**How to Add a New Blog Post**

1. Open Internet Explorer
2. Go to <http://students.weebly.com>
3. Enter your USERNAME and PASSWORD (Pay Attention to Capitalization!)
4. Click your Blog Tab (On your home page navigation bar next to “Home”)
5. Click the orange “New Post” button
6. Drag the “Paragraph” element down into your post.
7. Click “Click here to edit text” and start typing!
8. TO ADD A PICTURE:
9. Drag the “Picture” element down onto your blog post
10. Open up a new Internet Explorer Tab
11. Go to [www.google.com](http://www.google.com)
12. Click the “Images” tab
13. Search for the picture you want
14. When you find your picture, right click and then click “Save Picture As…”
15. Click “Save” to save it into “My Pictures”
16. Go back to your Weebly Tab and Click on your “Click Here to Edit” button on your picture element in your blog post
17. Click “Upload from Your Computer”
18. Choose your picture from the “My Pictures” folder
19. Make any changes to your photo
20. Click “OK”
21. Add any other elements that you would like to your page
22. Click the orange “Publish Live” button at the top left hand section of your blog post.
23. Click the orange “Publish” button at the top right hand section of your screen.