

Editing Posts in Blogger - step by step

(Updated 6/1/09 – 9 PM)

1. Launch Firefox browser
 - a. Double Click on Firefox Icon
2. Go to Blogger.com
 - a. When Firefox opens – click on the “Iliada” Folder in your Bookmark Bar (about the third row down from the top.
 - b. Click on the bookmark that says “Blogger Dashboard – Controls my Blogs”
 - c. [if you are not already logged into Blogger, need to log in via Username = “barcelona@imagnedwebdesign.com” and password = “xxxxxx”]
3. Once at Blogger Dashboard – click on “Edit Post” of the desired blog to update
 - a. [We have 4 blogs – their titles will be the same (two in English, two in Catalan) I have differentiated the production and prototype versions (the prototype versions have an asterisk as the first character of the title.)
4. Once at the Posting / Edit Posts page – click on “Edit” on the row of the post (stage) that you wish to edit.
 - a. Make sure that the line at the top right of the list of Posts that says: “Your Posts: All, Drafts, Scheduled, Imported, Published” has the word “All” selected. (If so, the word “All” will be black, and the other words will be blue – indicating they are links. If not, click on the blue word “All” and all of your posts (drafts and those actually published) will be visible in your list of Posts.)
 - b. (During practice this will be one of the practice posts. During actual updating, this will be one of the six stages.)
 - c. Be sure not to change the title of any of the stages.
5. Editing the Post (Stage)
 - a. Adding photo
 - i. Click on photo icon (the tool-tip comes up and says “Add Image” when you hover the mouse over the photo icon) in “edit post” window – the blogger “upload image” window appears.
 - ii. Confirm that image size = small, and Layout = center (or if you want the image to be to the right or left side, then set Layout = left or right.)
 - iii. Click on “Browse”
 - iv. In the “File Upload” window – navigate to the folder that contains the photos you wish to upload: The path will be My Documents, then My Pictures, then the Stage folder.
 - v. Double click the desired photo – that takes you back to “Blogger: upload images” window (Tip: if multiple images to be uploaded, select them in reverse order.)
 - vi. Click the orange “upload image” button – you will get progress indicator.
 - vii. Window says: Image has been added – then click blue “Done” button
 - b. Add caption to photo

- i. Photo is visible in “edit post window”
 - ii. Position the cursor so you can type text caption in below the photo. And then type in the caption.
 - iii. Select entire caption – click on the center alignment icon. Next click on the quote icon (this will bring the edges of the caption in.)
- c. Repeat steps a & b for each image required.

- d. Adding a video (via Blogger's own upload interface – this method has been rejected because the resulting video is too small.)
 - i. Click on the video icon in “edit post” window – the blogger “Add a video to your blog post” window appears.
 - ii. Click on “Browse”
 - iii. In the “File Upload” window – navigate to the folder that contains the videos you wish to upload: The path will be My Documents, then My Videos.
 - iv. Double click the desired video – that takes you back to “Add a video to your blog post” window (Tip: If you want the video to appear above other content in this post, it should be uploaded after the photos and captions.)
 - v. In the “Add a video to your blog post” window, enter a title for the video in the white “video title” box
 - vi. Click the orange “upload video” button (you may have to click the “accept license” checkbox) – you will get a black/grey box with orange blogger icon in center that shows where the video will go. There will be a progress indicator above the publish post button (now greyed out until publishing is allowed – publishing is not allowed while the video is uploading).
- e. Adding a video – via YouTube
 - i. Open Firefox, click on the “Iliada” folder in the toolbar, click on “YouTube – my videos” link – the YouTube website will open to the My Videos page (Note, if you were not already signed in, you will go to a sign in page first.)
 - ii. The My Videos page has a list of your videos. Click on the thumbnail of the video you wish to embed.
 - iii. You will go to a page dedicated to that video and the video will start playing automatically. Pause the video (unless you want to watch it first) because it can be distracting.
 - iv. On the right side near the top you will see two long boxes with the labels “URL” and “Embed” To the right of the “Embed” box you will see an icon that looks like a little blue gear. Click it to open your embedding customization settings.
 - v. (These settings will persist when you return to YouTube, but it's a good idea to check them anyway.) Make sure that the “include related videos” checkbox is not checked. Make sure that the “Show Border” and “Enable delayed cookies” checkboxes are checked.
 - vi. Below the three checkboxes you will see a number of two tone color boxes. The brick/red color scheme goes best with our site design. Make sure that it is selected. (The selected color scheme has an outline around it.)
 - vii. Below the color schemes you will icons representing the video size: small, medium, large, and X-large (I made up those names). Select the medium size (fits best in our page width.) The selected size has a pale blue highlight, the other ones have pale grey. By the way, the actual pixel dimensions of all four of the sizes will be different for HD video and the standard TV video.

- viii. Once the embed customizations are verified, go up to the Embed box and select ALL the code that is in there. (It will start with “<object” and end with “</object>”) in the “Embed” box.
It’s easy to miss some of the code. To select ALL the code, click your cursor anywhere in the line of code, then go the Edit menu and click on Select All, and then in the Edit menu, click on “Copy”
 - ix. Open a new browser tab (under the “File” menu, click on the “New Tab” menu item – a new blank browser page is displayed), click on the “Iliada” folder in the toolbar, click on “Blogger Dashboard” link
 - x. On your desired blog, click on the “Edit Posts” link
 - xi. From the list of Posts, click on the Blue word “Edit” to open the post editor. (Make sure you are in Compose mode)
 - xii. Type a short sentence in the location where you want the slideshow to be displayed. (If this stage already has videos or slides shows embedded, they will be visible in “preview mode” but not in either Compose or HTML modes)
 - xiii. Switch to “Edit HTML” mode
 - xiv. Locate your “locator” sentence and select all of it (so that it is highlighted)
 - xv. Go to Edit menu and choose “Paste”
 - xvi. Switch back to “Compose” mode
 - xvii. Click on the “preview” in the upper right corner of the post editor
 - xviii. If the results are as desired (movie plays correctly in the right location), then click on “hide preview’ (in the top right corner of the Edit Post box), and ..
 - xix. Go to Step 6 below to save or publish your post (or do any other editing, i.e. adding text, etc. first.)
- f. Adding a Flickr Slideshow
- i. Open Firefox, click on the “Iliada” folder in the toolbar, click on “stagesoftom photosests on flickr” link – the flickr website will open to the sets page
 - ii. (if you were not already logged into Flickr (and Yahoo, now that Flickr is a part of Yahoo... then you have to log in first... and after logging in you might not be at the sets page. In that case, go to the top menu row in Blue saying:
Home You Organize Contacts Groups Explore
and in the pulldown menu on the “You” option, select the “Your Sets” option.
This will bring you the “Your photostream – sets” page.
 - iii. Select the set you want to make into a slideshow.
 - iv. Click the slideshow link in the upper right hand corner
 - v. Stop/pause the slideshow
 - vi. Go to the share menu in the upper right hand corner
 - vii. Click the “copy to clipboard” button under the “Grab the URL” message (there will be no visible change on the screen, however the clipboard will now contain the URL.)
 - viii. click on the “Iliada” folder in the toolbar, click on “embed Flickr slideshows” link – this brings the Flickr Slidr page.

- ix. Replace the text in the “URL of user” box (top box) by selecting the text, then going to the Edit menu and selecting “paste”
 - x. Delete the contents of the second box, “tags”
 - xi. Leave 3rd box blank (or delete any text that might be in there)
 - xii. Leave “Display Slideshow Preview” Checkbox Checked
 - xiii. Leave “Standards Compliance” Checkbox Unchecked.
 - xiv. Leave “Display Users” Checkbox Unchecked.
 - xv. Click the Blue “Create Slideshow” button – your slideshow preview appears, and there is a white “Code” box above it with the HTML code you need to copy to Blogger.
 - xvi. Select ALL the code in the “Code” box – go to Edit menu, select Copy
 - xvii. Open a new browser tab (under the “File” menu, click on the “New Tab” menu item – a new blank browser page is displayed), click on the “Iliada” folder in the toolbar, click on “Blogger Dashboard” link
 - xviii. On your desired blog, click on the “Edit Posts” link
 - xix. From the list of Posts, click on the Blue word “Edit” to open the post editor. (Make sure you are in Compose mode)
 - xx. Type a short sentence in the location where you want the slideshow to be displayed. (If this stage already has videos or slides shows embedded, they will be visible in “preview mode” but not in either Compose or HTML modes)
 - xxi. Switch to “Edit HTML” mode
 - xxii. Locate your “locator” sentence and select all of it (so that it is highlighted)
 - xxiii. Go to Edit menu and choose “Paste”
 - xxiv. Switch back to “Compose” mode
 - xxv. Click on the “preview” in the upper right corner of the post editor
 - xxvi. If the results are as desired (slideshow plays correctly in the right location), then hide preview, and ..
6. For practice, just save the post, via the blue “Save Now” button. If you want the world to see you changes/updates, click the orange “Publish Post” button.

Notes: Generally if you make changes while editing a post and things get hopelessly screwed up, then you can click on the back to take you to the previous page. But first a dialog box will come to warn you that if you leave the page with unsaved changes, those changes. However if you want to lose the changes, (and you do in this situation), then just click yes.