STEP 1

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

STEP 2

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

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

More questions? Email us at **gess@ilo.org**

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**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.