

Becoming an Author on the Blog



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)	<input type="text"/>	
Password	<input type="password"/>	Forgot your password?
Remember Me?	<input type="checkbox"/>	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:

1 Create a Google Account



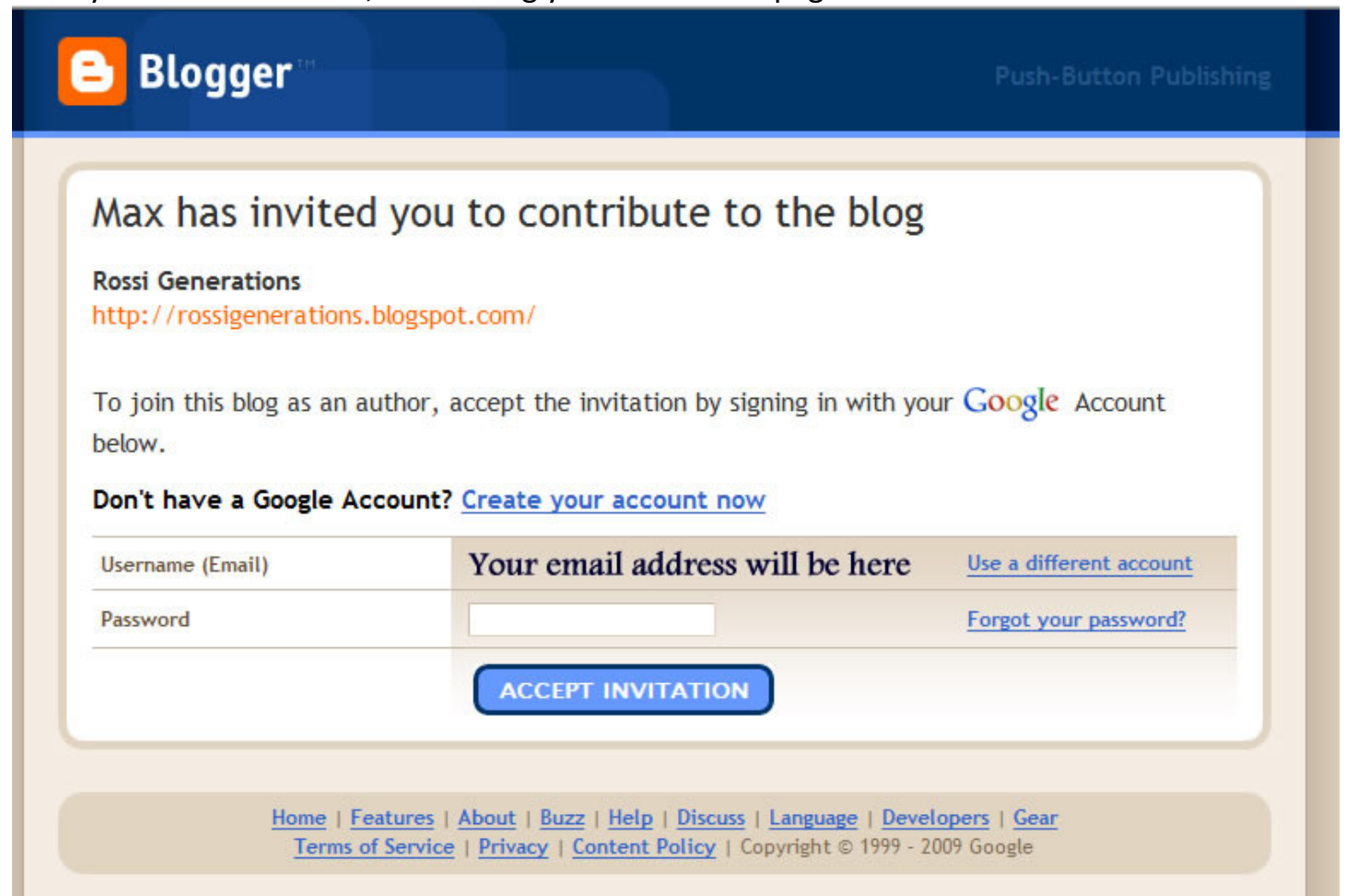
This process will create a Google account that you can use on other Google services. If you already have a Google account perhaps from Gmail, Google Groups, or Orkut, please [sign in first](#)

Email address (must already exist)	<input type="text"/>	You'll use this address to log in to Blogger and other Google services. We'll never share it with third parties without your permission.
Retype email address	<input type="text"/>	Type in your email address again to make sure there are no typos.
Enter a password	<input type="text"/> Password strength:	Must be at least 8 characters long.
Retype password	<input type="text"/>	
Display name	<input type="text"/>	The name used to sign your blog posts.
Email notifications	<input checked="" type="checkbox"/> Send me feature announcements, advice, and other information to help me get the most out of my blog.	
Word Verification	 <input type="text"/> 	Type the characters you see in the picture to the left.
Acceptance of Terms	<input type="checkbox"/> I accept the Terms of Service	Indicate that you have read and understand Blogger's Terms of Service



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 screenshot shows a Blogger interface with a dark blue header. On the left is the Blogger logo, and on the right is the text 'Push-Button Publishing'. The main content area has a light beige background and contains the following text:

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](#)

Below this text is a form with two input fields: 'Username (Email)' and 'Password'. The 'Username (Email)' field is pre-filled with the text 'Your email address will be here'. To the right of the 'Username (Email)' field is a link: [Use a different account](#). To the right of the 'Password' field is a link: [Forgot your password?](#). Below the form is a blue button with the text 'ACCEPT INVITATION'.

At the bottom of the page, there is a footer with several links: [Home](#) | [Features](#) | [About](#) | [Buzz](#) | [Help](#) | [Discuss](#) | [Language](#) | [Developers](#) | [Gear](#) | [Terms of Service](#) | [Privacy](#) | [Content Policy](#) | Copyright © 1999 - 2009 Google

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 screenshot shows the Blogger Dashboard for a user named yutz1313@hotmail.com. The top navigation bar includes the Blogger logo, the user's email, and links for Dashboard, My Account, Help, and Sign out. The main heading is "Dashboard" with a language dropdown set to "English". A green notification bar at the top says "New! Email Notifications Get feature announcements and tips to get the most out of your blog. Enable now!". Below this, the "Your username will be here" section shows a profile picture placeholder and links for View Profile, Edit Profile, Edit Photo, and Edit Notifications. The "Manage Blogs (1 total)" section features a warning about unverified email and a link to "Resend verification email". It lists a blog named "Rossi Generations" with one post from October 10, 2009, and buttons for "NEW POST", "Edit Posts", and "Settings". The "Reading List" section has tabs for "Blogs I'm Following", "Blogger Buzz", and "Blogs of Note". Under "Blogs I'm Following", there is a table with columns "Blogs" and "Items". The "Blogs" column contains "All blog updates". The "Items" column contains a welcome message and a note that no blogs are currently being followed, with a "Learn more" link.

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:

The screenshot shows the 'Rossi Generations' blog post editor. At the top, there's a navigation bar with 'Posting', 'Settings', and 'View Blog' tabs. Below that, there are 'New Post' and 'Edit Posts' buttons. The main editing area includes a 'Title' field with the placeholder text 'Title Goes Here'. Below the title is a rich text editor toolbar with various icons for text formatting (font, bold, italic, text color, text size, bulleted list, numbered list, link, unlink, undo, redo) and a 'Preview' button. The text area below the toolbar contains the placeholder text 'Your Text Goes Here'. At the bottom of the editor, there are 'Post Options' and a 'Labels for this post' field with the example text 'e.g. scooters, vacation, fall'. There are also two buttons: 'PUBLISH POST' (orange) and 'SAVE NOW' (blue). A 'Return to list of posts' link is located at the bottom left. Red arrows point to the 'text color' and 'text size' icons in the toolbar, and another red arrow points to the 'add a web link' icon.

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 cabloolie 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