

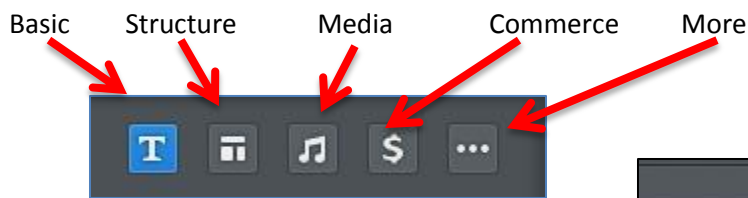
# A Student's Guide to Weebly

Weebly is an online website builder, that helps you to design and edit your own webpages. Users can also work together on a webpage, usually when the person who creates the site “invites” someone else to edit it, or a particular page within the site.

Weebly is a drag-and-drop program – you drag a box to contain the type of content you want – text, pictures, video, etc. – into the page, place it where you want it, and then create or link or upload the actual document, type the text, connect to the picture or embed the video you want.

You control what goes into your Weebly entirely from a vertical toolbox that is found on the left of your Weebly page. This tutorial will show you how to utilize that toolbar to add content to your page.

This menu bar appears at the top of the toolbox. Select one of these boxes to include content of different types on your page.

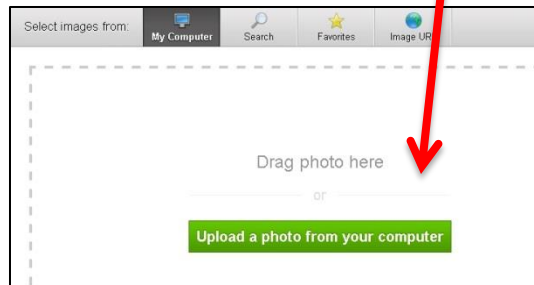
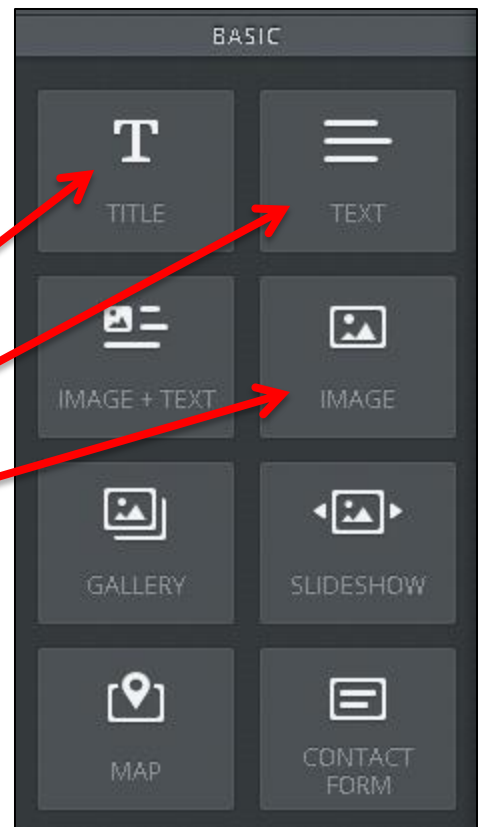


The Basic toolbar includes the majority of content types you'll add to your page. The tools from this section you'll use most include:

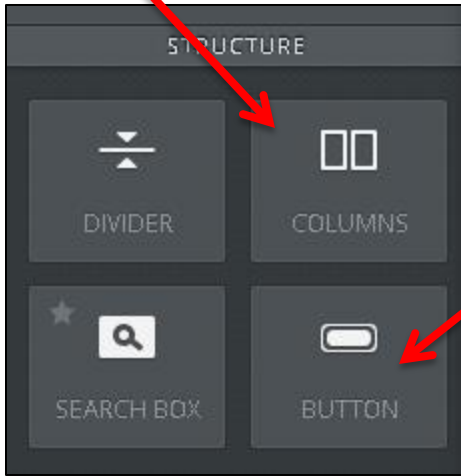
**Titles** (larger font, different colors, to provide headings and separate sections of the page. Just drag the box into the page, click in it, and type.

**Text** – the actual words, paragraphs, sentences on your page. Works just like title – drag it in, click in the box, and type.

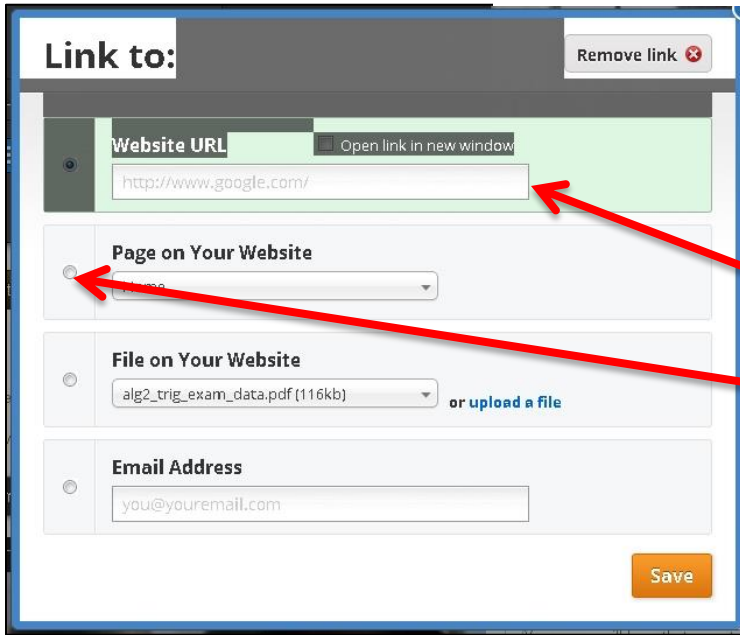
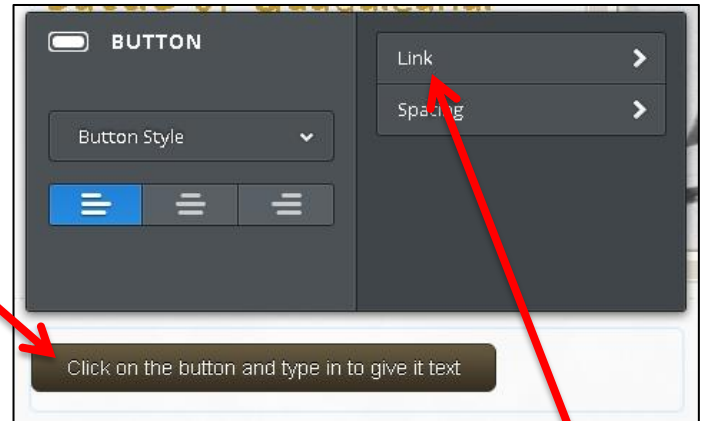
**Image** – Drag the box in, click in it, and upload the image just like you add an attachment to an email.



**Columns** – If you two different kinds of content – text and a picture, for example – next to each other, drag the column box into the page. Pick the number of columns you want, then drag the other content boxes – text, image, etc. – into each column.



Button is a way to add a link to something – another webpage, a document to download, etc. Drag button into the page, and click in the button and type to title it (so people know what the link is to).

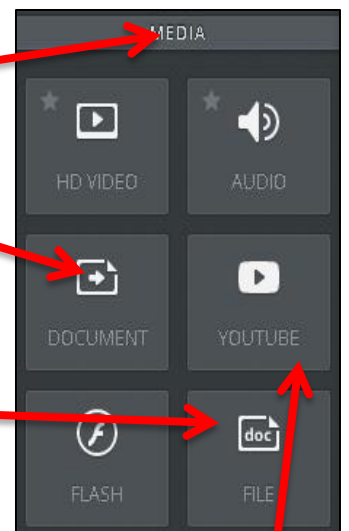


To actually link the button to something, click the “Link” arrow in the button menu box that comes up when you click in the button.

Choose what option you want to link to – a url, a file, an email address.

Click in circle to select a link type, fill in the required information, and click “Save” when you’re done.

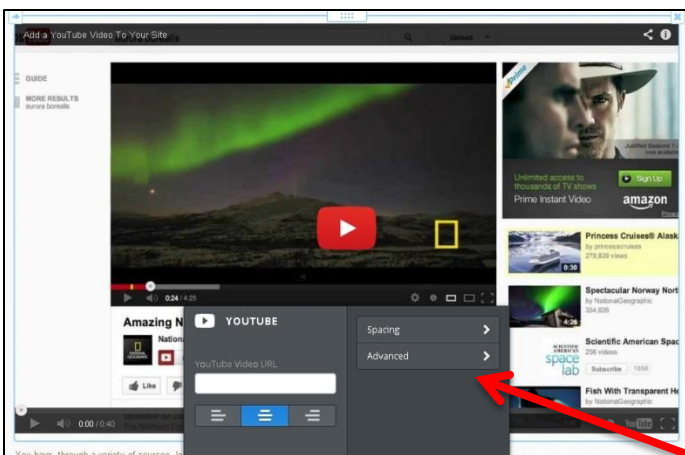
**Media** allows you to add more complicated types of content to your page.



**Document** lets you upload a word or PDF document you already created – like a flier or Works Cited page – and actually see it in the middle of the page.

**File** lets you upload a file – publisher, word, pdf, powerpoint – for someone else to download and use.

**YouTube** lets you link to a YouTube video, and have it play right within your page.



Again, just drag these different boxes into the page, click in them, and follow the instructions in the pop-up menus that appear.