

Introduction to Blogging

I. GETTING STARTED:

1. Go to: <https://www.blogger.com/start>.
2. Click on the orange arrow that says “Create your blog now”.
3. Follow the prompts to set up your account and click “Continue”.
4. On the next page, give your blog a title and select a URL for your blog (something that will be relevant to class and easy to remember!).
5. Next, choose one of the 12 templates available to you through Blogger. (Note: you can always modify these later on with your own images.) Click “Continue”.
6. You should now see a screen that says: “Your blog has been created!” Click on the orange arrow that says: “Start posting”.

II. POSTING TO YOUR BLOG:

1. Once you’ve set up your blog, you can begin posting. After following the instructions above, you will see a screen showing a blank text box. (Make sure you’re in the Compose tab, not the HTML tab.) If you’re not sure about which tab you’re in, look towards the top right corner of the screen.
2. Now give your blog entry a title.
3. Next type something in the text field. Then click on the orange “Publish post” button. Don’t worry if you see a mistake; you can go back and edit your post at any time.
4. To format the text, use the tool bar at the top. Change the font type and style to your liking. You can also try using the bullet/numbering feature for making lists.
5. Check your spelling by clicking on the “ABC ✓” icon at the top of the text box.
6. To preview your page, click on the Preview link to the right of the page.
7. If you’ve already clicked “Publish post”, click on “View Blog” to see your page.

III. EDITING THE MAIN PAGE:

1. To customize your blog page, click on “Customize” at the top right corner of your screen.
2. Next click on “Edit” in the Header area. You can give your blog a description or change the display name that people see when they visit your blog.

3. You may also want to edit the section called “About Me” to the left of the screen.
4. If you want to add different features to your blog page, click on “Add a Page Element” and choose from the various options available to you (videos, newsreels, etc.).
5. On this screen, you can also change your template by clicking on “Pick New Template” at the top.
6. Clicking on “Fonts and Colors” at the top of the screen will allow you to customize the template even further.

IV. UPLOADING AN IMAGE:

1. To import an image into one of your posts, go to Dashboard > “+ New Post”. When the new post box appears, click on the image icon on the tool bar (if you’re not sure which one this is, drag your cursor over the icons to see their display names).
2. At the next prompt, browse for your **.jpg** image. Choose a layout and Image Size and then click the orange “Upload image” button.
3. Blogger will tell you it’s loading the image. Once it’s finished, you see it appear right in the text box.

V. UPLOADING A VIDEO CLIP:

1. To upload a video clip, click on the video icon (it looks like a film strip).
2. At the next prompt, Browse for your video file on your desktop or folder. Note that videos must be in the following formats: AVI, MPEG, or Real.
3. Give your video a title, check the box that says you agree to the Terms & Conditions of video material, and then click on the orange “Upload Video” button.
4. Note: an easy way to import YouTube videos into your blog is to copy and paste the “embed” link (located to the right of every YouTube video) into the “Edit HTML” view of your post.

VI. HYPERLINKING ONLINE MATERIAL TO YOUR BLOG:

1. To hyperlink a website to your blog, highlight the text you want to become “active”, then click on the globe/paperclip icon on the tool bar.
2. At the next prompt, copy the URL of the website you want to hyperlink and click OK.
3. You should now see your text highlighted and underlined. Next click on “Publish Post” button to test it out.
4. ***NOTE:** You can always delete a post by going to the Posting tab, then clicking on the “Edit posts” tab. Here you will see a list of all of your posts. To delete one, check the box to the left of the post’s title and then click on the blue “Delete” to the far right.

VII. *OPTIONAL- HTML LANGUAGE:

1. If you are curious about HTML language and want to give it a try, these codes are helpful to know about (*NOTE: must be working under the “Edit HTML” tab to use these):
 - a. Bold tags = `text`
 - b. Italic tags = `<i>text</i>`
 - c. Underline tags = `<u>text</u>`
 - d. Hyperlink = `display text`

*The above information was compiled by the Instructional Developer and is meant to serve as an introduction to blogging for students in the Journalism Department at the University of Connecticut only. Please contact maeve.ryan@uconn.edu with questions and/or comments.