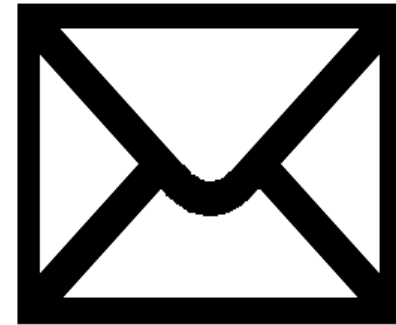


# Introduction to the DMC Community of Practice



**DMC CoP Website**

<http://cop-dmc.adb.org>

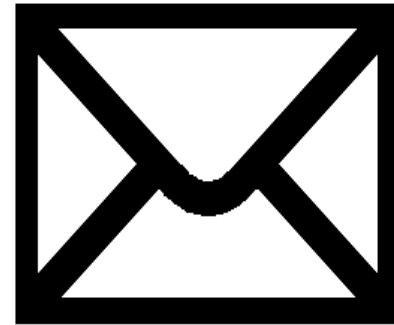


**DMC CoP Email Group**

[adb-dmc-2008@googlegroups.com](mailto:adb-dmc-2008@googlegroups.com)

# What can you do with it?

- Send group emails
- See online message archive



**DMC CoP Email Group**

[adb-dmc-2008@googlegroups.com](mailto:adb-dmc-2008@googlegroups.com)



**DMC CoP Email Group**  
[adb-dmc-2008@googlegroups.com](mailto:adb-dmc-2008@googlegroups.com)

Send your emails to:

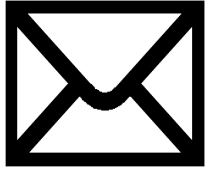


**adb-dmc-2008@googlegroups.com**



DMC CoP Email Group  
[adb-dmc-2008@googlegroups.com](mailto:adb-dmc-2008@googlegroups.com)

- All 2008 DMC Orientation Program participants are automatically subscribed
- Keep in touch with fellow participants and ADB during and after the DMC Orientation Program



DMC CoP Email Group  
[adb-dmc-2008@googlegroups.com](mailto:adb-dmc-2008@googlegroups.com)

# Membership Types



1. Email – DEFAULT, get each email as it's sent
2. Abridged Email – Receive a daily summary of email messages sent that day
3. Daily Digest – All new messages are compiled in a single email, sent daily.



*Contact the CoP Administrator ([cesguerra@adb.org](mailto:cesguerra@adb.org)) if you would like to change your membership type!*



DMC CoP Email Group  
[adb-dmc-2008@googlegroups.com](mailto:adb-dmc-2008@googlegroups.com)

# See the Online Archive



1. Register for a Google/Gmail account
2. If you already have one, email the CoP Administrator ([cesguerra@adb.org](mailto:cesguerra@adb.org)) to get access to the Google Group site
3. Or follow the procedure on <http://groups.google.com/group/adb-dmc-2008>

# How do you use it?



**DMC CoP Website**  
<http://cop-dmc.adb.org>

- Register
- Download files
- Upload and share documents

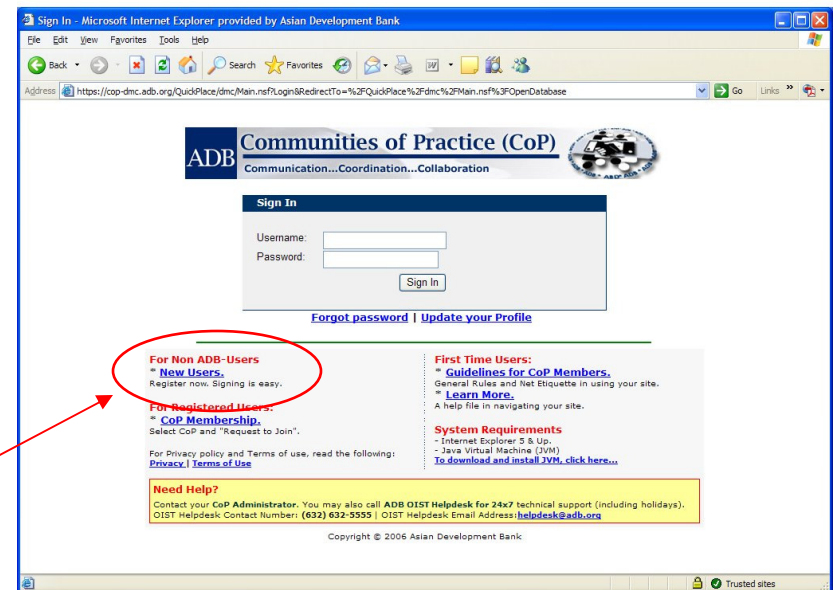


# DMC CoP Website

<http://cop-dmc.adb.org>

## Register

1. Go to <http://cop-dmc.adb.org>.
2. Fill up registration form. (Click “New Users.”)
3. A confirmation email will be sent to you.





# DMC CoP Website

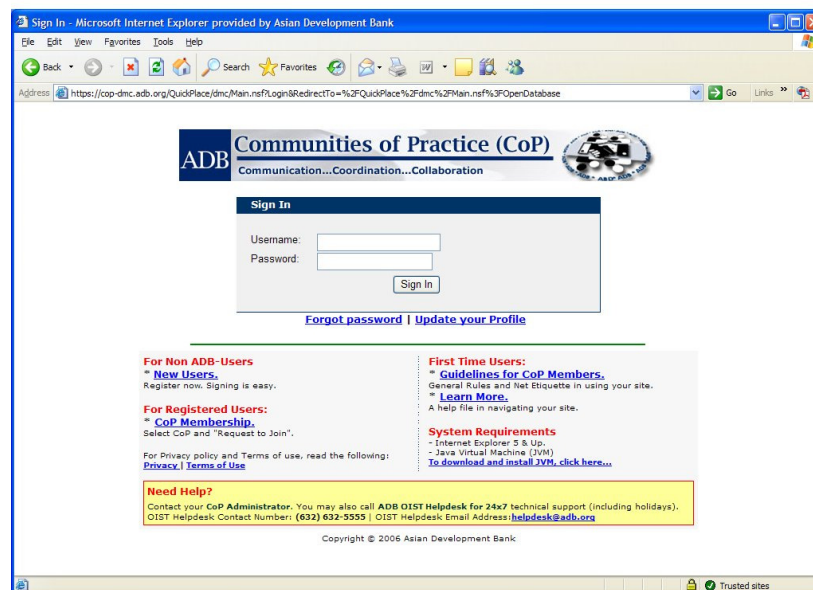
<http://cop-dmc.adb.org>

## Download

*documents, presentations,  
photos and references from  
this and previous programs*

1. Go to <http://cop-dmc.adb.org>.

2. Log in using your username  
and password.





# DMC CoP Website

<http://cop-dmc.adb.org>

## Download

3. Go to “Files” and select the file you would like to download. (e.g. “Photos” “Presentation Materials”)

4. Browse for file by year or type.

5. Save file to your computer.

The screenshot shows the 'Files' section of the website. On the left is a navigation menu with items: Go Up, Files, Info for Participants, Presentations, Photos, Participants' Outputs, Program, ADB Publications, and Room Index. Below the menu are links for Chat, Search, News: Daily | Weekly, Room Map, My Places, and Help. The main content area features a green folder icon and the word 'Files' in orange. Below this, it says 'Find materials related to the DMC Orientation Program here:' followed by a numbered list: 1. Info for Participants (Documents sent to participants before they travel to Manila), 2. Presentations (A collection of materials presented to the participants during the program), 3. Photos (Digital photos taken by ADB's photographers – as well as the program), and 4. Participants' Outputs.

The screenshot shows the 'Presentations' section of the website. At the top is the ADB logo and the text 'Developing Member Countries Community of Practice'. Below this is a user profile for 'Yayie Esquerre | Sign Out' and the word 'officials'. The left navigation menu is the same as in the previous screenshot. The main content area shows a table of presentations:

Type	Title	Created By
Folder	2007 Presentations	Carmina Esquerre
Folder	2006 Presentations	Carmina Esquerre

Below the table, it says 'Items 1 - 2 out of 2 (including hidden items)'.



# DMC CoP Website

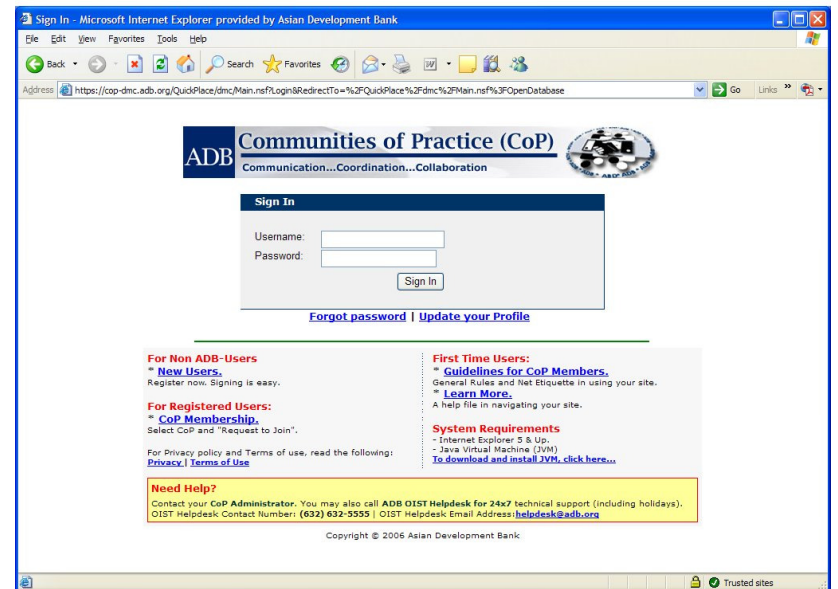
<http://cop-dmc.adb.org>

## Upload

*share your photos,  
presentations and other  
documents*

1. Go to <http://cop-dmc.adb.org>.

2. Log in using your username and password.





# DMC CoP Website

<http://cop-dmc.adb.org>

## Upload

3. Go to “Files” and select the file you would like to upload. (e.g. “Photos” “Presentation Materials”)

4. Click on “New” to create a new page. Attach your file to this page.

5. Click Publish – your file will be uploaded on the website for others to see.

The screenshot shows the website's navigation menu on the left, with 'Files' highlighted. The main content area displays a green folder icon labeled 'Files' and a list of links: 'Info for Participants', 'Presentations', and 'Photos'. Below the links, there is a section titled 'Find materials related to the DMC Orientation Program here:' followed by a numbered list of the same three links with brief descriptions. At the bottom, a yellow 'New...' dialog box is open, listing options to create new pages: 'Page', 'Imported Page', 'Microsoft Word Page', 'Microsoft Excel Page', 'Microsoft PowerPoint Page', 'Multiple Imported Pages', and 'Link Page', each with a short description.

Go Up  
Files  
Info for Participants  
Presentations  
Photos  
Participants' Outputs  
Program  
ADB Publications  
Room Index  
Chat  
Search  
News: Daily | Weekly  
Room Map  
My Places  
Help

**Files**

Find materials related to the DMC Orientation Program here:

- [Info for Participants](#)  
Documents sent to participants before they travel to Manila
- [Presentations](#)  
A collection of materials presented to the participants during the program
- [Photos](#)  
Digital photos taken by ADB's photographers – as well as the program

**New...**

What would you like to create?

- Page**  
Create a new page that can include formatted text, images, and file attachments.
- Imported Page**  
Import an existing Microsoft Office, HTML, JPEG or GIF file from your computer.
- Microsoft Word Page**  
Create a page based on a new Microsoft Word document.
- Microsoft Excel Page**  
Create a page based on a new Microsoft Excel document.
- Microsoft PowerPoint Page**  
Create a page based on a new Microsoft PowerPoint document.
- Multiple Imported Pages**  
Create multiple pages using the contents of existing files on your computer.
- Link Page**  
Create a link to an existing web page.