Design Your Own Website

With

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www.rclreads.org
# Teen Makerspace

## Maplewood

- **Wednesdays 3-5 pm**

  - Maplewood Library
    - 3025 Southlawn Drive
    - Maplewood, MN 55112
    - 651-724-6003

## Roseville

- **Thursdays 3-5 pm**

  - Roseville Library
    - 2180 N. Hamline Avenue
    - Roseville, MN 55113
    - 651-724-6001

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<tr>
<th>Library</th>
<th>Address</th>
<th>Phone</th>
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<td>Maplewood Library</td>
<td>3025 Southlawn Drive</td>
<td>651-724-6003</td>
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<td>Mounds View Library</td>
<td>2576 County Road 10</td>
<td>651-724-6004</td>
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<tr>
<td>New Brighton</td>
<td>400 10th Street NW</td>
<td>651-724-6002</td>
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<td>North St. Paul Library</td>
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<td>Shoreview Library</td>
<td>4570 Victoria Street</td>
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Creating An Account

To get started with Weebly, you need to register your account with your name, email address, and password.

**Note:** For those of you creating History Day websites, please navigate to www.nhd.weebly.com

Next, create your website title, **this will appear at the top of your website** Also, decide what type of website it will be; this will decide the design Weebly chooses as your default theme.

The next screen will direct you to create your web domain. **This is the website address others will enter in their browser to go to your site.** Choosing the first option, which leaves the end of your site, weebly.com instead of just .com, is recommended. Registering your own domain costs about $40 a year.
Designing Your Theme

After setting up your domain, you’ll be brought to the website editor. This is where you will edit and design your website. Across the top is a tool bar with the different steps of building a website separated into tabs.

Although the first tab is “Build”, picking the design and theme of the website is necessary before adding content on the elements tab. Click on the Design tab to start browsing website themes.

Use the “Styles” drop down menu to select a specific theme style
E.g. minimalist, sleek, bold, etc.

You can sort by popular, newest, or recently used

If you can write code, you can also upload your own custom theme or create one on Weebly
After picking a theme, click on the **design options** button on the left-hand side. Here you can choose the font, color, and size of your website title and paragraph as well as the color of your links.

For even more customization, you will notice **edit options** when you hover your mouse over the elements of your website (title, image, etc).
Adding Basic Content

The Next major aspect of making a website is adding content. Click on the **Build** tab to bring up widgets for adding text, pictures, and a variety of other things to your website.

The first section in the Build tab houses your basic functions. Click on any of the boxes and **drag it to where you want it** on your website.

Once you have added it a box with text, an editing screen should pop up like the one below, similar to other word processing editing tools.

Most of the editing tools are self-explanatory. Try working with these different widgets to perfect the look, feel, and message you want for your website. The only thing that is slightly different is how to insert links into your web page, which we discuss on the next page.
Further Build Options

These are your other options for building your website. Each category allows you to customize your website in a different way: adding a button, creating columns, adding video and audio, creating a forum, etc. Almost any element that you would want to add to your website is listed here.
To add a link to another website on Weebly, first type some text where you want the link and then highlight the text before you click on the link symbol.

The link menu gives you a variety of options to link to other sites, as well as to other parts within your own Weebly site. For basic links to other websites, select the first option.

Note: you may want to select the box to open the link in another window because then user won’t leave from your website when clicking on the link.
Adding Photos

Once you drag an element to your website, a grey box will appear as a placeholder. If you hover over the box, it will highlight blue. Click on the box for extended options. Here is the menu to add a photo.

You will most likely add an image from a file you already have saved on your computer. However, there are other options for you to search for images already on the internet.
Adding Video

Unfortunately, the free version of Weebly only allows you to upload videos via Youtube. All options will be available to you if you upgrade to Weebly Pro (but this costs money).

To choose your Youtube video, simply find the Youtube video on Youtube, copy the url, and then decide the video’s size and position.

Although We won’t go through how to edit the other boxes specifically, remember to click and drag on the box, down below the header image to add it to your website, then click on the box to open its editing menu.
Adding Pages

To make your website more of a destination, adding multiple pages will help bring it to life. Click on the Pages tab to open the page menu.

New page will appear beneath your home page

Options for formatting your new page
On the pages Tab, you can click to add more pages or even a blog, that will show up on your main page as a clickable link. Each page works just like your main page so adding content works the same way!

The last two tabs, Store and Settings, are again for more advanced users, so feel free to play around but it's not at all necessary. You might want to visit Settings if you ever want to change your URL or create a password for your site.

After Finishing each page with the content you want, click Publish in the upper right hand corner to share your creation with the world!