# Creating a Blog at Blogger.com

#### **Getting Started on Blogger.com**

<u>Blogger.com</u> (Click on the link to go to Blogger.) boasts that you can create a blog in three easy steps. You really can. This is a powerful, yet fairly easy blogging system. I think you will enjoy learning to use it.

The three steps are:

- 1. Create an account
- 2. Name your blog
- 3. Choose a template (the layout and look of your blog)

We begin by clicking on the big orange button: "Create A Blog."

Note: If you already have a Google Account set up, you can sign in with your Google account email and password, click "create your blog now" and skip to step two: Naming your Blog.



## Step 1: Creating an Account

1. You are required to have a valid email address. You are not required to use GMail (Both Blogger and GMail are owned by Google.)

2. Choose a password. The system will interactively indicate how secure the password is.

3. Your display name is the name that appears on your account.

4. You must type in the strange little letter sequence. If you can not make out what it is, you can click on the handicapped icon and hear it spoken to you.

5. You must accept the terms of service.

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## Step 2: Naming Your New Blog

1. Decide on a title/name for your blog. This can be anything you want it to be.

2. You now decide on the blog web address. You get to pick the part that appears *before* ".blogspot.com". This must be a unique address. In other words, no two blogs on earth can have the same web address. This is a little challenging at times. The blogging system will tell you if the web address you have chosen is already taken or if it is available. Click "Check Availability" after you have typed to see if it is available. Good luck! With all of blogs hosted at blogger.com, you may have to get creative.

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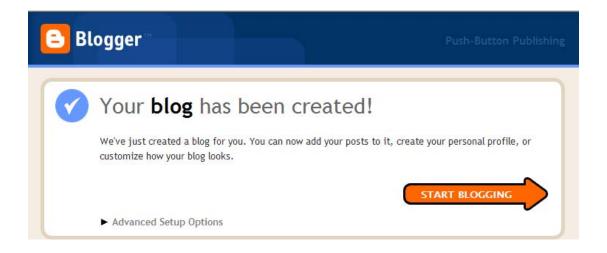
## Step 3: Choose Your Template

Scroll through the pictures of the different blog templates and pick the one that speaks to you. Click "Continue."

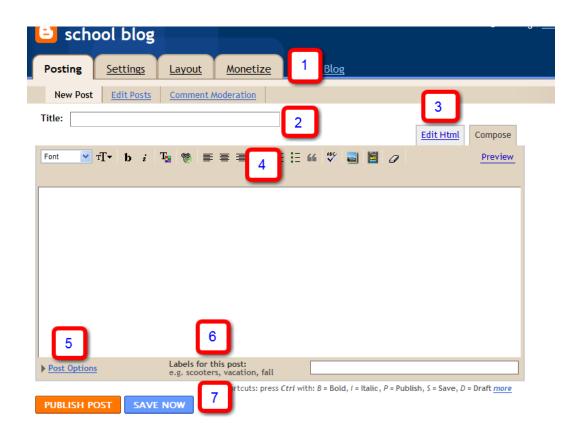
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## **That Was Easy!**

Now you can actually start posting to your new blog. But before we begin to post, we will look at posting features. Go ahead and click "Start Posting."



## **Posting Features**



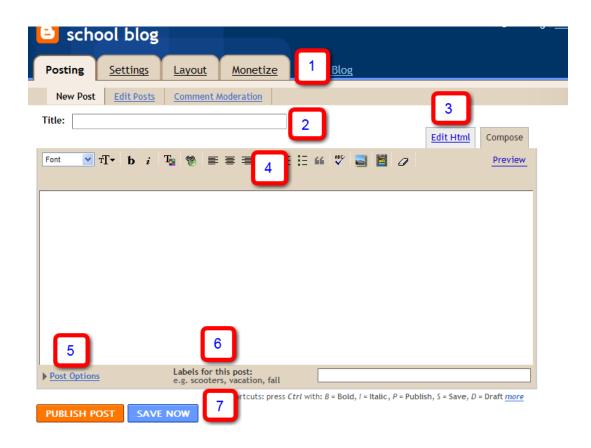
1. Notice three tabs appear on the page. The Posting tab is selected. It, like the other two tabs, has some subsections. The three subsections for the Posting tab are: New Post, Edit Posts, and Comment Moderation. New Post has been selected for us, and we are poised to write our first post. But let's resist for a bit. Let's explore this window first.

2. You have your Title space and a text editor below for writing the body of your post.

3. Notice you can edit the html directly if that gets you excited! (I don't encourage this for beginners.)

4. Across the toolbar you can select your font, font size, text formatting and color, add links, adjust the text alignment, add unordered and ordered lists, add a blockquote (which indents the text block) check spelling, and add a picture. You can also preview the post. Again, I strongly recommend you preview your posts. What you think you will see is not always what you see when your post is published. Preview first.

## **Posting Features continued**



5. Post Options gives you the option to allow or not allow comments for this post. It also displays the date and time. You can actually adjust the date and time if you would like.

6. Labels or categories can be entered in the next box. Each one must be separated from the others with a comma. After you add labels for the first time, a link appears next to the white box. The link reads "Show All." When you click on it, all of the labels you have used to date appear beneath as links. To add an existing label or category to a post, simply click on it from that list. It will then appear in the white text area for you without your needing to type it again.

7. You can save your post without publishing it, you can always edit and save and publish at a later time. You can also publish the post immediately.

Note: For more information on the features of Blogger and all the amazing things you can do, visit <u>www.howcast.com</u> and search "blogger" or the feature of blogger you would like to learn about. Howcast provides many helpful video tutorials.

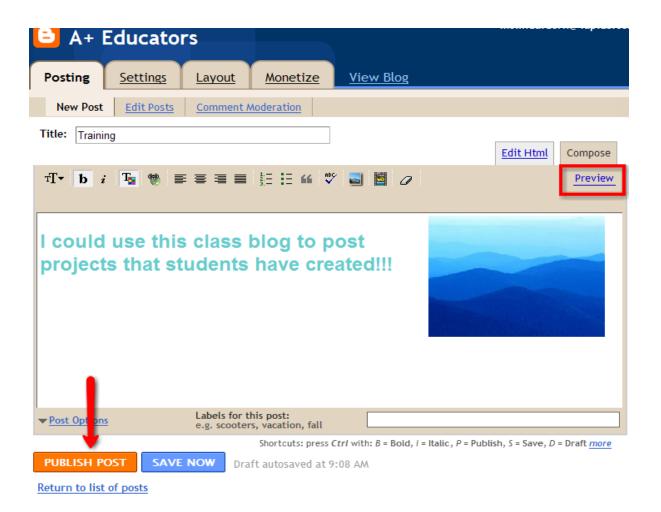
### **Creating a Blog Post**

1. If you have just signed in to your account, click "New Post." This will take you to the posting tab to create a new post. If you are looking at the posting tab, simply type a title for your blog post. Type "Training" for the title of your first post.

2. Type in the large white space one sentence about how you could use your new blog with your students.

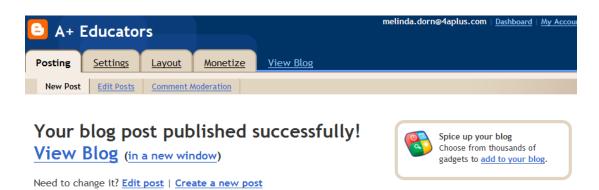
3. If you'd like, you can change the font, color, size and even add pictures!

4. Click "Preview" to preview your post. If you like the way it looks, click "Publish Post." If you need to go back and edit some more click "Hide Preview." When you are finished, click "Publish Post."



**View your Blog** 

1. You did it! Now click "View Blog" in a new window to see your first post.



2. Your post will show up on your blog.

3. Look at the screen and use your mouse to highlight the URL as shown below. Right click where you have highlighted and select "Copy."

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