

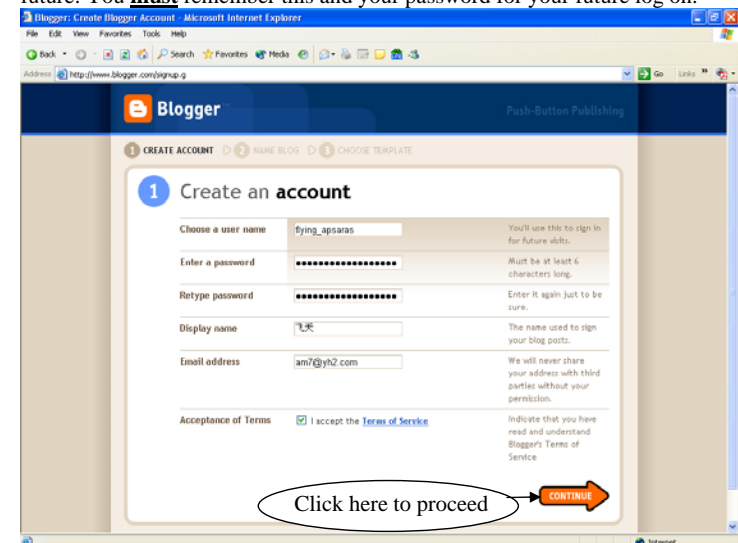
## Setting up of BLOG for Online Reading Portfolio HOWTO

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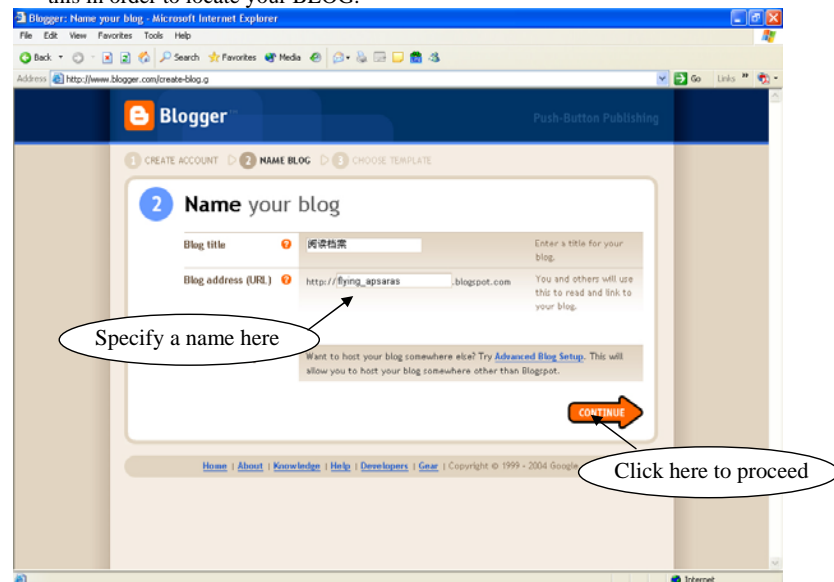
1. Point your web browser to <http://www.blogger.com>. Click on the arrow that says "CREATE YOUR BLOG NOW" to register for a blogger.com account.



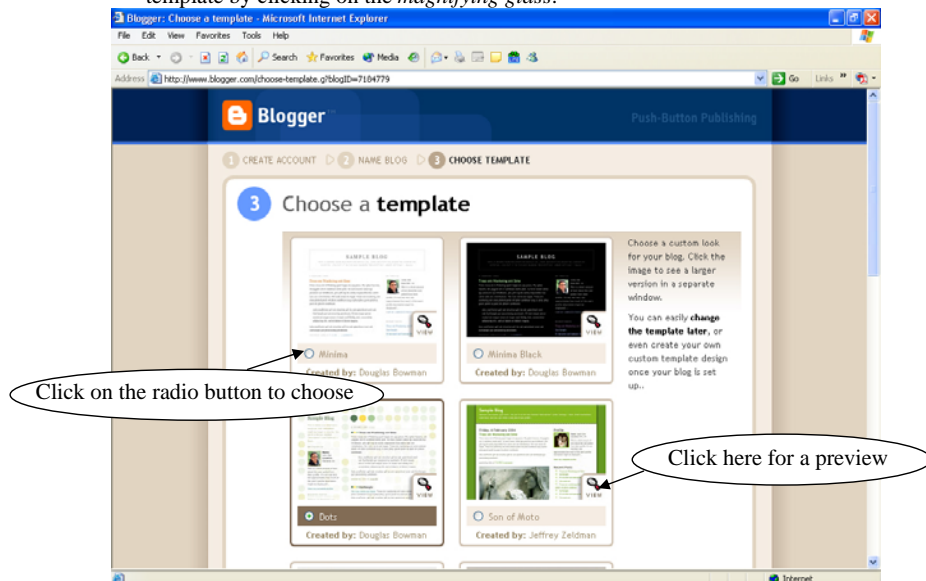
2. Fill up the form on the screen. The user name is for you to log on to your account in future. You **must** remember this and your password for your future log on.



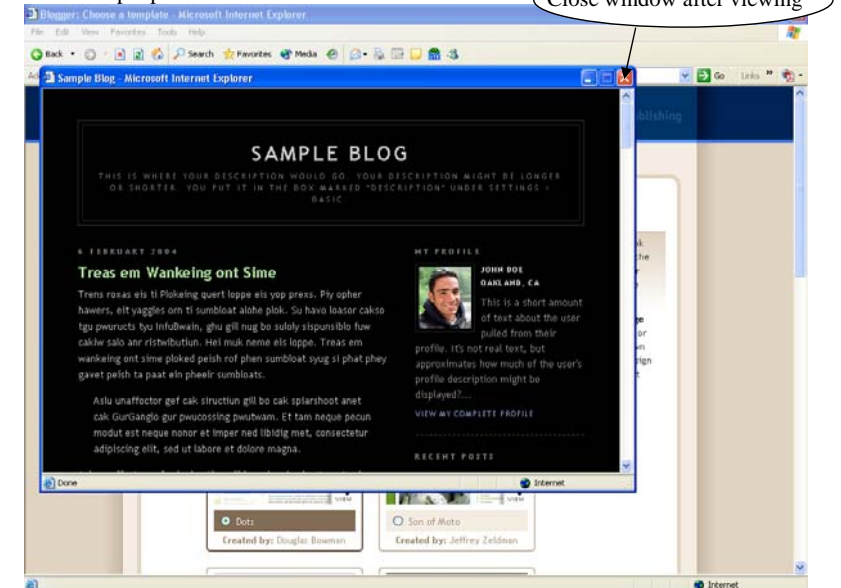
- Enter a name for your BLOG under “Blog address”. This is the Universal Resource Locator (URL, also known as website address) of your BLOG. You **must** remember this in order to locate your BLOG.



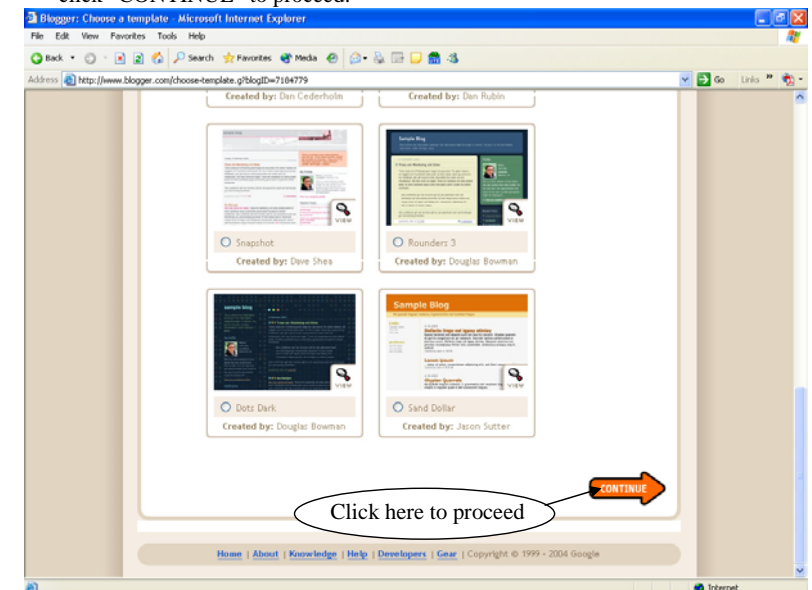
- Choose a template to decide how your BLOG will look like. You can preview each template by clicking on the *magnifying glass*.



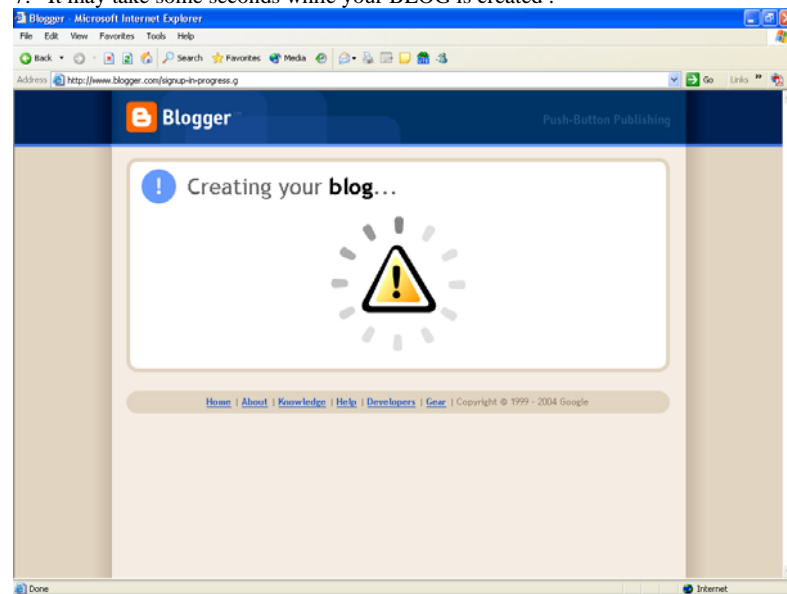
- A sample preview screen :



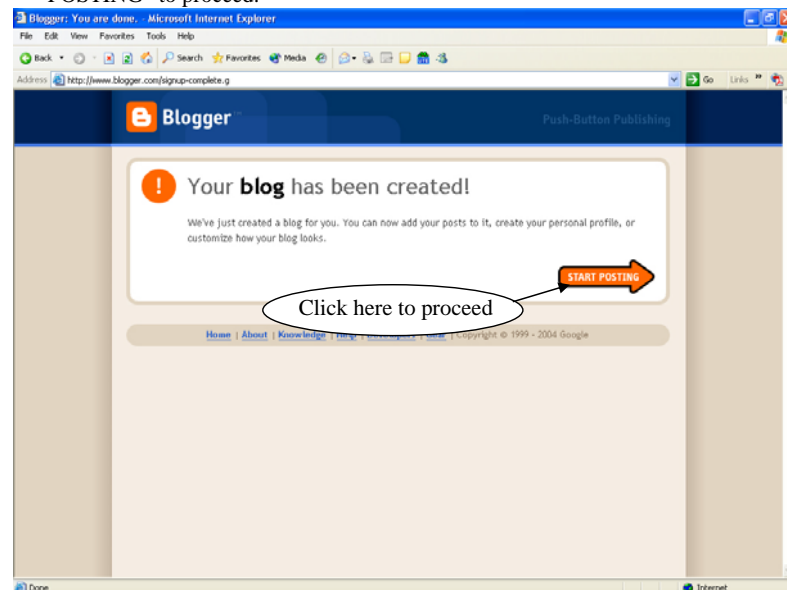
- After you have chosen your desired template, scroll down to the end of the page and click “CONTINUE” to proceed.



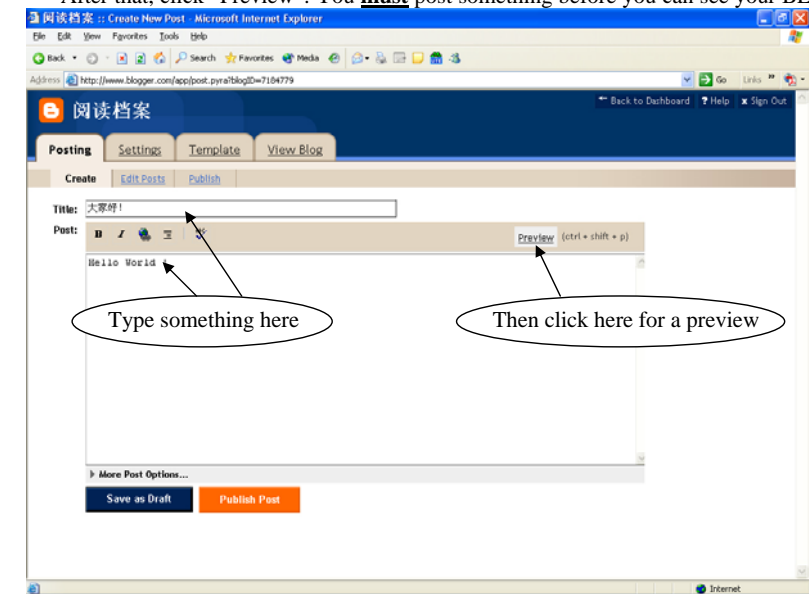
7. It may take some seconds while your BLOG is created :



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



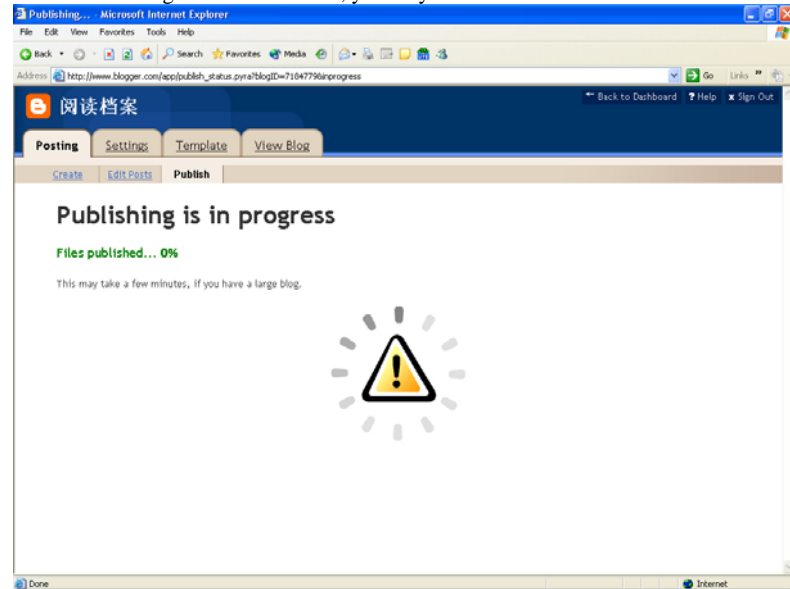
9. It's time for your first post. Enter some text in the “Title” as well as the text area. After that, click “Preview”. You must post something before you can see your BLOG.



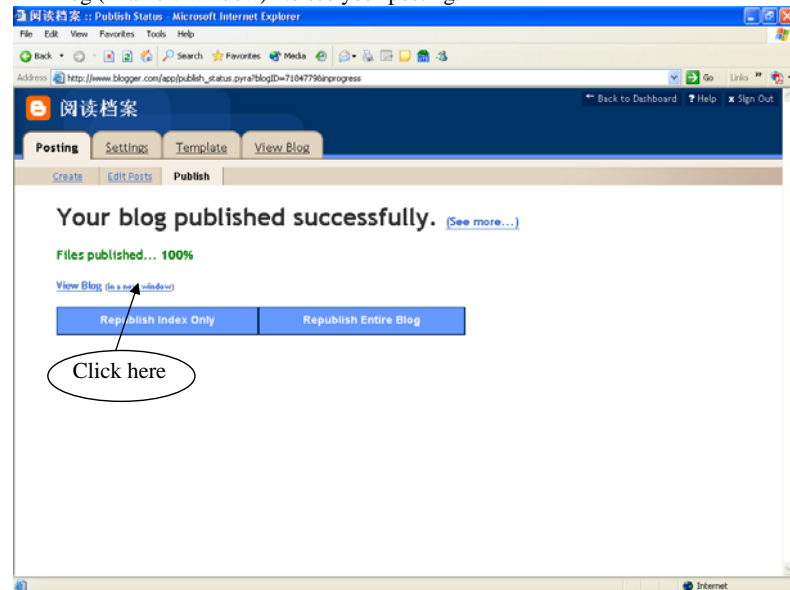
10. A preview screen. You may click on “Hide preview” to continue editing, or “Publish Post” when you have finished editing.



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



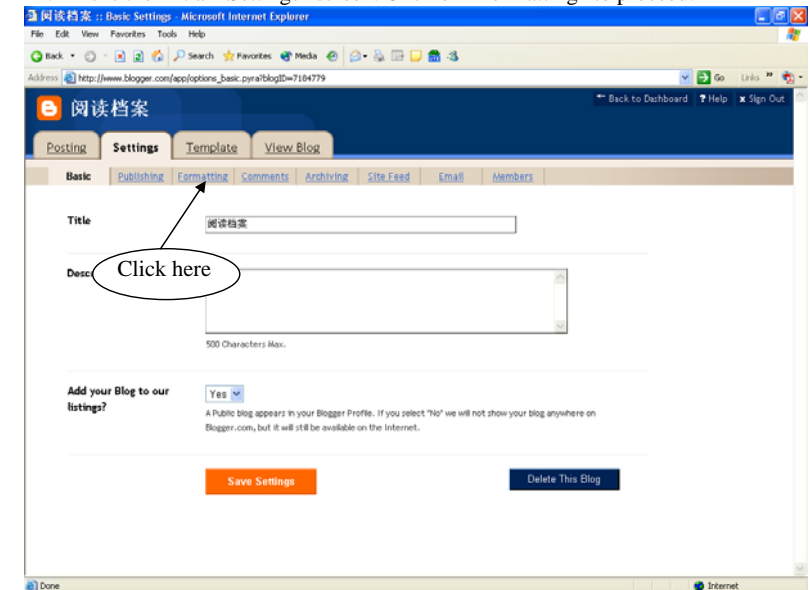
12. You will see the following screen when the posting is successful. Click on “View Blog (in a new window)” to see your posting.



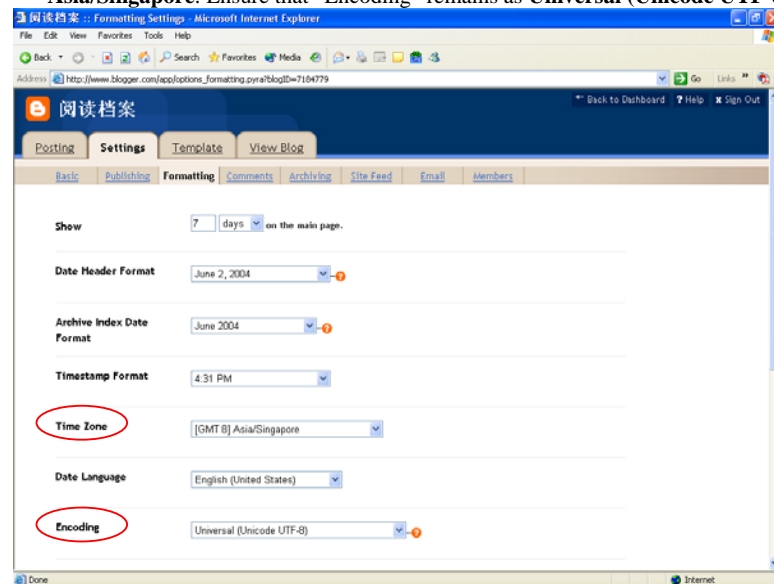
13. The pop-up window will contain your first posting. After viewing, close the window and click on the “Settings” tab.



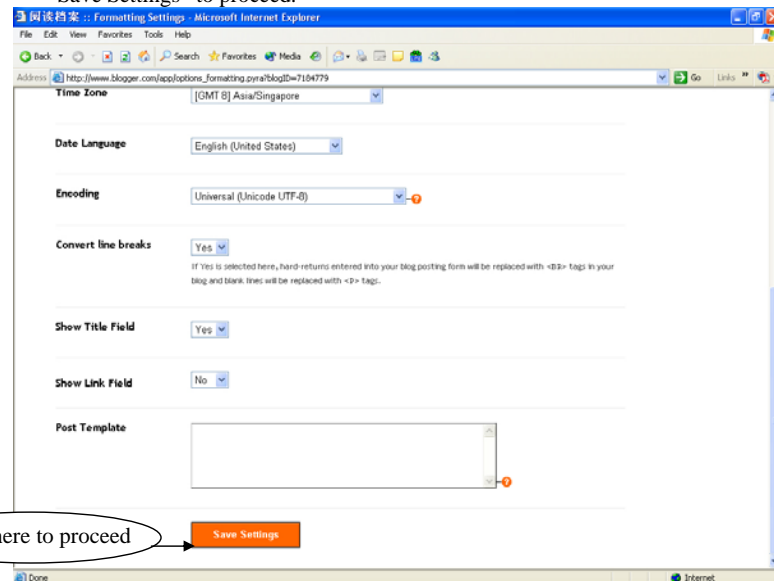
14. This is the initial “Settings” screen. Click on “Formatting” to proceed.



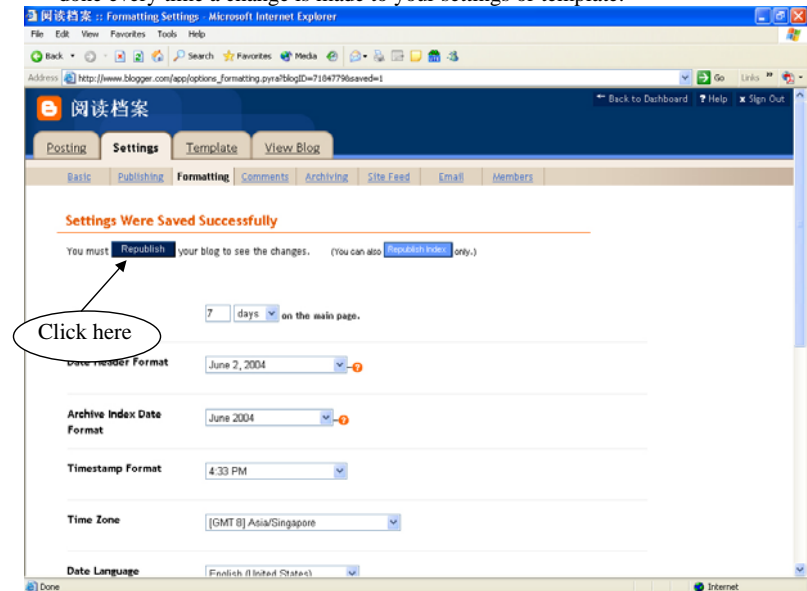
15. Under the “Formatting” screen, change “Time Zone” to match [GMT 8] Asia/Singapore. Ensure that “Encoding” remains as Universal (Unicode UTF-8).



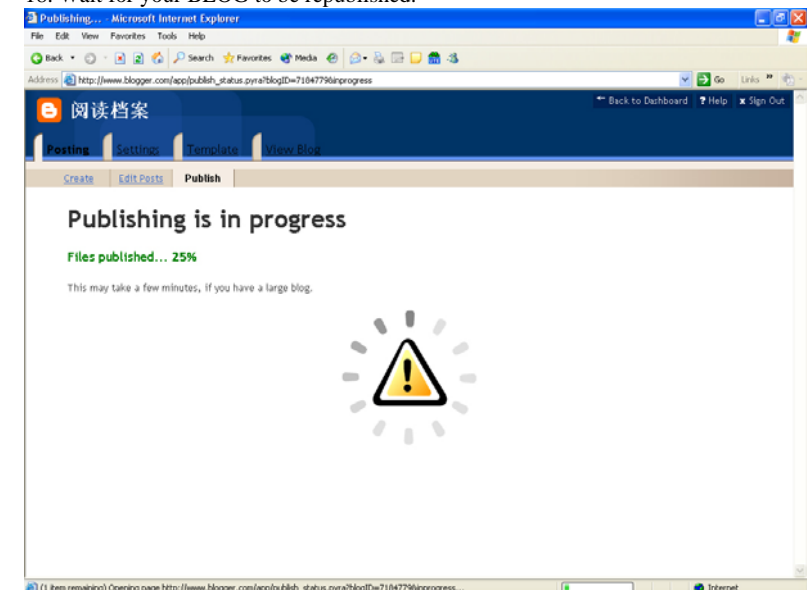
16. You may further customise the other settings. Finally, scroll till the end and click “Save Settings” to proceed.



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.



18. Wait for your BLOG to be republished.



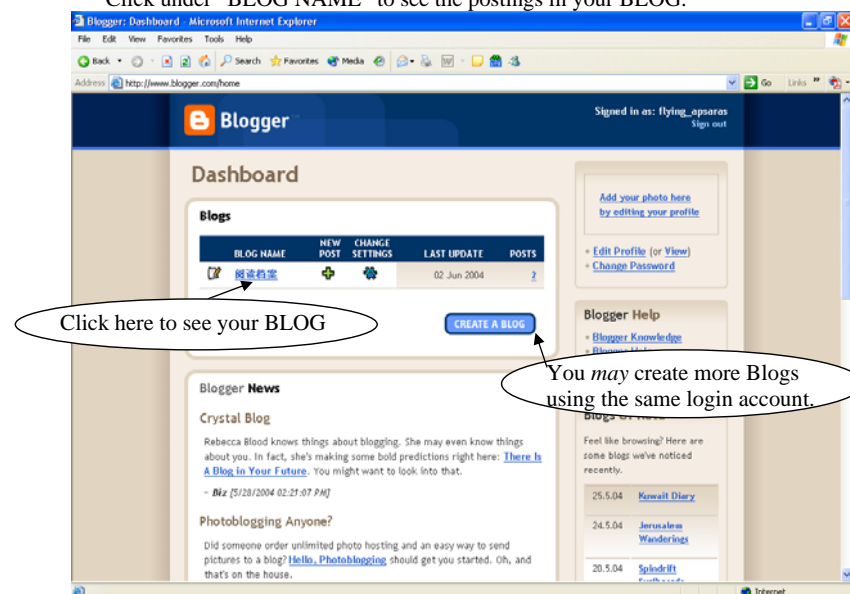
19. When it is done, you shall see this screen. You may click on “View Blog (in a new window)” to see the changes. After that, click on “Sign Out” to logout of the system.



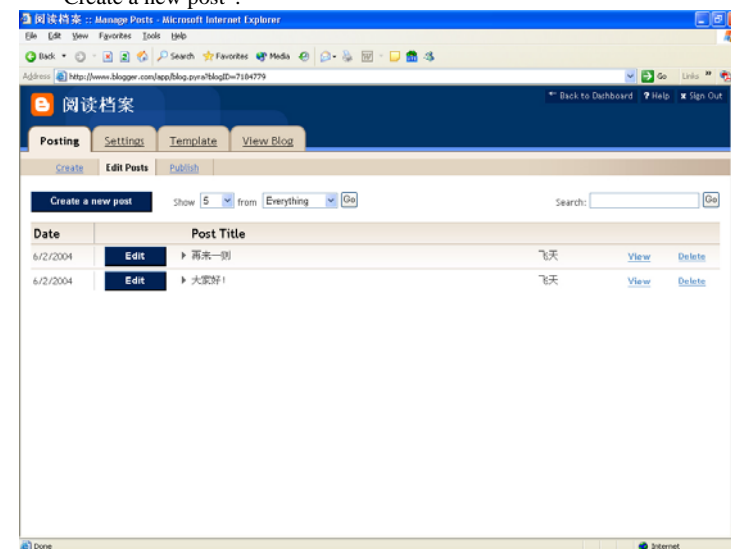
20. Click on “LOGOUT” will return you to the very first screen. Enter your **username** and **password** to access your BLOG.



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! ☺