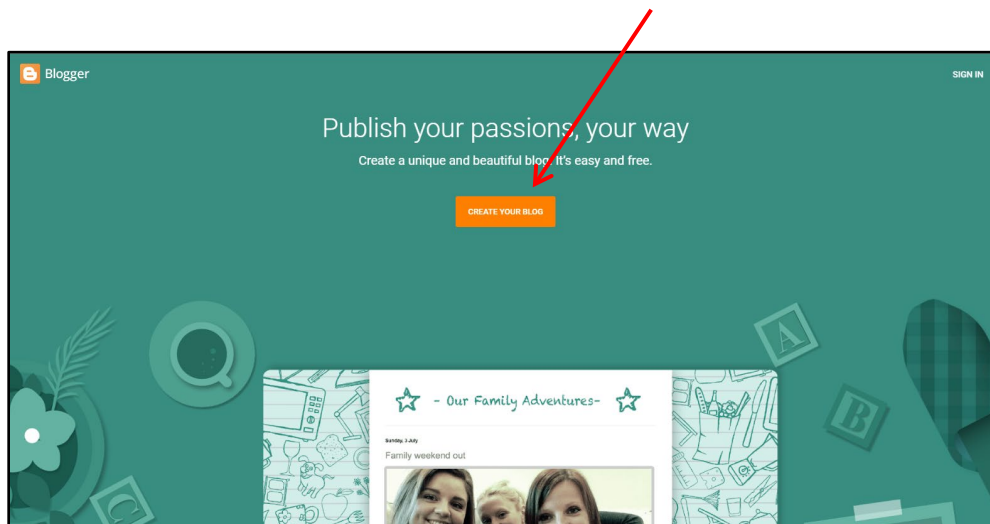


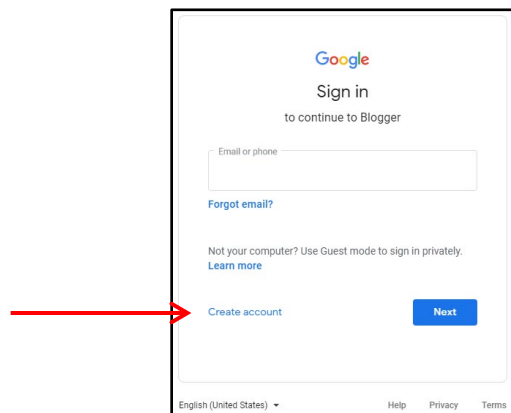
Blogger Instruction Guide

Setting up Your Blogger Site If You **Do Not** Have a Google/Gmail Account

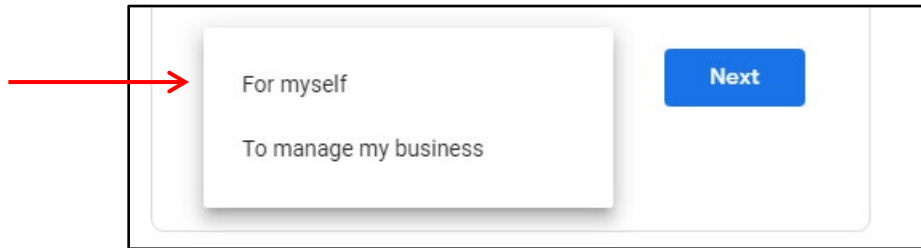
1. Go to www.blogger.com
2. Click on the “Create Your Blog” button.



3. You will be taken to the “Sign in” page.
4. Click on the “Create account” link.



5. Click on the “For myself” link.



6. Fill in the form and click on the “Next” button.


A screenshot of the Google account creation form. The form is titled "Create your Google Account" and includes fields for "First name", "Last name", "Username", "Password", and "Confirm". A blue "Next" button is at the bottom right. To the right of the form is a graphic of a blue shield with a white person icon and icons for YouTube, Gmail, and Maps. Below the graphic is the text "One account. All of Google working for you." The footer includes "English (United States)", "Help", "Privacy", and "Terms".

7. Fill in your phone number and click on the “Next” button.

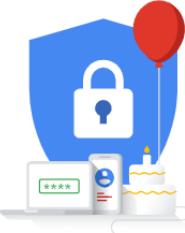
Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 Phone number

[Back](#) [Next](#)



Your personal info is private & safe


English (United States) [Help](#) [Privacy](#) [Terms](#)

8. You'll be asked to verify your phone number, so type it in the textbox.
9. You'll get a text message with a verification code. Enter the code in the textbox. Click on the “Verify” button.

Google

Verify your phone number


For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

 (619) 303-2333

G- Enter verification code

[Back](#) [Verify](#)

[Call instead](#)




Your personal info is private & safe


English (United States) [Help](#) [Privacy](#) [Terms](#)

10. Complete the form information and click on the “Next” button.

Google

welcome to Google

 @gmail.com

 Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month Day Year

Your birthday

Gender

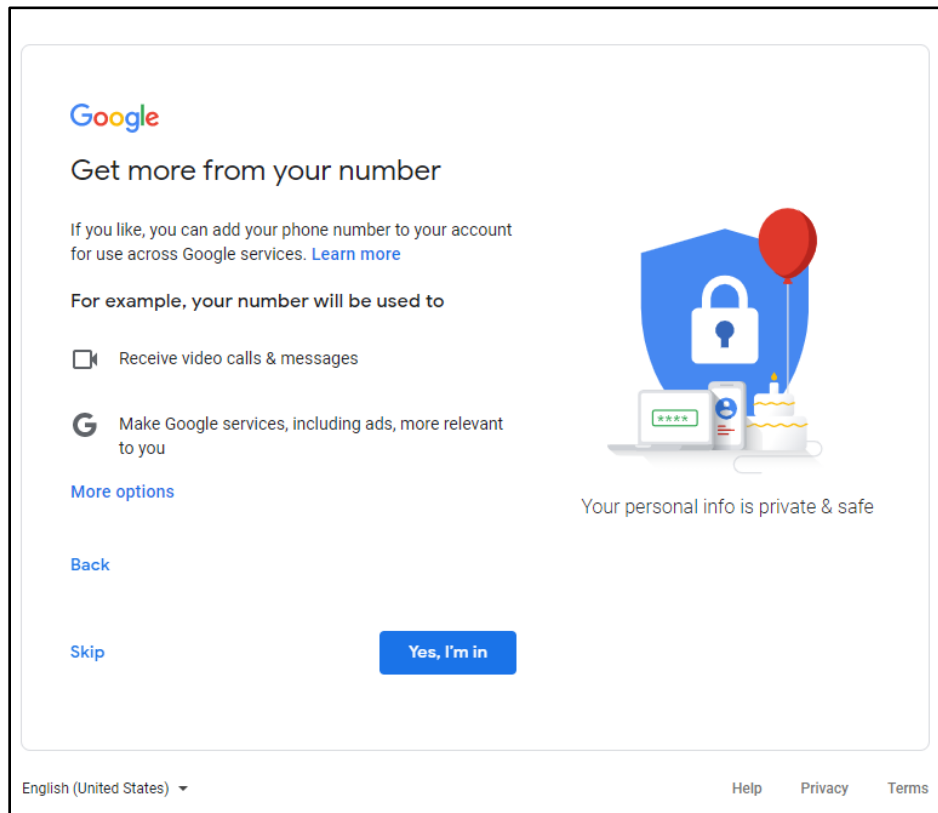
[Why we ask for this information](#)

[Back](#) [Next](#)

Your personal info is private & safe

English (United States) Help Privacy Terms


11. If you want to add your phone number to your account, click on the “Yes, I’m in” button. If not, click on the “skip” text.



The screenshot shows a Google account interface with the following elements:

- Google logo** at the top left.
- Section header:** "Get more from your number".
- Text:** "If you like, you can add your phone number to your account for use across Google services. [Learn more](#)".
- Text:** "For example, your number will be used to".
- List of uses:**
 - Receive video calls & messages
 - G** Make Google services, including ads, more relevant to you
- Text:** "More options" (with a downward arrow icon).
- Text:** "Back" (with a leftward arrow icon).
- Text:** "Skip" (with a leftward arrow icon).
- Illustration:** A blue shield with a white padlock, a red balloon, a laptop, a smartphone, and a birthday cake.
- Text:** "Your personal info is private & safe".
- Button:** "Yes, I'm in" (a blue button).
- Footer:** "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

12. Read through the Privacy and Terms document. Click on the “I agree” button at the bottom of the page.



Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below. In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

Why we process it

We process this data for the purposes described in our [policy](#), including to:

- Help our services deliver more useful, customized content such as more relevant search results;
- Improve the quality of our services and develop new ones;
- Deliver personalized ads, depending on your account settings, both on Google services and on sites and apps that partner with Google;
- Improve security by protecting against fraud and abuse; and
- Conduct analytics and measurement to understand how our services are used. We also have partners that measure how our services are used. [Learn more](#) about these specific advertising and measurement partners.

Combining data


We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](#)).

[MORE OPTIONS](#) ▾

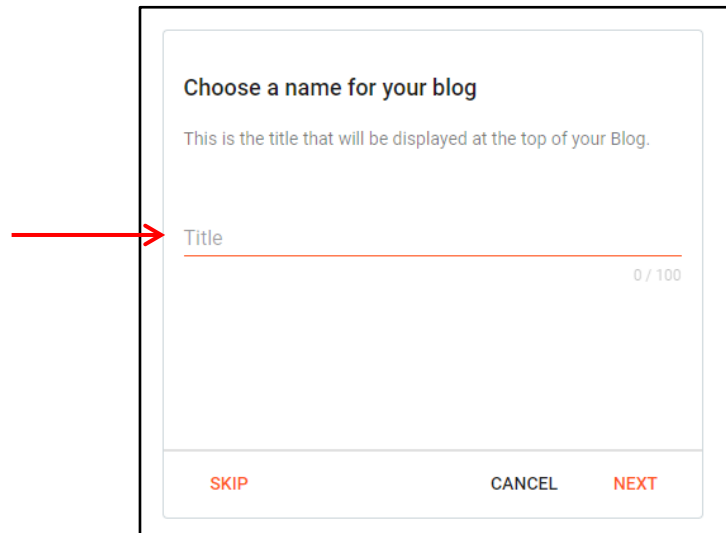
[Cancel](#) [I agree](#)



You're in control of the data we collect & how it's used

13. In the “Choose a name for your blog” textbox, type in the title you want to use for your blog.

14. Click on the “Next” button.



Choose a name for your blog

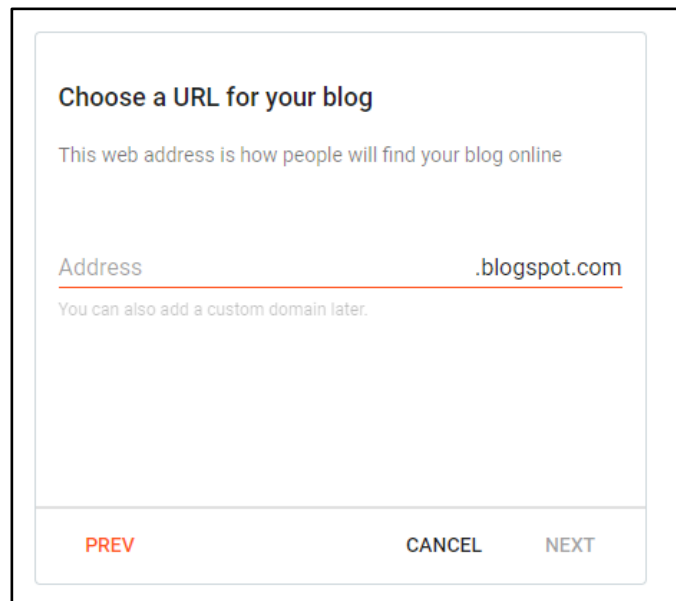
This is the title that will be displayed at the top of your Blog.

Title 0 / 100

SKIP **CANCEL** **NEXT**

15. Type in the name of your blog all in one word and all lower-case letters. It will let you know if the name is already taken. If it is, keep trying different names until it says it is available

16. Click on the “Next” button.



Choose a URL for your blog

This web address is how people will find your blog online

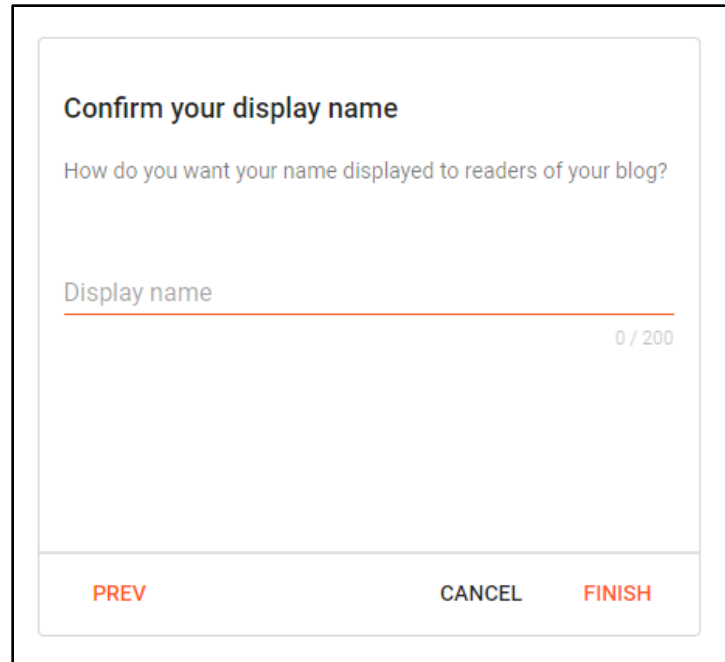
Address .blogspot.com

You can also add a custom domain later.

PREV **CANCEL** **NEXT**

17. Type in how you want your name displayed to readers of your blog.

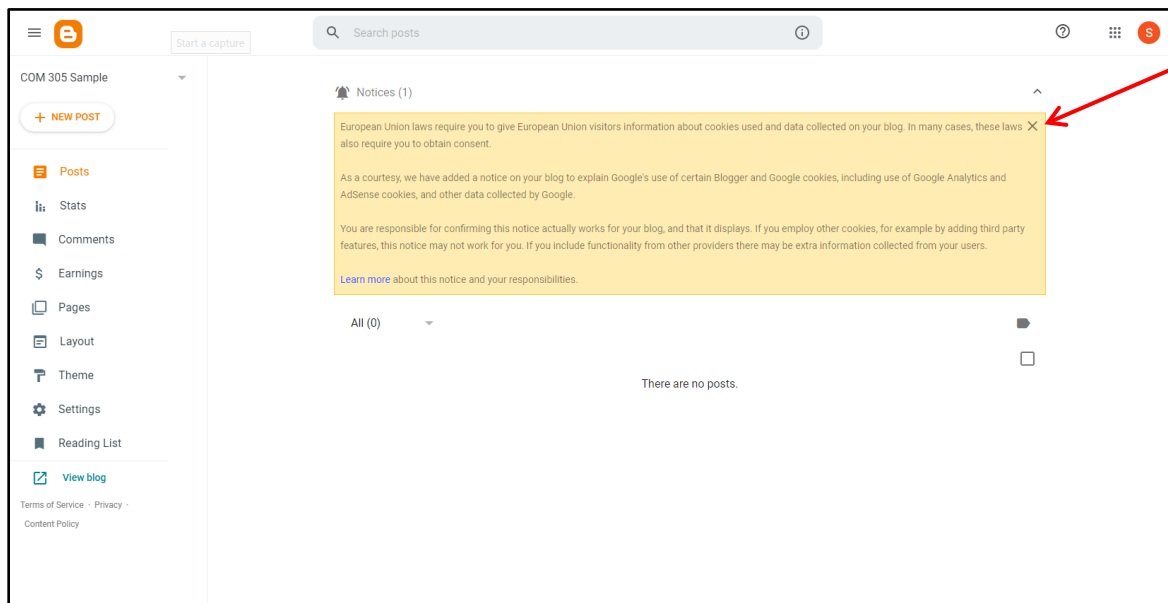
18. Click on the “Finish” button.



The screenshot shows a dialog box titled "Confirm your display name". Below the title is the question "How do you want your name displayed to readers of your blog?". There is a text input field labeled "Display name" with a red underline and a character count "0 / 200" on the right. At the bottom of the dialog, there are three buttons: "PREV", "CANCEL", and "FINISH".

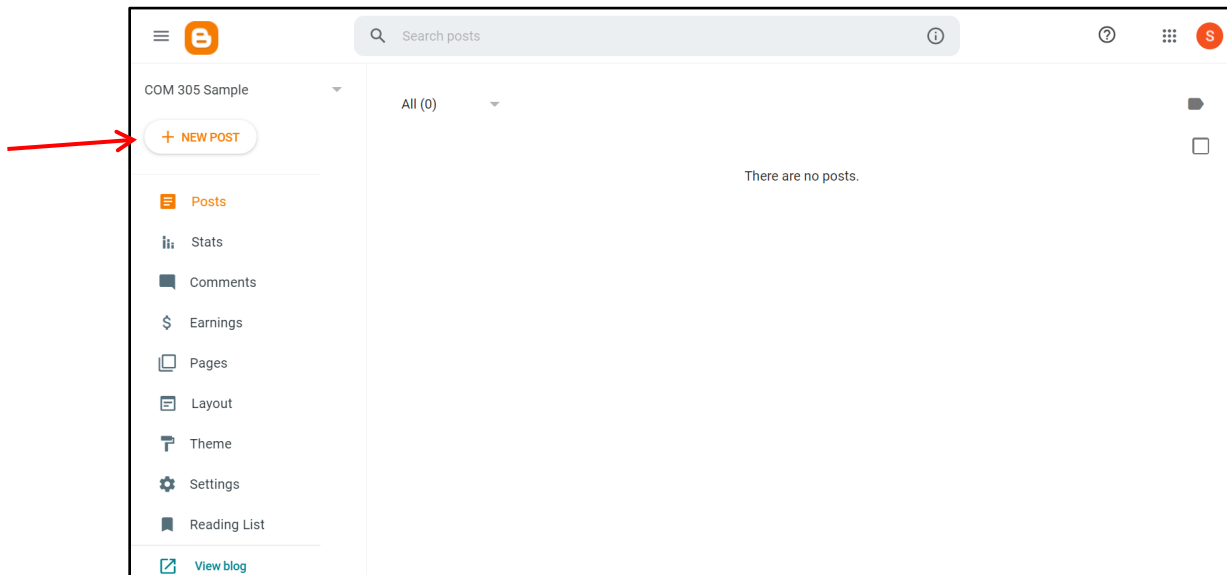
19. This will take you to your dashboard.

20. Click on the “X” in the upper right corner of the goldenrod Notices box to close it.



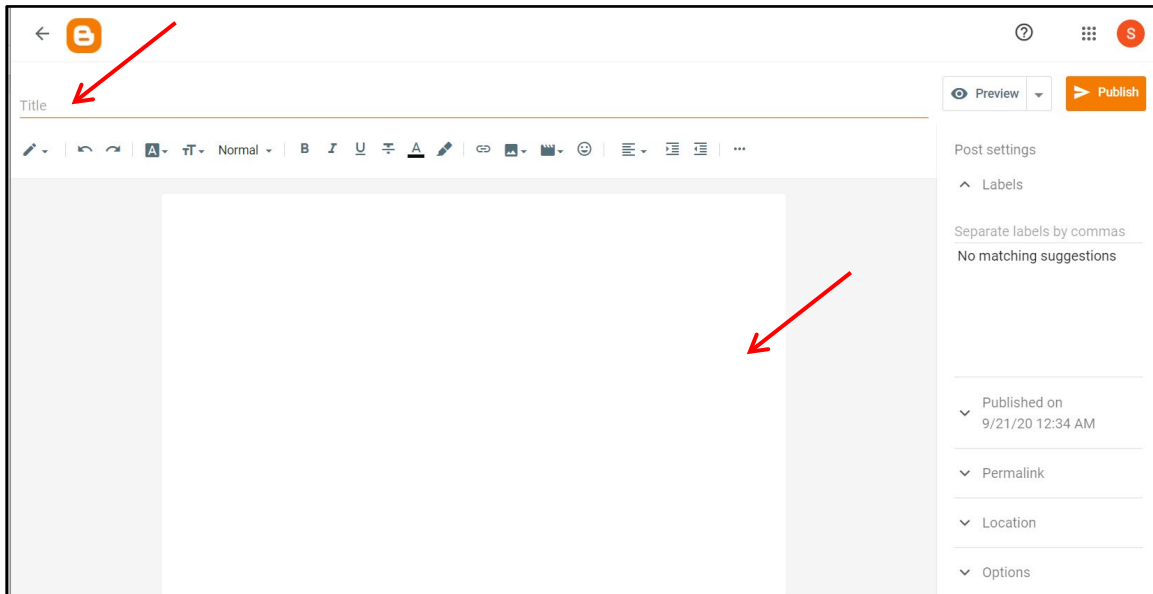
Creating Your Blog Post

1. Click on the “new post” button at the top left corner.



2. This will open the text editor and provide you with a blank page.

3. Click on the “Title” line and type in the title of this blog post.
4. Click in the white text box to add your text.



5. Use the tool bar to format your text, add your graphic, links and embedded video. If you hold your mouse over the tool, it will tell you what it does.



Adding Web Links

You will be adding web links to two web articles in your blog page, and you'll have a list of web resources at the bottom of your post—both require web links. You will be using Associated Press (AP) style, so you will need to **link to the** authors' names or titles of articles you use. Never use the URL as the actual link name in the text.

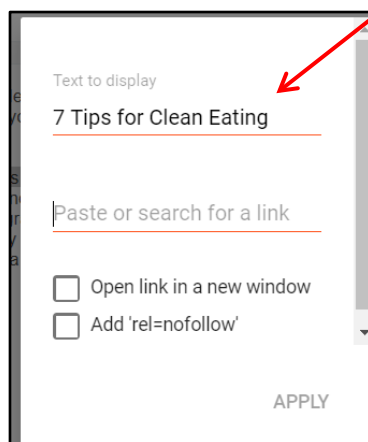
Let's say your quotation from one source is this:

According to Lisa Valente (M.S., R.D.) in her article "7 Tips for Clean Eating," clean eating is about "eating more of the best and healthiest options in each of the food groups—and eating less of the not-so-healthy ones."

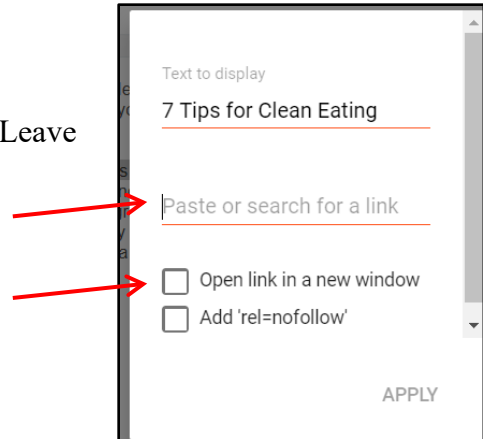
1. Type in your quotation on your blog page. Be sure to include the full author's name and the title of the article in quotation marks.
2. You can link to either the author's name or the article title.
3. Let's do the article title, so highlight the article title in the text.
4. Click on the "Link" tool in the toolbar.



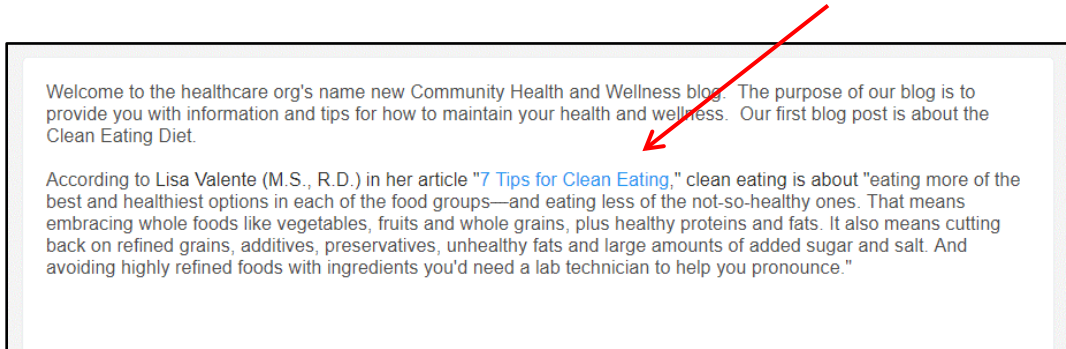
5. You will see the article title entered on the "Text to display" line in the link box.



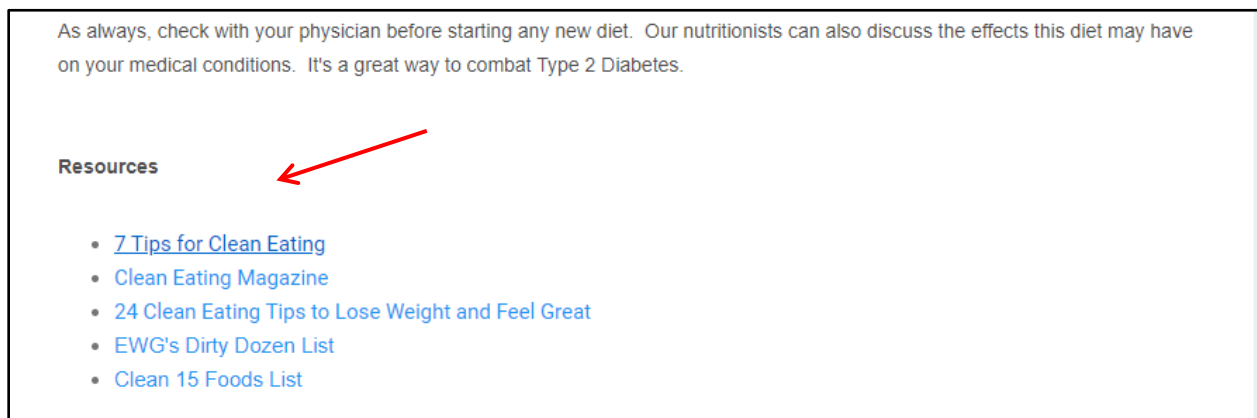
- Go to the web article and copy the URL. Paste it in the “Paste or search for a link” line
- Click on the “Open link in a new window” check box. Leave the second checkbox blank.
- Click on the “Apply” button.



- You will see the article title link.



- Below is an example of your Resources links at the bottom of your post. Always use the name of the article, not the URL, for the link.

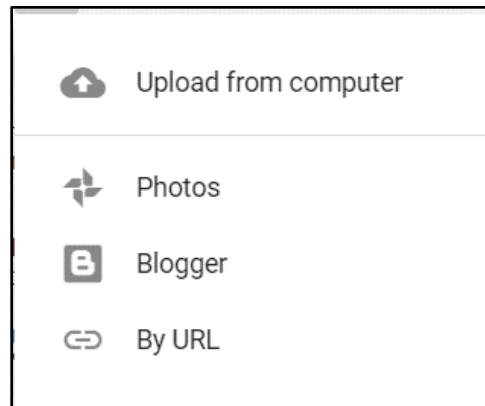


Adding Images

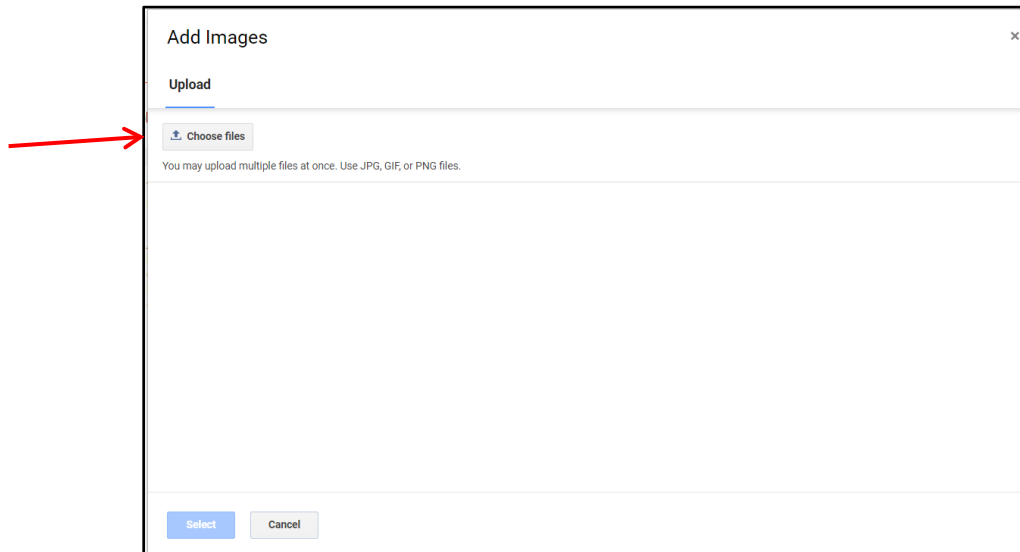
1. To add an image to your blog page, locate an image on the web (or use your own image) and save it to your computer.
2. On your blog page, place your cursor where you want the image to appear on the page.
3. Click on the “Insert Image” tool on the tool bar.



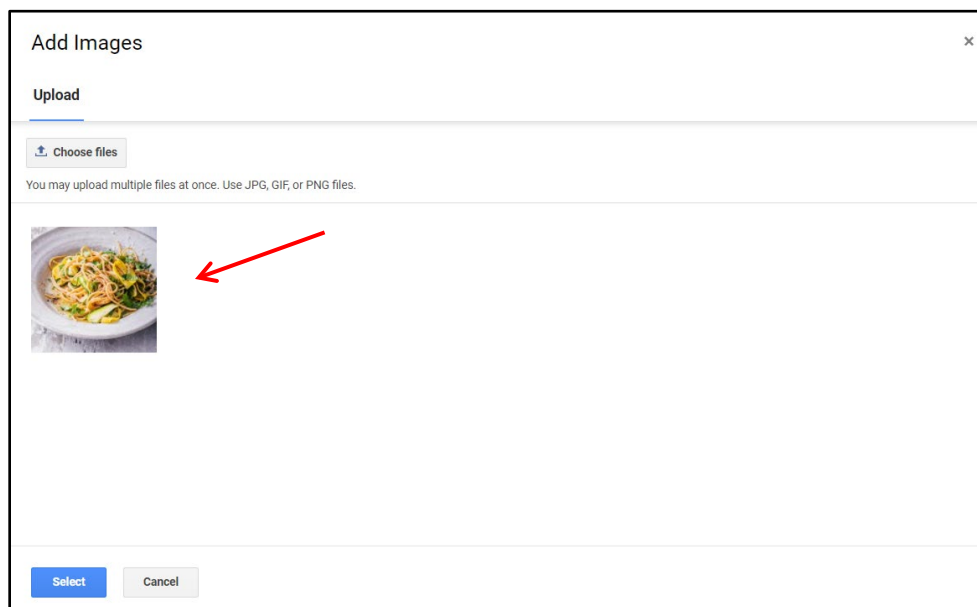
4. Click on “Upload from computer.”



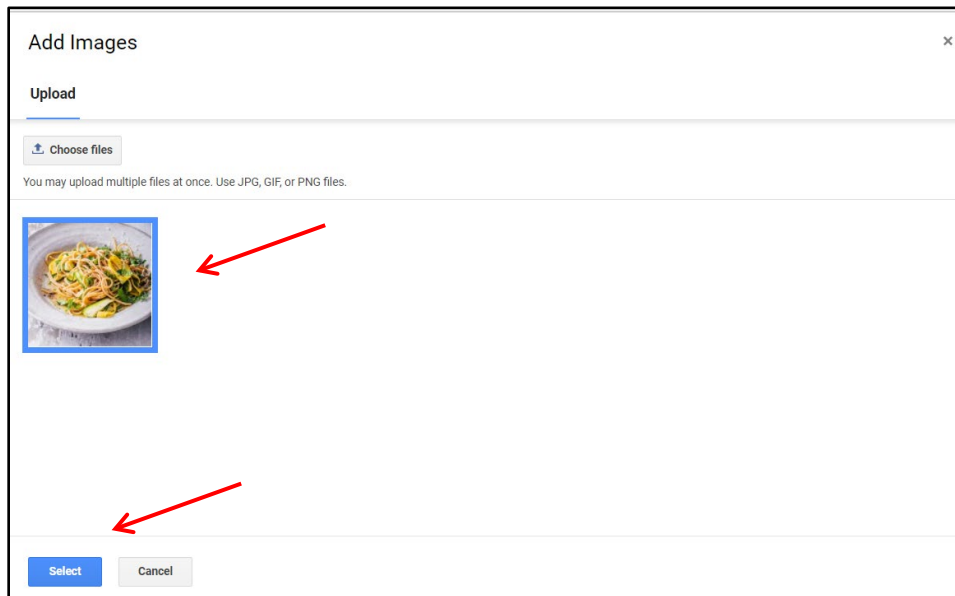
5. This will take you to the “Add Images” box.
6. Click on the “Choose files” button.



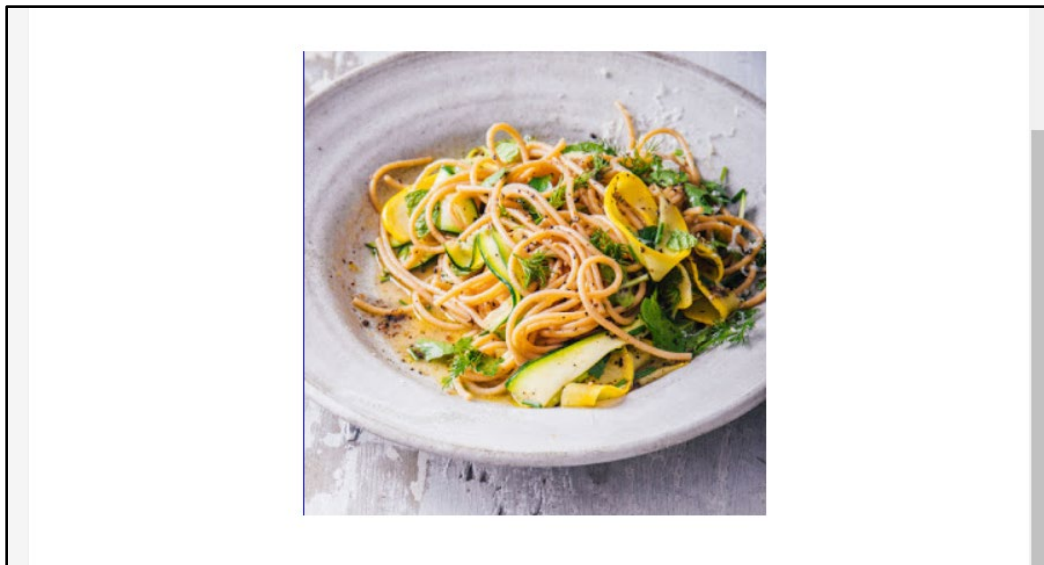
7. It will display your computer’s file list. Find the graphic file you saved to your computer and double-click on it.
8. You will see the image displayed in the “Add Images” box.



9. Click on the image to select it. You will see a blue border around it.
10. Click on the “Select” button at the bottom of the window.



11. You will see the image inserted on your page.




12. Double click on the image. You will see the image editing tools.

13. You can choose to place the image left, center or right on the screen.



14. If you choose left, you will be able wrap the text around the image.

not-so-healthy ones. That means embracing whole foods like vegetables, fruits and whole grains, plus healthy proteins and fats. It also means cutting back on refined grains, additives, preservatives, unhealthy fats and large amounts of added sugar and salt. And avoiding highly refined foods with ingredients you'd need a lab technician to help you pronounce."

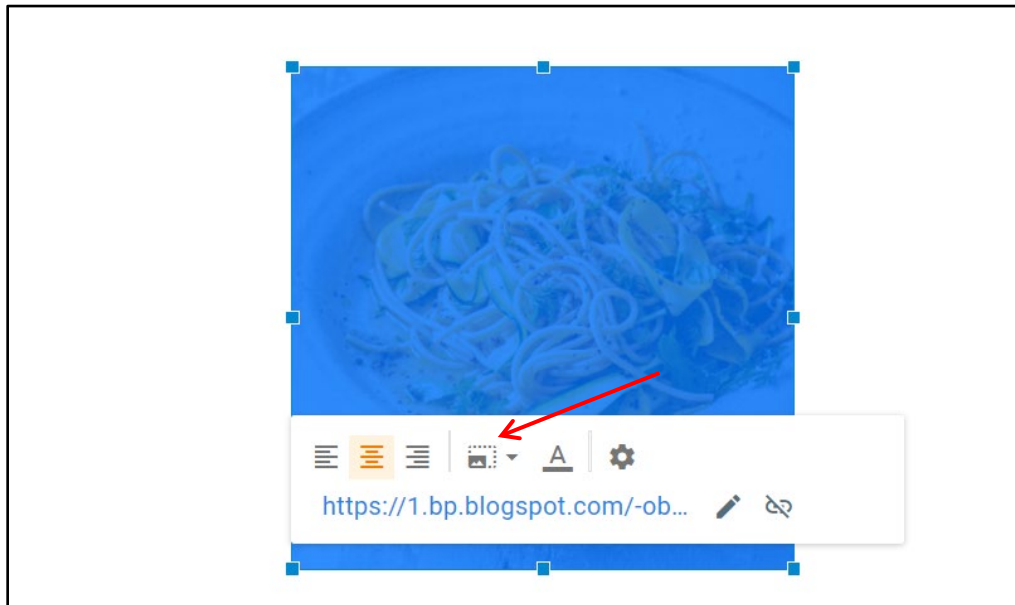


Valente explains you need to "find a clean eating style that works for you, even if that means eating a little 'dirty' sometimes. If you only take a few steps toward eating cleaner—cutting back on processed foods, for example, or eating more fruits and veggies (and, if it works for you, buying a few more organic)—it can still make an impact on your health."

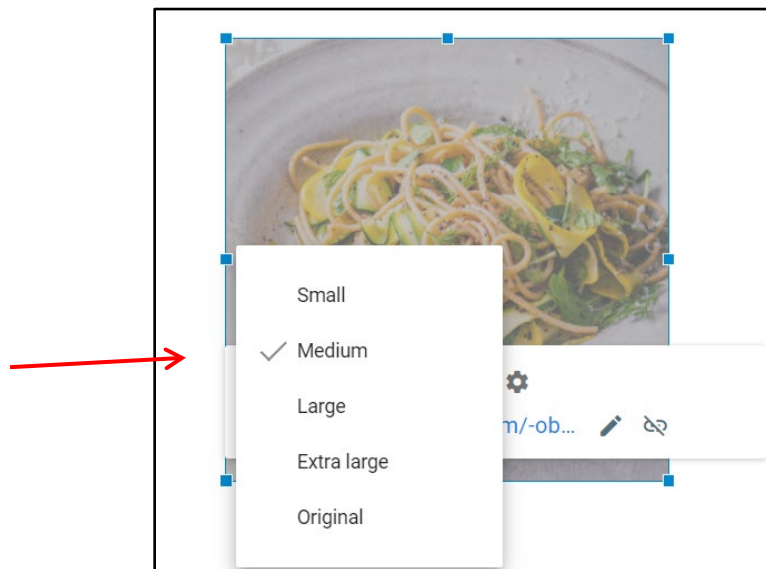
Valente explains: "When it comes to fruits and vegetables, most of us aren't getting enough. Per the Centers for Disease Control and Prevention, 76 percent of Americans don't get enough fruit each day and a whopping 87 percent aren't eating enough servings of vegetables.

Eating more fruit and vegetables can help significantly reduce your risk for a number of chronic diseases, including high blood pressure, type 2 diabetes, heart disease, obesity and cancer. The fiber in whole produce also helps keep your microbiome (the collection of good bacteria that live in your gut) happy, which can reduce your risk for autoimmune diseases, fight off pathogens and infections and even improve your mood.

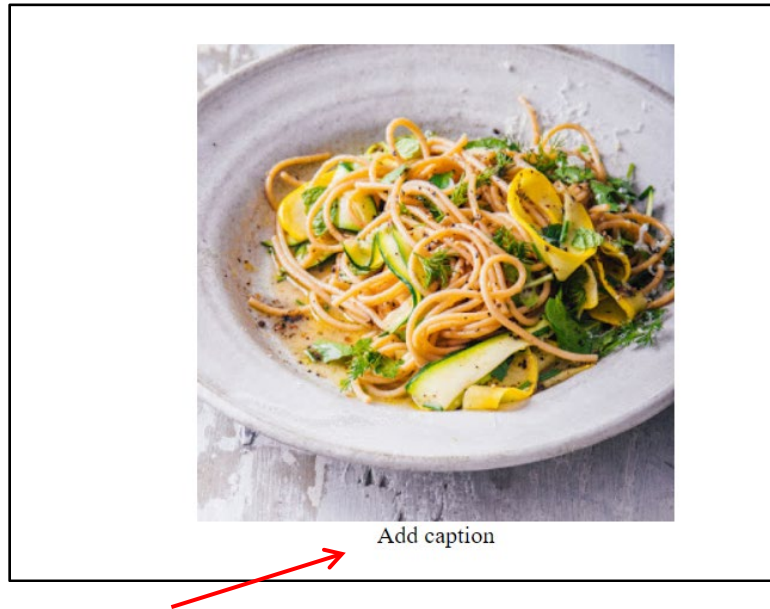
15. You can resize the image by clicking on the “Image Size” tool.



16. You will see the resize window. Click on the size you want.

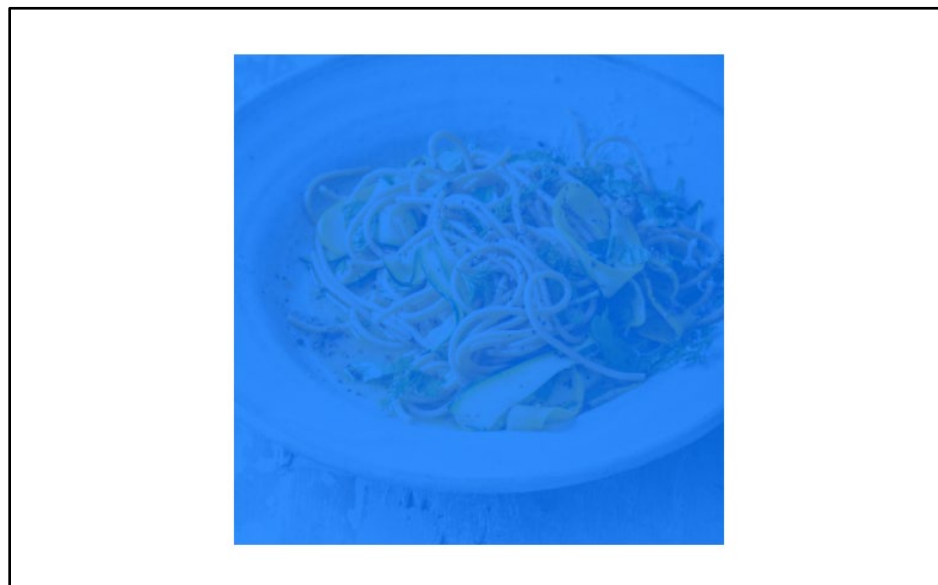


17. It may insert an “Add caption” at the bottom of your image. You can delete that text because we will not be using an APA figure caption.



18. Since we use AP style, not APA style, on the blog, the way to cite the image is to make it a link to the website where you got the image.

19. To apply a link to the image, don't click on the image (which will activate the blue menu) but highlight it. It will still be blue, but it won't display the image menu.



20. Then click on the “link” tool on the tool bar and fill in the information (the web link to the page with the image). If it worked, once you publish the blog post, you should be able to click on it and go to the website where you got the image.



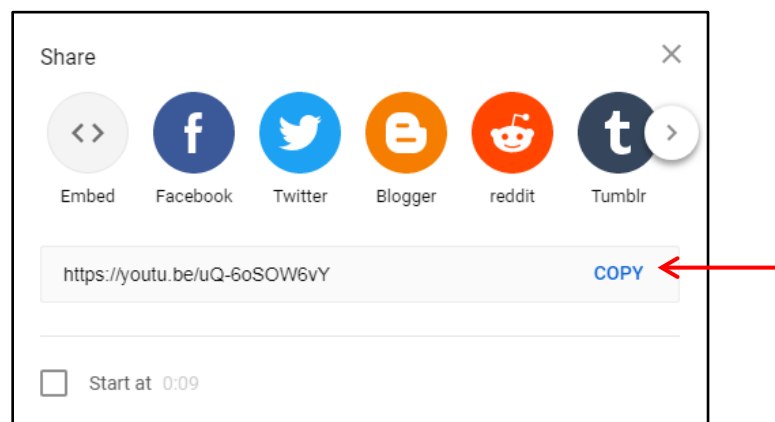
21. If it worked, once you publish the blog post, you should be able to click on it and go to the website where you got the image.

Embedding a Video

1. Go to YouTube (www.youtube.com) and find a video that you want to embed on your page.



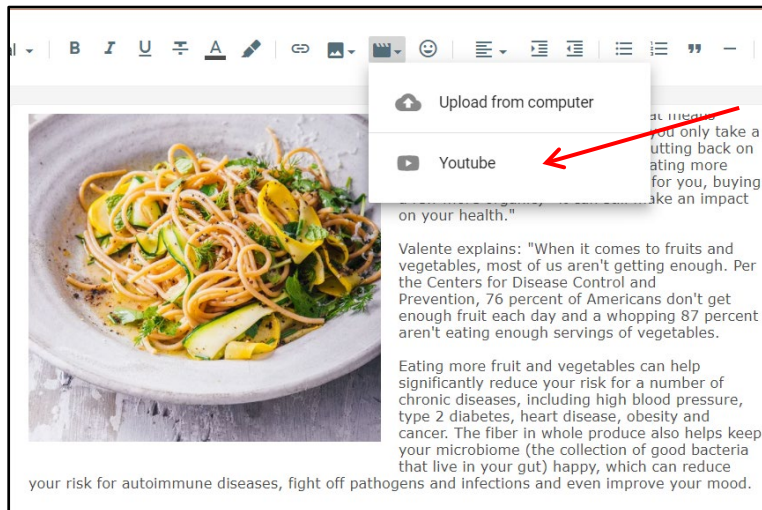
2. Click on the “share” link at the bottom right of the screen.
3. This will take you to the “share” window.
4. DO NOT click on the embed option. Click on the “copy” option next to the web address in the text box. This will copy the web address. Click on the “x” in the upper right corner to close the “share” window.



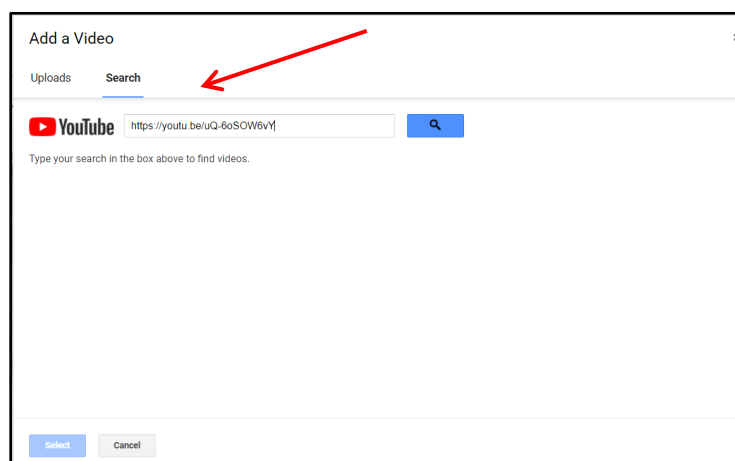
5. Back on your blog page, click on the page where you want to insert the video.
6. On the tool bar, click on the “insert a video” tool.



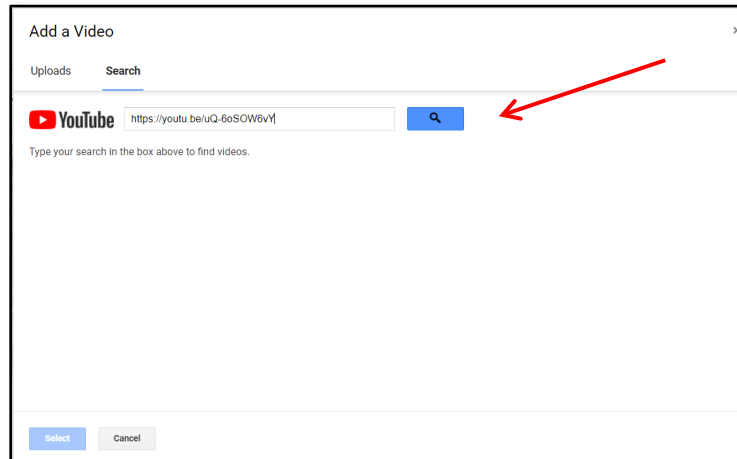
7. Click on the YouTube option.



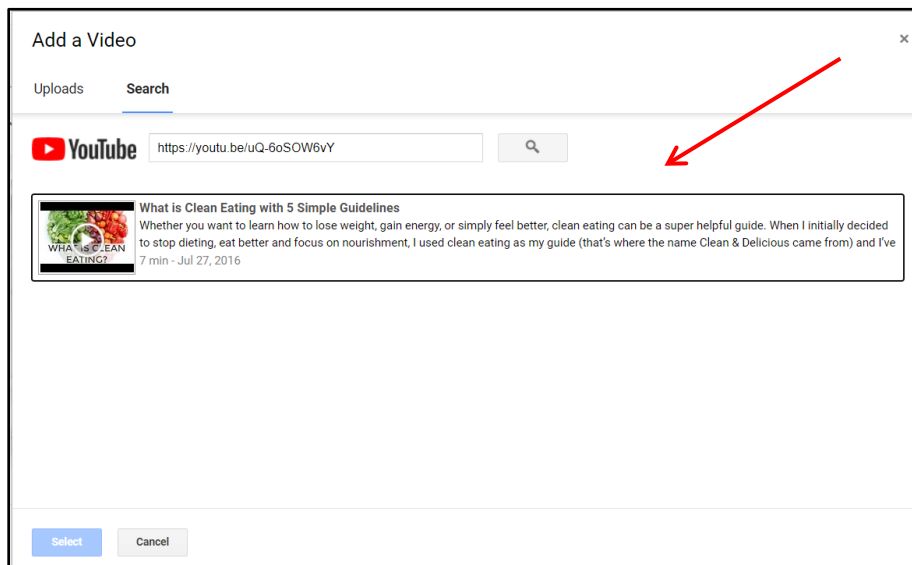
8. This will take you to the “Add a Video” window. Click on the “Search” option.
9. In the YouTube textbox, paste the URL from your YouTube video.



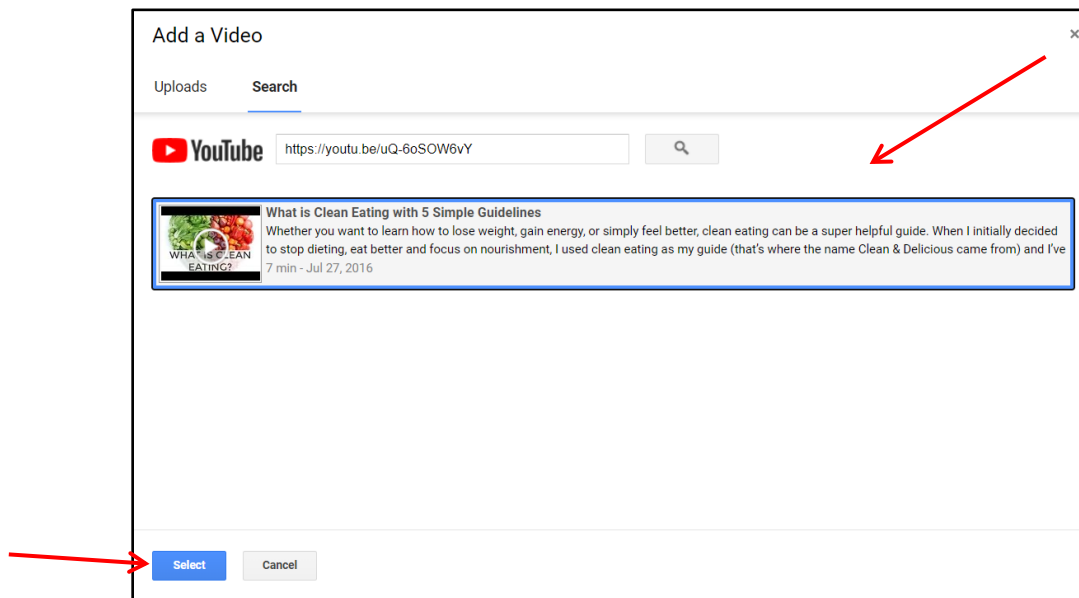
10. Click on the “Search” button (the magnifying glass icon). You will see the YouTube text box. Click in the box and paste the web address you copied from YouTube.



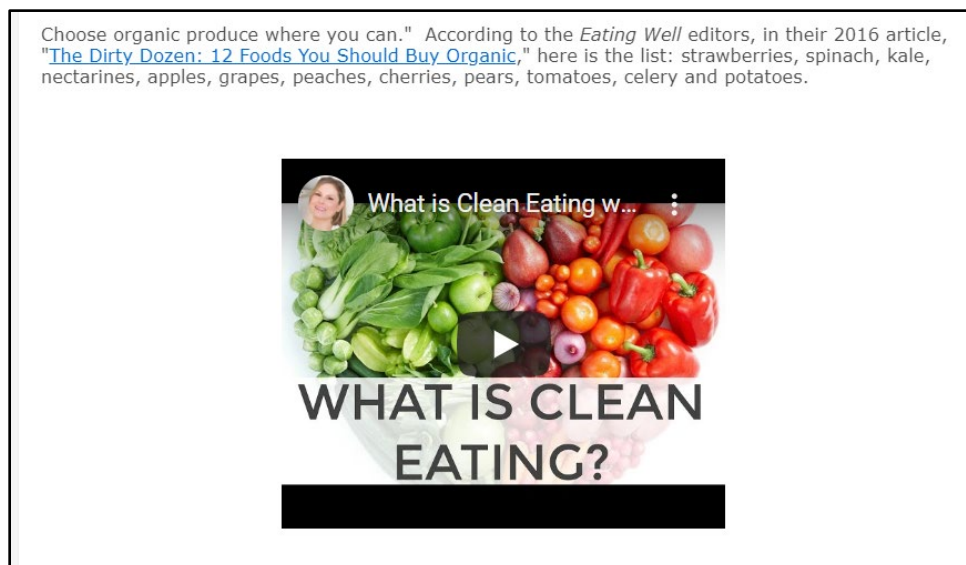
11. You will see your video inserted.



12. Click on the video to select it. You will see a blue line around it.

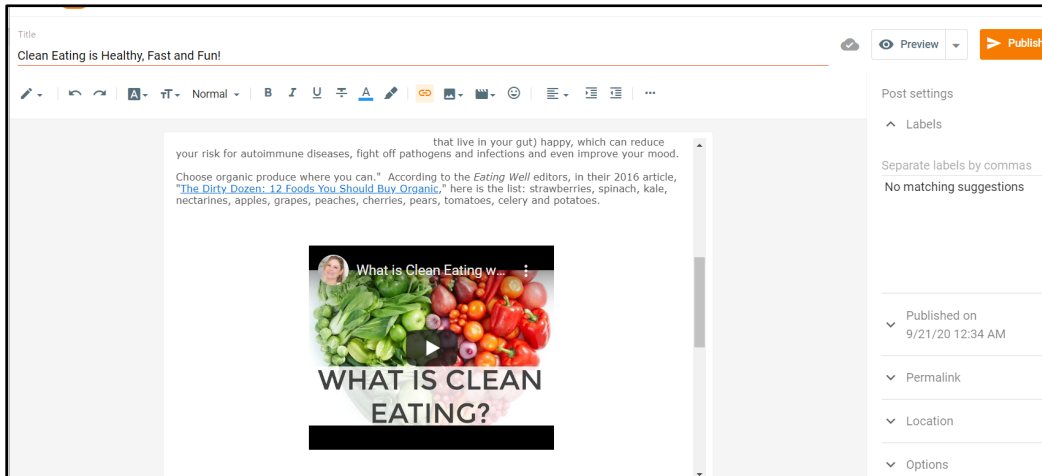


13. Click on the “Select” button. You will see it embedded in your blog page.

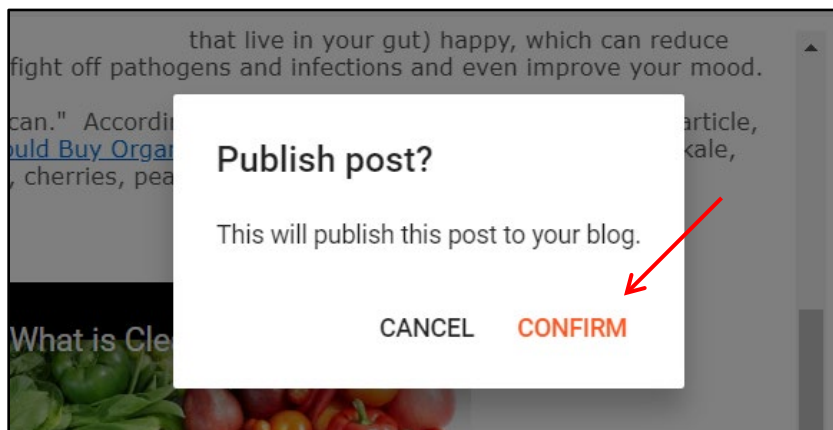


Publishing Your Post

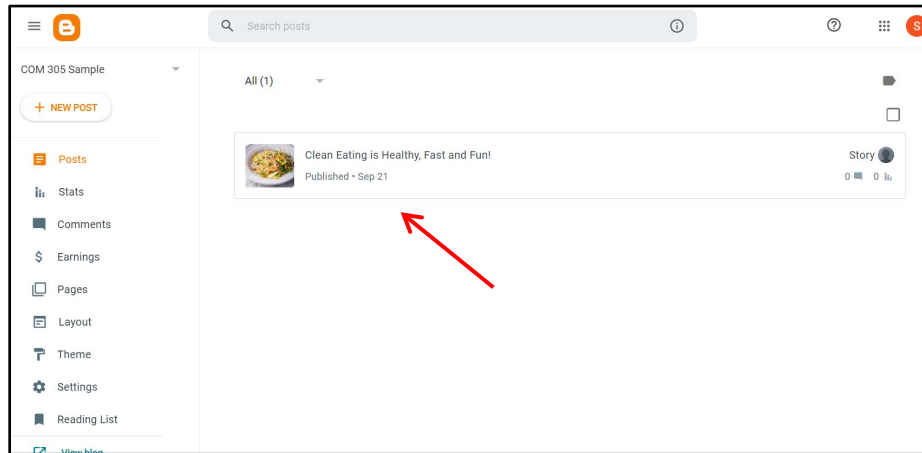
1. When your blog is complete, you are ready to publish it.
2. Click on the “Publish” button at the top right of the page.



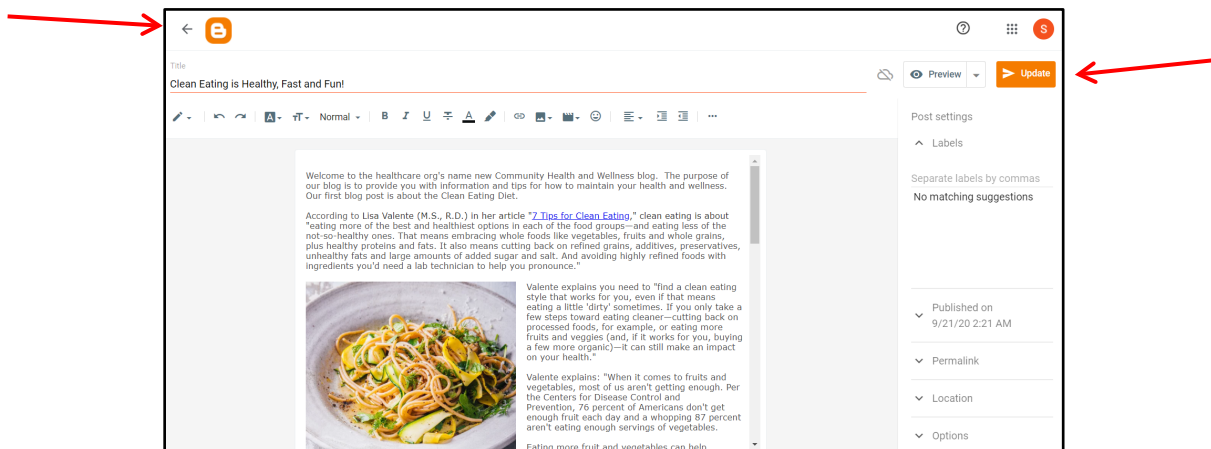
3. You will see the “Publish post?” window. Click on “confirm.”



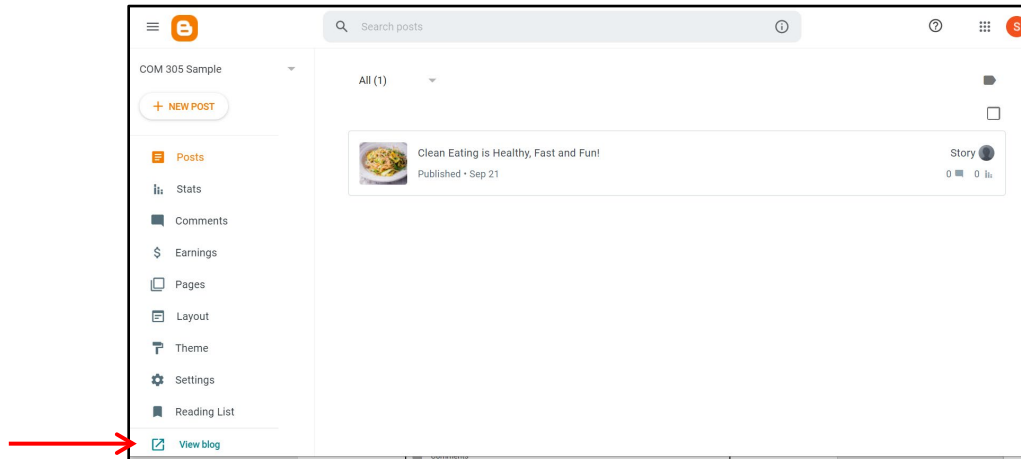
4. You will be taken back to your dashboard and will see your blog post listed.
- 5.



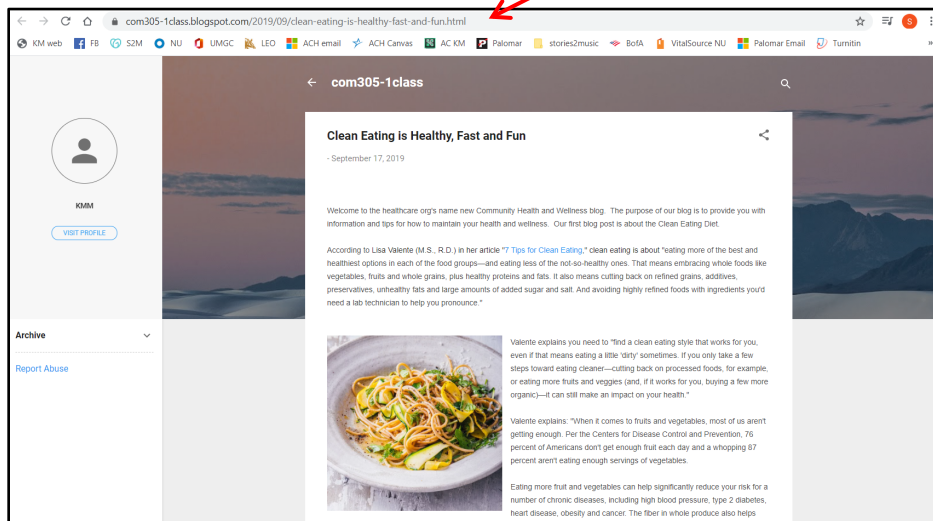
6. If you click on the post, you will open the editor and be able to edit your post. Be sure to click on the UPDATE button to republish your post.
7. Click on the left arrow next to the B in the upper left corner to return to your dashboard.



8. To view your blog post, click on the “View Blog” option at the bottom left side of the screen.

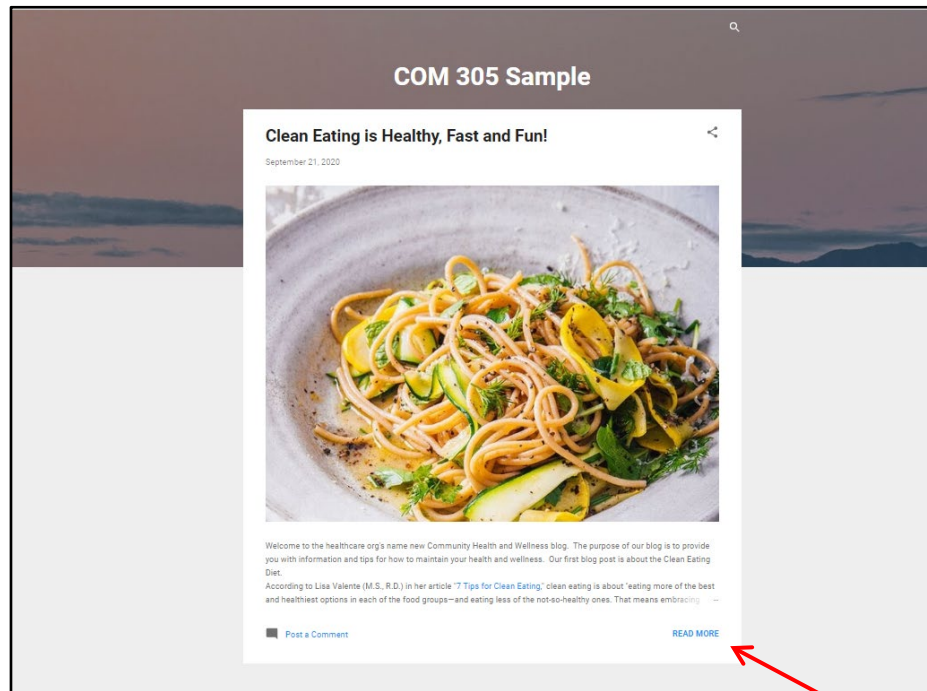


9. This will take you to your main blog page. Write down the web address of this page. This is the web address for your blog site.



10. **IMPORTANT NOTE!** Write down the web address of your blog post’s page. This is the link you need to post in the classroom for the Post Blog URL discussion board.

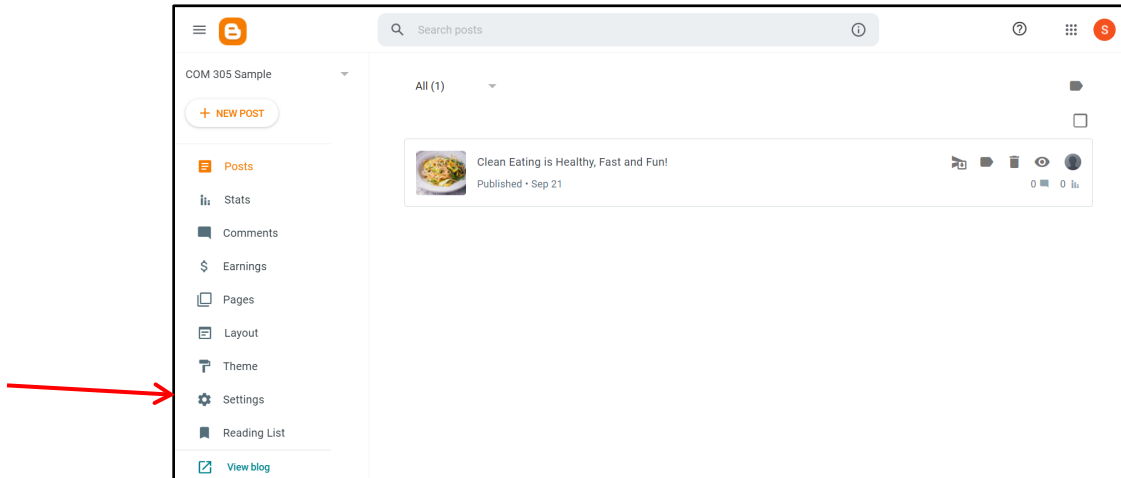
11. The main blog page will list a shortened version of each blog post, so readers can see that the latest posts are and select them. You see a “read more” at the bottom right of your blog post on this main page.
12. Click on the “read more” link or on the title of the blog post to go to the full blog page. It will open in a new window.



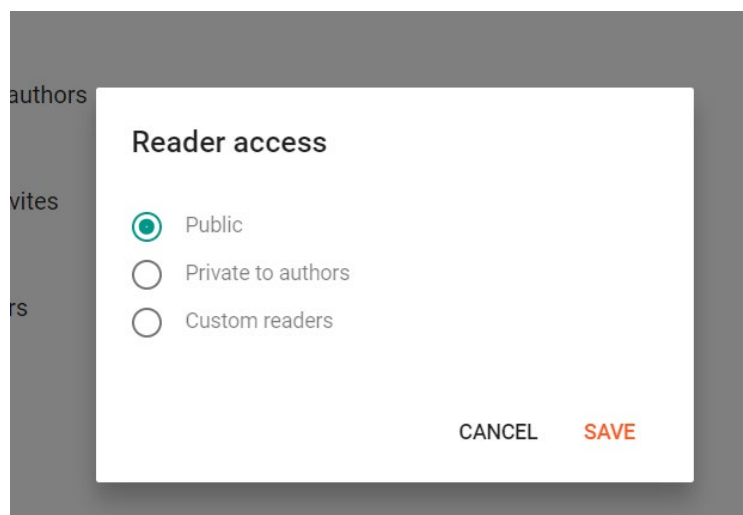
Congratulations! You've completed your blog post!

Permission Settings for Readers

1. Your blog site should already be set to allow the public to read your blog, but it's best to double-check it.
2. In your dashboard area, there is a menu down the left side. Click on the “Settings” menu.



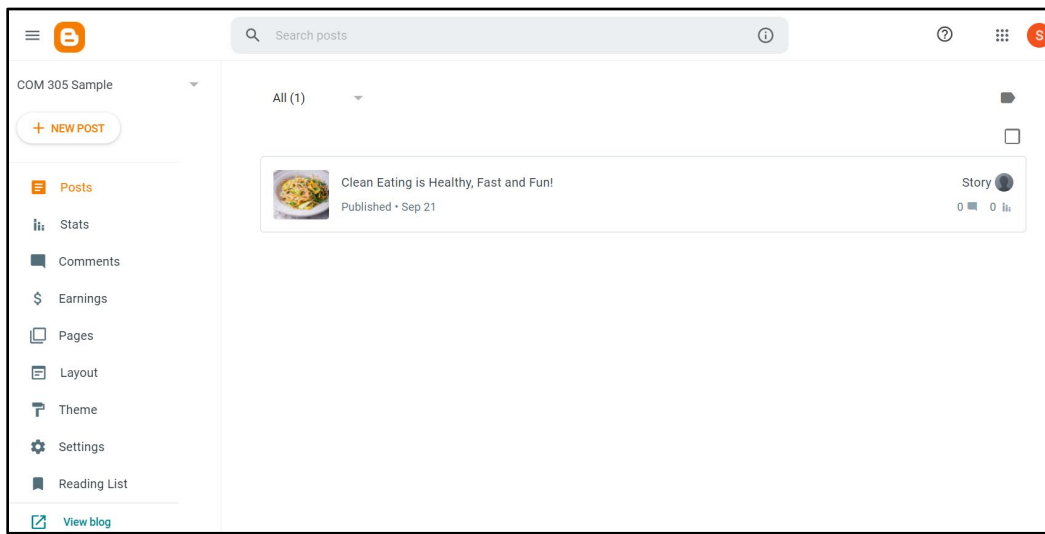
3. Scroll down to the “Permissions” section and then click on the “Readers” option. Make sure the “Public” radio button is selected. Click on the “Save” button.



4. Click on “Posts” at the top of the left menu to go back to the dashboard.
- 5.

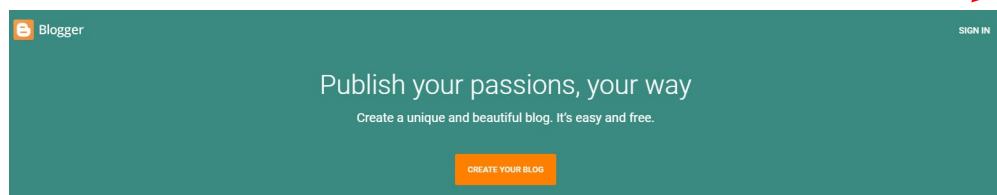
Exiting Blogger

1. To exit Blogger, click on the circle at the top right of the screen and click on the “sign out” button.



Returning to Blogger

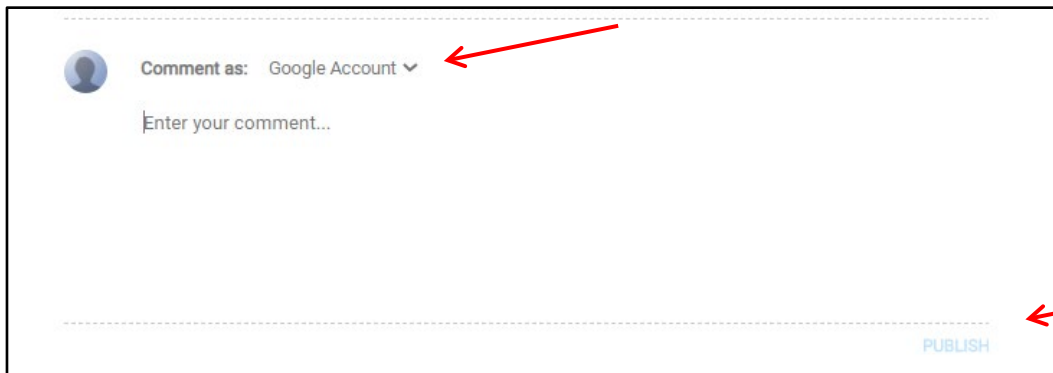
1. Go to the Blogger home page: <http://www.blogger.com>
2. Click on the “sign in” link at the top right of the screen.



3. Enter your Gmail address and password. This will take you to your blog site’s dashboard.

Posting Your Comments

1. When you are ready to post your comments on your two classmates' blog pages, go to the Week 4 section of the classroom and find the Post Blog URL discussion board.
2. Choose a classmate's discussion post and click on the URL to go to his/her blog page.
 - Note 1: If you classmate's URL link is not active, you can copy/paste the link into your browser.
 - Note 2: The link, hopefully, will go to the blog page, not the blog site's home page. If it goes to the home page, click on the blog article title on the home page to go to the blog post.
3. Scroll down to the bottom of the blog post. You will see the comments text box with "Enter your comment . . ." in the box.
4. Click in the comments textbox and type your comment. Copy/paste your comment into a Word document BEFORE clicking on the "publish" button in case something goes wrong.
5. Click on the publish button.



NOTE: **If you are already signed in to your blog account**, you can click on the Google Account down arrow and see if it is listed there. If so, you can select it. This should allow you to click on "publish" and by-pass the login procedures below.

If you are not logged into your Google account, it will display the login box. Select your Google account and type in your password.

6. It will take you back to the blog page. Scroll down to the comments area. It will confirm that your comment was published.



7. Repeat this process for your second classmate's comments.

Deleting Your Blog

After the class has ended and you have received your final grade, you can delete your Blog if you do not want to keep it.

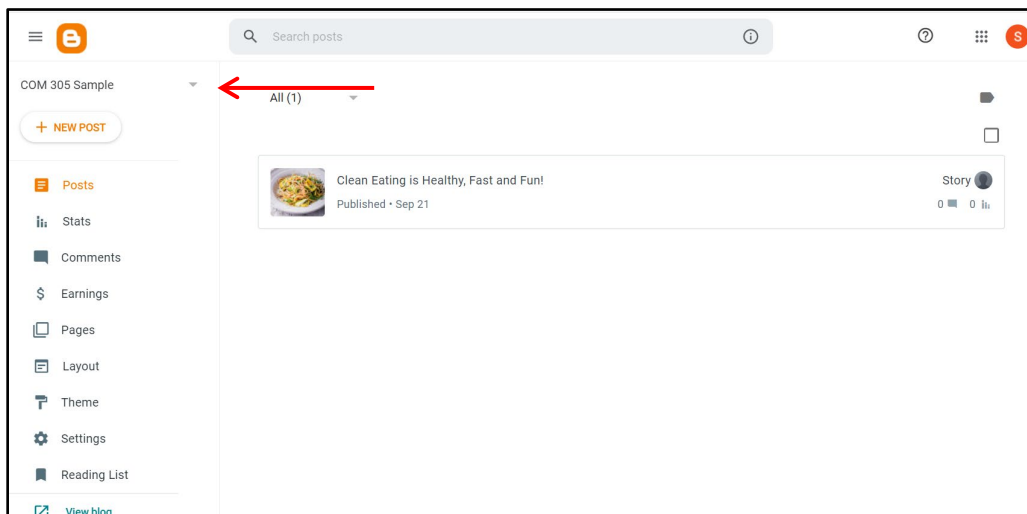
There are two ways to delete a blog:

- When you delete a blog: you have a short period of time to restore it if you change your mind.
- When you permanently delete a blog: all of your blog information, posts, and pages will be deleted, and you won't be able to restore them.

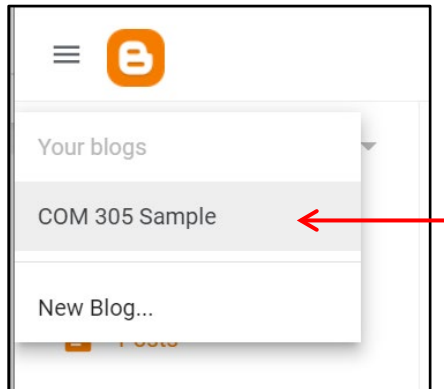
Note: You must be the administrator of a blog to delete it.

Delete a blog

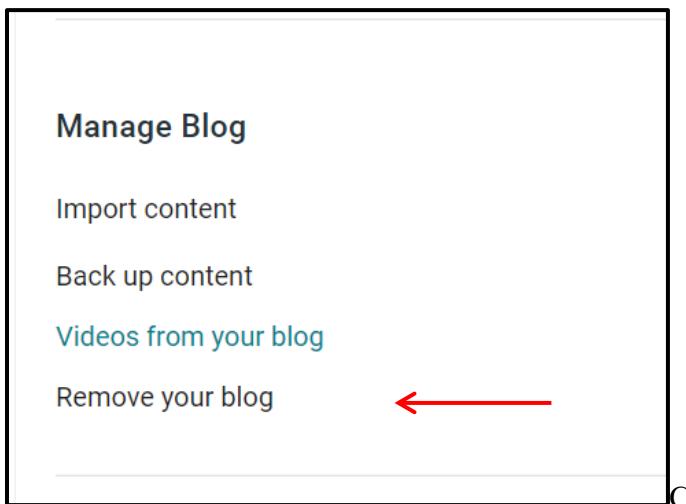
1. In the top left of your dashboard page, click the Down arrow ▾.



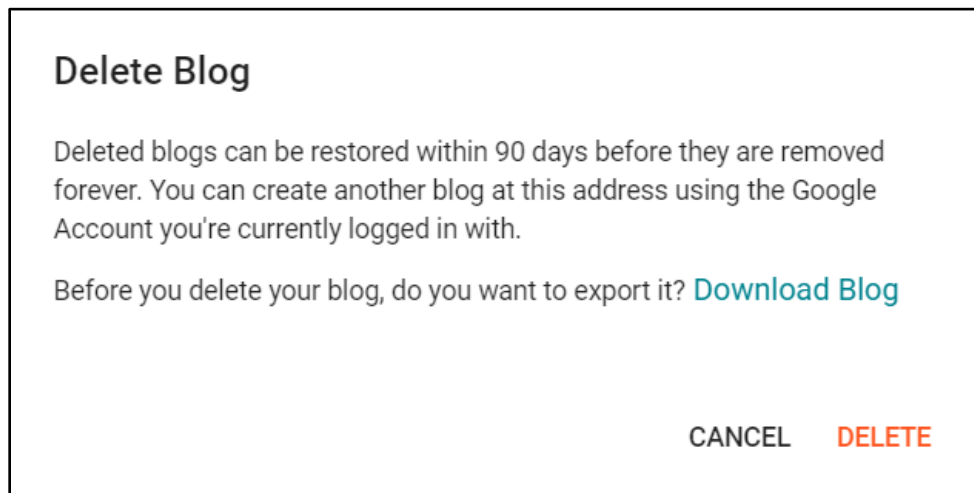
2. Choose the blog you want to delete.



3. Click on the “Settings” option on the left menu. It will expand to show you more option.
4. Scroll down to the “Manage Blog” section.
5. Click on “Remove your blog” option.



6. You will get the “Delete Blog” page. Read it. Then click on “Delete” if you want to delete your blog.



Note: After a blog is permanently deleted, the blog’s URL cannot be used again.