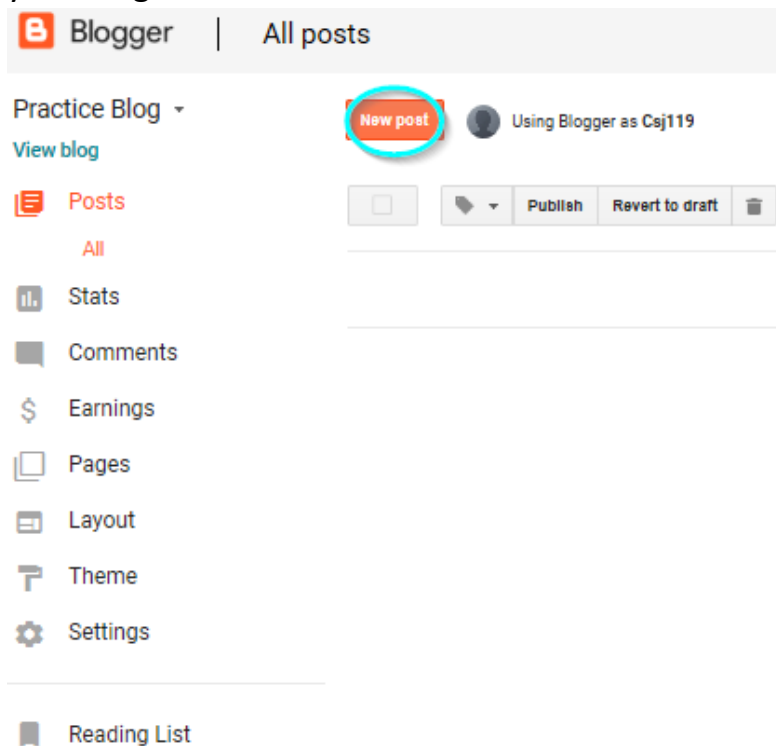
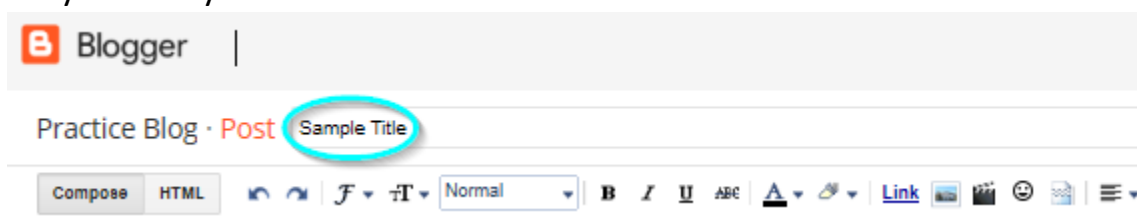


How to Make an Entry in Blogger

1. After you have created a blog, you can start posting your entries! Log in at [Blogger](#) and it will take you to your blogger home page. Click on the orange “New Post” button next to your blog title.

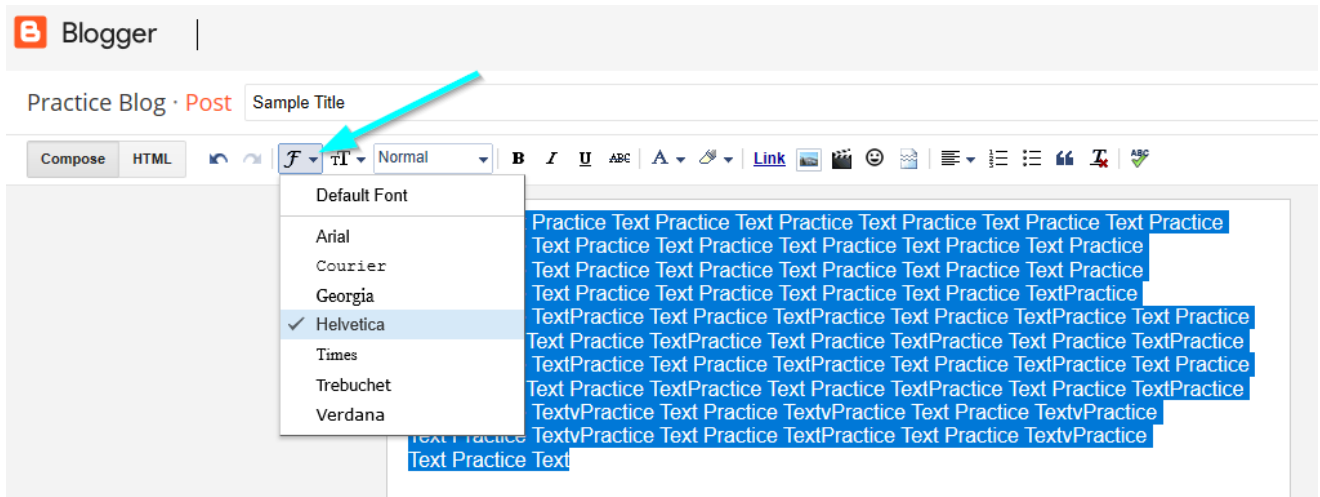


2. Now you're on the New Entry page. At the top next to the title of your blog, add a title for your entry.

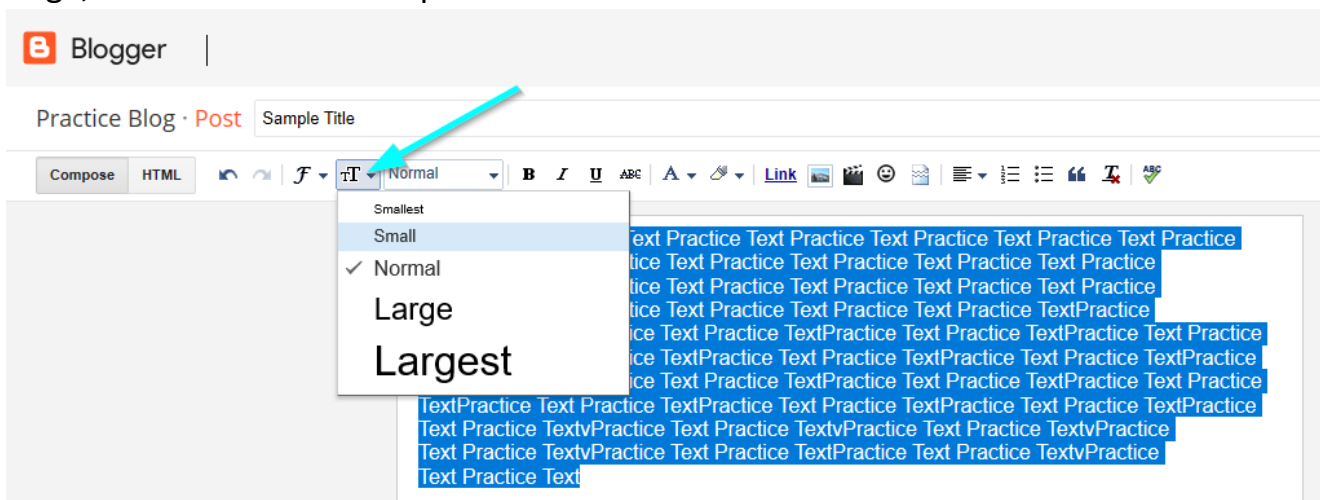


3. Now click in the large white box and begin typing or paste in your text from a document. It's a good idea to compose in a program like Word or Writer for two reasons: one, so that you can keep an offline copy without a chance of forgetting, and two, so that you can save without the worry that your browser will crash and lose your work (though blogger does save automatically every so often). For this example, we're just going to use sample text. Paste in some random text and click “Save” at the top right (third button from the right).

4. Now that you've pasted in your content, we can change the font. Keep in mind that this will override any settings you put in when you made the blog. Click at the end of your text and hold the mouse button down as you scroll up to select all your text, or just click somewhere in the text box and hold down "Ctrl" and click "A" to select the text. Then click the drop-down arrow next to the uppercase "F" in the toolbar. You will see a list of fonts to choose from. Click on the one you like to choose it.

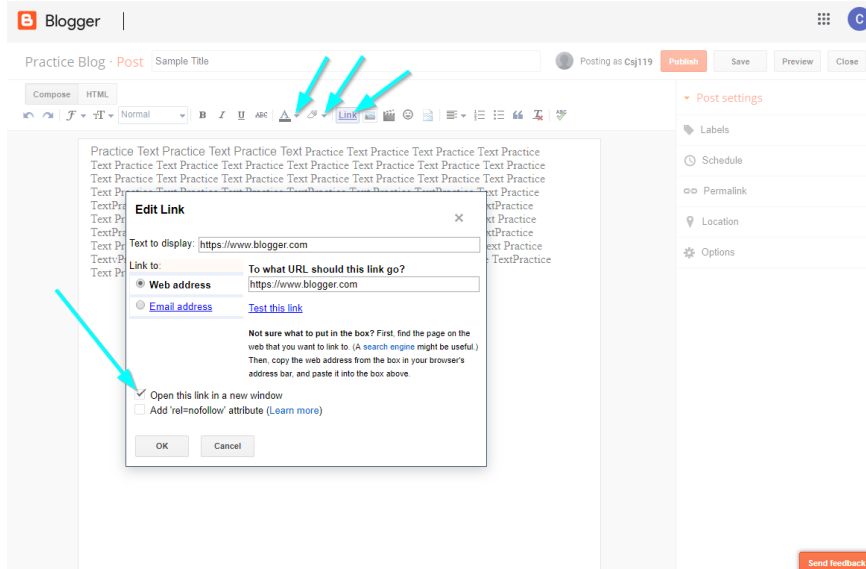


5. Your chosen font may be too large or small for your taste. Make sure your text is still selected and click the drop-down arrow next to the two uppercase "T"s. If your text looks too small, click on the larger option below the check mark. If your text looks too large, click on the smaller option above the check mark.

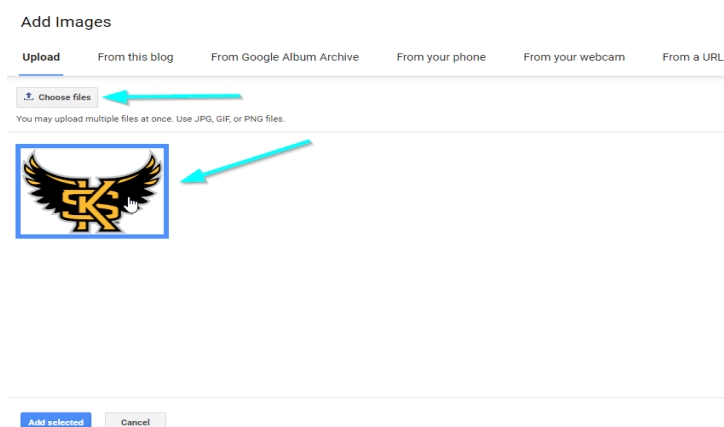


6. If you want to change subheadings to have them stand out, you can highlight them and click the "B" to bold them, the "I" to italicize them, or the "U" to underline them. You can also use strikethrough, but you want to use this sparingly, as it is more casual and not often used in professional writing. You may want to use it only if you make a significant edit sometime after the original post

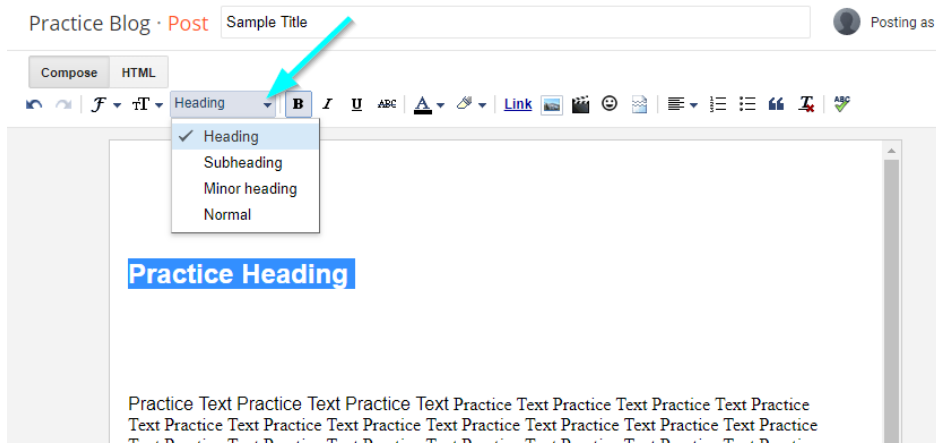
7. You can change the color of the font by selecting the text you want to change and then clicking on the drop-down arrow next to the uppercase “A,” and then clicking on the color you want to change the text to. Remember that you have already set the color that looks good with your style, so use this option sparingly to keep a coordinated look. You can highlight some text in similar fashion by selecting it and then clicking the drop-down arrow next to the symbol of the highlighter.



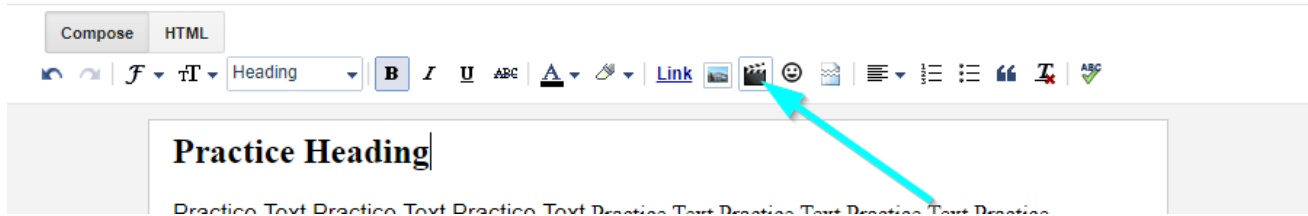
8. You can insert a link by clicking on the space in your entry where you want the link to be and then clicking “Link” in the toolbar. In the box that pops up, fill in the text you want the link to say and paste in the URL to the “Web address” box. Then check the box next to “Open this link in a new window” (this keeps your blog post open for your readers to return to) and click “OK.”
9. To add an image to your post, click on the spot where you want the image to go, and then click the photo icon in the toolbar. Click “Choose files,” then click on the image you want and click “Open.” Your image will appear in the current pop-up. Click on it, and then click “Add selected.”



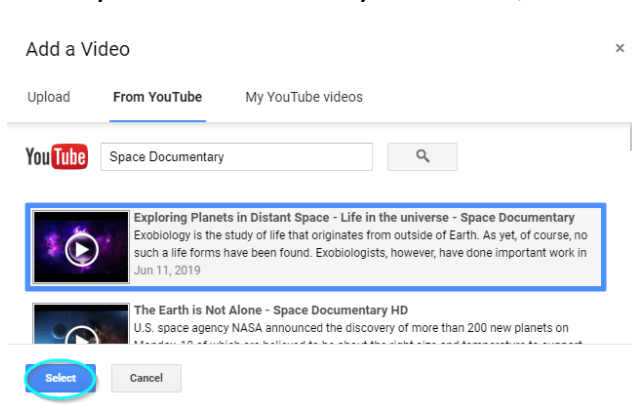
13. You can set headings, subheadings, and minor headings for the text in your entry by highlighting text and then clicking on the drop-down arrow next to the word “Normal” in the toolbar. Headings will be made two steps larger than the text and bold, Subheadings will be one step larger than the text and bold, and minor headings will be made bold.



14. To embed a video, click on the place in your text where you want to embed it, and then click on the insert video icon in the toolbar.



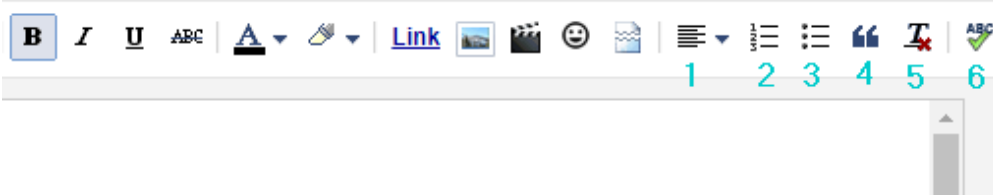
15. You will be given the option to upload from your computer, from YouTube, from your own videos on YouTube, from your phone (using the google+ photos app if you have it on your phone), or from your webcam. For this example, we'll search YouTube for a video. Type in your search terms and then scroll through to choose your video. You can click on the text next to the video to choose it and click on the video itself to watch it. Once you have chosen your video, click “select.”



16. Next to the video icon is a page break icon. You can click a spot in the page and then click this button to make the bottom section of the entry only appear on the entry view, not on the main blog page. This is useful if you want to post something that is quite long or takes a while to load, because then it won't make your main page difficult to navigate.



17. The next few icons are for formatting. The “alignment” icon (1) can be used by selecting text, then clicking the drop-down arrow to choose to align it left, center, right, or fill (which will stretch the text to fill each line). The “numbered list” icon (2) begins a numbered list which you can add to by pressing enter at the end of each item in the list. Be sure to press enter a few times before in the place you want to enter the list before you click the “numbered list” icon. Then, to start writing normally, click to the next line rather than pressing enter. If you want to get rid of the numbers, highlight the list and click the “remove formatting” icon (5). The “bullet list” icon (3) works the same way. The “quote” icon (4) allows you to offset a bit of text, such as a quote. Click the place you want to add this, then click the “quote” icon and put in your quote. When you are finished with the quote, press enter to return to normal text. The “remove formatting” icon (5) allows you to return any text to normal by highlighting it and then clicking this icon. The “check spelling” icon (6) highlights the places in the text where you may have made a spelling error, so that you can more easily check for that. Click to turn it on and click again to turn it off.



18. When you have everything the way you want it, you can preview it by clicking on the “Preview” button at the top next to “Save” and “Publish.” Clicking on “Preview” will open a new window that lets you look at how your post will appear and decide if you need to change anything.

19. On the right side of the screen there is a menu for the post settings.

- a. "Labels" opens a box where you can type in relevant keywords, to aid people in finding your blog content. Type in a list of relevant words and phrases separated by commas and click "Done."



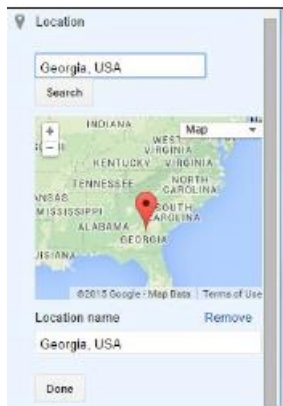
- b. "Schedule" allows you to choose between having your entry automatically posted or scheduling a time in the future for it to post. Click "Done" to save your changes.



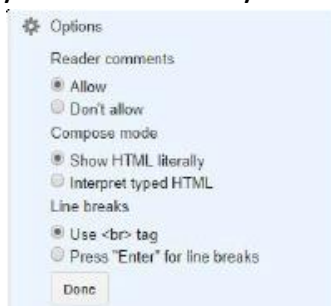
- c. "Permalink" allows you to choose between the automatically-generated permanent link for this post, or one that you create. If you want to create one, click "Custom" and then edit or erase and re-type the link ending you want. Click "Done" to save your changes.



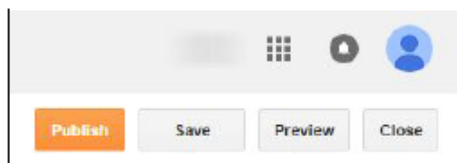
- d. "Location" allows you to set a location. You can be as vague or specific as you wish. Click on the place above "Search" and type in your location, then click "Search" to be sure that your pin is placed correctly on the map. Click "Done" to save.



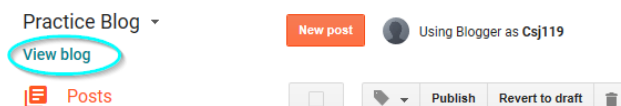
- e. "Options" is where you can decide whether comments on your page are allowed or not. The other options are best left as they are unless you code in html. Once you have made your choice, click "Done."



20. Your post is complete! Click "Publish" up at the top right and you will be taken to a page containing all your blog posts.



You can click on "View blog" at the top of this page to see your freshly-updated blog.



Instructions created by James Monroe, June 2015

Updated to Word by Mitchell Januchowski, May 2019

Edited by Chris Stott, June 2019