

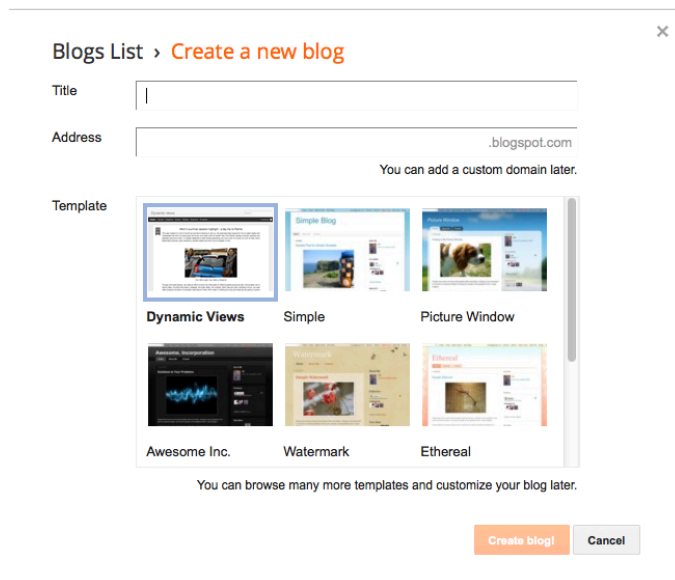
## Setting up a Blogger Account (08/2012)

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### Setting Up and Writing Your Blog

- Go to <http://www.blogger.com>.
- You should be able to use your ODU account to login.
- If this does not work...
  - 1) use your login information for your Google account if you have one
  - 2) create an account by clicking on the red “SIGN UP” button in the upper right corner
- Once you login, you will want to create a blog.
- Click on the grey “New Blog” button on the left side of the screen

A new window will appear.

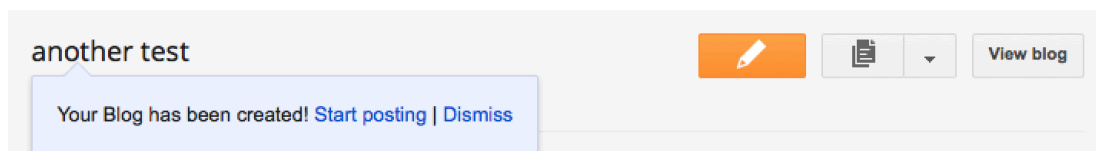


The screenshot shows a window titled "Blogs List > Create a new blog". It contains a form with the following fields and options:

- Title:** An empty text input field.
- Address:** A text input field with ".blogspot.com" pre-filled. Below it, a note says "You can add a custom domain later."
- Template:** A grid of six template thumbnails with labels: "Dynamic Views", "Simple", "Picture Window", "Awesome Inc.", "Watermark", and "Ethereal". Below the grid, a note says "You can browse many more templates and customize your blog later."
- Buttons:** "Create blog!" (orange) and "Cancel" (grey).

Use this window to title your blog, create a URL (or web address), and choose a template.

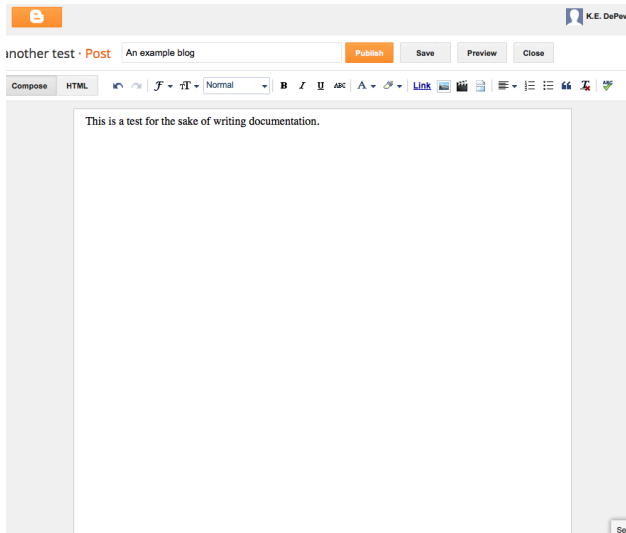
- Click “Create blog!” after you have made your choices  
*Note that you will want to choose a title that relates to your interests or identifies you. You can be clever, but since blogs are public spaces, do not embarrass yourself.*



You will then be given the option to “Start writing” or “Dismiss.”

- If you are going to immediately start working on your blog, choose “Start writing”
- If you choose “Dismiss,” you can come back to writing a blog post by clicking on the orange button with the pencil in the middle.

The screen for composing a blog post looks like many word processing screens and has many of the same functions.

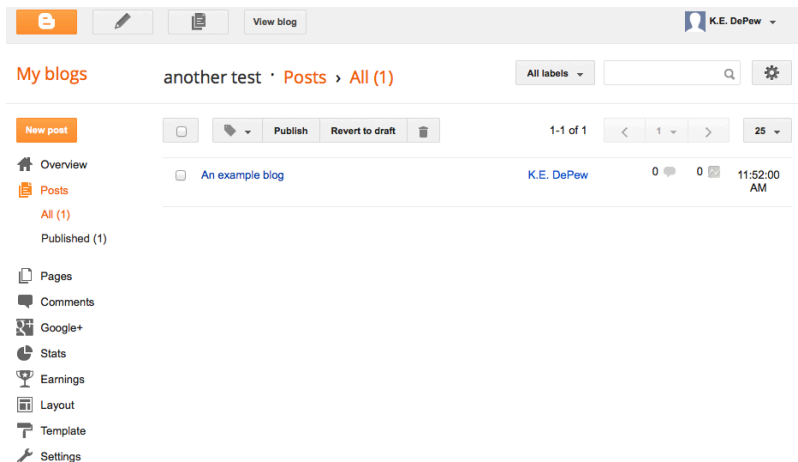


Give your post a title

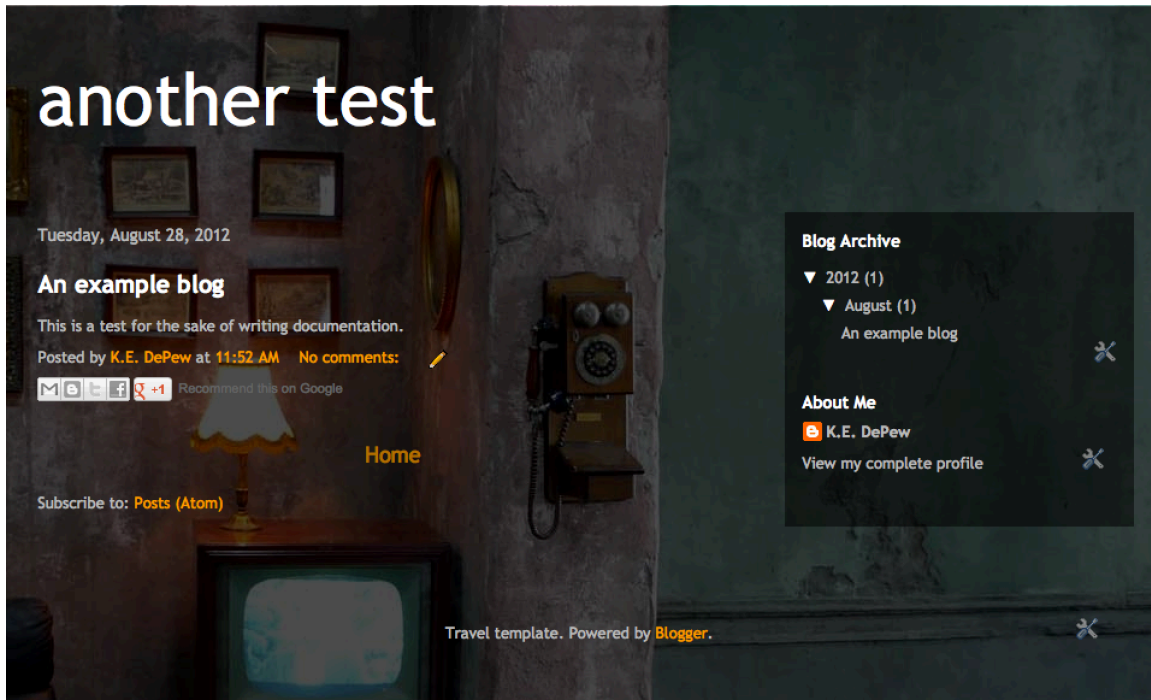
*Note for the purposes of this class the title should be related to the your post content.*

Compose content in the large composing window. You may add in **relevant** links, images, video, or sound.

Once you have composed your blog entry, click the orange button “Publish” in the top middle of the screen. This screen will then appear

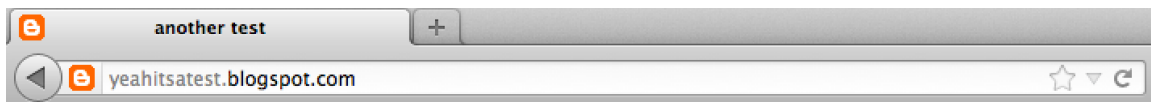


- To edit your blog, click the name of that blog in your list of blogs (or just the name of the blog if you only have the one).
- To view your blog, click on the grey “View blog” button at the top middle of the screen.



For this class, after you write your first entry, send your blog URL (or web address) to the instructor in the body of an email

- Highlight, cut and paste the URL from the navigation bar at the top of the screen.



To **edit** your post after you have published it, click the pencil icon next to the comments counter at the bottom of your post. This will take you back to the composing link.

### Preferences

Overall, you may set your preferences how you want as long as the instructor can easily access your blog. But you should consider the following preferences.

You may want to click on "Layout" and "Template" (see pg. 2) to make adjustments to the appearance. However, remember the important part of this is what the blog says, not how it looks.


### Blog Readers

- Click on “Setting” → “Basic”
- To the right of the “Blog Readers” setting, click on “Edit”

You will get this page.

Permissions

Blog Authors

 K.E. DePew    [kedepew@gmail.com](mailto:kedepew@gmail.com)    Admin

[+ Add authors](#)

Blog Readers

Anybody  
Your blog is open to all readers by default.

Only blog authors  
Your blog is restricted so that only blog authors can read it. Other visitors to this blog will not be able to read any posts; instead they will get a message stating that this is a private blog.

Only these readers  
You can restrict your blog to only readers you choose. However, these readers will need to log in before reading your blog, adding an extra step. We'll save your readers list for you, so you can switch back at any time.

No readers

[+ Add readers](#)

[Save changes](#)    [Choose from Contacts](#)    [Cancel](#)

[Send feed](#)

It is recommended that you set this to “Anybody” so that you can practice writing for a general audience; however, if you would rather be more private, you can use the “Only these readers” option and include the instructor (and any other students assigned to read your blog.

### Comments

- Click on “Setting” → “Post and comments”
- To the right of the “Who can comment?” setting, choose who you want to be able to comment on your posts.

You will get this page.

Comments

Comment Location [?](#)    Embedded ▾

Who can comment?

Anyone - includes Anonymous Users

Registered User - includes OpenID

User with Google Accounts

Only members of this blog

Comment Moderation [?](#)

Always

Sometimes

Never

Show word verification [?](#)    Yes ▾

Show Backlinks [?](#)    Hide ▾

Comment Form Message    [Add](#)

Again, leaving your blogs open to a general audience can teach you about communicating with various audiences. However, some blogs have been subject to spam, so you may choose to restrict some users.

- To the right of the “Comment Moderation” setting, choose when you want to be able to view comments prior to them being posted.

### Email

- Click on “Setting” → “Mobile and Email”
- To the right of the “Posting using email” set whether you want to give yourself the ability to compose your posts through an email account.

You will get this page.

The screenshot shows the 'Email' settings page in Blogger. It includes the following elements:

- Email** (Section Header)
- Posting using email** (with a help icon): A text input field containing 'kedepew.', a password field with 'secretWords', and an '@blogger.com' domain. Below this are three radio button options: 'Publish email immediately', 'Save emails as draft post', and 'Disabled' (which is selected).
- Comment Notification Email** (with a help icon): A large text area containing the text '"kedepew" <Kdepew@odu.edu>,|'. Below the text area is a link that says 'Choose from contacts - Remove'.
- Email posts to** (with a help icon): A link that says 'Add'.

You can either post directly or upload a draft that you can revise and edit on your computer before posting.

In the box to the right of “Comment Notification Email,” type in an email that you would want notifications that you have received comments to go to. You can leave this blank.

**For the purposes of this class, you will receive private comments and evaluations about your blog entries through email.**