

# Blogger Outline

## Included in this outline...

- Creating a blog
- Posting to your blog
- Managing posts & comments
- Customizing settings
- Layout & gadgets
- Mobile blogging (optional)
- Subscribing to blogs
- Submitting assignment

## I) Creating Your Blog

- Using Firefox**, go to [www.blogger.com](http://www.blogger.com)
- Click “watch a video tutorial” (2 min)
- Click the “Take a Quick Tour” link
  - Use 7 screens to learn about blogs
- Click “Create a Blog” button
- Above the form, click the “sign in first” link to sign-in with your Google account
- Name your blog
  - Create your blog title & address, then click the “continue” button
- Choose a design template, then click the “continue” button
- Click the “Start Blogging” button to continue



## II) Posting to Your Blog

- Enter a title and compose the message of your posting
  - You can easily edit or delete posts anytime
- Observe formatting toolbar which includes buttons for inserting hyperlinks, images, and videos
  - Select a word or phrase in the body of your post & make it a hyperlink to another website
- Enter one or more descriptive labels in the lower-right corner
  - Labels are tags used to organize & describe your postings. Visitors can search your blog for postings related to individual labels.
- Click the “Preview” link near the upper-right corner (Click “Close Preview” to return)
- Click the “Publish Post” button, then click the “View Blog” link on the next page

### III) Managing Posts & Comments

- A) Click the pencil icon just below a posting to edit it
  - 1) This pencil icon only appears when you are signed-in to Blogger
- B) Click the “Edit Posts” tab
  - 1) Notice options for editing and deleting postings
  - 2) Click “Comment Moderation” tab
    - As directed, click the “Comment Settings” link
  - 3) Change settings to define who can comment on your blog
  - 4) Explore other options on this page
    - What’s a backlink? (Click “learn more” to see the definition)
    - Note “Help” link in upper-right corner of page (next to Sign Out)
  - 5) Click the “Save Settings” button at the bottom of the page when finished

### IV) Customizing Your Blog’s Settings

- A) Click the “View Blog” link near top of the page to return to your blog home page
- B) Click the “Customize” link in the upper-right corner (next to New Post and Sign Out)
- C) Click the Settings tab and explore options (Basic, Publishing, Formatting, etc.)
  - 1) Basic Tab
    - Description (usually a subhead displayed below your blog title)
    - Notice at the top of this page is where you can delete your blog
  - 2) Formatting tab
    - Customize how many recent posts will display on your blog’s home page
  - 3) Email & Mobile tab
    - Email notification
    - Email address for sending new blog postings (optional)
  - 4) Permissions tab
    - Option to create multiple blog authors
    - Option to restrict viewers (don’t do this now, however)

### V) Customizing Layout & Adding Gadgets

- A) Click the “Layout” tab
- B) Drag & drop page elements and use the “Edit” link to customize each
- C) Click “Add a Gadget” and explore the variety of content you can add to your blog’s design
  - 1) Add the “Subscribe” and “Labels” gadgets
- D) Note “Fonts & Colors” and “Pick New Template” tabs for further customization

## **VI) Adding Images and Videos**

- A) To add image go to “New Post” or “Edit post” (the pencil icon under a previous blog entry)
  - 1) Click on the image icon in the formatting toolbar
  - 2) Browse to add an image from your computer (avoid using the web address option)
  - 3) Choose layout and click “Upload image” button
- B) To add video to a blog post:
  - 1) Open the desired YouTube video (or any video that offers embed code)
  - 2) Copy the source code from the “Embed” field next to the video
  - 3) Open your blog and create new blog post or edit an existing post
  - 4) Select the “Edit HTML” tab and paste the code on it’s own line
  - 5) Preview and/or Publish the post to see the embedded video

## **VII) Mobile Blogging (optional)**

- A) Click the “Dashboard” link in upper-right corner
- B) At the bottom of the page, notice the sections labeled “Mobile Devices” and “Help Resources”
- C) Click the link “Learn how to start mobile blogging”
- D) See “How it works” for an overview of the process (optional)

## **VIII)Subscribing to Blogs**

- A) Go to the Google home page ([www.google.com](http://www.google.com))
- B) Along the top, go to More > Reader
- C) Use Google Reader to subscribe to blogs or other RSS Feeds (CNN, Dept of Ed, etc.)
  - 1) Use the “Add a subscription” button (copy/paste address)
    - Go to [www.drzreflects.com](http://www.drzreflects.com) find the “Subscribe” link – follow it to subscribe with Google
    - Alternatively, find a subscription link or RSS icon on a web page, right-click on that link and choose “Copy link location”. Paste this into Google Reader (add a subscription)

## **IX) Submitting Your Blog**

- A) Submit the URL of your blog home page to the Assignments area in eLearning. Copy & paste the URL from the address bar of your browser.