

Using Weebly for your Classroom Web Site . . .

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The Site Title



Every site needs to have a title, which is why it's the first thing asked for when you create a new site. This title can be easily changed later, so don't worry too much about it here.

The Web Address



Every site must also have an address (like www.weebly.com for example) so that your visitors can find it. You have three options for choosing an address, and the address, like the title, can be very easily changed at any time:

Use a Subdomain of Weebly.com - This is an address like yoursite.weebly.com. Completely free to use.

With these first steps done, your new site should look very similar to the picture below:



You're now ready to start building your site. In the process of building your site you'll be working with:

Elements



Elements are the basic building blocks of your site. All of your site content, be it text, pictures, videos or what have you, is added via an element.

Pages



Your site can have as many pages and sub-pages as you want, since there are no page limits for either free or paid accounts.

Themes / Design

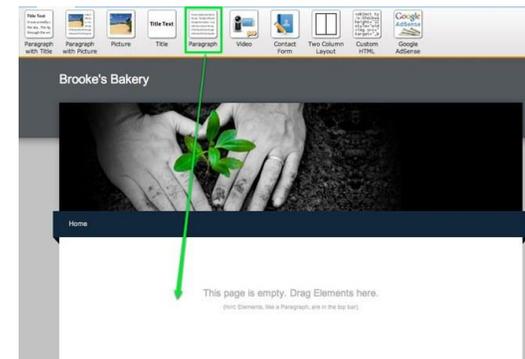


You can select from any one of a number of themes and switch to a different theme at any time. This affects the look of your site. All of your pages and elements remain in place, no matter what theme you choose.

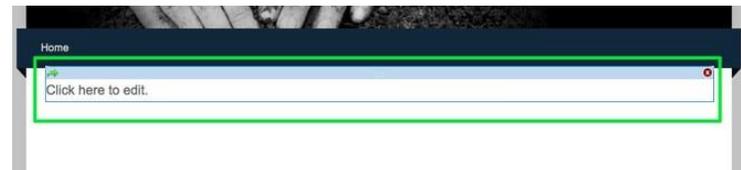
First Elements: Add Text Your Site

Text Elements

Adding an element to a site is as simple as clicking on that element and dragging it to the content area of a page. Drag the most basic element -- the paragraph element -- to this sample site.



The paragraph element is exactly what it sounds like -- an element for writing text. You can write a word, a sentence or multiple paragraphs in a single element. Just click within the element to start editing.



As you write your text, take notice of the blue toolbar at the top of the editor. Every element has its own toolbar with functions specific to that element.

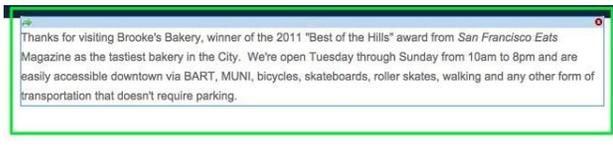


The text toolbar enables you to (from left to right) **Bold**, *Italicize*, Underline, **change the color**, increase the size and decrease the size of selected text. You can also **create a link** to another site, a page within your own site, an email address or an uploaded file.

Beyond that you can align all the text in an element to the left, center or right, create both bulleted lists and numbered lists, and also undo / redo changes.

One thing you may notice you can't do is change fonts. That's because the font is controlled through the site's theme and not within individual elements. You can change the default font for different areas of your site via the Design tab, explained later.

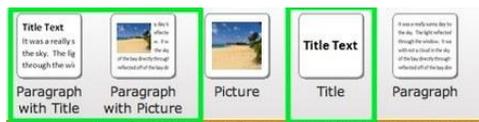
Add some text to the site:



To add more text we could keep writing in this same element, add another paragraph element to the page, or use one of the three other text elements:

Title - Used for adding titles / headers to a page.

- Paragraph w/ Title - A paragraph element with a spot for title already built in.
- Paragraph w/ Picture - A paragraph element with a spot for both a title and an image built in.



Each of these elements use the same text editing toolbar we looked at above and you can stack as many of them as you want on a page.

Add Pictures Your Site

There are four elements that can be used to add images to a site:

- The above mentioned paragraph with picture element.
- The picture element -- upload one image per element.
- The picture gallery element -- upload as many pictures as you like to create a gallery of clickable images.
- The slideshow element -- upload as many pictures as you like to create a slideshow of images.

Adding any image element to your site works the same way as adding a text element - just drag it to the page.

Uploading an image to a picture element is as simple as clicking the big blue Sample Image.

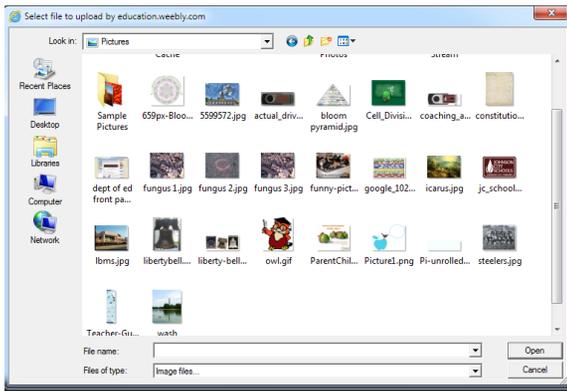


This opens a dialog box where you select how you want to upload your image. You can:

- Upload an image from your computer.
- Select one from Flickr's free, searchable library of creative commons licensed images. Using this option will add a small copyright attribution to the footer of your site linking to the photographer who took the image.
- Enter the address of an image from out on the internet.

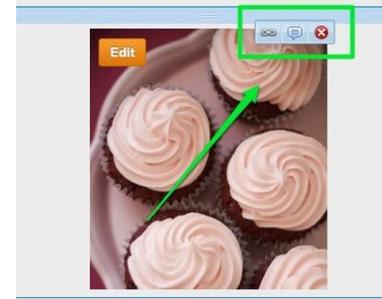


In this example the My Computer option was selected and then Choose File. Doing so opens a file browser on the computer through which an image can be selected.



There are a number of different ways to change and edit an uploaded image. The first you'll notice is the little pop-over menu that appears above the image when you scroll over it. Using this you can:

- Link the image to site, page, email address or file.
- Add a caption to the image.
- Remove the image.



The second is the blue toolbar that appears at the top of the screen when you click directly on the image. Use this toolbar (from left-to-right) to:

- Replace the current image with a new one.
- Set a border size (or no border at all).
- Select a gray or black border
- Position the image to the left / center / right of the element (you can also drag the image within the element to do this).
- Use the Advanced option to set the margins around the image.



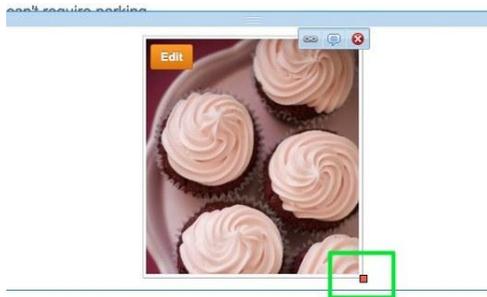
The third is the Edit button that appears in the upper left of the image when you roll over it.



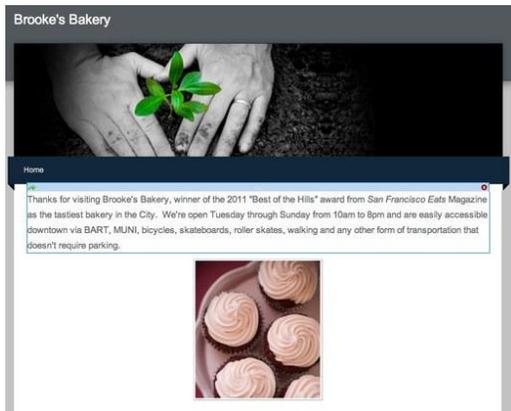
This brings up the ImagePerfect editor. You can use this to crop, rotate and add effects to the image. You can also add more images to this picture element, but this is much more limiting than using the Slideshow or Gallery options.



Re-size images by clicking and dragging the box found on the lower-right-corner of each.



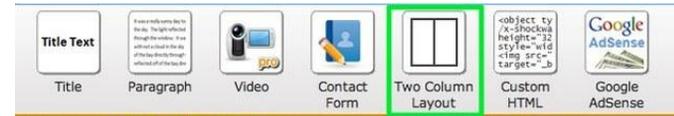
The site now looks like this:



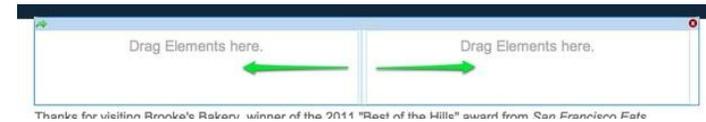
As you can see, each element we've added is stacked above or beneath another element like a column of building blocks. Elements stack on top of one another by default within the editor.

Alter the Layout of a Page with the 2 Column Element

By default, the content area of a page allows you only to stack elements one on top of another. No matter how many times you try to drag an element alongside another element, it will always end up above or below that element. This works great, unless you want to line up some of your elements side-by-side in multiple columns. That's where the Two Column Layout comes in.

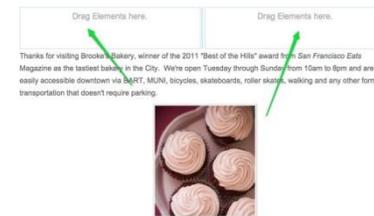


The Two Column Layout Element works like any other element: just drag it to a page. It will stack above or beneath any other elements you've already placed on that page and is quite literally made up of two empty columns separated by a blue bar.

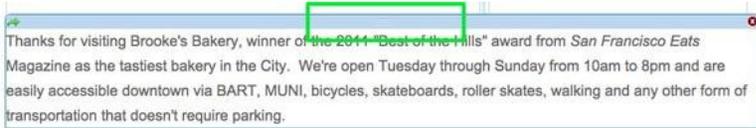


This blue bar can be clicked and dragged to the right or left to increase / decrease the size of a column. Note that this bar does not appear on your published site, so your beautiful content will not be marred by a blue bar running down the middle.

Adding content to one of the columns is as simple as dragging that content into the column.



Moving an element is as simple clicking and then dragging on the blue bar at the top of the element.



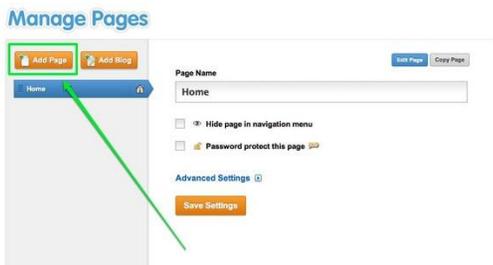
The text and image content we uploaded earlier has now been placed into the two column element.



A column can contain more than just one element -- you can put as many elements as you like in each column. You can also place other elements above or below the two-column layout.

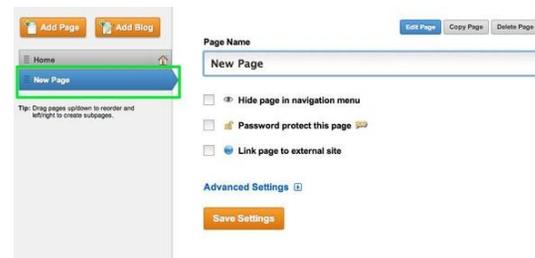
Create More Pages for Your Site

Whether you're a free user or a subscriber to the Pro service, your site can have as many pages and sub-pages as needed. There are no limits whatsoever on the number of pages that can be added to a site. Creating a new page is as simple as going to the Pages tab and clicking the Add Page button.



There is an option to Add a Page or Add a Blog. For now let's focus on just creating New Pages.

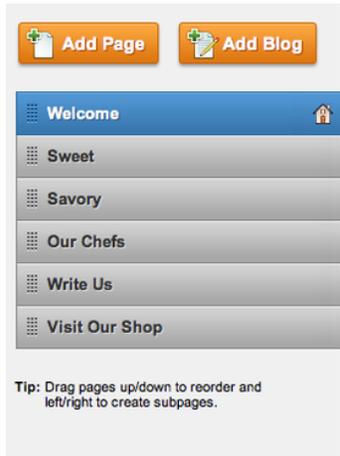
Clicking the Add Page button adds a new page to your list.



Working from top-to-bottom you can:

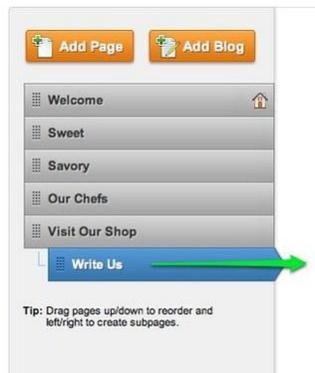
- Edit the Page (which will take you back to the elements area of the editor that we've previously been looking at)
- Copy the Page to use as the basis for a new page
- Delete the Page
- Change the Page's name
- Hide the Page from the Navigation Menu . If this is unchecked the page is accessible via the site's navigation. If the box is checked then the page is hidden from the navigation (though you can easily create your own links to hidden pages)
- Password Protect this Page, which requires a subscription to our Pro service
- Link Page to an External Site (creating a navigation link that leads to another site entirely).
- Adjust the Advanced Settings.

Let's add several new pages to the example site (clicking Add Page again will add another page and save the changes to the page you were working on): a page for Sweet baked goods, a page for Savory bakes, an about Our Chefs a page, a Write Us page for a contact form, a Visit Our Shop page to provide the address, directions and a map.



You can re-arrange the order of the pages by clicking and dragging them up and down the list. Dragging a page to the top of the list will make that page your Home, which is indicated by the house icon to the far right of the page name. The Home page can have whatever name you want it to have -- the name for this site's Home has been changed to Welcome.

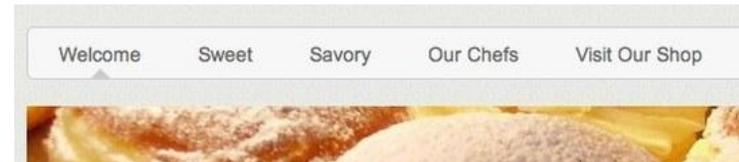
Let's create a sub-page by dragging the Write Us page underneath and to the right of the Visit Our Shop page. Sub-pages appear in the site navigation menu as part of a drop-down menu for whatever page they're connected to.



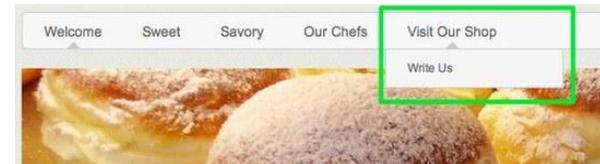
To create a sub-pages, just drag one page underneath another page and then drag it to the right until you see each one connected to the main page

via a dotted line. You can have as many sub-pages of a main page as you want.

Now the navigation menu for our sample site (which previously just showed a link to Home) includes links to all the pages we created.



And if we scroll over the Portfolio link with the mouse pointer, a drop-down menu appears with a link to each of the sub-pages we created.



To edit the content of a page just click on its link from the navigation menu or go to the Pages tab, select the page from the list and click the Edit Page button.

Switch Themes and Edit Fonts

Now that your site is coming along, this seems like a good time to decide which theme to use for the design. A theme can be selected at any time (whether at the beginning, middle or end of the process of creating the site) and selecting a new theme does not delete or alter the content of your site.

To change your theme, go to the Design tab:



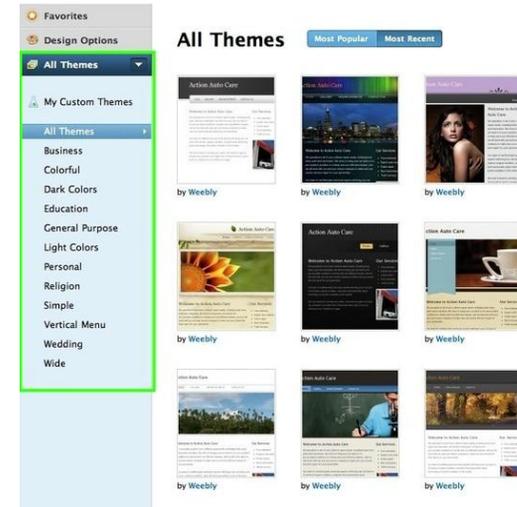
The first thing you see here is the "Favorites" section, where we display a number of themes. This is also where your own favorite themes will appear when you select them.



If you scroll over a theme in the favorites area, you'll see how your own site will look if you select that theme. If you scroll off of the theme, you'll see the original theme again. To select a theme, click on it.



If you go to the All Themes section of the Design tab, you'll see all the themes. These can be viewed as one big group or by looking through different categories like Business or Wedding. Don't feel constrained by the categories - any theme can be used by any person or business to create a nice looking site.



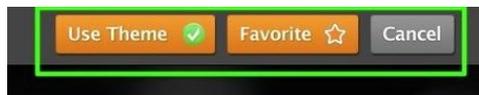
When you see a theme you like, scroll over it and click the Preview button to see how your own site looks with this theme.



Here's how the example site looks with the theme selected to preview.



Click Use Theme to use the theme for your site, click Favorite to add it to your Favorites list or click Cancel to look through more themes.

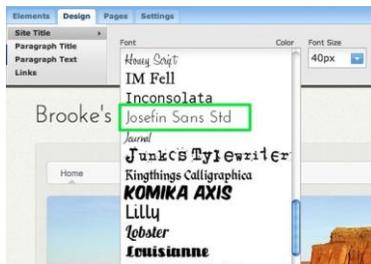


After you select a theme, use the Design Options section to set the default fonts for that theme.



You can alter the fonts for your Site Title, Paragraph Titles, Paragraph Text (this is most of the text on your site) and for your Links.

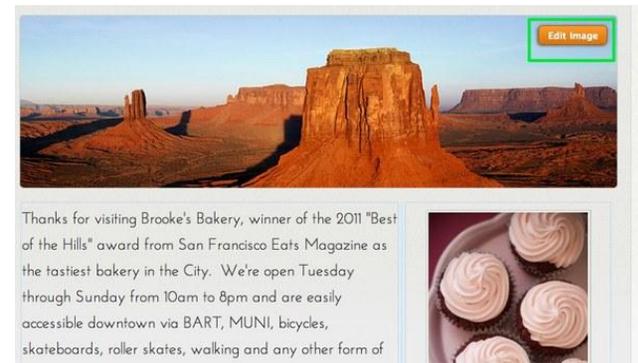
There are roughly one hundred different fonts to choose from. Let's use Josefin Sans Std for this site.



Edit the Header

A lot of themes include an area for a header image (you'll know your theme includes this if there's a default image at the top of theme). Note that if your theme does not have a default header image, you won't be able to use this feature unless you select another theme.

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



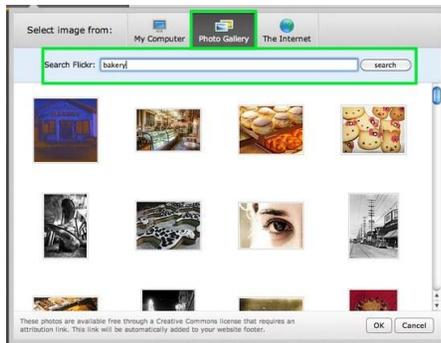
After you do this, you'll probably want to go ahead and delete the default image. Click the image and then click the red X in the corner to do so.



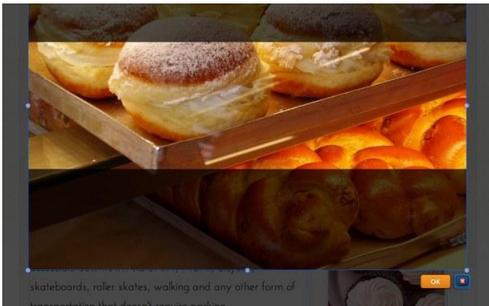
To add an image to the header, click the Add Image button in the upper right.



This gives you the option to select your own image...Or to choose a Creative Commons licensed photo from Flickr. You can use the provided field to search for an appropriate image for your site.



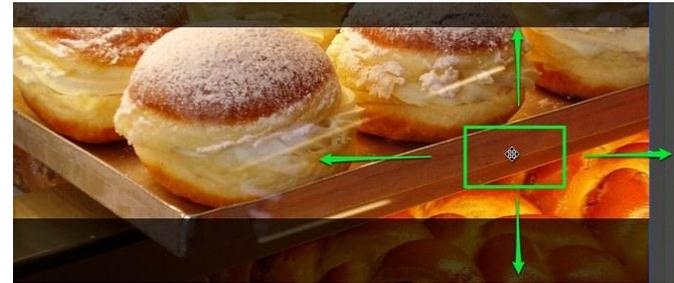
Once you upload or select an image, you can edit it. This image is too big for the header of the page.



Images can be re-sized using the little bubbles at each corner and side of the image.



And an image can be dragged by clicking anywhere on it and dragging it.



Use the provided tools at the top of the page to edit and add text / effects to the image as needed.



When you're happy with an image, select the Save button to Save it. 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.



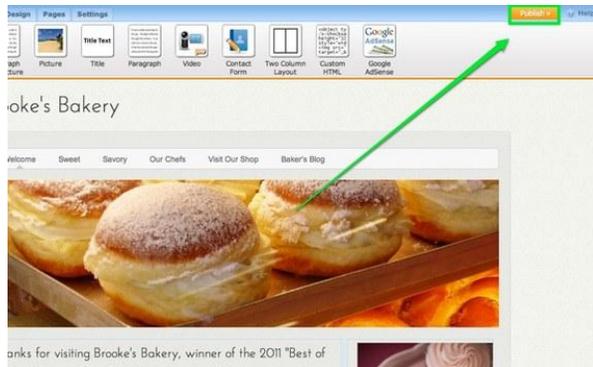
And here's how the page looks with the Saved image. You can scroll back over a Saved header to edit it some more.



Keep in mind that multiple images can be added to the same header just by continuing to add images using the Add Image button.

Publish Your Site and Next Steps

Now that you've added some basic content to your site, this is a good time to Publish it. To do so, just use the Publish button in the upper right corner of the editor.



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), use the Facebook and Twitter buttons to link your friends and followers at either provider to your site, and click the "x" in the corner of the box to close the box 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. You can also unpublish your site (if needs be) by going to Settings > Unpublish.

How to Create Links / Hyperlinks

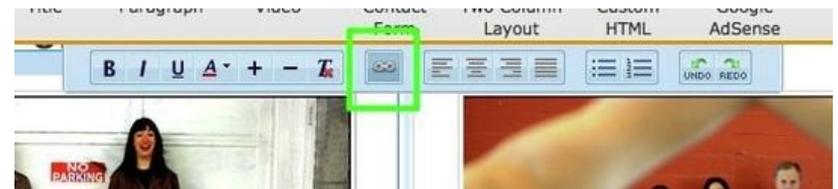
Links allow you to use text or images to link a site visitor to another page or file either on your site or on another site.

Text Links

To create a text link, first highlight the text you want to use for the link.

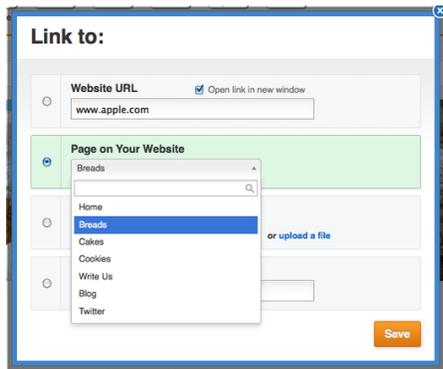


Then click the "chain link" icon in the text toolbar.

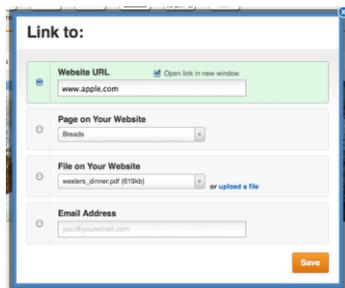


This will open the link dialog box, where you can select the kind of link you'd like to create. You can:

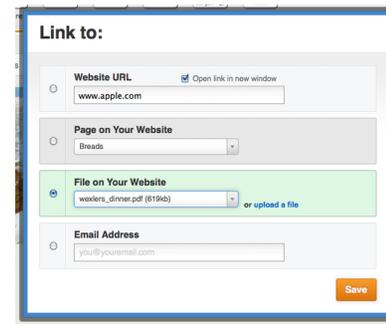
- Link to another page on your own site. Just select the page you want from the drop-down menu.



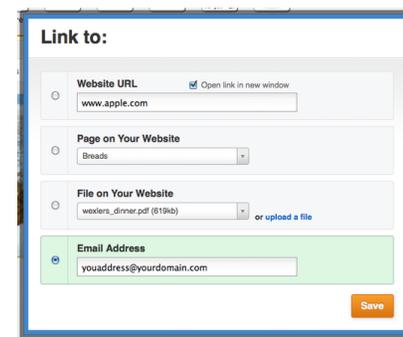
- Link to a page on another site. You can even choose to have the link open in a new window (so that the visitor is not redirected from your own site when they click it) by checking the provided box.



- Link to a file so it can be downloaded. You can select a file from the drop-down menu or upload a new one.



- Link to an email address. This makes will cause the visitor's mail program (like Outlook or Apple Mail) to open so they can write you directly. Note that if the visitor is not using one of these programs, the link won't work and they'll just need to copy your address or use a Contact Form if you have one on the site.



When you've created your link, click Save and then Publish the site to test it. You can also click on any link in the editor to see where it leads and to remove it if needed.



Picture Links

To create a picture link, first click the image you want to use for the link. Then click the Link option in the upper-right-corner of the image.



This will open the link dialog box, where you can select the kind of link you'd like to create. You can:

- Link to another page on your own site. Just select the page you want from the drop-down menu.

- Link to a page on another site. You can even choose to have the link open in a new window (so that the visitor is not redirected from your own site when they click it) by checking the provided box.

- Link to a file so it can be downloaded. You can select a file from the drop-down menu or upload a new one.

- Link to an email address. This makes will cause the visitor's mail program (like Outlook or Apple Mail) to open so they can write you directly. Note that if the visitor is not using one of these programs, the link won't work and they'll just need to copy your address or use a Contact Form if you have one on the site.

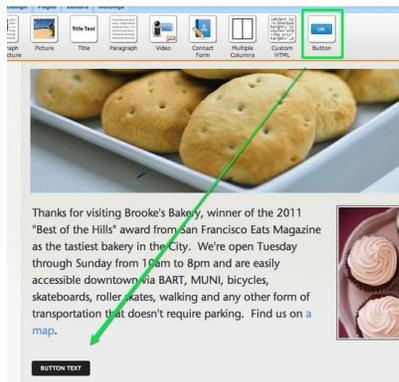
When you've selected the link you want, just Save and then Publish the site to test it.

The Button Element

The button element enables you to create call-to-action buttons that link to other pages on your own site, pages on other sites, or files like PDFs and documents.



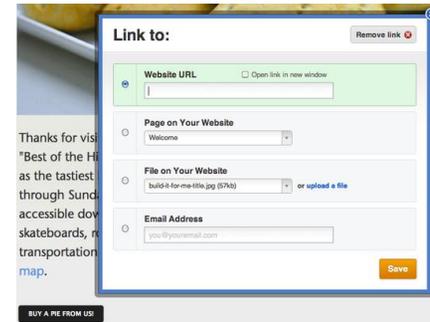
As with any other element, you can add a button to your site by dragging it to a page.



The button is essentially nothing more than a link that stands out because of its size and how it looks. You can edit the text of a button so that it says whatever you like, though buttons ideally should contain no more than five or six words.



You can link the button to a page, another website, a file or an email address via the rather appropriately named Link option. This will open up a dialog box that functions in exactly the same way as a standard text or image link.



The style of the button can be altered via four preset options. Each button has two colors and two sizes specifically designed for the specific theme you're using.



When should you use a button instead of a regular link? When a very strong call to action is needed (like leading visitors to a page where they can purchase a product) and you want to make the link stand out more than usual.

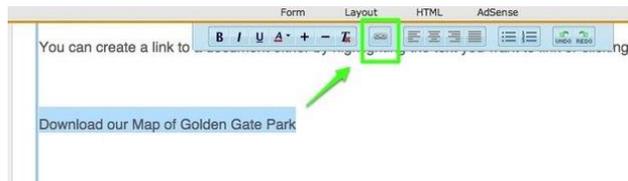
Upload PDFs, Powerpoint Slides and other Docs

Both free and pro users can upload and link to pretty much any kind of document (allowing site visitors to download it). Pro users also have the option to embed a document so it is directly visible on a page. Here's how to do both.

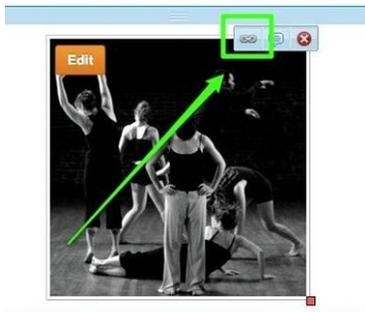
Link to a Document (or Other File)

You can create a link to a document either by highlighting the text you want to link or clicking on an image. Then selecting the appropriate link option for either.

If you're linking text, it'll look like this:



If you're linking an image, it'll look like this:



Either option will open a link dialog box from where you'll need to select the File tab on the left and then click the Upload a File button.



And then select the file you want to upload from your computer. Then you're all done. The link will only be live and clickable on your Published site. It won't work in the editor.