

**ESPE 590**  
**Winter 2010-2011**  
**Introduction to weebly.com**

Weebly.com

Weebly.com is an online framework that provides free tools for the design of websites. The framework requires that users sign in for an account. In order to create your account, go to [www.weebly.com](http://www.weebly.com).

Task 1: Create an e-portfolio

Once you register for an account and sign in you can create your e-portfolio by clicking on “Create a Site.”

When you create your site, you will have access to all tools provided by Weebly. These tools are grouped in four categories: Elements, Design, Pages and Settings.

Task2: Choose a theme for your e-portfolio

*Choosing a Layout.* Click on the tab “Design.” A set of templates will appear on the top of your page. If none of the available templates are suitable for you, click on the tab “All Themes.”

*Editing your Theme Picture.* Once you choose your layout, you can edit your theme picture. Roll your mouse cursor over the image, the tag “Edit Image” will appear. Click on “Edit Image,” a toolbar will appear on the top of the page. If you want to add a new image, choose “Add Image.” If you want to add text to your theme image, choose “Add Text.”

*Choosing a theme for your text.* Under “Design,” choose “Design Options.” You will be able to set the font and color for your titles, paragraphs and links.

Task 3: Organize your e-portfolio into different pages

Your e-portfolio is likely to contain multiple pages. “About me,” “CV” and “Artefacts” are common pages in an e-portfolio. In order to add a page to your e-portfolio, go to “Pages.” Weebly allows you to add two types of pages: a blog or a webpage. To add a blog page, choose “New Blog.” To add a webpage, choose “New Page.”

Task 4: Fill your pages with elements

Once your pages are created, you can fill them with paragraphs, pictures, titles, videos and other types of media. All elements are displayed under “Elements,” in order to add an element to your page simply drag it where you want.

*Dividing your page.* To divide your page into multiple columns select the “Two column layout” (under “Basic”) and drag it into your page. To divide your page into multiple rows go to “More,” select “Divider” and drag it into your page.

*Inserting links.* To insert links to external websites or to one of your pages, select the “paragraph” tab and drag it into your page. Double click on the paragraph box, a small toolbar will appear, press on the 8<sup>th</sup> button from the left.

*Inserting links to files.* In order to insert files into your website go to “Multimedia” under “Elements,” select the tab “File” and drag it to your page. Once you drag it, double click on the box, a small toolbar will appear, Select “upload new file.” When you insert a file, a link to the file will appear on your page and users will be able to download your files by clicking on the link.

#### Task 5: Advanced tools, creating a dynamic e-portfolio

If you want to make your e-portfolio more dynamic and add dynamic effects (fading images, text with alternating colors, animations) you can find plenty of free scripts on the web that allow you to do so.

1. Go to <http://www.scripts.com/javascript-scripts/>
2. Choose the type of script that you want to insert in your page
3. Copy the script
4. Got to your weebly page, select the tab “custom HTML” and drag it into your page
5. Double click the HTML box and Past the script code

*For any further inquiries you can contact me at [lir01@interchange.ubc.ca](mailto:lir01@interchange.ubc.ca) and I will be happy to answer your questions electronically or in person. Have fun creating your e-potfolio!*