

# User Guide for Verified Users



Drupal 8

iDIASPORA



CONNECT LEARN CONTRIBUTE

## **Acknowledgments**

This document is primarily based on the manual put together by Tanmoy Biswas with the support of Roberto Cancel. In 2021, Petra Velikonja made an excellent revision and adaptation of the document based on the revamped version of the iDiaspora platform in Drupal 8 with the support of Larisa Lara.

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# I. Introduction

## 1.1 Objective of iDiaspora

iDiaspora provides a global engagement and knowledge exchange hub for diaspora communities and those looking to engage with them. It is set up with the objective of empowering transnational communities around the world to engage as development actors.

Through this platform:

- Diaspora organizations, businesses, and individuals connect within and across communities to share ideas, experiences, resources, and inspiration.
- Diasporas access and generate knowledge and materials to learn from one another and from practitioners to maximize their impact.
- Public and private partners work together with diasporas to contribute to sustainable positive change.

## 1.2 Purpose of this User Guide

This guide is intended for Verified Users, as a source of insightful contents, acts as a catalyst to foster engagements, and initiates discussions and activities.

The site is rich with activities like blogs, events, and many other dynamic components. Find how to use these components to take advantage of all the features available on the platform.

## 1.3 How to use this Guide

The guide is a reference document to facilitate the use of iDiaspora as a tool for Verified Users.

Use the Table of Contents to quickly find the relevant instructions for what you want to do on the site. The guide is divided in four sections: Get Started, Create Content, Edit Content, and Delete Content. In the Create Content section you can find step-by-step instructions on how to create or upload each type of content.

## 2. Get Started

First you need to register a new user account on iDiaspora and set your profile role. Below is the list of available user roles.

Role	Description
<b>Authenticated User</b>	<p>The default role assigned to a registered user.</p> <p>It has minimum access to the functionality of the website in terms of creating content. As an Authenticated User you can create some of the content like Blog, Resource, Topic and can use some functionality like Posting Comments.</p>
<b>Verified User</b>	<p>A role with additional access to further content.</p> <p>As a Verified User you can create more content types than an Authenticated User. Some of these are Blog, Resource, Topic, Event, and Opportunity. You can also use functionality like Posting Comments.</p>
<b>Contributor</b>	<p>A role assigned to a user that usually creates content on the website.</p> <p>With this role you can create content like Blog, Resource, Topic, Event, Opportunity, Contacts, News and Updates, Learning opportunity, Promotional Video, and Gallery.</p>
<b>Supervisor</b>	<p>A role with full access to all the content types on the website.</p> <p>With this role you can create Blog, Resource, Topic, Event, Opportunity, Contacts, News and Updates, Learning opportunity, Promotional Video, Gallery, Success stories, Webform, and Emergency response. You can also access other additional functionality like creating web forms and accessing the opportunities of other applicants.</p>

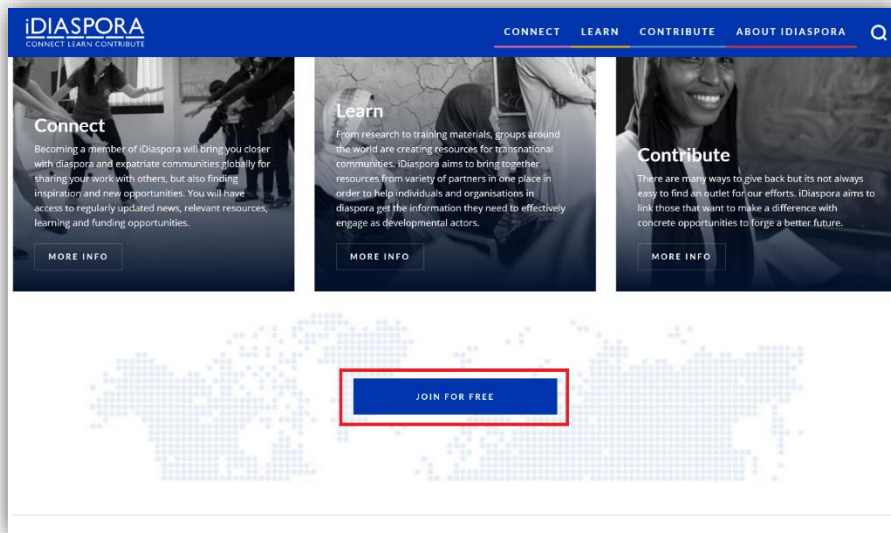
**Note:** Please note that all the content needs to be approved by the iDiaspora Team before being public.

## 2.1 Register

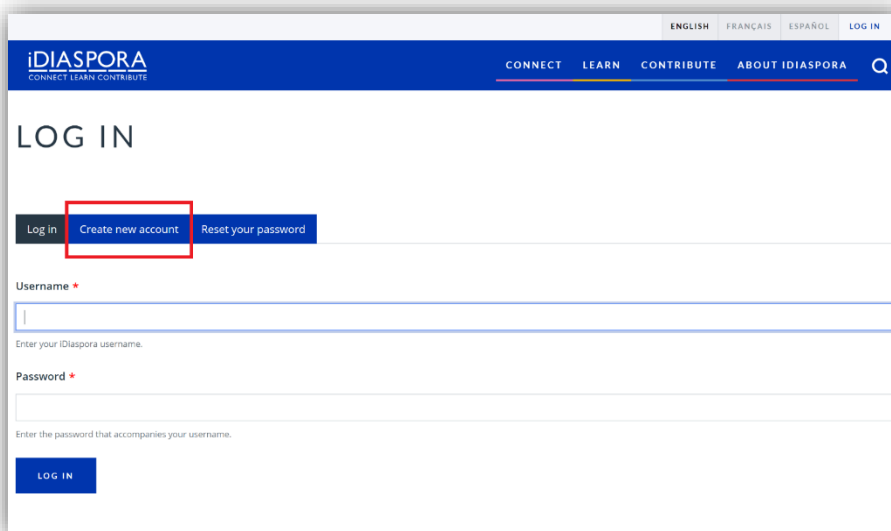
There are two ways to register on iDiaspora:

1. From the homepage: **Navigate** to the center of the homepage and **select** the button **‘Join for Free’**.

This redirects you to the registration page.



2. From the Log in page: **Select** the **‘Create new account’** tab.

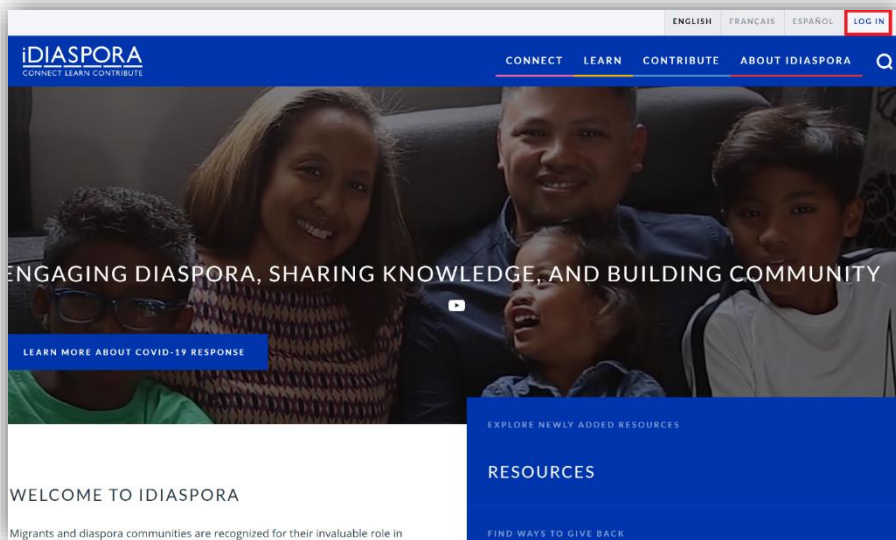


**Note:** On the registration page, ensure you select the ‘Individual’ as the account type. If you are registering on behalf of your whole office or project, select the other user type (Business, Organization, or Government agencies) and fill in all the required fields.

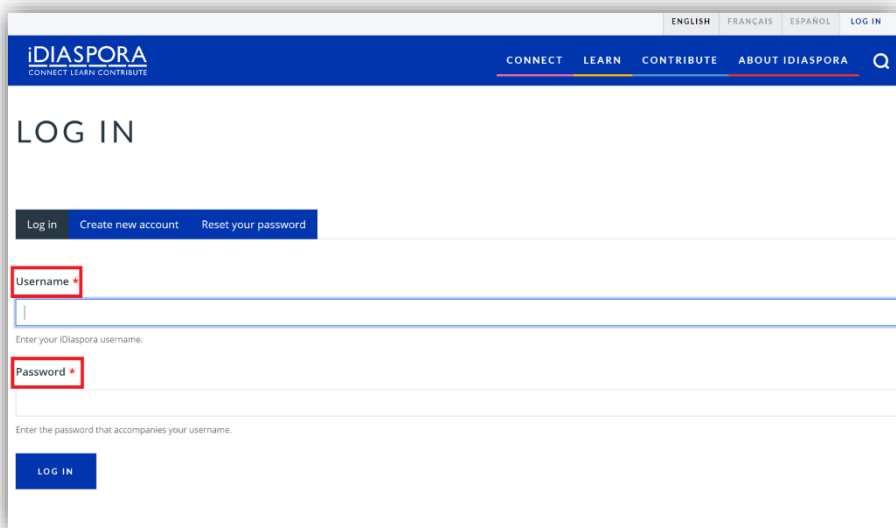
## 2.2 Log In

1. **Select** the **‘Log in’** button at the very top of the page to log into an existing user account.

This action redirects you to the Log in page of the website.



2. **Enter** your **username** and **password**.



## 2.3 Set Up Verified Access

By default, the registration process gives you the role of ‘Authenticated User’ which has very limited access to creating content on the website.

To set your profile role as ‘Verified User’, email [ldiaspora@iom.int](mailto:ldiaspora@iom.int). Ensure that you include your email address or username.



## 3. Create Content

There are two ways to create new content on iDiaspora:

1. Select the Content button in the Manage menu on the top left corner of the website.

This takes you to the Content page.

Select 'Add content' and then select the type of content you want to create from the list (e.g., 'Event Calendar').

2. Hover over the Content button, then 'Add content' and select the type of content you want to create (e.g., 'Event Calendar').

### 3.1 Events

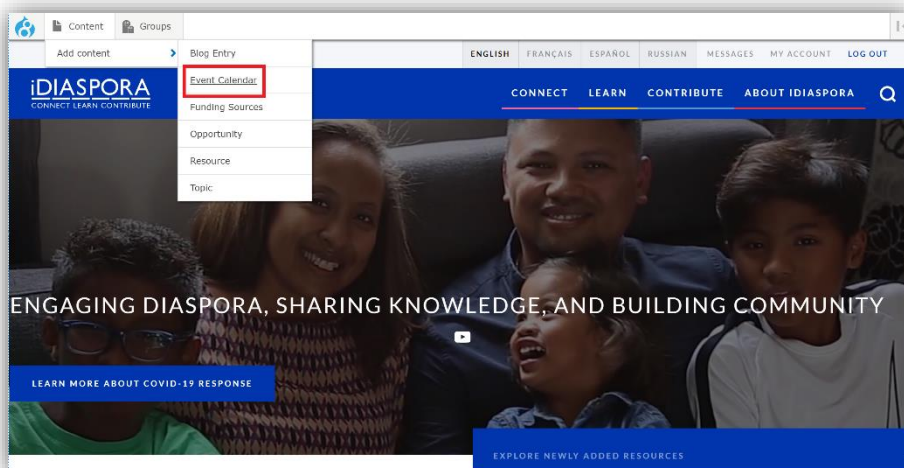
Create calendar events to share upcoming physical or online events with the iDiaspora community and beyond. This can be training, conferences, press events, or other.

To view all posted events, hover over the 'Connect' tab on the home page and select 'Attend an Event'. The Events page highlights events in the current month and allows you to browse the calendar.

Create an event

1. **Hover over 'Content', then 'Add content' and select 'Event Calendar'.**

This takes you to the Create Event Calendar page.



## 2. Fill in all the **required fields** marked with an asterisk (\*) and other fields relevant to your event.

Below are some fields you may need to use.

Event Details tab	
<b>Event Title</b>	The main title of the event.
<b>Event date with Time zone</b>	Date and time of the event with the corresponding time zone.
<b>Maximum number of Attendees</b>	The maximum number of users / participants who can register for the event.
<b>Country</b>	This will be visible on the event's page.
<b>External Registration</b>	This is used when the registration of the event is outside the iDiaspora website. Set this to 'Yes' and enter the external URL for registration.
Other Details tab	
<b>Organizer</b>	Name of the organization that organizes the event. This field is also used to filter events.
<b>Event Description</b>	The main description of the event.

<b>Email message</b>	The message that will be sent to the attendees' email address. Include the Zoom / Teams / Webex link for your event.
<b>Event Banner</b>	The main banner of the event. It will display at the top of the page before the event information. Image requirements: <ul style="list-style-type: none"> <li>• less than 64 MB</li> <li>• should be in PNG, JPG, JPEG format</li> <li>• 1600x1600 pixels.</li> </ul>
<b>Event Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Allowed file format: PDF, PPT, PPTX, DOC, DOCX, XLS, XLXS, JPEF.</li> <li>• Should be less than 4 MB.</li> <li>• Accepts up to 5 files.</li> </ul>
<b>Status</b>	Select 'approved' to publish the event.
<b>Other information</b>	
<b>Related Country / Origin</b>	Insert the country of origin related to this event.
<b>Related Country / Destination</b>	Insert the country of destination related to this event.
<b>Initiative tag</b>	The Initiative tag is used to filter information.

### 3. Select the **Save** button at the bottom of the page.

The screenshot shows the iDiaspora event creation interface. At the top, there are tabs for 'Content' and 'Groups'. Below these, there's a 'LINK' section with a 'URL' input field and a plus icon. A note below the URL field says: 'Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL such as http://example.com. Enter <front> to link to the front page. Enter <noLink> to display link text only.' Below the 'LINK' section are two expandable sections: 'ATTENDEES' and 'MEDIA & DOCUMENTS'. Further down, there are dropdown menus for 'Language' (set to 'English'), 'Related Country / Origin', 'Related Country / Destination', and 'Theme' (set to '- None -'). At the bottom left, there's a 'Save as:' dropdown set to 'Draft', and a blue 'Save' button which is highlighted with a red rectangular box.

## 3.2 Forum Topics

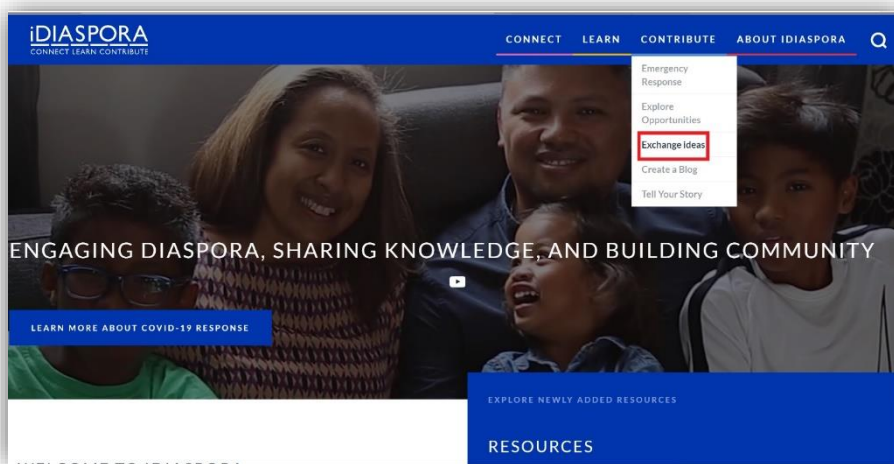
Start discussions on topics of interest among diaspora communities and those looking to engage with them. Forum Topics can be used to discuss questions related to national programs or policies, or more general issues related to barriers to diaspora engagement.

### Create a Forum Topic

There are two ways to access the Forum page and create a new Topic.

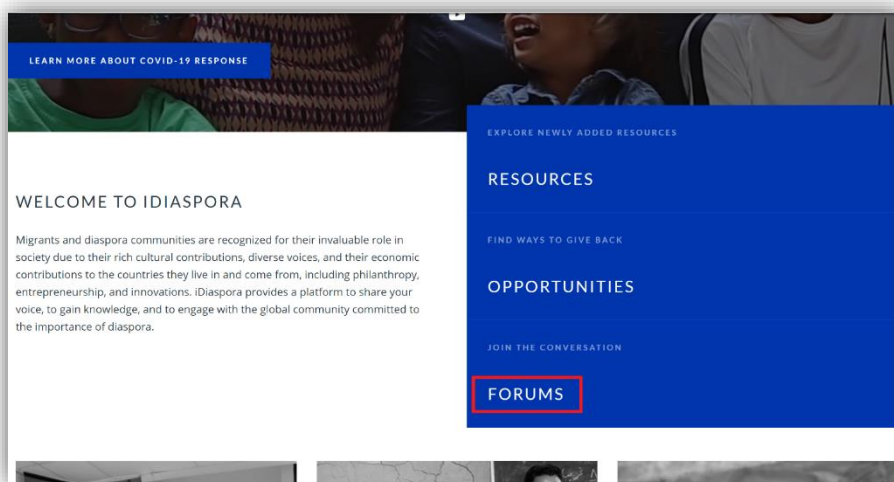
1. From the Main menu: **Hover over the Contribute tab** and **select 'Exchange ideas'**.

This redirects you to the Forums landing page.

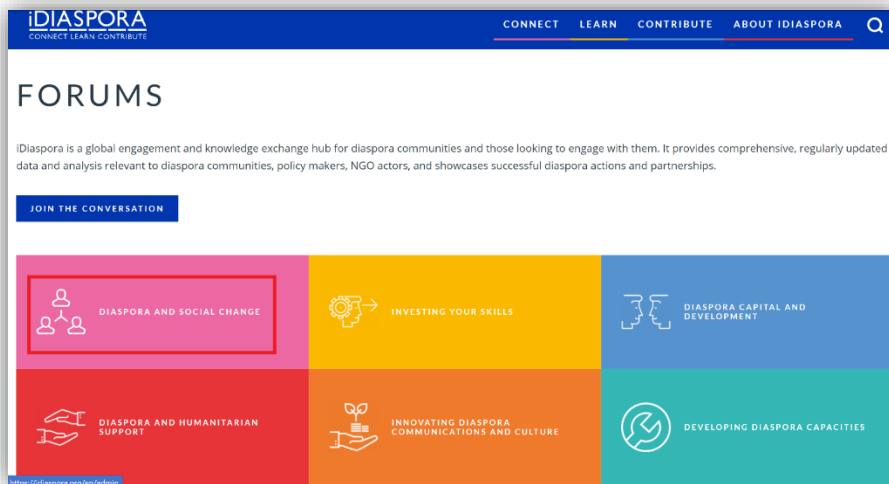


2. From the Forums block on the homepage: **Navigate to the section with three blue blocks. Select 'Forums'**.

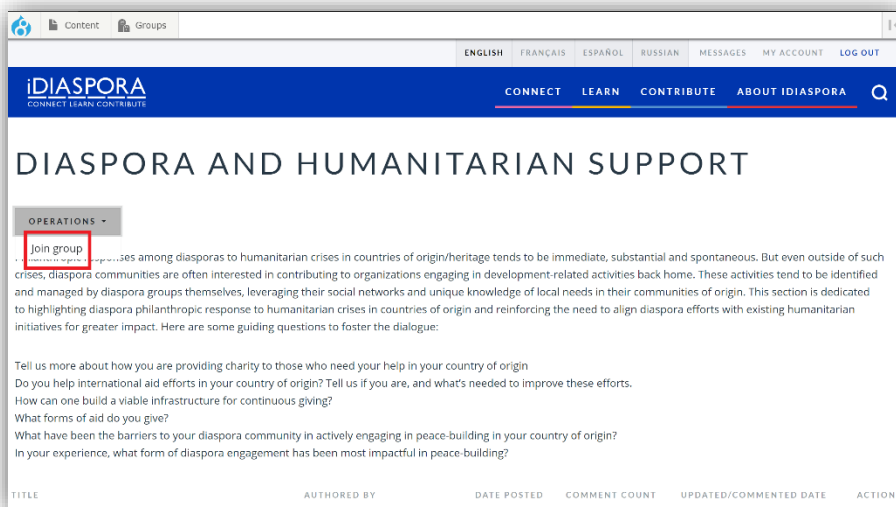
This redirects you to the Forums landing page.



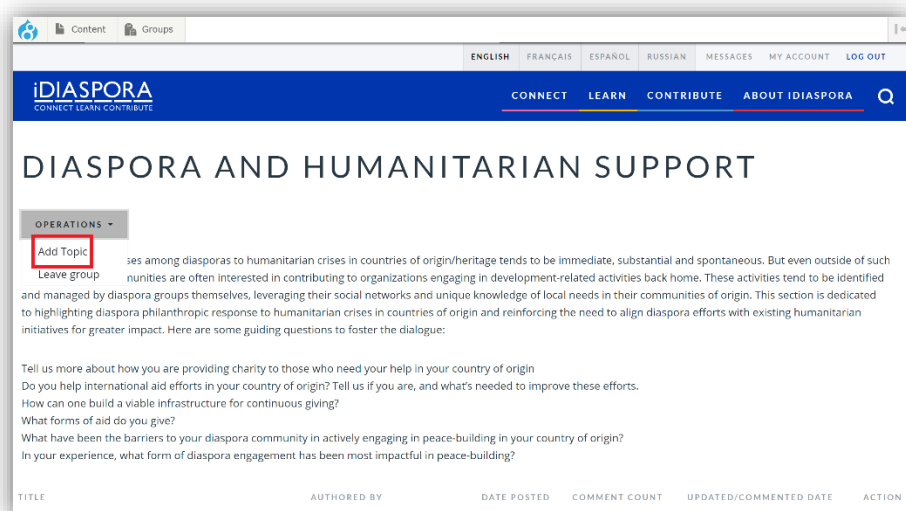
3. **Select** an iDiaspora forum **category** where you want to add a new topic.



4. **Select** the **Operations** drop-down located at the top of the category description and then **'Join group'**.



## 5. Select 'Add topic' from the Operations drop-down menu.



## 6. Fill in all the required fields marked with an asterisk (\*).

The screenshot shows the 'Add Forum: Group node (Forum topic)' form. The form has a breadcrumb trail: Home » Diaspora and Humanitarian Support » Add new content. There are three main sections highlighted with red boxes: 'Subject \*' (a text input field), 'Forums \*' (a dropdown menu set to 'Group forum - Forum'), and 'Description \*' (a rich text editor with a toolbar and a 'Text format' dropdown set to 'Basic HTML'). To the right of the form, there's a box indicating 'Last saved: Not saved yet' and 'Author: Petra Velikonja'. At the bottom, there's an 'ATTACHMENT(S)' section with a 'Select files' button and a 'Show row weights' link.

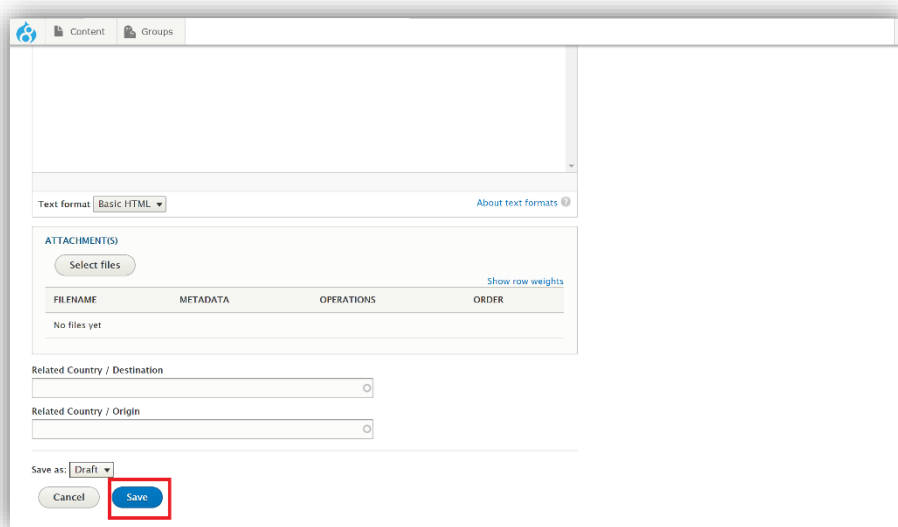
<b>Subject</b>	The title of the Topic.
<b>Forums</b>	Leave it as it is (do not change).
<b>Description</b>	The main content of your Topic.

Some of the optional fields include:

<b>Theme</b>	Select the theme that fits your topic. Fill in all the required fields and select Save.
<b>Initiative tag</b>	The Initiative tag is used to filter information.

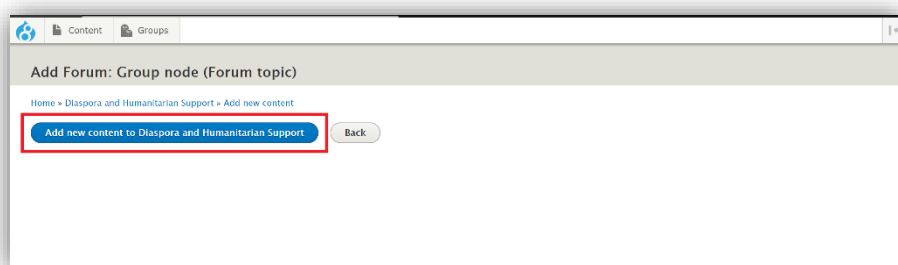
7. **Select** the **Save** button at the bottom of the page.

A confirmation page appears.



The screenshot shows the iDiaspora content creation interface. At the bottom, there is a 'Save as:' dropdown menu set to 'Draft'. Below it are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangular box.

8. **Select** the **Add new content to <topic name>** button.



The screenshot shows the 'Add Forum: Group node (Forum topic)' page. At the top, there is a breadcrumb trail: 'Home > Diaspora and Humanitarian Support > Add new content'. Below this, there are two buttons: 'Add new content to Diaspora and Humanitarian Support' and 'Back'. The 'Add new content to Diaspora and Humanitarian Support' button is highlighted with a red rectangular box.

You can now see the new topic listed at the bottom of the page.

**DIASPORA AND HUMANITARIAN SUPPORT**

**OPERATIONS**

Philanthropic responses among diasporas to humanitarian crises in countries of origin/heritage tends to be immediate, substantial and spontaneous. But even outside of such crises, diaspora communities are often interested in contributing to organizations engaging in development-related activities back home. These activities tend to be identified and managed by diaspora groups themselves, leveraging their social networks and unique knowledge of local needs in their communities of origin. This section is dedicated to highlighting diaspora philanthropic response to humanitarian crises in countries of origin and reinforcing the need to align diaspora efforts with existing humanitarian initiatives for greater impact. Here are some guiding questions to foster the dialogue:

Tell us more about how you are providing charity to those who need your help in your country of origin  
 Do you help international aid efforts in your country of origin? Tell us if you are, and what's needed to improve these efforts.  
 How can one build a viable infrastructure for continuous giving?  
 What forms of aid do you give?  
 What have been the barriers to your diaspora community in actively engaging in peace-building in your country of origin?  
 In your experience, what form of diaspora engagement has been most impactful in peace-building?

TITLE	AUTHORED BY	DATE POSTED	COMMENT COUNT	UPDATED/COMMENTED DATE	ACTION
Questions about Responding to the COVID-19	Roberto Gil CANCEL COMAS	01 May 2020	10	01 December 2020	

## Post Comments to Topic

- Select** the **topic** to which you want to add comments and then **select 'View'** under the Action column.

This redirects you to the topic's main page.

**DIASPORA AND HUMANITARIAN SUPPORT**

**OPERATIONS**

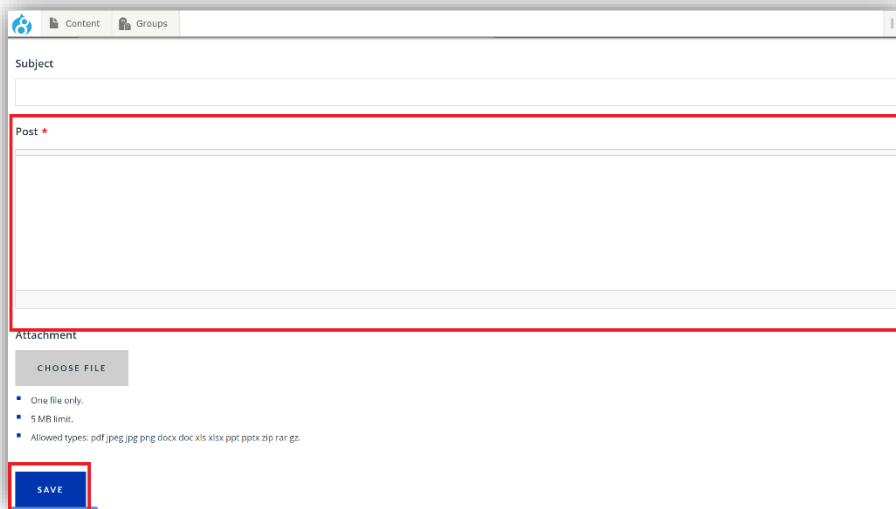
Philanthropic responses among diasporas to humanitarian crises in countries of origin/heritage tends to be immediate, substantial and spontaneous. But even outside of such crises, diaspora communities are often interested in contributing to organizations engaging in development-related activities back home. These activities tend to be identified and managed by diaspora groups themselves, leveraging their social networks and unique knowledge of local needs in their communities of origin. This section is dedicated to highlighting diaspora philanthropic response to humanitarian crises in countries of origin and reinforcing the need to align diaspora efforts with existing humanitarian initiatives for greater impact. Here are some guiding questions to foster the dialogue:

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 What have been the barriers to your diaspora community in actively engaging in peace-building in your country of origin?  
 In your experience, what form of diaspora engagement has been most impactful in peace-building?

TITLE	AUTHORED BY	DATE POSTED	COMMENT COUNT	UPDATED/COMMENTED DATE	ACTION
Questions about Responding to the COVID-19	Roberto Gil CANCEL COMAS	01 May 2020	10	01 December 2020	<a href="#">View</a>
Looking for collaborators in Response to COVID-19	Roberto Gil CANCEL COMAS	14 April 2020	12	01 December 2020	<a href="#">View</a>
Successful Interventions in Response to COVID-19	Roberto Gil CANCEL COMAS	14 April 2020	6	01 December 2020	<a href="#">View</a>



**2. Navigate** to the bottom of the page, **fill in the form** and **select ‘Save’**.

A screenshot of the iDiaspora post creation interface. At the top, there are tabs for 'Content' and 'Groups'. Below them is a 'Subject' text input field. A large text area for the post content is highlighted with a red border. Below the text area is an 'Attachment' section with a 'CHOOSE FILE' button and a list of allowed file types: pdf, jpeg, jpg, png, docx, doc, xls, ppt, pptx, zip, rar, gz. At the bottom left, a blue 'SAVE' button is highlighted with a red border.

You can now see your comment on the topic's main page.



### 3.3 Resources

Resources are items intended for learning or reference purposes such as:

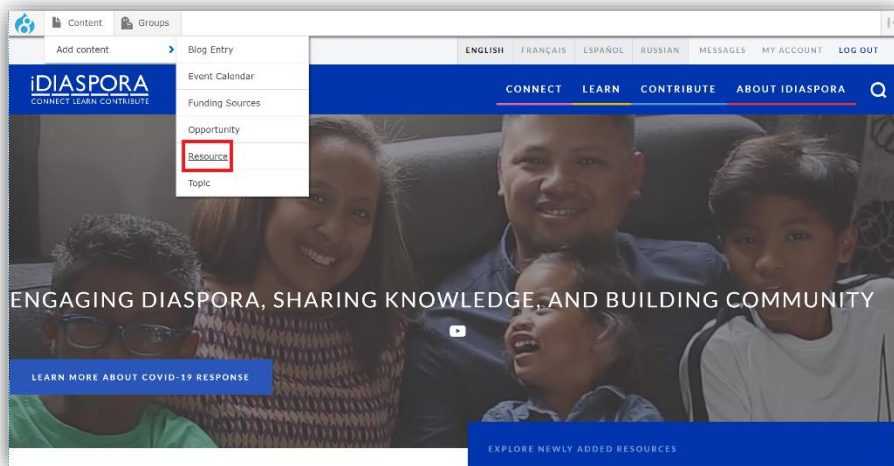
- training materials (including videos)
- public information materials
- laws and policies
- research and studies.

You can find this content under the Learn tab, on the Browse Resources page.

## Create Resources

### 1. Hover over 'Content', then 'Add content' and select 'Resource'.

This takes you to the Create Resource page.



### 2. Fill in all the required fields marked with an asterisk (\*).

 A screenshot of the 'Create Resource' form. The form is titled 'Create Resource' and has a breadcrumb 'Home > Add content'. It includes a 'Language' dropdown set to 'English'. A red box highlights the following required fields: 'Title of the Resource \*' (text input), 'Type of Resource \*' (dropdown menu with 'Experts Database' selected), and 'Date Published \*' (calendar icon). Below these are sections for 'RELATED COUNTRY/PLACE OF ORIGIN' and 'RELATED COUNTRY/DESTINATION', each with a plus icon and a text input field. At the bottom, another red box highlights the 'Theme \*' dropdown menu, which has 'Diaspora and Social Change' selected. A small box on the right indicates 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

<b>Title of the Resource</b>	The title of the resource.
<b>Type of Resource</b>	Select the type of the resource.
<b>Date Published</b>	The date when the resource is to be published.
<b>Theme</b>	Select the theme of the resource from the list.

Some of the optional fields include:

<b>Language</b>	Select any of the four languages to which the resource belongs. This is used for the translation of the website.
<b>Link</b>	Add a URL to any relevant content.

3. **Select** to save as **'Published'** and then **select** the **Save** button at the bottom of the page.

The screenshot shows the iDiaspora resource creation interface. At the top, there are tabs for 'Content' and 'Groups'. Below the tabs is a text input field with a placeholder 'About text formats'. The 'Thumbnail' section has a 'Choose File' button and a note 'No file chosen'. Below this, there are instructions: 'One file only. 800 MB limit. Allowed types: png gif jpeg. Images larger than 1200x1200 pixels will be resized.' The 'DOCUMENT' section has an 'Add a new file' label, a 'Choose Files' button, and a note 'No file chosen'. Below this, there are instructions: 'Unlimited number of files can be uploaded to this field. 60 MB limit. Allowed types: pdf.' The 'Language of Resource' section has a dropdown menu currently set to '- None -'. At the bottom, there is a 'Save as:' dropdown menu set to 'Draft' and a blue 'Save' button, which is highlighted with a red rectangular box.

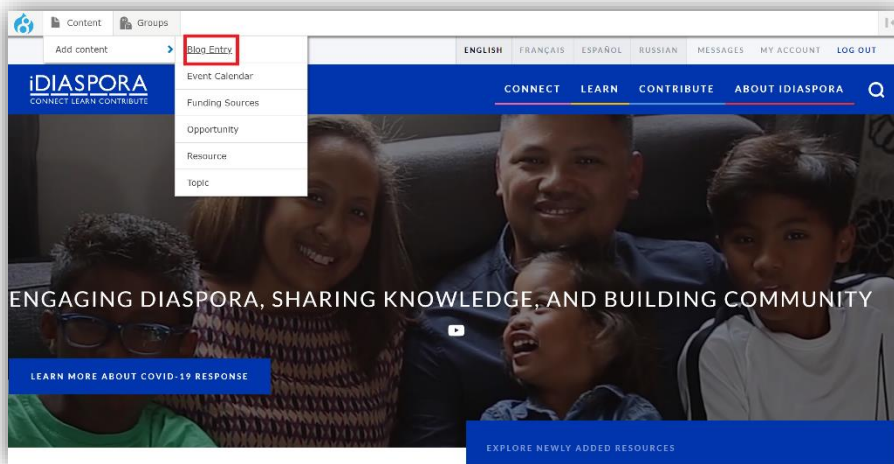
### 3.4 Blogs

As a registered user, you can have your personal blog page. Blogs are published on the Create a Blog page under the Contribute tab.

## Create a Blog Entry

### 1. Hover over 'Content', then 'Add content' and select 'Blog Entry'.

This takes you to the Create Blog Entry page.


A screenshot of the 'Create Blog Entry' form. The form has a title field, a language dropdown menu set to 'English', and a body text area with a rich text editor toolbar. Below the text area is a 'Text format' dropdown set to 'Basic HTML'. At the bottom, there is a 'Cover Image' section with a 'Choose File' button and instructions: 'One file only. 1000 MB limit. Allowed types: png gif jpg jpeg. Images larger than 1600x1600 pixels will be resized.' There is also a link 'About text formats'.

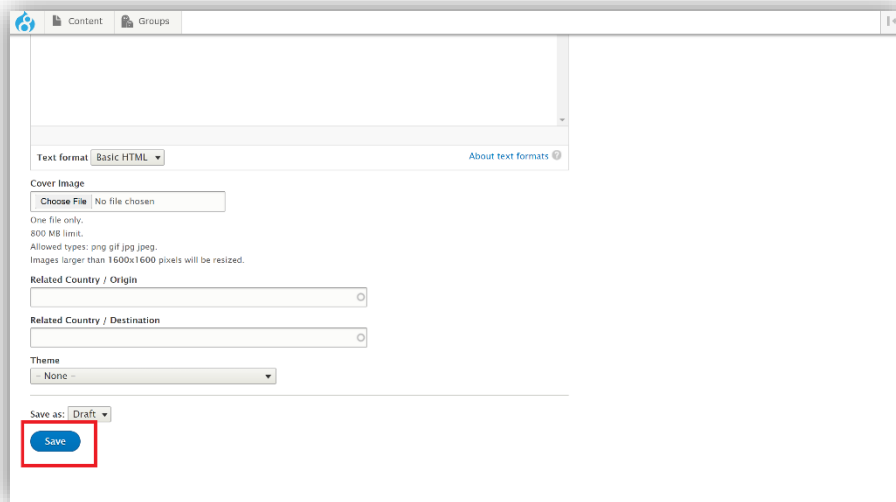
### 2. Fill in the required **Title** field. Use a short and creative title.

Some of the optional fields include:

<b>Language</b>	Select any of the four languages to which the resource belongs. This is used for the translation of the website.
-----------------	--

<b>Body</b>	The main content of the blog.
<b>Cover image</b>	The thumbnail of the blog.

3. **Select** the **Save** button at the bottom of the page.



### 3.5 Opportunity

Opportunities are concrete offers for engagement for members of diaspora. This includes:

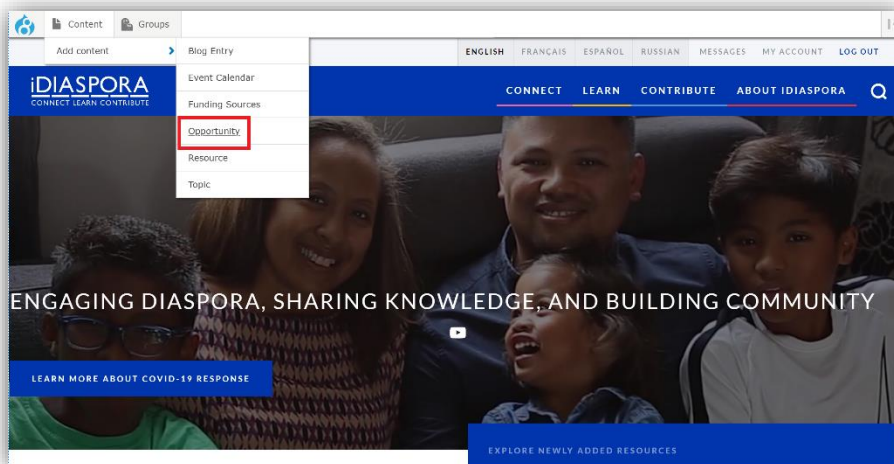
- Volunteer opportunities
- Internships
- Job vacancies
- Consultancies
- Investment opportunities.

This content is posted on the 'Explore opportunities' page under the 'Contribute' tab and gives you a chance to contribute to specific initiatives.

## Create an Opportunity

### 1. Hover over 'Content', then 'Add content' and select 'Opportunity'.

This takes you to the Create Opportunity page.



### 2. Fill in all the required fields marked with an asterisk (\*).

A screenshot of the 'Create Opportunity' form. The form has a title 'Create Opportunity' and a breadcrumb 'Home > Add content'. It contains several fields: 'Position Title \*' (highlighted with a red box), 'Language' (dropdown menu), 'Type of Appointment' (dropdown menu), 'COUNTRY OF OPPORTUNITY \*' (highlighted with a red box), 'Closing Date' (calendar icon), and 'Description of Opportunity \*' (highlighted with a red box). A 'Show row weights' link is also present. On the right side, there is a box indicating 'Last saved: Not saved yet' and 'Author: Petra Velikonja'. The form also includes a rich text editor toolbar with various icons for text formatting and insertion.

<b>Position title</b>	Use an appropriate title, mentioning the post and the organization.
<b>Country of Opportunity</b>	Select the country to which the opportunity belongs to.
<b>Description of Opportunity</b>	The main description of the opportunity. State the most important information.

Some of the optional fields include:

<b>Language</b>	Select any of the four languages to which the blog belongs. This is used in translation.
<b>Closing date</b>	Select the date when this Opportunity will close for applications.
<b>Documents related to Opportunity</b>	Allowed files with extension: pdf, doc, docx, and pptx. The file should not be larger than 2MB.
<b>Apply for an Opportunity</b>	Enter the external URL where the applicants will be redirected when they select the link.
<b>Cover image</b>	Allowed types: PNG, GIF, JPG, JPEG. Should be smaller than 1200x1200 pixel.
<b>Application Form Status</b>	Check the box to enable the Application Form on your Opportunity page. This will enable the visitor of the website to apply for your post.

3. **Select** the **Save** button at the bottom of the page.

The screenshot shows a web form with the following fields and controls:

- Duration of Assignment**: A text input field.
- Contact Email**: A text input field.
- GEOFIELD**: A container for location data.
  - Latitude**: A text input field.
  - Longitude**: A text input field.
- ☐ **Application Form Status**: A checkbox.
- Related Country / Origin**: A dropdown menu.
- Related Country / Destination**: A dropdown menu.
- Theme**: A dropdown menu with the selected option being "None".
- Save as:** A dropdown menu with the selected option being "Draft".
- Save**: A blue button with white text, highlighted by a red rectangular box.

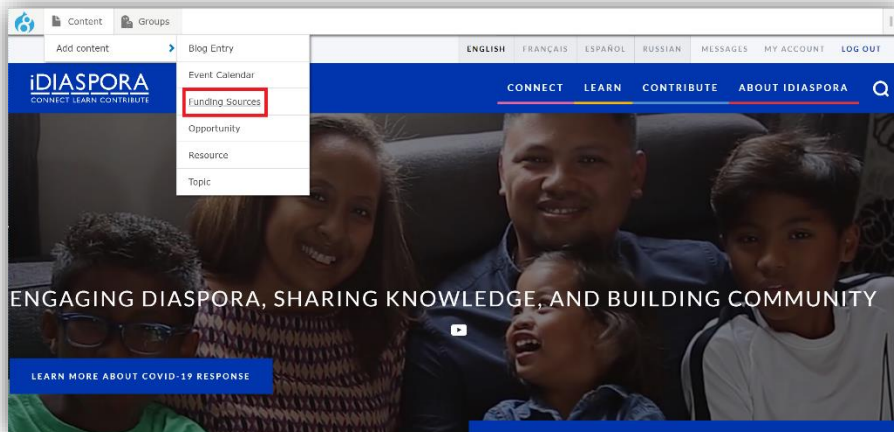
## 3.6 Funding Sources

You can find information about funding sources on the Find Funding page in the learn section of the website. In this section you can publish and / or find resource opportunities.

## Create Funding Sources

### 1. Hover over 'Content', then 'Add Content' and select 'Funding Sources'.

This takes you to the Create Funding Sources page.



### 2. Fill in all the required fields marked with an asterisk (\*).

 A screenshot of the 'Create Funding Sources' form. The form has a title bar 'Create Funding Sources' and a breadcrumb 'Home > Add content'. The form fields are:
 

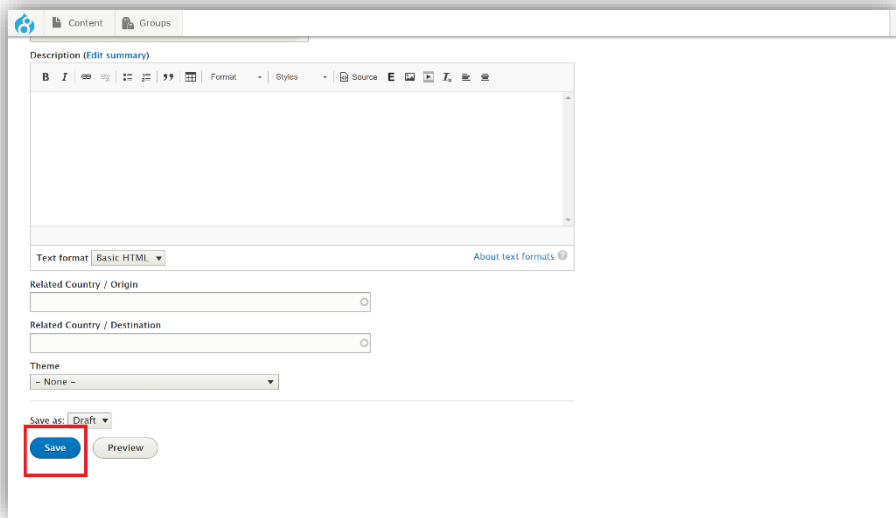
- Title \***: A text input field, highlighted with a red box.
- Language**: A dropdown menu with 'English' selected.
- Type of Donor \***: A dropdown menu with '- Select a value -' selected, highlighted with a red box.
- Name of Donor**: A text input field.
- LINK TO DONOR PAGE**: A section containing:
  - URL**: A text input field.
  - Link text**: A text input field with 'Visit Donor page' as a placeholder.
- Closing Date**: A date picker with 'dd/mm/yyyy' format.
- Country**: A dropdown menu with 'None -' and 'Afghanistan' as options.

 On the right side of the form, there is a box indicating 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

<b>Title</b>	The title of the funding source.
<b>Type of Donor</b>	Select the type of donor from the list.



3. **Select** the **Save** button at the bottom of the page.



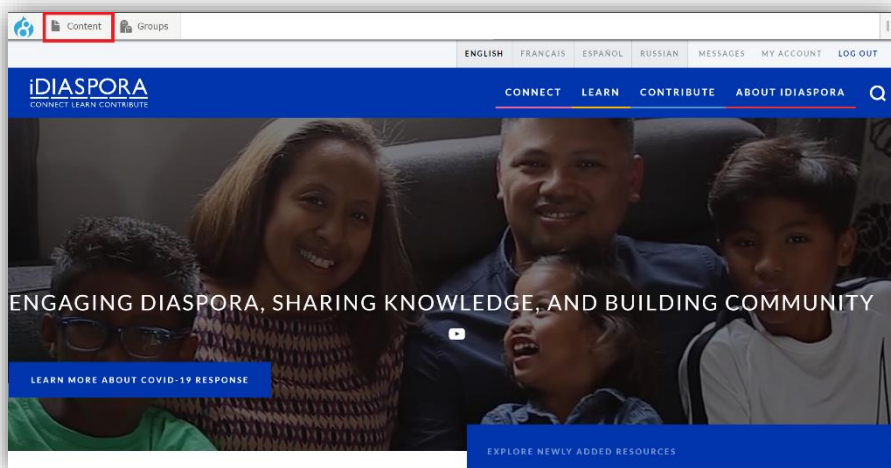
## 4. Edit Content

Editing iDiaspora content is very easy. The following instructions apply to all types of content.

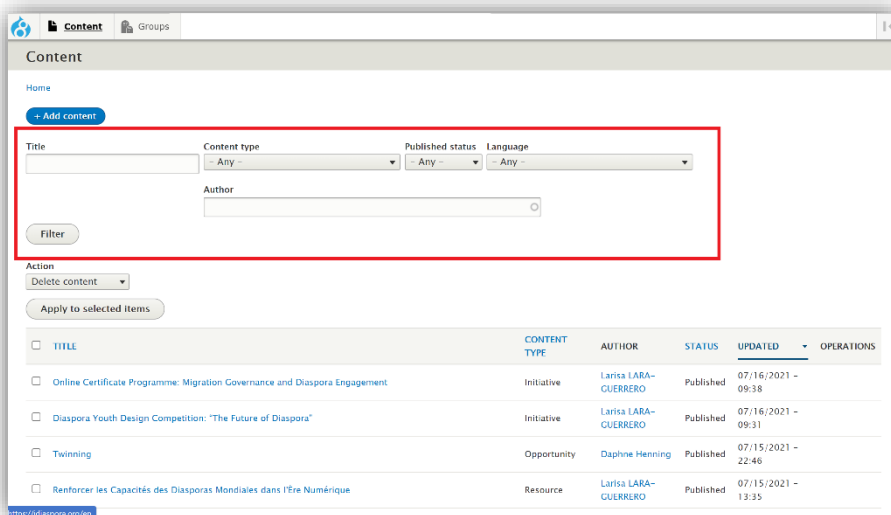
Edit Content using the Text Editor

### 1. Select 'Content' in the navigation menu.

This redirects you to the Content page with the list of website contents.



### 2. You can filter the result by Title, Content type, Published status, Language and Author to narrow down the list of the results.



3. **Select** the **Edit** button next to the content you want to edit.

**Note:** The Edit button is located in the Operations column.

Content		Groups					
<input type="checkbox"/>	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS	
<input type="checkbox"/>	Favoriser le dialogue culturel pour une meilleure intégration communautaire entre les communautés de la diaspora en Jordanie : Journée mondiale de la diversité culturelle pour le dialogue et le développement	Blog Entry	Larisa LARA-GUERRERO	Published	05/31/2021 - 10:31		
<input type="checkbox"/>	Lancement de la Cartographie des Tunisiens résidents en Italie	Event Calendar	Larisa LARA-GUERRERO	Published	05/28/2021 - 18:47		
<input type="checkbox"/>	Fund for innovation in development grants	Funding Sources	BETH MBATIA	Published	05/28/2021 - 15:13	Edit	
<input type="checkbox"/>	Fonds SUEZ grants-improving living conditions for individuals	Funding Sources	BETH MBATIA	Published	05/28/2021 - 15:12	Edit	
<input type="checkbox"/>	Feminist review trust fund grants for women	Funding Sources	BETH MBATIA	Published	05/28/2021 - 15:10	Edit	
<input type="checkbox"/>	Access to learning award	Funding Sources	BETH MBATIA	Published	05/28/2021 - 15:07	Edit	
<input type="checkbox"/>	Bilateral Partner: Partners of Finland's development Policy	Funding Sources	BETH MBATIA	Published	05/28/2021 - 14:32	Edit	
<input type="checkbox"/>	Maximizing diaspora engagement: Mobilizing resources	Event Calendar	Larisa LARA-GUERRERO	Published	05/27/2021 - 17:01		
<input type="checkbox"/>	FinnFund Invests in Business activities in developing Countries	Funding Sources	BETH MBATIA	Published	05/27/2021 - 16:44	Edit	
<input type="checkbox"/>	Support for research and development	Funding Sources	BETH MBATIA	Published	05/27/2021 - 16:44	Edit	
<input type="checkbox"/>	Leveraging Diasporas to Promote Innovation for Sustainable Development	Event Calendar	Larisa LARA-GUERRERO	Published	05/27/2021 - 14:22		
<input type="checkbox"/>	DIASPORA INCLUSION – Harnessing the potential of the African diaspora in sustainable development	Resource	Larisa LARA-GUERRERO	Published	05/27/2021 - 12:36		
<input type="checkbox"/>	Migration Crisis and Its Impact for Europe	Event Calendar	Amanda MARTINS	Published	05/26/2021 -		

#### 4. Use the Text Editor to style your text.

You can apply styles, create hyperlinks, lists and other.

Content Groups

Closing Date

dd/mm/yyyy

Country

None

Afghanistan

Africa and Middle East

Albania

Description (Edit summary)

**B** *I* U A B List List Decrease Increase Link Unlink

Transforming Public Policy (TPP) Grants (up to €150,000): FID funds Transforming Public Policy (TPP) Grants to support two types of projects:

- Those focused on the institutionalization of specific evidence-based innovations with demonstrated cost-effectiveness and scalability into public policies at large scale;
- Those focused on strengthening the capacity of low- and middle-income governments to design, test, pilot, and scale evidence-based innovations (e.g., the establishment of an evidence-based innovation lab in government or support for a government effort to collect and process data to evaluate the impact of social policies)

Encourages applications centered on marginalised groups, women and girls, refugees, underrepresented minorities, refugees and displaced persons.

Text format: Basic HTML

About text formats

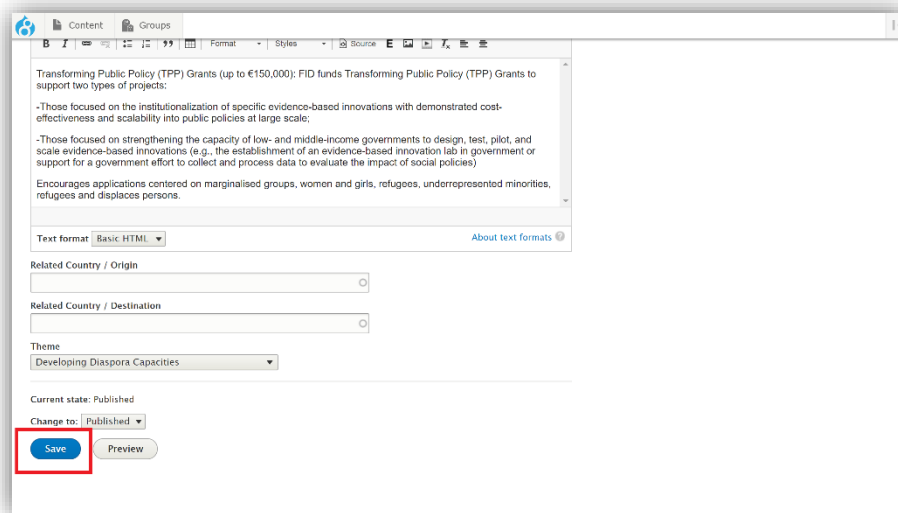
Related Country / Origin

Related Country / Destination

1	Makes the text thicker (Bold).
2	Makes the text thinner (Italic).
3	Adds hyperlink to your text. Highlight the text and click this button.
4	Adds Bullets or Numbers to your list.

5	Adds Styles on your text. Highlight the text and select this button.
6	Adds images to the content. This allows you to browse and upload images on your content.
7	Adds a YouTube video to the content. This requires the URL of the video.

## 5. Select the **Save** button at the bottom of the page



## Use correct Image Dimensions

Follow the minimum resolution / dimension of the image to avoid distortion.

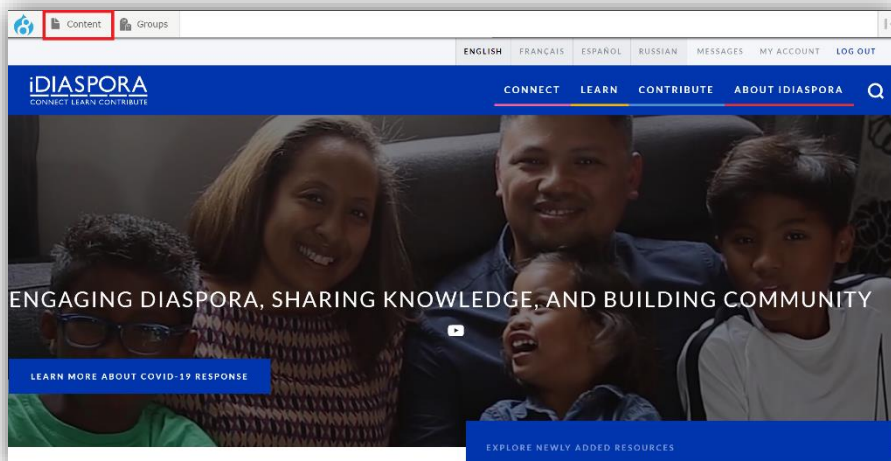
Blog	Cover image: 770x515 pixels to 1600x1600 pixels max
Resource	Thumbnail: 420x595 pixels to 1200x1200 pixels max
Event	Event banner: 770x515 pixels to 1600x1600 pixels max Event photos: 1024x1024 pixels
Opportunity	Cover image: 250x250 pixels to 1200x1200 pixels max

## 5. Delete Content

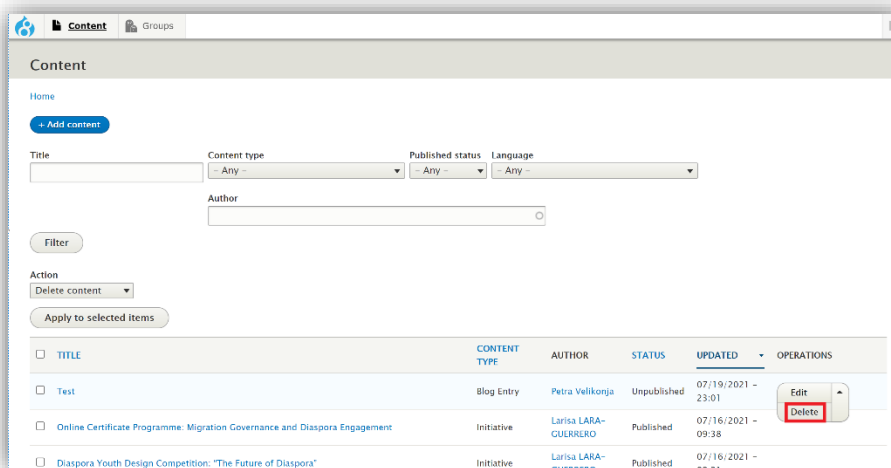
Deleting content is easy but add extra care when deleting content as this action cannot be undone.

1. **Select the Content button.**

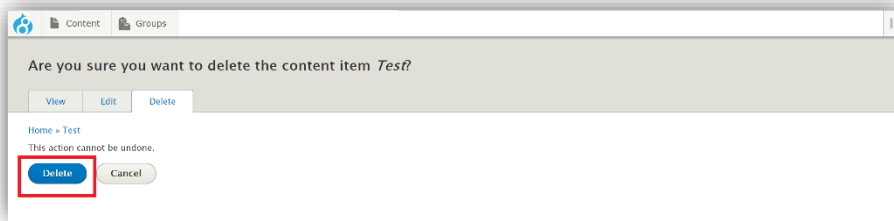
This takes you to the Content page.



2. **Select the drop-down arrow next to the content you want to delete and select 'Delete'.**



### 3. Select 'Delete' to confirm the deletion message.



Your content item is now deleted.

**Tip:** To delete several content items at once, you can go to the Content page and:

- **Check the boxes** next to the items you want to delete.
- **Select 'Delete content'** from the **Action drop-down menu**.
- **Select 'Apply to selected items'** and confirm the deletion message that appears on your screen.

