

General Blogging Guidelines* and Blogger™ Tips

Here are a few guidelines to start us off. This is not a finite list. If you have any suggestions, please feel free to make them.

1. Add something new. If all you have to say is "I agree" or "me too", say it directly to the person who blogged the post.
2. Remember all posts are open for comments.
3. If you post something attributable to someone else, please cite the source.
4. Be careful. The blog is open to the PC community and beyond. If you don't want everyone with an Internet connection to read it online, don't put it online.
5. Keep posts brief. No more than 1-2 short paragraphs is advised.
6. Have fun! This is an experiment we're trying out to in an effort to reach out to our patrons and better communicate our services. If you have something you think will be of interest to the PC community (ourselves included), by all means, post it here.

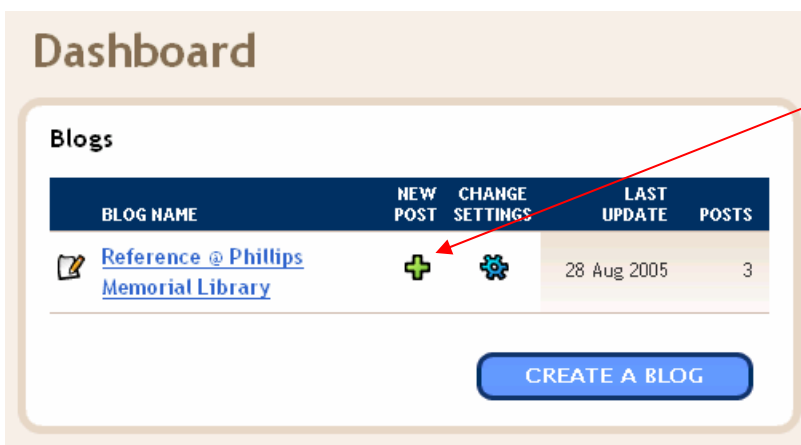
Blogger™ Tips


Logging In

1. You must be logged in to post to the blog. Go to <http://blogger.com/start> to login. For your convenience, there is a "Contributor Login" link in the footer of the blog. Go to: <http://www.phillipsmemoriallibrary.blogspot.com> and scroll down to the bottom of the page.

Posting to the Blog: There are now two ways to post an entry to the blog.

1. Post in Blogger.
 - a. Log In.
 - b. Once you've logged in you should see the dashboard. The dashboard should have the list of your Blogs.
 - c. Click on the green 'plus' sign to create a new post.



Click on  to write a new post.

- d. Give your post a title and enter your post as indicated.

Because we are not able to organize our posts into categories, **Titles** are extremely important and should be very descriptive.

Posts should go here.

Title:

Link:

[Edit Html](#) [Compose](#)

Font **b** *i* [Preview](#)

Recover post

*Adapted from the SLA 2005 Conference Blog guidelines. http://slablogger.typepad.com/sla_conference_blog/ (accessed July 20, 2005)
Prepared by Beatrice Pulliam for Phillips Memorial Library, Providence College 28 August 2005

The WYSIWYG Editor

1. **WYSIWYG** stands for "What You See Is What You Get". This type of menu should look familiar to you if you have ever used Microsoft Word. Highlight your text and click on the buttons to change the formatting. **NOTE:** To maintain the consistency of the fonts in the blog, a style guide is being used to control the font type AND size. Please do not change the font type or size when you post.
2. **LINKS** - If you are posting a link to the blog, please highlight the link text and "click" on the Links button to make the link clickable.



Make a link "clickable": Highlight link text and click on the Link Button.

1. When you're done, click the **Preview** link to make sure it is ready to be published. Click on 'Save As Draft' to continue editing the post.
2. If you're satisfied with your post, "click" the **Publish** button to publish your new post.



3. If you're not finished with your post and need to come back to it later, "click" the **Save as Draft** button. The post will retain its draft status until you delete it or publish it.
4. You should see this screen after you have successfully posted to the blog. "Click" on the **(In a new window)** link to view the most recent changes to the blog.

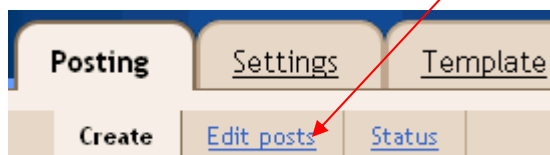


Republish Entire Blog button.

5. Can't see your post on the blog? Try refreshing the screen in your browser (hit the F5 key) or "click" on the **"Republish Entire Blog"** to see the most recent changes to the blog.
6. **Congratulations!!** You have successfully posted to the blog.

Deleting a Post

1. From the **Posting** tab, "click" on **Edit posts**.



2. "Click" on Delete. NOTE: You are only permitted to edit/delete your own posts.



Click here to Delete a blog post.

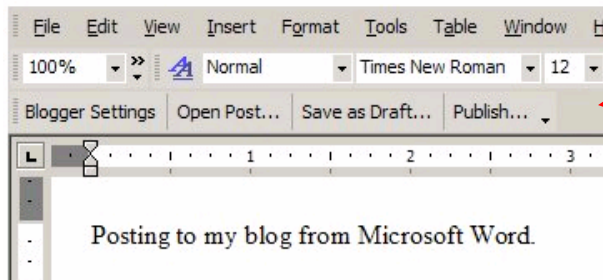
3. "Click" on Delete It. Deletions are permanent. Be certain you wish to do this.



Posting to Blogger from Microsoft Word

If you feel more comfortable posting from Microsoft Word, this may be the option for you!!

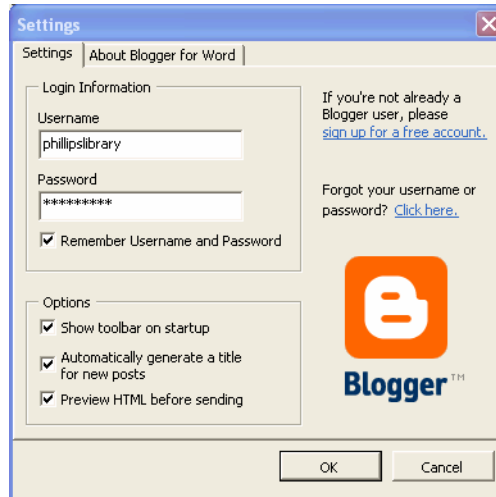
1. Download and install the free plug-in: <http://buzz.blogger.com/bloggerforword.html> Microsoft Word should be closed during the install. The download and install should take no more than 5 minutes.
2. Restart Microsoft Word.
3. You should now see this beneath your regular toolbar:



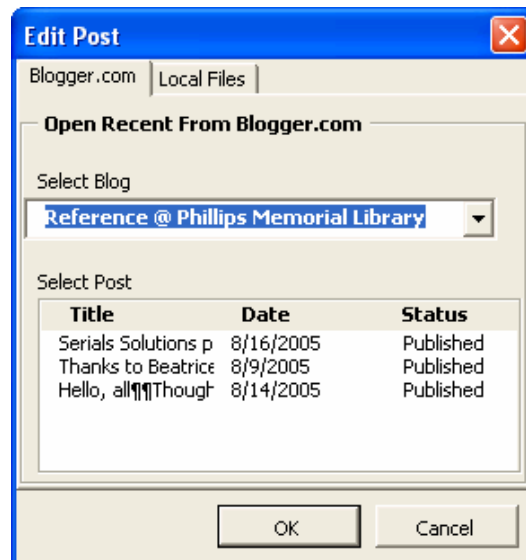
Blogger from Word
Toolbar (4 buttons)

Button Functions**:

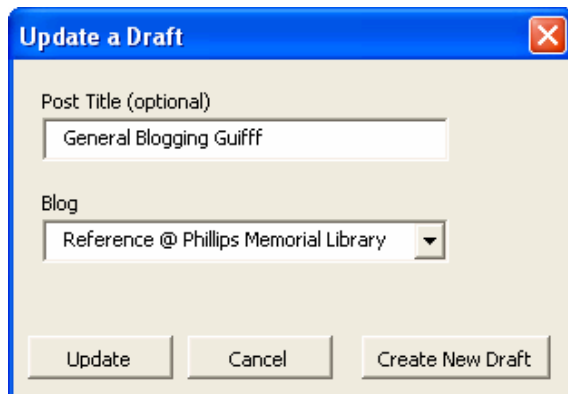
- **Blogger Settings** lets you enter your Blogger username and password information (this simulates logging in at the Blogger site), get a reminder for a lost password and more. **NOTE: You should enter your Blogger username and password in Blogger Settings before attempting to post to the blog from Word.** Screenshot of "Blogger Settings":



- **Open Post** enables you to edit your last 15 Blogger posts in Word.
 - Select your Blog from the Drop down menu and "double-click" on a post to begin editing. You may only select **one** post at a time to edit.
 - "Click" on the 'Local Files' tab to retrieve a Word document saved to your hard drive.

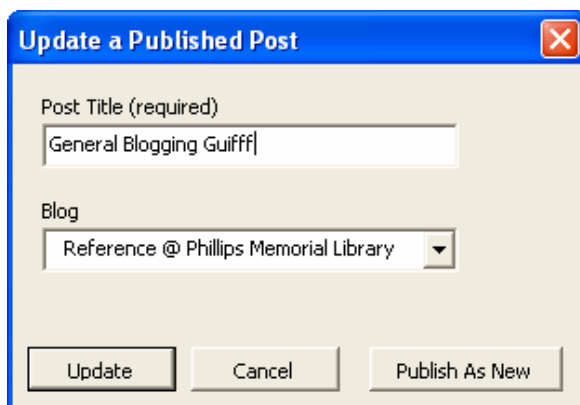


- **Save as Draft** enables you to keep a post unpublished; it will appear in your Blogger account, but not publicly on your blog.
 - **Remember:** Enter a descriptive title for your post.
 - “Click” on ‘Update’ to send the draft to the blog. If you have images or tables in the document, they will **not** be uploaded.



The screenshot shows a dialog box titled "Update a Draft" with a close button (X) in the top right corner. It contains a text input field for "Post Title (optional)" with the text "General Blogging Guiff" entered. Below it is a dropdown menu for "Blog" with "Reference @ Phillips Memorial Library" selected. At the bottom, there are three buttons: "Update", "Cancel", and "Create New Draft".

- **Publish** creates and publishes a new post from the text in your document.
 - “Click” on ‘Update’ when you are ready to publish the post. Again, any images or tables in the document will **not** be published.



The screenshot shows a dialog box titled "Update a Published Post" with a close button (X) in the top right corner. It contains a text input field for "Post Title (required)" with the text "General Blogging Guiff" entered. Below it is a dropdown menu for "Blog" with "Reference @ Phillips Memorial Library" selected. At the bottom, there are three buttons: "Update", "Cancel", and "Publish As New".

(*text from Blogger from Word help screen. <http://help.blogger.com/bin/answer.py?answer=1180> (accessed August 28, 2005)