How to add a resource in the GESS library – A quick introduction
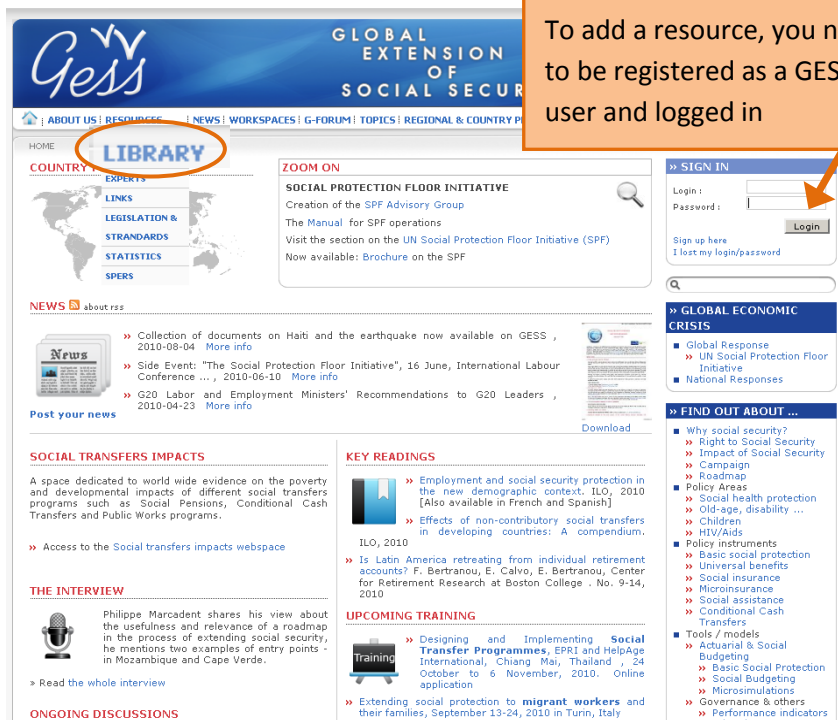
STEP 1

Click on *Library* in the *Resources* menu on the GESS homepage (www.socialsecurityextension.org).

To add a resource, you need to be registered as a GESS user and logged in

STEP 2

On the *Library* page, click on *Add a resource* in the interactive menu on the right side of the page.

More questions? Email us at gess@ilo.org

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STEP 3

On the *Propose a resource* page, fill in all the fields, as specified in the blue information icons. Compulsory fields are marked with a red asterisk.

Click on *Browse* in the *Upload resource* field to find and upload your file.

For advanced use, click on *Source* and enter the HTML code directly.

If possible, please add **Spanish** and/or **French translations** by clicking on *Body ES* and *Body FR* (optional).

For more information, consult the GESS **User's Guide**

If possible, please provide a summary of the publication in the Content Editor

Please DO NOT COPY AND PASTE FROM A WORD DOCUMENT.

First copy the text into a Notepad document and then paste into the content editor to avoid formatting changes.

Basic commands for text editing are available in the top menu.

Then click **Submit**.

Your resource will be validated by an administrator within 3-5 days and will then be available in the GESS library.

DID YOU KNOW?

GESS has blue information icons to help users with sections like the Add News page. Simply place your mouse over the icons for help on how to fill in or what to select in the fields.

PLEASE NOTE: you will be automatically logged off after a certain time. To avoid loosing text, write the news item text in Notepad before inserting it in the content editor.

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