An Introduction to Google Blogger

Signing In

To sign into Google Apps for Education,

1. Go to http://go.uis.edu/google
2. Select Continue.

Creating a New Blog

To create a new blog with Google Blogger,

1. Click the New Blog icon.
2. Enter a Title of your new blog, and an Address where it will be located. Choose a template, and click Create blog!
3. Your new blog will now appear in the list under your blogs. To make a post, click the **orange pencil icon**, to view your blog, click **View blog**, and to edit your blog, click the **dropdown arrow**.

Posting on your Blog

To create a new post,

1. Click the **Create post** icon.

2. In the **title bar** at the top of your new post, enter a title. Enter the text for your post in the text field, similarly to Google Docs and Microsoft Word. Use the edit tools along the top to edit the text, add links, and add media to your post.
3. On the right side of the screen are various settings for your new post.

You can either publish the post instantly, or choose **Schedule** to enter a specific time to publish the post.

**Click Labels** to enter tags for your post.

Select **Permalink** to access the link to the post.

**Tag a location** of your post!

Under **Options**, specify if readers can leave comments.

4. After you have finished working on your blog, you can either choose **Save** to leave and come back to work on the post at a later time, or you can choose to **Preview** and **Publish** your post.

5. After selecting **Publish**, you will be taken to the editing page of your blog. To edit, view or delete your new post, simply **roll the cursor over the posting**, and these options will appear.

6. After your post has been published, it will appear on your blog instantly!
Adding Pages to your Blog

Not only can you add posts to your Google Blog, but you can also create pages. These pages can appear either along the top or side of your blog, and can help to organize the information and content of your blog. To create a page,

1. To access the editing dashboard of your blog, select **Design** along the top toolbar of your blog.

2. Under the **Pages** option, select **New Page**, then **Blank Page**.

3. In the text bar next to **Page**, enter the title of the page. Enter the content for the page in the **text box**. After you have finished creating your page, click **Publish**.

4. Your new page will now appear along the top of your blog.
Working with your Blog

To get to the dashboard of your blog where you can edit, add posts, and more, select the Go to Post List icon from your Google Blogger homepage, or the Design tab from your blog homepage (as we discussed previously).

1. From the Google Blogger homepage, select the Post List icon.

2. Along the left side of the dashboard, you can access everything you need to manage your blog. Edit/add posts, manage comments, pages, and more.

Note: These options can also be accessed directly from your Google Blogger homepage! Simply click the dropdown arrow, and you can choose to view posts, pages, comments and more!
3. To edit the layout of your blog, select **Template**, and then choose **Customize**.

4. You now can change the **Template** of your blog by scrolling through the other options. You can also customize the **background**, the **layout**, and under **advanced**, edit the text style, size, color and more! Preview how the changes will look on your blog as you go!

5. After you have finished making your changes, click **Apply to Blog**.
Managing Settings

To manage the settings of your blog,

1. On the dashboard of your blog, choose **Settings**. Here, you can customize how many posts appear on your blog at a time, change permission settings and allow others to collaborate on your blog and add posts, change the title and address of the blog, and more.