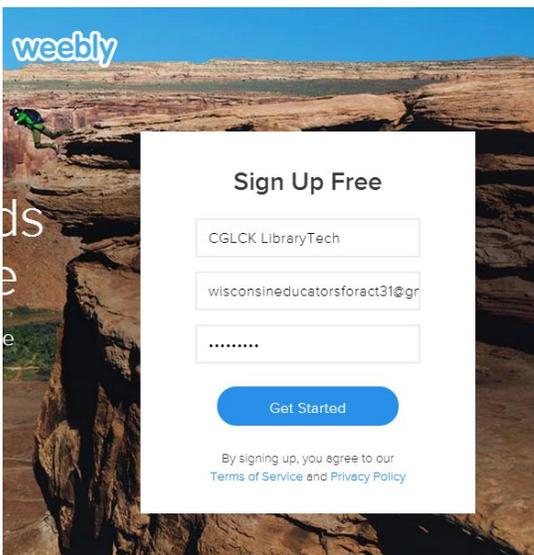


How to Create a Website in Weebly

Weebly is a website creation tool to help you create simple websites. You can create library websites, research guides or program advertising, or you can teach Weebly to local artists, kids, or other community members who might want to make their own websites. Weebly offers many services free, but provides additional options with a paid subscription. To use Weebly, you need to create a login.

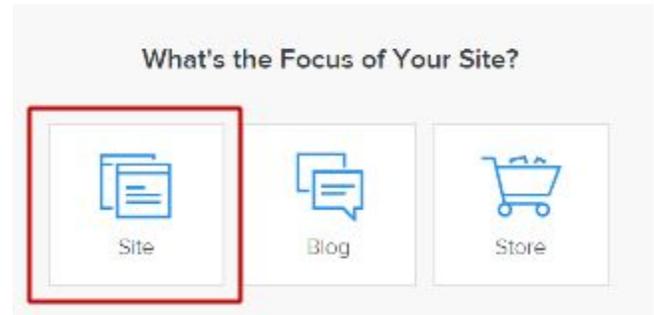
Setting Up



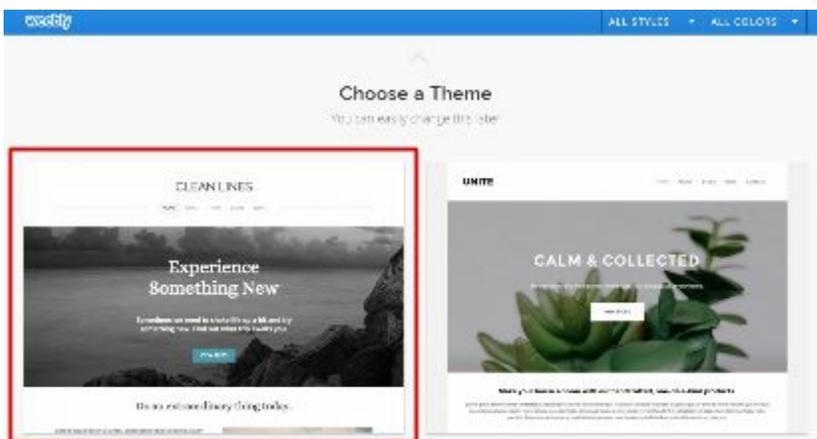
The image shows the Weebly sign-up form. It has a white background with a blue 'weebly' logo in the top left. The form is titled 'Sign Up Free' and contains three input fields: a name field with 'CGLCK LibraryTech', an email field with 'wisconsineducatorsforact31@gr', and a password field with '.....'. Below the fields is a blue 'Get Started' button. At the bottom, there is a small text link: 'By signing up, you agree to our Terms of Service and Privacy Policy'.

- Go to <http://www.weebly.com/>
- Type in your name, email address, and choose a password.
- Click "Get Started".

- Next, select the focus of your site. Choose "Site."



The image shows the 'What's the Focus of Your Site?' selection screen. It has a light gray background with the title 'What's the Focus of Your Site?' at the top. There are three options, each with an icon and a label: 'Site' (document icon), 'Blog' (speech bubble icon), and 'Store' (shopping cart icon). The 'Site' option is highlighted with a red rectangular border.



The image shows the 'Choose a Theme' selection screen. It has a white background with a blue Weebly header. The title is 'Choose a Theme' with the subtitle 'You can easily change this later'. There are two theme preview cards: 'CLEAN LINES' with a landscape image and 'UNITE' with a succulent image. The 'CLEAN LINES' card is highlighted with a red rectangular border.

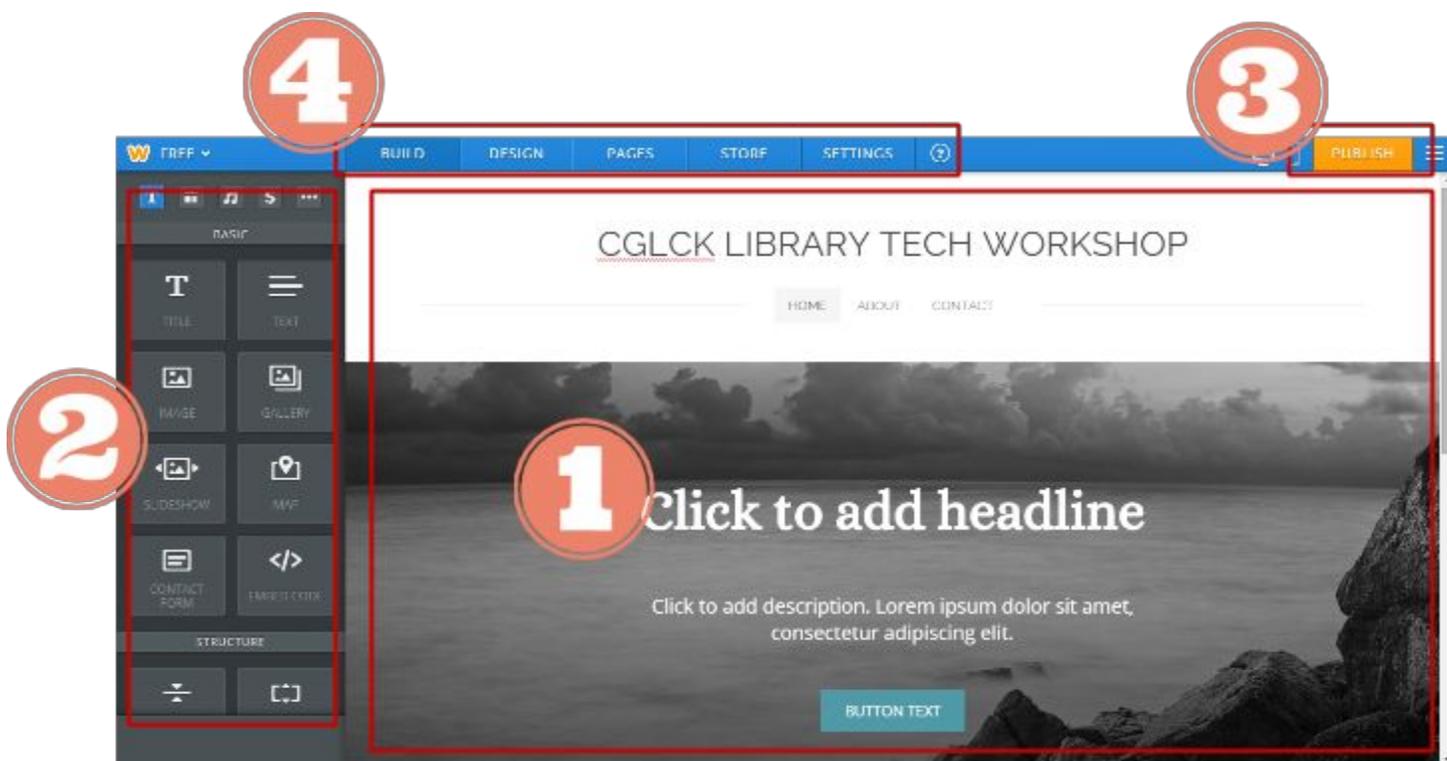
- Next select the theme "Clean Lines," then click "Choose."

- Choose your website domain. Your domain will be your URL, or website address. The first box is the free option.
- Add a name, and make sure that the green check mark appears.
- If not, try some different name options. Then click "Continue."



The image shows the 'Choose Your Website Domain' selection screen. It has a white background with a blue header. The title is 'Choose Your Website Domain'. There are three options: 'Use a Subdomain of Weebly.com' (highlighted with a red border and a green checkmark), 'Register a New Domain', and 'Connect a Domain You Already Own'. The 'Use a Subdomain of Weebly.com' option shows a text input field with 'CGLCKLibraryTech' and a dropdown menu with 'weebly.com'.

Parts of the Screen



Now you can see the editing screen for your new site.

1. Here is what your website will look like. You can click directly on text in this space to edit it.
2. Drag and drop these buttons into the website wherever you want them to go. You can add a variety of new content to your site, like a text box, image, map, and more.
3. The “Publish” button will make your website public. Whenever you make a change to your website in the future, click “Publish” to update what the public sees.
4. These are tabs to help you further customize pages on your website. We start in the “Build” tab.

Customize Your Home Page

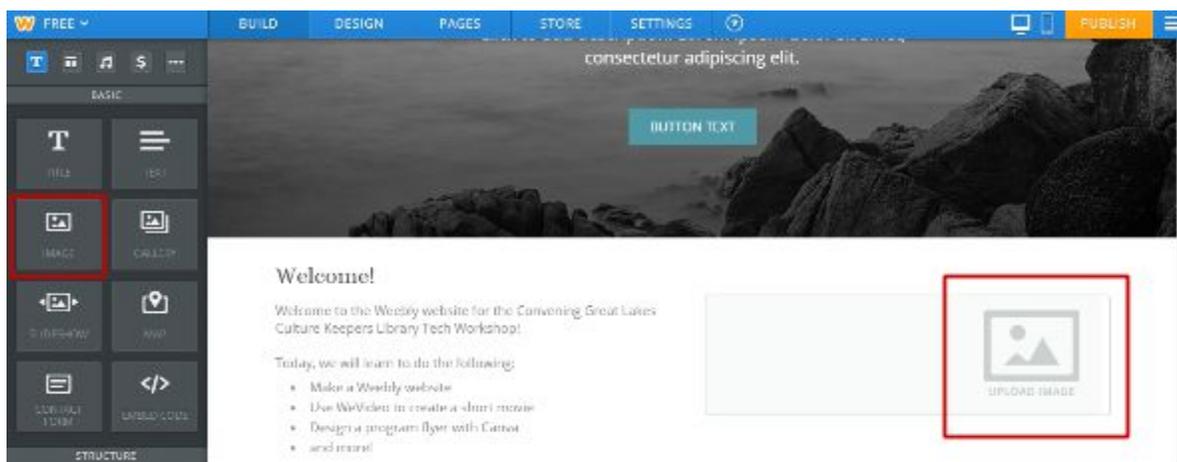
Edit the title of your website by clicking on it and typing in the new title.



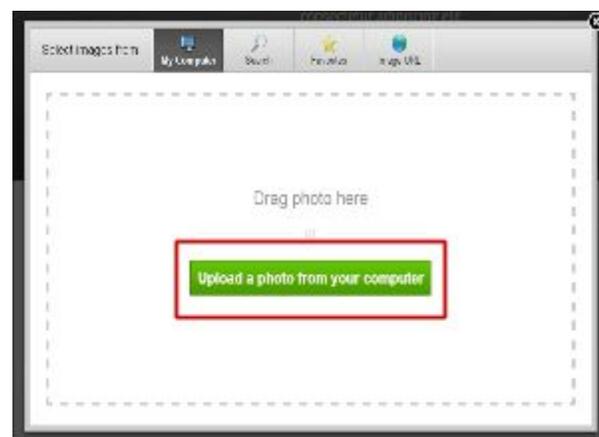
Add **text** under the picture by dragging and dropping a “Title” section and a “Text” section. You can edit the text with the buttons that appear above it.



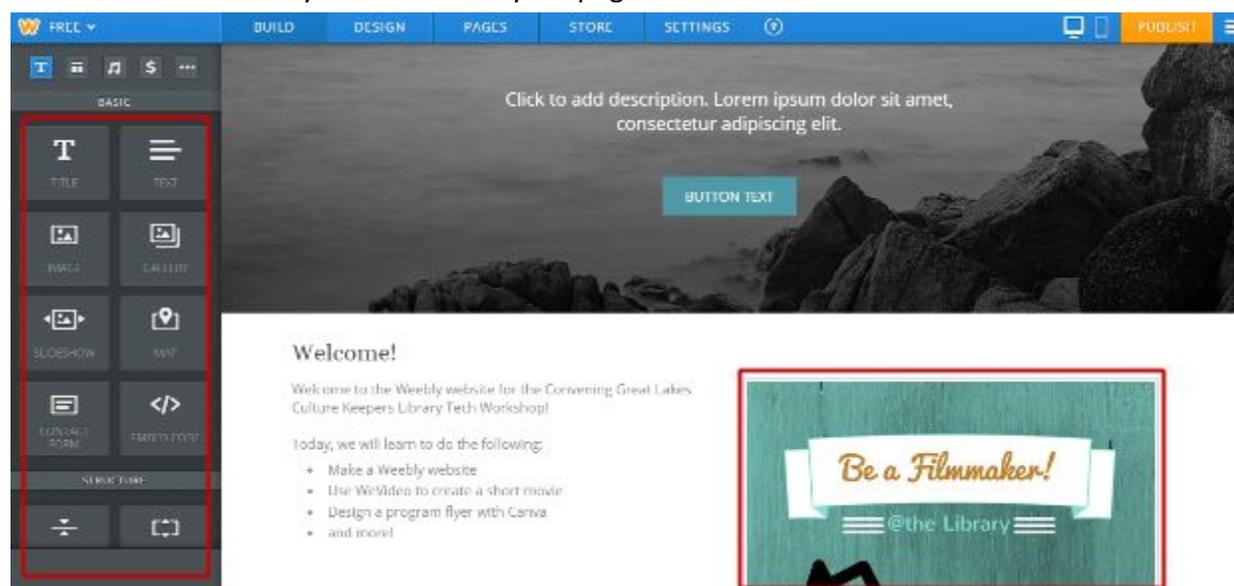
Add an **image** by dragging and dropping the “Image” icon to the right-hand side of the screen. Now, you can click on the icon that says “Upload Image.”



Click on “Upload a photo from your computer” and find an image from your files to use on the website.



The image you chose will appear in your site. You can explore the other buttons on the right side to see what other kinds of content you can add to your page.

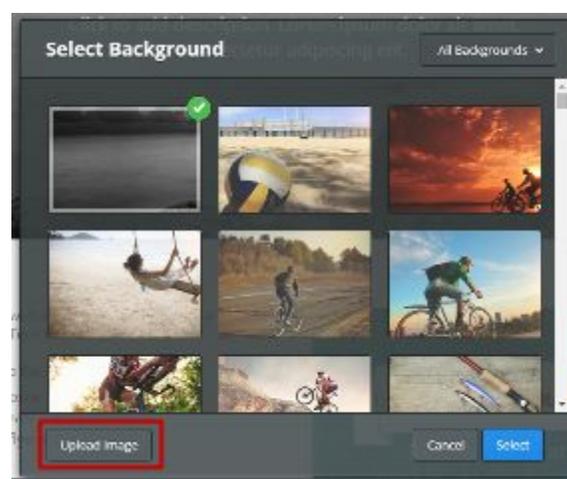


Change the Header Image

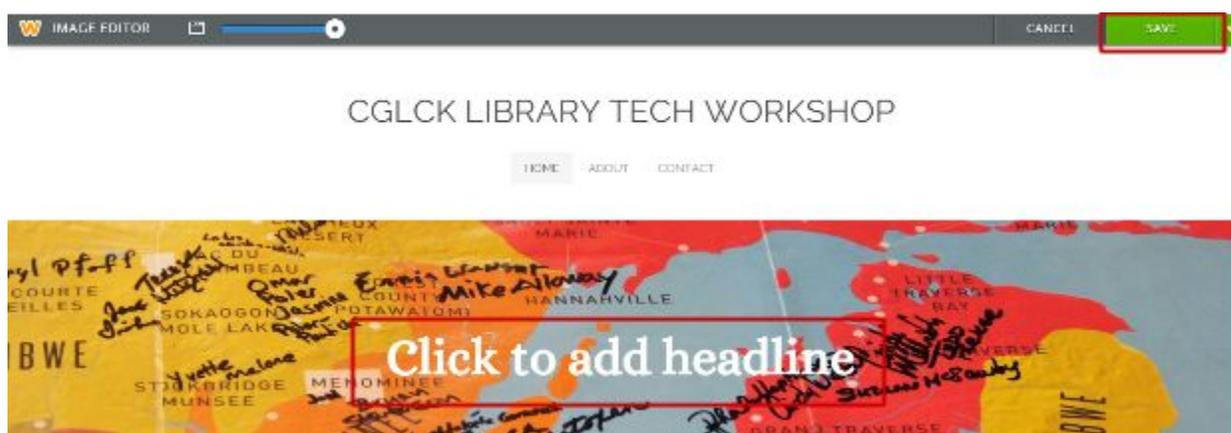
Next, change the header image for your site. Until now, we have been in the “Build” tab (at the top). The other tabs across the top have a variety of options to explore. To change the header image for your site, click on the “Design” tab, then click on “Change Background.”



Select one of the image options, or add your own image by clicking on “Upload Image.”



The image will appear in your site (below). If you like what it looks like, click “Save” in the top right. Then choose “Save to All Pages” so that all the pages on your website will include your header image.

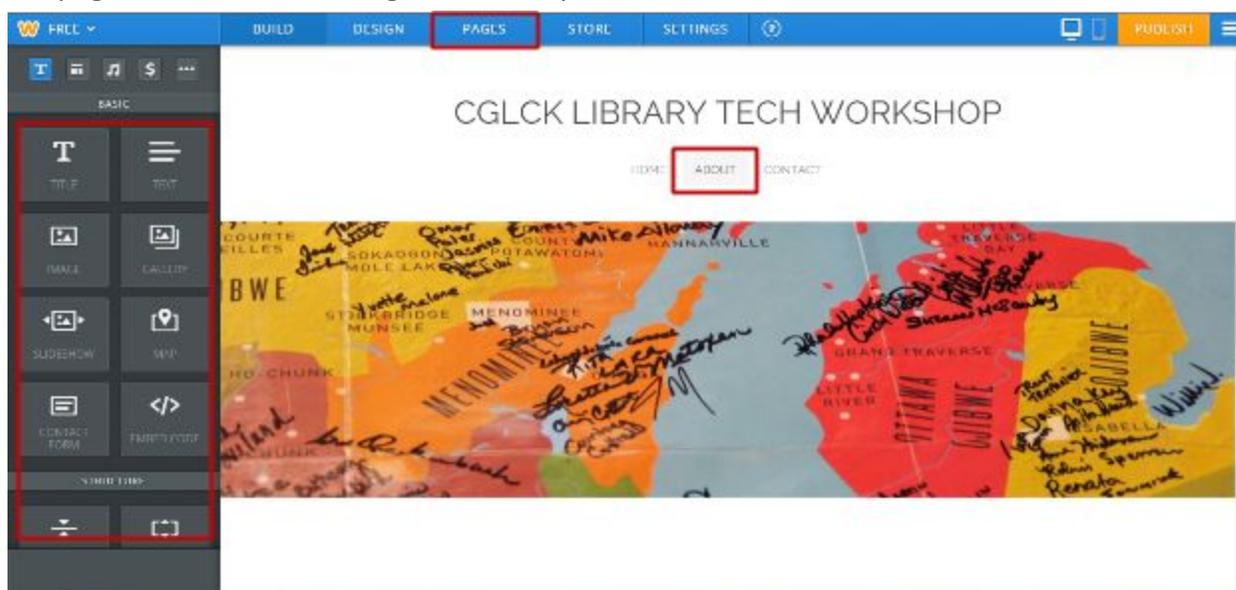


(Don’t worry about any headlines or buttons that you don’t want to use, like in the above picture in the middle of the map image where it says “Click to add headline”. Once you publish your site, the things you didn’t use, such as optional text or buttons, will disappear.)

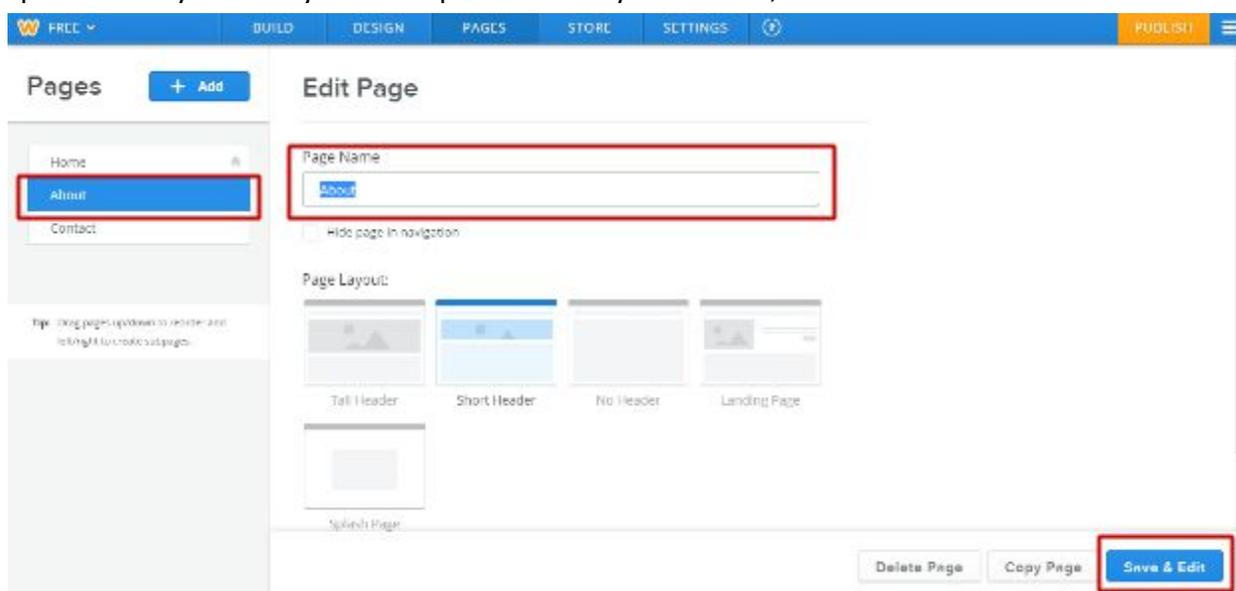
Customize Other Pages

Now that you added some content to the homepage, you can add content to the other two pages that come automatically with your Weebly site. Click on “About.”

You can add content to this page using the buttons on the left side, just like before. To change the name of this page, click on the tab “Pages” at the top of the screen.



Click on the “About” page on the left side, then rename the page. You can see that there are also more options for layout that you can explore. When you’re done, click “Save & Edit.”



Publish Your Site

When you're ready to publish your site so that other people can see your website, click on the "Publish" button in the top right. Click "Continue" to use your same domain name that you already set up.



You'll have to either select a category for your website, or skip that step. Then type out the Captcha, which is a series of numbers and letters to make sure you're human and not a robot, and click "Ok, Publish."



Your site will be ready to view! Click on the URL to go to your new site.

You can edit it again anytime by going back to the Weebly site and logging in.