



Blogger QRG

Creating a Blog Post

When you first log in, you'll be at the **Dashboard** page. Here you can create and update your profile or post to your blog.

To create a new blog post, click ***New Post*** next to the green plus sign in the box called *Manage Your Blogs*. NOTE: The link to *Create a Blog* is not for creating a new blog post, it is to create an entirely new Blog, like the one you've just created for your library. Some people create and manage several individual blogs!

1. Click *New Post*

2. Type the Title of your blog in the Title box.

3. Type the text for your post in the box below the title box. The toolbar above the text box contains the following elements, which work very much like Microsoft Word:

- a. there are a few font choices using the drop-down menu labeled "Font."
- b. change the text size by clicking on the "T" icon
- c. highlight some of your text and click the "b" to make it bold and/or the "i" to italicize, and use the color palate to change the color of selected text
- d. highlight text and click the link icon to insert a link to a web page in the box that pops up
- e. the next four icons are text alignment tools familiar to anyone who has used Microsoft Word. Select the text and click the icon to align the text.
- f. create ordered (numbered) and unordered (bulleted) lists with the next two icons, or blockquote a paragraph with the icon that looks like a quote symbol
- g. thankfully, there is a spell-check feature as well... (but read my blog post about trusting spell check!)

4. The next two icons on the tool bar are available to add an image and/or a video to your blog post.

Add an image

- a. click the image icon
- b. click **Browse** to find an image on your pc or paste the URL of an image from the web in the box provided

- c. chose the size you want and the placement
- d. check the box to accept the terms and the Upload button. Wait patiently for the image to load.

Add a video from your PC

- a. click the video icon
- b. click **Browse** to find the video on your pc. The files must be AVI, MPEG, QuickTime, Real, or Windows Media, and they must be under 100 MB.
- c. read & accept the terms of conditions
- d. click Upload Video
- e. wait patiently for it to upload and then finish processing. You cannot publish your post until it finishes processing.

Add a video from YouTube

- a. copy the code in the embed box next to the video in YouTube (***OVER ===>>***)
- b. click the html tab at the top of the text box in Blogger
- c. enter the copied embedded code from YouTube where you want the video to appear in your blog post
- d. click preview to make sure it's where you want it

5. When you are finished with your post, click **Publish Post**

6. Blogger automatically saves your work from time to time, but if you have to walk away and you want to save something immediately, click **Save Now**

You can edit a live blog post any time. At the Dashboard area, in the *Manage Your Blogs* box, click the **Posts** link next to "Manage:" A list of your blog posts will appear, and you can select the one you choose to edit. From here you can also "manage" any of the Settings we set up today or even select a new template.