



1. Create an Account
2. Set up a Website
3. Manage Pages

### Create an Account

#### Sign in to Weebly

Username

Password

[I forgot my password](#)

Log in

#### students.weebly.com

**Weebly for Education**, students.weebly.com, is a site that allows you to create a website for free! It is a user-friendly tool that makes building a website feel easy! Get started on your website today by logging into your account that your teacher has created for you.

### Setting up the Website

#### Choose Your Website Domain

This is the address where people will find your website online. Reserve your domain now or skip this step and choose it later.

##### Use a Subdomain of Weebly.com

A great way to get your website started

http://  .weebly.com

Continue

Choose a website domain. Take time to find a domain name that is available. This will be the web address for your website once it is finished and published. Once you have chosen a domain name that is available you can select continue.



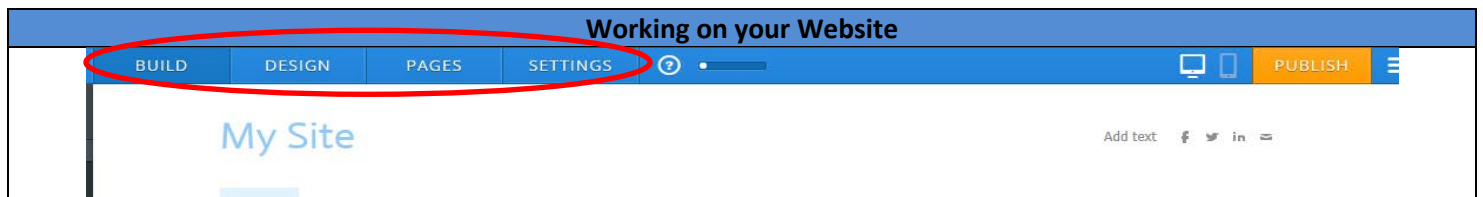
Starting your site, blog or online store on Weebly is surprisingly easy. Our powerful drag & drop Site Creator has everything you need to create a high-quality site.

Plan my site

or

Build my site

Watch the tutorial video if you are interested in seeing the features you will use to build your website. You have an option to either plan your site or build your site. For this project we are going to select the 'Build my site' button.



**Get started!** The tabs at the top of the screen will allow you to build your website, select different designs, add subpages, and adjust settings.

### Design

A screenshot of the 'Design' tab interface. On the left is a 'DESIGN OPTIONS' sidebar. The first section is 'Change Theme', which has a red arrow pointing to it. Below it are 'Change Fonts', 'Search Box' (OFF), 'Social Icons' (ON), and 'Phone Number' (ON). The main area shows a preview of 'My Site' with a 'HOME' tab and a large image of a modern building's interior. The top navigation bar shows 'BUILD', 'DESIGN', 'PAGES', and 'SETTINGS' tabs.

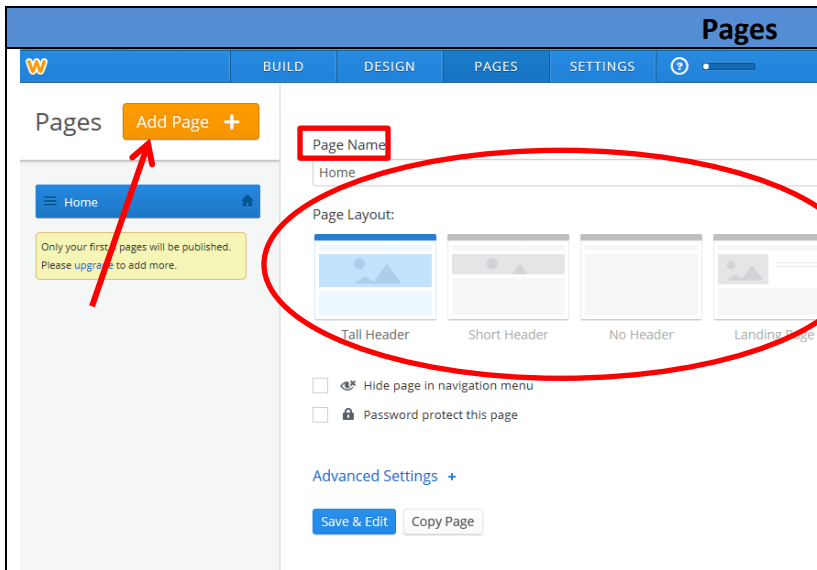
First, select the design tab. You will notice you can select colors from the pallet option provided. This will adjust the color of the text/tabs. I recommend selecting a theme from the 'Change Theme' button before you get started on adjusting colors and fonts.

A screenshot of the 'Design' tab interface showing a grid of theme templates. The 'DESIGN OPTIONS' sidebar is on the left, with 'Sort By' and 'Bold' filters. The main area displays several theme templates, including one with a 'WELCOME TO OUR SITE' header and another with 'SEE OUR WORK', 'OUR LATEST PROJECT', and 'OUR TEAM' sections. The top navigation bar shows 'BUILD', 'DESIGN', 'PAGES', 'SETTINGS', and 'PUBLISH' buttons.

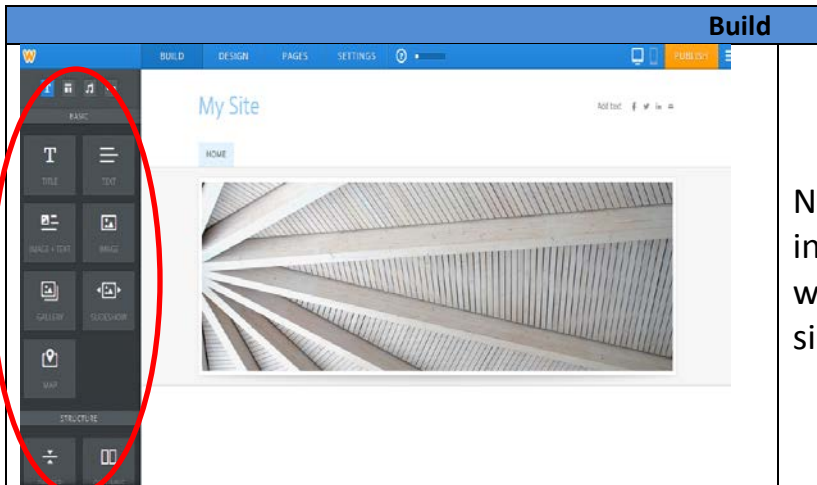
Theme templates will appear. Select a theme by scrolling through the different options on the right. You can also filter through the theme templates by sorting them with the 'Sort' or 'Bold' buttons.

A screenshot of the 'Design' tab interface. The 'DESIGN OPTIONS' sidebar is on the left. The 'Change Theme' section shows a color palette with a red circle around it. Below it are 'Change Fonts', 'Search Box' (OFF), 'Social Icons' (ON), and 'Phone Number' (ON). The main area shows a preview of 'My Site' with a dark background and a large image of a forest. The top navigation bar shows 'BUILD', 'DESIGN', 'PAGES', 'SETTINGS', and 'PUBLISH' buttons.

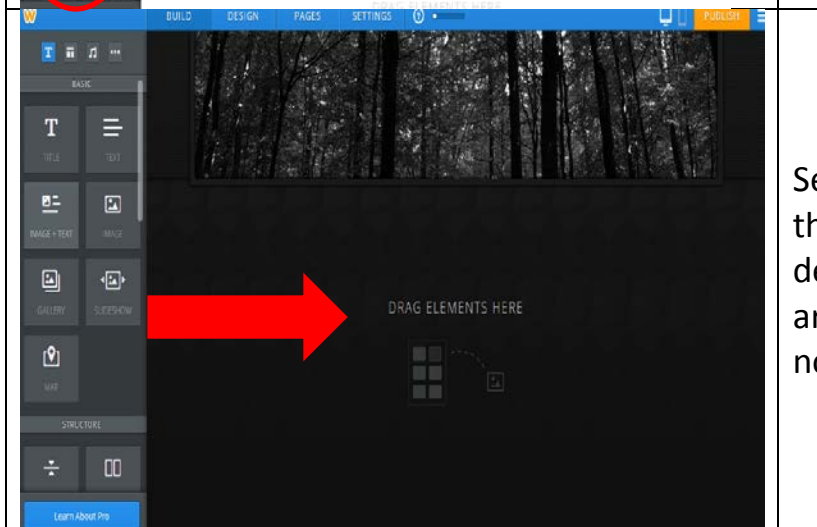
Once you have chosen a theme you can adjust the colors and font styles that appear throughout your website by returning to the Design tab and selecting the desired colors and/or fonts.



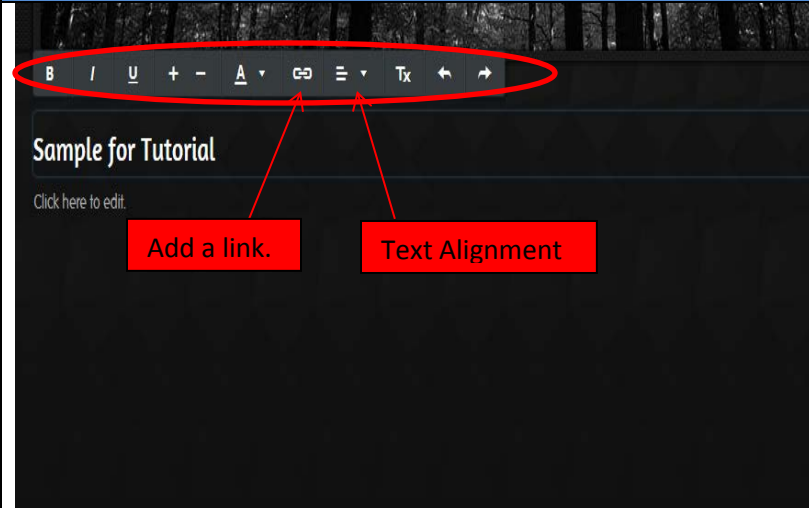
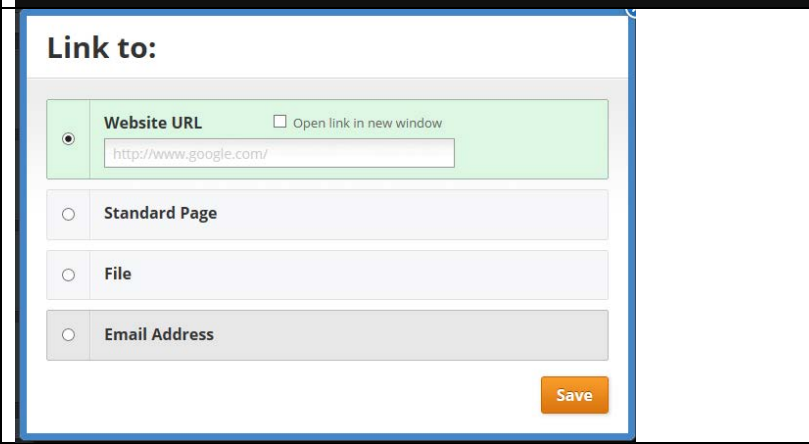
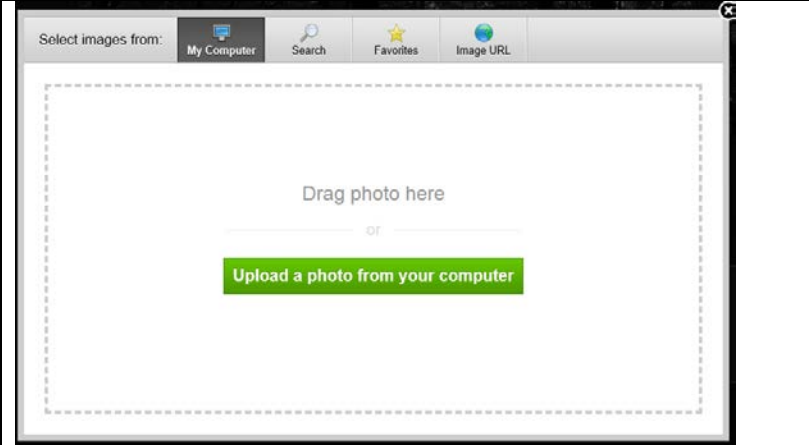
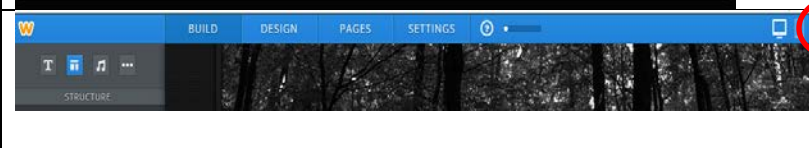
The 'Pages' tab at the top allows you to add subpages to your website. Click the orange 'Add Page' button to add subpages or a blog page. You can also select different layouts for each subpage. Make sure to fill out the page name, this is what will appear on the tab for those who visit your website. **You can only have 5 pages altogether**; therefore, if you have more than 5 topics, combine some and create columns on those pages to separate the topics.



Now it is time to get started adding information to your website. The 'Build' tab will provide you with a toolbar on the left side of your screen.



Select an element and then drag and drop the element onto the webpage in the desired location. You can move these items around later and delete if you decide you no longer want it.

Build		
 <p>Sample for Tutorial</p> <p>Click here to edit.</p> <p>Add a link.</p> <p>Text Alignment</p>		<p>When you click to edit text a 'text toolbar' will appear. The <b>text toolbar</b> operates similar to Microsoft Word. <b>B</b> is for bold, <b>I</b> is for italics, <b>U</b> is for underline, <b>+</b> is to make the font larger, <b>-</b> is to make the font smaller.</p> <p>When in a text box, highlight the word(s) you want to have linked and click <b>Link</b> symbol to add a link. Select the option you want and insert or upload the content you want.</p>
 <p>Link to:</p> <p>Website URL <input type="checkbox"/> Open link in new window</p> <p><input checked="" type="radio"/> <a href="http://www.google.com/">http://www.google.com/</a></p> <p><input type="radio"/> Standard Page</p> <p><input type="radio"/> File</p> <p><input type="radio"/> Email Address</p> <p>Save</p>		<p>If you add a URL click the box to have it <b>open link in a new window</b>. Once you have added the link hit the <b>Save</b> button. You can tell you have done this correctly because the word(s) you selected will appear in a different color from the original text.</p>
 <p>Select images from:</p> <p>My Computer Search Favorites Image URL</p> <p>Drag photo here</p> <p>or</p> <p>Upload a photo from your computer</p>		<p>To add an image drag the image element onto your webpage, then double click in the image box. Th box to the left will then appear. You can add images from your computer like you do in PPT by selecting <b>My Computer</b> and the green <b>Upload a photo from your computer</b> button, <b>Search</b> for images online while in Weebly, or add the <b>Image URL</b>.</p>
 <p>BUILD DESIGN PAGES SETTINGS</p> <p>PUBLISH</p>		<p>Don't forget you have to <b>Publish</b> your website in order to make your changes visible! Select the <b>orange publish</b> button on the top right.</p>

