

# Upravljanje dokumentima





01

Slanje dokumenata

02

Kreiranje objava

03

ORGANIZACIJA RADA

04

KORISNI SAJTOVI

## 1. Programi za slanje dokumenata

### We transfer – [www.wetransfer.com](http://www.wetransfer.com)

Online program We transfer pogodan je za slanje svih vrsta dokumenata veličine do 2GB.

#### WeTransfer Account

- × No storage
- ✓ Send up to 2 GB
- ✓ Resend and delete transfers

Sign up for free

#### WeTransfer PRO

- ✓ 1 TB storage
- ✓ Send and receive up to 20 GB
- ✓ Resend and delete transfers
- ✓ Password-protect transfers
- ✓ Your own Pro page and URL

Get WeTransfer Pro

Sve što je potrebno jeste da unesete Vašu e- mail adresu, kao i adresu primaoca, te da upload-ujete dokumente koje želite da pošaljete i kliknete “Send”.

Primaocu poruke će potom stići e- mail sa obavještenjem gdje i do kada može da preuzme dokumente, a slično obavještenje je dostupno i pošaljioocu poruke.

wetransfer.com

we

Help About Sign up

### On top of the world

An illustrated diary of Nikita Vasilevskiy's trip to the North pole

+ Add your files  
Or select a folder

Email to

Your email

Message

Transfer

No, ALL OK!

MEN WE HELP YOU?!

Look inside

WEPRESENT



# Registracija



Already have an account on Yandex? [Log in](#)

## Yandex

Everything under one account



With a single account, you can search, write emails, save and share your files, find stuff you want, get directions and use other services on all your devices and platforms

## Registration

First name

Please enter your name

Last name

Enter a login

Enter a password



Confirm password

Mobile phone number

[I don't have a mobile phone](#)

Register

# Desktop aplikacija



Yandex Disk

Search my Disk

Mail Calendar Notes More

Install Yandex.Disk for Windows

Upload

Create

Newest

Files

Photo

Albums

Shared access

History

Archive

Free space: 9.99 GB out of 10 GB

+1 TB for \$10

Install app

Files

Bears.jpg

Moscow

Trash

By name

Welcome to Yandex.Disk!

Install Yandex.Disk on your computer

Upload your files to the cloud by dragging them into the window

Download Yandex.Disk for Windows

Yandex.Disk

File Edit View Help

Quick access

Screenshots

iPhone

Documents

Camera

Books

Video

Yandex.Disk

Tickets

Name

Frequent

Яндекс.Директ

Содействие в подборе финансовых

РЕПУБЛИКА БЪЛГАРИЯ

РЕПУБЛИКА OF BULGARIA

ПАСПОРТ

РАСПОСТ

РАСПОСТ

Slično kao i Gugl disk, desni klik na Datoteku, pa Share i dobijete link za deljenje.

The screenshot shows the Yandex Disk web interface. On the left is a sidebar with navigation options: Upload, Create, Newest, Files, Photo, Albums, Shared access, History, and Archive. The main area displays a list of files: '2018-01-12 12.59.25 1.jpg', 'Bears.jpg', 'Moscow.jpg', 'Mountains.jpg', and 'Sea.jpg'. A blue notification banner at the top right says 'All files uploaded'. Below it is a 'Yandex.Disk for desktop' notification. The file '2018-01-12 12.59.25 1.jpg' is selected, and a 'Share' button is visible next to it. Four numbered arrows indicate the steps: 1. points to the search bar, 2. points to the file list, 3. points to the 'Share' button, and 4. points to the 'Share' button.

Yandex Disk

Search my Disk

Mail Calendar Notes More Install Yandex.Disk for Windows

Upload

Create

Newest

Files

Photo

Albums

Shared access

History

Archive

Free space: 9.99 GB out of 10 GB

+1 TB for \$10

Install app

Files

2018-01-12 12.59.25 1.jpg

Bears.jpg

Moscow.jpg

Mountains.jpg

Sea.jpg

All files uploaded

Yandex.Disk for desktop

To upload files larger than 2 GB, use the desktop version for Windows

2018-01-12 12.59.25 1.jpg

275 KB

Share

1.

2.

3.

4.

# DROPBOX

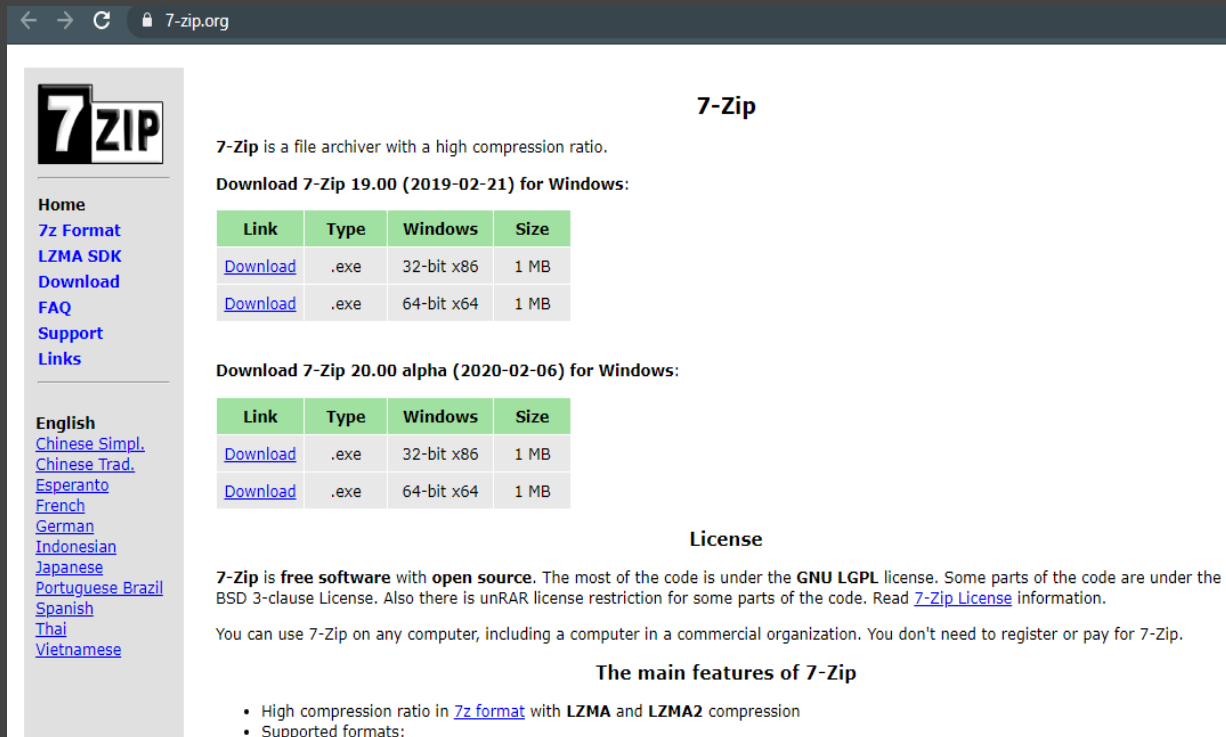
1. Linija menija
2. nedavno dodani fajlovi
3. Dodavanje fajlova, kreiranje foldera....

The screenshot shows the Dropbox web interface. A yellow notification banner at the top states: "Uh oh! Your email is not yet verified. [Click here](#) to send a verification email to your email, and then just click the link in your email to verify." Below this, the "Home" section is visible, including a search bar and an "Upgrade account" link. The "Suggested from your activity" section shows a PDF file named "Dropbox.pdf". The "Recent" section is highlighted with a red box and labeled "2.", showing two entries for "Get Started with Dropbox.pdf" added 7 days ago. The "Starred" section is partially visible at the bottom. On the left, a sidebar menu is highlighted with a red box and labeled "1.", containing "Home", "Files", "Paper", "Transfer", and "Showcase". At the bottom left, there is a "Personal" section with the text "Only you". On the right, a "Create new file" dropdown menu is highlighted with a red box and labeled "3.", containing options for "Upload files", "Upload folder", "New folder", and "New shared folder".

# SLANJE VELIKIH DATOTEKA

7-zip

7-zip.org



The screenshot shows the homepage of 7-Zip. At the top left is the 7-ZIP logo. Below it is a navigation menu with links for Home, 7z Format, LZMA SDK, Download, FAQ, Support, and Links. A second menu lists various languages: English, Chinese Simpl., Chinese Trad., Esperanto, French, German, Indonesian, Japanese, Portuguese Brazil, Spanish, Thai, and Vietnamese. The main content area features the title '7-Zip' and a description: '7-Zip is a file archiver with a high compression ratio.' It offers two download options for Windows: 'Download 7-Zip 19.00 (2019-02-21) for Windows:' and 'Download 7-Zip 20.00 alpha (2020-02-06) for Windows:'. Each option is followed by a table with columns for Link, Type, Windows, and Size. The first table shows two download links for 7-Zip 19.00, both .exe files of 1 MB, one for 32-bit x86 and one for 64-bit x64. The second table shows two download links for 7-Zip 20.00 alpha, also .exe files of 1 MB, one for 32-bit x86 and one for 64-bit x64. Below the tables is a 'License' section stating that 7-Zip is free software with open source, primarily under the GNU LGPL license, with some parts under BSD 3-clause and unRAR licenses. It also mentions that 7-Zip can be used on any computer, including in commercial organizations. The final section, 'The main features of 7-Zip', lists high compression ratios and supported formats.

7-Zip

7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
<a href="#">Download</a>	.exe	32-bit x86	1 MB
<a href="#">Download</a>	.exe	64-bit x64	1 MB

Download 7-Zip 20.00 alpha (2020-02-06) for Windows:

Link	Type	Windows	Size
<a href="#">Download</a>	.exe	32-bit x86	1 MB
<a href="#">Download</a>	.exe	64-bit x64	1 MB

License

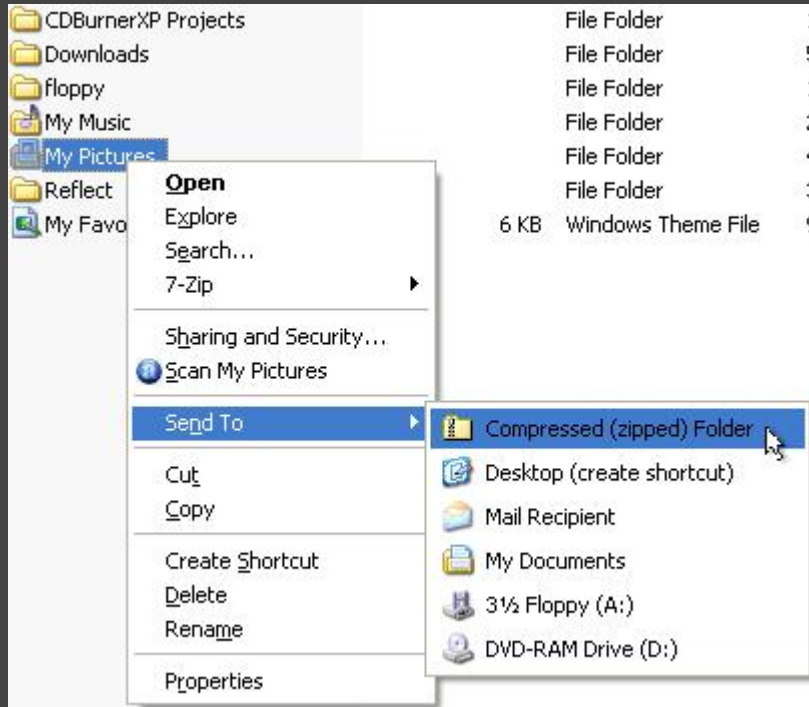
7-Zip is **free software** with **open source**. The most of the code is under the **GNU LGPL** license. Some parts of the code are under the BSD 3-clause License. Also there is unRAR license restriction for some parts of the code. Read [7-Zip License](#) information.

You can use 7-Zip on any computer, including a computer in a commercial organization. You don't need to register or pay for 7-Zip.

**The main features of 7-Zip**

- High compression ratio in [7z format](#) with **LZMA** and **LZMA2** compression
- Supported formats:

# ZIPOVANJE FAJLOVA

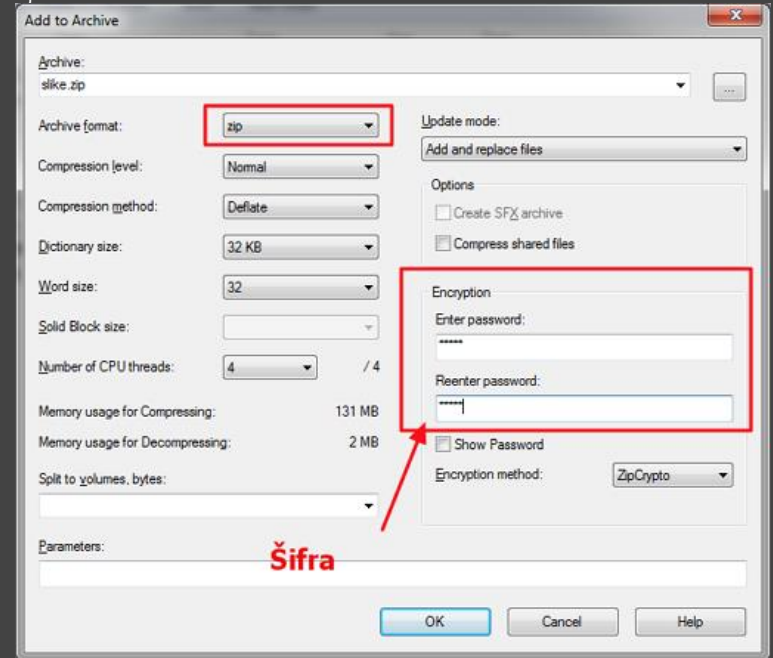
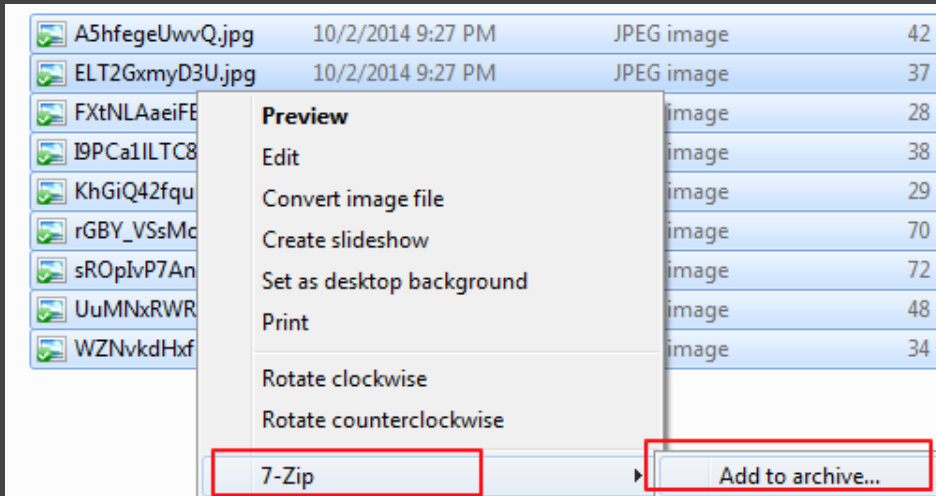


Selektujemo fajlove koje šaljemo u jedan folder, zatim desni klik miša – Send to (Pošalji u) – Compressed (zipped) folder kao na slici.



# Kako zaštititi zipovani fajl šifrom?

Svoje zipovane dokumente možete zaštititi šifrom samo pomoću dodatnih programa, na primer pomoću 7zip ili PeaZip. Ako vam je to potrebno, vodite računa da ne zaboravite šifru, kao i da je podelite sa osobom kojoj šaljete fajl.



## 2. Kreiranje objava - CANVA

The image shows the Canva design tool interface. On the left is a dark sidebar with navigation options: 'Create a design' (highlighted in green), 'All your designs', 'Shared with you', 'Create a team' (with a 'NEW' badge), 'Your brand', '+ Add new folder' (with '0/2'), and 'Trash'. The main area is a light blue grid of design templates, categorized into four sections:

- Popular design types:** Social Media, Presentation, Poster, Facebook Post, Blog Graphic, A4, Card.
- Social Media Posts:** Twitter Post, Social Media, Pinterest Graphic, Facebook Post, Facebook App, Tumblr Graphic, Instagram Post (circled in red).
- Documents:** US Letter, Presentation (16:9), Presentation, A4, Letterhead (US), Magazine, Letterhead (A4), Certificate, Résumé.
- Blogging & eBooks:** (partially visible at the bottom)

## DORAĐIVANJE FOTOGRAFIJA

Filter Flip

NORMAL CAU ORAMA EDGE ERIC

Intensity +36

Brightness +7

Contrast +15

Saturation +17


Tint 0

Blur -5

X-Process +29

Vignette 0

SIMPLER ▲ FILTER CODE # 6b7375645f008124

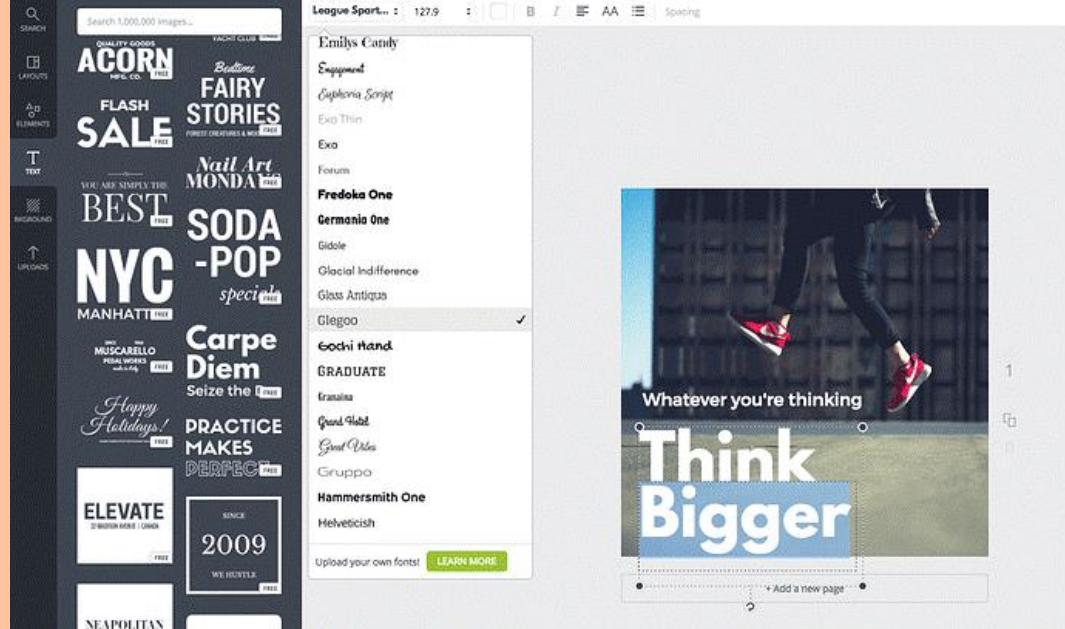


1

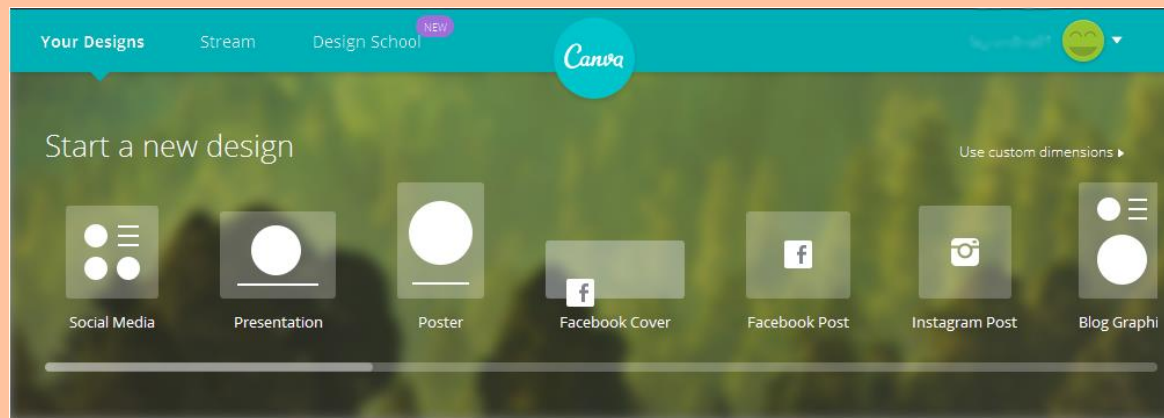
+ Add a new page

The image shows a person in mid-air, wearing black pants and bright red sneakers with white soles. The background is a blurred urban setting with a building facade. The interface includes a filter selection bar at the top with options: NORMAL, CAU, ORAMA, EDGE, and ERIC. Below this are sliders for Intensity (+36), Brightness (+7), Contrast (+15), Saturation (+17), Tint (0), Blur (-5), X-Process (+29), and Vignette (0). At the bottom left, there is a 'SIMPLER' button and a 'FILTER CODE #' field containing '6b7375645f008124'. On the right side of the image, there is a vertical toolbar with a '1' icon, a crop icon, and a delete icon. At the bottom center, there is a '+ Add a new page' button.

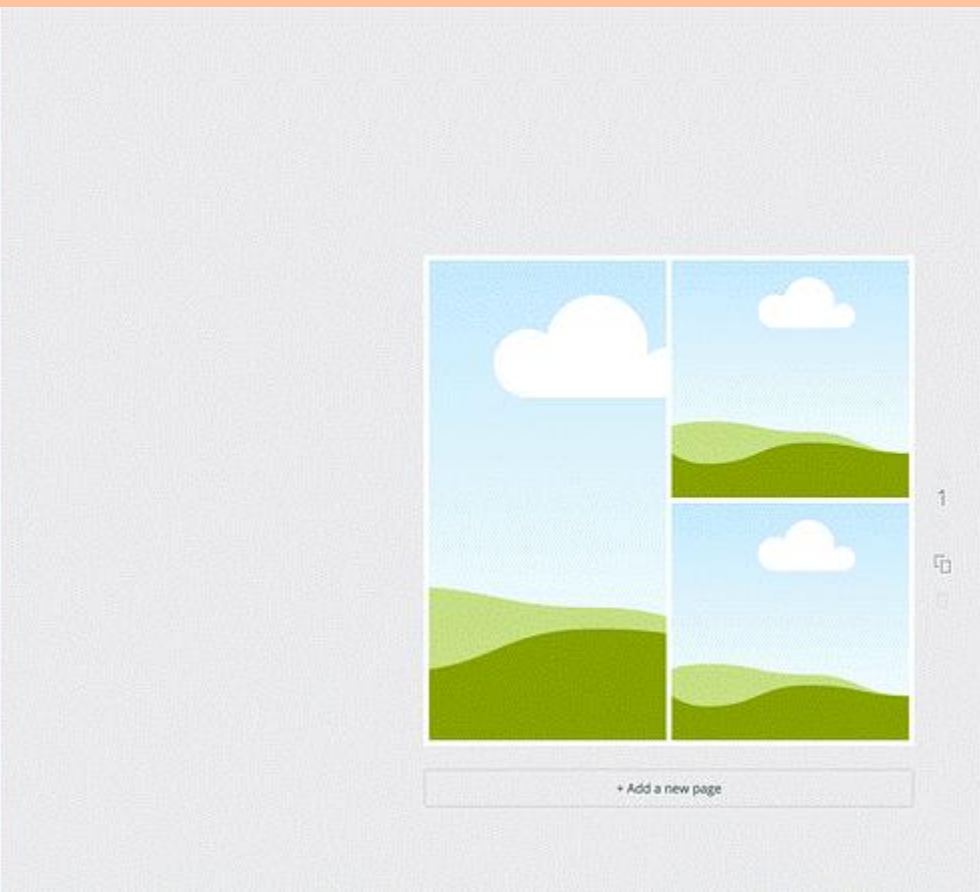
## IZBOR FONTOVA



## Izbor željene objave



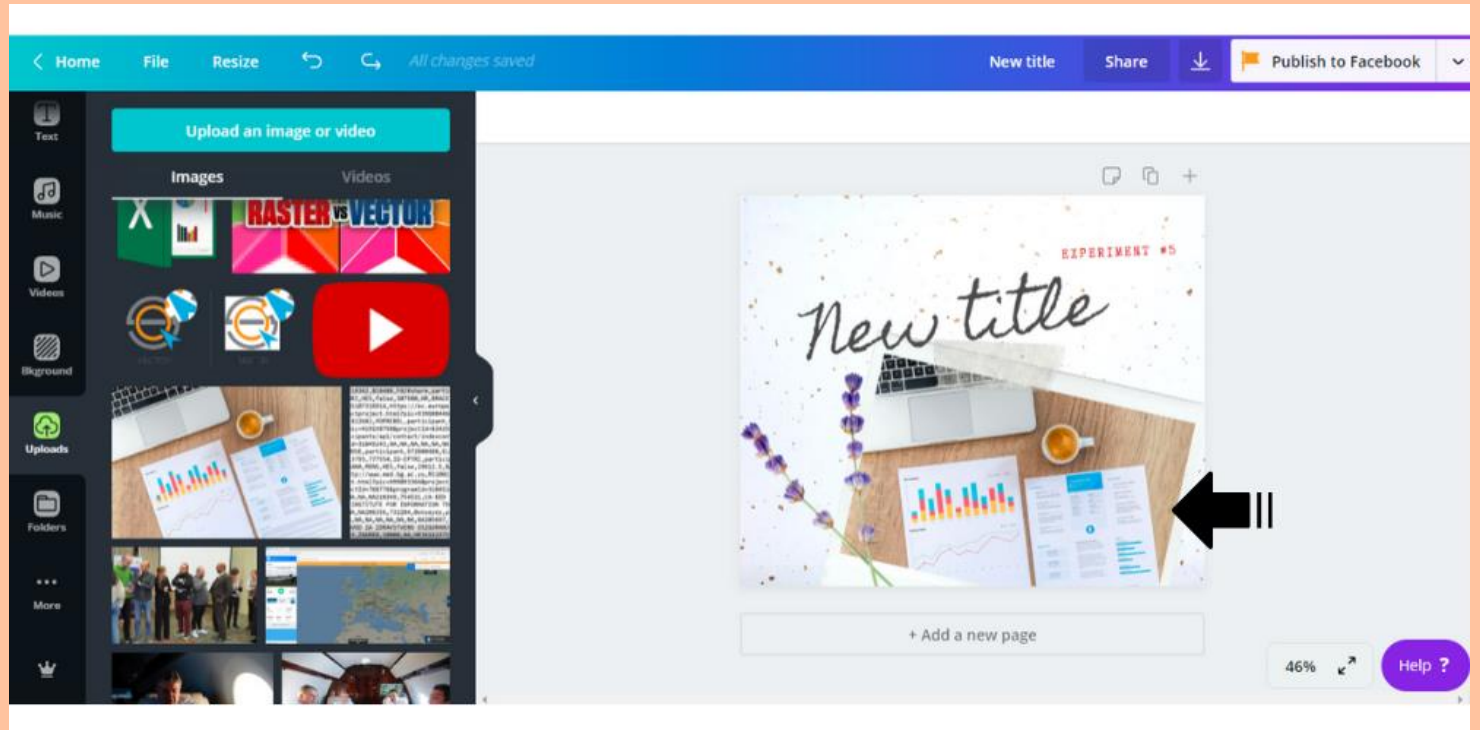
## KREIRANJE KOLAŽA



## Dostupne besplatne fotografije



# Kratki videi



Kako sačuvati  
templejte

The screenshot displays a design tool interface with a teal top bar. On the left is a dark sidebar with icons for Templates, Photos, Elements, Text, Music, Videos, Background, and Uploads. The main workspace shows a social media post template for 'Green and Orange Woman Musicians Instagram Story Set'. The post features a yellow background with a photo of a woman and text in Serbian: 'Izazovi približavanja sadržaja mladoj publici'. Below the photo is a paragraph of text about Ljubica Popovska. A sharing menu is open on the right, listing options like Download, Share link, Present, Facebook Page, Twitter, Email, Facebook Group, Animation, and Google Drive. A mouse cursor points to the 'Download' button, which has a 'SUGGESTED' tag. The bottom right corner shows a zoom level of 19% and a 'Help ?' button.

Home File Resize All changes saved

Green and Orange Woman Musicians Instagram Story Set Share Download

Search Backgrounds Pro

Recently Used See all

Landscapes See all

Patterns See all

Page 1 - ...

Program

Izazovi približavanja sadržaja mladoj publici

Ljubica Popovska je istakna producentica iz Radija Slobodna Evropa servisa za Sjevernu Makedoniju. Njeno ogromno iskustvo u oblasti audiovizuelnih medija je pozicioniralo da radi na projektima približavanja informativnog programa mladima na mreži. Razgovarali smo sa njom o tome koji su izazovi približavanja mladoj publici, ali i kako je moguće ostvariti efikasnu komunikaciju sa ovom ciljnom grupom.

Page 2

19%

Help ?

# Dodavanja članova tima

**Balkansmedia**  
Personal

Create a design

All your designs

Templates

Photos

Apps

Brand Kit

Design School

Create a team

Folders

Trash

Folders you open will be pinned here so that you can quickly access them.

## Invite team members

Each new team member will cost an extra \$9.95 a month (paid annually). You can add users for free during your free trial period – you'll only get charged once your subscription begins.

Enter email address... Member ▾

Enter email address... Member ▾

Enter email address... Member ▾

Enter email address... Member ▾

Enter email address... Member ▾

+ Add another invitation

Send invitations

### Administrators

Can manage your team members, create design templates for your brand and edit your brand kit.

### Template designers

Can create design templates for your brand and edit your brand kit. Invite your designers and we'll send them special tips to get started.

### Members

Can create and share designs. Perfect for anyone who needs to make branded designs – especially your colleagues in marketing, social media & sales.

Help ?

# 3. Organizacija rada Trello

10 razloga za korišćenje aplikacije Trello:

Besplatna za korišćenje uz neke dodatne plaćene opcije, ali besplatna verzija je sasvim dovoljna za dobru organizaciju.

Sve je na jednom mestu: može se koristiti na desktop računarima i kao mobilna aplikacija.

Odgovara potrebama za planiranje i organizaciju u profesionalnom i privatnom životu, pojedninačnom i timskom pristupu.

Neograničen broj ploča, listi i kartica koje se mogu kreirati.

Jednostavna upotreba uz dostupnu pomoć.

Jednostavna vizualizacija uz mogućnost raznih dodataka (dodavanja fotografija, dokumenata i sl.).

Bez ograničenja broja članova.

Promene su vidljive u realnom vremenu.

Mogućnost prilagođavanja vidljivosti tabli (privatno ili javno).

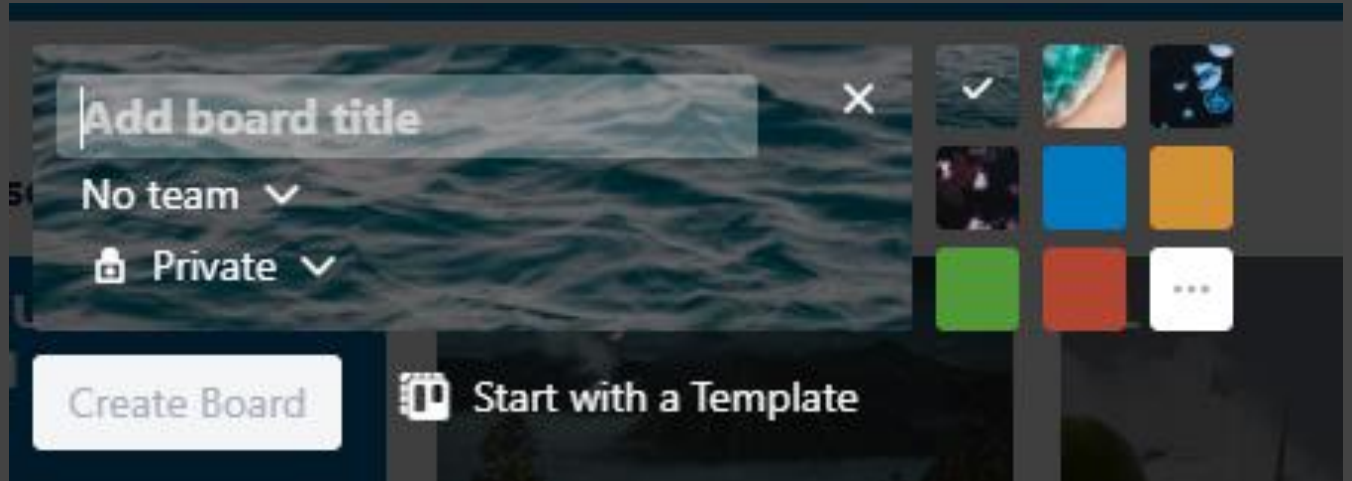
Obaveštenja o zadacima stižu u inbox ili kao notifikacija na smartfonu ili kompjuteru.

# Trello - Kartice / Folderi sa zadacima

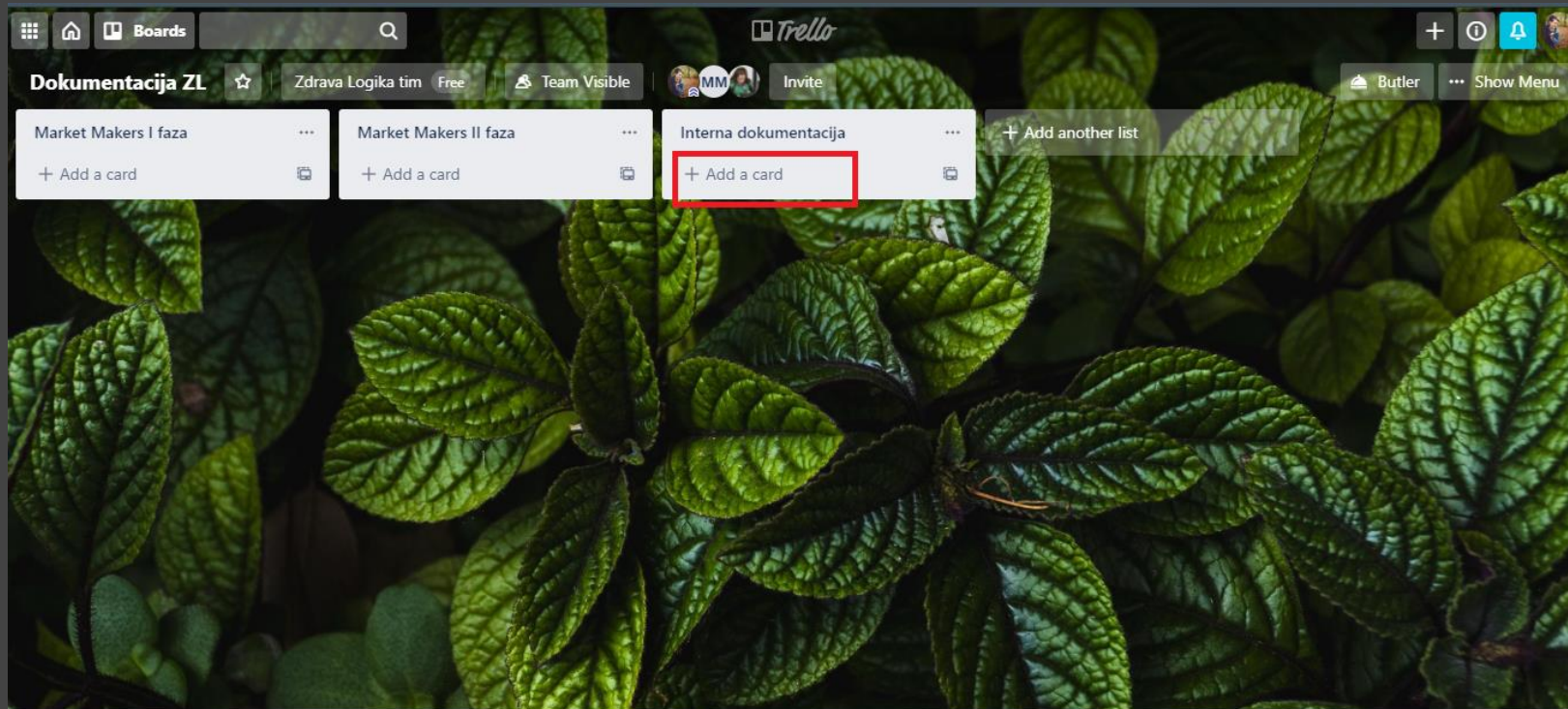
The screenshot displays the Trello interface. On the left sidebar, the 'Boards' option is highlighted. A red arrow labeled '1.' points to the 'Templates' option. In the main content area, under 'Personal Boards', a blue board titled 'How to Use Trello for Android' is highlighted with a red arrow labeled '2.'. Below this, under the team 'Zdrava Logika tim', several boards are visible: 'mare i ja', 'ZL', 'Dokumentacija ZL', 'FOTO dokumentacija', 'Izveštaji', and 'Sedmični taskovi i izvještaji'. To the right, a 'Create new board' button is highlighted with a red arrow labeled '3.'. At the bottom, a message indicates '0 Boards Remaining'.

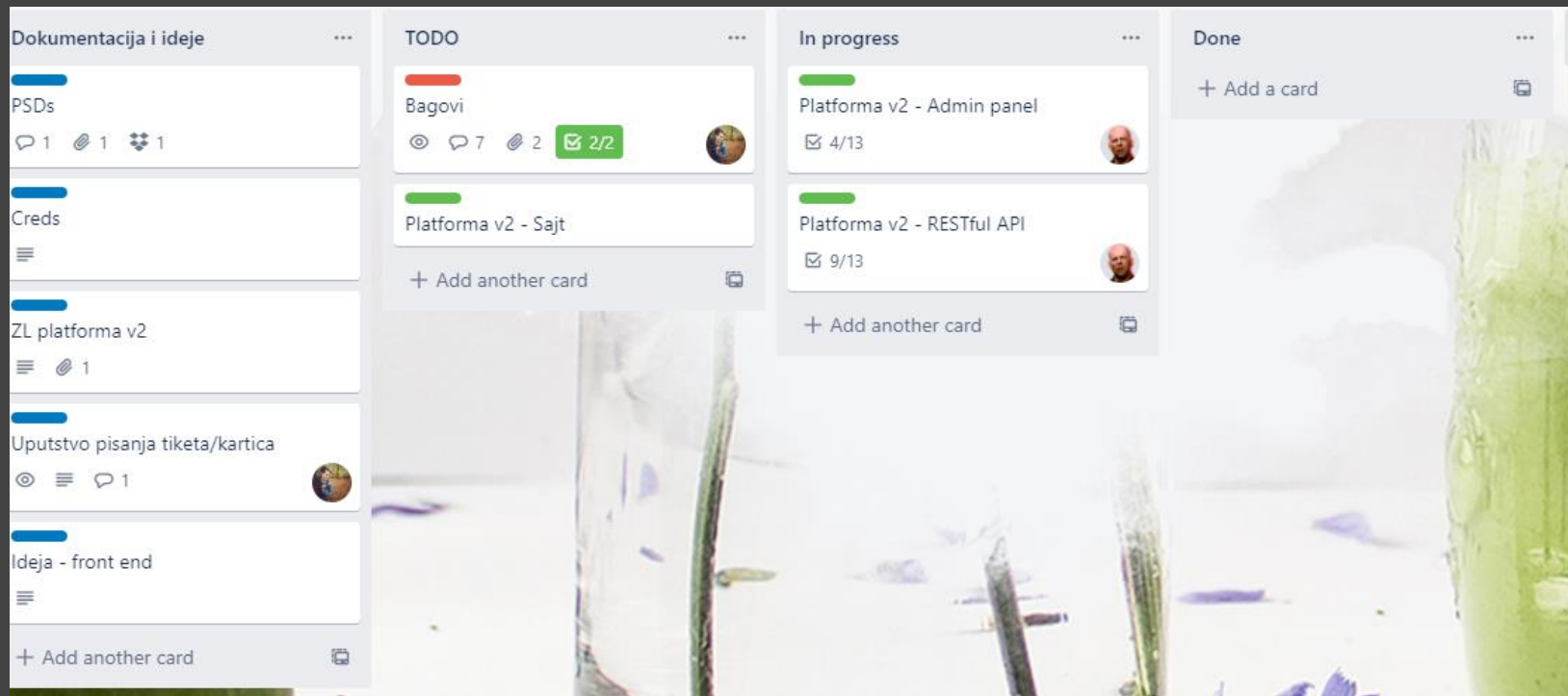
1. Dizajn kartice/foldera
2. Kreiranje tima
3. kreiranje kartice

## Kreiranje nove kartice



# Izgled jednog foldera u Trello aplikaciji






# Izgled kartice unutar foldera

The screenshot displays a Trello card interface. At the top, there are sections for 'MEMBERS' and 'LABELS'. The 'MEMBERS' section shows a profile picture and a plus sign. The 'LABELS' section shows a blue 'Info' label and a plus sign. Below this is a 'Description' section with an 'Edit' button. The main content of the card is a list of instructions and notes. To the right of the card, there are three vertical menus: 'ADD TO CARD', 'POWER-UPS', and 'ACTIONS'. The 'ADD TO CARD' menu includes options like 'Members', 'Labels', 'Checklist', 'Due Date', 'Attachment', and 'Cover'. The 'POWER-UPS' menu includes 'Dropbox' and 'Get More Power-Ups'. The 'ACTIONS' menu includes 'Move', 'Copy', and 'Make Template'.

MEMBERS LABELS

 + **Info** +

Description Edit







Imamo 4 liste

- **Dokumentacija i ideje** - gdje idu stvari tipa dokumentacije za korištenje necega kao sto su servisi, idu ideje za prosirenje platforme. Kartice iz ove liste se markiraju plavom bojom sto predstavlja obavjestenje.
- **TODO** - gdje idu stvari koje predstavljaju konkretne probleme koji se trebaju rijesiti na platformi i ovo je polazna tacka (ovdje se kreiraju taskovi) svakog problema. Problem moze biti bag ili feature (nedostatak komponente na platformi koja treba da se razvije). Na ove kartice se ubacuju clanovi koji bi trebali biti izvodjaci radova.
- **In progress** - gdje idu kartice iz TODO liste i prevlaci ih onaj koji izvodi radove (popravlja bug ili dodaje feature na platformi)
- **Done** - gdje idu kartice iz In progress liste kada je problem rijesen.


Kartica moze imati 4 oznake:

- Info
- Bug
- Feature
- Ostalo




ADD TO CARD

-  Members
-  Labels
-  Checklist
-  Due Date
-  Attachment
-  Cover

POWER-UPS

-  Dropbox
- Get More Power-Ups

ACTIONS

-  Move
-  Copy
-  Make Template

# 4. Korisni sajтови

**Za programiranje:**

Digitalni marketing

Facebook:

<http://tutorials.org/Programiranje.html>

The background features a stylized landscape in shades of orange. At the top, there are three small, rounded cloud shapes. Below them, a large, wavy orange shape represents a hill or mountain range. In the foreground, there are two dark blue silhouettes of bushes or small trees, one on the left and one on the right. The overall aesthetic is clean and modern.

# Hvala na pažnji!

Autor: Mirjana Ribić