



Step-by-Step Instructions for Creating a Blog with Embedded Videos, Pictures, PowerPoints & More!

Create a blog

To get started with Blogger, visit www.blogger.com, click **GET STARTED**, create your account, and click **CONTINUE**. Enter a blog name and blog address (check availability) and click **CONTINUE**. Then choose your background template and click **CONTINUE**. Now click **START BLOGGING** and you are ready to get started!

Now you will get creative, add information to your personal profile, and customize how your blog looks. Start blogging now!

Write your post

Once you've signed in to Blogger, you'll see your dashboard with your list of blogs. Here's what you need to do:

1. Click the **NEW POST** button and enter anything you want to share with the world.
2. Next, you'll see the Create New Post page. Start by giving your post a title (optional), then enter the post itself:

Title:

Font **b** *i*

3. When you're done, click the **Preview** link to make sure it's ready to go:



4. Once you're satisfied with your post, click the **Publish** button. This will publish your new post.

Add an image

You can add an image from your computer or the Web to your blog. Click the image icon in the post editor toolbar. A window appears prompting you to browse for an image file on your computer, or enter the URL of an image on the Web.

Once you've selected your image, you can then choose a layout to determine how your image will appear in your post. First, click on your image once and a rectangular box will pop up under your picture.

- The 'Left', 'Center', and 'Right' options allow you to customize the way your blog text will flow around your image. Add your text.
- The 'Image size' options will determine how large the image will appear within your post.
- The 'Add Caption' option will allow you to add a caption to your picture.
- The 'Remove' option will allow you to remove the picture entirely.
- Your image is now ready to be published to your blog.

Add a video

To add a personal video to your blog post, click the film strip icon in the post editor toolbar above where you compose your blog text. A window appears prompting you to 'Add a video to your blog post.'

Click **Browse** to select the video file from your computer that you'd like to upload. Note that Blogger accepts AVI, MPEG, QuickTime, Real and Windows Media files and that your video must be less than 100MB in size. Then click **UPLOAD VIDEO**.

While your video uploads, you'll see a placeholder in the post editor showing where your video will appear. You'll also see a status message below the post editor letting you know that your upload is in progress. Depending on the size of your video, this usually takes about five minutes. When it is complete, your video will appear in the post editor and you may add text underneath your video as well.

To add a YouTube video to your blog post, visit www.youtube.com, and find a video that suits your purpose. Directly underneath your YouTube video, you will see a button that says **EMBED**, if the owner of the video has enabled this option. Click on **EMBED** and the HTML code will surface. **Right click** the HTML code and select **COPY**. Go back to where you were posting a new post on your blog, and make sure that the tab **EDIT HTML** is clicked. Within the text box, **right click** again, and select **PASTE**. Now the HTML code will convert to the video when you preview your blog.

NOTE: For aesthetic purposes, please make sure your HTML code says: width="480" height="385" both in the beginning and at the end of the HTML code. If it does not, simply change it to those numbers but be sure not to alter anything else.

If you wish to add text above or below your YouTube video, you may do so with either the **EDIT HTML** or the **COMPOSE** tab clicked. Preview your blog, and if you are pleased with it, click **Publish Post**.

Set Up One-Click Video Sharing on YouTube

If you want to post a YouTube video to your blog without adding text, or if you want to edit and add text later, sharing directly from YouTube is even easier!

1. First, make sure you are logged in at www.blogger.com.
2. Next, find a YouTube video that you want to add to your blog.
3. Underneath the video, click the "**Share**" button.
4. Click the icon that says  **Blogger**
5. In the top right-hand corner, choose the name of the blog that you want this video to appear on. If you only have one blog, it will already be chosen for you.
6. Click **Publish Post**.
7. Now your video is already embedded into your blog!

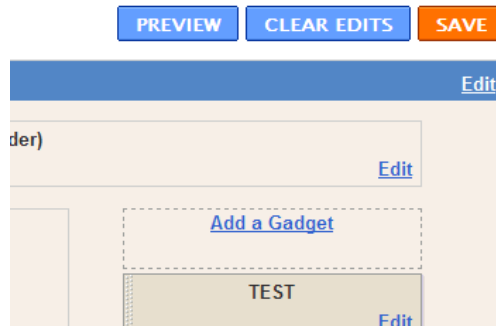
Customizing your layout

Your template is a fun way to customize your blog. When creating a new blog, you're first asked to choose a default template; this is the basic design of your blog. To edit your blog's layout, follow these steps:

1. Click the **VIEW BLOG** from your dashboard below the blog you would like to customize.
2. Next, click **DESIGN** in the top right-hand corner of your blog.
3. From the **Page Elements** sub-tab, click **Edit** to edit the header, your profile, gadgets, etc. Or you may choose to **Add a Gadget** to add new ones.
4. To add a new gadget after you've clicked **Add a Gadget**, simply click the plus sign next to your desired gadget. You can choose from gadgets by category, or search for a specific gadget in the top right of the pop-up window.



- Once you've added the necessary information to your selected gadget, click **SAVE**. Your layout changes will appear instantly and you can see this in **PREVIEW** mode. If you wish to undo this, follow the same steps, only choosing **REMOVE** this time.




Privacy and permissions

By default, your blog is completely public, and can be read by anyone on the internet. However, if you want to keep it private, you can do that, too. You can change these settings on the **Settings | Permissions** tab.

- Under the 'Blog Readers' heading, you'll probably see 'Anybody' selected as the default. When you change this to 'Only readers I choose,' you'll get an **Add Readers** button.
- Click the **Add Readers** button and then enter the email address of a person to whom you'd like to grant access to your blog. To add multiple people, separate their addresses with commas. This is wonderful for teacher's who wish only to have their students' parents access their blog.
- For each address entered, the Google Account associated with that address will be given access to view your blog. If an address is not associated with an account, that person will receive an invitation email with a link allowing them do one of three things:
 - Sign in to an existing account.
 - Create a new account.
 - View your blog as a guest (no account required).



Frequently Asked Questions

1. **How do I edit or delete my posts?** Click on **DESIGN, POSTING,** and **EDIT POSTS.** Click **EDIT** next to the title of the post you wish to edit. Make your changes and click **PUBLISH POST.** If you wish to delete the post, checkmark the box next to the title of the post you wish to delete and then click **DELETE SELECTED.** Be careful – this action cannot be undone!
2. **How do I add a new post?** There are two ways. First, you can click **NEW POST** on the top right-hand side of your blog. It will bring up a new text box for your post. Or if you wish, you can click **DESIGN, POSTING,** and **NEW POST.** Each will have the same effect.
3. **Can I add a PowerPoint Presentation as a video?** Absolutely! First you will need to save your PowerPoint with Rehearsed Timings and then create a free account at www.authorstream.com. After that, click the upload button and upload your PowerPoint presentation. Once 100% uploaded, your file will begin converting. Once this completes (it takes about 5 minutes), you will then see your PowerPoint. To the right of that, you will see HTML code next to the word **EMBED.** Right click and copy this code, and then paste it into your blog (in the same format as you did with the YouTube video). Please remember that you must have the **EDIT HTML** tab clicked in your blog before you can add this code. That's it! Now your PowerPoint will be viewable as a video on your blog!
4. **How do I delete a comment that someone has posted?** Click on **COMMENTS** and **PUBLISHED** and a list of all of the published comments will come into view. If there are any comments that you would like to delete, select them and click **DELETE.**
5. **How do I change the format of my blog?** If you want to change the format such as the date, your time zone, the time stamp, the blog's language, or how many posts are viewable on one page, please click **DESIGN, SETTINGS,** and **FORMATTING.**
6. **What if I want to only allow certain people to comment? Or, what if I want to be able to monitor the comments before they are posted?** Click on **DESIGN, SETTINGS,** and **COMMENTS.** Here, you will be able to decide who can post comments, when they will be posted, whether or not you want to read them before they are posted, and where you want the comments to appear on your blog.
7. **Can I notify my blog's followers when I have updated my blog?** Well, yes, but it has limits. You can add up to 10 email addresses for this purpose. If you wish to do so, click on **DESIGN, SETTINGS,** and **EMAIL & MOBILE.** Here, you can choose to add in email addresses where it says BlogSend Address.
8. **If I can only add 10 email addresses to my blog updating list, how can I be sure that everyone is seeing my most recent posts?** Aside from giving out your blog address to the parents of your students, and allowing them permission to view your blog, they can also sign up for RSS Feed. RSS stands for Really Simple Syndication and if they choose to, viewers may click the link at the bottom of the blog page that says Subscribe to: Posts (Atom). They will then click "**Subscribe to this Feed,**" title it, and then it will be listed under their Favorites in Internet Explorer. Every time the blog is updated, their RSS icon  will change from grey to orange, indicating that the blog has been updated. They can then click on the link and access the updates.
9. **I would like to change the background on my blog. How do I do that?** Click on **DESIGN** and then **TEMPLATE DESIGNER.** Here, you can choose your template style, background colors, and layout styles. Once you have chosen the background that suits you, click **APPLY TO BLOG** (orange button on the top right-hand side).

10. **Is there a way to see how often my page is viewed?** If you click on **DESIGN**, **STATS** and **OVERVIEW**, it will give you the count of the amount of times your blog was viewed, as well as what countries the viewers are from.
11. **How can I see everything that I have posted?** On your blog, there is a section called 'Blog Archive'. Here, it will list all of your blog titles for the month, and then separate them by year as well. If you want to see all of your blog posts for 2010, click 2010. It will give you a list of the months that you blogged. Underneath that, you can click on a specific month and it will list the titles of all of your blog posts.
12. **Every time I log in, where will I be directed?** Each time you log into www.blogger.com, you will be sent to your Dashboard. Here, you can click on **VIEW BLOG** and you will be taken directly to your blog. You will also see a list of all of your blogs and buttons to add to or edit your blog. You can also update your profile here as well.
13. **Can I change my profile name?** Certainly! First, log into www.blogger.com and you will be brought to your Dashboard. Click **EDIT PROFILE** and you will have the option to change this, among other features that pertain to your blog.
14. **Can I add in Spanish accent marks to my text?** Yes, this can be done. In order to add these into your blog posts, start by logging into your blog and clicking **NEW POST**. When your text box appears, please click the tab that says **EDIT HTML**, which is located to the right of the box itself. Once you click that tab, you can use the ALT feature to add them in. For example, if you hold down ALT and press 0191, you will get the upside down question mark (¿). If you hold down ALT and press 0233, you will get the letter e with an accent mark above it (é). The ALT codes are as follows:

- á = Alt + 0225
- é = Alt + 0233
- í = Alt + 0237
- ó = Alt + 0243
- ú = Alt + 0250
- ñ = Alt + 0241
- ü = Alt + 0252

- ¡ = Alt + 0161
- ¿ = Alt + 0191