

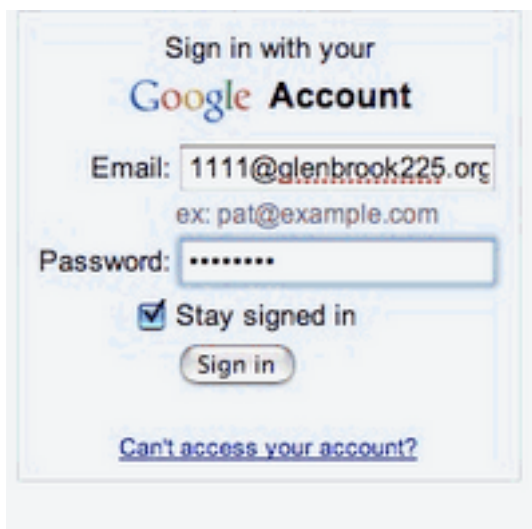
Writing Your Post

When it comes time for you to write your first post (or second, or third ...), you will need to know how a bit about the process. First, you will have to be able to log on to Google with your Google account. You have each been provided with a school email; this email provides you with a Google account. It also provides you with the right to create and edit pages at our class blog. Use your school email to log in to Google as follows:

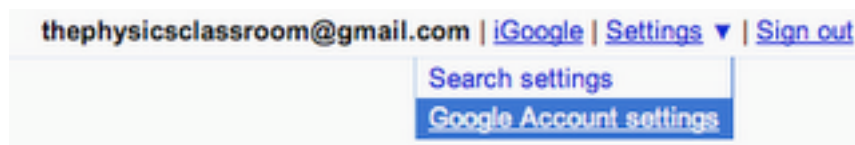
1. Go to Google (www.google.com) and click on the [Sign In](#) button. A new page appears.



2. Enter your school email address and password and click on the [Sign In](#) button.



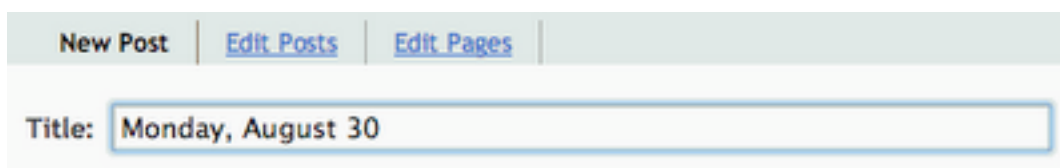
3. From the [Settings](#) menu in the upper right, select [Google Account Settings](#). A new page appears.



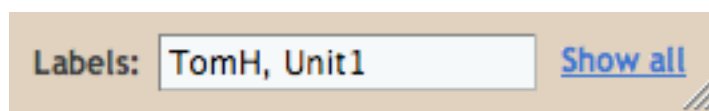
4. Click on the [Blogger](#) link. A new page appears which lists all Google blogs for which you have editing rights.
5. If you are just starting your blog, click on the [New Post](#) button. If you have already started your blog and saved it and are returning to continue writing, click on the [Edit Posts](#) link.



6. If you clicked on **New Post**, a blank *word-processing-looking* page appears; this is where you write your post. If you clicked on the **Edit Posts** link, a list of posts appears; yours should be listed near the top. Click on the **Edit** button found next to it to continue writing or editing your post.
7. Enter the title of your post in the **Title** field. The title must be the day and date that you are the scribe. See example below.



8. Begin typing into the typing field. Experiment with the various formatting features - e.g., bold, italics, Text color, etc. Observe that you can link to a web page. You can also insert an image or a video from either your computer or elsewhere on the web.
9. There is a **Save** button below the editing field. You should save your work periodically. (It may auto-save if this option is enabled for your account.)
10. Before you finish, take a few moments to type some keywords into the **Labels** field. This is very important because it will allow our class to search our collection of posts by keywords so that we can use our blog to study. First enter, the following two labels: firstNameLastInitial (janeD), unit# (unit1).



Then enter any other words which might be relevant search terms for your post. If the class for which you are the scribe pertained to atoms, molecules, solutions and mixtures, then these should be entered as search terms.

11. Once finished with your post, click on the **Publish Post** button found below the editing field. A new page appears. You can then click on the **View Post** button to view your post.
12. If you decide you wish to return and edit your post, then refer to step 5 above.
13. Sign out (link at upper right of page) when you are finished.

For information about what to include in your post, consider reading the [Ideas for Your Post](#) page.