

## **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:

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## 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.



**Blogger™**


1 CREATE ACCOUNT ▶ 2 NAME BLOG ▶ 3 CHOOSE TEMPLATE

# 1 Create a Google Account

**Google Accounts**

This process will create a Google account that you can use on other Google services. If you already have a Google account perhaps from Gmail, Google Groups, or Orkut, please [sign in first](#)

Email address (must already exist)	<input type="text" value="vdepaul@iddresources.org"/>	You'll use this address to log in to Blogger and other Google services. We'll never share it with third parties without your permission.
Retype email address	<input type="text" value="vdepaul@iddresources.org"/>	Type in your email address again to make sure there are no typos.
Enter a password	<input type="password" value="••••••••"/> <a href="#">Password strength:</a> <b>Strong</b>	Must be at least 8 characters long.
Retype password	<input type="password" value="••••••••"/>	
Display name	<input type="text" value="Vincent DePaul"/>	The name used to sign your blog posts.
Word Verification	 <input type="text" value="farnessesph"/> 	Type the characters you see in the picture to the left.
Acceptance of Terms	<input checked="" type="checkbox"/> I accept the <a href="#">Terms of Service</a>	Indicate that you have read and understand Blogger's Terms of Service

**CONTINUE** 

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.

The screenshot shows the Blogger Dashboard for user Vincent DePaul. At the top, the Blogger logo is on the left, and the user's email 'vdepaul@iddresources.org' with links for 'Dashboard', 'My Account', 'Help', and 'Sign out' is on the right. Below the header, the word 'Dashboard' is on the left and a language dropdown menu is on the right, set to 'English'. The main content area is divided into two sections. The left section, titled 'Vincent DePaul', contains a profile picture placeholder and links for 'View Profile', 'Edit Profile', and 'Edit Photo'. The right section, titled 'Manage Blogs', includes a link for 'Create a Blog - Help' and a message: 'You are not an author on any blogs yet, create one now to start posting!'. A prominent blue button labeled 'CREATE YOUR BLOG NOW' is centered in this section, with a red arrow pointing to it. Below the button is a link: 'Can't find your blog? See ["My blog disappeared from my account!"](#)'.

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

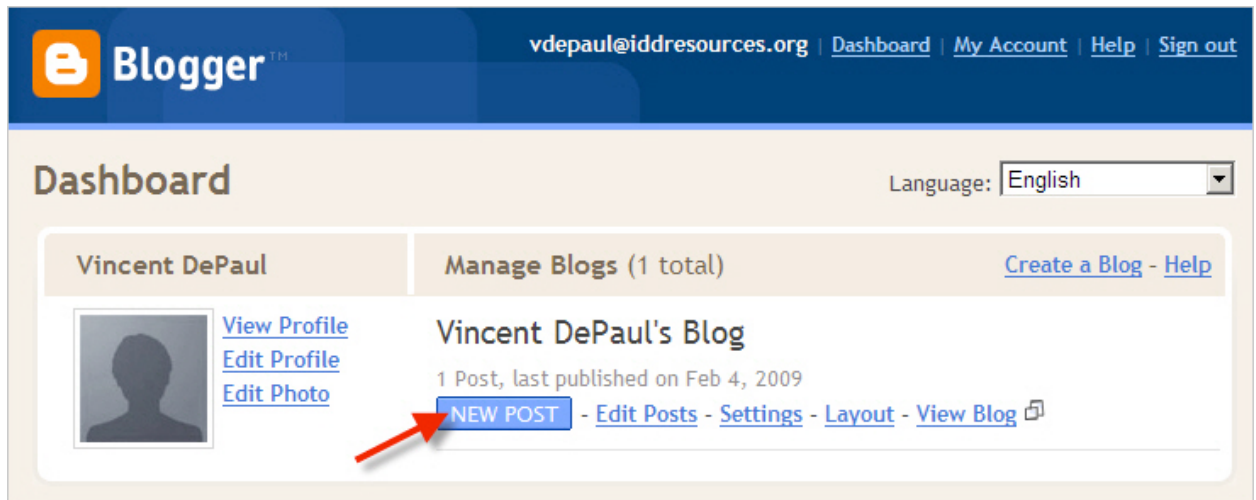
The screenshot shows the 'Name your blog' step in the Blogger setup process. At the top, a progress bar indicates three steps: '1 CREATE ACCOUNT', '2 NAME BLOG' (which is active), and '3 CHOOSE TEMPLATE'. The main heading is '2 Name your blog'. Below this, there are three main sections. The first is 'Blog title' with a text input field containing 'Vincent DePaul's Blog' and a note: 'Your blog's title will appear on your published blog, on your dashboard and in your profile.' The second is 'Blog address (URL)' with a text input field containing 'http://vdepaul' followed by '.blogspot.com' and a 'Check Availability' link. A note below states: 'The URL you select will be used by visitors to access your blog. [Learn more](#)'. The third section is 'Advanced Options (you can always set up advanced options later)', which includes two sub-sections: 'Host your blog' with a note about 'Advanced Blog Setup' and 'Import a blog' with a link to the 'Import Blog Tool'. At the bottom right of the form, there is a large orange arrow button labeled '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.

The screenshot shows the 'Create' tab of the Vincent DePaul's Blog interface. The title field is filled with 'Vincent DePaul's Post'. The main text area contains 'This is my first post!'. The toolbar includes standard rich text editing tools. The 'Labels for this post:' field contains 'depaul'. The 'PUBLISH POST' button is highlighted in orange, and the 'SAVE NOW' button is blue. A draft autosave notification is visible at the bottom.

### 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.

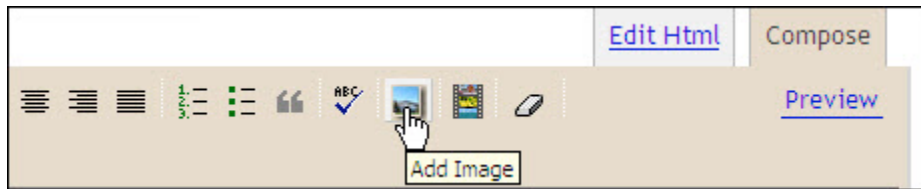


2. Type the address of the website you want to link to into the URL field. Click **OK**.

A screenshot of the full blog editor interface. At the top, there is a 'Title' field containing 'Post title goes here'. Below it is a toolbar with various icons. A mouse cursor is clicking the 'Link' icon, and a tooltip '1. Link' is shown. The main text area contains the text 'I will be making links here:' followed by 'Link to Google' which is highlighted in black. A 'Hyperlink' dialog box is open over the text, showing 'Hyperlink Information' with 'Type' set to 'http' and 'URL' set to 'http://www.google.com'. The dialog has 'OK' and 'Cancel' buttons. At the bottom, there are buttons for 'PUBLISH POST' and 'SAVE NOW', and a status message 'Draft autosaved at 3:17 PM'.

## How do I insert images in a blog post?

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

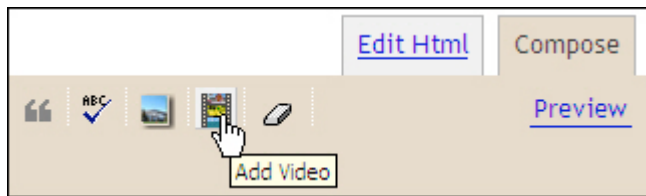


2. To add an image from your computer, click **Browse...** and select the image you want to insert.
3. Select a layout and image size.



## 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.

 A screenshot of the WordPress 'Add a video to your blog post' dialog box. The dialog is overlaid on the 'Inserting video:' area of the post editor. It contains the following elements:
 

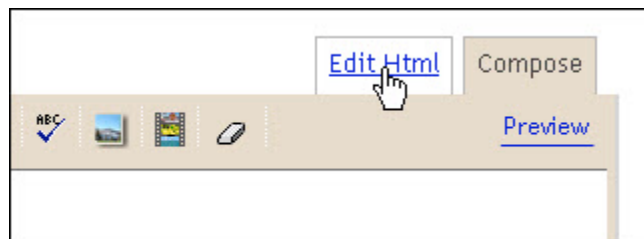
- Title:** A text input field with the placeholder text 'Post title goes here'.
- Toolbar:** A rich text toolbar with various icons for text formatting and media insertion.
- Choose a file to upload:** A 'Choose File' button followed by the filename '84699594 5... orig.mov'.
- Acceptance:** Text stating 'We accept AVI, MPEG, QuickTime, Real, and Windows Media, 100 MB maximum size.'
- Video Title:** A text input field containing 'My video'.
- Terms and Conditions:** A checkbox labeled 'I agree to the Upload Terms and Conditions.' which is checked.
- Buttons:** 'PUBLISH POST', 'SAVE NOW', 'RETURN TO LIST OF POSTS', 'UPLOAD VIDEO', and 'CANCEL' buttons.

## 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.



- Paste the embed code into the text field.

The screenshot shows a social media post editor interface. At the top right, there are buttons for "Edit HTML" and "Compose". Below these is a toolbar with icons for bold (b), italic (i), link, quote, list, and image. A "Preview" link is also visible. The main text area contains the following HTML code:

```
<object width="560" height="340"><param name="movie"
value="http://www.youtube.com/v/wJfYAJJYMqg&hl=en&fs=1"></param><param
name="allowFullScreen" value="true"></param><param name="allowscriptaccess"
value="always"></param><embed src="http://www.youtube.com/v/wJfYAJJYMqg&hl=en&fs=1"
type="application/x-shockwave-flash" allowscriptaccess="always"
allowfullscreen="true" width="560" height="340"></embed></object>
```

Below the text area, there is a "Post Options" section with a "Labels for this post:" field containing the text "e.g. scooters, vacation, fall". Below this is a "Shortcuts" section with the text "Shortcuts: press **Ctrl** with: **B** = Bold, **I** = Italic, **P** = Publish, **S** = Save, **D** = Draft [more](#)". At the bottom, there are two buttons: "PUBLISH POST" (orange) and "SAVE NOW" (blue). Below the buttons, it says "Draft autosaved at 12:53 PM".

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