



<http://www.weebly.com/>

What can I do with Weebly?

- Create a free website & blog
- Easy drag and drop interface
- No technical skills required
- Dozens of professional designs
- Free domain hosting

The screenshot shows the Weebly homepage with the following elements:

- Browser:** Mozilla Firefox, address bar shows <http://www.weebly.com/>.
- Navigation:** Home, Features, Blog, Support, About Us, Contact Us.
- Sign-up Form:** Username, Password, Email fields, "I accept the terms of service" checkbox, and a "Sign Up" button.
- Video:** A "PLAY DEMO" button over a video player showing a Weebly website design.
- Section: "What can I do with Weebly?"**
 - Create a free website & blog
 - Easy drag and drop interface
 - No technical skills required
 - Dozens of professional designs
 - Free domain hosting
- Testimonials:**
 - GigaOM says:** The simplicity and ease of use of their new blogging feature is stunning.
 - Featured Sites:** Packaging Design and Illustration Freelance, Microstudio - Graphic Design.
 - Weebly for Education:** We just released Weebly for Education. [Check it out.](#)



Powerful, Drag & Drop Website Editor

Our core advantage is our stunningly easy drag & drop website editor. Videos, pictures, maps, and text are added by simply dragging them to your website. We love it when new customers are totally surprised at how straightforward it is to build a website with Weebly – no HTML or technical skills required!



It's Free

It is completely free to create and publish a website with Weebly. You can opt to buy a pro account upgrade for a small fee, or purchase your own domain, but our free service is and will remain 100% feature packed.



Hosting Included – No Restrictions

We provide the hosting so you don't need to pay for a hosting provider. We don't impose arbitrary bandwidth restrictions, storage caps or limits on the number of pages allowed, either. Going to be featured in the New York Times? Great! Our hosting infrastructure is backed by an army of servers that provide reliable stability for your websites – all for free!



70+ Professional Designs (or Customize Your Own)

Deciding on a look for your website couldn't be easier. We have dozens of professional designs to choose from and add more regularly. Want to bring your own? You can completely customize the template of your site, or build your own with HTML & CSS, right in the Weebly editor.






A Variety of Content Elements

If you can imagine it, you can do it with Weebly. Add pictures, videos, music and audio, documents, maps, and photo galleries. Sell products, accept online bookings, create a contact form, or arrange your pages in multiple columns. Drag on slideshows, files, forums, games, RSS feeds, or any other HTML embed code -- all by simply dragging and dropping.



Powerful Blogging Features

Post your thoughts and receive comments using our super slick blogging features. Weebly supports an unlimited number of blogs within your website, with full comment moderation features allowing an open, moderated, or closed conversation.

	<p>No Advertising</p> <p>We don't place advertising on your site, and never will. Some “free” website providers force advertising to be placed on your site, but you won't find that around here. In fact, we've even integrated with Google AdSense to allow you to easily enable advertising – as simple as entering your email address – letting you earn money from your site!</p>
	<p>Publish to Your Own Domain</p> <p>If you already own your own domain, use it with Weebly, at no charge. You can publish to your own domain name (ie. www.example.com instead of example.weebly.com) and we'll still host your website for free. You have the option to purchase a domain directly within Weebly which we instantly setup, or you can configure a domain that you already own!</p>
	<p>And We're Just Getting Started!</p> <p>We're only scratching the surface of everything Weebly has to offer. Customize your favicon, set your footer message, tweak advanced SEO settings, integrate with Google Webmaster Tools, password protect pages and much more. There are countless other features we don't have room to mention here that you'll have to discover for yourself. You've made it this far – what are you waiting for?</p>

Weebly Help.

Is Weebly Free?

Weebly is free! There is a charge if you choose to [upgrade to your own domain name](#) and we also offer some additional services, such as password protected web pages, as part of our [pro account package](#), but standard service is and always will be available 100% free and feature-packed.

Can I edit my site later?

Yes, the progress on your website is automatically saved as you edit. You can always edit your site later by logging into your account through www.weebly.com.

Do you have a comment / guestbook element?

We do not yet have a comments/guestbook element, but we do have a [blog feature](#) which allows your visitors to leave comments on your site. Furthermore, you can add a [contact form](#) to your page to accept comments from users which are then emailed to you.

Can I upload a file?

Use the "file" element, located under the "multimedia" category to upload files to your website. They will be available for download once your website is published. If you are experiencing difficulties, please ensure that you have the latest version of flash installed by visiting:

<http://www.macromedia.com/software/flash/about/>

How do I customize the design & background?

Presently, you can directly modify the HTML & CSS of your website template using the "advanced editing" option under the "Designs" tab of the editor. However, this feature should be used only if you're familiar with HTML & CSS code.

One of our next big objectives is to allow a much greater range of easy customization options for the designs, such as fonts, background colors, and line spacing. We are a few months away from releasing these capabilities, but they will provide much greater level of flexibility and personalization than is available currently.

How do I create hidden pages?

To create pages that do not appear in your navigation, click into the "pages" tab and set the page option "show in navigation" to "no". Link to these pages by highlighting text in one of your top level pages and clicking on the "www" button that will appear in the toolbar above your website. Select the appropriate page and press save.

How do I make a sitemap?

Google [webmaster tools](#) may ask you to submit a sitemap of your website. Weebly automatically creates a sitemap for your site. It is located at <http://example.weebly.com/sitemap.xml> or <http://www.example.com/sitemap.xml> in the case that you've published to your own domain name.

How do I delete a website?

To delete a site, just click on the red x next to the site name on the dashboard/user home page. However, if you just want to unpublish it and continue editing it, there is an option in the "settings" tab.

How do I change my website URL address?

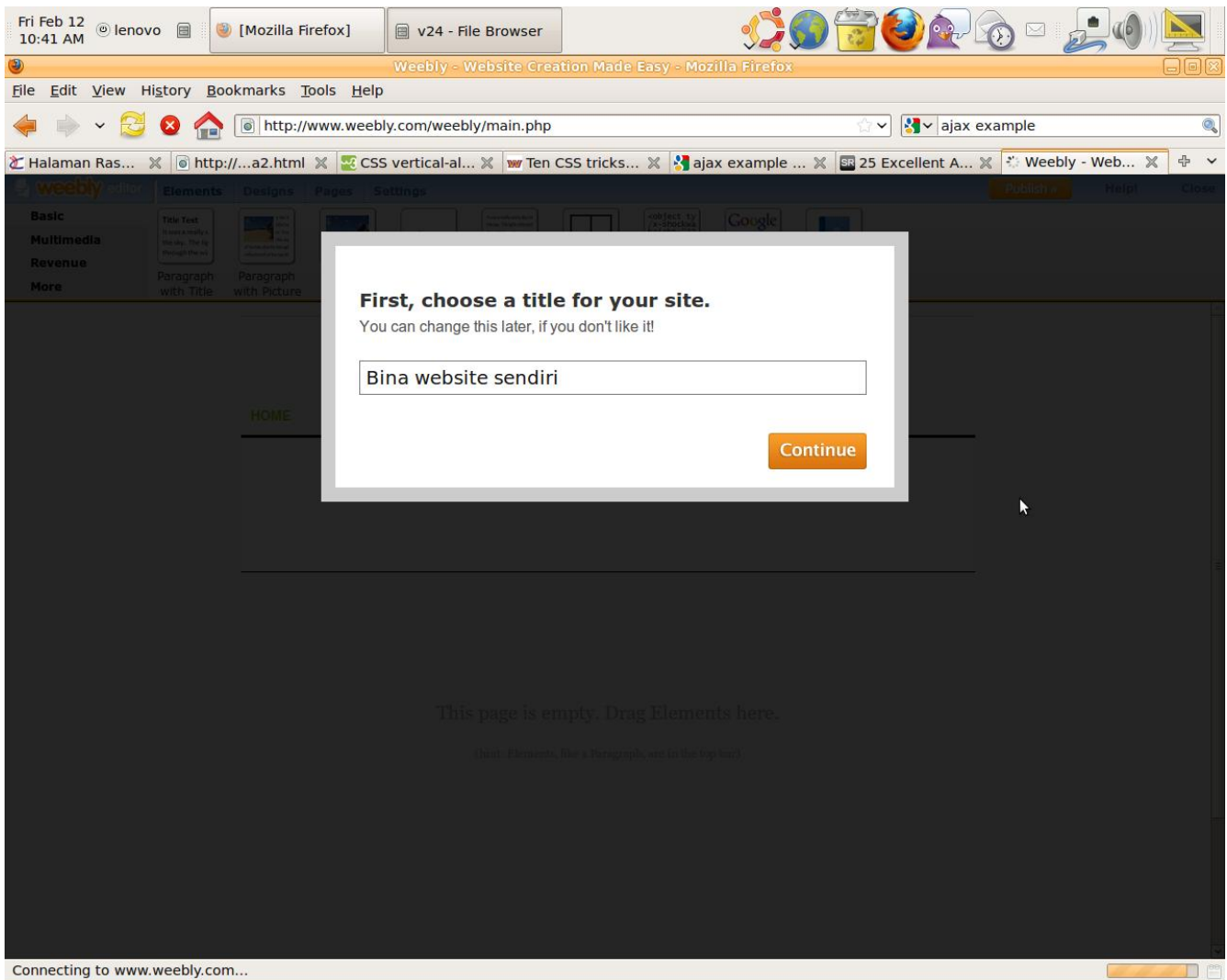
To change the web address (URL) of your website, go under the "settings" tab of the editor and click on "change site address". From here, you can choose a different address. Once complete, re-publish your site.

Basic Steep to Make Tour own website using Weebly.com

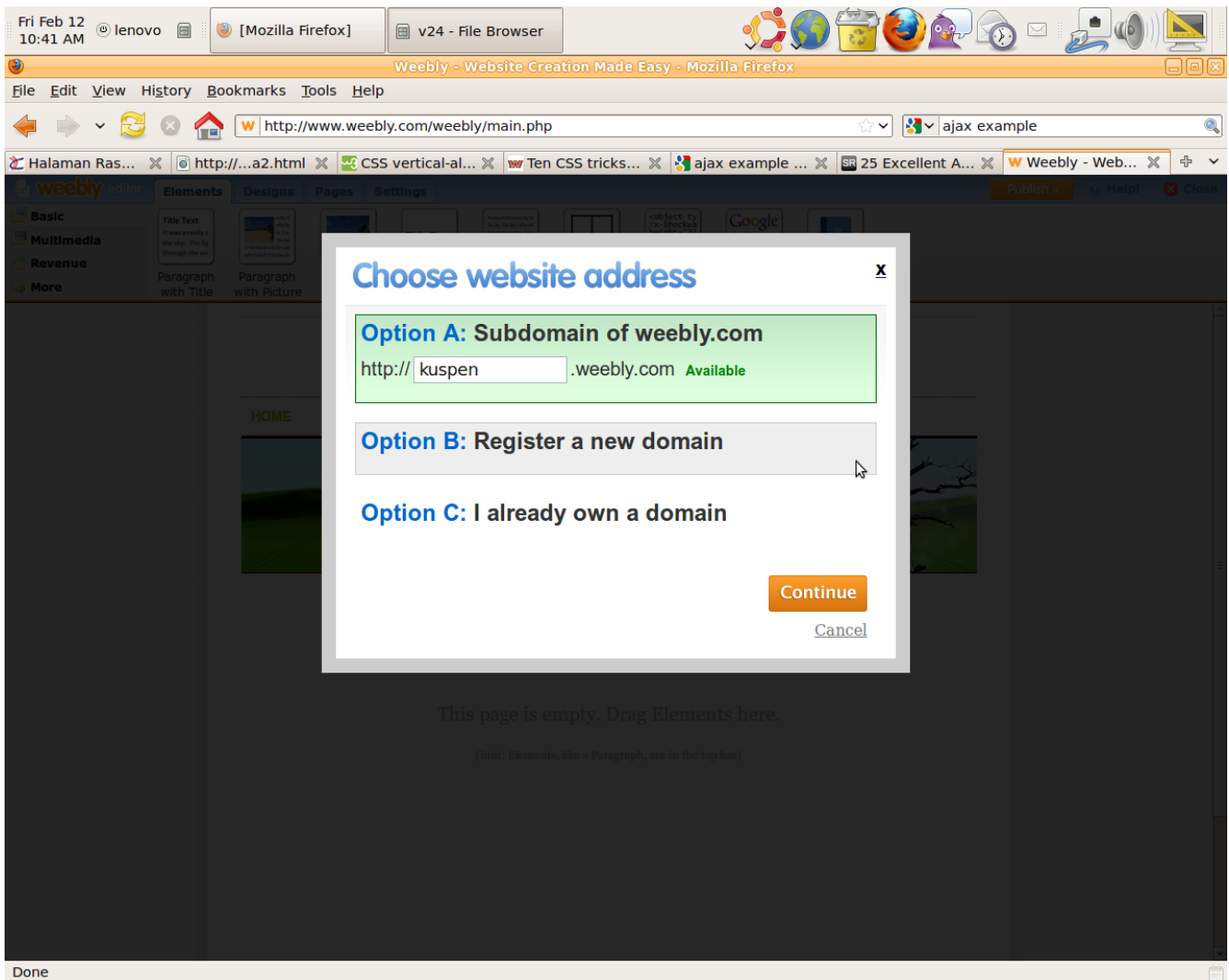
1. Go to <http://www.weebly.com> , Register yourself and click Sign Up



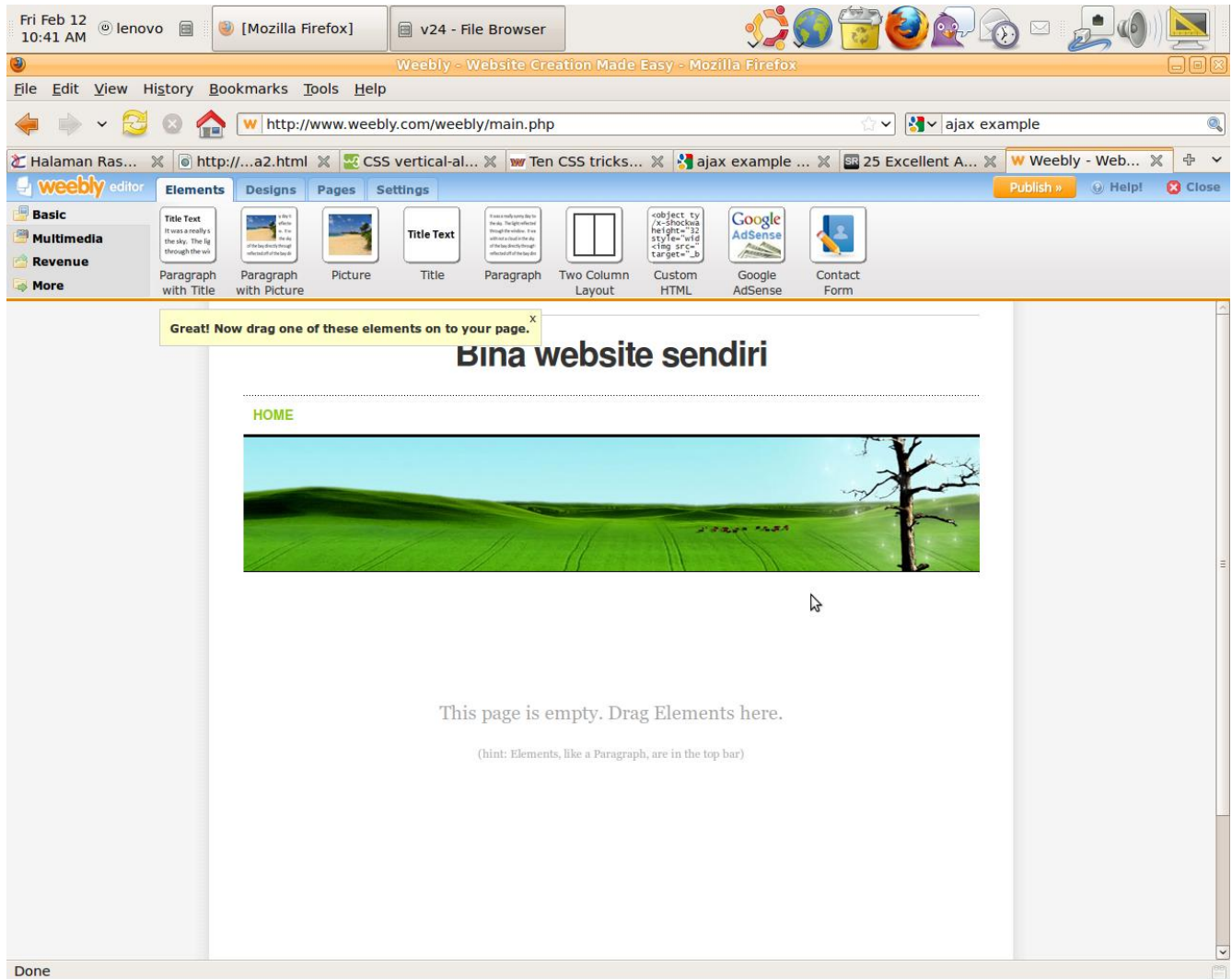
2. Choose a suitable Title for you web and click Continue



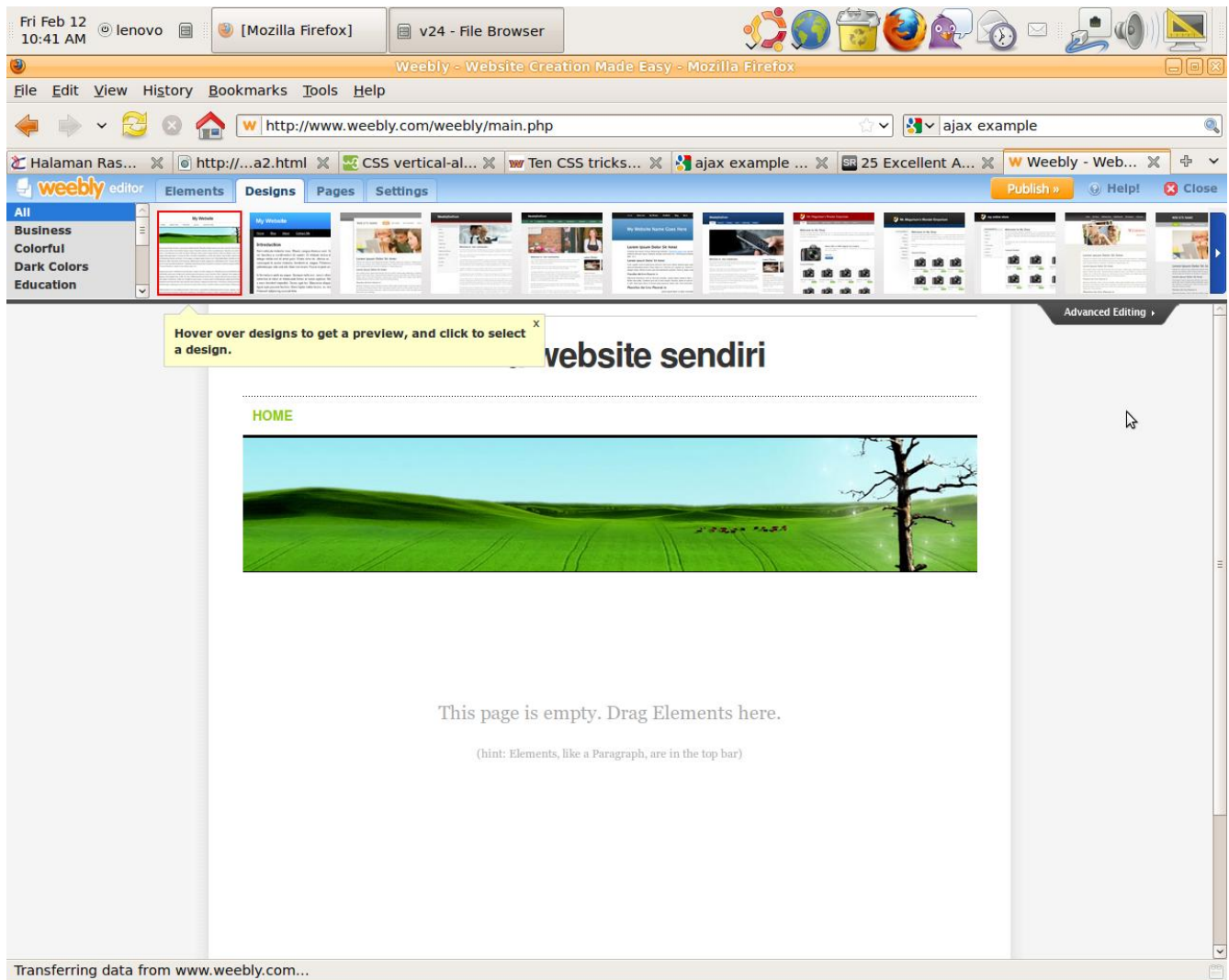
3. Choose a suitable address. Choose Option A for a free domain address.



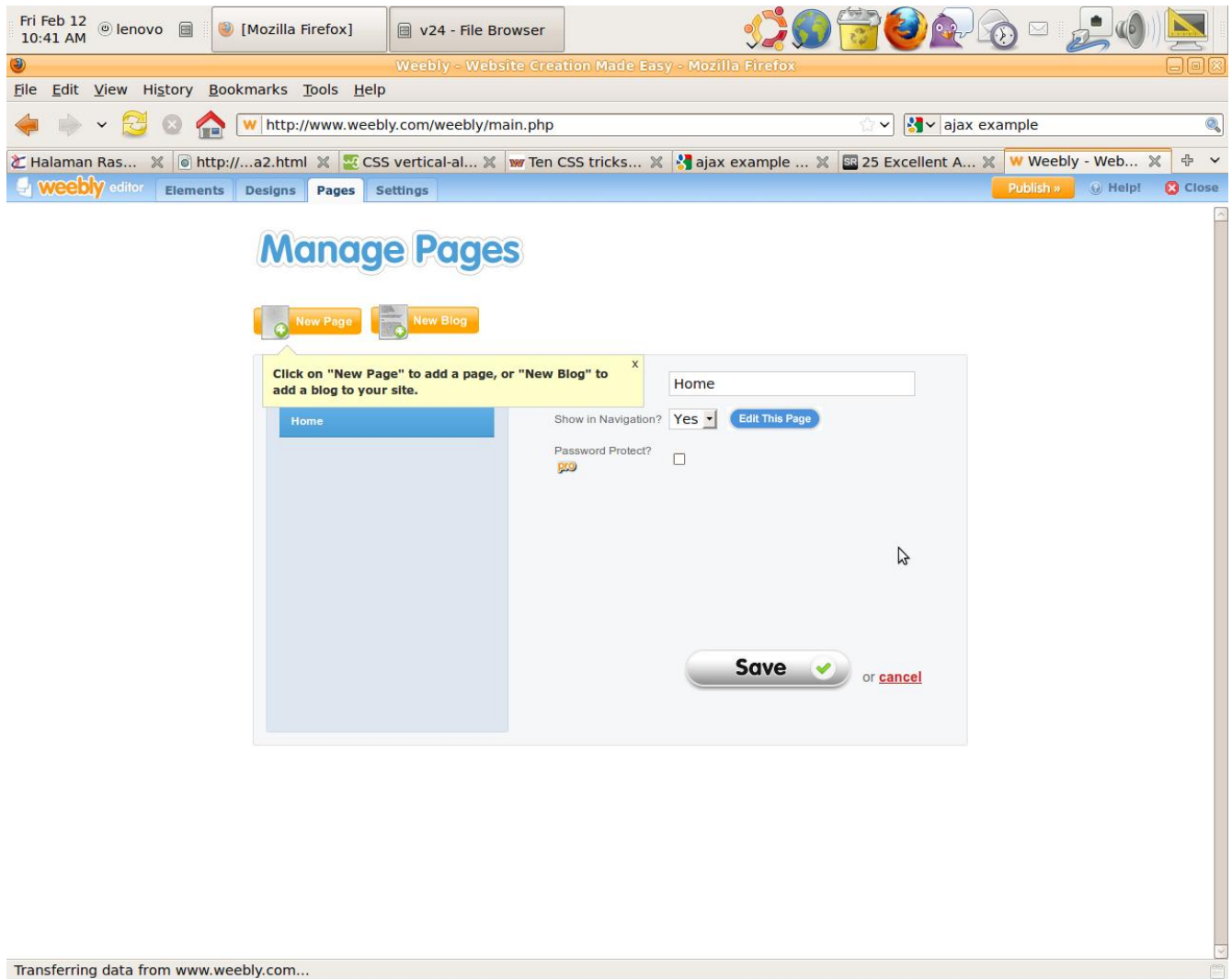
4. Basically, there are 4 Tabs available: Elements, Design, Pages, and Settings. You can choose to include different types of Element to your page:
 - a. Basic: Title and paragraph, picture, HTML
 - b. Multimedia: Photo gallery, Flash, Google Maps, YouTube Video, Flickr Photo
 - c. Revenue: Google AdSense, and Product Block (Shopping Cart)
 - d. More: Contact Form, Forum, Poll, Layout



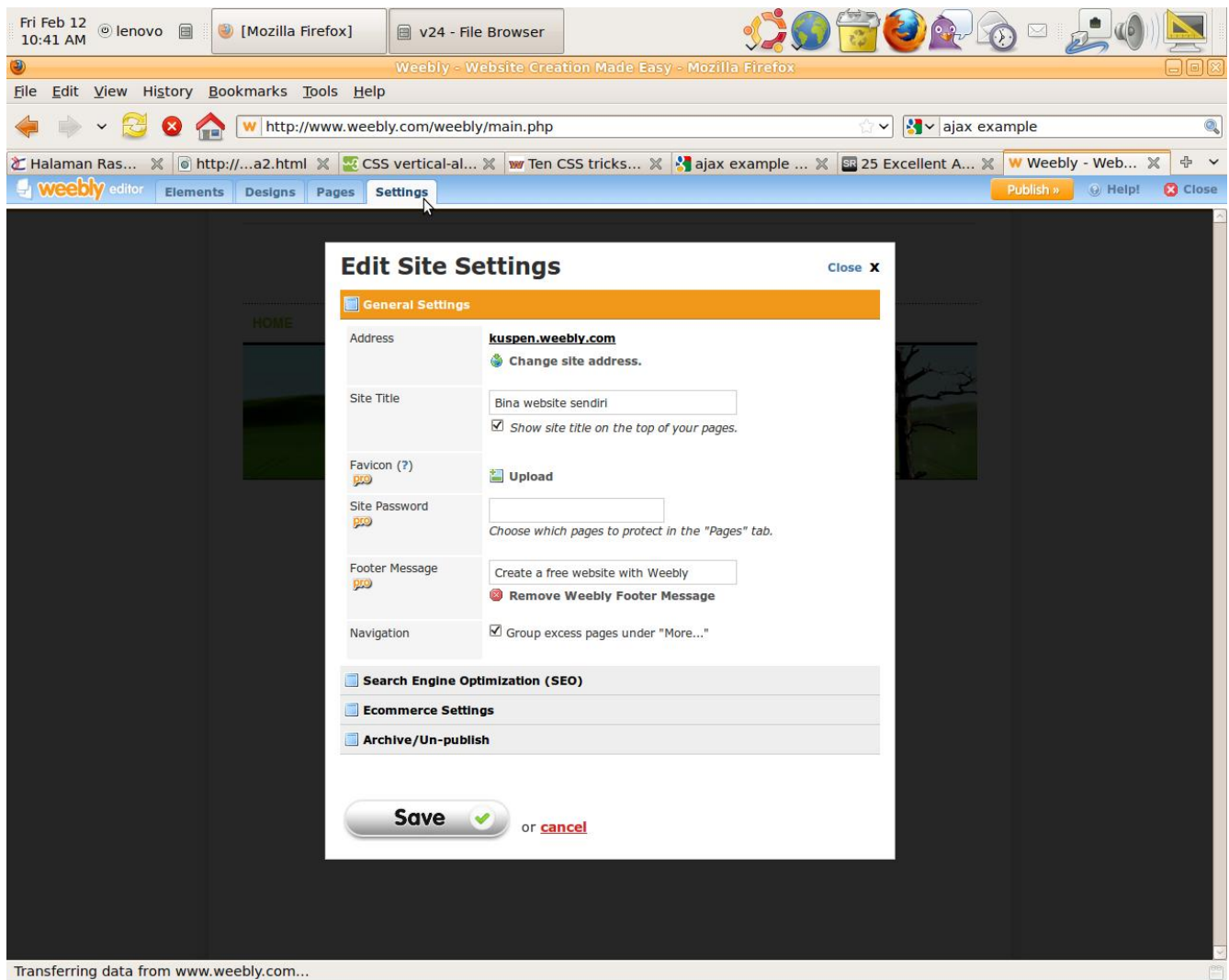
5. Design. Choose a design that best suite you.



6. Pages. Click New Page to insert a new blank page for your website. Click New Blog to create a blog style page for your web.



7. Settings. You can change your web Address and Site Title here. You can also customize SEO and your Ecommerce Settings here.



Note: Remember! Always click PUBLISH to make sure your updated site is updated for visitor viewing.

1. INTRODUCTION TO WEEBLY

- 1.1. Working with Elements
- 1.2. Moving an Element Between Pages
- 1.3. Deleting an Element
- 1.4. Choosing a Design
- 1.5. Uploading a Header Image
- 1.6. Using the Text Editor
- 1.7. Creating Links
- 1.8. Managing Pages
- 1.9. Creating Sub-Pages
- 1.10. Creating Hidden Pages
- 1.11. Password Protect Pages (Pro)
- 1.12. Creating a Blog
- 1.13. Managing Blog & Comment Settings
- 1.14. Site Settings
- 1.15. Publishing Your Site

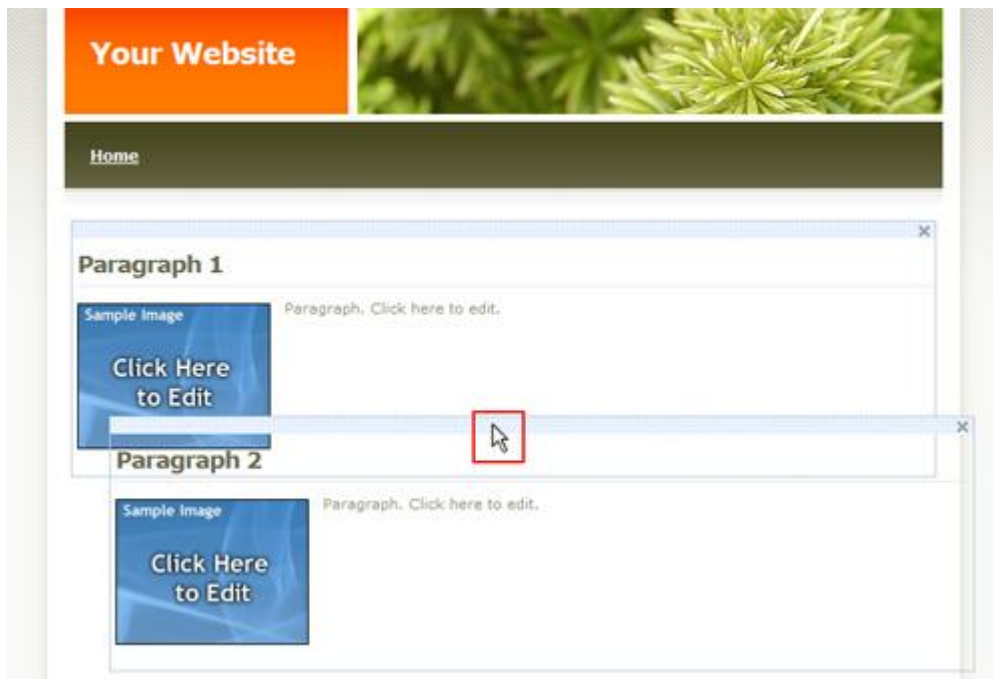
1.1. Working with Elements

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.

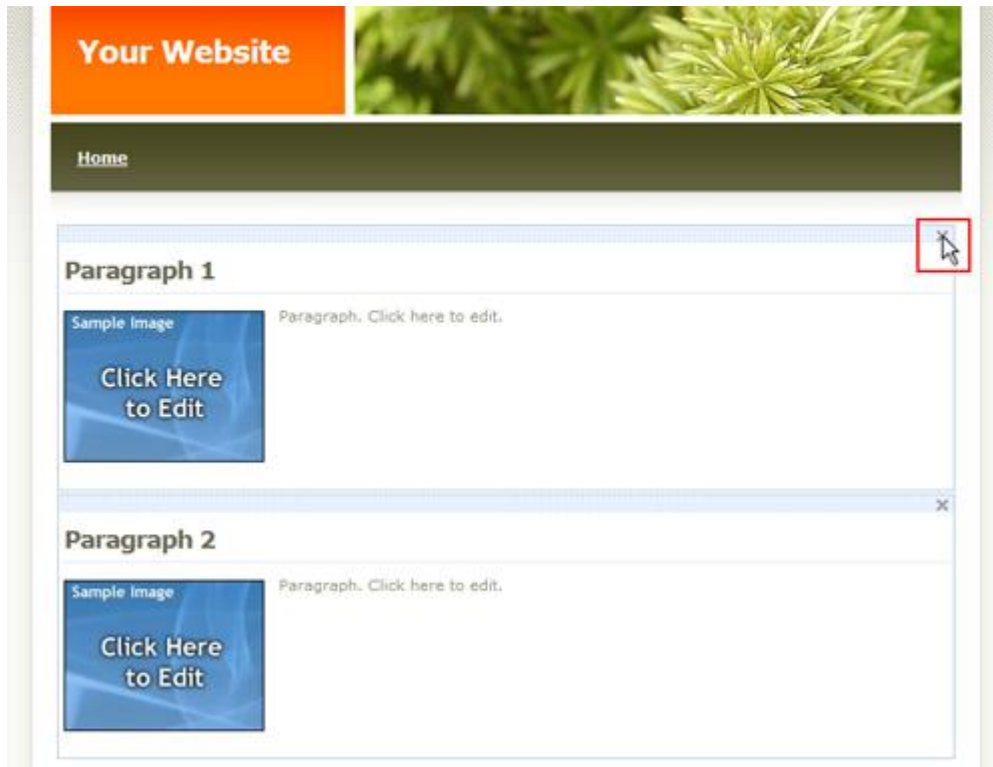
To add elements to your page, drag them from the top bar into the content area of your website:



To reorder elements, drag them by the blue bar and place them into a new position on top, below or between other elements:



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

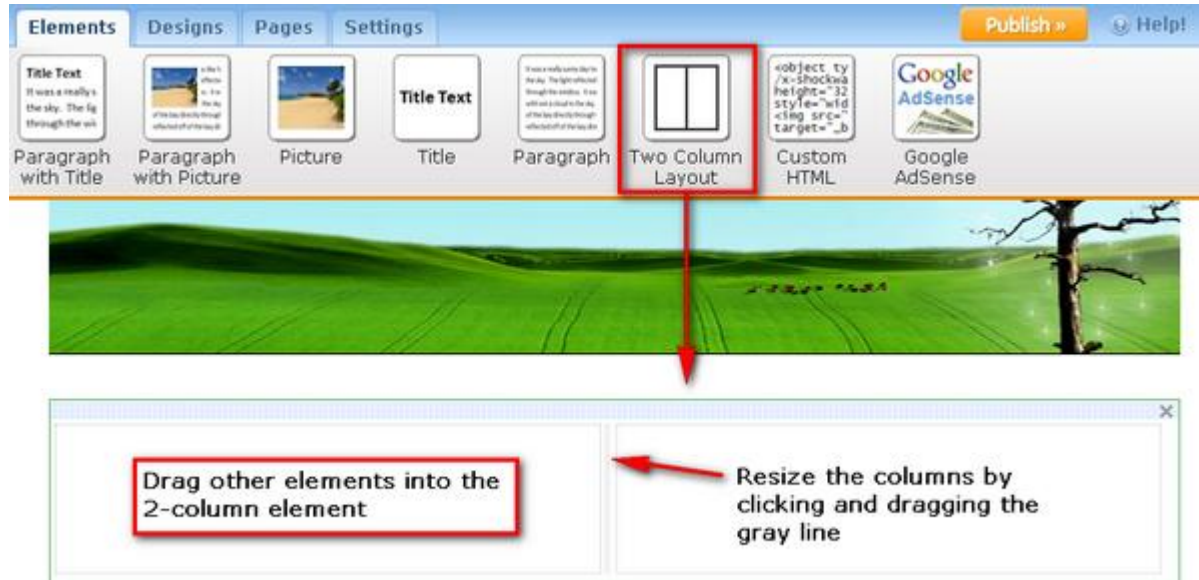


If you wish to place elements side by side, use [the 2-Column Element](#) below for assistance.

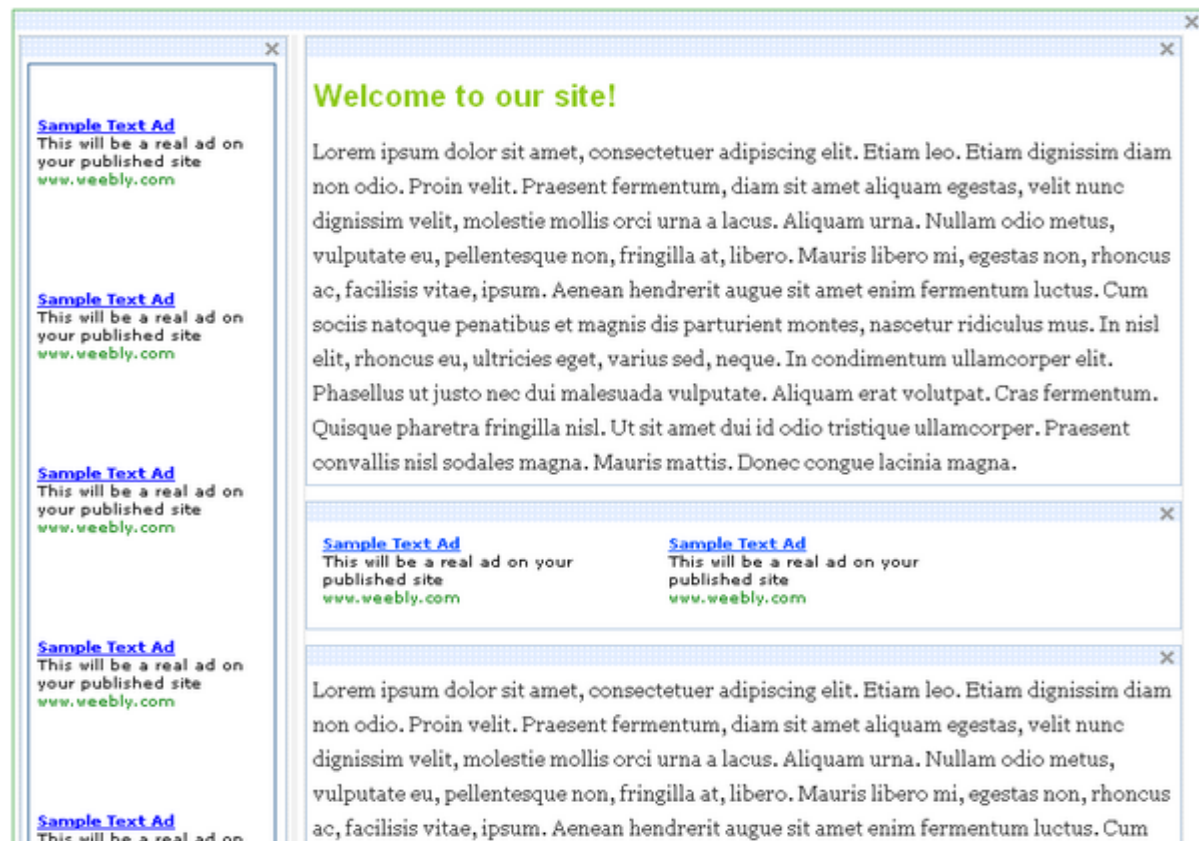
Using the 2-Column Element

Use the Two-Column element to place items side by side. Drag elements, such as pictures, text, or maps, INSIDE of the column of your choice.

You can even place a 2 column element inside another 2 column element to make 3 columns.

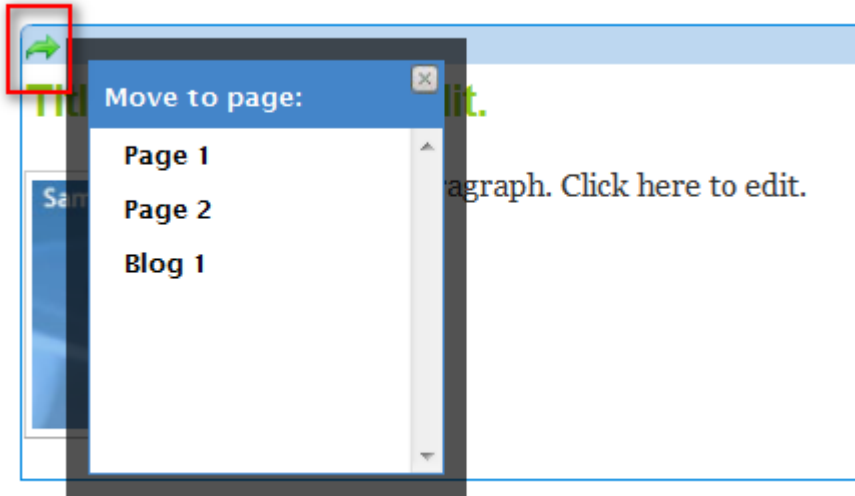


Here is an example of a Two-Column element being used with text blocks and [Google AdSense](#):



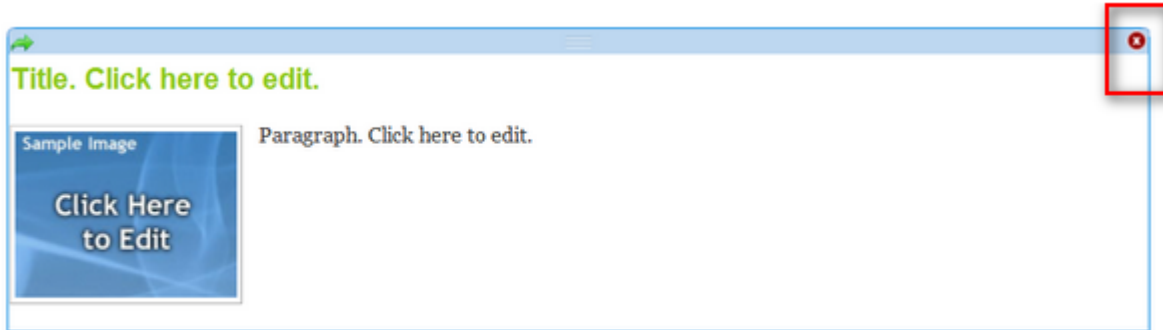
1.2. Moving an Element Between Pages

To move an element from one page to another, simply click on the element and then click on the green arrow in the upper left corner. Choose the page destination from the page list that appears. Your element will then reload in your destination page.

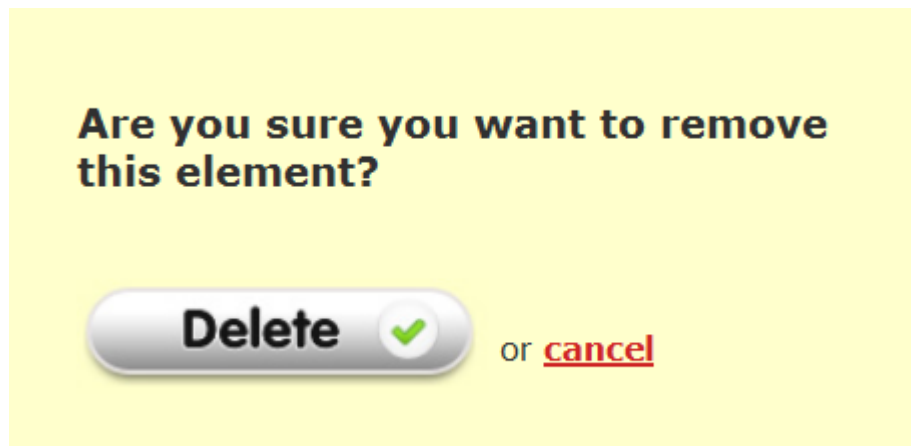


1.3. Deleting an Element

To delete an element, just click on the element and then click on the red X in its top right corner.



You will see a confirmation screen. Simply click Delete to confirm.



1.4. 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.



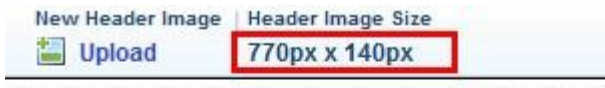
1.5. Uploading a Header Image

Most designs allow you to upload a custom header image in place of the default.

1. Click on the existing image to expose the "header options" toolbar above your site:



2. Note the size of the design's header image so you can upload a new image of the same dimensions:



3. If you already have an image of the correct size, click the upload link and select the image file from your computer.

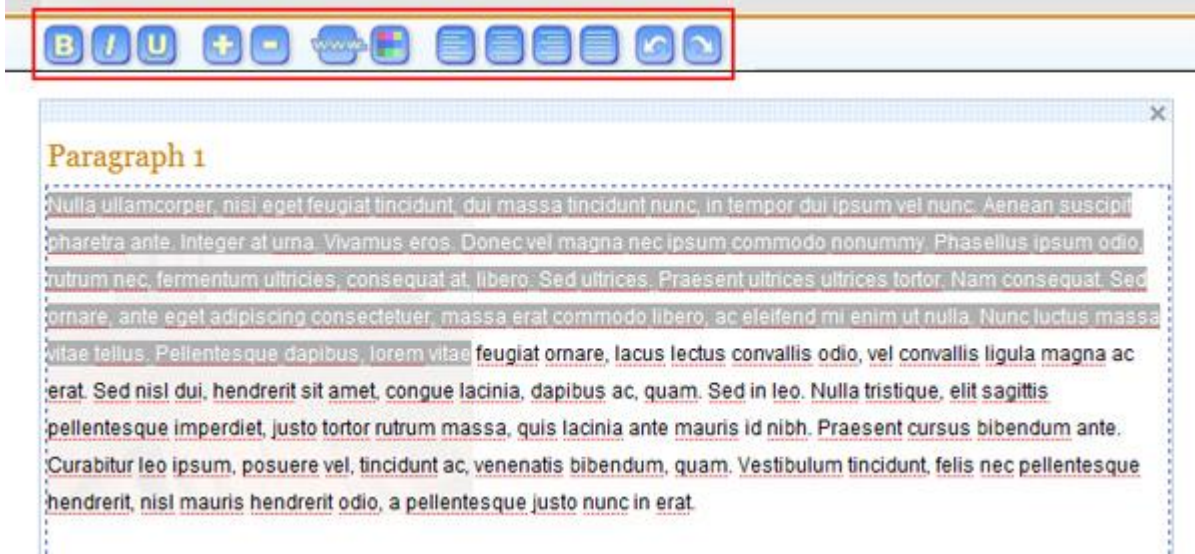
4. If you need to resize/crop your image to fit into the proper dimensions, upload it to www.picnik.com, modify it, and then save it back to your computer before uploading it into Weebly:



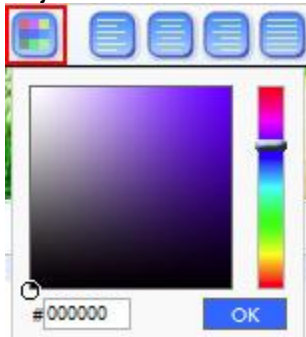
At this time, all pages in your site will have the same header image. It is not possible to have different header images on different pages.

1.6. 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:



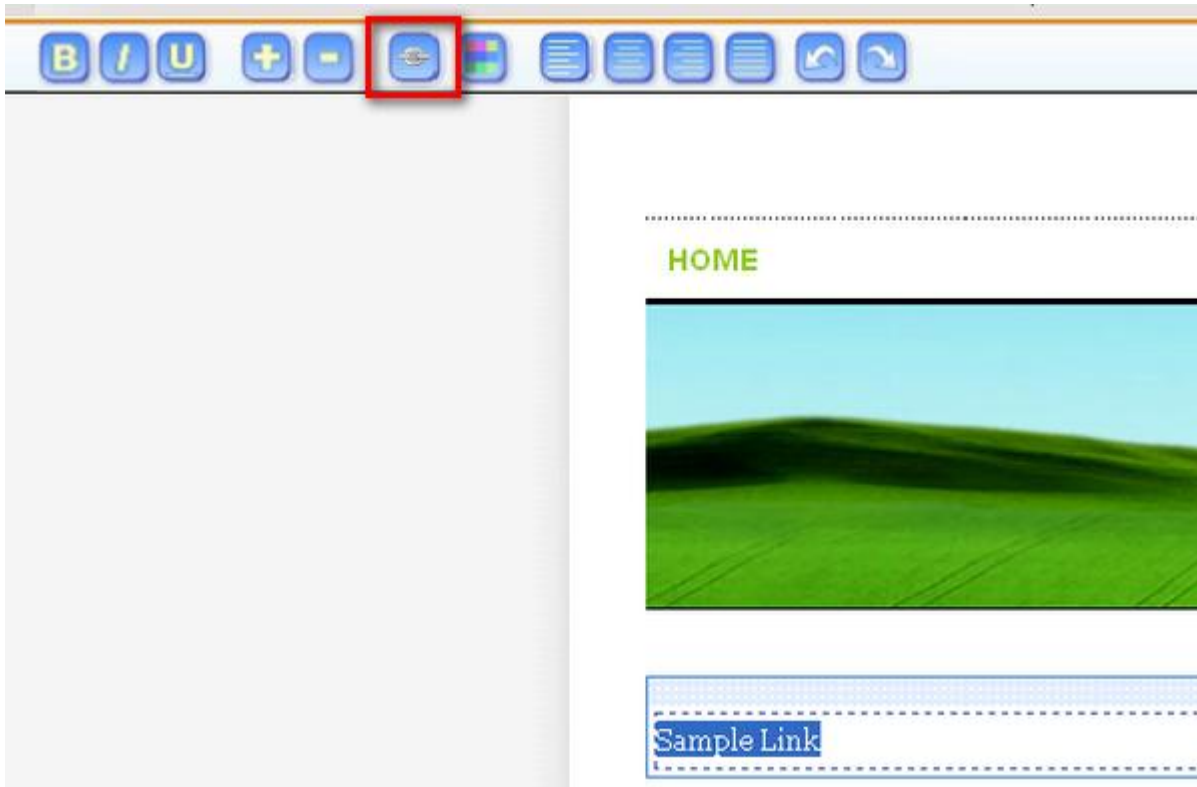
Undo or Redo your changes:



1.7. Creating Links

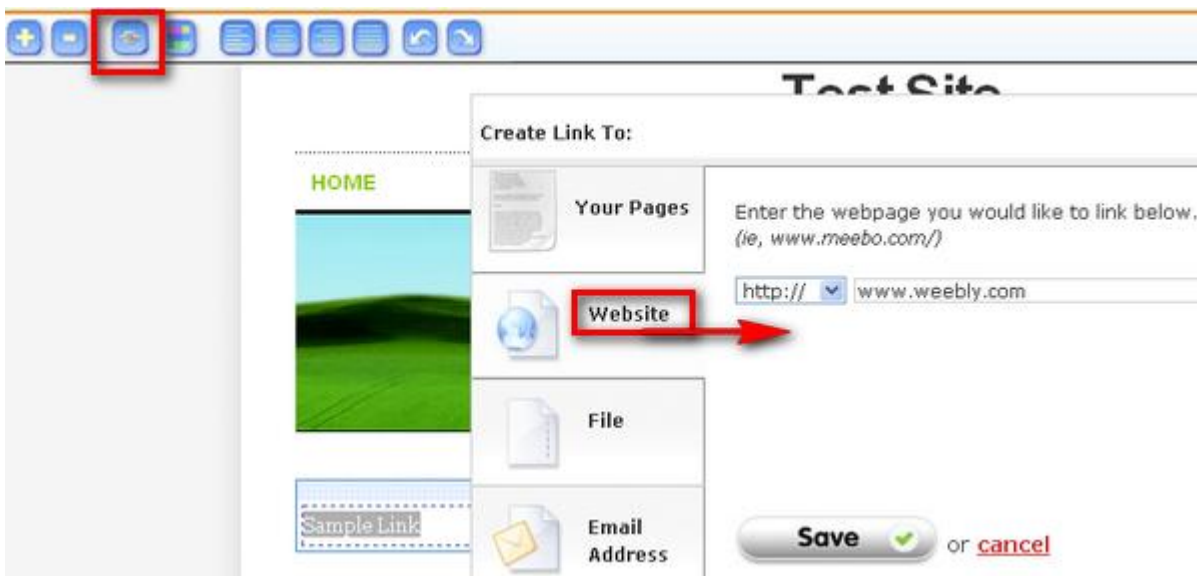
To create a text link

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



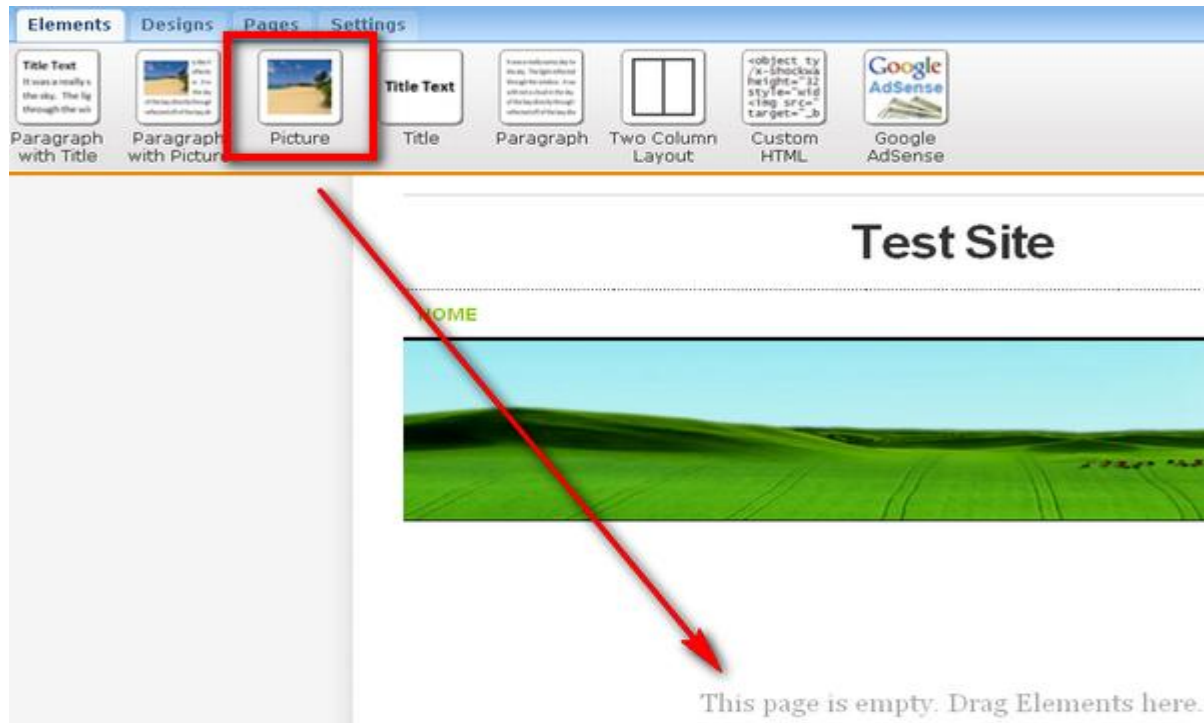
2. Next, you will need to choose which type of link to create. If you wish to link to an external site, you can do so from the "Website" tab pictured below.

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

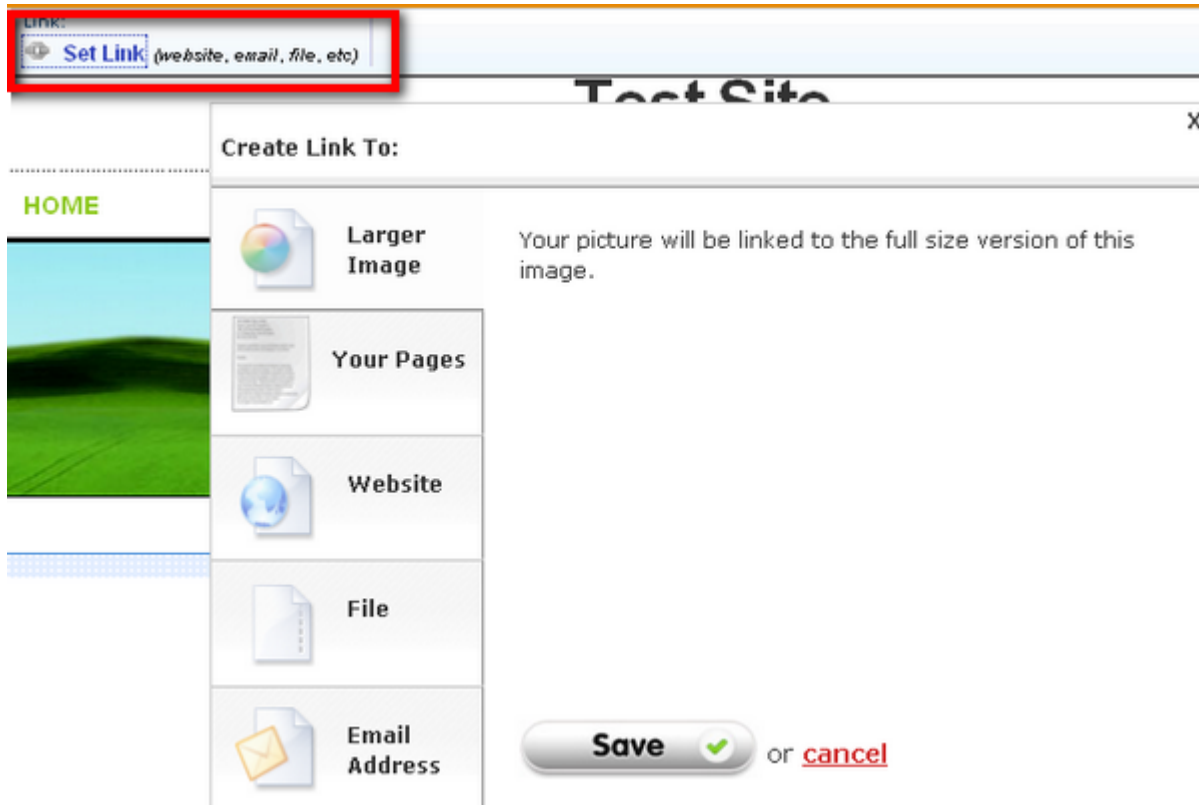


2. An Element Options toolbar will drop down. Click on "Upload new Image" and choose a picture.



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

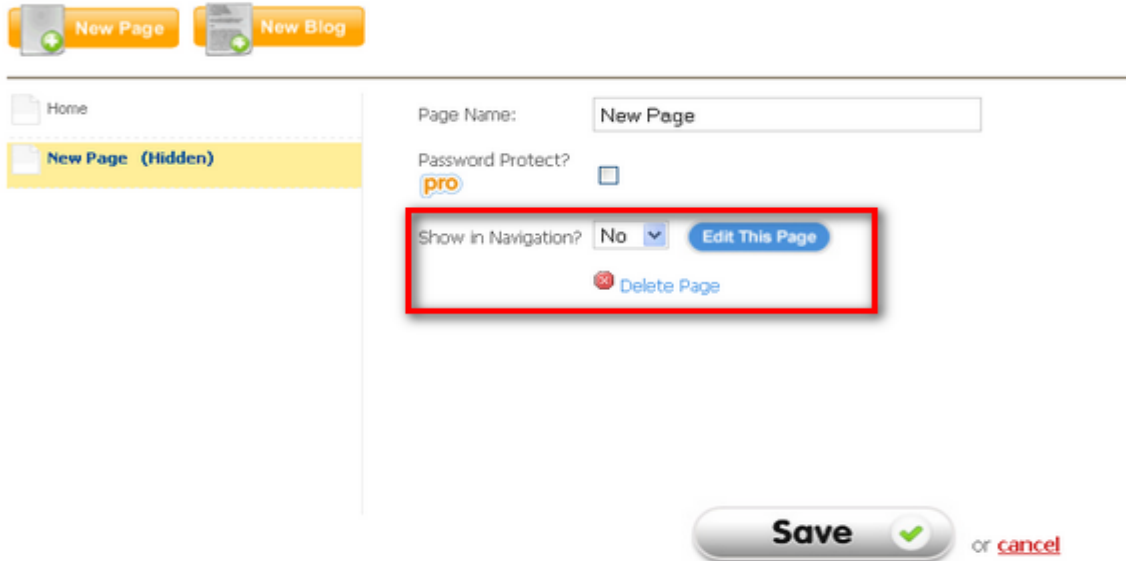
NOTE: Links will become active once your site is published.



To link to a file

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

Manage Pages



2. Next, use the File element to upload a file onto this hidden page



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



1.8. Managing Pages

Manage your pages under the "pages" tab in your editor:



From within this tab you can do the following:



Bring up the page properties by clicking a page title in the left column.

- **Add a New Page (1)** by clicking the "New Page" button.
- **Add a Blog (2)** by clicking the "New Blog" button.
- **Reorder a Page and Create Subpages (3)** by dragging the page icon to the left of the page name into a new order.
- **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](#).
- **Edit your Page Content (6)** by clicking on the 'Edit This Page' button.
- **Password Protect your Page (7)** by checking the 'Password Protect?' checkbox (Pro version only). This option will work once you've assigned a sitewide password under the Settings tab in your editor.
- **Delete a Page (8)** by highlighting the page you wish to delete on the left and then clicking the "delete page" link and confirming.
Save your Changes by clicking the 'Save' button on the bottom right.

1.9. Creating Sub-Pages

The sub-page features lets you organize your pages within drop-down menus on your Weebly site.

1. In the Weebly editor, click on the Pages tab:



2. Highlight the page you wish to become the subpage:

Manage Pages



3. Drag this page to the right until it clicks into place.

Manage Pages



The screenshot shows the 'Manage Pages' interface. At the top, there are two buttons: 'New Page' and 'New Blog'. Below them is a 'Drag to reorder.' section with a list of pages: 'Home', 'About Us', 'Contact Us', 'My Blog', and 'Private Info (Hidden)'. The 'About Us' page is highlighted in blue and is being dragged to the right, as indicated by a red box around it. To the right of the list is a form for editing the page. The 'Page Name' field contains 'About Us'. The 'Show in Navigation?' dropdown is set to 'Yes'. There is an 'Edit This Page' button. The 'Password Protect?' checkbox is unchecked, with a note: 'This option will work once you set a site-wide password in the Settings tab.' There is a 'Delete Page' button with a red minus sign. At the bottom right, there is a 'Save' button with a green checkmark and a 'cancel' link.

4. You can also create sub-pages of sub-pages by dragging to the right of subpages, as in this image:

Manage Pages



The screenshot shows the 'Manage Pages' interface. At the top, there are two buttons: 'New Page' and 'New Blog'. Below them is a 'Drag to reorder.' section with a list of pages: 'Home', 'About Us', 'Contact Us', 'My Blog', and 'Private Info (Hidden)'. The 'Contact Us' page is highlighted in blue and is being dragged to the right of the 'About Us' page, as indicated by a red box around it and a red arrow pointing to the right. To the right of the list is a form for editing the page. The 'Page Name' field contains 'Contact Us'. The 'Show in Navigation?' dropdown is set to 'Yes'. There is an 'Edit This Page' button. The 'Password Protect?' checkbox is unchecked, with a note: 'This option will work once you set a site-wide password in the Settings tab.' There is a 'Delete Page' button with a red minus sign. At the bottom right, there is a 'Save' button with a green checkmark and a 'cancel' link.

5. When you are finished dragging your pages into a new hierarchy, click save and check out your website menu.

Note: Pages can be dragged back to the left if you want them to appear as primary pages again.

Note: Please make sure that your subpages are not marked "(Hidden)". To un-hide a page, change the "Show in site navigation" option to "Yes".

1.10. Creating Hidden Pages

Occasionally you may want to create pages that do not appear in your navigation bar. You might want to link these pages to text or images within your site. You can create hidden pages to accomplish this!



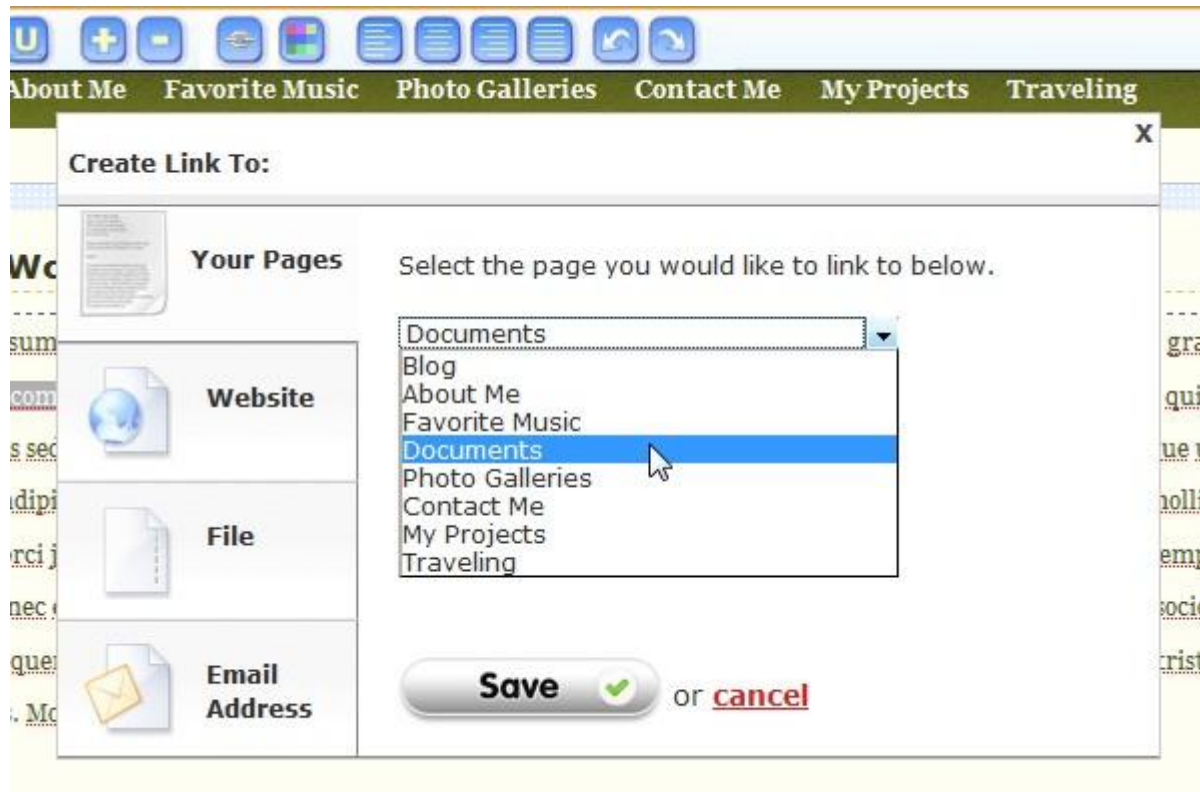
1. Set the pages you want as hidden to not show in the site's navigation menu, under the "Pages" tab of the editor:



2. You can link to these hidden pages using text in your primary pages. Select the text you want to link to your hidden page and click on the link icon:



3. Choose the page you want this text to link to:



These links will be active once your site is published.

1.12. Creating a Blog

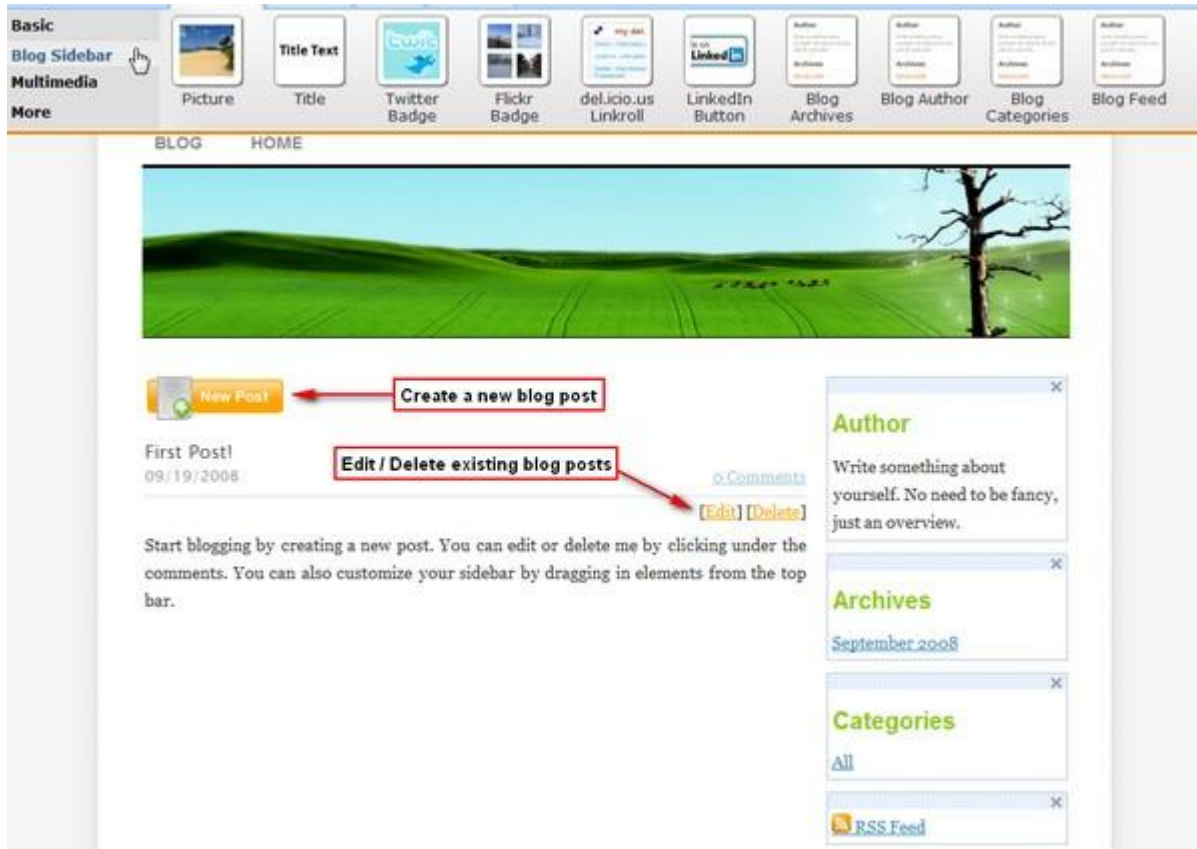
Create a blog page under the "Pages" tab of the editor:

The screenshot shows the 'eby pro editor' interface with the 'Pages' tab selected. The main heading is 'Manage Pages'. Below this, there are two buttons: 'New Page' and 'New Blog'. The 'New Blog' button is highlighted with a red rectangular box. Below the buttons is a list of pages: 'Home' and 'New Page'. To the right of the list is a form for creating a new page. The 'Page Name' field contains 'New Page'. The 'Password Protect?' checkbox is unchecked, with a note: 'This option will work once you set a site-wide password in the Settings ta'. The 'Show in Navigation?' dropdown is set to 'Yes'. There is also a 'Delete Page' link with a red 'x' icon.

If you want to make your blog page your site's homepage, drag it to the top of the list:

This screenshot shows the 'Manage Pages' interface after the 'Blog' page has been created. The 'Blog' page is now at the top of the list and is highlighted in yellow. It has a drag handle icon on the left side. Below it is the 'Home' page. The form on the right shows the 'Page Name' field containing 'Blog'. The 'Password Protect?' checkbox is unchecked, and the 'Show in Navigation?' dropdown is set to 'Yes'. The 'Delete Page' link is still visible.

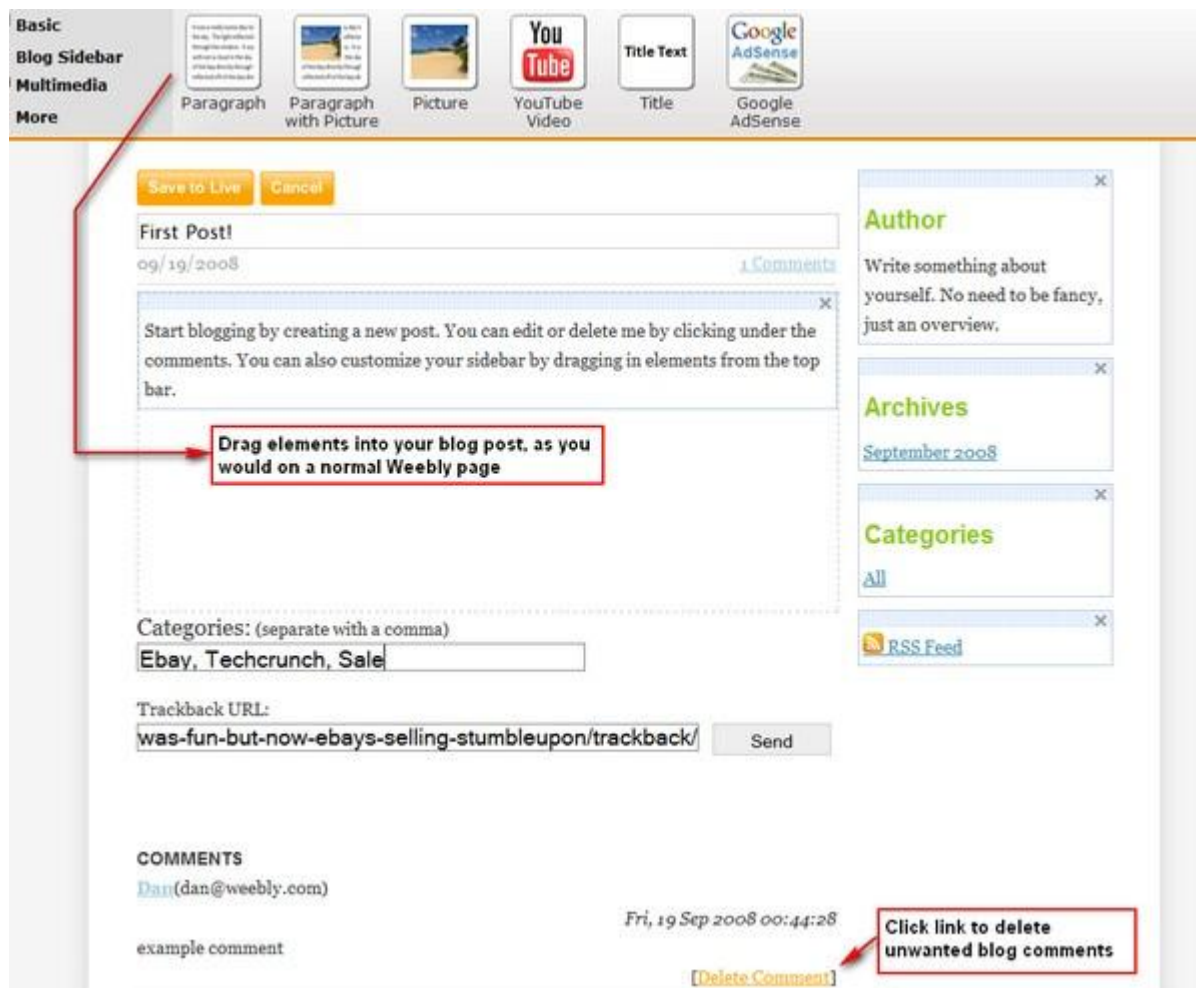
This is how your blog will look initially:



New Post: Press this button to start creating a new blog post.

Edit / Delete a Blog Post:

In the upper right hand area of existing blog posts are links to edit or delete the post.



After you click the New Post button or edit an existing blog entry, you will enter the blog editing interface, which works just like a normal Weebly page.

Archives Box:

The archives sidebar box automatically groups your previous blog posts according to the month they were written. Your main blog page will display your ten most recent posts and older posts will automatically be moved to the archives.

Categories Box:

The words entered into the Categories field will be automatically added to the Categories sidebar box after the post is made. This allows you to group your blog posts by common terms.

RSS Feed:

The RSS link in your sidebar allows your visitors to subscribe to your blog. People will often subscribe to a blog so they can view the posts with a news aggregator, such as [Netvibes](#) or [Google Reader](#).

Trackback URL:

If you are writing a blog post on a similar topic to another blog, and that blog provides a Trackback URL, you can copy that URL into the Trackback URL field on Weebly. Pressing the send button will then alert the other blog that your blog entry is referencing their blog entry, creating a trackback link from the other blog to yours. For more information on Trackback URLs, [see here](#).

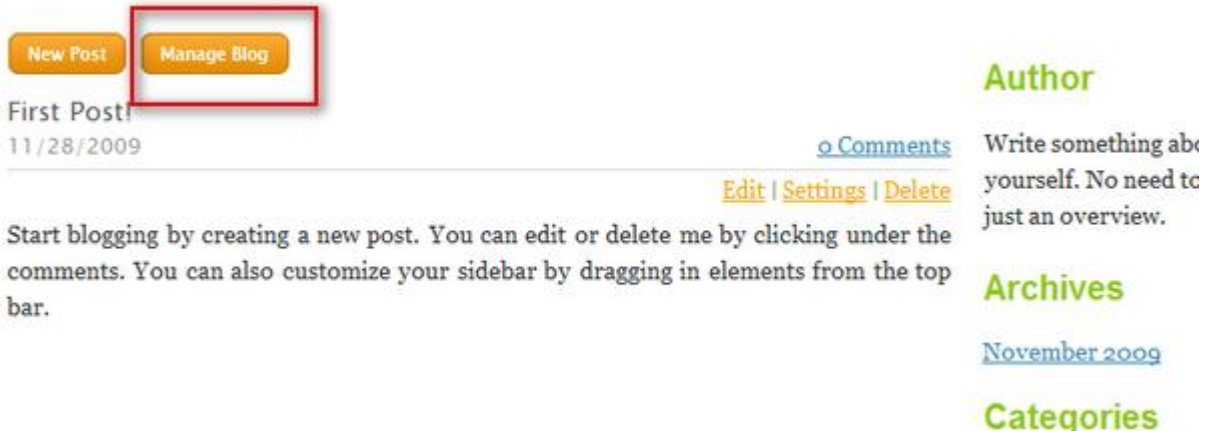
Delete Blog Comments:

Delete unwanted comments on your blog using the appropriate "Delete Comment" link. See the image above for clarification.

1.13. Managing Blog & Comment Settings

Once you've [created a blog](#), you may wish to customize certain features of your blog such as comment moderation, the time zone and format, comment notification and more.

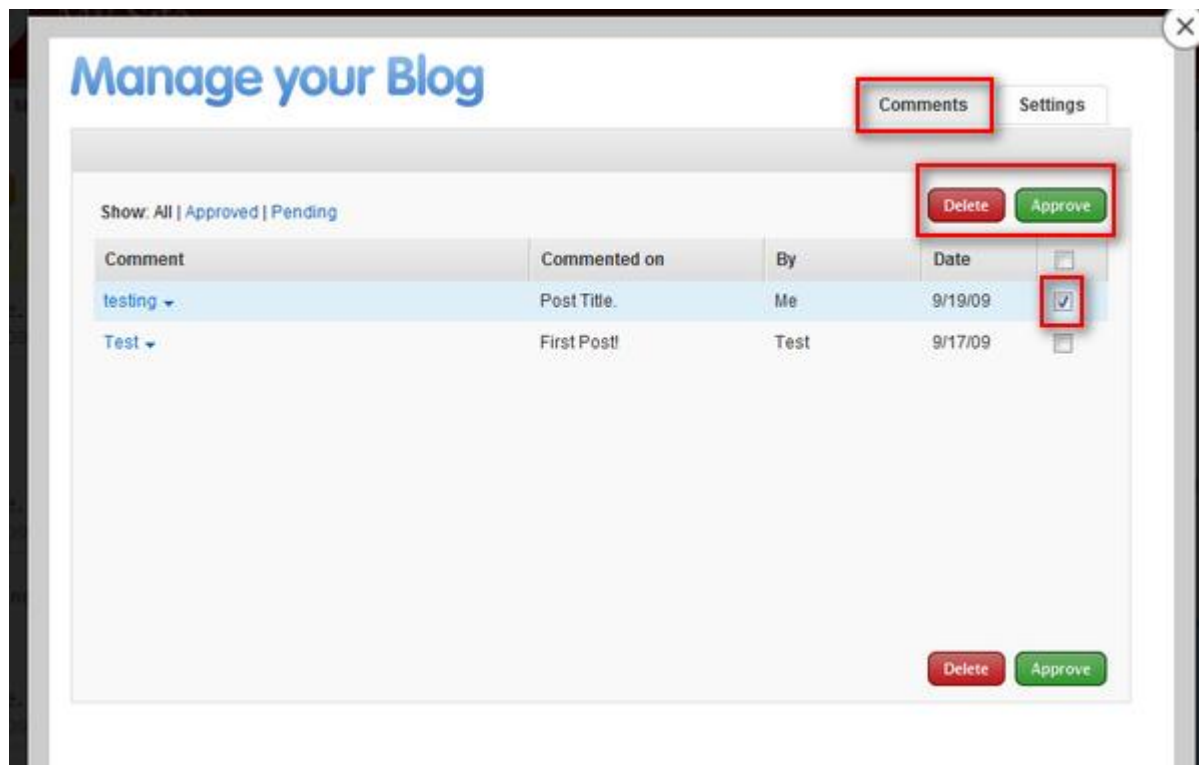
To manage your blog, open the blog page within your editor and click on the 'Manage Blog' button.



The screenshot shows a blog editor interface. At the top left, there are two orange buttons: 'New Post' and 'Manage Blog'. The 'Manage Blog' button is highlighted with a red box. Below the buttons, the text 'First Post!' is displayed, followed by the date '11/28/2009'. To the right of the date, there are links for 'o Comments', 'Edit | Settings | Delete'. Below this, there is a paragraph of text: 'Start blogging by creating a new post. You can edit or delete me by clicking under the comments. You can also customize your sidebar by dragging in elements from the top bar.' On the right side of the editor, there are three sections: 'Author' with the text 'Write something about yourself. No need to just an overview.', 'Archives' with a link for 'November 2009', and 'Categories'.

From here you can:

Manage comments: In the blog management area, under the 'Comments' tab, simply check the box next to the comments you wish to delete or approve and then click on 'Delete' or 'Approve' to make this update.



The screenshot shows the 'Manage your Blog' interface. At the top, there are two tabs: 'Comments' and 'Settings'. The 'Comments' tab is selected and highlighted with a red box. Below the tabs, there is a table of comments. The table has four columns: 'Comment', 'Commented on', 'By', and 'Date'. There are two rows of comments. The first row has a comment 'testing', commented on 'Post Title', by 'Me', and dated '9/19/09'. The second row has a comment 'Test', commented on 'First Post!', by 'Test', and dated '9/17/09'. To the right of each row, there are two buttons: 'Delete' (red) and 'Approve' (green). The 'Approve' button for the first comment is checked with a red box. At the bottom right of the table, there are also 'Delete' and 'Approve' buttons.

Comment	Commented on	By	Date	
testing	Post Title	Me	9/19/09	<input checked="" type="checkbox"/>
Test	First Post!	Test	9/17/09	<input type="checkbox"/>

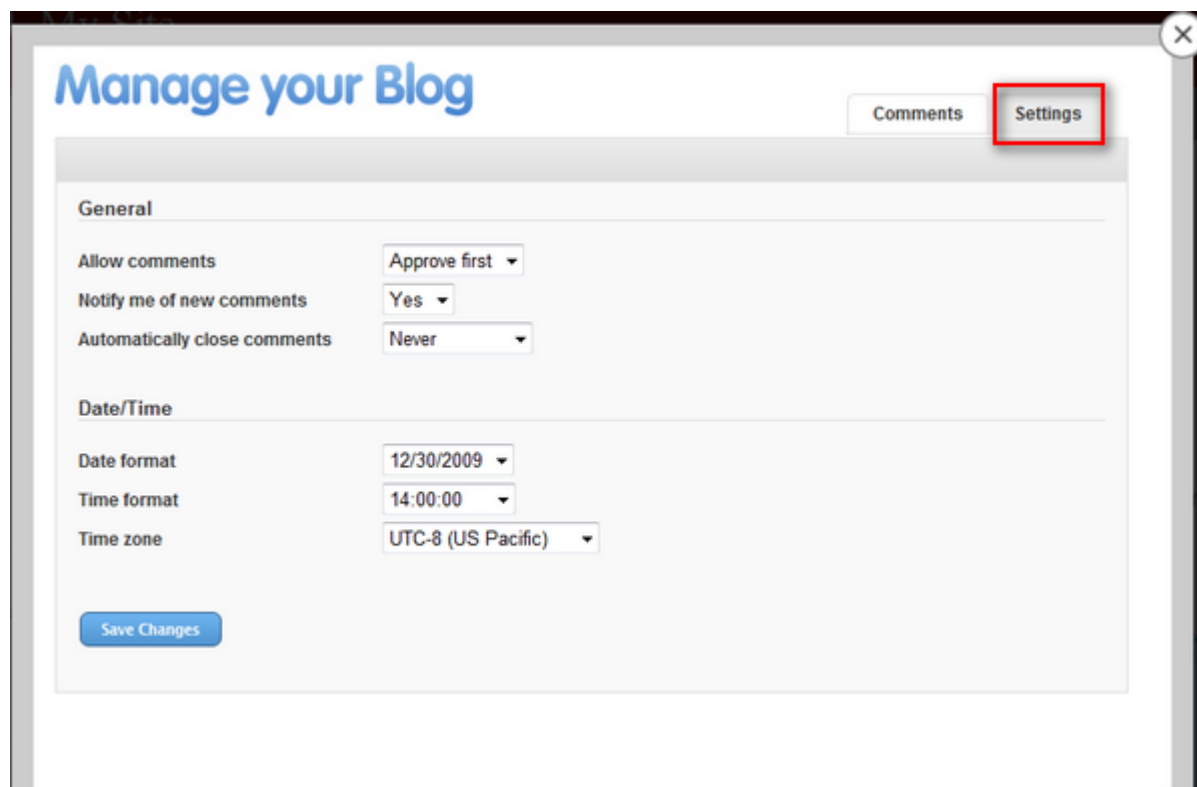
Turn comments off or moderate comments: Click on the 'Settings' tab and then choose from the drop down menu to either deny all comments, allow comments automatically or require approval first.

If you choose to require approval, no comments will appear on your site until you approve them in the editor. You will receive an email to the email address associated with your Weebly account alerting you that you have received a comment awaiting approval.

Notify of new comments: Choose to receive notification of new posted comments to the email address associated with your user account at Weebly.

Automatically close comments: We offer the option to close comments on older posts. You can choose to close comments after 30, 60 or 90 days.

Set your date and time format and time zone: By default, the date and time posted on your blog will reflect the time zone of our servers here at Weebly. If you wish to customize this, click on the 'Settings' tab and then choose your time zone and the appropriate date and time format and save.



The screenshot shows the 'Manage your Blog' interface. At the top right, there are two tabs: 'Comments' and 'Settings'. The 'Settings' tab is highlighted with a red rectangular box. Below the tabs, the page is divided into two sections: 'General' and 'Date/Time'. Under 'General', there are three settings: 'Allow comments' set to 'Approve first', 'Notify me of new comments' set to 'Yes', and 'Automatically close comments' set to 'Never'. Under 'Date/Time', there are three settings: 'Date format' set to '12/30/2009', 'Time format' set to '14:00:00', and 'Time zone' set to 'UTC-8 (US Pacific)'. At the bottom left of the settings area, there is a blue button labeled 'Save Changes'. The entire interface is enclosed in a grey border with a close button (an 'X' in a circle) in the top right corner.

1.14. Site Settings

The screenshot shows the 'Edit Site Settings' dialog box in the Weebly editor. The dialog is titled 'Edit Site Settings' and has a 'Close' button in the top right corner. It is divided into several sections:

- General Settings** (orange header):
 - Address:** wdemo.weebly.com with a 'Change site address.' link.
 - Site Title:** Demo Site. A checked checkbox labeled 'Show site title on the top of your pages.' is present.
 - Site Password:** A text input field. Below it, text reads 'Choose which pages to protect in the "Pages" tab.' and a 'pro' logo is visible.
 - Footer Message:** Create a free website with Weebly. A 'Remove Weebly Footer Message' link is present. A 'pro' logo is also visible.
- Search Engine Optimization (SEO)** (grey header)
- Archive/Un-publish** (grey header)

At the bottom of the dialog, there is a 'Save' button with a green checkmark icon and a 'cancel' link.

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.

Site Title:

This is the name of your website. This will appear in the browser's title bar and on browser tabs when a user views your site. The title will also appear in the bookmarks list if a visitor bookmarks your site and in search results when a search engine links to your site. If you don't want the site title to display at the top of each of your pages, uncheck the box to "show site title on the top of your pages." If you leave the site title blank, then the title bar, tabs, bookmarks, and search results will display your page title as "Weebly Site".

Site Password (a feature of [Weebly Pro](#))

Here you can set a password for your site to protect unauthorized viewers from seeing the content.

Footer Message (a feature of [Weebly Pro](#))

Here you can remove the default "Create a free website with Weebly" message and replace it with a message of your choosing.

Edit Site Settings Close X

General Settings

Search Engine Optimization (SEO)

Site Description:

Meta Keywords:
(separate each keyword with a comma)

Footer Code:
(ex. [Google Analytics](#) tracking code)

Header Code:
(ex. [Google Webmaster Tools](#) verification meta tag)

Ecommerce Settings

Archive/Un-publish

or [cancel](#)

Site Description:

Enter a brief description of your website here. This text will appear below your site title in search engine listings.

Meta Keywords:

Enter keywords (separated by commas) which describe your website content. It is questioned whether search engines still place weight on meta keywords (due to abuse), but it doesn't hurt to add them.

Footer Code:

Code entered in the Footer Code field will be entered right before the closing </body> tag on your website. This is most commonly used to [add Google Analytics](#) to your site for more detailed statistics.

Header Code:

Code entered in the Header Code field will be entered between the <head> and </head> tags on your webpages. This is most commonly used to [verify your site with Google](#) or [Bing](#).

Edit Site Settings

Close X

General Settings

Search Engine Optimization (SEO)

Archive/Un-publish

Archive



Download your site as a .zip archive.

Un-Publish



Un-Publish Site.

Archive:

To download a .zip archive/backup of your site, simply click on the link and save it to your computer. (please note: if you have a blog on your site, it will not work when exported to the .zip file because it relies on Weebly's database)

Un-Publish:

To un-publish your site, click on the un-publish link and confirm. Your site will still be available for editing, but will not be visible to website visitors.

1.15. Publishing Your Site

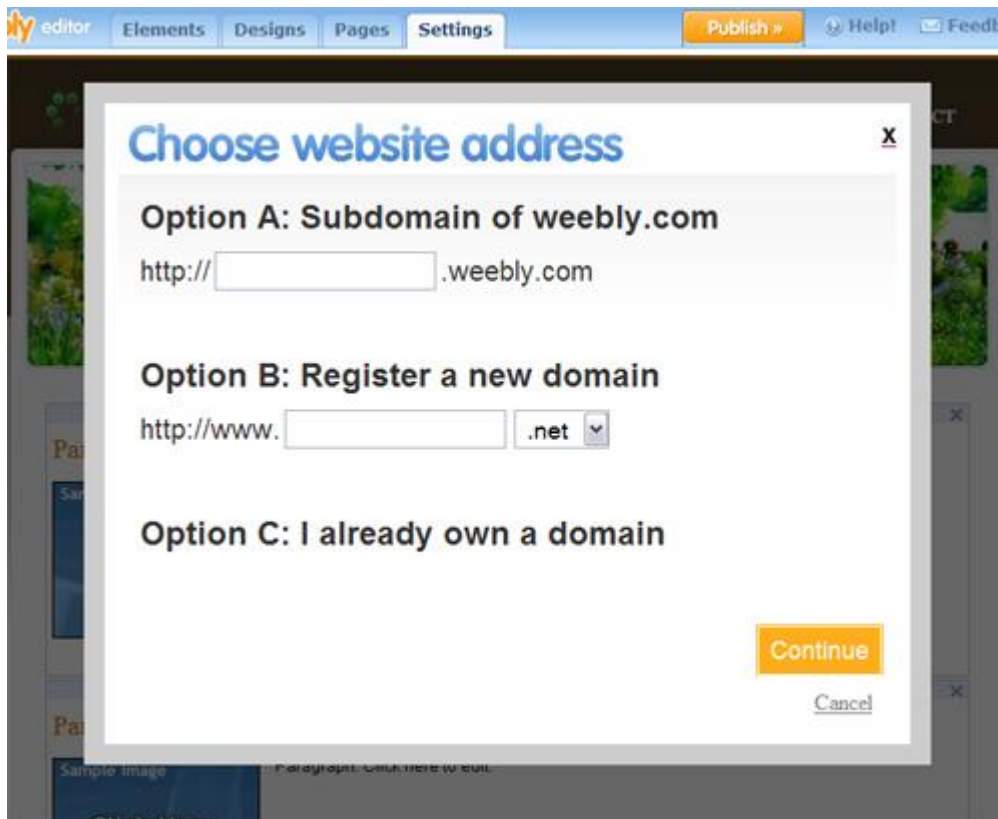
To publish your website, you have 3 options:

- A subdomain of weebly.com (free)
- [Register a new domain through Weebly](#)
- [Set up a domain you already own](#) (no charge from Weebly)

Choosing a subdomain of weebly.com (for example: **yoursite.weebly.com**) is a 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 [publish your site to a domain you already own](#).



The image shows a screenshot of the Weebly website editor interface. At the top, there is a navigation bar with tabs for 'editor', 'Elements', 'Designs', 'Pages', and 'Settings'. To the right of the 'Settings' tab are buttons for 'Publish >', 'Help!', and 'Feedba'. A modal dialog box titled 'Choose website address' is open in the center. The dialog has a close button (X) in the top right corner. It contains three options:

- Option A: Subdomain of weebly.com**
http:// .weebly.com
- Option B: Register a new domain**
http://www. .net
- Option C: I already own a domain**

At the bottom right of the dialog, there are two buttons: 'Continue' (highlighted in orange) and 'Cancel'.

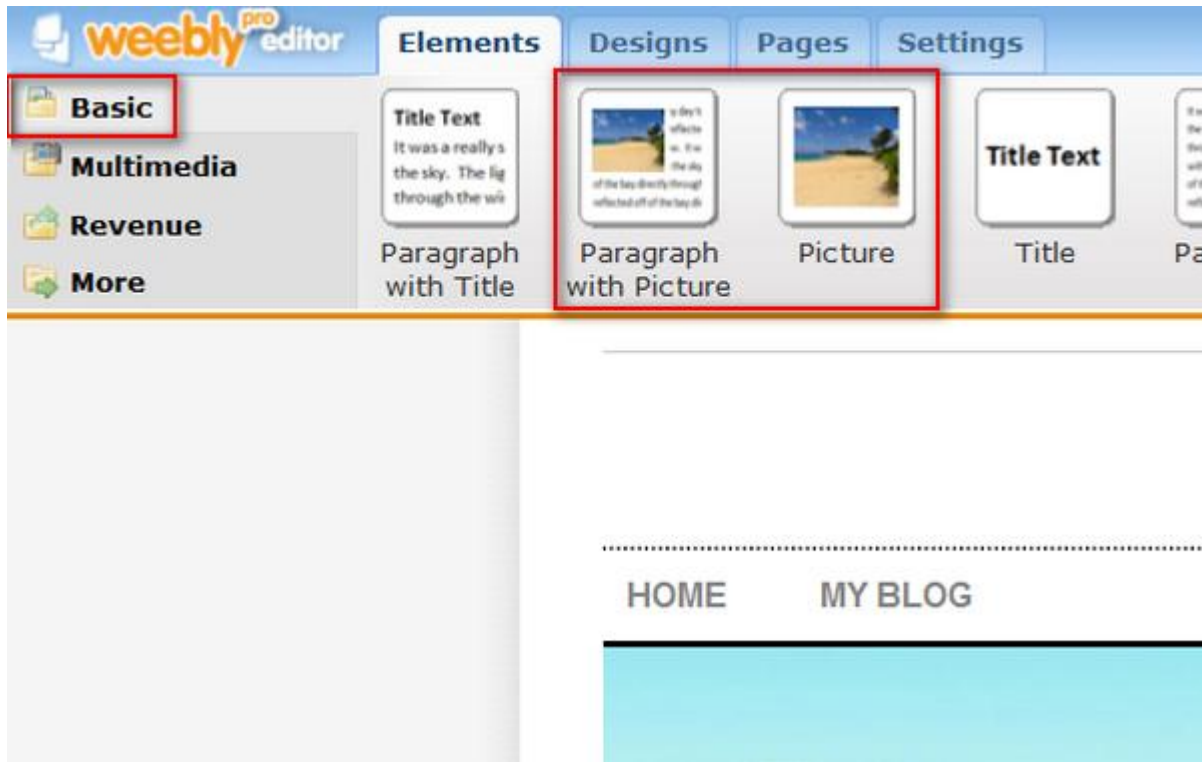
2. HELP WITH ELEMENTS

- 2.1. Adding a Picture
- 2.2. Using the Photo Gallery Element
- 2.3. Using the 2-Column Element
- 2.4. Google AdSense - Earn Money
- 2.5. E-Commerce Features
- 2.6. E-Commerce: Setting up Google Checkout
- 2.7. Using the Contact Form
- 2.8. Using the Custom HTML Element
- 2.9. Video Element (Pro)
- 2.10. Using the YouTube Video Element
- 2.11. Audio Player Element (Pro)
- 2.12. How To Upload Files
- 2.13. Embed Documents into your Site
- 2.14. Using the Flickr Element

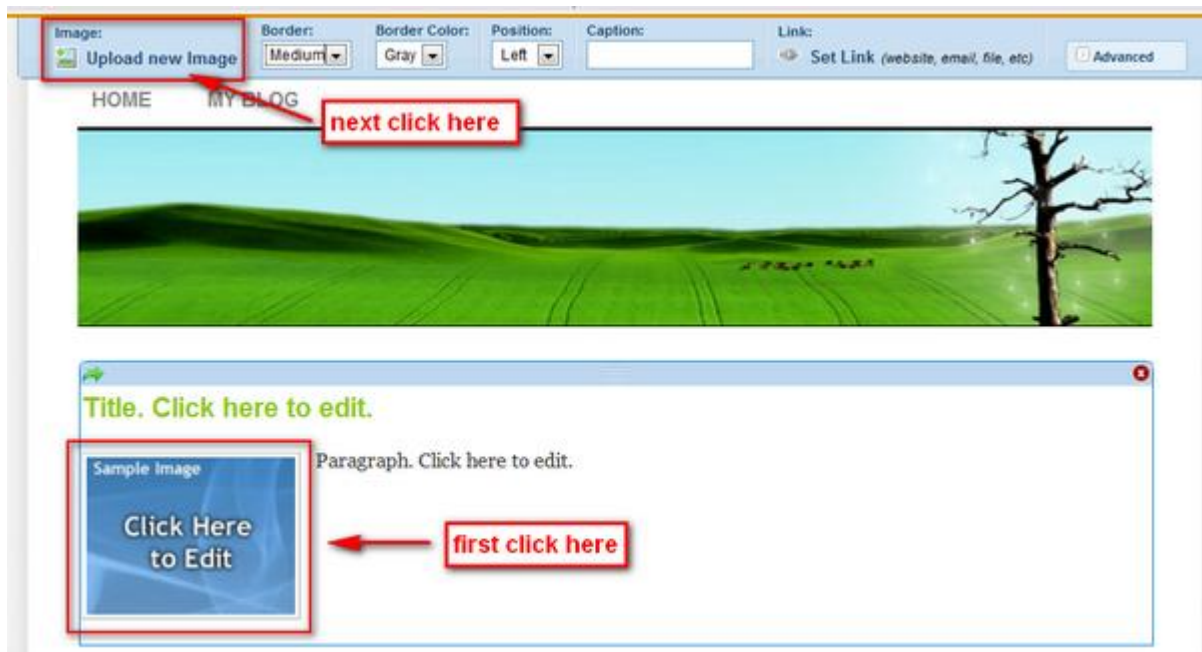
2.1. Adding a Picture

To add a picture to your page:

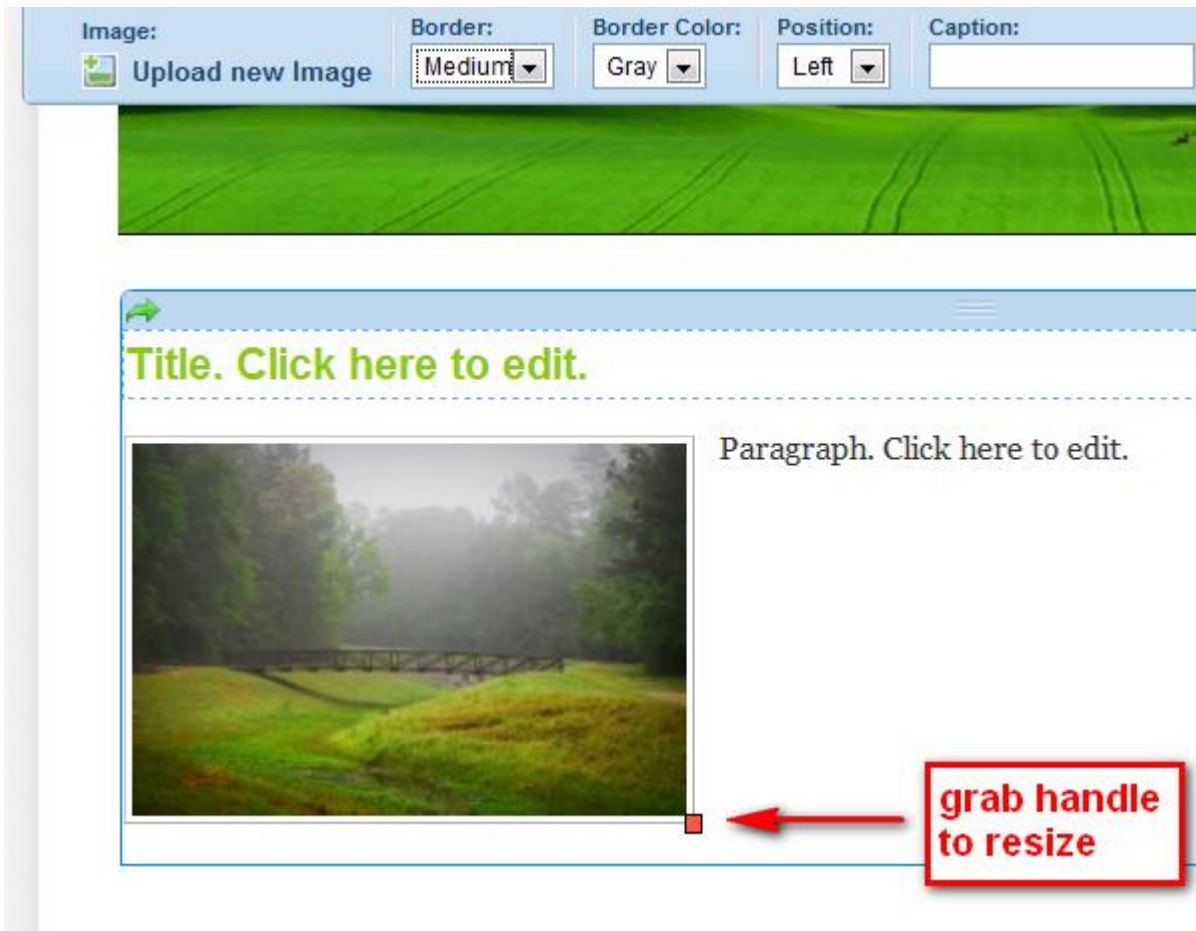
1. Drag either the 'Paragraph with Picture' element or the 'Picture' element to the content area of your page.



2. After clicking on the default picture, you should see the "element options" toolbar appear above your website. Click the link to upload a new picture.



- Browse to find the image on your computer and click "open". You will see the image upload status on the lower right corner of your screen.
- Once uploaded, you will see your image in the editor. You can resize the picture by dragging the red box in the lower right hand corner of the picture.



- Enter a caption for your picture in the Caption field on the image toolbar. The caption will be displayed underneath the picture on your website.



- By default, your image will be linked to the full-size version of the file. You can change this by clicking on the Set Link button in the Image toolbar.



Note that the picture and file upload tool uses the "flash" plug-in. Your computer may not have flash installed. You can check by visiting this link: <http://www.macromedia.com/software/flash/about/> and if not, it's a free download and install.

2.2. Using the Photo Gallery Element

Adding pictures to your Weebly site is easy!

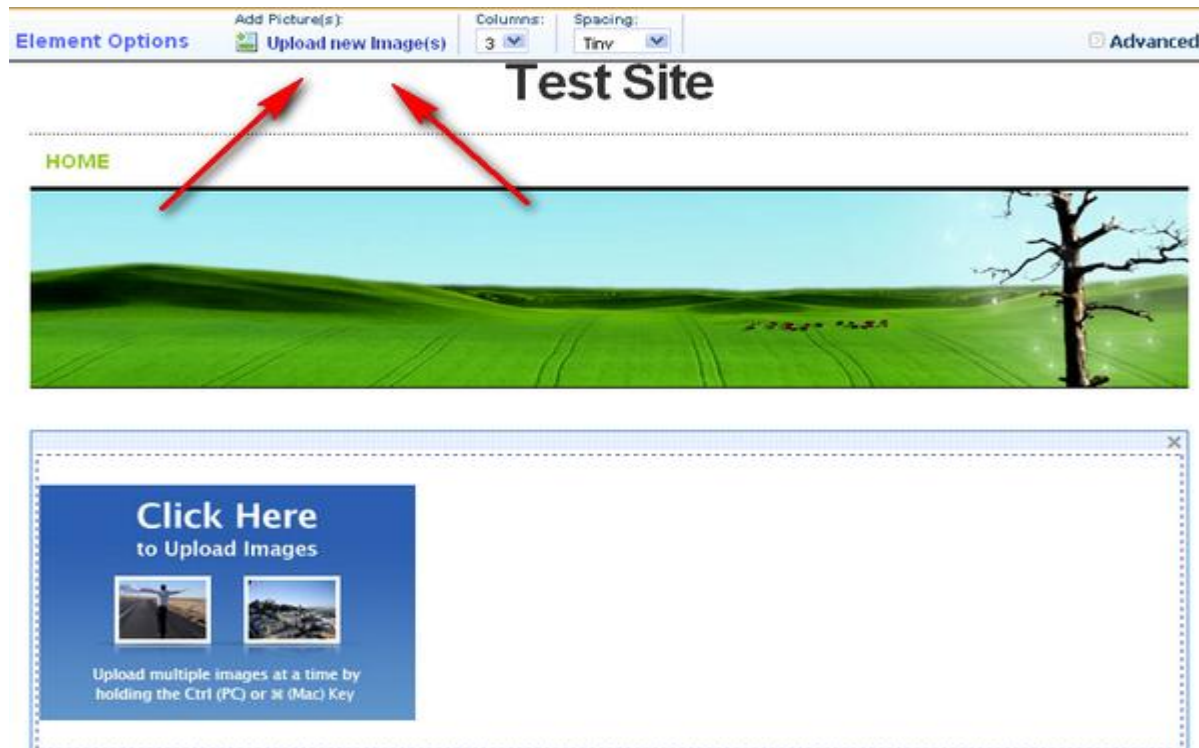
The Photo Gallery Element allows you to add pictures to your site, which are automatically resized and arranged in a nice-looking grid format.

Step 1 - Adding the Gallery: In the Weebly Editor, go to the Elements Toolbar, click on Multimedia, and drag the Photo Gallery element onto your page

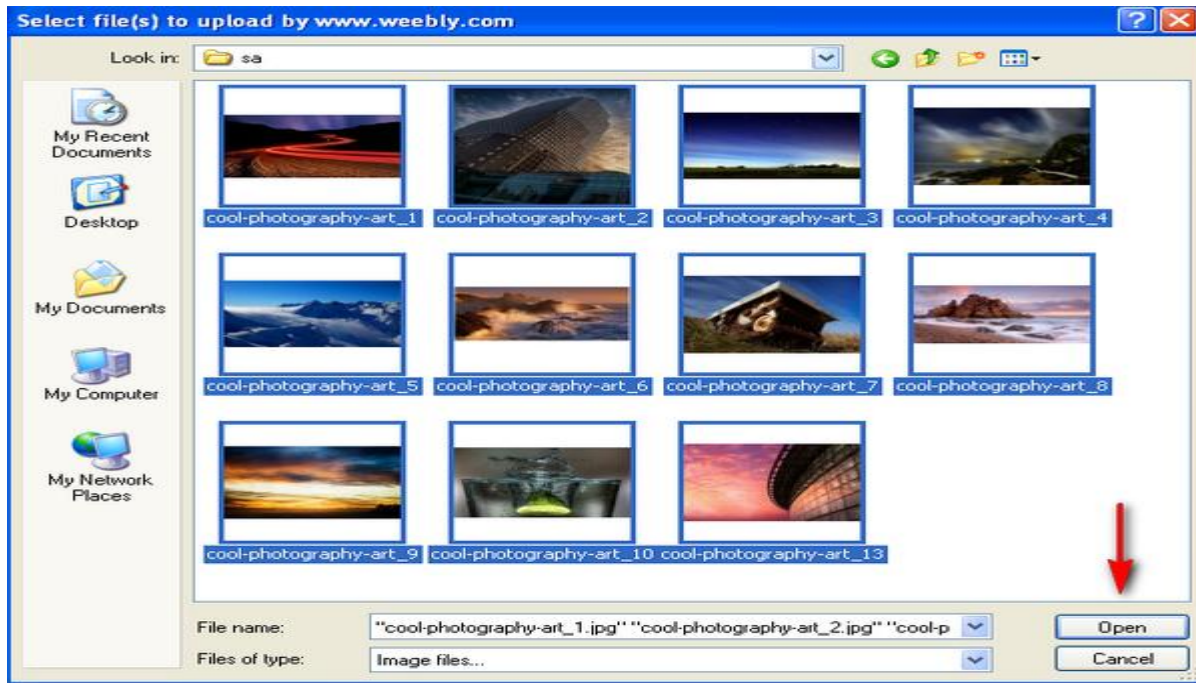


Step 2 - Uploading Images: To add photos, click on the newly added Photo Gallery element, then click the "Upload New Image(s)" button in the upper left corner,

NOTE: If you cannot click on the "Upload New Image(s)" link, please make sure that you have the latest version of Flash installed

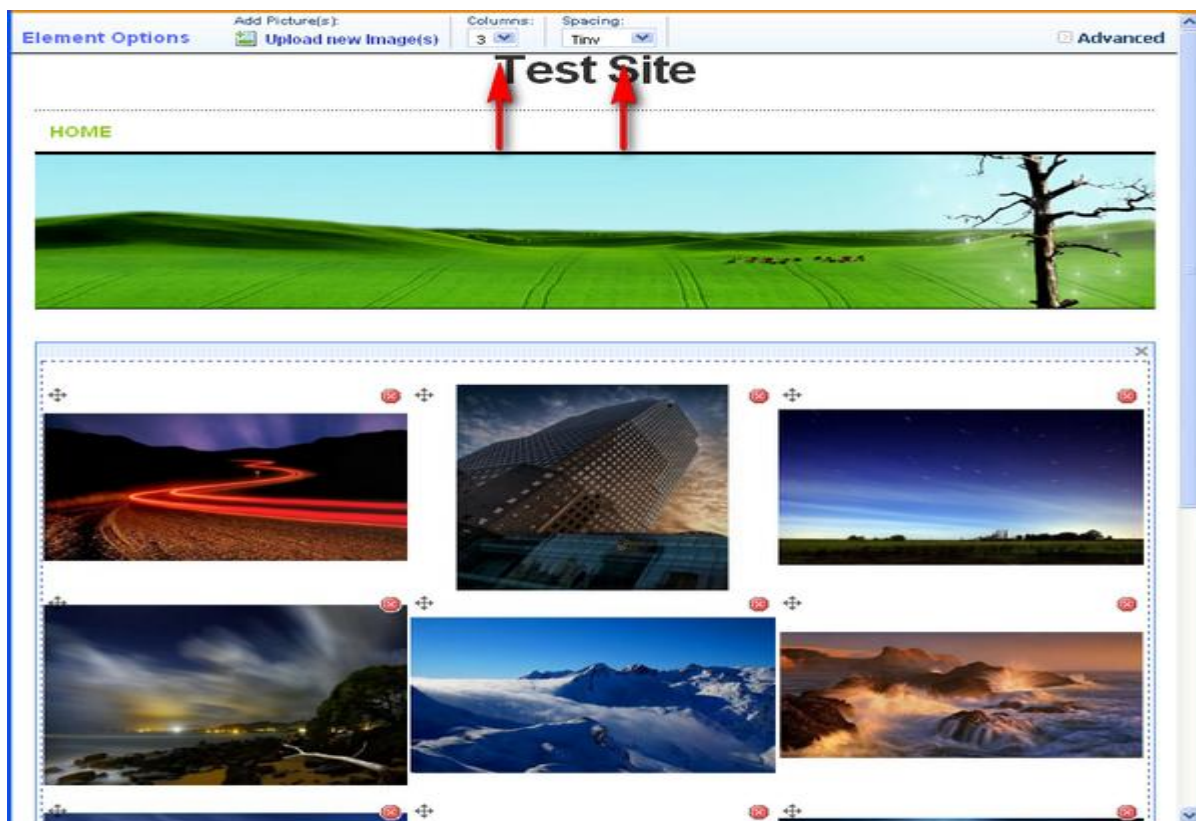


Step 3 - Uploading Multiple Images: Browse your computer for your gallery pictures. You can either choose to upload one picture at a time, or upload multiple images at once by holding either the Ctrl key (PC) or the Command key ⌘ (Mac) and clicking on the desired photos. Then click "Open" to upload your pictures.



Step 4 - Gallery Layout: You can customize the look of your gallery by adjusting the number of columns (from 1 to 6) as well as the space between pictures (from 'none' to 'large').

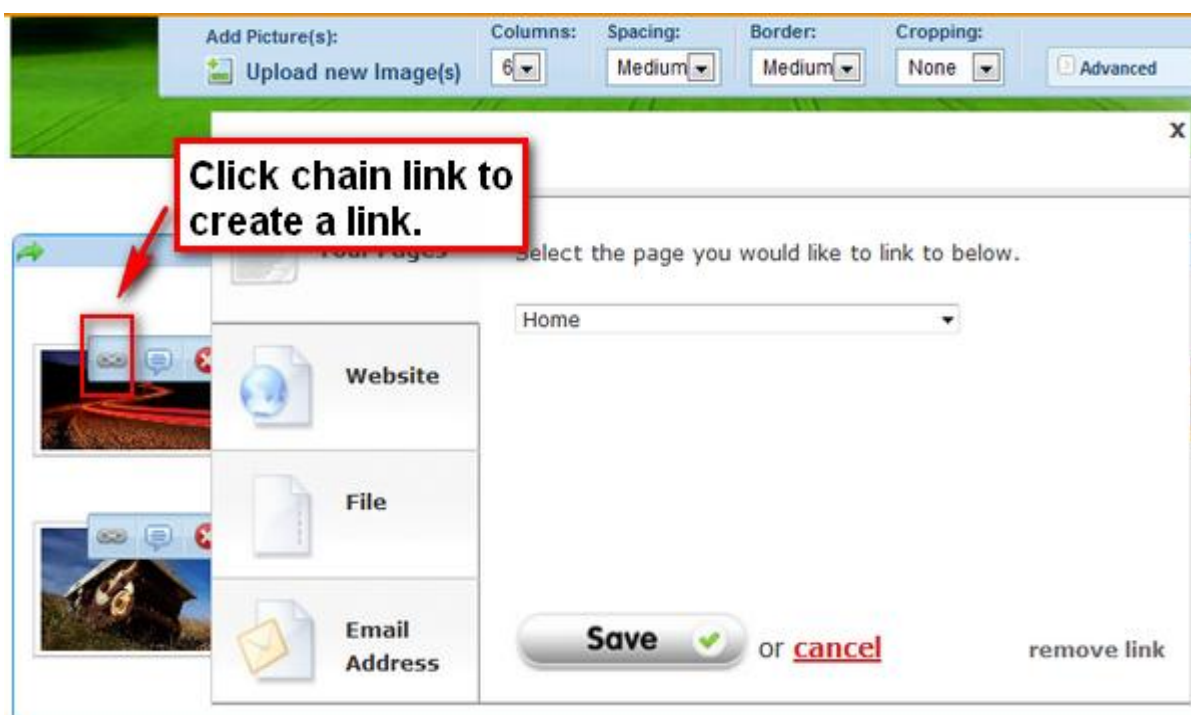
Example A: 3 columns with tiny spacing



Example B: 6 columns with large spacing



Step 5- Setup links and add captions: The gallery element offers you the option to add captions on your images or setup links to other pages or websites. The chain link icon is used to setup an image link:



The text bubble icon is used to add a caption.



The captions show when you're viewing the gallery images at full size or when hovering your mouse over the thumbnail.

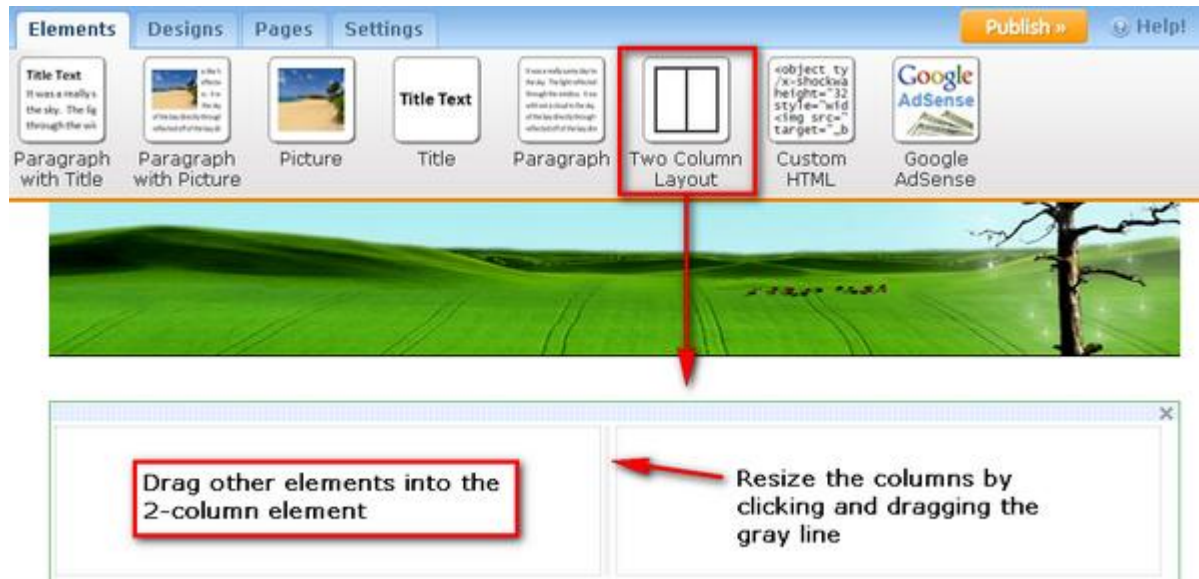
When your site is published, visitors will then be able to click on the images to view the full size versions, complete with next and previous buttons to move through the gallery.

Now you are ready to share your favorite photos with everyone!

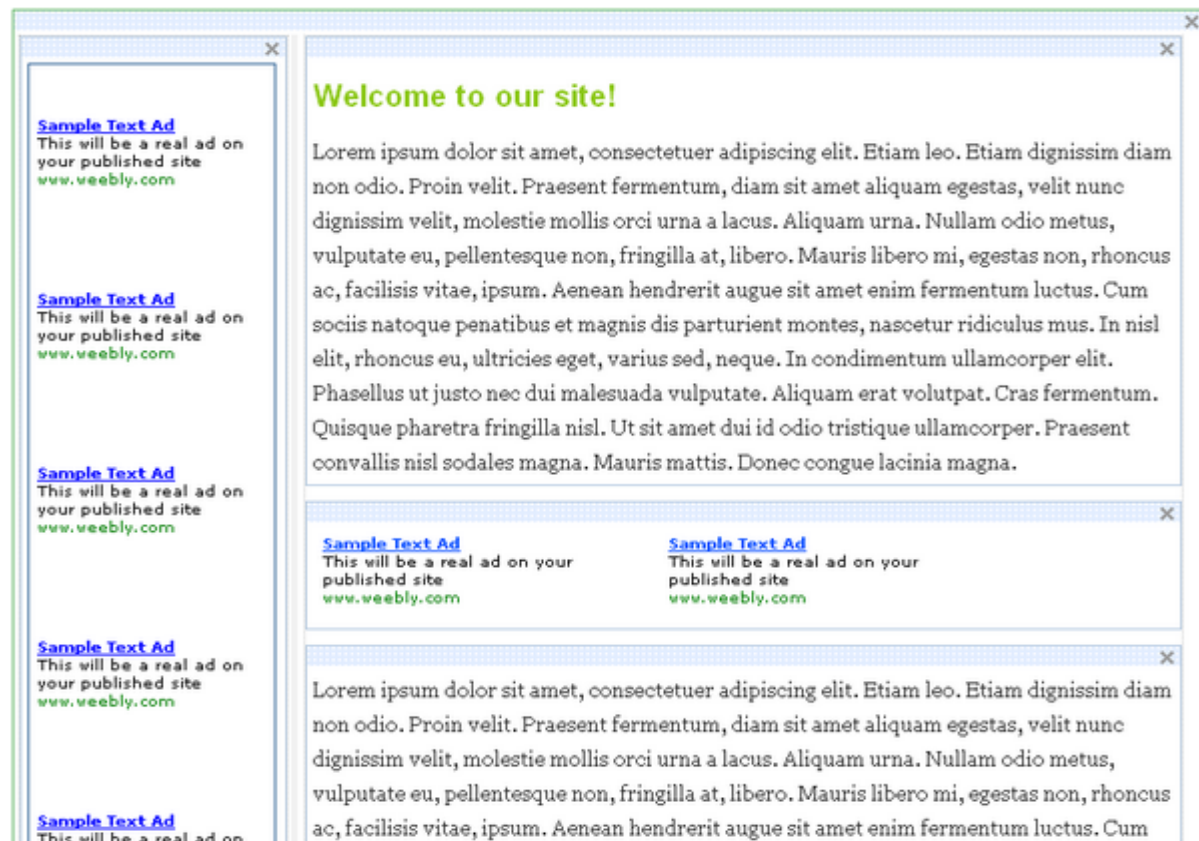
2.3 Using the 2-Column Element

Use the Two-Column element to place items side by side. Drag elements, such as pictures, text, or maps, INSIDE of the column of your choice.

You can even place a 2 column element inside another 2 column element to make 3 columns.



Here is an example of a Two-Column element being used with text blocks and [Google AdSense](#):



2.4. Google AdSense - Earn Money

Using the Google AdSense element, you can easily place advertising on your Weebly site and generate money from your website traffic. Here is what an example ad might look like:

<u>Pre-Paid Debit Cards</u> Payroll Cards No Fees to Employers www.transcard.com <>	<u>Credit Card Processing</u> Free Quotes from Multiple Vendors Compare CC Processing Options Ads by Google
---	---

The ads displayed are automatically targeted to your website's topic and audience. You get paid when a website visitor clicks on one of your ads. The amount can range from a few cents per click to more than a dollar per click, depending primarily on the topic of the ad.

Half of your website visitors will see ads that make you money and half the visitors will see ads that make Weebly money. This way, we are able to split the revenue generated on your website 50/50. The money you earn from your ads is paid directly from Google.

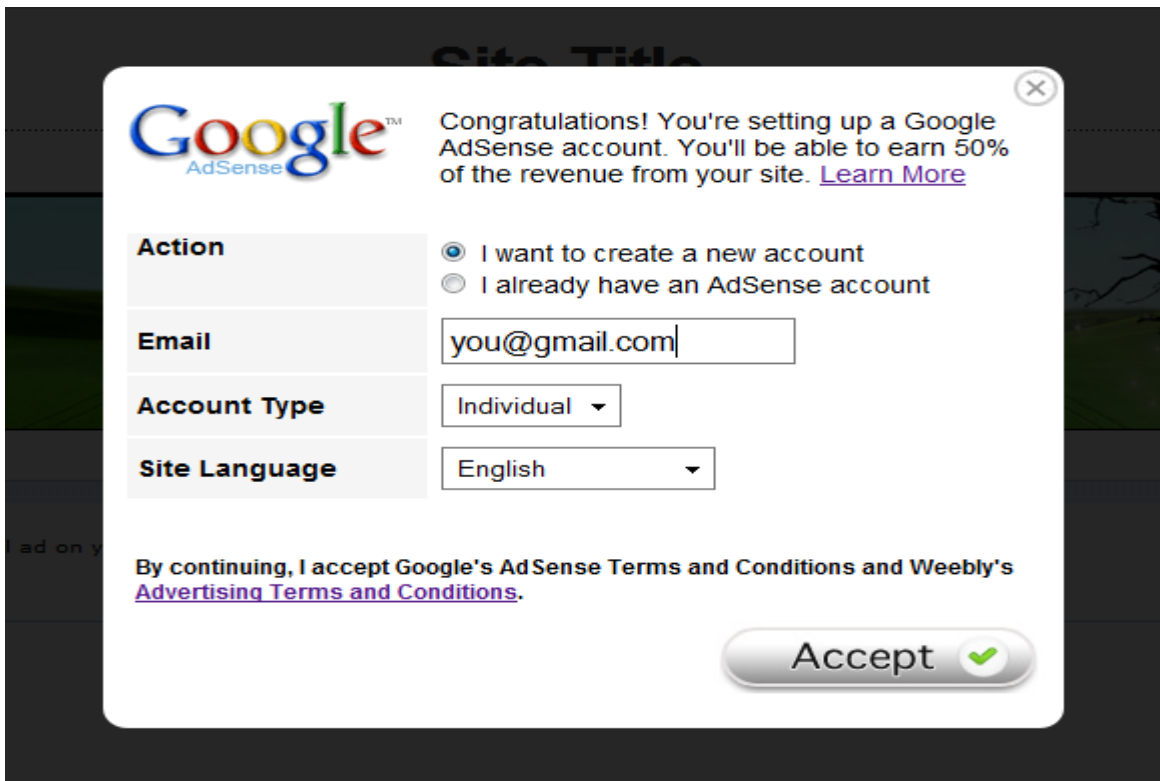
To add Google AdSense to your website:

1. Drag on the Google AdSense element

The screenshot shows the Weebly website editor interface. At the top, there is a navigation bar with tabs for 'Elements', 'Designs', 'Pages', and 'Settings'. Below this is a toolbar with various elements: 'Title Text', 'Paragraph with Title', 'Paragraph with Picture', 'Picture', 'Title', 'Paragraph', 'Two Column Layout', 'Custom HTML', and 'Google AdSense'. The 'Google AdSense' element is highlighted with a red box. A red arrow points from this element to the main content area of the website, which is currently empty and displays the text 'This page is empty. Drag Elements here.' Below this text is a hint: '(hint: Elements, like a Paragraph, are in the top bar)'. The website content area shows a 'Site Title' and a 'HOME' link above a large image of a green field with a tree.

2. Configure your account

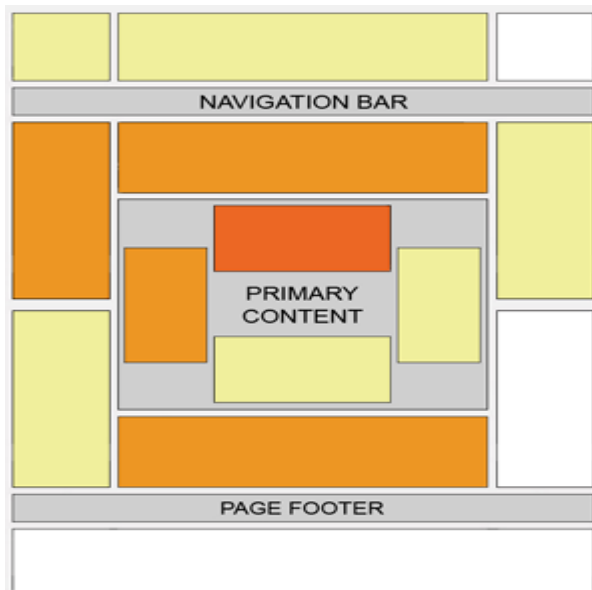
If you are new to AdSense, verify your email address, account type, and language to continue. If you already have a Google AdSense account, you'll just need to confirm your zip code or last 5 digits of your phone number. Once complete, check your inbox for a Google verification email.



The screenshot shows a Google AdSense account setup form. At the top left is the Google AdSense logo. To the right, a message reads: "Congratulations! You're setting up a Google AdSense account. You'll be able to earn 50% of the revenue from your site. [Learn More](#)". Below this is the "Action" section with two radio buttons: "I want to create a new account" (selected) and "I already have an AdSense account". The "Email" field contains "you@gmail.com". The "Account Type" dropdown is set to "Individual". The "Site Language" dropdown is set to "English". At the bottom, there is a checkbox for "By continuing, I accept Google's AdSense Terms and Conditions and Weebly's Advertising Terms and Conditions." and a large "Accept" button with a green checkmark.

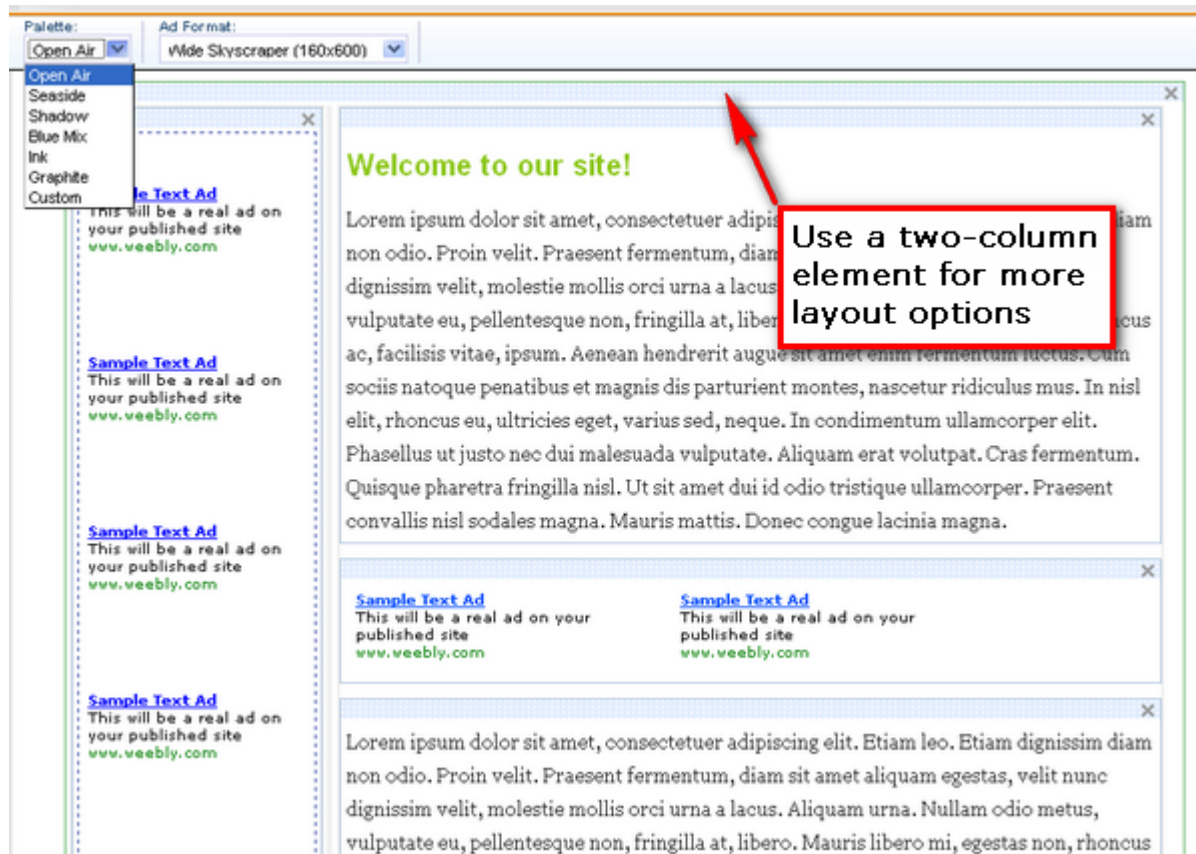
3. Drag Google AdSense Elements onto Your Pages

To maximize the revenue generated from your site, you'll need to place the ads in areas where your visitors are likely to click. However, at the same time, you do not want your site to appear spammy and prevent people from locating the quality content -- otherwise your visitors will just hit the back button. Google has created a "heatmap" which shows where people are most likely to click on advertising (the darker the shade of orange, the more clicks that area should receive):



- Advertising in the upper left area of your content or directly in-line with the content has the best results.
- Advertising placed below the content also works well, as people will finish reading and ask themselves, "What can I do next?".
- Experiment with different color palettes. It's thought that a color palette which matches your site design works best, but bold/contrasting color palettes may also work well.

Here is an example of Google AdSense elements in a Weebly page. Note that we're making use of the [two-column element](#) which provides more flexibility with layout options, allowing you to place the ads beside your content.



4. Publish your site. Google will reject an AdSense application if your site is not live, so be sure it's available to Google by clicking on the orange Publish button within your editor.

2.5. E-Commerce Features

We offer a simple yet powerful way for you to create an online store through Weebly. Our E-Commerce elements integrate with both PayPal and Google Checkout.

You have all of the Weebly tools available to create your store. Build it out however you want with complete flexibility -- add featured products on the home page, create pages for categories or products, and feature videos, audio and photo galleries to show off your products in the best light.

Best of all, Weebly does not take a cut of your sales, and these features are included free in all Weebly accounts -- so you can get started selling easily and for free!

Detailed Instructions:

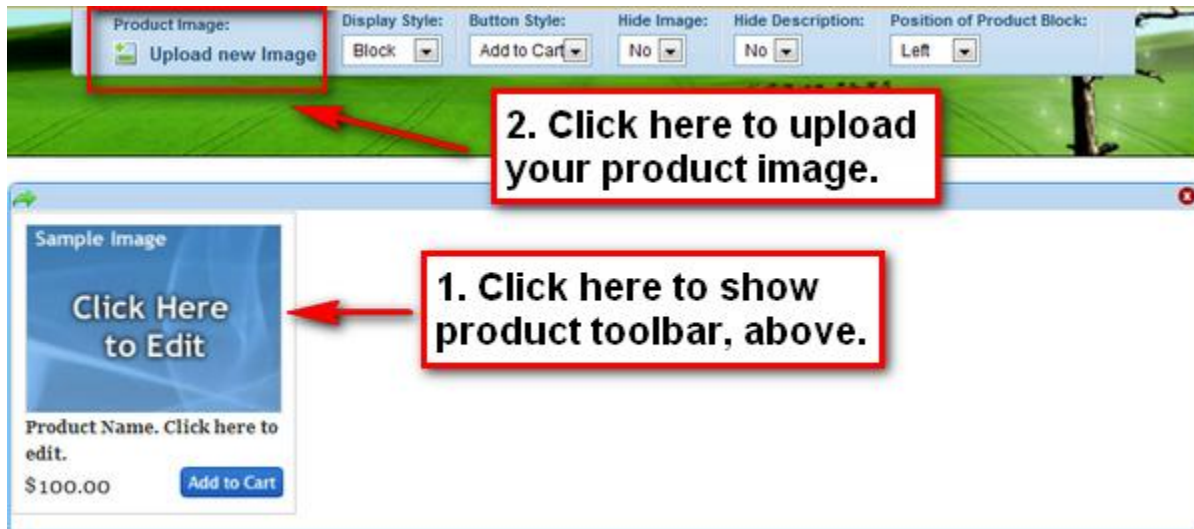
1. Click on the Revenue tab in the Weebly editor to access the product elements.

There are 4 elements in the "Revenue" category: Product Block, Product Small, Product Regular and Product Large. In this example, we will use the Product Block element. Each style has a different way of organizing your product, so you can have full control over how it is displayed. Even better, mix and match styles to draw attention to certain products over others, include colors variations or other options, and add variety to your store.

Drag one of the elements onto your page. You will be prompted to associate your [PayPal](#) or [Google Checkout](#) account with Weebly. If you choose Google Checkout, you can access helpful instructions for [finding your Merchant ID here](#).

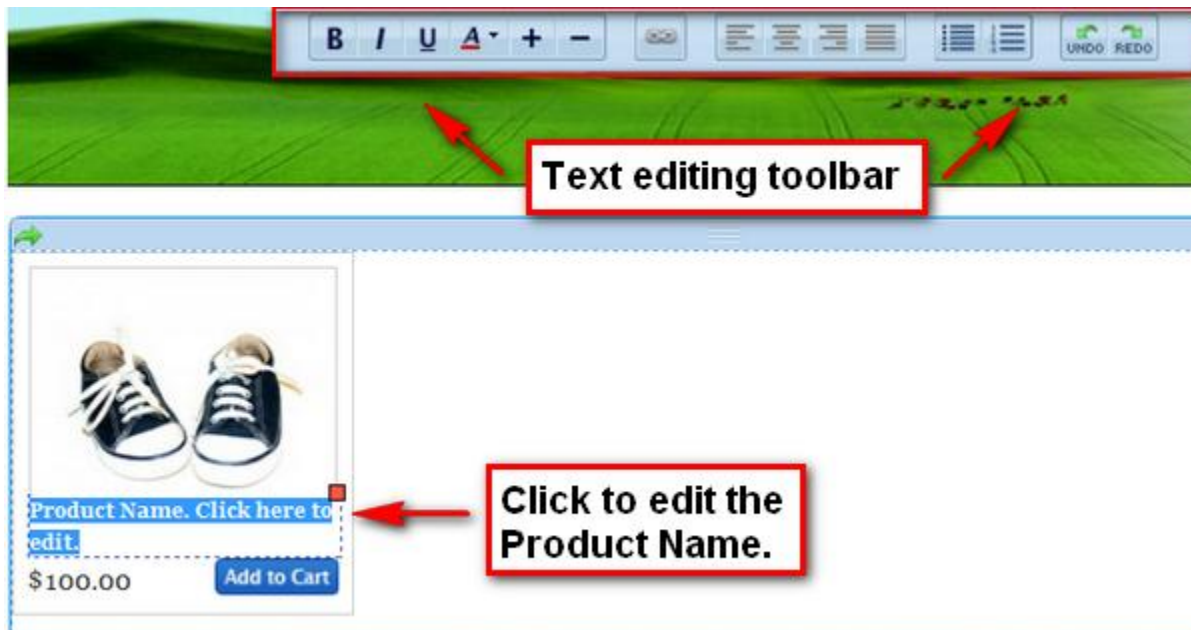


2. To upload a picture, click on the blue image and then click on the 'Upload new Image' link on the product toolbar.



3. To add a product name and description, simply click in the product area and type your name and description. You can format your text using the tools on the text editing toolbar.

Note: the Product Block element contains a product name only. The other three product elements offer both product names and descriptions.



4. Enter a price by clicking on it and typing in a replacement. Your first product has been created!



5. When you are ready, you should publish to test out your store on your live site as the product elements will not function within the editor.

All of the aspects of the product element are fully customizable. If you click on your product image you will see the toolbar that allows you to:

- Hide the picture.
- Hide the description.
- Change to any other product element without dragging another element.
- Change your button style from 'Add to Cart' to 'Buy Now'.
- Change the position of the block from left to center or right.

When you receive orders:

Your orders will be received through either Google Checkout or PayPal and you will receive notification of the sale via email . You will also be able to access your sales history directly by logging into your PayPal or Google Checkout account and viewing the account activity.

Note: To change to and from payment methods, go to your Settings tab and click on E-Commerce Settings.

Add PayPal for Simple E-Commerce

Weebly offers integrated e-commerce through the use of the product elements located under the Revenue tab in your Weebly editor. To learn more about this easy way to set up basic e-commerce on your site, please see [these instructions](#).

If you wish to add more functionality such as a donation button, custom designed buttons or e-commerce that supports product options (such as size, color or style choices), you may want to create a custom PayPal button.

The first step is to create your buttons (ex. "buy it now" or "add to cart") on the PayPal website:



U.S. English

My Account

Send Money

Request Money

Merchant Services

Auction Tools

Products & Services

- Merchant Services
 - Website Payments Standard
 - Website Payments Pro
 - Email Payments
 - Payflow Gateway
 - Express Checkout
 - International Sales

Have a question?

- Call Support: (402) 952-8899
- Send a question

Tools for existing PayPal merchants



[Buy Now Button](#)



[Add to Cart Button](#)



[Send Invoice](#)



[Virtual Terminal](#)

New? [Choose a payment solution](#) that's right for you.

Create Buttons

- [Add to Cart](#)
- [Buy Now](#)
- [Donate](#)

Shipping & Tax

- [Multi-Order shipping](#)
- [Shipping calculator](#)
- [Shipping Center](#)

After a button is created, copy the provided embed code:

Add a Buy Now button to your website

Copy your custom HTML code

Click the **Select All** button to highlight the code within the box and then copy it.

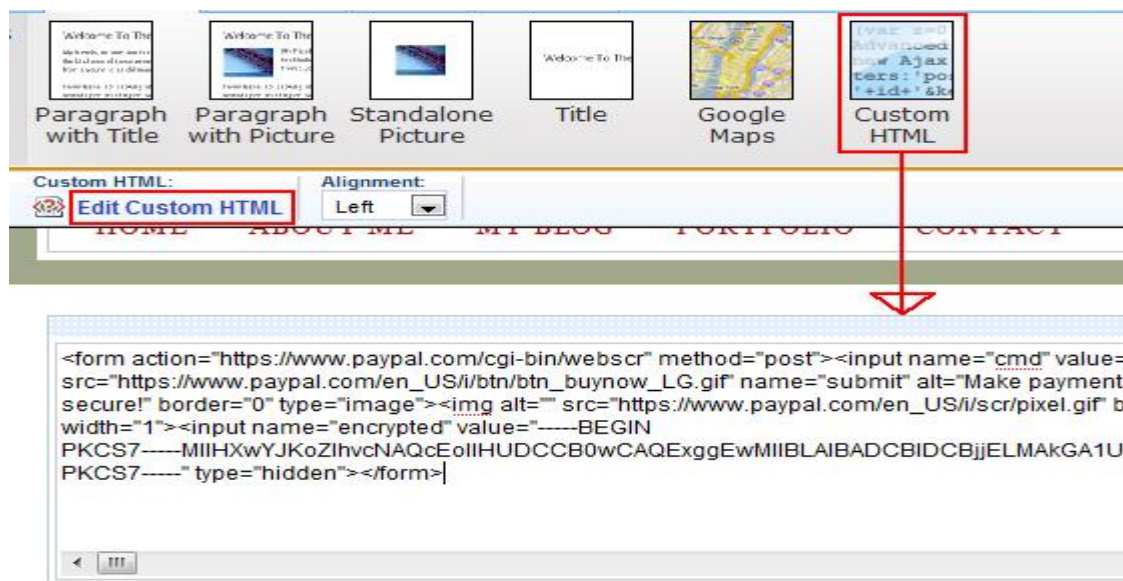
Note: An email link will not be generated if you are using button encryption. To turn encryption off, return to the previous page and click the **No** button under **Button encryption**.

Encrypted HTML code for Websites:

(Copy and paste this HTML code onto your website)



Paste this code into a Weebly Custom HTML element (for more help with this, [click here](#)):



Click outside the box to save the button:

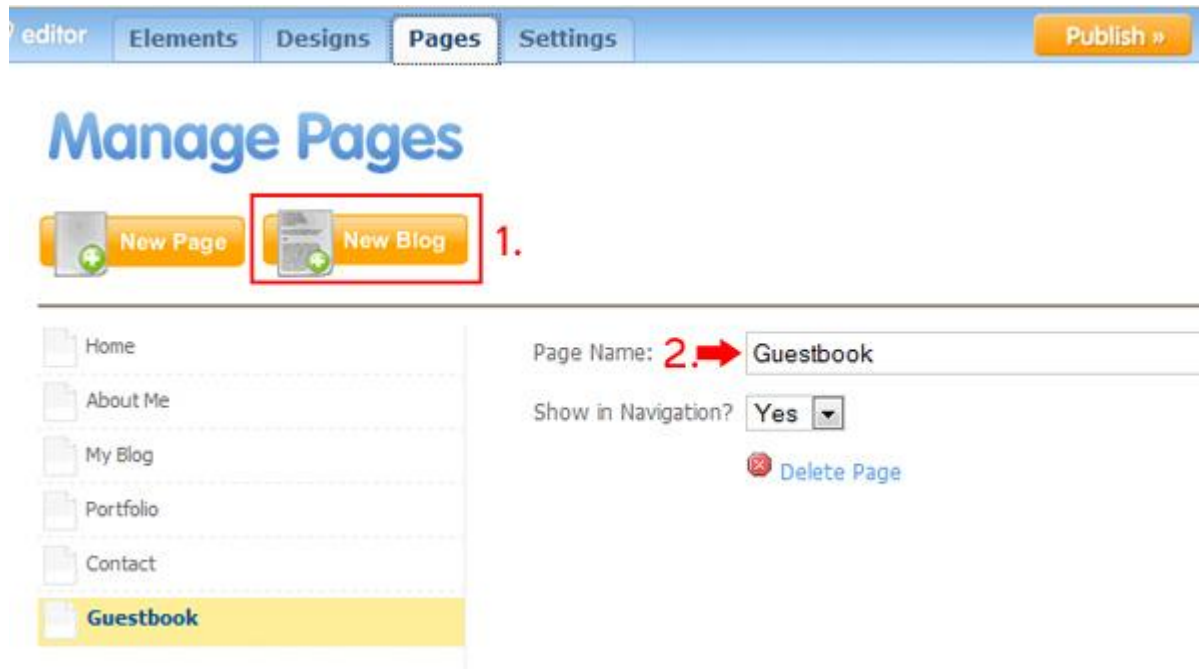


Tips & Tricks

Add a Guestbook

While we don't have an official "Guestbook" feature, you can create one using our blog feature.

1. Under the "Pages" tab, click the "New Blog" button.
2. Title this page "Guestbook":



3. Edit your first blog entry (see example below) and press the "Save to Live" button:



My Guestbook

12/06/2007

[0 Comments](#)



Tips & Tricks

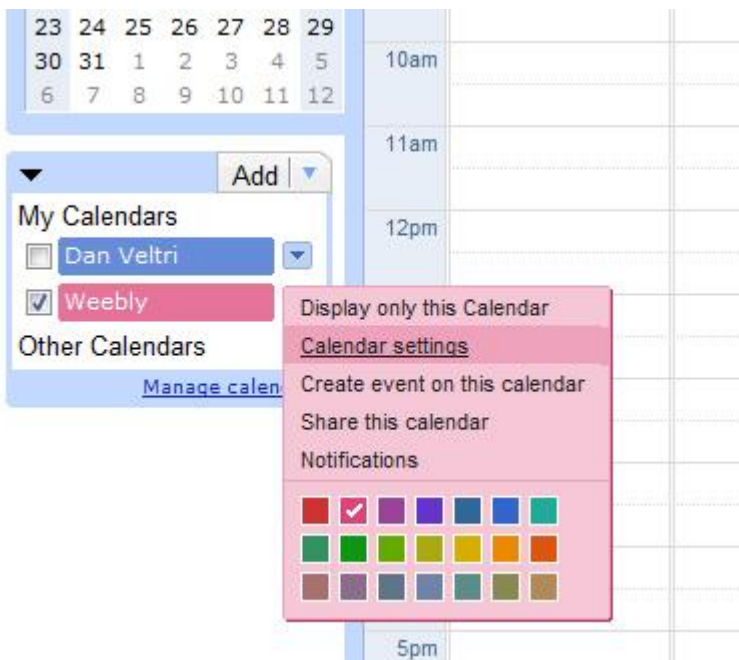
Add a Calendar

1. Sign up for Google Calendar at <http://calendar.google.com/> (click [here](#)).

Google Calendar provides powerful scheduling and notification options for your calendar. You'll manage your events from within Google Calendar, and then the updates will automatically appear in the calendar embedded on your Weebly website.

2. Add upcoming events into the calendar.

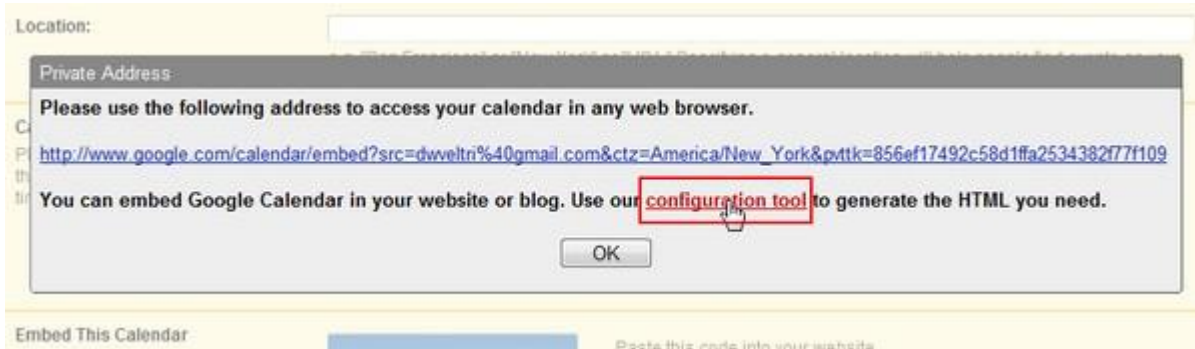
3. In the calendar list on the left, click on the down-arrow next to the appropriate calendar and select "Calendar settings."



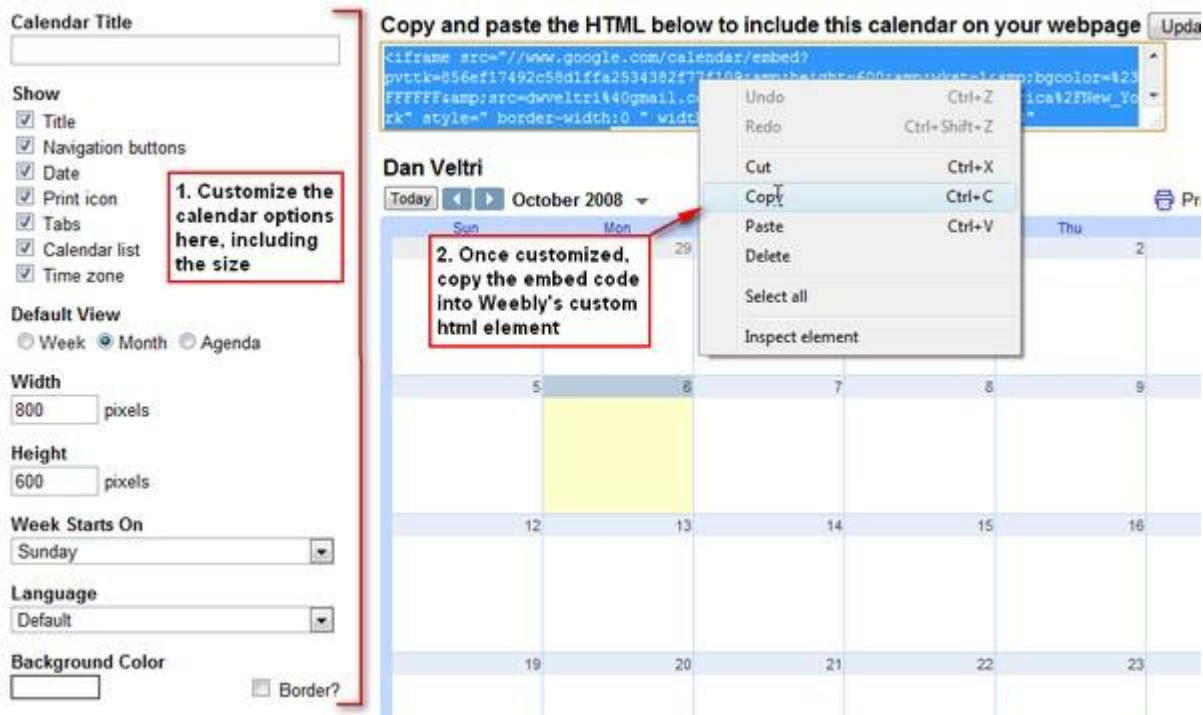
4. Scroll down to the bottom section called "Private Address" and click on the "HTML" button:



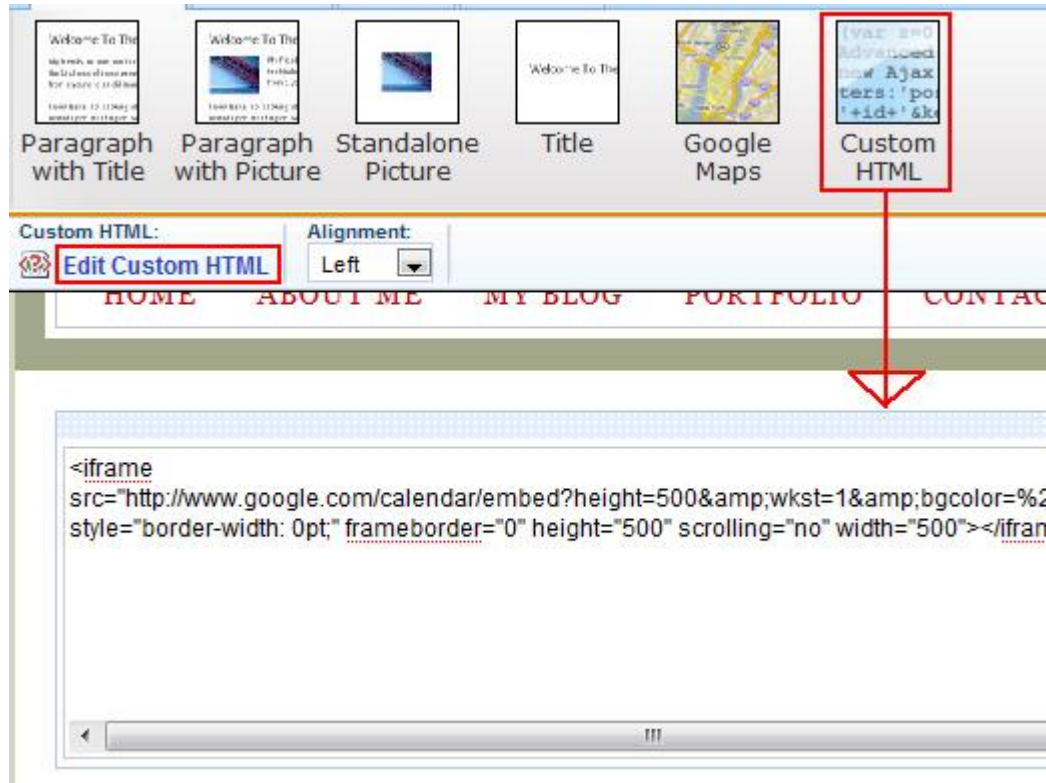
5. Click on the "configuration tool" link:



6. Customize the calendar's appearance to your liking and then copy the embed code provided:



7. Paste the embed code into a Custom HTML element on your website ([click here](#) for detailed help).



8. Click outside the HTML box to save & display the calendar:



Tips & Tricks

Add a Facebook Badge

You can add a Facebook badge to your website using the Custom HTML element in Weebly. Facebook has several badges and widgets to choose from.

1. Select the [Facebook Badge](http://www.facebook.com/facebook-widgets/) (<http://www.facebook.com/facebook-widgets/>) you wish to create.
 - Profile Badge - Share information about your Facebook profile on your website
 - Photo Badge - Share your Facebook photos on your website
 - Fan Box - This is only available to application and page admins. Allows visitors to become a fan of your page or application on Facebook
 - Page Badge - This is only available to application and page admins. Share information about your Facebook page on your website.
2. Follow the wizard to customize the badge, then select **Other** when asked where to add the badge.



5. Copy the code that is generated. (Hint: **Ctrl+C** will copy all the selected text)

4. Log into Weebly and navigate to the page where you want to add the Facebook badge. Drag a Custom HTML element to your page.



6. Click on the element then click **Edit Custom HTML** in the toolbar that pops up.



6. Paste the code you copied into the Custom HTML element and click on another area of the page to save the changes. (Hint: Use **Ctrl+V** to paste.)

Tips & Tricks

Add a Twitter Badge

Weebly has a built-in element for adding a Twitter badge to your blog sidebar, but you may want to have a Twitter badge on other pages as well. There are many Twitter badges available on the web and most of them can be added to your Weebly site using a Custom HTML element.

1. Select a [Twitter Widget](http://twitter.com/goodies/widgets) (<http://twitter.com/goodies/widgets>).



twitter

Goodies → Widgets

Select Your Widget

Widgets for...

- My Website**
- Facebook
- MySpace

Profile Widget
Display your most recent Twitter updates on any webpage.

Search Widget
Displays search results in real time! Ideal for live events, broadcastings, conferences, TV Shows, or even just keeping up with the news.

Faves Widget
Show off your favorite tweets! Also in real time, this widget will pull in the tweets you've starred as favorites. It's great for moderation.

2. Enter your Twitter user name and customize the widget settings if necessary. Click **Finish & Grab Code**.

Goodies → Widgets → Profile widget for My Website

Customize Your Profile Widget

Settings | Preferences | Appearance | Dimensions

Username:

note: this widget is unavailable for private accounts.

Test settings | **Finish & Grab Code**

The widget preview on the right shows a dark-themed Twitter profile for 'weebly' with several tweets and a 'Join the conversation' button.

3. Select all of the text in the code box and copy. (Hint: **Ctrl+C** will copy all selected text)

Goodies → Widgets → Profile widget for My Website

Customize Your Profile Widget

Settings | Preferences | Appearance | Dimensions

```
<script src="http://widgets.twimg.com/j/2/widget.js"></script>
<script>
new TWTR.Widget({
  version: 2,
  type: 'profile',
  rpp: 4,
  interval: 6000,
  width: 'auto',
  height: 300,
  theme: {
    shell: {
      background: '#333333',
      color: '#ffffff'
    },
    tweets: {
      background: '#000000'
    }
  }
});
</script>
```

Copy and paste this code into an HTML webpage OR

+ Add to **Blogger**

Test settings | **Finish & Grab Code**

The widget preview on the right is identical to the first screenshot.

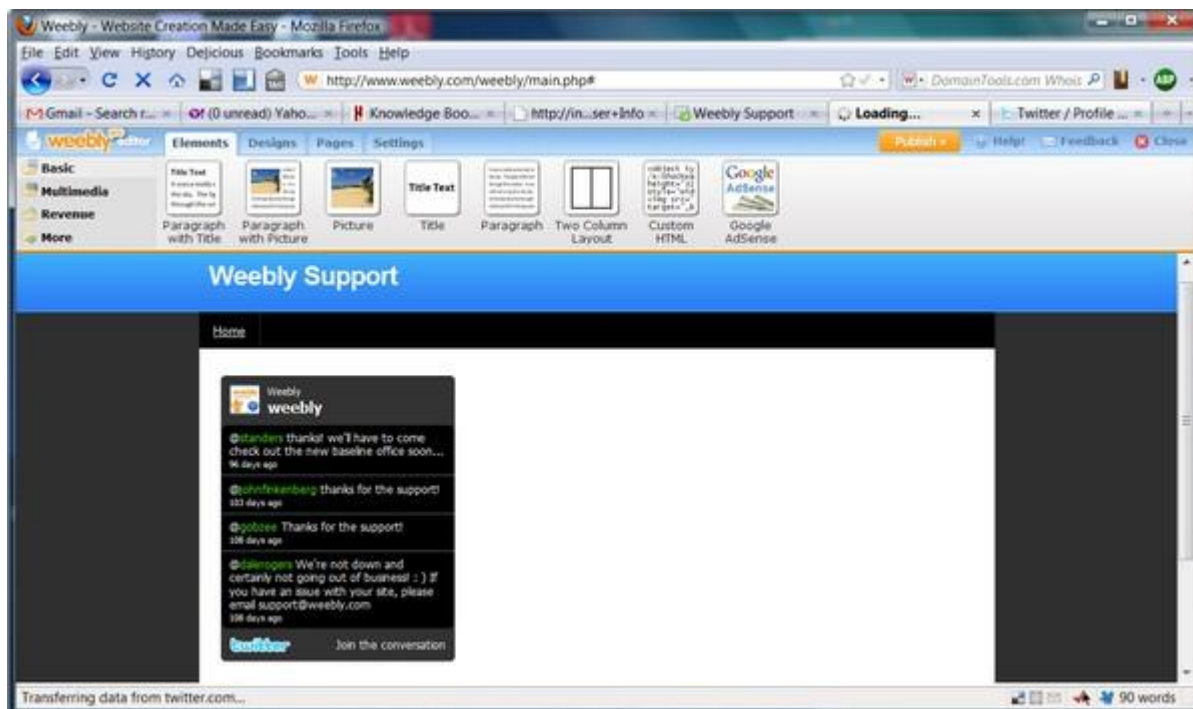
4. Log into Weebly and navigate to the page where you want the Twitter badge. Drag a Custom HTML element to your page.



5. Click on the element and click **Edit Custom HTML** in the toolbar that pops up.



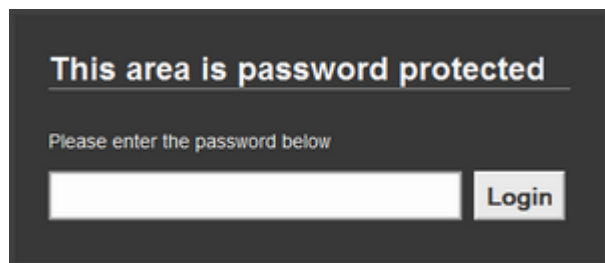
6. Paste the code you copied into the Custom HTML element. (Hint: Use **Ctrl+V** to paste.) Click on another part of the screen to save the changes and see your Twitter badge.



You may want to place your Twitter badge in a [2-Column element](#) (<http://support.weebly.com/support/index.php?pg=kb.page&id=21>) so that you can have text or images beside it.

What's included with Weebly Pro?

Password Protected Pages



Enable password protection to stop unauthorized visitors from seeing your website. You can require a password for your whole website, or just individual pages.

Audio Player



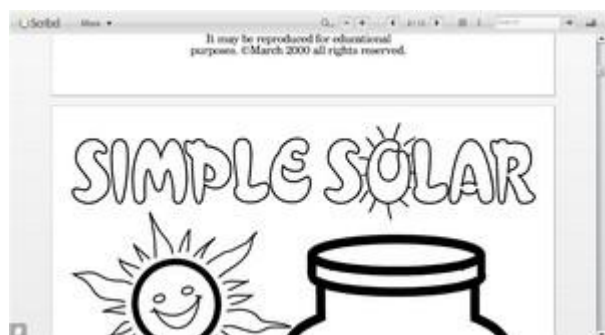
Upload and embed audio into your website in 1-step. Weebly's audio player makes it incredibly easy to add music, podcasts, or other audio files into your website for direct playback. It includes the option to auto-play the audio when the page is loaded.

Video Player



Weebly's video element will automatically convert video files for playback directly on your site. The player is completely unbranded so you can control the visitor experience. The player has seeking, volume control, and full-size options.

Embedded Documents



The embedded document element lets you choose a document file (such as as .doc, .pdf, .xls, .ppt) to be displayed directly in your site for your visitors to view, scroll through, or print. This is an easy way for visitors to view a document without requiring them to download it and open it on their own.

10 Sites Per Account



Create & manage up to 10 different websites within your pro account. All of the pro features listed on this page will be available to you as you build each of your websites. In comparison, standard Weebly accounts have a limit of 2 websites per account and don't have the pro features active.

Note that if you want to register a new domain name (ie. www.example.com) for any of your websites, the standard registration fee still applies.

Increased File Size Limit

100 MB File Uploading



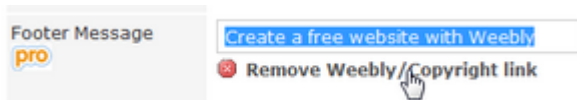
The 5 MB file size limit placed on standard Weebly accounts is removed to allow 100 MB file uploads! We don't even place a limit to the number of 100 MB files allowed, so your storage capacity is virtually unlimited.

Premium Support

00001	David Winters	This is the second email we are sending regarding account #FF70166666. We need to have...	9 hours, 43 mins
00002	John	Help again there is still a huge amount from "large" on our website to weebly.com...	9 hours, 28 mins
00003	John Prosser	We have been going back and forth for over a week trying to get the site published and the...	9 hours, 21 mins
00004	Jeffrey	Hi weebly! I just got email about changing the IP address and I wanted to inquire... can you...	9 hours, 9 mins
00005	Angie Fogelstein	I am so confused - I called about the 7000 on my phone call... help!	9 hours, 18 mins
00006	Heather	Hello, My daughter created a site and posted pictures on weebly.com. I'm trying to delete the...	9 hours, 12 mins
00007	Janis Brubaker	I was adding my site and accidentally removed the wrong one. Can you change the one I...	9 hours, 12 mins
00008	John Cooper	I am looking up the list of users (weebly.com) and I can add members, but...	89 mins
00009	Mike Zulk	Thank you for your hours! I will respond as soon as possible. Meanwhile, Mike Zulk #1-0-0-0...	2 weeks, 4 days
00010	Laura	Wow for taking the time to reply I was just wondering if the second site was fixed? Data: P/S...	2 weeks, 1 day
00011	Lindsay	Dear Dan, "Thank you SO much! It's no problem that it was a bit later. I got the site I...	1 month
00012	Scott Decker	Hi Thanks for your previous help. I need help with a more thing, how do I link my site to...	9 days, 2 hours
00013	Mike Wolf	I got in the help request the other day and have yet to receive a response. My help...	9 days, 17 hours
00014	Jason	Also, could I add some sort of forum to the site?	9 days, 12 hours
00015	Dana Hagan	Hi Weebly Support, I had a request on what the FTP SFTP address is for my site...	9 days, 17 hours

Our pro users receive the fastest response from our most qualified support staff. When support tickets are received by our system, pro users' questions are placed at the top of the queue.

Customize the Weebly Footer Message



You can remove the "Create a free website with Weebly" footer link that is placed at the bottom of your website and replace it with text & links of your own, or nothing at all.