

V and W Networking Group Blogging Seminar

hosted by WebMonk.net

(<http://www.wbmk.net>)

Steps to Create a Blog:

1. Open your web browser to www.blogger.com.
2. Click on "Create a Blog".
3. Fill out the form to create an account with Google.
 - The password you create is case sensitive.
 - You'll receive an email from Google confirming your account. Following the instructions in the email.
4. Fill out the next form to name your blog and click "Continue" at the bottom of the page.
 - You'll be able to change this information later.
 - Remember your blog address URL. This is the address you will give to people to visit your blog.
5. Choose a template and click "Save Template" at the top of the page.
 - You'll be able to choose another template later.
6. Your blog is created! Now we'll customize some settings. Click on the "Dashboard" link in the upper right hand corner of the screen.
7. Click on the "Edit Profile" link towards the left of the page.
8. Enter as much personal information as you would like to appear on your blog and click "Save Profile" at the bottom of the page.
9. Click on the "Settings" link towards the top of the page.
10. Enter a Description for your blog and click "Save Settings" at the bottom of the page.
11. Click on the "Formatting" link towards the top of the page.
12. Select the correct Time Zone.
13. Click on the "Comments" link towards the top of the page.
14. Select "Anyone" for Who Can Comment.
15. In The Comment Moderation section, select the setting you desire.
16. In the Comment Notification Email section, enter your email address(es) if you'd like to receive an email every time someone leaves a comment.
17. Click "Save Settings" at the bottom of the page.
18. Click on the "Posting" tab on the upper left hand corner of the screen and Start Blogging!
 - You can use the toolbar above the blog entry box to format your text.
 - "Publish Post" will put the entry onto your blog for the public to view immediately.
 - "Save Now" will save the blog entry so that you can continue to edit it at a later date. No one will be able to see the entry until you click "Publish Post".

To Return to your Blog:

1. Login using the email address and password you created in step #3 above at www.blogger.com. This will take you to your dashboard.
2. Use the blogspot address you created in step #4 above. You can always find it again after you log in by clicking on "Dashboard" then "Settings" then "Publishing".