ADD A BLOG

Blogs can be used to communicate with visitors to your Web site. Weebly makes it easy to set up a Blog.

Add Blog Page

♦ Click the Pages tab.

♦ The Pages sidebar will display.

♦ Click the Add button. This is the plus (+) sign next to the word Pages.
♦ Select Blog Page from the list.
♦ The New Page sidebar will display.

♦ Input a Page Name.
♦ Choose whether you want the page to display in the Navigation Menu.
♦ Select a Header Type for the page. The options are Header or No Header.
♦ Click the Visibility arrow to select from one of the following:
  ✔ Public – With this option, everyone who accesses the site will be able to view the page.
- **Site Password** – When this option is selected, the person viewing the page would have to be given a password.

- Click the **SEO Settings** button to add additional information to the page, such as a **Page Title**.

- Click the **Done** button.

- A new **Blog Page** will be added to the site.

- If you did not click the option to hide the page, the new **Blog Page** link will appear in the **Navigation Menu**.

- Click the link for the **Blog Page**.

- The **Blog Page** will display with a side bar that displays some default content. This content can be easily changed.

- Click the **Blog Settings** button in the lower left corner to change the **Settings** for this blog.

- The **Blog Settings** page will display.

- Under the **General** section, specify how many posts should display per page.

- Click the **Post Share Buttons** icon to specify whether this **Blog** is to be shared on **Facebook** or **Twitter**.

- To specify whether the **Sidebar** should display in the blog, click the **Blog sidebar** icon.

- Scroll down to the **Comment** section of the page.

  - Specify the **Commenting System** that is to be used. The options are Default, Disqus, or Facebook.

  - Specify the **Comment Default**. The options are Open, Closed, or Require Approval.

  - Specify when the **Comments** are to be **Closed**. The option are Never, After 30 Days, After 60 Days, or After 90 Days.

- Chose from any of the other options.
When all the changes have been made, click the **Save** button to apply the changes to the Blog.
Create a New Post

† Click the Build button on the Navigation Bar.
† Click the New Post button in the bottom right corner of the Blog.
† The New Post window will display.

† As shown in the illustration, the Blog Post has a Title, Date, and Content Area.
  † Input a short Title for the Blog Post.
  † Select a Date for the post, if necessary.
  † To create information for the Content Area drag the necessary elements, such as Text, to the page.
  † Once the Element has been added to the Content Area, select the Post option to add the content.
† Click the Post button to make the Blog available. Once the Blog is posted, it is not possible to make changes.
† Click the Save button to edit or post the Blog later.
† Click Publish to make the Blog instantly available to your students.

NOTE:
† New posts will appear at the very top of the page.
† Older posts will be pushed further down the page.
† After seven or eight posts have been added to the page, older posts will be moved off the main page to the Archive Pages area.