
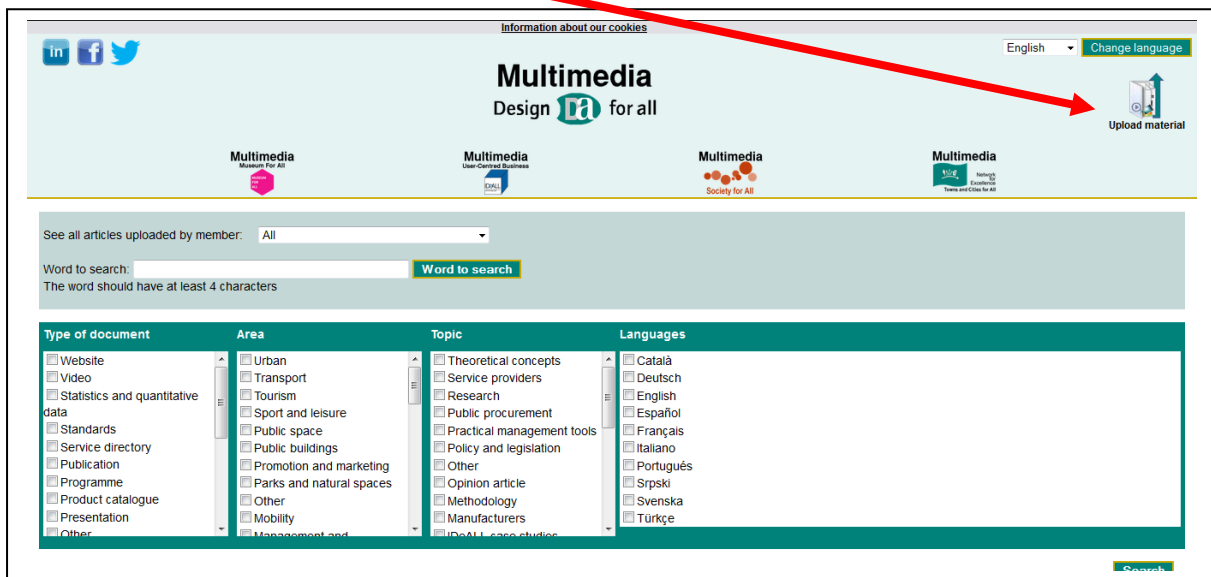


Instructions to upload information to the Multimedia Library

1. Click on this icon  of our website located in the right top of the screen.

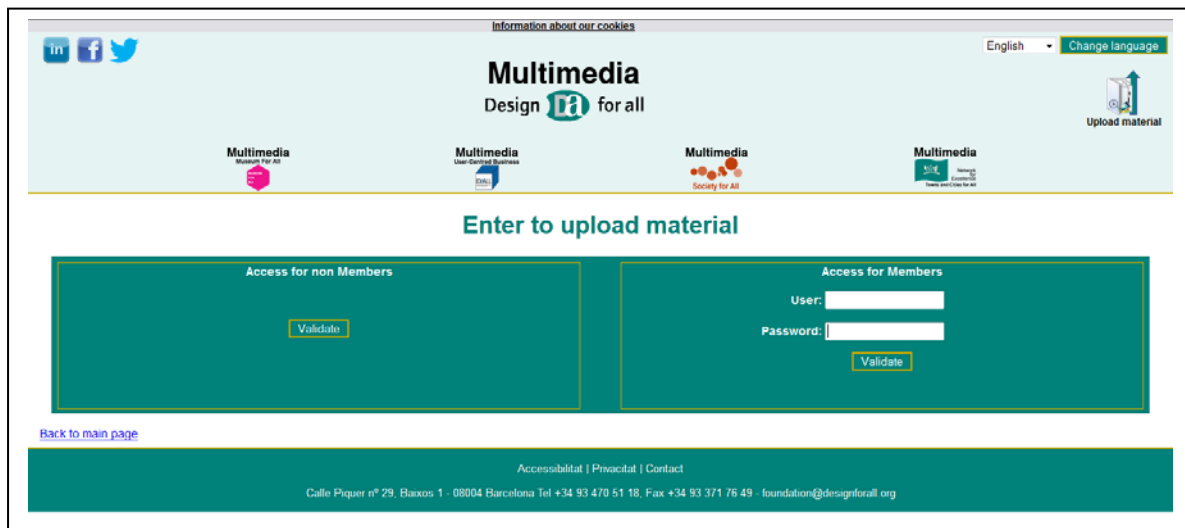


The screenshot shows the top navigation bar of the Multimedia website. The 'Upload material' icon, which is a blue folder with an upward-pointing arrow, is located in the top right corner. A red arrow points from the text in step 1 to this icon. Below the navigation bar, there is a search bar and a filter table.

Type of document	Area	Topic	Languages
<input type="checkbox"/> Website	<input type="checkbox"/> Urban	<input type="checkbox"/> Theoretical concepts	<input type="checkbox"/> Català
<input type="checkbox"/> Video	<input type="checkbox"/> Transport	<input type="checkbox"/> Service providers	<input type="checkbox"/> Deutsch
<input type="checkbox"/> Statistics and quantitative data	<input type="checkbox"/> Tourism	<input type="checkbox"/> Research	<input type="checkbox"/> English
<input type="checkbox"/> Standards	<input type="checkbox"/> Sport and leisure	<input type="checkbox"/> Public procurement	<input type="checkbox"/> Español
<input type="checkbox"/> Service directory	<input type="checkbox"/> Public space	<input type="checkbox"/> Practical management tools	<input type="checkbox"/> Français
<input type="checkbox"/> Publication	<input type="checkbox"/> Public buildings	<input type="checkbox"/> Policy and legislation	<input type="checkbox"/> Italiano
<input type="checkbox"/> Programme	<input type="checkbox"/> Promotion and marketing	<input type="checkbox"/> Other	<input type="checkbox"/> Portugués
<input type="checkbox"/> Product catalogue	<input type="checkbox"/> Parks and natural spaces	<input type="checkbox"/> Opinion article	<input type="checkbox"/> Srpski
<input type="checkbox"/> Presentation	<input type="checkbox"/> Other	<input type="checkbox"/> Methodology	<input type="checkbox"/> Svenska
<input type="checkbox"/> Other	<input type="checkbox"/> Mobility	<input type="checkbox"/> Manufacturers	<input type="checkbox"/> Türkçe
	<input type="checkbox"/> Management and	<input type="checkbox"/> IDEALL case studies	

2. **If you are a member of the foundation networks:** introduce your user code and password (we sent this to you from the foundation when you became a member) in the Access to members and validate your data.

If you are not a member you can also upload material entering in Access for non-members.



The screenshot shows the 'Enter to upload material' section of the website. It features two main input areas: 'Access for non Members' and 'Access for Members'. The 'Access for non Members' area has a 'Validate' button. The 'Access for Members' area has fields for 'User:' and 'Password:', followed by a 'Validate' button. At the bottom, there is a 'Back to main page' link and a footer with contact information.

3. Choose the type of material of the following list:

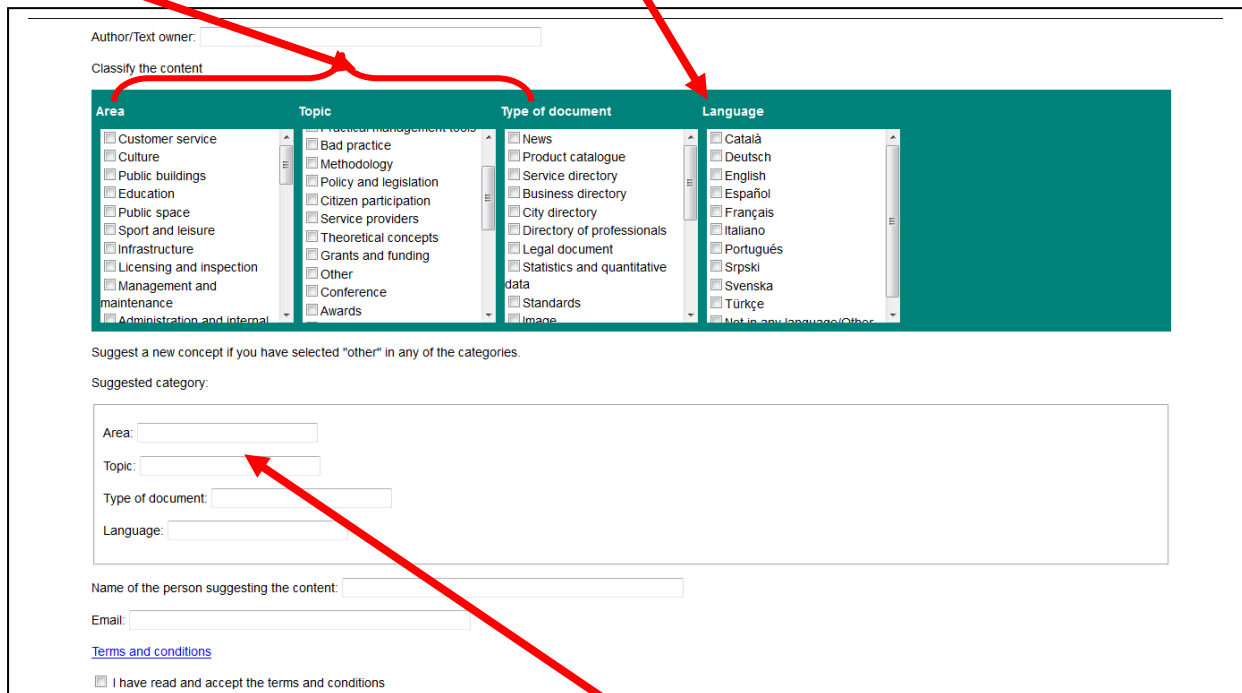
- ✓ **Media Library Content** (photos, presentations, documents, laws, regulations, websites, best practices, awards, etc....)
- ✓ **New**
- ✓ **Events** (events, conferences, seminars, etc....)
- ✓ **Calls** (grants, projects, communications centers or prizes, etc....)

4. Select the language in which you'll write the title, content description and the following fields.

5. Follow the instructions for completing the fields below.

- If you want to attach a picture to illustrate the contents include a brief description (ex. Cover of the publication of the company logo, etc ...).
- Attach the file or a web address and include a title to the attached (ex. web page link or PDF of the publication).

- Indicate the author or owner of the documents or materials, and classify content by:
- Area, Theme, document type and language of the accompanying material.



The screenshot shows a web form for classifying content. At the top, there is a text input field for 'Author/Text owner:'. Below it is a section titled 'Classify the content' which contains four columns of checkboxes: 'Area', 'Topic', 'Type of document', and 'Language'. Each column lists various categories. A red arrow points from the 'Classify the content' title to the 'Area' column. Another red arrow points from the 'Classify the content' title to the 'Language' column. Below the classification section, there is a text input field for 'Suggest a new concept if you have selected "other" in any of the categories.' followed by a 'Suggested category:' section with four text input fields: 'Area:', 'Topic:', 'Type of document:', and 'Language:'. A red arrow points from the 'Suggested category:' section to the 'Area:' field. Below these fields are input fields for 'Name of the person suggesting the content:', 'Email:', and a checkbox for 'I have read and accept the terms and conditions' with a link to 'Terms and conditions'.

You can suggest a new concept if you selected "other" in any category.

6. Enter your name and email.

7. Read, accept the terms and conditions and send the material.

The material submitted will be evaluated by the Editorial Committee and will be published once approved and you will be notified by email.

 If you need any clarification do not hesitate to contact us:
foundation@designforall.org
