**Poet Quick Start Guide**

1. Register for Poet: <https://diagram.herokuapp.com/> (click “register”)
2. Sign up as a volunteer for Bookshare: <https://www.bookshare.org/cms/get-involved/volunteer/opportunities-us>
3. Check the doodle poll: <http://doodle.com/poll/45p8tc7uwki22hqz> for a book ID number and to sign up for a section
4. In Poet, go to “Poet Image Description”
5. Click “edit” next to “describe image for uploaded book:” <https://diagram.herokuapp.com/edit_book/describe>
6. Find your book, chapter, or section by scrolling down and/or using the table of contents as applicable
7. Identify which images needed describing and the image type



1. Read the text to make sure you described what was missing



1. Describe the images objectively
2. Check the spelling and grammar
3. Place everything in square brackets



1. Check the source
	1. Delete any weird characters (such as &nbsp;)
	2. Make sure to keep the <p> and </p>!



1. Save!