

**Using Blab Checklist**

Managing all the tasks that come with using Blab can feel a bit overwhelming. Having a good checklist can make a world of difference. This checklist help ensure you don’t miss any vital steps.

## Setting Up

* I have filled in all of my profile data and added a photo that is relevant to the topics I will be talking about.

* I have chosen a professional name for my Blab that is 80 characters or less. I have also added three tags to help with search traffic.
* I’ve set up my lighting where it is located behind or to the side of my camera so that the light is shining on the front part of me.
* I have chosen a quality camera and headset/microphone equipment.
* I have tested the lighting, camera, microphone headset to ensure I’m creating high quality recordings.
* I have tested my high-speed internet connection to ensure my wireless connection is fast enough. Or I’ve connected directly to the internet to bypass my wireless connection.

## Recording

* I remember that once I start recording, I can pause the recording but I cannot stop it completely until I am finished with my blab.

* To accept on-air guests, I need to click the green check mark next to their name. If I don’t want to accept them, I can click the red X.
* To prevent others from calling in, I can close out open on-air seats by clicking on the lock icon. They will still be able to view my blab and ask questions, they just cannot talk.
* To invite people on someone else’s Blab to join your Blab, just send them a message through your message window by tagging them with their Twitter profile.
* To take your guests off-air, just click the X in the right-hand corner of the blab window.
* Clicking the speaker icon in the left side of the chat window will allow you to mute and unmute the discussion.
* To view more information about people viewing your blab, click the eye to visit their profile.
* You can block a person by highlighting the person and clicking the red X that appears in the message window on the right
* To see all the viewers for your blab, click on the eye on the left-hand side. You should see the number of viewers listed.
* Anyone can ask a question in the chat window to the right by typing a back slash and a q and the question like this: **“/q How do I ask a question?”**
* You can post links in the chat window to your right. If you want to post images they should be secure links.
* If your chat window is too light or too dark, you can adjust it by typing in the chat screen /light or /dark.
* **Important!** To end a blab, X out everyone else first, then exit yourself otherwise the blab will keep going. This is a safeguard to prevent the blab from ending just because you get kicked off the Internet. Therefore, it’s imperative to x everyone else out first, then yourself.

Use this checklist for at-a-glance tips for setting up and using Blab.