

Blog Quick Guide for Students

Login at
<http://www.blogger.com>



Creating a Google Account

To log into Blogger you will first have to create a Google account. If you already have one you can sign into Blogger.

1. Go to www.google.com and click **Sign in** on the top right corner.
2. Click the Create an account now link.

Don't have a Google Account?
[Create an account now](#)

3. Enter in your Lesley email address, create a password, verify the account, and click the **I accept. Create my account now** button.

I accept. Create my account.

Logging into Blogger

1. Go to www.blogger.com.
2. Sign into Blogger using your Google account email and password, and click **Sign In**.

SIGN IN

You will be taken to the Dashboard of your Blogger account.



You can return to the Dashboard at any time while logged in by clicking the **Dashboard** link at the top right corner of the page.

[Dashboard](#) | [My Account](#) | [Help](#) | [Sign out](#)

Creating a New Blog

1. On your Dashboard page, click **Create a blog**.
2. Choose a blog title and URL, complete the word verification prompt, and click **Continue**.
3. Choose a template for your blog from the template library, and click **Continue**.

CONTINUE

Your blog will be created and ready for posts. Click the **Start Posting** button or **Dashboard** to return to your main Blogger page.

You can change the template or settings of your blog by clicking **Settings** next to the blog in the Dashboard.

[NEW POST](#) - [Edit Posts](#) - [Settings](#) - [Layout](#) - [Monetize](#)

Posting to the Blog

The Dashboard will list the blogs you created or have access to manage.

1. Click **New Post** next to the blog you want to post to.
2. Type a title for the post, and enter your content in the text box.
3. Click **Preview** on the top right of the text box to see what the post will look like.
4. Click **Save Now** to save your post, or **Publish Post** to make the post live on your blog.

NEW POST

[Preview](#)

PUBLISH POST

SAVE NOW

Adding Images and Links

When creating your blog post, you can add images and link to other websites.

Adding Images

1. Place the cursor where you would like to add the image, and click the **Add Image** icon at the top of the text box.



2. Click **Browse** to add an image from your computer.

Add an image from your computer

[Add another image](#)

Browse...

We accept jpg, gif, bmp and png images, 8 MB maximum size

3. Select a layout and size option for the image, accept the terms of service, and click **Upload Image**.

UPLOAD IMAGE

Adding Links

1. In the text box, highlight the text you want to turn into a link, and click the **Add Link** icon at the top of the text box.



2. In the pop-up box at the top of the screen, enter in the full web URL and click **OK**.

The page at <http://www.blogger.com> says:

Enter a URL:

Cancel OK

The highlighted text will turn into an active web link.

Adding Post Comments

1. To comment on your classmate's blog, scroll down to the bottom of the blog post, and click the **Comments** link.

0 comments

2. Under Leave your comment, type in your comment and word verification prompt, and select an identity to sign the comment.



Leave your comment

That was an interesting response to

3. Click **Preview** to preview your comment, or click **Publish Your Comment** to add the comment to the blog post.

PUBLISH YOUR COMMENT

PREVIEW

Sharing the Blog

1. On the Dashboard page, click the **View Blog** link next to the blog you want to share.

[View Blog](#)

Your blog will open up in your web browser.



2. Copy the web URL in the address bar. You can send this link by email to your instructor and classmates to share the blog.

Blogger Information and Support

To learn more about Blogger and its features, visit the Blogger help section at <http://help.blogger.com>, where you can learn how to manage your account, customize your blog layout and add multimedia, and many more advanced features.

Also visit **Atomic Learning** through your my services tab in myLesley to view quick video tutorials on using Blogger.

To get help while using Blogger, you can:

- Click the Help link on the top right side of the page.
- Visit the Blogger Help Group at <http://www.google.com/support/forum/p/blogger>
- View the Blogger FAQ section at <http://groups.google.com/group/blogger-help/web/faqs>

For assistance, go to <http://help.blogger.com/>