Step-by Step Guide to Using Weebly

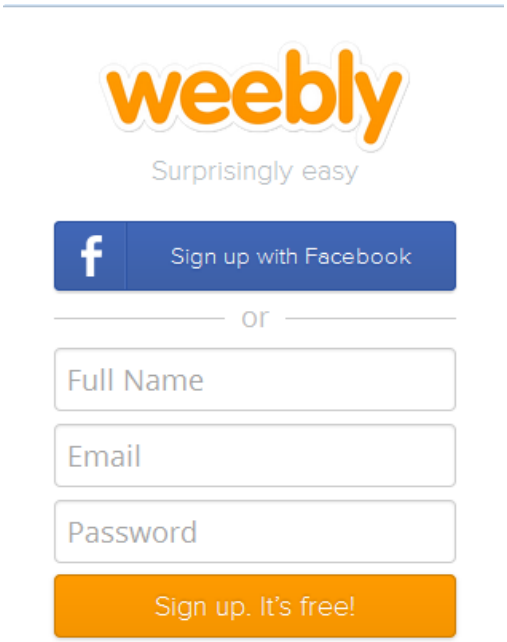
Weebly is **free** and has everything you need to plan, build, publish and grow a site that meets your goals. Weebly's drop and drag website builder makes it simple to create a powerful, professional website without any technical skills required.

Content elements (***like text, photos, maps, and videos***) are added to your website by simply dragging and dropping them into place. Text is edited just like in a word processor.

Building your website is done in real time, right from within your web browser. You can create multiple pages, a blog , a tweet and register your site for Facebook. Millions of people and small businesses have joined Weebly to build their online presence. There's absolutely nothing to install and no upgrades to worry about.
Anyone using Weebly **can build up to 10 sites in their account. To create a new site, use the Add Site button on the My Sites area of your account.**

I. Let's get started log onto **www.weebly.com**.

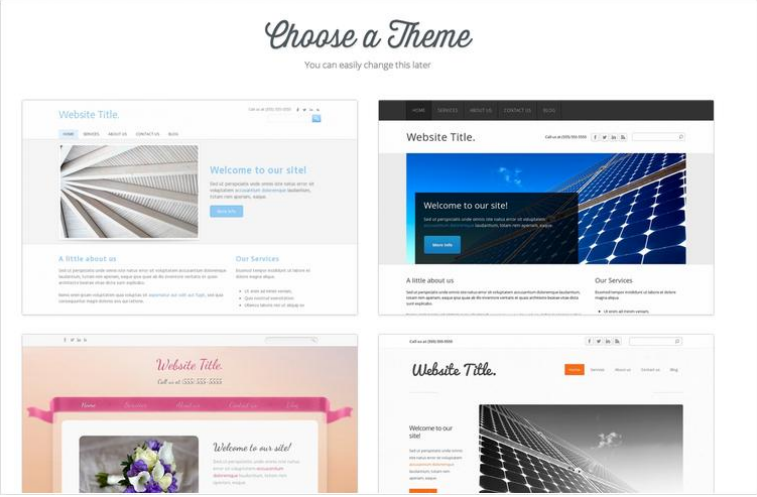
II..Click on **Sign up. It's free!** to create an account



III. A verification notification will be sent to your **email address**. (School or personal you decide).

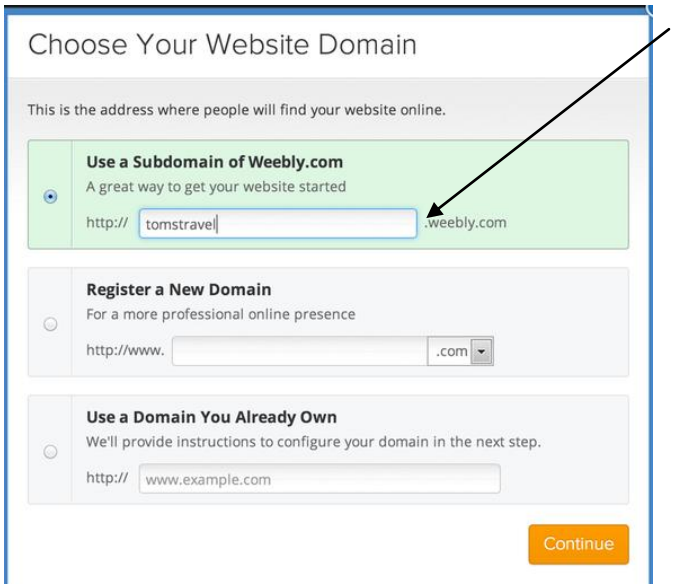
IV. A Welcome to Weebly dialog box will appear. (Select the name for your site) press **Continue.**

V. The ***first step*** to constructing your website is to select a **THEME.** Select from the vast selections Weebly offers.



VI. After you've selected a theme you'll be asked to give your **site a title**. If you don't have a title in mind yet, just think of a temporary title; just like the theme, the title can be easily changed later on.

VII. Next you'll ***choose your site's address*** (also called a domain). This isn't particularly important until you've finished your site and Published it, so if you don't already know which domain you want to use the simplest thing to do is to select a ***free subdomain*** of ***Weebly.com*** using the first option. Much like the theme and the title, this is yet another part of the site that's easy to change, and we'll cover domain names in more detail later in this guide.

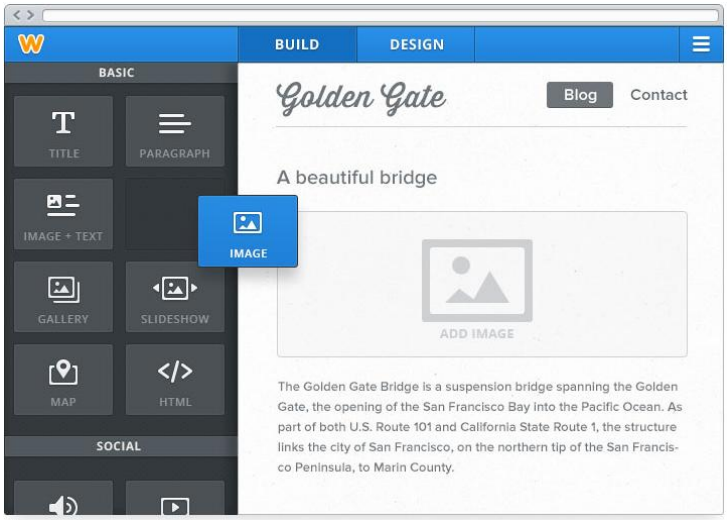


*This is the **FREE** site address. Be sure to write it down. Once you publish your site is ready to be viewed. Others will be able to see your work when you provide them with the address.*

VIII. All done with the initial steps now you are ready to create your site.

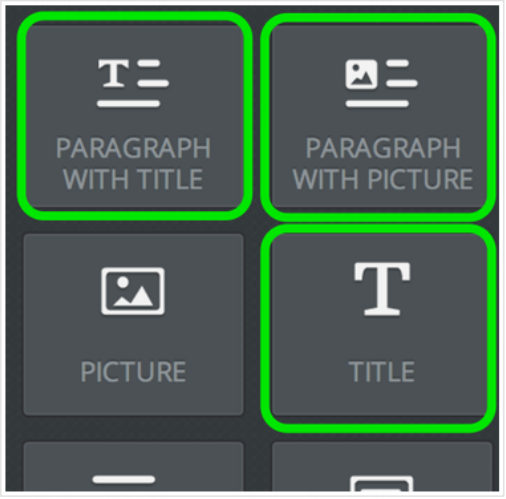
CONSTRUCTION OF YOUR SITE AND THE ELEMENTS FOR BUILDING:

A. Under the **BUILD Tab** is where you'll find the basic working elements. This is where you decide what/how to make the opening page of your site. Adding an element to a site is as simple as clicking on that element and dragging and dropping the icon on the page.



B. A brief description of each element is described below:

1. The **text element** is exactly what it sounds like: an element for writing text. Click inside the element to start writing. It works just like any other word processor allowing font changes, bold, italic, underline, font size and color.



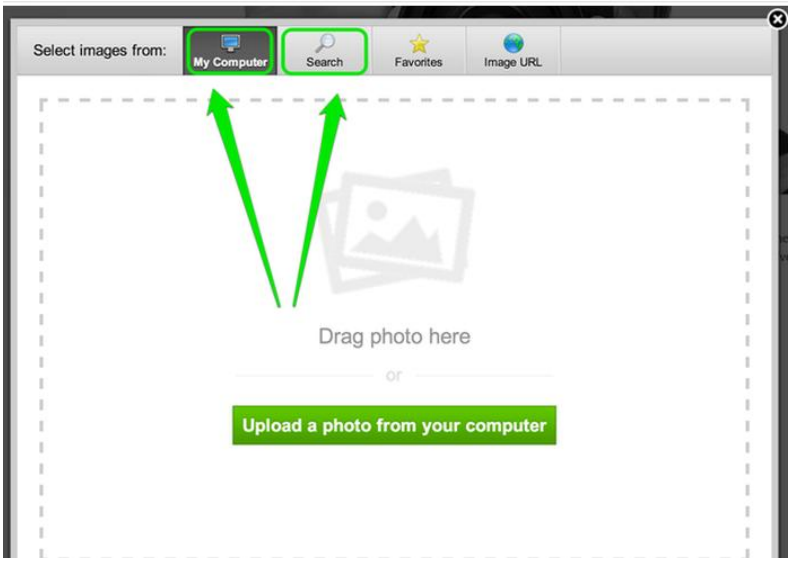
- **Title:** Used for adding titles / headers to a page.
- **Paragraph w/ Title:** A paragraph element with a place for a title already built in.
- **Paragraph w/ Picture:** A paragraph element with a place for both a title and an image built in.

All of these elements use the same text editing toolbar we examined above and you can stack as many of them as needed on the page.

2. Adding pictures to your site works in much the same way as adding text: by dragging an image element to the page and your screen will appear as shown below.

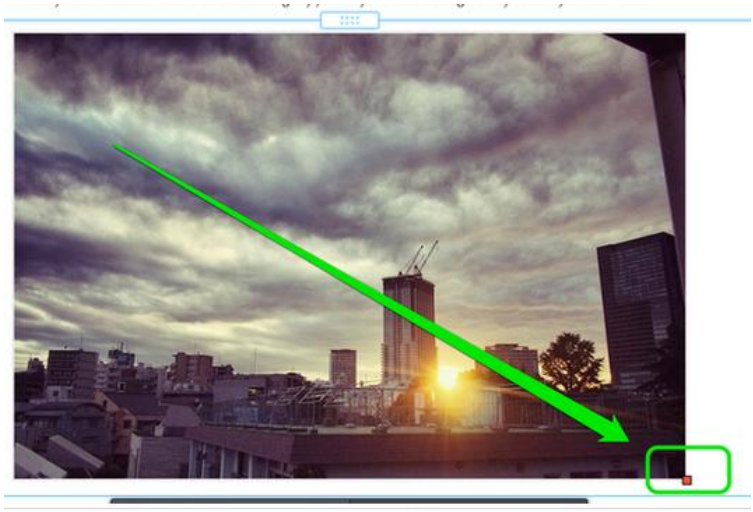
Click the Upload Image box to add a picture.

- **This opens up a dialog box presenting several ways to add a photo. The two key options are to either upload (or drag) an image from your own computer or to search through the Weebly stock photo database.**

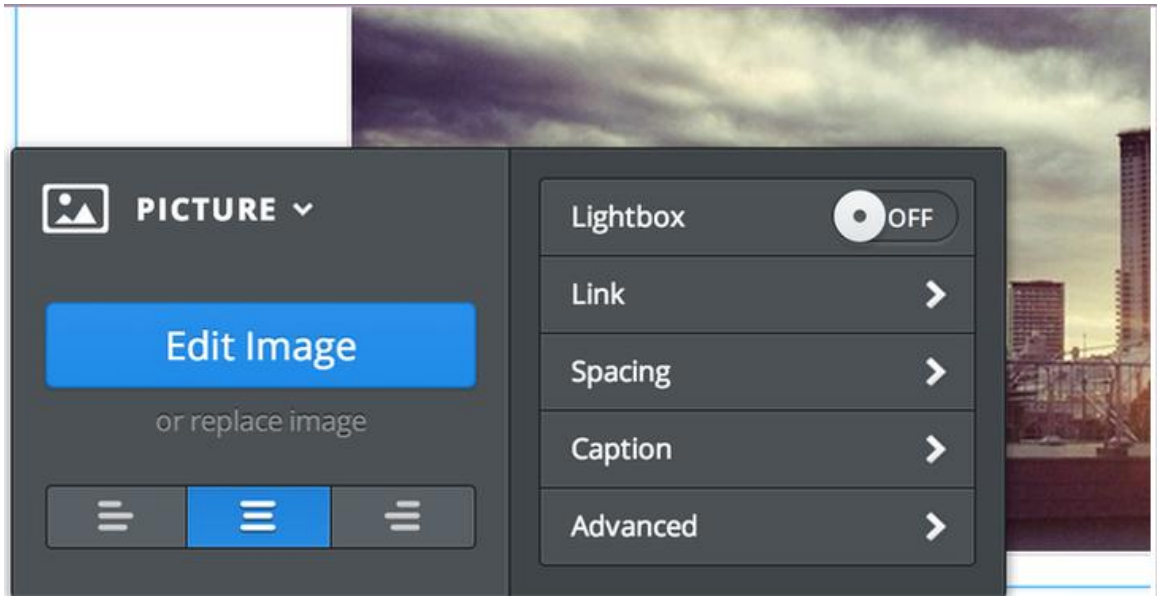


- **The easiest way to approach this is to drag the picture you want to use from your desktop into the box that quite helpfully says "drag photo here." You can also click the green "Upload a photo" button if it isn't convenient to drag the image over.**

- **You can adjust the size of the image by clicking and dragging the little box that appears in the lower right corner of the image (you'll need to click on the picture to see it).**



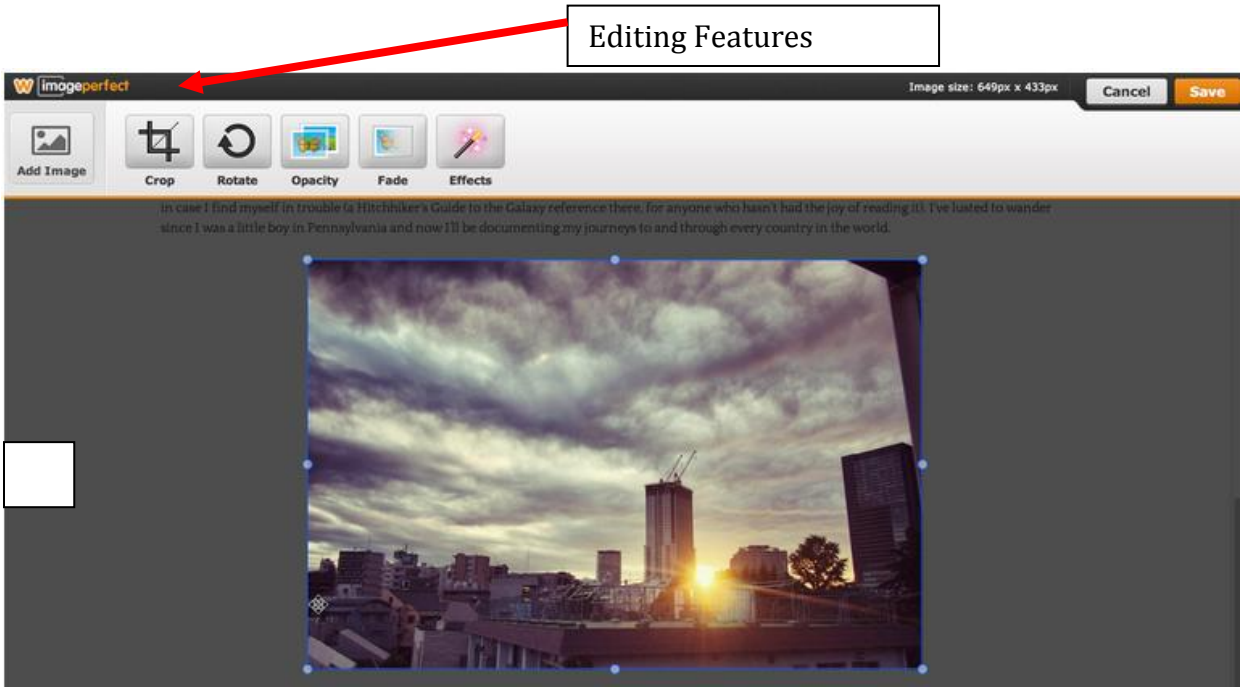
- **Clicking on the photo also opens up a settings dialog box that you can use to make further changes.**



Some notable controls:

- **Lightbox**: If you turn this on then any visitor who clicks the image on your site will be shown a larger version.

- **Link:** This option turns the image into a link. We cover links later in this guide.
- **Spacing**: Makes minor adjustments to the amount of white space around the picture.
- **Caption**: Lets you add a basic text caption under the picture.
- **Advanced:** Allows you to adjust (or turn off / on) the border around the picture.
- **Additional editing can be done to the picture since the blue handles are still visible. The image editor provides some basic options for adding effects, lets you Rotate the image to any angle and has a Crop feature that can cut unwanted parts of the image away.**

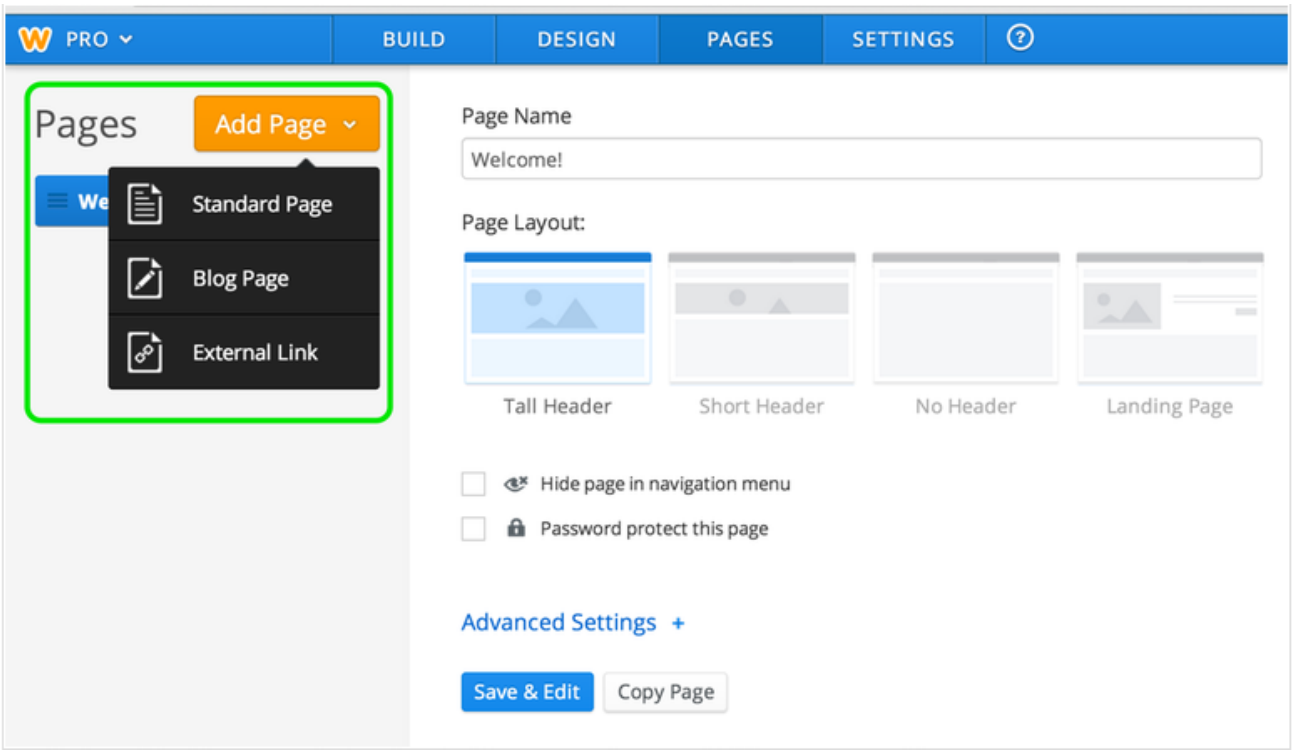


When you begin adding other elements to a page, you'll notice that they stack one on top of each other automatically. At first glance this may make it appear there's no way to place elements side-by-side.

3. **Columns Element begin with two columns however, you can add up to five columns to a page just select the desired number you wish to use. This enables you place elements right alongside each other. The Columns Element is dragged to a page just like any other element.**

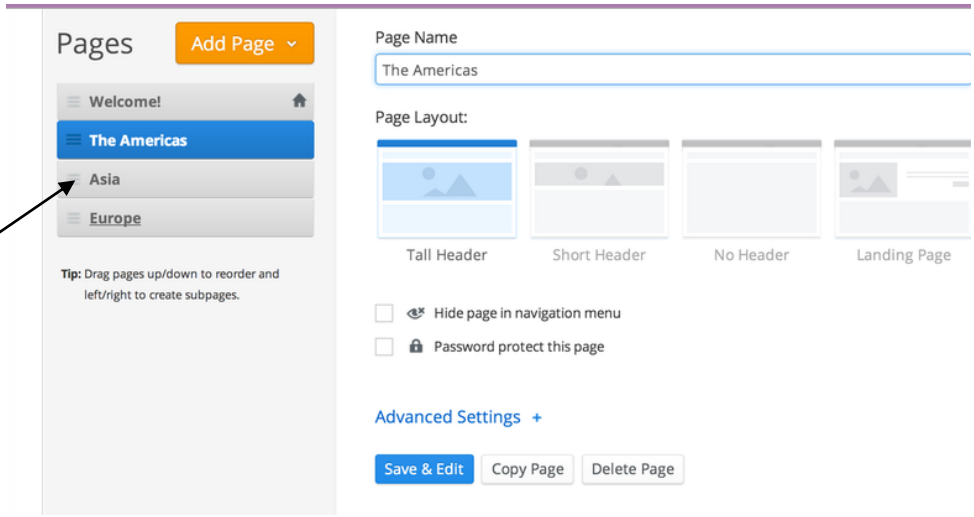
You can drag as many elements into each column as needed, and use the blue bar between the columns to adjust the width of each. Elements inside the columns will expand or contract as you change the column size. The divider between the columns doesn't show up on the published site so none of your visitors will see that.

4. **Your site can have as many pages and sub-pages as needed; we place no limits whatsoever on the number of pages that can be added to a site. Creating a new page is a matter of going to the Pages tab and clicking the Add Page button.**



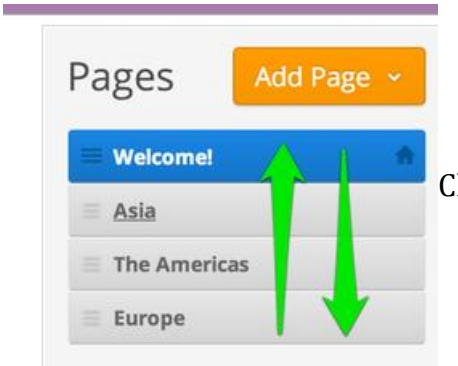
- **There is an option to Add a Standard Page or Add a Blog. For now let's focus on creating Standard Pages. Adding more pages is a matter of clicking Add Page and choosing Standard Page again (and again).**

Each time you add a standard page be sure to name it. Notice the added pages align on the left side of your page element. When finished adding pages be sure to **save and edit.**



- **As you add (and name) each of your pages, they'll automatically become part of your site's navigation bar.**

- **You can re-arrange the order of the pages by clicking and dragging them up and down the Pages list. Dragging a page to the top of the list will make that page your Home. The Home page can be renamed to whatever you like; the name for this site's Home has been changed to Welcome. Changing the order of pages in the list will also change the order in which they're displayed in the navigation.**



Changing order of pages

- **You're also able to create subpages of other pages.**

You can do this by dragging a page or pages underneath and to the right of another page. These subpages appear in a drop-down menu when you scroll over the page to which you connected them.

Go to the Home Page and Click Publish You have created the basic skeleton of your website

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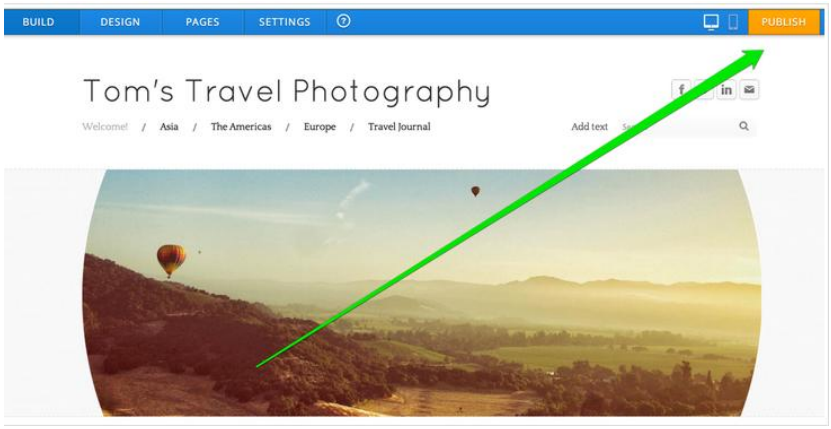


This will bring up a verification box, letting you know your site has been Published. You can click the Published address to view your site (you can also give this address out so that other people can use it to visit your site)

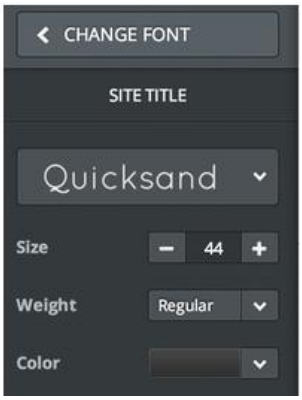
This is your **website address.** To view the site live click on your site name. Once the site is viewed ***close out that tab click on the X in the right hand corner*** and continue editing your site.

Of course, you are probably not done with your site at this point, and that's OK. You can continue to add content through the editor whenever you like and then click the Publish button to push that content to your live site.

ADVANCED FEATURES AND CHANGES THAT CAN BE DONE TO YOUR SITE

1. **How to Switch Themes**: You can change your theme by going to the **Design tab** and selecting **Change Theme**. When you scroll over a theme you're given the option to Preview it. Previewing it shows exactly how your own pictures and content would appear in this new theme. If you like the theme you can **Choose it**, if you don't you can **Cancel** and look through some of the other themes. You can sort the themes by categories and popularity, if you'd prefer scrolling through all of them again.

2. **How to Change Fonts:** You can change these fonts using the **Change Fonts area** found under the **Design tab**.



3. **Links** connect people to other pages on your site, pages on other sites, email addresses and files that they may want to download.

a Change the color of an unclicked Link.

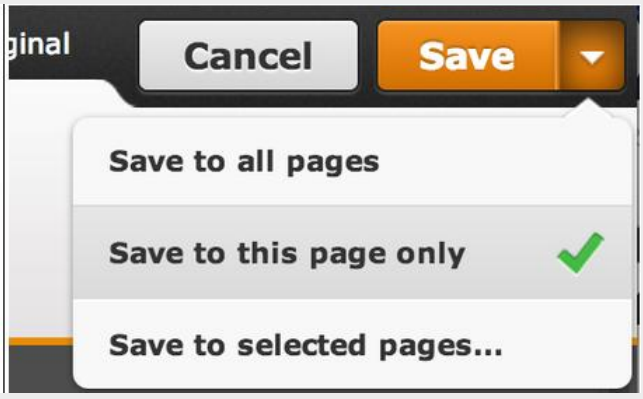
b. Change the Visited color (this color indicates to the site visitor that they've already looked at that link).

c. Change the Hover color. This is the color given to the link when you hover the mouse over it.

d. If you ever want to switch back to the default fonts for a section, just use the Reset link found within each section.

4. **Editing the Header**-image on any of your pages, we've made this header very simple to edit and change. To get started, **scroll over the header** image and **click the Edit Image button**:

This will prompt you to either **Add an Image** or Use the Original Image. **Choose to Add Image.** This will open up a dialog box that allows you to upload an image from your own computer. Once you upload or find an image, you'll be able to edit that image. If the image is taller than the banner area it can be re-sized using the little bubbles at each corner and sides of the image. An image can be dragged to better fit the header by clicking anywhere on it and dragging it. The Editing adjustment tools at the top of the page can be used to edit and add text / effects to the image as needed. When you're happy with an image, select the **Save button**.



You can use the arrow to the right of the Save button to choose whether to **save the image to every page of the site**, **just this page** or to select only certain pages to save it to. In that way you can have different headers on different pages if you want.

Finally, if you don't like any of the heading and have ideas of your own you can create your own header with images and text.

CREATING YOUR OWN THEMES

Users can create their own themes by doing the following:

a. **Copy the theme of your choice as shown below**

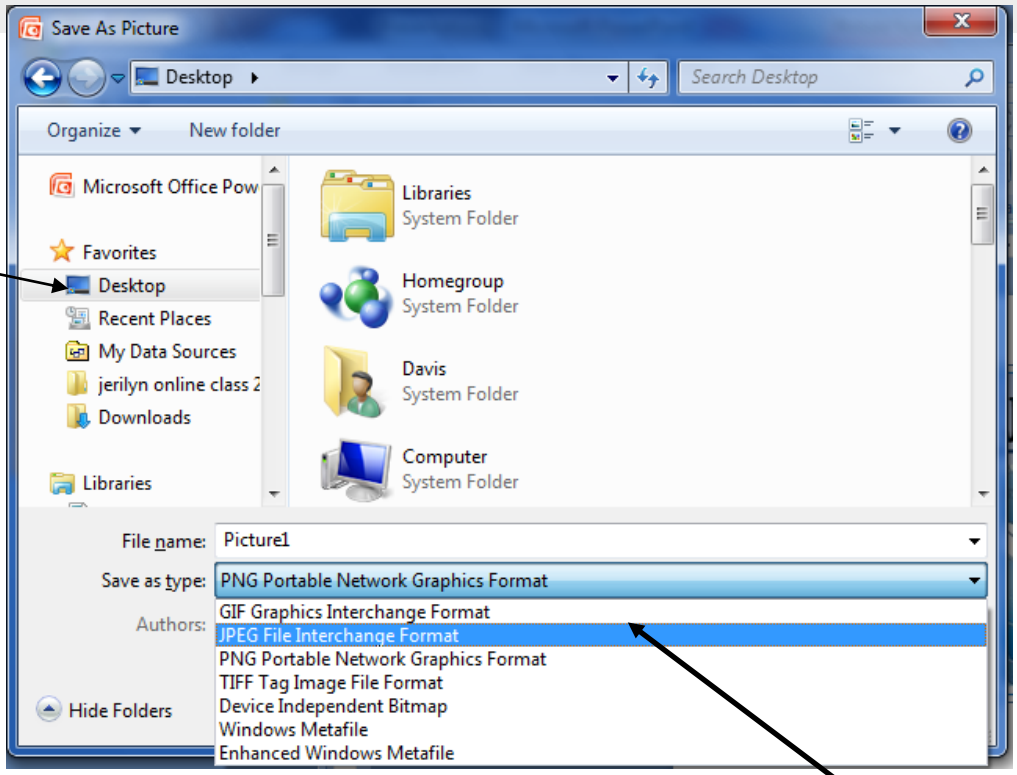
b. **Open PowerPoint to a blank presentation and paste the copied picture on the page. Crop the picture.**

c. **Click on the rectangle and draw it the same size of the cropped image. You have the option of changing your background and line color. Download any and all graphics you want and begin placing them inside the rectangle. Insert WordArt or textbox with whatever you want to say. Copy the picture and paste it below the one you made.**

d. Right mouse click on the picture and scroll down to **Save Picture As:**

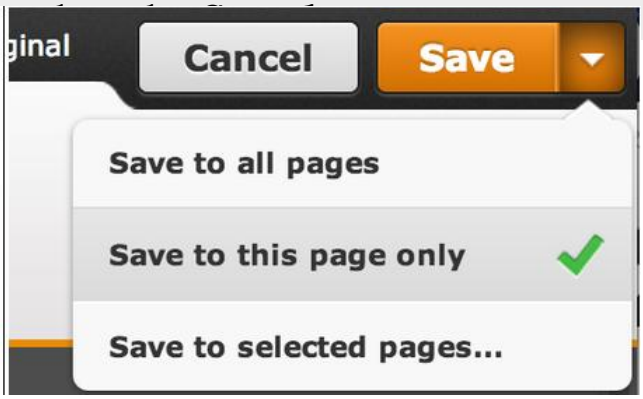
e. The screen will change click the drop down arrow to Desktop and click the drop down arrow to JPEG as shown below:

1. Click on the drop down arrow



2. Change the **PNG** to **JPEG** and click **SAVE**

You have just converted a PNG to a JPEG. You are now ready to upload this image into your new theme.

f. To get started, **scroll over the header** image and **click the Edit Image button**:

g. This will prompt you to either **Add an Image** or Use the Original Image. **Choose to Add Image.** This will open up a dialog box that allows you to upload an image from your own computer. Once you upload or find an image, you'll be able to edit that image. If the image is taller than the banner area it can be re-sized using the little bubbles at each corner and sides of the image. An image can be dragged to better fit the header by clicking anywhere on it and dragging it. The Editing adjustment tools at the top of the page can be used to edit and add text / effects to the image as needed. When you're happy with an image,