

Reference Services Division Presents



Blogging for Beginners

Welcome to Blogging for Beginners!

What is a blog? A blog, short for “weblog”, is “a Web site that contains an online personal journal with reflections, comments, and often hyperlinks provided by the writer” (www.merriam-webster.com).

Why blog? People blog for a variety of reasons:

- Share news and commentary
- Communicate about your profession or hobbies
- Share photos and updates with friends and family
- Promote your career or business

Key components of blogs include:

- A series of posts, from newest to oldest
- Text, photos, video, music or audio files
- Comments allow readers to respond to the post and each other
- Archives, organized by date and/or topic
- A blogroll listing other blogs of interest

Today, we will use Blogger and learn how to:

- Establish an account
- Create a first post
- Add an image, link and YouTube video
- Label, enable comments and publish a blog post



City of
Santa Monica

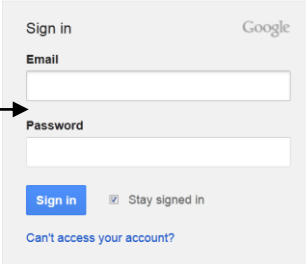
SANTA MONICA PUBLIC

LIBRARY

Create a Blogger Account

1. Go to the Blogger homepage: www.blogger.com. Sign in with your Google or Gmail account and password.

Enter your Google or Gmail username and password



Sign in Google

Email

Password

Stay signed in

[Can't access your account?](#)

2. Select the option to **Create a limited Blogger profile**.

Profile Options

Google+ Profile

Or

Blogger Profile

Click here to select

3. Enter a **Display Name** and click **Continue to Blogger**.

You will be seen as...

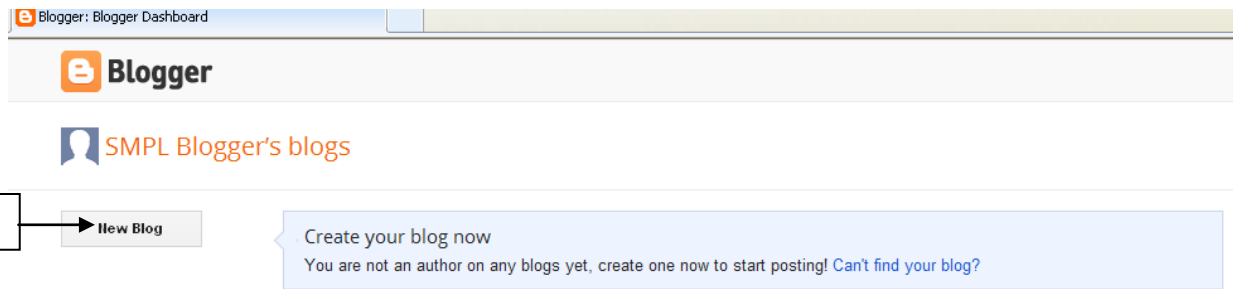
Blogger profile

Display Name

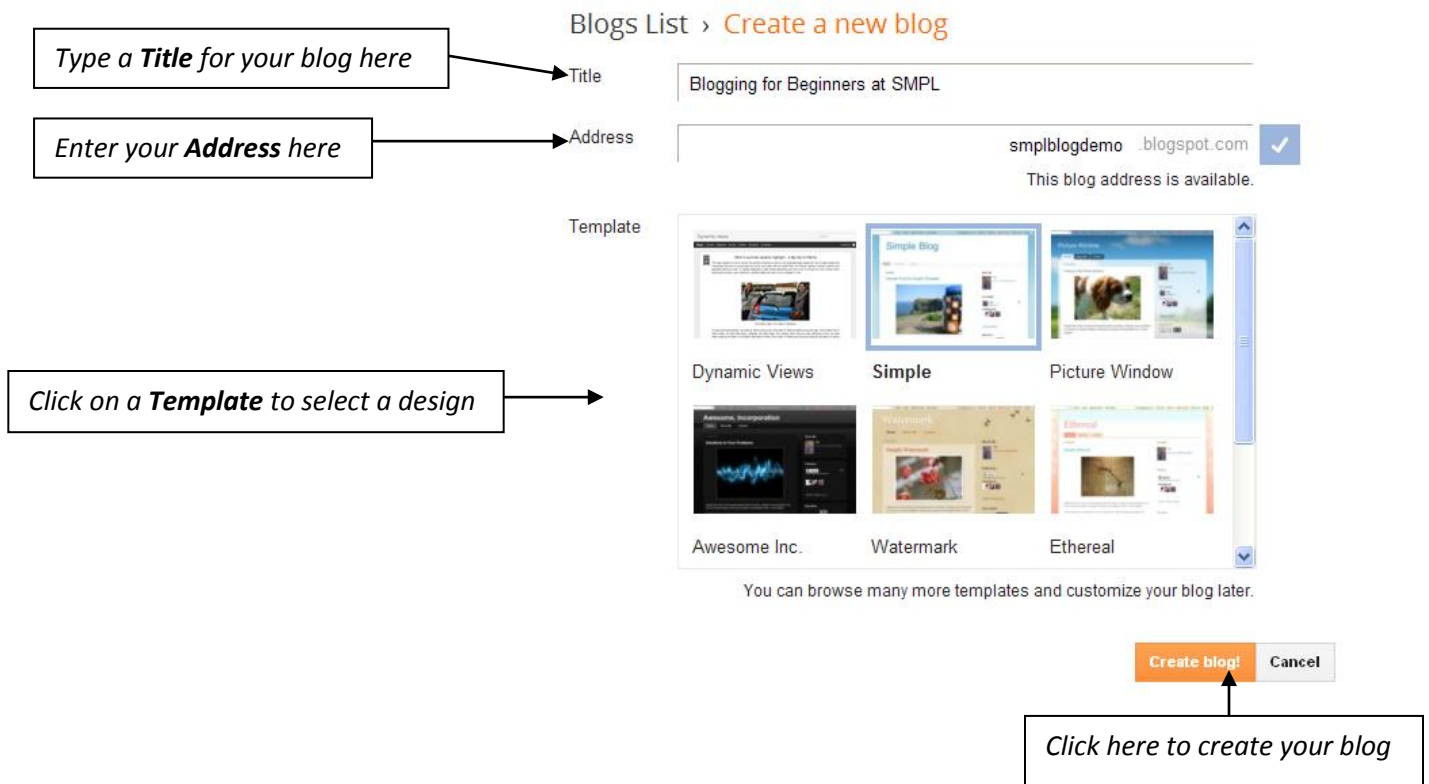
Type your **Display Name** here

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

4. Click **New Blog**.



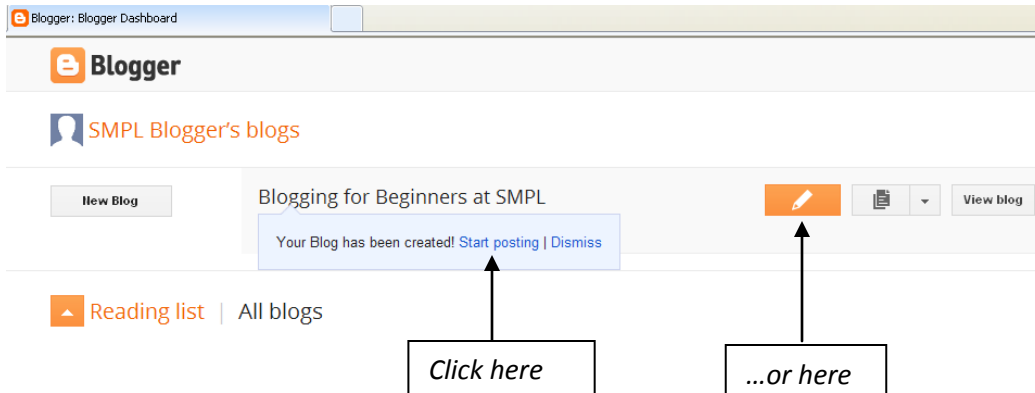
5. Choose a **Title**, **Address** and **Template** for your blog. Your URL or web address will be in the format: _____ .blogspot.com. The URL must be unique available! You can change or customize your template later.



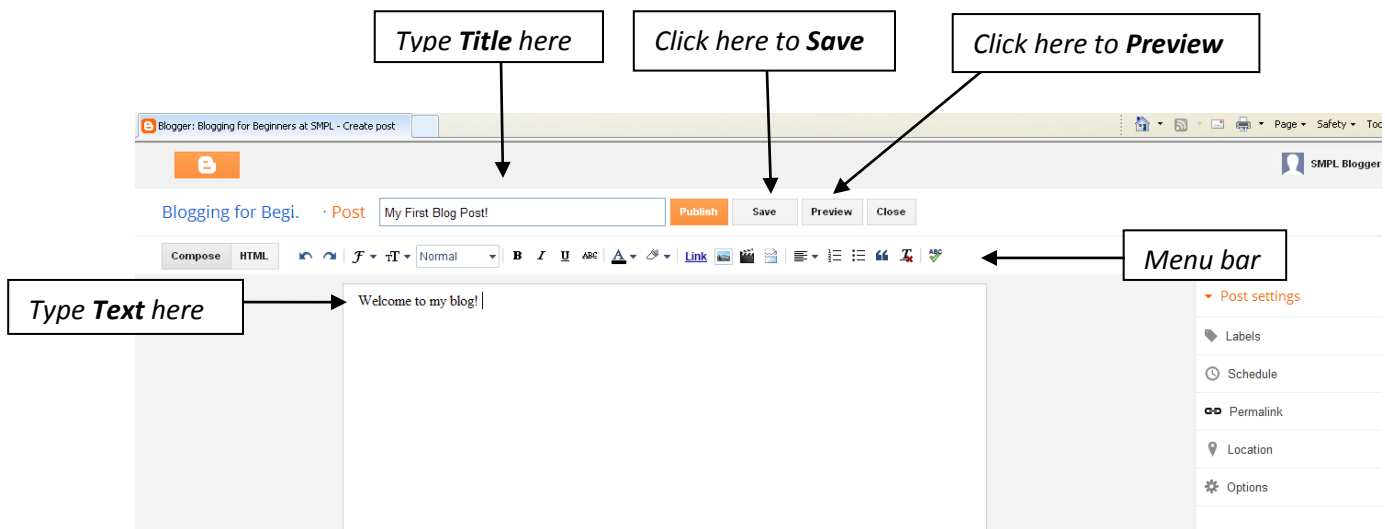
6. Click **Create Blog**. You are now ready to create your first blog post!

Create Your First Blog Post

1. Click **Start posting** or the orange pencil icon.

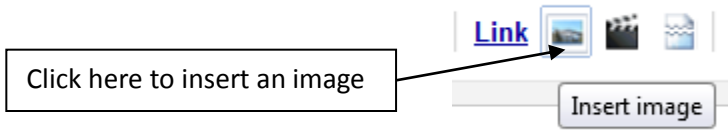


2. Type a **Title** for your post in the title box.
3. Type your **Text** in the text box. (Tip: for longer posts, you can type your text in your word processor, then copy and paste it into Blogger.)
4. You can change the font and formatting and spell-check the text using the menu bar.
5. Click **Save**, then **Preview**.



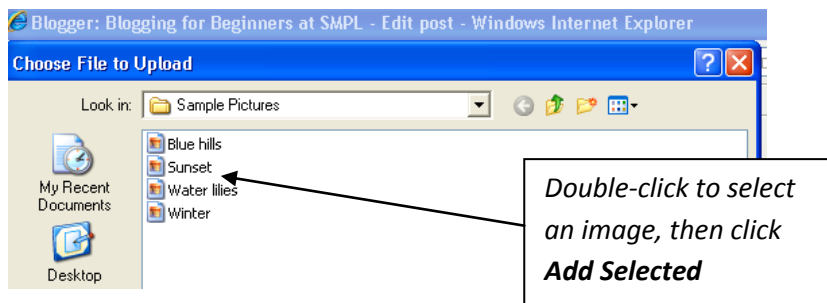
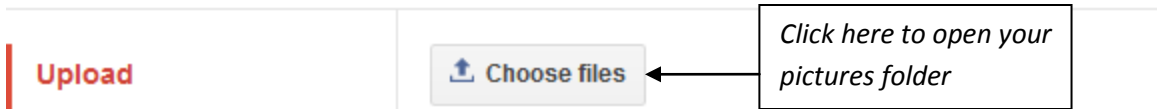
Add an Image

1. To upload an image from your computer, click the **image** icon in the menu bar, which will take you to the “Select a file” menu.

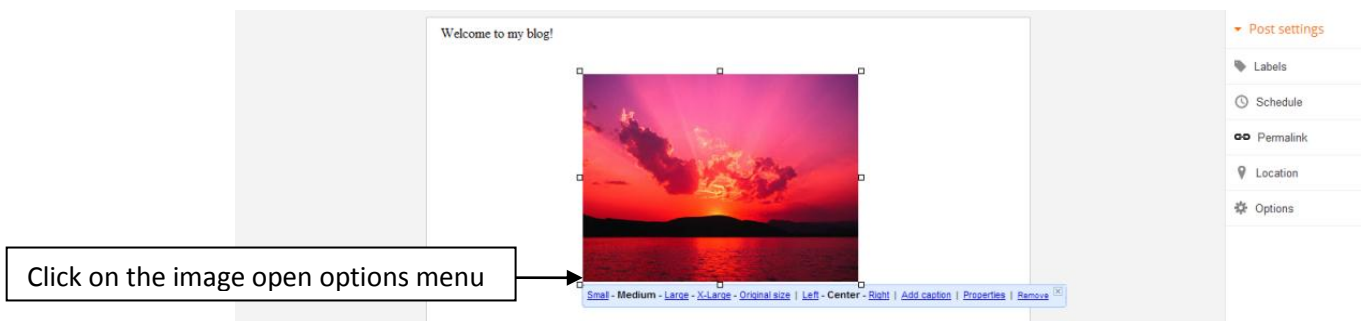


2. Click the **Choose Files** button, double-click to select an image stored on your computer, and click “Add selected.”

Select a file



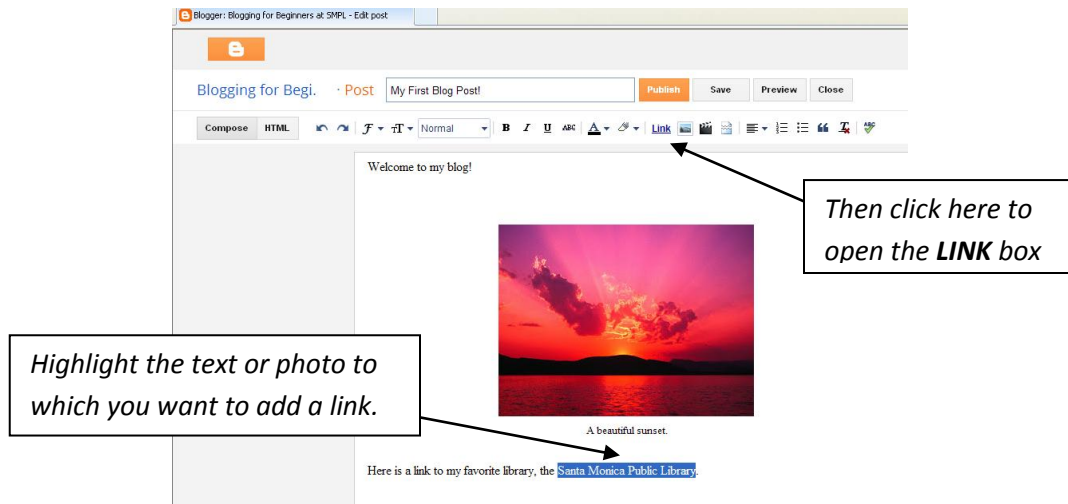
3. Click on the image to bring up formatting, sizing and captioning options.



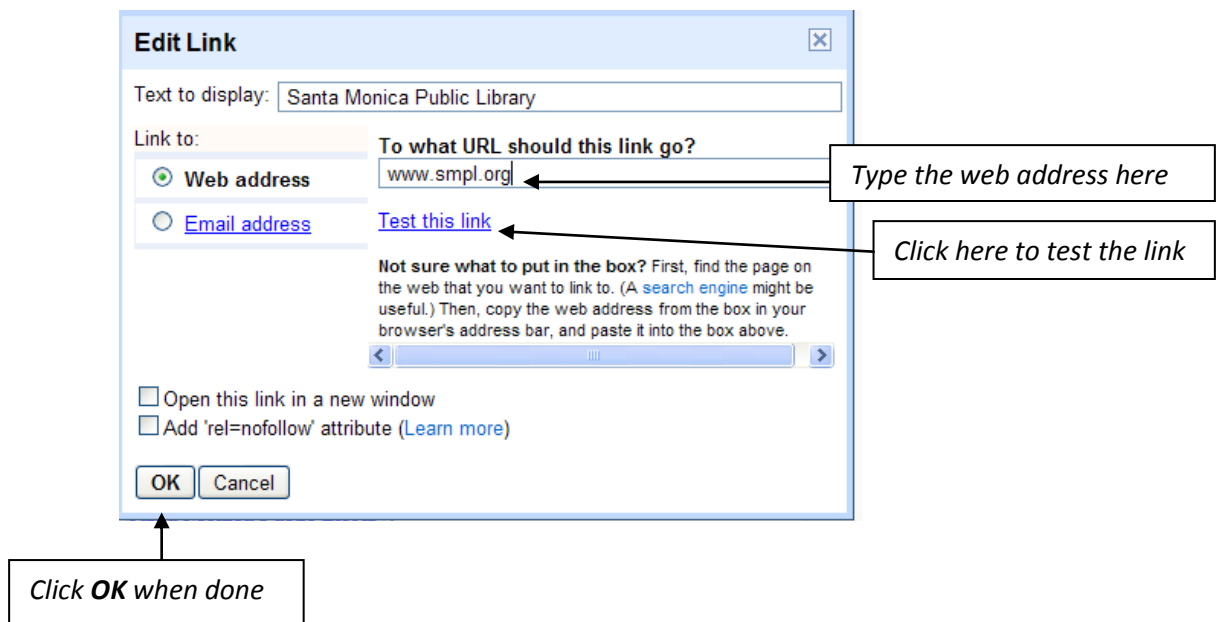
4. Click **Save**, then **Preview**.

Add a Link

1. To add a link, highlight the text or photo to which you want to add the link. Click on the word “LINK” in the menu bar, which will open the Link box.



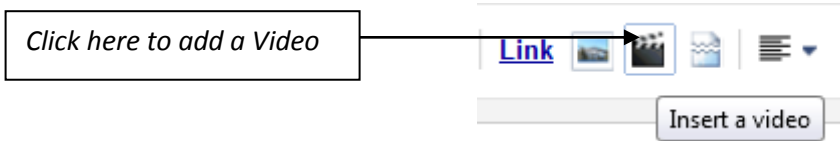
2. Enter the URL for the link, or go to the web page and copy and paste the URL into the box. You can also link to an email address here. Click “Test this link” to be sure you have entered it correctly. Click **OK** when done.



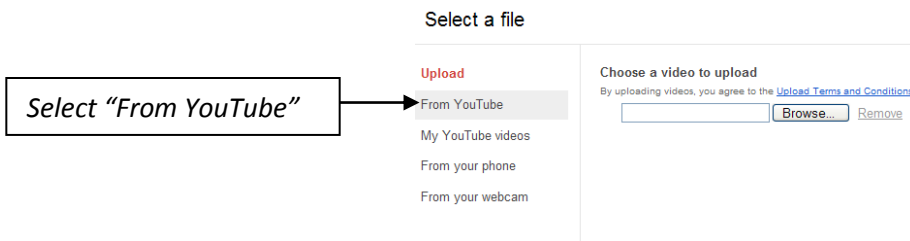
3. Click **Save**, then **Preview**.

Add a Video

1. To add a video, click the VIDEO icon (the movie clapper).



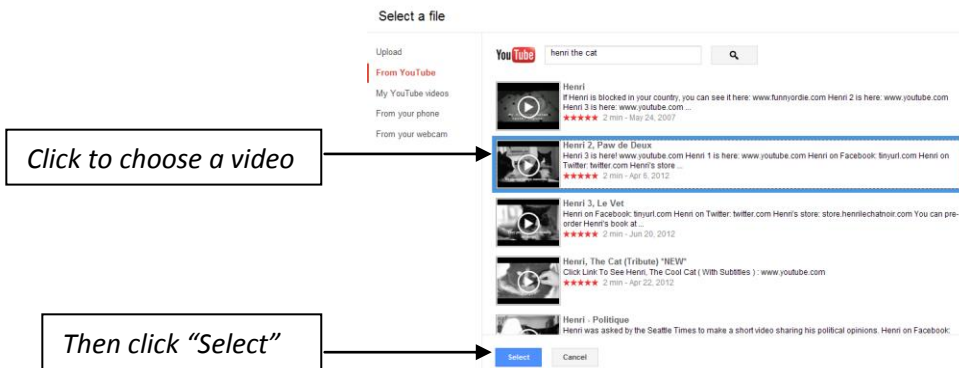
2. Select "From YouTube". (You also can add videos stored on your computer similarly to the way you add photos.)



3. Search for your video on YouTube, then click Search.



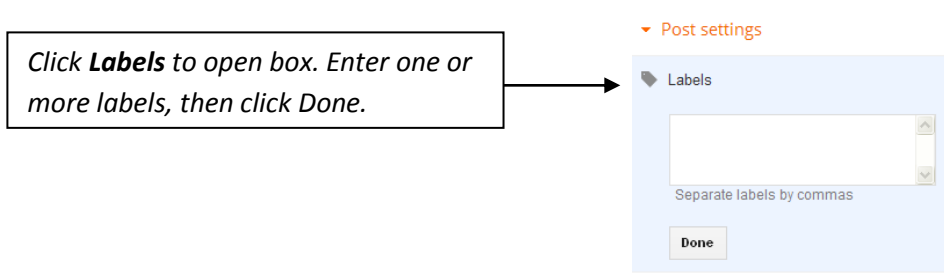
4. Click on a video, then click "Select."



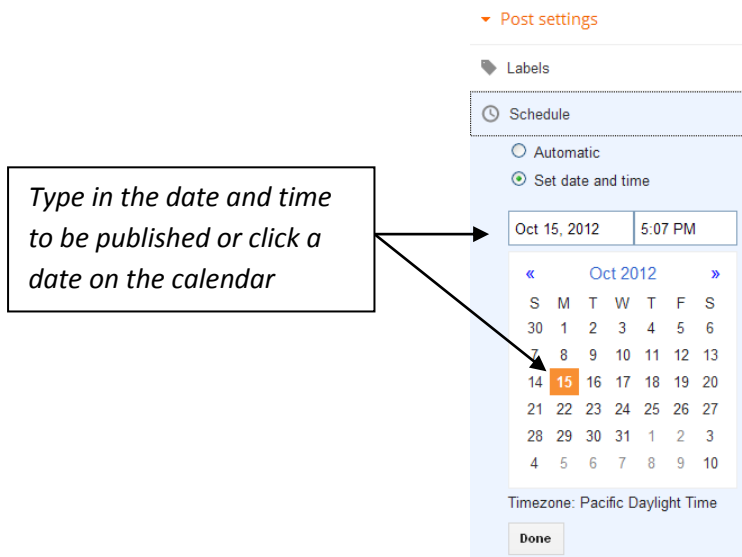
5. Click **Save**, then **Preview**.

Optional Steps

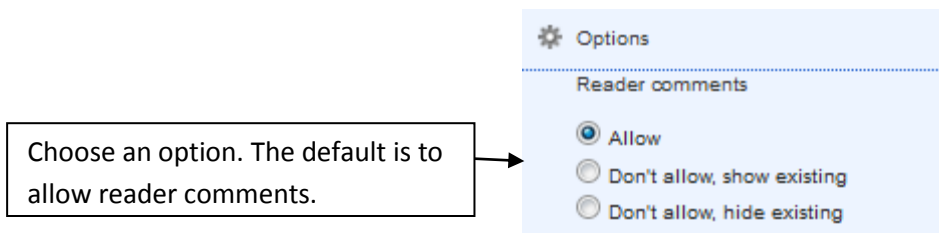
1. Add labels to help readers search for your posts by category.



2. Your post will be published automatically when you click **Publish**, or you can schedule it to be published at a later date and time.



3. Click **Options** to enable or disable **Reader Comments**.



4. When have finished creating your post, **Save**, **Publish** and **Close**.

Resources

Books about Blogging: The Santa Monica Public Library has books about blogging in the Nonfiction collection, located on the second floor under the call number **005.72**.

Blogger Support: See www.support.google.com/blogger. A good place to begin is the "Getting Started Guide."

Free Blogging Platforms: Links to some popular, free blogging sites.

www.blogger.com

www.wordpress.com

www.livejournal.com

www.blog.com

www.tumblr.com

www.twitter.com ("microblog" posts are limited to 140 characters)

Blog Search Tools: Search for examples of popular blogs by category.

www.google.com/blogsearch

www.technorati.com

Mobile Blogger: How to post photos and text to your blog using your mobile phone.

<http://www.blogger.com/mobile-start.g>

https://www.blogger.com/tour_pst.g