# Guide for Blogging

Dashboard

You will be invited on to the blog through Google, create a Gmail account if you don't have one already. This will be what you come to on the blog after you have established you've account with Blogger. You will see the main page of the blog. Look for the New Post, Home, Tabs and where you will see a post in the center. Each class lesson sent will also receive the URL link to the class just in case it gets lost. And you can always be re invited back on the blog if something doesn't work right. Lonecrow4@gmail.com
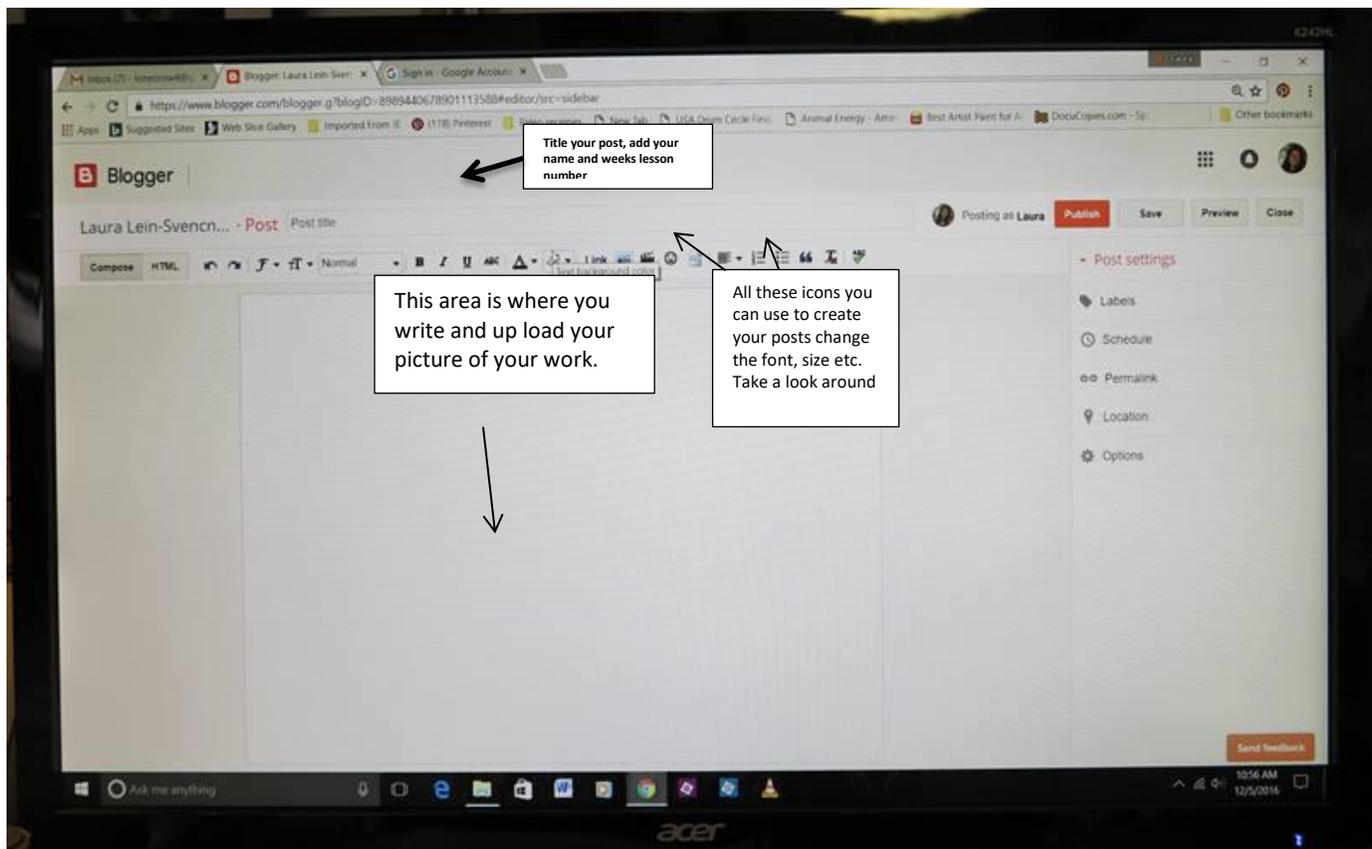
You might see the cluster with squares in the upper area of your screen when you click on it you should see icons, if you don't see the Blogger icon, click on the more and it should show up. When your account is established you can go here each time to view and post on the blog.
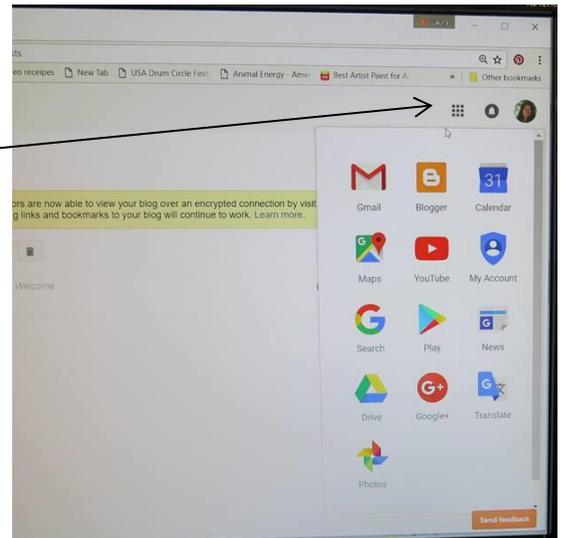
Notice all the little areas to get familiar with. Push one and see what happens!


Logo

Tab

New Post, Hit this when you want to create a new post entry
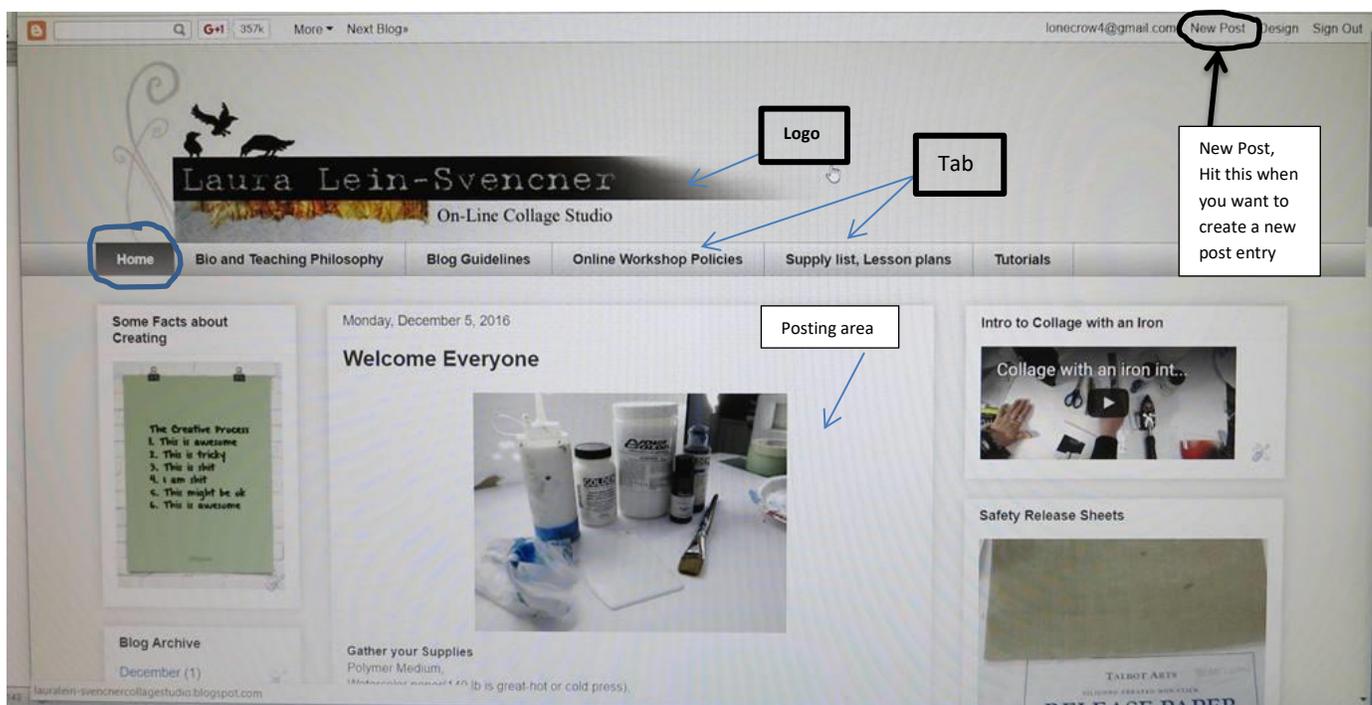
Posting area

Posting area is in the middle of the blog with side columns on the left and right, added information is there for you all.

Title your post, add your name and weeks lesson number

This area is where you write and up load your picture of your work.

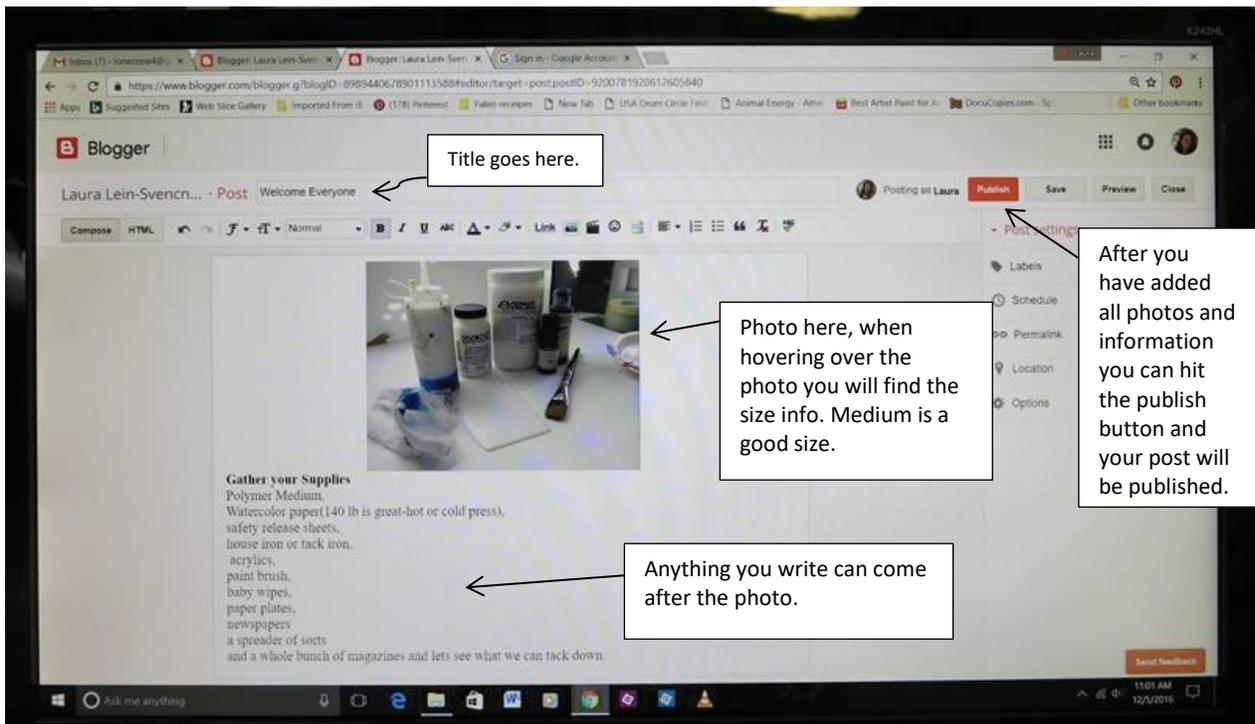All these icons you can use to create your posts change the font, size etc. Take a look around

No Editing is done on the blog all photos will need to be edited before and saved in your own files. Don't have them any bigger than 5" on the longest side. But if you're now sure it should still work out.

Loading photos from your files, after you have clicked the photo icon you should see a screen like this.

Hit the **Choose files** button and where ever you saved or scanned your images into your computer you open from here and then click the **add selection** button and it will up load your images/photo's
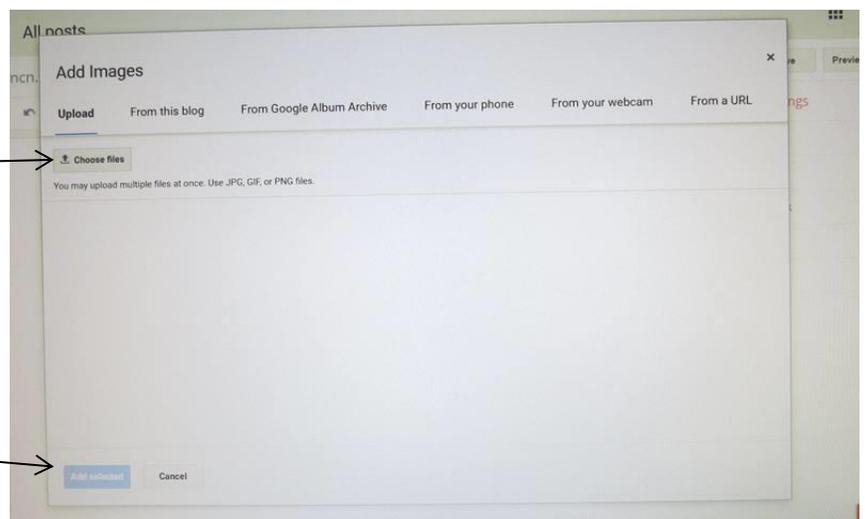
At that point you can hover of the photo in the blog post before you publish it and make sure the size is set on medium. Ex: small, medium, larger, xlarge, original…add caption or remove might be some of the choices when you see this. If not we will work with it…

Title goes here.

After you have added all photos and information you can hit the publish button and your post will be published.

Photo here, when hovering over the photo you will find the size info. Medium is a good size.

Anything you write can come after the photo.

Adding Labels
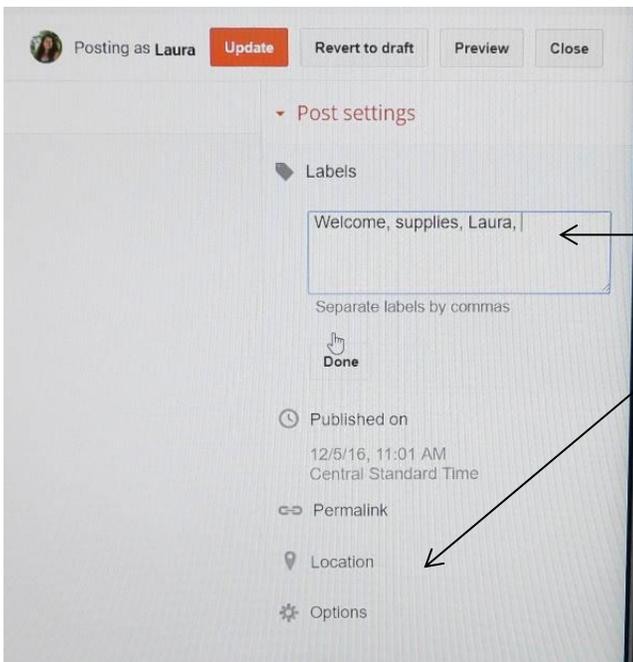
On the side of the main posting area to your right you should see the words **Labels.** This is where you can put keywords to help group the section together as we blog. Hit the button done when you have added them.

The other information here doesn't need to be covered.

Comments

Here you can see where the labels are stored and where they are on the center blog post area after you have published your post.

Comments will be found there so you will have to click on them to read everyone's comments.

Repeat…Publish button when are ready hit this button and your post gets published.

If at any time you publish two or make a mistake don't worry, I will go behind the scenes and clean up.

If you hit this button it will bring you back to your dashboard.