

Capacity4dev Hands-on Training

Practical exercise

CONTEXT:

You are part of a new Working Group on Health and Education. You just created a new public group on Health and Education on Capacity4dev, where you can coordinate with your colleagues, share knowledge and grow your community of experts.

In order to make full use of your new group, you need to set it up first. This includes specifying the group topic(s), writing a brief group description, and defining the group categories and terms applicable to your group and the type of content you anticipate to have shared in it.

The exercise below is meant to familiarize you with some of the basic functions and content types available to group administrators on Capacity4dev. You will find all the documents for this exercise in the shared drive P:\File_Transfer\capacity4dev.eu TRAINING.

1. Create a new page entitled [Your last name_Page]. Include a brief introduction to your Working Group. Insert an image, as well as a link to the EuropeAid website (you can use the images provided in the shared drive P:\File_Transfer\capacity4dev.eu TRAINING). Highlight this page on the Group homepage.
2. Create an event entitled [Your last name_Event]. Upload document *Event Agenda* to your event (this document is available in the shared drive P:\File_Transfer\capacity4dev.eu TRAINING). Tag the document with the appropriate group categories and tags, if applicable. If the term “Agenda” does not exist in your group categories, add it (you may add any group categories and terms you feel relevant).
3. Create a blog post entitled [Your last name_Come to my event], announcing the event. Use a teaser. Insert a link to the event. Highlight this blog post on the Group homepage.
4. Create a photo album entitled [Your last name_Event photos], with photos from the event (you can use the photos provided in the shared drive P:\File_Transfer\capacity4dev.eu TRAINING).
5. Edit the event to include the *Event Report*, a link to the photo album and a video (you can embed a video of your choice, from the following sources: YouTube, Vimeo, Prezi, etc).
6. If you still have time: leave a comment to other participants' posts or events.

You will find all the documents for this exercise in the shared drive P:\File_Transfer\capacity4dev.eu TRAINING.

The Help and Guidance handouts are also available for your reference.

For any questions, don't hesitate to ask us ☺

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ADDING CONTENT IN A GROUP

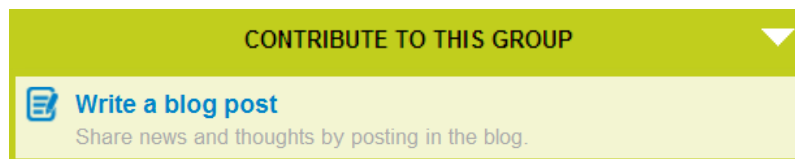
How to Create a Blog Post?

Do you have an interesting thread you would like to share with the community?

Why not address it in a Blog Post? Whether you would like to simply ask a question or launch a new discussion / debate, you can easily create and tag your post with images and rich multimedia content. Once you're done, share it with colleagues: any group member can comment on this discussion.

Any group member can create a Blog Post.


Select the **Write a Blog Post** function in the Group's main menu



Enter the Blog Post's details

- | | |
|----------------------|--|
| Title | Add the title of your Blog Post |
| Body | The Body is the content of your Blog Post - you can enter text, tables, images, rich media content, and anything else that will help you format and publish the information you wish to communicate. (*) |
| Documents | You can add documents that relate to your Task - by default, all documents are also stored in the Group's Library: for this reason, we recommend always adding a description. |
| Categories | You can add group categories to tag your Blog Post (these are defined by group administrators, as shared taxonomies within this group). |
| Tags | If no group categories are available or fit with your needs, you can add custom tagging |
| Notifications | You might want to check the display of your Blog Post and read through it once published to make sure everything is just right before notifying others - for this reason, we recommend you check the "do not send notifications for this update" to let you verify your post before sending a notification to all group members. |

Don't forget to Save your work!

(*) Whenever you are copying and pasting content from another source, please make sure to use the "Paste from word"  icon from the toolbar. This removes any odd formatting and ensures that the text will be displayed correctly.

How to add a Document to the Library

Do you have a really great document you want to share?

You can upload any number of documents to the Library in a variety of formats, complete with tagging and much more! The Document Library offers an organised list that can be filtered using search facets representing the Group Categories and free tags.


Select the **Upload a Document or File** function in the Group's main menu



Enter the Document's details

- Title** The name of your Document or File
- File** Select the Choose File button to access your local drive and select a file from your computer. Once you've selected the file, please press the Upload button.
Accepted file formats include the following extensions: .txt .pdf .doc .docx .xls .xlsx .pdt .pdtx .odt .ods .odp .odf .jpg .jpeg .gif .png .ppt .pptx .vsd .zip .pps, with a maximum size of 32MB.
- Description** Please add a description so viewers can appreciate the nature of the document or file before actually downloading it. (*)
- Categories** You can add group categories to tag your Document (these are defined by group administrators, as shared taxonomies within this group). Group Categories are very useful when searching through the Library - they will appear as organised facets in the left column to help you refine your search.
- Tags** If no group categories are available or fit with your needs, you can add custom tagging. Free tags are also very useful - they will appear within a tag cloud beneath the Group Category facets.
- Notifications** We recommend you preview your document in its published form before sending notifications to all group members - just check the "do not send notifications for this update" to make sure all the information is available. Once you are ready, enter the edit mode again and save your work with this box un-checked.

Don't forget to Save your work!

(*) Whenever you are copying and pasting content from another source, please make sure to use the "Paste from word"  icon from the toolbar. This removes any odd formatting and ensures that the text will be displayed correctly.

Group PAGES

Group PAGES

Organise and segment information through Group Pages, an improved version of group mini-site pages! As a (group) community of practice, you might have important static information that does not really fit in existing group content tools. For this reason, Group pages offer a neat way of creating sections of information that are linked to one another.

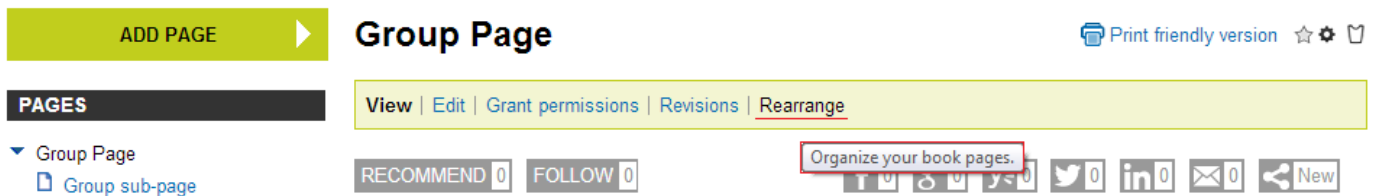
With a maximum of 5 levels of depth, each group page supports up to 4 sub-page levels, making it easy to separate related information into dedicated sections.

Managing PAGES

Creating and editing group Pages is restricted to group owners and administrators. However, editorial rights for a specific page can be assigned to any or every member of the group: using 'Grant permissions'.

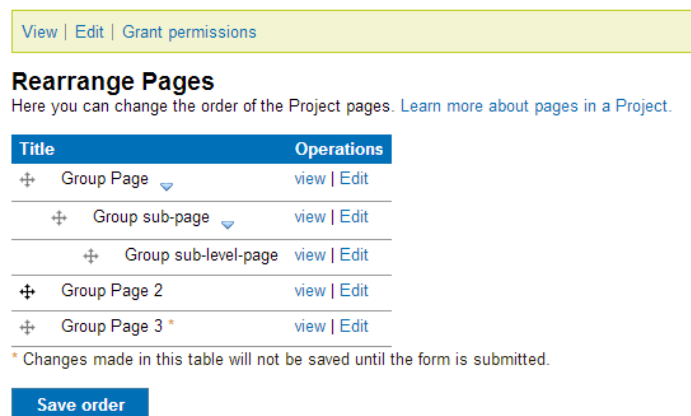
Newly created pages will by default be added to the top of the list, or section. If you would like to change the order of these pages, simple Rearrange them:

Select the 'Rearrange' link that appears beneath the page title



Drag and drop the titles in the right place to generate the desired order

You can also use the small blue arrows to expand or collapse sub-level pages that belong to a main section



Title	Operations
+ Group Page ▾	view Edit
+ Group sub-page ▾	view Edit
+ Group sub-level-page	view Edit
+ Group Page 2	view Edit
+ Group Page 3 *	view Edit

* Changes made in this table will not be saved until the form is submitted.

Save order

Press "Save order" to confirm your selection

Browsing through PAGES

Exploring Pages can be done through the left side structured navigation menu or by using the hyperlinks beneath each Page. If you are dependent on a slow Internet connection, why not preview all pages in the print friendly version.

The left navigation menu will list all top-level pages by default. If a top level page has sub-pages, a small arrow will appear on the left of the page title – selecting this icon will open all next-level sub-pages.

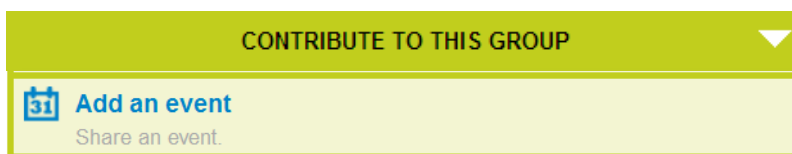
Navigation links beneath pages provide the possibility of accessing previous (far left) and next (far right) pages, or move directly up or down a level (centre). To facilitate browsing, these hyperlinks are always indicated by their page name. Only print the sections you really want – a print-friendly display is available to all users, where they can print just the selected page, a selected page with all its sub-pages, or all pages with all sub-pages

Add an Event to your Group

[Do you know of an event you would like to share with Group Members?](#)

Upload information about an event, complete with attached documents, a short and long description, detailed location with map preview, tagging and much more!

Select the Add Event function in the Group's main menu



Enter your event details

- | | |
|--------------------------|---|
| Event name | The name of your event |
| Event Type | Indicate if this is a Group Event (organised by and tailored for Group members) or an External Event (organised independently; of interest to Group members) |
| Organised by | The name of the person or organisation who is coordinating the event |
| Date | Indicate when you event will begin and end by entering the date and time. |
| Short Description | The Short Description will appear as the teaser of your event in lists or through shared media. We recommend you add a few sentences to summarise your event's main highlights. |
| Long Description | The long Description will appear in the detailed event page. You can add a description, complete with multimedia items such as videos and pictures; but also an agenda, key speakers, registration and contact details, and more. |

Documents

You can add documents that relate to your event (agenda/programme, logistic details, forms, etc) - by default, all documents are also stored in the Group's Library: for this reason, we recommend always adding a description.

Categories

You can add group categories to tag your Event (these are defined by group administrators, as shared taxonomies within this group).

Tags

If no group categories are available or fit with your needs, you can add custom tagging

Notifications

We recommend you preview your event in its published form before sending notifications to all group members - just check the "do not send notifications for this update" to make sure all the information is available. Once you are ready, enter the edit mode again and save your work with this box un-checked.

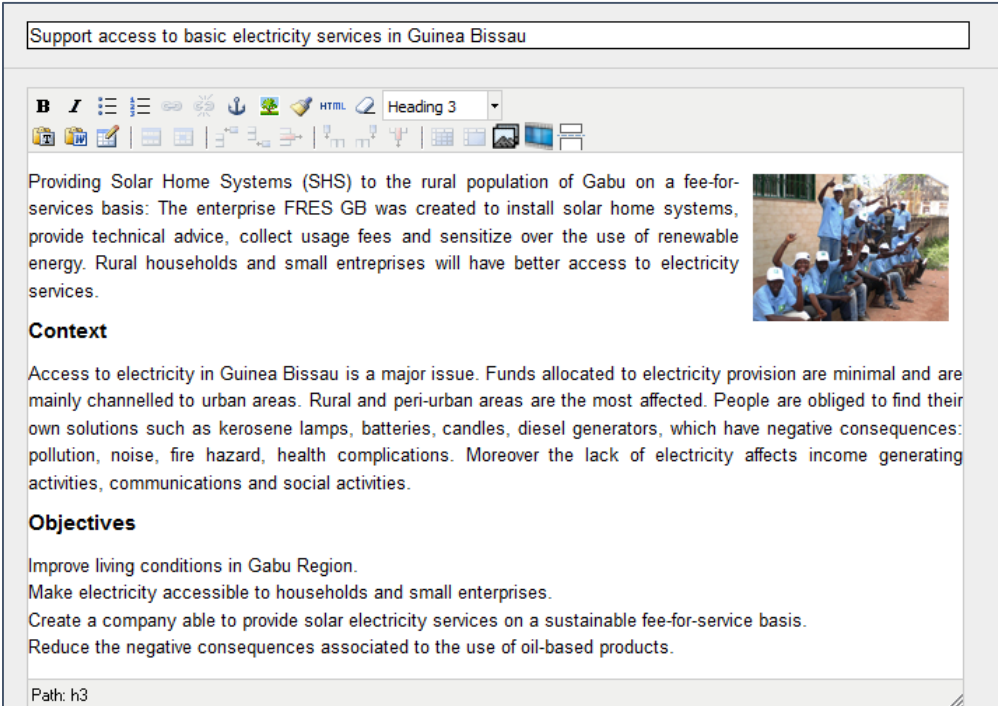
Don't forget to Save your work!

Adding Teasers to your Posts

Would you like to make your contributions stand out?

Teasers are a great way to display a brief summary in a few sentences! This will help other members and visitors browsing through lists to quickly identify what your content is about


Step 1: Add Teaser Text



Support access to basic electricity services in Guinea Bissau

B *I* **B** **I** **U** **L** **R** **HTM** **L** **Heading 3**

Providing Solar Home Systems (SHS) to the rural population of Gabu on a fee-for-services basis: The enterprise FRES GB was created to install solar home systems, provide technical advice, collect usage fees and sensitize over the use of renewable energy. Rural households and small enterprises will have better access to electricity services.



Context

Access to electricity in Guinea Bissau is a major issue. Funds allocated to electricity provision are minimal and are mainly channelled to urban areas. Rural and peri-urban areas are the most affected. People are obliged to find their own solutions such as kerosene lamps, batteries, candles, diesel generators, which have negative consequences: pollution, noise, fire hazard, health complications. Moreover the lack of electricity affects income generating activities, communications and social activities.

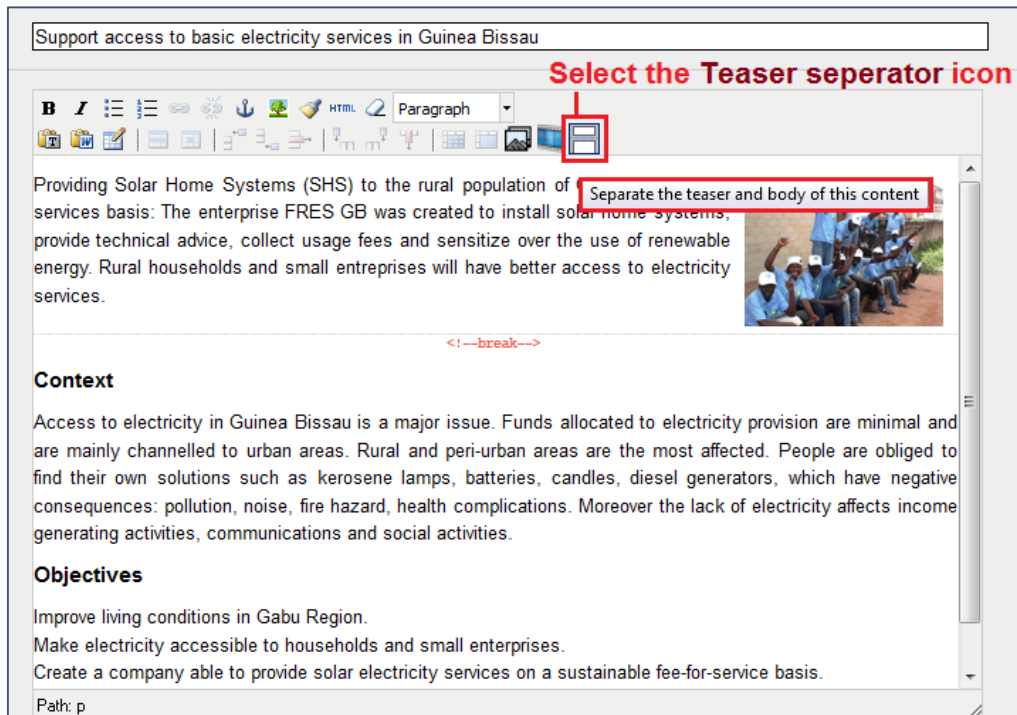
Objectives

- Improve living conditions in Gabu Region.
- Make electricity accessible to households and small enterprises.
- Create a company able to provide solar electricity services on a sustainable fee-for-service basis.
- Reduce the negative consequences associated to the use of oil-based products.

Path: h3

The teaser is the first paragraph, and can contain images, videos, or any other form of rich media content.

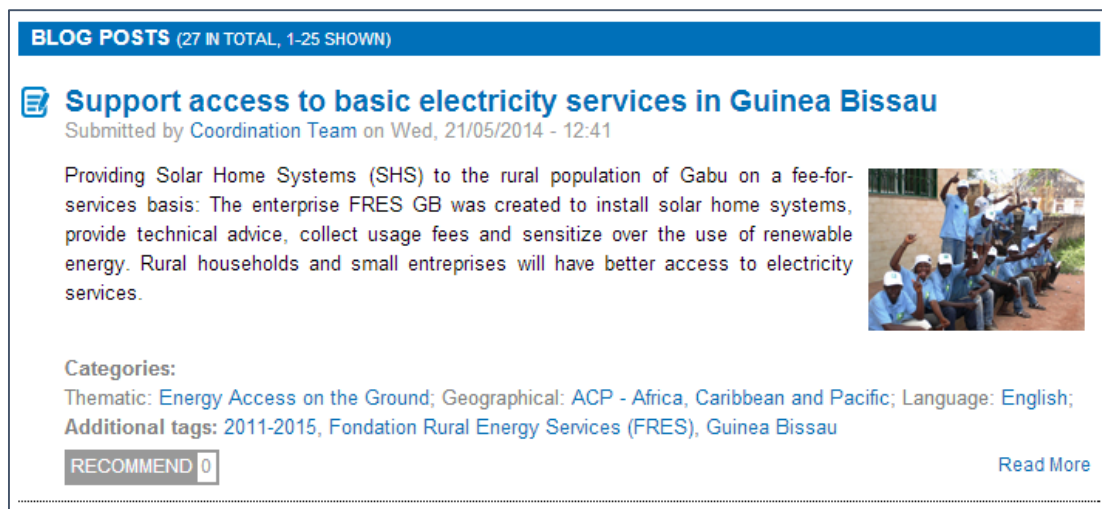
Step 2: Separate the Teaser



The screenshot shows a content editor interface. At the top, there is a title field containing "Support access to basic electricity services in Guinea Bissau". Below the title is a rich text editor toolbar with various icons. A red box highlights the "Teaser Separator" icon, which is a document with a horizontal line. A red arrow points to this icon with the text "Select the Teaser separator icon". Below the toolbar, the main text area contains a paragraph: "Providing Solar Home Systems (SHS) to the rural population of Gabu on a fee-for-services basis: The enterprise FRES GB was created to install solar home systems, provide technical advice, collect usage fees and sensitize over the use of renewable energy. Rural households and small enterprises will have better access to electricity services." To the right of this paragraph is a small image showing a group of people in blue shirts. A red box highlights the text "Separate the teaser and body of this content" with a red arrow pointing to the Teaser Separator icon. Below the paragraph, a red line with the text "<!--break-->" is visible. Below the break line, the text is organized into sections: "Context", "Objectives", and "Path: p".

Once you've identified your teaser, place your cursor after the paragraph, then select the Teaser Separator icon. Once inserted, you will see a line with the term "break" in red - anything above that line will count as your teaser.

Step 3: View your Teaser




The screenshot shows a blog post view. At the top, there is a blue header with the text "BLOG POSTS (27 IN TOTAL, 1-25 SHOWN)". Below the header is a blue icon of a document with a list, followed by the title "Support access to basic electricity services in Guinea Bissau". Below the title is the text "Submitted by Coordination Team on Wed, 21/05/2014 - 12:41". Below this is the main text of the post: "Providing Solar Home Systems (SHS) to the rural population of Gabu on a fee-for-services basis: The enterprise FRES GB was created to install solar home systems, provide technical advice, collect usage fees and sensitize over the use of renewable energy. Rural households and small enterprises will have better access to electricity services." To the right of this text is a small image showing a group of people in blue shirts. Below the text and image, there is a "Categories:" section with the following text: "Thematic: Energy Access on the Ground; Geographical: ACP - Africa, Caribbean and Pacific; Language: English; Additional tags: 2011-2015, Fondation Rural Energy Services (FRES), Guinea Bissau". At the bottom left, there is a "RECOMMEND 0" button. At the bottom right, there is a "Read More" link.

As seen in the above example, the defined teaser appears in full under the Blog list view. When accessing the full view of this article, the teaser separator will not be visible (it will only show in the editing window).

Teasers such as these are useful for most content types throughout the website. In addition to list views, the homepage of a [PROJECT](#) should also take advantage of teasers. Project homepages display teasers from the PAGES section.

Embed Videos and Rich Media Content

EMBED MEDIA

Easily insert media items such as videos and animations by embedding flash content and i-frames using the insert media function 

This feature offers the possibility to:

- embed media from any of the following services: [Archive.org](#), [Blip.tv](#), [DailyMotion](#), [Flickr Slideshow](#), [Flickr Video](#), [Google Video](#), [MySpace](#), [Picasa Slideshows](#), [Scribd](#), [Slideshare](#), [Vimeo](#), [uStream](#), [Issuu](#), [Prezi](#), [Audioboom](#), [Mixcloud](#), [Soundcloud](#), [Mapbox](#), [Twitter](#), and [YouTube](#), including playlists
- make use of shared URL's/iFrames and/or embed code
- define formatting, such as the width and height of the media frame and its alignment

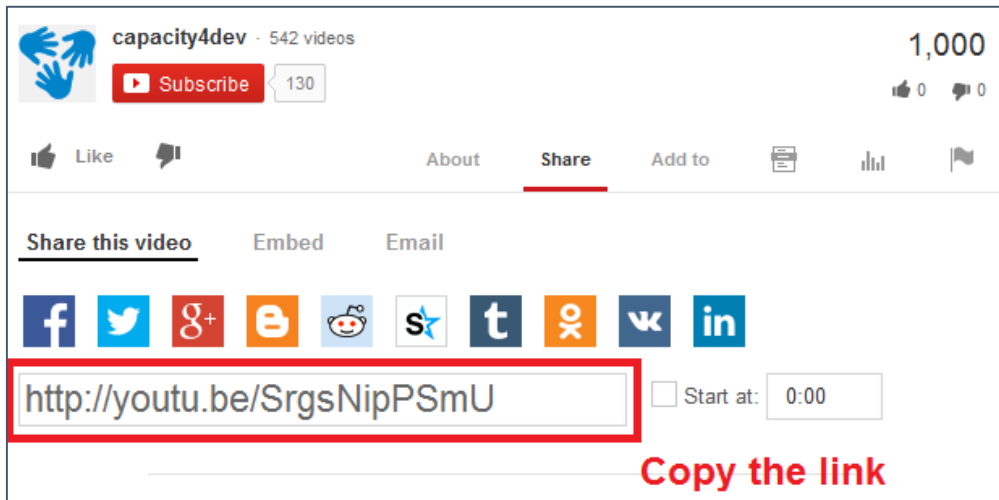
To embed a video in a blog-post you need first of all to have your video uploaded to any of the above mentioned online video delivery platforms.

Ideally the Video should be uploaded to our [Capacity4dev YouTube Channel](#) (<http://www.youtube.com/user/capacity4dev>)

Get in touch with us to help you in this respect, using the online [Contact form](#).

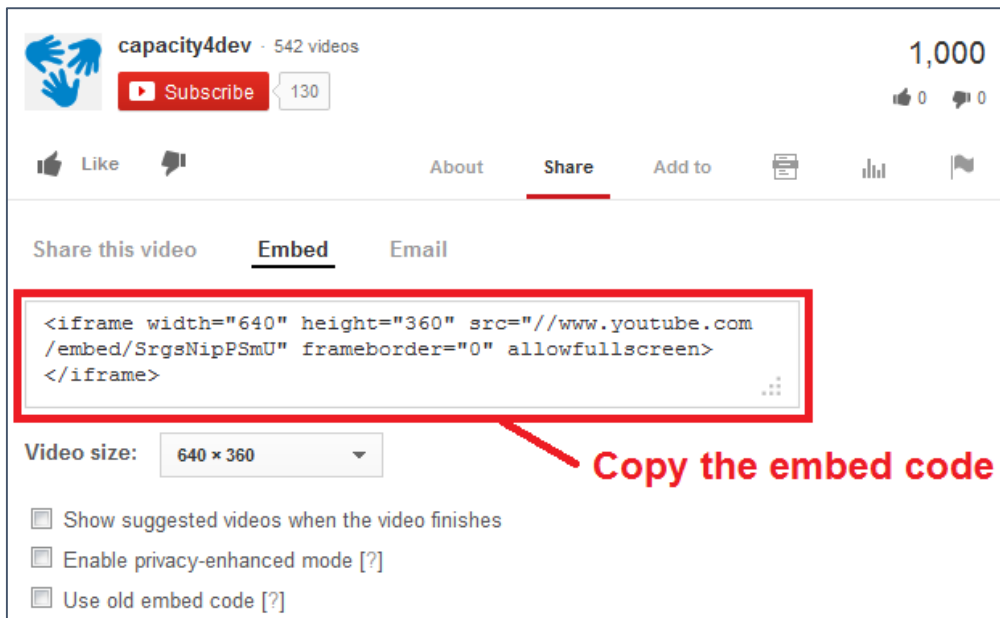
Step 1

Open the video in Youtube, click on "Share" and copy the YouTube link



The screenshot shows the YouTube interface for a video by 'capacity4dev'. The channel name and '542 videos' are visible. A 'Subscribe' button with '130' subscribers is present. The video has '1,000' likes and '0' dislikes. The 'Share' tab is selected in the menu. Below the menu, there are social media sharing icons for Facebook, Twitter, Google+, Email, Reddit, StumbleUpon, Tumblr, Dribbble, VK, and LinkedIn. A text input field contains the URL 'http://youtu.be/SrgsNipPSmU', which is highlighted with a red border. To the right of the input field is a 'Start at:' dropdown menu set to '0:00'. Below the input field, the text 'Copy the link' is written in red.

or use the embed code



The screenshot shows the YouTube interface for a video by 'capacity4dev'. The video has 1,000 views and 130 subscribers. The 'Share' tab is selected, and the 'Embed' option is chosen. The embed code is displayed in a text box, highlighted with a red border. A red arrow points from the text 'Copy the embed code' to the embed code box.

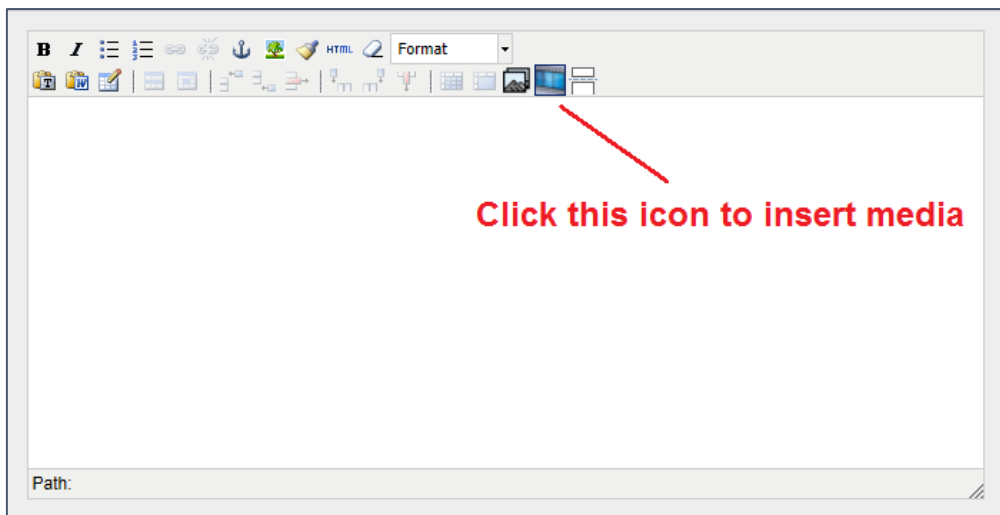
```
<iframe width="640" height="360" src="//www.youtube.com/embed/SrgsNipPSmU" frameborder="0" allowfullscreen>
</iframe>
```

Video size: 640 x 360

- Show suggested videos when the video finishes
- Enable privacy-enhanced mode [?]
- Use old embed code [?]

Step 2

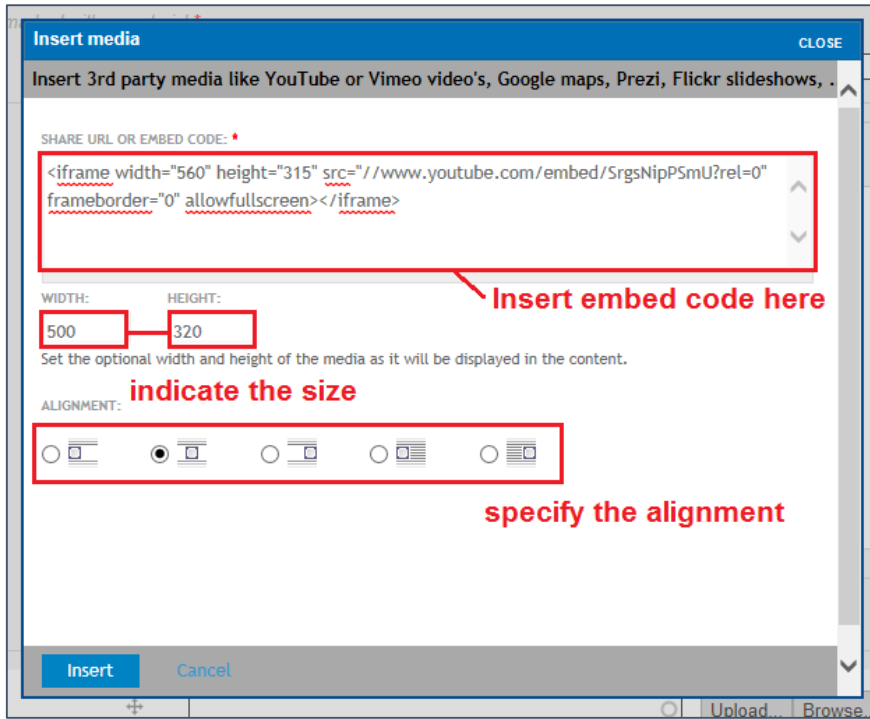
Once you have the editor in front of you, place the cursor where the video should appear and click on the "insert media" button.



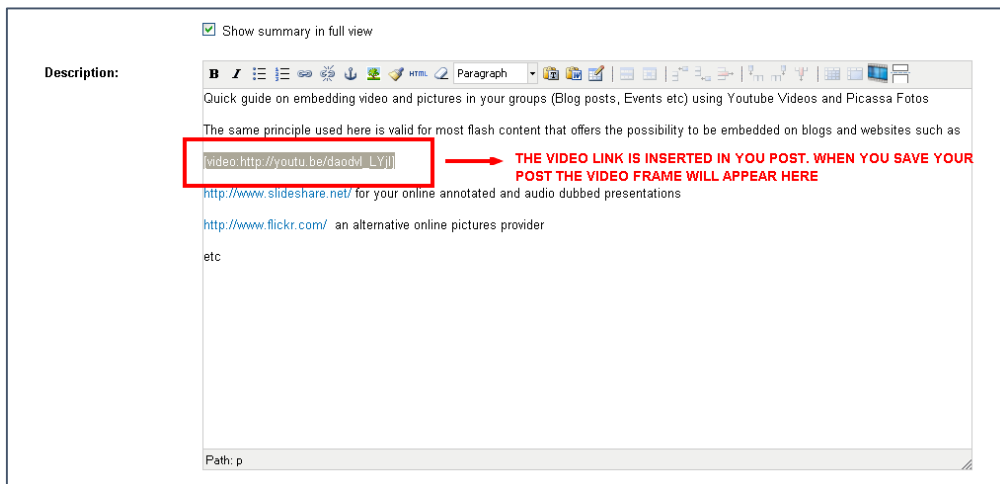
The screenshot shows the toolbar of a rich text editor. The 'insert media' icon, which depicts a video player, is highlighted with a red arrow. A red arrow also points from the text 'Click this icon to insert media' to the icon.

Step 3

The following pop-up window appears - insert the embed code (or shared URL) copied earlier. Just below, you can also specify the exact width and height of the media container and how it should be aligned.



Step 4



Step 5

Save the post and the video will be displayed instead of the link...

[DASHBOARD](#) [BLOG](#) **[LIBRARY](#)** [EVENTS](#) [SURVEYS](#) [E-MEETINGS](#)

Document *Learn how to embed online videos and pictures in your Blog Posts* has been updated.

Learn how to embed online videos and pictures in your Blog Posts


[View](#) | [Edit](#)

Submitted by [Korakas Christoforos](#) on Wed, 14/12/2011 - 18:57

Quick guide on embedding video and pictures in your groups (Blog posts, Events etc) using Youtube Videos and Picasa Fotos

The same principle used here is valid for most flash content that offers the possibility to be embedded on blogs and websites such as

Introduction to Africa Regional Health and Educ... [Share](#) [More info](#)



THE VIDEO IS DISPLAYED WHERE THE VIDEO-LINK WAS INSERTED WHEN THE BLOG-POST IS SAVED

<http://www.slideshare.net/> for your online annotated and audio dubbed presentations

<http://www.flickr.com/> an alternative online pictures provider

etc

That's it!

The same process should work for most of the flash content you wish to embed in blog-post including Picasa Slideshows...

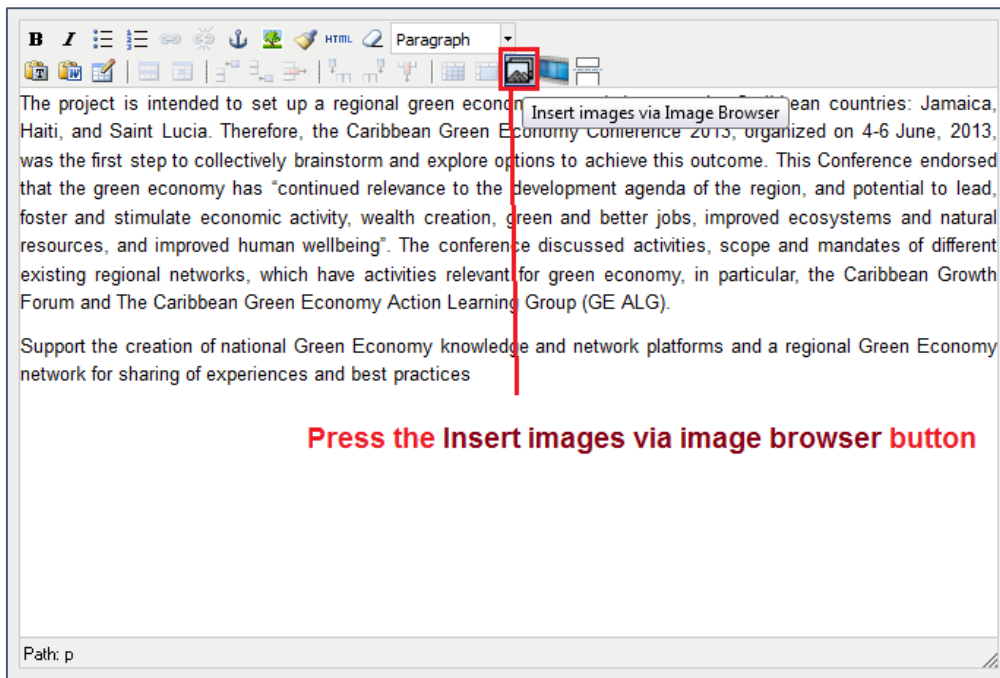
Inserting pictures

Do you have a picture you want to upload?

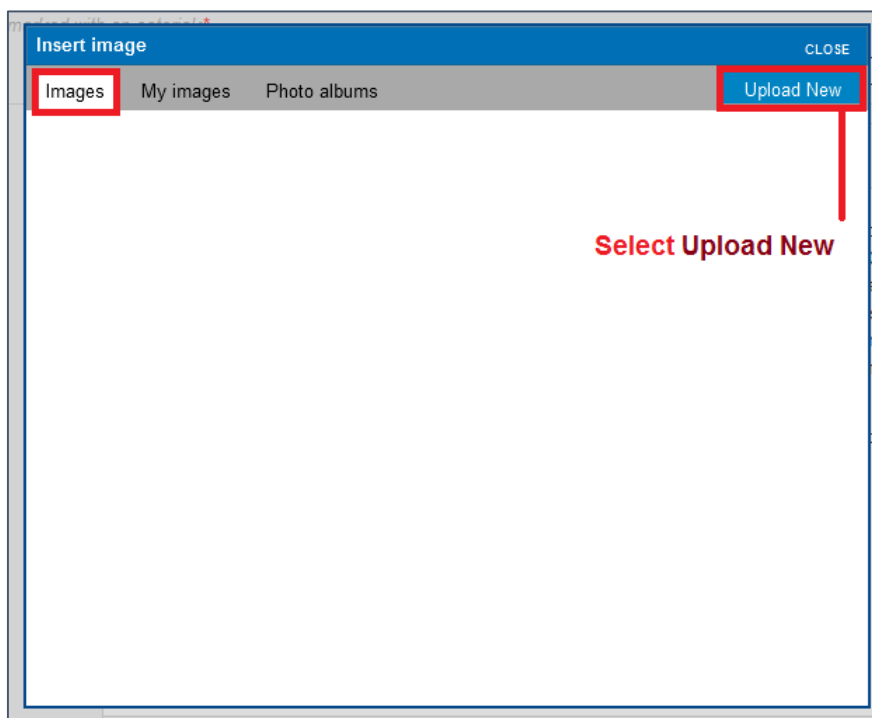
To insert pictures as part of your published content, you must access the edit form of the content you are uploading (such as a blog post or event). There are two options to insert images; either by uploading a photo from your computer, or by copying the URL of an image online.

Adding images from your computer files:

Step 1: Insert image via Image Browser

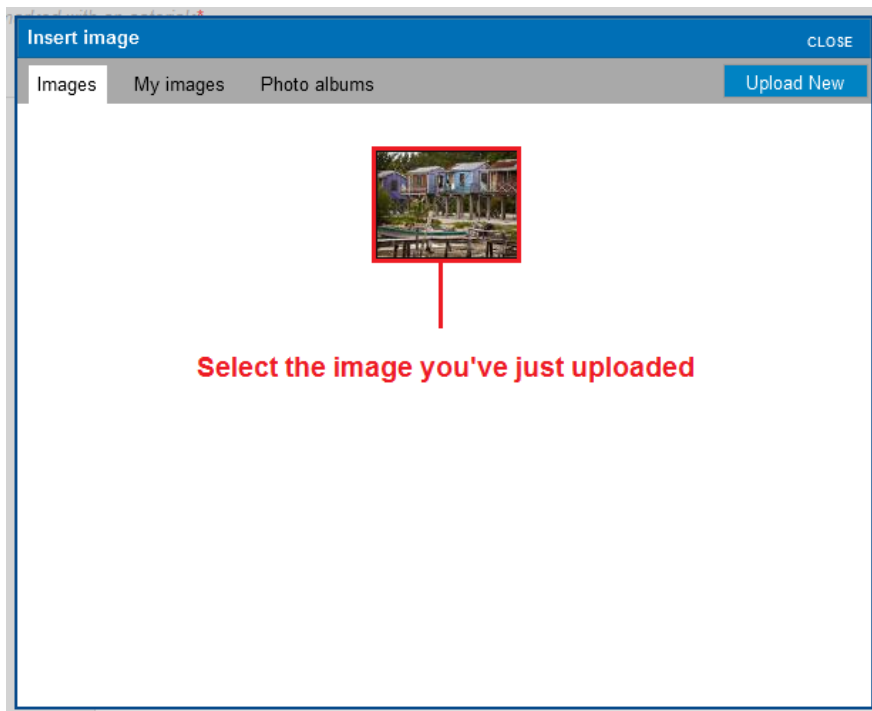


Step 2: Select the Upload New button



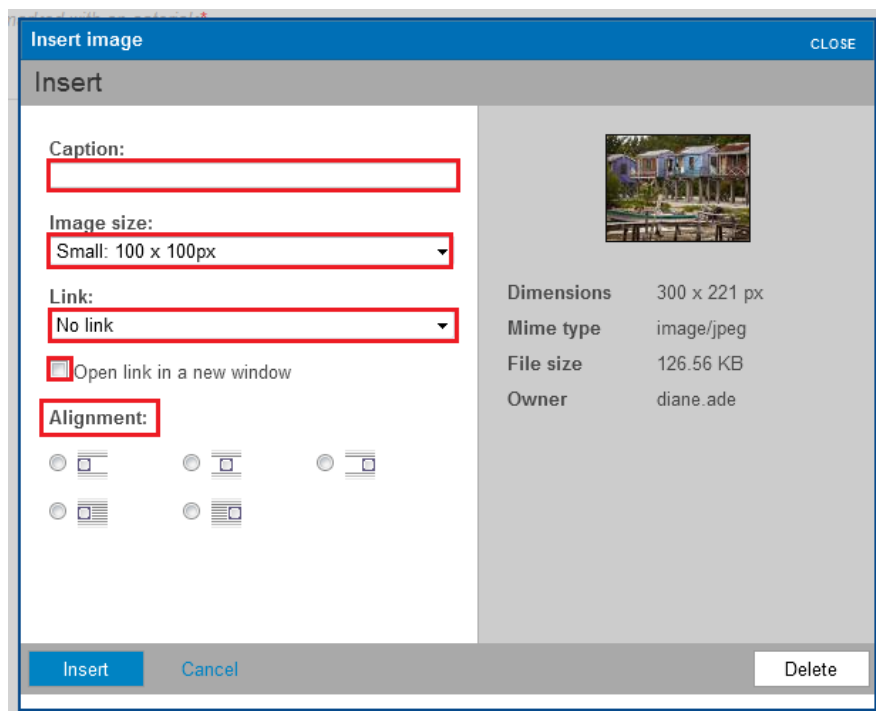
By default, you will land on the first tab: Images. If this is the first time you are uploading pictures from your computer, the screen will appear empty, like above. Simply press the Upload New Image button to open a window with access to your computer's files.

Step 3: Select the image you wish to upload



If this is not the first time you upload an image from your computer, you will find a list of all your pictures (ordered by latest uploaded). Select the image you want to upload.

Step 4: Edit the display of your image



Caption: You can add a caption, such as a title or authoring credits to this Image, although it is not mandatory.

Image size: Define the Image size by selecting either of the options in the drop down menu: small (100 x 100 pixels), medium (200 x 200 pixels), large (400 x 400 pixels) or original (no resize). The original size will always be indicated in the dimensions beneath the picture (in this case: 300 x 221 pixels).

Link: Add a hyperlink to your image by selecting either of the options in the drop down menu: No link, Custom URL (you can direct users to any destination, both within or outside Capacity4dev), Large View in Pop-up (this will open the

image in a large pop-up window), or Original Image (this will open the original size of the image in a new browser window)

Open link in a new window: If you have selected a link, you can force this link to open in a new browser tab, so users are not directed away from your post. Simply check the box.

Alignment: Define how the Photo Album should be aligned within your post's content.

Step 5: View your Post

Advancing Caribbean States' Sustainable Development through Green Economy

RECOMMEND 0 FOLLOW 0

Y< 0 ✉ 0

Submitted by [Coordination Team](#) on Wed, 04/06/2014 - 18:01



Houses by the Beach

The project is intended to set up a regional green economy network between the Caribbean countries: Jamaica, Haiti, and Saint Lucia. Therefore, the Caribbean Green Economy Conference 2013, organized on 4-6 June, 2013, was the first step to collectively brainstorm and explore options to achieve this outcome. This Conference endorsed that the green economy has "continued relevance to the development agenda of the region, and potential to lead, foster and stimulate economic activity, wealth creation, green and better jobs, improved ecosystems and natural resources, and improved human wellbeing". The conference discussed activities, scope and mandates of different existing regional networks, which have activities relevant for green economy, in particular, the Caribbean Growth Forum and The Caribbean Green Economy Action Learning Group (GE ALG).


In the above example, the Image was defined with the following specifications: Caption: Houses by the Beach; Image size: Medium (200 x 200 pixels); Link: Large view in pop-up; Open link in new window: Yes; Alignment: Left of text

Advancing Caribbean States' Sustainable Development through Green Economy


RECOMMEND 0 FOLLOW 0

Y< 0 ✉ 0

Submitted by [Coordination Team](#) on Wed, 04/06/2014 - 18:01



Houses on the Beach



Houses on the Beach

[Download image](#)

The project is intended to set up a regional green economy network between the Caribbean countries: Jamaica, Haiti, and Saint Lucia. Therefore, the Caribbean Green Economy Conference 2013, organized on 4-6 June, 2013, was the first step to collectively brainstorm and explore options to achieve this outcome. This Conference endorsed that the green economy has "continued relevance to the development agenda of the region, and potential to lead, foster and stimulate economic activity, wealth creation, green and better jobs, improved ecosystems and natural resources, and improved human wellbeing". The conference discussed activities, scope and mandates of different existing regional networks, which have activities relevant for green economy, in particular, the Caribbean Growth Forum and The Caribbean Green Economy Action Learning Group (GE ALG).

When the user selects the image, a new pop-up window appears, as shown above. The user can use the [Download image](#) link to download the image in its original size. By selecting this link, the user will be directed to a new page in your browser.

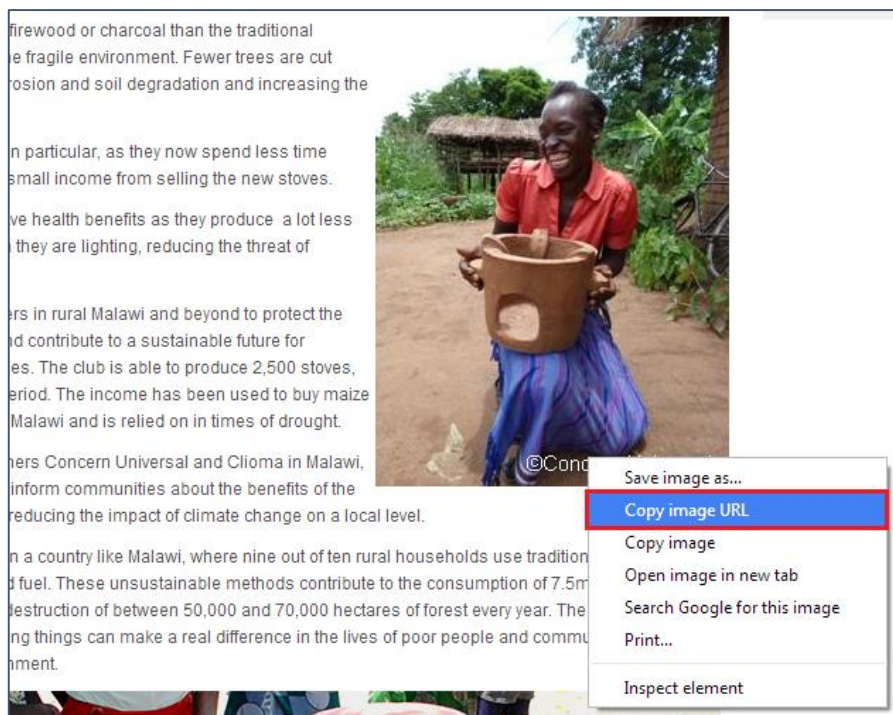
Inserting a Picture from an Online Source

Would you like to Re-Post an Online Picture?

To insert pictures as part of your published content, you must access the edit form of the content you are uploading (such as a blog post or event). There are two options to insert images; either by [uploading a photo from your computer](#), or by copying the URL of an image online.

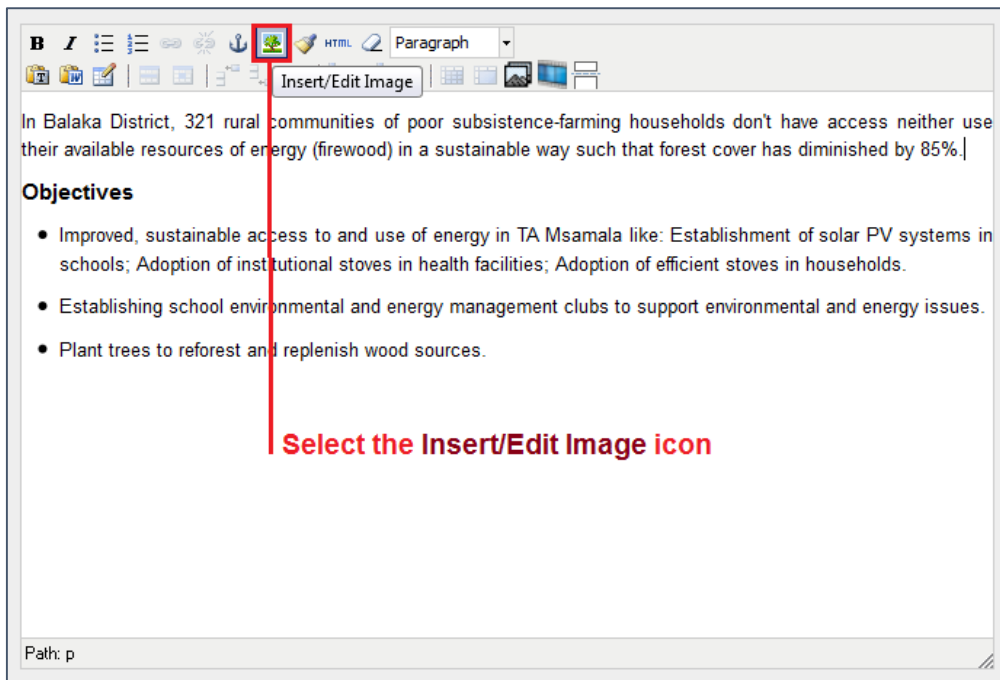
Adding images by inserting an online source:

Step 1: Copy the URL of the image you wish to re-post



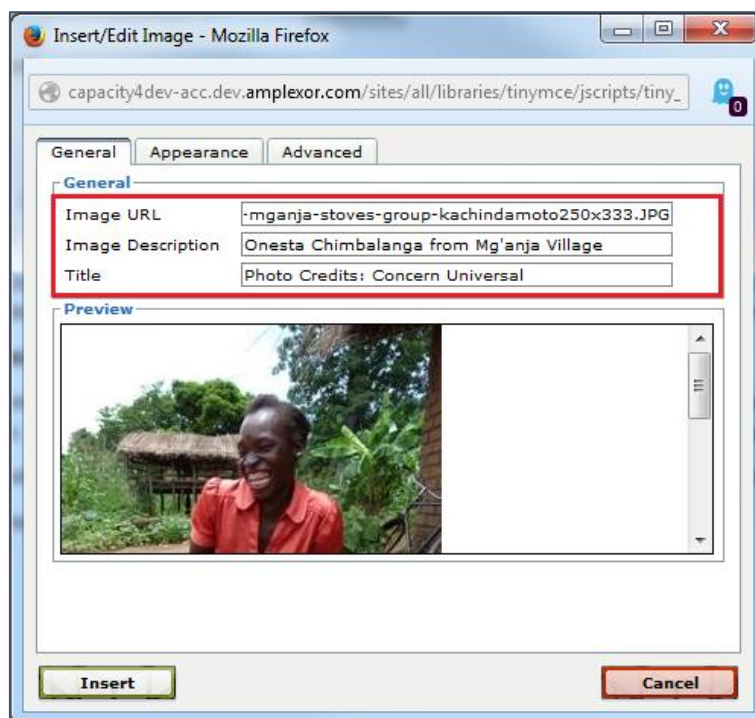
Once you have found the picture you were looking for, simply right click the image with your mouse and select "Copy image URL". Depending on the browser you are using, this function can also be named "Copy Link Location" or "Copy Image Address".

Step 2: Select the Insert/Edit Image icon



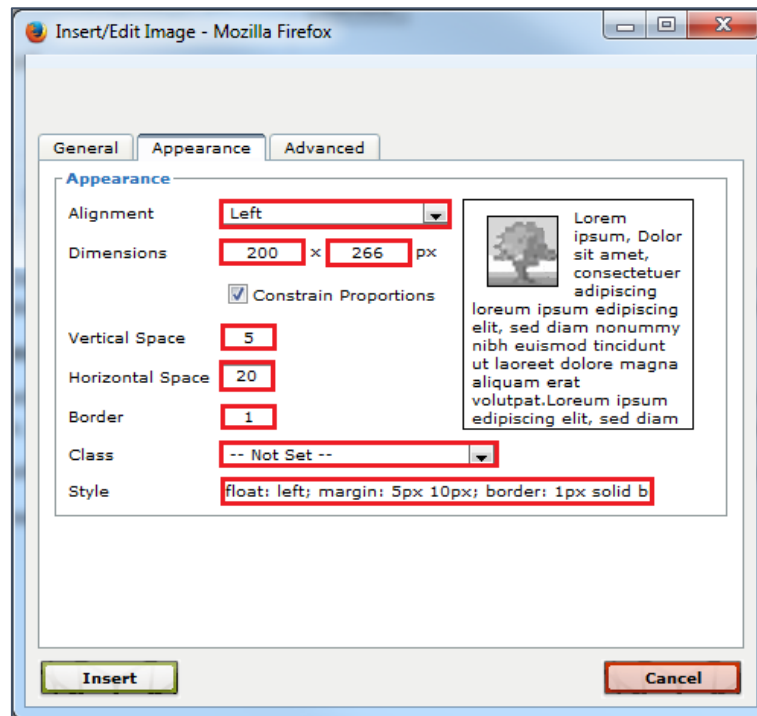
By default, you will land on the first tab: Images. If this is the first time you are uploading pictures from your computer, the screen will appear empty, like above. Simply press the Upload New Image button to open a window with access to your computer's files.

Step 3: Paste the Copied Link



Paste your link under Image URL - this will automatically generate a preview of your image. The image Description and Title are not mandatory, but can be useful to indicate names, the location and context, or the source of the image.

Step 4: Edit your image's Appearance



Alignment: Select how the image should be formatted around text. As soon as you select the desired format, the tree image shown on the right will replicate this format so you can preview the setting.

Dimensions: By default, the size of the copied image will be indicated in pixels with constrained proportions. Thanks to this check box enabled, whenever you change the height, the width will automatically adjust itself, and vice-versa.

Vertical / Horizontal space: Although not mandatory, images look nicer when a small margin is added around the image. You can add spacing by defining the number of pixels either vertically or horizontally.

Border: If you wish to add a border, please add the number of pixels to define the border's thickness. By default, a border will always be solid black.

Style: The style will indicate the changes requested above


Step 5: Add a hyperlink to your image (optional)

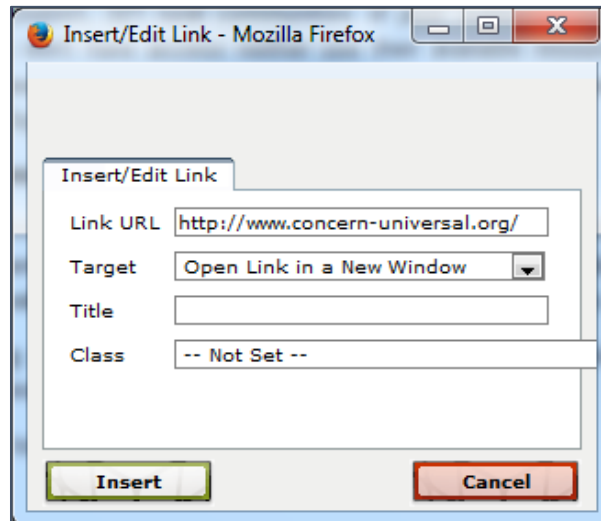
In Balaka District, 321 rural communities of poor subsistence-farming households don't have access neither use their available resources of energy (firewood) in a sustainable way such that forest cover has diminished by 85%.

Objectives

- Improved, sustainable access to and use of energy in TA Msamala like: Establishment of solar PV systems in schools; Adoption of institutional Photo Credits: Concern Universal. Adoption of efficient stoves in households.
- Establishing school environmental and energy management clubs to support environmental and energy issues.
- Plant trees to reforest and replenish wood sources.

Path: p » img

If you would like to add a hyperlink to your image, simply select the image and press the link icon:  ; this will open the window as shown below:



Insert the URL of the site you wish to link to in the field Link URL. The target, just beneath this field is also an important one, as it will allow you to force the link to open in a new browser window, to avoid diverting users away from your blog post.

Step 6: Preview your Post

Msamala Sustainable Energy Project in Malawi

[View](#) | [Edit](#) | [Grant permissions](#) | [Copy to another destination](#)

RECOMMEND 0 FOLLOW 0

[f](#) 0 [g+](#) 0 [y](#) 0 [t](#) 0 [in](#) 0 [✉](#) 0 [↶](#) New

Submitted by [Coordination Te...](#) on Thu, 05/06/2014 - 13:22



Concern Universal
@Concern Universal

In Balaka District, 321 rural communities of poor subsistence-farming households don't have access neither use their available resources of energy (firewood) in a sustainable way such that forest cover has diminished by 85%.

Objectives

- Improved, sustainable access to and use of energy in TA Msamala like: Establishment of solar PV systems in schools; Adoption of institutional stoves in health facilities; Adoption of efficient stoves in households.
- Establishing school environmental and energy management clubs to support environmental and energy issues.
- Plant trees to reforest and replenish wood sources.

[Download this document](#)
Filetype: pdf
Filesize: 126.75 KB

In the above example, the Image was defined with the following specifications: Title: Concern Universal; Image size: 200 x 226 pixels; Link: <http://www.concern-universal.org/> (opens in a new browser window); Alignment: Left of text; Vertical Space: 5 pixels; Horizontal Space: 20 pixels; Border: 1 pixel; solid black.

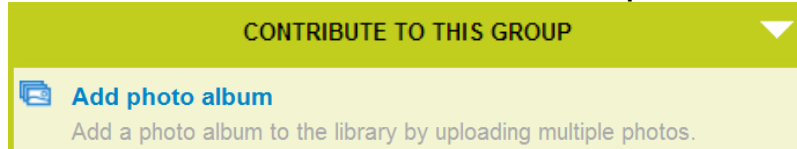
How to Create a Photo Album

Do you have a selection of photos you wish to share?

Add all your photographs together in a photo album! Pictures are a great way to convey a message, and can sometimes mean more than words. Whether you wish to share photos from an event, meeting or a project from the field, photo Albums are a great way to organise, label, view and share pictures in an easy way. Once an album is created, you can upload it elsewhere with no effort.

Any group member can add a photo album.

Select the **Add Photo Album** function in the Group's main menu



Enter the Photo Album's details

Album name	Add the name of your Photo Album
Description	Add a description to define your Photo Album.
Categories	You can add group categories to tag your Photo Album (these are defined by group administrators, as shared taxonomies within this group).
Tags	If no group categories are available or fit with your needs, you can add custom tagging
Notifications	A Photo Album is never complete without Photos - for this reason, we recommend you check the "do not send notifications for this update" to let you complete your Photo Album before sending a notification to all group members.

Don't forget to Save your work!

Now, you can begin adding pictures to your Photo Album

Adding Pictures to a Photo Album

Batch upload your Pictures

Once you have created your Photo Album, a confirmation message will appear: Photo album *[name of the album]* has been created.

Step 1: Add Files

[View](#) | [Sort Images](#) | [Manage Images](#) | **Upload New Images** | [Edit](#) | [Grant permissions](#)

To edit image data after uploading please visit the [Manage Images](#) tab.

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Press Add files to access files on your computer		
Drag files here.		
Add files		
Start upload	0 b	0%

Once the Add files button is pressed, a window with access to your computer's files will open, allowing you to select picture files you wish to upload.

Step 2: Upload files

[View](#) | [Sort Images](#) | [Manage Images](#) | **Upload New Images** | [Edit](#) | [Grant permissions](#)

To edit image data after uploading please visit the [Manage Images](#) tab.

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Blog_johnMoisan02.jpg	169 KB	0%
img_0979.jpg	81 KB	0%
img_0980.jpg	77 KB	0%
img_0981_0.jpg	75 KB	0%
psnp_picture_0.gif	155 KB	0%
Add files		
Start upload	1 MB	0%

Press Start upload once you have selected all pictures from your computer

Once you've added all your pictures, press the Start upload button to confirm and complete the batch upload.

Step 3 - Go to Manage Images

[View](#) | [Sort Images](#) | **Manage Images** | [Upload New Images](#) | [Edit](#) | [Grant permissions](#)

To edit image data after uploading please visit the [Manage Images](#) tab.

Success! 18 images uploaded.

Filename	Size	Status
honger_issue_navigation.jpg	3 KB	100%
malawi_hotbox_page_thumb.jpg	3 KB	100%
malwi_homepotato_in_field_resizec	35 KB	100%
people-in-colombia_list_1_navigation.jpg	5 KB	100%
working_iwth_the_community_navi	5 KB	100%
Uploaded 18/18 files	2 MB	100%

Press Manage Images to name and describe your pictures

Once all your pictures are uploaded, press the Manage Images button to confirm and complete the batch upload.

Step 4 - Manage Images

The screenshot shows the 'Manage Images' interface with three image entries. Each entry has a 'Title' field, a 'Caption' field, and rotation options (None, 90° CW, 90° CCW, 180°). A 'Cover' checkbox is also present for each entry.

- Entry 1:** Title: `access_to_credit_helps_small_agribusinesses_expand_726938219`. Annotation: "Add a title to each picture" points to the title field.
- Entry 2:** Title: `psnp.png`. Annotation: "Add a caption to pictures, such as a description, names of the people appearing or authoring credits." points to the caption field.
- Entry 3:** Title: `concern-universal.png`. Annotation: "Make this picture the cover for this photo album" points to the 'Cover' checkbox.

Each picture must have a title - this is a mandatory field. You can add a caption to any image to provide either a description, authoring credits if necessary, or simply explaining who is who for example. You can also define which picture should be used as the cover image of your photo album: simply check the corresponding circle.

Don't forget to Save your work!

Sorting Pictures

Define the Order of your Pictures by Sorting them

Once your Photo Album is created and all pictures have been added, you might want to swap around the order in which these images are displayed.






Step 1: Access Sort images

The screenshot shows the 'PSNP - Photos from the Field' interface. A notification at the top states: "Photo album PSNP - Photos from the Field has been updated." Below the notification, the title "PSNP - Photos from the Field" is displayed, followed by the instruction "Press Sort Images to organise your pictures". The navigation bar includes "View", "Sort Images", "Manage Images", "Upload New Images", "Edit", and "Grant permissions". The "Sort Images" button is highlighted with a red box. Below the navigation bar, there are social media sharing icons (Facebook, Google+, YouTube, Twitter, LinkedIn, Email, Print) and a "New" button. The submission information is "Submitted by Coordination Team on Wed, 19/02/2014 - 12:46". The main content area displays five image thumbnails with captions: "Local logistics", "Local correspondent", "Heating stoves", "Irrigation system", and "Potato field".

Step 2: Sort images

[View](#) | [Sort Images](#) | [Manage Images](#) | [Upload New Images](#) | [Edit](#) | [Grant permissions](#)

To change the order of the gallery images, drag and drop them below. Alternatively you can use the [images only view](#) to change the order.

↑↓	Preview	Title	Post date	Updated date	Published
+		Local logistics	19/05/2014 - 12:49	19/05/2014 - 14:10	Yes
+		Local correspondent	19/05/2014 - 12:49	19/05/2014 - 14:10	Yes
+		Heating stoves	19/05/2014 - 12:49	19/05/2014 - 14:10	Yes
+		Irrigation system	19/05/2014 - 12:49	19/05/2014 - 14:10	Yes
+		Potato field	19/05/2014 - 12:49	19/05/2014 - 14:10	Yes

Drag and Drop images in the right order

[Save custom sorting](#) [Restore default sorting](#)

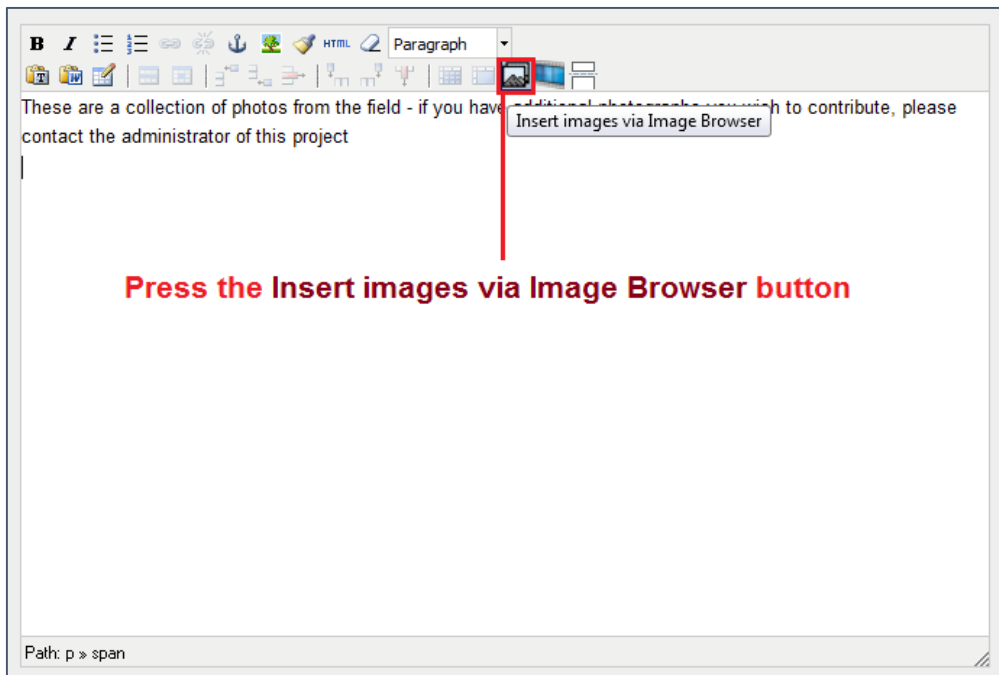
Simply Drag and Drop the images in the right order; bearing in mind that the order of pictures will be from top to bottom. Once you have completed the order of these images, select the Save custom sorting button.

Inserting a Photo Album

[Have you uploaded a Photo Album you want to post elsewhere?](#)

Once a Photo Album has been created, you can post it elsewhere, such as in a Blog or on a Page. Simply access the editorial page of the content where you would like to post your Photo Album.

Step 1: Insert image via Image Browser

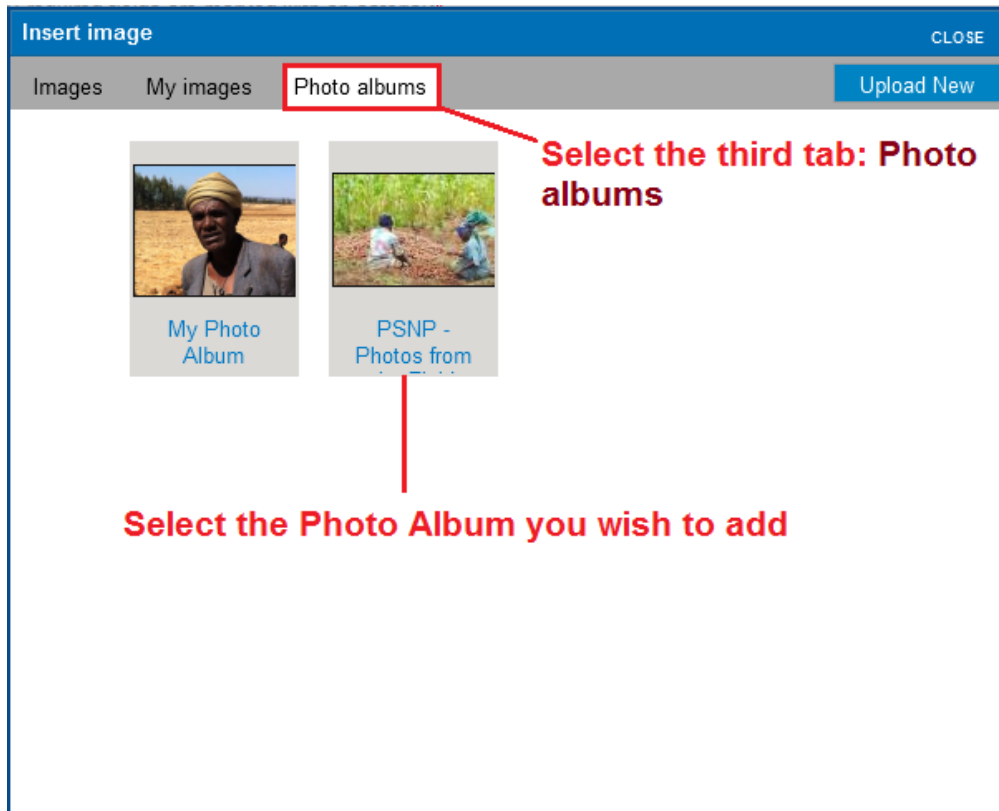


The screenshot shows a rich text editor interface. The toolbar at the top includes various icons for text formatting and insertion. The 'Insert images via Image Browser' button, which features a small image icon, is highlighted with a red square. A red arrow points from this button down to the text below. The main text area contains a paragraph: "These are a collection of photos from the field - if you have additional photos which to contribute, please contact the administrator of this project".

Press the Insert images via Image Browser button

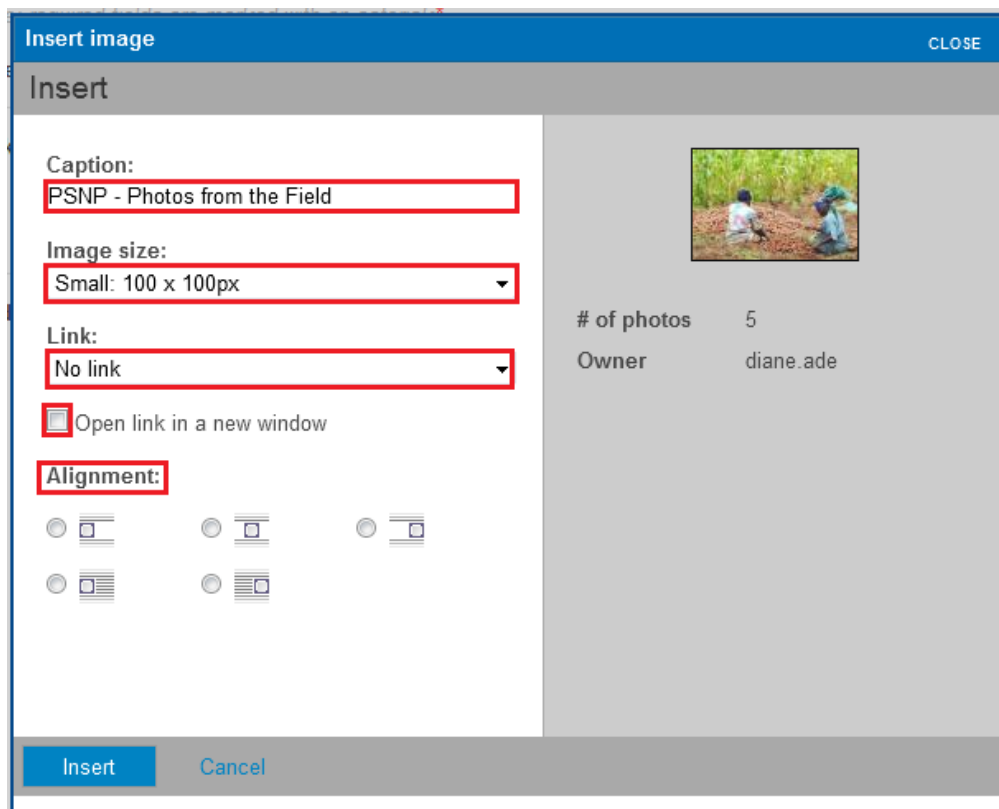
Path: p » span

Step 2: Select your Photo Album



In the Insert image window, select the third tab: Photo Albums. You will see a list of all your Photo Albums here, just select the one you wish to publish within this post.

Step 3: Edit the display of your Photo Album



Caption: You can add a caption, such as a title, to this Photo Album, although it is not mandatory.

Image size: Define the Photo Album cover image size by selecting either of the options in the drop down menu: small (100 x 100 pixels), medium (200 x 200 pixels), large (400 x 400 pixels) or original (no resize).

Link: Add a hyperlink to your Photo Album by selecting either of the options in the drop down menu: No link, Custom URL (you can direct users to any destination, both within or outside Capacity4dev), Link to Photo Album (this will direct users to the photo album's initial location in the library), or Photo Album slideshow (this will open a new window, allowing users to browse through each Album picture)

Open link in a new window: If you have selected a link, you can force this link to open in a new browser tab, so users are not directed away from your post. Simply check the box.

Alignment: Define how the Photo Album should be aligned within your post's content.

Step 4: View your Post

A collection of photos from the field

Print friendly version ☆ ⚙

View | Edit | Grant permissions | Revisions | Rearrange

RECOMMEND 0 FOLLOW 0

f 0 g+ 0 y 0 t 0 in 0 ✉ 0 New

Submitted by **Coordination Team**
on Mon, 19/05/2014 - 15:43

These are a collection of photos from the field - if you have additional photographs you wish to contribute, please contact the administrator of this project




Photo Album: PSNP - Photos from the Field

Project Details >

In the above example, the Photo Album was defined with the following specifications: Caption: Photo Album: PSNP - Photos from the Field; Image size: large; Link: Photo Album Slideshow; Alignment: Centre

ADD PAGE ▶ **A collection of photos from the field** [Print friendly version](#) ☆ ⚙

PAGES [View](#) | [Edit](#) | [Grant permissions](#) | [Revisions](#) | [Rearrange](#)



◀ ▶

Local logistics
Two men are carrying a crate full of potatoes from the field to the storage building - transport is not easily accessible.

RECOMMEND 0 [View photo album](#) | [View details](#) | [View original image](#) ▶ [Start slideshow](#)

[Project Details](#) ▶

When the user selects the photo album cover image, a new window appears, as shown above. The user can either manually browse pictures by using the left and right arrows, or select the [Start Slideshow](#) link (pictures will then dynamically switch from one to the next). Additional links are also provided to [View photo album](#) (user is directed to the detailed Photo Album page), [View details](#) (user is directed to the detailed Photo of this Photo Album), or [View original image](#) (the original image format will appear as a new page). Last but not least, the user can recommend each picture directly by selecting the RECOMMEND button.

GROUP MANAGEMENT TOOLS

Add your own Custom Group Categories

Define and organise sets of tags for your Group Members

Managing a Community of Practice on a specific sector often comes with its own specific terminology. By adding your own custom Group Categories from the start, it makes it easier for Group Members to tag and categorise content such as a document, image, or blog post.

A Group Category is a set of predefined taxonomies known as terms - Once these are defined by one of the Group Administrators, they will appear as check-box options in every upload form within your Group.

Preview Categories and Terms in an upload form

Thematic

- Agriculture (13)
- Climate Change (134)
- Ecosystems (12)
- Education (8)
- Energy (13)
- Green Economy (32)
- Health (5)
- Infrastructure and Transport (4)
- Post 2015 and SDGs (15)
- Trade (6)
- Waste (6)
- Water (11)

▼ Categories

Select one or more categories that apply.

Thematic

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Health	<input type="checkbox"/> EDD2013_climate
<input checked="" type="checkbox"/> Climate Change	<input type="checkbox"/> Infrastructure and Transport	<input type="checkbox"/> EDD2013_land
<input type="checkbox"/> Ecosystems	<input type="checkbox"/> Post 2015 and SDGs	<input checked="" type="checkbox"/> Country-Led Environmental and Climate
<input type="checkbox"/> Education	<input type="checkbox"/> Trade	<input type="checkbox"/> Mainstreaming
<input type="checkbox"/> Energy	<input type="checkbox"/> Waste	
<input type="checkbox"/> Green Economy	<input type="checkbox"/> Water	

Geographical

<input checked="" type="checkbox"/> 1.Sub-Saharan Africa	<input type="checkbox"/> 3.Latin America & Caribbean	<input type="checkbox"/> 5.Overseas Countries and Territories
<input type="checkbox"/> 2.European Neighbourhood & Russia	<input type="checkbox"/> 4.Asia, Gulf Region & Pacific	<input type="checkbox"/> Global

Type of document

<input type="checkbox"/> Guidelines and Tools	<input type="checkbox"/> Training Exercise	<input type="checkbox"/> European Commission documents
<input type="checkbox"/> Presentations and Handouts	<input checked="" type="checkbox"/> Terms of Reference	<input type="checkbox"/> Policy documents
<input type="checkbox"/> Training Material	<input type="checkbox"/> Research and Studies	

Date

<input type="checkbox"/> 2007	<input type="checkbox"/> 2010	<input type="checkbox"/> 2013
<input type="checkbox"/> 2008	<input type="checkbox"/> 2011	<input checked="" type="checkbox"/> 2014
<input type="checkbox"/> 2009	<input type="checkbox"/> 2012	

Language

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Español	<input type="checkbox"/> Français
---	----------------------------------	-----------------------------------

Tags:

Enter one or more tags seperated by a , that apply

Offering these options up front makes it easier for Group Members to tag their content with a common term used by the entire community. But that's not all, these Categories and Terms also serve another purpose as facets in search results within your Group.

Whenever you are searching for a document or any other content, all predefined terms will appear as groups of facets on the left column to help you refine your selection. The image on the left is only a glimpse of the full list available in this example: [Document Library](#)

Like what you see? Take some time to define your own terminology to facilitate your Members' experience.

 [Manage your Group Categories](#)

Manage Categories

Manage your Group Categories

Before editing the settings of your Group, please sign-in to your account.

1: Access your Group Settings



A screenshot of a group settings management box. The box has a light yellow background and a thin border. It contains the text: "You, Diane Cap4dev, are group Administrator." followed by a "More Details" link. Below this, there is a link "Manage your group" which is underlined in red, and a link "Support & guidance on groups/ask for help".

Go to your Group's Homepage and select '**Manage your Group**' from the management box.

2: Select Group Categories



A screenshot of a group categories management box. The box has a white background and a thin border. It contains the text: "Group categories" followed by "This group has 0 categories." which is underlined in red. On the right side, there is a red-bordered button labeled "Edit".

Once in the hub, scroll down the list to find Group Categories - and select '**Edit**'.

3: Define your Group Categories

Thematic Edit Change order Delete		
Name order alphabetically	Operations	Weight
No categories for this type yet. Use the form below to add one.		
<input type="text"/>	<input type="button" value="Add term"/>	
Geographical Edit Change order Delete		
Name order alphabetically	Operations	Weight
No categories for this type yet. Use the form below to add one.		
<input type="text"/>	<input type="button" value="Add term"/>	
Type of document Edit Change order Delete		
Name order alphabetically	Operations	Weight
No categories for this type yet. Use the form below to add one.		
<input type="text"/>	<input type="button" value="Add term"/>	
Date Edit Change order Delete		
Name order alphabetically	Operations	Weight
No categories for this type yet. Use the form below to add one.		
<input type="text"/>	<input type="button" value="Add term"/>	
Language Edit Change order Delete		
Name order alphabetically	Operations	Weight
No categories for this type yet. Use the form below to add one.		
<input type="text"/>	<input type="button" value="Add term"/>	

Group Categories come with 5 predefined fields as follows: **Thematic**, **Geographical**, **Type of Document**, **Date**, and **Language**. If this list does not seem convenient for your own needs, you can always edit these Categories or add new ones. Next to each Predefined Category, you will always find the option to 'Edit', 'Change order' and 'Delete'.

3.1: Edit a Category

Manage types of category

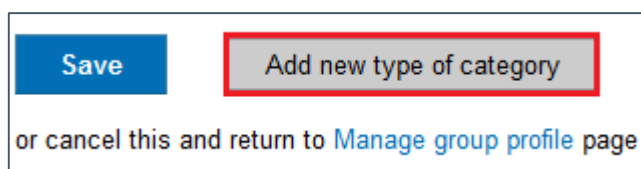
Change the types of category of this Group.

Edit type of category

Type name: *

To edit a Category, select '**Edit**' next to the Category title.
Simply edit the term indicated under '**Type name**' and press '**Save**'.

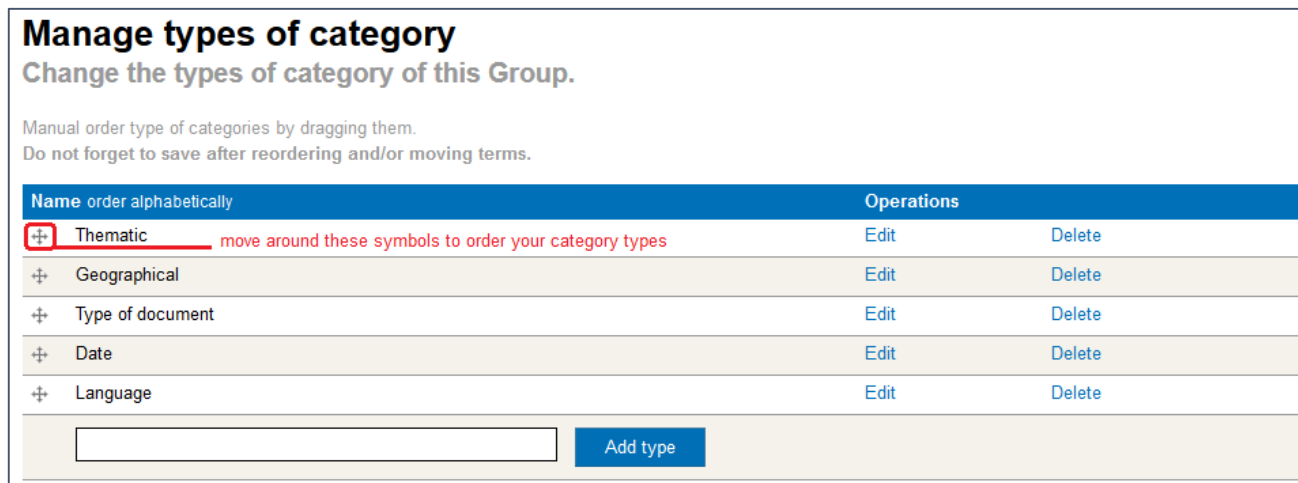
3.2: Add a New Category



A screenshot showing two buttons: a blue 'Save' button and a red-bordered 'Add new type of category' button. Below the buttons is the text 'or cancel this and return to [Manage group profile](#) page'.

To add a new category, simply click the button '**Add New Type of Category**'.

3.3: Change the order of Categories



Manage types of category
Change the types of category of this Group.

Manual order type of categories by dragging them.
Do not forget to save after reordering and/or moving terms.

Name order alphabetically	Operations
+ Thematic <small>move around these symbols to order your category types</small>	Edit Delete
+ Geographical	Edit Delete
+ Type of document	Edit Delete
+ Date	Edit Delete
+ Language	Edit Delete

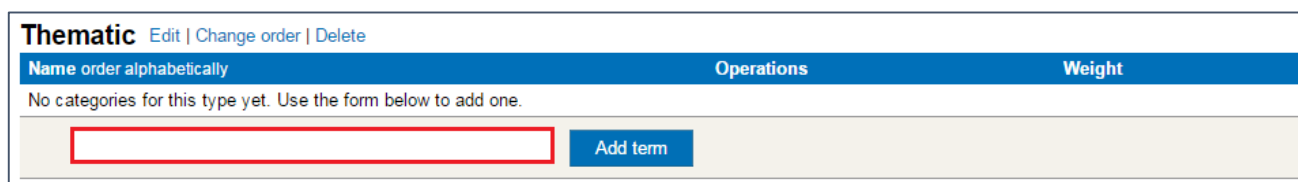
Next to the Category title, select the '**Change order**' link. You can then rearrange the order of your Categories by dragging and dropping them from one level to another. Once you're ready, don't forget to press '**Save**'. The order will be replicated in each of your Group's Creation forms.

Once your Categories are defined, please take some time to fill in the appropriate terms:

 [Add Terms to your Categories](#)

Add Terms to your Categories

4: Add terms to your Categories



Thematic [Edit](#) | [Change order](#) | [Delete](#)

Name order alphabetically	Operations	Weight
No categories for this type yet. Use the form below to add one.		
<input type="text"/>	<input type="button" value="Add term"/>	

To add a new term, simply add text beneath the desired Category and press '**Add term**'. You can add as many terms as needed, edit or delete these at any time.

4.1: Edit your Category terms

Manage Group categories

Change the category terms of this Group.

Edit category

Type of category: *

- Renewable Energies
- Geographical
- Type of document
- Date
- Language

Term name: *

[Cancel](#) [Save](#) [Delete](#)

To edit a term, simply select the **'Edit'** link that appears next to the specific term. Terms can be edited through the text box, but can also be rearranged into different Categories. Simply select the desired Category and adapt the term name and press **'Save'**.

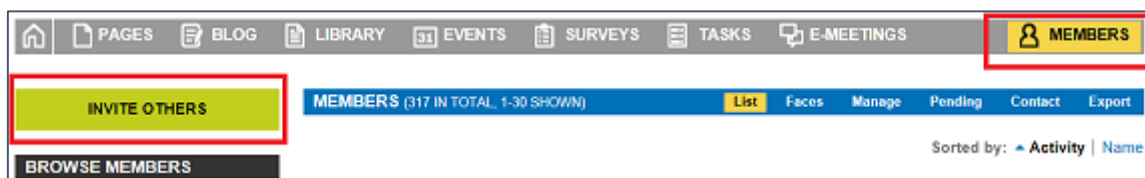
Once you're ready and have completed all your terms - don't forget to press **'Save'** at the bottom of the page where all Categories and terms are listed.

Invite Others to Join your Group

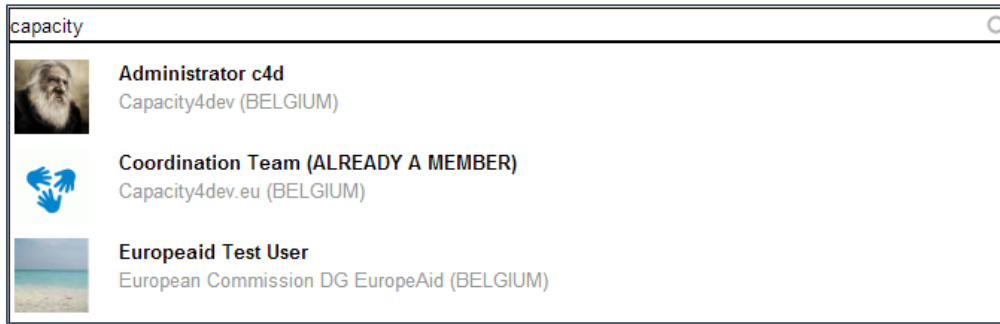
Do you know someone who would be interested in this Group?

Don't hesitate to invite others to join!

1. Select the Invite function in the Group's members section



2. Select members or enter the e-mail of the person you would like to invite



If you would like to invite another Capacity4dev Member, just begin typing his/her name or company - an automatic display will list members that fit with your entry. If this person is already a member of this Group, it will be written in capital letters next to the name - 'already' group members cannot be invited again.

You can also enter e-mail addresses directly - if the person is not yet a Capacity4dev member, the system will invite this person to register before gaining Group Membership.

3. Write your personal message

I recently joined this group, which seems to be a great resource! I believe you will be interested to find best practice examples that deal with your area of expertise - there's lots of well structured information you might find helpful for your daily work.

Hope to see you around!

4. Click the action button

[Send invitation](#)

What happens next?

Your message will be sent immediately and will be prefilled with some information. The below example shows an invitation that was sent to a person that is not yet a member. If the invitee is already a Capacity4dev member, his/her full name will appear next to the greeting line "Hello".



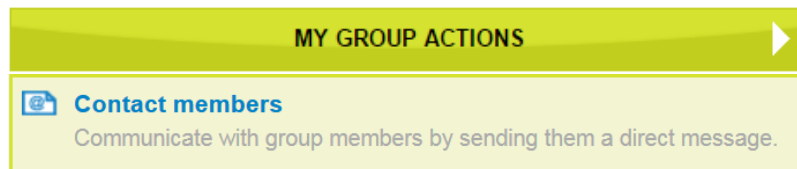
Once the user selects the "Join this Group" link, he/she enters the membership request workflow. If the group is moderated, the invitee will have to wait for approval from one of the group administrators. If the group is open to all, the invitee will automatically become a member of this Group.

How to contact your group members

Would you like to Contact your Group Members?

As a Group administrator, you have the possibility to contact group members through the "contact members" functionality.

Select 'Contact Members' under 'My Group Actions'



You will be directed to a page with a contact form, including a subject line and message box. Please scroll down to view and select the list of members.

Select which Members to Contact

<input type="checkbox"/>	Name	Organisation
		2 items selected. <input type="button" value="Clear selection"/>
<input checked="" type="checkbox"/>	GILLET Yves	EEAS.DEL.BENIN.91
<input checked="" type="checkbox"/>	Mark FUTTER	GCCA Global Support Facility
<input type="checkbox"/>	Ana Maria Mouro de Oliveira Gomes	Individual Expert

All your Group members will appear in a list with their full name and organisation. If you would like to contact all your Members at once, simply check the box that appears in the Blue header next to the title 'Name'.

If you would like to select specific members, please check the box next to each member's name. If you have more than 30 Group Members, they will be listed on several pages - please note your selection will be retained when switching from one page to the next.

Draft your Message

MEMBERS (98 IN TOTAL, 1-30 SHOWN) List Faces Manage Pending **Contact** Export

Subject: *
The subject of the message.

Message: *
The message that should be sent.

Send a copy to myself

Contact members

Once you're selected the Members you wish to contact, please draft your message by adding a subject and the body of your message. As the platform does not keep an archive of Group Messages, we strongly recommend you check the box 'Send a copy to myself' - so you can receive a copy of your message by e-mail. Once you're ready, simply click the 'Contact Members' button.

Please note the message template to contact members is completely blank, without any pre-filled details.

How to manage group members

Manage Pending Members

Moderated Groups allow its owner and/or moderator(s) the possibility to filter membership request. Whenever a Capacity4dev member requests membership to a given group, an e-mail notification is sent to all group administrators to inform them of a pending request. To manage these, make sure you are signed-in to Capacity4dev and access your Group's dashboard.

Select Membership Requests

The screenshot shows a group dashboard with a navigation bar at the top containing icons for Home, Pages, Blog, Library, Events, Surveys, Tasks, E-Meetings, and Members (highlighted in red). Below the navigation bar are buttons for 'RECOMMEND 1' and 'FOLLOW 1', and social media sharing icons for Facebook, Google+, YouTube, Twitter, LinkedIn, Email, and a 'New' button. A light green box on the left contains the text: 'You, are group Administrator. More Details', 'Pending issues: You have 2 membership requests', and links for 'Manage your group' and 'Support & guidance on groups/ask for help'. To the right, there is a 'MY GROUP ACTIONS' button and a 'GROUP HIGHLIGHTS' section with a 'Blog' entry titled 'Capacity Development in the Somali Region' with a star icon.

If there are pending membership requests, these will be indicated in the light box on the left of your Group's dashboard. Simply click this link to access the Pending Member section.

Manage requests

The screenshot shows the 'Manage requests' interface. At the top is a navigation bar with icons for Home, Pages, Blog, Library, Events, Surveys, Tasks, E-Meetings, and Members (highlighted in yellow). Below the navigation bar is a blue header for 'PENDING MEMBERS (2 IN TOTAL, 1-2 SHOWN)' with tabs for 'List', 'Faces', 'Manage', 'Pending' (highlighted in yellow), 'Contact', and 'Export'. Below the header is a table with the following data:

Name ▲	Member since	Actions
Diane Kelecom (diane.ade)	22 April 2015	Request: approve or deny . Admin: Create
Luisa Barreto Vassalo (Barremu)	02 March 2015	Request: approve or deny . Admin: Create

As shown above, each request indicates the member's full name, linked to their public profile, and the date when they requested membership to your Group. Simply click '[Approve](#)' or '[Deny](#)' to manage the request.

What happens next?

Approved members receive a confirmation e-mail to inform them they are now part of the community. The message is sent on behalf of the Group owner's name.

Members who have been denied membership receive a very brief notification message to inform them.

Export a list of Members

Export a list of all your Group Members

Group owners and Moderators have additional features to manage Members in a Group. If you would like to download a list of all your Group Members, just follow these simple steps:

Access your Group's Member section

The screenshot shows a navigation bar with icons for Home, Pages, Blog, Library, Events, and Members (highlighted in red).

Select the Export function

The screenshot shows the 'MEMBERS' section with tabs for 'List', 'Faces', 'Manage', 'Pending', 'Contact', and 'Export' (highlighted in red).

Once you select the Export button, the Excel file will be downloaded directly to your computer.

If you open the file, you will find the following information:

- the Member's full name (name and surname)
- the Organisation they work for
- the Date of Membership - when this user joined this Group
- if this Member is a Group Administrator or Owner
- if the user is an EC/EEAS staff Member validated through the LDAP system

More information on how to use the site is available in the help & guidance section:

<http://capacity4dev.ec.europa.eu/help-guidance/help-guidance>