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 personal 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

SANTA MONICA PUBLIC LIBRARY
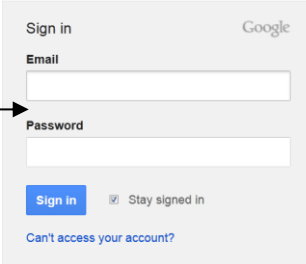
Create a Blogger Account

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 →

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

Click here to select

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

Type your **Display Name** here

4. Click **New Blog**.

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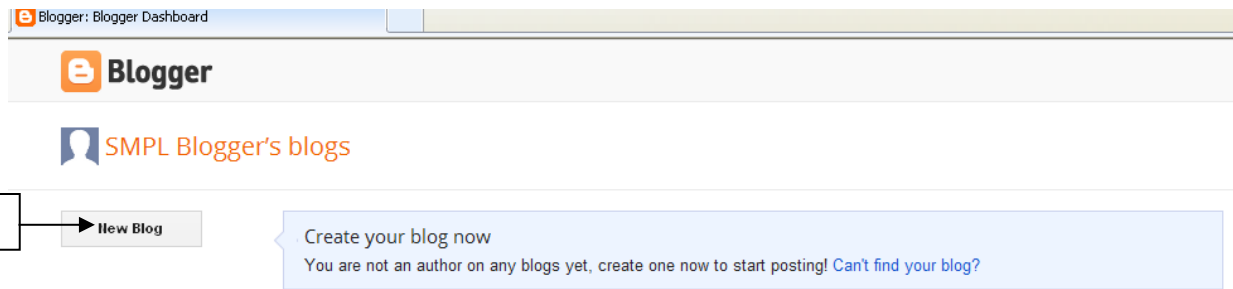
5. Choose a **Title**, **Address** and **Template** for your blog. Your URL or web address will be in the format: _____.blogspot.com. The URL must be unique available! You can change or customize your template later.

Blogs List › Create a new blog

*Type a **Title** for your blog here* → Title — Blogging for Beginners at SMPL

*Enter your **Address** here* → Address — smplblogdemo .blogspot.com ✓
This blog address is available.

Template

*Click on a **Template** to select a design* →

Dynamic Views   Simple   Picture Window

Awesome Inc.   Watermark   Ethereal

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

Create blog!   Cancel

Click here to create your blog

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.


Click here

...or here
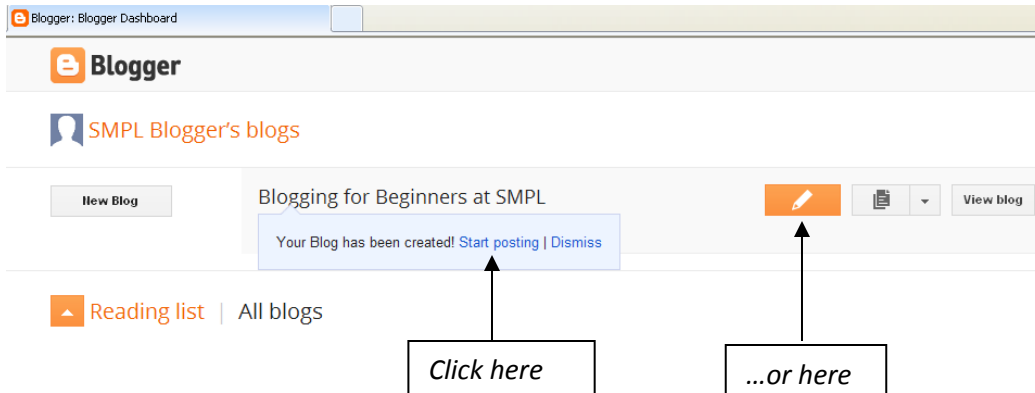
2. Type a **Title** for your post in the title box.

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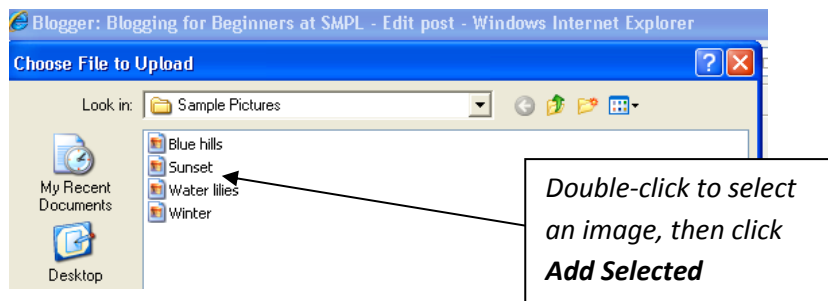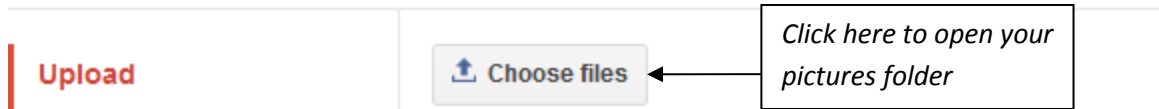
5. Click **Save**, then **Preview**.

Type **Title** here

Click here to **Save**

Click here to **Preview**

Type **Text** here
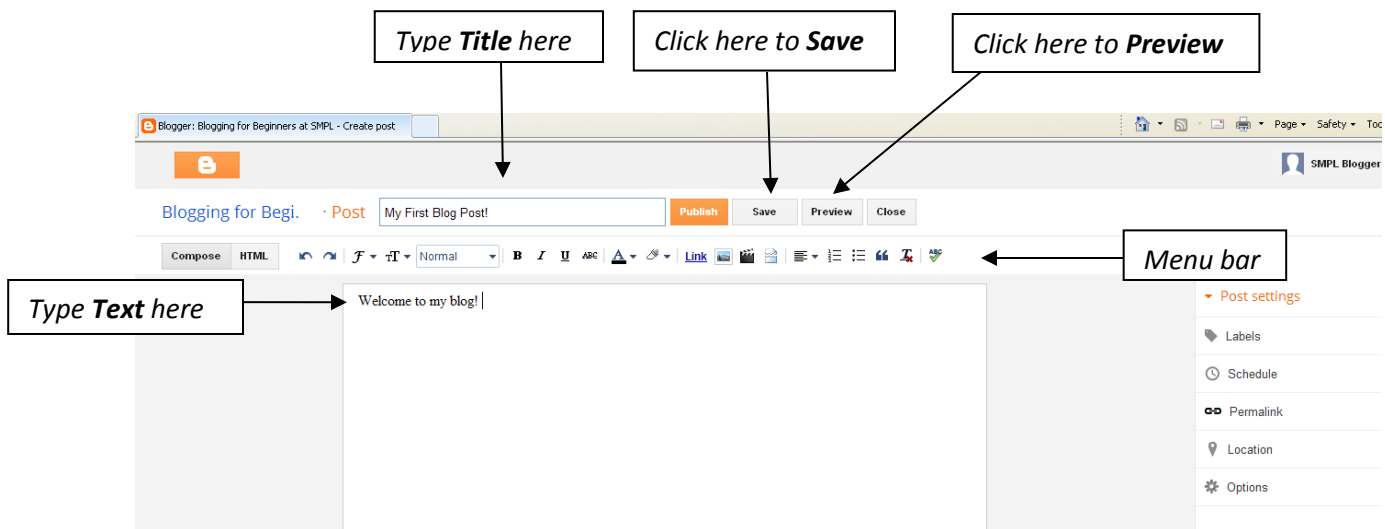
Menu bar

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.

Click here to insert an image

Link | Insert image
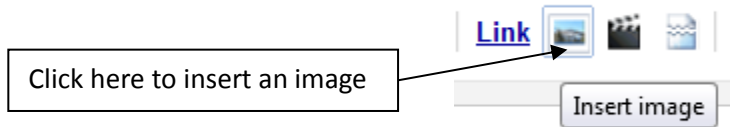
2. Click the **Choose Files** button, double-click to select an image stored on your computer, and click "Add selected."

Select a file

Upload   ⬆ Choose files

Click here to open your pictures folder

Double-click to select an image, then click ***Add Selected***

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

Click on the image open options menu
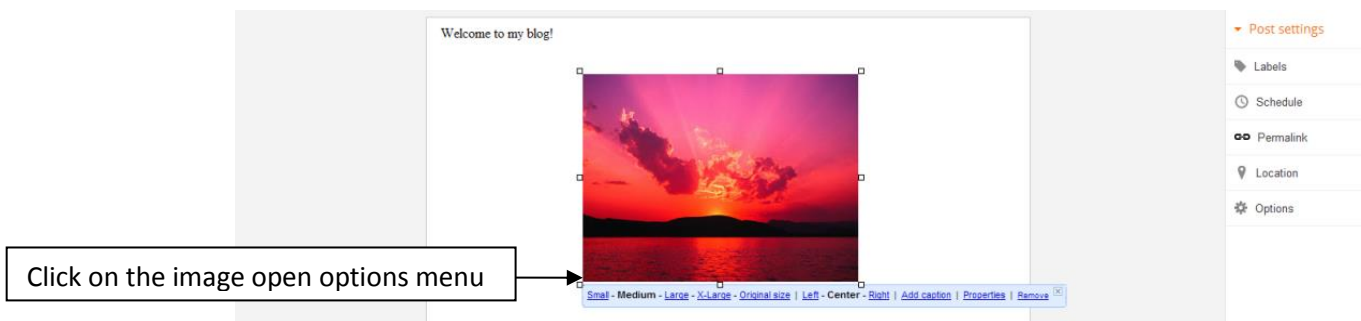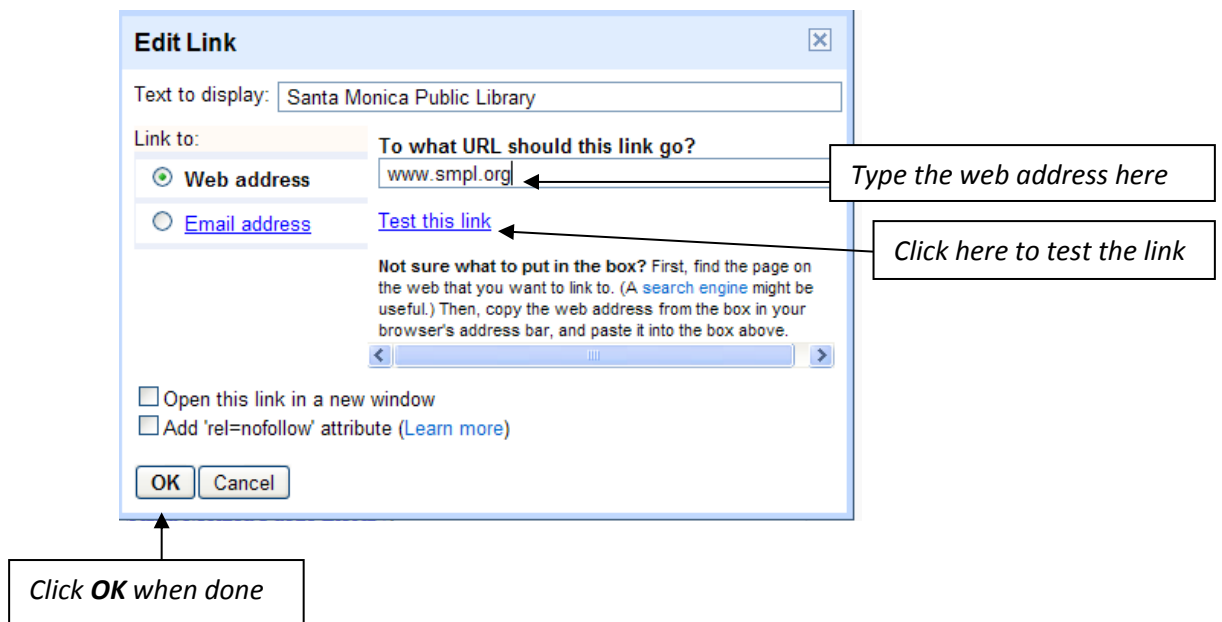
4. Click **Save**, then **Preview**.

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.

> Then click here to open the **LINK** box

> Highlight the text or photo to which you want to add a link.
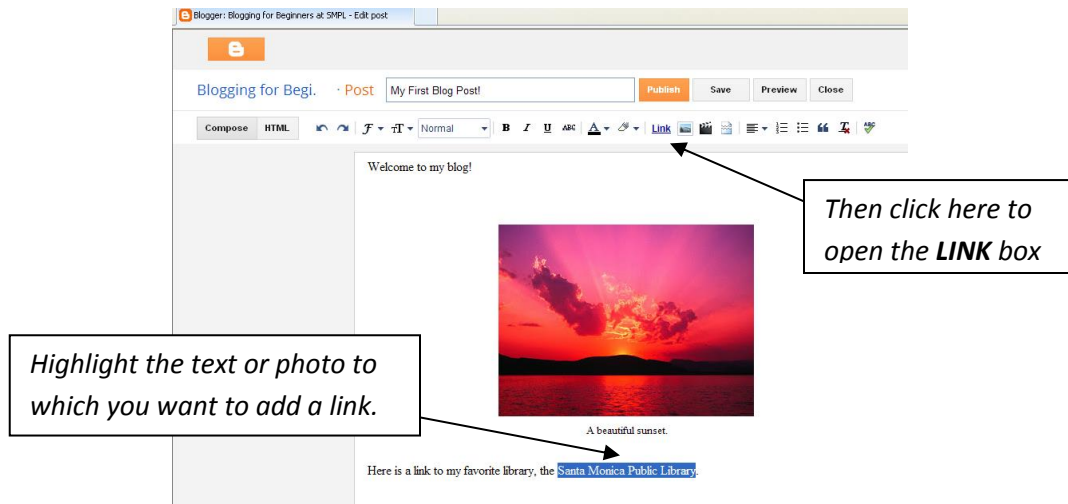
2. Enter the URL for the link, or go to the web page and copy and paste the URL into the box. You can also link to an email address here. Click "Test this link" to be sure you have entered it correctly. Click **OK** when done.
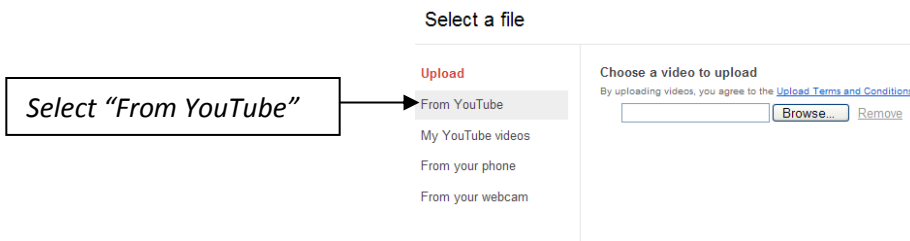

> Type the web address here

> Click here to test the link

> Click **OK** when done

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

Add a Video

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

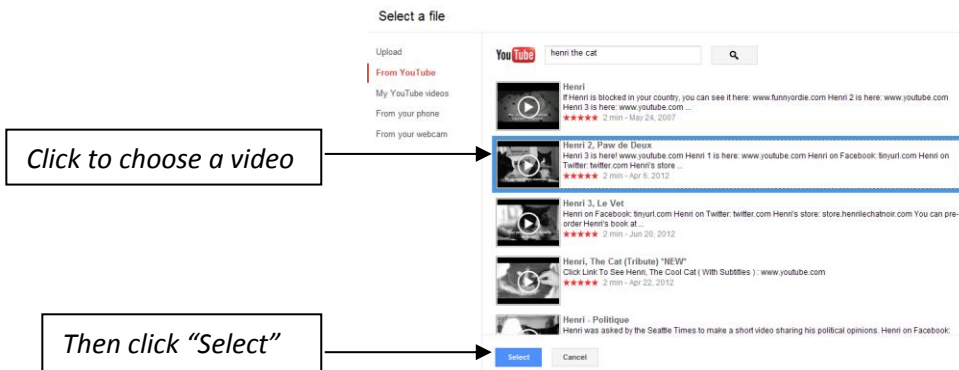*Click here to add a Video*

Link

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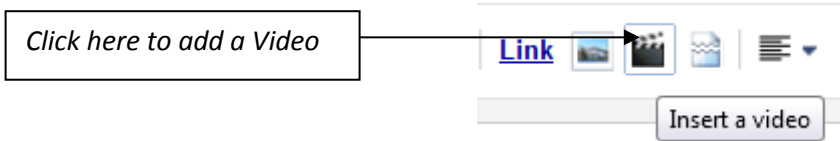
2. Select "From YouTube". (You also can add videos stored on your computer similarly to the way you add photos.)

Select a file

Select "From YouTube"

Upload
From YouTube
My YouTube videos
From your phone
From your webcam

Choose a video to upload
By uploading videos, you agree to the Upload Terms and Conditions.
Browse...   Remove

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

Select a file

Enter your search terms here, then click the magnifying glass

You Tube   henri the cat

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

Select a file

Click to choose a video
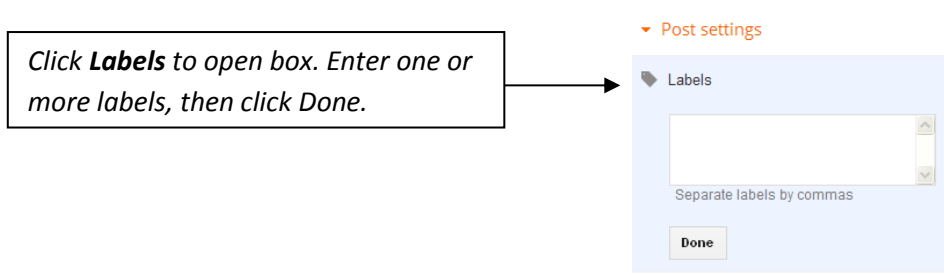
Then click "Select"

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

Optional Steps

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

*Click **Labels** to open box. Enter one or more labels, then click Done.*

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.

Type in the date and time to be published or click a date on the calendar
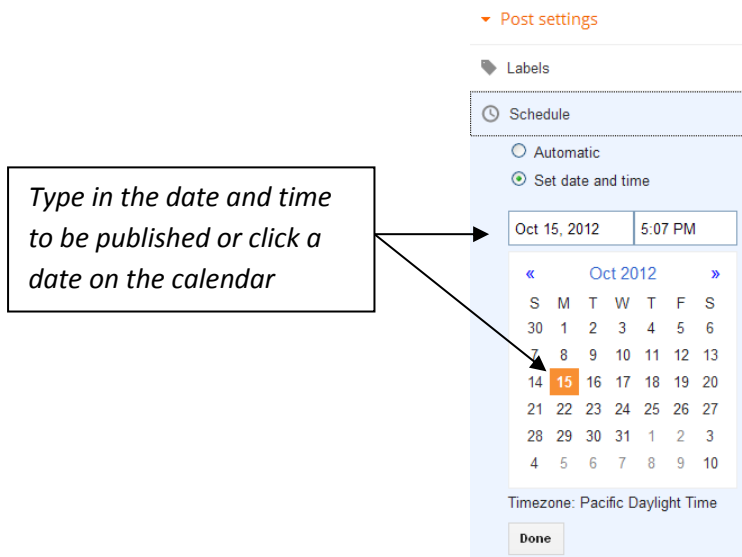
3. Click **Options** to enable or disable **Reader Comments**.

Choose an option. The default is to allow reader comments.
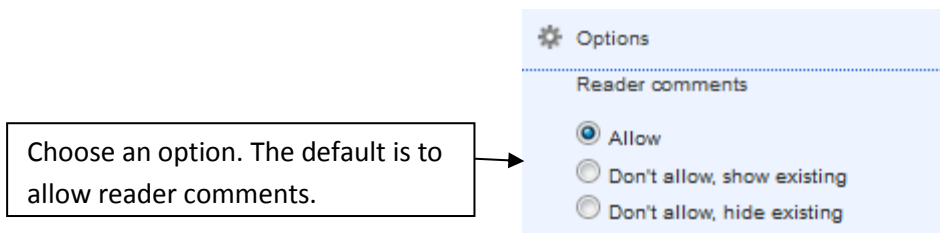
4. When have finished creating your post, **Save**, **Publish** and **Close.**

Resources

Books about Blogging: The Santa Monica Public Library has books about blogging in the Nonfiction collection, located on the second floor under call numbers **005.72 and 006.7**.

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)

Information from Today's Presentation:

Parts of a Blog: http://tinyurl.com/nvxnfwu

Why Blog? See: https://wordpress.com/types-of-blogs/

Santa Monica Public Library twitter feed: https://twitter.com/SantaMonicaLibr

Santa Monica Public Library Tumblr page: http://santamonicalibr.tumblr.com/

Santa Monica Public Library local history blog: http://smpl.org/LocalHistoryBlog.aspx