

ADD A BLOG

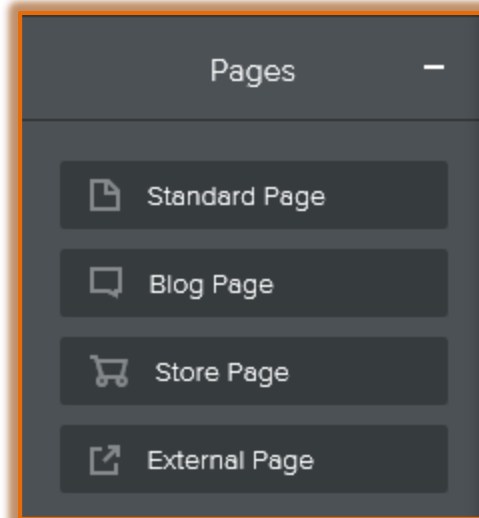
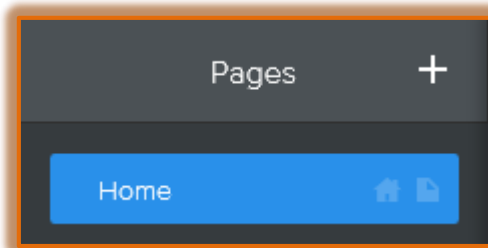
Blogs can be used to communicate with visitors to your Web site. Weebly makes it easy to set up a Blog.

Add Blog Page

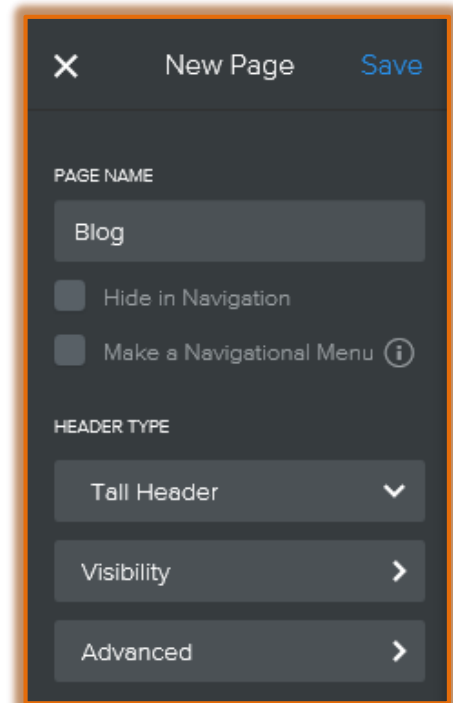
- ✚ Click the **Pages** tab.



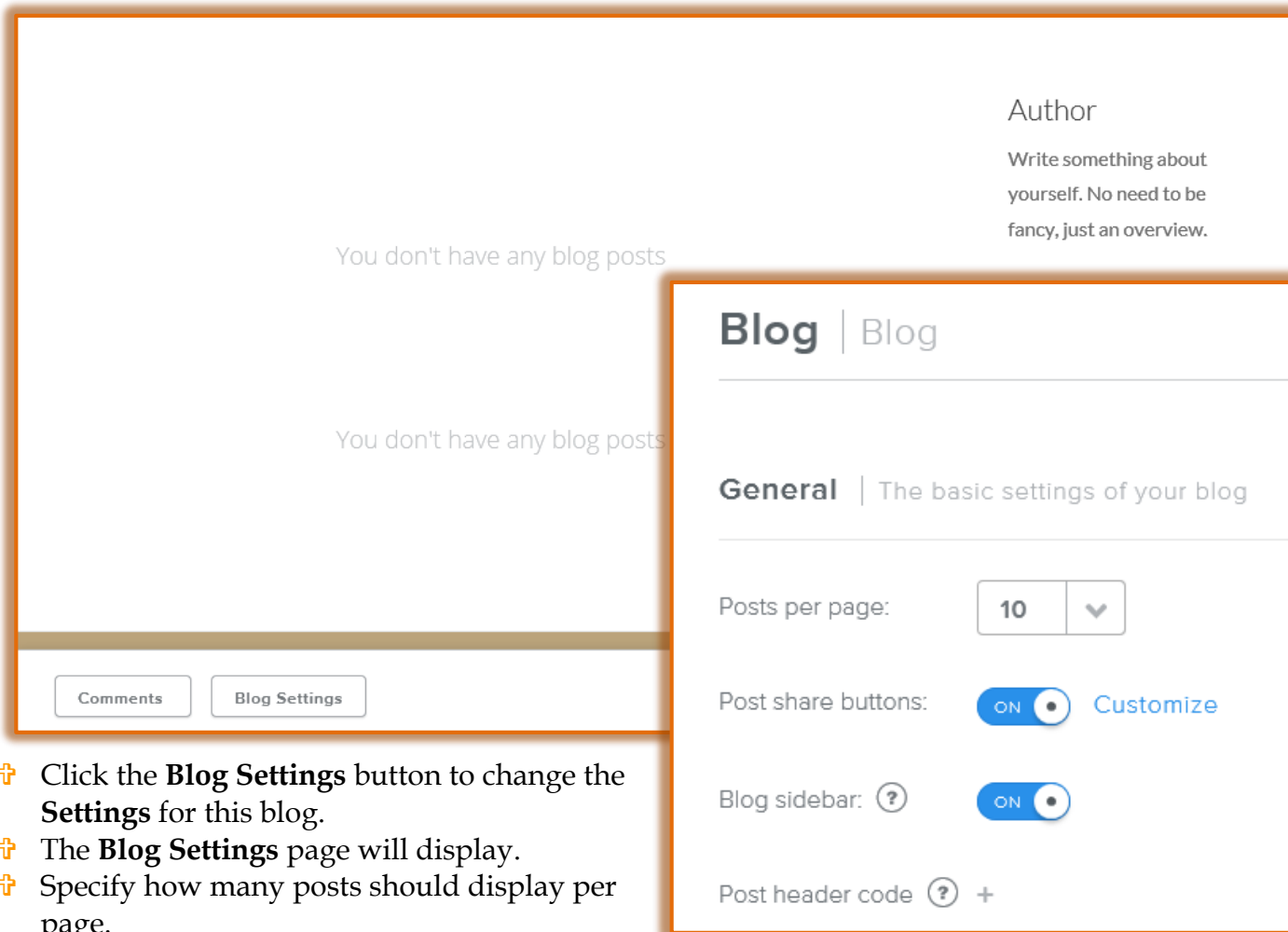
- ✚ The **Pages** sidebar will display (see illustration below).
- ✚ Click the **Add** button. This is the plus (+) sign next to the word Pages.



- ✚ 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 **Tall Header**, **Small Header**, **No Header**, **Landing Page**, or **Splash**.
- ✚ 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 **Advanced Settings** button to add additional information to the page, such as a **Page Title**.
- ✚ Click the **Save** 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.

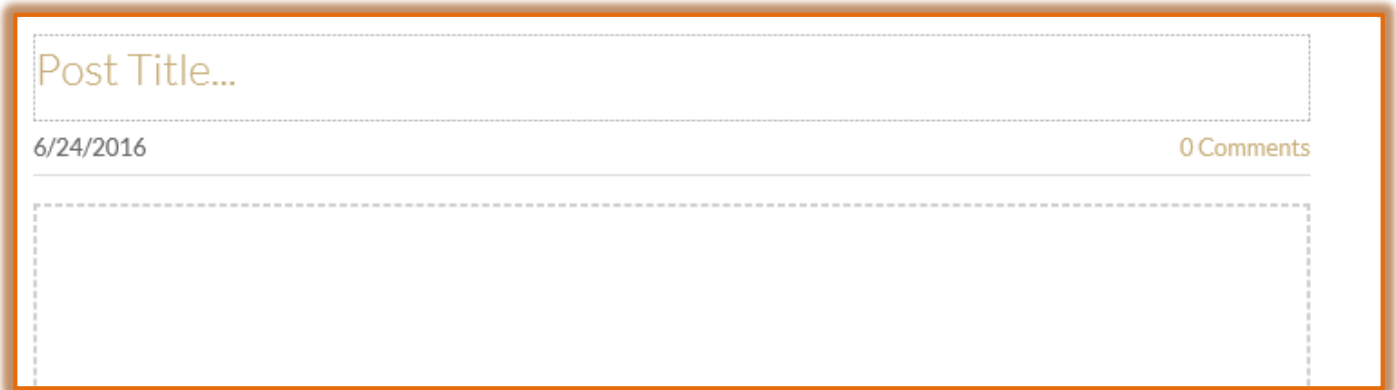


- ✦ Click the **Blog Settings** button to change the **Settings** for this blog.
- ✦ The **Blog Settings** page will display.
- ✦ Specify how many posts should display per page.
- ✦ Click the **Post share buttons** icon to specify whether this **Blog** is to be shared on **Facebook** or **Twitter**.
- ✦ To specify whether the **Sidebar** should display in the blog, click the **Blog sidebar** icon.
- ✦ Specify any other options that you feel are pertinent to the blog.
- ✦ When all the changes have been made, click the **Save** button to apply the changes to the Blog.

Create a New Post

- ✦ Click the **New Post** button in the bottom right corner of the **Blog**.
- ✦ The **New Post** window will display (see illustration on next page).
- ✦ 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 **Edit** option to add the content.



- ✚ Click the **Add** button in the **Categories** area to add one or more categories for this post.
 - 🔒 The **Categories** will appear on the **side bar** on the **right side** of the **Blog Page**.
 - ⤴ This will make it easier to use them.
 - ⤴ Categories can be whatever you would like.
 - ⤴ It is not necessary to use Categories, but they could be helpful to the users of your Blog Page.
- ✚ Click the **Post** button to make the **Blog** available. Once the **Blog** is posted, it is not possible to make changes.
- ✚ Click the **Save** tab 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.