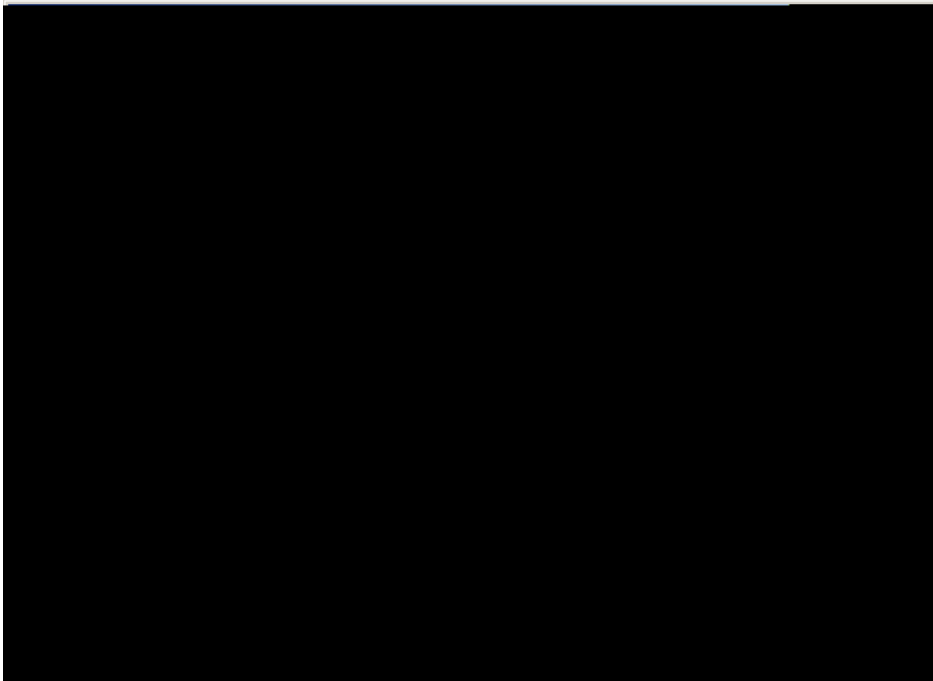


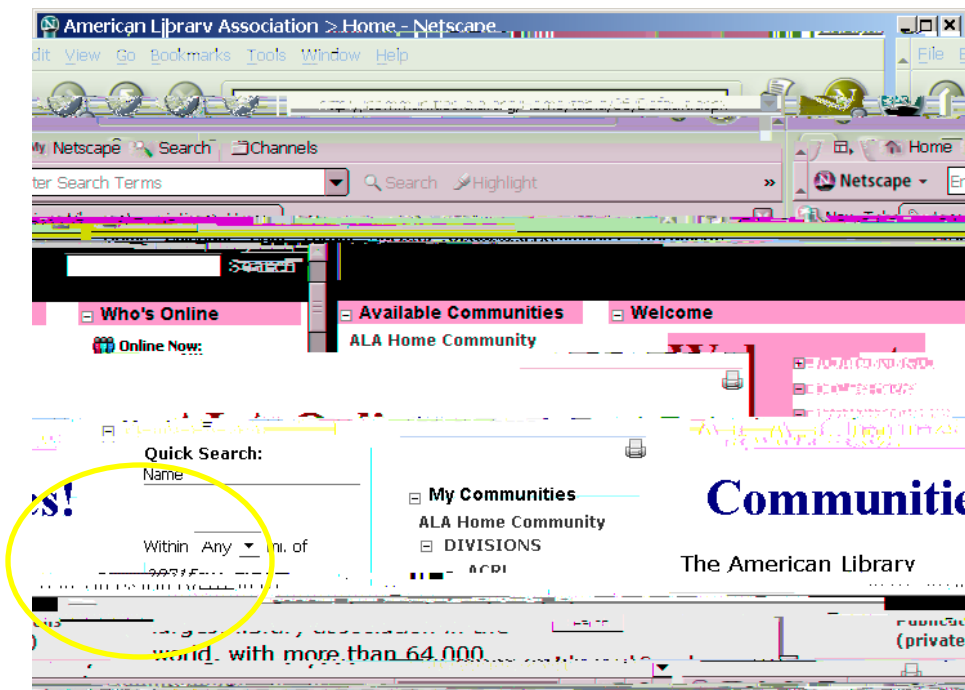
Instructions for STS Virtual Meeting

December 20, 2007

1:00-2:30 pm Eastern Standard Time



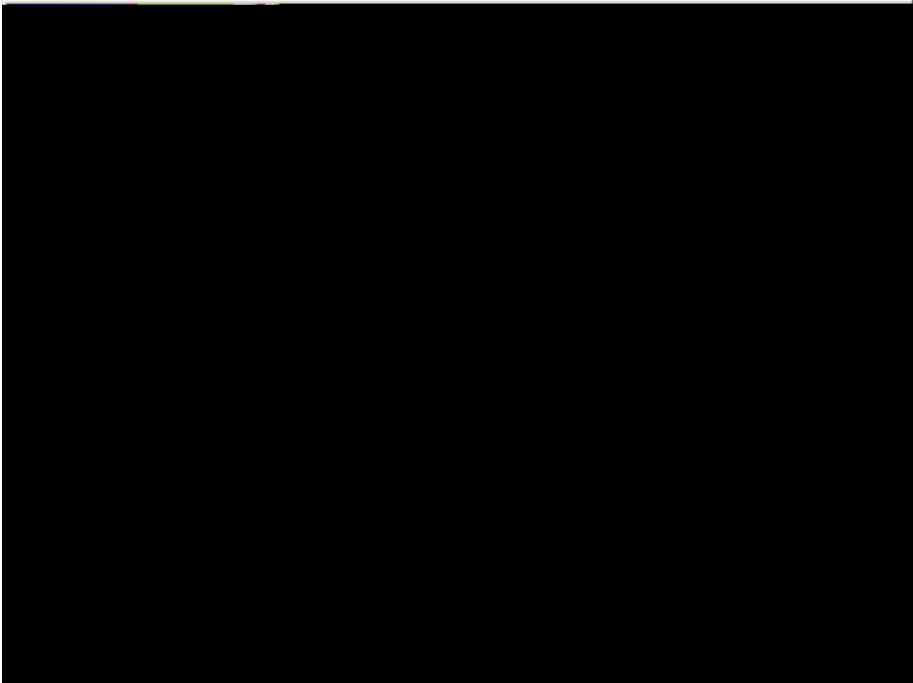
1. Go to the ALA Online Communities home page at <http://communities.ala.org> and log in using your regular ALA User Name and Password.

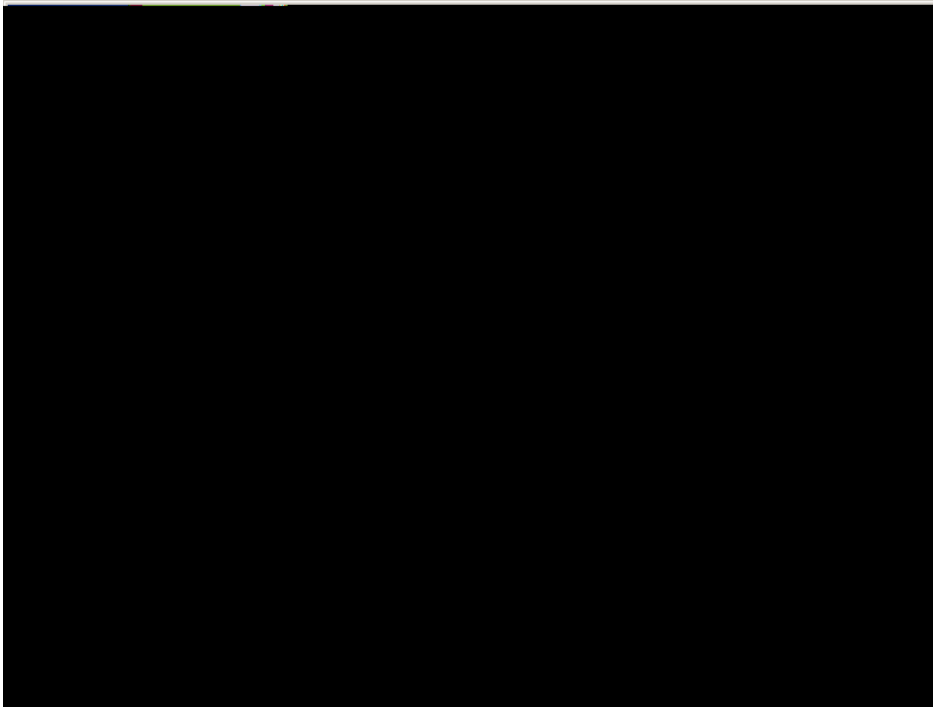


2. Locate the STS Publications Committee Online Page: On the left, under then

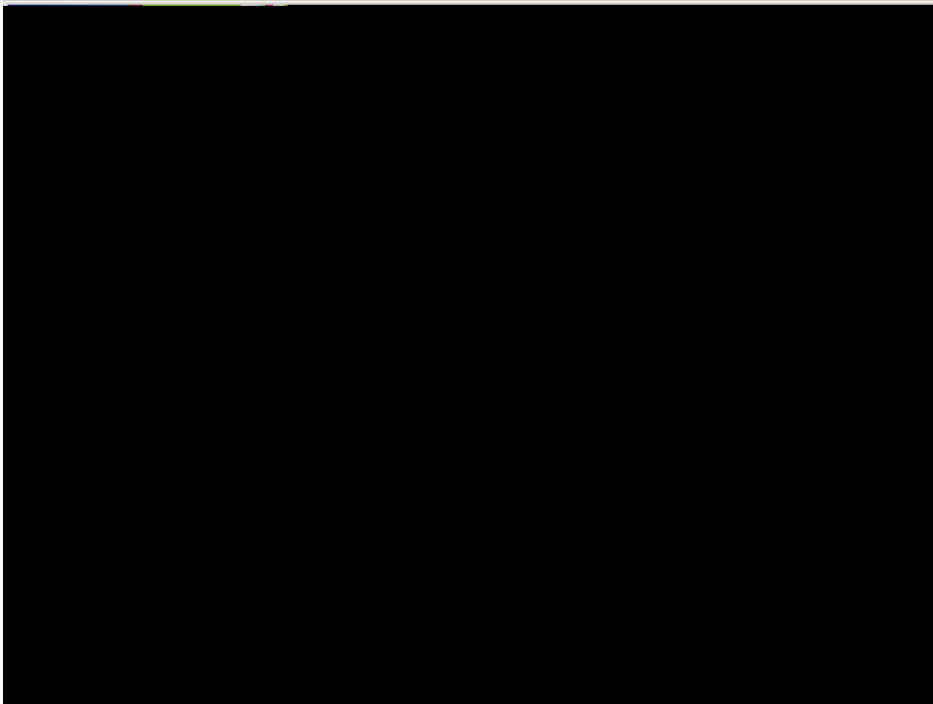


3. Locate the _____ window and notice your name under

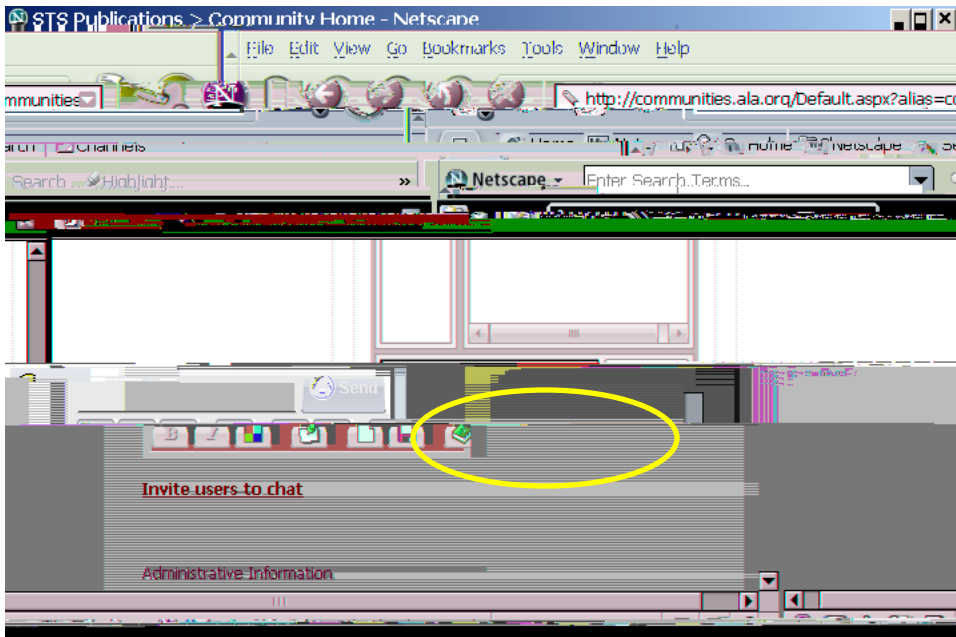




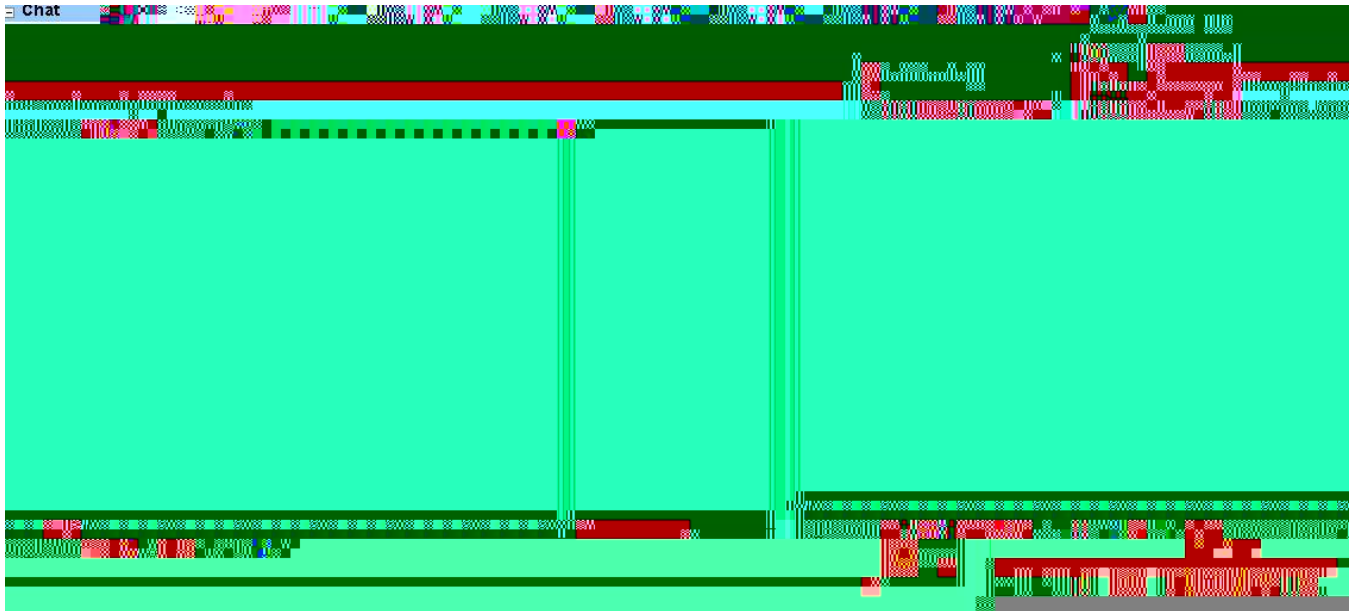
5. The message appears in the window with your name.



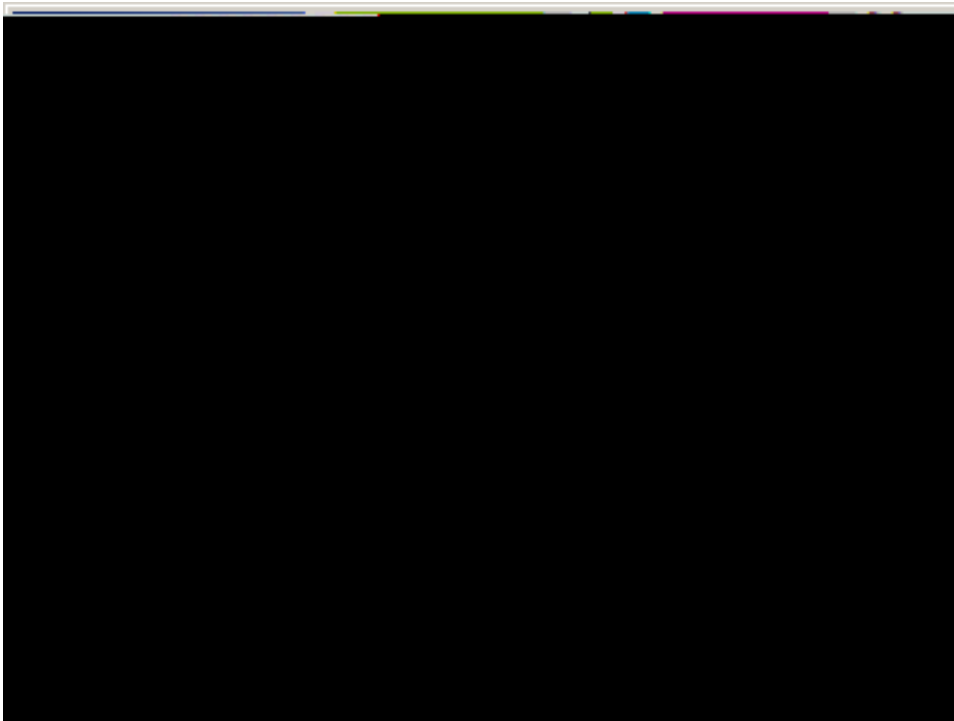
6. on the right hand side of the page displays STS publications committee members participating in the chat.



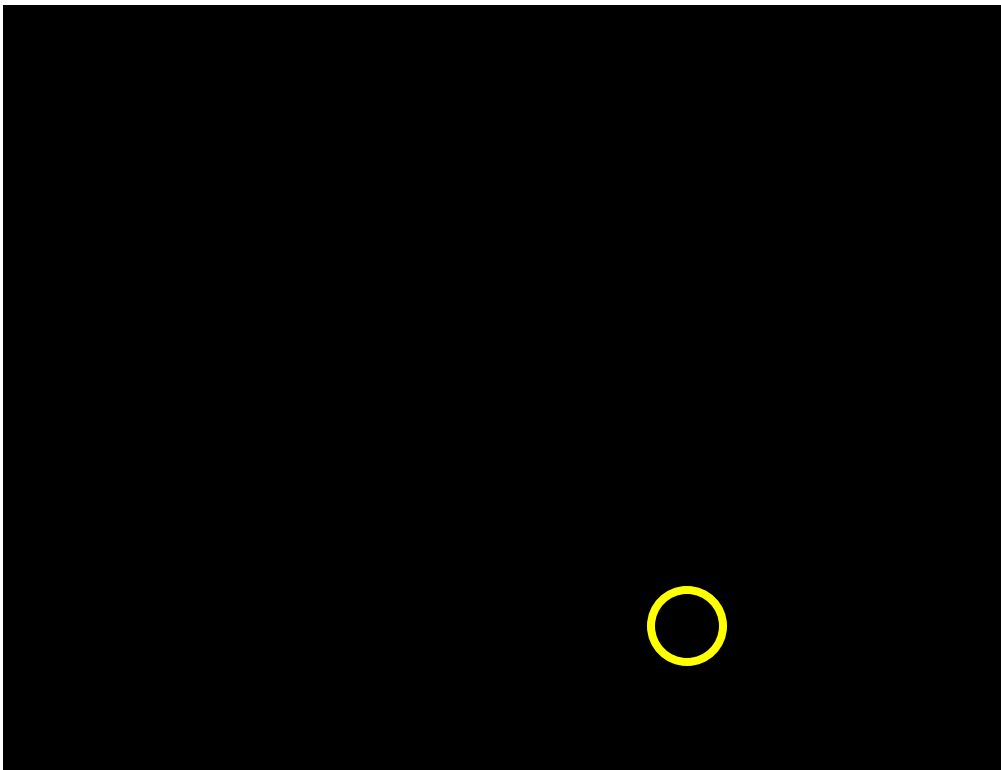
7. The icons at the bottom of the chat message screen provide options for selecting color, setting an away status, clearing the screen, saving the session, and logging off.



8. To save the chat session click on the "Save session" icon (the floppy disk).



9. A window appears in the upper left hand corner of screen. and text into a word document.



10. Logoff by clicking the last icon on right-header bar)

(under the blue "Chat"

