

1 Creating a New Account and Site

Open Internet explorer and go to www.weebly.com In the Create a free website box please place the username that you specified on the parent permission letter.

In the password box please place the password written on the same letter.

Type in a valid email address.

Check the “I accept the terms” box and then click signup. You are now prompted to enter two words in the black and white box so that weebly knows you aren’t a computer auto-setting up fake accounts.

When asked to choose a plan select the “free” one. In Option A of “Choose website address” type what you would like

to use as your website address. Note that your website will include that .weebly.com after what you type.

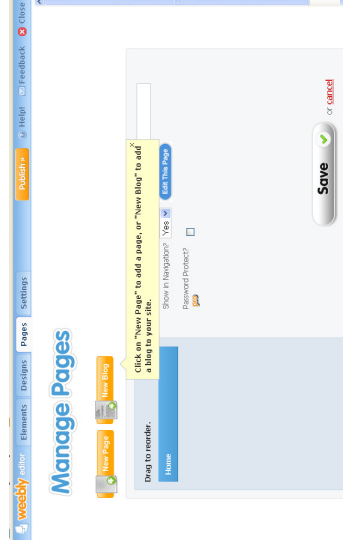
Choose a title that will appear across the top of your main page. (you can change this later so don’t over analyze it now.)

2 Choose a Design Template



Click the design tab on the top then choose a design category on the left. You can now scroll through the various templates, double click the template you would like to choose and the page below will change.

Adding Pages to your site



Click the pages tab along the top.

Click New Page and name it.

You can drag and drop the pages in the left hand pane to reorder them as necessary.

To edit the newly created page,

simply click back on the elements tab and then click the link on the page in the lower pane, to switch to the new page.

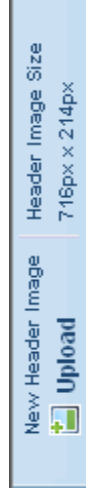
It certainly doesn’t hurt to add as many pages as necessary now and then go back later and add your content to them.

To delete a page, select it by clicking once on it’s name in the left hand page, then click the Delete Page button.

You can rename a page by simply changing it’s name in the right hand pane.

Changing your page header

If your page has a customizable header you can change the picture by clicking on the image, then choosing upload to transfer your own graphic. The graphic that you upload should be the same size roughly as the one you wish to replace. The image size is indicated to the left of the upload button.



Changing your website address & title

Click the settings tab along the top. Most of the options in the settings area are only available to Pro users. Click the change site address link to choose a new sub domain of weebly.com. Click in the Site Title area to make adjustments to that. Click Save at the bottom.

You may also archive or download a complete copy of your in this section.

Adding elements to your site

Click on the elements tab. Weebly has 4 different categories of elements you can add to your page (Basic, Multimedia, Revenue and More).



The basic choices are mostly for adding text and pictures onto your page. Drag any of the following, Paragraph with title, Paragraph with picture, Picture or title down onto the page in let go. That element is now added to the page and you can begin placing content in that element.

If you have used the **picture** feature, click the icon that says "Click here to edit". You can now browse to the folder that contains your picture and it will upload to weebly and appear on your page. Once your picture appears you can click on the picture to add borders, captions and links to that image. In the lower right corner of the picture is a red square, by clicking and dragging on this square you can resize the image.



When using the **Paragraph/Title** feature you click and start typing your text. Along the top of the screen the text option bar appears allowing you to change the font size, color and justification. One thing you can't do is change the actual font you are using on the page.



The **two column layout** allows you to split the page into two vertical columns, you can then drag any of the other elements down and place them in a column. Each column can hold as many elements stacked vertically as you may want.

The **custom html** feature allows you an almost limitless amount of options for customizing your page. Using html based widgets freely available on the web you can add almost anything. Simply copy the html code from the website you found it on into this element.

Publish my site

By default your webpage saves as a draft when you add and edit elements. The website will not be active and on the internet for others to see until you press the publish button in the upper right.

Multimedia elements



Please note that several of these features are only available to paid pro users of weebly, they include the audio player, video and embedded Document feature. You can get around these limitations by using the custom html feature and embed code from other audio/video hosting websites.

Photo Gallery – Click on this element to select the pictures you would like to upload and place in your gallery. You may find that you have to upload a second time as occasionally there are errors uploading that resolve the second time. Rotate pictures before uploading them as there isn't a tool for that in Weebly.



You can choose how the gallery appears to users (how many columns, spacing between them, etc) To delete a picture from the gallery simply click the red x in the upper right corner of that picture. To delete the whole gallery click the red x in it's upper right corner. When people view your gallery they can click on any picture to see an expanded view of it.

File – By adding this element you can upload a file that users can then click on to download to their PC. At the current time there doesn't appear to be any file size of type limitations.

Flash – If you have a flash file that you have created on another site or using the software, you can upload it here and place it on the page.

Google Maps – Displays a map of an address you pick. You can also use Google custom maps and take the embed code and use the custom html feature, if you'd like an annotated map.

Youtube – copy the url from youtube and paste it into the box to embed a youtube video here.

My weebly

If you click the close button in the upper right it will take you back to you're my weebly page, where you can create additional web sites and manage them. You can also check your usage statistics there.