

# Creating a Blog at Blogger.com

A weblog or "blog" is like an online diary, where students, teachers, and everyone else can create online comments. You can create a blog for free at [www.blogger.com](http://www.blogger.com) - here's how!

1. Go to [www.blogger.com](http://www.blogger.com). If you have and remember your Google name and password, go to Sign in to use Blogger.



If you sign in successfully, just skip to Step 3.

2. If you don't have or don't remember your Google name and password, click on CREATE YOUR BLOG.

Fill in the blanks on the next page. Use your email name or try another name. NO SPACES!

Your password needs to be at least 6 characters (letters or numbers) long.

Do your best to type the Word Verification - it may take more than one try.

Make sure you click on I accept the Terms of Service.

When you're finished, click Continue to go on.

## 2 Name your blog

3. Your next step is to name your blog. The title can have spaces.

The Blog Address has NO SPACES. Make sure you click Check Availability. This has to be unique, so it probably can't be short and easy.

Type the word you see in Word Verification.

Click Continue to go on.

5. Choose a template. You can change it later, so don't take a long time with this step.

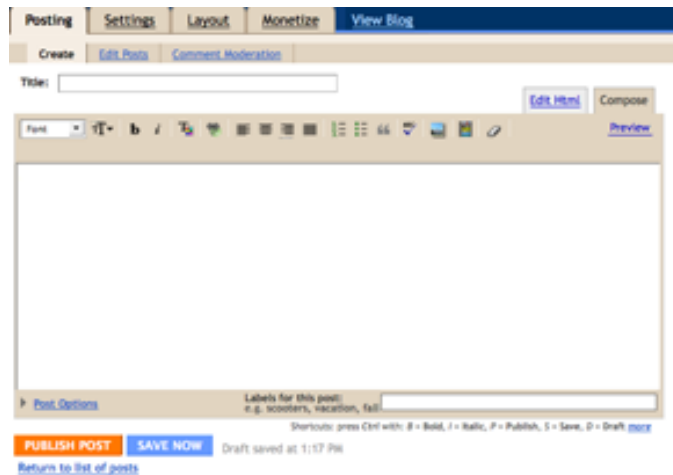


Click on Use this Template for the one that you want.

6. Now, you're ready to start posting messages!

Type your first post. Make sure you have a title on each post. Please include the week as part of your title (e.g., Week 1 Reflections)

When you are finished, you can click **SAVE NOW** to come back to it later, or **PUBLISH POST** to put it online right away.



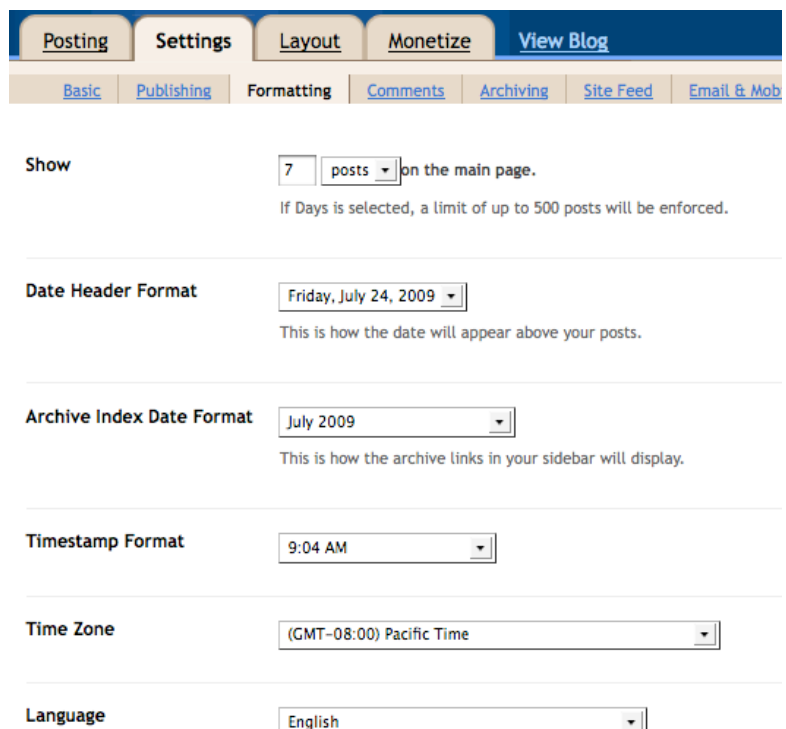
7. Make sure your blog for this class will be in English. Click on the Settings tab, then on the Formatting tab.

Your menus may be in a different language, so select the appropriate menu. The sixth choice (or so) should be Language.

- Pull down Language until you see English.
- VERY IMPORTANT:** make sure you go to the bottom of the page and click on

**SAVE SETTINGS**

That's all! Your blog should now be in English.



*A quick note: When you are in Settings, you see an option for Adult Content. This means pornography. The default is NO – leave it as NO.*

8. You need to be sure that people can comment on your blog. To do that, go to Settings.



Next, click on Comments. Select Show, and Anyone (see below for more details). Again, make sure you SAVE SETTINGS.

## Comments on Your Blog

We want to be sure that others in the course can comment on your blog. Please make sure that your settings will let people in our group comment. Here are the settings you should choose:

**Comments**  Show  Hide

Note: Selecting "Hide" does not delete existing comments - You can show them at any time by re-selecting "Show".

**Who Can Comment?**

Anyone - includes Anonymous Users

Registered Users - includes OpenID

Users with Google Accounts

Only members of this blog

**Comment Form Placement**

Full page

Pop-up window

Embedded below post

The embedded comment form can not be used if you have Post Pages disabled.

**Comments Default for Posts** New Posts Have Comments

**Comment moderation**

Always

Only on posts older than  days

Never

Review comments before they are published. A link will appear on your dashboard when there are comments to review. [Learn more](#)

**Email address**

We will email you at this address when a non-member leaves a comment on your blog. Leave blank if you don't want to receive these emails.

**Put your email here to know when someone adds a comment**

**Show word verification for comments?**  Yes  No

This will require people leaving comments on your blog to complete a word verification step, which will help reduce comment spam. [Learn more](#)

Blog authors will not see word verification for comments.

**Show profile images on comments?**  Yes  No

**Comment Notification Email**

[Choose from contacts](#)

You can enter up to ten email addresses, separated by commas. We will email these addresses when someone leaves a comment on your blog.

## Adding Posts

When you come back to [www.blogger.com](http://www.blogger.com) and log in, you'll see something like this:



Click New Post to post a message. When you are finished, you can view your blog.

Two important things to remember:

1. When YOU want to add a post or edit your blog, you will go to [www.blogger.com](http://www.blogger.com) and sign in with your name and password.
2. When OTHER PEOPLE want to look at your blog, they will go to your blog's name - something like [blog-e1f.blogspot.com](http://blog-e1f.blogspot.com) or [techteachingworldwide.blogspot.com](http://techteachingworldwide.blogspot.com).

## Attaching a File to your Blog

Attaching a picture, a link, or a video to your blog is easy - there are little icons for each of those. To attach a file is more complicated - it takes two steps. You'll need to upload your file to Google Docs ([docs.google.com](http://docs.google.com)) to get a link, then use that link for your file. Here are the steps in detail:

Save your file to the wiki:

1. Go to <http://docs.google.com> and log in, using your Blogger username and password.
2. Click on Upload file, and you'll see a dialogue box. Click the Browse button, then find your file. Click Upload.

Get the link:

3. After your file is on Google Docs (you may need to select Refresh from the Edit menu to see it), RIGHT-click on the name of the file.
4. Click on Copy Link Location from the menu that comes up when you right-click. Remember it's a RIGHT click. If you left-click, you'll just open the file and you won't get the link.

Put the link into your blog.

5. Go to [www.blogger.com](http://www.blogger.com), log in, and either create a post or edit the post where you want to put the link. Type some text for the link, then click on the link icon.
6. Paste in the URL. It's probably going to be a long URL!
7. When you are finished, Publish your blog.

Try it:

Look at your post, then click on the link. It should open the file for you.

Happy blogging!