The Delsu Blog

" Blogger's Guide"

A Beginner to Pro Guide on How To Create and Monetize A Blogger Blog

By

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http://delsublog.blogspot.com

http://facebook.com/weezyfeesy

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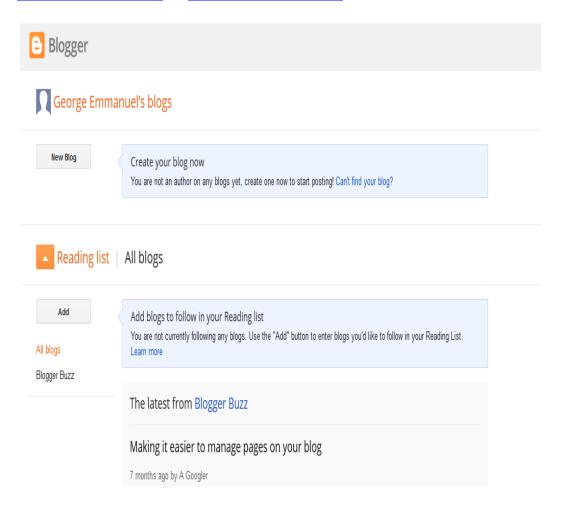**CLICK HERE TO JOIN OUR LIST TO GET UPDATES TO THIS GUIDE**

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Without wasting time let's go to the tutorial. I recommend at this time you create your blog using a computer. If you do not have a personal computer, you can use a friend's computer or a public computer available at libraries, cyber cafe, your place of work etc. Just follow the steps carefully to get started.

Step 1:

Go to http://blogger.com or http://blogspot.com

Step 2:

If you have a gmail account, enter your gmail address and password, then click the "**Sign in"** button on the page.
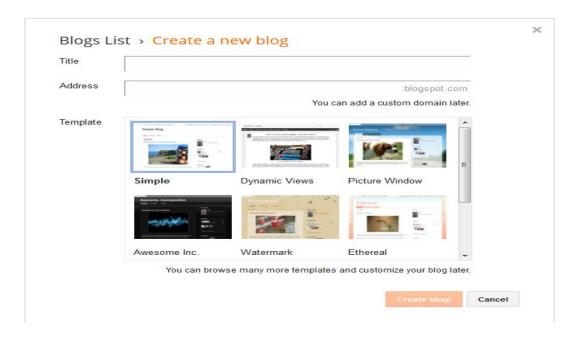
If you do not have a Google Account, click on the "**Sign up**" button. You will see a page where you will create a Google Account which you will use for your blog and other Google Services. Fill the form correctly.

If your sign in or with creating your new Google account was successful, you will be logged into blogger dashboard.

Click on the "**New Blog**" button

Step 3:

After clicking on "New Blog" as indicated above, you will see:

Title: This will be seen at the top of your blog and should be relevant to what you plan to be posting on the blog. For example: if you want to be talking about tips on health matters, then you can give it a title like "Best Health tips". Be creative.

Address: Keep your address similar to your title (as above). http://www.freedomaingenerator.com can suggest address for you.

If the address you entered is not available, you will be prompted to enter another one. Make sure the .com, .net, .org, .gov and other extensions of the address you

choose is not already taken. You can confirm this by entering www.your-address.com into your browser and see if it will bring up any web page. To ensure uniqueness.

If you prefer having a .com address instead of a .blogspot.com address for your new blog, do not worry. You can create and add the custom domain later.
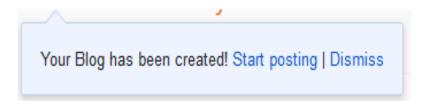
Template: Choose any template you like for your blog. It doesn't really matter which template you choose, you can always change it later.

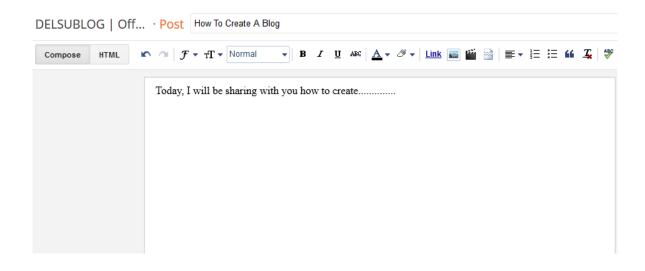Once you have chosen your template, then click on the "**Create Blog**" button.

Step 4:

After clicking on the "Create Blog", you should see a notification that your blog has been created successfully.

Your blog is now created! Click on "start posting" as seen in the picture below:

Step 5:

After clicking "Start Posting", you will see the "**Post Editor**" as seen below:

Enter the **title** of your post (this is what your post will be about) and enter the **content** of your post as seen in the picture above. You can change whatever you type there at anytime.
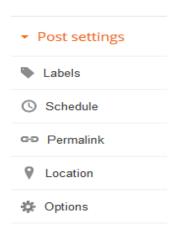
Also take note of the "**Preview**" button, the "**Publish**" button, and the "**Save"** button.

The "**Preview"** button enables you to preview what your blog post will look like once it is published. The preview button acts as a WYSIWYG (What You See Is What You Get) Function.

The "**Publish**" button publishes your post to the web.
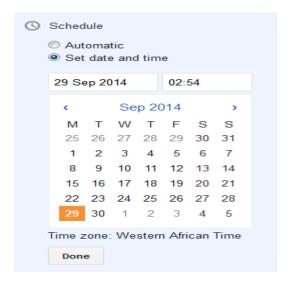
The "**Save**" button saves your composed post as draft.

If you look at the right-hand side of the page, you should see the "**Post Settings**" as seen in the picture below.

Labels: This is where you set the category of your post. For example, if your post is "How to create a blog"**,** you can enter "blogging tips" in the "**labels**" box and when you write another post maybe on "How to open a facebook account", you can then enter "facebook tips" inside the box. You can change the label of your post anytime you want.

Schedule: This is where you can set your post to be published on a future date and time.

If you select "set date and time" below, you can choose a date and time on a calendar for your post to be automatically published.

Once you've selected a new date and time, be sure to click **Done**, then **Published**. Don't worry - your post will only be published at the date and time that you've placed in the settings.

Still under "**Post and Settings**", you can ignore the "**Location**" while you can enable and disable comment via **"Options".**

Once you are through writing your post, click on the "Publish" button. You just created your first blog post. This is the same way you will be creating post whenever you want to add new post to the blog.
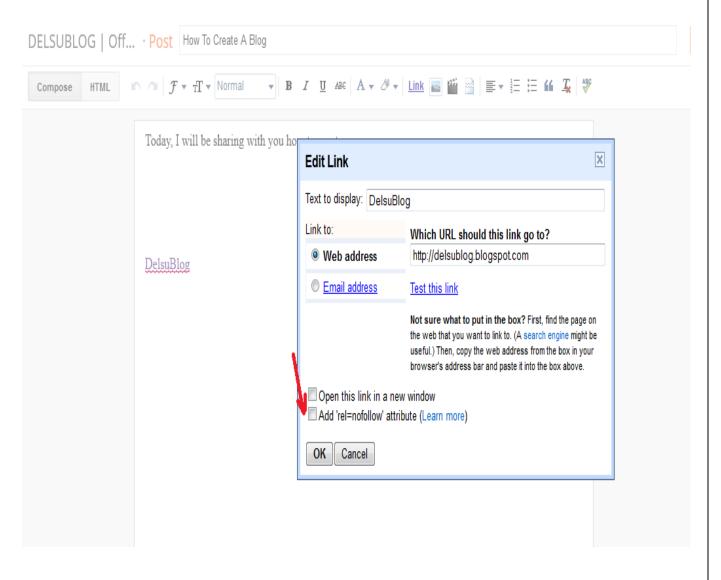
Whenever you want to write a new post, log in to www.blogger.com and click on the "**New Post**" tab or the pen tab as seen in the picture below.
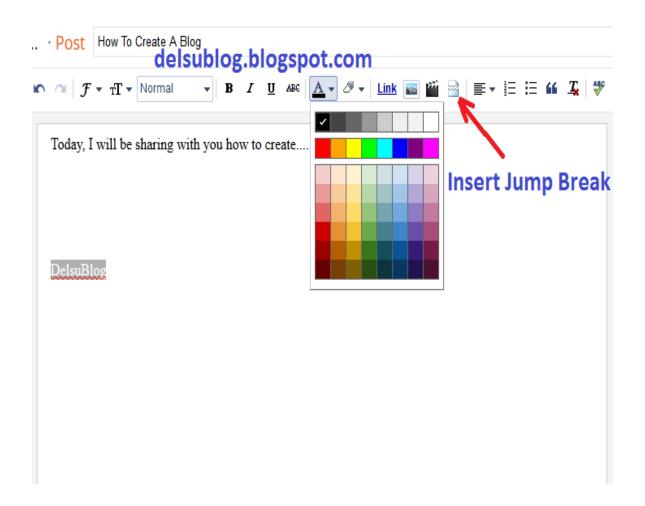
Clicking the "New Post" tab will open the "Post Editor".

Inserting Links into Blog Post

To enter links into your blog post, high-light the text you want to use as a link (e.g "delsublog" in the picture below), click "LINK" as shown in the picture below and enter the url you wish to link the text to. If you click "open this in a new window" box, the link will open in another window each time anyone clicks on it when reading your article.

Changing Font Size, Color, Style etc
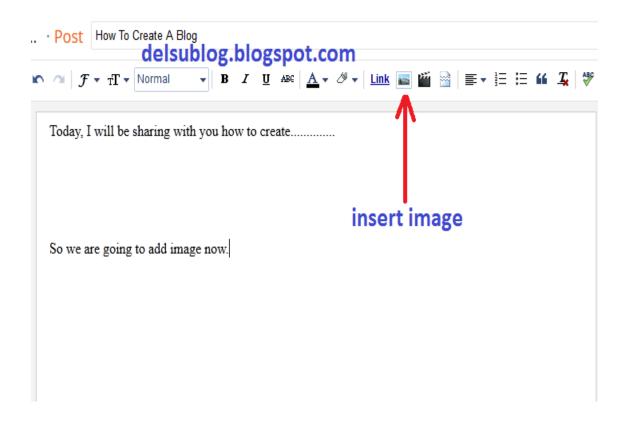
You can change the <u>font size</u>, <u>font color</u>, <u>font style</u> and also <u>underline your text</u>, <u>make your text bold</u> or in an *italics* by using the icon available on the top middle of your post editor.**Move your mouse on each icon to see what each icon can do for you.**
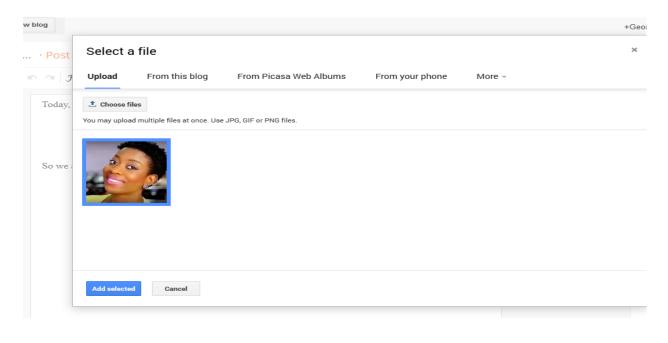
The "insert jump break" icon allows you to add jump break to any part of your post. This breaks your post into two, so that when such post appears on the hompage of your blog, your reader will have to click on a "<u>read more</u>" link to read the full article.

Adding Image To Your Blog Post
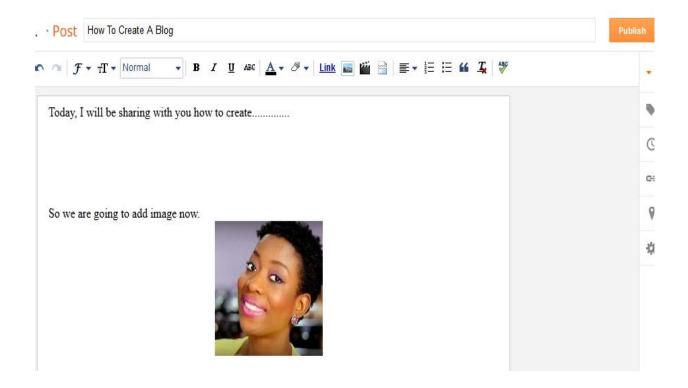
To add image, click on the image icon as seen in the picture below.
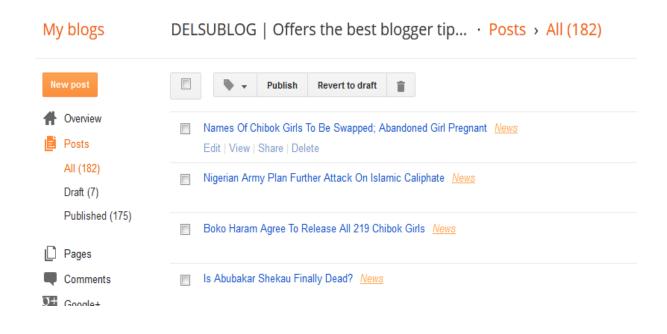

There are different options of adding image to your post. Click the "**choose files**" button to select pictures from your computer. Then, click "Add Selected".

Once you are happy with your post, click on the "**Publish**" tab at the top of the post editor.

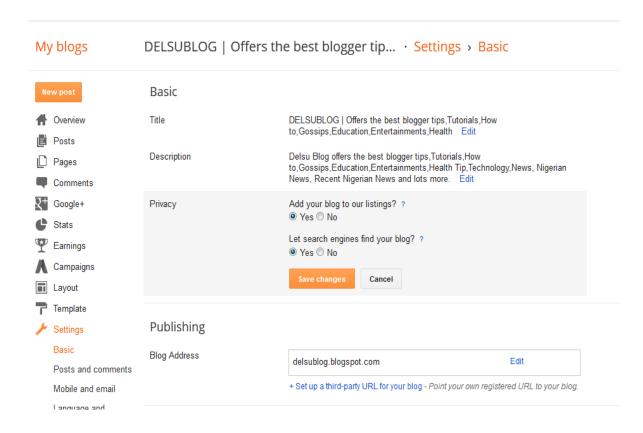After clicking the Publish button, you will always see a list of your post similar to the picture below:

Clicking on each post in the list, will bring up the post editor, this will enable you to edit your post accordingly.

Setting The Settings

Basic Settings

Once logged into your dashboard, click on your blog and look by the left menu. Click **settings -> Basic** as seen in the picture below:

Language and formatting

Search preferences

Other

Permissions

Blog Authors

George Emmanuel   7@gmail.com   Admin

+ Add authors

Blog Readers   Public   Edit

On the page you will see a list of settings you can edit. You can edit them by clicking the "**Edit"** link next to each settings.

Enter a description that describe your blog in the "**Description**" box. Create a description all by yourself by annalysing what your blog is all about. Be creative here. Although I can create one for you for a token.

Whatever you type in the description box will appear beneath your blog title in the blog header area. You can disable it though.

Using the picture below as an example, the description of the blog is "News in Nigeria, Latest Gists".
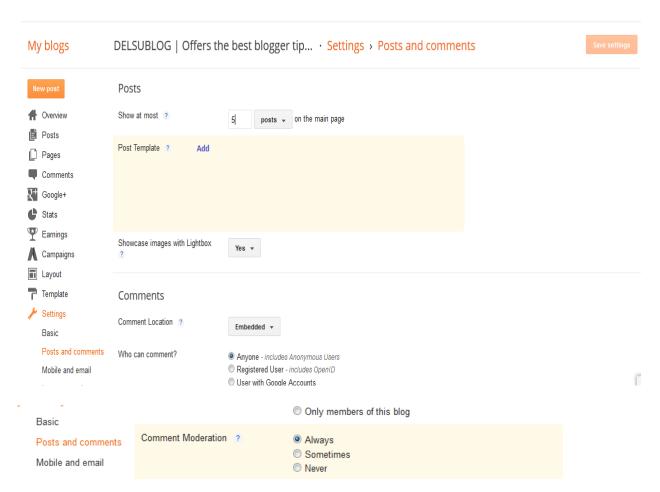

Take some time to write a useful description that not only describes what your blog is about but also entices visitors to read more.

If you click the **PRIVACY** edit link, you will see two settings you can configure. Select "**YES"** for "Add your blog to our listings" and also select "**YES**" for "Let search engines find your blog".

Leave the "**Publishing**" and "**Permissions**" settings the way they are and make sure you set the "**Blog Readers**" to "Public**".**

Post And Comment Settings

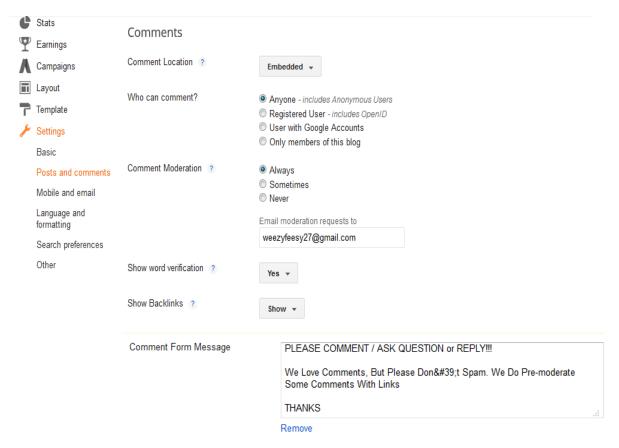Click on **Settings -> Post and Comments** as seen in the picture below:

Here you will two sub-headings: **Posts** and **Comments**

The small question mark next to each settings gives a brief of each setting.

Under the "**Post**" sub-heading, the main settings that will need altrering is the "**Show at most ::::::: on the homepage**". I set mine to 5 post on the home page. Feel free to alter it the way you like. Note that the more post that appear on the home page, the more it takes your blog to load.

You can set the "show case image with lightbox" to **YES**.

Under the "Comment" sub-heading, you can set the settings according to your choice. The picture below shows how I like to set this sub-heading:

I set "Comment Location" as "**embedded**" so that the blogger comment form can appear right below each of your posts and it will allow users to reply from the post without taking them away to a new page.

I set "who can comment" to "**anyone**" so as to also give room for anonymous users to comment on my blog post.

I set "comment moderation" to "**always**" because I preffer reviewing comments before they are published. A link will appear on your dashboard when there is comment to review. If you enter your email address in the "Email moderation request to" box, you will always receive an email whenever someone comments on your blog post.

You can set the "show backlinks" to "**show**". Backlinks enable you to keep track of other pages on the web that link to your posts.

Anything you enter in the "comment form message" appears directly above your comment form. You can use this to let your readers know that their comments will be appreciated.

That's all for the "**Post and comments**" settings.

At this stage you can start adding more posts to your blog via the "New Post" button whenever you log in to www.blogger.com and enjoy the blogging experience; but if you wanna learn other things you can do on your blog, keep reading.

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