

## Notes on opening a website using Weebly.com

Edited extracts from Phi Delta Kappa (2014) [‘Creating a Website Using Weebly.com’](#)  
(additions are generally in brackets)

To get started, point your web browser to [www.weebly.com](http://www.weebly.com). **Sign up** by inputting a username (your choice), your email address, and password). In the future, all you will need to do is **log in** using the box in the upper right corner of the page... (don’t forget to add the password to your secure system of keeping a record of passwords...)

These instructions are for the FREE version of Weebly. (If you are going to have lots of pages and drop down menus, the STARTER version is very inexpensive, less than a cup of coffee a month). If the PRO version is selected (which we are using for the pilot U3A website), more functionality is available; however, the free (or starter) version is really all you will need.

### 1. Choose a Theme

There are over 100 designs from which you can choose. Just pick one. You can always change it later if you decide you would like a different design. (Begin with a **fairly simple design** which allows a white or very pale background for your content.)

### 2. Choose Your Website Domain

**Under Choose Your Website Domain**, select the choice beginning “Use a Subdomain...” and type in the name you want to use. ...Weebly will tell you if the name you select is already in use. You would then try a second choice.

**This is the address where people will find your website online.**

Click **Continue**.

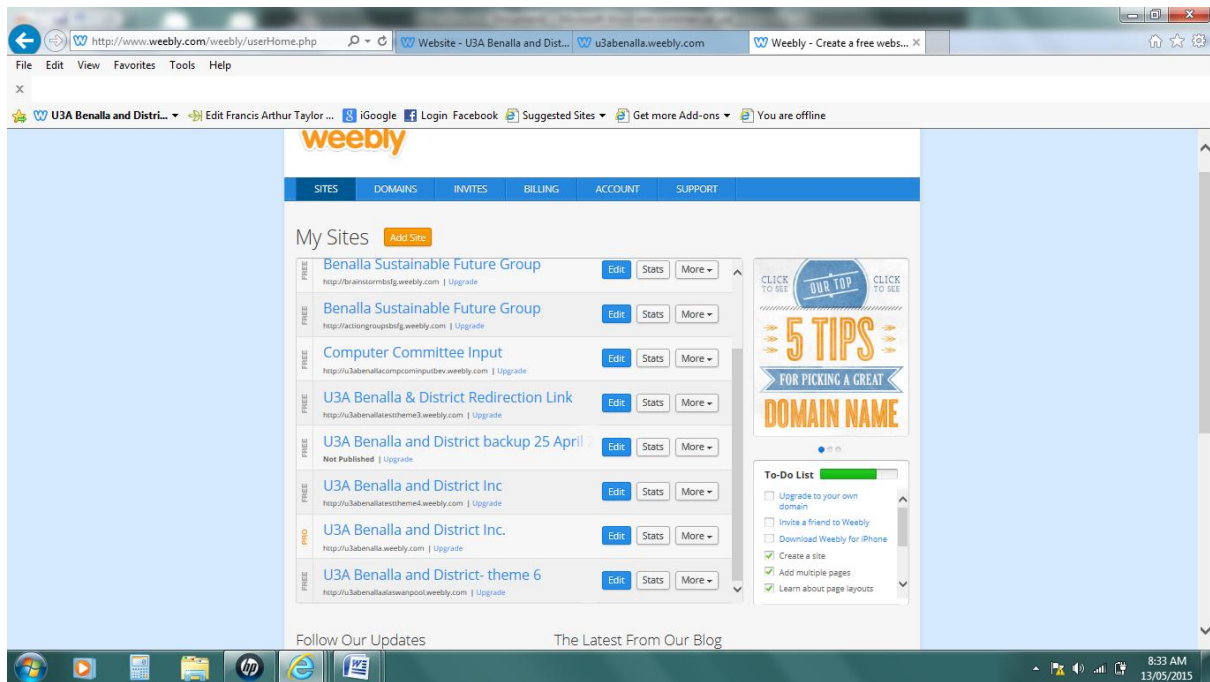
### 3. Plan/Build Your Site

Weebly provides excellent Helps and How-To Videos for your convenience. Click **Support** for these resources and FAQ. You might want to spend some time to plan your site. If you already have a plan in mind, click **Build my site** and let’s go!

Feel free to skip **Categorize my website**. Or, if you want to, categorize.

### 4. Begin to Edit Your Site

Whenever you log back in to work on your website, you will see a screen something like this. Find and click on the website you want to work on. Initially it will be called **My Site**. Click **Edit** and start to work. If for some reason, you want to delete your site, here is where you do that.

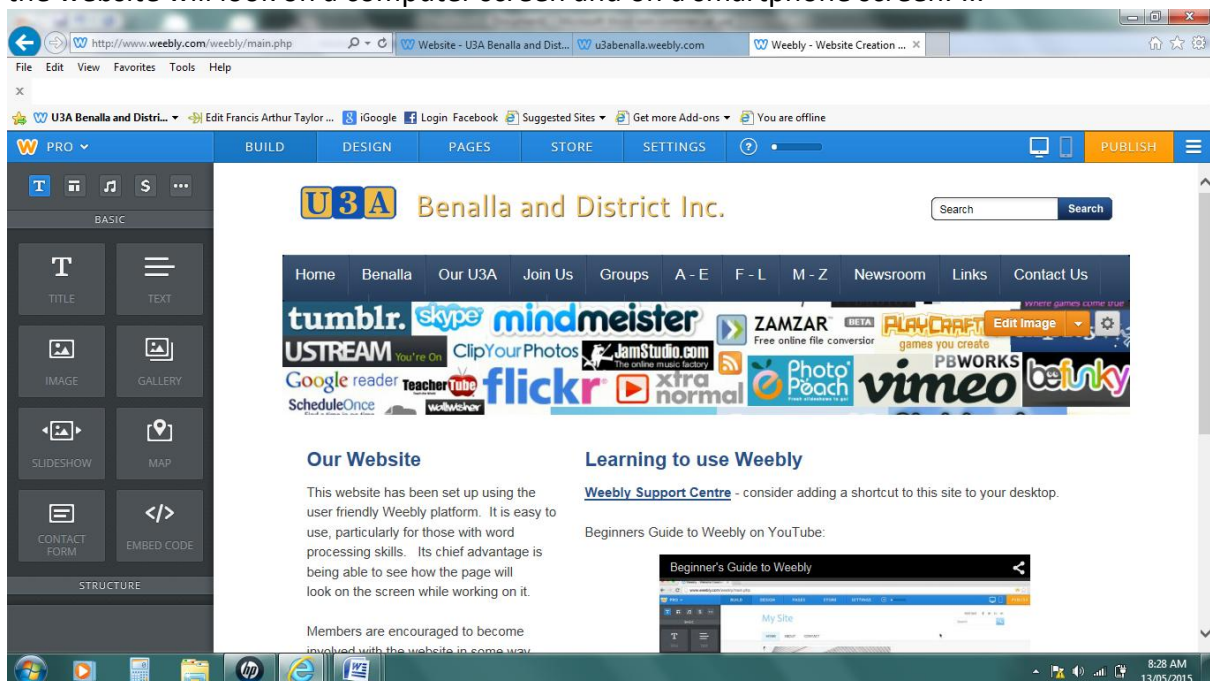


If you want to delete a site, Click **More** then **Delete Site**. Site statistics can be viewed there.

## 5. Look Around a Bit

Familiarize yourself with the **Weebly Editor**. **On the left of the screen are the elements used to build your site** categorized into groups: Basic, Structure, Media etc.

Across the top of the screen are different options: **Build, Design, Pages, and Settings**. On the far right of the screen is a very important button...**Publish**...clicking this button publishes your website. Also, on the right of the screen are the options to see how the website will look on a computer screen and on a smartphone screen. ...



**Drag and Drop** is a process you will use frequently in building your site. Position the cursor over the element you want to use, left mouse click, hold, and drag (with the mouse) to the position where you want the element. Then “drop” it by releasing the mouse click.

## 6. Give Your Site a Title

Point your cursor to the area that says **My Site**. (This Title is the header/banner which appears at the top of each page of the website.) Type in the name chosen for the website.

A logo may be uploaded and text added. The size of the logo may be edited and the fontface and font color and size may be edited also. .... Click **Edit** to make these changes. Be sure to **Save** your changes.

7. **Social Icons** to the right of the screen in the Header area are **Social Icons**. These may be used or turned off. Place the cursor in the area of the social icons and Click the “X” to turn off an icon; or, add a web address to make a link to your social media. You may also turn off Phone Number.

## 8. Edit the Theme Image

Most of the Weebly themes come with an image. You may substitute in one of your choice, make the image smaller, or remove the image altogether.

Place your cursor in the area of the image and you will see these two things: **Edit Image** and an icon that looks like a **Gear** (The gear image refers to doing some work.)

If you want to insert your own image, click **Edit Image** to upload an image from your files. To change the image size or remove the image totally, click the gear icon. (The image is referred to as a header...**No Header** leaves more room on the page for information.)

The Page Layout needs to be set for each new page on the site.

## 9. Set Up Pages

Brainstorm some headings for the site – (eg. Home, About Us, Newsroom, Gallery, Links, Contact us. They can be changed quite easily later.)

1. Click the **Pages** tab.
2. Click **Add Page > Standard Page** and type the name of the new page in the space under **Page Name**.
3. **Select Page Layout**.
4. After clicking **Save and Edit**, the new page name will show up on the navigation bar.
5. Repeat this process for the pages you want. You may delete a page, rearrange the pages (drag and drop), or add more pages in this Pages section. Subpages may be added by dragging a page slightly to the right, appearing as a drop-down menu.
6. To change pages click on the page names in the navigation bar.

7. Be sure to put a **Title** (other than the header) on each page. Example: About Us, Photos, Schedule, etc. It is best to use the Title element for this.

## 10. Add a Title to a Page

1. Under **Basic**, drag and drop the **Title** element into the area where you see the words **DRAG ELEMENTS HERE**.
2. Type your page title in the area where it reads **Click here to edit**. An editing toolbar will appear which allows editing of the text much like any word processor.
3. Click the "X" on the right of the blue box to delete the element. Grab the handle to move the element to a different location on the page.

## 11. Add Text to a Page

The process for adding text to a page is the same as adding a title; however, this time, use the **Text** element. Weebly will automatically supply you with the correct font size.

At any point in the process, click **Publish**. Your work will be saved.

To see the site, click the blue web address in the box that appears. This will take you to your published site (in a new window). Ignore the offer of a different web address. ... To return to editing, close the box.

**Tip:** Recall that text is best presented aligned to the left. And, overuse of **bold** diminishes its impact. The regular font is just fine for almost everything.

## Add an Image to a Page

- a. Drag and drop the **Image** element onto your page.
- b. Click where it says **Upload Image**.
- c. Click where it says **Upload a photo from your computer**.
- d. Navigate your computer until you find the image you want to add.
- e. Select it and click **OK** or **Select**.
- f. Weebly scans photos for viruses as it uploads.

## Edit an Image

- a. Clicking over the image will bring up the Image editing box. Here you may reposition the image, replace it, make it a link, add a caption, etc.
- b. Click Edit Image**
- c. Click and drag the dots at the corners of the image to re-size it.
- d. To delete the image, place your cursor over the image and press the delete key. You may add another.
- e. Be sure to **Save** your changes.

Practice building a few pages – remembering to Publish many times along the way.

To close weebly after a session, Publish first. Once the message has come up to say your website has been published, it is safe to close down the page.