

Starting a blog with Blogger

- 1) Go to <http://www.blogger.com> and click on the orange arrow to start a blog

Create a **blog** in
3 easy steps:

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

CREATE YOUR BLOG NOW 

- 2) Choose a **username** and a **password**
- 3) Choose a **display name** (the name used to sign your posts)
(I suggest something like "Librarian" or "San Bernardino Librarian")
- 4) Enter your **e-mail address** (address of primary person responsible for the blog).
- 5) Read the terms of service, check the box, and click on **Continue**
- 6) Click on the **Create a Blog** link

CREATE A BLOG 

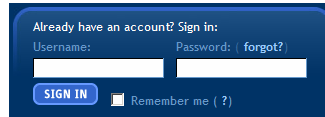
- 7) Enter a **title** and address/URL for the blog (if you have something specific in mind)

Blog title ?	My Bloggidy
Blog address (URL) ?	http://bloggidy

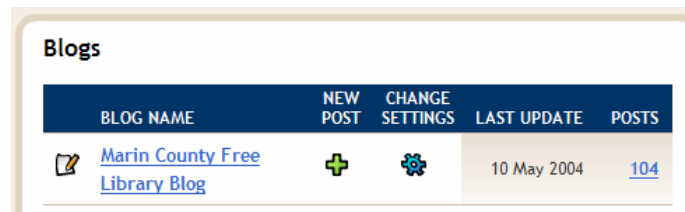
- 8) You will then be asked to choose a **template** for your blog (you can always switch to a different template later).
- 9) Now you have a blog!

Creating a Post with Blogger

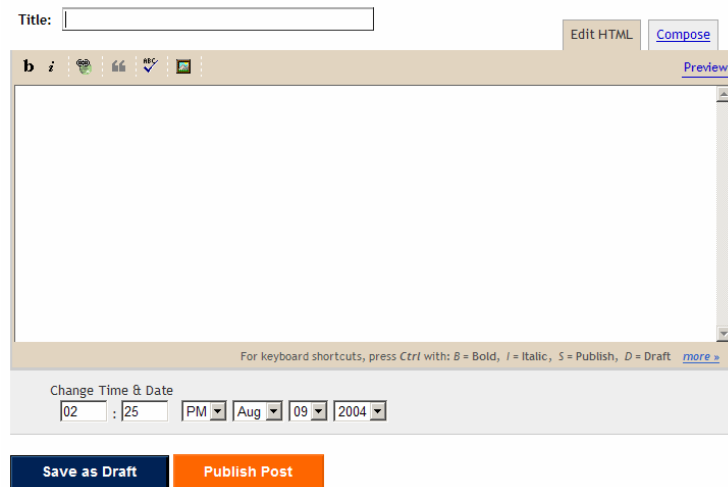
Go to <http://www.blogger.com> and log in with your username and password

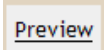


Click on the **New Post** icon 



1. First, enter a title for your post in the **title bar**.
2. Then you can begin typing your post in the big white editing box.




3. You can use the spellchecking, bolding, italicizing, and hyperlinking tools in the tan toolbar toward the top.
4. If you want to preview what you've written, click on the **Preview button**. 
5. To get out of preview mode and back to editing your post, click on **Hide Preview**
6. When you're happy with what you've written, click on the **Publish Post button**.

 Publish Post

Once you click the button, you've posted to your blog!

Adding a Hyperlink to your Post

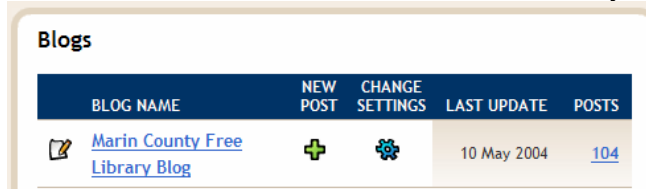
1. Highlight the text in your post that you would like to be hyperlinked (such as “click here” or “CNN’s website”).
2. Click on **the Create Hyperlink button** in the top toolbar 
3. Paste or type the URL you want to link to into the little box, and click on **OK**.




Adding an Image to your Post (hosting at TinyPic)


1. Make sure that you have a saved file of the image you want to add (on a disk, on your hard drive, etc.)
2. To upload your image to TinyPic, go to <http://tinypic.com/> and click on **Browse**.
3. Find your picture on your computer, left-click on it once, and click on **Open**.
4. Back at the TinyPic page, click on **Host Picture**.
5. At the bottom of the page you will see the URL for the image, and the html code for inserting the image.
6. Highlight & copy the text that appears in the **Tag field**
(for example ``)
7. Go back to your Blogger post (either a new post or an existing post) and paste the code into the big white editing box. If you paste the code before your text, the image will show up on top of your post. If you paste the code after your text, the image will show up at the bottom of your post.

Editing an Already-Published Post

1. From the Dashboard, click on the name of your blog

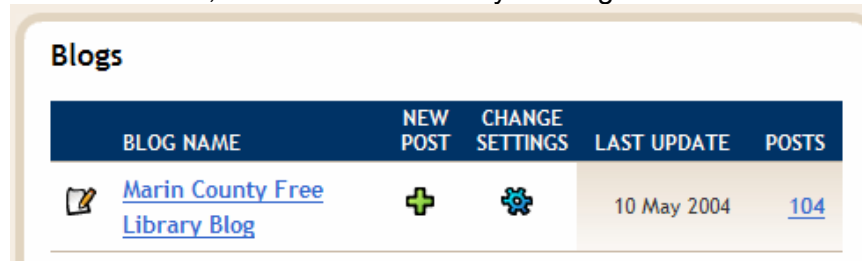





BLOG NAME	NEW POST	CHANGE SETTINGS	LAST UPDATE	POSTS
 Marin County Free Library Blog			10 May 2004	104


2. Click on the **Edit button** next to the post name you want to edit. 
3. After making your changes, click the **Publish Post button**.

Changing Settings

1. From the Dashboard, click on the name of your blog



Blogs				
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2. Click on the **Change Settings** icon 
3. On the next screen, you will have the option to change 8 areas of settings: Basic, Publishing, Formatting, Comments, Archiving, Site Feed, Email, and Members.



4. Under **Basic**, you can change the title and description of your blog, as well as choose whether or not to add your blog to Blogger's listings. You can also delete your blog here, if you ever decide to do that.
5. Under **Publishing**, you can change your username and password.
6. Under **Formatting** you can choose how the date, time, and posts appear.
7. Under **Comments** you can have Blogger e-mail you every time someone comments on your blog.
8. Under **Archiving** you can choose how your posts will be archived
9. Under **Site Feed**, you can have Blogger publish an automatic site feed (also known as an RSS feed)
10. Under **Email** you can have Blogger e-mail you every time someone posts on your blog
11. Under **Members** you can invite other people to post on your blog