

# Setting up a Blog Site

1.	Goto <a href="http://www.blogger.com">www.blogger.com</a> If you don't already have a google account (gmail) you will need to set one up to log into Blogger
2.	Click on <b>New Blog</b>
3.	<b>Give your Blog a title</b> Eg. Gaznjo's Pacific Circle Cruise 2016
4.	<b>Create an address for your Blog.</b> You will only need to type the text that is highlighted in red. The rest will autofill Eg gaznjopacificcircle16.blogspot.com
5.	<b>Pick a Template.</b> We will stick with <b>Simple</b> but you can browse and choose another template later. Click on <b>Create Blog!</b>  Now if you click on View Blog at the top of the screen you will be taken to your blog site. I will go through some of the options if you want to change the look of your blog.
6.	<b>Overview</b> – gives basic statistics about your blog
7.	<b>Posts</b> – this is where you go to create or edit the posts for your blog whilst online
8.	<b>Pages</b> - this is where I have to play dumb and I don't have any pages on my blogs
9.	<b>Comments</b> – this is where you can review the comments people have left on your blog. Depending on how you have set up the handling of comments, this is where you can approve new comments or delete old comments.
10.	<b>Google+</b> - I have never utilised this section
11.	<b>States</b> – gives statics of page views
12.	<b>Earnings</b> - I have never utilised this section
13.	<b>Campaigns</b> - I have never utilised this section
14.	<b>Layout</b> – this shows you the layout you have chosen for your blog. Each of those little boxes you see have an edit link in them. This means by clicking on them you can edit what is in that box. For example, in the Header box this is where you can change the Name and the description of the Blog. You can also upload a picture to go across the top of your blog.  Where it says add a Gadget is where you can add in things like a box that people can subscribe to your blog by email. Add a list of links, pictures or videos... click on each one to learn about them.
15.	Before we go to <b>Template</b> I am going to jump down to <b>Settings</b>

16. **Settings - Here you can change, set up or add different aspects of your blog. I usually stick with the defaults but I will go through things that I usually change. But you can change it to how ever you like.**

### **Basic**

Here you can change the name of your blog and add a description. By default, the description you add will be viewed on your blog page. Privacy I just left the default.

**Publishing** – this is the address you created earlier.

**HTTPS Settings** – I left the default

**Permissions** – here you can add other authors to post or edit your blog

**Blog Readers** – I leave my as public so everyone can read it.

### **Post and Comments**

**Posts** – I left the Defaults.

#### **Comments**

The only thing I changed here was **Comment Moderation to Always** and then added my email address.

Don't forget to click on Save Settings up on the top.

### **Mobile and Email**

**Mobile** – I don't use this option to add my posts

#### **Email**

This is where I set up an email account to upload my posts from. By setting this up I can write my posts in Word then copy and paste it into an email, add pictures as attachments then when I am logged onto the internet I send the email to the address I create here. I set it to publish immediately as you want to avoid spending too much time on the internet. This is not ideal for formatting posts but while you are away you don't have time to do this whilst you are connected to the net. You can go back and pretty it up when you get home.

#### **Posting using email - joannexx.pacificcircle@blogger.com**

The only thing you have to add here is the text shown in red above. Save this email in our outlook.

I click the radio button Publish email immediately as I don't want to waste internet minutes having to log into blogger to publish

I like to check comments left on the site before they are published. In the Box type in the email address you would like the notifications to go to.

Email posts to, is where you email addresses if you would like a copy of your posts sent to as well. (maybe the kids if they don't go and look for it)

Don't forget to click on Save Settings up on the top.

### **Language and Formatting**

The only thing I changed here is the Time Zone to Sydney time. (GMT=10:00)

Don't forget to click on Save Settings up on the top.

I don't change anything under the next 2 headings.

17. **Back to Template**

This is where you can change the look of your blog. Under live on blog you can click on the customise button.

At the top you will see a series of options and below is live copy of your blog.

At the top you will see an array of different templates you can use. By clicking on any one of them you will see how your blog will look.

Playing with these settings is the only way to really learn how they work...

**Background** - here you can change the colour scheme of your blog. By clicking the drop down arrow under background image you change the background from a solid colour to a picture. You can use one their backgrounds or you can up load one of your own pictures.

Under main colour theme you can play around and change to colours that you prefer.

**Adjust widths** – by moving the sliders you will how you can change the widths of the body and side bar of your blog.

**Layout** – once again by clicking on each different option you can see how it changes your blog. I liked to keep it simple and stick to the defaults

**Advance** – Here is where you can change the colour and text of your blog. You can leave it as the default or play around and see how it can change.

Play around with adding some posts with pictures etc. You can do that straight from the net while you are at home.

While I am away I write my blog in word. Then I cut and past the text into an email.

The heading I want for my blog entry I type in the subject Line

Any photo's I would like to display I add as attachments to the email. ( photo's need to be compressed , I can show you that once on board)

I send the email to the email address that we created above.

Because I take my lap top with me I can do this all while I am off line and then all I need to do is log onto the internet and send the emails.

You could probably do this straight on your tablet as well. Just type everything up in an email and save as a draft until you are on shore with some free wifi.

There is also a blogger app which you might want to check out and play around with ....

These instructions are very broad and enough to get something up and running.

If you have any questions, please do not hesitate in contacting me....

Joanne

[crazycruiser@optusnet.com.au](mailto:crazycruiser@optusnet.com.au)