WEEBLY QUICK START EDITING GUIDE

1. To find the page you would like to edit
   a. Click on “Pages” on the top left of the screen
   b. A list of pages will appear on the left side
   c. Click on the page you would like to edit
To add elements to a page
d. Click on “Build” on the top left of the screen
e. Select the element you would like to add to the page. In this example, I’ve select “Title”:

For information purposes only. Forms are to be completed online.

Overview
ARSF Overview

Example Forms
Student Form (Part A)
Advisor Form (Part B)
f. Drag the element onto the page, and drop into desired location
g. Click on the element to edit
Note: you can use the same method to add photos to your webpage. Simply select and drag “Image”, and you can upload from there:
Program Requirements
- Learning, Cognition, & Development (LCD)
- Educational Policy & Social Context (EPSC)
- Language, Literacy, & Technology (LLT)

Prior Year's Requirements

Student Handbook
2016-2017 handbook

Course Schedule
2016 - 2017 Academic Year

Course History
- Course Offered by Number
- Course Schedule by Quarter

UCI Tuition and Fees
2016 - 2017 Academic Year
Program Requirements

Learning, Cognition, & Development (LCD)
Educational Policy & Social Context (EPSC)
Language, Literacy, & Technology (LLT)
Prior Years’ Requirements

Student Handbook

2016-2017 Handbook

Course Schedule

2016-2017 Academic Year

Course History

Courses Offered by Number
Remember: images (and documents, files, etc.) have to be saved locally (on your computer) in order to drag and drop or upload them. For example, if you want to use an image (or document, or file) that is uploaded on Google Drive, please download and save it on your computer. Then you may upload the item onto your Weebly webpage.
2. To add links to text
   a. Select the text you would like to link. After selecting the text, a black text editing toolbar will appear
b. Click on the link icon in the toolbar; it looks like the links of a chain
c. Select the appropriate type of link
i. Website URL: to link to an external webpage. Enter the URL, and select whether or not you would like the link to open in a new window.
ii. Standard page: select this to link to an existing page on our website. Choose if the linked page should open in a new window, or not.
iii. Phone: this selection gives you the ability to add a link to a phone number. This might be useful if your audience visits your website on their phone. They could click on your linked phone number and their call will be placed.
iv. File: this will allow you to link to a file that is saved locally (on your computer). You can find your file in the list, search for your file, or upload a new file.
If you upload a new file, locate it on your computer, then open it:
Then chose to open the file in a new window, or not:

At this time, we are not using “Product Page” or “Blog Post” links on the advise.education.uci.edu website.
3. Along with the photos I’ve shared with you on Google Drive, you may find these sources of UCI stock photos useful, when searching for other images to add to your webpages:
   a. https://www.flickr.com/photos/ucirvine/albums
   b. http://dev.images.communications.uci.edu/ (you will need to create an account/request access)