

Instructions for Using Weebly

Logging in:

- Log in through <http://www.weebly.com>. Your lab's site should be listed under "Sites I contribute to". Click "Edit" to access the site. If you have not yet been added as an editor to the site, please contact Julie Gosse (julie.pinkston@gmail.com).

Making Edits:

- Make sure you are acting under the "Build" tab on the top toolbar.
- Access the page you would like to edit by clicking buttons in the main window (it looks and functions like the actual website).
- Make textual edits by directly editing text. Simple formatting options are shown in a dark gray toolbox at the top of the text box (bold, italics, size, color, centered, etc.)
- Images can be switched out by clicking on the image and choosing "replace image". Images can also be cropped, rotated, etc., by choosing "edit image".
- Links or documents (PDFs, for example) can be added to text by selecting the desired text and clicking on the link symbol. You can choose to link to a page within the site, a URL, an email address, or a file.
- To add an "element", i.e., a text box, image, etc., choose the element type from the left column and drag it to the desired spot on the page.

Publishing the Site:

- Once you have completed edits on the site, click on the orange "Publish" button at the top right corner.
- All changes will immediately appear on the live site after you publish.