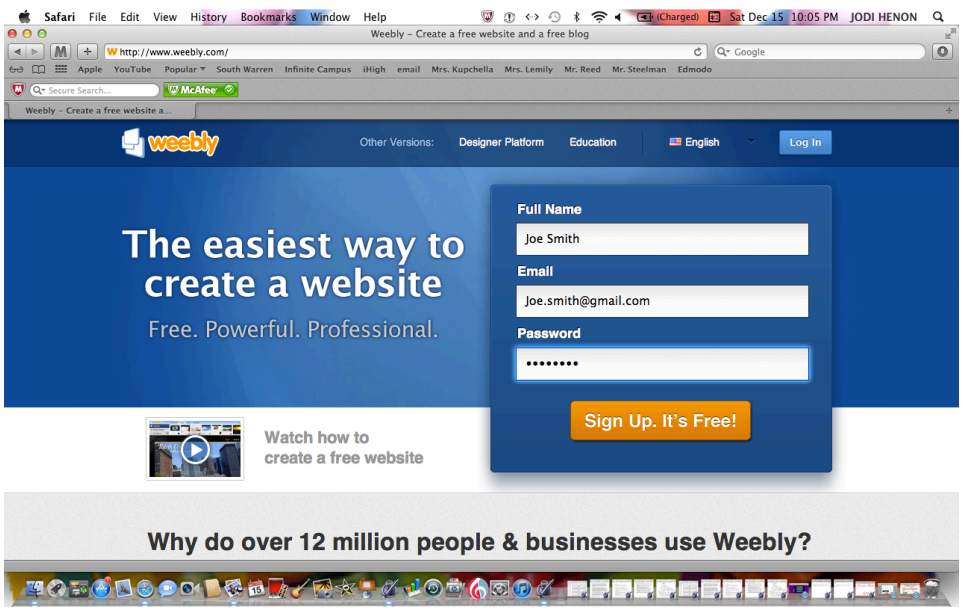
How to create a website using Weebly.com

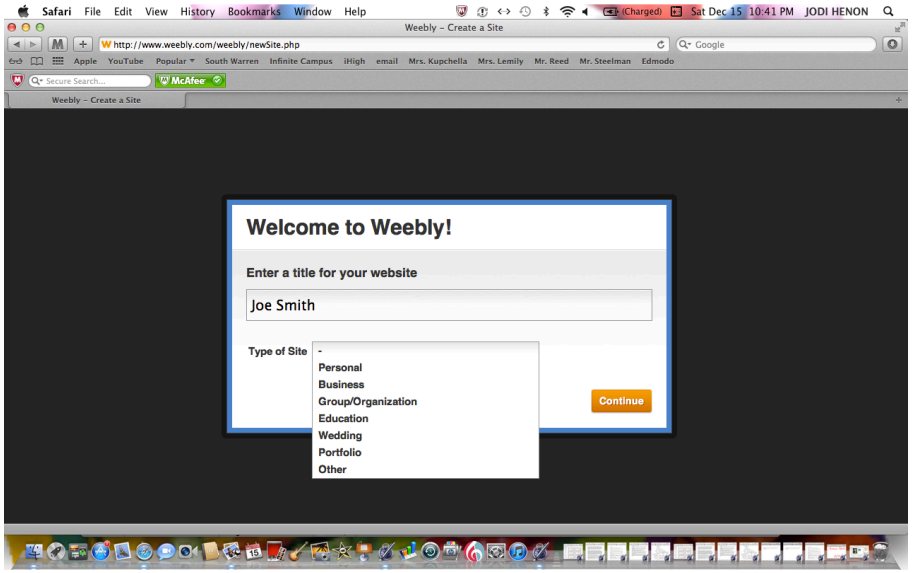
By: Jodi Henon

To create your Weebly account log onto your internet browser and go to Weebly.com.

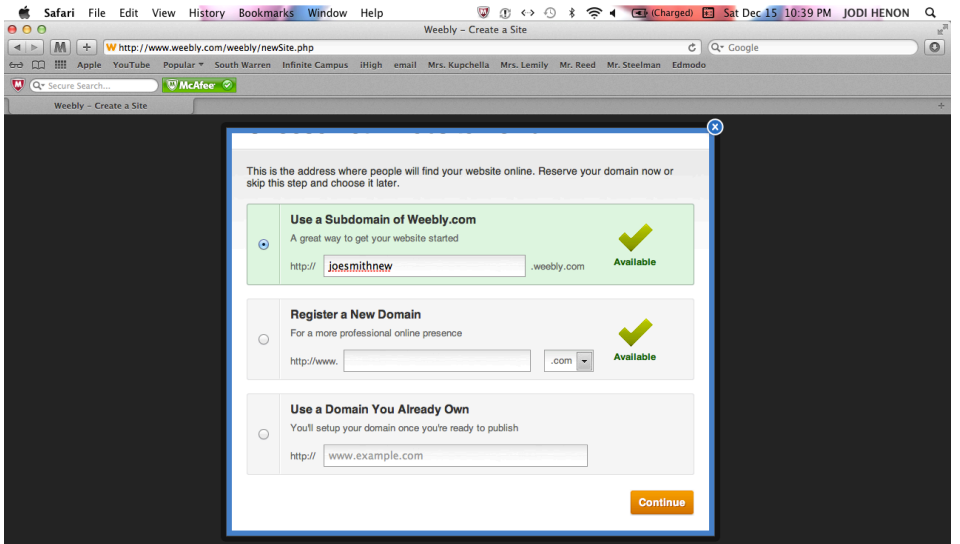
When you get to this page type in your information as shown in the picture, it will ask for your full name, your email address, and a password, that you will create. You will receive an email for you to verify your account. You then click sign up to begin to create your account. For this example your name is Joe Smith and your email address is Joe.smith@gmail.com.

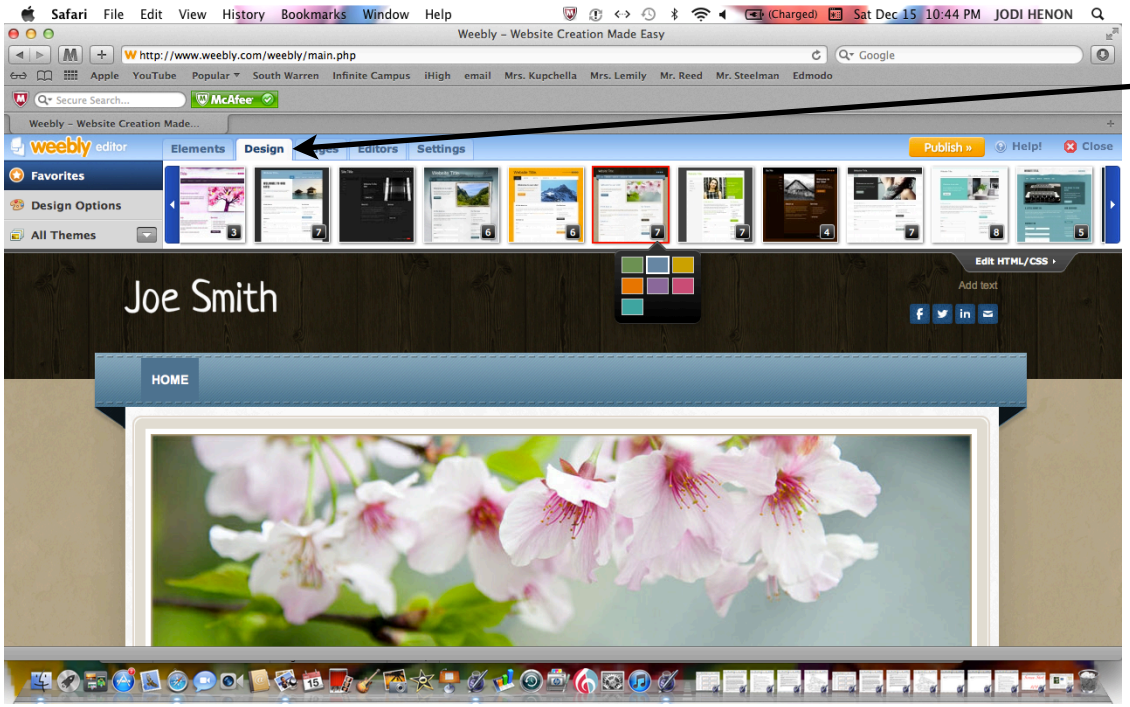


After you have created your account, you will then put in the title of your website and select whether your website is for personal, business, group/organization, education, wedding portfolio, or other use. Then click continue. After this you will be asked to come up with a website address.



Here you can decide whether to use a subdomain of Weebly.com, register a new domain, or to use a domain that you already own. You have to pay to register a new domain, but if you want to create a free website you can use a subdomain of Weebly.com. We are going to use a subdomain, and our website address is going to be http://joesmithnew.weebly.com.





After you have created your website you can select your template, they come in different colors to match your purpose. Click on design at the top then scroll to select your template.

Choose your template to best fit your purpose. This is a professional template that we will be using. Select you color scheme to fit with the chosen template and to fit with the other colors that you will be using in your website.

First, you click on design.

Second, you select favorites, design options, or all themes. In design options you can select your font, color, and size for your title, paragraph title, and your paragraphs, whether you want the social networking icons on for people to view your other profiles, whether you want the phone number field on, and for your links you can choose what color you want for the link itself, when people hover over the link, and for when people have previously visited the site.

Third, you find a template that fits your purpose, and one that you like. When you find one that you like hover over it to select your color scheme.

Once you have selected your template and your color scheme you are ready to begin to construct your website.

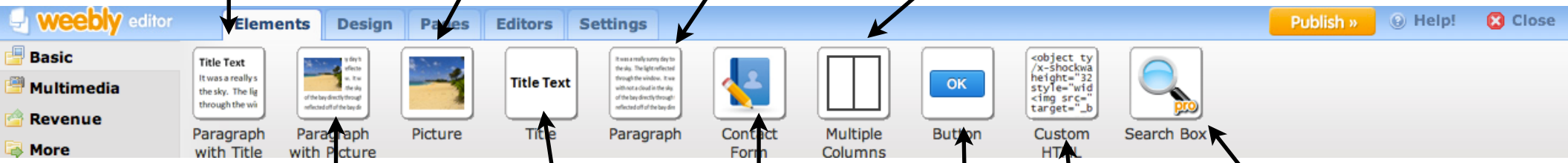
These are your basic needs to creating your website. To write something in your paragraph click on it to type.

To place a paragraph with a title drag the icon to where you want the paragraph on your website.

For a picture only drag the picture icon to a location on your website.

For a paragraph only drag the icon to a location that is right for a paragraph.

To add multiple columns drag this icon to a location. You can click on this, when placed on your website, to add or remove columns and to edit it. You can drag elements to the columns.



If you would like a paragraph and a picture drag the icon to the location, on your website, that you want it to be.

To add a title drag the icon to the place where you want the title.

To add a contact form, for people to send you messages to your email account, drag the icon to a place where people will see this to fill out.

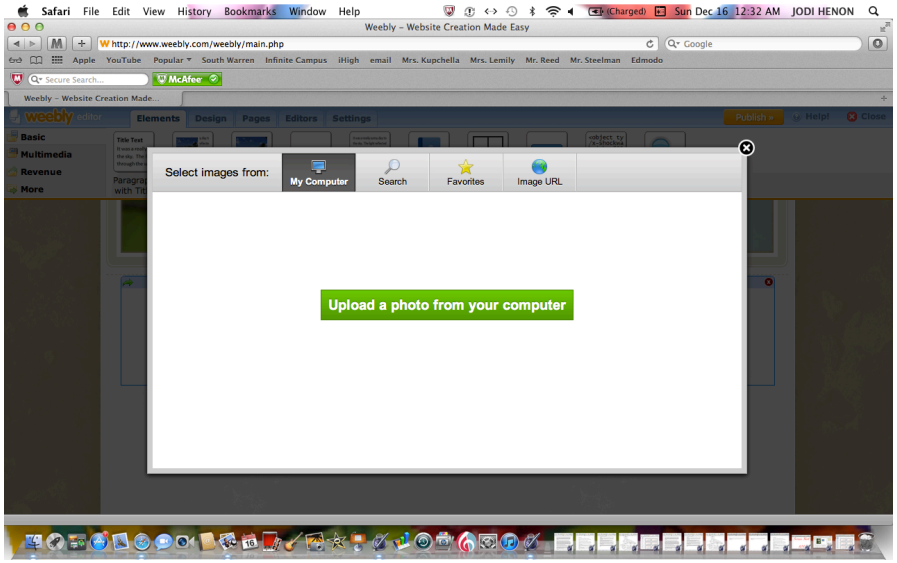
If you want a button to link somewhere drag this icon the where you want it.

To create a custom element drag this icon wherever you want.

To add a search box, for people to quickly look for something specific, you must have a Weebly pro. You have to pay for this feature. After you have upgraded you can drag this icon to a location on your website.

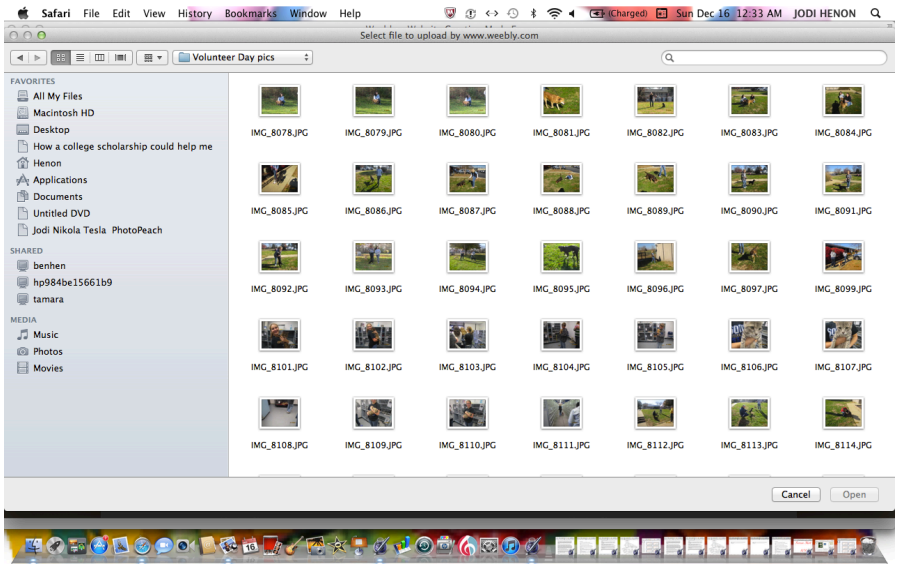
You can also add photo galleries, slideshows, files, audio players if you have Weebly pro, videos if you have Weebly pro, embedded documents, flashes, Google maps, You Tube videos, Google adsenses, product books, products small, products regular, products large, RSVP forms, surveys, feed readers, block quotes,online bookings, forums by Tal.ki, social icons, and dividers. These work the same as the basic elements you just drag them to the location that you want them. To edit these elements all you have to do is click on them.

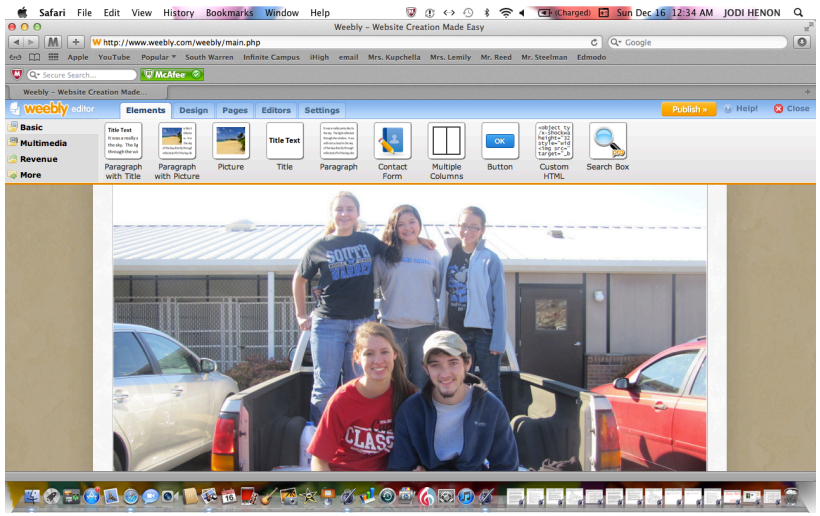
To add a photo drag the photo icon to the location that you want it. When here choose your picture and drag it to your desktop, you can also use Weebly's pictures. Some of Weebly's picture you must buy but others are free.



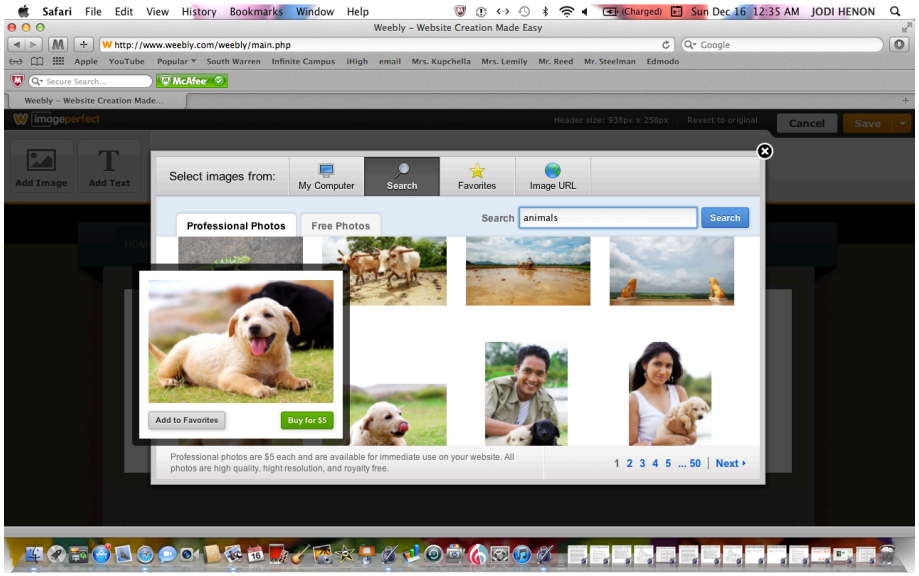
To edit the picture click on it. When you do this screen will pop up. For this example we will use a picture off of the computer. Click on the button that says "upload a photo from your computer". This will take you to another screen where you can select your picture.

This is the screen that will pop up, for you to select your photo. Here you click on the picture that you want to use. Click on the picture once then click open.



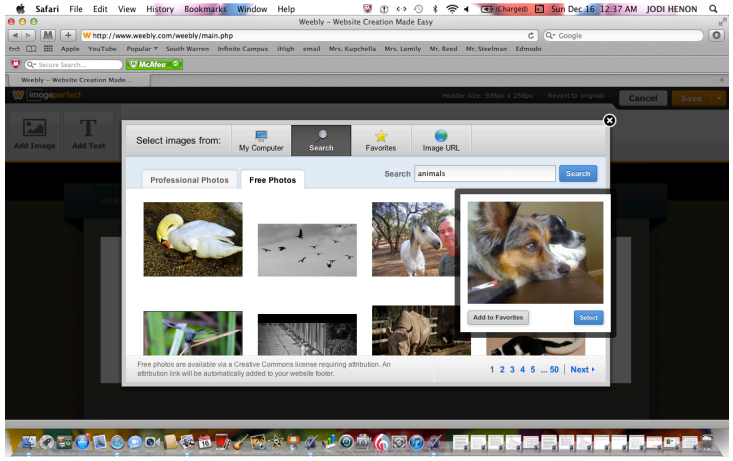


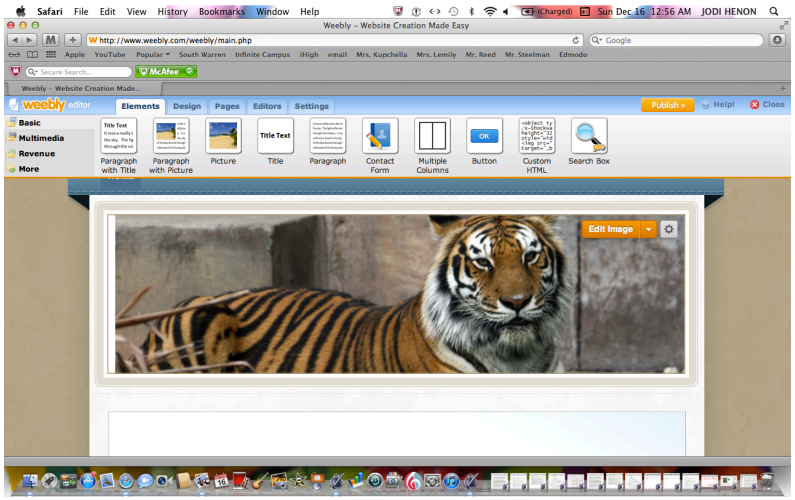
Your photo will then load and all you have to do is click save, and select whether you want to save to all pages, save to one page only, or if you want to save to the selected pages.



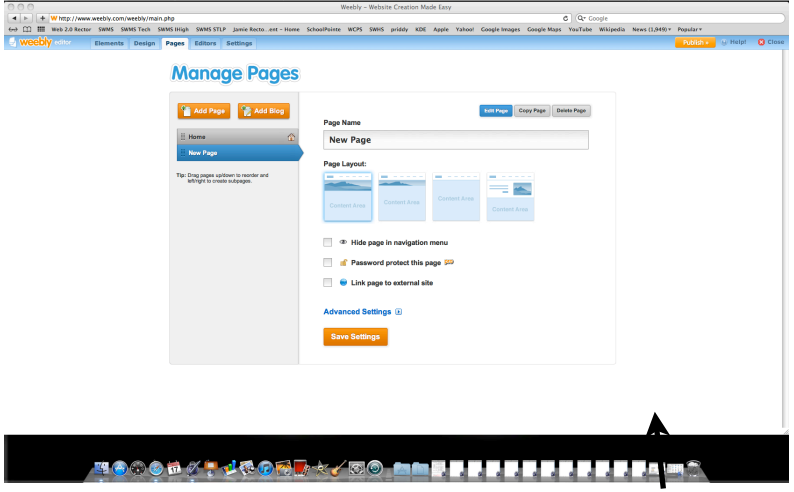
To use pictures from weebly do the first step that you did for using your own picture. When you get to that page click add photo the click search. Here you can search for your photo. You can find photos that you can purchase and...

...you can also find free photos.





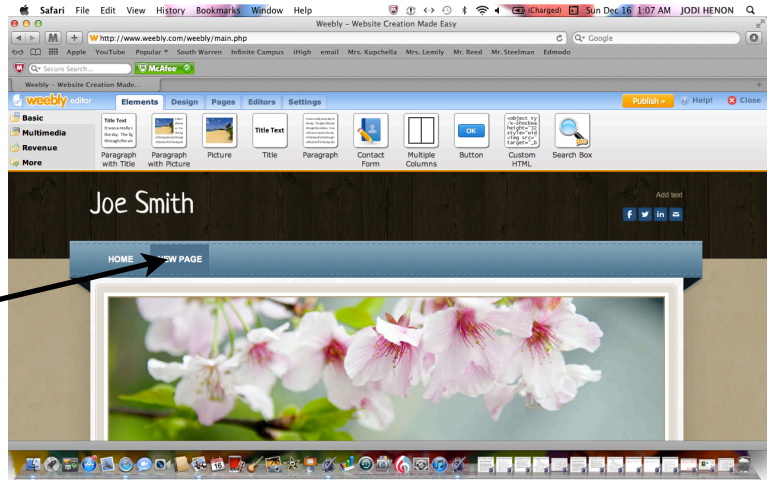
When you have found your photo hit select then place the photo where you want it. When you have finished click save and select whether you want to save to all pages, to only one page, or to selected pages.



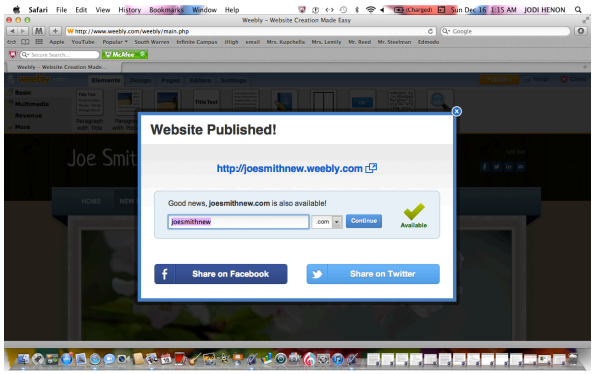
Once you have finished with this page you can click on pages, at the top, and add pages and/or blogs..

Once you have finished with the first page you can now add another. To do this go to the top and click pages, when you do this a page will pop up asking you to choose a page layout, a name for this page, and whether you want to hide page in navigation menu, password protect this page, or link this page to an external site.

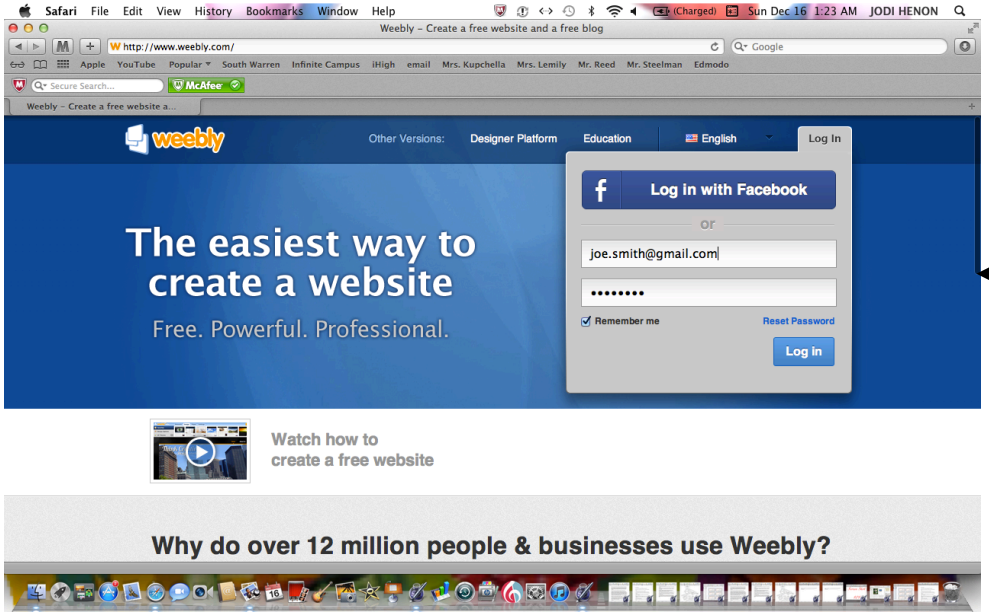
Now you have a new page to create. To do this you take the same step as you did for the first page. You can use this page for anything that you would like. Remember to have fun while creating the rest of this website. Keep repeating these steps to complete your website.



Once you have completed your website it is time to PUBLISH it. Click on the publish button, confirm your website address, type in the two words, and wait for it to load. Congratulations, you have now completed your website.

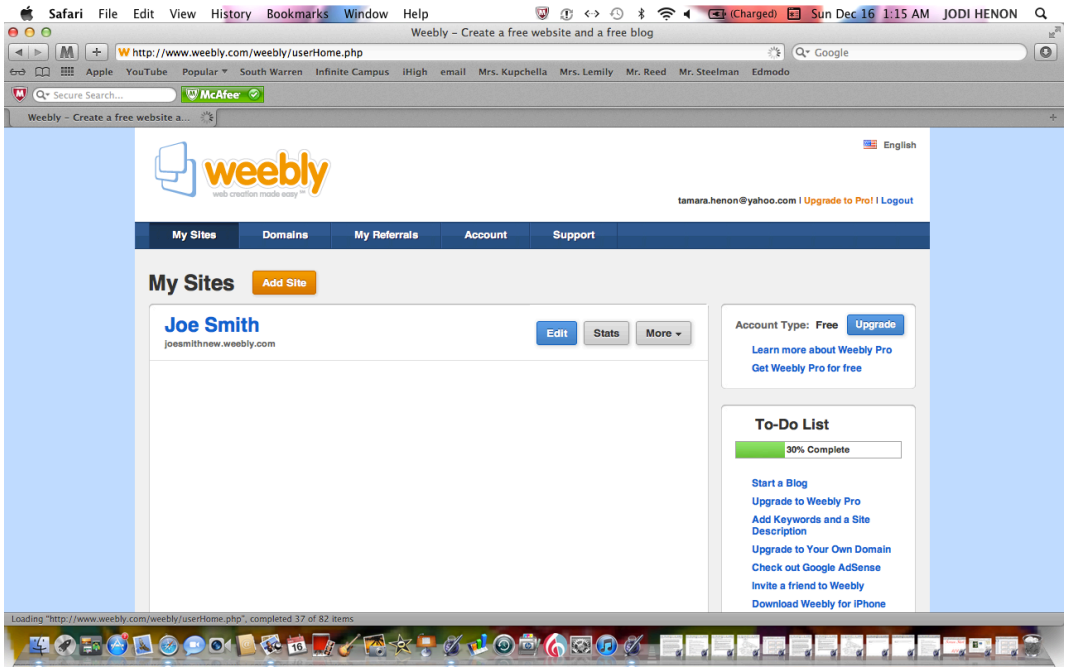


Confirmation that your website has successfully been published.



You can now log into your Weebly account to work on your website. If you forget your password, don't worry, click on reset password and enter your email address. Once you have done this an email will be sent to you with instructions on how to reset your password.

Here you can edit your website, look at the statistics on your website, and more.



Resource: My Weebly account.