

Creating A Blog and More

Fall 2009

Revised 6/1/09 by John H. Strange

1. Go to <http://mail.google.com>. If you have a Google account, sign in and go to Step 4 below.
2. If you do not have a Google account, click Sign Up for Gmail.
3. Fill out the required form.

WRITE DOWN YOUR USERNAME AND PASSWORD IN A SAFE PLACE!

******DO NOT FORGET YOUR Log In (USER) NAME AND PASSWORD.******

- 4 . Send me an email from your gMail account (strange.john@gmail.com)
5. Open Firefox NOT Explorer. Firefox is supported by Google. If you are using Internet Explorer, you must switch to Firefox. It has many advanced features and is FAR LESS susceptible to virus attacks. Just go to www.firefox.com and download it for free (Mac or Windows).
6. Go To www.blogger.com
7. In the upper right corner, Sign in to use Blogger with your Google Account (which you either had or which you created in Step 1).
8. Following the instructions below, create your blog.

NAMING Your Blog

a. FOLLOW MY RULES BELOW to name your blog (this will be a new blog EVEN if you already have an account).

I REQUIRE you to name your blog in this way:

Your First Name, Space, Your Last name, apostrophe+s if appropriate, EDM310 Blog

For example I would name my Blog: John Strange's EDM310 Blog.

ASSIGNING A URL to Your Blog

*******I REQUIRE you to use this format (no spaces, no commas!) If you do not use this format for your URL address, you will have 1 letter grade deducted from your Blog grade. Replace yourlastname with begnaud or whatever your last name is followed by your first initial (of what the University says is your first name).**

yourlastnameyourfirstinitial(Universityname)edm310fall2009

In other words I would use strangejedm310fall2009

This will be how you (and other people) get to your Blog

In the address of a browser I would type (following my example)

<http://strangejedm310fall2009.blogspot.com>

Capitalization counts. Use all lower case! Follow my example.

c. Do the word verification as required.

5. Choose a Template

You can change the template later if you wish.

6. Create Blog

7. Make your first Post. Put in a title for the post and write a sentence welcoming readers to your Blog in the large section of the page.

8. Publish

9. View Blog

You will now be at what we call the Post Page. At the top of the page you will see 4 tabs: Posting, Settings, Template, View Blog.

Posts are your additions to your blog (text, pictures, links, audio, even video). You are required to make at least two posts every week (by midnight Thursday and midnight Monday). You must address the topics contained in a separate handout which is available on the class blog. Part 1 has been posted. Part 2 will be available the week following Spring Break.

Settings:

1. Click on the Settings Tab. We will make 2 changes to Settings

Under the Settings Tab there are several sub-tabs including Formatting and Comments.

2. Click on Formatting

- a. Under Show (first line), change from 7 posts to 31 days.
- b. Change the Time Zone from PST (Google, Blogger's owner, is in California) to CST. Click on PST and scroll down until you find a reference to CST (or a city in our time zone). Select.
- c. Scroll to bottom of page and Click Save Settings

3. Now Click on the Orange B in the upper left corner of your page. (This takes you to the Dashboard where you can choose which of your Blogs (if you have more than one) to work on. There you can make New Posts or Manage Posts (Edit/View/ or Delete), Settings (like the ones we just changed), and Layout (modify, move, add or delete elements in the Template)

After I have taken your picture and have put it on the web or otherwise provided it to you, we will add your picture to your blog. You may substitute your own picture if you like. It must be appropriate for a professional class!

Google has developed problems with using the pictures I have put on my web site so we will first move the picture I took of you to the computer on which you are working.

In a new browser window (remember - use Firefox), go to your picture using the following address:

<http://www.johnstrange.com/edm310fall2009/tt4/yourlastname.jpg> if you are in the TT 9:30 class

<http://www.johnstrange.com/edm310fall2009/tt11/yourlastname.jpg> if you are in the TT 11:00 class

<http://www.johnstrange.com/edm310fall2009/tt2/yourlastname.jpg> if you are in the TT 2:00 class

Wednesday <http://www.johnstrange.com/edm310fall2009/w6/yourlastname.jpg> if you are in the Wednesday 6:00 class

IMPORTANT: When you see an example that uses a class designation such as W6 or tt4, **SUBSTITUTE** the correct class designator **FOR YOUR CLASS!**

For example I would use (if I were in the TT 4 class):

<http://www.johnstrange.com/edm310fall2009/tt4/strange.jpg>

In Windows right click and save file as... Do not change the name. Remember where you put it. On Mac hold mouse down and Save file as...

Return to Blogger

On the right side of the Dashboard you will find a link to Edit profile. Click on it.

Make sure there is a check by Share My Profile and Show my real name (unless you have a legitimate reason for NOT doing this and explain it to me).

Under Photograph click on from computer. Browse and find your picture. Upload it. Save settings (at bottom of page).

If you want to use your own picture you would browse for your picture on your computer or pen drive, then upload it

Now you have a blog with your picture on it. Post to your blog at least twice a week.

How do you get to your blog to make a post?

Go to <http://www.blogger.com>
Sign in with your User Name and Password

Select the blog on which you want to work (you may have only one choice).

Click **New POST** to Post to Your Blog. Be sure you enter a title (after Title:) and text (in large space. ALWAYS correct spelling errors (they will be identified). Use correct grammar. Note that you should click on New Post NOT on New Blog!

Additional Instructions

Be sure to consult these handouts as well:

[Adding Links and Picture to Your Blog](#)

[Making Pictures Accessible to the Blind: Alt and Title](#)