## 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

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



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**Designing or Editing your page – Adding Content:** 

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- 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"

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## 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

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- 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: <u>http://kb.weebly.com/faq-pro.html</u>