Blogger Tutorial

While there are many, many blogging applications out there, I think that the easiest by far is Blogger. I personally use Blogger, in some form, for the 4 blogs that I currently run. Even if you decide to go elsewhere after this class, using Blogger and getting used to Blog-speak will prepare you well for the next application you use.

This tutorial goes over the basics that you need to utilize Blogger for the requirements in this course. I'll start with registration, then go over set up options and lastly the commenting feature.

Registration

Blogger makes getting started REALLY simple. The set up hardly needs explanation (but I will anyway).

1. Go to http://www.blogger.com
2. You will see the Blogger homepage

3. Click on the "CREATE YOUR BLOG NOW" button to begin.

4. You will then see the "Create an account" page.

5. Fill out the information and click on the "CONTINUE" button.

6. You will then see the "Name your blog" page.

7. this is an important page because this is where you first set your online identity. A title and address are very important. You want to choose ones that mean something to you and are easy for others to associate with your blog.

8. You'll also notice the "Word Verification". This is a picture of a series of numbers and letters. Computers have a difficult, if not impossible time "reading" these sets of numbers. Therefore this is a security step that assures that computers aren't being used to register accounts and clogging up the Blogger system. You'll also see these when posting comments to people's blog posts. This is to make sure that spammers can't post comments on your blog.

9. Fill out the information on this page and click on the "CONTINUE" button.

10. You will then see the "Choose a template" page.
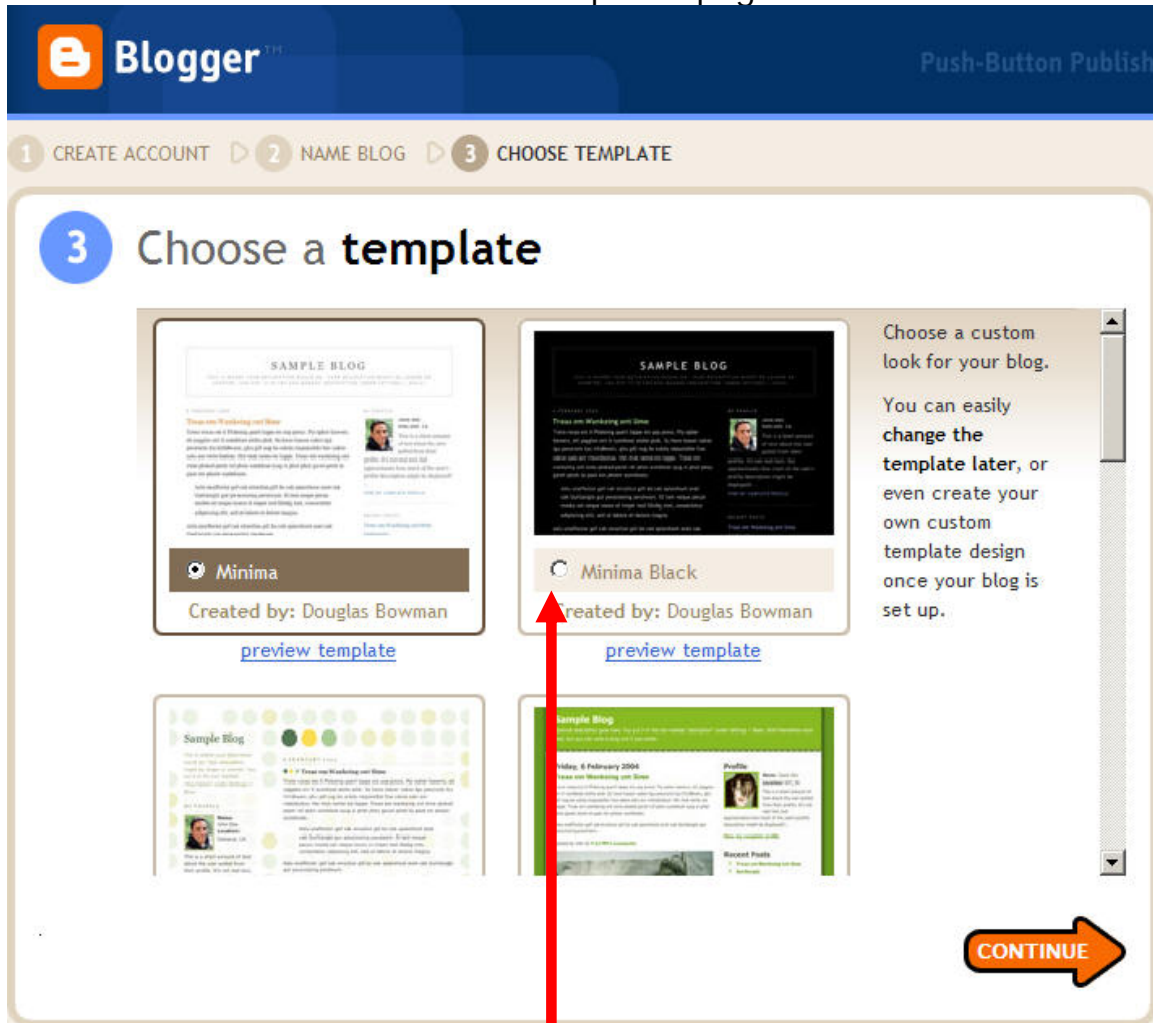
11. Blogger has quite a few templates that you can use. These determine what your blog looks like. While none may be perfect for you, pick one that speaks to you a little. Click on the radio button under the template you want to use and then click on the "CONTINUE" button.
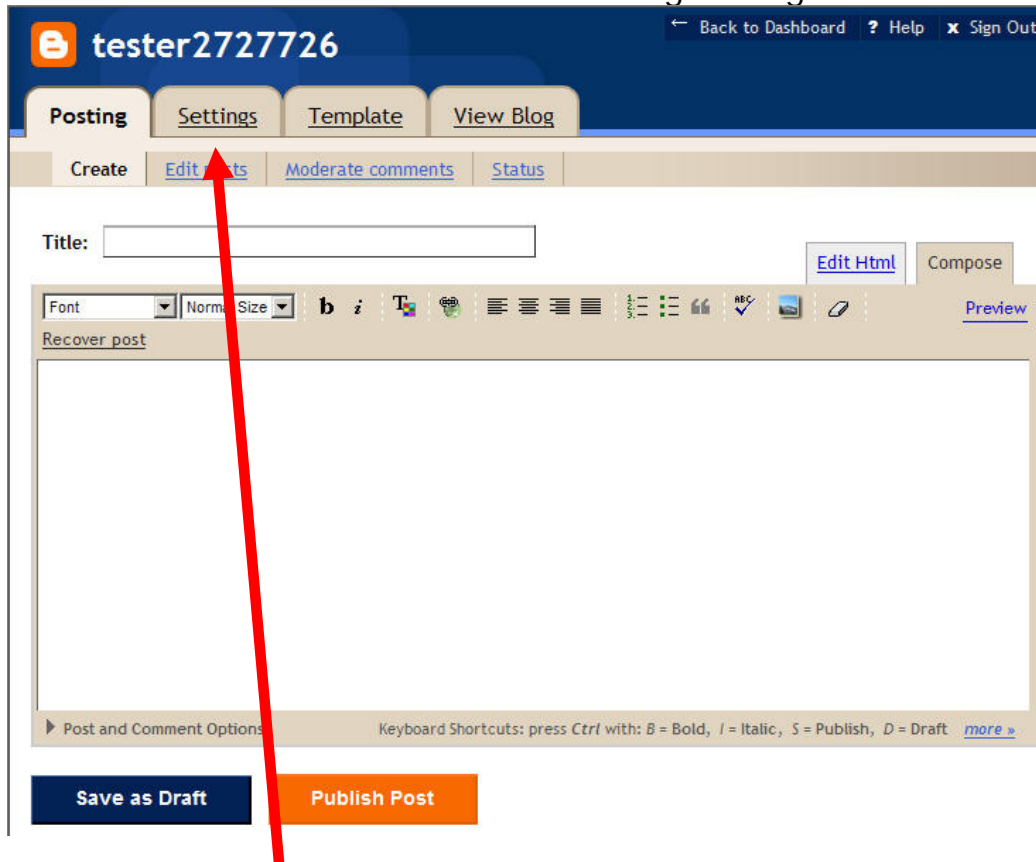
12. You will then see the confirmation page confirming that your blog has been created
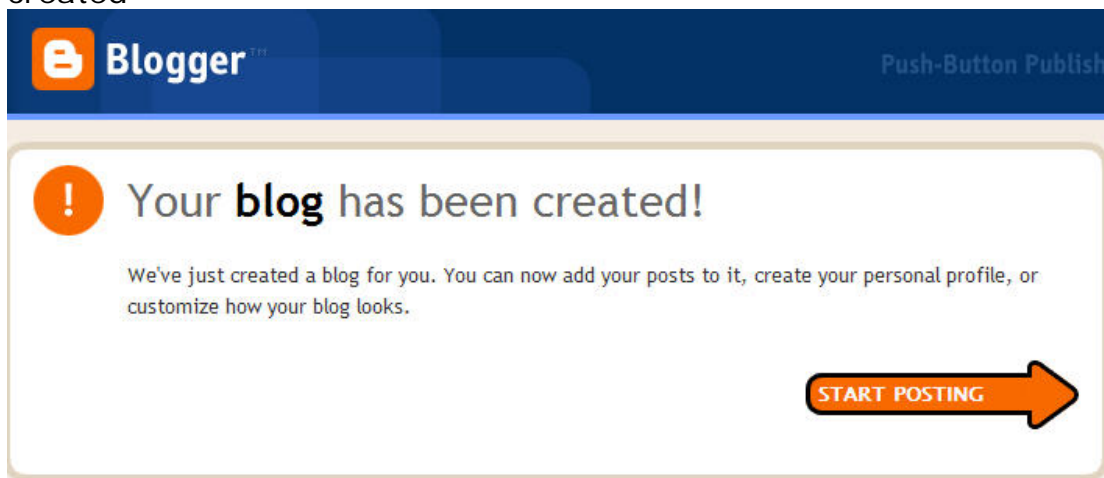
13. Click on the "START POSTING" button so we can start doing some more with the blog settings

Settings

14. You will then see the "Create" new posting page. However, let's pass this up for now and take care of some of the blog settings.

15. Click on the "Settings" tab.

16. You will then see the "Basic" Settings page.

17. Make sure to click on "Save Settings" when you are done.

18. You will then see a confirmation that your settings were saved. You will see this each time you save your settings.

19. There are 2 options here that you didn't have before: (1) Republish your blog and (2) Republish Index. When you are done saving all of your settings, then I would suggest clicking on the "Republish" button. This applies the changes here to all of your blog pages. "Republish Index" is good for very big blogs because it is faster. Don't bother with it unless your blog gets huge (hundreds of postings).

20. Click on the "Publishing" link to move on to the next set of settings.

21. You will then see the "Publishing" Settings page.

22. If you make any changes, click on the "Save Settings" button.

23. Next, click on the "Formatting" link.

24. You will see the Formatting Settings page.

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← Back to Dashboard   ? Help   x Sign Out

| Posting | **Settings** | Template | View Blog |

Basic   Publishing   **Formatting**   Comments   Archiving   Site Feed   Email   Members

Show
10 posts ▼ on the main page.
If Days is selected, a limit of up to 999 posts will be enforced.

- I would choose to show at least 10 posts. Maybe even more. Find posts buried in the archives can be difficult.

- The next few settings are just based on your preferences. Look through the options and determine which format is best for you

Date Header Format
Sunday, August 27, 2006 ▼ –❓

Archive Index Date Format
August 2006 ▼ –❓

Timestamp Format
1:07 PM ▼

Time Zone
[UTC +09:00] ROK ▼

- Please choose the time zone you are in now.
- Language is the language of choice for your blog.

Date Language
English (United States) ▼

- Don't both with encoding. Leave it at "Universal (Unicode UTF-8)"

Encoding
Universal (Unicode UTF-8) ▼ –❓

Convert line breaks
Yes ▼
If Yes is selected, single hard-returns entered in the Post Editor will be replaced with single <br /> tags in your blog, and two hard-returns will be replaced with two tags (

). This also applies to the comment-posting form.

- This one is a toss up, but I'd set it to "Yes"

Show Title field
Yes ▼

Show Link Field
Yes ▼

Enable float alignment
Yes ▼
Allows image and text alignment options using the <div clear:both> tag. (Choose "No" if you are having post layout problems.)

- Yes, show title field

- Yes, show link field

- Yes, enable float alignment.

Post Template
[   ] –❓

[Save Settings]

25. Click on "Save Settings" if you made any changes.

26. Next, click on the "Comments" link in the settings menu.

27. You will then see the Comments Settings page.

28. Click on the "Save Settings" button.

29. Next click on the "Archiving" link

30. You will then see the Archiving Settings page

31. I'd suggest selecting to archive postings "Monthly" and definitely enable "Post Pages".

32. Click on the "Save Settings" button if you made any changes.

33. Next, click on the "Site Feed" link in the Settings menu.

34. Yes, publish the site feed. Provide Full descriptions.

35. Note your "Site Feed URL". You will need this later. You can always go back here and get it though.

36. Click on "Save Settings" if you made any changes.

37. Next, click on the "Email" link in the Settings menu.

38. You will then see the Email Settings page.

39. If you would like an email sent to you each time you publish a post, put your email address in the "BlogSend Address" textbox.

40. The "Mail-to-Blogger Address" is a really cool option. If you set this up, you can send an email to Blogger and the email will be posted in your blog. To do this put in a unique name (see where I entered "linguavita") and check the box next to "Publish".

41. Click on the "Save Settings" button if you changed any settings.

42. Next, click on the "Members" link in the Settings menu.

43. You will then see the Members Settings page.

44. You can use this if you would like to add "members" to your blog. This is great for team blogging (more than one person adding postings). However,

at this time you don't need to do anything with this.

45. That's it for settings.

Posting

Posting is also quite easy, but I thought that I'd go over a couple things anyway.

46. Click on the "Posting" tab.

47. You will then see the Create Posting page by default.


48. You must fill in the "Title" field. This serves many purposes and its importance will be very clear later on when we talk about RSS and Aggregators.

49. The "Link" field is optional. It will make that title of the posting a link. It is good to use if the posting refers specifically to another Web page, such as with the Web/Software Evaluation assignments.

50. The editor similar to others that you have likely seen. It is also similar to the formatting options in MS Word. You can also edit HTML using this interface (if you click on the "Edit Html" tab). I wouldn't suggest doing this unless you are familiar with HTML. Maybe later in the semester we can explore this further.

51. Like everything you do an a computer, SAVE OFTEN. That is what the "Save as Draft" button is for. You post won't be published, but it will be saved.

52. If you are ready to post, click on the "Publish Post" button.

53. You will then see a confirmation that it was published.

54. There are options that allow you to "Republish Index Only" or to "Republish Entire Blog". You don't need to do this. Your post was already published. However, you can always go back here, the "Status" section, and click on the "Republish Entire Blog" button if you need to.

55. Next, click on the "Edit posts" link in the Posting menu.

56. You will then see the Edit posts page.
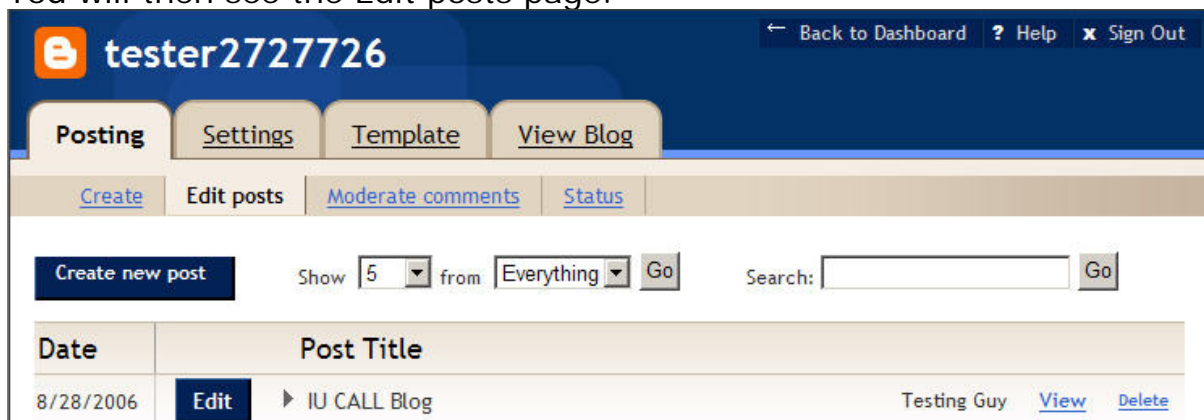
57. You'll see the post that you just published here. You'll also see posts that
    were saved as drafts but not published.

58. You can Edit, View, or Delete postings from this page.

Template

59. Next, click on the "Template" tab.

60. You will then see the Template page. This looks scary, doesn't it.

61. From here you can edit the magical template that you blog design is based
    on. If you would like to customize this, it can be a special project that I can
    help you with.

62. You can also choose a new template altogether if you click on the "Pick new"
    link in the menu.

63. That's all I'll say about Templates at this point.

64. Next, click on the "View Blog" tab.

65. You will then see your blog.

66. The structure is pretty standard.
    a. There is a navigation bar across that top. This is for Blogger stuff. The "Search This Blog" function is really helpful for blogs with lots of postings.
    b. There is a Title, with site description below it.
    c. There is a posting with a date, title, text, and information below the post, including a link to comments. By clicking on this link you can view and post comments.
    d. A space for "About Me" (profile information)
    e. Links
    f. Previous posts
    g. Archives (by month/year)

67. Click on the "comments" link.

68. You will then see the Comments page.

69. Type your comment in the text area. Choose and identity, I suggest selecting your Blogger display name. This will link your comment back to your blog (if you're commenting on someone else's blog).

70. Word Verification in working here. Type in the letters or numbers that you see in the image. The example above is "fggng".

71. Click on the "Login and Publish" button.

72. Then you will see a confirmation that your comment was posted. You can also see you comment here and/or post a new one.
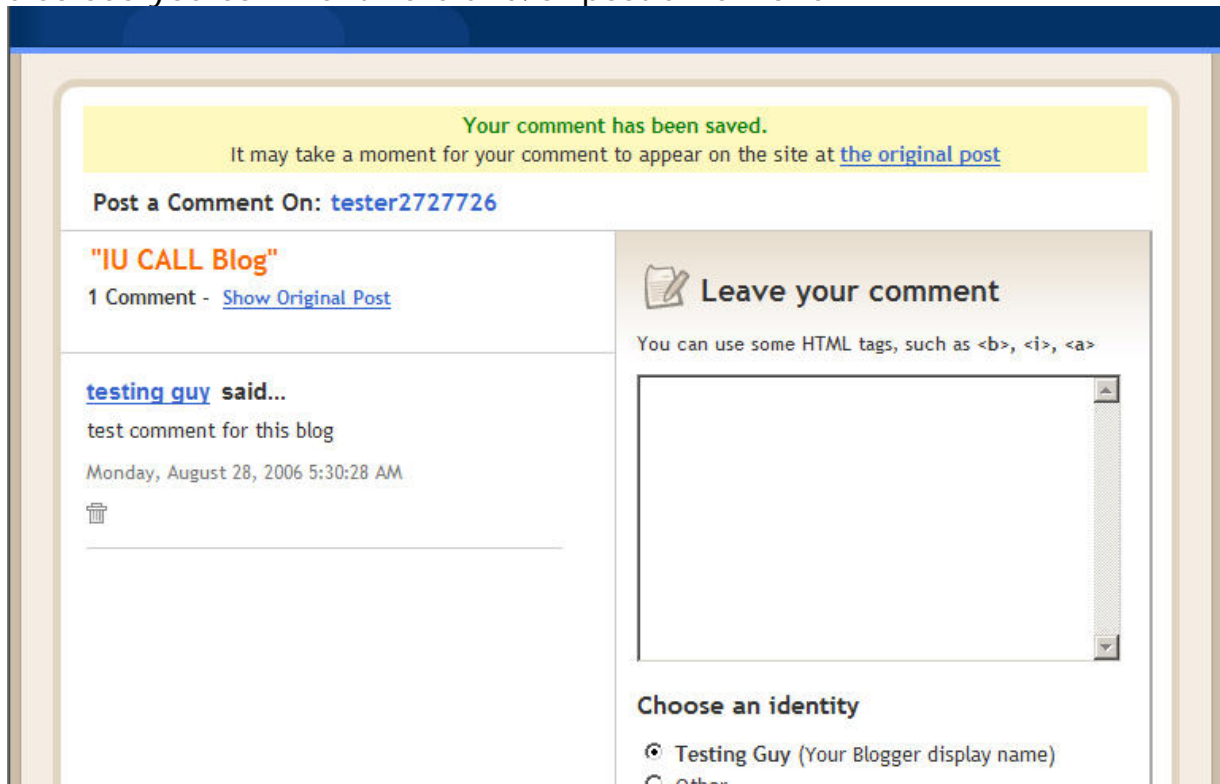
That all folks!

Blogger doesn't really need this much explanation, but some people feel more comfortable if they have some sort of document that can provide guidance and especially images that let them know they are on the right page (both literally and figuratively).

Let me know if you have any questions.