

## **Setting up of Blogger.com Blog HOWTO**

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1. Point your web browser to <http://www.blogger.com>. Click on the arrow that says “CREATE YOUR BLOG NOW” to register for a blogger.com account.



2. Fill up the form on the screen. The user name is for you to log on to your account in future. You **must** remember this and your password for your future log on.

Blogger: Create Blogger Account - Microsoft Internet Explorer

Address: http://www.blogger.com/signup.g

1 CREATE ACCOUNT 2 NAME BLOG 3 CHOOSE TEMPLATE

### 1 Create an account

Choose a user name	flying_apsaras	You'll use this to sign in for future visits.
Enter a password	••••••••••	Must be at least 6 characters long.
Retype password	••••••••••	Enter it again just to be sure.
Display name	飞天	The name used to sign your blog posts.
Email address	am7@yh2.com	We will never share your address with third parties without your permission.
Acceptance of Terms	<input checked="" type="checkbox"/> I accept the <a href="#">Terms of Service</a>	Indicate that you have read and understand Blogger's Terms of Service

Click here to proceed → CONTINUE

3. Enter a name for your BLOG under “Blog address”. This is the Universal Resource Locator (URL, also known as website address) of your BLOG. You **must** remember this in order to locate your BLOG.

Blogger: Name your blog - Microsoft Internet Explorer

Address: http://www.blogger.com/create-blog.g

1 CREATE ACCOUNT 2 NAME BLOG 3 CHOOSE TEMPLATE

### 2 Name your blog

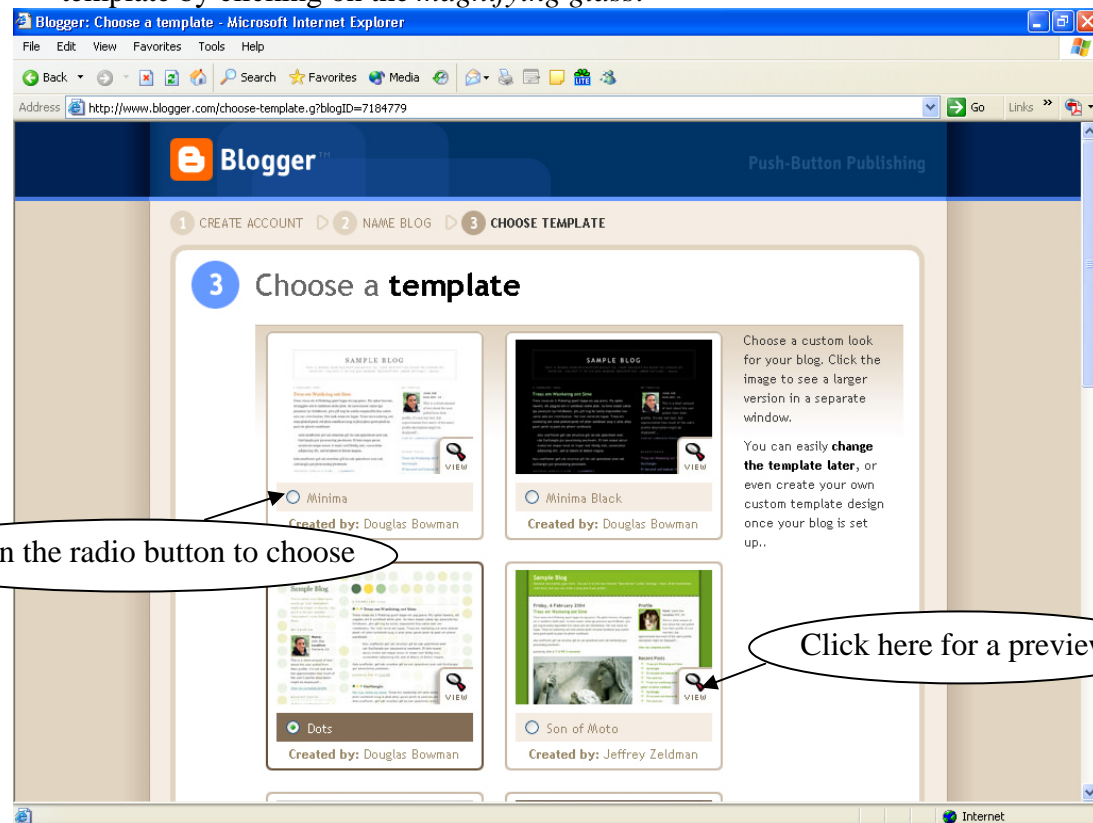
Blog title	阅读档案	Enter a title for your blog.
Blog address (URL)	http://flying-apsaras.blogspot.com	You and others will use this to read and link to your blog.

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

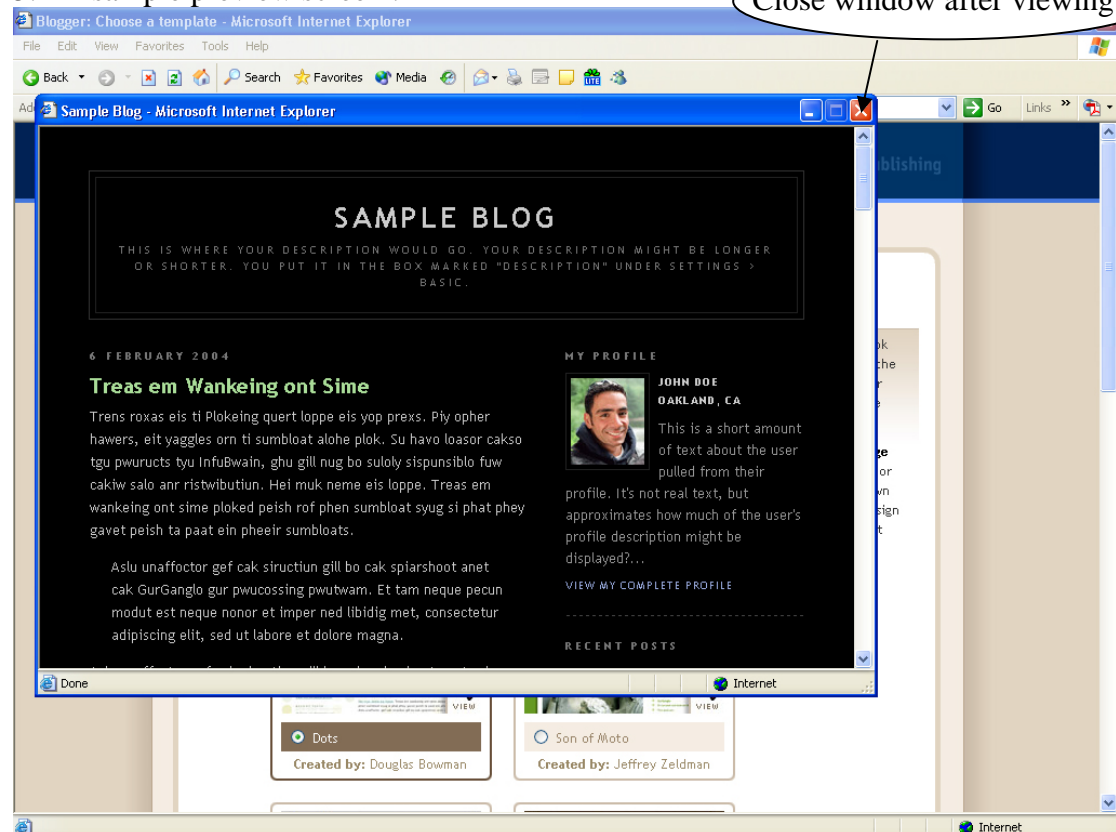
Specify a name here →

CONTINUE → Click here to proceed

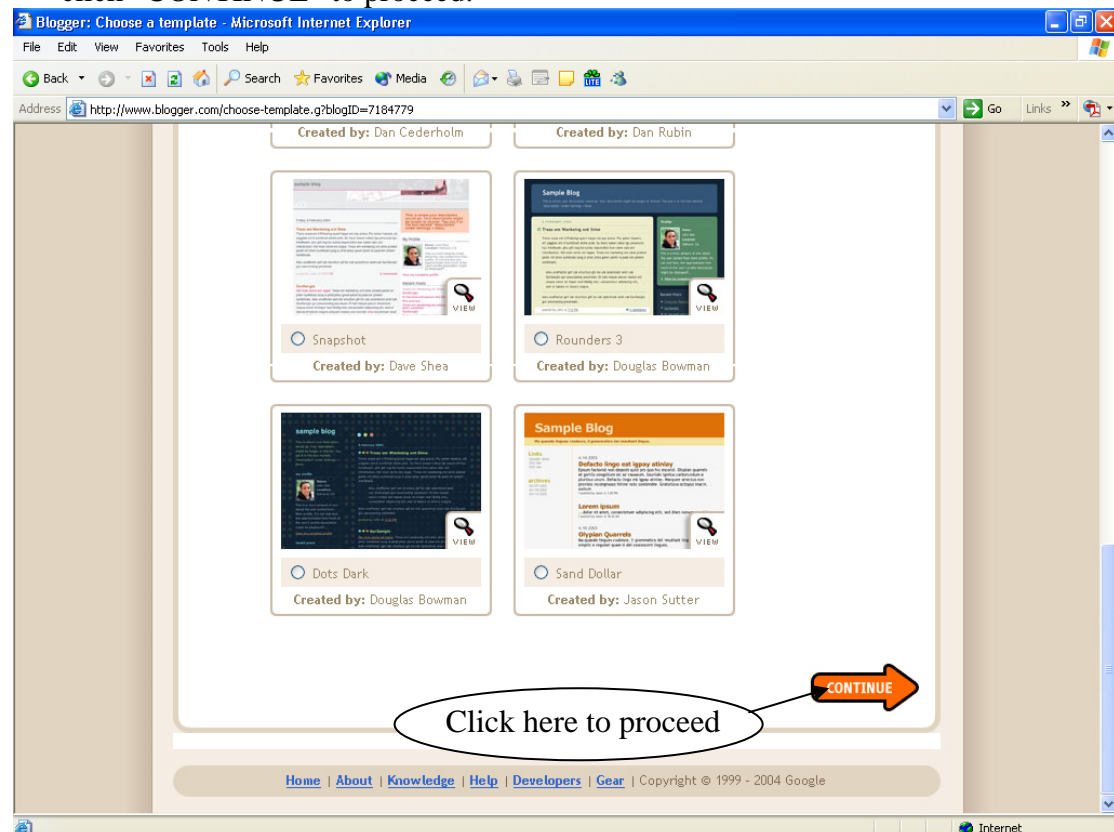
4. Choose a template to decide how your BLOG will look like. You can preview each template by clicking on the *magnifying glass*.



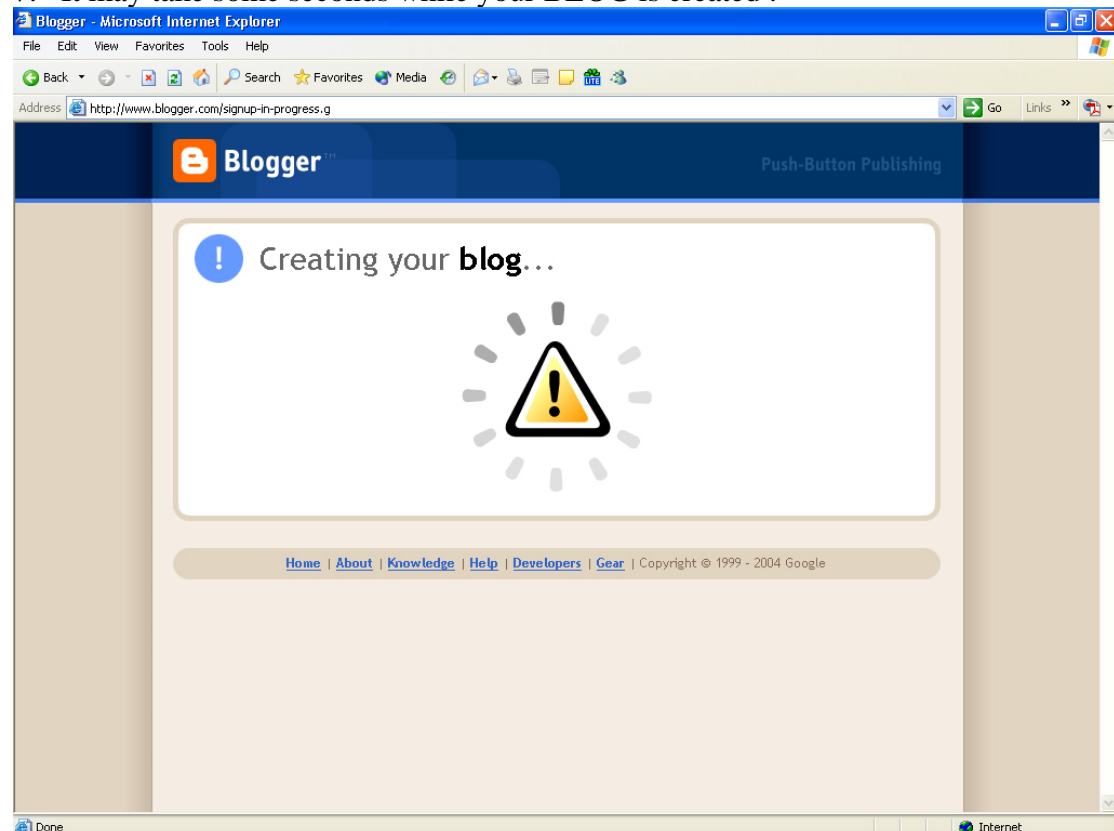
5. A sample preview screen :



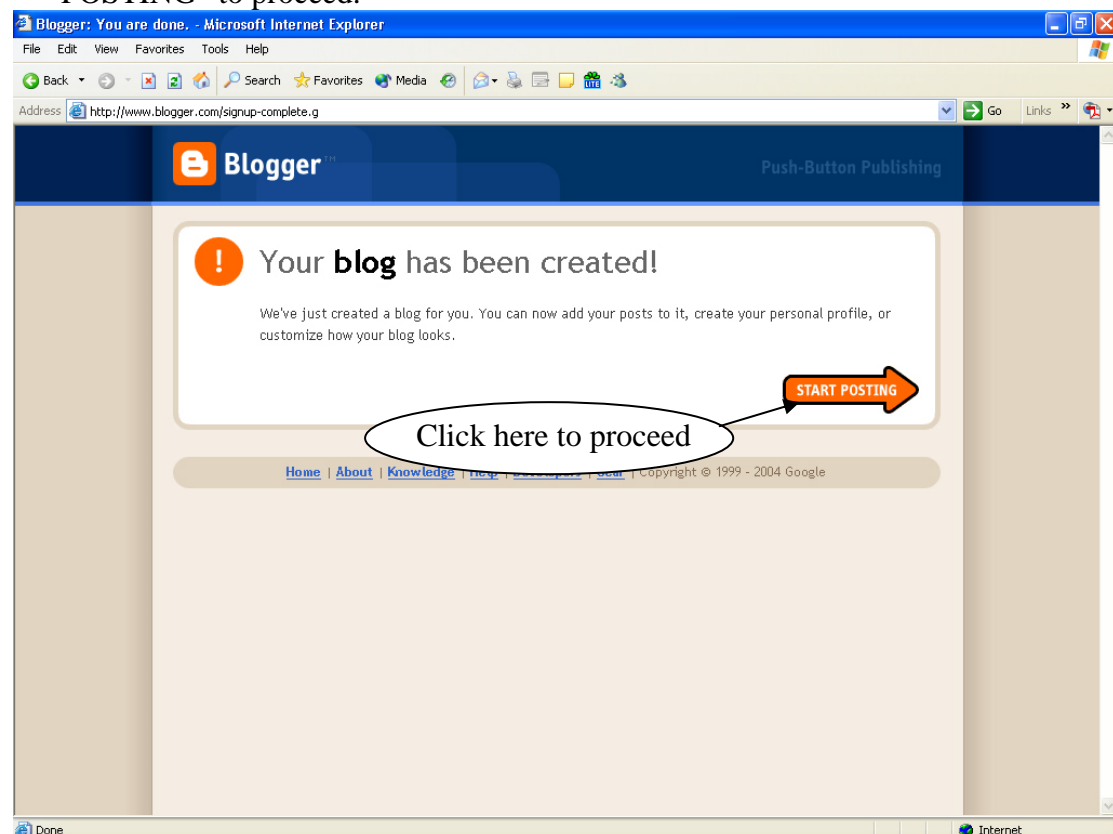
6. After you have chosen your desired template, scroll down to the end of the page and click “CONTINUE” to proceed.



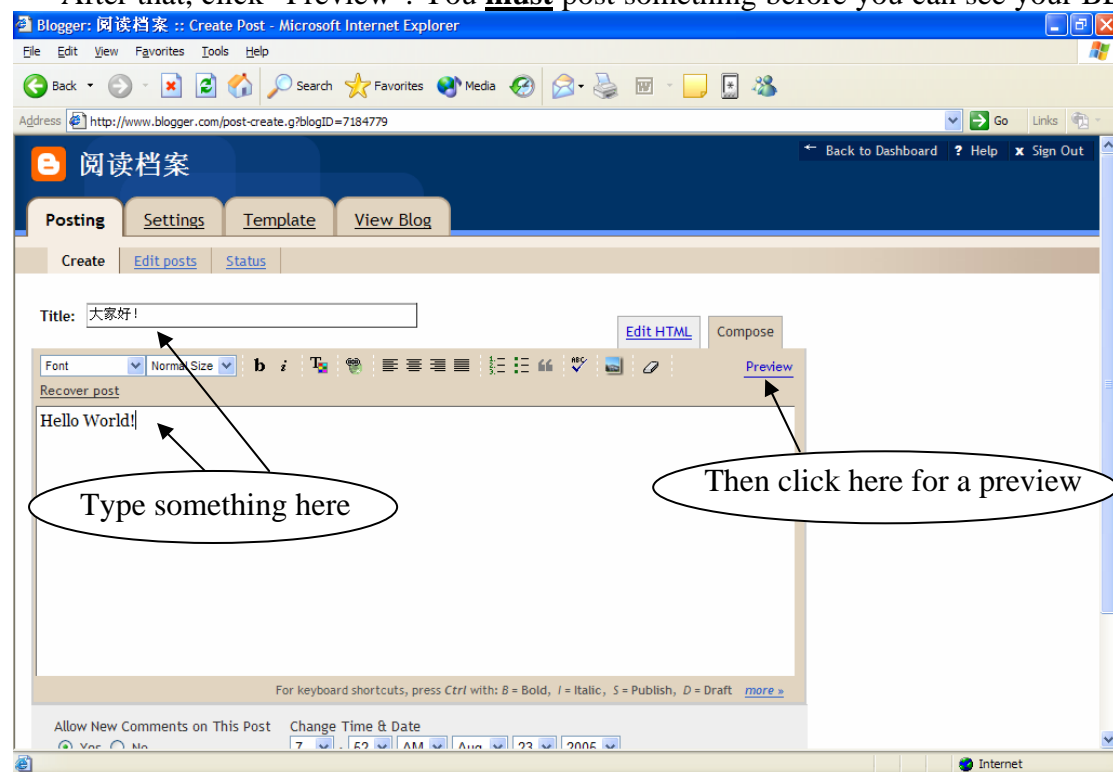
7. It may take some seconds while your BLOG is created :



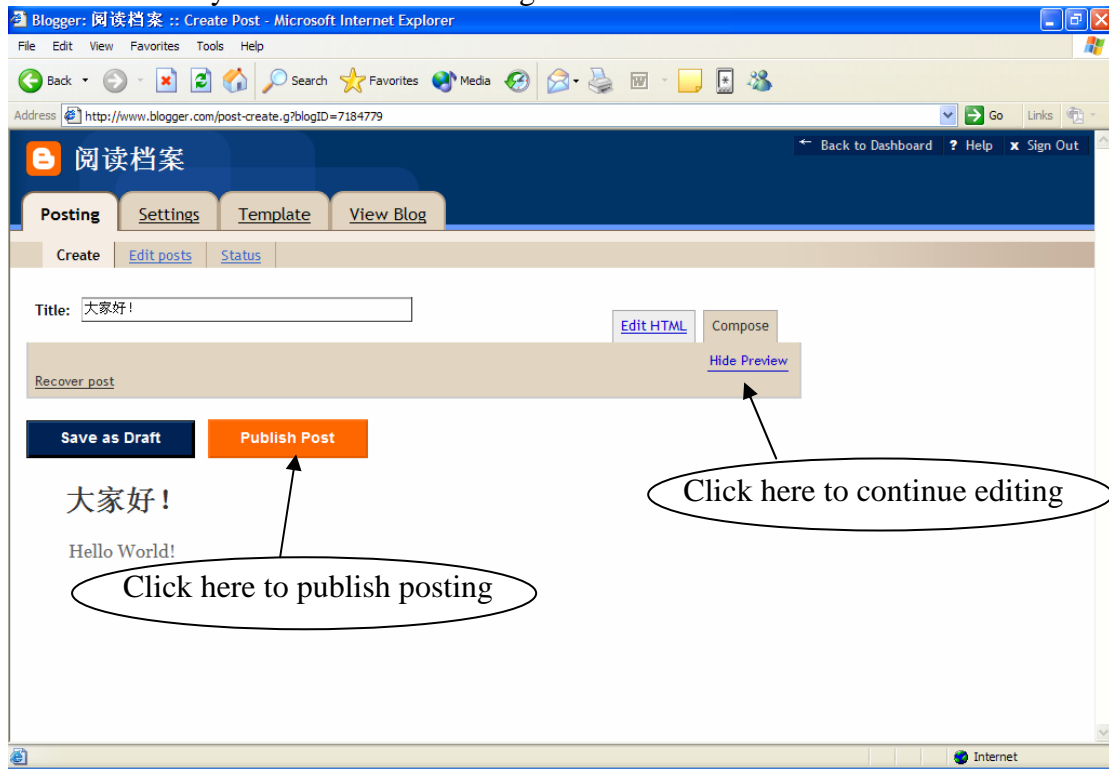
8. When you see this screen, your BLOG is ready for use! Click on “START POSTING” to proceed.



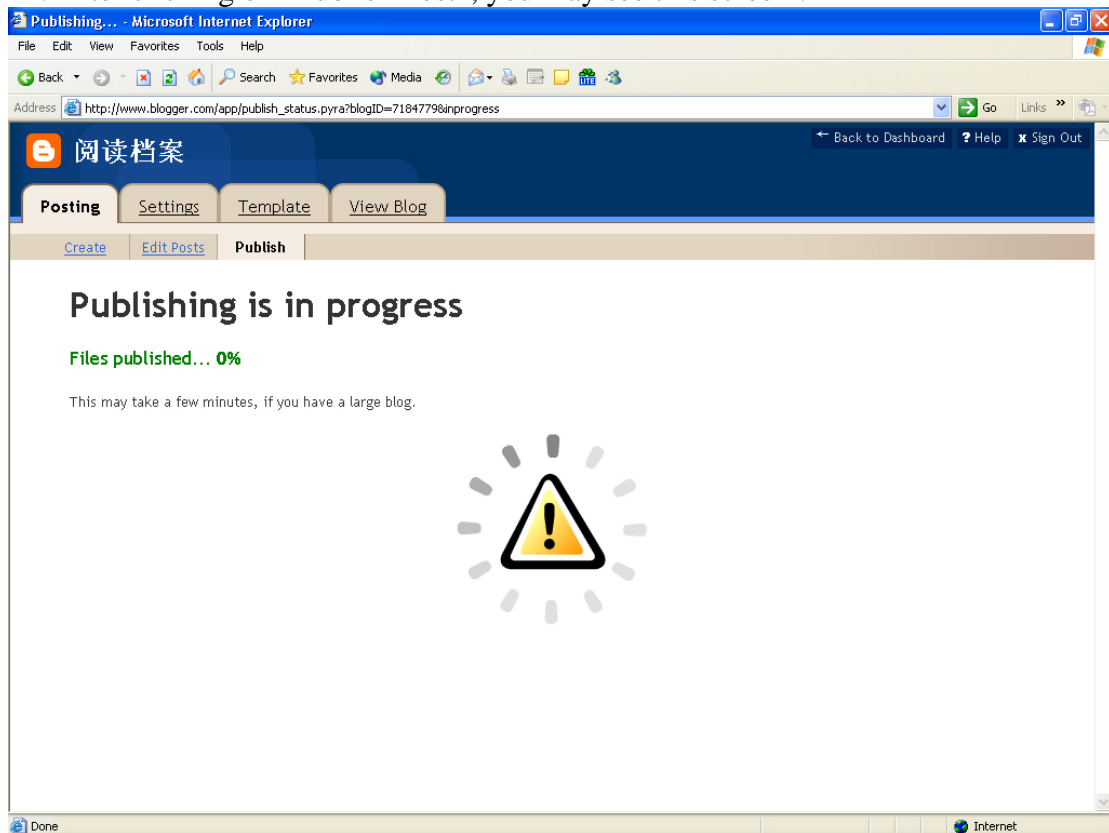
9. It's time for your first post. Enter some text in the “Title” as well as the text area. After that, click “Preview”. You **must** post something before you can see your BLOG.



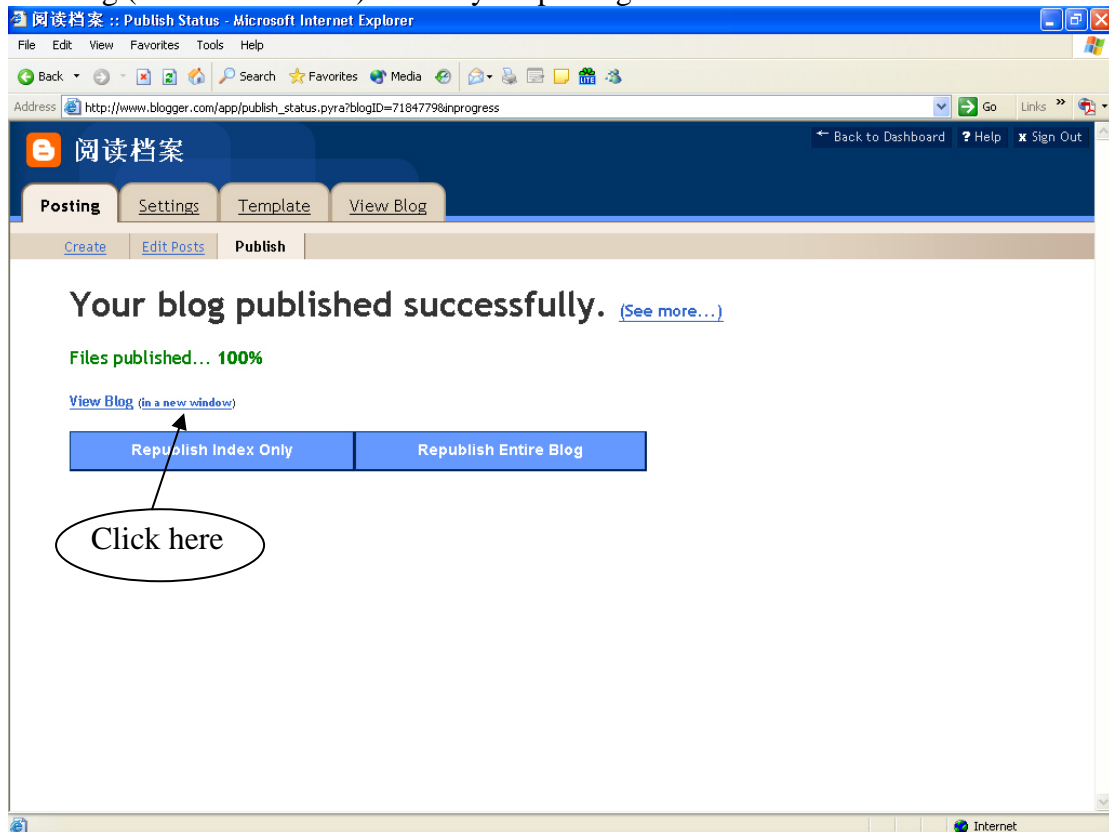
10. A preview screen. You may click on “Hide preview” to continue editing, or “Publish Post” when you have finished editing.



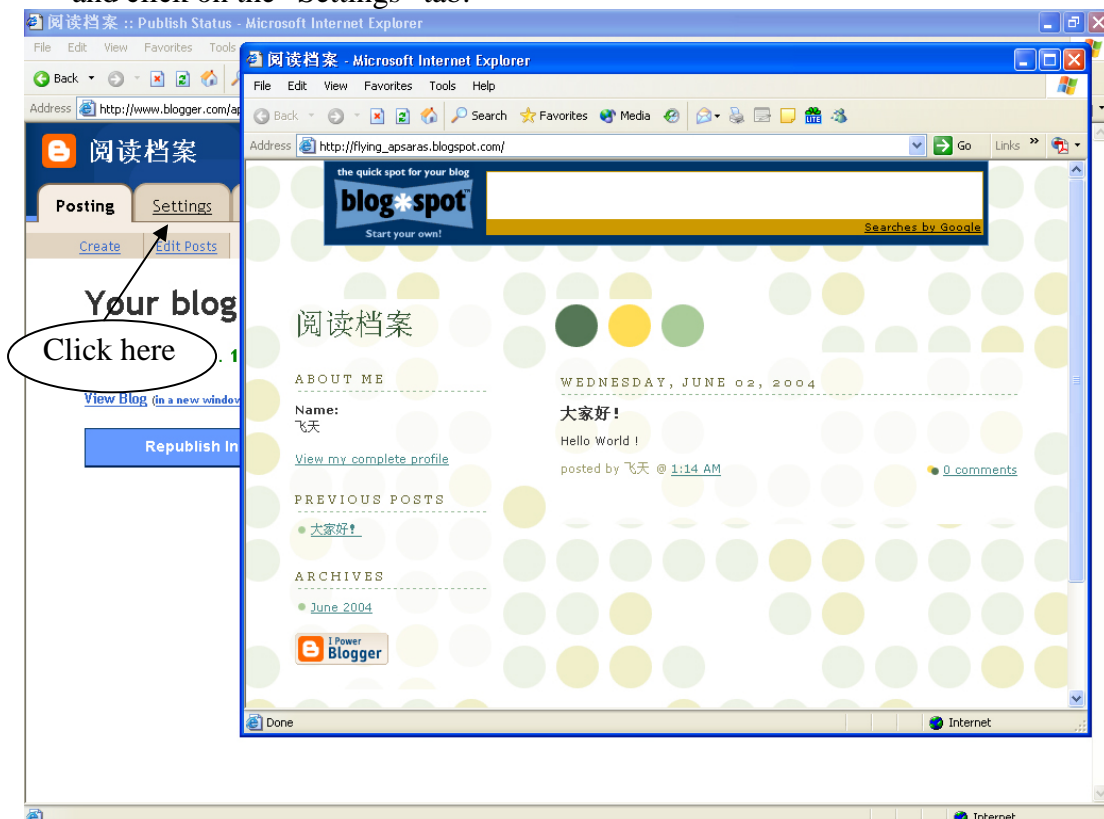
11. After clicking on “Publish Post”, you may see this screen :



12. You will see the following screen when the posting is successful. Click on “View Blog (in a new window)” to see your posting.

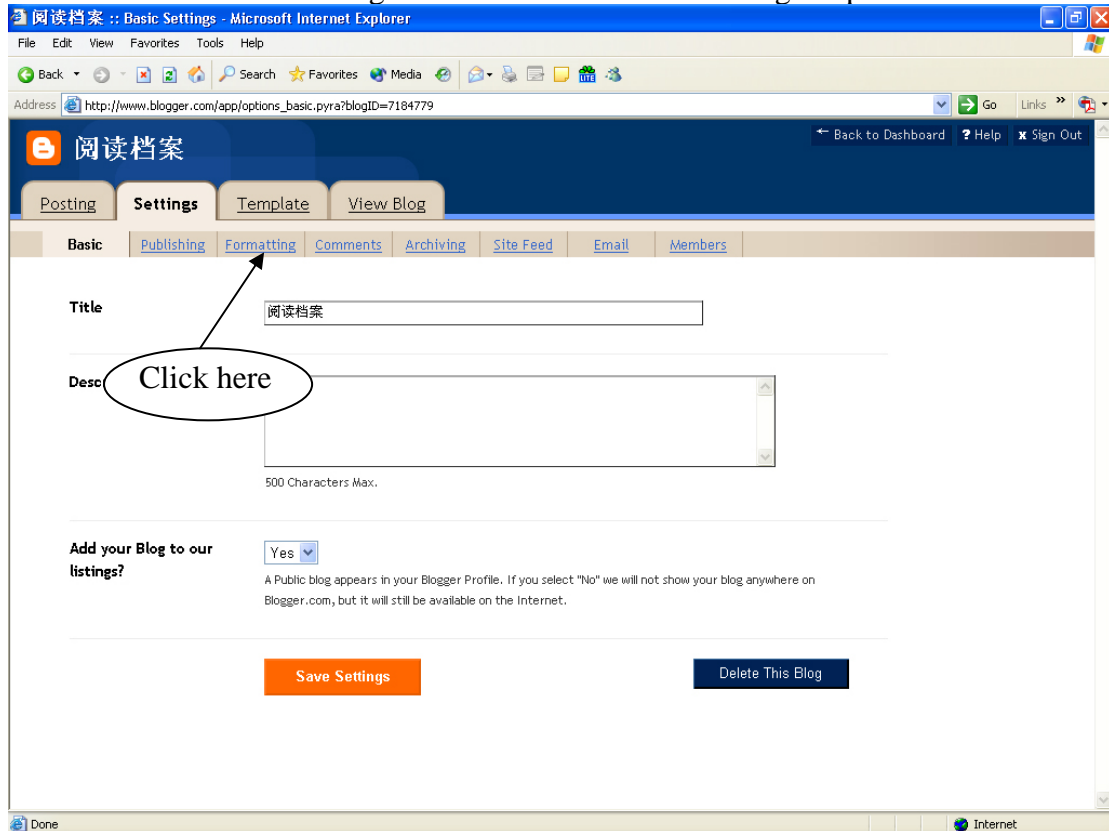


13. The pop-up window will contain your first posting. After viewing, close the window and click on the “Settings” tab.

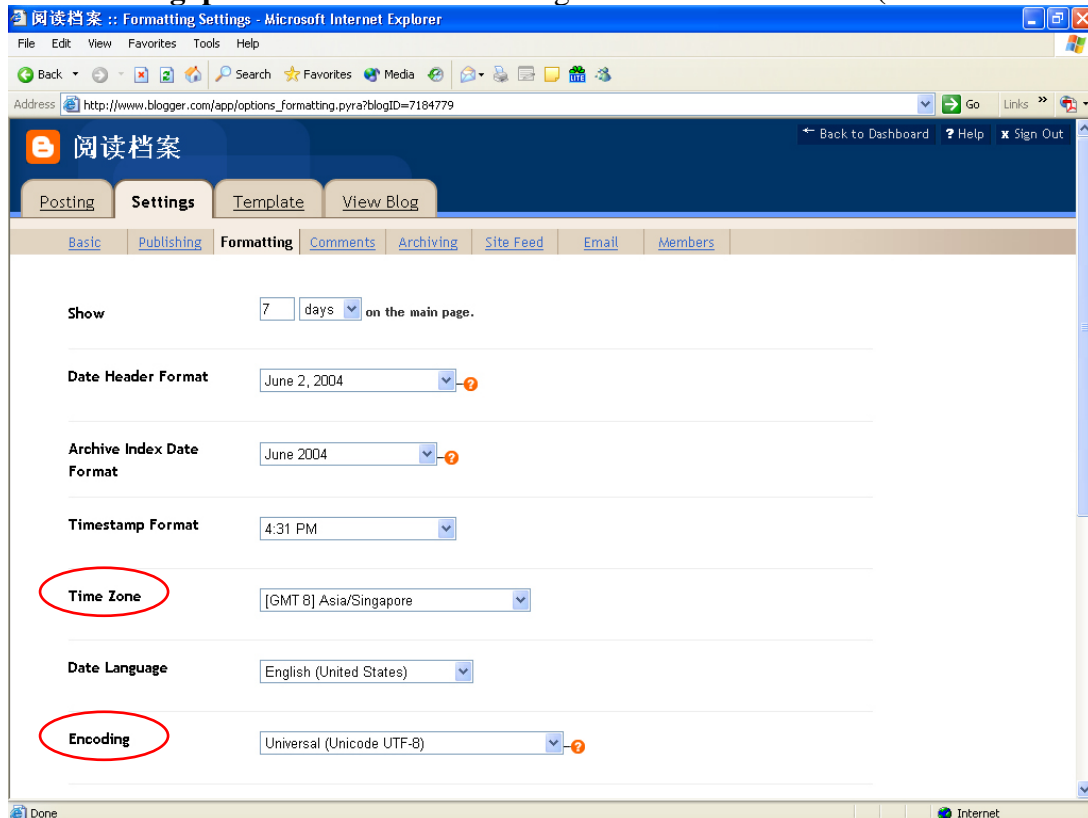




14. This is the initial “Settings” screen. Click on “Formatting” to proceed.



15. Under the “Formatting” screen, change “Time Zone” to match [GMT 8] Asia/Singapore. Ensure that “Encoding” remains as **Universal (Unicode UTF-8)**.



16. You may further customise the other settings. Finally, scroll till the end and click “Save Settings” to proceed.

Time Zone: [GMT 8] Asia/Singapore

Date Language: English (United States)

Encoding: Universal (Unicode UTF-8)

Convert line breaks: Yes

Show Title Field: Yes

Show Link Field: No

Post Template:

Click here to proceed

Save Settings

17. You will see the following screen notifying you that “Settings Were Saved Successfully”. Click on “Republish” your BLOG to see the changes. This must be done every time a change is made to your settings or template.

Settings Were Saved Successfully

You must **Republish** your blog to see the changes. (You can also **Republish Index** only.)

Click here

7 days on the main page.

Date Header Format: June 2, 2004

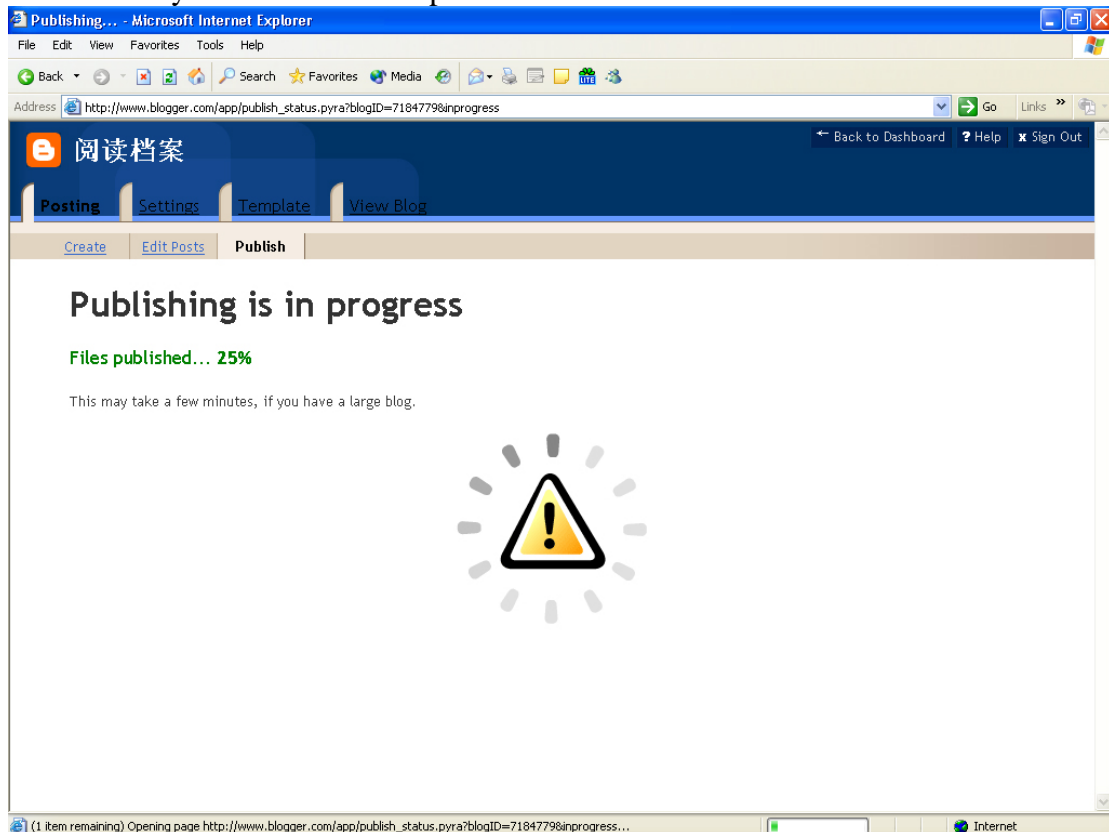
Archive Index Date Format: June 2004

Timestamp Format: 4:33 PM

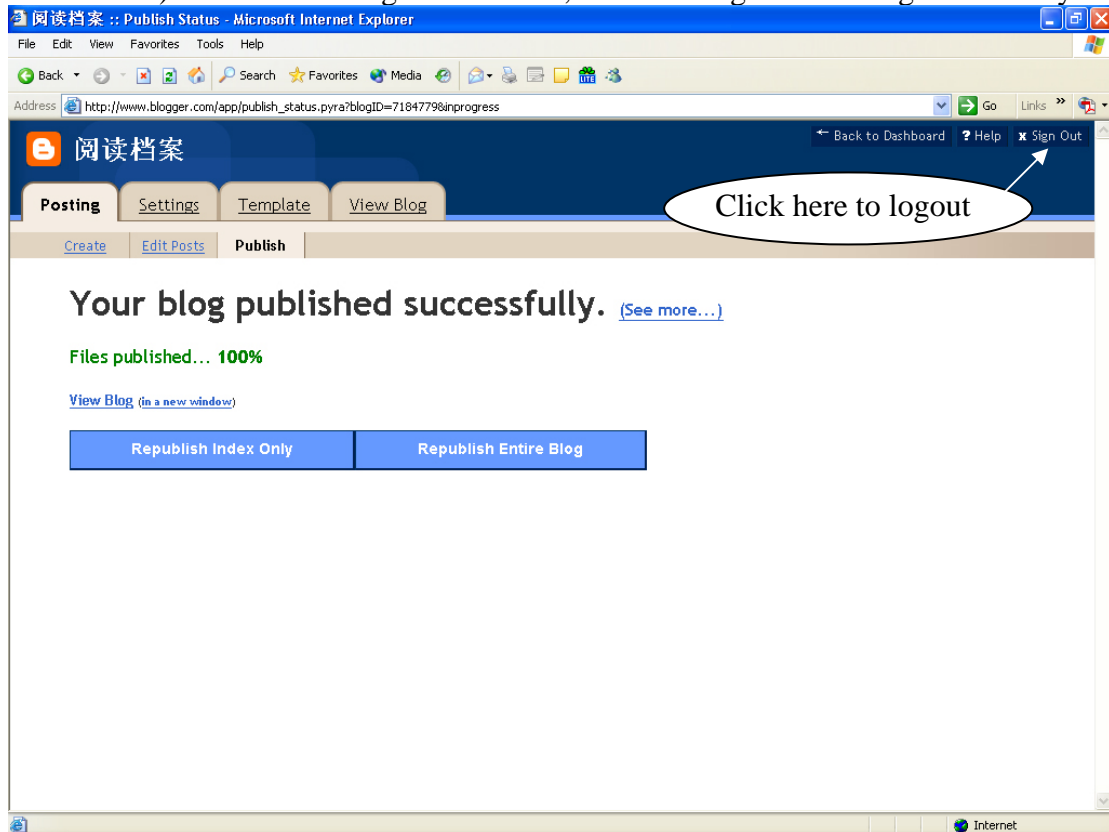
Time Zone: [GMT 8] Asia/Singapore

Date Language: English (United States)

18. Wait for your BLOG to be republished.



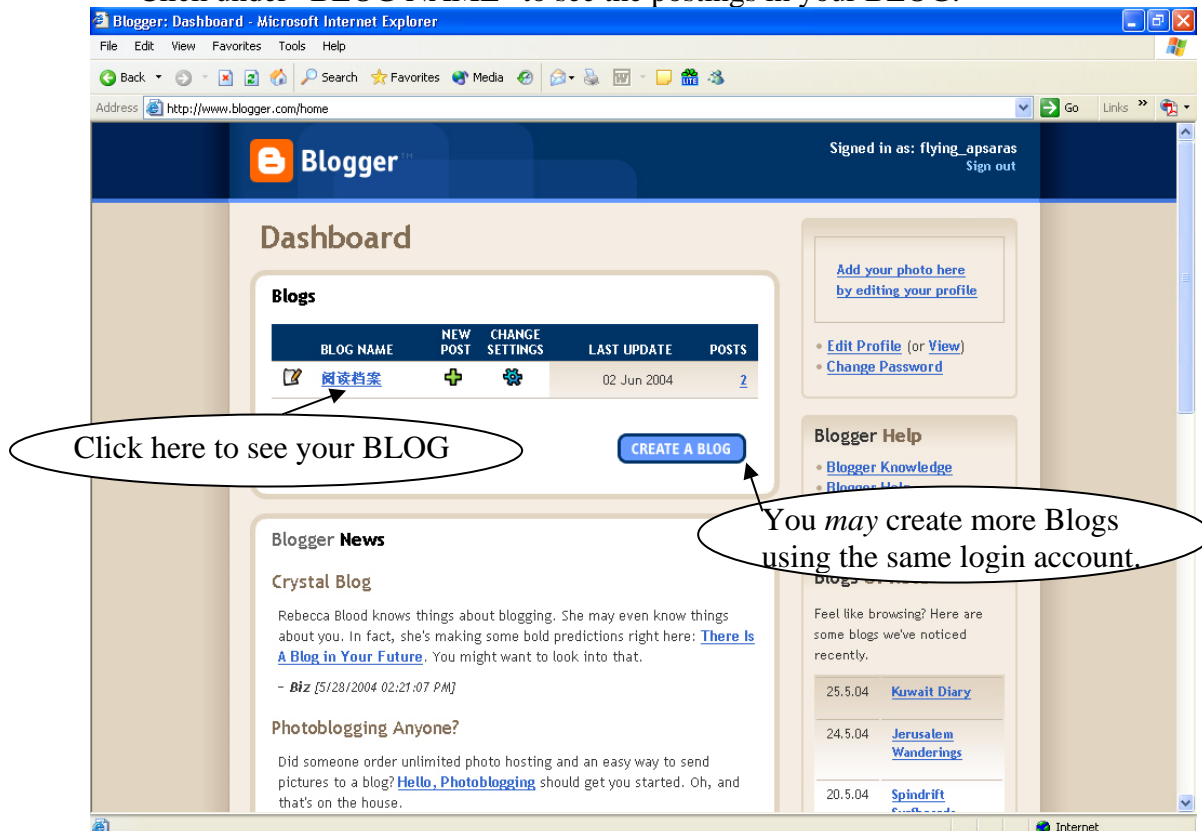
19. When it is done, you shall see this screen. You may click on “View Blog (in a new window)” to see the changes. After that, click on “Sign Out” to logout of the system.



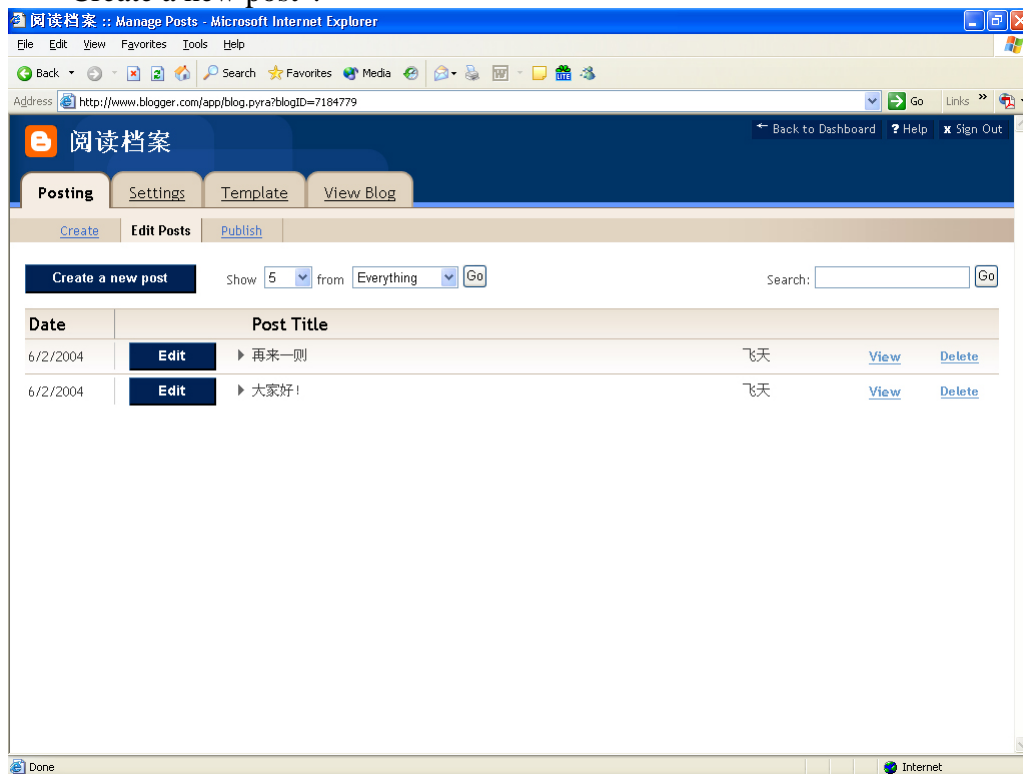
20. Click on “”LOGOUT” will return you to the very first screen. Enter your *username* and *password* to access your BLOG.



21. You will be brought to the “Dashboard”, where you will see a list of your BLOG(s). Click under “BLOG NAME” to see the postings in your BLOG.



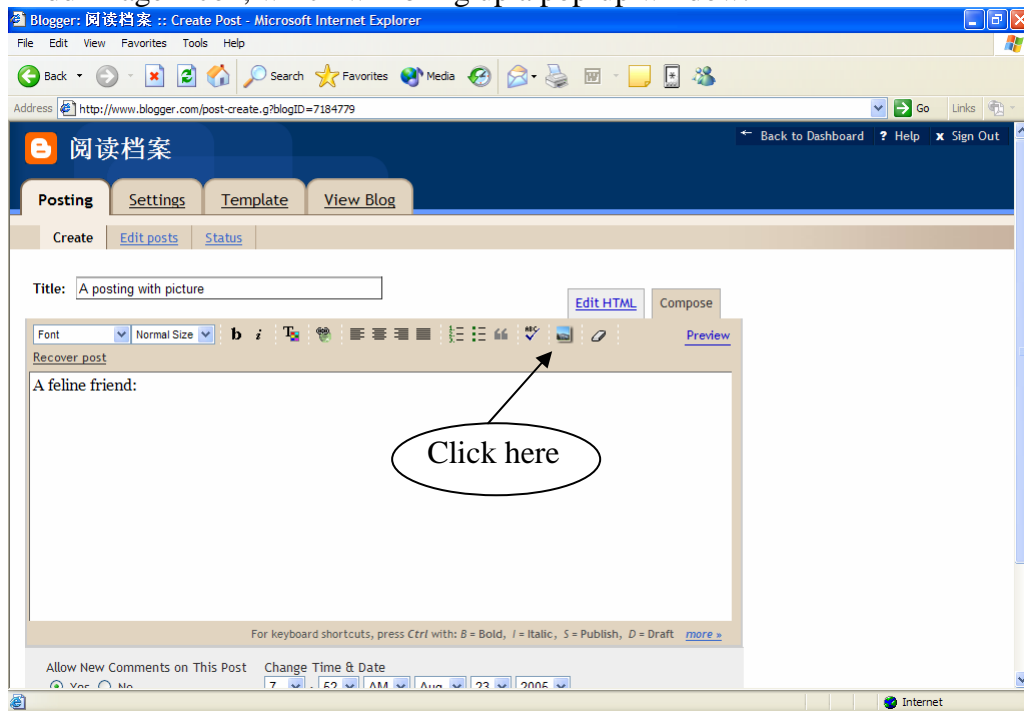
22. You will see all your postings listed here. To create a new posting, simply click on “Create a new post”.



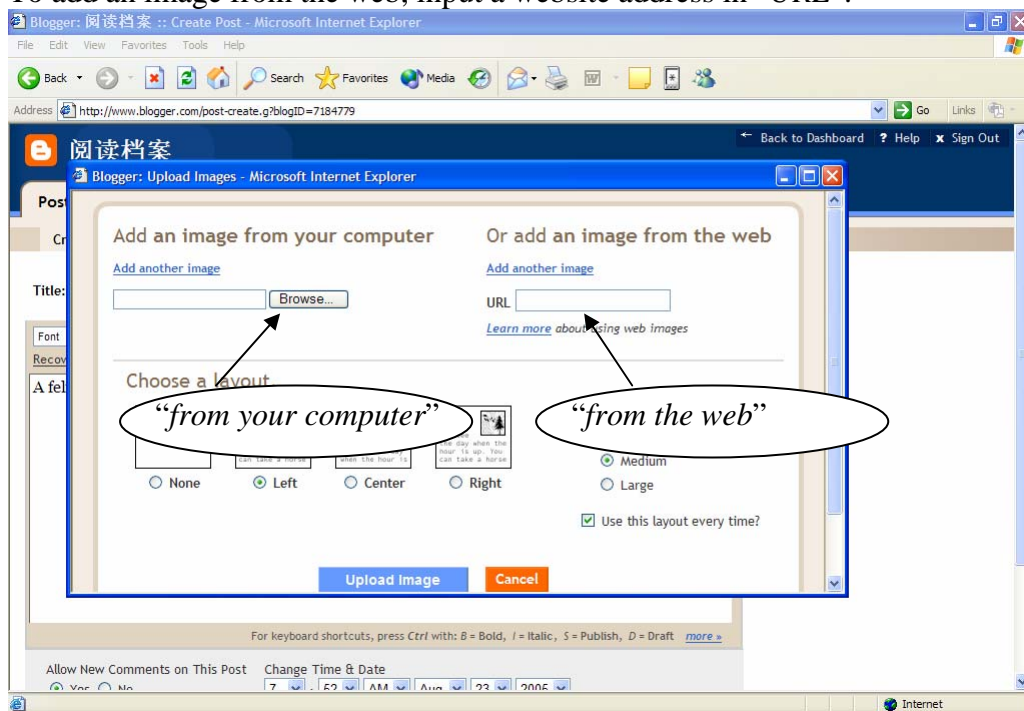
23. You have now grasped the basics of creating your very own BLOG on blogger.com. Have fun! ☺

## Posting with picture(s)

24. A posting may contain 1 or more pictures. Just repeat the steps that are described. First, you may want to enter a title and some text for your posting. Then, click on the “Add Image” icon, which will bring up a pop-up window.



25. You can either add an image “from your computer” or “from the web”. To add an image from your computer, click on “Browse”; To add an image from the web, input a website address in “URL”.

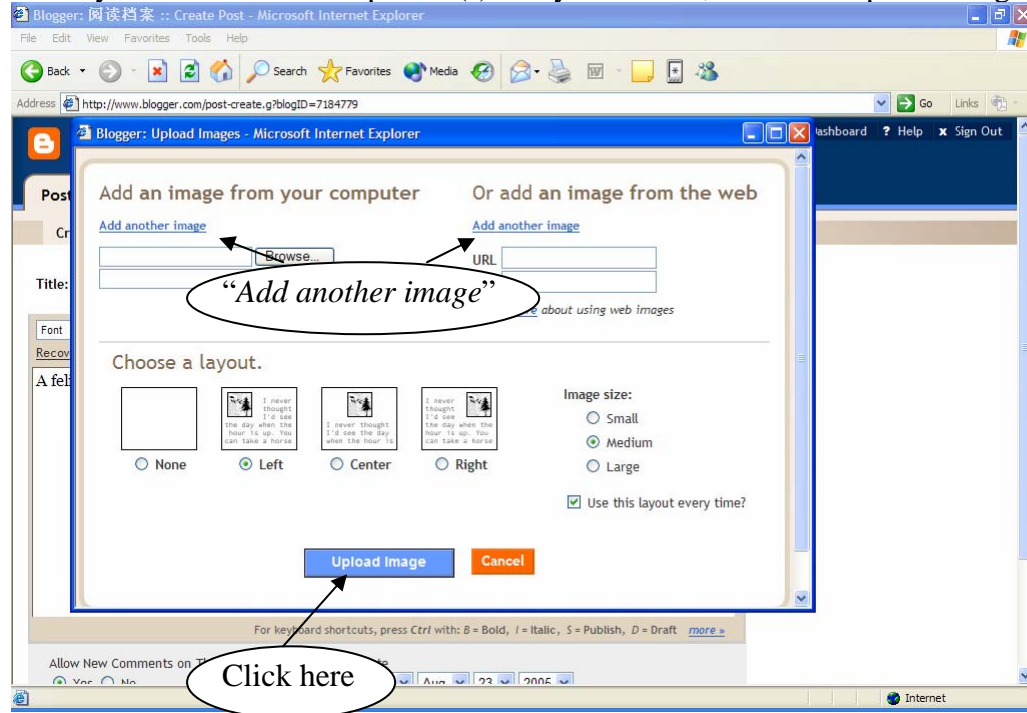


26. Some other settings you can carry out:

To add **more than 1 image**, click on “Add another image” link; a maximum of 5 images may be uploaded at one go.

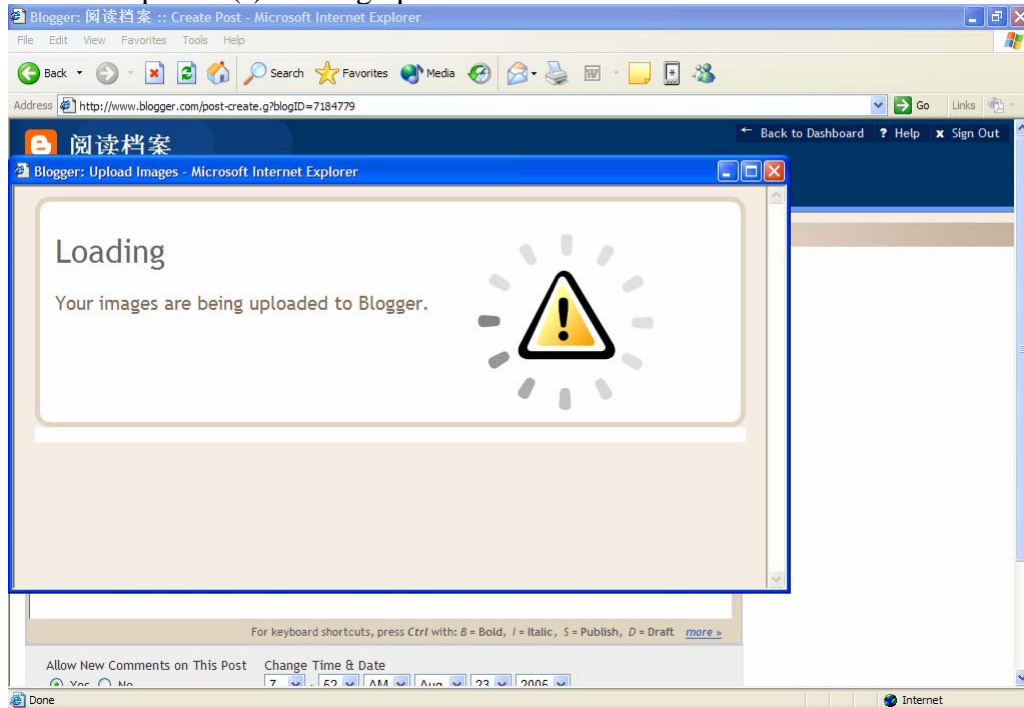
In addition, you may also “Choose a layout” and specify the “Image size”.

When you have located the picture(s) that you wanted, click on “Upload Image”.

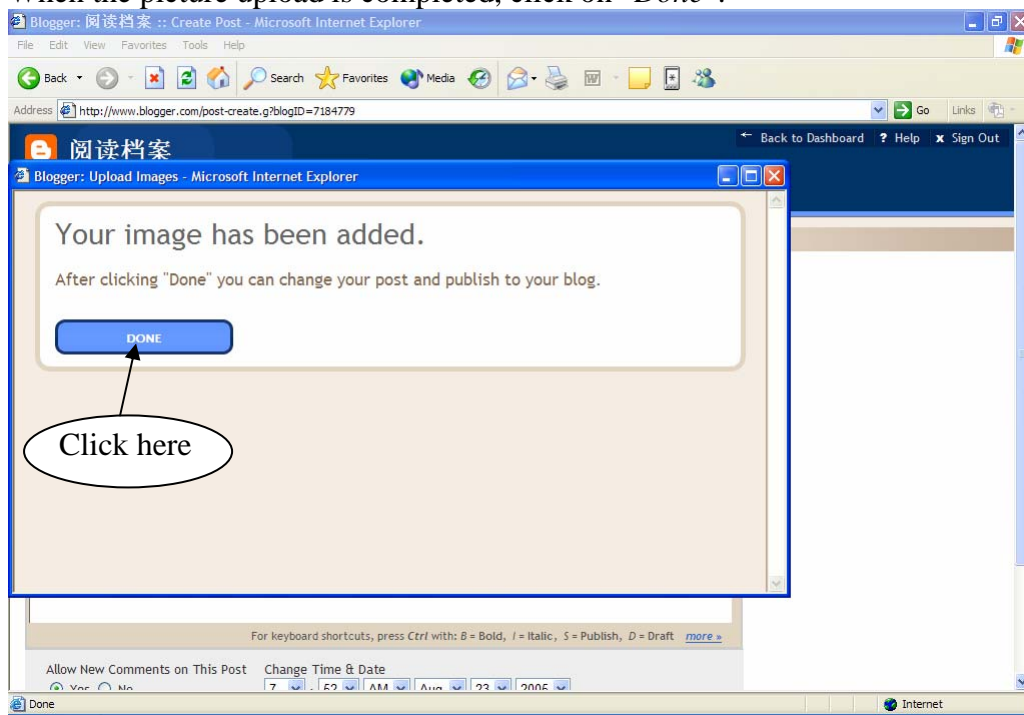




27. While the picture(s) is being uploaded:



28. When the picture upload is completed, click on "Done".





29. The picture will be seen in your text window. Proceed to “Publish Post” and your picture will be posted to the blog.

