

# Weebly Basics

Weebly is a free web site builder that is modern, easy to use, and works very well to create a portfolio to showcase work, as well as a personal website.

## Your Weebly Site will include three major Pages:

Blog: Short for “web log”, a website with a series of entries, written usually like an online journal or diary. These can be very personal, or informational. For your site, these entries will be about your work in the class. These can be informal, personal, and may include works in progress or sketches of work.

Biography: Strictly speaking, Biographies are the story of someone's life. Any professional website should have a brief bio on the creator of the work. Including an image of yourself is useful in telling the audience who you are.

Gallery: A room or building that displays and/or sells works of art. Like portfolios, the internet has changed the definition to also include digital means to display a gallery.

## Some basic vocabulary when working with Weebly:

Portfolio- Traditionally, a portfolio is a flat case that carries important documents, drawings, or other bodies of work. The term can be used as a selection of work compiled over a period of time to show change and skills.

Build- In Weebly, the “Build” tab allows you to customize how the parts of your website look and work. Simply by dragging the tools into the page will allow you do customize many parts of your site.

Design- In Weebly, the “design” tab allows you to customize the layout, colors, background, and other aspects of your site to make it more visually appealing. There are many “themes” that Weebly offers that you can choose from, and there are many resources online for more custom themes and how to adjust the HTML code.

Pages: Pages in Weebly are where you add and delete different pages of your site. These can include your Home Page, Biography, Gallery, and other Websites. You can also make “sub-pages”, or pages that are within other ones.

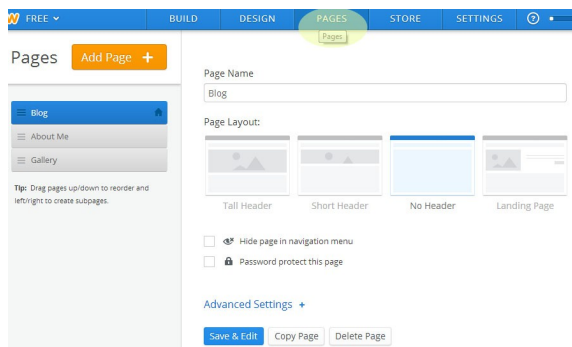
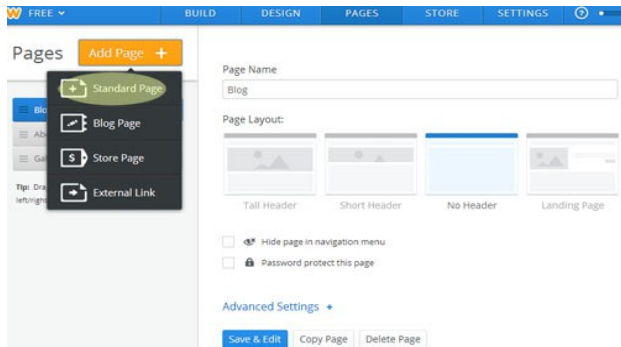
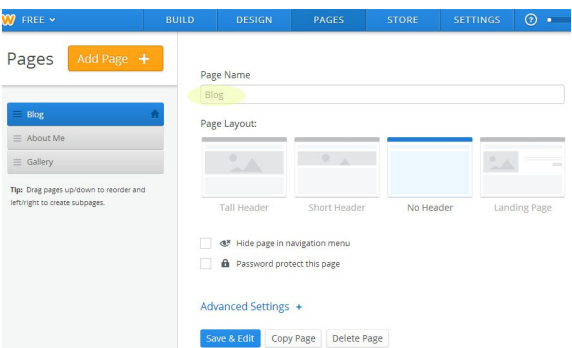
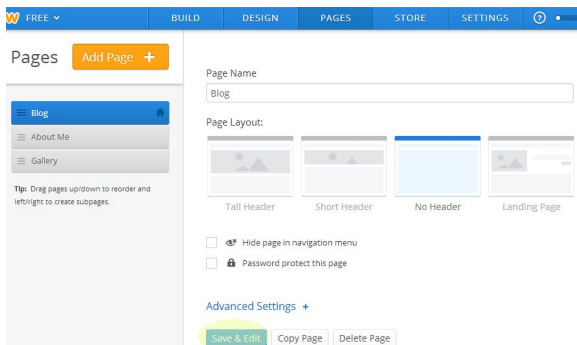
Weebly offers different kinds of page layouts for different purposes. “Blog” pages include a navigation bar for finding posts from certain dates or with certain categories. “Standard Page” allows for more freedom to drag and drop whatever you would like into the page.

**And remember:** This is the internet! There are millions of resources out there to help you if you get stuck. Do not be afraid to explore tutorials and other tools to help you better understand how to customize the site.

## Adding a Biography Page

### Digital Portfolio

This page is where viewers get to learn a little more about you. You can include some of the things that you think define you, but remember that your audience could be total strangers, not just friends and family. Think about what you want the viewer to know about you and your work.

	
Step 1: Click the “Pages” tab at the top of your main page.	Step 2: Click “Add Page” button. From the menu, select “Standard Page”
	
Step 3: Name your page. Choose a Page Layout.	Step 4: Click “Save and Exit” to save the page to your site.

After you have created your page, you can add elements to it by going to the “Build” Tab at the top of the page, and select elements from the menu on the right side of the screen. Your Biography does not need to be long, but should include an image, short description of your interests and art experience, and a brief reflection on the work you have in your website.

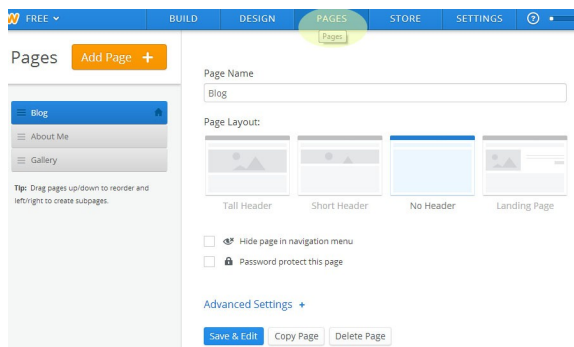
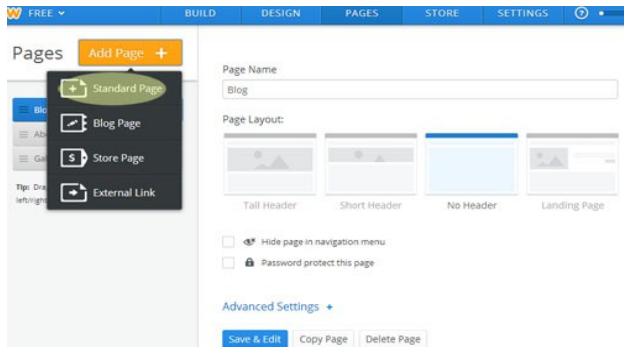
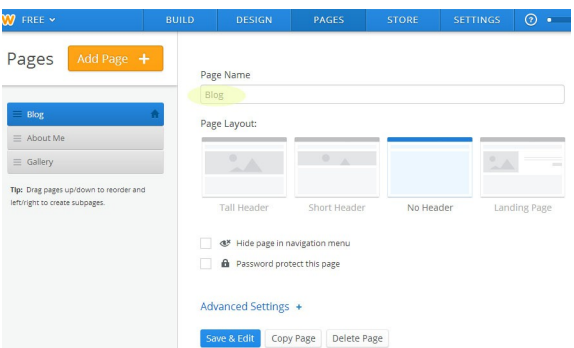
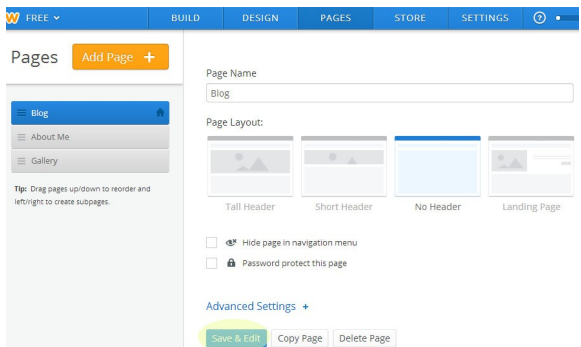
Tools that are useful for this page include:

Title  
Image  
Text  
Image and Text  
Columns

## Adding a Gallery Page

### Digital Portfolio

This page of your website allows viewers to see your work in a clean and easy-to-navigate format. Unlike your blog page, this page does not include personal comments about the work. Captions should include title, medium, and size if it is important for scale.

	
Step 1: Click the “Pages” tab at the top of your main page.	Step 2: Click “Add Page” button. From the menu, select “Standard Page”
	
Step 3: Name your page. Choose a Page Layout.	Step 4: Click “Save and Exit” to save the page to your site.

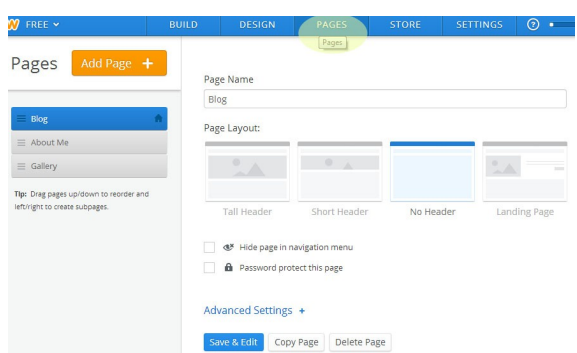
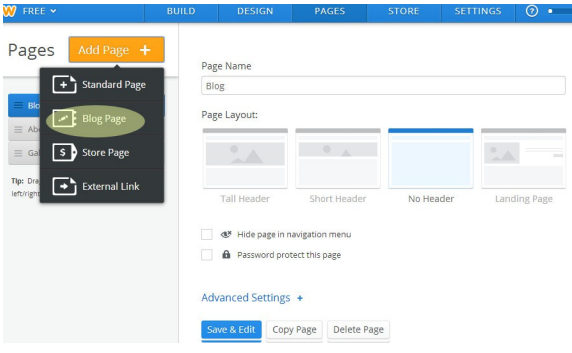
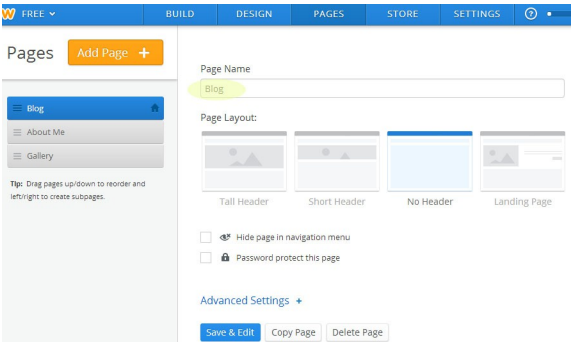
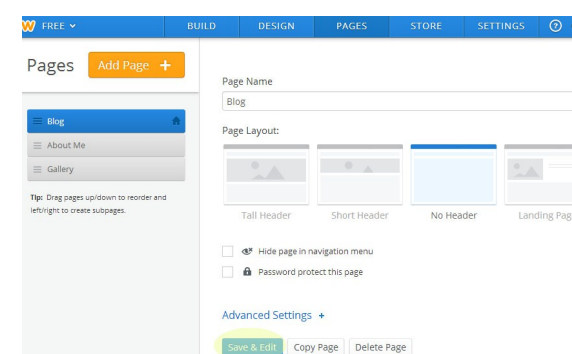
After you have created your page, you can add elements to it by going to the “Build” Tab at the top of the page, and select elements from the menu on the right side of the screen. Tools that are useful for this page include:

Title  
Slideshow  
Gallery  
Divider  
Columns

**(Reminder:** It is easier to add images to your gallery while you are updating your blog posts. You can always add images to your gallery elements. Don't wait until the end to add them all.)

## Adding a Blog Page Digital Portfolio

This page of your website allows you to describe your thoughts and experiences while working on your piece. This can be done at home or during down time in class. BE CREATIVE, this is where you get to add your personality to your site.

	
Step 1: Click the “Pages” tab at the top of your main page.	Step 2: Click “Add Page” button. From the menu, select “Blog Page”
	
Step 3: Name your page. Choose a Page Layout.	Step 4: Click “Save and Exit” to save the page to your site.

After you have created your page, you can add posts to your Blog by clicking on the “Build” Tab and navigating to your blog page. From there you can insert various elements to enhance your posts.

## Required Elements of Weebly Site

Remember that this is YOUR SITE. Please feel free to work on this on your own time, customize it, play with the themes and layout. You will be able to take this site with you and it can be a really good tool for showing your work to colleges or other interested people.

For your grade, you will be required to have these major elements:

<b>Biography Page:</b>
Photo or image of Artist
Art experience and interests
Reflection of experiences in Art and learning accomplishments

<b>Gallery Page:</b>
Three or more images displayed
Images cropped to appropriate size for webpage
Captions for images include medium used

<b>Blog Page</b>
At least three entries that include: Title: Photo of Artwork: Description, Analysis, and Self Critique on the work.