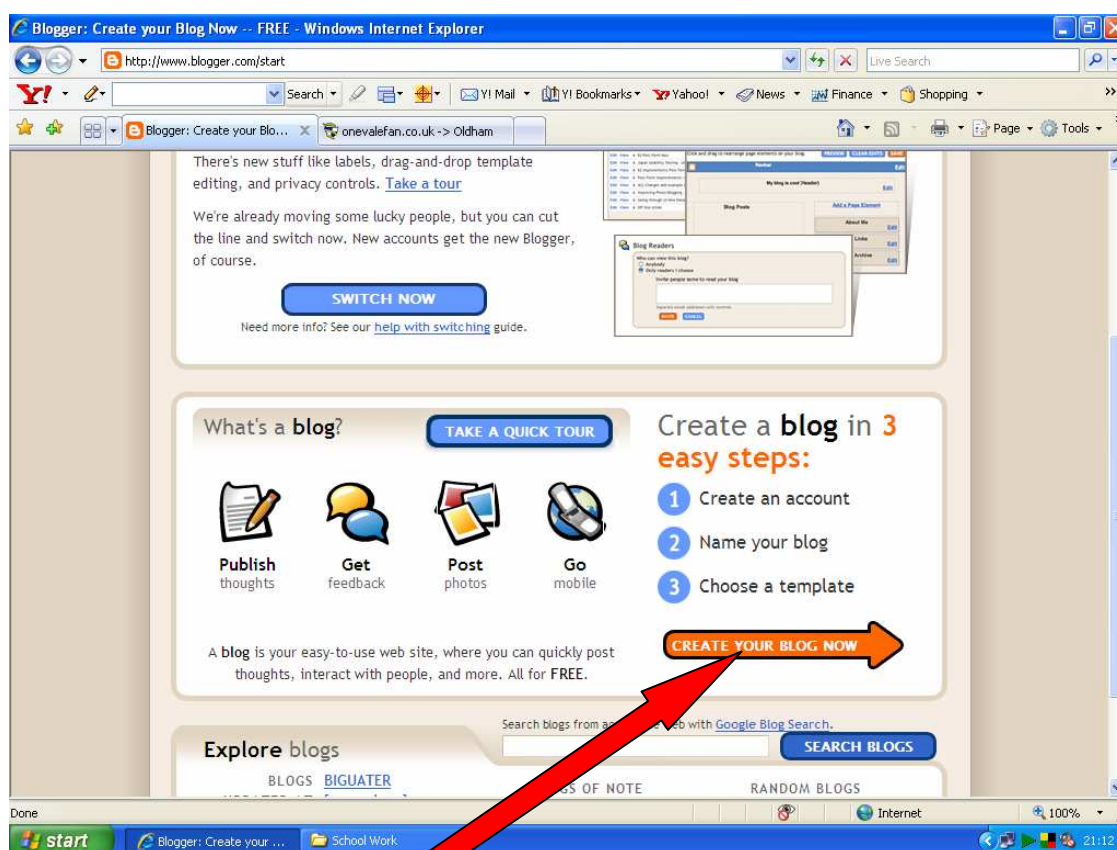


A guide to setting up a weblog

John Barlow

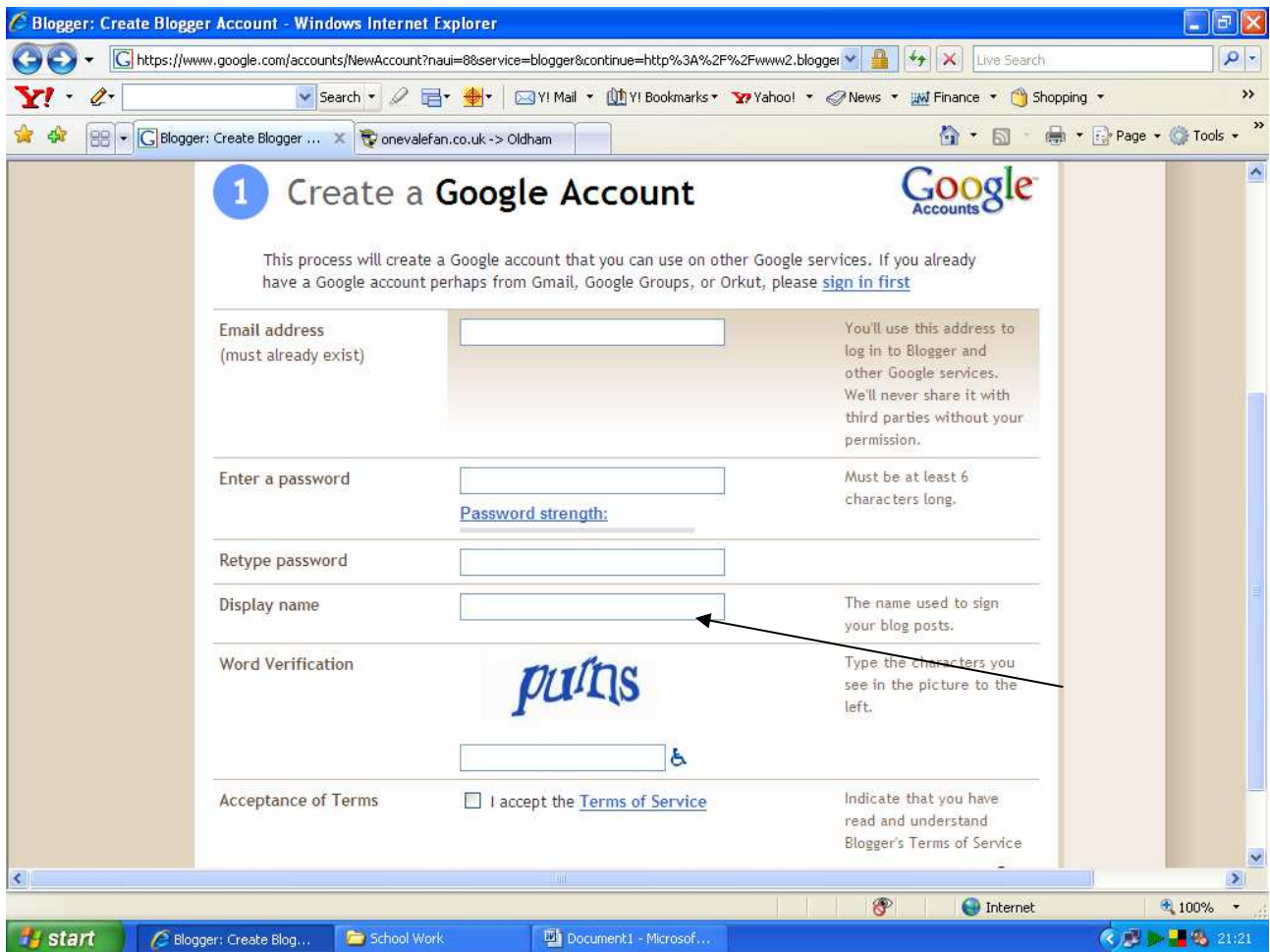
This booklet is a beginner's guide for teacher's who may wish to set up a weblog. I have tried to make it as simple as possible and hopefully it covers the basics of how to set up a weblog.

Log onto the website www.blogger.com



Click on 'Create Your Blog Now'

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You will need to create a *Google Account*

At the bottom of the screen there is an 'orange continue' arrow. Click this.

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Give your blog a title and a web address.

The screenshot shows the Blogger 'Name your blog' page in a Windows Internet Explorer browser. The page has a blue header with the Blogger logo and 'Push-Button Publishing'. Below the header, there are three steps: 1. CREATE ACCOUNT, 2. NAME BLOG, and 3. CHOOSE TEMPLATE. The 'NAME BLOG' step is active, showing a form with two fields: 'Blog title' and 'Blog address (URL)'. The 'Blog title' field contains 'Liverpool Geography Teachers'. The 'Blog address (URL)' field contains 'http://liverpoolgeographyteacher.blogspot.com'. There is a 'Check Availability' link below the URL field. Below the form, there is an 'OR' section and an 'Advanced Setup' section. At the bottom right of the form, there is a red 'CONTINUE' button. Three callout boxes with arrows point to the form fields and the 'CONTINUE' button. The first callout box points to the 'Blog title' field and contains the text: 'This name will appear at the top of your blog as its title'. The second callout box points to the 'Blog address (URL)' field and contains the text: 'Think of a memorable address for your blog. Make it similar to your blog title.' The third callout box points to the 'CONTINUE' button and contains the text: 'Click on continue'. The browser's address bar shows 'http://www2.blogger.com/create-blog.g'. The Windows taskbar at the bottom shows the 'start' button, several open applications, and the system clock showing 21:37.

2 Name your blog

Blog title Enter a title for your blog.

Blog address (URL) You and others will use this to read and link to your blog.
[Check Availability](#)
This blog address is available.

OR

Advanced Setup Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

CONTINUE

Home | About | Buzz | Help | Discuss | Language | Developers | Gear | Privacy | © 1999 - 2007 Google

start Blogger: Name your b... School Work Document1 - Microsof... Internet 100% 21:37

Pick a template for your blog. This can be altered later if you decide that you picked one that isn't suitable.

1 NAME BLOG 2 CHOOSE TEMPLATE

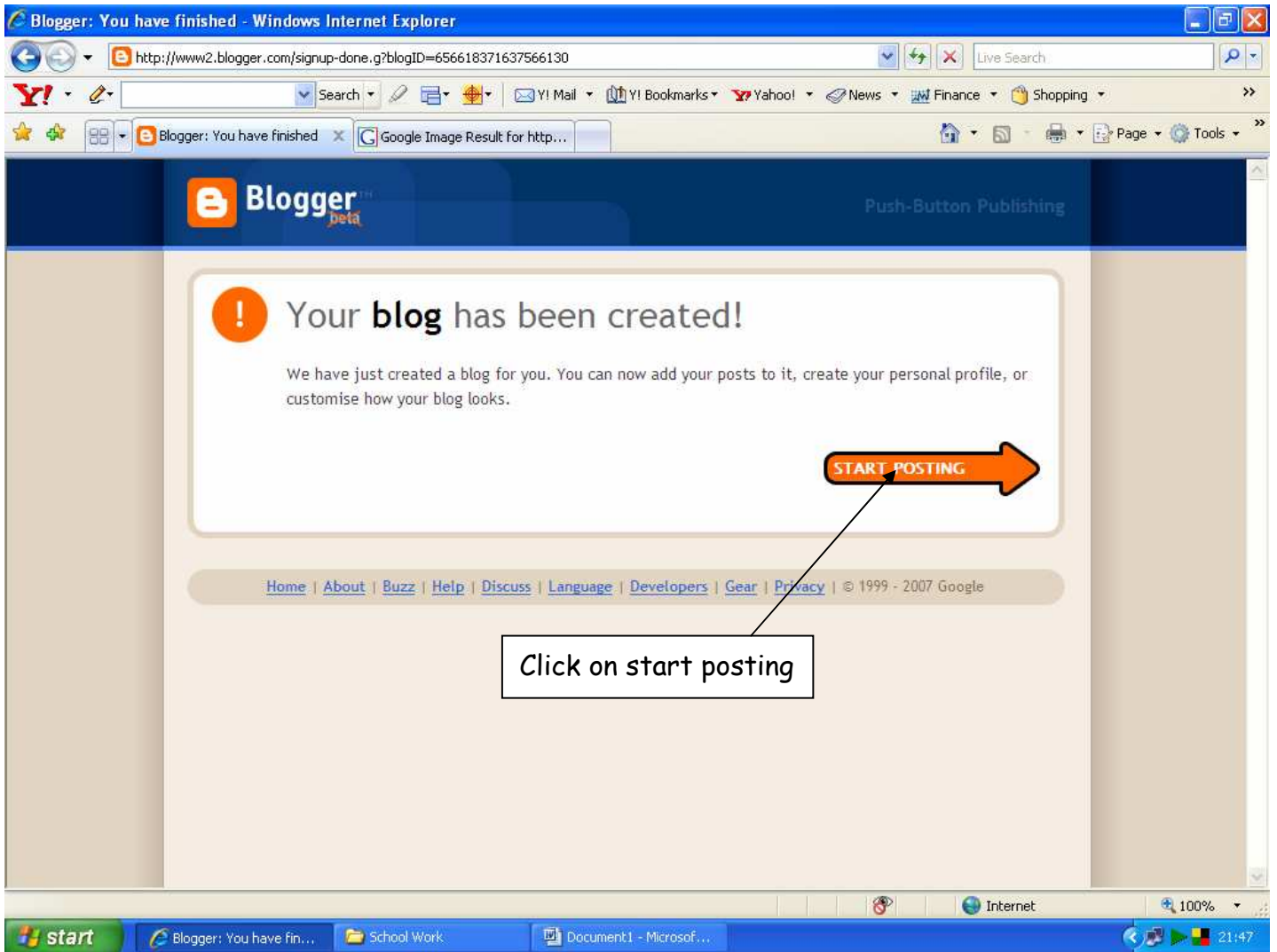
2 Choose a template

There is a selection of templates to choose from. Just decide which one you like and select it.

Click on continue

CONTINUE

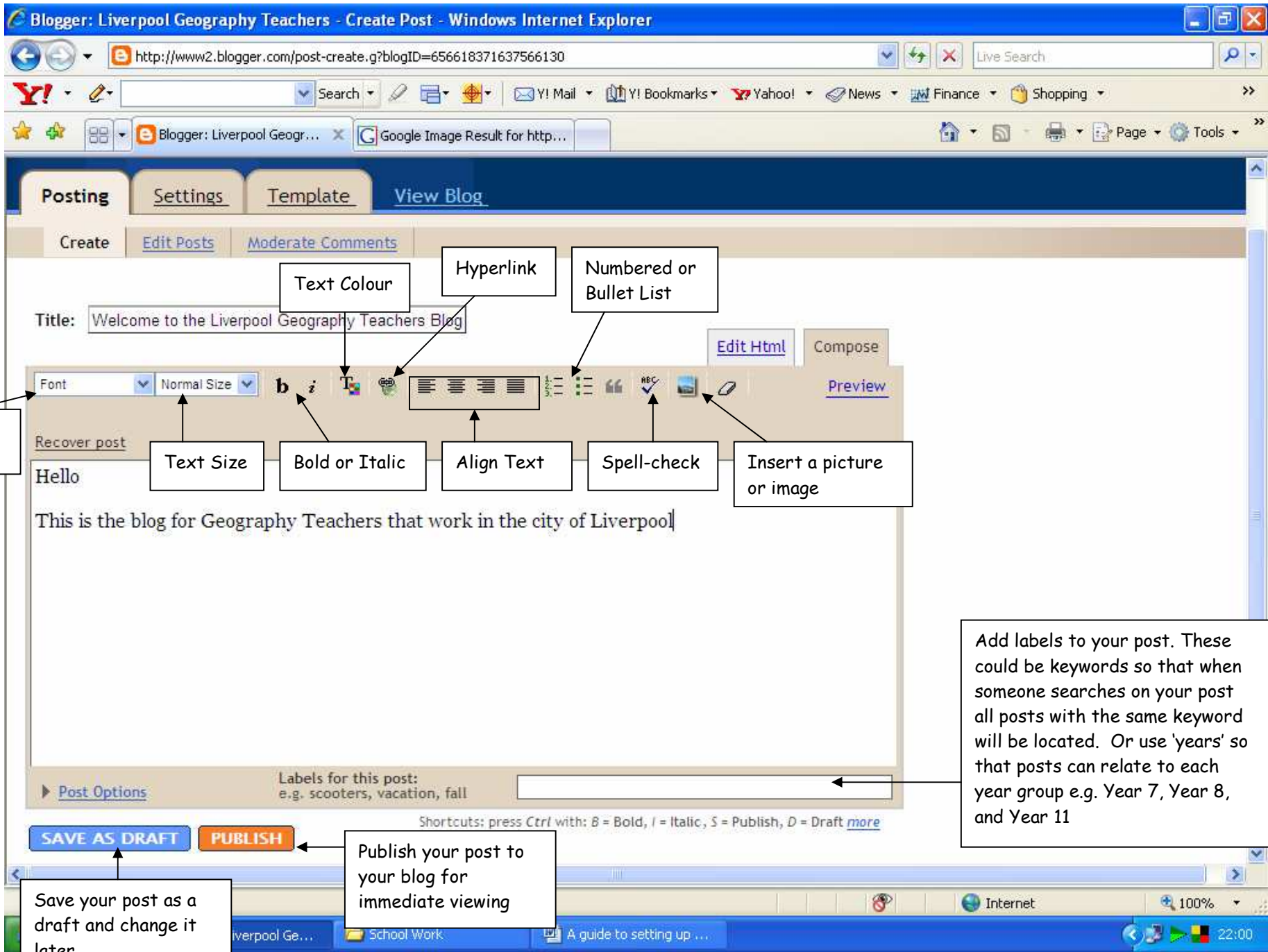
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To start posting to your blog, just input the information that you want people/pupils to read. At this stage it is very similar to writing an e-mail.

Please see the next page

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Font type

Text Colour

Hyperlink

Numbered or Bullet List

Title: Welcome to the Liverpool Geography Teachers Blog

Font

Normal Size

b

i

Text Colour

Hyperlink

Numbered or Bullet List

Align Text

Spell-check

Insert a picture or image

Edit Html

Compose

Preview

Recover post

Hello

Text Size

Bold or Italic

Align Text

Spell-check

Insert a picture or image

This is the blog for Geography Teachers that work in the city of Liverpool

Post Options

Labels for this post:
e.g. scooters, vacation, fall

Shortcuts: press Ctrl with: B = Bold, I = Italic, S = Publish, D = Draft [more](#)

SAVE AS DRAFT

PUBLISH

Publish your post to your blog for immediate viewing

Save your post as a draft and change it later

Add labels to your post. These could be keywords so that when someone searches on your post all posts with the same keyword will be located. Or use 'years' so that posts can relate to each year group e.g. Year 7, Year 8, and Year 11

Your first post has now been published

The screenshot shows a web browser displaying the Blogger interface for the blog 'Liverpool Geography Teachers'. The browser's address bar shows the URL 'http://liverpoolgeographyteachers.blogspot.com/'. The page features a green header with the blog title and a navigation bar with links for 'SEARCH BLOG', 'FLAG BLOG', and 'Next Blog'. A new post from February 20, 2007, is displayed in the main content area. On the right side, there is a 'Blog Archive' section showing the current post in the archive, and an 'About Me' section with the author's name and a link to their profile. Annotations with arrows point to the 'New Post' link, the 'Customise' link, the 'Blog Archive' section, and the 'About Me' section.

john.barlow23@tiscali.co.uk | [New Post](#) | [Customise](#) | [Sign Out](#)

Liverpool Geography Teachers

20 February 2007

Welcome to the Liverpool Geography Teachers Blog

Hello

This is the blog for Geography Teachers that work in the city of Liverpool

Posted by John barlow at 13:48 0 comments

Subscribe to: [Posts \(Atom\)](#)

Blog Archive

- 2007 (1)
 - February (1)
 - [Welcome to the Liverpool Geography Teachers Blog](#)

About Me

John barlow

[View my complete profile](#)

To add a new post to your blog.

To customise your blog.

All of your posts will be automatically placed into a blog archive.

Your profile will also be displayed automatically.

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Clicking on 'Customise' will take you to this screen

The screenshot shows the Blogger 'Edit Layout' interface. At the top, a purple banner reads 'Clicking on 'Customise' will take you to this screen'. Below this, the browser address bar shows 'http://www2.blogger.com/rearrange?blogID=656618371637566130'. The navigation menu includes 'Posting', 'Settings', 'Template', and 'View Blog'. Under 'Template', there are sub-menus for 'Page Elements', 'Fonts and Colours', 'Edit HTML', and 'Choose New Template'. The main heading is 'Add and Arrange Page Elements' with the instruction 'Click and drag to rearrange page elements on your blog.'. Below this, there are three buttons: 'PREVIEW', 'CLEAR EDITS', and 'SAVE'. The main content area is titled 'Navbar' and contains a 'Liverpool Geography Teacher...' header, a 'Blog Posts' section, and a 'Page Elements' section. The 'Page Elements' section includes 'Add a Page Element', 'Blog Archive', and 'About Me', each with an 'Edit' link. A callout box on the left points to the 'Fonts and Colours' menu with the text 'Change the font and colours of your text'. A callout box at the top right points to the 'Choose New Template' menu with the text 'Change your blog template'. A callout box in the middle right points to the 'PREVIEW' button with the text 'Preview your changes'. A callout box at the top right points to the 'CLEAR EDITS' button with the text 'Clear any changes that you have made'. A callout box on the right points to the 'Add a Page Element' link with the text 'Your blog archive and profile are already listed as 'Page Elements'. Click on Add a Page Element to add more'. A callout box at the bottom right points to the 'Edit' link under the 'Blog Posts' section with the text 'Click on Edit to change features on your blog'. The Windows taskbar at the bottom shows the 'start' button, open applications, and the system tray with the time '22:25'.

Clicking on 'Add a Page Element' will take you to this screen

Add a list.
Possibly
keyword

List
Add a list of your favourite books, films or anything you like.
ADD TO BLOG

Link List
Add a collection of your favourite sites, blogs or web pages.
ADD TO BLOG

Create a link list. Maybe to provide pupils with links to other geography websites

Add a picture

Picture
Add a picture from your computer or from somewhere else on the web.
ADD TO BLOG

Text
Add some words to your blog - like a welcome message - with our rich text editor.
ADD TO BLOG

Add text to your blog
e.g. a welcome message

Add HTML/JavaScript
e.g. A Clustr map to show visitors to your

HTML/JavaScript
Add third-party functionality or other code to your blog.
ADD TO BLOG

AdSense
Display AdSense ads targeted to your blog.
ADD TO BLOG

Google AdSense will allow you to place sponsored adverts onto your site to earn you money

Add content from another site e.g. BBC News website

Feed
Add content from a site feed to your blog.
ADD TO BLOG

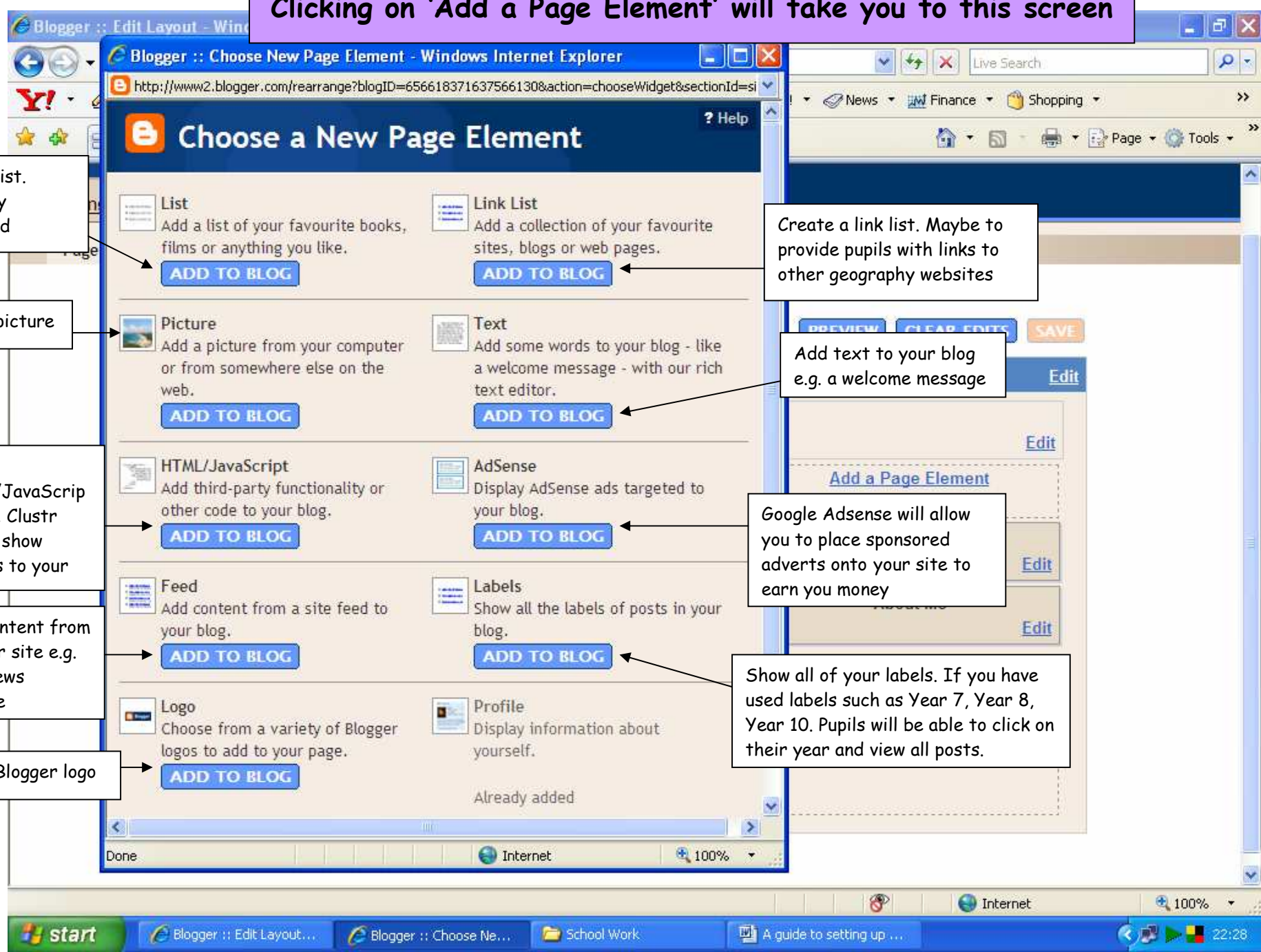
Labels
Show all the labels of posts in your blog.
ADD TO BLOG

Show all of your labels. If you have used labels such as Year 7, Year 8, Year 10. Pupils will be able to click on their year and view all posts.

Add a Blogger logo

Logo
Choose from a variety of Blogger logos to add to your page.
ADD TO BLOG

Profile
Display information about yourself.
ADD TO BLOG



Clicking on 'Fonts and Colours' will take you to this screen

The screenshot shows the Blogger 'Fonts and Colours' settings interface. At the top, the browser address bar shows 'http://www2.blogger.com/style?blogID=656618371637566130'. The page title is 'Liverpool Geography Teachers'. The navigation menu includes 'Posting', 'Settings', 'Template', and 'View Blog'. Under the 'Template' section, there are tabs for 'Page Elements', 'Fonts and Colours', 'Edit HTML', and 'Choose New Template'. The 'Fonts and Colours' tab is active, showing a list of text features on the left: 'Text Colour', 'Page Header Colour', and 'Date Header Colour'. The 'Text Colour' is selected. The main area contains a color selection tool with three sections: 'Choose a colour for Text Colour', 'Colours from your blog', and 'Colours that match your blog'. There is also a 'More colours' grid, an 'Edit colour hex code' field (showing '#333333'), and buttons for 'Revert to template default' and 'Shuffle blog colours'. At the bottom of the settings panel are 'SAVE CHANGES' and 'CLEAR EDITS' buttons. The background shows a preview of the blog with a green header and a 'Welcome to the Liverpool Geography Teachers Blog' message. A 'Blog Archive' sidebar is visible on the right. The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Outlook Web, Blogger: Fonts and..., and a webmail page. The system clock shows 13:13.

Each text feature to your blog is listed with its current colour. To change a colour just click on what aspect you want to change and pick a colour

Blogger automatically supplies you with colours that your blog already uses and colours that match your blog