Blogging, Tagging and Bookmarking: Using 2.0 Tools on ICFL and WebJunction Websites!

Welcome!

Please print this Participant Guide and bring it to class to refer to during class exercises.

What you need before the session
- A headset with a microphone
- A computer
- A high speed Internet connection
- Wizard set up completed
- Your profile (with photo) completed—see page 7

Class Date: ________________

☐ Send email to your coworkers and let them know you are in class
☐ Display a note or sign to alert your coworkers you are in class
☐ Have this Participant’s Guide
☐ Log on 15 minutes early
☐ If you haven’t used Wimba before, log in 30 minutes early

Classroom URL
You’ll receive an email invitation to the class with the following link:
Note: close all Explorer tabs before clicking on the URL in the email.

Name: ID Conference Room 1
Room ID: id_room1
Choose: Participant Login
Name: your first name, last initial

It will take a minute or so to connect to the classroom

Wimba Quick & Dirty
If you have not used Wimba before, please come to the classroom 30 minutes ahead of schedule. We’ll show you how to use it — covering the white board, chat, interaction tools, and rescue tools.

Course Syllabus

Purpose: To learn how to post a blog, create tags, and bookmark pages on both ICFL 2.0 and WebJunction Idaho

- Using Web 2.0 Tools on ICFL Website
- Using Web 2.0 Tools on WebJunction Idaho

Agenda

5 minutes: Introductions
20 minutes: ICFL website
20 minutes: WebJunction Idaho
15 minutes: Questions & Answers
Blogging, Tagging and Bookmarking

IFCL Website

Blog Post

1. Getting there
   - www.libraries.idaho.gov
   - Sign in & click on My Account
   - Select “Create content”
   - Click on Blog entry

2. Writing & reviewing your post
   - Enter requested information into the display windows.
     ◦ Title of post
     ◦ Body of post
   - To create formatting, use the icons above the text box. The Write in a conversational tone, just like you were emailing a friend.
   - Click on Preview to review your post before publishing. URL’s and email links will automatically be inserted. You can continue to edit on the lower half of the screen. Just hit Preview to see your changes.

3. Submitting your post
   - When you are ready, hit the Submit button to be queue for approval, usually done within 48 hours.

What in the world is a blog?

From Wikipedia .... "A blog (a portmanteau of web log) is a website where entries are commonly displayed in reverse chronological order. 'Blog' can also be used as a verb, meaning to maintain or add content to a blog."

If you blog, you are working on a site your created. If you post to a blog, you are commenting or writing on someone else’s blog.
Blogging, Tagging and Bookmarking

1. After signing in, find a page you wish to bookmark, for example: ABLE (Programs & Services -> Continuing Education -> ABLE)

2. Scroll down to the bottom of the page and click on Bookmark this. You’ll see the message “This page has been added to your bookmarks”.

3. Then click on My Bookmarks. This will take you to your list of Bookmarks. Or go to your profile page and see your bookmarks from there.

4. To delete a bookmark, click on the link and scroll down to the bottom of the page and click “unbookmark this.”
What is a bookmark?

A bookmark is a way of saving your favorite Web pages so that you can find them again later.

Both ICFL and WebJunction-Idaho allow you to save bookmarks to your account page.

The advantage is you don’t have to remember where a page you find important is located. Once you have stored it in your bookmarks, it is there until you remove it!

WebJunction Idaho Website

Bookmarks

1. Sign in.

2. Go to a page you wish to save.
   - Scroll to the bottom right corner.
   - Click on bookmark. WebJunction gives you the option to rename your bookmark.

3. Click on My WebJunction Tab just underneath the banner.

4. In the middle column at the top you will see a list of bookmarks. This allows you to go to one place to find your most frequently used pages. Just click on the page and you
Blogging, Tagging and Bookmarking

Blog Comments

1. After signing in, scroll down to the bottom have the screen and click on “Visit BlogJunction.”

Blog Post Etiquette

Okay, there are no hard and fast rules, these are common-sense pointers!

1. If you quote another person blog, give them credit and link to the site.

2. If you wish you wouldn’t have posted something, send out a post with an apology!

3. Let others know when their posts are terrific!

4. Realize ICFL and WebJunction Idaho sites are professional—use an upbeat tone and language.

5. Don’t worry about how much to write, but do so in a conversational tone.

2. Find a post you are interested in and click on comment

3. Complete the form, add your comment, and submit. You can also subscribe to the comment stream by clicking on “Subscribe to these comments.”
Tagging

Tagging is assigning keywords (‘tags’) to an image, webpage, or article so that it can be conveniently found later. Internet use of the word “tag” may have its origins in urban gang culture. When urban gangs do "tagging," however, most of us would describe it as graffiti! When library users do their own tagging, the process is sometimes described as folksonomy.

Tags provide the opportunity to use our own personal vocabularies. User tagging is so popular that some libraries now make their collections searchable through a combination of Library of Congress Subject Headings and user-created tags.

—http://splat.lili.org/splat101/tagging

Tagging

1. After signing in, go to a page which allows comments, e.g., Young Adults & Teems.
   - Click on Discussion

2. Select a post to read, e.g. Teen Health, click to open

3. Tagging: simply add a keyword that relates to the text and save.

4. You can also
   - reply to a post
   - Reply with a quote of the post embedded in your comment
   - Post a New Thread

Note:

Don’t forget you can RSS any content by choosing RSS!
Tips on formatting your photo

Prep in Word
1. Insert your photo into Word
2. Crop and resize your photo to 1 inch by 1 inch
3. Copy your photo

Paint
1. Open Paint (Start->Programs->Accessories->Paint)
2. Paste your photo into Paint
3. On the Paint Menu, select Image->Attributes
4. Set with to 85 x 85, click “Pixels” and then OK

Save
1. Save your file (File -> Save As)
2. Save to your computer

IMPORTANT:
Save As a Gif or Jpeg file

How to crop
Select the picture. When you select a picture, the Picture toolbar appears.

On the Picture toolbar, click Crop.
Position the cropping handle over an edge or corner.

Cropping handle
Do one of the following:
1. To crop one side, drag the center handle on that side.
2. To crop evenly on two sides at once, hold down CTRL as you drag a center handle.
3. To crop all four sides simultaneously and maintain the proportions of your picture, hold down CTRL+SHIFT while you drag a corner handle.

Note When you release the mouse button, the picture is cropped.