



Guide to Website creation on weebly.com


1. INTRODUCTION – CREATING YOUR SITE

- Click SIGN UP to create an account on weebly.com
- Click PERSONAL for the type of site you would like to create
- Select your site THEME (Business works well. You can change this later)
- Click START EDITTING to create your site template
- Click X to skip over **Select domain name** (you'll do this later)
- Click THEME at the top of the page to change the theme (if you choose)

2. EDITING YOUR MAIN PAGE, SUB-PAGES, AND LINKING THEM

- Click BUILD at the top of the screen to enter the edit screen, this is your HOME PAGE
- Click the PAGES tab at the top of the screen – current SUBPAGES are shown to the left
- Click the ADD PAGE + button and select STANDARD
- Enter a temporary name for you pages (e.g. Subheading 1, 2, etc.), select Short Header and Save
- Click PAGES tab and repeat the process until you have a HOME page and 4 NEW PAGES
- Click HOME or (Top Page) to return to your Main Page (Your sub pages will be listed in the menu at the top)

3. ADDING CONTENT TO YOUR PAGES

- Click BUILD – from here you can edit your main page and sub-pages by clicking on the TILES in the left column
- Drag TILES from the left menu to edit your main page (Title, text, image, etc.)
- Typing in a text box will bring up a **text editor**. You can also create a WEBLINK by highlighting a work and clicking on the  button.
- Create COLUMNS by highlighting the blue around a text box and dragging it to the side of the screen
- Add an IMAGE by dragging the IMAGE button to your main page. Click on the image icon and select My Computer to add an image of your own or Search to select a Weebly stock image.

- Customize the layout of your page using the STRUCTURE tools (divider, spacer, etc)
- Add videos to your page by dragging the YOUTUBE OR HD VIDEO TILES to your page
- Click SETTINGS a the top of the Page, then General to edit your site TITLE

4. CHANGING SETTINGS (ALLOWING YOUR GROUP MEMBERS ACCESS TO YOUR SITE)

- Click SETTINGS from the top menu and then EDITORS from the left menu
- Click Add Editors and add your group members' emails and jacamp@ship.edu
- Type in the title of your web tutorial (Only after your topic has been approved)

5. HOW TO ACTIVATE YOUR SITE (DO NOT do this until your pages are finalized)

- Click PUBLISH at the top of the page
- Select Use a subdomain of weebly

ADDITIONAL RESOURCES

- First Steps <https://hc.weebly.com/hc/en-us/articles/201696307-First-Steps>
- Working with Columns <https://hc.weebly.com/hc/en-us/articles/202511666-Working-With-Columns>