

Create a Blogger Portfolio

To set up a blog of your own

1. Go to <https://www.blogger.com/start> and click the orange button reading "Create a blog."
2. Fill out the registration information, click that you accept the terms of service, and then click "Continue."
3. Fill in the information on the next screen to officially open a Google account, and then click "Continue."
4. Give your blog a name and choose a unique URL address. Check the availability on the URL you have chosen, and once you find an available one, click "Continue."
5. Now comes the fun part: Scroll through the available templates and select one you like. Click "Continue."
6. Congratulations! You should see a screen that reads, "Your blog has been created." Click "Start blogging now."

To make a post (Note that the most recent posts will always appear at the top of your blog.)

1. Sign in to your blog at <https://www.blogger.com/start> with the e-mail and password you chose during set-up.
2. When you see your dashboard page, which lists many options for what to do, click the blue bubble that reads "New post."
3. Type in a title for your post, which will show up above the text in your blog, and then enter whatever text you wish in the box. You may also add images, videos, or links (see below). The menu across the top allows you to alter the font, size, and color of your text, should you wish to do so. Keep your graphic design interesting, but remember that the text of your posts is more important than changing each letter into a rainbow of color. Try to make design decisions that will enhance your writing.
4. Click "Publish post." You can then choose to "View blog," "Edit post," or "Create a new post." Select an option.

To add an image to a post (Note that all images should be cited in MLA style in a Sources Cited list at the side of your blog.)

1. Save an image to your desktop. If it is not an image you took, be sure to write down the source information and include that in a Sources Cited section on your blog.

Create a Blogger Portfolio (continued)

2. On the “New post” page, run your mouse across the menu of option icons just above the text box. Click on the little blue box with the mountain in it that reads “Add image” when your mouse crosses it.
3. In the new box, click “Browse” and then choose the picture file from your desktop. Choose to place the image in the left, center, or right of the screen. Choose to make the image small, medium, or large. You may format and add up to five images at a time.
4. Click “I accept the terms of service” and then “Upload image.” Your image should soon appear in your post.

To add a video to a post (Note that all videos should be cited in MLA style in a Sources Cited list at the side of your blog.)

1. Save a video file to your desktop. If it is not a video you took, be sure to write down the source information and include that in a Sources Cited section on your blog.
2. On the “New post” page, run your mouse across the menu of option icons just above the text box. Click on the little film strip that reads “Add video” when your mouse crosses it.
3. Choose the file from your desktop, give the video a title, accept the terms of service, and then click “Upload video.” Your video should soon appear in your post.

To add a link to a post

1. Copy the desired URL from your web browser.
2. Copy the link into your post, then highlight it again with the mouse.
3. Run your mouse across the menu of option icons just above the text box. Click on the one with a green circle that reads “Add link” when your mouse crosses it. Paste or retype your link into the box and click “Okay.”
4. Your text should change color and become a link.

To edit or delete a post

1. From your main blog page (which you can always access by choosing “View blog”), choose “New post.” On the new post page, just above the main box, choose the link “Edit posts.”

Create a Blogger Portfolio (continued)

2. This takes you to a page showing all past posts. You may click the box for any post and then choose “Edit” on the far left. This takes you back to the page as if you were still working on the post for the first time. You can make any changes you wish and then click “Publish post.” The new post will replace the old one.
3. If you prefer to erase the post altogether, simply click “Delete” on the far right of the “Edit” page for the chosen post.

To add a group of links, some text, a survey, or an image to the sidebar

1. From your main blog page (which you can always access by choosing “View blog”), choose “Design” in the upper right corner.
2. From the “Design” page, you can add any number of page elements. On the upper right, choose “Add a gadget.”
3. Scroll through your gadget options, selecting the one you wish to use from the choices “Poll,” “Link list,” “Picture,” or “Text.” You can also try adding other gadgets—experiment!
4. Follow the instructions for the gadget you chose and then click “Save” to put the gadget into your sidebar. This returns you to the layout page.
5. Back on the layout page, you can click “Preview” to see what your new gadget looks like, or you can click “Save” to make it part of your blog.
6. You can always delete gadgets from the layout page simply by clicking “Edit” in the gadget’s box and then choosing “Remove.”
7. You may also rearrange your page elements on this page by clicking and dragging any element to a new location.

To add a footer image or quotation

1. From your main blog page (which you can always access by choosing “View blog”), choose “Design” in the upper right corner.
2. From the “Design” page, you can add any number of page elements. On the bottom of the page, choose “Add a gadget.” You may now add a picture or text across the bottom just like you did in the sidebar in the previous menu.