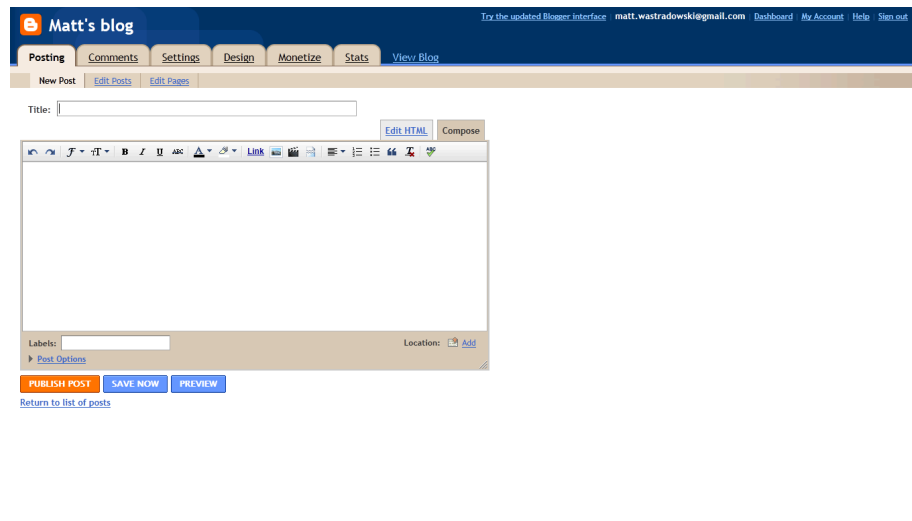
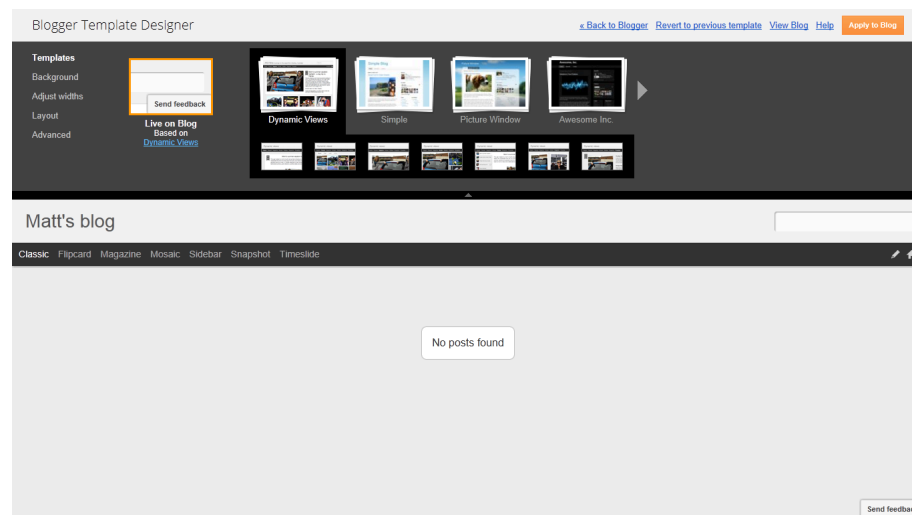


A Quick Guide to the Blogger Interface



To change your blog's color scheme, theme, design, etc ...

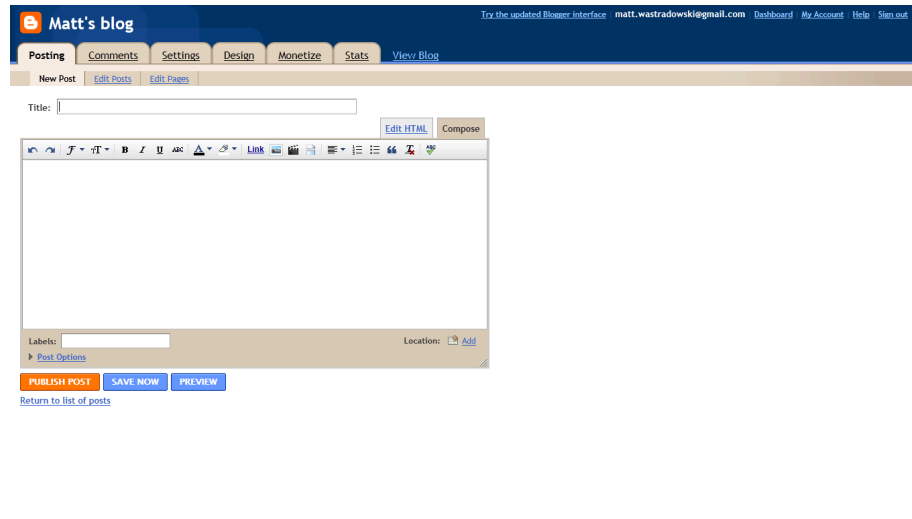
1. From the main blog interface, click "New Post."
2. When the above screen appears, click the "Design" tab at the top of the page.
3. Click the "Template Designer" link that appears just below the "Design" button.



4. Click one of the four large images at the top of the above screen, and then choose a template from the options that appear below. (Click the left or right arrows next to the images for more templates.)
5. Once you find a template you like, click the orange "Apply to blog" image in the top right corner.

6. Choose your background color or image, adjust the width of your blog, or change the layout, colors, fonts, background colors, and text colors by selecting any of the options at the top left side of the page.

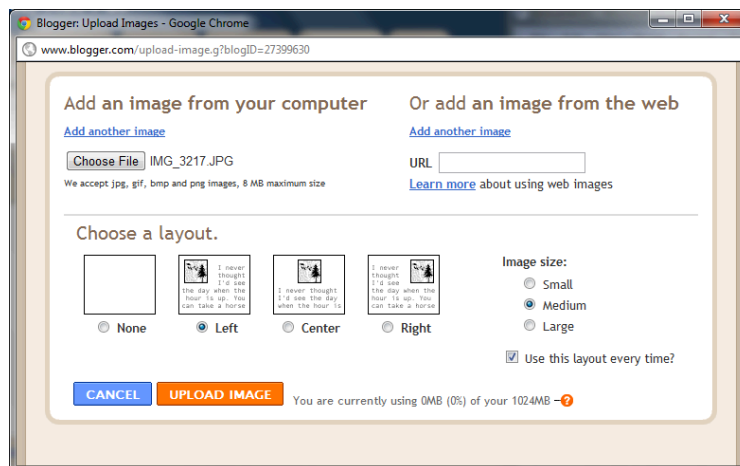
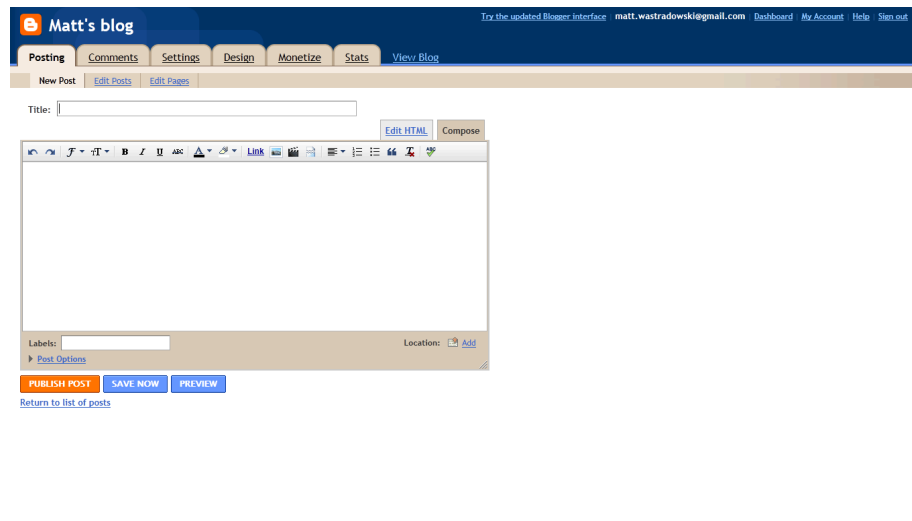
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To link to another site from your blog post:

1. Copy the URL (<http://www.whatever.com>) you want to link to. Come back to the blog entry and highlight the text you want to use as a link.
2. Once the text is highlighted, click the "Link" button immediately above the text box. (It's near the center of the box -- just to the left of where you can set your text as left/center/right/justified alignment.)
3. Paste the URL into the field that pops up. Click the "OK" button.

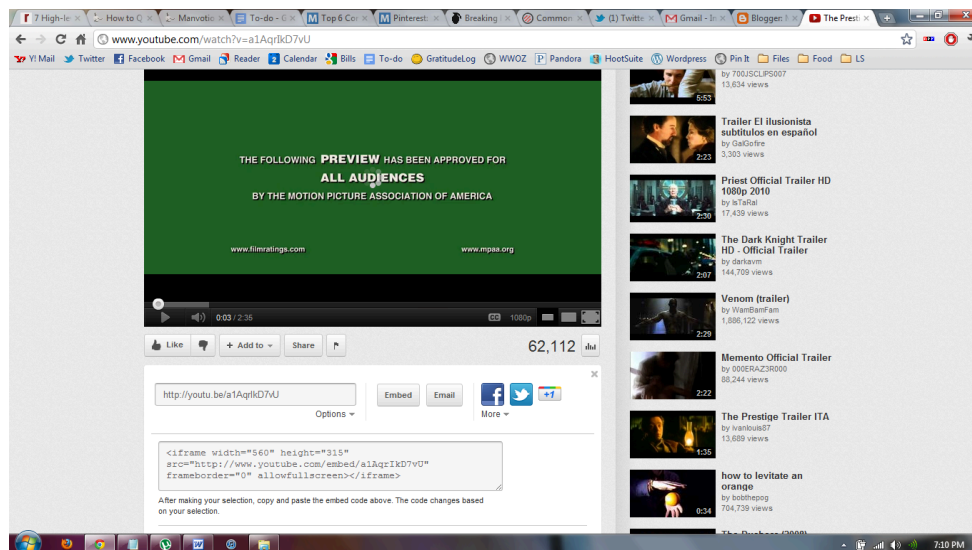
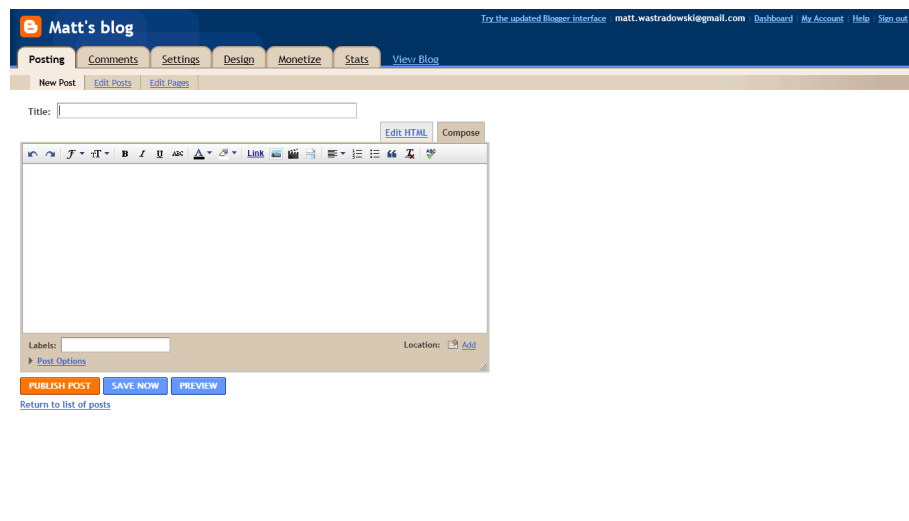
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To include an image (that's on your hard drive) in your blog post:

1. While you're at the above "New post" screen, click the "Add image" button above the main text box. (It's above the text box, next to the "Spell check" icon, near the far right end of the menu.)
2. Click the "Choose file" button in the top left corner of the box that appears.
3. Find the file on your computer, click it once, and click "Open." (You can also double-click it.)
4. You should be back at the main "Add image" box. Choose the alignment for your image and choose the image's size by selecting the corresponding radio buttons.
5. Click the orange "Upload Image" button at the bottom of the window.

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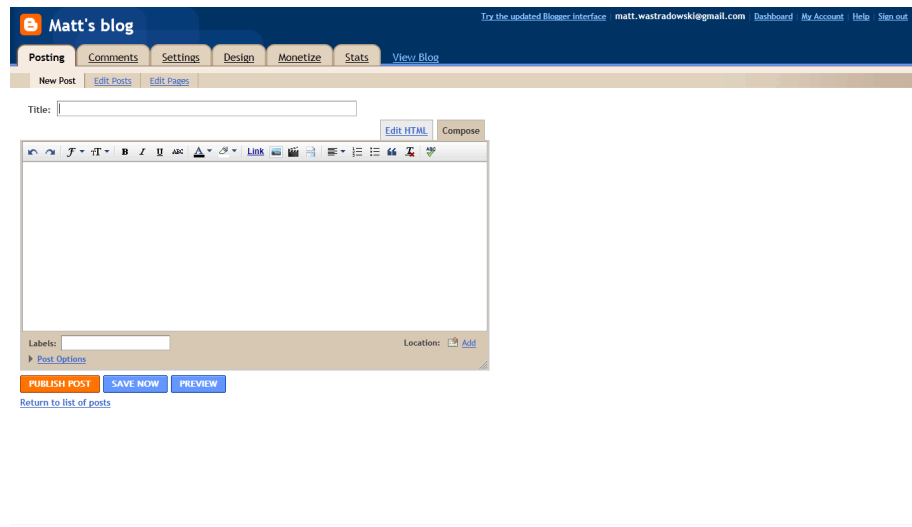


To embed a video in your blog post:

1. When you're on the page with the desired YouTube video, click the "Share" button below the video.
2. Several menu selections will appear below. Just below and to the right of the "Share" button is an "Embed" button.
3. A new text box will appear below the "Embed" button. It should start with "<iframe width= ..." (This is the code that will tell Blogger you want to embed a video from YouTube.)
4. Copy that text by single-clicking in the box and ...
 - a. If you're on a PC, hit CTRL+C with your keyboard *or* right-click with your mouse and click "Copy" in the menu that appears.

- b. If you're on a Mac, hit COMMAND+C with your keyboard.
- 5. Go back to your blog post window. Decide where you want your video to go in that window and click that spot.
- 6. Paste that text ...
 - a. If you're on a PC, hit CTRL+V with your keyboard *or* right-click with your mouse and click "Paste" in the menu that appears.
 - b. If you're on a MAC, hit COMMAND+V with your keyboard.

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To publish your blog post ...

1. Once you've typed up your post and are all done, click the blue "Save Now" button below the blog post window. (You can never be too careful.)
2. Click the orange "Publish Post" button next to the "Save Now" button.