



Walnuters  
Manual de SlideShare





## Hoy vemos

1. Introducción
2. Cómo crear una cuenta
3. Subir documentos
4. Actividad
5. Eventos
6. Grupos





Manual de SlideShare  
Walnuters



# Introducción



## Qué es SlideShare

Introducción

**Slideshare** es un espacio web que nos permite la publicación de **documentos y presentaciones**.

The screenshot displays the homepage of SlideShare. At the top, there's a navigation bar with the 'slideshare Present Yourself' logo, a search bar, an 'Upload' button, and links for 'Go PRO', 'Login', and 'Signup'. Below the navigation is a menu with 'Popular', 'Downloaded', 'Favorited', 'Channels', 'Videos', 'Zipcast', and 'More...'. On the left, a sidebar features a 'TOP PRESENTATIONS OF THE DAY' section with a thumbnail for 'JWT 100 THINGS TO WATCH IN 2012' and a 'FEATURED' section with thumbnails for various documents like 'The Internet Has Changed Business', 'SlideShare Networks', and 'GAMING for GOOD'. The main content area shows a presentation titled 'JWT 100 THINGS TO WATCH IN 2012' by 'JWTIntelligence', consisting of a grid of small images. To the right of the presentation is a sidebar with options like 'Go Viral', 'Analytics', 'Channel', 'Privacy', 'Videos', 'Zipcast', and 'LeadShare'. Below this is a large blue banner with the text 'UPLOAD YOUR PROFESSIONAL VIDEOS' and a call-to-action 'Go SlideShare PRO'. At the bottom of the page, there's a red banner for 'Google AdWords' offering '50€ DE PUBLICIDAD DE REGALO' and a green button saying '¡Empieza tu campaña ya!'. A 'SPOTLIGHT' section at the very bottom mentions 'LEWEB'11, PARIS, FRANCE'.



## Qué es SlideShare

Introducción

Al publicar estos documentos y presentaciones, una vez procesados, se convierten en formato **flash**, lo que permite tanto su **visualización web** como **compartirlo** mediante enlaces y así publicarlos en otros espacios como blogs o webs.





Select Language

## Versión PRO

Introducción

Al igual que otras aplicaciones, **Slideshare** nos ofrece una versión **gratuita** y una opción de pago (**PRO**), que presenta diferentes versiones con servicios extra.

Plan	Price	Services
BASIC	\$0 forever	Unlimited Presentation and Document uploads Public Zipcast Meetings Ad supported profile No control
SILVER	\$19 monthly	Unlimited Presentation and Document uploads Upload larger files (upto 300 MB) Private Sharing Premium Zipcast Meetings Analytics LinkedIn Customization 10 Videos monthly 30 Leads monthly Ad Free channel Related removal View example
GOLD	\$49 monthly	Unlimited Presentation and Document uploads Upload larger files (upto 300 MB) Private Sharing Premium Zipcast Meetings Analytics LinkedIn Customization 20 Videos monthly 70 Leads monthly Geographic Targeting Standard channel Basic Control View example
PLATINUM	\$249 monthly	Unlimited Presentation and Document uploads Upload larger files (upto 300 MB) Private Sharing Premium Zipcast Meetings Analytics LinkedIn Customization Unlimited videos Unlimited Leads Custom Campaign Fully Branded channel Customization options Regulatory Compliance View example

Special Pricing for Non Profit Organizations  
Contact sales for more information.  
Want help? View FAQs | contact support



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# Cómo crear una cuenta

## Date de alta

Cómo crear una cuenta

Para darte de alta, entra en [www.slideshare.net](http://www.slideshare.net) y pulsa en “Signup”.



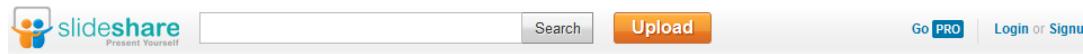
The screenshot shows the main interface of SlideShare. At the top, there's a navigation bar with the 'slideshare Present Yourself' logo, a search bar, an 'Upload' button, and links for 'Go PRO', 'Login', and 'Signup'. Below the navigation is a banner with the text 'SlideShare is the best way to share presentations, documents and professional videos.' and a link to 'Get a free account'. The main content area features a 'TOP PRESENTATIONS OF THE DAY' section with a thumbnail for 'JWT: 100 Things to Watch in 2012'. Below this is a 'FEATURED' section with thumbnails for various presentations like 'How the Service Industry Can Use t...', 'SlideShare Networks', 'You: The BRAND - Michelle Villalob...', and 'Android UI Patterns'. To the right, there are promotional boxes for 'UPLOAD YOUR PROFESSIONAL VIDEOS' and 'Google AdWords' offering '50€ DE PUBLICIDAD DE REGALO'. A green button at the bottom right says 'iEmpieza tu campaña ya!'. The bottom of the page has a decorative footer with the 'walnuters' logo.



## Date de alta

Cómo crear una cuenta

Esto te llevará a la página de registro, en la que se solicita un nombre de usuario y una dirección de correo electrónico:



### Join the World's Largest Community for Sharing Presentations

- Upload presentations, documents, videos
- Share privately or publicly
- Get analytics about your visitors
- Do public or private Zipcasts (?)

Get a free SlideShare account

Username \*  Min 3, max 25 characters

Password \*

Email Address \*

Enter text to verify \*    Can't see image? [Refresh](#)

I accept the [TOS & Privacy Policy](#)

Send me the SlideShare newsletter

Already a member? [Login now](#)





## Date de alta

Cómo crear una cuenta

En la siguiente ventana, se abrirá la página de inicio.

Y ya tienes una cuenta en SlideShare...

The screenshot shows the SlideShare homepage. At the top, there's a search bar and a 'Go PRO' button. Below the search bar, there are links for 'Upload via Plugins' and 'Import from Google Docs'. A yellow callout box contains the text 'Getting started with SlideShare?' followed by instructions: 'Upload your existing presentations, documents, videos, pdfs etc.' and '(Note: Our bulk uploader below lets you upload multiple files in one go)'. Below this, there's a large input field for file uploads with two buttons: an orange 'UPLOAD' button and a blue 'UPLOAD +' button. To the right of the upload area, a box titled 'Upload + allows for:' lists three options: 'Private Sharing', 'Larger Files', and 'Video Uploads'. At the bottom left of the upload area, there's a link 'Trouble uploading?'

- Upload presentations, documents, PDFs (20 MB). For videos, upgrade to PRO. [Formats Supported...](#)
- Do not upload materials you do not have copyright for. Read our [Terms of service & Privacy policy](#).
- Need Help? Read the [troubleshooting tips](#) or [contact us](#).



## Iniciar sesión

Cómo crear una cuenta

Para iniciar sesión tendrás que entrar en [www.slideshare.net](http://www.slideshare.net) y pulsar en “Login”.

A continuación, introduce su **nombre de usuario o email** y tu **contraseña**.

Para terminar, pulsa “Login”.

The screenshot shows the SlideShare homepage with several sections:

- Top Presentations of the Day:** A grid of presentation thumbnails, with one titled "JWT 100 THINGS TO WATCH IN 2012" highlighted.
- Featured:** A section with a thumbnail for "The Internet It's Changed Business" and another for "GAMING for GOOD".
- Search and Upload:** Standard navigation bars for search, upload, and account options like "Go PRO", "Login or Signup", and "Logout".
- Login Form:** A large box for logging in with fields for "Username or Email" and "Password", a "Remember me" checkbox, and a prominent "LOGIN" button.
- Forgot Username/Password?**: A link to reset password.
- Login using Facebook:** Buttons for Facebook login.
- SPOTLIGHT: LEWEB'11, PARIS, FRANCE**: A banner at the bottom.

A large pink arrow points from the text "Pulsar en ‘Login’." to the "LOGIN" button in the login form. Another pink arrow points from the text "Introduce tu nombre de usuario o email y tu contraseña." to the "Username or Email" field.



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Walnuters



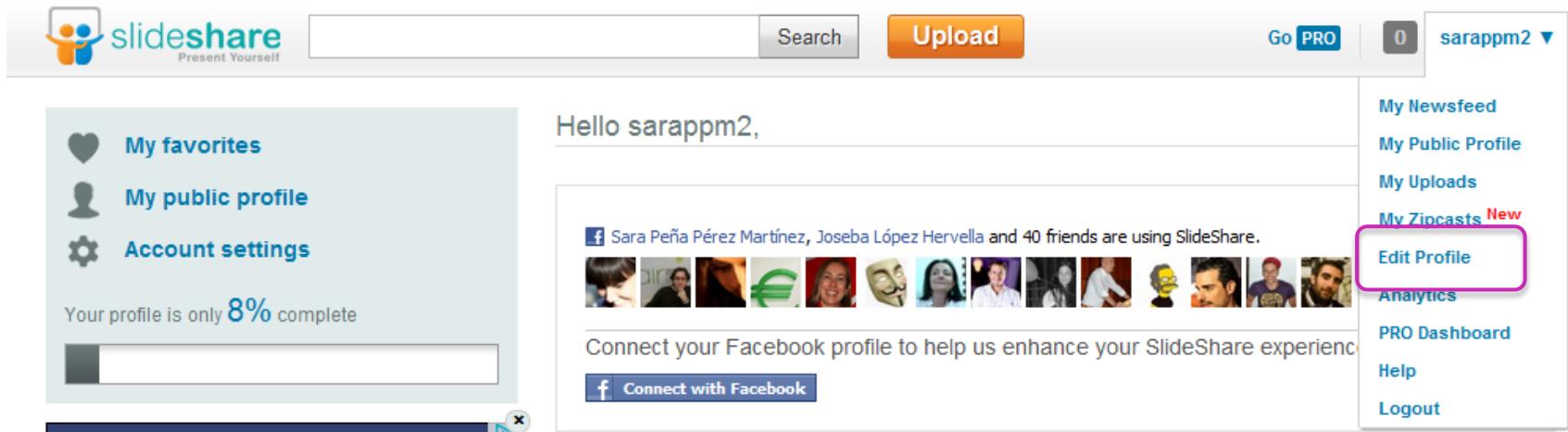
# Perfil



## Editar perfil

Perfil

Para personalizar tu perfil, pasa el ratón por tu nombre de usuario y haz click en “Edit Profile”.



slideshare Present Yourself

Search Upload Go PRO 0 sarappm2 ▾

My favorites

My public profile

Account settings

Your profile is only 8% complete

Hello sarappm2,

Sara Peña Pérez Martínez, Joseba López Hervella and 40 friends are using SlideShare.

Connect your Facebook profile to help us enhance your SlideShare experience

Connect with Facebook

My Newsfeed

My Public Profile

My Uploads

My Zincasts New

Edit Profile

Analytics

PRO Dashboard

Help

Logout



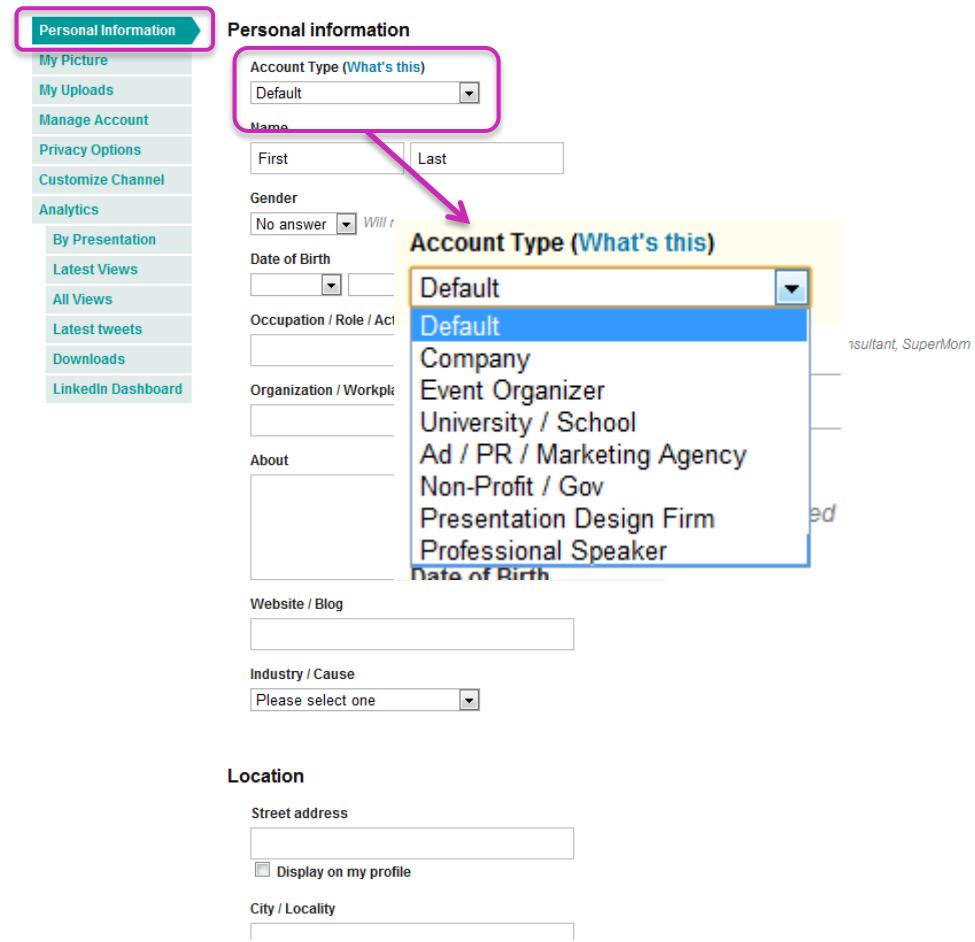


## Editar perfil

Perfil

En la pantalla de edición, se abrirá la pestaña “**Personal Information**”.

En primer lugar, selecciona el **tipo de cuenta** que quieras utilizar, pues esto determinará los campos a llenar.



**Personal Information**

**Personal information**

Account Type (What's this)

Name  
 First  Last

Gender  
 Will r

Date of Birth

Occupation / Role / Act

Organization / Workpla

About

Website / Blog

Industry / Cause

**Location**

Street address

Display on my profile

City / Locality



## Editar perfil

Perfil

Selecciona la opción  
**“Company” o “Non-profit/  
Gov”.**

Aquí, tendrás que rellenar una serie de datos, como el **nombre** de la organización o empresa, un breve **resumen** sobre ésta, web o blog...



### Personal information

Account Type ([What's this?](#))

Company

The Company account type is meant for professional organisations & firms.

Organization Name

e.g. Google, Univ of Berkeley, home!

### About

 max 700 characters

Website / Blog

Industry / Cause

Please select one

No. of Employees

1

Will not be displayed on profile

### Location

Street address

Display on my profile

City / Locality

Region / Province

Country

Phone #

Display on my profile

### Email

Email

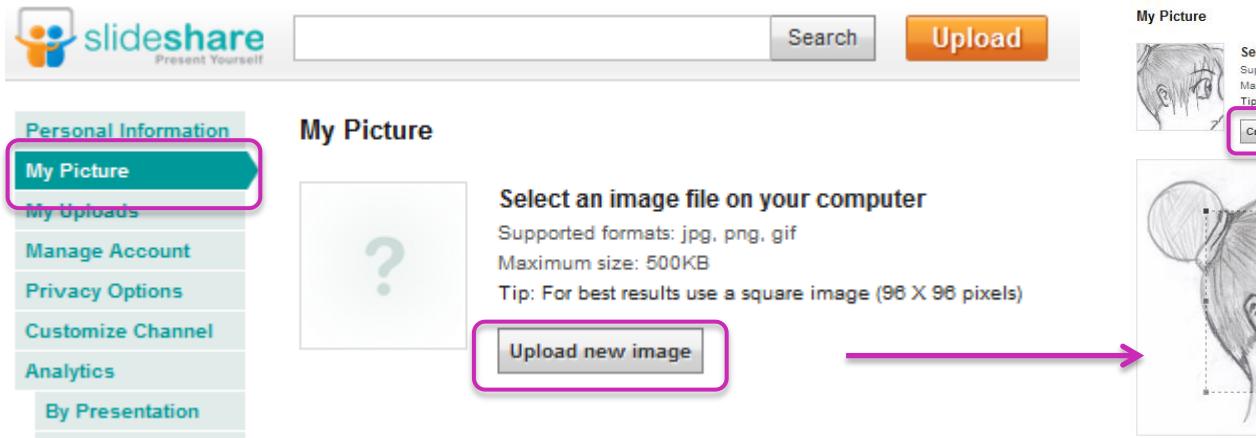
[sarapperezmartinez@hotmail.com](mailto:sarapperezmartinez@hotmail.com)

Save

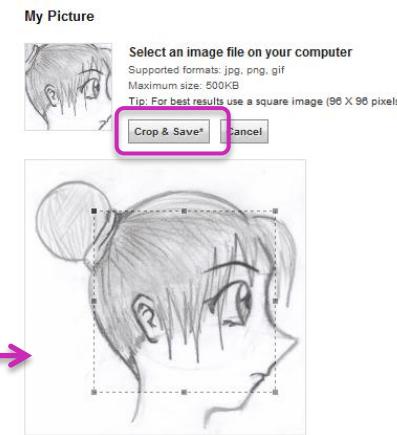
## Editar perfil

Perfil

Haz click en “My Picture” para añadir una imagen a tu perfil.



The screenshot shows the Slideshare profile editing interface. On the left, there's a sidebar with options: Personal Information (highlighted), My Picture (highlighted with a pink box), My Uploads, Manage Account, Privacy Options, Customize Channel, Analytics, and By Presentation. The main area has a heading 'My Picture' with a question mark icon. Below it is a form with the text 'Select an image file on your computer' and 'Supported formats: jpg, png, gif'. It also specifies 'Maximum size: 500KB' and 'Tip: For best results use a square image (96 X 96 pixels)'. At the bottom of this form is a button 'Upload new image' (highlighted with a pink box). A large pink arrow points from this form towards the crop tool interface on the right.



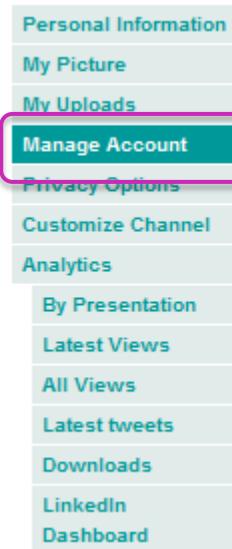
Pulsa en “Upload new image” para cargar un foto desde tu ordenador. Adapta la imagen al tamaño y forma solicitados y pulsa en “Crop & Save”.



## Editar perfil

Perfil

En la pestaña “**Manage Account**”, podrás cambiar tu contraseña, tu correo electrónico e incluso borrar la cuenta.



### ☒ Account Verification

[Click here if you need to change your email address.](#)

### ☒ Change Passwords

### ☒ Choose defaults for your content

### ☒ Delete account





## Editar perfil

Perfil

Pulsa en “**Privacy Options**”, para configurar tus preferencias de correo electrónico y seleccionar cuándo quieras recibir notificaciones por email.

[Personal Information](#)  
[My Picture](#)  
[My Uploads](#)  
**Manage Account**  
Privacy Options >  
[Customize Channel](#)  
[Analytics](#)  
[By Presentation](#)  
[Latest Views](#)  
[All Views](#)  
[Latest tweets](#)  
[Downloads](#)  
[LinkedIn Dashboard](#)


Email Preferences
Privacy Settings
Blocked Users

**Set email preferences**

Content & People	Send email	Don't send email
When someone comments on my content?	<input type="radio"/>	<input type="radio"/>
When someone adds my content as a favorite?	<input type="radio"/>	<input type="radio"/>
When someone sends me a private message?	<input checked="" type="radio"/>	<input type="radio"/>
When someone starts following me?	<input checked="" type="radio"/>	<input type="radio"/>
When my content is featured by SlideShare	<input checked="" type="radio"/>	<input type="radio"/>
When someone I follow uploads new content?	<input checked="" type="radio"/>	<input type="radio"/>
<b>Zipcast</b>		
Someone invites me to a Zipcast	<input checked="" type="radio"/>	<input type="radio"/>
Confirmation mail for a Zipcast that I RSVP'ed	<input checked="" type="radio"/>	<input type="radio"/>
Reminder mail when I have to start my Zipcast	<input checked="" type="radio"/>	<input type="radio"/>
Reminder mail for a Zipcast that I RSVP'ed	<input checked="" type="radio"/>	<input type="radio"/>
<b>Receive no emails from SlideShare</b>		
<input type="checkbox"/> I don't want to receive any emails from SlideShare. (If you change your registered email address after this option is selected, the blocking of emails will stop. You would need to reselect it again).		
<b>Subscribe to the SlideShare newsletter</b>		
<input type="checkbox"/> Send me the Slideshare newsletter. It's bimonthly and contains updates about new features, interesting content etc.		

Save





## Editar perfil

Perfil

Para modificar el fondo de tu canal, haz click en la pestaña “**Customize Channel**” (sólo para la versión PRO).

This is what your customization screen will look like once you upgrade.

Modules Themes Subscriptions Channel Control Options

[Restore default SlideShare theme](#)

**Pick a preset theme**

 Doodler	 Helvetica	 Miss Sunshine	 Ninja
 Nippon	 SlideShare Pro	 Star Trails	 Techno Dabble





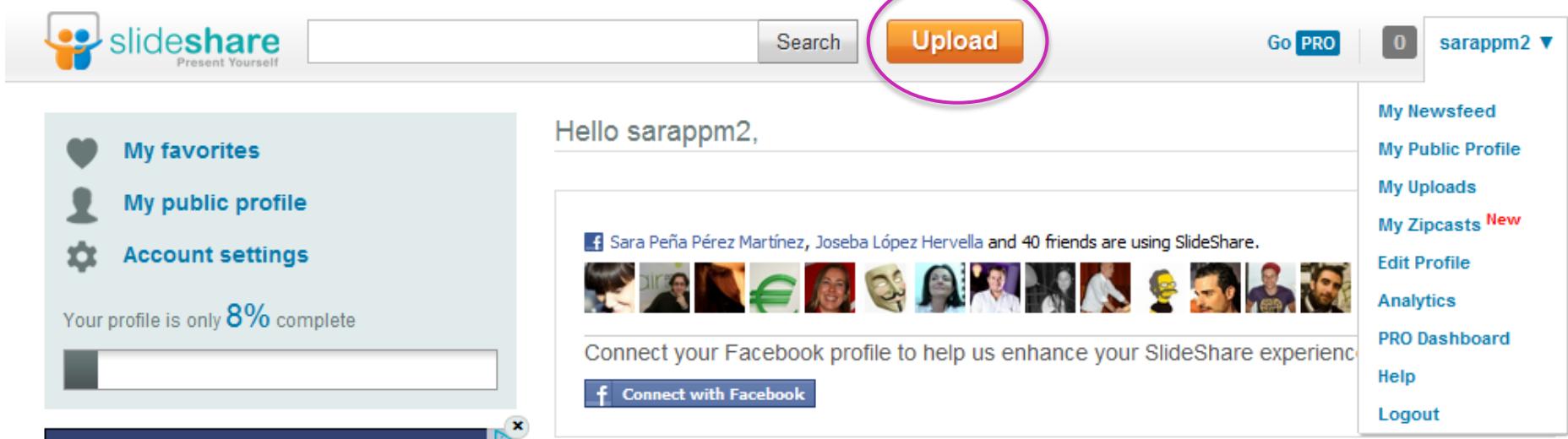
# Subir documentos



## Upload

Subir documentos

Para comenzar a subir documentos, ve a la página principal y pulsa en “Upload”.



The screenshot shows the SlideShare homepage. On the left, there's a sidebar with links for "My favorites", "My public profile", and "Account settings". It also displays a progress bar indicating that the user's profile is 8% complete. The main content area features a search bar, a "Upload" button (which is circled in purple), and a "Hello sarappm2," greeting. Below this, it shows a news feed with a message from Sara Peña Pérez Martínez, Joseba López Hervella, and 40 friends using SlideShare, followed by a "Connect with Facebook" button. On the right side, there's a vertical menu with options like "My Newsfeed", "My Public Profile", "My Uploads", "My Zipcasts New", "Edit Profile", "Analytics", "PRO Dashboard", "Help", and "Logout". The user's name, "sarappm2", is also visible at the top right.

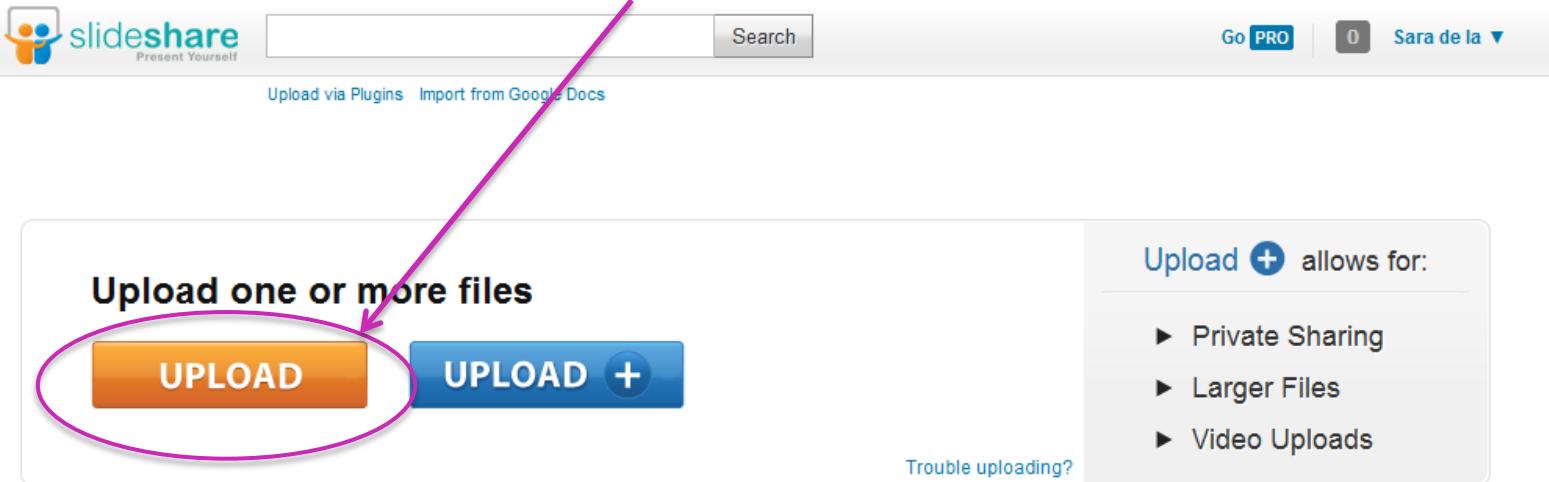




## Upload

Subir documentos

Aquí podrás seleccionar si subir un solo archivo o más de uno (sólo versión PRO). Pulsa en “**Upload**”.



slideshare Present Yourself

Search

Go PRO | 0 Sara de la ▾

Upload via Plugins Import from Google Docs

Upload one or more files

UPLOAD

UPLOAD +

Upload + allows for:

- ▶ Private Sharing
- ▶ Larger Files
- ▶ Video Uploads

Trouble uploading?

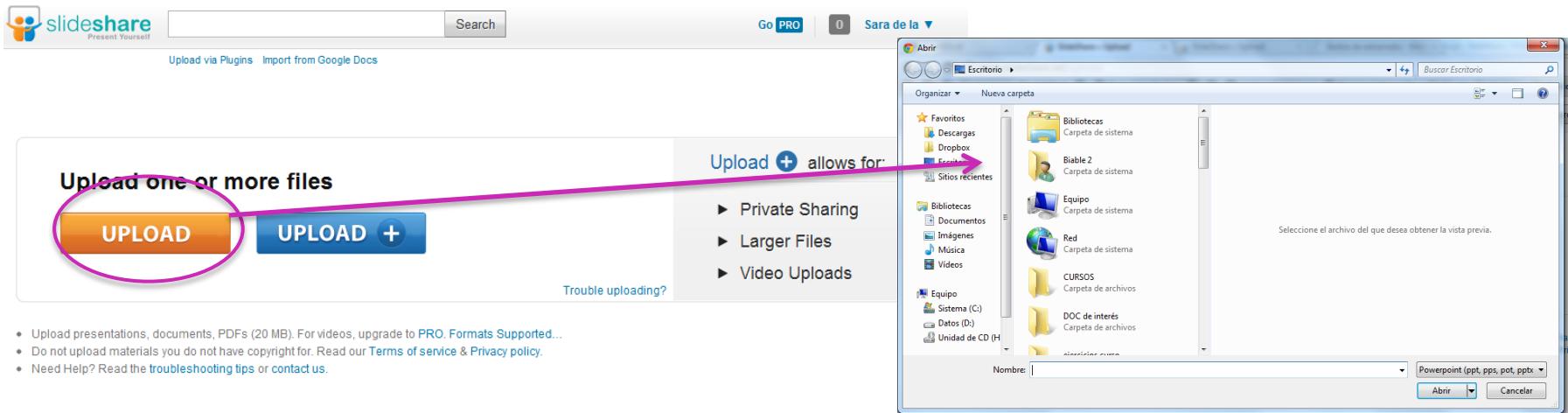
- Upload presentations, documents, PDFs (20 MB). For videos, upgrade to **PRO**. [Formats Supported...](#)
- Do not upload materials you do not have copyright for. Read our [Terms of service & Privacy policy](#).
- Need Help? Read the [troubleshooting tips](#) or [contact us](#).



## Upload

Subir documentos

A continuación, se abrirá una ventana emergente. Selecciona el archivo que quieras cargar desde tu ordenador.



The screenshot shows the Slideshare upload page. On the left, there's a large orange "UPLOAD" button with a white outline, which is circled in magenta. Next to it is a blue "UPLOAD +" button. Above the buttons, the text "Upload one or more files" is displayed. To the right of the buttons, a tooltip says "Upload + allows for:" followed by three bullet points: "Private Sharing", "Larger Files", and "Video Uploads". Below the buttons, there's a link "Trouble uploading?". At the bottom of the page, there's a list of upload guidelines:

- Upload presentations, documents, PDFs (20 MB). For videos, upgrade to PRO. [Formats Supported...](#)
- Do not upload materials you do not have copyright for. Read our [Terms of service & Privacy policy](#).
- Need Help? Read the [troubleshooting tips](#) or [contact us](#).

On the right side of the screenshot, a Windows file explorer window is open, showing a list of files and folders. A red arrow points from the "Upload + allows for:" tooltip towards the "Escritorio" folder in the file explorer. The file explorer window has a title bar "Abrir" and a status bar at the bottom that says "Selecione el archivo del que desea obtener la vista previa".



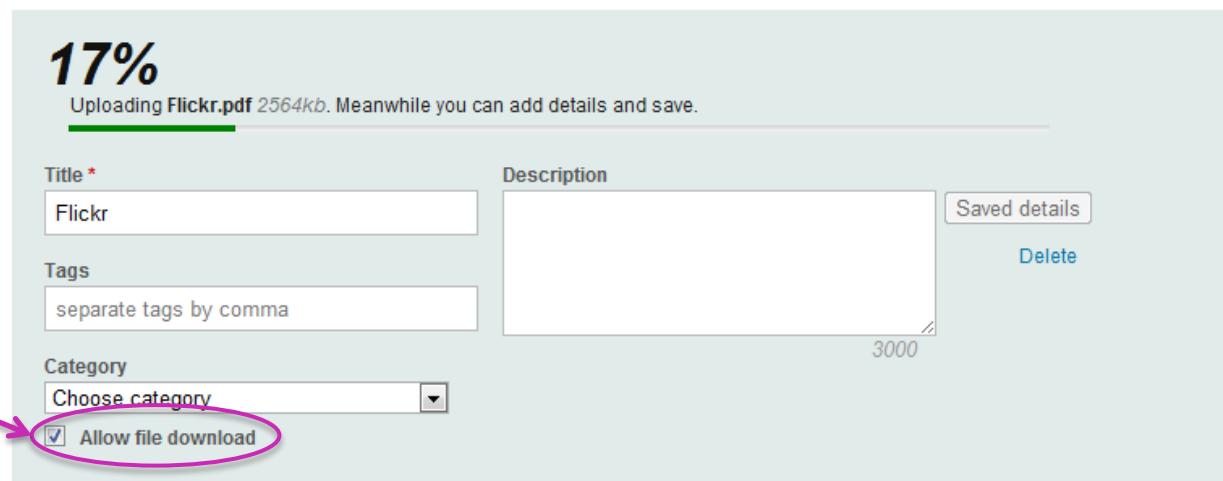
## Información del archivo

Subir documentos

En el siguiente paso, mientras se carga el documento, puedes introducir información sobre éste: **Título, etiquetas, descripción y categorías.**

Para guardar los datos, pulsa en “**Saved details**”.

Aquí puedes seleccionar si quieres que otros usuarios puedan descargarse el documento.



The screenshot shows a progress bar at 17% for uploading a 2564kb PDF named 'Flickr.pdf'. Below the progress bar, there are fields for 'Title' (set to 'Flickr'), 'Description' (empty), 'Tags' (empty), and 'Category' (dropdown menu set to 'Choose category'). A checkbox labeled 'Allow file download' is checked and highlighted with a pink oval. To the right of the form are buttons for 'Saved details' and 'Delete'.





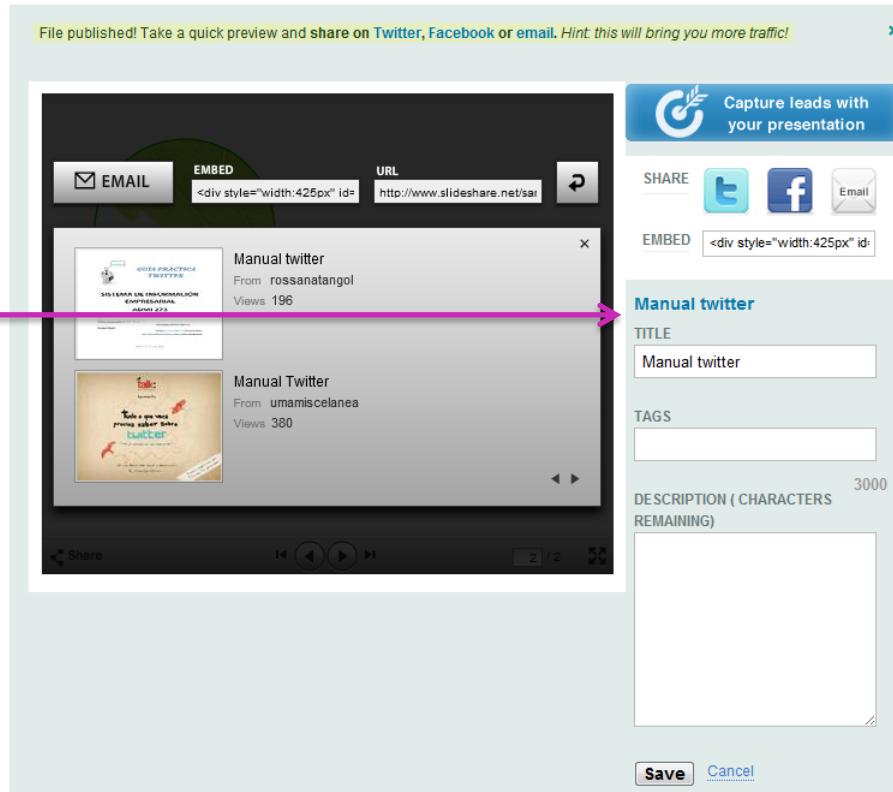
## Información del archivo

Subir documentos

A continuación, verás una previsualización del archivo.

Si haces click en “Edit”, bajo el título del documento, podrás editar la información.

Pulsa en “Save”, para finalizar.



The screenshot shows the SlideShare edit interface. At the top, there's a green banner with the text "File published! Take a quick preview and share on Twitter, Facebook or email. Hint: this will bring you more traffic!" Below this, there are buttons for "EMAIL", "EMBED", and a URL field containing "http://www.slideshare.net/sai/". A pink arrow points from the text above to the "Edit" button located below the title "Manual twitter" in the preview window. The preview window shows two documents: "Manual twitter" by rossanatangol with 196 views, and "Manual Twitter" by umamiscelanea with 380 views. To the right of the preview, there are sections for "SHARE" (with icons for Twitter, Facebook, and Email), "EMBED" (with a code snippet), and "DESCRIPTION (CHARACTERS REMAINING)" (with a text area and a character count of 3000). At the bottom right are "Save" and "Cancel" buttons.

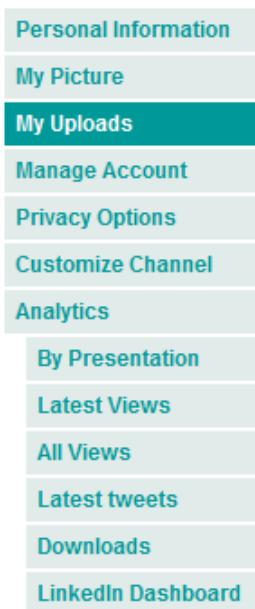
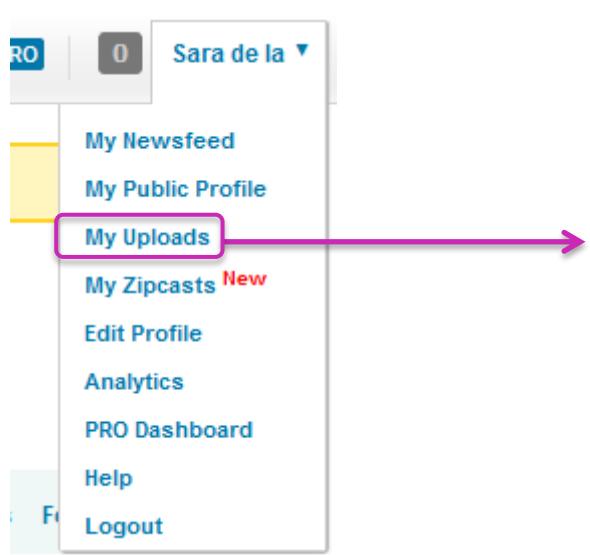




## Información del archivo

Subir documentos

Para modificar o introducir esta información más adelante, tendrás que ir a “**My uploads**”.



### My Uploads



#### Flickr

Presentation uploaded 2 minutes ago  
51 slides

[Edit / Delete](#)





## Información del archivo

Subir documentos

Aquí puedes ver los documentos que has subido. Pulsa en “**Edit/Delete**”, para modificar la información.

Personal Information

My Picture

**My Uploads**

Manage Account

Privacy Options

Customize Channel

Analytics

By Presentation

Latest Views

All Views

Latest tweets

Downloads

LinkedIn Dashboard

### My Uploads



Flickr  
Presentation uploaded 2 minutes ago  
51 slides  
**Edit / Delete**

Published





[Edit presentation details](#) [Replace presentation](#) [Create Slideshow](#)  [Insert YouTube Videos](#)

[View presentation](#)

## Información del archivo

Subir documentos

Edita aquí los datos  
del documento.

Aquí puedes elegir  
si el documento será  
público o privado  
(sólo versión PRO).

Title \* Flickr Include some descriptive keywords in the title, this helps people in finding your content.

Description 3000 characters remaining

Tags Max 20 ? separate tags by comma

Choose Category Choose Category

Allow viewers to download file

Language Spanish

Player Background Color White (what's this)  
*Full screen mode*

Privacy PRO Everyone Get this feature

Choose a license All Rights Reserved By default, you reserve all rights to files you upload. You could apply a Creative Commons license to your work. [Learn more](#).

[Cancel](#) [Update](#)

[Delete presentation](#)

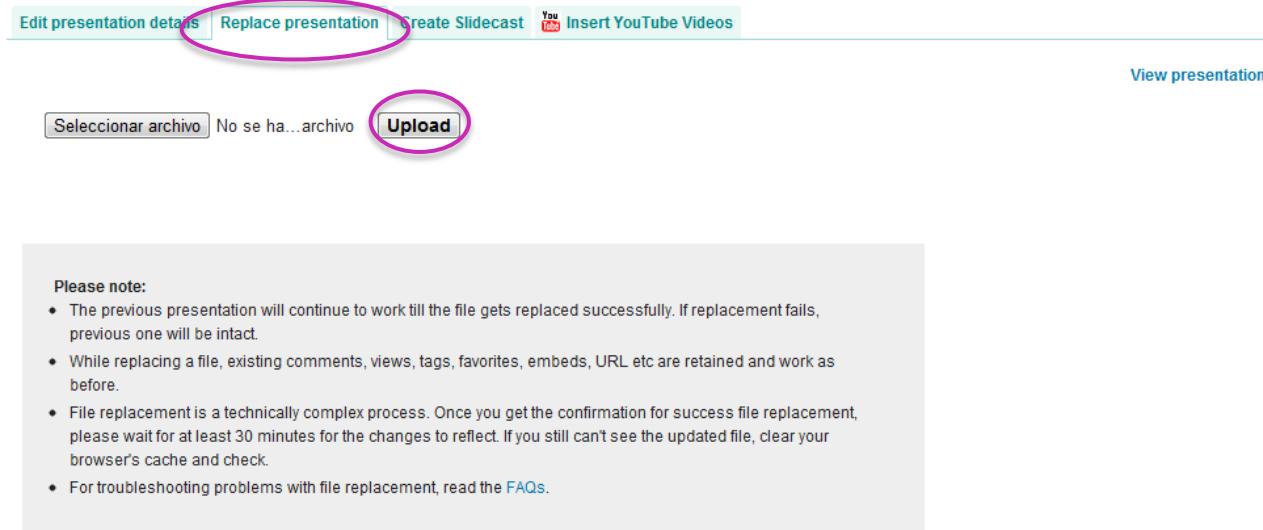




## Modificar archivo

Subir documentos

Si más adelante quieres actualizar el archivo, haz click en “**Replace presentation**” y sube el nuevo archivo.



[Edit presentation details](#) [Replace presentation](#) [Create Slidecast](#) [Insert YouTube Videos](#)

[View presentation](#)

No se ha...archivo

Please note:

- The previous presentation will continue to work till the file gets replaced successfully. If replacement fails, previous one will be intact.
- While replacing a file, existing comments, views, tags, favorites, embeds, URL etc are retained and work as before.
- File replacement is a technically complex process. Once you get the confirmation for success file replacement, please wait for at least 30 minutes for the changes to reflect. If you still can't see the updated file, clear your browser's cache and check.
- For troubleshooting problems with file replacement, read the [FAQs](#).





## Youtube

Subir documentos

También puedes insertar vídeos desde Youtube:



View presentation

Insert YouTube Videos inside your SlideShare presentation  
Copy and paste the video URL from YouTube ([learn How To](#)), choose where to insert the video, and press "Insert & Publish". The video will now play in your presentation.

+ Add another video

Enter YouTube video URL  Insert this video \*

\* Even after videos are inserted, slides will retain the original numbering.

Pega el link y la posición en la que aparecerá el vídeo (después de qué diapositiva).



## Documento

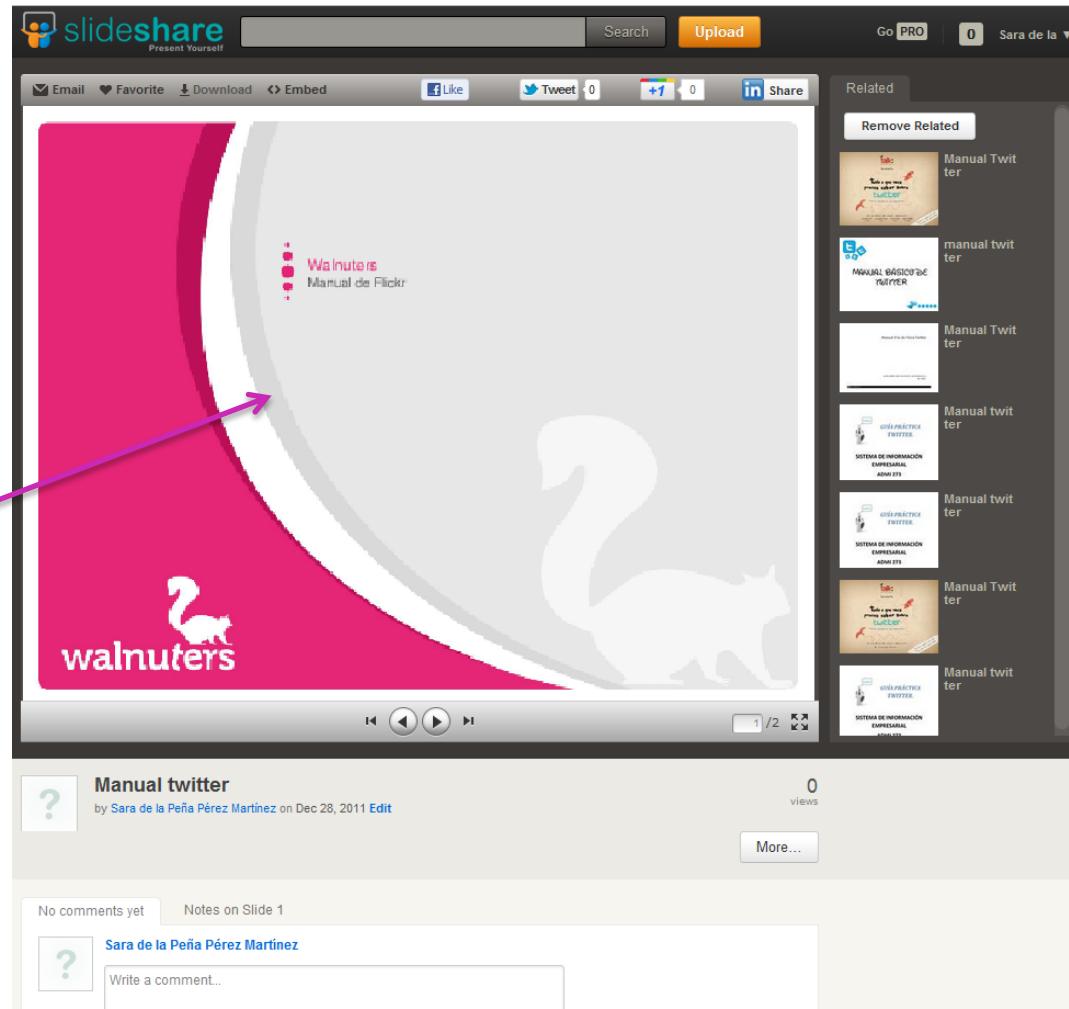
Subir documentos

Pulsa sobre el título del archivo para visualizarlo.  
Se abrirá un enlace con la presentación.

- [Personal Information](#)
- [My Picture](#)
- [My Uploads](#)
- [Manage Account](#)
- [Privacy Options](#)
- [Customize Channel](#)
- [Analytics](#)
- [By Presentation](#)
- [Latest Views](#)
- [All Views](#)
- [Latest tweets](#)
- [Downloads](#)
- [LinkedIn Dashboard](#)

**My Uploads**

	<b>Flickr</b>	Presentation uploaded 2 minutes ago 51 slides <a href="#">Edit / Delete</a>
<a href="#">Published</a>		



The screenshot illustrates the process of sharing a document. A purple arrow points from the 'Flickr' link in the 'My Uploads' section of the left sidebar to the presentation thumbnail on the right. The right side shows the actual presentation slide, which features the Walnuters logo and a large white squirrel silhouette against a pink background. Below the slide, a link to another presentation titled 'Manual twitter' is visible, demonstrating how a user can access and share multiple documents through the platform.



## Tipo de archivos

Subir documentos

## ¿Qué tipo de documentos puedes subir a SlideShare?

[Forums](#) / [Basic Features](#) / [Uploading & Conversion](#)

What file formats does SlideShare support? What is the maximum allowed file size?



Manya Mohan  
posted this on Sep-02 2009 09:49 pm

### Supported Formats:

Presentations: PDF, ppt, pps, pptx, ppsx, pot, potx (Powerpoint); odp (OpenOffice); key, zip (Apple Keynote).

Documents: PDF, doc, docx, rtf (MSOffice); odt, ods (OpenOffice); Apple iWork Pages, txt, csv

Videos: Read [FAQs](#) for supported [formats](#) and [codecs](#)

### File Size Allowed:

Free Account (Basic)

Max file size for presentations, documents, PDFs: 20MB

PRO Account (any of the plans)

Max file size for presentations, documents, PDFs: 300MB

Max file size for videos: 500MB

(N.B. video uploads are not allowed from Free Accounts; you need a SlideShare PRO account for this)

27 People found this helpful - [Me too!](#)

Presentaciones en pdf, ppt, odt...  
Documentos en pdf, doc...  
Vídeos (versión PRO).





# Actividad



## Interacciones

Actividad

Además de subir documentos, SlideShare nos permite **interactuar**:

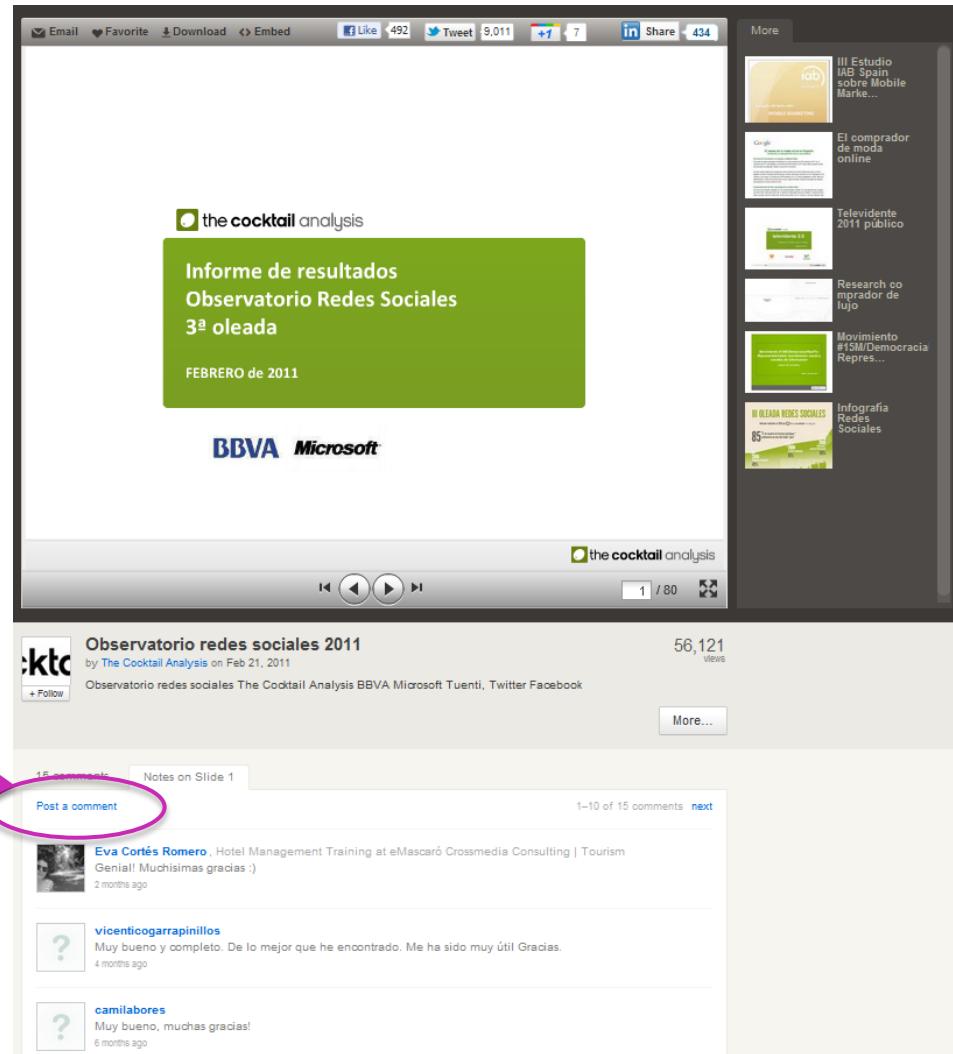
- Publicar comentarios
- Favoritos
- Compartir el documento
- Seguir

## Comentarios

Actividad

Puedes recibir **comentarios** de otros usuarios en los documentos que has compartido o comentar archivos de otros.

Pulsa aquí para comentar



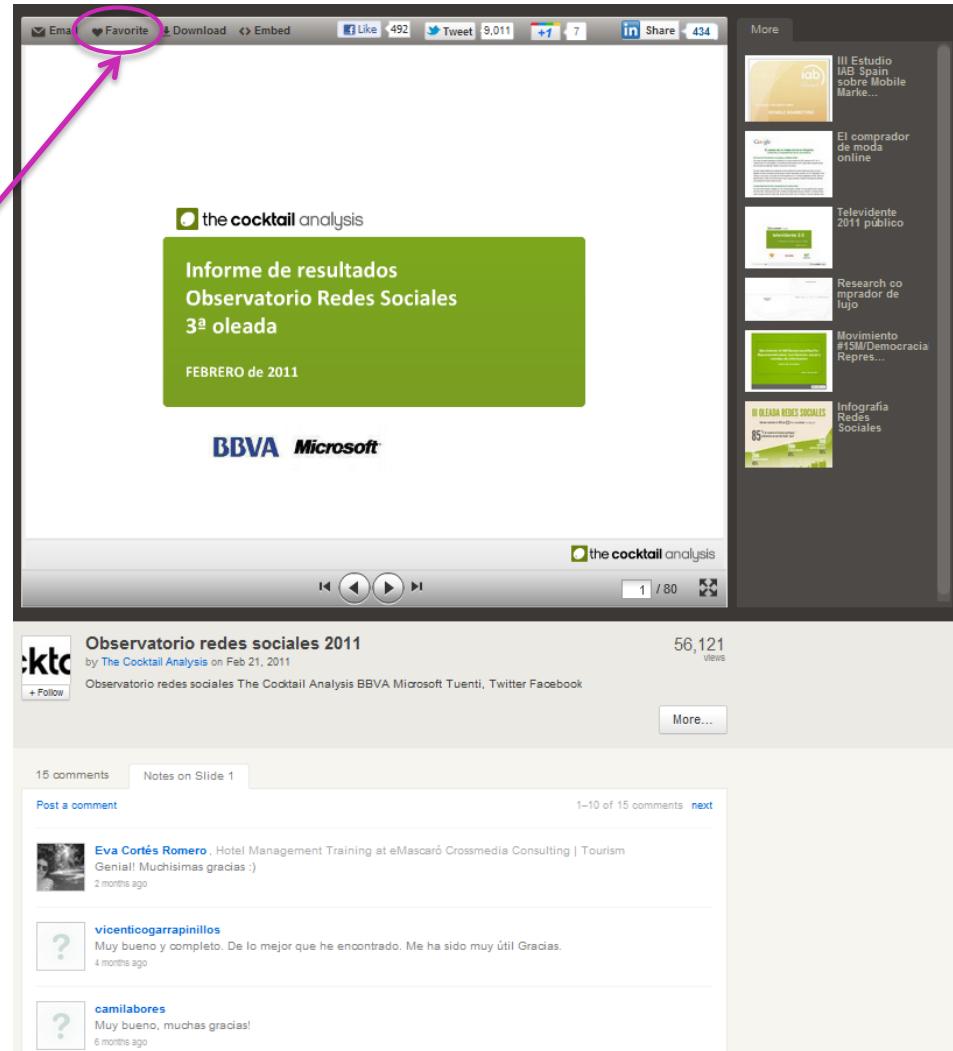
The screenshot shows a SlideShare presentation titled "Informe de resultados Observatorio Redes Sociales 3ª oleada" from "the cocktail analysis". The slide is dated FEBRERO de 2011 and features logos for BBVA and Microsoft. Below the slide, there is a comment section for "Observatorio redes sociales 2011" by "The Cocktail Analysis" on Feb 21, 2011. The comment section shows 15 comments, with the first few visible:

- Eva Cortés Romero, Hotel Management Training at eMascaró Crossmedia Consulting | Tourism: Genial! Muchísimas gracias :). 2 months ago
- vicenticogarrapinillos: Muy bueno y completo. De lo mejor que he encontrado. Me ha sido muy útil Gracias. 4 months ago
- camilabores: Muy bueno, muchas gracias! 6 months ago

## Favoritos

Actividad

Puedes marcar un documento como **favorito**, para almacenarlo en tu perfil.



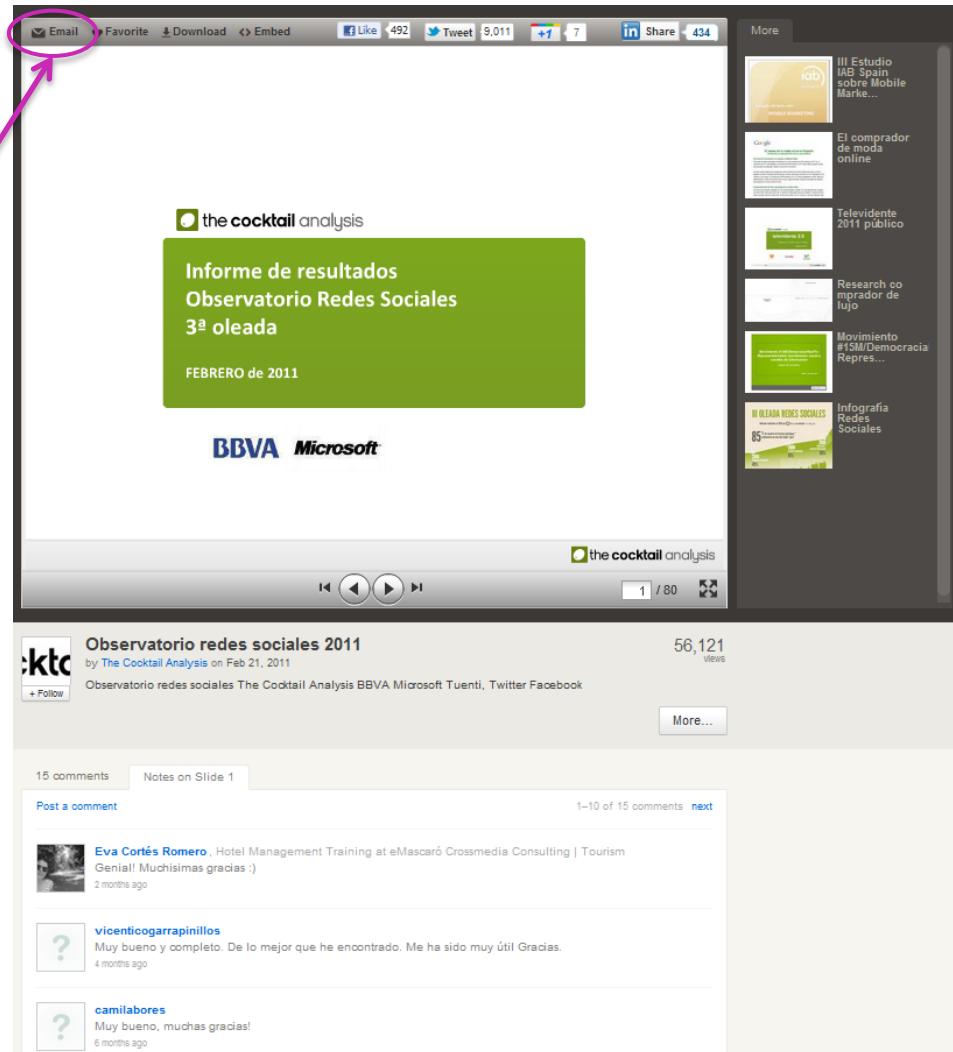
The screenshot shows a presentation titled "Informe de resultados Observatorio Redes Sociales 3ª oleada" from "the cocktail analysis". The presentation is dated FEBRERO de 2011 and is sponsored by BBVA and Microsoft. At the top of the slide, there is a "Favorite" button with a heart icon, which is circled in pink. A pink arrow points from the word "favorito" in the text above to this "Favorite" button. The presentation has 492 likes and 9,011 views. Below the presentation, there is a comment section with three visible comments:

- Eva Cortés Romero: Hotel Management Training at eMascaró Crossmedia Consulting | Tourism. Genial! Muchísimas gracias :). 2 months ago.
- vicenticogarrapinillos: Muy bueno y completo. De lo mejor que he encontrado. Me ha sido muy útil Gracias. 4 months ago.
- camilabores: Muy bueno, muchas gracias! 6 months ago.

## Compartir

Actividad

Para compartir un documento por **correo electrónico**, pulsa aquí.

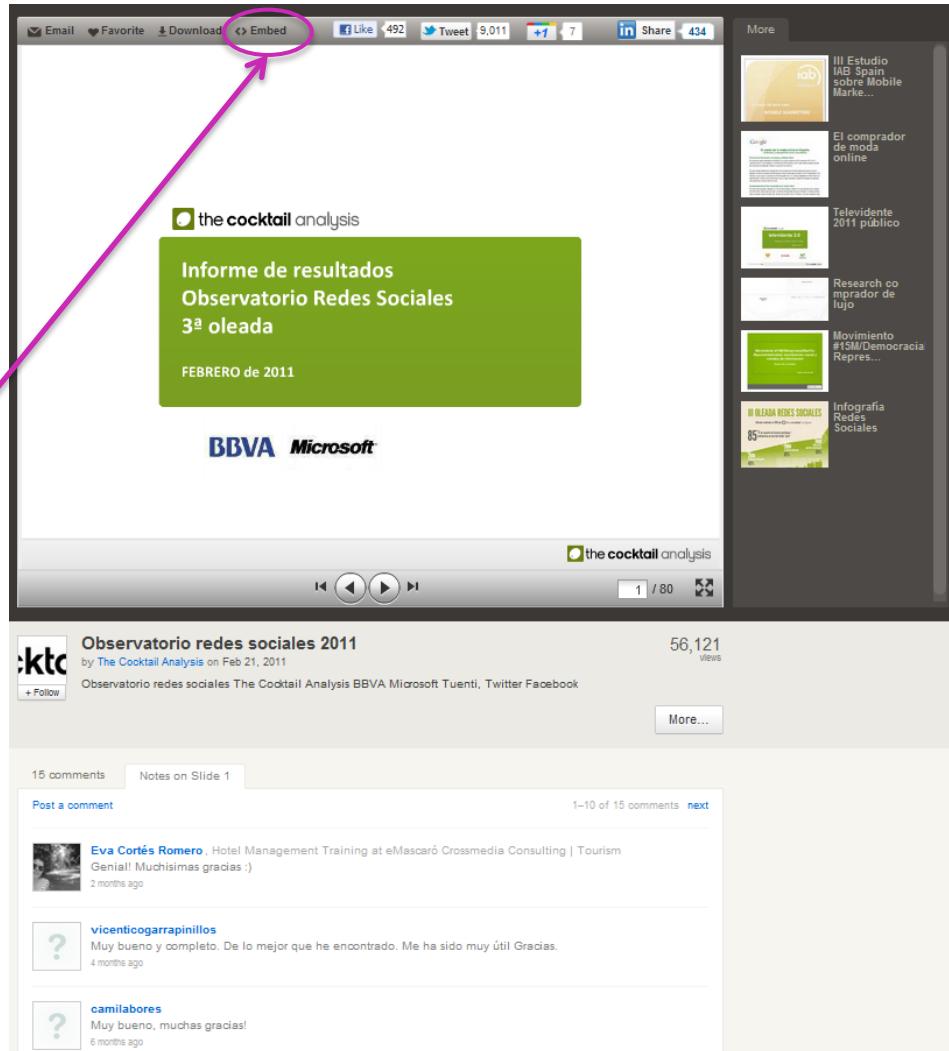


The screenshot shows a presentation slide from SlideShare. The slide has a green header with the title 'Informe de resultados Observatorio Redes Sociales 3ª oleada' and the date 'FEBRERO de 2011'. Below the title, there are logos for 'BBVA' and 'Microsoft'. At the top of the slide, there is a navigation bar with links for 'Email', 'Favorite', 'Download', 'Embed', and social sharing buttons for 'Like' (492), 'Tweet' (9,011), '+1' (7), and 'Share' (434). A pink arrow points from the text 'Para compartir un documento por correo electrónico, pulsa aquí.' to the 'Email' button in the navigation bar. The right side of the slide shows a sidebar with other presentations and a navigation bar at the bottom.

## Compartir

Actividad

Si lo que quieras es **insertarlo** en tu web o blog, haz click aquí para obtener el código necesario y embeberlo.

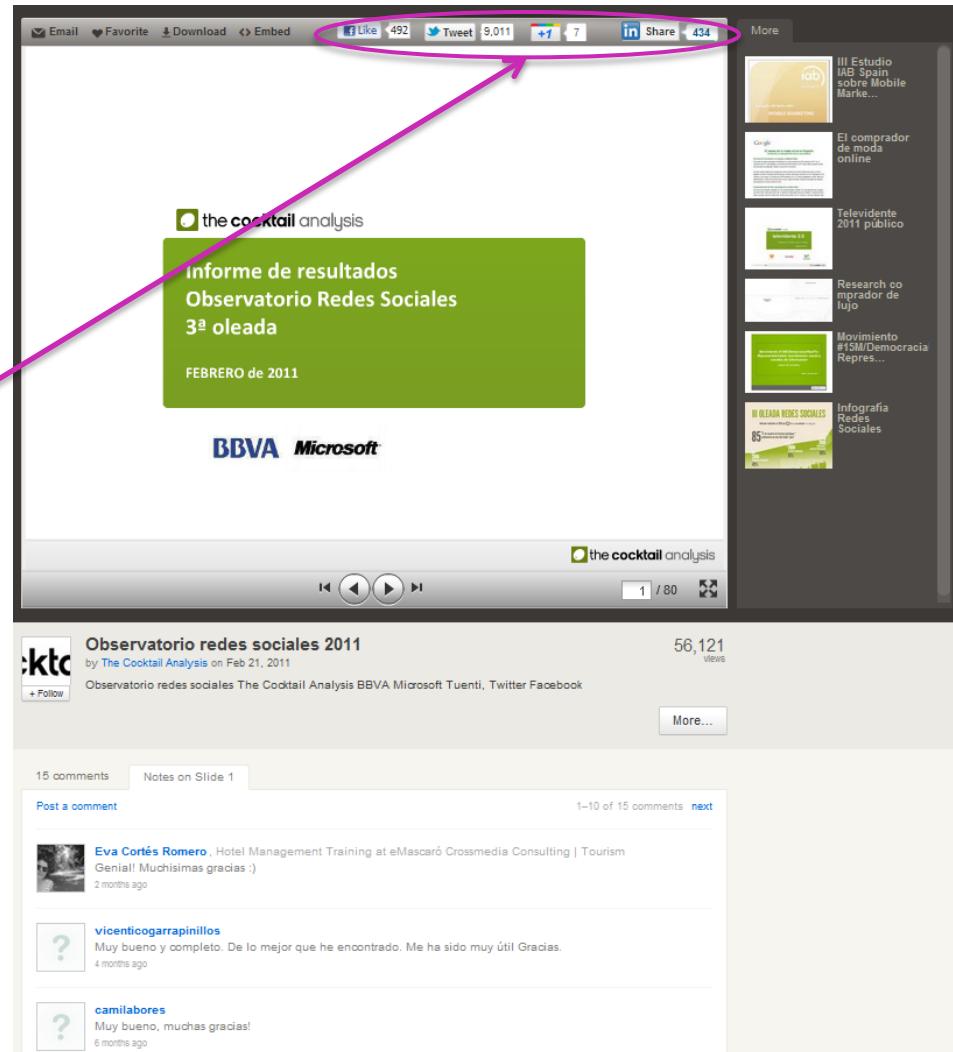




## Compartir

Actividad

Para compartirlo en redes sociales, pulsa en qué red social quieres publicarlo.



The screenshot shows a presentation slide with the following details:

- Title:** Informe de resultados Observatorio Redes Sociales 3ª oleada
- Date:** FEBRERO de 2011
- Sponsors:** BBVA Microsoft
- Sharing Options:** Like 492, Tweet 9,011, +1 7, Share 434
- Comments:** 15 comments
- Views:** 56,121
- Post a comment:** Eva Cortés Romero, Hotel Management Training at eMascaró Crossmedia Consulting | Tourism. Genial! Muchísimas gracias :)
- Comment:** vicenticogarrapinillos, Muy bueno y completo. De lo mejor que he encontrado. Me ha sido muy útil Gracias.
- Comment:** camilabores, Muy bueno, muchas gracias!

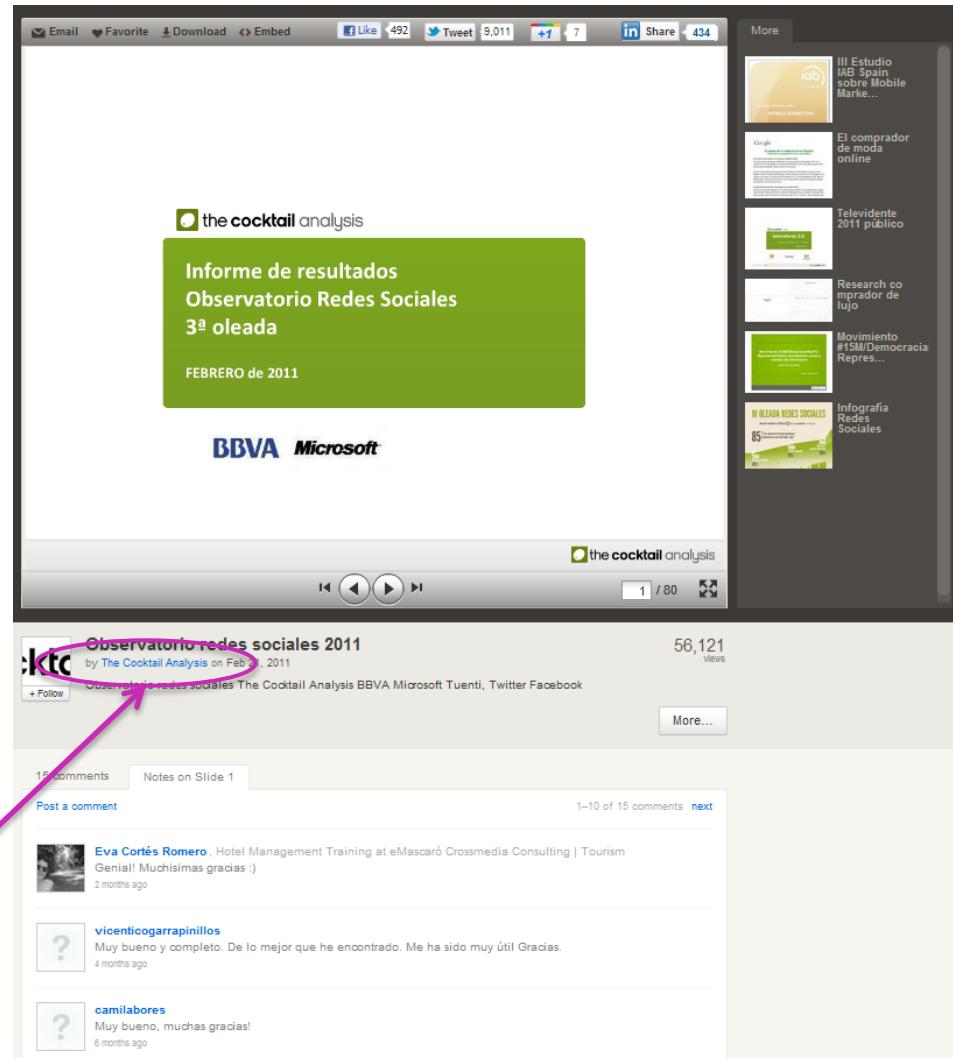


## Seguir

Actividad

Por otro lado, puedes **seguir** a otros usuarios, al igual que otros usuarios pueden seguir tu perfil para estar al tanto de tus **actualizaciones** y **publicaciones**.

Siquieres seguir al usuario que subió este documento, pulsa sobre tu **nombre de usuario**.



The screenshot shows a presentation titled "Informe de resultados Observatorio Redes Sociales 3ª oleada FEBRERO de 2011" by "the cocktail analysis". The presentation is hosted by BBVA Microsoft. The URL of the presentation is [www.slideshare.net/ktc/observatorio-redes-sociales-2011](http://www.slideshare.net/ktc/observatorio-redes-sociales-2011). A pink arrow points from the text "pulsa sobre tu nombre de usuario" to the user name "ktc" in the presentation's header. The presentation has 56,121 views and 15 comments.

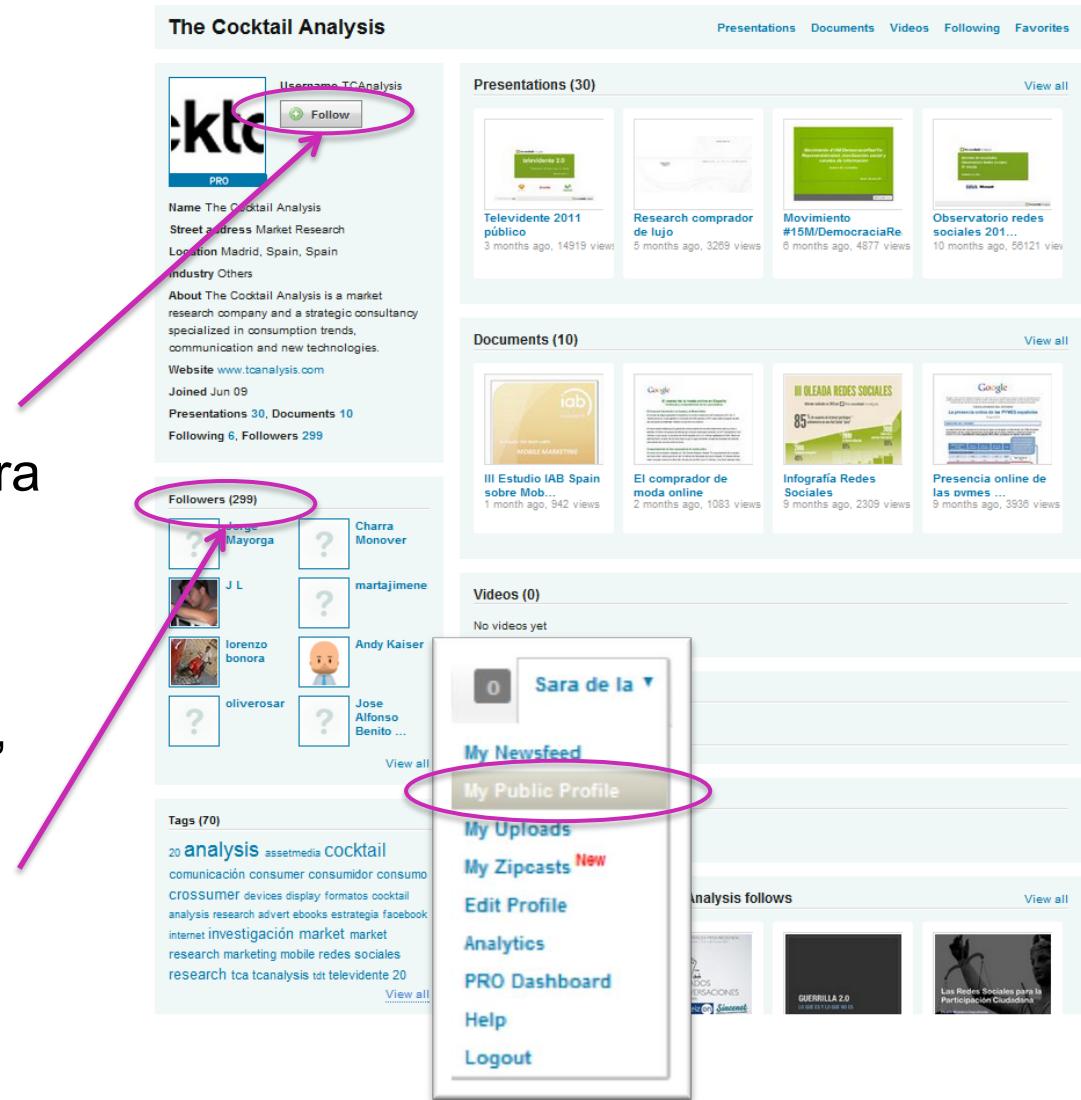
Commenter	Comment	Time
Eva Cortés Romero	Genial! Muchísimas gracias :)	2 months ago
vicenticogarrapinillos	Muy bueno y completo. De lo mejor que he encontrado. Me ha sido muy útil Gracias.	4 months ago
camilabores	Muy bueno, muchas gracias!	6 months ago

## Seguir

Actividad

Se te abrirá una ventana con su perfil.  
Haz click en “Follow” para seguirle.

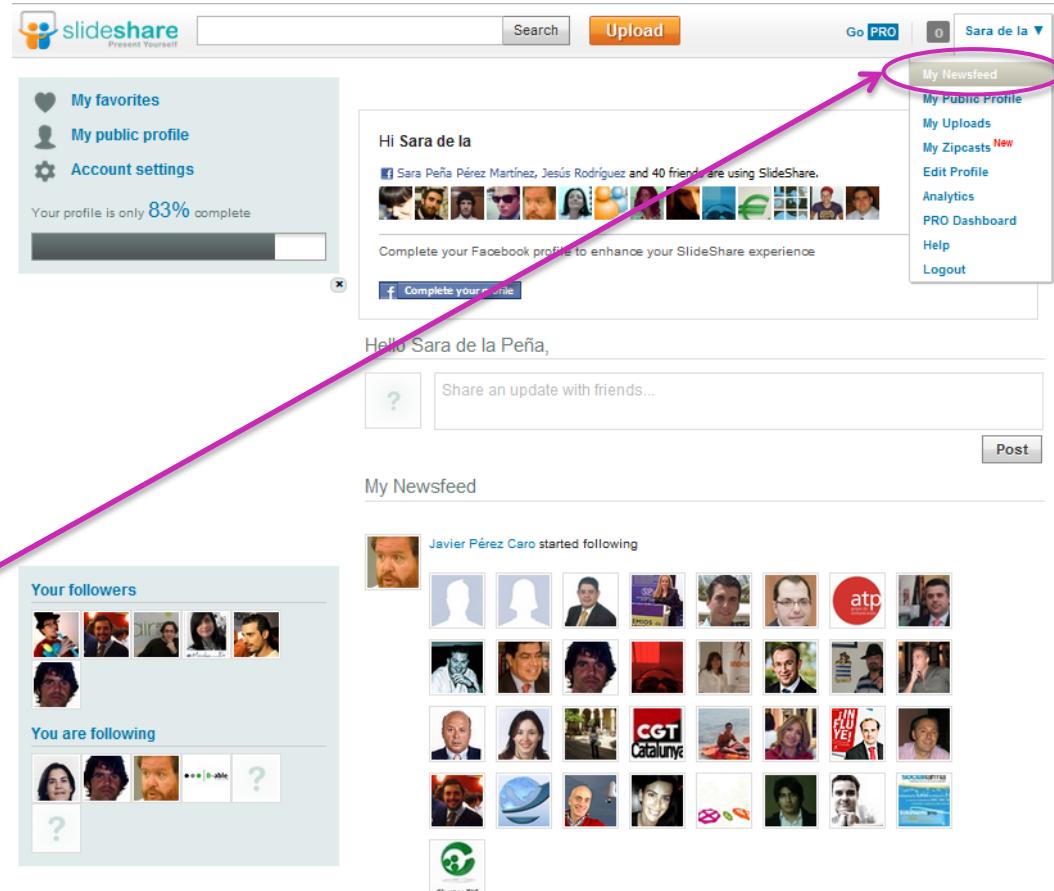
Si quieres ver tus seguidores, ve a tu perfil, pulsando en “My public profile”.  
Estos aparecerán en la columna de la izquierda.



## Seguir

Actividad

La gente a la que sigues, sus actualizaciones y otras novedades (como la gente que ha empezado a seguirte) aparecerán en la sección “**My newsfeed**”.



The screenshot shows the SlideShare homepage with a pink arrow pointing from the text above to the "My Newsfeed" section. The "My Newsfeed" section is highlighted with a red oval. The page includes a sidebar with options like "My favorites", "My public profile", and "Account settings". The main area displays a message from Sara de la Peña, a newsfeed update from Javier Pérez Caro, and a "Share an update with friends..." button. Below these are sections for "Your followers" and "You are following".



Manual de SlideShare  
Walnuters

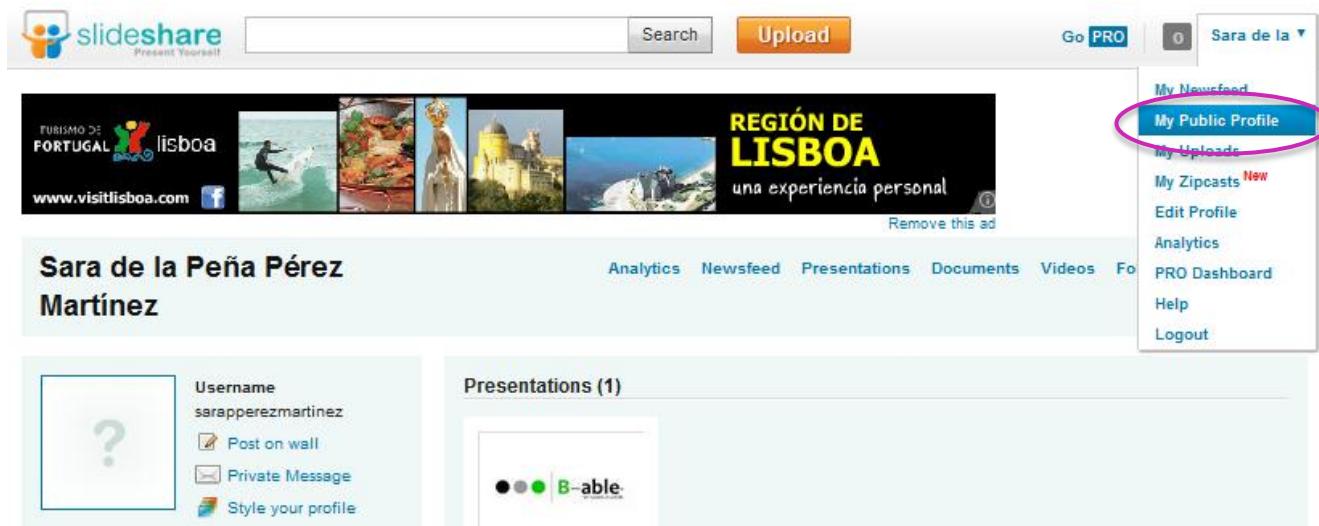
# Eventos



## Crear eventos

Eventos

Otra opción interesante que SlideShare ofrece es la creación de espacios específicos para **eventos** que hayas organizado, permitiendo a los usuarios subir contenidos sobre ese evento al que asistieron.



The screenshot shows a SlideShare user profile for "Sara de la Peña Pérez Martínez". At the top, there's a search bar, an "Upload" button, and a "Go PRO" link. On the right, a dropdown menu is open, with "My Public Profile" highlighted and circled in red. Other options in the menu include "My Uploads", "My Zipcasts", "Edit Profile", "Analytics", "PRO Dashboard", "Help", and "Logout".

**Sara de la Peña Pérez Martínez**

Username: sarapperezmartinez

Post on wall, Private Message, Style your profile

Presentations (1)

B-able

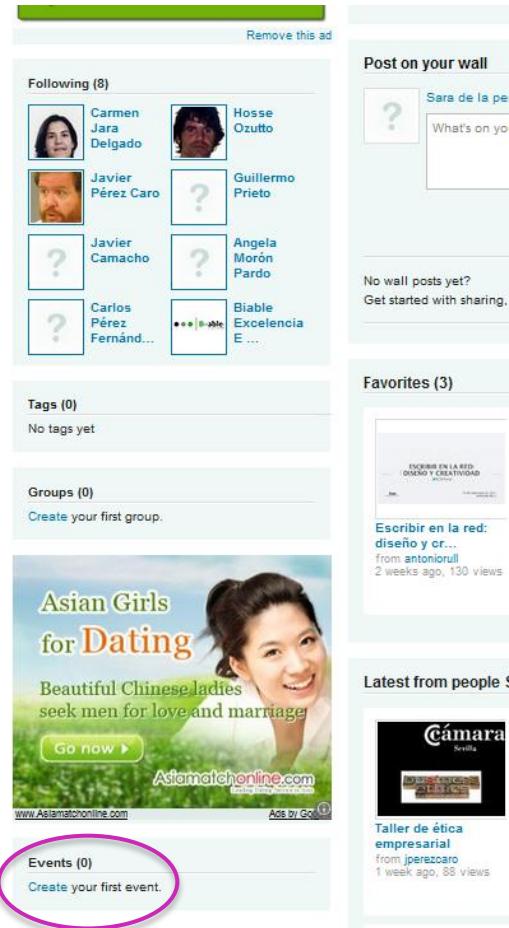
Para crear un evento, haz click en “**My Public Profile**”.



## Crear eventos

Eventos

En la parte inferior de la columna izquierda,  
pulsa en la opción “**Create**”.



A screenshot of a LinkedIn feed. At the top right, it says "Post on your wall". Below that are sections for "Following" (8 items), "Tags (0)", and "Groups (0)". Further down are sections for "Latest from people" (including posts from "Cámaras de comercio" and "Taller de ética empresarial") and "Events (0)".

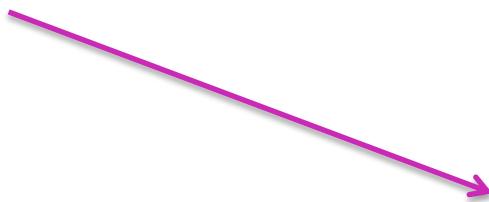


## Crear eventos

Eventos

En la siguiente ventana, tendrás que llenar **información** sobre el evento.

Puedes establecer quién puede “asistir” y quién podrá escribir en el evento.



### Create an event

\* denotes mandatory fields

Event name*	<input type="text"/>
Category*	<input type="button" value="Choose from below"/>
Description*	<input type="text"/>
Image/Logo*	<input type="button" value="Seleccionar archivo"/> No se ha...archivo
Location*	<input type="text"/> e.g. Palo Alto, California
Country*	<input type="button" value="United States"/>
Event Start Date*	<input type="text"/>
Event End Date*	<input type="text"/>
Event tag*	<input type="text"/> e.g. OSCON2007, OSCON07
<input checked="" type="checkbox"/> Show images from Flickr using above tag (only first tag)	
Privacy	<input checked="" type="radio"/> This is a public event <input type="radio"/> This is a private event <small>(Choose "Private" only if you really need to. You cannot change this later)</small>
Who can join?	<input checked="" type="radio"/> Registered SlideShare users can join <input type="radio"/> Registered SlideShare users can request membership; admin needs to approve <input type="radio"/> Invite only
Who can post?	<input checked="" type="radio"/> Any registered SlideShare user can post <input type="radio"/> Only event members can post
<input type="button" value="Cancel"/> <input type="button" value="Save changes"/>	





## Crear eventos

Eventos

A continuación, podrás **invitar** a los usuarios que quieras.

También puedes invitar a **contactos** que no estén en SlideShare, a través de correo electrónico.



Invite your contacts to join this event

Quick find contacts

Check all

<input type="checkbox"/>		Josebah
<input type="checkbox"/>		Jperezcaro
<input type="checkbox"/>		Lmaguirreoyonarte
<input type="checkbox"/>		Beleth

Invite friends who are not on SlideShare yet

Separate email addresses with commas  
(your friends will be invited to join Slideshare and this event)

Customize invitation text

I'd like to invite you to join the 'Pruebaevent' event on Slideshare.

Event: Pruebaevent  
Description: evento de prueba  
Start date: 30 December 11  
End date: 05 January 12  
Location: Sevilla

[Skip this step »](#)



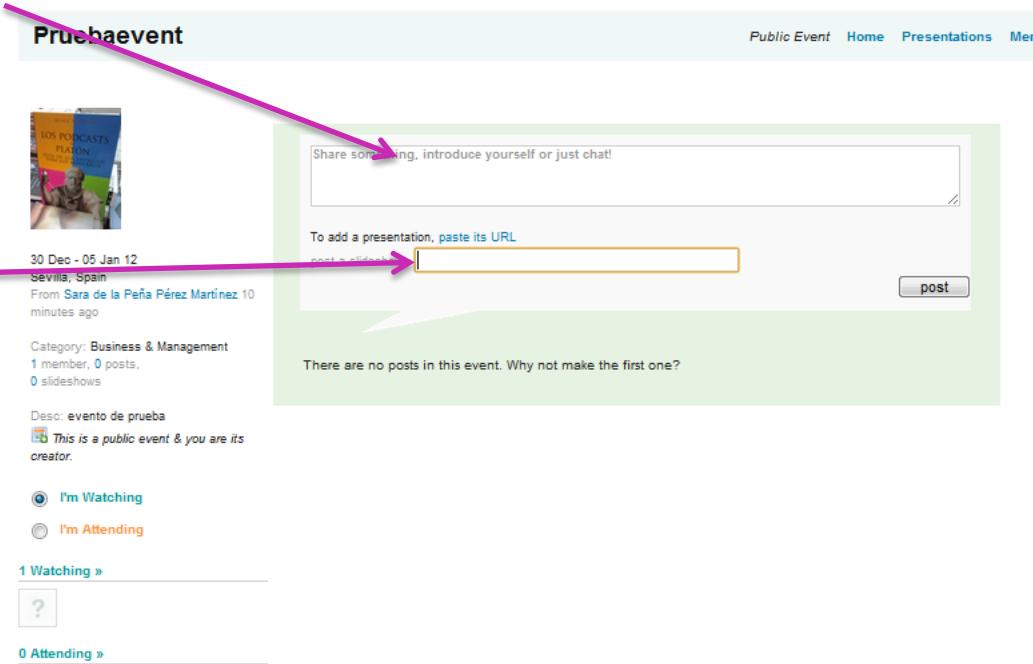


## Crear eventos

Eventos

Para finalizar, **postéalo** en tu perfil de SlideShare para compartirlo con la gente que te sigue.

Puedes añadir el **link** de un presentación que hayas subido.



Pruchaeevent

Public Event Home Presentations Mem

Share something, introduce yourself or just chat!

To add a presentation, paste its URL

post a slide!  post

There are no posts in this event. Why not make the first one?

30 Dec - 05 Jan 12

Sevilla, Spain

From Sara de la Peña Pérez Martínez 10 minutes ago

Category: Business & Management

1 member, 0 posts, 0 slideshows

Desc: evento de prueba

This is a public event & you are its creator.

I'm Watching

I'm Attending

1 Watching »

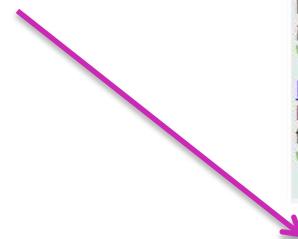
0 Attending »



## Crear eventos

Eventos

El evento aparecerá en  
“My public profile”.



No tags yet

**Groups (0)**  
Create your first group.

**Win a life of concerts**  
Play for concerts, iPad, Monster Beats ... with 8.6 by Bavaria!  
[www.86rockyou.com](http://www.86rockyou.com)

**Club Compras Ofertix**  
Dto 80% en primeras marcas de temporada ¡Hazte socio gratis!  
[www.ofertix.com](http://www.ofertix.com)

**PowerPoint on Your Tablet**  
Manage and share presentations directly from your tablet.  
[www.MightyMeeting.com](http://www.MightyMeeting.com)

AdChoices ▶

**Events (1)**

 Pruebaevent

 Escribir en la red: diseño y cr...  
from antoniorull  
2 weeks ago, 130 views

 Manual ITIL integral  
from Biable  
5 months ago, 1253 views,

 Gestión Eficiente Redes Sociales  
from Biable  
7 months ago, 292 views

Latest from people Sara de la Peña Pérez Martínez follows



Taller de ética empresarial  
from jperezcaro  
1 week ago, 88 views



Qué hacer para llegar a más cli...  
from jperezcaro  
4 weeks ago, 252 views



Presentación director  
from jperezcaro  
1 month ago, 479 views



Taller de eCommerce  
cie  
1 week ago, 88 views



Como elaborar un Plan de Blended Marketing  
INICIADOR  
from jperezcaro  
1 month ago, 479 views



Redes Sociales  
from jperezcaro  
1 month ago, 479 views



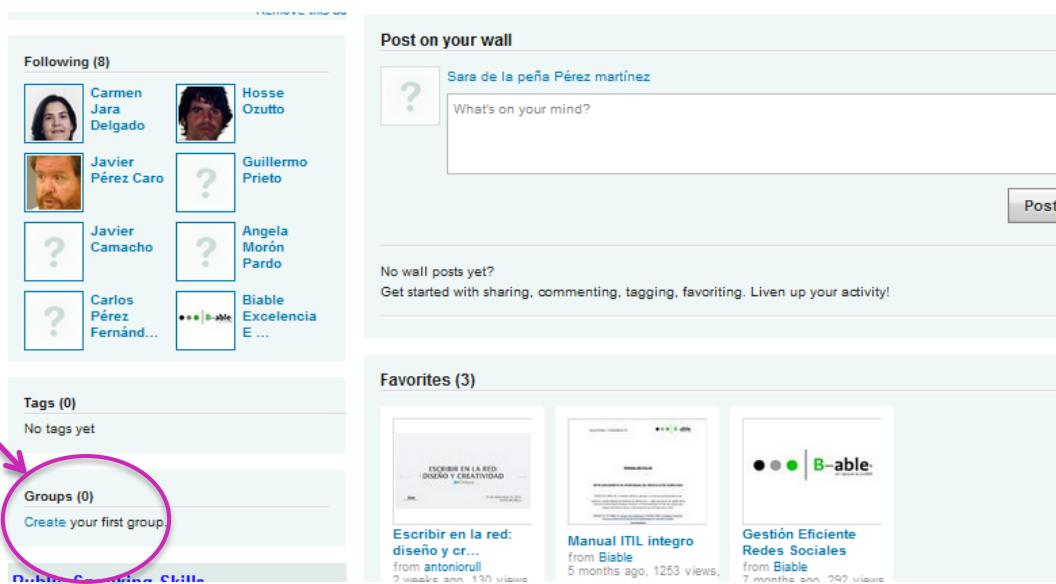
Manual de SlideShare  
Walnuters

# Grupos

## Crear grupos

Grupos

Para crear un grupo de trabajo en SlideShare, ve a “**My public Profile**”. En la columna izquierda, verás el apartado **Groups**. Pulsa sobre “**Create**”.



The screenshot shows the left sidebar of the SlideShare 'My public Profile' page. At the top, there's a 'Following' section with 8 items, each showing a profile picture and name: Carmen Jara Delgado, Hosse Ozutto, Javier Pérez Caro, Guillermo Prieto, Javier Camacho, Angela Morón Pardo, Carlos Pérez Fernández, and Biable Excelencia E ... Below this is a 'Tags (0)' section with the message 'No tags yet'. At the bottom of the sidebar is a 'Groups (0)' section with the sub-section 'Create your first group'. A large pink arrow points from the text in the previous slide towards this 'Create your first group' button. To the right of the sidebar, there are three main sections: 'Post on your wall' (with a placeholder for Sara de la Peña Pérez martinez), 'Favorites (3)' (listing three presentations: 'Escribir en la red: diseño y cr...', 'Manual ITIL integrado...', and 'Gestión Eficiente Redes Sociales...'), and a 'No wall posts yet?' message encouraging activity.



## Crear grupos

Grupos

En la siguiente ventana tendrás que llenar una serie de datos. Este apartado es similar al de los eventos.

Selecciona “**Invite only**”, si quieres que sólo accedan al grupo aquellos usuarios que invites.

Para finalizar, pulsa en “**Save changes**”.

Create a group

\* denotes mandatory fields

Group name\*

Category\*

Description\*

Image/Logo\*  No se ha... archivo

Privacy

This is a public group  
 This is a private group  
(Choose "Private" only if you really need to. You cannot change this later)

Who can join?

Registered SlideShare users can join  
 Registered SlideShare users can request membership; admin needs to approve  
 Invite only

Who can post?

Any registered SlideShare user can post  
 Only group members can post

[Cancel](#) [Save changes](#)

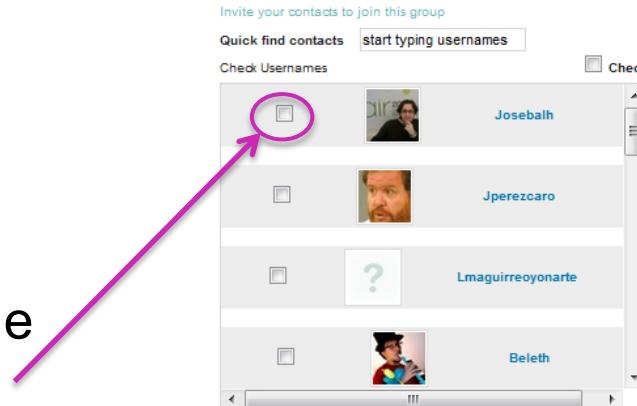




## Crear grupos

Grupos

A continuación, **invita** a los usuarios que deseas, haciendo click sobre la casilla.



Invite friends who are not on SlideShare yet

Separate email addresses with commas  
(your friends will be invited to join Slideshare and this group)

Customize invitation text

I'd like to invite you to join the 'prueba24' group on Slideshare.

[Skip this step »](#)

[Invite your friends](#)

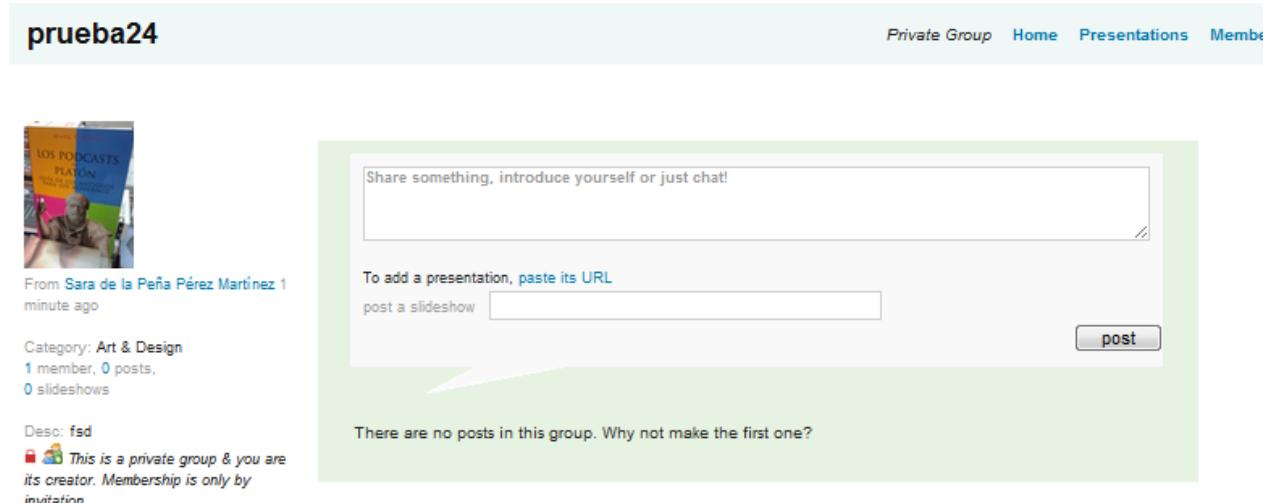




## Crear grupos

Grupos

Puedes **compartirlo** con los usuarios que te siguen en el siguiente paso, y añadir una presentación de SlideShare, al igual que en los eventos.



prueba24

Private Group Home Presentations Members

From Sara de la Peña Pérez Martínez 1 minute ago

Category: Art & Design  
1 member, 0 posts,  
0 slideshows

Desc: fsd  
 This is a private group & you are its creator. Membership is only by invitation

Share something, introduce yourself or just chat!

To add a presentation, paste its URL  
post a slideshow

post

There are no posts in this group. Why not make the first one?



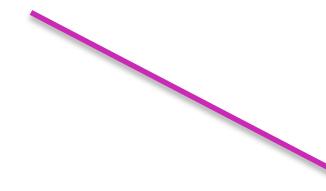


## Crear grupos

Grupos

Por último, para ver el grupo, abre “**My public profile**”.

El **grupo** que has creado aparecerá en la columna izquierda.



The screenshot shows a Slideshare profile page with the following sections:

- Work > Content marketing / community management**  
Industry Presentations / Communications  
Website: [inquietudesdeunperiodista.wordpress.com](http://inquietudesdeunperiodista.wordpress.com)  
Joined Apr 11, Last login 29 Dec, 11  
Presentation 1, Documents 0  
Following 8, Followers 19
- Presentation Skills**  
Speaking & Presentations Course 1 day £490 London 1 Mar or 27 Apr  
[www.proseminar.co.uk](http://www.proseminar.co.uk)
- Proyecto**  
Conoce todo lo que necesitas para una buena gestión de proyectos aquí [www.execeil.ie.edu](http://www.execeil.ie.edu)
- Win a life of concerts**  
Play for concerts, iPad, Monster Beats ... with 8.6 by Bavaria!  
[www.8rockyou.com](http://www.8rockyou.com)
- Following (8)**
  - Carmen Jara Delgado
  - Hosse Ozutto
  - Javier Pérez Caro
  - Guillermo Prieto
  - Javier Camacho
  - Angela Morón Pardo
  - Carlos Pérez Fernández
  - Biable Excelencia E...
- Tags (0)**  
No tags yet
- Groups (1)**
  - prueba24
- Documents (0)**  
Upload your first document >>  
Share on Twitter/Facebook or embed on blogs.  
Use LeadShare with it to generate business leads.
- Videos (0)**  
Upload your first video >>  
Share on Twitter/Facebook or embed on blogs.  
Use LeadShare with it to generate business leads.
- Post on your wall**

Sara de la peña Pérez martínez  
What's on your mind?

No wall posts yet?  
Get started with sharing, commenting, tagging, favoriting. Liven up your activity!
- Favorites (3)**
  - ESCRIBIR EN LA RED: DISEÑO Y CREATIVIDAD
  - Manual ITIL Integro
  - Gestión Eficiente Redes Sociales