WB 103.3

Weebly
Account Setup and UI Introduction

Table of Contents

Table of Contents **2**
Weebly - Get Going > Step 1 - Account Registration **4**
Account Registration and creation of your first website's framework is all one process 4
Instructions 4
Weebly - Sign Up 4
Sign Up Process 4
Weebly - Home Page 4
Weebly - Sign Up Page 5
Weebly - Pick a Theme 5
Weebly - Theme Preview 7
Weebly - Choose Your Website Domain 7
Summary 9
Weebly - Get Going > Step 2 - Editor Intro **9**
Weebly - Get Going > Step 3 - Admin Console Intro **11**
Weebly - Get Going > Step 4 - Add an Editor **12**
Weebly - Get Going > Step 5 - Publish Website **13**

Key things to be prepared for (duplicated from WB 101)

Here are the key things to be prepared for:

1. When you create a weebly account it kicks you into a “step by step startup process for a website” that is very confusing and intimidating.
    a. Ideally they’d just land you on an account page so you know what that looks like and then give you a “create website” option but they don’t do that. It feels intimidating.
    b. They ask if you are building a regular or ecommerce site when that is irrelevant at that point. The ecommerce can be added later.
    c. They ask you to pick from a wide range of templates. As with Google Sites you can chage all that later AND the only thing you should really consider is the Website Title and Menu location. Actually their menus have sticky header where the menu is always visible as you scroll, but you can’t tell that from the theme selector page. Just pick one
    d. Eventually the editor will open up. Conceptually it is a lot like the Google Sites system with a menu across the top. It has a sidebar on the left instead of the right however.
    e. **It also loads a 4 page website template by default. You want to wipe all that out immediately..** Go to the pages section and delete all but the home page. Then add one blank page with no header option. Then identify that as the home page, Then delete the page they gave as a home page. This resets the site to something like you got with Google Sites with a single page to start with.
    f. To “exit” the editor and go to your account page, click on the X in the upper left and corner of the editor. There is no other web based software or software that I know that requires you to click in X in the upper left to get to an admin page.
    g. The admin page has been re written for ideal viewing on a mobile device, when nobody should be doing major web design on a mobile device.
    h. The hardest part about Weebly is getting through this initial learning curve. The editor itself is quite easy once you are use to it. It’s got more functionality than google More preloaded pictures for backgrounds
    i. Creating the Subdomain URL has been made more confusing than it should be. Once done it can be changed.
    j. Again with about 1-2 hours with support from someone who knows how the interface works you could be proficient.
2. With a Weebly account you can have up to 10 websites.
    a. If you were to need more you could use another email address for another account.
3. When it comes to Paying for a weebly website, it is typically easier to do that in an account with no other websites in it.
4. Drag and Drop Images - I have had a lot of problems with drag and drop image functionality. I have to upload images for many of the sites I have. That slows down the process a lot. Also, each uploaded image has to have a new name. If you have uploaded “carimage1.jpg” and then you update that image and want to overwrite the first one, you have to modify it to “carimage2.jpg”. It will not overwrite existing images. Extremely annoying.
5. NOTE: websites can NOT be moved from one weebly account to another with one exception. If you want to move 1 website from an existing account and create a new account with a different

email address, with only that website in it (but can add more) that can be done but it requires administrative assistance.

Weebly - Get Going > Step 1 - Account Registration

Account Registration and creation of your first website's framework is all one process

With Weebly, when you setup an account you are forced to also setup your first website. It would be much nicer if you just setup an account and then clicked "Add New Website" in the Admin Console so you realized there was an Admin console... but oh well.

This registration process is a Classic case of too much thinking and too little respect for Keep It Simple Stupid (KISS) . This is a classic case of what "designers" do when they've run out of the simple design work that is needed for simple ideas.

Instructions

Skim this page top to bottom quickly. Return to the top and read the material fairly quickly. Then return to the top a third time and start your sign up process with this as a reference if needed. If you try to digest it all in one long read you won't get nearly as much from it nearly as fast.

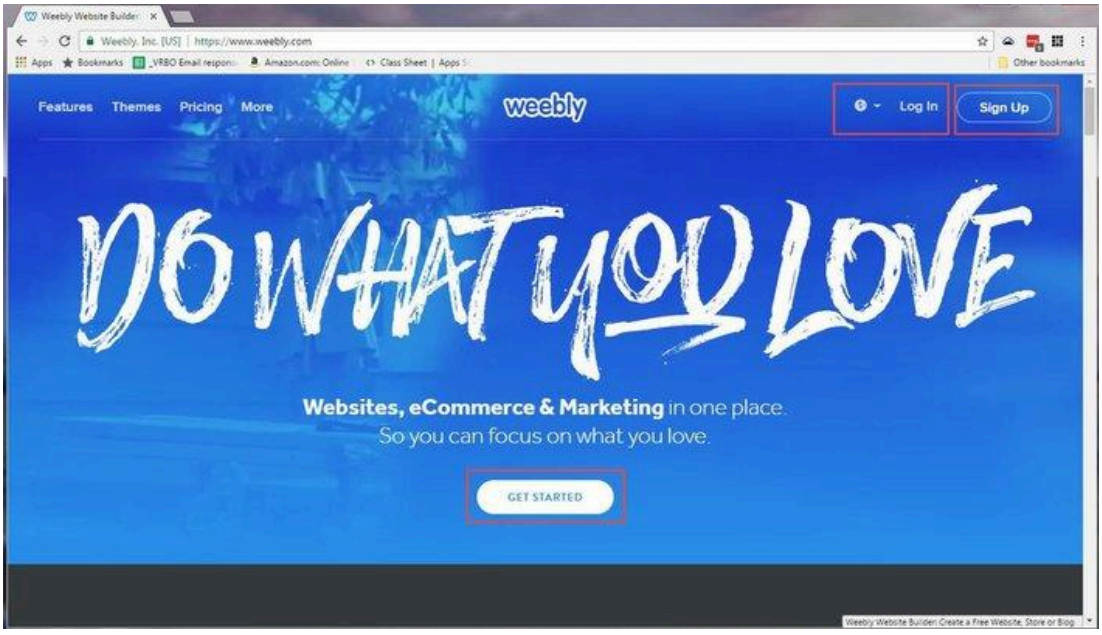
Weebly - Sign Up

I have an affiliate account for Weebly. If you sign up for Weebly using this link and then if you upgrade to a paid service in the first 180 days, I make a few pennies. Click Here to sign up for a Weebly Account If you've already signed up and you forgot about this, no worries at all. If you don't want me to potentially make a few pennies off of your sign up, just go to www.weebly.com

Sign Up Process (!! obsolete imaging !! noted 4/19/2023)

Weebly - Home Page

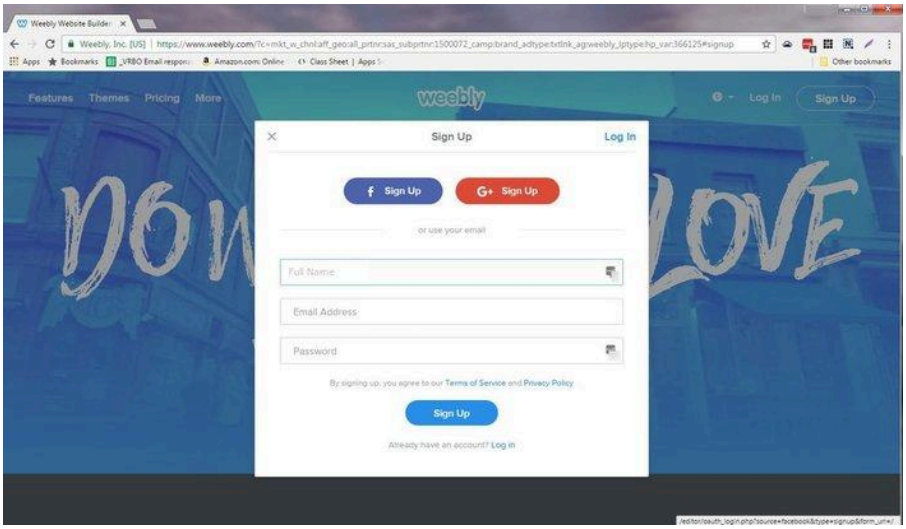
Here's the home page for weebly as of 4/11/2017



Login link is in the upper right. The sign up link is in the upper right -- you can click 1) The Sign up link or 2) the get started in the bottom center or 3) Use the referral link above to get going...
Picture

Weebly - Sign Up Page

In general, I'd highly advise that you create a username and password for every service you sign up with. I do no suggest using Facebook or Google for authentication services as it gets very confusing to remember what you use where. If you then say "But it's too hard to remember all the different usernames and passwords', to that I'd say " you need Lastpass no matter what".



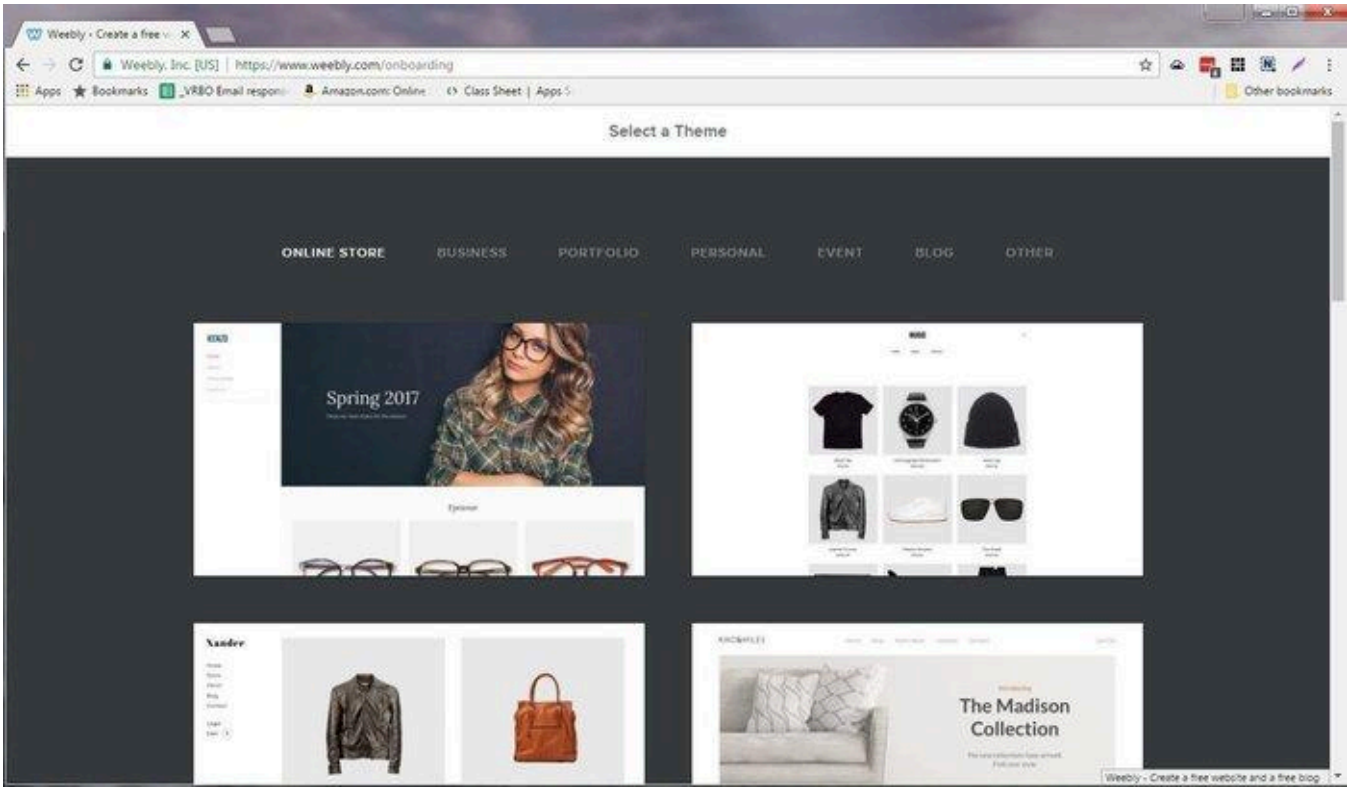
Weebly - Pick a Theme

This is very, very confusing and annoying. And terrifying to some. The implication is that you need to make a major decision about your site right now when that is not the case, as this decision right now is irrelevant and changeable at any time in the future.

These "themes" are really just an "idea gallery". That's all. A website structure is not tied to a specific category as this page implies. An "online store' template as they present it just has pages already in it configured for products... but those likely wont work for you for one reason or another, so you would end up deleting them to create your own anyway. The same thing holds true for all the others themes presented.

A theme generally specifies five things

1. The Website Title location
2. The menu structure (centered across the top, on the left, right justified across the top, etc)
3. The orientation of the Website title with the menu
4. The default fonts used
5. The default colors used



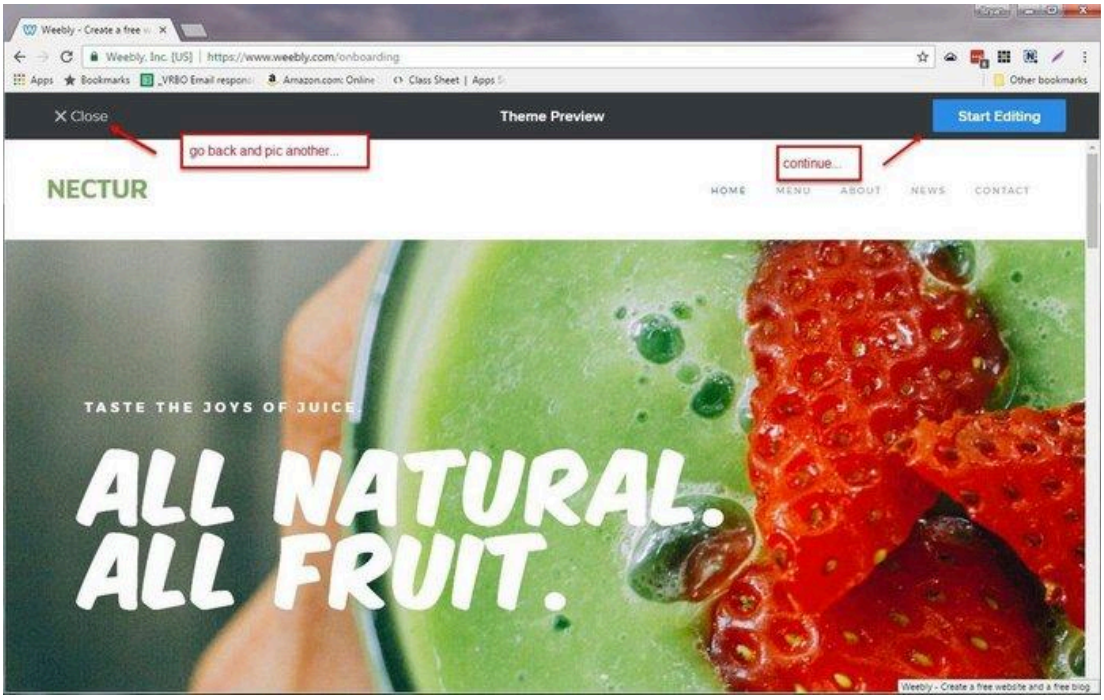
but here's the deal -- you can change to a different theme at anytime while you are building your website and after you have built your website -- a feature that not many of the others offer -- and that makes this initial decision totally irrelevant now doesn't it?! Likewise a theme is an over arching scheme, and you can quickly change fonts and colors related to your theme very easily to further customize that theme... SO JUST PICK A THEM AND KEEP MOVING... (I tend to click on the "Business" link and pick one from there just because...)
Picture

Weebly - Theme Preview

You will be taken to a Theme Preview page.

This is confusing... the "close" option is confusing...

Click "X Close " in upper left corner if you want to return to the theme picker or click "Start Editing" in the upper right to continue.



This big image is just an image that can (and will be) deleted. You should be most interested in the Website title location as relative to the navigation menu and the navigation menu configuration. That is all. The rest can be easily customized (and that said, the entire theme can be swapped out, so just keep moving...).

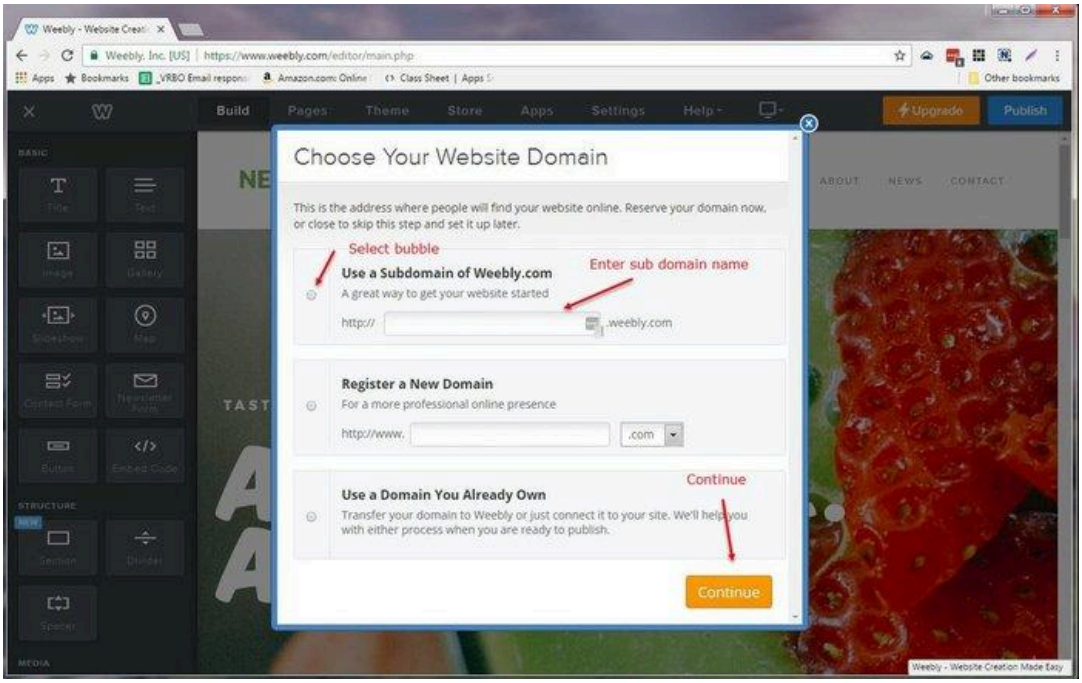
Weebly - Choose Your Website Domain

To get going, you are going to pick the first option...

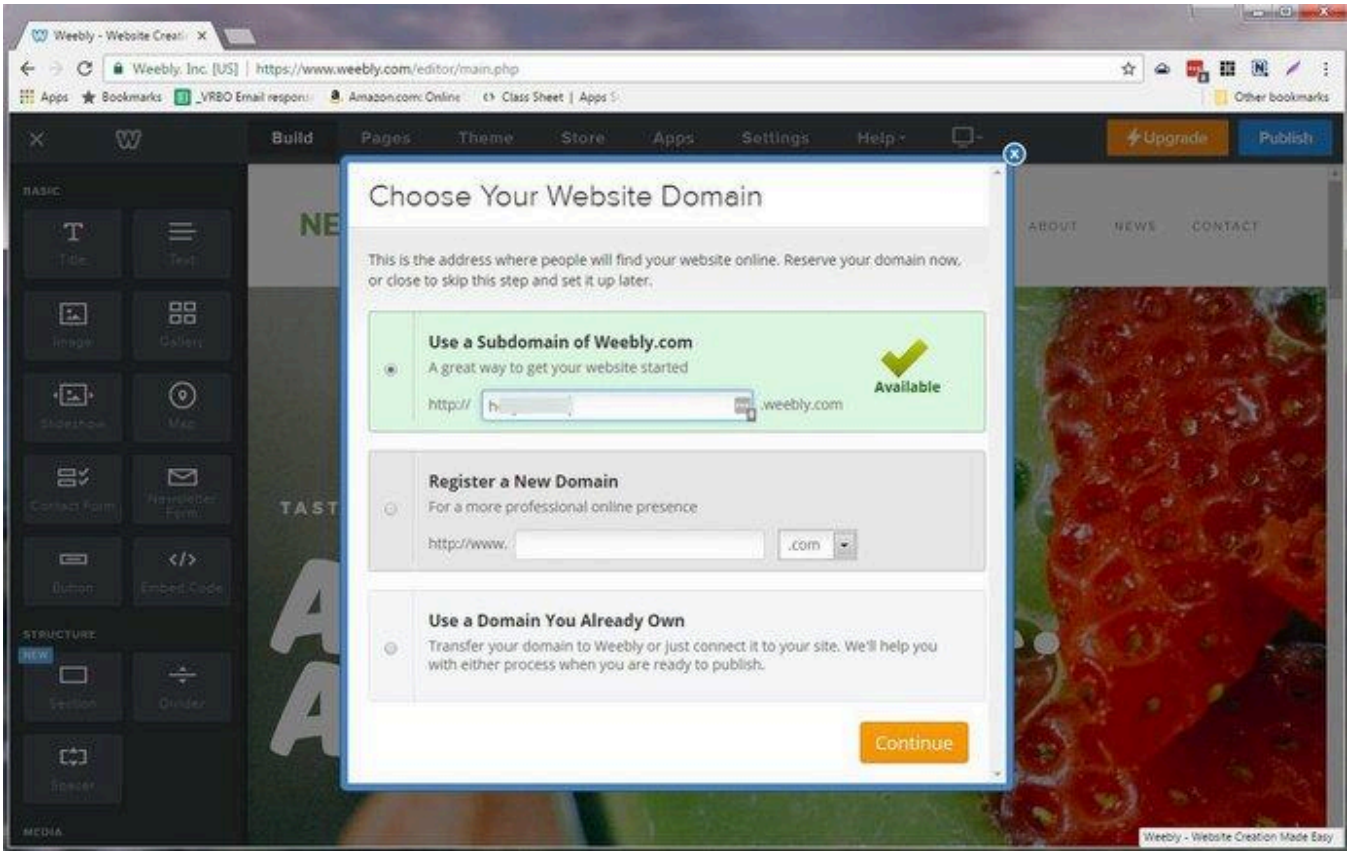
1) Select the select the bubble for "Use a Subdomain of weebly.com"

2) Enter a sub domain name (I personally like dashes for readablity... like south-paca-street-vacation-rentals.weebly.com)

3) Select Continue..



As you type the subdomain name, Weebly will tell you if your choice is available or if it is taken by someone else...



From here you will be tossed into "the editor". See Weebly > Get Going >Step 2 for that, and realize that to this point, you have NOT seen the Admin Console that will in fact greet you when you log in each time.

Summary

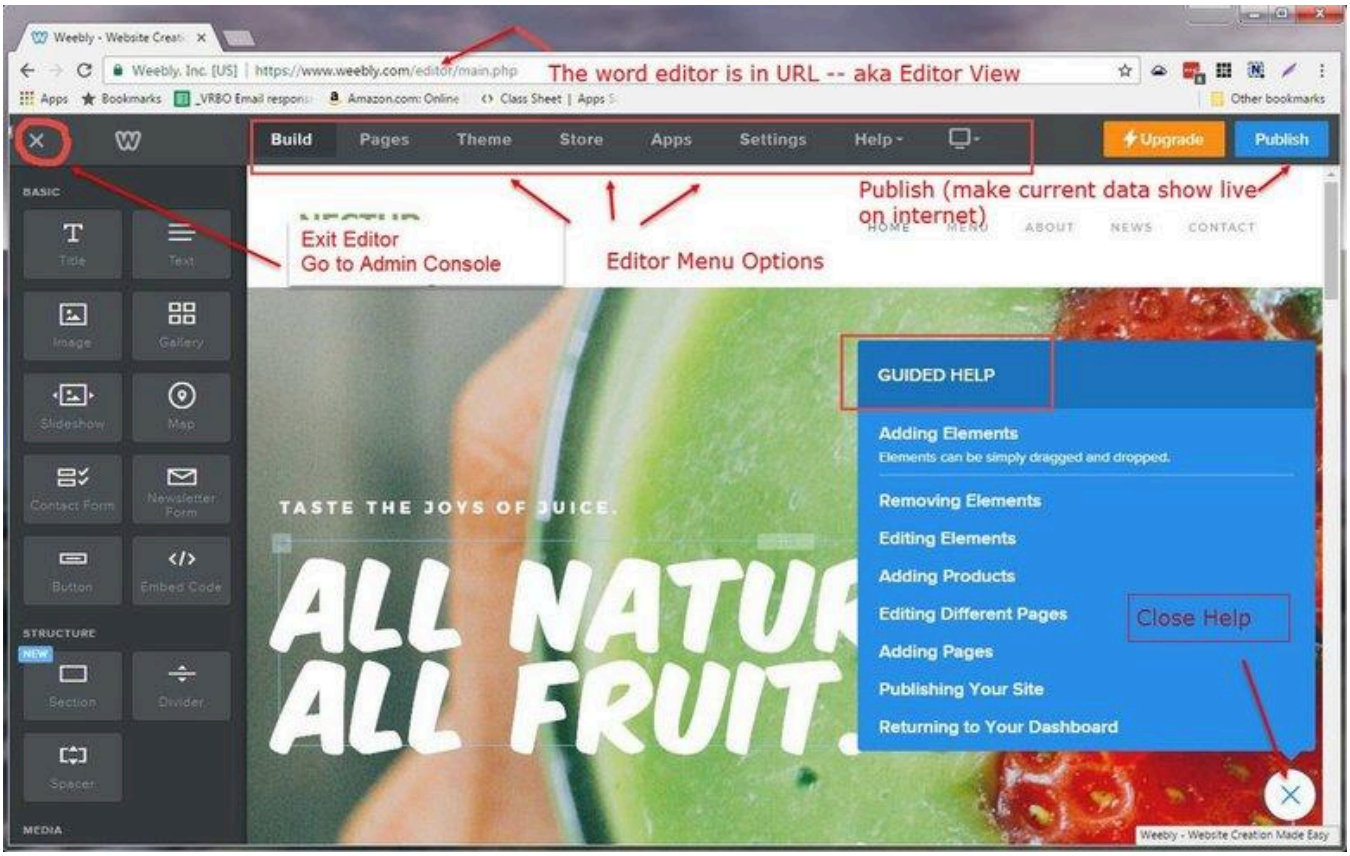
The first time you get here you should have skimmed. The second time you get here you should have read in detail, and the third time you get here you should have an account setup and you should be ready to move on!

Weebly - Get Going > Step 2 - Editor Intro

Finally -- We made it to our own website!

The first time you come to this will be as you are completing the sign up process.

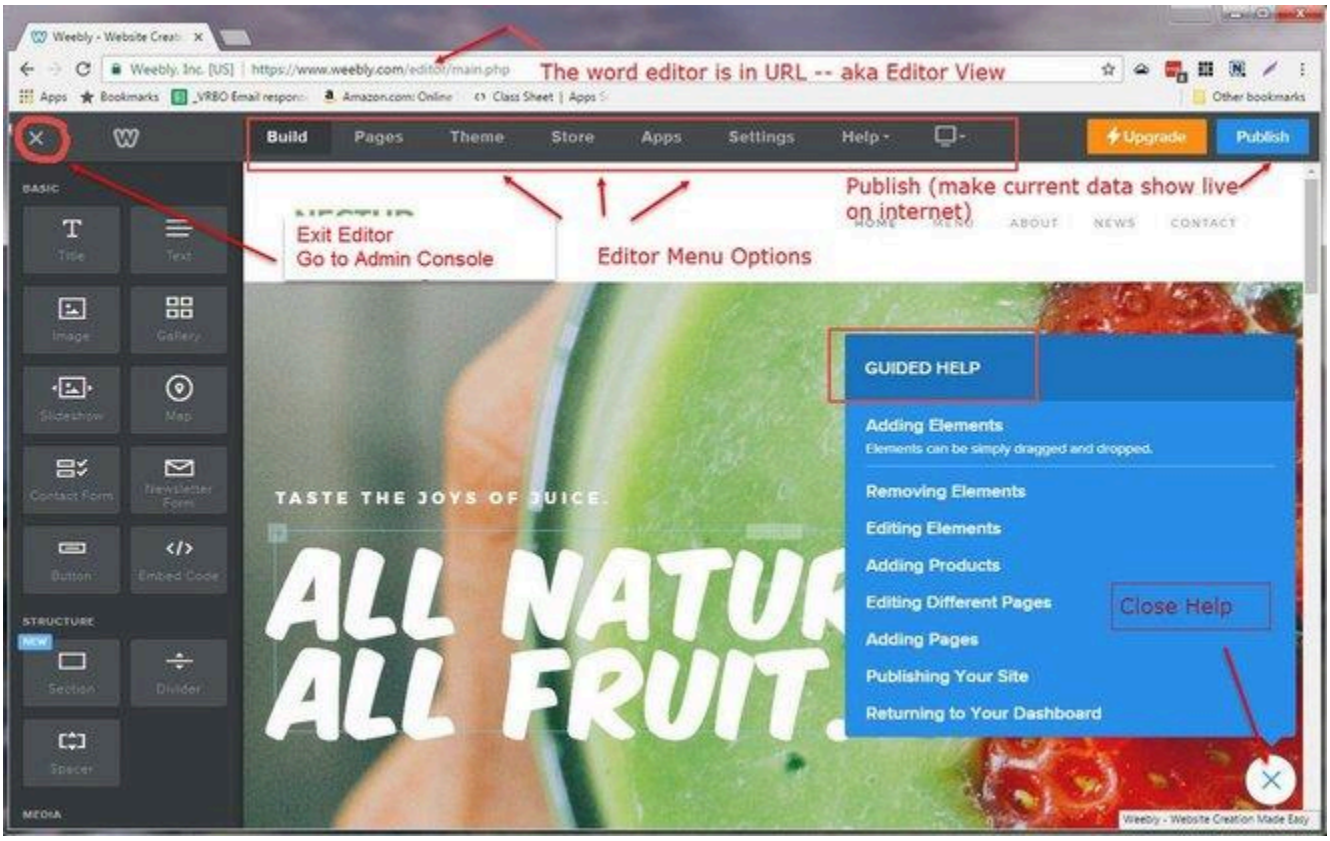
This is called the "Editor" or "Editor View". This is where you will "edit" your website. The word editor is in the URL if ever any question what this view is called



Bottom Right - Guided Help
The guided help thingy in the lower right should only show up when you create a new website. I've never used it so I don't know how good it is. To close it click the X in the bottom right.

Top Left - X
In the top left is an X -- click on that and you will be taken to what I call the Mangement Console for your weebly account. THIS IS VERY UNINTUITIVE... MOST WOULD THINK THIS MEANS YOU WANT TO LOG OUT AND IT DOES NOT MEAN THAT -- A LEFT ARROW OR A WORD SAYING "To

Admin" would be much better. (Hey Weebly -Regarding that X, you know this is an overlay that is closing -- your users don't understand that...)



Top Center -- Editor Menu Options
Often times these will change the contents in the black bar on the left. Sometimes they present an entirely new screen that "overlays" the editor. The BUILD menu item is currently selected. If you look closely there is a black box around the word BUILD to tell you where you are. It's very subtle.

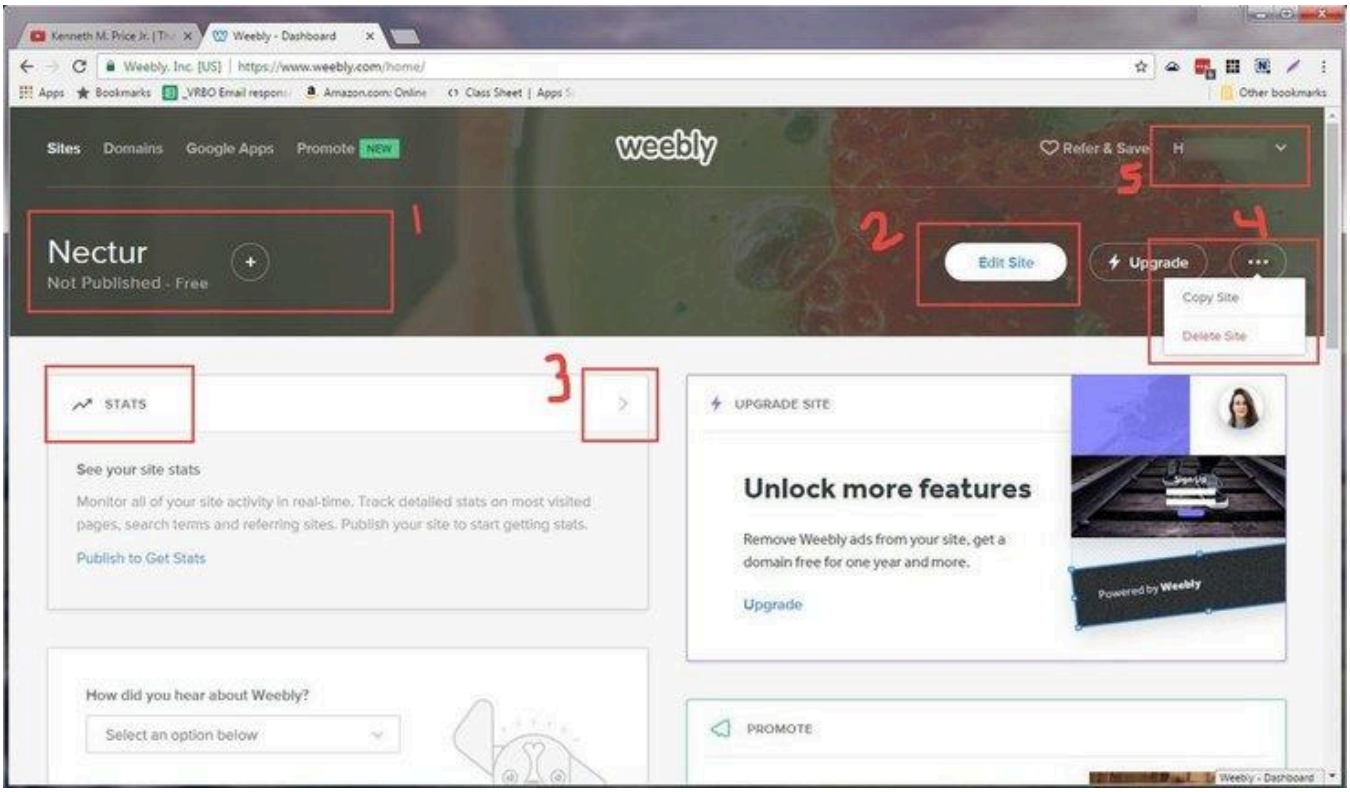
Top Right -- Publish Button
This button copies all your latest files from your working directory to your live website directory, so any changes since you last published "go live" when this button is clicked.
At this point, pretend you hit the X in the upper right corner and you are going to the admin console now...

Weebly - Get Going > Step 3 - Admin Console Intro (!! obsolete imaging!!)

The new admin console is far worse and more confusing than the old one I was introduced in the 2021 or 2022 time frame. It was clearly design for mobile, as if more people edit their website from a mobile device than a desktop/pc. Very bad design choice. .

I call this the Admin Console or the Account Management Console. I don't know what the Weebly people call it. When you log in you will land on this page. Select the website you want to work with in Box #1 and then select edit site (Box #2), view stats (Box #3) or the three dots (Box #4) to do something...

1) Box #1 is around the website selection item. If you click the drop down (plus sign) you will see this website plus the words "Add Website". You can have up to 10 websites in your account.

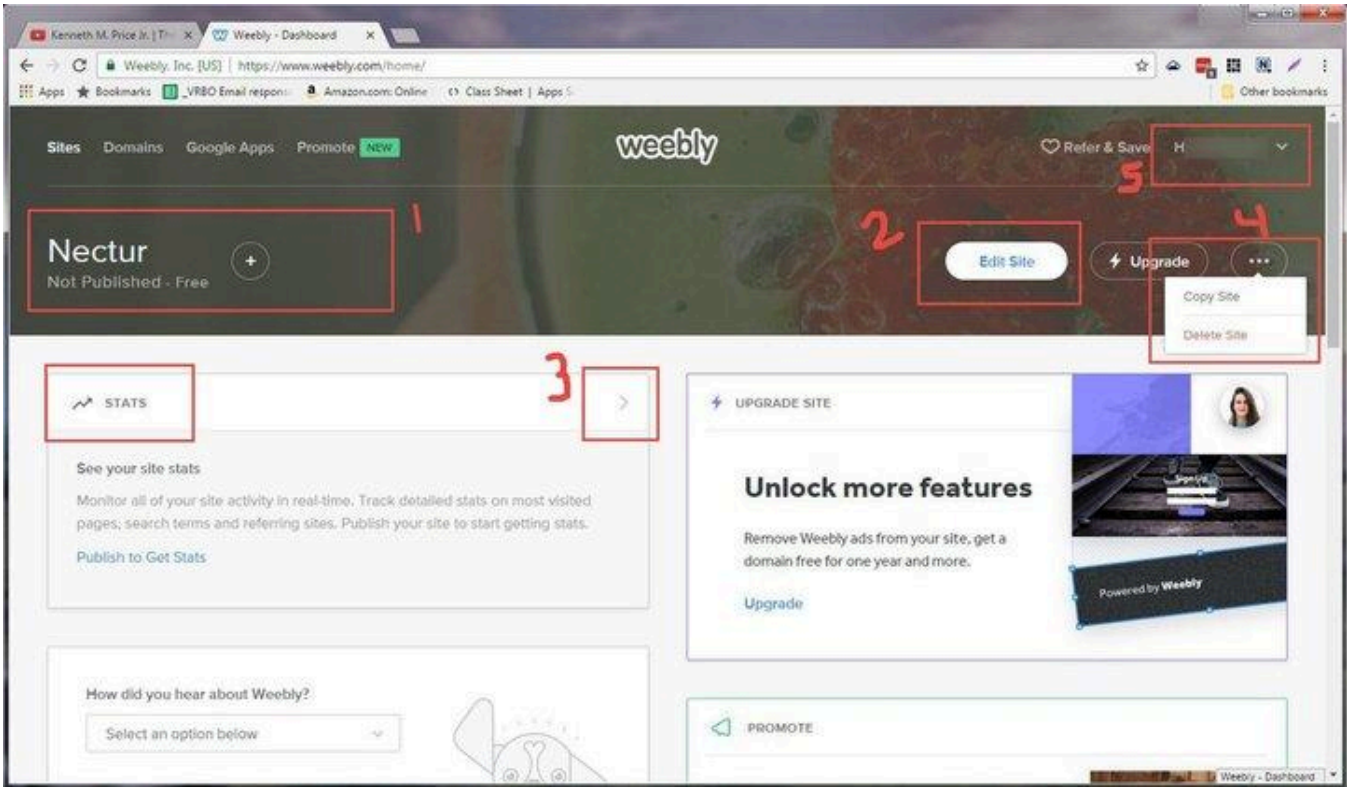


2) Box #2 gets you to the Editor. (and remember, to get back here from the editor you click the X in the upper left corner of the editor -- that is not intuitive -- the general gist is that the editor is a window sitting on top of this window and when you close that window by clicking the X, this is underneath. It is not intuitive but maybe that will help with understanding that symbolic system).

3) Click on the ">" in Box #3 and you will see visitor stats. You get very basic reporting for your free websites. You will only be able to see traffic details like referring websites and which pages were visited

for the sites you pay for ($5-8/month for the lowest paid version -- one reason to pay for a website could be just for the traffic details). Note, in the world of traffic reporting, even their paid reporting is very limited. For very powerful reporting look into using Google Analytics. That can be incorporated into your weebly site for free but it does take some work.

4) Box #4 will enable you to copy or delete a website. The functions are referring to the website that is showing in Box #1 (this is not overly intuitive given the distance between the menu and the website select box).



5) Box #5 has your user name in it. If you click the down arrow there, you will log out of weebly Admin console.

In the next step, you are going to learn how to add an editor/collaborator for this website.

Weebly - Get Going > Step 4 - Add an Editor

If you've been asked or instructed to setup a website and add an Editor, do the following:

- If you are not already in the editor you need to get in the Editor. From the Admin Console you would 1) Select the website on the left and on the right click "Edit Website"
- In the Editor, click on "Settings" in the top menu
- On the left side of the page click on Editors
- Enter the email address of the person you want to share your sight with (they will need to have a weebly account). Leave the default option selected (which is Admin).
- Click Save

The added editor will be emailed. They will need to click on the confirm link in the email. The editor will open when the click on the email, and at that time the website will also be added in their list of website in their own console. The shared websites show up underneath the websites of the account holder.

You are almost ready to publish your site! Never mind that it doesn't have any of your content in it.

Weebly - Get Going > Step 5 - Publish Website

If you want to get a glimpse of your newly create master piece before you put real content in it, that is easy to do...

In the upper right hand corner of the editor is a blue button that says "Publish". Click that...

In fact, all you are doing is asking weebly to take a copy of your files that reside in some private folder that is not visible from the internet and you are asking weebly to place a copy of those files into a public folder that is associated with that subdomain name you specified earlier. It is just a copy and paste action happening behind the scenes (actually it is a synch, so older files or renamed files are removed, but don't worry about those details).

Click on the URL presented in the "Website Published" message and you should see your new website, live and online!!

So -- to pound it home -- each time you "publish", all you are really doing is copying files from a private folder to the public folder associated with your website. And for what it's worth, there IS a way to un-publish your site if needed. Unpublishing is the simple the act of deleting the files in your public folder associated with your website. Your files all remain intact in that private, hidden folder. Unblushing is not used often, but sometimes it comes in handy.