

Weebly Module

WHAT IS WEEBLY?

Weebly is a free drag and drop website builder with many templates. Weebly allows blog posting, photo upload, multiple page creation, and many other features.

GETTING STARTED

- Visit www.weebly.com to sign up for an account using an email address.
- Click “I just need a website” > Choose a theme > Click the *Start Editing* button
- You may choose your website domain/name or press X to skip and name it later when you are ready to publish.

CREATING AND EDITING PAGES

- Choose the *Pages* tab on the top menu bar to reveal the pages toolbar on the left. Choose a page to edit its name and header type.
- To add a new page, click the +.
- To reorder webpages, click and drag the pages up or down.

ADDING AND REARRANGING ELEMENTS

- Choose the *Build* tab on the top menu to reveal the elements toolbar on the left. Simply drag these icons onto the page where you would like them.
- Choose an element from the menu (such as a title, text, images, dividers, links, files, etc.) by pressing and holding the element, then dragging to the page.
- For more features, double click an element you have dragged on your page and an additional menu appears.
- To rearrange elements, hover over an element and drag the middle button up or down.
- To delete an element, hover over the element and click the X in the right corner.

ADDING EDITORS

- Choose the *Settings* tab on the top menu bar and choose *Editors* on the left.
- Enter emails for each person in your group and choose *Admin* permissions so everyone can view and edit pages.

PUBLISHING YOUR WEBSITE

- After proofreading your pages, publish your website by clicking the *Publish* button. For a free site, type the name for your website and click the *Search* button to check its availability. In the subdomain section at the bottom, you can click *Choose* if the name is available, then click *Done*.
- Copy and paste your link in a new window to double check your website was published correctly, then submit your project to your professor.
- If you make edits after publishing, choose *Publish* again to make changes live on online website.

[3 min video tutorial](#)