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.


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.
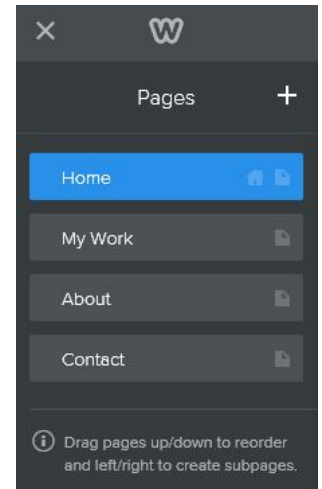
   a. Add pages, select standard page, header type, visibility, SEO Settings.
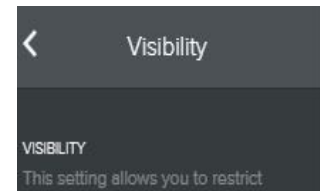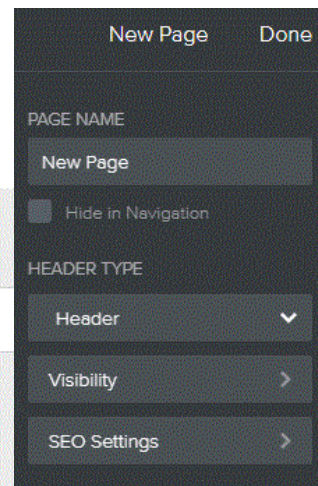
6. SETTINGS tab GENERAL
   a. Site Address
   b. Site Title
   c. Site Category
   d. SSL
   e. Favicon
   f. Site Password
   g. Navigation
   h. Facebook Sharing
   i. Archive

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

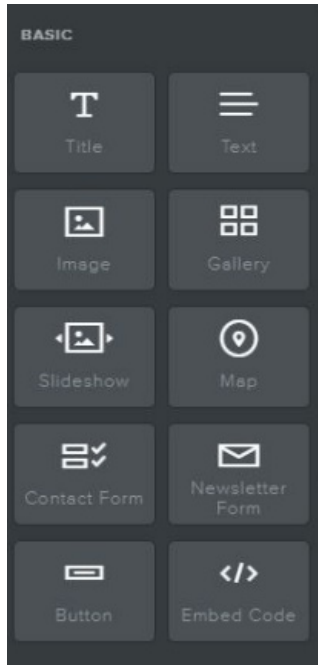**Site Description**

Appears in search engine results

Meta Keywords

Separate each keyword with a comma

Footer Code
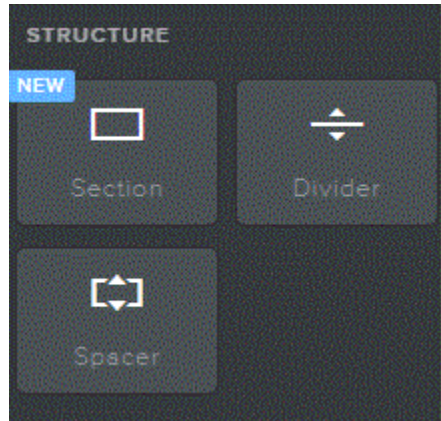
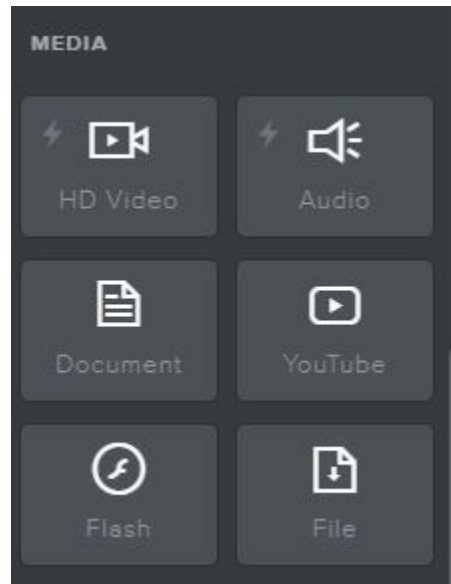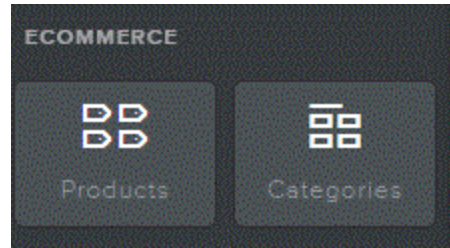ex. Google Analytics tracking code

12.　　　BUILD tab (at the top)　　　BASIC
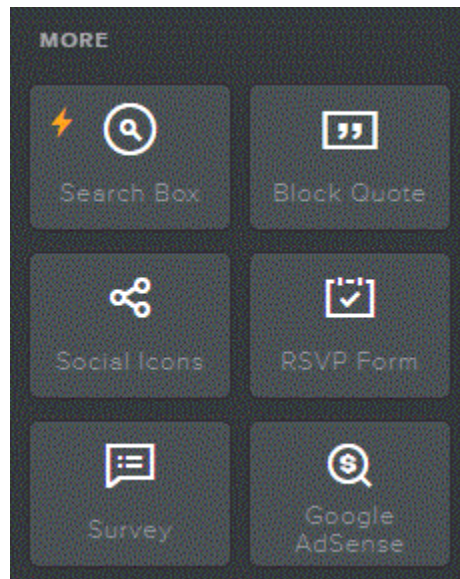

13. STRUCTURE

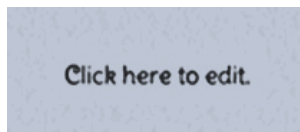a. MEDIA

14.   ECOMMERCE
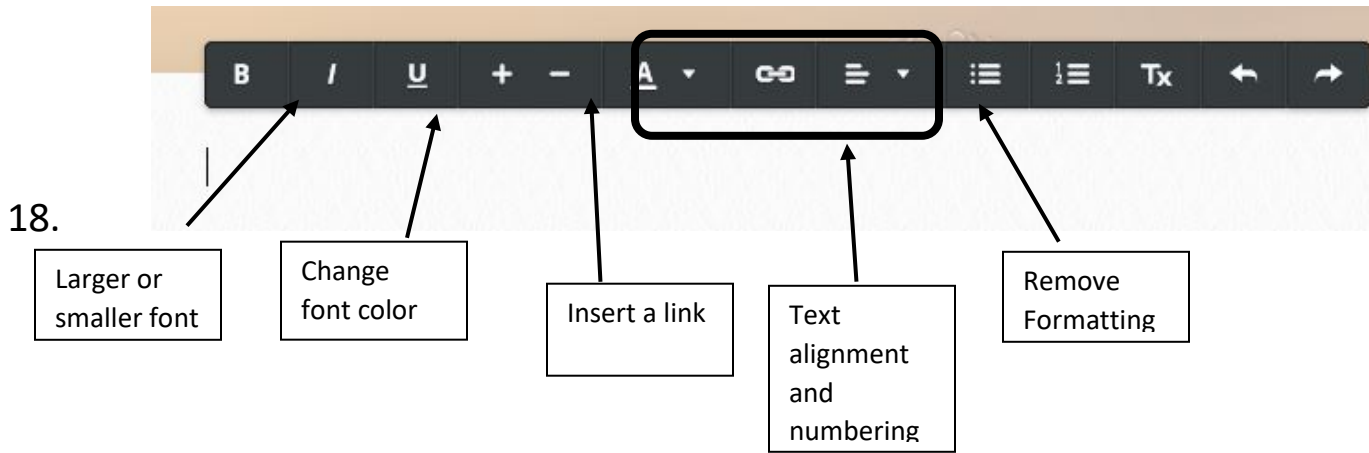
a. MORE

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 place you will see , and a text tool bar will Click here to edit. appear.

18.

| Larger or smaller font | Change font color | Insert a link | Text alignment and numbering | Remove Formatting |

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!!