

# Blogging in Blogger

## Step One:

Now you have created your blog... let's make a posting!

When you are adding a new post to your blog, or editing your information or setting you need to go to [www.blogger.com](http://www.blogger.com)

SIGN INTO THE "NEW BLOGGER"



The screenshot shows the Blogger homepage. At the top left is the Blogger logo. To its right is a sign-in form with the text "Already have an account? Sign in:" followed by "Username:" and "Password: (?)" labels, two input fields, and a "SIGN IN" button. Below the sign-in form is a search bar with the text "Search blogs from across the web with Google Blog Search." and a "SEARCH BLOGS" button. The main content area is divided into several sections: "Explore blogs" with a list of blogs including "Lengthy Fulda Articles" and "my life"; "What's a blog?" with a "TAKE A QUICK TOUR" button and icons for "Publish thoughts", "Get feedback", "Post photos", and "Go mobile"; "Create a blog in 3 easy steps:" with a numbered list: "1 Create an account", "2 Name your blog", and "3 Choose a template", followed by a "CREATE YOUR BLOG NOW" button with an arrow; "RECENT NEWS" with a link to "Comment Moderation"; and "QUICK CASH" with a link to "AdSense tool". At the bottom is a footer with links for "Home", "About", "Buzz", "Help", "Language", "Developers", "Gear", "Privacy", and copyright information "© 1999 - 2006 Google".

## Note:


If at any stage in this tutorial you are not seeing on your computer the buttons and options that are seen in the screenshots, please check the Internet browser that you are using.

I recommend **FIREFOX** (which is a free download) to do all of your blogging with. It is user friendly and easy to use.

[www.getfirefox.com](http://www.getfirefox.com)

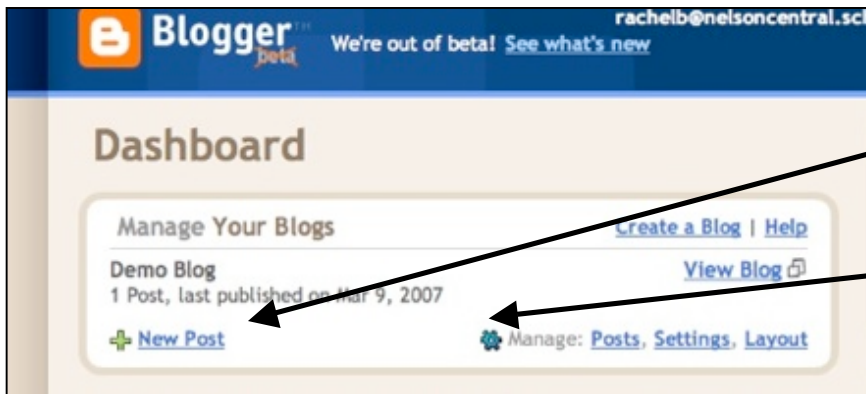
## Step Two:

Type in your user name and password - your user name is your *email address* that you signed up with



This is a close-up screenshot of the sign-in form from the Blogger homepage. It features the Blogger logo on the left and the sign-in form on the right. The form includes the text "Already have an account? Sign in:", "Username:" and "Password: (?)" labels, two input fields, and a "SIGN IN" button. There is also a "Remember me (?)" checkbox.

### Step Three:



The Dashboard will appear.

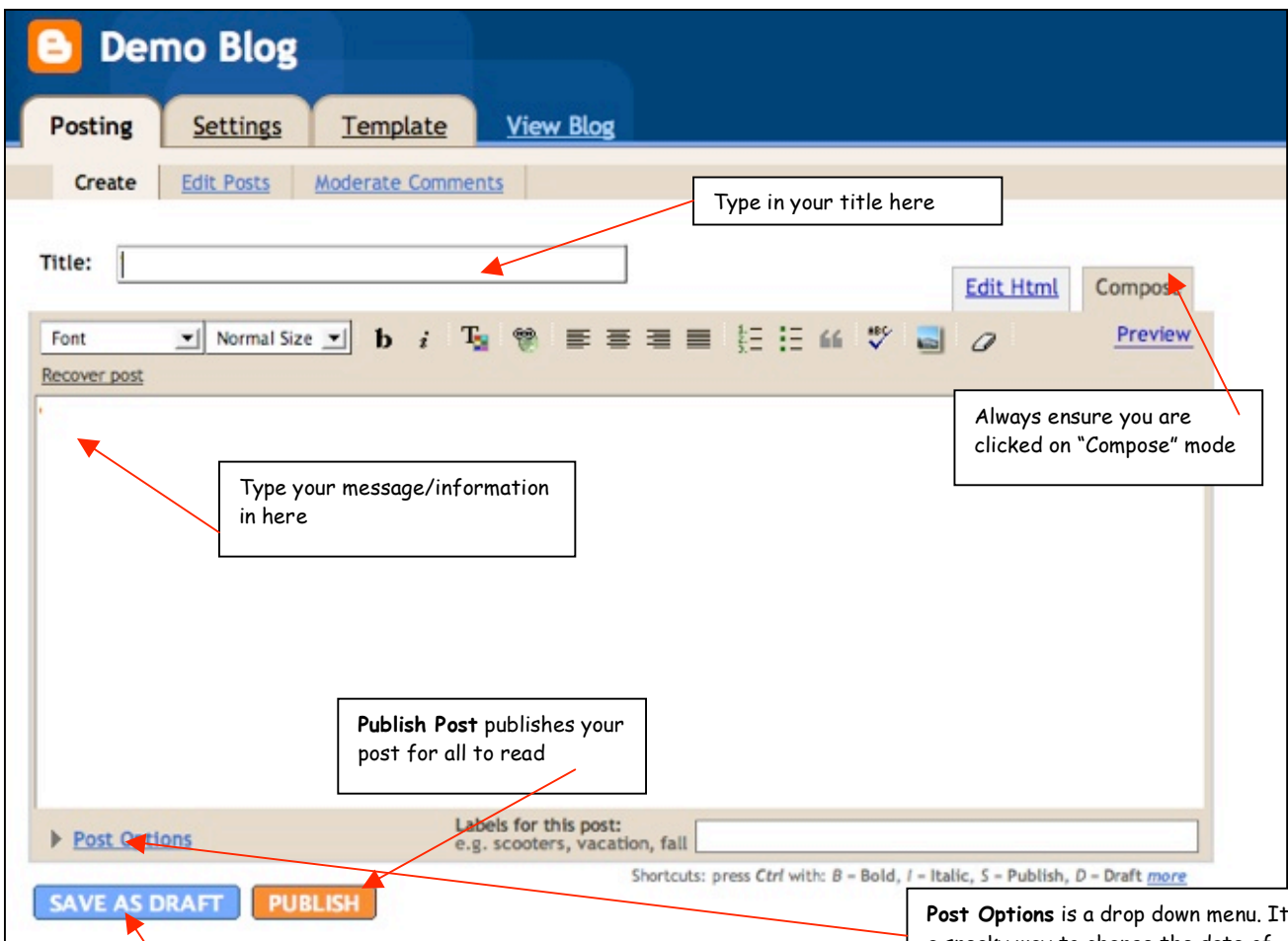
To add a **new post** click on the green cross or the word

To edit your **settings** click on the blue wheel.

### Step Four:

#### Creating a post:

Creating a post is easy, click on **Create new post** button.



Type in your title here

Always ensure you are clicked on "Compose" mode

Type your message/information in here

Publish Post publishes your post for all to read

Post Options is a drop down menu. It is a sneaky way to change the date of which the post was made!

Save as a draft allows you to save your post for finishing later

## Step Five: Putting Extras into your posting

### Adding Pictures

- \* Make sure you have the picture resized and saved on your drive.
- \* Click on the **Add image** button on the tool bar.



### This will pop up

**Add an image from your computer** Or add an image from the web

[Add another image](#)  no file

Click on the **Choose File** button then **Browse** your computer to find the picture

[Add another image](#)

URL

[Learn more](#) about using web images

**Choose a layout.**

None  Left  Center  Right

**Image size:**

Small  Medium  Large

Use this layout every time?

When you add your picture a range of options will appear. Click on 'Choose File' and find where your picture is located.

Choose your layout and the size of your image.

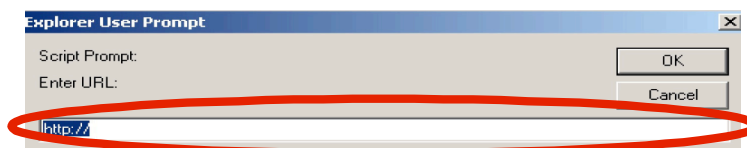
When you are happy with your choices click on 'upload image'.

### Adding Hyperlinks – a link to another webpage

- \* Find the web site address you want to link to.
- \* In your post, type a **title** for the hyperlink
- \* **Highlight** text to you want to hyperlink.
- \* On the formatting toolbar (seen below), click the hyperlink icon.



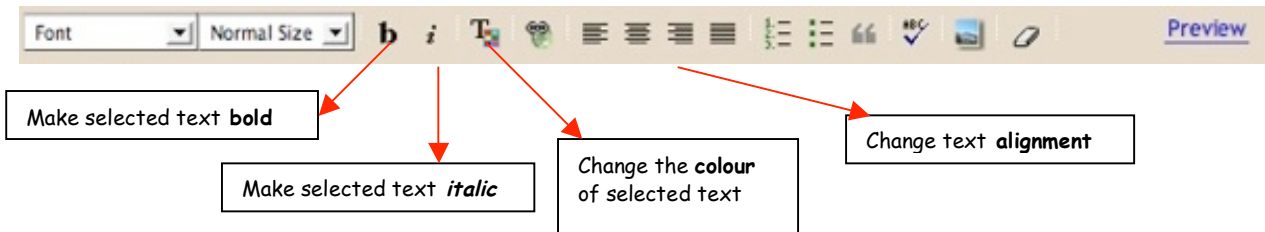
☞ Type website's address (URL) in the box after the http://. Click **OK**.



## Formatting the text – the text beautification!

This is very much the same as in Microsoft Word!

Just highlight the text and select the option



### Step Six:

The last step is you need to do is click on PUBLISH if you are ready to get your post on the Internet!

If you want to see what your post will look like click on PREVIEW.

If you aren't finished with your blog posting click on SAVE AS A DRAFT and finish it later.

Now you can click on **View Blog** and make sure you are happy with how it is presented.

# Congratulations!

you have created your blog posting on the Internet