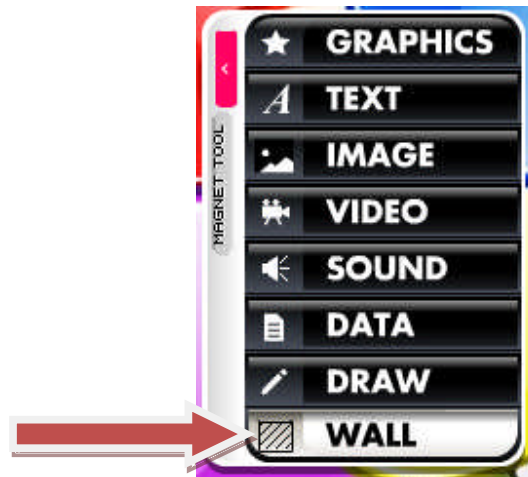
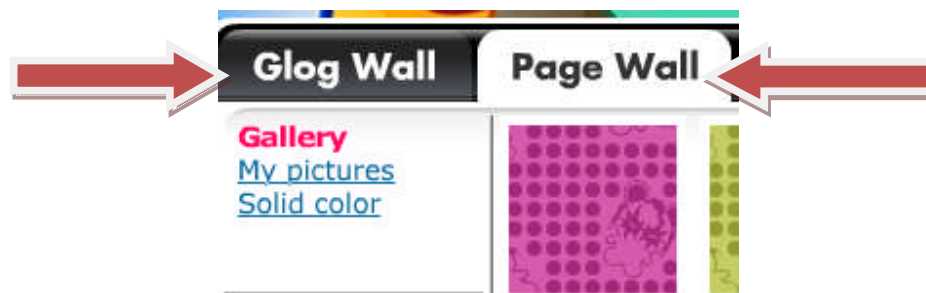


Glog It!

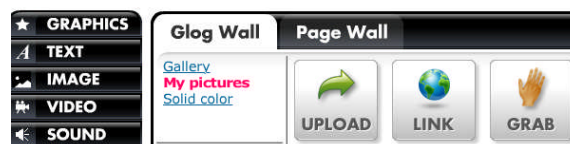
1. Log into your account and click **Create New Glog**. Let's change the background first. Click on **Wall** in the toolbox.



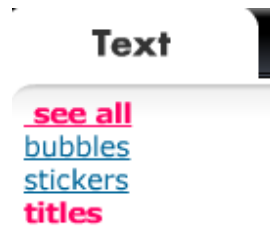
2. You will see two tabs. **Glog Wall** is for the background and **Page Wall** is for the border. You can choose a solid color or choose a pattern from the Gallery.



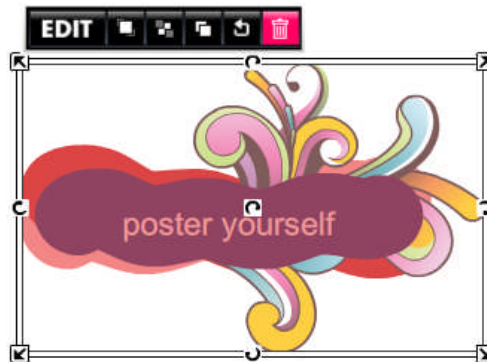
3. You can also set a picture as the background or border. You can **upload** a picture from your computer, use a **link** from the Internet, or **grab** a picture using a webcam. To use a picture from the Internet, open another Internet tab and find a picture you would like to use. Go to the **Full-Size image**. Copy the address for the picture (this is also called the URL and at the top of the webpage). Click on either **Glog Wall** or **Page Wall**. Click **My pictures** and then **Link**. Paste the address of the picture and click **Add to Your Files**. Click on the picture and it will appear in the right. Under **Page Wall**, you can click **tile** so that the picture repeats over and over, filling the page, or you can click **normal** and choose where the picture will be aligned on the page. Under **Glog Wall**, you can additionally click **stretch** and **align** to have the picture fill part of the page or **stretch and fill** to have the picture fill the entire page.



4. Let's add a title next. Click **Text** on the toolbox. You have three choices: **bubbles, stickers, and titles.**



5. Explore the options. Find one you like, and click **Use It**. Close the **Text** window, so you can see your selection. Your choice will appear in the middle of your page. Click on your selection, and the **Edit** toolbox will appear. The trash can allows you to delete the object while the other buttons help place the object behind or in front of another graphic.



6. Click **Edit** and the editing toolbar will appear. The button with color bars lets you choose the color of the background. The button with the two links is for adding a link to a webpage. The third button with **Ab1** lets you choose the style of font and the color of the font. The last button with **fx** is to change the effect of the shadow of the design itself. Type your title and when you have the effects, you want click **OK**.

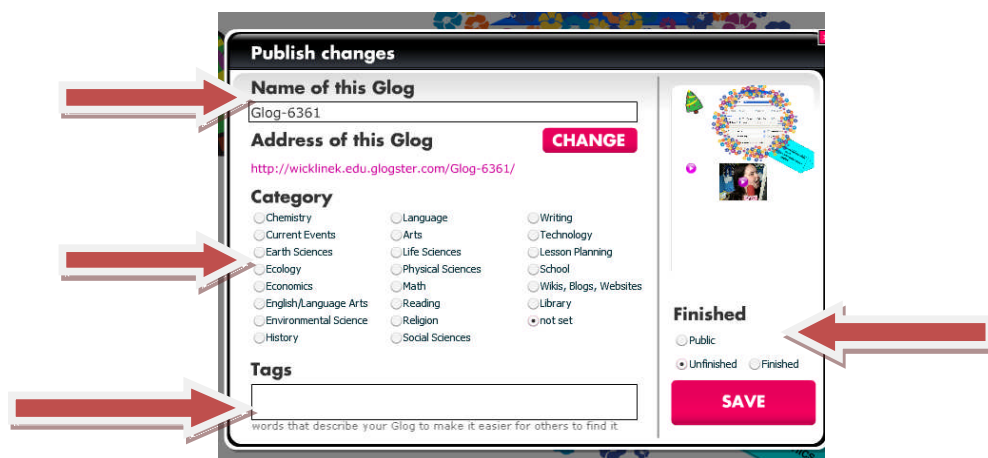


7. Click and drag your graphic where you want it on the page. You can change the size of the graphic by dragging the corner arrows. You can change the angle of the graphic by dragging the arrows on the sides.
8. Now let's add a graphic to your glog. Click **Graphic** on the toolbox and explore your choices. When you find one you like, click **Use It** and your selection will appear in the middle of the page. Follow the instructions in step 7 and you can move it to where you want on the page.

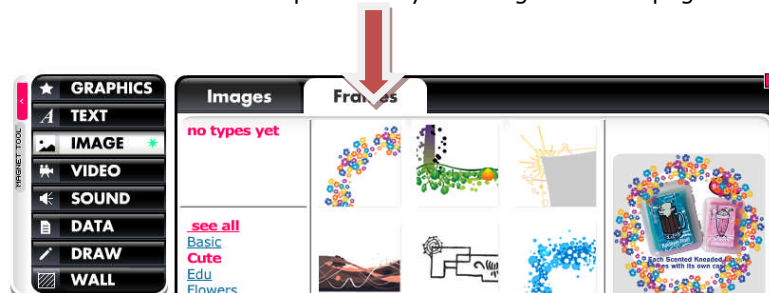
9. You can also hyperlink your graphic to a webpage if you want by clicking on the image and having the **Edit** toolbar appear. Click **Edit** and then click the two link button to add the webpage address. To check if your hyperlink works, first save your glog. Click on **Save or Publish**.



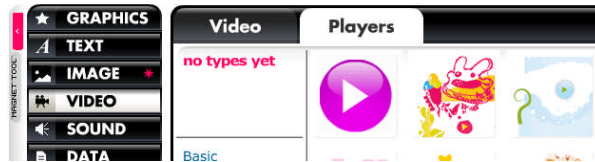
10. **Name** your glog. Identify a **Category**. Add **Tags** so others can find it. Choose **Unfinished**. Then click **Save**.



11. The **What next?** box will appear. Click **View This Glog** and then click on the object with the hyperlink. It should open another window to your link.
12. Next let's add an image. Click on **Image** and the choices are the same as for the background. After you have uploaded, used a link, or grabbed a picture using a webcam, click the picture and it will appear on the right hand side of the box. Click **Frames** and choose a frame for your picture. Click **Use It** and place the image where you want on the page. Just as you created a hyperlink with a graphic, you can follow the same steps to link your image to a webpage.



13. You can also add video to your glog. Click on **Video** to upload your own video or choose one from **SchoolTube** using the search box to find one that fits your glog. If you are editing at home, you will also see YouTube as a choice, but since YouTube is blocked at school, those videos will not play at school. Click on the tab **Player** to add a start button for your video. Once you have made your selection, click **Use It** and place the video on the page. To play the video, you must click on **Preview** at the top of the page.



14. Adding a sound is similar to adding an image or video. Click on **Sound** on the toolbox, and the same choices of **upload**, **link** or **grab** appear. For our purposes we will upload a sound. Go to the suggested website and find a sound that fits your glog. Right click on the sound and choose **Save Target As**. Save the sound to your computer and notice the location. Then click upload and find the sound to upload. Once the sound is uploaded, click on it and then click on add a **Player** using the tab just like you did with the video. To play the sound, be sure you have clicked **Preview** at the top of the page.
15. When your glog is entirely done, click **Save or Publish**. Then switch to **Finished**. Click Preview and check one last time that your glog is ready for viewing.