☑<u>Weebly Checklist</u>

☐ You have signed up for the free version of Weebly. You have selected a domain name that reflects the purpose and point of your website. Your domain name is practical or catchy, immediately notifies user what the website is about, and is easy to spell and remember.

☐ You have chosen a theme template that is graphically appealing and makes sense for the type of website that you are trying to create. You have deleted out any components that you do not want to include on you website by selecting the component box and then the red X in the top right corner.

☐ You have selected a font and color scheme that is easy to read and visually appealing by clicking on the "Theme" tab.

☐ You have titled your site where it says "My Site" on your webpage header.

☐ You have changed the default header images to images that reflect what your site or page is about. Images are clear, in focus, graphically appealing, and relevant.

☐ You have changed the header types for all sub-pages under the "Pages" tab by selecting the page of your choice, and changing "Header Type" from "Tall Header" to "Short Header." All main pages have tall headers.

☐ You have repositioned your header images by clicking on the header picture, selecting "Edit Image," and then dragging and repositioning the image so that the portion of the photo that you would like featured is prominently displayed.

☐ You have created pages for your website by clicking on the white + symbol under the "Pages" tab and have named them appropriately. Web page names are short and succinct and are easy to navigate. You have limited the number of main pages for your site. You have removed any default pages that you do not wish to use (such as "About" or "Contact" by going to the "Pages" tab, selecting the page that you would like to remove, and then selecting "Delete."

☐ You have created and dragged and dropped and then indented and nested subpages in a drop down menu under each main page. Subpages are appropriately named and easy to navigate.

☐ You have added page elements to your page, such as text boxes, titles, and images under the "Build" tab and have arranged the page elements so that they are graphically appealing.

☐ You have added spacers and dividers to your pages to visually break up text and pictures on the page.

☐ You have titled all pages on the header or top of the page by dragging a title page element onto the page.

☐ You have ordered your pages so that they appear in your navigation bar the way that you wish. Ensure that "Home" is the first page and "Contact" is the last page in the order on your navigation bar.

☐ You have added the document page element to your page to allow full documents to be previewed directly on the website. Documents are in a readable format and are sized for viewing and scrollable.

☐ You have added the file page element to your page to allow you to download a file or document off of your website. Files do not provide a preview window for viewing on the website, but will appear as icons on your page.

☐ You have completed an "About" page providing visitors more information about yourself, club, business, or organization. This could include contact information such as a phone number, email address, or website link for more information on the topic, a photograph of yourself or the leaders or administrators, and

☐ Any pages that you would like hidden from the navigation bar have been selected under the "Pages" tab and the checkbox "Hide in Navigation" is selected.

☐ You have changed the button text on all buttons on your site by clicking on the button and editing the "Button Text," and have added a link to an external website or webpage.

☐ You have published all of your updates and changes by clicking on the "Publish" button.