

Getting Started with Blogger

1. Go to <http://www.blogger.com/> and click on the **CREATE YOUR BLOG NOW** button.



2. On the next screen choose a user name and password, a display name (the one that will be displayed when you post) and give an email address. Then click on **CONTINUE**.

The image shows the '1 Create an account' form on Blogger. At the top, it says 'CREATE ACCOUNT' followed by '2 NAME BLOG' and '3 CHOOSE TEMPLATE'. The form has the following fields:

- Choose a user name:** 'moggychops'. Note: 'You'll use this to sign in for future visits.'
- Enter a password:** [masked]. Note: 'Must be at least 6 characters long.'
- Retype password:** [masked]. Note: 'Enter it again just to be sure.'
- Display name:** 'Cat Features'. Note: 'The name used to sign your blog posts.'
- Email address:** 'moggychops@rbainfo.de'. Note: 'We will never share your address with third parties without your permission.'
- Acceptance of Terms:** I accept the [Terms of Service](#). Note: 'Indicate that you have read and understand Blogger's Terms of Service'

At the bottom right is a large orange arrow button labeled 'CONTINUE'. At the very bottom, there is a footer with links: 'Home | About | Buzz | Help | Language | Developers | Gear | Privacy | Copyright © 1999 - 2005 Google'.


3. Give your blog a **title**, a **blog address** and type in the letters displayed in the graphic as verification. The blog address can be any word that is not already used by anyone else (Blogger will tell you if it is) and this will be where your blog will be published. Then click on **CONTINUE**.

REATE ACCOUNT ▷ 2 NAME BLOG ▷ 3 CHOOSE TEMPLATE

2 Name your blog

Blog title Enter a title for your blog.

Blog address (URL) .blogspot.com You and others will use this to read and link to your blog.

Word Verification  Type the characters you see in the picture.

OR

Advanced Setup Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

CONTINUE

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4. **Choose a template.** At this stage there is a limited number from which to choose, but you can change this and select from a wider choice later .

REATE ACCOUNT ▷ 2 NAME BLOG ▷ 3 CHOOSE TEMPLATE

3 Choose a template

[preview template](#) [preview template](#)

[preview template](#) [preview template](#)

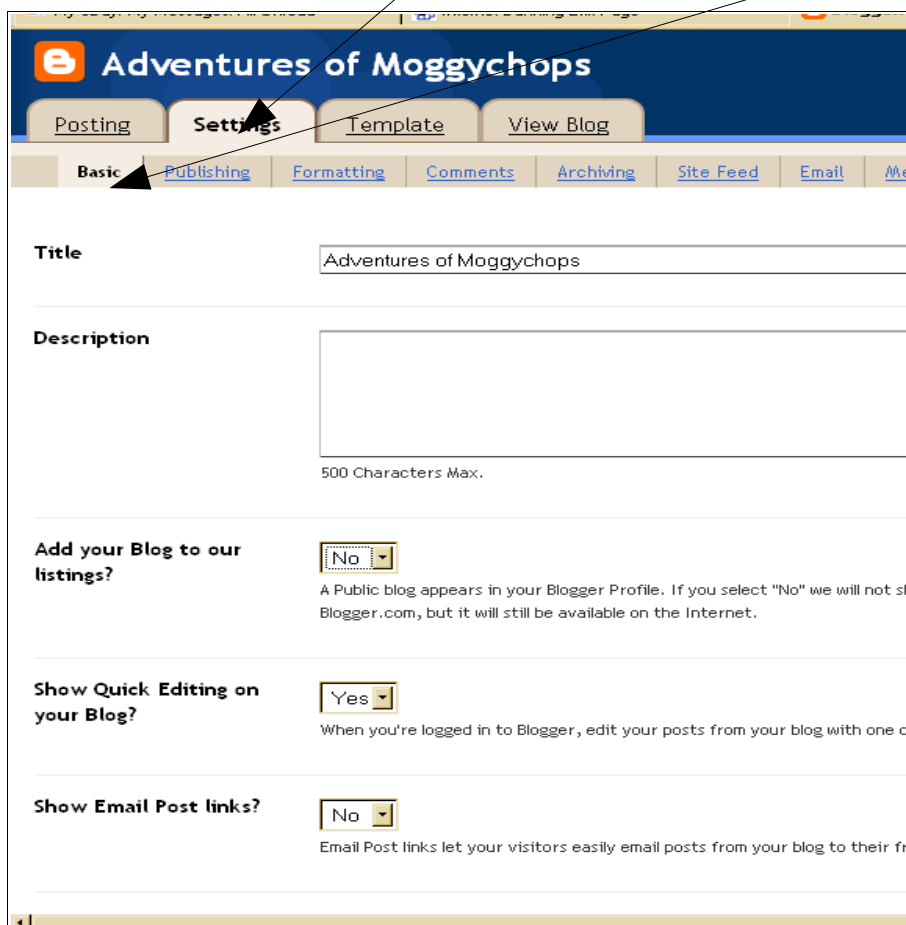
CONTINUE

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5. Your blog has been created - click on the **START POSTING** button.



6. Do not "post" anything. Instead click on the **Settings** tab and check you have the **Basic** page on screen.



Check that the **title** is correct and type in a description (optional). Under **Add your Blog to our listings**, if you select 'No' your blog will not be added to Google's listings but it may still be picked up by other blog search tools. Click on **Save Settings** at the bottom of the page.

7. Stay in the **Settings** tab and go to the **Comments** screen.

Under **Comments**, you can choose to enable comments by other people by checking the Show button or disable them by clicking on Hide

For **Who Can Comment** you can select **Anyone**, **Only Registered Users** (of blogger.com) or **Only Members of this Blog**

Under **Show word verification for comments?** select Yes. This is an anti-spam measure and prevents automated spamming of the comments option.

Click on **Save Settings** at the bottom of the screen

The screenshot shows the 'Comments' settings page in Blogger. It includes several sections: 'Comments' with 'Show' and 'Hide' radio buttons and a note; 'Who Can Comment?' with a dropdown menu set to 'Anyone'; 'Comments Default for Posts' with a dropdown menu set to 'New Posts Have Comments'; 'Backlinks' with 'Show' and 'Hide' radio buttons and a note; 'Backlinks Default for Posts' with a dropdown menu set to 'New Posts Have Backlinks'; 'Comments Timestamp Format' with a dropdown menu set to 'Sunday, February 19, 2006 12:45:32 AM'; 'Show comments in a popup window?' with 'Yes' and 'No' radio buttons; 'Show word verification for comments?' with 'Yes' and 'No' radio buttons; 'Enable comment moderation?' with 'Yes' and 'No' radio buttons; and an 'Email address' field containing 'moggychops@rbainfo.demon.co.uk'.

8. Under **Archiving**, choose a frequency and whether or not you want each post to have its own separate page as well as appearing on your main blog page.
9. Under **Site feed**, you can select to have the **Full** to include the full text of your postings in the RSS feed, **Short** or **None**.
10. Under **Permissions** you can invite other people to become posters on your blog (authors)

and control who can view the blog.

11. If you want to choose a different template or change the colours, go to the **Template** tab.
12. To set up a profile about yourself, in the top right hand corner of the screen, click on **Dashboard** .

[kb@rba.co.uk](#) [Dashboard](#) [Help](#) [Sign out](#)

Click on **Edit Profile**. This is where you can say as much or as little about yourself, or you can choose not to have a profile at all.

Blogger™ Signed in as: **moggyc**
Sign

⌕ To: [Dashboard](#)

Edit User Profile

Privacy

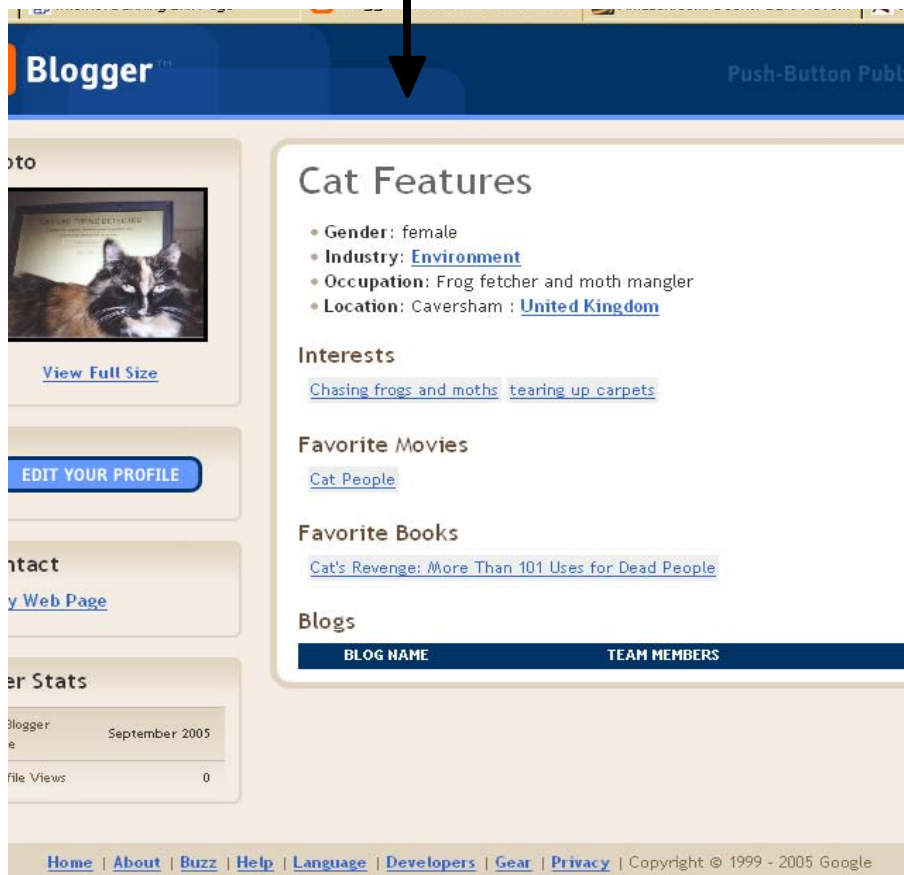
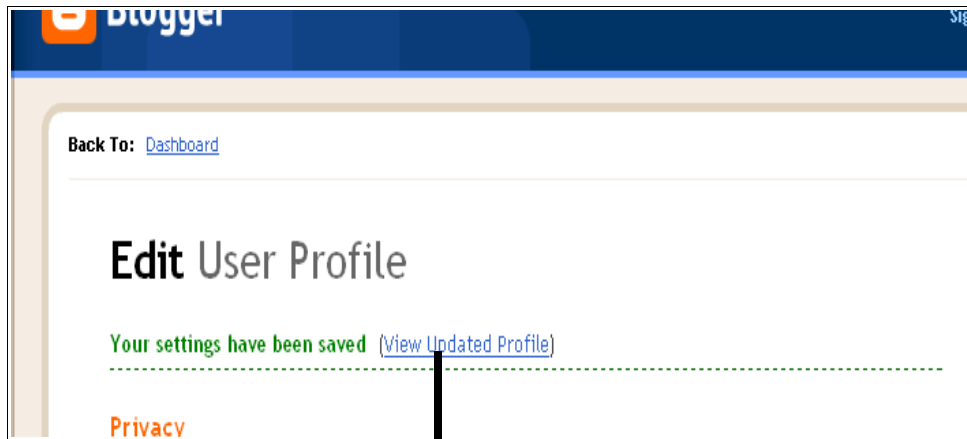
Share my profile	<input checked="" type="checkbox"/>	
Show my real name	<input type="checkbox"/>	If checked, your first and last name will appear on your profile.
Show my email address	<input type="checkbox"/>	Currently set to <i>moggychops@rbainfo.demon.co.uk</i>
Show my blogs	Select blogs to display	This list of blogs will only be displayed on your user profile.

Identity

Username	<input type="text" value="moggychops"/>	Required
Email Address	<input type="text" value="moggychops@rbainfo.de"/>	Required
Display Name	<input type="text" value="Cat Features"/>	Required: The name used to sign your blog posts.
First Name	<input type="text" value="Jessie"/>	
Last Name	<input type="text" value="La Chatte"/>	

Photograph

When you have finished, **Save Profile** and you can then **View Updated Profile**.



Karen Blakeman, January 2007