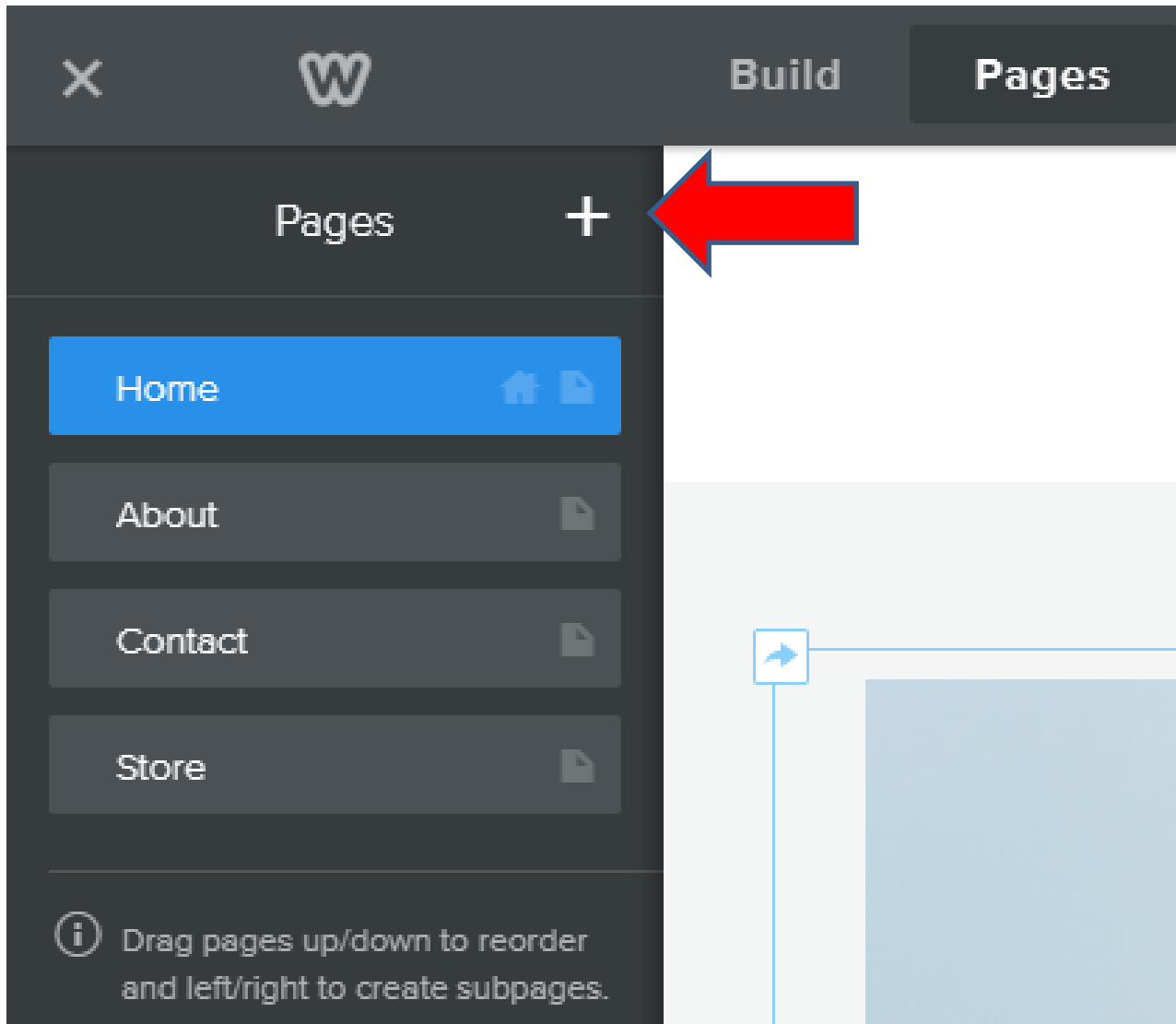


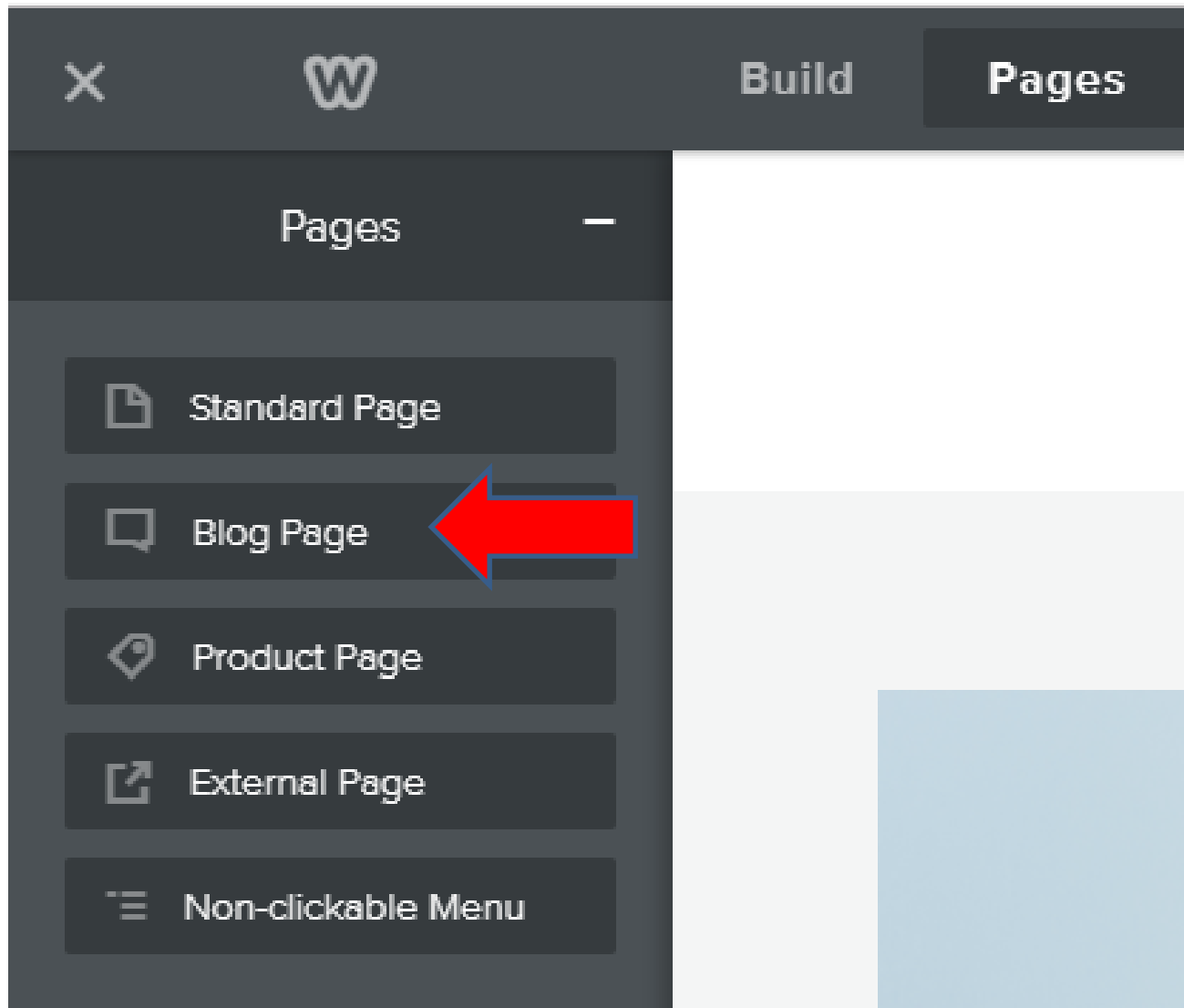
Tip – How To Use Blog Page

- **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.**

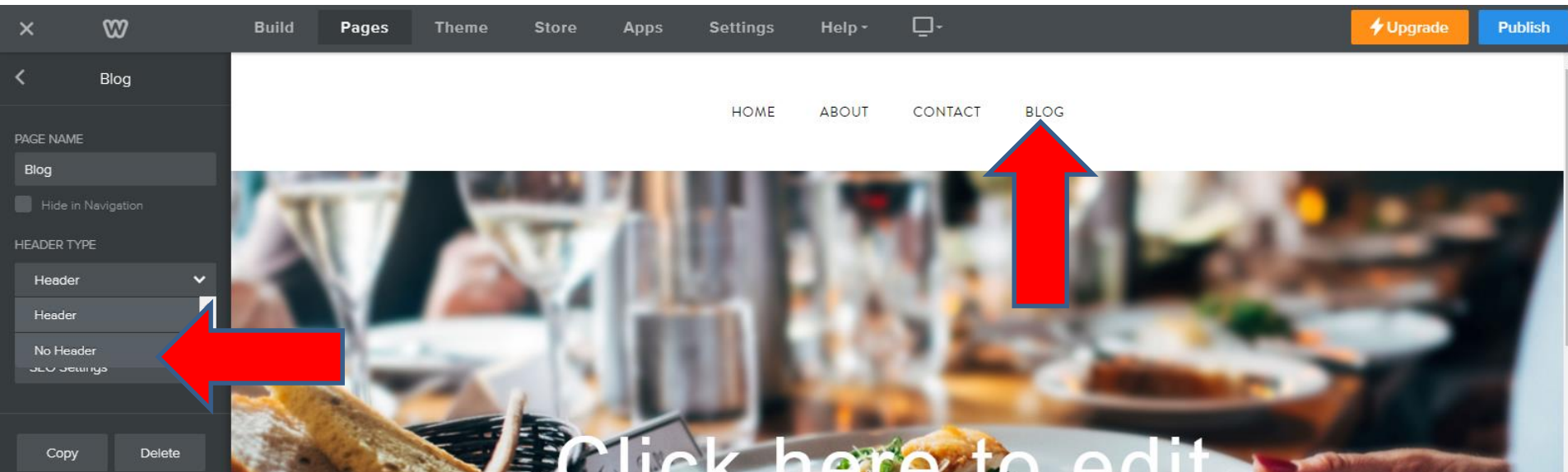
- Then click on **+** that I showed you before. Next is what happens again.



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



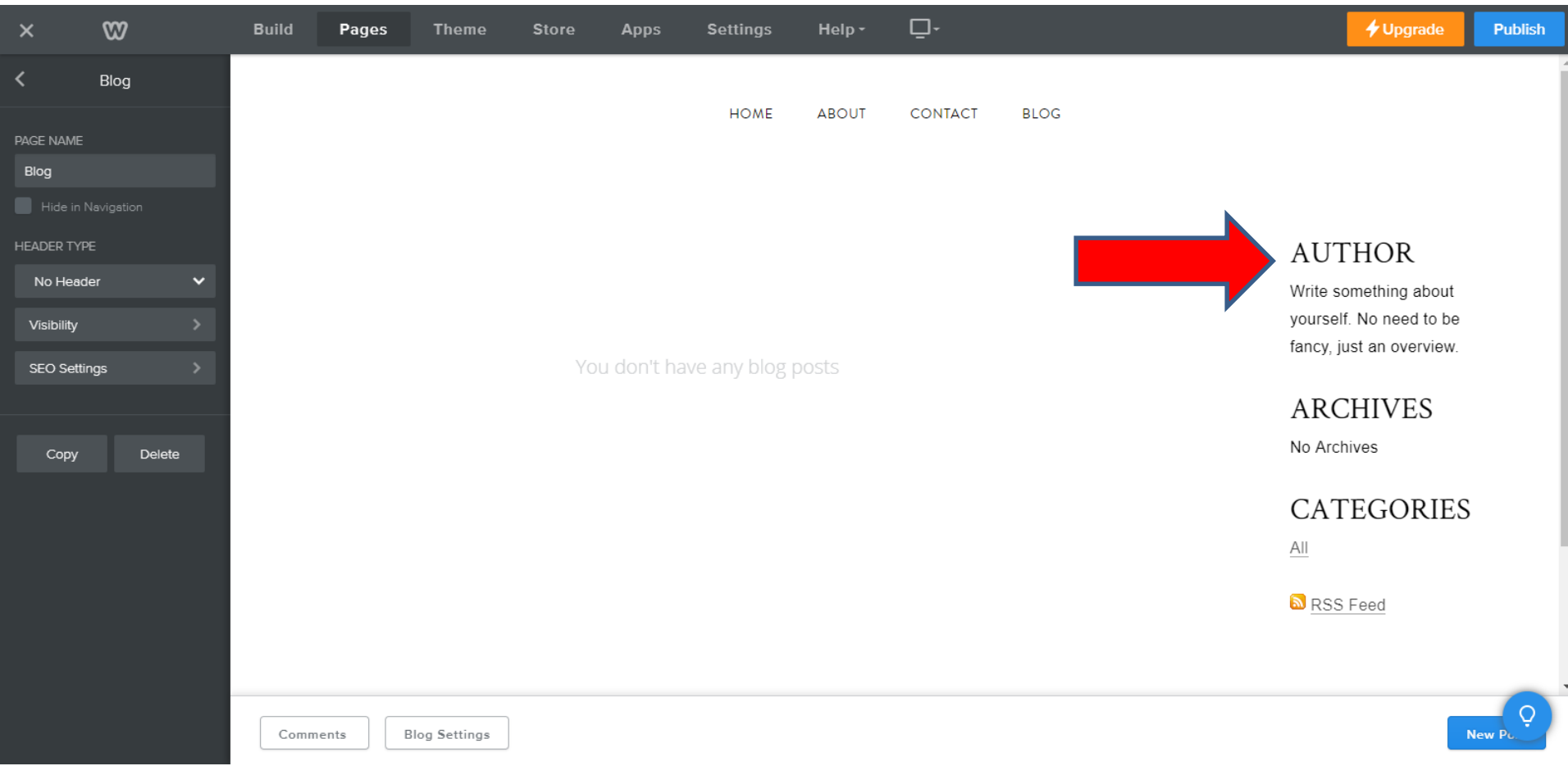
- You then see Blog page on the navigation.
- I recommend no Header, so click Header and click on No Header and next is what happens.



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

The screenshot displays a web editor interface for a 'Blog' page. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', 'Help', and 'Upgrade/Publish' buttons. The left sidebar shows the page name 'Blog', a 'Hide in Navigation' checkbox, and 'HEADER TYPE' set to 'No Header'. The main content area shows a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG' links, and a message: 'You don't have any blog posts'. The right sidebar contains sections for 'AUTHOR' (with a text prompt), 'ARCHIVES' (with 'No Archives'), and 'CATEGORIES' (with 'All' and 'RSS Feed' links). The bottom of the page has 'Comments' and 'Blog Settings' buttons, and a 'New Post' button with a lightbulb icon.

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



The screenshot shows the WordPress page editor interface. At the top, there is a dark navigation bar with options: Build, Pages (selected), Theme, Store, Apps, Settings, Help, and a mobile device icon. On the right side of this bar are 'Upgrade' and 'Publish' buttons. Below the navigation bar, the page title 'Blog' is visible. The main content area shows a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. The central content area displays the message 'You don't have any blog posts'. On the right-hand sidebar, there are sections for 'AUTHOR', 'ARCHIVES', and 'CATEGORIES'. A large red arrow points to the 'AUTHOR' section, which contains the text 'Write something about yourself. No need to be fancy, just an overview.' Below this are 'ARCHIVES' (No Archives) and 'CATEGORIES' (All). At the bottom of the sidebar is an 'RSS Feed' link. The left-hand sidebar shows page settings for 'Blog', including 'PAGE NAME', 'Hide in Navigation', 'HEADER TYPE' (No Header), 'Visibility', and 'SEO Settings'. At the bottom of the left sidebar are 'Copy' and 'Delete' buttons. At the bottom of the page, there are 'Comments' and 'Blog Settings' buttons, and a 'New Post' button with a lightbulb icon.

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

⚡ Upgrade

Publish

BLOG

B

I

U

+

-

A ▾

↔

≡ ▾

Tx

←

→

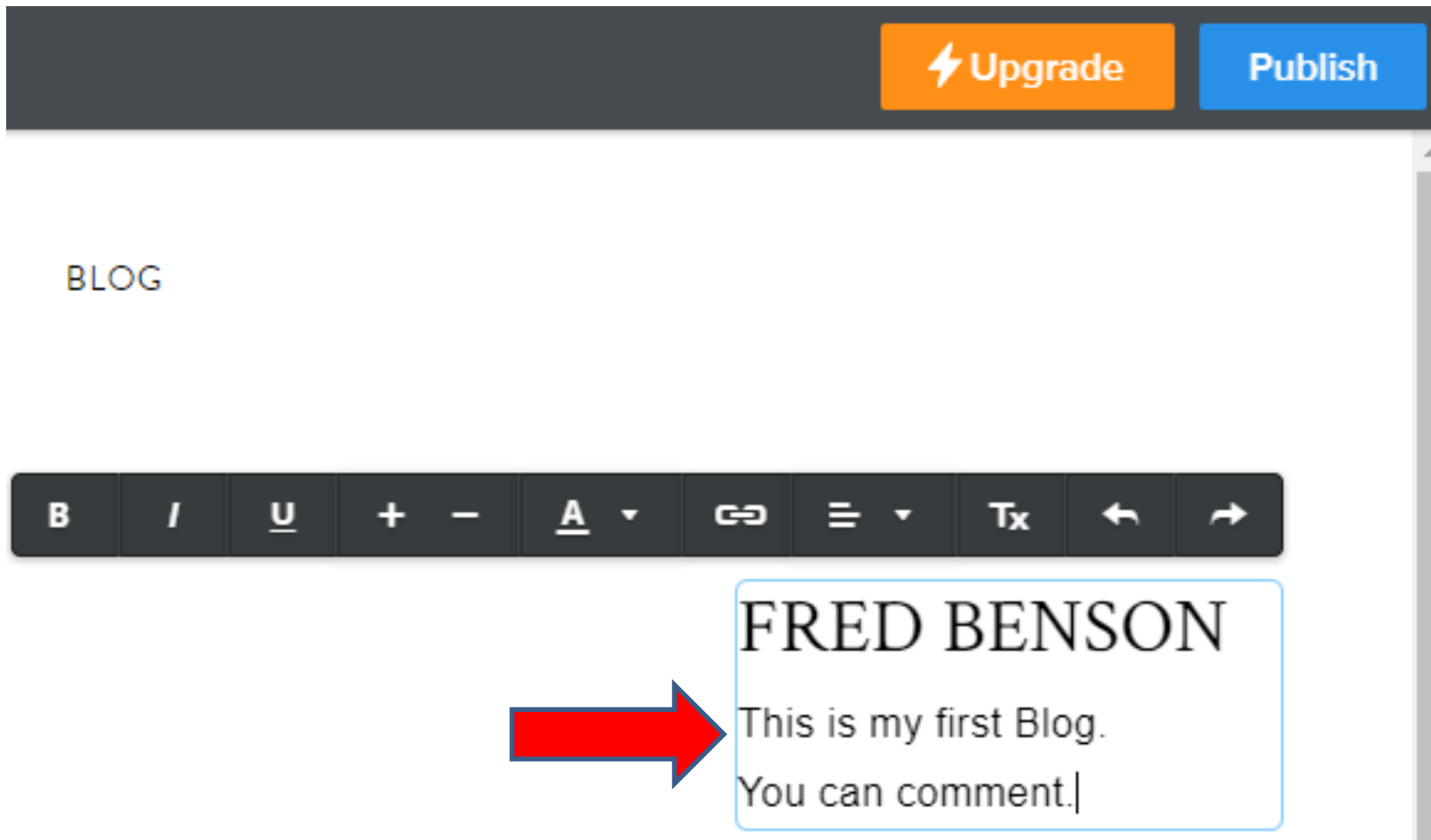
AUTHOR

Write something about yourself. No need to be fancy, just an overview.

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

The image shows a screenshot of a blog editor interface. At the top, there is a dark grey header bar with two buttons: an orange 'Upgrade' button with a lightning bolt icon and a blue 'Publish' button. Below the header, the word 'BLOG' is visible on the left. A dark grey toolbar contains various editing icons: bold (B), italic (I), underline (U), increase/decrease font size (+/-), text color (A with a dropdown arrow), link/unlink, list/bulleted list (≡ with a dropdown arrow), text background color (Tx), and left/right alignment arrows. The main content area shows a text box with the text 'FRED BENSON' in a serif font. Below it, the text 'Write something about yourself. No need to be fancy, just an overview.' is highlighted in blue. A large red arrow points from the left towards the highlighted text.

- 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.



The image shows a screenshot of a WordPress editor interface. At the top right, there are two buttons: an orange 'Upgrade' button with a lightning bolt icon and a blue 'Publish' button. Below these is a dark grey bar with the word 'BLOG' in white. Underneath is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List (+), Numbered List (-), Link (A), Unlink (A with a slash), Paragraph (≡), Text (Tx), Undo (←), and Redo (→). Below the toolbar is a preview window with a blue border. A red arrow points from the left towards the preview window. The preview window contains the text: 'FRED BENSON', 'This is my first Blog.', and 'You can comment.'.

Upgrade Publish

BLOG

B I U + - A A Tx ← →

FRED BENSON

This is my first Blog.

You can comment.

- **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.**

The screenshot shows a web editor interface for a blog page. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of the top bar are 'Upgrade' and 'Publish' buttons. The left sidebar contains settings for the 'Blog' page, including 'PAGE NAME' (Blog), 'Hide in Navigation' (unchecked), 'HEADER TYPE' (No Header), 'Visibility', and 'SEO Settings'. The main content area shows a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. Below the navigation menu, the text 'You don't have any blog posts' is displayed. On the right side of the main content area, there is a sidebar with sections: 'FRED BENSON' (with a subtext 'This is my first Blog. You can comment.'), 'ARCHIVES' (with 'No Archives' below it), and 'CATEGORIES' (with 'All' below it). At the bottom of the sidebar, there is an 'RSS Feed' link. A large red arrow points from the 'You don't have any blog posts' text towards the 'ARCHIVES' section. At the bottom of the page, there are 'Comments' and 'Blog Settings' buttons, and a 'New Post' button with a lightbulb icon in the bottom right corner.

- 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.

The screenshot shows the WordPress page editor interface. At the top, there's a navigation bar with 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right, there are 'Upgrade' and 'Publish' buttons. The main content area is titled 'Blog' and shows a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. The page content is empty, displaying 'You don't have any blog posts'. On the left, a sidebar contains settings for 'PAGE NAME' (Blog), 'HEADER TYPE' (No Header), and 'Visibility'. On the right, a sidebar contains 'FRED BENSON', 'ARCHIVES', 'CATEGORIES', and 'RSS Feed'. A red arrow points to the 'CATEGORIES' link in the right sidebar.

- **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.**

The screenshot shows the WordPress dashboard interface for editing a 'Blog' page. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right, there are 'Upgrade' and 'Publish' buttons. The left sidebar shows the 'Blog' page settings, including 'PAGE NAME' (Blog), 'Header Type' (No Header), and 'Visibility' (Public). The main content area displays 'You don't have any blog posts'. The right sidebar shows the 'FRED BENSON' profile, a bio, and sections for 'ARCHIVES' and 'CATEGORIES'. A large red arrow points to the 'New Post' button at the bottom right.

- 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.

The screenshot displays the WordPress 'BLOG EDITOR' interface. On the left is a sidebar with various content elements categorized under 'BASIC' and 'BLOG SIDEBAR'. The 'BASIC' category includes Title, Text, Image, Gallery, Slideshow, Map, Read more Break, Button, and Embed Code. The 'BLOG SIDEBAR' category includes Flickr Badge, LinkedIn Button, Blog Archives, and Blog Author. At the bottom of the sidebar is a 'POST OPTIONS' button. The main editing area shows a post with a title field containing 'POST TITLE...' and a date of '9/15/2017'. Below the title is a large dashed box labeled 'DRAG ELEMENTS HERE'. A red arrow points from the 'Text' element in the sidebar to the title field, and another red arrow points from the 'Text' element to the 'DRAG ELEMENTS HERE' box. The top right of the editor has 'SAVE' and 'POST' buttons. The background shows a preview of the blog post with a navigation menu (HOME, ABOUT, CONTACT, BLOG) and a sidebar with sections for 'FRED BENSON', 'ARCHIVES', and 'CATEGORIES'.

- 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.

W BLOG EDITOR

SAVE POST

HOME ABOUT CONTACT BLOG

SOCIAL EVENT
9/15/2017 [0 Comments](#)

Should we have a Social Event the last Monday on every month?

FRED BENSON
This is my first Blog.
You can comment.

ARCHIVES
No Archives

CATEGORIES
[All](#)
[RSS Feed](#)

BASIC

Title Text

Image Gallery

Slideshow Map

Read more Break Button

Embed Code

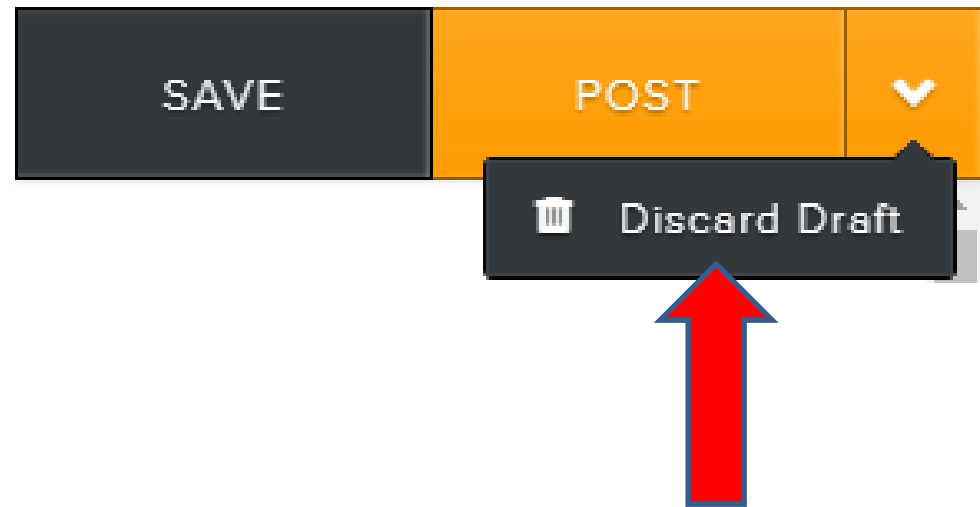
BLOG SIDEBAR

Flickr Badge LinkedIn Button

Blog Archives Blog Author

POST OPTIONS

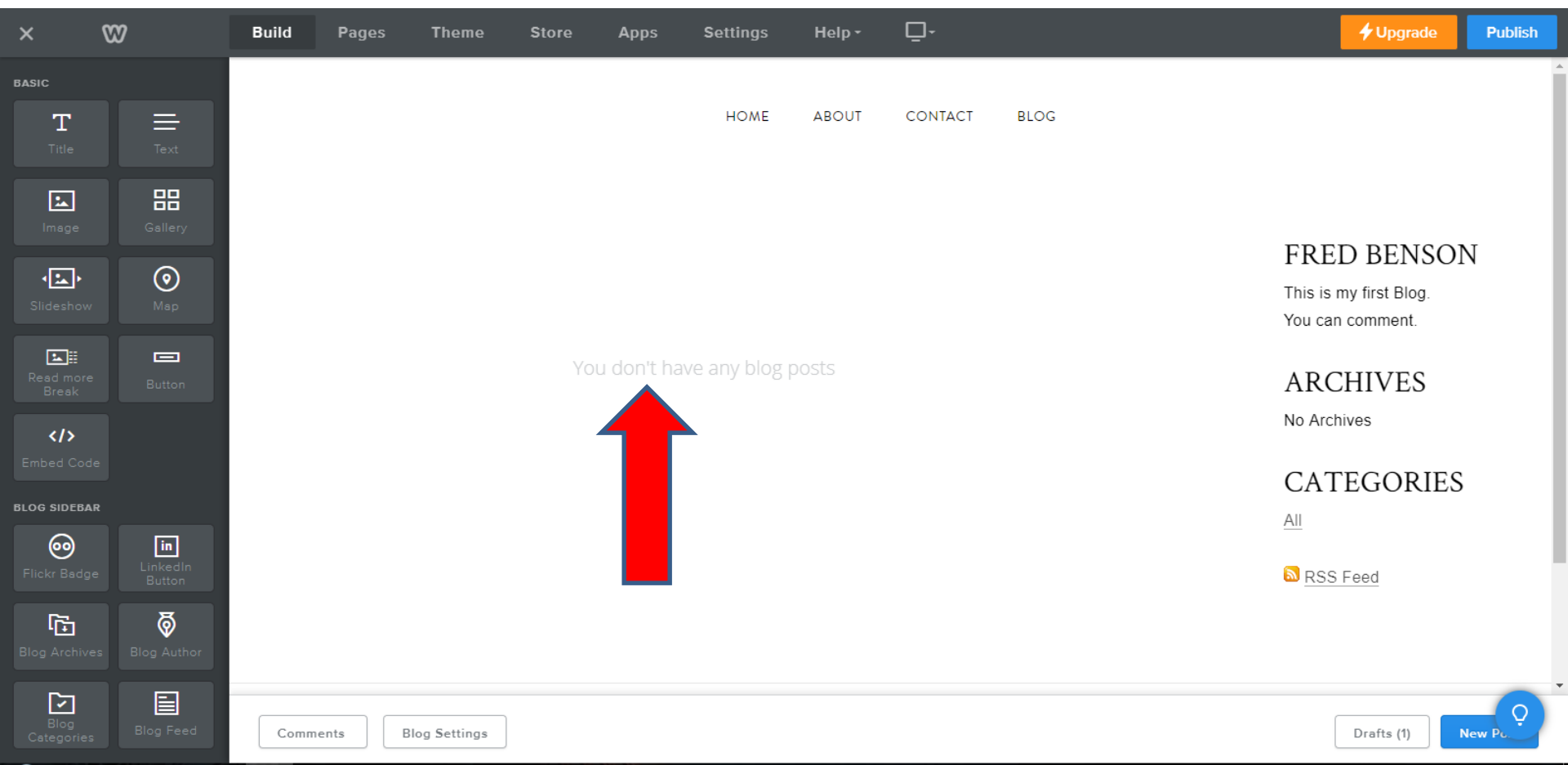
- **When you click on the drop down next to POST, you see Discard Draft. When you click on it, next is what happens.**



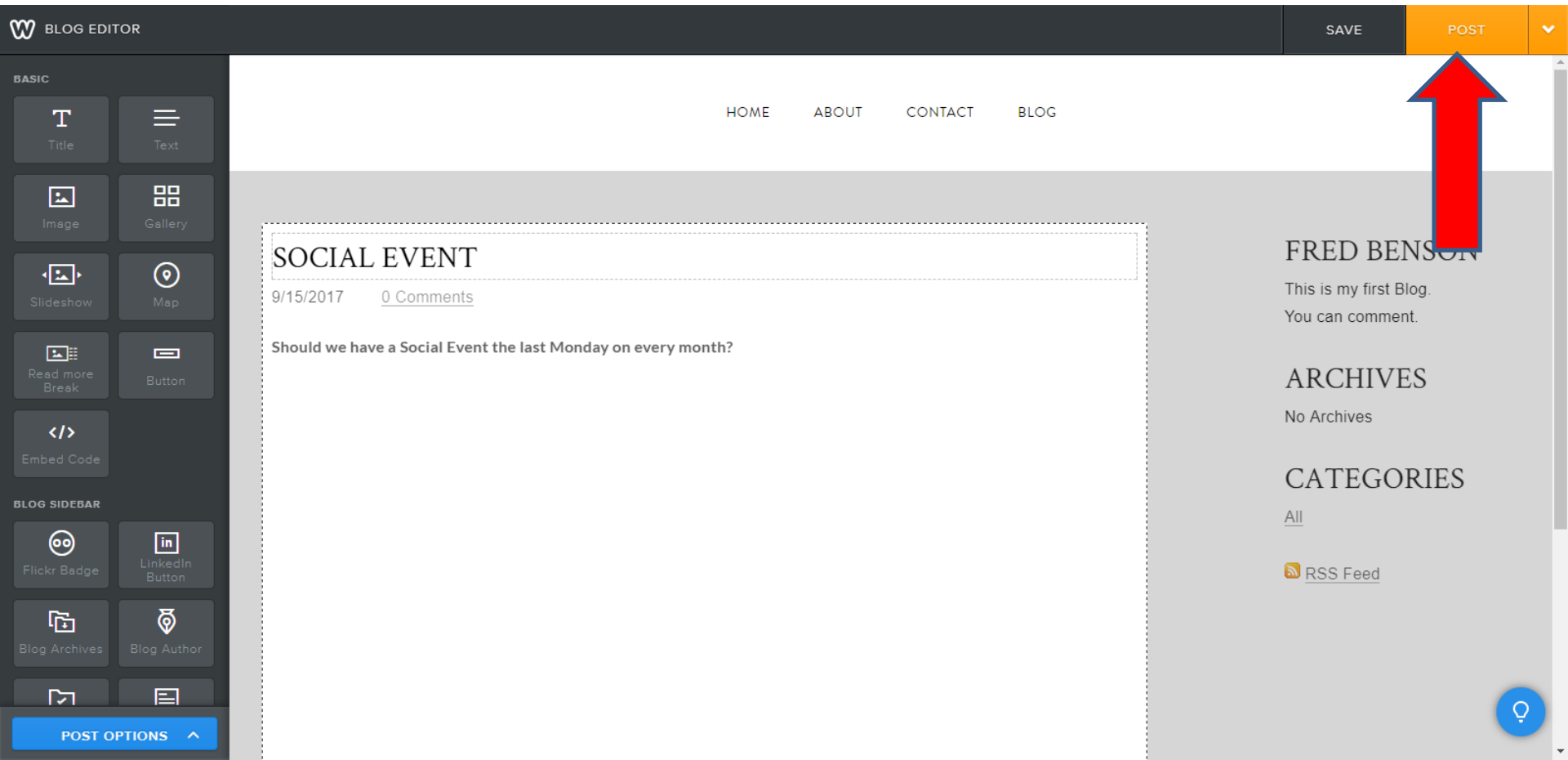
- Once you click on it, a new window opens. You click on Yes, to delete. Or click on No to keep post.
- Next is the result when you click on Yes.

The screenshot shows the WordPress 'BLOG EDITOR' interface. On the left is a sidebar with various editing tools like 'Title', 'Text', 'Image', 'Gallery', 'Sideshow', 'Map', 'Read more Break', 'Button', 'Embed Code', 'Flickr Badge', 'LinkedIn Button', 'Blog Archives', and 'Blog Author'. The main content area shows a post titled 'SOCIAL EVENT' dated '9/16/2017' with '0 Comments'. The post content is 'Should we have a Social Event'. A dialog box is overlaid on the post, asking 'Discard post?' and 'Are you sure you want to discard this post? If you continue, the post cannot be retrieved.' At the bottom of the dialog are two buttons: 'No, keep post' and 'Yes, discard post'. Two large red arrows point upwards towards these buttons. The top right of the editor has 'SAVE' and 'POST' buttons. The right sidebar contains the author's name 'FRED BENSON', a bio, and sections for 'ARCHIVES' and 'CATEGORIES'.

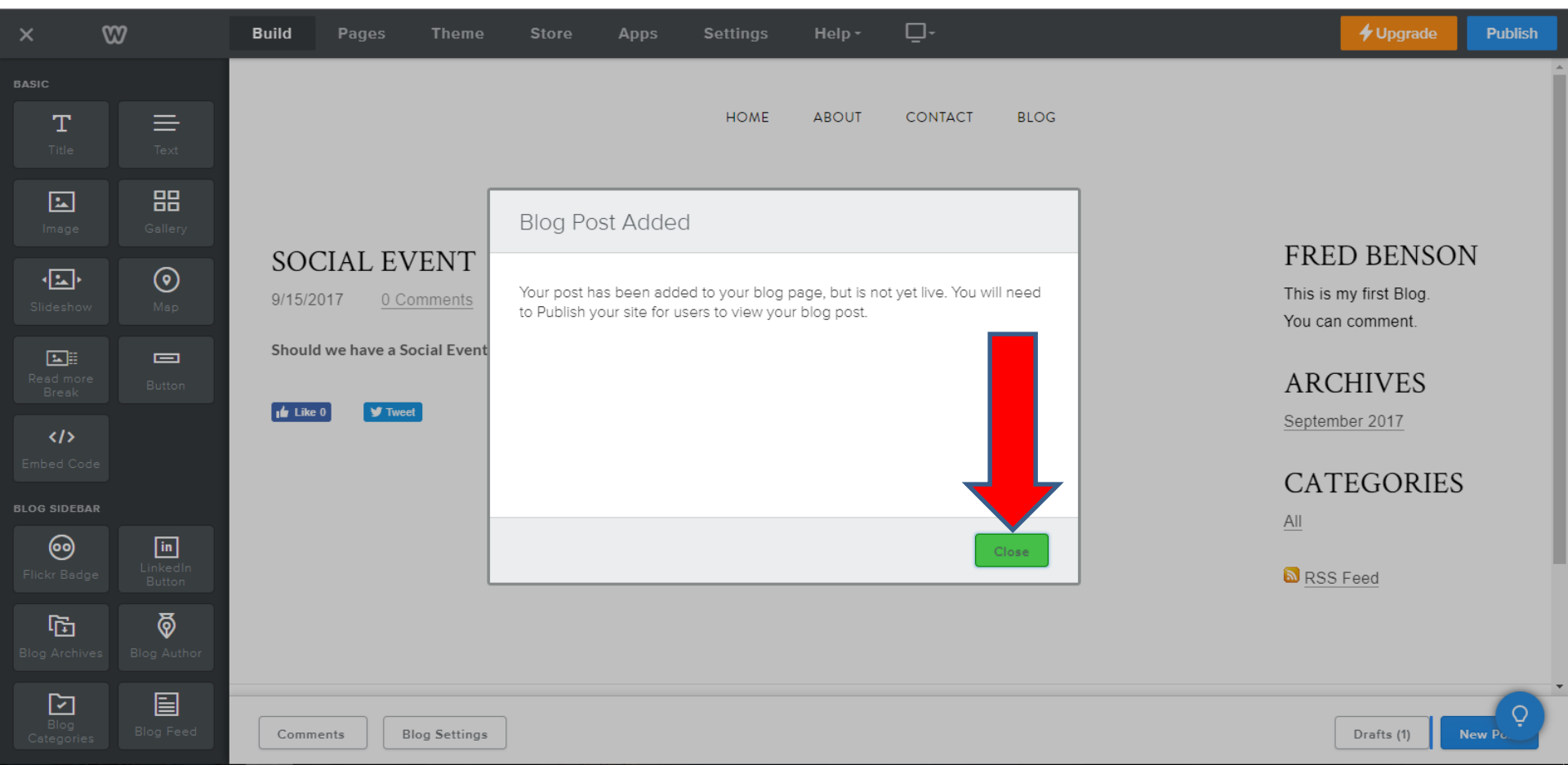
- Once you click on Yes, the window closes and you see it is deleted. If you don't delete it, next is how to POST.



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



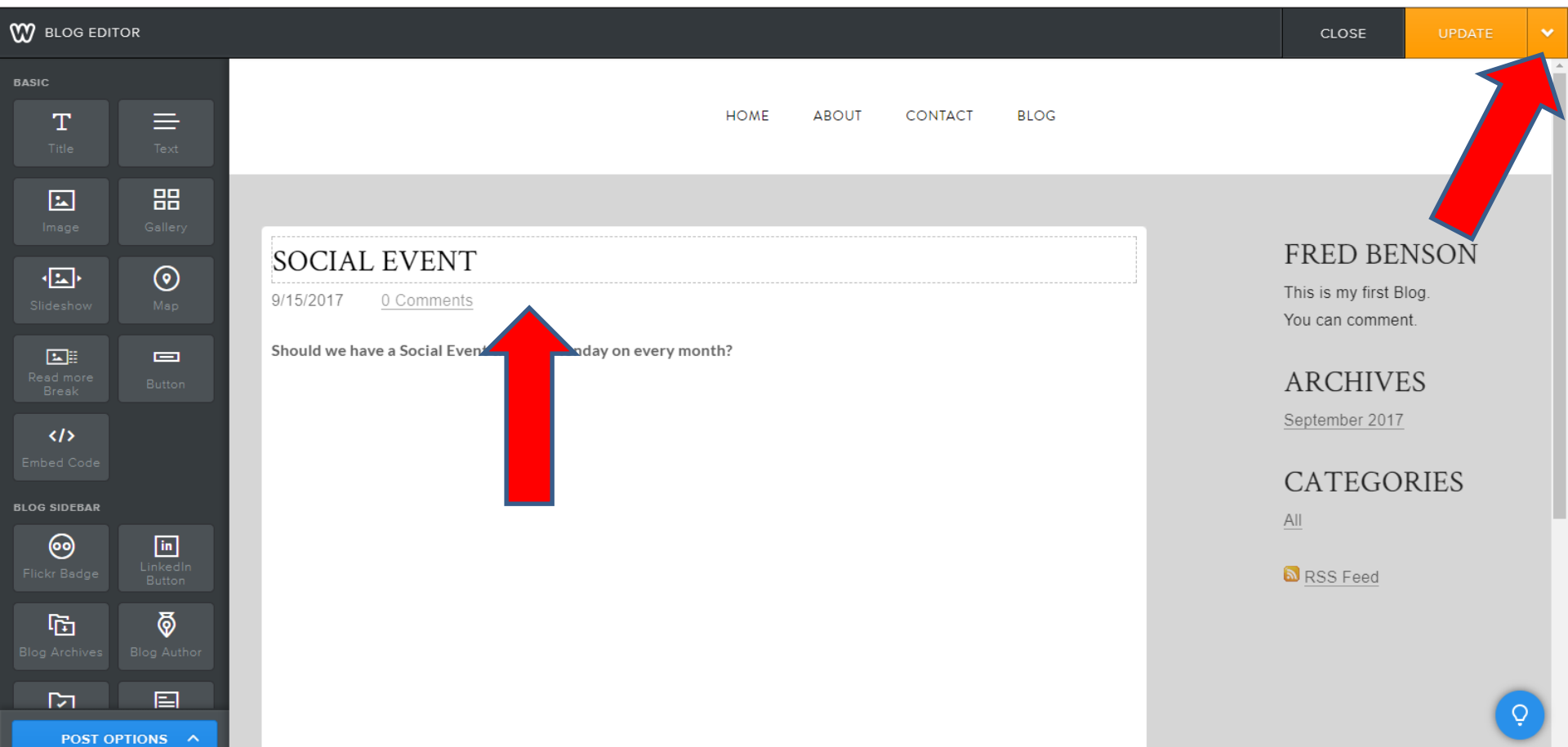
- Once you click on POST a new window opens that tells you it is Added, but you have to Publish to show it on your site. Then click on Close and next is what happens.



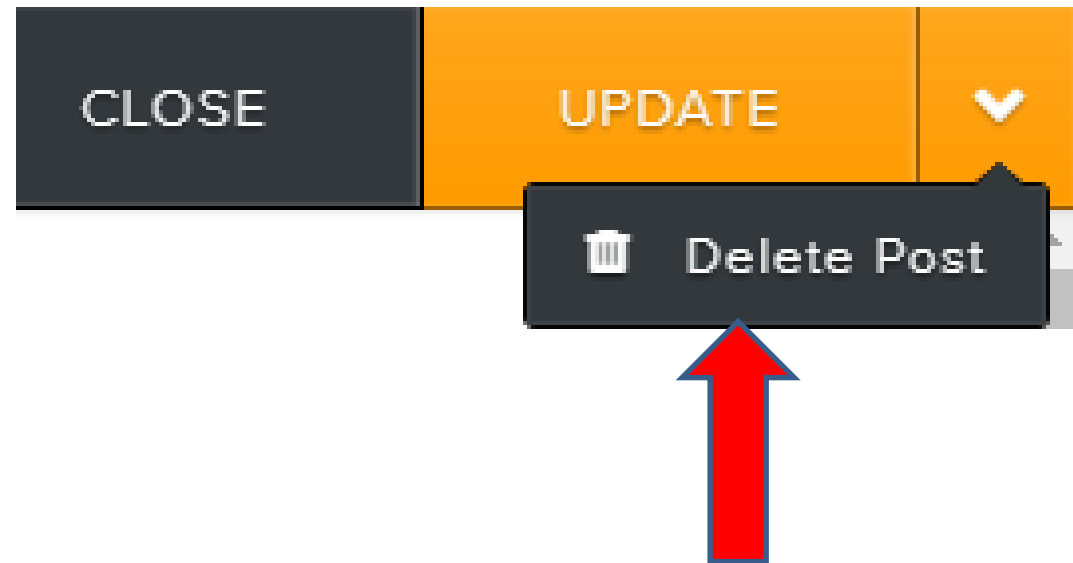
- Once you close, you see Like, Tweet, 0 Comments, and the year under ARCHIVES.
- Next is how to delete.
- After that is Post Options.

The screenshot displays the WordPress dashboard interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are 'Upgrade' and 'Publish' buttons. The left sidebar contains various widgets under 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Read more Break, Button, Embed Code) and 'BLOG SIDEBAR' (Flickr Badge, LinkedIn Button, Blog Archives, Blog Author, Blog Categories, Blog Feed). The main content area shows a post titled 'SOCIAL EVENT' dated '9/15/2017' with '0 Comments'. The post content is 'Should we have a Social Event last Monday on every month?'. Below the text are 'Like 0' and 'Tweet' buttons. A large red arrow points from the 'Like 0' button to the '0 Comments' text. Another red arrow points from the 'Tweet' button to the '0 Comments' text. A third red arrow points from the '0 Comments' text to the 'ARCHIVES' section in the right sidebar. The 'ARCHIVES' section shows 'September 2017'. Below it is the 'CATEGORIES' section with 'All' and an 'RSS Feed' link. At the bottom of the page, there are 'Comments' and 'Blog Settings' buttons, and a 'Drafts (1)' button next to a 'New Post' button with a lightbulb icon.

- After you post, you click on it, like **SOCIAL EVENT** and you 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.

The image shows a screenshot of a WordPress blog editor interface. At the top, there's a dark header with 'W BLOG EDITOR' on the left and 'CLOSE', 'UPDATE', and a dropdown arrow on the right. Below the header is a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. The main content area shows a post titled 'SOCIAL EVENT' with a date of '9/15/2017' and '0 Comments'. The post content starts with 'Should we have a Social Event'. A modal dialog box is open in the center, asking 'Delete post?' and 'Are you sure you want to delete this post? If you continue, the post will be discarded and cannot be retrieved.' At the bottom of the dialog are two buttons: 'No, keep post' and 'Yes, delete post'. Two large red arrows point upwards towards these buttons. On the left side, there's a sidebar with various widgets: 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Read more Break, Button, Embed Code) and 'BLOG SIDEBAR' (Flickr Badge, LinkedIn Button, Blog Archives, Blog Author, and a 'POST OPTIONS' button at the bottom). On the right side, there's a sidebar with 'FRED BENSON' (This is my first Blog. You can comment.), 'ARCHIVES' (September 2017), and 'CATEGORIES' (All, RSS Feed).

- 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.

The screenshot displays the WordPress dashboard interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are 'Upgrade' and 'Publish' buttons. A left sidebar contains various widget options under 'BASIC' (Title, Text, Image, Gallery, Sideshow, Map, Read more Break, Button, Embed Code) and 'BLOG SIDEBAR' (Flickr Badge, LinkedIn Button, Blog Archives, Blog Author, Blog Categories, Blog Feed). The main content area shows a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. Below the menu, the text 'You don't have any blog posts' is centered, with a large red arrow pointing upwards towards it. To the right, there are sections for 'FRED BENSON' (with a bio and comment prompt), 'ARCHIVES' (No Archives), and 'CATEGORIES' (All, RSS Feed). At the bottom, there are buttons for 'Comments', 'Blog Settings', 'Drafts (1)', and 'New Post'.

- 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.

The screenshot displays the WordPress 'BLOG EDITOR' interface. At the top, there are 'CLOSE', 'UPDATE', and a dropdown arrow. The main content area shows a post titled 'SOCIAL EVENT' with a date of '9/16/2017' and '0 Comments'. The post content reads 'Should we have a Social Event the last Monday on every month?'. A red arrow points from the 'Read more Break' element in the 'BASIC' sidebar to the post content. Another red arrow points from the 'SOCIAL EVENT' title to the 'UPDATE' button. The right sidebar contains sections for 'FRED BENSON', 'ARCHIVES', and 'CATEGORIES'. A 'POST OPTIONS' button is visible at the bottom left of the editor.

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

The image shows a WordPress blog editor interface. At the top left, there is a 'W BLOG EDITOR' header. On the right side of the header, there are 'CLOSE', 'UPDATE', and a dropdown arrow. Below the header is a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG' links. The main content area is a post titled 'SOCIAL EVENT' with a date of '9/16/2017' and '0 Comments'. The post text reads 'Should we have a Social Event the last Monday on every month?'. A blue 'Read more' button is being dragged from the post content area towards the left sidebar. The left sidebar contains various widgets under 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Button, Embed Code) and 'BLOG SIDEBAR' (Flickr Badge, LinkedIn Button, Blog Archives, Blog Author, and a 'POST OPTIONS' button at the bottom). The right sidebar contains the author name 'FRED BENSON', a bio 'This is my first Blog. You can comment.', 'ARCHIVES' (September 2017), 'CATEGORIES' (All), and an 'RSS Feed' link. A lightbulb icon is visible in the bottom right corner.

- 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.

SOCIAL EVENT

9/16/2017

[0 Comments](#)

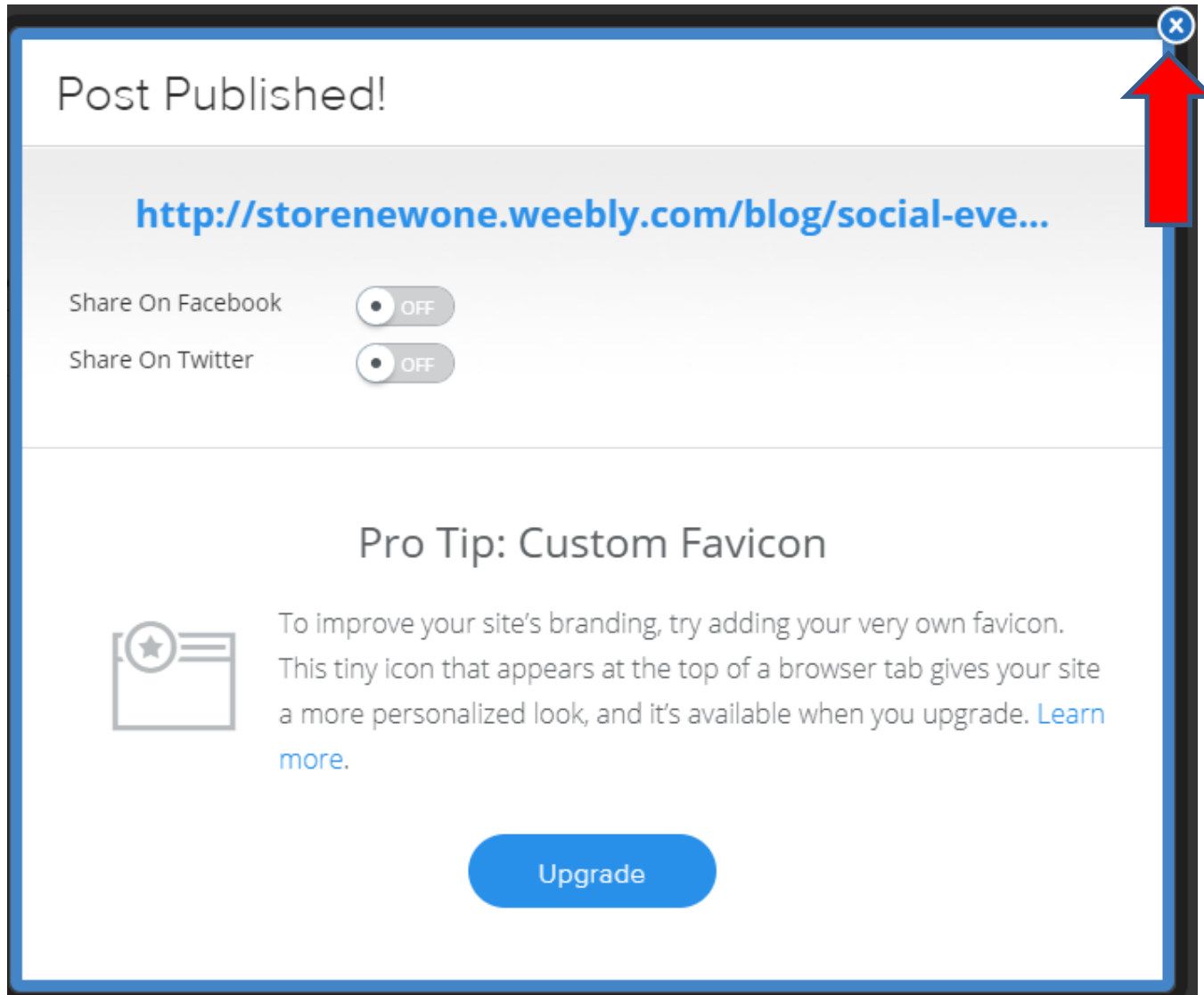
Should we have a Social Event the last Monday on every month?

(Content below this line is only shown after clicking "Read More")

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

The screenshot shows a web page with a dark grey top navigation bar containing 'CLOSE', 'UPDATE', and a dropdown arrow. Below this is a white navigation bar with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. The main content area is grey and contains a blog post titled 'SOCIAL EVENT' with a date of '9/16/2017' and '0 Comments'. The post text reads 'Should we have a Social Event the last Monday on every month?'. Below the text is a dashed line and the text '(Content below this line is only shown after clicking "Read More")'. At the bottom of the post area, it says 'There are other Categories that you may want to view.' To the right is a sidebar with 'FRED BENSON' and the text 'This is my first Blog. You can comment.' Below that is 'ARCHIVES' and 'September 2017'. A red arrow points to the 'UPDATE' button in the top right, and another red arrow points to the 'Read More' text in the post content.

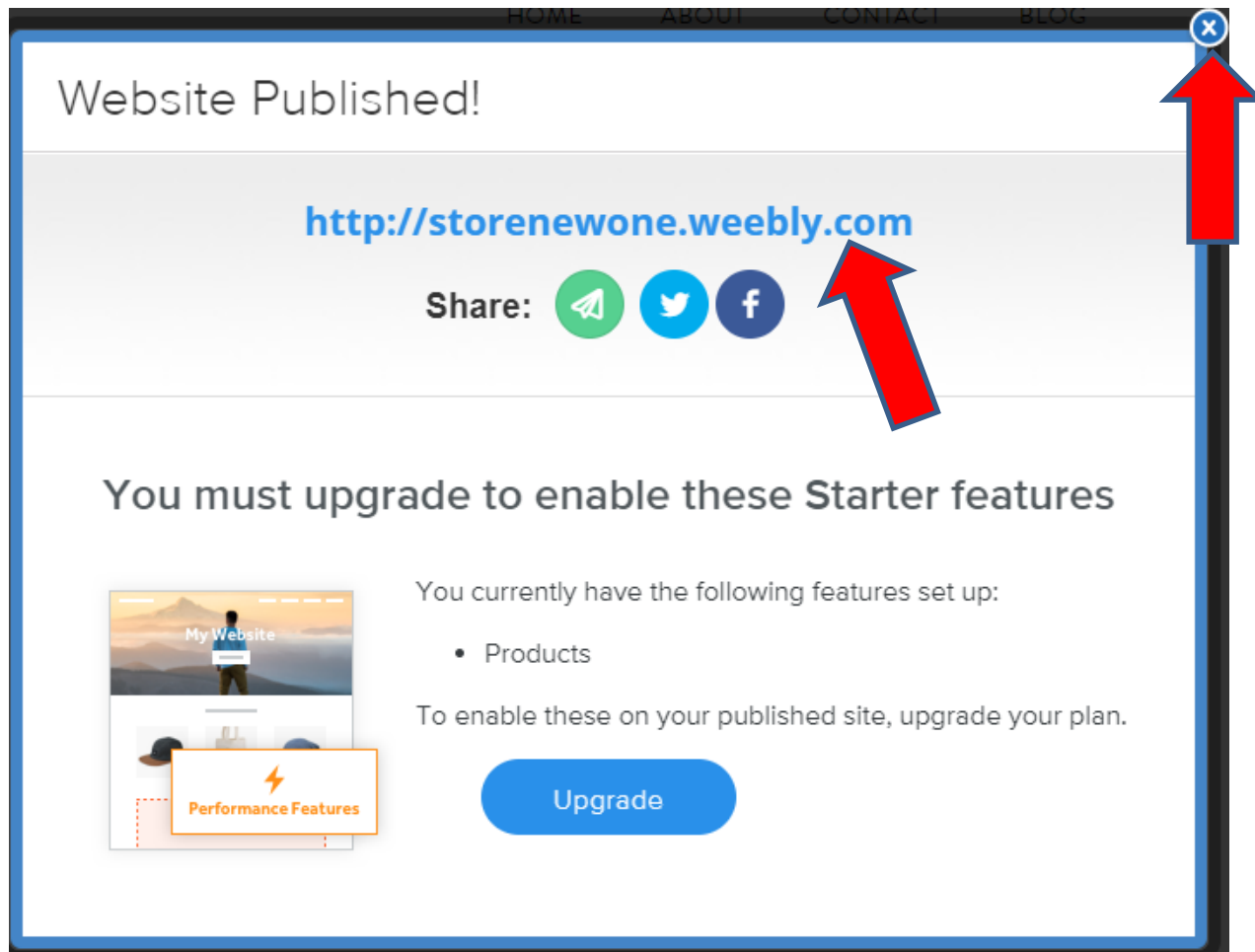
- A new window opens and just click on X.
- Next you will see the results.



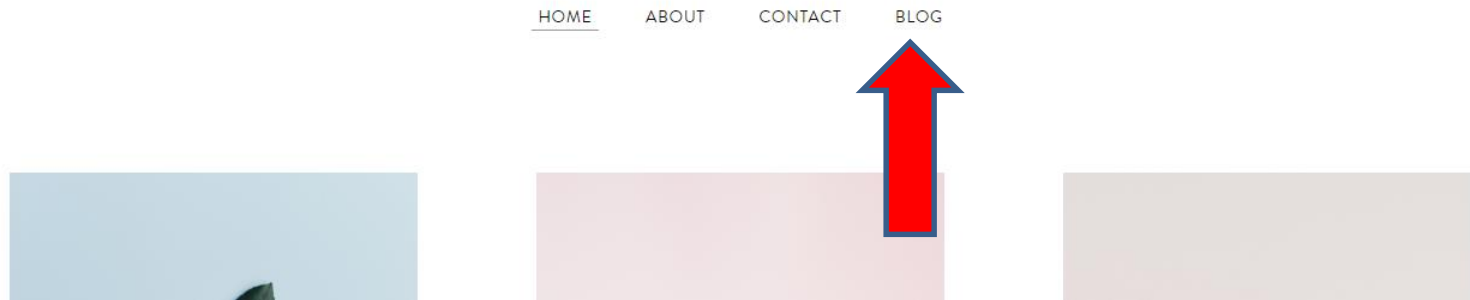
- You see Read More. Then click on PUBLISH.
- Next is a new window that you can click on the link.

The screenshot shows the WordPress dashboard interface. At the top, there is a navigation bar with options: Build, Pages, Theme, Store, Apps, Settings, Help, Upgrade (orange button), and Publish (blue button). A red arrow points to the 'Publish' button. On the left, there is a sidebar with various widgets: BASIC (Title, Text, Image, Gallery, Slideshow, Map, Read more Break, Button, Embed Code) and BLOG SIDEBAR (Flickr Badge, LinkedIn Button). The main content area shows a blog post titled 'SOCIAL EVENT' with a date of '9/16/2017' and '0 Comments'. The post content reads: 'Should we have a Social Event the last Monday on every month?'. Below the text is a 'READ MORE' button, which is highlighted with a red arrow. Underneath the 'READ MORE' button are social sharing buttons for 'Like 0' and 'Tweet'. On the right side of the dashboard, there is a sidebar with sections: 'FRED BENSON' (with a bio: 'This is my first Blog. You can comment.'), 'ARCHIVES' (with a link to 'September 2017'), and 'CATEGORIES' (with a link to 'All'). At the bottom of the right sidebar is an 'RSS Feed' 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.**

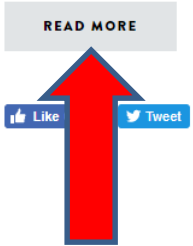


- You then see Read More. Then click on it. Next is the results.

SOCIAL EVENT

9/16/2017 [0 Comments](#)

Should we have a Social Event the last Monday on every month?



FRED BENSON

This is my first Blog.
You can comment.

ARCHIVES

[September 2017](#)

CATEGORIES

[All](#)

 [RSS Feed](#)

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

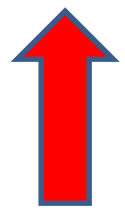
SOCIAL EVENT

9/16/2017 [0 Comments](#)

Should we have a Social Event the last Monday on every month?

There are other Categories that you may want to view.

[Like 0](#) [Tweet](#)



LEAVE A REPLY.

Name (required)

Email (not published)

Website

FRED BENSON

This is my first Blog.
You can comment.

ARCHIVES

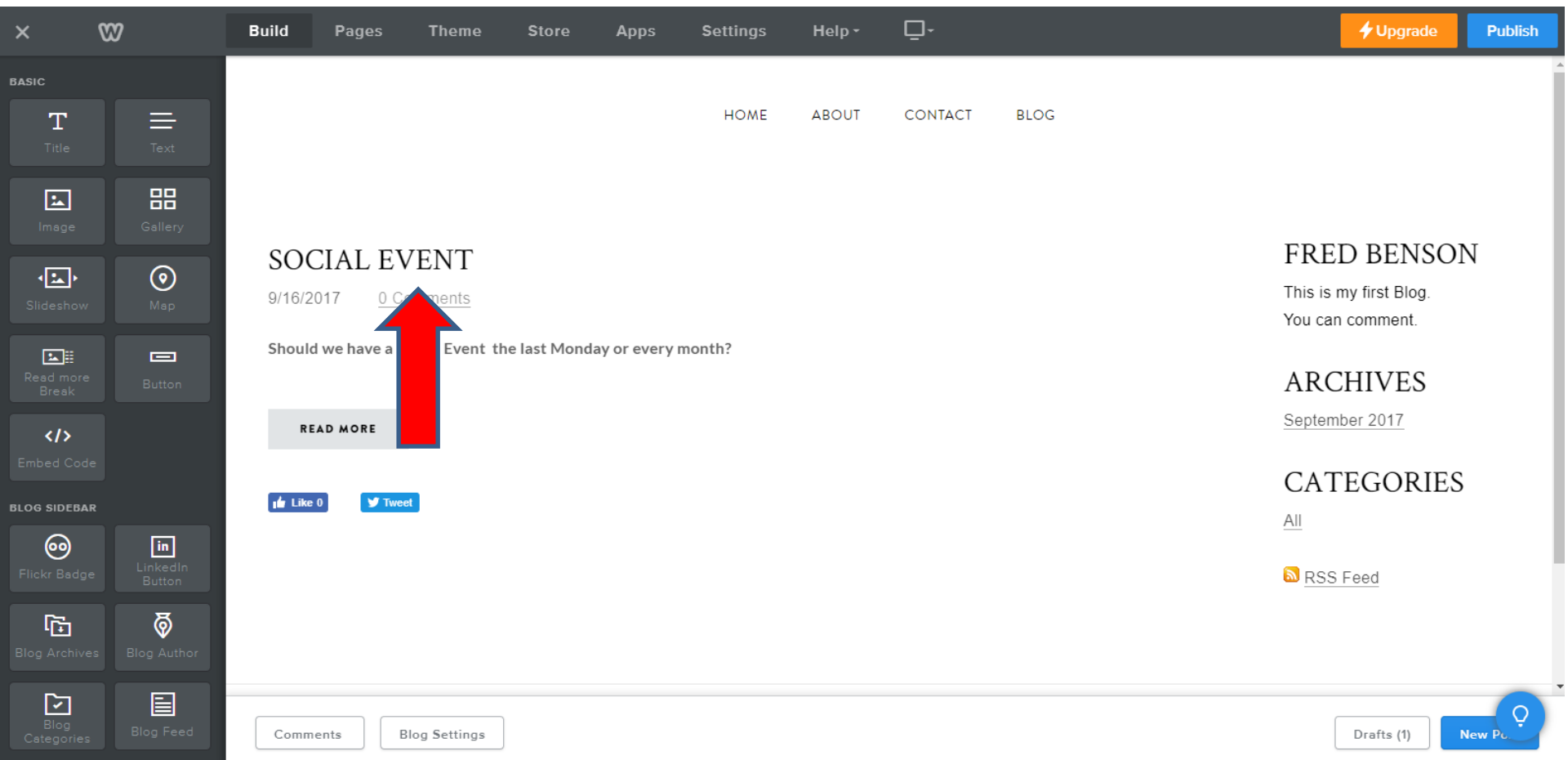
[September 2017](#)

CATEGORIES

[All](#)

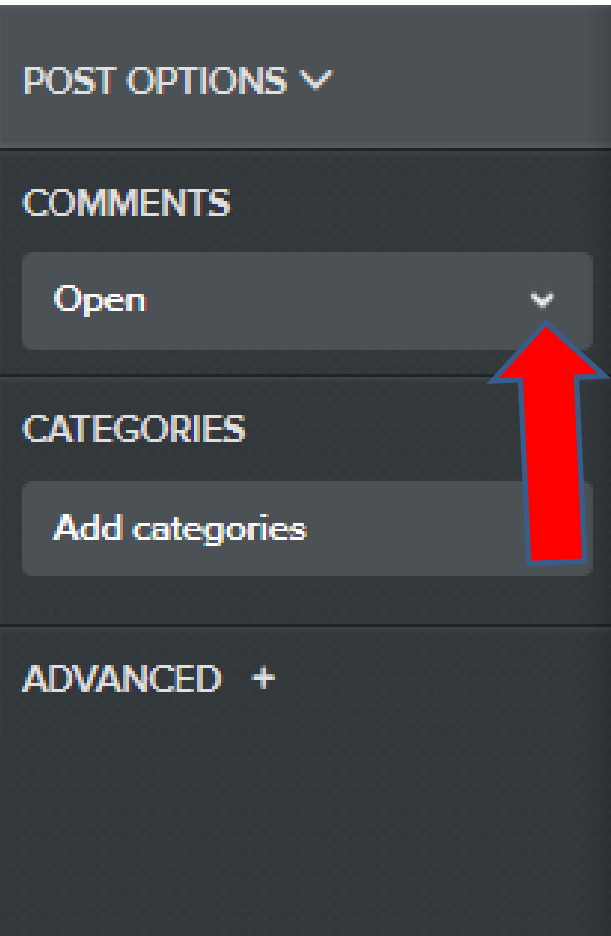
[RSS Feed](#)

- 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.

The screenshot displays the WordPress 'BLOG EDITOR' interface. At the top, there are 'CLOSE', 'UPDATE', and a dropdown arrow. Below this is a navigation menu with 'HOME', 'ABOUT', 'CONTACT', and 'BLOG'. The main content area shows a post titled 'SOCIAL EVENT' with a date of '9/16/2017' and '0 Comments'. The post text reads: 'Should we have a Social Event the last Monday or every month?'. Below this is a dashed line and the text '(Content below this line is only shown after clicking "Read More")'. Further down, it says 'There are other Categories that you may want to view.' The right sidebar contains sections for 'FRED BENSON' (with a bio), 'ARCHIVES' (with 'September 2017'), and 'CATEGORIES' (with 'All' and 'RSS Feed'). On the left, a 'BASIC' widget menu includes options like 'Title', 'Text', 'Image', 'Gallery', 'Slideshow', 'Map', 'Read more Break', 'Button', and 'Embed Code'. Below that is a 'BLOG SIDEBAR' menu with 'Flickr Badge', 'Blog Archives', and 'Blog for'. At the bottom left, a blue button labeled 'POST OPTIONS' with an upward arrow is highlighted by a red arrow pointing down from above.



- 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.

POST OPTIONS ▾

COMMENTS

Open



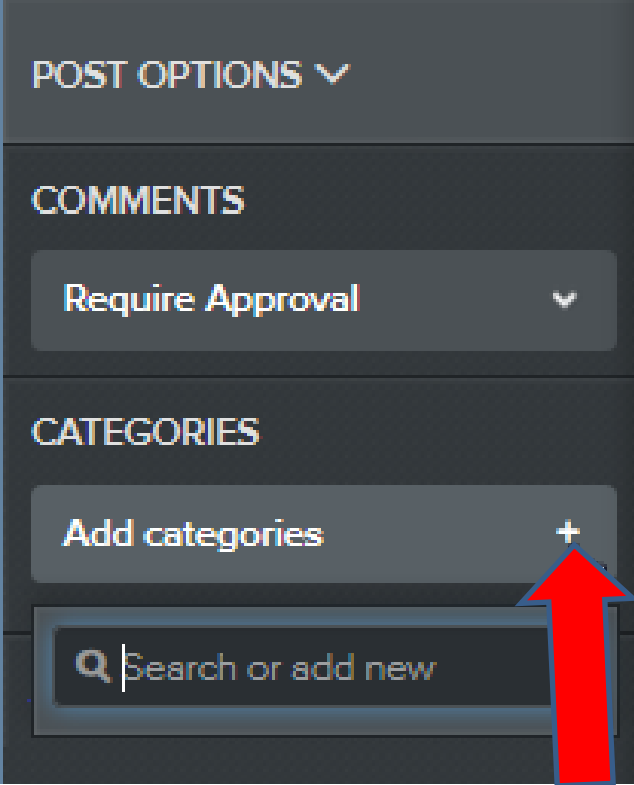
Open

Closed

Require Approval

ADVANCED +

- **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.

POST OPTIONS ▾

COMMENTS

Require Approval ▾

CATEGORIES

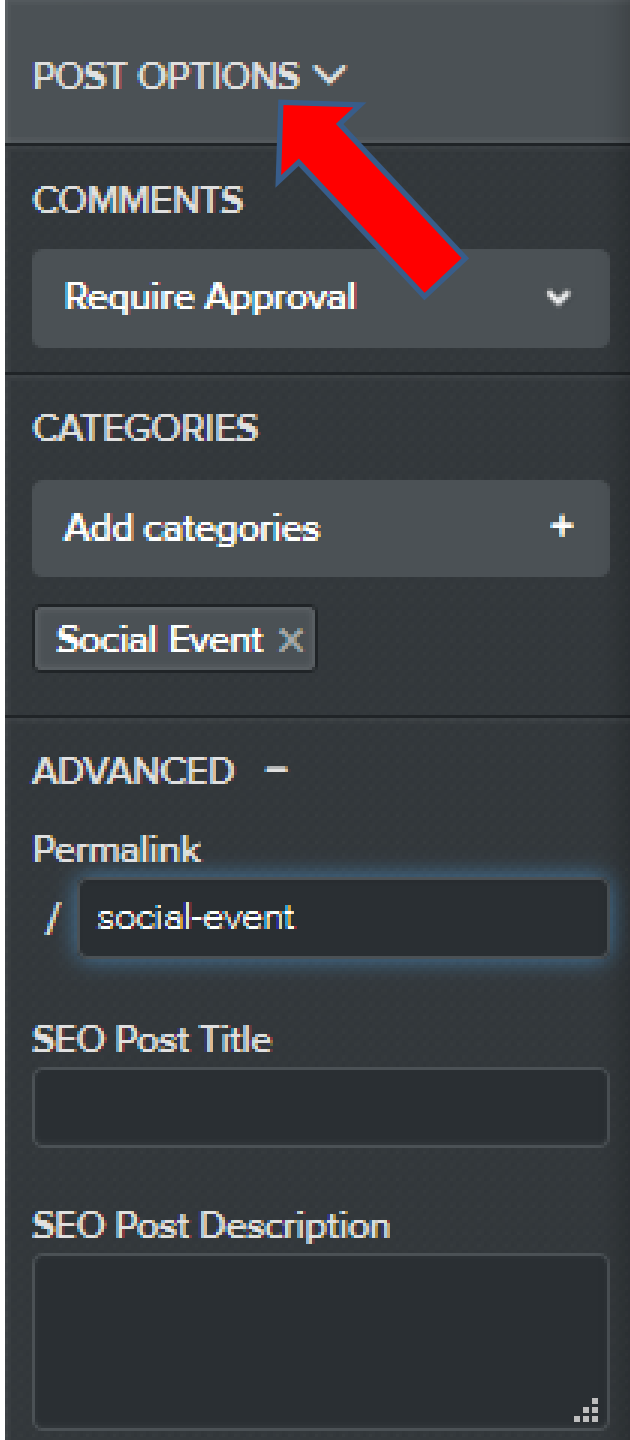
Add categories +

Social Event ✕

ADVANCED +



- 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.

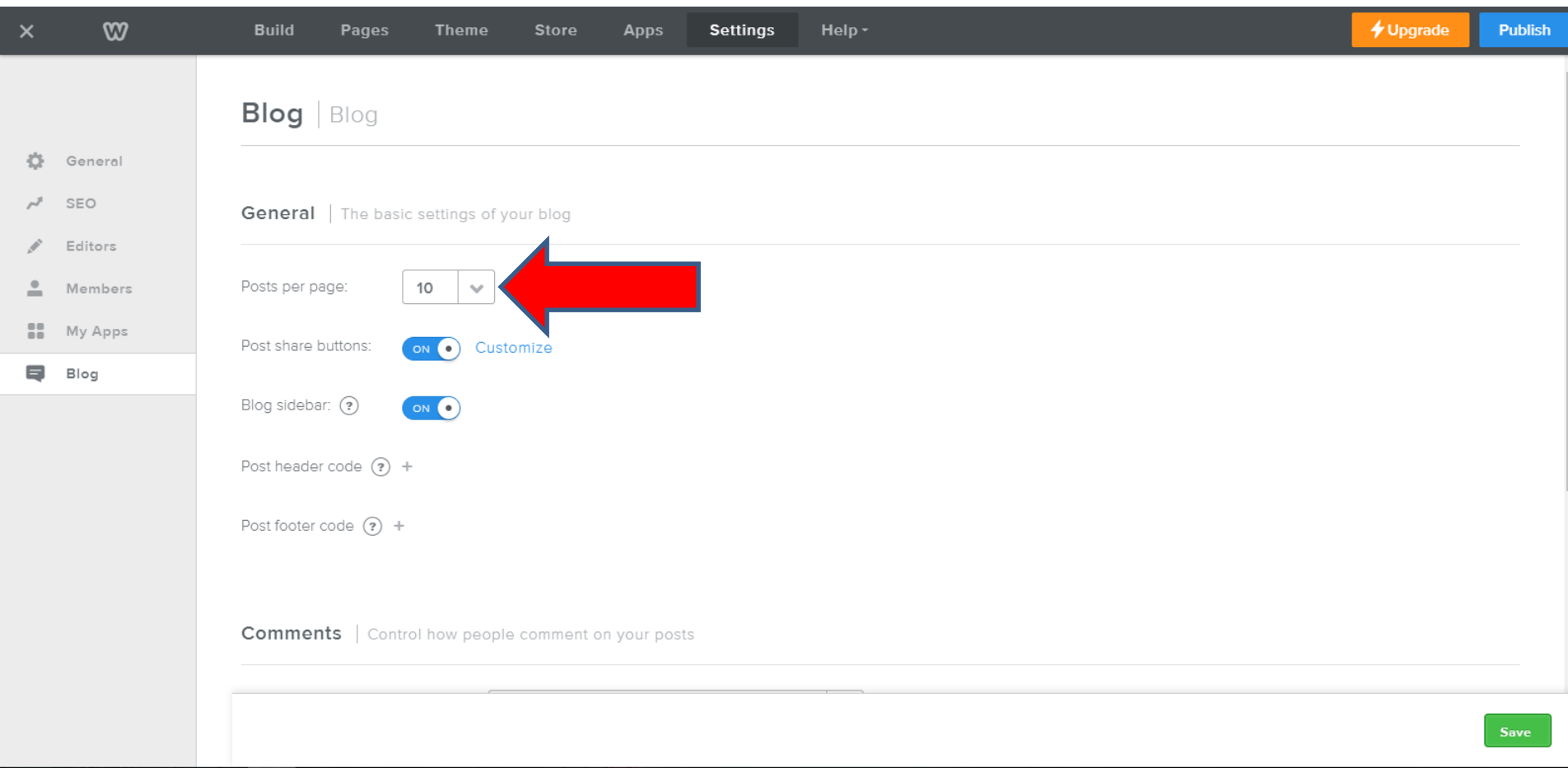
- **Window changes to Elements. Once you make changes or not, click on UPDATE and it is the same process as POST.**
- **Next is the result of the POST OPTIONS changes.**

The screenshot displays the WordPress 'BLOG EDITOR' interface. On the left is a 'BASIC' widget area with options like Title, Text, Image, Gallery, Sideshow, Map, Read more Break, Button, and Embed Code. Below that is a 'BLOG SIDEBAR' with options like Flickr Badge, LinkedIn Button, Blog Archives, and Blog Author. The main content area shows a post titled 'SOCIAL EVENT' dated 9/16/2017 with 0 comments. The post content includes the question 'Should we have a Social Event the last Monday or every month?' and a 'Read More' link. A note indicates that content below a dashed line is only shown after clicking 'Read More'. The sidebar on the right contains navigation links for 'HOME', 'ABOUT', 'CONTACT', and 'BLOG', and content sections for 'FRED BENSON', 'ARCHIVES' (September 2017), and 'CATEGORIES' (All, RSS Feed). In the top right corner, there are 'CLOSE' and 'UPDATE' buttons. A large red arrow points to the 'UPDATE' button. At the bottom left, there is a 'POST OPTIONS' button with an upward arrow. A lightbulb icon is visible in the bottom right corner.

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

The screenshot displays the WordPress dashboard interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are 'Upgrade' and 'Publish' buttons. Below the navigation bar, the main content area shows a blog post titled 'SOCIAL EVENT' dated '9/16/2017' with '0 Comments'. The post content reads: 'Should we have a Social Event the last Monday or every month?'. Below the text is a 'READ MORE' button. To the left of the post are social sharing buttons for 'Like 0' and 'Tweet'. A large red arrow points from the 'Tweet' button down to the 'Blog Settings' button at the bottom of the post. Another large red arrow points from the 'Categories' section on the right sidebar to the 'Social Event' category link. The left sidebar contains various widgets under 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Read more Break, Button, Embed Code) and 'BLOG SIDEBAR' (Flickr Badge, LinkedIn Button, Blog Archives, Blog Author, Blog Categories, Blog Feed). The right sidebar shows 'FRED BENSON' with a bio, 'ARCHIVES' for September 2017, and 'CATEGORIES' including 'All', 'Social Event', and 'RSS Feed'. At the bottom right, there are 'Drafts (1)' and 'New Post' buttons.

- 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.



The screenshot shows the WordPress Settings interface for a Blog. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. The 'Settings' tab is active. On the left sidebar, the 'Blog' category is selected. The main content area is titled 'Blog | Blog' and contains the 'General' settings section, described as 'The basic settings of your blog'. The 'Posts per page' setting is currently set to '10' and has a dropdown arrow. A large red arrow points to this dropdown. Other settings include 'Post share buttons' (ON, with a 'Customize' link), 'Blog sidebar' (ON), 'Post header code' (with a help icon and a plus sign), and 'Post footer code' (with a help icon and a plus sign). At the bottom right, there is a green 'Save' button.

- 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.


Posts per page:

Post share buttons:

Blog sidebar: (?)

Post header code (?)

10	▲
9	▲
10	
15	
20	
25	▼



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

General | The basic settings of your blog

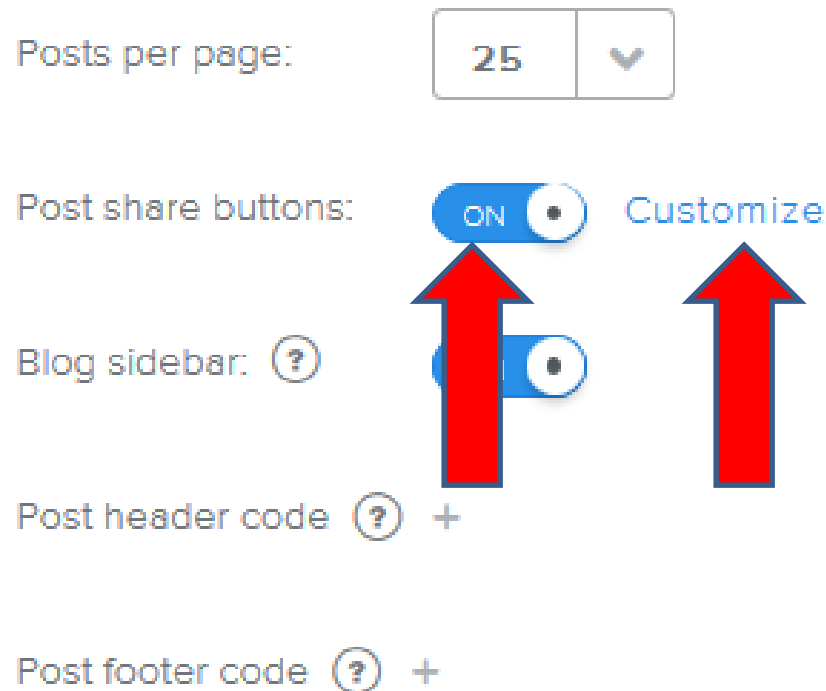
Posts per page:

Post share buttons: ON [Customize](#)

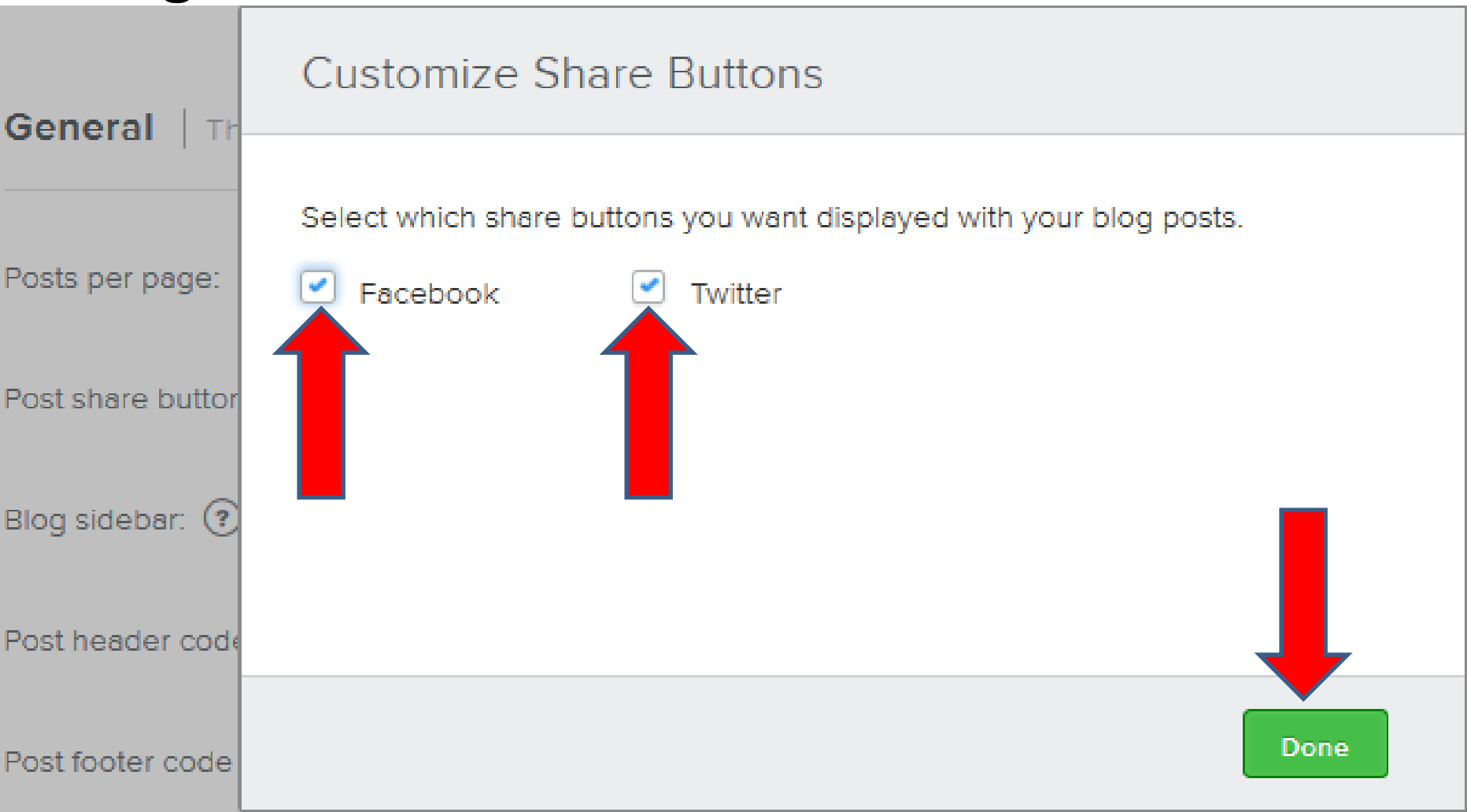
Blog sidebar: [?](#)

Post header code [?](#) +

Post footer code [?](#) +

A screenshot of the WordPress 'General' settings page. The page title is 'General | The basic settings of your blog'. Below the title, there are several settings: 'Posts per page' with a dropdown menu showing '25'; 'Post share buttons' with a blue toggle switch set to 'ON' and a 'Customize' link; 'Blog sidebar' with a grey toggle switch and a help icon; 'Post header code' with a grey toggle switch and a help icon; and 'Post footer code' with a grey toggle switch and a help icon. Two large red arrows are overlaid on the image: one points to the 'ON' toggle for 'Post share buttons', and the other points to the 'Customize' link.

- **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.

General | The basic settings of your blog

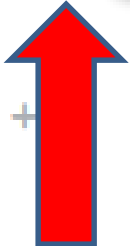
Posts per page:

Post share buttons: ON [Customize](#)

Blog sidebar: ON

Post header code +

Post 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.

The screenshot shows the WordPress Settings page for the Blog sidebar. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. The 'Settings' tab is active. The left sidebar contains a menu with 'General', 'SEO', 'Editors', 'Members', 'My Apps', and 'Blog'. The main content area is titled 'Blog' and 'General | The basic settings of your blog'. The 'Blog sidebar' setting is currently set to 'OFF'. A red arrow points to the 'Build' tab, another red arrow points to the 'Blog sidebar' toggle, and a third red arrow points to the 'Save' button at the bottom right.

Build Pages Theme Store Apps Settings Help - Upgrade Publish

Blog | Blog

General | The basic settings of your blog

Posts per page: 25

Post share buttons: ON Customize

Blog sidebar: OFF

Post header code ? +

Post footer code ? +

Comments | Control how people comment on your posts

Save

- 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.

The screenshot displays the Weebly website builder interface. At the top, there is a navigation bar with tabs for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are 'Upgrade' and 'Publish' buttons. Below the navigation bar, the main content area shows a blog post titled 'SOCIAL EVENT' dated '9/16/2017' with '0 Comments'. The post content includes the text 'Should we have a Social Event the last Monday or every month?' and a 'READ MORE' button. At the bottom of the page, there is a footer with the text 'CREATE A FREE SITE WITH WEEBLY' and a 'Change' button. On the left side, there is a sidebar menu with two sections: 'BASIC' and 'BLOG SIDEBAR'. The 'BLOG SIDEBAR' section contains several options, including 'Blog Archives', 'Blog Author', 'Blog Categories', and 'Blog Feed'. A large red arrow points from the 'Blog Settings' button in the footer to the 'Blog Settings' option in the sidebar menu.

Build Pages Theme Store Apps Settings Help - Upgrade Publish

HOME ABOUT CONTACT BLOG

SOCIAL EVENT
9/16/2017 0 Comments

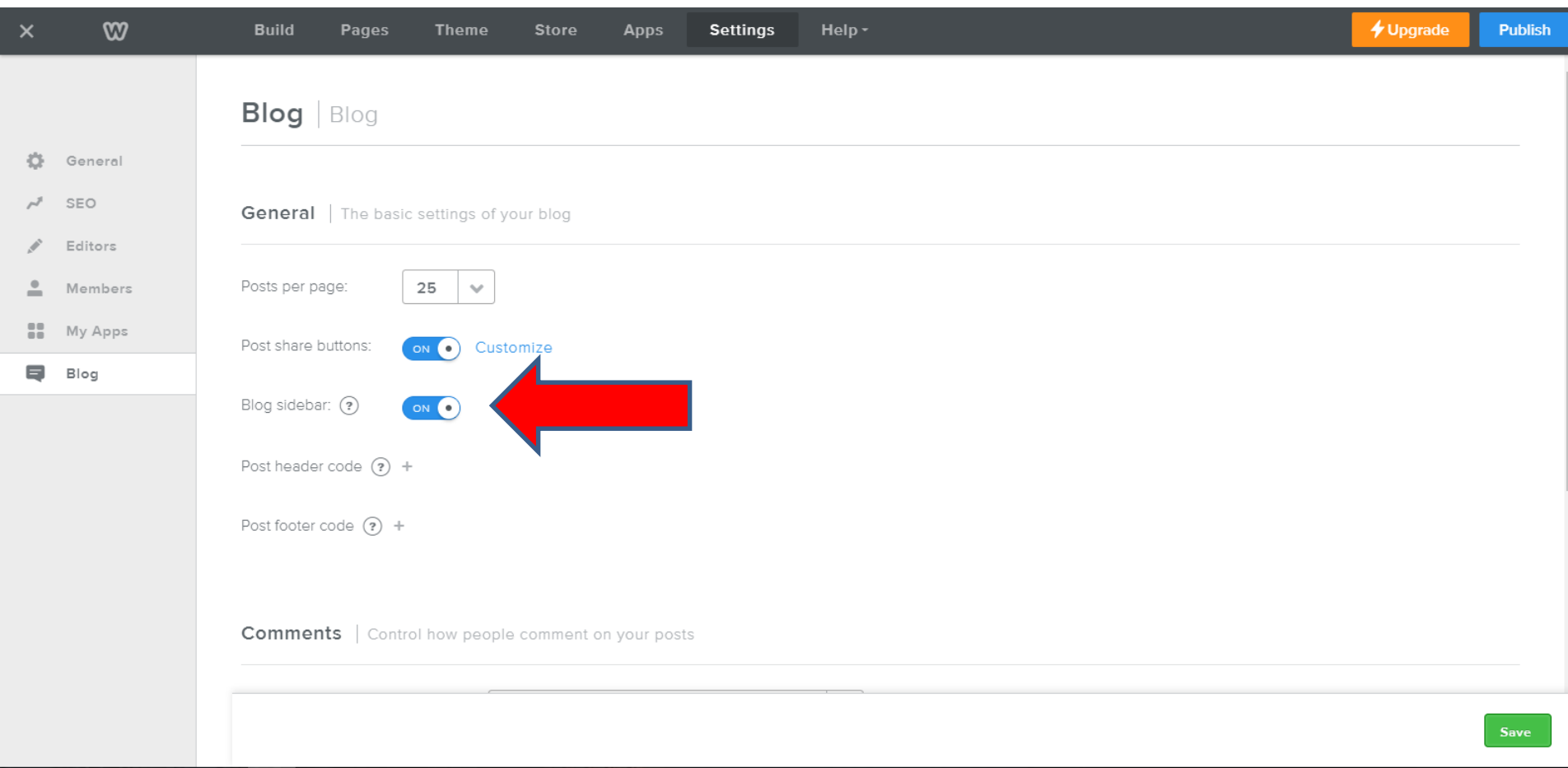
Should we have a Social Event the last Monday or every month?

READ MORE

CREATE A FREE SITE WITH WEEBLY Change

Comments Blog Settings Drafts (1) New Post

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



The screenshot shows the WordPress Settings interface for a Blog. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. The 'Settings' tab is active. The left sidebar contains navigation options: 'General', 'SEO', 'Editors', 'Members', 'My Apps', and 'Blog'. The main content area is titled 'Blog | Blog' and contains the 'General' settings section, described as 'The basic settings of your blog'. The settings include: 'Posts per page' set to 25; 'Post share buttons' set to 'ON' with a 'Customize' link; 'Blog sidebar' set to 'ON', highlighted by a large red arrow; 'Post header code' and 'Post footer code' both set to 'ON' with '+' icons for expansion. At the bottom right, there is a green 'Save' button.

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

Post header code



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.**

Post footer code



Add custom HTML here to display at the bottom of your post.

- **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.**

SOCIAL EVENT

9/16/2017 [0 Comments](#)

Should we have a Social Event the last Monday or every month?

[READ MORE](#)



FRED BENSON

This is my first Blog.
You can comment.

ARCHIVES

[September 2017](#)

CATEGORIES

[All](#)
[Social Event](#)

 [RSS Feed](#)

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

Your comment will be posted after it is approved.

Leave a Reply.

Name (required)

Email (not published)

Website

Comments

Notify me of new comments to this post by email

Logged in as **fbenson103**
[Logout?](#)



Archives

[September 2016](#)

Categories

[All](#)
[Social Event](#)

 [RSS Feed](#)

- 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.

Your comment will be posted after it is approved.

LEAVE A REPLY.

Name (required)

Email (not published)

Website

Comments (required)

Notify me of new comments to this post by email

Logged in as [gdwoz@att.net](#)
[Logout?](#)

SUBMIT

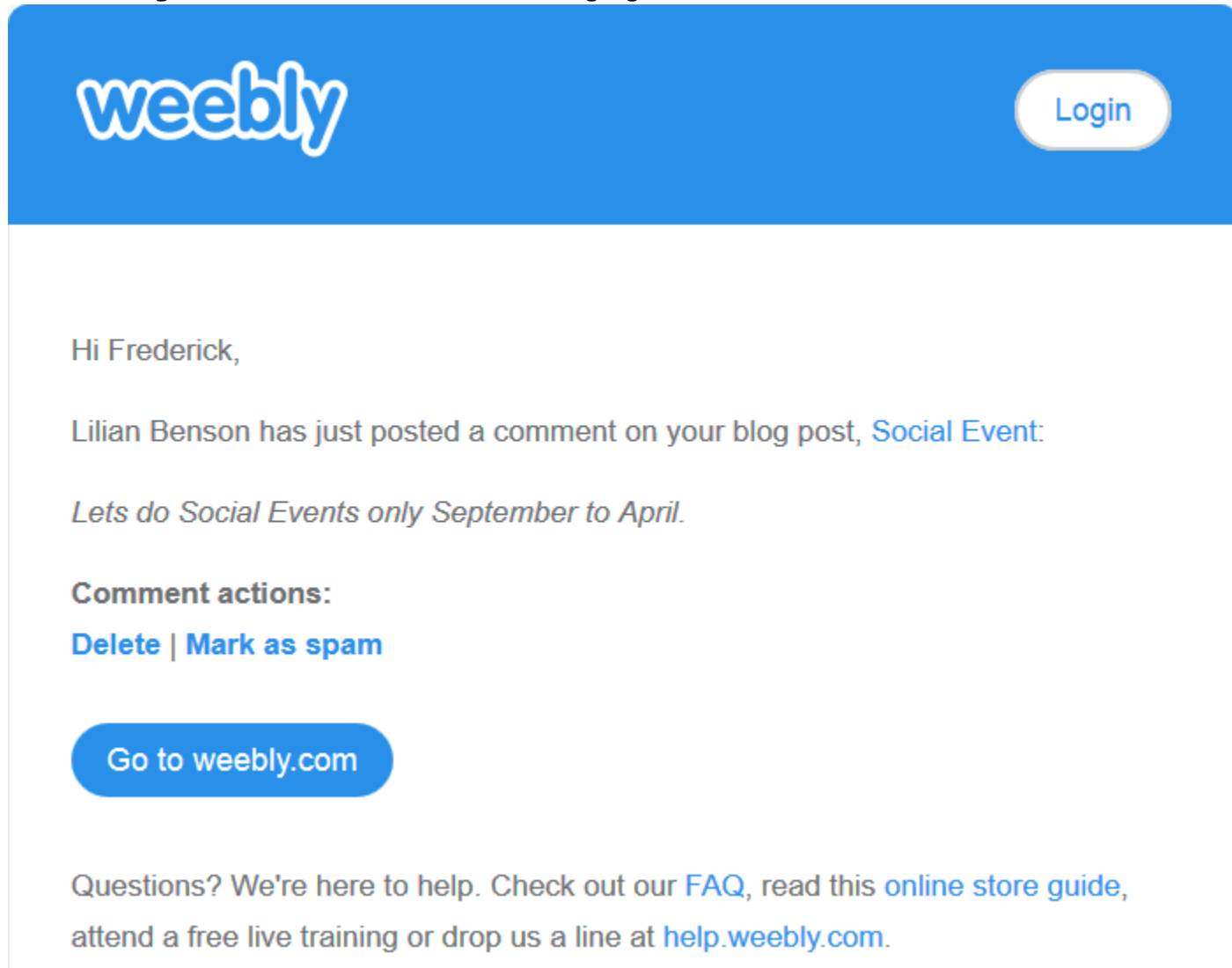


CATEGORIES

[All](#)
[Social Event](#)

 [RSS Feed](#)

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



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

Manage Comments ×

Show: [Recent](#) | [Pending\(0\)](#) | [Deleted](#) | [Spam](#) Approve Delete Spam


<input type="checkbox"/>	Date commented	Comment	Commented on	By	Status
<input type="checkbox"/>	09/14/16 10:15PM	Lets do Social E...	Social Event	Lilian Benson	Approved

By: Lilian Benson (wigan_103@hotmail.com) Commented On: Social Event Date Commented: 09/14/16 10:15PM

Lilian Benson said: Commenter IP: [71.53.157.229](#)

Lets do Social Events only September to April.

Comments Blog Settings



- 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**.

Manage Comments ✕

Show: [Recent](#) | [Pending\(0\)](#) | [Deleted](#) | [Spam](#)

[Approve](#) [Delete](#) [Spam](#)

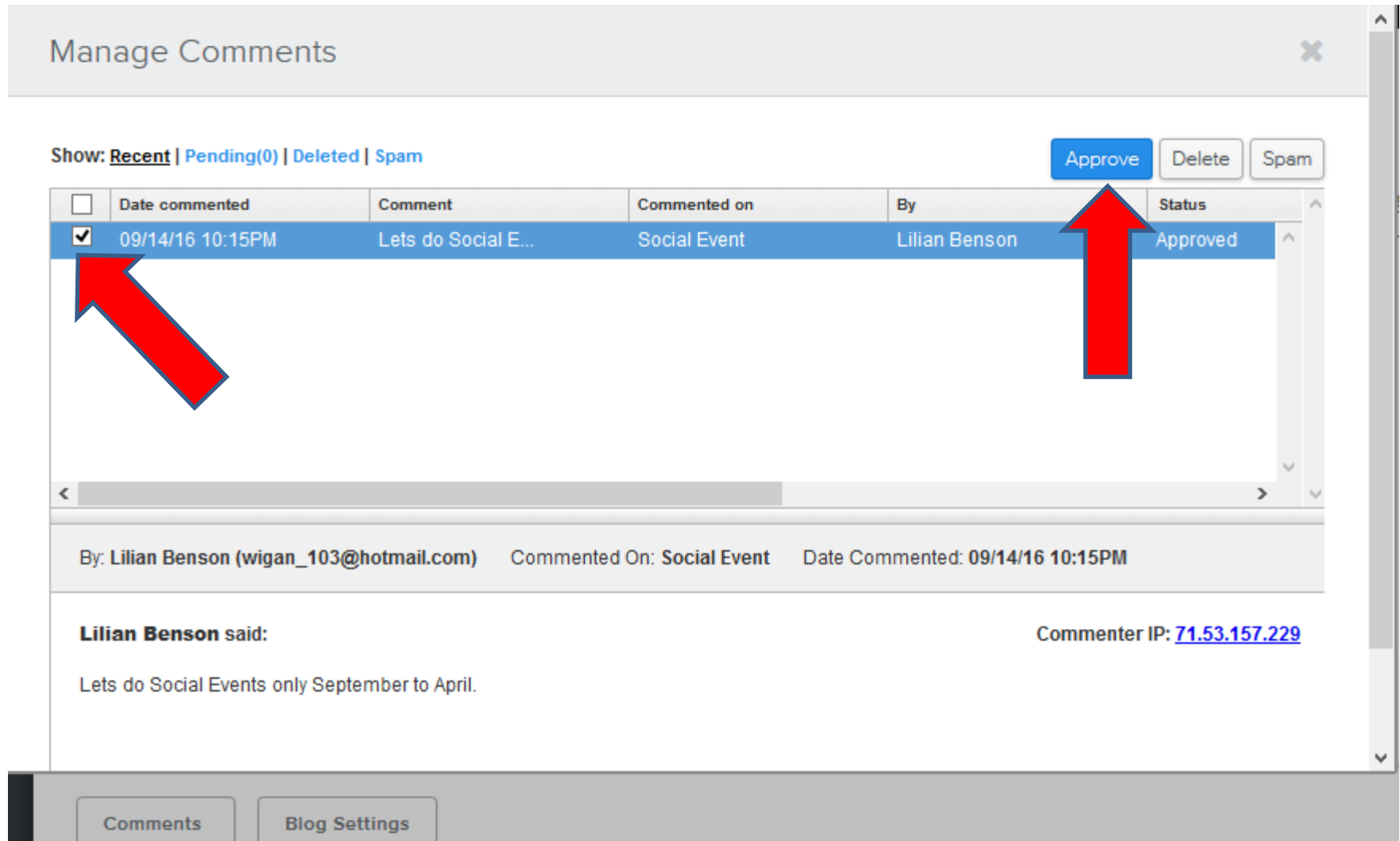
<input type="checkbox"/>	Date commented	Comment	Commented on	By	Status
<input checked="" type="checkbox"/>	09/14/16 10:15PM	Lets do Social E...	Social Event	Lilian Benson	Approved

By: Lilian Benson (wigan_103@hotmail.com) Commented On: Social Event Date Commented: 09/14/16 10:15PM

Lilian Benson said: Commenter IP: [71.53.157.229](#)

Lets do Social Events only September to April.

[Comments](#) [Blog Settings](#)



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

Manage Comments ✕

Show: [Recent](#) | [Pending\(0\)](#) | [Deleted](#) | [Spam](#) [Approve](#) [Delete](#) [Spam](#)

<input type="checkbox"/>	Date commented	Comment	Commented on	By	Status
<input checked="" type="checkbox"/>	09/14/16 10:15PM	Lets do Social E...	Social Event	Lilian Benson	Approved

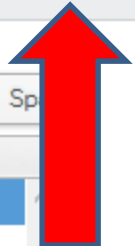
< >

By: Lilian Benson (wigan_103@hotmail.com) Commented On: Social Event Date Commented: 09/14/16 10:15PM

Lilian Benson said: Commenter IP: [71.53.157.229](#)

Lets do Social Events only September to April.

[Comments](#) [Blog Settings](#)



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

Build Pages Theme Store Apps Settings Help - Upgrade Publish

HOME ABOUT CONTACT BLOG

SOCIAL EVENT

9/16/2017 [1 Comment](#)

Should we have a Social Event the last Monday or every month?

[READ MORE](#)

FRED BENSON

This is my first Blog.
You can comment.

ARCHIVES

[September 2017](#)

CATEGORIES

[All](#)
[Social Event](#)

[RSS Feed](#)

Comments Blog Settings Drafts (1) New Post

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

The screenshot shows a web editor interface with a dark top bar containing navigation options: Build, Pages, Theme, Store, Apps, Settings, and Help. On the right of this bar are 'Upgrade' and 'Publish' buttons. A left sidebar contains various content blocks under 'BASIC' (Title, Text, Image, Gallery, Slideshow, Map, Read more Break, Button, Embed Code) and 'BLOG SIDEBAR' (Flickr Badge, LinkedIn Button, Blog Archives, Blog Author, Blog Categories, Blog Feed). The main content area displays a blog post titled 'SOCIAL EVENT' dated '9/16/2017' with a link for '1 Comment'. The post text reads: 'Should we have a Social Event the last Monday or every month?'. Below the text is a 'READ MORE' button. A large red arrow points to the '1 Comment' link. The right sidebar shows the author 'FRED BENSON' with a bio, and sections for 'ARCHIVES' (September 2017) and 'CATEGORIES' (Social Event, RSS Feed). At the bottom, there are buttons for 'Comments', 'Blog Settings', 'Drafts (1)', and 'New Post'.

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

Lillian Benson

9/14/2016 03:15:14 pm

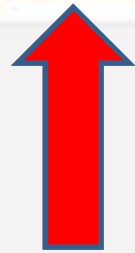
Lets do Social Events only September to April.

Reply

Name (required)

Email (not published)

pac_fab103@hotmail.com



- 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

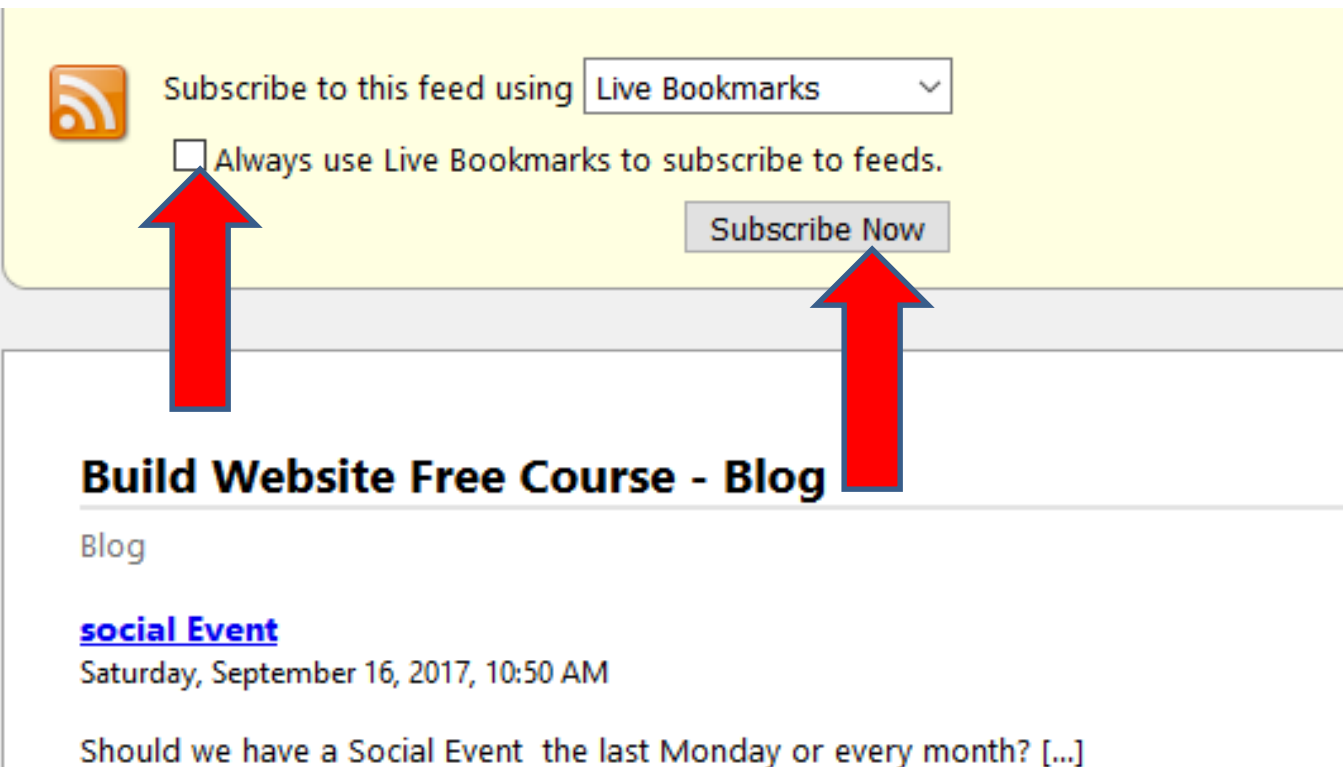
All

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.**



The screenshot shows a subscription form on a website. At the top left is an orange RSS icon. To its right is the text "Subscribe to this feed using" followed by a dropdown menu currently set to "Live Bookmarks". Below this is a checkbox with the text "Always use Live Bookmarks to subscribe to feeds." To the right of the checkbox is a grey button labeled "Subscribe Now". Two large red arrows point upwards: one points to the checkbox, and the other points to the "Subscribe Now" button. Below the form is a horizontal line, and under it is the text "Build Website Free Course - Blog". Below that is the word "Blog" in a smaller font. Underneath is a blue link "social Event" followed by the date and time "Saturday, September 16, 2017, 10:50 AM". At the bottom is the text "Should we have a Social Event the last Monday or every month? [...]"

Subscribe to this feed using

Always use Live Bookmarks to subscribe to feeds.

Build Website Free Course - Blog

Blog

[social Event](#)
Saturday, September 16, 2017, 10:50 AM

Should we have a Social Event the last Monday or every month? [...]

- 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.



Subscribe to this feed using

Always use Live Bookmarks to subscribe to feeds.

[Subscribe Now](#)

Build Website Free Course - Blog

Blog

[social Event](#)

Saturday, September 16, 2017, 10:50 AM

Should we have a Social Event the last Monday or every month? [...]

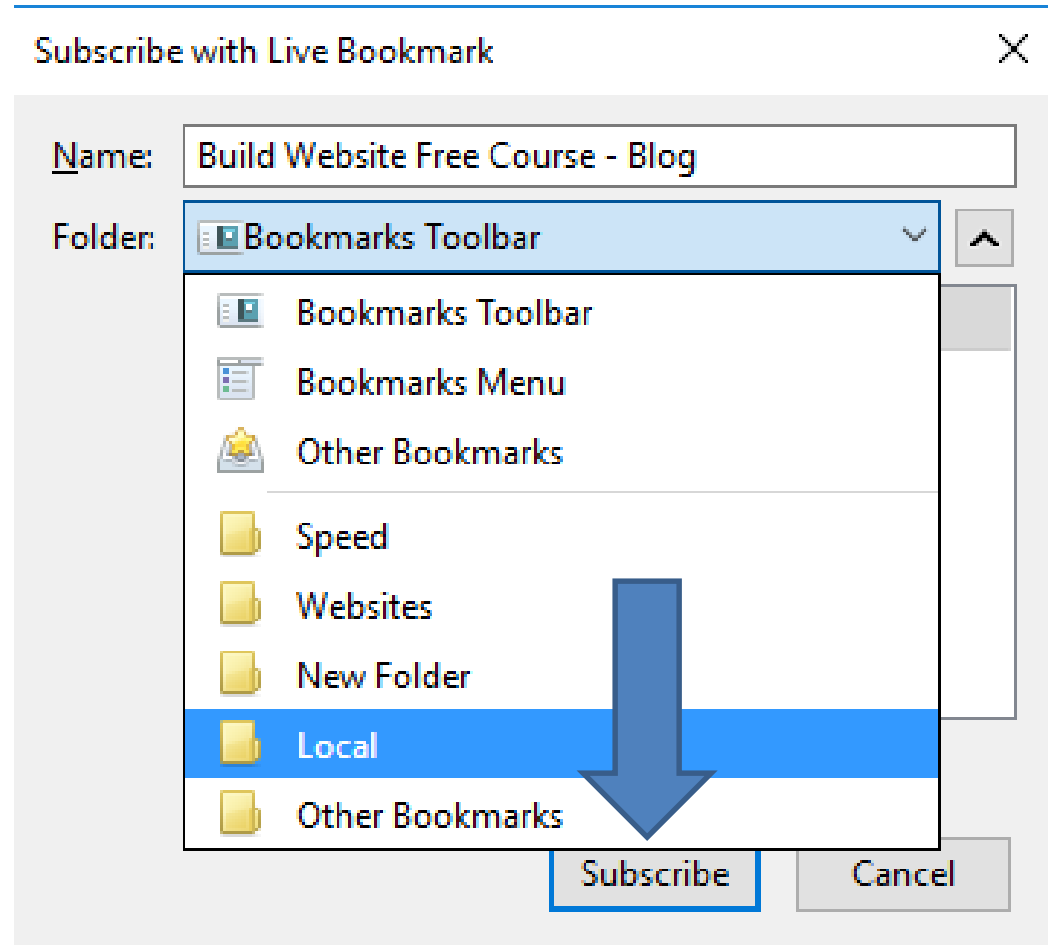
Subscribe with Live Bookmark ✕

Name:

Folder: ▼ ▼

[Subscribe](#) [Cancel](#)

- **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.

