



## **GUIDELINES for TaxEdu content management:**

### **NEWS section Mini-Guideline**



## TABLE OF CONTENTS

<b>GUIDELINES FOR TAXEDU CONTENT MANAGEMENT:</b> .....	<b>1</b>
<b>1. NEWS SECTION MINI-GUIDELINE</b> .....	<b>3</b>
1.1 TAXEDU EDITOR ROLE.....	3
1.2 TAXEDU EDITOR MENU .....	3
1.3 ADD AN ENGLISH NEWS ARTICLE IN NEWS SECTION. ....	3
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:

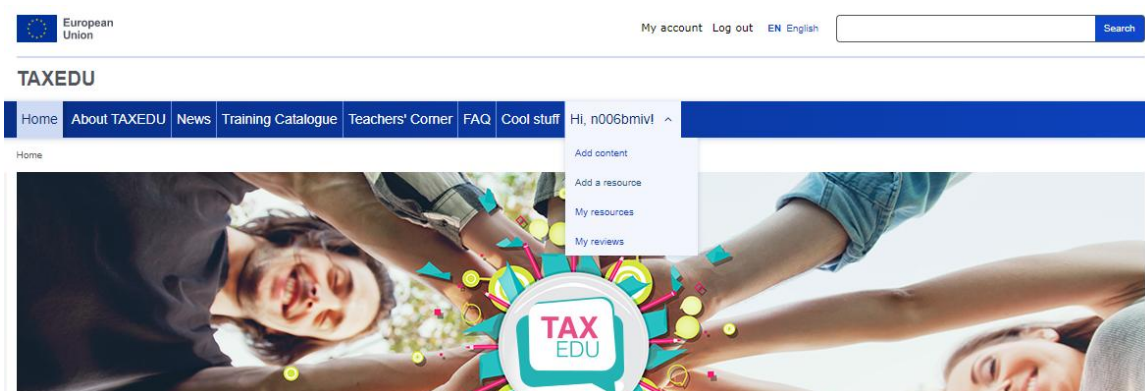
- **perform** the same activities as the Teacher
- **approve** the resources posted by the teachers and publish them in “Training Catalogue” section on the Portal
- **approve** the resources posted by the teachers and publish them in “Teacher's Corner” section on the Portal
- **post content** in: News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

### 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:

The screenshot shows the 'Create Taxedu News' form. The form has a white background with a blue header. The title 'Create Taxedu News' is in blue. Below the title, there is a 'Title' field. Under 'Image', there is a 'Choose File' button, a 'No file chosen' text, and an 'Upload' button. Below the image field, there is a note: 'One file only. 200 MB limit. Allowed types: png gif jpg jpeg.' The 'Body' field has an 'Edit summary' button and a rich text editor with various formatting options. Below the body field, there is a link to 'About text formats'. The form also includes fields for 'Author', 'Type' (with a dropdown menu showing 'news'), and 'Link'. At the bottom, there is a 'Save' button. A small note at the bottom of the form states: 'Only for newsletter. This must be an external URL, such as http://sample.com.'

**Figure - News and event item creation**



## Content

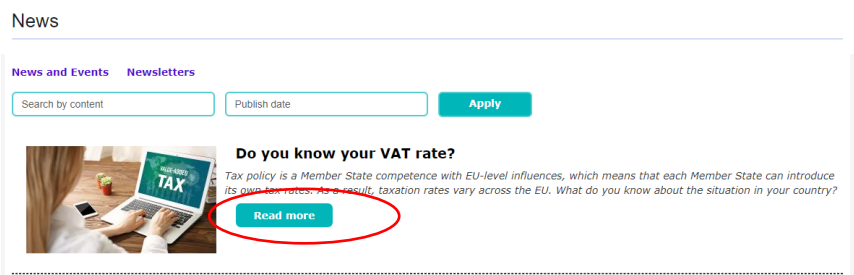
- **Title** – Type in the **NEWS** article title;
- **Image** – Upload an image for the **NEWS** article. This image will be used for the **NEWS** article preview;
- **Body** – Type here the **NEWS** article body;
- **Author** – Type the name of the Author;
- **Type** – Select between **news** or **newsletter**;
- **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.

Home | About TAXEDU | News | Training Catalogue | Teachers' Corner | FAQ | Cool stuff | Hi, n00bmivt

Home > News > Edit Taxedu News Do you know your VAT rate?

**Edit Taxedu News Do you know your VAT rate?**

View Edit Delete Revisions

Do you know your VAT rate?

**Image**

**Summary** ( Hide summary )

Tax policy is a Member State competence with EU-level influences, which means that each Member State can introduce its own tax rates. As a result, taxation rates vary across the EU. What do you know about the situation in your country?

Leave blank to use trimmed value of full text as the summary.

**Body**

**B I** [Link] [Image] [Table] [Code] [Quote] [List] [Source]

Tax policy is a Member State competence with EU-level influences, which means that each Member State can introduce its own tax rates. As a result, taxation rates vary across the EU. What do you know about the situation in your country?

What are we talking about when we talk about value added tax (VAT)? Simply put, it is an amount we pay whenever we purchase goods or services. VAT exists in all EU countries.

The VAT is included in the price we see when we make a purchase, and it is usually determined in proportion to the price of the product or service offered.

In most cases, VAT is paid along every stage of the supply chain. When the sold good is a product, for example, VAT is applied at the beginning of the production process (e.g., the purchase of materials), then to its transport and packaging, and finally to the end result that reaches the consumer.

The EU Directive on the common system of value added tax has laid down some rules that determine how Member States should apply a general tax on consumption within their borders. According to this framework, the standard VAT rate cannot go below 15%, and in special cases of reduced rates, it cannot go below 5%.

**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.

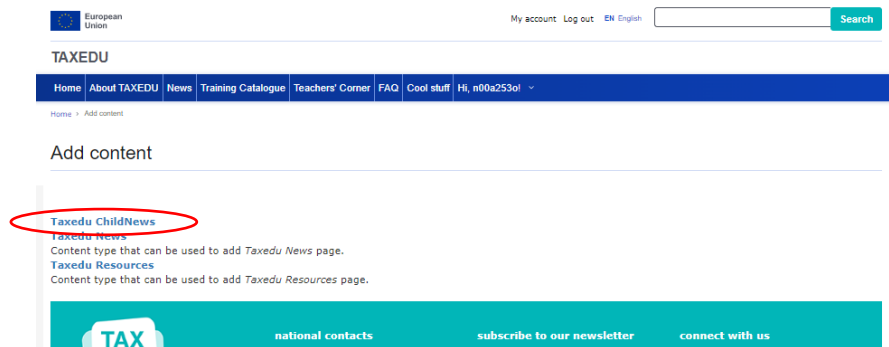


### 1.5 Add NEWS in local language (Multi-language NEWS).

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 bellow:

**How Barcelona team brings current affairs to civic tax education, Spain**

Thursday, 18 November, 2021  
Carmen Verdejo - DR Informàtica Catalunya, Tax Agency, Spain

Over the last two years we have all noted the importance of solidarity and cooperation between people and countries, and the role of taxes in this matter.

We have been bombarded by medias with previously unknown terms such as coronavirus, speed transmission or aerosol, but there has also been more talk than ever about taxation, wealth sharing and welfare state.

In the tax education talks given by the educators of the Barcelona campus of Catalonia Special Delegation, we used to take advantage of current news to inform young people about the details of our tax system and its importance in the development of countries and, above all, in people's lives.

Thus, during the confinement, we prepared new presentations that would allow us to be more dynamic, we created games that would test their knowledge about taxes, we compiled videos and news with the opinion of famous people on taxation. In short, we used computer tools well known to them along with the resources offered by TAXEDU and the AEAT tax-education websites, to explain and let them know what taxes are for, but even more, to encourage them to think, to express their opinion, to be active citizens in the construction of a fairer world for each and everyone.

Carmen Verdejo  
DR Informàtica Catalunya  
Tax Agency, Spain

Español

[Return to News List](#)

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

Carmen Verdejo  
DR Informàtica Catalunya  
Tax Agency, Spain

Español

**Cómo el equipo de Barcelona traslada la actualidad a la Educación Cívico-Tributaria**

Durante los dos últimos años, todos hemos constatado la importancia de la solidaridad y de la colaboración entre personas y países, y el papel relevante de los impuestos en este asunto.

Los medios de comunicación nos han bombardeado con términos antes desconocidos, como coronavirus, velocidad de transmisión o aerosol pero también han hablado más que nunca de tributos, reparto de riqueza o estado de bienestar.

En las charlas de educación tributaria impartidas por los educadores de la sede de Barcelona de la Delegación Especial de Cataluña, ya acostumbrábamos a aprovechar las noticias de actualidad para dar a conocer a los jóvenes los detalles de nuestro sistema tributario y su importancia en el desarrollo de los países y, sobre todo, en la vida de las personas.

Así, durante el confinamiento, preparamos nuevas presentaciones que nos permiten mayor dinamismo, creamos juegos que ponen a prueba sus conocimientos sobre impuestos, recopilamos videos y noticias con la opinión de personajes famosos sobre fiscalidad. En definitiva, utilizamos herramientas informáticas bien conocidas por ellos, junto con los recursos que nos ofrecen TAXEDU y el portal de Educación Tributaria de la AEAT, para explicarles y darles a conocer para qué sirven los impuestos; pero, más aún, para animarles a pensar, a opinar, a ser ciudadanos activos en la construcción de un mundo más justo para todas y todos

Carmen Verdejo  
DRI Cataluña

[Return to News List](#)