


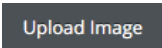



# Blog Setup

## Step-by-step guide to starting your blog:

1. On a computer or using the *Puffin Web Browser* app, go to Weebly (<http://www.weebly.com>)
2. Click “Sign Up” and then choose the “Google Log In” button  to use your Tampa Prep account. Then choose “Allow.”
3. Choose a Theme: click on “Blog” in the options listed across the page, then choose a theme to use.  
*Note: You have the option to change the theme or options later.*
4. When given the option to “Unlock All Weebly Features,” select “Choose Free Plan.”
5. Choose Your Website Domain:
  - a. Select “Use a Subdomain of Weebly.com”
  - b. Enter a short identifying title to be a part of the web address, then click “Continue.”
  - c. Email the URL for your blog website to Mr. Maraghy.
6. On your blog website, enter a title for your blog and any other site identifying information.
7. If your blog site includes a header image you should personalize it.
  - a. Click “Edit Image”  in the lower, right corner of the picture.
  - b. Click “Change Image” , then “Upload Image” , then “Upload a photo from your computer.”
    - i. You can use an image that you already have or...
    - ii. Find a sharable image by going to: <http://images.google.com>
      1. In the bottom right corner tap “Settings” > “Advanced search”
      2. Enter your search terms under “Find images with...” then
      3. Under “usage rights:,” select “free to use or share.”
      4. Touch and hold the image you want to “Save image” to your camera roll.
  - c. You can make adjustments to the size and style of the header image by clicking the gear button .
8. Author: Enter your first name only and give a short description of yourself. Make sure you are not too specific with details, but you can list your location as “Tampa, FL.”
9. Categories: click the “X” in the top right corner to remove “Categories” section.
10. Select “Blog Settings”
  - a. General → Post share buttons → Customize - uncheck “Facebook”
  - b. Comments → Comment Default - select “Closed” or “Require Approval”
  - c. Click “Save” in the lower right corner.
11. Select the “Pages” tab at the top of the page.
  - a. Go to each page in the list at the left side of the screen and select “Hide in Navigation.”
12. If you ever need to change your theme or any of the site settings, you can use the tabs across the top of the page.
13. Please see the separate instructions for writing and posting your blog entries.