Blogger Frequently Asked Questions

Blogger is an easy to use blogging tool, allowing you to contribute to existing blogs and create your own. Blogger requires a Google account to register.

This guide will answer the following questions:

How do I get access to an existing blog?

1. You must be invited by an administrator of a blog if it is set to private.
2. When this user invites you, you will receive an email that will look similar to the invitation below.

3. Click the link in the invitation to be directed to the blog.
4. If you have a Google account, sign in with that information; otherwise, follow the **Create an account now** link and create a Google account.

How do I create a blog?

1. Follow the instructions provided on the Create a Google Account page, using your existing email address. Your existing email address will be used as your login for Blogger.

2. Click **Continue**.
3. Check your email for verification from Google and click the provided link.

4. After verifying your email address, use it to log in to Blogger.
5. Click **Create your blog now** on the Dashboard screen.

6. Name your blog and click **Continue**.

7. Choose a template, click **Continue**, and click **Start Blogging** on the next screen.

How do I compose a new blog post?

If you are continuing from the previous question (How do I create a blog?), skip to step 2.

1. From the Dashboard (the main screen you see when you log in to Blogger), click **New Post**.
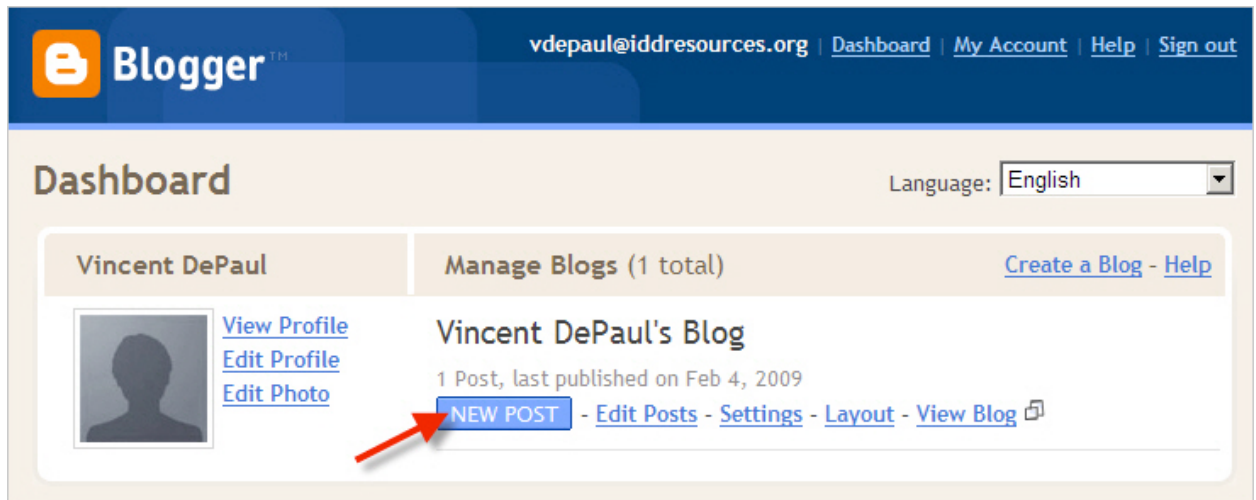
2. Enter a title for your post in the title field and type your post into the large text field.
   You may also tag your post by adding one-word labels for your post in the text field in the lower right.

How do I save a blog post without publishing it?

1. If you do not want to publish your blog post, click **Save Now** after you are done composing.

How do I publish a blog post so readers can see it?

1. When you are ready for readers to be able to see your post, click **Publish Post**.
2. Once your post is published, you will be able to view the blog, edit your post, or create another new post.

How do I insert a link in a blog post?

1. While composing a post, select the text you wish to make into a link. Click the **Link** icon in the toolbar.
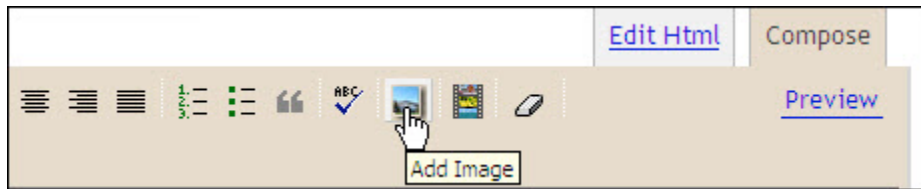

2. Type the address of the website you want to link to into the URL field. Click **OK**.

How do I insert images in a blog post?

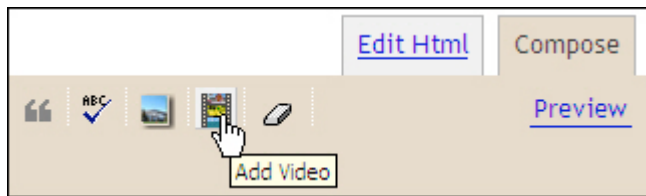1. While composing a post, click the **Add Image** icon in the toolbar.

2. To add an image from your computer, click **Browse…** and select the image you want to insert.
3. Select a layout and image size.

How do I insert a video I've saved on my computer into a blog post?

1. When creating or editing a post, click the **Add Video** icon in the toolbar.

2. Click **Choose File** and select the video you want to add.
3. Enter a title for your video.
4. Check the **Upload Terms and Conditions** box.
5. Click **Upload Video**.
   Note: The time it takes to upload a video depends on the size of the video file and your Internet connection speed. If you find your videos take more than ten minutes to upload, you might want to consider using a faster connection or breaking the video into smaller parts.

How do I insert a video from a video-sharing site like YouTube?

1. Copy the embed code for the video from the video-sharing site.

2. In your blog post, click the **Edit Html** link at the top-right corner of the text-entry form.
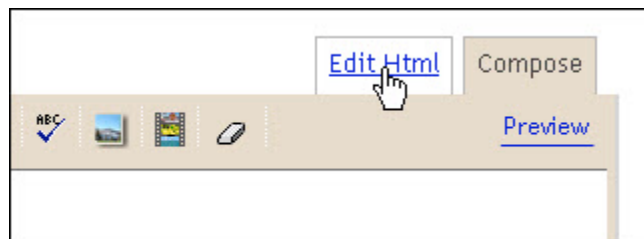
3. Paste the embed code into the text field.

4. Click **Publish post** or **Save now** when you're finished with your post.