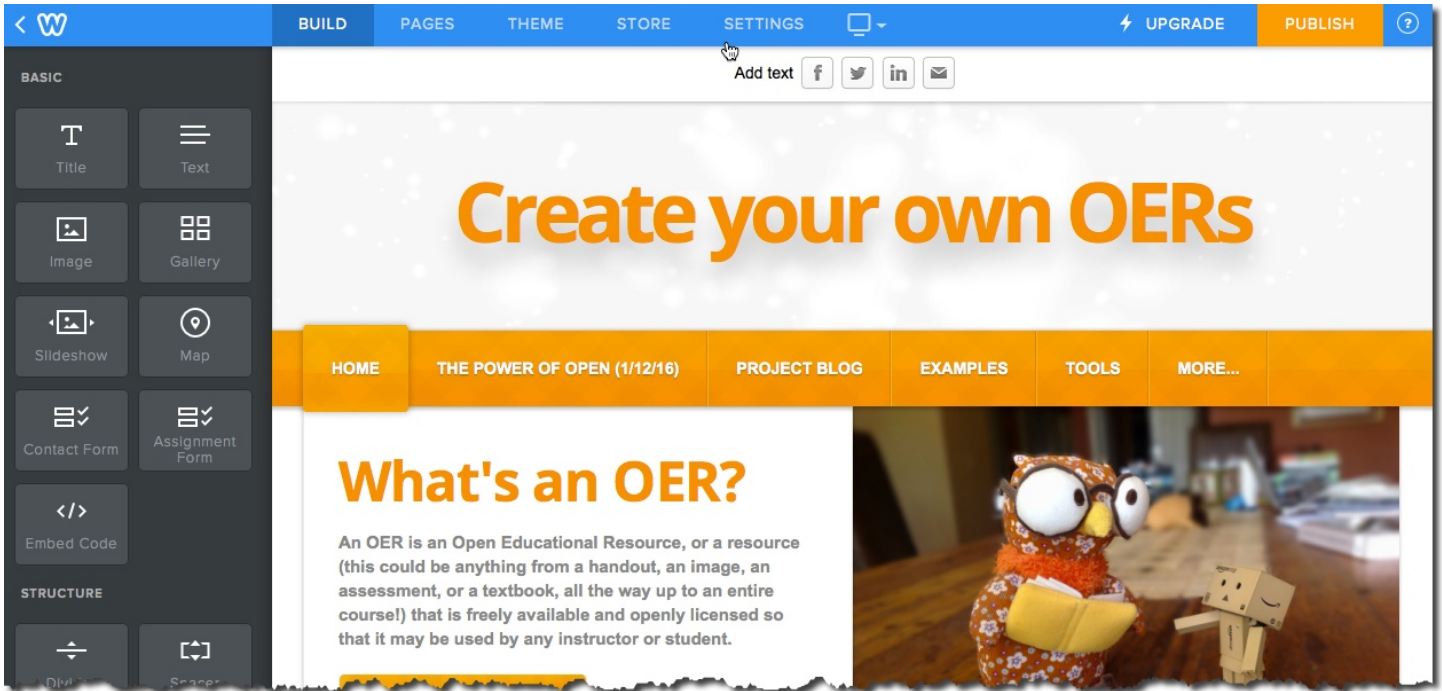
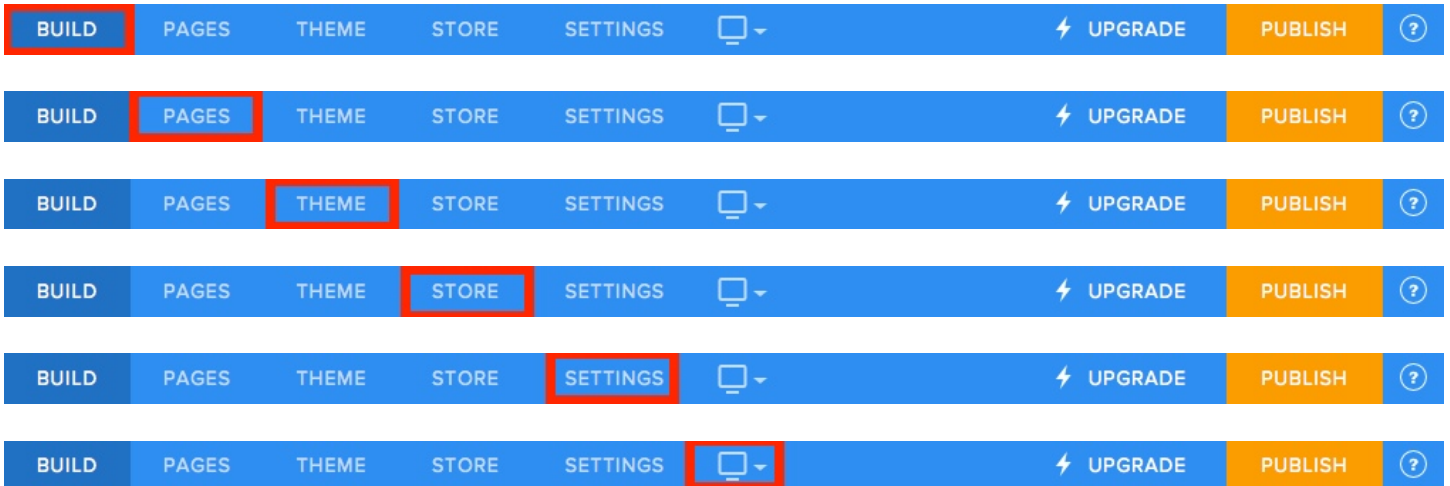


EDITING YOUR WEEBLY PAGE (2016)



Take it from the top! The blue bar across the top of the page is the top-level menu, and has five subcategories—Build, Pages, Theme, Store and Settings, as well as a device-switcher button (shows your website’s computer view vs. mobile view):



PROBABLY THE SINGLE MOST IMPORTANT BUTTON ON THE ENTIRE WEEBLY EDITING SITE IS THE “PUBLISH” BUTTON! If you do not click “Publish,” your page will never go live. If you make changes, they DO NOT automatically show up on your public website – you need to click “Publish!!”



Under BUILD are an additional five areas, but you only need to worry about four of them – Basic, Media, Structure, and More:

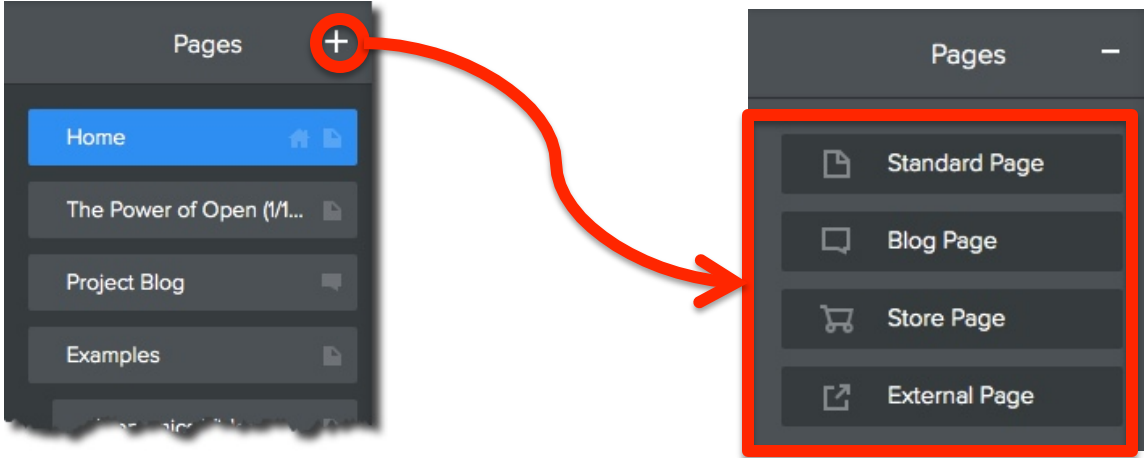
<p>BASIC</p>	Create a title/header for an area of your page	Create an area for your text – you provide the content!	Upload an image.
	Create a gallery from images that you upload.	Create a slideshow from images that you upload.	Embed a live map on your webpage.
	Allow visitors to your page to contact you with questions or comments.	Create an area for your text – you provide the content!	Embed any object that has an associated HTML code.
<p>STRUCTURE</p>	Use a horizontal divider to segment your content.	Add a spacer to your content.	
	Add a button that connects to a page on your site, or to another website.	PAID FEATURE ONLY!!!	
<p>MEDIA</p>	PAID FEATURE ONLY!!!	PAID FEATURE ONLY!!!	Upload a document that renders in Scribd.
	Embed a YouTube video on your webpage.	Include a Flash object on your webpage.	Include a file on your webpage that users will be able to download.
<p>MORE</p>	This one is for aesthetics – creates a “block quote” graphic for your page.	Include a poll on your webpage.	Include social networking icons on your webpage.
	You probably won’t need this one – it’s for event planning.	Include a survey form on your webpage.	Include a newsfeed on your webpage.
	Include a BookFresh widget – visitors to the page can book an appointment with you.	Include a discussion forum on your webpage.	

Under PAGES, you can add pages, change page names, hide pages, copy/delete pages, reorder pages in the website navigation, and create subpages.

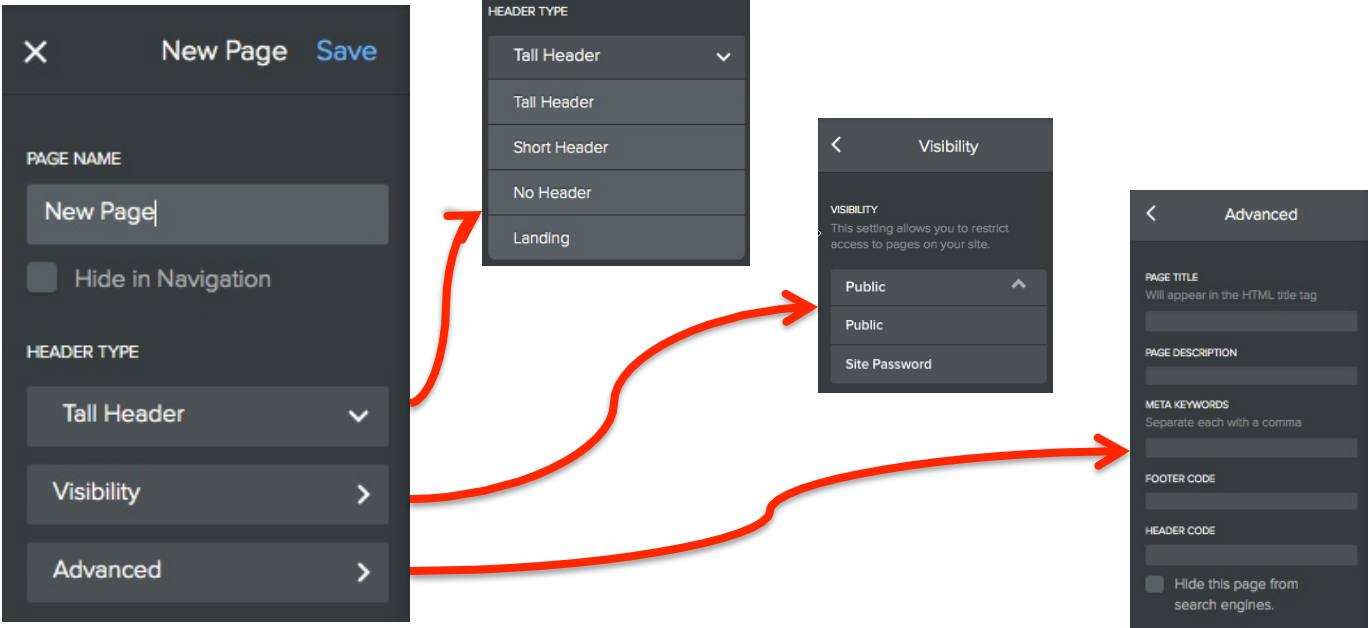
NOTE:
THE "PAGES" AREA CHANGED SUBSTANTIALLY WITH THE LATE 2015 WEEBLY EDITING INTERFACE REVISION.

In previous versions of Weebly, the PAGES area had its own editing page, but with the latest version, clicking the "PAGES" button just brings up a new left-hand editing menu, with a listing of all of your website pages and subpages.

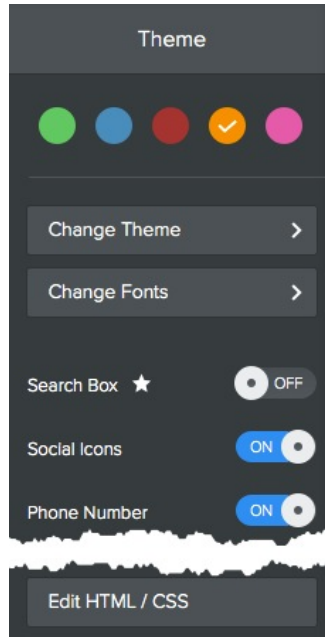
To add a page, click the "+" to the right of the word "Pages," and your page-type options (Standard Page, Blog Page, Store Page, and External Page) appear:



Once you have chosen a page type, other options will appear. You will be able to name your page, change the header type, determine whether your page will be public or private, set description and keywords, as well as other advanced options:



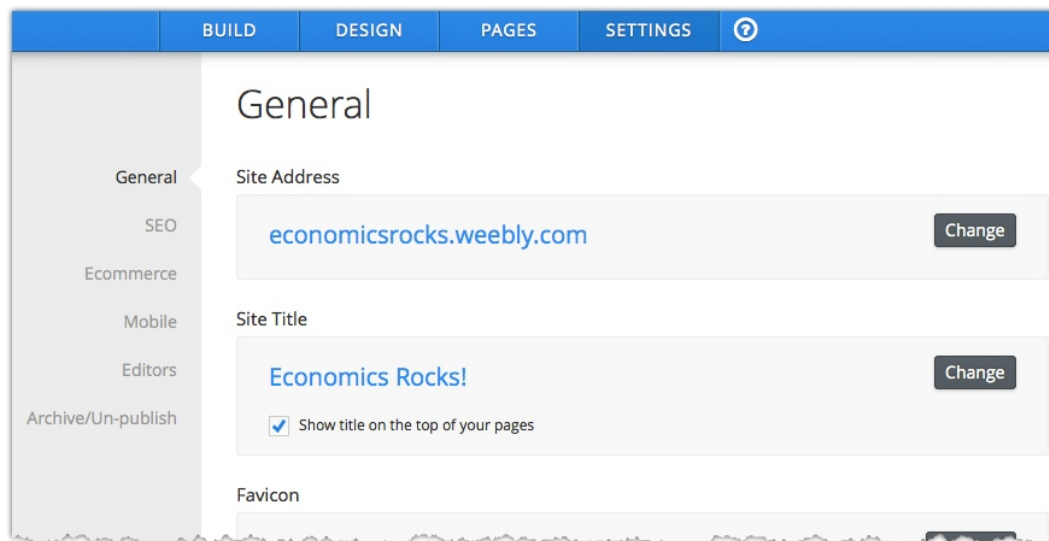
The **THEME** option is pretty basic – for the most part, this is where you can change the webpage theme (i.e., the basic design template), underlying color scheme, or fonts (you can set Title or paragraph text font):



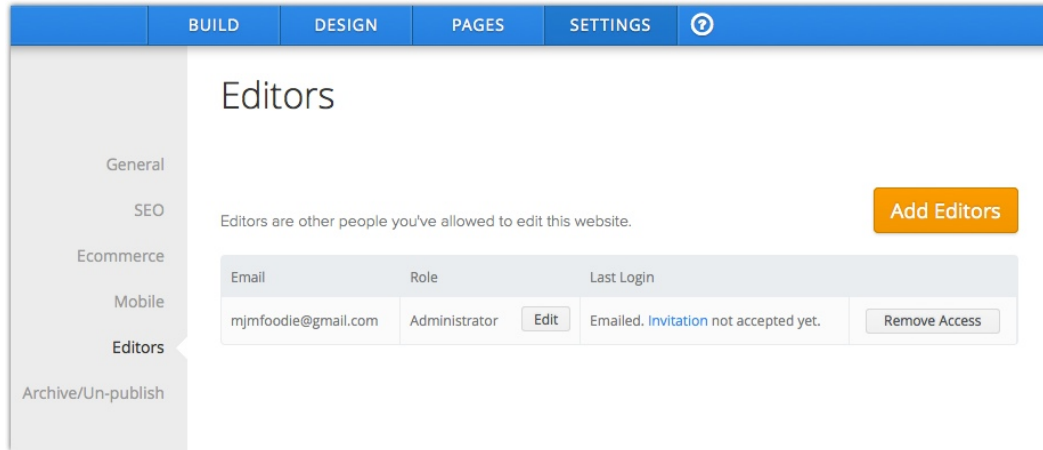
You won't use anything under the **STORE** page (as you aren't setting up a page to accept commerce).

You probably won't use a lot of the **SETTINGS**, but the two areas you are most likely to use are:

- **General**, if you ever want to change the website URL or site title.



- **Editors**, if you ever want to give another person permission to edit your site. BE EXTREMELY CAREFUL WITH THIS OPTION – I have seen co-editors accidentally delete content!



Don't forget to take advantage of the DEVICE SWITCHER button, especially if visitors to your site are likely to be using mobile devices for access!

As in the example shown, you can see what your website will look like when viewed on mobile devices, plus there is a "Mobile Options" menu, allowing you to make certain setting changes (theme, header image, etc.) for mobile display.

