

www.provlib.org → Classes and Events → Technology & Computer Classes

 Go to www.blogger.com and register

1 Create your blog

Blog title

Title your blog anything you like.
Remember anything you type from this point is changeable

Bishop Allen

Blog address (URL)


Type in what the URL (web address) is going to be.
You have to check availability. You may have to try a few times

http:// BishopAllenfan .blogspot.com

[Check Availability](#) This blog address is available.

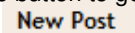
Finally choose a starting design **Choose a starter template**

You can change your template later, and even customize it with the [Template Designer](#).

 Your **blog** has been created!

2 Create a post

Type in a title and then the post itself. Both of these can be anything you want

Click the button to get started 

Title: Millennium Falcon

What is your post about?

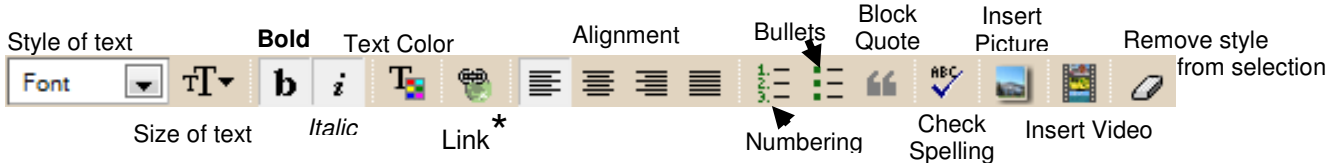
Type your message to the world, it can be short or long

I never, and still am not sure, what one does on a blog.

3 Formatting

Click on a word (s) then click a button to make a change

Text



The toolbar includes: Style of text (Font, Size of text), Bold, Text Color, Link, Alignment, Bullets, Block Quote, Insert Picture, Remove style from selection, Numbering, Check Spelling, and Insert Video.

4 More posting options



Change whether to accept comments

Reader Comments
 Allow
 Don't allow

Schedule a post for future or past

Post date and time
12/29/10 6:40 AM

Give readers keywords to easily find the right posts

Labels for this post:
e.g. scooters, vacation, fal Star Wars, Ship.

5 Publish

Send your post to the web for everyone to read





To save the post for later (draft) *click save now*

Your blog post published successfully!

[View Post](#) 

Need to change it? [Edit post](#) | [Create a new post](#)

Other posting options

To Insert a Link *

To create a link to another website in a post

Select a word (s)

Library

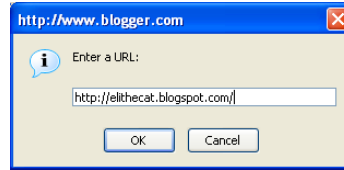
Highlight Word (s)

Library

Click **Insert Link** Button



Type web address



Now anyone clicking on the link will go to the web page [Library](http://elkthecat.blogspot.com/)

To post a photo



Posting a photo with your text is simple. Click the **Add Image** button when and browse for the image. It will upload and then press OK and place the image how you like it

Listing of posts

See all your posts

[Edit Posts](#)

[Edit Pages](#)

Create extra pages within your blog

Choose to alter your post or just see it

[Edit](#) [View](#)

▶ "Last week the candle factory burned down."

Everyone... [Birthday_Cats, Fun, Game](#)

Your Keywords

Click to remove **Delete** a post

Basic Settings

Change Title and frequency of posts on your page

[Posting](#)

[Comments](#)

[Settings](#)

[Design](#)

[Monetize](#)

[Stats](#)

Change time and date formats

Make money with your blog (not always easy)

Change how people can comment

Change the look of the blog

See who and where people are coming from to your blog

Settings to change right away

Change the time zone to your TZ otherwise the posts will read the wrong time

Time Zone (GMT-05:00) Eastern Time

Change how many posts will show up on the main page

Show 7 posts

Comment moderation

Choose how people are allowed to comment

Always

Only on posts older than 14 days

Never

Design choices



Use the Template Designer to change all parts of design

Templates

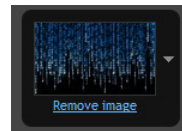
Background

Layout

Adjust widths

Advanced

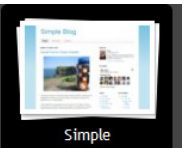
Choose from the list to change the settings Of designs



Change the background



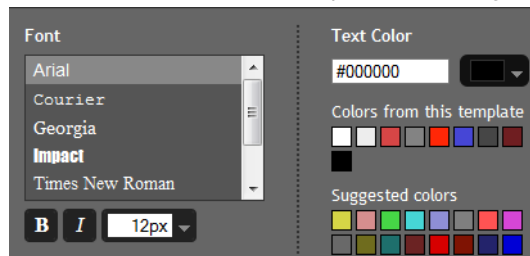
Change Templates for quick changes



Quick color choices



Choose colors for different parts of the blog



Change the layout



Page Elements

Use page elements to add extras to your blog

Choose the a gadget from the list

Add a Gadget

Below is just one example of a gadget. There are a ton of different themed ones from sports to videos and other information

AdSense



This one is for advertisements