Becoming an Author on the Blog

Rossi Generations

When you are invited to be an author on the blog, you should get an email that looks kind of like this:

> The Blogger user Max has invited you to contribute to the blog: Rossi Generations.
>
> To contribute to this blog, visit:
> http://www.blogger.com/i.g?inviteID
>
> You'll need to sign in with a Google Account to confirm the invitation and start posting to this blog. If you don't have a Google Account yet, we'll show you how to get one in minutes.
>
> To learn more about Blogger and starting your own free blog visit http://www.blogger.com.

Click on the first link (the one that I blurred) and it will bring you to a page that looks like this:

Max has invited you to contribute to the blog

Rossi Generations
http://rossigenerations.blogspot.com/

To join this blog as an author, accept the invitation by signing in with your Google Account below.

Don't have a Google Account? Create your account now

Username (Email)	
Password	Forgot your password?
Remember Me?	☐ This is not recommended for shared computers!

ACCEPT INVITATION

If you already have a Google account, then just enter in your email and the password. If you do not have a Google account, or aren't sure, then click on "Create your account now".
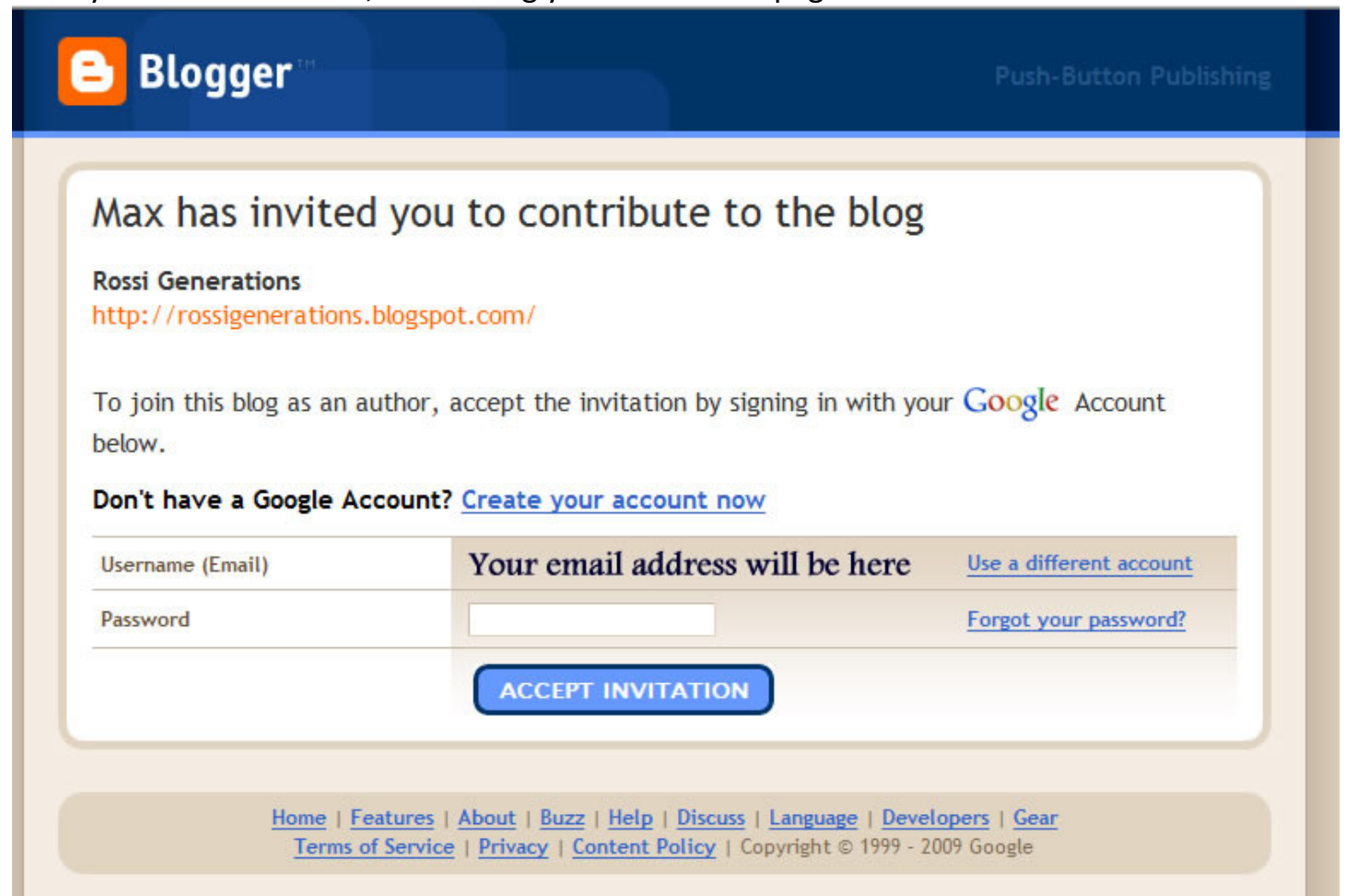
That will bring you to this page:

Just fill in the blanks, click on "I accept the Terms of Service" and then click CONTINUE. You can click on "Terms of Service" to read the terms of service. For "Display Name" – that is the name that everyone will see when you post.

Once you click CONTINUE, it will bring you back to this page:

The email address that you signed up with should be there, then all you have to do is enter the password you just chose for this account and then click on "ACCEPT INVITATION"

This will bring you to the "Dashboard" – the main page you will see whenever you log in.

The first thing you will want to do is to verify your email – just click the link that says "Send verification email" (right below "Manage Blogs" near the top, here it says "Resend verification email"). If the link is not there – then you are already verified, don't worry about it.

In the upper left hand corner are your profile links. You can click on any one of them and view or edit your profile, add a picture or edit notifications. You don't have to do any of this in order to post, only if you want to. I'll go into them later.

For now – to post you just need to click on "NEW POST", that will take you to the post editor:

Unless you want to get real fancy, there are only three things you need to worry about here. The Title, the Text and Publishing.

1. The Title.   Up at the top it asks for a title. You can leave it blank, but it is much better to put something in there that gives everyone an idea what the post is about (or if you read my blog – makes them wonder what the hell it's all about).

2. The Text Box.   Right below the Title is the Text Box. At this point it is no different than email or using a word processor. Just start typing in what you want to say. Most of the formatting icons are exactly what you would expect them to be, just like on any word processor. I labeled the three that I thought wouldn't be obvious. Just type away.

3. Publish Post or Save Now.   When you are completely done with your post, you will want to click on "PUBLISH POST" – that's the one that will put it where everyone can see it. "SAVE NOW" only saves a draft so that if your computer goes cablooie you won't lose everything. You will probably notice that it autosaves every couple minutes, but if you get through some particularly complicated thing and want to save it before the next autosave, just click "SAVE NOW"

Once you have clicked "PUBLISH POST" you are done, everyone can see it. But wait! What if you made a really major mistake? Go back to the dashboard (publishing should bring you there, or you can always just close out your browser and log back in again – that brings you to the dashboard). The dashboard is the 2nd picture back – right next to "NEW POST" is "Edit Posts". This link will bring you to a list of all the post. Just find the one you just posted and you can edit it or even delete it.

Let me know if you have any questions.

Steve