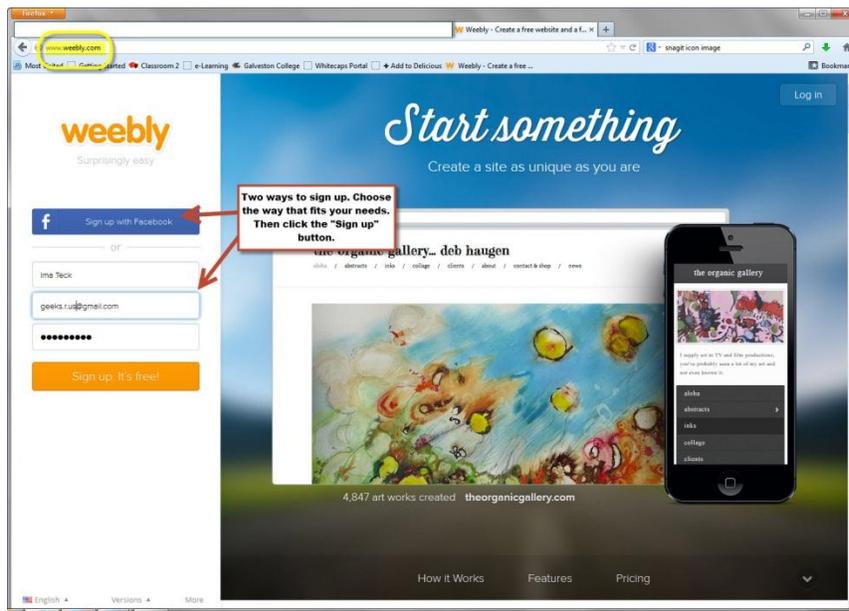


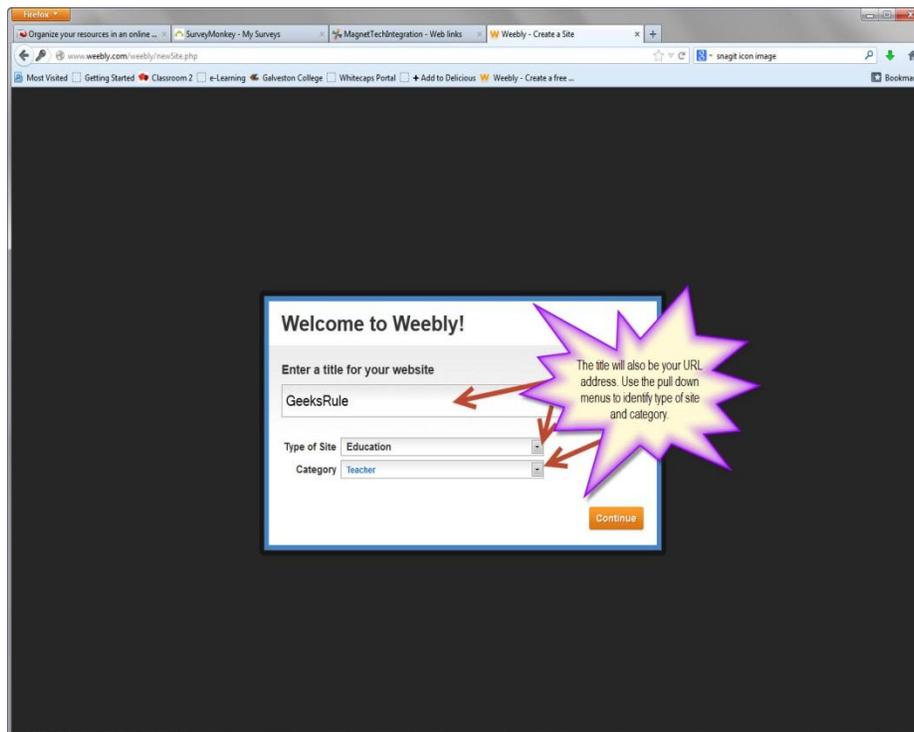
# Building a Website with Weebly

## 1. Go to [www.weebly.com](http://www.weebly.com)

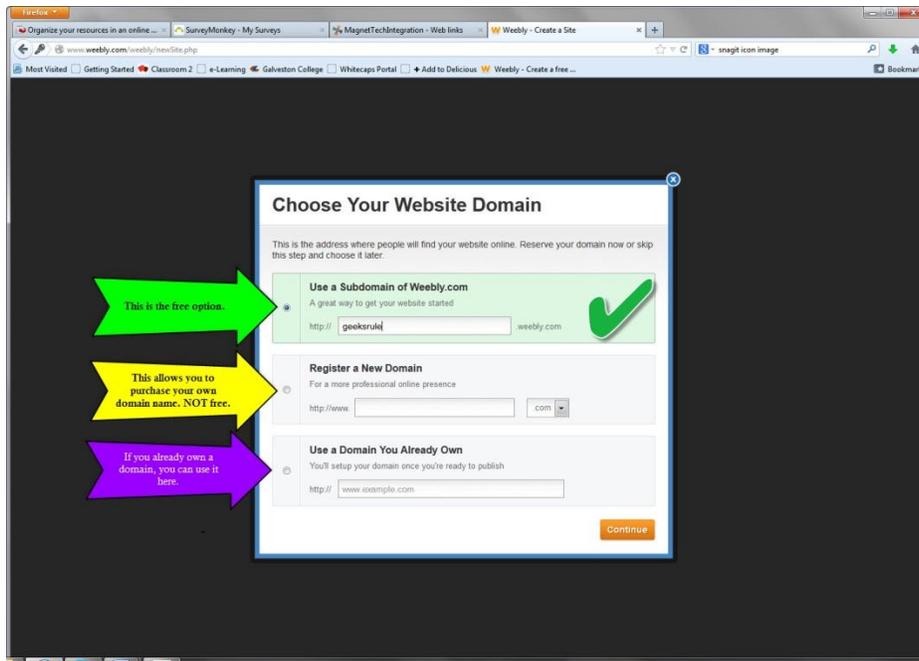


## 2. Sign up either with a Facebook account or with an email account.

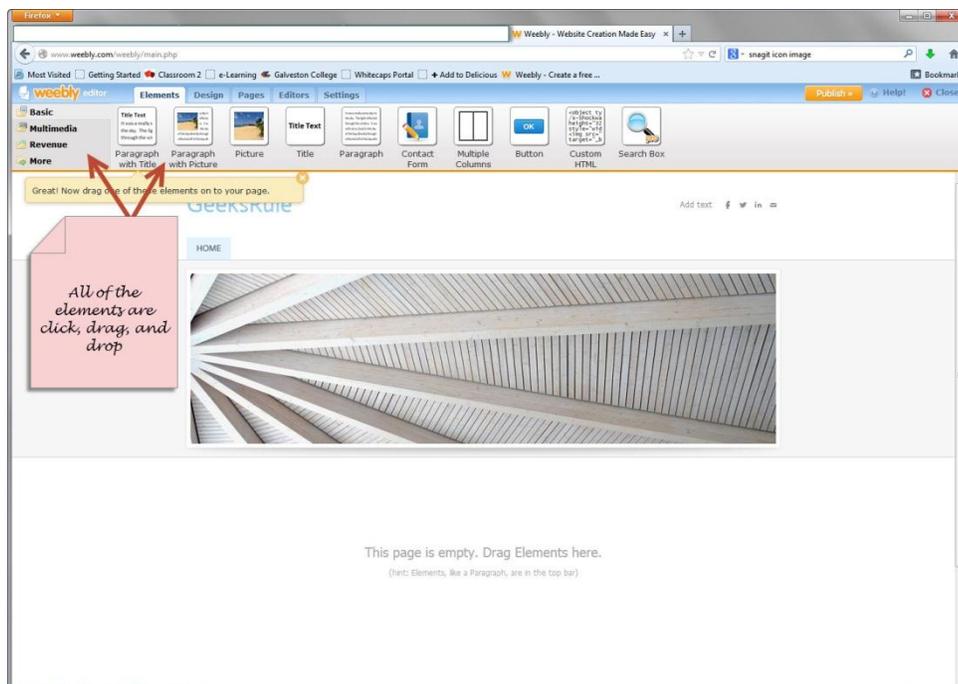
## 3. Once you have created your account, you will be asked to enter a title for your website. This will also be your URL. Use the pull down arrows to select type of site and category. Then click "Continue".



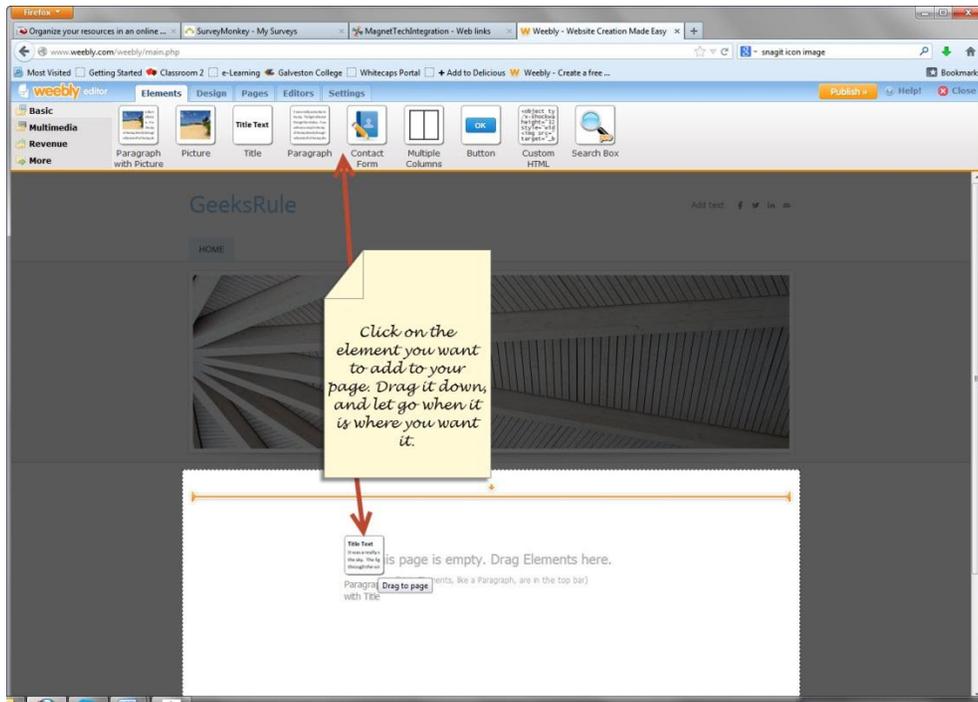
4. You will next see a pop-up screen to set your website domain. There are three choices. The first option is the free domain through Weebly. Unless you want to purchase a domain or have a domain already, select the first choice and click “Continue”.



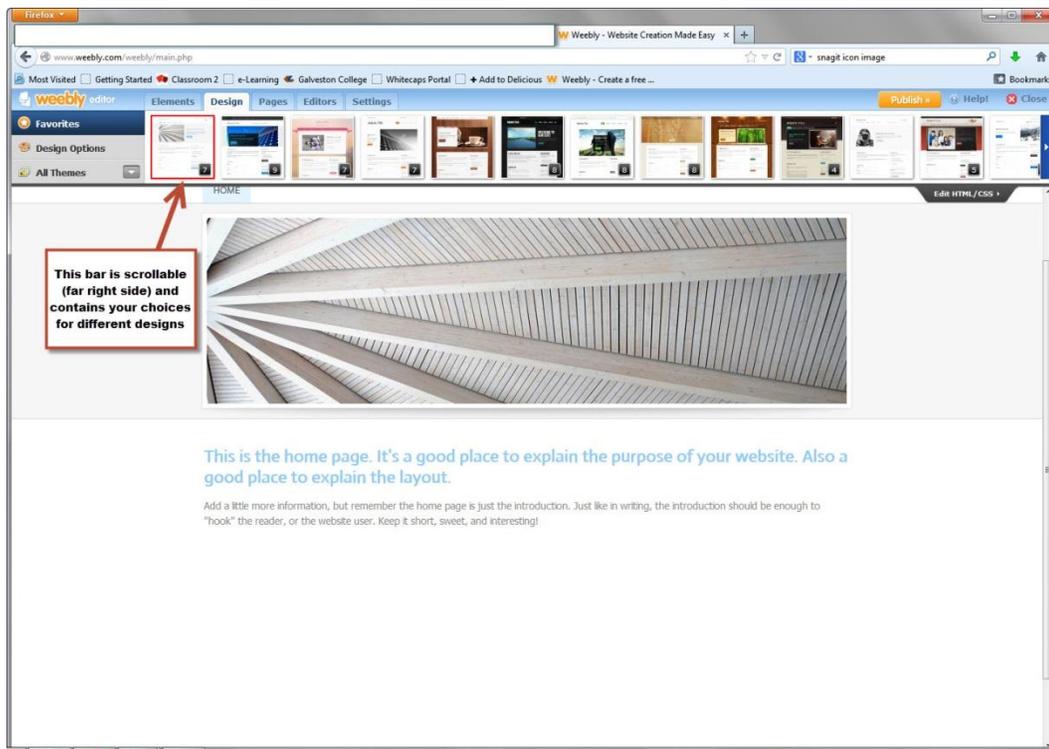
5. After your website domain has been accepted, you will be taken to your home page. Help tips will pop up through your initial creation efforts to assist you.



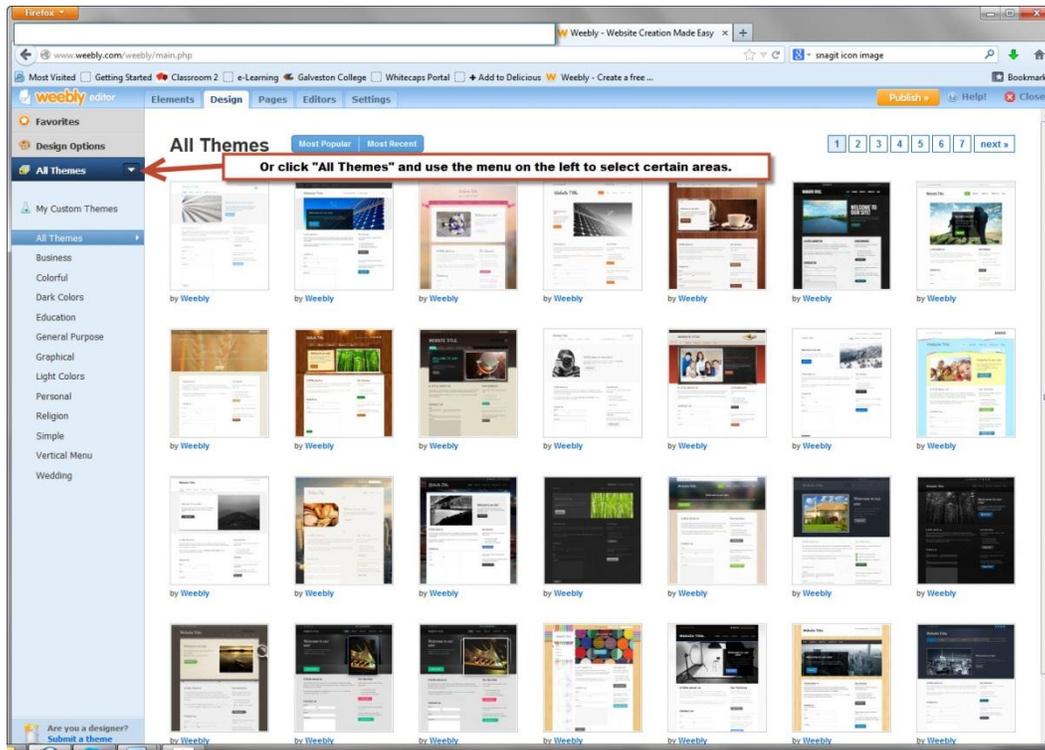
**6. All the elements are at the top of the screen and can be added to the page by clicking, dragging, and dropping where you want them.**



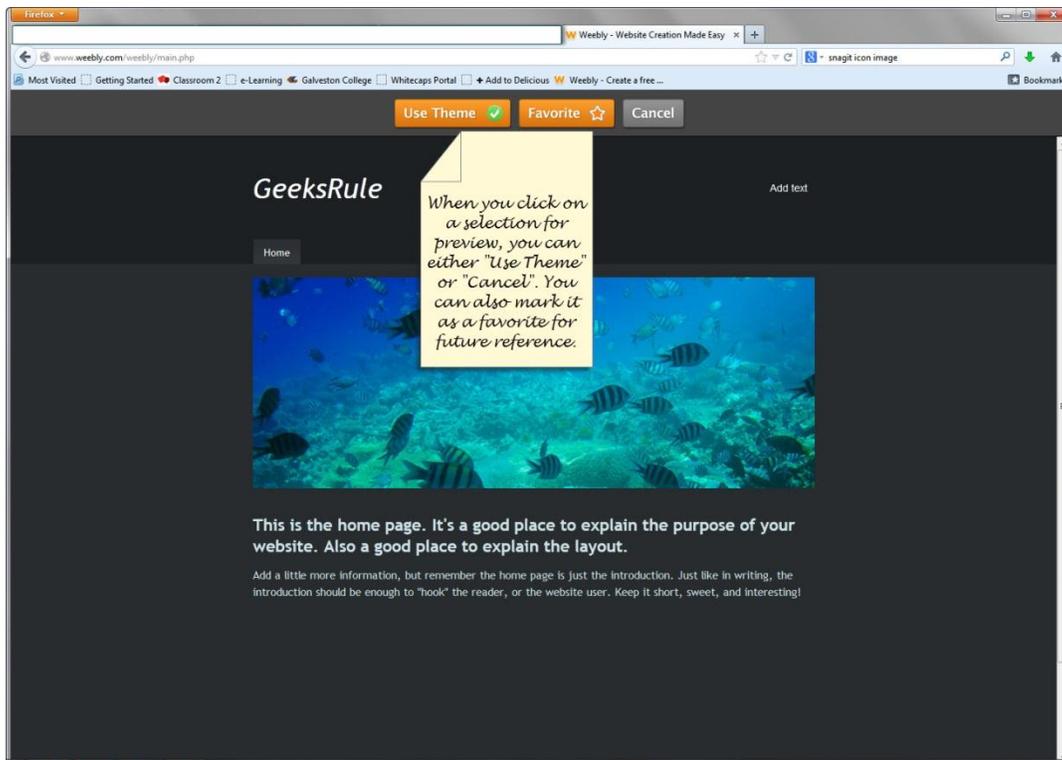
**7. Weebly automatically generates a default design. You can change the design of your website by clicking the “Design” tab at the top.**



**8. Alternatively, you can click the link to “All Themes” on the left side menu.**

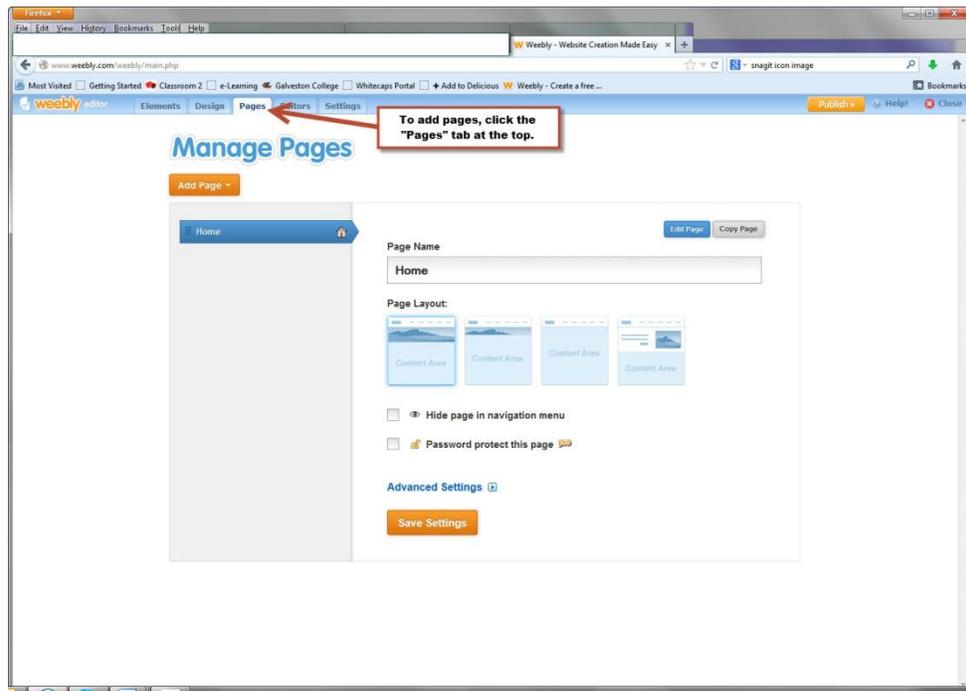


**9. When you find one you like, click the “Preview” button that appears when your mouse hovers over the selection. If you want to use that design, click “Use Theme”. If not, click “Cancel” and continue looking.**

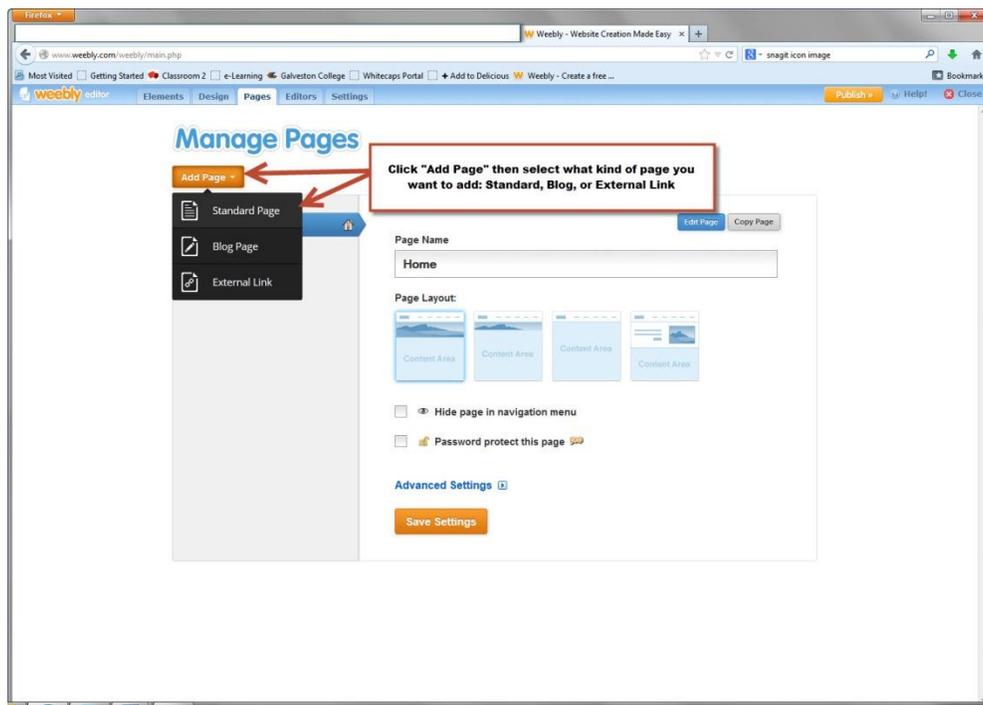


## 10. Adding pages is also very simple:

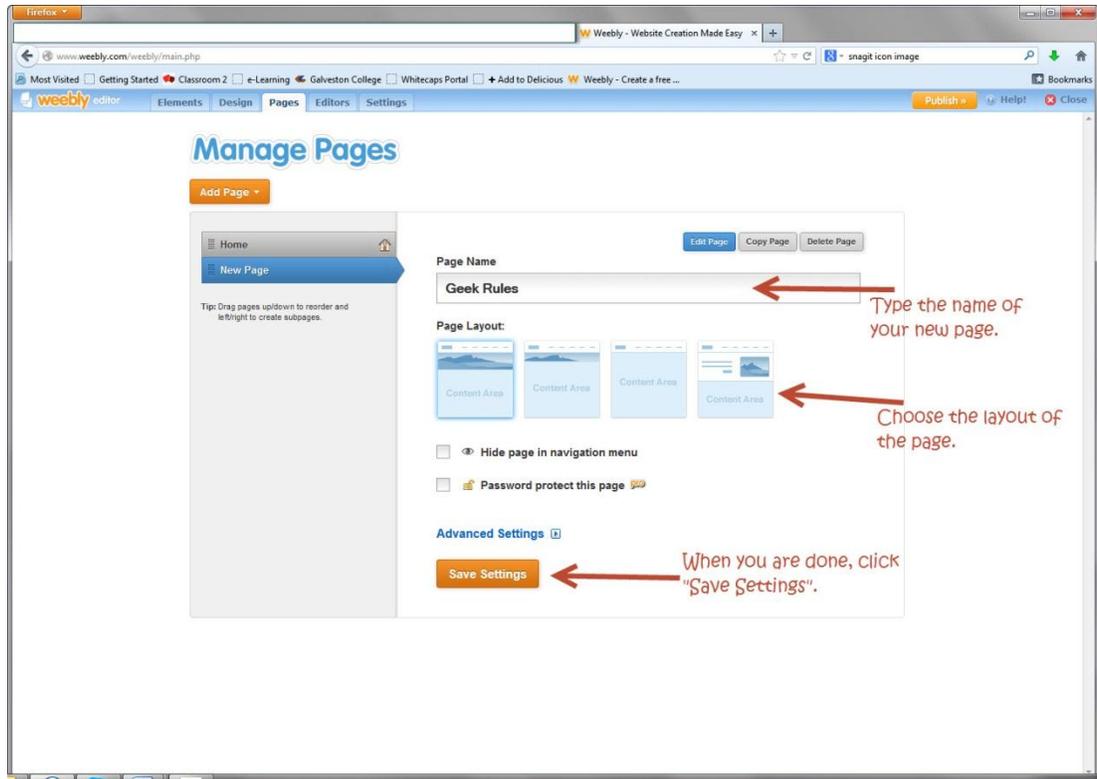
- Click the “Pages” tab at the top of the screen



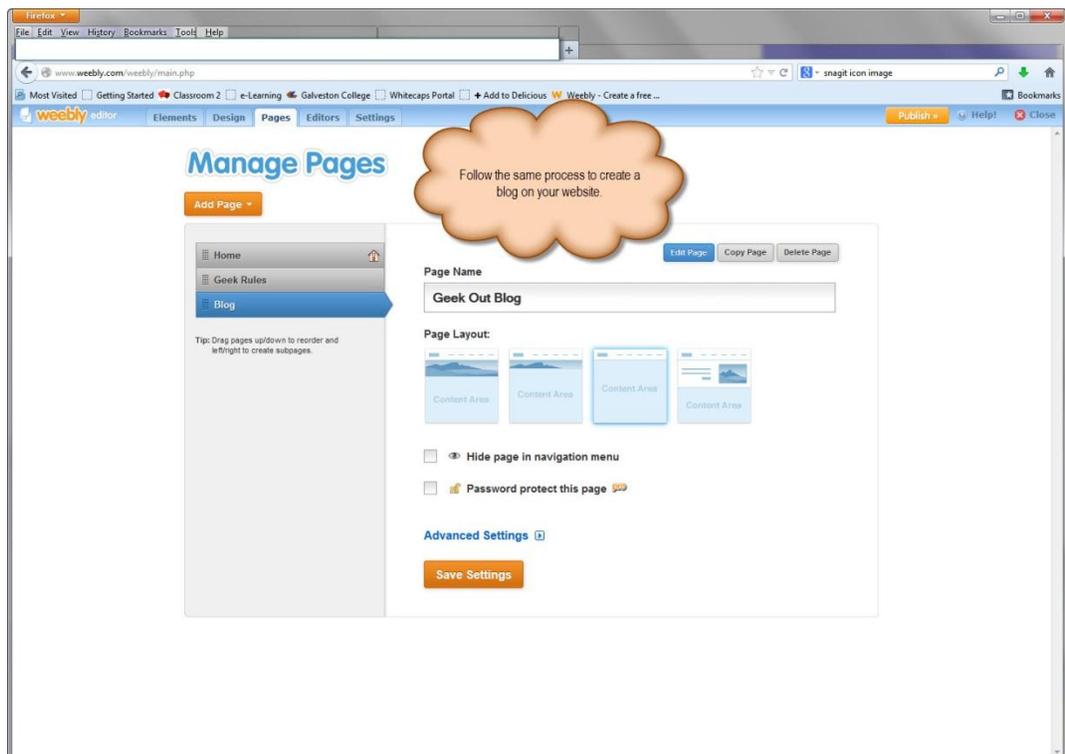
- Next, click “Add Page” and select the type of page you are adding: standard (regular page), blog (web log of ideas, etc), or external link (will take the website user to a different site)



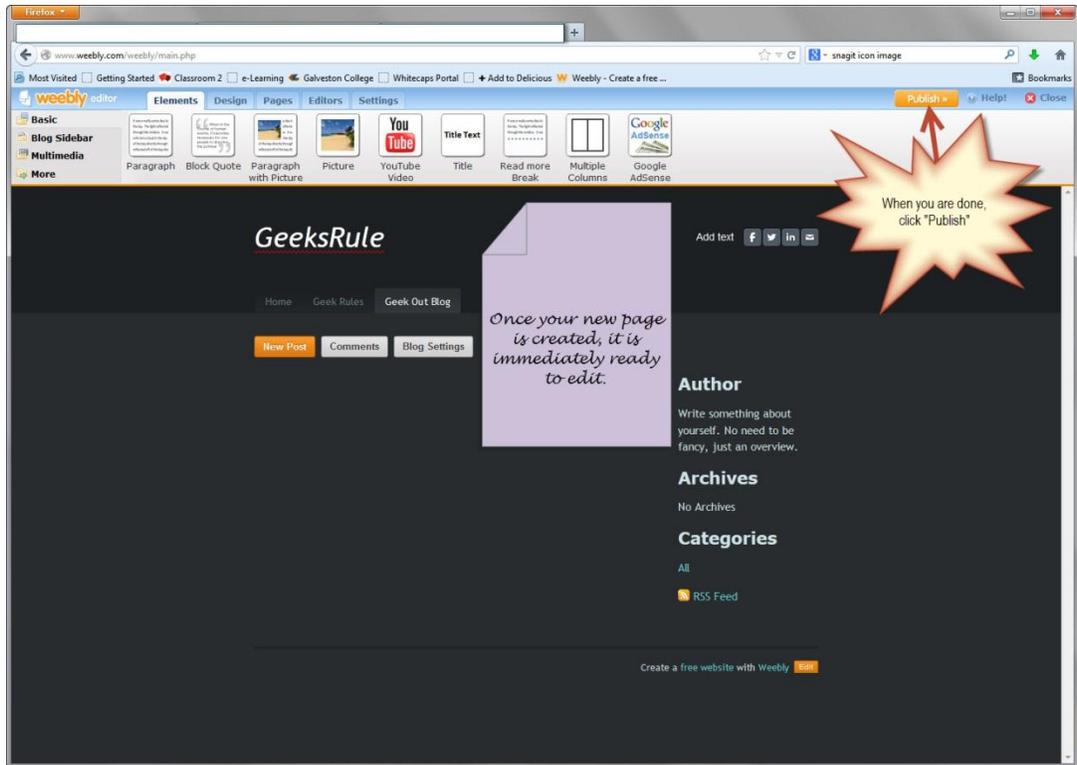
- You will name your page, select the layout of the page, then click “Save Settings”.



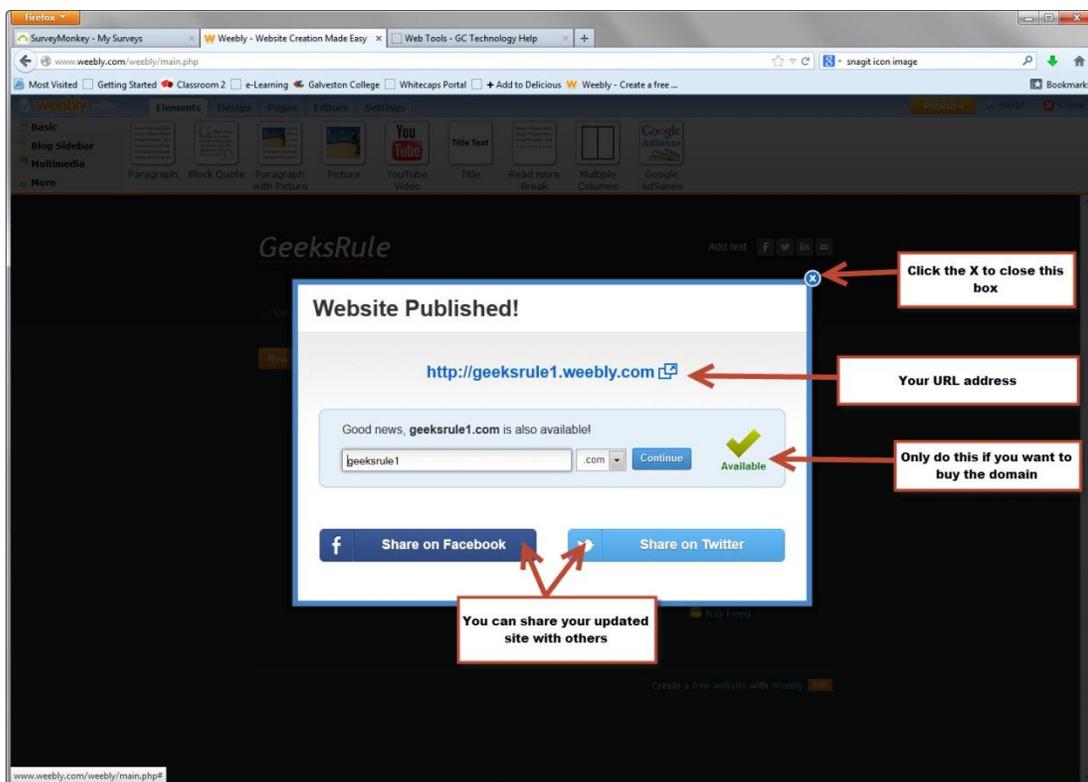
- Follow the same procedure for creating a blog page. If you use the external link option, you will enter the website URL you are linking to your website.



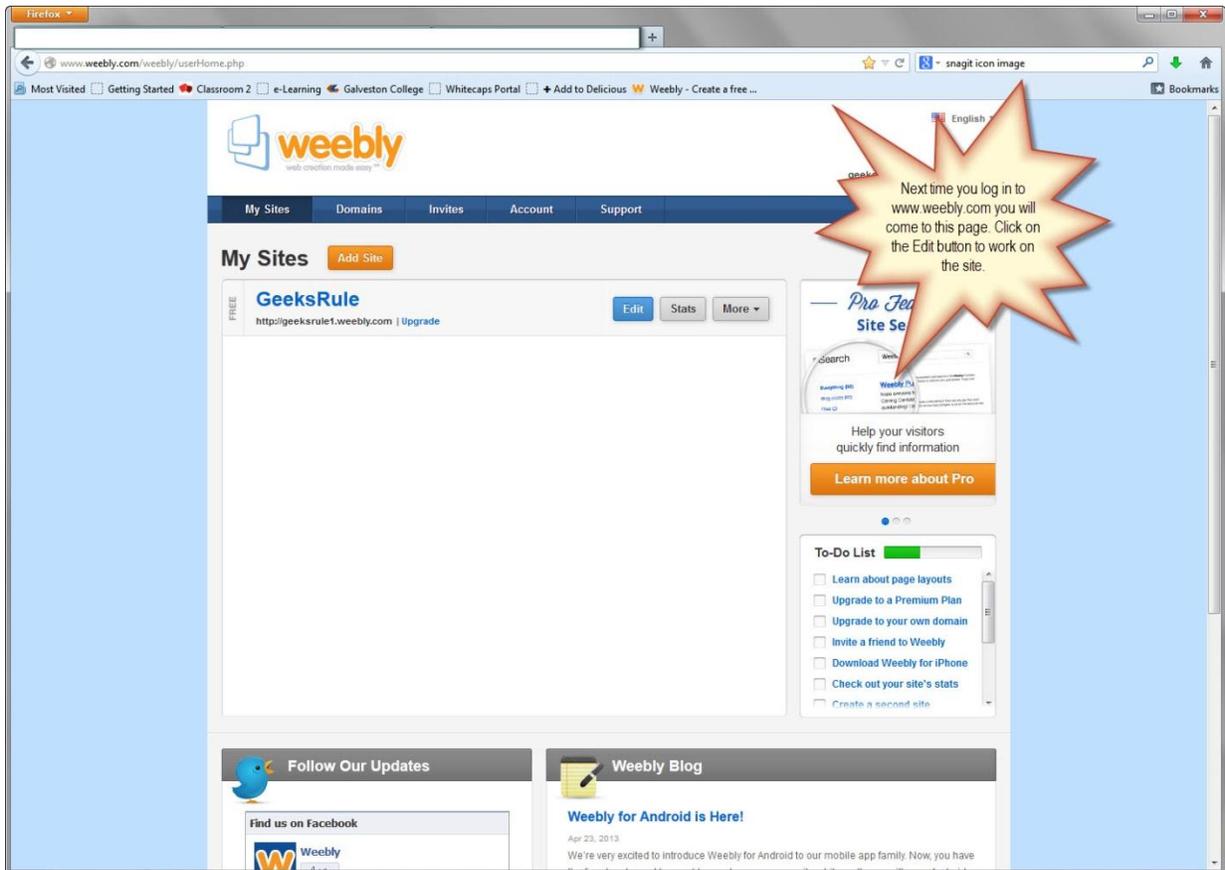
- Once you click the “Save Settings” on the Standard or Blog type pages, you will be taken to that page to begin editing.



- II. When you are finished editing your page, or any time you update your page, you will need to click the “Publish” button at the top right corner of the screen. A pop up window will appear to notify you that your website is now published and viewable by others.



**12. When you log in to weebly.com the next time, you will be taken to a page listing your sites. You can create more than one site.**



**\*\*NOTE: The free version does have a few limitations. There are more options when you upgrade to the “Pro” version. It is not very expensive, but not needed to create a nice website. It is simply a matter of choice. 😊**

**If you need any additional help, please let me know!**