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Just the FAQs – Blogs – Look Inside

Conventions Used in This Book

Symbols help you know when to input info and when to click

Yellow highlights alert you that this is a "must-do" setting. If you have the common type of blog mentioned above, these settings may be all you need to fully optimize your blog. Of course, creating a blog account on Blogger is a must-do task for most folks. All of the steps in that section are necessary.

- ◇ This symbol is used anytime you are required to input information. It is used for a text box, a drop-down box, a check box or a radio button selection.
- ◇ This symbol is used anytime you need to click a link.

Below are the bullet points used. They will simply help you read through a list more easily.

- ◆ Bullet type one.
 - Bullet type two.

Links external to Blogger or FeedBurner appear in standard blue and are underlined, like this: [JustTheFAQs](#)

Notes of interest are in **dark blue**.

"**Green**" words signify an internal link in Blogger or FeedBurner or setting of interest. Colored buttons are generally shown in colored words. This will help you keep your place when you look away from the manual to do the activity. Following is a typical line from the manual

- ◇ Click the **orange** "Start Blogging" arrow or the **blue** "Cancel" button.

Colored words help you easily identify elements you want to change

Preview continued on next page

Create Your Blog

Yellow highlights alert you to "must do" areas of interest

Before you start this process, create a .doc or .txt file to keep your blog information. This will include account info, title of blog, and URL of blog. (You'll need this information if you plan to include RSS Feeds later too.) Do all steps below.

- ◇ Go to the Blogger home page at <http://www.blogger.com>
- ◇ Click the big orange arrow at the bottom right to "Create Your Blog Now".

Click links right from the page

Returns a page to create a new Google account.

If you already have a Google account you can use it but, all of the official email from Blogger or Google concerning this blog will be directed to that account. This does not include email from the blog itself (comment notifications and such). You will be given opportunity to designate where that type of email is sent. If you want to keep all email about this blog separate, you will want to create a new account at this step. Before you proceed, the email account you want to use must already have been established. If necessary, do that before filling out this account information.

Clear formatting and symbols help you keep your place while you work

- ◇ Fill in the form.
- ◇ Click the orange "Continue" arrow.

Returns a page that is Step 2 where you will name your blog.

Before filling in the blog's title, skip down to the middle section to see

Your Profile and Account Settings

Steps highlighted in yellow are the minimum required to optimize most blogs.

- ◇ From the **Dashboard** page, in the right navigation column, under your name, click the "Edit Profile" link. There are several sections on this page. Each will be covered in detail.

Yellow highlights help you quickly identify the most important elements

The "Privacy" section allows you to select how much of your information will be displayed to the public on your blog.

- ◇ Check the "Share my profile" box if you wish to have the full contents of the information you are about to input on this profile page.

Your profile information will also be displayed in the "About Me" Page Element discussed later in this manual. You don't have much control over the look and layout of how this information is displayed. You can

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The Blog eBook contains
a thorough index
with clickable links
to each page