

Websites and Weblogs with Weebly

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Sign Up

1. Create your Weebly account at education.weebly.com or weebly.com

- Enter a username, password and your email address
- Be sure to check the *I Accept the Terms of Service* box
- Click Sign Up

IMPORTANT:

Once your account has been created, you will use the login section in the top right corner of the main page



2. Click the Create a site button.

Create a Site

Welcome to Weebly!

Enter a title for your website

Type of Site:

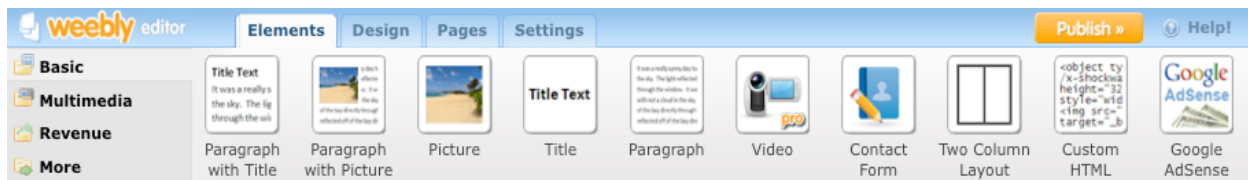
Continue

Name your new site. You may have to try several different combinations of names to find one that is available. Also choose the type of your site. Click to continue.

Benefits of a Weebly Website:

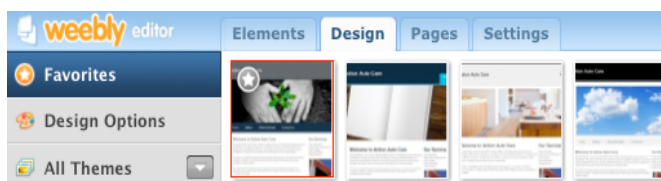
- Very easy “Drag and Drop” interface
- Edits and changes are seen immediately
- Create and manage student accounts
- Accept homework assignments online
- Basic website is FREE – Pro Account is less than \$50 per year (with Pro account you can upload files more than 5MB, create more than 2 sites, remove or customize Weebly footer)

CONSTRUCTING YOUR WEBPAGE



Main Dashboard

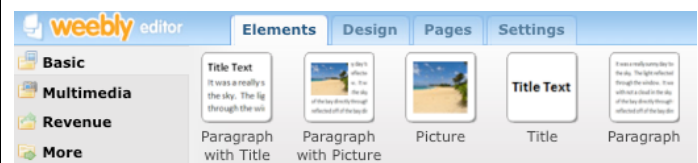
3. Choose a Design



Hover your mouse over the design templates to see a preview or click on All Themes to see over 70 templates to choose from.

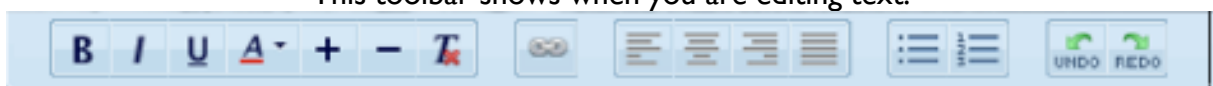
* You can change this later or alter the pictures.

4. Add Elements



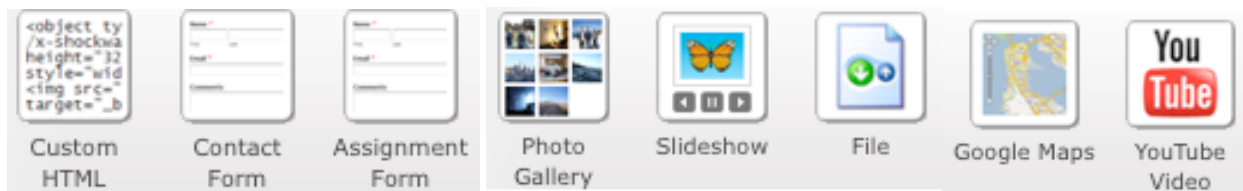
Drag and drop the elements where you want them to appear. If you want multiple columns, you must first place the “Two Column Layout” element on the page, then drag and drop other elements into it.

This toolbar shows when you are editing text:



Standard word processing functions such as Bold, Italic, Underline, font color, font size, Hyperlink, alignment, bullets and undo.

Some Helpful Elements:



5. Adding Pages/Blog

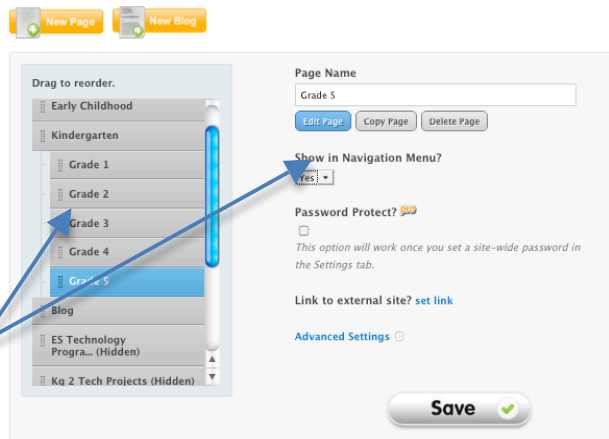
Click Pages tab at the top of the window. There are two kinds static pages (contain information that does not change frequently) and blog pages. The blog pages are interactive. Blogs allow you to post new articles periodically in a chronological order. Blog pages also have comment sections that allow students to comment on the posted content.

- A new page appears at the bottom of the list by default, if this is not where you want it, **Drag-and-Drop** the new page **up** to the new location.

- All pages or blog created shows on the navigation menu. You can hide it by not showing in the Navigation Menu.

- Sub-Pages are just like normal pages, except that they appear in a drop-down menu beneath another page in the site's navigation menu. To create a sub-page, drag the page underneath the page you want to make a sub-page of and also drag it a bit over to the right until it clicks in place.

Manage Pages




6. Publish your website

Click on the orange publish button. You can make changes at any time and re-publish your site.

Creating a Link to a Website, Page, File or Email is Easy

You can link both text and images in Weebly

- Simply highlight the text or click on an image.

- Click on the Link icon  in the Elements Option bar.
- Choose from the list (Your Pages, Website, File or Email Address).
- Type in the info (website address, for ex.) and click Save.

Tips and Suggestions

- Have an idea of your site structure and contents before creating your site.
- Create a Weebly folder to store all the images and documents that you use for your site.
- When creating documents for downloading (File element), convert Word documents to PDF files.
- Go to FILE ⇒ PRINT ⇒ PDF pull down menu (bottom left corner) ⇒ select Save As PDF.
- **Remember: you cannot "drag" anything into Weebly.**
- Everything must be uploaded using the Elements Option bar.
- Use the Divider, a simple horizontal line (in the More section), to create sections on your pages.
- Download a back-up of your site (Settings>Archive)
- **Remember: The Help Section is your friend.**

Image Perfect

When you click on any image on your site, you will see an "Edit Image" button. When you click on this button, it will open up the Image Perfect interface.



From here you can:

- Add images from your hard drive, Flickr, or a website
- Resize, crop, rotate and align the images
- Add effects like changing opacity, adding a fade, or adding burnt or polaroid borders
- Add multiple lines of text, position them anywhere, and choose from a wide selection of fonts
- Add text effects like gradients, patterns, and a shadow or glow
- Change the background to be a solid color, gradient or pattern
- Set different header images for different pages