

## Blogging with Google Docs

1. Go to gmail.com

READ THIS CAREFULLY!!!!

If you have an email address already with Google AND your email address IS made up of your first and last initials/names, then you're good to go. Start with step #6.

If you have an account with Google and your user name IS NOT made up of your first/last initials/names, then you WILL HAVE TO SET UP A NEW ACCOUNT. This is because we need to establish a business/professional relationship. I am not comfortable, as your teacher, emailing you at hotbabydoll211 or some other non-businesslike address. USE YOUR NAME. Thank you.

2. If you need to set up an account:  
create an account

Jane Smith might try:

jsmith  
jane.smith  
j.smith.011495

3. Write down your user name and password on a piece of paper and put it in the envelope I provided for you. Put your name on the outside of the envelope. This will be used in case you cannot remember your user name and password.
4. I accept. Create my account.
5. I'm ready – show me my account
6. Documents.
7. enter your information and sign in
8. New
9. document (DO NOT send me an email. We are creating a live document that you can add on to each time you blog.)
10. click Untitled and enter. A window should open where you can name your document. Name it like this: yourfirstname\_yourlastname\_blog
11. center and type: Personal Reflections
12. uncenter and type today's date and begin typing.

13. When you are done typing, click share, share with others.

14. Invite people as collaborators

Type this in CORRECTLY: [tmcanelly@goshen.k12.wy.us](mailto:tmcanelly@goshen.k12.wy.us)

15. invite collaborators

16. send

17. save

You're done. If you have any questions, please let me know. I should receive a notice that you sent me something. Check with me to make sure I received it. If you did not do everything exactly right, I will not receive your document.

NEXT TIME YOU BLOG.

DO NOT CREATE A NEW DOCUMENT!!!!

In the top left corner, click Document.

Your blog document should appear. It should be the ONLY one that appears. If more than one appears, it's because you have opened and created more than one. We are only going to use ONE document for the entire year. You're just adding to it – NOT creating a new one.

Double click on your blog. It should open.

At the top, you should have written (on the first day) Personal Reflections.

Put your cursor at the end of that line and enter, enter.

Write your new blog/reflection, beginning with the date.

When you're done, click 'save and close' at the top right.

Bada bing. You're done.

If you can't remember your password, please ask me for your envelope.