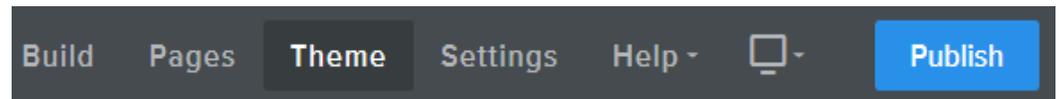


A Student's Guide to Weebly

Weebly is an online website builder that helps you to design and edit your own webpages.

Weebly is a drag-and-drop program – you drag a box to contain the type of content you want – text, pictures, video, etc. – into the page, place it where you want it, and then create or link or upload the actual document, type the text, connect to the picture or embed the video you want.

This menu bar appears at the top of the website. Use these to edit your site.



Build – Allows you to add elements (images, text boxes, columns, etc) to your web pages. Scroll through the list to see all available options!

Pages – Use this area to add pages to your website. (Intro, Topic 1, Topic 2, Topic 3, Bibliography)

Theme – Provides options to change the theme, colors, fonts, and other features of your site.

Settings – Review or change the settings for your website.

Help – Offers a support center that helps you with various aspects of Weebly.

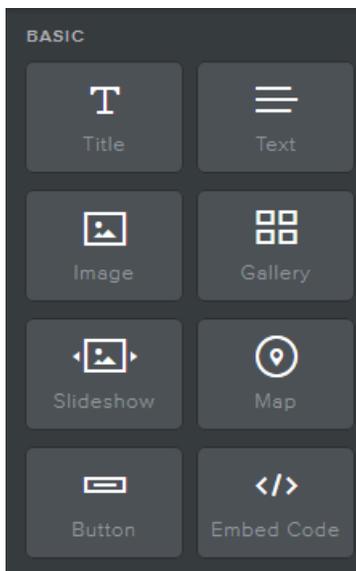
PC Screen – Allows you to change your viewing settings (Mobile or Desktop)

Publish – Use this button ONLY after you have completed your site.

➤ Building your site:

You control what goes into your Weebly entirely from a vertical toolbox that is found on the left of your Weebly page. This tutorial will show you how to utilize that toolbar to add content to your page.

The Basic toolbar includes the majority of content types you'll add to your page. The tools from this section you'll use most include:



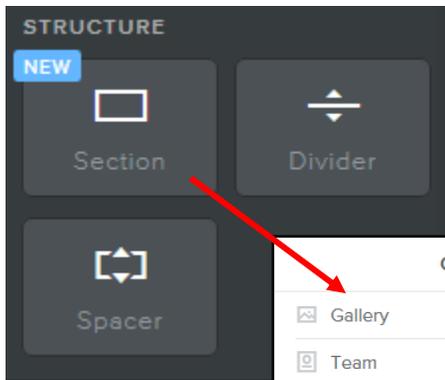
Title - larger font, different colors, to provide headings and separate sections of the page. Just drag the box into the page, click in it, and type.

Text – the actual words, paragraphs, sentences on your page. Works just like title - drag it in, click in the box, and type.

Image– Drag the box in, click in it, and upload the image just like you add an attachment to an email.

Gallery and/or Sideshow – Use these to add a set of images.

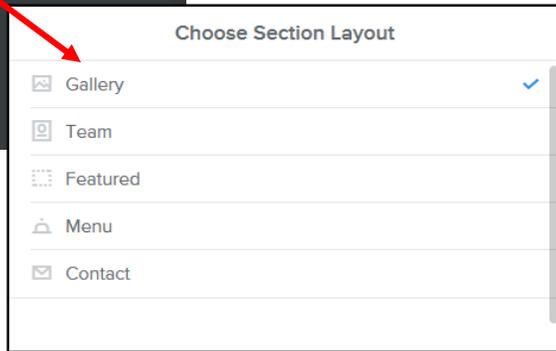
- The structure toolbar allows you to edit the structure of your site by adding sections, dividing pages and/or adding spacers.



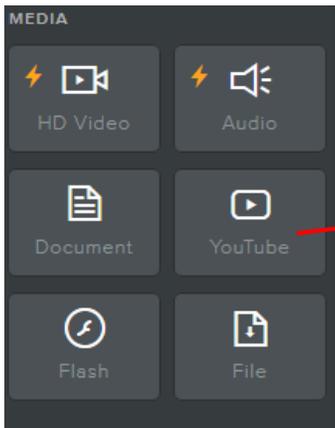
Section - Edit your page by adding a section, use the layout option to select the one that best suits your information.

Divider – Creates a line that is used to separate ideas.

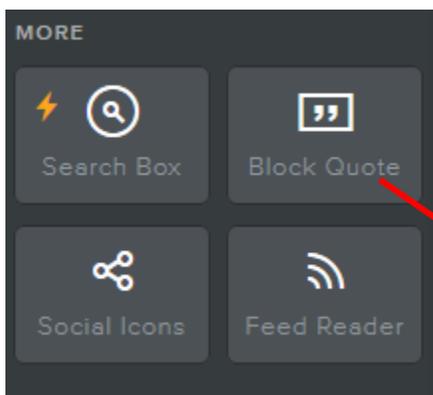
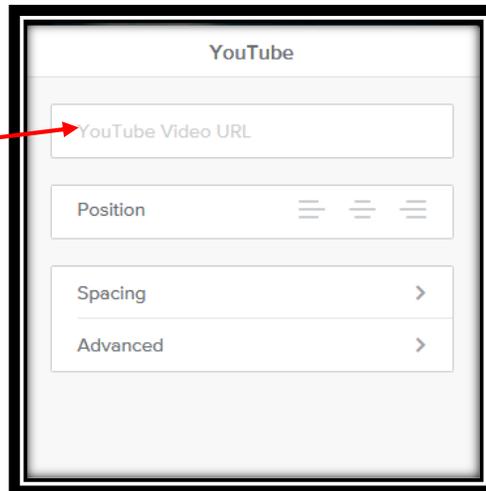
Spacer – separates sections in your site.



- Use the Media toolbar to add documents, videos or files. You will not be able to add an HD video or audio to your page (these options are not available on student built sites). You will mainly use this section to add a YouTube video. Please make sure that the video is no more than 3 minutes long and that it relates to your topic.



YouTube – Copy and paste the URL of your selected video and select the position of it. It should add after a minute. Be patient!



- More! This sections should be used to insert block quotes ONLY!

Block Quote – Add a section for a quote. Remember a quote is the exact words of a person or group. Use quotations marks “”

Again, just drag these different boxes into the page, click in them, and follow the instructions in the pop-up menus that appear. Remember to have fun and be creative! I cannot wait to see what you come up with. 😊