

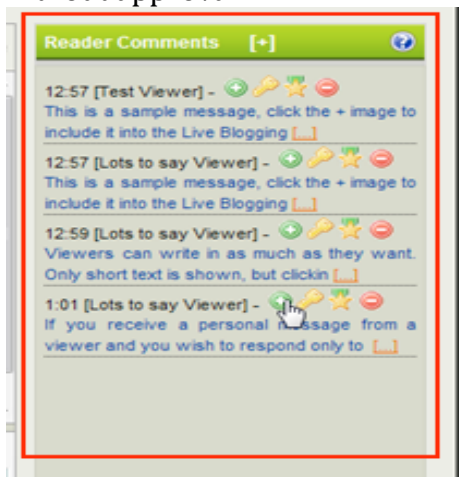



## CoveritLive: A Live Blogging Tool by Serena Carpenter

You and other readers can share live commentary of an event. It is important that you promote your blogging event ahead of time so people know when to log into your site. Readers do not need to provide their email or register to participate.

1. The live blog author will need to create a new live blog under My Live Blogs > Add New >
2. The live blog must be embedded in your blog or site before blogging can begin.
3. Once the event you would like to blog has begun, go to My Live Blogs > Upcoming/Current > Launch Your Live Blog Now! > You will write in the “text entry box” at the bottom and select send to publish. Send a message to let users know that the live blog has started.
4. Users will need to click the link to participate from your site/blog. Users will need to add their name to question or comment, which will go to you for approval.
5. Reader comments will be streamed live under the right-hand column and the blog/site author must click the “green plus” to publish them. If you click the key , the author can send a private message to the commenter. The star  key enables you to automatically publish commenter’s comments without approval.



6. The author can add links by highlighting the word needed to be linked, and select the globe with link chain , and enter the URL to share
7. Polling questions can be created in advance and stored in your “Media Library” or create from scratch using the “Quick Poll” option.
8. In the left-hand column under Search & Publish, the author can search for sites, images and video to share with users.
9. To end your live blog, go to Tools > End Live Blog > Yes
10. To put the live blog on your site, go to “My Live Blogs” > select Completed > copy the embed code and paste it to your site/blog