

Publishing a Blog using Word 2007

By Dick Evans

If you have a blog with Blogger or a number of other blogging services, you can use Word 2007 to publish directly.

1. Open Word

This is my first blog being posted using Word.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using

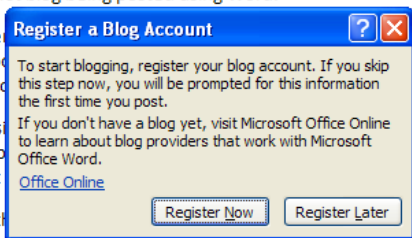
2. Create your document

3. Office > Publish > Blog

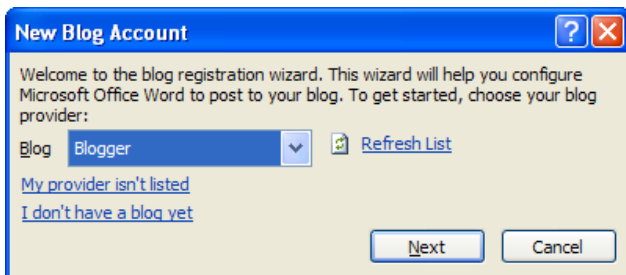
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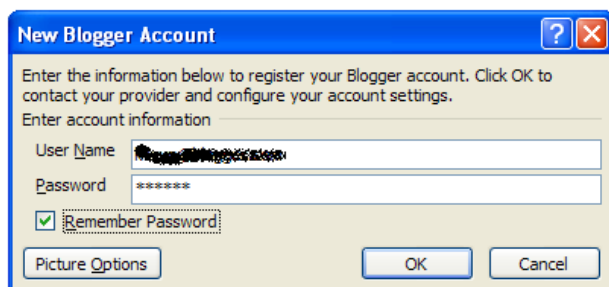
You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the Change Current Quick Style Set command. Both the Themes gallery and the look of your document to the original contained in your current template.



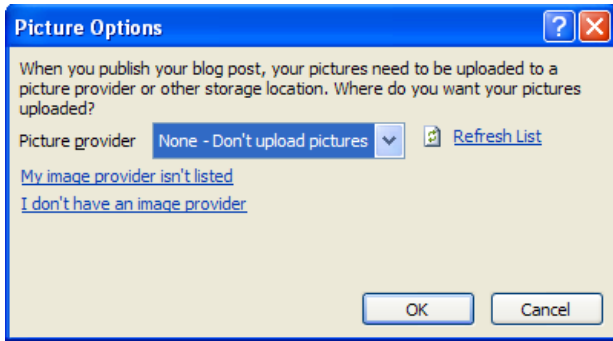
4. Click Register Now



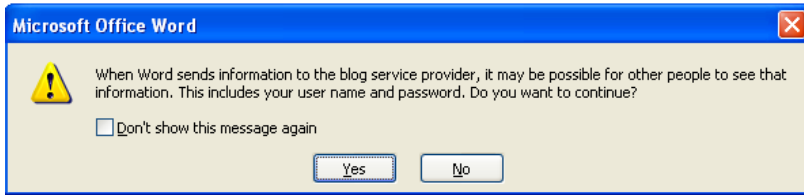
5. Click the Blog arrow and choose your provider, and then click Next



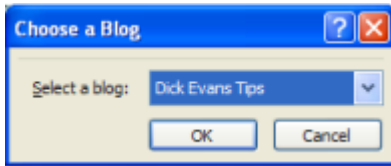
6. Enter the **username** and **password** to log on to your Blogger account, then click **OK**



7. Leave the Picture Options at **None**, and click **OK**



8. Click **Yes**



9. If you have more than one blog registered under your username, **choose** the one you want to post to, then click **OK**



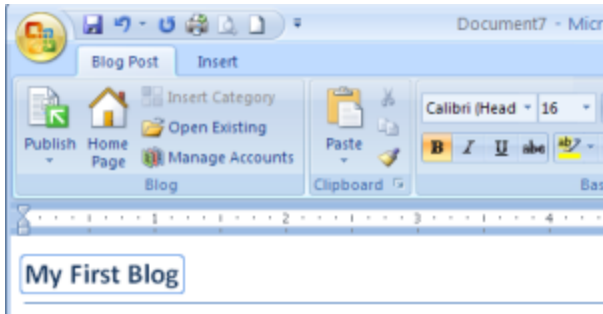
10. Click **OK**

[Enter Post Title Here]

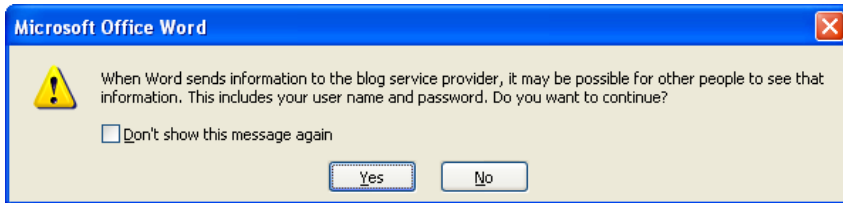
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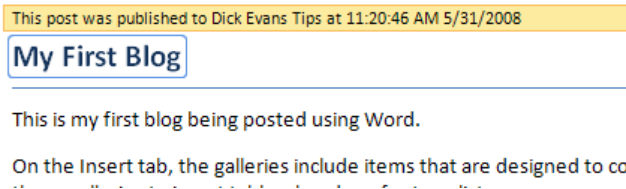
11. Click the placeholder **[Enter Post Title Here]** and add a title to your blog. If you had a title line on your page it will NOT be turned into a title for the blog. I suggest not having a title line on the document and adding it here instead.



12. Blog Post > Blog > Publish



13. If you do not want to see this message every time, check the check box, then click **Yes**



14. Your blog has been posted. **Open your blog** to view it. Mine is at <http://evansstuff.blogspot.com>

