

Blogging with Weebly

A How-To Presentation

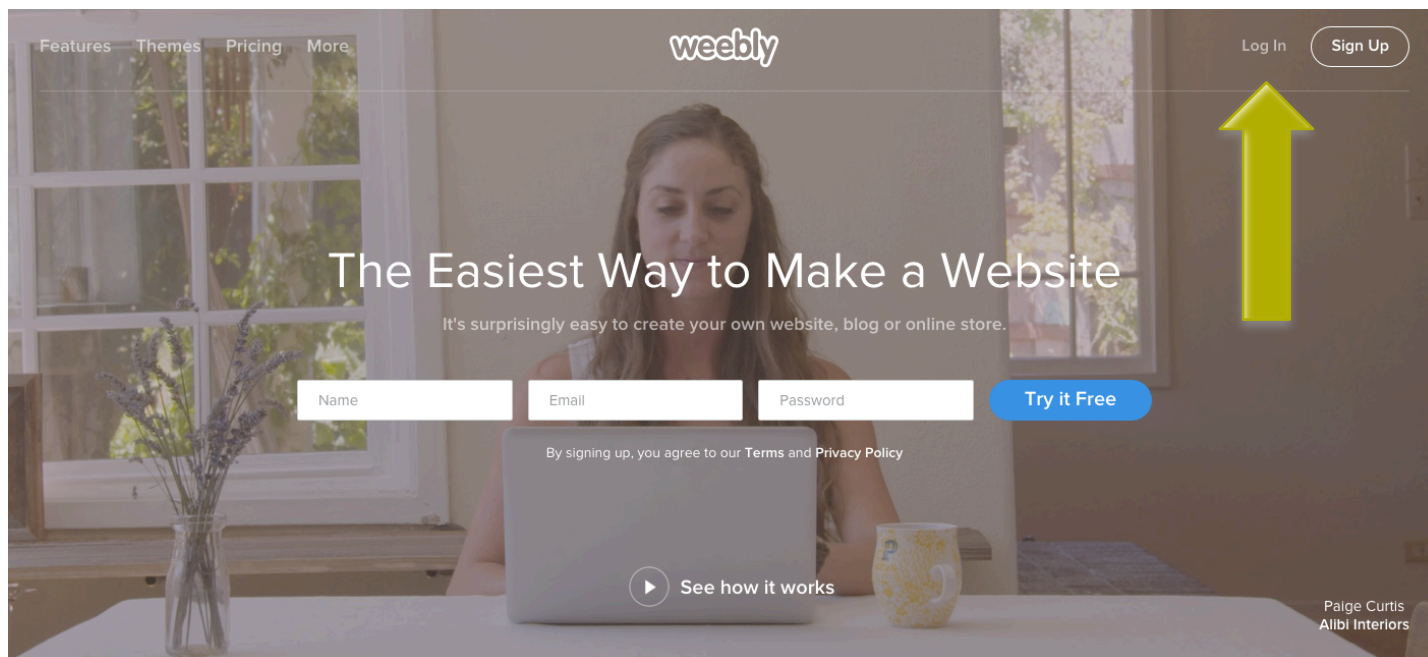
+ How To Log In

- 1. Go to www.weebly.com.



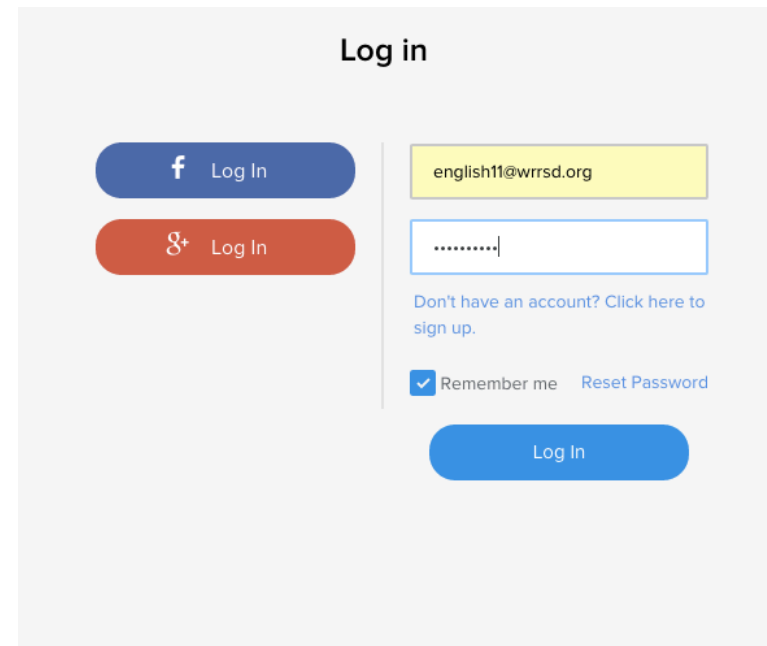
+ How to Log In

2. Click on the “Log In” button in the upper right corner.



+ How to Log In

- 3. Enter the username and password.
- Username:
 - English11@wrrsd.org
- Password:
 - Ask Mrs. Adelman for assistance.



The screenshot shows a login interface with the following elements:

- Title:** Log in
- Social Login:** Two buttons on the left: a blue button with the Facebook 'f' logo and the text 'Log In', and a red button with the Google+ 'g+' logo and the text 'Log In'.
- Username Field:** A yellow input box containing the text 'english11@wrrsd.org'.
- Password Field:** A white input box with a blue border containing a masked password '.....|'.
- Links:** Below the password field, a blue link reads 'Don't have an account? Click here to sign up.'
- Remember Me:** A checked checkbox followed by the text 'Remember me'.
- Reset Password:** A blue link labeled 'Reset Password'.
- Submit Button:** A blue button at the bottom with the text 'Log In'.

+ How to Log In

- 4. Click on the “Edit” button.

The screenshot shows the Weebly dashboard for a user named Mrs. Adelman. The top navigation bar includes 'Sites', 'Domains', and 'Emails' on the left, the 'weebly' logo in the center, and 'Support' and a user profile icon on the right. Below the navigation bar, the site name 'Mrs. Adelman's Classroom Blog' is displayed with a '+' icon, and the URL 'mrsadelman.weebly.com - Free' is shown below it. To the right of the site name is a blue 'Edit Site' button and a three-dot menu icon. A large yellow arrow points directly to the 'Edit Site' button. The main content area is divided into two sections: 'STATS' on the left and a help section on the right. The 'STATS' section shows '12 Unique Visitors - Week' and '189 Page Views - Week' with corresponding line graphs. The help section is titled 'Need help getting started?' and offers resources like 'Beginner's Guide' and a 'step-by-step video', with a 'Learn More' button. A question mark icon is also present in the help section.

Category	Value
Unique Visitors - Week	12
Page Views - Week	189

+ How to Make a Blog Post

- 1. In the bottom right corner click on the “New Post” button.



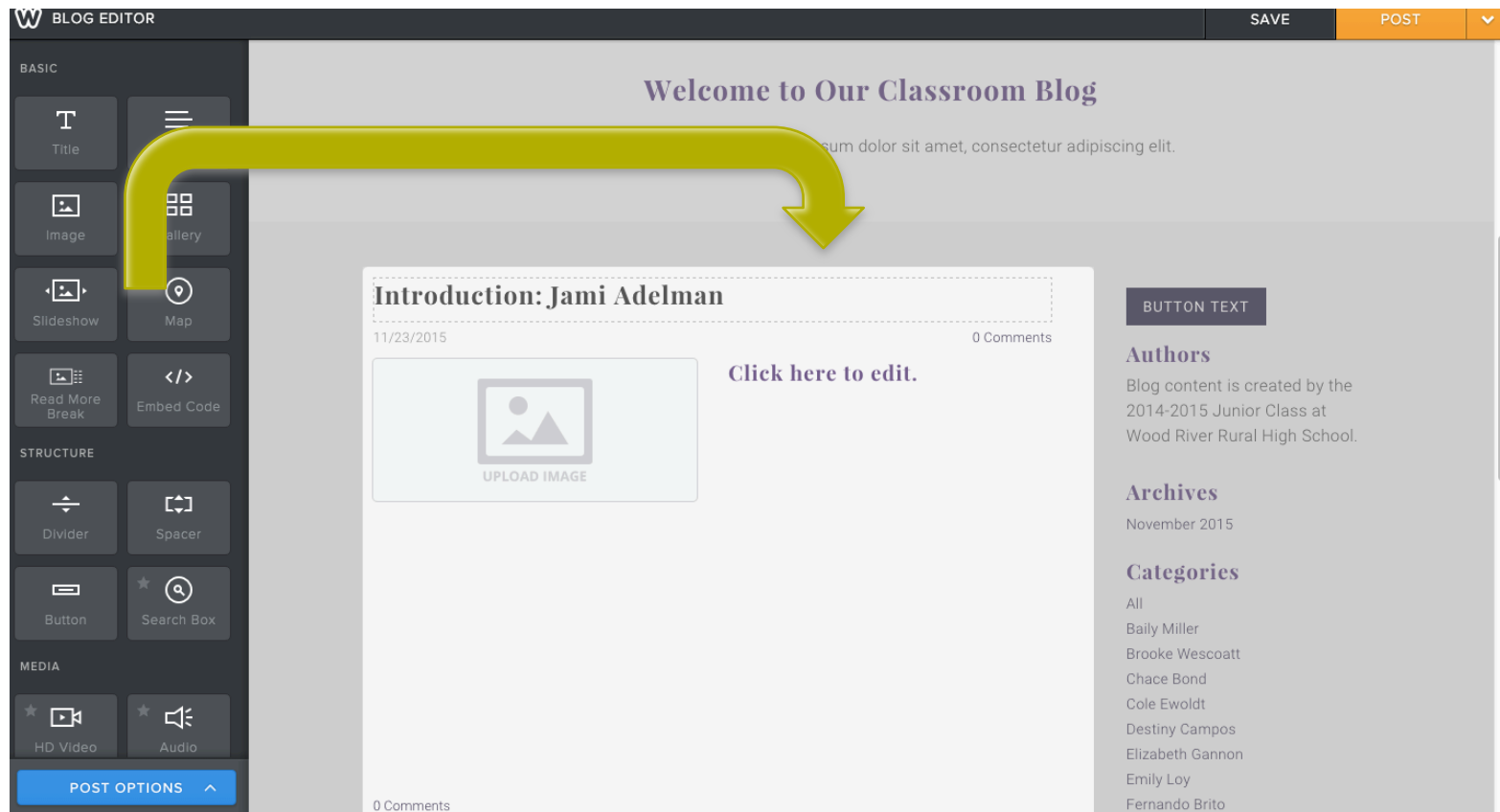
+ How to Make a Blog Post

- 2. Change the “Post Title” to your article’s headline.

The screenshot displays the WordPress 'BLOG EDITOR' interface. The top navigation bar includes 'W BLOG EDITOR', 'SAVE', and 'POST' buttons. The left sidebar contains various editing tools categorized into 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Read More Break, Embed Code), 'STRUCTURE' (Divider, Spacer, Button, Search Box), and 'MEDIA' (HD Video, Audio). The main content area shows a post draft with a header image of a notebook and pen. The post content includes a title field labeled 'Post Title...' with a yellow arrow pointing to it, a date field '11/23/2015', and a comment count '0 Comments'. Below the title is a large dashed box labeled 'DRAG ELEMENTS HERE'. The right sidebar contains a 'BUTTON TEXT' field and sections for 'Authors', 'Archives', and 'Categories'.

+ How to Make a Blog Post

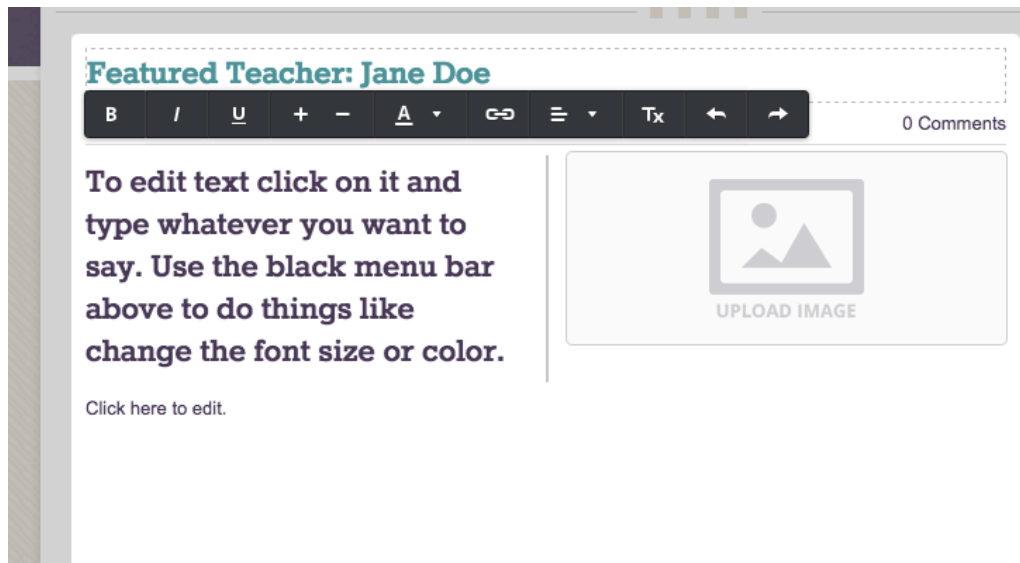
- 3. Drag and Drop Elements from the left hand bar onto your post.



The screenshot displays the Wix Blog Editor interface. On the left, a dark sidebar contains a 'BASIC' section with icons for Title, Image, Gallery, Slideshow, and Map. Below this is a 'STRUCTURE' section with icons for Read More Break, Embed Code, Divider, and Spacer. The 'MEDIA' section at the bottom includes HD Video and Audio. A blue 'POST OPTIONS' button is at the bottom of the sidebar. The main editing area shows a post titled 'Introduction: Jami Adelman' dated 11/23/2015 with 0 comments. A yellow arrow originates from the 'Image' icon in the sidebar and points to a dashed-line placeholder box in the post content. Below the placeholder is an 'UPLOAD IMAGE' button. To the right of the placeholder is a 'Click here to edit.' link. The right sidebar contains sections for 'BUTTON TEXT', 'Authors' (listing the 2014-2015 Junior Class at Wood River Rural High School), 'Archives' (November 2015), and 'Categories' (listing various authors).

+ How to Make a Blog Post

- 4. Each element that you drag in can be customized by clicking the item and/or by using the pop up menus that appear.



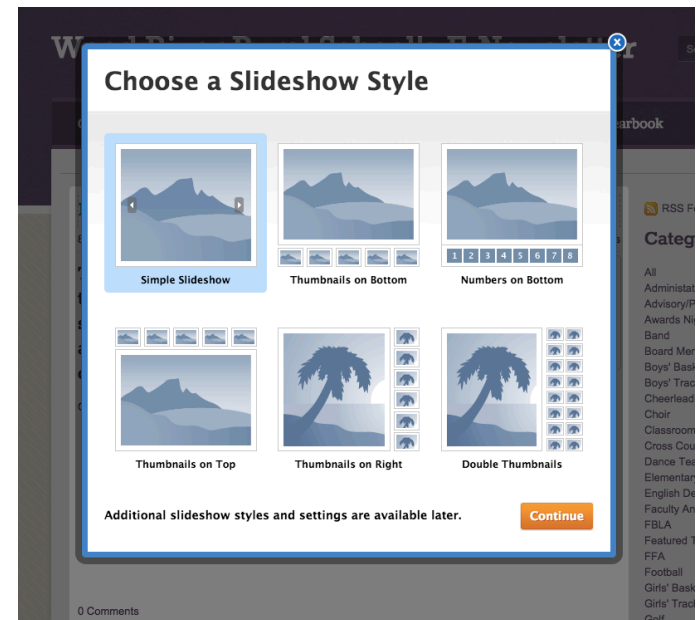
Featured Teacher: Jane Doe

B / + - **A** ↕ ↻ ≡ ▼ Tx ← → 0 Comments

To edit text click on it and type whatever you want to say. Use the black menu bar above to do things like change the font size or color.

Click here to edit.

UPLOAD IMAGE



Choose a Slideshow Style

Simple Slideshow

Thumbnails on Bottom

Numbers on Bottom

Thumbnails on Top

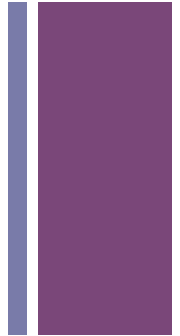
Thumbnails on Right

Double Thumbnails

Additional slideshow styles and settings are available later. [Continue](#)

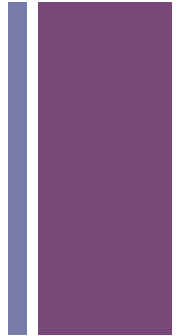
+ Tutorials Are Available Here

- Copy and paste the following website into your browser for additional help:
- <http://hc.weebly.com/hc/en-us>



+ Completing Your Post

- Once your post is created, you have to complete a few steps before you publish it (make it visible) on the website.



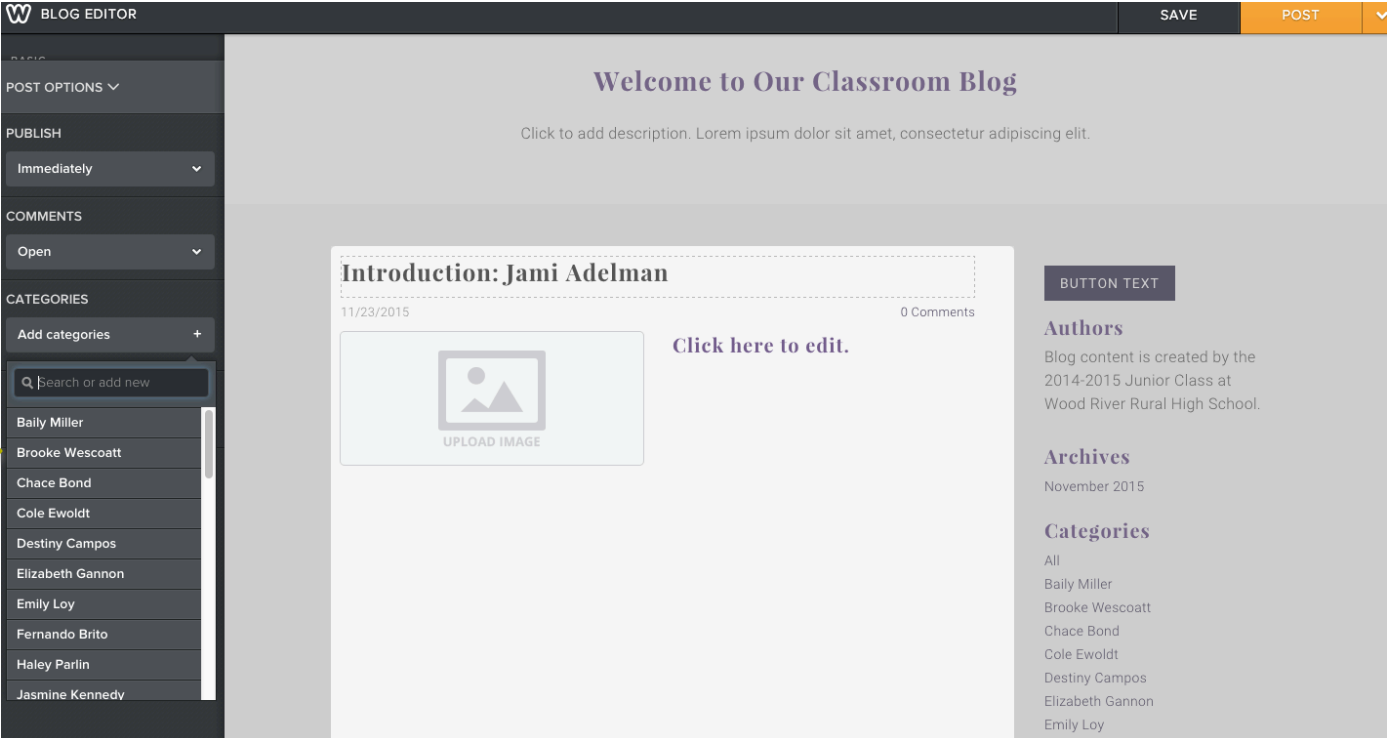
+ Completing Your Post

- 1. Click on the blue “Post Options” button in the lower left corner.

The screenshot displays the Wix Blog Editor interface. The top navigation bar includes 'W BLOG EDITOR', 'SAVE', and 'POST'. The left sidebar contains various editing tools categorized into BASIC, STRUCTURE, and MEDIA. A yellow arrow points to the 'POST OPTIONS' button at the bottom of the sidebar. The main content area shows a post titled 'Introduction: Jami Adelman' with a date of 11/23/2015 and 0 Comments. The post content includes a placeholder for an image with the text 'CLICK HERE TO EDIT.' and a 'BUTTON TEXT' label. The right sidebar features sections for 'Authors', 'Archives', and 'Categories'.

+ Completing Your Post

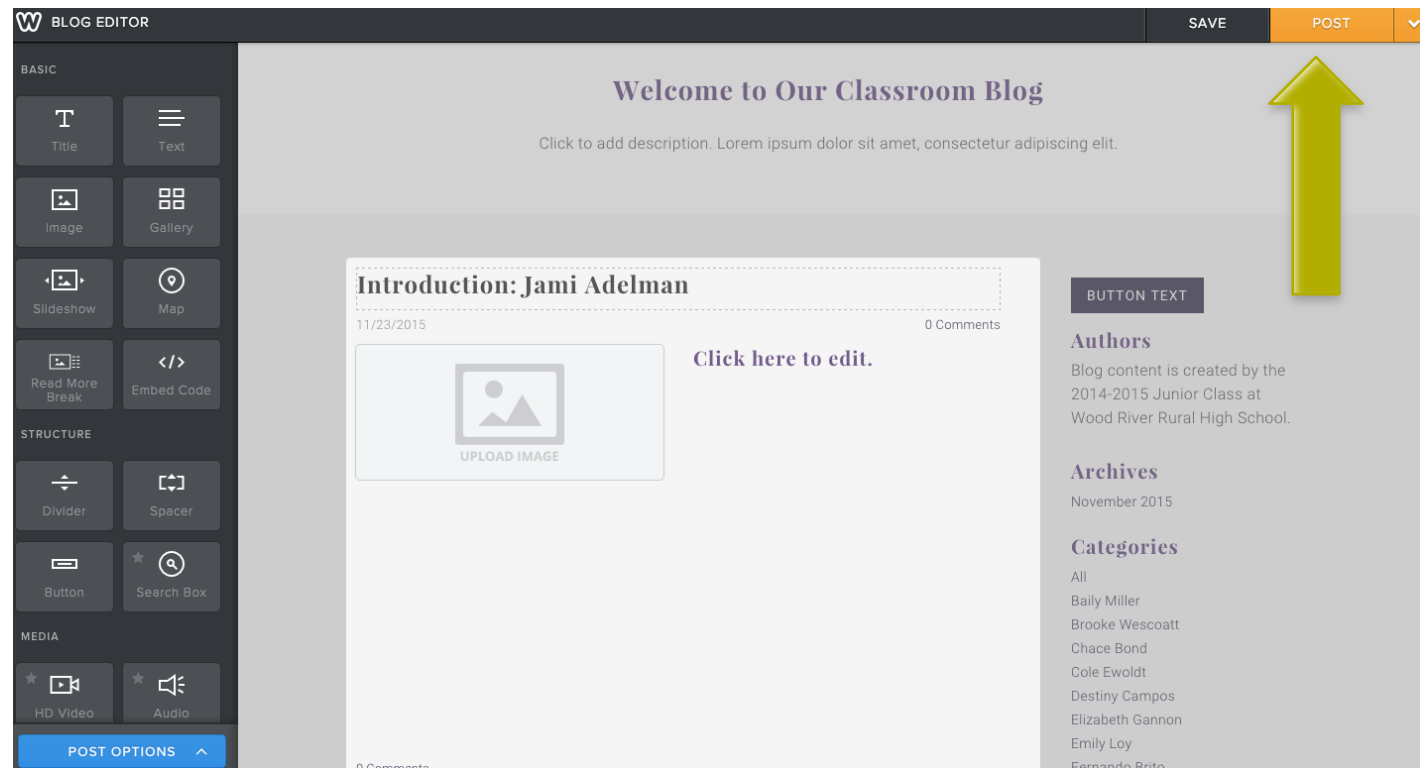
- 4. Add a category to your post. This is needed to help organize the blog. Tag your name under the “Add Categories” drop down menu.



The screenshot displays a 'BLOG EDITOR' interface. On the left, a sidebar contains 'POST OPTIONS', 'PUBLISH' (set to 'Immediately'), 'COMMENTS' (set to 'Open'), and 'CATEGORIES'. The 'CATEGORIES' section has an 'Add categories' button with a plus sign and a search input field labeled 'Search or add new'. A yellow arrow points to this search field. Below the search field is a list of names: Baily Miller, Brooke Wescoatt, Chace Bond, Cole Ewoldt, Destiny Campos, Elizabeth Gannon, Emily Loy, Fernando Brito, Haley Parlin, and Jasmine Kennedy. The main editor area shows a post titled 'Introduction: Jami Adelman' with a date of 11/23/2015 and 0 Comments. There is an 'UPLOAD IMAGE' button and a 'Click here to edit.' link. On the right, there are sections for 'BUTTON TEXT', 'Authors' (with a bio for the 2014-2015 Junior Class at Wood River Rural High School), 'Archives' (November 2015), and 'Categories' (listing the same names as the sidebar).

+ Completing Your Post

- 5. After you're done with the post options section, click the orange "Post" button in the upper right corner.



The screenshot displays the WordPress 'BLOG EDITOR' interface. At the top right, there are two buttons: 'SAVE' and 'POST'. The 'POST' button is highlighted in orange and has a yellow arrow pointing to it. Below the header, the main content area shows a post titled 'Introduction: Jami Adelman' with a date of 11/23/2015 and 0 comments. The post content includes a placeholder for an image with the text 'CLICK HERE TO EDIT.' and 'UPLOAD IMAGE'. The right sidebar contains sections for 'Authors', 'Archives', and 'Categories'. The bottom of the editor shows a 'POST OPTIONS' section.

+ Completing Your Post

- 6. When the “New Post Published” window pops up, click on the link to view your live post. Don’t change the Twitter or Facebook settings.



New Post Published!

Your free site will not be found on search engines such as Google.
[Upgrade Now](#) to attract visitors to your site.

<http://mrsadelman.weebly.com/home/introductio...>

Share On Facebook OFF

Share On Twitter OFF

Pro Tip: Forms / Newsletter

Adding a form to your site is the best way to collect and review information from visitors. Create a newsletter sign-up, customize questions, and store responses all using our simple drag and drop builder.

[Learn how to build a form.](#)

+ Checking Your Live Post

- 7. Check to see if your post looks and functions the way you want on the live website.
- Once on the live website, view your post and make sure everything appears as you intended. Also make sure that the links work (if you included them).
- If you need to make changes
 - 1. Re-login
 - 2. Navigate to your post
 - 3. Click on it
 - 4. Make the changes
 - 5. Click the orange update button to publish the changes.

