

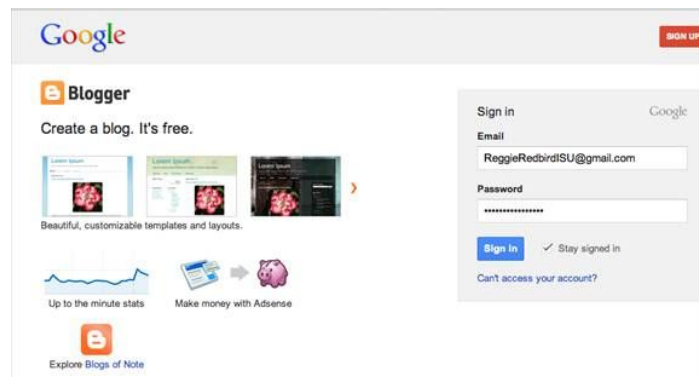


Blogger Tutorial

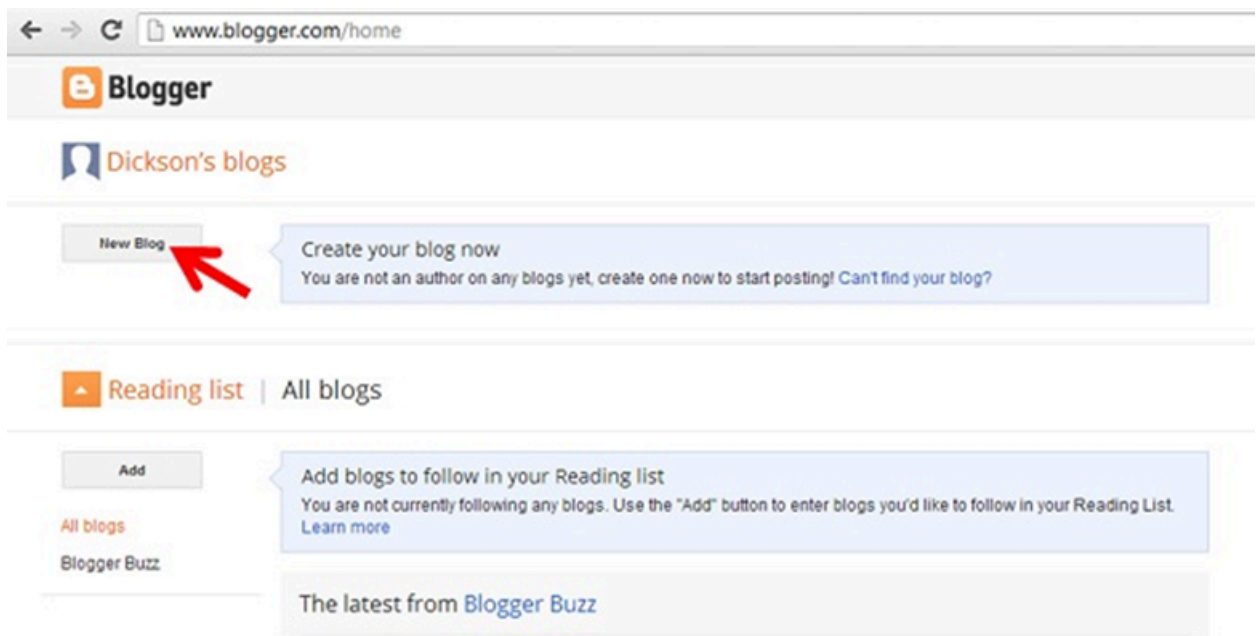
STEP 1 – Gmail Account Gmail Account

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

- ★§ Make 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)

★§ Your 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)

★§ Once you have entered your name and url, click on Simple option under Template section (you can change this later)

★§ Then Click on the 'create blog' button

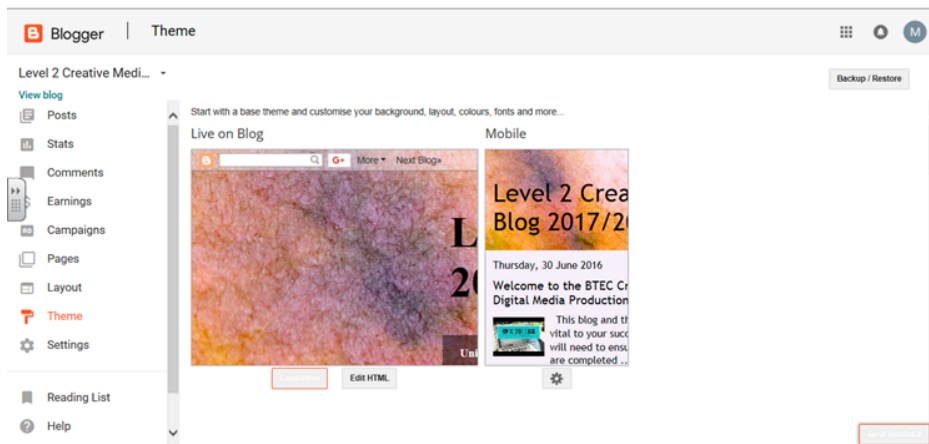
The screenshot shows a 'Create new blog' dialog box with the following elements and numbered steps:

- Step 1:** Points to the 'Create new blog' link at the top.
- Step 2:** Points to the 'Address' field containing 'aapkatitle.blogspot.com'.
- Step 3:** Points to the 'Simple' blog template.
- Step 4:** Points to the 'Create blog!' button.

The dialog box includes a 'Title' field with 'Aapka title', an 'Address' field with 'aapkatitle.blogspot.com' and a checkmark indicating availability, a 'Template' section with four options (Simple, Dynamic Views, Picture Window, Awesome Inc.), and a 'Create blog!' button.

Step 3 - Customising your blog

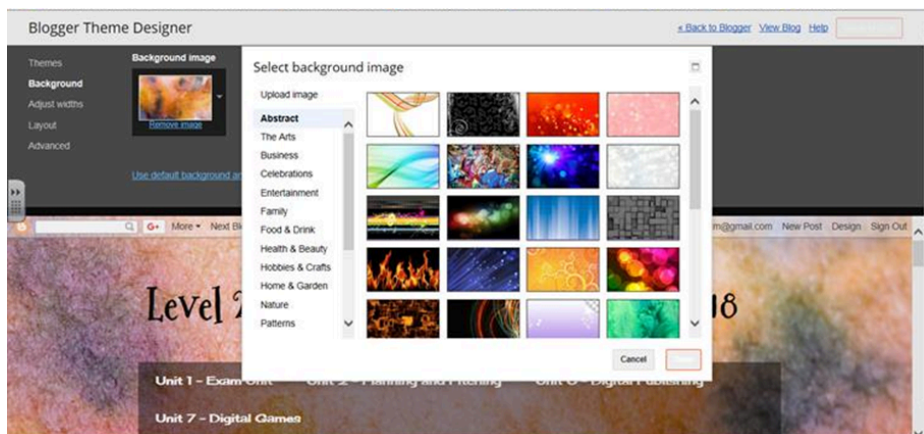
- ★ Once your blog has been created, you should see the following screen – under the first image, click on Customise



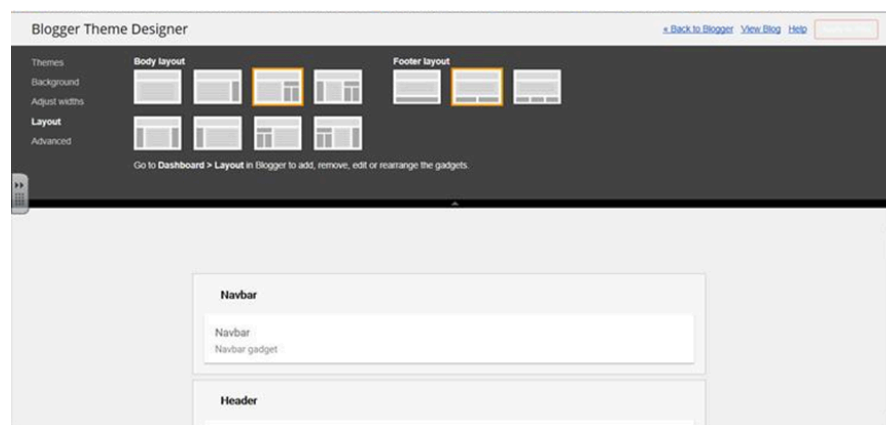
★§ From this screen, you can change the template:



★§ You can change the background:



★§ You can change the layout of the page:



★§ Or 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

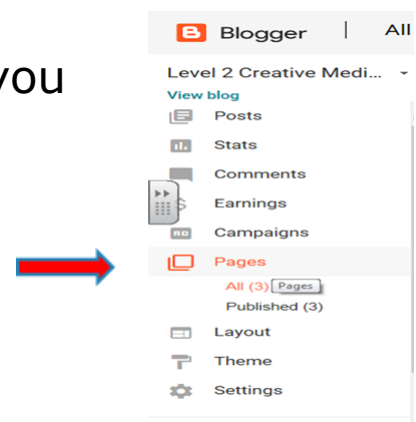
§1. Click on pages down the left hand side of the screen

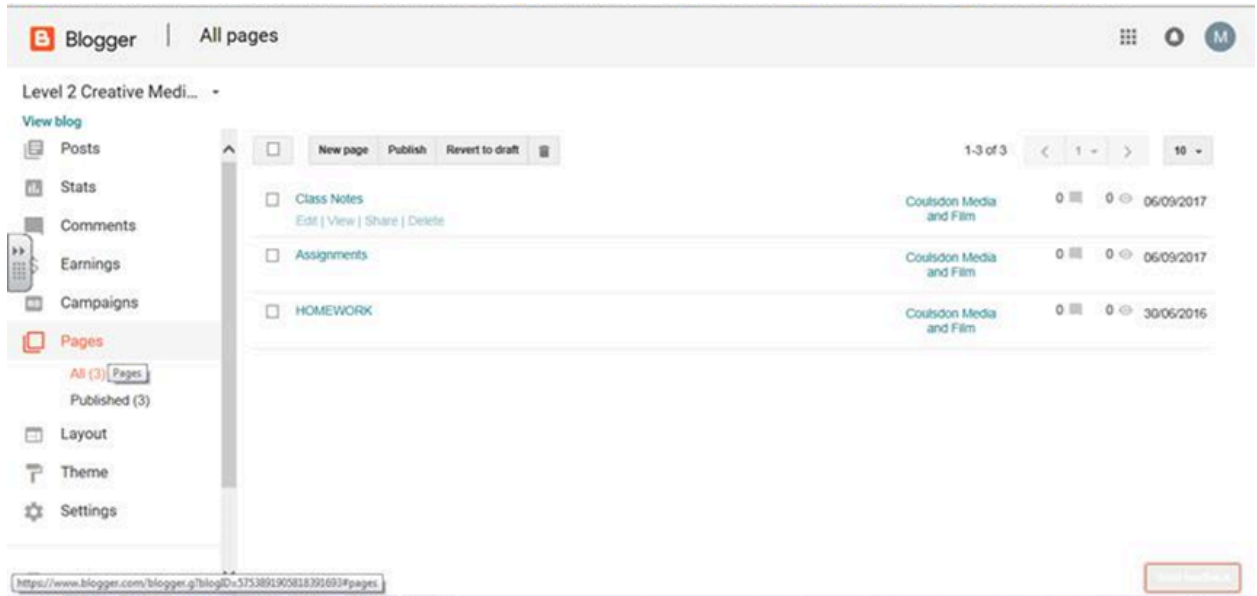
§2. Title your page then click 'publish'



§

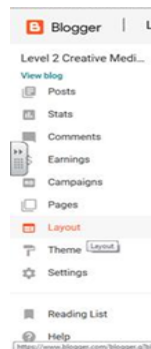
- ★§ You need to do this 3 times and you should end up with three pages labelled: Homework, Assignments and class notes



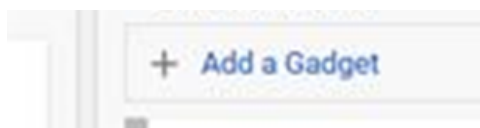


Step 5 - Linking your pages to your main blog (IMPORTANT!!!!!!)

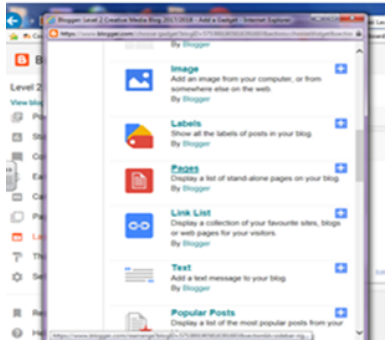
§1. Click on layout



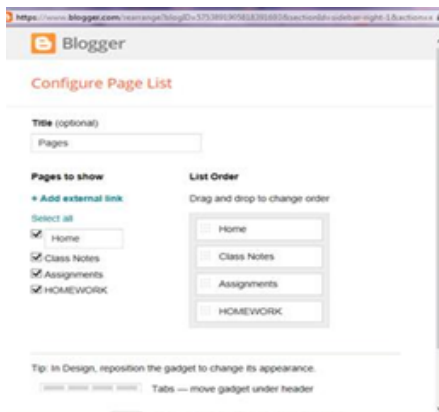
2. Click on 'add a gadget'
anywhere on your layout



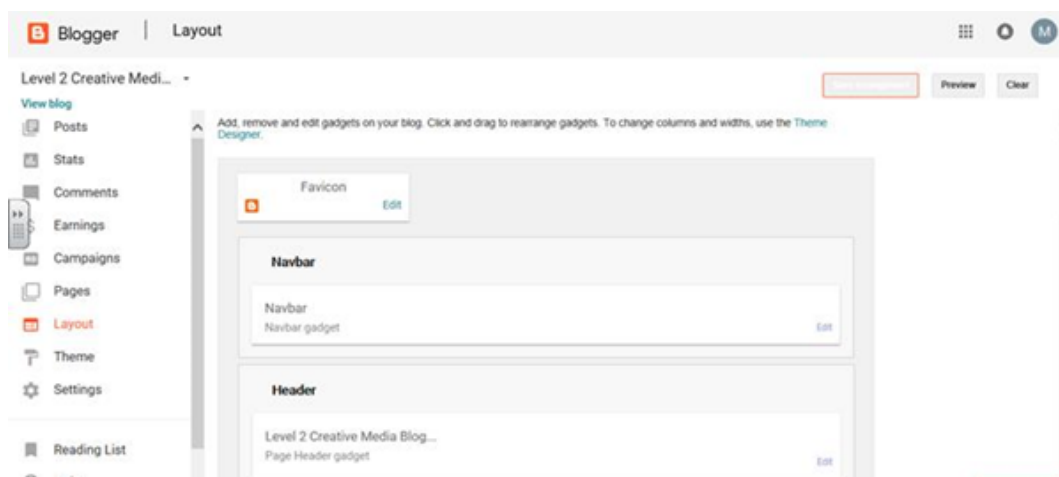
3. Scroll down and click on “Pages”



4. Make sure all of your boxes are ticked



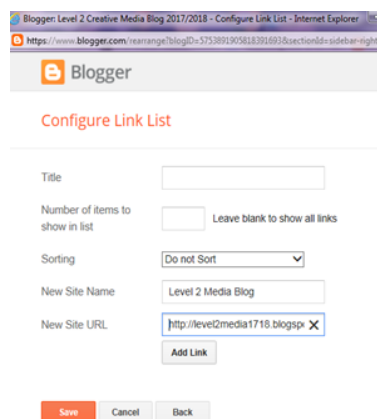
★ § Once you have finished editing your layout – click 'save arrangement'



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'

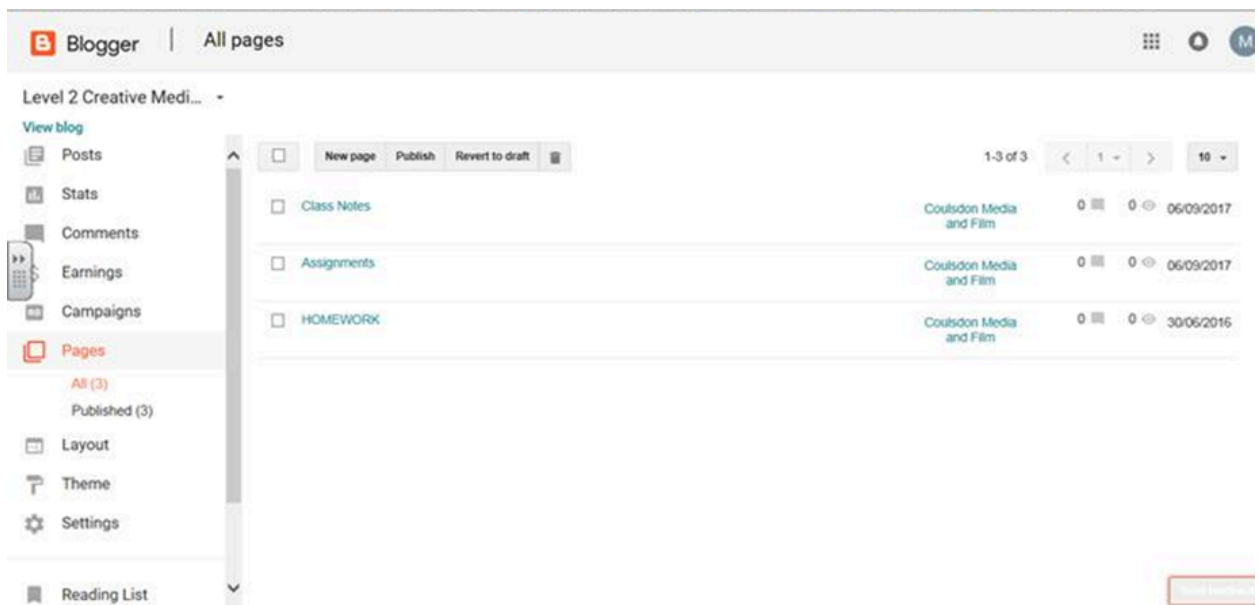


The screenshot shows the Blogger 'Configure Link List' interface. At the top, there's a header with the Blogger logo and the title 'Configure Link List'. Below this, there are several input fields and a dropdown menu. The 'Title' field is empty. The 'Number of items to show in list' field has a value of 10, with a note 'Leave blank to show all links'. The 'Sorting' dropdown is set to 'Do not Sort'. The 'New Site Name' field contains 'Level 2 Media Blog'. The 'New Site URL' field contains 'http://leve2media1718.blogspot'. Below these fields is an 'Add Link' button. At the bottom, there are three buttons: 'Save' (highlighted in orange), 'Cancel', and 'Back'.

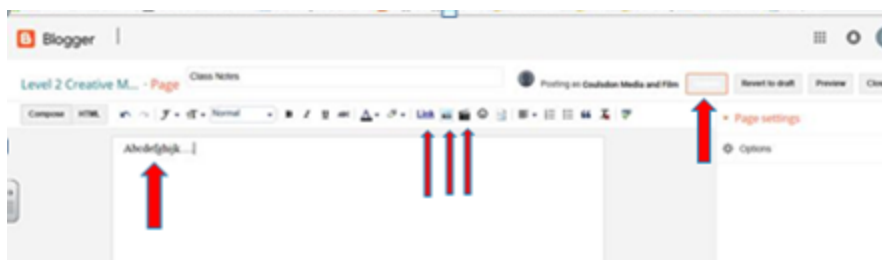
Step 7 - Using your blog

★ 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. Once 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



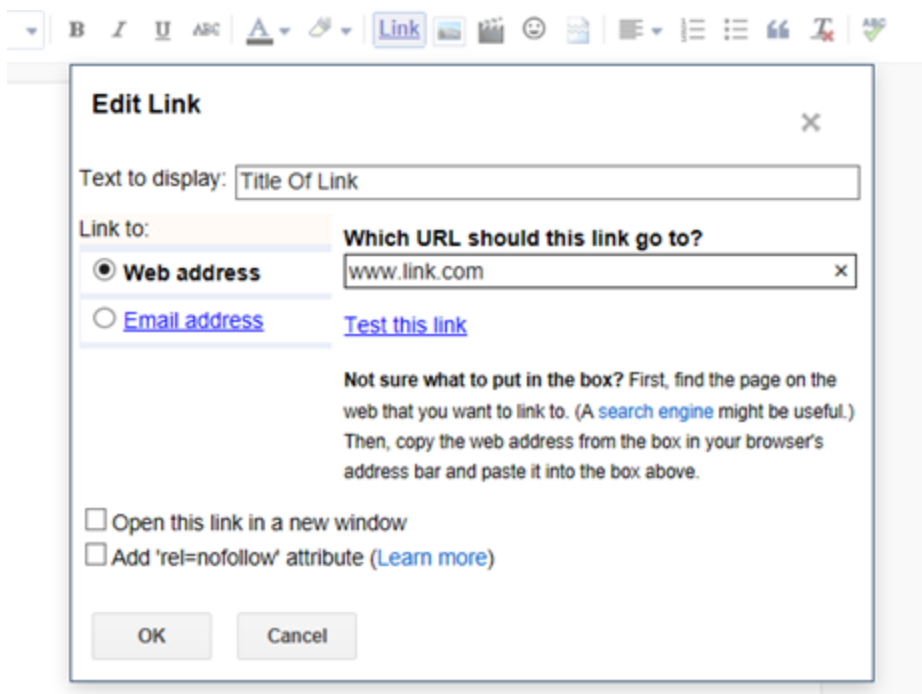
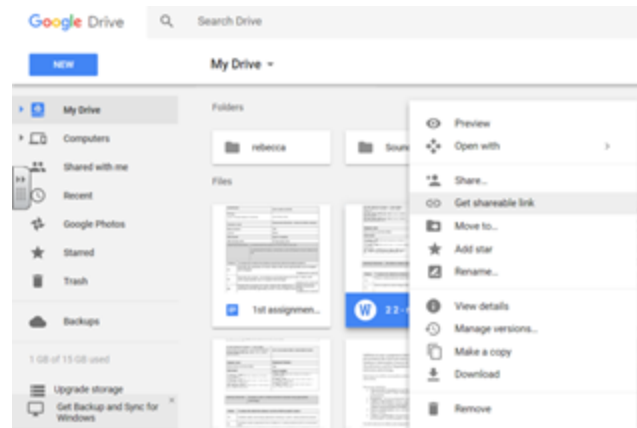
Step 8 - Adding documents

§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!