INTRODUCTION TO BLOGGING USING BLOGGER.COM

Set up a blog using www. Blogger.com

A blog (short for weblog) is a website that is an on line journal, or log, of updates that feature information and observations that the blogger would like to share with the rest of the world.

This class will help you to set up your own blog, using one of the more popular and easiest to use blog applications “Blogger”. You should be able to navigate the internet, have knowledge of word processing and an email account before taking this class. As time constraints may not allow for all of the material in this handout to be covered in the lesson, we have attempted to provide you with a set of instructions that you can follow at home.

To start, go to www.blogger.com and click on the “create a blog” link.

The next screen will ask you to sign up: an email address, a password and a name that you would like to use to sign your posts will be required. You should write down or print a screen shot of the information entered on this screen for future reference.
The title of the blog is set up in the next screen, which also determines the internet address of the blog. For the purposes of this lesson - “Syosset Patron” (www.syossetpatron.blogspot.com) will be the blog name but you need to choose your own. The blog name chosen will be checked for availability at this time.
Next, the template for the format of your blog needs to be chosen. Blogger allows you to experiment with the many templates offered before making a decision. The blog template can be changed again at any time. After choosing a template, click on “Continue”.

“Your blog has been created!”, continue by clicking “start blogging” link.
The next screen will be the posting screen. Try composing a blog post at this point and then hit “Publish Post”, whatever you choose to write can be easily deleted or edited at any point.

After you have published your post, this screen will appear:

Click on the “View Blog” link to actually see the newly published post.
Click on “customize” in the Blogger toolbar to go back to the “layout” portion of the “dashboard” from which a blogger controls all facets of their blog.

There are 4 subsections to the Layout tab: “Page elements” (seen above), “Fonts and Colors”, “edit HTML” and “Pick New Template”. You can now arrange the elements of your blog page in Page Elements.
The word *edit* is underlined in several places, meaning that you can change things about each item where it appears. Let's explore each item, starting from the top of the page elements section: click on *edit* in Navbar, which opens another window.

After deciding on the color you would like, close the window. (Remember, you can look at your blog at any time by choosing *view blog*, and assess any change you have made.)
Next click edit in the Header box. Another window (already pictured) will open asking if you would like to add a blog description and an image to your header, along with the name of your blog.

A picture and description has been added to “Syosset Patron’s” blog:
Save your changes before moving on to the next step.

Next, click **edit** in the “Blog Posts” section. This window asks you to configure the features of your blog posts, such as date format and number of posts displayed.
The last feature to work on in the “Page Elements” page is “Add a Gadget”. Gadgets (or widgets) are elements that can display all types of information in the sidebars of blogs. They can be arranged in any order in a sidebar and Blogger has 29 to choose from.

In the screen pictured below you can see that “Syosset Patron” has chosen to display the “Followers”, “Blog Archive” and “About Me” gadgets.
Clicking on “Add a Gadget” will open a window in which all the gadgets available for display on your blog can be explored.

Once you have chosen the Gadgets you would like to display on your Blog, you will be finished with your “Page Elements”.
Click on “Fonts and Color” under the Layout tab. You have a wide choice of fonts and colors to choose from for all the different facets of your blog template.

“Syosset Patron” has made some changes. Make some on your blog and save.
The next item in the “Layout” tab is “Edit HTML”. HTML is hypertext markup language, the coding that controls all you see on a web page. There is no need to know HTML with a Blogger blog, but if you do, the option to use it is available.

Lastly, there is “Pick a new template”. This is the link to use if you should decide to change your blog’s template.

The settings for your blog need to be chosen - go back to your dashboard, and choose the “settings” tab:

The “Settings” subheadings are Basic, Publishing, Formatting, Comments, Archiving, Site Feed, Email & Mobile and Open ID & Permissions. At this point answer the questions you can and leave all the settings that seem unfamiliar to you on the default choice. The “Help” pages are always available for explanations of anything having to do with your blog, just click on help in the upper right hand corner. Let’s take a look at the Help page now and try to answer any questions you might have. A good idea is to leave the help window open while you are still exploring your new blog.
Minimize or close the Help page and return to the Dashboard, and click on "Monetize", the last section to explore.

There is information on this page about earning money with your blog by displaying Google related ads using their AdSense application.
Now you know all you need to know to start blogging!

Deleting Your Account

Follow these steps:

1. Go to Dashboard
2. Click on Settings
3. Click on Basic

4. Click on Delete Blog

To learn more about blogging with a Blogger blog:

- Do a web search for “Blogger tutorials” and you will find videos that will go over what you have just learned and more: www.youtube.com

- The web address of Blogger’s help pages is www.google.com/support/blogger

- Looking for blog post ideas? Some suggested search terms for the search engine of your choice:
  “Blogger”, “blogging”, “blog posts”, “blog post ideas”, “blogging inspiration”