Welcome to Weebly:
The World's Easiest, Cool Website Creator
B. Campbell
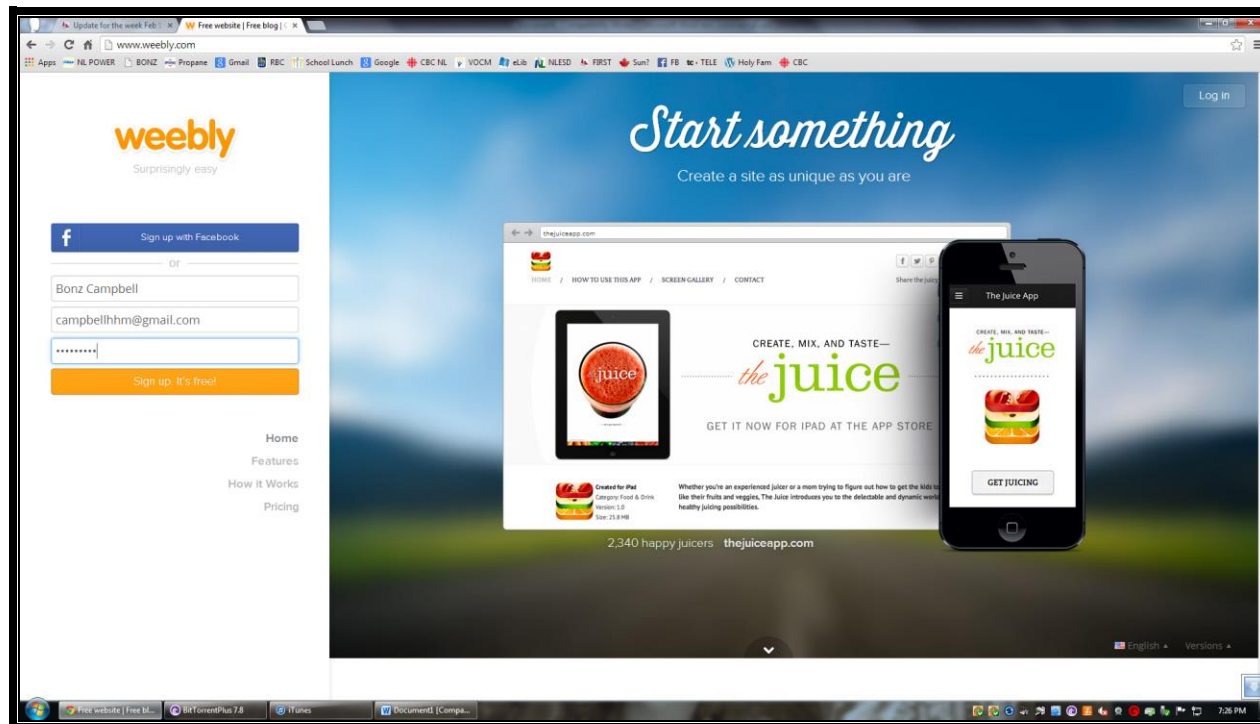### Bishops College PD Session, February 20, 2014

PART 1:

SET UP AN ACCOUNT

Go to Weebly's main site and set up an account: www.weebly.com

- *The sign up button is on the left. Sign up and Log in are not the same.*
- *Tap in your info and get started.*
- *I don't use my esdnl account to sign in, because sometimes FirstClass doesn't work. Yahoo or Google are always good, though. You can also use your Hotmail account, too, if you're an octogenarian. Ken.*
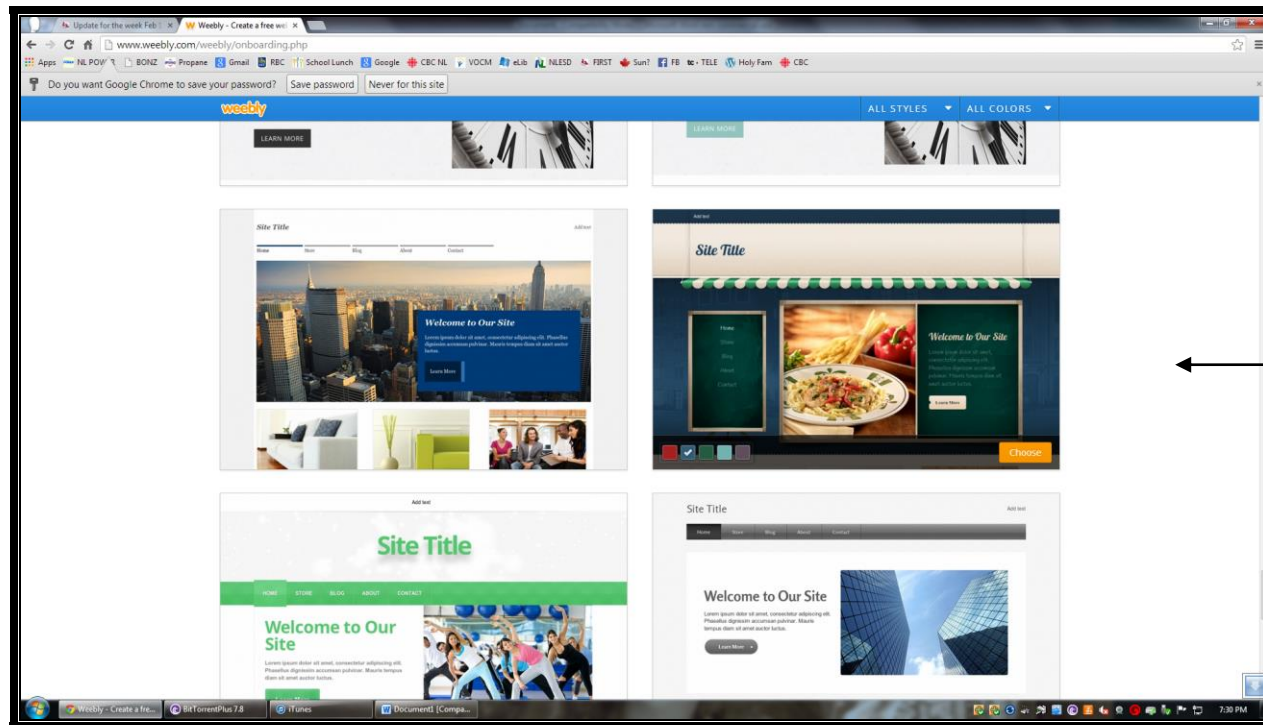- *Once you have an account set up, the Log In button is on the right. (I have forgotten this many times.)*

SCREENSHOT:

PART 2:
CHOOSE A THEME.

- *There are lots of themes to choose from.*
- *You can change the pictures, so don't let them freak you out.*
- *If you want to change your theme again, you can, without losing most of your basic web site details.*
- *Within each theme, there are variations on colour, font, and so forth that you can choose. See the screen shot for an example.*
- *You can have a different theme for each web page you set up.*
- *When you have decided on a theme, click on the orange CHOOSE button in the right corner of the theme.*
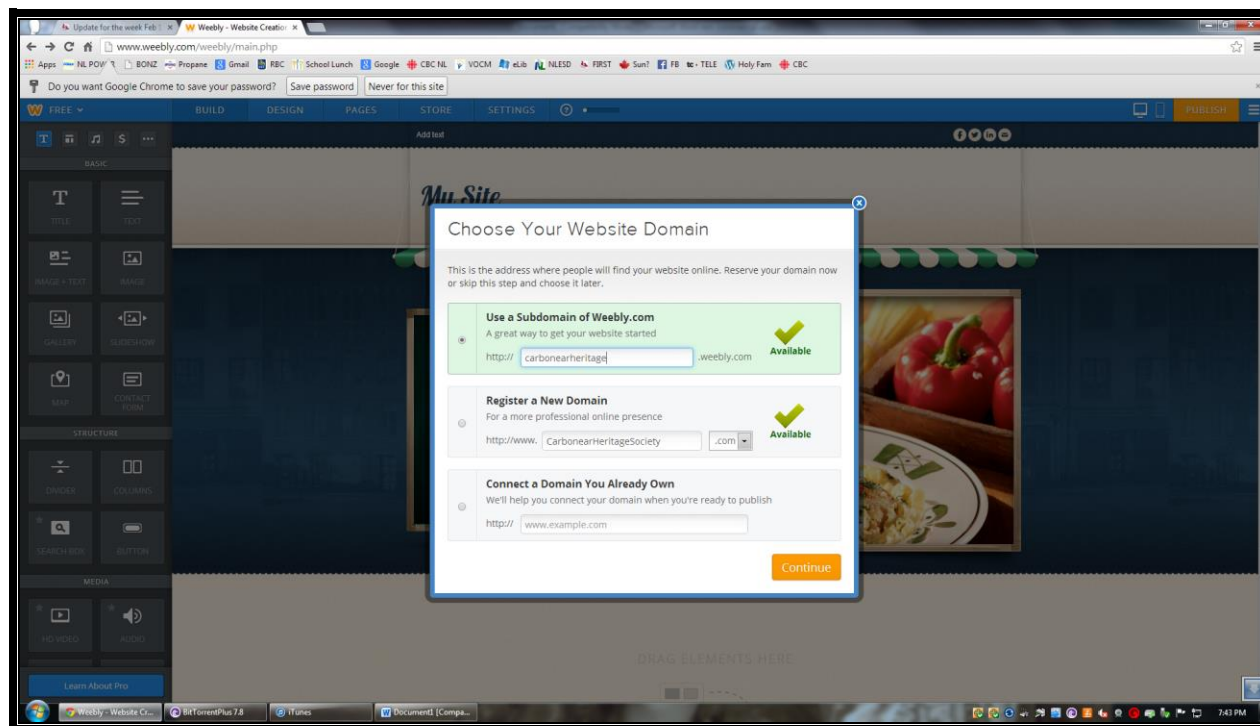
SCREENSHOT:

This one

- **In this screenshot sample with the big plate of pasta (marked "This one"), notice that there are 5 colours in squares. The default colour is burgundy, but I wanted a quick glance of how it would look with the ocean blue as the default. See the checkmark on it? This will let you make decisions about what you'd like to see in your web site design.**

PART 3:
CHOOSE A DOMAIN NAME.

- *For free accounts, choose the first option, "Use a Subdomain of Weebly.com."*

- *Weebly will let you know whether the domains you choose are available or not.*

- *It might be an idea to choose something that will be easy for kids and parents to type: all lower case, no punctuation.*

- *For example, my main page is campbellsenglish.weebly.com.*

- *I set up a separate page for the top ten potential courses that I might ever teach.*

- *This allows me to reserve the domain name for the future, even though I am not currently teaching all of those courses.*

- *For example, although I don't currently teach English 2201, I have reserved the domain name and chosen a theme for campbell2201.weebly.com*

- *I am setting up a web site for the Carbonear Heritage Society in this example.*

- **The first time you do this, you will be asked to categorize your web site, so choose *Education*, and *Teacher*.**

- *The Education version currently allows you to set up 10 domain names.*
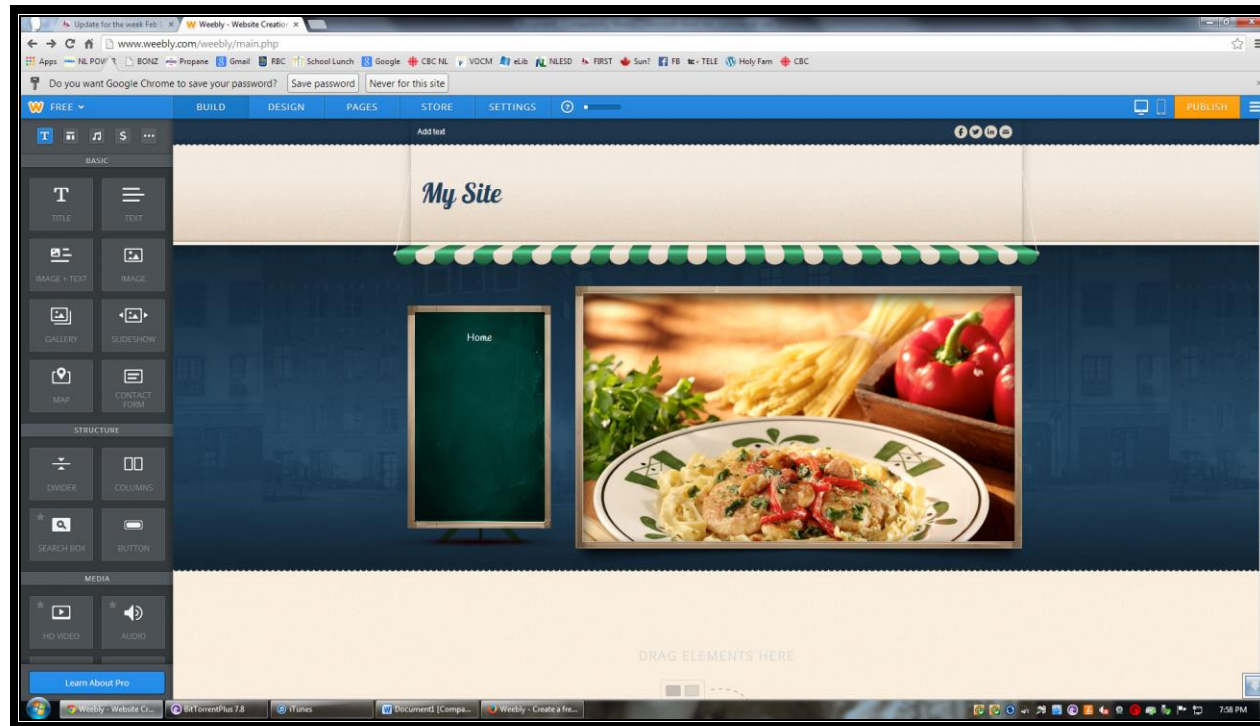
- **You will also have to verify that you are human. ☺**

SCREENSHOT:

PART 4:

PLAN OR BUILD YOUR SITE.

- You have an option to "Plan Your Site," or to "Build Your Site."

- The "Plan Your Site" option gives you video tutorials, tips, and more. It is a good place to start, or to review when you have been away from your weebly site for a spell.

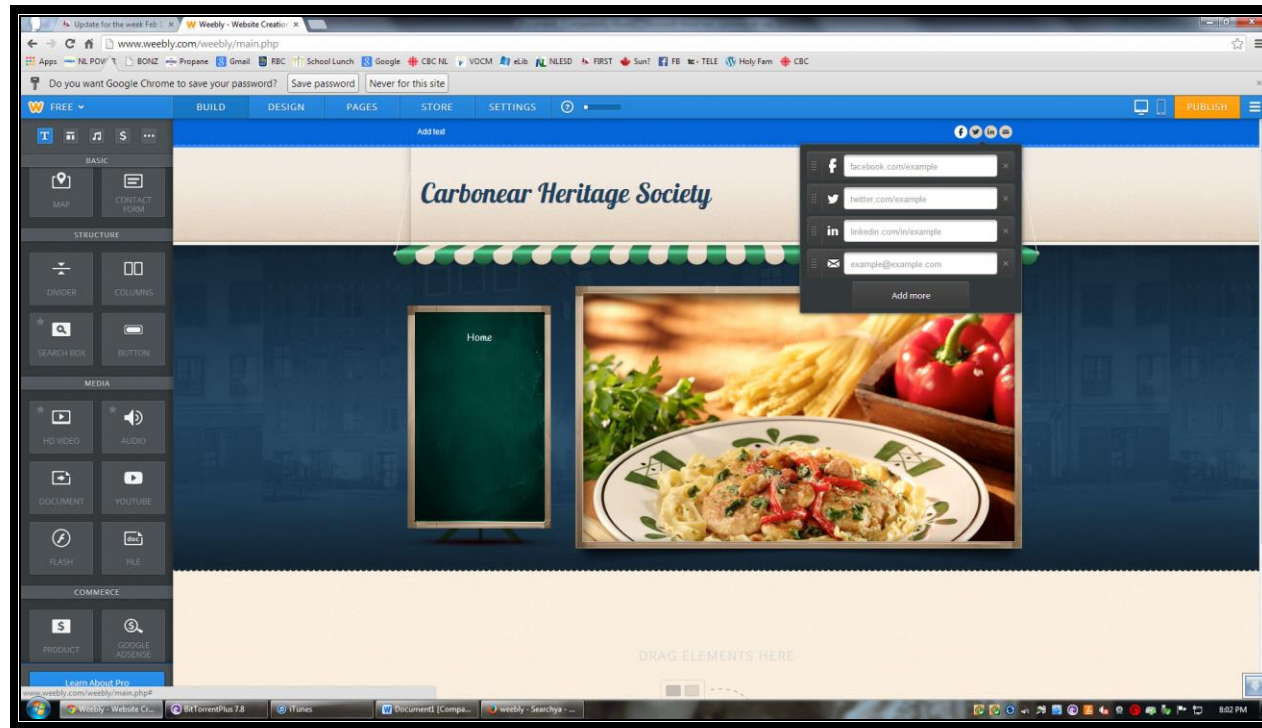- For the purposes of this tutorial, choose to "Build Your Site." You can make changes at any time.

SCREENSHOT:

PART 5:
PUT YOUR TITLE ON YOUR SITE.

- **Start with the name of your site at the very top, so people know they have come to the right place.**

- **For example, at the top of this site, the words "My Site" have been changed to "Carbonear Heritage Society."**
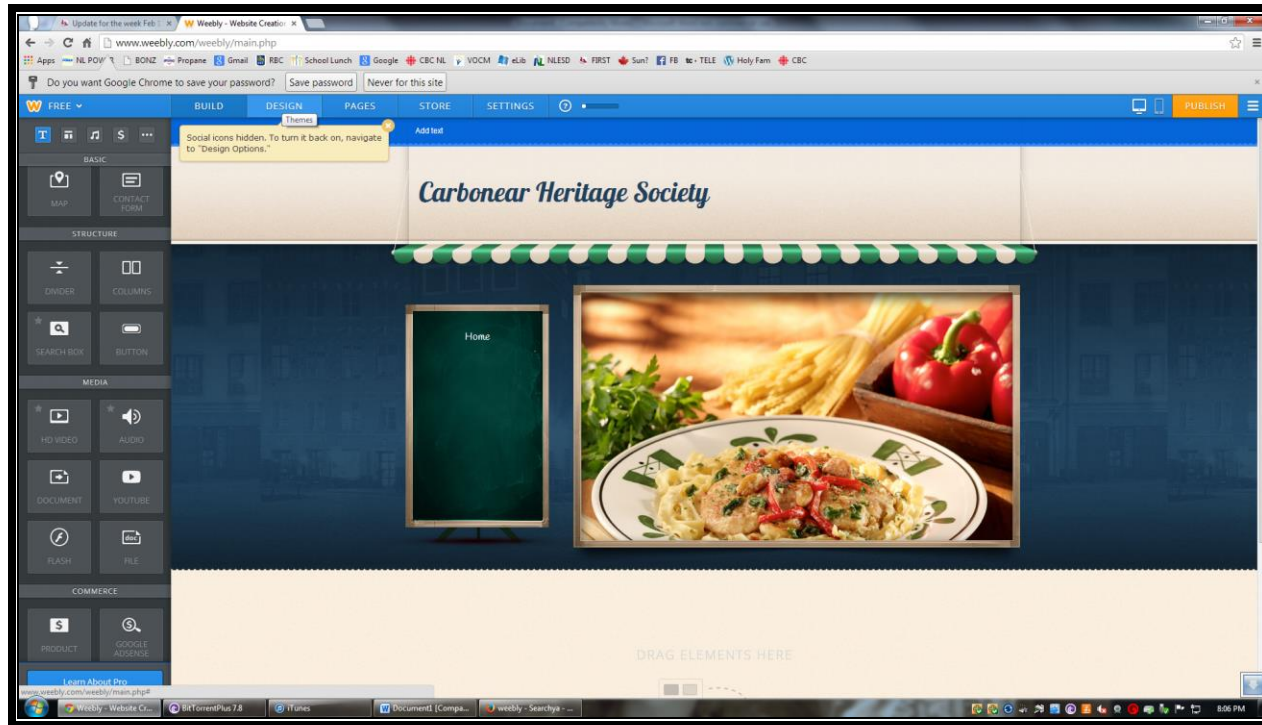
SCREENSHOT:

PART 6:

DETERMINE THE DEGREE OF SOCIAL NETWORK ACCESSIBILITY.

- On every Weebly page, usually in the upper right corner, there is a place for you to put links for your Facebook, Twitter, and Linkedin information, as well as your email address. (There are other options as well, see the previous screenshot.)

- I removed all of these.

- To do this, all you do is move your cursor to where the icons are for those items.

- A pop-up menu gives you the option to enter your details if you want to use any or all of these, or to delete these options.

- **To delete them, click on the X next to each one.**

- **If you delete them all, a pop up will appear saying that you have hidden all of the social network options. The pop up menu will tell you that if you want to restore any of these or more, you need to go to the DESIGN menu.**

SCREENSHOT:

PART 7:
OVERVIEW OF WEB SITE BUILDING.

- **Notice at the top of your Weebly page builder, there are a series of menu options.**

BUILD	DESIGN	PAGES	STORE	SETTINGS

- **Ignore the STORE altogether.**

- **I don't use SETTINGS much, although it is a good place to go if you want to have students edit a page with you, and so forth.**

- **The main parts you will use are the BUILD, DESIGN, and PAGES menu options.**

- **BUILD is your number one menu choice.**

7.1 BUILD MENU OVERVIEW

- **The BUILD MENU brings up a tool bar on the left which will allow you to build your site, with TITLE, TEXT, IMAGES, DIVIDERS, BUTTONS, and so forth.**

- **In the picture here, it is the section in grey at the left.**

- **You can scroll down through the options in that toolbar, or you can use the icons to quickly find text, structures, etc.**
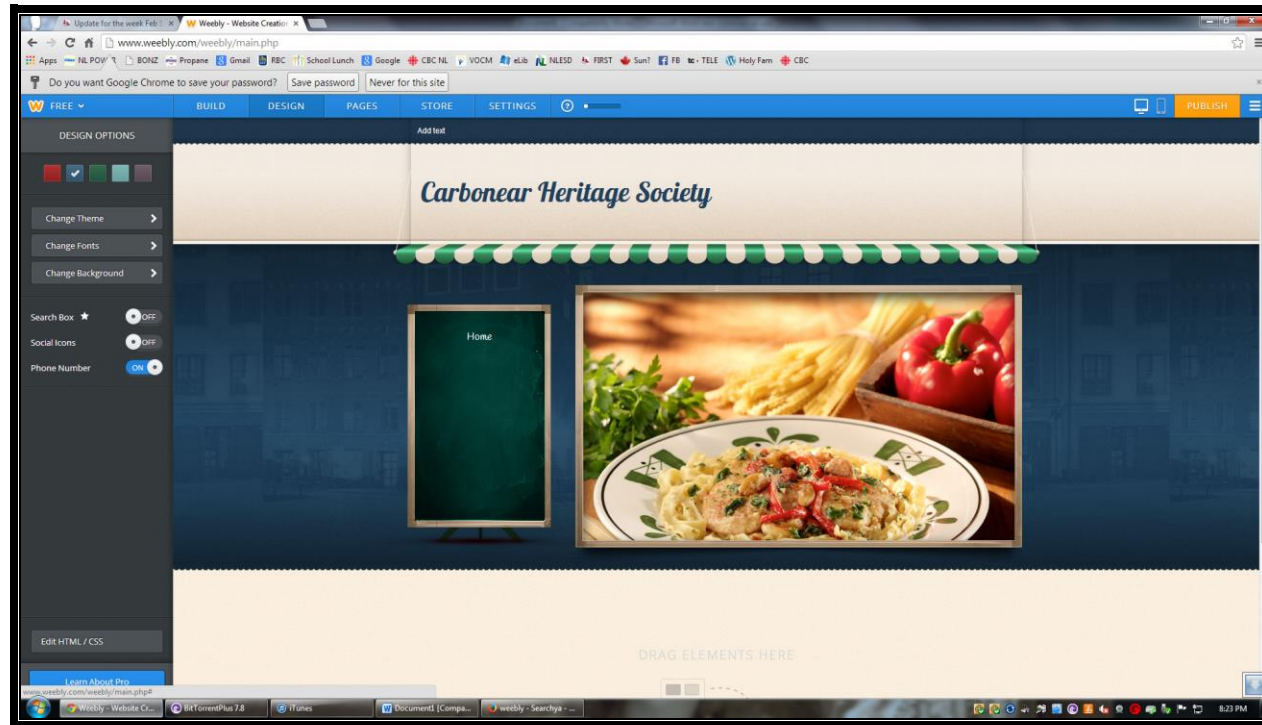
SCREENSHOT:

7.2 DESIGN MENU OVERVIEW

- **The DESIGN MENU gives you a tool bar to play around with various design options for your site.**

- **The design elements are limited compared to what you might do with other web design platforms, but they also vary from one theme to another.**

- **Within DESIGN, you can also choose another theme to see if other design options suit you better.**
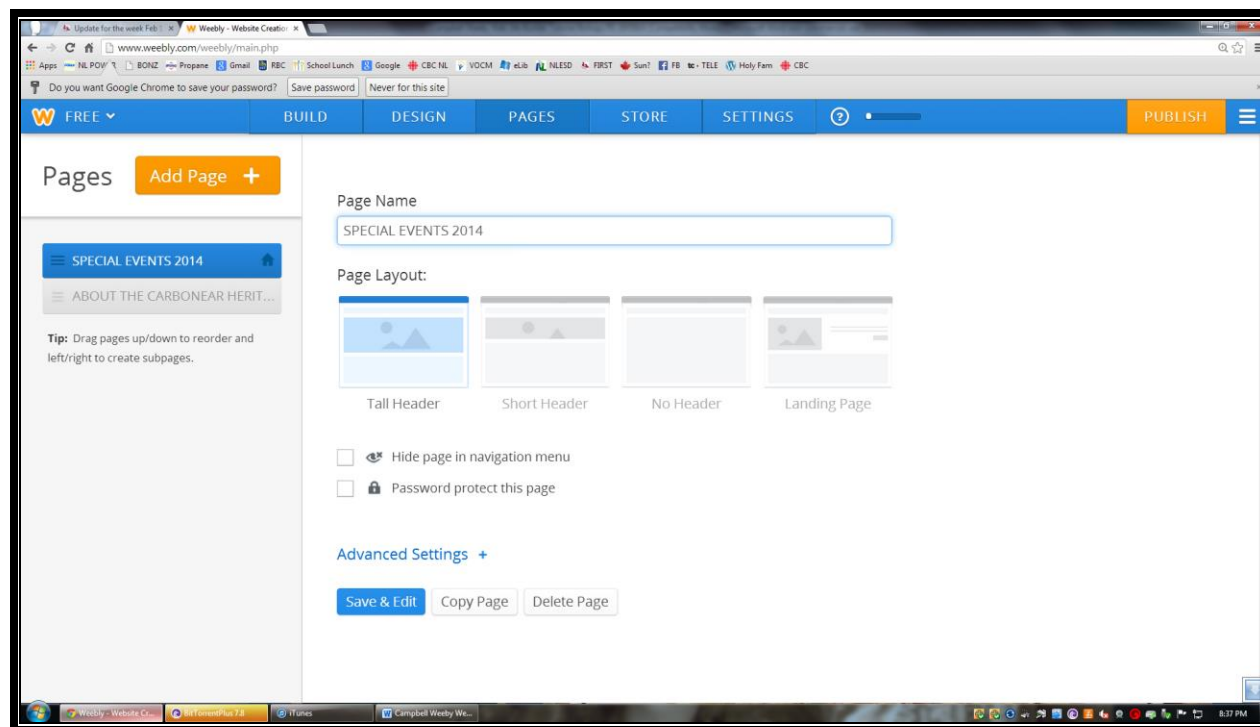
SCREENSHOT:

7.3 PAGES MENU OVERVIEW

- **The PAGES MENU allows you to add multiple pages to the same domain.**

- **For example, with my English sites, I have one page for important dates, and another page for links and notes.**

- **By dragging and dropping pages within the PAGES MENU, you can:**

  a. **Decide the Names of the pages (all default pages are called "HOME" until you change them)**
  b. **Determine the order of the pages you add,**
     and
  c. **Choose whether you want the pages you add will appear as equal to other pages, or as subpages of a specific page.**
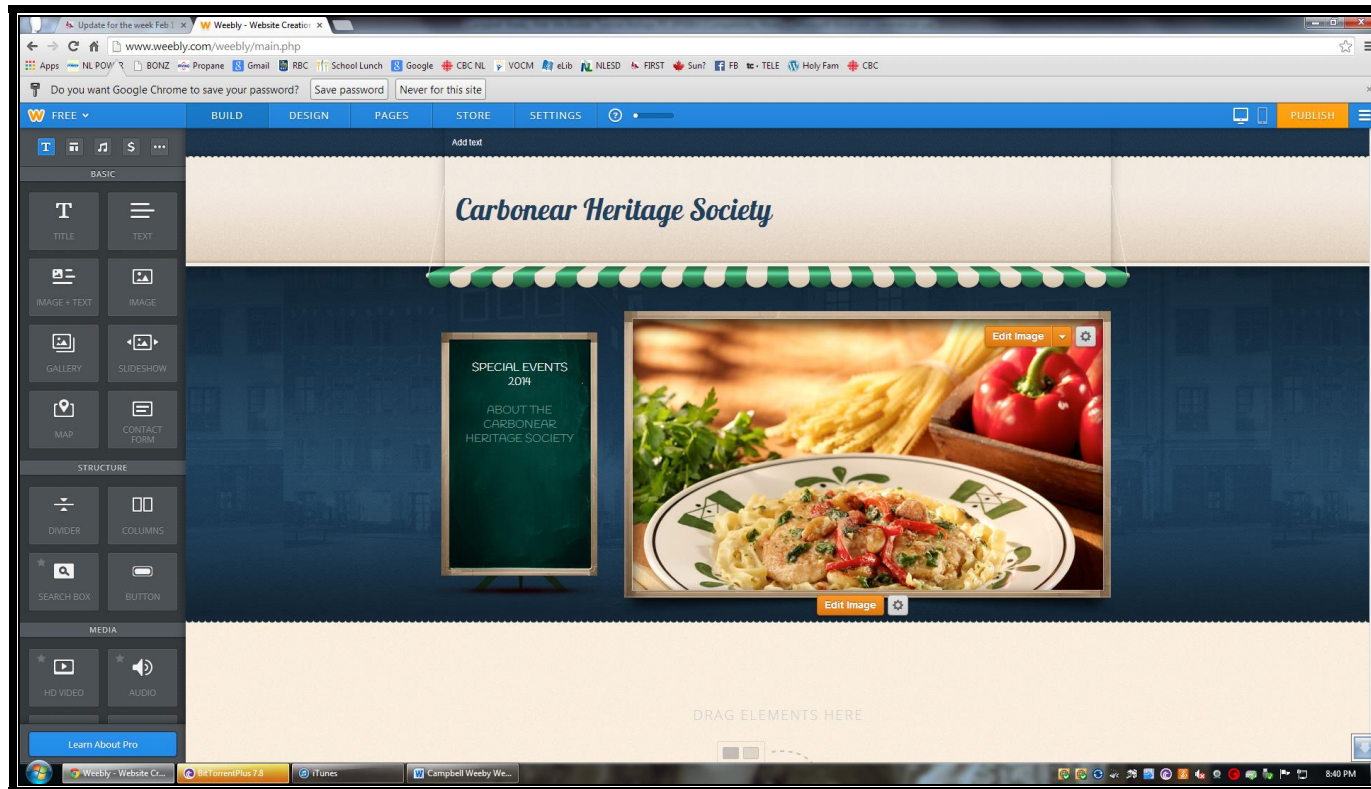
- **To add a page, just click on the ADD PAGE button, and determine the kind of page you want (standard page is fine), and type in the name you want to appear on the web site.**

- **If you purchase a paid account, you can set up password protection on any one of your pages. I have done this with my Novel Cinema 3221 Introductory Notes, for example, and only the students know the password that I set up for that page.**

- **When you are satisfied, choose SAVE & EDIT at the bottom of the page.**

- **Don't be afraid to mess up: you can always add or remove pages as you like!**

- **In the example below, I changed the word "Home" to "Special Events 2014" and added a page "About the Carbonear Heritage Society."**

SCREENSHOT:

- **After you choose Save & Edit, you will be returned to the BUILD PAGE, where you can work on the specific pages, starting with the first you put on the PAGE MENU. Notice that is the page in bold in the green space below.**
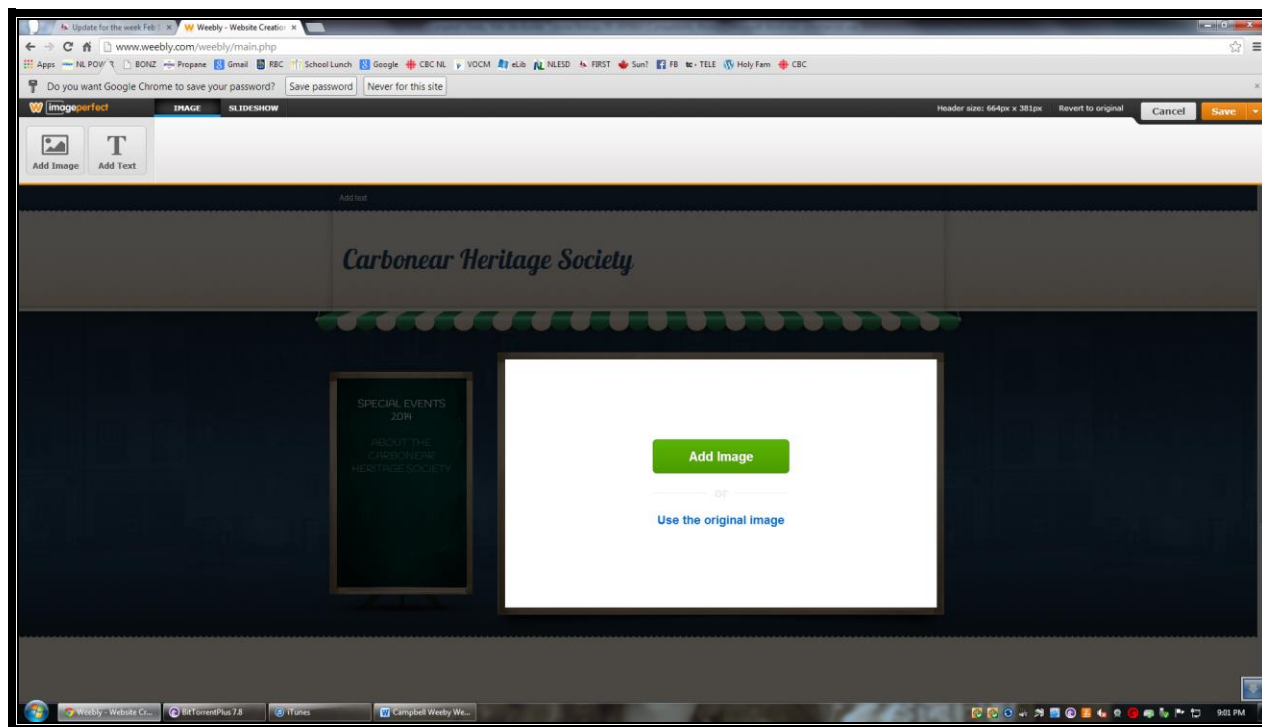
SCREENSHOT:

PART 8:
MAKE IT YOURS: MANAGE IMAGES THROUGH THE BUILD MENU

- **The first thing I want to do is change that photo of the pasta. Click on the image, and an orange button appears: EDIT IMAGE. If you click that button, you will get the option to ADD IMAGE or to USE THE ORIGINAL IMAGE.**

- **If you want to change it, choose ADD IMAGE.**

SCREENSHOT:

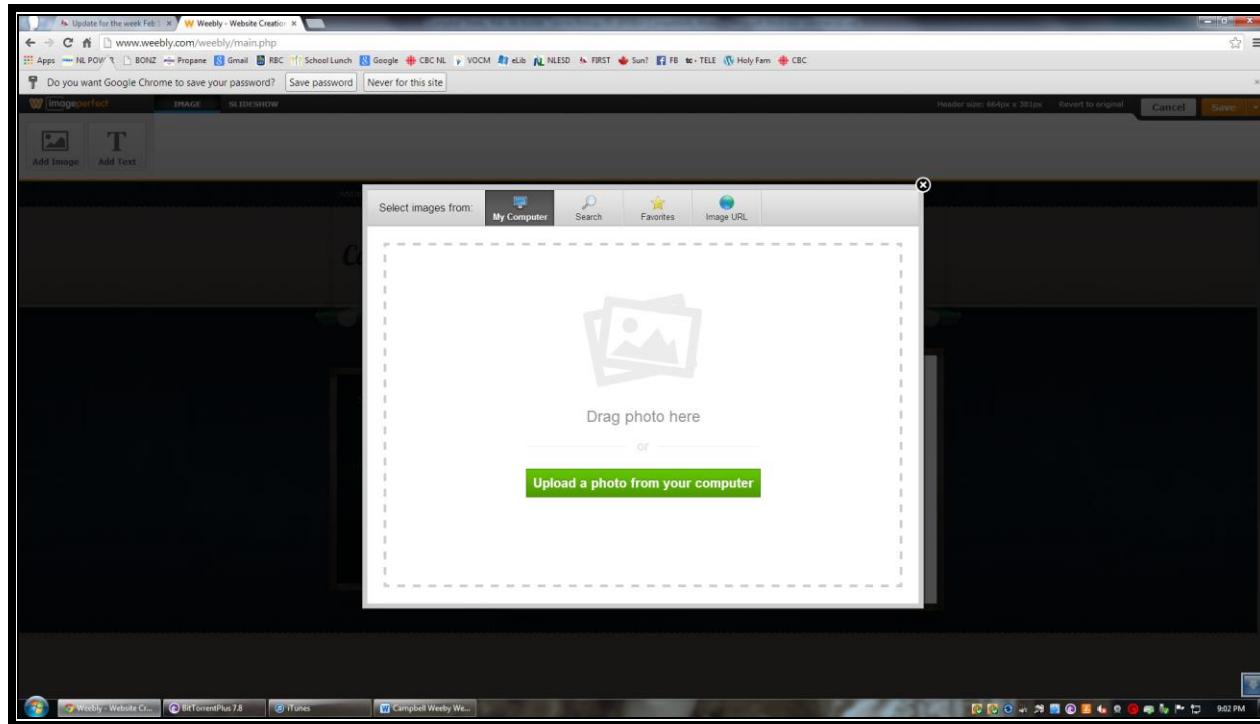- **When you choose to ADD IMAGE, you can choose from a four options to locate images:**

   MY COMPUTER   **SEARCH**   **FAVORITES**   **IMAGE URL**

- **If you have an image that you want to use, choose MY COMPUTER, and find your image.**
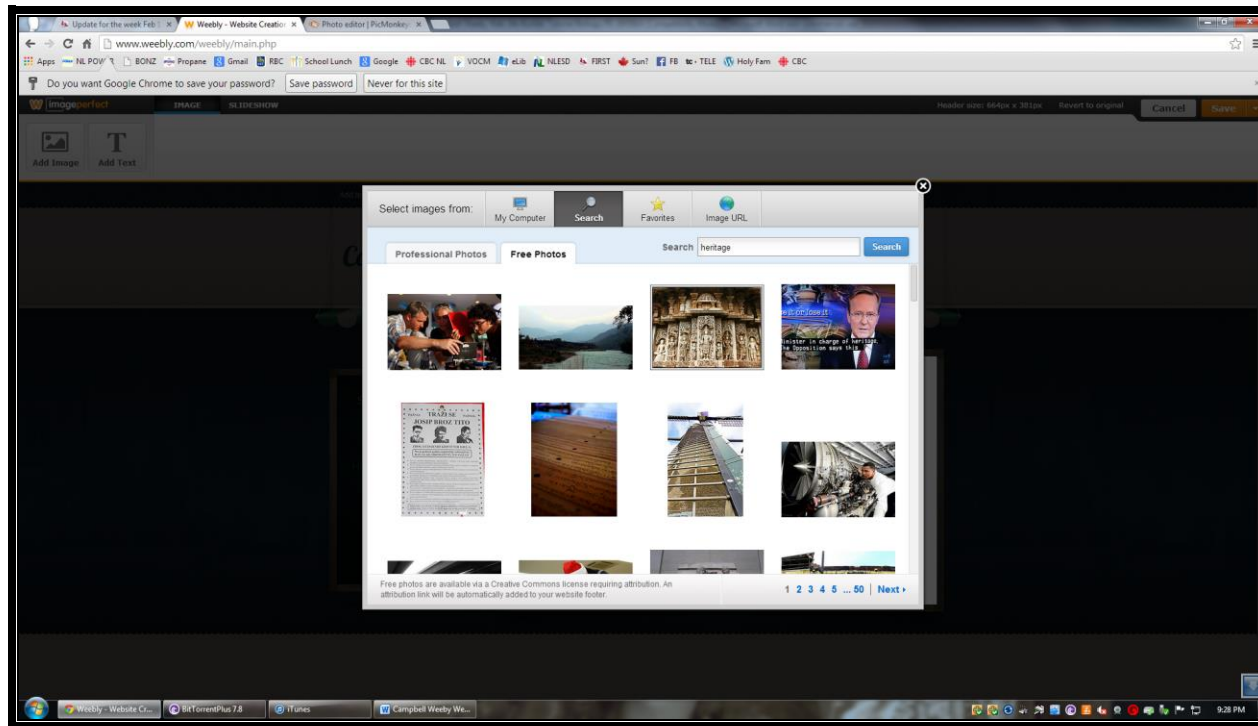
SCREENSHOT:

TIP:
You can make cool edits to your own photos for free online with:
picmonkey - http://www.picmonkey.com/

and
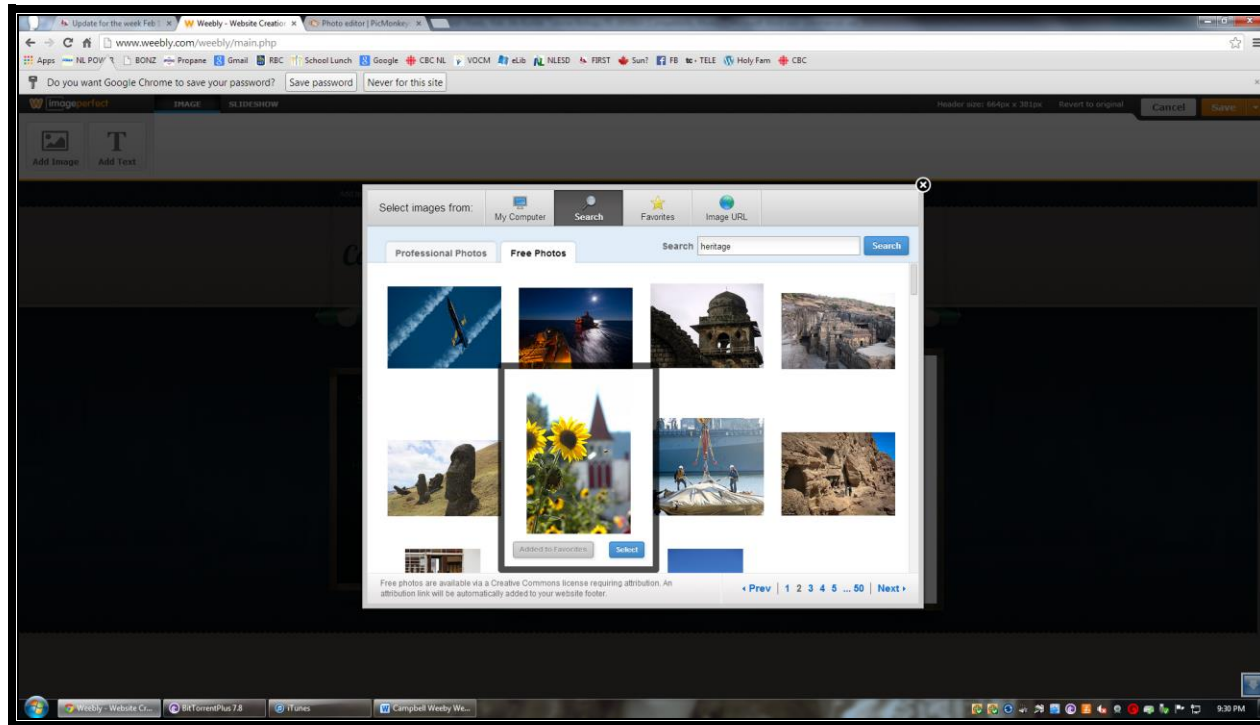*fotorcollage - http://www.fotor.com/features/collage.html*

- **If you don't have an image of your own, choose SEARCH, and key in a topic that you would like to search.**

- **You may want to browse through a variety of topics. Here, I chose HERITAGE as my search word, but other words might include house, building, history, etc.**

- **The first set of photos that come up are Professional Photos ($$$), so be sure to choose the second tab, FREE PHOTOS.**
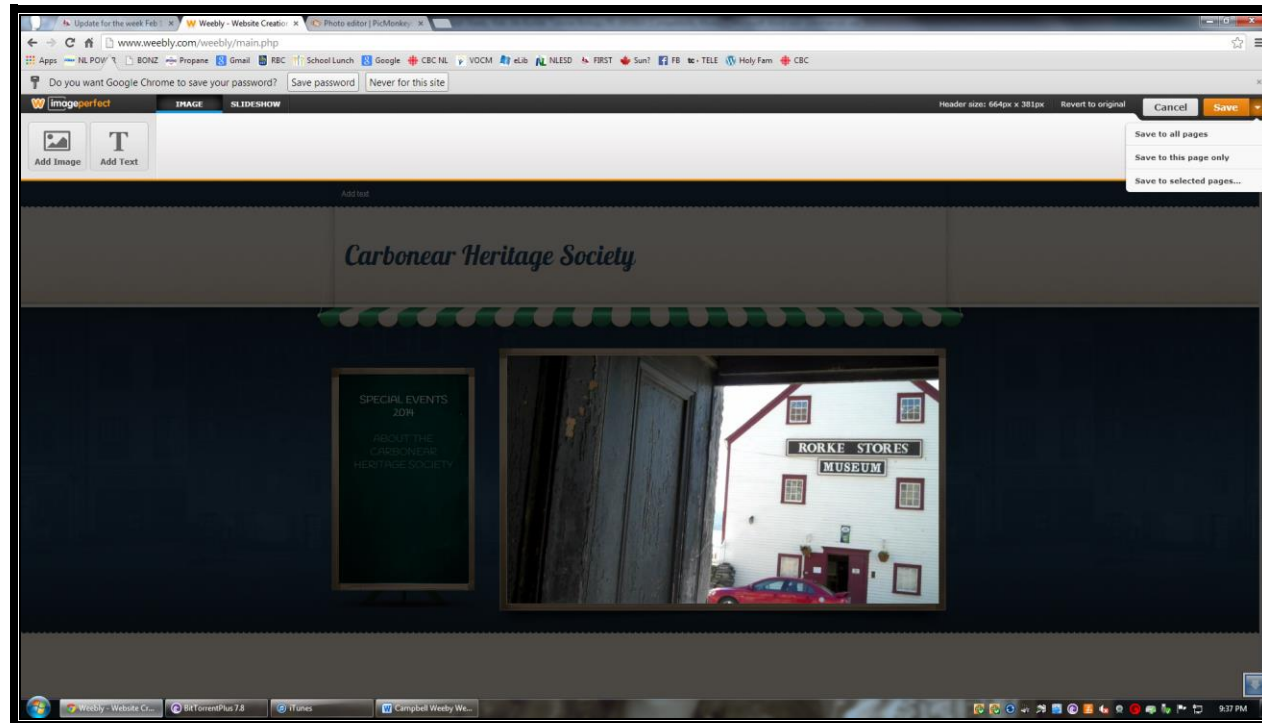
SCREENSHOT:

- **As you scroll through those free photos (notice at the bottom, there are a list of pages for you to examine), you may see a photo that you really like, even if you don't think you will use it right now. Click on that photo and you can add it to your favourites. The next time you want to add or edit an image, you can choose from your list of Favourites.**

- **When you see a photo that you want to use now, choose SELECT.**

SCREENSHOT:

- **However, I already have a photo that I want to use, so I am putting that on my site.**

- **Once you have your image chosen, you can choose to add text, but be sure to click SAVE or CANCEL in the top right hand corner.**

- **Notice that you can save that image to all pages, or just to this one.**
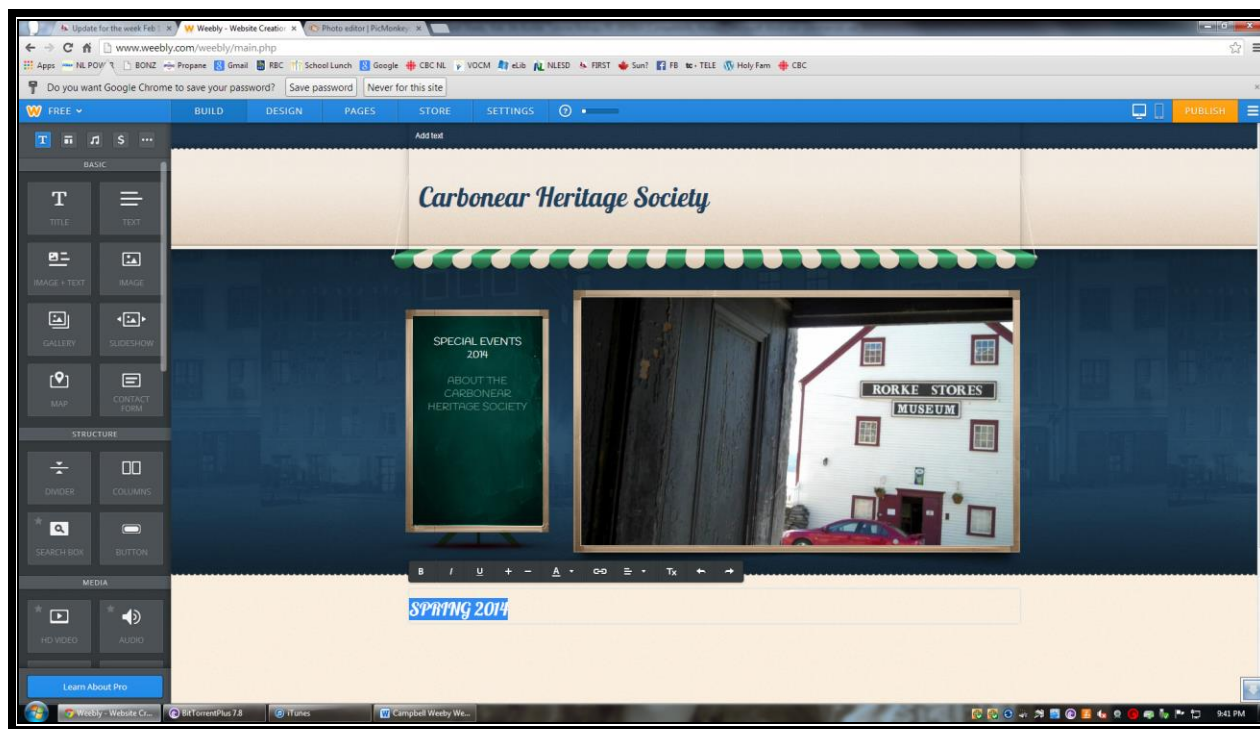
SCREENSHOT:

PART 9:
ADD CONTENT – TEXT

- **In the BUILD MENU, the toolbar at the left allows you to add content.**

- **The first section of tools is all related to Text. You can add a title, text, image, image and text, slideshow, gallery, map or contact form.**

- **Click on the option that you want to add, and then drag it to the point on your page where it says DRAG ELEMENTS HERE.**

- **If you want to add an image, you drag that element from the grey toolbar to your page, wherever you want the image to appear. Then you have the same choices we examined earlier when I got rid of the pasta photo.**
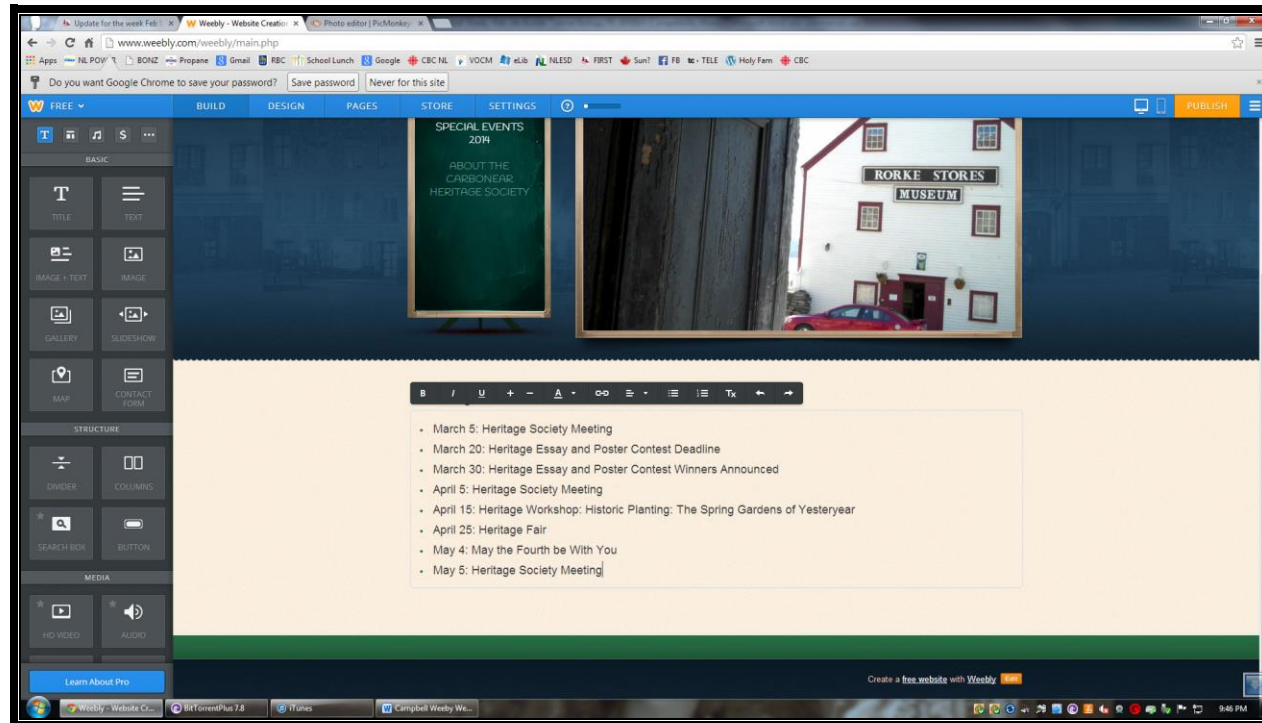
- **For example, I just dragged the TITLE box down to the space just below my page header (the part in blue with my picture), and now I have the option to CLICK HERE TO EDIT. I will now type in a Title for this section. When I type in my title (SPRING 2014), I am given design options such as bold, italics, increase or decrease font, changing the font colour, adding a hyperlink, etc.**

SCREENSHOT:

- **Underneath my title, I want to have a list of events, so I am choosing TEXT, and dragging it below the TITLE section I just added.**

- **Then click to edit, and enter the content however you want. You have the same editing options as before.**
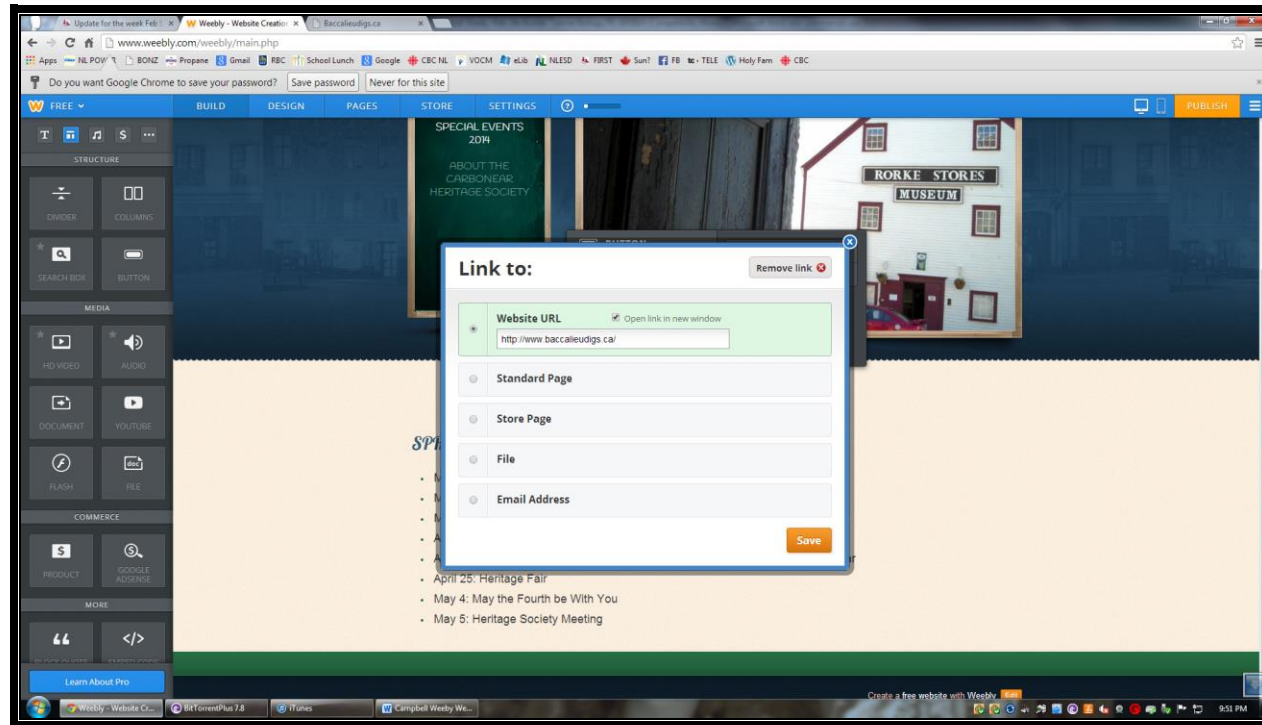
SCREENSHOT:

PART 10:
ADD CONTENT – STRUCTURES: BUTTONS, DIVIDERS, AND COLUMNS

- **There are four structure options through Weebly:**
     a. **Dividers,**
     b. **Columns,**
     c. **Search Boxes,**
          and
     d. **Buttons.**

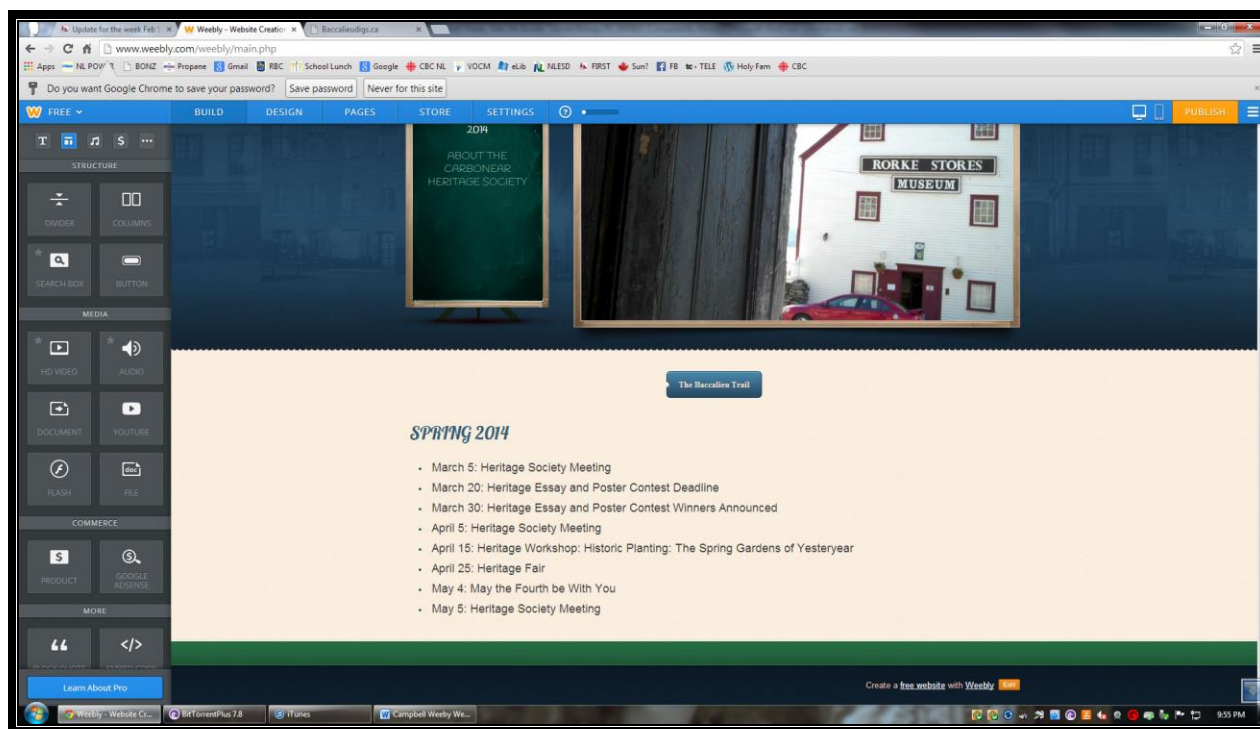- **Click and drag any of these structure you want to wherever you want them on the page.**

- **You will notice that each section you add, regardless of what it is, will have a little square around it when you click your cursor in it. These allow you to edit these sections.**

- **You can also click and drag these elements to reorder them on your page if you want.**

- **For example, if I want to add a BUTTON with a link to the *Baccalieu Trail Heritage Corporation* right at the top of my page. And I want to place that button link above the dates that I have already keyed in.**

- **Choose the BUTTON option in the grey toolbar at the left.**

- **Drag it to the spot where you want it to appear.**

- **Choose the BUTTON STYLE and PLACEMENT (centre, etc.), and click on the word LINK.**

- **Linked buttons allow you to open a website or a file (such as notes), or other options.**

- **Whenever I put a WEBSITE URL in a button, I try to click on the box that says Open in a Link in a New Window.**
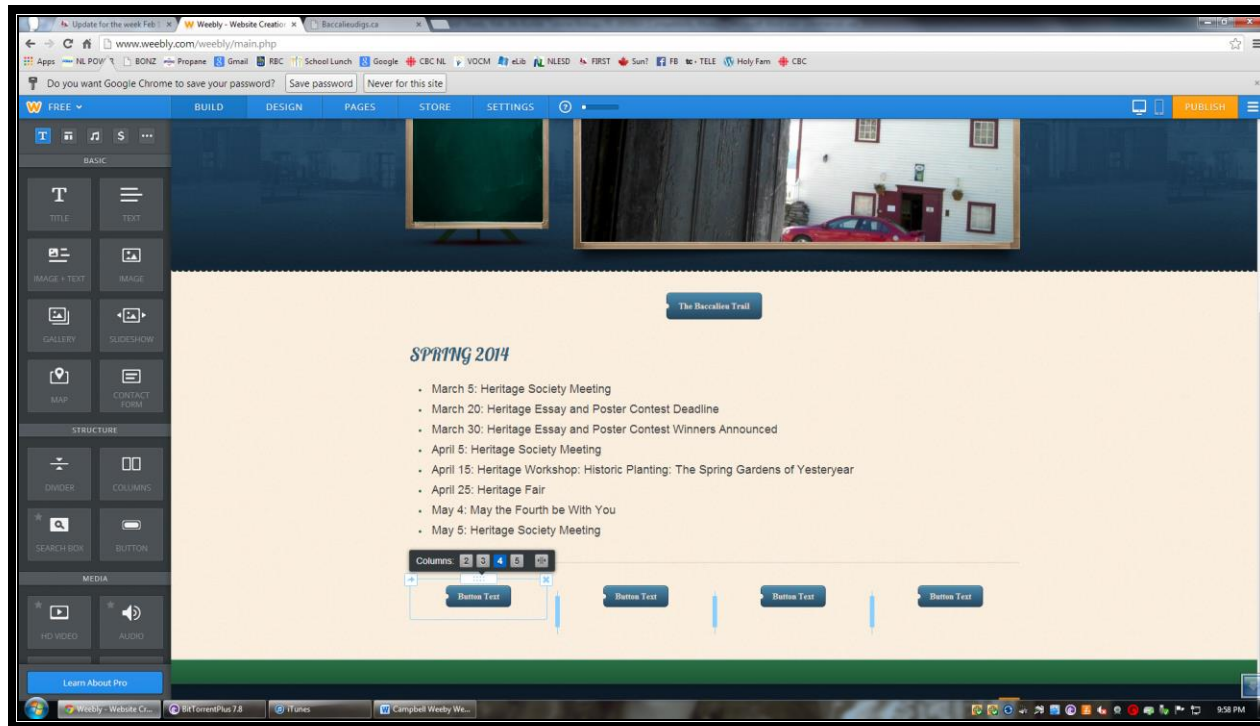
SCREENSHOT:

- **You can also add files to these buttons. By the way, I save my .doc files as .pdf files. Pdf files are more difficult to change, so kids cannot say to me that I had the wrong information there, or that all the questions I asked were not on file, etc. Pdf files also maintain your intended format.**

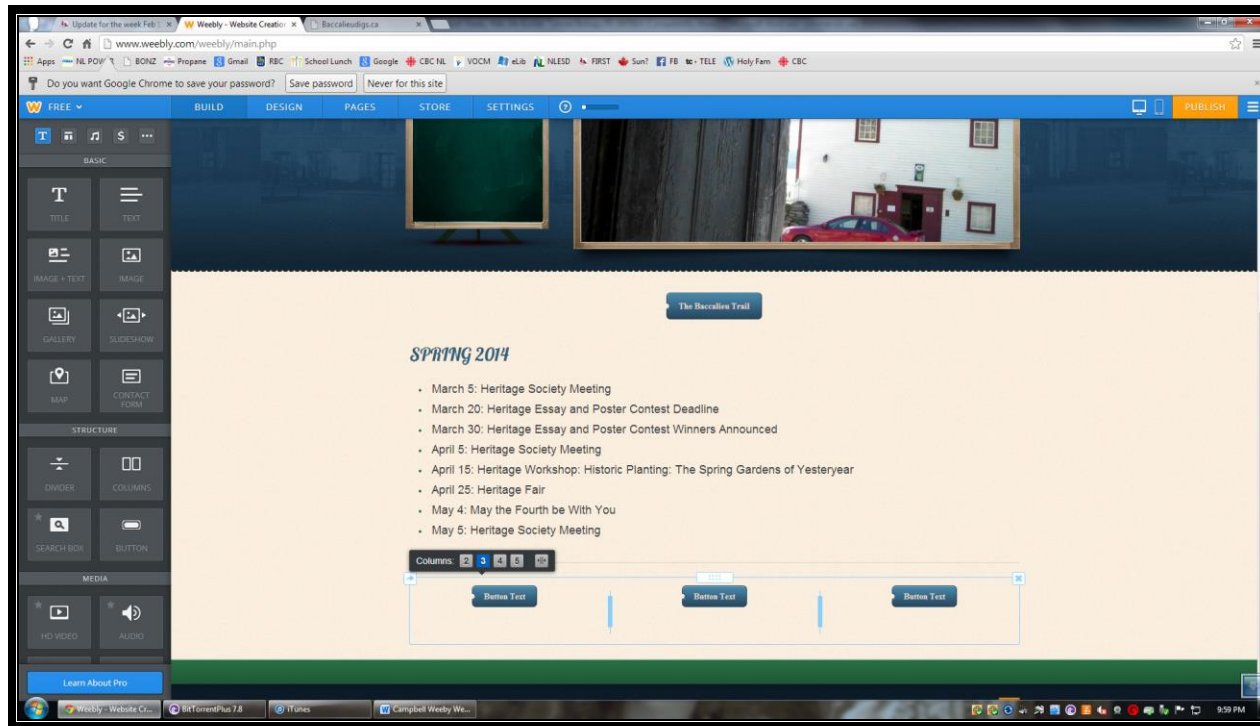- **Here's my new web site, with my button link:**

SCREENSHOT

- **Suppose I have a series of button links, or text information, or whatever? I often use COLUMNS for that material. Again, within structures on the build tool menu at the right, choose COLUMNS, click and drag in place, and then decide how many columns you want.**

- **In the following example, I set up four columns**

- **Within my columns, I dragged four buttons: one button into each column.**

- **You can add more than a single button or add more text or whatever to each column.**

SCREENSHOT:

- **To edit individual buttons or other content within columns, just click on them as you did before.**

- **If you want to reduce the number of columns, you may have delete content first before Weebly will allow you to do it.**

- **Let's say that I change my mind. I prefer to have three columns, and only three buttons. Click the right corner, and hit the red x that appears which will allow you to delete that content. Then reduce the number of buttons you want.**

SCREENSHOT:

- **DIVIDERS keep your website content neat. I added a divider to the page also, to separate my dates from the buttons.**

- **If you put the divider in a column, it will only work in that specific column.**

- **If you put a divider outside of the column, it will go across the whole page.**

- **You can put whatever you want in columns, but it is a good idea to keep the amount of text to a minimum.**
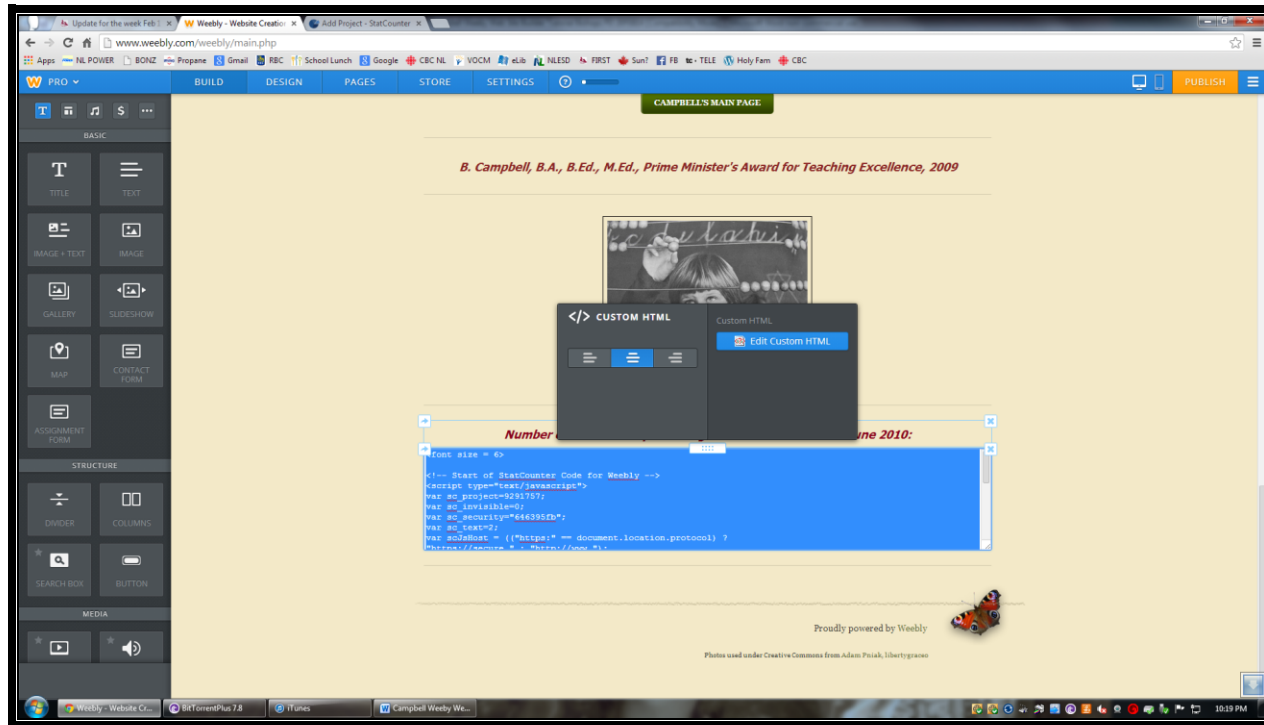
PART 11:
ADD CONTENT – COUNTERS

- I like having a counter on my website. I use Statcounter, because it gives me a huge amount of data about the visitors on my site, and Statcounter has a free option.

- Weebly has a stats component too, but it lacks the detail that statcounter gives me.

- Set up a statcounter account first, obviously: http://statcounter.com/

- To add a statcounter to a weebly web site, you can do one of three things:

    a. You can add a project to Statcounter, and follow the steps there, which are very easy and include exactly how to add the code to your web site

    b. you can add EMBED CODE from the grey toolbar at the right, and then customize the statcounter code with your own html code

        or

    c. you can write your own code.

- The first option is the easiest for beginners, but here is what it looks like for the EMBED CODE option, where I have customized the statcounter code:
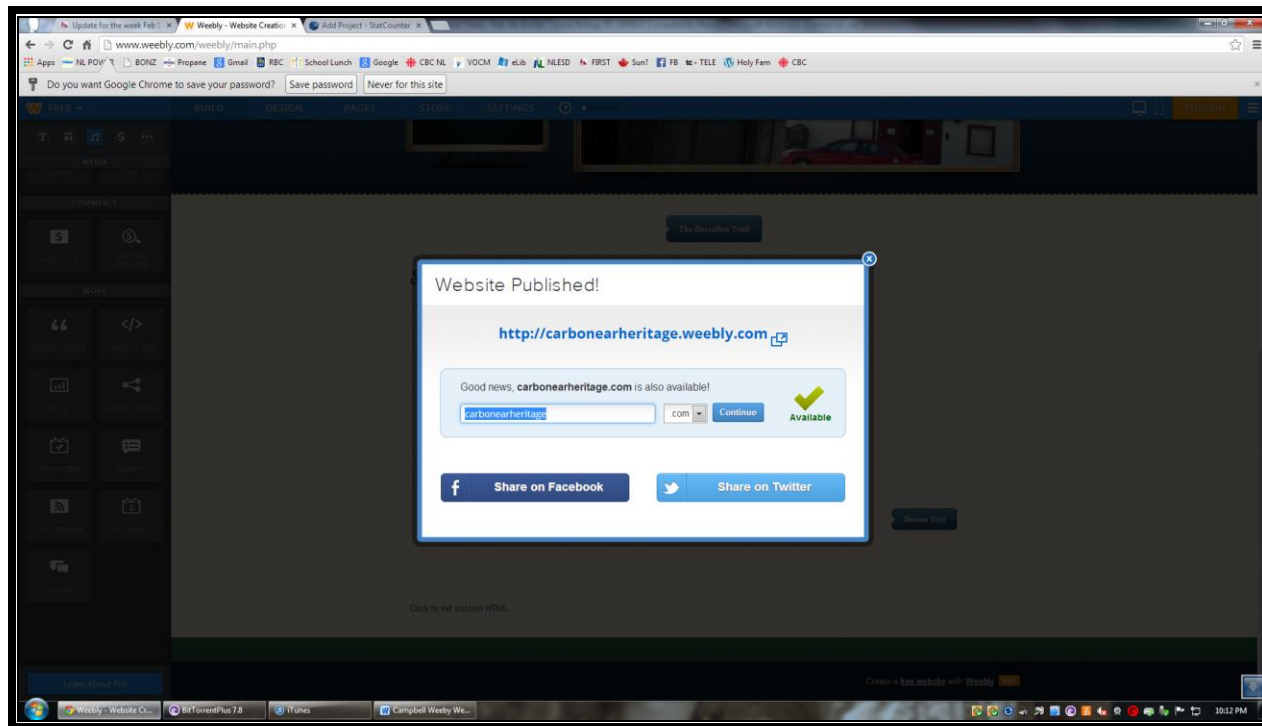
SCREENSHOT:
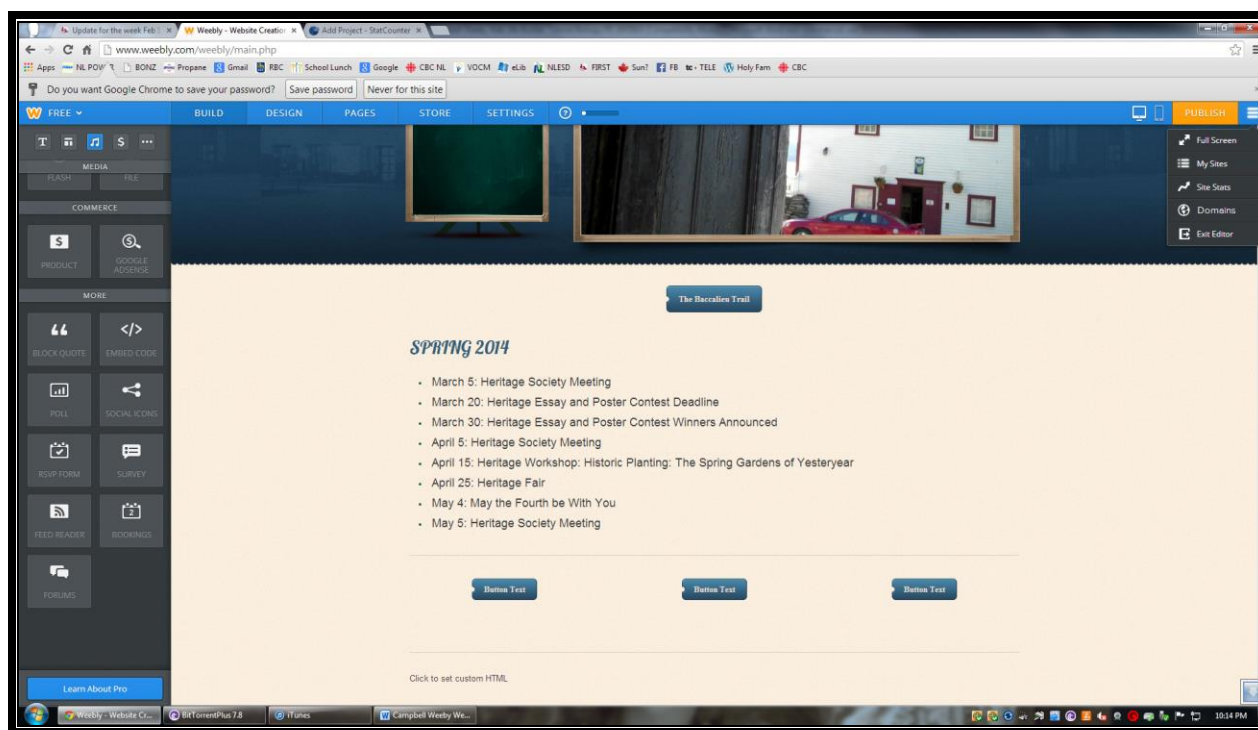
PART 12:
PUBLISH!

- **When you have made all the changes you want to make to your weebly site, click on the orange PUBLISH button in the top right corner.**

- **You must PUBLISH to save any changes you make to your web site, and to make your changes go live online.**

- **Then wait until Weebly chummifies the thingymabobber. This may take a few minutes.**

- **You will then get a screen that tells you that your site it published. It will also offer you the opportunity to choose an available domain name without the weebly.com part. Ignore that, because Weebly is just trying to sell you a paid subscription. You can also share on Facebook and Twitter. Ignore that too. Just smile, and nod, and don't look Weebly in the eyes as you click the x to close that little screen.**

SCREENSHOT:

- **At this point, you can keep editing your site, and publishing any changes you want to keep.**

- **If you are finished editing for the day, you can click on the three little bars at the top right corner of the page, which gives you a series of menu choices, including, MY SITES.**
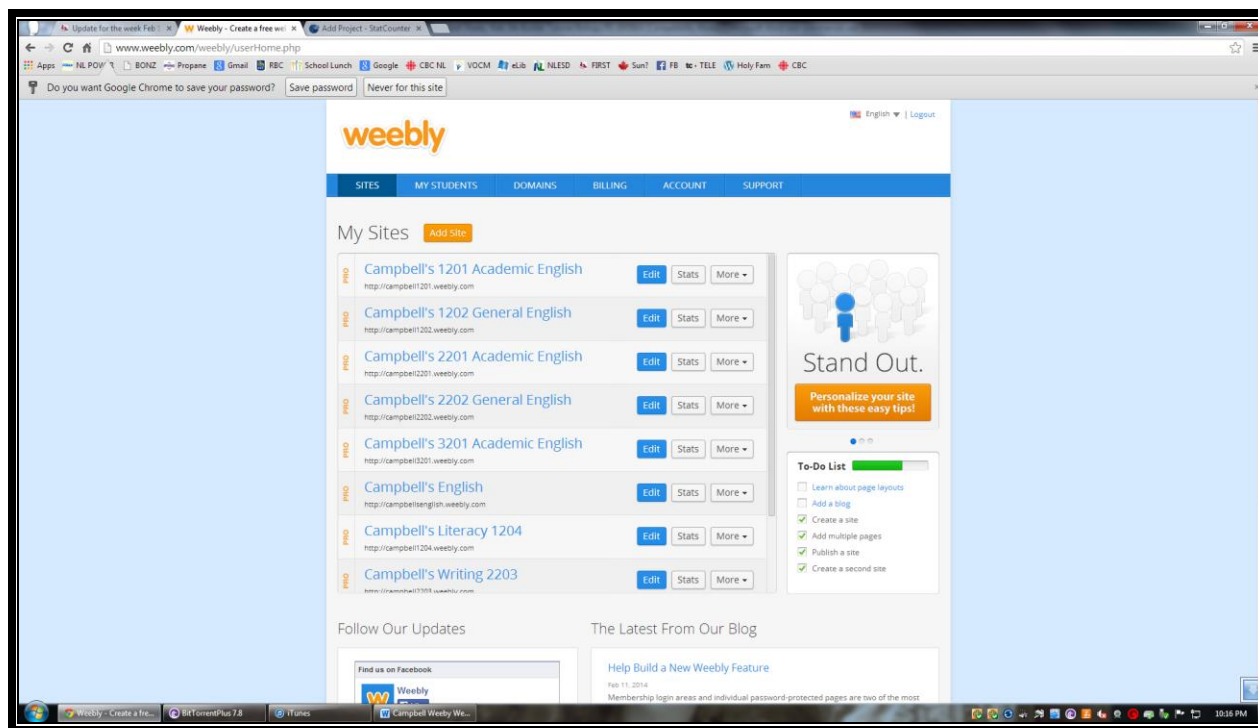
SCREENSHOT:

- **Choose MY SITES, and you can examine the pages you have designed.**

- **If you have more than 8, you will need to use the scroll bar to see them all.**

- **Using the buttons to the right of each one, you can choose to edit your sites, or examine the stats as collected by Weebly.**

- **If you just want to open the site as the public would see it, choose the link underneath each site name.**

SCREENSHOT

THE END.