

## Preface

This document helps you to install a new template on Blogger (<http://www.blogger.com>). I have provided you this document as a guide to use the templates downloadable from <http://blogtemplates.noipo.org>.

This guide is not an official document from Blogger itself, and if there are mistakes in this document it is entirely attributable to me.

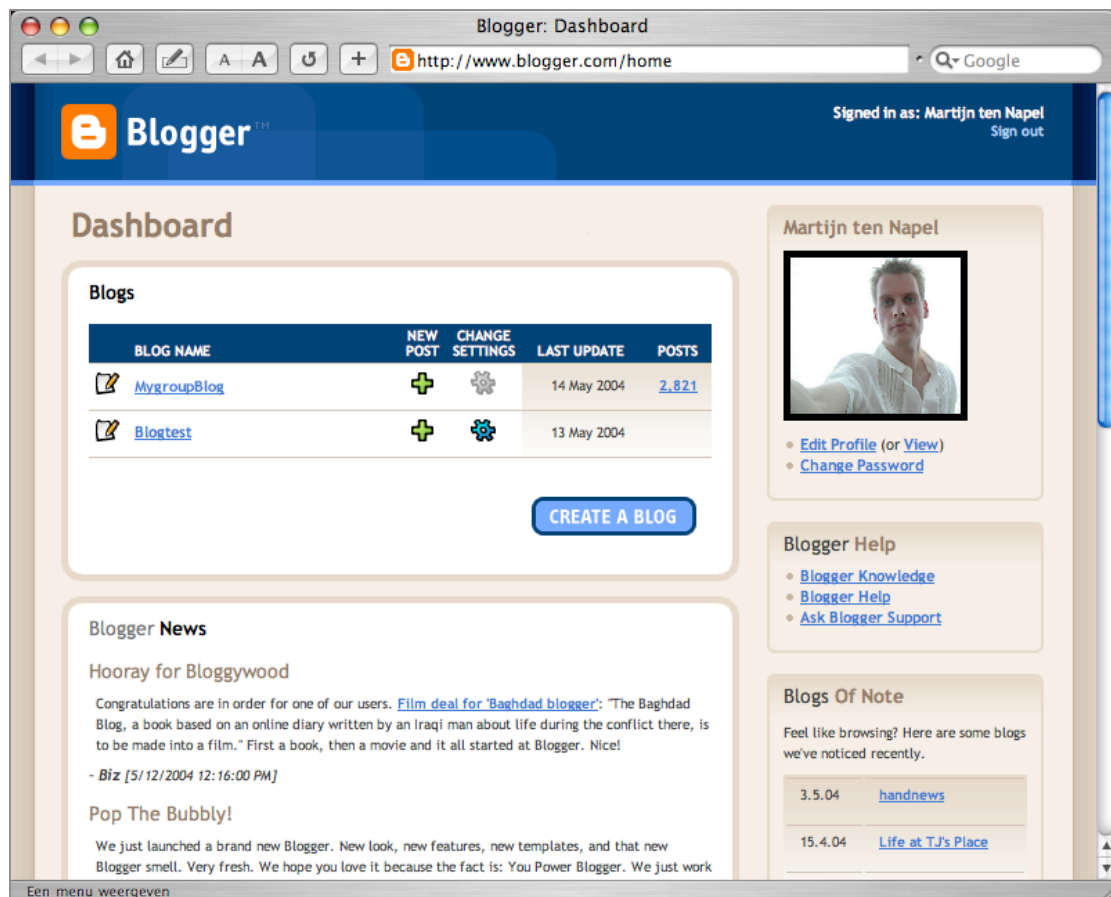
All templates have been actually tested using a Blogger account.

**Warning:** if you haven't got a clue what you are doing you are welcome to try this out. If however somehow the looks of your blog are not what you expected it to be, please revert back to the previous template you used. Always make a backup of your existing template before installing a new one!

Installing a new template is a simple three-step process. Furthermore, you will find information on turning on comments and turning on a profile for an 'About me' section on your blog in this document.

## Step 1 : Log into your dashboard

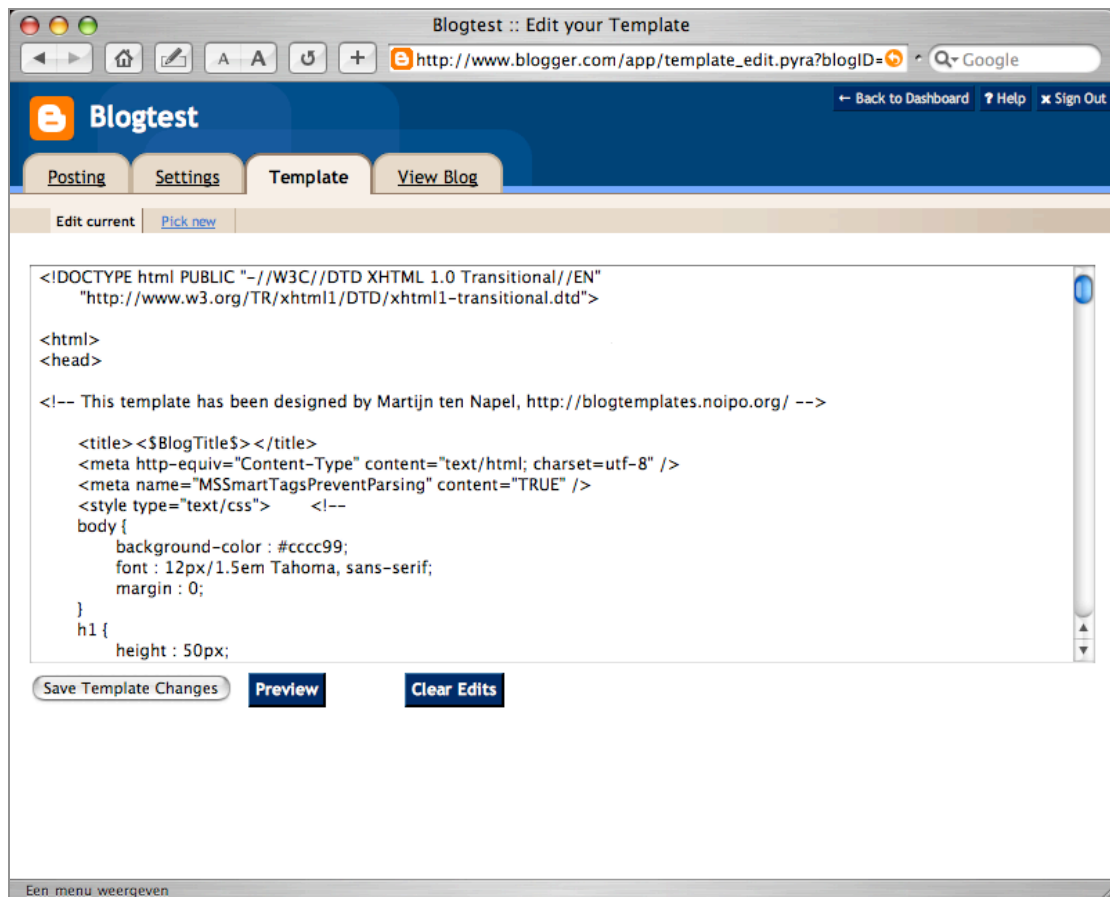
To install a template, first log in on your Blogger dashboard. You will see the entry screen:



Click on the radar icon under 'change settings'

## Step 2 : Replace the template text

Click on the tab *'Template'*. You will get the next screen:



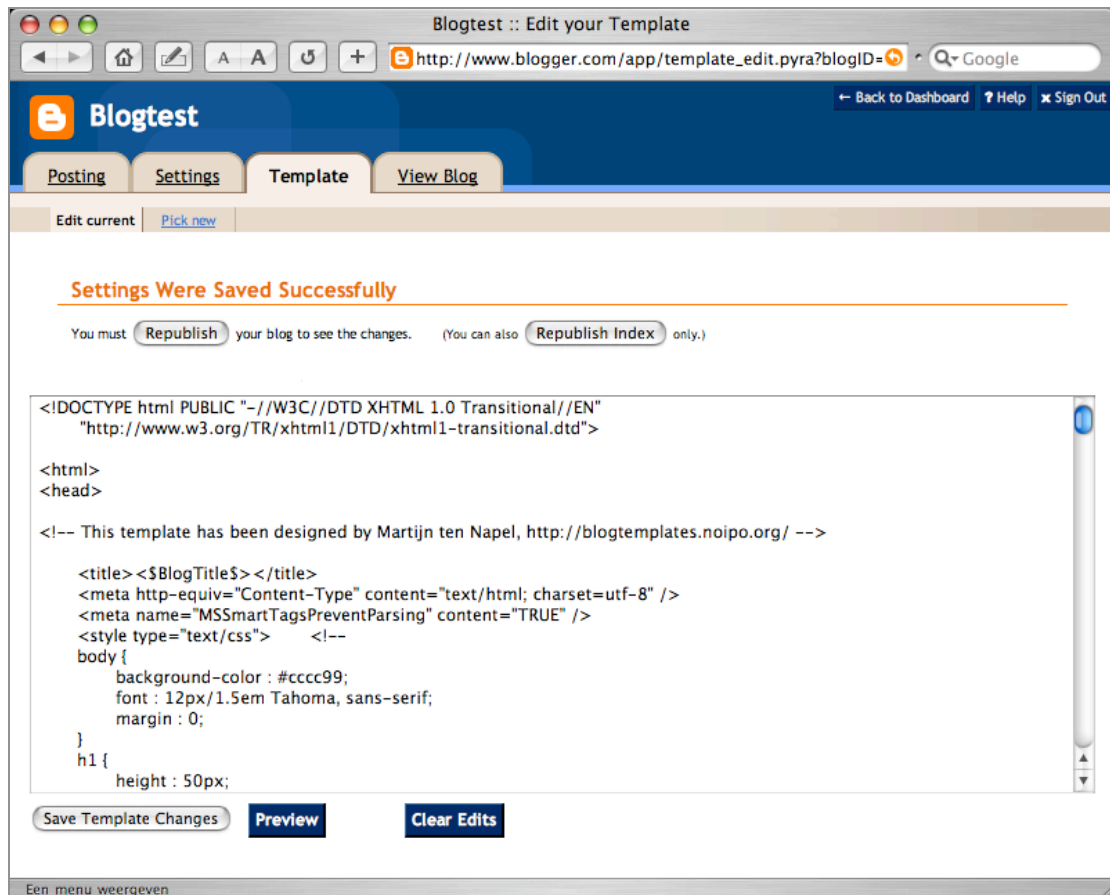
Replace the template text currently visible with the template text from the file you have downloaded.

**Hint:** First select all the text in the window. Click anywhere in the template text, use the ctrl + A keys on a Windows machine or apple command key + A on a Mac, this will highlight all the template text. Copy the text, using ctrl + C keys on a Windows machine or apple command key + C on a Mac to copy the text. Create an empty document in Notepad or Simpletext and paste the copied text in this document using the ctrl + V keys on a Windows machine, or apple command key + V on a Mac. Save this document as a backup before copying and pasting the new template text.

Click the *'Save Template Changes'* button.

## Step 3 : Republish the blog

After you saved the template you will get the next screen:

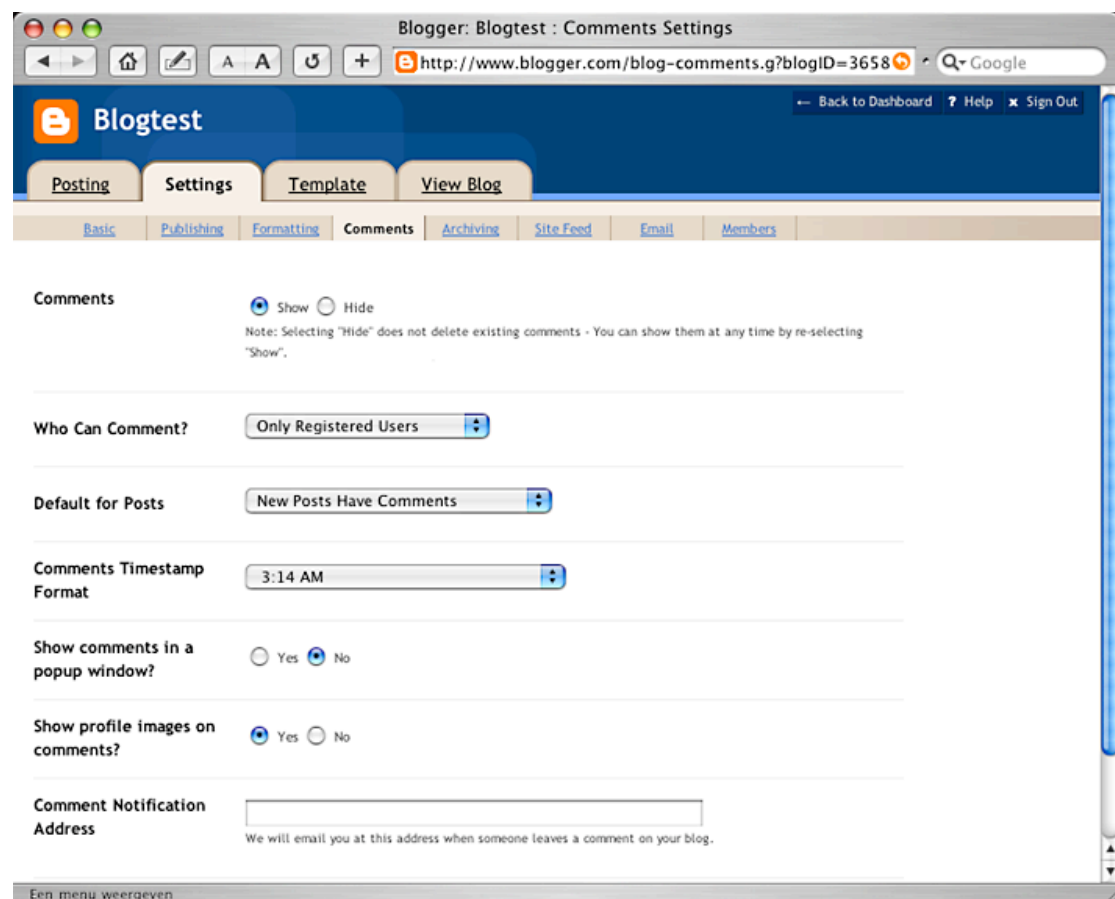


Hit the 'Republish' button at the top. You will have updated the looks of your blog with the new template.

## Turning on Comments

To be able to use the commenting function on Blogger you have to make sure you have turned comments on first and change an archiving function next.

Choose the *'Settings'* tab, and choose the submenu *'Comments'*. You will get the next screen:



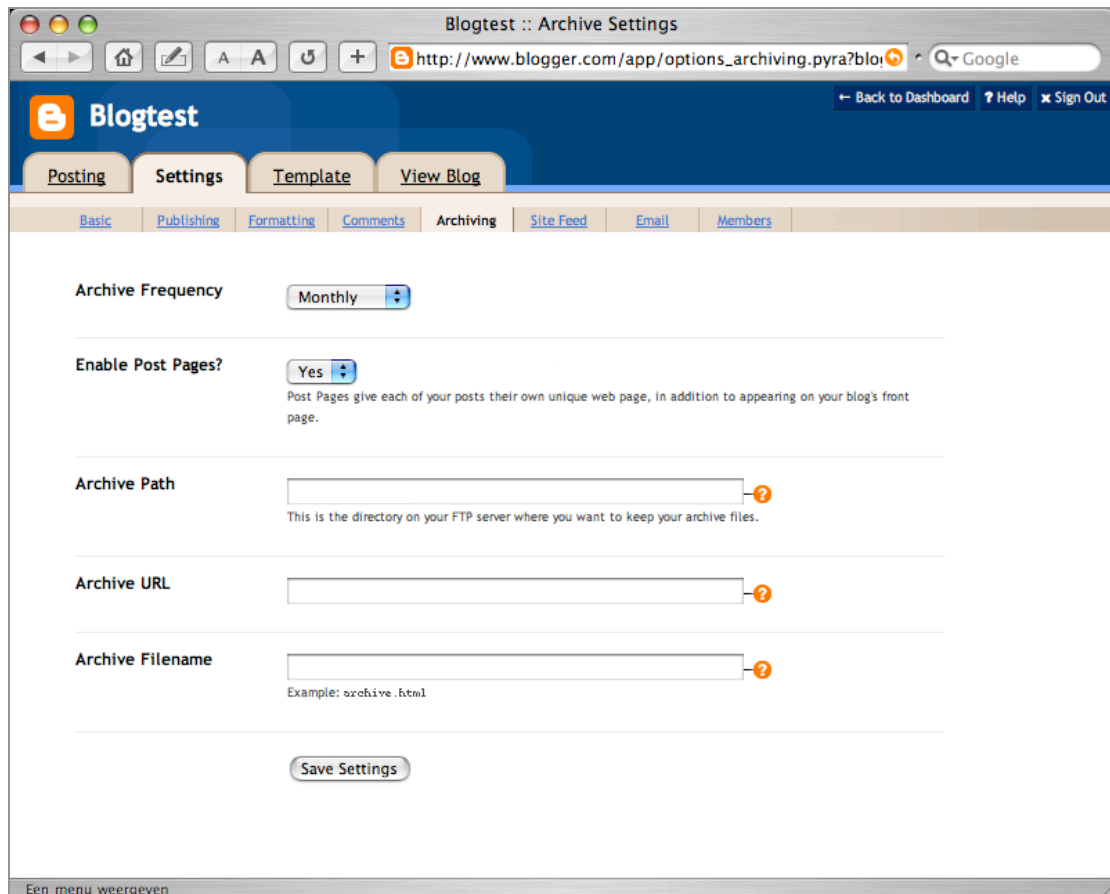
Click the *'Show'* button to enable comments. You can make other choices about who can comment and if comments are default with new posts or not.

You can make a choice to have comments displayed in a pop-up window. If a user clicks on a comments-link somewhere on your blog a pop-up window will appear and all comments will be shown there. Adding new comments is handled in the pop-up window as well. Blogger sets the look and feel of the pop-up window, you cannot make it look like the template you have chosen!

Simply click the *'Yes'* button next to *'Show comments in a popup window?'* if you want to enable the pop-up window for comments.

## Turning on comments on Blogger

In the *'Settings'* tab choose the submenu *'Archiving'* next. You will get the next screen:

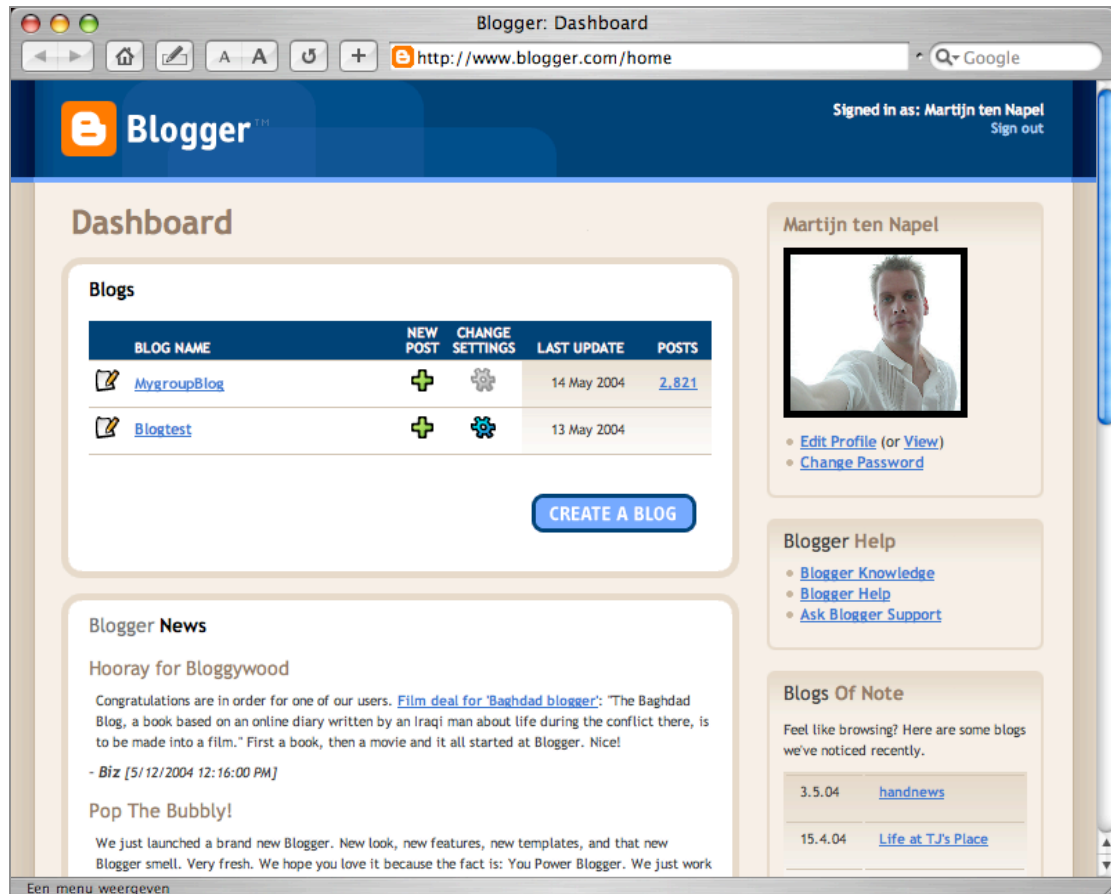


Look for the line *'Enable Post Pages'* and choose *'Yes'* from the select box. Comments are now enabled from the next new post on.

## Turning on profiles

Blogger has a profile function of which an excerpt can be used as an 'About me' part on the blogger page, with a link to a full profile page.

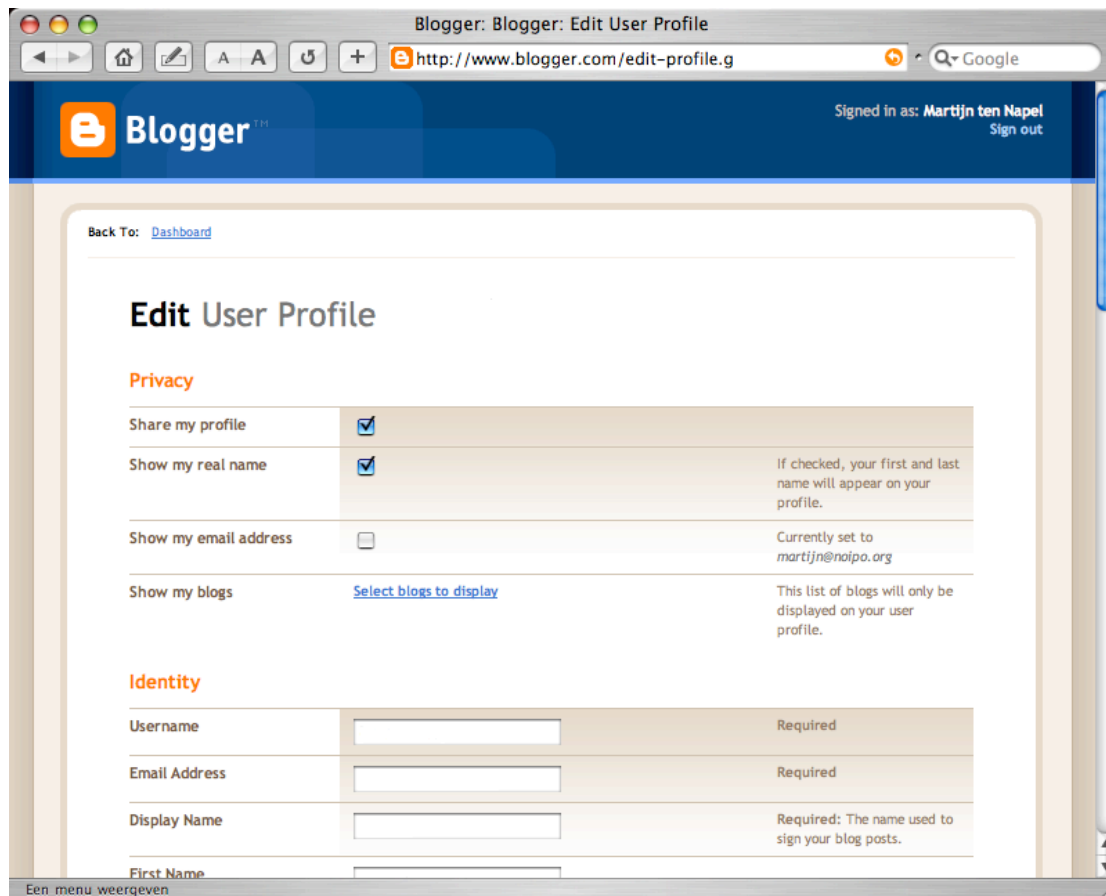
To turn it on, go back to the dashboard page:



Click on 'Edit Profile' in the right upper hand corner.

## Turning on profiles on Blogger

You will get the next screen:



Check the box next to the line 'Share my profile'.