# UNPAN CONTENT DISTRIBUTION TRAINING
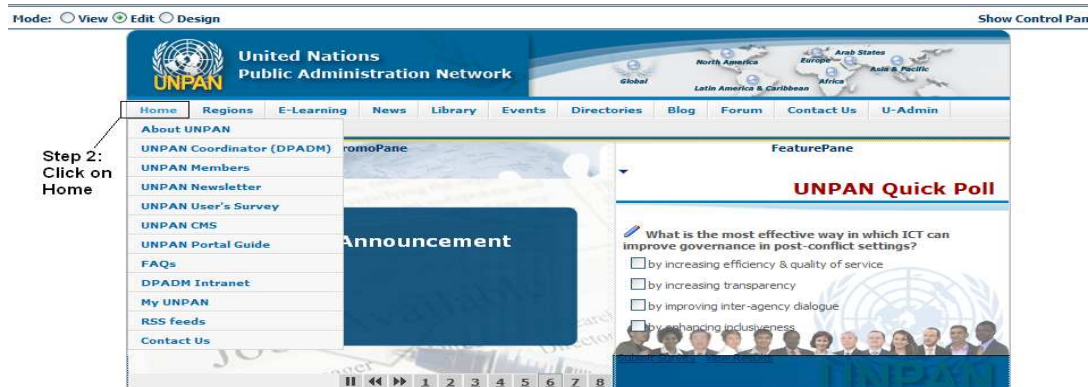
How to put news on UNPAN

Note: Prior to starting the creation of news, you must have the following information available:

- **Title** of the article
- **Source** of the article
- **Country** location of the article
- **Website** (external website e.g. www.un-gaid.org)
- **Background/Summary** of the news article.
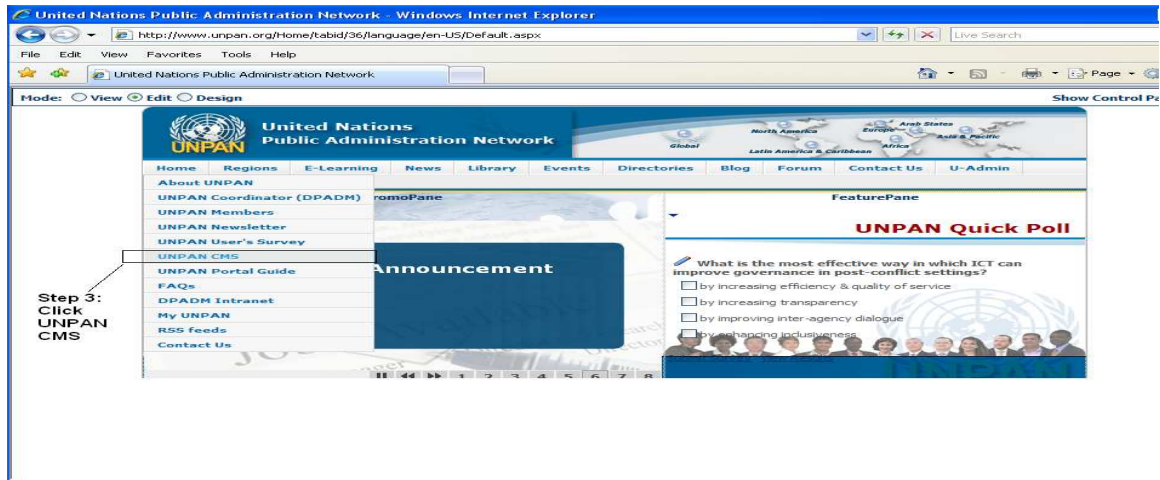
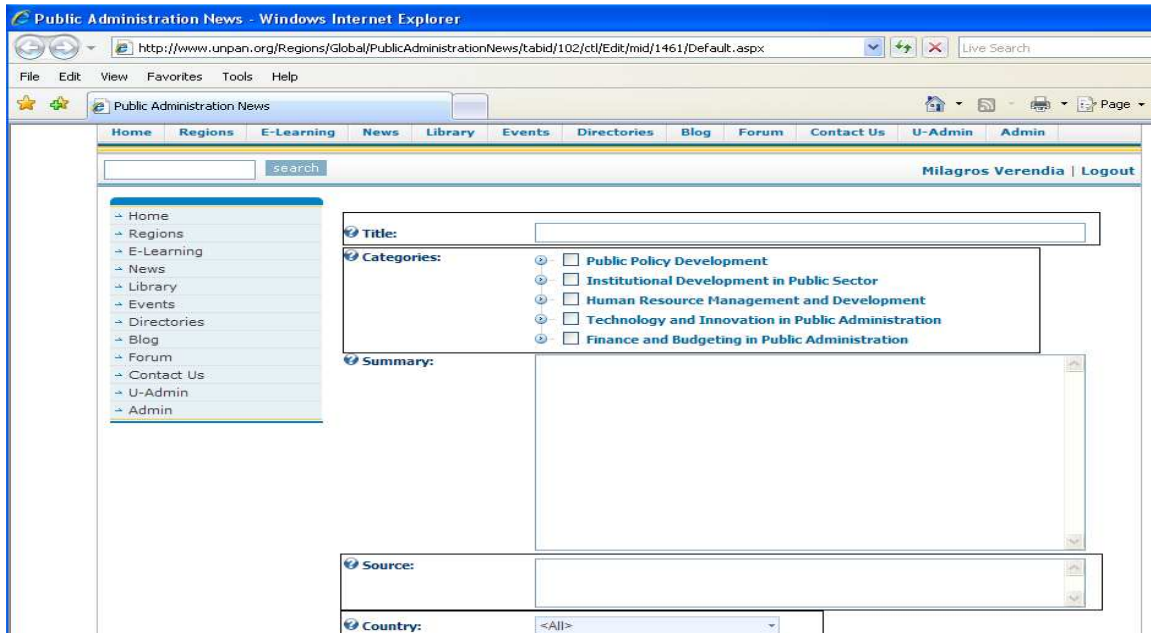* Make sure UNPAN is on "edit" mode.

1) Login to UNPAN (www.unpan.org)
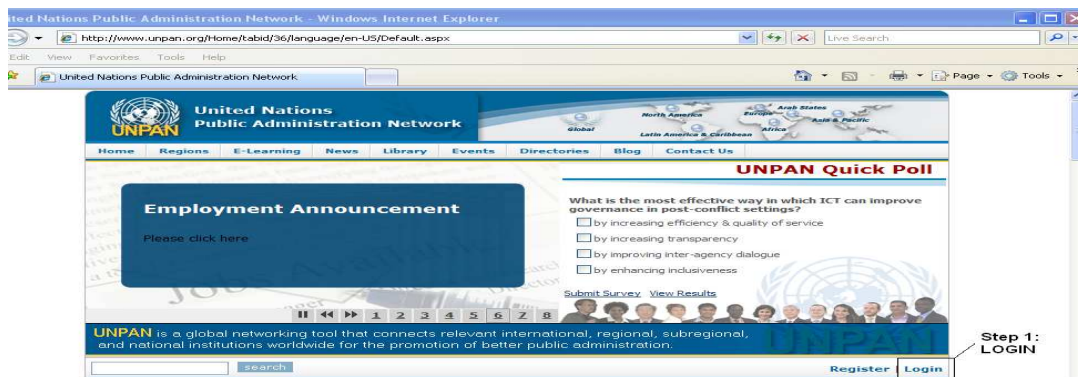
2) Go to "Home"

3) Click on "UNPAN CMS"

4) Enter the **Title** of the news article in the field.
5) Click off the categories relevant to the news article.
6) Enter the **Source** of the news, i.e. the external link to the article.
7) Choose **Country** from the drop down menu.

8) Enter Summary in **Summary Box.**
9) Enter description of the event in **Details Box**
- Open word document / browser with description of News Article

10) Copy description for the event from your word doc paste it in the text box by clicking the paste from word cleaning fonts and sizes icon as seen below.
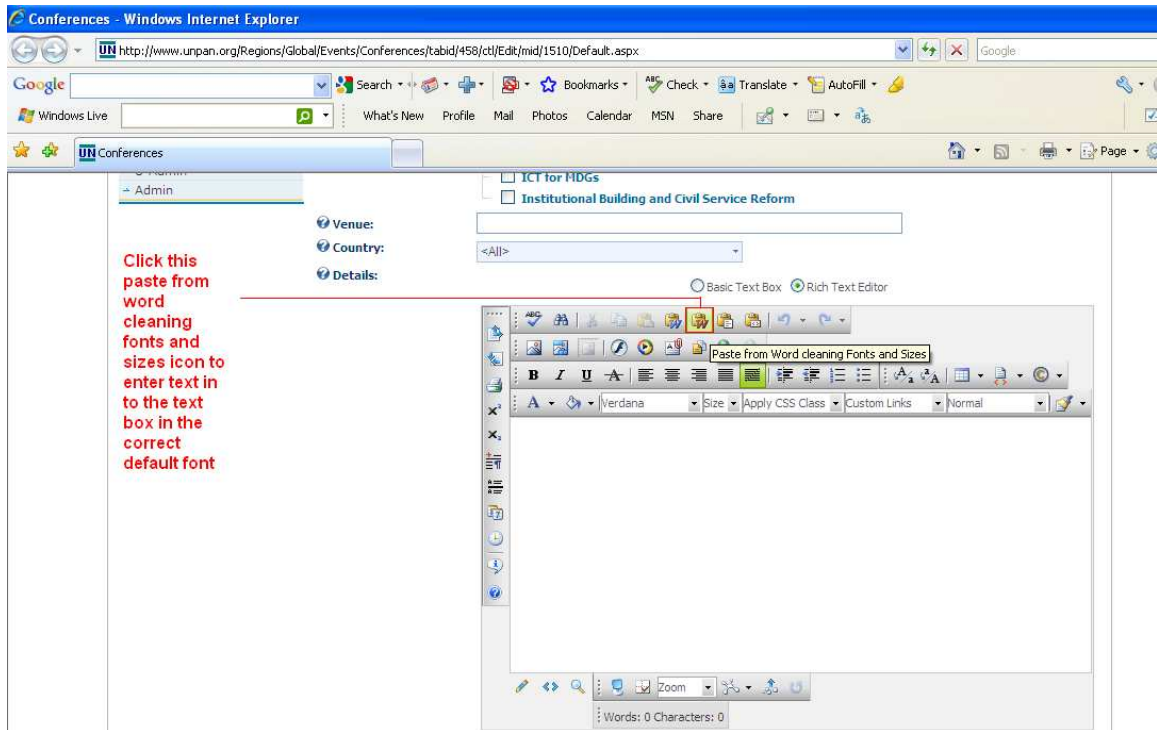
11) Ensure that the text in the details box is well formatted i.e. bold sub-headings where necessary, add bullets for lists, etc.

12) After you have checked your inputs, click "Publish" to submit article.