Blogger Entries and Comments

Logging in to Blogger

1. Go to https://www.blogger.com/.
2. Type your username and password, and then click the "Sign In" button.

Posting a blog entry

1. On the dashboard, click on the "New Post" link.
2. Add a title for your blog entry. Choose a title that will tell a reader at a glance what the entry is about.
3. If desired, add a link. The URL will be hyperlinked in the title of your entry.
4. Click the "Edit HTML" tab on the right to compose your entry in HTML, or click the "Compose" tab to compose your entry in the text editor.
5. Once you finish your entry, add category labels at the bottom of the entry. Click the "Show all" link to see any previous labels you have used.
6. Click the orange "Publish Post" button to post your entry. If you are not done with your entry, you can click "Save Now" and come back to the entry later.

Editing a blog entry

1. On the dashboard, click on the "Posts" link.
2. Choose the entry you want to edit from the list of posts.
3. Make any changes to the title or URL, if necessary.
4. Click the "Edit HTML" tab on the right to edit your entry's HTML code, or click the "Compose" tab to edit your entry in the text editor.
5. Make any changes to the category labels you'd like.
6. Click the orange "Publish Post" button to post your entry. If you are not done with your entry, you can click "Save Now" and come back to the entry later.

Posting a blog comment

1. Go to the webpage for the blog you want to respond to.
2. After reading the entry, click the comments link at the end of the post.
3. Respond to the entry in the box under the "Leave your comment" heading.
4. Enter the word verification code below your comment.
5. Choose your identity, so that your comment will be signed.
6. Click "Preview" so you can review your writing.
7. Click the "Edit comment" if you need to make changes to your comment.
8. Click the "Publish your comment" link when you are ready to add your comment to the blog.