

Creating a Personal Blog through Google's Blogger

Create a free Google account.

If you already have one, skip to the next task. Benefits of having an account include a fine email system called gmail, online calendars, free blogs, and more.

1. Go to <http://www.google.com/accounts>. Put this page on your favorites list for quick access later.
 2. Click on the "create one for free" link.
 3. Complete the form and click on the "I accept. Create my account." button at the bottom of the page.
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Get to the Blogger Dashboard.

This is where you will create and then manage your blogs.

1. Log into your Google account from the page linked above.
 2. In the **My Products** section, find and click on "Blogger."
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Create a blog.

Note that the title of your blog and the design can be changed later.

1. Click on the "Create a Blog" link towards the top right.
 2. On the **Name Your Blog** page, choose a title (such as "My class blog") and a web address. Write down the web address to share with your friends or instructor. Provide the word verification and click the continue arrow.
 3. On the **Choose a Starter Template** page, choose a design. Avoid designs that use white text on a dark background, as they are difficult to read. Click the Continue button.
 4. You have a blog! Click on the "Start Blogging" arrow to continue.
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Check out some features and make some important decisions.

1. **Look at the header:** You should see your title at the top left and your gmail address at the very top of the page, more or less in the center. There is a text link to the Dashboard, which is very helpful should you decide to create several blogs. There are also links to your account, help, and a Sign Out link.
2. **Check out the tabs and make some function choices:**
 - The **Settings** tab has several sections. Visit these particular sections when you are initially setting up your blog, and feel free to check the others out later:
 - The **Basic** section is where you can change the title of your blog and add a description, should you want to have Google list your blog in their search engine index. Make sure you read the rest of this page and answer yes or no to each of the questions to your satisfaction. Click the Save Settings button at the bottom of the page.
 - Click on the **Formatting** section and make choices. If you change anything, click the Save Settings button at the bottom of the page.

- Click on the **Comments** section and make choices, again clicking on the Save Settings button at the bottom of the page when you are done.
 - Click on the **Permissions** section and make choices. If this blog is for completing coursework, it is best to be the only author. Any changes you make in readership will prompt the system to ask for verification.
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Post something on your blog!

1. Click on the **Posting** tab, found on the left.
 2. Provide a title for your post.
 3. In the larger box, type your message.
 4. Edit your text if you like!
 - To make some text bold or italic, highlight it and click the "b" or "i" button.
 - To include a hyperlink (live link to another web page), highlight the text that will serve as the link and click on the green earth link icon to the right of the italic icon. Type or paste the entire URL (web address) into the popup dialog box and click "ok."
 - Check your spelling with the checkmarkABC button.
 - You can also add pictures and video. Make sure you are the author/owner of any pictures and video you post. If you do not own them, instead link to the original site where you found them.
 5. When you are done composing your post, click on the small "Post Options" button at the bottom of the text box, and choose whether or not you wish to allow reader comments.
 6. Click on the "Publish Post" button.
 7. Either "View Post" from the large text link, or find the "view Blog" link to the right of the tabs to see the full blog.
 8. If you don't like your post, click on the pencil icon to edit.
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Last but not least ...

Getting out: Especially if you are using a public computer, remember to sign out when you are completely done working on your blog. The link should be found at the top right.

Getting back in: When you want to return and post again, visit the link you put on your favorites list and log in. Click on Blogger to get to the dashboard, then simply click on "New Post" and it will be easy to follow the last set of steps above again to make a second entry in your blog.