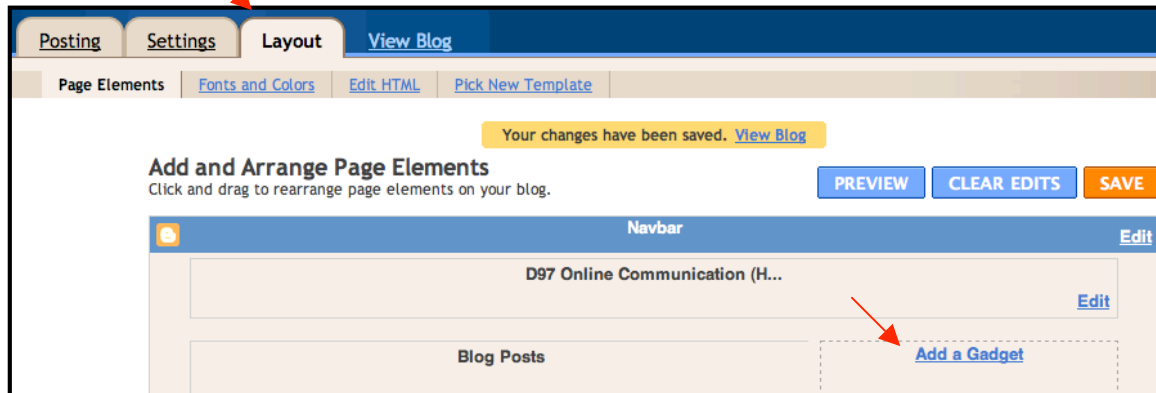


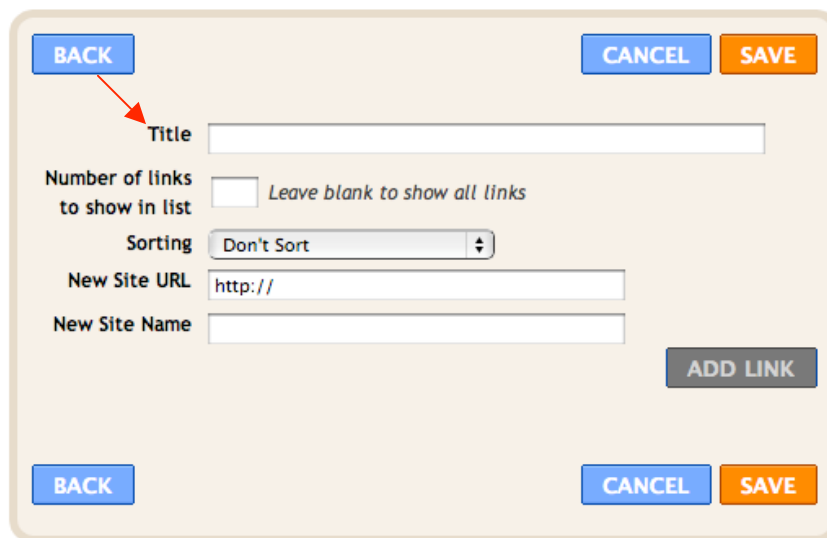
Blog – Create a Link to a Handout, It's a Gadget

1. When logged in to your blog, access the Layout window from the top of the screen.



2. Click on the spot that says **Add a Gadget** and you will see all sorts of cool tools you might want to utilize. For now, you are interested in finding **Links List**.

3. Scroll to **Links List** and select it, you will see the window below.

A configuration window for the 'Link List' gadget. It has a light beige background and rounded corners. At the top left is a blue 'BACK' button, and at the top right are blue 'CANCEL' and orange 'SAVE' buttons. Below these are several input fields: 'Title' (with a red arrow pointing to it), 'Number of links to show in list' (with a checkbox and the text 'Leave blank to show all links'), 'Sorting' (a dropdown menu set to 'Don't Sort'), 'New Site URL' (with 'http://' entered), and 'New Site Name'. At the bottom right is a grey 'ADD LINK' button. At the bottom left is another blue 'BACK' button, and at the bottom right are blue 'CANCEL' and orange 'SAVE' buttons.

4. At the top of that screen, enter the **Title** for the entire list of links:

- (i.e Handouts, or something appropriate)
5. Skip Number of links to show
 6. Skip sorting
 7. Where it says **New Site URL**, enter the web address of your document, following this pattern:
<http://yourschoolname.op97.org/~yourusername/nameofdocument>

For example:

If Mary Jones was a teacher at Longfellow and she had a document named "zoo_field_trip.pdf", the link would be as follows"

http://longfellow.op97.org/~mjones/zoo_field_trip.pdf

The screenshot shows a web form with the following elements:

- A blue button with a white 'X' icon, highlighted with a red box and the number 4.
- A 'Title' text input field.
- A 'Number of links to show in list' section with a checkbox and the text 'Leave blank to show all links', highlighted with a red box and the number 7.
- A 'Sorting' dropdown menu set to 'Don't Sort'.
- A 'New Site URL' text input field containing 'http://', highlighted with a red box and the number 8.
- A 'New Site Name' text input field.
- An 'ADD LINK' button.
- Buttons for 'BACK', 'CANCEL', and 'SAVE' at the bottom.

8. the bottom of the screen, type the name of the link, i.e. "Zoo Field Trip Slip", or something appropriate.
9. Choose **Add Link** to add another link OR choose **SAVE**.