

APSN Website: Managing Content

To Start ...

- 1.) Login using your username and password.
- 2.) Hover over the **MANAGEMENT** dropdown menu and select either **Manage My Content** –or– **Add Content**.

Add content

Under the **Add content** option under the **MANAGEMENT** dropdown menu, you will be given several options to add: **Basic Page**, **Event** or a **Resource**. This section will describe what information should be posted under each option and directions specific to each option. Below you will find general guidelines for adding content.

- **Basic Page** adds a new webpage where you can post content like event summaries. They are similar to blog posts, where the content is what you would like to highlight. Example: [The Importance of International Safeguards](#)
- **Event** is just like it sounds. If you are hosting or know about a new event (i.e. workshop, seminar, course, brownbag, conference, etc.) which is relevant to those viewing the page, post that here. Example: [5th Plenary Meeting](#)
 - The following entries are required: Event Title, Dates, Description, City, Type of Event.
 - To add an additional city, click:
 - Select the type of event from the dropdown menu.
- **Resource** should be used to add word documents, pdfs, PowerPoints, etc. of information which can be used as a resource. If you choose to add a resource the website requires you to upload a document (i.e. pdf, etc.) to accompany it. If you have no document to attach, add a Basic Page instead. Example: [APSN Network Survey: Report of Findings](#)
 - When adding a resource, you can only paste or type text into the text box. This should be a summary or description of the resource.
 - You can tag events when you add a resource by typing an event name into **Related Events**. The name you type must match an existing event. Resources can also be attached to the event post itself, but must be added by the original user who posted it or by an administrator/editor.

General Directions





Title

- Add a descriptive title.
- Note: the title and all other sections marked with a red * are required.

Summary

- To add a summary click **Edit summary**.
- **This section is not required, but helpful for longer submissions.**
- **Important:** If you choose not to insert a summary. The first few lines of the **Body** will be highlighted as a preview before someone clicks to view the entire document.

Body

- Include the majority of the text in the **Body** portion.
- You can write your text in a word document and then paste in the box.
 - If you would like to maintain the same formatting (i.e. font) as your word document, copy and then click the following icon: 
 - If you would like to paste unformatted text, copy and then click this icon to paste: 
- You can add **photos** to the **Body** by clicking the *add media* icon on the toolbar: 
 - By default, photos are inserted at the beginning of the **Body**. To move simply highlight and copy/paste to the location you would like the photo.
 - Make sure there is **text before the first photo** in the **Body**; otherwise it will not format correctly.
- To add a **hyperlink**, either paste the link into the **Body** of the post — OR — highlight the text you would like to hyperlink and click the icon  and paste or type the link into the “Link URL” then click **Insert**.

Attachments

- Attachments will not show up in the **Body** of the post, but as links at the bottom of the post.
- **Add a new file**
 - Choose the file you would like to upload.
 - This section is **NOT** required.
- **Image(s)**
 - Choose the file you would like to upload.
 - This section is **NOT** required.
- **Note:** **Basic Page** and **Resource** do not allow you to add images as attachments. You can attach images as part of an **Event**.

Type of Resource

- Choose the definition which most accurately describes your post.
- This section is **required**.
- Types of Resources
 - A **Web Page** or website is a web document located on the internet. (i.e. <http://www.iaea.org/> or <http://www.apsn-safeguards.org/>)
 - A **Publication** is an item that has been published for the general public, especially in printed or digital form. These can include, but are not limited to: journal articles, newspaper articles, magazines, books, handbooks, manuals, technical documents, pamphlets etc.)
 - **Training Materials** are any items used by instructors, facilitators, and students in a training environment. These include, but are not limited to: directions, guidance, manuals, handbooks, etc.
 - **Other** resources can include any item not described by the previous descriptions. Some examples include, but are not limited to information typed in the text box, letters, etc.

Tags

- Type the tags which best describe your post.
- Select the word from the dropdown menu once you type the first letter.
- Separate each tag with a comma (i.e. “safeguards, security, safety”)

Having trouble posting something? Need help editing a post? Have questions?

Please contact **Oksana Elkhamri** at Oksana.Elkhamri@pnnl.gov.