Weebly Step-by-Step Instructions

Go to http://weebly.com/

Follow instructions to create site. **Write your username, password, email address, and website URL down and send this information to yourself in an email and save it in your cellphone!**

> When selecting name, it will appear as website title- but it is editable.
> A box will pop up for the URL. Select the top option-it's free. Select a name that is easy to remember. It is says already taken, try adding school abbreviation or mascot at the front or end of the desired name. For example, apush was taken so I used alhsapush.weebly.com.
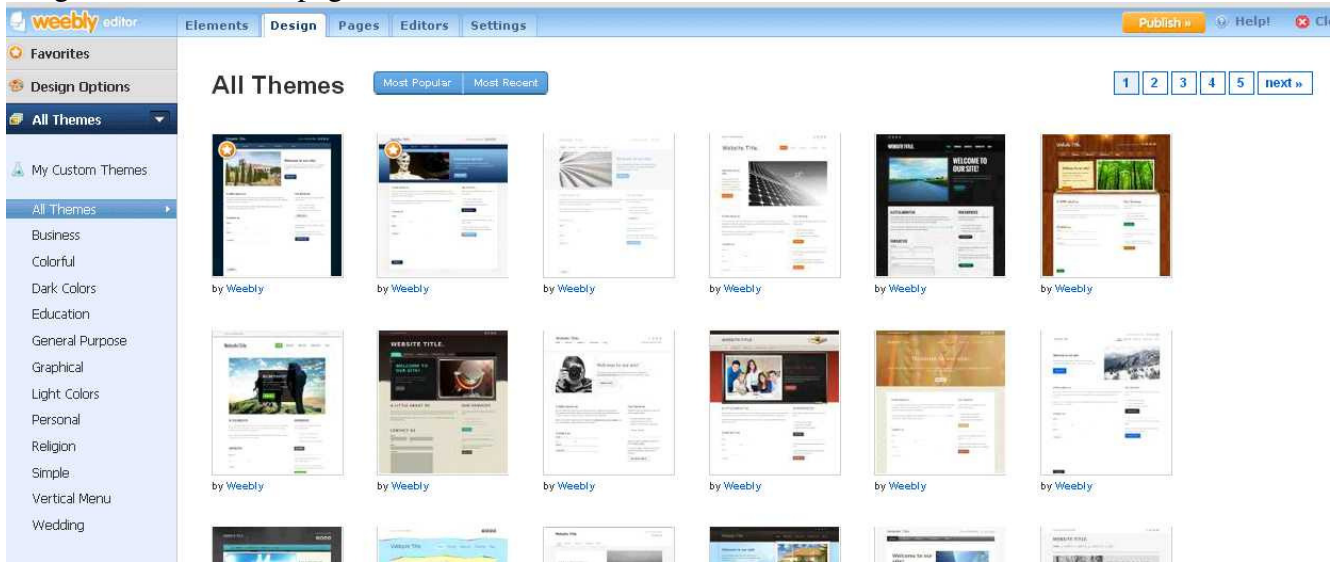
Website homepage

Created by Elizabeth Ramos
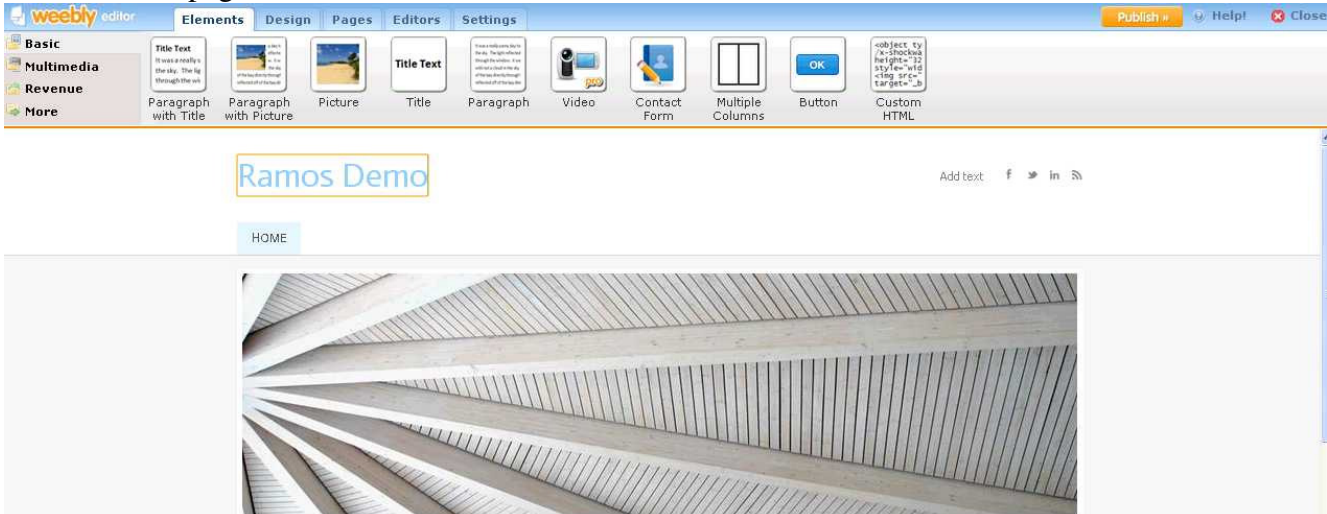
Click **Design** to select website design options. The most used design options will come up.


Select **All Themes** to view all options. Keep in mind to select overall layout. You can edit individual images on the website pages.

Select **Design Options** to edit the font, font size, and color of the site title, paragraph title, and paragraph text

Select the **Editors** tab to add classmates if you are working on a group project. This will allow multiple people to edit the website. Keep in mind, only one person can actually work at a time-schedule accordingly. When in the computer lab, one person will upload and the others can be typing up information to add on a Google Doc and share and/or work on the other website elements.
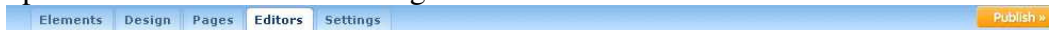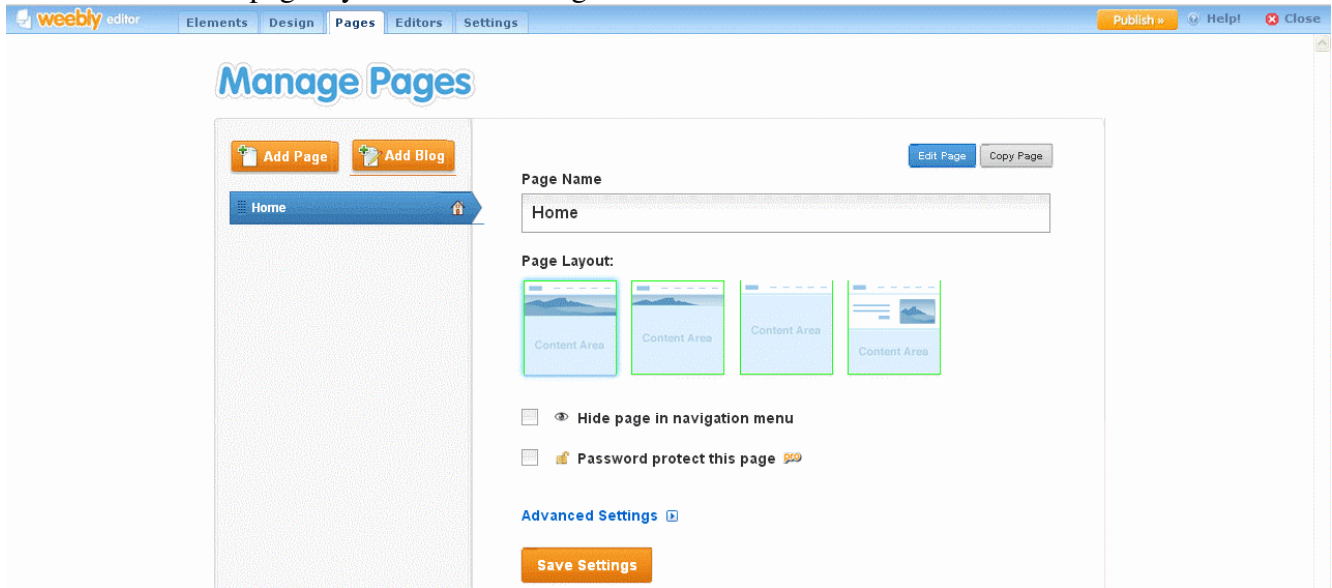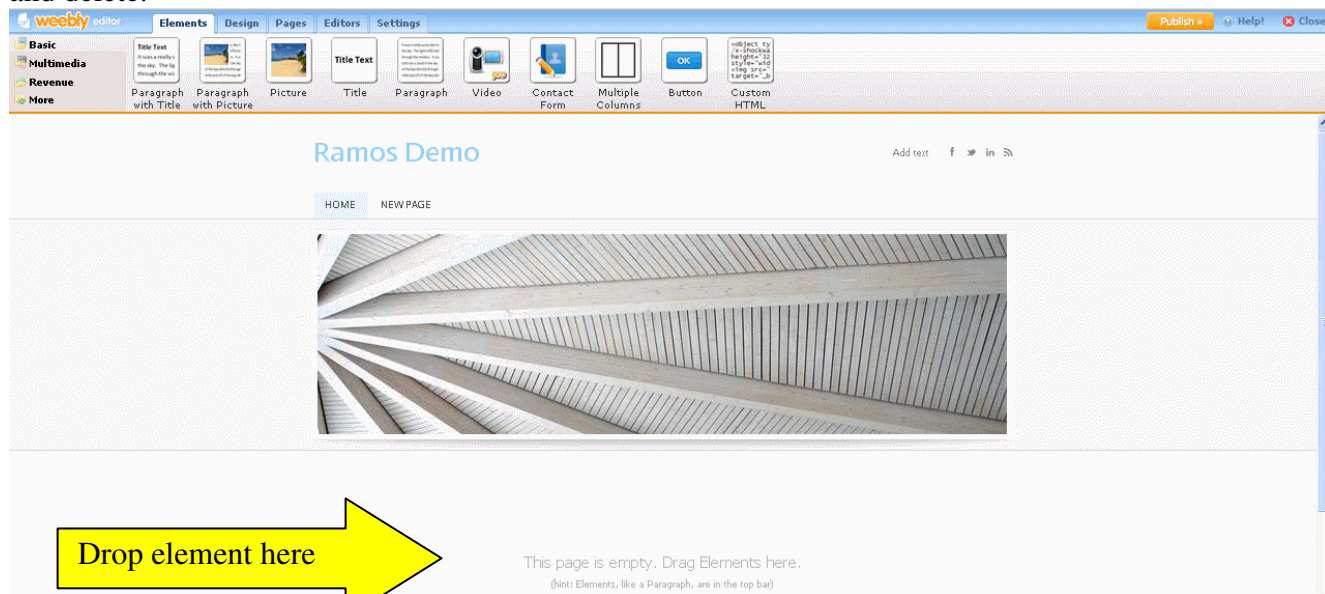

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Select **Pages** to add pages and/or a blog. Leave the first page as a Home page with your introduction. You can select the page layout below the Page Name.


Select **Add Page** to add another page. Type the name of the page in the Page Name box and select the page layout. If you decide you want to delete a page, select the **Delete Page** button on the right. If you want to edit a page title, select the **Edit Page** button and rename. To move pages, follow the Tip: drag pages up/down to reorder. If you want a sub-page, move the page under the page you want it to be housed on. Hit the orange **Save Settings** button to save your changes.
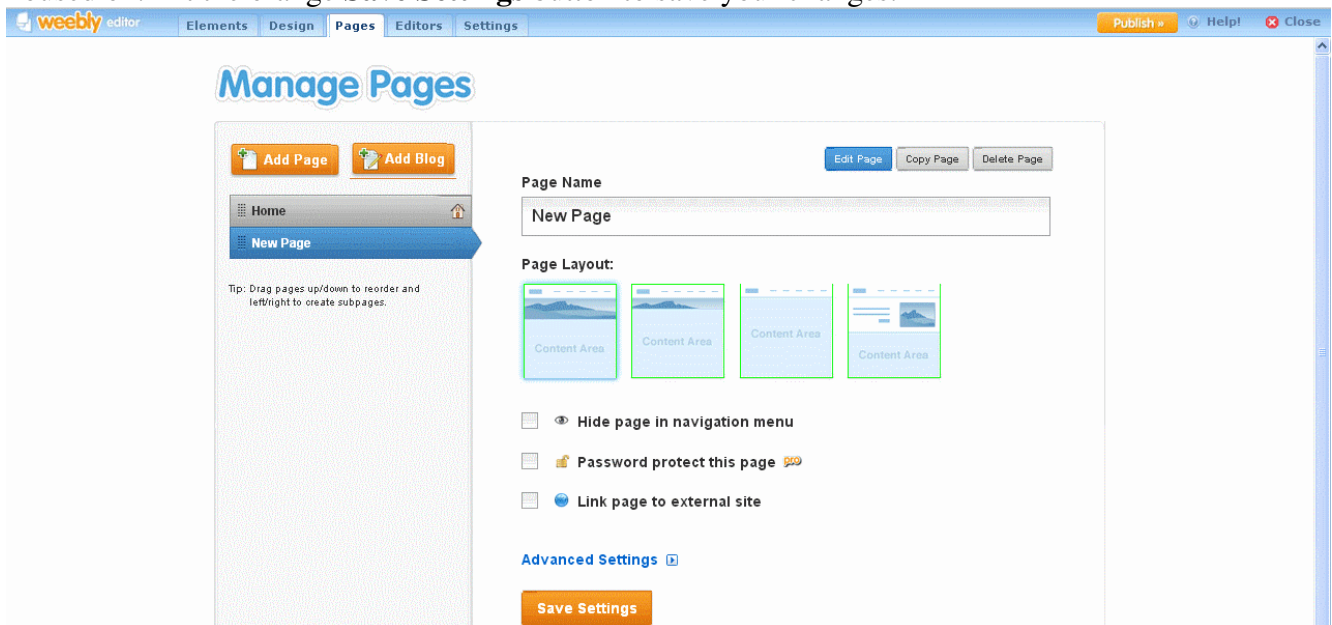
Now you are ready to start adding text and images to your pages. Select the **Elements** tab on the toolbar. Drag the element you want to add into the space indicated. You can move items around later and delete.

Drop element here

This page is empty. Drag Elements here.
(hint: Elements, like a Paragraph, are in the top bar)

Here, I added a **paragraph with text** element. Click in the title area (blue) to add title. Click text area (black) to add text. To add an element below, drag selection below and edit in the same manner.
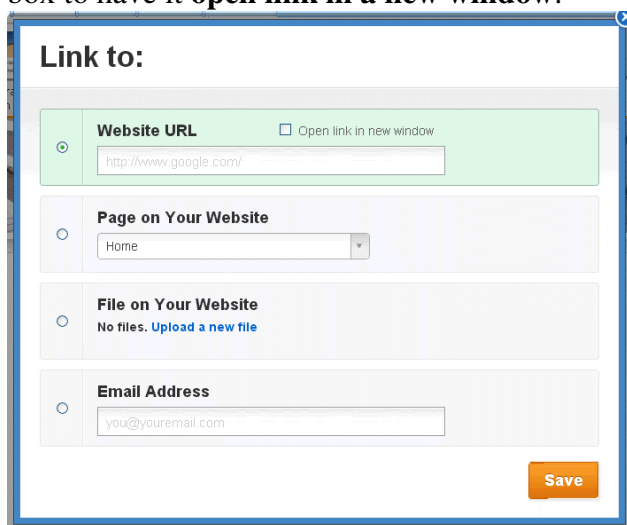

Click here to edit.
Click here to edit.
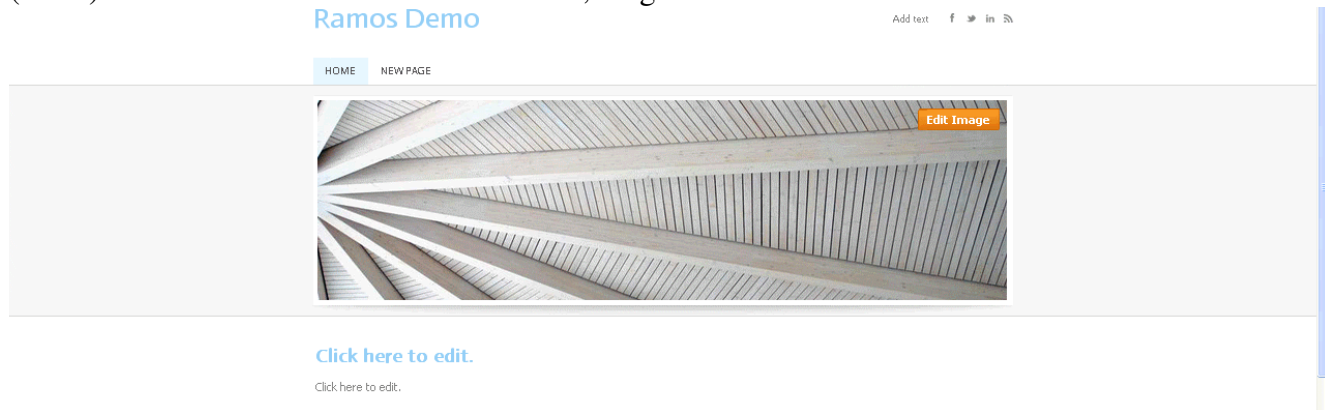
When you click to type text, a text toolbar will appear.

Text Toolbar

Sample
Click here to edit.
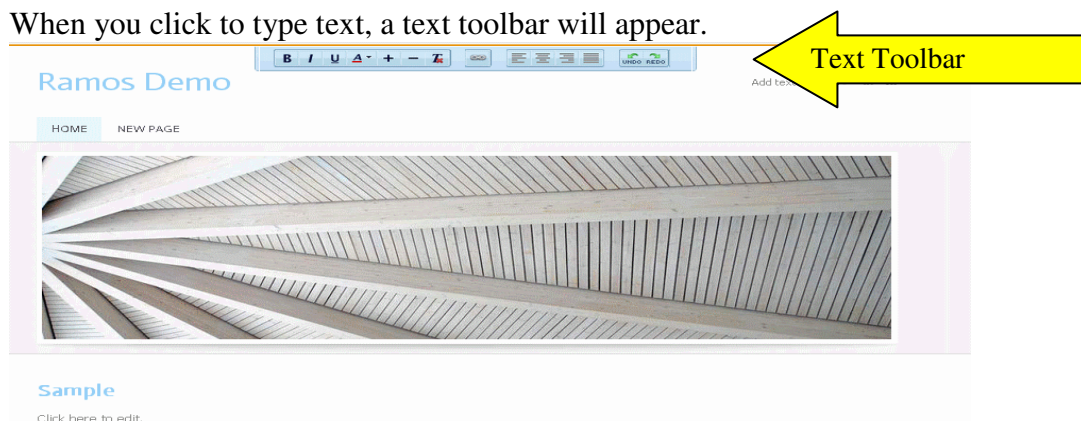
The *text toolbar* operates similar to Microsoft Word. **B** is for bold, *I* is for italics, <u>U</u> is for underline, **+** is to make the font larger, **-** is to make the font smaller, and the rest are annotated below.

Change font color

Insert a link

Text alignment

When in a text box, highlight the word(s) you want to have linked and click **Link** symbol to add a link. You can link to a website, another page on your site, add a file such as a Power Point PPT, Word Document .doc, or PDF. Select the option you want and insert or upload the content you want. Once you have added the link hit the **Save** button. You can tell you have done this correctly because the word(s) you selected will appear in a different color from the original text. If you add a URL click the box to have it **open link in a new window**.


To insert an image, drag the **Picture** element to the desired image. Click where it says **Click Here to Edit**.
You can add images from your computer like you do in PPT by selecting **My Computer** and the green **Upload a photo from your computer** button, **Search** for images online while in Weebly, or add the **Image URL**.


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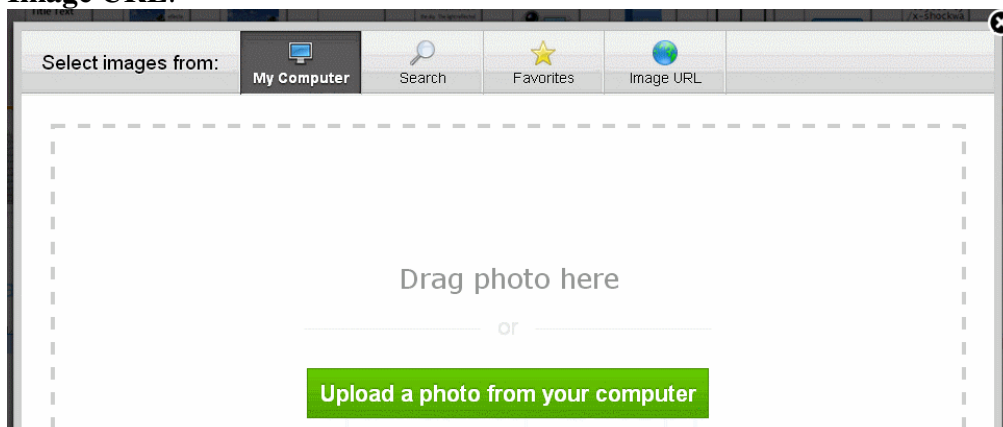
To add HTML, select the **Custom HTML** element and drag it to the position you want. Click in the HTML box and paste the HTML code and select center in the pop-up. If entering Capzles or info from another site, you may need to set the HTML dimensions larger to view on Weebly. For example, you need to set the Capzles embed code to 1000 x 600 for the timeline details/annotations to be visible.
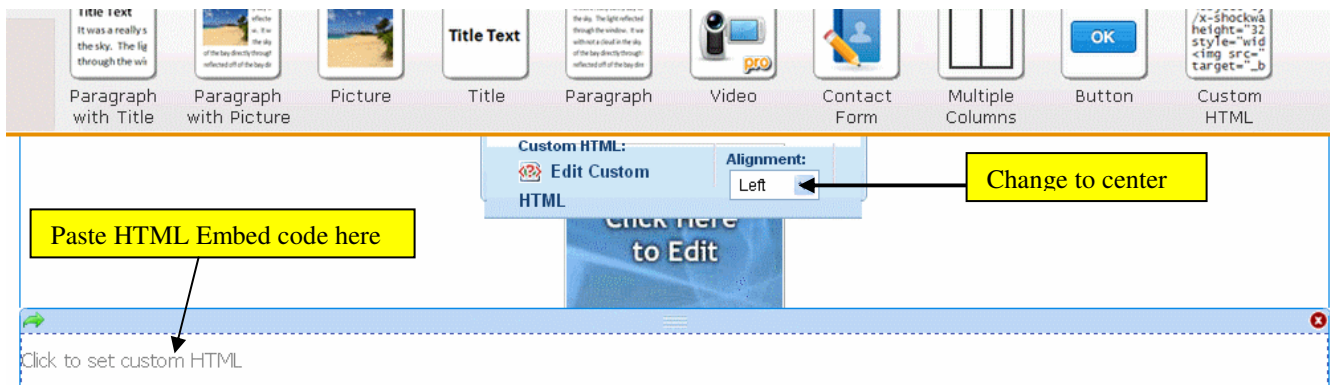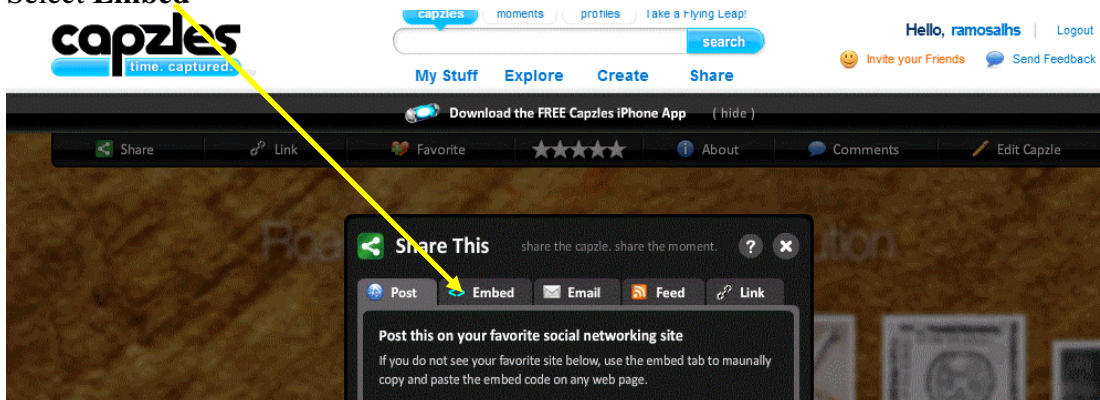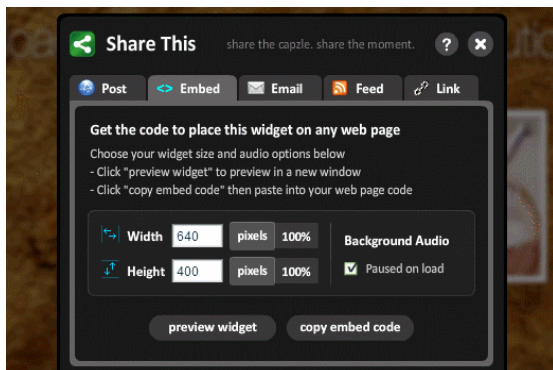

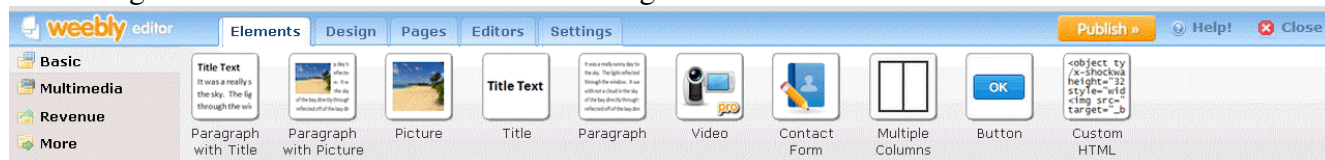## *How to embed Capzles*
When in Capzles, select **Share**
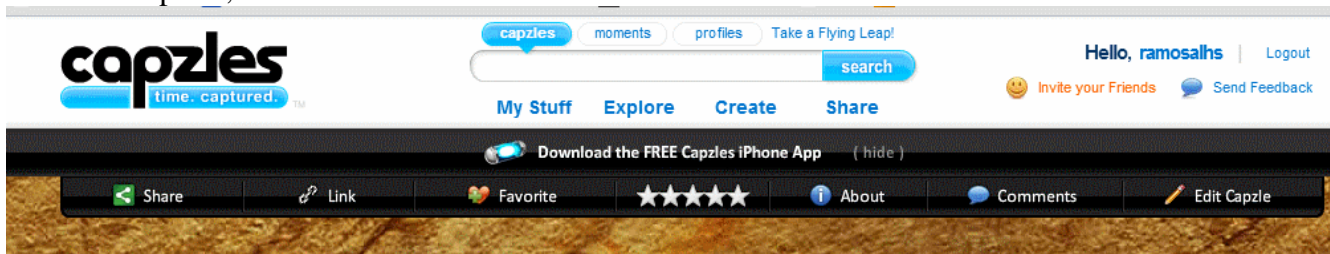
Select **Embed**

Change the **Width 640** to 1000 and **Height 400** to 600 and hit **copy embed code** to paste in Weebly HTML element box.

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Don't forget to hit **Publish** to make site and changes visible.

You have just published your website. Close the window (blue **X** button on top right of pop-up) or click on the **blue link** to view your published site in a new window!