

Step by Step Directions for Creating a Chapter Website Using Weebly.com

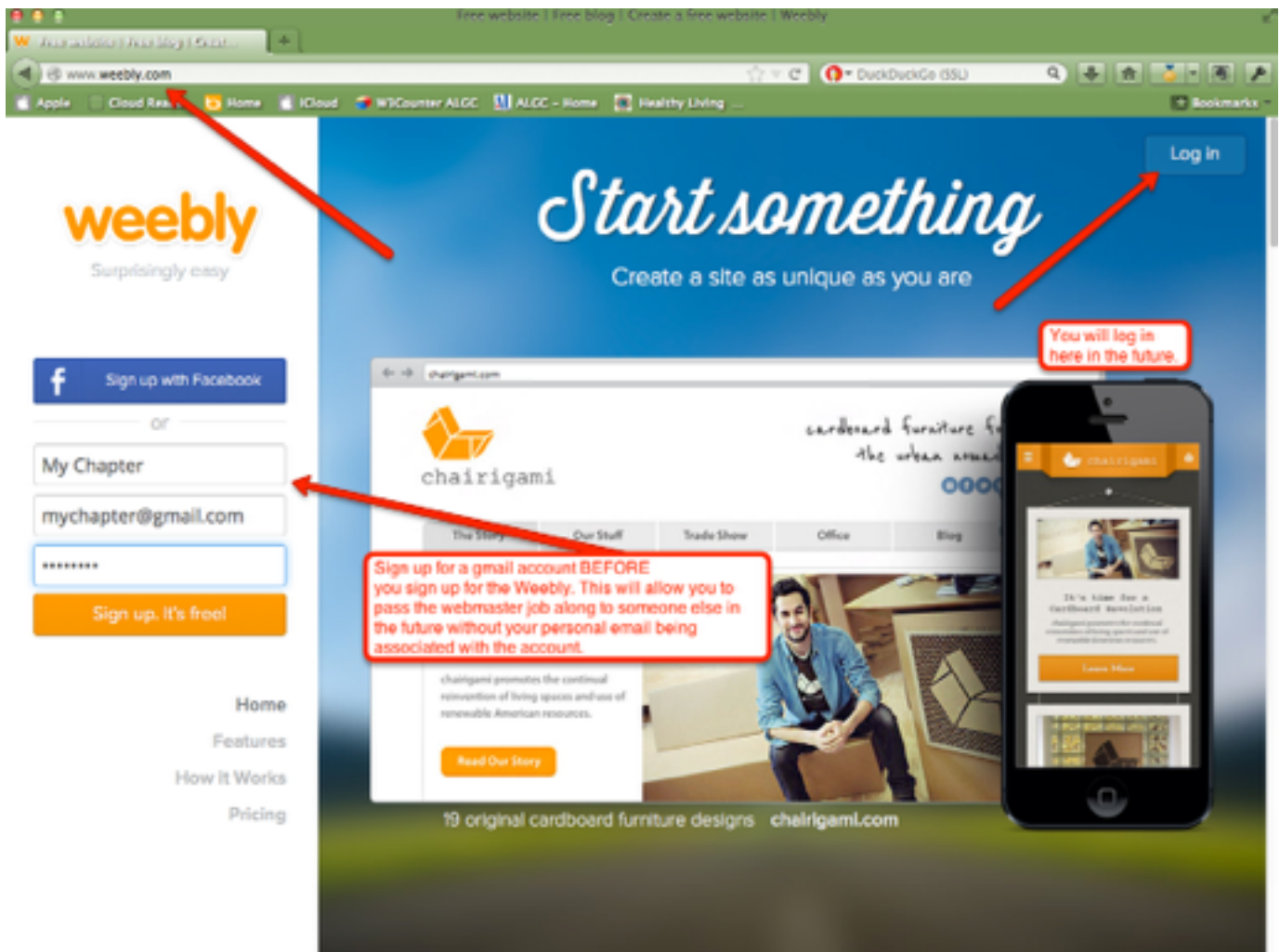
August 2014 (Original by International - enhanced by E. McNally)

Weebly.com is a website where anyone with basic word processing skills can create a website at no cost. No special software is required and there are no hosting fees.

Before beginning, I strongly suggest that you establish a new email account that will be used with the Weebly website. An easy way to do this is to go to [Google Sign up](#). Create the account using your chapter's name. XXXXOhio@gmail.com. Replace the XXX with your chapter name. This will allow you to pass along the responsibility of the website to someone else and not have your personal email associated with the account. It also allows you to use the new email as the webmaster contact on the website.

Make sure that you have looked over the [Standards document](#). This will tell you what you must have on your website to be certified.

To get started, point your web browser to **www.weebly.com** and **sign up** by inputting a username (your choice), password (again, your choice), and the email address you established for the account. In the future, when you come back to work on the site, all you will need to do is log in using the box in the upper right corner of the page.



Let's review some basic web design tips.

Design Tips

To achieve a more professional look or style for your site, make sure you follow these rules:

- Generally speaking, text should **be left aligned**. Titles may be centered.
- **Only links should be underlined**. This is the convention of the web...underlined text is a link. However, links do not have to be underlined. They may be **bold** or in a different **color** from the other text.
- Use several **short pages** that can be accessed from the navigation bar rather than one long page. Most people do not like to do a lot of scrolling.
- Content **font size** should be relatively small. Title font may be larger. The weebly design you select will automatically provide you correctly sized fonts.
- Use **transparent graphics** (such as a PNG) on a colored background. If this is not possible, the image will usually look better if given a **thin border** in black or grey.
- Select a design that has a white or very pale background.

Choose a Theme

The next screen will show you various themes that you can use. Try to choose one that is reflective of your chapter and organization. If your cursor hovers over a theme, many of them will have other color combinations. I find that this takes more time than thought. My advice is to choose a simple theme. You can always change the theme a little later, BUT don't wait until the whole site is built.

Website Title

A good title would represent your chapter. Example: Beta Delta Ohio. It can be changed later, so don't fret over it.

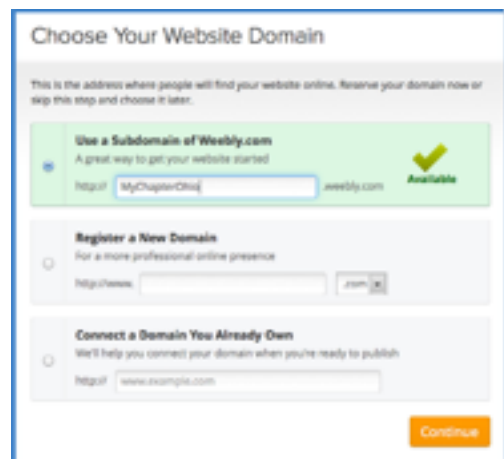
Choose Your Website Domain

Under Choose Your Website Domain, select the choice beginning "Use a Subdomain..." and type in the name of your chapter. (It is a good idea to include your state in the name.) **Example: BetaDeltaOh**

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**.



Plan/Build Your Site

By all means, watch the introductory video. 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 here to plan your site. If you already have a plan in mind, click **Build my site** and let's go!



Look over the Basics. Build, Design, Pages, Settings

Now is a good time to familiarize yourself with the **Weebly Editor** that you see pictured **below**. On the left of the screen are the various elements that you will use to build your site. Note that the elements are categorized into groups: Basic, Structure, Media, Commerce (you will not need this) and More.

Across the top of the screen please note your 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. Excellent, huh?!



Give Your Site A Title

Point your cursor to the area that says **My Site**. (This Title is the area that the *Standards for Society Website Certification* refer to as the header/banner and it appears at the top of each page of the website.)

Type in the name that has been chosen for the website. **Example: Beta Delta Ohio**

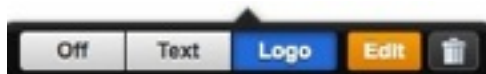


Since you need to have the full name of the Society in this area also, here is how to “work” this system. Click **Logo** in the small editing toolbar and then upload an image from your computer.

(It does not matter what the image is because you can delete it if you want to.)

Now, click in the area of the image just uploaded and a different small toolbar will appear.

This is the one you really want to use for editing the Title (aka, Header).



Header (Title) Editing Toolbar

A logo may be uploaded and text added. The size of the logo may be edited and the font- face and font color and size may be edited also. Be sure that you are using a font that is on the approved list in the Standards. (Arial is always a safe choice and is easily read on a monitor.) More than one line of text is allowed. It is an excellent idea to have a second line reading “The Delta Kappa Gamma Society International” in a smaller font (20 or 22 will work just fine.) Click **Edit** to make these changes. Be sure to **Save** your work. See example below.



Go ahead and click the **PUBLISH** icon (orange colored in upper right corner). It will verify that you want to use the Subdomain.

On the next screen, categorize your website as Group/Organization and Non-Profit Organization. Click Continue. It will verify if you are human by asking you to type letters into a box. Those steps are a one time thing. Your website will be published and you should see the screen on the left. QUIT for the moment by closing your browser. I want to show you how to get back to it and edit.

Begin to Edit Your Site

Whenever you log back in to work on your website, you will first get this screen. Click **Edit** and start to work.

If for some reason, you want to delete your site, here is where you do that. Click **More** and then **Delete Site**. You may also view site statistics here.



Social Icons

To the right of the screen in the Header area are **Social Icons**. These may be used or turned off as you desire. 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 might want to have a link to the DKG Facebook page or a chapter Facebook page.

Another way to turn off the Social Icons is to click the Design tab and turn off the icons there. You may also turn off Phone Number.



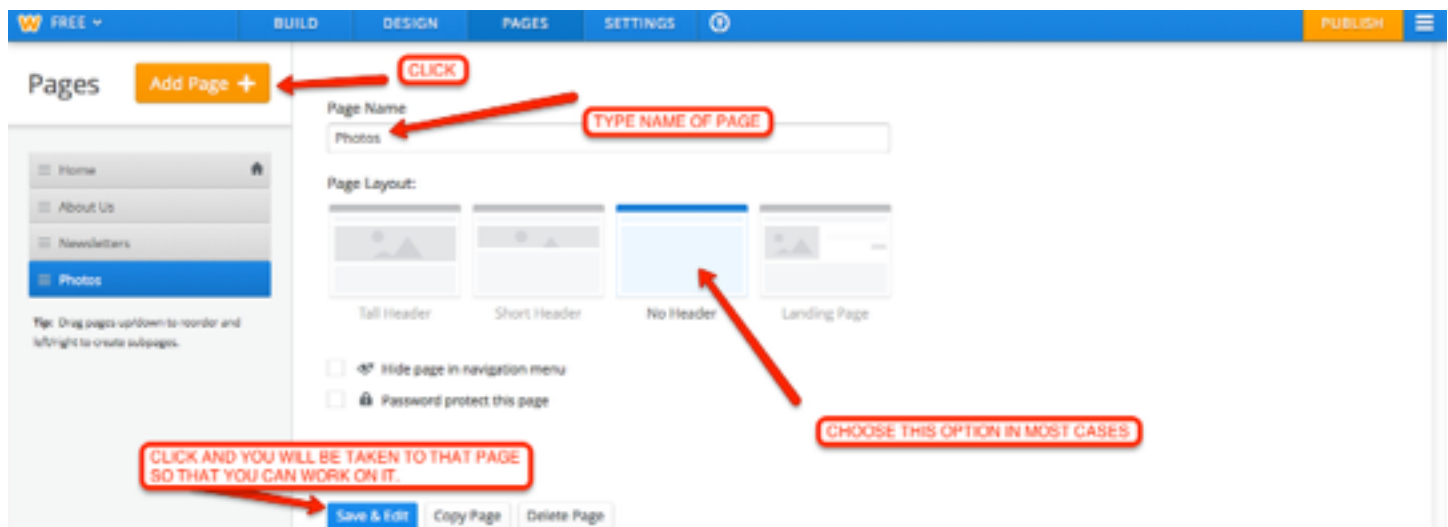
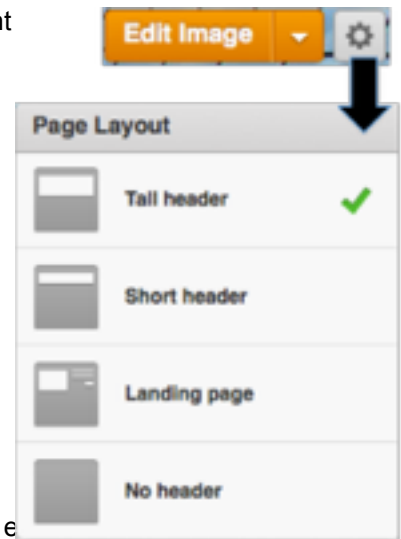
Edit the Theme Image

Most of the Weebly themes come with an image that you most likely will not want to use. You may substitute in one of your choice, may make the image smaller, or may remove the image altogether (This last option give you more real estate on the page for your DKG information.)

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 change the image size or remove the image totally, click the gear icon. (The image is referred to as a header...**No Header** is a good option as it leaves more room on the page for information.)

It will be necessary to set the Page Layout for each new page on the site. These changes may also be made under the **Pages** tab. See e



Set Up Pages

Now would be a good time to set up a few pages for your site. Hopefully, you have a plan of what you want on the site. Some suggested pages would be Home (of course!), Schedule or Meetings, Newsletters, About Us, Officers, Committees, Photos, Standing Rules. Remember to select a Page Layout option for each new page.

- Click the **Pages** tab.
- Click **Add Page > Standard Page** and type the name of the new page in the space under **Page Name**.
- Select Page Layout.**
- After you click **Save and Edit**, the new page name will show up on your navigation bar.
- 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. They will show up on your site as a drop-down menu.
- Change from one page to another by clicking on the page names in the navigation bar.
- 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.

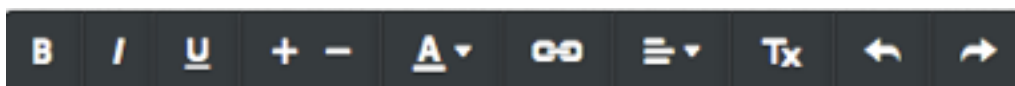


Add a Title to a Page

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.

- In this case, under **Basic**, drag and drop the **Title** element into the area where you see the words DRAG ELEMENTS HERE.
- 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.
- 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.



Editing Toolbar

Blue box



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.

By the way, at any point in the process, you may click **Publish**, your work will be saved and you can see how the site looks. 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). 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.

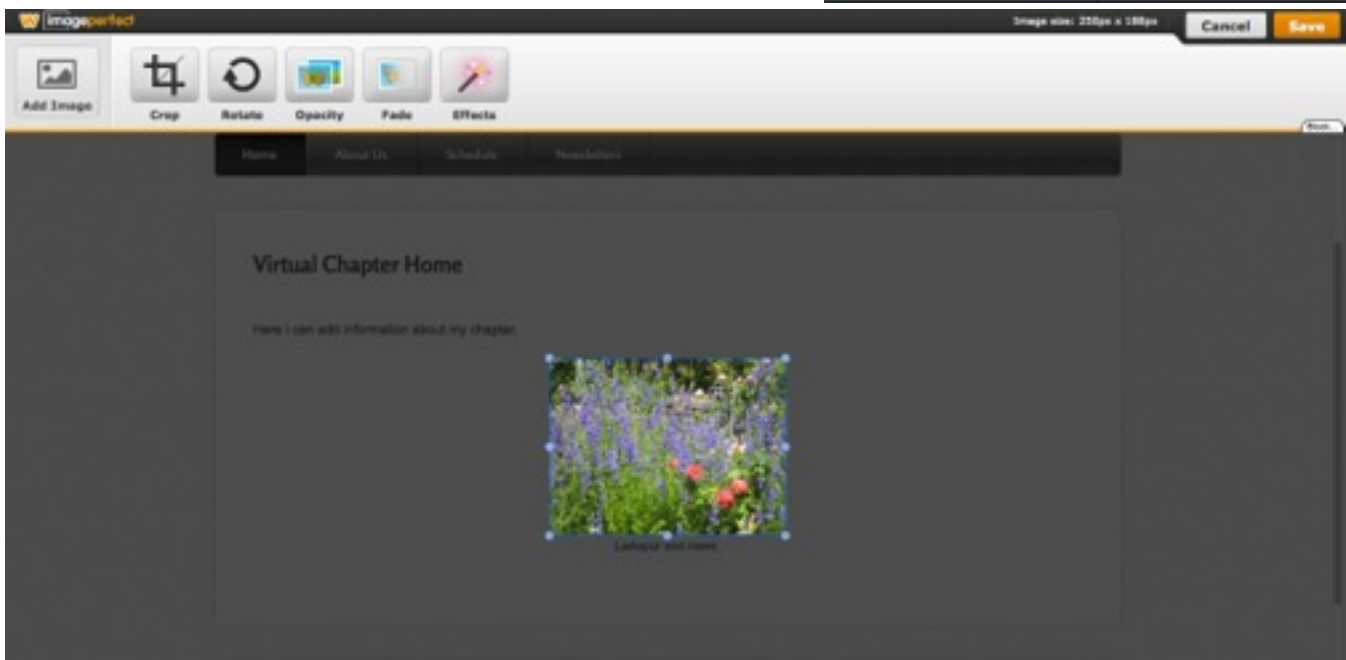
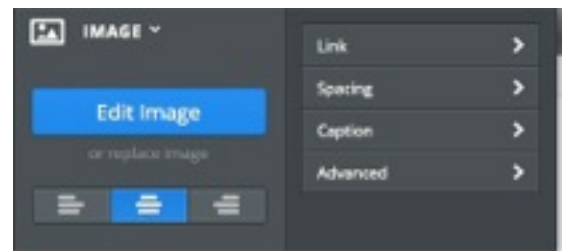
Add an Image to a Page

- Drag and drop the **Image** element onto your page.
- Click where it says **Upload Image**.
- Click where it says **Upload a photo from your computer**.
- Navigate your computer until you find the image you want to add.
- Select it and click **OK** or **Select**.
- Weebly will scan the photo for viruses as it uploads. That's good, isn't it?

Edit an Image

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.

- Click **Edit Image**
- This brings you to further editing options. (See below.)

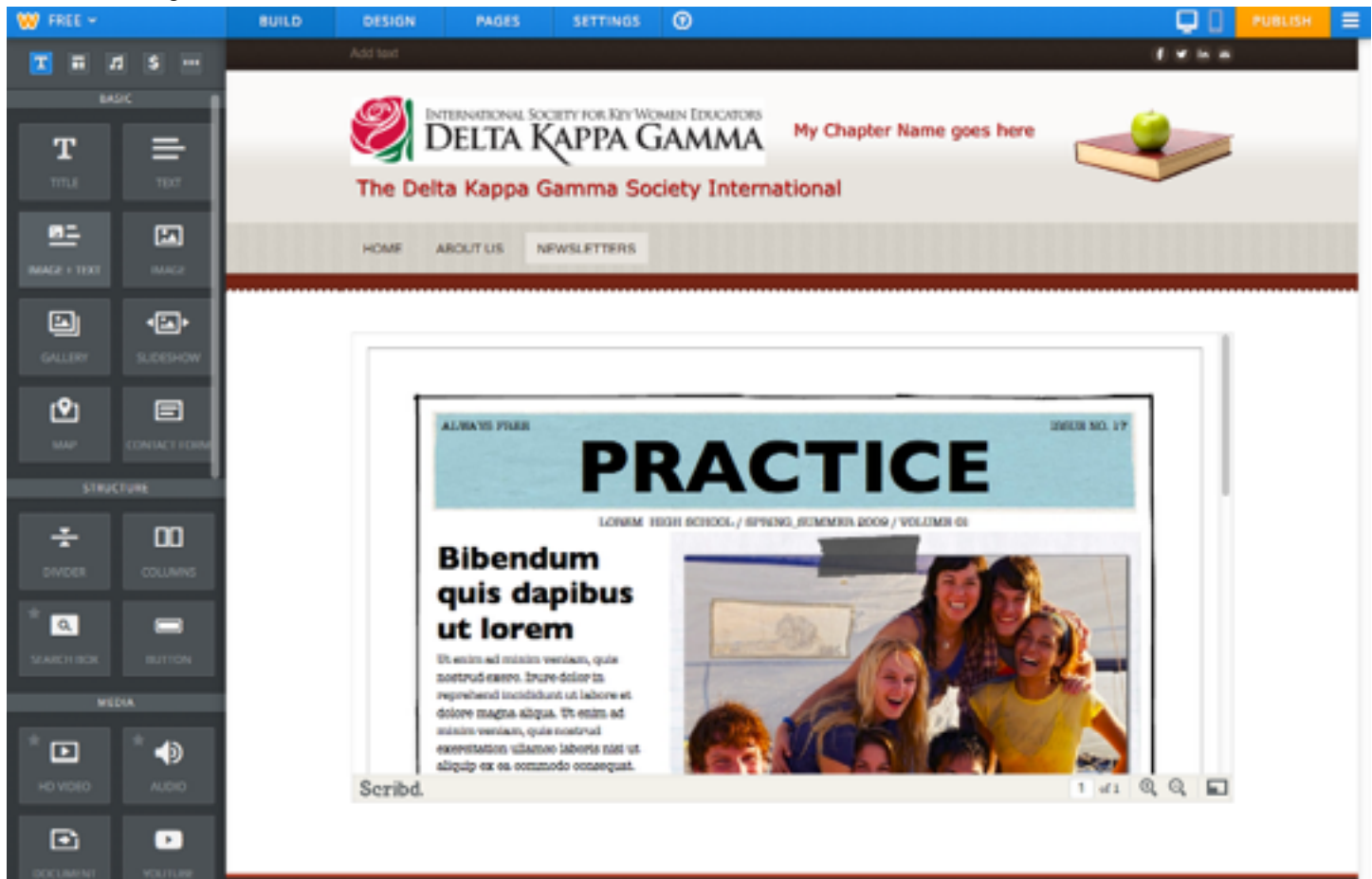


- Click and drag the dots at the corners of the image to re-size it.

- 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.

Embed a Document

With Weebly it is now very simple to embed a document into your website. An embedded newsletter would look something like this.



- a. In the **Media** section of the Weebly Editor, find the **Document** element.
- b. Drag and drop the Document element onto the page where you want the document.
- c. Click in the blank Document area.
- d. Click **Upload new file**.
- e. Navigate the files on your computer to find the document to be uploaded, select the file, and click OK or Open.
- f. The height of the document displayed can be adjusted.
- g. Be aware that there is a size limit on documents to be uploaded (10 MB/file) if you are using the free version of Weebly.

Upload a File

There are two ways to upload a file. The first method gives what I consider to be the most attractive result.

Method 1:

- a. Drag and drop the **Text** element onto the page where the file is to be.
- b. Type in the name of the file.
- c. Highlight the name of the file.



- d. Click the **Link** icon in the editing toolbar.
- e. In the **Link to:** box, click the **File on Your Website** option.
- f. Click **Upload a new file** and navigate the files on your computer to select the file to be uploaded.

- g. After you Publish, the link to the file will be live and viewers can click the link to see the uploaded file.

Some webmasters like to upload their newsletters using this method.



Method 2:

- a. Drag and drop the **File** element onto the page where you want the file. (It is in the Media section of the Weebly editor.)
- b. Click where it says **Click here to upload file.**
- c. Click **Upload new File** and then **Upload a file from your computer.**
- d. Navigate your computer to the file you want to upload and click OK.
- e. After the file is scanned and uploaded, the image to the right is what results.
- f. Visitors may then download the file.



Add a Link to a Page

Either text or an image may be turned into a link.

Text:

- a. Click in the editing box of the text that is to become a link.
- b. Highlight the text.
- c. Click the **Link** icon in the editing toolbar. (See Section 15.)
- d. In the **Link to:** box, choose the option you want to use. For example, if you want to link to a website, click the **Website URL** choice and enter the web address of the site. Click the box if you want the website to open in a new window and be sure to click **Save**.
- e. Publish to cause the link to be "live."
- f. If you want to remove or change a link, click on the link.
- g. Tip: If you are linking to a website, consider clicking **Open link in new window**.
- h. Click the image to be made a link.
- i. Click the Link option (See Section 13 for graphic.)
- j. Proceed as for a Text link.
- k. Tip: Using an image as a link should only be used when the usage is obvious...or, hopefully so.

LINKS



Images used as links

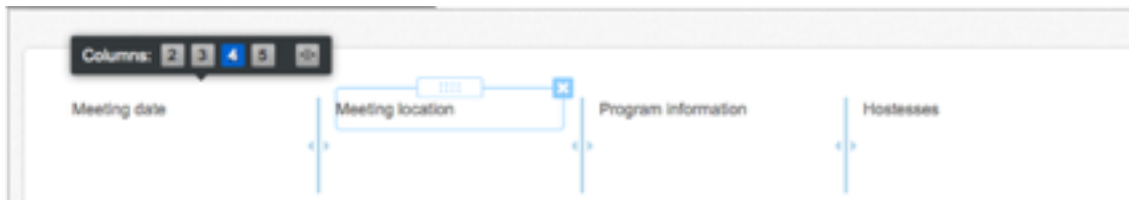
Use the Columns Element

Using the Columns element is a great way to organize information on a page. For example, it can be used to lay out meeting information or chapter officers in a table-like arrangement.

- Find the Columns element (Structure section of the Weebly Editor) and drag and drop it onto your page.
- Select the number of columns you want.
- Click and drag the vertical bars to resize a column.



- j. Drag and drop elements such as Text or Image into the columns.



Add a Slideshow

The Slideshow element is one of my very favorite features available on Weebly. Before building a slideshow, it is a good practice to already have your photos web-ready. Image size of 640 x 480 px with a resolution of 72 px/inch is a good size for presenting photos on a website. (However, this resolution is not great for printing.)

The Slideshow element produces a fairly large slide show. I like to control the size by dragging and dropping the element into the middle column of a three-column element and adjusting the vertical sliders.

- a. Drag and drop the Slideshow element onto the page.
- b. Choose a Slideshow style and click **Continue**.
- c. Click **Upload photos from your computer**.

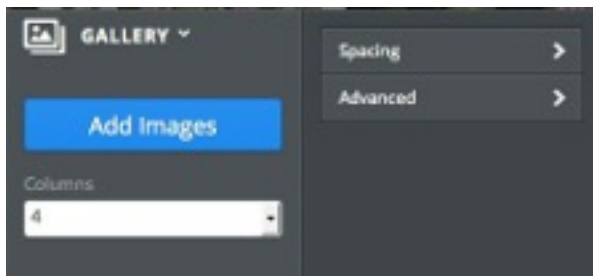


- d. Navigate your computer to select the photos to upload.
- e. After the photos are uploaded, captions may be added. More photos may be added.
- f. Click **Save**.

Add a Photo Gallery

Adding a photo gallery works much like adding a slide show.

- a. Drag and drop the Gallery element onto your page.
- b. Click inside the blue box but don't click Upload Images yet.
- c. Choose the number of columns and the spacing you want. (Or, this can be done after the images are uploaded.)
- d. Click **Upload Images > Upload gallery photos from your computer**.
- e. If you have not already chosen the number of columns you want or, if you want to add more photos, click on one of the images.



- f. The more columns you choose, the smaller the images will be in the gallery; however, when the site is published, if someone clicks on one of the small images, a larger image will pop up and the images can be clicked through rather like a slideshow.

To put a counter on your website:

Go to this page: <http://www.hitwebcounter.com>

Choose your preferred style.



Put your website address in "Page Name"

Decide what number you would like to start from.

Leave the next two portions as they are.

Choose "Unique Visitors"

Click "Get Your Counter Code"

Copy the entire HTML code that appears in the box. (see below)

Go to your website's Home Page and drag the "Custom HTML" icon to the bottom of your Home Page.

Paste the HTML code into it.

Click outside the box and your counter will appear.



Auto updates of the date

At the bottom of the home page, drag the "Embed code" icon.

Copy the following code and past it in the place provided by the icon.

Click outside of the are and your date will appear. It will update automatically when you edit your website.

```
<script type="text/javascript">
```

```
<!--
var m = "This page was last updated: " + document.lastModified;
var p = m.length-8;
document.writeln("<center>");
(m.substring(p, 0));
document.writeln("</center>");
-->
/script>
```

Put a Copyright statement in the footer

Click on Pages.

Click on Advanced Settings.

Go to Footer Code

Type: `<p><center>Copyright 2013. All rights reserved. XXXXX </center></p>`

Replace the XXXXX with you chapter's name

Save settings.

Publish

Additional Features

In addition to the features discussed in this document, there are additional features available for weebly users (yes, even the “free” users). There are such elements as **Google Maps**, **YouTube Video**, and **Flash** found under the **Multimedia** section.. Additionally, there are also these elements available under **More**: **Feed Reader**, **Poll**, **Survey**, and **Contact** forms, and a **Button** which can be used for links.

Add an Editor

It is an excellent idea to have a second person available to work on your website. With an additional editor, if for some reason you are not able to edit the site, there is another person who has access. That is a good thing.

Click **Settings > Editors**.

Click **Add Editors** and do so.

Archive the Site

Another excellent idea is to have an Archive of the site. This may be done under **Settings > Archive/Un-publish**.

Delete the Site

If for some reason you want to delete your site, sign into your Weebly account and, beside the name of the site you are deleting, click **More > Delete Site**. Verify that you want to delete the site and it will be gone.

Notes:

If your choice is to use a theme with a horizontal navigation bar and you have many pages, Weebly might begin subgrouping the pages under a link called **More...** A more elegant way to have the links organized is to have subgroups under existing pages where appropriate. See Page 6.

Weebly.com frequently upgrades their site. For this reason, there might be times when the instructions I have written no longer work. If you are stymied, remember to use the **Help** section or, email me, and I will be glad to help you.

Best regards,
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