

## Weebly Website Updating for Departments

You'll need to have an invitation to edit the website sent to you from the IT Department. Set up a password the first time you log on.

Log into [www.weebly.com](http://www.weebly.com)

Select Edit for the Juneau County website

The pages you have security to edit will show up in the list which displays.

If you need access to pages – contact the IT Department.

If you need a new page created – contact the IT Department.

Create a folder on your network drive to save and store your documents.

All **icons** are dragged from the left side of the design choices and dropped where you want them to appear.

**FILES:** to create a file – select the File icon from the left side and drag it onto your page

Select “Click here to upload file” “Upload new file”

Select the file you have saved to your computer – double click file

You can rename the file as you like.

When you're finished or to view your changes, click on **PUBLISH** in the top, right-hand corner. Always Publish to save your changes when you're finished editing.

Go to [www.co.juneau.wi.gov](http://www.co.juneau.wi.gov) to view your changes.

**COLUMNS:** to add columns to a page – Drag the Text icon over to your page and drop it side-by-side as many times as you want columns.

**IMAGES:** drag the image icon to your page and drop it in a text box or open area. Upload an image from your network folder.

**DIVIDERS** may be used to create a horizontal line between information entries.

**SPACERS** may be used to create an empty space between information entries.

**LINKS** may be created with the FILE, IMAGE, or TEXT icon. Use the toolbar to change font colors and size. Use the chain icon from the toolbar to create a link. Select from the choices to link to a page, file, or email address.