

## **Blogging**

A blog (a contraction of the term “web log”) is a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order.

Many blogs provide commentary or news on a particular subject; others function as more personal online diaries. A typical blog combines text, images, and links to other blogs, Web pages, and other media related to its topic. The ability of readers to leave comments in an interactive format is an important part of many blogs. Most blogs are **primarily** textual, although some focus on art (Art blog), photographs (photoblog), videos (Video blogging), music (MP3 blog), and audio (podcasting).

**<https://www.blogger.com>**

- **How to get started, How to Create a blog**

1. [www.blogger.com](http://www.blogger.com)
2. Sign In with your Google Account.  
If you don't have a Google Account yet, you can create one now.
3. Create a Blog
4. Sign up for Blogger
5. Name your Blog e.g. **Catherines Shorhtand Blog**
6. Choose a template
7. Start Blogging

**<http://teachersullivan.blogspot.com>**

- **Adding text, images, or video to a page**

You can create new pages, up to 10 pages.

One each page there will be a number of posts.

A post will be typically written each day. It will compromise of text, image, or video.

Posting ⓘ Edit Pages ⓘ Edit or Delete or View, or Create New page.

Posting ⓘ Edit Posts ⓘ Edit or View, or Create New Post.

Design ⓘ Gadgets. Add a Gadget if you want to add a gadget to the page. Click Edit on the Gadget if you want to delete it.

- **Write your post**

Once you've signed in to Blogger, you'll see your dashboard with your list of blogs. Here's what you need to do:

1. Click the **NEW POST** button and enter anything you want to share with the world.
2. Next, you'll see the Create New Post page. Start by giving your post a title (optional), then enter the post itself.
3. When you're done, click the **Preview** link to make sure it's ready to go.
4. Once you're satisfied with your post, click the Publish button. This will publish your new post.

- **Add an image**

You can add an image from your computer or the Web to your blog. Click the image icon in the post editor toolbar. A window appears prompting you to browse for an image file on your computer, or enter the URL of an image on the Web.

Once you've selected your image, you can then choose a layout to determine how your image will appear in your post:

The 'Left', 'Center', and 'Right' options allow you to customize the way your blog text will flow around your image.

The 'Image size' options will determine how large the image will appear within your post.

Click **UPLOAD IMAGES** to add your image, and then click **DONE** when the notification window appears telling you that 'Your image has been added.' Blogger will then return you to the post editor, where you'll see your image ready to be published to your blog.

You can also publish images to your blog using your mobile device, Google's free photo software Picasa, or a third-party service like flickr.

- **Add a video**

To add a video to your blog post, click the **film strip icon** in the **post editor toolbar** above where you compose your blog text. A window appears prompting you to 'Add a video to your blog post.'

Click **Browse** to select the video file from your computer that you'd like to upload. Note that Blogger accepts AVI, MPEG, QuickTime, Real and Windows Media files and that your video must be less than 100MB in size.

Before uploading your video, add a title in the '**Video Title**' box and agree to the Terms and Conditions (you'll only have to do this the first time that you upload a video with Blogger). Then click **UPLOAD VIDEO**.

While your video uploads, you'll see a placeholder in the post editor showing where your video will appear. You'll also see a status message below the post editor letting you know that your upload is in progress. Depending on the size of your video, this usually takes about five minutes. When it is complete, your video will appear in the post editor.

Want to see this in action? Click the link to watch a video on how to add a video to your blog post:

- **Customizing your layout**

Your template is a fun way to customize your blog. When creating a new blog, you're first asked to choose a default template, this is the basic design of your blog. You can choose from customize your blog's design using our intuitive drag-and-drop interface. You can also add powerful gadgets such as slideshows, user polls, or even AdSense ads. Changing the fonts and colours on your blog is easy too. If you want more precise control over your blog's layout, you can also use the Edit HTML feature. To edit your blog's layout, follow these steps:

Click the Layout link from your dashboard below the blog you would like to customize.

From the Page Elements sub-tab, click Edit to edit existing gadgets, or Add a Gadget to add new ones.

To add a new gadget after you've clicked Add a Gadget, simply click the plus sign next to your desired gadget. You can choose from gadgets by category, or search for a specific gadget in the top right of the pop-up window.

Once you've added the necessary information to your selected gadget, click SAVE. Your layout changes will appear instantly.

- **Privacy and permissions**

By default, your blog is completely public, and can be read by anyone on the internet. However, if you want to keep it private, you can do that, too. You can change these settings on the Settings | Permissions tab.

Under the 'Blog Readers' heading, you'll probably see 'Anybody' selected as the default. When you change this to 'Only readers I choose,' you'll get an Add Readers button.

Click the Add Readers button and then enter the email address of a person to whom you'd like to grant access to your blog. To add multiple people, separate their addresses with commas.

For each address entered, the Google Account associated with that address will be given access to view your blog. If an address is not associated with an account, that person will receive an invitation email with a link allowing them do one of three things:

Sign in to an existing account.

Create a new account.

View your blog as a guest (no account required).

- **Follow other blogs**

With the Blogger Following feature you can keep track of the blogs you follow via your Reading List on the Blogger dashboard. There are several ways to become a follower of a blog. One of the easiest ways is to visit a blog that has added the 'Following' widget, and then follow these steps:

Click the FOLLOW THIS BLOG link under the 'Followers' widget.

You'll then see a pop-up window with the options to either follow publicly or anonymously.

Select how you'd like to follow the blog, then click the orange FOLLOW button. You're now a follower of the blog! If you chose to follow the blog publicly, your profile picture will be displayed on the blog with a link to your Blogger profile.

When you become a follower of a blog, the blog will also be added to your Reading List on your Blogger dashboard. Additionally, you can become a follower of any blog or URL (even if the blog doesn't have the 'Followers' widget) by adding the blog to your Reading List on the dashboard.

- **Gadgets**

There are tens of thousands of applications, tools and games you can add to your blog. These are known as Gadgets. You can add them directly to your blog by browsing the Gadget Directory.

Dashboard Ⓢ Layout Ⓢ Add a Gadget Ⓢ Click the + sign to add to blog

[http://google.about.com/od/googleblogging/ss/bloggergadget\\_2.htm](http://google.about.com/od/googleblogging/ss/bloggergadget_2.htm)

- **Help**

<http://www.google.com/support/blogger/bin/answer.py?hl=en&answer=11249>

I have an excel worksheet I need to post. What are the steps for uploading it and then posting to my blog?

You have two choices:

1) Upload to Google Docs and publish the link on your blog.