

Step 1 – Create Weebly Account

- **Add a new tap in your Browser and type in weebly.com in your Browser and click on the Enter Key.**
- **Note – when you start to Sign Up, the pages may be different. I will show you some samples.**
- **Next is what happens when you go to weebly.com.**

- Here is a sample of weebly and they always change it. Click on Sign Up in the upper right.
- Next is what happens.

The image shows a screenshot of the Weebly website homepage. At the top, there is a navigation bar with the Weebly logo (eCommerce by Square), a search bar for domains, and a 'Log In' button. A blue 'Sign Up' button is highlighted with a red arrow pointing upwards. Below the navigation bar, the main heading reads 'Professional eCommerce tools for entrepreneurs, all in one place'. Underneath this heading are two buttons: 'Create your online store' and a link 'Or, build a professional website >'. On the left side of the page, there is a portrait of a man with a beard and a white jacket. On the right side, there is a preview of a website for 'NATURE'S KINDLE' featuring a '4oz Reed Diffuser' for \$15.00 (originally \$22.00) and a 'Dios' candle. The footer of the preview website shows 'Dios natureskindle.com'.

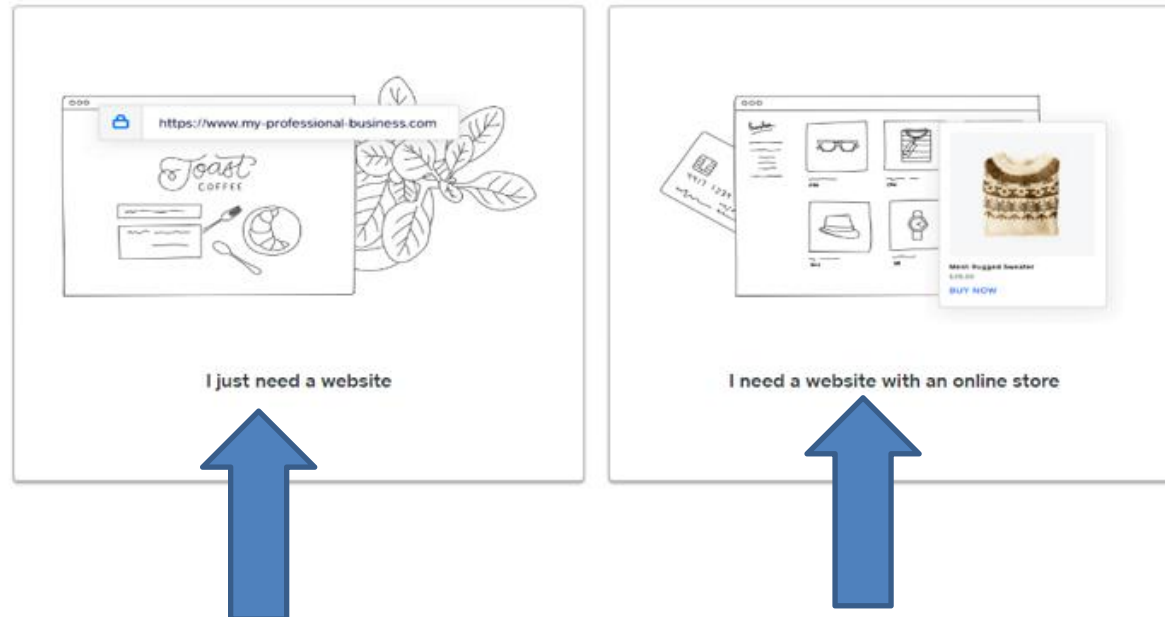
New window opens. Type in Full Name, E-mail, Password and click on Sign Up. Make sure you write them down so you don't forget. Next what happens.

A screenshot of a 'Sign Up' form. At the top left is a close button 'x'. The title 'Sign Up' is centered, and a 'Log In' link is at the top right. Below the title are two social login buttons: a blue one with a Facebook 'f' icon and the text 'CONTINUE WITH FACEBOOK', and a red one with a Google 'G+' icon and the text 'CONTINUE WITH GOOGLE'. Below these is the text 'or use your email'. There are three input fields: 'Full Name', 'Email Address', and 'Password'. Below the input fields is a line of text: 'By signing up, you agree to our [Terms of Service](#) and [Privacy Policy](#)'. At the bottom is a large blue button with the text 'CREATE YOUR SITE'. Below that is the text 'Already have an account? [Log in](#)'.

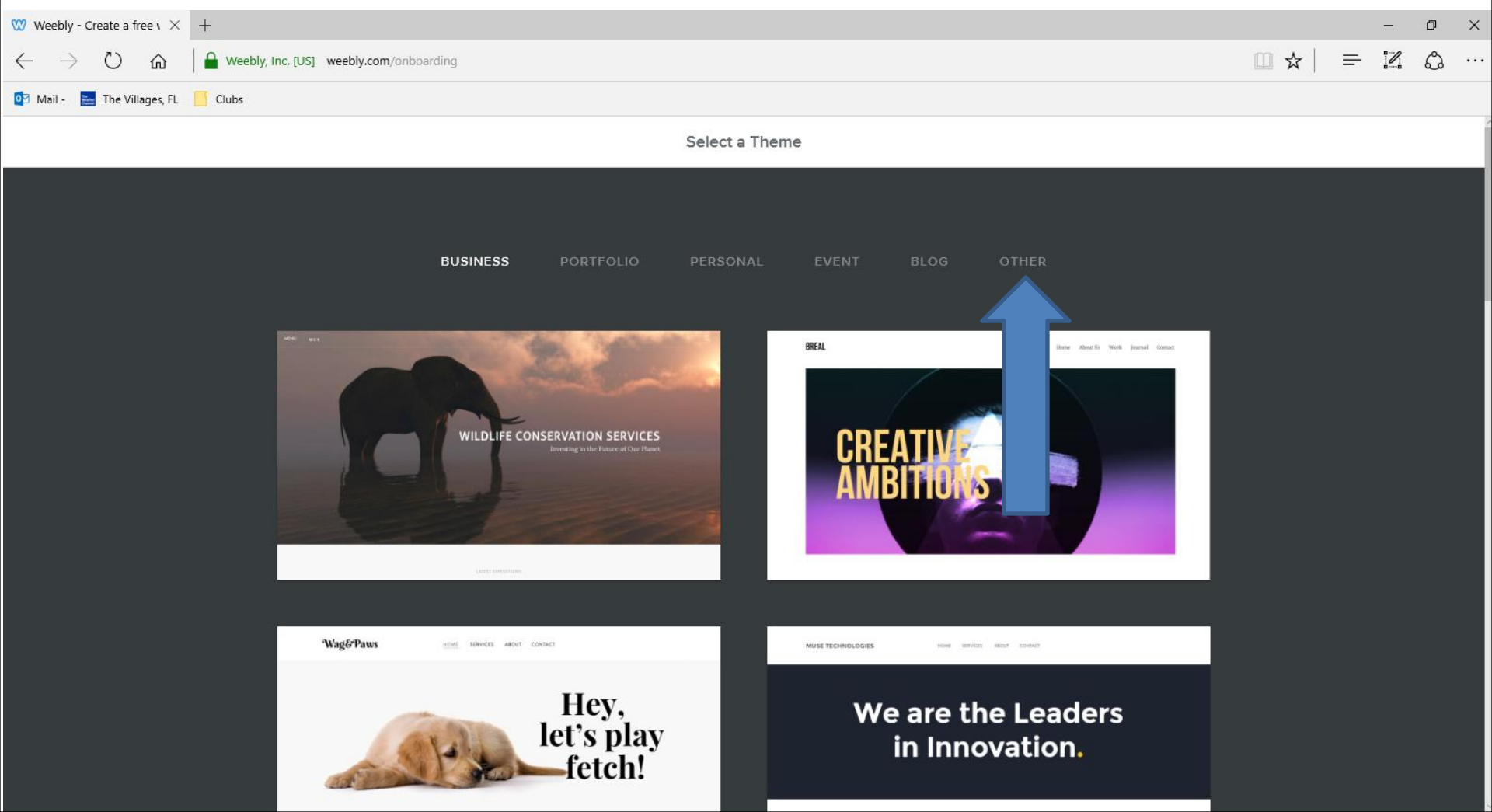
- Page changes and sometimes it asks I just need a website and also it askd I need with an online store. I recommend you click on I just need a website. Sometimes there are other pages. Next is what mostly happens.

What kind of website would you like to create?

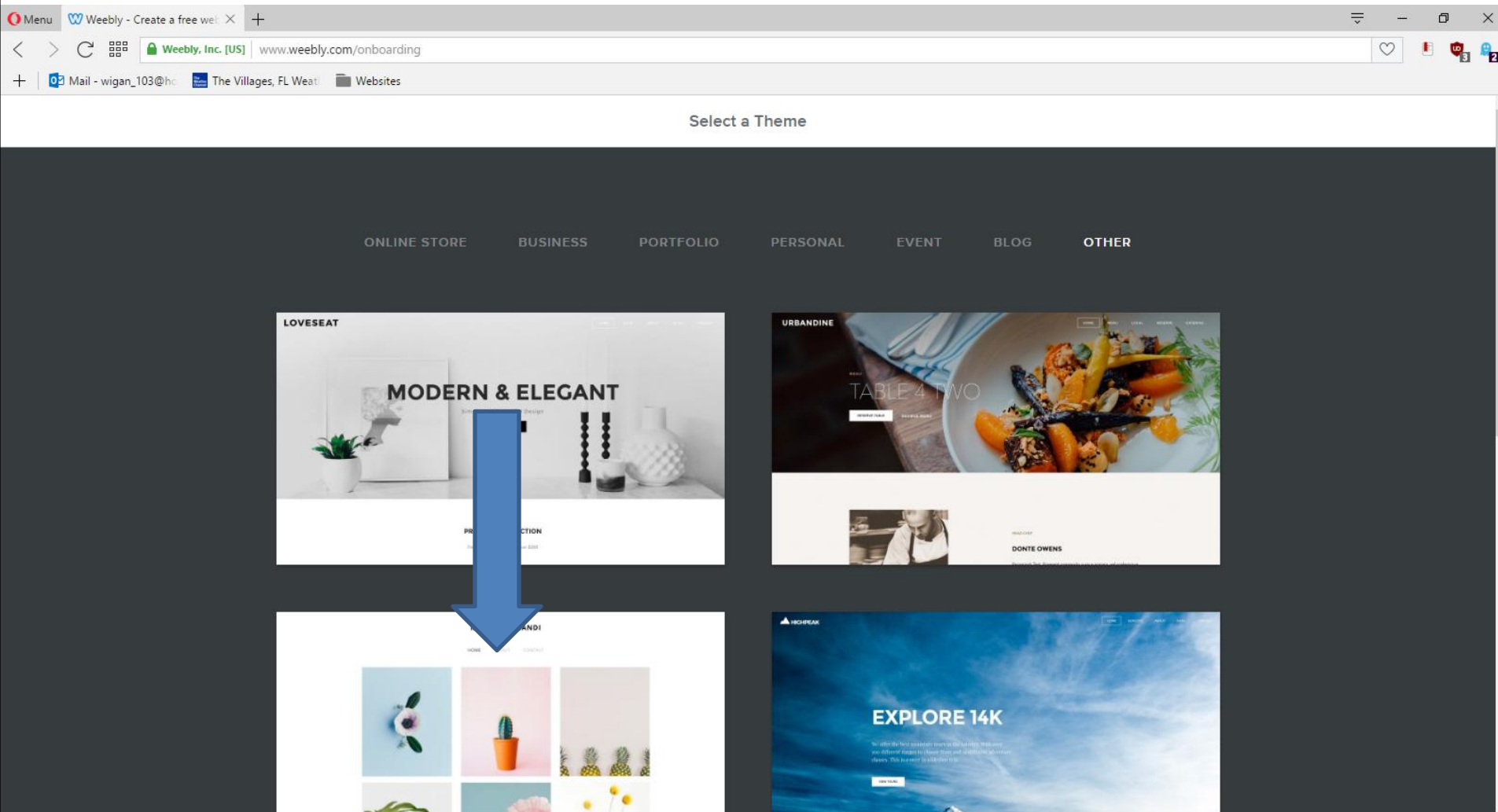
We'll provide you with the right tools to get started



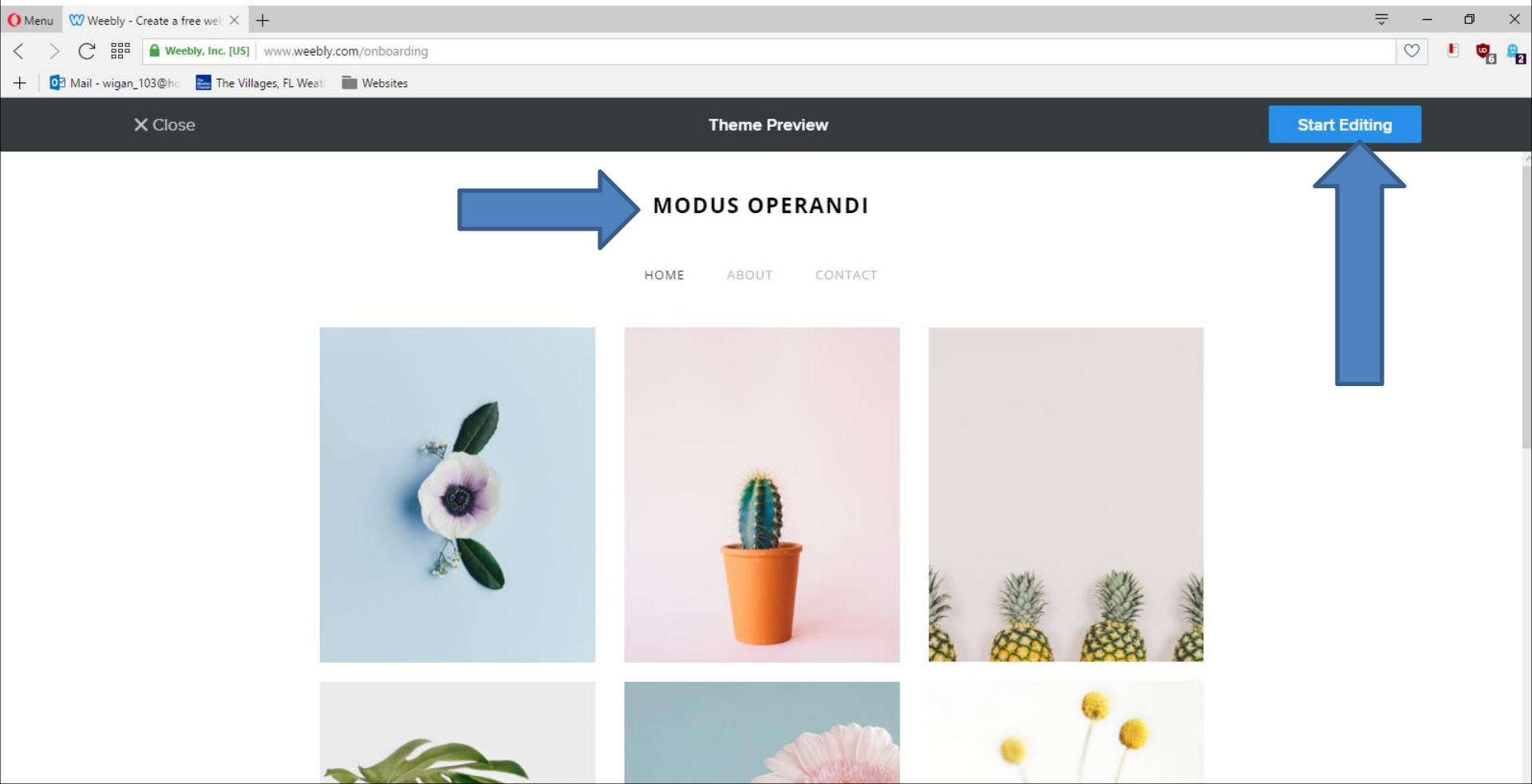
- Page changes to Select a theme. Note – they change themes every year. If it is not on OTHER, click on OTHER in the right. Next is what happens.



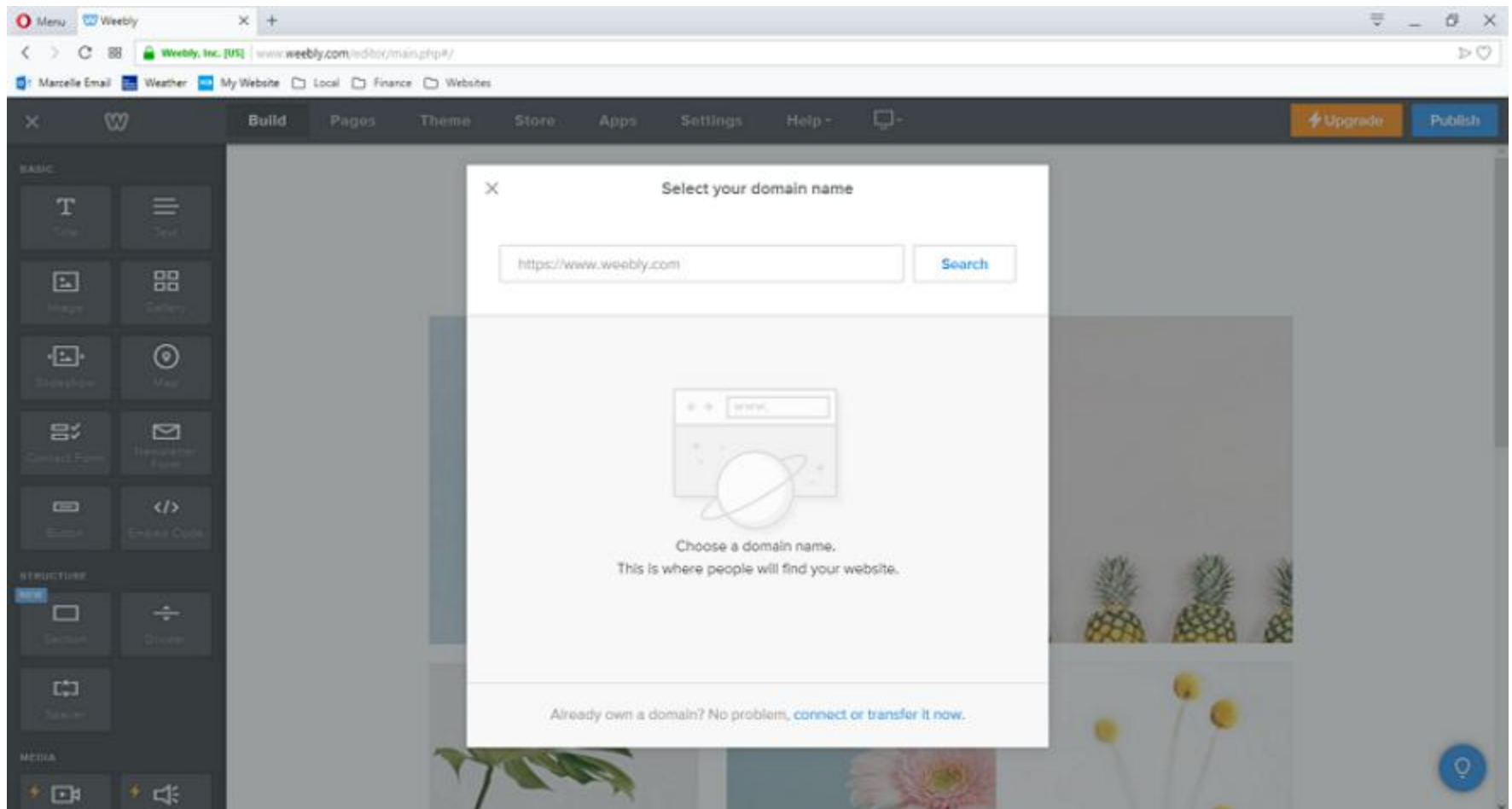
- Then click on this one and it will show a preview which is next. Note – I will explain in Step 2 why to select this one first.



- Page changes called Theme Preview. It shows Site Title that you change and I will show you later.
- Then click on Start Editing and next is what happens.





- It sometimes it takes you to the page to start building, but mostly it shows Select your domain name. Next I will zoom in and what to do.



×

Select your domain name



Choose a domain name.
This is where people will find your website.

Already own a domain? No problem, [connect or transfer it now.](#)

- I recommend you first click on the line after **www** and then type in your domain.
- Next is a sample of typing.

× Select your domain name

https://www.barbaraworthington.weebly.com

Search



Choose a domain name.

This is where people will find your website.

Already own a domain? No problem, [connect or transfer it now.](#)

- Here is a sample of typing a domain.
- Once complete, click on Search right of it and next is what happens.

✕ Select your domain name

https://www.barbaraworthington.weebly.com

Search

PROFESSIONAL DOMAIN

Included free with a 1-year plan

barbaraworthington.weebly.com Unavailable

barbaraworthingtonweebly.com Choose >

barbara-worthington-weebly.com Choose >

the-barbara-worthington-weebly.com Choose >

[View more...](#)

SUBDOMAIN

Free with Weebly branding on your website

barbaraworthington.weebly.com Choose >

Already own a domain? No problem, [contact](#) or [transfer it](#)

- Page changes and if it is OK, at the Bottom next to SUBDOMAIN you see Free with Weebly branding on your website. If it is not OK, you have to type in another domain. Once it is OK, click on Choose at the Bottom and next is what happens.

< Back

Subdomain setup complete!

Done

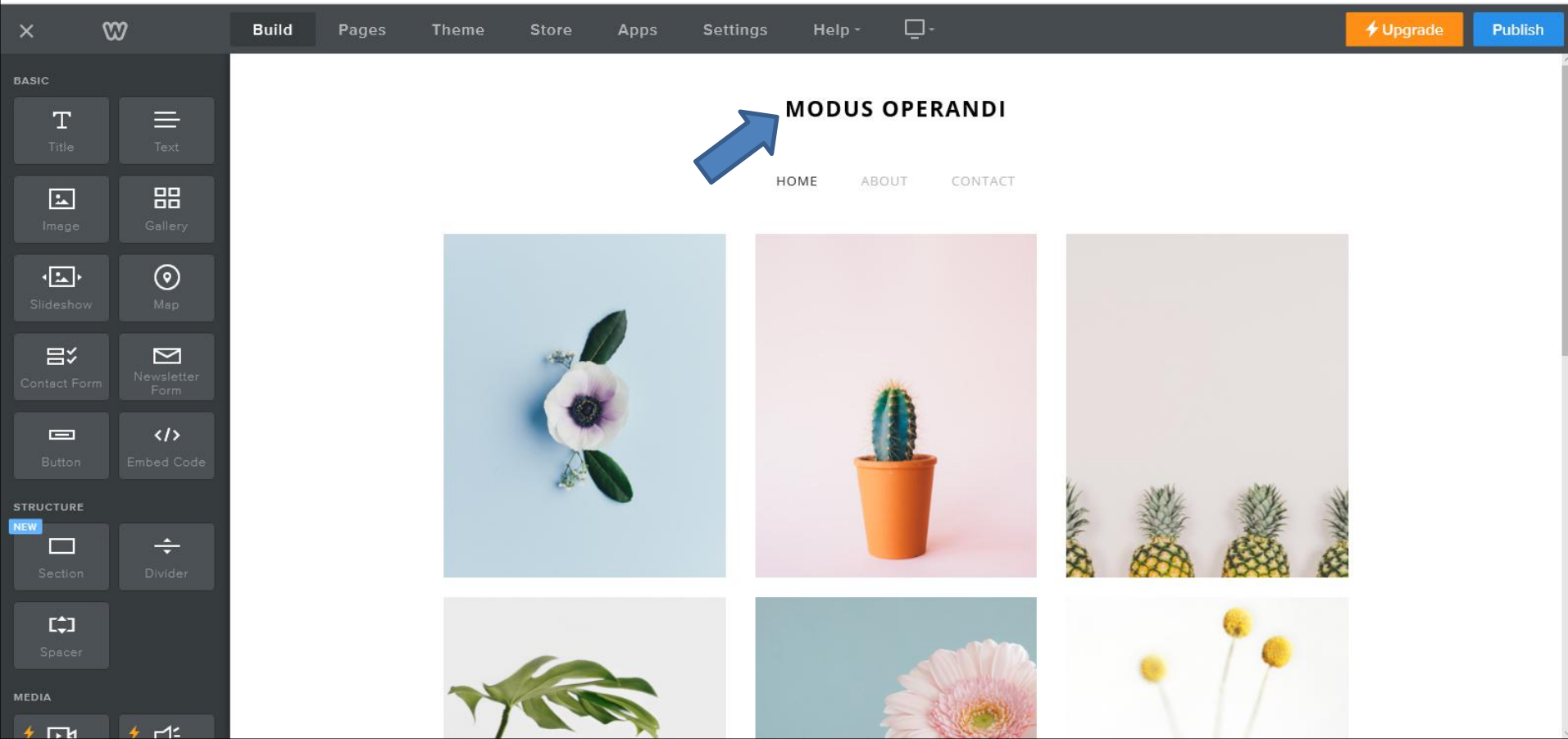


Awesome, you have successfully setup your subdomain name!
After you publish your website, it will be available at:
barbaraworthington.weebly.com

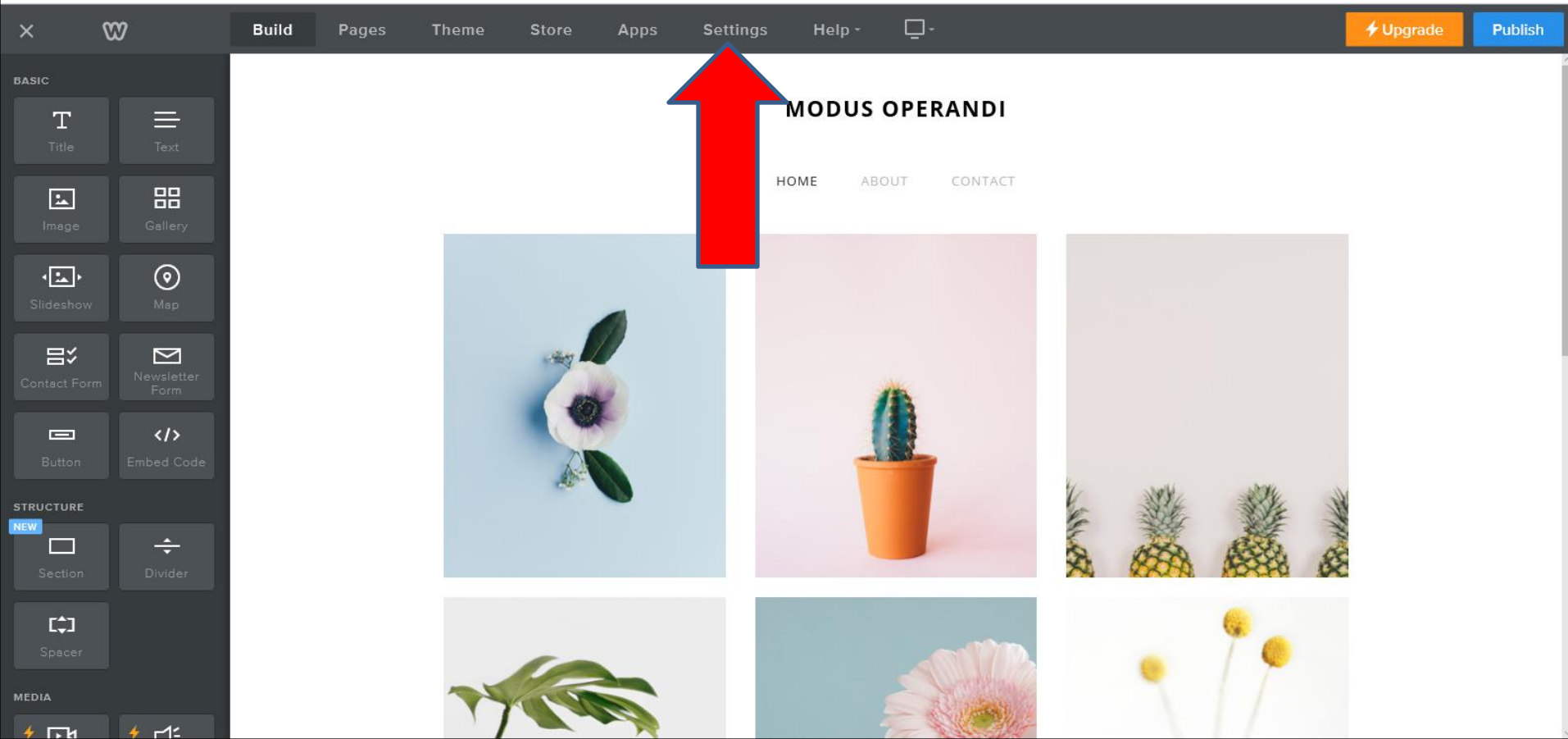
Pro Tip: You can register a new domain if you want to remove Weebly branding from the website address.

- Page changes again and you see Subdomain setup complete! at the top. You then click on Done at the top right and next is what happens.

- **Window closes and it then takes you to the page to start building. It comes with 3 pages. The Site Title is like MODUS OPERANDI as I showed you before.**
- **Next is how to change the Site Title.**



- You click on Settings.
- Next is what happens when you click on Settings.



- Page Changes and you see Site Title. Also you see your Site Address at the Top.
- You can change Site Title. Also you can not show it on your pages, which is next.

The screenshot shows the Weebly Settings interface. The top navigation bar includes 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right, there are 'Upgrade' and 'Publish' buttons. The left sidebar lists settings categories: General, SEO, Editors, Members, My Apps, and Blog. The main content area is titled 'General' and contains the following fields:

- Site Address:** A text field containing 'barbaraworthington.weebly.com' with a 'Change' button to its right. A blue arrow points from the right towards this field.
- Site Title:** A text field containing 'Modus Operandi' with a 'Save' button to its right. A blue arrow points from the bottom towards this field.
- Site Category:** A dropdown menu with 'Other' selected and a 'Save' button to its right.

Below the Site Title field, there is a checkbox labeled 'Show on the top of your pages' which is checked. At the bottom, there is a note: 'This also provides suggestions and personalization.' and the start of an 'SSL' section.

I typed in a different Site Title.

Site Title



Build Website Free Course

Show title on the top of your pages



- **Uncheck the box so it does not show on your pages. Don't do it now. One reason is you can add it on a Header and I will show you that in Step 3 - Part 2.**
- **Next is what to do when you change the Site Title.**

- **When you change the Site Title, click on Save on the right.**
- **Next is what happens.**

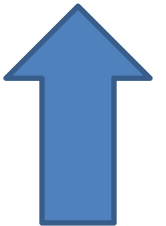
Site Title

Build Website Free Course

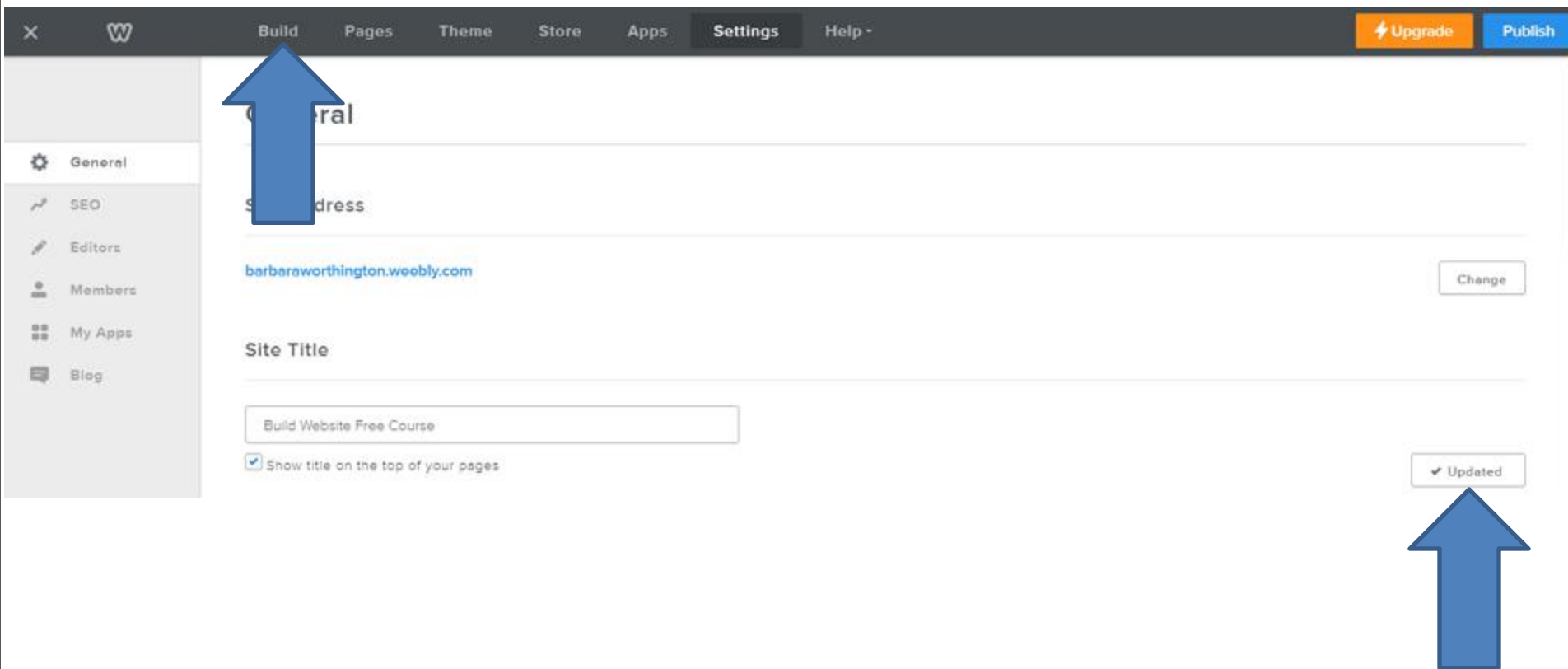


Show title on the top of your pages

Save



- When you click on Save, it shows Updated.
- You click on Build and Next is what happens.



The screenshot displays the Weebly settings interface. At the top, a dark navigation bar contains the Weebly logo, a close button, and menu items for 'Build', 'Pages', 'Theme', 'Store', 'Apps', 'Settings', and 'Help'. On the right side of this bar are 'Upgrade' and 'Publish' buttons. A blue arrow points to the 'Build' button. Below the navigation bar is a sidebar with menu items: 'General', 'SEO', 'Editors', 'Members', 'My Apps', and 'Blog'. The main content area is titled 'General' and includes a 'Site Address' field with the value 'barbaraworthington.weebly.com' and a 'Change' button. Below that is a 'Site Title' field with the value 'Build Website Free Course' and a checked checkbox for 'Show title on the top of your pages'. In the bottom right corner, a confirmation message '✓ Updated' is displayed, with a blue arrow pointing to it.

- When you click on Build, the page changes to Build vs. Settings and you see the Site Title changed.
- This is the End of Step 1.

