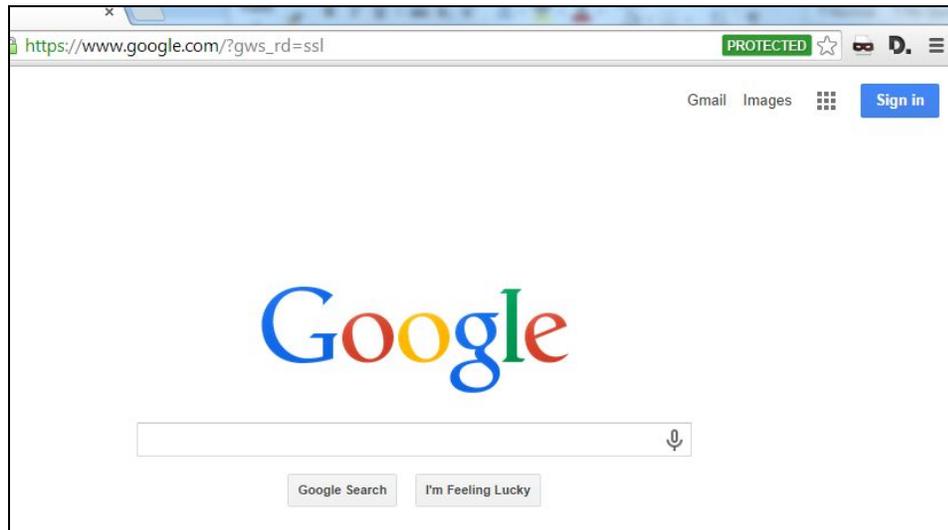
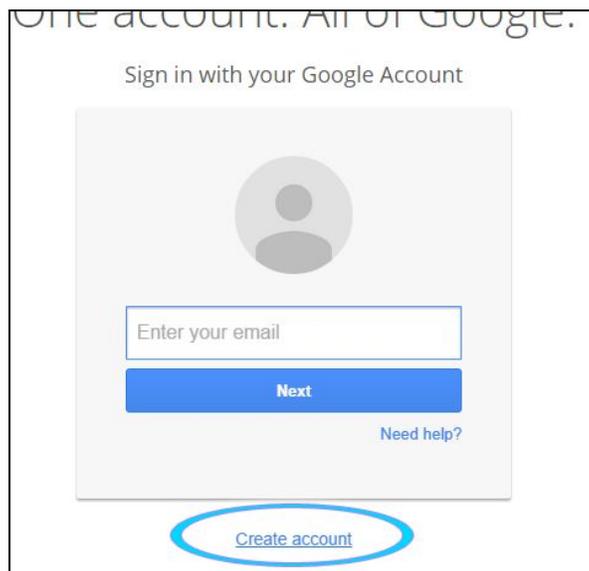


How to Start a Blog with Blogger

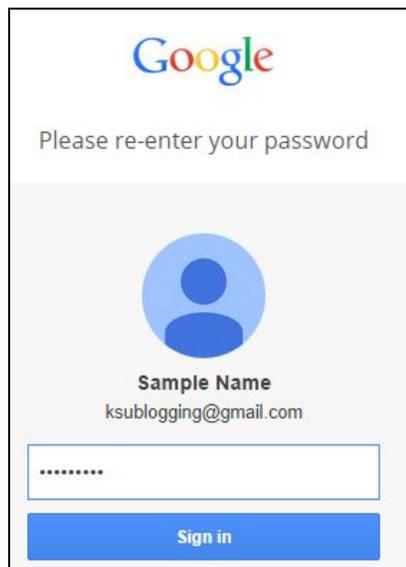
1. Blogger is run by google, so first you will need a google account. You can either use one you already have or create a new one specifically for this. If you already have one, skip to step 8. If not, continue to step 2.
2. Go to google.com and click the “sign in” button at the top right of the page.



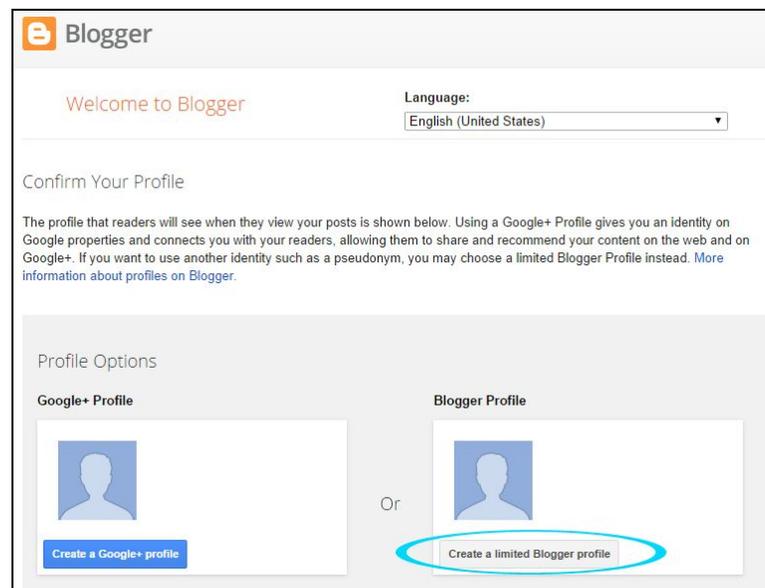
3. Scroll down and click “Create Account.”



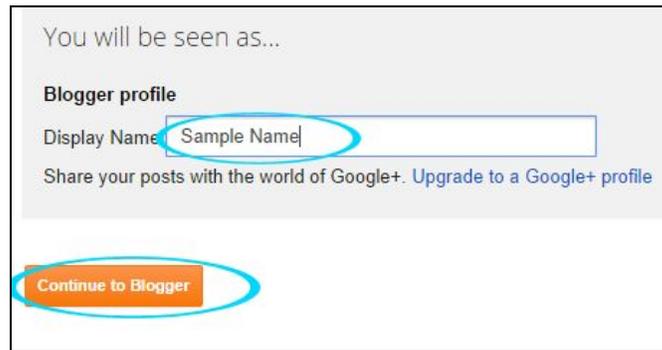
- Fill out the information. Keep in mind that your name and username will be public. You don't have to give your phone number or current email address, so just skip those. Click "Next step" when you have finished filling it out. You'll be taken to a "Welcome" page.
- Go to blogger.com and put in your password, then click "Sign in."



- You'll be asked to choose between a google+ profile and a Blogger profile. For this example we'll use a simple Blogger profile.



7. The next screen is a confirmation – put in the name you want the public to see and click “Continue to Blogger.”



You will be seen as...

Blogger profile

Display Name

Share your posts with the world of Google+. [Upgrade to a Google+ profile](#)

[Continue to Blogger](#)

8. On the next screen, click “New Blog.”



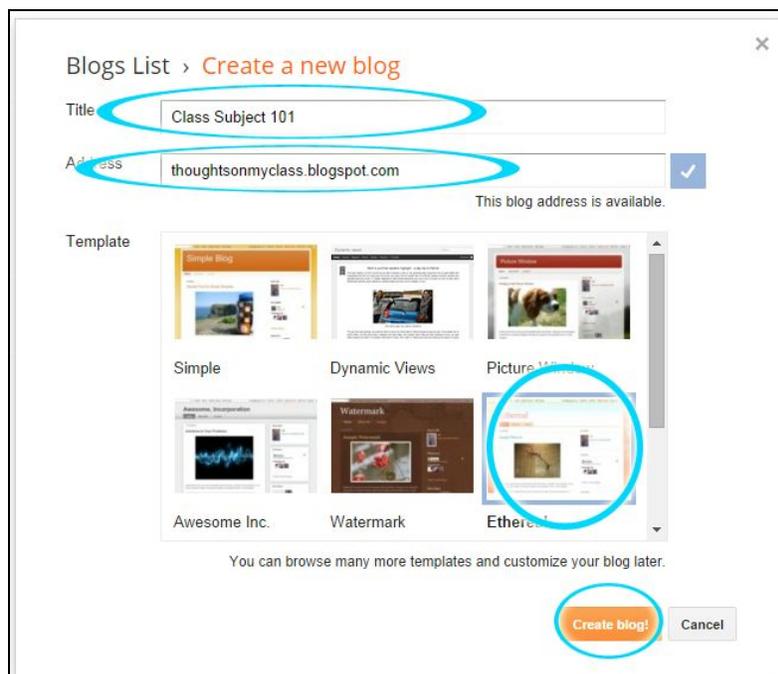
Blogger Sample Name

Sample Name's blogs English (United States) [Settings]

[New Blog](#)

Create your blog now
You are not an author on any blogs yet, create one now to start posting! [Can't find your blog?](#)

9. Fill out your title (which can be anything), assign yourself a blogger address (which must be unique), and choose a starting template, then click “Create blog!”



Blogs List > **Create a new blog**

Title

Address This blog address is available.

Template

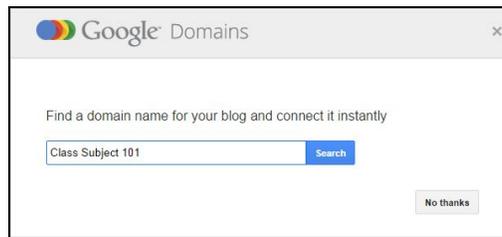
Simple Dynamic Views Picture Magazine

Awesome Inc. Watermark **Ethereal**

You can browse many more templates and customize your blog later.

[Create blog!](#) [Cancel](#)

10. You'll see a pop-up about google domains. Click "No thanks."



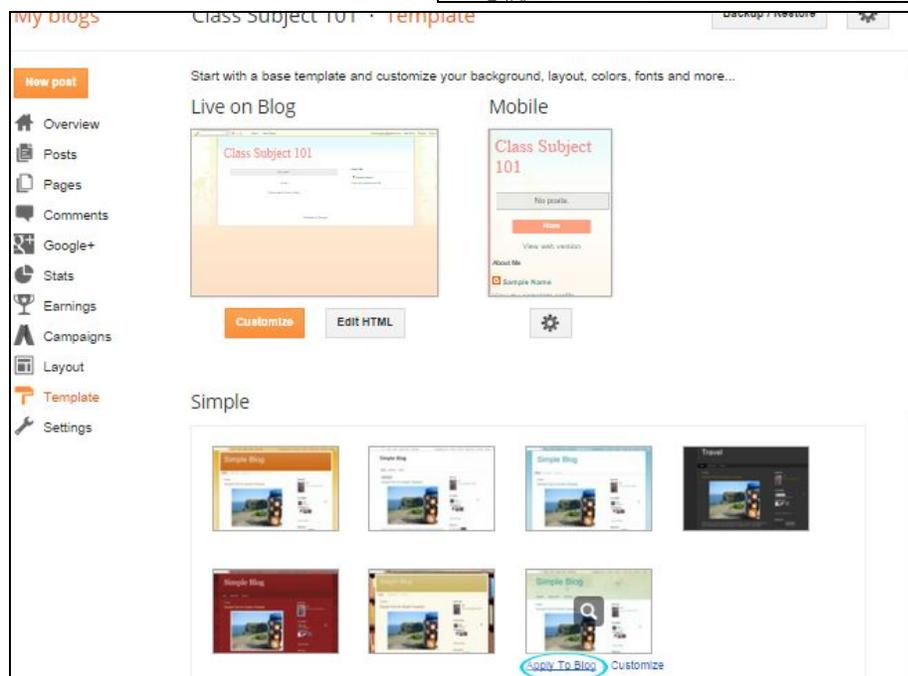
11. You'll be taken to the Overview page for your blog. To see what your blog currently looks like, click "View Blog" up at the top of the page. This will open your blog in a new tab. If you are satisfied with the way it looks, skip to step 19.



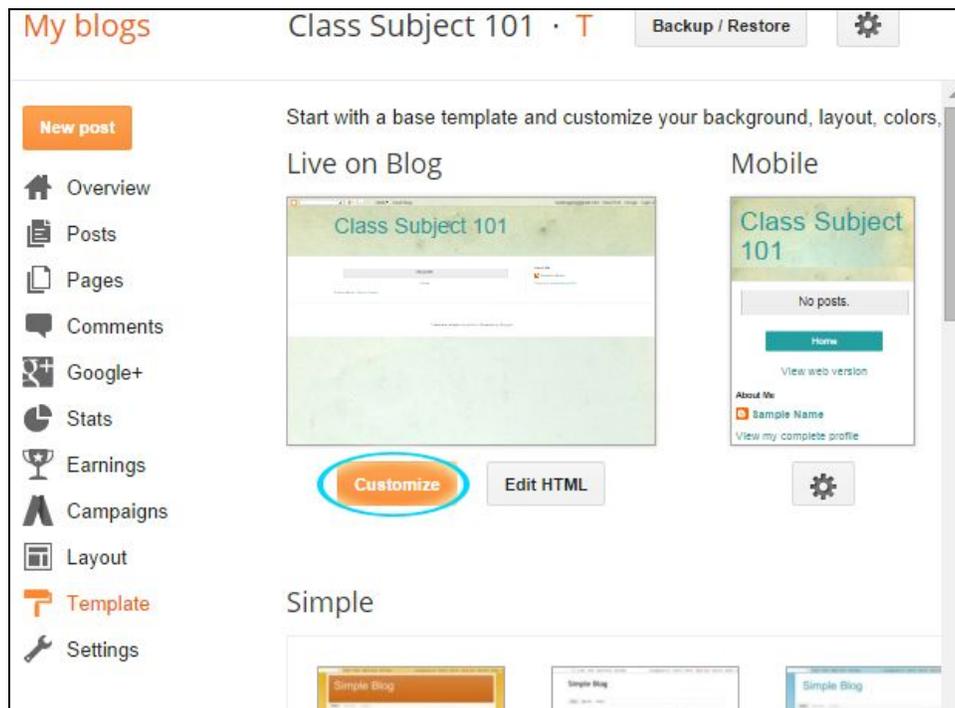
12. If you want to change the look of your blog, go back to your Overview page and click the heading that says "Template."



13. Choose a template. You can click on each one for a preview and then click the orange "Apply to Blog" button or just hover over them and click the "Apply To Blog" link. For this example we're choosing the green Simple template.

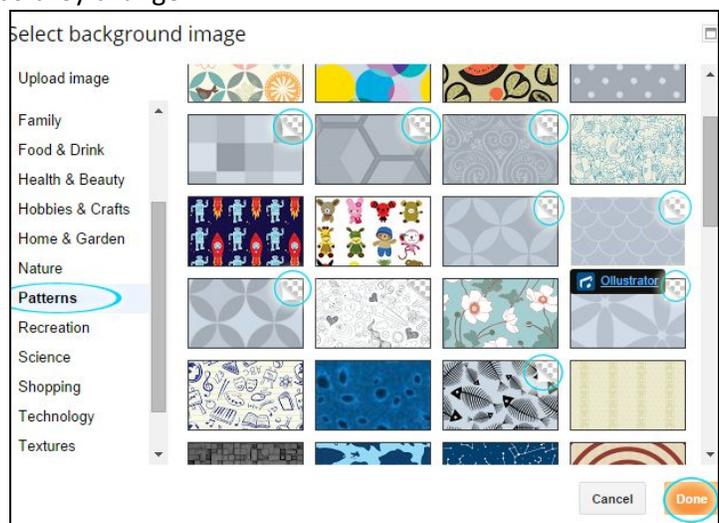
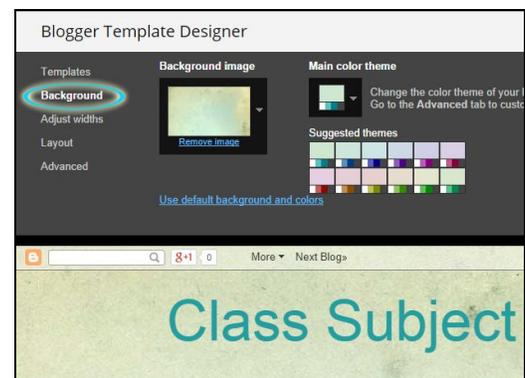


14. Scroll up and click on the orange “Customize” button.

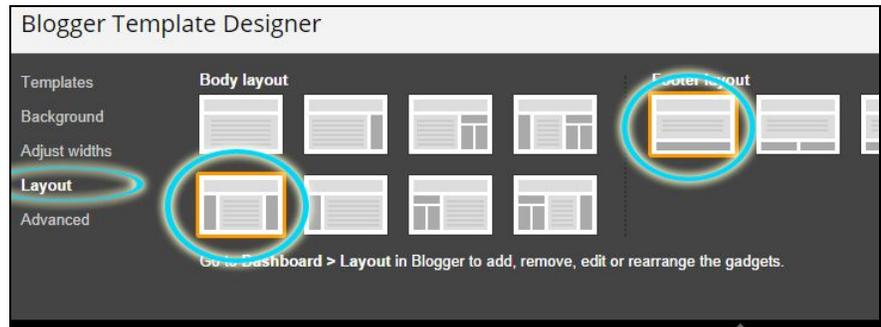


15. Click on “Background” to choose from a set of color themes for text and links

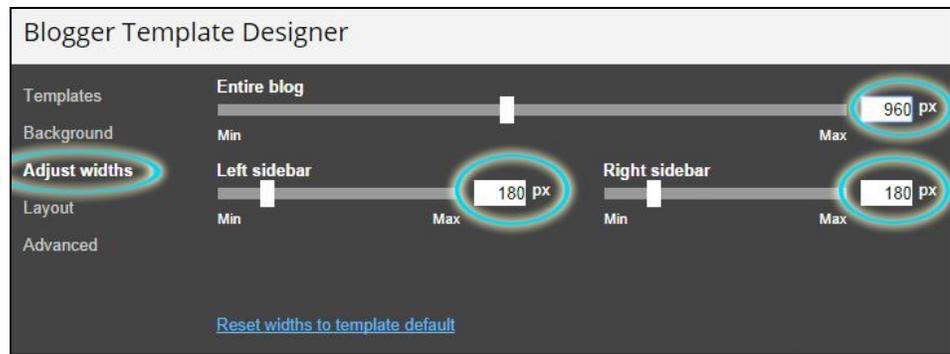
- Click on the set of colors under “Suggested themes” to see what it would look like on your blog.
- You can also click on the current background image to change it. You have the option of uploading your own image or choosing from the ones google provides. Some of the designs under “Patterns” are translucent, so they change color to whatever you want. You can tell which they are because they have a peeled-back edge showing a checkerboard. Choose your image and click “Done.”



16. Click on “Layout.” Here you can choose how many columns you want, and where they should be placed. We’re choosing a symmetrical three-column body and a single-column footer. For the best usability by people on different devices, your site should have navigation at the top or on the left side.

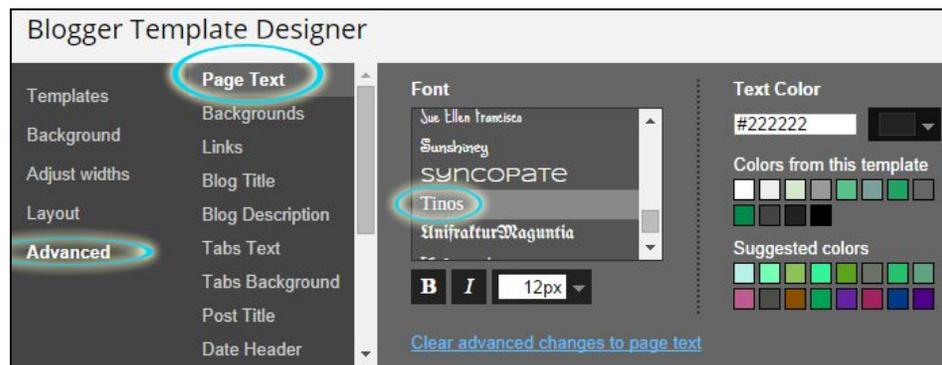


17. Click on “Adjust widths.” The best way to decide how wide to make your blog is to adjust it to your visitors, but without knowing that you should go with about half of the average: between 500 and 700 pixels wide. The “Entire blog” width counts both your post width (how wide the text in your articles will be) and the width of your sidebar(s). In this example, the sidebars are each 180 for a total of 360px, so to keep the post width at 600px, the “Entire blog” width should be at 960.

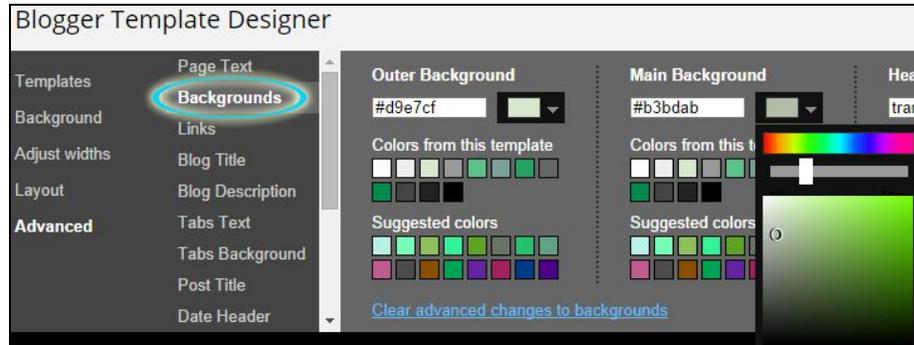


18. Click on “Advanced.” Here you can get into the various bits and pieces of the design. A good guideline is to use no more than 3 different fonts, to use a sans-serif font (such as Arial) for the header and a serif font (such as Times New Roman) for the main text.

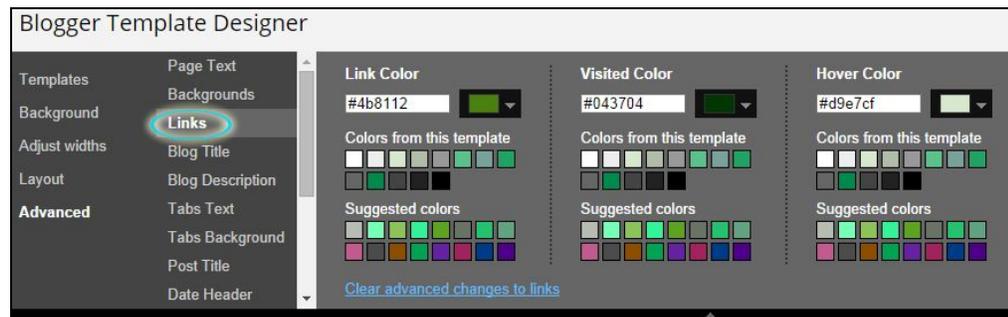
- a. Page Text is the main text used in the body of your posts. This should be a serif font. We’re using Tinos in this example.



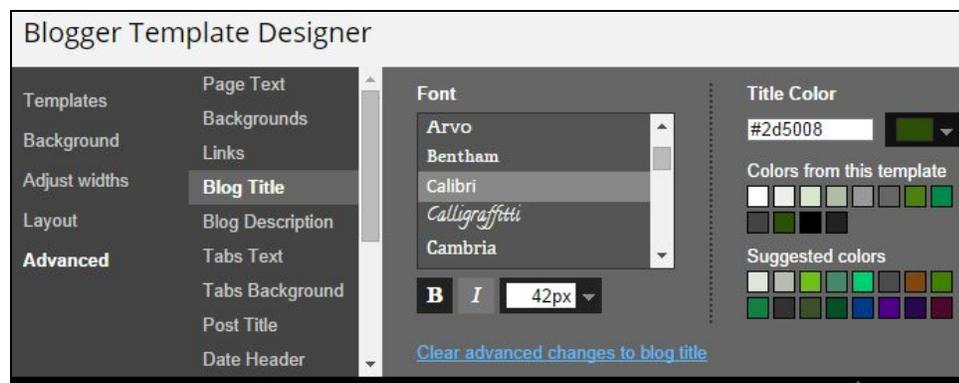
- b. Backgrounds allows you to change the colors of the Outer Background (the part above and below your articles), the Main Background (the part that contains your articles and sidebars), and Header (the background to the title of your blog). You want to keep these colors fairly similar, because too much color can be distracting. If you want the background image to show behind your title, leave the Header as transparent.



- c. Links allows you to change the color of the links. Link Color is the default color of links. Visited Color is the color of links that have already been clicked on this browser. Hover Color is the color that the link will turn as you run your cursor over it. You want your Link Color and Visited Color to be fairly close to the color of your usual text. Hover Color can be any color, but you probably want to pick something that will be noticeably different from your regular text color so that it is easier to notice and click.

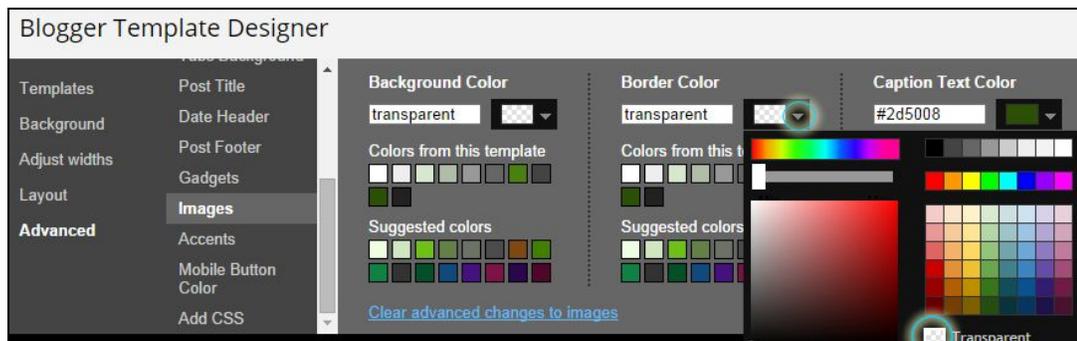


- d. Blog Title allows you to choose the font type, size, and color for the title of your blog. Choose something easy to read that suits the mood of your blog.

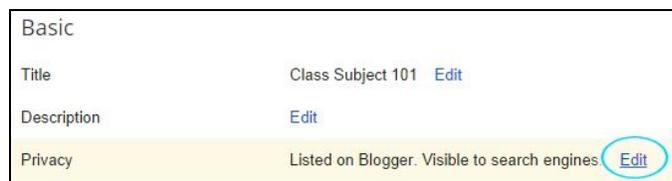


- e. Blog Description color should be the same color that you chose for the Page Text.

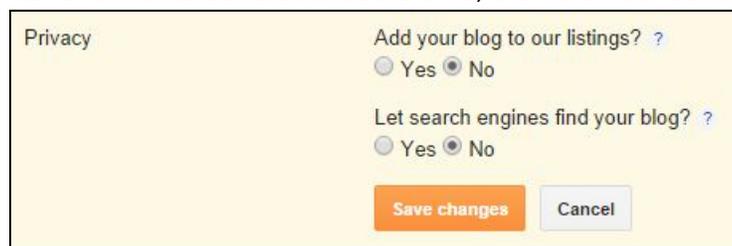
- f. Tabs Text should be the same font type and color that you chose for Blog Title.
- g. Tabs Background allows you to choose a background for your sidebars: probably best to leave them transparent.
- h. Post Title should be the same as your Blog Title.
- i. Date Header should be the same font type and color that you chose for your Page Text.
- j. Gadgets should be the same font type and color that you chose for Blog Title.
- k. Images allows you to set the background and border for images which you post on the page. If you want them to just appear as-is, you can set both of these to transparent by clicking the drop-down arrow and then clicking the “transparent” box at the bottom. You can also set the color for photo captions.



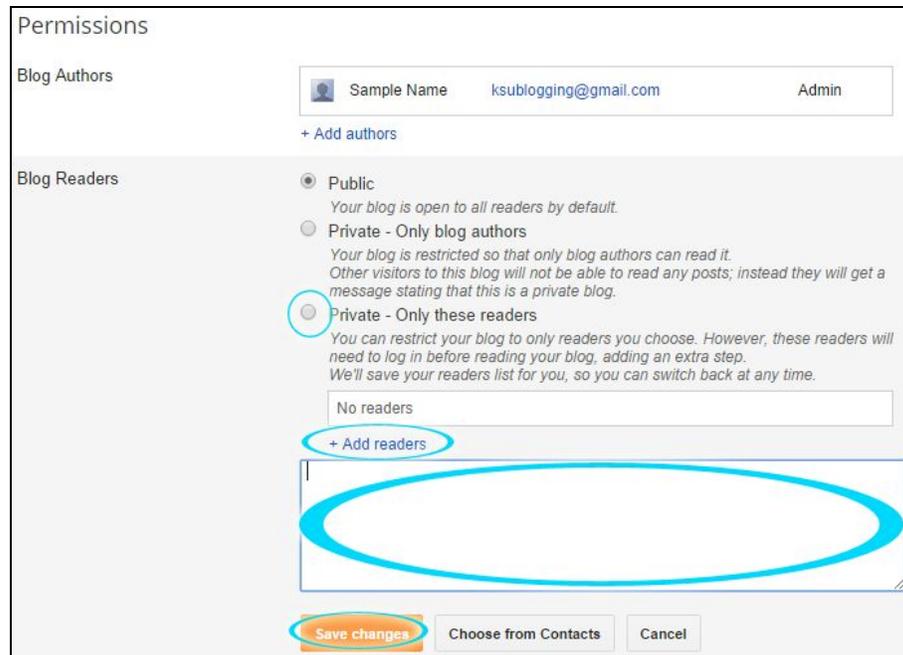
- l. Accents allows you to set the color of the line that will separate one post from another, and the color of the line that will border your tabs.
 - m. Mobile Button Color allows you to set the color of the buttons as they appear on the mobile version of your blog.
 - n. Add CSS allows you to add custom CSS. If you don't know how to use this, just leave it blank.
 - o. When you have finished adjusting all the colors that you want to change, click “Apply to Blog” and then “Back to Blogger.”
19. Click on “Settings,” then click “Basic.” From here you can edit your title, add your description, set the privacy settings, and add blog authors and readers.
- a. Click on “Edit” across from “Privacy.”



You can choose whether or not to be listed or searchable, then click “save changes.”

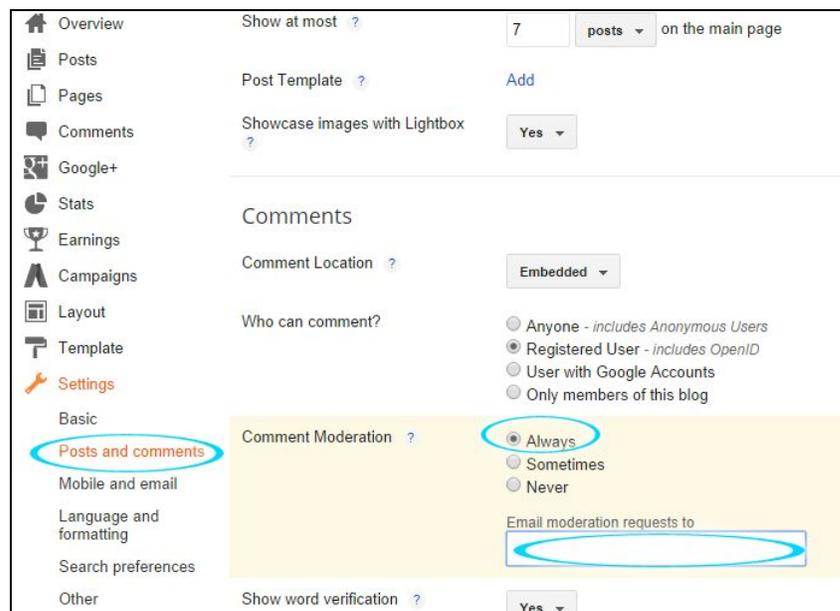


- b. Scroll down to “Permissions” and click on “Edit” across from “Blog Readers.” Here you can make your blog open to everyone, open only to authors, or open to select readers. If you don’t want your blog to be public, you can paste in a list of your students’ email addresses to give them access.



20. Click “Posts and comments” under “Settings.”

- a. Scroll down to “Comment Moderation” and click “Always.” Then click under “Email moderation requests to” (the blue box doesn’t appear until you click underneath) and put in your email address.



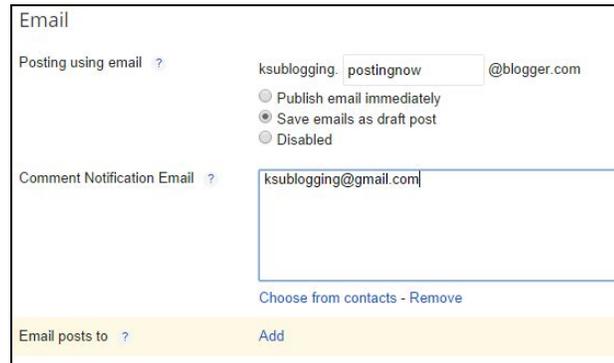
- b. Scroll up and click “Save Settings.”

21. Click “Mobile and email” under “Settings.” Here you can arrange to be able to post to your blog via email.
- Put in a word that you can remember where “secretWords” appears: this will make up the address that you send your post to in your email.



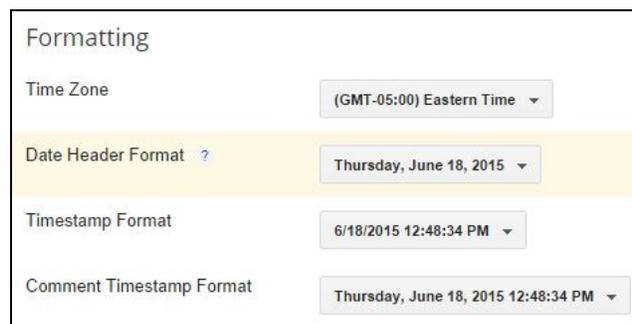
The screenshot shows the 'Email' settings section. At the top, it says 'Email'. Below that, there is a section for 'Posting using email' with a help icon. The email address is 'ksublogging-secretWords@blogger.com', where 'secretWords' is circled in blue. There are also two radio buttons for 'Publish email immediately', 'Save emails as draft post', and 'Disabled'.

- Underneath the email address you just created, you have two options for how to post via email. You can either use email to send the post to your blog drafts for editing and publishing later, or you can have them publish immediately. You can also disable this option.
- In the box next to “Comment Notification Email” you can change the email address where you’d like to receive notifications of comments on your blog posts, or add another address to receive notifications also. Click “Save Settings” at the top of the page when you are finished.



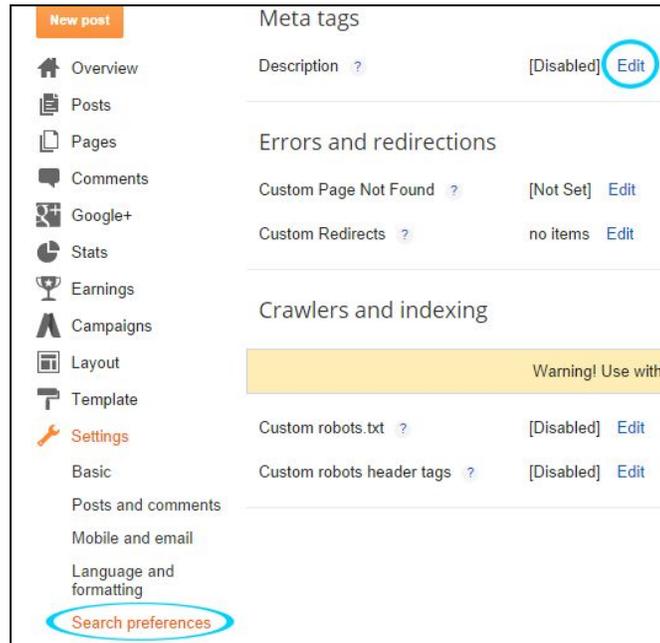
The screenshot shows the 'Email' settings section. It includes the 'Posting using email' section with the email address 'ksublogging-postingnow@blogger.com' and three radio buttons: 'Publish email immediately', 'Save emails as draft post' (which is selected), and 'Disabled'. Below that is the 'Comment Notification Email' field with the address 'ksublogging@gmail.com' and a 'Choose from contacts - Remove' link. At the bottom, there is an 'Email posts to' section with an 'Add' button.

22. Under “Language and Formatting” you can make sure your time zone is correct and choose the format for your timestamps and date header. Click “Save Settings” at the top of the page when you are finished.



The screenshot shows the 'Formatting' settings section. It includes four dropdown menus: 'Time Zone' set to '(GMT-05:00) Eastern Time', 'Date Header Format' set to 'Thursday, June 18, 2015', 'Timestamp Format' set to '6/18/2015 12:48:34 PM', and 'Comment Timestamp Format' set to 'Thursday, June 18, 2015 12:48:34 PM'.

23. Under “Search Preferences” you can make your blog more accessible to search engines. If you would like to get more visitors, click “Edit” across from “Description.” Then click the circle next to “Yes” and write a short description of your blog in the box below. Click “Save Changes.”



Now you're all set up! Check “How to Post on Blogger” to begin using your new blog.