


Cheat Sheet #3

Tracking and Reading RSS Feeds Using Bloglines

Bloglines is generally accepted as the most feature-rich and popular RSS Feed reader. There are many other tools for subscribing to and reading RSS feeds. If you wish to learn to use Bloglines, this guide will help you get started and show you the basic tools for managing feeds in Bloglines.

Steps to Create a Bloglines Account:

1. Go to **bloglines.com**
2. Click on **Register** in the upper right corner, after the  symbol.
3. Go through the steps to get your own Bloglines account. Detailed instructions follow if you need them.

Fill in the "Create an Account" form.

Enter an *email address* that you can access easily. Bloglines will send a confirmation of your request to create an account to this address. Your account will not be activated until you receive and acknowledge this confirmation message. You will not receive any spam by doing this.

Make up and enter a *password* for your Bloglines account. It must be at least six characters long. Retype it to verify it. **Write it down.**

Accept the Time zone and Language settings.

Click **Register**.

4. Go to the **email account** you entered above.

Look for a message from "Bloglines Validation." The subject line will say "Bloglines Validation Email." It may take several minutes to arrive. If you have a spam filter, look for the message in your spam folder.

Open the message and click the link to validate your address. You will be returned to Bloglines, at the "Welcome" screen.
5. You are finished creating your Bloglines account.

To Access Your Bloglines Account from Another Computer:

Bloglines sets a cookie on whatever computer you access it from, enabling you to go to Bloglines.com and "be recognized" without logging in each time. If you leave a computer and do not want to be remembered there, delete cookies on that machine.


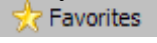
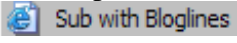
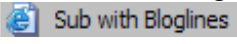
1. Go to **bloglines.com** and click on **Log In** (upper right corner).
2. Enter the *email address* and *password* you used when you created your Bloglines account.

Steps to Install the "Subscribe with Bloglines" Button

One of the easiest ways to subscribe to an RSS feed using Bloglines, is to click on the link to a web page where you think there is a feed you want to subscribe to, so that the page is in your browser. Then click the *Sub with Bloglines* button installed in your browser. Bloglines will find all available feeds and allow you to Preview each before you choose the one(s) you want.

1. Go to bloglines.com. If you are not automatically logged in, log into your account.
2. If the **Feeds** panel is not already open, click on the **Feeds** tab.

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3. Click on **Add** under the **Feeds** tab.
 4. In the blue area on the right, click on Easy Subscribe Button.
 5. This page lists instructions for most web browsers. Under Internet Explorer Users, **right click** on . Select **Add to Favorites**. Click **Yes** to the warning. Click **OK** to add to favorites.
 6. Look in your Favorites by clicking **Favorites** in the top menu bar or clicking the  button. You should see. 
 7. Most of the time, the easiest way to subscribe to an RSS feed in a blog or a web page is to get the page into your browser window, and then  click. Bloglines will detect any available feeds in any format and zoom to your Bloglines account. Click Preview to choose which one(s) you want.
 8. In some blog postings, there is no link to the RSS feed for the blog. In this case, Bloglines will zoom you to the Subscribe page in your account and tell you to enter the URL for the blog. Usually the blog URL is the first part of the URL for the posting which Bloglines copied to the Subscribe Blog or Feed URL box. For example if Bloglines copied <http://maisonbisson.com/blog/post/10957/>, delete all but <http://maisonbisson.com>
- How to search these sites: Search only these sites
 Search the entire web but emphasize these sites

Steps to View, Read, and Manage Your Feeds:

1. After subscribing to a feed, you should see in Bloglines a screen with **Feeds** tab in the upper left. (If you don't see this, click on the Bloglines logo and then click on the Feeds tab.)
2. Click on the feed you added. The current postings that you have not read will appear on the right. Scroll through and read what you want.
3. By default, any postings you look at will disappear from Bloglines once you look at them. To save postings, do one of the following:
 - Click the **Keep New** box at the bottom of the individual posting. This posting will remain in MyFeeds until you uncheck Keep New.
 - Click **Clip/Blog This** at the bottom of the individual posting. In the window that opens, click the **Save To** button next to where it says **Clippings Folder**. Close the window that opens when you're done. To view saved clippings, click the **Clippings** tab on the right.
4. If you want to view something that disappeared from Bloglines, go directly to the Blog or website that the RSS feed came from. You can do this by clicking on the link to it above the RSS feed postings on the right in Bloglines. (You can also find the blog or website by searching for it in Google or another search engine.)

Steps to Remove Feeds or Saved Clippings from Bloglines:

1. Click on the tab for whichever you want to remove.
2. Click Edit.
3. Drag the item you wish to delete to the Trash icon.