

Weebly Website Editing

Quick Reference Handout

Who this is for:

Staff or officials responsible for updating an existing Weebly website.

What you'll do:

Edit text and images, manage pages and navigation, and publish updates safely.

1. Getting Started

Logging In

- You will receive an email from Weebly
- Click **“Let’s Get Started”**
- Create a password and continue with Square
- You should land on your website dashboard

The Dashboard

- Click **Edit Website** to open the editor
 - The dashboard is your control center—nothing is live until published
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2. Understanding the Weebly Editor

Editor Layout

- **Left Sidebar:** Text, images, buttons, dividers, spacers
- **Top Menu:** Build, Pages, Theme, Settings
- **Main Canvas:** Live preview of your page

 *Edits are safe and reversible while you’re working*

3. Editing Text

Editing Existing Text

- Click directly on any text to edit
- Use the toolbar to:
 - Bold, italicize, underline

- Change size and alignment
- Add links, bullets, or numbering

Adding New Text

- Drag a **Text** element from the left sidebar
 - Blue guide lines show where the text will be placed
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4. Images

Editing or Replacing Images

- Click on an image to:
 - Replace
 - Edit
 - Add a link
 - Adjust spacing

Image Best Practices

- Use clear, high-quality images
- Avoid oversized files (large photos slow pages)
- Choose images that support your content

Accessibility Tip:

Use meaningful visuals and avoid images with important text whenever possible.

5. Drag-and-Drop Layout

- Click, hold, and drag content to move it
 - Blue lines show placement:
 - Horizontal = top/bottom
 - Vertical = side-by-side
 - Use **Spacers** for fine-tuning
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6. Saving vs. Publishing

Saving

- Changes save automatically while you edit

Publishing

- Click **Publish** to make changes visible to the public

 *If you don't publish, visitors won't see your updates*

7. Pages & Navigation

Creating a New Page

- Go to **Pages** → **Add Page**
- Choose **Standard Page**
- Give it a clear, simple name
- Click **Done**

Managing Pages


- Drag pages to reorder navigation
- Create sub-pages by nesting pages
- Duplicate pages to reuse layouts
- Hide or delete pages you no longer need

Page Settings

- Edit page name and URL
 - Set visibility:
 - Public
 - Hidden
 - Password-protected
 - Pages can exist without appearing in navigation
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8. Headers

- Headers are the large top section of a page
- Click to:
 - Change header style (large, medium, none)
 - Add background images, text, or buttons

 **Keep headers clean and focused—don't overcrowd them**

9. Themes, Fonts & Colors

Themes

- Control overall site design
- Access via the **Theme** tab

⚠ *Changing themes later can affect layouts—choose early and stick with it*

Fonts & Colors

- Set in Theme settings
 - Use simple, readable fonts
 - Keep colors consistent across pages
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10. Website Best Practices

- Keep navigation simple and logical
- Use consistent design across all pages
- Update content regularly
- Think about your audience first
- Review changes before publishing