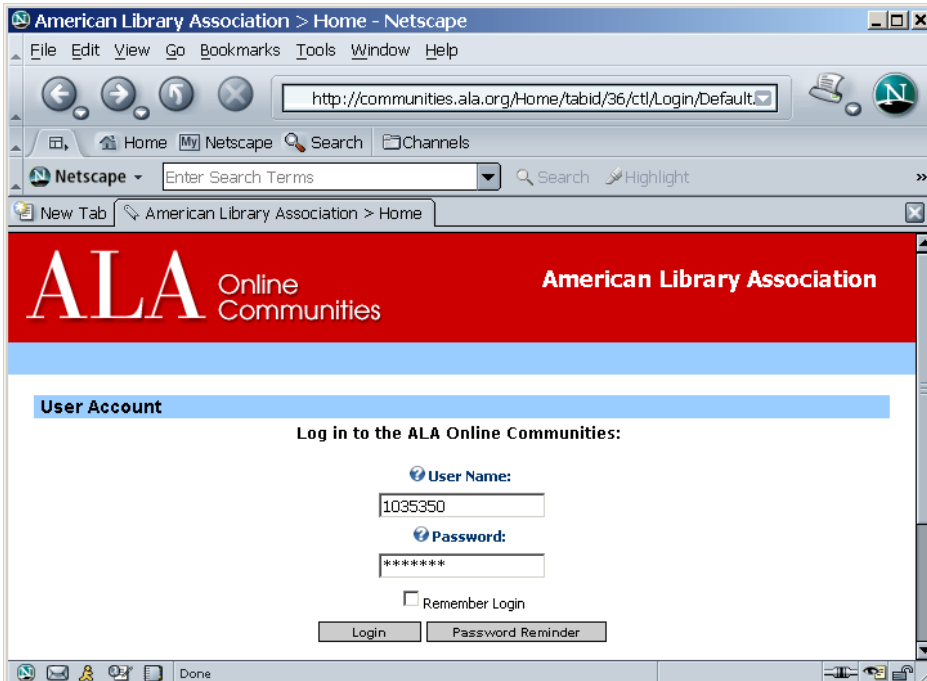


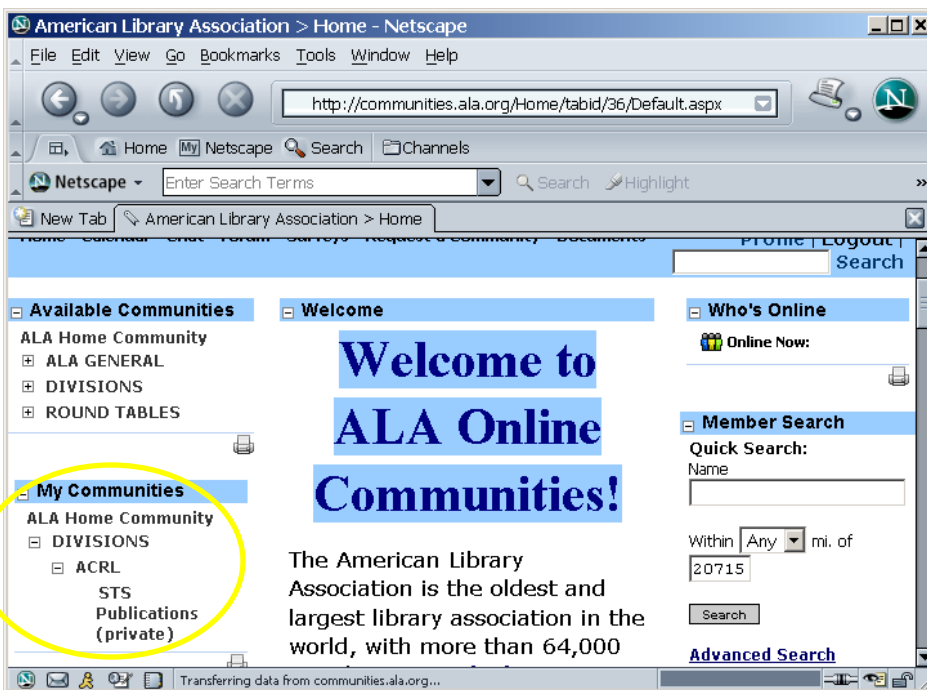
## Instructions for STS Virtual Meeting

December 20, 2007

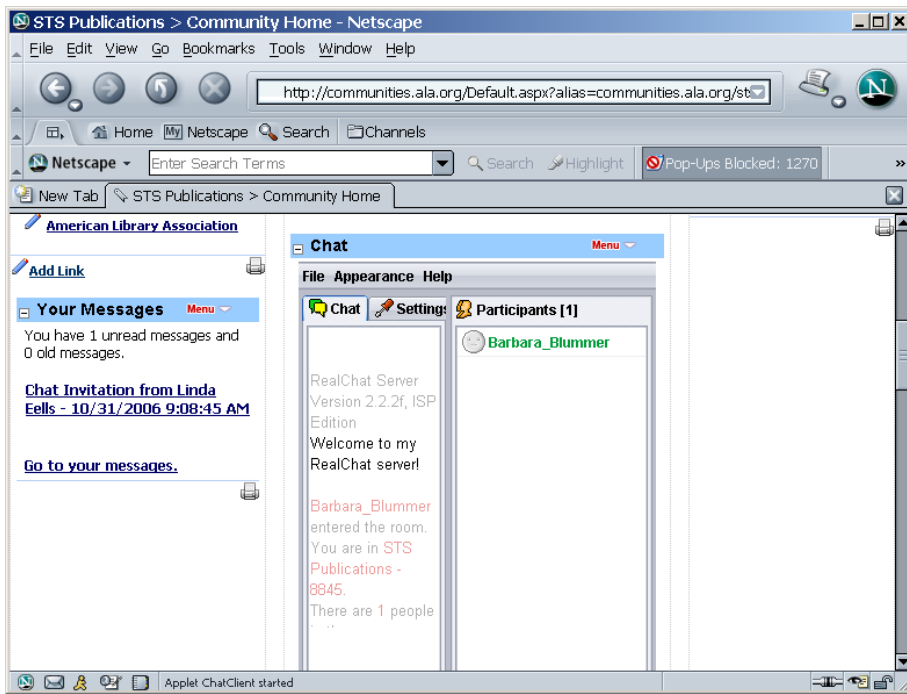
1:00-2:30 pm Eastern Standard Time



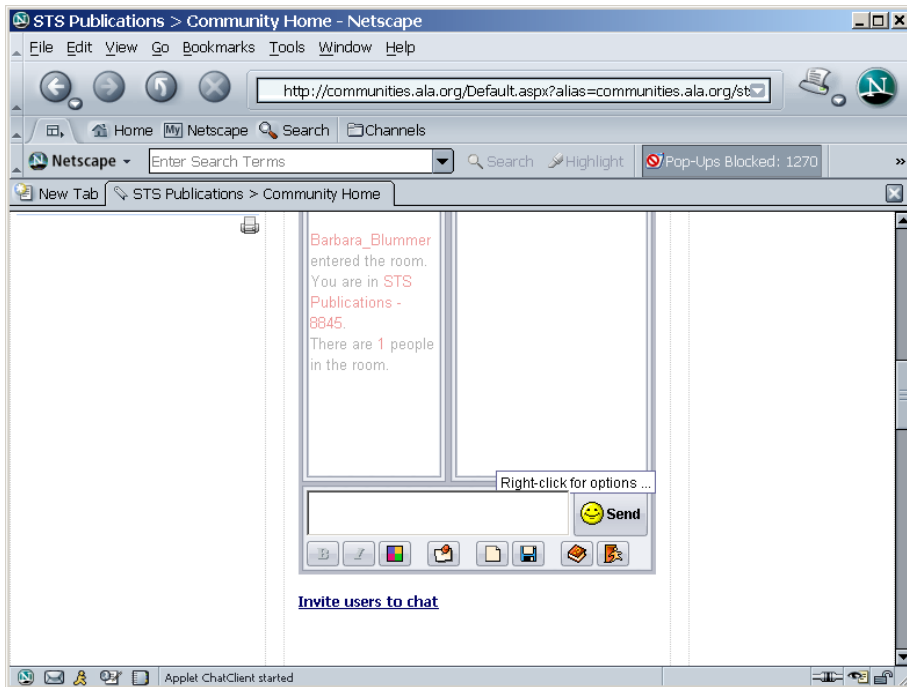
1. Go to the ALA Online Communities home page at <http://communities.ala.org> and log in using your regular ALA User Name and Password.



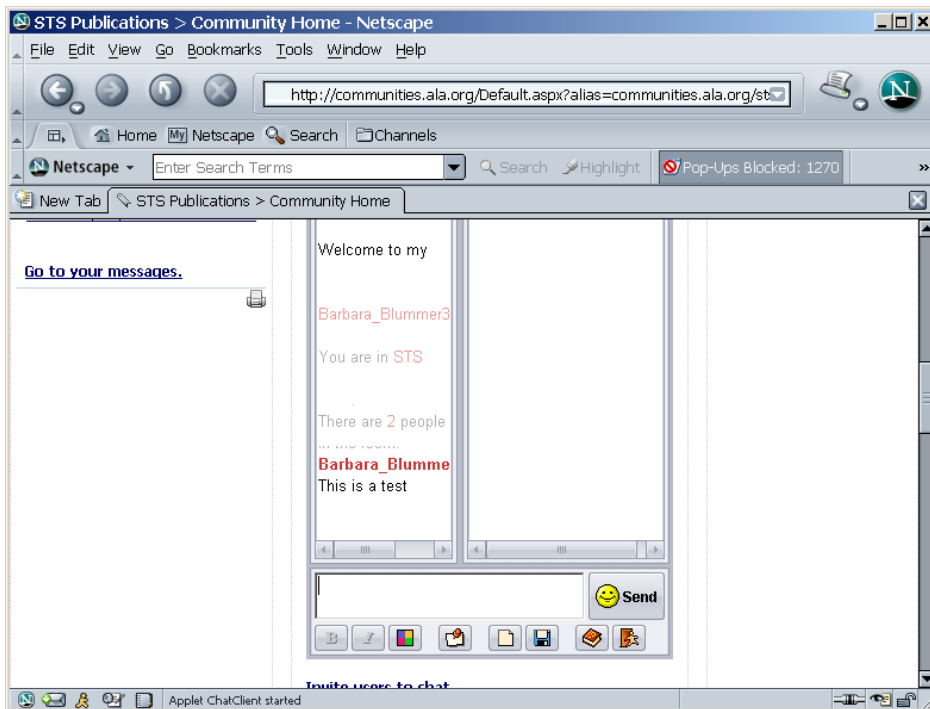
2. Locate the STS Publications Committee Online Page: On the left, under “My Communities” click on “DIVISIONS,” “ACRL,” and then “STS Publications (private)”



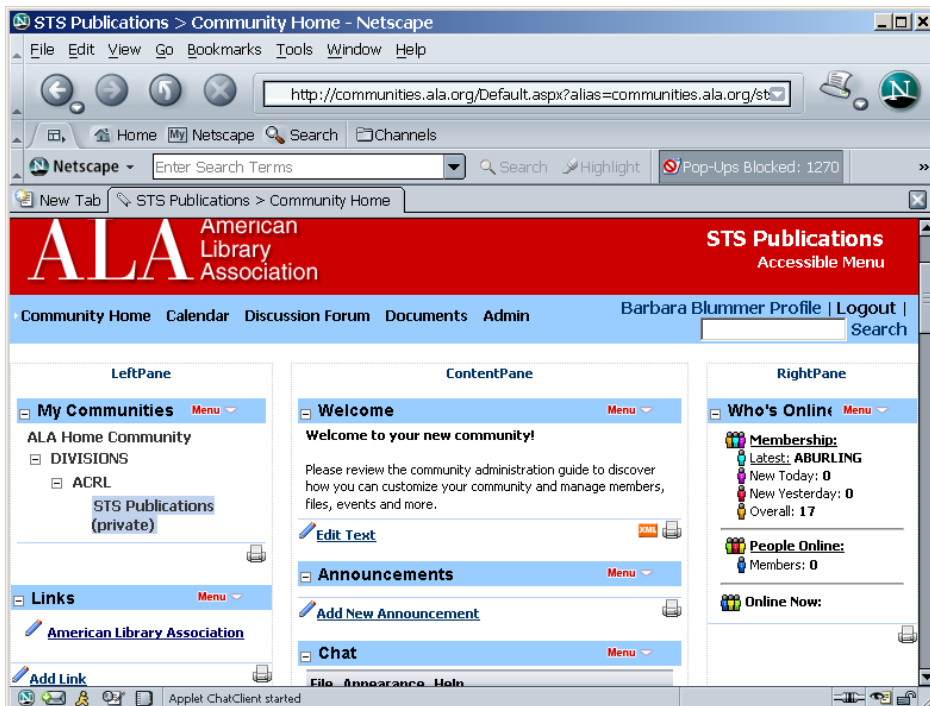
3. Locate the **Chat** window and notice your name under “**Participants**”



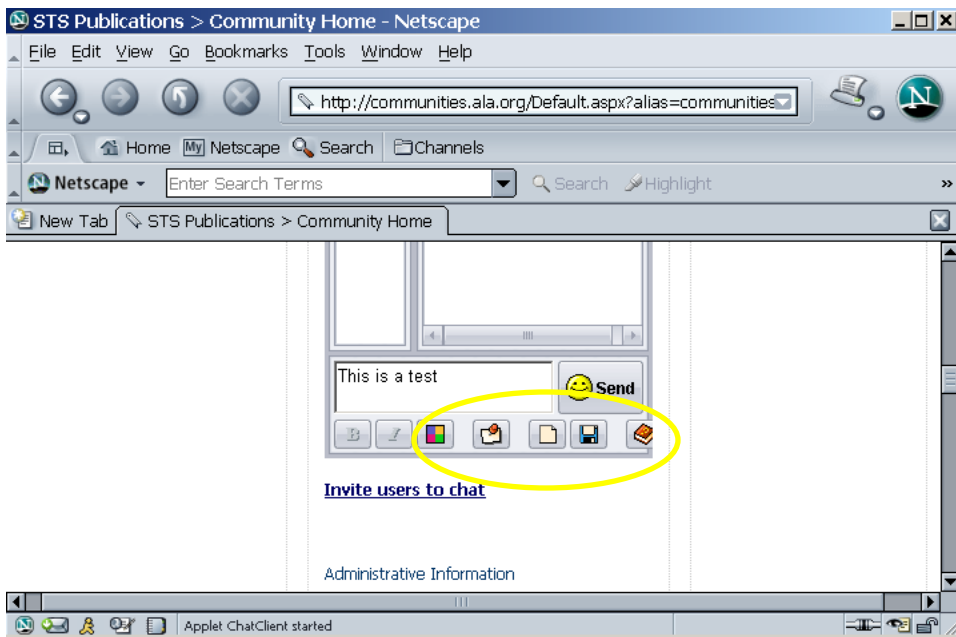
4. To participate in the chat session, type your comment in the box at the bottom of the **Chat** window and press send. The text entry box can only accept a few lines of type at once.



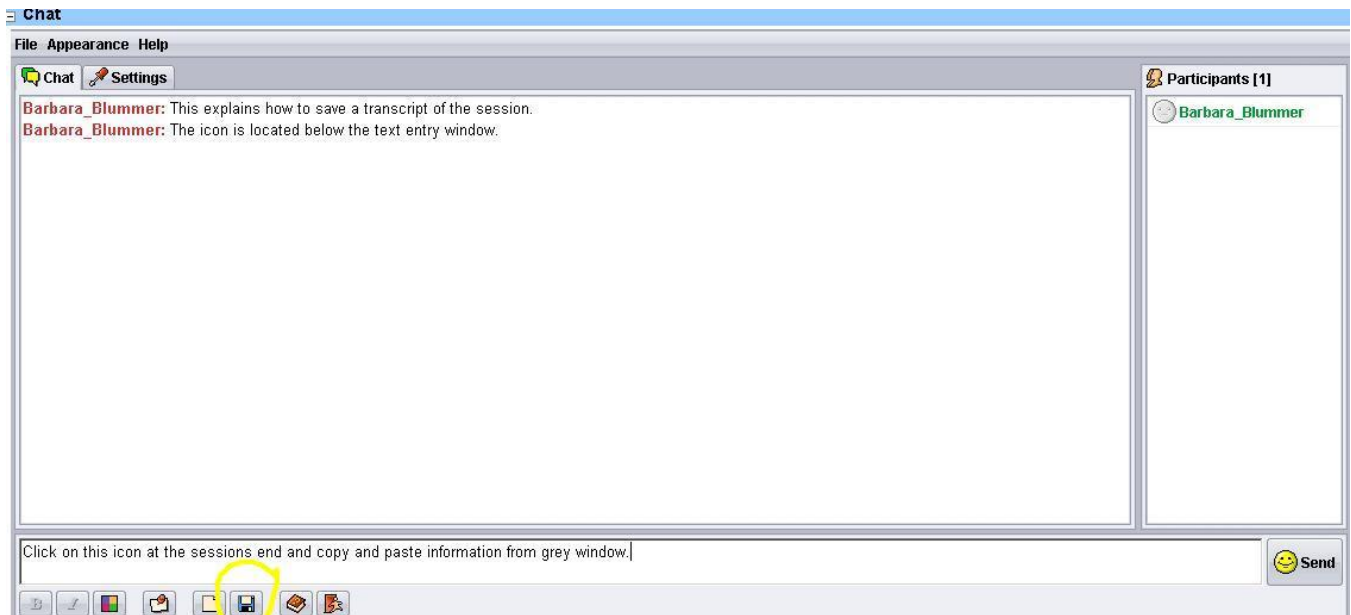
5. The message appears in the **Chat** window with your name.



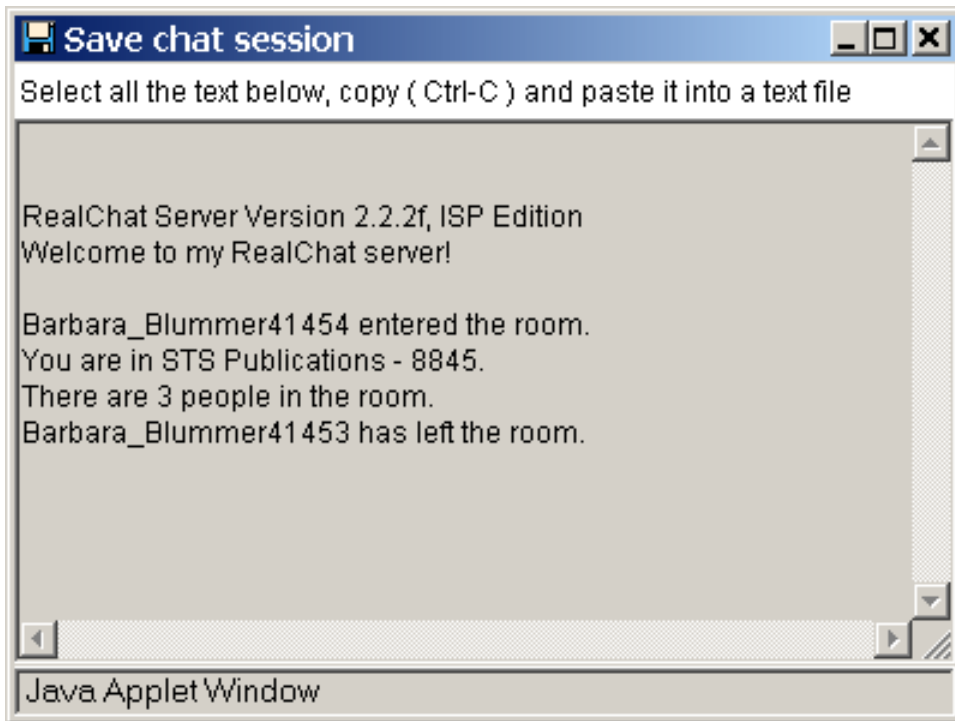
6. The **“People Online”** link on the right hand side of the page displays STS publications committee members participating in the chat.



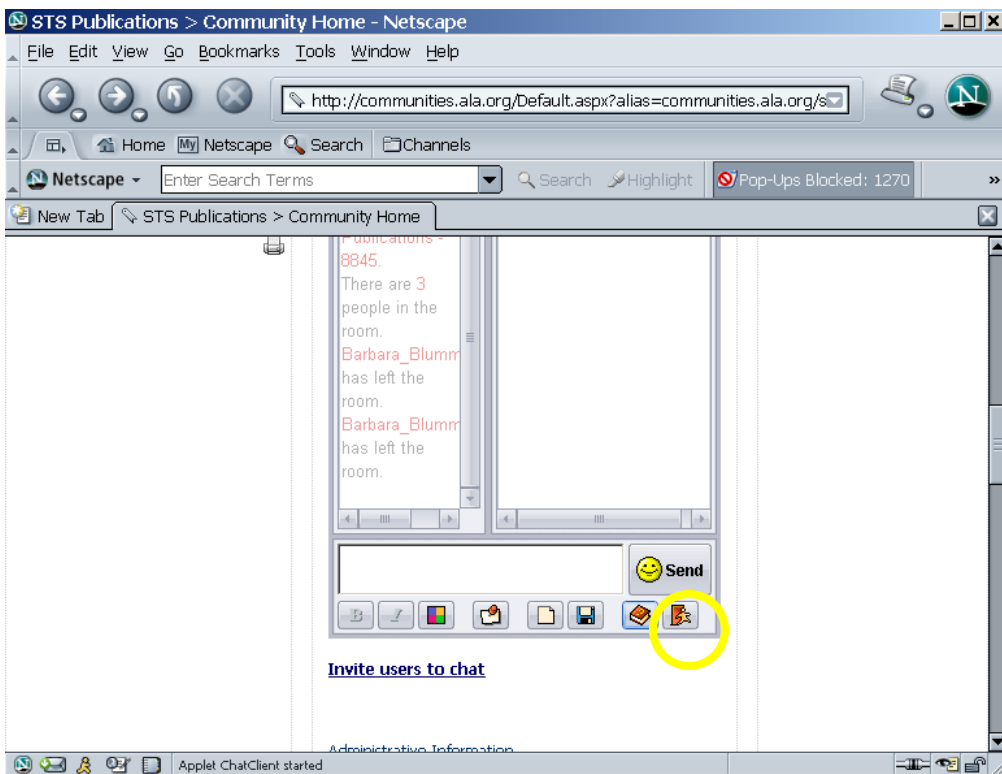
7. The icons at the bottom of the chat message screen provide options for selecting color, setting an away status, clearing the screen, saving the session, and logging off.



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-hand side of the chat message window, or access "File" (under the blue "Chat" header bar) and "Logoff."

## Instructions for Uploading Documents (reports)

From the STS Publications Committee Online Page (see step 2 above), click on “Documents” in the top blue bar, then “Browse” for the file you wish to upload and click on the “Upload” button. The file should appear in the list of items in the Current Folder.

The screenshot shows a Mozilla Firefox browser window displaying the ALA American Library Association STS Publications website. The user is logged in as a Community Administrator. The navigation bar includes links for Community Home, Calendar, Discussion Forum, Documents, and Admin. The 'Documents' link is circled in yellow. The main content area, titled 'Documents', shows a 'Current folder: /' section with a table of files. Below the table is an 'Add new file:' section with a search input field and 'Browse' and 'Upload' buttons. The table lists the following files:

Name	Attribs	Size	Created	Last Modified
<input type="checkbox"/> April2006TrainingCalendar.pdf		69.93 KB	10/26/05 12:48 PM	03/22/06 03:02 PM
<input type="checkbox"/> CommunityAdmin.pdf		1.52 MB	10/26/05 12:48 PM	03/22/06 03:19 PM
<input type="checkbox"/> Online Community Documentation.pdf		900.50 KB	10/26/05 12:48 PM	03/22/06 03:01 PM
<input checked="" type="checkbox"/> STS-LReport.doc		22.50 KB	11/27/06 01:41 PM	11/27/06 01:41 PM

At the bottom of the page, there are links for Help, Terms Of Use, Privacy Statement, Acceptable Use, Copyright, and Disclaimer. The Windows taskbar at the bottom shows the start button and several open applications including Firefox and Microsoft PowerPoint.