

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 displays 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 file named 'Shared-governance-and-working-in-circles-guide.pdf' (6 MB) has been uploaded. The 'File Description' field 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 editor, it shows 'lines: 171 words: 1191 1:1'. An 'Add File' button is visible at the bottom right of the editor area.

The right sidebar contains several filter sections:

- Project Type:** Collaborative Leadership (checked), Economy, Education, Energy, Food.
- Countries:** Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla.
- Resource Tags:** A search box and a note: 'Separate tags with commas. Choose from the most used tags.'
- Link Suggestions:** A note: 'We can't show any link suggestions. Try selecting categories and tags for and mark other posts as Pillar Content them show up here.'

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

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