Definitions and Rules  
 WPF: Website Public Folder [[\\172.169.1.1\public\GCCSTAT-Website](file:///\\172.169.1.1\public\GCCSTAT-Website\originals\news\%3Calias%3E\%3Calias%3E-ar.txt)]  
 1) you should create a folder for each publication under WPF/publications/, numbered and named like 001-gcc-first-publication-ever.  
 2) The naming convention is: ###-<country 3 letter code>-<alias> where:

* ###: is the number of the publication – an index – that's going to be incremented by one for every new publication
* Country 3 letter code: is the ISO 3166-1 (Alpha-3 Code) standard for the countries codes, e.g.:
  + United Arab Emirates: ARE
  + Bahrain: BHR
  + Saudi Arabia: SAU
  + Oman: OMN
  + Qatar: QAT
  + Kuwait: KWT
* first-publication-ever is the publication alias, an alias is nothing but the title in English, all in small letters and the words are dash delimited.

3) The cropped picture of the publication **cover page** must be of **width** 245px and **height** 320px, and named like the publication folder [###-<country>-<alias>.png]

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| [014] | | Education Indicators 2012 | |
| Preparation | Alias (ID): education-indicators-2012  العنوان: مؤشرات التعليم 2012  Publication File Stored @ [WPF/publications/###-<country>-<alias>/]  Cropped Picture [245X320] Stored @ [WPF/publications/###-<country>-<alias>/###-<country>-<alias>.png]   |  |  | | --- | --- | | Category: GCC Statistical Centre | القسم: المركز الإحصـائي الخليجي | | Teaser Description: This bulletin contains statistical data on students, graduates, scholarship students and teaching staff | وصف يُثير: تحتوي النشرة على مؤشرات إحصائية عن الطلبة والخريجين والمبتعثين والكادر التدريسي | | Full Description: This bulletin contains statistical data on students, graduates, scholarship students and teaching staff , as well as intra-infrastructure for the education sector | وصف كامل: تحتوي النشرة على مؤشرات إحصائية عن الطلبة والخريجين والمبتعثين والكادر التدريسي، بالإضافة إلى البينية التحتية لقطاع التعليم | | Publisher: GCC Statistical Centre | الناشر: المركز الإحصـائي الخليجي | | Or other: The publisher name who isn't included in the menu | أو آخر: اسم الناشر الذي لم تتضمنه القائمة أعلاه | | Language:  Arabic |  English |  German |  Other Language Name, comma separated if more than one | | | Version: 2013 | الإصدار:2013 |   Paperback: 29 page(s)  Tags Repeatable: students  Tags Repeatable: teachers  Tags Repeatable: classes  Tags Repeatable: schools  Tags Repeatable: طلاب  Tags Repeatable: معلمين  Tags Repeatable: الصفوف  Tags Repeatable: المدارس  Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table.  ISBN-10 if exist: 1413304540  ISBN-13 if exist: 978-1413304541 | | Performed by  Your Name  Date |
| Entering | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Uploading Cropped Picture | The picture ###-<country>-<alias>.png is uploaded to /images/gccstat/ publications/###-<country>-<alias>/ | | | | | | | | Uploading the Publication | The file ###-<country>-<alias>.pdf is uploaded to /images/gccstat/ publications/###-<country>-<alias>/ | | | | | | | |  | | En | Ar |  | En | Ar | | Name set as Title | |  |  | Spotlight for *Teaser Image* and *Image* set to Bottom, and Text set to {GCC-Stat, UAE, Bahrain, Saudi, Oman, Qatar or Kuwait} |  |  | | Slug set as Alias | |  |  | Publisher |  |  | | Primary Category as Category | |  |  | Language |  |  | | File is selected - the publication | |  |  | Version |  |  | | Teaser Description | |  |  | Paperback |  |  | | Description set as Full Description | |  |  | ISBN-10 if exist |  |  | | Teaser Image and Image set as Uploaded Picture | |  |  | ISBN-13 if exist |  |  | | | Performed by  Fahad  ‏27‏ يناير‏. 2015 |
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