



# International Conference on Communication Practice

NEW PERSPECTIVES OF WORKING WITH THE MEDIA

May 17th to 18th, Portorož, Slovenia

## BLOG INSTRUCTIONS

The *5th International Conference on Communication Practice* is hosting this blog for the lecturers, the participants of the conference, and every user potentially interested in the issues discussed. It has been established to provide a neutral forum where interesting topics and trends in the field of media and public relations can be discussed among the leading experts in the field, practitioners, professional communicators, and the interested public.

Bloggers are called upon to use and update the blog frequently and post new ideas and considerations on a regular basis. Other users and visitors are encouraged to regularly post their comments and contribute to an interesting debate.

Every lecturer at the conference has been given an account through which he can update and edit his posts and comments. You can post and edit text, pictures, movies, links to external web sites. You can use the RSS feeds to track the blogs, just apply the RSS icon on the right frame.

**To post a blog** please go to <http://www.portoroz-conference.com/blogs>. There you can log in to your account (the *login* button in the upper right corner of the frame) using the *user name* and *password* given to you by the administrator. Having entered your account, you can create, edit, and view your posts, or edit your blogger's profile (*Settings* button).

The content manager module is fairly simple to use (it is designed for *MS Internet Explorer*, some features do not appear in *Mozilla* and other browsers).

Use *shift+enter* keyboard combination to make a paragraph brake. To add text effects use the text editing module or the standard keyboard combinations. Module functions are fairly similar to *MS Word* text processor.

**To add a picture** first you have to load it onto the server and then import it in the content editor by using the *insert/edit picture* option, *browse server* button. You can also set the dimensions and the thickness of the frame of the picture.

**Documents in standard reading formats** (.pdf, .doc) also have to be loaded onto the server first. You can add an **internal HTML link to a document**, which you have loaded onto the server, automatically displaying the icon, name, format and size of the document. For this option use the *insert/edit link* module, *browse server* button, and click on the icon left to the document name, then press the *insert HTML* button. The internal link is displayed in the text.

You can add **external links** on their own or apply them to an object (a line of text or a picture). When entering external links, please use the *target* folder in the *insert/edit link* module and set the *target* slide to *New window (\_blank)*. This will ensure that the target page of the link will be opened in a new browser window. To post a movie simply add an external link to the intended web based movie or a HTML link to the server based file.

Please add your signature to the text to personalize the posted opinions and ideas. When you are finished with the editing of the post, and want to publish it to the web, press the *save* button. You can activate, edit, or deactivate your posts in the *Edit posts* menu.

Please do use the blog in accordance with good web practice and general proper use norms. The web masters of the conference web page and the bloggers themselves retain an exclusive right to edit or delete any improper, offensive or harmful content, without any prior notification, according to their personal judgement. The organizer of the conference does not take any responsibility for the individual opinions posted on the blog.

We wish you a good blogging experience.

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