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Admin guide

When approving new resources:

- Ensure there is a description of the text in the first field
- Ensure that all attribution is correct for written texts and we are entitled to host it (Creative commons, or original content uploaded by the Author)
- If there is no image find one and upload it
- Ensure that the image attribution is correct - Not doing so can cost quite a lot of money

The text will look like this (Markdown) until it is published

The screenshot shows a web interface for uploading a resource. At the top, there is a license dropdown menu set to 'CC-BY'. Below this is a 'files' section where a PDF file named 'Shared-governance-and-working-in-circles-guide.pdf' (6 MB) is listed. The main area is the 'File Description' field, which contains the following Markdown text:

```
### CIRCLE MEMBERS
To ensure an efficient workspace, a Circle should have a facilitator and a secretary for its meetings.

#### A FACILITATOR
- Elected through the consent process.
- Ensures compliance with governance rules and operational processes adopted by the organisation.
- Prepares the meeting with the secretary: opens and closes the meeting.
- Keeps discussions on track and ensures adherence to process.
- Sets the meeting rhythm, ensures smooth exchanges, and allows everyone a chance to speak.
- Refocuses discussions and maintains awareness of purpose and present context.
- Avoids off-topic discussions.
- Maintains a neutral and diplomatic stance.

#### A SECRETARY
```

At the bottom right of the description field, it says 'lines: 171 words: 1191 1:1'. There is an 'Add File' button at the bottom right of the form. On the right side of the interface, there are several filter sections: 'Project Type' with checkboxes for Collaborative Leadership (checked), Economy, Education, Energy, and Food; 'Countries' with checkboxes for various countries like Afghanistan, Albania, Algeria, etc.; 'Resource Tags' with a text input field and a 'Choose from the most used tags' link; and 'Link Suggestions' with a note that no suggestions are currently shown.

Process for generating the Markup for the plaintext version of PDF's

1. Upload the PDF to <https://notegpt.io/pdf-to-markdown-converter>
2. Copy and paste the resulting text into the field
3. Read the text and do corrections as needed