CREATE A BLOG WITH BLOGGER

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1. BRIEF OVERVIEW:

In this tutorial, you are going to learn the basics of blogging by beginning with creating yourself a blog site to share your activities amongst your networks or the world. Various steps to acquiring a fully working blog will be interactively introduced to get you be part of this learning process. As with all of our tutorials & lectures, you will enjoy.

This tutorial will run you through the necessary steps to help you set up one blog site for yourself. Accompanying this tutorial is a quick video instruction for those who like following by watching video demonstrations [Available only to those attending contact session].

Without dragging much, let's get started;

2. CREATING THE BLOG:

2.1   Go to Blogger

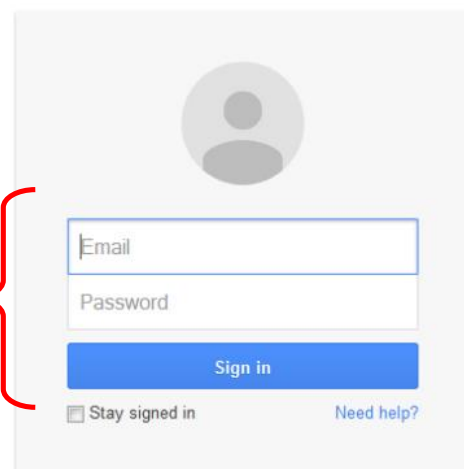First off, start up your browser and get into blogger by typing the address; https://www.blogger.com/

2.2   Sign in

Blogger is one of Google's services so it would require you to sign in with your Gmail credentials.
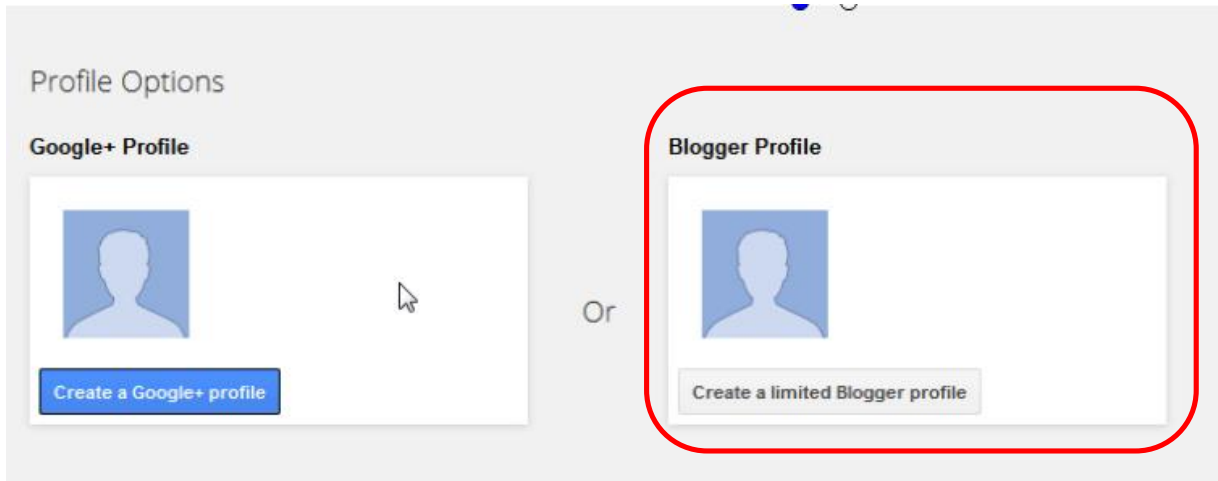
2.3   Selecting Profile Options

There are two options to choose from once you sign into your account from blogger site. You can choose between the two.
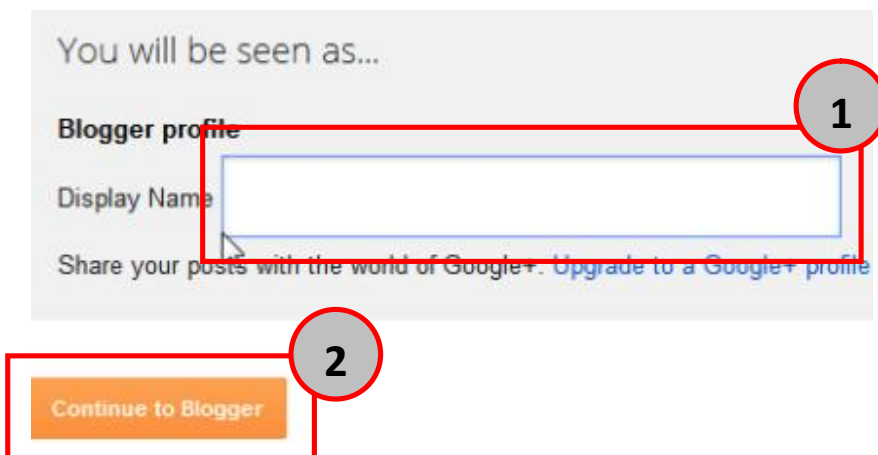
For this tutorial, we will choose the Blogger Profile option (outlined below). Click the button "Create a limited Blogger profile" to start setting up your blog.

2.4   Enter a Display Name

A Display Name is the name that will be shown on your blog every time you post or reply to a post. Here (1), you should type in a name you think would best fit you or your blog.
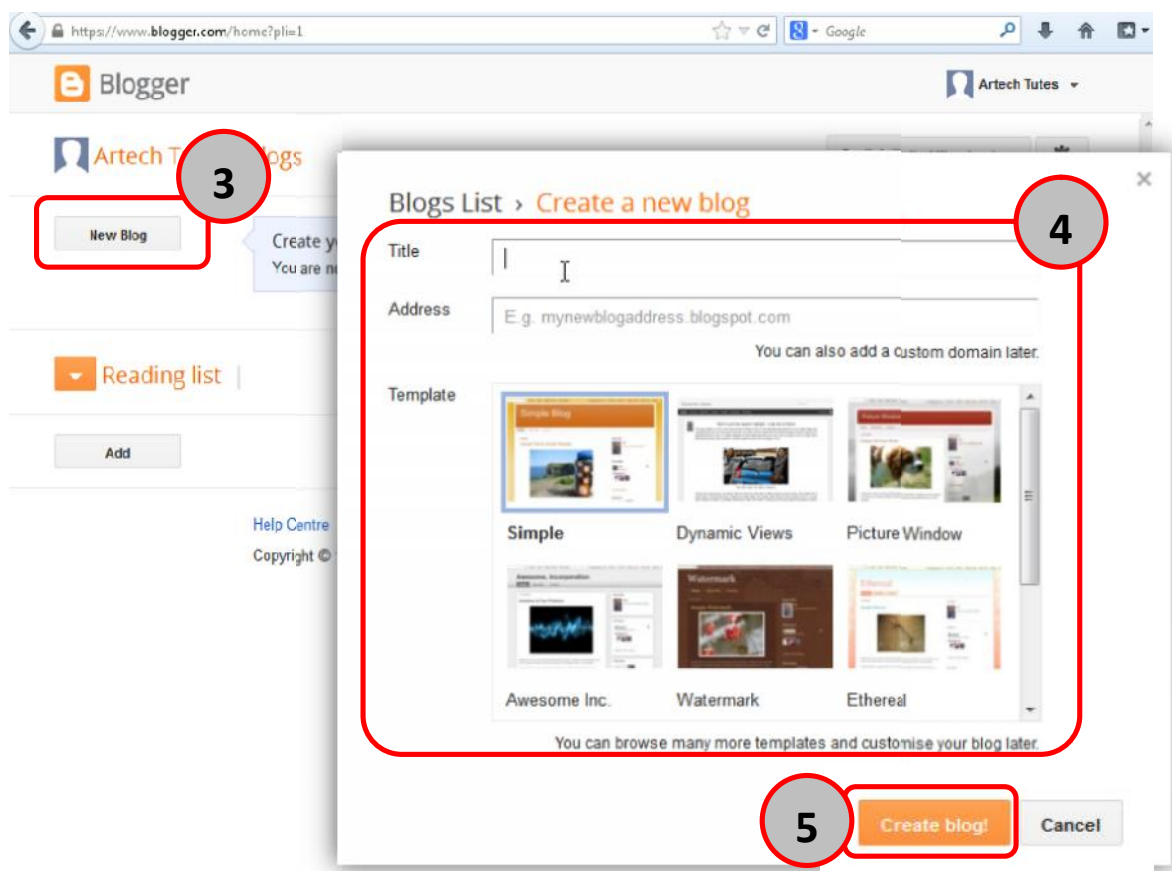Once your name is typed, click the Continue to Blogger button (2) to proceed.

2.5   Creating the Blog

You should now be in this page. Here, you should set up your Blog, specifying its Title, the address and choosing a template to start constructing your design.

Click the New Blog button (figure 3 below) and it will bring you into the page   where you set your blog title, address and template (figure 4 below).

Once, all of the above are set, click the Create Blog button (figure 5)
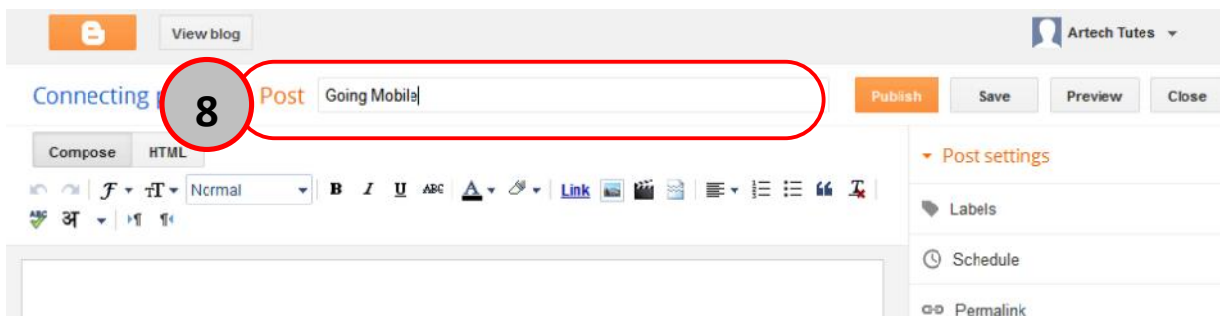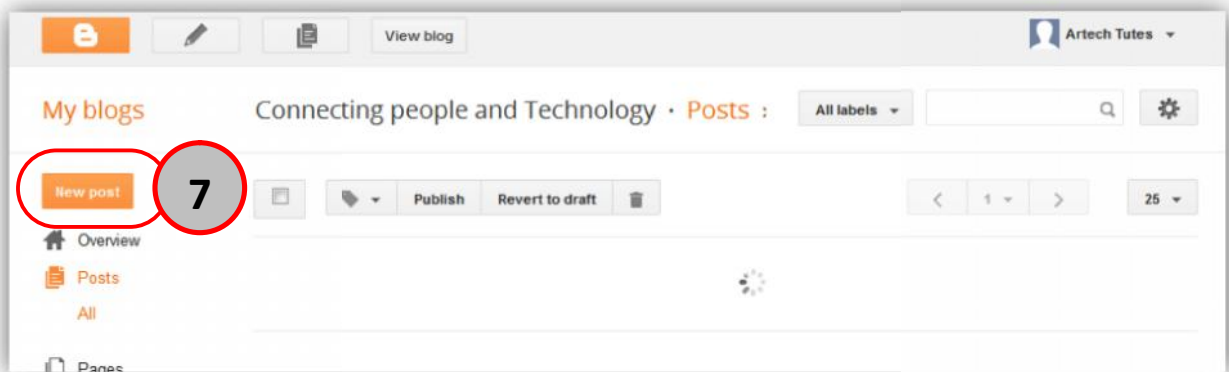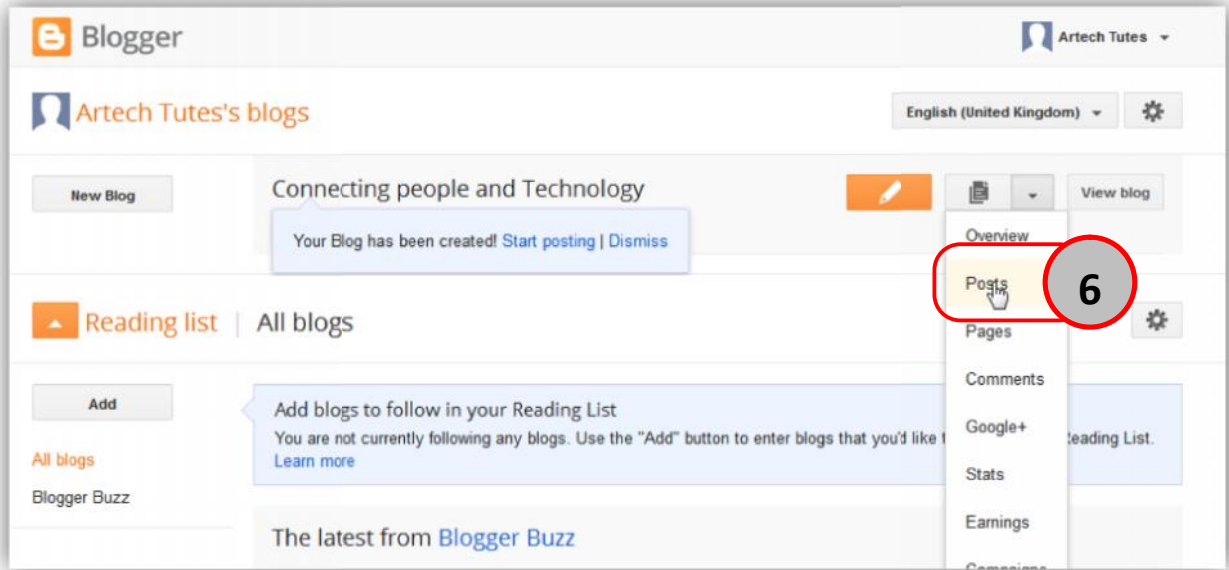

BRIEF DETAILS ON INPUTS ABOVE....

Title:	The title you want to be shown on your blog header....
Address:	The address you want, such as that of a website...
Template:	The general layout where you can start your blog on.

2.6   Creating Posts

You will be taken to the Blogger Dashboard. Select Posts from the drop down towards the top-right (figure 6) of the dashboard to get into the posts page. Next, click the New Post button (figure 7) to start up a new post. Type in the title of your posts into the space provided (figure 8). This will be the post title shown on your blog.

2.8   Creating the content
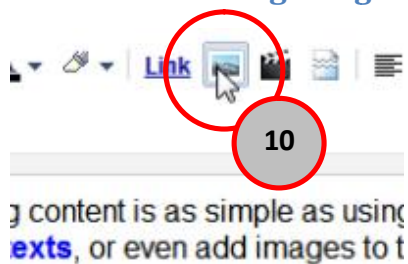
2.2.1 Adding Text

Adding Text is as easy as typing in any Microsoft Office program because Blogger has a WYSIWYG interface where you can easily edit your content just like any office application.

Though it does not have all of the features that you see in office, you can still understand well how to put in texts for your blog.

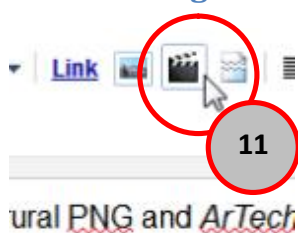Now, to enter Text, click in the content area (figure 9 below) and start typing your texts.

2.2.2 Adding Images

To add images, click the "insert image" (figure 10 left) icon and it will open a window. There, you select your image(s). Once your image(s) is/are loaded, select it then click the add selected button to insert it into your post. This will add the image to your post.

2.2.3 Adding Videos

Adding video(s) is also the same. Select where you want your video(s) to be placed in your post then click the "insert video" icon. A window opens, then select the video, then click add selected button to insert.

2.2.4 Formatting Content

The formatting tab gives you the access to all formatting options. Redo, undo, font face/ type, paragraph, bold, italics, underline, colors, links, images, videos and so forth can be accessed via mouse clicks on each of the icons. Figure below shows the formatting tabs in blogger.

2.3 Publishing the content

2.3.1 Saving/ Publishing/ Previewing & Closing Post

When your posts are created, they are not yet published or viewable on the internet so you have the option to Save (figure 13 above) and come back later to continue, Preview (figure 12) it before putting it online, Close (figure 15) the post for later editing or if you really are satisfied and want to make it available online for viewing, then you click the Publish (figure 14) button.

2.4 Sharing

Sharing your blog's link is a good way to maximize visits to your blog. You can connect to various other network sites and add links there to your blog or directly share your blog once it's created by using your Google plus network.

A brief demonstration of this would be shown to those attending the contact sessions...

2.5   Maintaining the blog

Once you blog address has been shared to people in your network, you must make sure you update them every time so followers can be up to date with your post. To maintain your blog, you should go back into Blogger website, then log into your Google account with your Gmail address and you should be into your Blogger Dashboard. There you can edit your blog.

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