



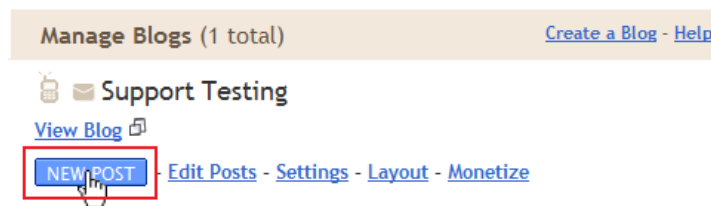
2.) **Step 2 – Add your Badge to your BlogSpot Blog.**

- a. From a new internet browser, go to <http://www.blogspot.com>.
  - i. Enter the assigned Login information and click “SIGN IN”.



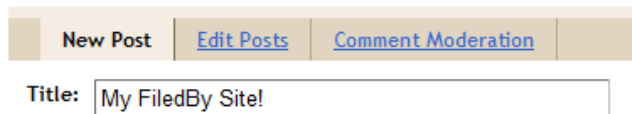
Source: <http://www.blogspot.com>

- b. In the Manage Blogs section, click “New Post”.



Source: <http://www.blogspot.com>

- c. Enter a Title for your new blog post in the “Title” field.



Source: <http://www.blogspot.com>

- d. Add a custom message to your Blog post, then paste the HTML code from Step 1 into the “Compose” box.
  - i. To paste, hold down Ctrl and press the “V” key on your keyboard.



Source: <http://www.blogspot.com>

- e. Click the “Preview” link to preview your Blog post and make any changes. Once you’re satisfied with it, click the “Publish Post” link to finish.



Source: <http://www.blogspot.com>

**Step 3 – Including your FiledBy Badge in every Blog post.**

- f. While logged in at BlogSpot, click the “Settings” tab at the top of the page and select “Formatting”.



Source: <http://www.blogspot.com>

- g. At the bottom of the Formatting page is a section called “Post Template”. Add whatever custom text you’d like to appear at the bottom of your Blog posts, and then paste the HTML code for your badge.
- i. To paste, hold Ctrl and press the “V” key on your keyboard.

**Post Template**

```
<br>
<br>
<b>Hamilton Worthy</b>
Author of <i>Pecan Grove</i>
<a href="http://filedby.com/author/hamilton_worthy/3451786"></a>
```

Post templates pre-format the post editor with text or code that will appear each time you create a new post. [Learn more](#)

Source: <http://www.blogspot.com>

- h. Click “Save Settings”. Now, whenever you create a new blog post, your signature and FiledBy Badge will automatically appear at the bottom!



Source: <http://www.blogspot.com>

If you have any questions about adding a FiledBy Badge to your Blog Spot, please email us at [info@filedby.com](mailto:info@filedby.com) and we'll be glad to help!