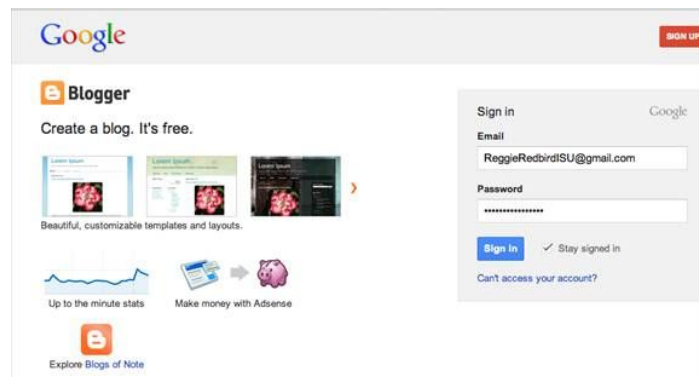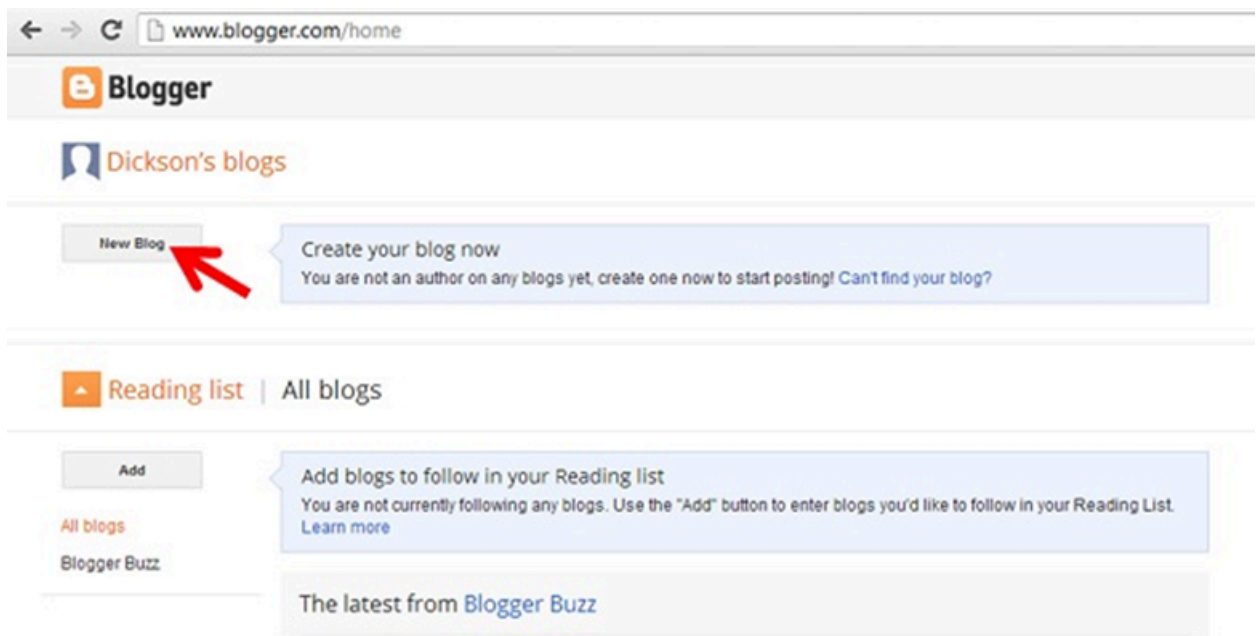…………

Blogger Tutorial

STEP 1 – Gmail Account Gmail Account

- ★šYou will need to set up a Gmail account in order to access blogger.com
- ★šIf you don't already have one, please set one up now

★ˢMake sure you keep your username and password somewhere safe so you don't forget it!!!

★Once you have a Gmail account you can use this to log in to blogger.com

STEP 2 – Create a new blog

★Your new blog name will be your name followed by 'Media Blog' –

(e.g. Rebecca's Media Blog)

- ★ˇₛYour new blog url needs to be one word and all lower case. It will be your name followed by 'coulsdonmedia' – e.g. rebeccacristaldicoulsdonmedia.blogspot.co.uk
- ★(If that address has already been taken, use your surname as well)
- ★ˇₛOnce you have entered your name and

url, click on Simple option under Template section (you can change this later)
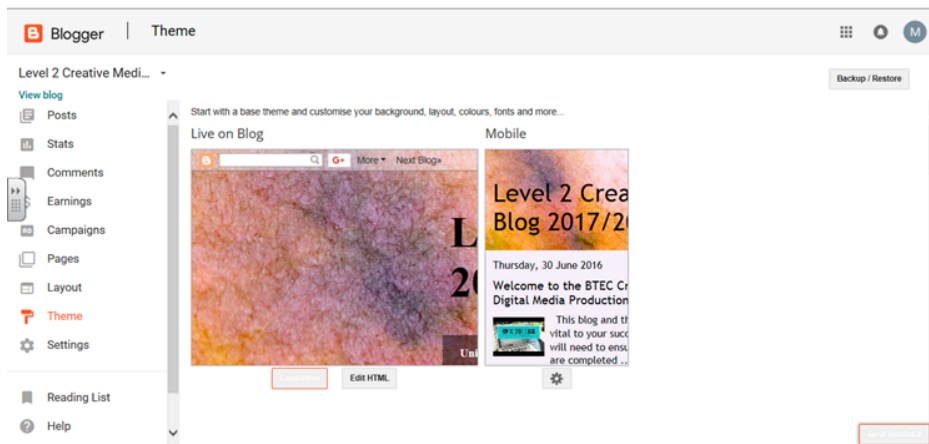
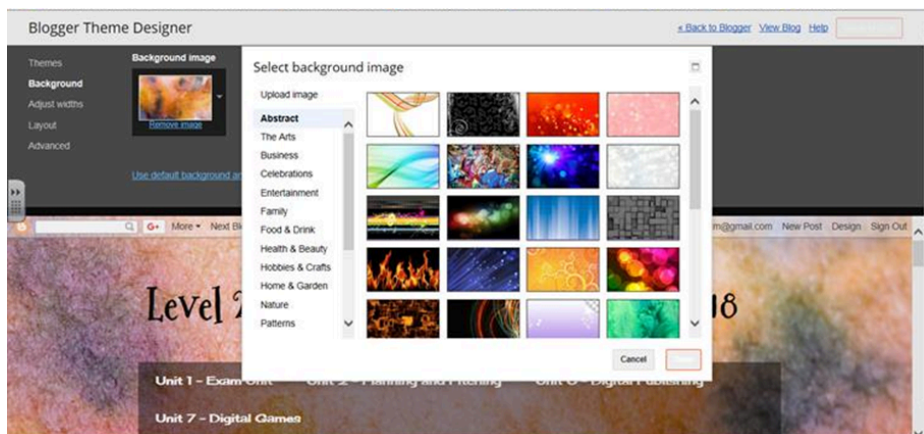- ★ˇₛ Then Click on the 'create blog' button

Step 3 - Customising your blog

★Once your blog has been created, you
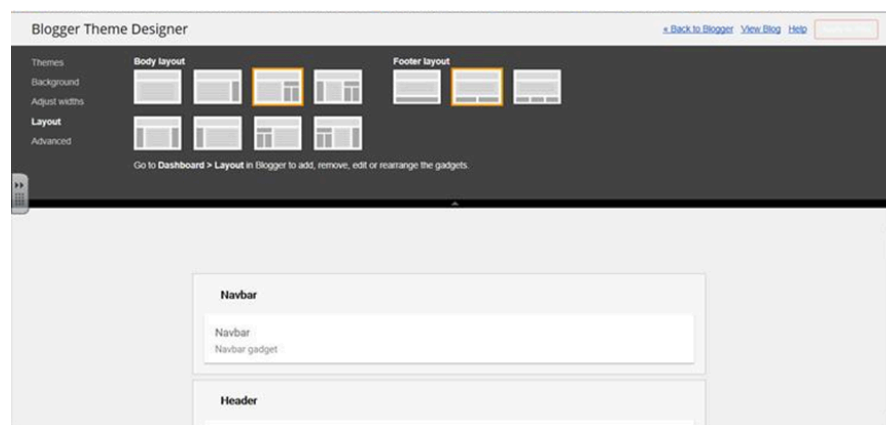should see the following screen – under
the first image, click on Customise

★ˇFrom this screen, you can change the template:

★ˇYou can change the background:

★šYou can change the layout of the page:

★šOr you can change the font and font colours:

★§Once you have finished customising –
click 'Apply to blog' then 'back to blogger'

Step 4 - Linking your pages

★ §You are now going to set up different pages to submit
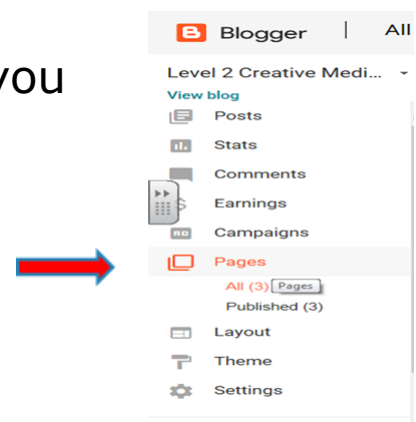your work and link them to your blog

§1. Click on pages down the left
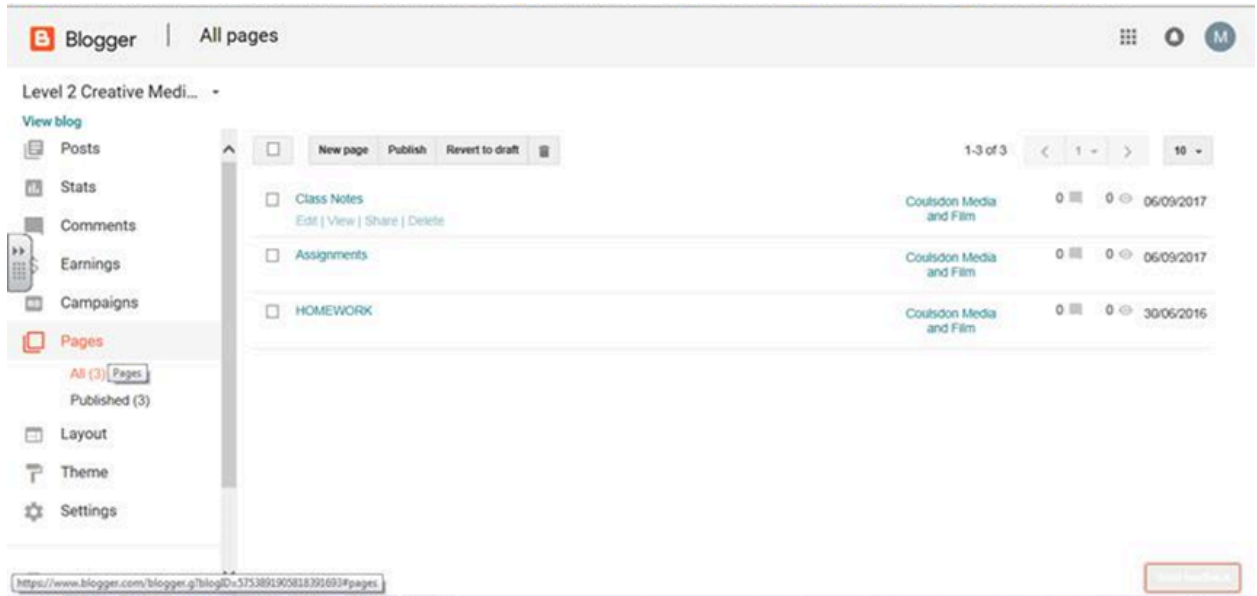
hand side of the screen
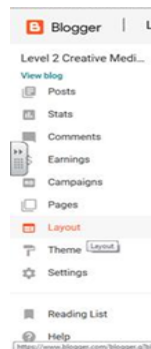
§2. Title your page then click 'publish'

§

★§You need to do this 3 times and you
should end up with three pages
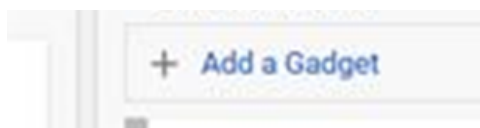labelled: Homework,
Assignments and class notes

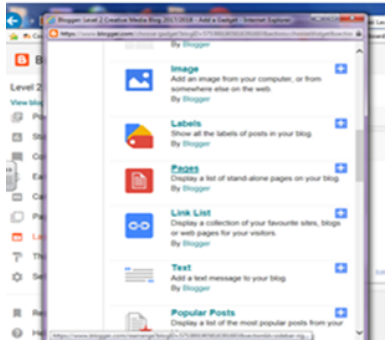## Step 5 - Linking your pages to your main blog (IMPORTANT!!!!!)
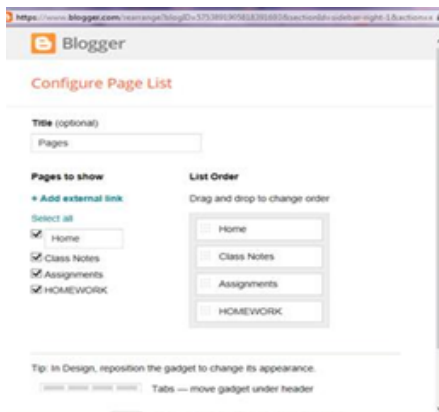
š1.Click on layout

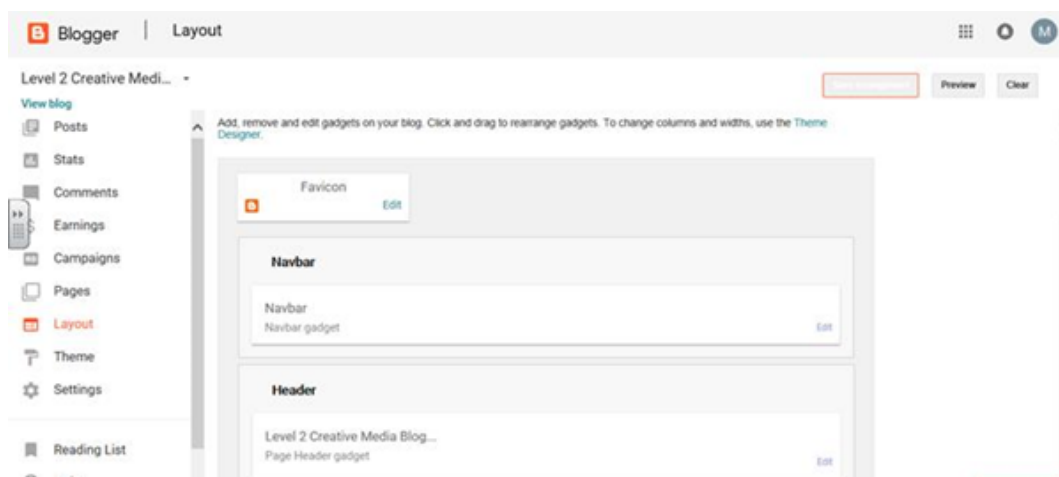## 2. Click on 'add a gadget' anywhere on your layout

3. Scroll down and click on "Pages"
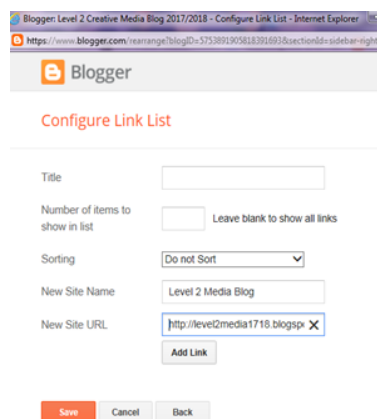

4. Make sure all of your boxes are ticked

★ Once you have finished editing your layout – click 'save arrangement'

Step 6 - Create a link to your main class blog

★Now that you have customised your blog, you will need to create a link to the main media blog.

1.Go back to layout and again click on 'Add a Gadget'

2.This time, click on 'Link List'

3.In the 'New site name' box, type in your class blog name e.g. "Lower 6th Media Blog"

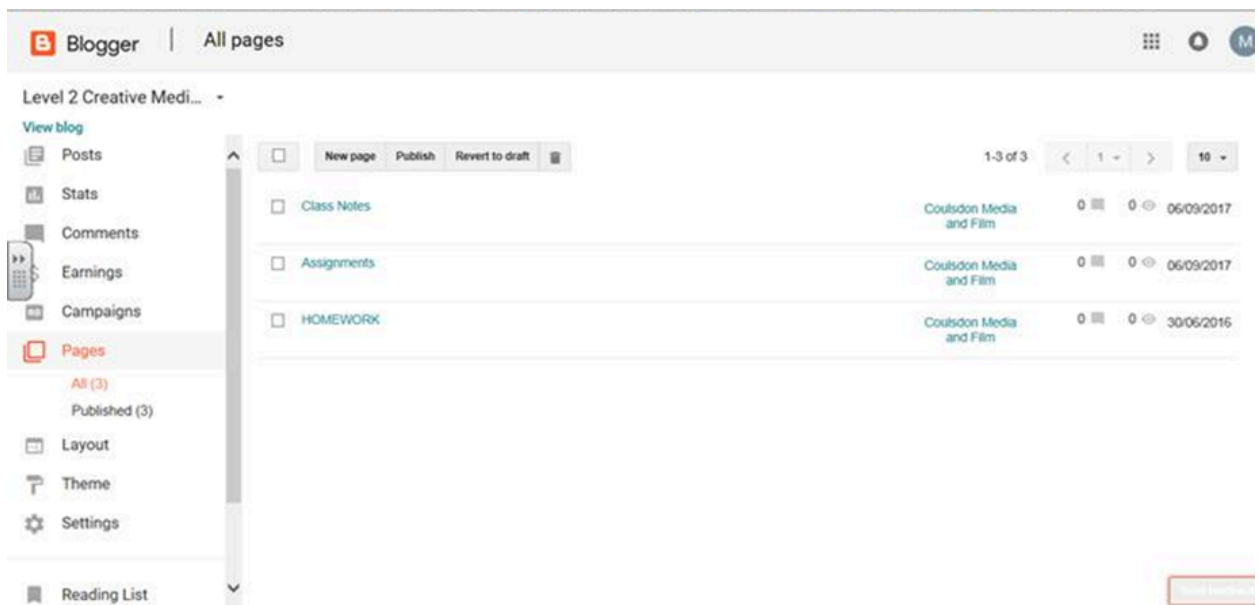4. In the 'New Site URL' box, type in the address e.g. coulsdonalevelmediay1new.blogspot.com/
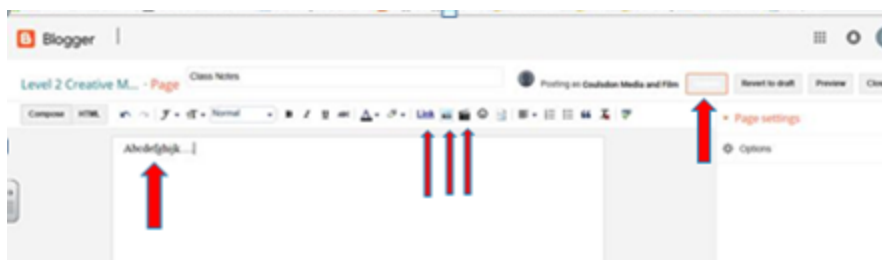
5. Click 'add link' then 'save'

Step 7 - Using your blog

★Now that your blog is all set up, you can start adding some work!! Remember you must be on your 'Dashboard' to add to your blog

1. To add to your pages, click on 'Pages' then whichever one you would like to add to

2. ṣOnce you have your page open, you can type like a normal word document, add web links, videos or images. When you have finished, click 'update' to save your work
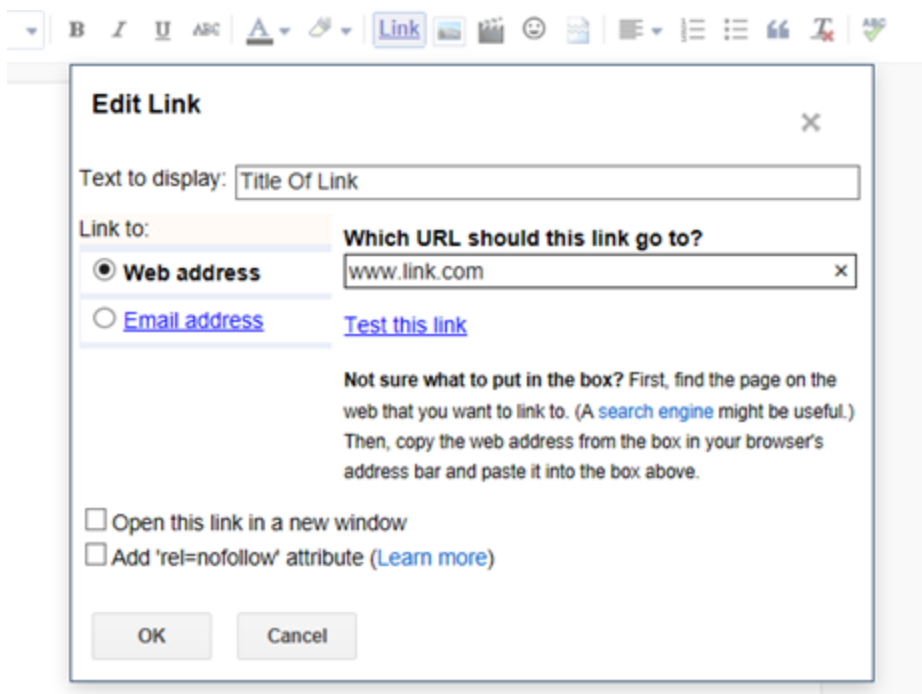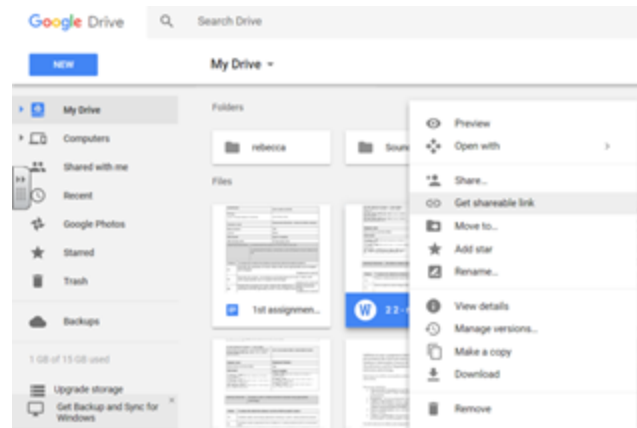
Step 8 - Adding documents

§1. Save the document to your "google drive"

§2. Right click on the document and click on 'get shareable link

3. Copy the link

4. §On your blog page – click 'link', give the link a title then paste the link in the url box

★This is only a very basic list of all of the functions on your blog. As we go along, you will learn more techniques. The best way to learn is to just experiment!

★Once your blog is up and running, give your blog url to Rebecca to link to the main blog. Good luck!