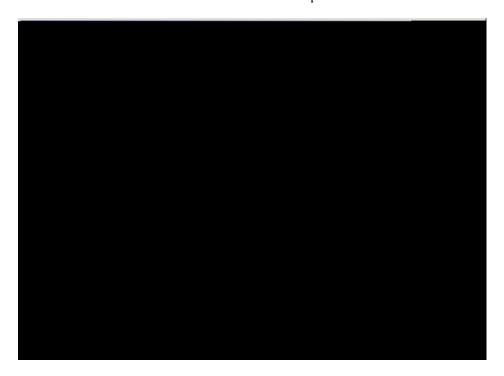
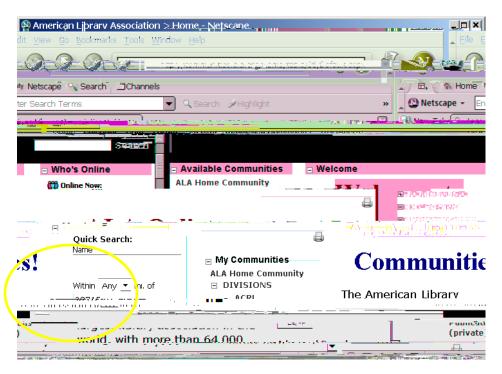
Instructions for STS Virtual Meeting

December 20, 2007 1:00-2:30 pm Eastern Standard Time

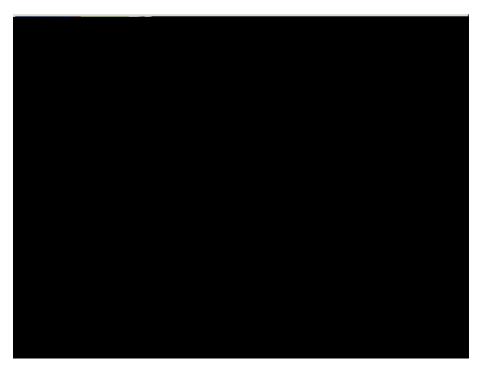


1. Go to the ALA Online Communities home page at http://communities.ala.org and log in using your regular ALA User Name and Password.

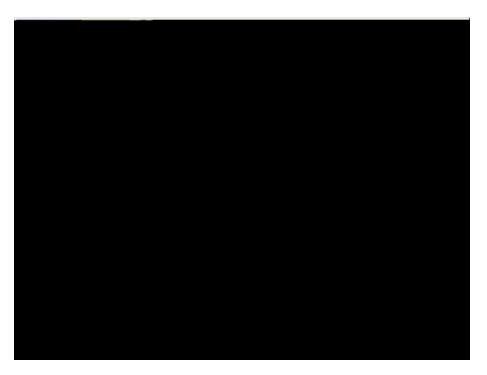


2. Locate the STS Publications Committee Online Page: On the left, under My Communities

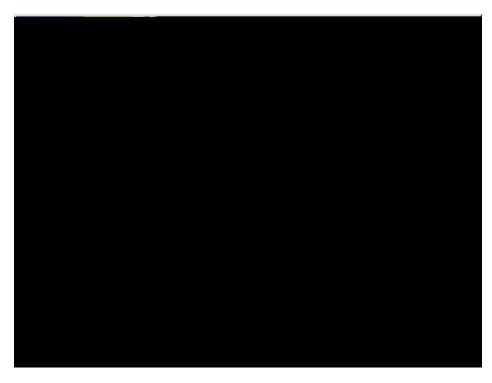
DIVISIONS ACRL then STS Publications (private)



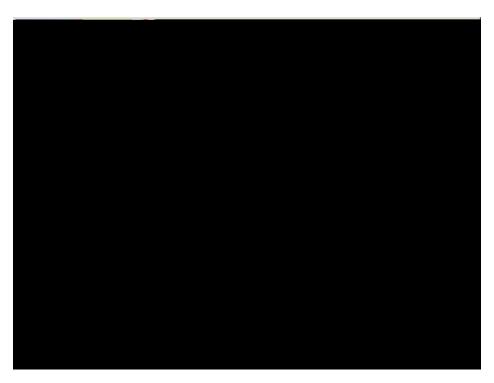
3. Locate the Chat window and notice your name under Participants



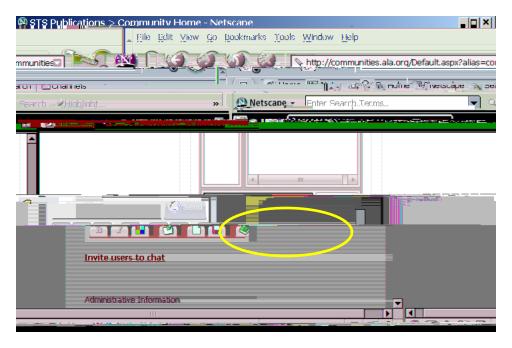
4. To participate in the chat session, type your comment in the box at the bottom of the Chat window and press send. The text entry box can only accept a few lines of type at once.



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



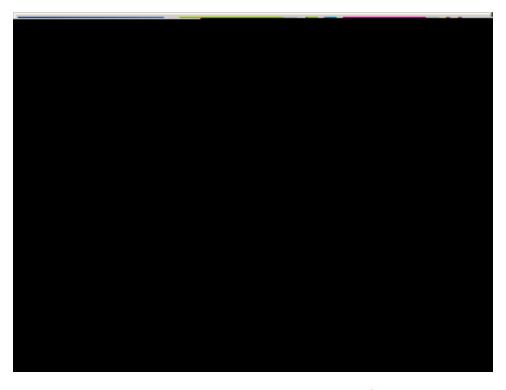
6. People Onli link on the right hand side of the page displays STS publications committee members participating in the chat.



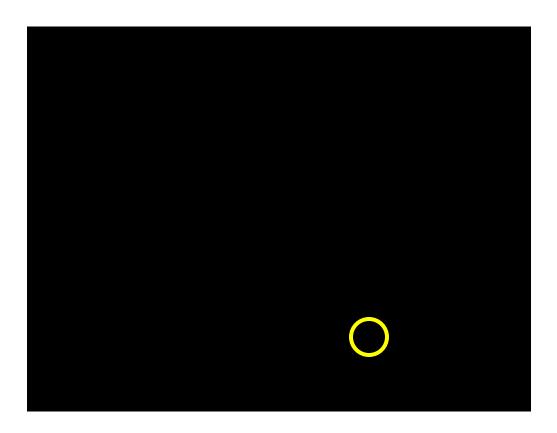
7. The icons at the bottom of the chat message screen provide options for selecting color, setting an away status, clearing the screen, saving the session, and logging off.



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



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



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