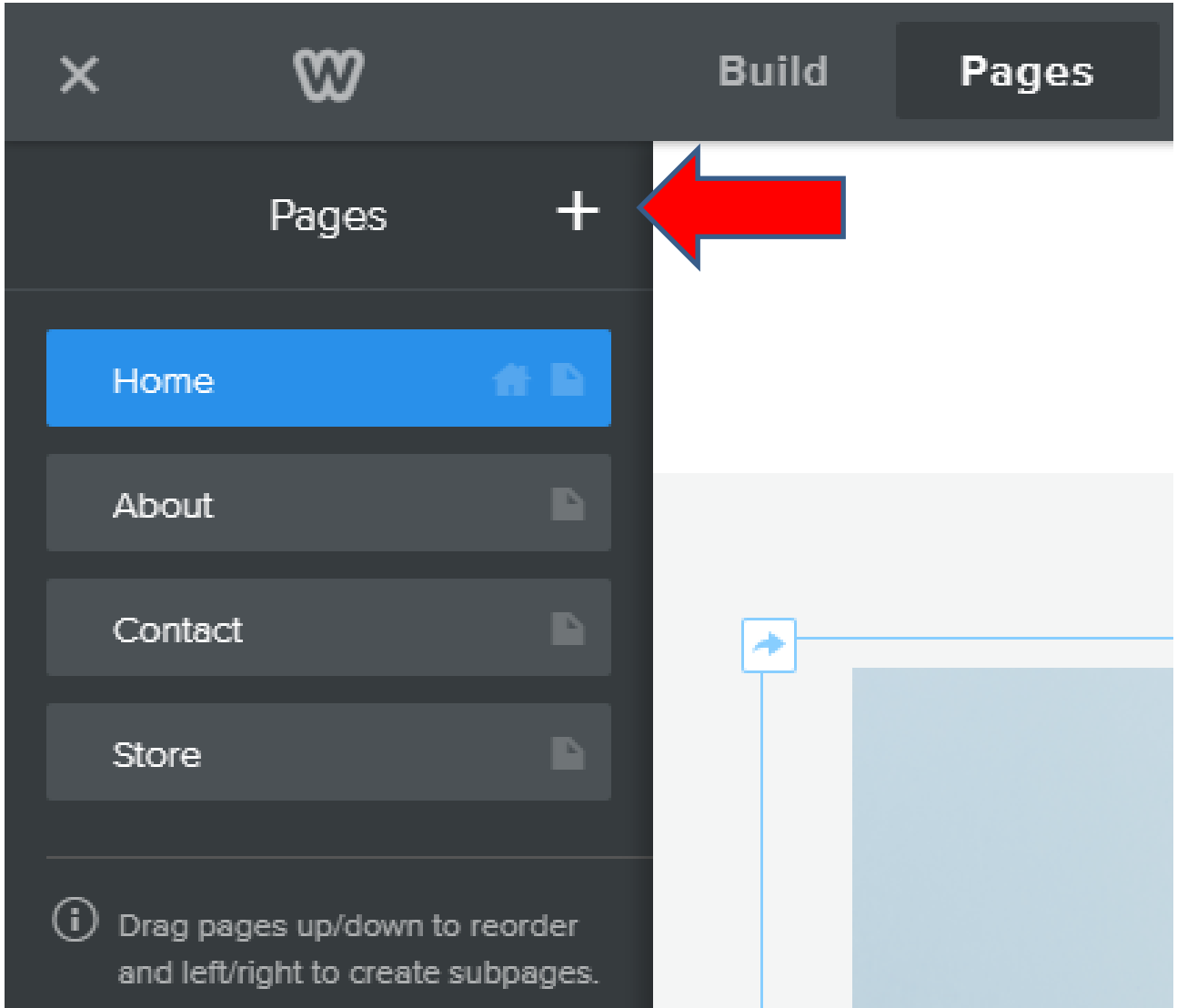
# Tip – How To Use Blog Page

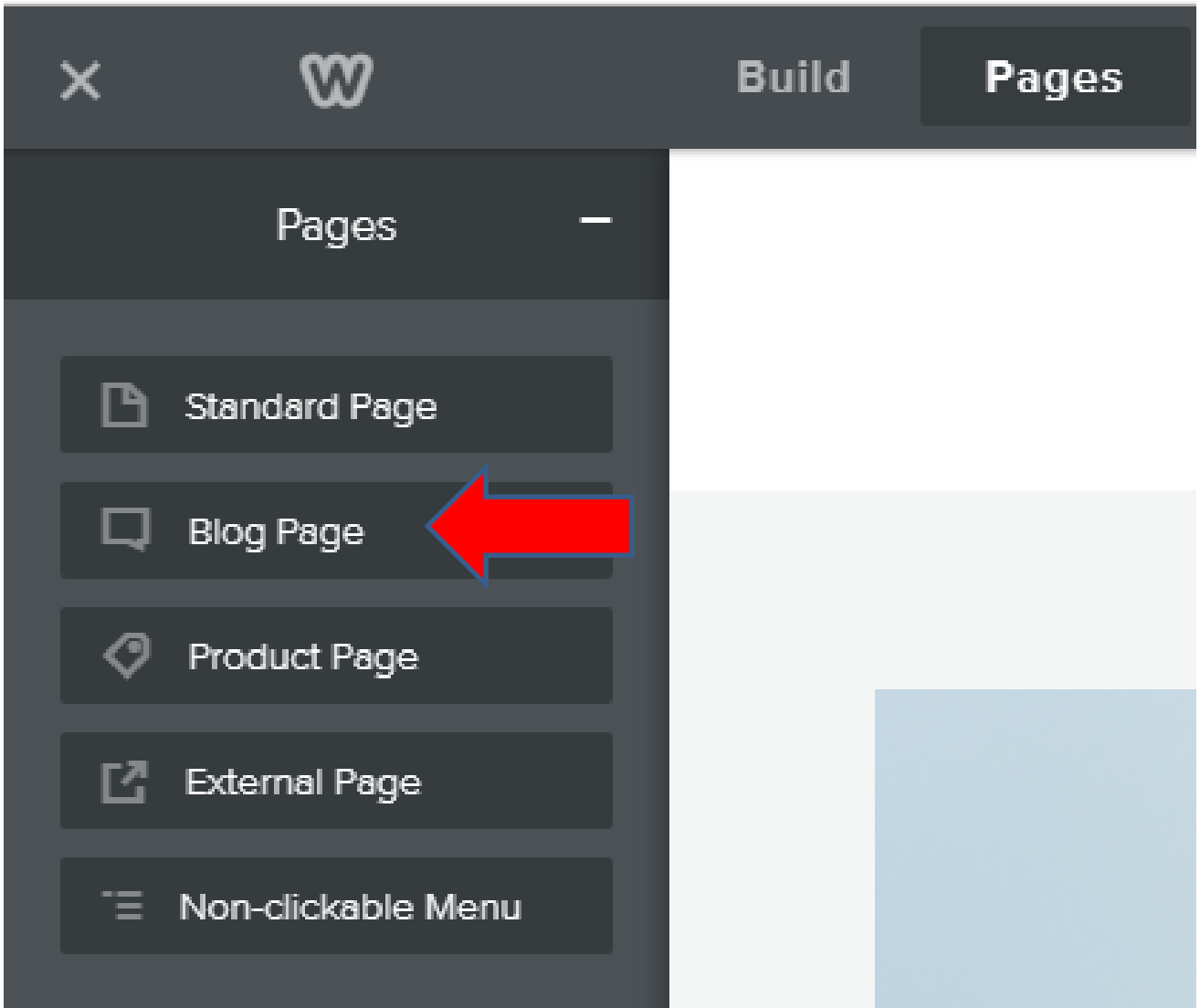
- **As I mentioned in the first course, this Tip has 68 pages. It may be too much for you, but if you want a Blog Page, you may want to view the pages.**
- **This Tip will walk you through how to add a Blog page and use it.**
- **First click on PAGES tab, which is next.**

- **Then click on + that I showed you before.**

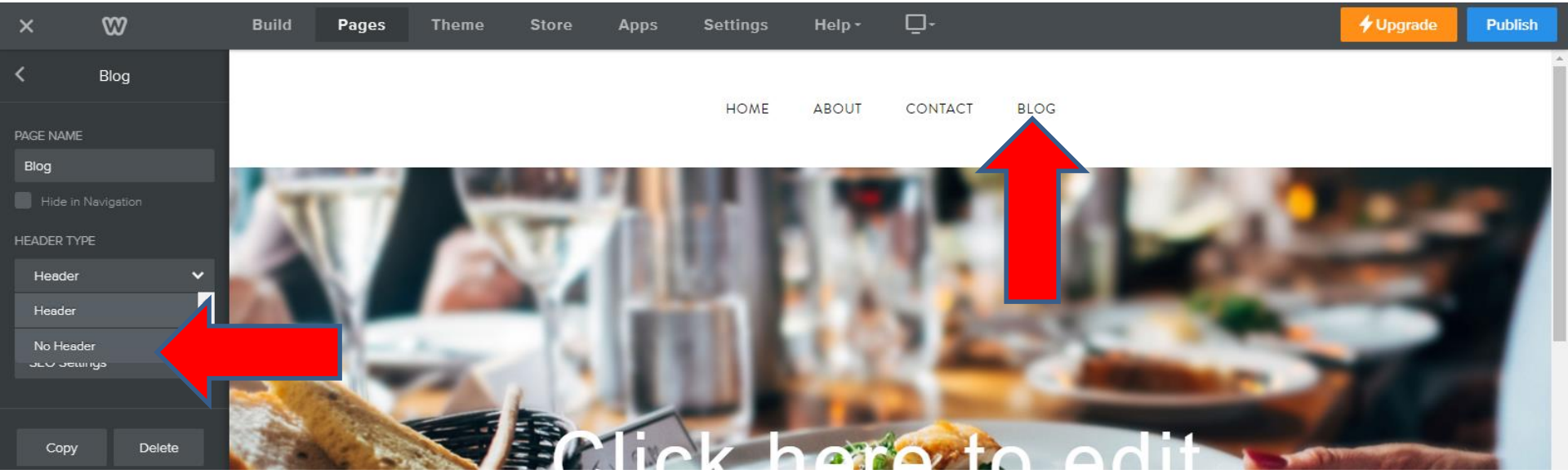
  **Next is what happens again.**



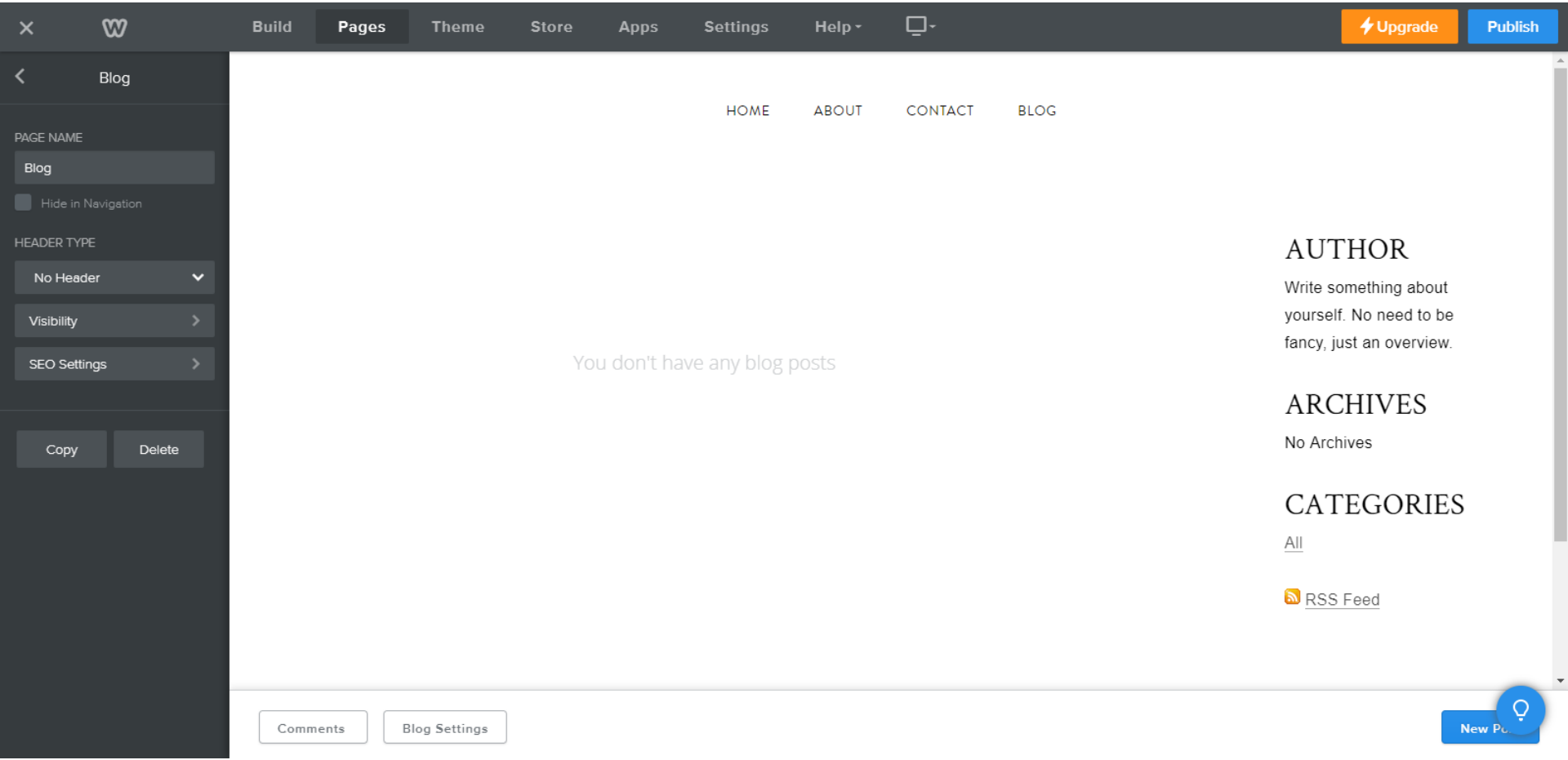
- **You then see a list and click on Blog Page and next is what happens.**



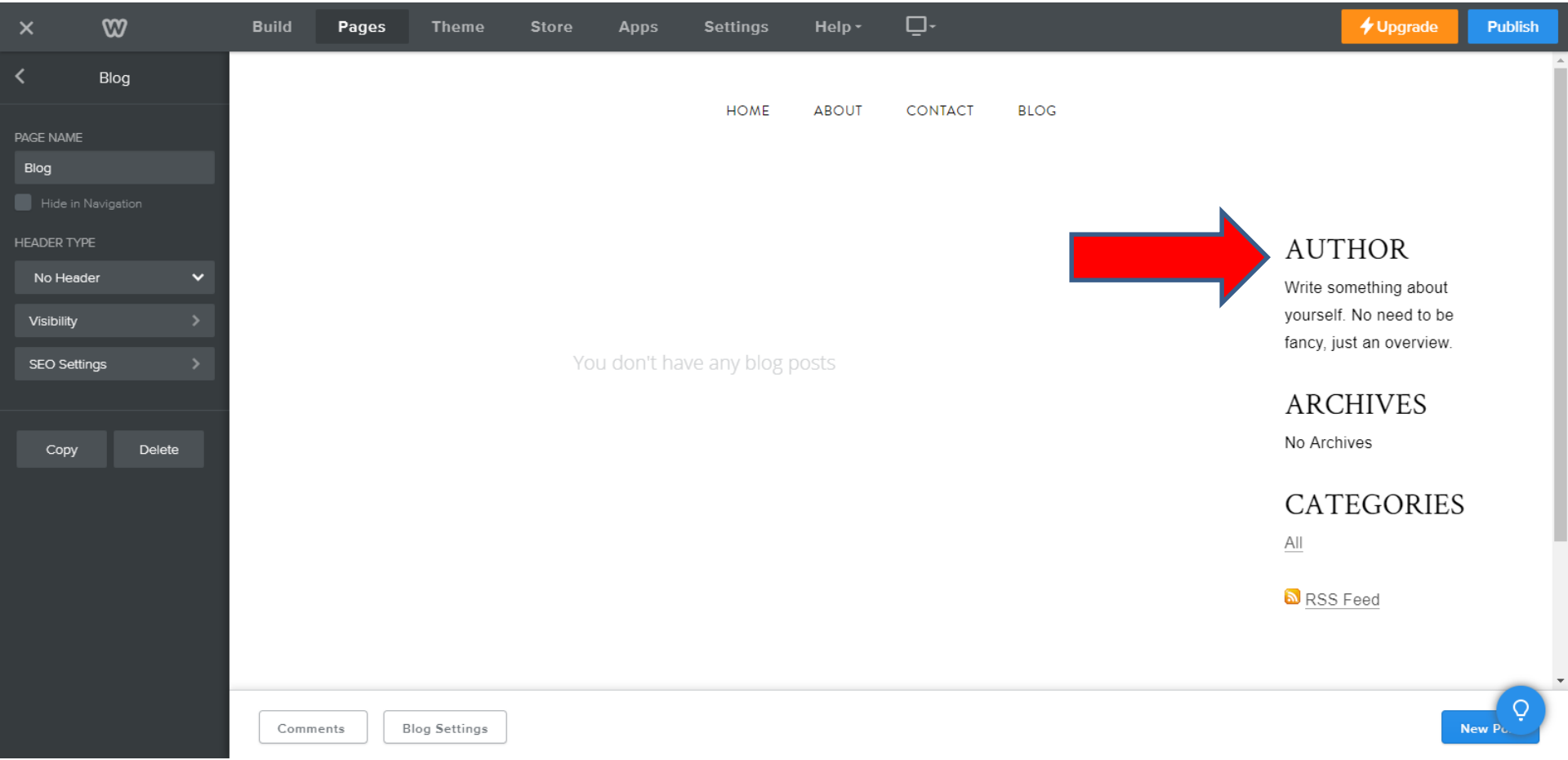
- You then see Blog page on the navigation.
- I recommend no Header, so click Header and click on No Header and next is what happens.



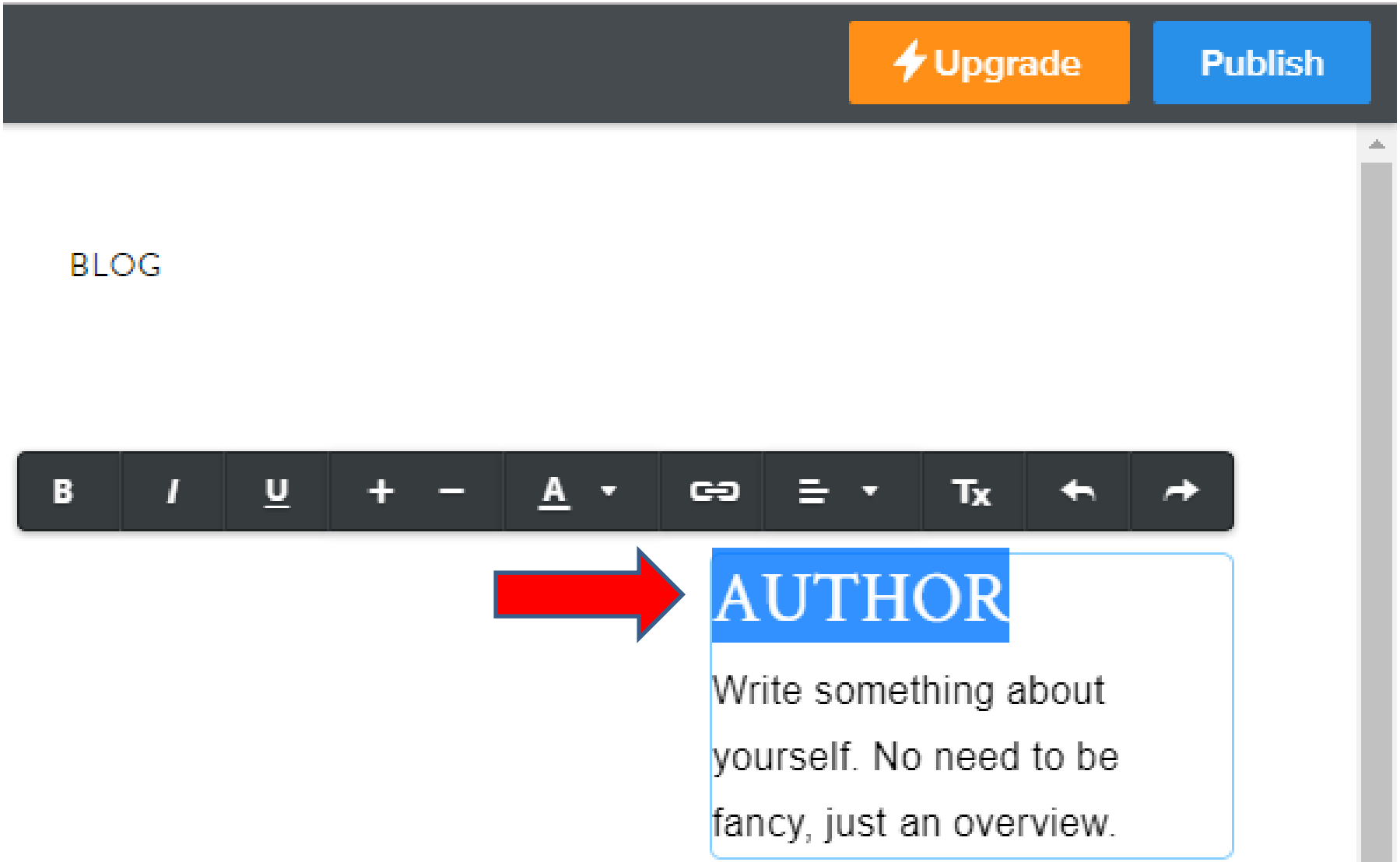
- **You see the No Header and you see things on the right.**
- **Next is what to do first.**



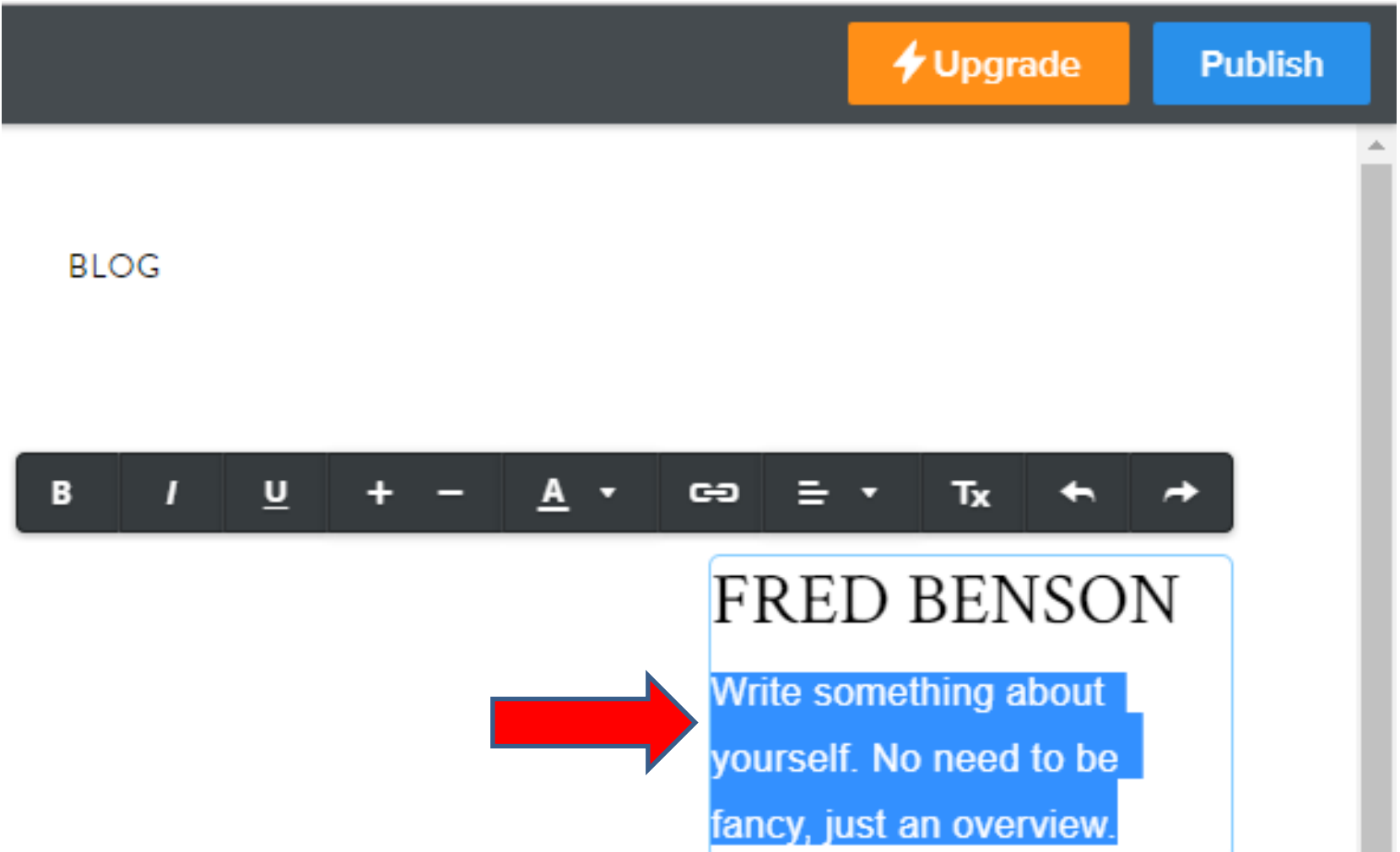
- **First click on Author to put your name, which is next.**



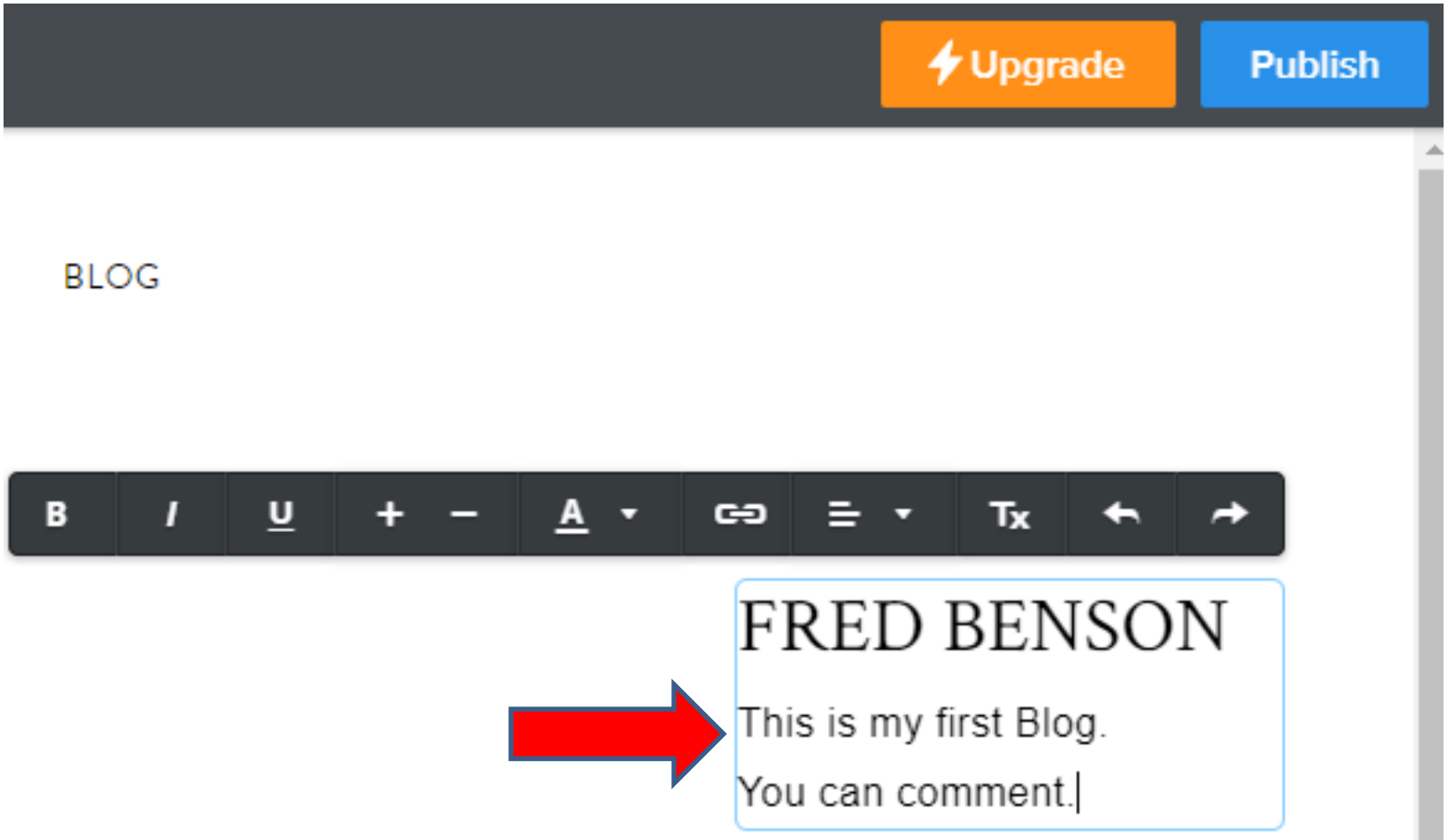
- **Once you click on Author you then highlight it and then type in your name, which is next.**



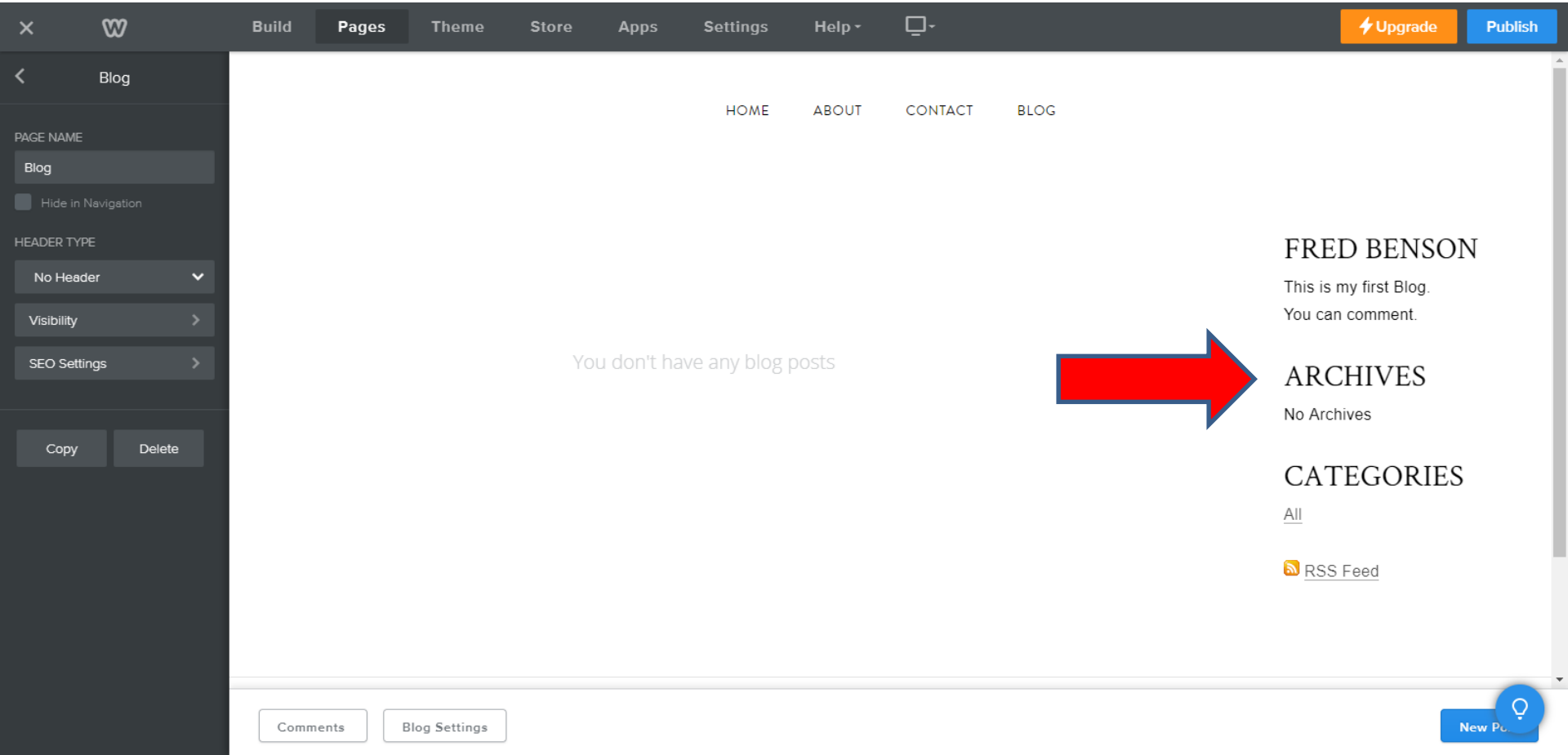
- **I typed in my name Fred Benson. Then highlight the text under it and type in about you, which is next.**



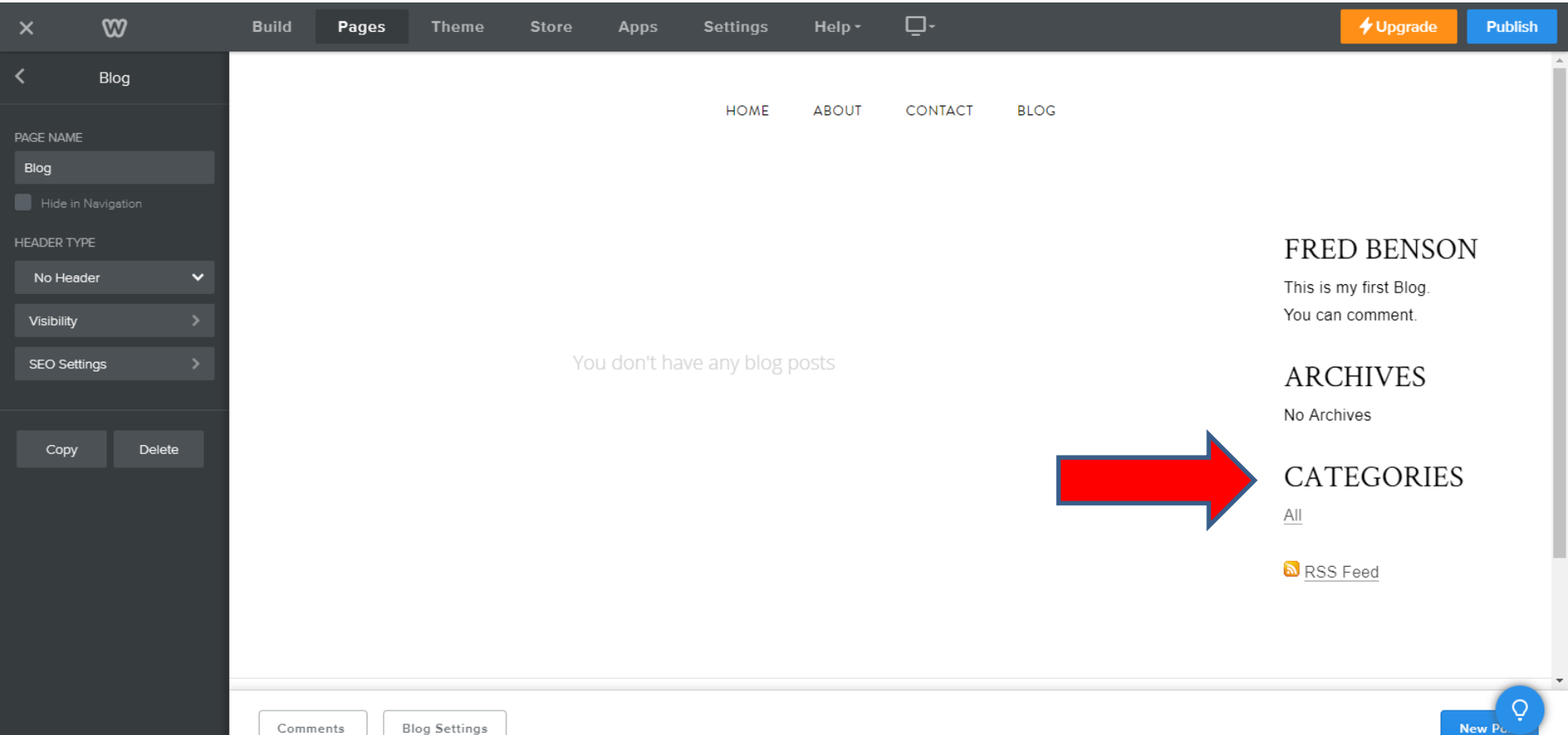
- **I typed in the text, which is below.  Then click outside of it.**
- **Next is what is Archives and Categories.**
- **After that, I will show how do New Post.**



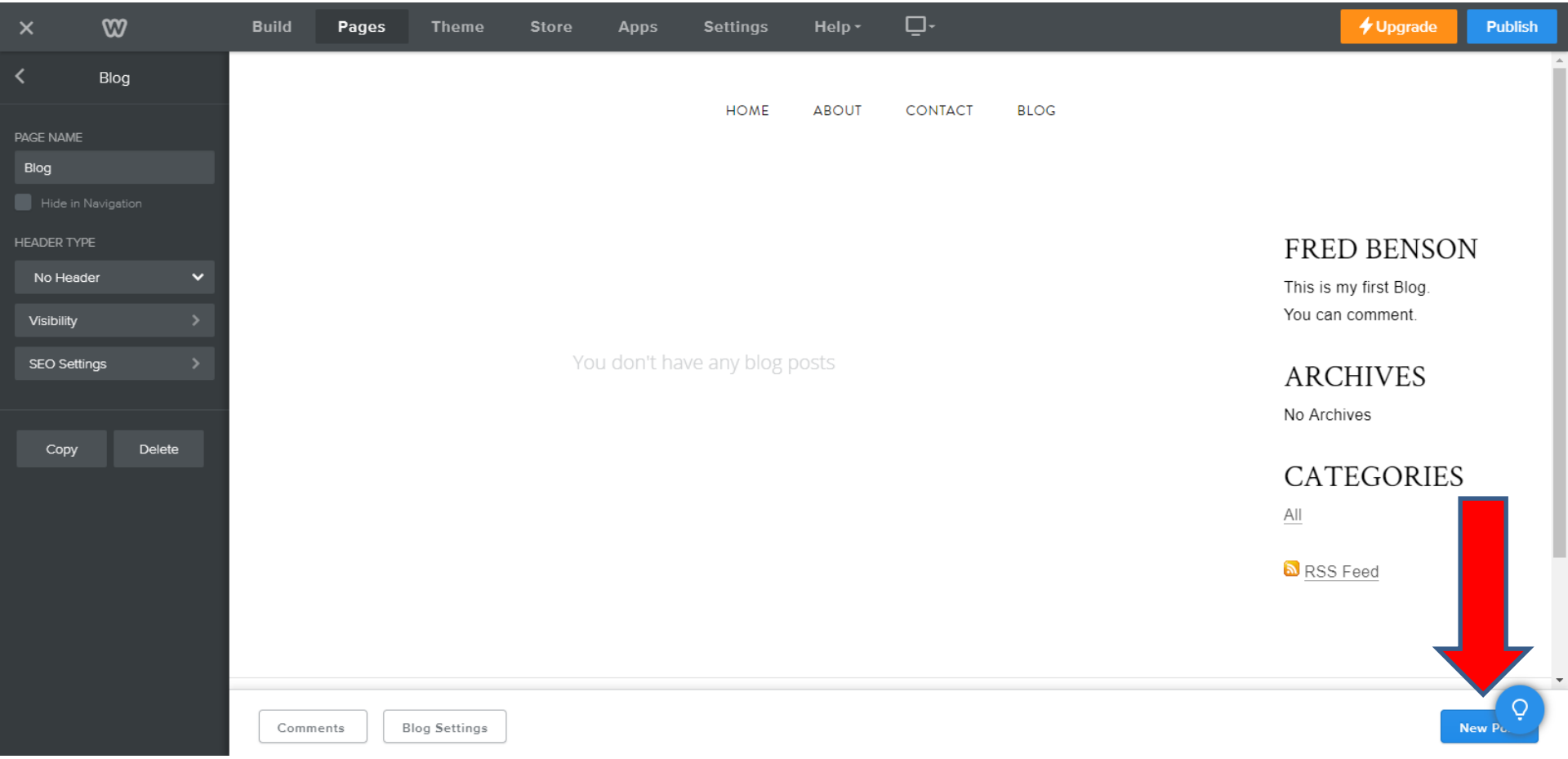
- **When you create a blog, it automatically puts them in "Archives" which are separated by each month. This allows you to click on each month and see the blog posts from that month.**



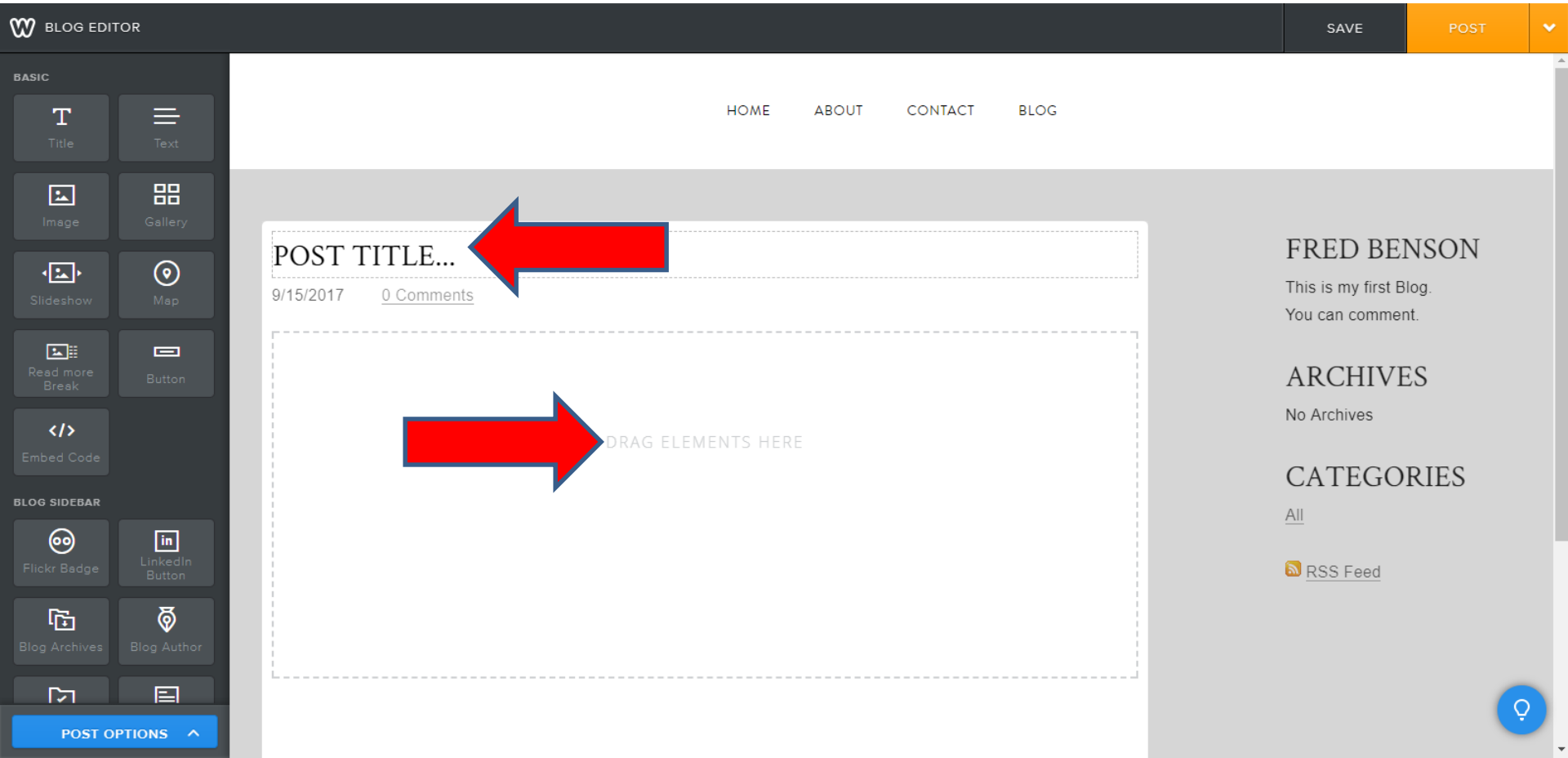
- **You can create Categories when you do posts. I will show you how to do that later.**
- **Once you do that, it shows on Categories and when you Publish, people can click on a Category they will see the posts in that Category.**



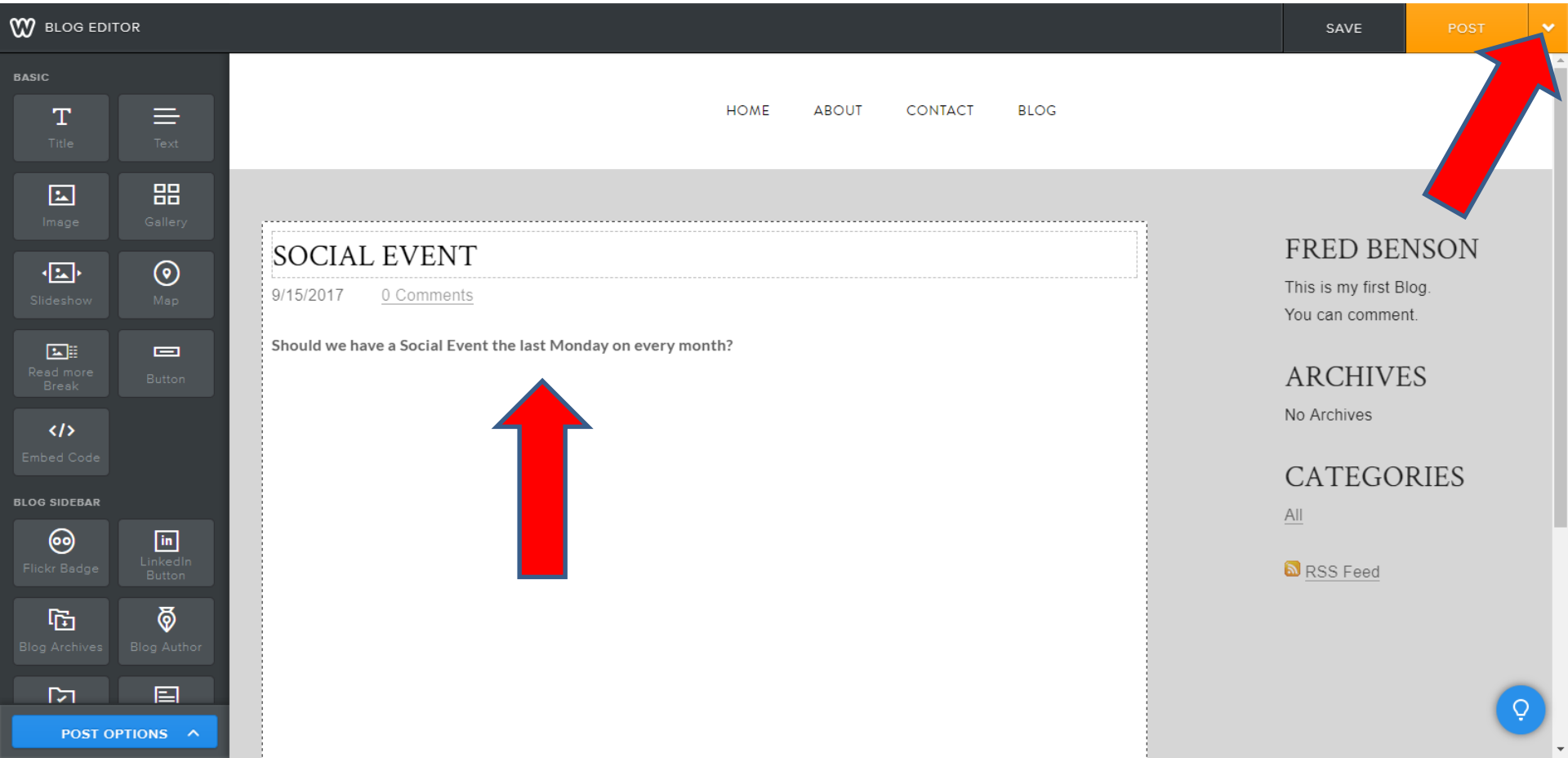
- At the bottom right, click on New Post.
- Note – depending on the Theme, you may have to scroll down.
- Next is what happens when you click on New Post.



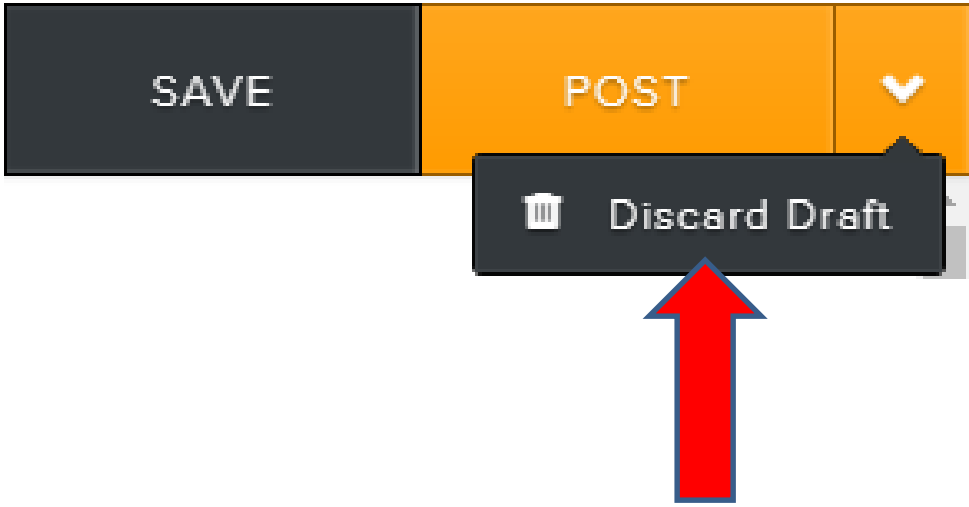
- You then see Post Title… that you change.
- Below it you see DRAG ELEMENT HERE, like Text or Image, etc.
- Next is a sample with Text Element.



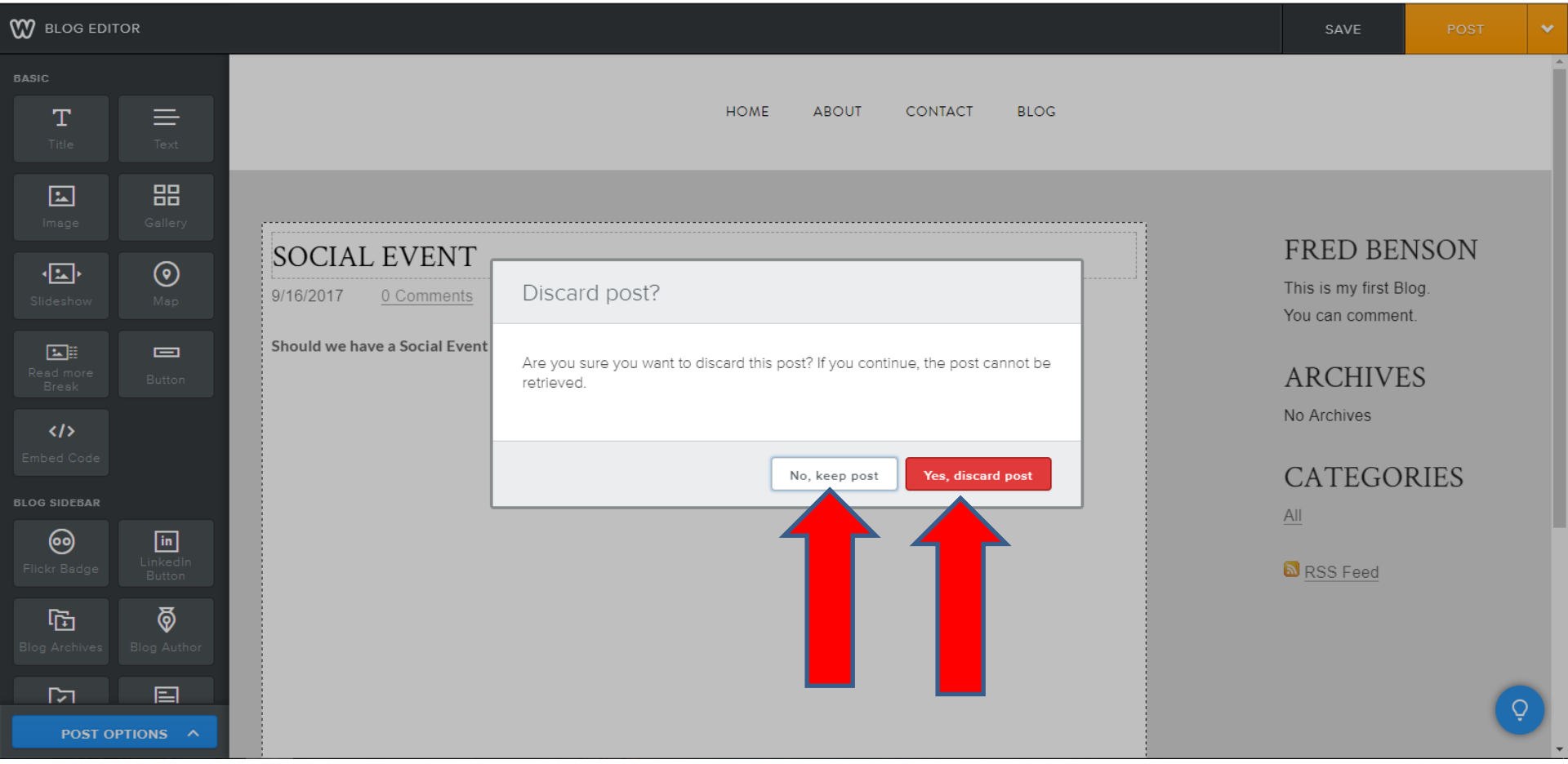
- You see the change.  Once you are complete, you can Post.  Or if it is not correct, you can delete it.
- If it is not correct, click on the drop down next to POST and next is what happens.



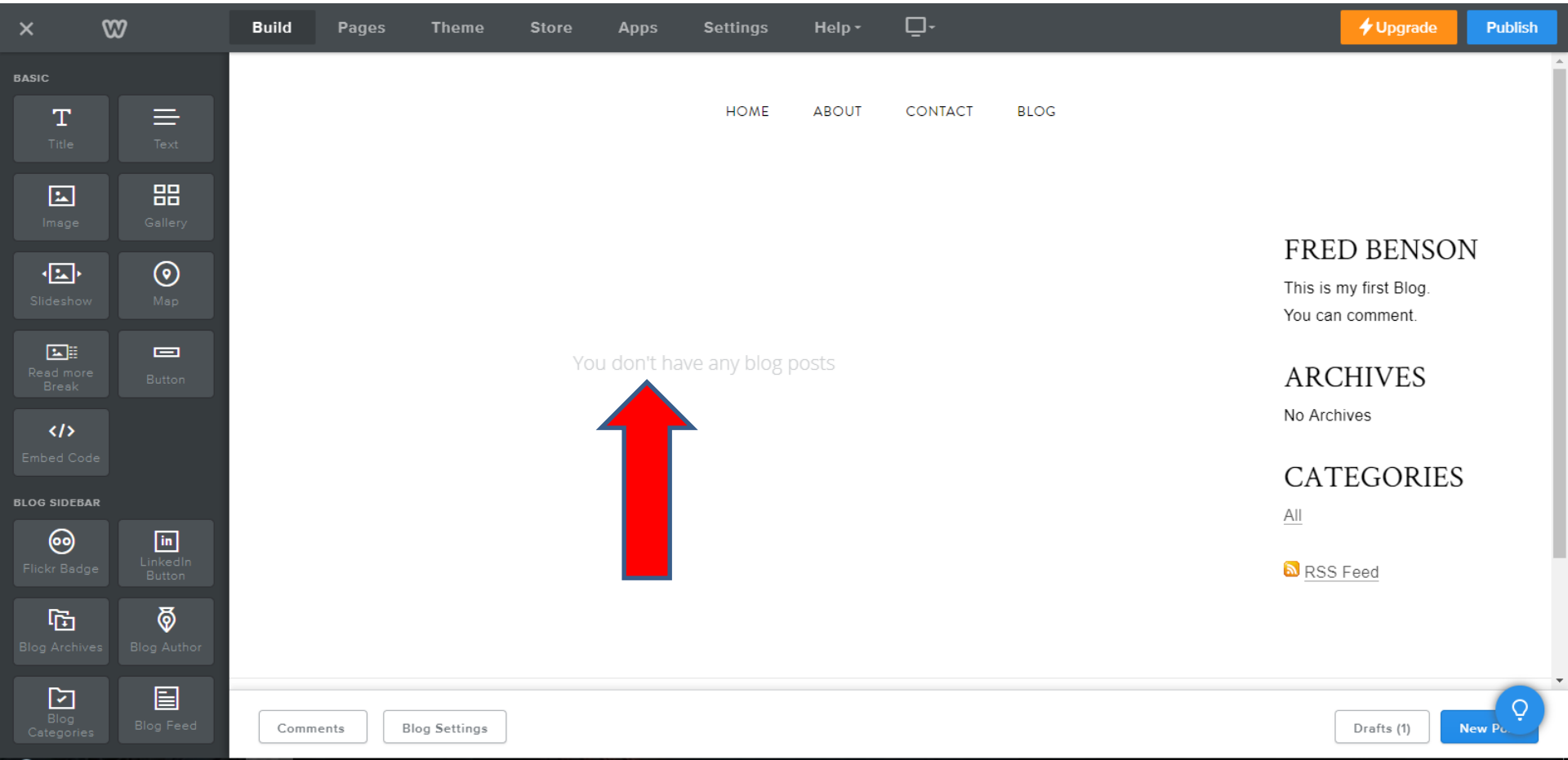
- **When you click on the drop down next to POST, you see Discard Draft.  When you click on it, next is what happens.**



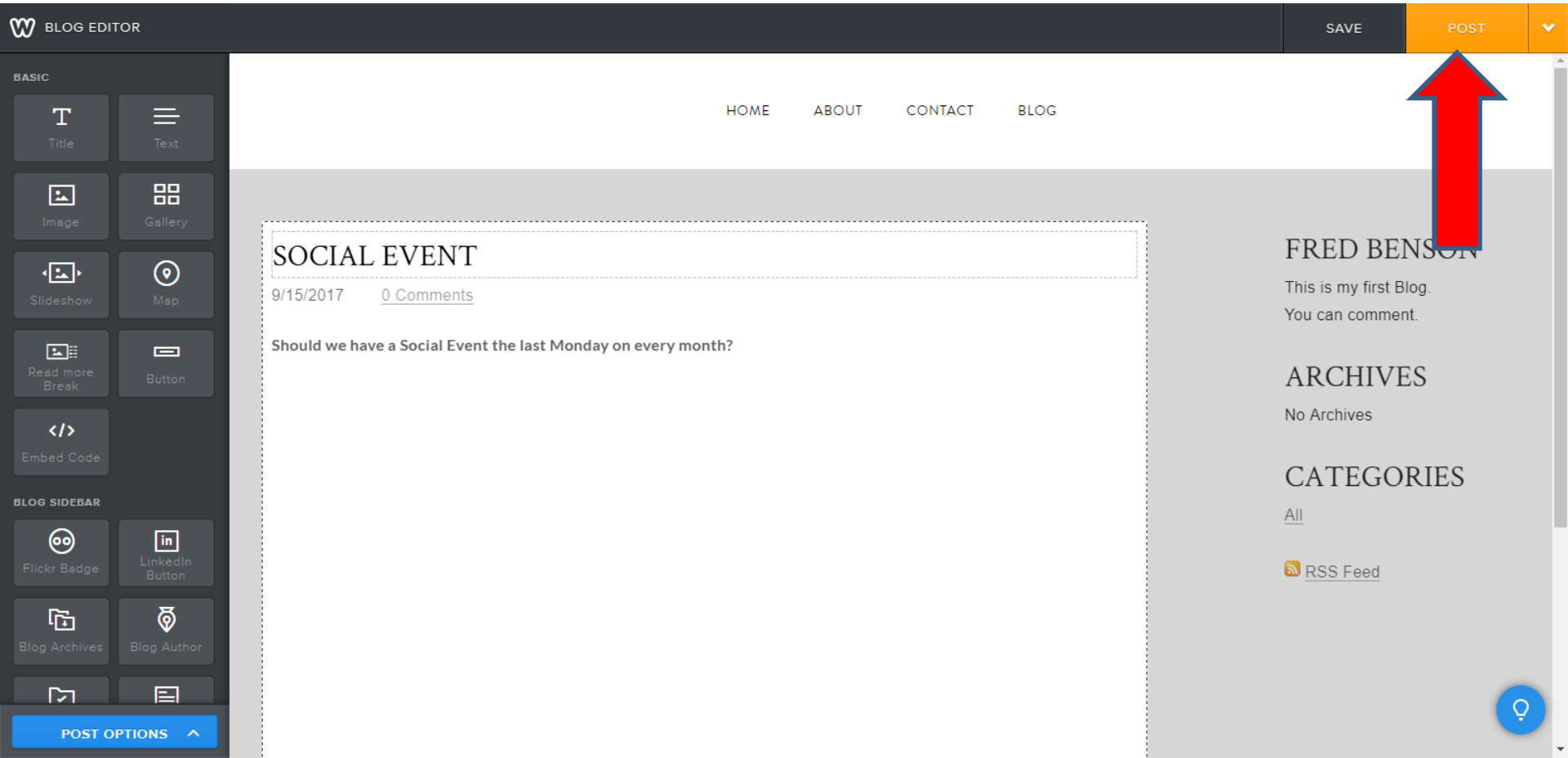
- **Once you click on it, a new window opens. You click on Yes, to delete. Or click on No to keep post.**
- **Next is the result when you click on Yes.**



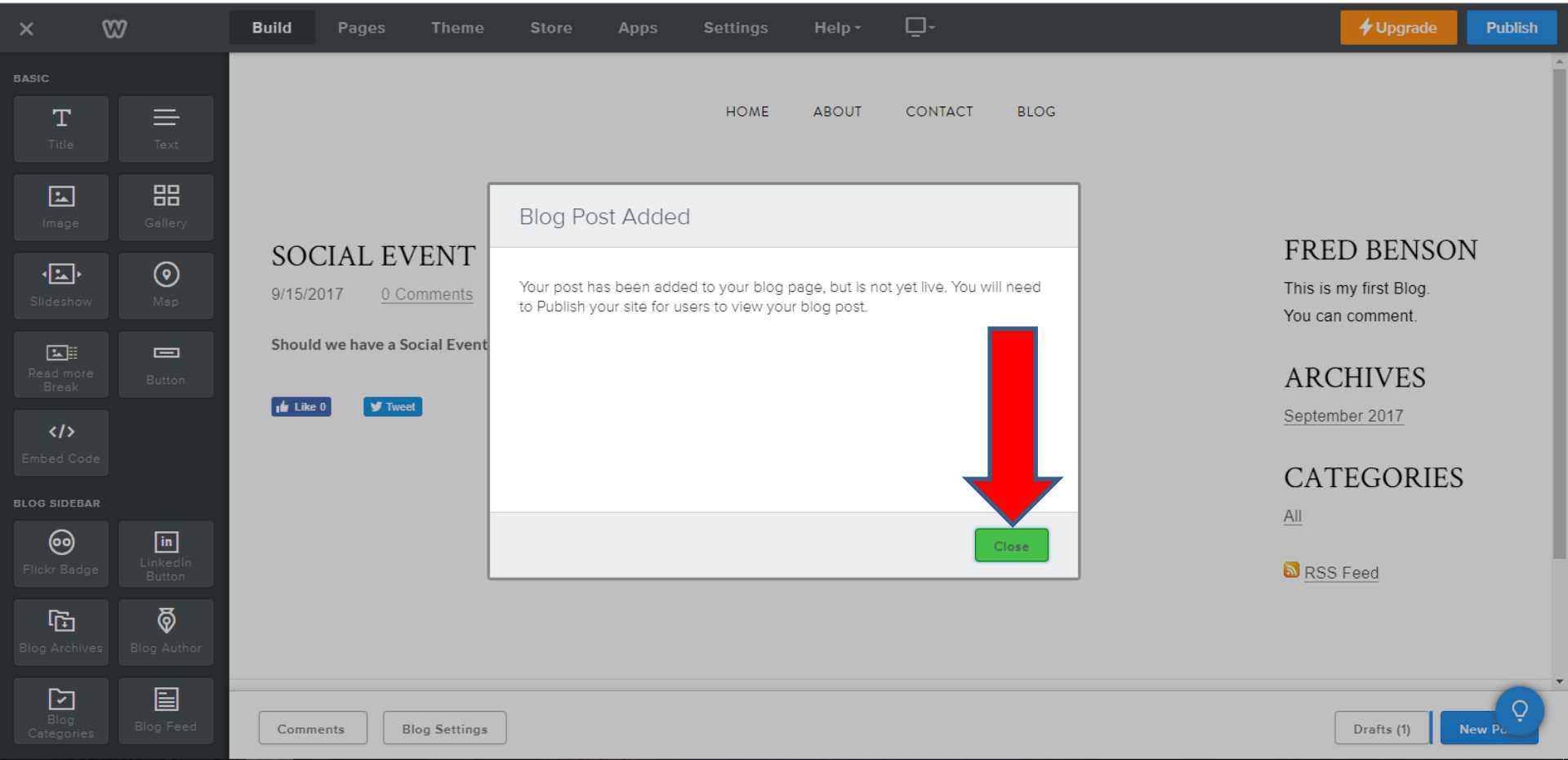
- **Once you click on Yes, the window closes and you see it is deleted.  If you don't delete it, next is how to POST.**



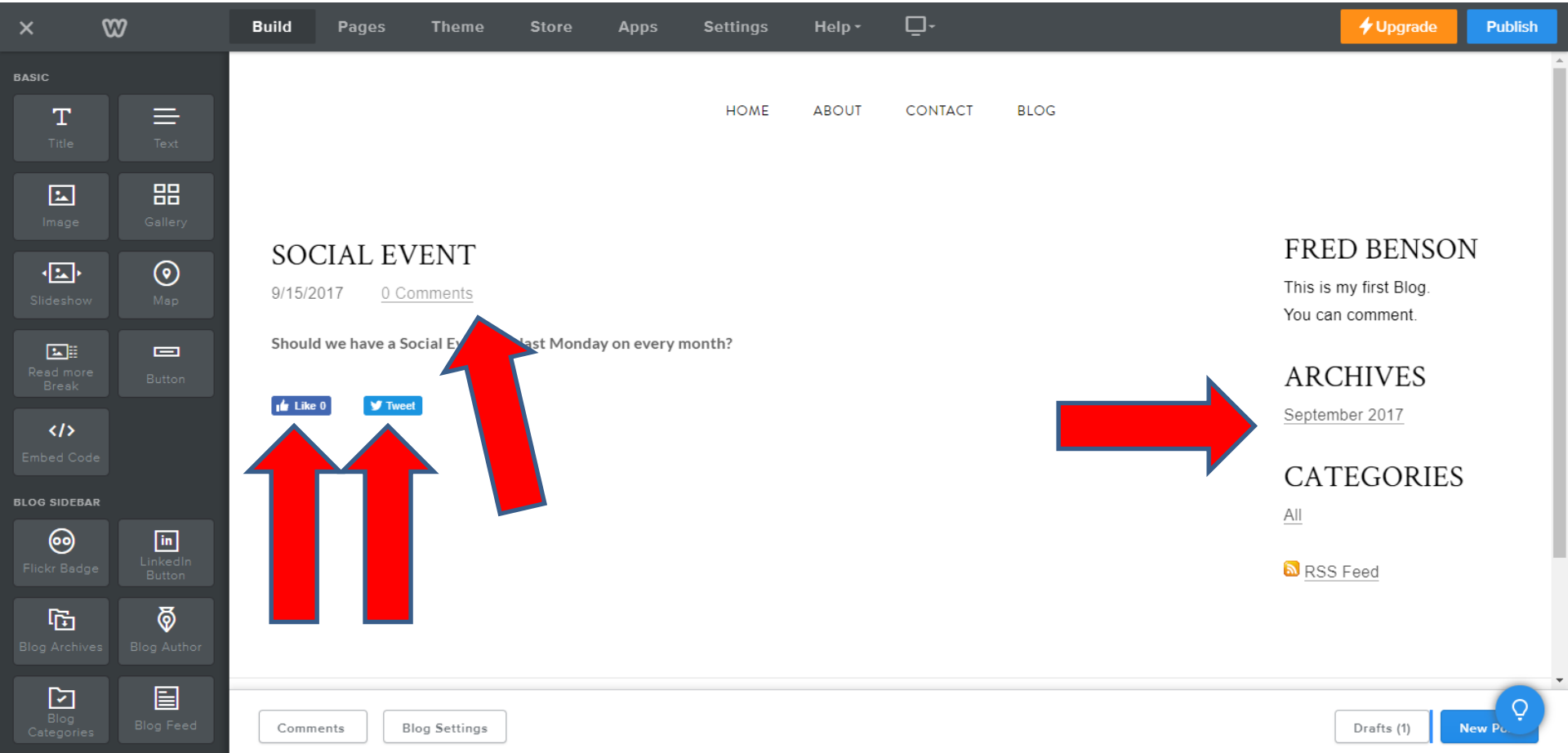
- **To Post, click on POST in the upper right. Next is what happens. After that is how to delete it, when you Post.**



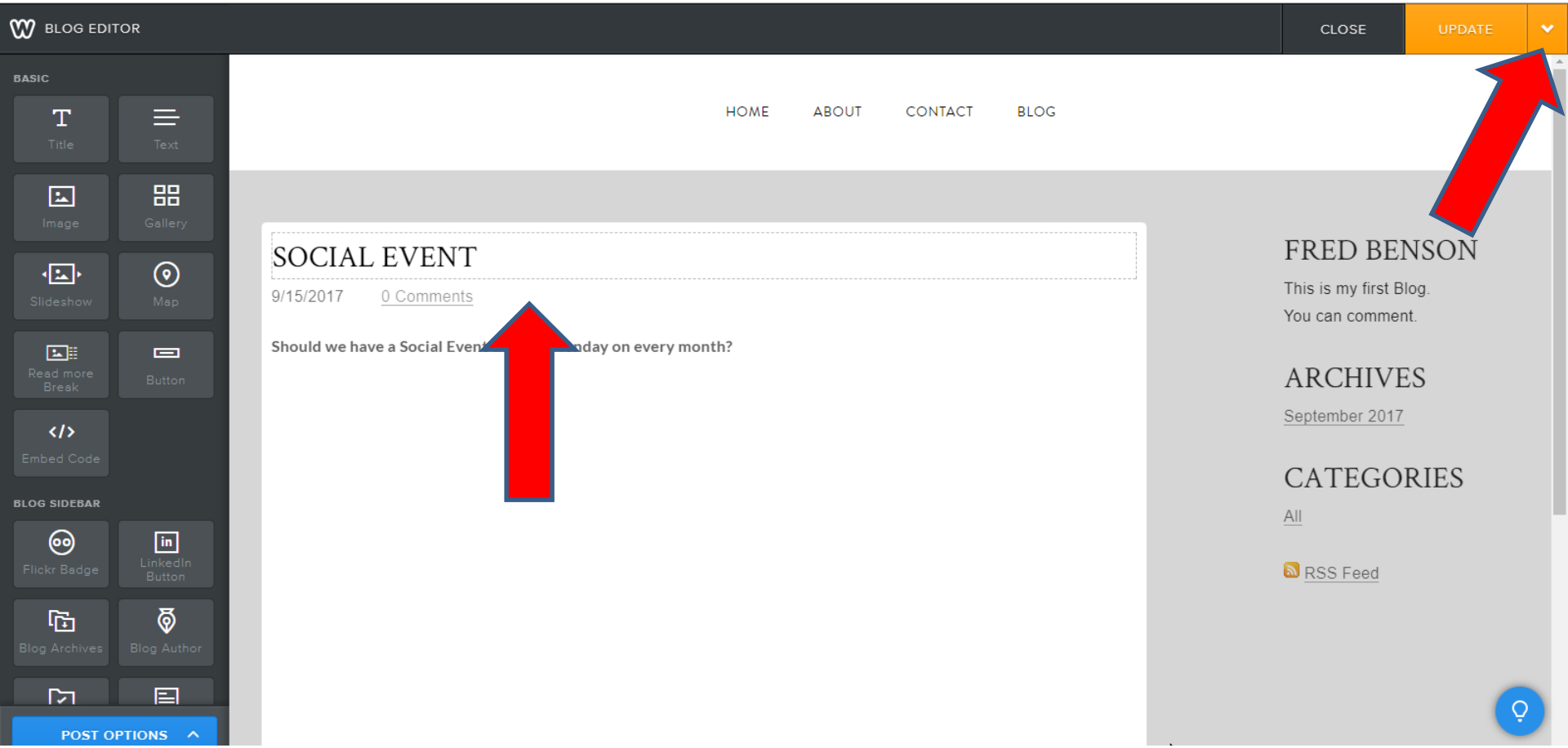
- **Once you click on POST a new window opens that tells you it is Added, but you have to Publish to show it on your site.  Then click on Close and next is what happens.**



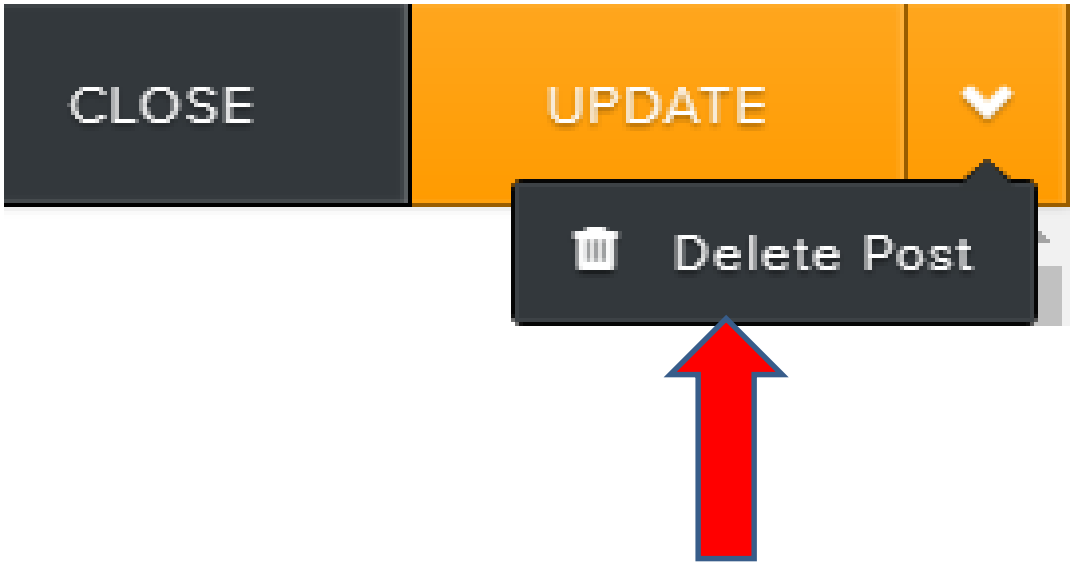
- **Once you close, you see Like, Tweet, O Comments, and the year under ARCHIVES.**
- **Next is how to delete.**
- **After that is Post Options.**



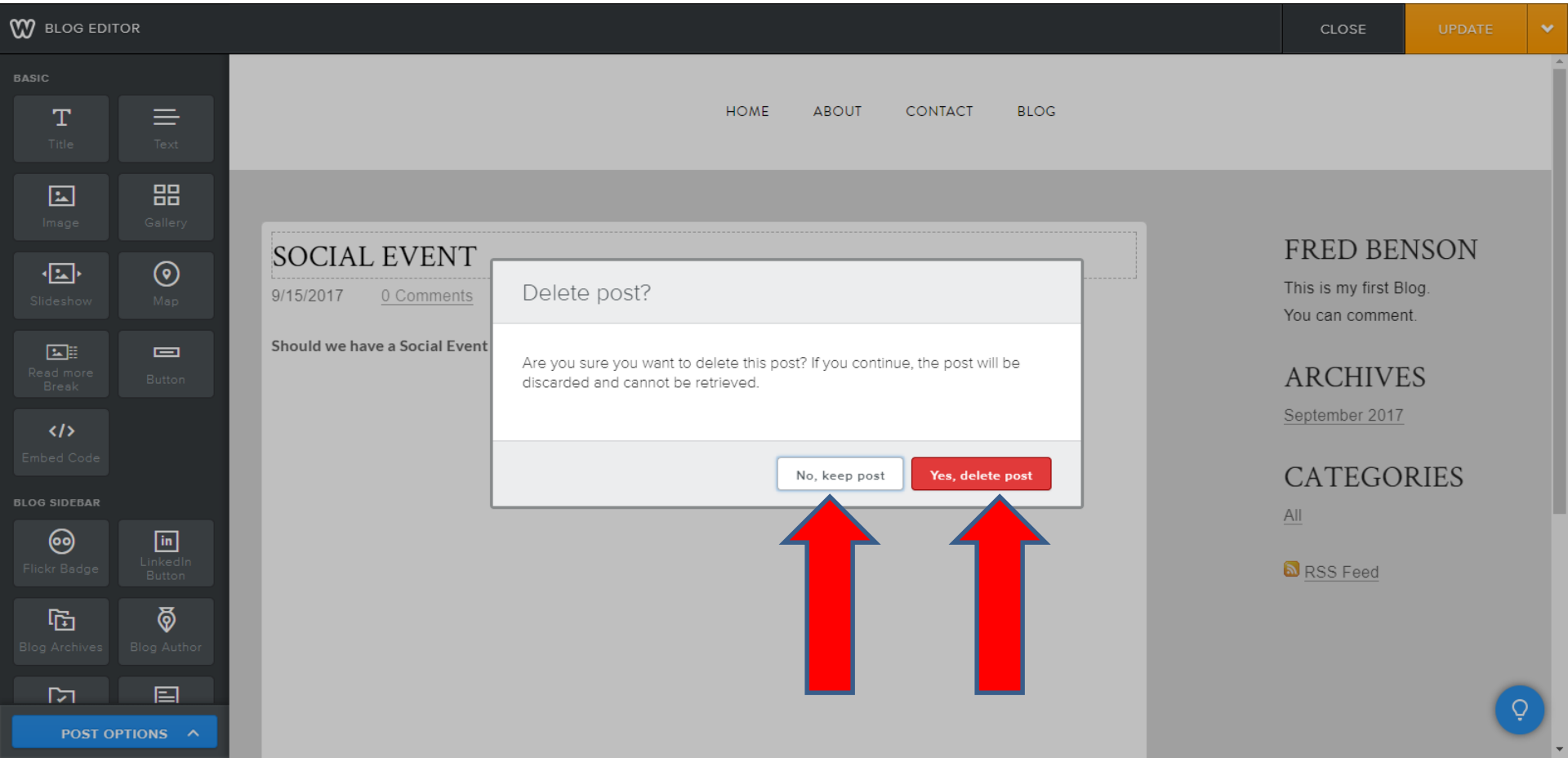
- **After you post, you click on it, like SOCIAL EVENT and your see UPDATE in the upper right. You click on the drop down right of it and next is what happens.**



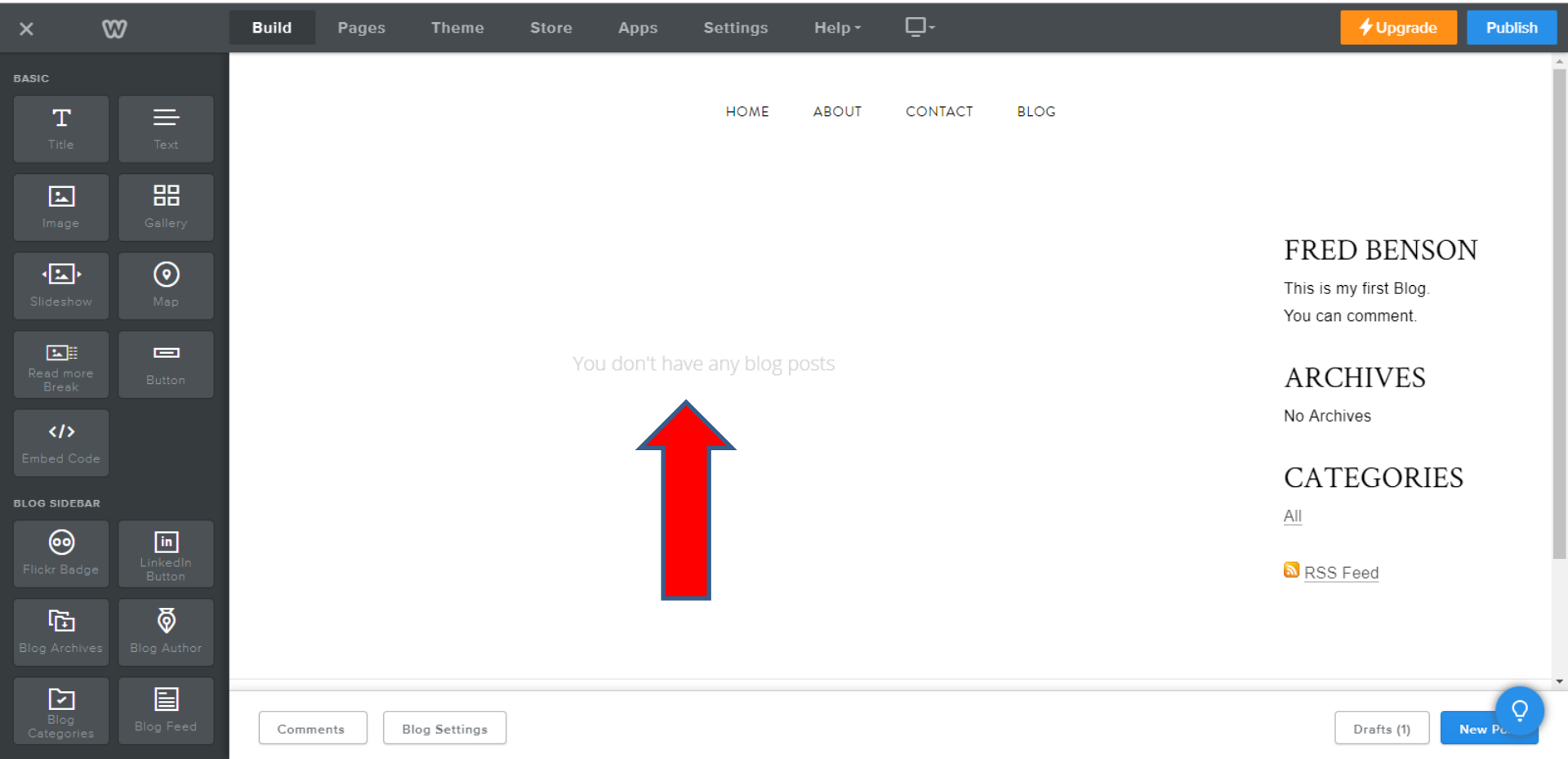
- **When you click on the drop down, you see Delete Post.  If you want to Delete it, click on it and next is what happens.**



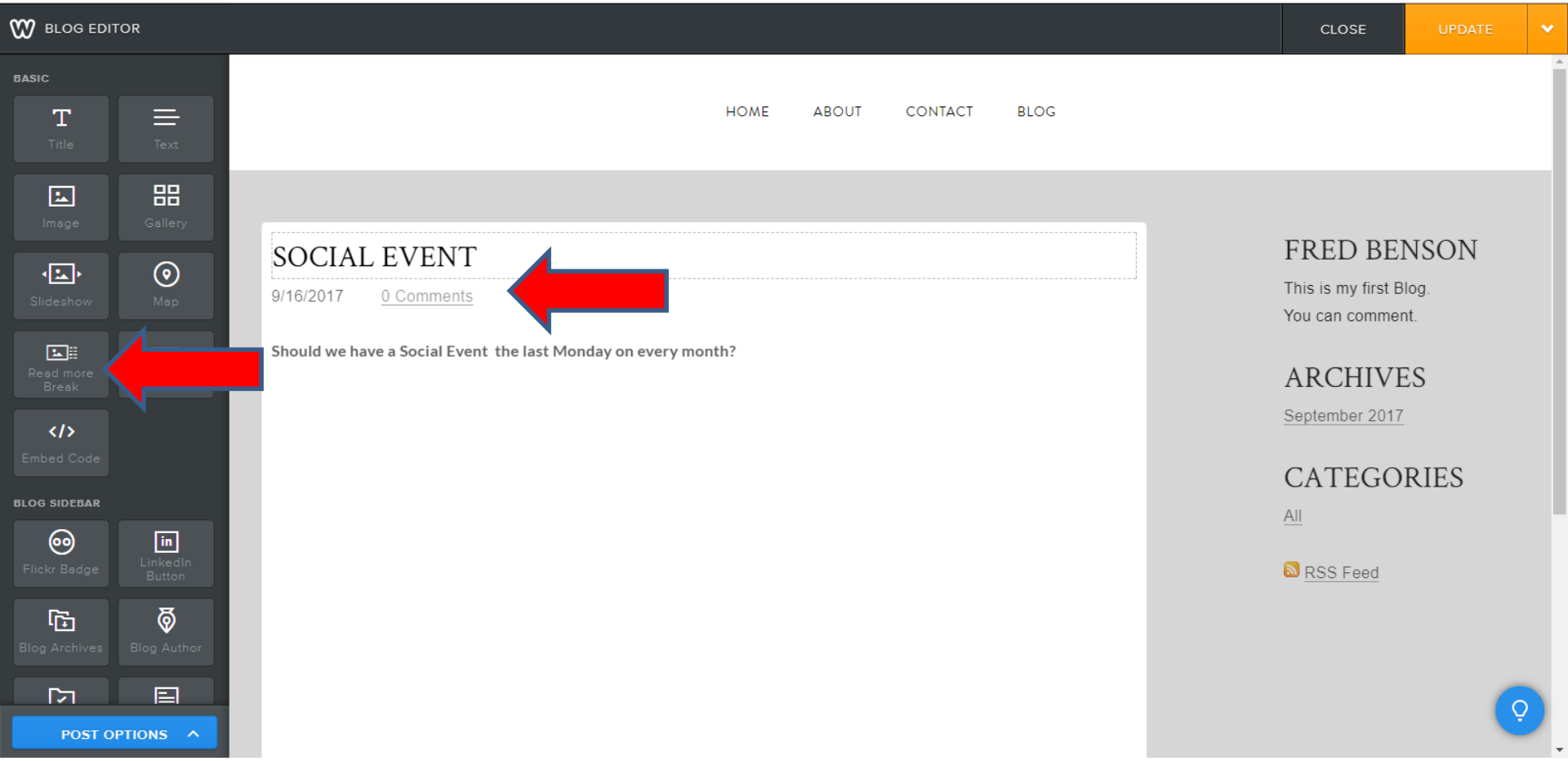
- **Once you click on it, a new window opens. You click on Yes, to delete. Or click on No to keep post.**
- **Next is the result when you click on Yes.**



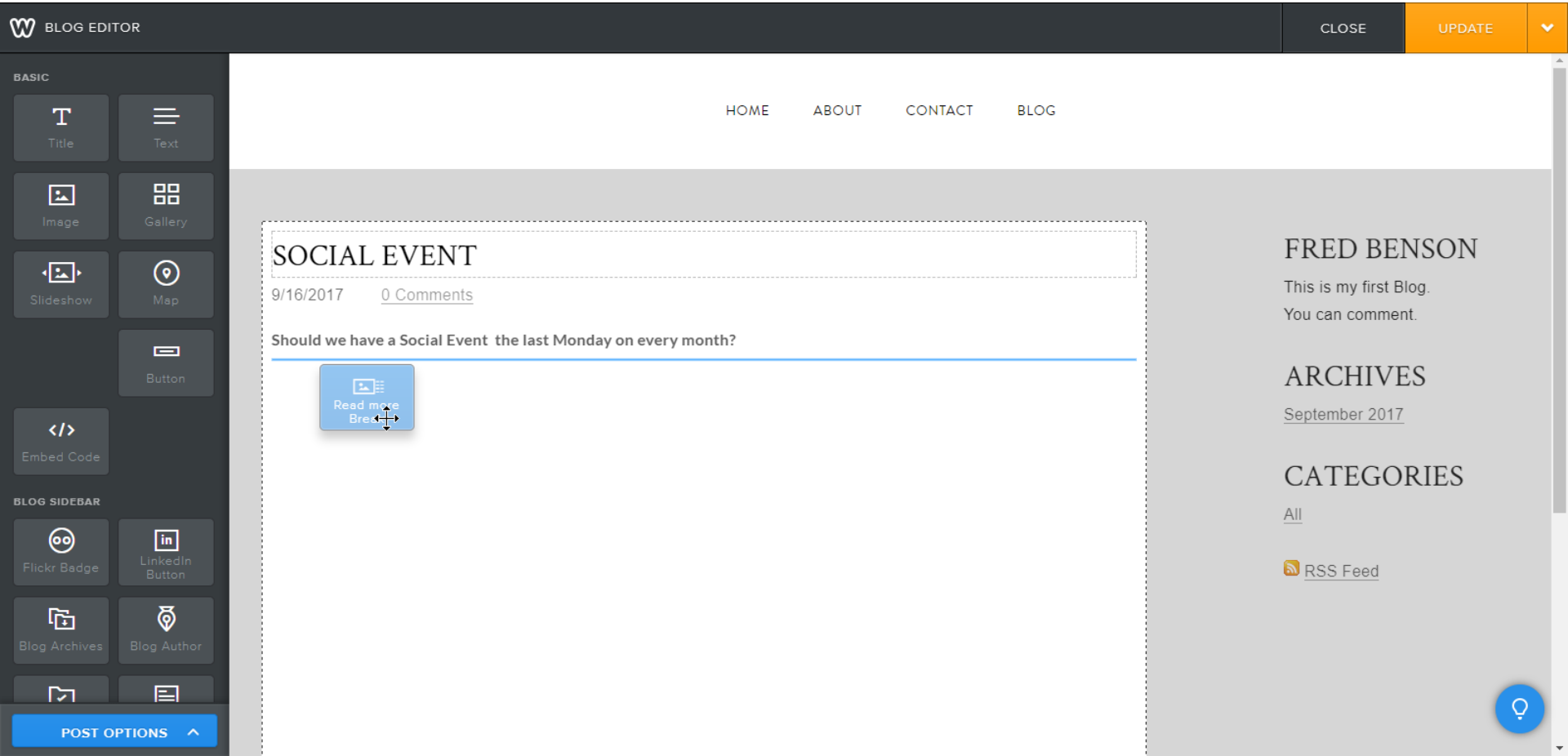
- You see it deleted.  If you don't delete it, next I will show you the Read more Break Blog element next.
- There is also POST OPTIONS, which I will show later.



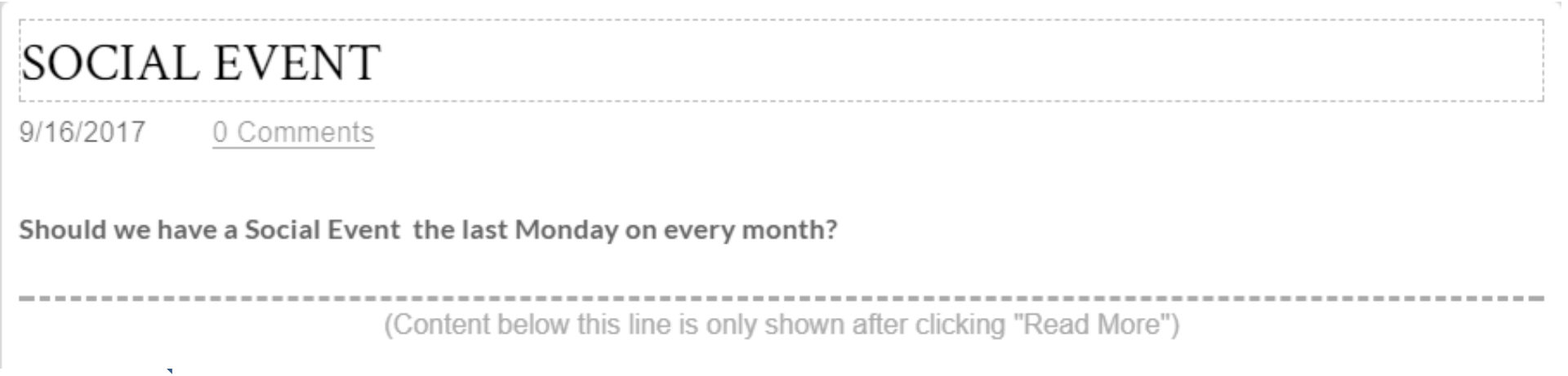
- **If you don’t see UPDATE, click on SOCIAL EVENT again.**
- **You drag and drop the Read more Break element.**
- **Next, I will show you a sample.**



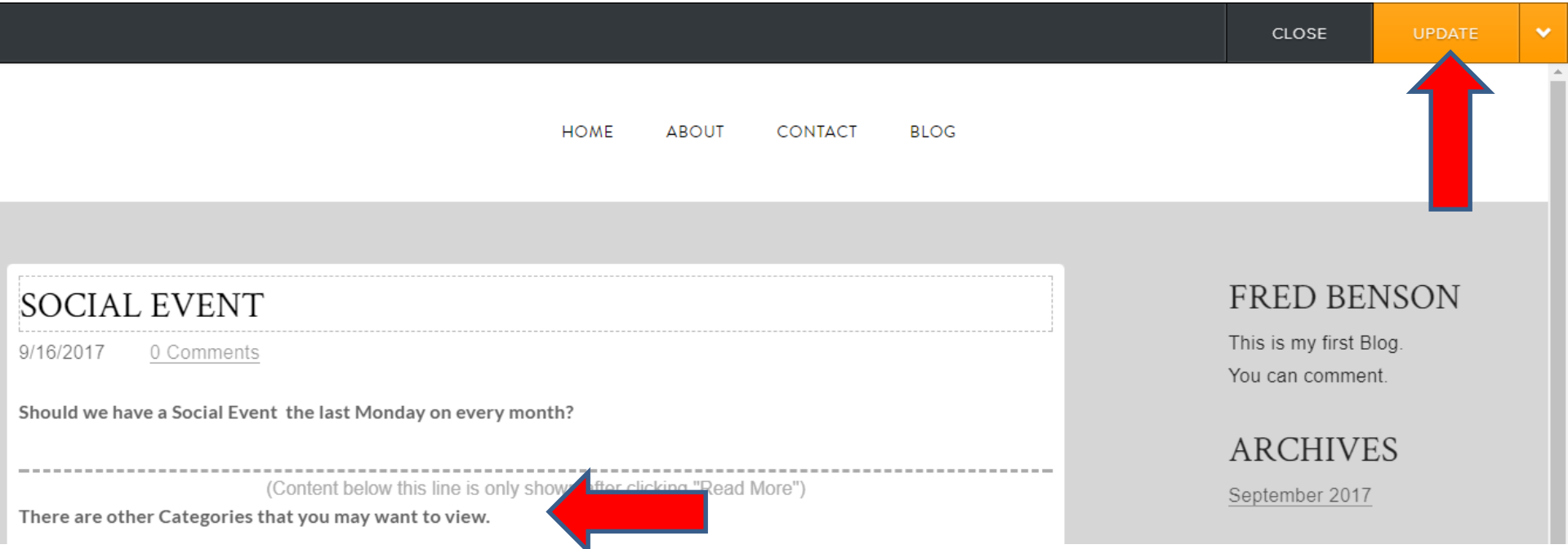
- **Here is the drag and then let it go, which is next.**



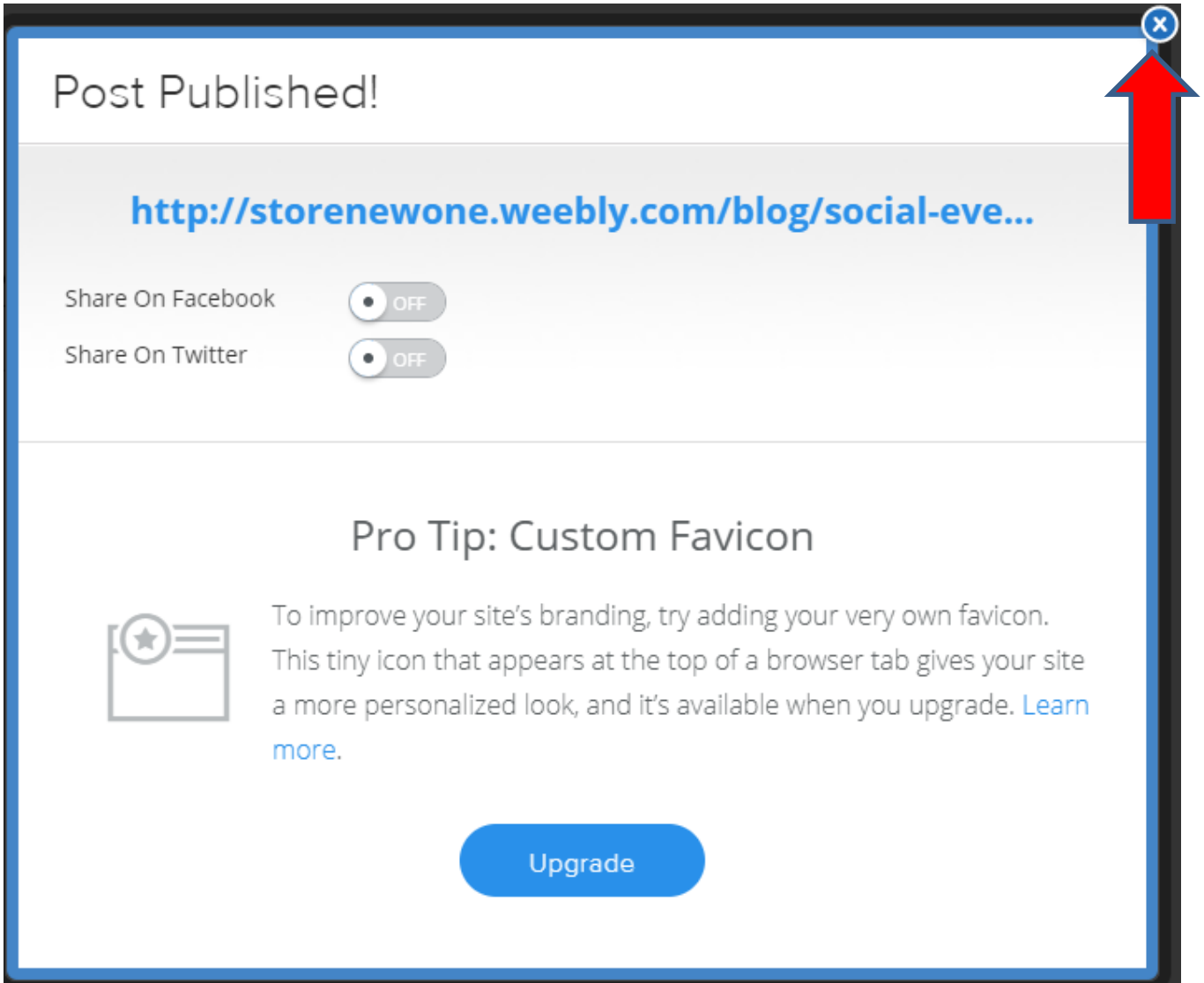
- **You then see the results, which tells you (Content below this line is only shown after clicking “Read More”).**
- **Next, drag and drop Text below it and type in something, which is next.**



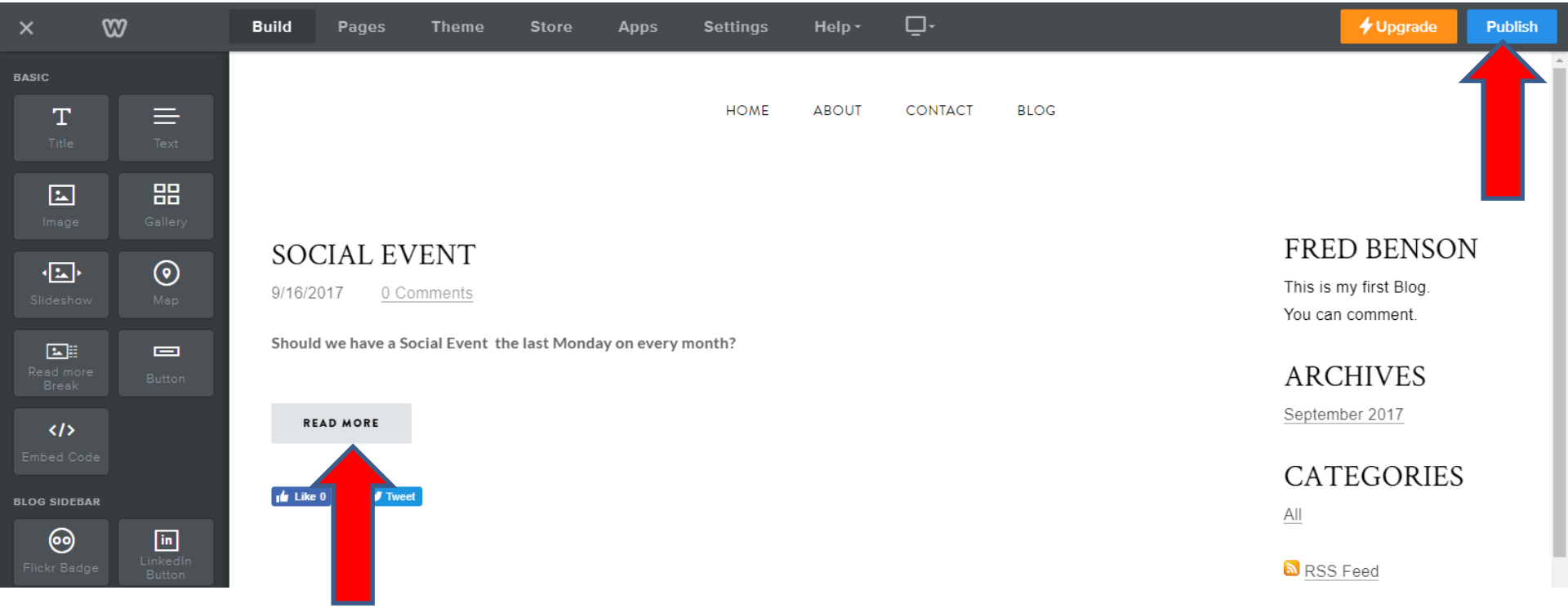
- **You see a text sample below it.  Then click on UPDATE.**
- **Next is the results.**



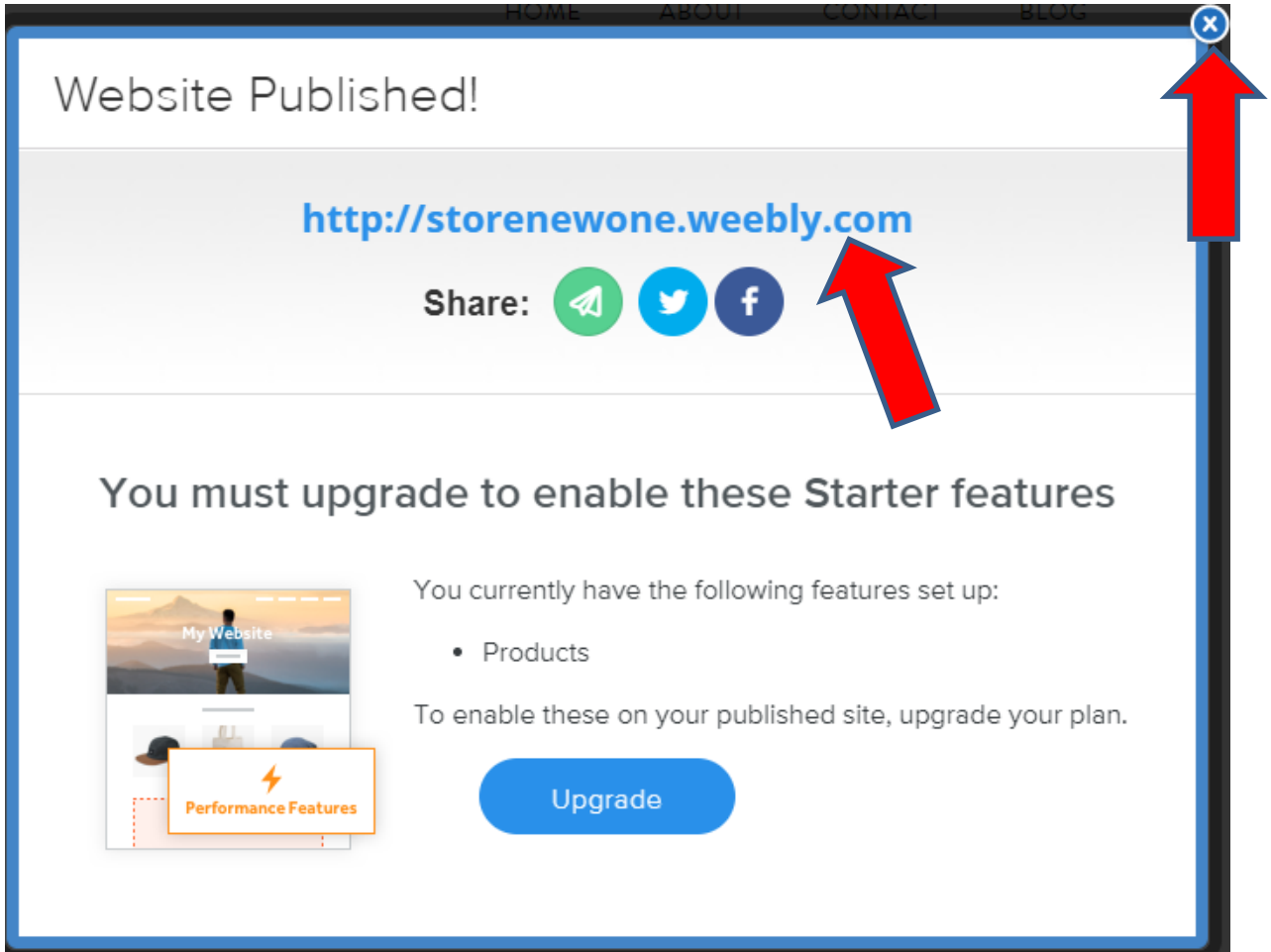
- **A new window opens and just click on X.**
- **Next you will see the results.**



- **You see Read More.  Then click on PUBLISH.**
- **Next is a new window that you can click on the link.**

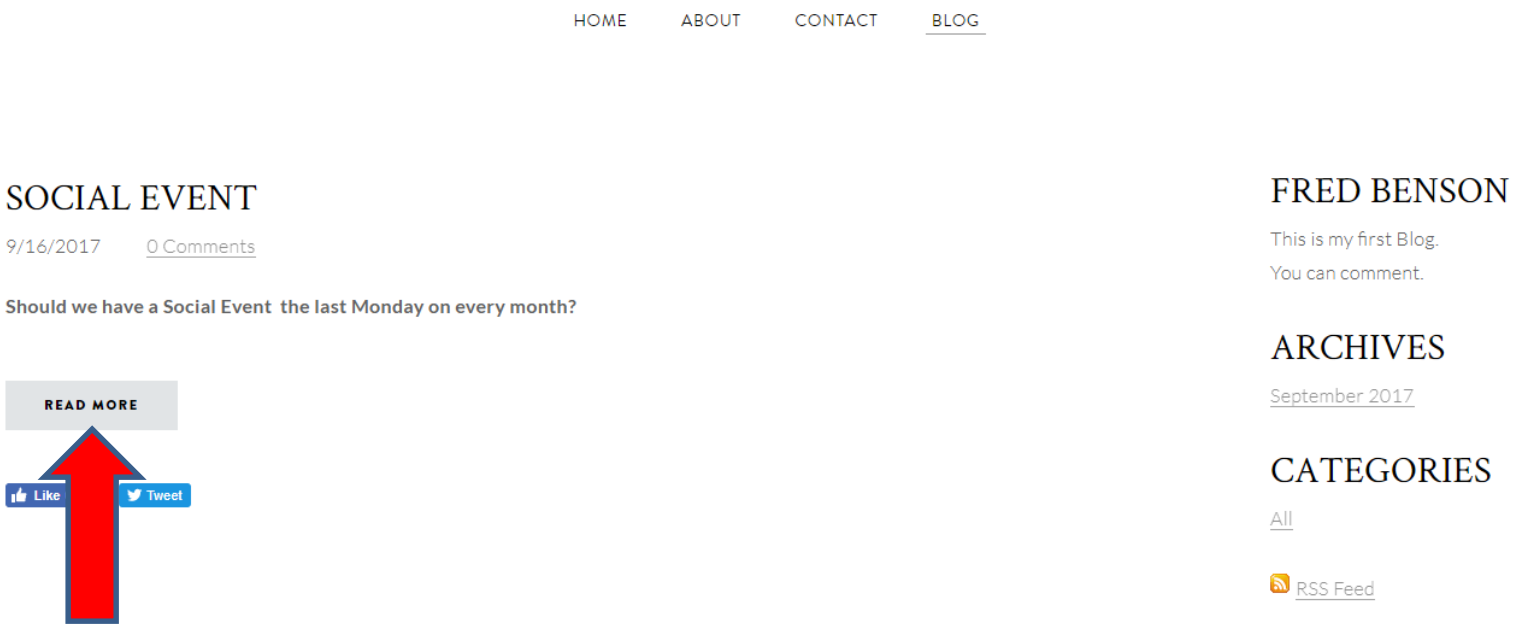


- **First click on the link and a new Tab opens, which is next.**
- **You then go back to the Weebly Tab and click on X to close that window.**

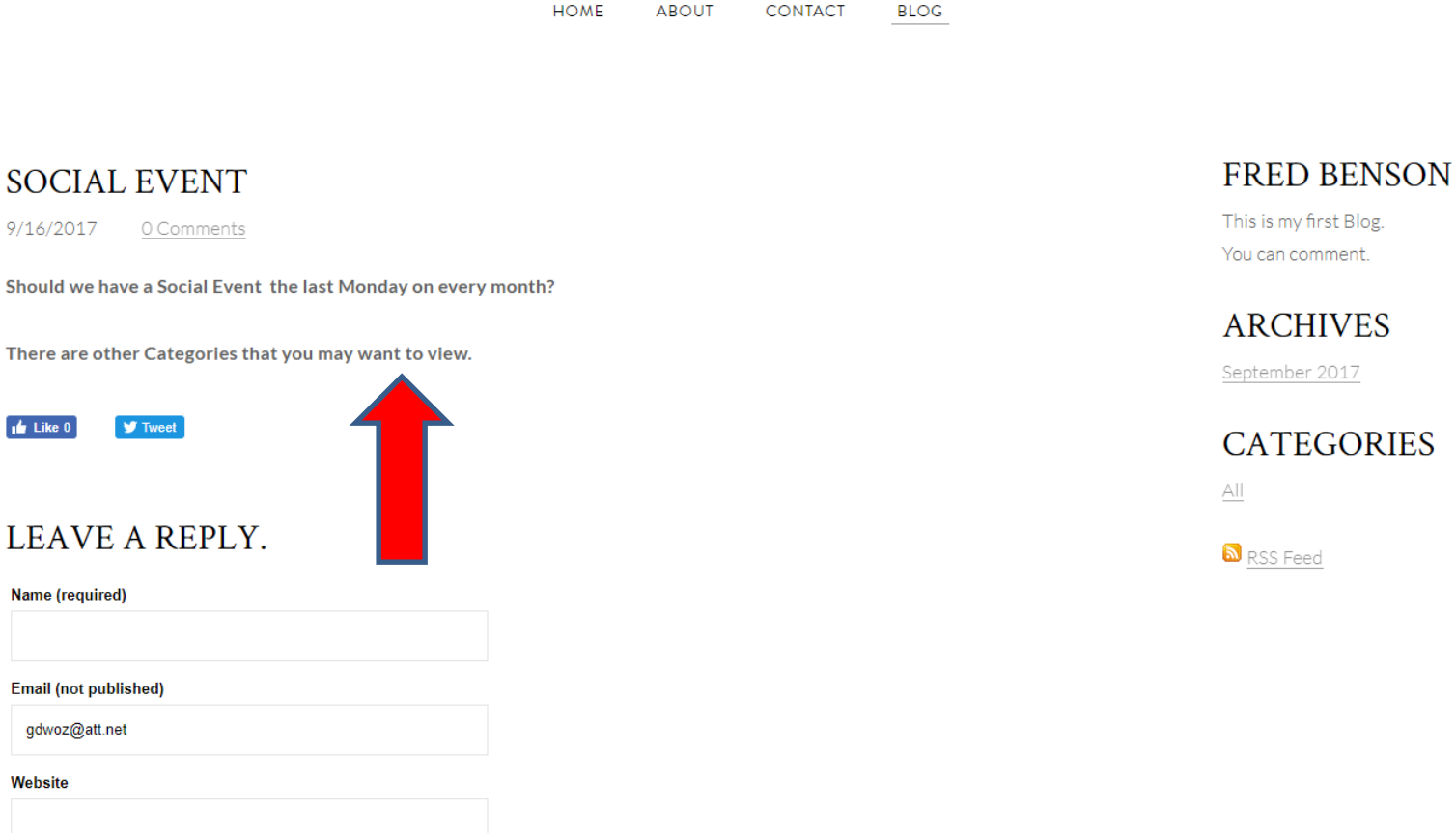


- **The new Tab shows the HOME page.  Then click on Blog to see the results, which is next.**

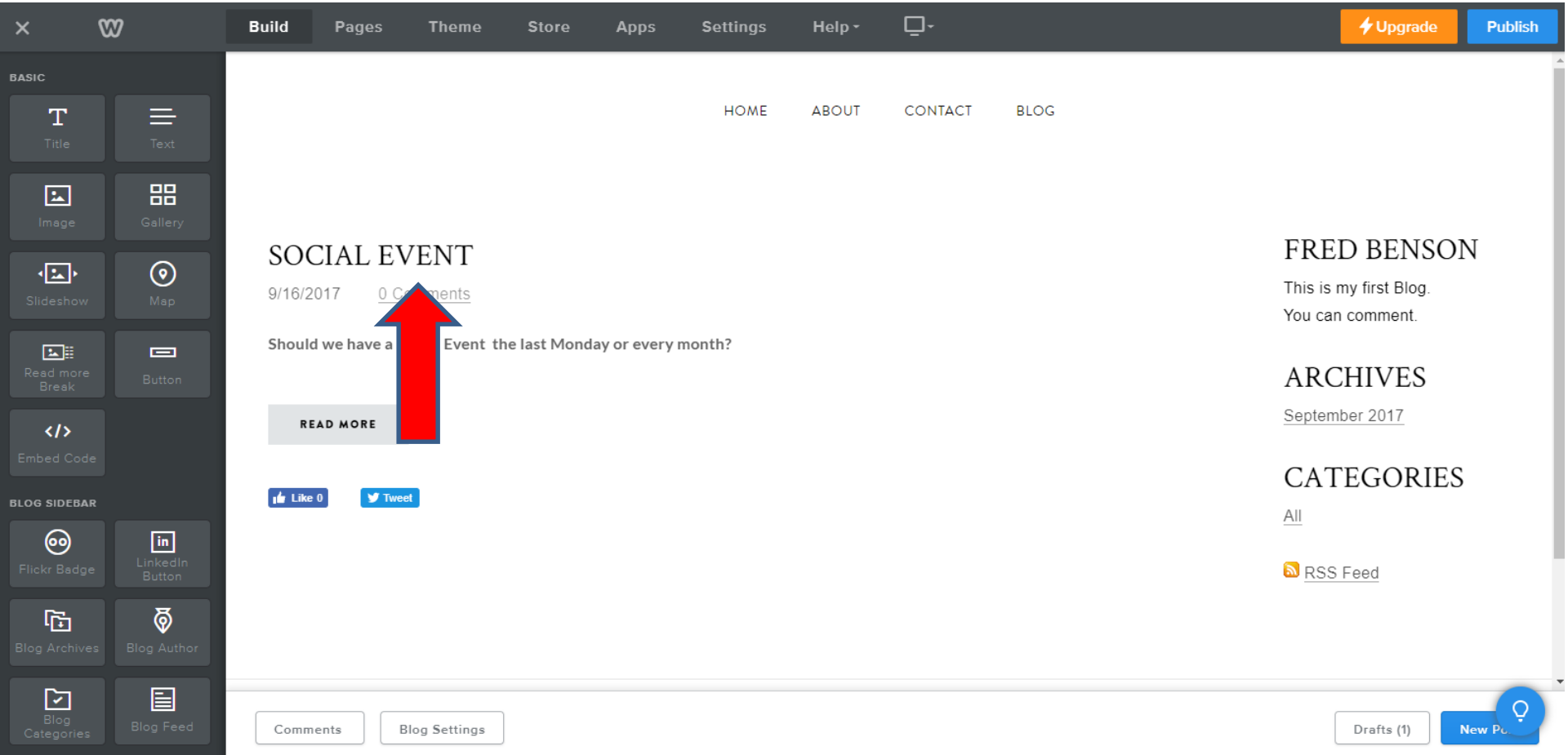
- **You then see Read More.  Then click on it.  Next is the results.**



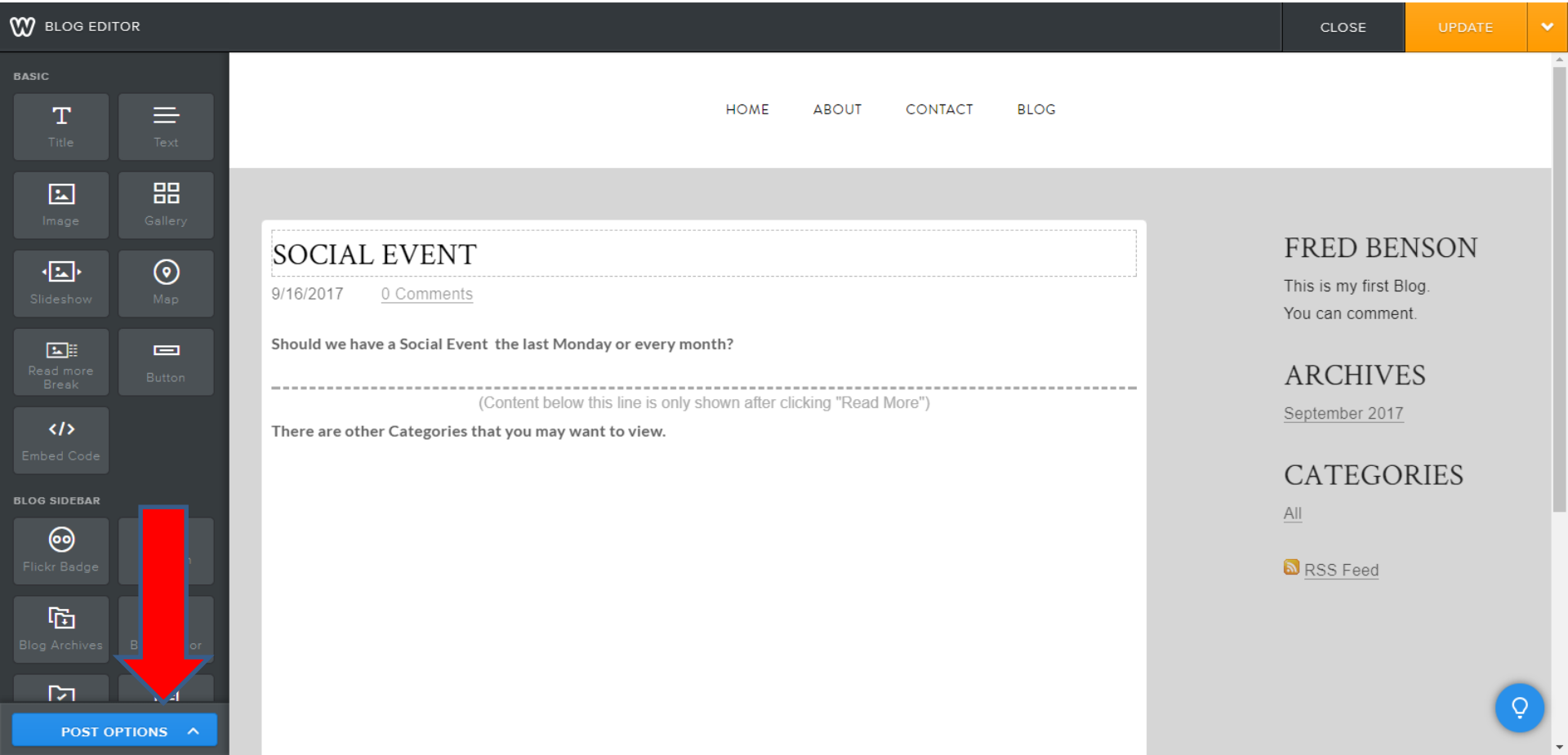
- **You then see the new Text.  They also can Reply. Next go back to Weebly, which is next.**

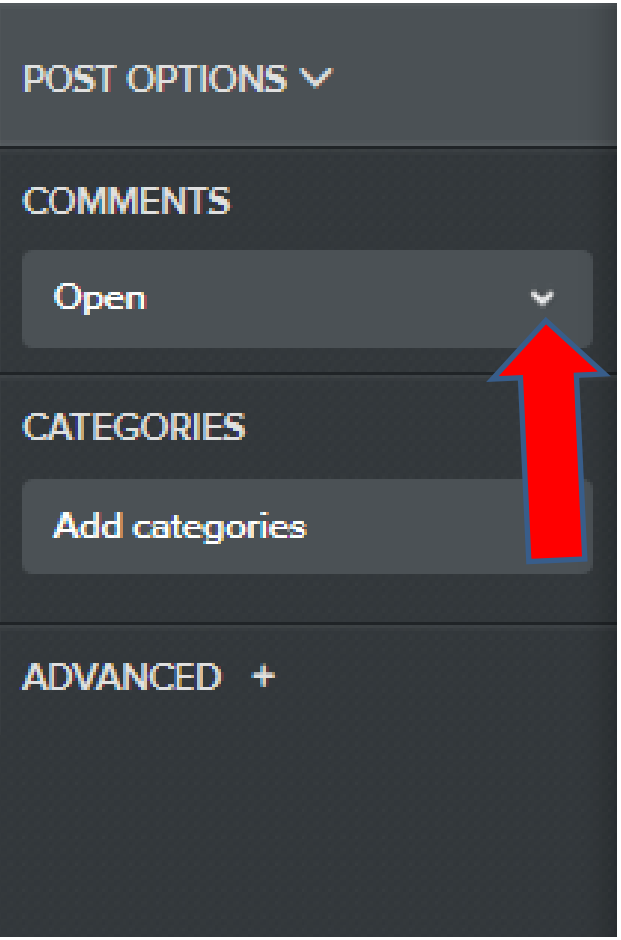


- **As I mentioned before, first close the Publish window. As I mentioned before, click on the Post, like Social Event. Once you do that you will see POST OPTIONS and UPGRADE, which is next.**

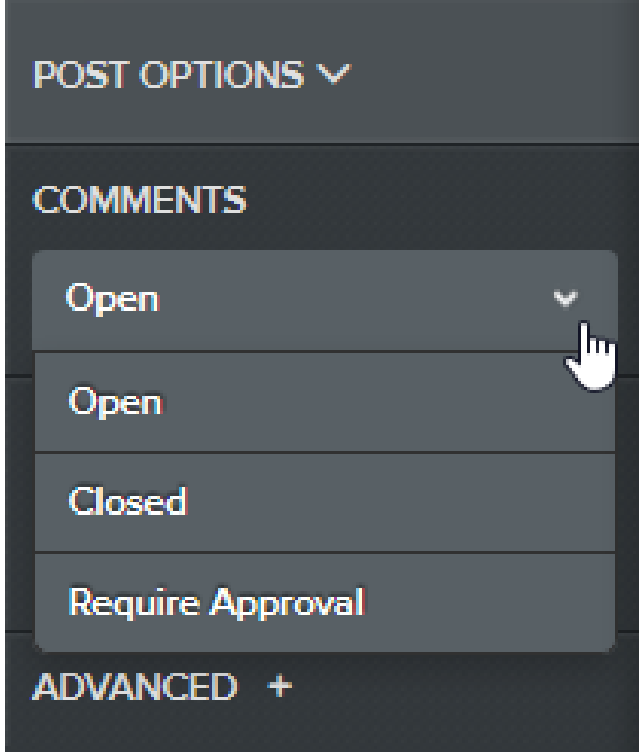


- You see POST OPTIONS on the bottom.
- Click on it and next is what happens.

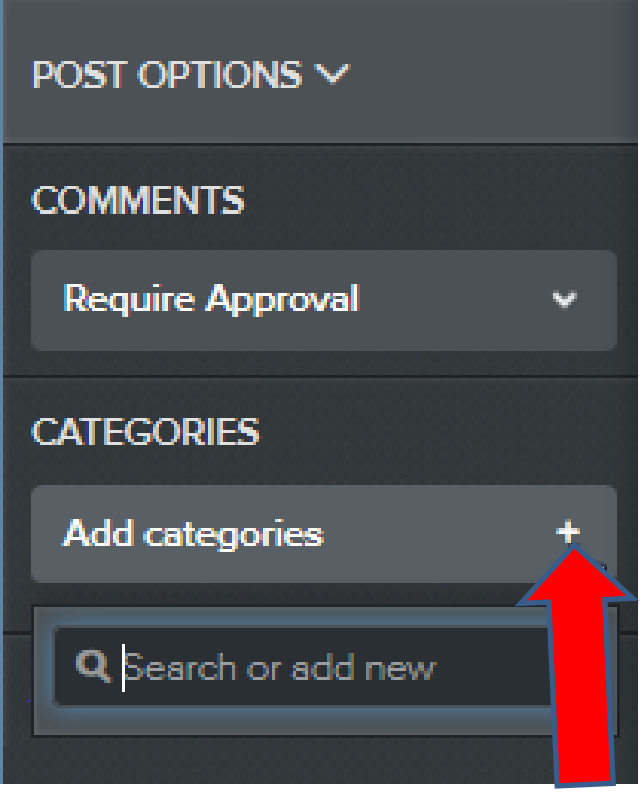




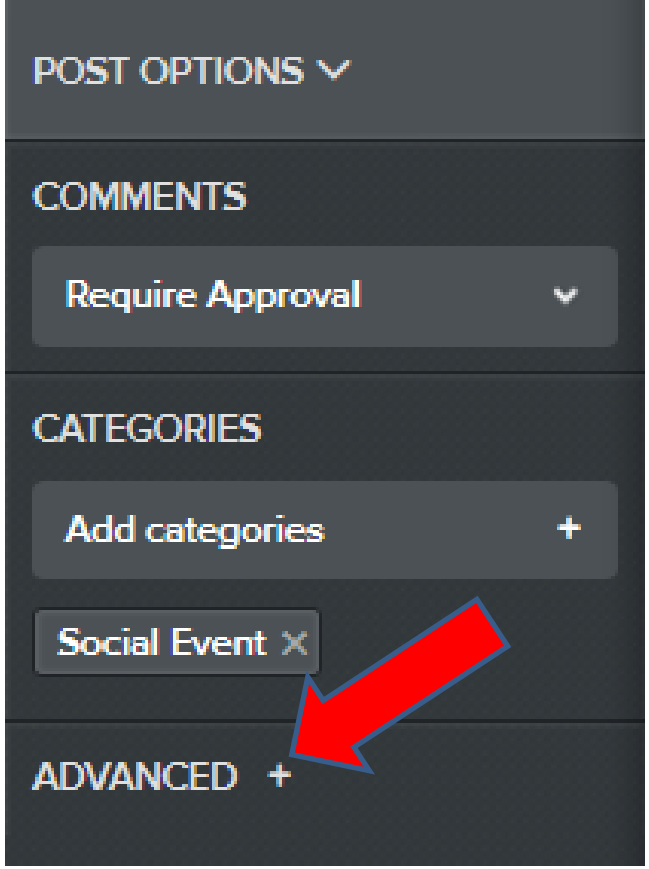

- **Once you click on it, you see the POST OPTIONS in the upper left.**
- **I will show you each one.**
- **First is COMMENTS.**
- **The default is Open, which allows people to put comments on the site.**
- **To change that click on download.**
- **Next is the option.**



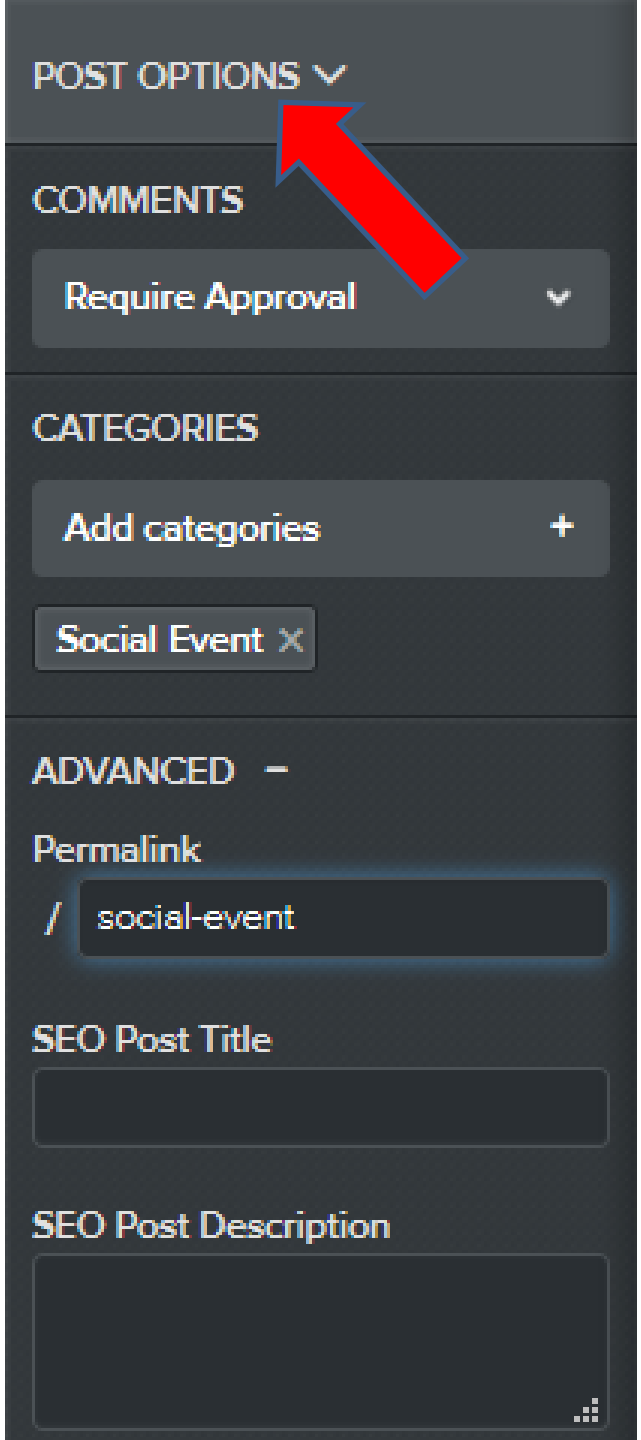

- **Once you click on download you see Open, Closed, and Require Approval.**
- **When you click on Closed, no Comments allowed.**
- **When you click on Require Approval, people can comment, but it is not posted. You get an e-mail to Approve the comment.**
- **I will show a sample later.**
- **Next is CATEGORIES.**




- **You click on + next to Add categories and you see Search or add new.**
- **To add new, you type it a category, like Social Event.**
- **Next is a sample.**

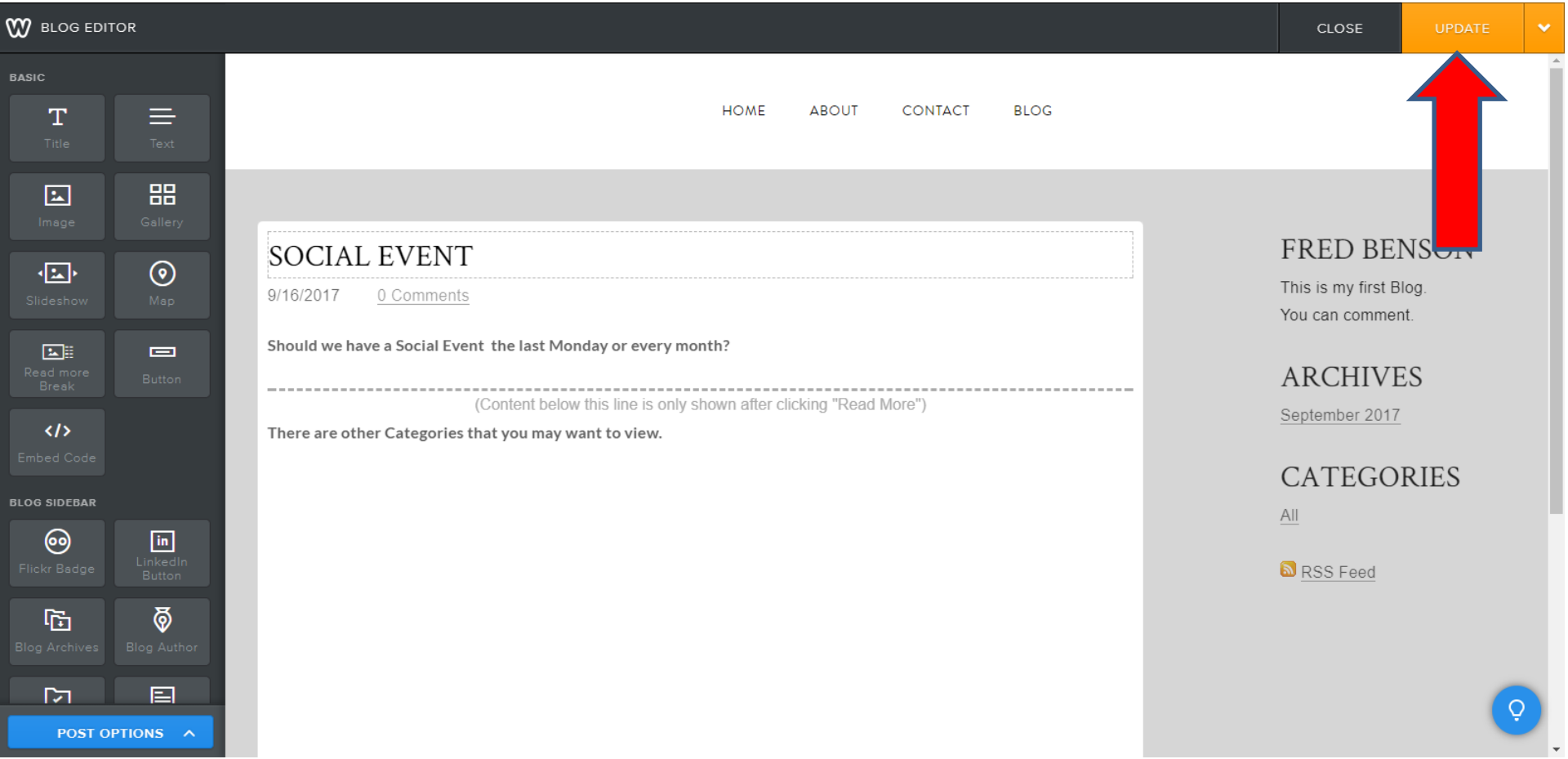



- You then see it and once finished, you will see it under the Categories on the right and I will show you later.
- Next is ADVANCED.
- Click on + next to it.

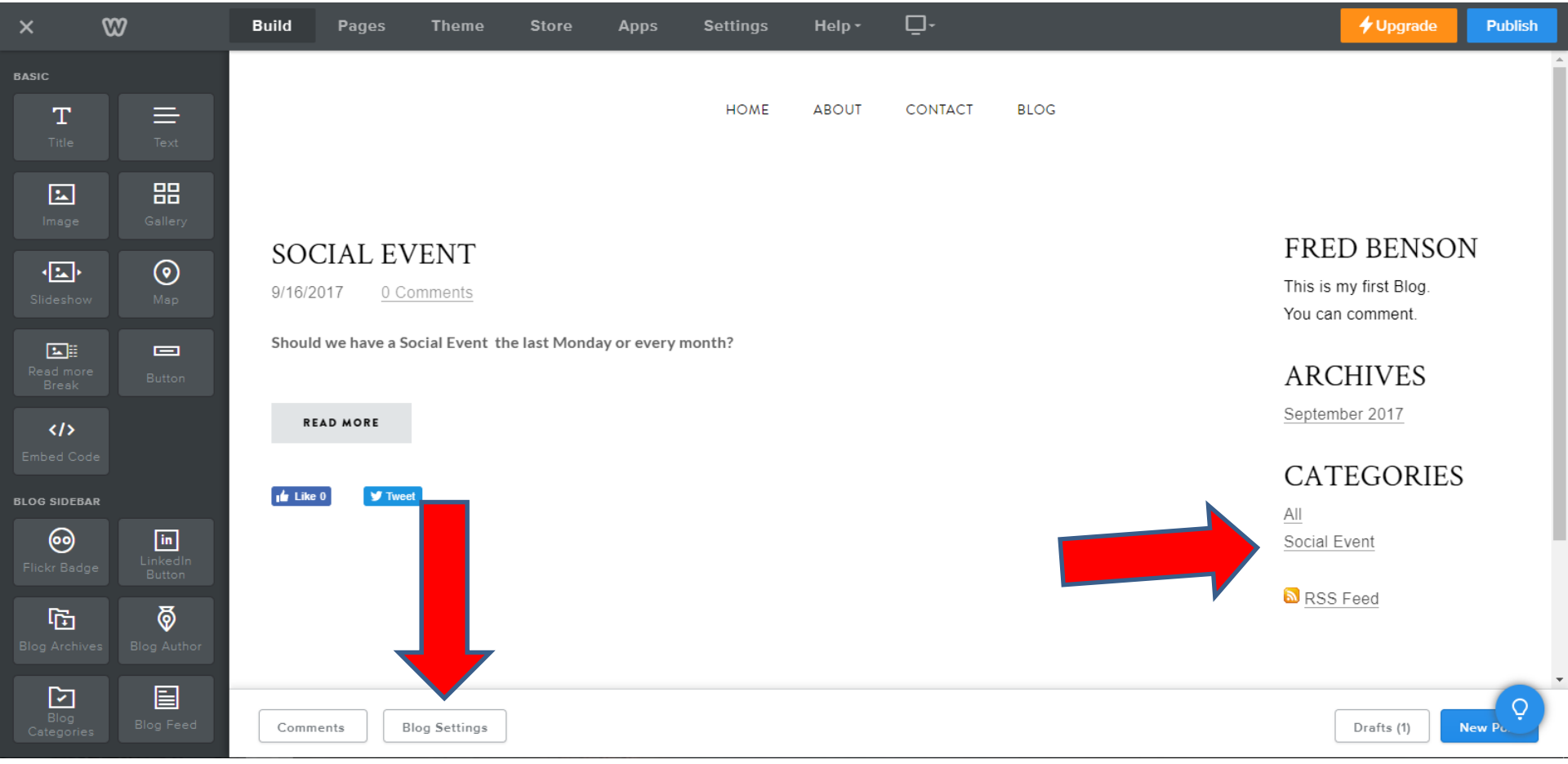



- You see link, which is the social event inside the Blog page. You don't need to change it.
- Below is SEO Post Title and SEO Post Description.
- The reason for that is to help with a Google Search.
- You can try it.
- Once complete, click on POST OPTIONS at the top and next is what happens.

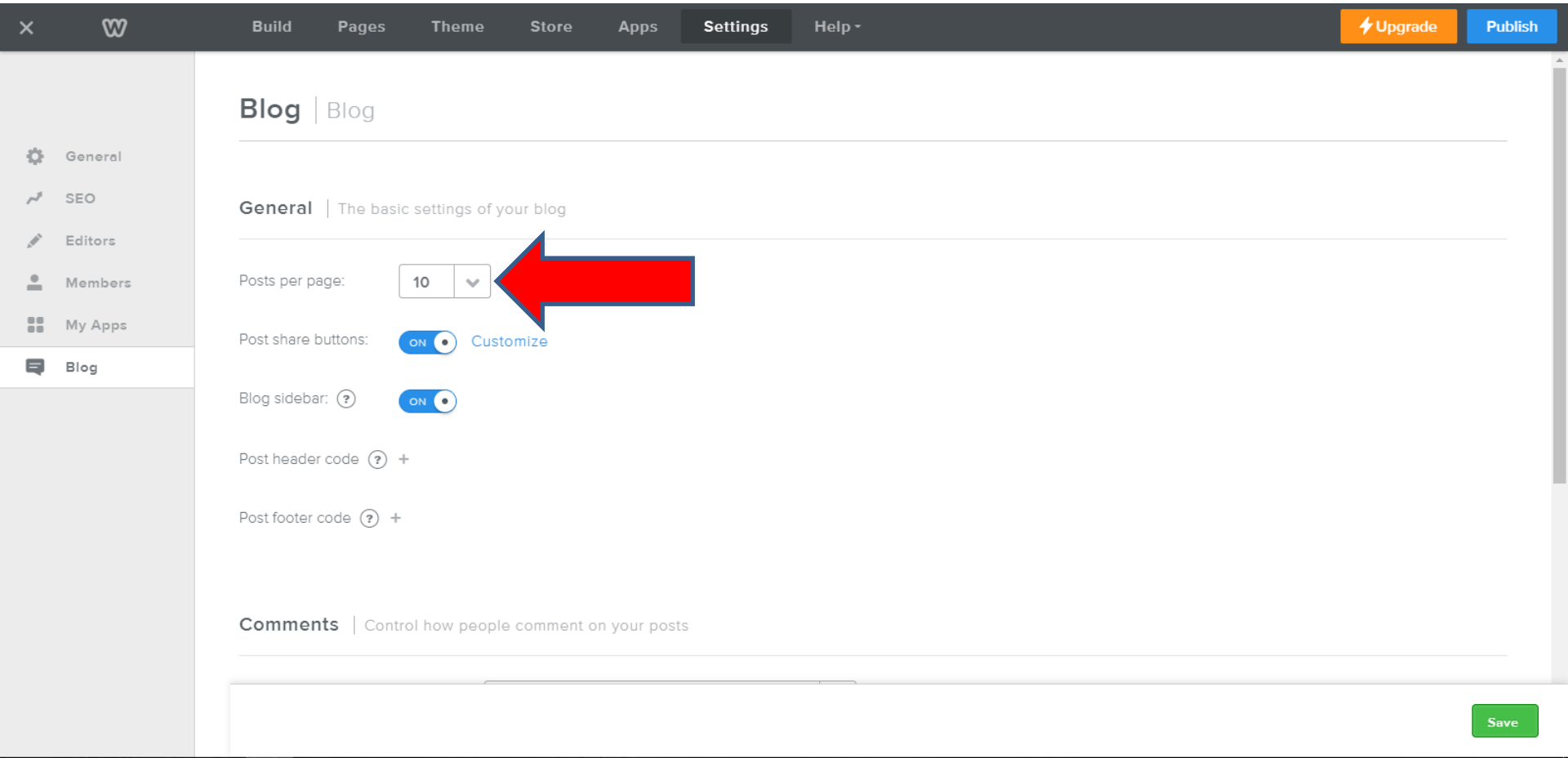
- **Window changes to Elements. Once you make changes or not, click on UPDATE and it is the same process as POST.**
- **Next is the result of the POST OPTIONS changes.**



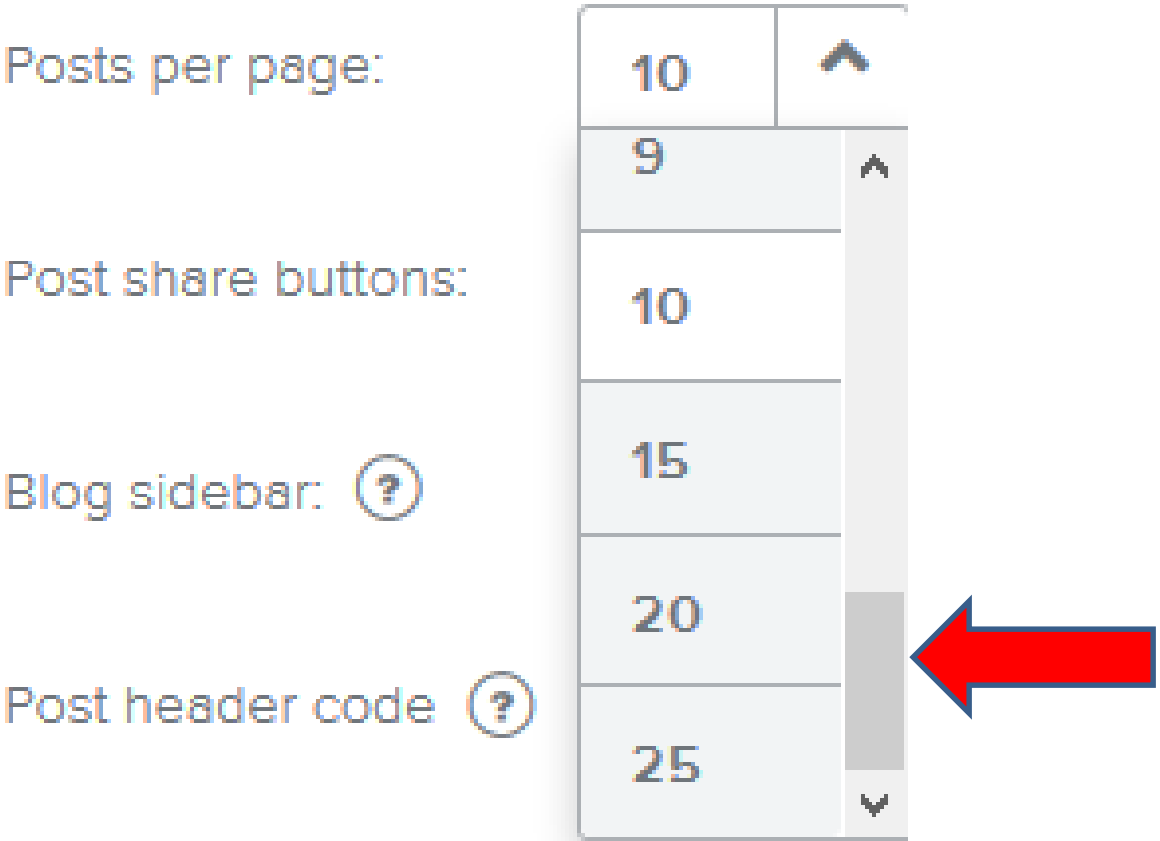
- You see Social Event under Categories.
- Next is Blog Settings.  Click on it in the bottom.
- After that I will show Comments.



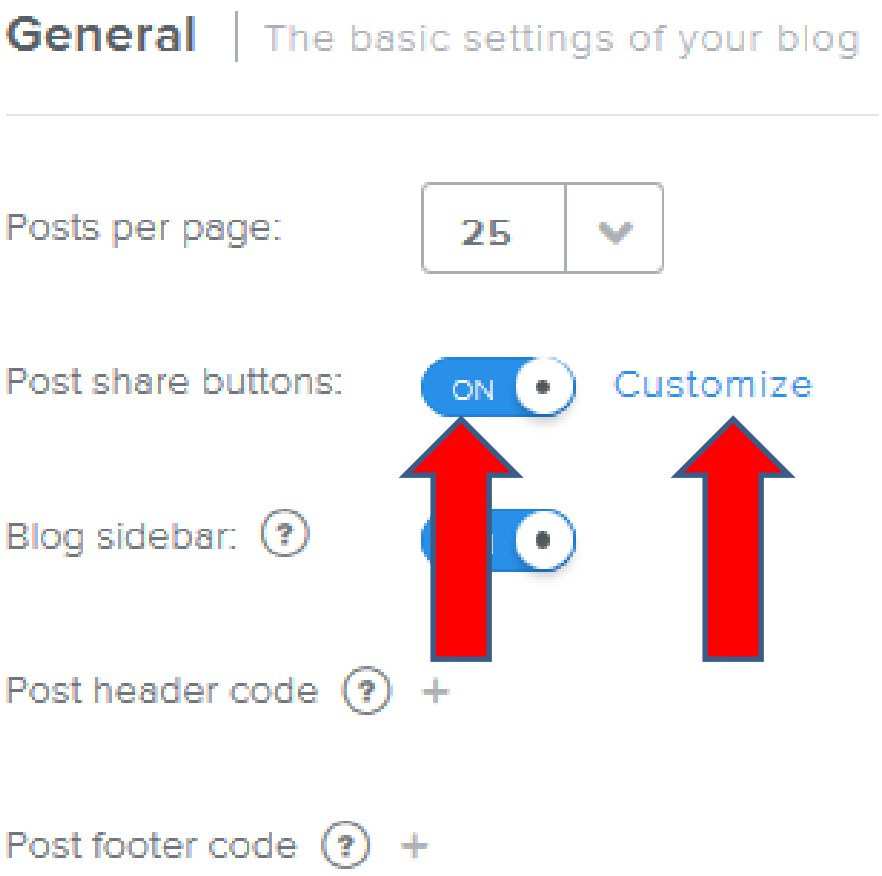
- **A new page opens under SETTINGS and you see the options.**
- **First is to change Posts per page. The default is 10. Click on the dropdown to make changes.**



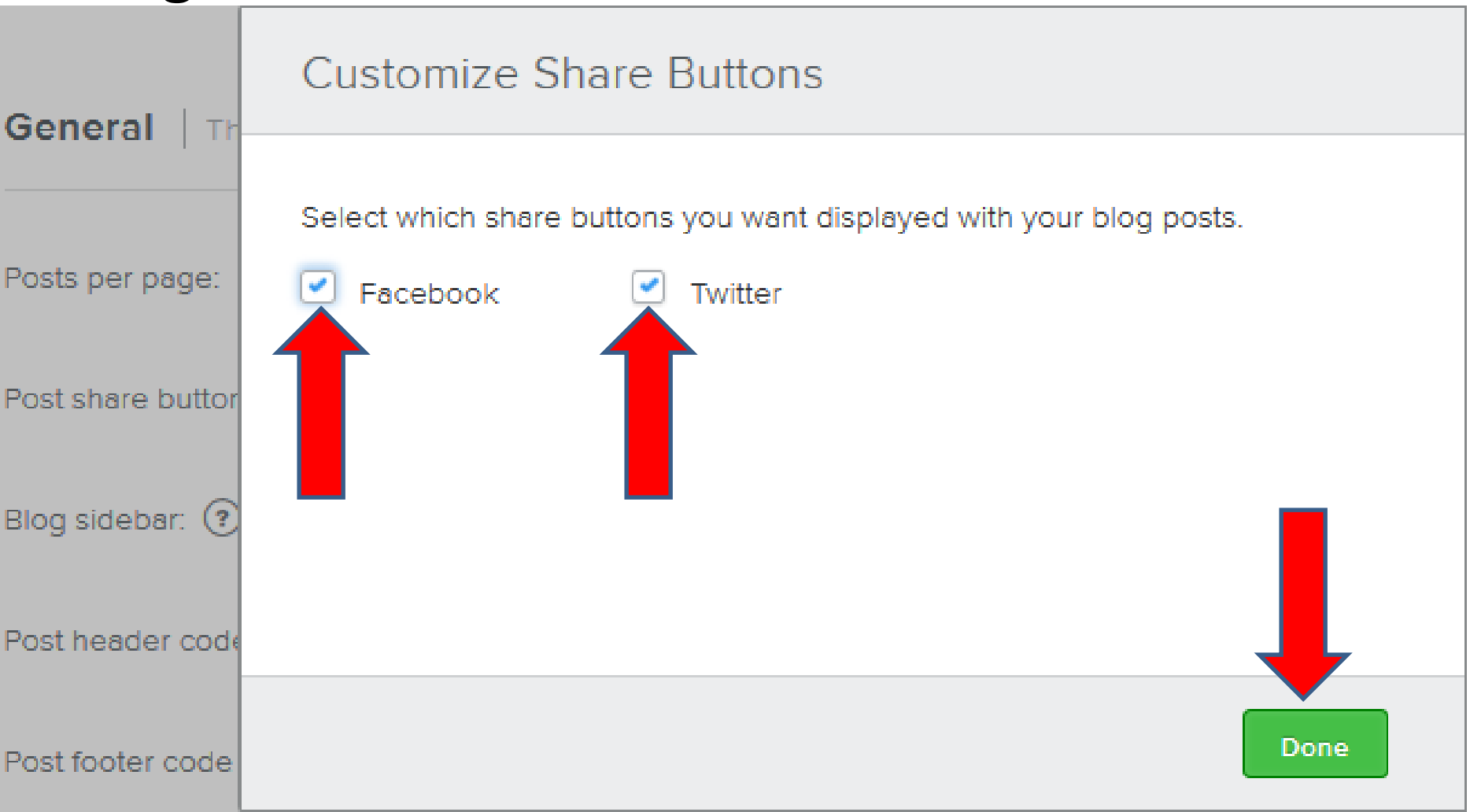
- **You then see the options.  You have to scroll down to the bottom to see the longest, which is 25. Once you click on it will show 25 vs. 10.**
- **Next is Post share buttons.**



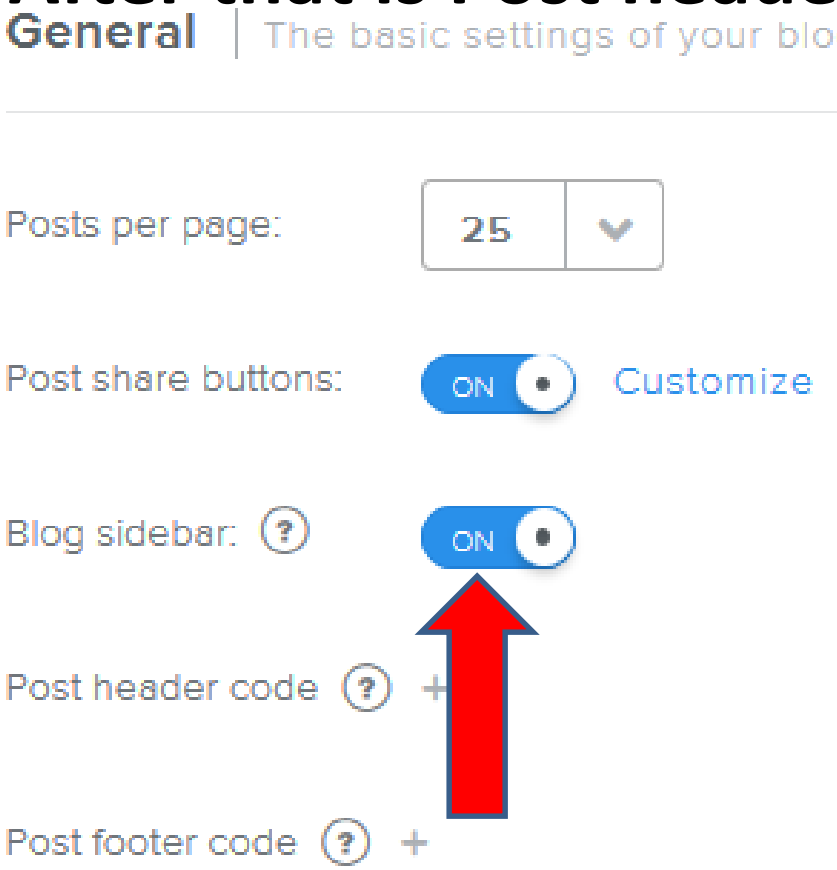
- **To turn it off, click ON.  The other option is Customize, which is next.**



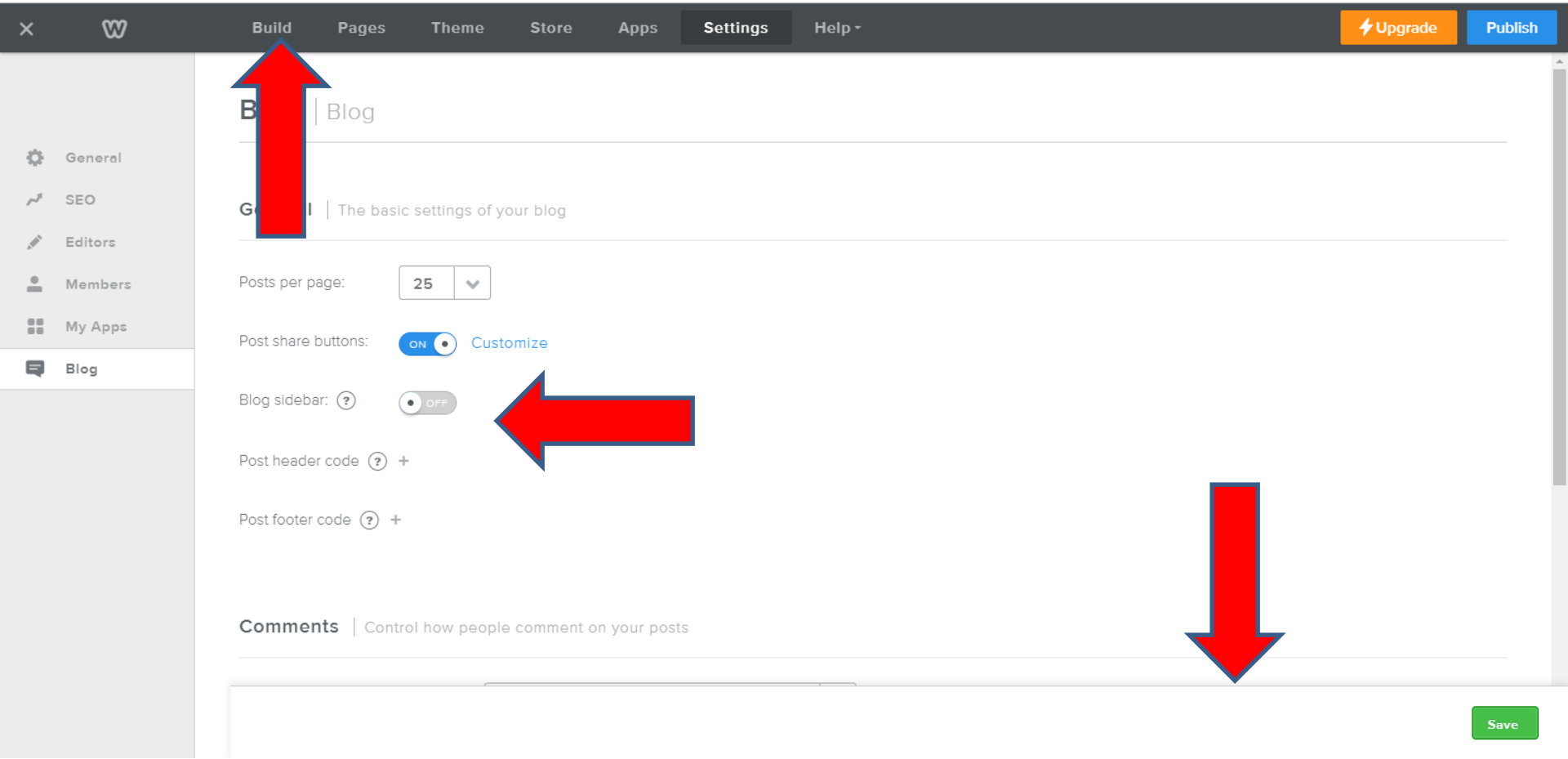
- **When you click on Customize, a new window opens. You can check a box to remove a Button, like Twitter. Once complete, click on Done. Next is Blog sidebar.**



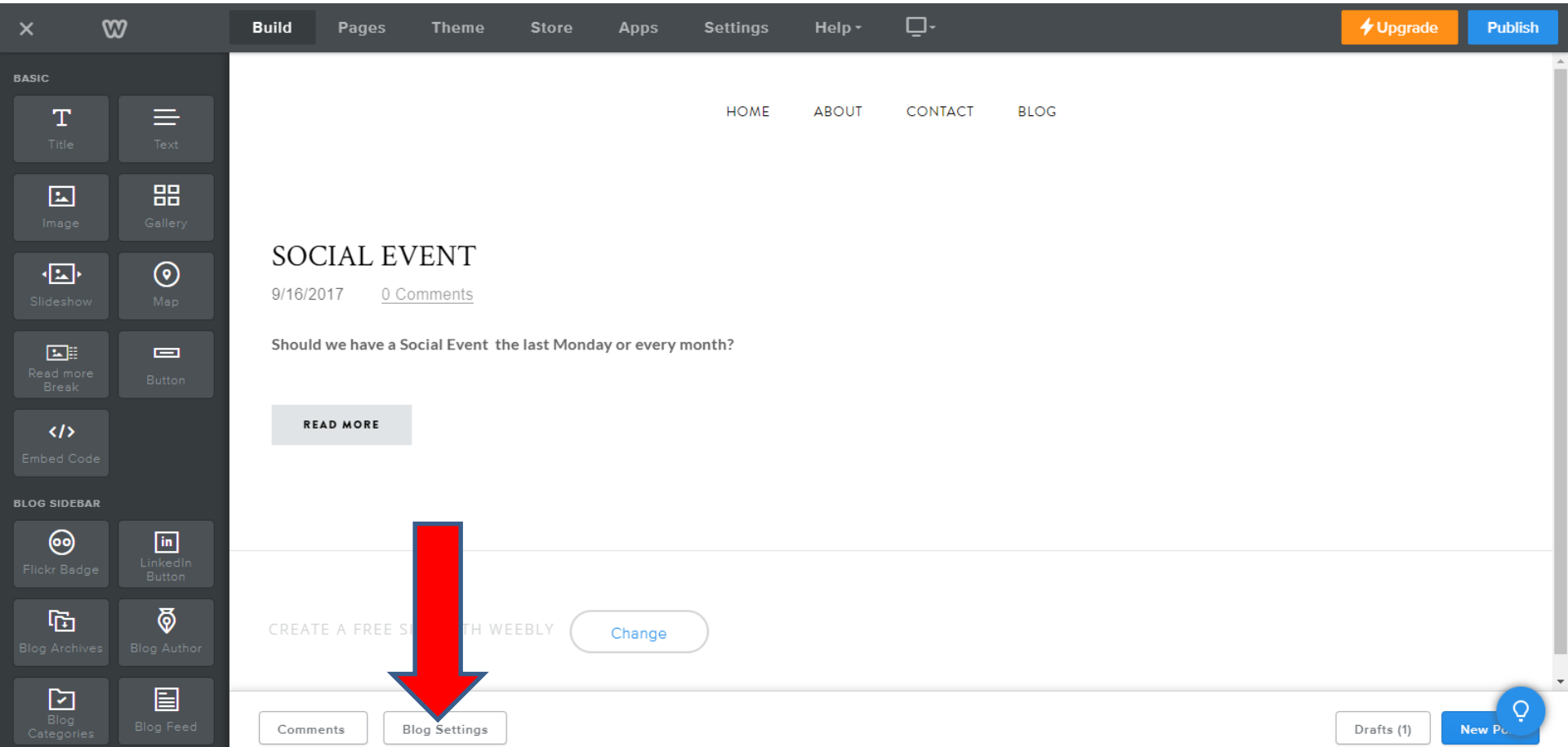
**When you click ON after Blog sidebar, it shows off and the side bar on right is removed. Side bar is the Author, Archives, and Categories. I recommend that you don't do that. But, I will show you a sample. After that is Post header and footer code.**



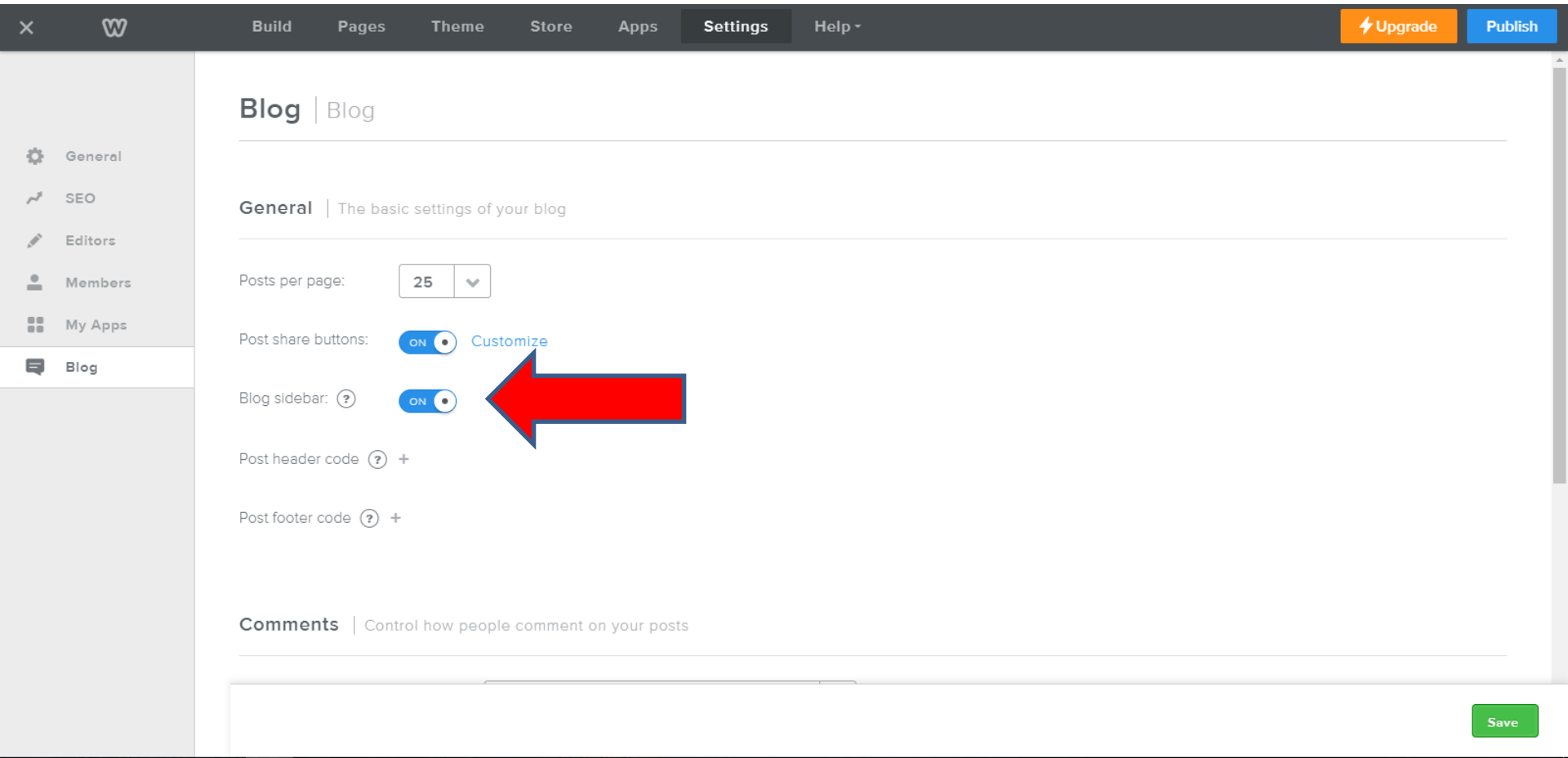
- When you click ON after Blog sidebar, it shows off.
- Then click on Save.  It will show updated and then click on BUILD.
- Next is a sample.



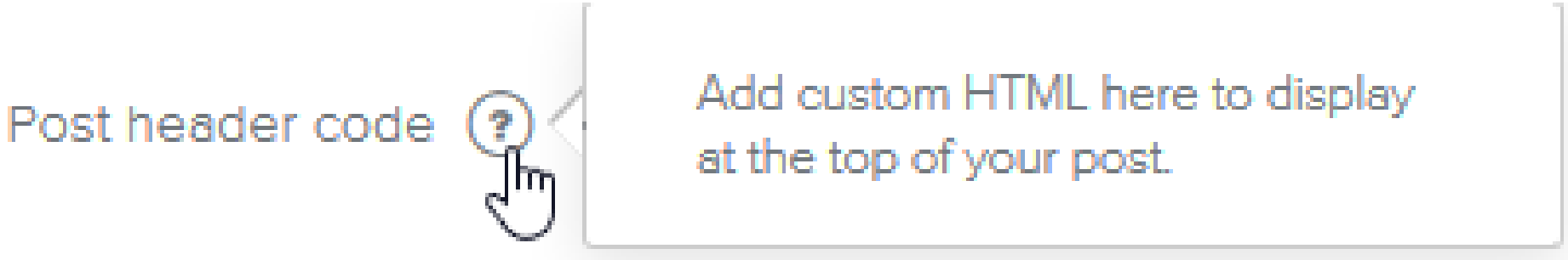
- When you then don’t see the Blog sidebar.
- You can click on Blog Settings again and turn the Blog sidebar on.  I recommend not having it off.
- Next is Blog Settings again.



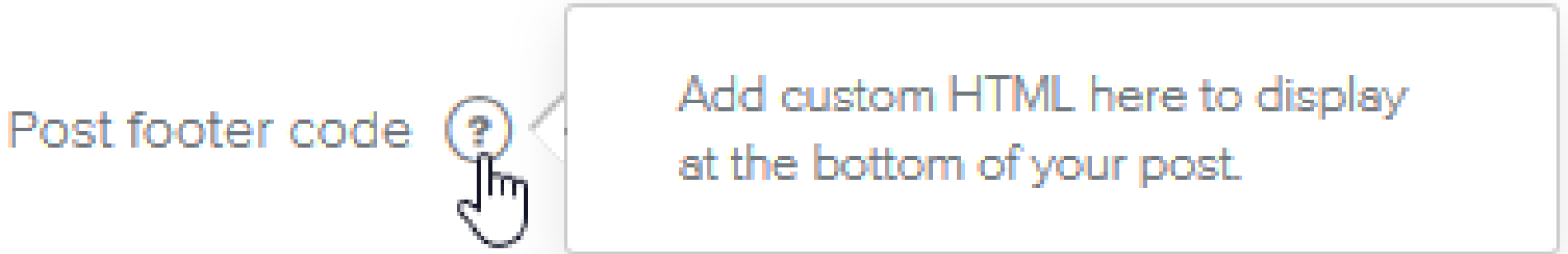
- I click on Blog sidebar off and it is ON.
- Next is Post header code and Post footer code below Blog sidebar.



- **When you hover over ?  at Post header code, you see Add custom HTML here to display at the top of your post.**

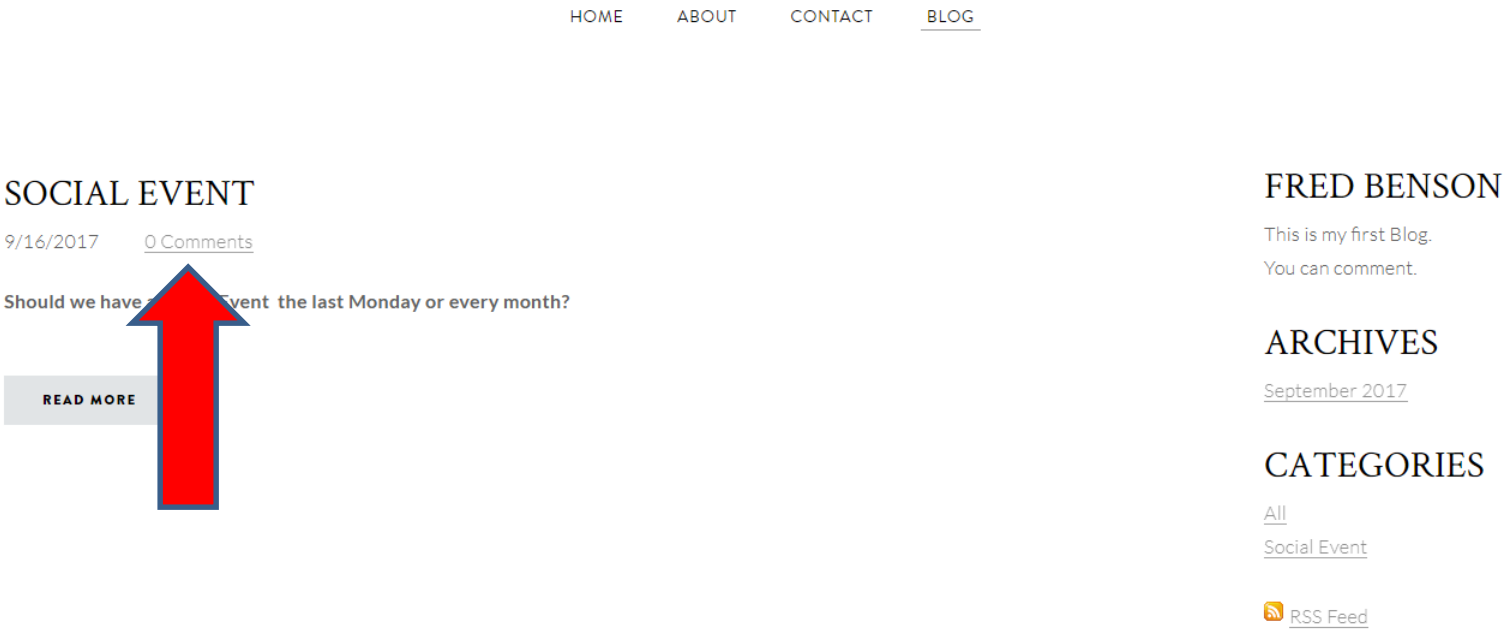



- **When you hover over ? At Post footer code, you see Add custom HTML her to display at the bottom of your post.  Next explains them.**

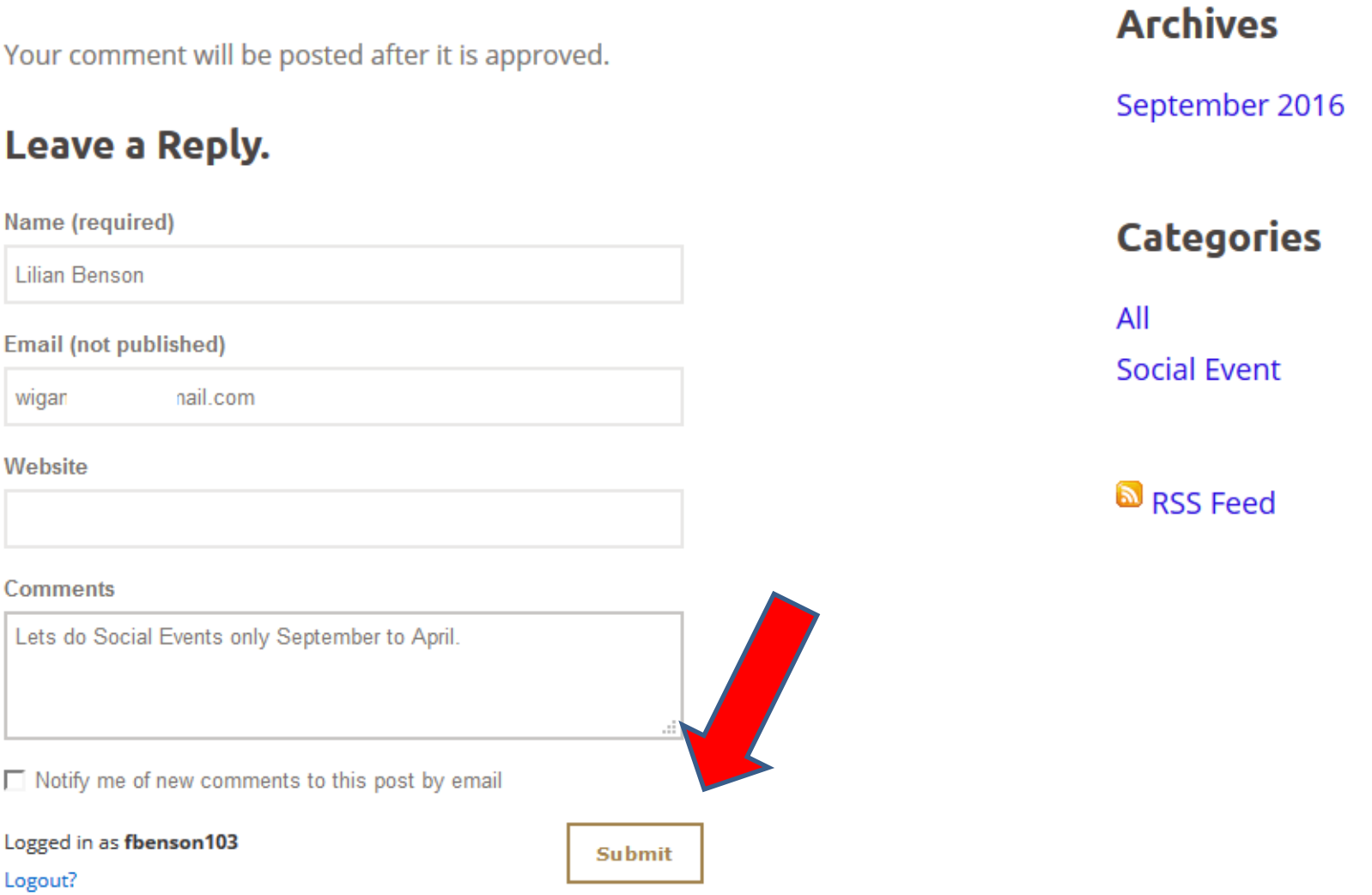


- **I tried it and it shows on the page, but not a link. I recommend just using Text and a link and not use the Blog HTML settings.**
- **Next is Comments when you setup Require Approval in the Post Options.**
- **Note – If you don't setup Require Approval, the Comments are posted on the website, but when they are posted, you get an e-mail and you can delete it if you want.**

- **When it is published and someone goes to the site and click on 0 Comments or READ MORE as I showed you before and next is what happens when you click on 0 Comments.**

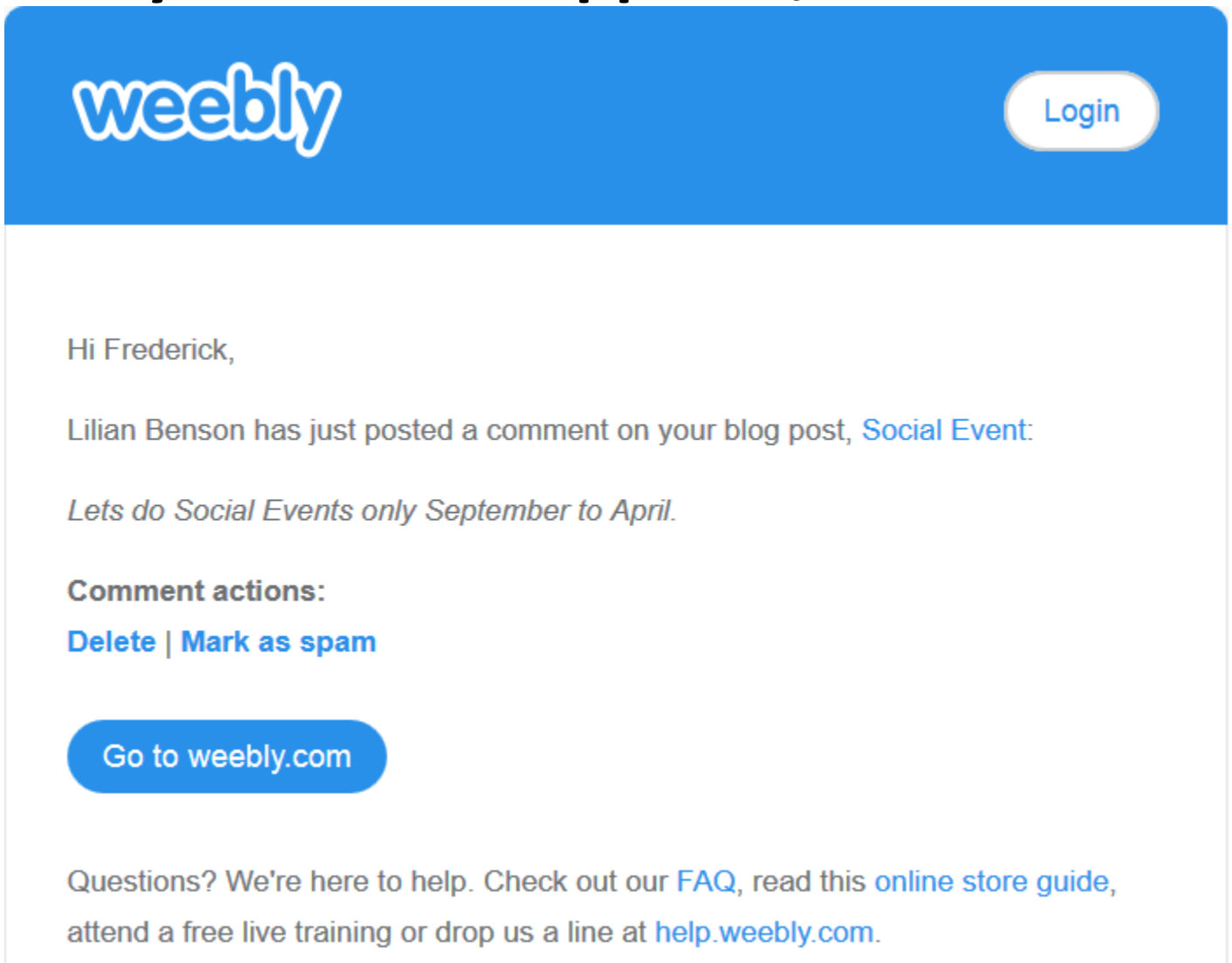


- Here is a sample.  Note - I blocked the e-mail.  Then click on Submit.  Next is what happens.

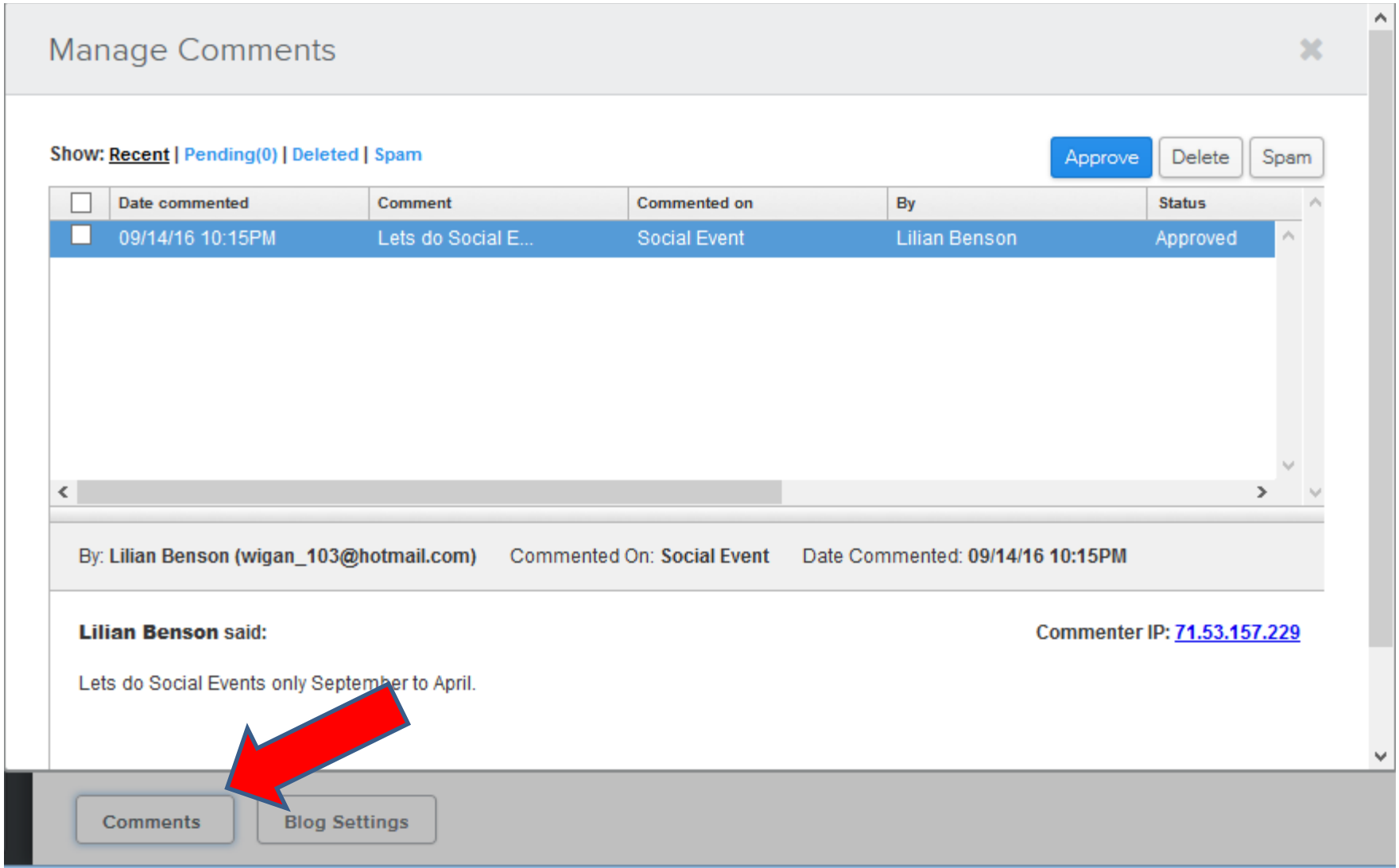


- **It then shows LEAVE A REPLY and once they fill it in and click on SUBMIT, you then get an e-mail, which is next.**

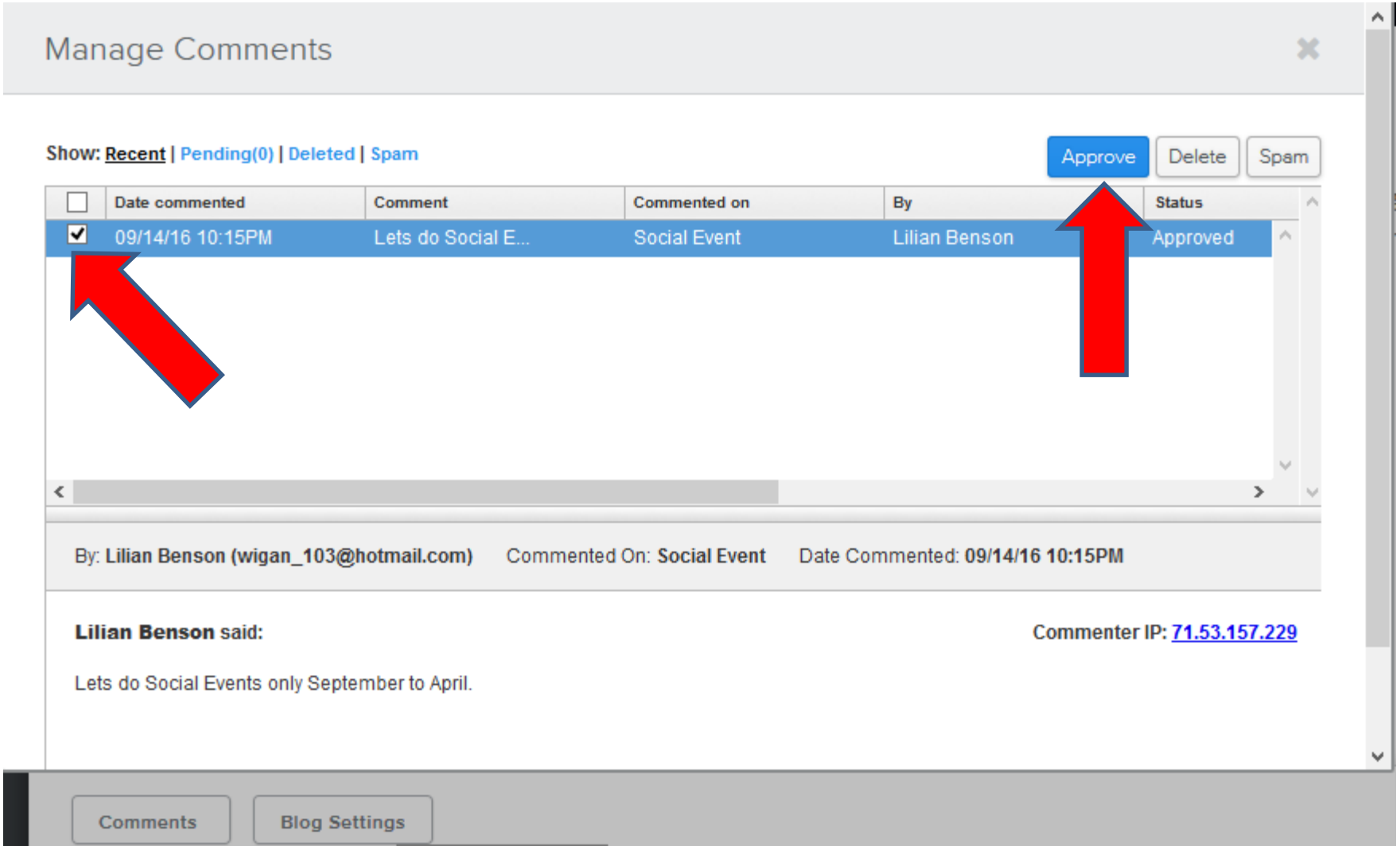
- **You will get an e-mail, like below. You can Delete it or Mark as spam or go the your Weebly account to approve, which is next.**



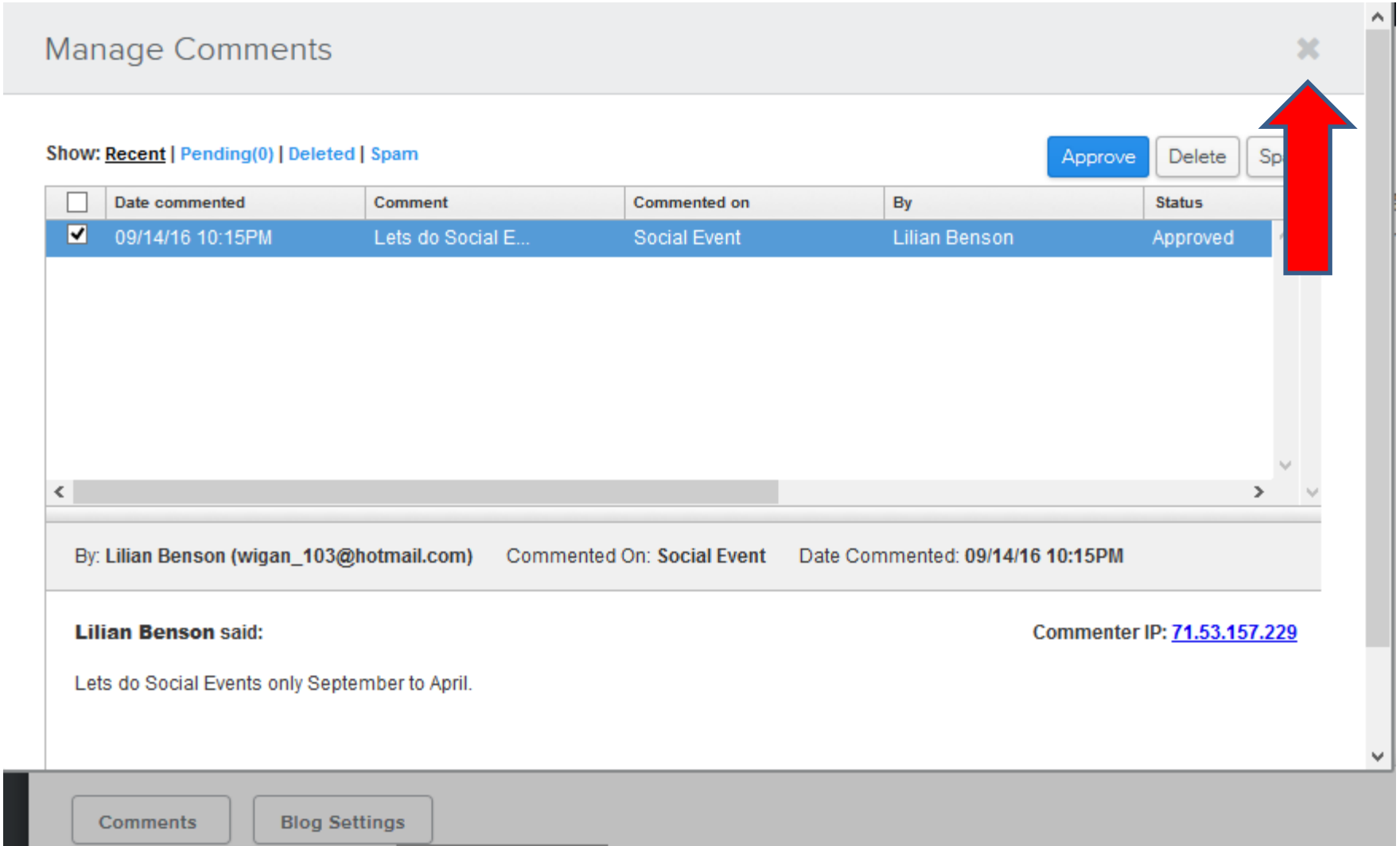
- **When you are in your Blog page, click on Comments and a New Window opens.**



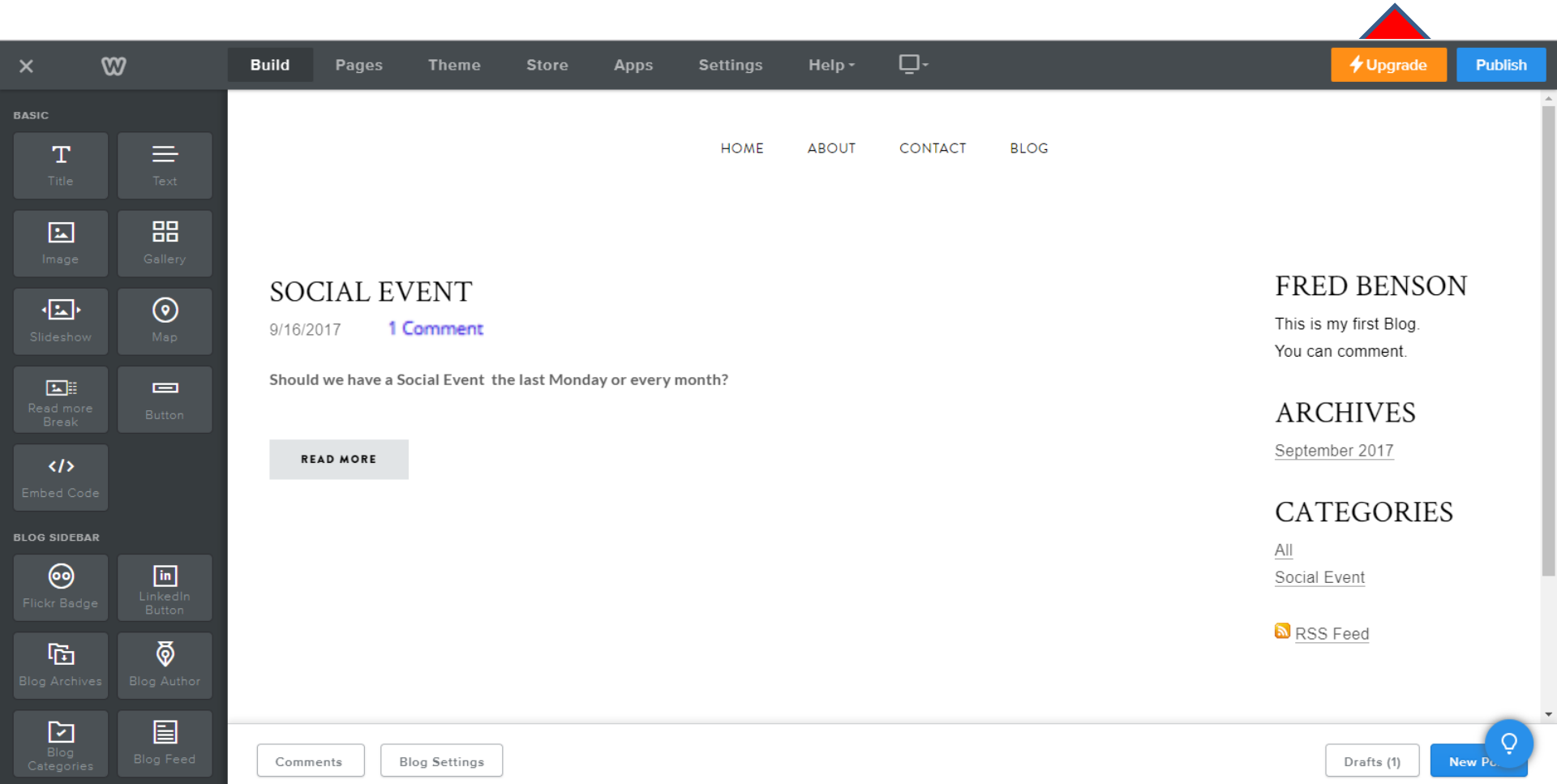
- **Then click on the check box and then click on Approve. Or, you can click on Delete next to Approve. Next is the sample of Approve.**



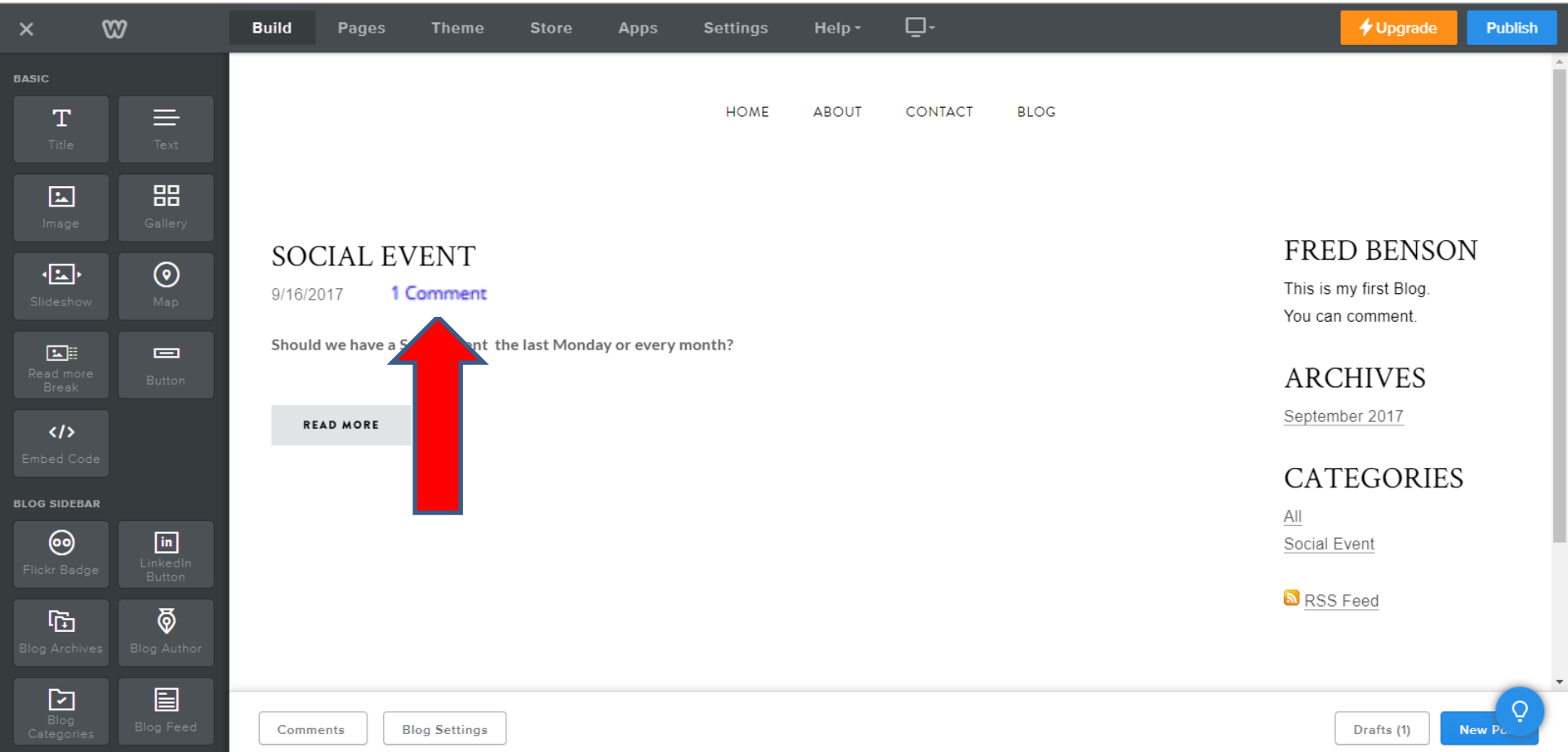
- **First click on X to close the window and next is what happens.**



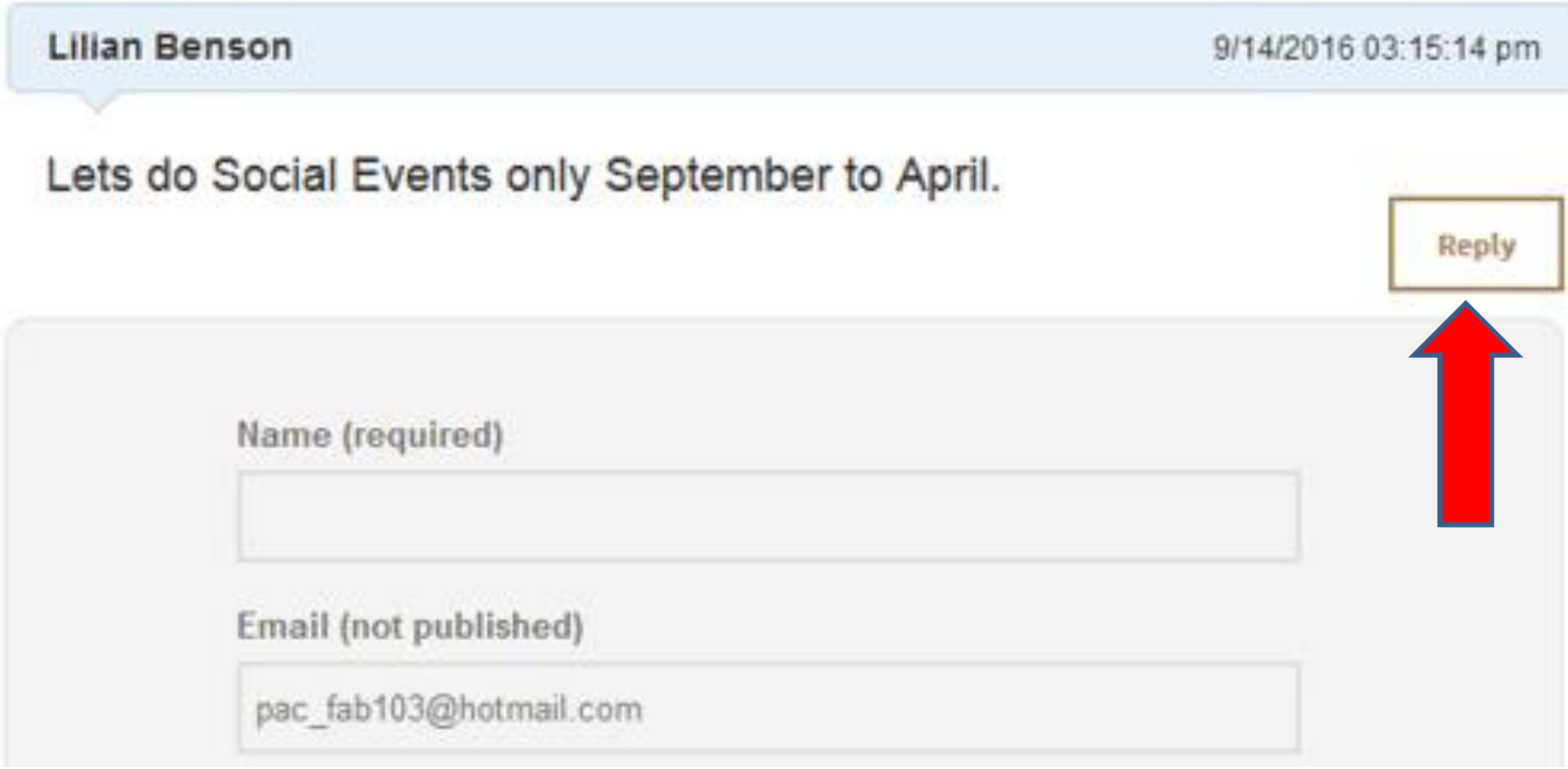
- **You then see 1 Comment. Then click on Publish.  Next is the Published site.**



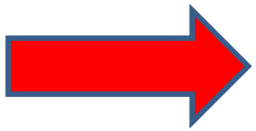
- **You then see the same on the Published site. Next is what happens when you click on 1 Comment.**



- **You then see the comment and people can Reply.**
- **Next explains more.**



- You can follow the same process to add a New Post and add a new Category.
- Next, what is RSS Feed.  When you publish and go to the site, you see it at the right in the bottom.
- It helps people put the Blog page in the Bookmarks in there Browser Toolbar so they can easily go to the Blog page.
- Then click on it, and next is what happens.



ARCHIVES

September 2017

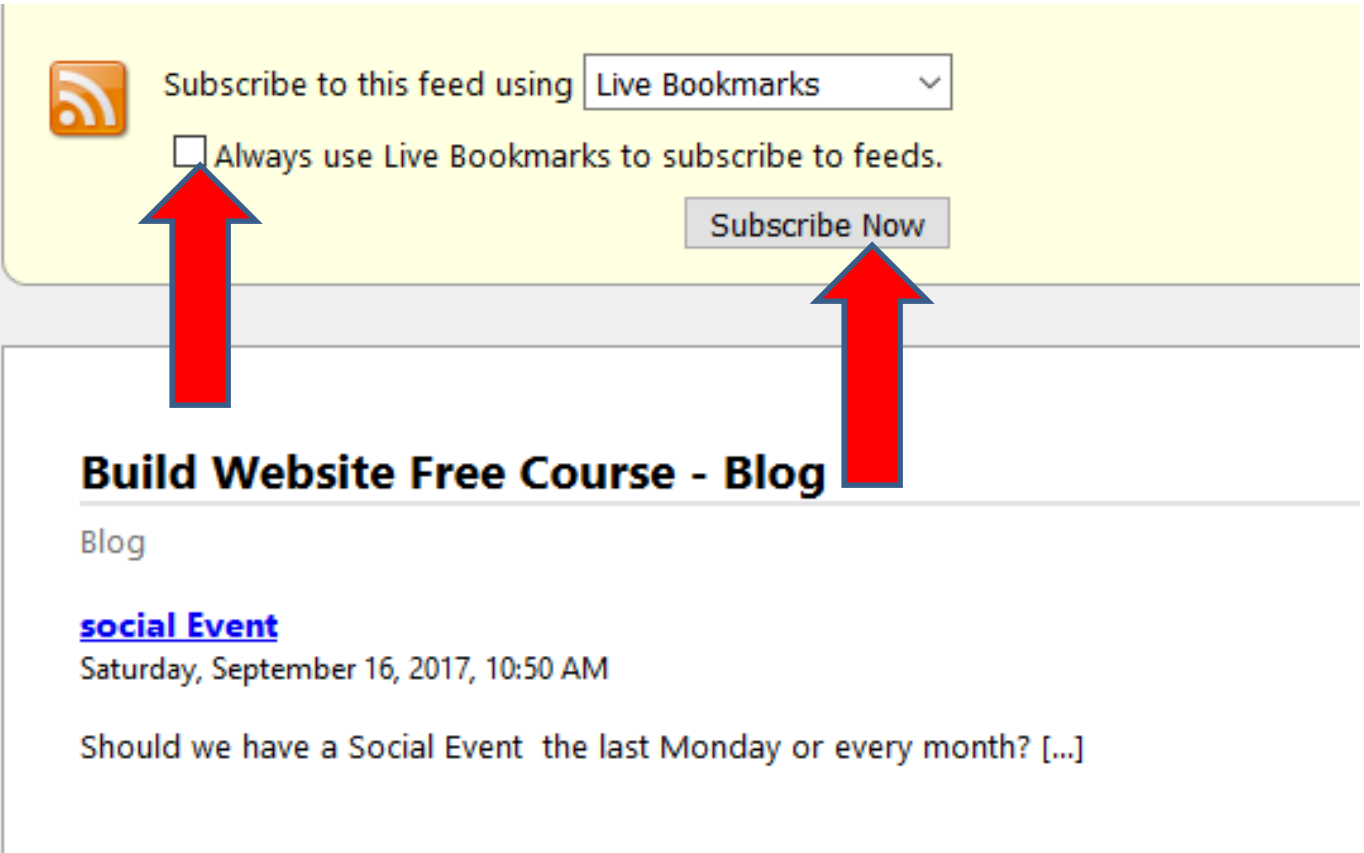
CATEGORIES

All

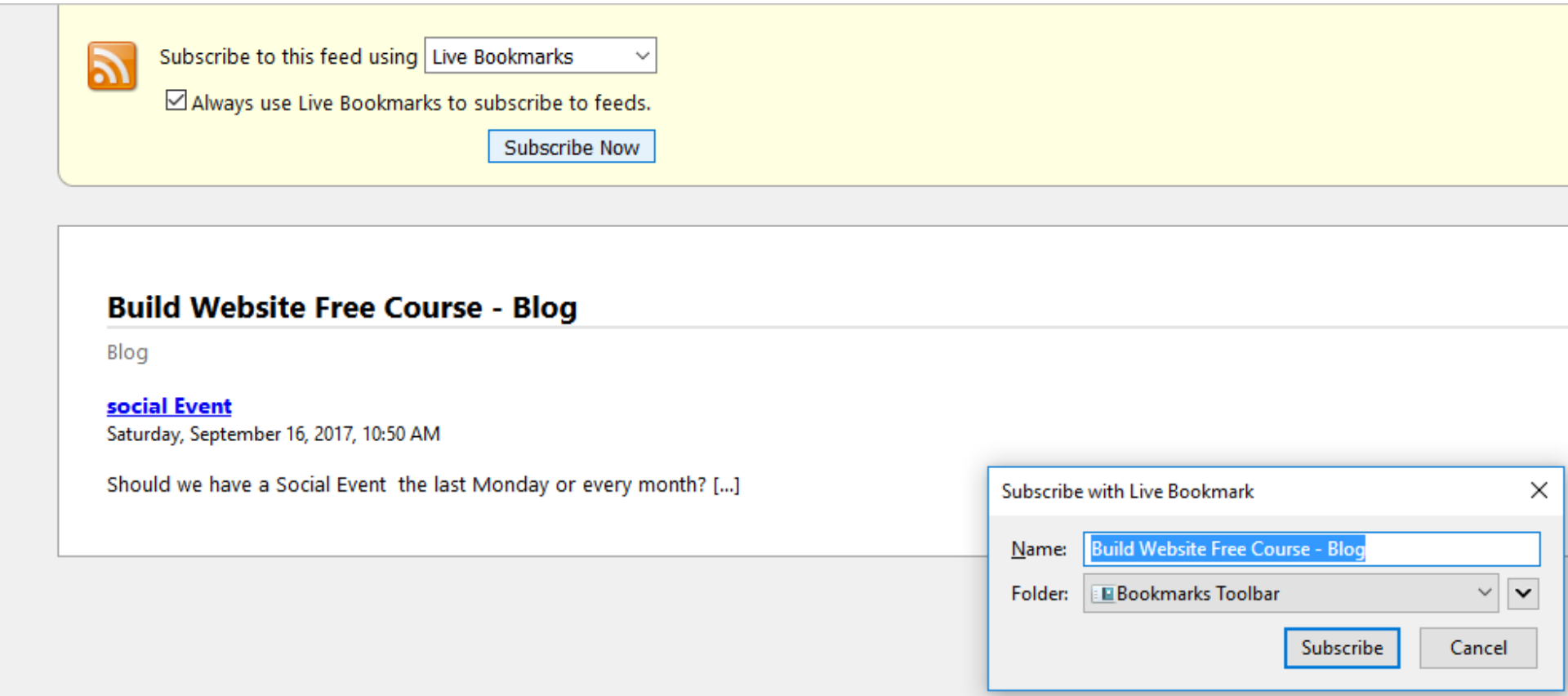
Social Event

RSS Feed

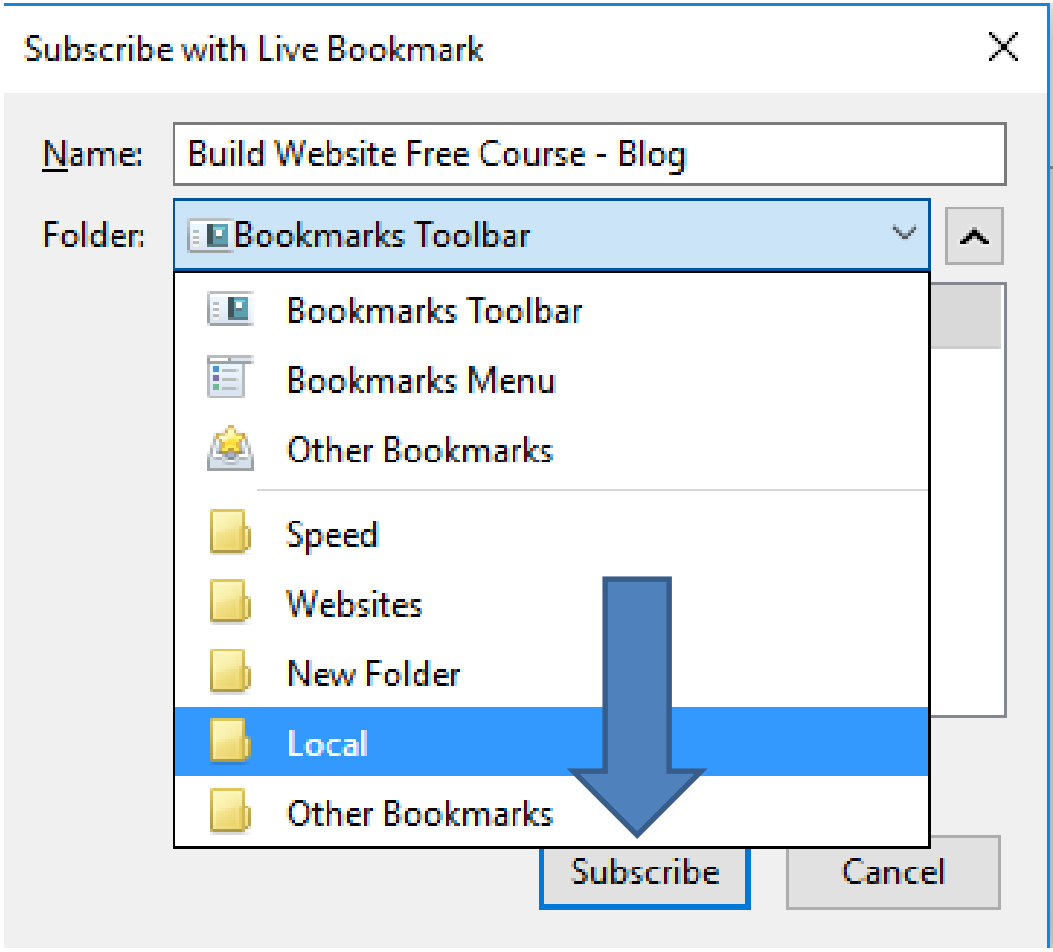
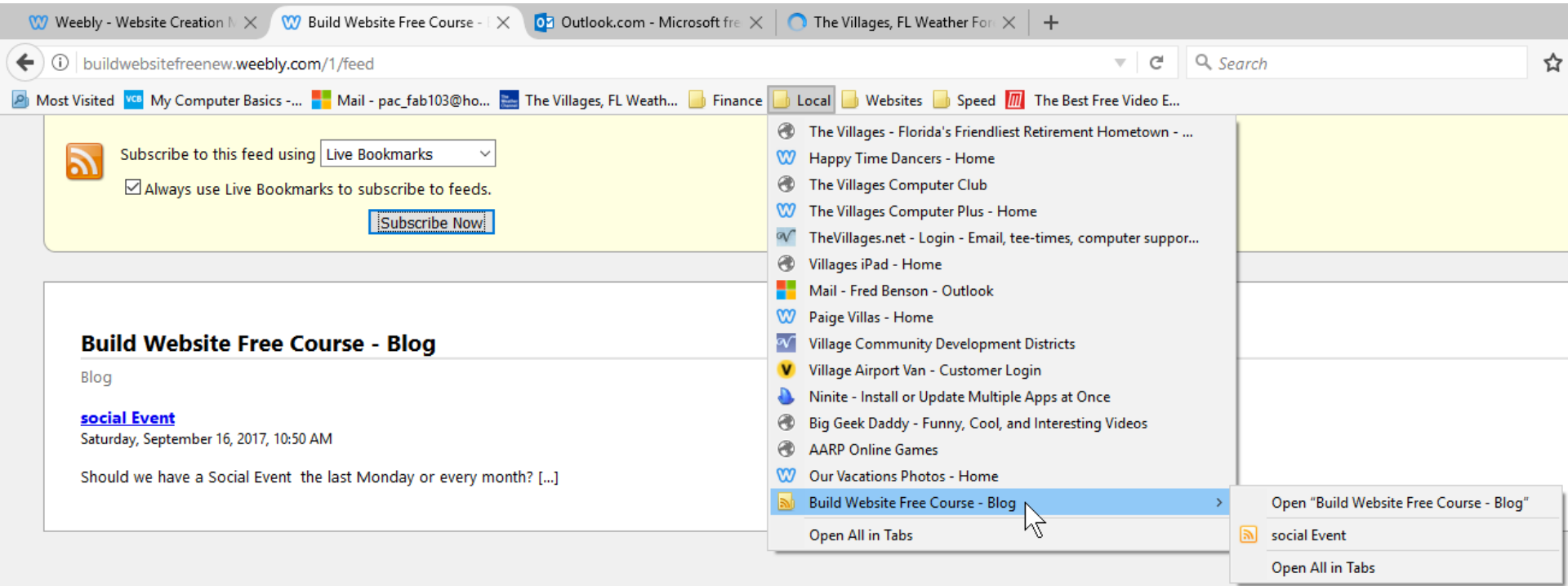
- **The page changes and you see Subscribe to this feed using Live Bookmarks.  To do that people should first click on the check box and then click on Subscribe Now.**
- **Next is the results.**



- **A new window opens and it shows what Folder in the Bookmarks in the Browser Toolbar.  People will have to click on the dropdown to find a folder or add a new folder.**
- **Next is a sample.**



- **When they click on the dropdown, they see the folders or add New Folder.  Once complete, they click on Subscribe.  Next is a sample.**



- **Here is a sample of under Local folder and click on it.**
- **This the end of the Tip.**