

# USING BLOGGER

**BLOGGER** is an easy, free blogging software that you can use to create a blog.

To create a blog:

- Go to [www.blogger.com](http://www.blogger.com)



- For a tour of Blogger, or to find out more about blogging, click on "Take a Quick Tour."



- To create your blog, click on the orange arrow that says "Create Your Blog Now."



- To use Blogger, **you must have a Google account**. Create your account by filling in your username, password, display name & email address. Put a check in the box to agreed to Blogger's terms of service, and click "Continue."

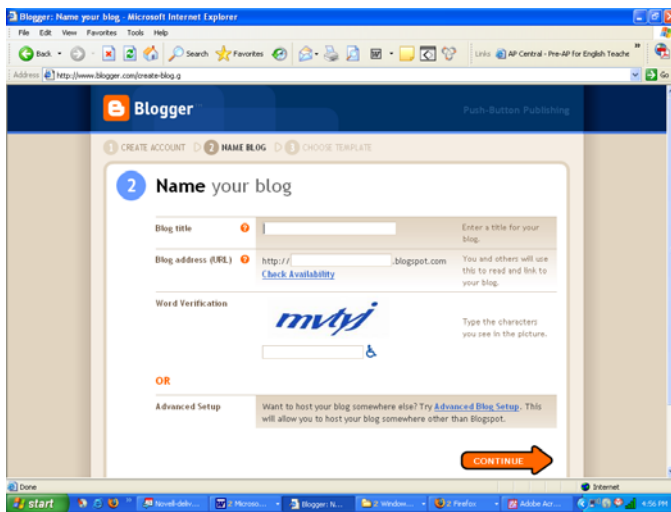
**Username:** the name you'll use to log in to your account. If it's a personal blog, you may want to use some form of your own name. If others will be posting on your blog, you may want to make it more general (example: uhighhistorydept)

**Password:** the password you/others will need to post to the blog.

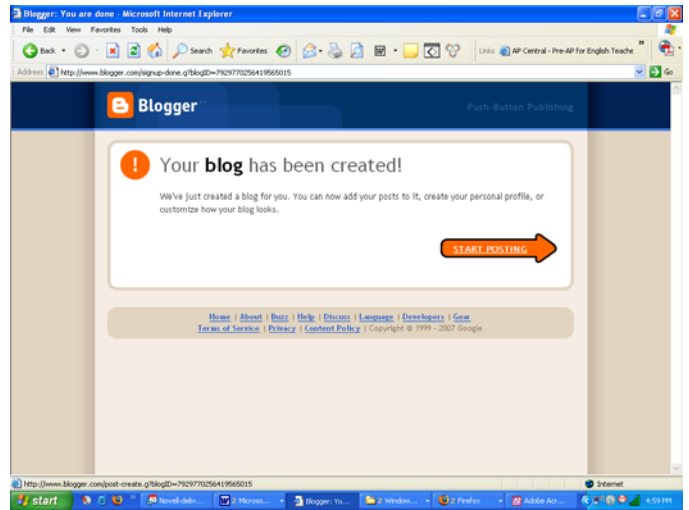
**Display Name:** the name that will be displayed at the end of your posts, your "signature." Again, if this blog is to be used by a group, you may want to keep this general.

\*NOTE: "Posting" to your blog is different than commenting on posts. Posts are the original entries on your blogs, and can only be generated by those who have the login/password to your blog. "Comments" are replies to these posts. **\*\*\*Commenting can be done by members or by the public, depending on how you set up your blog, and you can monitor comments before you allow them to be posted.\*\*\***

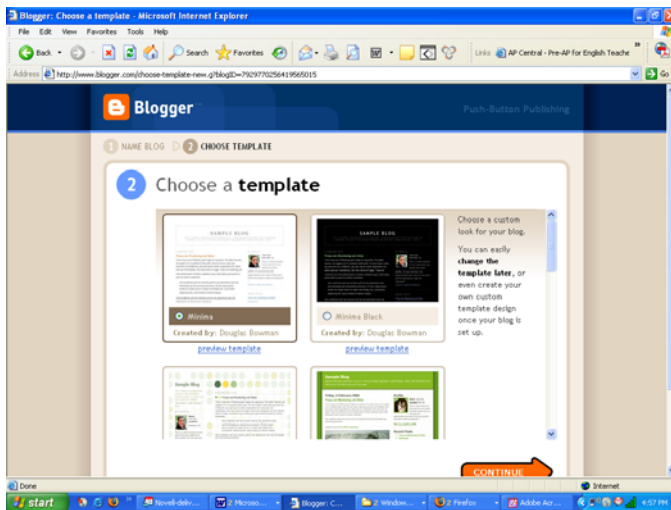
- Choose your blog title and your blog address. The title will display at the top of the blog, and your URL is the blog's web address. Type in the word verification and click "Continue"



- Your blog has been created! Click on the orange arrow to start posting! (See Step 5 below.)



- Choose the template for your blog. To view all templates, use the scroll bar. See a larger version of the template by clicking "preview template." When you decide, choose the template by putting a dot in the circle under the template. Click on "Continue."



## **How to post:**

1. Go to: [www.blogger.com](http://www.blogger.com)
2. Login in the upper right corner.
3. Click on the link to our blog, "ISLMA Conference 2006" (center of page)
4. To create a post, click on the "Create" link near the top of the page.
5. Type your post into the text box. Don't forget to include a title, and include your name and school affiliation.
6. Click on "Publish Post," the orange button at the bottom of the page.
7. Wait for your post to publish.
8. Click on "Republish entire blog."
9. Click on the "View Blog" tab at the top of the screen to see your post.
10. To edit your post, return to the blog workspace and click on "Edit Posts," at the top of the page. Choose your post to edit, and click on "edit." When you are finished, republish following the same steps as above.

## **To Moderate Comments on Your Blog:**

1. Login to your blog and go to the posting page
2. Click on the "Settings" tap at the top of the screen
3. Under the "Settings" tab, click on the "Comments" link
4. If you want only registered users to post (in other words, only people who have a Blogger account), leave the "Who Can Comment" option on the default. To allow anyone to post, change it to "Anyone." You may also limit it only to members of the blog. Members have to be invited to become members by you.
5. To moderate comments, scroll to the "Enable Comments Moderation" setting and click "yes." Enter your email address in the box provided (it only appears after you click "yes"). When comment moderation is enabled, you will receive an email each time someone comments on your blog, and you must approve that comment before it appears on your blog. If you are publicizing your blog to students, you should probably moderate comments to prevent inappropriate postings. Moderation is quick and easy.

## **Add Images to Your Posts**

Before publishing your post,

1. Click on the image icon at the top of the text box (it's the last one on the right).
2. To find the image you want to use, click the "Browse" button in the pop up box, which allows you to browse your files for the image (this assumes you've saved the image somewhere, either on your hard drive or another storage device). Choose your image by clicking on the file, then click "Open." The image title should appear in the text box.
3. Next, decide how you want your image aligned - left, right or center. Click on "Upload Image," and your image will be added to your post! You can add graphics, photos, book covers or whatever you like to add a bit of color to your post.

## **Adding a Link**

To add a link to your post, click the link icon (third from the left) and paste in the URL - it's really simple!

## **For additional information on adding links, creating or changing your profile, or adjusting your templet, check out Blogger Help.**

1. If you are on your posting page, click on "Back to Dashboard" in the upper right corner
2. Scroll down on the right side and click on "Blogger Help"