



# EMERGENCY ACTION CHECKLIST



## CHECKLIST 3.3.21 POSTING TO THE BLOG

November 24, 2010

USE THIS CHECKLIST FOR posting on the Emergency Public Information blog.

1	Log on to <a href="http://www.blogger.com">www.blogger.com</a>	Can be done from any location with web access
2	Sign in (confidential information)	Username: Omitted Password: Omitted
3	On the <b>DASHBOARD</b> page click on <b>NEW POST</b>	
4	Enter a <b>TITLE</b>	It will be the post header
5	Enter the message <b>TEXT</b> in the text box	Or you can cut-and-paste from a Word document
6	To enter a photo (from a photo on your computer) ⇔	<ul style="list-style-type: none"> <li>- Click on the small photo icon in the toolbar of the text box</li> <li>- On the <b>ADD IMAGES</b> click <b>BROWSE</b></li> <li>- Identify the JPG file you want to show</li> <li>- Press <b>OPEN</b> (it will appear in a blue box)</li> <li>- Press <b>ADD SELECT</b> at the bottom of the page</li> <li>- Click on the picture (a toolbar will appear)</li> <li>- Select the size and position at the bottom</li> <li>- Select <b>PREVIEW</b> to make sure it looks right</li> </ul>
7	Click on <b>PUBLISH POST</b>	<b>Preview</b> before posting if you wish
8	You are done!!	Please log off (icon in the upper right corner)

PUBLIC ACCESS TO THE BLOG IS: [www.emergency-information.blogspot.com](http://www.emergency-information.blogspot.com)