

WB 103.5

Weebly Editor Functionality in Detail

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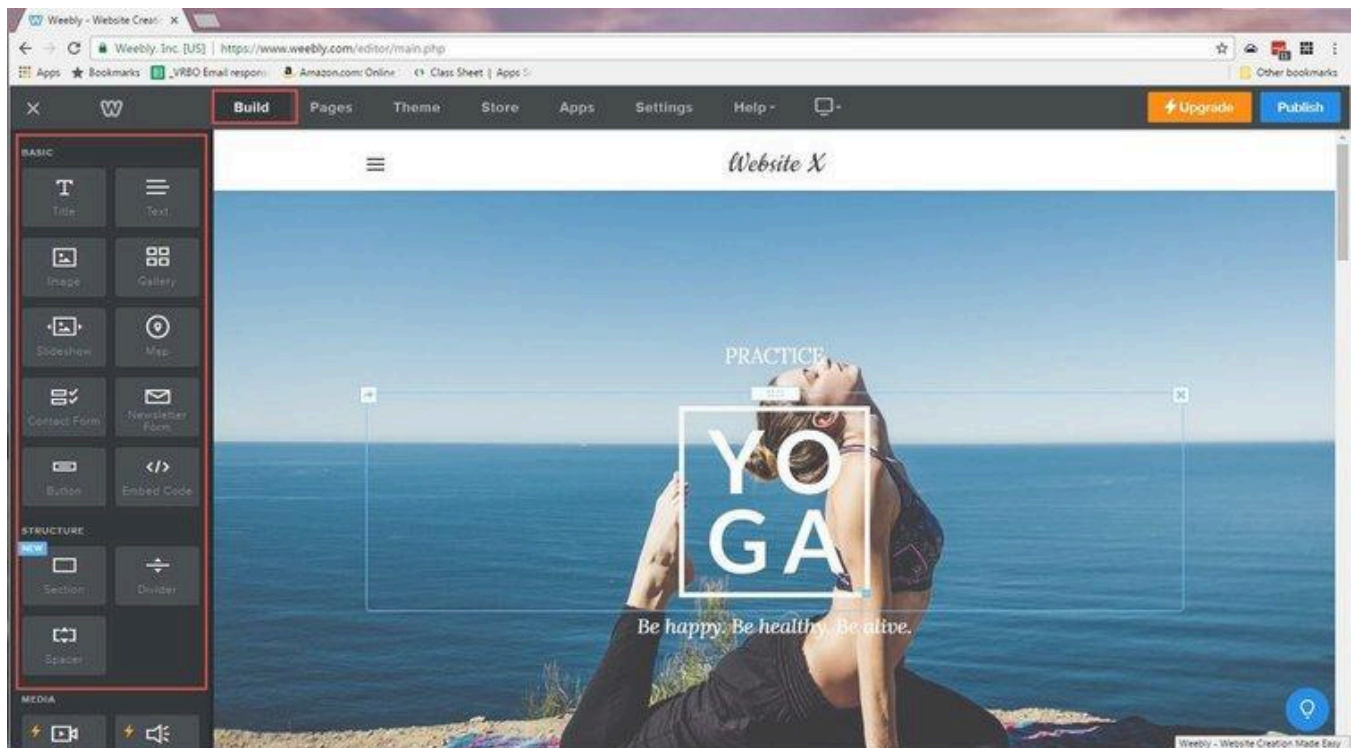
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Editor Functionality - 1) Build

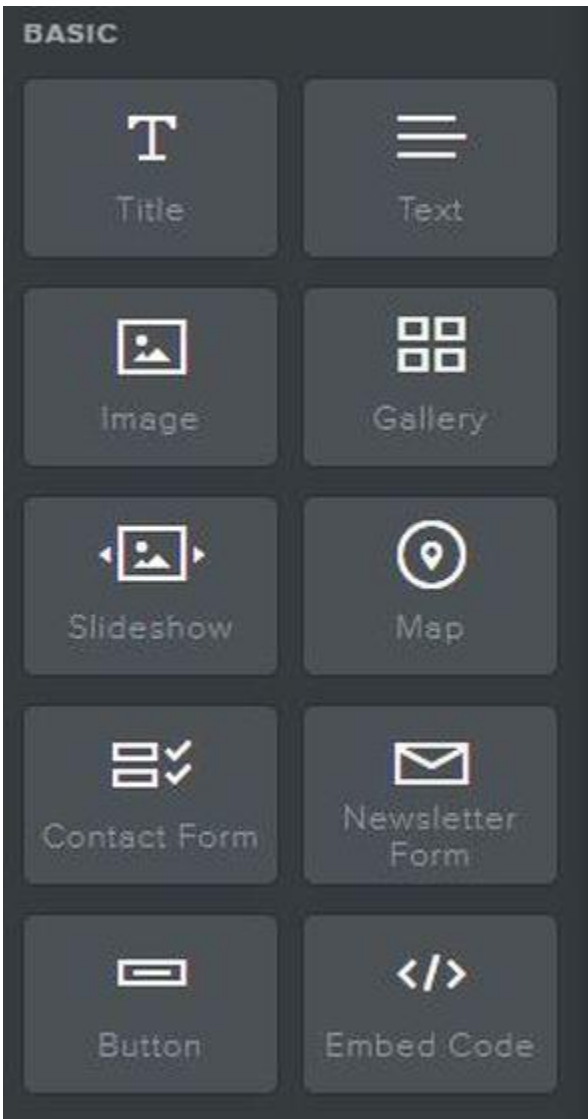
The FIRST item in the top, horizontal menu of the editor is the "Build" menu item.

The blocks on the left represent "objects" or "elements" you can incorporate into your website.

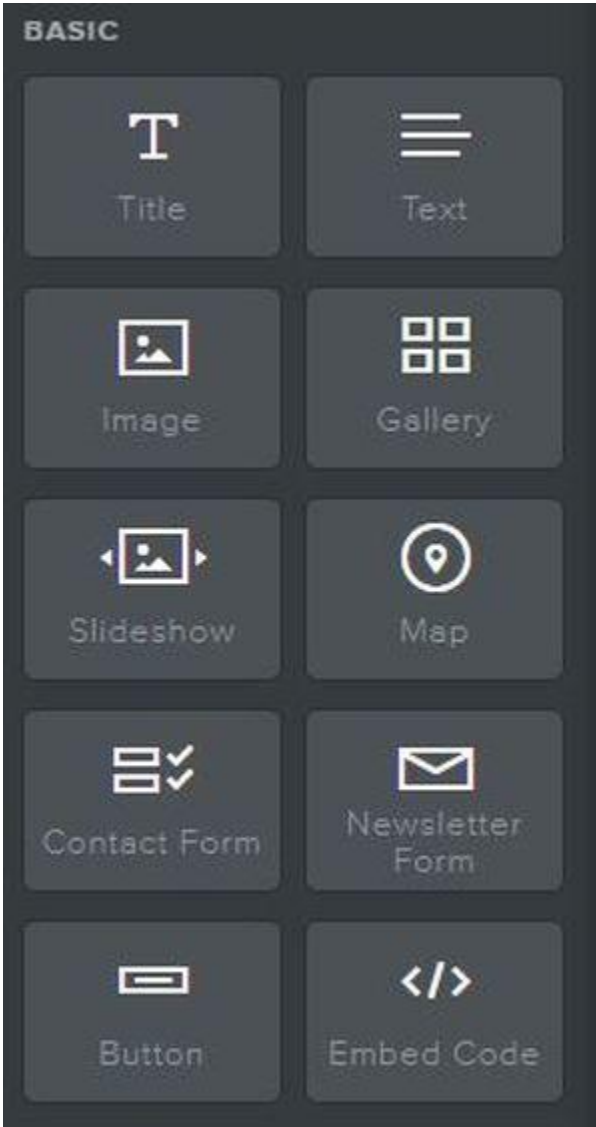
This is where you will spend the majority of your time when building and editing a website.



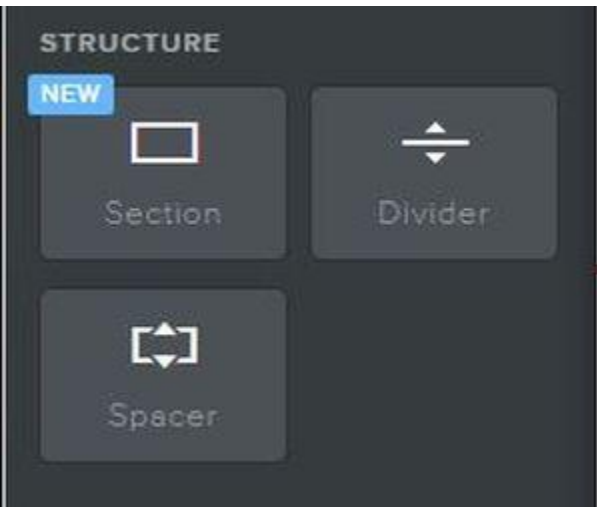
"Basic" Objects/Elements

 The screenshot shows the 'BASIC' toolbar in the Weebly editor. It contains ten buttons arranged in a 5x2 grid. The buttons are: Title (represented by a large 'T'), Text (represented by three horizontal lines), Image (represented by a picture icon), Gallery (represented by four small squares), Slideshow (represented by a picture icon with arrows), Map (represented by a location pin icon), Contact Form (represented by a list icon with a checkmark), Newsletter Form (represented by an envelope icon), Button (represented by a rectangular button icon), and Embed Code (represented by code symbols </>).	Title - The Title object should be named "PAGE SECTION HEADER". This has nothing to do with your website title. It's likely named for being page Title, but as you can see, I use it for much more than that. You will use this and the text object to its right the most. Text - This text you are reading is in a text section. Note: every few paragraphs, start a new text section. When you or weebly accidentally deletes one you will thank me. Needless to say, my pages are filled with text sections. Image - This can be placed directly on a webpage in parallel with a title or text section, or it can in fact be embedded in a text section. After you place this space holder, click on it and you will be prompted to upload an image. I use this regularly. Gallery - This will enable you to upload multiple images at one time. All images will show in a grid. I've never used this before live. I haven't had a need to.
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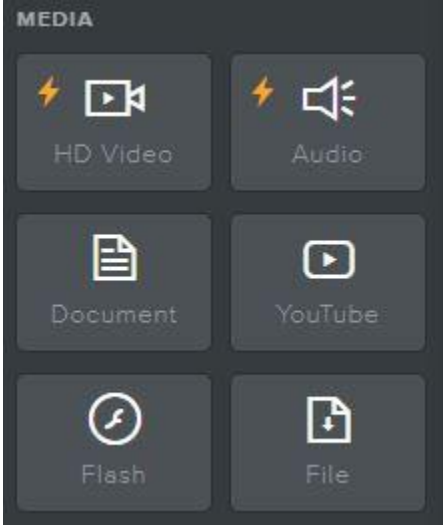
"Basic" Objects/Elements (con'd)

 The screenshot shows the 'BASIC' menu in the Weebly editor. It contains ten items arranged in a 5x2 grid: Title: Represented by a large 'T' icon. Text: Represented by a horizontal line icon. Image: Represented by a picture icon. Gallery: Represented by a 2x2 grid of squares icon. Slideshow: Represented by a picture icon with arrows on the sides. Map: Represented by a location pin icon. Contact Form: Represented by a list icon with a checkmark. Newsletter Form: Represented by an envelope icon. Button: Represented by a rectangular button icon. Embed Code: Represented by a code symbol icon.	Slideshow - This can be placed directly on the page or embedded in a text section. You will upload an image after you place this on the page. Never used this before live. Map - Map is a powerful tool that enables you to embed a map on your website. I use this occasionally. Contact Form - This is a very easy way to insert a contact form. Personally, I suggest you simply post your email address for starters instead. Never used this before live. Newsletter Form - The same as the contact form. I've never used it Button - Inserts a button. I can imagine you can assign custom javascripts to the button. That is a typical use. I've never used this before. Embed Code - You can embed custom HTML and javascript in webpages with this. This is how I insert I-Frames that display google Drive documents. I use this regularly although most won't unless embedding Google Documents or doing other advanced work.
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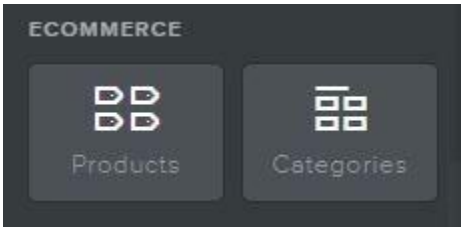
"Structure" Objects/Elements

	Section - This provides a page wide stripe for color or content. I have not used in in production yet and probably won't as it's more graphically oriented than I prefer for my publishing. Spacer -This adds an empty section to the page to provide space between other elements. It is adjustable vertically. As an alternative, I will often enter an extra carriage return at the end of a prior text box if possible. I use these sparingly. Divider - This inserts a thin horizontal line on the page. The line colors and size can only be modified via custom CSS modification. I use these occasionally. I'd use them more if the colors and thickness could be modified easier.
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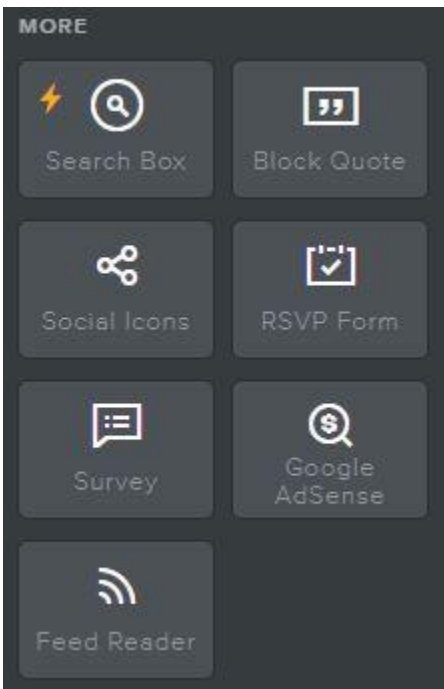
"Media" Objects/Elements

 The screenshot shows a dark grey menu titled "MEDIA" with six options arranged in a 3x2 grid. Each option has a lightning bolt icon in the top left corner. The options are: HD Video (video camera icon), Audio (speaker icon), Document (document icon), YouTube (YouTube logo icon), Flash (circular arrow icon), and File (document with download arrow icon).	HD Video - I have not used this element. I have not used this. This is an advanced feature that requires a paid subscription for the website you are working with. I have used the embed code element and inserted HTML5 video elements into those to stream files directly from GDrive and that works well. I've also recently streamed Screencastify files from google drive and that is exceptional. Document - I use this regularly to display PDFs. This will give you the iScribd viewer for displaying PDFs. Flash - I have not used. Audio - I have not used. Youtube - I have used regularly. Very easy and powerful. File - I use this occasionally. This is used to allow someone to download a file (as opposed to viewing it in your website). This is ideal for PDFs you want folks to download or word documents. GDrive documents will be inserted with regularly links.
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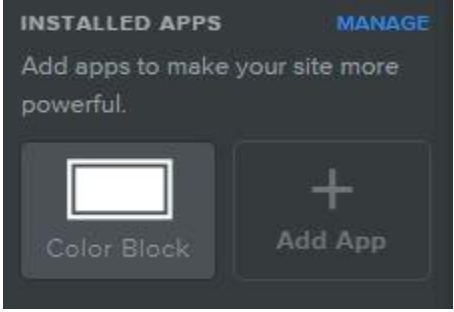
"Ecommerce" Objects/Elements

	I have not used either of these yet. In general, Weebly might be a good place to start for ecommerce, but there are far more powerful systems for those with more complex needs.
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"More" Objects/Elements

	I have occasionally used the Block Quote element and I've used the Social icons one time.
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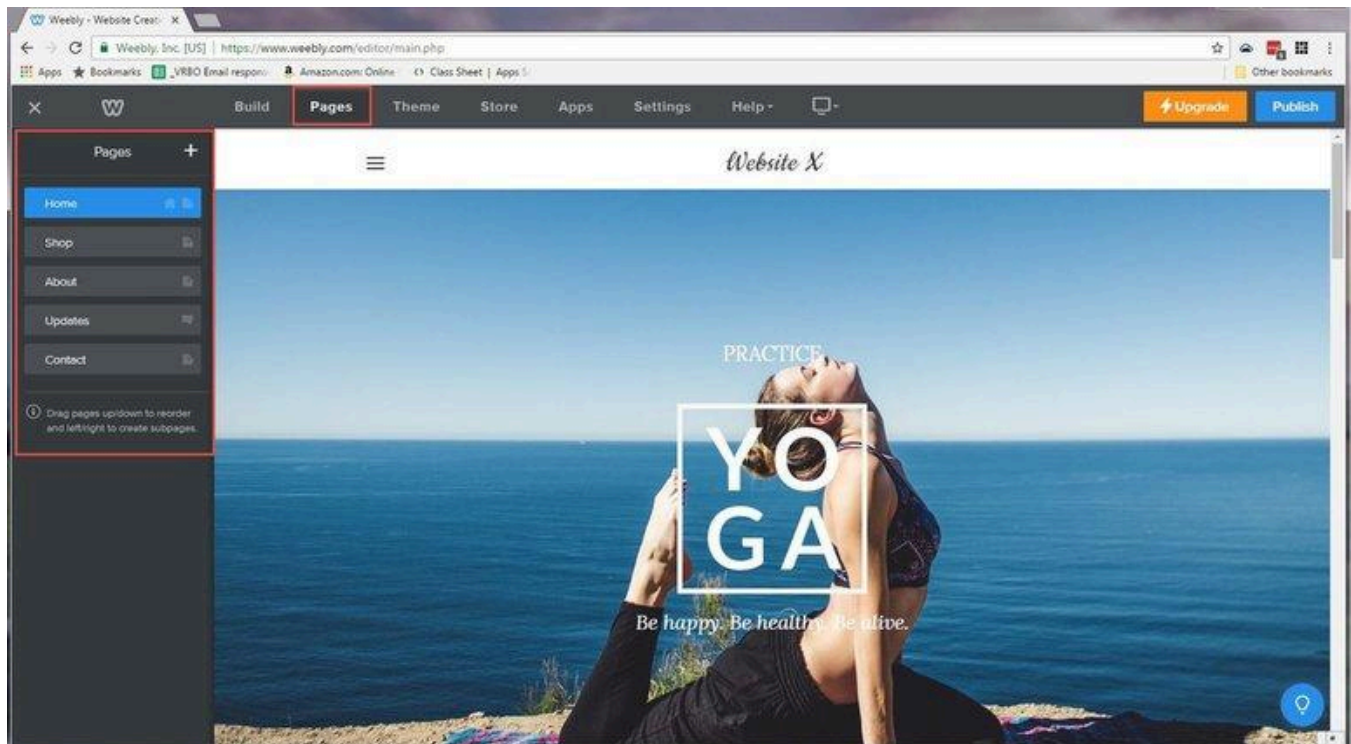
"Installed Apps"

	As can be seen, I've only installed 1 app and I do not use it. An "App" doesn't mean it "does stuff". it might just be a graphic block.
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Editor Functionality - 2) Pages

The SECOND item in the top, horizontal menu of the editor is the "Pages" menu item.

This lists the pages in your website. It is also the place where you will add pages, remove pages, and custom configure meta-data for pages.

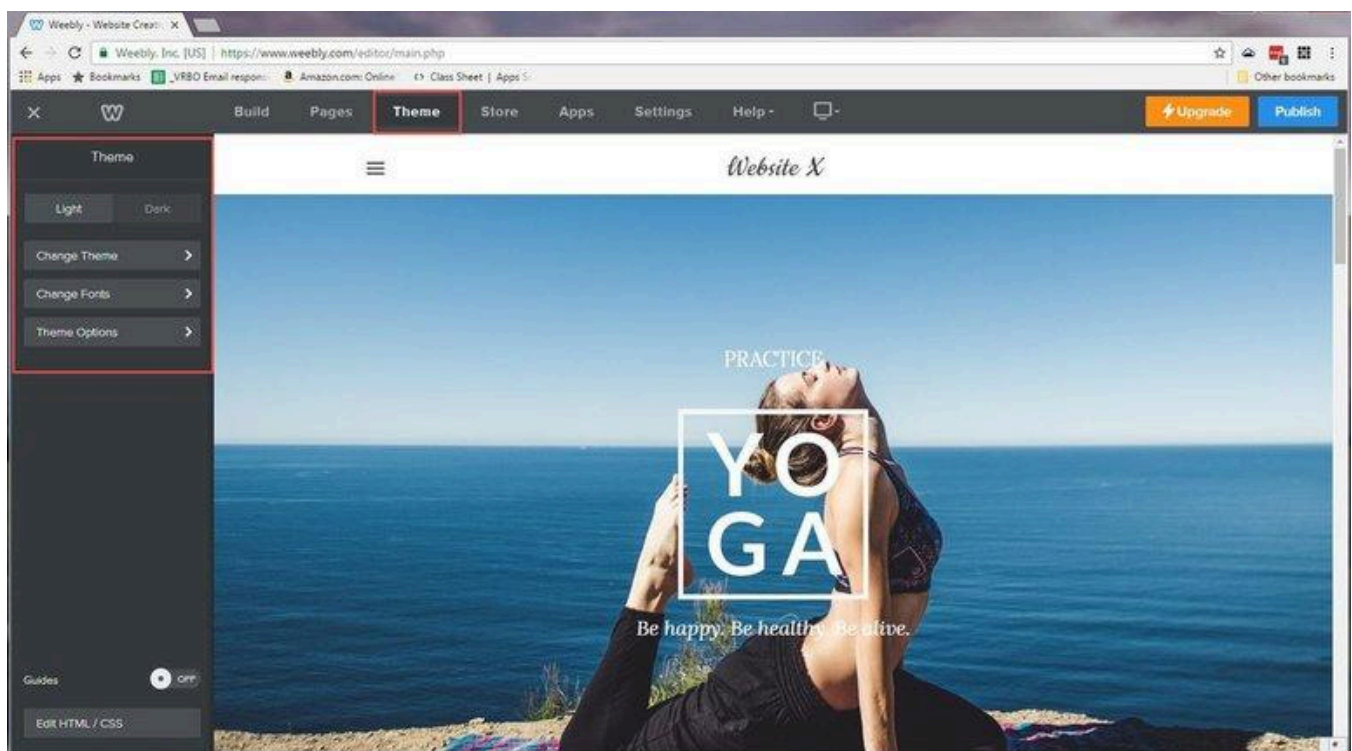


MORE INSTRUCTIONS COMING HERE....

Editor Functionality - 3) Theme

The THIRD item in the top, horizontal menu of the editor is the "Theme" menu item.

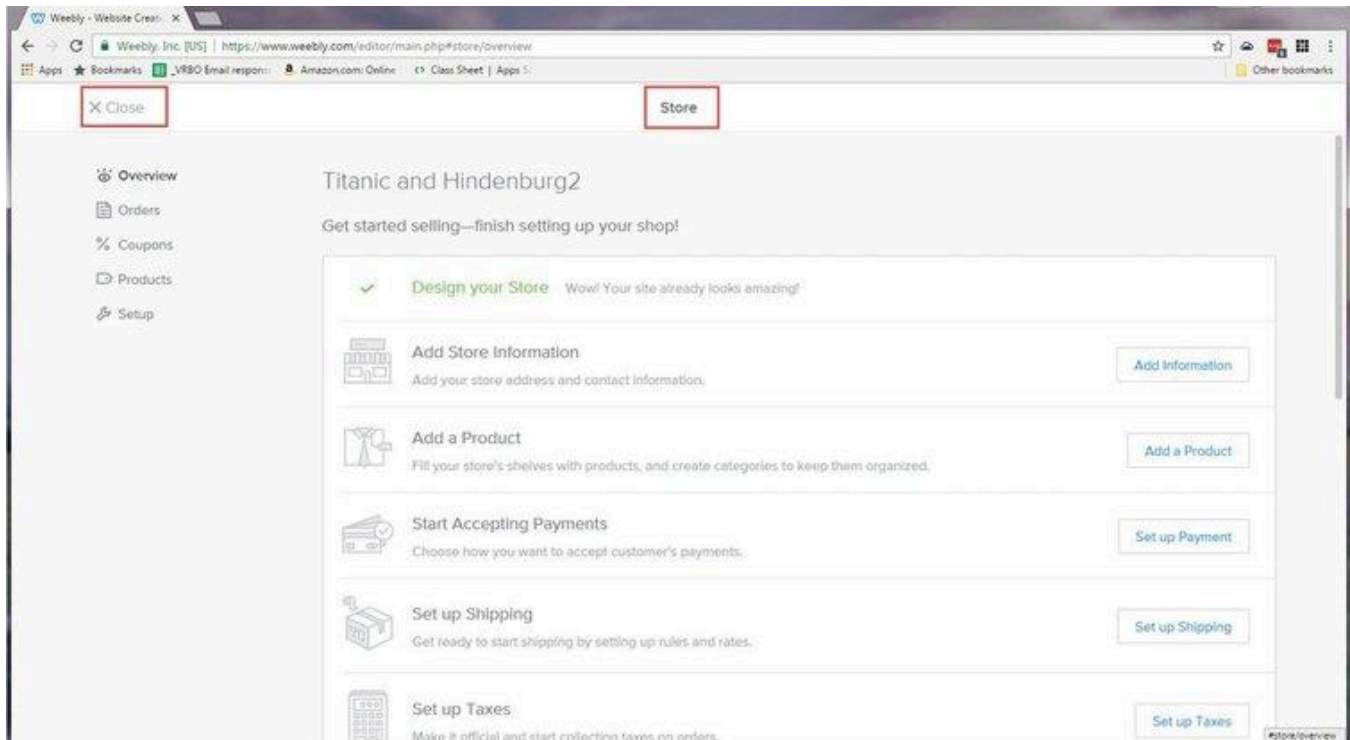
From here you can change the theme completely, or you can change fonts and theme options. At the bottom is where you can set and modify your site's HTML and CSS by hand.



Editor Functionality - 4) Store

The FOURTH item in the top, horizontal menu of the editor is the STORE menu item.

It will overlay this screen on top of the Editor. Use the X in upper left to close this.



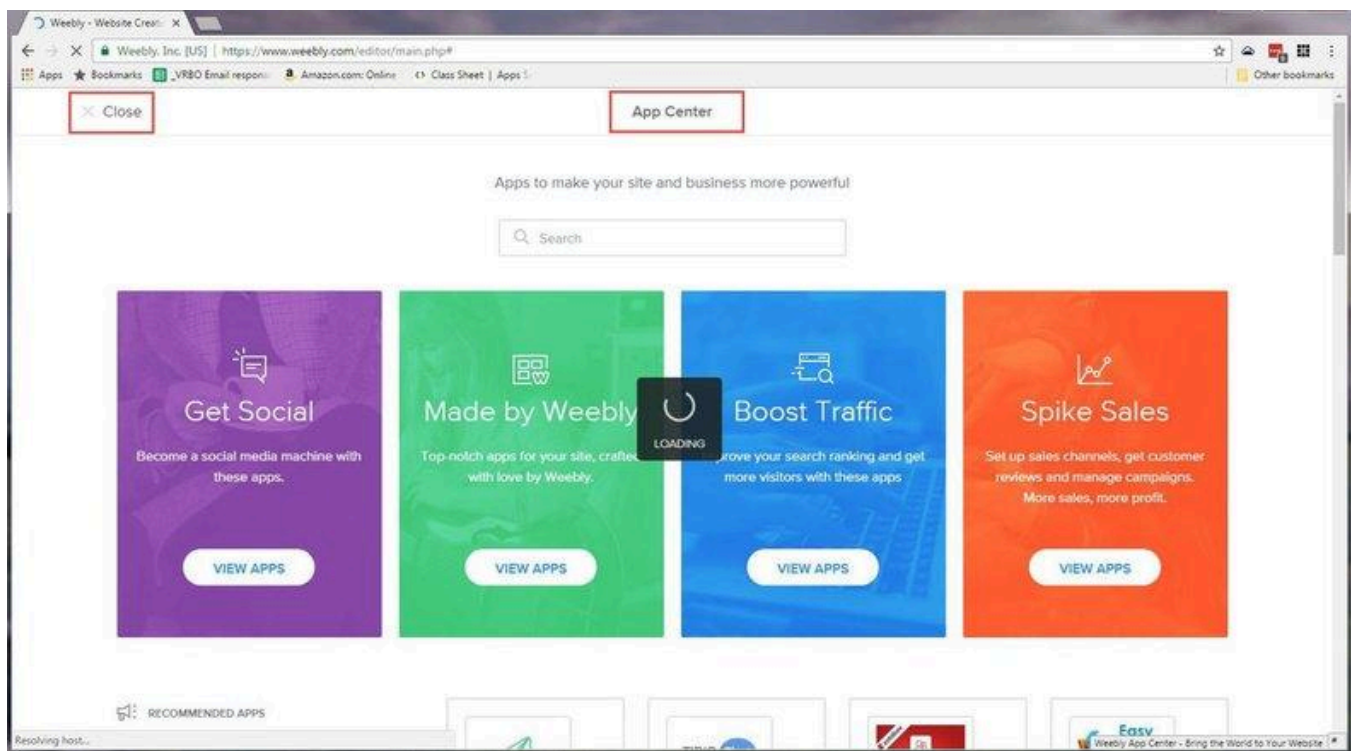
Editor Functionality - 5) Apps

The FIFTH item in the top, horizontal menu of the editor is the Apps menu item.

It will overlay this screen on top of the Editor. Use the X in the upper left to close this.

This enables you to connect small "programs" or "applications" to your website to enhance the basic features. Some of the "Apps" are static. They may just enable you to put graphical blocks on your website

You do NOT need any of these for most basic website applications.



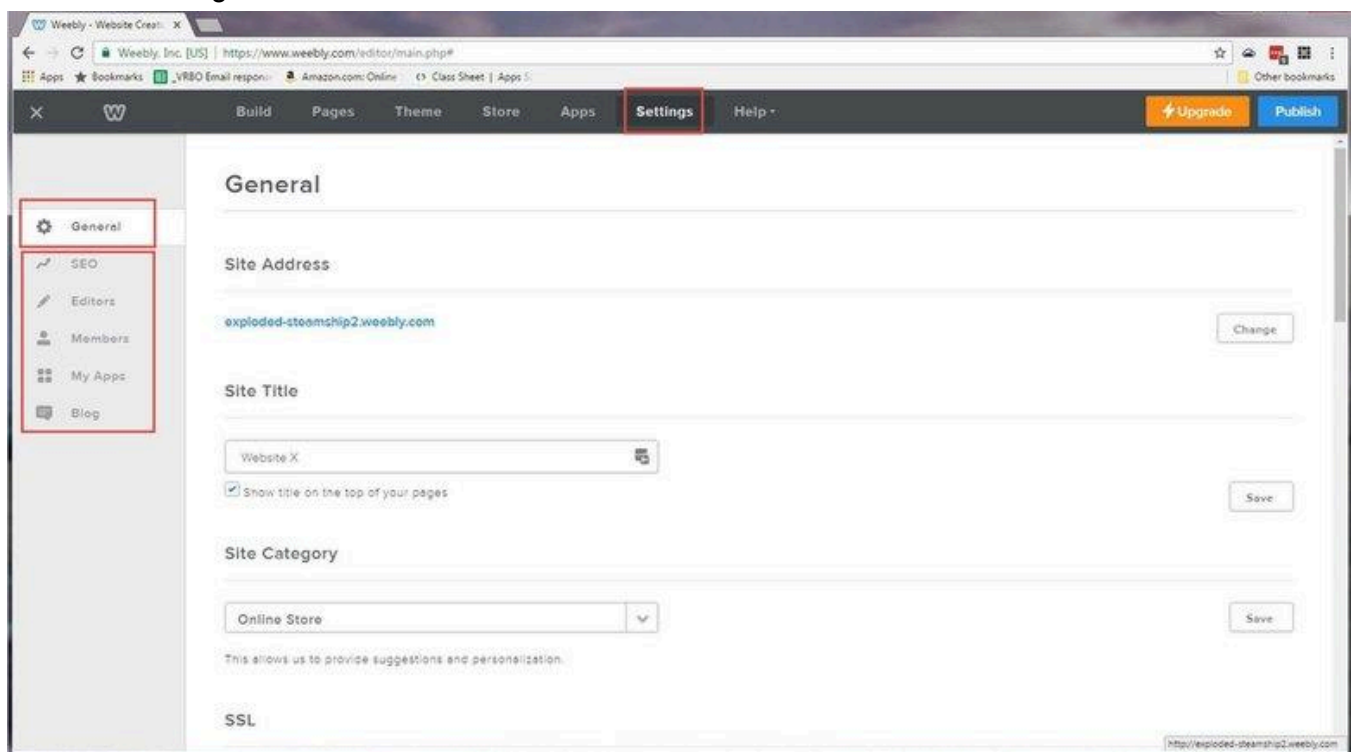
Editor Functionality - 6) Settings

The SIXTH item in the top, horizontal menu of the editor is the "Settings" menu item.

You will arrive on the "General" Tab of this menu item, but do notice all the other tabs on the left side. Many of these are relevant.

Become familiar with all of the items on this General Tab. I use several of them regularly. This is where you can change your subdomain name for the website. You can also send yourself a manual back up of the site.

More info coming here...



Editor Functionality - 7) Help

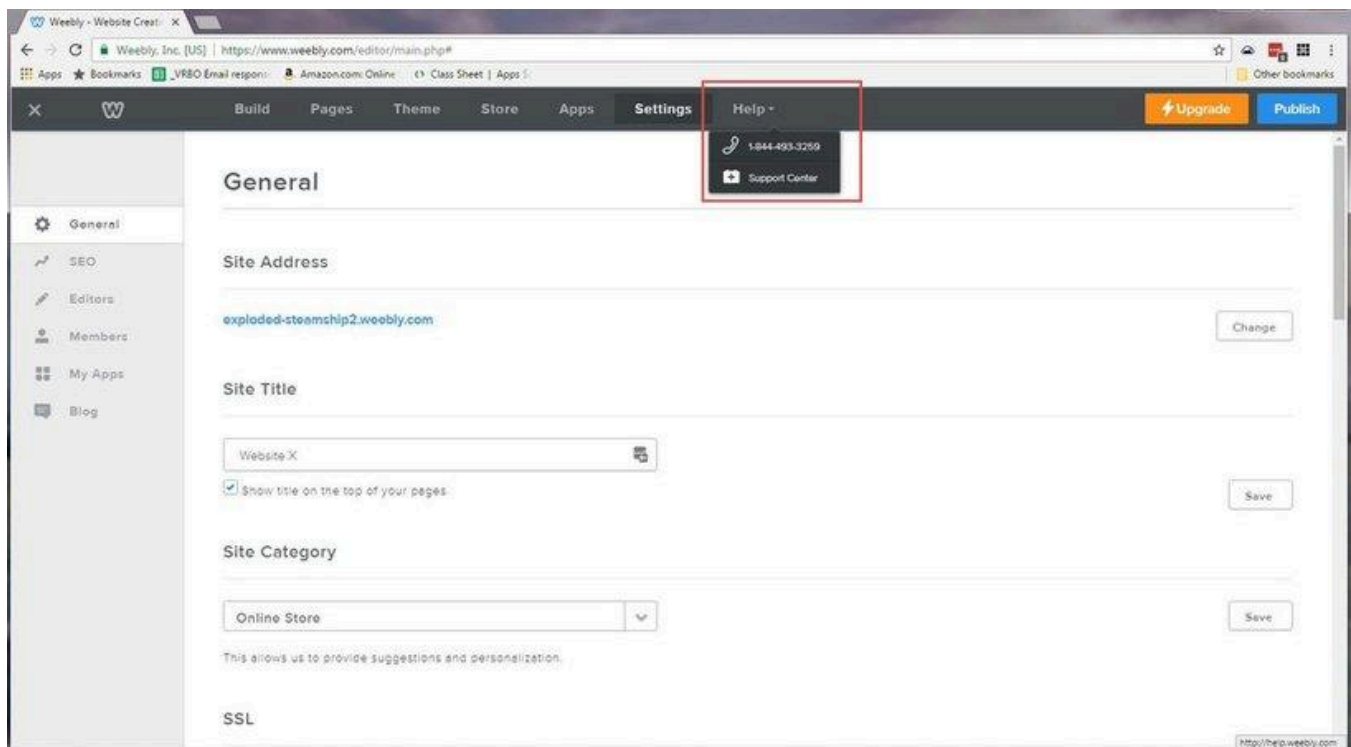
The SEVENTH item in the top, horizontal menu of the editor is the "Help" menu item.

I have never used their phone number.

The support center is just okay. Just Googling questions is as good or better. You will be lead to all kinds of online responses.

Their email support typically takes 3-4 days at a minimum so that is only for non-critical items.

I can't recall my experience with Chat (if they have it).



Advanced - 1) Upgrade to Paid

Weebly services are purchased on a per website basis not an account basis. For clarity, what I mean here is if you sign up for a "Starter" package or a "Pro" package, that only applies to one website in your account and if you want those same services on another website you would need to sign up for that service again with another website selected.

Here's another look at it -- You have an account with Weebly. That account is tied most directly to your user name and password. Within that account you have websites. The purchasing of services applies to websites individually. There is nothing you can buy that applies to all websites in your account.

The most common reason for a newbie to upgrade from a free account to a paid account is :

1. To be able to see website traffic details that are hidden for free accounts
2. To use your private/personal domain name with your weebly website instead of the subdomain name -- weebly is loosing the advertising they were getting when you had the weebly sub domain and you are getting a more personalized look, thus the fee.
3. To use advanced features related to embedding video content or eCommerce.

These were instructions I sent out to someone who was upgrading from free to the lowest paid version to get traffic statistics:

Weebly services are purchased on a per website basis not an account basis, so you always need to make sure you have the correct website selected before starting the purchase process.

1. Log int to your weebly account
2. Be sure the website you want to pay for is selected on the left...
3. On the right, next to the edit button is an "upgrade" button. click that
4. The list of options will be on the left. Go to the bottom and click on "starter". It is \$8/mo for 1 year and \$5/mo for two year -- so \$96 or \$120.. I'd suggest the \$120 but either works. you do in fact get a free domain name with this, but I would ignore that... domain names cost \$14 per year and you only get 1 years worth and if you are going to start reserving domain names, I'd do it via godaddy.com for various reasons.
5. Once you are done paying, look at your traffic and you'll be able to see a list of the sites your traffic is coming from... and we'll have more info then.

Advanced - 2) Using your Domain with Weebly

You have three options for using a custom/personal domain with weebly. Generalities related to this info can be found in Website ABCs > 1) Domain Name Registration, Basic Configuration, and ICANN

1. Forward your domain without masking -- `http://www.websiteX.com` would forward to `http://websiteX.weebly.com`. This gets done with your registrar. Nothing needs to happen at weebly console.
2. Forward your domain with masking -- `http://www.websiteX.com` would forward to `http://websiteX.weebly.com` BUT the user would see `http://www.websiteX.com` in the address bar. This can help you gain the personal look without paying for a weebly service, but there are occasionally some hiccups with some aspects of this -- just educate yourself on this option. This gets done with your registrar. Nothing needs to happen at weebly console.
3. Enter weebly dns info with your registrar -- This is what most people think about when they talk about using their own domain properly `http://www.websiteX.com` goes to `http://websiteX.weebly.com` BUT the user would see `http://www.websiteX.com` in the address bar. This "looks like" the forwarding with masking, but in fact, this is fully identifying your Domain Name with your website. To do this you will need to sign up for a paid hosting plan with weebly.

Option 1 or 2 -- Forwarding

Log in to your account with your registrar. Find the section for forwarding a domain.

- setup a forward to `http://xxxxxxx.weebly.com`
- select with or without masking -- it should be an option

Option 3 -- Enter Weebly DNS with your Registrar

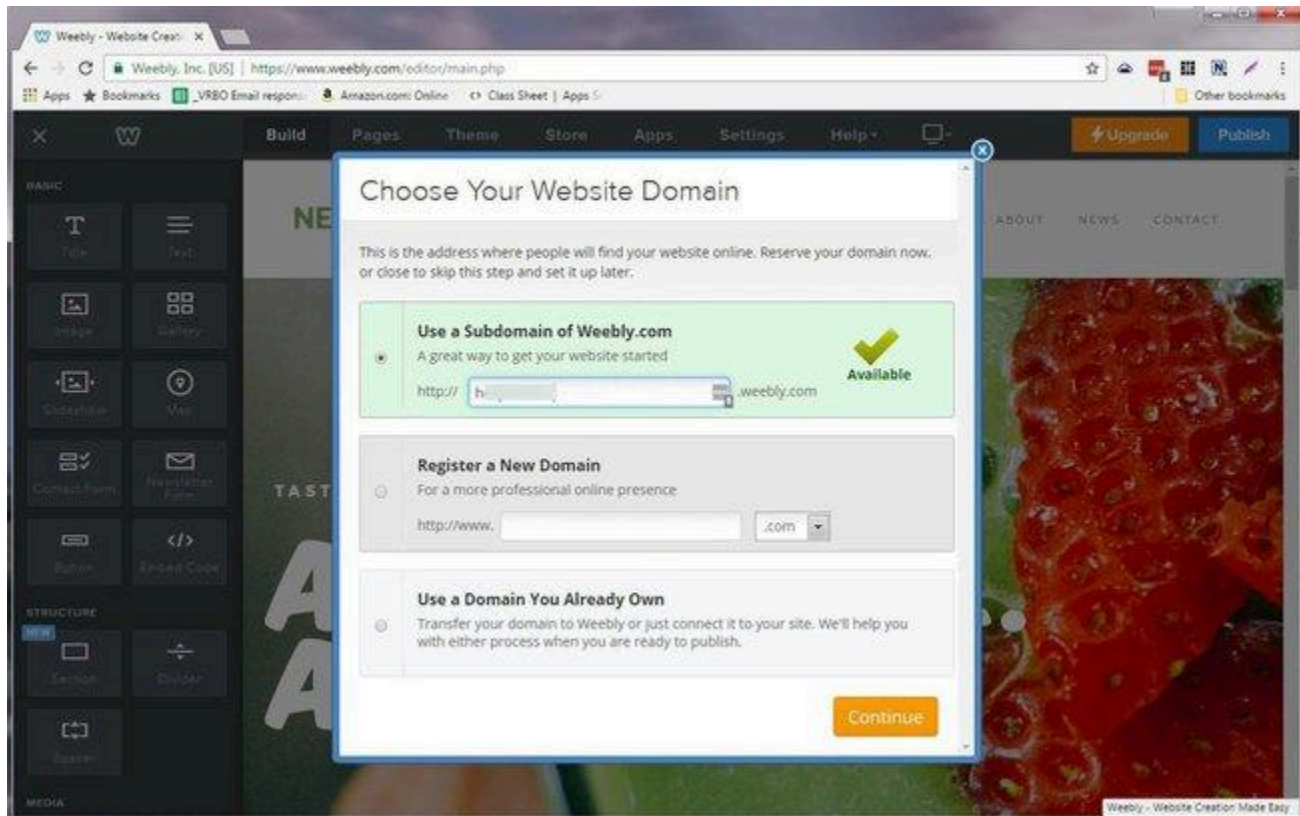
You need to modify a setting in Weebly if you want use weebly DNS servers with your registrar for formal recognition of your website. (and you need to modify information at your registrar too)

Picture

From the editor, Go to Settings>General > Site Address > Change...

An image similar to this one will pop up.

- 1) Select the third option (click in the third bubble down) - Use a domain you already own
- 2) enter your domain name (not shown)
- 3) select continue (not shown)



The following window comes up..

Setup a Domain You Already Own

To set up your domain with Weebly, your domain's DNS settings need to be updated.

Option A: Email instructions to your domain registrar

Send these instructions to your domain registrar (ex. GoDaddy, 1and1, Yahoo, etc.)

Hello, I have purchased my domain [www.south-paca-street-vacation-rentals.com](#) from you. I have built my website on Weebly.com. I need you to point my domain to the following IP: 199.34.228.71

This is done by changing my domain's A-Records. I am not requesting that you transfer my domain, redirect my domain, or change my name servers. I want to remain with you as my

Option B: Make the DNS changes yourself [hide instructions](#)

We have specific instructions for [Google](#), [GoDaddy](#), [Yahoo](#), and [Wordpress](#).

For all other registrars, follow these general instructions:

- 1: Log in to your domain's control panel
- 2: Locate the area to change your domain's DNS settings
- 3: Create 2 A-Records to point to Weebly's IP address

A-Record	Host	Points to
#1	The root of your domain (usually identified by a @ or * symbol)	199.34.228.71
#2	www	199.34.228.71

If you experience any problems, email your domain registrar the instructions from **Option A** above. Unfortunately, we have no control over your domain's settings and cannot provide assistance.

Once the DNS changes are made, it may take up to 48 hours (although usually less) for the changes to propagate through the Internet

[Continue](#)

Setting up your DNS records with your registrar is a 10 second process once you figure out where to make the changes. I would NOT use Option A. Do option B yourself or find someone to do it for you.

The instructions they give in Option B are not totally universal. Some of the terminology is registrar dependent. The IP address is the really relevant part of this..

In summary:

- The "A" record (@ record or *) should point to 199.34.228.71
- CName should point to @ record or to 199.34.228.71

Advanced - 3) Submission to Google Search

submit info to Google for Indexing in the Search Engines

1. Goto: <https://www.google.com/webmasters/> -- you will sign in with your google account info...
2. You will first land in what they call the Search Console -- you will need to "add a property" -- "Adding a property" is in fact the act of adding a website url to a list of website url's you are going to manage in this system. To add a property, you will need access to the website as you will need to put some code on the home page that google can search for to verify you have admin rights for the websites (you couldn't add that code they give you to the website if you didn't have admin rights, that's how this verification system works).
3. For Weebly the easiest thing to do is to add some text to the header of the home page. This is an alternative method of authentication. To do this, go into your weebly console, click on pages, select the home page (the first page of your website), then click the SEO button on the left -- then you will see the ability to add header content. Paste the code Google presented to you into that box and then re-publish website. Then go back to Google window and tell it to verify ownership.
4. Once the property is added, click on the link next to the property image and you will be taken to a details section related to the property. The menu on the left is cryptic. If you don't know what you are doing, you will need to google some stuff to figure out what they are offering...
5. Click on Crawl, then click on Fetch as Google. Enter any specific pages you want to fetch if other than the home page, and click "Fetch". In under a second or so google will have made a request for and received a copy of the page you requested. You will see this listed below the Fetch form.
6. If you click on the arrows to the right of the response record, you can in fact see the exact html document that google got back. This enables you to check all kinds of data and meta data to be sure you are sending out the info you thought you were.
7. Click on "Request Indexing" (it is on both the fetch form page and the details page if you clicked to there) and you will be given the option to index the page or the page and all pages related to links on the page. Google allows something like 10 full indexing requests per month and 500 individual page requests.

At this point, your website has been resubmitted to google search for re-indexing in their database.

The only time you may want or need to do this is if you just launched your website and you are in a hurry to get it into the search engines or if you significantly changed something about your data or meta data that you want out in a hurry. If you do not do this, your website will be picked up in routine scans of the internet by Google bots. I don't know how often those happen but I would say it's weekly or monthly that your site gets scanned without you knowing it.

Advanced - 4) Google Analytics

{blank}

Advanced - 5) Inserting Javascript

I kept forgetting where to do this for page level manipulation so I created this page.

Page level js insertion can be done without using the embed code object via the pages>{click page to edit}>SEO button. The article below covers this option and the others listed below the link (that text all comes from that article)

- <https://www.quora.com/Is-it-possible-to-add-custom-JavaScript-to-a-Weebly-page>

Javascript can be embedded several ways and each way is via a different part of the editor.

Adding to the previous answers, you can add your custom javascript in weebly website by using:

1. Embed Code element of weebly
2. Pasting your code in Settings-> SEO -> Header Code
3. Or in Settings -> SEO -> Footer Code
4. Or inside Pages -> Your Page -> SEO Settings -> Header Code
5. Or Pages -> Your Page -> SEO Settings -> Footer Code
6. And lastly in template layout files by visiting Theme -> Edit Html/Css .

Number 4 and 5 for page level control are the ones I always forget about...

Design Tips and Tutorials

Design Ideas for weebly websites --

- <http://ourexamples.weebly.com/> -- supposedly done by weebly techs -- good place for ideas -- found this from the last few seconds of the color block video below from wonderfully cheap websites youtube channel --
- <https://www.weebly.com/inspiration> -- another weebly based website for ideas

Tutorials --

Youtube channel -- Wonderfully Cheap Websites --

www.youtube.com/channel/UCqddxY2b9Lo_onNIJevx-Ng

- Darcie Livingstone appears to be both a video teacher on youtube AND a professional service provider
- <https://www.wonderfullycheapwebsites.com>
- She seems like she'd be a great place to start if you are looking for someone to provide you with instructions OR a professional website done in weebly.

Color Blocks -

is an "App" that enables you to put a text width div on a page and color it. Headers and text areas can be inserted in the color block. I don't like reference this as an App. that is their terminology. It's just another element that you add to your Build menu for insertion into webpages.

<https://www.youtube.com/watch?v=8CWic0e-d-I> --- this woman has made a nice video showing color blocks -- she's doing great websites on weebly and shes branded her youtube account as "wonderfully cheap websites" -- great work.

In the video above she references ...

Sections --

Sections are page wide Divs that can be colored and manipulated in great ways. As soon as you get past the basics of titles and text elements, it might be good to become familiar with these. Sections elements are found on the build menu with the "structure" elements.

Professional Service Providers

Darcie Livingstone

- Darcie is the only person I've stumbled across so far who is a Professional Provider with a focus on Weebly. I'm sure there are many more, I just found her via her tutorials on youtube and thought they were great.
- <https://www.wonderfullycheapwebsites.com> business website with service offerings
- https://www.youtube.com/channel/UCqddxY2b9Lo_onNIJevx-Ng/about Her you tube channel
- Business Inquiries only at: wonderfullycheapwebsites@gmail.com

Add Custom Maps

Weebly enables you to add maps... it's great but what if you need a custom map with a lot of locations on it that you have in a spreadsheet? Try the Mapping Sheets add-on and google sheets.. OMG this could get good fast...

