SETTING UP A BLOG

Before you start:

- have an email account ready to use
- choose a free blogging service
- if using blogger, you will need a gmail account

Go to www.blogger.com

- Sign in with a gmail account
- Once signed in, may be asked for a mobile number. You can skip this step.
- Your existing blogs will be listed
- There should be a button “new blog”. Click on this button to start creating a new blog.
• Include the following details:
  o title
  o address
  o choose a template
  o Click on “create blog”

Your new blog will now be listed (you may have more than one).

Click on the ‘view blog’ button to see what it looks like.

The default blog format will be displayed when viewing your newly created blog.

In the top right hand side of the screen are the following links:

• New Post
  o To start using your blog

• Add a new entry

• Design
  o To change the format and appearance of your blog.

• Sign out
  o To securely leave the editing mode of the blog and prevent interference by others.

Design:

Modify the layout of the default blog formatting to suit your taste or needs.

Click on design to perform the following actions:

• Change background colour themes

• Remove background image (if you have chosen a template, but want to remove a background image that has come with this template)
- Adjust column/screen widths
- Layout (adjustments and changes)
- Advanced (changes to your layout)

When changes have been made:
- Click on the “apply to blog” button at the top right corner of your screen
- Click on “view blog” link to see how your blog now looks
- Click on “new post” to start blogging
  - For each blog post, at a minimum, include:
    - Post title
    - Post content (text, messages)
  - Click on the “publish” button to post your work to the blog
    - The newly created post will appear on a list of posts that you may have previously done
    - To view the blog with the new post, click on “view blog” along the top of your screen

From the current view of your blog, while in editing mode:
- Select the ‘view my complete profile’ link
- Click on the ‘edit profile’ button
  - Use this to add a profile photo, add or change profile details.
    - Especially if these details were not initially included in the setting up of your blog.