

2015

THE BLOGGER'S GUIDE

[GUIDE TO SETTING-UP A BLOGSPOT BLOG]

A Fully Written Guide On How To Create And Operate A
Blogger Blog.

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How To Register Your Blog

I recommend you create your blog using a **computer**. After setting it up with either of the two, you can afterwards be updating the blog with your mobile phones. If you do not have a personal computer, you can use a friend's computer or a public computer available at libraries, cyber cafes etc.

NOTE:- You don't actually have to go through all the whole blogging setting up process, you can simply hire me to do all the stress for you by contacting me via **+2348117759804** or mail me at **shbadmus@gmail.com**

Just follow the below steps carefully.

Step 1:

Go to <http://www.blogger.com> or <http://www.blogspot.com>.

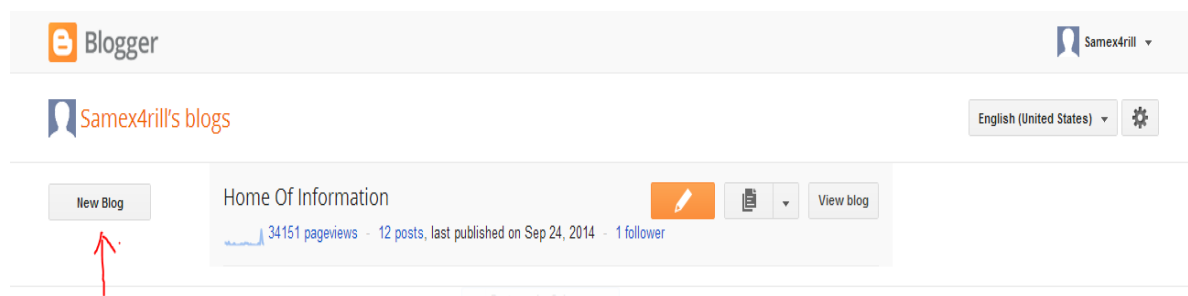
Step 2:

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 new Google account which you will use for setting up your blog and some other Google services. Fill the form accordingly.

After you've successfully signed in or created your new Google account, you will be logged into the Blogger dashboard automatically.

From there, click on the “**New Blog**” button.



Step 3:

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

A screenshot of the 'Create a new blog' form. The title is 'Blogs List > Create a new blog'. There are three main sections: 'Title' with an empty text box, 'Address' with a text box containing 'E.g. mynewblogaddress.blogspot.com' and a note 'You can also add a custom domain later.', and 'Template' with a grid of six template thumbnails. The templates are labeled: 'Simple', 'Dynamic Views', 'Picture Window', 'Awesome Inc.', 'Watermark', and 'Ethereal'. Below the templates is a note 'You can browse many more templates and customize your blog later.' At the bottom right are two buttons: 'Create blog!' and 'Cancel'.

Title: This title is what will be seen at the top of your blog and should be relevant to what you plan on posting on the blog.

For example: if you want to be talking about tips on making money online, then you can give the blog a title like “Money Making Secrets”.

Please Try To Be Creative.

Address: This will be the URL your blog will be accessed with, so keep your address short and similar to your blog title.

If the address you entered is already taken or not available, you will be prompted to enter another one. And always ensure uniqueness.

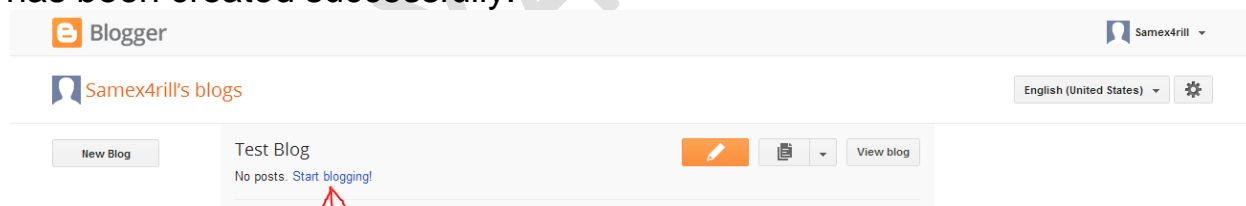
If you prefer having a .com address instead of a .blogspot.com address for your new blog, do not worry. You can create and add the custom domain later on from your blog settings.

Template: Right here, choose any template you like and make sure you pick a nice looking and fast loading template as this will be what determines the beauty of your blog and although you can always change it anytime you like but that doesn't mean you should pick a bad template.

NOTE: If you don't like the free default bloggers template made available to you by blogger, you are more than welcome to contact me on [+2348117759804](tel:+2348117759804) or shbadmus@gmail.com so that I can get you the template of your choice

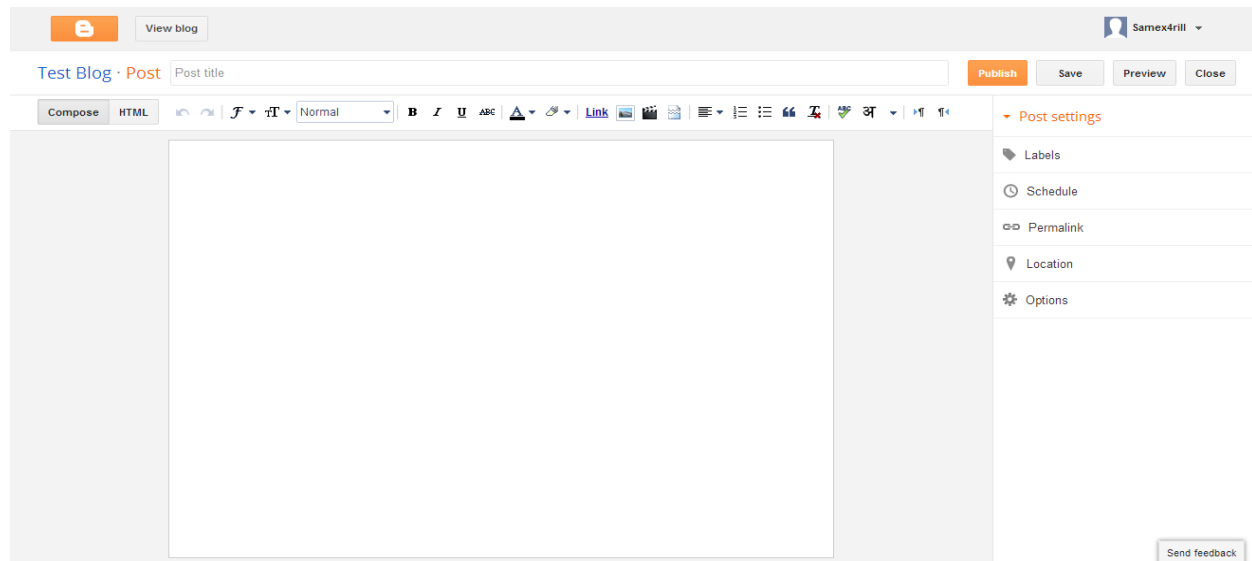
Once you have chosen your template carefully, then you can now click on the **“Create Blog”** button.

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



Step 4:

After clicking “Start Blogging”, you will see the blogger **“Post Editor”** as seen below:



Enter the **title** of your blog post in the title field (this is what your post will be about) and enter the **content** of your post as seen in the picture above. You can edit whatever you type there at any time.

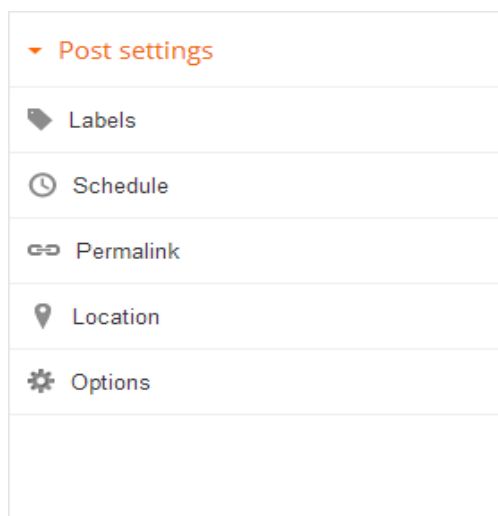
Take note of the “**Preview**” button, the “**Publish**” button and the “**Save**” button.

The “**Publish**” button publishes your post live to the web.

The “**Preview**” button enables you to preview what your blog post will look like before publishing.

The “**Save Now**” 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. As an example, if your post is related to “How to create a blog”, you can enter “blogging tips” or just “blogging” in the “**labels**” field and when you write another post, maybe on “How to make money”, you can then enter “money making 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 at a future date and time.

If you select “Set date and time”, you can choose a date and time for your post to be automatically published by itself.

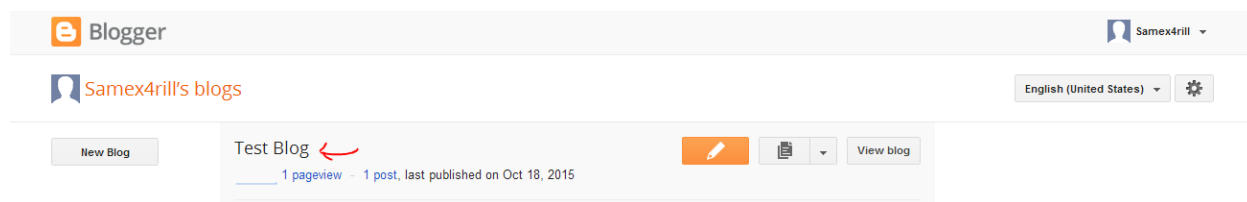
Once you've selected a new date and time, be sure to click **Done**, then **Publish**.

Still under “**Post Settings**”, you can choose to ignore the “**Location**” while you can enable and disable comments via the “**Options**” tab.

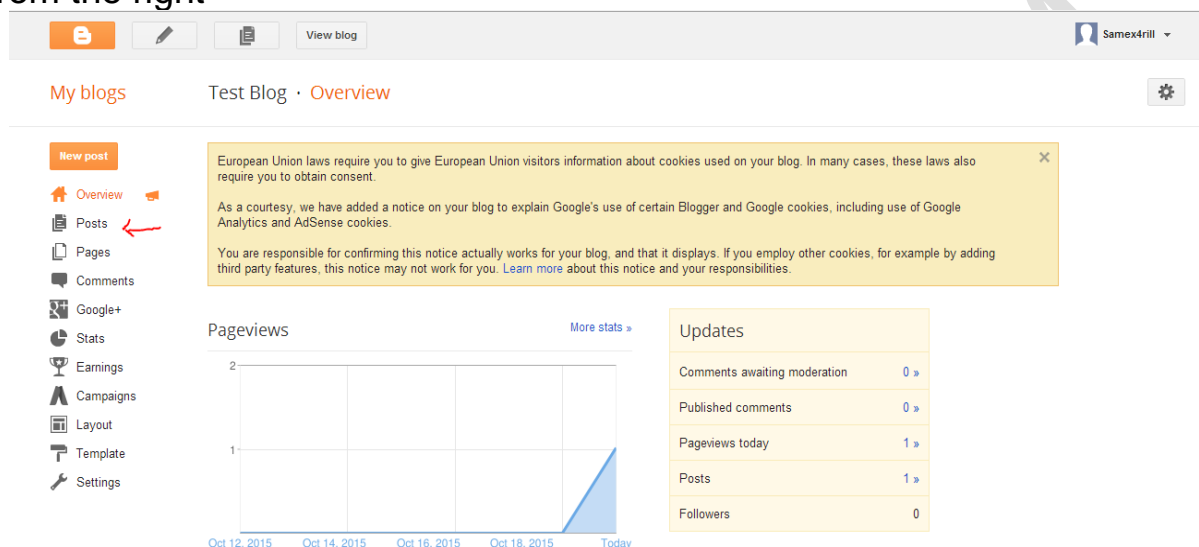
Once you are through writing your post, click on the “**Publish**” button.

Clicking on the Publish button means you just created your first blog post. This is the same way you will be creating new posts whenever you want to add new posts to the blog.

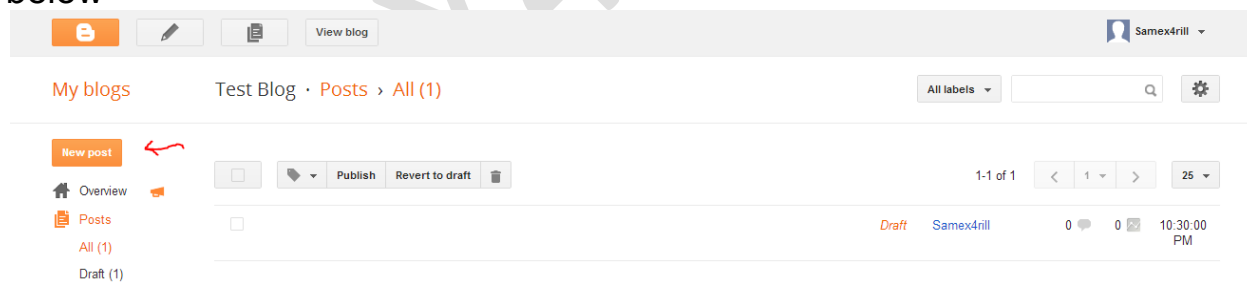
Whenever you want to write a new post, just log in to www.blogger.com and click your blog name



Then when it brings up your blog dashboard, then click on the **POSTS** tab from the right



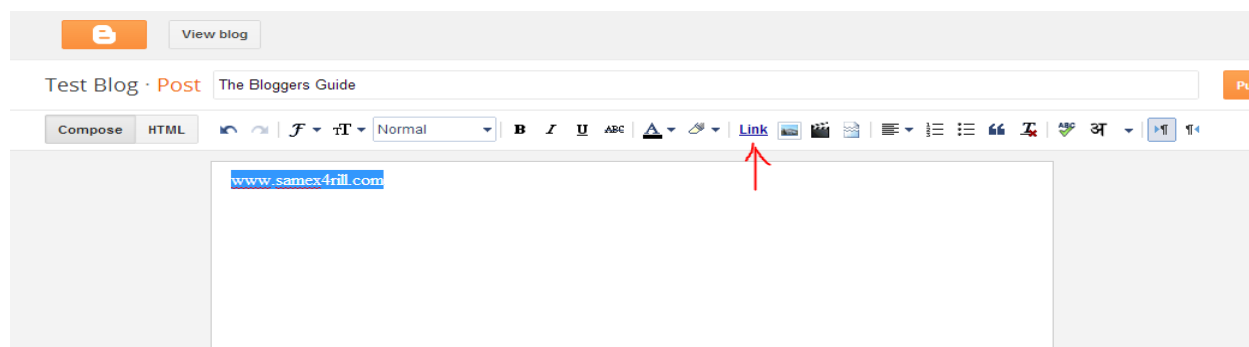
From there you can now click on the **"New Post"** tab as seen in the picture below



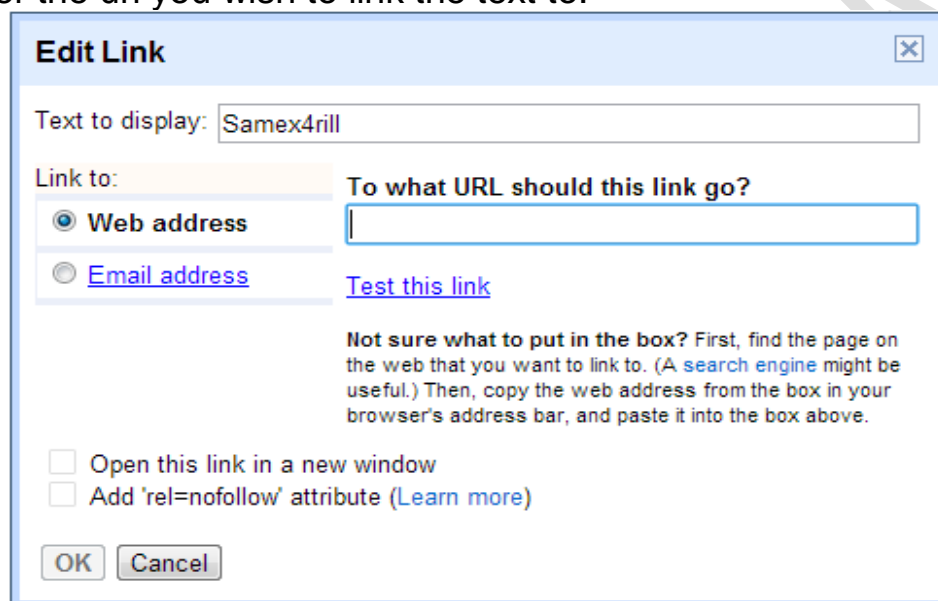
Clicking the "New Post" tab will open the blogger "Post Editor" for you.

Inserting Links into Blog Posts

To enter links into your blog post, hi-light the text you want to use as a link (e.g. "samex4rill" as seen in the picture below), then click "LINK" as shown in the picture below



And enter the url you wish to link the text to.



If you click the "open this in a new window" box, the link will open in another window when anyone clicks on it while reading your article.

Changing Font, Size, Color, Style etc.

You can change the font size, font style, font color and also underline your blog post, make your post **bold** or in *italics* by using the formatting icons which is made available on the top middle of your post editor. (Move/Hover your mouse on each icon to see what each icon can do for you.)



The "insert jump break" icon allows you to add jump breaks to any part of your post. This breaks your post into two, so that when such post appears

on the homepage of your blog, your blog reader will have to click on a "read more" link to read the full article.

Adding Images To Your Blog Post

To add images, click on the image icon from the formatting menu above the post editor as seen in the picture above :

There are different options of adding images to your post. You can choose to select an image from the web or you can click the "**Choose File**" button to select pictures from your computer, Then click "**Add Selected**"

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

After clicking the "Publish" button, you will always see a list of your previous posts. Clicking on each post in the list, will bring up the post editor again, enabling you to re-edit your post accordingly.

Setting The Blog Settings

To access your blog settings panel, make sure you are logged into your blog dashboard, then look at the right hand list menu, click on the settings link as seen below

The screenshot shows the Blogger dashboard interface. At the top, there's a navigation bar with icons for new post, edit, and view blog, along with the user name 'Samex4rill'. Below this, the main area is titled 'My blogs' and 'Test Blog · Overview'. On the left sidebar, there's a 'New post' button and a list of menu items: Overview, Posts, Pages, Comments, Google+, Stats, Earnings, Campaigns, Layout, Template, and Settings. The 'Settings' item is highlighted with a red arrow. In the center, there's a 'Pageviews' chart showing data from Oct 12, 2015 to Today. On the right, there's an 'Updates' section with a table showing various metrics.

Updates	
Comments awaiting moderation	0 »
Published comments	0 »
Pageviews today	1 »
Posts	1 »
Followers	0

Under the settings tab, you will see a list of available settings you can edit. You can edit them by clicking the name of each setting.

Basic Settings

Click on **Settings >> Basic** as seen in the picture above:

While you are in the basic settings tab you will see where it writes *Description*, enter a description that best describes your blog in the description box.

Please note that whatever you type in the description box appears beneath your blog title in the header area when your blog is visited. You can disable it by writing nothing if you wish.

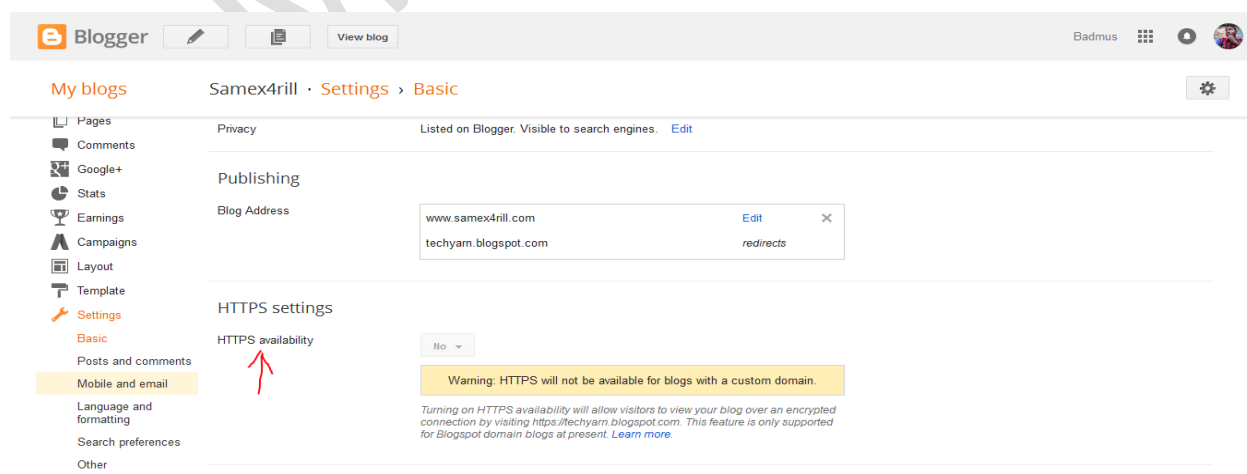
Take some time to write a useful description that not only describes what your blog is about, but also entices visitors to read more.

If you click the **PRIVACY** edit link, you will see two settings you can configure.

Make sure to 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 as they are and make sure you set the **"Blog Readers"** to "Anybody".

UNDERSTANDING BLOGGER HTTPS FEATURE



What Is HTTPS and How Does It Work

HTTPS (Hypertext Transfer Protocol Secure) is an internet communication protocol that protects the integrity and confidentiality of your user's data between the user's computer and the site.

For example, when a user enters data into a form on your site in order to subscribe to updates or purchase a product, HTTPS protects that user's personal information between the user and the site.

Users expect a secure online experience when providing data via a website. I encourage you to adopt HTTPS in order to protect your user's connection to your website.

Data sent using HTTPS is secured via Transport Layer Security protocol (TLS), which provides three key layers of protection:

1. Data Integrity
2. Encryption
3. Authentication

This amazing feature was recently introduced to blogger and all I have to say is Kudos to Google for trying to make everything as secure as possible, but the downside of this movement is that this HTTPS feature is only available to blogs that uses the .blogspot.com address. So if you are already using a custom domain on your blogger blog, I'm sorry this feature is not available to you.

Posts and Comments Settings

Click on **Settings >> Posts and Comments**:

Here, you will see two settings option: **Posts** and **Comments**

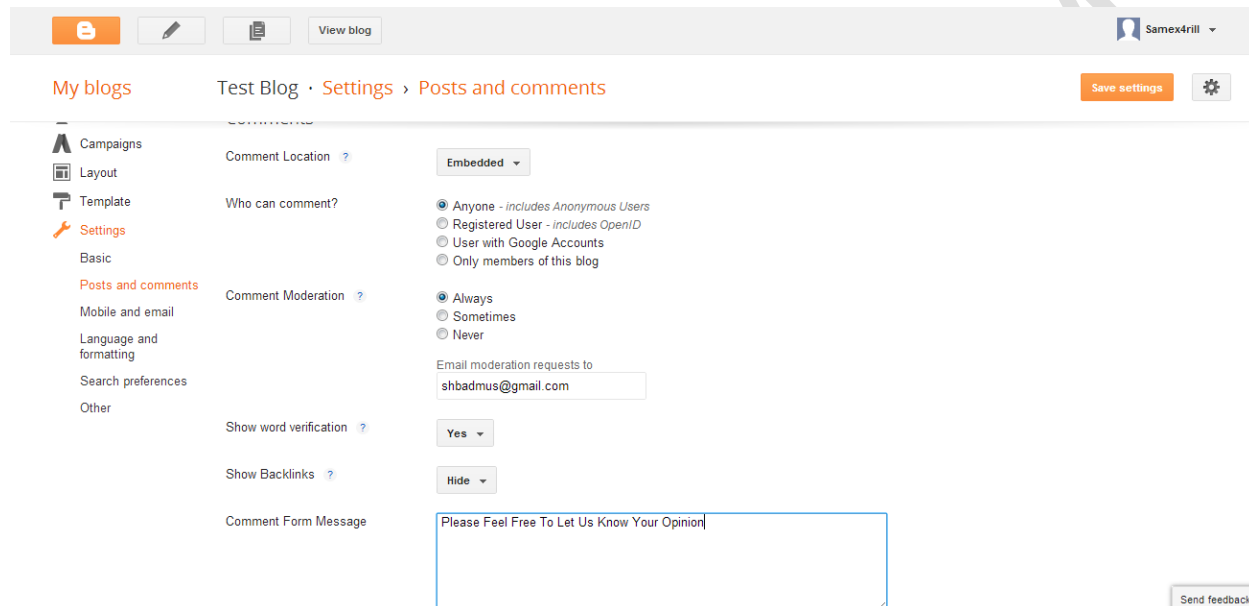
The small question mark next to each setting gives a brief info about what each setting is all about.

Under the "**Posts**" sub-heading, the main setting that will need altering is the "**Show at most....on the main page**". I set mine to 7 posts on the home page.

Feel free to alter it the way you like. Mind you, the more posts that appear on your main/home page, the more time it takes your blog to load.

You can set the "showcase images with Light box" and "share to Google+" to **YES**.

Under the "Comments" 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 my posts and it will allow users to reply from the post without taking them 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 posts and increase author to reader communication.

I also set "comment moderation" to "**always**" because I prefer reviewing comments before they are published.

A new comment link will always appear on your blog dashboard when there are new comments for you to review. If you enter your email address in the "Email moderation requests 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**" as I did above will always appear 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.

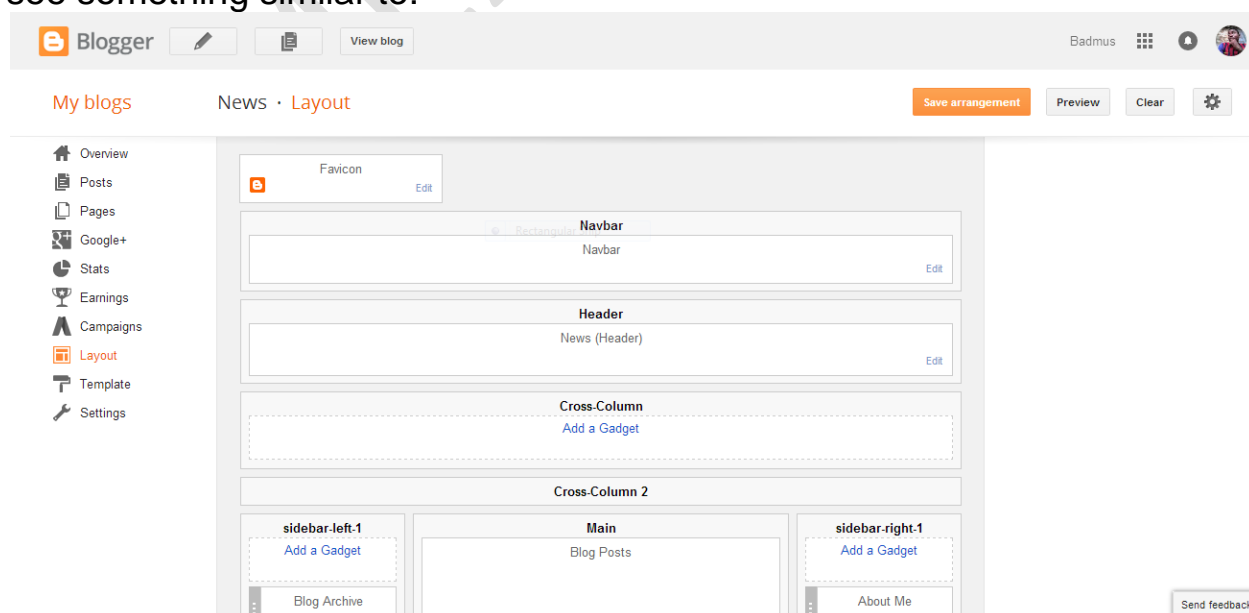
At this stage, you can start adding more posts to your blog via the "New Post" button whenever you log in to blog through www.blogger.com and enjoy blogging;

But if you want to learn other things you can do on your blog, please read on.

Customizing Your Blog

You can always change the look of your blog anytime you want. You will have to understand how to use the features of the Blogger dashboard for you to be able to do this.

To get started with the customization of your blog, I think it's better if we start from the layout section. Click on "Layout" on the left menu. You should see something similar to:



Here, you can add, remove and edit gadgets for your blog. More so, you can click and drag to rearrange gadgets. To change the columns and widths, use the “Template Designer” which is accessible if you click on the “Template” link on the left menu.

It's important for you to master all the parts of the Blogger Settings by playing around with it.

The “Header” is the uppermost part of the blogger template. The blog title, description, logo, Navigation links always go into this section of the template.

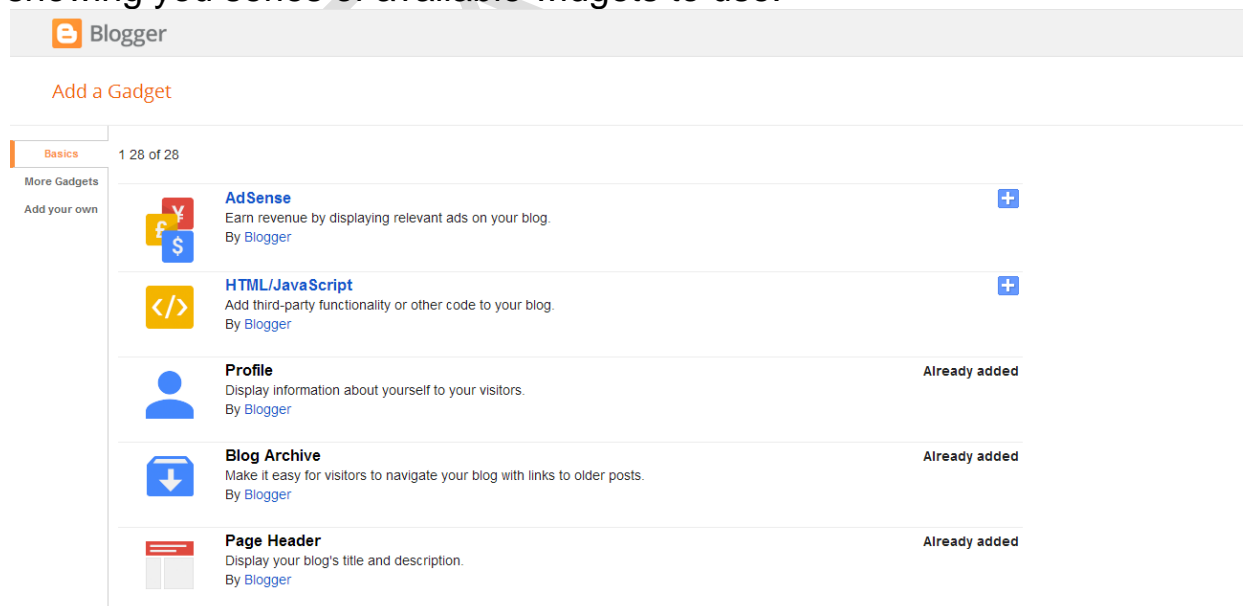
The “Sidebar” is always located by the side of the “Blog Posts”. Some blogs have just only one sidebar while some have more than one.

A sidebar can be located either on the right hand side or the left hand side or even both.

The “Footer” lies underneath the blog posts.

You can add series of things to any part of the template wherever you see the “Add a gadget” link from your blogger layout settings.

If you click on the “Add a gadget” link you should see a new tab opens; showing you series of available widgets to use.



The gadgets listed above are the 28 **“Basic”** gadgets available as at the time of compiling this eBook. If you want to be successful, blogging via blogger, then you should be able to know what you can do with each and every of the gadgets listed above.

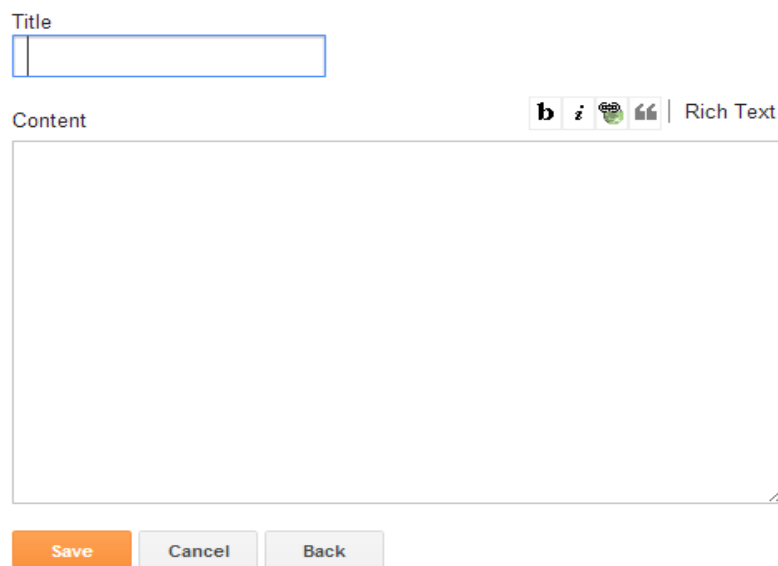
The Majority of them are self-explanatory and you can always add and remove them whenever you want. Hence, you can try all gadgets to see what each gadget looks like and what it does when added to your blog.

The most used gadget you will need mostly is the **“HTML/JavaScript”** gadget which is because its used in adding any sort of code to your blog without having to use the template edit html function.

Whenever you copy any code from any website e.g. affiliate code, you can always copy and paste in the html gadget and the result will be displayed right there on your blog.

When you click on the **“HTML/JavaScript”**, you will see something similar to:

Configure HTML/JavaScript



The screenshot shows the 'Configure HTML/JavaScript' configuration window. It has a 'Title' label above a text input field. Below that is a 'Content' label above a large text area. To the right of the text area is a toolbar with icons for bold (b), italic (i), link (chain), and unlink (chain with slash), followed by a 'Rich Text' label. At the bottom are three buttons: 'Save' (orange), 'Cancel' (grey), and 'Back' (grey).

You can give it a **“Title”** and when you are done, click on **“SAVE”**. After saving, you can then go ahead to view your blog to see the changes.

If you want to add the “**Recent Posts**” gadgets to your blog, you will get them from the “**More gadgets**” section on the 28 gadgets lists page.

Note: Do not pack too much gadgets for your blog. Try to add only the ones that are really useful.

Also note that while at the “**Layout Settings**” page, you can always drag the gadgets to any part of the template. If you like you can also **rearrange** them too by dragging above or below each other.

You can edit any gadget anytime, by just clicking on the “**Edit**” link next to the gadget as you can see in the picture below.



Let's say we want to remove the “**HTML/JAVASCRIPT**” gadget, when you click on the “**Edit**” link next to it, you should see:

Configure HTML/JavaScript

A screenshot of the 'Configure HTML/JavaScript' gadget configuration window. It has a 'Title' field with the text 'BADMUS SHAMSUDEEN' and a 'Content' text area with the text 'WWW.SAMEX4RILL.COM'. Above the content area is a rich text editor toolbar. At the bottom are three buttons: 'Save' (orange), 'Cancel' (grey), and 'Remove' (grey). A red arrow points from below the 'Remove' button towards it.

From there just click on the **REMOVE** link and the gadget will be gone.

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