

# Creating a Blog at Blogger.com

## What is a blog?

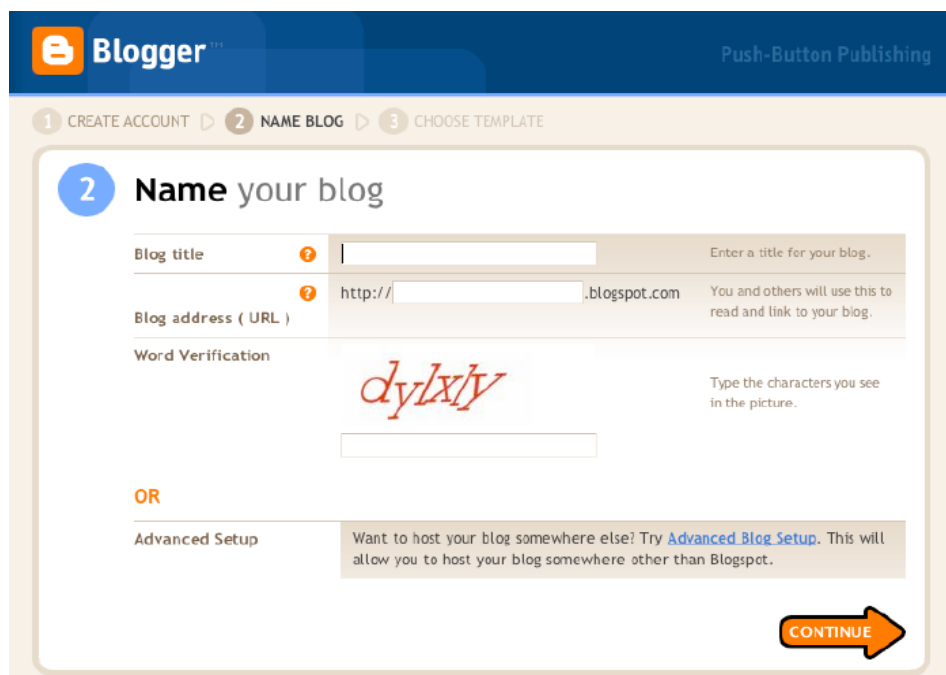
A blog is a web page made up of usually short, frequently updated posts that are arranged chronologically. Some equate it to an online journal or diary. The content and purposes of blogs varies greatly – from links and commentary about other web sites, to news about a company/person/idea, to actual diaries, photos, poetry, mini-essays, project updates, even fiction.

Many blogs are personal, "what's on my mind" type musings. Others are collaborative efforts based on a specific topic or area of mutual interest. Some blogs are for play. Some are for work. Some are both.

Blogs are also excellent team/department/company/family communication tools. They help small groups communicate in a way that is simpler and easier to follow than email or discussion forums. A blog can allow team members to post related links, files, quotes, or commentary. Set up a family blog where relatives can share personal news. A blog can help keep everyone in the loop, promote cohesiveness and group culture, and provide an informal "voice" of a project or department to outsiders.

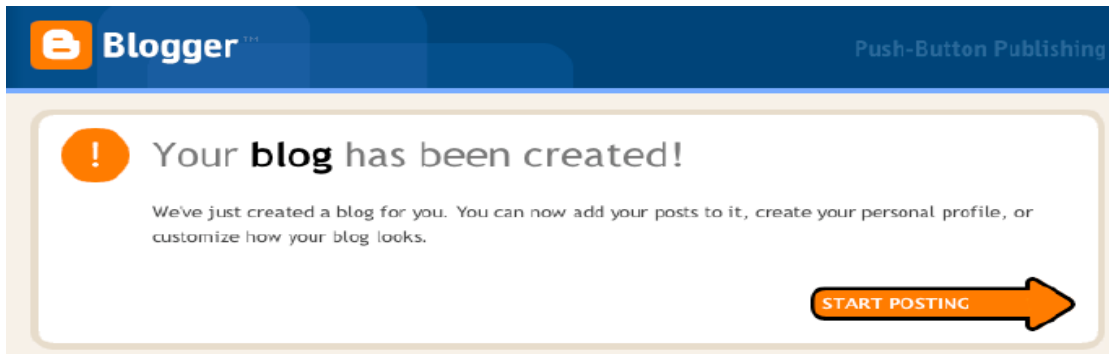
## Now let's get started...

1. Using Firefox/Mozilla navigate to <http://www.blogger.com> and create an account.
2. Create an account by following the prompts. One suggestion is to try to format the name first initial last name: msargent, for instance. If that name is unavailable then try to write the first name out: melissasargent. For the password use a familiar word or your usual password. It will then take you to the blog creation site.



The screenshot shows the Blogger.com interface for creating a new blog. At the top, there is a blue header with the Blogger logo and the text "Push-Button Publishing". Below the header, a progress bar indicates three steps: 1. CREATE ACCOUNT, 2. NAME BLOG (currently active), and 3. CHOOSE TEMPLATE. The main content area is titled "2 Name your blog" and contains three input fields: "Blog title" with a placeholder "Enter a title for your blog.", "Blog address (URL)" with a placeholder "http://...blogspot.com" and a note "You and others will use this to read and link to your blog.", and "Word Verification" showing a distorted image of the word "dylxy" with a note "Type the characters you see in the picture." Below these fields is an "OR" separator and an "Advanced Setup" section with a link to "Advanced Blog Setup" and 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." At the bottom right, there is a large orange arrow button labeled "CONTINUE".

3. Give your blog a title. For teachers, you can name it “Blogging in Room \_\_.” Or you can title it whatever you want.
4. Next fill in the blog address with your firstnamelastname so that it will read:  
<http://melissasargent.blogspot.com/>
5. Pick a template that fits you. Then click Continue.



You are now ready to start posting (adding text to your blog).

### What is the dashboard?

[Back To [Search Results](#)]

Originally a board used to stop mud from being dashed inside a vehicle, the word dashboard has evolved to mean a user interface that organizes and presents information in a way that is easy to read. Your Blogger Dashboard is your control panel, your main editing interface to Blogger.



Once you have signed in to Blogger you will arrive at the Dashboard page from which you will have editorial access to all your blogs and your profile as well as Blogger News, Recently Updated Blogs, and Blogs of Note.

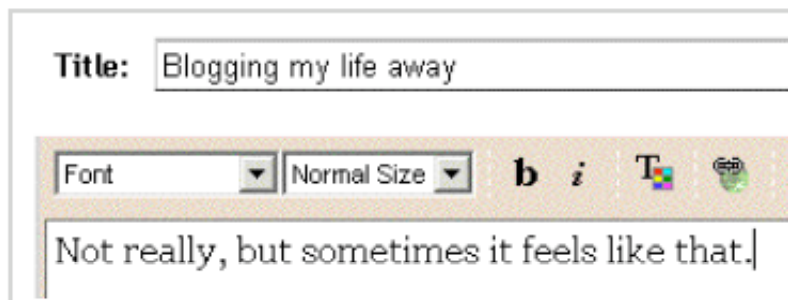
**Note:** Whenever you're navigating around Blogger and you are not already on the Dashboard page, you will see a blue button in the top right side corner of the page that says "Back to Dashboard."

## How do I post to my blog?

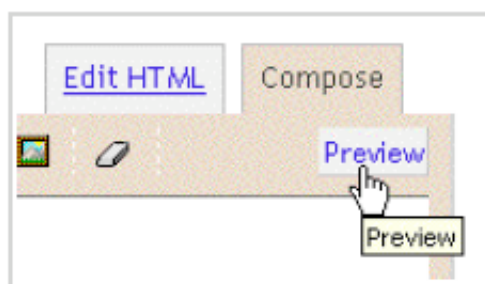
Once you've logged into Blogger you'll see your Dashboard, showing your list of blogs. Click the green 'plus' icon to create a new post:



Next, you'll see the **Create New Post** page. Start by giving your post a Title (optional), then enter the post itself:



When you're done, click the **Preview** link to make sure it's ready to go:



Once you're satisfied with your post, click the 'Publish' button. This will publish your new post:

## How do I edit what I've written?

Log into the specific blog that contains the post you want to edit, via the [Dashboard](#). Next, click the **Edit** button next to the post you'd like to edit:

Date	Post Title
3/31/2004	<b>Edit</b> ▶ draft?
3/31/2004	<b>Edit</b> ▶ Let's comment on this

You can use the small gray triangles to preview your posts:

3/31/2004	<b>Edit</b>	▼ Let's comment on this
Shall we?		

When you're done editing, be sure to **Publish** your post:



## How do I delete a post?

To delete a specific post, first go to your blog via the [Dashboard](#), then locate the post you'd like deleted, and click the Delete link all the way to the right:

Date	Post Title				
4/5/2004	<a href="#">Edit</a>	▶ Workflow	Eric Case	<a href="#">View</a>	<a href="#">Delete</a>
4/5/2004	<a href="#">Edit</a>	▶ Blogging my life away	Eric Case	<a href="#">View</a>	<a href="#">Delete</a>

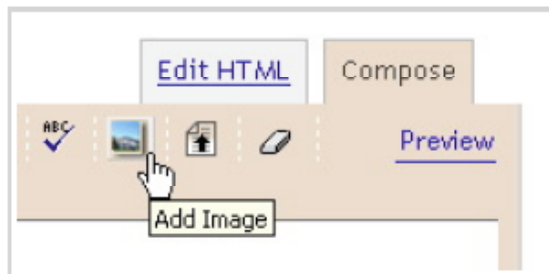
You will be asked to confirm the deletion. Click on the 'Delete It' button. You will then be brought back to your 'Manage Posts' view.



After confirming the deletion of a post a publish action will be triggered, to remove it from your published blog.

## How do I post pictures?

You can now upload photos using Blogger Images – the image icon in the post editor's toolbar lets you upload images to your blog(s):



When you click this icon, you'll get a window that allows you to select an image or multiple images from your computer. Just click the "Browse" button to locate the ones you want. Alternatively, you can enter the URL of an image that is already online and have it inserted into your post.



If you click on the link for choosing a layout, you can customize the way your images will appear in your post:



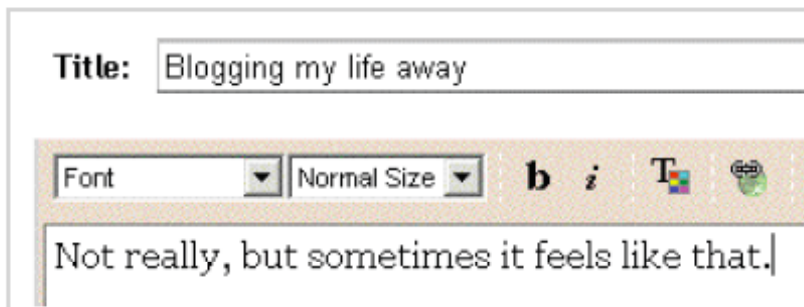
The left, center and right options will determine how the text of your post flows around the pictures. This size option lets you scale the pictures to different sizes within this posting area. Note that the picture will still be uploaded in its full size; this option just determines how it is scaled within the content of your post.

## How do I post to my blog?

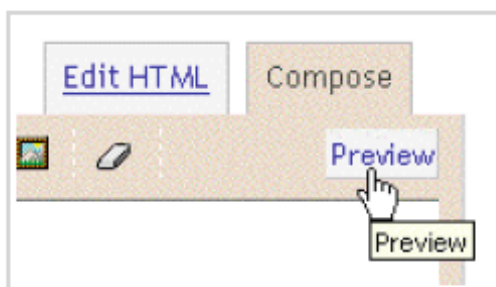
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Next, you'll see the **Create New Post** page. Start by giving your post a Title (optional), then enter the post itself:



When you're done, click the **Preview** link to make sure it's ready to go:



Once you're satisfied with your post, click the 'Publish' button. This will publish your new post:

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## What is my address/URL?

You can find your blog's URL in the **Settings | Publishing** tab:



Your address is the part labelled "Blog\*Spot Address."



### Notes:

Blog\*Spot Plus users or users who host their blogs on their own sites will have different settings. In these cases, the address of the blog will be listed on this page, simply as "URL."

A Blog\*Spot address can also be written as "http://www.myblog.blogspot.com/". The version with "www" points to the same page as the version without it, so it is entirely optional.

## Can I use keyboard shortcuts while posting?

Blogger has several keyboard shortcuts for use while editing posts. They definitely work in Internet Explorer 5.5+/Windows and the Mozilla family (1.6+ and Firefox 0.9+), and might work in other browsers. Here they are:

control + b = Bold

control + i = Italic

control + l = Blockquote (when in HTML-mode only)

control + z = Undo

control + y = Redo

control + shift + a = Link

control + shift + p = Preview

control + d = Save as Draft

control + s = Publish Post

## Acknowledgements:

<http://help.blogger.com/>

<http://www.glencoe.com/sec/teachingtoday/educationupclose.phtml/47>

<http://education.guardian.co.uk/elearning/story/0,10577,1233425,00.html>

[http://www.webwise.ie/Default.aspx?id=sharewise\\_bogging\\_040106](http://www.webwise.ie/Default.aspx?id=sharewise_bogging_040106)

<http://www.bloggersblog.com/education/>

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