



# User Guide for Contributors



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, Charanya Thiyan 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 iDiaspora Contributors, as a source of insightful contents, act as catalysts to foster engagement, and initiate discussions and activities.

The site is rich with activities like blogs, event,s 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 Contributors.

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 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>

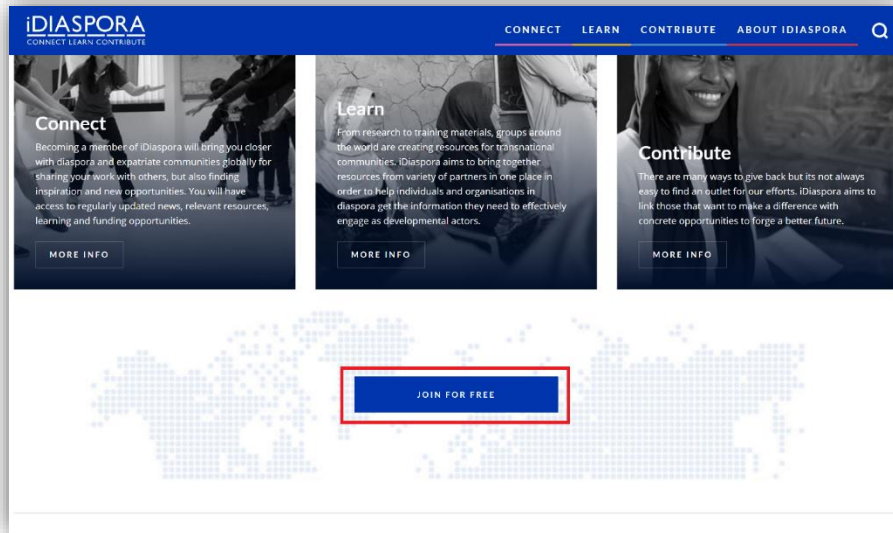
Note: Please note that all the content needs to be approved by the iDiaspora Team before being public.

## 2.1 Register

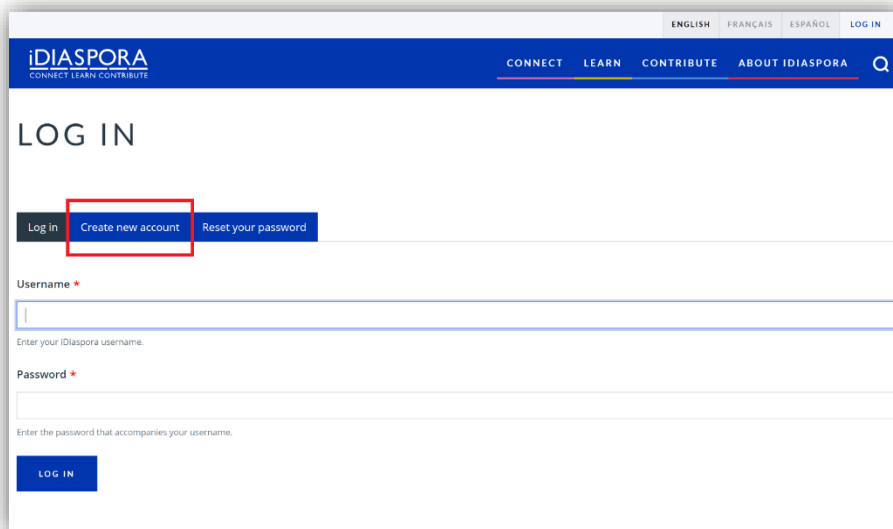
There are two ways to register on iDiaspora:

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

This redirects you to the registration page.



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

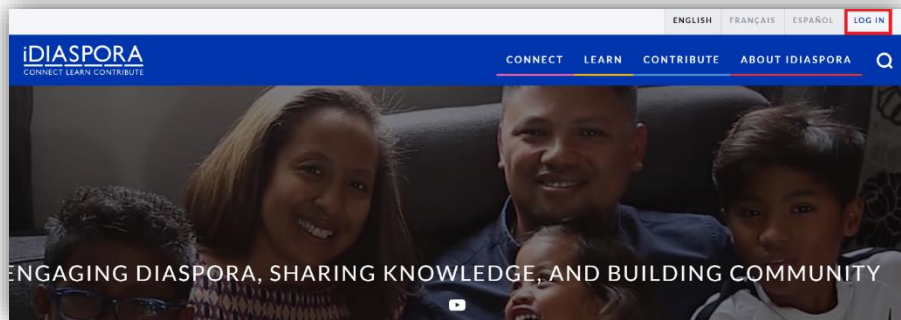


**Note:** On the registration page, ensure you select the ‘Individual’ as the account type. If you are registering on behalf of your whole office or project, select the other user type (Business, Organization, or Government agencies) and fill in all the required fields.

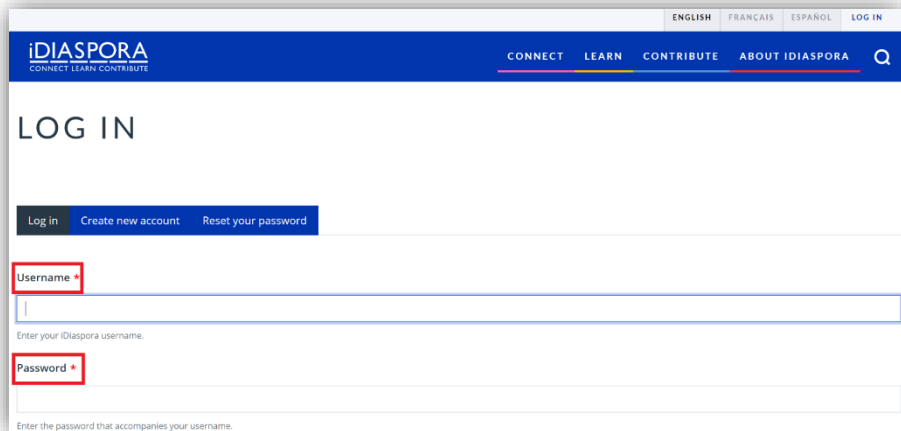
## 2.2 Log In

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 Login page of the website.



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



## 2.3 Set Up Contributor Access

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

To set your profile role as ‘Contributor, email [idiapora@iom.int](mailto:idiapora@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

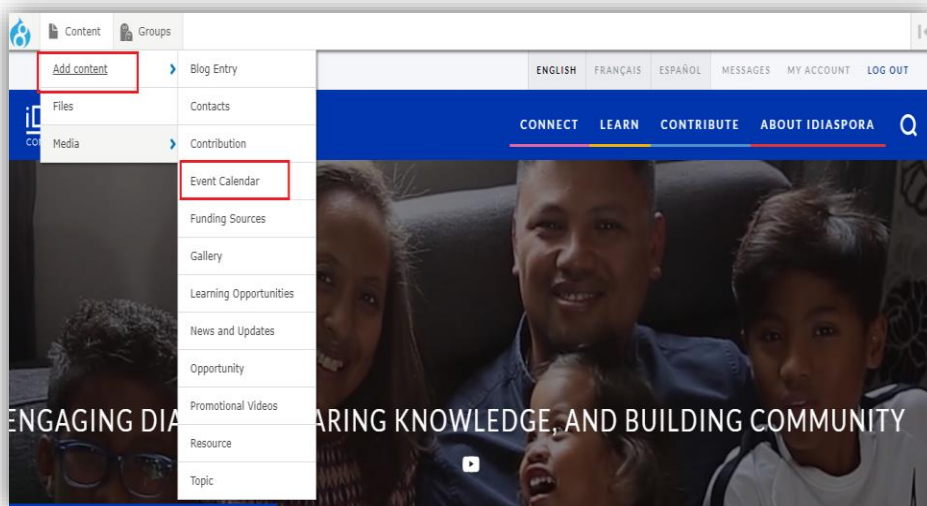
Create calendar events to share upcoming physical or online events with the iDiaspora community and beyond. This can be training, conferences, press events, or other.

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.



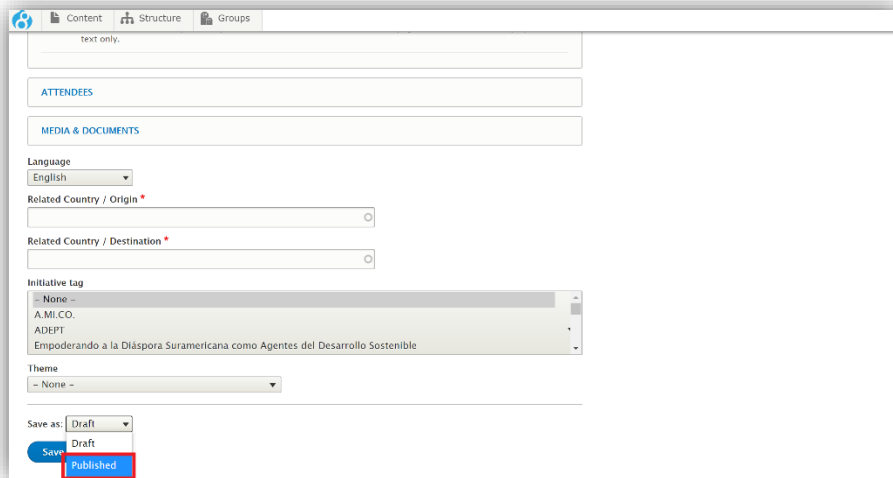
## 2. Complete the required fields marked with an asterisk (\*) and other fields relevant to your event.

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.

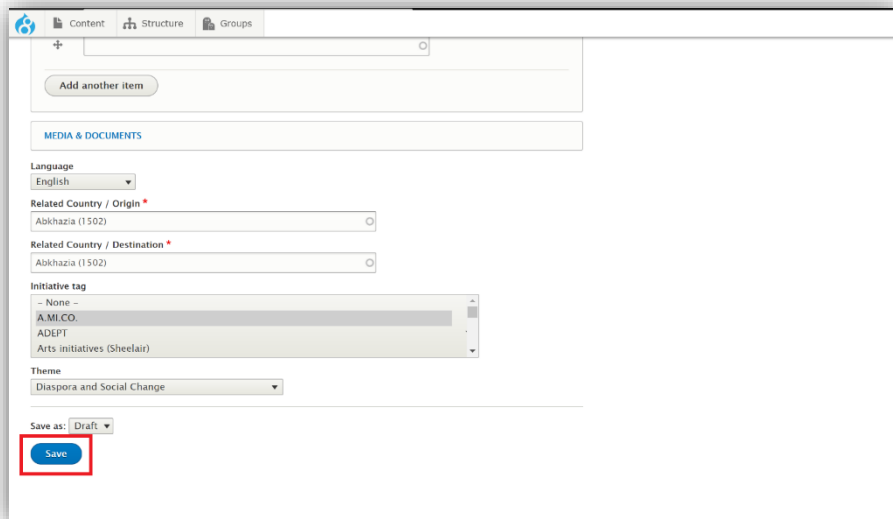
<b>Event Description</b>	The main description of the event.
<b>Email message</b>	The message that will be sent to the attendees' email address. Include the Zoom / Teams / Webex link for your event.
<b>Event Banner</b>	<p>The main banner of the event. It will display at the top of the page before the event information. Image requirements:</p> <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>	Please insert the country of origin related to this content.
<b>Related Country / Destination</b>	Please insert the country of destination related to this content.
<b>Initiative tag</b>	The Initiative tag is used to filter information.

### 3. Select to save as 'Published'



The screenshot shows the iDiaspora form interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there is a 'text only.' input field. Further down, there are sections for 'ATTENDEES' and 'MEDIA & DOCUMENTS'. The 'Language' dropdown is set to 'English'. The 'Related Country / Origin' and 'Related Country / Destination' fields are empty. The 'Initiative tag' dropdown is open, showing options: 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. The 'Theme' dropdown is set to 'None'. At the bottom, the 'Save as:' dropdown is open, showing 'Draft' and 'Published' (highlighted with a red box). A 'Save' button is also visible.

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



The screenshot shows the iDiaspora form interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there is a '+ Add another item' button. Further down, there are sections for 'MEDIA & DOCUMENTS'. The 'Language' dropdown is set to 'English'. The 'Related Country / Origin' and 'Related Country / Destination' fields are set to 'Abkhazia (1502)'. The 'Initiative tag' dropdown is open, showing options: 'None', 'A.M.I.CO.', 'ADEPT', and 'Arts initiatives (Sheelair)'. The 'Theme' dropdown is set to 'Diaspora and Social Change'. At the bottom, the 'Save as:' dropdown is set to 'Draft'. A 'Save' button is highlighted with a red box.

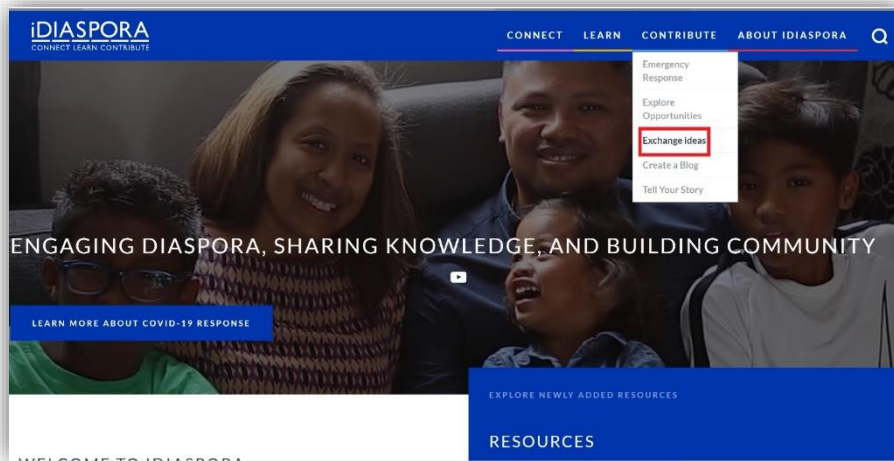
## 3.2 Forum Topics

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.

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

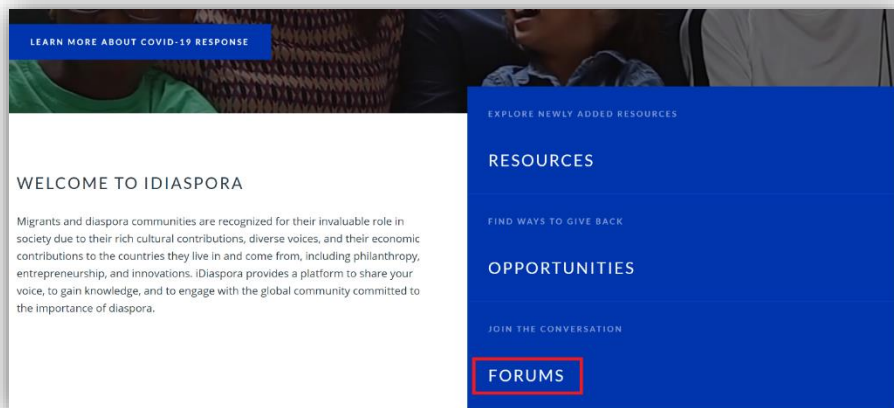
1. From the Main menu: **Hover over the Contribute tab** and **select 'Exchange Ideas'**.

This redirects you to the Forums landing page.



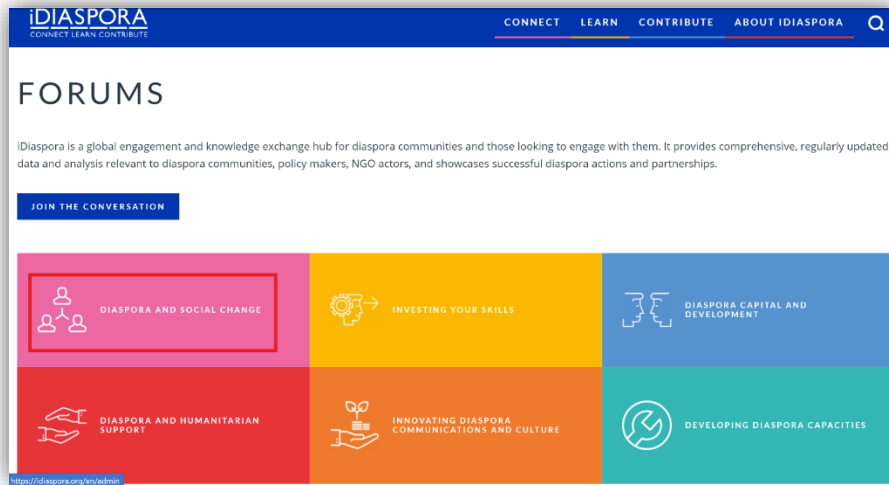
2. From the Forums block on the homepage: **Navigate** to the section with three blue blocks. **Select 'Forums'**.

This redirects you to the Forums landing page.

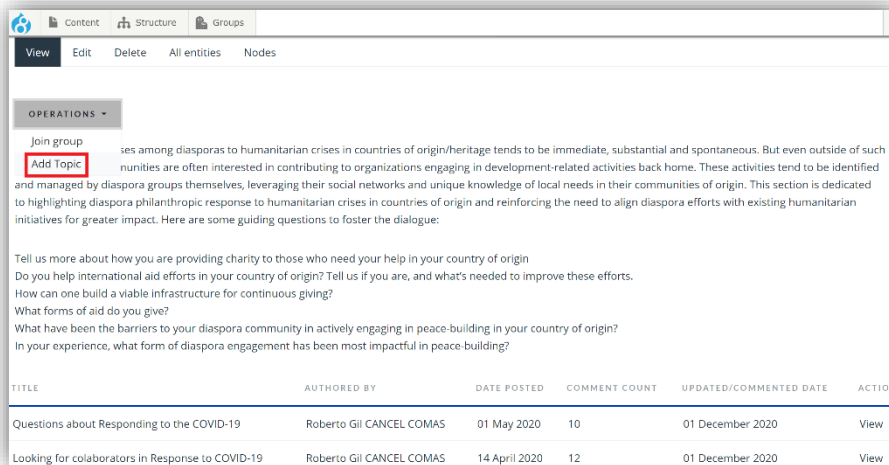


## Create a Forum Topic

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



4. **Select** the **Operations drop-down** located at the top of the category description and **'Add topic'**.



5. **Complete all required fields** marked with an asterisk (\*).

<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.

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

A confirmation page will appear.

Text format: Basic HTML

ATTACHMENTS: Select files

Related Country / Destination:

Related Country / Origin:

Initiative tag:   
 - None -   
 A.MI.CO.   
 ADEPT   
 Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible

Save as: Published

Cancel Save

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

Add Forum: Group node (Forum topic)

Home » Diaspora and Humanitarian Support » All entities for Diaspora and Humanitarian Support » Add new content

Add new content to Diaspora and Humanitarian Support Back

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

DIASPORA  
CONNECT LEARN CONTRIBUTE

CONNECT LEARN CONTRIBUTE ABOUT IDIASPORA

# 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?

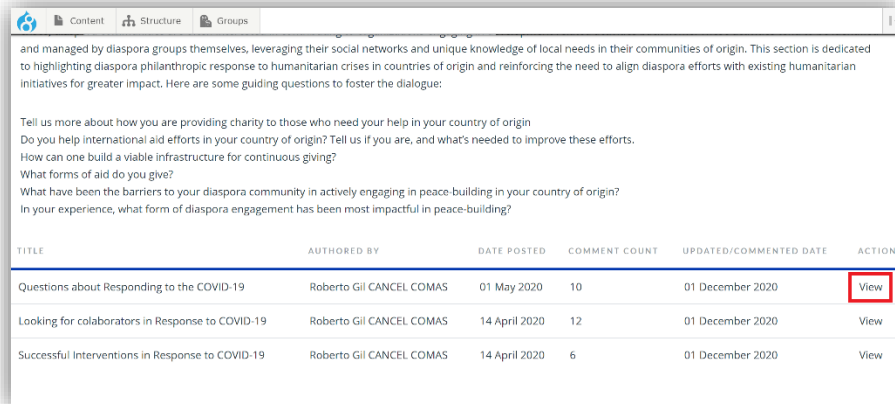
TITLE	AUTHORED BY	DATE POSTED	COMMENT COUNT	UPDATED/COMMENTED DATE	ACTION
Questions about Responding to the COVID-19	Roberto Gil CANCEL COMAS	01 May 2020	10	01 December 2020	



## Post Comments to Topic

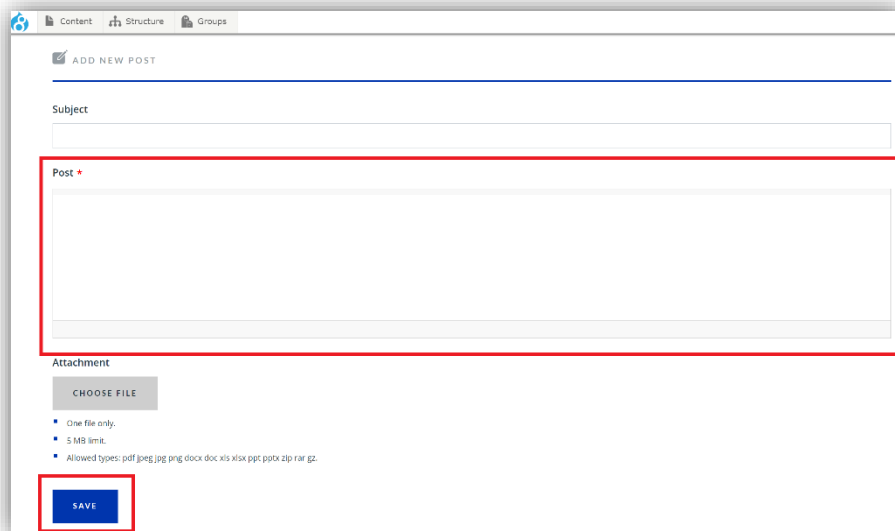
**1. Select the topic** to which you want to add comments and **select ‘View’** under the Action column.

This redirects you to the topic's main page.



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, complete the form and select ‘Save’.**



**ADD NEW POST**

Subject

Post \*

Attachment

CHOOSE FILE

- One file only.
- 5 MB limit.
- Allowed types: pdf jpeg jpg png docx doc xls xlsx ppt pptx zip rar gz.

**SAVE**

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:

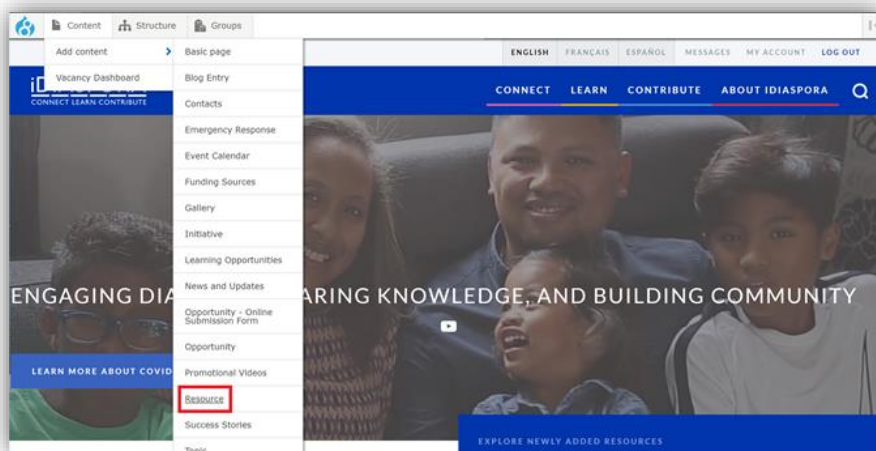
- training materials (including videos)
- public information materials
- laws and policies
- research and studies.

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 redirects you to the Create Resource page.



2. **Complete all required fields** marked with an asterisk (\*).

The screenshot shows the 'Create Resource' interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. The main form has several sections:
 

- Language:** A dropdown menu set to 'English'.
- Title of the Resource \*:** A text input field.
- Type of Resource \*:** A dropdown menu set to 'Laws and Policies'.
- Date Published \*:** A date input field with a calendar icon, showing 'dd / mm / yyyy'.
- RELATED COUNTRY/PLACE OF ORIGIN:** A section with a search bar and a '+ Add another item' button. A 'Show row weights' link is to the right.
- RELATED COUNTRY/DESTINATION:** A similar section with a search bar and a '+ Add another item' button. A 'Show row weights' link is to the right.
- Theme \*:** A dropdown menu set to 'Diaspora and Social Change'.

 On the right side, a sidebar displays 'Last saved: Not saved yet' and 'Author: Petra Velikonja', with a 'PROMOTION OPTIONS' link below.

<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 **select** the **Save** button at the bottom of the page.

The screenshot shows the iDiaspora web interface for creating a document. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, a 'DOCUMENT' section contains an 'Add a new file' button and a 'Choose Files' button. A message states: 'One file only. 800 MB limit. Allowed types: png gif jpg jpeg. Images larger than 1200x1200 pixels will be resized.' Below this, there is a 'DOCUMENT' section with a 'Choose Files' button and a message: 'Unlimited number of files can be uploaded to this field. 60 MB limit. Allowed types: pdf.' Further down, there is an 'Initiative tag' dropdown menu with options: 'None -', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. Below that is a 'Language of Resource' dropdown menu with the option 'None -'. At the bottom, there is a 'Save as' dropdown menu with the option 'Published' selected, and a blue 'Save' button. Red boxes highlight the 'Published' option and the 'Save' button.

### 3.4 Contacts

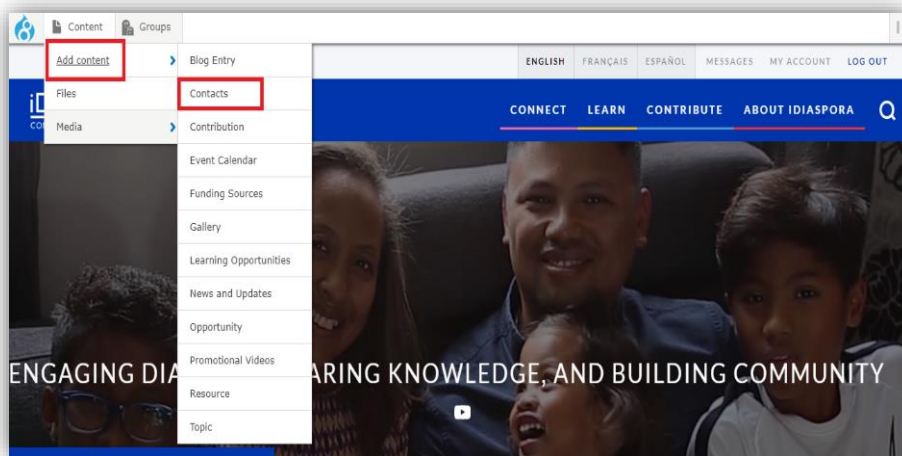
See the **Contacts** section if you need support or advice. There, you can find contact details of key interlocutors such as consulates, embassies, or relevant government offices.

Published contacts are posted to the existing contacts list. They appear on the **Get Advice** page under the **Connect** tab.

Create a Contact

1. **Hover over ‘Content’, then ‘Add content’ and select ‘Contacts’.**

This redirects you to the Create Contacts page.



2. **Complete all required fields** marked with an asterisk (\*).

A screenshot of the 'Create Contacts' form on the iDiaspora website. The form is titled 'Create Contacts' and has a breadcrumb trail 'Home > Add content'. The 'Title' field is marked with a red asterisk and a red box. The 'LOCATION' section is also marked with a red asterisk and a red box, containing 'Latitude' and 'Longitude' fields, both marked with red asterisks. Below the location section are fields for 'Address', 'Additional', 'Province', 'Postal code', and 'City'. A 'Show row weights' link is at the bottom right. On the right side of the form, it says 'Last saved: Not saved yet' and 'Author: Petra Velikonja'.

<b>Title</b>	Type in the name of the new contact.
<b>Location tab</b>	
<b>Latitude and Longitude</b>	Type in the coordinates of the location where the new contact is based.

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

The screenshot shows the iDiaspora contact creation interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below these, there's a 'URL' field with a placeholder text: '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 URL field is a 'Link text' field. Further down, there are dropdown menus for 'Language' (set to 'English'), 'Related Country / Origin', and 'Related Country / Destination'. Below these is an 'Initiative tag' dropdown menu with options: '- None -', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. Below the initiative tag is a 'Theme' dropdown menu set to '- None -'. At the bottom left, there is a 'Save as' dropdown menu set to 'Published' and a blue 'Save' button. Both the 'Save as' dropdown and the 'Save' button are highlighted with red rectangles.

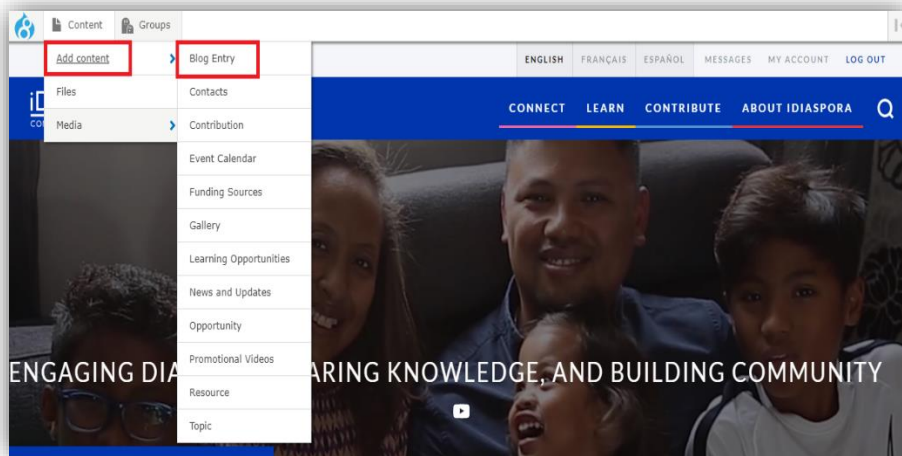
## 3.5 Blogs

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

### Create a Blog Entry

I. **Hover over ‘Content’, then ‘Add content’ and select ‘Blog Entry’.**

This takes you to the Create Blog Entry page.

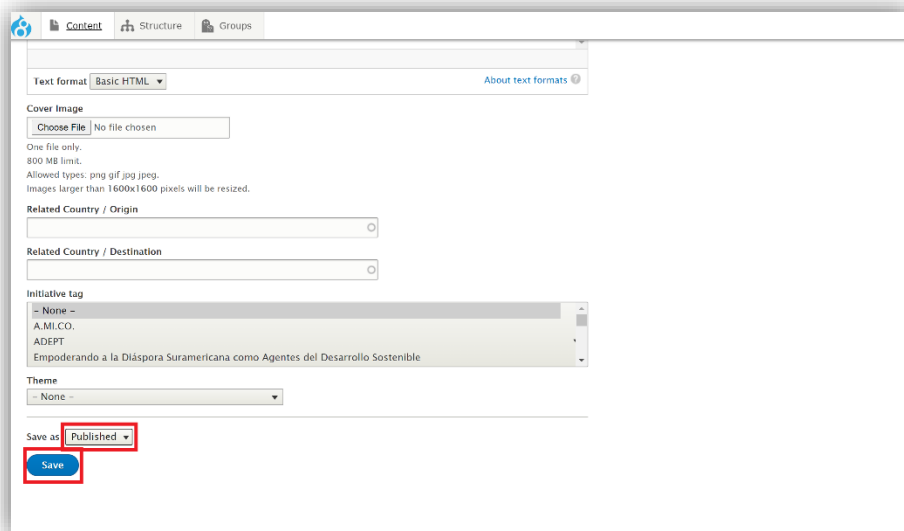
A screenshot of the 'Create Blog Entry' form. The form has a title field, a language dropdown set to 'English', and a large text area for the body. Below the text area is a 'Text format' dropdown set to 'Basic HTML'. At the bottom, there is a 'Cover Image' section with a 'Choose File' button and instructions: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

## 2. **Complete** 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** to save as **Published** and select the **Save** button at the bottom of the page.



The screenshot shows the iDiaspora contributor interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below the tabs, there is a 'Text format' dropdown set to 'Basic HTML' and a link 'About text formats'. The 'Cover Image' section has a 'Choose File' button and text indicating 'No file chosen', with additional details: 'One file only.', '800 MB limit.', 'Allowed types: png gif jpg jpeg.', and 'Images larger than 1600x1600 pixels will be resized.' Below this are two dropdown menus for 'Related Country / Origin' and 'Related Country / Destination'. The 'Initiative tag' section shows a list of tags: 'None', 'A.M.I.CO.', 'ADEPT', and 'Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible'. The 'Theme' section has a dropdown set to 'None'. At the bottom, the 'Save as' dropdown is set to 'Published', and the 'Save' button is highlighted with a red box.



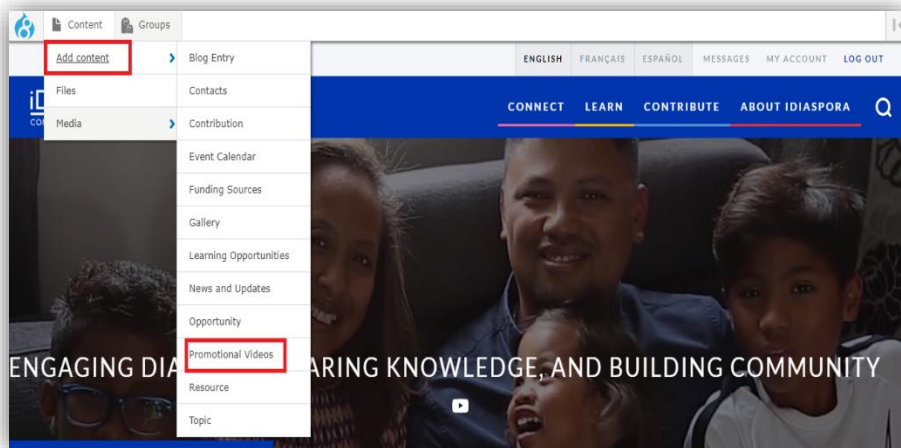
### 3.6 Promotional Videos

Promotional Videos can include messages of inspiration, interviews, stories, or recordings of events that you would like to share with the iDiaspora community and beyond. They are posted on the 'Get inspired' page under the 'Connect' tab.

Create Promotional Videos

1. **Hover over 'Content', then 'Add Content' and select 'Promotional Videos'.**

This redirects you to the Create Promotional Videos page.



2. **Complete all required fields marked with an asterisk (\*).**

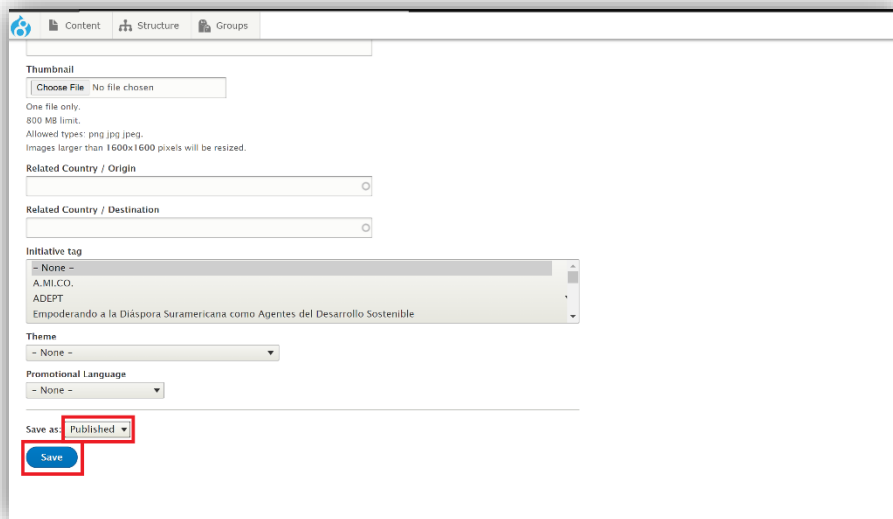
A screenshot of the 'Create Promotional Videos' form in the iDiaspora system. The form has a title bar 'Create Promotional Videos' and a breadcrumb 'Home » Add content'. The 'Title \*' field is highlighted with a red box. Below it is a 'Language' dropdown set to 'English'. The 'Description (Edit summary)' field is a large text area with a rich text editor toolbar. Below the description is a 'Text format' dropdown set to 'Basic HTML'. The 'YouTube URL \*' field is highlighted with a red box. At the bottom is a 'Thumbnail' section with a 'Choose File' button and the text 'No file chosen' and 'One file only.' On the right side of the form, there is a status box that says 'Last saved: Not saved yet' and 'Author: Petra Velikonja', and a link for 'PROMOTION OPTIONS'.

<b>Title</b>	The main title of the content.
<b>YouTube URL</b>	The URL of your video uploaded on YouTube website.

Some of the optional fields include:

<b>Description</b>	Main description of the video.
<b>Thumbnail</b>	<p>The thumbnail to be displayed on the page instead of the video thumbnail. This field accepts the following requirements:</p> <ul style="list-style-type: none"> <li>• <b>Format:</b> PNG, JPG, JPEG</li> <li>• <b>Size:</b> image should not be larger than 1600x1600 pixels.</li> </ul>

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



The screenshot shows the iDiaspora content creation interface. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. The 'Thumbnail' section is active, showing a 'Choose File' button with the text 'No file chosen'. Below this, it states 'One file only. 800 MB limit. Allowed types: png jpg jpeg. Images larger than 1600x1600 pixels will be resized.' There are two dropdown menus for 'Related Country / Origin' and 'Related Country / Destination'. Below these are three more dropdown menus: 'Initiative tag' (with options: None, A.M.I.C.O., ADEPT, Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible), 'Theme' (with option: None), and 'Promotional Language' (with option: None). At the bottom, the 'Save as' dropdown menu is set to 'Published', and a red box highlights the 'Save' button.

### 3.7 Opportunity

Opportunities are concrete offers for engagement for members of diaspora. These include:

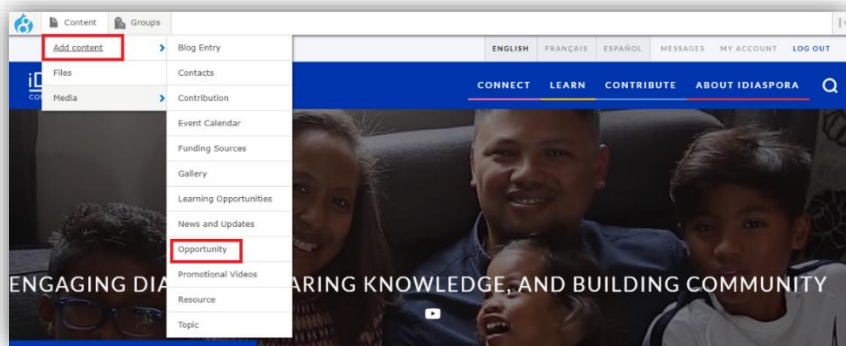
- Volunteer opportunities
- Internships
- Job vacancies
- Consultancies
- Investment opportunities.

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

I. **Hover over 'Content', then 'Add content' and select 'Opportunity'.**

This redirects you to the Create Opportunity page.



## 2. Complete all required fields marked with an asterisk (\*).

The screenshot shows the 'Create Opportunity' form. The required fields are highlighted with red boxes:

- Position Title \***: A text input field.
- COUNTRY OF OPPORTUNITY \***: A dropdown menu with a plus icon.
- Description of Opportunity \***: A rich text editor with a toolbar.

Other fields include:

- Language**: A dropdown menu with 'English' selected.
- Emergency Response**: A text input field.
- Type of Appointment**: A dropdown menu with 'None' selected.
- Closing Date**: A date picker showing '01/07/2021'.

Additional information on the right side of the form includes:

- Last saved: Not saved yet**
- Author: Petra Veikonen**
- PROMOTION OPTIONS**: A section with a blue header.

<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>Emergency Response</b>	Use this field to reference the content to any 'Emergency Response' content.
<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** to save as **‘Published’** and **select** the **Save** button at the bottom of the page.

The screenshot shows the iDiaspora application form interface. The form includes the following fields and options:

- GEOFIELD**: Latitude and Longitude input fields.
- Application Form Status**: A checkbox.
- Related Country / Origin**: A dropdown menu.
- Related Country / Destination**: A dropdown menu.
- Initiative tag**: A dropdown menu with options: None, A.M.I.CO., ADEPT, and Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible.
- Theme**: A dropdown menu with the option: None.
- Save as**: A dropdown menu set to **Published**.
- Save**: A blue button highlighted with a red box.

## 4. Edit Content

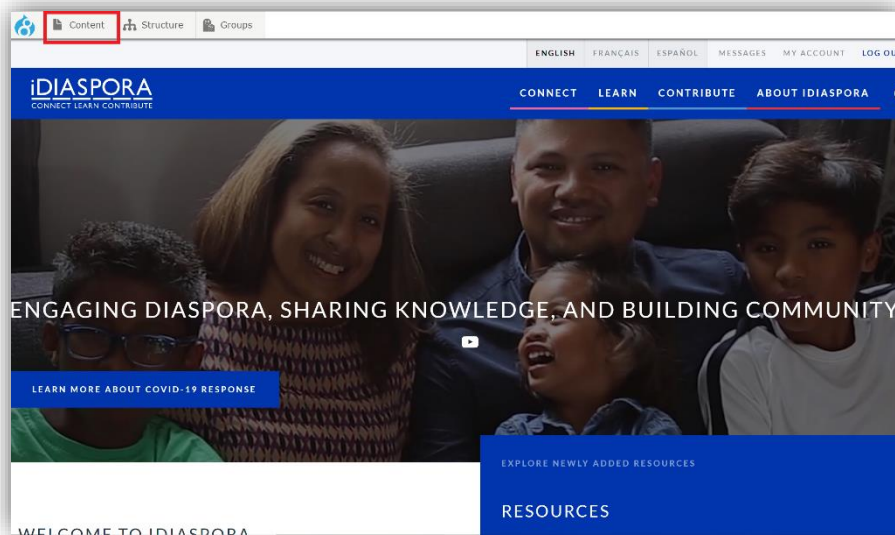
Editing iDiaspora content is very easy. The following instructions apply to all types of content.

**Note:** You may only edit content that you have created.

Edit Content using the Text Editor

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

This redirects you to the Content page with a 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.

The screenshot shows the 'Content' administration page. At the top, there are tabs for 'Content', 'Structure', and 'Groups'. Below the tabs, there's a breadcrumb 'Home > Administration' and a '+ Add content' button. A red box highlights the filter section, which includes:

- Title:** A text input field.
- Content type:** A dropdown menu with '- Any -' selected.
- Published status:** A dropdown menu with '- Any -' selected.
- Language:** A dropdown menu with '- Any -' selected.
- Author:** A text input field with a search icon.
- Filter:** A button to apply the filters.

Below the filter section, there's an 'Action' dropdown set to 'Delete content' and an 'Apply to selected items' button. The main table lists content items with columns: TITLE, CONTENT TYPE, AUTHOR, STATUS, UPDATED, and OPERATIONS.

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
La diáspora de AEMN: Reducir la brecha digital y de conocimientos entre países del Norte y del Sur Global y entre países del Sur a través de tecnologías digitales innovadoras	Blog Entry	Larisa LARA-GUERRERO	Published	06/30/2021 - 17:10	
Organizaciones diaspóricas y tecnología: El papel de la diáspora afgano-neerlandesa en la lucha contra el COVID-19	Blog Entry	Larisa LARA-GUERRERO	Published	06/30/2021 - 17:09	
El papel de la tecnología en el fortalecimiento de las redes diaspóricas	Blog Entry	Larisa LARA-GUERRERO	Published	06/30/2021 - 17:09	
La juventud francesa asiática online: Construir identidad colectiva y luchar contra el racismo	Blog Entry	Larisa LARA-GUERRERO	Published	06/30/2021 - 17:08	
La experiencia de la organización Manzoul en el uso de la tecnología digital para apoyar a la	Blog Entry	Larisa LARA-GUERRERO	Published	06/30/2021 - 13:43	

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

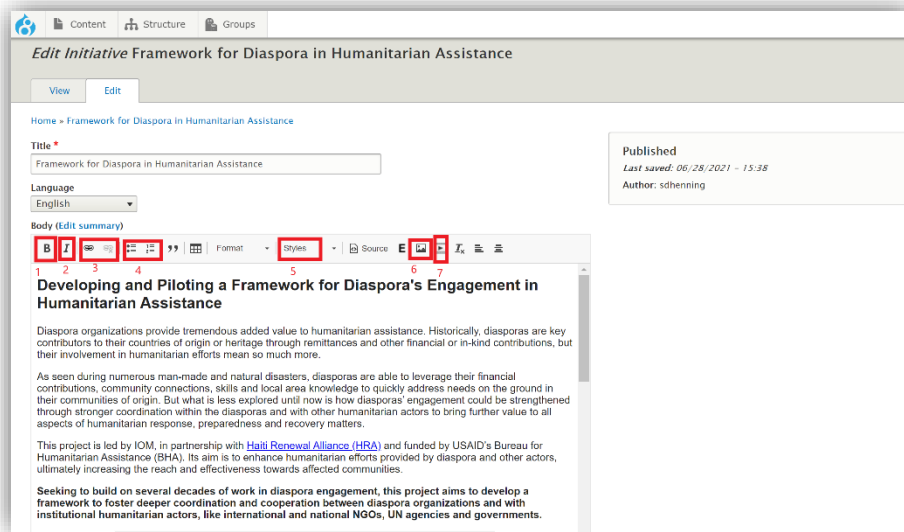
**Note:** The Edit button is located in the Operations column.

The screenshot shows the 'Content' administration page with the 'OPERATIONS' column highlighted by a red box. Each row in the table has an 'Edit' button in the 'OPERATIONS' column.

TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED	OPERATIONS
Sondeo sobre el rol de la Diáspora Suramericana en el Desarrollo Sostenible	Webform	GUERRERO	Published	06/30/2021 - 09:31	Edit
Register for the Next Diaspora Training Sessions on Safer Shelter Practices	Newsletter Issue	Roberto Gil CA...	Published	06/30/2021 - 02:47	
Kayiganwa	Opportunity - Online Submission Form	Larisa LARA-GUERRERO	Published	06/29/2021 - 22:05	Edit
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Unknown (not verified)	Unpublished	06/29/2021 - 11:02	Edit
Framework for Diaspora in Humanitarian Assistance	Initiative	Daphne Henning	Published	06/29/2021 - 00:06	Edit
Haiti: une réduction des risques plus sûre et des abris plus sûrs	Blog Entry	Daphne Henning	Published	06/28/2021 - 15:38	Edit
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Daphne Henning	Published	06/28/2021 - 14:51	Edit
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Daphne Henning	Published	06/28/2021 - 14:50	Edit
Introduction to Disaster Preparedness, Response, Recovery & Risk Reduction	Event Calendar	Daphne Henning	Published	06/28/2021 - 14:21	Edit
The AEMN diaspora: Bridging the digital divide and knowledge gap between southern and northern countries and between countries in the South through innovative digital technologies	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:49	
Innovative approaches in diaspora engagement: i-platform/i-diaspora connecting the Bosnian and Herzegovinian diaspora in Switzerland	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:34	
Breaking diaspora engagement barriers through effective media communication	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:30	
Nepali migrants' use of social media during the pandemic	Blog Entry	Larisa LARA-GUERRERO	Published	06/26/2021 - 19:25	

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

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



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

The screenshot shows the 'OTHER DETAILS' section of the iDiaspora interface. It includes tabs for 'ATTENDEES', 'MEDIA & DOCUMENTS', and 'PROMOTION OPTIONS'. The 'OTHER DETAILS' tab is active, showing fields for Language (English), Related Country / Origin (Bangladesh (1493)), Related Country / Destination (United States (2595)), Initiative tag (Empoderando a la Diáspora Suramericana como Agentes del Desarrollo Sostenible), Theme (Developing Diaspora Capacities), Current state (Published), and a 'Change to' dropdown menu. The 'Save' button is highlighted with a red rectangle at the bottom left.

## 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
News and Updates	Thumbnail: 1440x810 pixels
Learning opportunity	Cover image: 400x280 pixels to 1440x810 pixels max
Promotional videos	Thumbnail: 300x180 pixels to 980x540 pixels max
Gallery	Image Gallery: 800x800 pixels to 1600x1600 pixels max

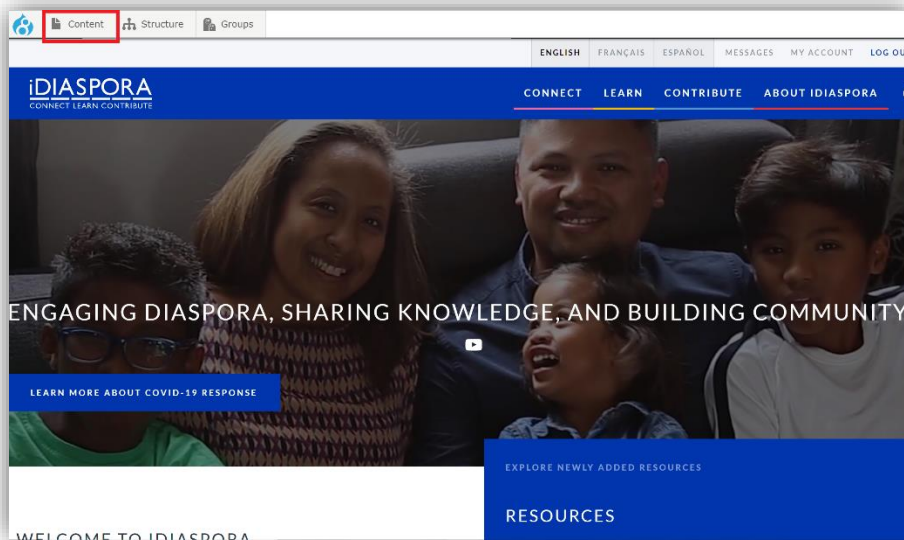
## 5. Delete Content

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

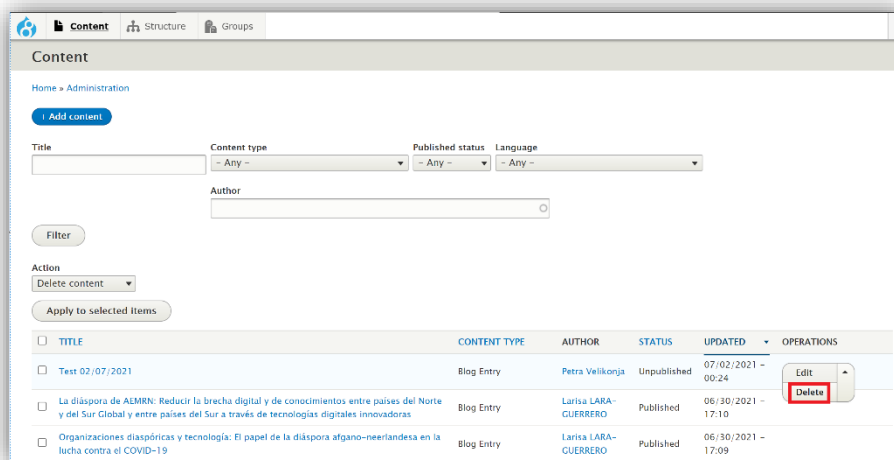
**Note:** You may only delete content that you have created.

1. **Select the Content button.**

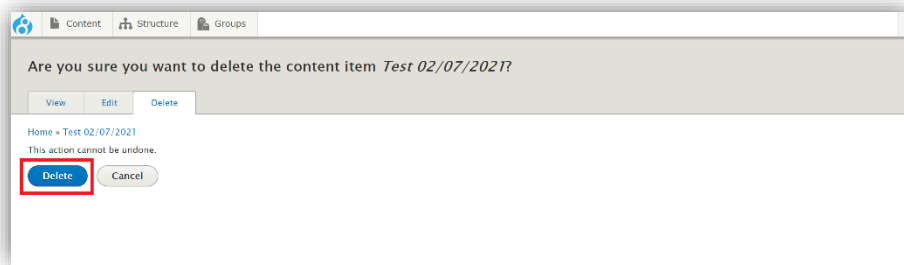
This redirects you to the Content page.



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.

