# UNFPA Country Office (CO) Web Sites

User Guide

**May 1, 2017**

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# UNFPA CO Web Site User Guide

## Getting Started

To access the website type the URL in your browser.

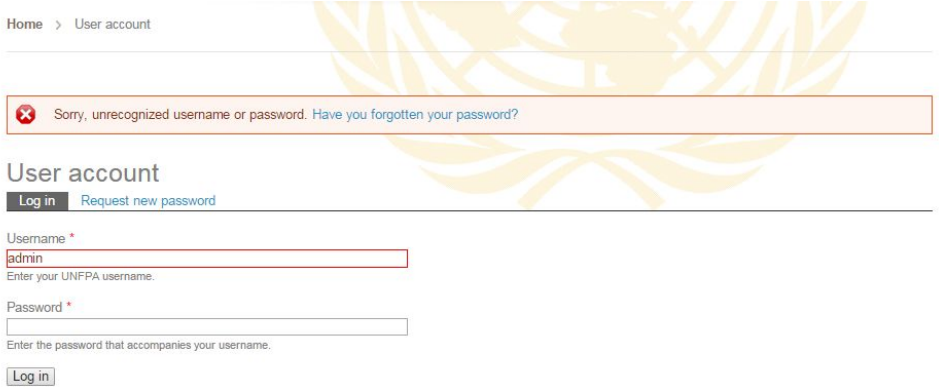
### *Logging In*

1. Enter the relevant **Username** and **Password** to log in.

   *The **User account** screen will be displayed similar to the below*.

2. After entering the valid Username and Password click the Log in button.

3. If you enter the invalid Username or Password an error message is displayed.




*The maximum number of attempts is **five**.*

### *Request New Password*

1. Click on the **Request new password** link.

   *The screen is displayed as follows*.

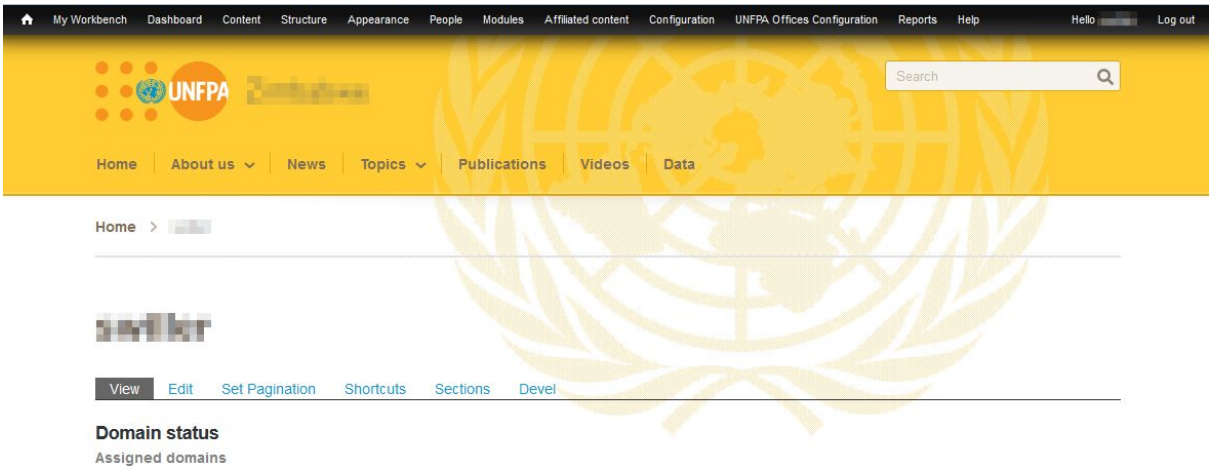
2. Enter your email address and then click on the E-mail new password button.

   The link to set up a new password will be emailed to you. If you do not receive the password in your inbox, make sure to check the Spam folder before contacting HQ.

## Accessing the Admin Menu

Once you login the admin menu is displayed at the top of the page. The menu allows the user to navigate the functions of the website; for example, add content such as a new publication.

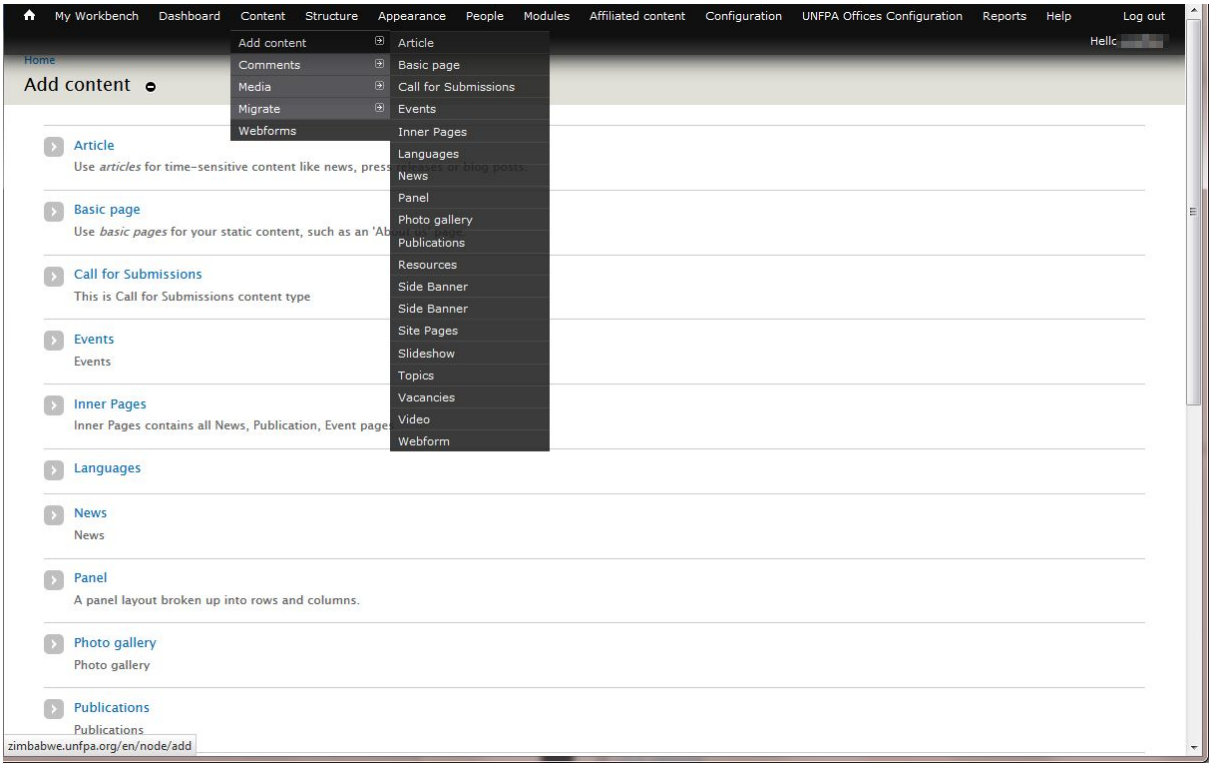
*The screen will be displayed similar to the below*.




## Adding Content

1. Click the **Add content** tab from the control panel to add content.

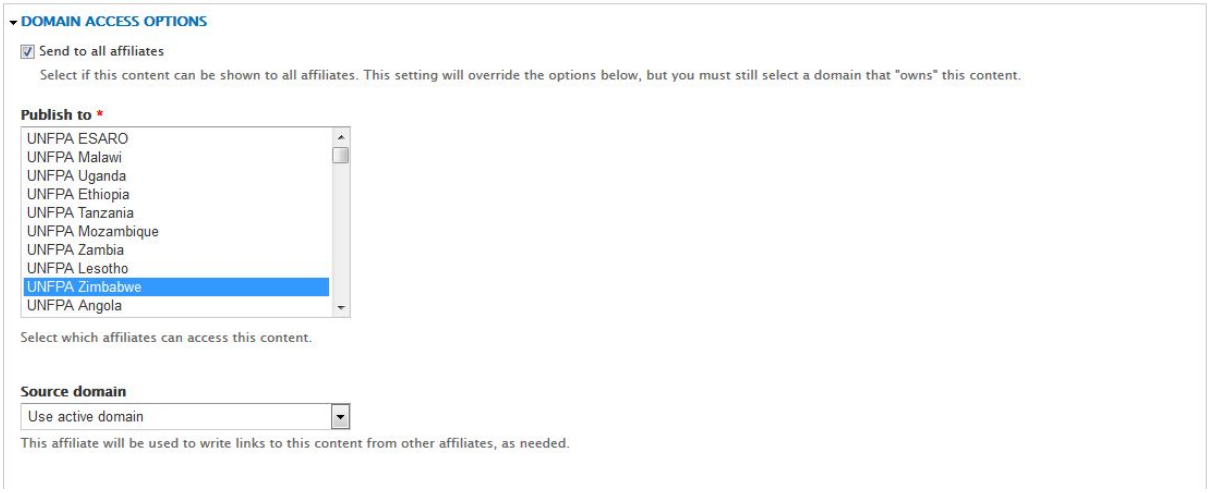
   *The **Add content** page will be displayed similar to the below*.



### *Domain Access Options*

On all types of content, **Domain Access Options** will be present. Ensure that your CO is selected. In the event your content type is to be displayed on multiple CO websites, you can select the corresponding CO.

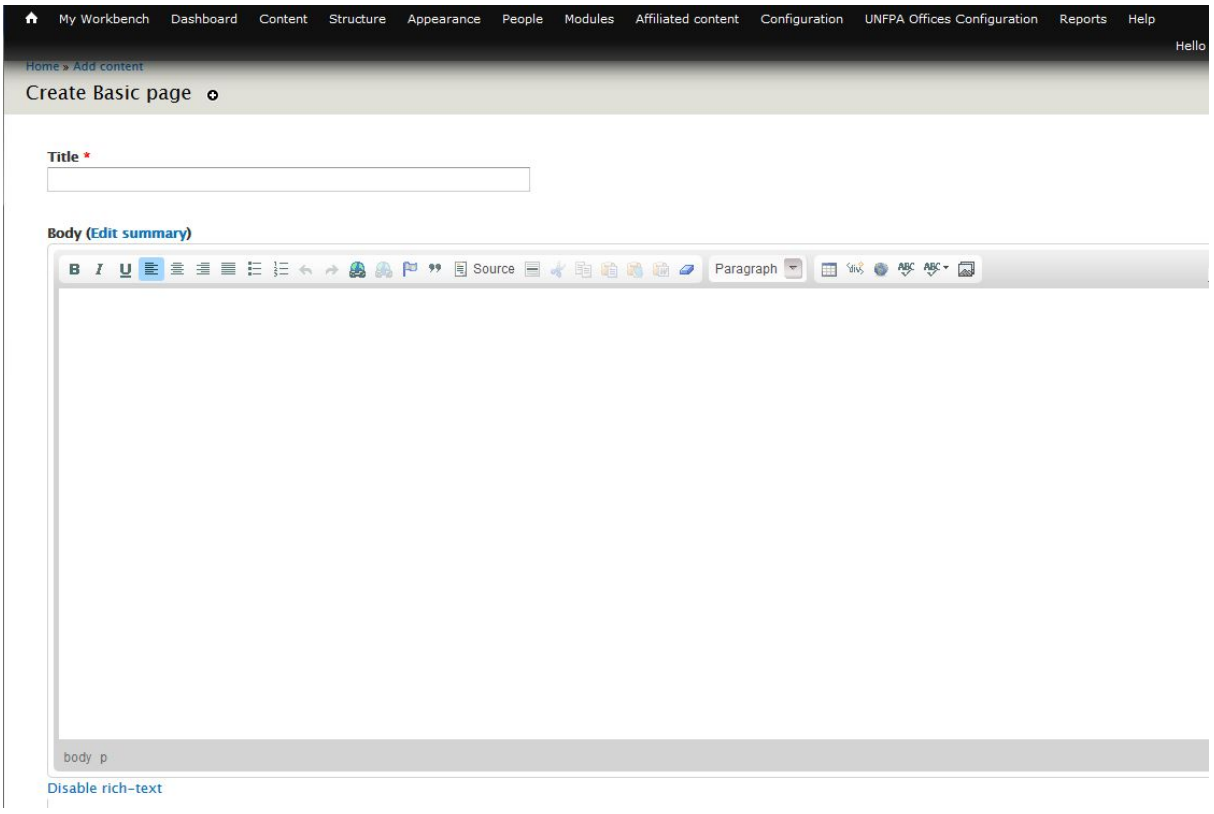
*The Domain Access Options is displayed similar to the below*.




## Adding a Basic and Site Page

1. Click on the **Basic or Site Page** link to create a Basic Page which is used **for your static content, such as an 'About us' page.**

*The Create a Basic or Site page, they are displayed similar to the below*.




1. Enter the required details for the Basic or Site Page:
   - Enter the Title for the Article in the **Title** field.
   - Enter the content of the Article in the **Body** Field.

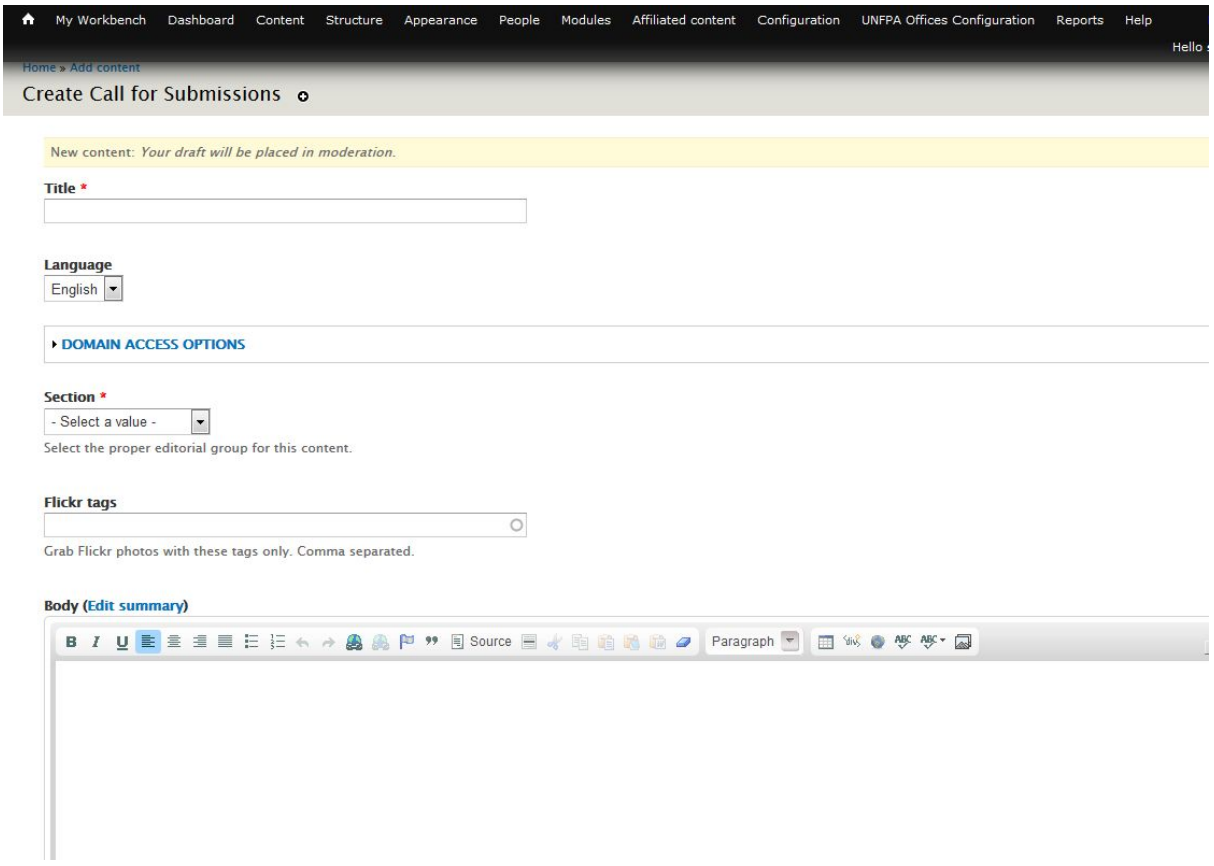
*Instructions for adding content in the body field is explained in detail in **Using the CK Editor** sector. Click here to view the CK Editor section.*

   - Click the **Save** button to save the content.

### *Adding Call for Submission*

2. Click on the **Call for Submission** link to create Call for Submissions.

   *The Create Call for Submissions page is displayed similar to the below*.




3. Enter the required details for the Create Call for Submissions page.

Enter the Title for the Call for Submission in the **Title** field.

Enter the required Language in the **Language** field.

Select the proper value for this content in the **Section** Field.

*This field is displayed as below*.

Enter required summary in the **Body** field.

**Disable the rich text** if not required and select the **Text format.**

*The Field is displayed as follows.*

Select the date till when you require this content to be visible on the home page.

The **Submission field** is displayed as follows.

Click the

Button to select the required file to attach and select **Upload** in the **Attach file** field.

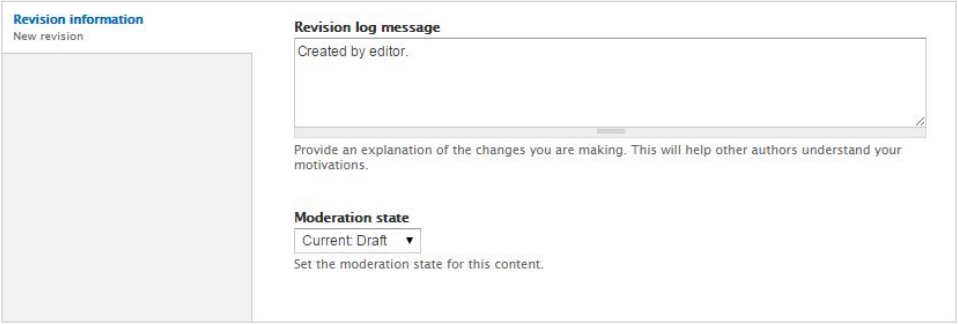
*The **Attach file** field is displayed as follows*.

To add an External Link, enter the respective **Title** and **URL** in the **External Link** field.

*The Field is displayed as follows*.

In the **Revision Information** field enter the required **Revision log message** and select the appropriate **Moderation state**.

*The **Revision Information** field is displayed as follows*.



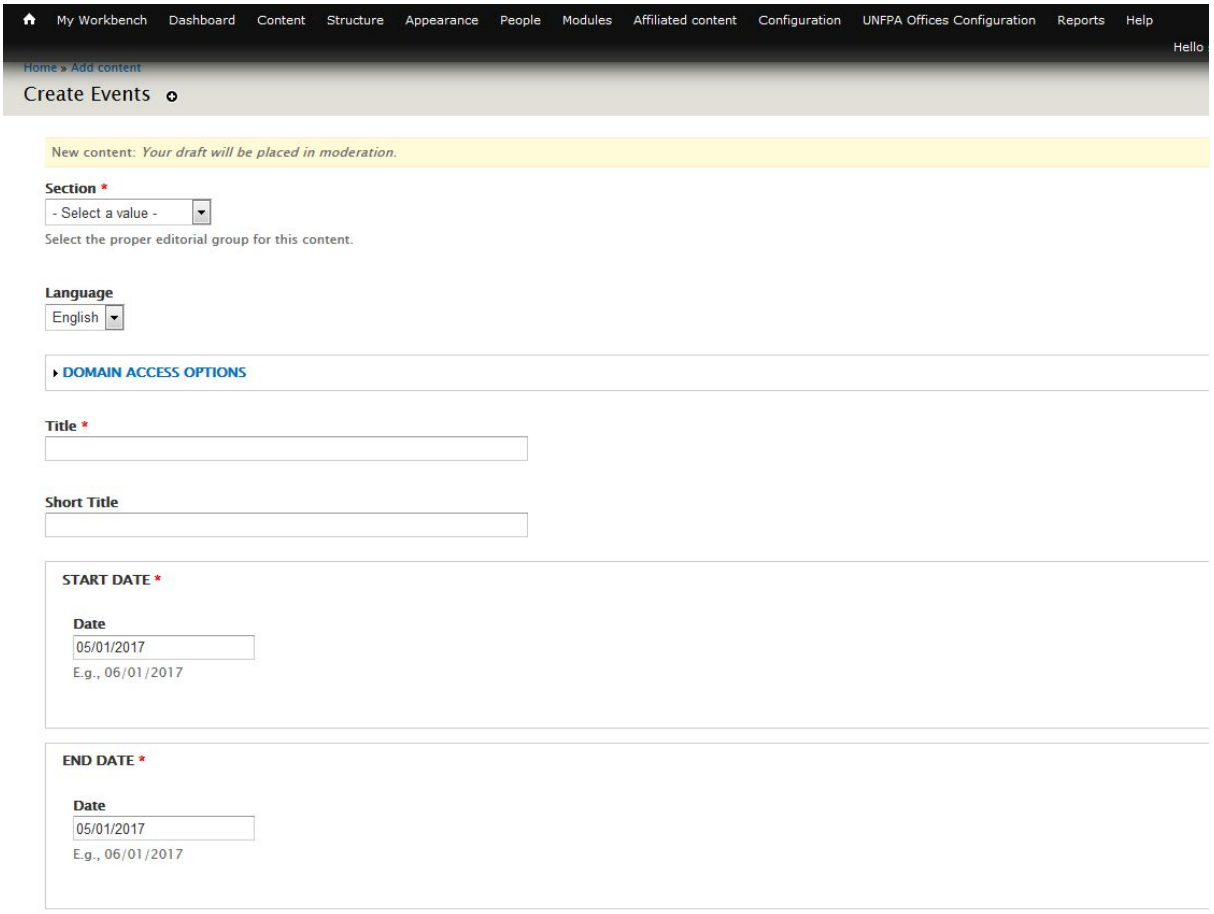

4. Click Save to save the submission.

*The * indicates the mandatory fields to filled.*

### *Adding Events*

1. Click on the **Events** link to create Events.

*The Create Events page is displayed similar to the below*.




2. Enter the required details for the Create Events page.

Select the appropriate editorial group in the **Section** field.

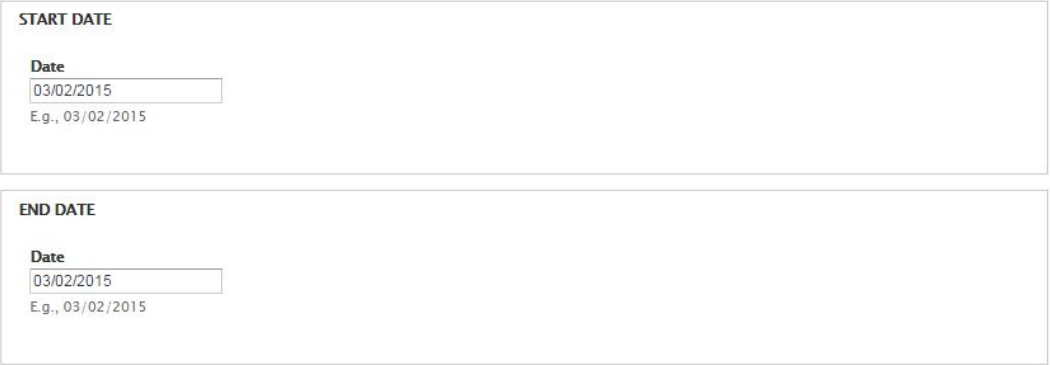
Enter the required Language in the **Language** field.

Enter the Title for the Events in the **Title** field.

Enter the Short Title for the Events in the **Short Title** field.

Enter the start date and end date in the respective **Start date** and **End date** fields.

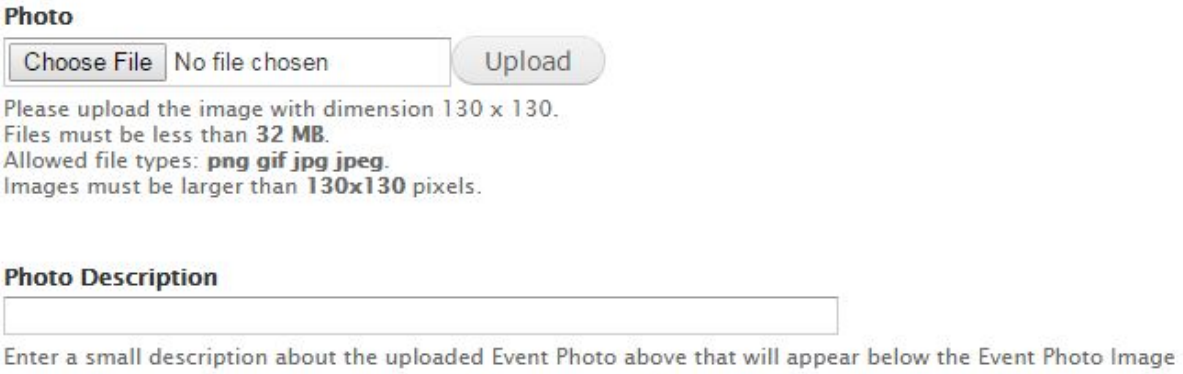
*These Date fields are displayed as below*.




Enter the location for the event in the **Location** field.

To add a photo to the event click the Choose File button, then select the required image and select **Upload** in the **Photo** field. You can also add a small description about the uploaded photo in the **Photo Description** field.

*The fields are displayed as below*.



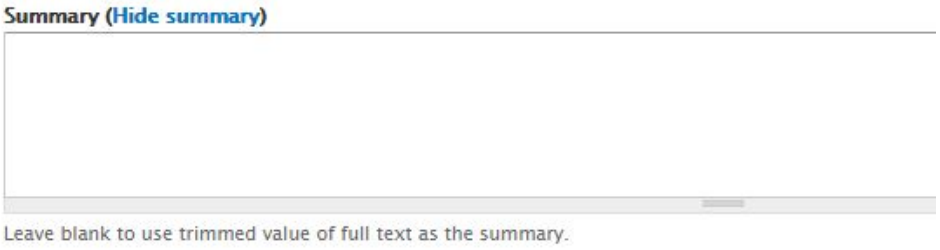

Enter the required text in the **Text** Field.

*The **Text** Field is displayed as below*.

*Instructions for adding content in the body field is explained in detail in **Using the CK Editor** sector. Click here to view the CK Editor section.*

Click on the **Edit Summary** to add the required summary for the event.

*A new field for the entering the summary is displayed*.



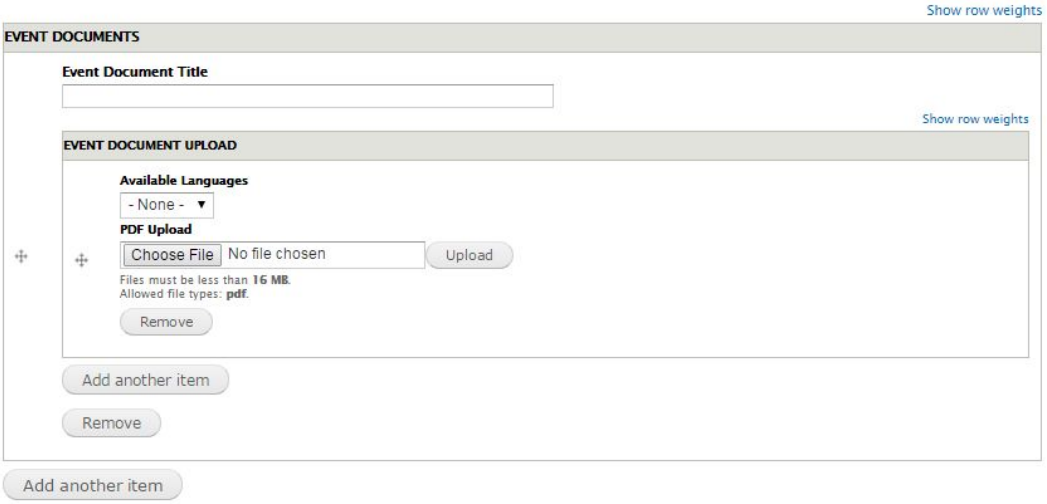

Disable the rich text if not required and select the Text format.

*The Field is displayed as below.*

Enter the related tags for the events in the **Related Tags** field. This will help to map this event to different events of the same category.

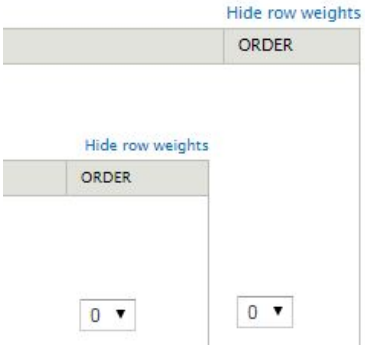
To add Event documents, enter the title in the **Event Document Title** field. Then in the **Event Document Upload** field, select the Available Language for download and upload the required PDF.

*The Event documents field is displayed as below*.




*To add another event document, click on the* Add another item *button.*

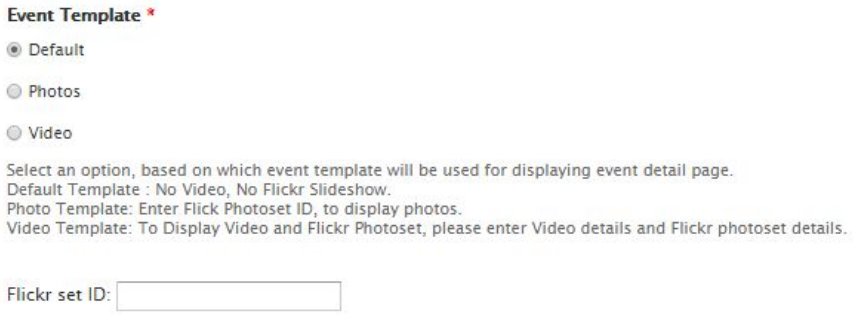
*In order to arrange the Event Documents click on the* ***Show row weights*** *link.*




Select the required option based on which event template will be used for displaying event detail page in the **Event Template** field.

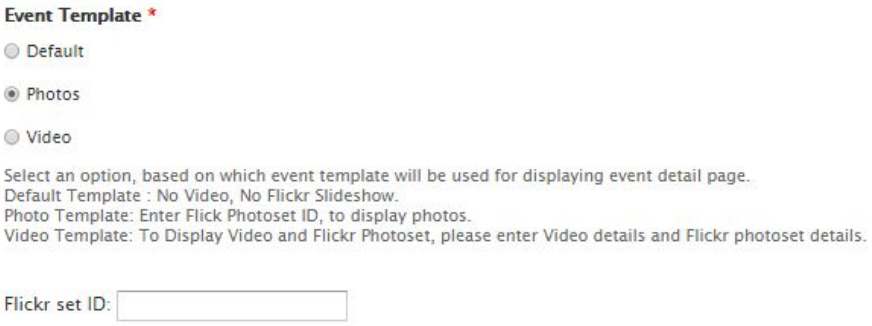
1) For **Default Template** there is no video or Flickr Slideshow.

   *The Default Template is displayed as below*.



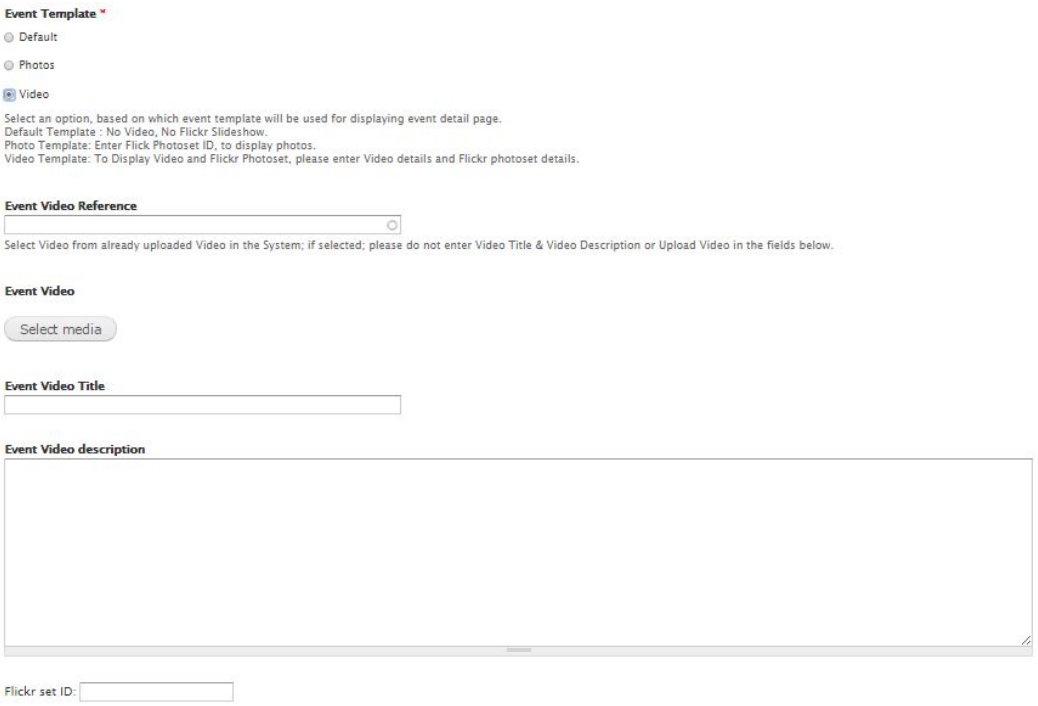

2) For **Photo Template** enter the Flickr Photoset ID to display photos.

   *The Photo Template is displayed as below*.



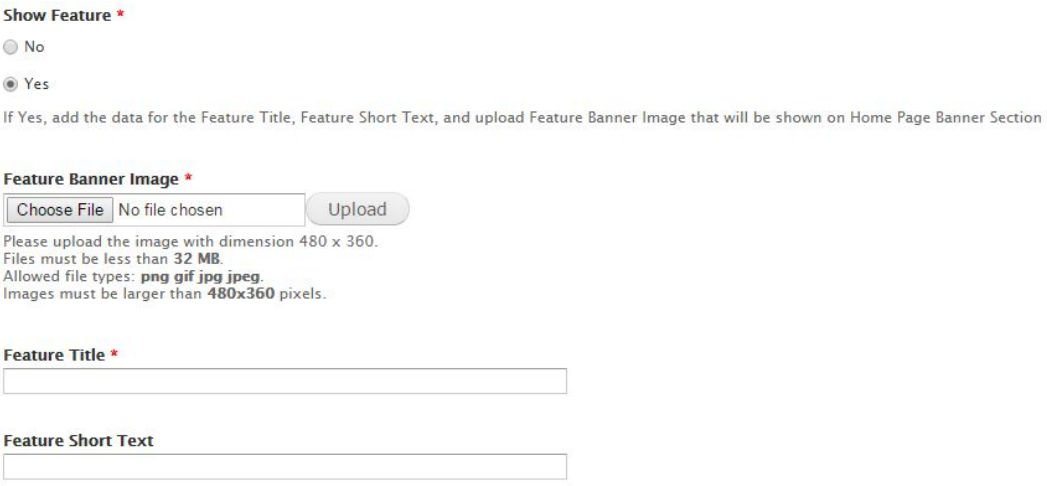

3) For **Video Template** enter Video details and Flickr photoset details.

   *The Video Template is displayed as below.*



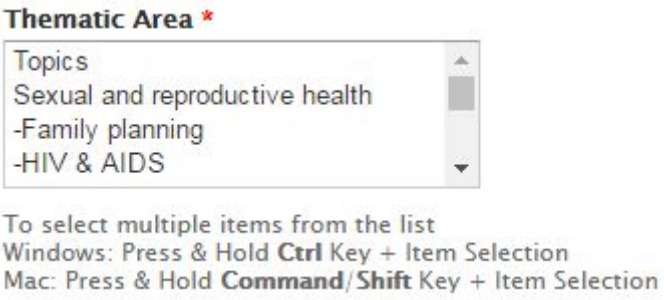

If you want to show feature in the **Show Feature** field, add the data for the Feature Title, Feature Short Text, and upload Feature Banner Image that will be shown on Home Page Banner Section.

*The additional fields are displayed as below*.



To categorize the event to various topics, select one or multiple items from the **Thematic Area** dropdown list.

*The field is displayed as below*.

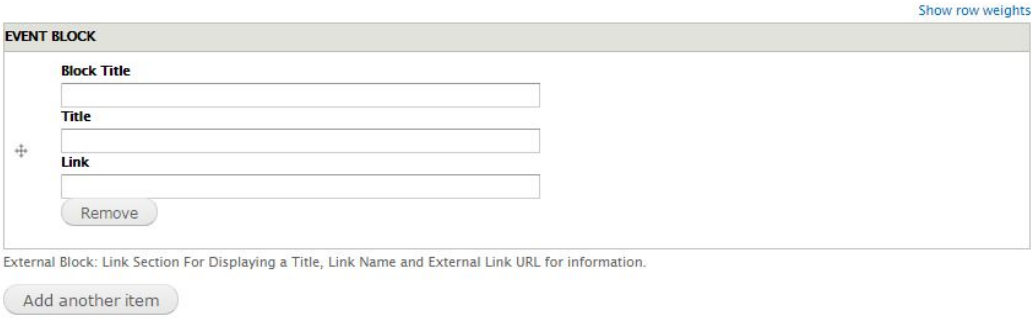



*The selection for **Windows**: Press & Hold **Ctrl** Key + Item Selection.*

*Selection for **Mac**: Press & Hold **Command**/**Shift** Key + Item Selection*

To add Event Block, enter the Block Title, Title and Link in the **Event Block** field.

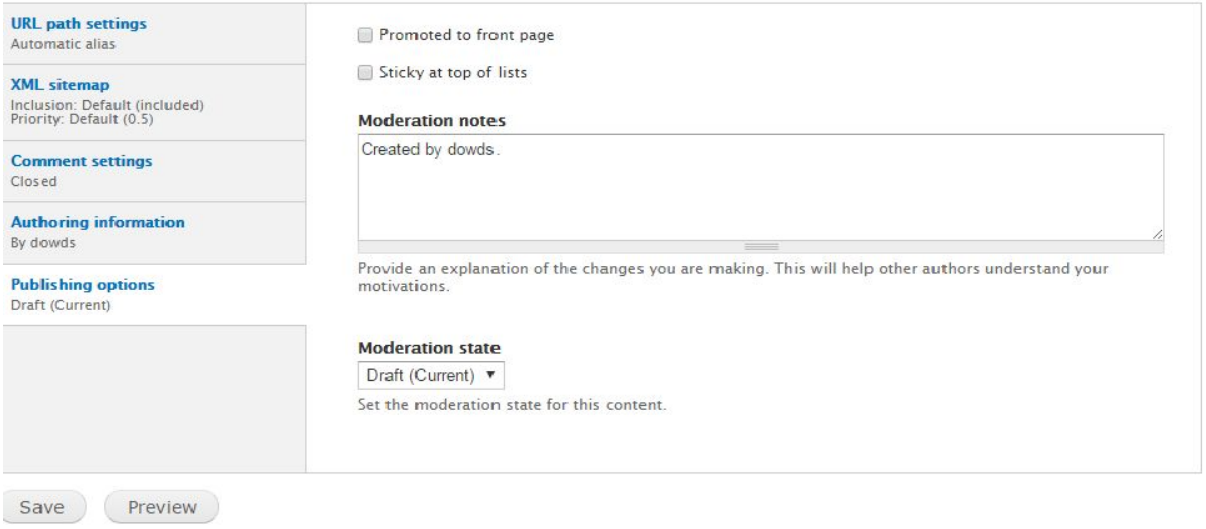
*The Event Block Field id displayed as below*.




If you want the event to display on the home page or not, select the required option in the **Publish on Home** field.

In the **Publishing Options** field enter the required **Moderation Notes** and select the appropriate **Moderation state**.

*The **Publishing Options** field is displayed as follows*.

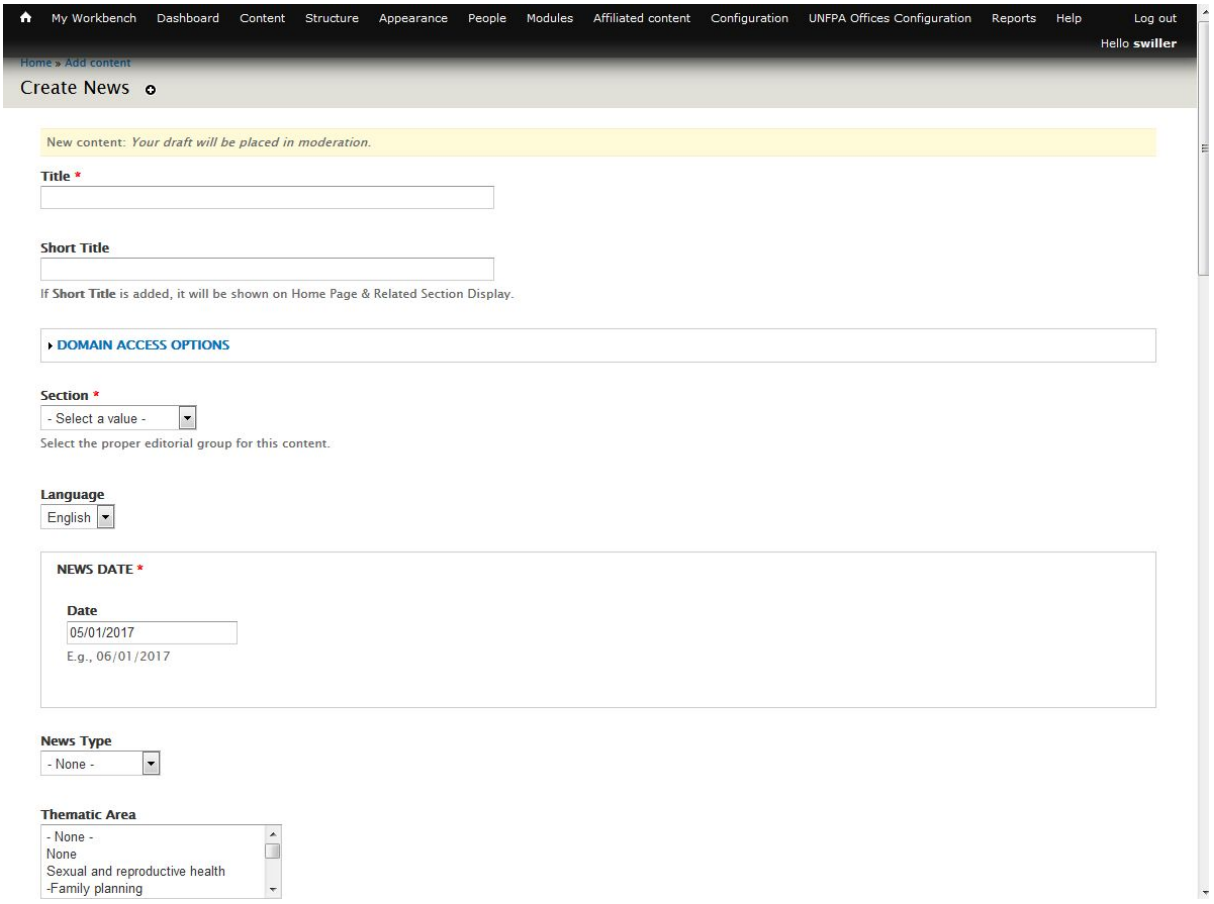



3. Click to save the event.

## *Adding News*

1. Click on the **News** link to create news.

   *The Create News page is displayed*.




2. Enter the required details for the Create News page.

Enter the Title and Short Title for the news in the **Title** and **Short Title** fields respectively. The **Short Title** is basically used when the Title is too long and will be displayed as the Title on the home page and related sections.

Select the appropriate editorial group in the **Section** field.

Enter the required Language in the **Language** field.

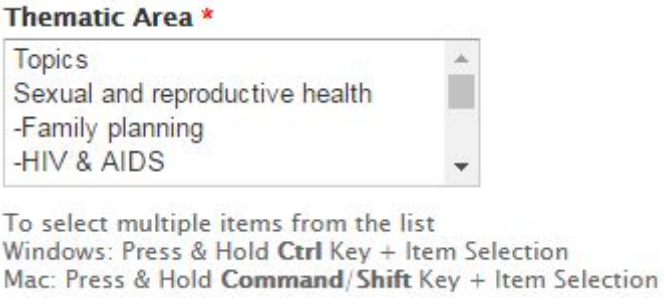
Enter the Date in the **News Date** field.

Select the news type from the dropdown list of the **News Type** field.

*The field is displayed as below*.

To categorize the news to various topics, select one or multiple items from the **Thematic Area** dropdown list.

*The field is displayed as below*.




*The selection for **Windows**: Press & Hold **Ctrl** Key + Item Selection.*

*Selection for **Mac**: Press & Hold **Command**/**Shift** Key + Item Selection*

Enter the required text in the **Body** Field.

*The **Body** Field is displayed as below*.

*Instructions for adding content in the body field is explained in detail in **Using the CK Editor** sector. Click here to view the CK Editor section.*

### *Adding Photos for News Stories*

Add Photo by clicking on the photo icon.

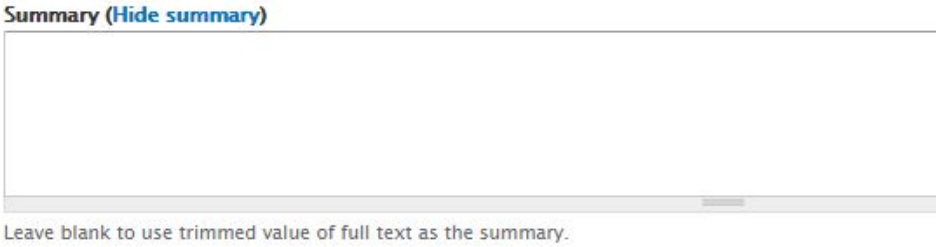
After clicking on the photo icon, a pop-up box will appear so you can upload your photo. Click "choose file," upload your photo and then click "submit."

Another pop-up box will appear. Select "original" as the size and put a description of the photo. Then click "submit."

Under the embedded photo in the body of the text type the caption underneath. Highlight the caption and select "caption" from the drop down menu. Then select the photo and from the same drop down menu select either "Mark Left" or "Mark Right" depending on where you want the photo.

Click on the **Edit Summary** to add the required summary for the event.

*A new field for the entering the summary is displayed*.

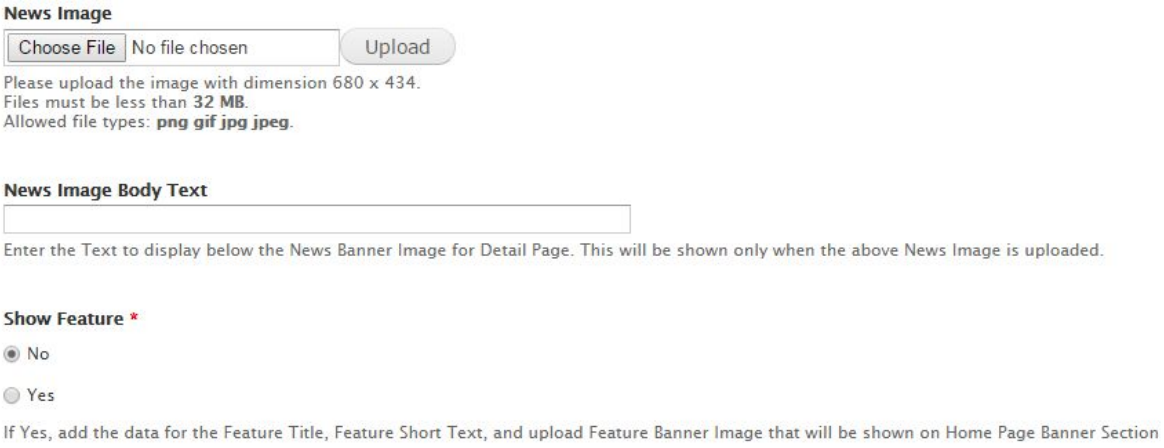



Disable the rich text if not required and select the Text format.

*The Field is displayed as below.*

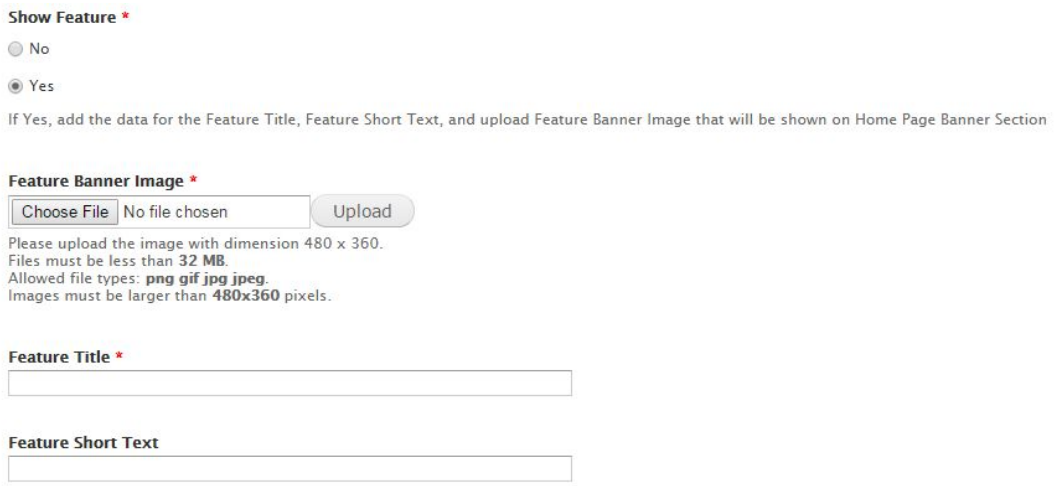
To add news image click the Choose File button, then select the required image and select **Upload** in the **News image** field. You can also add a small description about the uploaded image in the **News Image Body Text** field.

*The fields are displayed as below*.



If you want to show feature in the **Show Feature** field, add the data for the Feature Title, Feature Short Text, and upload Feature Banner Image that will be shown on Home Page Banner Section.

*The additional fields are displayed as below*.



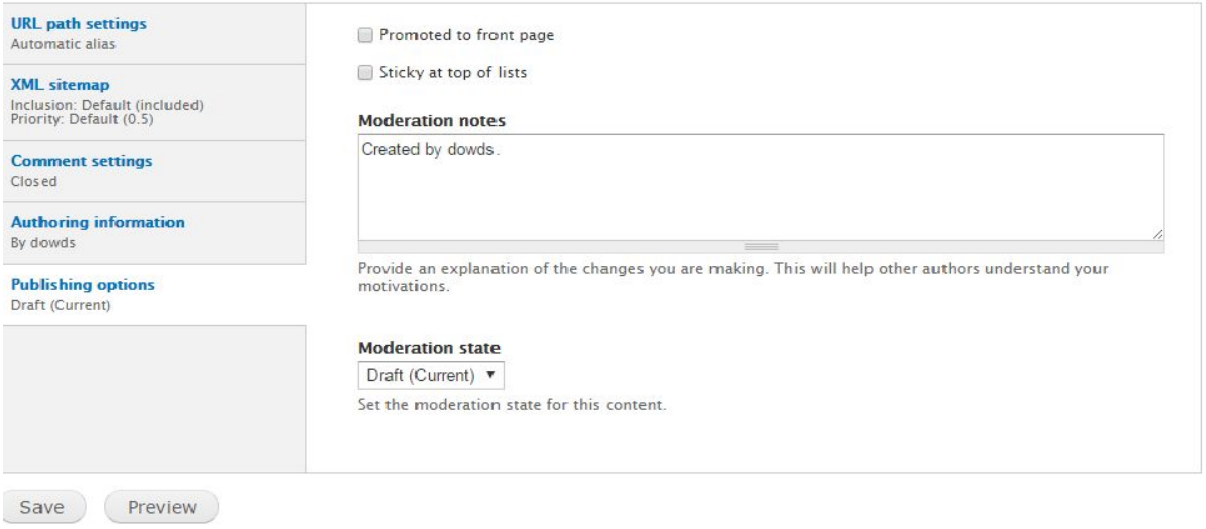

Enter the related tags for the news in the **Related Tags** field. This will help to map this news to different types of news of the same category.

If you want the event to display on the home page or not, select the required option in the **Publish on Home** field.

This news can be mapped to different news and publications by entering the required category in the **Related News** and **Related Publications** field.

In the **Publishing Options** field enter the required **Moderation Notes** and select the appropriate **Moderation state**.

*The **Publishing Options** field is displayed as follows*.

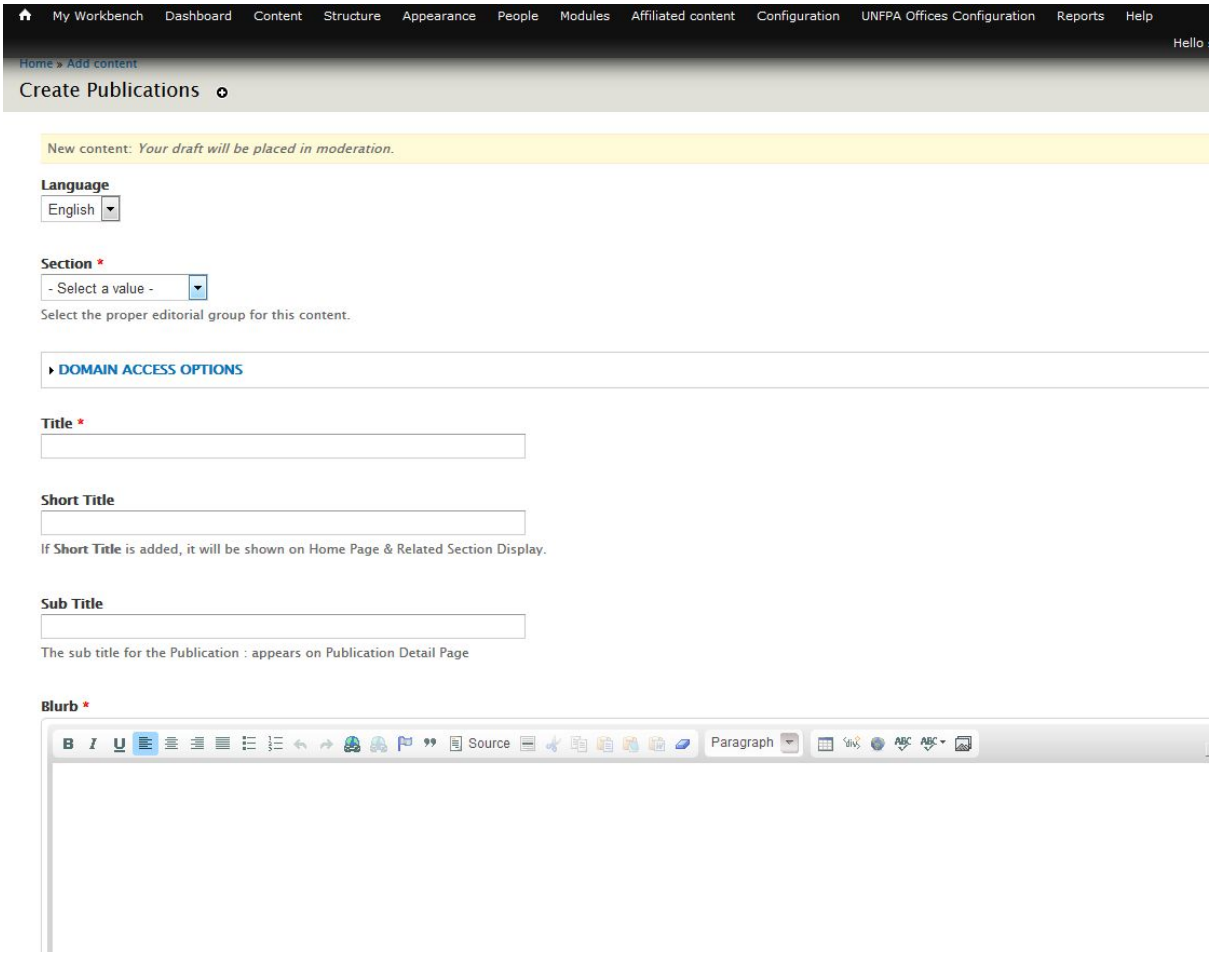



3. Click Save to save the news.

### *Adding Publications and Resources*

1. Click on the **Publications or Resources** link to create publications. **Publications are documents that are substantial such as reports like the State of the World Population. Resources are informational pieces such as dignity kits leaflets.**

   *The Create Publications page is displayed*.




2. Enter the required details for the Create Publications page.

Select the required Language in the **Language** field.

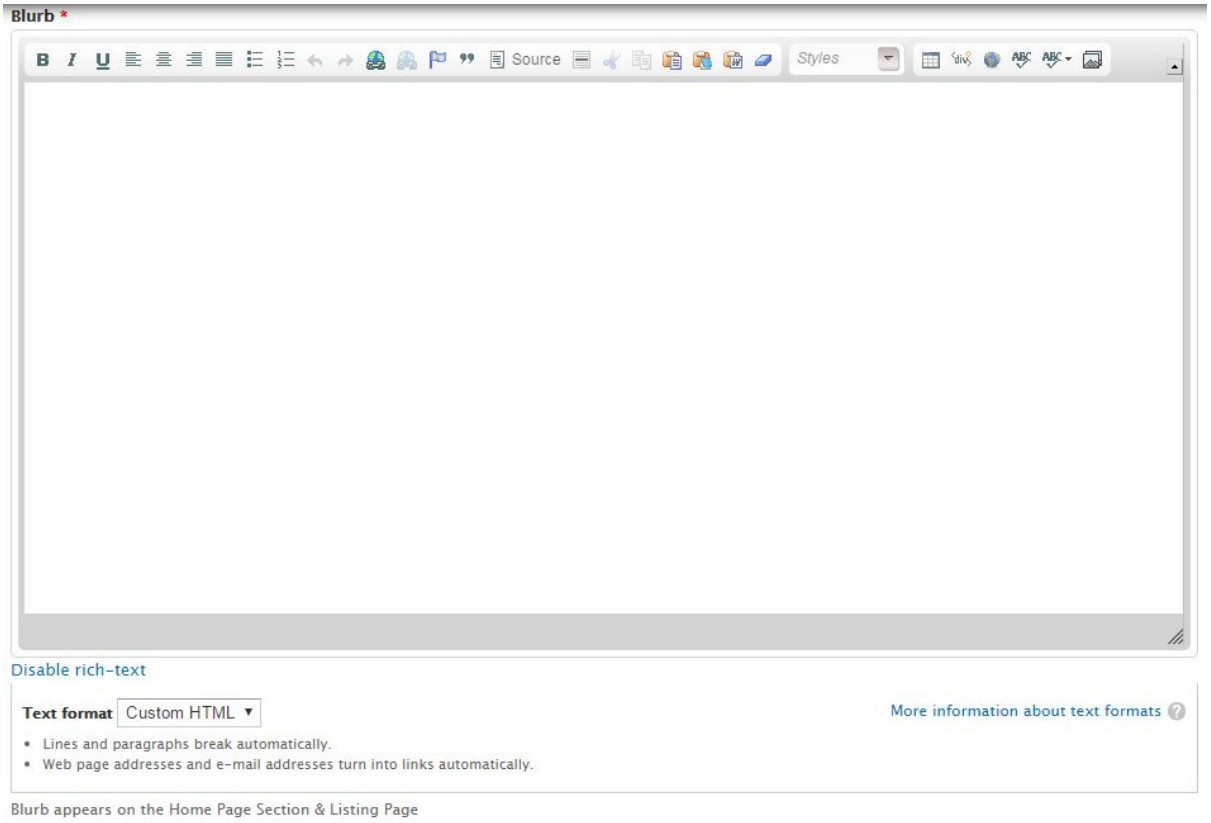
Select the appropriate editorial group in the **Section** field.

Enter the Title and Short Title for the news in the **Title** and **Short Title** fields respectively. The **Short Title** is basically used when the Title is too long and will be displayed as the Title on the home page and related sections.

Enter the **Sub Title** for the publication. This is displayed directly below the Title or Sub Title and appears on the Publications details page.

Enter the required text in the **Blurb** field. This text displays along with the Title in home page.

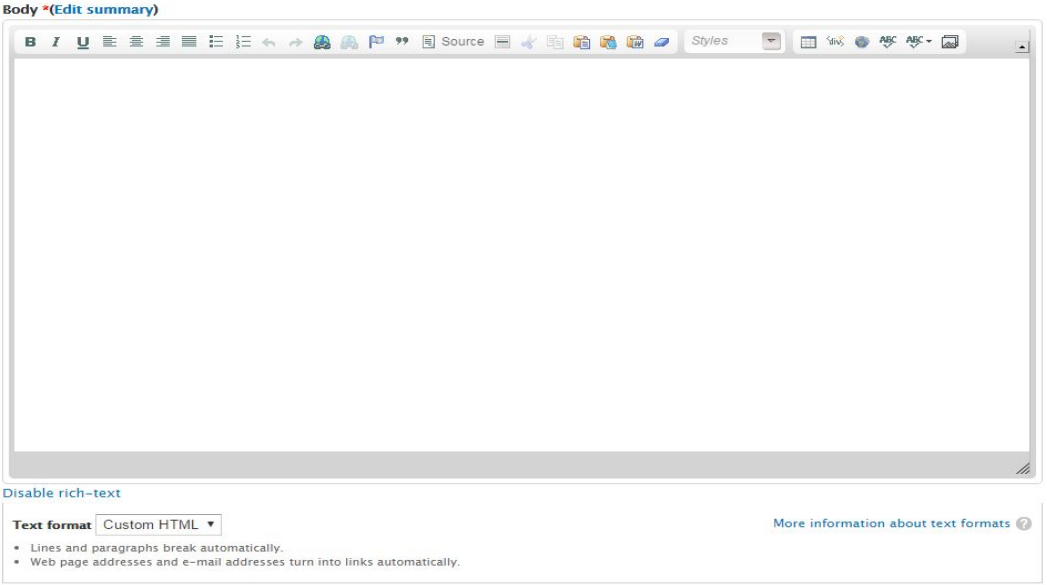
*This field is displayed as below*.




Disable the rich text if not required and select the Text format.

Enter the required text in the **Body** Field. This content displays in the Publication details page.

*The **Body** Field is displayed as below*.




*Instructions for adding content in the body field is explained in detail in **Using the CK Editor** sector. Click here to view the CK Editor section.*

Disable the rich text if not required and select the Text format.

Enter the Author name in the **Author** field.

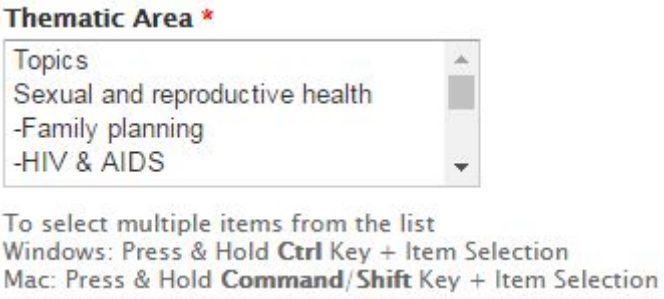
Enter the date for publications in the **Publication Date** field.

In the **Date Selector** field select the **N/A**, **Show Year** or **Show Year and Month** option for the display style of the date.

Select the **Publication type** for this publication.

To categorize the publications to various topics, select one or multiple items from the **Thematic Area** dropdown list.

*The field is displayed as below*.




*The selection for **Windows**: Press & Hold **Ctrl** Key + Item Selection.*

*Selection for **Mac**: Press & Hold **Command**/**Shift** Key + Item Selection*

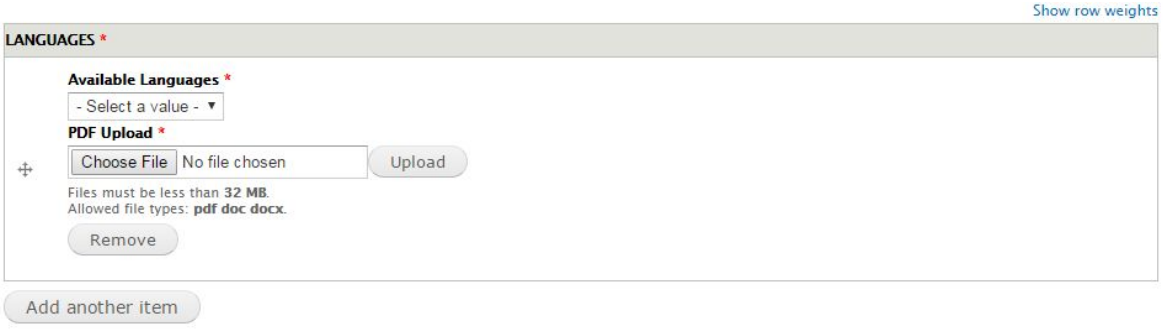
Enter the publisher name in the **Publisher** field which will be displayed in the Publication details page.

In the **Publication Cover Image** field, click the Choose File button to select the required image for the publication and the **Upload** it.

Enter the **ISBN (if applicable)**, **Online Source URL (if applicable)** and **Total Pages** fields which will be displayed on the publications details page.

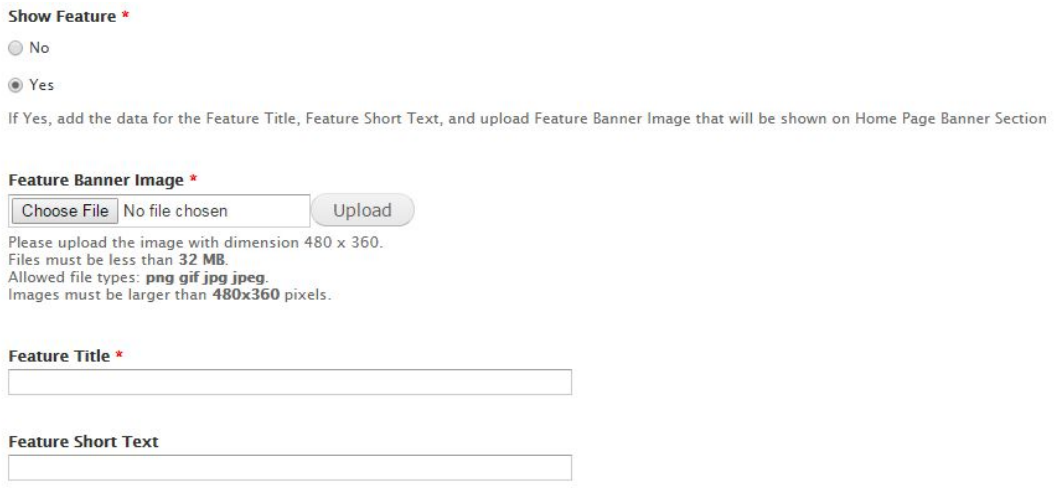
In the **LANGUAGES** field, select the Available languages and Upload the PDF. This PDF can be downloaded on the Publication details page. Click Add another item to add more items.

*The field is displayed as below*.




If you want to show the publication, add the data for the Feature Title, Feature Short Text, and upload Feature Banner Image in the **Show Feature** field that will be shown on Home Page Banner Section.

*The additional fields are displayed as below*.

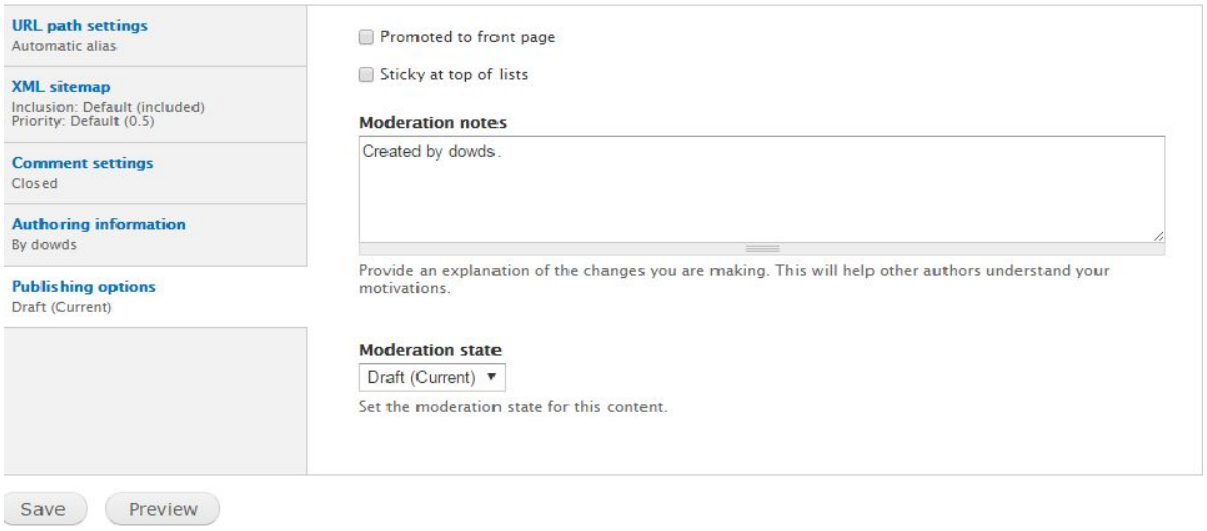



Enter the related tags for the publications in the **Related Tags** field. This will help to map this publication to different types of publications of the same category.

This publication can be mapped to different publications and news by entering the required category in the **Related Publications** and **Related News** field.

In the **Publishing Options** field enter the required **Moderation Notes** and select the appropriate **Moderation state**.

*The **Publishing Options** field is displayed as follows*.



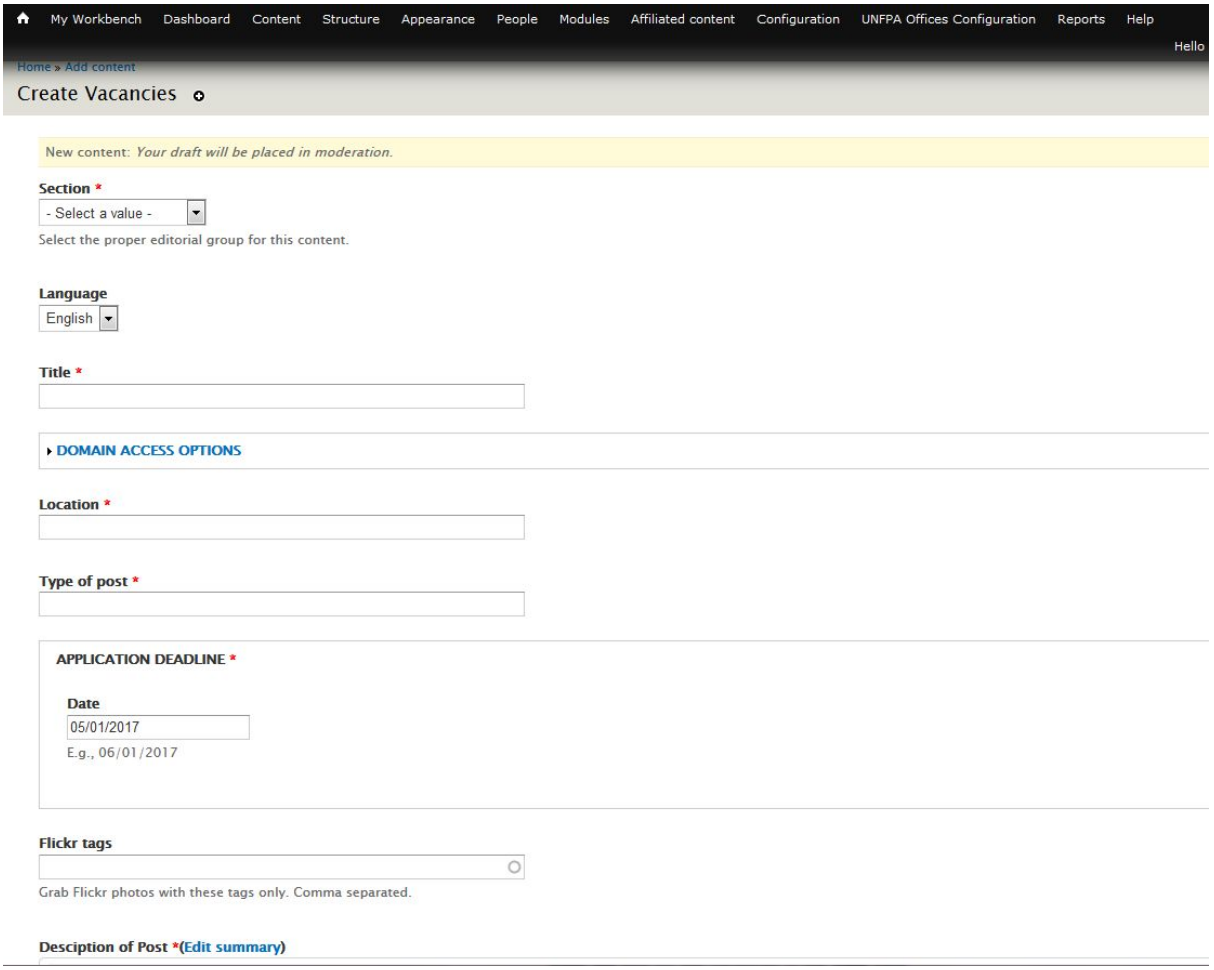

3. Click

to save the publication.

### *Adding Vacancies*

1. Click on the **Vacancies** link to create a vacancy.

   *The Create Vacancies page is displayed*.




2. Enter the required details for the Create Publications page.

Select the appropriate editorial group in the **Section** field.

Enter the title for the vacancies in the **Title** field.

Select the required Language in the **Language** field.

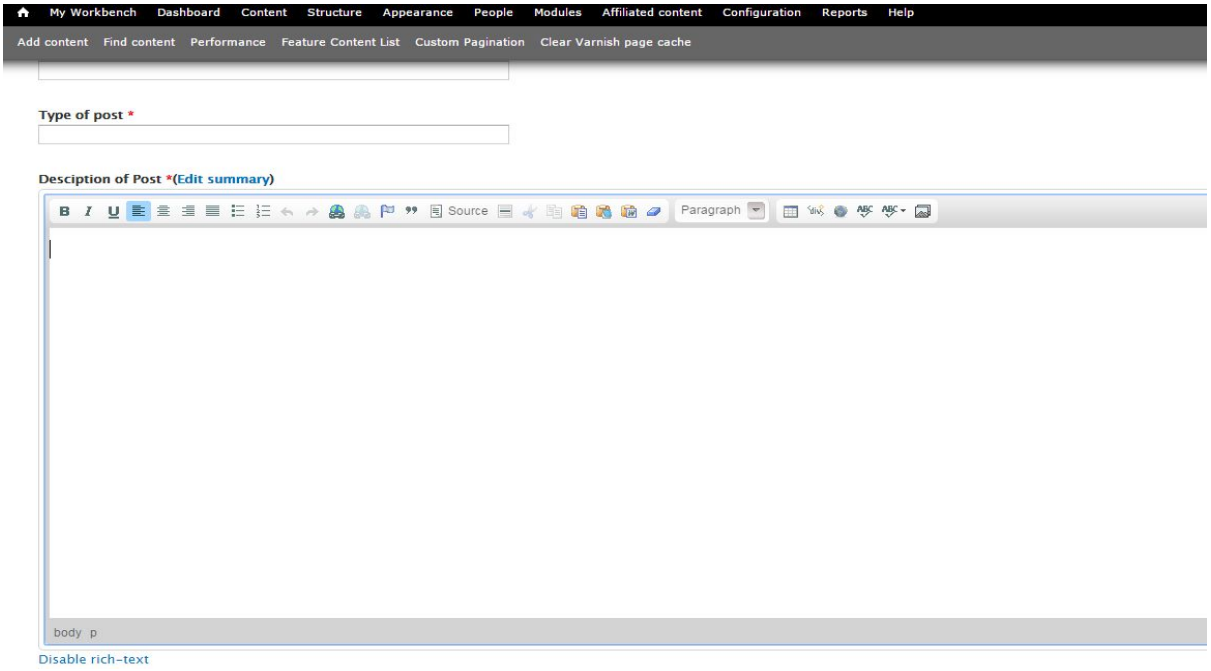
Enter the location for the vacancy in the **Location** field.

Enter the post type in the **Type of Post** field.

Enter the date for the **Application Deadline** field.

Enter the required text in the **Description of Post** Field. This content displays in the vacancies details page.

*The **Description of Post** Field is displayed as below*.



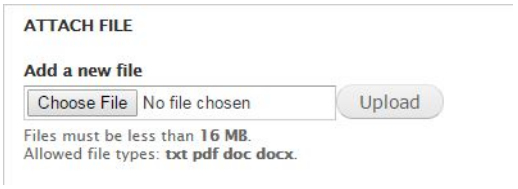

*Instructions for adding content in the body field is explained in detail in **Using the CK Editor** sector. Click here to view the CK Editor section.*

Disable the rich text if not required and select the Text format.

*The Field is displayed as below.*

Click the Choose File Button to select the required file to attach and select **Upload** in the **Attach file** field.

*The **Attach file** field is displayed as follows.*

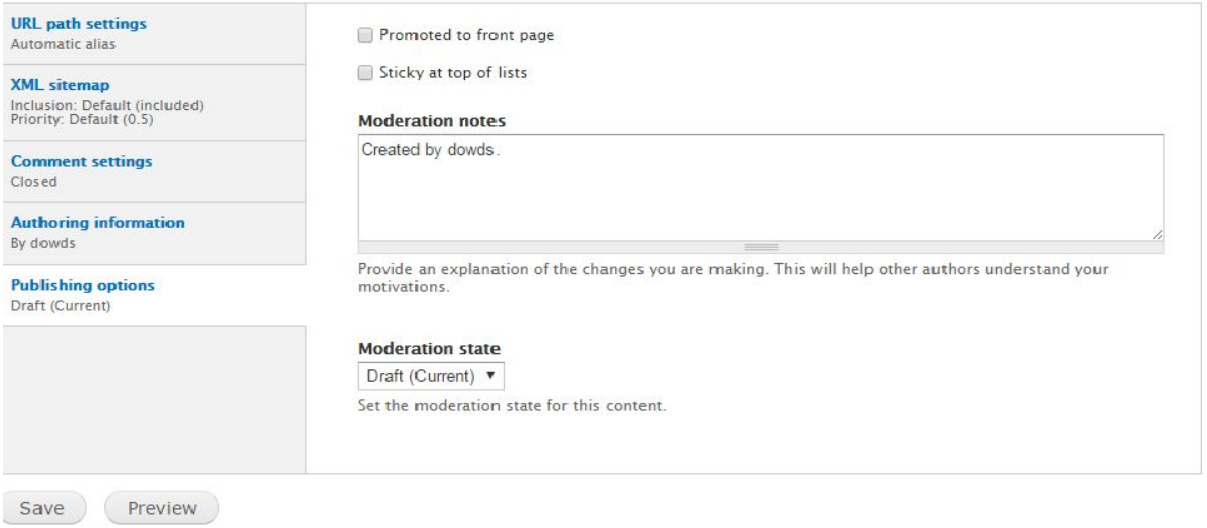



To add an External Link, enter the respective **Title** and **URL** in the **External Link** field.

*The Field is displayed as follows*.

In the **Publishing Options** field enter the required **Moderation Notes** and select the appropriate **Moderation state**.

*The **Publishing Options** field is displayed as follows*.



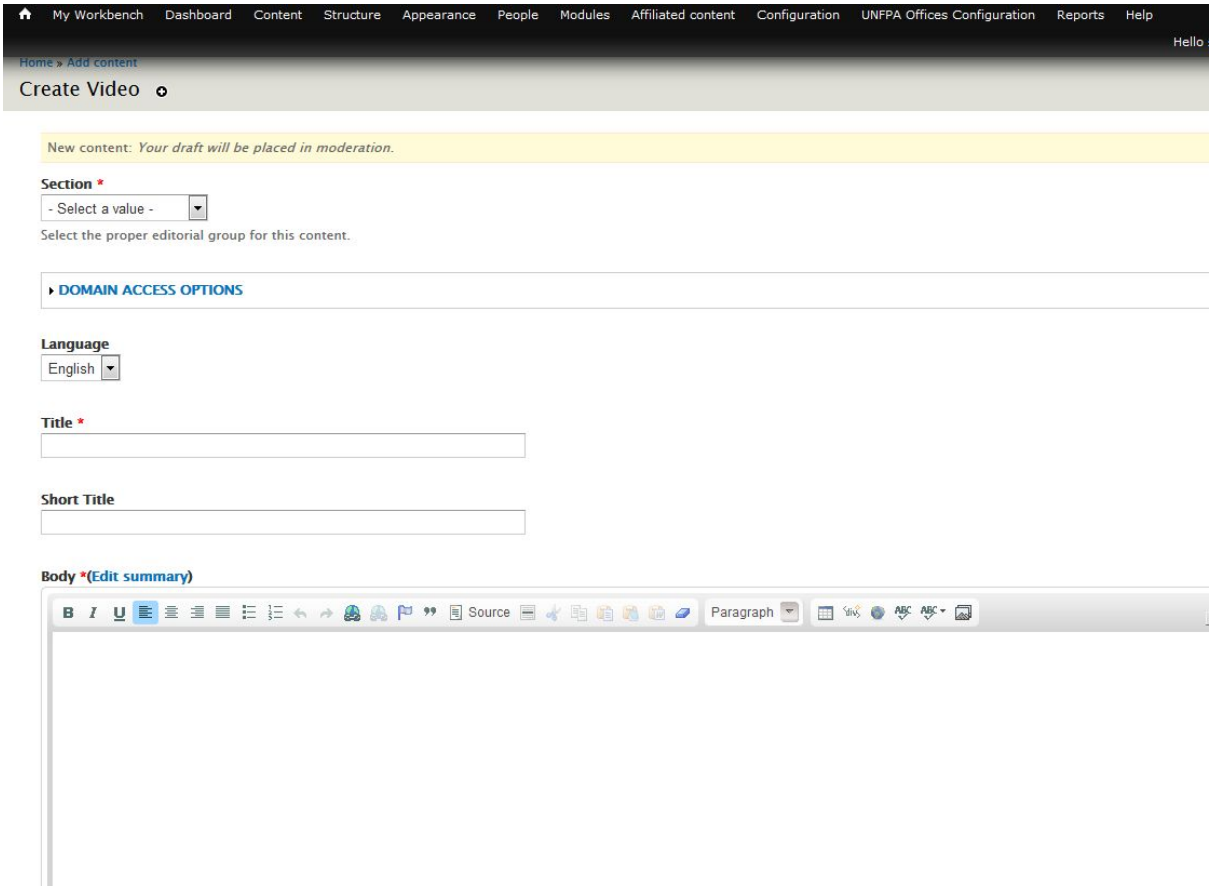

3. Click

to save the vacancy.

### *Adding Videos*

1. Click on the **Videos** link to add a video.

   *The Create Videos page is displayed*.




2. Enter the required details for the Create Videos page.

Select the appropriate editorial group in the **Section** field.

Select the required Language in the **Language** field.

Enter the Title and Short Title for the news in the **Title** and **Short Title** fields respectively. The **Short Title** is basically used when the Title is too long and will be displayed as the Title on the home page and related sections.

Enter the required text in the **Body** Field.

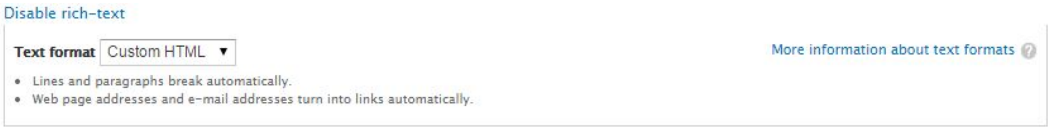
*Instructions for adding content in the body field is explained in detail in **Using the CK Editor** sector. Click here to view the CK Editor section.*

Click on the **Edit Summary** to add the required summary for the event.

*A new field for the entering the summary is displayed*.

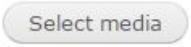
Disable the rich text if not required and select the Text format.

*The Field is displayed as below.*



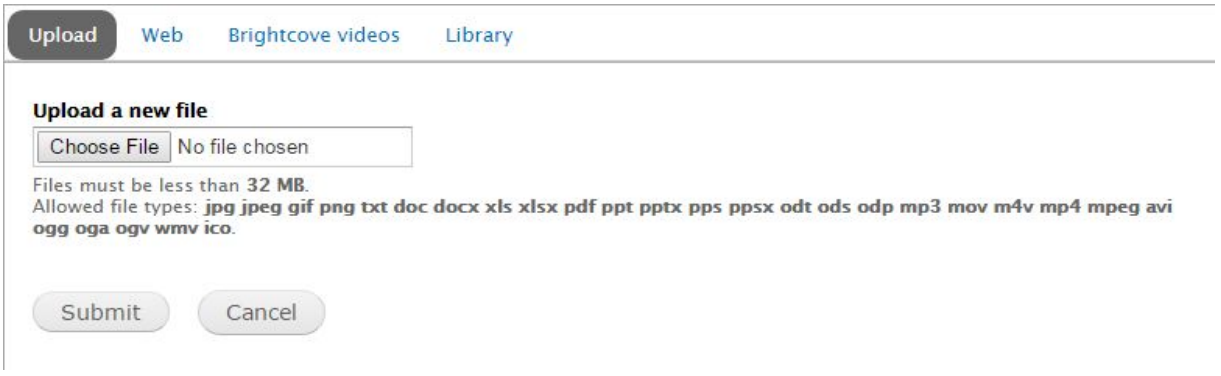

Click the Choose File Button to select the required image to display as the video thumbnail and select **Upload** in the **Video Thumbnail Image** field. Checkmark the Overwrite Thumb Image checkbox if you need to overwrite the image.

*The **Video Thumbnail Image** field is displayed as follows*.

To add a video, click on the 

in the **Video** field.

*A new page is displayed*.

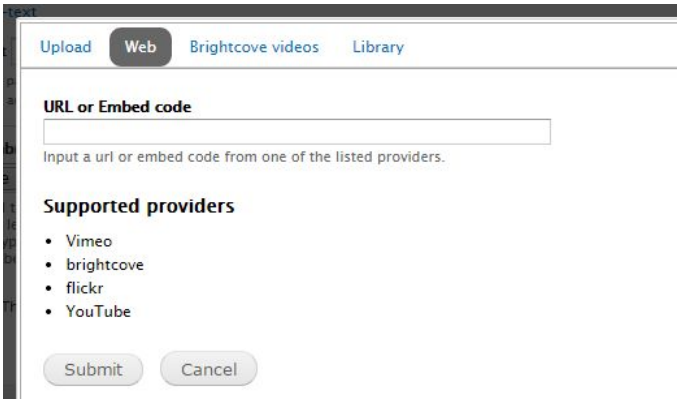



Use one of the **Upload**, **Web** or **Brightcove videos** media to add the video. **Library** will contain all the videos that have been uploaded.

1) Upload video by **Upload** media. After clicking on the

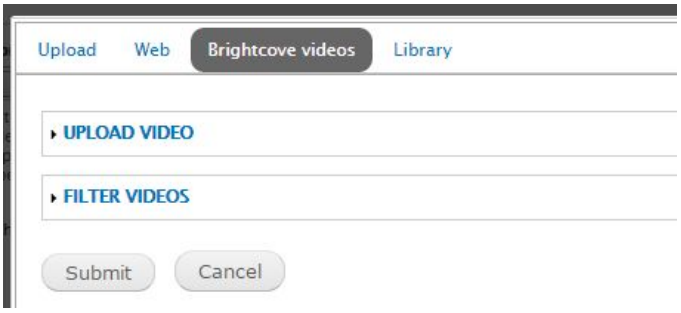
button, choose the video file to be uploaded and then select **Submit**.
2) Upload video by **Web** media. Input a URL or embed code from one of the listed providers.

   *The page is displayed as below*.




3) Upload the video by Brightcove videos media. Enter the applicable details.

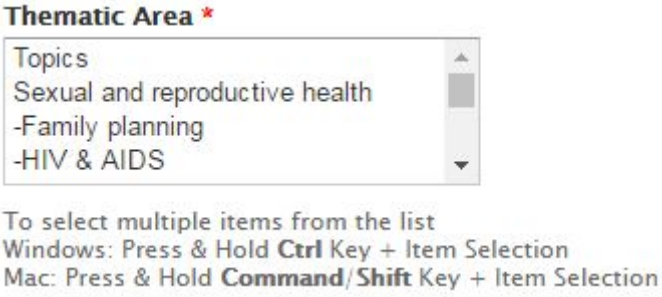
   *The page is displayed as below*.




Enter the date for the video in the **Video Date** field.

To categorize the videos to various topics, select one or multiple items from the **Thematic Area** dropdown list.

*The field is displayed as below*.

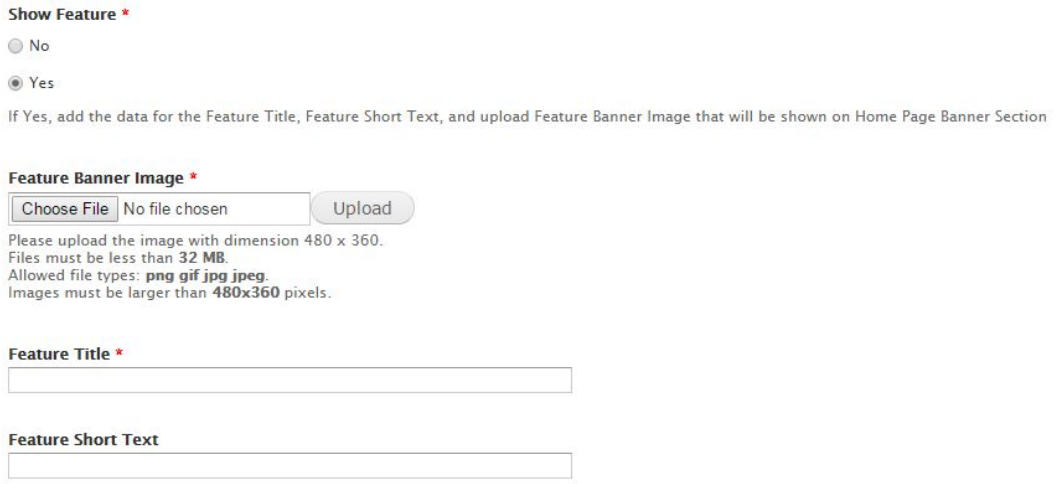


*The selection for **Windows**: Press & Hold **Ctrl** Key + Item Selection.*

*Selection for **Mac**: Press & Hold **Command**/**Shift** Key + Item Selection*

If you want to show the videos, add the data for the Feature Title, Feature Short Text and upload Feature Banner Image in the **Show Feature** field that will be shown on Home Page Banner Section.

*The additional fields are displayed as below*.

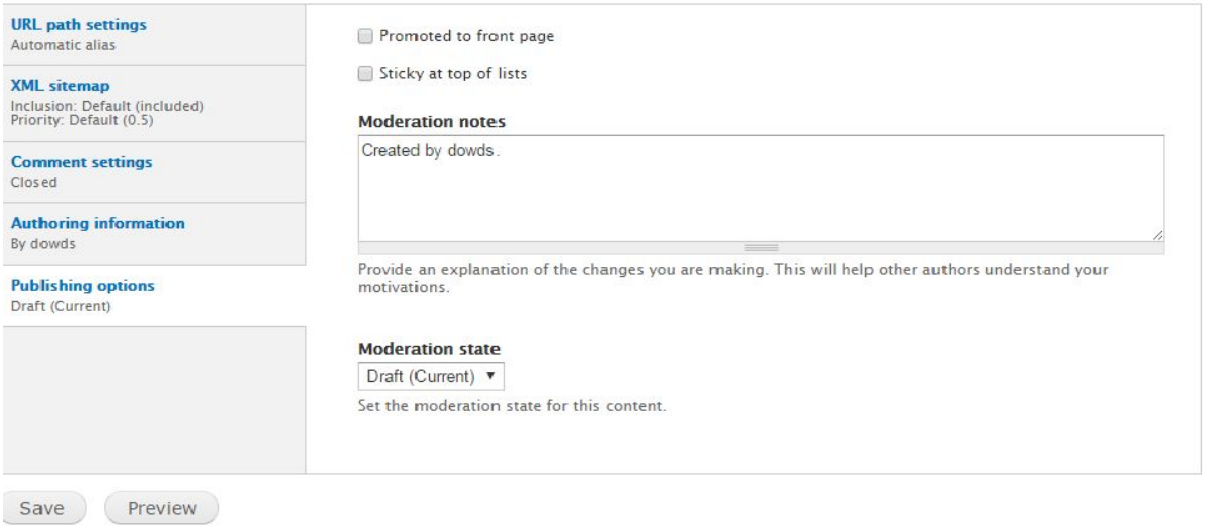



Enter the related tags for the videos in the **Related Tags** field. This will help to map this video to different types of videos of the same category.

If you want the video to display on the home page or not, select the required option in the **Publish on Home** field.

In the **Publishing Options** field enter the required **Moderation Notes** and select the appropriate **Moderation state**.

*The **Publishing Options** field is displayed as follows*.




Click

to save the video.

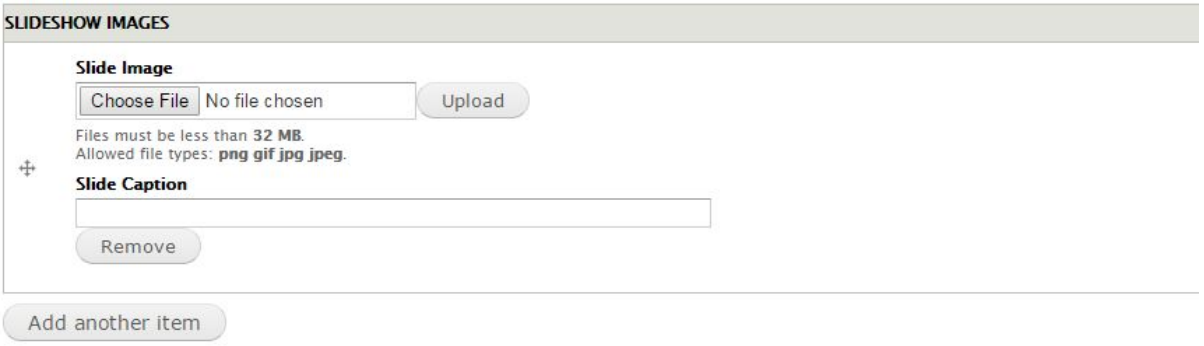
### *Adding Slideshows*

Click on the **Slideshows** link to add a slideshow in an article.

Enter the required details for the Create Videos page.

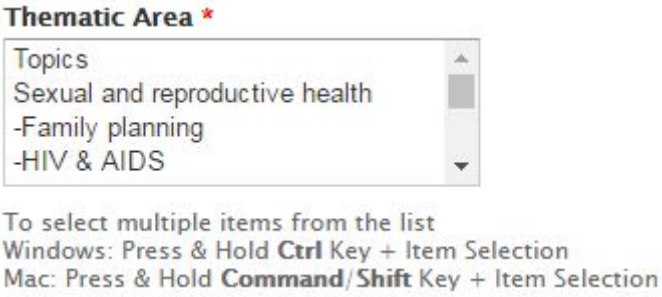
1. Enter the Title in the **Title** field and select the required Language in the **Language** field.
2. Enter the required text in the **Body** Field.
3. Upload the photos and corresponding caption. Select **add another item** to add more photos.

   *The slideshow images are displayed as below*.




To categorize the slideshow to various topics, select one or multiple items from the **Thematic Area** dropdown list.

*The field is displayed as below*.



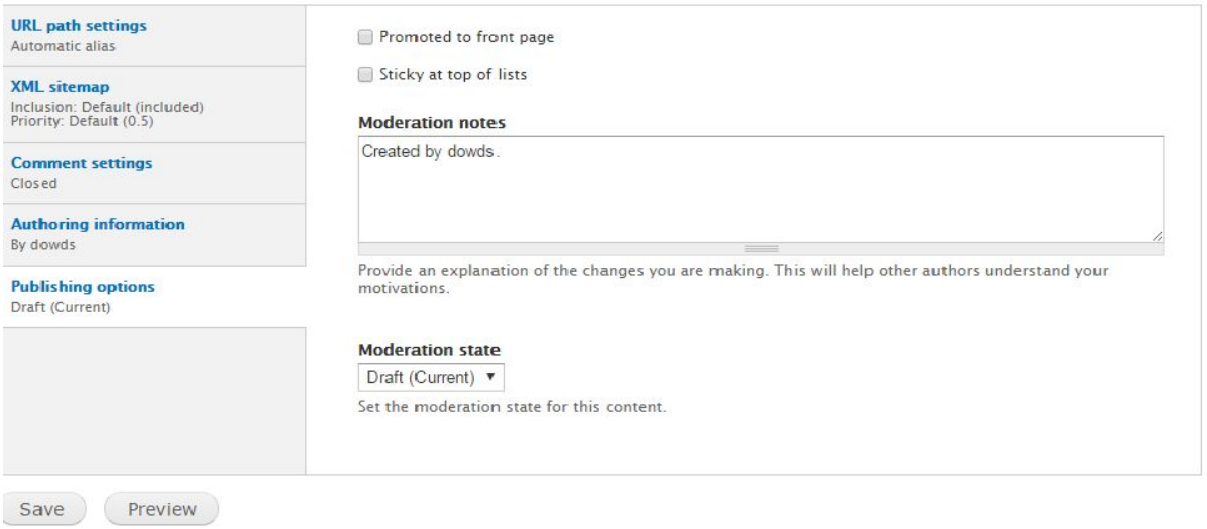

*The selection for **Windows**: Press & Hold **Ctrl** Key + Item Selection.*

*Selection for **Mac**: Press & Hold **Command**/**Shift** Key + Item Selection*

Enter the related tags for the slideshow in the **Related Tags** field. This will help to map this slideshow to different types of slideshows of the same category.

In the **Publishing Options** field enter the required **Moderation Notes** and select the appropriate **Moderation state**.

*The **Publishing Options** field is displayed as follows.*




Click

to save the slideshow.

## Viewing the Added Content

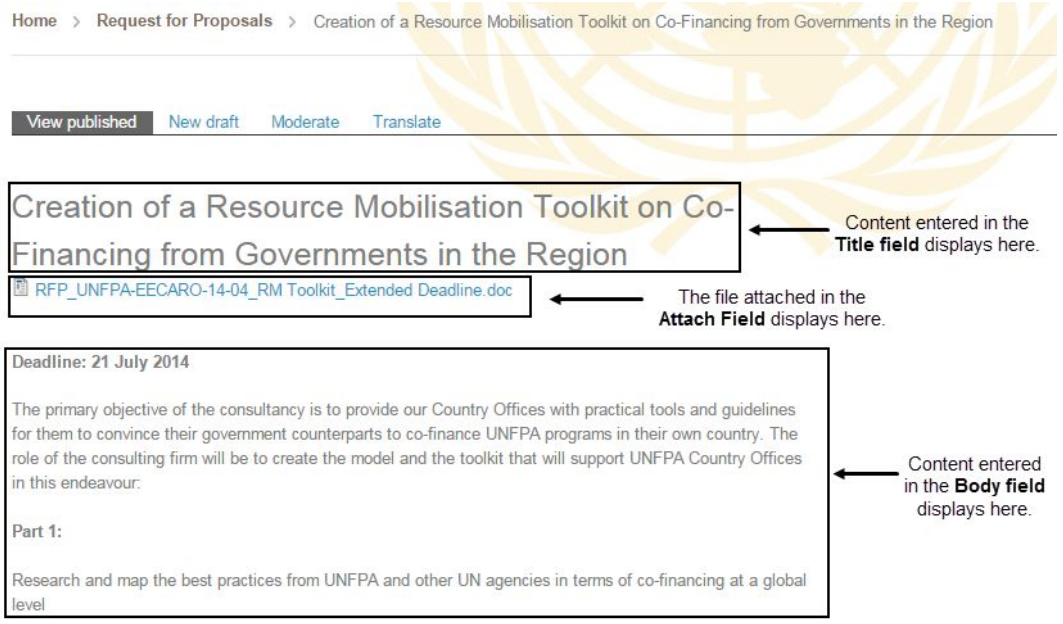
Now let us view the content that we have added using the **Add content** Tab.

### *Viewing Call for Submissions*

To view Call for Submissions, go to the **Request for Proposal** section on the home page.

1. Click on the required content to view it.
2. The fields used to create submissions are illustrated in the below image.

   *The selected content page is displayed as below*.

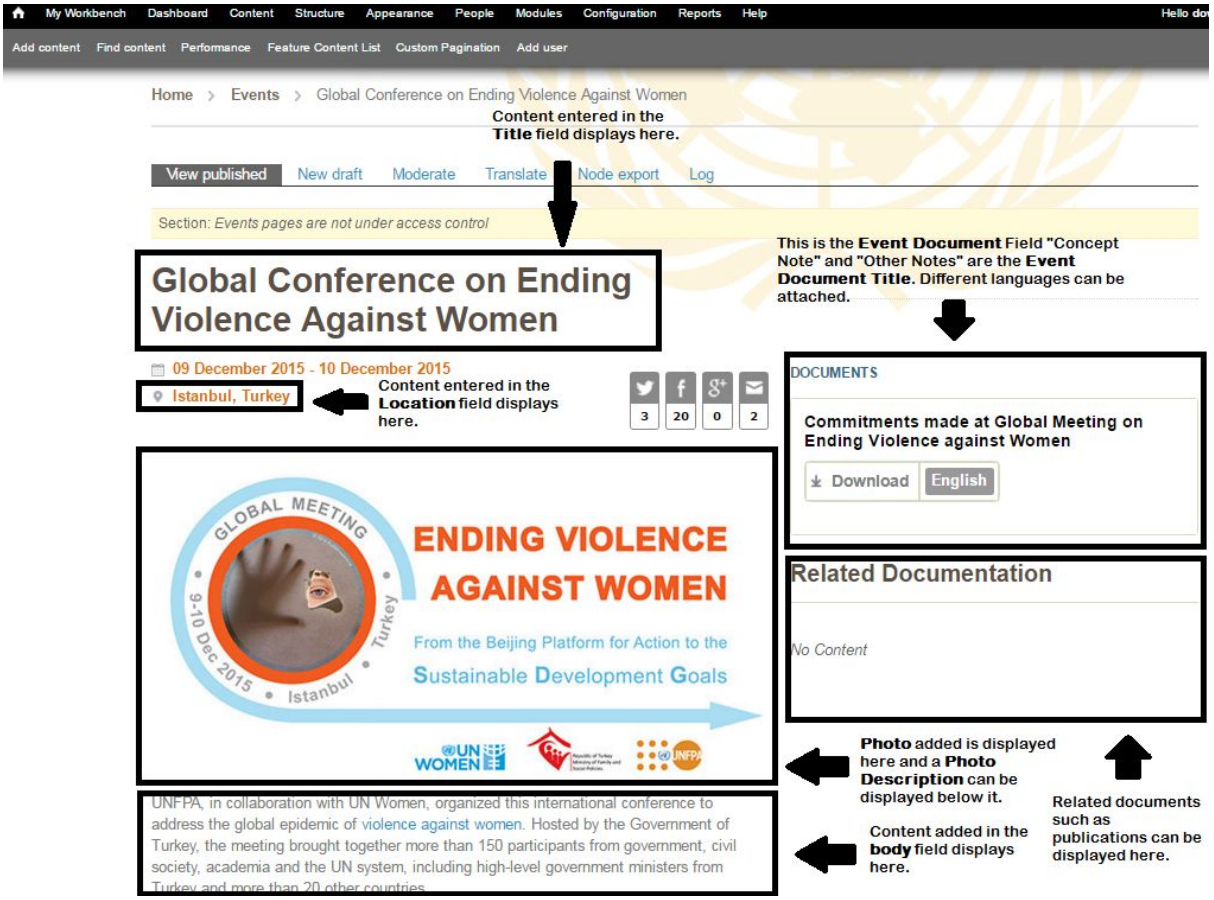


### *Viewing Events*

To view Events, go to the **Events** section on the home page. Only those events which are not expired will display in this section on the home page.

1. Click on the required content to view it.
2. The fields used to create the event are illustrated in the below image.

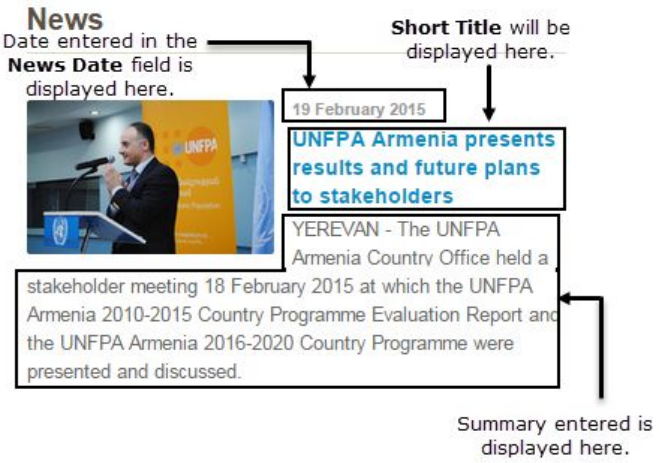
   *The selected content page may be displayed similar to the below*.



### *Viewing News*

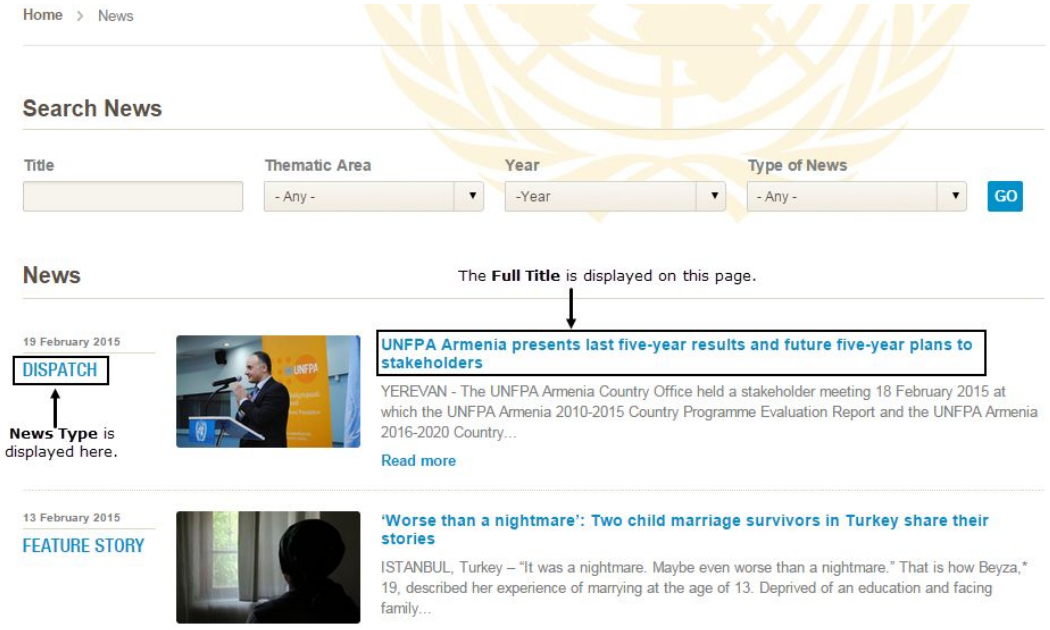
To view News, go to the **News** section on the home page.

*The news section is displayed on the home page as below*.




1. Click on the **News** section to view the news list.

   *The news page is displayed similar to the below*.



2. Click on the required news to view it.

3. The fields used to create the news are illustrated in the below image.

   *The selected content page is displayed similar to the below.*

### *Viewing Publications*

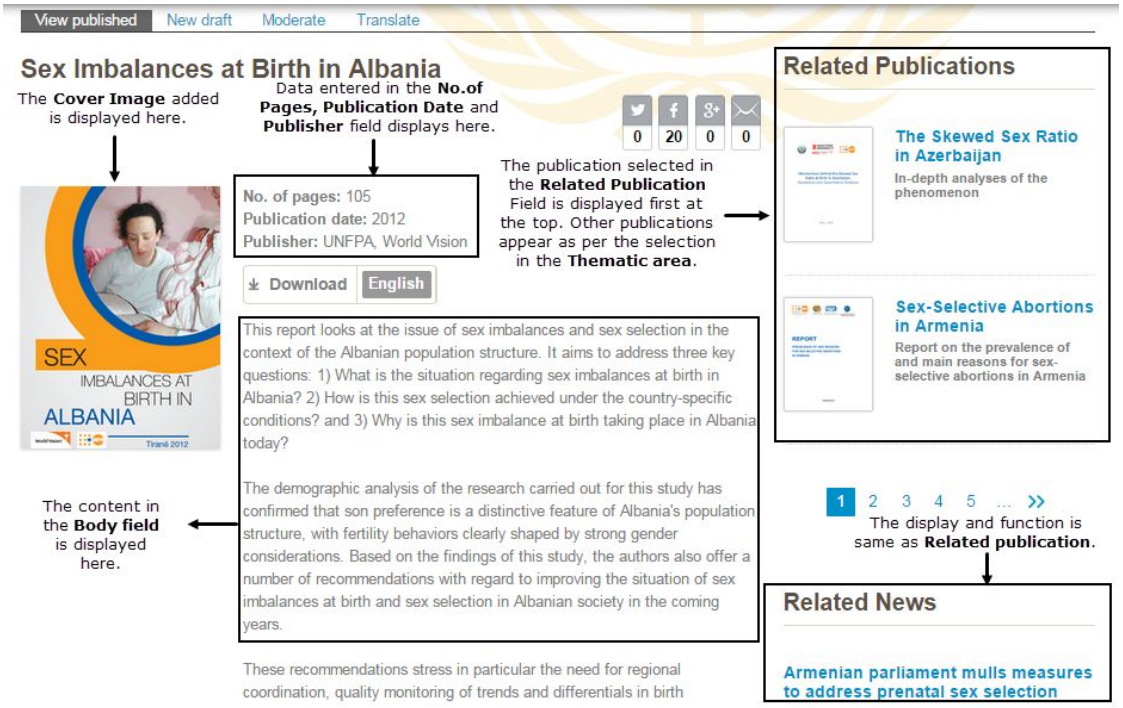
To view Publications, go to the **Publications** section on the home page.

1. Click on the **Publications** section to view the publications list.

   *The publications page is displayed as below*.

2. Click on the required publication to view it.
3. The fields used to create the publication are illustrated in the below image.

   *The selected content page is displayed as below.*




### *Viewing Vacancies*

To view Vacancies, go to the **Vacancies** section on the home page. Only the Vacancy titles are displayed on the home page.

1. Click on the **Vacancies** section to view the vacancies list.
2. Click on the required vacancy to view the details page.
3. The fields used to create the vacancies are illustrated in the below image.

   *The selected content page is displayed as below.*

### *Viewing Videos*

To view Videos, go to the **Videos** section on the home page.

1. Click on the required video to view the details page.

   *The selected content page is displayed as below.*

View published | New draft | Moderate | Translate

**Uploaded video** is displayed here.

ICPD Beyond 2014 and young people in Albania ← **Video Title** is displayed here.

**Body** Content is displayed here.

PUBLISHED ON: 03/03/2015 ← **Video Date** is displayed here.

RESPECT FOR HUMAN RIGHTS AND INDIVIDUAL RIGHTS IS THE BASIS FOR SUSTAINABLE DEVELOPMENT. THIS IS THE FOCUS OF THE ICPD BEYOND 2014 AND POST-2015 DEVELOPMENT AGENDA. IT IS TIME NOW TO GO FROM WORDS TO ACTION AND ENSURE THAT YOUNG PEOPLE AND MEMBERS OF ALL MARGINALISED GROUPS ARE INCLUDED, AND TO MAKE THEM THE FOCUS OF OUR WORK.

## Related Videos

If you had a chance to talk to a senior politician - what would

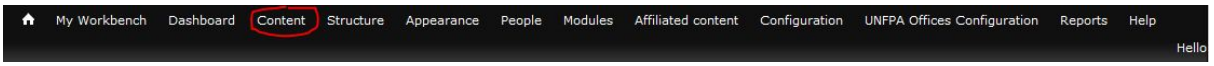
Prague Conference Opening Address

The Legacy of Cairo: Dr. Meri Khachikyan

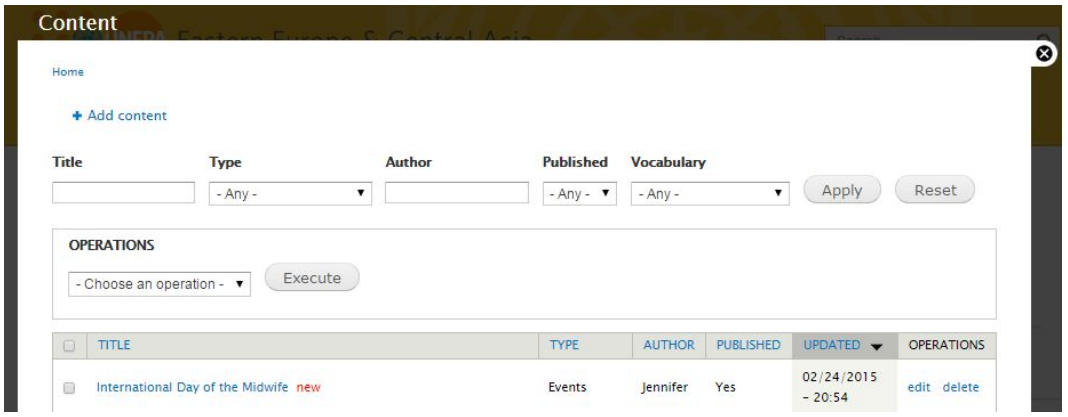
Addressing population ageing, low birth rates, social

## Finding Content

To find content, click on the **Content** tab in the Admin shortcut menu.



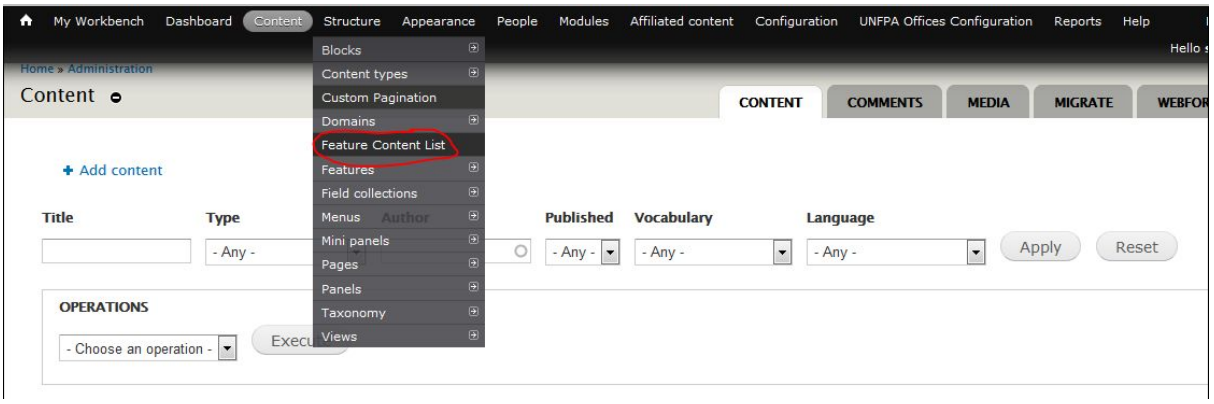

*The Content page is displayed below*.



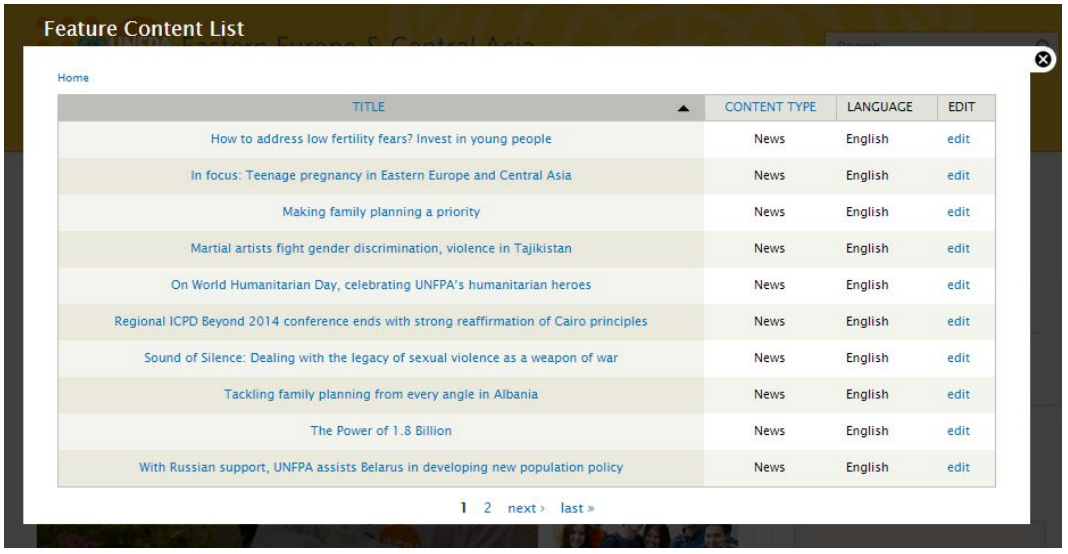

1. Enter the **Title** of the content you need to search.
2. Select the **Type** of content it belongs to. For e.g. Article, Basic page, News, Publications etc.
3. Enter the Author name in the **Author** field if known.
4. In the **Published** field, select the appropriate option as to whether the content has been published or not.
5. Select the **Vocabulary** if applicable.
6. Click the Apply button to start the search.
7. In the **Operations** field choose the desired option for the search result page displayed below. Click the **Execute** button for the selected actions to take place.
8. To edit or delete the required content, click on the **edit** and **delete** links in the **Operations** column in search result page.

## Accessing the Featured Content List

This is a featured list of contents which is separated for ease of access. These contents are considered highly important; hence a separate list has been created. During adding content, an option is available to feature the content. The content could be of any content type.

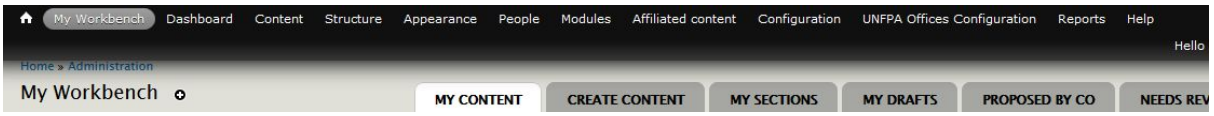



*The **Featured Content List** is displayed as below.*

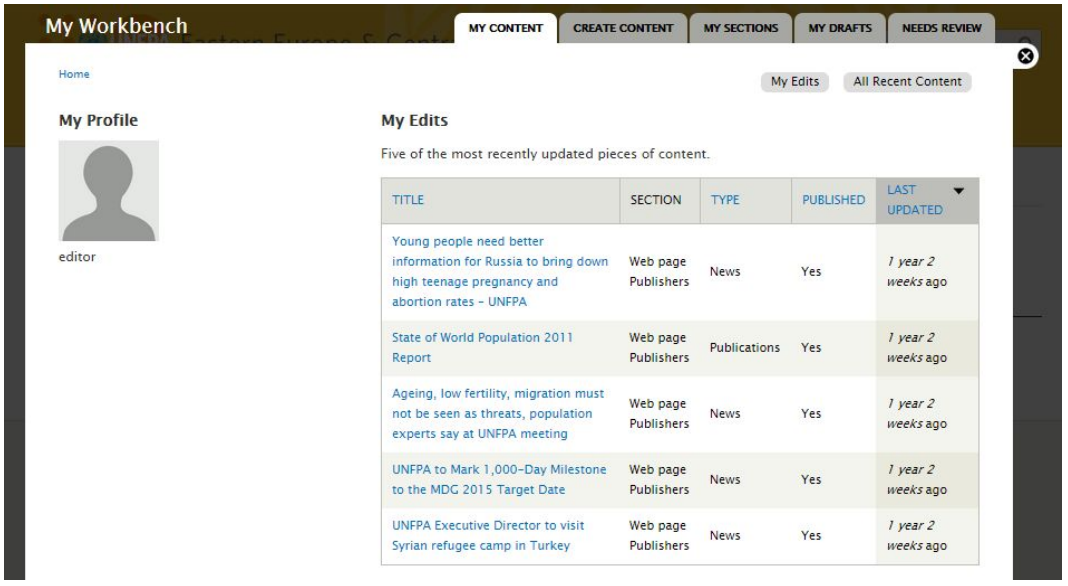


## Accessing My Workbench tab

To access the My Workbench tab, click on the My Workbench button in the admin menu.



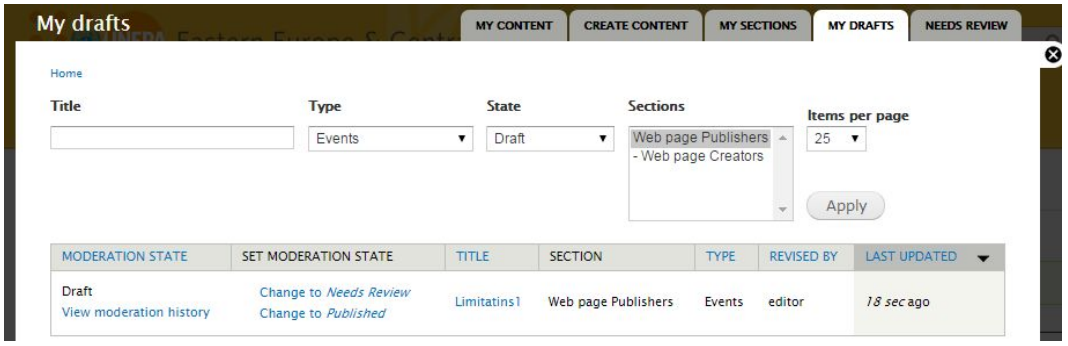

*The **My Content** tab is displayed as default.*




1. Click the My Edits and All Recent Content buttons to view the My Edits and All Recent Content page respectively.
2. Click on the **Create Content** tab to add content.

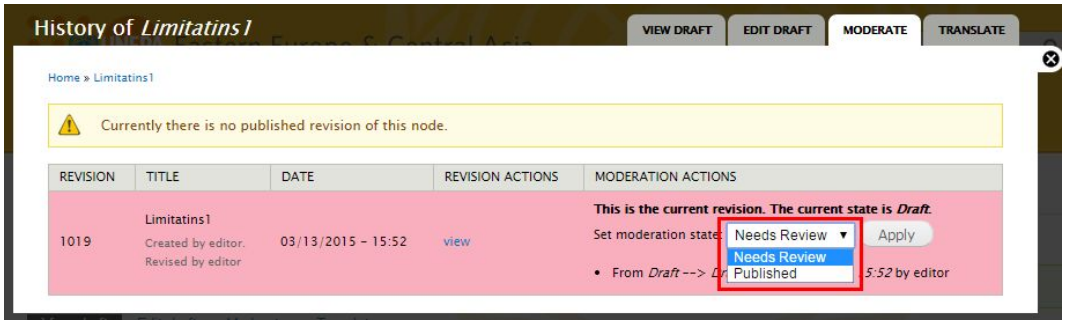
   This has been covered in the **Adding Content** section. Click here to access the **Adding Content** section.
3. Click on the **My Sections** tab to view the entire editorial groups you belong to.
4. Click on the **My Drafts** tab which displays a list of content you have created that is not published.

   *The **My Drafts** page is displayed as below.*



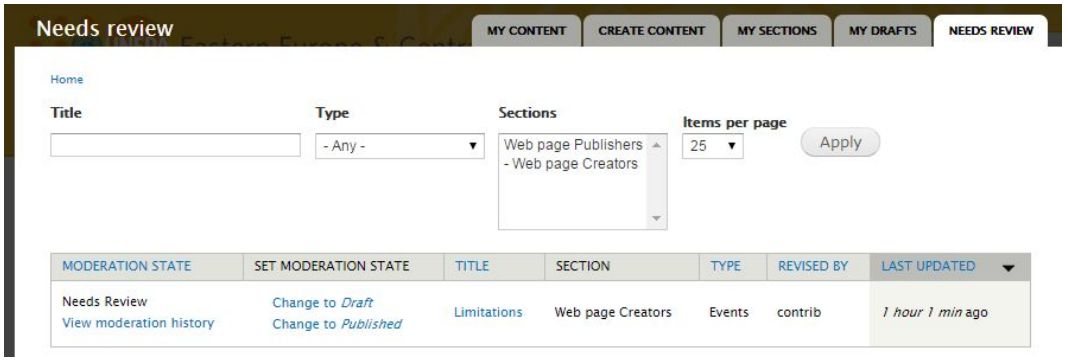

5. Select either **Change to Needs Review** or **Change to Published** link, if you wish to set the moderation state to review or directly publish the draft respectively.
6. For the **User** to view the Draft, click on the **Title** link. The User can change the moderation state after viewing the draft from the **Moderate** page.

   *The Moderate page is displayed as below*.




7. Click on the **Needs Review** tab which displays a list of content which you can moderate.

   *The **Needs Review** page is displayed as below.*

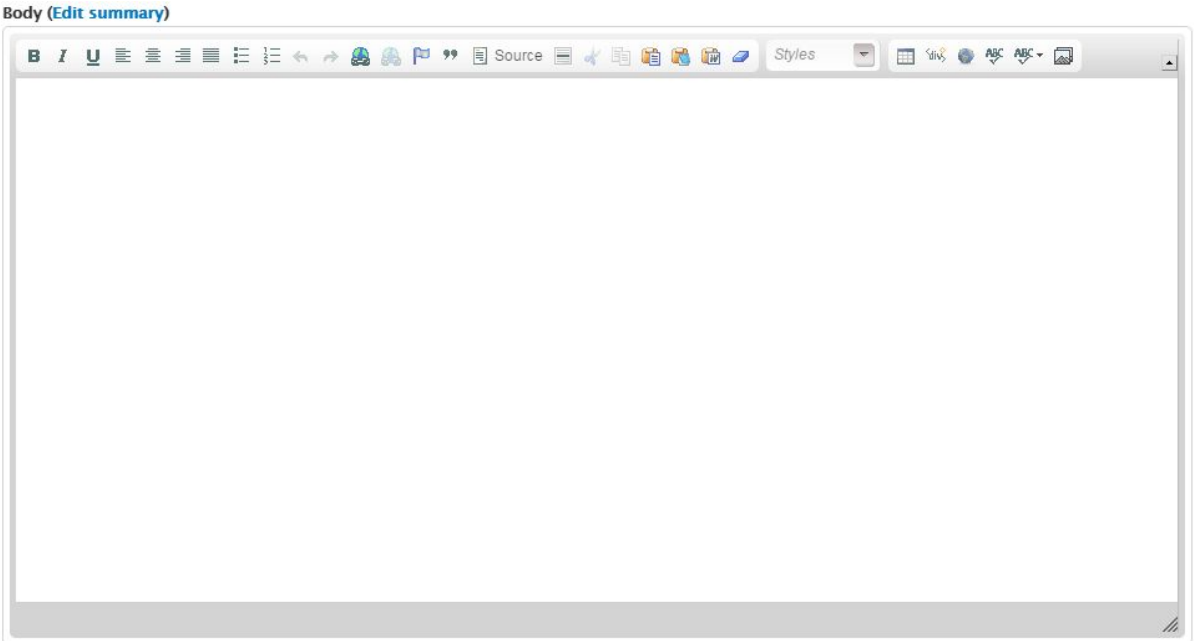



8. Select either **Change to Draft** or **Change to Published** link, if you wish to set the moderation state back to draft or directly publish it respectively.

## Using the CK Editor

The **CK Editor** is mainly used to enter and edit the body matter for the various content types.

*The **CK editor** is displayed similar to the below.*

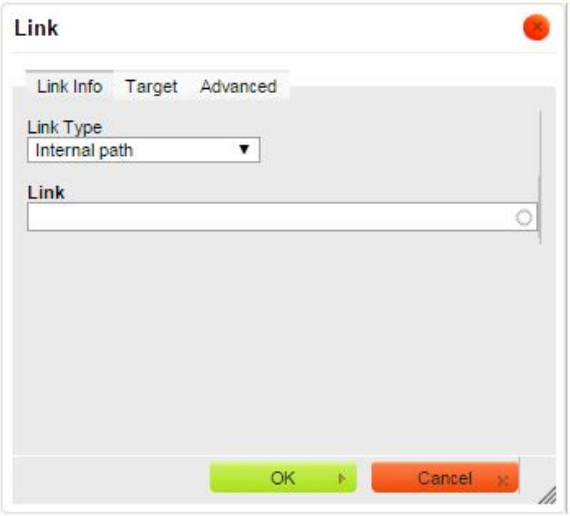



1. Using the formatting toolbar format the text as required.
2. The content can be made **Bold**, **Italics**, **Underlined**, **aligned** or **bulleted** using this toolbar.

3. Click on the buttons to **Undo** or **Redo** an action.

4. Click on the button to add a link in the content.

   *The link dialogue box opened is displayed below*.




5. Choose the required **Link Type** and enter the link in the **Link** field.

6. Click OK to save the created link.

7. Click on the button to add an anchor on the required content. Enter the desired anchor name and select **OK**.

   *The **Anchor Properties** dialogue box is displayed*.

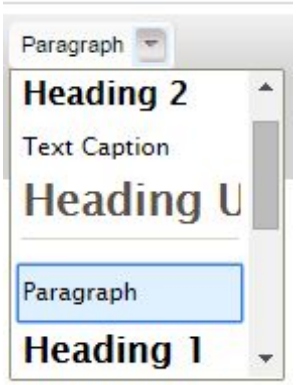
8. Select the text and then click on button to make the selected **Block Quote** appear in quotes on the content page.

9. Click on the button to add a Horizontal line in the content.

10. Click on the buttons to **paste**, **paste as text** or **paste from word** respectively in the contents page.

11. Also select the paragraph styles for the content.

*The **Paragraph** options are displayed as below.*




12. Click on the button to insert a table.

*The Table Properties dialogue box is displayed below.*

a. Fill in the details to create a table as per your requirement.

1) From the **Headers** field you can create three different table styles. Select the available header options.

*The **First Row** Header style table will be displayed as below.*

| Audit number | Check | Status | Approval |
|---|---|---|---|
| 12AS-234 | 2A | online | pending |
| 13AS-345 | 2A | online | approved |
| 14AS-351 | 3A | online | approved |

*The **First Column** Header style table will be displayed as below.*

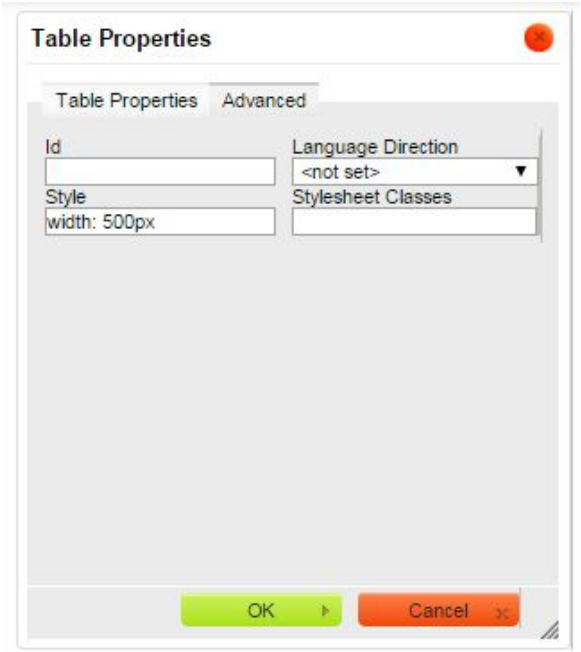
| Audit number | 12AS-234 | 13AS-345 | 14AS-351 |
|---|---|---|---|
| CHECK | 2A | 2A | 3A |
| STATUS | online | online | online |
| APPROVAL | pending | approved | approved |

*The **Both** (First row and first column) Header style will be displayed as below.*

| Audit number | Check | Status | Approval |
|---|---|---|---|
| 12AS-234 | 2A | online | pending |
| 13AS-345 | 2A | online | approved |
| 14AS-351 | 3A | online | approved |

b. To access the advanced settings for the table, click on the **Advanced** tab.

*The **Advanced** tab is displayed as below.*




c. Fill in the required details.

d. In the **Stylesheet Classes** field, you can apply **yellow** or **blue** colour shade to the table.

   1) For yellow colour shade enter **yellow-table** in the Stylesheet Classes field.

   4) For blue colour shade enter **blue-table** in the Stylesheet Classes field.

   *We have seen how the yellow table appears; the **blue table** is displayed below*.

| Audit number | 12AS-234 | 13AS-345 | 14AS-351 |
|---|---|---|---|
| CHECK | 2A | 2A | 3A |
| STATUS | online | online | online |
| APPROVAL | pending | approved | approved |

e. Click **OK** to save the modified changes.

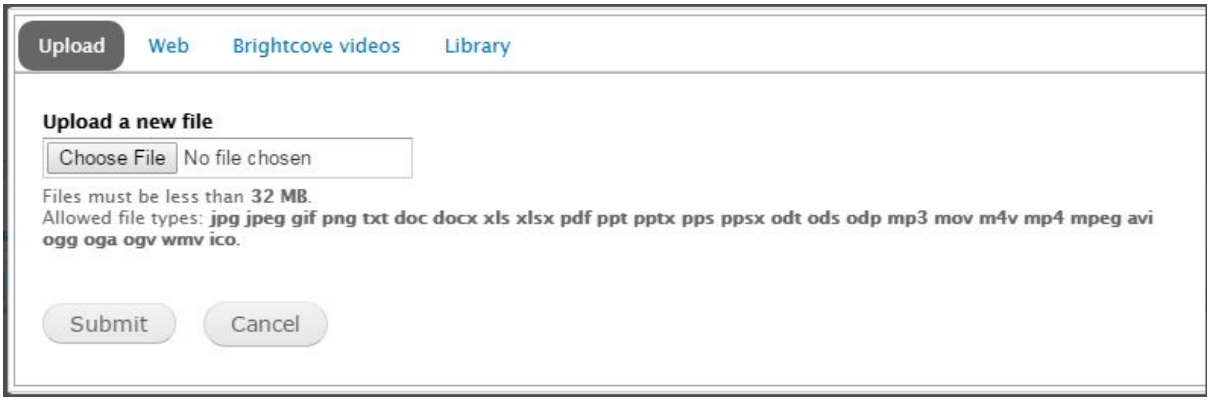
13. Enter the required details and click **OK** to save the changes.

14. Click on the button to create a **Div container**.

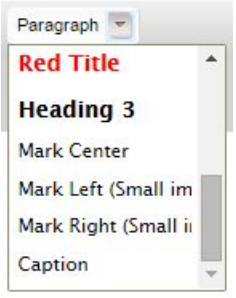
15. Click on the button to add an **IFrame**. Add the required details in the IFrame properties dialogue box.

16. Click on to add media (image, videos etc.) to the content.

    *The page to upload files is displayed below.*




17. To position the added media, click on Paragraph option and follow the below steps.




a. Select **Mark Center** to centre align the media with the text running around it.
b. Select **Mark Left (Small image)** to left align the media with the text running around it.
c. Select **Mark Right (Small image)** to right align the media with the text running around it.
d. Select the **Caption** style to make the required text an Image caption.

Let us look at how some of the added body content will look on the respective pages after being published.

In Ms. Banu's remote area, this process is known as a social autopsy, or verbal autopsy. First, Gulam Mostafa, a government official, sits with family members and caregivers to fill out a short questionnaire designed to help inspectors establish the likely cause of death.

The programme is having an impact. Mr. Mostafa says that in the four years he has performed social autopsies, he has never had to return to a village to address the same cause of death. © Nicolas Axelrod/Ruom for UNFPA

Once this has been determined, Mr. Mostafa organizes a community meeting to explain why the death happened, and how similar deaths can be prevented. Often the solution is as simple as asking community members to give birth in a health facility, under the care of a skilled birth attendant.

These meetings are also an opportunity to dispel misconceptions about health care, such as the widely held belief that health facilities are prohibitively expensive. In fact, maternal health care is often subsidized by the government and UNFPA.

**The Image style is Mark left.**

**The Caption style appears in this format.**

**Lasting impact**

These efforts are having a lasting impact.

"In the last four years, the situation has radically changed," Mr. Mostafa said. "In the past, almost all deliveries were conducted at home, and deaths were very