



Blogger 102



Attaching Documents



Blogger does not allow users to upload or attach documents. Therefore an easy way to attach a document so parents can view and/or download documents is to use the following website: <https://www.box.net/signup/lite>

1 Select a Box.net plan:

- Personal**
Free
Purchase additional storage
- 5 GB+ of web-storage
- 25 MB file size limit
- Simple sharing and collaboration
- Mobile app access
- See all features

2 Setup your account:

First Name:

Last Name:

Email:

Password:

Confirm Password:

Your Phone:

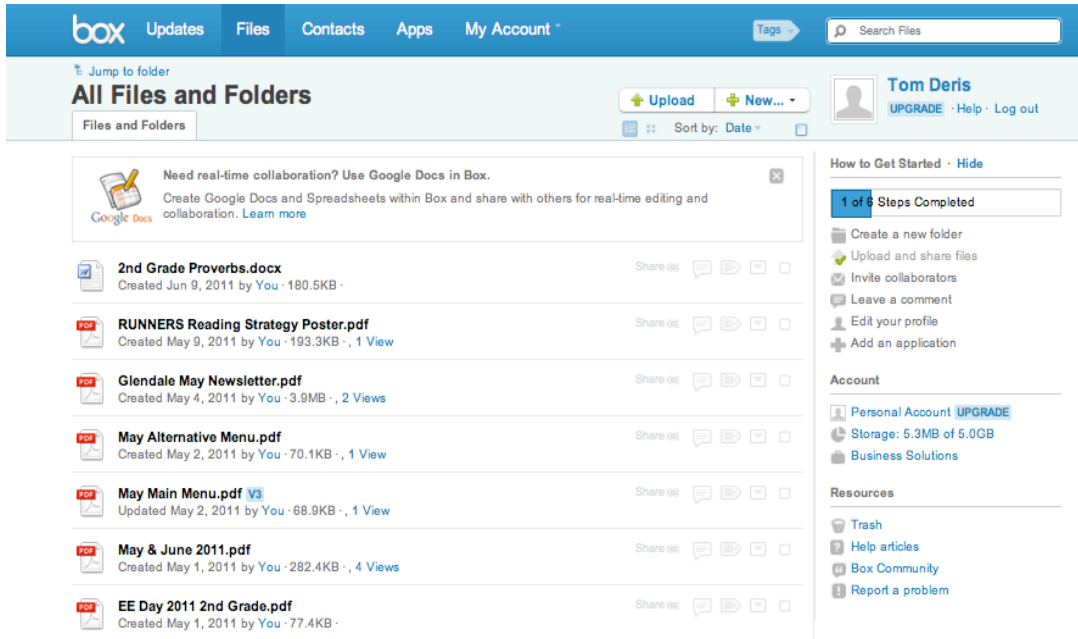
Storage: 5 GB - Free

I agree this is for non-commercial use only.

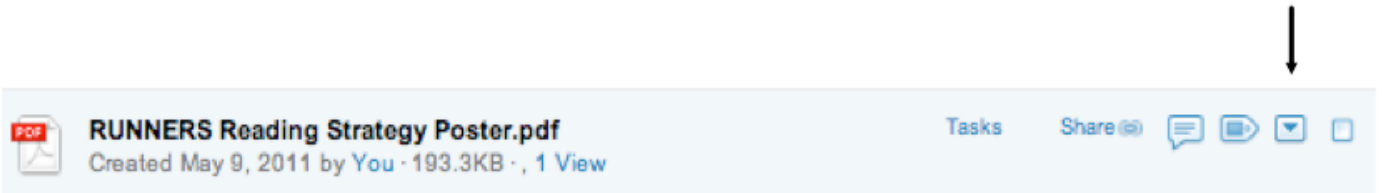
Continue

1. Create a free account by clicking “Sign Up” <https://www.box.net/signup/lite>
2. Sign in and click “Upload” and “Browse” the document you want to add. PDF is always preferred over Word as students and parents cannot change your work if in PDF.
3. A pop up window will ask you to create and name your folder. You can choose to not do this step or you can type the name of your blog in the folder name (Example: Anderson204), select keep private for now (you can always change this later) and click “Create”.

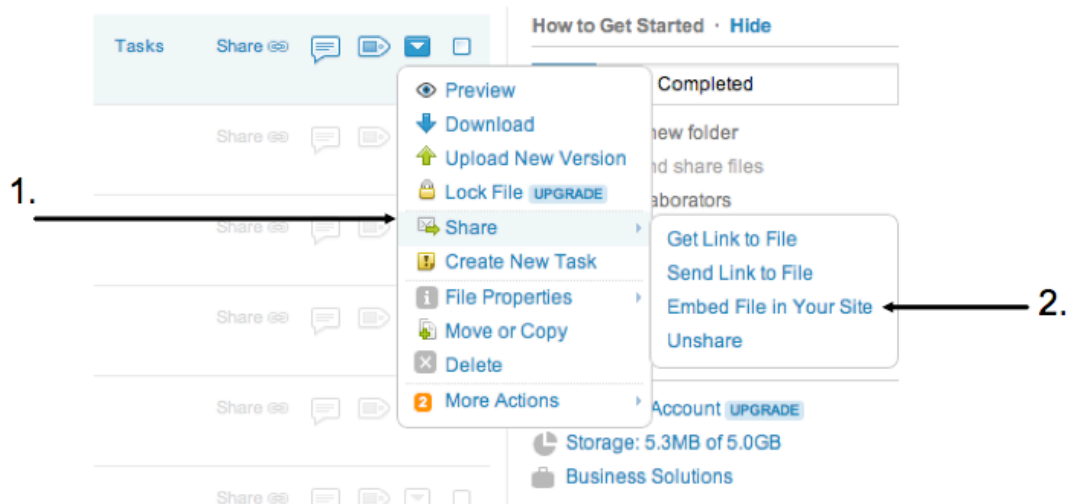
4. Go to “Files” from the toolbar at the top. Your documents will look like the example below.



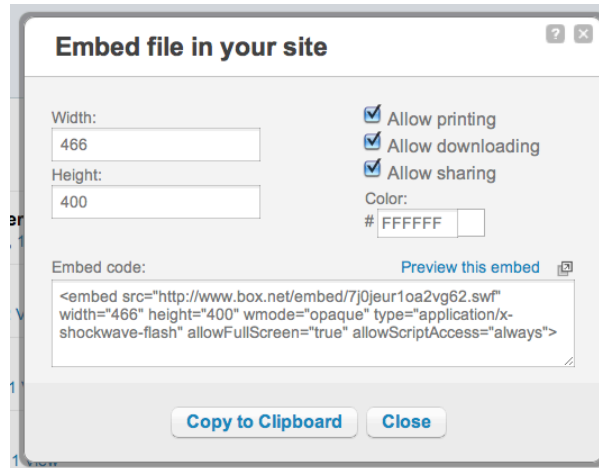
5. Click on the small blue image to the right with the arrow facing down of the document you want to share.



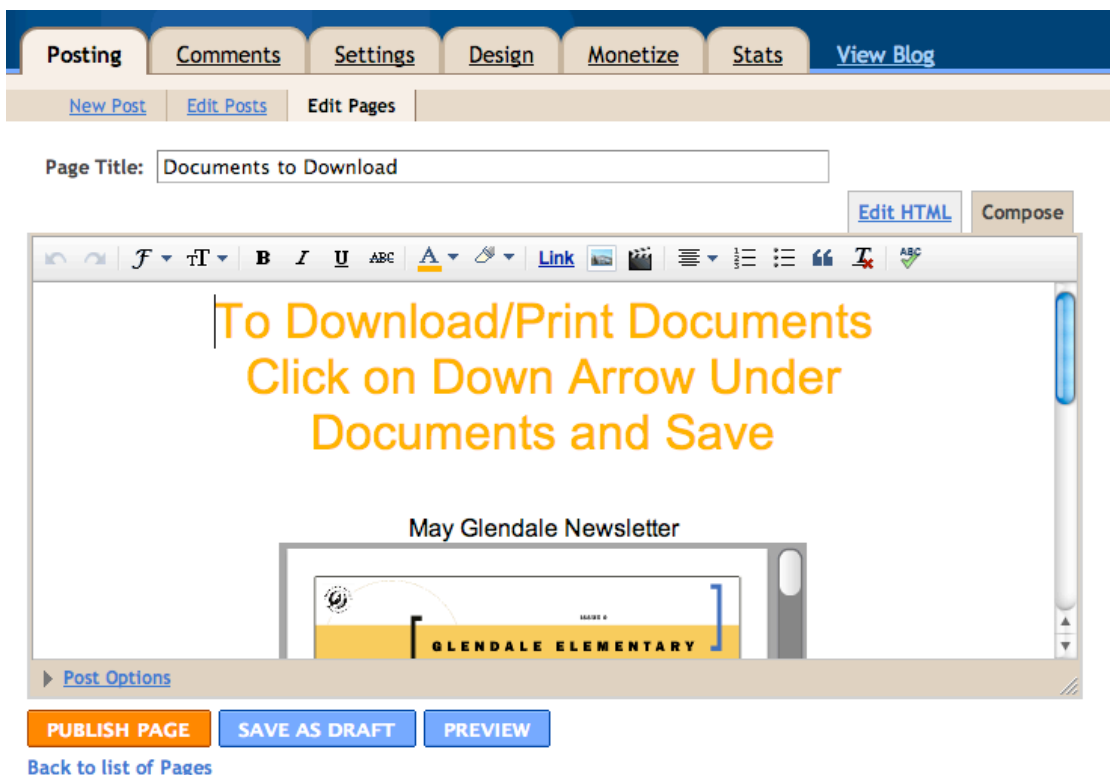
6. In the pull down menu click “Share” and then you will be presented with another pull down menu. Click “Embed File In Your Site”.



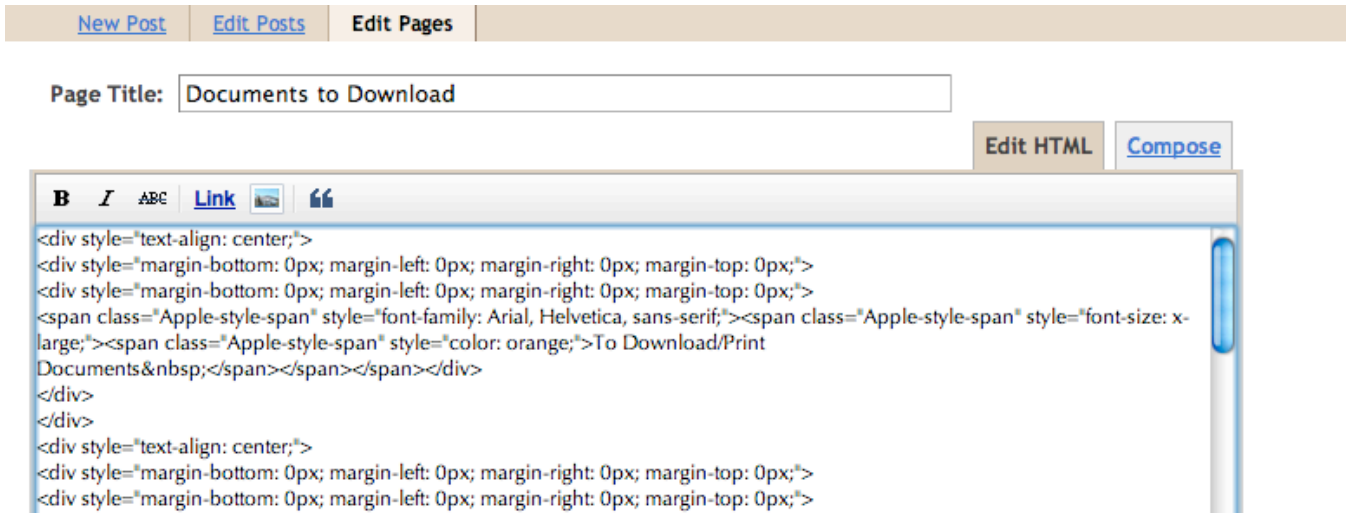
7. Copy the code by highlighting it. You can also make your document box appear larger or smaller if you increase the size of the “width” and “height”.



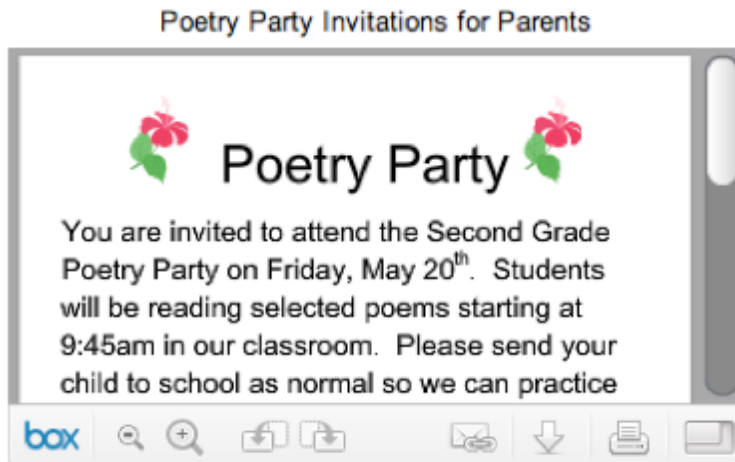
8. Go back to your blog. Scroll down to the bottom and click on “Blogger” and then “Edit Posts”. Go to your download document page if you’ve created one. If not go back to Blogger 101 and create a Download Page (tab). Click “Edit Pages”. Click “Edit” HTML” tab.



9. Paste the code at the very top of page, making sure the “Edit HTML” tab is highlighted. To add additional line spaces, cut and paste the following in each line you want to have a space: </div>



Students and parents can view document or click to down arrow to download. Parents do not have to sign up for the Box to use the features on your blog. There is a size requirement. You are only allowed 25 GB storage with the free account. Keep only what you need posted and then delete as you no longer need the documents.



Click down arrow to download file