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# CREATING AND MANAGING A WEBSITE: MUSEO DE SAN JUAN

Using Weebly

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This user guide was created by the WPI D23 Museo Project Team - Michael Akstin, Kathryn Butziger, Isabella Pabón, and Jai Patel for the sponsor institution, the Museo de San Juan.

This document is intended to be left as a guide for the Museo de San Juan staff to provide instructions that are required to effectively utilize the features of the website. This includes the steps to create a website on the website-builder Weebly and how to maintain it.

This guide was adapted from the articles in the Weebly Support Blog.

Thank you to liaisons Ms. Maria-Laura Benitez and Ms. Adriana Sybelle Muniz Narváez of the Museo de San Juan in assisting with the document. A special thanks to advisors Professor Leslie Dodson and Professor Scott Jiusto.

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For more information on the work conducted by the project team, resources are available at:  
<https://wp.wpi.edu/puertorico/projects/2023-mar-may-2/museo/>

# Table of Contents

## **Creating the Website: The First Steps: 1**

Selecting a Theme: 1

Connecting a Domain Name: 2

How to Use the Editor: 4

How to Create and Move Pages: 7

How to Edit Pages: 9

## **Customizing and Styling: 12**

How to Update a Logo: 12

How to Customize the Font: 14

How to Customize the Background: 16

How to Edit Social Media Icons: 18

How to Add and Edit a Calendar: 21

How to Add and Edit a Map: 23

How to Add and Edit a Form: 24

How to Modify the Gallery: 27

How to Edit the Slideshow: 29

## **Ready to Launch: 31**

Publishing the Website: 31

Analytics: 32

Inviting More Editors to the Website: 33

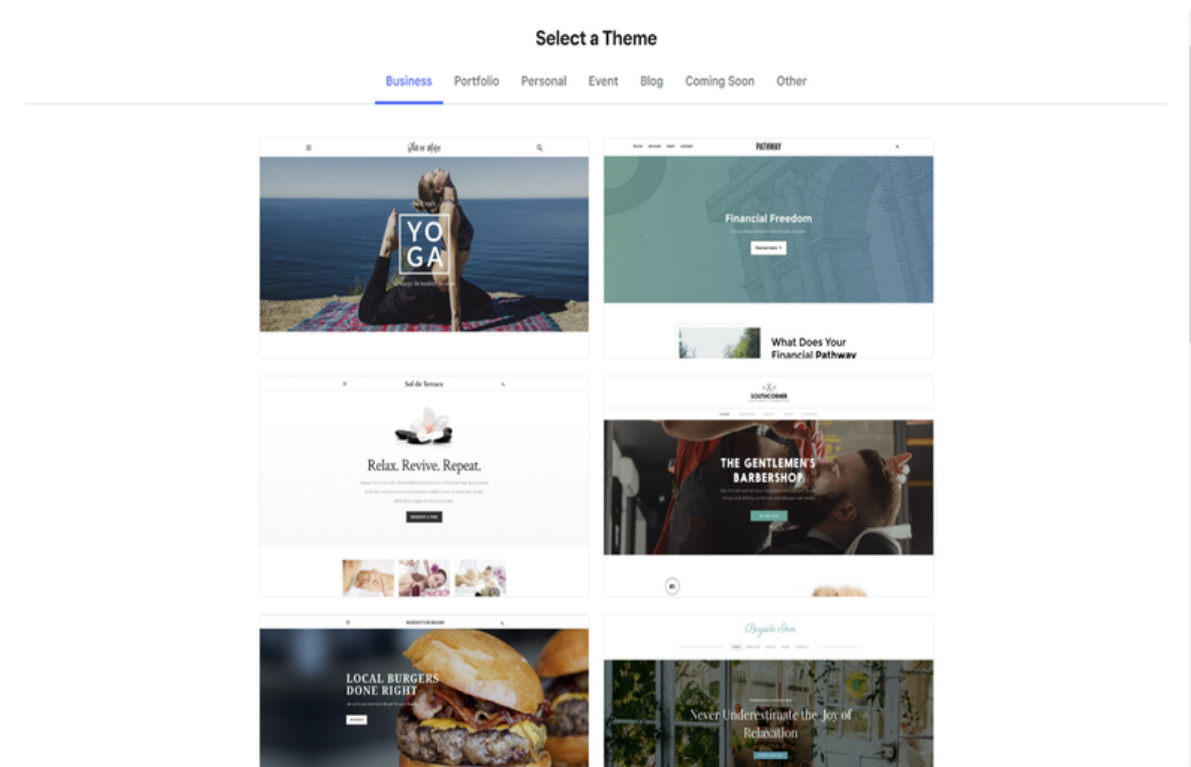
## **Additional Resources: 34**

# Creating the Website: The First Steps

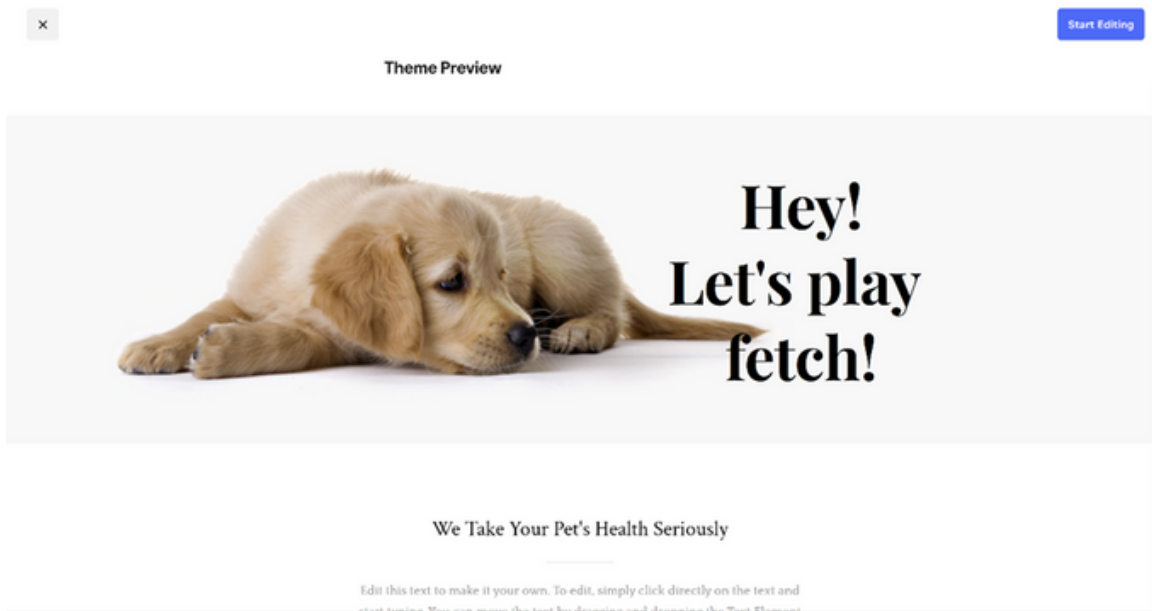
This chapter provides an overview of how to build a website from the ground up utilizing the website creation software Weebly.

## Selecting a Theme

To begin, decide on a theme for your design from "Business," Portfolio," "Personal," "Event," "Blog," "Coming Soon," or "Other."

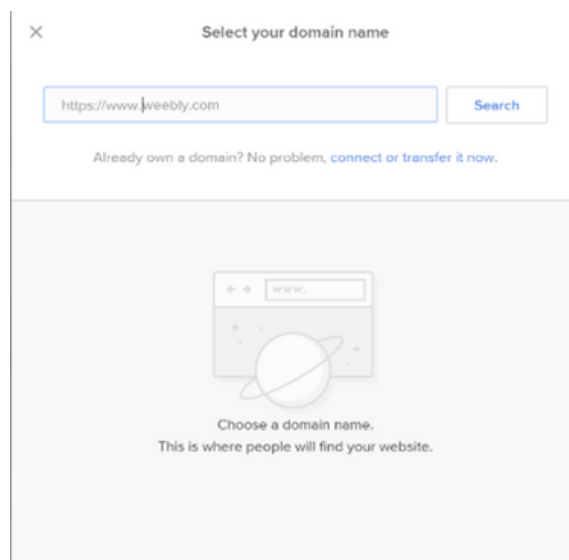


After clicking on a theme, you will see a preview for each of its pages. To choose a theme, click “start editing”.



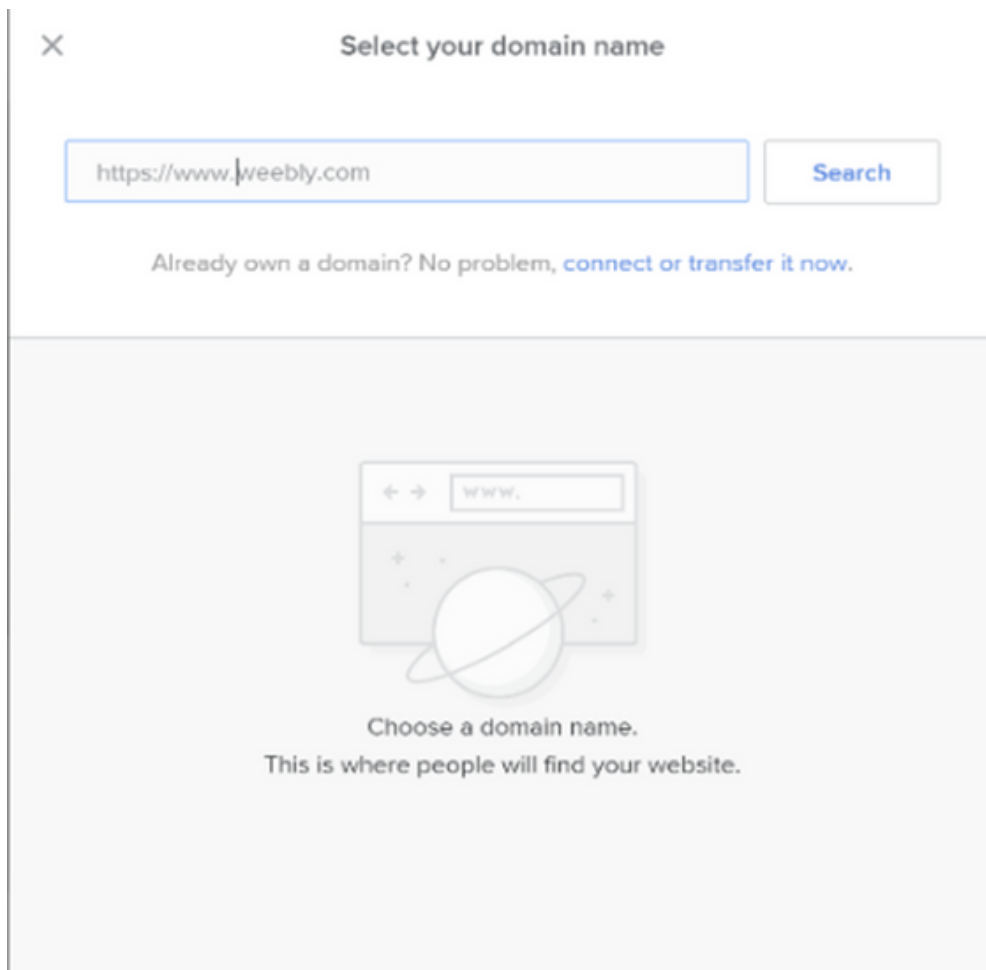
## Connecting a Domain Name

Next, select a domain name. If you already have a custom domain, choose “connect or transfer it now” and follow the prompts to purchase a Weebly plan and migrate your domain to Weebly. If not, type in the domain you would like for your website.



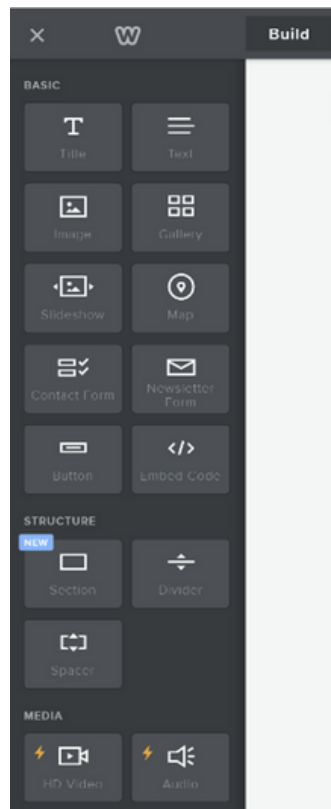
Weebly will then give two different options. You can either:

- 1 Purchase a plan to set your custom domain name. This allows you to choose a domain without the “.weebly” subdomain.
- 2 Create a free website that is a subdomain of “weebly.com”- You may still choose a domain name, but it will include “.weebly” at the end.

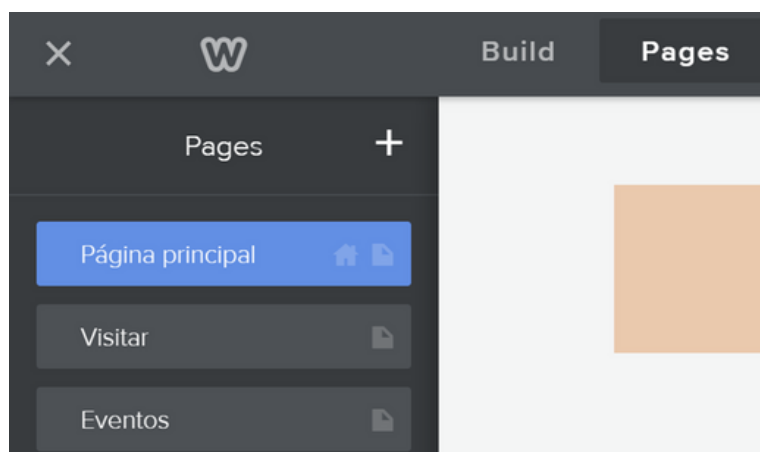


## How to Use the Editor

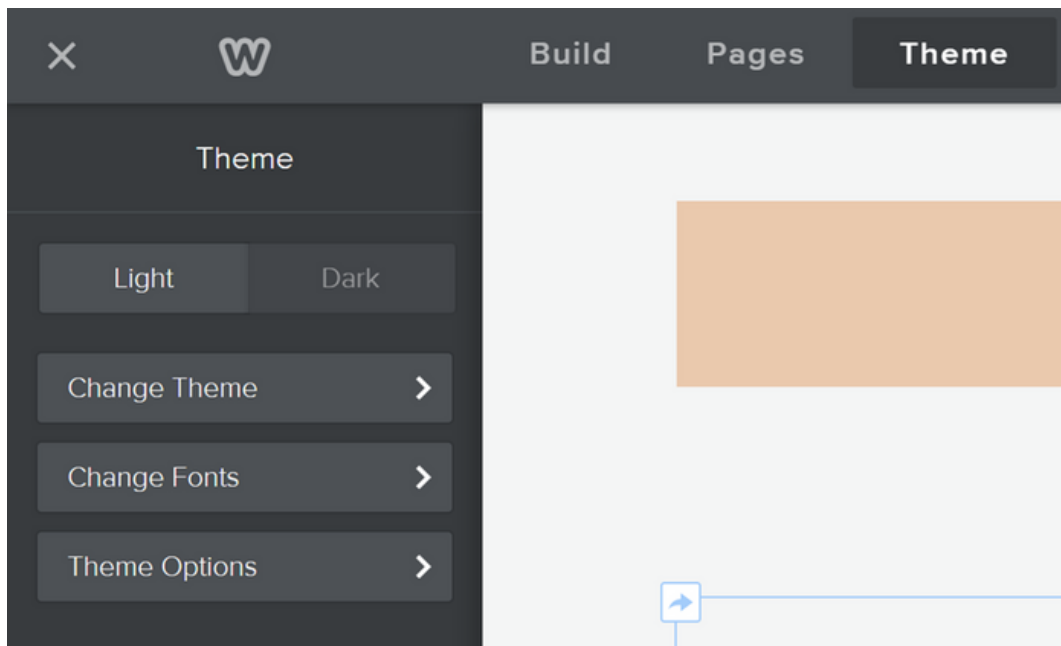
The Editor has several tabs displayed in the top bar. Use the “Build” tab to add elements to the page. “Build” has blocks for images, text boxes, videos, and more that can be dragged directly into the website preview on the right.



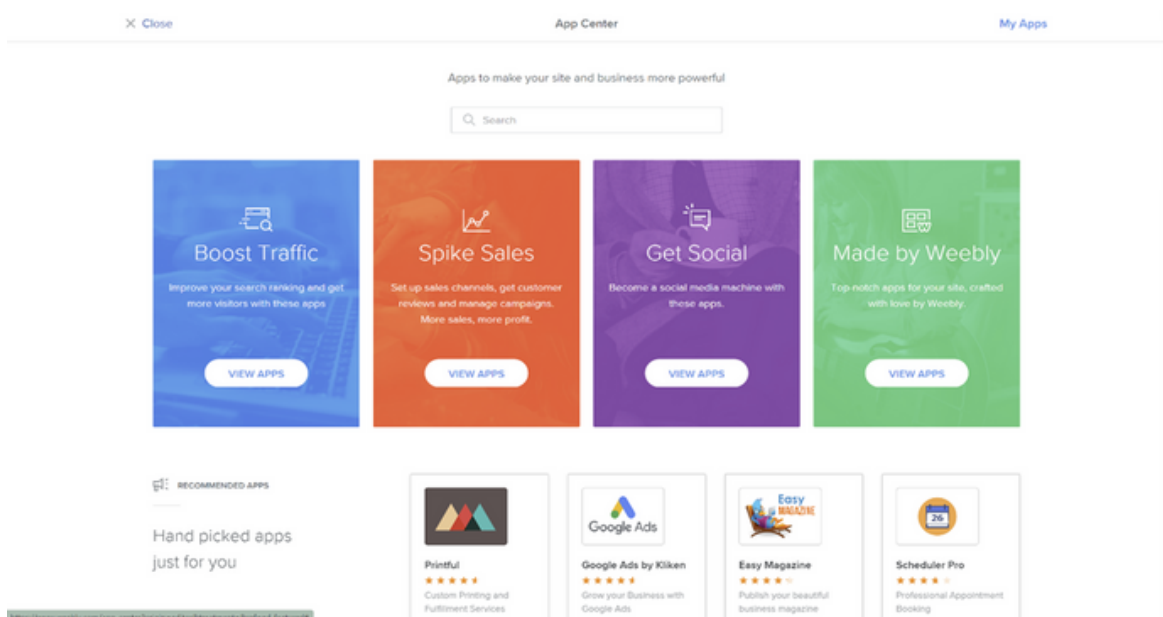
In the “Page” tab you can add and delete pages, change their order, and edit their settings. To view a specific page in the website preview, select it in the Page tab.



The “Theme” tab allows you to change the current theme for the site and font for its text boxes. Here you can toggle between the site’s light and dark modes. You may also edit the site’s HTML/CSS directly.

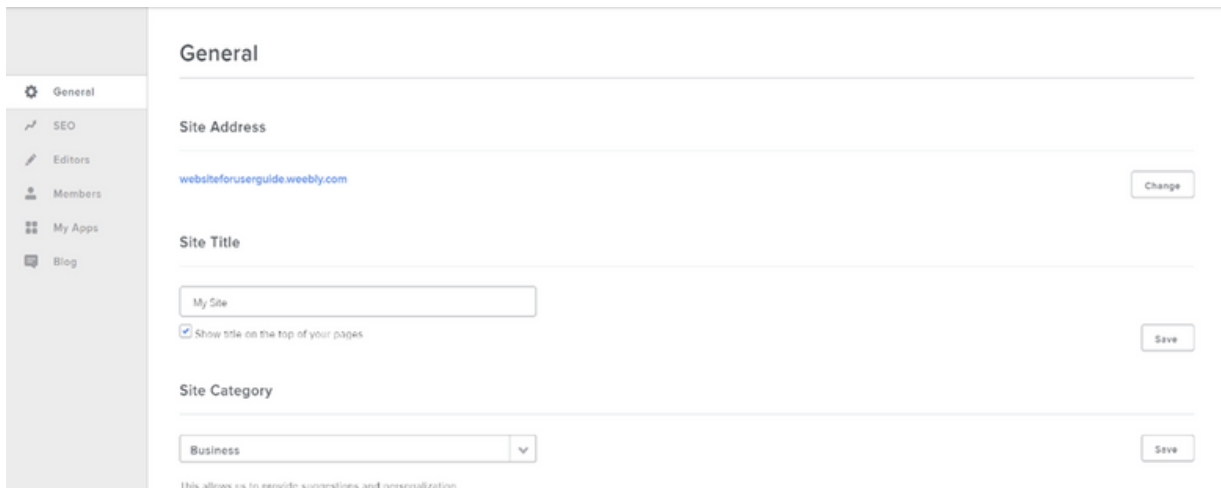


The “Apps” tab allows you to find and install applications from the Weebly App Center. Apps provide additional functionalities and styling options that may be helpful for your website.

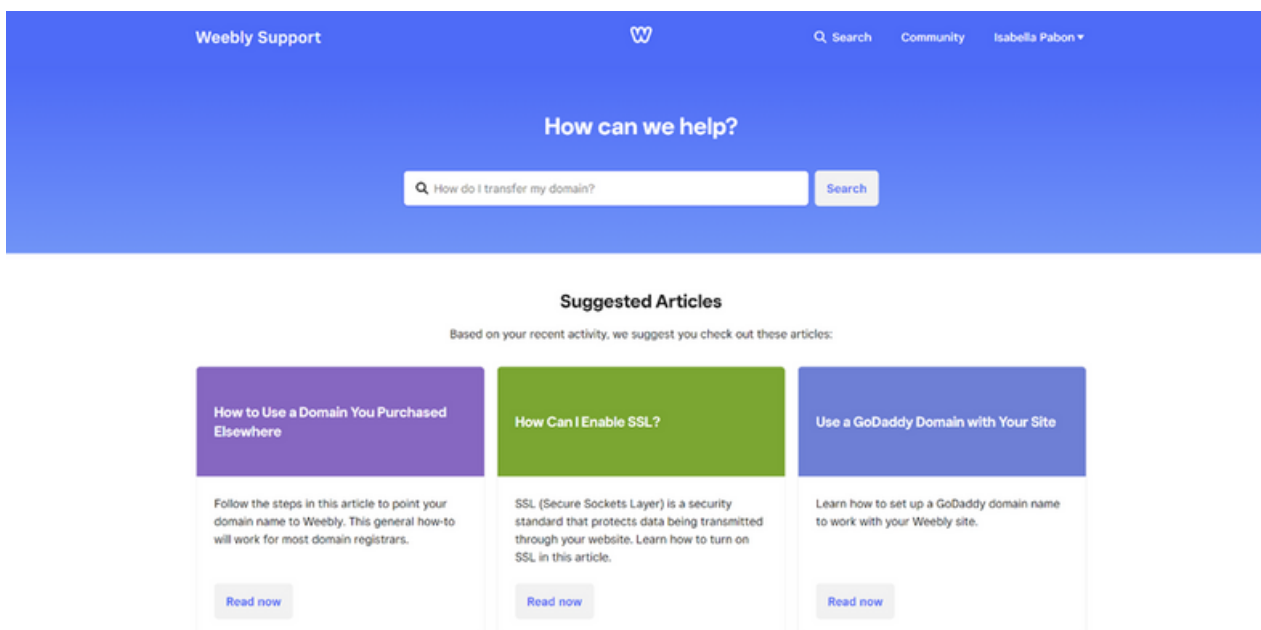




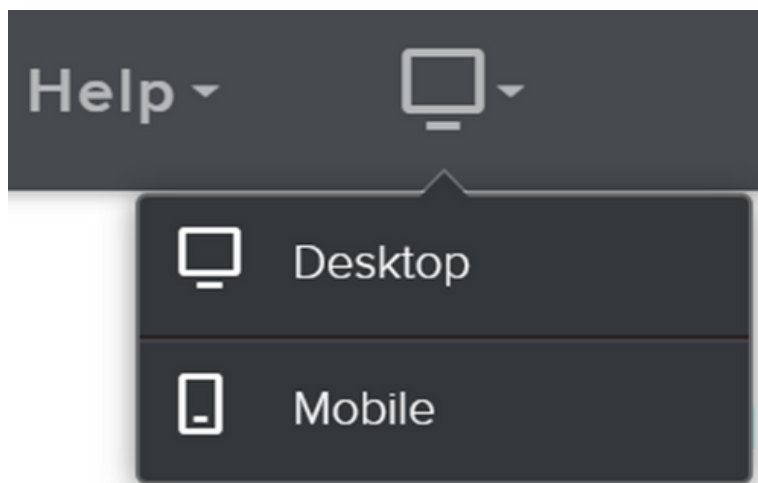
The “Settings” tab allows you to view and edit global configurations for your website, including the website’s address, password, etc.



The “Help” tab links to the Weebly Support page with many articles detailing tools and problems you may encounter when working with your website.

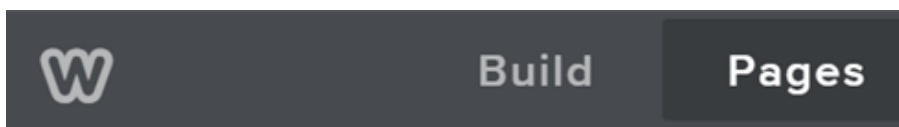


Lastly, the tab with an image of a monitor allows you to preview your website as a mobile site or desktop site.

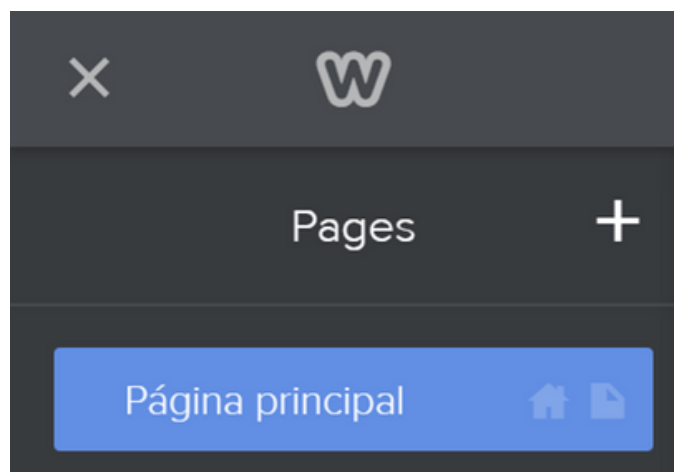


## How to Create and Move Pages

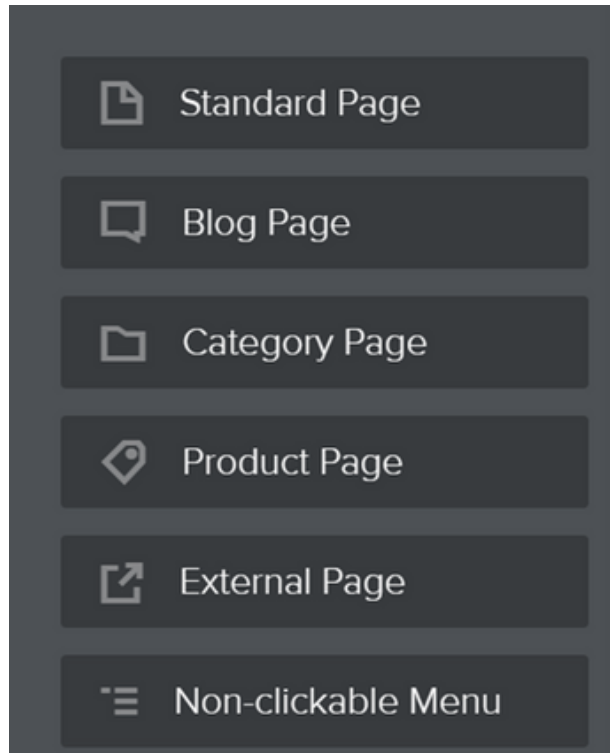
To create and manage pages, go to the “Pages” tab.



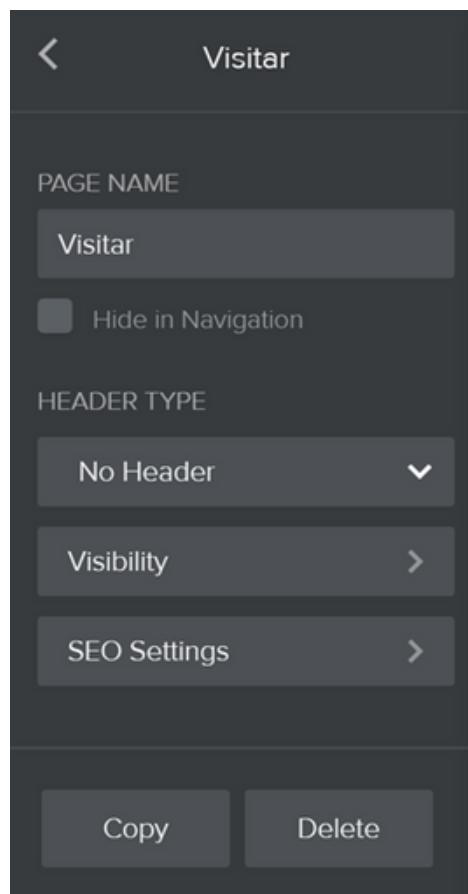
To add a page, click the “+” symbol at the top right of the tab.



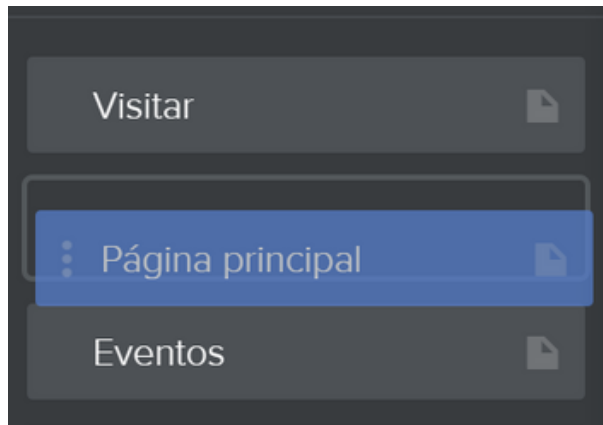
Now select page format. Standard page is the most general option.



Here you can change the page name and header type. Click “Done” when finished and the new page will appear at the bottom of the Page list.



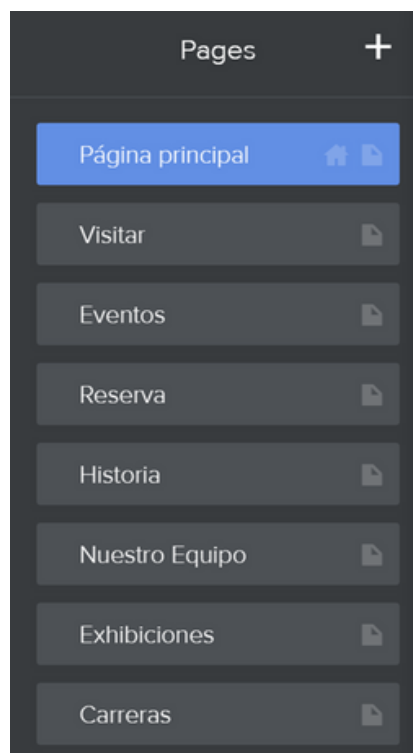
To rearrange the current order of the pages, click and drag the desired page to its new position. You can set a page as the home page, by dragging it to the top of the Page list.



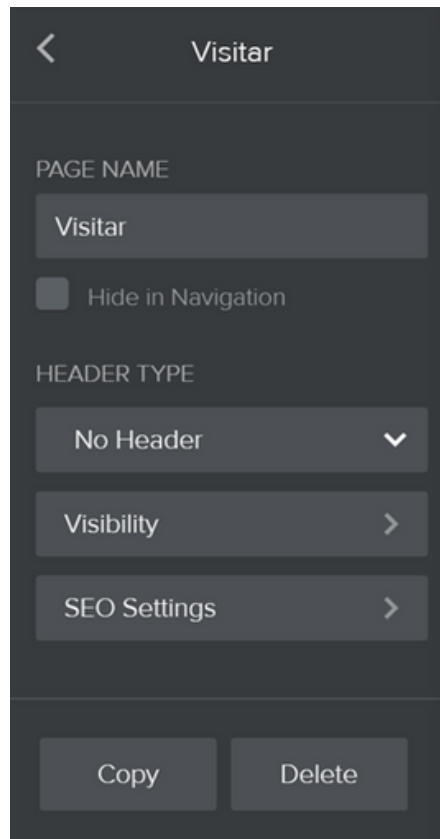
Changing the page order also changes their position in the navigation bar at the top of the website preview.

## How to Edit Pages

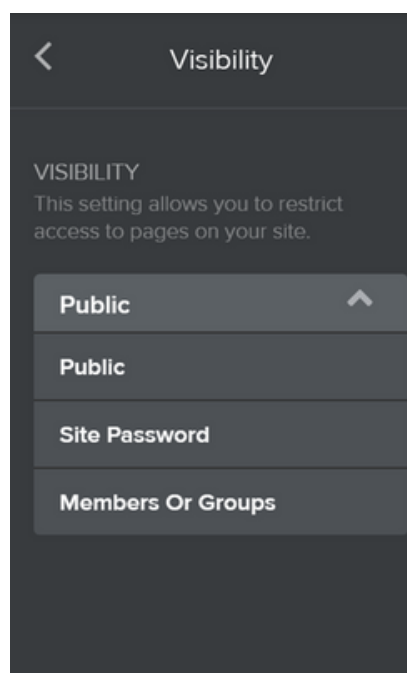
To edit a specific page, click on it in the Page list.



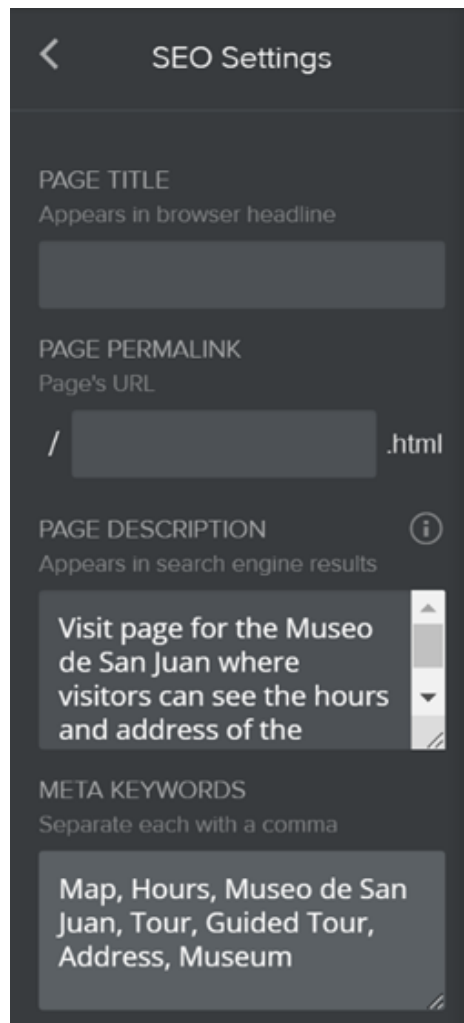
In this menu, you can edit the page name, header type, visibility, and SEO settings.



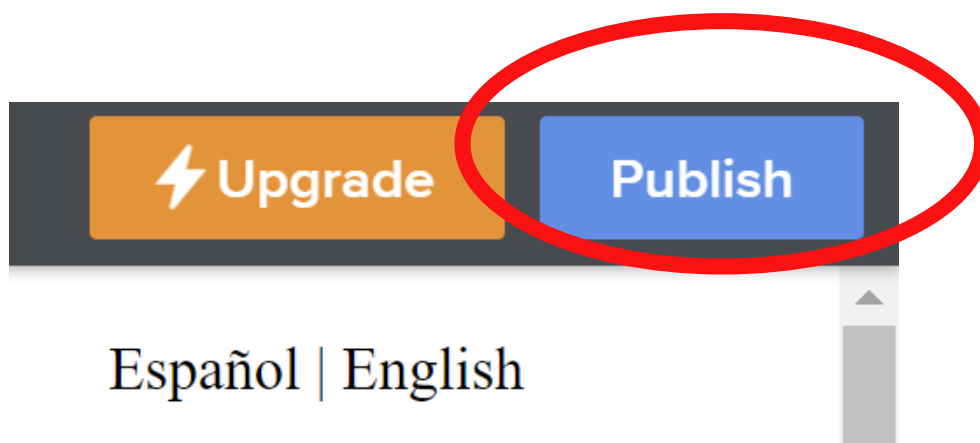
Editing the visibility of page restricts who can access it. It is set to public by default. Changing the visibility to “site password” or “members or groups” restricts page access to specific users



SEO settings are used to boost a website’s searchability. Add a brief page description and at least five keywords in the boxes below.



Click “publish” when finish to update the website with your changes.



# Customizing and Styling

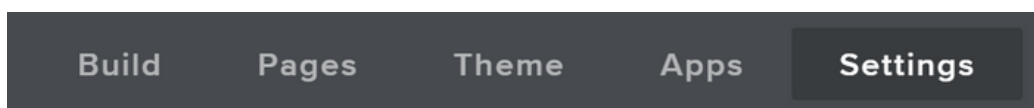
This chapter demonstrates different features and design options to customize your website

## How to Update a Logo

A logo is text or an image that appears on every page. To add a logo, hover over the title in the upper left corner to view the options.



If you do not see a site title, navigate to the “Settings” tab.



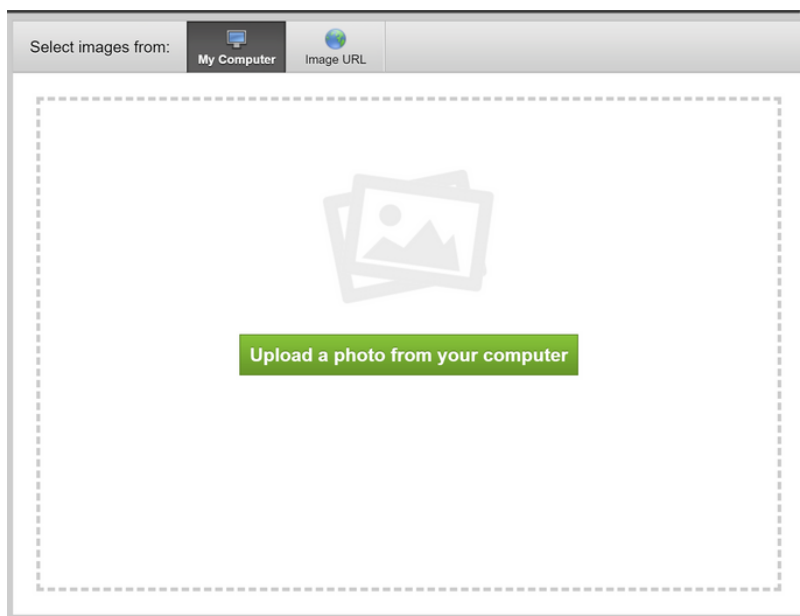
Next, enter a title for your website in the “Site Title” box and select the “Show title” checkbox underneath to display it. Save these changes and return to the home page.

## Site Title

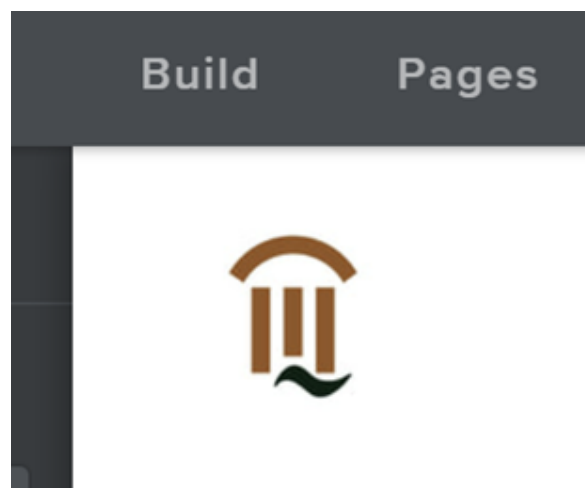
Museo de San Juan Website

Show title on the top of your pages

To change the logo to an image, hover over the title and click on the image button. Click “upload a photo from your computer” to upload an image you have stored locally, or click on “Image URL” to enter the URL of an image on the internet.



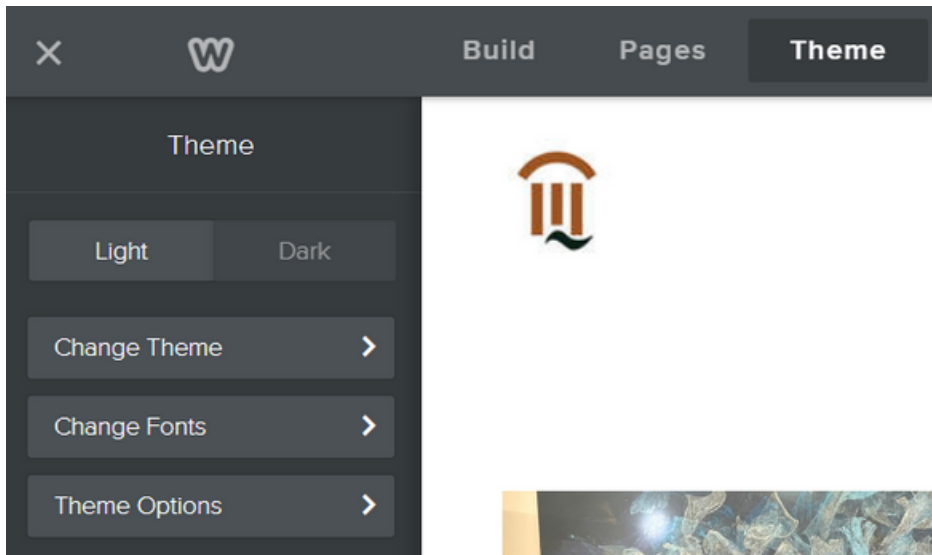
Uploading the desired image will automatically update the logo.



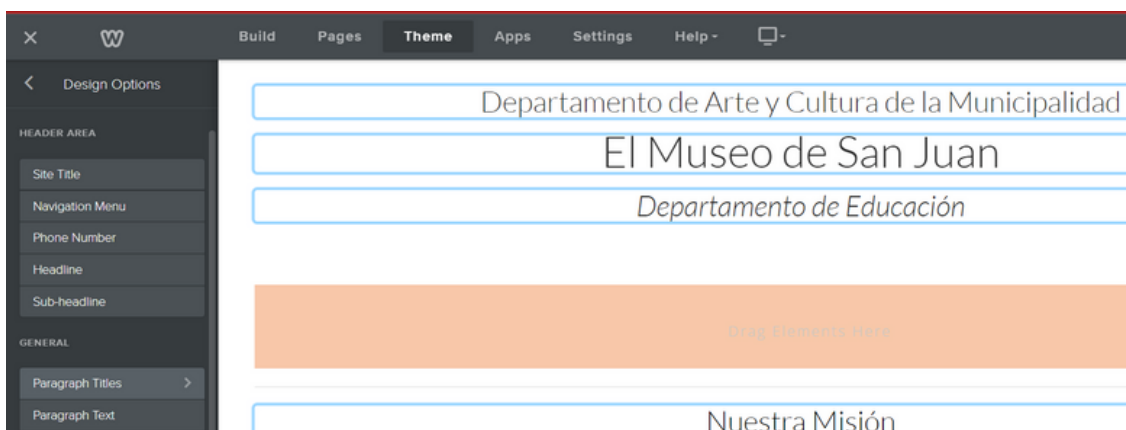


## How to Customize the Font

To change the site's font, go to the "Theme" tab.

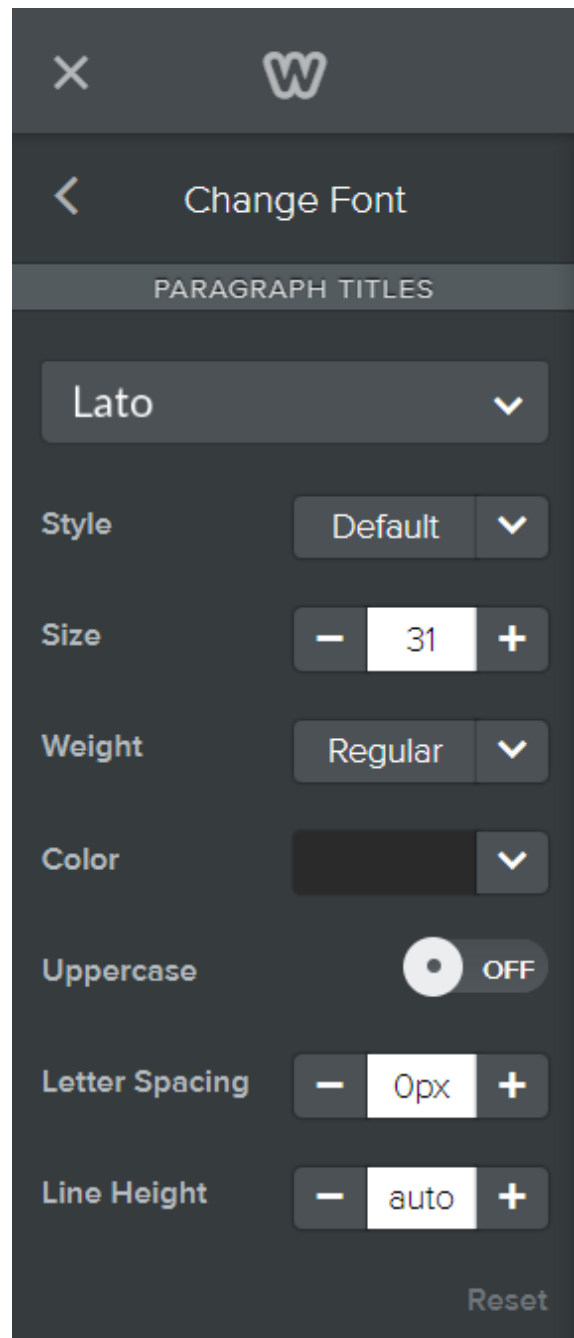


Click on the "Change Fonts" button, then open the "Design Options" tab.



The text options in this tab are grouped together by category - If a text box is in the currently selected category, it will be outlined in a blue box.

Click on any category to change the font, style, size, weight, color, letter spacing, line height, or toggle uppercase text.

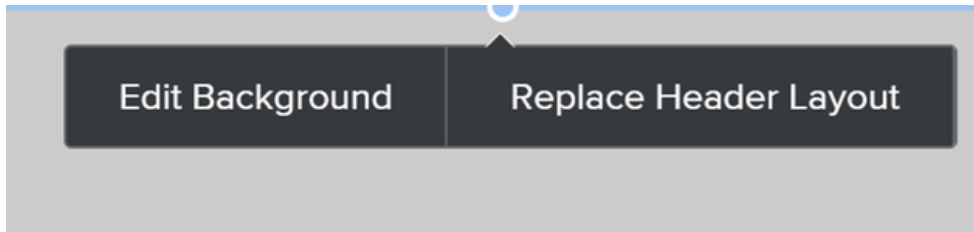


All changes made to a category will effect every element in that category across the entire site.

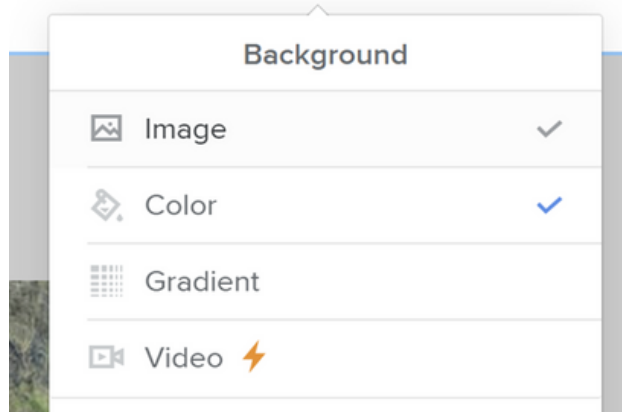
After updating the text, click the “Change Font” again to return to the main page, or hit the “Reset” button at the bottom of the menu to undo your changes.

# How to Customize the Background

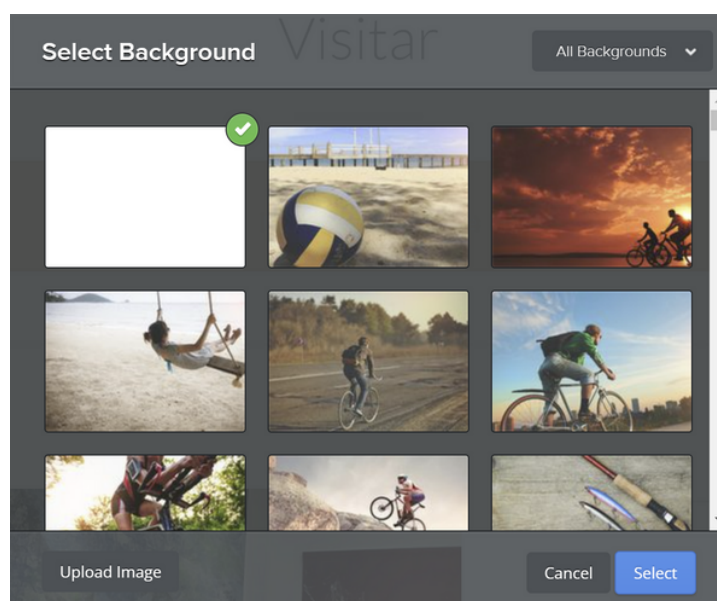
You can change the background images of each section and header on your website with “Edit Background.”



To make the background an image, select “Image”, then “Add Image.”



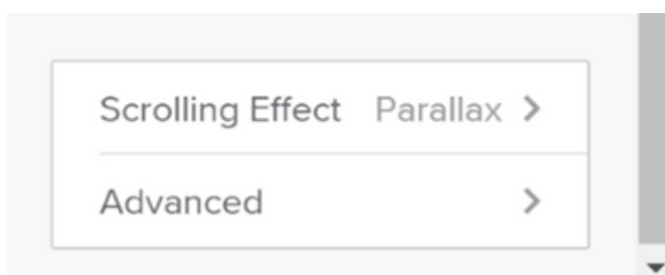
You can either choose a default image from Weebly’s gallery, or click “Upload Image” to add your own.



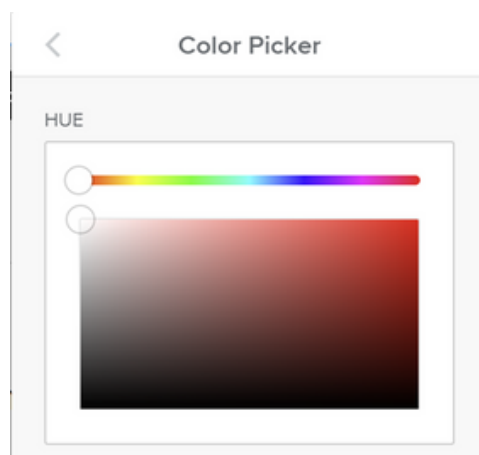
Click “Save” to save your image, or “Cancel” to revert your changes and return to the home page. If you have a premium plan, you can set the background image to a video instead.



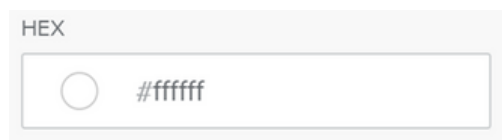
You can also give your background a scrolling effect, which will change the image or the text on an image when a user scrolls down the page. You can choose between two options: “Parallax” and Reveal.”



To change the background to a solid color instead of an image, click “Color” in the Edit Background menu. Click “Change Color” to pick a color from the Color Picker.

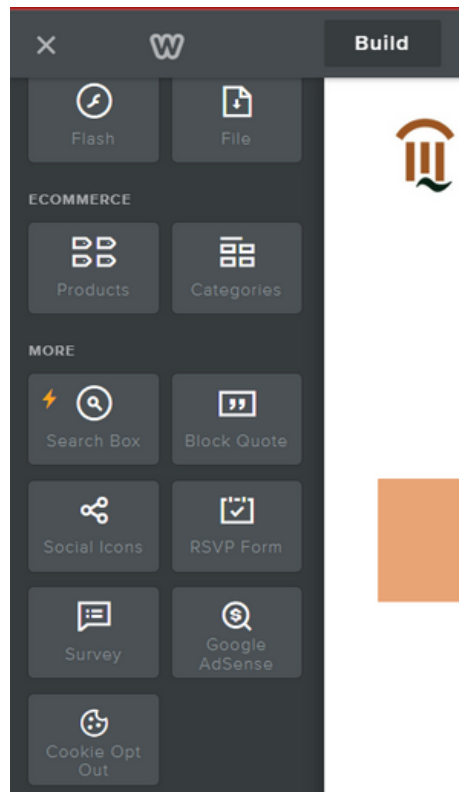


If you know the specific hex value of the color, you can write that value in the designated box instead.



# How to Edit Social Media Icons

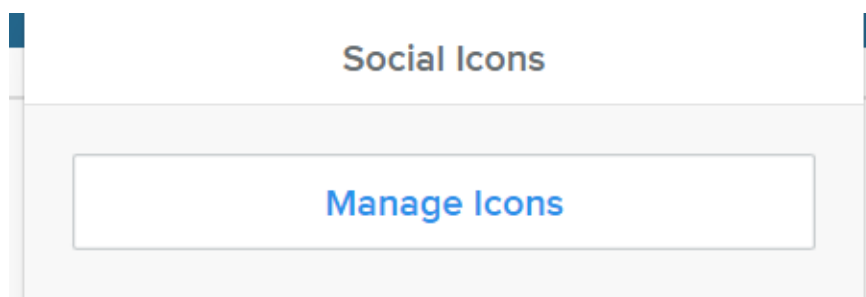
To link your social media, go to the “Build” tab and scroll down to "More".



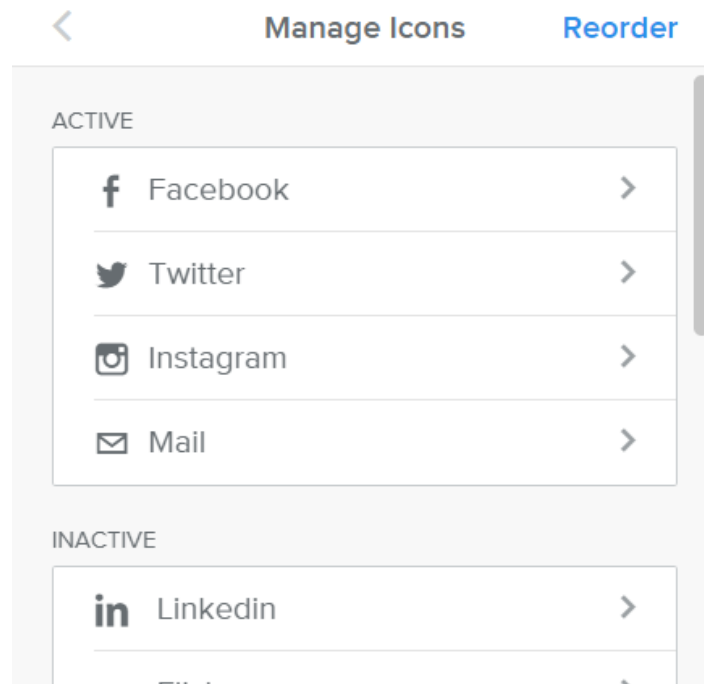
Next, drag the “Social Icons” block to your desired area.



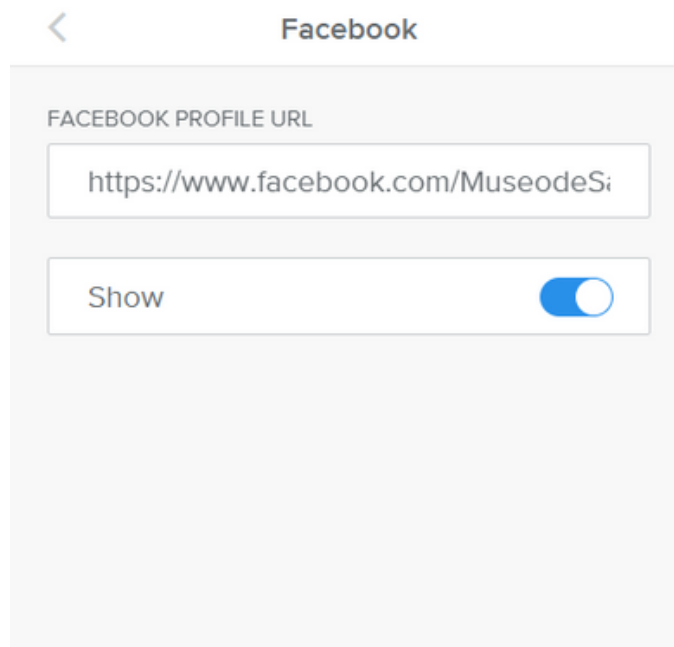
To edit which icons are displayed, click on the icons, and then click “Manage Icons.”



Click on an “Active” icon to view its details.



Enter the URL of your social media in the designated box to connect it to the icon.

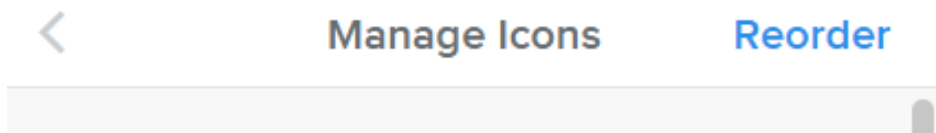


Toggle the “Show” button to display or hide it.

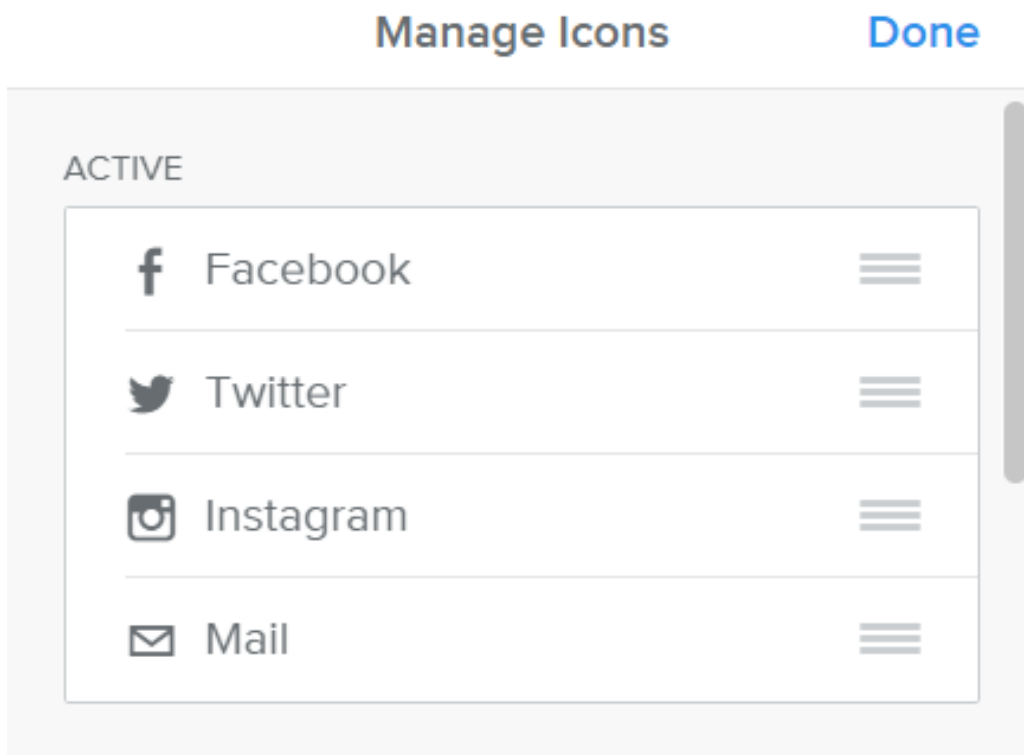


Icons will not show up on your published website without an attached link.

To reorder the icons, return to the “Manage Icons” menu and click on “Reorder”.



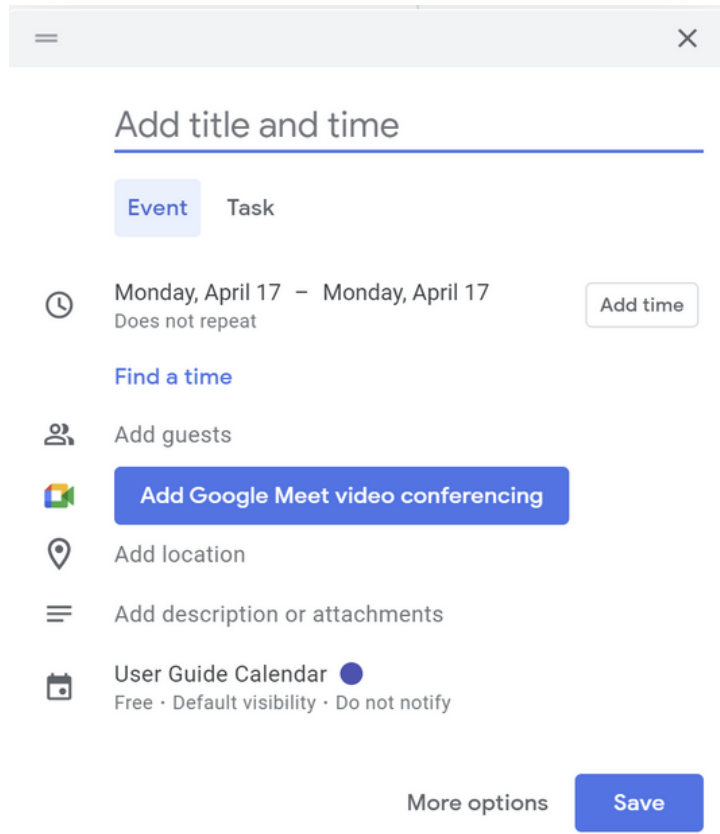
Drag any icon to change its position.



Click “Done” to save your changes.

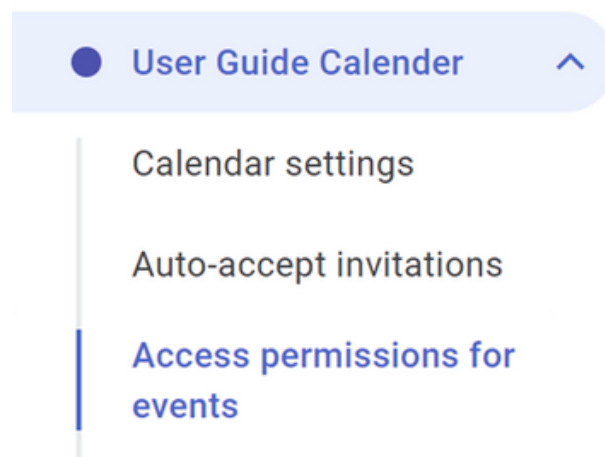
# How to Add and Edit a Calendar

To begin, create a Google Calendar through your Google account and add events to it.



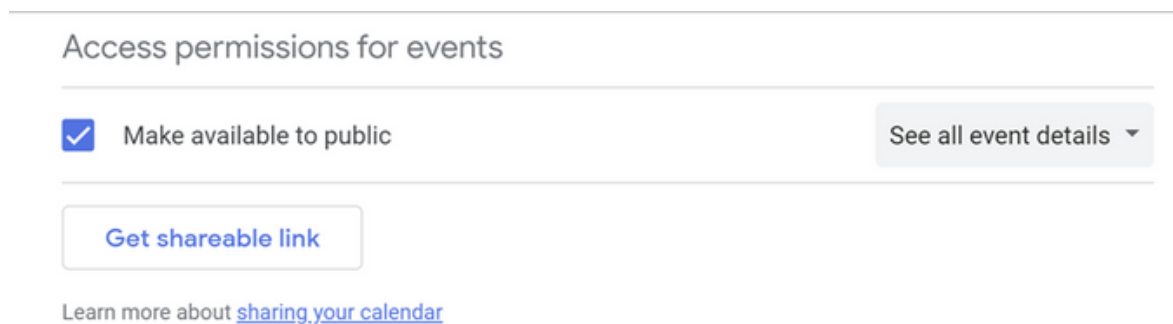
The screenshot shows the 'Add title and time' dialog box in Google Calendar. At the top, there is a title input field and a close button (X). Below the title field, there are two tabs: 'Event' (selected) and 'Task'. The main content area includes a clock icon next to the date 'Monday, April 17 - Monday, April 17' and the text 'Does not repeat'. To the right of this is an 'Add time' button. Below the date is a 'Find a time' link. Further down, there is an 'Add guests' section with a person icon. Below that is a blue button labeled 'Add Google Meet video conferencing' with a Meet icon. The next section is 'Add location' with a location pin icon. Below that is 'Add description or attachments' with a list icon. At the bottom, there is a calendar icon next to the text 'User Guide Calendar' and a blue dot. Below this text are the details 'Free · Default visibility · Do not notify'. At the bottom right of the dialog, there is a 'More options' link and a blue 'Save' button.

Click the icon to the right of the calendar name and click “Settings” and then “Sharing.” Go to “Access Permissions” on the left.





Check the box next to “Make available to public,” and select “See all event details” from the drop-down menu.



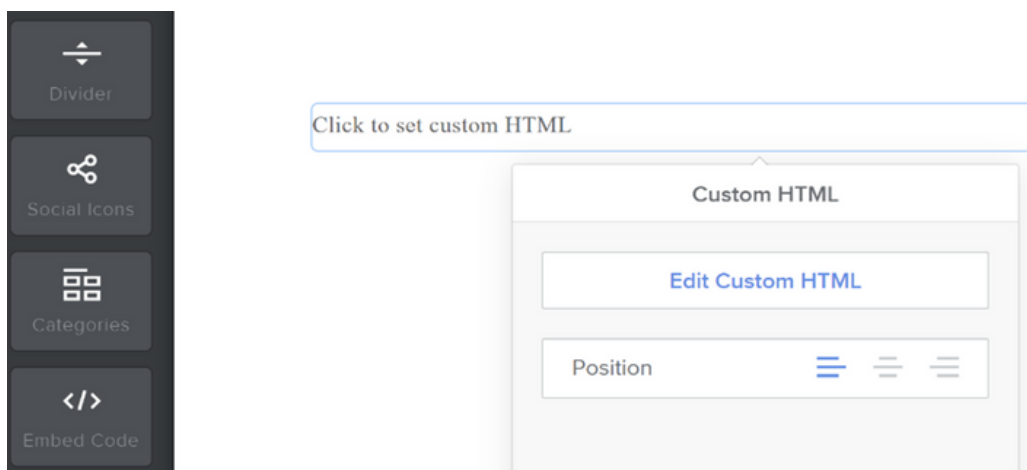
Next, go to “Integrate Calendar” in the settings menu. Then, copy the text in the embedded code section.

Use this URL to access this calendar from a web browser.

```
Embed code
<iframe src="https://calendar.google.com/calendar/embed?src=rosepanda30%40gmail.com&ct
```

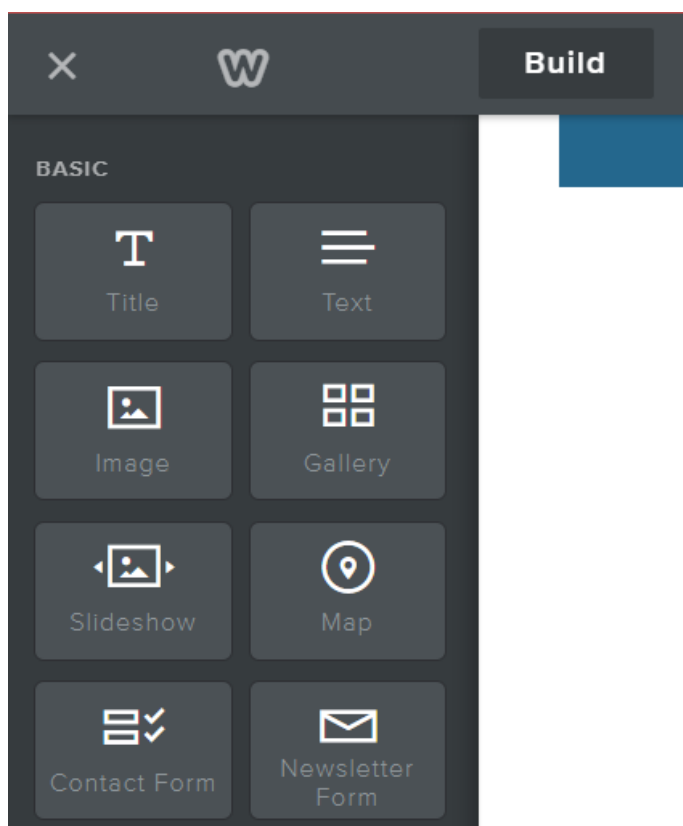
Use this code to embed this calendar in a web page.  
You can customize the code or embed multiple calendars.

In Weebly, drag the “Embed Code” element in the Build menu to wherever you would like it to appear on the page. Select the element and click “Edit Custom HTML”. Paste in the copied text to embed the calendar in your website.



## How to Add and Edit a Map

Navigate to the "Build" tab.

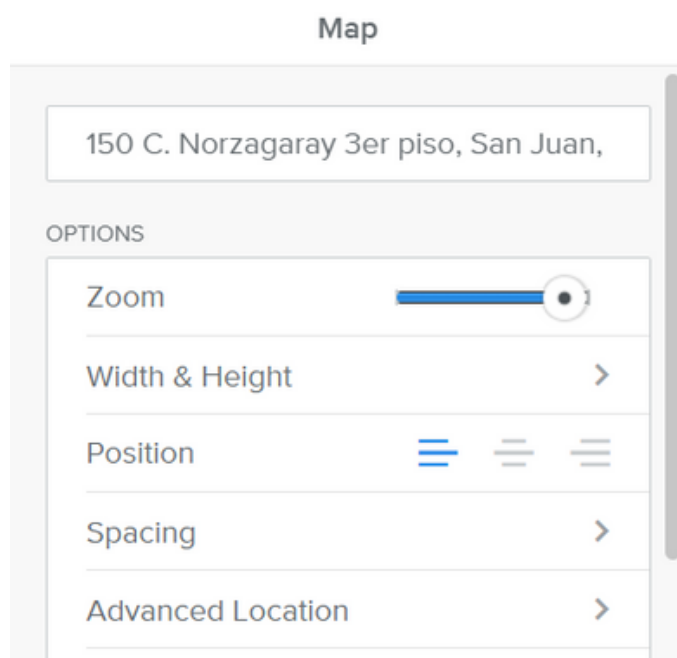


From the "Basic" section, drag the "Map" element to your desired spot on the page.

Click on the map to open its toolbox.

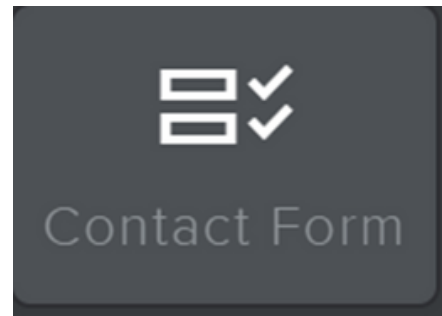
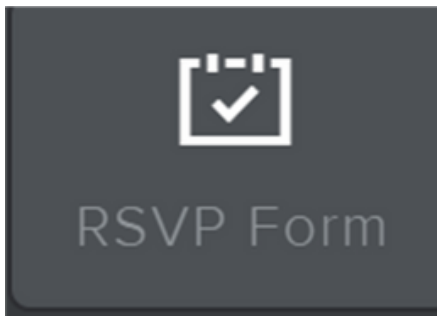
To display an address, enter it in the top bar.

Zoom, width, height, position, spacing, and advanced location can also be adjusted from this menu.



## How to Add and Edit a Form

Weebly has two different types of forms: the “Contact form” and the “RSVP form.”



Each option has a default layout with entry fields such as drop downs, text entry, and checkboxes. Either form can be customized by clicking on it, then selecting “Form Options.”

The screenshot shows a form titled "Visitas Guiadas" with a dark header bar containing three buttons: "View Entries" (white), "Form Options" (blue), and "Save" (orange). The form fields are as follows:

- SELECCIONAR FECHA PRÓXIMA \***: A dropdown menu with "3/27" selected.
- NÚMERO DE INVITADOS \***: A text input field.
- EMAIL \***: A text input field.
- NOMBRE \***: Two text input fields labeled "First" and "Last".
- ENVIAR**: A grey button at the bottom.

In this menu you can change the name of the form, the email the submissions are sent to, the submit button, the spacing of the form, enable an opt in feature, and toggle google captcha on and off. To receive the submissions at multiple email addresses, add them to the “Email to” box separated by commas.

Form Options

FORM NAME

RSVP Form

k8butziger@gmail.com Email to

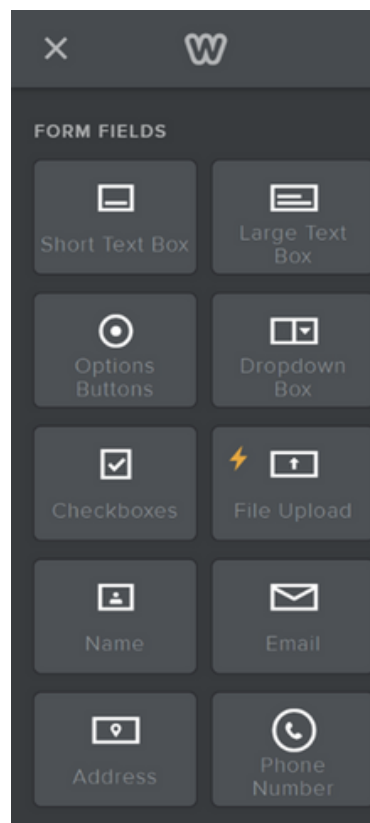
Google Captcha ⓘ

Opt-in ⓘ >

Confirmation Message >

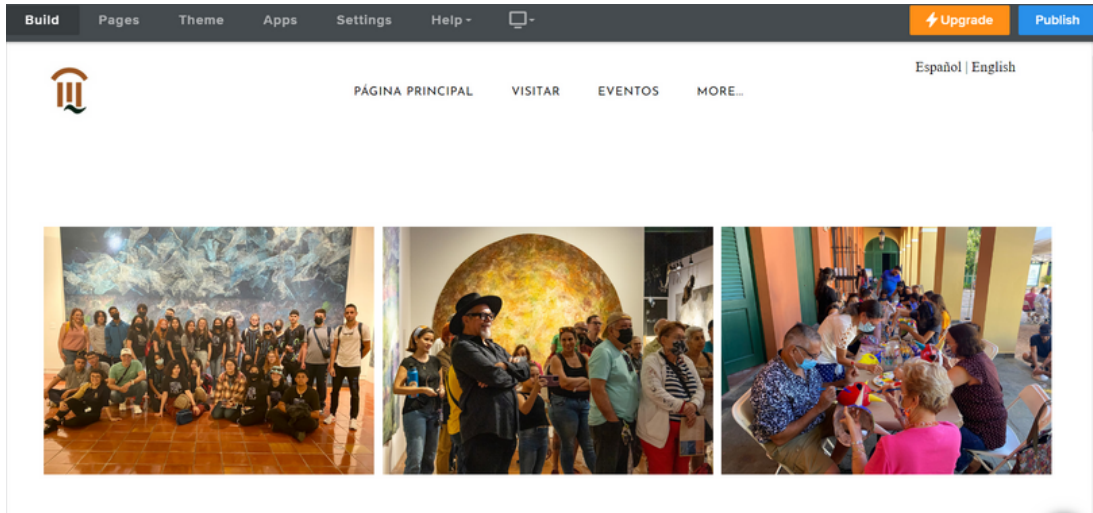
Spacing >

While editing the form, the “Build” tab on the left of the screen will display different field elements that can be added to your form. After customizing, click “Save” to save your changes.

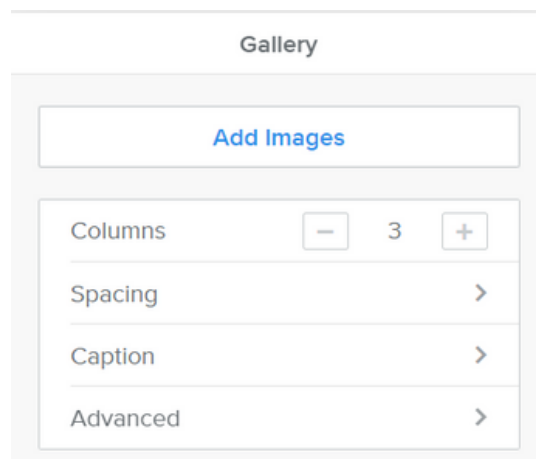


# How to Modify the Gallery

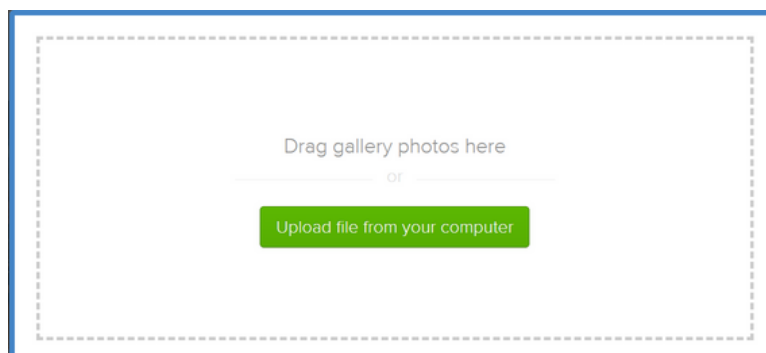
To change or rearrange the images in the landing page Gallery, click anywhere on the Gallery.



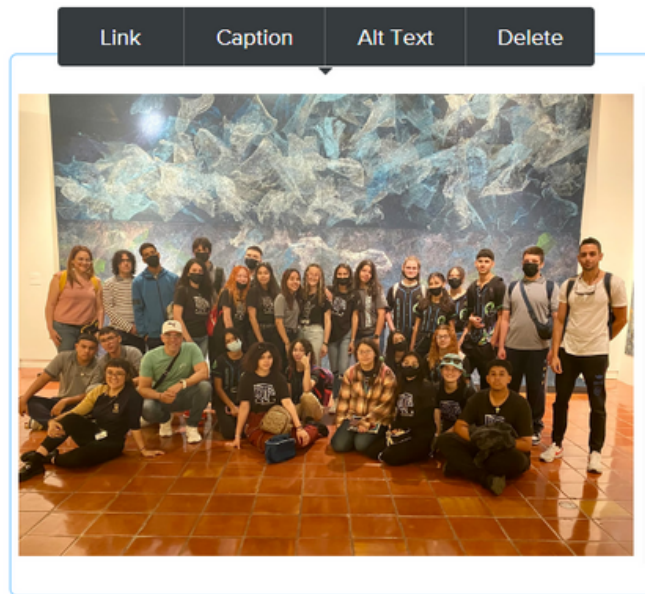
Click “Add Images” to add a new image to the gallery.



From this menu, select “Upload file from your computer” to add an image stored locally.




To add a link, caption, or alternate text, select an individual image, and click the corresponding button.



Add your content to the box, then click “Done”.

**Link**

---

 Website URL ▼

INSERT URL

http://www.google.comUnlink

Open in new window

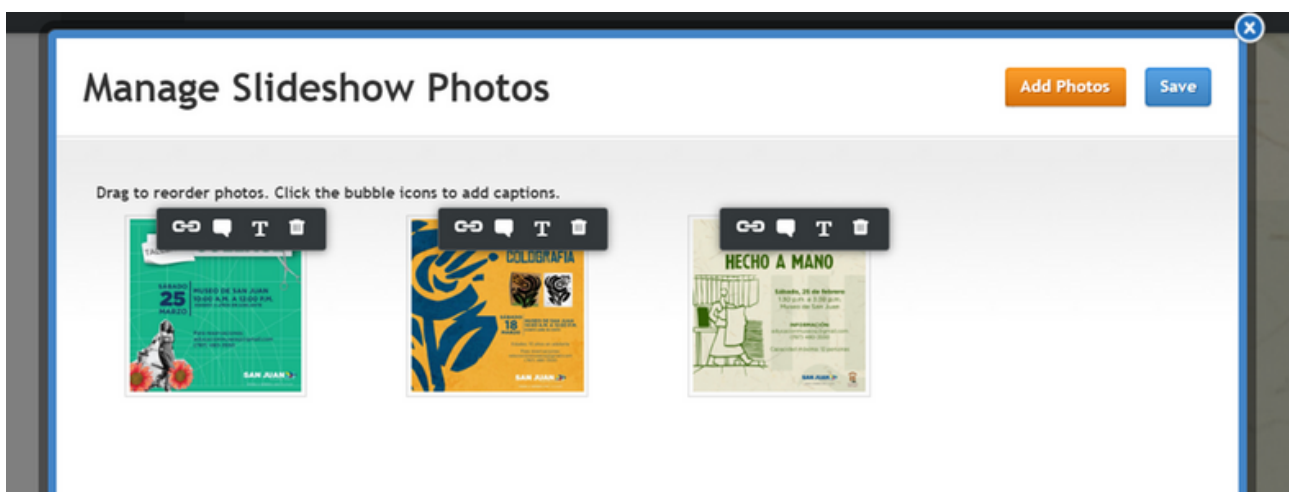
To rearrange the displayed images, click and drag an image to move it to your desired location. The other images will shift accordingly.

## How to Edit the Slideshow

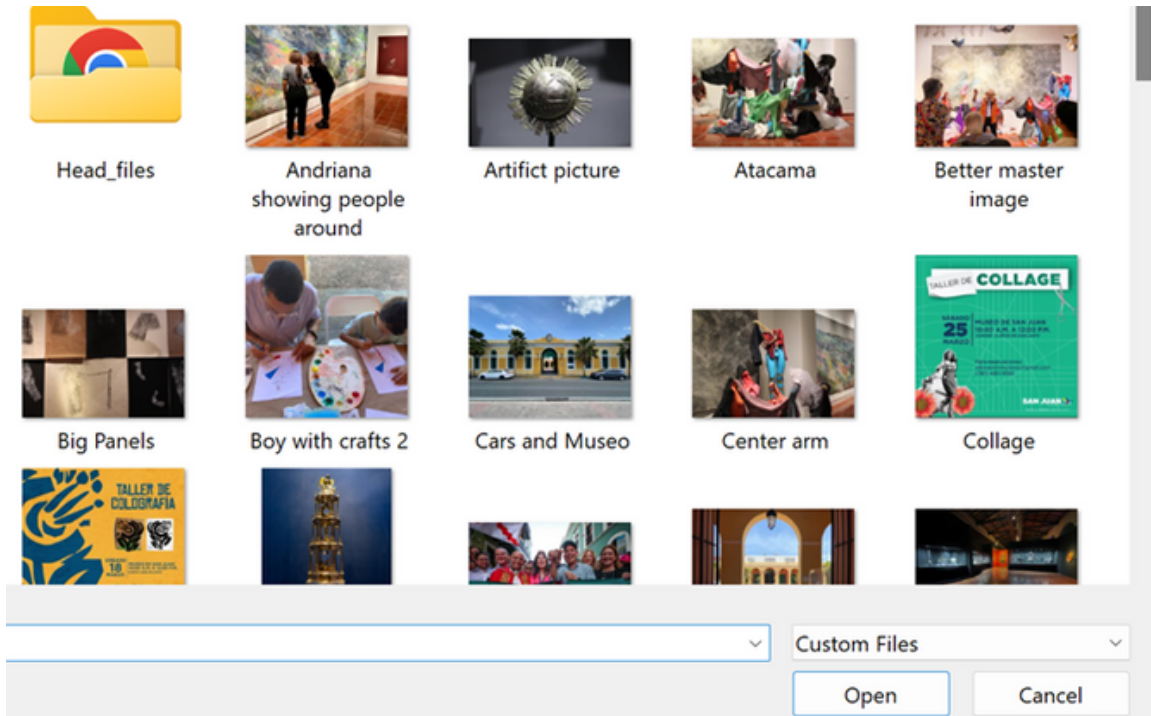
To edit the slideshow, click anywhere in the Slideshow area.



Here, you can add, delete, and reorder images in the slideshow, as well as customize the transitions between images. To add, delete, and reorder images, click the “Add/Edit Photos” button. The following window will pop up.



Select “Add Photos” to add pictures stored locally to the slideshow. From this menu, you may also add a link, caption, or alt text to each individual photo using the buttons displayed above.



Click the rightmost button on the image to delete it from the slideshow. Once finished, click the save button.



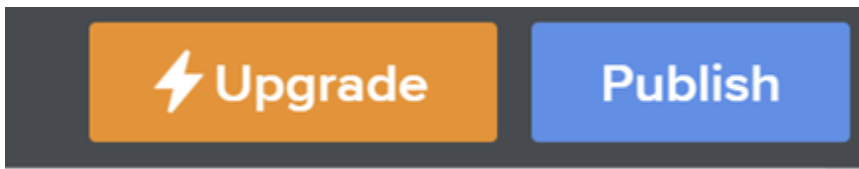


# Ready to Launch

This chapter outlines the steps that can be taken after finishing customizing your website.

## Publishing the Website

After you're finished customizing your website, click on the "Publish" button in the top right corner of the screen.



After you click the button, you will get a pop-up message to confirm that the site is successfully published. This message will also contain the link to your website.

Website Published!

<https://museodesj-educacion.weebly.com>

Share:   

If you have published your site but would like to un-publish it go to the “Settings” tab in the Weebly Editor at the top of the page. Click “General” and select the option to un-publish your site.

Un-publish

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Un-publish Site

## Analytics

Weebly has default analytics for every constructed website. This keeps track of page views, unique visits, and the average page views per week.

Past 7 days

Page views

46 ▲ 5 %

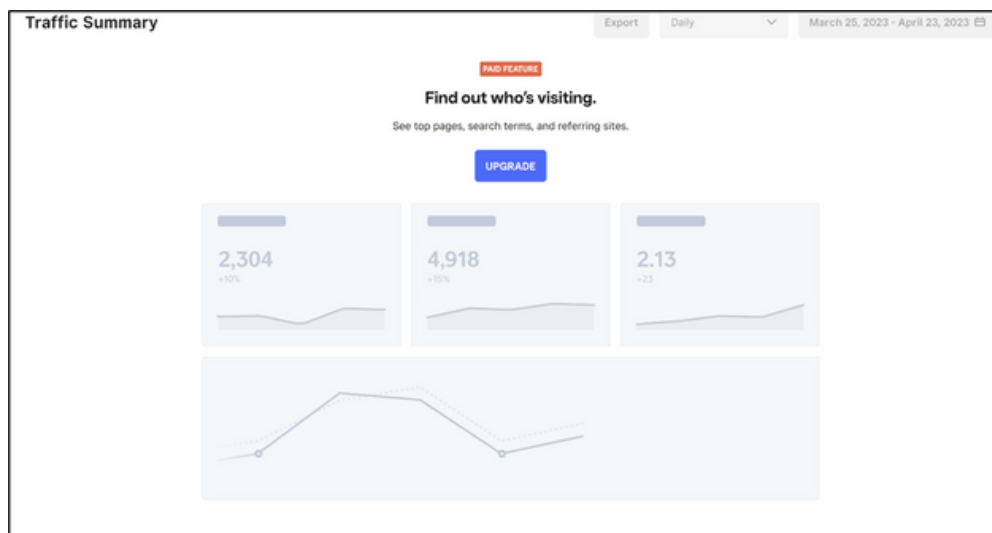
Unique visits

12 ▼ 54 %

Pages views per visit (average)

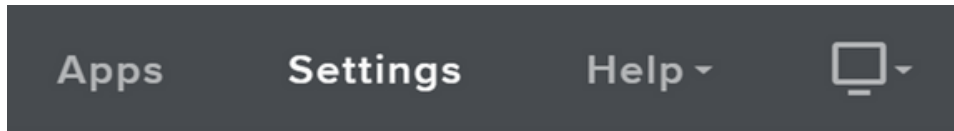
1.2 ▲ 33 %

For advanced analytics, such as site traffic summaries, the most visited pages, and activity summaries, you will need a professional Weebly plan.

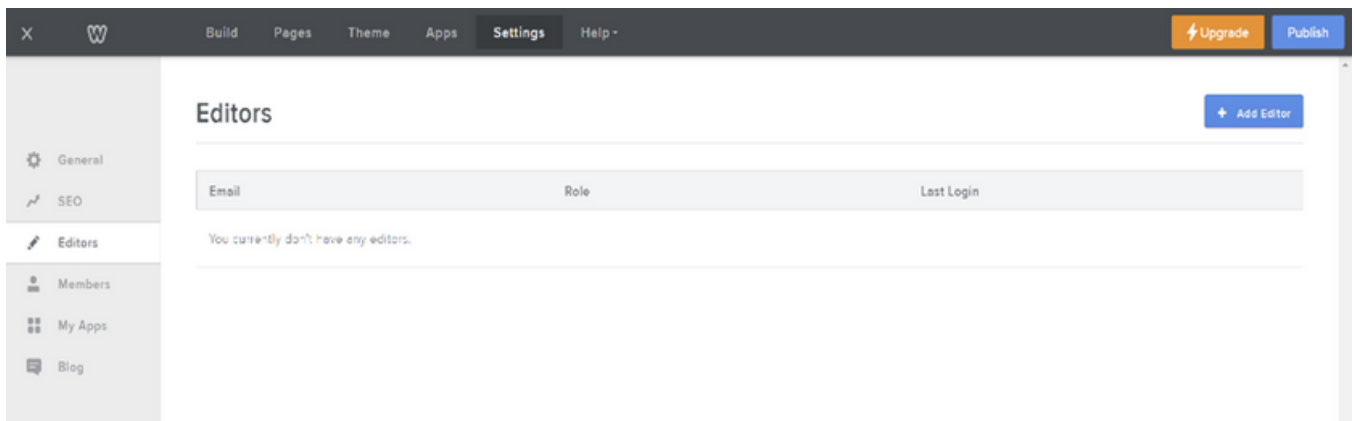


## Inviting More Editors to the Website

To invite people to edit your website, go to “Settings” on the bar at the top of the page.



Click “Editors” on the left side of the screen. Here you can add the emails of your editors in the designated box.

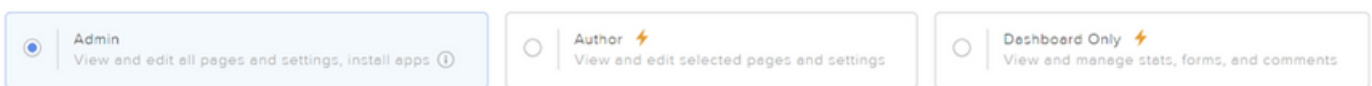


If you are entering multiple email addresses, separate the emails with commas. Once you're finished, click the “Save Editor” button and your editors will receive an invitation to work on the website.

The default permission level for the editors is “Admin,” but with an upgrade you can customize the permission levels for each editor.

The levels include: “Author” and “Dashboard Only.” An Author is only able to view and edit certain pages and can be disabled from publishing the website. Dashboard-Only editors cannot edit the site, but can only view statistics, form entries, and blog posts.

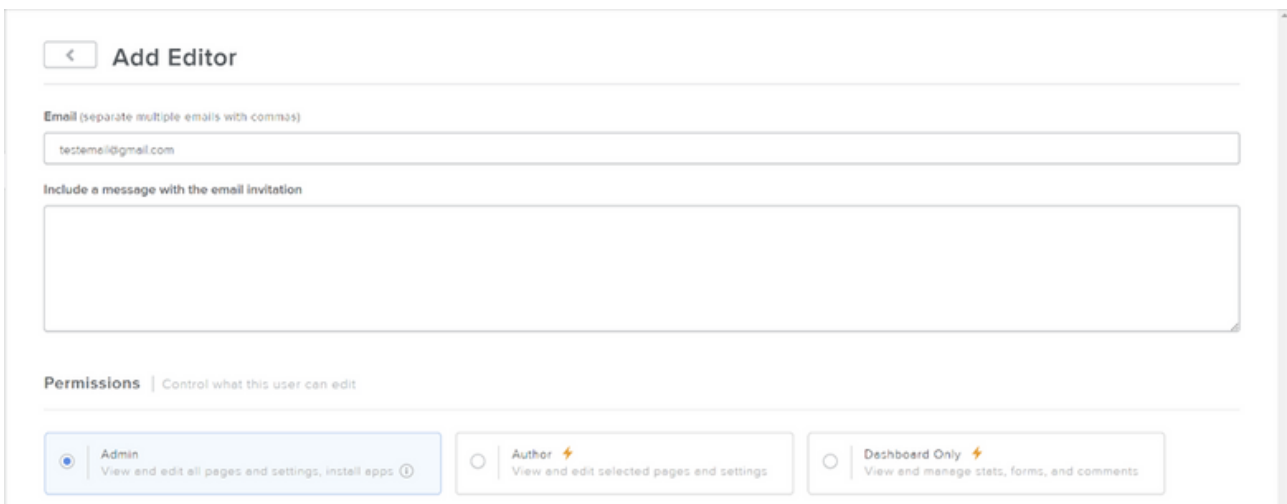
**Permissions** | Control what this user can edit



The screenshot shows three permission level options in a row, each with a radio button and a description:

- Admin** (selected): View and edit all pages and settings, install apps ⓘ
- Author** ⚡: View and edit selected pages and settings
- Dashboard Only** ⚡: View and manage stats, forms, and comments

You can also see when your editors last logged in to Weebly, edit their permissions, and delete them, in the Editors menu.



The screenshot shows the 'Add Editor' form with the following elements:

- Add Editor** (header)
- Email** (separate multiple emails with commas): Input field containing 'testemail@gmail.com'
- Include a message with the email invitation**: A large empty text area for a message.
- Permissions** | Control what this user can edit: A section with three radio button options:
  - Admin** (selected): View and edit all pages and settings, install apps ⓘ
  - Author** ⚡: View and edit selected pages and settings
  - Dashboard Only** ⚡: View and manage stats, forms, and comments

## Additional Resources

This user guide was created referencing many of these articles, to view the Weebly support page and search for a specific problem, [click here](#):

<https://www.weebly.com/app/help/us/en>

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Adding Google Analytics to get statistics for your website instead of using the Weebly Analytics: [click here](#):

<https://www.weebly.com/app/help/us/en/topics/google-analytics>

Display documents on your site: [click here](#):

<https://www.weebly.com/app/help/us/en/topics/display-documents-on-your-site>

Add a price chart: [click here](#):

<https://www.weebly.com/app/help/us/en/topics/price-chart>

How to upload HD videos: [click here](#):

<https://www.weebly.com/app/help/us/en/topics/upload-hd-videos>

How to enable password protection: [click here](#):

<https://www.weebly.com/app/help/us/en/topics/hide-restrict-access-and-un-publish-your-site>

How to connect a domain that you purchased elsewhere to your Weebly website: [click here](#):

<https://www.weebly.com/app/help/us/en/topics/how-to-use-a-domain-you-purchased-elsewhere>