**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.