

Weebly Website Editing Cheat Sheet

BASICS:

- Log in via weebly.com or squareup.com
- Click 'Edit Website' to open the editor

EDITOR NAVIGATION:

- Build Tab: Drag-and-drop tools (text, images, buttons)
- Pages Tab: Add, rename, hide, or reorder pages
- Theme Tab: Change fonts, colors, and layout
- Settings Tab: Site-wide controls (SEO, favicon, SSL)

EDITING TEXT:

- Click directly on a text box to edit
- Use formatting bar for size, color, links, alignment
- Undo with Ctrl+Z (Windows) or Cmd+Z (Mac)

EDITING IMAGES:

- Click an image → Replace
- Upload from your computer or choose existing images
- Adjust spacing, alignment, or add a link

DRAG & DROP:

- Move elements by dragging
- Blue line shows where item will land

PAGES & NAVIGATION:

- Add pages via Pages → + Add Page
- Drag pages to reorder navigation
- Indent pages to create dropdowns
- Choose Header Type per page (No Header, Banner, Splash)

THEME OPTIONS:

- Change theme colors, fonts, and button styles
- Apply site-wide visual consistency

SEO BASICS:

- Pages → Select Page → SEO Settings
- Add Page Title & Description
- Hide pages from search engines when needed

PUBLISHING:

- Weebly autosaves — BUT DOES NOT publish automatically
- Click the blue Publish button to make changes live