

# Creating a *Cover It Live* live session...

Go to [www.coveritlive.com](http://www.coveritlive.com)

If you do not have an account, create one.

Once you have an account, click the Build tab, and fill in the information for your new live chat/blog session.

The image consists of two screenshots of the CoverItLive.com website interface, overlaid with instructional callouts.

**Top Screenshot: My Account - Build Tab**

- Callout 1:** "Once you have an account, click the *Build* tab, and fill in the information for your new live chat/blog session." (Points to the Build tab)
- Form Fields:** Template: CoverItLive Standard, Date: 06/22/2010, Title: Talk About Deepwater Horizon, Time: 9:00 am, Time zone: (GMT -7:00) Mountain Time (US & Canada).
- Callout 2:** "Click the *Next* button." (Points to the Next button)
- Table:** Readers and Comments table with columns for Total and Sent.

**Bottom Screenshot: Edit Live Event - Congratulations!**

- Callout 3:** "Highlight the code (you can triple-click to highlight all of it, or click and drag from the beginning of the code to the end)." (Points to the HTML code block)
- Code Block:**

```
<iframe src="http://www.coveritlive.com/index2.php?option=com_altcaster/task=viewerlcast/altcast_code=5182c38fb6/height=550/width=470" scrolling="no" height="550px" width="470px" frameborder="0" allowtransparency="true" ><a
```
- Callout 4:** "Click the *Copy* button." (Points to the Copy button)
- Callout 5:** "Then paste the code into your blog or wiki (you must be in Edit HTML or Source mode in your blog or wiki). Your live window will open in your blog or wiki." (Points to the Copy button)
- Callout 6:** "If you want to start your live session right away, you can click 'Launch Your Live Event Now!'" (Points to the Launch Your Live Event Now! button)

Your Cover It Live window will look like this when the session is running.

The screenshot shows a web browser window titled "COVERITLIVE.COM - Console - Let's Talk About Deepwater Horizon - Windows Internet Explorer". The main content area is titled "Let's Talk About Deepwater Horizon" and has a "LIVE!" indicator. The text in the main area reads: "The event is now live. Waiting for writer to provide content...". On the left side, there is a navigation menu with items: "Media Library", "Quick Poll", "Tools", "Settings", "twitter & Video", and "News Flash & Scoreboard". Below the main content area is a text input field with a "Send" button. A callout box points to this input field with the text: "Type your comments here and click Send for them to appear on in the window." On the right side, there is a "Recent Comments" section, followed by "Older Comments" and "On Hold" sections. At the bottom right, there is a "SPEED" control set to "<1" and an "Update Time" indicator. A "CoveritLive Tips" box on the left contains the text: "Viewer Windows can be resized to fit your site better." The footer of the page reads: "Copyright © 2010 CoveritLive.com, All Rights Reserved".

Your other participants see this. They type their comments here, then click Send.

This close-up screenshot shows the live session interface. At the top, it says "Let's Talk About Deepwater Horizon" with a "LIVE!" indicator. Below that, a timestamp "11:22" is followed by the text "Welcome to our live blog!". At the bottom, there is a "Your Name:" field containing the name "Michael". Below the name field is a text input area containing the comment: "Thank you. I am very concerned about the oil disaster in the gulf." To the right of the input area is a "Send" button.

Their comments appear here pending your approval. To approve and post, click the green Plus sign icon.

Puts comment on Hold.

Sends a private comment.

Allows this person to post unmoderated comments.

Blocks comments from this person.

Their comments appear for everyone to see once you have done that.

The comment indicates that it has been published.

Puts blog in standby mode.

Ends blog.

