

## Dear Blogger,

First, welcome to the community of the Daily Slow, the first experiment in participatory journalism online entirely focused on sustainable tourism.

The purpose of this manual is to explain how our collaboration will develop, in the technical aspects of processing of contributions and in those of a "career" in the Daily Slow.

## Your profile

The moment you decide to write for the Daily Slow you will create a profile in the journal, and we will e-mail you to indicate how to open up an account and we will immediately send you the credentials.

At that point, after you have customized your password in the panel "Edit Profile" (Modifica Profilo), you can create and edit your posts and furnish it with images. Once you have completed them you will submit them for editorial moderation.

You will also get a brief biography that will appear in a box located at the bottom of the post, you just need to enter the "Edit Profile" (Modifica Profilo) and enter a brief bio, your own pictures, links to your site and links to your social media profiles.

As regards the latter, they should be entered in the box "Biographical information" (Informazioni biografiche) by entering this simple HTML string:

```
<a href="www.ilmiosito.com" target="_blank">Il mio sito</a>, dove "Il mio sito"
```

The text will become visible and linkable in the "Biography" box.

The inclusion of the social media link is at the end of the bio. To do so, copy and paste the diagram below including spacers ( | ) and replace the sample link with your own:

```
| <a href="https://www.facebook.com/mario.rossi">Facebook</a> | <a href="https://twitter.com/MarioRossi">Twitter</a> | <a href="http://www.linkedin.com/in/mariorossi">LinkedIn</a> | <a href="https://plus.google.com/u/0/108883163594355125875/posts">G+</a> | <a href="http://www.youtube.com/user/mariorossi">YouTube</a>
```

In the case in which you want to add / remove one of the profiles it is important to repeat / comply with the schema.

## Your posts

As regards the creation of posts, just look back at the top left, where you see "New" (Nuovo) and, in the drop-down menu, "New post" (Nuovo post), or use the "Post" / "Add New" (Post/Aggiungi nuovo)

The screen that opens gives you the chance to enter a title, the body of the post and a photo using the "Add Media" (Aggiungi media).

On the title there is little to add, while the body of the post is important to make some clarifications:

- Never change the font set. In the case where you copy text from a Word document you are asked to clean up all formatting before you paste it in the screen of the post. It is very straightforward: just paste it into a document .txt (one of the notes) and reacquire it from there.
- Beware of the appearance of the text: never leave the post is a single uninterrupted block, leaving, instead a space every 5 or 6 lines. In addition, posts that are long and articulated can be divided into several thematic blocks of text, by preceding each of them with one or two keywords in bold followed by a hyphen.
- For quotations longer than 200 characters rely on the appropriate button, it is in the toolbar and is in the form of quotes; just select the desired text and click on it.
- It is important to measure the use of external links, using them only when you refer to a deeper explanation or a document. Always remember to check the box "Open in New Window" (Apri in un'altra finestra).
- In case of any embedded code for video or other types of content, just use the "source code" (codice sorgente). If there is content deemed useful to insert but for which you have trouble doing so, do not hesitate to contact the editor.

Regarding the images, however, it is important that their dimensions are not less than 500x500 pixels and no more than 1500x1500 and that their names not be a long series of numbers, enter a few key words in their place.

In the screen that opens with "Add Media" (Aggiungi media) select "Upload Image" (carica immagine) and insert, after uploading a

short caption, an alternative text and, if desired, a description of the photo, they are all measures that raise the possibility that the search engines index your article. After left-aligning the photo, click on "Insert in the post " (Inserisci nel post). In case the picture is not owned by you indicate the source at the bottom of the post simply by typing "Source: text" (no link).

If you have more than one photo and want to create a photo gallery send it to the editors with an e-mail with the subject "gallery for my post."

The geolocation feature is quite nice and, if the post refers to a specific country or a limited area of a country, indicate it in the map with the simple function "Search for a position" (Cerca una posizione). If the post does not have a precise geographical location, use the command "Delete position" (Cancella la posizione) a little lower, thus eliminating the coordinates that may be suggested by default.

Leave the category box blank: it will be up to the editors to organize your contribution into its appropriate section. The same is true for the Highlighted Images.

At this point, all you have to do is save it as a draft (Salvere in bozza - top right) and submit your post to moderation (blue button).

Of course, the editor of the journal and the other editors with title of Directors have the power to change (with the obvious caution regarding the contents) any and every part of this mosaic. In case of changes that are particularly incisive or requests for clarification you will be contacted during the editing of your article.

### Your Career

Once you have reached 15 published posts, your profile will be updated. You will have access to chat drafting and to internal documents, then enter in the "behind the scenes" of the work of the journal and participate more actively.

When you have reached 25 posts published you will be entitled to a personal email with the name Daily Slow, which we will be created for you by the editors. At 35 posts you will have joined our community and can be "sent in one day" we will give you the opportunity to participate in events and through passes and press invitations.

When you have finally broken through the wall of 100 posts, you can become a moderator and so you can also edit the posts of other bloggers in the journal.

### Increase network

Once your posts have been published, we will notify you. At that point, if you want, you can help us spread the word on social networks, aggregators and among your contacts. Feel free to bring your friends within our community of bloggers.

### Release

Before we begin our journey together, please send us a document with the section below properly completed and signed. We need it to certify the free nature of the collaboration and protect for us from any grievances by third parties.

I, the undersigned ..... born on ..... in .....  
..... and residing at ..... declare to be aware that the collaboration with the Daily Slow, newspaper registered at the Court of Spoleto, No. 3/2013 of the day 14/06/2013, should be considered as an occasional contributor and work free of charge as a volunteer blogger.

Sincerely

---