

Weebly.com



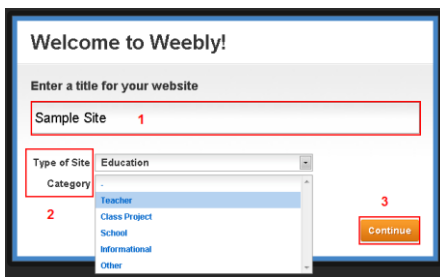
Weebly is a site that allows you to create a website for free. It is very intuitive and user friendly. Sign up for a free **Weebly** account here: <http://www.weebly.com>

Weebly for Education

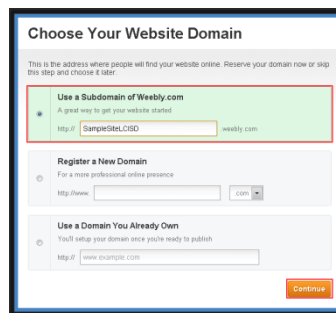


Weebly for Education, <http://education.weebly.com>, is also free. With an education account you can assign homework from your site and create student sub-accounts for their own site creation.

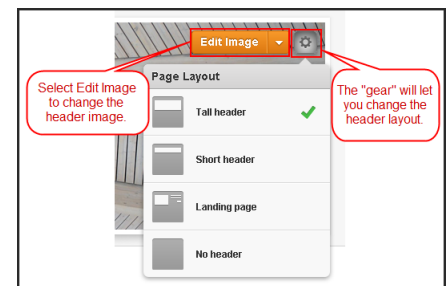
Setting up the Website



Once your account has been created, create your new site. **Name the site** then choose a **Type** and **Category**. Click **Continue**.

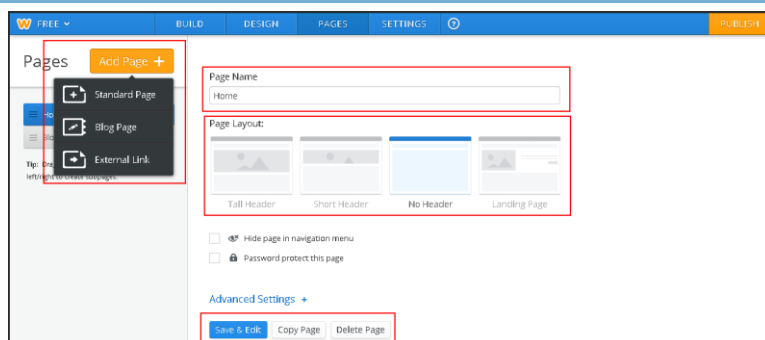


Choose a Domain. You will most likely use the first option. Find a domain name that is available.



Use **Edit Image** to change the header image. Use the **gear** to show your page layout options.

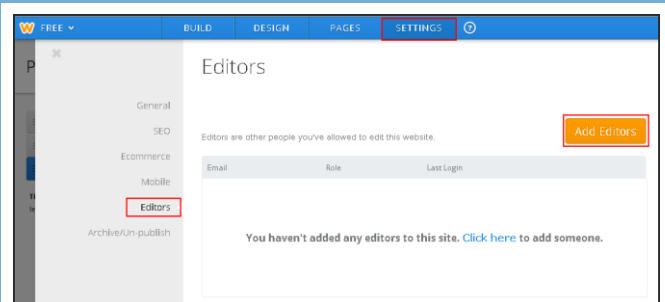
Managing Pages



The **Pages** tab allows you to edit your existing pages on your site or add new pages. You have 3 different page types to add:

- **Standard Page**- This creates a static page. Add elements and arrange the page however you like.
- **Blog Page**- Here you can create blog posts . The newest post is always added to the top of the page.
- **External Link**- Link directly to a page outside of your webpage.

Managing Editors



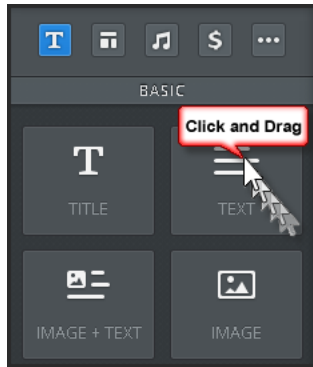
You can choose to give others the ability to edit your website. This option is found under **Settings> Editors**. There are 3 roles available:

- **Administrator**- access to everything
- **Author**- edit only pages you select
- **Dashboard Only**- only review stats or manage comments

* **The last 2 options are only available with a Pro account.**

Building your Page

Content Blocks include any content you can add to your page: images, text, video, etc. Check out the “Build Tab” cheat sheet to see all of your options.



To **add a block** to your page, **click and drag** the element you want from the ribbon on the left side of the page to the area of the page you are working with.

Multiple blocks can be used on a page and placed in any order you choose.

Editing the Blocks

If you need to **change the location** of a block on a page, simply click and drag the block from the **blue-dotted box** located at the top of the box.

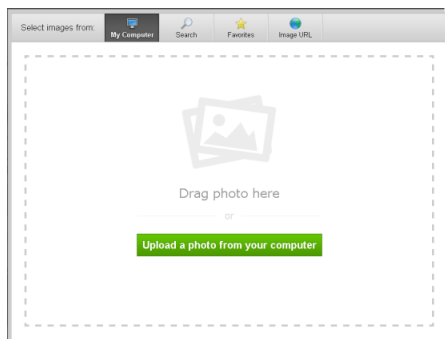
Use the **arrow** to move a block to a new page.

Delete a block by clicking the “X”.



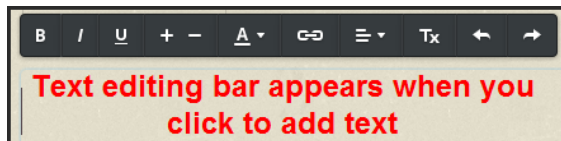
To work with the content within your block, such as an image or text, click in the area you wish to work.

Images and Text



When **inserting images** you have 4 options:

- Upload images from your computer
- Search for images through Weebly
- Select from your Weebly Favorites
- Obtain a picture using an image URL

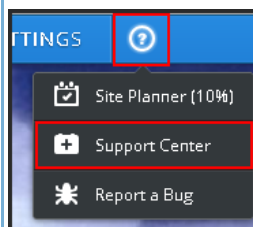


When **working with text**, a small text editing toolbar will appear. It allows simple editing options. To change font types, you will need to visit the **Design tab**. Refer to the **Design tab cheat sheet** for more help.

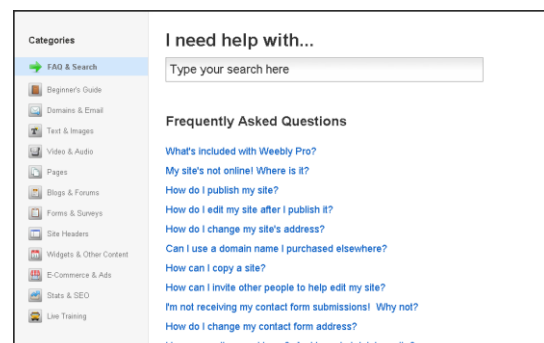
Publishing and Help

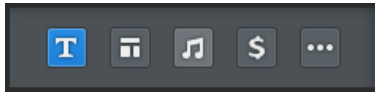


Remember to **publish your page** when you are done working with it. This will make it live on the web. The publish button is located in the upper right of the page.



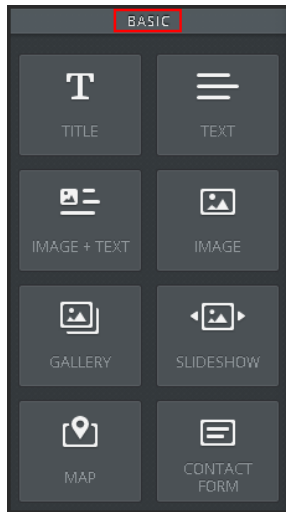
If you are looking for further **help** with Weebly, click on the **help option** located next to the Settings tab toward the top-middle of the page.





The **Build Tab** is where you will add content to your page. Your options are all listed in the task pane on the left side of the page. Click and drag the content block you wish to use to the ideal location. The block options are divided into sections. A menu is provided to move quickly from one to another. Below is a summary of the types of content blocks you can choose from.

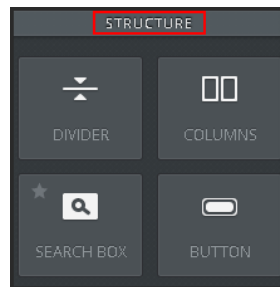
Basic Blocks



The **Basic** options are where you will find the normal, everyday blocks you will use most often with your web pages:

- Title Text
- Regular Text
- Image/Text combo
- Image only
- Image Gallery
- Image Slideshow
- Google Map- click the map to change location
- Contact Form

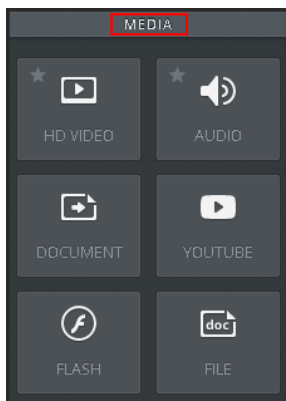
Structure Blocks



The **Structure** options give you more control of your page layout:

- Place a divider line on the page to separate content
- Use columns to split the page and add content side by side
- Add buttons that link to other pages, sites, or email
- Search your site (available with upgrade to Pro)

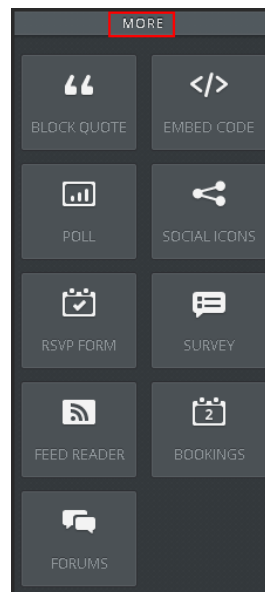
Media Blocks



Media options let you:

- Upload a document to display on your page
- Embed a YouTube video
- Upload a Flash file
- Upload a file that can be downloaded
- Add HD video file (available with upgrade to Pro)
- Add audio file (available with upgrade to Pro)

More Blocks

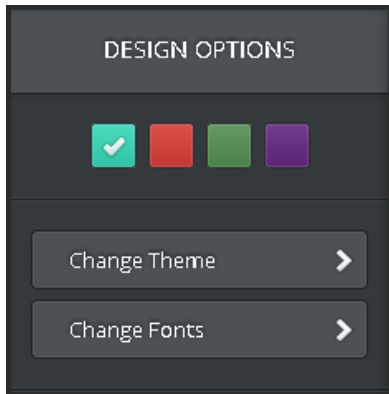


More is where you will find everything else:

- Block quotes
- Embed codes
- Social icon links
- Create
 - RSVP form
 - Surveys
 - Polls
 - Feed Reader
 - Forums



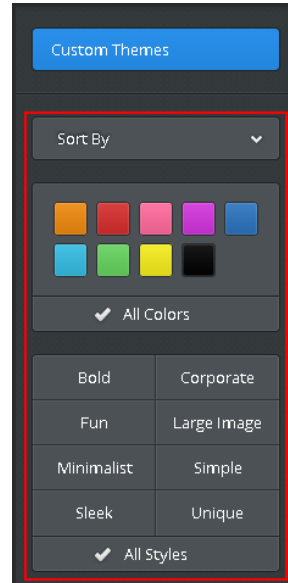
Design Options



The **Design Tab** allows you to have a bit more control over your site. As you become more comfortable with editing, you may want to look at the overall appearance of the site. In this tab you can:

- Change your page tab colors
- Change the theme
- Change the font

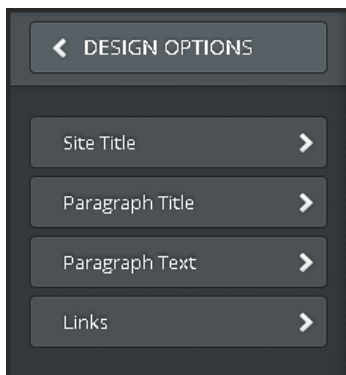
Change Theme



The theme is the overall look and feel of your site. There are many themes available for you to choose from within Weebly. The **Change Theme** options let you search through the available themes and sort or filter by:

- Popular
- Newest
- Recently Used
- Colors
- Styles

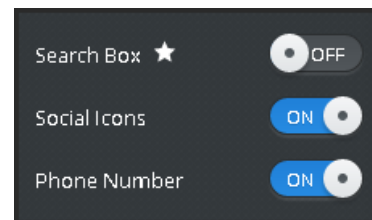
Change Fonts



Change Fonts gives you control of the font on your site. Choose carefully...be consistent. Do not pick completely different fonts for each section as it distracts from the content. **You can change font type, size, weight, and color for:**

- Site Title
- Paragraph Title
- Paragraph Text
- Links

Other Options



Other options available under the Design Tab include:

- **Search Box**- add a search feature to your site (must upgrade to Pro)
- **Social Icons**- Link to your other social media sites (i.e. Facebook, Twitter)
- **Phone Number**- This is actually just a text field you can place anything in.

Social Icons and Phone Number are located at the top of your page.

