

How2 set privacy settings in Google Blogger

What is a blog?

A blog is short for web log, which is a website where users can write their own posts, like keeping a journal or a diary.

The problem with blogging, though, is that many blogs are public which means anyone can see them, and they can add posts to your blog too. For some people, that's fine because they want everyone to see what they are writing. But for someone your age, it might be a problem.

Blogging is great fun, and people have become writers by starting with a blog. Keeping your blog private or just allowing your friends and family to see it is a very good way to start.

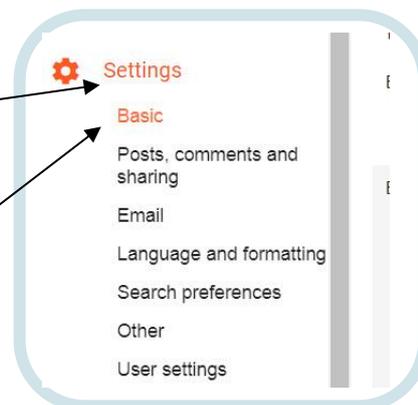


Using Blogger and setting the permissions

- There are quite a few blogging sites on the Internet, but not that many that allow you to make your blog private. One that does is Blogger (www.blogger.com). Blogger was set up by three people a few years ago and was so popular that it was bought by Google. So now it is a Google blogging site.
- It's easy to open an account on Blogger. If you already have a Google mail (gmail) account, it's even easier as you can use the same account information. If you are starting your blog from home, check with your parents before you sign up for your account. Check with your teacher if you want to use Blogger in school – sometimes it might not be accessible through your school's firewall.
- Once you have a Blogger account, you can easily set the permissions so that only friends and family you choose can see it.
- In Blogger, go to the menu on the left of the screen and click on Settings

In the left side of the Blogger window, there are grey links, including one at the bottom that says Settings

Clicking on Settings turns it orange and opens up another set of options, called a submenu. Here you need the Basic option.

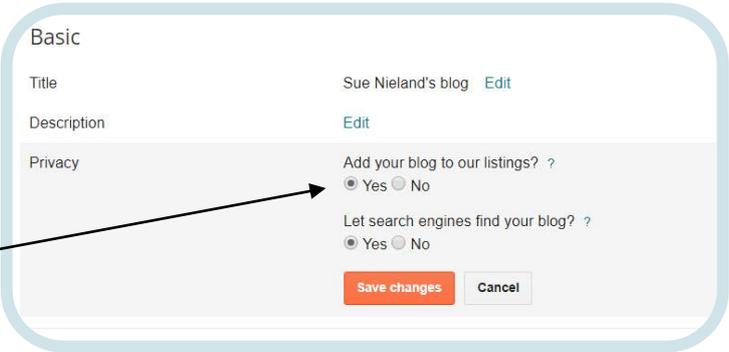


How2



The first setting to look at is the Privacy setting at the top of the Basic window

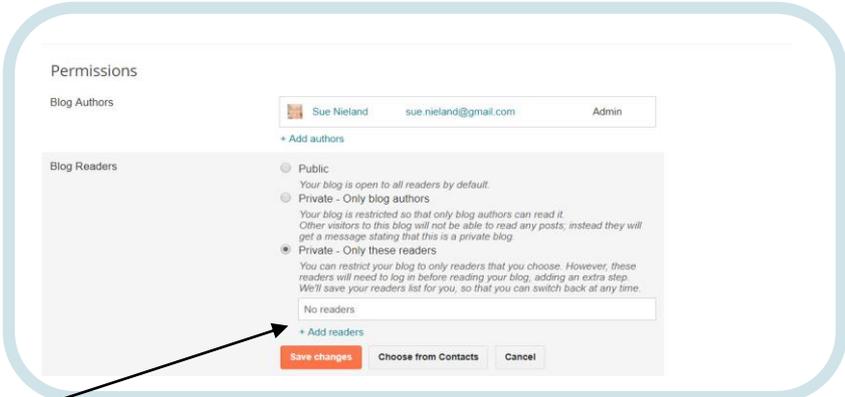
At the moment, this is set up so that anyone could search for your blog, find it and read it – you don't want that at this stage. Maybe later when you are older and more expert at blogging!



Click on the blue Edit link and more options open asking whether you want your blog to be added to listings and search engines. Select No for both and Save Changes.

This makes your blog more private. In the future, when you want your blog to be more widely read, you can change these settings.

Now scroll down the page to the Permissions section at the bottom. Here you can set your blog as private, and decide who you want to read it. Go to Blog Readers and select Edit. Choose Private – Only these readers. Now you can add readers by clicking on +Add Readers.



When you click +Add Readers you can enter the email addresses of the trusted people you want to read your blog. You can also use your Contacts list to help here if you have a gmail account with email addresses in it.



You can also change the number of authors of the blog. If you're writing on alone, you can leave this. But if you were creating a blog as part of a group you could add authors and set the permissions for just the authors to see it. This would be useful if you were creating your Sports Blogger blog with a friend or in a group.

Just a reminder – a blog is usually public, where everyone can read it. But young bloggers who are just starting out should keep their blogs private, and just invite people they trust to read them. Blogs can also attract comments – people can add comments to the posts you write. Only when you are an older and experienced blogger should you have to deal with some of the comments, which could be quite challenging about what you have written.