



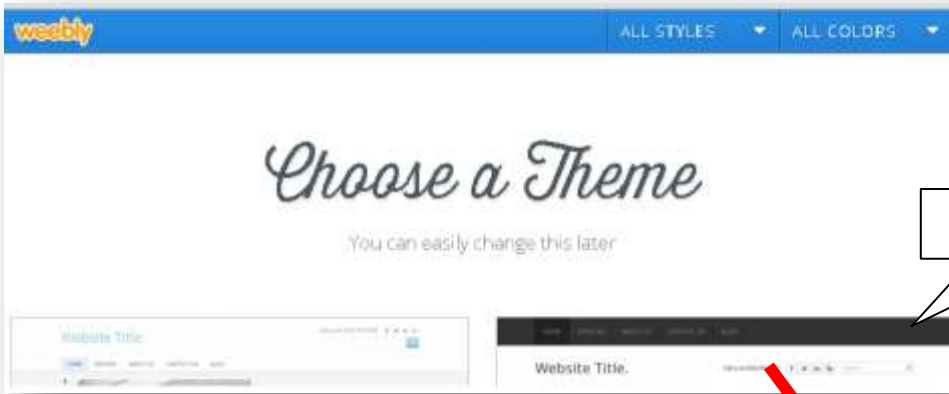
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1. Go to <http://www.weebly.com/>

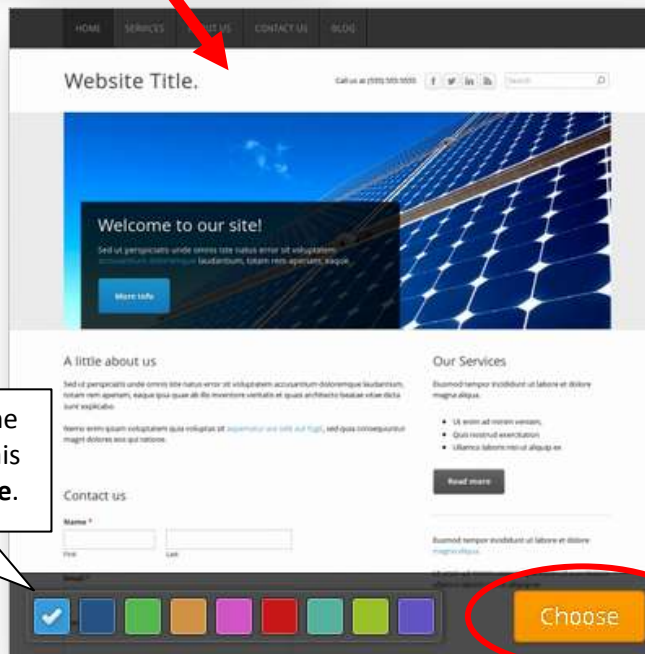
2. Create an account (one for each group).

Type in a name, email address, and a password.

3. Choose a theme for your webpage.



Choose a theme.



Move your cursor toward the bottom of the theme and this bar appears. Click on **Choose**.

Choose

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4. Choose your domain name.

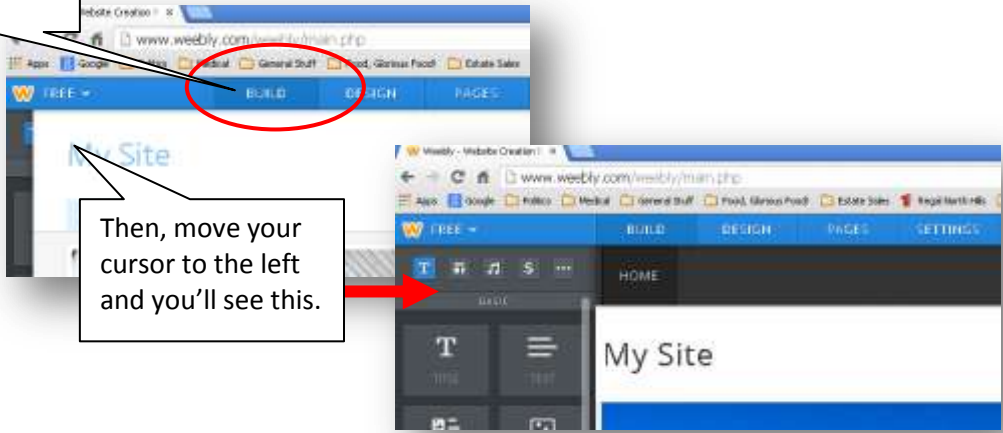


Type in your group's domain name.

## Building Your Webpage

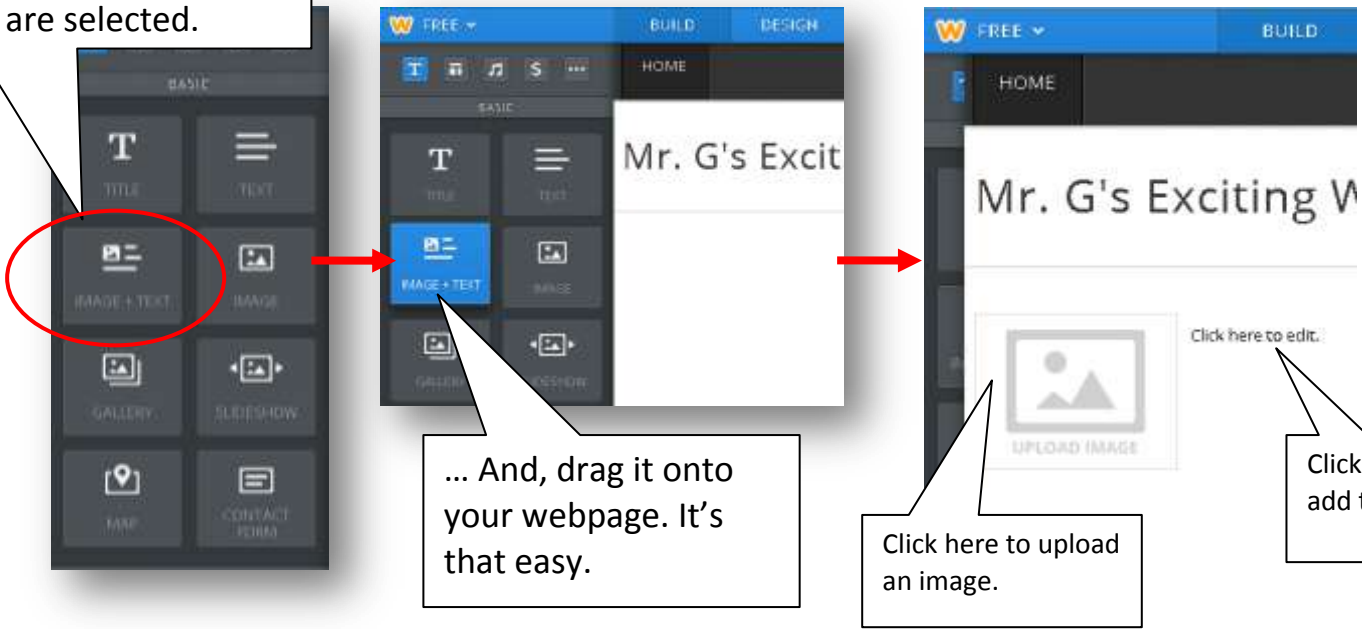
5. Adding Text, Columns, Videos, and More. This is the main page of your site – your Home page. Use the **Build** section to add text, pictures, videos, etc.

Click on **Build**.



Then, move your cursor to the left and you'll see this.

Next, simply click on an icon ... Here, **Image & Text** are selected.

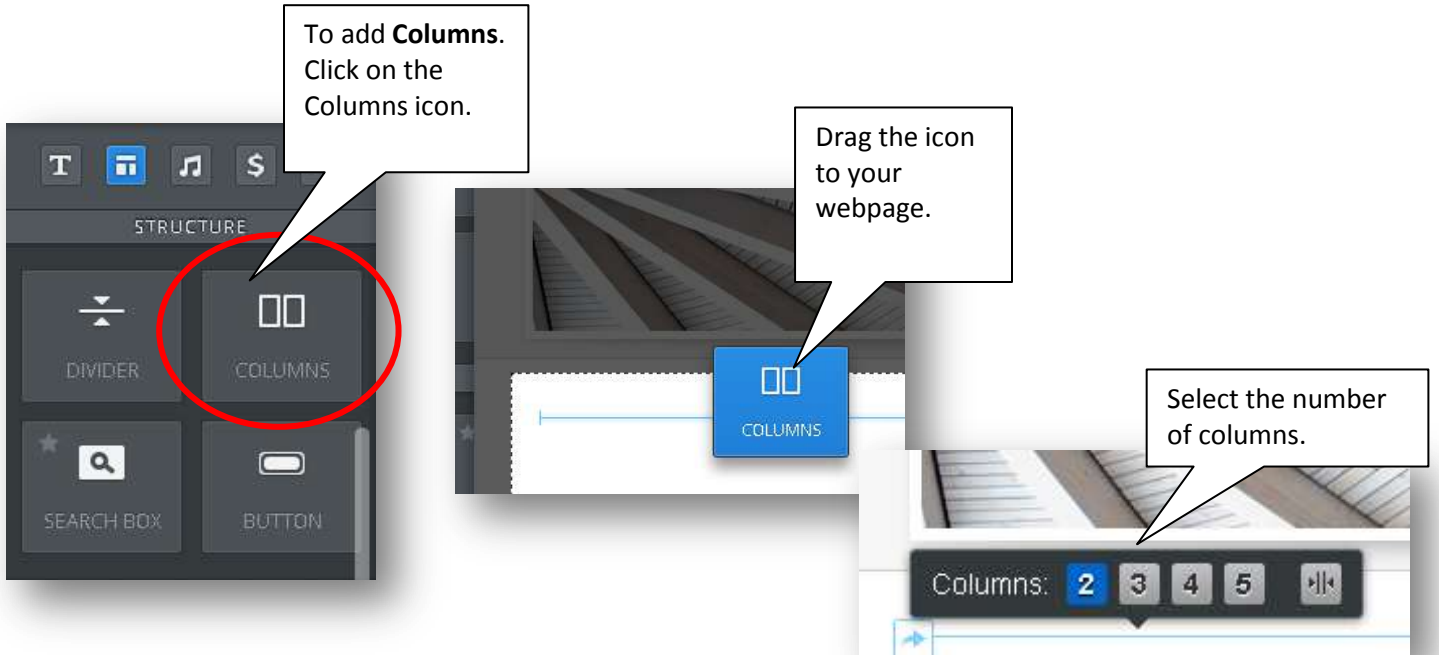


... And, drag it onto your webpage. It's that easy.

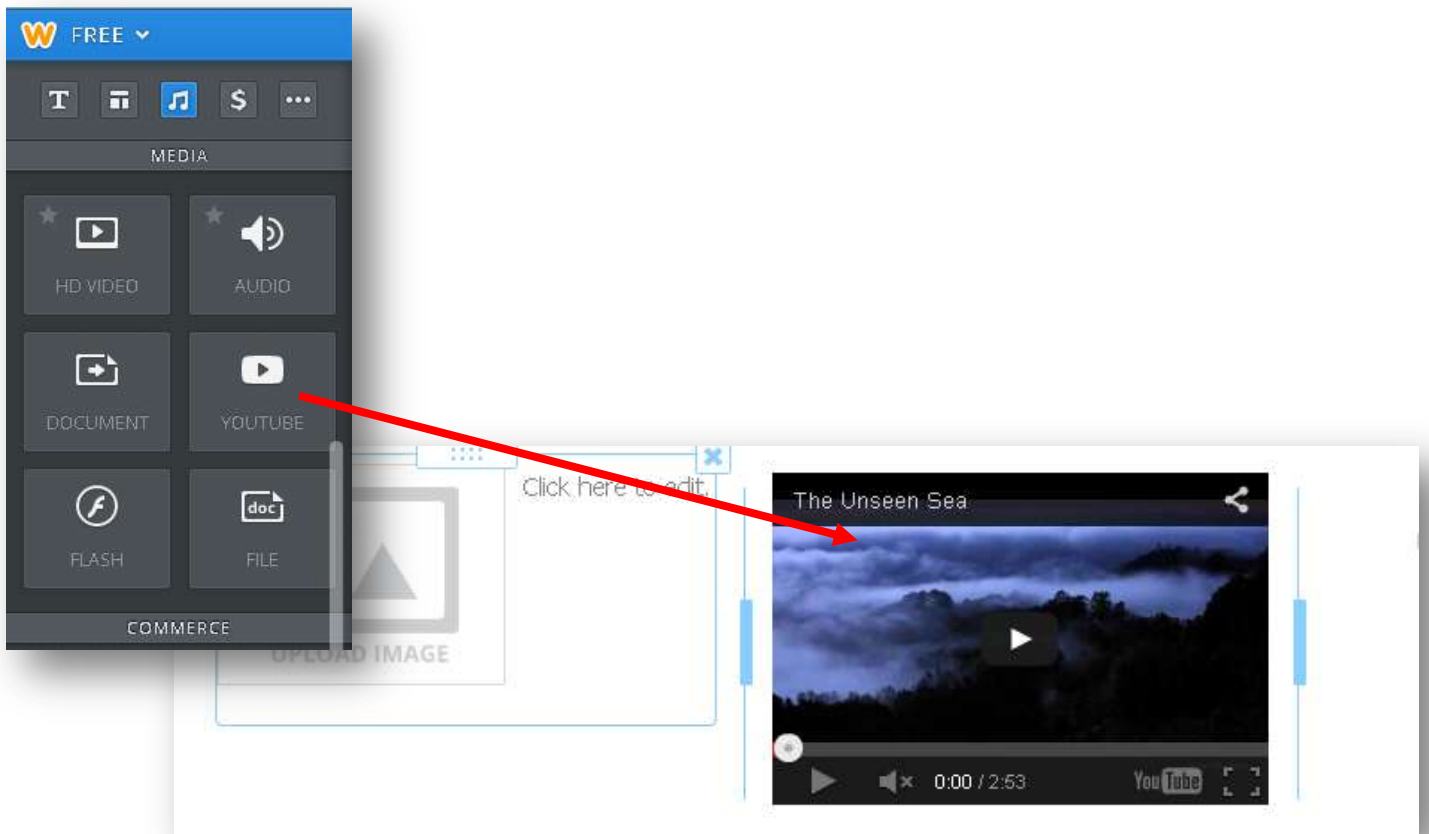
Click here to upload an image.

Click here to add text.

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To Add **Video**, click on the icon and drag it onto your webpage.



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## 6. Adding Pages. Start with your home page.

1. Click on **PAGES**.

2. Change your home page name, if needed.

3. Change the layout of your home page.

4. Finally, click on **Add Page +** to add a new page.

The screenshot shows the Weebly dashboard with the 'PAGES' tab selected. The 'Page Name' field contains 'Home'. Under 'Page Layout', three options are visible: 'Tall Header', 'Short Header', and 'No Header'. The 'Add Page +' button is highlighted in orange.

Select **Standard Page**.

Give your page a name.

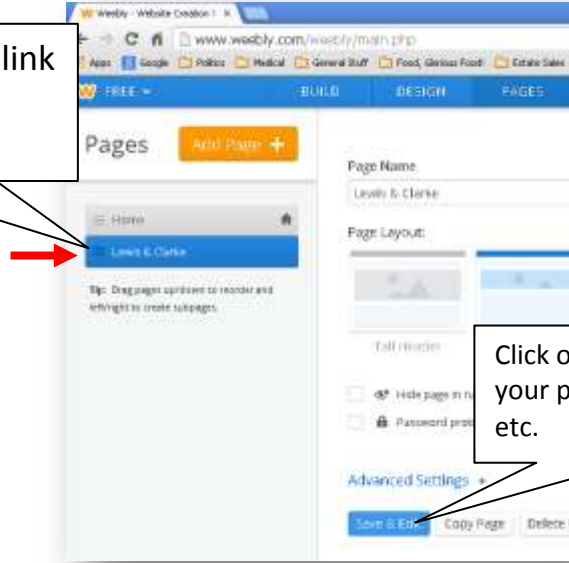
Select a layout for your new page.

The screenshot shows the 'Add Page +' dropdown menu with options: 'Standard Page', 'Blog Page', and 'External Link'. The 'Page Name' field contains 'Lewis & Clarke'. Under 'Page Layout', two options are visible: 'Tall Header' and 'Short Header'. The 'Standard Page' option is highlighted in the dropdown.

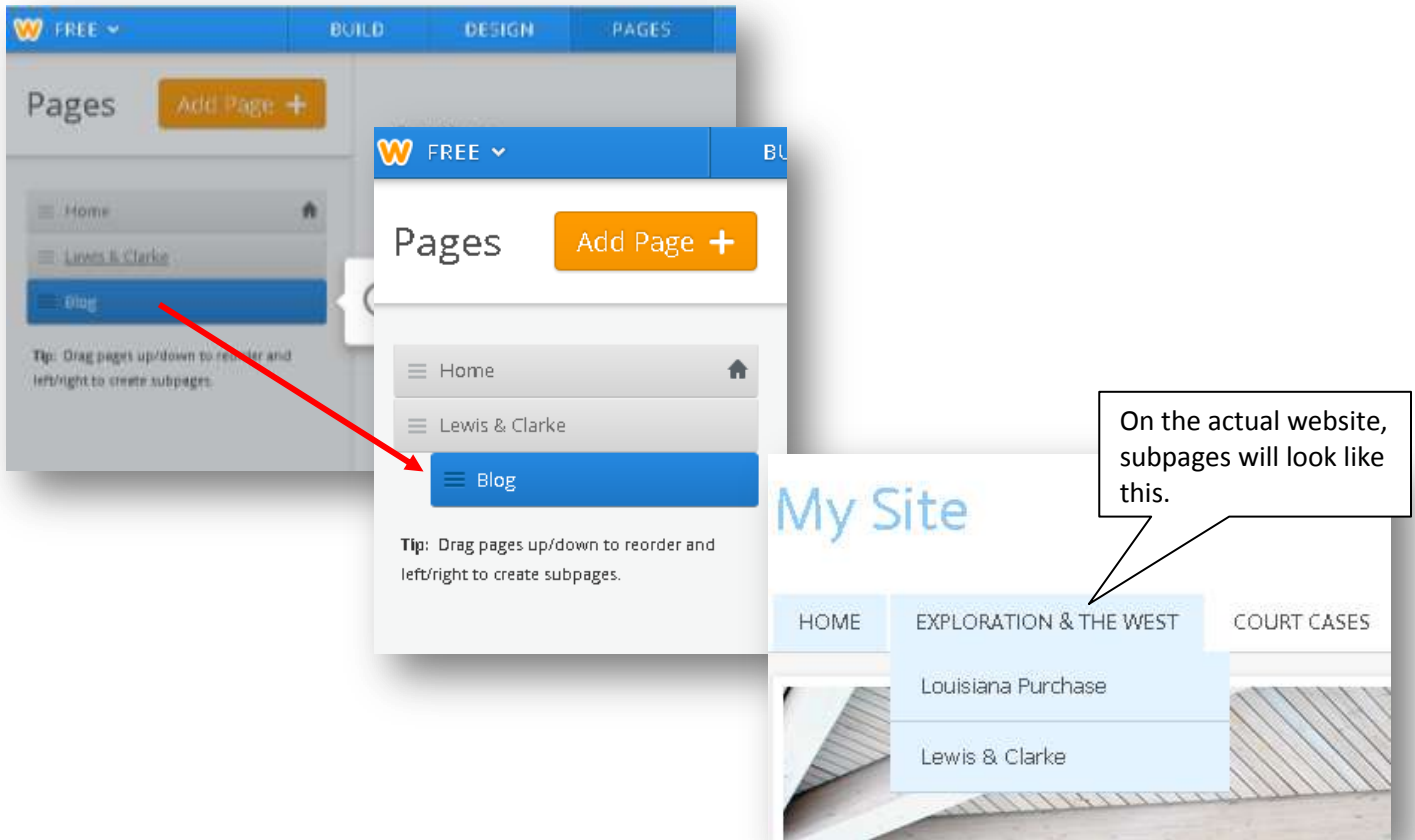
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Once added, the new page will appear **under** the home page.

This page will appear as a link on the header bar of your home page.



To create a **subpage** under a page, simply drag the page to the right.



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7. **Publish** your webpage – let others see it!



## Want to let other students edit your Weebly?

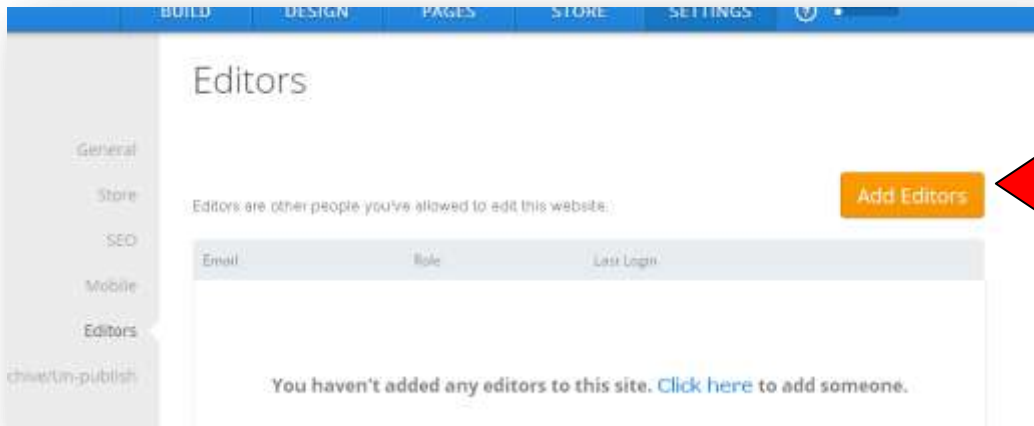
Two Options:

- Give them your **username & password** **OR ...**
- Make them **editors** of your site.
  - Click on **Settings** (top of page)



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- Click on **Add Editors**



- Then, enter email addresses of your editors **and** click on **Administrator**

