**Blog Post Style Sheet**

To ensure that all of our posts are consistent in appearance, we will adopt the following simple style rules:

**The “Do nots….”**

* Do not touch the font and type size (at these icons: ). Leave them at their default settings.
* Also, don’t change the font color or the text background color (at these icons: ). We’ll use the default settings here, too.

**The “Dos….”**

* Do use the bullet point or number tools, *if your content makes sense presented as a list.* This doesn’t translate into “turn every blog post into a list.” In many cases, that won’t make sense. But where listing *does* fit what you’re sharing, use these tools to do so.
* Do use flush-left formatting for your copy (including your lists).
* Do link liberally to other resources – ESPECIALLY those you’re referencing directly. Watch the blog tour video to see how to do that.
* Use this format for subheads:
  + “Minor heading” 
  + Italic
  + Flush left
* You may embed a video *if the originating source allows embedded sharing.*
  + This does require that you know basic HTML, inserting the embed code in the appropriate location under the HTML tab: . We will *center* embedded videos.

**And the “Don’t Forgets…”**

Use the “preview” option to check to see that things are looking the way you want them to look (and catch any typos missed earlier).



When you click on that button, a second window will open up, showing your post as it would appear, *if* it were live. It will have a banner running kitty-corner across the top left, indicating that it is a preview and not live.

Finally, one more reminder to click “Save” when you submit your final post submission to Blogger.

**DO NOT** click the big, orange “Publish” button.



When you do, your post goes live, for the world to see. I need to review one last time before that happens, and I need to schedule your group’s posts so that they aren’t dumped all at once into readers’ news feeds.