

Working with Weebly

(weebly.com)

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Using weebly as a digital notebook to structure and communicate your projects.

1. Go to weebly.com and create an account
2. Once you log in you'll be asked what the focus of the site will be. Select "site"
3. Select a theme. Find something you like but you can always change it later
4. Choose a name for your site.
Select "Use a Subdomain of Weebly.com"
Type in a name and make sure it is available.

Building your site

Depending on the theme you choose you will be asked to click in a type box to add your own or to "drag element here".

Before you add anything click on the "pages" tab along the top. This is where you can add pages and choose different page layouts. Try the:

- tall header
- short header
- landing page (I suggest that for now you do not select this option)
- splash page

Different themes may have more or less options

Once you select a page type click the "save & edit button" to see what it looks like. Go back and try another until you are happy with what you have.

When you have decided on a page layout and clicked on the "save & edit" button you will be in the website building mode.

On the left of the screen there are various elements that you can drag on to your page to begin your layout. These elements are divided into the following categories:

- Basic (most commonly used: title, text, image)
- Structure (most commonly used: divider and spacer)
- Media (most commonly used: youtube)
- Commerce
- More

Start by dragging the title element to your page

Note: a title text box is for as you would suspect - title (large) text

To type in longer strings of text, like a sentence or paragraph use a type element

Once an element is placed and then hover over it you will notice that a blue box appears. Along the top there are 3 smaller boxes:

1. On the left is an arrow box. This allows you to copy or move this element to another page
2. In the middle there is box with dots within it. Click and drag on this to move this element around on your page.
3. On the right there is box with an "X" in it. Click on this box to delete the element.

When you click within the text element you can begin typing.

When working within a text box a grey toolbar appears allowing you to, from left to right:

bold text - italicize - underline - make bigger - make smaller,
change colour - create a link,
adjust the alignment of all text within the element,
create bulleted and numbered lists - remove formatting - undo and redo a step

Create a link with text:

If you want to link to another one of your pages or to anything else on the internet:

- highlight the text you want to use to trigger the link
- click on the link icon in the grey toolbar

From here you can link to:

1. Website URL - copy and paste the URL for the site you want to link to. I suggest that you check on "open link in new window"
2. Standard page - this links to another one of your pages in your web site
3. Store Page - used for setting up a store
4. File - you can link to a file (such as a pdf file) with this option. To upload a file click on the text and then select the file from your computer
5. Email Address - add an email address here that you would like to link to

Putting an image on your page

Images need to be in the jpeg, gif or png format.

Drag the image element to your page and click in the middle of it. You will then have the option to:

1. Drag on or upload images from your computer
2. Search for images provided by weebly - Search for images in the search bar; you can select from professional and free images.
3. Favorites - if you mark an image from the search above it will appear here
4. Image URL - with this option you can link to any image on the internet

Once you have inserted a photo click on it

You can adjust the size of the image by clicking and dragging on the box that appears in the lower right corner of the image

Above the image you will see a grey tool box that allows you to:

1. Lightbox: If you turn this on then any visitor who clicks the image will be shown a larger version of the image (if you have scaled down the uploaded image)
2. Link: This option turns the image into a link. See the note above "Create a link with text" for details of how this works
3. Spacing: Makes minor adjustments to the amount of space around the picture.
4. Caption: Lets you add a basic text caption under the picture.
5. Advanced: Allows you to adjust (or turn off / on) the border around the picture.

When you click on the "Edit Image" button a simple image editor opens up.

Formatting

To help make your page look better try using the Divider and Spacer elements from the structure section of the build options.

Divider - you can adjust the spacing above and below and width of the divider in the grey tool panel that appears when you click on it.

Spacer - click and drag on the bottom of the spacer element to adjust the vertical space between elements. A Spacer element can be used horizontally or vertically.

Moving elements - click and drag on the middle box of the element to move it

Creating columns of images or text boxes

Drag a text or image element out over an existing image or text until you see a blue vertical line appear (a horizontal blue line is typical)

Creating a new page

Click on the new page tab at the top of your editing area.

Click on the orange Add Page button in the upper left hand corner and select "standard page"

Notice that a new page appears, in blue, in your list of pages. You can drag this up or down to adjust its position in your menu order.

You can move a page left or right under an existing page to have appear as a sub menu item

Give your page a name and select a layout as noted above

“Going Live”

As you are working on your site click on the orange publish button. This will publish your site for all the world to see. Please note the address and send it to me at: david@imhome.co.

Repeatedly publish your page to see what it will look like to others.

Think of the publish button as the save command.