





Setting Up a Bloglines Account

- Visit www.bloglines.com and click “Sign Up Now!” in the middle of the page. Follow the instructions to register and confirm your account.
- Go back to www.bloglines.com and log in (link is in the upper-right corner).
- First, import subscriptions to several library-related blogs and websites:
 - Open a new browser window and visit <http://www.bloglines.com/public/gslislab>
 - Right click on “Export Subscriptions” and select “Open Link in New Window”
 - In this new window, from the browser’s menu (up at the top right of the screen) select “File” then “Save Page As.” In the “Save As” window that opens up, “File Name” should show a file called “export.xml”—save this to the desktop without changing the file name.
 - Go back to the browser window where your Bloglines account is open.
 - On the right side of the screen, click on “Edit” (up at the top).
 - Again on the right side of the screen, under the “Extras” section, click on “Import Subscriptions.”
 - On the left side of the screen, click the “Browse” button. Browse to your desktop and select the file called “export.xml” that you just saved, and click “Open.”
 - Back on the left side of your Bloglines screen, click “Import.” That’s it!
- Now, let’s go over manually adding a feed to your Bloglines account—news from the Boston Globe.
 - Open a new browser window and visit <http://www.boston.com>
 - Scroll down to the very bottom of the screen and find the bright orange rectangle that says “XML.” Click on that button.
 - Look at the different RSS feeds that the Globe offers. Pick one and click on the link.
 - Take a look at all the different RSS feeds the Globe offers, and right-click on the link for one that looks interesting. In the little box that appears, click on “Copy Link Location” or “Copy Shortcut,” whichever you see.
 - Go back to your Bloglines account. On the right side of the screen, click on “Add.”
 - On the left side of the screen, right-click in the box next to “Blog or Feed URL” and select “Paste” from the box that appears.
 - Hit subscribe.
 - Bloglines will show you some options to manage you new feed. You can:
 - Put it into an existing folder, create a new one, or have the feed show up in the list like the “Bloglines News” feed does.
 - Tell Bloglines to ignore posts that you’ve already gotten if they’re updated later.
 - Choose to see the whole post, a summary, or just the title.
 - Tell Bloglines whether or not you want the feed to be monitored by Bloglines Notifier (a utility you can download from Bloglines) or if you want it to show up in Bloglines Mobile (if you surf the web from your cell phone or PDA).
 - If you choose to share your subscriptions so your friends can see them, you can make some of them private.
 - Set your options and hit “Subscribe” at the bottom. That’s it!
- To add new feeds in the future, follow the same process. If you’re on a webpage or blog that you want to subscribe to, you can look for any of the following buttons (they might also be text links) or something that looks similar:    
- If you use the Firefox web browser or Internet Explorer 7, the last icon printed above will be present in the address bar of the browser. Click on it there to quickly & easily subscribe to the feed.
- Sometimes these are hard to spot! Look at the very bottom of the page and check any links on the right or left side of the page.
- If you can’t find them (or are feeling lazy!) you can have Bloglines help:
 - Copy the website address from the browser window.
 - Click on “Add” in Bloglines.
 - Paste the URL into the box next to “Blog or Feed URL” and hit “Subscribe.”
 - If the website has any feeds, they’ll show up!

Poke around Bloglines and see how it works

The following are some tips and tricks to help you get used to using Bloglines quickly. It's pretty user-friendly, so you might be able to figure out a lot of this on your own. Bloglines can do quite a lot, and this doesn't cover everything!

- **Look at the “My Feeds” tab** – this is where you can view your feeds and read any new content. Expand folders by clicking on the + to the left. Read feeds by clicking on the feed name. Under “Extras,” you can download “Bloglines Notifier,” which will tell you when you have new
- **Click on “Edit”** – under the My Feeds tab. Delete feeds you don't read by dragging them to the trash can. Move feeds from folder to folder by dragging-and-dropping. Under the “Choose operation” box, you can set Bloglines to sort your feeds in several different ways. You can also change settings for individual feeds—click on the feed, then click on “Choose Operation” and make your selection. (These options are the same as those presented when you add a new feed.) You can also make new folders and rename existing ones.
- **Click on “Options”** – under the My Feeds tab. This displays some general options for how Bloglines will work.
- **Click on “Directory”** – this is on the left side of the browser window. This shows you a listing of popular feeds that you can quickly add, just by hitting “Subscribe.”
- **Want to save a post to share or read later?**
 - The best option is to select “Clip/Blog This” at the bottom of the post. At the bottom of the window that opens, hit “Save to Clippings Folder” and then close the window. Now, when you select the “Clippings” tab, all of the posts you've saved will show up. You can select “Edit” to manage them just like you manage your feeds.
 - Of course, you can always e-mail the link to a post to yourself or a friend.
 - Another option is to check the box next to “Keep New.” This will mark the post to always show up on the right when you click on the feed. (Be warned: every once in a while, they will disappear! If this happens, once you've read the new content, you can retrieve anything that has disappeared by using the tip below.)
- **What to do if you accidentally clear out all the posts in a feed before reading them**
 - Once you click on a feed to read the posts, Bloglines assumes that you have read all of the entries – if you click on to another feed before you've read everything in the first feed, the content for the first one will disappear. But you can get it back!
 - Click on the feed title again.
 - In the box next to “Display items within the last,” select the appropriate option and click “Display.”
- **How to share your subscriptions so your friends can see what you read**
 - You can share your subscriptions so friends and colleagues can see what you're reading and subscribe to something that catches their interest.
 - On the upper-right corner of the screen, click “Account.”
 - At the top of that page, click “Blog Settings.”
 - Fill in your user name if that box is blank.
 - Check the box that says “Yes, publish my blog.”
 - Open a new browser window and visit [http://www.bloglines.com/public/\[your_username_here\]](http://www.bloglines.com/public/[your_username_here]) – for example, the URL for the user “gslislab” is <http://www.bloglines.com/public/gslislab>
 - If there are subscriptions you don't want to show up here, you can make them private. Click on Edit, double-click the feed, and make the change in the box that opens.