Making a web page

1. Go to weebly.com
2. Sign-up for an account if you do not already have one
	1. Enter username – choose something unique that you can remember such as *joesmith*. It will check for availability of that name.
	2. Enter a password only you know and will remember
	3. Enter an email address. (this is incase you ever forget you password)
	4. Click on I agree to terms of service.
3. Once you have created an account you may log in.
4. Select “Create a site” and give it a name and select “continue”. Your new webpage will appear with the title at the top.
5. To add an element, click it and drag it onto the page. Here are some specifics on how to make your page look nice. (Make sure your information is on and solid before playing with the page itself).
* **Design**: Go to the Designs tab at the top of the page and put the cursor over different designs to see what they will look like. Clicking on a design will make your page change to that format.
* **Basic Elements**: These are in the Basic category found at the edge of the page.
	+ **Picture**: Find a picture on the internet and save it. You will probably have to use G:STARDATA and create your own folder or save on that computer. Drag the picture element onto your webpage. Left click where it says “click here to edit” and a toolbar will appear below the main menu. Select “upload new image” and an upload box will appear. Go to your pictures (wherever they are) and double click on the picture you want to add to your page. This also works for “picture with paragraph.”
	+ **Paragraph or Title**: Drag the element onto the page and click in the text box to edit. A toolbar will appear under the main menu that will let you change the font, color, location, and size of the text.
* **Multimedia Elements**: These are in the Multimedia category found at the edge of the page.
	+ **Google Video**: if you find a short video clip about your subject you can put this in your page.
	+ **Google Map**: If you want to add a map if relevant you can do so here.
* **Creating a New Page**: Select the Pages Tab at the top of the page. Then select “new page” and type in a name where it says “Page name”. Hit save and the new page will be part of your website. The link will show up on your home page.
* **Deleting an element:** Select the small x in the top right hand corner of the element.
* **Publish your Website:** Select the publish button and type in a name for your website. You may have to do this several times as they will reject a name that has already been used.