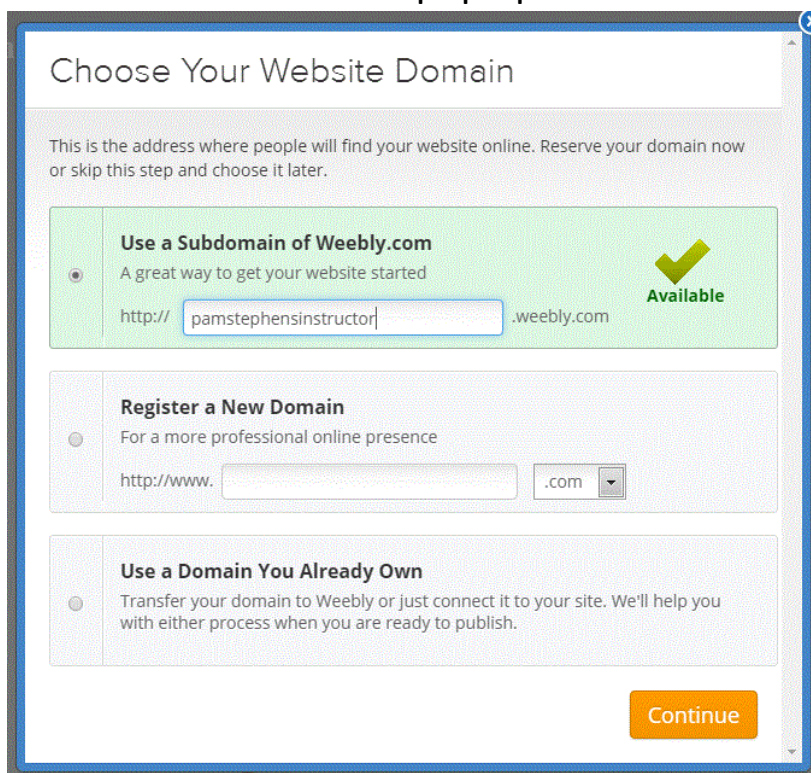


Weebly – Creating a web site

Pamela.stephens890@gmail.com My email

<http://pamstephens890.weebly.com/> My Web page

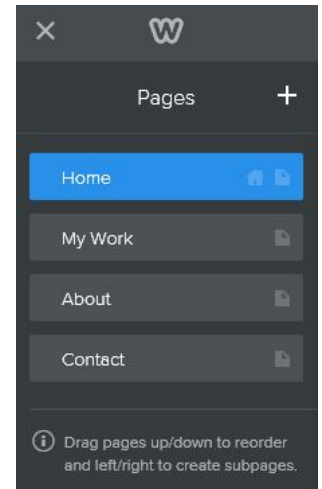
1. Go to <http://weebly.com/>
2. Follow instruction to create site. Write your **username**, **password**, **email address** and **website URL** down and keep it. Maybe in your cell phone or a notebook.
3. When selecting your name, it will appear as the website title – but it is editable. A box will pop up for the URL.

The screenshot shows a web browser window titled "Choose Your Website Domain". Below the title is a grey box with the text: "This is the address where people will find your website online. Reserve your domain now or skip this step and choose it later." There are three radio button options. The first option, "Use a Subdomain of Weebly.com", is selected and highlighted in green. It includes a text input field containing "pamstephensinstructor" followed by ".weebly.com" and a green checkmark icon with the word "Available" next to it. The second option is "Register a New Domain", which includes a text input field and a dropdown menu set to ".com". The third option is "Use a Domain You Already Own", which includes a text input field. At the bottom right of the form is an orange "Continue" button.

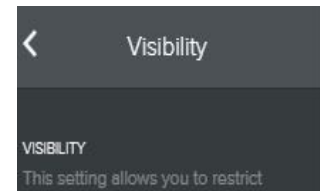
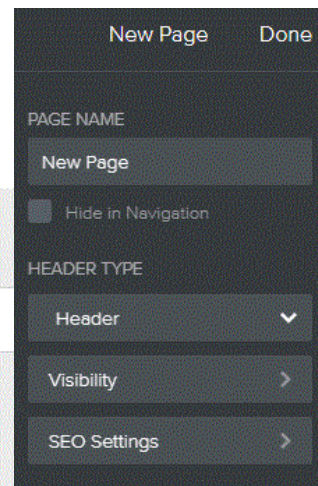
Select the top option – it's free. Select a name that is easy to remember. If it says already taken, try adding a number you can remember. For example: **pamela** was used so I chose **pamelastephens890**.

4. The Themes will then come up.

5. PAGES tab – think of at least three pages you might want to use on your web page. Each theme comes with some pages already: Home, My Work, About, and Contact. It will depend on the theme.



a. Add pages, select standard page, header type, visibility, SEO Settings.



6. SETTINGS tab
GENERAL

- a. Site Address
- b. Site Title
- c. Site Category
- d. SSL
- e. Favicon
- f. Site Password
- g. Navigation
- h. Facebook Sharing
- i. Archive

General

Site Address

pamstephensinstructor.weebly.com

Site Title

Pam Stephens Instructor

Show title on the top of your pages

- j. SimpleChat
 - k. Site Formatting
 - l. Cookie Notification
 - m. Un-publish
7. SEO (Search Engine Optimization.)
- a. Site Description
 - b. Meta Keywords
 - c. Footer Code
 - d. Header Code
 - e. Hide site from search engines
 - f. 301 Redirects
8. Editors
9. Members
10. My Apps
11. Blog

SEO

Site Description

Appears in search engine results

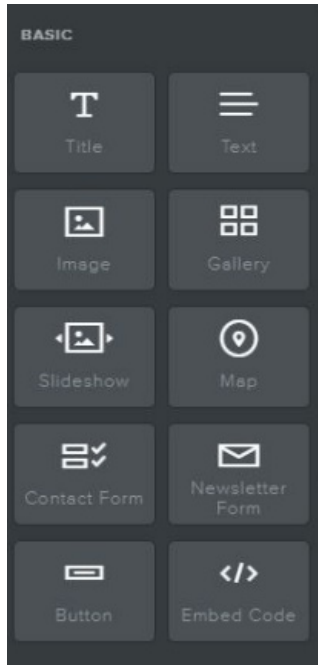
Meta Keywords

Separate each keyword with a comma

Footer Code

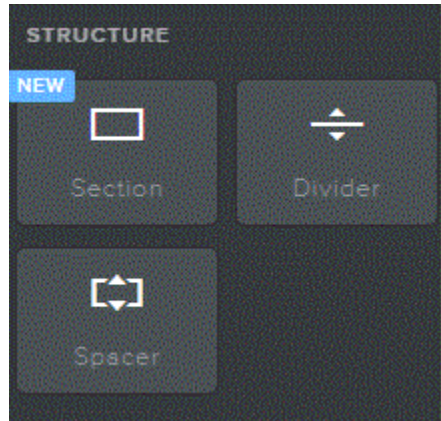
ex. [Google Analytics](#) tracking code

12. BUILD tab (at the top)

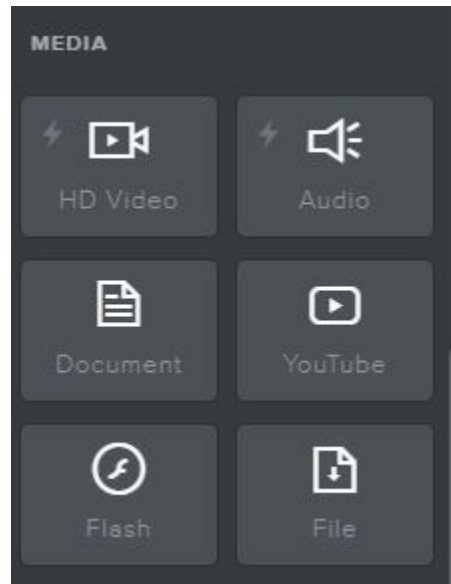


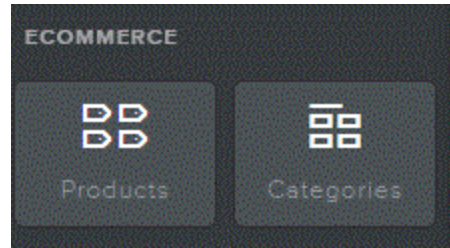
BASIC

13. STRUCTURE



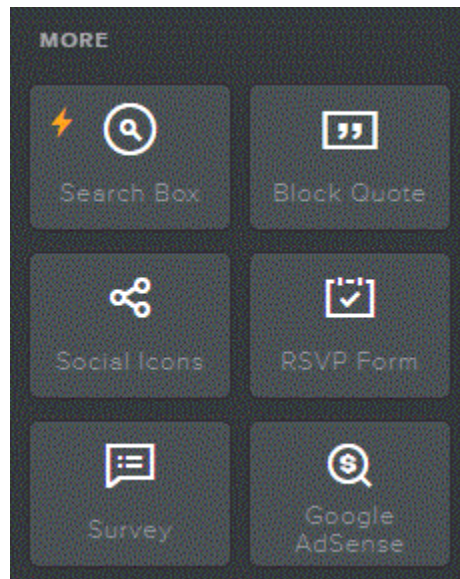
a. MEDIA





14. ECOMMERCE

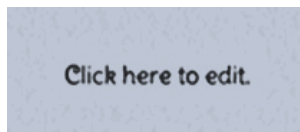
a. MORE



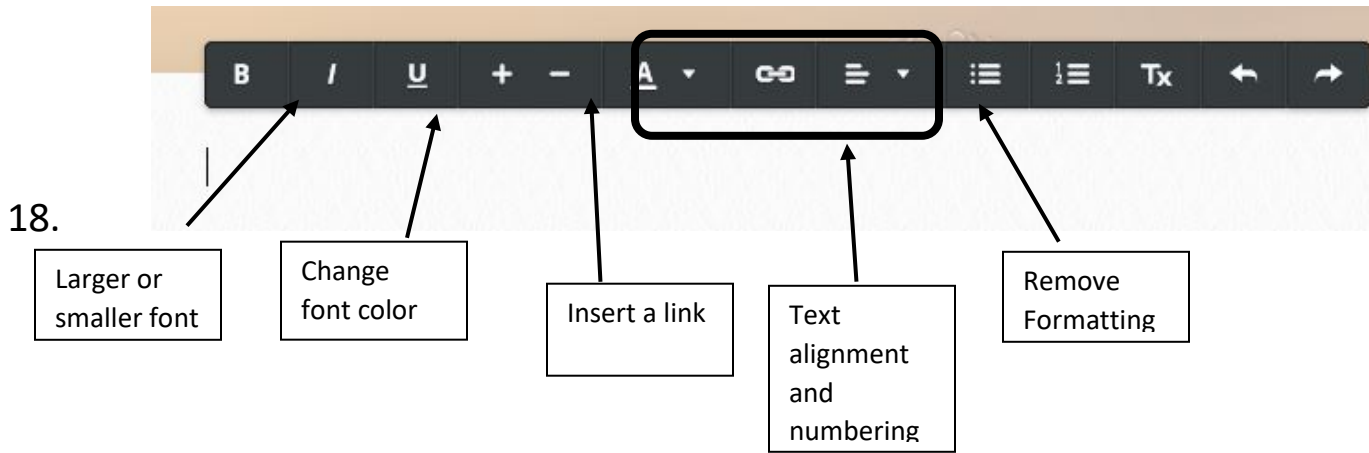
15. Now you are ready to start adding text and images to your pages. Select the element you want to add from the left menu.

16. Drag that element to your page and drop it where you want it to be located.

17. Start with About since everyone has that one. Choose **TEXT**. Once you drop it in and a text tool bar will



place you will see , appear.



19. After you have typed what you want, insert a picture. To choose a picture you will look in the basic section and choose **IMAGE**. When you drop it where you want it to go, you will see this: Click on **UPLOAD IMAGE**.



20. You will then need to choose where to find your image.

21. Start building your web page!!

