**HOW TO.....**

**Insert Spanish characters into your Google Document**

1. Open your Google document  
2. Click *Insert*  
3. Click *Special Character*  
4. Click *Symbol*  
5. Change to Latin  
6. Search for character you want and click on it

**Share your Blabber**

1. Sign into your blabberize.com account

*Username:* firstname.lastname

*Password:* same as your school G-mail account   
2. On left side under Things,click Things I made  
3.Click on theimage of your Blabber  
4. Click brown box that saysShare It!  
5. In the white box you will see a link similar to http://blabberize.com/view/id/1185392  
6. Copy this link (highlight, then Ctrl C)  
7. Sign into your school G-mail account  
8. Compose a new message to me (laitken@northsalemschools.org)  
9. Paste (Ctrl V) link into subject  
10. Click send.