

STEP-BY-STEP INSTRUCTIONS TO POST TO BLOG:

1. Use the Invitation link below to create a login for Weebly.
2. Log In to Weebly (In the future, you can access the website for editing through the Weebly website <https://www.weebly.com/home/>)
3. Select **Edit Shang Website**
4. Select **Pages** above
5. On the left, select either **Blog** (for weekend updates and pictures) or **History** (for the blog to share old memories, stories or pictures). You will not be able to edit the other pages.
6. On the lower right corner, select **New Post**
7. Type the title for your post
8. On the left, select the **Text** Tool. Click on it, hold it down and drag it to the box under title.
9. Type your update (or copy and paste it from another source).
10. If you want to add pictures, drag the **Image** Tool from the left to the space below your text.
11. You can save your post by selecting **Save** in the top right corner.
12. You can change the date of your post by selecting the date for the post. A calendar icon will pop up--this is handy for writing past updates or for planning future posts. The default is the current date.
13. Be sure to write your name at the end of your post or part of your title--I'm not sure it will recognize your name. We want to be able to see who's posting!
14. Finally, select **Post** in the top right corner.

NOTES:

- We are not sharing on Facebook or other social media to maintain privacy.
- You do not need any editing permission to comment on any previous posts. I encourage you to explore!
- Let Katie know if you need an invitation (mrsfrank@mac.com)

INVITATION TO EDIT BLOG PAGES (if you need to access it again):

- <https://www.weebly.com/editor/contributors.php?user=12990786&pc=116421056329237033>