

Blogger

- Blogger
 - <http://www.blogger.com/start>
 - <http://help.blogger.com/>
 - Creating a Blog
 - Posting to a Blog
 - Adding a **Blog This** Toolbar Button from the Google Toolbar (*Previous Exercise*)
 - Blog Settings
 - Using Multiple Blogs
 - Ways to use Blogs
 - By Subject
 - For a Community
 - Customizing your browser to use blogs
 - Using **Blog This**
 - <http://toolbar.google.com/>
 - <http://help.blogger.com/bin/answer.py?answer=152&topic=17>
 - Searching Blogs
 - <http://www.technorati.com/>
 - <http://blogsearch.google.com/>
1. To create a Blog go to <http://www.blogger.com>
 2. Choose the **Create Your Blog Now** arrow.

The screenshot shows the Blogger homepage with a dark blue header. The main content area is light beige and features several sections:

- Explore blogs**: A search bar with a "SEARCH BLOGS" button. Below it, there are three categories: "BLOGS" (with links to "El blog de José Barral" and "Envy Inc." and a timestamp "9:40 PM"), "BLOGS OF NOTE" (with a link to "Pimpwiz"), and "RANDOM BLOGS" (with a "NEXT BLOG >>" button).
- What's a blog?**: A section with a "TAKE A QUICK TOUR" button and four icons: "Publish thoughts" (notepad), "Get feedback" (speech bubbles), "Post photos" (photo cards), and "Go mobile" (mobile phone).
- Create a blog in 3 easy steps:**: A list of three steps: "1 Create an account", "2 Name your blog", and "3 Choose a template". Below this is a large orange arrow button labeled "CREATE YOUR BLOG NOW".
- RECENT NEWS**: A section with a link to "Comment Moderation".
- QUICK CASH**: A section with a link to "AdSense tool".

At the bottom, there is a navigation bar with links: Home | About | Buzz | Help | Language | Developers | Gear | Privacy | Copyright © 1999 - 2005 Google.

3. **Fill in** the information requested and then click the **Continue** arrow.

The screenshot shows the Blogger 'Create an account' page. At the top, the Blogger logo and 'Push-Button Publishing' are visible. Below the logo, a progress bar indicates three steps: 1. CREATE ACCOUNT (selected), 2. NAME BLOG, and 3. CHOOSE TEMPLATE. The main heading is '1 Create an account'. The form contains several fields: 'Choose a user name' with a text input and a note 'You'll use this to sign in for future visits.'; 'Enter a password' with a text input and a note 'Must be at least 6 characters long.'; 'Retype password' with a text input and a note 'Enter it again just to be sure.'; 'Display name' with a text input and a note 'The name used to sign your blog posts.'; 'Email address' with a highlighted text input and a note 'We will never share your address with third parties without your permission.'; and 'Acceptance of Terms' with an unchecked checkbox and a link to 'Terms of Service' and a note 'Indicate that you have read and understand Blogger's Terms of Service'. A large orange arrow labeled 'CONTINUE' is at the bottom right. The footer contains links for Home, About, Buzz, Help, Language, Developers, Gear, Privacy, and copyright information for 1999-2005 Google.

4. Name your Blog, spend some time thinking about the Blog address. Make sure it accomplishes your purpose. You can change the name later if you get a better idea.

The screenshot shows the Blogger 'Name your blog' page. At the top, the Blogger logo and 'Push-Button Publishing' are visible. Below the logo, a progress bar indicates three steps: 1. CREATE ACCOUNT, 2. NAME BLOG (selected), and 3. CHOOSE TEMPLATE. The main heading is '2 Name your blog'. The form contains several fields: 'Blog title' with a text input and a note 'Enter a title for your blog.'; 'Blog address (URL)' with a text input containing 'http://' and '.blogspot.com' and a note 'You and others will use this to read and link to your blog.'; 'Word Verification' with a picture of the word 'haimbert' in blue cursive and a text input below it, and a note 'Type the characters you see in the picture.'; and 'Advanced Setup' with a note 'Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.' A large orange arrow labeled 'CONTINUE' is at the bottom right. The footer contains links for Home, About, Buzz, Help, Language, Developers, Gear, Privacy, and copyright information for 1999-2005 Google.

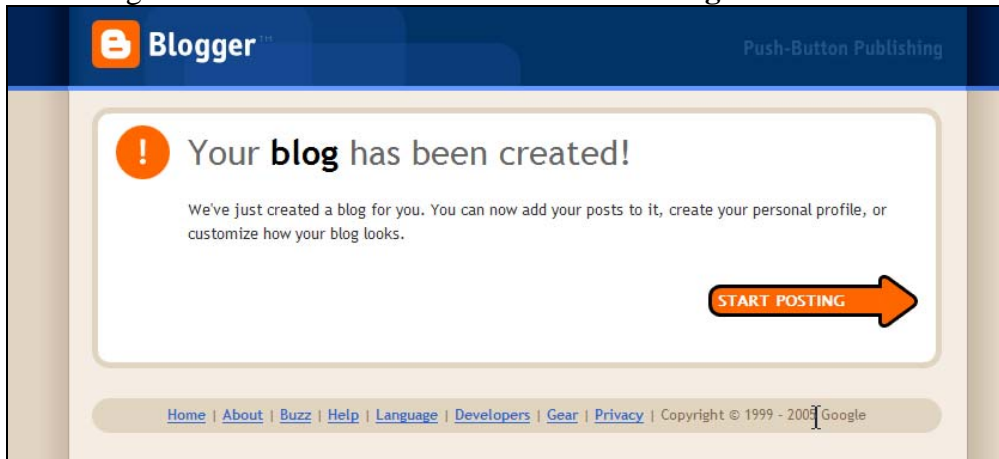
5. I am creating a Blog called STOU Experiment. I will delete it after creating it. You may create a Blog with a similar name. No two Blogs can have the same Blog address. Click on the **Continue** button when complete.

The screenshot shows the 'Name your blog' step of the Blogger setup process. At the top, there are three steps: 1. CREATE ACCOUNT, 2. NAME BLOG (highlighted), and 3. CHOOSE TEMPLATE. The main heading is '2 Name your blog'. Below this, there are three input fields: 'Blog title' with the value 'STOU Experiment', 'Blog address (URL)' with the value 'http://STOUExperiment.blogspot.com', and 'Word Verification' with a picture of the word 'himberv' and the input 'hcimbev'. An 'OR' section is followed by an 'Advanced Setup' link. At the bottom right, there is an orange arrow button labeled 'CONTINUE'.

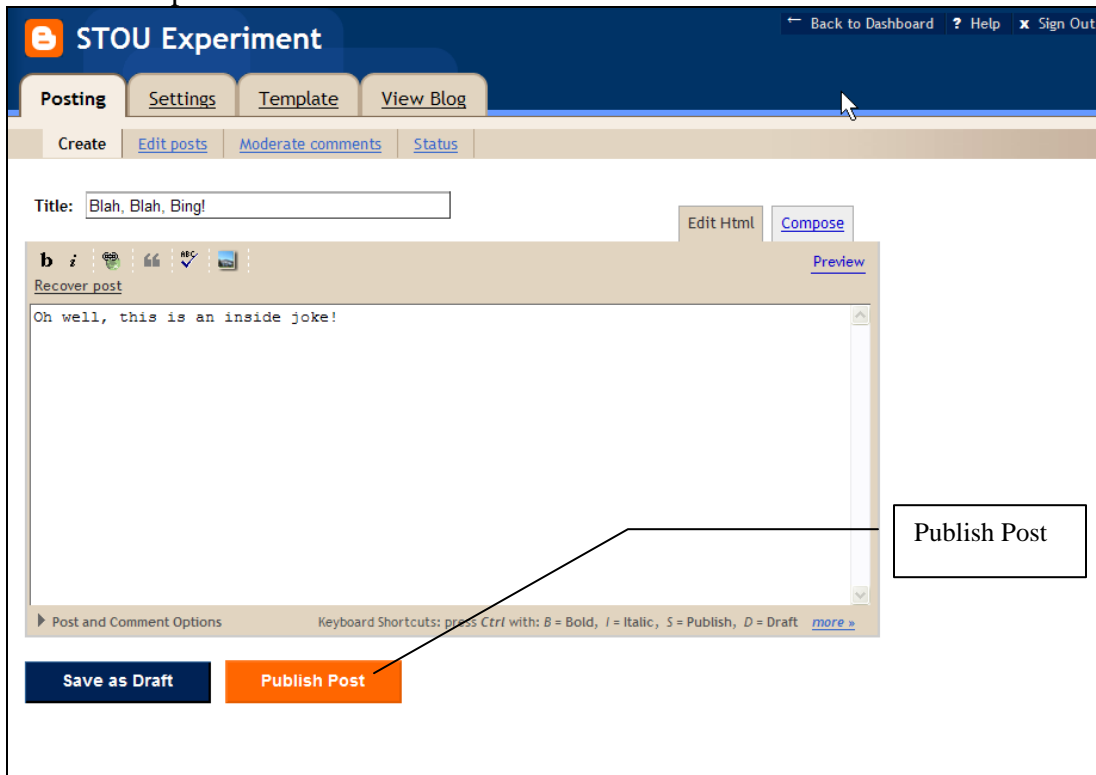
6. Explore and then choose a **template** for your Blog. I am choosing **Minima Black**. You can change the template of your Blog later. Click on the **Continue** arrow.

The screenshot shows the 'Choose a template' step of the Blogger setup process. At the top, there are three steps: 1. CREATE ACCOUNT, 2. NAME BLOG, and 3. CHOOSE TEMPLATE (highlighted). The main heading is '3 Choose a template'. Below this, there are four template preview cards. The first two are 'Minima' and 'Minima Black', both created by Douglas Bowman. The other two are 'Sample Blog' templates. To the right of the templates, there is a text box that says 'Choose a custom look for your blog. You can easily change the template later, or even create your own custom template design once your blog is set up.' At the bottom right, there is an orange arrow button labeled 'CONTINUE'. At the bottom of the page, there is a footer with links: Home | About | Buzz | Help | Language | Developers | Gear | Privacy | Copyright © 1999 - 2005 Google.

7. Your Blog has been created. Click on the **Start Posting** Arrow.



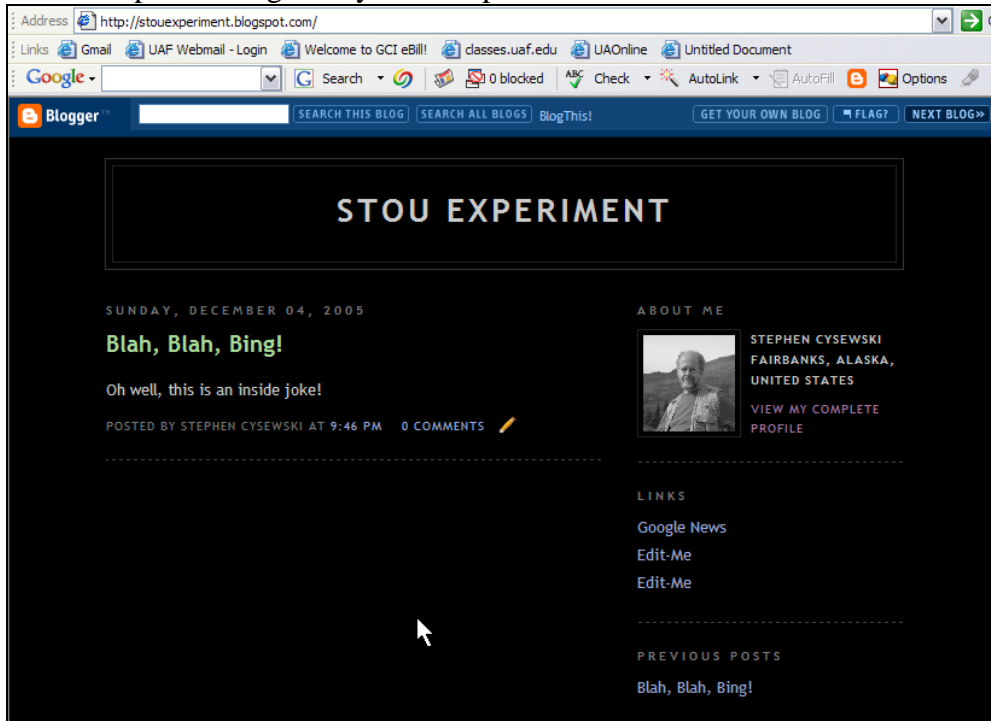
8. Create a sample Post and then click on **Publish Post**. You can edit or delete the Post later.



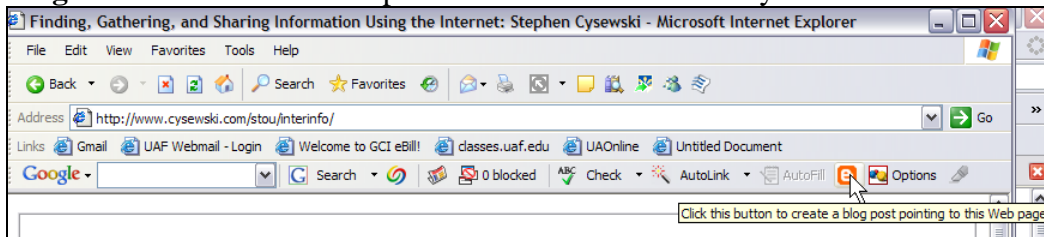
9. Your Post was successful, hopefully.
10. Click on the **View Blog** button to see the result.



11. Your completed Blog with your first post.



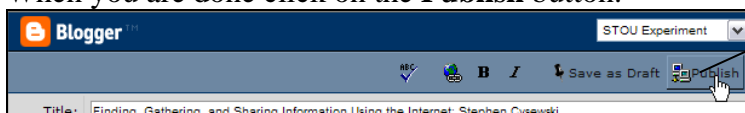
12. In the previous **Google Toolbar and Desktop** exercise we added the **Blog This** Button to the **Google Toolbar**. We will use that button now. If the Internet Explorer Toolbar does not have **Blog This** button refer to the previous exercise to add it to your toolbar.



13. Navigate to an interesting web site and then click on the **Blog This** Button.
14. A window will appear with the URL of the web site. You can add annotations to the web site before it is published. If you have multiple Blogs you can choose the Blog that you want to post to.

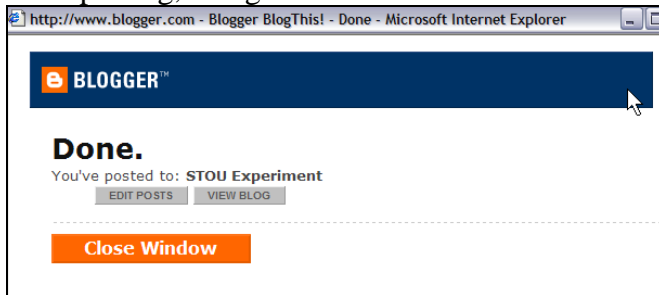


15. When you are done click on the **Publish** button.

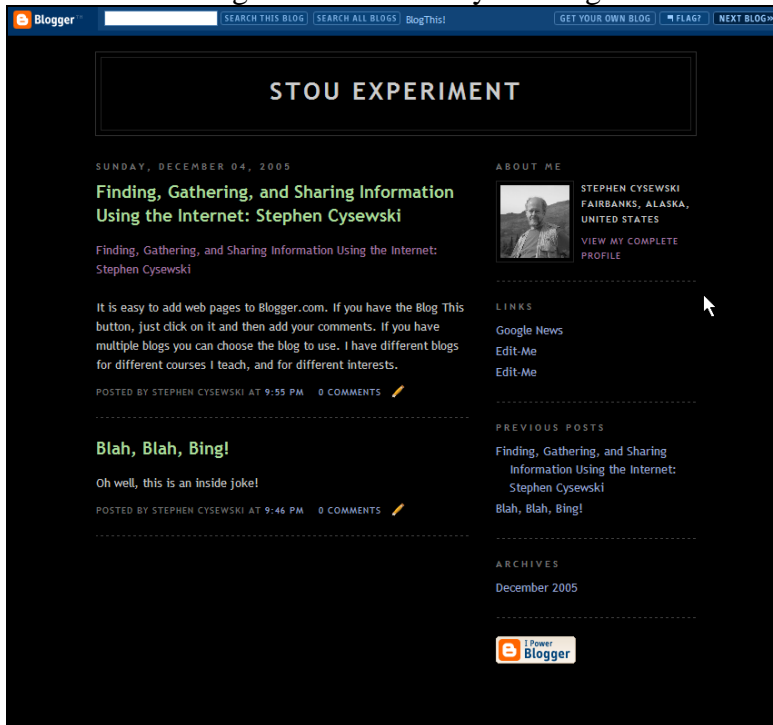


Publish Button

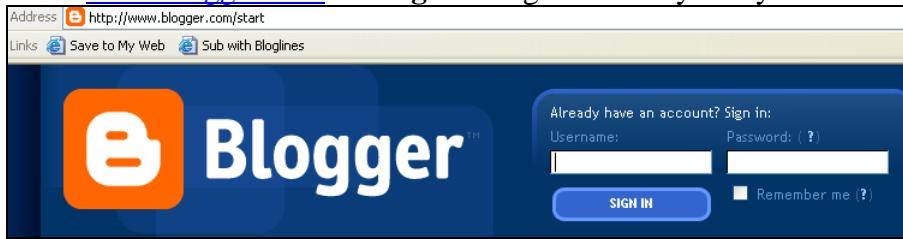
16. Your posting, along with an active link to the selected web page will be posted to your Blog.



17. Here is the Posting as it will look in your Blog.

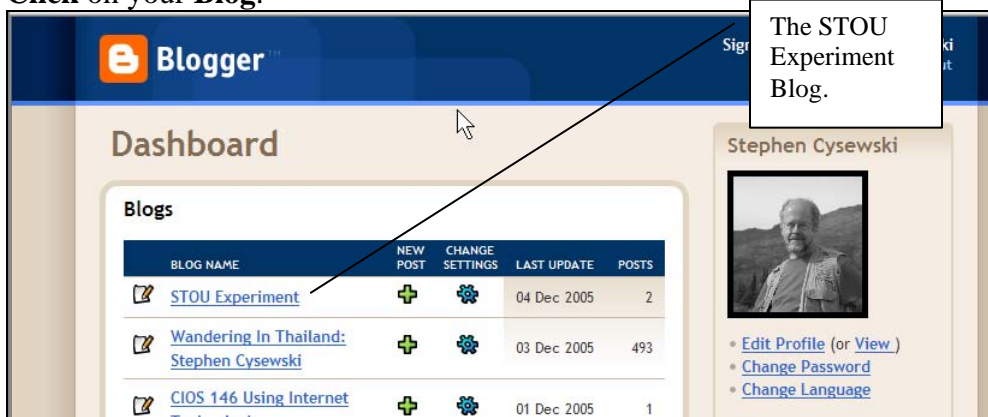


18. Go to www.blogger.com and **log in** using the identity that you created.



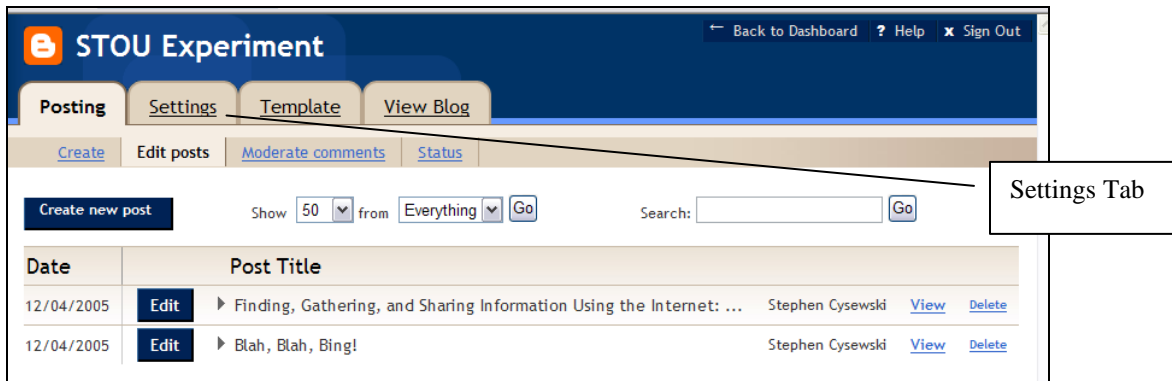
19. You will be directed to the **Blogger Dashboard** with your Blog listed. You can edit and configure your Blogs from the Blogger Dashboard.

20. **Click on your Blog.**



21. You can edit your Posts or add new Posts from the Posting Tab.

22. Select the **Settings Tab** to configure your Blog. There are many important Settings that should be customized.



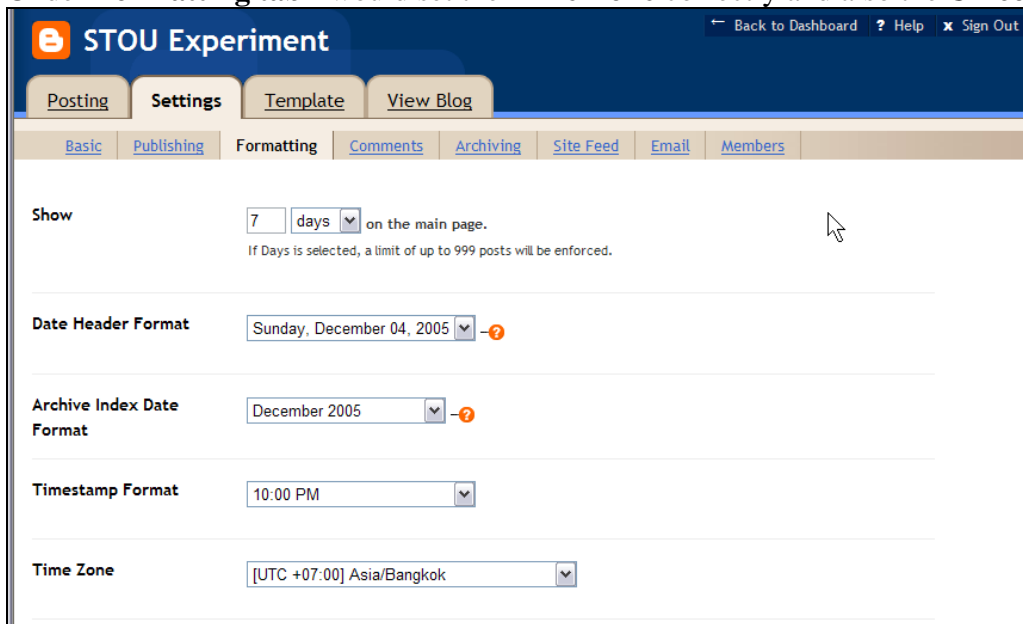
23. Under the **Settings Tab** are many configuration choices. Look at the list of Settings Tabs. We will look at each tab and I will recommend a few changes.
24. Under the **Basic Tab** I would set the **Add your Blog to our listings?** To **Yes** and the **Show Quick Editing on your Blog?** To **Yes**

The screenshot shows the Blogger Settings interface for a blog titled "STOU Experiment". The "Settings" tab is selected, and the "Basic" sub-tab is active. The "Title" field contains "STOU Experiment". The "Description" field is empty, with a note "500 Characters Max.". The "Add your Blog to our listings?" option is set to "Yes", with a note: "A Public blog appears in your Blogger Profile. If you select 'No' we will not show your blog anywhere on Blogger.com, but it will still be available on the Internet.". The "Show Quick Editing on your Blog?" option is also set to "Yes", with a note: "When you're logged in to Blogger, edit your posts from your blog with one click.". A callout box labeled "Settings Tabs" points to the sub-tab navigation bar.

25. Under Settings **Publishing Tab** I would set the **Notify Weblogs.com** to **Yes** if you want others to see when you update your Web Log.

The screenshot shows the Blogger Settings interface for "STOU Experiment" with the "Publishing" sub-tab selected. It displays the message "You're publishing on [blogspot.com](#)" and offers to switch to "FTP" or "SFTP". The "Blog*Spot Address" is "http://stouexperiment.blogspot.com". The "Notify Weblogs.com" option is set to "Yes", with a note: "Weblogs.com is a blog update notification service that many individuals and services use to track blog changes.". A "Save Settings" button is visible at the bottom.

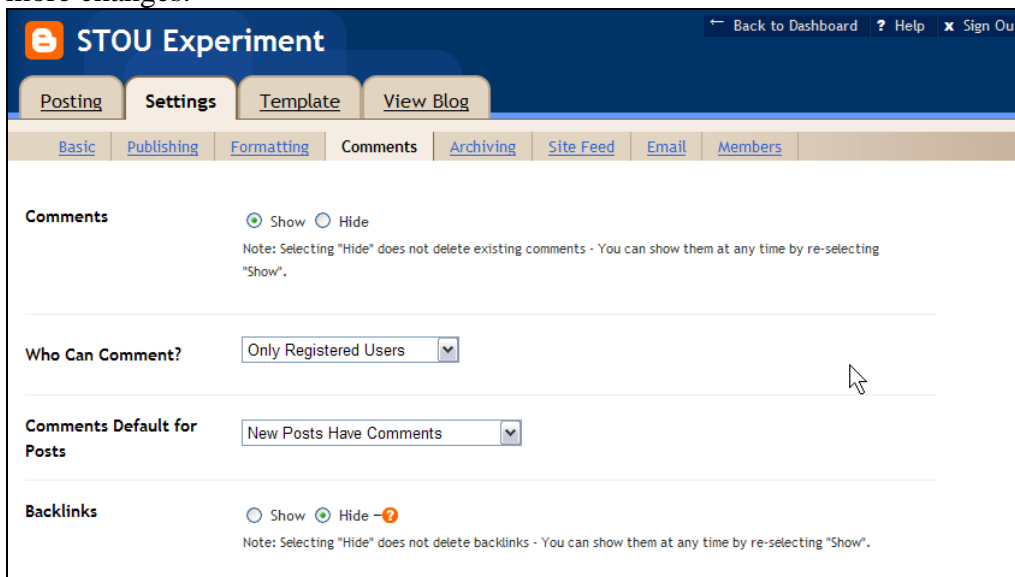
26. Under **Formatting** tab I would set the **Time Zone** correctly and also the **Unicode** settings.



The screenshot shows the 'STOU Experiment' settings page with the 'Formatting' tab selected. The page has a dark blue header with the site name and navigation links: 'Back to Dashboard', 'Help', and 'Sign Out'. Below the header are tabs for 'Posting', 'Settings', 'Template', and 'View Blog'. Under 'Settings', there are sub-tabs: 'Basic', 'Publishing', 'Formatting', 'Comments', 'Archiving', 'Site Feed', 'Email', and 'Members'. The 'Formatting' sub-tab is active. The settings are as follows:

- Show**: 7 days on the main page. (Note: If Days is selected, a limit of up to 999 posts will be enforced.)
- Date Header Format**: Sunday, December 04, 2005
- Archive Index Date Format**: December 2005
- Timestamp Format**: 10:00 PM
- Time Zone**: [UTC +07:00] Asia/Bangkok

27. Under **Comments** tab I would make a few changes. I would set the **Who Can Comment?** to **Only Registered Users**. I would then **scroll down** to the **bottom** of the **page** to make some more changes.



The screenshot shows the 'STOU Experiment' settings page with the 'Comments' tab selected. The page has the same header and navigation as the previous screenshot. Under 'Settings', the 'Comments' sub-tab is active. The settings are as follows:

- Comments**: Show Hide. Note: Selecting "Hide" does not delete existing comments - You can show them at any time by re-selecting "Show".
- Who Can Comment?**: Only Registered Users
- Comments Default for Posts**: New Posts Have Comments
- Backlinks**: Show Hide. Note: Selecting "Hide" does not delete backlinks - You can show them at any time by re-selecting "Show".

28. I would set the **Show word verification for comments** to **Yes** to limit comment Spam. I would also add my email to the **Comment Notification Address** so I would get a copy of any comments emailed to me. Make sure you **Save Settings** before you go to the next **Settings** tab.

This screenshot shows the 'Comments' settings page. It contains four radio button options: 'Show comments in a popup window?' (No selected), 'Show word verification for comments?' (Yes selected), 'Enable comment moderation?' (No selected), and 'Show profile images on comments?' (Yes selected). Below these is a text input field for 'Comment Notification Address' containing 'cysewski@gmail.com'. A 'Save Settings' button is at the bottom.

29. I would leave the **Archiving** tab as displayed.

This screenshot shows the 'Archiving' settings page. The page title is 'STOU Experiment'. The navigation menu includes 'Posting', 'Settings', 'Template', and 'View Blog'. The sub-menu includes 'Basic', 'Publishing', 'Formatting', 'Comments', 'Archiving', 'Site Feed', 'Email', and 'Members'. The 'Archiving' section has two settings: 'Archive Frequency' set to 'Monthly' and 'Enable Post Pages?' set to 'Yes'. A 'Save Settings' button is at the bottom.

30. I would set the **Site Feed** tab as illustrated below.

The screenshot shows the Blogger dashboard for 'STOU Experiment' with the 'Settings' tab selected. The 'Site Feed' sub-tab is active. The 'Publish Site Feed' option is set to 'Yes'. The 'Descriptions' dropdown is set to 'Full'. The 'Site Feed URL' is 'http://stouexperiment.blogspot.com/atom.xml'. The 'Article Footer' field is empty. A mouse cursor is pointing at the 'Descriptions' dropdown.

STOU Experiment

Back to Dashboard ? Help x Sign Out

Posting Settings Template View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email Members

Publish Site Feed Yes

Descriptions Full

Select Full to syndicate the full content of your post. Select Short if you only wish to syndicate the first paragraph, or approximately 255 characters, whichever is shorter.

Site Feed URL <http://stouexperiment.blogspot.com/atom.xml>

Article Footer

Enter your AdSense for Feeds code snippet to enable item-level ads in your site feed. You must also enable Post pages (in Archiving settings) and set Descriptions to Full (in Site Feed settings).

31. Under the **Email** tab I would add my email address to the **BlogSend Address**. Each of your Blog postings will be emailed to this account. You will be creating a valuable backup to your postings.

The screenshot shows the Blogger dashboard for 'STOU Experiment' with the 'Settings' tab selected. The 'Email' sub-tab is active. The 'BlogSend Address' field contains 'cysewski@gmail.com'. The 'Mail-to-Blogger Address' field contains 'cysewski.' followed by a text input box and '@blogger.com'. There is a 'Publish' checkbox. A 'Save Settings' button is at the bottom. A mouse cursor is pointing at the 'BlogSend Address' field.

STOU Experiment

Back to Dashboard ? Help x Sign Out

Posting Settings Template View Blog

Basic Publishing Formatting Comments Archiving Site Feed Email Members

BlogSend Address cysewski@gmail.com

Enter an email address here to have your blog mailed to whenever you publish.

Mail-to-Blogger Address cysewski. [] @blogger.com Publish

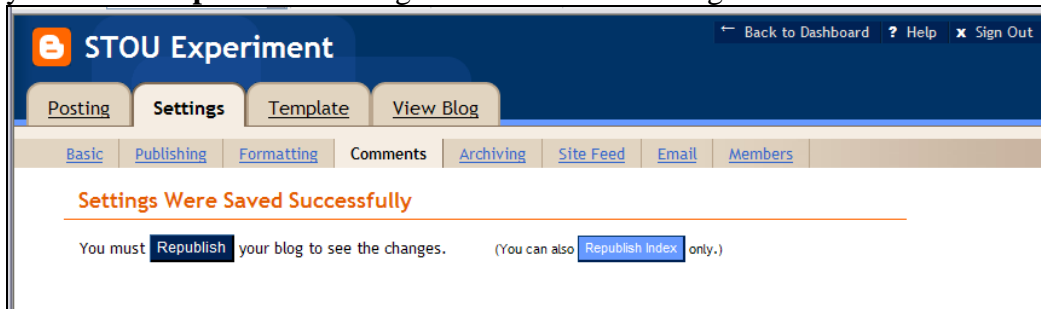
This is an address by which you can post to your blog via email. The secret name must be at least 4 characters long.

Save Settings

32. On the **Members** Tab you can add members to your blog and give them administrative privileges. By adding members you can create a work group Blog or also share the responsibility for moderating or editing a Blog. You can add a member or not.



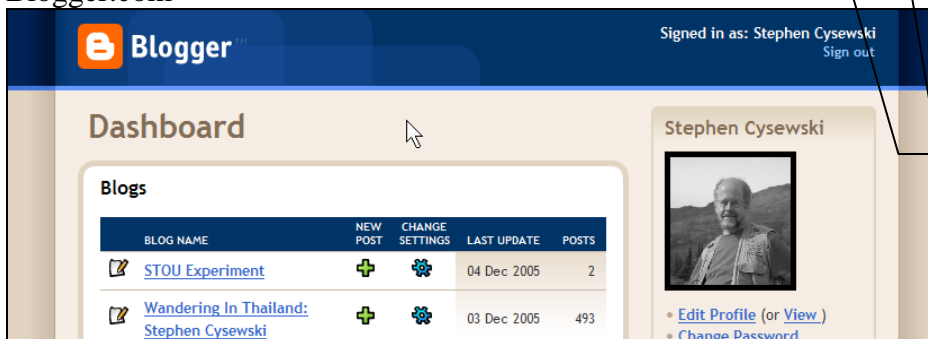
33. For each tab, when you make changes, you should **Save Settings**. Once settings are saved you should **Republish** the Blog to make sure the settings are activated.



34. When you are done with the Blog settings you can **return** to the **Blogger Dashboard**



35. The **Dashboard** is the tool used to create new posts, edit old posts, and to configure and customize your blogs. The **Dashboard** will list all the blogs that you have created in Blogger.com



Back to Dashboard Link

Blogger Help Link

36. If you decide to use Blogger, spend some time reading the help. It is excellent.

Blogger™ Push-Button Publishing

Blogger Help

Welcome to **Blogger Help**, a substantial collection of how-to and help documents to help you get more out of Blogger. Search through our collection with Article Search (to the right) or just browse through the categories below. If you can't find what you need here, send an email to the Blogger support team and we'll get back to you as soon as we can.

Browse:

Advanced Use

- * [Protection and Privacy](#)
- * [Multiblog](#)
- * [Blog*Spot Plus](#)
- * [Template Tags](#)
- * [Add-Ons](#)
- * [Blogger Hacks](#)
- * [Developers](#)

Blogger Basics

- * [Getting Started](#)
- * [Posting and Editing](#)
- * [Settings](#)
- * [Terms of Service](#)
- * [Profiles](#)
- * [Email](#)

Working with Blogger

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- * [Team Blogs](#)
- * [Archives](#)
- * [Templates](#)
- * [Comments](#)
- * [Syndication](#)

Beyond Blogging

- * [How To](#)
- * [Interviews](#)
- * [Editorials](#)
- * [Advice](#)

Article Search

Suggested Reading

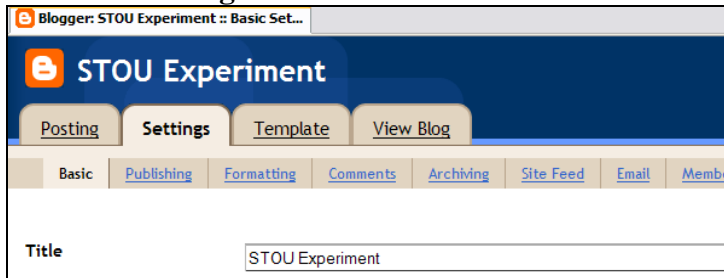
- * [Welcome to Blogger!](#)
- * [Supported Browsers](#)
- * [All about the Post Editor](#)
- * [Login Difficulties?](#)
- * [Known Issues](#)

Most Popular

1. [How do I edit my link list?](#)
2. [How do I post pictures?](#)
3. [I can't log in. What should I do?](#)
4. [What is the word verification option?](#)
5. [What is the "Flag" button?](#)

[more...](#)

37. If you have created a Blog in this exercise that you want to delete. **Select the Blog in the Dashboard.**
38. Select the **Settings/Basic** tab and then **scroll to the bottom** of the page.



39. Click on, and confirm, the **Delete This Blog** button and your Blog will be gone.

