Weeby 101 M. Diane Bell, Marvin Picollo School, Reno, NV

**Sign Up**

1. Have an email account that you want linked to your website.
2. [www.weebly.com](http://www.weebly.com) If you have an ipad you need to down load the weebly app to the ipad.

3. click try it free.

4. Sign up your name, emil, put in a password and sign up.

5. catagorize your website,

Personal, business, group/organization, education, wedding, portfolio,

Choose your domain name now or later.

One thing to know

**First Steps video**

Get Started

Choose a theme,

Have pictures ready to replace the pictures in the stock theme.

Easiest is to have pictures in your picture gallery.

Drag text icon and type description.

Navigate the editor.

Build, Content elements

Pages, select pages tab we are going to focus on the standard

Theme, it is the format, it can be changed any time

store,

settings. Change site name, or address, upublish site.

**Intro to content Elements Video**

Find element you want then click , drag, and drop it exactly where you want it.

All elements have three universal options., copy, delete, and move.

X in the upper right allows you to delete this element.

A curved small arrow in the upper left allows you to copy an element or move ( move it to another page.

The box between the x and arrow allows you to pick the element up and drag it around the page.

Image element there are multiple choices .

Drag the image element to the page .

Click on the element to open then upload a image from your own computer,

Drag and drop or “Upload a photo” click green upload button.

Can change the size by hovering over image and blue box in lower right corner will appear. Which you can click and drag to adjust the size.

You can add an image to a text box and it will wrap the image around it.

**Intro to page layouts video**

You can drag element to a page or choose a layout to start with.

You can change , or delete at any time.

**Create Pages**

Click on pages and then the + sign. Standard page is used 99% of the time.

Limited # of pages in the free verson but you can add sub pages under a page.

**Adding a document** can be done in two ways.

Preference is to link to a document.

Click on text/image after dragging to where you want it. Then type the title of the document

Then high light the text you want to link or click or click on image

Then click on image that is looks like a chain link C-- then a backwards C.

The link will then go to options choose file, and then upload file. Go to you documents and click on and open and it will link it to your website when you publish it.

They recommend that the documents are in Drop box or cloud based.

To imbed to the page you go to media section of elements and then document .

Blank document then click and select upload new file>

Not recommended as they don’t guarantee it will look like your original document.

The other option is Button link to the document.

**Add a Picture**

Image Elements

Drag Image to page then upload by dragging picture from your desktop to the page or by clicking the green “Upload “ button and select the file.

**Add a Video**

For the free website you put your Videos on your personal You Tube account.

You need to set up an account you can choose your videos on an individual basis to be open, or private, or private by link.

The other options are if you have a Pro or Business user account.

The you tube element is found in the media section. You Drag the element to the page you want the video on. You click on the element and you select the URL by copying it from the bottom of the video in your you tube account. To find the direct link click the share button beneath the you tube Video, and copy /paste from there. My Mac You Tube account you X the video and then click the link button which will then show a link in the line in the box and you high light and copy.

The size is chosen from small medium and large. And placement is left right and center. If you want to have videos side by side. You adjust the size by hovering over the screen until the lower right corner shows the sizing curser. Adjust the blue box and then you can drop the next video beside it.

The old version had you creating column to put videos in the different columns.

**Creating Links**

You can high light text you want to link then click the chain (the link icon) Then the box opens. You then paste the website URL that you want to link to that phrase or sentence. You can have it open in a new window so your website stays intact.

Link to Standard page,

Link to your website,

Link to your store page.

File PDF or Word document.

Link to an email address.

Button Link Drag and Drop the button to the page and type nor more than 5 or 6 words. Select a link, and follow the same link steps as above.

Navigation Link is one to another page.

Headers Types are Tall , Short , No, Landing page , and Splash.

**Help Section**

**The most important thing is to use the ? in the upper right of the website to go to all the videos that should answer any questions that you might need.**

**If you can’t find what you want or something isn’t working click the submit upper right area and submit a request. As you go Type what you are having an issue with look at the bottom of the page is a chat and you can click it and start a chat with a person knowledgeable and can help problem solve in the website while you are working on it.**

Websites built using weebly

<http://picollomusic.weebly.com>

<Http://wcsdguitar.weebly.com>

<http://wcsdukulele.weebly.com>

<http://wcsdpbone.weebly.com>

<http://wcsdchime.weebly.com> This one will be published by the middle of March.

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