

Website construction using Weebly

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Create your site

- Register for a free website on Weebly: www.weebly.com
- Click Create Site
- Choose a theme which is a pre-made template for your website. You can customize your template or change it to a new theme later if you want using the Design tab.
- Pick a domain name (e.g., www.yourname.weebly.com), or wait until the end
 - You don't have to pay for a domain name if you leave it as http://_____.weebly.com

Adding content

- **Start adding elements** like text boxes to your site by dragging them from the left toolbox to the area on your page where you want them (You have to be on the Build tab to do this). Weebly should automatically save all changes you make when adding these elements.
- **To change your banner image** (image at the top of your website): hover mouse over the image, then click on Edit Image. Upload a photo or use one of Weebly's stock images. You can then edit the image to add text, change the opacity, etc. You can then save that banner to either to that page only or to all pages on your site by selecting which of those options you want under the dropdown menu from the orange Save button in the upper right corner.
- **To embed links on your site, or upload files like a CV or paper that people can download:**
 - Type text into a text box. Highlight the section you want to become a link. A toolbar will appear right above the text. Click the Create Link button (looks like a chain). Enter the URL of the website, and click whether or not you want it to open as a new page when the user clicks on it. Hit Save.
 - For a file, do same process as above, but select the File rather than the Website URL box, then upload the file you want from your computer. Hit Save.
- **To add a new page to your site:**
 - Click Pages tab at top of screen to add a new page. Click the + Add button in the upper left side of Pages. Change Page Name to what you want the title of that page to show up as in your website's navigation menu.
 - To edit title and layout of page (banner size): Click Pages tab, select layout you want. Hit Save & Edit to go back to the Build tab, where you can continue to add elements to your website

Further personalization:

- To further personalize your website you can manually edit the html/css code. To do this click on Design tab, then click on Edit HTML/CSS button on left panel.
- Site that has good instructions for editing CSS files and personalizing weebly templates:
 - <http://myadoptsguide.weebly.com/editing-the-css.html>

Search engine optimization:

- To better optimize your website so it can be found more easily through search engines, go to Settings tab. Click on SEO on the panel on the left, and edit site description and meta keywords, which search engines use to get quick summaries of sites.
- More links from highly linked websites to your site will help it show up more easily in search engines, so if there are links to your site in multiple places, like a university webpage, LinkedIn, ResearchGate, etc, it will become easier for people to find you.

Publishing your website!

- Pick a domain name, and then hit the Publish button in the upper right corner of the weebly page.
- (People can't see your website until you hit publish. After you've published your site, you can continue to revise it, but people won't be able to see your changes until after you've published it again.)