How to Add Pages to the Team Website

A video of the process can be viewed online here: <u>https://youtu.be/YD5wAsyQFCg</u>

1. Ask to be given editing rights to the website.

The team website: <u>www.abertayteam8.weebly.com</u> can be edited by signing into <u>www.weebly.com</u> with an account that has access to edit the site. To gain editing rights please sign up for Weebly at <u>www.weebly.com/signup</u> and then ask me to invite you to the site.

2. When signed in select 'edit site' to begin editing the site.

Whilst signed in, navigate to <u>www.weebly.com</u> and select the 'edit site' button shown below:

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	UPGRADE SITE	A	
Manage your site from anywhere Create, manage and edit your site with the Weebly Mobile App for IPhone, IPad and Android. Save and sync work between devices and stay connected to your visitors on the go.	Unlock more f	features pur site, get a domain	
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3. To add a page, navigate to the 'Pages' tab and select the '+' button.

When selecting the '+' button you can then name your page and it will appear in the page list on the left side of the site.





4. To create a subpage, move the page until it is below and to the right of the main page in the 'pages' tab.

To create the page, follow the same steps as above then, whilst in the 'pages' tab, position the subpage below and to the right of the main page as shown below:

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The subpage will then appear when hovering over the main page on the list on the left of the website:



5. To link pages via text, highlight the text and select the 'create link' button.

When highlighting text on a page, to link it to a page on the site select the 'create link' icon and then select 'standard page' before choosing the page to link it to.



Link			
Ľ	Website URL		
ß	Standard Page	~	
0	Product Page		
Q	Blog Post		
C	Phone		
+	File		
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6. Finally, select 'publish' in the top right to save your changes.

Select the 'publish' button in the top right of the screen to save all changes made to the website.



Video of above steps:

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t inspired by expert advice	+ UPGRADE SITE

Click on the image below to view a video of the above tutorial