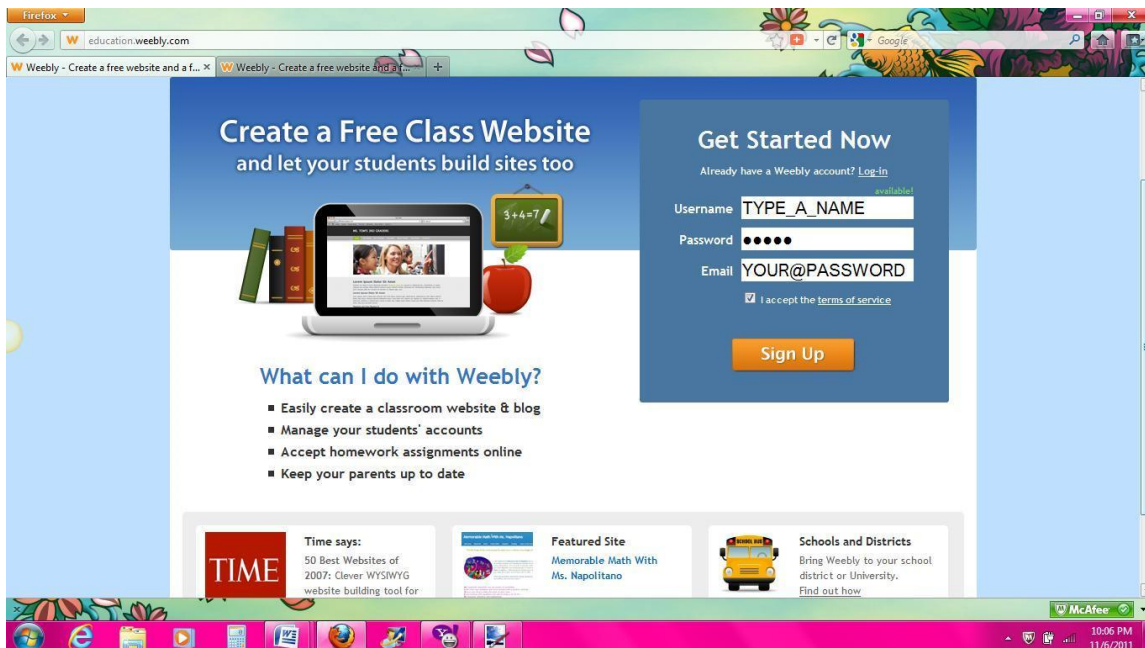
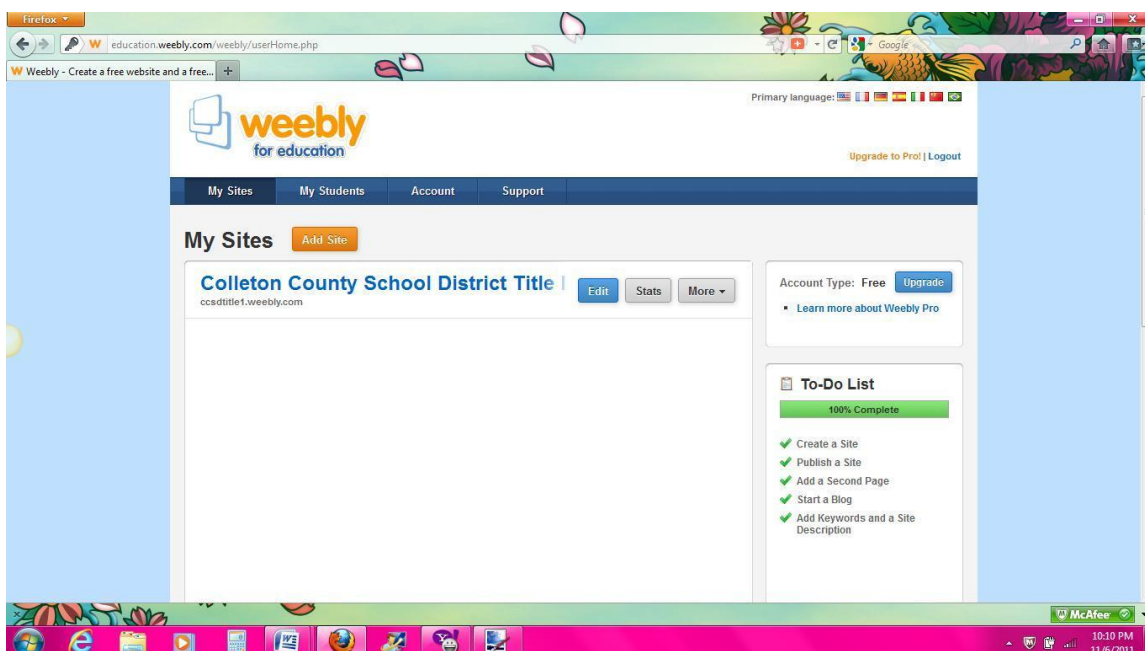


How to use Weebly:

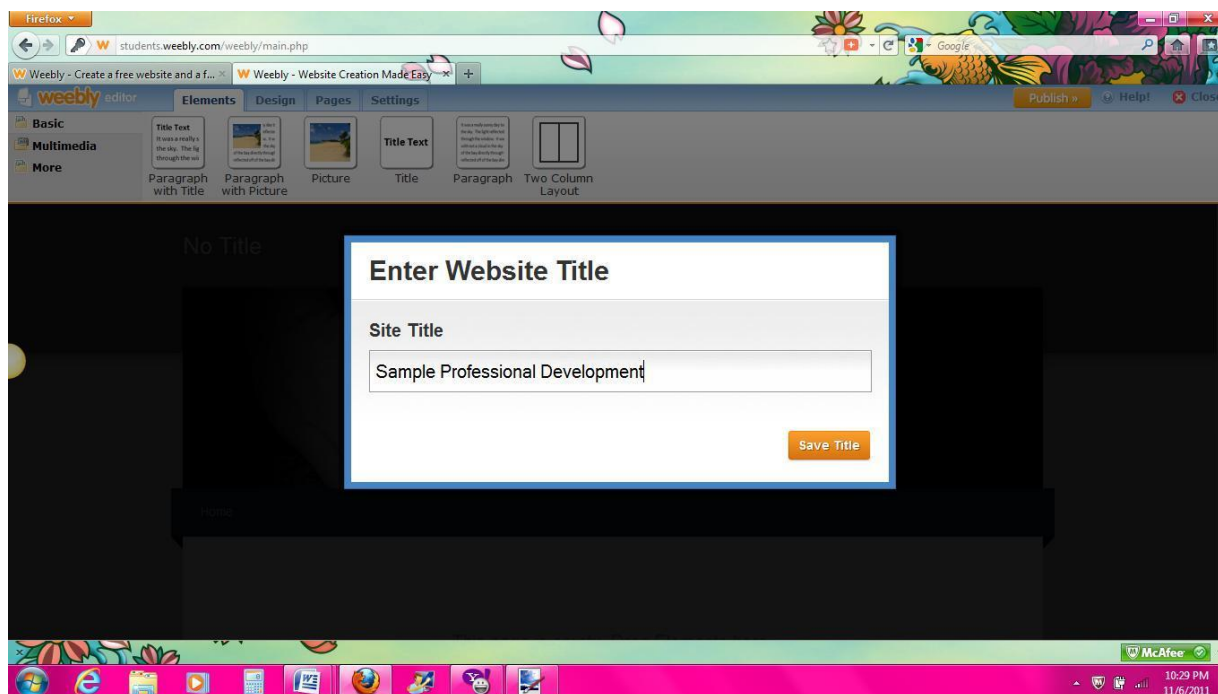
1. Review the “Before you begin” handout and collect your content.
2. Select a user name and password for **Weebly**.
3. If your content is for K-12 OR higher education, use <http://education.weebly.com>
4. If your content is business or personal in nature, use <http://weebly.com>
5. Create your account by signing up with a username, email address, and password



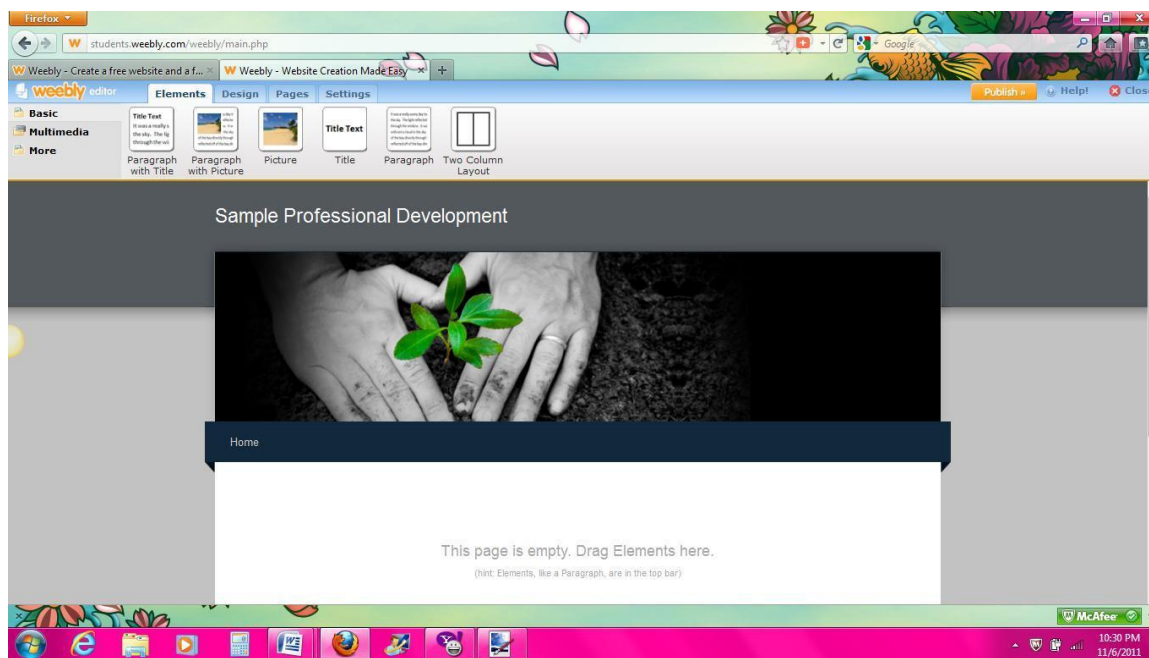
6. Once logged in to your dashboard, click create/add site (or “edit” next to site name)



Designing or Editing your page – Creating the page:

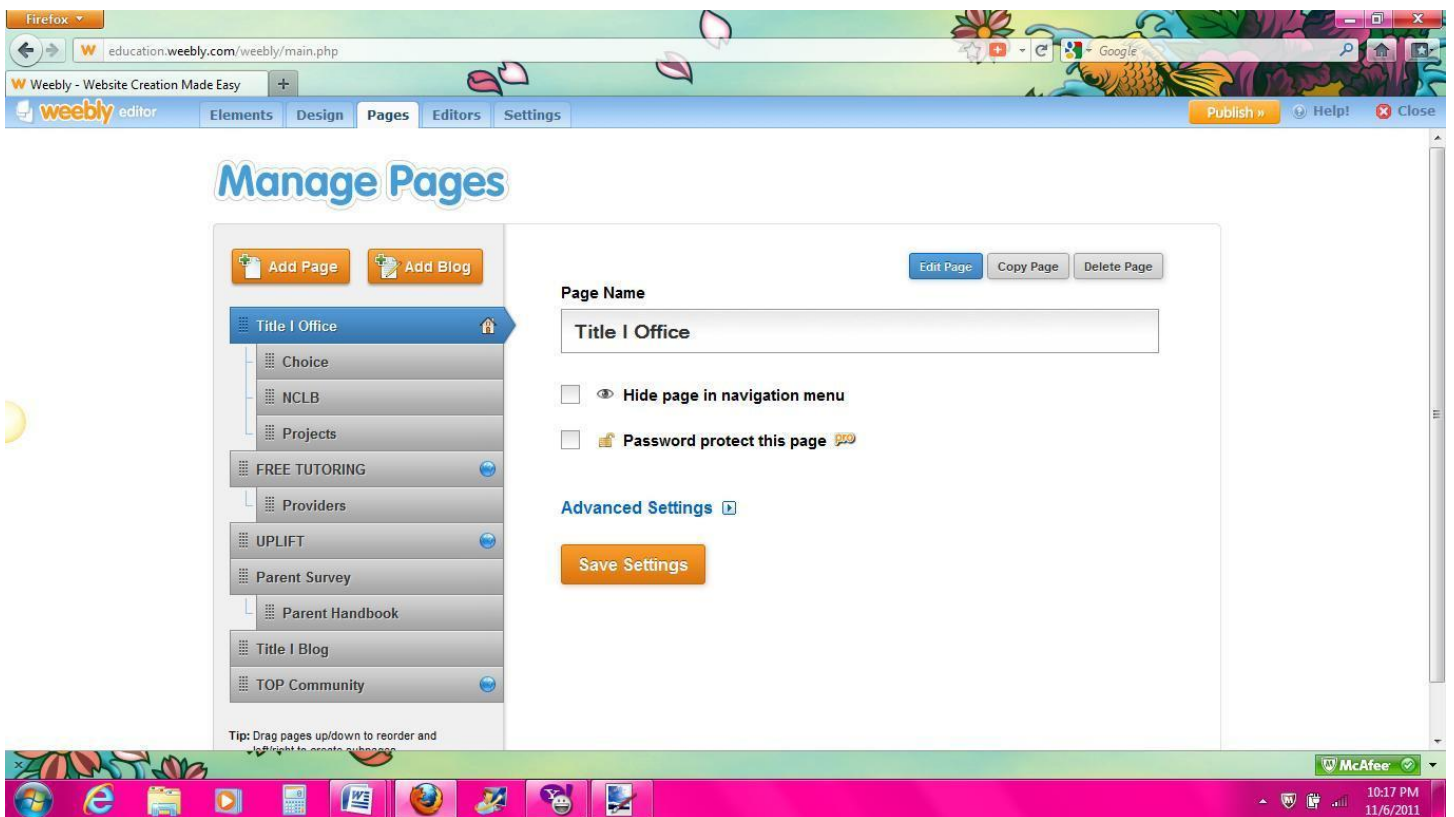


Designing or Editing your page – Adding Content:



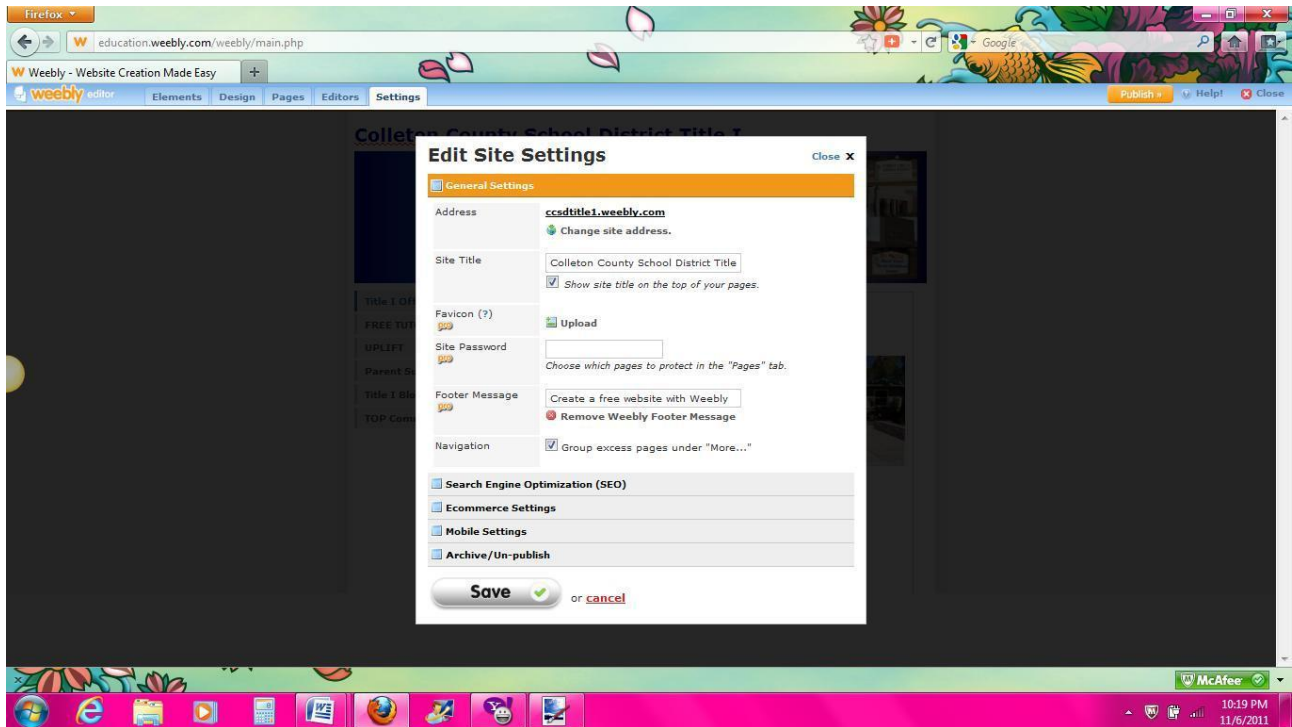
7. Use the **“ELEMENTS”** tab to drag and drop sections onto your page
 - a. Titles – then type and edit text
 - b. Paragraphs with titles/headers – type and edit text
 - c. Pictures – browse your computer, the creative commons, or enter a link
 - d. Pictures surrounded with text – browse/type/paste and edit
 - e. Columns – drag and drop
 - f. Embed items (video/widgets/etc.) by pasting html code

8. Use the “**DESIGN**” tab to change the layout and template of your page;
 - a. Images and content will transfer
 - b. Change back at any time
 - c. Some designs have color options
 - d. You can also change fonts
9. Use the “**PAGES**” tab to add or remove pages and adjust your navigation
 - a. Link directly to other pages online
 - b. Create “drop-downs” in navigation
 - c. Duplicate pages
 - d. Name and rename pages
 - e. Edit header, footer, embed analytics code, set meta tags and more using “**Advanced Settings**”



Other changes and tabs:

10. Use the “**EDITORS**” tab to give permission for others to edit all or some of the site
11. Use the “**SETTINGS**” tab to establish ecommerce, archive, set or change site address and page titles



12. When you are ready to go live:
 - a. Click “**PUBLISH**” button to publish your website
 - b. Choose a subdomain name <http://yoursitename.weebly.com>
 - c. Set Weebly to publish to your domain – pay feature – <http://yourwebsite.com>
 - d. View your site, post an announcement to Facebook/Twitter, or send emails

NOTE: The education version has fewer options than the business version, limitations, and the benefits of a pro account or having your own domain hosted can be found at: <http://kb.weebly.com/faq-pro.html>