

Setting Up a Blog

What is a Blog?

Blog is short for weblog. Blog posts are like instant messages to the web. A blog is a web page made up of usually short, frequently updated posts that are arranged in order of when they were posted. Topics can be on anything you can imagine. You can post long or short messages and people invited to your blog can reply. (<http://www.blogger.com/>)

There are many free places to set up a blog online, one that we like is <http://www.blogger.com/>.

You can take a quick tour here <http://www.blogger.com/start>.

If you need help you can use the Blogger Help page. <http://help.blogger.com/>

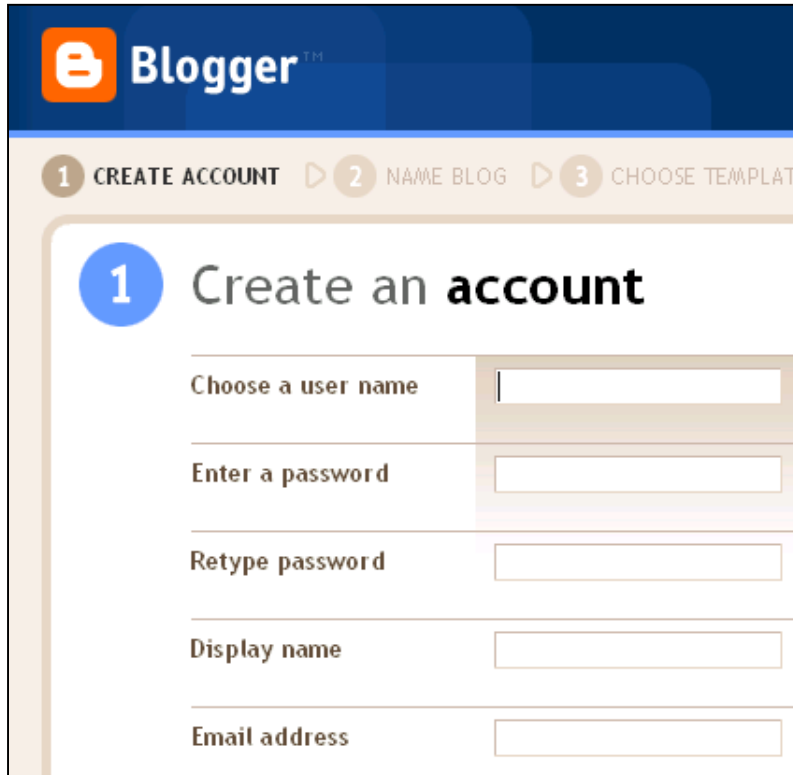
Here is how you set up a blog at <http://www.blogger.com/>

Open your web browser and go to <http://www.blogger.com/start>

Create a blog in 3 easy steps:

- 1 Create an account
- 2 Name your blog
- 3 Choose a template

CREATE YOUR BLOG NOW 



Step One Create an Account

Enter a user name (not your real name)

Pick a password (that is not easy for others to guess)

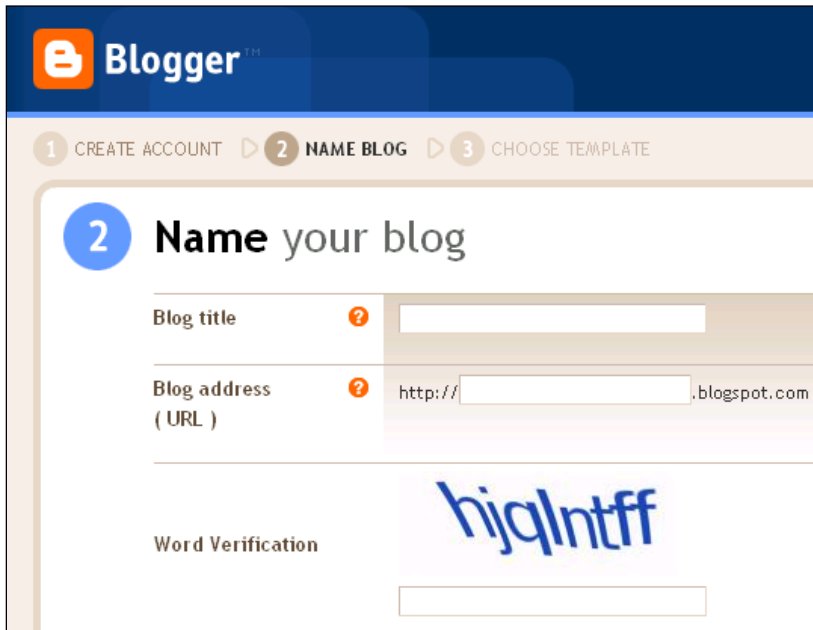
Choose a display name (like a nick name)

Enter your Email address.

When you have filled this in click the continue button

CONTINUE 

Step 2 – Name your Blog



The screenshot shows the Blogger interface for Step 2: Name your blog. At the top, there are three steps: 1 CREATE ACCOUNT, 2 NAME BLOG (highlighted), and 3 CHOOSE TEMPLATE. The main heading is '2 Name your blog'. Below this, there are three input fields: 'Blog title' with a red question mark icon, 'Blog address (URL)' with a red question mark icon and the text 'http://[] .blogspot.com', and 'Word Verification' with a blue 'h1q1ntff' image and an empty input box below it.

Give your blog a title.

Fill in the URL address you would like to use. It is a good idea to use the blog title here.

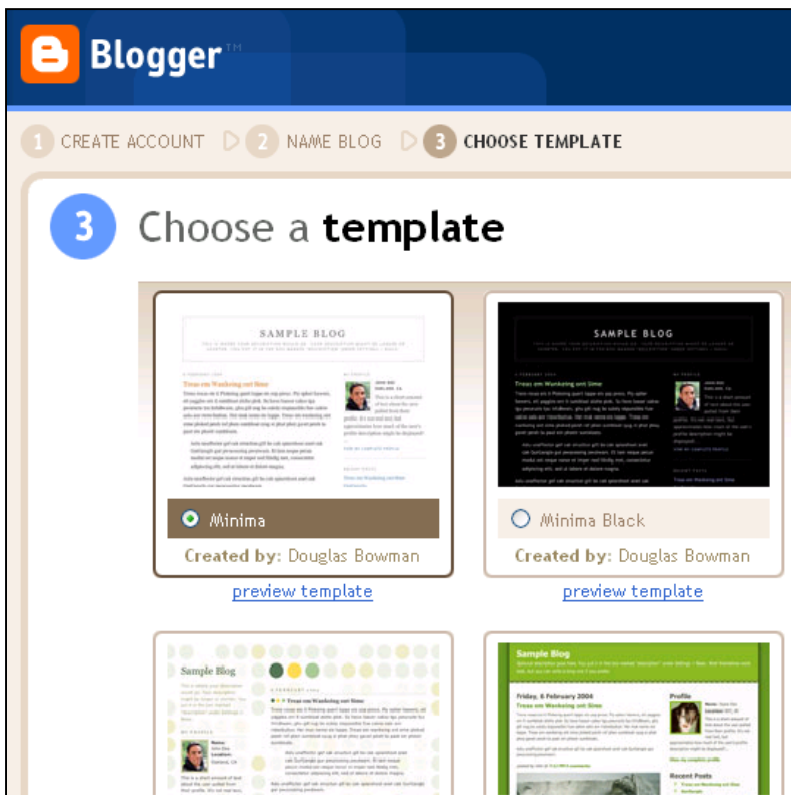
To verify the blog, enter the letters written above the word identification box (yours will be different than what you see here).

When you have completed the page click the continue button



Step 3 – Choose a Template

There are lots of cool templates to choose from. You don't have to "code" a thing!



Look through the templates.

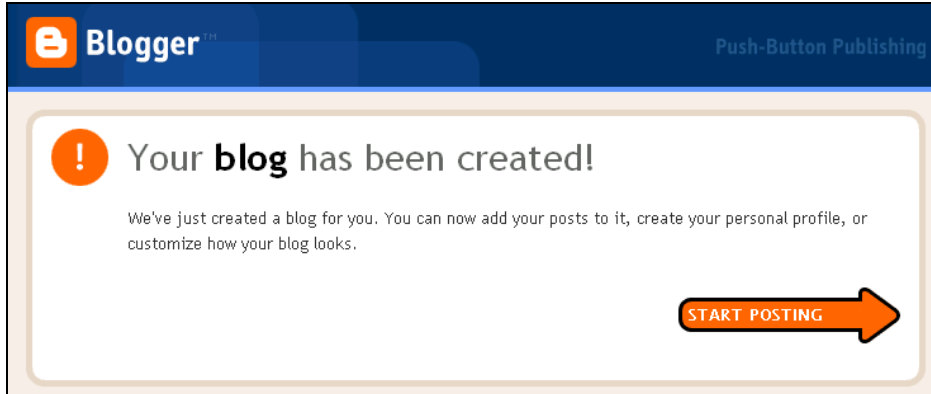
Choose the template you like by selecting the radio button on that template.

You can easily change your template later so don't worry too much about what you pick now.

When you have chosen your template click the continue button.



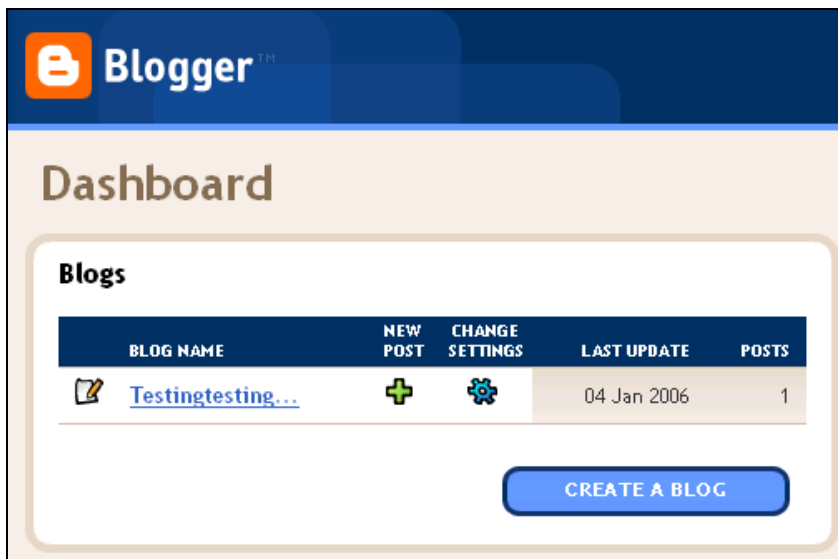
Congratulations! You have set up a Blog.



Now you can **post messages**, **invite others** to participate in your blog, and **reply** to their messages.

Remember to use proper net-iquette while blogging. Review the net-iquette resources in Getting Started if you need a refresher.

Your **Dashboard** is your control panel for your blog.



Click on the green plus sign to post a message.

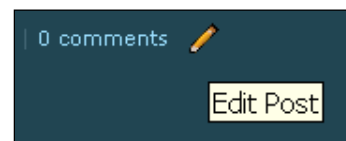
Learn more about posting messages here

<http://help.blogger.com/bin/answer.py?answer=61&topic=17>

There is a built in text editor that is really easy to use.

To edit your post, click on the **pencil** under the post.

To reply to a post click on **comments**.



Change your Use Profile Settings

Edit User Profile

Privacy

Share my profile	<input type="checkbox"/>
Show my real name	<input type="checkbox"/>
Show my email address	<input type="checkbox"/>
Show my blogs	Select blogs to display

IMPORTANT

From the **Dashboard** go to Edit Profile.

- [Edit Profile](#) (or [View](#))
- [Change Password](#)
- [Change Language](#)

Make sure NO PERSONAL information is available here

and that you UNCHECK share my profile.

Click on [Select blogs to display](#) and UNCHECK your new blog.

WHY? This way only people you invite can see you blog.

Now you can **invite others** to join your blog!



From the **Dashboard**, click on change settings.

There is a lot you can do here, you don't have to worry about too much of it.

Under the **Settings** tab, select **Members**.



Select **Add Team Member(s)**.

Add Team Member(s)

The form contains the following elements:

- Navigation tabs: Posting, Settings, Template, View Blog
- Sub-navigation tabs: Basic, Publishing, Formatting, Comments, Archiving, Site Feed, Email, Members
- Section: New User(s) with three input fields
- Text: Enter email addresses of members to invite. Do not enter the address of a mailing list; invite each member individually.
- Section: Message(Optional) with a text area
- Text: Enter any comments you want to add to the invitation email.

Enter the Email addresses of the people you want to invite to your blog.

You can add a welcome message to the Email that will be sent to your list.

Click **Save** when done.