

Weebly Guide

1. Go to <http://students.weebly.com>
2. Sign in using your assigned username (usually FirstNameLastName)
Password: Date of BirthFirstLetter of Last Name MMDDYYYYL
3. Enter a Website Title such as your name (give careful thought to this) or wait until later
4. Select a Theme
5. Drag elements to the pages where you would like to add them
6. Edit images by uploading your own or searching the archives.
7. Create the pages and subpages for the site:

Home (Professional Introduction), Academics, Resume, College/Career, Extracurricular, Contact Info

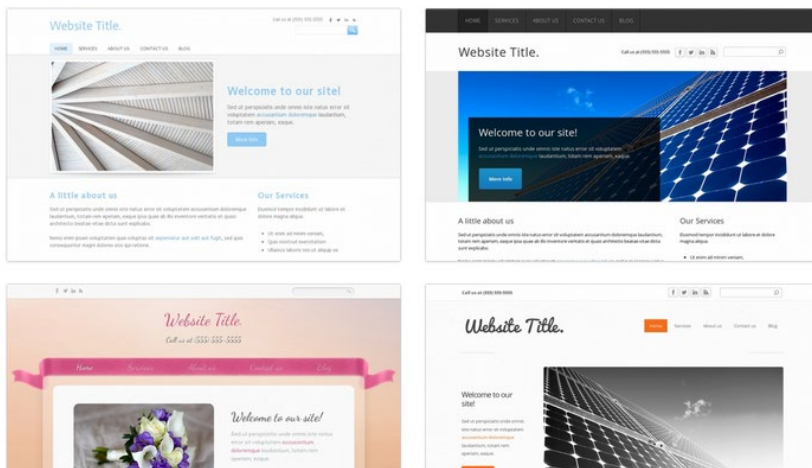
- A sample site is found at ubseniorportfolio.weebly.com. Use this sample to copy the needed content for each tab.

Select a Theme

The first step to create a site is to select a theme. We have well over a hundred themes to choose from and you can look over them by scrolling down our Choose a Theme page.

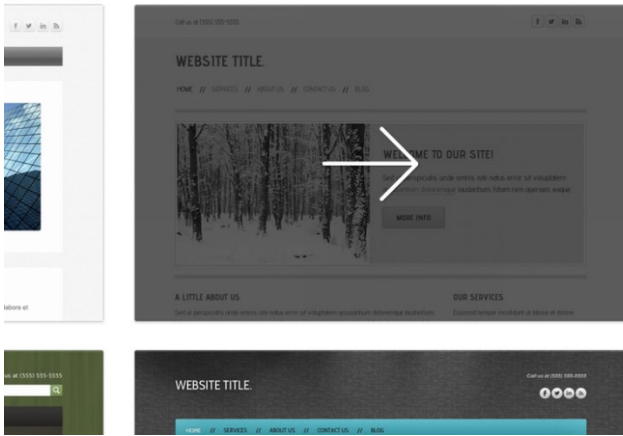
Choose a Theme

You can easily change this later



See a theme you like? Then you can click right on it to select it.

We know it can be a little overwhelming to choose exactly which theme you want before you've even started working on your site, but don't fret as you can very easily change the theme later (and we'll show you how). For now just find a theme that looks good and select it.



After you pick a theme you'll be asked to give your site a title. If you don't have a title in mind yet, just think of a temporary title; much like the theme, the title can be easily changed later on.

Enter Website Title

Site Title

Tom's Travel Photography

Save Title

Next you'll choose your site's address (also called a domain). This isn't particularly important until you've finished your site and Published it, so if you don't already know which domain you want to use the simplest thing to do is to select a free subdomain of Weebly.com using the first option. Much like the theme and the title, this is yet another part of the site that's easy to change, and we'll cover domain names in more detail later in this guide.

Choose Your Website Domain

This is the address where people will find your website online.

Use a Subdomain of Weebly.com
A great way to get your website started

.weebly.com

Register a New Domain
For a more professional online presence

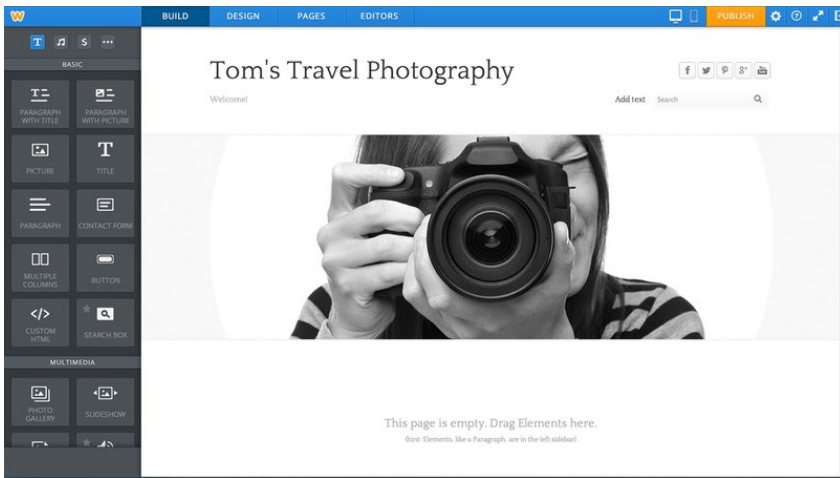
http://www. .com

Use a Domain You Already Own
We'll provide instructions to configure your domain in the next step.

http://

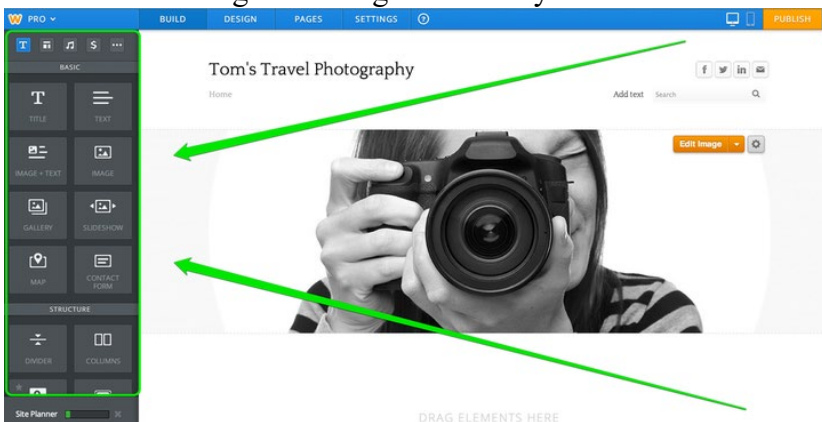
Continue

All done with the initial setup; you're now ready to start creating your site! [Let's move on to the next step.](#)

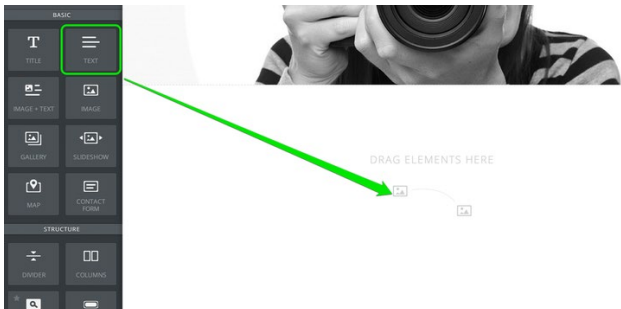


First Elements: Adding Text to Your Site

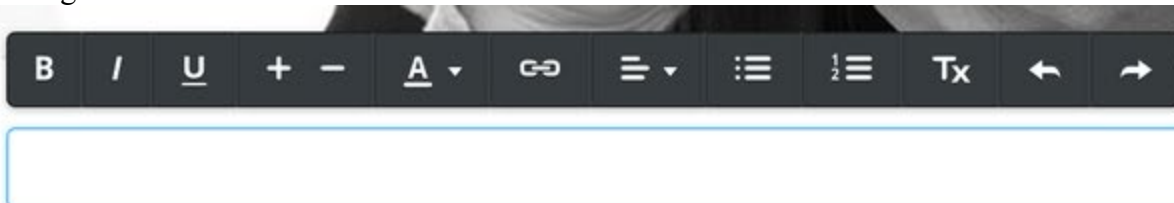
Elements are the building blocks of a site. All of your text, pictures, videos and other great content (aside from a few exceptions like header images, which we'll cover later) are added via elements. Let's take a look at some of these elements to get the hang of how they work.



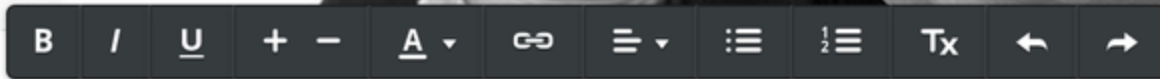
Adding an element to a site is as simple as clicking on that element and dragging it to a page. Let's drag the most basic element -- the Text element -- to this sample site.



The text element is exactly what it sounds like: an element for writing text. Click inside the element to start writing.

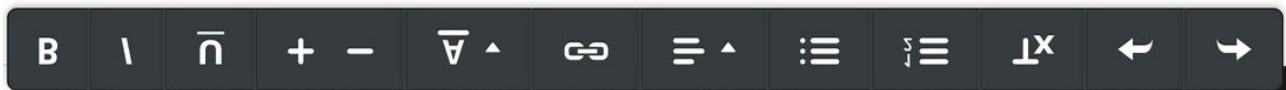


You can write a word, a sentence, or multiple paragraphs in a single element.



Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, bicycle, a first aid kit, and a spare case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the book since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country).

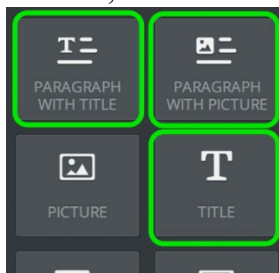
As you write, take note of the gray toolbar at the top of the element. This is the text toolbar and it allows basic changes to the formatting of your text. It works much like any other such toolbar normally works: select the text you want to change and click the appropriate button to make that change.



From left to right, you can **bold your text**, *italicize it*, underline it, make it bigger, make it smaller, change the color, [create a link](#), adjust the alignment of all text within the element, create bulleted and numbered lists, and remove formatting.

You may notice that one thing you cannot do is change the font family to a different style. That particular setting is controlled elsewhere (but just as easily changed) and we'll dig into it later in this guide.

To add more text to the page we could continue writing in this same element, drag on another paragraph element, or use one of the other text elements:



- **Title:** Used for adding titles / headers to a page.
- **Paragraph w/ Title:** A paragraph element with a place for a title already built in.
- **Paragraph w/ Picture:** A paragraph element with a place for both a title and an image built in.

Place Elements Side-by-Side with the Columns Element

When you start adding elements to a page, you'll likely notice that they stack one on top of each other automatically. At first glance this may make it appear there's no way to place elements side-by-side.

But the good news is that our Columns Element can be used to add up to five columns to a page. This enables you place elements right alongside each other. The Columns Element is dragged to a page just like any other element.



Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

Drag Elements here.

Drag Elements here.



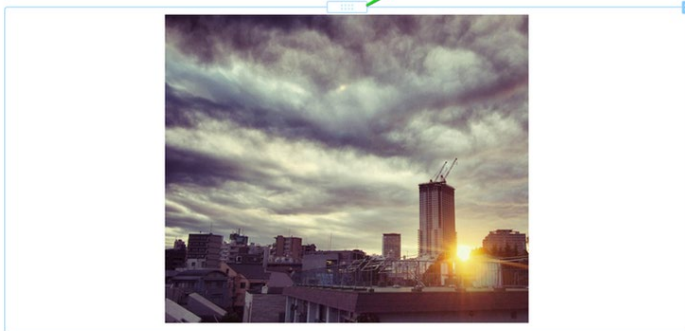
The element starts with two columns, but you can add up to five via the toolbar that appears when you scroll over the element. Just click the appropriate number.



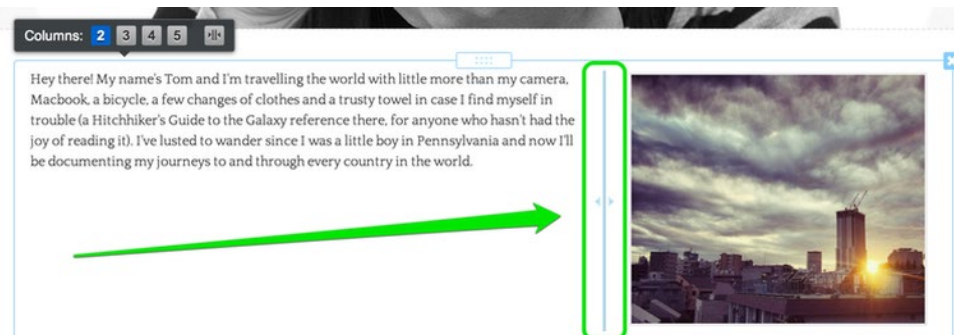
We'll stick with only two columns for this example, but regardless of the number of columns they all work the same way: you drag other elements into the columns.

Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.

Drag Elements here.



You can drag as many elements into each column as needed, and use the blue bar between the columns to adjust the width of each. Elements inside the columns will expand or contract as you change the column size.



The divider between the columns doesn't show up on the published site so none of your visitors will see that.

Hey there! My name's Tom and I'm travelling the world with little more than my camera, Macbook, a bicycle, a few changes of clothes and a trusty towel in case I find myself in trouble (a Hitchhiker's Guide to the Galaxy reference there, for anyone who hasn't had the joy of reading it). I've lusted to wander since I was a little boy in Pennsylvania and now I'll be documenting my journeys to and through every country in the world.



You can add as many elements as you like to each column; they'll just stack on top of each other as usual. And you can add elements above and below the Columns element too, so part of the page can have two columns, another part one column, and another could have five. That's entirely up to you.

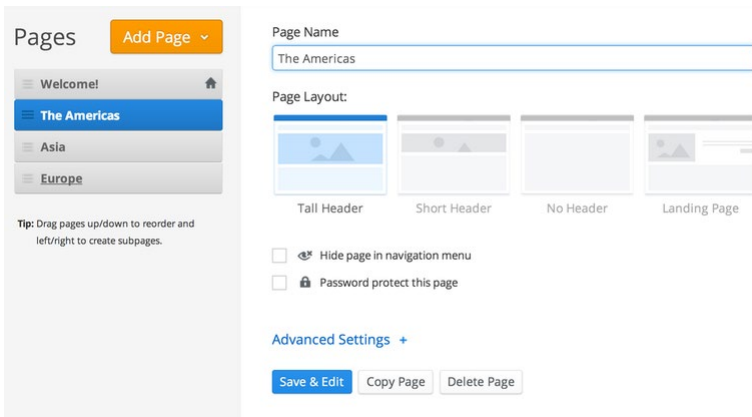
Create More Pages for Your Site

Creating a new page is a matter of going to the Pages tab and clicking the Add Page button.

There is an option to Add a Standard Page or Add a Blog. For now let's focus on creating Standard Pages.

Selecting the Standard Page option adds a new page to your list.

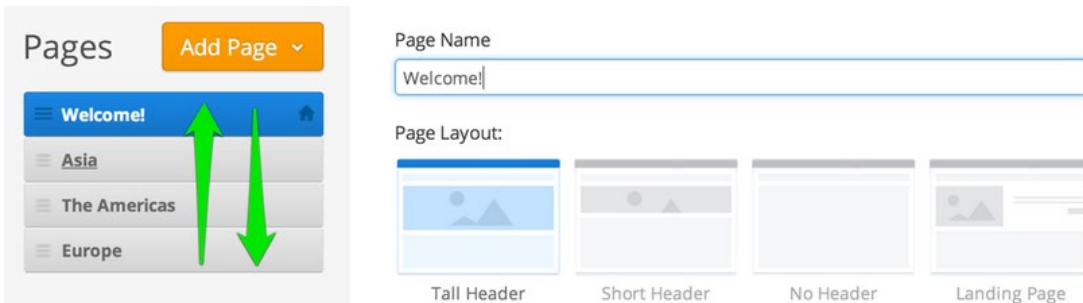
Adding more pages is a matter of clicking Add Page and choosing Standard Page again (and again).



As you add (and name) each of your pages, they'll automatically become part of your site's navigation bar.

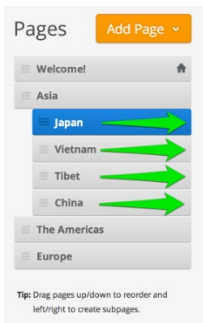


You can re-arrange the order of the pages by clicking and dragging them up and down the Pages list. Dragging a page to the top of the list will make that page your Home. The Home page can be renamed to whatever you like; the name for this site's Home has been changed to Welcome. Changing the order of pages in the list will also change the order in which they're displayed in the navigation.



You're also able to create subpages of other pages.

You can do this by dragging a page or pages underneath and to the right of another page.



These subpages appear in a drop-down menu when you scroll over the page to which you connected them.

Tom's Travel Photography

Welcome! / Asia / The Americas / Europe

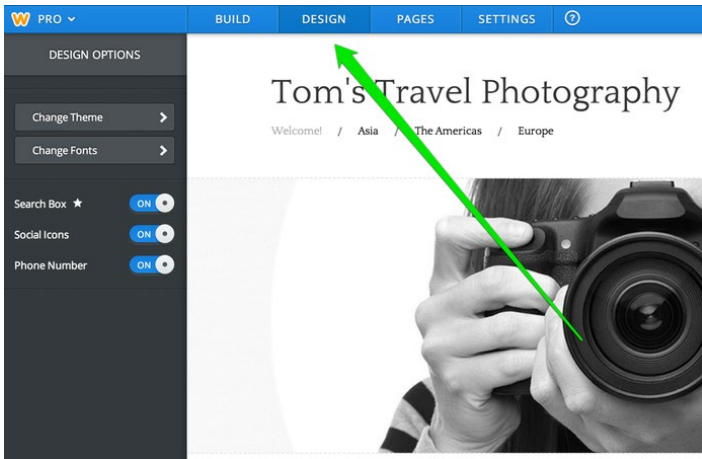
Japan
Vietnam
Tibet
China

To edit the content of a page just click on its link from the navigation menu or go to the Pages tab, select the page from the list and click the Edit Page button.

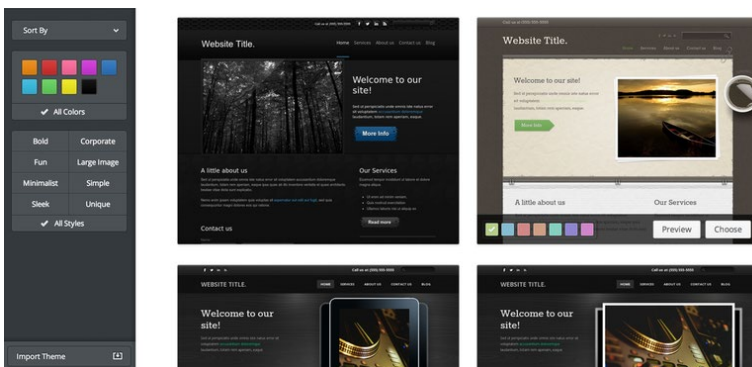
Next up, let's [take a look at how to switch themes](#).

How to Switch Themes

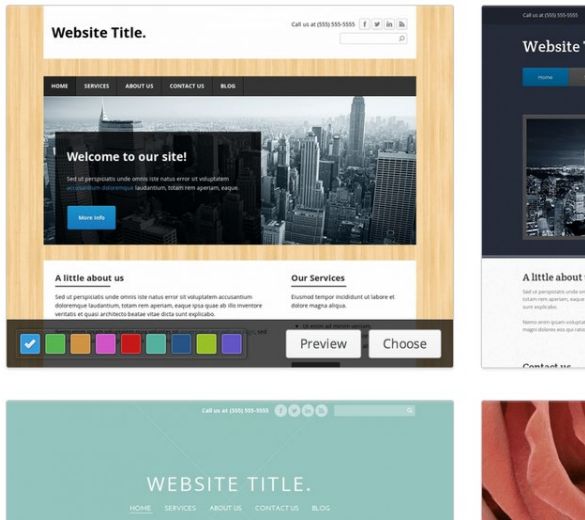
As we saw on the first page of this guide, the very first step in creating a site is selecting a theme for that site. But that doesn't mean you're stuck with theme you selected. You can change your theme by going to the Design tab and selecting Change Theme.



We have over a hundred themes to choose from and many of the individual themes include a variety of color choices that impact the look of different parts of that theme.



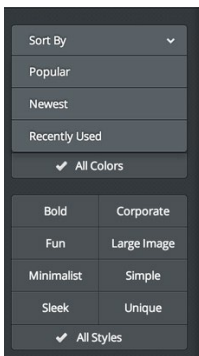
When you scroll over a theme you're given the option to Preview it.



Previewing it shows exactly how your own pictures and content would appear in this new theme. If you like the theme you can Choose it, if you don't you can Cancel and look through some of the other themes.



You can sort the themes by categories and popularity, if you'd prefer not to scroll through all of them.

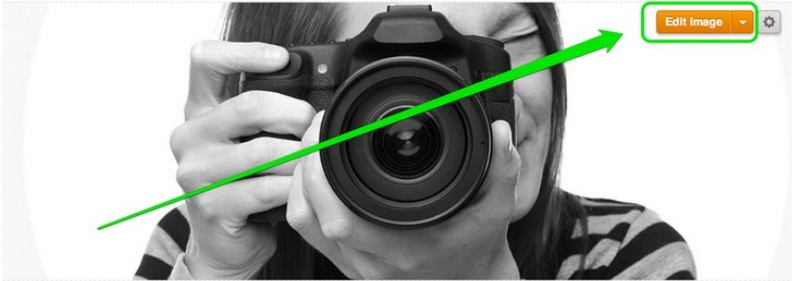


Now let's [look at how to change fonts.](#)

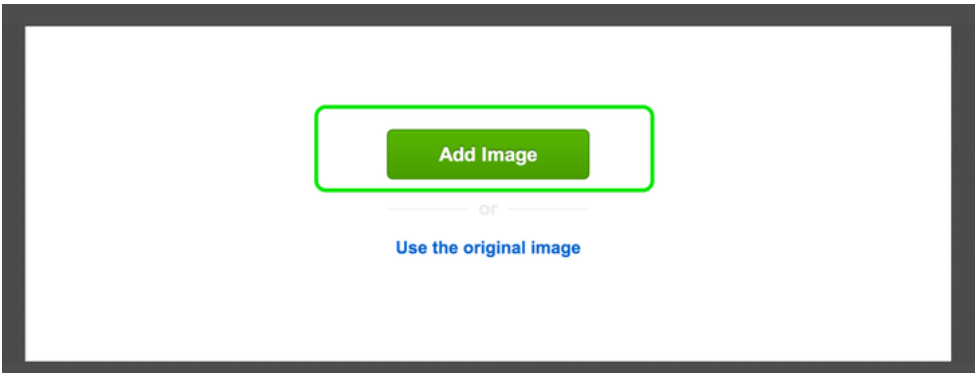
Edit the Header

All of our themes include a header image at the top of each page. As it's doubtful you'll want to use this default image on any of your pages, we've made this header very simple to edit and change.

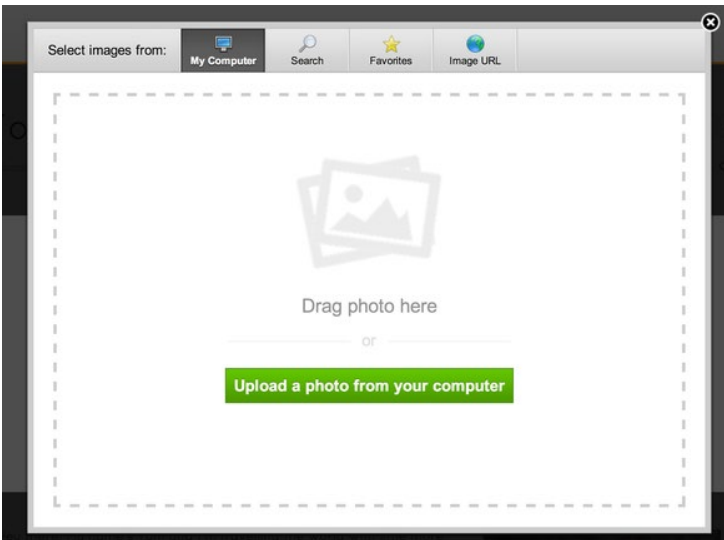
To get started, scroll over the header image and click the Edit Image button:



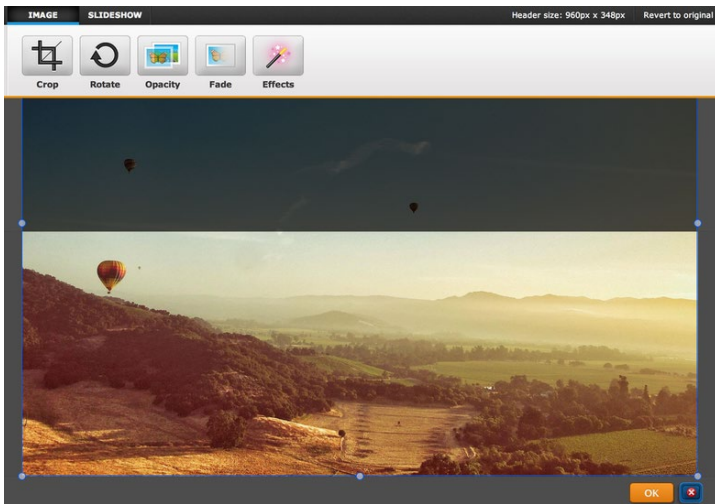
This will prompt you to either Add an Image or Use the Original Image. Choose to Add Image.



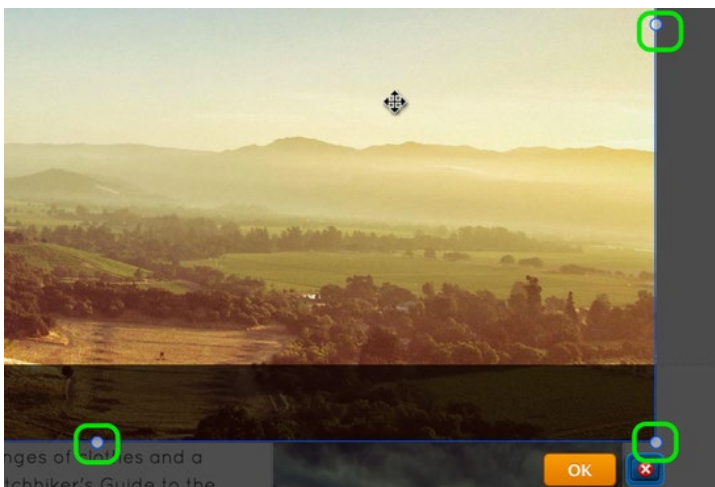
This will open up a dialog box that allows you to upload an image from your own computer or to search for an image from our stock photo database.



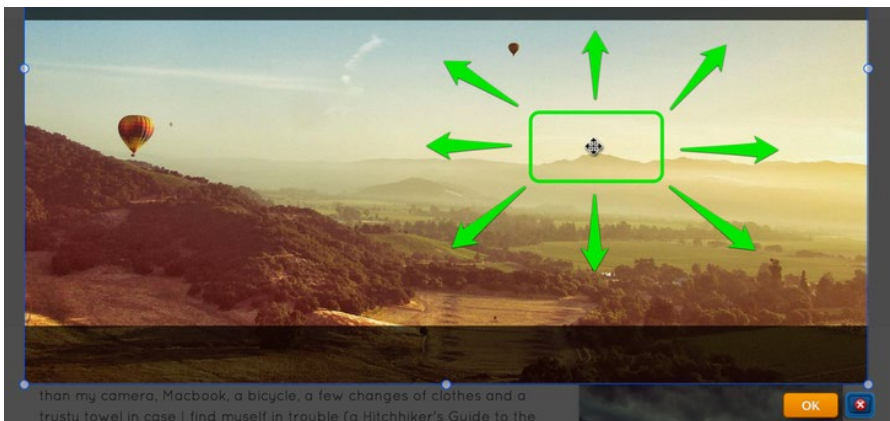
Once you upload or find an image, you'll be able to edit that image. This particular image is taller than the banner area.



But header images can be re-sized using the little bubbles at each corner and side of the image.



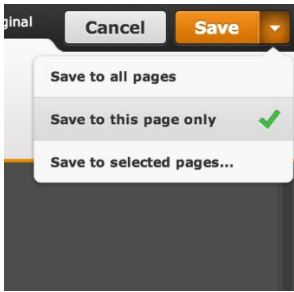
And an image can be dragged to better fit the header by clicking anywhere on it and dragging it.



Use the provided tools at the top of the page to edit and add text / effects to the image as needed.



When you're happy with an image, select the Save button to Save it. You can use the arrow to the right of the Save button to choose whether to save the image to every page of the site, just this page or to select only certain pages to save it to. In that way you can have different headers on different pages if you want.



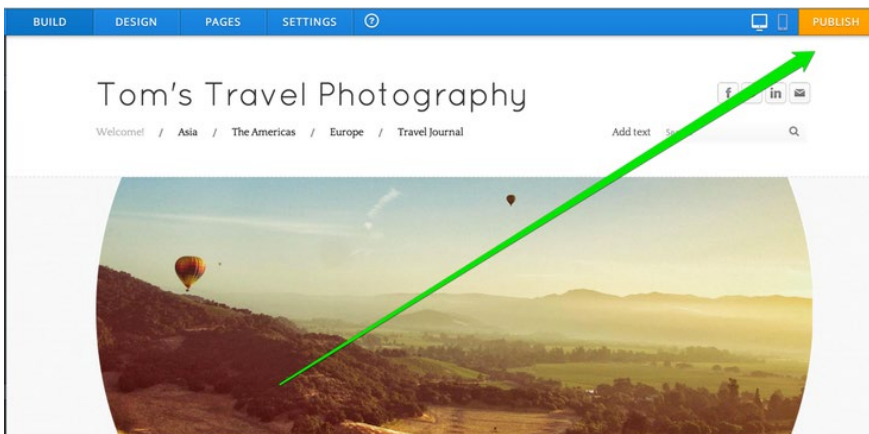
And here's how the page looks with the Saved image.



Keep in mind that multiple images can be added to the same header just by Editing the header and clicking the Add Image button in the upper left.

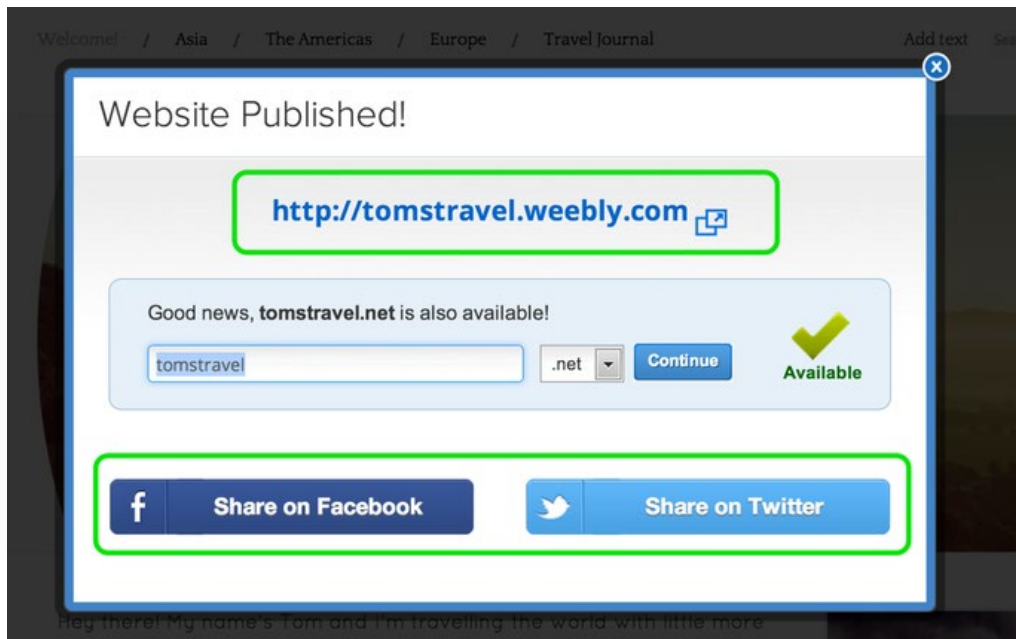
Publish Your Site and Next Steps

Now that you've added some basic content to your site, this is a pretty good time to Publish it. To do so, just use the Publish button in the upper right corner of the editor.



This will bring up a verification box, letting you know your site has been Published.

You can click the Published address to view your site (you can also give this address out so that other people can use it to visit your site), use the Facebook and Twitter buttons to link your friends and followers at either provider to your site, and click the "x" in the corner of the box to close the box and continue editing your site.



Of course, you are probably not done with your site at this point, and that's OK. You can continue to add content through the editor whenever you like and then click the Publish button to push that content to your live site. You can also unpublish your site (if need be) by going to Settings > Unpublish.

Other Useful Topics

See how to [setup a Contact form](#) so visitors to your site can easily reach out to you.

Learn [how SEO works](#) so you can improve the ranking of your site in search engines like Google.

See how to use our [E-Commerce elements](#) to create an online store.

Read how to [add Video and Audio](#) content to the site.

Learn how to setup a [Personal Domain and create Email](#) for that Domain.

Use our [Help Search](#) to find any topic you want to learn more about.