

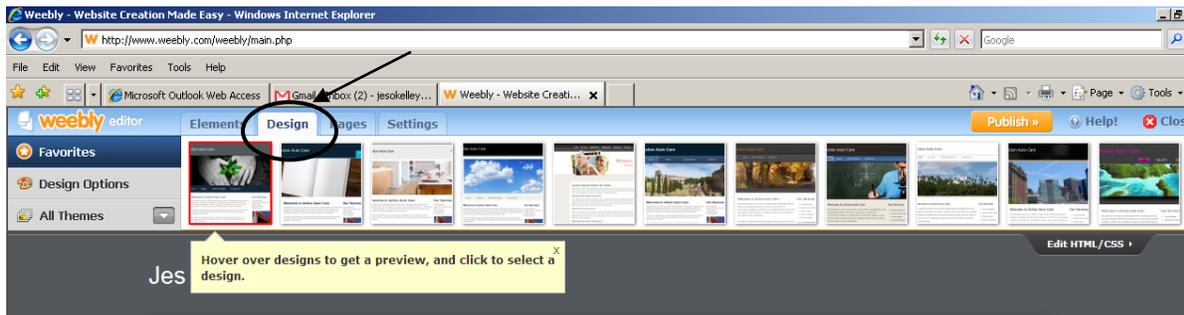
## Creating and Updating Your Weebly Website

### I) First Steps- Creating the Site

- A) Go to [www.weebly.com](http://www.weebly.com)
- B) Enter a username and password to access your site, and enter a valid email address- Be sure to write down your username and password so you don't forget! Hit the "sign up" button.
- C) The next thing you will see is a box prompting you to enter a title for your site. This name will be the title that people see when they look at your website. Name the site something like "Fun Times at Haynes Bridge Middle School."
- D) The next step is to choose a website address. Choose **Option A: subdomain of weebly.com** and write your name, without spaces, in the box. Click "continue." You have now created a website!

### II) Site design

- A) Click the **Design** tab at the top of the web page. This will show you a row of images at the top of the page. It should look like this.



- B) Move the cursor to hover over the different images. The images are mini-versions of possible designs for your web page. Holding the cursor over an image for a few seconds will show you a larger sample of what that design looks like.
  - 1) When you have chosen the design you want, click on the small image of the design at the top of the page. This will select the design you will be using for your website.
  - 2) You can change the design of your site at any time.
  - 3) You can change the picture at the top of the site at any time. Don't worry if you don't like the picture shown in the sample.

### III) Adding more pages

A) Now that you have selected the design for your site, it is time to add more pages. Scroll up to the top of the page, and click the **Pages** tab at the top of the site, right next to the **Design** tab.

B) For each new page that you add follow these instructions:

- 1) Click the **New Page** button.
- 2) In the box labeled **Page Name**, write the name of the page.
- 3) Click **Save**.
- 4) You will be taken back to your homepage. Look at the row of tabs, and you will see the new page listed next to **Home**.



### IV) Saving your work

A) At any time while working on your site, click the **Publish** icon at the top right of the page to save and publish your work.

B) A window will pop up telling you that your site has been published and asking if you would like to upgrade to a different site name. Just close out of this window, or you'll have to pay money! NOTE: This page DOES give you the name of your website should you have forgotten. Also, if you click on the name of your website, you can see the latest published copy as it is seen on the internet.

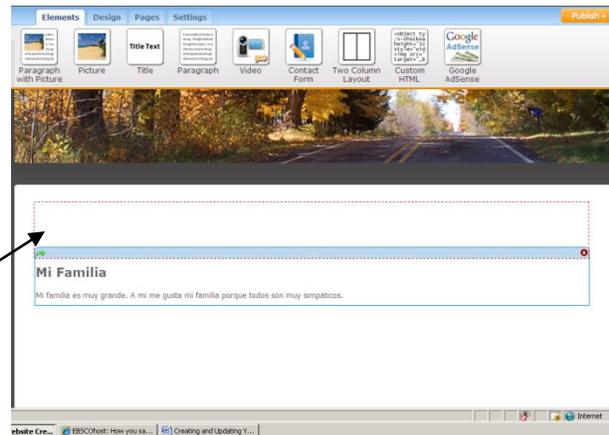
### V) Adding and changing Text on your page

A) Adding text

- 1) Go to the page you would like to edit.
- 2) Select the **Elements** tab at the top of the page, right next to the **Design** tab.
- 3) Select either **Paragraph with Title** or **Paragraph** by clicking on the icon and dragging it down onto your webpage. You should actually see the little icon moving as you drag it. (I recommend always using a Paragraph with Title- It makes it easier for visitors to your site to find what they need.
- 4) To edit the text and actually put writing on the page, simply click where it says **Click here to edit**. You will have to wait a second for the website to highlight the text before you can begin typing.
- 5) You can come back and change this text any time by simply clicking on the text.

## B) Adding additional textboxes

- 1) If you would like to add an additional textbox, select **Paragraph with Title** or **Paragraph** and drag it down to the page.
- 2) As you are dragging the icon, a red box will appear in the place that you are about to drop the paragraph.
- 3) You can drop the new text either above or below the existing text.
- 4) If you decide that you would like to change the order of your paragraph boxes, you can do so at any time by clicking the blue bar that shows up when you hold the cursor over the element and dragging it to a different location.

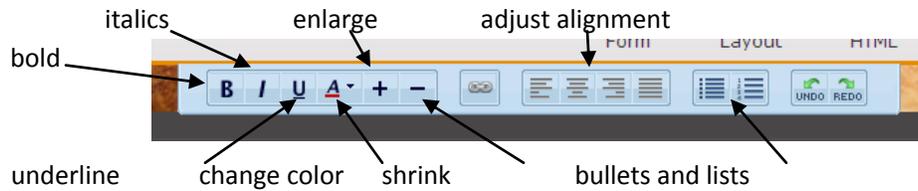


## C) Copying text from a Microsoft Word document

- 1) Weebly does not want you to copy text from a Word document, however if you have already typed it in Word, you can copy it from Word into Notepad and then from Notepad to Weebly. An additional step, but if you are having any formatting errors or font issues, this is the solution. Notepad is under the Start Menu – All Programs – Accessories – Notepad.
  - (a) Highlight the text in Word you want to copy – use Edit-Copy or hit Ctrl + C to copy the text.
  - (b) Open Notepad, use Edit-Paste or Ctrl + V to pastd the text.
  - (c) Highlight the text in Notepad - use Edit-Copy or hit Ctrl + C to copy the text.
  - (d) Open Notepad, us Edit-Paste or Ctrl + V to past the text into Weebly.
- 2) It can be easier to write your whole paragraph in a Word document and then copy it into the website when you are done. Weebly prefers you not do this generally, but this is a valid exception to that rule.
  - (a) The trickiest thing about doing this is that when you copy text from Word, it will appear on the website in the font you used. This method will work to get your font to appear as it does on the rest of the site.
    1. Open up Microsoft Word.
    2. Go to your Weebly page and use the cursor to highlight any short section of text, only a word is necessary. Hit **Ctrl + C** to copy the text.
    3. Go back to Microsoft Word and paste the text. Click on the page to un-highlight the text, and press **Backspace** to delete each letter in the text, and begin to write.
    4. The text in Word should now be switched to the font used on your Weebly page.
- 3) Any mistakes made during this process can be undone by hitting **Crtl + Z**.

## D) The text toolbar

- 1) While you are editing text, a blue toolbar will appear that allows you to change various properties of the text in a paragraph, although you cannot change the font- it's part of the design of your page!
- 2) See the picture for a description of the various things you can do to the font.



## VI) Working with Pictures

### A) Changing a picture that is already on the page



- 1) Many of the website designs come with a picture on the top of the page. You are not required to keep the picture, but if you wish to replace it, you must do so with a picture that is the same size.

- 2) To change the picture, simply hold your cursor over the top right of the picture.

An orange button that says **Image** should appear.

- 3) Click the button. The page will go dark, and the options in the bar at the top will change.
- 4) Click the button that says **Add Image** at the top left of your page.
- 5) The best way to change the image is to add a picture that you already have on your computer, so click **Choose File** from the window that opens, and find the picture you want from your computer.
- 6) To position the image in the picture window, simply click and hold on the picture while you move the image around. Only the bright part of the picture will be used.
- 7) When you are done, click **Save** on the top right side of the page, and select **Save to All Pages**. This will give your website a uniform look as visitors navigate the pages.

### B) Adding Pictures to the page: 3 ways

#### 1) Embedding a picture in the text

- (a) BEFORE adding text to the page, click the **Paragraph with Picture** element and drag it to the page. To add the picture, simply click where it says **Click Here to Edit** and a box will appear prompting you to choose a photo from your computer.
- (b) To make any changes to the picture, click on the picture, and a menu bar will pop up at the top. With this bar you can move the picture to the right and left of the page, add a caption, and change the color and size of the border around the picture.
- (c) Edit and change the text like you would with a normal paragraph.

#### 2) Adding a picture between elements of text, or to the top or bottom of the page

- (a) Click on the **Picture** element on the top of the page and drag it down to where you want it on the page.
- (b) Click on the picture, and a box will pop up prompting you to choose a picture from a folder on your computer.

- (c) To make any changes to the picture, click on the picture, and a menu bar will pop up at the top. With this bar you can move the picture to the right, left, and center of the page, add a caption, and change the color and size of the border around the picture.
- 3) Adding a photo gallery
  - (a) Make sure that the **Elements** tab at the top of the page is selected.
  - (b) On the left side of the top toolbar, click on the folder that says **Multimedia**.
  - (c) Click on the box to begin uploading pictures. Follow the prompts and select pictures from folders on your computer.
  - (d) To continue uploading pictures, just click on an existing picture, and when the toolbar appears at the top of the page, click **Upload New Image(s)**.

## VII) Working with Links and Attachments

### A) Links

- 1) To insert a link into text, you must already be editing within a **Paragraph** element on the page.
  - 2) Type the text that you want to serve as a link- Write something like, Link to Google, or even write out [www.google.com](http://www.google.com).
  - 3) Highlight the text that you want to serve as the link using your cursor.
  - 4) A blue toolbar at the top of the screen, just under the list of elements will have a symbol like a small piece of chain (see image to the right). Click on that icon.
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- 5) A window will open that says **Create link to:** and offer a variety of locations. Choose the tile on the left that says **Website**.
  - 6) In the text box, write the web address you would like to link to, like [www.google.com](http://www.google.com).
  - 7) Be sure to check the box that says **Open link in new window** and click **Save**.

### B) Attach a Document or File

- 1) At the top of the page, make sure that the **Elements** and **Multimedia** tabs have been selected.
- 2) Click the icon that says **File** and drag it to the page. It is usually best to do this under a paragraph in which the particular attachment has been discussed.
- 3) Click on the icon, and a window will open that will allow you to select a file from a folder on your computer. Remember that most computers DO NOT have Microsoft Office on them so if you attach a word document, excel spreadsheet or powerpoint, the student might not be able to open it. Save any attachment in pdf format FIRST by doing a save in Office 2007 or better. Upload the pdf file not the Office file. If you do not have Office 2007 (or 2010) on your computer, please request it to be installed on your computer ASAP.

Those are the basic skills for creating and maintaining a Weebly website. Good luck!