

# Fast and Easy



# Website Design

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## **Introduction**

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“The first step is you have to say that you can.” Will Smith

Creating your own website can offer many rewards to the modern stay at home parent. Whether you are creating a blog, expanding a resume, or offering services, having your own website is one step to opening new opportunities.

## **Getting Started**

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### **What do I need to know?**

Weebly.com takes all the background work out of the equation. Can you drag and drop? Can you upload an image? These are the most technical maneuvers necessary.

### **How much time is this going to take?**

Finding time when dealing with children’s schedules is both frustrating and difficult. Use the worksheet on the next page to organize your content. This will help you create a professional looking website in about 30 minutes or less.

### **How much is this going to cost?**

Weebly.com is a free internet publishing site. To publish a completely free website, register your domain under the weebly.com subdomain.

### **What do I need to have ready?**

Complete the worksheet on the next page and group your electronic content in one folder on your desktop. Having a centralized location for your pictures, articles, or resume will streamline the process.

### **I’m not sure...**

Weebly.com has been seen in The Wall Street Journal, Time, Newsweek, BBC, and TechCrunch. Follow the link here to read the Wall Street Journal article:

<http://online.wsj.com/article/SB121803326363016929.html>

### **Yes, you can!**

❖ **Look for these bullets to offer you quick tips on creating your website.**

## Organization Worksheet

Website Title: \_\_\_\_\_

Domain: \_\_\_\_\_ weebly.com

**Design:** What is the purpose of this website? What design would reflect that?

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<b>Pages:</b>	_____ (Home)	_____ (Blog)	_____ (Services)	_____ (Contact)
	_____	_____	_____	_____
	_____	_____	_____	_____

Subpages:	_____ (About me)	_____	_____ (Hours)
(optional)	_____	_____	_____

### Links:

Twitter: \_\_\_\_\_

Facebook: \_\_\_\_\_

Blog: \_\_\_\_\_

Other website: \_\_\_\_\_

### Elements:

☐

Logo

☐

Work or product descriptions

☐

Pictures

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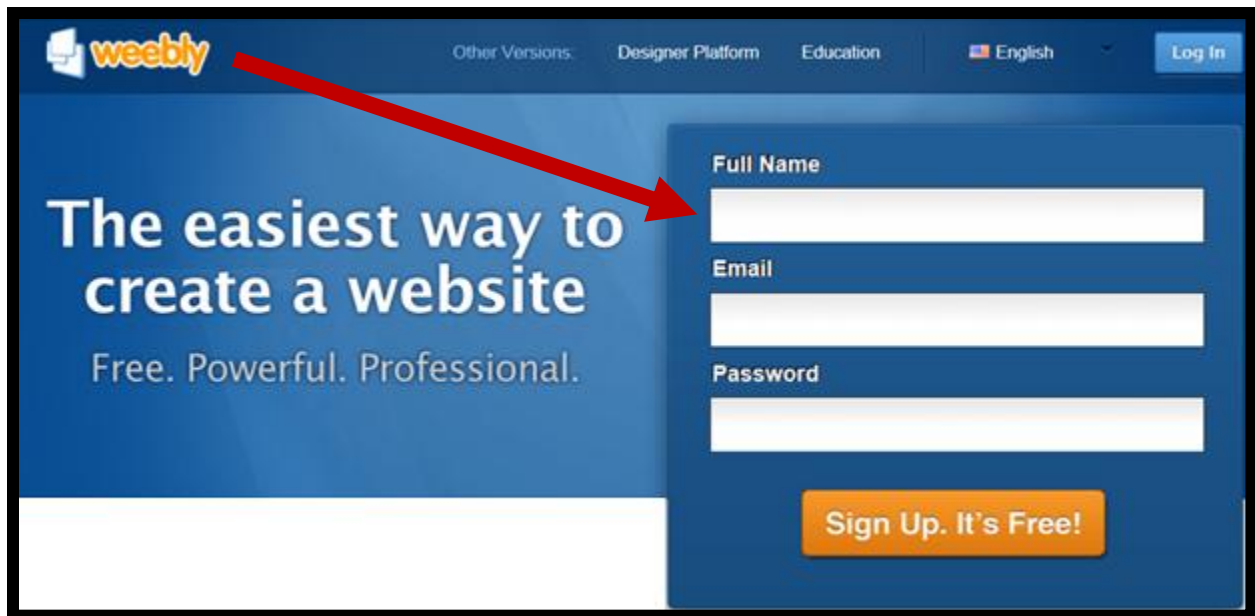
❖ Fill out this worksheet as completely as possible. It will save you time in the long run!

## Signing Up

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Be prepared to register with weebly.com. Signing up is the first step.

1. **Go to Weebly.com** and fill out the form.

The image shows the Weebly.com sign-up page. The header includes the Weebly logo, links for 'Other Versions', 'Designer Platform', 'Education', a language selector set to 'English', and a 'Log In' button. The main content area has a blue background with the text 'The easiest way to create a website' and 'Free. Powerful. Professional.' A red arrow points from the Weebly logo to the sign-up form. The form is on the right side of the page and includes three input fields labeled 'Full Name', 'Email', and 'Password'. Below these fields is an orange button that says 'Sign Up. It's Free!'.

2. **Enter a title** for your website.

The image shows the 'Welcome to Weebly!' sign-up page. The page has a white background with a blue border. At the top, it says 'Welcome to Weebly!'. Below this, there is a grey bar with the text 'Enter a title for your website'. Underneath the grey bar is a large text input field, which is highlighted with a red rectangular border. Below the input field is a dropdown menu labeled 'Type of Site' with a small downward arrow icon. At the bottom right of the page is an orange button that says 'Continue'.

3. **Choose** a website **domain name**.

**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://

- ❖ **Your name will automatically be inserted into the second option, “Register a New Domain.” BEWARE, this option will prompt you to pay. To ensure \$0 cost, use the subdomain of weebly.com.**

Great! You have now taken the first step in creating your presence online.  
Grab your worksheet and prepare to create a customized website.

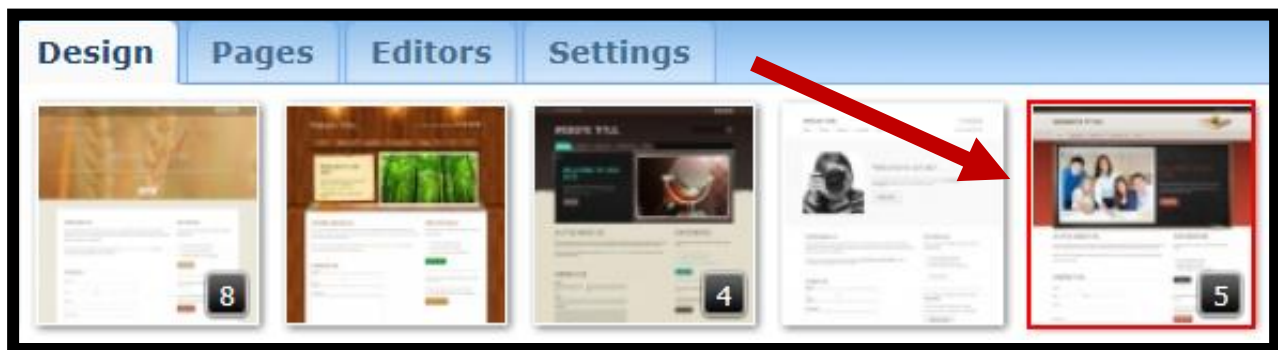
## Choose your Design

The design of your website is an indicator of what your purpose, service, or products are. The weebly.com editor will automatically select a design theme. Focus on a design that supports **your** vision.

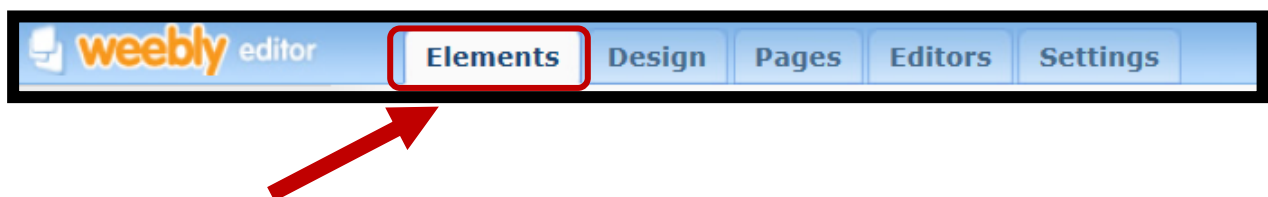
1. **Click the design tab.** Choose a design that reflects your concept.



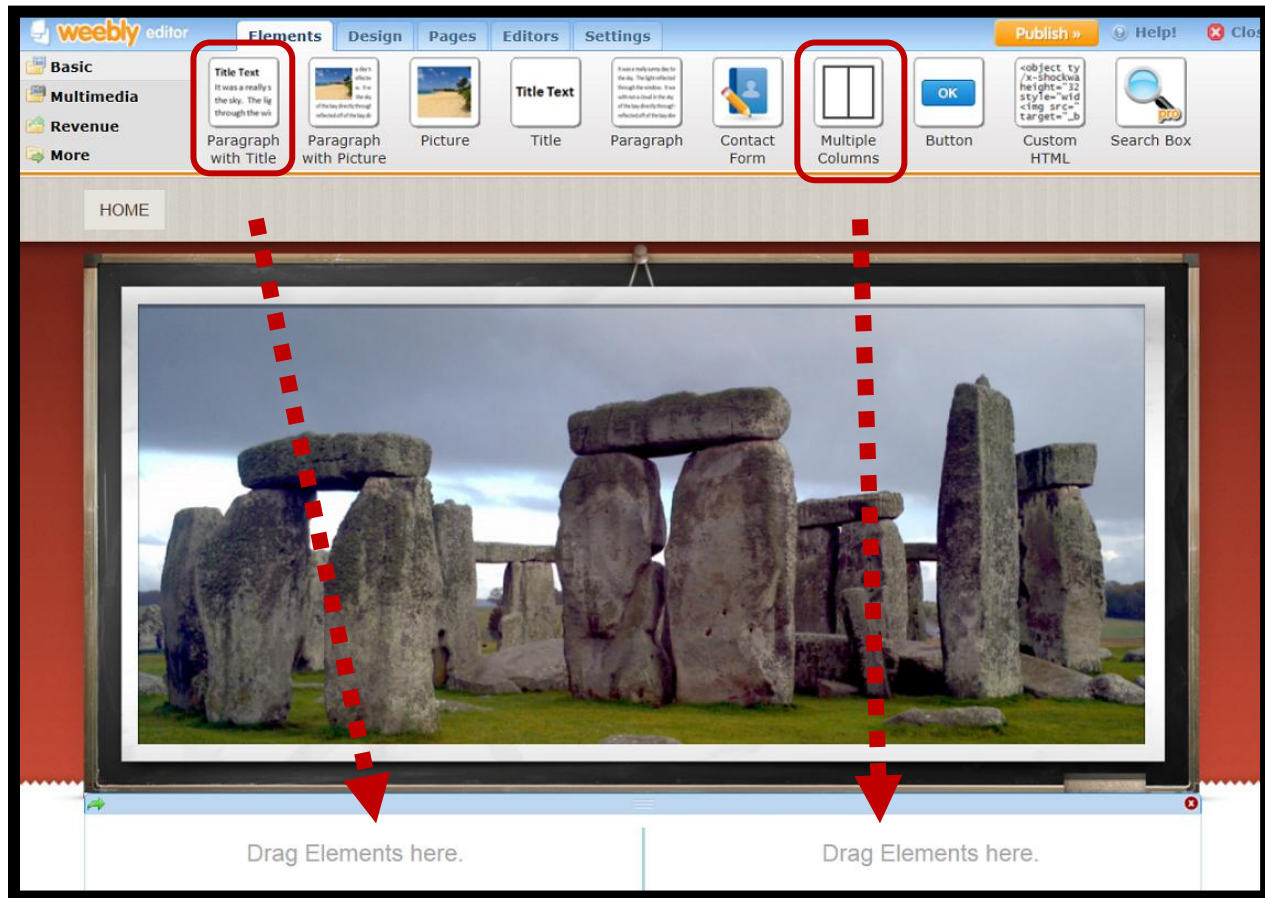
2. If a design does not suit your needs, **choose a color palette** that your own pictures will match. Move on to “How to Upload Images” on page 9 if you are ready for this step.



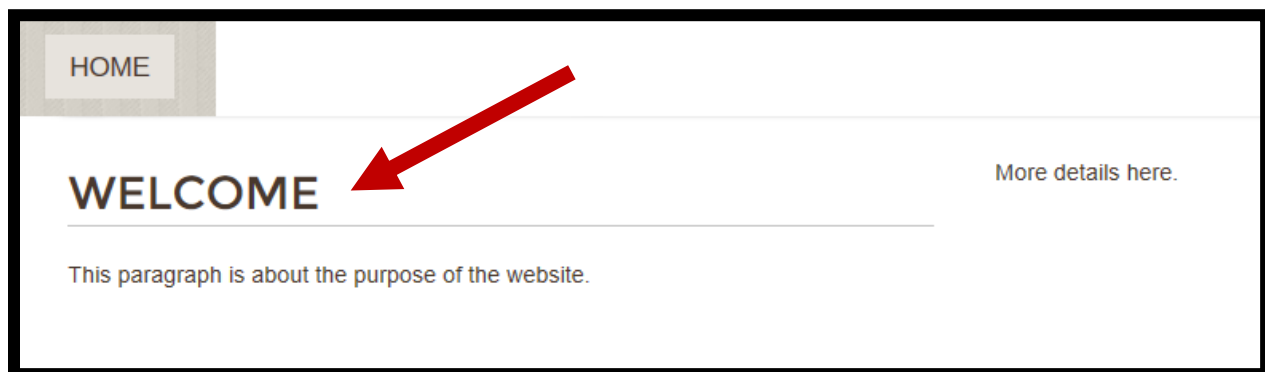
3. You are ready to edit and add paragraphs. **Click the elements tab** to get started.



4. Choose the element(s) to add to your page and **drag** it to the open space.



5. **Type** in your greeting and message.





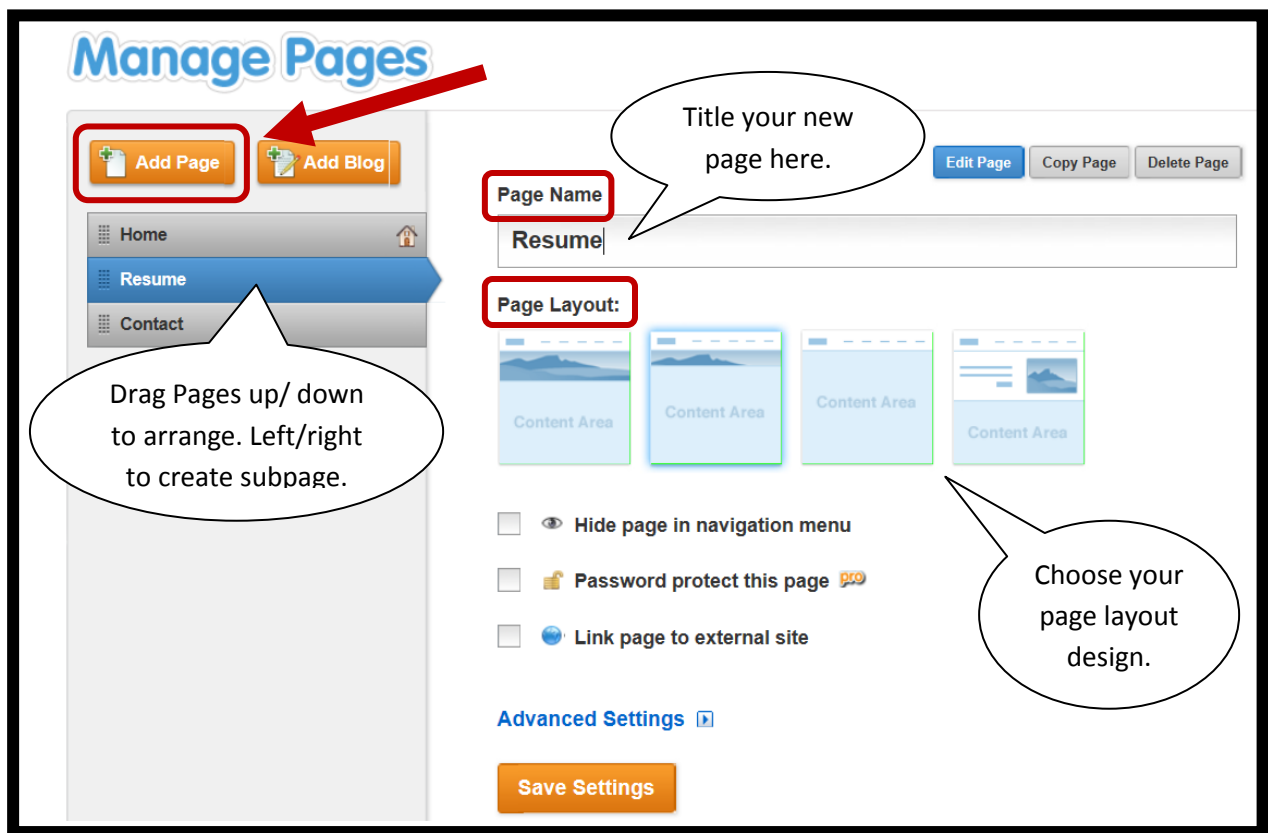
## How to Create Your Pages

The pages on your website will allow you to add content under separate subjects. This allows users to easily navigate and gather information from your site.

1. Click on the **Pages** tab.



2. Click on the **Add Page** button to insert a new page.



3. Title your new page in the **Page Name** text box.
4. Choose a **page layout** that fits the content of your page.

❖ There is no limit to pages, however for better organization create subpages that group related information together.

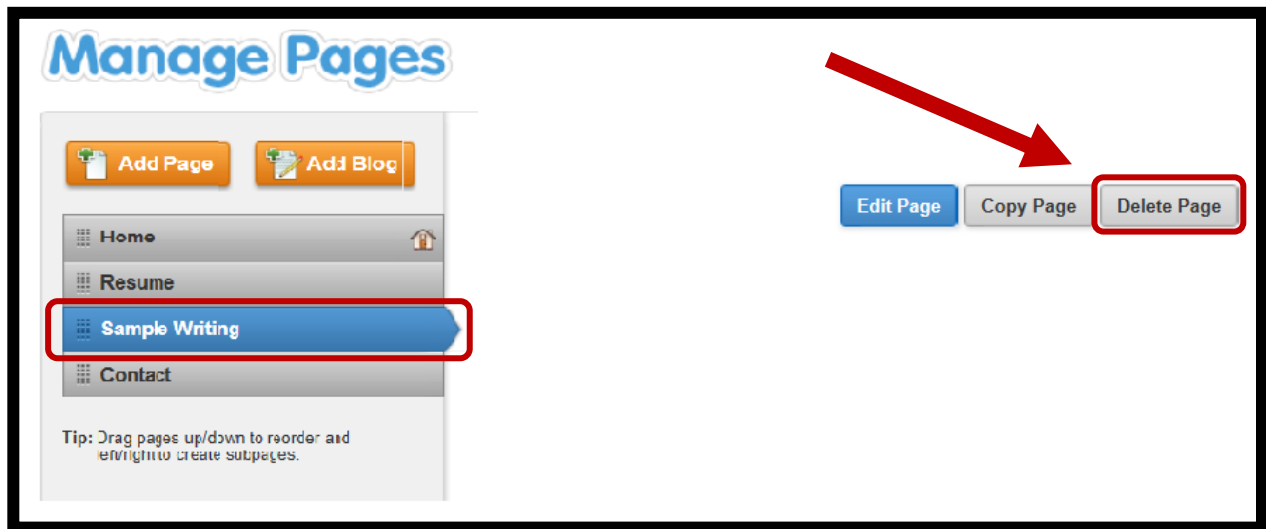
## How to Delete or Rename Pages

Editing and updating your website is a necessary function. Information, products, and circumstances change and you should update your website to reflect those changes.

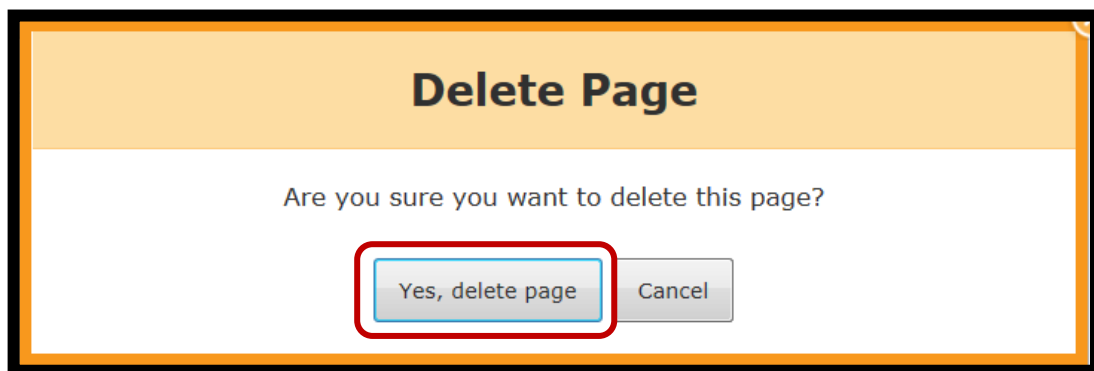
1. Click on the **Pages** tab.



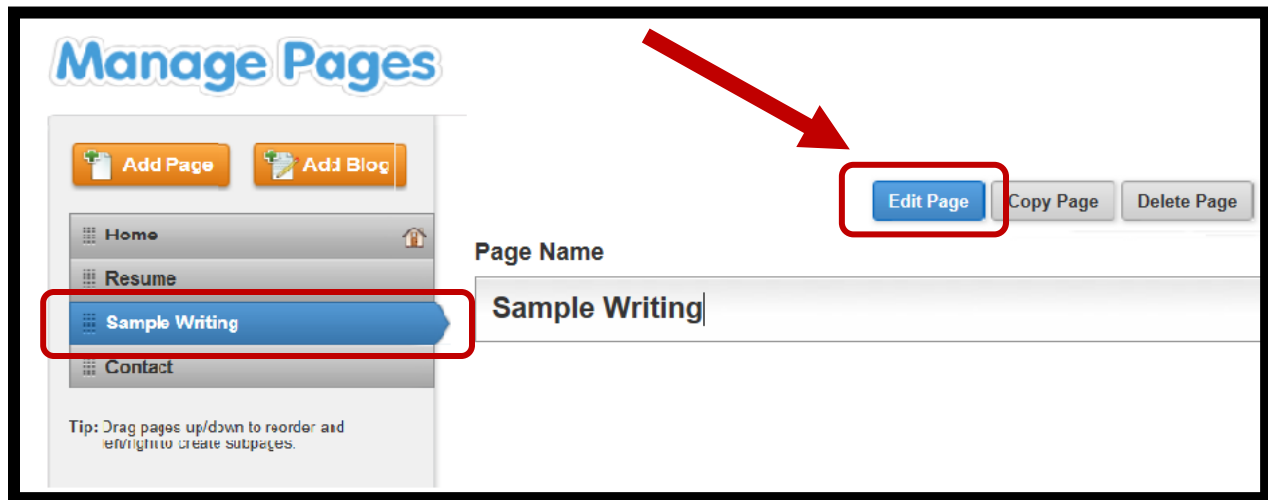
2. To Delete a Page: Choose a page and Click the gray **Delete Page** button.



3. Click **Yes**, delete page or **Cancel**.



4. **To Rename a Page:** Choose a page and **Click** the blue **Edit Page** button.



5. **Type** in a new **Name** and click the **Save** button.



❖ Do you have too many pages? Create subpages of related subjects by dragging the blue page bar left/right under another page.

## How to Upload Images

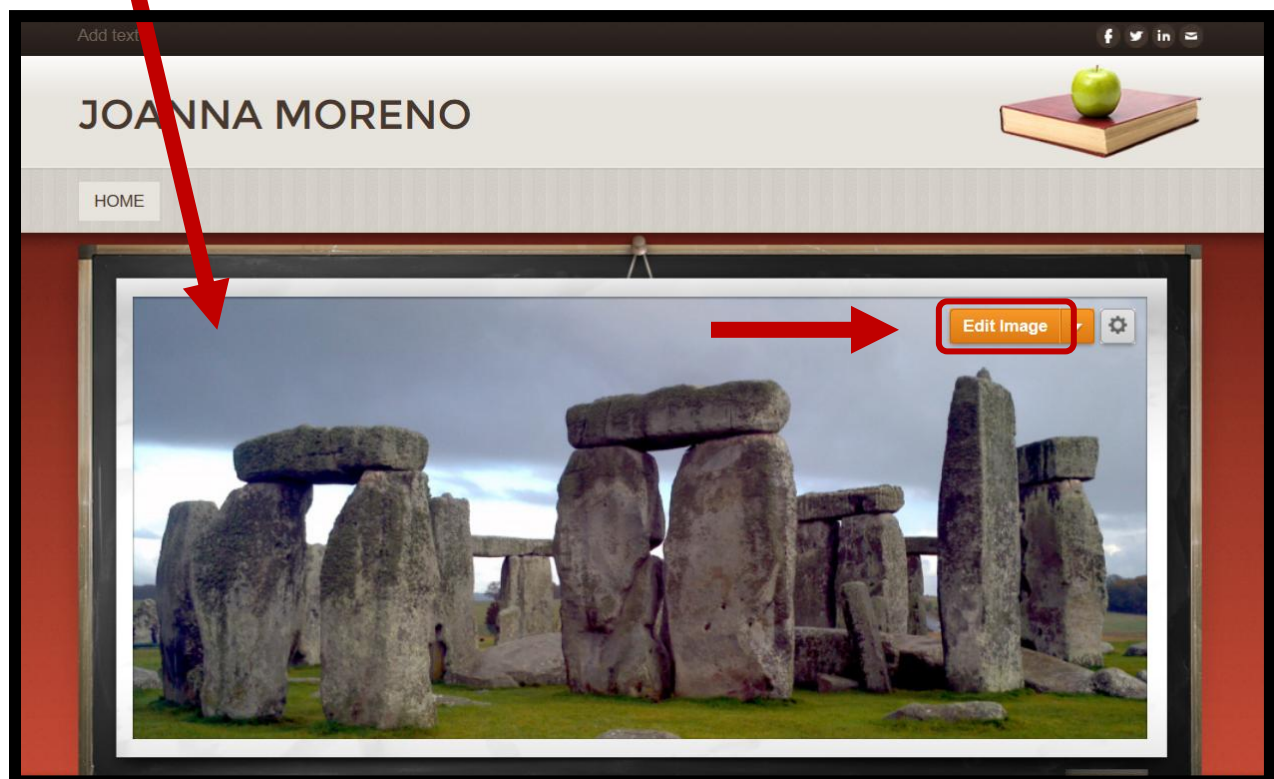
You may want to provide pictures that reflect products you have made, people you have met, or places you have been. Customize this feature to focus on your own personal experiences. Choose a design palette that will match your images.

1. From the design palette you have chosen, **click on the image**. An Edit Image button will pop up. **Click the Edit Image** button.

This is the original design theme.

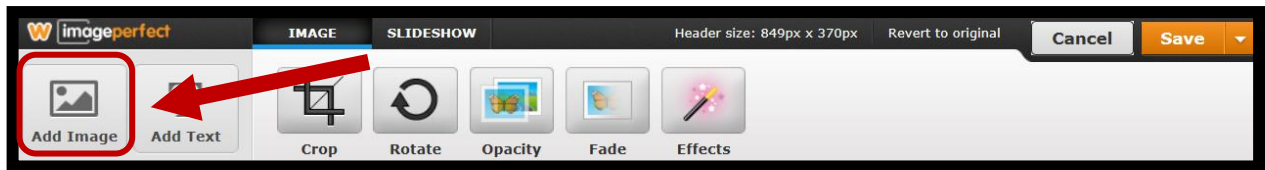


Here's the same design with my own picture.

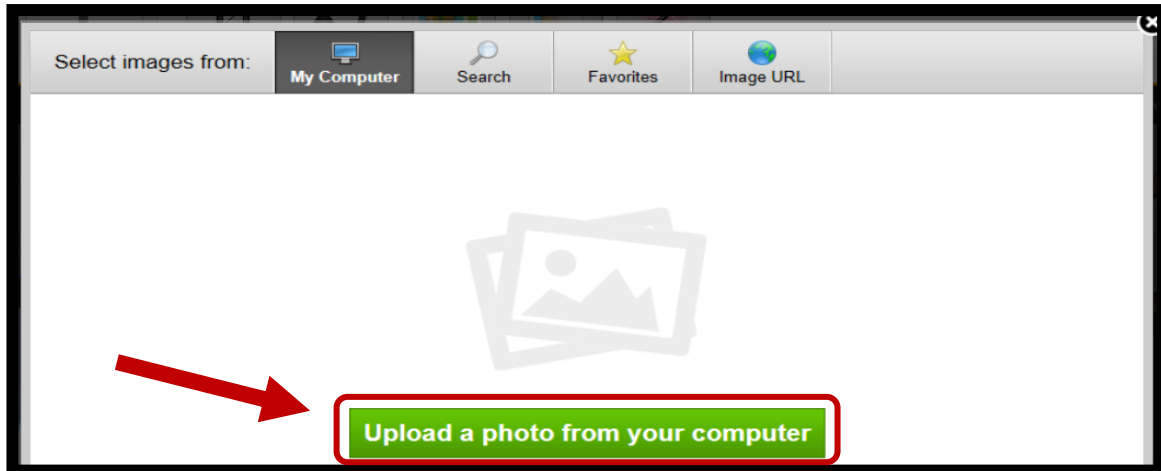


❖ Remember, nothing is permanent. Use the editing options to make the image suit your needs.

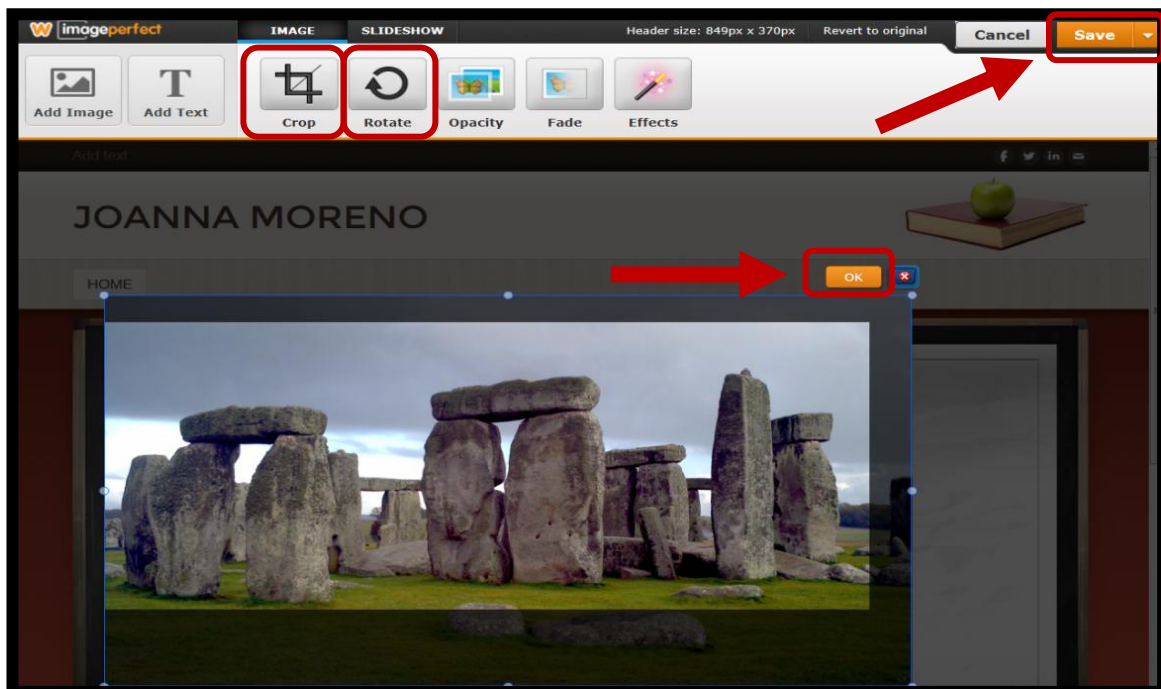
2. To choose a personal image (non-copyrighted), click the **add image** button.



3. **Select the location** of your image and click the green **upload** button.



4. Crop, rotate and add effects to fit the picture in the space. Once perfected, click ok and then Save.



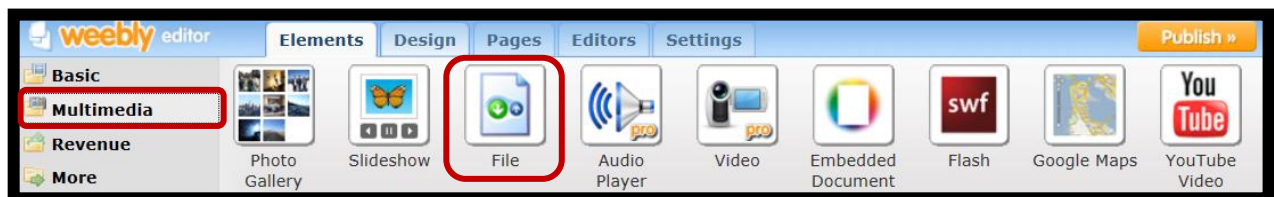
## How to Upload Documents

Accessing documents from your website can create greater usability for yourself and visitors.

1. Click the **Elements** tab.



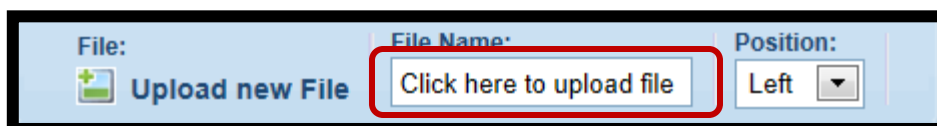
2. Choose the **Multimedia** option. A File image will appear.



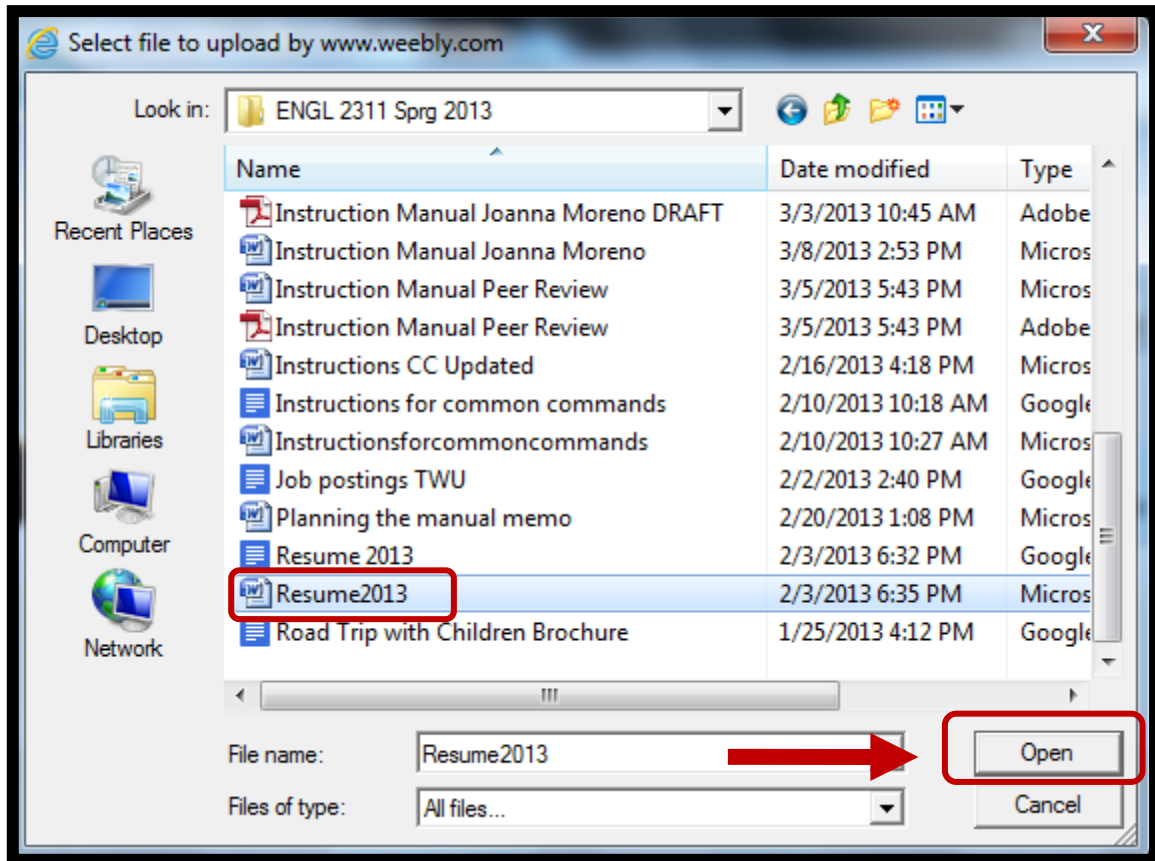
3. Drag the **File** image and drop it in your text element.



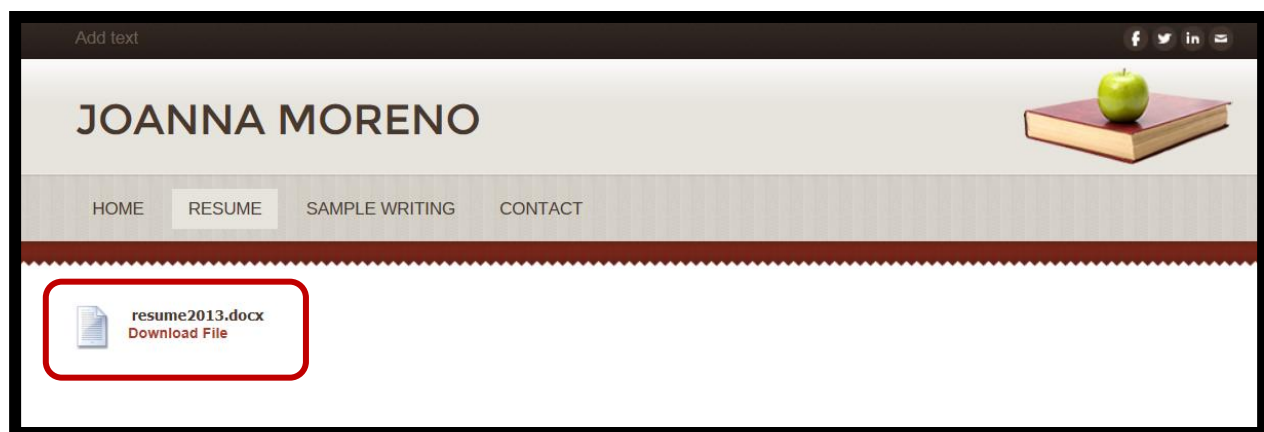
4. Click the **File** image. A blue pop up box will appear. Click where indicated.



5. **Locate** the file to be loaded and **Click Open**.



6. The file is displayed on your page.



❖ **You now have all the tools you need to complete a professional website!**

## How to Publish Your Site

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This is the final step that will send your creation out to the world-wide-web.

1. **Ensure** everything on your website is **accurate** and **current**.
2. **Click** the orange **Publish** button at the top right toolbar.



3. A pop-up window appears **confirming** your new **website**.



Congratulations! You now have a published website.

❖ You can (and should) still edit and update your website even after you publish.



## Conclusion and Suggestions

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Make your website work for you by displaying and promoting your skills. The best way to attract world-wide-web visitors is to have a simple, accessible, and up-to-date website. Weebly.com automatically provides a mobile website, as well as seamless process for editing to publishing. **You** are the key to providing current and effective content.

Know your audience and use social media to attract them to your website. Market your website on Facebook, Twitter, YouTube and any other free outlets. If blogging, create an interactive venue to optimize responses from readers. Learn what keywords are searched for most often through tracking tools available on Google.

Focus your intent. Keep your readers attention by minimizing excess flash and unrelated content. Use the provided worksheet to define your purpose and design every aspect of the website around it.

## Troubleshooting

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I have published my website, but want to un-publish.

- Go to Settings tab. Locate and Click “Archive/Unpublish” folder. Click “Unpublish” and” Save.”
- To Archive, choose the “Archive” button and “Save.”

I don't understand...

- Weebly.com has an interactive and indepth Help section.
- To live chat with a consultant under the Help section, click the “Ask us a question” button.
- Live Training and Guides are available in the categories of the Help section.

Thank you for using this instruction manual to help you create your own website. If you have questions or comments, please contact me at [jr1moreno@gmail.com](mailto:jr1moreno@gmail.com).