

How to edit posts for

Presentations

<i>Step</i>	<i>Action</i>
Step 1	Log in (uppermost right corner of page). Now you are in the dashboard where all editing is implemented.
Step 2	Look at the navigation in the dark frame on the left side of the page. Go to <Posts> and in Posts to <Add new>.
Step 3	Enter the information on your presentation — first text only, i.e., without formatting — in the following order (cf Example below): <ol style="list-style-type: none"> 1. Title of the presentation in the headline field: (no more than 30 characters) 2. Title of the presentation as a first line in the editing field 3. Name of the author 4. Name and date of the event where the presentation was given 5. If there is a published print version of the presentation, insert a cross reference
Example	<p><u>Quality Management is Ongoing Social Innovation</u> Hans-Werner Franz</p> <p>ICICI Conference, Prague 1-2 October 2009</p>
Step 4	Format your entries by using the menu above the editing field. (If the menu shows only one line, click on the icon at the end of the line, the <Toolbar Toggle>. Now the menu has two lines.) <ol style="list-style-type: none"> 1. Mark the title of the presentation and the author's name in the first two lines of the editing field and click on <Heading 5> in the formatting roll-down menu. 2. All text entries are automatically formatted as <Paragraph>. 3. Text colours are linked to the formats, even if you cannot see them in the editing mode. 4. For any other format, mark the text and tick the respective format in the roll-down menu.
Step 5	Import your presentation, only as a pdf file. <ol style="list-style-type: none"> 1. Click on <Add Media> above the formatting menu. 2. On the page <Insert Media>, click on <Upload Files> and <Select Files> 3. Select the pdf file of your presentation from your source and upload into the media archive. 4. Copy the URL from the <Attachment Details> in the right-hand frame.
Step 6	Link the title of your presentation in the first line of the editing field to the just uploaded file by using the menu above the editing field. <ol style="list-style-type: none"> 1. Mark the title of the presentation in the first line of the editing field and you will see that two icons in the menu above are highlighted which were deactivated before. The chain icon is for linking and the broken chain icon is for removing a link. 2. Click on the chain icon and insert the URL you have copied in Step 5. 3. Important: Tick <Open link in a new window/tab>

- Step 7 On the right-hand side of the page, you will find a menu for <Categories> (you might have to scroll down a bit).
Go to <Categories> and tick the category <Presentations>.
- Step 8 Below the menu for <Categories>, you will find a menu for <Tags>.
Enter the surname/s of the author/s and click on <Add>.
- Step 9 Save your entry by clicking on the <Publish> button on the right-hand border of the page.

(If you come back for adding or correcting something, the same button will be called <Update>).
- Step 10 Click <View Post> at the top line of the dashboard page you are on.
- Step 11 If everything is OK, log out.
- Step 12 If there is still something to do, go back to editing. Click <Edit Post> at the top line.
Do what you want to do. Then follow Steps 9 to 11 of this help routine as often as you need it.