

Create a Blog on Blogger.com

Blogs

Interactive. Constructivist. Collaborative. Communities.

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.

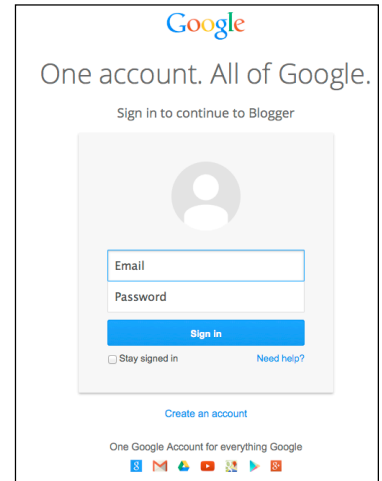
Blogger allows you to have up to 100 blogs per account. There is no limit on the number of posts you can have on one blog.

LEARNING OBJECTIVES

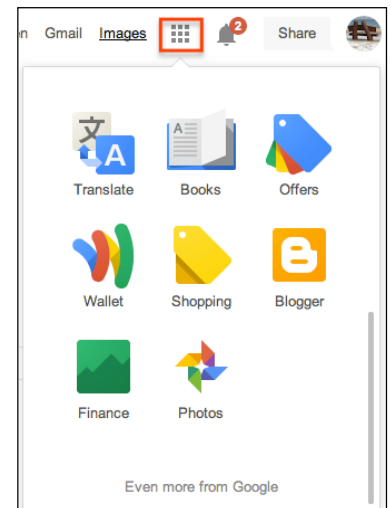
- Create an account on Blogger.com
- Create your blog using various blog features and templates
- Edit and publish your blog
- Learn about the different settings
- Learn to create a collaborative blog with multiple authors

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.



1




Blogs List > Create a new blog

Title


Address

This blog address is available.


Template




Dynamic Views




Simple




Picture Window



Awesome Inc.



Watermark



Ethereal

You can browse many more templates and customize your blog later.

When your blog is created, click the **Start posting** link on the **Dashboard** page.

New Blog

New Blog Name

Your blogs (3)
Start posting
Dismiss

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.)

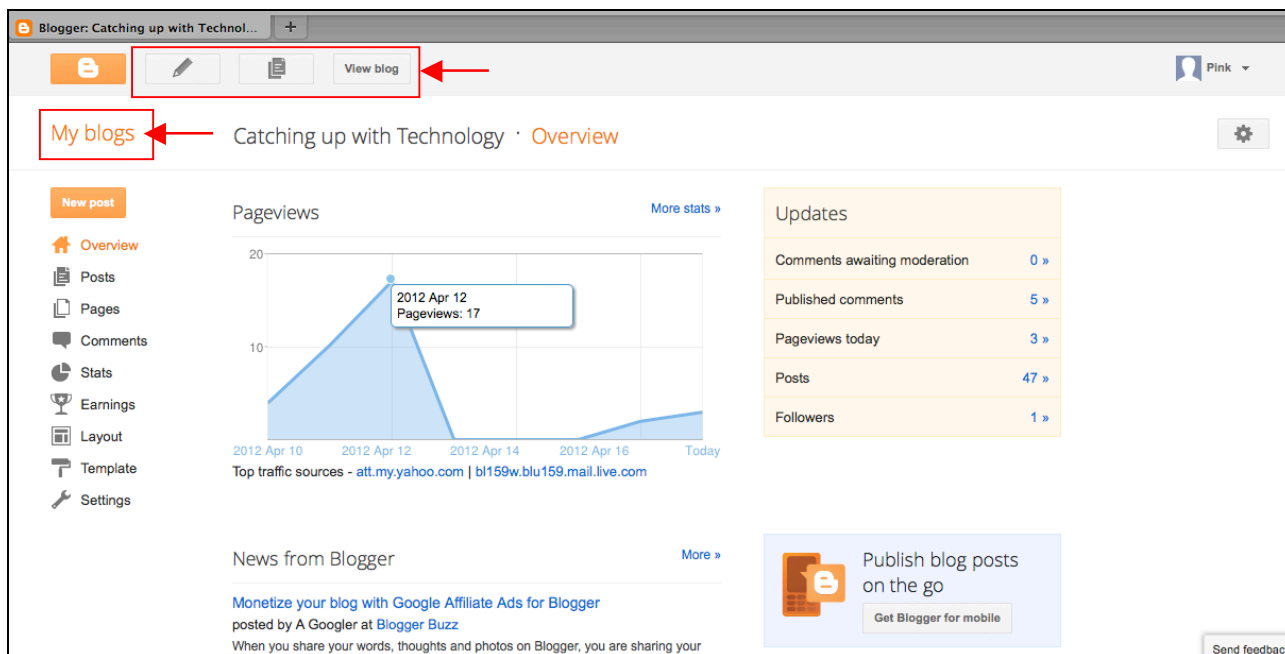
The screenshot shows the Blogger Dashboard interface. The Blogger logo is circled in orange. A red box highlights the 'Create new post' button. Another red box highlights the 'More options' dropdown menu for a blog post.

The close-up shows the 'More options' dropdown menu. The menu items are: Overview, Posts, Pages, Comments, Stats, Earnings, Layout, Template, and Settings. A red box highlights the 'More options' label.

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.



The screenshot shows the Blogger Overview page for a blog titled "Catching up with Technology". The page is divided into several sections:

- Navigation:** A top bar contains icons for "New post", "View posts", and "View blog". A "My blogs" link is highlighted in the left sidebar.
- Pageviews:** A line graph shows pageviews over time. A tooltip for "2012 Apr 12" indicates 17 pageviews. Below the graph, it lists top traffic sources: "att.my.yahoo.com" and "bl159w.blu159.mail.live.com".
- Updates:** A table on the right shows various statistics:

Comments awaiting moderation	0
Published comments	5
Pageviews today	3
Posts	47
Followers	1
- News from Blogger:** A section at the bottom left promotes "Monetize your blog with Google Affiliate Ads for Blogger" and "Get Blogger for mobile".

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.

My School Blog · Post First post

Compose HTML

Hello world!

1. Under **Post settings**, enter **Title**.

2. Choose the **Compose** tab.

3. Type **content**.

4. Choose desired **Labels** and **Options** (keep all defaults), click **Done**.

5. Click **Save**, **Preview** or **Publish**.

Post settings


- Labels
- Schedule
- Permalink
- Location
- Options
 - Reader comments
 - Allow
 - Don't allow
 - Compose mode
 - Show HTML literally
 - Interpret typed HTML
 - Line breaks
 - Use
 tag
 - Press "Enter" for line breaks

Done


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.

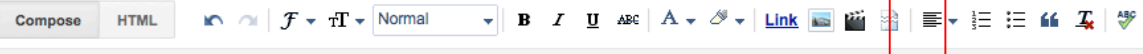
Select a file

<p>Upload</p> <p>From YouTube</p> <p>My YouTube videos</p> <p>From your phone</p> <p>From your webcam</p>	<p> <input type="text"/></p> <p>Type your search in the box above to find videos.</p>
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Insert a Jump Break

Click the  **Jump Break** to break up a long paragraph of text with a '**Read more**' option.

Catching up with Tech · Post Flipboard - a Social Magazine Update Revert to draft Preview Close


Compose HTML 

Good Stuff- All in One Place

This application is named one of **TIME's** Top 50 innovations. It is a social magazine with personalized content in an attractive page layout. It connects with your social networks such as Facebook and Twitter and displays feeds, photos, messages, and what your friends want to share. When you friends update, your Flipboard automatically updates too. Besides that, you can also handpick from Flipboard's own collections from the web.

Users simply use their fingers to swipe to get to the next page.

Compatible with iPhone, iPad, and iPhone Touch (3rd and 4th generation).
Three languages are available: English, French, Chinese
Free



Flipboard - a Social Magazine

Good Stuff- All In One Place

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[Read more »](#)

Posted by Pink at 5:29 PM 0 comments  [Links to this post](#)
Labels: iPad App Design Social Networking

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.

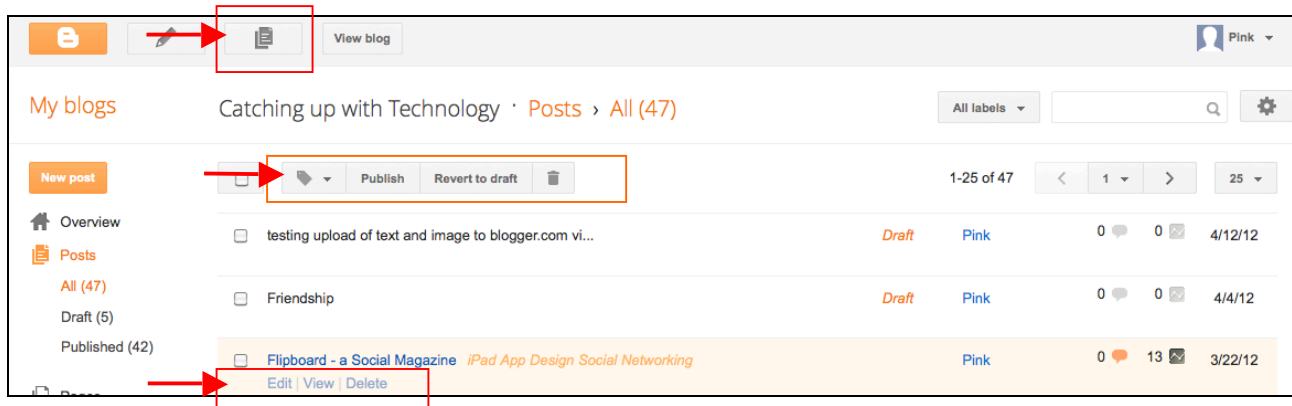
Publish Post & Close

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.*

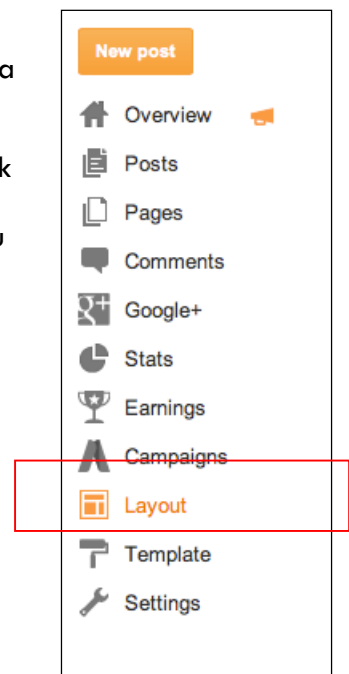


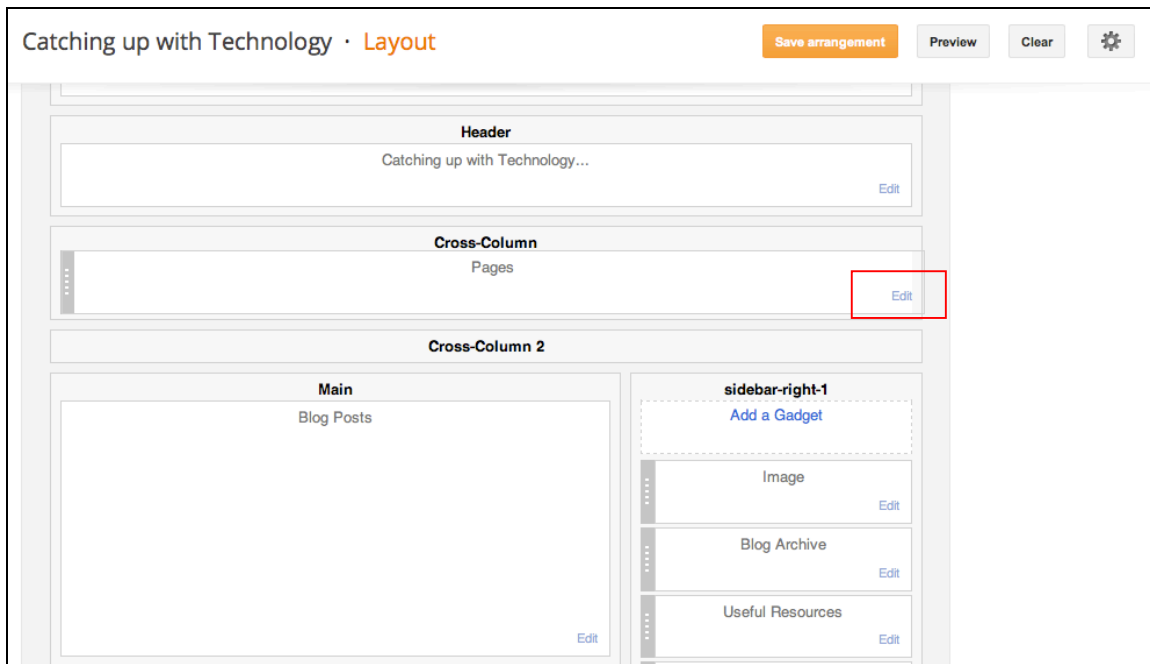
Pages

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.

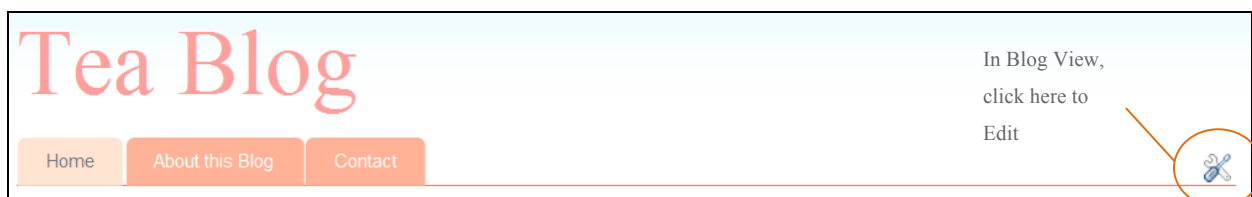


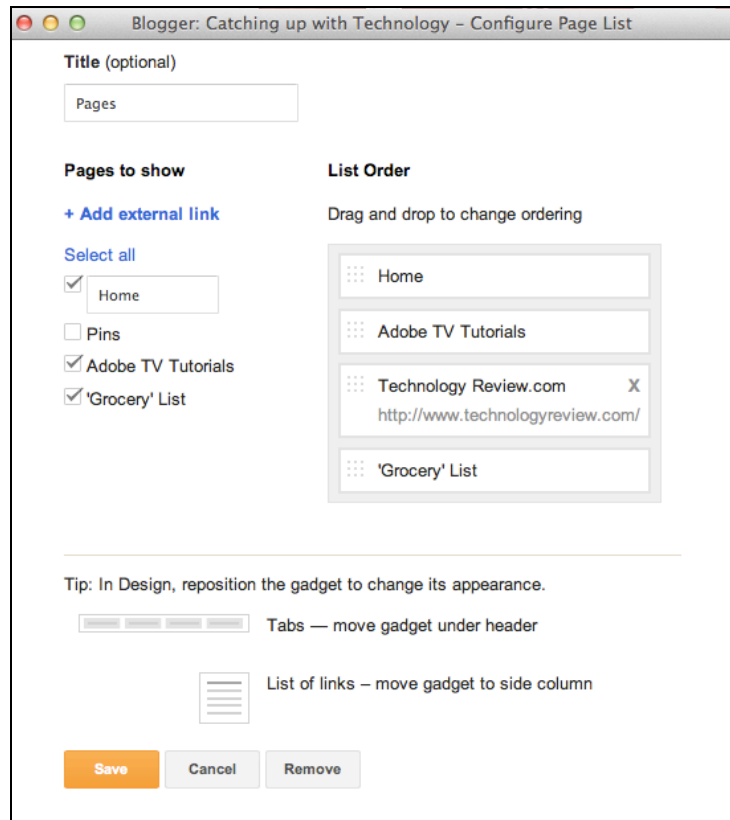


There is no limit on the number of pages you can have on one blog. Individual pages (the main page of your blog, or your archive pages) are limited to 1 MB in size.

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.



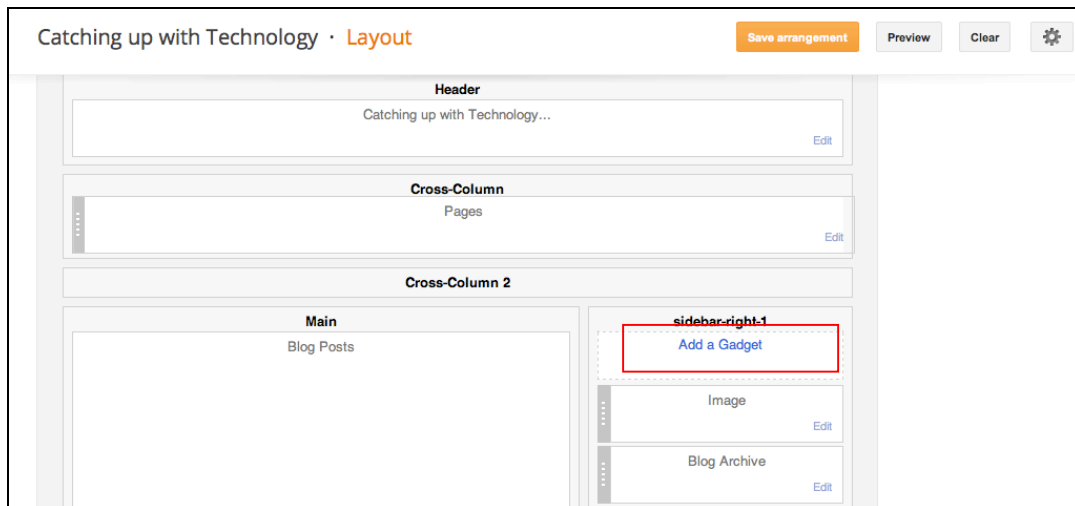


Layout and Gadgets

Choosing the **Layout** option




and edit layout and gadgets as desired.



Add a Link List

1. Click on **Add a Gadget**
2. Choose **Link List**



Link List +
 Display a collection of your favorite sites, blogs,
 or web pages for your visitors.
 By [Blogger](#)

Blogger: Catching up with Technology - Configure Link List

Blogger

Configure Link List

Title

Number of items to show in list Leave blank to show all links

Sorting


New Site Name

New Site URL

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**



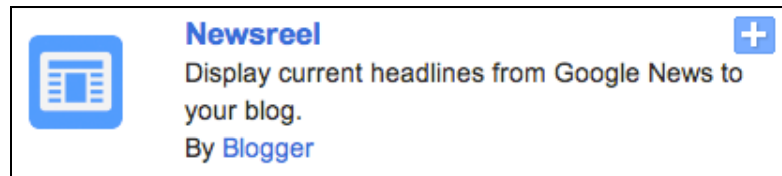
Video Bar +
 Display YouTube clips for your readers to watch
 without leaving the page.
 By [Blogger](#)

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**



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.

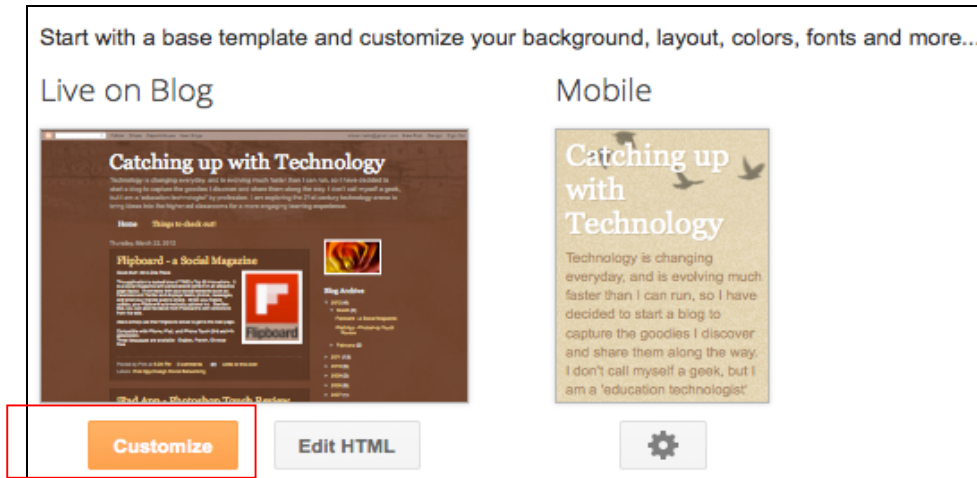
2. Browse to select a banner image from your computer or from the web.
3. Choose **Placement** position to be '**Behind title and description**', and '**Shrink to Fit**' if desired.
4. Click **Save** when you are done.

Templates

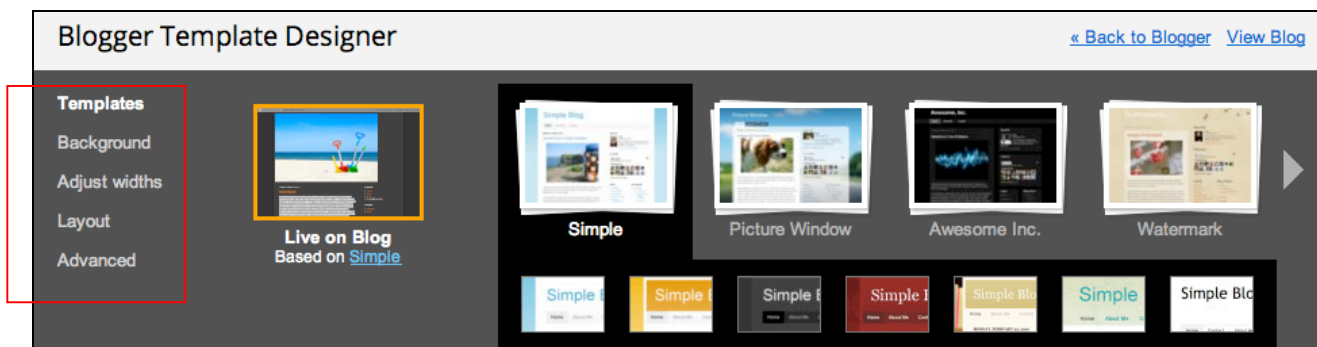
Pick or change a template by choosing **Template**. Choose one of our many default templates or you can click on the orange **Customize** button to get started with our easy-to-use WYSIWYG ("What

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.

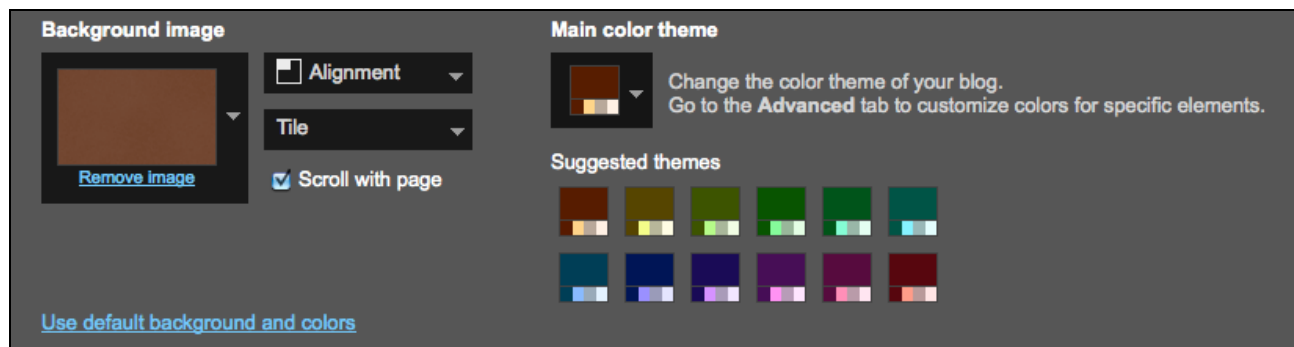
You can also choose special templates tailored for mobile devices for your blog.



Customizing Template Designs



Customizing Template Background Image

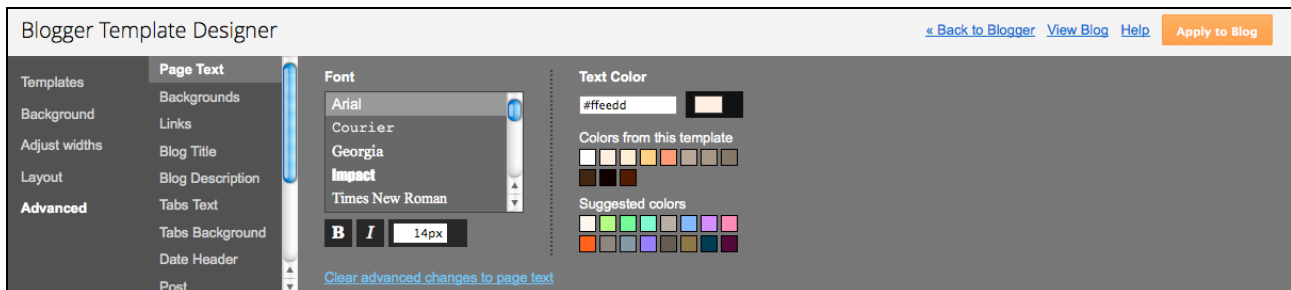
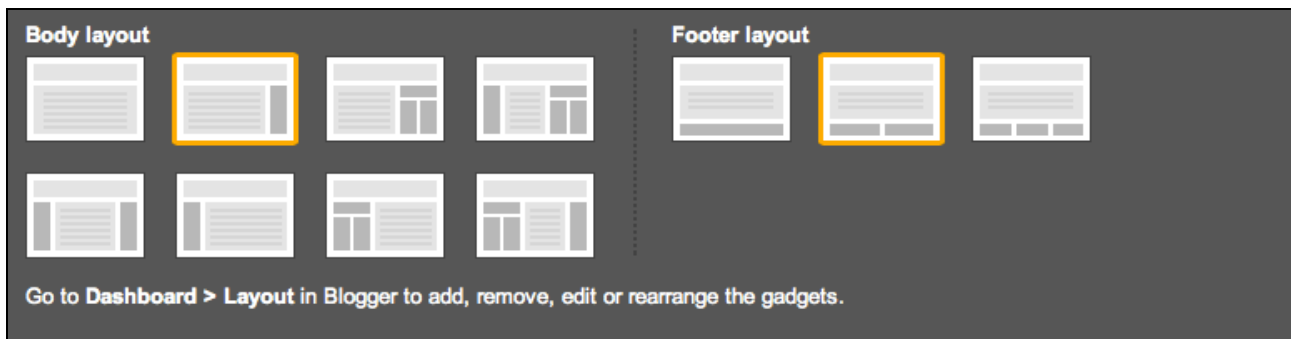


Customizing Template Width



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.

Permissions

Blog Authors

 Pink eileen.hello@gmail.com Admin


+ Add authors

mary@usfca.edu

Invite authors Choose from Contacts Cancel

Permissions

Blog Authors

 Pink eileen.hello@gmail.com Admin

+ Add authors

Blog Readers

Public
Your blog is open to all readers by default.

Private - Only blog authors
Your blog is restricted so that only blog authors can read it. Other visitors to this blog will not be able to read any posts; instead they will get a message stating that this is a private blog.

Private - Only these readers
You can restrict your blog to only readers you choose. However, these readers will need to log in before reading your blog, adding an extra step. We'll save your readers list for you, so you can switch back at any time.

No readers

+ Add readers

Save changes Choose from Contacts Cancel

Privacy

Add your blog to our listings? ?

Yes No

Let search engines find your blog? ?

Yes No

Save changes Cancel

Settings > Post and Comments

Posts

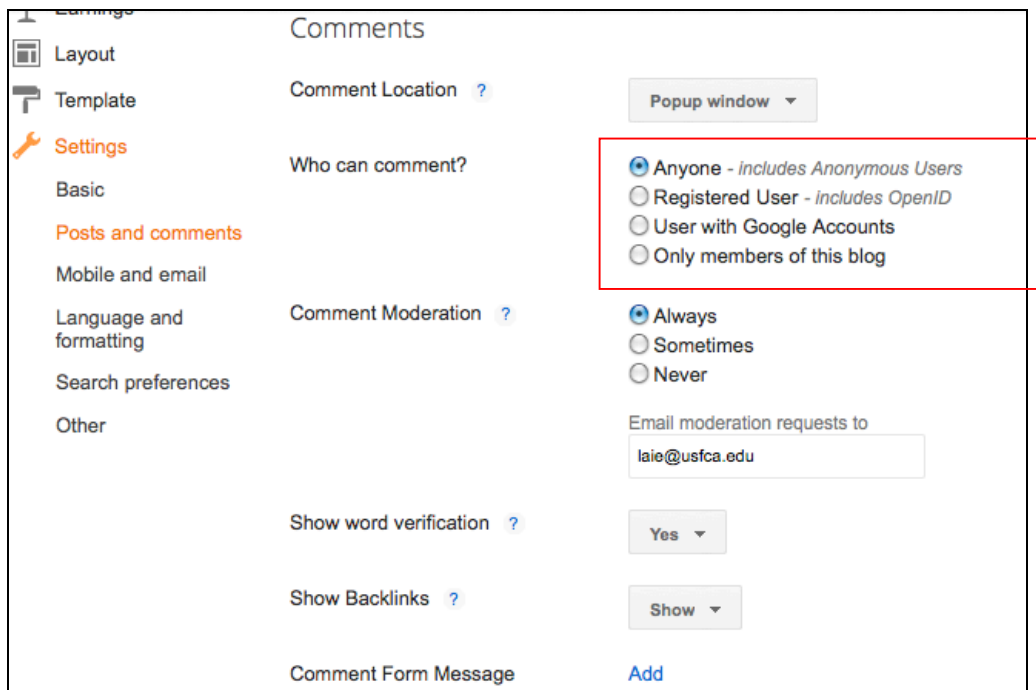
Show at most ? days on the main page

Post Template ? [Add](#)

Showcase images with Lightbox ?

Showcase images with Lightbox ✕

When clicked, your images will open in an overlay on top of your blog. If your post has multiple images, they will appear as thumbnails along the bottom. [Learn more.](#)



Comments

Comment Location ? Popup window ▾

Who can comment?

- Anyone - includes Anonymous Users
- Registered User - includes OpenID
- User with Google Accounts
- Only members of this blog

Comment Moderation ?

- Always
- Sometimes
- Never

Email moderation requests to

laie@usfca.edu

Show word verification ? Yes ▾

Show Backlinks ? Show ▾

Comment Form Message Add

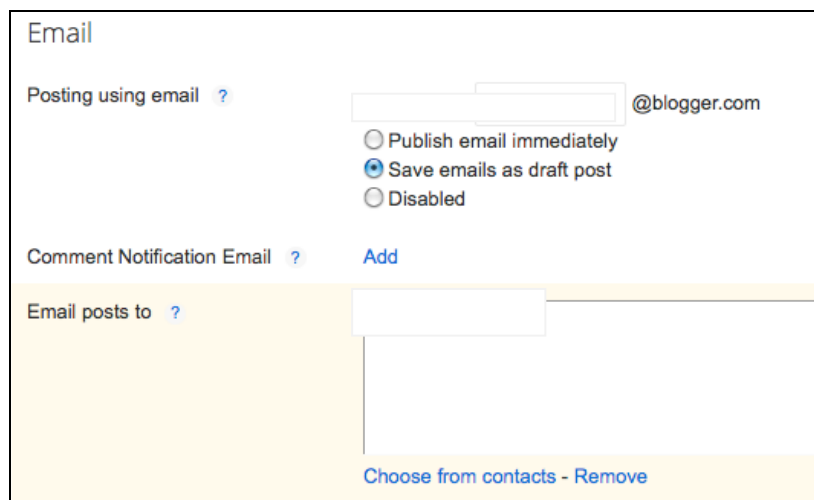
If you allow **ANYONE** to post comments to your site, you may consider enabling **Comment Moderation**.

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.



Email

Posting using email ?

@blogger.com

- Publish email immediately
- Save emails as draft post
- Disabled

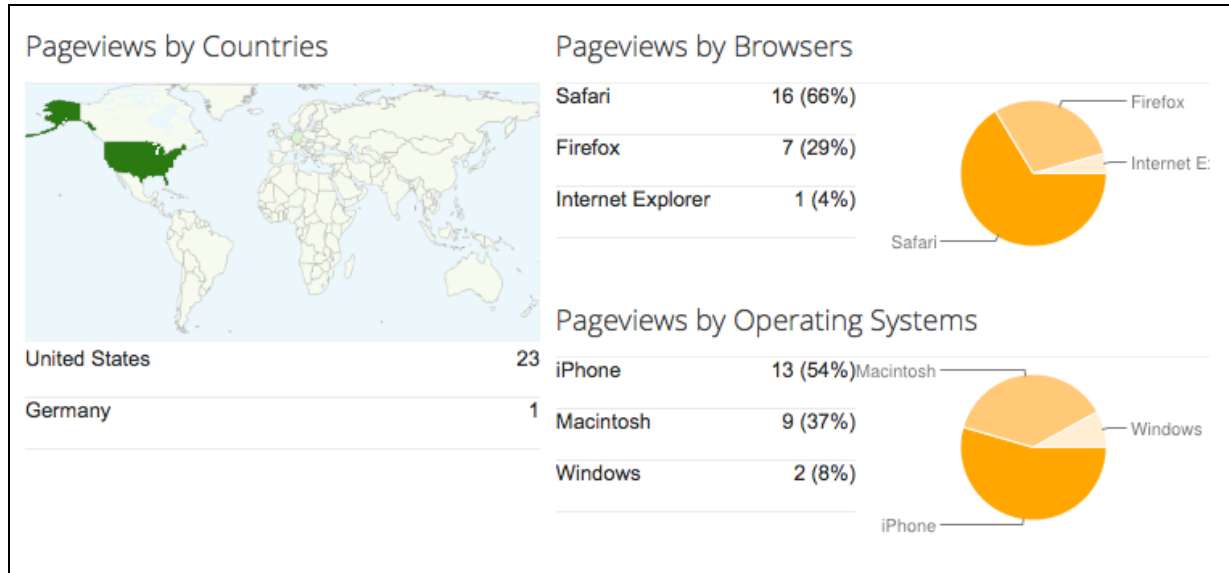
Comment Notification Email ? Add

Email posts to ?

Choose from contacts - Remove

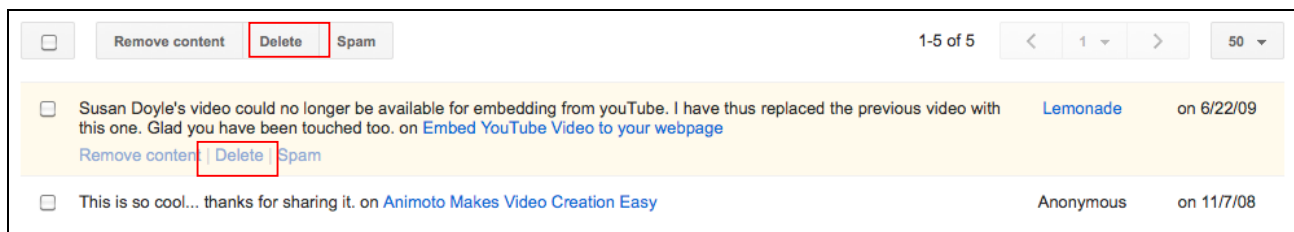
Stats

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

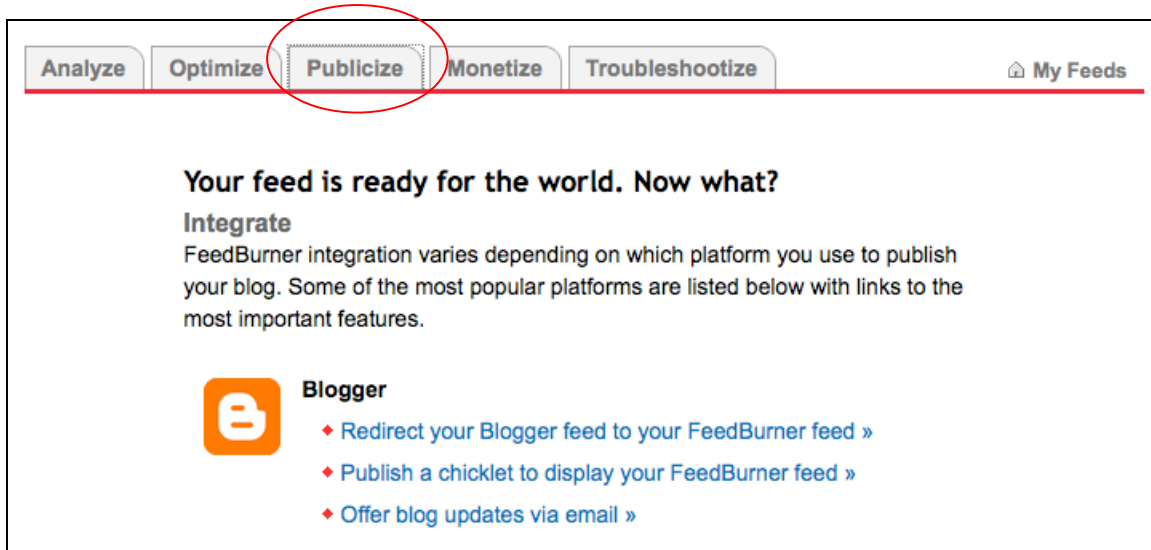
You can **Import**, **Export** or **Delete blog** here. Imports and exports are only for posts and comments. If you want to save a copy of your template, click the **Backup/Restore** button on the **Template** tab. This feature allows you to save a copy of your blog on your hard drive, or to import your blogs into other existing blogs.

To delete a blog, choose **Settings > Other > 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.



Analyze Optimize **Publicize** Monetize Troubleshootize My Feeds

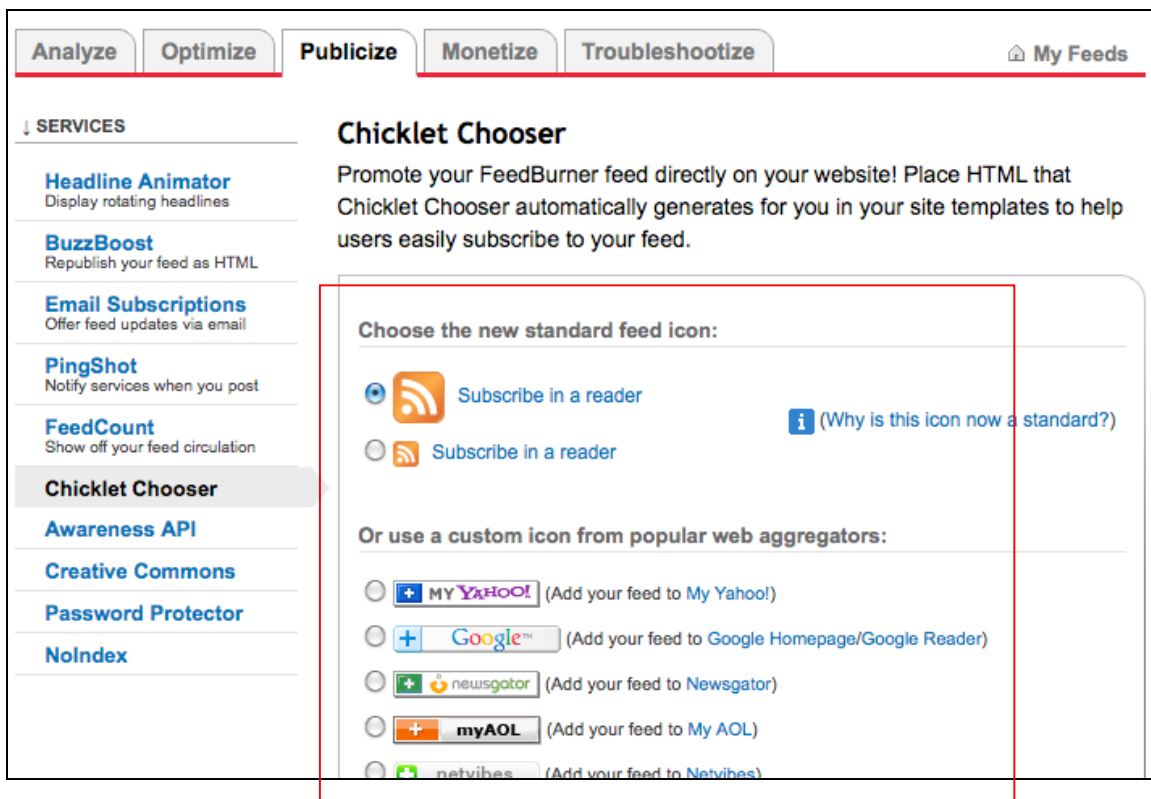
Your feed is ready for the world. Now what?

Integrate
FeedBurner integration varies depending on which platform you use to publish your blog. Some of the most popular platforms are listed below with links to the most important features.

 **Blogger**

- ◆ [Redirect your Blogger feed to your FeedBurner feed »](#)
- ◆ [Publish a chicklet to display your FeedBurner feed »](#)
- ◆ [Offer blog updates via email »](#)

Select a **standard** or a **custom** feed icon that you like to put on your blog.



Analyze Optimize **Publicize** Monetize Troubleshootize My Feeds



↓ SERVICES

- Headline Animator**
Display rotating headlines
- BuzzBoost**
Republish your feed as HTML
- Email Subscriptions**
Offer feed updates via email
- PingShot**
Notify services when you post
- FeedCount**
Show off your feed circulation
- Chicklet Chooser**
- Awareness API**
- Creative Commons**
- Password Protector**
- NoIndex**






Chicklet Chooser

Promote your FeedBurner feed directly on your website! Place HTML that Chicklet Chooser automatically generates for you in your site templates to help users easily subscribe to your feed.

Choose the new standard feed icon:

-  Subscribe in a reader (Why is this icon now a standard?)
-  Subscribe in a reader

Or use a custom icon from popular web aggregators:

-  MY YAHOO! (Add your feed to My Yahoo!)
-  Google™ (Add your feed to Google Homepage/Google Reader)
-  newsgator (Add your feed to Newsgator)
-  myAOL (Add your feed to My AOL)
-  netvibes (Add your feed to Netvibes)

Choose **Blogger** for your widget, and click the **Go** button.



Add Page Element

You're about to add content from another site to your blog. **Make sure you trust this site before proceeding.** This action will place some code from the content provider into your blog page. You can view the code details below.

Select a blog:

Title:

▶ [Edit Content:](#)

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>