



**Teaching with Primary Sources**  
Federation of Independent Illinois Colleges and Universities  
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Illinois Council for the Social Studies



## TPS Community History Summer 2012 Workshop

### Weebly Web Page



<http://help.weebly.com/index.html>

**BRADLEY**  
UNIVERSITY

**D. ANTONIO CANTU, Ph.D.**

PROFESSOR AND CHAIR OF TEACHER EDUCATION  
COLLEGE OF EDUCATION AND HEALTH SCIENCES  
1501 WEST BRADLEY AVENUE • PEORIA, ILLINOIS 61625  
(309) 677-3190 • FAX (309) 677-4967  
E-MAIL: [dcantu@bradley.edu](mailto:dcantu@bradley.edu)  
Cell/Text: (309) 712-9679

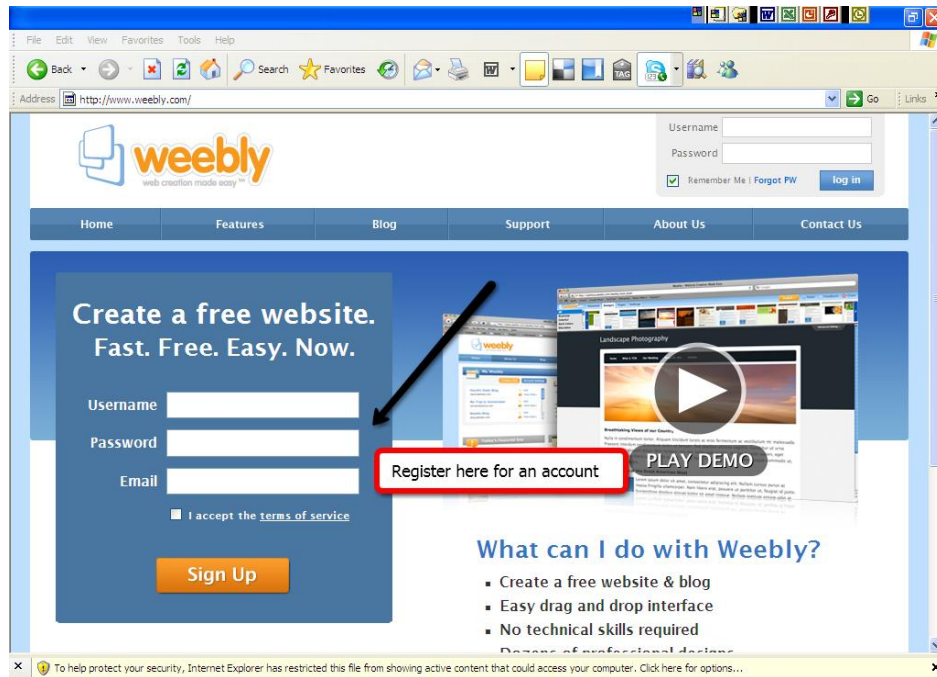
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<http://www.weebly.com>

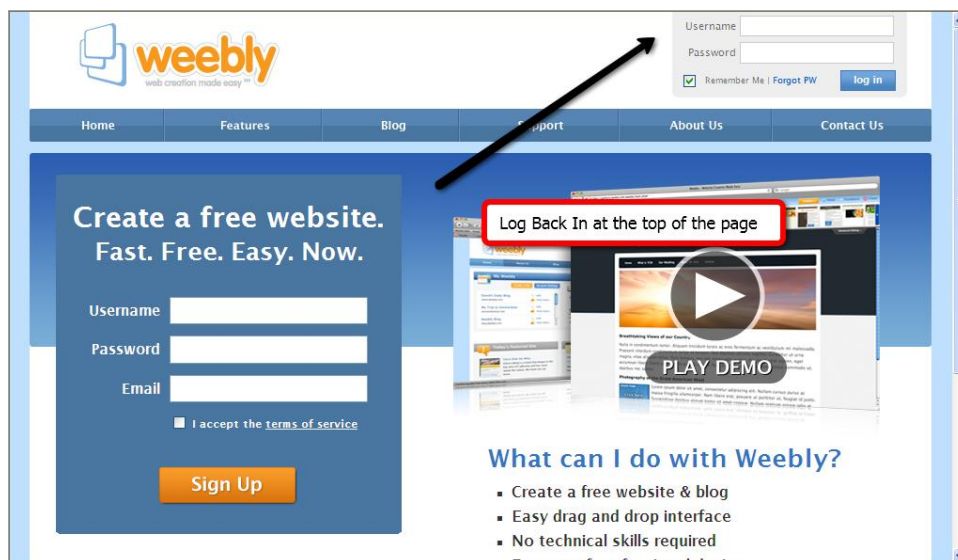
# WEEBLY Guide

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

## Registration



## Signing In and Out



## Home Page:

The screenshot shows the Weebly Home Page. At the top, there is a navigation bar with links: Home, Features, About Us, and Contact Us. Below this is a banner area with a warning icon and text: "You are using an outdated browser. For a better experience, please upgrade to a modern web browser." Below the banner is a "My Weebly" section. On the left, there is a list of websites created: "Macomb ISD High ..." and "Universal Design...". An arrow points from the "Edit Site" link next to "Universal Design..." to a red box containing the text: "The address for your website." Another arrow points from the "Edit Site" link next to "Macomb ISD High ..." to a red box containing the text: "Edit Site - Allows you to make changes before your site is published." On the right, there is a "To-Do List" section with a progress bar at 44% Complete. It includes tasks like "Upgrade to Weebly Pro", "Add Keywords and a Site Description", "Upgrade to a Custom Domain", "Check out Google AdSense", "Tell Friends About Weebly", "Create a Site", and "Publish a Site". A red box with the text: "Each free weebly registration allows you to create two websites." is positioned next to the "To-Do List".

## Website Page for Editing

The screenshot shows the Weebly Website Page for Editing. The top navigation bar includes "Elements", "Designs", "Pages", "Settings", "Publish", "Help", "Feedback", and "Close". The "Elements" panel on the left lists categories: Basic, Multimedia, Revenue, and More. The main editing area shows a preview of the website with a header "Universal Design for Learning" and a sub-header "Empowering Teachers and Improving Learning". Below this is a section titled "What is Universal Design for Learning?" with a paragraph of text. An arrow points from the "Publish" button to a red box containing the text: "This button publishes your website. It will open up in a different window." Another arrow points from the "Close" button to a red box containing the text: "Always close your window when you are done working."

## *Choosing a Design*

The "Design" tab contains a variety of theme/template choices.

**Hover your mouse** over a design thumbnail to get a preview of the design on your website.

**Click the thumbnail** to save the design selection for your website.



## Site Settings

**Edit Site Settings** Close X

**General Settings**

Address: wdemo.weebly.com  
 Change site address.

Site Title: Demo Site  
☒ Show site title on the top of your pages.

Site Password:   
Choose which pages to protect in the "Pages" tab.

Footer Message: Create a free website with Weebly  
 Remove Weebly Footer Message

☐ Search Engine Optimization (SEO)

☐ Archive/Un-publish

**Save** or **cancel**

### Address:

This area displays your current website address. Click on "change site address" in order to change your website address to a different sub-domain of weebly.com, upgrade to your own domain name, or configure an existing domain name with Weebly. For more information, see [publishing](#).

### Site Title:

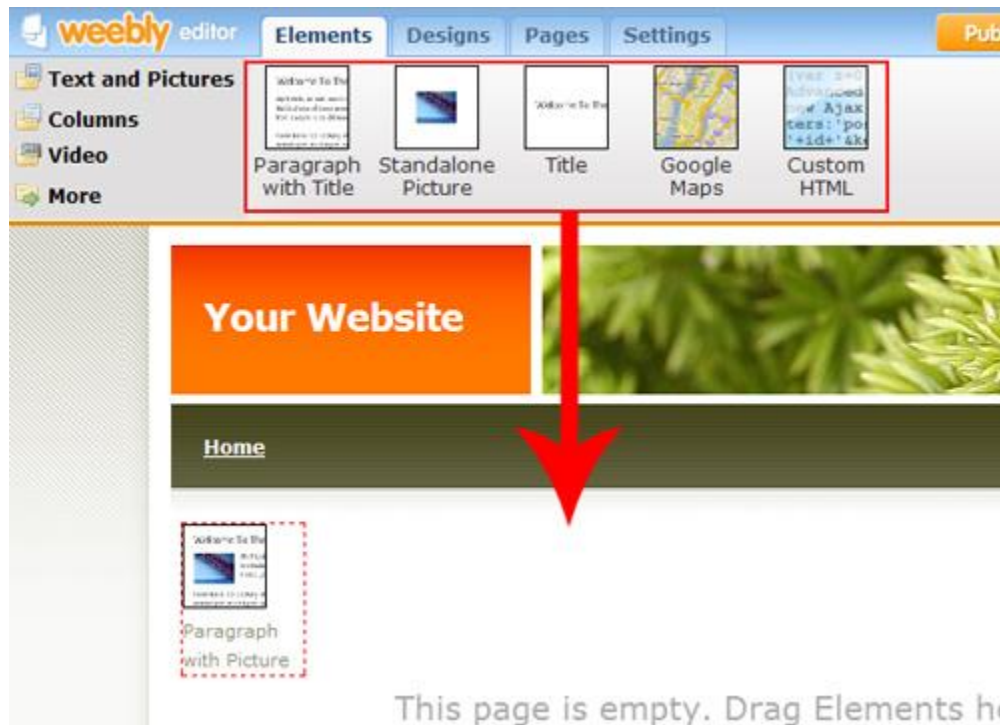
This name will be placed at the top of your website as the site title. To hide the site title from displaying on your pages, uncheck the option and republish your site.



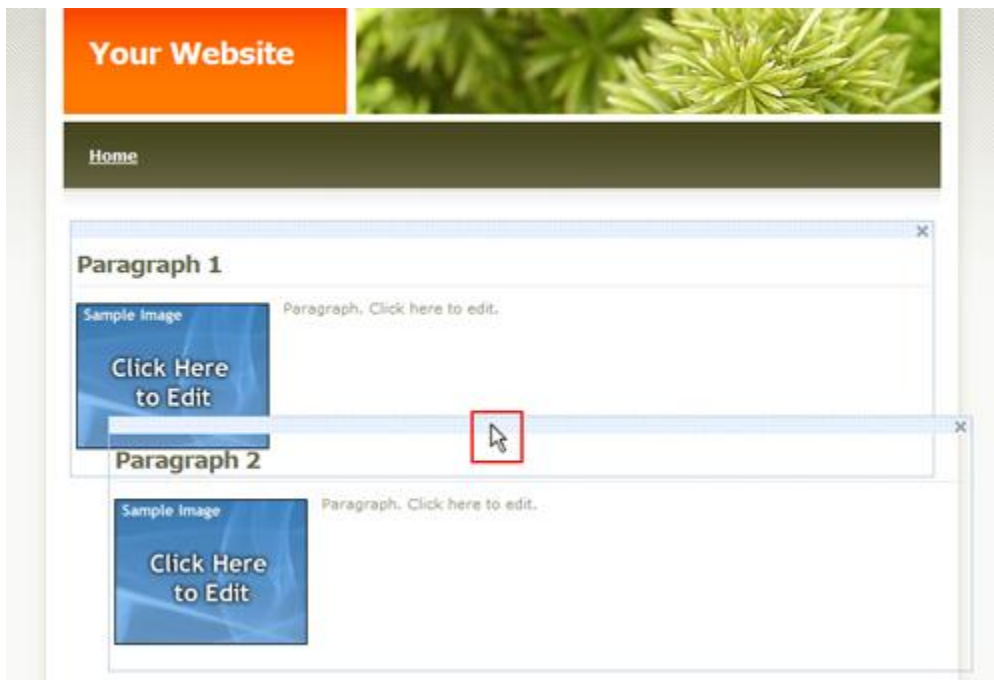
## ***Working With Elements***

Elements function as the building blocks of your pages. Paragraphs, Videos, and Maps are examples of element types. These are located at the top of your screen under the “Elements” tab.

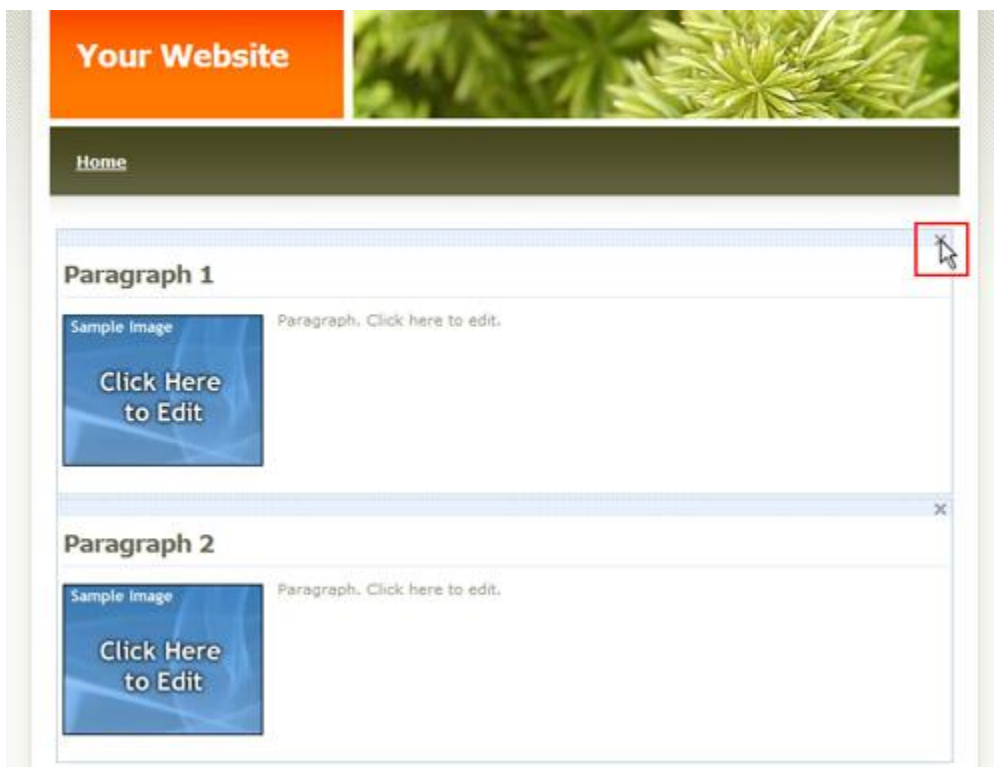
**To add elements to your page, drag them from the top bar into the content area of your website:**



**To reorder elements, drag them by the blue bar and place them into a new position:**

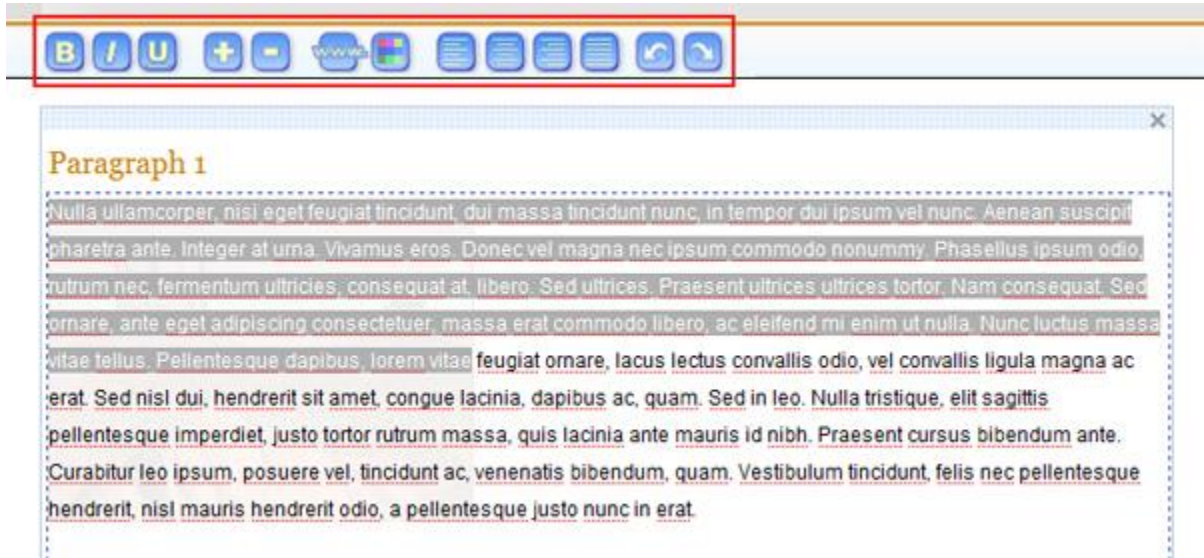


To delete an element, just click on the X in its top right corner:

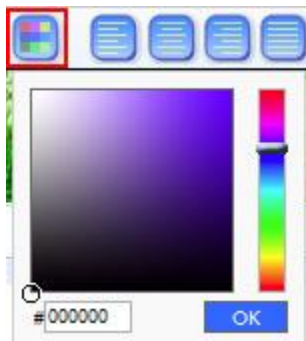


## Using the Text Editor

Edit the text within your website by clicking on it to bring up the text editing options above.



Adjust the text color or align your text left/center/right/justified:



**Bold, Italicize, or Underline the text:**



**Increase or Decrease the font size:**



**Undo or Redo your changes:**

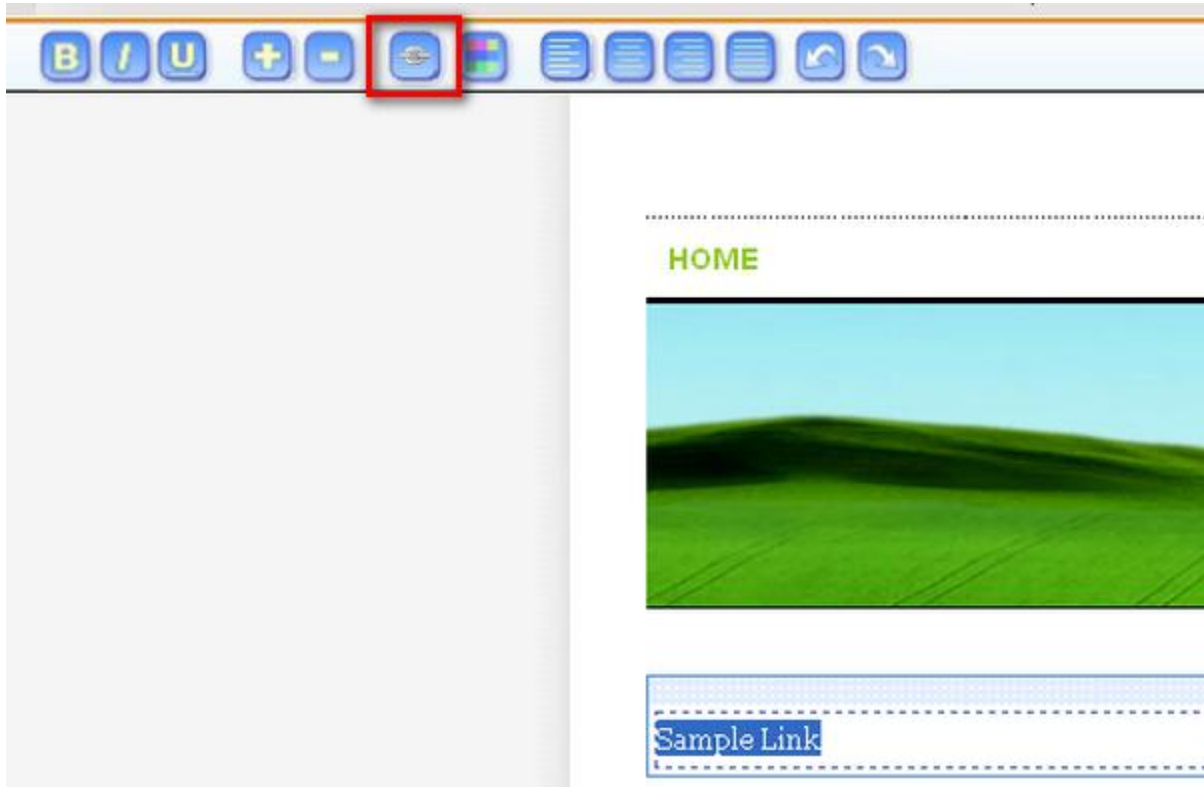




## *Creating Links*

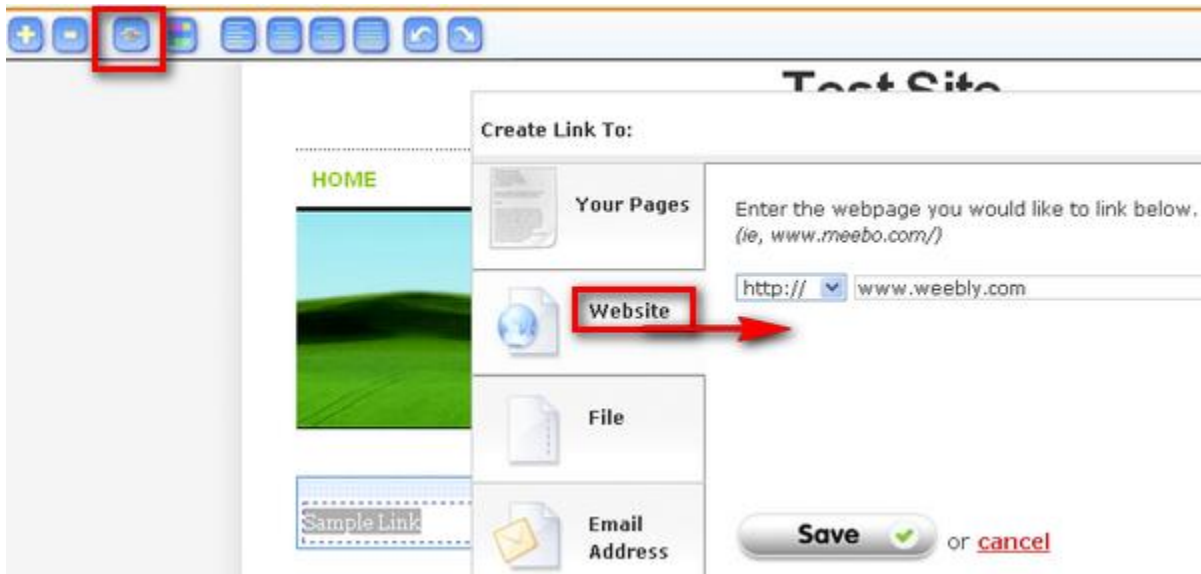
To create a text link

**1. Highlight the desired text and click on the link icon in the Element Options toolbar**



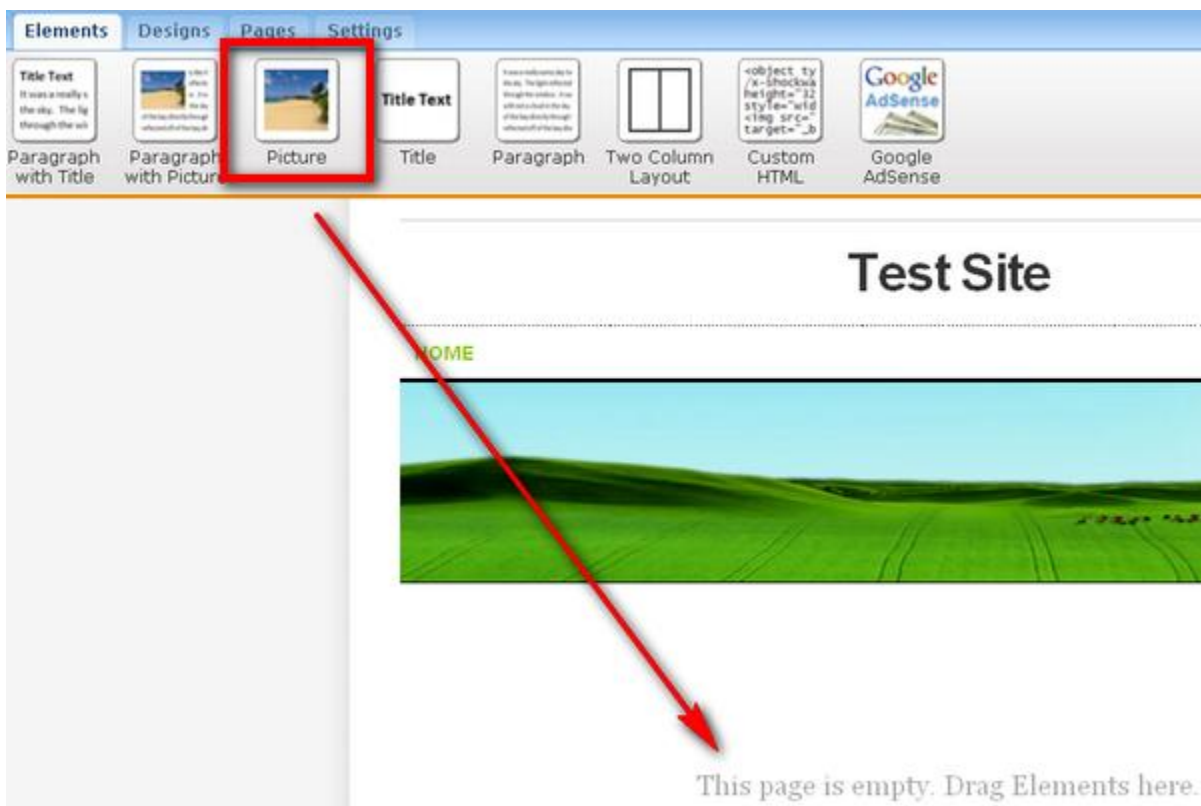
**2. Next, you will need to choose which type of link to create. If you wish to link to an external site, you can do so from the "Website" tab pictured below.**

**NOTE:** Links will become active once your site is published.

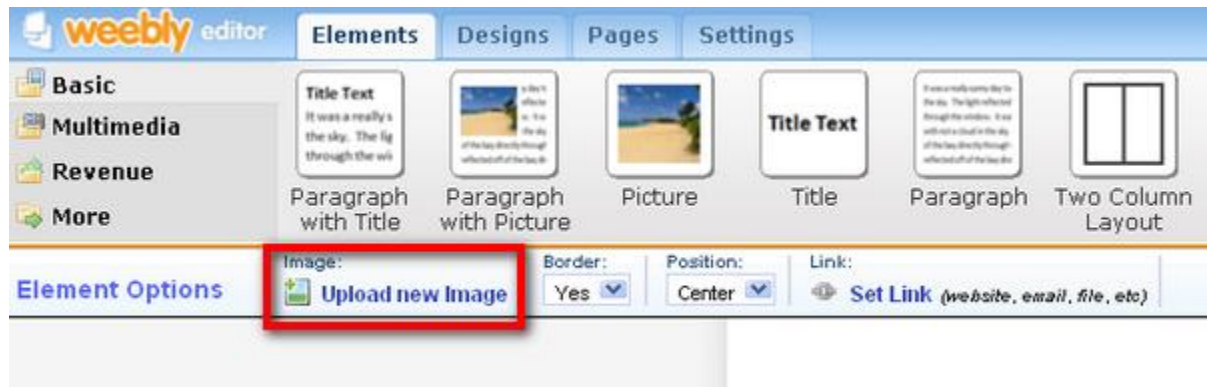


To link a photo

1. Drag the Picture element to your page and click on it

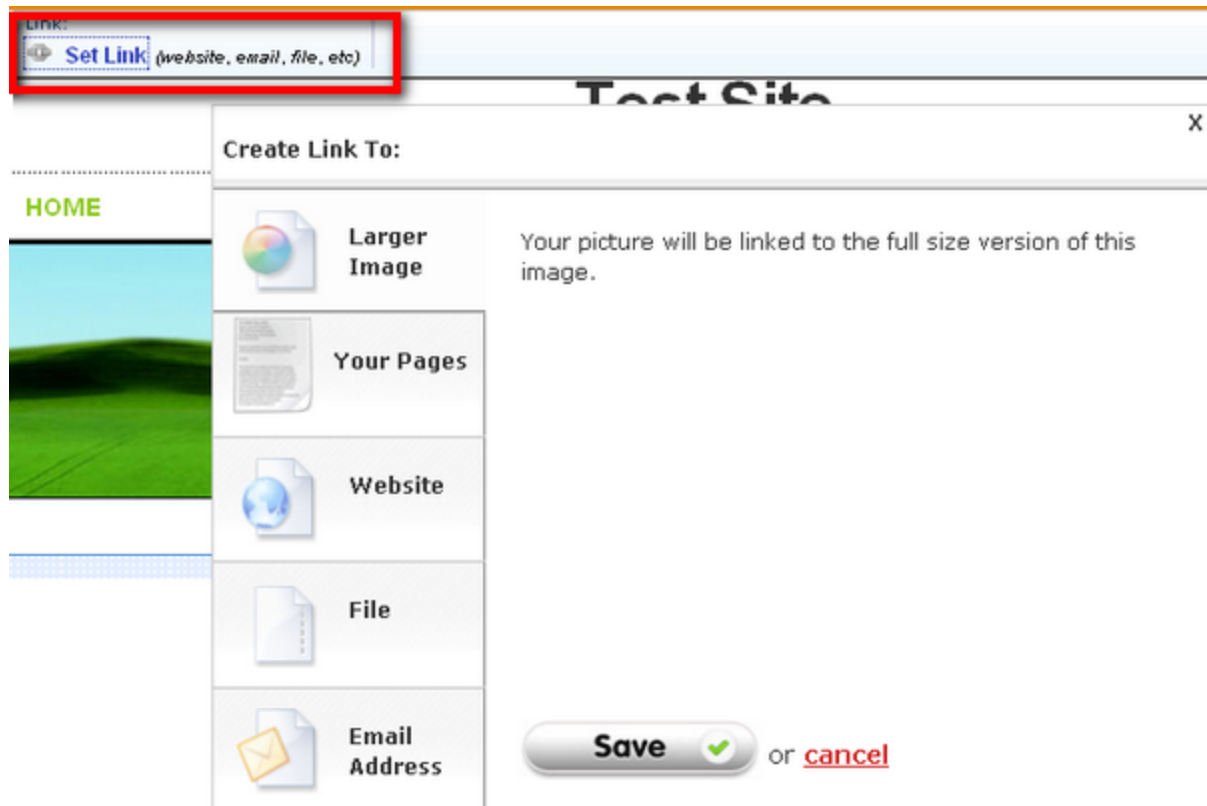


2. An Element Options toolbar will drop down. Click on "Upload new Image" and choose a picture.



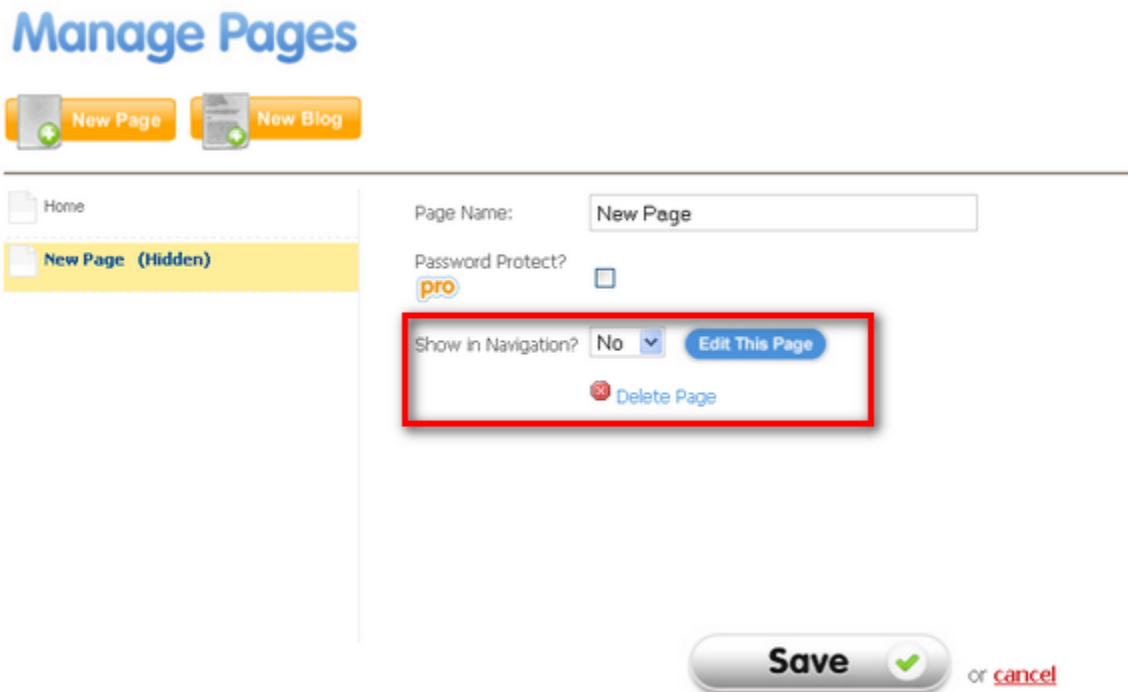
3. Click on the "Set Link" button. A box will pop up that allows you to choose which type of link to create.

**NOTE:** Links will become active once your site is published.



To link a file

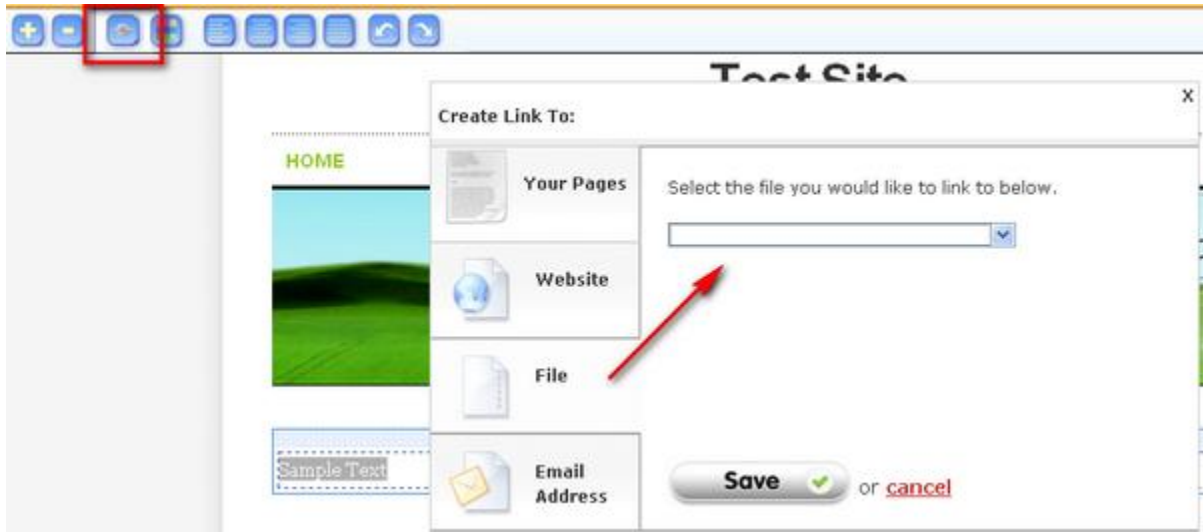
1. Create a hidden page in your site under the "Pages" tab



2. Next, upload a file in a normal matter onto this hidden page



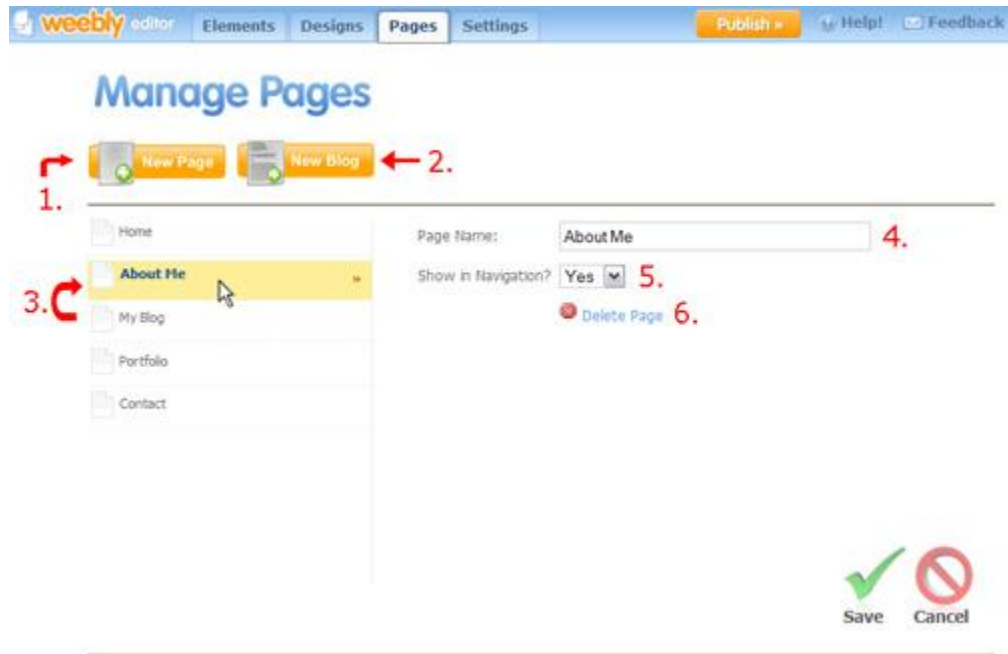
3. In your main page, select the text you want to link and click on the linking icon. Go the file tab, and select the uploaded file from the drop down list.





## Managing Pages

Manage your pages under the "pages" tab:



**Add a New Page (1)** by clicking the "New Page" button.

**Add a Blog (2)** by clicking the "New Blog" button.

**Reorder a Page (3)** by dragging the page icon to the left of the page name into a new order.

Bring up the page properties by clicking its respective name in the left column.

**Rename a Page (4)** by editing the text in the "page name" box.

**Hide Pages (5)** from appearing in the navigation menu by selecting "no" to "show in navigation". You can link to the hidden pages from visible pages using the [text editing/linking tool](#).

**Delete a page (6)** by clicking the "delete page" link and confirming.

Save your changes by clicking the **green** check mark on the bottom right.

## *Publishing Your Site*

To publish your website, you have 3 options:

- A subdomain of weebly.com (free)
- [Register a new domain](#)
- [Setup a domain already already registered](#)

Choosing a subdomain of weebly.com (for example: **yoursite.weebly.com**) is completely free and quick way to get online. As you type, Weebly will tell you if your desired subdomain is available.

[Registering your own domain name through Weebly](#) (for example: **www.yoursite.com**) is also very easy. Your website will be visible at the new domain name in minutes without any setup required. If you are upgrading from a subdomain of weebly.com to your own domain, traffic to your old address will automatically be forwarded to the new one.

In addition, we offer you the ability to setup a domain already registered externally on a site such as GoDaddy with your Weebly site. For more instruction on setting this up, [see here](#).

