

1. Go to <http://www.weebly.com>
2. You'll want to **click** on the **education** tab at the top
3. Create a **Username, Password and put your email. WRITE DOWN THE UN/PW!!**
4. You may need to confirm your account through your email.
5. Then once you confirm the account, log in - you'll get a page similar to this...

Weebly Workshop - Tutorial Created by Jean Carmody



Primary language:

[Upgrade to Pro!](#) | [Log](#)

[My Sites](#)
[My Students](#)
[Account](#)
[Support](#)

My Sites [Add Site](#)

theartroom
visualartroom.weebly.com

[Edit](#)
[Stats](#)
[More ▾](#)

Welcome
ritti2012.weebly.com

[Edit](#)
[Stats](#)
[More ▾](#)

Account Type: **Free** [Upgrade](#)

- [Learn more about Weebly Pro](#)

To-Do List

60% Complete

- [Start a Blog](#)
- [Add Keywords and a Site Description](#)
- ✓ Create a Site
- ✓ Publish a Site
- ✓ Add a Second Page

6. Please note that I have two websites on this email address - this is the free version.
7. You be asked to enter a **Website Title** - I would keep it generic without the school name as you may move at some point.

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
 http:// .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](#)

8. This is where you would pick an address for your website - please note - use the first box - **Use a Subdomain of Weebly.com** - you can create a unique address... my website's address is <http://www.carmodyart.weebly.com> - I kept my website generic to prevent any chance of having to change it should I move to another school.

The other two areas - Register and Use a... cost a few bucks ;-)

Then click **Continue**

9. Now you'll come to **Edit Site Settings**

Please note that because Weebly is free, you may be limited on some of the things you can do... to know your limitation, you'll see the word **PRO** under any areas that have a cost.

Under **Site Title** - you might fix the spacing between the words.

Then click **SAVE**

Edit Site Settings Close X

General Settings

Address: thevisualartroom.weebly.com
[Change site address.](#)

Site Title:
☒ Show site title on the top of your pages.

Favicon (?) **pro** [Upload](#)

Site Password **pro**
Choose which pages to protect in the "Pages" tab.

Footer Message **pro**
[Remove Weebly Footer Message](#)

Navigation: ☒ Group excess pages under "More..."

Facebook Sharing: Not Connected ([Setup Facebook Share](#))

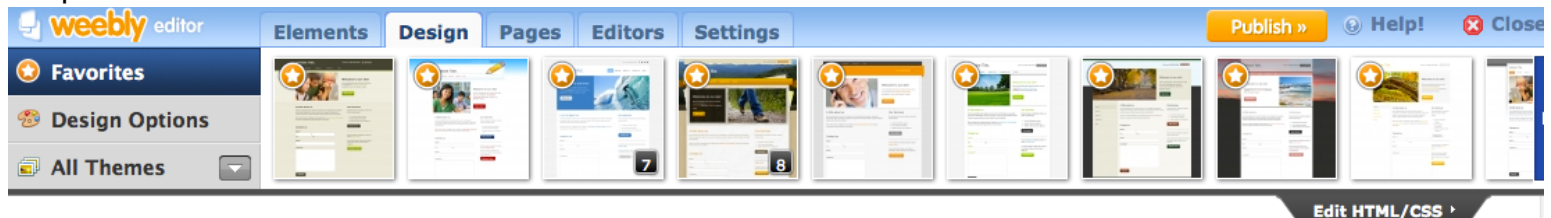
☐ Search Engine Optimization (SEO)

☐ Ecommerce Settings

☐ Mobile Settings

or [cancel](#)

10. Now you'll come to a 'generic' template - Notice at the top is your editor... **Click on Design** to start the process...



This is where you will pick a design template for your page - there are MANY to choose from - again those with **PRO** is for the paid Weebly. Try a few out - you can always change it later.

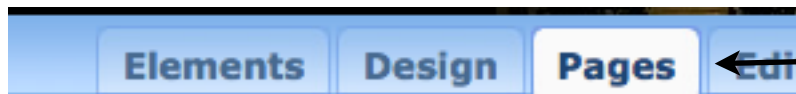
Favorites are sites people like

Design Options allows you to change fonts - I would keep it simple so the kids can read it.

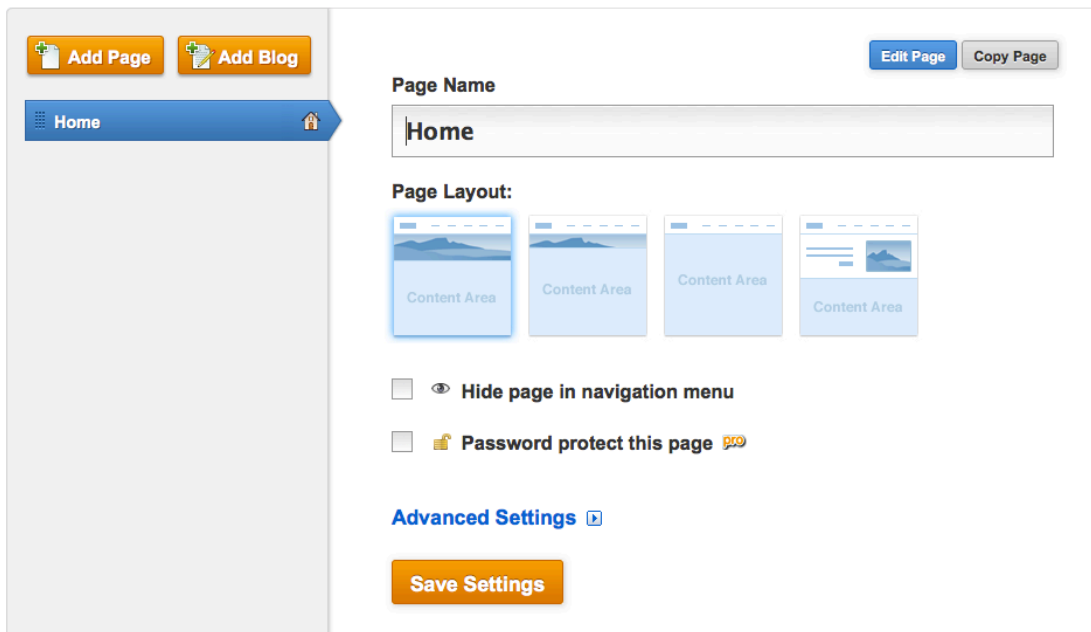
All Themes more templates!!

You can change the banner picture within any templates and add word to it...

11. Next, click on **Pages** and you'll get this...

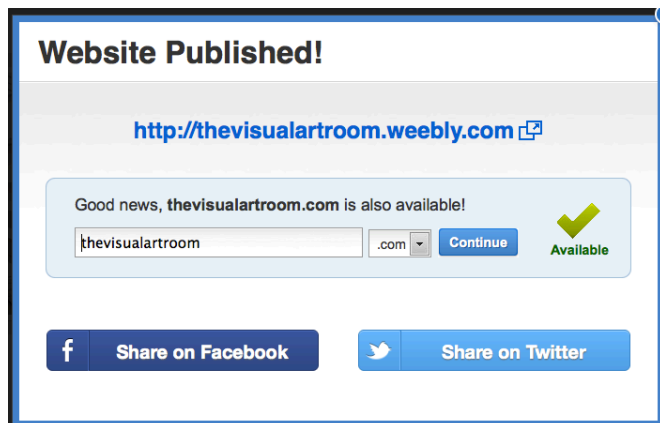


Manage Pages



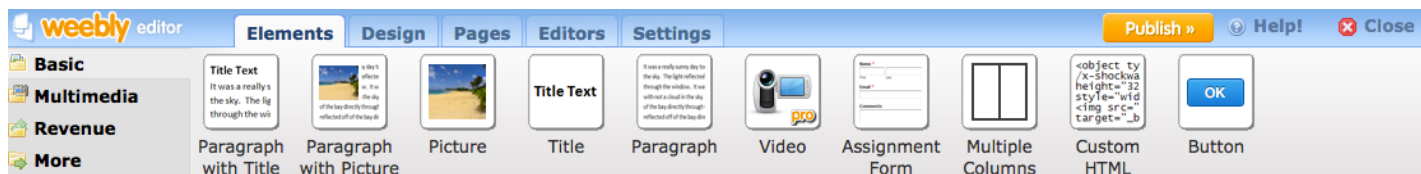
12. Under **Manage Pages** you'll want to create your individual pages - might think about the following...
About
Links
Expectations
etc...

Once you've finished adding the individual pages, Click **Publish** in the upper right hand corner - you should get a message like this... Only be concern with the **blue link** at the middle - do not worry about the other features...



Then when you're ready to go back to the weebly editor, click on the tab - be careful because you might find yourself with many tabs open!

13. Go back to **Pages**, click on the page that you'd like to edit - now you'll start having fun putting the contents in! Contents includes Text, Pictures, Links and more!



Weebly is probably one of the easier web editor out there! Basic **Click and Drag** is all you need to know! When you **Click and Drag**, you'll see a **ORANGE Line** that will indicate the location of that element. Again, anything with the **PRO** listed is not available unless you have the upgrade version of Weebly. Putting photos in... you can use your own photos or photos available through Weebly.

Inserting photos

1. Click and drag either the 'Picture' or 'Paragraph with Picture'
2. Click on 'click here to edit'
3. Another window will appear similar as below -

You have two places where you can get photos from... "My computer" and "Search"

Keep in mind when getting photos from your computer -they must have the .jpg, .gif and/or .png tag on the end.

Pictures from Search - Click on search -

Search for an image

Then you'll see two tabs - **professional photos and free photos** - click on **free photo** - keep in mind these photos are by amateur photographers. Once you find one you like - 'scroll over it' you have a choice to save it as a **favorite** so you'll have access to it in the future. or you can '**select**'

Once the image is on the page, you can edit it by clicking (**ONCE**) on the photo and a new bar appears that



has the edit tools.

Inserting Text

1. Click and drag the text box down.
2. you'll see under the element bar the text formatting tools.



Play with each of the tools - notice the chain link in the middle? that is where you would create links to other pages or files.

Suggestions:

Column - Great way to 'set up the page'

Font - Keep it simple and readable!

Basic - Stick to the basic!

Elements - Each element is its own - another words you cannot put another element with an element - this can only happen with **Columns**

*After you've make any changes on your pages...
always, always '**Publish**' as computers have a mind
of their own!!*