

Guideline: Submission of "Opportunities"

General

The opportunity submission consists of two sections

1. Title
2. Free text (main text), with (optional) embedded pictures, files and links.

Please describe your offer concisely in the main text (max 350 words).

You can edit the text, add pictures, files and links by choosing the corresponding buttons from the editor.

Structure suggestion

Title

Use a precise description.

- What is being searched for /offered
e.g. PhD Student, Employment, Research Partner, Consortium Partner, Funding

Main text

- **Institution/Project name**
- **Description**
Free text description of the project/vacancy/offer. Suggested content: objectives, relevance for sustainable Phosphorus management, project time-frame, budget, location/region, partners
- **Keywords**
e.g. P-source (manure, sewage sludge ash.), P-Product (fertilizer, phosphorous acid, retention beds), Service (eutrophication management, food waste management), geographical scale (local, national, international, Spain, Stockholm)
- **Deadline/Due date / Start date / Time frame**
- **Contact information**
Name, Institution, Address, Telephone, e-mail
- **URL**
Institution/Project homepage or further information
- **Logo, picture, additional documets**

Text formatting



bold, italic,
underline,
strikethrough
Add symbols



Subscript,
superscript
Text alignment

Additional tools



Undo, redo
Remove formatting,
cleanup html
Cut, copy, paste,
paste as plain text



Find, Find/replace
Insert horizontal
ruler
Spell checker,
source code editor

Adding files and pictures

File

requirements

Naming

- XXX logo, XXX picture 1, XXX picture 2, XXX Document etc.
 - where **XXX** = your company, institution or sure name of the contact person

Documents

- pdf or word document

!!!

- max. file size, 1 MB

Images

- jpeg, png, ...

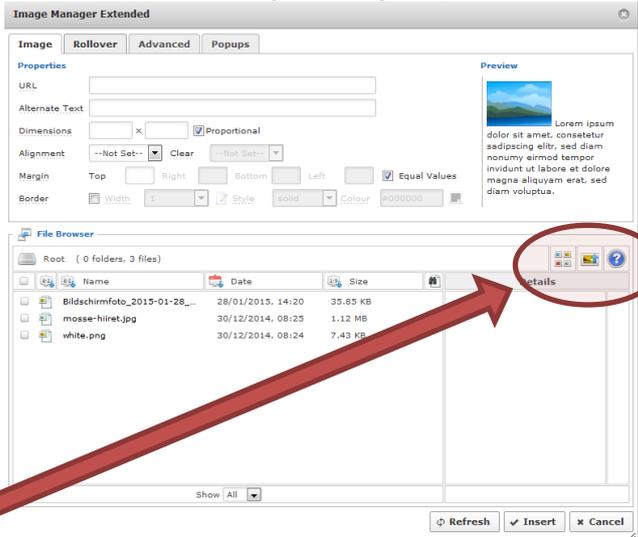
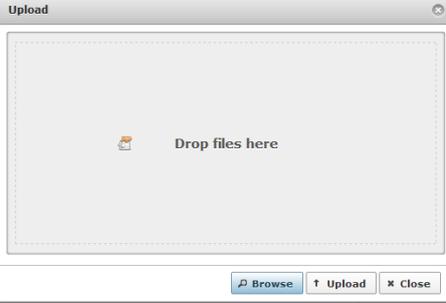
!!!

- max. file size, 1 MB

Embedding

To add a picture file (logo, schema, other) or a document, you need to

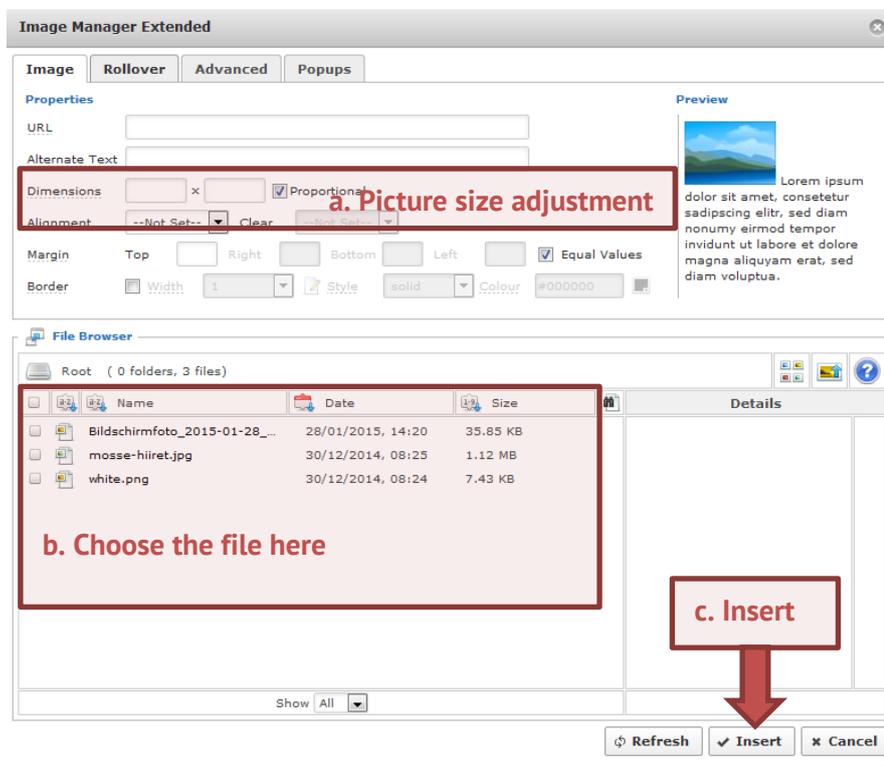
1. Upload the file

	Document	Image
Click		
	A file/image manager opens	
		
Click		
	Upload window opens	
		
	<p>Drag and drop the file / image you wish to include to your "opportunity" to the grey area or find the file/image from your desktop by clicking browse.</p>	
Click	Upload-button	

2. Link the file to the "Maintext"

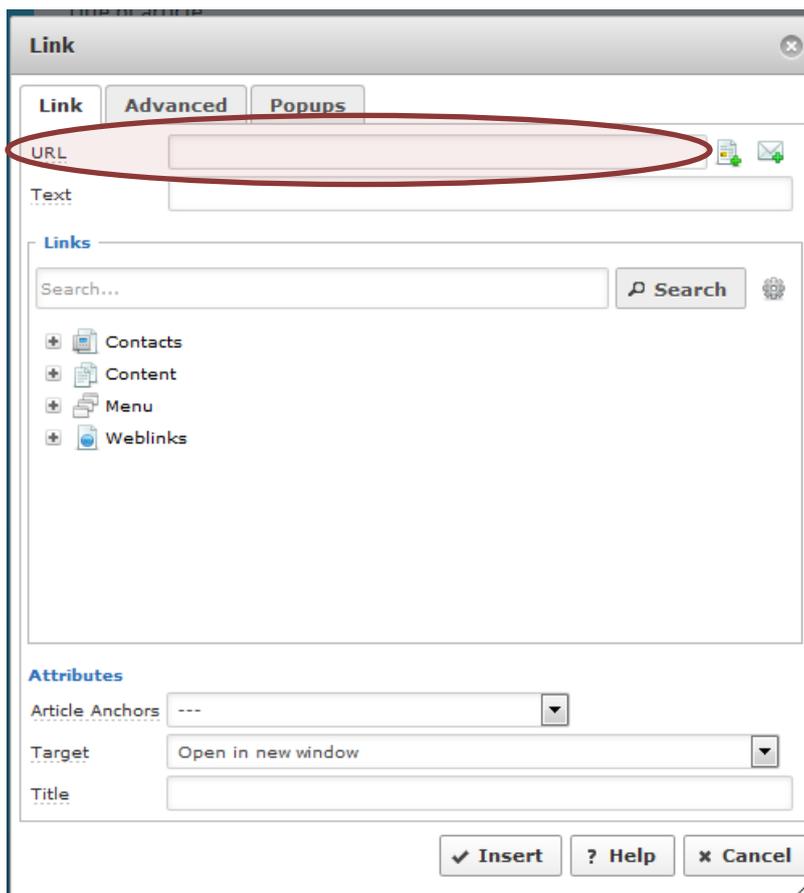
by pressing the corresponding button

-  Add file → File manager pop-up window
-  Add image → Image manager pop-up window
 - a. Choose the uploaded picture / file from the list
 - b. Optional: Change the picture size (Dimensions: width x height)
 - Max width 680 px.
 - Recommendation for logos width < 200 px
 - c. Click "Insert"



Adding links

- 1) Type the URL in the text and press enter
(e.g. <http://www.phosphorusplatform.org>) or
- 1) Choose a word, a sentence or a picture from the "main text"
- 2) Click the link button 
- 3) Add the URL to the corresponding field, **include http://**



Link

Link Advanced Popups

URL

Text

Links

Search... Search

- Contacts
- Content
- Menu
- Weblinks

Attributes

Article Anchors ---

Target Open in new window

Title

Insert Help Cancel

Questions?

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