



GUIDELINES for TaxEdu content management:

NEWS section Mini-Guideline



TABLE OF CONTENTS

GUIDELINES FOR TAXEDU CONTENT MANAGEMENT:	1
1. NEWS SECTION MINI-GUIDELINE	3
1.1 TAXEDU EDITOR ROLE	3
1.2 TAXEDU EDITOR MENU	3
1.3 ADD AN ENGLISH NEWS ARTICLE IN NEWS SECTION.	4
1.4 EDIT AND DELETE NEWS ARTICLES.....	5
1.5 ADD NEWS IN LOCAL LANGUAGE (MULTI-LANGUAGE NEWS).....	7
1.6 VIEW NEWS ARTICLES IN TRANSLATED LANGUAGES.....	8



1. NEWS section Mini-Guideline

1.1 Taxedu Editor role

The **Taxedu Editor** is a special role that is granted only to a restricted number of users (TAXEDU promoters from National authorities) who will have editorial rights. It is granted directly by **DG TAXUD**.

Taxedu Editor is an administration user that can:

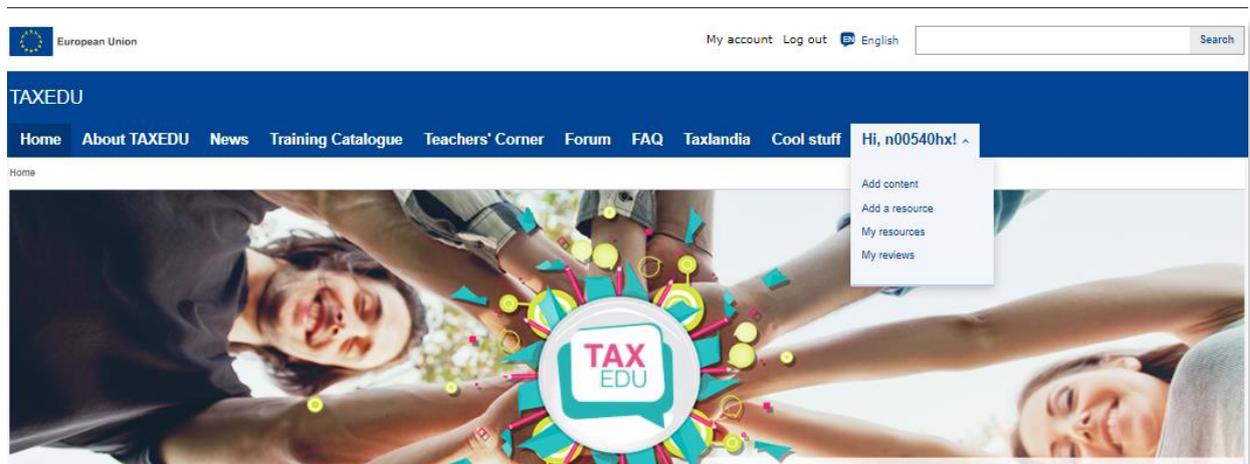
- **perform** the same activities as the Teacher
- **approve** the resources posted by the teachers and publish them in “Training Catalogue” section on the Portal
- **approve** the resources posted by the teachers and publish them in “Teacher's Corner” section on the Portal
- **post content** in: News and Events, Training Catalogue and Teacher's Corner.
- **create** new topics on the forum.

1.2 Taxedu Editor menu

As mentioned above, the **Taxedu Editor** publishes content in different sections and moderate content proposed by Teachers.

The “My reviews” menu element grants access to interface to manage Teachers’ content.

The “Add content” menu element grants access to the interface to publish content in all the allowed sections.



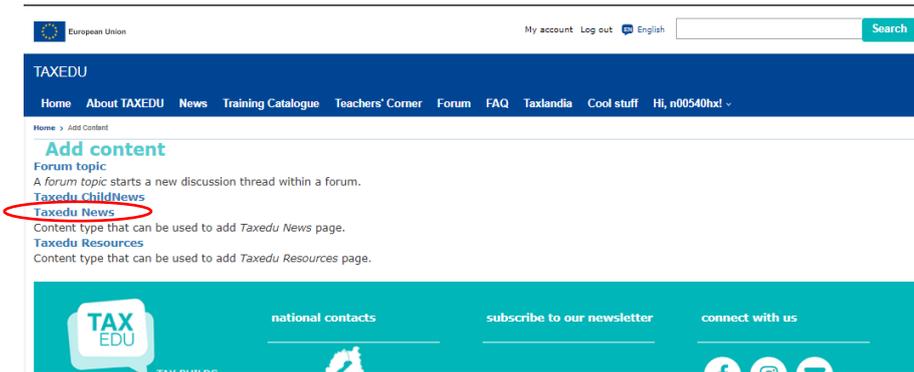


1.3 Add an English NEWS article in News section.

Taxedu Editor can add **NEWS** articles in English.

Step 1: From the Taxedu editor menu select “**Add content**”

Step 2: Press “**Taxedu News**”.



Step 3: In the opened form fill in the fields as follows:

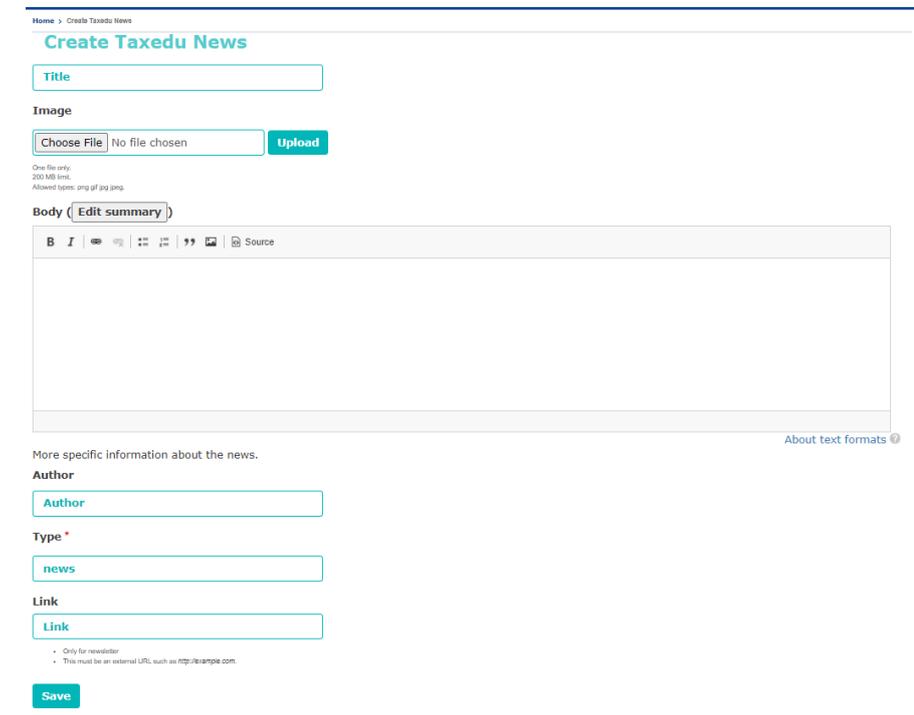


Figure - News and event item creation

Content

- **Title** – Type in the **NEWS** article title;



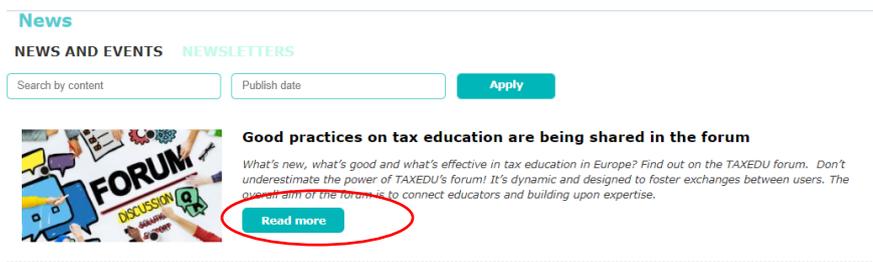
- **Image** - Upload an image for the **NEWS** article. This image will be used for the **NEWS** article preview;
- **Body** – Type here the **NEWS** article body;
- **Author** – Type the name of the Author;
- **Type** – Select between **news** or **newsletter**;
- **Link** - It is used only when the field **Type** is **newsletter**. It contains an URL which points to an external document stored on the WEB containing the newsletter.

Step 4: Press the “Save” button.

1.4 Edit and Delete NEWS articles.

Taxedu Editor can **Edit** and **Delete NEWS** articles

Step 1: From the **News** page in section **NEWS AND EVENTS** select **Read more** from an article.



Step 2: Select the **Edit** link from the top of page





Step 3: In the opened form you can modify the **NEWS** article.

TAXEDU

Home About TAXEDU News Training Catalogue Teachers' Corner Forum FAQ Taxlandia Cool stuff Hi, n00540hx!

Home > News > Edit: Taxedu News Good Practices On Tax Education Are Being Shared In The Forum

Edit Taxedu News Good practices on tax education are being shared in the forum

VIEW EDIT DELETE

Good practices on tax education are being shared in the

Image

Summary (Hide summary)

eg>=What's new, what's good and what's effective in tax education in Europe? Find out on the TAXEDU forum. Don't underestimate the power of TAXEDU's forum! It's dynamic and designed to foster exchanges between users. The overall aim of the forum is to connect educators and building upon expertise. Leave blank to use trimmed value of full text as the summary.

Body

What's new, what's good and what's effective in tax education in Europe? Find out on the TAXEDU forum.

Don't underestimate the power of TAXEDU's [forum](#)! It's dynamic and designed to foster exchanges between users. The overall aim of the forum is to connect educators and building upon expertise.

Check out some of the topics and issues currently being discussed in the forum.

From tax education to financial literacy in Bulgaria
Thanks to specially designed lessons incorporated into the regular curriculum, 70 000 Bulgarian students have been learning about tax education during these past years. Worth noting is that the reported satisfaction rate surpassed 90 %!

Encouraged by these very positive results, Bulgaria took tax education to the next level by incorporating it to its official Financial Education curriculum.

Step 4: Press **Save** at the bottom of the form to save the changes

Step 5: Press **Delete** at the bottom of the form to delete it.

What's more, the Tax Administration has become a member of the Operational Working Group and is successfully promoting the TAXEDU portal among children and young people.

Want to continue the discussion about this Croatian practice? Post a comment in the forum

About text formats

More specific information about the news.

Author

Editorial Team

Type *

news

Link

Link

* Only for newsletter
* This must be an external URL, such as <http://example.com>.

Revision information Create new revision

No revision

Save Delete

Important Note.

The **Add "News"** article function is strongly recommended only for adding News in English language. The Portal allows you to add the title and the content of the News in a local language, but we are discouraging this because that content will be visible on the NEWS page for all the users without regard to the current language.



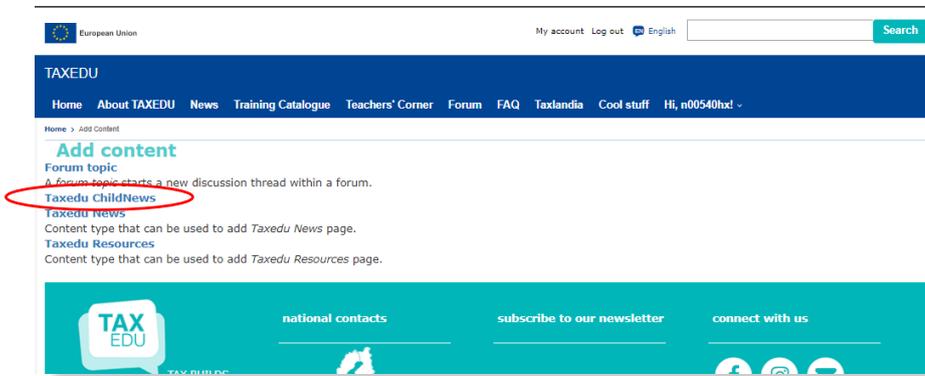
In order to add translated NEWS in a local language you can use the function “Add Child News” explained bellow.

1.5 Add NEWS in local language (Multi-language NEWS).

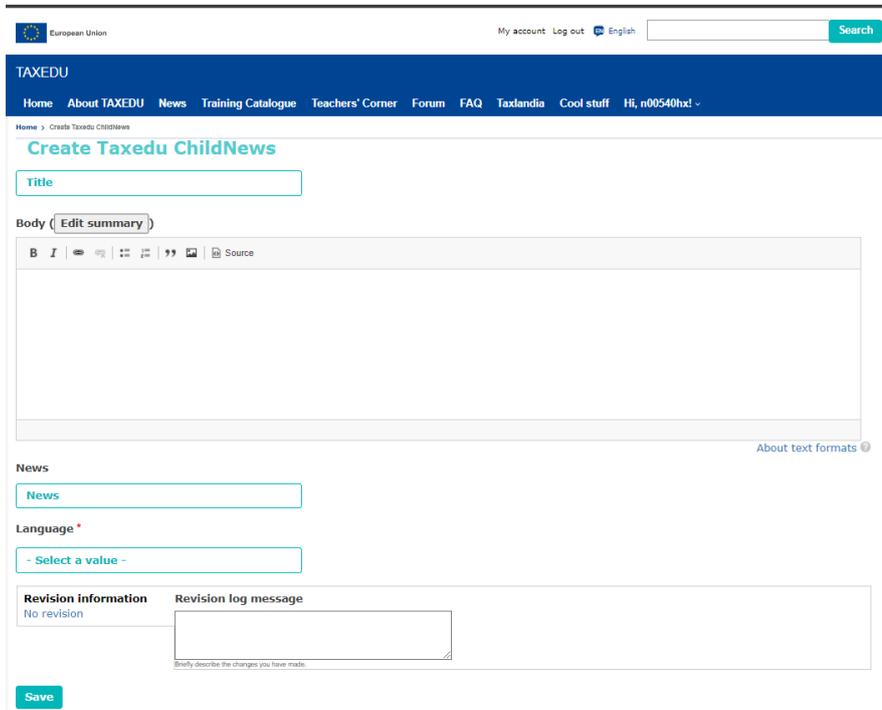
This feature is available only when a **NEWS** article in English language already exists.

Step 1: From the Taxedu editor menu select “Add content”

Step 2: Press “Taxedu ChildNews”.



Step 3: In the opened form fill in the fields as follows:



Title – Edit the title of the **NEWS** article in the local language



Body – Enter the **NEWS** article content in the local language

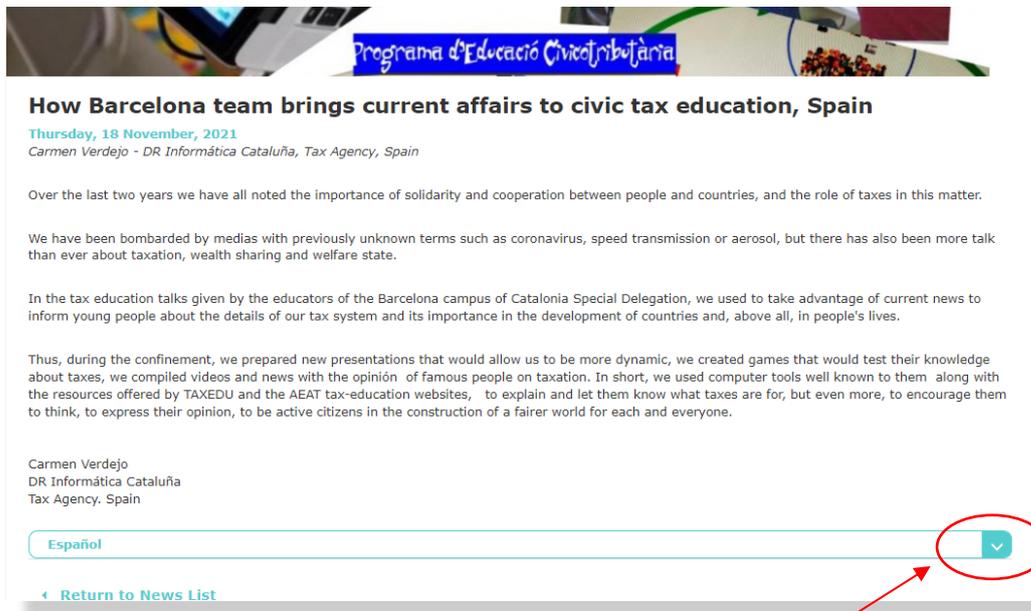
News – Select the title of the **NEWS** article in English

Language – Select the language of this **NEWS** article

Step 4: Press the “**Save**” button to finish.

1.6 View NEWS articles in translated languages.

NEWS articles that have been translated in local languages can be seen in the **NEWS** page. The **NEWS** articles in the local language are visible under the content of the English **NEWS** article as shown in the image below:



Click the arrow for the corresponding language to see the **NEWS** article in that language:

