What Is A Blog?

A blog—a shorthand term that means “Web log”—is an online, chronological collection of personal commentary and links. A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs.

Blogger allows you to have up to 100 blogs per account. There is no limit on the number of posts you can have on one blog.

Learning Objectives

• Create an account on Blogger.com
• Create your blog using various blog features and templates
• Edit and publish your blog
• Learn about the different settings
• Learn to create a collaborative blog with multiple authors

Create a New Blog Using your Google Account

1. Login to www.blogger.com
2. If you don’t have a Google account, you need to first create one by clicking the Create an account link at the bottom of the page.
3. If you already have a Google Account, simply enter your username and password to sign in.
4. Once you are signed in, click the App icon > More > select Blogger.
5. Click the New Blog button to start a new blog.
6. Enter a Title, Address and choose a Template for your blog.
7. Then click the Create blog! button.
When your blog is created, click the **Start posting** link on the **Dashboard** page.

### Already created a blog!?  
**Simply sign in from your Existing Blog**

1. Open a browser and enter the **URL** of your blog.  
2. Click the **Sign In** link on the top right corner or at the bottom of your blog depending on your template.
What is the Dashboard?

Click on the Blogger logo to get to the Dashboard. The Dashboard is your starting point after you sign in to the blog. This area lists all your blogs, and you can click on the icons next to the blog items to perform desired actions – Create new post, Post List, View blog, and a drop-down menu for More options (Overview, Posts, Comments, Pages, Settings, Stats, Layout, Template, and Earnings and many more – see below.)
Blog Overview

Click on the title of the blog to open your desired blog, and then you are brought to the Overview page. Here you can see your blog’s activities, and Blogger’s news and tips.

- Click on the Create New Post icon to write a new post.
- Click the View Posts icon to view, edit or delete all past posts.
- Click My blogs link to view other blogs that you have created, if any.

Create New Post, Save, Preview & Publish

Create a New Post

Choose Posts to start a new post. Then you will choose any of the Publish, Save, Preview or Close options at the top. There are additional options for Labels, Schedule, Location, Enclosure Links and Options you can use. Choose either Compose or HTML view to create your post.

Labels are a way to easily categorize your posts. When you’re writing a post, click Labels on the side and enter the labels you like, separating them with commas. Labels you’ve used before will show up below, and you can just click them to add them to the post. When you publish your post, the labels will be listed with it. Clicking any of the labels will take you to a page containing only posts with that label.
Add Links
Click on the Link icon to enter web address or email address.

Insert Images
Click on the Insert Image icon, and browse for an image or multiple images from your computer or from the web to insert to your post.

Insert Video
Click on the Insert Video icon, and browse for a YouTube video. Or copy the Embed code of the video and paste into HTML view.

Insert a Jump Break
Click the Jump Break to break up a long paragraph of text with a ‘Read more’ option.
Preview Post
Click the **Preview** button.

Save Post
Click the **Save** button. This saves the post as a **Draft**. This post won't show up on your blog, but you can access it from your Dashboard if you'd like to edit and later publish it.

Publish Post & Close
Click the **Publish** button, and then **Close** the editor.
Edit Posts

On the Overview page, click the View Posts button to see All Posts. You will see all Drafts as well as Published posts in your blog here. Hover your mouse over any post to bring up the Edit, View or Delete options.

You can select a post by checking the checkbox next to it and do the followings: create a new label, publish, revert to draft, or trash post.

Pages

You can organize your blog into separate sections like ‘About me’ or ‘Contact me’ by creating pages. Pages show on your blog as tabs on the top of your page.

Choosing the Pages option and click on New Page to create a new page.

1. To show pages as tabs, choose Layout > Cross-Column Pages > click the Edit link.
2. Under Pages to show > check the checkboxes next to the pages you want to show.
3. Under List Order > drag and drop to change ordering of the list.
4. Click Save.
5. Then click Save Arrangement button to save changes.
There is no limit on the number of pages you can have on one blog. Individual pages (the main page of your blog, or your archive pages) are limited to 1 MB in size.

Once your page is published, you will see a **Widget icon** on your blog after you have logged in. Widgets allow you to edit the block of content they are referring to.

Pages widget lets you add link to your pages as tabs at the top of your blog, or as links in your blog’s sidebar. In the Pages widget, you can decide which pages will have links, and in what order they will appear.
Layout and Gadgets

Choosing the **Layout** option and edit layout and gadgets as desired.

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Add a Link List

1. Click on **Add a Gadget**
2. Choose **Link List**
3. Fill in list information, and click **Add Link**.

4. Click **Save** when you are done.

**Add a Video Bar**

1. Click on **Add a Gadget**
2. Choose **Video Bar**

3. Enter a **Title**, and choose **YouTube videos, Channels, and keywords**.
4. Click **Save** when you are done.

**Add a Newsreel**

1. Click on **Add a Gadget**
2. Choose **Newsreel**

![Newsreel](image)

*Display current headlines from Google News to your blog.*
*By Blogger*

3. Enter a **Title**, and **Search Expression**.
4. Click **Save** when you are done.

**Customize the Header**

1. Click on the **Edit** link on the right hand of the Header.

![Configure Header](image)

2. Browse to select a banner image from your computer or from the web.
3. Choose **Placement** position to be ‘**Behind title and description**’, and ‘**Shrink to Fit**’ if desired.
4. Click **Save** when you are done.

**Templates**

Pick or change a template by choosing **Template**. Choose one of our many default templates or you can click on the orange **Customize** button to get started with our easy-to-use WYSIWYG (“What
you see is what you get”) template designer. If you’d like to edit the HTML of your blog, just click the gray Edit HTML button.

You can also choose special templates tailored for mobile devices for your blog.

Customizing Template Designs

Customizing Template Background Image
Customizing Template Width

Customizing Template Layout and Advanced Options

You can click and drag to reorder the items on the sidebar. Choose Add a Gadget to add a new element to your blog. Also, you can click Edit to replace your Header.

Settings

Settings > Basic

This page shows your blog address and description. You can set Privacy and Permissions on this page. Simply click Edit on the relevant sections to modify these settings.
Settings > Post and Comments
If you allow **ANYONE** to post comments to your site, you may consider enabling **Comment Moderation**.

Choose **Yes** to **Show Backlinks** (default). You will get an email forward icon in your blog so that people can share postings with their friends.

**Settings > Mobile and Email**

You can email your post to your blog by entering creating a posting email address. Choose to either **publish** right away or save as a **draft**. Also, enter an email if you want notification when somebody leaves you a comment on your blog.
Stats

This gives you a summary of all the page views you have over a period of time. A chart displays the frequencies of pageviews. It also allows you to see where your audience is coming from. Select Don’t track your own pageviews if so desired.

Comments

If you want to delete posted comment on your blog, select Comments > Published. Choose a single comment or multiple ones, and then click the Delete link.

Settings > Other > Blog Tools - Delete Blog

You can Import, Export or Delete blog here. Imports and exports are only for posts and comments. If you want to save a copy of your template, click the Backup/Restore button on the Template tab. This feature allows you to save a copy of your blog on your hard drive, or to import your blogs into other existing blogs. To delete a blog, choose Settings > Other > Blog Tools > Delete blog.
Under **Allow Blog Feed**, choose **Full** to display full content of your post if desired. Select **Short** if you only wish to display the first 400 characters, whichever is shorter.

To create a feed for your site, click the **Feedburner link** as you click on the ‘question mark’ next to **Post Feed redirect URL**. This will take you to the Feedburner page. Simply follow the instruction. Enter your **blog URL** to create a feed.

After you have created a feed, click on **Publicize tab** to create a chicklet graphic image to be put on your blog to promote your blog.

Select a **standard** or a **custom** feed icon that you like to put on your blog.
Choose Blogger for your widget, and click the Go button.

Select a blog and click Add Widget on the following screen. This will add the icon you chose onto your blog page.

Lastly, remember to enter this newly-created feed under the Feed Address field on the Site Feed Tab page if you have not already done so.
RSS (Really Simple Syndication) is just one standard for expressing feeds as XML. Another well-known choice is Atom. If you want a RSS feed instead of an atom feed, you can use the free service provided by www.feedburner.com. When an updated blog site provides a feed to their reader, people can subscribe to it using special software called ‘Newsreaders’ or ‘Aggregators’ to automatically scan feeds for updates. A feed reader will display your feeds and the number of new (unread) entries within each of those feeds. Example of feed readers are: My Yahoo!, NewsGator, and Google Reader.

Additional Resources

Blogger Help

https://support.google.com/blogger/?p=help&hl=en - topic=3339243

Online tutorials from lynda.com (access via myusf.usfca.edu)

Host your Blogger Blog to your Own Domain Name

There are two ways you can publish your blog on Blogger - either by hosting it on Blogspot (example.blogspot.com) or hosting on your own custom domain (www.example.com or foo.example.com). You can change where your blog is published at any time, and it won’t cause you to lose any content on your site.

Read more:
https://support.google.com/blogger/troubleshooter/1233381?hl=en&vid=1-635760526945656291-293650602

Import/Export blog
http://support.google.com/blogger/bin/answer.py?hl=en&answer=97416