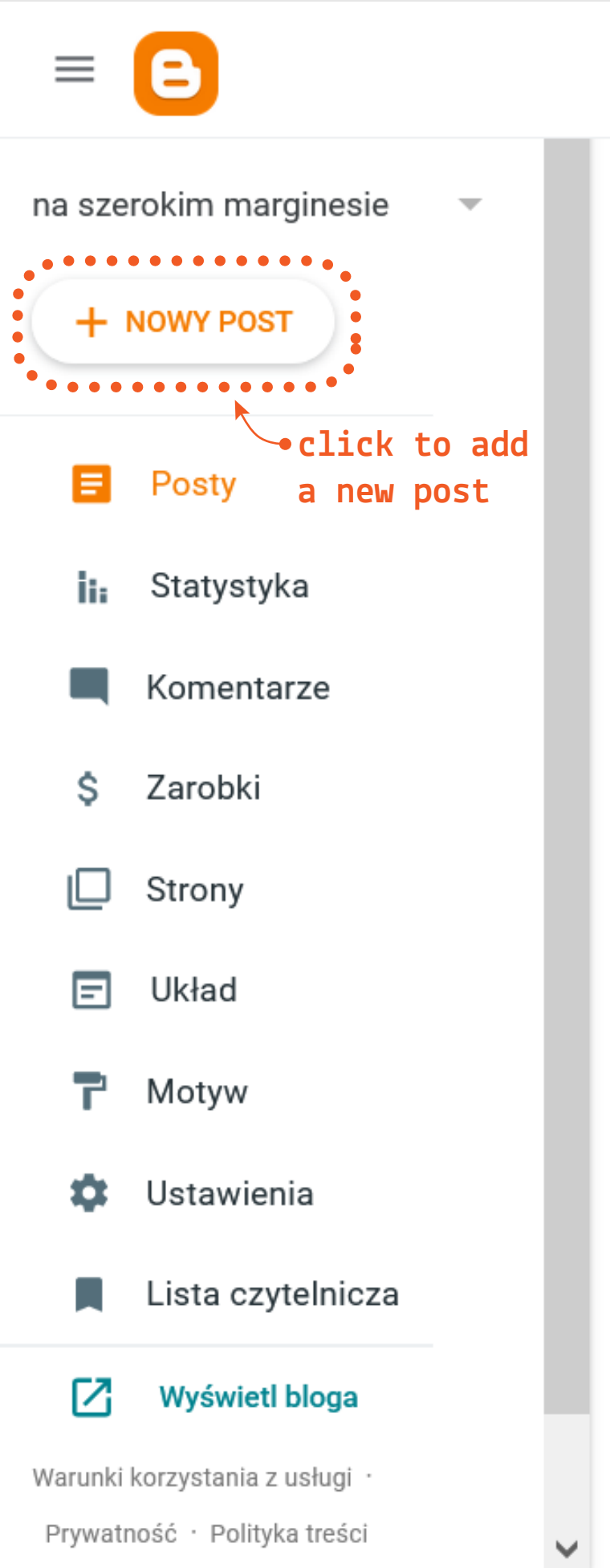# Google Blogger / adding a new post (web)
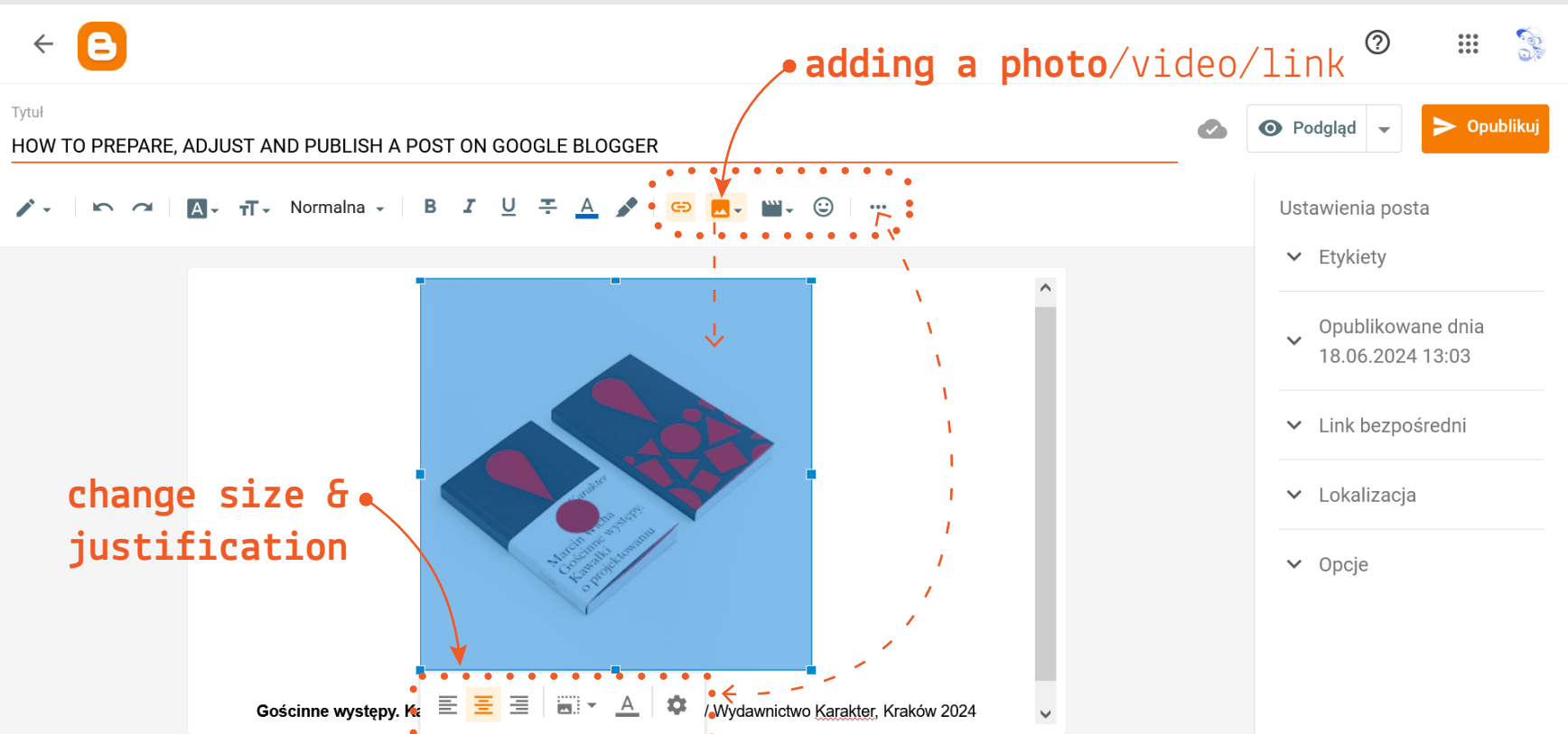## task oriented documentation

1. To add a new post, click the button 'NEW POST' (at left top side of the drop-down menu).
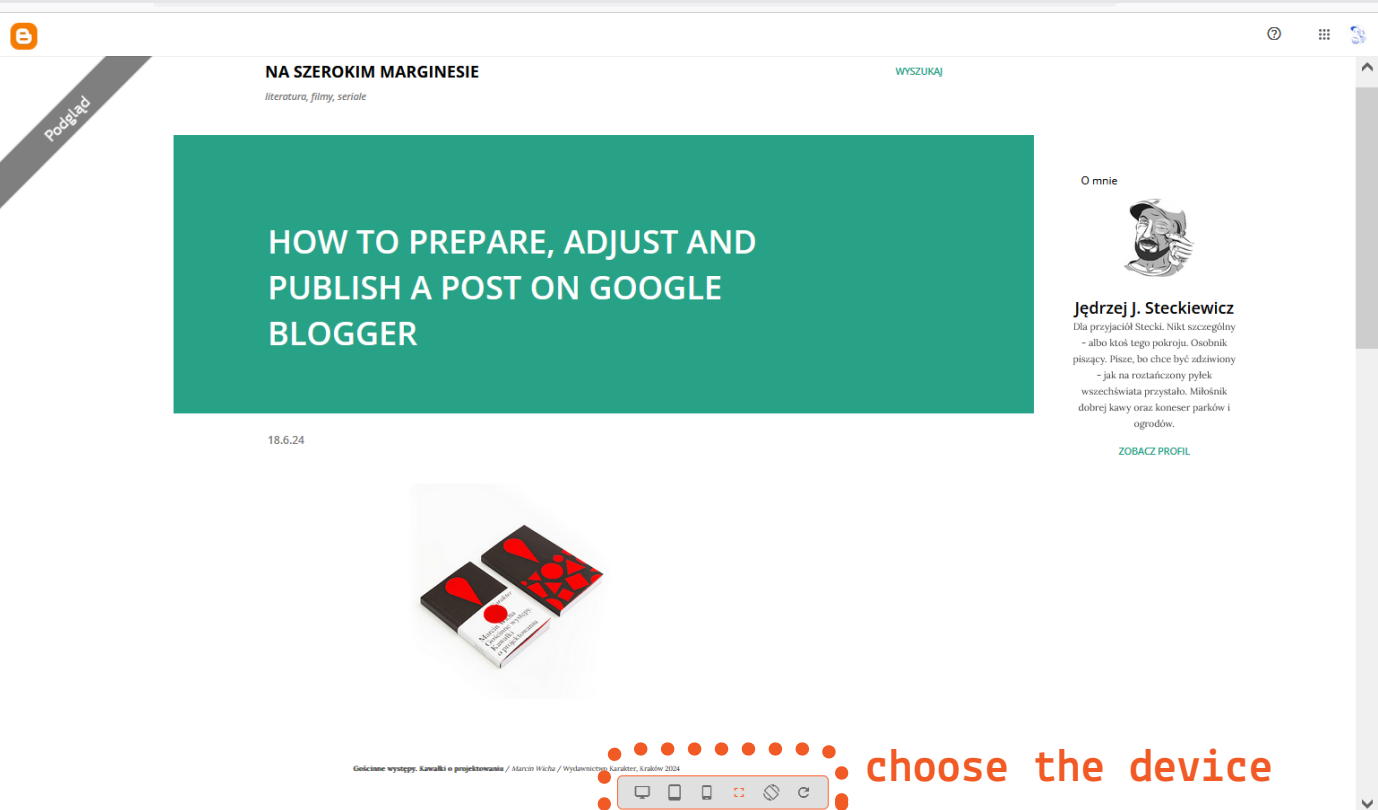
2. The blank page will appear and it's ready to fill with text (you can start writing - content will appear in the place, where cursor is flashing).
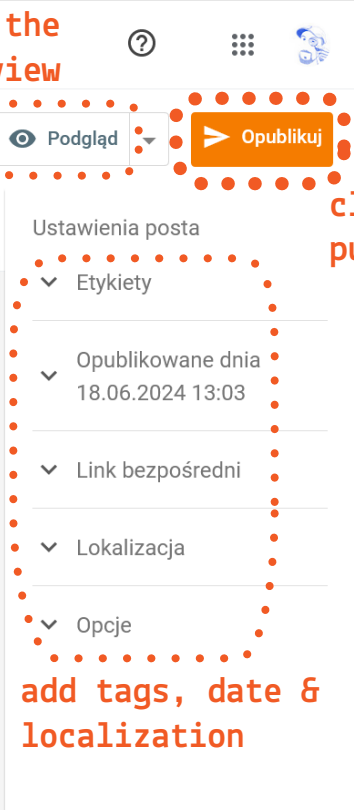
3. You can add a photo, video or link - using the upper, horizontal bar (beneath the title box). You may also change size and justification of this object - using the small menu, poping-up under it (or clicking the three dots icon na upper bar).

click to add a new post

here you can add a title

content area

adding a photo/video/link

change size & justification

5. Publish the post, by clicking the orange button 'PUBLISH' (on the left panel). Or see the preview first, by click the white one.

6. In preview mode, there is a possiblity to watch the post on a few different devices (laptop, tablet, smartphone) - by clicking the icon from the lower bar (at the bottom of the page).

4. To edit and adjust the text, also use the icons from upper bar. You can choose language, justification, use different fonts, change it sizes, colours and distinctions (both for words and paragraphs).

see the preview

click to publish

add tags, date & localization

choose the device

bold

italic

text size

justification

**na szerokim marginesie**

+ NOWY POST

Posty

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Tytuł
HOW TO PREPARE, ADJUST AND PUBLISH A POST ON GOOGLE BLOGGER

Ustawienia posta
Etykiety
Opublikowane dnia 18.06.2024 13:03
Link bezpośredni
Lokalizacja
Opcje

NA SZEROKIM MARGINESIE
literatura, filmy, seriale

HOW TO PREPARE, ADJUST AND PUBLISH A POST ON GOOGLE BLOGGER

O mnie
Jędrzej J. Steckiewicz

ZOBACZ PROFIL