

# Creating a Chapter Website Using Weebly.com

(May 2011 Update)

Weebly.com is a website where anyone with basic word processing skills can create a website at no cost. No special software is required and there are no hosting fees.

Before starting, let's review some basic web design tips.

## Design Tips

To achieve a more professional look or style for your site, make sure you follow these rules:

- Generally speaking, text should be **left aligned**. Titles may be centered.
- **Only links should be underlined**. This is the convention of the web...underlined text is a link. However, links do not have to be underlined. They may be **bold** or in a different **color** from the other text.
- Use several **short pages linked** together rather than one long page. Most people do not like to do a lot of scrolling.
- Content **font size** should be relatively small. Title font may be larger. The weebly design you select will automatically provide you correctly sized fonts.
- Use **transparent graphics** (such as a PNG) on a colored background. If this is not possible, the image will usually look better if given a **thin border** in black or grey.

To get started, point your web browser to **www.weebly.com** and **sign up** by inputting a username (your choice), password (again, your choice), and your email address. In the future, when you come back to work on the site, all you will need to do is sign in using the box in the upper right corner of the page.

Now you are ready to create!! So, Click **Create a Site**, give your site a **Title**, For **Type of Site**, choose Group/Organization; for **Category**, choose Non-Profit. Click **Continue** and let's go!!

**Choose Your Website Domain**

This is the address where people will find your website online. Reserve your domain now or skip this step and choose it later.

**Use a Subdomain of Weebly.com**  
A great way to get your website started  
http://  .weebly.com

**Register a New Domain**  
For a more professional online presence  
http://www.  .com

**Use a Domain You Already Own**  
You'll setup your domain once you're ready to publish  
http://

## 1. Choose Your Website Domain

**Under Choose Your Website Domain**, select the choice beginning "Use a Subdomain..." and type in the name you want to use. (It is a good idea to include the state in the name.)

Weebly will tell you if the name you select is already in use. You would then try a second choice.

**This is the address where people will find your website online.**

Click **Continue**.

## 2. Look over the Basics. Element, Design, Pages, Editors, Settings

The next page you will see is the **Weebly Editor**. This is where you will work your magic. Beside the words Weebly Editor (top of the webpage), you will notice five tabs - Elements, Design, Pages, Editors, and Settings. If you like, explore those tabs a little bit. Also, notice that on the right side of the page (again, near the top) there is the word **Help!** Do not be afraid to click there. **You will find the help section to be very useful...it has videos to demonstrate how to use Weebly.** After you have finished exploring, let's settle down to business.

## 3. Select a Design

In the Weebly Editor, click the **Design** tab. There are over 70 designs from which you can choose. Just pick one. You can always change it later if you decide you would like a different design. For some of the designs, the images and banners can be changed; however, that is a little bit more complex than we want to get into right now. My advice would be to **select a fairly simple design**. One that is particularly nice is called **Simple Stripes**.

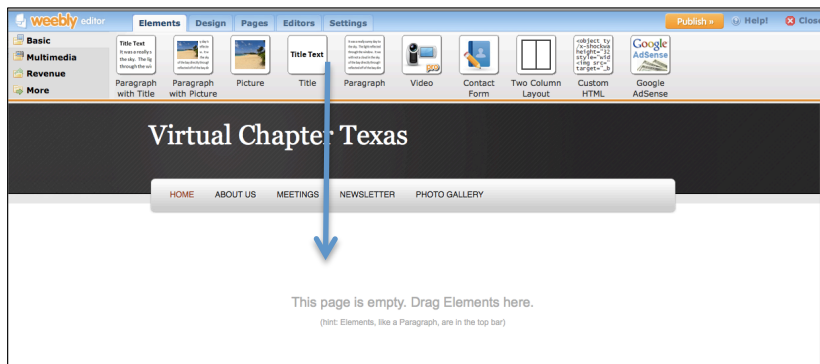
## 4. Set Up Pages.

Now would be a good time to set up a few pages for your site. Hopefully, you have a plan of what you want on your site. Some suggested pages would be Home (of course!), Schedule or Meetings, Newsletters, About Us, Officers, Committees, Photos, Standing Rules.

- Click the **Pages** tab.
- Click **New Page** and type the name of the new page in the blank beside **Page Name**:
- Select **Yes** for **Show in Navigation** and click **Save**.
- The new page name will show up on your navigation bar.
- Repeat this process for the pages you want. You may delete a page, rearrange the pages, or add more pages in this Pages section. Subpages may be added by dragging a page slightly to the right. They will show up on your site as a drop-down menu.
- Change from one page to another by clicking on the page names in the navigation bar.

## 5. Add Text to a Page.

**Click and Drag** is a process you will use frequently in building your site. When you move the cursor over the **Elements**, the arrow will turn into a hand. Position the hand over the element you want to drag, left mouse click, hold, and drag (with the mouse) to the position where you want the element. It only takes a little practice to get it right!




**Click and drag** the desired element (such as **Paragraph** or **Title**), onto the page.

Some words will appear on the page. If you mouse over the words, an editing box will appear. **Click in the box.**

- Below the Weebly Editor, a little **tool bar** should show up. Use it to **format your text as in word processing.**
- The words will be highlighted in blue. Delete them and type in what you want. To **change the size of the text**, highlight it and click the plus or minus sign.



**By the way**, at any point in the process, you may click  and your work will be saved and you can see how the site looks. When you do this, click the blue web address in the box that appears. This will take you to your published site (in a new window). Feel free to ignore the offer of a different web address. They are trying to sell you something. To return to editing, close the box.

## 6. Add an image to a Page.

Click and drag the **Picture** element onto your page. Click where it says **Click Here to Edit**. Navigate your computer until you find the image you want to add. Select it and click **Okay** or **Select**. When you move your cursor over the image, several things appear:

- A bubble that allows the setting of a link, the adding of a caption, and the deleting of the image.
- A little red square that allows the resizing of the image.
- An **Edit** button that presents more options than you will probably need.

When you click in the image, an editing toolbar appears from which you can replace the image, and control the border and position of the image.



Image editing toolbar



Link icon

## 7. Add a Link to a Page

**Either text or an image may be turned into a link.** Click in the editing box of the text or image that is to become a link. Highlight the text or click the image. In the little toolbar that appears, click the **Link** icon and a **Create Link To:** box will appear. You will be given several options. For example, if you want the image to link to a website, click the **Website** choice and enter the web address of the site. Click the box if you want the website to open in a new window and be sure to click **Save**.

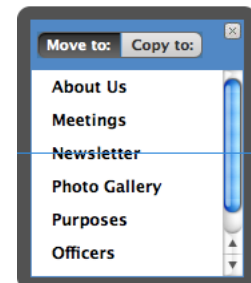
## 8. Edit an Element.

▪ **To rearrange elements**, in the Weebly Editor, position your mouse over the element you want to move, click and drag the editing box to the desired position.

▪ **To delete an element**, in the Weebly Editor, move the cursor into the area you want to delete. The editing box will appear. In the upper right corner is an "x". Click the "x" and click the **Delete** button.

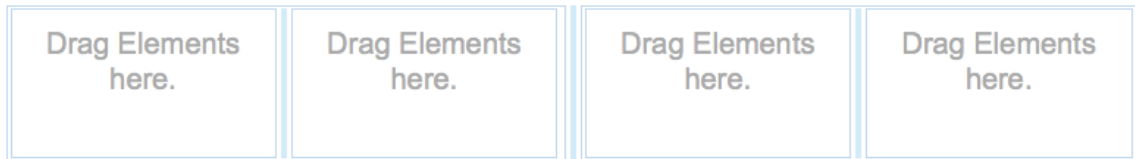
▪ **To move or copy an element to another page**, in the Weebly Editor, move the cursor into the area of the element you want to move. The editing box will appear. In the upper left corner is a **green arrow**. Click it. Scroll down to the page to which you want the element moved or copied and click. It works like magic!! You may need to reposition the element on its new page.

▪ **To make a change to the text in an element**, in the Weebly Editor, move your mouse into the area of the text that is to be changed. **When the editing box appears, click in it.** Then you may edit the text.



## 9. Add Columns to a Page.

- **To make your page have two columns** click and drag the **Two-Column Layout** element onto the page. Then, drag whatever elements you want into the two columns.
- **To create multiple columns** drag the two-column layout element onto the page and then drag the two column element into each of the two columns. Now you will have four columns. This could be used to create an arrangement such as the one pictured below. Content elements may be dragged into the columns.
- **To change the width of a column**, click on one of the vertical dividers and drag to the right or left.



## 10. Add a Photo Gallery

- So far we have been working in the **Basic** area of the editor. Now click **Multimedia**.
- Click and drag the **Photo Gallery** element onto your page.
- Click where it says **Click Here to Upload Images**.
- Navigate your computer files to find the images to be uploaded, select and click **Okay** or **Select**.
- Your images will be scanned for viruses and uploaded.
- Clicking in your photo gallery element will make the editing toolbar appear. From this toolbar you may upload additional images and control the number of columns, spacing, and borders of the picture gallery. Also, captions may be added to each photo.

## 11. Create a Slideshow

- Another photo feature in **Multimedia** is the **Slideshow** element.
- It works much the same way as the Photo Gallery element, except that it creates a slide show. This slide show ends up being rather large. Placing the Slideshow element inside a Two Column Layout element can control the size of the slideshow image.

## 12. Upload Files

- In the Weebly Editor, click **Multimedia**.
- Drag and drop the **File** element to the place where you want the file to be located.
- Click in the editing box to get the little toolbar.
- In the little toolbar, click **Upload New File**, navigate your computer to locate the file to be uploaded and click Okay. (PDFs work best.)
- The file will be uploaded to your webpage for others to download and read or print.

## 12. Add a Newsletter

There are two good ways to add your chapter newsletter to your website. One is to **embed the newsletter** into the page. This is great because members can actually read the newsletter on the web page. The other is to **upload the file**. (See above.) This will require that the member download the file to read the newsletter. This is also good because if a member is using a school

computer, it may be that the district will block viewing of the embedded format. I personally use both on my chapter website. Here is what an embedded newsletter looks like.



There are different ways to do this. Here is the method I am currently using.

- In the address line of your web browser, type in **embedit.in**. Sign up.
- Click **Select Files**.
- Navigate your computer to find the newsletter file. Click **Okay** or **Select**. If a pop-up appears, click **OK**.
- Under the **Appearance** section, you will probably want to adjust the width and height of the newsletter for ease of reading on your site.
- Click the **Copy to Clipboard** button.
- Back in the Weebly Editor, click and drag the **Custom HTML** element into the space where you want to embed the newsletter.
- Click in the editing box and a small tool bar will appear.
- Click **Edit Custom HTML**.
- In the editing box, delete any words there and **paste the HTML code** you previously copied to your clipboard (on the embedit site)



### 13. Archive Your Site

There may be times when you are editing your site that you accidentally delete some important information. It would be much easier to copy that information and paste it back into your site than to re-type it. (I have actually had to do this!) So, I recommend **archiving** your site.

- In the weebly editor, click **Settings**.
- Scroll down to **Archive/Unpublish** and click.
- Click **Download your site as a .zip archive**.
- In the Download pop-up, double click the file.
- Extract the zipped file and save to a specific folder. The method for this will vary among different computer systems.

### 14. Delete your site.

If for some reason you want to delete your site, sign into your Weebly account and, beside the name of the site you are deleting, click **More > Delete Site**. Verify that you want to delete the site and it will be gone.

#### Notes:

Under the **Editors** tab, you may choose settings that allow others to work on the site besides you. (This is a good thing!)

**Weebly.com frequently upgrades their site.** For this reason, there might be times when the instructions I have written no longer work. If you are stymied, remember to use the **Help** section or, email me, and I will be glad to help you.

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