

Using Blogger

Blogger is the name used by Google for its blogging application.

Blog is a word constructed from the term **web log** and is a special type of internet site that is meant to operate like a business or personal news site or diary. Many businesses use blogs to have a more personal connection with customers for things like new products, product development or discussion forums. Many bloggers write regular comments that are read by interested readers. These can be industry commentators, special interest groups or other social, political or support groups.

A blog is usually constructed in a reverse-chronological order so that the newest item is always at the top of the page. For blogs that are frequent, it may be that only the most recent days or months are immediately visible with search or menus used to find older entries.

Many businesses may have the blog connected to their website which may also have links to any social media that is used by the business.

While a Blog can be completely private, the intent of using it is to make it visible to others, to share with family, friends, or other interested parties. A personal diary could be maintained using a wordprocessor rather than a Blog.

A note about websites:

The term 'website' is usually applied to a more sophisticated internet site that may have multiple pages, menus, perhaps a purchasing section and so is often used by all types of businesses for interacting with customers. It is possible to make a personal website but this is usually too much trouble for individuals to 'maintain' (ie keep it up to date)

There are software applications that can make a website quickly but these are usually limited by the experience of the user and would not be used by businesses unless they are just starting out.

An individual may also choose to use an application that creates an approximation to a website using 'wiki' technology. This can create the appearance of a website and much of the functionality but is much simpler to use. This is often used by trainers and educators to provide information to their students without the complexity of managing a full website.

A blog is the next simpler level, providing text and images on a web location but without the flexibility of layout and page management of a website or wiki.

Using Blogger

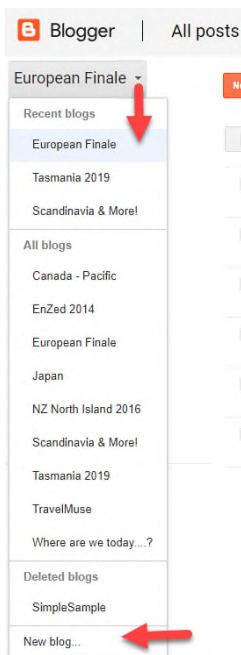
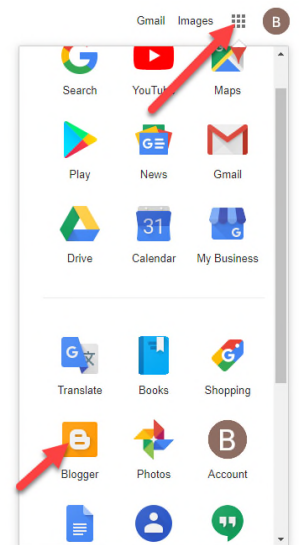
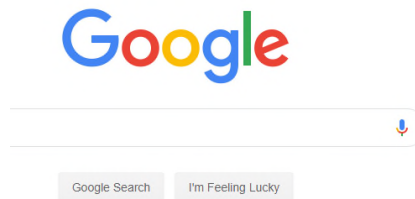
Open Blogger from the Google Menu

Start on this page:

<https://www.google.com.au/>

Use the drop-down from the right hand side to get the menu list.

If Blogger is not visible click **More** at the bottom of the menu list.



To create a new blog

Drop down the list on the left hand side.

If you have not used blogger before it will only have the New Blog entry

The Create a new blog dialogue box appears

Type in a name for your blog.

Type an address (this may require a few attempts if the name is taken)

Blogs List > Create a new blog

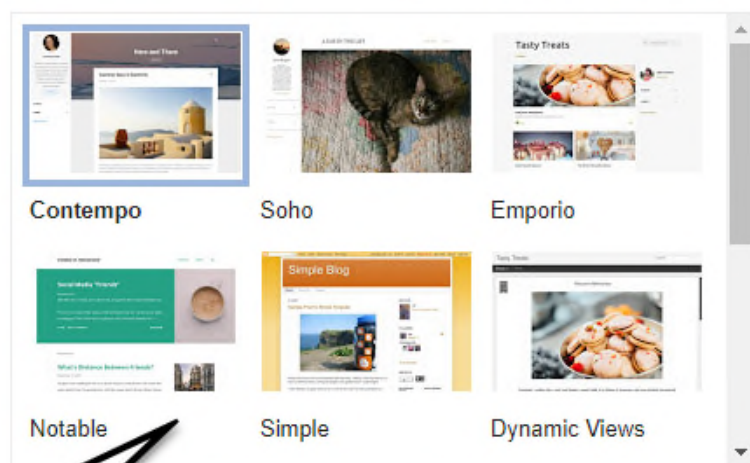
Title

Address

This is the link to give friends

You can also add a custom domain later.

Theme



Select from these themes. You can change later.

You can browse many more themes and customise your blog later.

Create blog!

Cancel

Blogs List › [Create a new blog](#)

Title: SimpleSample

Address: SimpleSample.blogspot.com

SimpleSample.blogspot.com Sorry, this blog address is not available.

Title: SimpleSample

Address: ZimZammer.blogspot.com

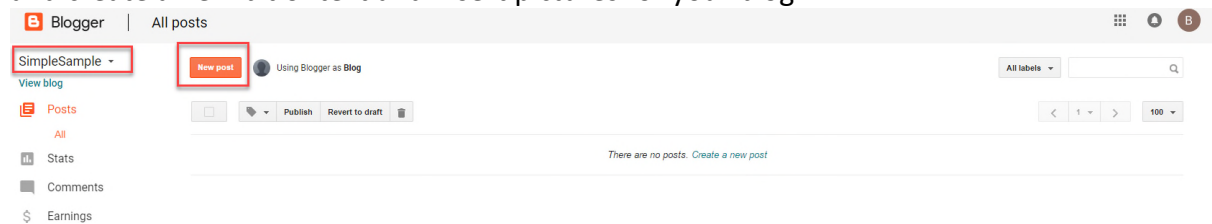
ZimZammer.blogspot.com This blog address is available.

Theme: [dropdown]

The title is usually not a problem but the blog address (website name) may be taken. The Title and Address can be different.

Posts and Preview of the Blog

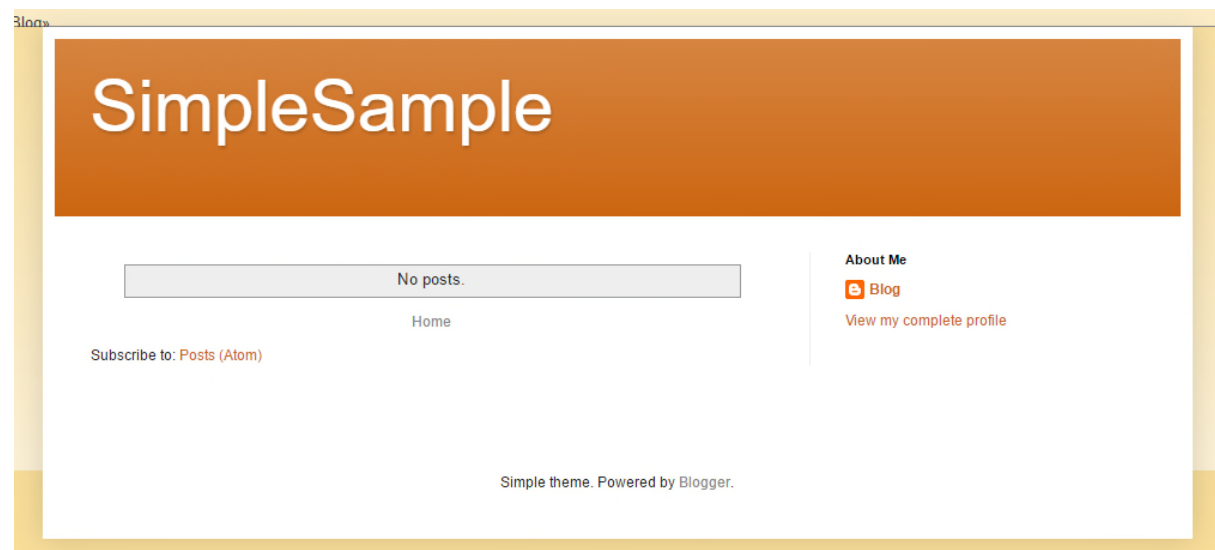
Here is what you see with the new blog set up. Mine is called SimpleSample in the name space. Next to that you can see the New post button. You press this to go into edit mode and create a new bit of text and insert pictures for your blog.



Before you create any blog posts you need to press the **View Blog** button just under the blog name. You can see this button just below the red box I put around 'SimpleSample'.

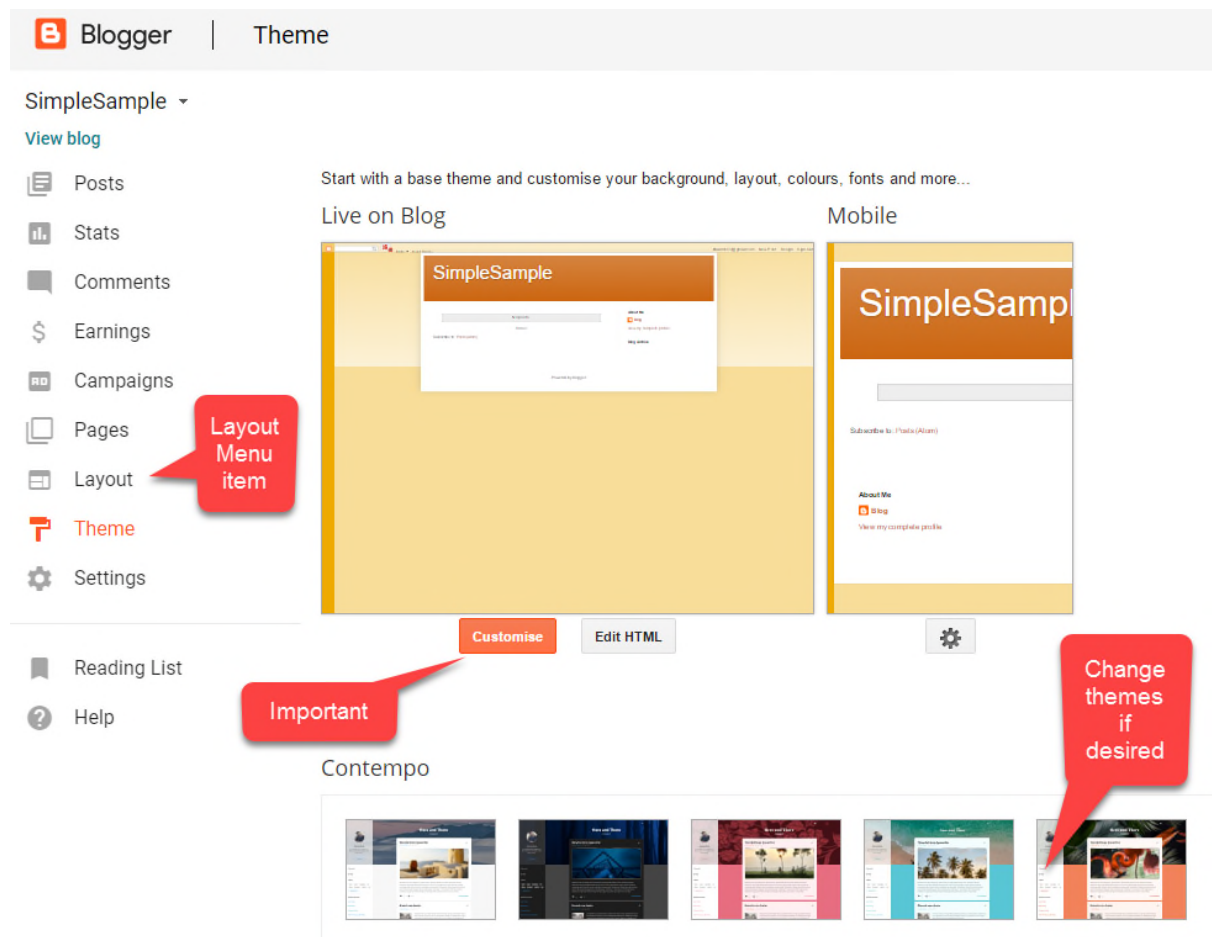
View Blog allows you to see the blog live on the internet. It will appear as a new tab in your browser

Mine looks like the picture on this page. You can see it has its name in the header space and



no posts below. It has a space to the right which can hold menus and things. Delete this to make it easy for folk who are looking at it, especially when you are learning.

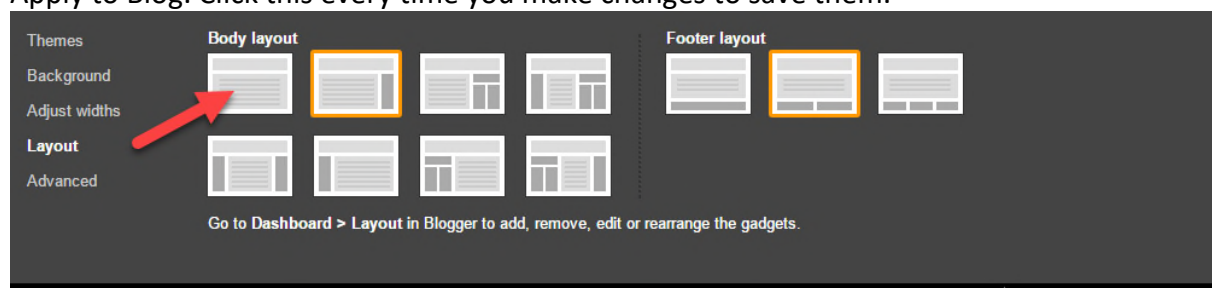
Choose the Layout option in the menu and you see this page where you can change a lot of things including the basic theme.



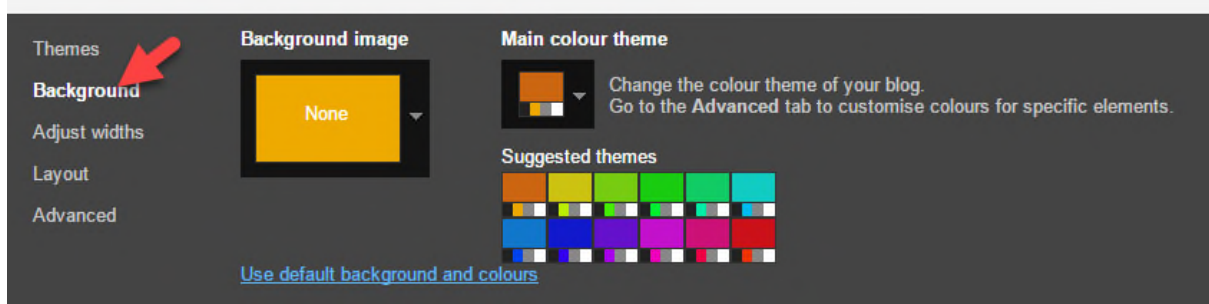
Click on the **Customise** button

Use the menu to the left top in the red box.

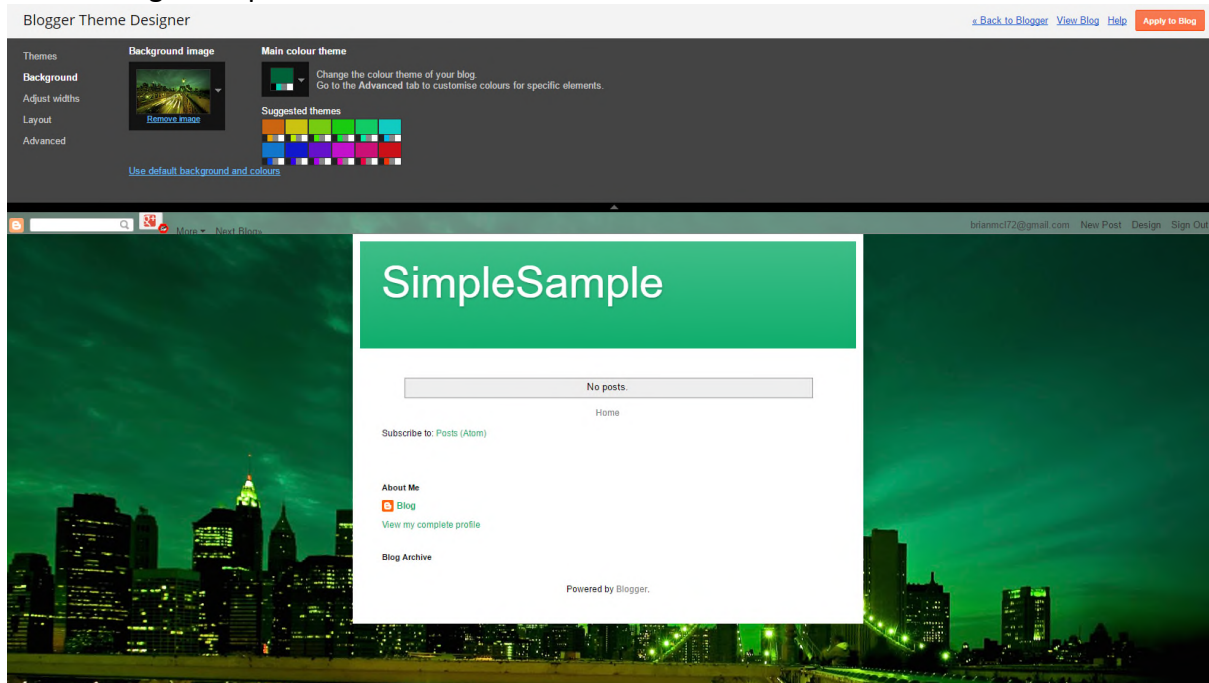
Select **Layout** first. This allows you to simplify and remove all the extra menus. I suggest choosing the first Body layout and the first footer layout. This is the most simple. To the Top Right of the window there is an orange button. Apply to Blog. Click this every time you make changes to save them.



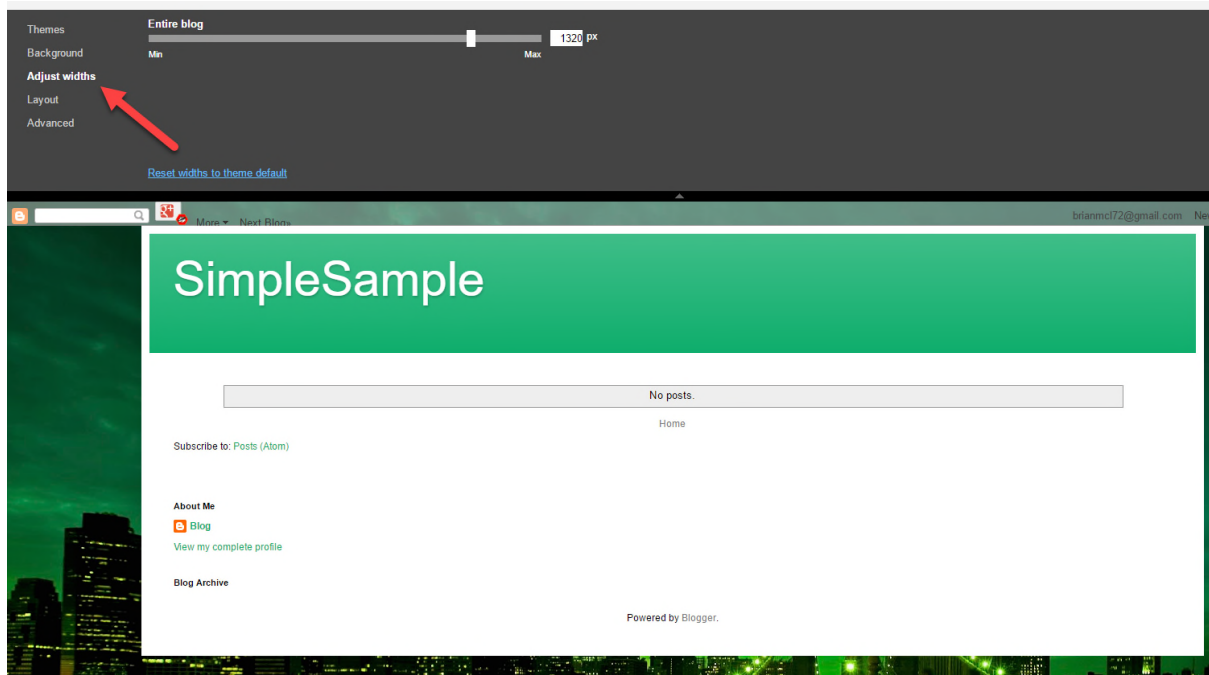
Next use the **Background** option. This allows change of colour while maintaining the same layout and theme. You can change the background image from a lot of samples provided. You can also choose the colour theme that you prefer.



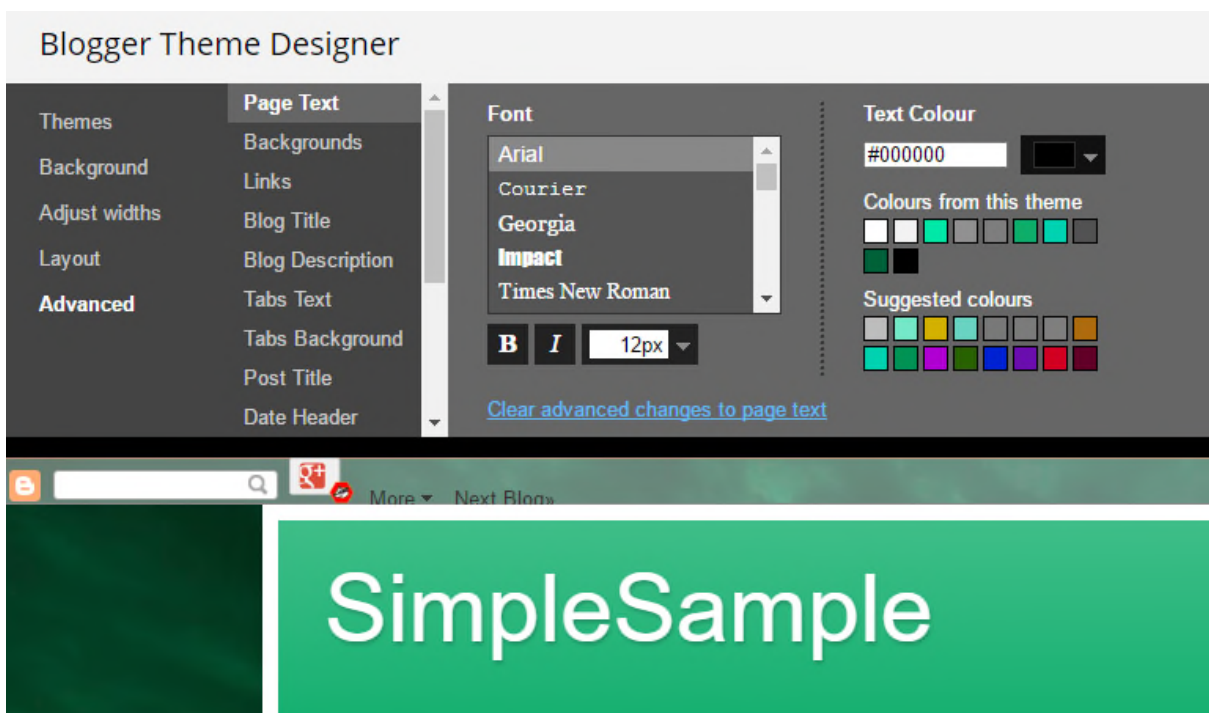
This is what it looks like when changed with the background image and the colour set to one of the green options.



Next is the **Adjust widths** option.

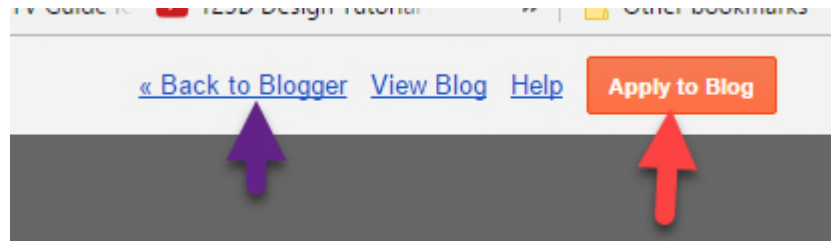


Use the slider at the top of the page under the label 'Entire blog' to make the writing space a bit wider. About 1200-1300 pixels is OK as most people have wider screens these days. The last thing to do if you want more control is to choose **Advanced**. This lets you adjust things like title text colour and font. A lot of it will not matter as you do not have all the options set but you can change colours in more detail here.



When finished click the orange Apply to Blog button and then click on the Back to Blogger link to the left of the orange button.

Now if you still have the blog open on another tab in your browser **you will find it has not changed.**

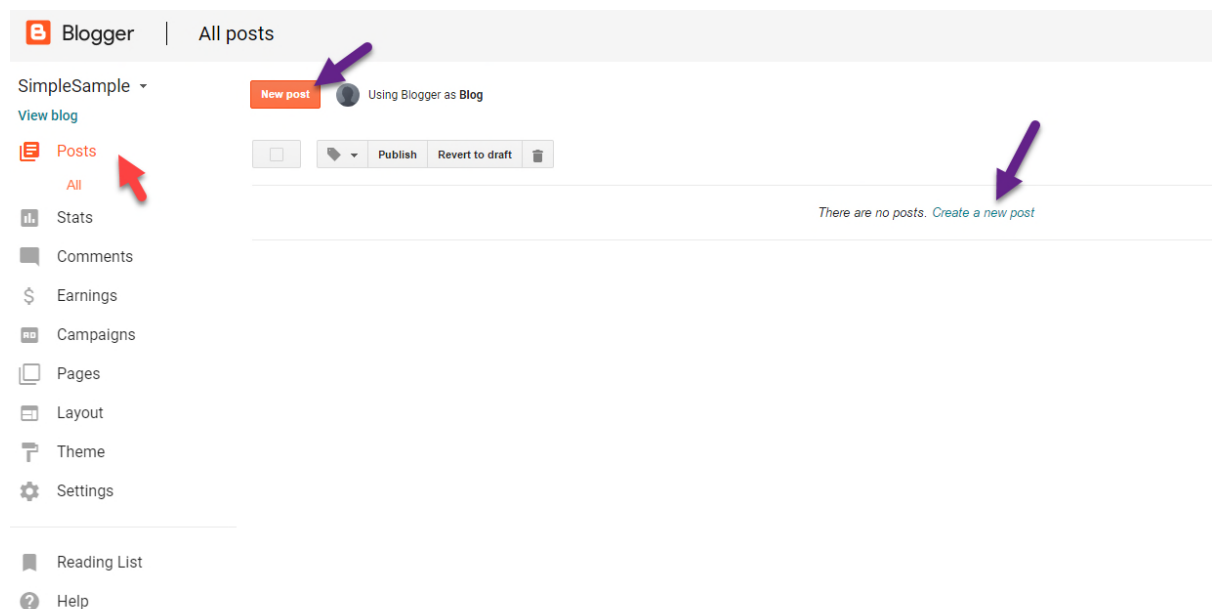


Always the blog will appear unedited until you hit the refresh button on the browser.

NOTE: this is only on your browser. All the other people who are going to look will see the latest blog unless they are watching while you edit.

Creating a post

You need to click on Posts to get to the Post screen then either click on the New Post button or the link to create a new post. Usually you will add a post each day that you are on holiday or when you are adding a diary entry if it is for another purpose than holidays.



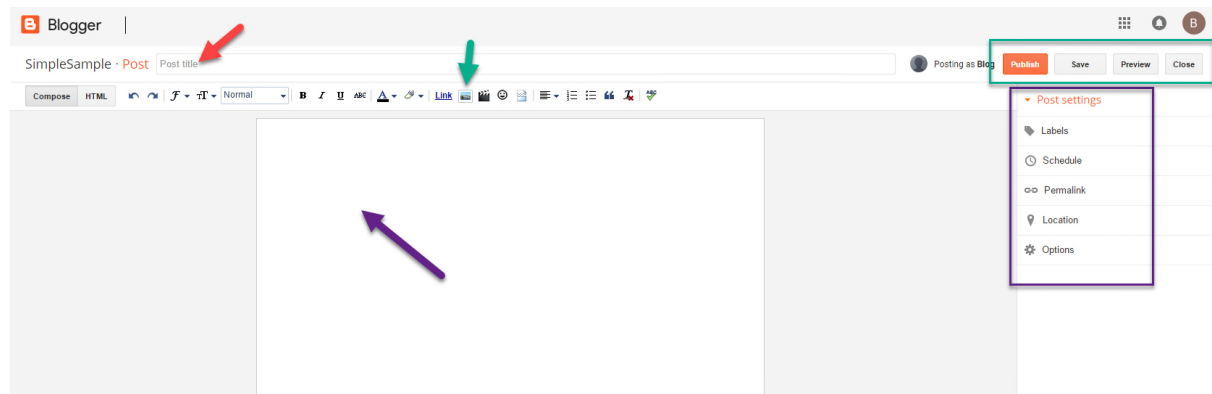
The post editing page looks rather like a wordprocessor and text can be typed into the space and edited just like MS Word.

Don't get too fancy with formatting as web pages are rather limited in what they can display without special fiddling.

Important to add a title so that it is clear what the post is about.

Usually the date and time is added automatically but beware that it is the time and date for where you set up the blog. It might not match where you are at the time.

More about this later.



Add a title at the red arrow.

Edit space for text at the purple arrow.

Add an image at the green arrow.

The orange button in the green box is to Publish the latest post to the internet. You can Save while you are editing without publishing. It also does autosaves to help if you are not remembering to save.

The menu in the purple box is an advanced option and mostly can be ignored.

NOTE: In some places the internet is so poor that Blogger will lose your carefully typed text. Unless you have reliable internet it is suggested that you type everything in a notepad app and then copy and paste into the text area in a post. The post can then be saved and published when the internet is available. Once the text is published you can go back and edit to remove errors and insert pictures if you want to.

Adding pictures

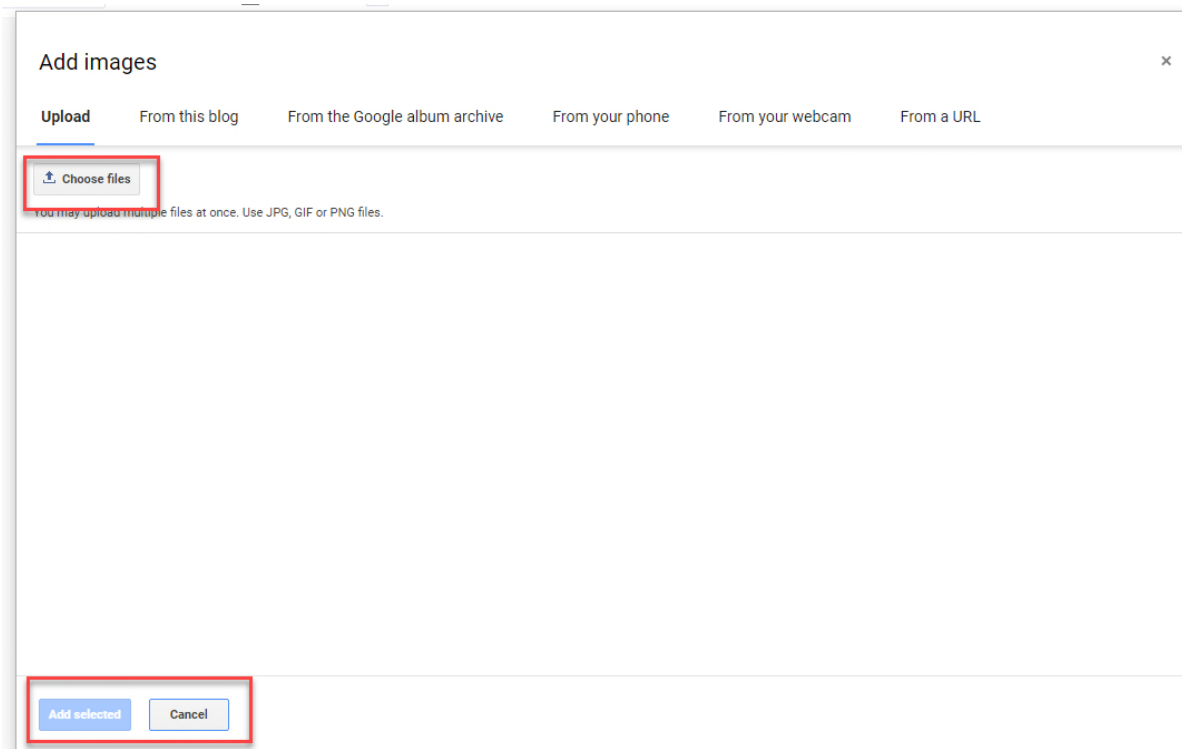
Pictures have to get into Blogger so that they can be inserted into the post.

To do this you have to upload them or used some other method.

Press the picture button on the toolbar gets the Add Images window (over page)

You can upload files if they are already on your computer by using the Choose files button and following instructions. This will upload but beware that they are all automatically selected so that if you click on the Add selected blue button at bottom right, then ALL the images will be placed together in on spot in your text.

Usually it is best to upload all images at once then click on Cancel then go back to your text, move the cursor to where you want an image and then click the images button again. Click on the image you want at that point from those you have previously uploaded and then click Add selected.



There are different ways to do pictures for the blog:

- Use a camera and add these to a computer
- Upload from those pictures to Blogger.
- This can take a long time on hotel wifi as camera pictures can be large files

Mobile Phone or Tablet

- Upload pictures from mobile phone to a cloud service
- Select pictures from the cloud service to upload to the computer
- Then upload to the blog.

Photos can be uploading from the phone while you are on another task

Once done it is easy to use Blogger to select images from whatever you have sent to your computer.

What about with changes to airline regulations?

The above is how it can be done with a laptop (or other computer). It means that you need to carry a laptop to do all this stuff as well as a phone when travelling.

Airlines are starting to limit carrying laptops to UK, out of the middle-east and USA. I think only a matter of time until they put a blanket ban on laptops.

What to do? It is possible to **use only a mobile phone.**

Advantages:

- Will have a mobile phone anyway.
- Mobile phone photos can be directly loaded to Blogger.
- There is a Blogger app for phones.
- A mobile phone is lighter to carry around than a laptop and its power brick
- One less thing to lose while travelling if no laptop.

Downside

- Slow typing on the little touch keyboard of a mobile phone
- The Blogger app has some limitations so everything must be ready to post by setting up on a computer before leaving.

The little keyboard on the phone can be ignored by using a small Bluetooth keyboard with the mobile phone.

Remember:

Blogger is not private unless you choose that. It needs to be public so that friends can see it without having to create and log in from an account.

Set the time and date to the time zone you will be blogging from, otherwise you can get confused as to when things happened.

Over the page are the recommended settings for a basic blog.
Important to reset the timezone as it is aligned to the USA as the default.

If you have a very simple blog, you may want to set the number of posts on the main page at the number of days you will be away. This makes it easy for anyone to scroll to the earliest pages to read the whole blog. To set this, look at the Privacy setting on the next page. Under Posts, Show at most is set to 7 posts. Increase this to 20, 30, or however many days you want to show.

Blogger is always in REVERSE Chronological order – the last Post is the one at the top of the page and you have to scroll down to see yesterday.

Blog Settings Recommended

Editors and URL to advise to others

Posts

Stats

Comments

Earnings

Campaigns

Pages

Layout

Theme

Settings

Basic

Posts, comments and sharing

Email

Language and formatting

Search preferences

Other

User settings

Reading List

Help

Basic

Title SimpleSample [Edit](#)

Description [Edit](#)

Privacy Listed on Blogger. Visible to search engines. [Edit](#)

Publishing

Blog Address ss2017oz.blogspot.com [Edit](#)

Warning: Setting a custom domain will disable HTTPS.

+ Set up a third-party URL for your blog - Point your own registered URL to your blog.

HTTPS

HTTPS redirect No

If HTTPS redirect is turned on: Visitors to your blog will always go to <https://ss2017oz.blogspot.com>.

If HTTPS Redirect is turned off: Visitors to <http://ss2017oz.blogspot.com> will be served over HTTP, an unencrypted connection. Visitors to <https://ss2017oz.blogspot.com> will be served over HTTPS, an encrypted connection. [Learn more](#)

Permissions

Blog Authors

Blog Readers Public [Edit](#)

+ Add authors

Privacy

Posts

Stats

Comments

Earnings

Campaigns

Pages

Layout

Theme

Settings

Basic

Posts, comments and sharing

Email

Language and formatting

Search preferences

Other

User settings

Reading List

Help

Posts

Show at most 7 posts on the main page

Post Template [Add](#)

Showcase images with Lightbox Yes

Comments

Comment Location Embedded

Who can comment?

Anyone - includes Anonymous Users

Registered User - includes OpenID

User with Google Accounts

Only members of this blog

Comment Moderation

Always

Sometimes

Never

Show word verification Yes

Show Backlinks Hide

Comment Form Message [Add](#)

Google+ comments

To edit this setting, switch to a Google+ profile. [Switch here.](#)

Email based posts

SimpleSample ▾
[View blog](#)

- Posts
- Stats
- Comments
- Earnings
- Campaigns
- Pages
- Layout
- Theme
- Settings**
 - Basic
 - Posts, comments and sharing
 - Email**
 - Language and formatting
 - Search preferences
 - Other
 - User settings

Email

Posting using email ?

brianmcl72. @blogger.com

☐ Publish email immediately
☐ Save emails as draft post
☒ Disabled

Comment Notification Email ?

No need for email

[Choose from contacts](#) - [Remove](#)

Email posts to ? [Add](#)

Timezone setting

SimpleSample ▾
[View blog](#)

- Posts
- Stats
- Comments
- Earnings
- Campaigns
- Pages
- Layout
- Theme
- Settings**
 - Basic
 - Posts, comments and sharing
 - Email
 - Language and formatting**
 - Search preferences
 - Other
 - User settings

Language

Language

Enable transliteration ? in

Formatting

Time Zone

Time Zone set to USA

Date Header Format ?

Timestamp Format

Comment Timestamp Format

Settings – GMT +10 is Sydney without daylight saving
Berlin GMT + 1 or +2 DST, New York is GMT – 5 or -4 DST
<https://www.timeanddate.com/time/map/> to see other timezones and beware of daylight saving time (DST) adjustments.

To delete a Blog

B

Blogger

Other settings

SimpleSample ▾

[View blog](#)

Posts

Stats

Comments

Earnings

Pages

Layout

Theme

Settings

Basic

Posts, comments and sharing

Email

Language and formatting

Search preferences

Other

User settings

Reading List

Help

Import & back up

Content (pages, posts & comments)

Import contentBack up content

Videos from your blog

Manage your videos

Delete blog

Remove your blog

Delete blog

Site feed

Allow Blog Feed ?

Full ▾

Post Feed Redirect URL ?

Add

Post Feed Footer ?

Add

Enable Title Links and Enclosure Links ?

No ▾

Adult Content

Adult Content? ?

No ▾

Google Analytics

Analytics Web Property ID ?

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