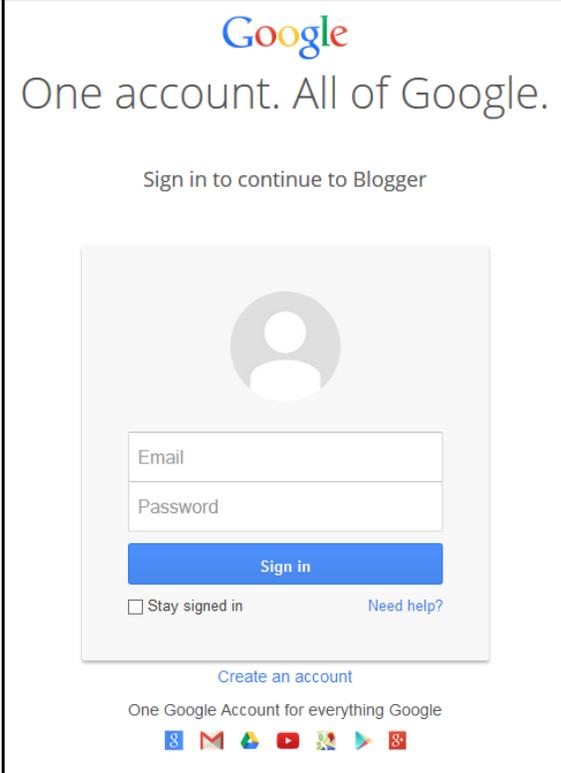


Blogger.com

Blogger is a blogging tool provided by Google. You can access Blogger with your Google email address and password.

By default your blog is public and can be found in search engines. You can adjust your settings to only allow specific readers to access your blog posts. Additionally, you can add other people in your class or in your group to post to your blog as authors.

Sign In to Blogger.com

<p>Go to the Blogger website:</p> <p>Blogger.com</p> <p>Press the <i>Sign In</i> button to continue.</p>	 <p>The screenshot shows the Blogger sign-in interface. At the top is the Google logo and the text "One account. All of Google." Below this is the instruction "Sign in to continue to Blogger". The main sign-in form includes a grey profile picture placeholder, an "Email" input field, a "Password" input field, and a blue "Sign in" button. Below the button are the options "<input type="checkbox"/> Stay signed in" and a blue link "Need help?". At the bottom of the form is a blue link "Create an account". Below the form, the text "One Google Account for everything Google" is displayed above a row of icons for Google services: Search, Gmail, Drive, YouTube, Photos, and Maps.</p>
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Your Blogger Profile

Upon successfully signing in to Blogger.com, you will be asked to create a profile. You can use your **Google+ profile** for a seamless experience between the various Google tools.



Welcome to Blogger

Confirm Your Profile

The profile that readers will see when they view your posts is shown below. Using a Google+ Profile gives you an identity on Google properties and connects you with your readers, allowing them to share and recommend your content on the web and on Google+. If you want to use another identity such as a pseudonym, you may choose a limited Blogger Profile instead. [More information about profiles on Blogger.](#)

Profile Options

<h5>Google+ Profile</h5>  Create a Google+ profile	Or	<h5>Blogger Profile</h5>  Create a limited Blogger profile
--	----	--

Email Notification

Feature announcements <input checked="" type="checkbox"/>	Send me feature announcements, advice, and other information to help me get the most out of my blog. ?
---	--

[Continue to Blogger](#)

Set Up a New Blog

Click the **New Blog** button to set up your blog.

Sarah ▾

 Sarah's blogs English (United States) ▾ 

[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?](#)

Your blogs (0)

 Reading list | All blogs 

[Add](#) Add blogs to follow in your Reading list
You are not currently following any blogs. Use the "Add" button to enter blogs you'd like to follow in your Reading List. [Learn more](#)

All blogs
Blogger Buzz

Blog Address (URL) and Title

Give your Blog a **Title** and choose a web **Address** for your blog. Choose a unique address for your blog. For example: **SarahMc-ART101.blogspot.com**. The address to your blog has to be unique, so look for the note that says “This blog address is available”. Click the **Create Blog** button when you are finished.

Blogs List > [Create a new blog](#)

This account is managed by [wfu.edu](#). [Learn more](#)

Title

Address
  This blog address is available.

Template

 Simple	 Dynamic Views	 Picture Window
 Awesome Inc.	 Watermark	 Ethereal

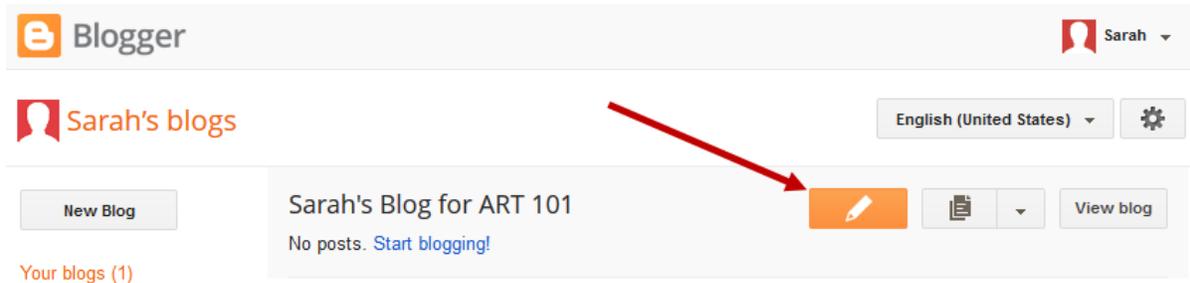
You can browse many more templates and customize your blog later.

Create blog!

Cancel

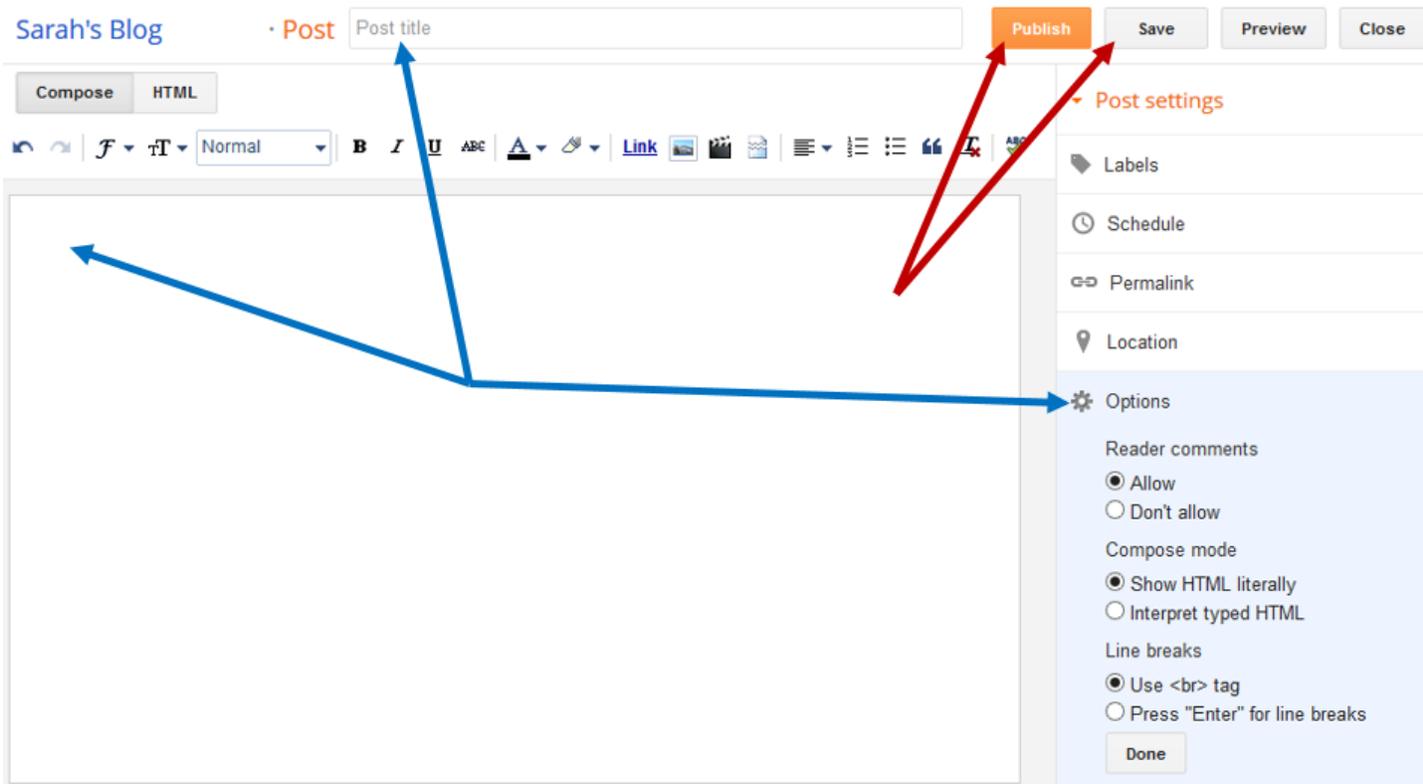
Post to your Blog

Compose your first Post to your blog by clicking the **orange pencil icon**.



As indicated in the figure below with blue arrows, give your post a **Post Title**, adjust **Options** for reader comments, and **compose your post** in the large white area. (Note: If you are composing a blog post as part of an assignment for your instructor, check to see if they have asked for a specific naming scheme for the title: *Blog Post 1, Week One, Assignment 1-A, etc.*)

You can **Save** your work at any time and return to it later, or click the **Publish** button when you are completely finished, as indicated in the figure below with red arrows.



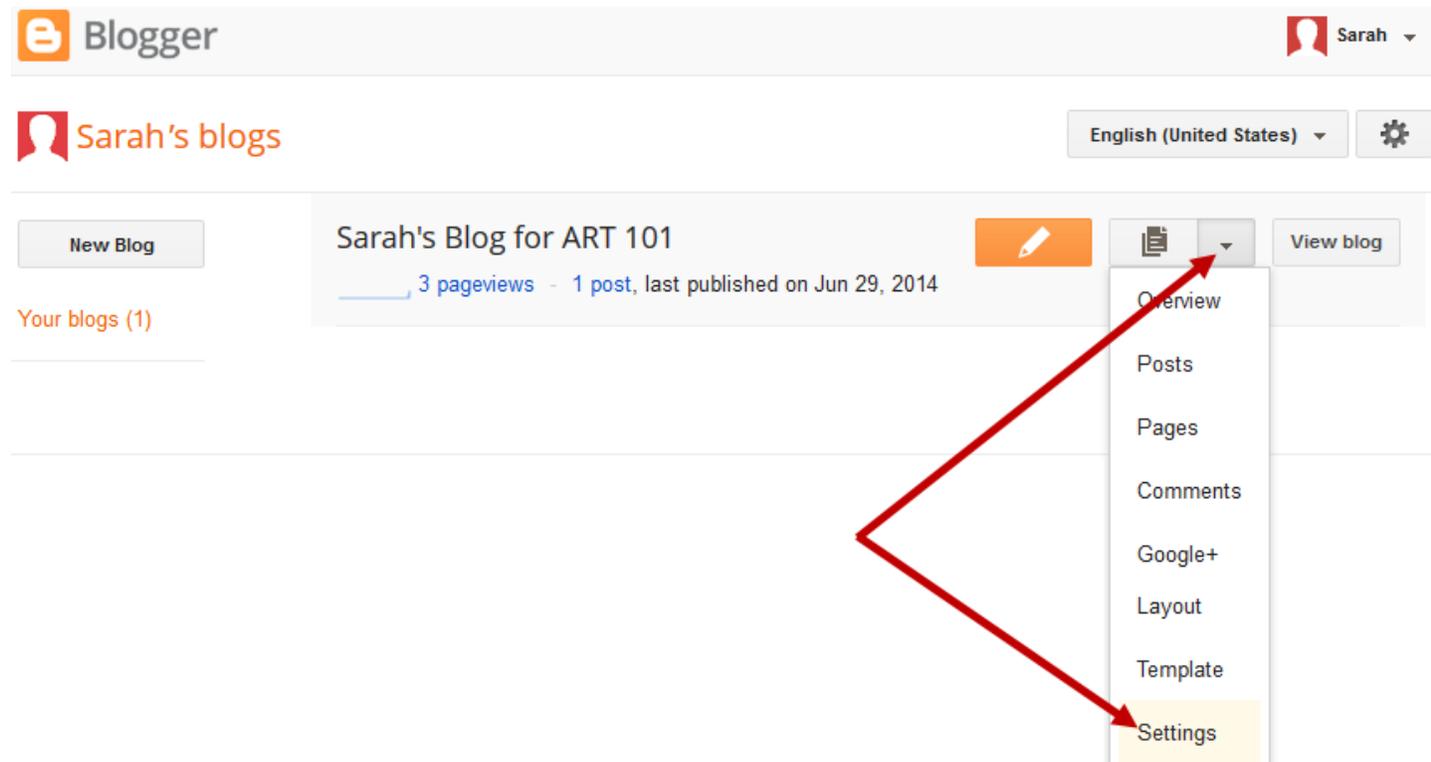
Adjust Your Privacy Settings

Click the **Blogger icon** in the upper left corner to *return home*.



The screenshot shows the Blogger dashboard interface. At the top left, there is a navigation bar with several icons: the Blogger logo (a white 'b' on an orange square), a pencil icon, a document icon, and a 'View blog' button. A red arrow points to the Blogger logo. To the right of these icons is a user profile icon labeled 'Sarah'. Below the navigation bar, the main content area displays 'My blogs' with a sub-header 'Sarah's Blog for ART 101 · Posts > All (1)'. There are search and settings buttons on the right. On the left side, there is a 'New post' button and a sidebar with 'Overview' and 'Posts' links. The main post area shows a post titled 'Week One' by 'Sarah' with 0 comments and 0 shares, published at 7:41:00 AM.

From the pull-down menu, choose **Settings**.



The screenshot shows the Blogger dashboard with a pull-down menu open for the blog 'Sarah's Blog for ART 101'. The menu lists several options: Overview, Posts, Pages, Comments, Google+, Layout, Template, and Settings. The 'Settings' option is highlighted in yellow, and a red arrow points to it from the right. The background shows the 'Sarah's blogs' section with a 'New Blog' button and the blog's statistics: '3 pageviews - 1 post, last published on Jun 29, 2014'. The user profile 'Sarah' is visible in the top right corner, and the language is set to 'English (United States)'.

Settings > Basic

Basic Privacy - Search Engines and Promotion

By default your blog is public and can be found in search engines. In the figure below, you can adjust your **Privacy** to not allow your blog to be listed on Blogger/Blogspot or listed in search engines by clicking *Edit*.

Add Authors

You can create a class or group blog with additional authors by clicking **Add Authors**. The menu expands and allows you to type in the *email address* of those you would like to have permission compose posts to your blog.

Blog Readers

As mentioned before, your blog is public and can be read by anyone on the Internet. You can choose to *Edit Blog Readers* and restrict access to only those you listed as authors in the step above. Or you can provide a list of email address so only these readers are allowed to read your blog. Click **Add Readers** to expand.

My blogs Sarah's Blog for ART 101 · Settings > Basic

Basic

Title Sarah's Blog for ART 101 [Edit](#)

Description [Edit](#)

Privacy Listed on Blogger. Visible to search engines. [Edit](#)

Add your blog to our listings? ?
 Yes No

Let search engines find your blog? ?
 Yes No

[Save changes](#) [Cancel](#)

Publishing

Blog Address sarahmc-art101.blogspot.com [Edit](#)

+ Setup a 3rd party URL for your blog - Point your own registered URL to your blog.

Permissions

Blog Authors Sarah [mccorks@wfu.edu](#) Admin

+ Add authors

[Invite authors](#) [Choose from Contacts](#) [Cancel](#)

Blog Readers

Public [Edit](#)

Public
Your blog is open to all readers by default.

Private - Only blog authors
Your blog is restricted so that only blog authors can read it. Other visitors to this blog will not be able to read any posts; instead they will get a message stating that this is a private blog.

Private - Only these readers
You can restrict your blog to only readers you choose. However, these readers will need to log in before reading your blog, adding an extra step. We'll save your readers list for you, so you can switch back at any time.

No readers

+ Add readers

[Save changes](#) [Choose from Contacts](#) [Cancel](#)

Settings > Posts and Comments (Additional settings in left menu)

Comments

You can choose to limit the ability to leave a comment to only those listed as members (readers, authors) and/or moderate comments. Use caution when allowing those with Google Accounts to comment, as these include everyone and are not limited to those at Wake Forest.

My blogs

Sarah's Blog for ART 101 · Settings > Posts and comments



New post

- Overview
- Posts
- Pages
- Comments
- Google+
- Stats
- Earnings
- Layout
- Template
- Settings**
- Basic
- Posts and comments
- Mobile and email
- Language and formatting
- Search preferences
- Other

Posts

- Show at most posts on the main page
- Post Template [?](#) [Add](#)
- Showcase images with Lightbox

Comments

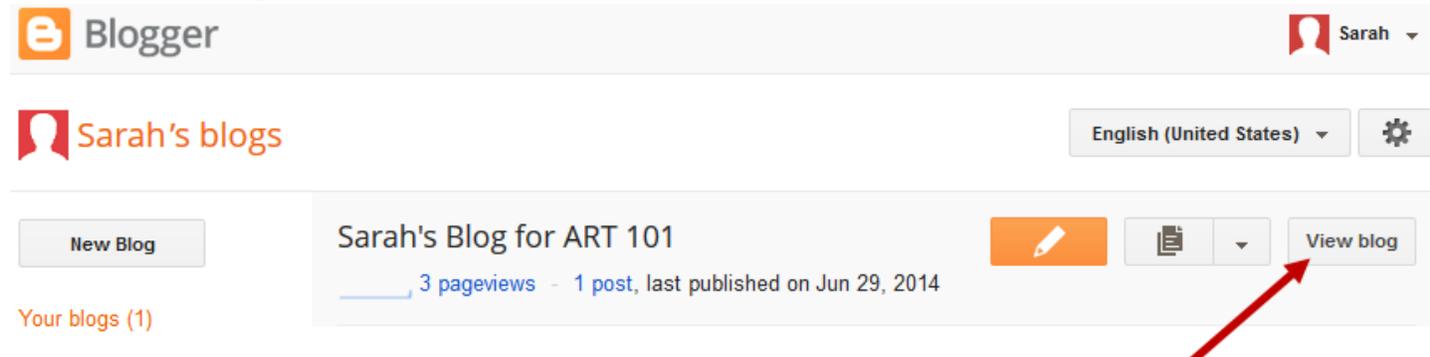
- Comment Location
- Who can comment?
 - Anyone - includes Anonymous Users
 - Registered User - includes OpenID
 - User with Google Accounts
 - Only members of this blog
- Comment Moderation
 - Always
 - Sometimes
 - Never
- Show word verification
- Show Backlinks
- Comment Form Message [Add](#)

Where Is My Blog?

Click the **Blogger icon** in the upper left corner to *return home*.



Click the **View Blog** button



The **web address to your blog** appears in the browser window (noted in the figure below with a red arrow). You can copy/paste this address and send it to your instructor. If your instructor requested an **RSS feed** for your blog, you will find that link at the bottom of the screen (noted in the figure below with a blue arrow).

