Build a Website with Weebly

1. Before You Begin:

   a. Gather **logos**, **photos**, **videos**, and any other materials for you website in a folder on your computer that is easy to find.
   b. Sketch or write up **how you would like to your website to be structured**. This will save time when you are adding pages and/or blog(s) to your website. For example, a simple retail website could be set up as follows:
       i. **Home** page with welcome message
       ii. **About** us page with short history of the business
       iii. **Products** page with products for sale and an option to purchase via PayPal
       iv. **Blog** page with sales, news, business updates
       v. **Contact** us page with an email form to send messages to the business owner (all pages can feature link to the business **facebook** page)
   c. Your **email** should be accessible – make sure you know your password if you need to enter it to access your email.
   d. A **PayPal** or **Google checkout** account – your login and password should be at hand if you plan on adding products or services to sell online via your website.

2. Setting Up Your Site:

   a. **Register** for Weebly: name, email address, password
   b. Or – login with your facebook account
   c. Click "add site"
   d. Choose the type of site: site/ blog/ store
   e. Choose theme (you can always change this later!)
   f. Enter title for your website and type (you can always change the title later!)
   g. Choose your website domain (for this class, selecting option 1 – "**use a subdomain of weebly.com**" – and complete the website URL.
   h. You should now see the Weebly editor

3. Editing Your Site:

   a. Weebly editor always accessible via **www.weebly.com** – just enter the email and password you registered in step 2a. above
   b. 5 tabs across main page: **build / design / pages / store / settings** – clicking on these tabs will bring up more options and menus
   c. **Build** is the actual page of your site. On the left are "elements", or boxes that you can drag to your webpage for text or images. Any element flagged with a "pro" designation is for Weebly subscribers only. Free account cannot use these elements.
   d. **Design** gives you different themes, fonts, and backgrounds to choose from. Select one of these and colors, style, and fonts will automatically be applied to your website.
   e. **Pages** lets you manage the structure of your website. You can add new pages here or add a blog as well. You can change page layout and use the "advanced settings" to set the page titles and description for your website.
   f. **Store** allows you to add a store page, products, store information, and collect money from customers.
   g. **Settings** gives you access to your website settings. You can select editors, or people you want to allow access to your website to edit it. You can also download an archive copy of your website or delete it here.

4. Example:

   a. Let's create a page for a small business with the same model we set up in step 2b.
   b. Start by choosing a template. This can always be changed later! For now, click on the **Design** tab and select a sample theme.
   c. Click on the **Pages** tab and click on the **Add Page** button. Click on **Standard Page.** Call this About Us in the title field. Choose your page layout. Click Save & Edit.
   d. Once you click Save & Edit, it will take you to that page. Try adding some elements to the page, like text/ paragraph/ image by dragging and dropping them from the boxes on the left to the actual web page.
      i. Note: **Photo gallery** and **slide show** require you to have photos on your computer to upload.
      ii. Adding **pictures** under the "basic" menu option lets you search the web for free photos.
      iii. Anything with a "star" means that it is only available to Weebly subscribers.

e. Add a blog to your site by clicking on **Pages** tab and click on the **Add Page** button. Click on **Blog Page**. Make a title for your blog, choose a page layout, and click Save & Edit.

f. Once you click Save & Edit, it will take you to the blog.
   i. Choose your settings by clicking on **Blog Settings**. Edit the "Author" tab on the side, click on **New Page** and practice writing and publishing a blog post.

g. Add a store to your page by clicking on **Pages** and then **Add Page,** click on **Store Page** Give your page a name, choose a page layout, and click Save & Edit.
   i. It will take you to the Store Page. Click on **Add Product.** Type in the product name, short description, product type, price, images, etc.
   ii. On the store page, you can link products to PayPal or Google Checkout by clicking on the **$Product** button under the 'Commerce' tab on the left.

h. Let's add one more page. Go to **Pages,** click on **Add Page,** click on **Standard Page**, and title it **Contact Us.** Then click Save & Edit.
   i. Add a contact form and a map to this address: 505 N. Northwest Highway, Barrington IL 60010.

i. On the **Pages** tab, you can organize your website by dragging and dropping the newly created pages underneath each other.

j. **Now let's publish the site!** By publishing, you are posting this site live on the web. Anyone with the URL can now view your creation.
   i. Publish or save draft.
   ii. Extras: add a customer survey and RSVP form to your website. Note: you can change all the questions in these forms! As well as the options for answering (multiple choice, check box, etc.)
   iii. Extras II: Go to the **Settings** tab and fill out some of the **SEO** fields (add **site description** and **meta keywords**)
   iv. A few more notes:
       1. The Weebly footer at the bottom of each page cannot be changed unless you have a paid account.
       2. For more help with your Weebly site: check their FAQs and support center: http://help.weebly.com/
       3. You can also set up an appointment at the library for individual help: email Barbara Alvarez at balvarez@balibrary.org or Gwyneth Stupar at gstupar@balibrary.org to set up an appointment.