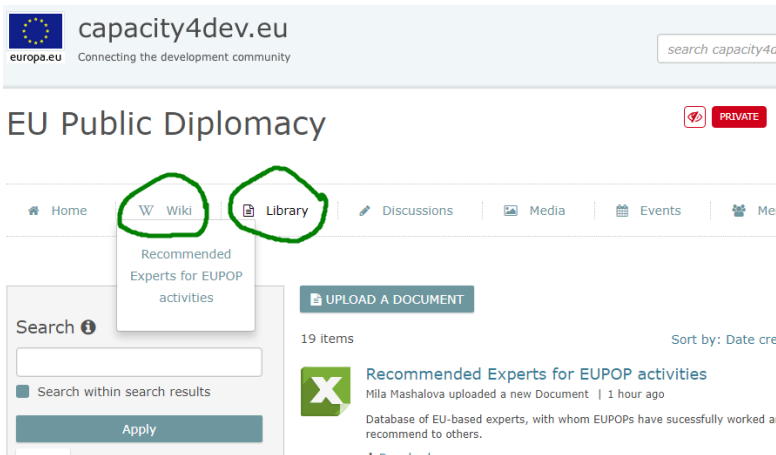


On using Capacity4Development

The top two features of Capacity4Development are 1) **Wiki** (for the expert list) and 2) **Library** for all other documents.



As there is no traditional folder structure in the 'Library', it is very important to "tag" documents to identify and find them. Please, add at least topic & region tags to every document you upload.



Uploading files:

- 1) Go to 'Library' section and press 'upload a document'
Note: Be patient: some button may take 5-7 seconds to respond.
- 2) Fill in the relevant information and drag the file

You can select up to 3 Topics and unlimited subtopics within these Topics.

*

You can select up to 3 Regions and unlimited Countries within these Regions.

Tags

Revision information: No revision

Comment settings: Open

Authoring information: By mila.mashalova

Create new revision

Revision log message: What's this?

Send Notification

3) **ADD TAGS.** Look at the existing ones: it is best to stick to them if they match your document.

4) If you wish to share your post with all participants, - tick '**Send Notification**' – it will notify all group members (EUPOP teams, EUDs and FPI officers) by email. Please find a balance between informing and avoiding email overload when considering this option.