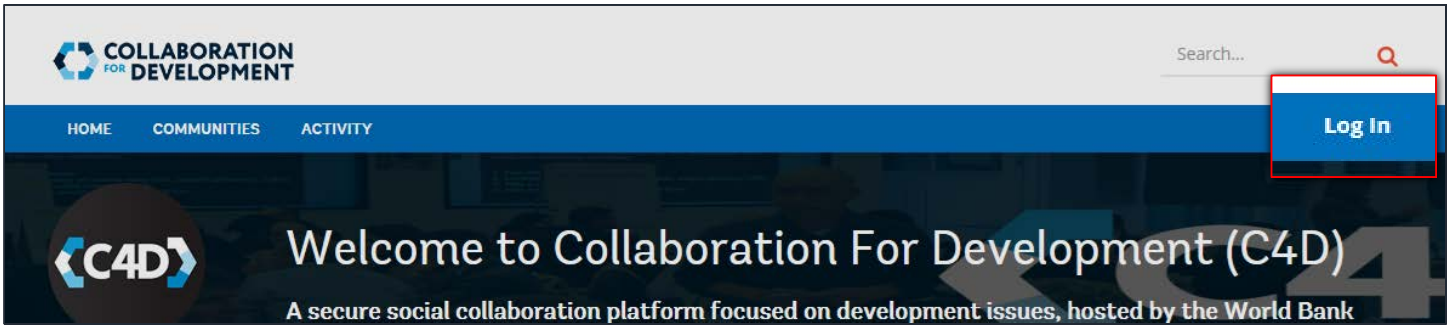
Getting Started: Log on or Create Account



Sign into C4D

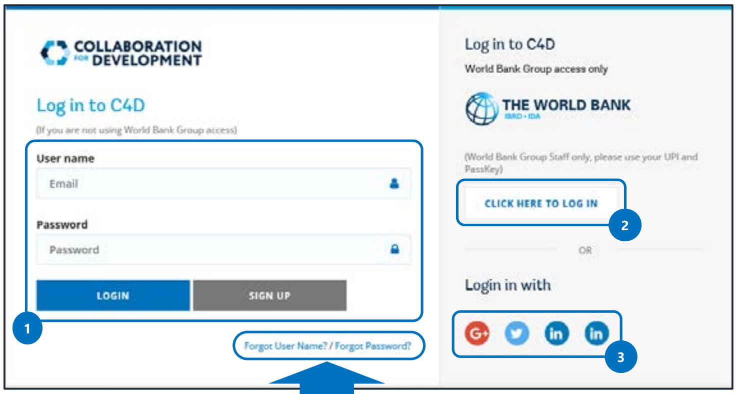
To begin, on the right side of the top menu below the **Search...** box, click **Log In**. The **Log in to C4D** page appears. This page allows you to create an account, log in, or retrieve your credentials.

You can log into C4D using the following types of credentials:

1. Using your C4D user name and password (click the **SIGN UP** button to register your account first)

2. Using your World Bank UPI and password (single sign-on available if you are connected to the World Bank network)

3. Using a social account (e.g. your Google+, Twitter, Facebook, or LinkedIn account)



Recover your Credentials

If you have forgotten your user name or password, click the desired link to retrieve the credential in an email.

Register Your Account

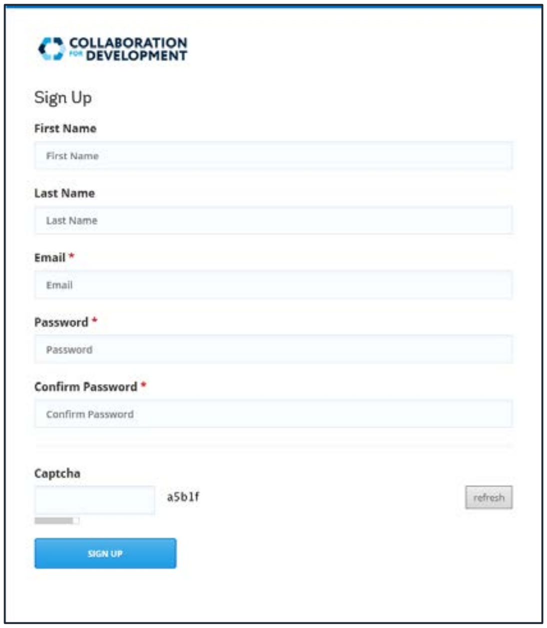
1. To begin, on the right side of the top menu, below the **Search...** box, click **Log In**. The **Log in to C4D** page appears.

2. Click the **SIGN UP** button. The **Sign Up** page appears.

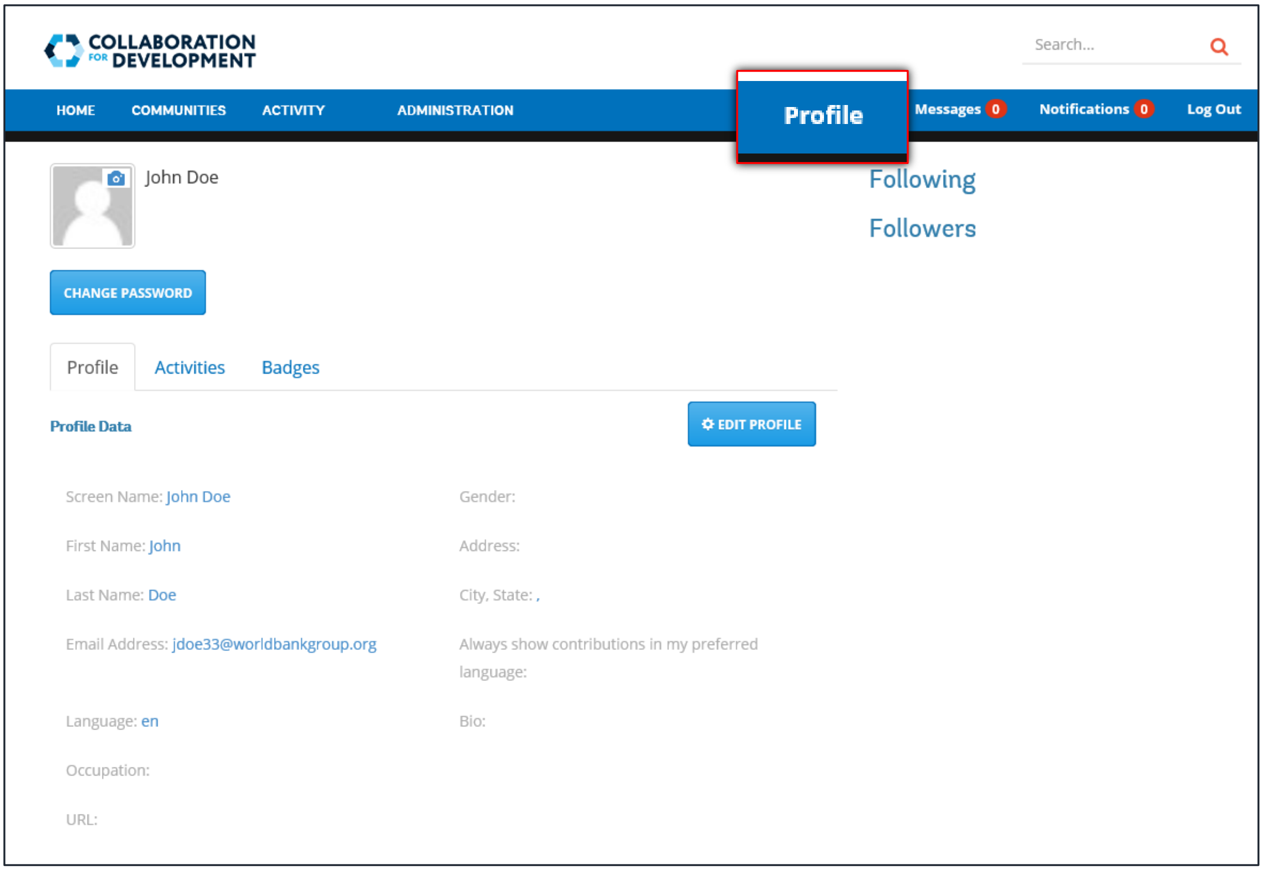
3. Enter the details, as required. All fields are mandatory.

4. In the **Captcha** box, type the captcha displayed on the right. If you would like to refresh the captcha, click the **Refresh** button.

5. Click the **SIGN UP** button to complete registration. You may now log in using your user name and password. When you log in for the first time, your profile is the first page to appear, by default.



Manage Your Profile



Your Profile

Your profile contains information associated with your account, including the information entered during registration, your profile picture, activities, and badges. You can access your profile at any time by clicking on **Profile** on the top menu. It is recommended that you update your profile after registration.

Profile Picture

Click the camera icon ( ) to upload or update your profile picture.

Profile (tab)

This tab contains the information and preferences associated with your account.

Click the **EDIT PROFILE** button to update your personal and contact information, language preferences, and other profile information.

Click the **SAVE CHANGES** button when done.

Change Password (button)

Click the **CHANGE PASSWORD** button to change your C4D account password.

Activities (tab)

View the log of your recent activities.

Badges (tab)

View the badges that you have earned in C4D. Badges are awarded, based on the activities you perform in C4D.

Communities and Groups

Collaboration in C4D takes place through Communities and Groups. A Group can be created by the Platform Administrator or a Community Manager, and may contain one or more sub-Groups. Based on the type of membership, there are two categories of Groups in C4D:

Private/Required Membership Groups

"Required Membership" groups, otherwise referred to as "Private" groups, require users to request for membership. Depending on the group settings, membership requests may require the approval of the Platform Administrator or Community Manager.

Secret/Restricted Membership Groups

"Restricted Membership" groups, otherwise referred to as "Secret" groups are not visible to non-members. The Platform Administrator, Community Manager, Community Moderator, or Community Member can invite new members.

ⓘ Groups with "Public" access are not allowed in C4D.

User Roles

Platform Administrator

Can create, edit, and delete Groups within any Group or Community.

Community Moderator

Can moderate the content posted by other users.

Community Manager

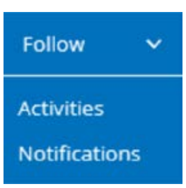
Can create, edit, and delete Groups within the Group where they belong.

Community Member

Can contribute content in a Group, follow or unfollow content for updates, and invite other users.

Social and Accessibility Features

C4D includes several social and accessibility features to help you contribute to a Group or stay updated.



Follow or Unfollow

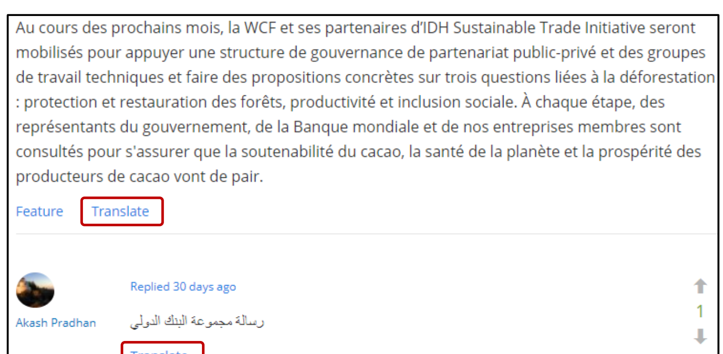
You can "follow" any content type, item, Group, or Community having the **Follow** menu appearing next to it. You can receive updates as notifications or as activities on the **Activity** page.

Commenting

You can post a comment on any content item, such as a blog article, forum post, or idea. For example, you can post a comment for a forum post in the **Post Reply** box.

Translation (Multilingual Support)

C4D includes a dynamic translation feature to translate the content of any content item (such as a blog article) or comment. The **Translate** link becomes available next to any section of content appearing in a language other than the default language selected in your Profile. When you click **Translate**, the content is automatically translated to your default language, as specified in your Profile.

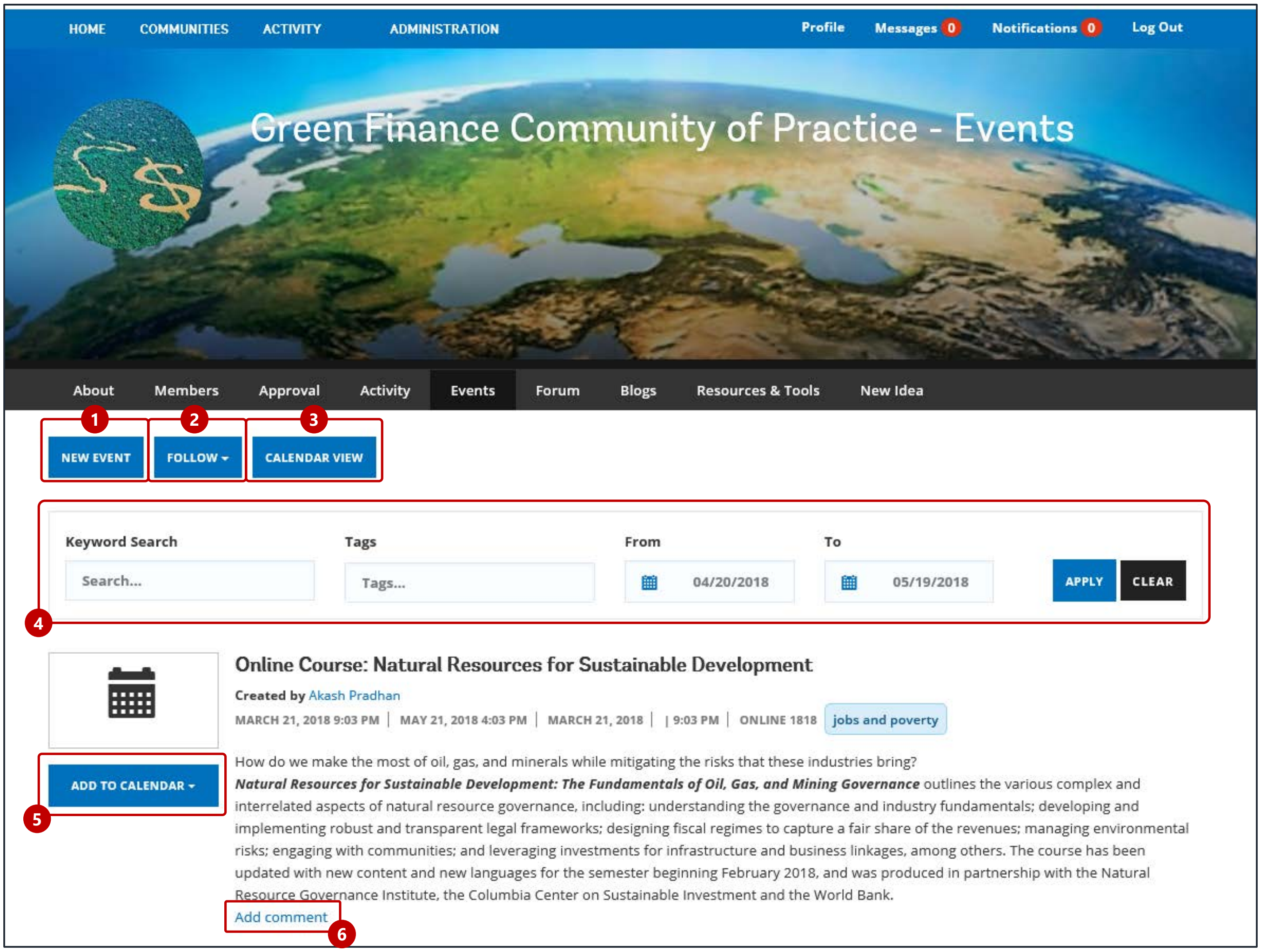


Sections within a Group

A group ideally comprises the following sections, accessible from the Group-level menu:

Section	Description
Overview/About	This is the first page that appears when you navigate to a group. It typically includes introductory information about the group.
Members	Displays the list of Platform Administrators, Community Managers, Community Moderators, and Community Members associated with the community or group. This page also includes a **Search…** box, which allows you to search for members.
Invite Members	Provides the ability to invite community members to the group.
Approval	Displays the list of requests for approval, along with the action taken by the Platform Administrators and Community Managers.
Activity	Displays recent activities in the group, organized under the following tabs: • **All Activities**—Displays updates related to member activities within the group. • **My Activities**—Displays updates related to your activities within the group. • **Following**—Displays updates related to activities within the group, for sections and items for which you have selected **Follow → Activity**.
Events	Displays the upcoming events in the group, and lets you create events and add events to your calendar.
Forum	Displays the posts in the group forum and also lets you add new posts.
Blogs	Displays the blog articles posted in the group and also lets you add blog articles.
Resources & Tools	Displays the files and folders added to the group, and also lets you create folders and upload files.
New Idea	Displays the ideas posted in the group and also lets you create new ideas.

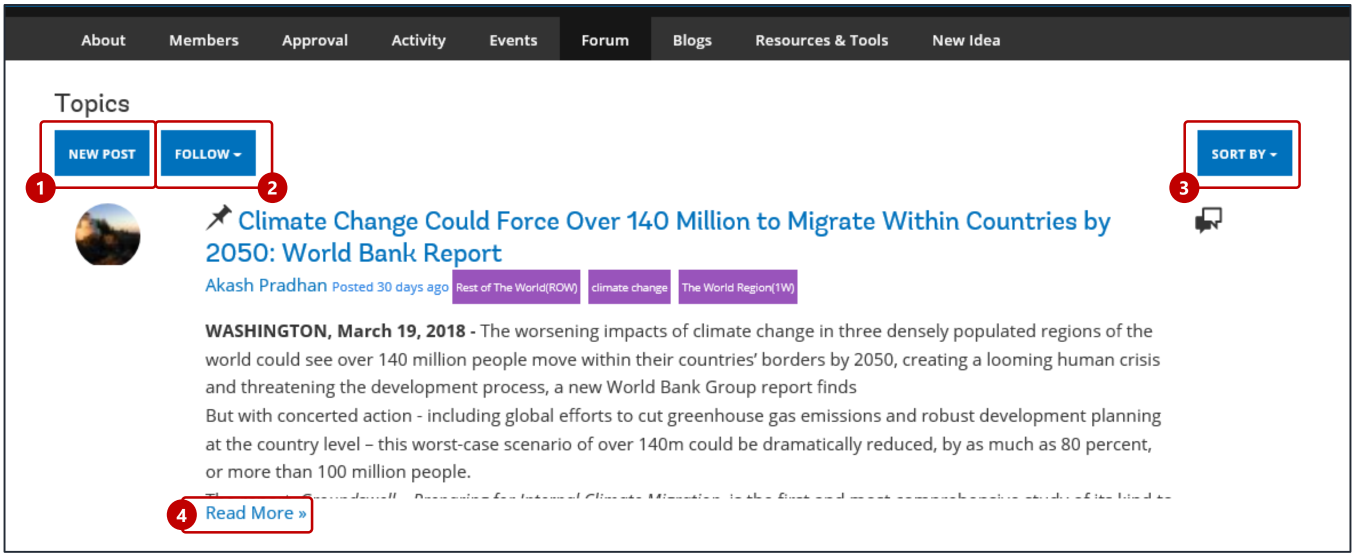
Events



To view the events for a particular group, on the group-level menu, click **Events**. On the **Events** page, you can perform the following actions:

1 Create a New Event Click the **NEW EVENT** button. You can then specify the event details, such as the event title, description, location, tags, type, and schedule. You can also attach a document and a cover image for the event.	**4** Search Events You can search for an event by using search keywords, tags, or the date range of occurrence of the event.
2 Follow Events for Updates Click the **FOLLOW** button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for events.	**5** Add Event to Calendar If you wish to receive reminders related to an event, you can add it to your Google, Yahoo!, iCal, or Outlook calendar by clicking the **ADD TO CALENDAR** button, and then selecting the desired calendars.
3 View Event Calendar Click the **CALENDAR VIEW** button to view the calendar of upcoming events.	**6** Add a Comment To add a comment to an event, click **Add comment**.

Forum

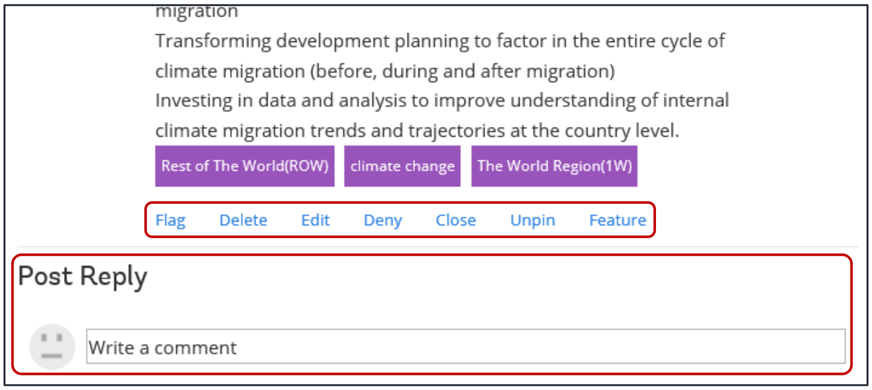


To view the forum posts for a particular group, on the group-level menu, click **Forum**. On the **Topics** page, you can perform the following actions:

1 Create a New Forum Post Click the **NEW POST** button. You can then specify the title, content, and tags for the post. You can also attach a file to the new post.	**3** Sort Order of Posts Click the **SORT BY** button. A menu appears, where you can specify the order in which the posts are displayed.
2 Follow Forum for Updates Click the **FOLLOW** button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for the forum.	**4** Read Entire Post The **Topics** page displays a snippet of each post, by default. To view the full content for a topic, click **Read More** below it.

When you navigate to a topic by clicking **Read More**, you can perform the following actions by clicking the relevant option at the bottom of the page:

- **Flag** the topic
- **Delete** the topic
- **Edit** the content of the topic
- **Deny** the topic
- **Close** the topic
- Unpin the topic, so it does not appear at the top of the **Topics** page
- Mark the topic as featured by clicking **Feature** or remove it from the list of featured topics by clicking **Unfeature**
- **Post a Reply** or comment



Blogs

To view the blog articles for a particular group, on the group-level menu, click **Blogs**. On the **Blog** page, you can perform the following actions:

1 Create a New Blog Article

Click the **NEW ARTICLE** button. You can then specify the title, content, and tags for the article, and optionally attach a file.

- If you wish to publish the blog article immediately, in the **Publish** field, select **Immediately**, and then click the **PUBLISH** button.
- If you wish to save the blog article without publishing it, in the **Publish** field, select **Draft**, and then click the **PUBLISH** button.
- If you wish to automatically publish the blog article at a scheduled date and time in the future, in the **Publish** field, select **At scheduled date and time**, and then click the **PUBLISH** button.

2 Follow Blogs for Updates

Click the **FOLLOW** button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for blogs.

3 View Published, Draft, or Scheduled Blog Articles

- To view blog articles that are already published, click the **Published** tab.
- To view blog articles that have been saved as drafts, click the **Drafts** tab.
- To view blog articles that have been scheduled for publishing, click the **Scheduled** tab.

4 Add a Comment

To post a comment for the blog article, click **Leave a Comment** below the article.

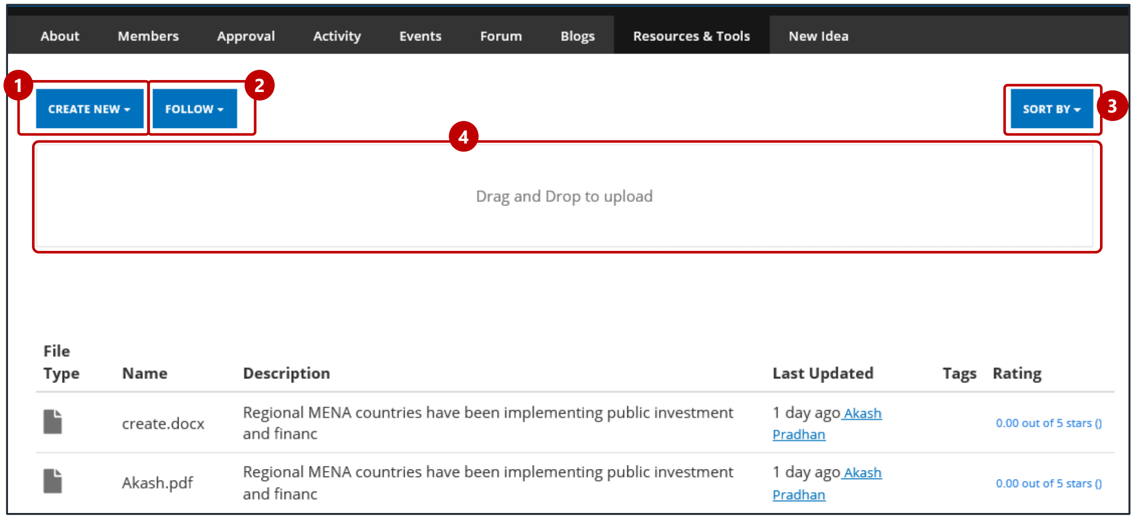
5 View Comments on the Article

To view the comments posted on the blog article, click **View Comments** below the article.

6 View Articles by Author, Tag, or Archival Period

To view the articles posted by the author, click the name of the author under **Authors**. Similarly, to view the articles associated with a particular tag keyword, click the desired keyword under **Tags**. You can also view the archived topics for a month by clicking the desired month under **Archives**.

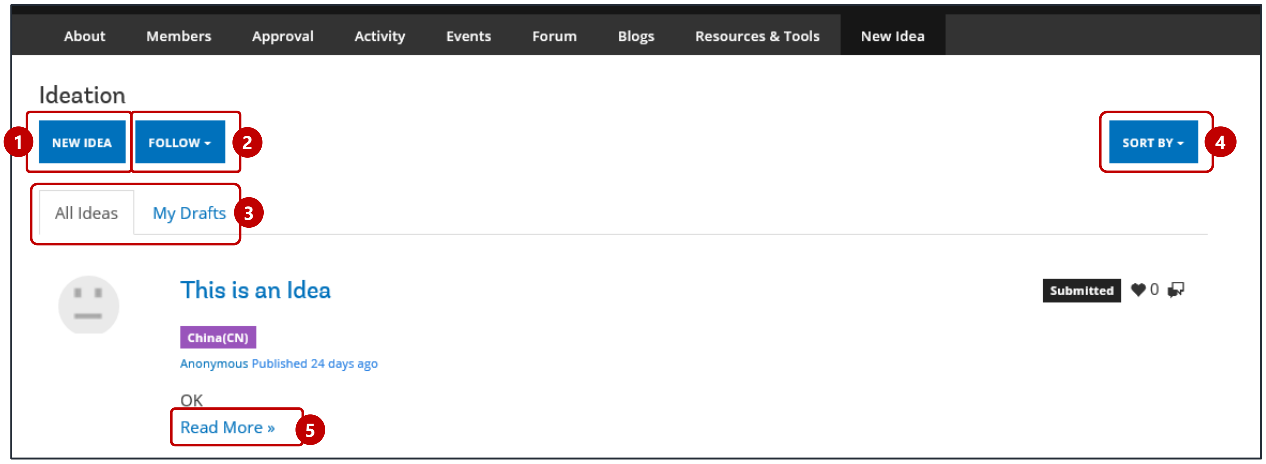
Upload Documents



To view files uploaded for a particular group, on the group-level menu, click **Upload Documents**. On the page that appears, you can perform the following actions:

1 Create a New Folder or Upload a New File Click the **CREATE NEW** button, and then click New Folder or **New File**.	**3** Sort Order of Items Click the **SORT BY** button. A menu appears, where you can specify the order in which the items are displayed.
2 Follow Section for Updates Click the **FOLLOW** button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for this section.	**4** Upload files To upload one file or multiple files at a time, drag and drop the files from your file manager (such as Windows Explorer) to the **Drag and Drop to upload** area.

New Idea



To view the ideas posted for a particular group, on the group-level menu, click **New Ideas**. On the **Ideation** page, you can perform the following actions:

1 Create a New Idea

Click the **NEW IDEA** button. You can then specify the title, content, and tags for the article, and optionally attach a file. You can either publish the idea immediately, or save it as draft and publish it afterwards.

2 Follow Ideas for Updates

Click the **FOLLOW** button. A menu appears, where you can select whether you wish to be notified via activities, notifications, or emails. A check box appears next to all the Follow options that you have selected for ideas.

3 View All Published Ideas or Your Draft Ideas

- To view all ideas that are already published, click the **All Ideas** tab.
- To view ideas that you have saved as drafts and have not yet published, click the **My Drafts** tab.

4 Sort Order of Ideas

Click the **SORT BY** button. A menu appears, where you can specify the order in which the ideas are displayed.

5 Read Entire Idea

The **Ideation** page displays a snippet of each idea, by default. To view the full content for an idea, click **Read More** below it.

When you navigate to an idea by clicking **Read More**, you can perform the following actions by clicking the relevant option at the bottom of the page:

- **Flag** the idea
- **Delete** the idea
- **Edit** the content of the idea
- **Deny** the idea
- **Close** the idea
- Mark the idea as featured by clicking **Feature** or remove it from the list of featured ideas by clicking **Unfeature**
- **Review Idea** by providing review comments and setting the review status of the idea
- **Post a Reply** or comment

Digital Asset Management (DAM) – Where to Store Photos

How to Upload Images in the DAM

1. Open the DAM.
2. Navigate to the correct folder/sub-folder.
3. Upload the image.
4. Add metadata.
5. Activate the image.

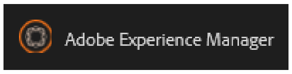
When uploading an image in DAM, always upload the largest file size (as long as the dimensions' ratio correspondent to one of the sizes below. The system automatically creates smaller sizes. Images should be uploaded at the following sizes, based on orientation:

Image Orientation	Upload Size (px)
Landscape / Horizontal (standard)	780 x 439
Portrait / Vertical	220 x 285
Square	220 x 220
Infographic	780 x any size
Region/Country/Topic Landing Pages	1440x300, 150x150, 768x384, 670x377, 768x768

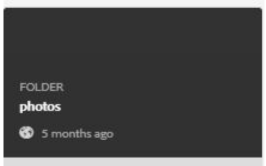
Access the DAM

Sub-folders in the DAM are named by approved image sizes (780x439, 220x220, etc.), and have code running on the folders that automatically crops images to these sizes. Images within these "size" folders are further categorized by year, then by month. Month folders can have a max of 100 images; after 100 images, a new folder (Dec-2, for example), will be automatically generated by the system. **Images can only be uploaded to these "month" folders, not to root folders.**

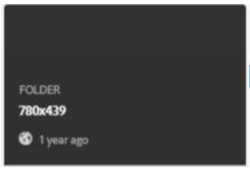
To open the Digital Asset Management:

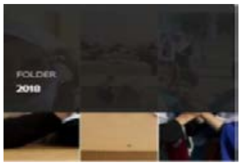
1. Log on to the authoring server by visiting https://author-wb-stage62.adobecqms.net/projects.
2. In the upper-left corner of the page, click 

.
3. In the menu that appears, click, Assets, and on the ensuing menu click to open the Photos folder:



4. Chose the corresponding size folder, and then the most recent folder that has been created in the DAM:



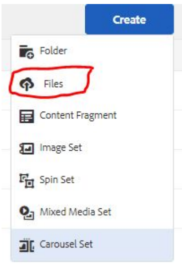


Recommended Image Naming Conventions

2 letter country code-imagedescription- *Example: CN-manridingbike.jpg*	**Keyframe Images** *Example: CN-lowcarboncity-kf.jpg*	**Expert Images:** Use the expert's full name: *Example: mae-chu-chang.jpg*

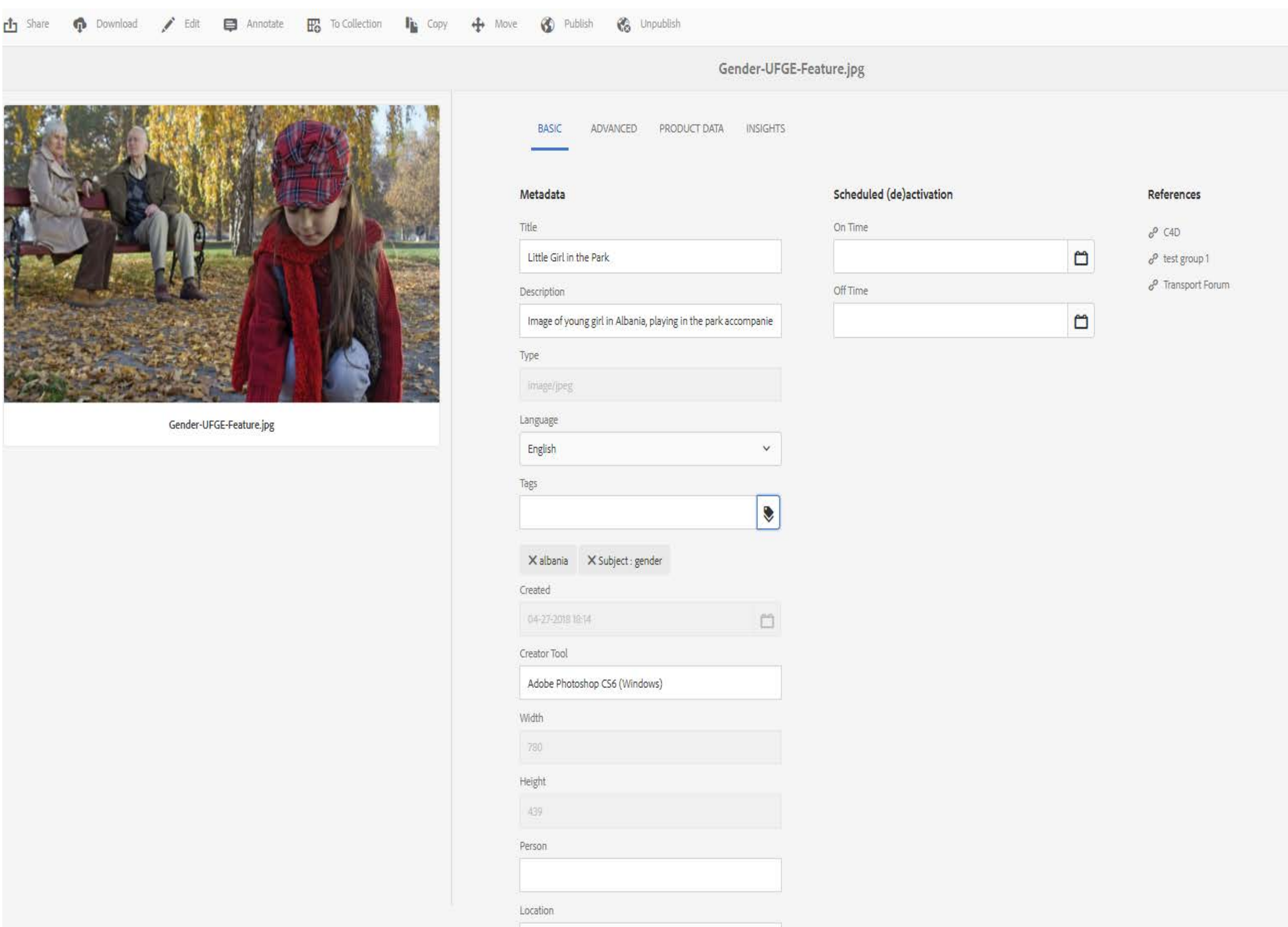
Upload Images to the DAM

1. Once inside the latest available folder, click on Create, then Files:
2. An “Upload Assets” window will pop up. Click on **Browse** to select photos from your computer. To select multiple photos, hold down the **Ctrl** key while selecting them.
5. Click **Upload**. Newly uploaded photos will be added to at the end of the last page of the Content Area.



Add Metadata to Your Photo

1. Find your uploaded photo at the end of the content area and click it.
2. In the ensuing page, click on View Properties on the Menu Bar that appears.
3. Fill in the required information metada fields, including Title, Description, Tags and Copy Rights.
4. When finished, click **Save**.



Activate the Image

1. Highlight the image listing entry.
2. On the Menu Bar, click on Publish and select either Publish or Publish Later to activate your image.
3. Click on Close on the top right of the page to get back to the Date folder.

Deactivate the Image

1. Highlight the image listing entry and click it.
2. On the ensuing Menu bar, click on Unpublish. Select Unpublish or Unpublish later to deactivate your image.
3. Confirm the deactivation by clicking on Unpublish in the ensuing pop-up box.