Weebly is the most user-friendly website creator I have found. To add elements to your webpage, all you have to do is drag and drop.

Step #1

Register for a free account.

Step #2

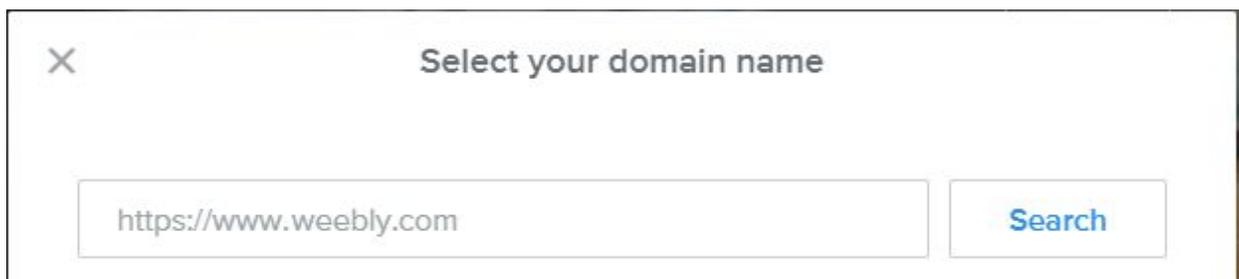Add a site. Click on + to add a site and then choose to build a website.
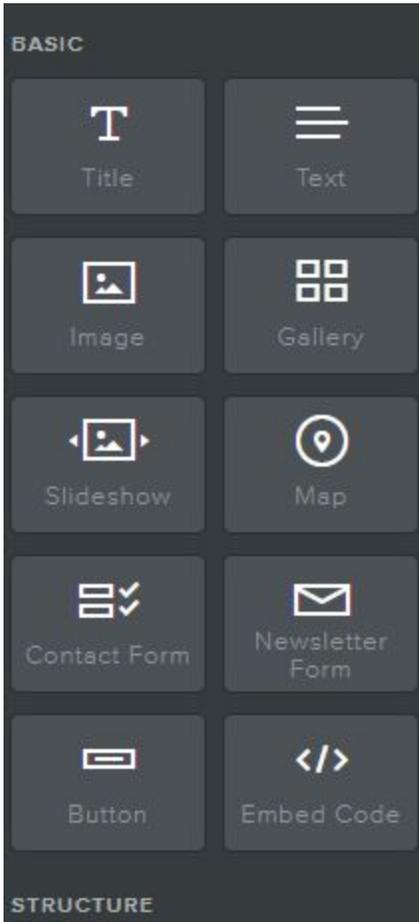

Step #3

Peruse all of templates and select one you like. (You can always change your template later). When I select, I look mainly at the navigation, to see if it meets my needs. I will select all of my own pictures and colors.

Weebly will give you a preview. If you like it, click on "Start Editing"

Step #4

At this point you need to select your domain. This is the web address people will use to get to your site. Select one that is easy to remember and make sure it ends in **.weebly.com** to make sure you have a free account.

BUILD FEATURES

Step #5

You will automatically be in the build feature of Weebly. You will be using the left-hand panel.

Each of the boxes is a separate element in Weebly.

- ● Just drag and drop the element box to the place on the page that you'd like it to be.
  - ● Type in your information or upload it from your computer.
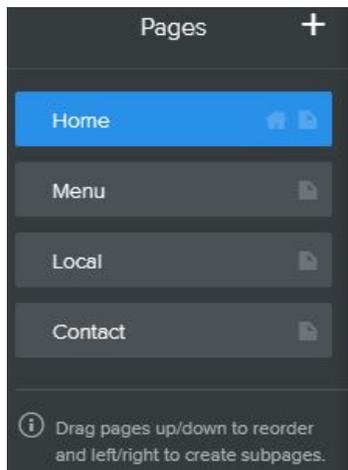 - ● Most elements have a toolbar above it, to customize your work.

  - ● Some of the most commonly used elements:
    - ○ Title
    - ○ Author
    - ○ Image
    - ○ Scribd Document
- ● A couple of my favorites:
  - ○ Slideshow
  - ○ Embed code
  - ○ Button
- ● Make sure to take advantage of the elements under "Structure" to add spacers and dividers, to make your page more user-friendly.

Step #6

When you're feeling confident, you can take completed elements and drag and drop them next to another element to make columns. This gives a very professional look.

PAGES FEATURES

Step #7

To add additional pages, click on the Pages button at the top of the page. Your left-hand panel will then change. You will see the pages of the template you used.

From here you can do several things:

- ● Click on any of the pages to change the name of the page.
- ● Click on the + sign to add pages
- ● Select a page and drag and drop it to a new location to change the order of the pages.

Once you have your site the way you want it, make sure to click on the blue publish button. This will save your work and publish your site, so people can start using it.