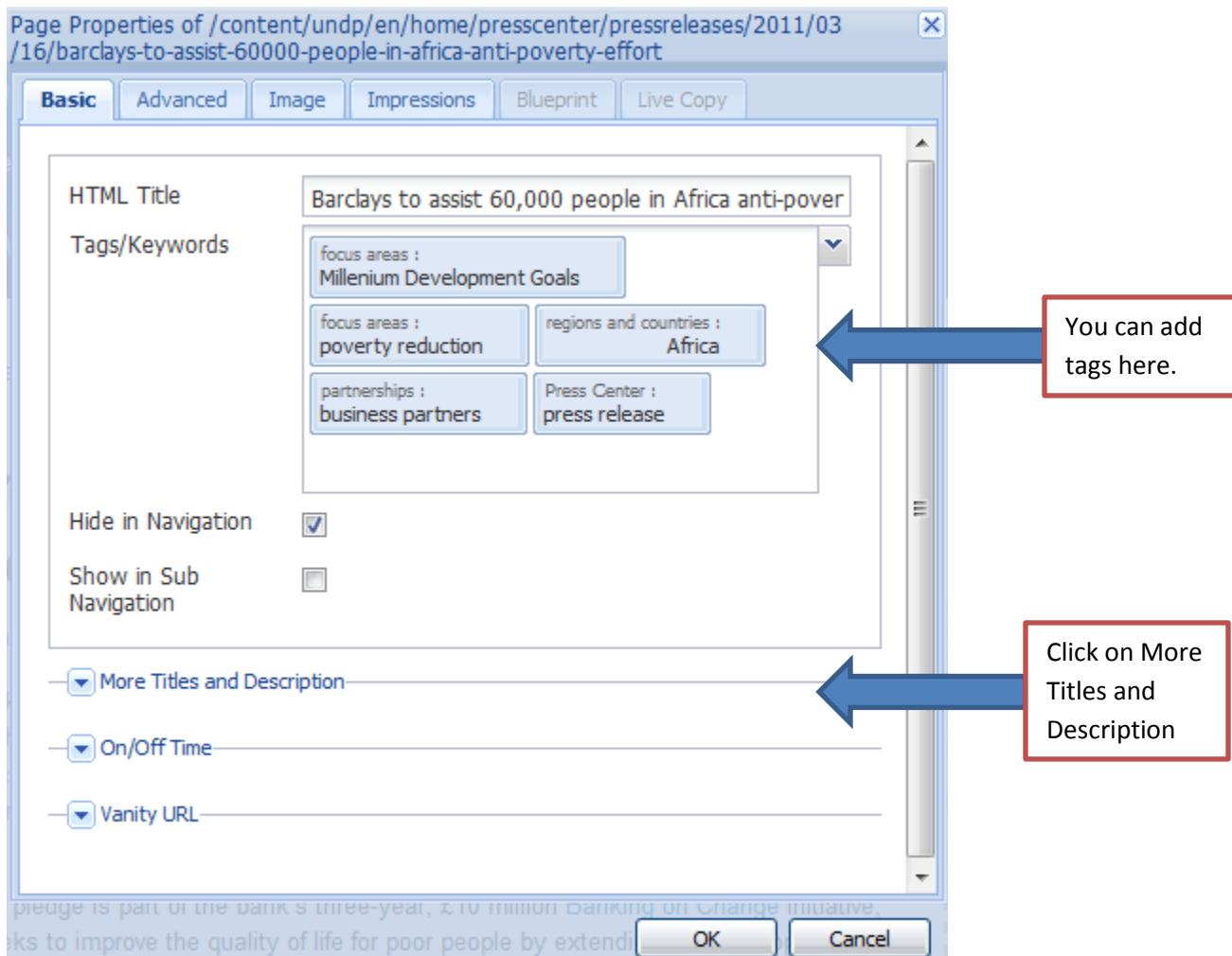
These fields are editable by double-clicking the middle of the text, or by right-clicking once for a pop-up menu with “Edit” as an option. You can also add more information through this component. Although it is difficult to tell from the screenshot above, all the contact information will appear at the *bottom* of the page.

You should also tag and add page descriptions to the press releases.

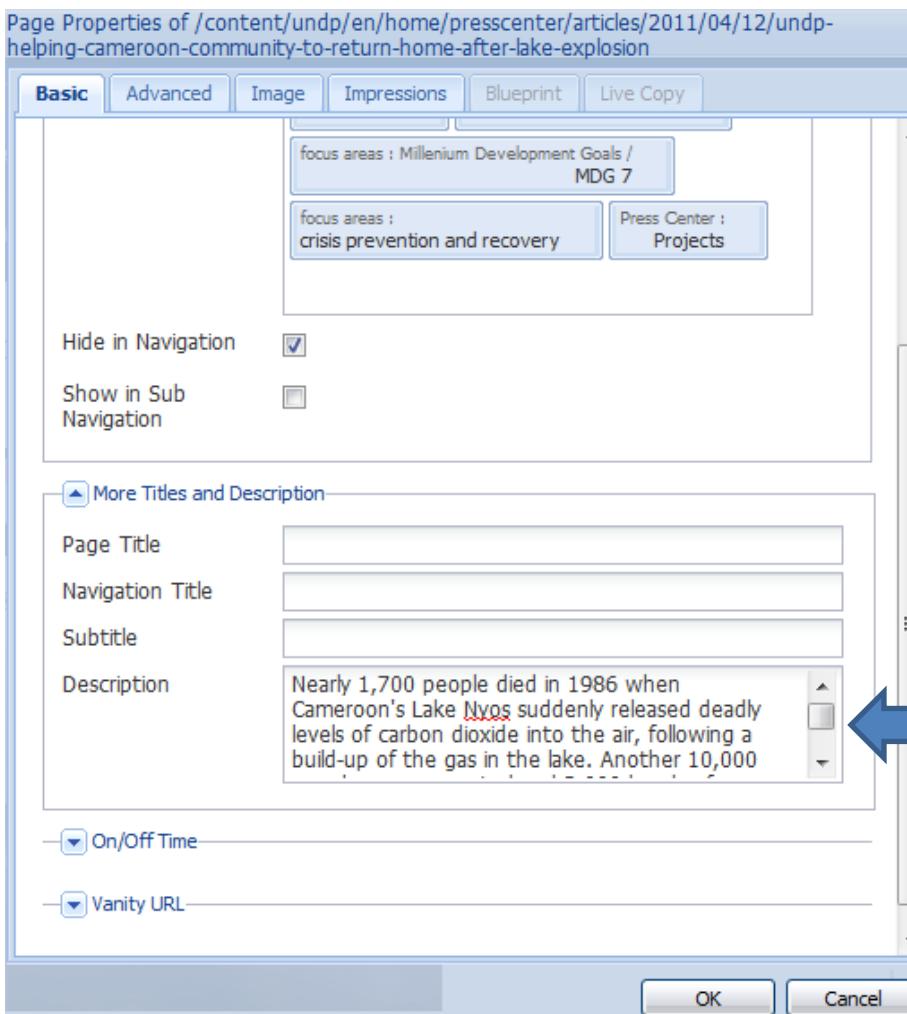
To add tags and page description, click on the Page tab in the Sidekick.



Once you click on Page Properties, you will see the window below. At the very least, for press releases, you should add a “press release” (choose Press Center: press release from the tags that pop-up) tag along with the relevant focus area.



Once you click on More Titles and Description, enter two or three sentences describing the press release in the Description field:



Click OK!

Once published, your press release will appear in the News Center section of the website.

12. How to create a publication page

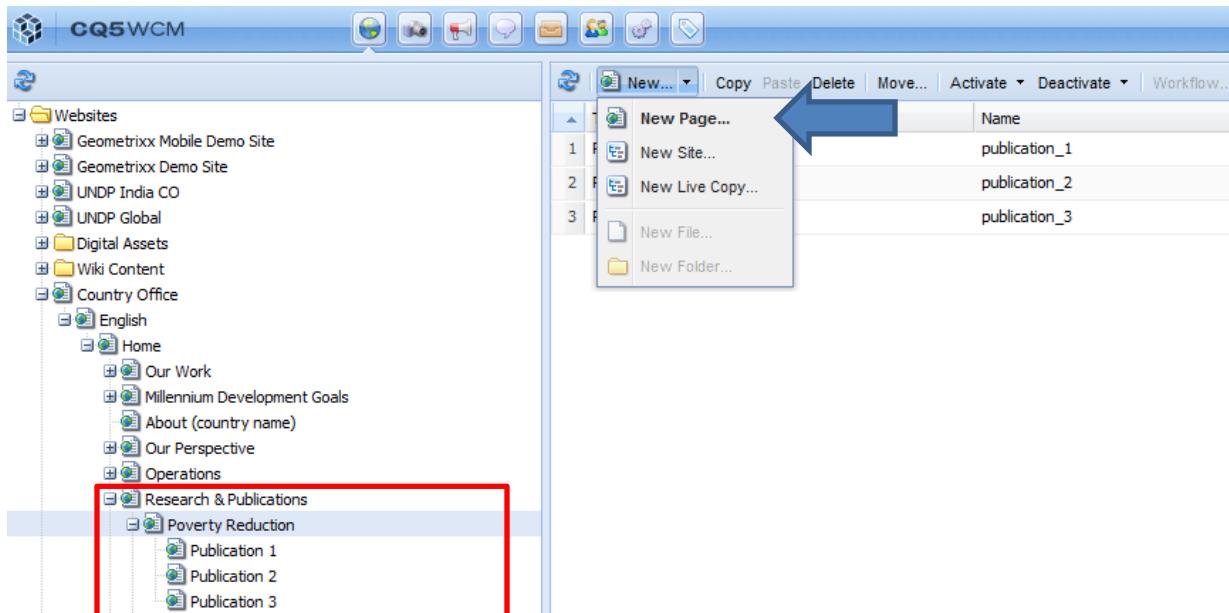
(Template: Download template)

All publications should have a download page that gives a brief description of what the publication is about. There are several reasons for creating a download page rather than uploading the document and providing a direct link to the Word or PDF file:

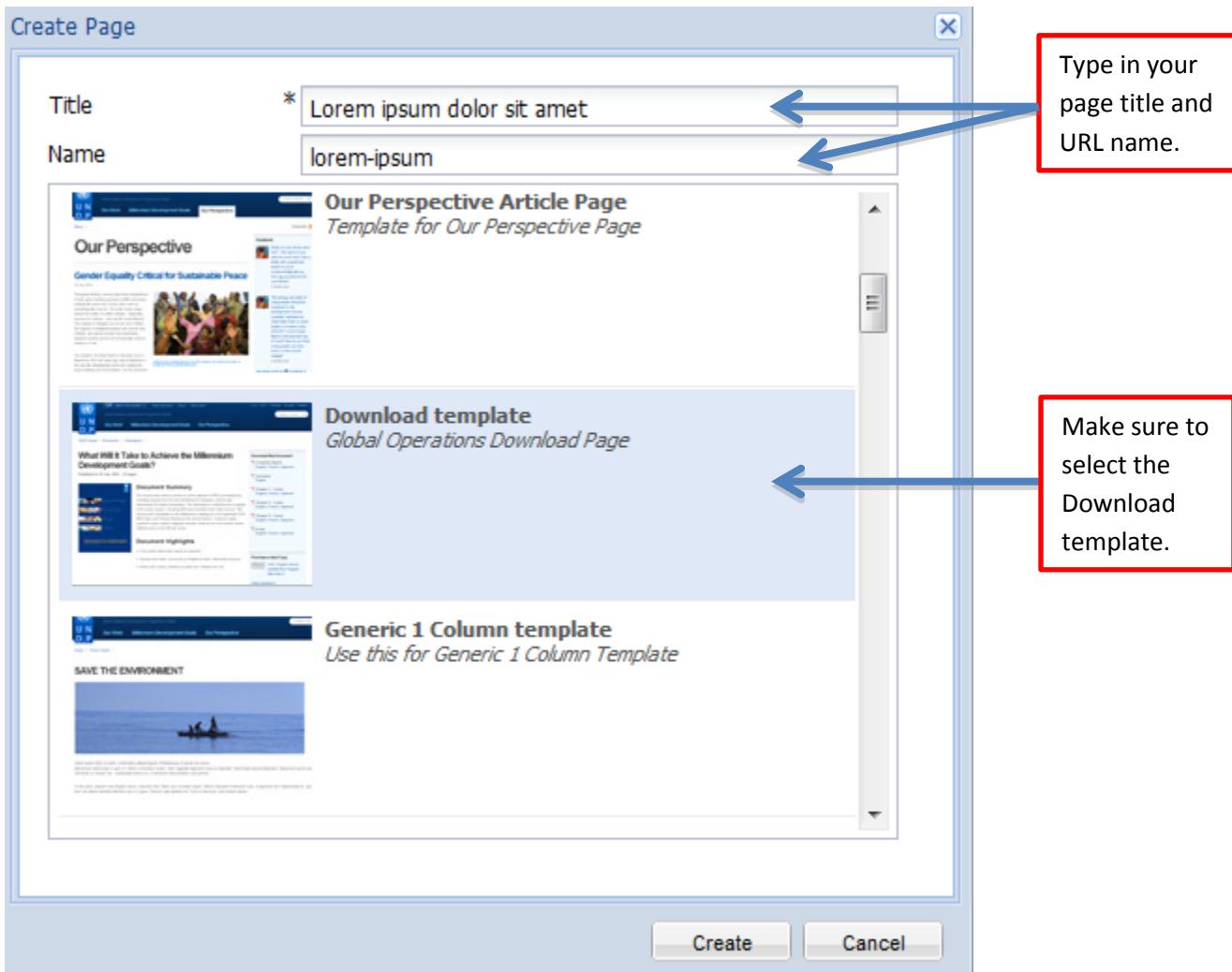
- Download pages are more visible in search engine results (compared to PDFs or Word Docs) because they contain keywords that potential users may use for search queries;
- This page can link to related language versions, as well as accommodate multiple documents (executive summaries, chapters, etc.).

To create a download publication page, follow these steps. To build this page, you will need to know how to upload a document to CQ5. For instructions on how to upload a document, please see **How to Upload Documents** in Part I of the User Guide.

1. Select the folder structure where you'd like to create your publication page under Research & Publications. Click on the drop down menu next to "New," and then click on "New Page."



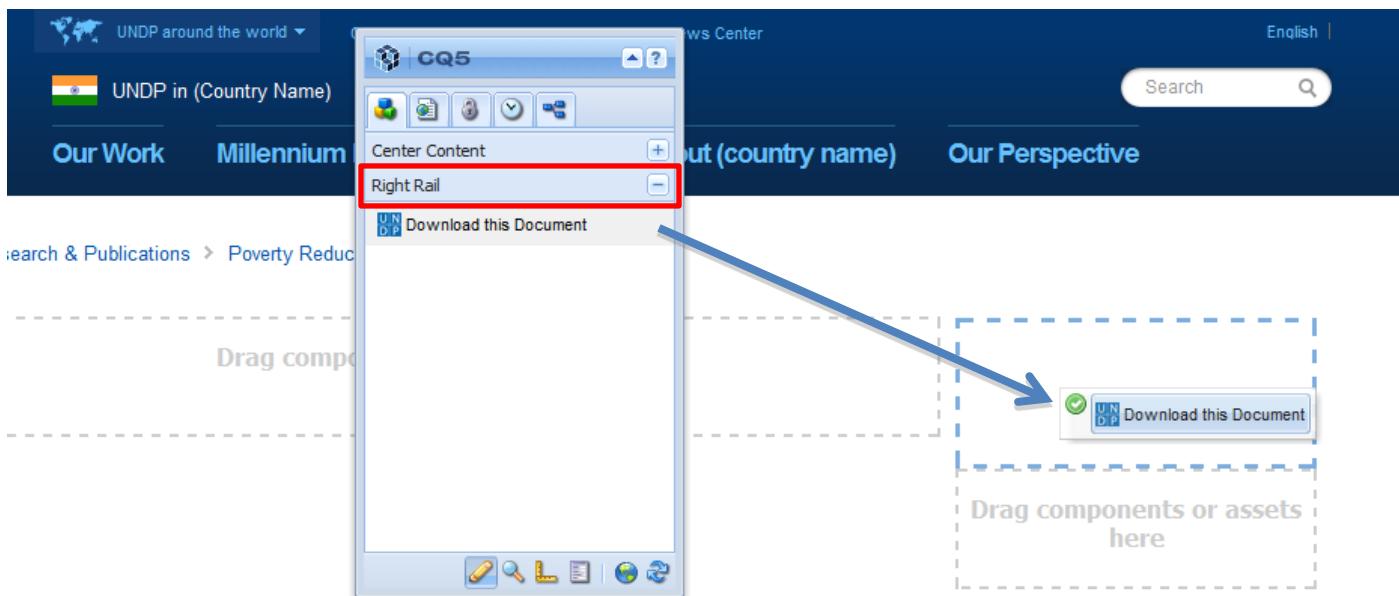
In the screen that pops-up, type in the page title and name, and choose the **Download template**. The **Download template should be used for all publications to provide a consistent look for all publications**.



Double-click and open the new page you just created.

The Download page has two components, one for the centre content and one for the right rail. Let's start with the right rail.

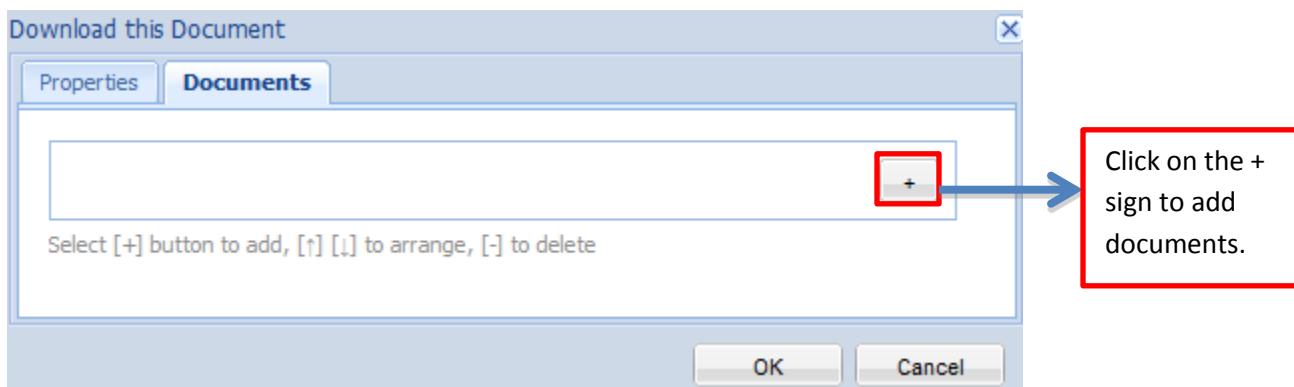
2. Click on the + sign next to Right Rail in the Sidekick (the small rectangular box on your page) and drag the Download this Document component to the right rail.



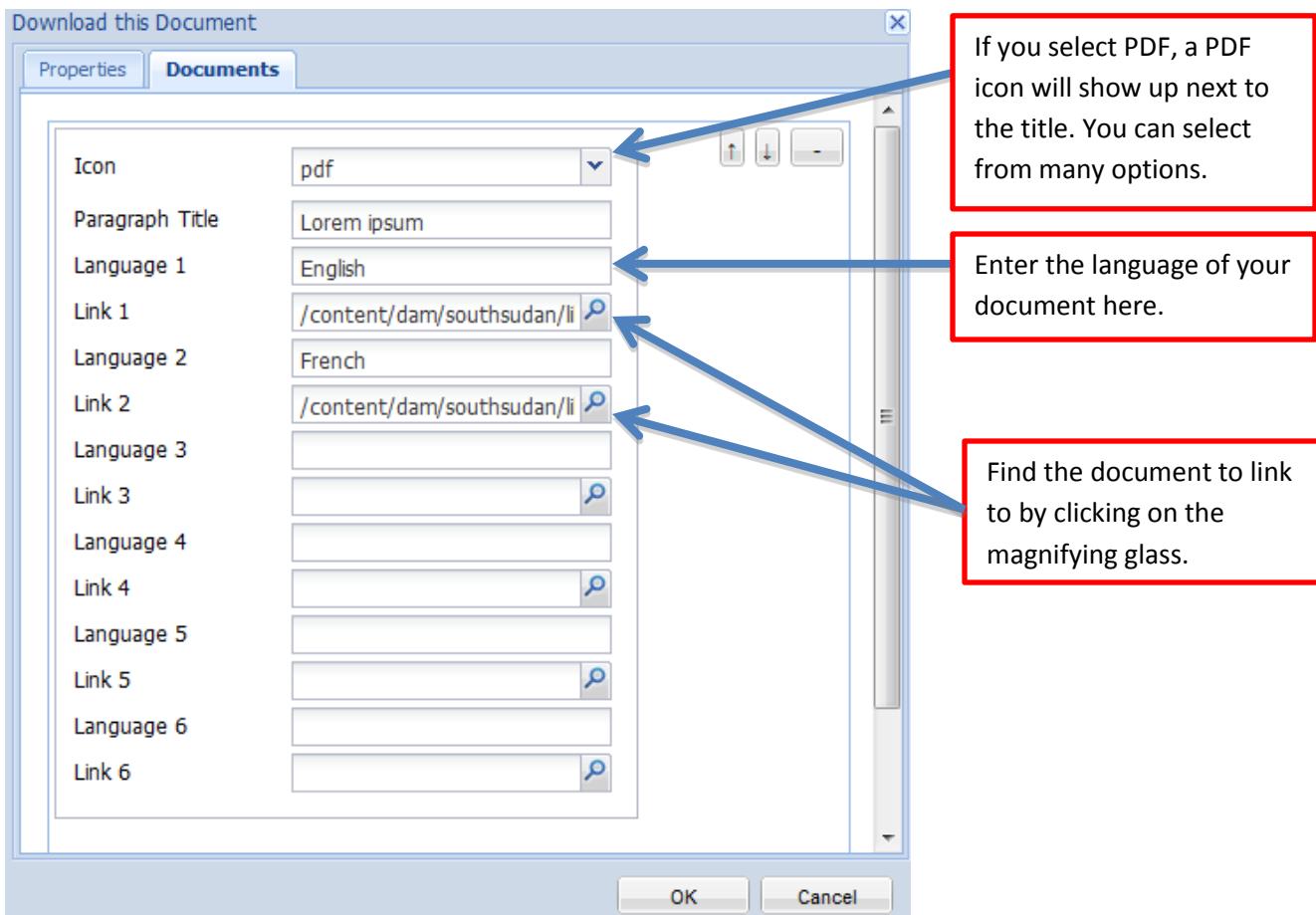
Double-click on the component.



When the component opens, you can edit the title in the Properties tab. Click on the Documents tab and then the + sign to add a document.

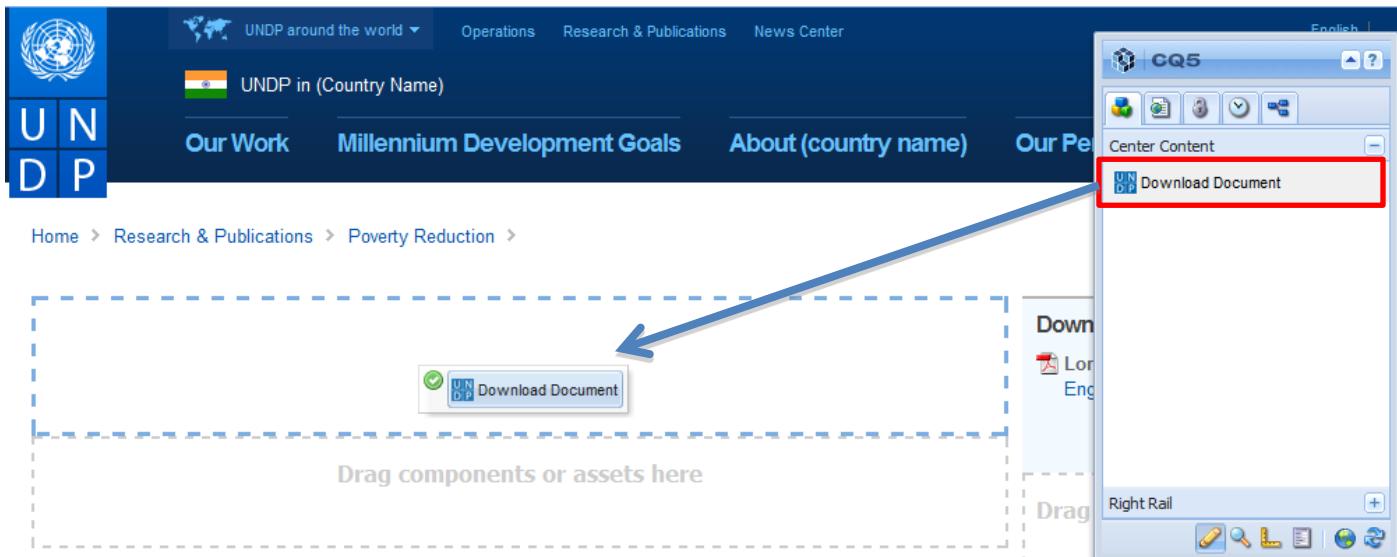


Here you can add multiple language versions of the document.



If you uploaded your documents to DAM, they will be located in the digital assets folder. Click OK when you're done!

3. Click on the + sign next to Center Content in the Sidekick (the small rectangular box on your page) and drag the Download Document component to the right rail. When a green check mark appears, your component has been added.



Double-click on the component. You will see that a thumbnail of your document has already been added. The CMS automatically generates a thumbnail when you add a PDF to the right rail.

Document

15 February 2012

Double-click this component.

Drag components or assets here

UNDP Southern Sudan Update
Focus on Southern Sudan
July 2010 | Volume 1, Issue 1
SOUTH SUDAN

Southern Sudan reviews progress towards achieving MDGs



With only three years left until the year 2015, the UN Development Programme (UNDP) has been working closely with the South Sudanese government and civil society partners to accelerate progress towards the Millennium Development Goals (MDGs). The MDGs are international development goals that were established in 2000 by the United Nations General Assembly. They set out clear targets to be achieved by 2015, with the aim of eradicating extreme poverty and hunger; achieving universal primary education and child health; and combating HIV/AIDS, malaria and other diseases.

In preparation for the UN's High-Level Meeting on MDGs to be held in New York on 26 September, the UNDP has developed a series of policy briefs to highlight progress made in Southern Sudan. The following highlights some of the key findings from these briefs:

The progress which began back in May 2005 is being supported by UNDP and other key development partners.

Health:

- 1. **Healthcare delivery:** The number of health facilities in Southern Sudan has increased significantly, from 1,000 in 2005 to over 2,000 in 2009. This has contributed to a significant reduction in child mortality rates, with the under-five mortality rate falling from 180 per 1,000 live births in 2005 to 110 per 1,000 live births in 2009.
- 2. **Healthcare delivery:** The number of health facilities in Southern Sudan has increased significantly, from 1,000 in 2005 to over 2,000 in 2009. This has contributed to a significant reduction in child mortality rates, with the under-five mortality rate falling from 180 per 1,000 live births in 2005 to 110 per 1,000 live births in 2009.
- 3. **Healthcare delivery:** The number of health facilities in Southern Sudan has increased significantly, from 1,000 in 2005 to over 2,000 in 2009. This has contributed to a significant reduction in child mortality rates, with the under-five mortality rate falling from 180 per 1,000 live births in 2005 to 110 per 1,000 live births in 2009.

Education:

- 1. **Primary school enrollment:** Primary school enrollment rates have increased from 40% in 2005 to 60% in 2009. This is due to the government's commitment to ensuring that all children have access to basic education.
- 2. **Secondary school enrollment:** Secondary school enrollment rates have increased from 10% in 2005 to 20% in 2009. This is due to the government's commitment to ensuring that all children have access to basic education.

Environment:

- 1. **Conservation:** The government has established several protected areas in Southern Sudan, including the Murchison Falls National Park and the Boma National Park. These parks are home to many rare and endangered species, such as elephants, lions, and leopards.
- 2. **Renewable energy:** The government has invested in renewable energy sources, such as solar power and wind power, to reduce its dependence on fossil fuels.

Infrastructure:

- 1. **Road network:** The government has invested in the road network, particularly in the southern part of the country, to improve transport links between different regions.
- 2. **Water supply:** The government has invested in water supply and sanitation infrastructure, particularly in rural areas, to provide clean water and basic sanitation services to the population.

Conclusion: Overall, Southern Sudan has made significant progress towards achieving the MDGs. However, there is still much work to be done, particularly in the areas of poverty reduction, gender equality, and climate change adaptation.

4. In this section you insert the full title of the report, date of publication, a brief summary of the report, and key highlights of the report. For highlights, please do not insert bullet points as they will be generated automatically.

Properties **Image** **Advanced Image Properties**

Title *

Date *
date format: mm/dd/yyyy

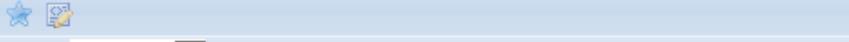
Date prefix

e.g. Published on

Date suffix

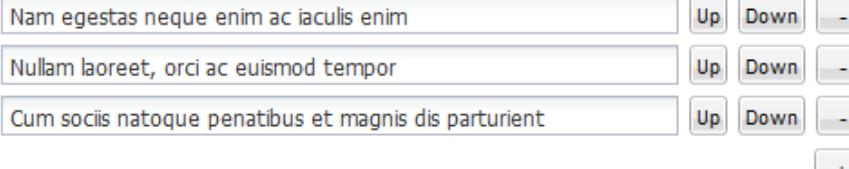
e.g. 37 pages

Document Summary
Title

Document Summary 

Format Paragraph

Morbi varius magna ac nulla ultricies a tempus odio imperdiet. Nullam lobortis velit sit amet ipsum bibendum sed placerat mauris elementum. Quisque eleifend fringilla mi nec pharetra. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce lorem nulla, ultrices eget adipiscing vel, tempor sit amet eros. Nunc tincidunt congue quam, non dictum metus gravida nec. Ut vestibulum risus nisi, eget euismod dolor. Nulla cursus dolor a metus facilisis porta. Etiam tempor purus nec augue sagittis sodales. Proin varius, dui sed dignissim fermentum, nisi odio ullamcorper lectus, sit amet ullamcorper neque neque a diam.

Document Highlights
Title

Document Highlights 
Nam egestas neque enim ac iaculis enim
Nullam laoreet, orci ac euismod tempor
Cum sociis natoque penatibus et magnis dis parturient

Click the '+' to add a new item

Your final page will look like this:

Lorem ipsum dolor sit amet

15 February 2012 (3.1) mb

UNDP Southern Sudan Update

Southern Sudan reviews progress towards achieving MDGs

With only five years left until the year 2015, the international community is working hard to ensure that the Millennium Development Goals (MDGs) are successfully achieved. In Southern Sudan, local leaders are working to ensure that the MDGs are met by the end of the decade.

Cutting edge medical programs are being implemented across the globe with the goal of effectively addressing the needs of the world's most vulnerable people. In a creative approach to health care delivery, the World Health Organization has developed a mobile clinic that can travel to the most remote areas of the country and deliver the latest medical treatments to those who have limited access to basic health services.

In particular, health care providers are working to ensure that the MDGs are met by the end of the decade. The World Health Organization has developed a mobile clinic that can travel to the most remote areas of the country and deliver the latest medical treatments to those who have limited access to basic health services.

Recognizing that there is more to do, the government of the Republic of South Sudan has established a range of programs to support the MDGs. These include a range of initiatives such as the MDG Fund, which aims to provide financial support for the implementation of the MDGs.

Overall, the government of the Republic of South Sudan is committed to ensuring that the MDGs are met by the end of the decade. This includes a range of initiatives such as the MDG Fund, which aims to provide financial support for the implementation of the MDGs.

Summary

Morbi varius magna ac nulla ultricies a tempus odio imperdiet. Nullam lobortis velit sit amet ipsum bibendum sed placerat mauris elementum. Quisque eleifend fringilla mi nec pharetra. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce lorem nulla, ultrices eget adipiscing vel, tempor sit amet eros. Nunc tincidunt congue quam, non dictum metus gravida nec. Ut vestibulum risus nisi, eget euismod dolor. Nulla cursus dolor a metus facilisis porta. Etiam tempor purus nec augue sagittis sodales. Proin varius, dui sed dignissim fermentum, nisi odio ullamcorper lectus, sit amet ullamcorper neque neque a diam.

Highlights

- Nam egestas neque enim ac iaculis enim
- Nullam laoreet, orci ac euismod tempor
- Cum sociis natoque penatibus et magnis dis parturient

5. You will need to tag the download page you just created.(For more information on tagging, see **What is tagging** section in the User Guide.)

To tag the publication, click on the Page tab in the Sidekick (the small rectangular box) that appears on the page. Click on the Page tab, and then page properties.

Lorem ipsum dolor sit amet

15 February 2012 (3.1) mb

UNDP Southern Sudan Update

Southern Sudan reviews progress towards achieving MDGs

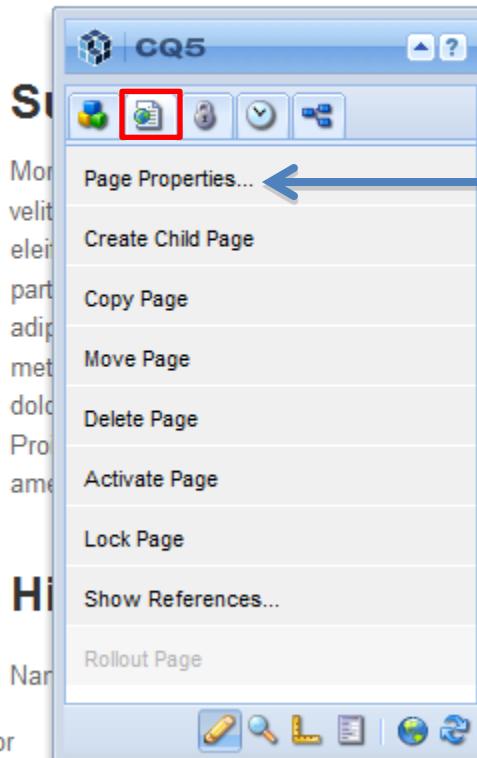
With only five years left until the year 2015, the international community is working hard to ensure that the Millennium Development Goals (MDGs) are successfully achieved. In Southern Sudan, local leaders are working to ensure that the MDGs are met by the end of the decade.

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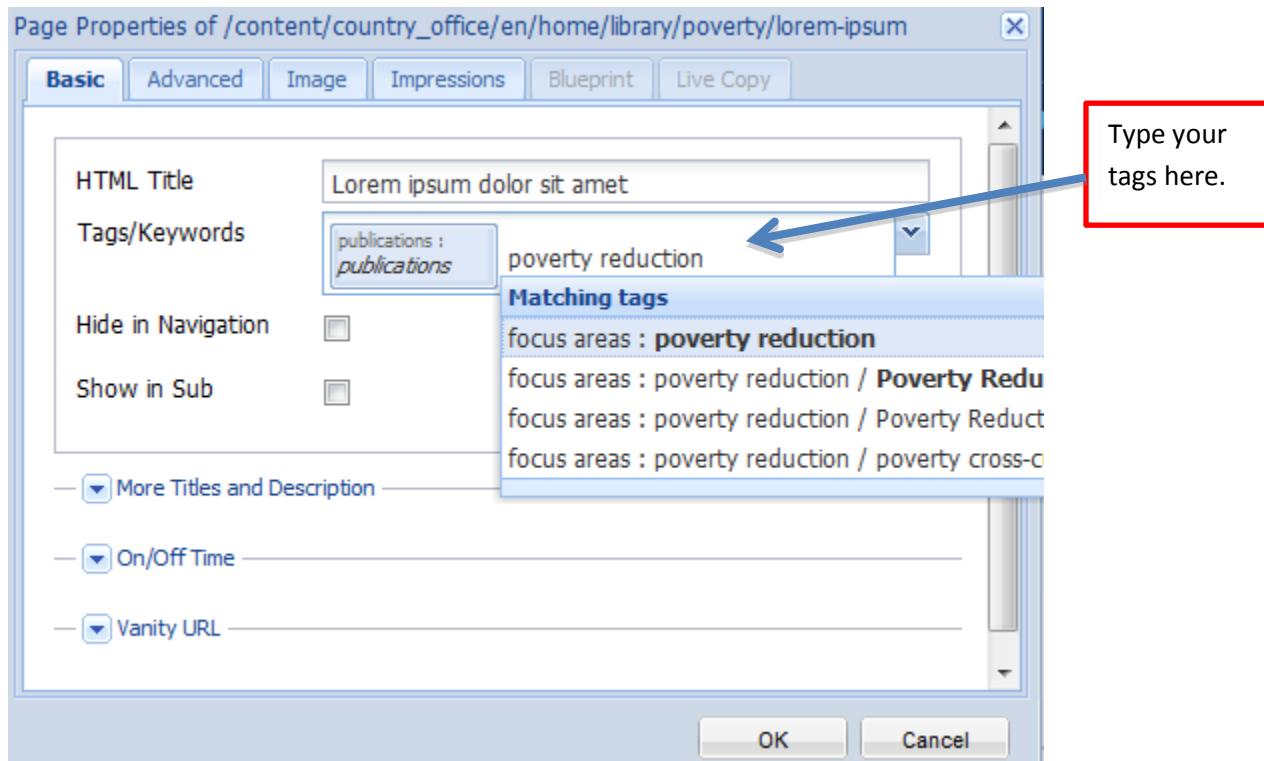
- Nullam laoreet, orci ac euismod tempor
- Cum sociis natoque penatibus et magnis dis parturient

Download this Document

Lorem ipsum
English | French

Drag components or assets here

In the Basic field, enter the Tags/Keywords. At the minimum, you should tag all your publications as “publications” first, and then the relevant “Focus area.” When you type your tags, matching tags pop up. This makes it easier to select a tag. For example, in the screenshot below, when you type in poverty reduction, all the tags with the words poverty reduction in them pop up. You can then select the tag titled “focus area: poverty reduction.”

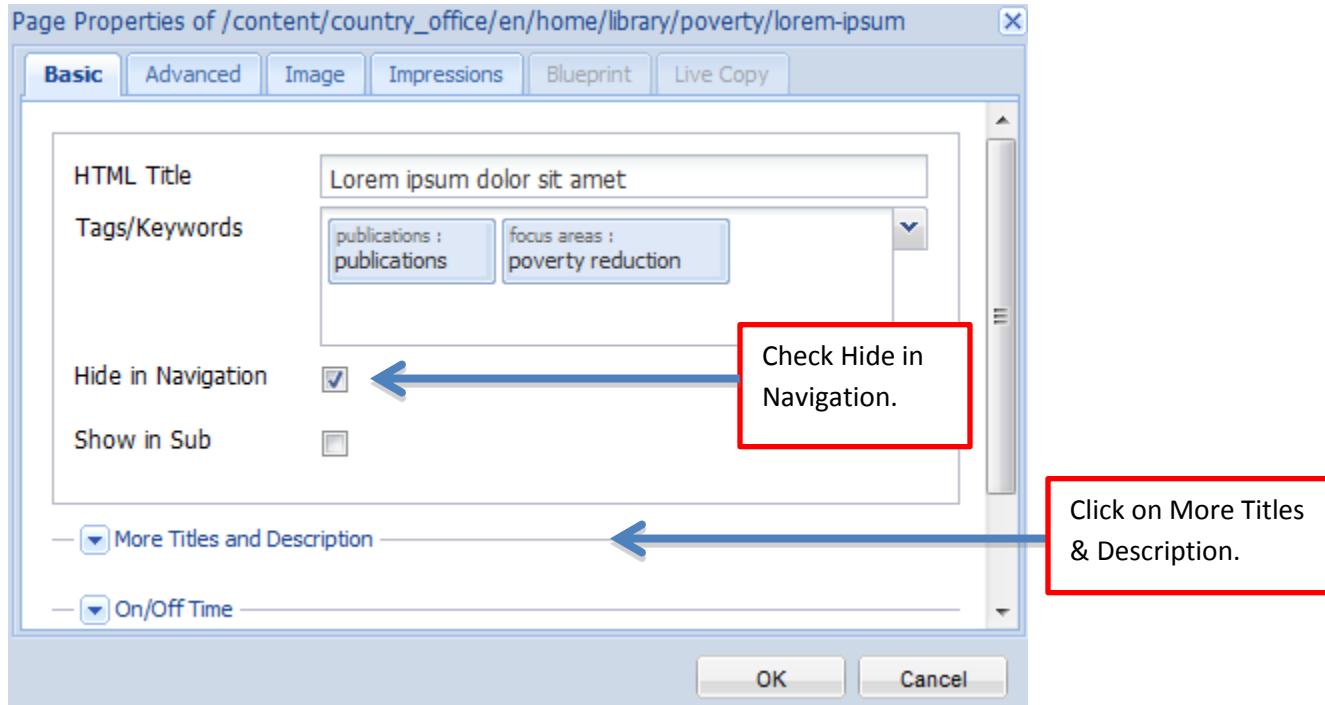


You should also check the box titled “Hide in Navigation.” If the box remains unchecked, then your page will show up in the left-hand navigation, as shown below.

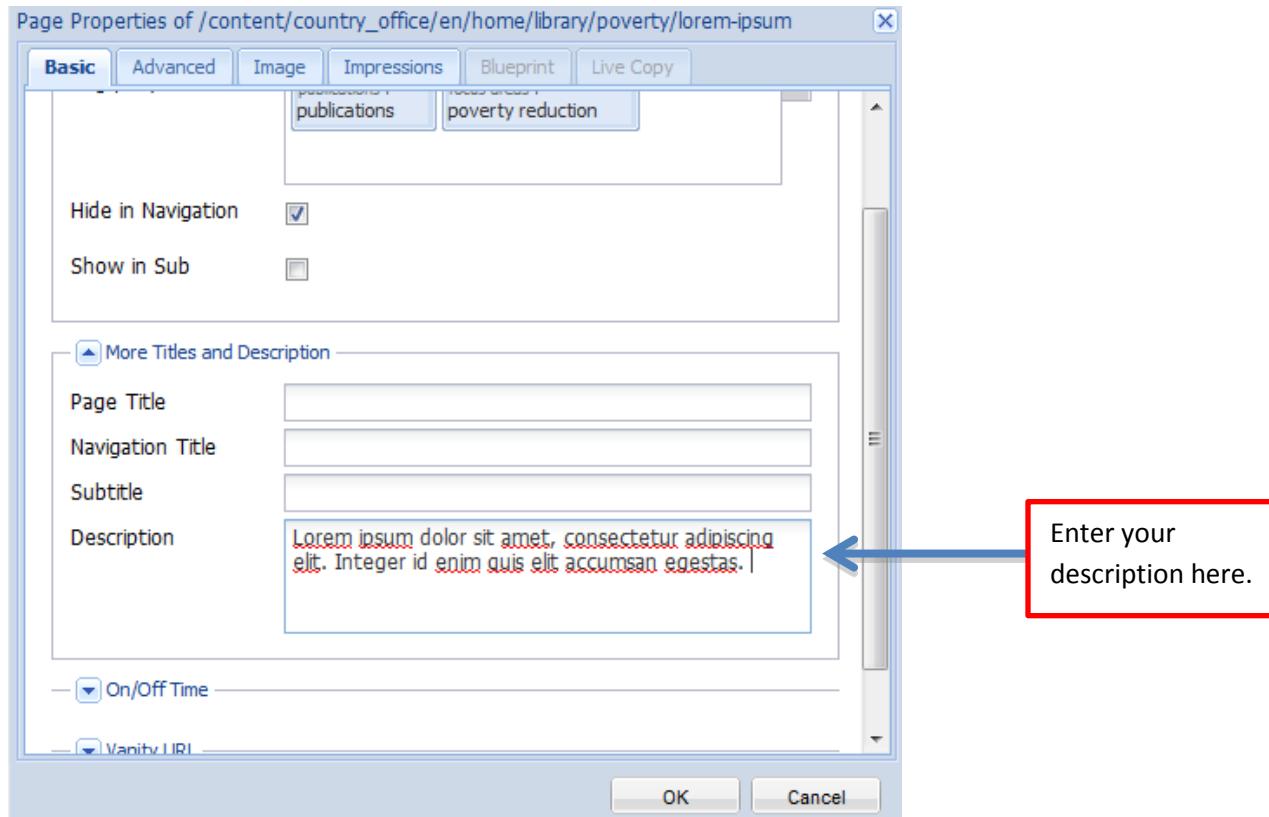
The page appears in the left navigation for Poverty Reduction, if Hide in Navigation is not checked .

If you have too many publications for a focus area showing up in left-hand navigation, this might cause the navigation to become too long. Therefore, in general, you should check the Hide in Navigation box.

You can also add a small description to your publication page.



You can add a line or two describing the publication in the Description field. This is important as when you pull publications by tags (in the Focus Area publication page, for example), your description will also show up.



Click OK when you're done!

13. How and what to tag

Tags are a quick and easy method of classifying content within your website. You can think of them as keywords or labels that you attach to a page to help you find it again. More importantly, they are tied to the following:

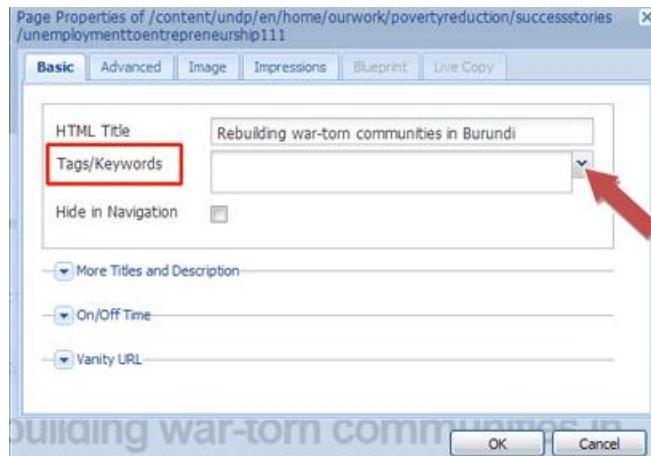
- Keyword results in search engines;
- Components throughout the site that rely on tags to automatically populate content, including the “Content Feature Dynamic” (right rail);
- Databases of press releases, articles, publications, etc., where users can search for specific pages and documents related to tags.

You will need to tag success stories, news articles and press releases, and publications. Here are instructions on how to tag webpages.

1. Within the sidekick, select the Page tab – this is the second icon from the left with a picture of a page and a globe
2. Click on “Page Properties”:



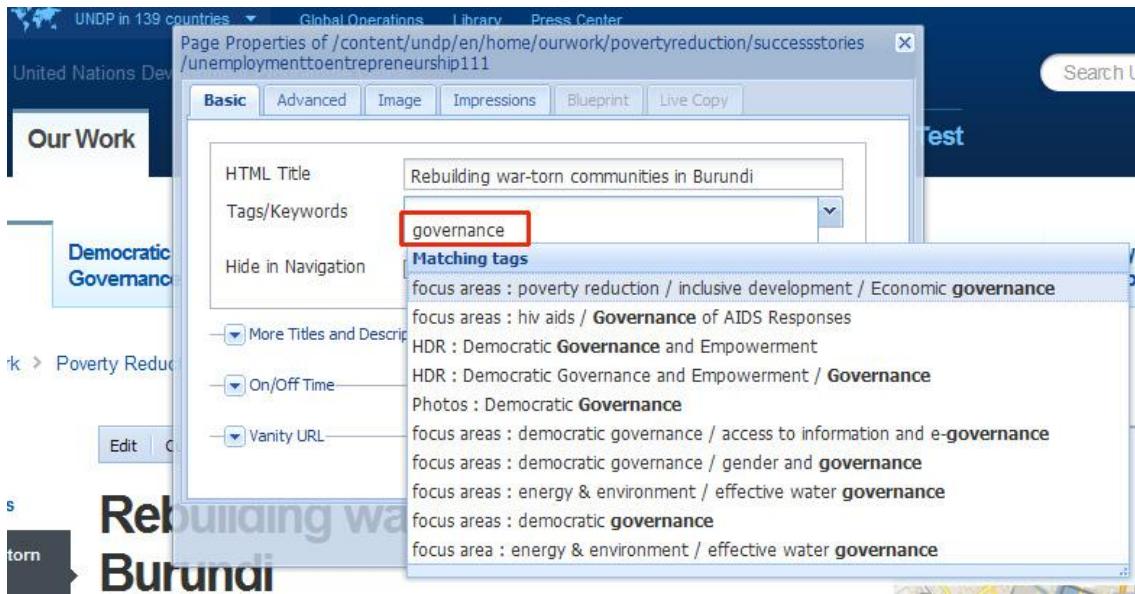
3. Select the “Basic” tab and look for the field called “Tags/Keywords”:



Here you can either select a tag according to namespace by using the drop-down option:

The screenshot shows the UNDP website's 'Our Work' section. On the left, there are links for 'Poverty Reduction' and 'Democratic Governance'. In the center, there is a 'Success Stories' section with a link to 'Rebuilding war-torn communities in Burundi'. This link is highlighted with a red box. A 'Page Properties' dialog box is overlaid on the page, specifically on the 'Tags/Keywords' field, which is also highlighted with a red box. The dropdown menu is open, showing a list of tags under 'focus areas : poverty reduction', with 'poverty reduction' being the selected item.

Or you can enter a tag by typing a keyword and selecting an existing tag from the list of matching tags:

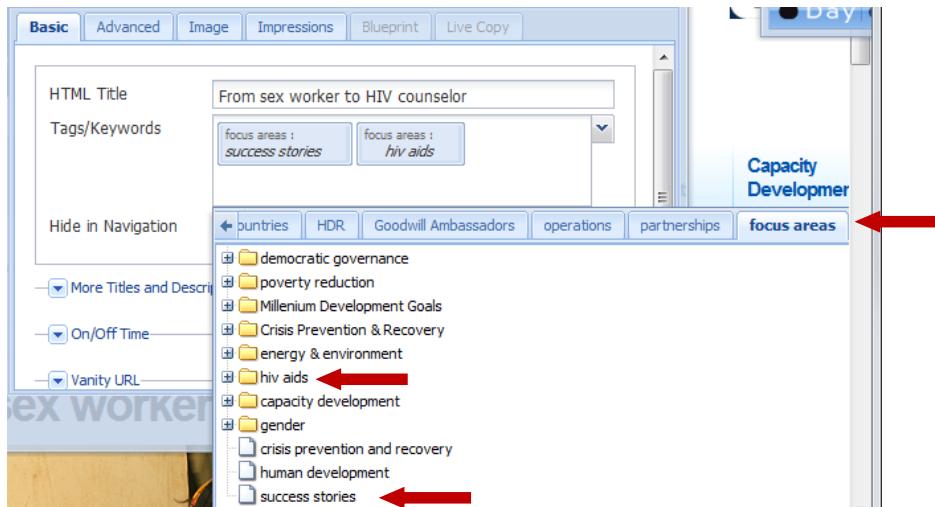


Note: You can have a combination of different tags, just remember that when you want to retrieve content based on tags, you need to make sure that content has been properly tagged.

Here are a few examples of common tags combinations on the UNDP site:

How to tag Success Stories

All **Success stories** should be tagged “success stories” first and then with the relevant “Focus area”:



How to tag News Articles, Speeches, and Press Releases

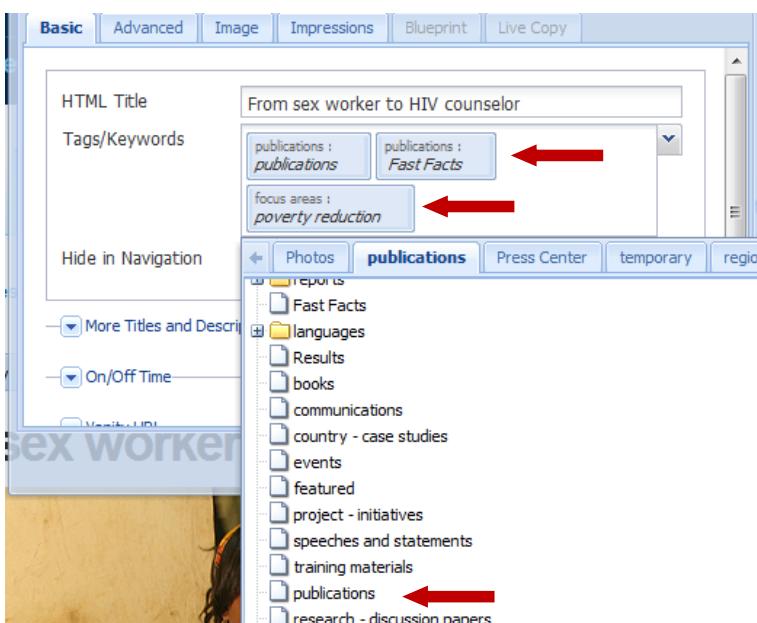
News articles should be tagged “News” under the “Press center” tab AND its respective “Focus area”



Similarly, press releases and speeches should be tagged as “Speeches” or “Press releases” under Press Center, and then the respective “Focus area.”

How to tag Publications

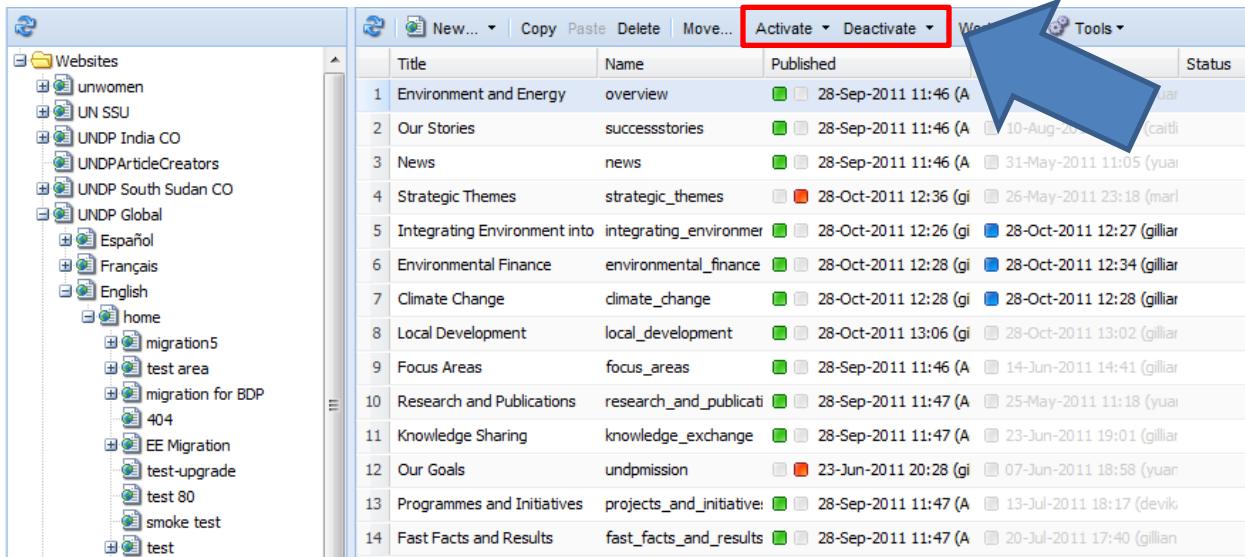
All **Publications** should be tagged “Publications” first, “type of publication” and finally “Focus Area”:



14. Publishing and deleting

When you are creating pages in the CQ environment, the pages need to be published for them to appear on the live server (i.e. on the website). The CMS refers to publishing a page as “activating,” so you will need to activate the pages and folders that you create or edit for them to appear live. If you’d like to take a page off the live server, you simply deactivate it.

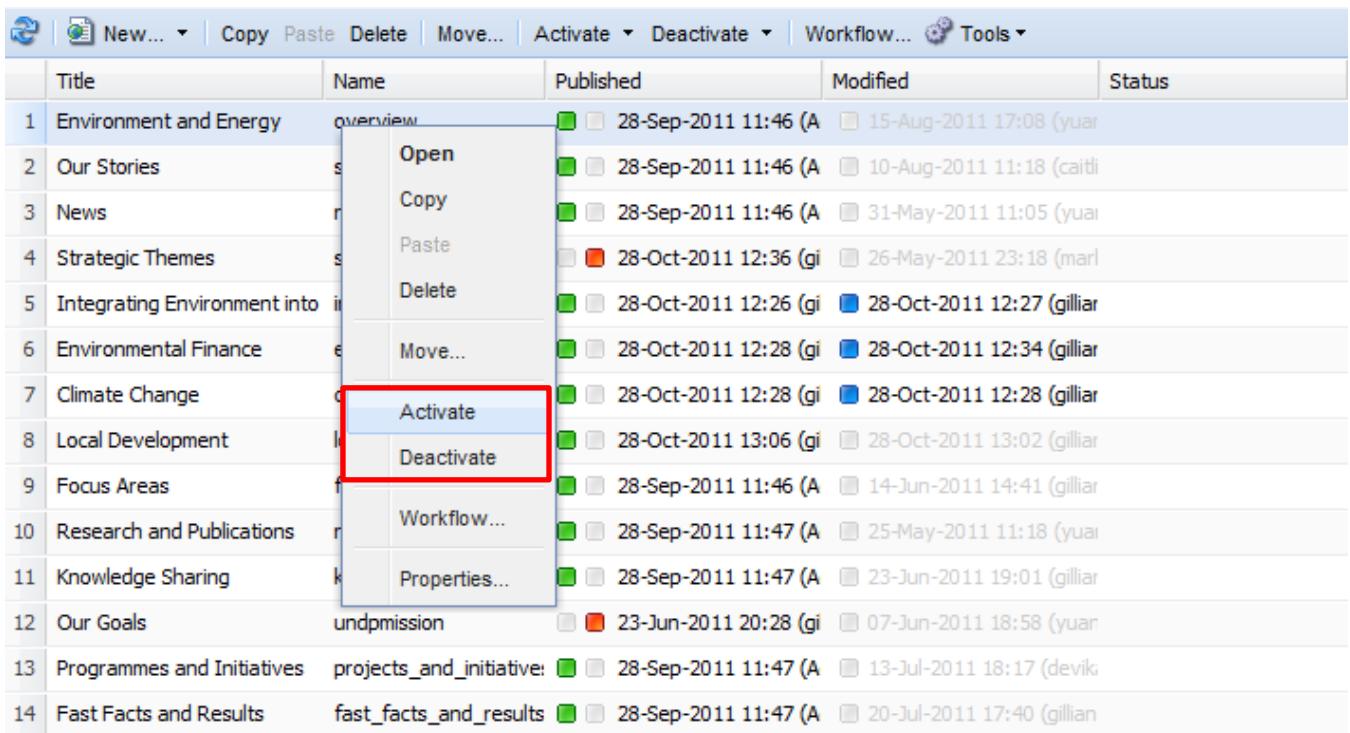
1. There are a number of ways to activate or deactivate a page. You can do so in the folder structure. Click on a page (for example: Environment and Energy/overview) and click the Activate or the Deactivate button in the top navigation.



The screenshot shows the CQ6 interface. On the left is a tree view of the folder structure under 'Websites'. On the right is a table view of page items. At the top, there are buttons for 'Activate' and 'Deactivate'. A blue arrow points from the text above to the 'Activate' button. The table contains 14 rows of page data, each with columns for Title, Name, Published, Modified, and Status.

Title	Name	Published	Modified	Status
1 Environment and Energy	overview	28-Sep-2011 11:46 (A)	15-Aug-2011 17:08 (yuar)	
2 Our Stories	successstories	28-Sep-2011 11:46 (A)	10-Aug-2011 11:18 (caitl)	
3 News	news	28-Sep-2011 11:46 (A)	31-May-2011 11:05 (yuar)	
4 Strategic Themes	strategic_themes	28-Oct-2011 12:36 (gi)	26-May-2011 23:18 (marl)	
5 Integrating Environment into	integrating_environment	28-Oct-2011 12:26 (gi)	28-Oct-2011 12:27 (gilliar)	
6 Environmental Finance	environmental_finance	28-Oct-2011 12:28 (gi)	28-Oct-2011 12:34 (gilliar)	
7 Climate Change	climate_change	28-Oct-2011 12:28 (gi)	28-Oct-2011 12:28 (gilliar)	
8 Local Development	local_development	28-Oct-2011 13:06 (gi)	28-Oct-2011 13:02 (gilliar)	
9 Focus Areas	focus_areas	28-Sep-2011 11:46 (A)	14-Jun-2011 14:41 (gilliar)	
10 Research and Publications	research_and_publicati	28-Sep-2011 11:47 (A)	25-May-2011 11:18 (yuar)	
11 Knowledge Sharing	knowledge_exchange	28-Sep-2011 11:47 (A)	23-Jun-2011 19:01 (gilliar)	
12 Our Goals	undpmission	23-Jun-2011 20:28 (gi)	07-Jun-2011 18:58 (yuar)	
13 Programmes and Initiatives	projects_and_initiative:	28-Sep-2011 11:47 (A)	13-Jul-2011 18:17 (devik)	
14 Fast Facts and Results	fast_facts_and_results	28-Sep-2011 11:47 (A)	20-Jul-2011 17:40 (gilliar)	

You can also right click on the page and click on Activate or Deactivate.



The screenshot shows the CQ6 properties view for a page item. A context menu is open over the row for 'Environment and Energy'. The menu options include Open, Copy, Paste, Delete, Move..., Activate, and Deactivate. The 'Activate' and 'Deactivate' options are highlighted with a red box. The rest of the table and interface are visible in the background.

Title	Name	Published	Modified	Status
1 Environment and Energy	overview	28-Sep-2011 11:46 (A)	15-Aug-2011 17:08 (yuar)	
2 Our Stories	successstories	28-Sep-2011 11:46 (A)	10-Aug-2011 11:18 (caitl)	
3 News	news	28-Sep-2011 11:46 (A)	31-May-2011 11:05 (yuar)	
4 Strategic Themes	strategic_themes	28-Oct-2011 12:36 (gi)	26-May-2011 23:18 (marl)	
5 Integrating Environment into	integrating_environment	28-Oct-2011 12:26 (gi)	28-Oct-2011 12:27 (gilliar)	
6 Environmental Finance	environmental_finance	28-Oct-2011 12:28 (gi)	28-Oct-2011 12:34 (gilliar)	
7 Climate Change	climate_change	28-Oct-2011 12:28 (gi)	28-Oct-2011 12:28 (gilliar)	
8 Local Development	local_development	28-Oct-2011 13:06 (gi)	28-Oct-2011 13:02 (gilliar)	
9 Focus Areas	focus_areas	28-Sep-2011 11:46 (A)	14-Jun-2011 14:41 (gilliar)	
10 Research and Publications	research_and_publicati	28-Sep-2011 11:47 (A)	25-May-2011 11:18 (yuar)	
11 Knowledge Sharing	knowledge_exchange	28-Sep-2011 11:47 (A)	23-Jun-2011 19:01 (gilliar)	
12 Our Goals	undpmission	23-Jun-2011 20:28 (gi)	07-Jun-2011 18:58 (yuar)	
13 Programmes and Initiatives	projects_and_initiative:	28-Sep-2011 11:47 (A)	13-Jul-2011 18:17 (devik)	
14 Fast Facts and Results	fast_facts_and_results	28-Sep-2011 11:47 (A)	20-Jul-2011 17:40 (gilliar)	

(Note: You can also activate/deactivate folders by following the steps outlined above.)

2. You can also activate a webpage by opening it, and using the Sidekick.

Home > Our Work >

Overview

What We Do

Replace text :--- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce fermentum est et sem iaculis id consequat quam iaculis. Phasellus id neque ante. Sed nisl augue, volutpat condimentum aliquam non, facilisis at metus. Donec pretium, magna id ultrices auctor, velit mi convallis mauris, laoreet mollis tellus ante ut mauris. Proin in turpis ornare nulla bibendum sodales. Donec sit amet orci risus, convallis adipiscing orci. Phasellus tortor nunc, placerat vel convallis sed, consectetur a nulla.

Our Goals

Replace text : Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce fermentum est et sem iaculis id consequat quam iaculis. Phasellus id neque ante. Sed nisl augue, volutpat condimentum aliquam non, facilisis at metus. Donec pretium, magna id ultrices auctor, velit mi convallis mauris, laoreet mollis tellus ante ut mauris.

CQ5

- Page Properties...
- Create Child Page
- Copy Page
- Move Page
- Activate Page**
- Delete Page
- Lock Page
- Show References...
- Rollout Page

How to delete a page

1. There are a number of ways to delete a page. Note that once you delete a page, it cannot be recovered. So please be careful while delete pages!

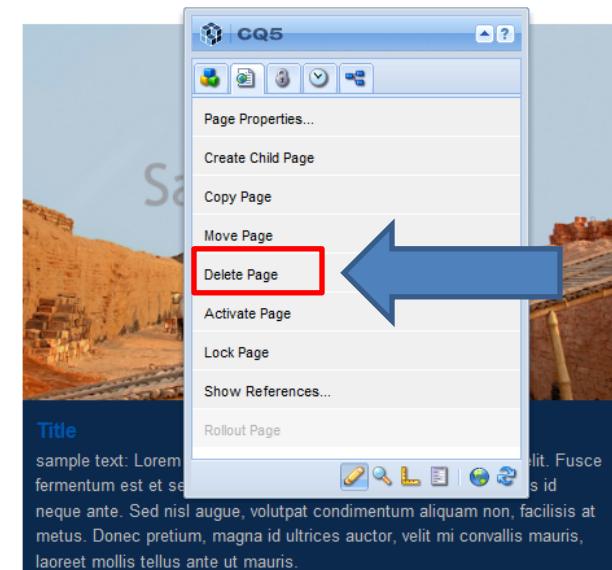
You can do so in the folder structure:

Title	Name	Published	Modified	Status
Environment and Energy	overview	2011-11-14 11:46 (A)	2011-08-15 17:08 (yuan)	
Our Stories	successstories	2011-11-14 11:46 (A)	2011-08-10 11:18 (cati)	
News	news	2011-09-28 11:46 (A)	2011-05-31 11:05 (yuan)	
Strategic Themes	strategic_themes	2011-10-28 12:36 (gi)	2011-05-26 23:18 (marl)	
Integrating Environment into	integrating_environment	2011-10-28 12:26 (gi)	2011-10-28 12:27 (gilliar)	
Environmental Finance	environmental_finance	2011-10-28 12:28 (gi)	2011-10-28 12:34 (gilliar)	
Climate Change	climate_change	2011-10-28 12:28 (gi)	2011-10-28 12:28 (gilliar)	
Local Development	local_development	2011-10-28 13:06 (gi)	2011-10-28 13:02 (gilliar)	
Focus Areas	focus_areas	2011-09-28 11:46 (A)	2011-06-14 14:41 (gilliar)	
Research and Publications	research_and_publicati	2011-09-28 11:47 (A)	2011-05-25 11:18 (yuan)	
Knowledge Sharing	knowledge_exchange	2011-09-28 11:47 (A)	2011-06-23 19:01 (gilliar)	
Our Goals	undpmission	2011-06-23 20:28 (gi)	2011-06-07 18:58 (yuan)	
Programmes and Initiatives	projects_and_initiative	2011-09-28 11:47 (A)	2011-07-13 18:17 (devik)	
Fast Facts and Results	fast_facts_and_results	2011-09-28 11:47 (A)	2011-07-20 17:40 (gilliar)	

You can also right click on the page and click on delete.

	Title	Name	Published	Modified	Status
1	Environment and Energy	overview	09-Nov-2011 17	09-Nov-2011 17:21	
2	Our Stories	success	10-Aug-2011 11	10-Aug-2011 11:18	
3	News	news	13-Jun-2011 23	31-May-2011 11:05	
4	Strategic Themes	strateg	13-Jun-2011 23	05-Oct-2011 12:55	
5	Focus Areas	focus_	25-Aug-2011 11	26-Aug-2011 10:39	
6	Programmes and Initiatives	projec	03-Nov-2011 19	03-Nov-2011 19:45	
7	Research and Publications	resear	13-Jun-2011 23	25-May-2011 11:18	
8	Knowledge Sharing	knowle	23-Jun-2011 19	23-Jun-2011 19:01	
9	Our Goals	undpm	23-Jun-2011 20	07-Jun-2011 18:58	
10	Fast Facts and Results	fast_f	20-Jul-2011 17:	20-Jul-2011 17:40	

3. You can also delete a webpage by double-clicking and opening it, and using the Sidekick.



The screenshot shows the CQ5 Sidekick interface over a page titled 'Overview'. The Sidekick menu is open, and the 'Delete Page' option is highlighted with a red box. A large blue arrow points from the text 'You can also delete a webpage by double-clicking and opening it, and using the Sidekick.' to the 'Delete Page' option in the Sidekick menu.

15. Editing

Editing pages in CQ5 is fairly straightforward. A **page** is created from a **template**, and a template consists of a number of **components** (which are listed in the **sidekick**). Those components are generally arranged in a two-or three-column template.

Basic editing consists of clicking on components in order to edit, or clicking and dragging in order to move them within a page.

Keep in mind that if you edit a page, you will need to reactivate it for the changes to appear on the live site.

How to edit a page

1. Go to the page you want to edit in the folder structure. Double click to open.

Home > Our Work > Poverty Reduction > Focus Areas >

Overview

Our Stories

News

Focus Areas

- MDG Strategies
- Poverty Assessment and Monitoring
- Gender and Poverty Reduction**
- Inclusive Development
- Development Cooperation and Finance
- Trade, Intellectual Property and Migration
- Participatory Local Development
- Private Sector
- Research & Publications
- Knowledge Sharing
- Our Goals
- Projects & Initiatives
- Fast Facts and Results

Gender and Poverty Reduction

Six out of ten of the world's poorest people are women who must, as the primary family caretakers and producers of food, shoulder the burden of tilling land, grinding grain, carrying water and cooking. This heavy burden. In Kenya, women can burn up to 75 percent of their daily calorie intake just fetching water.

Yet some 75 percent of the world's women cannot get bank loans because they have unpaid or insecure jobs and are not entitled to property ownership. This is one reason why women comprise more than 50 percent of the world's population but own only one percent of the world's wealth.

Equality between men and women is more than a matter of social justice - it's a fundamental human right. But gender equality also makes good economic sense. When women have equal access to education, and go on to participate fully in business and economic decision-making, they are a key driving force against poverty. Women with equal rights are better educated, healthier, and have greater access to land, jobs and financial resources. Their increased earning power in turn raises household income over decision-making in the household, gender equality leads to greater well-being of children, reducing poverty and improving health.

Gender equality and women's empowerment is one of the eight Millennium Development Goals (MDGs). Yet, while there are significant improvements, there are still many areas of concern. Girls account for two-thirds of the world's illiterate adults; almost two-thirds of women in the developing world are unpaid workers in the home. Despite greater participation in the labor force, women still outnumber men four-to-one in legislatures around the world.

Gender equality is a condition for inclusive, democratic development. This is why UNDP works collaboratively with governments, civil society organizations, the private sector and other partners to promote gender equality.

- Include women in planning, budgeting, and monitoring processes in a meaningful way;
- Promote women's and girls' economic rights and opportunities;
- Address the gender dimensions of HIV/AIDS and other health issues;
- Strengthen the collection and analysis of gender-disaggregated data.

PHOTO: KAYLA KEENAN/UNDP

SHARE

Drag components or assets here

Edit Inherited Paragraphs Edit New... Paste

Topics in Gender and Poverty

Gender-responsive planning and budgeting

Women's economic empowerment

UNDP'S WORK IN POVERTY REDUCTION >

In Focus

Women's economic empowerment in Liberia: interview with Maria Keating, UNDP Deputy Resident Representative, Liberia

In Cambodia, women and children hit hardest by Economic Crisis

Projects and Initiatives

The Moroccan Family Code

VIEW MORE PROJECTS >

Generally, you will be editing the center content and the right-rail navigation.

2. To edit the center content, simply right-click on the center component (text, image, header, etc.) so that a yellow box appears, and click on "Edit." You can then edit the component.

Overview

Our Stories

News

Focus Areas

MDG Strategies

Poverty Assessment and Monitoring

Gender and Poverty Reduction

Inclusive Development

Development Cooperation and Finance

Trade, Intellectual Property and Migration

Participatory Local Development

Private Sector

Research & Publications

Knowledge Sharing

Our Goals

Projects & Initiatives

Gender and Poverty Reduction

Six out of ten of the world's poorest people are women who must, as the primary family caretakers and producers of food, shoulder the burden of tilling land, grinding grain, carrying water and cooking. This is no easy burden. In Kenya, women can burn up to 85 percent of their daily calorie intake just fetching water.

Yet some 75 percent of the world's women cannot get bank loans because they have unpaid or insecure jobs and are not entitled to property. It is one reason why women comprise only one percent of the world's wealth.

Equality between men and women is a human right. But gender equality also means equal access to education, and go decision-making, they are a key driving force. Educated, healthier, and have greater increased earning power in turn raises household over decision-making in the household, gender equality and greater well-being of children, reducing poverty.

Gender equality and women's empowerment is one of the United Nations Millennium Development Goals (MDGs). Yet, while there are significant improvements, there are still many areas of concern. Girls account for 57% of the world's out-of-school children; almost two-thirds of women in the developing world are unpaid workers in the home. Despite greater participation in the labor force, women outnumber four-to-one in legislatures around the world.

Gender equality is a condition for inclusive, democratic and sustainable development.



PHOTO: KAYLA KEENAN/UNDP

Drag components or assets here

Edit Inherited Paragraphs Edit New... Paste

Topics in Gender and Poverty

Gender-responsive planning and budgeting

Women's economic empowerment

UNDP'S WORK IN POVERTY REDUCTION ▶

In Focus

Women's economic empowerment in Liberia: interview with Maria Keating, UNDP Deputy Resident Representative, Liberia

In Cambodia, women and children hit hardest by Economic Crisis

VIEW MORE ▶

3. Follow the same steps to edit right-rail components. Right-click and a yellow box will appear, and click on “Edit” in the pop-up menu.

Equality between men and women is more than a matter of social justice - it's a fundamental human right. But gender equality also makes good economic sense. When women have equal access to education, and go on to participate fully in business and economic decision-making, they are a key driving force against poverty. Women with equal rights are better educated, healthier, and have greater access to land, jobs and financial resources. Their increased participation in the economy also translates into better prospects for their children and future generations.

Gender equ	General		I to achieving the Millennium
Development	Center Content		e positive trends in gender equality,
there are st	Feature publications body		r the majority of children not attending
school; alm			world work in the informal sector or as
unpaid work			ntary participation, women are still out
numbered f			

Gender equality development
Main Header

c, violence-free and sustainable
with national partners to:

- Inc wa
- Pro
- Ad
- Str

Slideshow

Right Rail

Other

policy-making processes in a meaningful
and opportunities;
IDS;
der-disaggregated data;

UNDP'S WORK IN POVERTY REDUCTION >	
In Focus	
Women's economic empowerment in Liberia: interview with Maria Keating, UNDP Deputy Resident Representative, Liberia	
In Cambodia, women and children hit hardest by Economic Crisis	
VIEW MORE >	
Projects and Initiatives	
The Moroccan Family C	
VIEW MORE PROJECTS >	
	Edit
	Cut
	Copy
	Paste
	Delete
	New...

4. To drag and drop components, simply click on a component, and drag it to where you'd like it to be placed on the page. Keep in mind that center components can only move within the center content, and right-rail components can only stay within the right-rail.

5. Don't forget to activate the page for your changes to reflect on the live site!

[Home](#) > [Our Work](#) > [Poverty Reduction](#) > [Focus Areas](#) >

- [Overview](#)
- [Our Stories](#)
- [News](#)
- Focus Areas**
 - [MDG Strategies](#)
 - [Poverty Assessment and Monitoring](#)
 - Gender and Poverty Reduction**
 - [Inclusive Development](#)
 - [Development Cooperation and Finance](#)
 - [Trade, Intellectual Property and Migration](#)
 - [Participatory Local Development](#)
 - [Private Sector](#)
 - [Research & Publications](#)
 - [Knowledge Sharing](#)

Gender and Poverty Reduction

Six out of ten of the world's poorest people are women who must, as the primary family caretakers and producers of food, shoulder the burden of tilling land, grinding grain, carrying water and cooking. This is no easy burden. In Kenya, women can burn up to 85 percent of their daily calorie intake just fetching water.

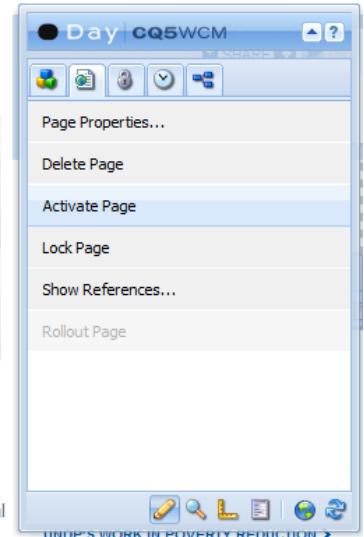


PHOTO: KAYLA KEENAN/UNDP

Yet some 75 percent of the world's women cannot get bank loans because they have unpaid or insecure jobs and are not entitled to property ownership. This is one reason why women comprise more than 50 percent of the world's population but own only one percent of the world's wealth.

Equality between men and women is more than a matter of social justice - it's a fundamental human right. But gender equality also makes good economic sense. When women have equal access to education, and go on to participate fully in business and economic decision-making, they are a key driving force against poverty. Women with equal rights are better educated, healthier, and have greater access to land, jobs and financial resources. Their increased earning power in turn raises household incomes. By enhancing women's control over decision-making in the household, gender equality also translates into better prospects and greater well-being of children, reducing poverty of future generations.

Gender equality and women's empowerment is central to achieving the Millennium Development Goals (MDGs). Yet, while there are some positive trends in gender equality, there are still many areas of concern. Girls account for the majority of children not attending school; almost two-thirds of women in the developing world work in the informal sector or as



In Focus

Women's economic empowerment in Liberia: interview with Maria Keating, UNDP Deputy Resident Representative, Liberia

In Cambodia, women and children hit hardest by Economic Crisis

How to edit the HTML code in a webpage

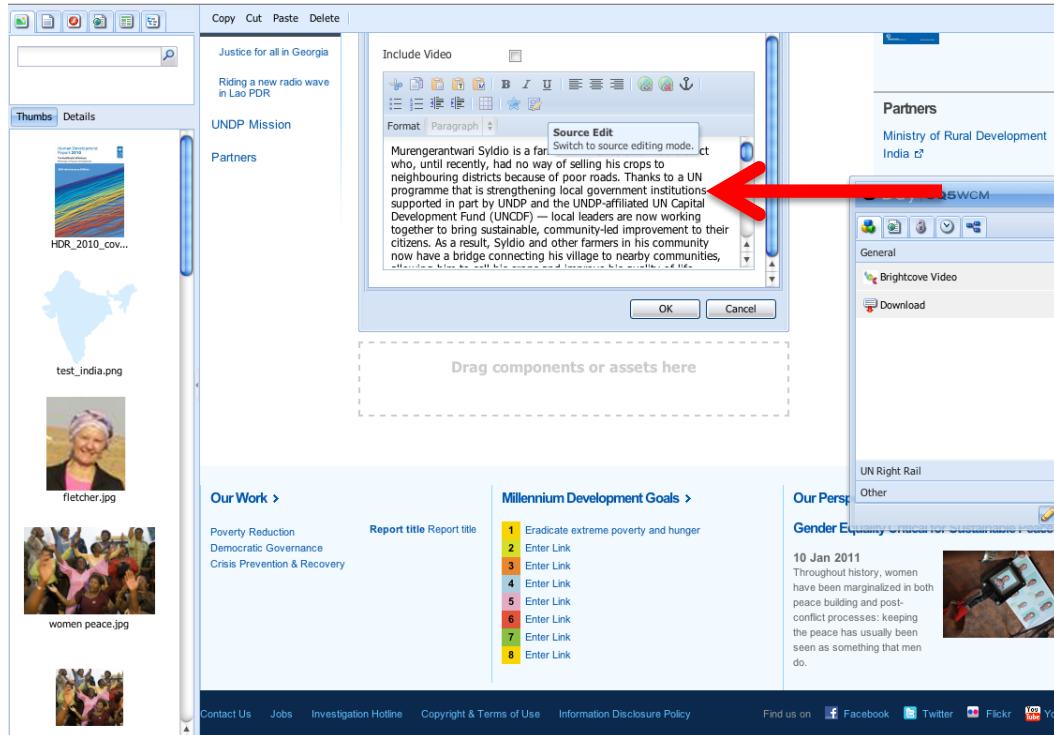
- Find the story you want to edit:

The screenshot shows the CQ5 WCM interface. On the left is a navigation tree for 'India > Our Work > Success Stories'. In the center, a table lists two content items: 'Sample Success Story 1' and 'Sample Success Story 2'. Both items were modified on 29-Aug-2011 at 18:28 (Car). The status is 'Success Stories' and impressions are 0. A red arrow points to the first item. A cursor is hovering over the 'Copy to Clipboard' button in the toolbar.

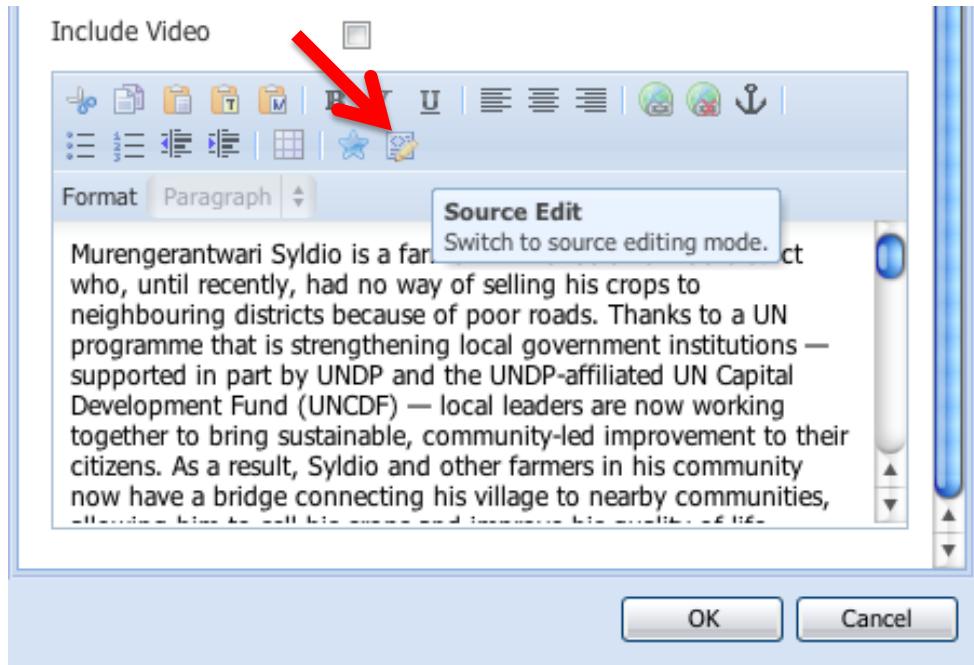
- Double-click on the story to open and edit. Then right-click over the area you want to edit and select "edit" (note yellow outline):

The screenshot shows the CQ5 WCM interface in edit mode for 'Sample Success Story 1'. The left sidebar shows 'Thumbs' and 'Details' sections. The main area displays an image of two women carrying loads on their heads. A yellow selection box highlights the image area. A context menu is open with options like Edit, Cut, Copy, Paste, Delete, and New... A cursor is hovering over the 'Edit' option. The right side of the screen shows the 'Related Link' panel and the 'Edit' panel, which contains a 'Single content feature' section with a 'Title' field containing placeholder text.

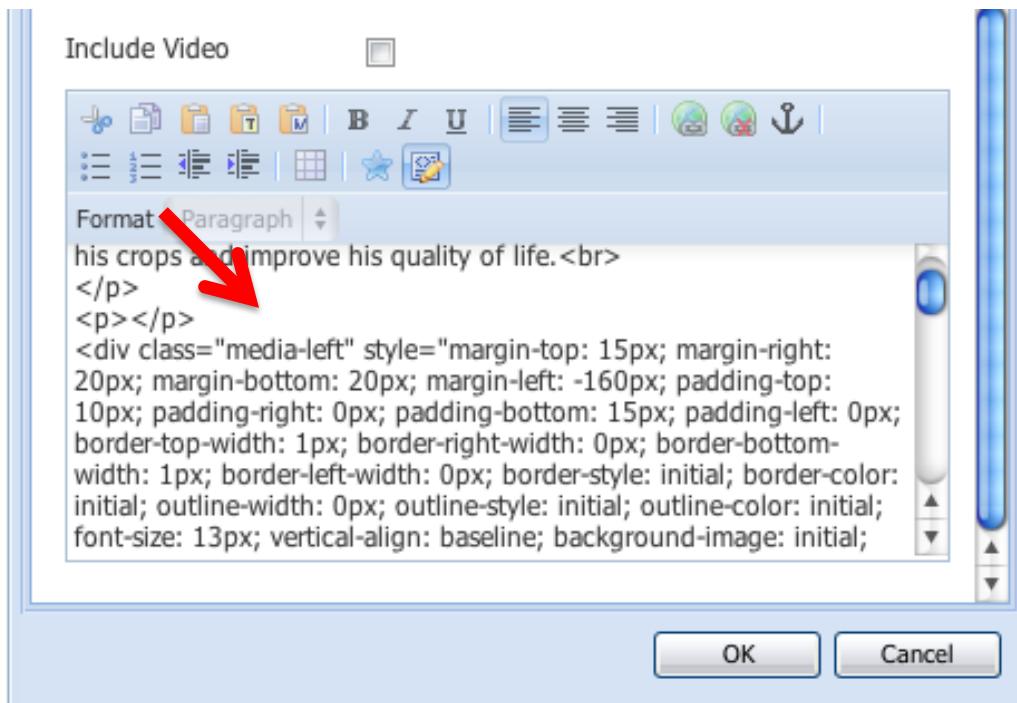
- 3) Then click on the text to activate source edit icon (which will allow you to edit HTML).



- 4) Then click on the source edit icon:



- 5) Now you are in the HTML code. Please keep in mind that coding should be kept simple because all templates have CSS already built into them that take care of font sizes, alignment and so on. Any additional code – as you see below in the example with all the margin and padding tags – may cause the page to load slowly and/or cause components to malfunction. Therefore, additional class types should not be added.



You can now remove the extra HTML tags such as the ones displayed above, replace `
` tags with `<p>` tags, etc.

16. Digital Assets

The digital assets section of the CMS manages images and documents so you can find and link to them in an easy and accessible manner.

Images and documents must be uploaded to the “Digital Assets” section, also known as the DAM (Digital Asset Management system). These digital assets are stored in a different area and a different folder in order to make sure that they do not interfere with the performance of the CMS.

To access the DAM:

1. Click on the camera icon from the Welcome screen



Or if you're in the website structure, click on the camera icon:

The screenshot shows the CQ5 WCM interface with the following elements:

- Toolbar:** Includes icons for back, forward, search, and file operations. The camera icon is highlighted with a red box.
- Sidebar:** Shows the website structure under "Websites".
- Content Area:** Displays a list of digital assets with columns for Title and Name. The data is as follows:

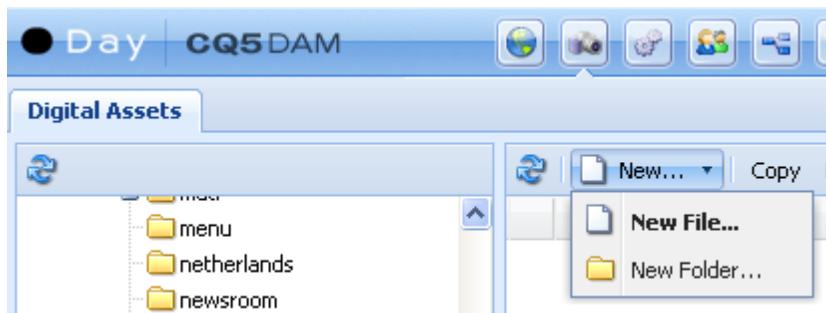
Title	Name
Overview	overview
Our Stories	our_stories
News	news
Our Mission	undpmision
Partners	partners
National Goodwill Ambassa	national_goodwillambassa
Library	library

2. Log in to the DAM instance using your Intranet password (this only needs to be done once, then you can freely switch between the Websites and DAM instances).

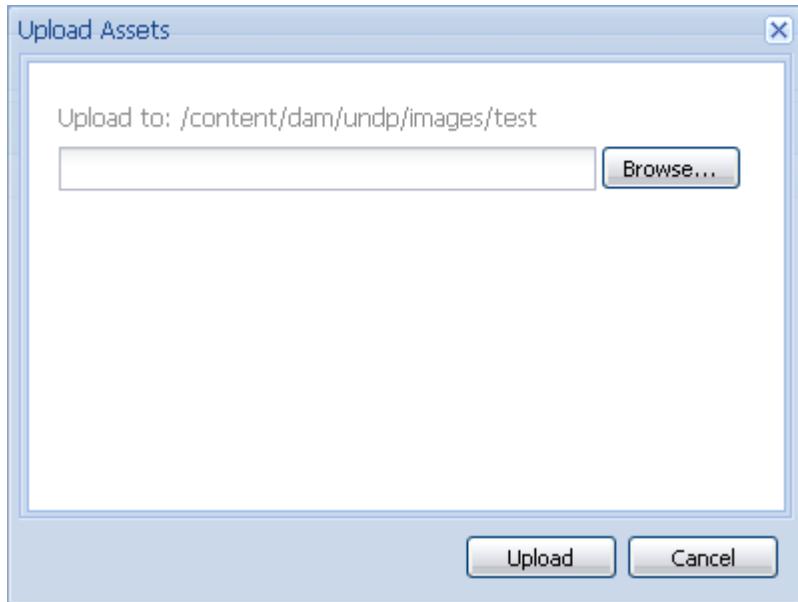
How to upload an image or a document

The steps outlined below are for images, but you can use the same steps to upload a document (such as PDFs, Word docs, etc.).

1. Select the folder you want to add your image or document in. You will be working in a folder for your country office (for example: south sudan, india, etc.)
2. Select “New” then “New File”



3. Browse to locate the desired image & select “Upload”



Your image or document will now appear at the end of the list.

Activating an image/document

Before a new image/document can be used on a web page, it must be activated in the DAM. This process will make the image/document available via the Content Finder (the menu that appears on the left on every webpage).

- Select the item(s) you wish to activate, then select “Activate”:

The screenshot shows the CQ5 DAM interface. On the left is a tree view of digital assets categorized by folder. On the right is a list view showing file details: Name, Published, Activate, and Modified. The 'Activate' column contains a dropdown menu with 'Activate' and 'Activate Later...'. A row for file 'bcpr_vid1.jpg' has its 'Activate' status set to 'Activate Later...', indicated by a grey icon. The toolbar at the top includes buttons for New..., Copy, Paste, Delete, Move..., Activate, Deactivate, Workflow..., and Tools.

	Name	Published	Activate	Modified
16	bcpr_vid1.jpg	<input type="checkbox"/>	Activate Activate Later...	13-Jul-2010 04:00 (Administrator)
17	bcpr_vid2.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 04:00 (Administrator)
18	bcpr_vid3.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 04:00 (Administrator)
19	bcpr_vid4.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 04:00 (Administrator)
20	bcpr_vid5.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 04:00 (Administrator)
21	cci_01_EN.gif	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 04:00 (Administrator)

- Notice the indicator has changed:

This screenshot shows the same Digital Assets interface after activation. The file 'bcpr_vid4.jpg' now has an orange icon in the 'Activate' column, indicating it is pending activation. The other files remain in their previous states. The toolbar and tree view are identical to the first screenshot.

	Name	Published	Activate	Modified
15	banner-wacap.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0
16	bcpr_vid1.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0
17	bcpr_vid2.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0
18	bcpr_vid3.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0
19	bcpr_vid4.jpg	<input type="checkbox"/> (Pending Activation)	05-May-2011 17:26 (Jenn)	13-Jul-2010 0
20	bcpr_vid5.jpg	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0
21	cci_01_EN.gif	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0
22	cci_01_ES.gif	<input type="checkbox"/> <input checked="" type="checkbox"/>		13-Jul-2010 0

The orange color means it is pending activation. Once the indicator becomes green, the item will be available in the “Content Finder” on webpages (the menu on the left) and can be added to the content on web pages.

If you are searching for an image, remember that all digital assets are located in the Digital Assets folder.

How to upload a video into Brightcove

In order to have your video show up in the Adobe CQ5 directory, you will need to upload the file into Brightcove first. Brightcove is website we use to store videos. There are several reasons for this:

- Videos should be stored on a separate server in order to decrease performance times in the CMS;
- Brightcove can accept all video files regardless of file type, and will not require a website visitor to download several different programs (RealPlayer, QuickTime, etc.);
- Pages created in CQ5 are automatically linked to Brightcove Videos – with a read-only access to the master list in Brightcove, all you need to do is search for the video to insert it into the page with no HTML embed code required.

To upload your video(s), follow these steps:

- 1) **Log in to Brightcove:** <http://www.brightcove.com/en/>

If you don't have an account, please contact online.communications@undp.org. Please keep in mind that we have limited number of usernames, so it is requested that only one generic username per office is granted.

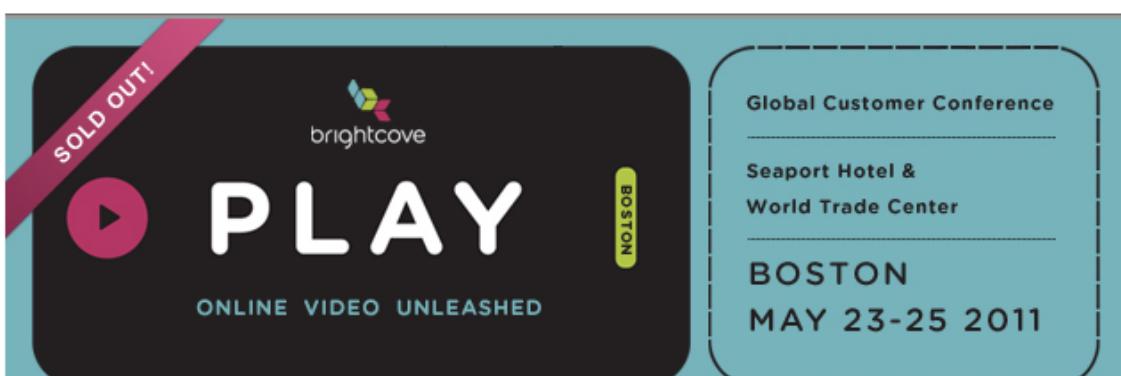
- 2) **Upload your video**

Click on the “Media” folder symbol



Welcome, Silke

Publisher ID: 987386921

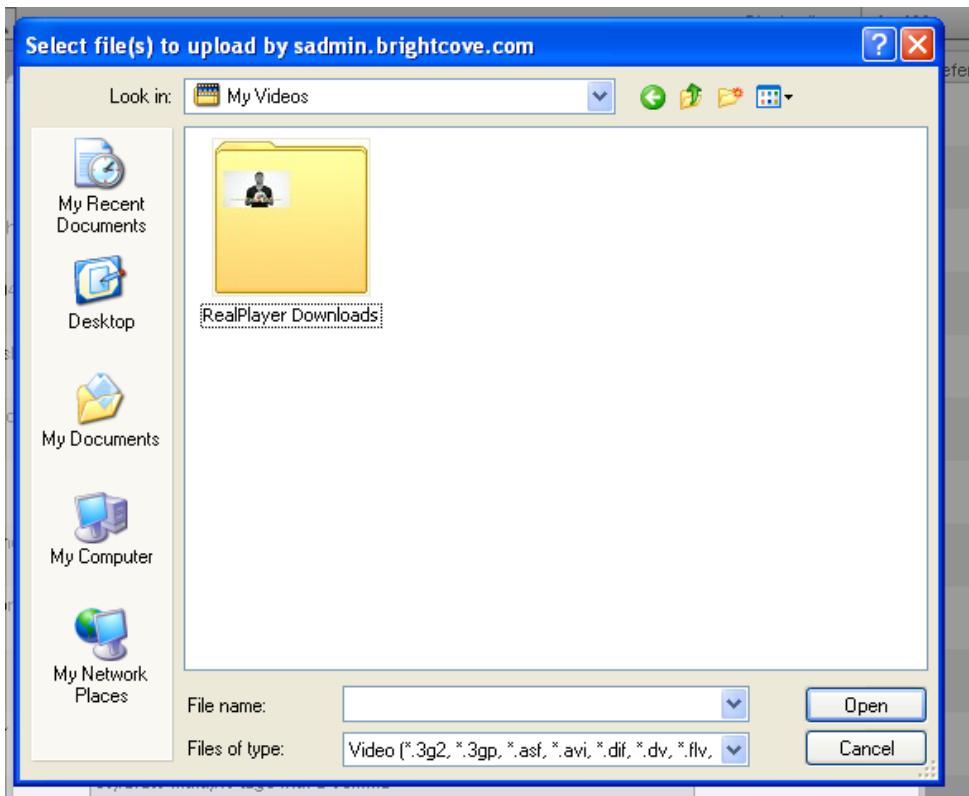


Click on “upload video” in the bottom left corner:

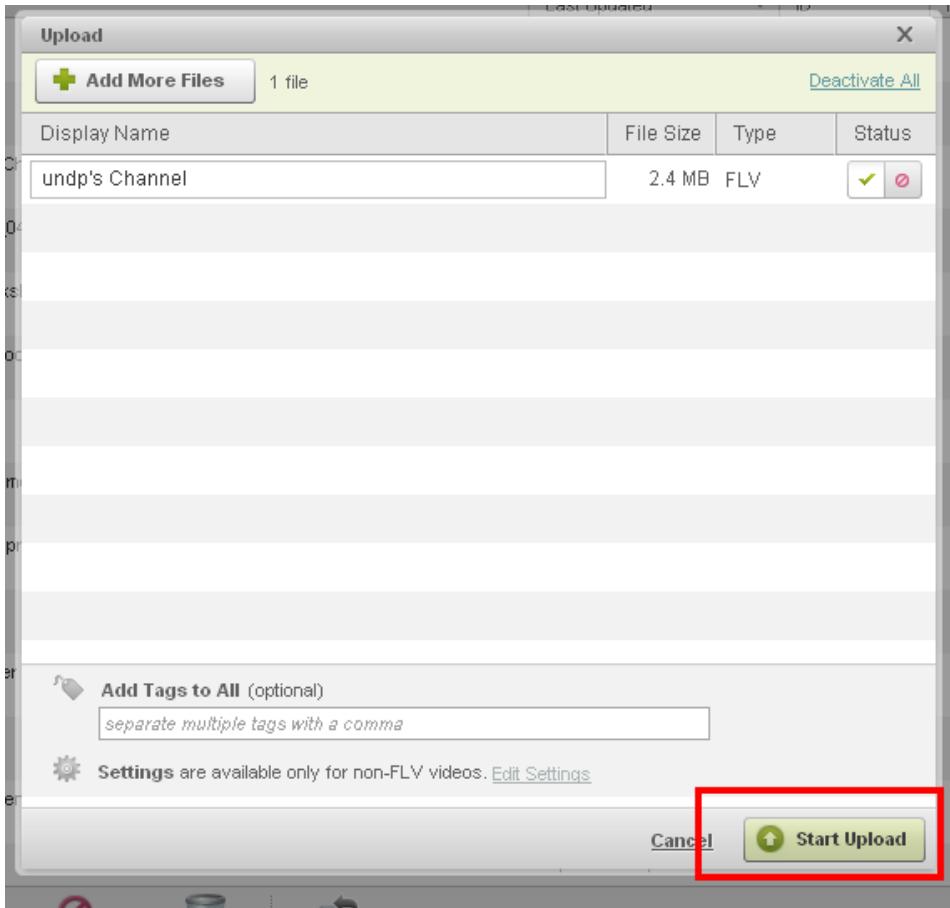
The screenshot shows the Brightcove Studio interface. On the left, there's a sidebar with sections for Media Library, Playlists, and Players. The Media Library section is expanded, showing 'All Videos (377)' and 'Recently Uploaded (100)'. The Playlists section lists various categories like All Playlists, Favorites, and specific regions. The Players section shows 'All Players' with a red box around the 'Upload Videos' button. The main area is titled 'All Videos' and displays a list of 377 videos. Each video entry includes a thumbnail, the title, and duration. At the bottom of the video list are buttons for Edit, Activate, Deactivate, Delete, and Add to playlist.

	Video Name	Duration
✓	Chetna	3:23
✓	I am dalit	11:15
✓	HM_Climate_Change_Caribbean	1:36:46
✓	Helen_Clark_04_12_11_H264_2Mbit_Videscre...	3:25
✓	captain suraksha	49:32
✓	A day at school	0:34
✓	jansala	27:25
✓	A switch in time	20:57
✓	Disaster risk program	10:15
✓	Green gold	19:12
✓	When disaster strike	14:25
✓	Vanishing	0:22
✓	Making differences	18:47
✓	wings	4:48

Select the video file from your computer. Multiple videos can be uploaded simultaneously:



Start upload by pressing the green “Start Upload” button:



Your video(s) will show on the top of the list:

Media Library

All Videos (377)

Recently Uploaded (100)

Playlists

- All Playlists
- Favorites (28)
 - Africa
 - Annual Report
 - Arab States
 - Asia Pacific
 - Crisis Prevention ...
 - Democratic Governanc...
 - Environment & Clim...
 - Europe and CIS
 - Fiji MDG Films
 - Haiti Reconstruction
 - HIV/AIDS
 - Human Development ...
 - Human Development ...
 - Human Development ...
 - Indigenous Peoples

All Videos (377) **All Videos** 377 Videos Show Selected (1)

Search Display Items: 1 - 100

	Video Name	Last Updated	ID	Reference ID
	RBA Procurement workshop - Akiko welcoming remarks_0001 7:43	May 3 2011, 4:13PM	929766841001	
	RBA Workshop May 2011 11:00	May 3 2011, 3:47PM	929760556001	
	A world of her own 29:40	May 2 2011, 8:13AM	899514450001	
	One life no price 8:04	May 2 2011, 7:47AM	900189579001	
	Imaginating changes 24:35	Apr 28 2011, 8:32AM	900161212001	
	The green office 26:31	Apr 28 2011, 7:59AM	918756190001	
	My sugar school 29:50	Apr 26 2011, 7:38AM	918757697001	
	Captain suraksha 29:50	Apr 26 2011, 5:56AM	918773805001	
	Chetna 30:57	Apr 26 2011, 5:36AM	918757649001	

3) Publish your video

Once the video is uploaded, the video is already published. **Please keep in mind that the title that you use for your video will also appear on the live site.** When you click on a video, you should see the “Quick Video Publish” drop-down menu on the right side. Clicking on “Copy publishing code: URL” will provide a direct link to the video:

All Videos (377) **All Videos** 377 Videos Show Selected (1)

Search Display Items: 1 - 100

	Video Name	Last Updated	ID	Reference ID
	RBA Procurement workshop - Akiko welcoming remarks_0001 7:43	May 3 2011, 4:13PM	929766841001	
	RBA Workshop May 2011 11:00	May 3 2011, 3:47PM	929760556001	
	A world of her own 29:40	May 2 2011, 8:13AM	899514450001	
	One life no price 8:04	May 2 2011, 7:47AM	900189579001	
	Imaginating changes 24:35	Apr 28 2011, 8:32AM	900161212001	
	The green office 26:31	Apr 28 2011, 7:59AM	918756190001	

RBA Procurement workshop - Akiko we...
Last Updated May 3 2011, 4:13PM

Status: Active
Duration: 7:43
Video ID: 929766841001

Quick Video Publish

Short Description: RBA Procurement workshop - Akiko welcoming remarks_0001

The screenshot shows a video player interface for a video titled "RBA Procurement workshop - Akiko we.". Below the video player, there is a "Quick Video Publish" section. This section includes fields for "Status" (Active), "Duration" (7:43), and "Video ID" (929766841001). It also features a "Select a player" dropdown set to "UNDP-Brightcove Player" and a "Copy publishing code" section. The "URL" option is selected and highlighted with a red box. A URL "http://bcove.me/rktflhry" is displayed in the text area. Below this, there is a "Short Description" field containing the text "RBA Procurement workshop - Akiko".

However, in most cases you will not need this URL to include a video in Day CQ5.

Please also see the Brightcove user guide: <http://support.brightcove.com/en/docs/getting-started-media-module>

Including videos in webpages

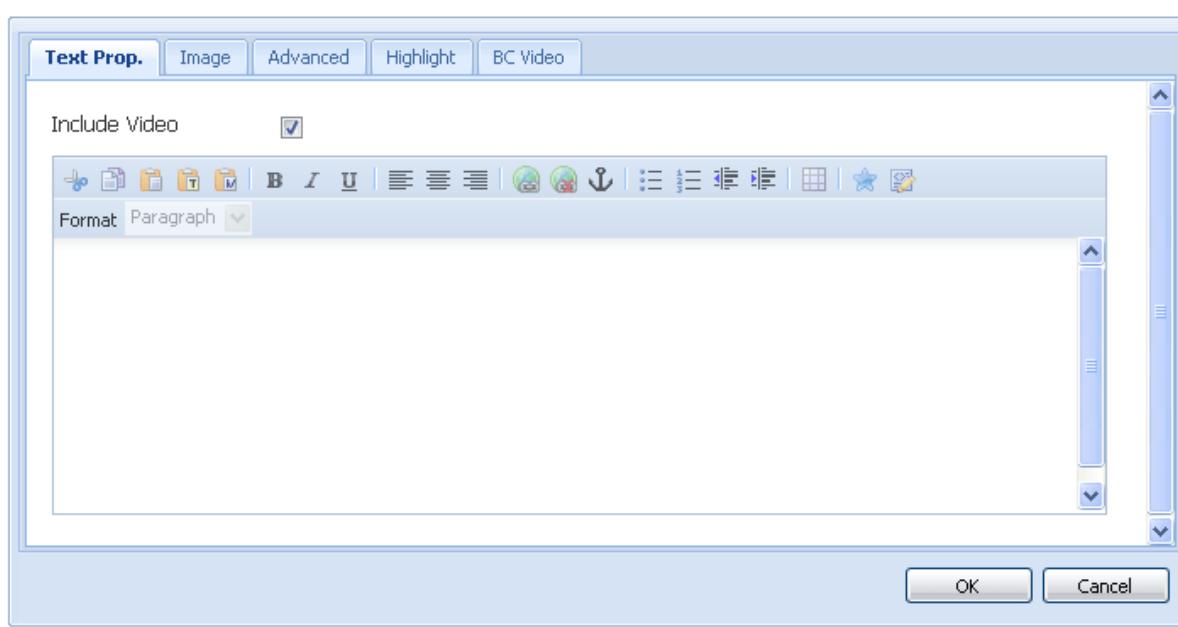
There are three ways to include a video in your Day CQ5 webpage; as part of a Success Story, as part of a News Article, or as part of the right-hand rail of any page.

How to include a video in a Success Story

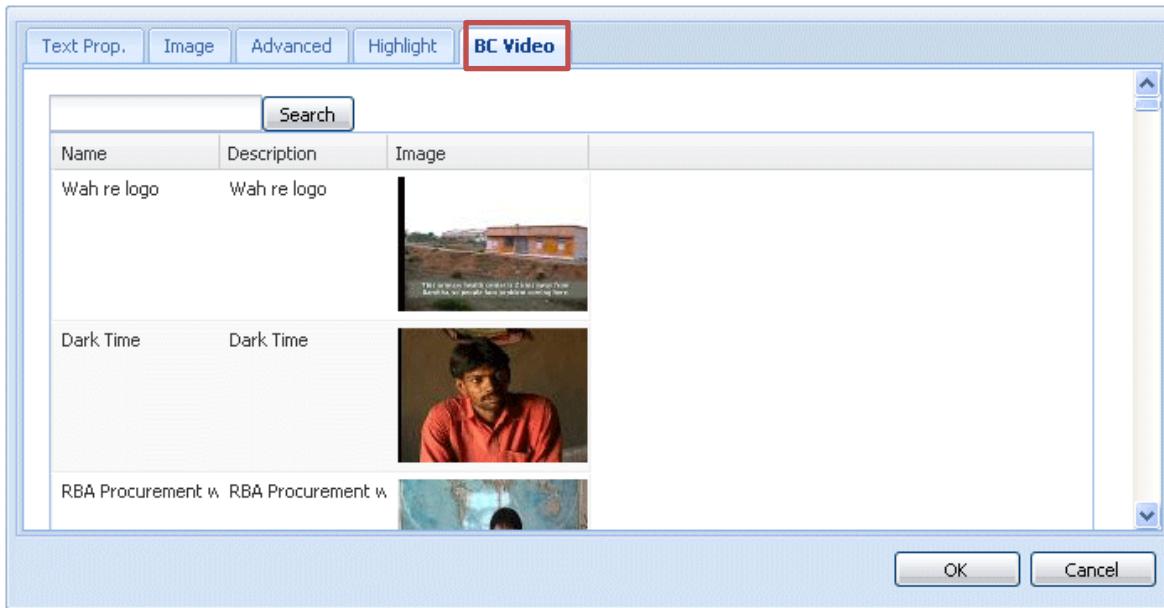
- 1) Drag the “Success Story Component” into the middle of the page:

The screenshot shows the Day CQ5 Web Content Management (WCM) interface. On the left, there is a navigation bar with the UNDP logo, "United Nations Development Programme Global", and menu items like "Our Work", "Millennium Development Goals", "Our Perspective", and "Surya Test". The main content area has a dashed blue border with the placeholder text "Drag components or assets here". A "Success Story Component" is selected and highlighted with a green checkmark icon. A blue arrow points from the component's icon in the "UN Center Content" sidebar to the dashed area. The "UN Center Content" sidebar lists components such as "News Article", "Success Story Component" (which is currently selected), and "Title Story". The "UN Right Rail" sidebar contains icons for "General", "Calendar", and "Other".

- 2) Double-click on the box in the center column. On the first tab, titled “Text Prop.,” there is a box at the top that reads “Include Video”:



- 3) Click on the “BC Video” tab, where you will see a list of videos stored in Brightcove. You can use the search bar to type in keywords to find videos (by title) if they don’t appear on the initial screen:



The video that you uploaded to Brightcove should appear in this list. If it does not, there is a possibility that the video has not finished processing in Brightcove yet.

Click once on the video that you want to use. The video that you select should be highlighted in blue. An embedded version of the video should appear in the middle of the page – refresh the page in case you do not see it.

TITLE

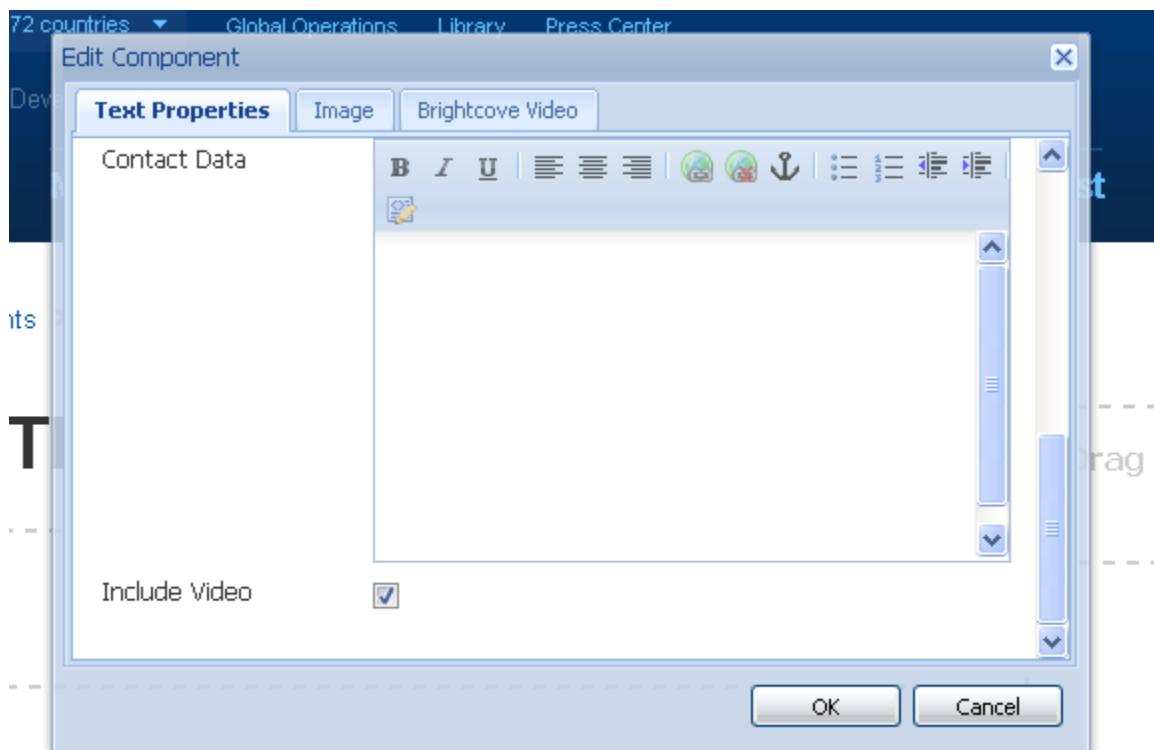


Drag components or assets here

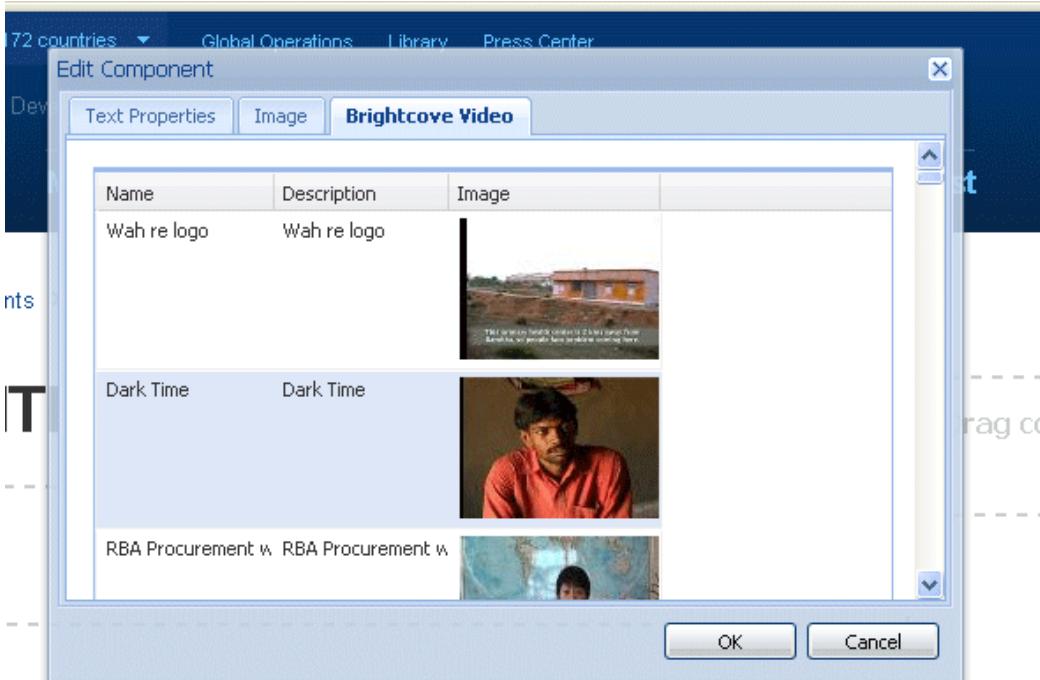
How to include a video in a News Article

- 1) Drag the “News Article” component into the middle of the page:

- 2) Double-click on component you just dragged to the center content, which should take you to the first tab named “Text Properties.” Scroll to the bottom of this tab and check the “Include Video” box:

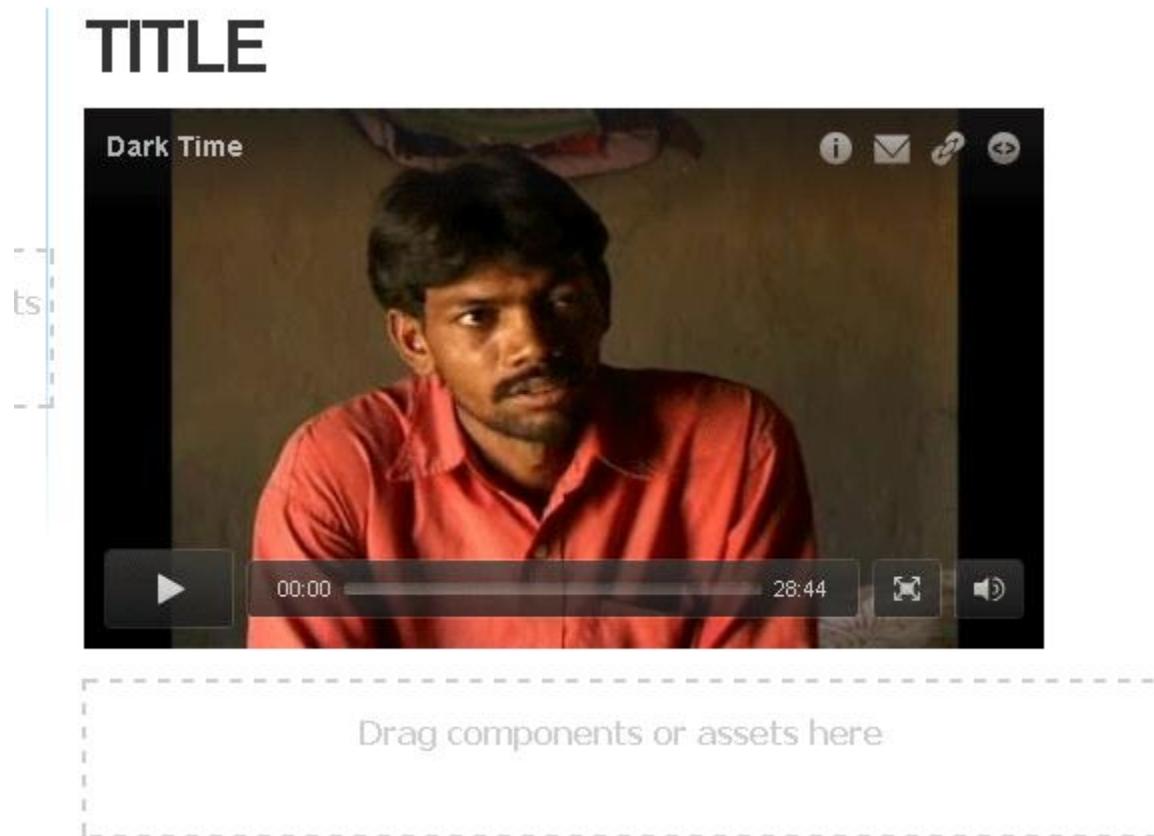


- 3) Then click on the “Brightcove Video” tab, which is where you’ll choose the video that you want to use. Click on it once to highlight the entry in blue.



The video that you uploaded to Brightcove should appear in this list. If it does not, there is a possibility that the video has not finished processing in Brightcove yet.

The video that you select should be highlighted in blue as shown here. An embedded version of the video should appear in the middle of the page – refresh the page in case you do not see it:

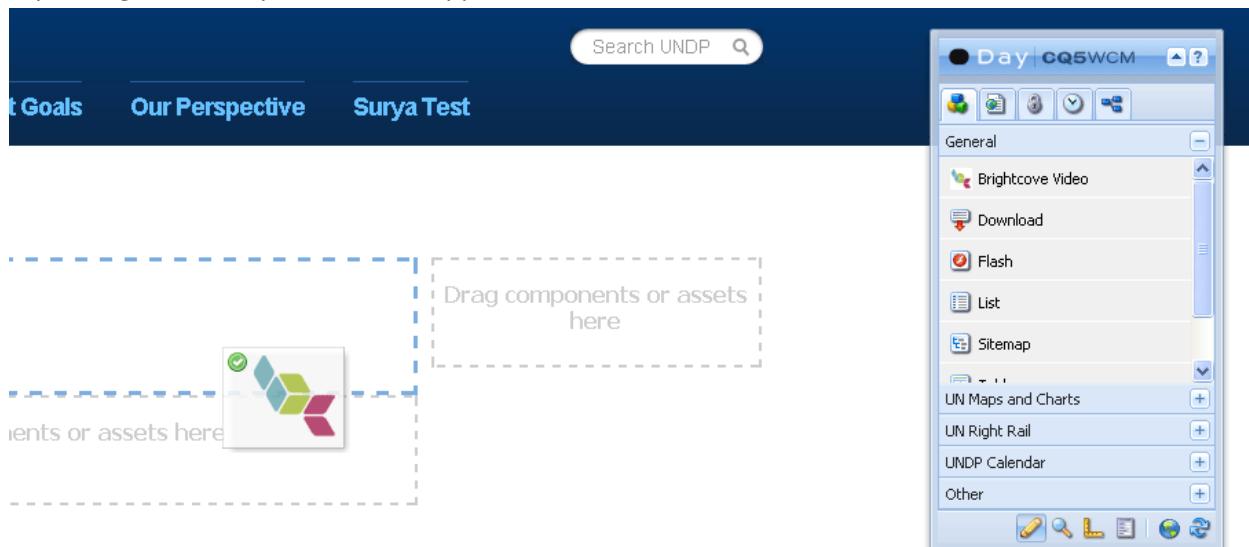


Any text will automatically wrap around the video so there is no need to align it on the page.

How to include a video in a webpage

To include a video in the center column or the right rail of a page that is not a Success Story or an Article, follow these steps:

- 1) Drag the “Brightcove Video” component from the “General” tab into the center column or the right rail, depending on where you want it to appear:

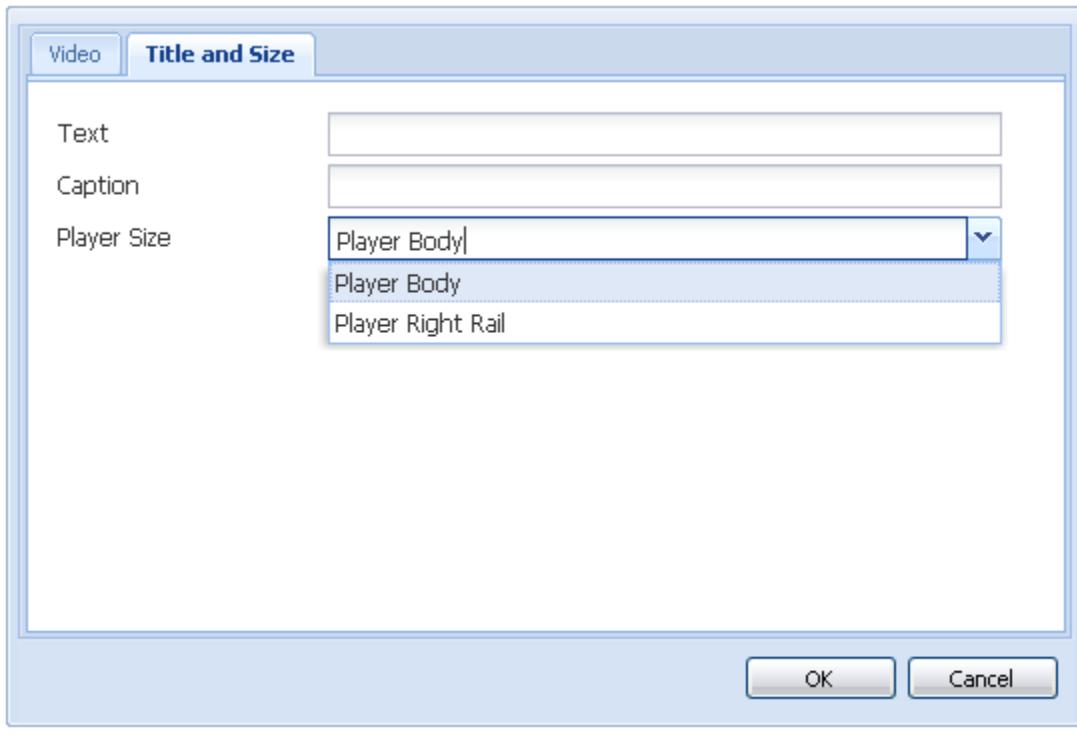


- 2) Click on the “Video” tab, where you will see a list of videos stored in Brightcove. You can use the search bar to type in keywords to find videos if they don’t appear on the initial screen:

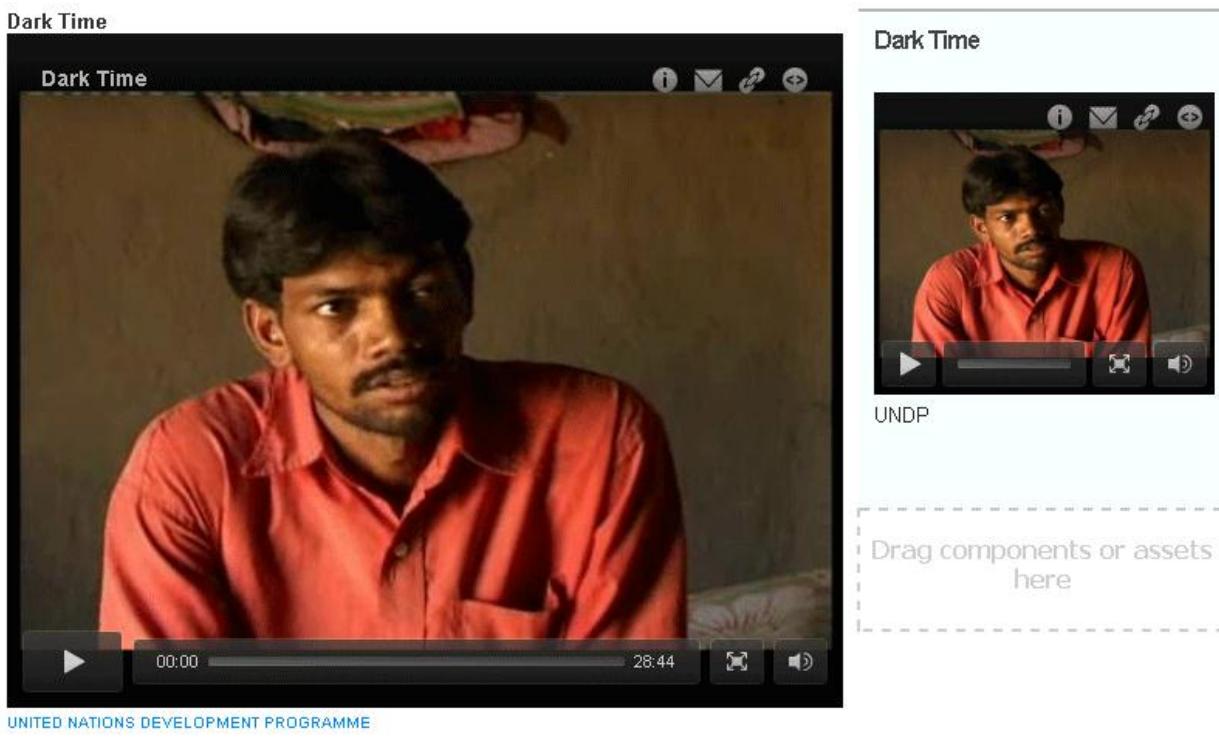
Name	Description	Image
Wah re logo	Wah re logo	
Dark Time	Dark Time	
RBA Procurement w	RBA Procurement w	

- 3) In the “Title and Size” tab, you will need to type in the title (this appears above the video as a title) and a caption (which appears below the video as a description). The third field is a drop-down for the size of the player. For

the center column, “Player Body” should be chosen. For the right rail, “Player Right Rail” should be chosen:



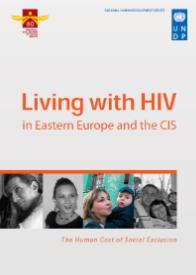
- 4) An embedded version of the video should appear depending on where you have placed it. Refresh the page in case you do not see it. The screenshot below shows the same video displayed in two places – the center column and the right rail:



Appendix

Center content components

Here is a list of all center content components in alphabetical order, with descriptions and screenshots.

Name	Description	Image
Download Document	This component is used specifically on Publication pages. Allows the user to add the title, image, date, summary and highlights of a publication.	<p>Eastern Europe and CIS Human Development Report 2008</p> <p>Published on 15 December 2008 984KB</p>  <p>Living with HIV in Eastern Europe and CIS</p> <p><i>The human cost of social exclusion</i></p> <p>The report draws on data from an innovative six-country research study conducted by UNDP together with Oxford University researchers and local social research institutes and organisations of people living with HIV that looked at exclusion in the health, education and employment sectors from the point of view of people living with HIV. The report also consults the views of people representing institutions in three key sectors that, where not properly addressed, generate much of the vulnerability that people living with HIV face on a daily basis: health care (doctors, nurses and other staff), education (administrators and teachers) and the workplace (employers and co-workers). Together, these sources provide comprehensive insights into the HIV challenges faced in the region, and the need for state</p>
Feature Publications Body	Use this feature to add a sample publication to a page. You can add an image, link to the PDF, and add a summary.	<p>Lorem Ipsum</p>  <p>Sample Report ></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus turpis justo, volutpat vitae vehicula et, ornare in lacus. Nunc nibh lectus, imperdiet sit amet semper ac, hendrerit eu turpis. Morbi suscipit iaculis dui vel fermentum. Morbi porta feugiat lectus non facilisis. Sed sit amet laoreet lacus. Aenean rhoncus, lacus quis consequat sollicitudin, quam nibh hendrerit velit, quis convallis odio nisl nec risus. Praesent porta augue ut lacus sagittis et suscipit nisl lobortis.</p>
Image	Allows the user to upload an image, change image sizes, add a caption and add a link to the image.	 <p>LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT. PROIN CONDIMENTUM VESTIBULUM ORCI.</p>

<p>Latest Project Report</p>	<p>Allows you to pull publications/project reports in descending order, by date created. You can specify the title, the kind of publications you'd like pulled, and tags/keywords. The images are pulled automatically.</p>	<h2>Millennium Development Goals Reports</h2>  <p>Unlocking Progress: MDG accelerators on the road to 2015 16 Sep 2010</p> <p>What will it take to achieve the Millennium Development Goals? An international assessment 15 Jul 2010</p> <p>The path to achieving the Millennium Development Goals: A synthesis of monitoring across the world 13 Jul 2010</p> <p>View More MDG Reports ></p>
<p>List</p>	<p>Use this component to pull a list of webpages under a folder, and display them in different formats.</p>	<p>27 October 2011 South Sudan Annual Report 2010 This report takes stock of achievements made in 2009/2010 and provides momentum for meeting future demands. The year 2010 was the last full year of the Comprehensive Peace Agreement (CPA). UNDP partnered with government in helping to deliver some of the major milestones of the CPA. In April we supported the first nation-wide elections in South Sudan, while ensuring that extensive preparation went into the staging of the Referendum on self-determination. UNDP is focused on ensuring core functions of government are in place to manage the affairs of state, such as management of public finances and providing security and rule of law.</p> <p>27 October 2011 South Sudan Annual Report 2009 This report outlines the successes made in 2009 and charts the way forward to ensuring stronger and more efficient delivery on commitments on the ground. During 2009, UNDP reconfigured its programme around three key areas: Democratic Governance; Poverty Reduction and MDGs; and Crisis Prevention and Recovery. It also expanded its work on issues such as capacity development, gender and knowledge management to support those core areas. UNDP focused its attention on the need to support government in providing and maintaining security, through rule of law and community security institutions, the justice system and the police.</p>

Listing	<p>Allows the user to pull a listing of content by tags. You can specify the tags and maximum results.</p>	 <p>Women play major role in Tunisia's historic election</p> <p>Azza Badra was one of thousands of women in Tunisia who competed for a seat in the country's national elections on 23 October, the first since the dramatic pro-democracy shift in January this year and since its independence in 1956. Badra, a mother of two, ran as a Green Tunisia Party candidate MORE ></p> <p>Mongolia's natural resource boom must benefit all citizens, says UN Development Chief</p> <p>MORE ></p>  <p>Mongolia: UNDP chief calls for people-centred sustainable development as country faces mining boom</p> <p>Ulaanbaatar - United Nations Development Programme (UNDP) Administrator Helen Clark traveled 100 kilometres west of Mongolia's capital, Ulaanbaatar, today to Hustai National Park to meet with herders, women entrepreneurs, representatives from the national Chamber of Commerce and other beneficiaries MORE ></p> <p style="text-align: center;">previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16</p>
Main Header	<p>Use this component for the main header of a page.</p>	<div style="background-color: #e0f2ff; border-bottom: 1px solid #ccc; padding: 5px;"> Edit Cut Copy Paste Delete New... </div> <h1 style="font-size: 2em; margin: 0;">Enter Main Header of Page</h1>
News Article Component	<p>Allows the user to enter text in a news story format, with a title, date, image and caption, video, and text.</p>	<h2 style="font-size: 1.5em; margin: 0;">Lorem Ipsum</h2> <p style="font-size: 0.8em; margin: 0;">22 November 2011</p>  <p style="font-size: 0.8em; margin: 0;">LOREM IPSUM DOLOR SIT AMET, CONSECTETUR ADIPISCING ELIT.</p> <p style="font-size: 0.8em; margin: 0;">Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin condimentum vestibulum orci. Fusce ac risus neque, ut rhoncus arcu. Curabitur ac quam ut nibh consequat consequat. Vestibulum ut turpis arcu, eget luctus ipsum. Etiam tempor vulputate tellus, a pharetra purus faucibus vitae. Nunc augue tortor, eleifend ut tempus sit amet, posuere at purus. Donec sit amet mi tincidunt erat mattis commodo at eu ipsum. Vestibulum quis felis dui, eu condimentum tortor. Nam mattis lacus vel sapien dapibus vel sagittis ligula rhoncus.</p>

One Column Summary	Allows the user to post a summary of a news story, projects, success story, etc. It contains a header, image, title, short description, and a More link.	<h2>Our Projects</h2>  <p>Support to Economic Planning</p> <p>In order for the Government of South Sudan (GoSS) to use its resources effectively to meet the objectives set out in the transitional legal framework, a strong planning and budget framework must be in place to guide resource allocations and expenditures in a transparent manner. MORE ></p>
Publications	Allows you to pull publications from a folder/node with thumbnail images. You can specify the publications folder, tags, etc.	<h2>Publications</h2> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Towards Human Resilience: Sustaining MDG Progress in an Age of Economic Uncertainty 13 Oct 2011</p> </div> <div style="text-align: center;">  <p>MDG Acceleration Framework: Operational Note 04 Oct 2011</p> </div> <div style="text-align: center;">  <p>Output-based contracts in small-town water supply in Uganda: Challenges and opportunities 30 Sep 2011</p> </div> <div style="text-align: center;">  <p>Small-Scale Water Providers in Kenya: Pioneers or Predators? 10 Aug 2011</p> </div> </div> <p>View More Publications ></p>
Search Library	This component appears under UN Utility. You can use this on Library pages to include a search box. You can select the folder/node that will be searched, and the title of Search box.	<h2>Poverty Reduction</h2> <div style="display: flex; align-items: center; margin-top: 10px;"> Search Poverty Reduction  </div>
Slideshow	Allows you to upload slideshows. You can select a number of images that will appear in a slideshow format.	<h2>Slideshow</h2> <div style="display: flex; justify-content: space-around;">     </div>
Sub header	Use this component to add paragraph headers.	<div style="background-color: #e0f2ff; border: 1px solid #d1e7ff; padding: 2px 5px; display: flex; gap: 5px;"> Edit Cut Copy Paste Delete New... </div> <p>Enter paragraph header</p>

Success Story	<p>Use this component for success stories. Allows a user to upload images, input paragraphs, include videos and add highlights.</p>	<p>Highlights</p> <ul style="list-style-type: none"> • A government employment scheme provides a minimum of 100 days of paid work per year for landless laborers and marginal farmers in India. • The employment programme benefits some 46 million household, and almost half of its beneficiaries are women. • Since the launch of the programme, the income per person per day has more than doubled, from Rs. 200 to Rs. 500 (USD 4 to USD 10). <p>Madka's income from these produce sales is enough to support his family for four months of the year, but to sustain them for the remaining eight months, he must travel to nearby cities to find day-laborer jobs in construction.</p> <p>Over the past year, however, Madka has been unable to find work in the cities. He does not know what has led to this sudden misfortune, but he is not alone.</p> <p>In India, where around 320 million people are living on less than one dollar a day, the global economic crisis has affected not only the formal sector, but also the country's huge informal economy.</p>
Text & Image	<p>Allows the user to add text, images, and a title. You can change the width of the image, add a caption, link to a story, etc.</p>	<h2>Lore ipsum</h2> <p>Lore ipsum dolor sit amet, consectetur adipiscing elit. Proin rutrum purus in turpis dapibus in pulvinar erat faucibus. Ut tempor dui non augue posuere at adipiscing turpis posuere. In facilisis mollis hendrerit. Nunc in odio et dolor tempor placerat. Nunc lacinia nisl porttitor dui molestie vel ornare velit condimentum. Curabitur quis metus erat. Nam ut neque velit, quis congue ante. In aliquet mi a nibh venenatis viverra nec sit amet mauris. Ut a mi odio. Etiam ac erat fermentum odio pulvinar pretium sed vel mi. Donec et tortor augue, id luctus dolor. Vestibulum nec leo dolor, in ultricies leo.</p> 
Text component with HTML edit	<p>Allows the user to add text with links.</p>	<p>Lore ipsum dolor sit amet, consectetur adipiscing elit. Proin rutrum purus in turpis dapibus in pulvinar erat faucibus. Ut tempor dui non augue posuere at adipiscing turpis posuere. In facilisis mollis hendrerit. Nunc in odio et dolor tempor placerat. Nunc lacinia nisl porttitor dui molestie vel ornare velit condimentum. Curabitur quis metus erat. Nam ut neque velit, quis congue ante. In aliquet mi a nibh venenatis viverra nec sit amet mauris. Ut a mi odio. Etiam ac erat fermentum odio pulvinar pretium sed vel mi. Donec et tortor augue, id luctus dolor. Vestibulum nec leo dolor, in ultricies leo.</p>
Two column summary	<p>Similar to the One column summary, this component allows users to pull stories with images, captions, titles, and a More link. The stories appear in a two column format.</p>	<h2>Our Stories</h2> <div data-bbox="567 1290 915 1522">  </div> <p>NURSE / MIDWIFE SPECIALIST ODUKIS IN THE MATERNAL HEALTH CLINIC, BENTIU STATE HOSPITAL. © UNDP / DIANNE JANES</p> <p>Bridging the gap in maternal health care</p> <p>A few months ago, the Bentiu Hospital was full to the brim with expectant mothers, but had few fully trained nurses and midwives to assist with the births. MORE ></p> <div data-bbox="940 1290 1299 1522">  </div> <p>UN VOLUNTEER DILIP KUMAR VOLUNTEERING WITH NEW POLICE RECRUTS TO PLANT TREES IN NORTHERN BAHR EL GHAZAL STATE © UNDP / DILIP KUMAR</p> <p>Community security through cooperation</p> <p>The state of Northern Bahr el Ghazal in South Sudan presents many challenging problems for the newly-formed police force. MORE ></p>

Right rail components

Here is a list of right rail components in alphabetical order.

Name	Description	Image
Right Rail		
Content Feature Dynamic	<p>Allows the user to ‘pull’ content by tags. This can be used to pull-in headlines for the most recent Press releases, Speeches, News Articles, and Our Perspective posts. It displays the date and the title for Press releases and speeches and adds a thumbnail for Our perspective.</p> <p>Example: to pull-in Press Releases related to Poverty, the component should be customized to pull in the tags: Press releases (under Press Center) and Poverty Reduction (under Focus areas). The user can decide how many posts to display and the destination for the <i>View More</i> link.</p>	<p>Press Releases</p> <p>30 Aug: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do</p> <p>30 Aug: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do</p> <p>30 Aug: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do</p> <p>VIEW MORE PRESS RELEASES ></p> <hr/> <p>Our Perspective</p>  <p>30 Aug Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do</p>  <p>30 Aug Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do</p>  <p>30 Aug Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do</p> <p>LATEST FROM OUR PERSPECTIVE ></p>

Download this document	Used in the Download template, it allows the user to upload publications and create language links.	<p>Download this Document</p> <p> Complete Report English French Spanisch</p> <p> Summary English</p> <p> Chapter 1 - Lorem English French Spanisch</p> <p> Chapter 2 - Lorem English French Spanisch</p> <p> Chapter 3 - Lorem English French Spanisch</p> <p> Errata English French Spanisch</p>
Facebook	Pulls the latest FB post, can be customized to pull in from different accounts. The default value is the UNDP global Facebook account.	<p>Facebook</p>  <p>"The energy and talent of young people should be mobilized for the development of poorer countries" declared our chief Helen Clark to world leaders in Istanbul today. 2010-2011 is the United Nations International Year of Youth! How do you think young people can take action to drive social change?</p> <p>2 HOURS AGO</p>  <p>From today on, a major UN conference to decide action to enable the world's poorest countries to break out of a decades-long poverty trap will open in Istanbul. How will your country be represented? Check out the live conference webcast to find out: http://ht.ly/4P121</p> <p>YESTERDAY AT 03:25 AM</p> <p>SEE MORE POSTS ON  FACEBOOK ></p>

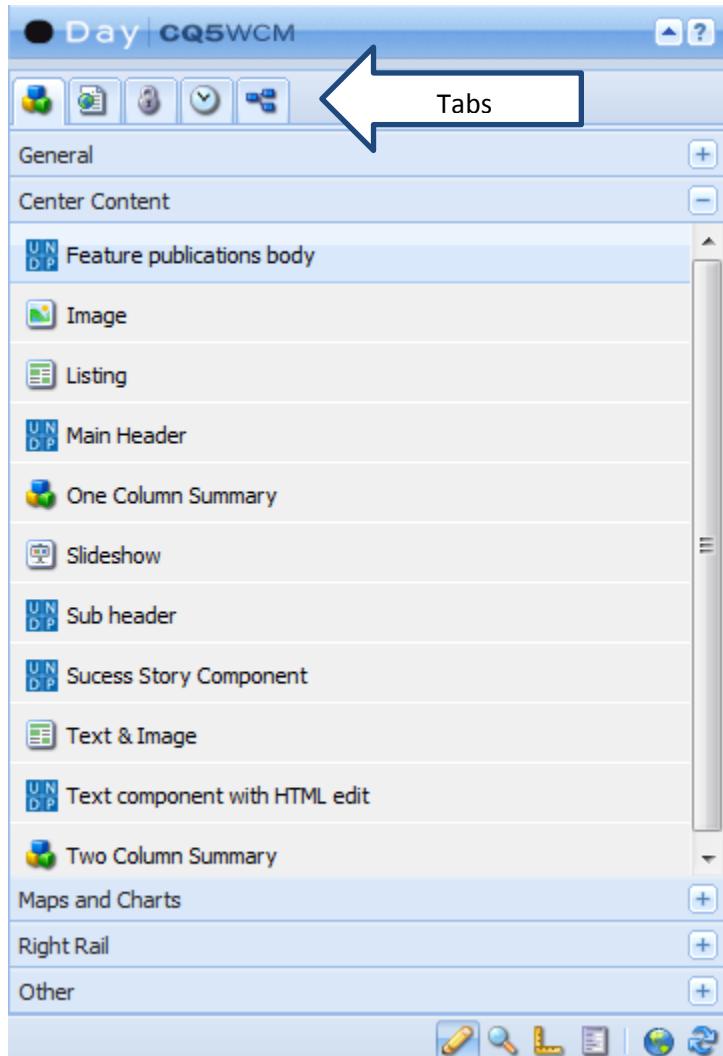
Flickr	Allows the user to display thumbnails from a Flickr set. The user needs to enter the Flickr set id (found in the url) if the set is in the UNDP global Flickr account. If the user wants to display another account, further values need to be changed.	<p>UNDP in images</p>  <p>VIEW MORE ON  FLICKR ></p> <hr/> <p>Links</p> <ul style="list-style-type: none"> Human Rights > Human Rights > Human Rights >
Links (generic)	Allows the user to add multiple links.	
Multi-Content Feature	<p>Allows the user to display up to 3 items with a title, description, link + image (thumbnail or wide) - Can be used to feature publications or a campaign. The image can be vertical or horizontal.</p> <p>Multi content feature - Wide image</p>  <p>Join the campaign against Poverty VIEW MORE ></p>	<p>Multi Content Feature</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Feature title ntum ullamcorper in quis mi. Donec et interdum ipsum. Nam vulputate dignissim lacinia a imperdiet. Sed tempor iaculis bibendum. Maecenas ipsum lacinia, commodo ac tempor nec, consectetur viverra nisi. In hendrerit vehicula libero sed pulvinar.</p> </div> <div style="width: 45%;">  <p>Feature Title 2 ntum ullamcorper in quis mi. Donec et interdum ipsum. Nam vulputate dignissim lacinia a imperdiet. Sed tempor iaculis bibendum. Maecenas ipsum lacinia, commodo ac tempor nec, consectetur viverra nisi. In hendrerit vehicula libero sed pulvinar.</p> </div> </div> <div style="margin-top: 10px;">  <p>Feature title 3 ntum ullamcorper in quis mi. Donec et interdum ipsum. Nam vulputate dignissim lacinia a imperdiet. Sed tempor iaculis bibendum. Maecenas ipsum lacinia, commodo ac tempor nec, consectetur viverra nisi. In hendrerit vehicula libero sed pulvinar.</p> </div> <p>VIEW MORE ></p>
Share this	Adds the Share this icons on the top right corner of the page. This is	<p>+ SHARE   </p>

	embedded for the Success Stories as well as News, Press Releases and Speeches when created using the Article Creator tools.	
Single Content Feature	Allows the user to add a title, text, link and an image - The feature title can be linked. If linking to content that is not inside the UNDP web site, the user can activate the icon that indicates that the link will open in a new window. Please note that if there is no need for an image then the <i>text and link</i> right rail component should be used.	<p>Single Content feature Component</p>  <p>Feature title ↗ Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ut ipsum nec purus elementum ullamcorper in quis mi. Donec et interdum ipsum. Nam vulputate dignissim lacus a imperdiet. Sed tempor iaculis bibendum. Maecenas ipsum lacus, commodo ac tempor nec, consectetur viverra nisi. In hendrerit vehicula libero sed pulvinar. VIEW MORE ></p>
Social Media Right Nav	Allows the user to link to Facebook, YouTube and Twitter. The component generates the correct icons. The default links go to the UNDP global accounts on Facebook, YouTube and Twitter. These links can be customized to point to different accounts for these 3 social media. (Note: In order to see the icons the user needs to open and close the component).	<p>Find Us On</p>    Facebook Youtube Twitter
Text and Links	Allows the user to add a links. You can customize the title, various links and a More link. No images can be added to this component.	<p>Results Component</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque ut ipsum nec purus elementum ullamcorper in quis mi. Donec et interdum ipsum. Nam vulputate dignissim lacus a imperdiet. Sed tempor iaculis bibendum. Maecenas ipsum lacus, commodo ac tempor nec, consectetur viverra nisi. In hendrerit vehicula libero sed pulvinar.</p> <p>link 1 link 2 MORE ></p>

Brightcove	This component allows the user to include a video from Brightcove under the center content or the right rail.	Video  This is for the right rail
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How to use the Sidekick

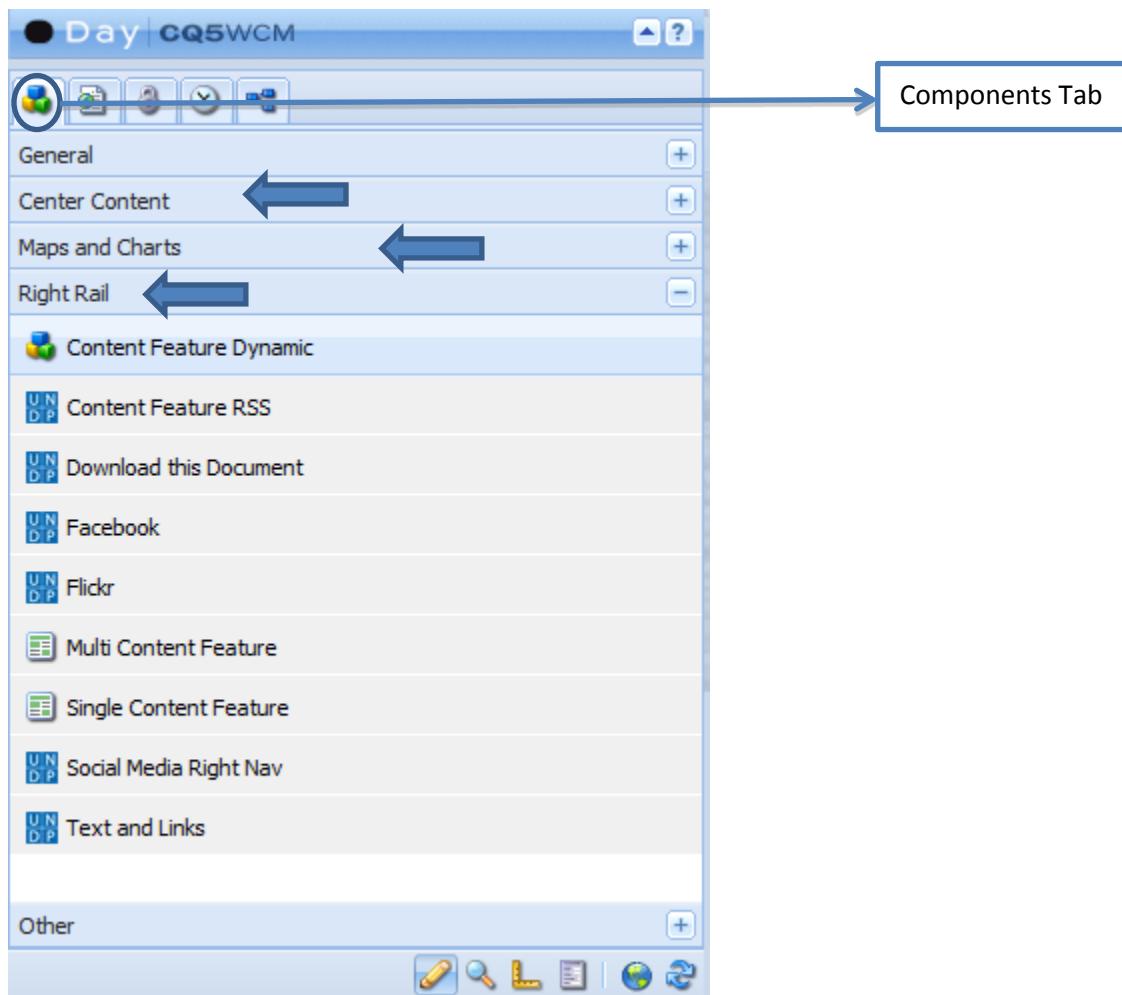
The sidekick is a small box that appears in the authoring mode of each webpage, i.e. when you create or edit a webpage. It can perform a number of functions.



When you open a webpage, the Sidekick usually appears on the right side. You will mostly be using the first two tabs at the top: Components and Page.

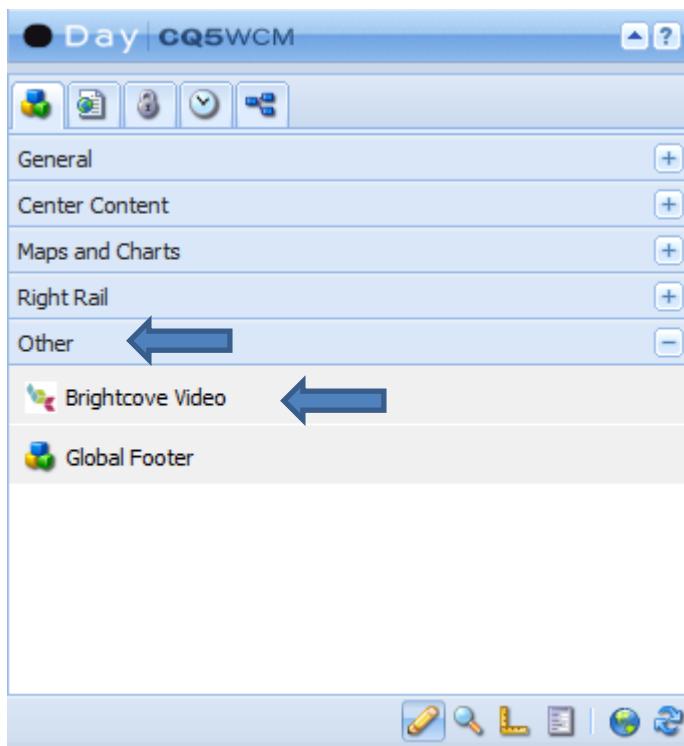
Components

The components tab allows you to pull components on the webpage. For example, clicking on Center Content will pull up a list of center content components that you can drag on to the webpage. Part II and III of the User Guide go into detail about how to create and edit webpages using components.



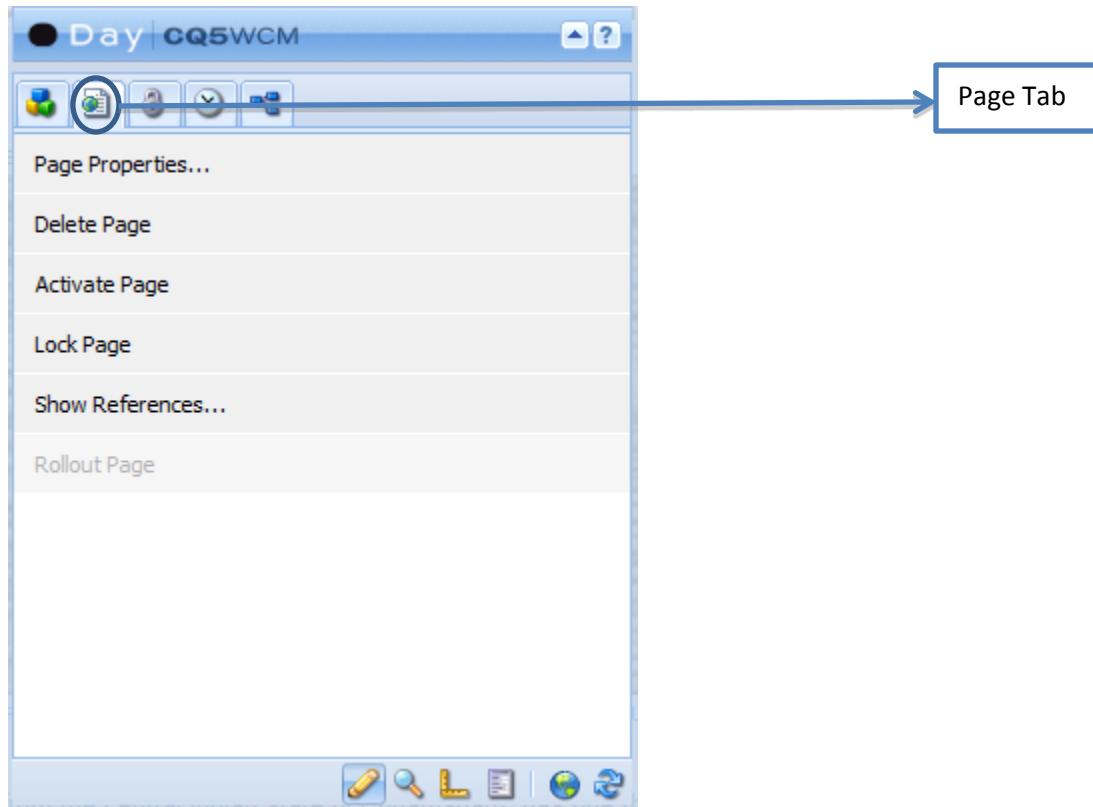
Maps and Charts component allows you to include maps and charts on the webpage, and the Right Rail allows you to pull right rail components. To open, simply click on the + sign. Note that the components listed under Center Content and Right Rail change according to the template that is being used. (For example, pages with the Success Stories template will have different components listed under Center Content and Right Rail.)

To include videos, drag the Brightcove Video component under Other on to the webpage.

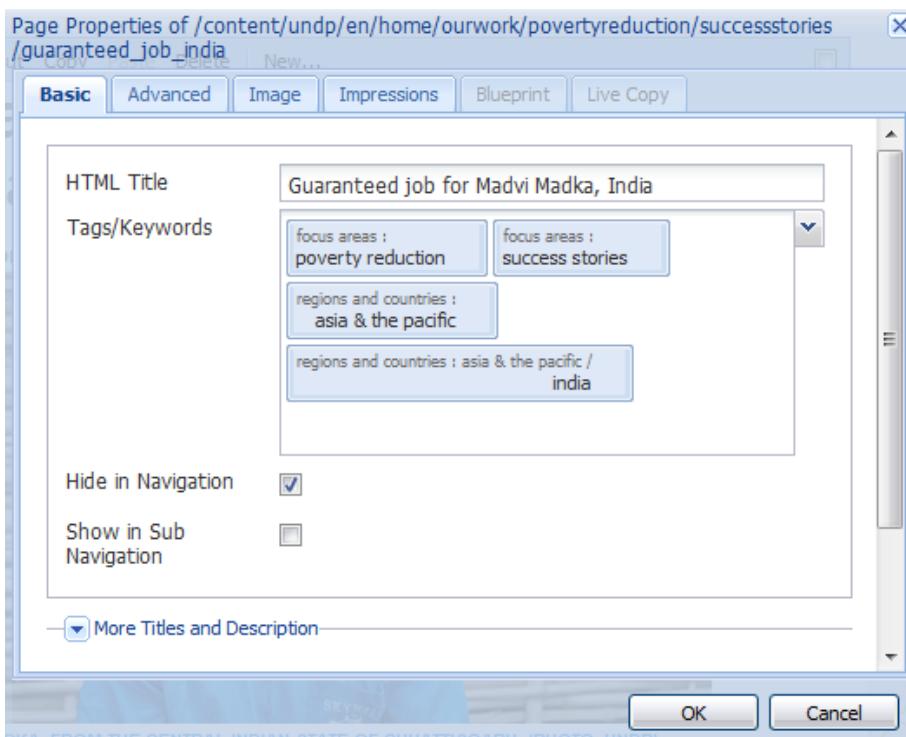


Page Properties

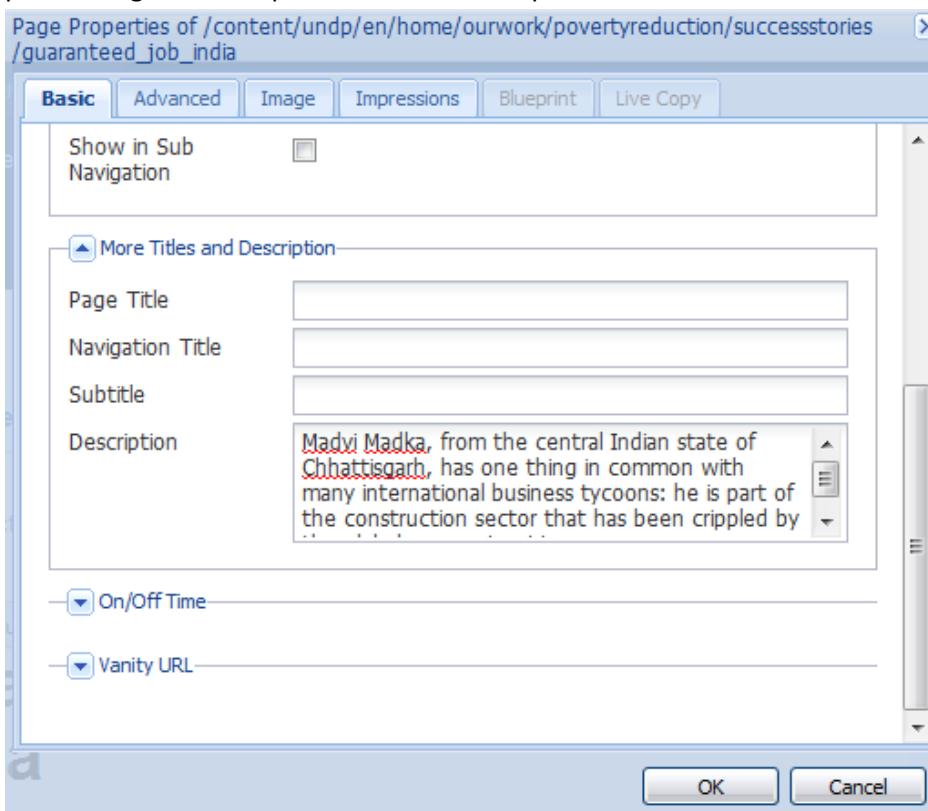
Click on the Page icon in the top navigation of the Sidekick.



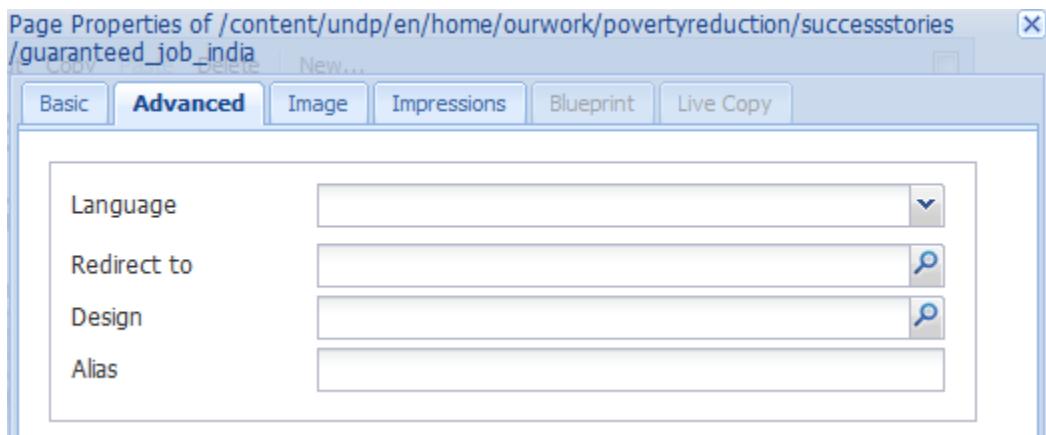
- 1. Page Properties:** The Basic tab in Page Properties allows you to change the HTML title of the webpage, add tags, and hide or show the webpage in the left-hand navigation. If you'd like the page to be hidden in the left-hand navigation, check "Hide in Navigation".



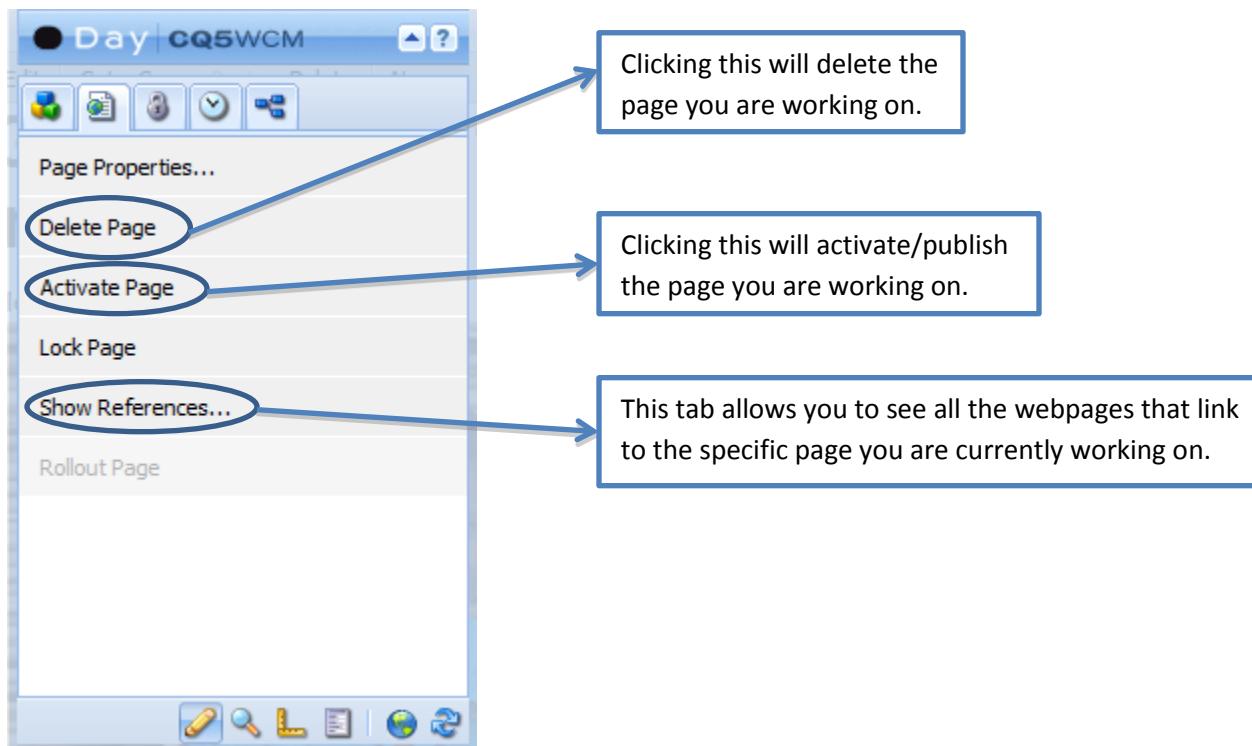
You can also add a description to the page. This will allow you a short description to appear, in case the page is used as part of a right rail component or center component feed.



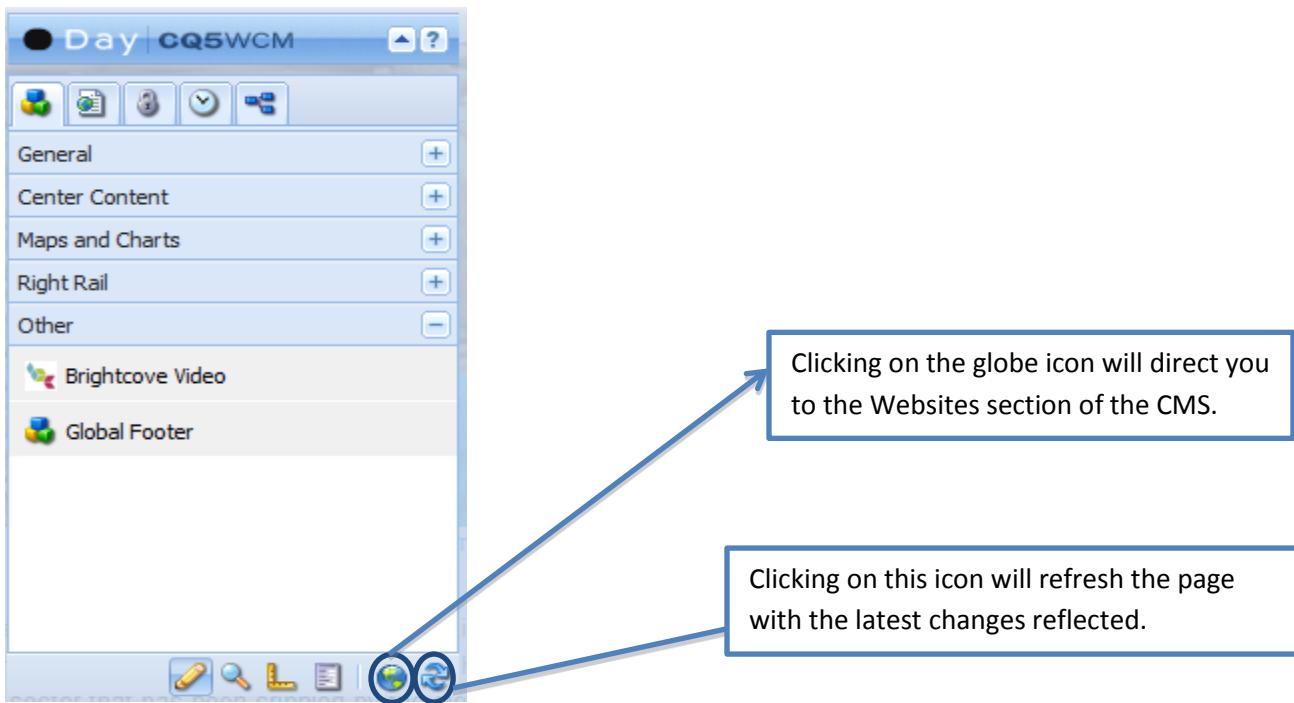
The Advanced tag will allow you to add redirects to pages. For example, if you want to redirect a page to another webpage, simply enter the website address in the Redirect to field. You can also search for the page by clicking on the magnifying glass symbol.



2. Delete, Activate, and Show References



Other functions



News articles vs success stories

In the new website, there is a marked difference between success stories and news articles both in terms of content and where they are placed in the site architecture.

CONTENT

Success stories showcase the impact of UNDP's work on a person's life. Success stories not only feature UNDP projects, but also need to have a human angle with quotes from beneficiaries. For examples, please visit the success stories section of the [corporate website](#).

Note that a success story will generally

- cover slow-moving events/situations: e.g. transformation of individual livelihood;
- provide an opportunity to position and show UNDP's impact on lives;
- feature on the website for a longer period of time (they are not dated); and
- have a clear beginning, middle, and end.

News articles, in contrast, can be timely updates about your office, your projects, UNDP-related events, etc.

Note that news articles will generally

- cover a fast-moving, rapidly changing event urgent for the lives and livelihoods of individuals;
- provide an opportunity for UNDP to strategically position itself in relation to media coverage;
- include the most important and relevant points at the top of the story, less important points lower in the story; and
- always have a date attached.

For more information, please see the Web Story Guidelines document created by UNDP Office of Communications. In the document, success stories are referred to as web stories. You can find the document here:

<http://comtoolkit.undp.org/reaching-the-outside-world/docs/Web%20story%20guidelines%20ENG.pdf>

SITE ARCHITECTURE

Success Stories are placed in their respective focus areas. So for example, the Poverty Reduction focus area has an entire “Our Stories” section dedicated to success stories related to Poverty Reduction, and so on. If you create a webpage for a success story, it should be placed in the Our Stories section of the relevant focus area in the website structure.

News Articles, in contrast, are located in the Press Center along with speeches and press releases. You can **tag** news articles you create with focus areas. For example, a news article related to Poverty Reduction can be tagged as “poverty reduction,” but the actual webpage is located in the Press Center folder in your website structure.