HOW TO CREATE A FREE WEBSITE- with WEEBLY.COM

The first thing we do is register with Weebly. Go to the URL bar and type in Weebly.com. The page will open and you’ll see Sign-up and Log-in buttons in the upper right corner.

1. Click on Sign-up and type in the required personal information that will become your User Name and password.
2. Once you are signed-up you can now Log-in to the Weebly webpage and start creating the website.
3. At the top of your Weebly dashboard you’ll see the control tabs.
4. On the left side we have our elements. These are the building blocks of your site.
5. On the right side you will see the workspace called MY SITE where commands like BUILD, PAGES, THEME, Store, Apps, Settings, Help, and Publish are located.
6. This is how site building is basically done. Click on the BUILD command tag, grab one of the elements, drag and drop it into the workspace of your site and you are starting to create your own website. Let’s take the Text element and drop it in the workspace frame. Once there, it opens as your text and you can edit it by typing whatever the name you give. You do the same process with the other elements. Not all of the elements are available to the free website user. Some are offered in the Upgrade level.
7. Next command is PAGES. When we click on PAGES you can add pages with this +/- button next to Pages in the elements column. When you click on this button you will see the three pages already preset: Home, About, and Contact. You need to add two more because you are allowed with a free website only five pages.
8. Next tab is THEME. This is where you can change your scene. When you click on the Theme tab the Theme Gallery opens. There you’ll find three choices: All Themes, Recently Used, and Custom Themes. When you highlight All Themes you can select the most suitable theme for your design.
9. In THEME tab on the Elements column you can change Theme background, Theme Fonts, and Theme Options. Under Theme Options you can adjust all three options for your Theme.
10. Also depending on the Theme you have you might be able to change Theme Colors by clicking on the black dot. But we’ll do that later.
11. Next over is the Store and APPS for upgrade users.
12. The next tab is SETTING. In the left column you’ll see headings like GENERAL, SEO, EDITORS, MEMBERS, MY APPS, and BLOG.
13. This is self-explanatory where you are going to adjust most of your setting for your site.
14. Under General you have your Site Address, Title of your site, and Category.
15. Next button is SEO where you will add description, Meta Keyword, Footer Code.
16. Under EDITORS you put your contact e-mail address, and your title. If you have more than one editor click on the Add Editor blue button.
17. There are also Members, My Apps, and Blog if you wish to have one.
18. Next to the Setting tab is HELP where you’ll be able to chat with Weebly reps, the phone number if you’d like to call for help, and the video instruction for beginners.
19. Then we have the UPGRADE, for those who want professional grade site and finally we have PUBLISH button. This button is used when we have completed our design and we have something created to publish as our website.
20. Now that we know all of these command buttons and tabs we can get back to BUILD command and start designing our website.
21. We click on Build in the upper palette and on the left a whole bunch of elements are available for our website design.
22. We start with the TITLE element and in the text box we type the name of the website: DATADAN COMPUTER SERVICES or We will create the Header in this text box which could be anything related to Dan’s business, like: Quick & Ready, Dependable, Low cost, etc…
23. We can drop more elements in, add another title down below the workspace by adding Text elements, one for the Title and the second for the text.
24. We can also add an image, and below it a Button Text, and if we want to have a map we can add one.
25. As you can see, when we add elements below the workspace the webpage got longer. You can have the long page if you really want to, but you’ll have to add elements right on top of each other.
26. Here is an example of a quick and easy website created by me for an upcoming event in the Cocoa Village.

Type in the URL: bookfestinthevillage.weebly.com

1. Each added element in your workspace on the page has a blue line frame visible when you hover with your cursor over it. It also shows the three sub-elements: **right arrow** in the left upper corner, **mover box** with dots in the center, and an **X** in the upper right corner. When we click on the Mover button we can move any element around our design page. We can move it and drop it above the image.
2. To the left is the right arrow button, when we click on it two choices pop-up. The Move and the Copy. We can move or copy this element to the same or another page. If you accidently added an element to your Home page instead of on the Contact page, you can click on the Left Arrow and move the element to the Contact page. Or if you want to copy you can do it on this page or another page. To confirm that you have moved the element into the Contact page click in the Navigation palette where HOME, ABOUT and CONTACT tabs are. Click the Contact button and you’ll find it there.
3. **X** is the delete button of your element. (show how). Just make sure you want to delete it, because once you click there is no recovery.
4. Now if we wish to add an image we can upload it by clicking on the image tab. The box will open and will tell you to either Drag a photo or upload from your computer files. From the Select Images tab you can bring your own image, or Search for free paid images, or get them from any search engine via URL.
5. If we drag in one of Dan’s business photos it will become the website background image. It is usually very large, so we click inside of the frame in the lower right corner and you will see up and down arrow, We can click on it and use it to reset the background image to the size we like.
6. When we click on the image again two small dialogue boxes appear. One is Edit Background and the other is replace Header Layout. Most of the elements will have their own dialogue boxes where you can edit, make changes, links, alignments, spacing, captions, etc…
7. In the text boxes we can add some text. For the title we can type something like My Computer Life, and for the description we can add whatever Dan likes to put in. You can copy a text and paste it in. Know that formatting of text will be stripped, like indents, bold, alignment, caps, etc… If you click on the text you’ll see above in black frame some basic editing commands.
8. You can also highlight text, turn it into links (fig eight symbol) and do other editing.
9. You can drag an element to the right or left of another element and create columns. So we pick up an image and drag it to the left of a typed text then we get two columns of equal width. If we come over the dividing line between two columns, and click on it and drag it to the left or right we can reduce or enlarge one of the columns, or we can hold the Shift key and then drag it easily.
10. If we want to, we can pick up the image on the left and drop it into the text itself, where the blue box appears. The text will wrap around the image. You can only do this once per text element, ie. one image per one text element. To have five or more different images wrapped by text you will have to make five text elements with each one having an image wrapped by text.
11. Button Text can be renamed as View Services, and if you list your services in the product page you can click on the View Services button and add a link to the Standard Page of your Store where services are listed.
12. You can also change the style on Button Text, with blank, white or black background. It will depend on the Theme you have chosen.
13. We can drag the button up under the picture, erase existing text and type in **View Services**.
14. So, we created the Title, the text, the image, and the button for our Home page. This whole area, or the workspace, is what we call a section. If we click on the white background of our workspace we’ll see a blue line at the bottom and a blue line at the top of the section (workspace).
15. Above the bottom blue line we have a little dialogue box and it has **Edit Background, Move and Delete** commands. If you delete the highlighted workspace it will be gone for good. The command Move is similar to the arrow command that you can move or copy this to another page. If we have multiple sections we can move them up and down on the page. We can also Edit Background.
16. If you click on the Edit background, in the drop down menu you’ll see Image, Scrolling Effect, Advanced.
17. If you wanted image for a background the gallery will open and you can choose one from the selection of high quality stock photos or you can upload your own background from the computer, and if you find one you like you can play around with the image editing tabs at the bottom. You can make the background darker, blurry, and you can click on the SAVE green button command in the upper right corner. If it doesn’t look good we can change it.
18. Click on the white background again in Edit Background, then select color and click on Change Color. If the color before was white you can adjust color by using the horizontal strip and move the bar to the right looking for the color you want, or you can add a color code if you have a specific color already. The color code comes handy if you want to maintain consistency.
19. When you click on the background, the blue frame appears and at the very bottom of this section there is a circle in the center of blue line. If you drag it up or down you can resize the section if we needed more space. This is especially helpful if you have an image and you want to have the full size inside of workspace.
20. If you want to have another section you can drag it in from the elements column on the left, and place outside of the existing section. You can drag it into another section.
21. When you add the new section, you can choose a different Section Layout from the gallery or use the same background. When finished we can move up or to another page as we did before or we can delete it entirely if you don’t like it, just click delete and it’s gone.
22. Lets look at the headers. Similar to the sections, our headers, if you click on the Replace Header Layout tab at the bottom next to the Edit Background. In this new Replace Layout window you have two options, one is to Delete and the other is to Cancel.
23. If you delete existing layout, click on Choose new Header Layout and you’ll see a choice of still photo layouts or video if you have a pro account.
24. We’ll pick one that is close to the computer repair business and Save it. We can also move it up or down, to change it to a short or large header. Here we can also edit the background and add an image from the stock photos, or your own photos, and that will become your background. We can edit the image using the image editing tools.
25. Now we are getting to the name of the web site and we’ll change the My Site to DataDan. Click on the My Site and type in the new site name, or you can upload your logo. To upload the logo, turn the title off to remove it from view then add image box above make a statement and add your logo.
26. **PAGES**

We have three pages on our site but we would like to add two more so we go to the top and click on Pages tab.

On the left side in Pages column we can click on +/- sign to add another page. We see four choices, looking from the bottom:

* Non-clickable Menu Page is great if you want a page to appear in the Navigation but not be visible/accessible for opening, instead it becomes a part of drop down menu.
* Above this is an External page that can be linked to another website and show your products.
* Blog page is just what it says, if you want a blog page add a blog page.
* Finally we get to the Standard page
* Most of the time when you add a new page to your site it is going to be Inner Page.

1. In the Page name, type in the new page name, like Welcome, My travels, Family events and faces, My New Products, etc…
2. You can choose to have a header or no header.
3. You can have a splash page where you can add a little information if you want to convey to your friends, members of the club, fans, customers…
4. Otherwise stick with a header page or a non-header page.
5. In the Visibility you can choose Public, Members of Groups for private viewing, or Site Password. Public is generally used by most people.

The pages you have created will show in the navigation where you will find HOME, WELCOME, ABOUT ME, SERVICES, and CONTACT.

1. If you want to add subpage, you can take one of the created pages in the left column, click on it and put it below and to the right of another page.
2. So, now under SERVICES page, in the drop down menu you will find a subpage named Computers or TV repairs. This way you keep your subpages under more related pages, while at the same time you maintain the maximum number of pages allowed for a free website.
3. Any page you put at the top will be your Home page.
4. Next to each page in the left column, you will see a symbol designating the type of page you have. (Std page)
5. These are the basic steps in creating pages.
6. Now, lets move on to Themes. We’ll look at the Home page and we click on Theme. At the top of left column you’ll see **Design Options**, and under it:

HEADER AREA with 4 sub-headers: Site Title, Navigation Menu, Phone Number, Headline, Sub-headline.

GENERAL with Paragraph Titles, Paragraph Text, Links, Buttons, Blockquotes, Blog Post Titles.

MEDIA with Image Captions, Gallery Captions, Slideshow Captions.

1. Under Header – Site Title is My Site, and when you click on it you can change it.
2. You can see when we hover over each subheading a blue box appears around these elements that can be changed.
3. When you click on any of the text boxes, and select the Headline, the Change Font command will show on the left side. Under the Headline you can see the default Style, Size, Color, and the Font Type. We can change the font by selecting the one that works best, or you can play around and find the one you like. You can also adjust letter spacing and line height.
4. Once we are done we can Publish. Now when we click on Publish button the window opens that will give you three options:

* Use a subdomain of Weebly.com so that your website address will have the Weebly tag in your URL, like

[www.datadan.weebly.com](http://www.datadan.weebly.com)

* Register a new domain and pay for Weebly website
* Connect a Domain you already own.

Since we are all beginners looking for a free service using weebly subdomain would be the best choice.

There you are. You can now build your own website.