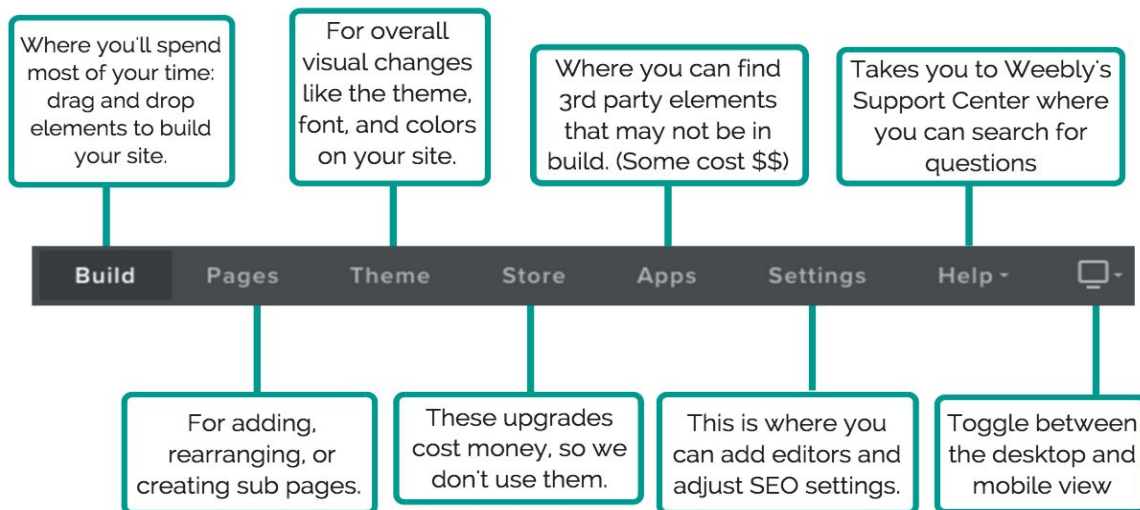




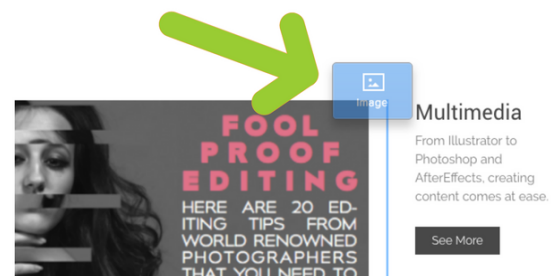
## Weebly: Overview

If you are new to Weebly, DigiComm has got your back! We have compiled all the basic elements about Weebly to help you get started on creating your perfect site. Check out our "Tips & Tricks" handout for more details on how to use Weebly or book a consultation with one of our tutors!

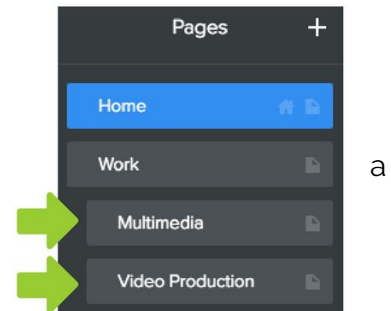


❖ **Themes & URL:** Your theme and URL can be changed at any time! Change your theme under the "Theme" tab and your content will be converted to the new theme every time so you don't lose any of your hard work. Change your URL under the "Settings" tab .

❖ **Creative Control:** Weebly lacks some creative control. However, it's extremely user-friendly. Its drag and drop features are based on a grid - The highlighted area shows you where you are allowed to add elements and the blue lines show you where your element will be dropped!



- ❖ **Pages:** Much like how you can click and drag elements around on your site, you can click and drag to rearrange the order of your pages under the “Pages” tab. If you want to make subpages, drag the page title little to the right, below the page you want it to be a subtitle for.

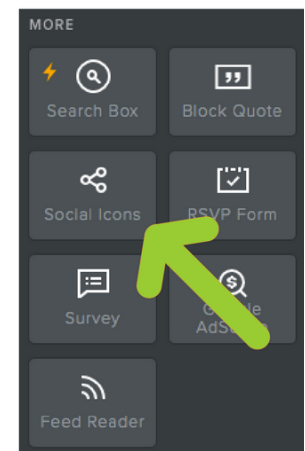


- ❖ **Visitors:** Weebly keeps track of your viewers! Each time you log onto Weebly, it'll provide stats on your site that include both page visits and unique visitors.

- ❖ **Multiple Sites:** If you wanted to make more than one website, Weebly let's you do it with one account! Simply click on the down arrow on your Weebly homepage and select “Add Site”

- ❖ **Social Media:** Weebly allows you to connect social media accounts. Utilize the contact form option in addition to your handles on Facebook, Instagram, Twitter, etc under the “Build” tab. Remember to only connect accounts you are proud to showcase!

- ❖ **Saving & Publishing:** Lucky for you, Weebly saves automatically so you don't have to! If you want to publish your site so anyone can view it, click “Publish” in the top right corner. Still have edits to make after you publish? You can hit publish every time you make changes to your site to update it.



[Book an appointment](#) to work with a peer tutor!