

## Blogger

### Step 1:

Go to <http://www.blogger.com>

### Step 2:

Click on “**Create Your Blog Now**”

### Step 3:

**Choose your Username.** You will need this to log into your blogger account.

**Enter your Password:** Make sure it’s something you will remember, so you can log back into your blogger account easily.

**Display Name:** This name will appear on your blog.

**Enter your Email Address:** Make sure this is your email address.

**Accept Terms:** Click the “I accept the Terms of Service” box available. Then click “Continue”

### Step 4:

**Blog Title:** This will be seen at the top of your blog

**Blog Address:** Keep your address similar to your title click the “Check availability to see if your address is available for use.”

**Word Verification:** This is something blogger uses to help prevent spam blogs. Then click on “Continue”

### Step 5:

**Choose a template:** you can always change it at a later date Once you have chosen your template then click on “Continue”

### Step 6:

Your blog is now created! Click on “**Start Posting**”

### Step 7:

**Enter your title** of your post, and **enter in your content.**

To enter links in your posts, hi-light the text you want to use as a link, click the hyperlink icon and enter the url you wish.

You can change your font size, font style, bold, italics, colors & position of your text by using the icons available.

Once you are happy with your post, click on “**Publish Post**”

**Step 8:**

Once you have published your post, and then click on “**Settings**” at the top. Enter a description that describes your blog in the description box. If you want your blog to be public then leave the “**Add your Blog to our listings**” marked as YES.

Leave “**Show Quick Editing on your Blog**” as YES for easier editing of your blog.

If you want more visitors to your website then mark “**Show Email Post Links**” as YES so your visitors can easily email your posts to their friends.

And I leave “**Show Compose Mode for all your blogs**” marked as YES.

Now click on “**Save Settings**”

**Step 9:**

In “**Settings**” click on the sub-heading “**Publishing**”. In this section I leave the settings alone and click on “**Save Settings**”

**Step 10:**

In “**Settings**” click on the sub-heading “**Formatting**”.

**The main one’s are:** How many posts you want shown on the front page. You can do this either by “days” or “number of posts”.

Then change to your time zone. I mark everything else as “**YES**”.

Then click on “**Save Settings**”.

**Step 11:**

In “**Settings**” click on the sub-heading “**Comments**”.

These options are your personal choice. If you don’t want to receive “spam” to your blog then I recommend moderating comments received.

When you are done, click on “**Save Settings**”.

**Step 12:**

In “Settings” go to sub-heading “Archiving”.

Choose the frequency you want “Archiving”.

I leave “Enable Post Pages” marked as YES. This will also make a separate page for each post you create at your blog.

Once you have completed this, click on “Save Settings”.

Then to view your new blog, click on “View Blog”

***Tada! You now have your very first blog!***