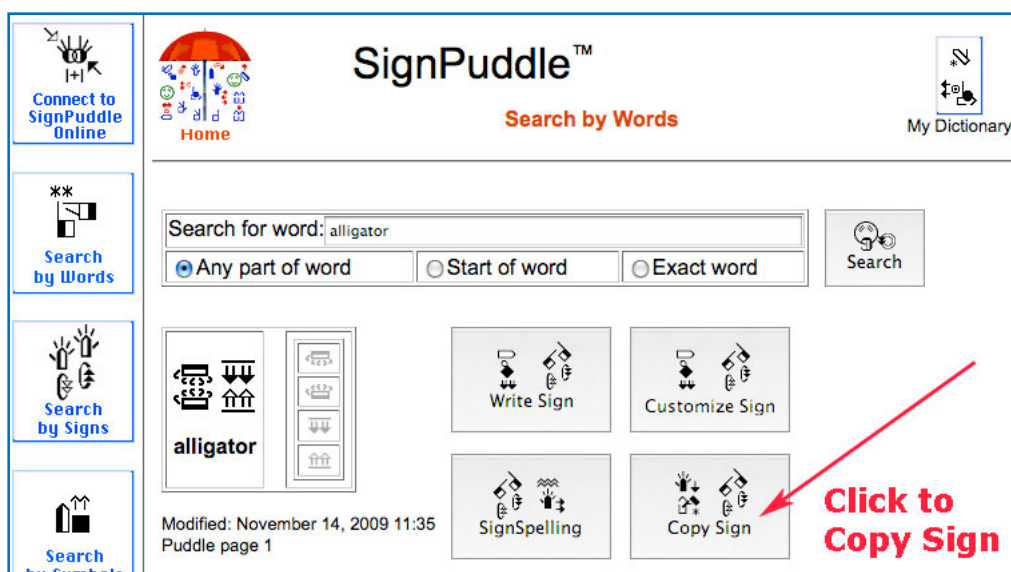## Part 5: How to Copy a Sign from Your PersonalPuddle and Upload it to SignPuddle Online

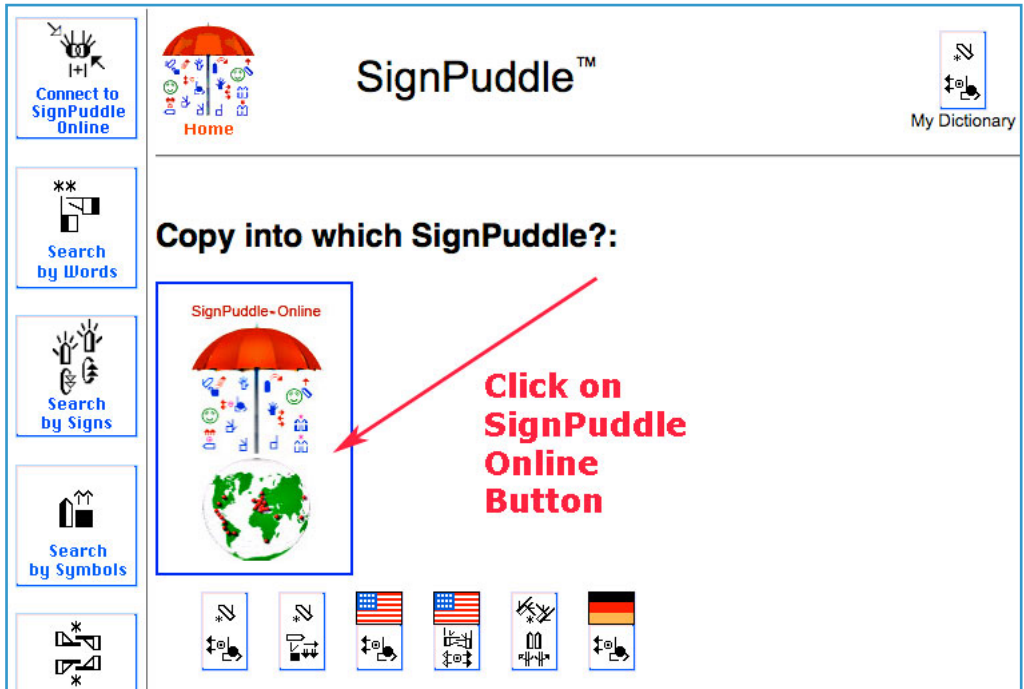**THIS FEATURE REQUIRES AN INTERNET CONNECTION...**

1. The raining red umbrella logo represents your PersonalPuddle. When- you see it, you know you are in your PersonalPuddle.
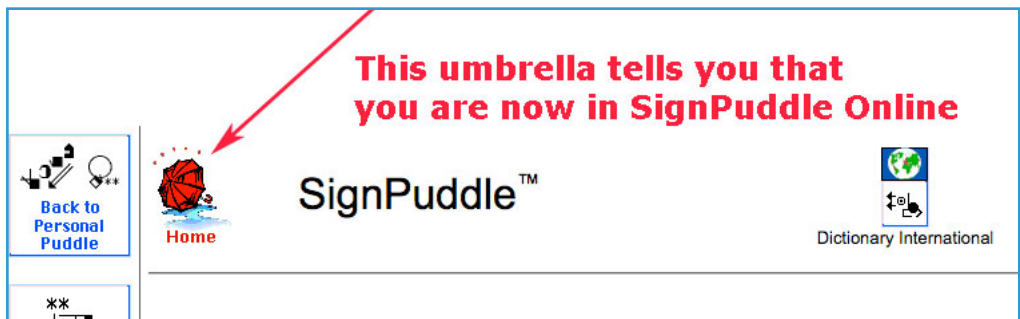

2. In your PersonalPuddle, find the sign you wish to upload.

3. To the right of the sign, are a group of buttons. Click on Copy Sign:

4. A screen will appear, showing your choices. Where do you want to place the sign you just copied? Click on the button for SignPuddle Online:

SignPuddle™

Home

My Dictionary

Connect to SignPuddle Online

Search by Words

Search by Signs

Search by Symbols

Copy into which SignPuddle?:

SignPuddle-Online

Click on SignPuddle Online Button

5. A new screen will appear. You are now in SignPuddle Online. You know this by the little red umbrella, which represents SignPuddle Online.

This umbrella tells you that you are now in SignPuddle Online

Back to Personal Puddle

SignPuddle™

Home

Dictionary International

6. Click on the icon that represents the online puddle you wish to add to:

7. A screen will appear asking you to give the new sign a name. Add the new name, and any other information you wish. Click on the Add button:

8. Your sign is now copied into SignPuddle Online. Click on the "Back to PersonalPuddle" button to return to your PersonalPuddle:

9. You know you are back in your PersonalPuddle, because you see the raining red umbrella icon at the top of the page: