

HOW TO BUILD A FREE WEBSITE WITH WEEBLY

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Introduction

Using Weebly website builder you can create your own website in a few minutes. A simple theme and a drag and drop editor make this solution incredibly easy to use even for those with little or no experience.

We aim here to provide you with an introduction to website building using Weebly with no programming or web design skills required. It's never been so easy to build and maintain your own website. If you enjoyed this guide, please share it.



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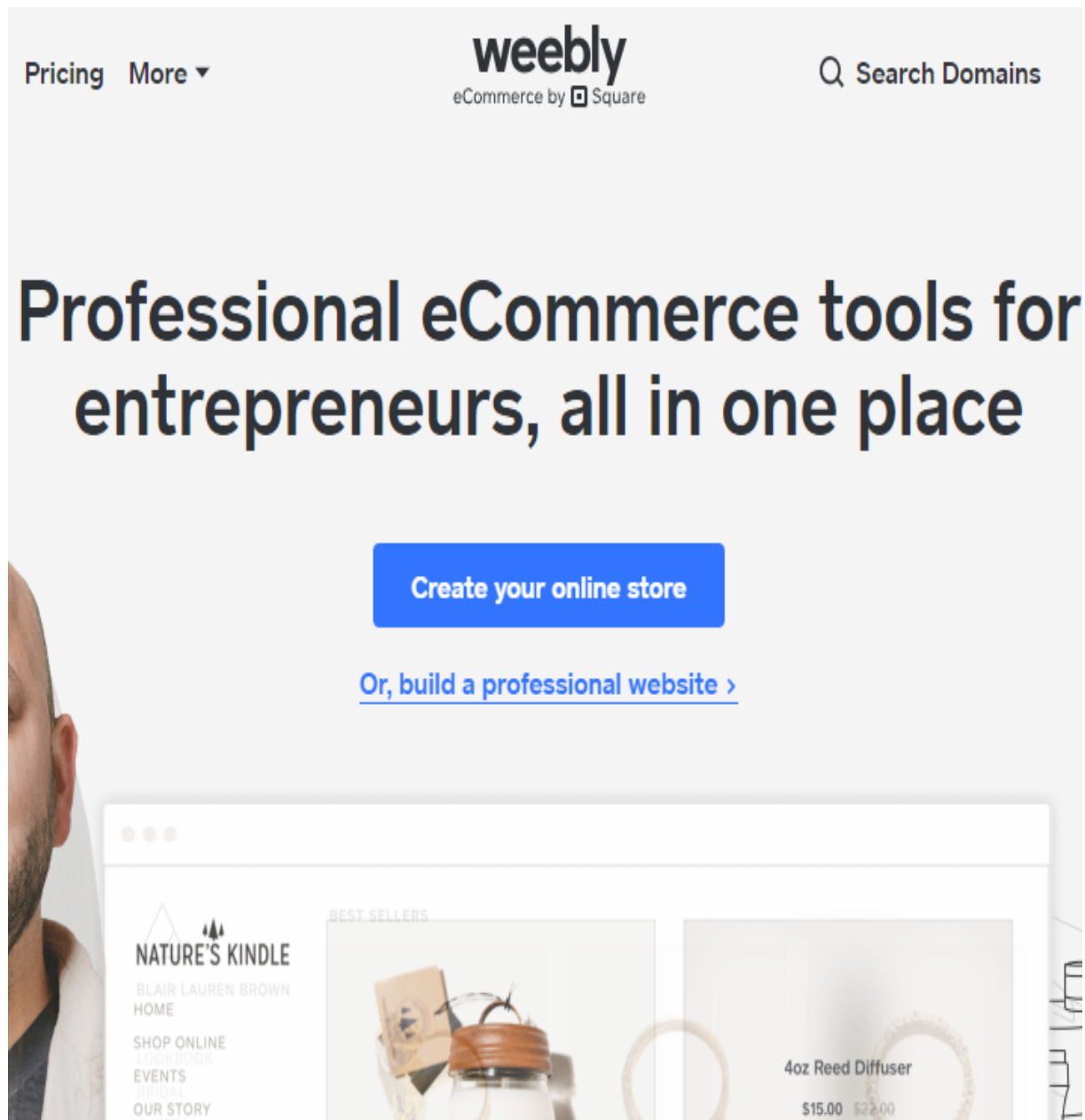
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Getting a Weebly Plan

Let's get started, and we'll walk through this together. You may get started totally for free with Weebly. This means that you will be using the free Weebly basic plan and a free subdomain with this format `url.weebly.com`. Remember that getting a paid domain such as `yourdomain.com` is a very recommended and makes your website look professional.

Well, click [Here](#) to sign up for an account, and you should be greeted by this screen, (or something similar, as the designs change often):

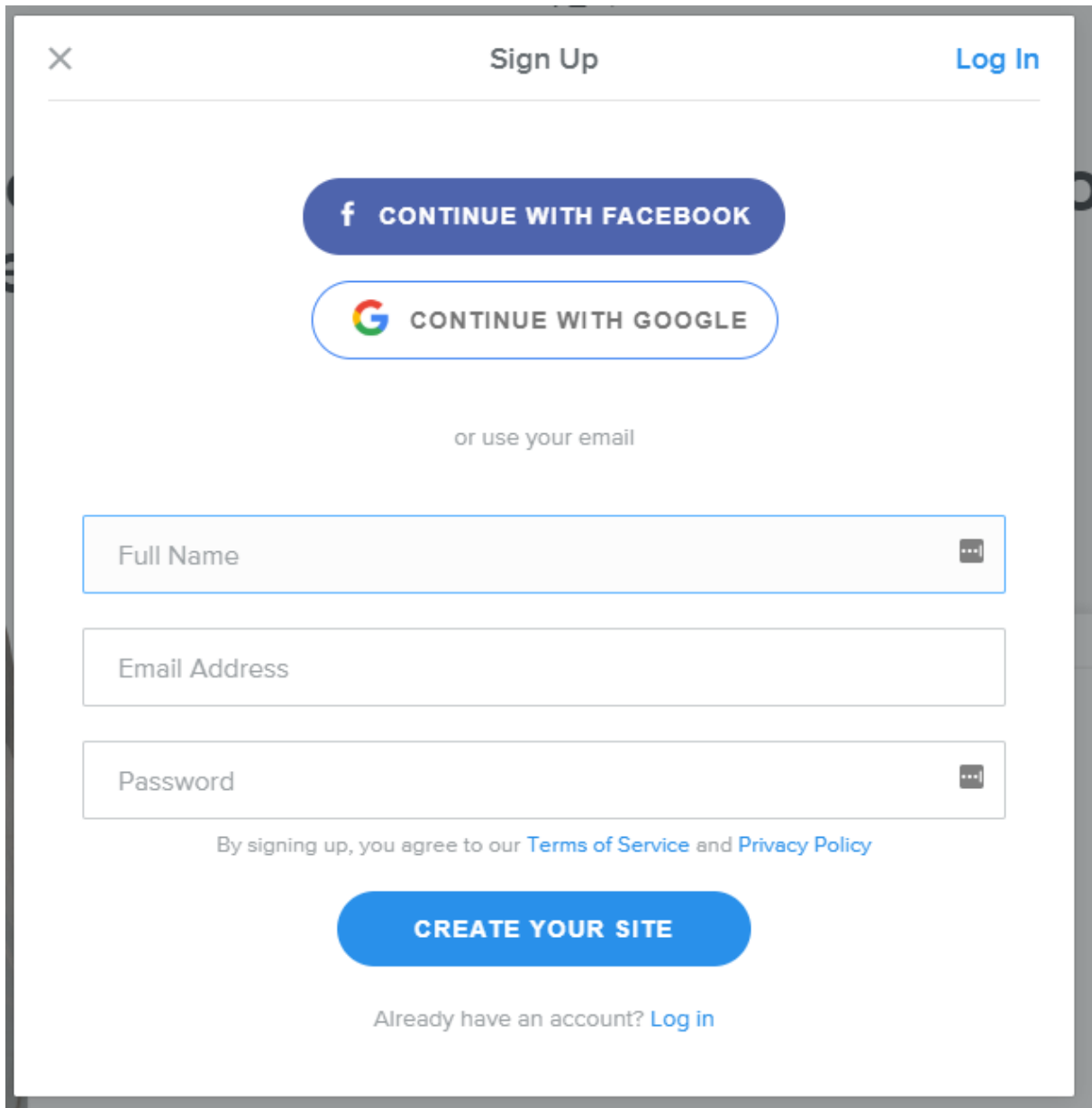


The image shows a screenshot of the Weebly website homepage. At the top, there is a navigation bar with "Pricing" and "More" on the left, the "weebly" logo in the center (with "eCommerce by Square" below it), and a "Search Domains" button on the right. The main heading reads "Professional eCommerce tools for entrepreneurs, all in one place". Below this is a prominent blue button that says "Create your online store". Underneath the button is a link that says "Or, build a professional website >". At the bottom of the screenshot, a preview of a website is shown, featuring a header for "NATURE'S KINDLE" and a "BEST SELLERS" section with product images and prices, such as a "4oz Reed Diffuser" for \$15.00 (originally \$22.00).

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Clicking on the create your online store button or build a professional website link will take you to a Sign In screen. If you haven't signed up already you will need to register a new account.

This is a straightforward procedure of just completing the form, adding your email address and chosen password, or if you prefer, Facebook or Google accounts can be used.



The image shows a 'Sign Up' form interface. At the top, there is a close button (X) on the left, the title 'Sign Up' in the center, and a 'Log In' link on the right. Below the title, there are two large buttons for social login: 'CONTINUE WITH FACEBOOK' (with a Facebook 'f' icon) and 'CONTINUE WITH GOOGLE' (with a Google 'G' icon). Underneath these is the text 'or use your email'. The form consists of three input fields: 'Full Name' (with a dropdown arrow icon), 'Email Address', and 'Password' (with a dropdown arrow icon). Below the input fields, there is a line of text: 'By signing up, you agree to our [Terms of Service](#) and [Privacy Policy](#)'. At the bottom of the form is a large blue button labeled 'CREATE YOUR SITE'. Below this button is the text 'Already have an account? [Log in](#)'.

You will be then taken straight to a screen that will prompt you to select a category that best describes the website you are hoping to build.

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Choosing a Theme

Weebly offers hundreds of themes that you can change to fit your needs. Once you choose your template, you can easily change the background image and the colors to your liking.

Before Selecting a Theme

Prior to selecting your template, you should know what you want out of the website. Ask yourself a few basic questions so you can proceed without having to backtrack.

What's the Purpose of the Website?

You should ask yourself what you want out of the website. Do you want to create a blog, or do you want to sell products or showcase your online portfolio? When you know the purpose of your website, you can choose the right style that fits your business model or idea.

What Kind of Style Do You Want?

Some websites are meant to be professional looking, and others are supposed to be more fun. You should think of what kind of message you want to convey before you proceed. If you find a designer-made template, you are going to save time, but you must remember to think about customizing your site so you can stand out.

Do You Have a Vision for your Brand?

It helps if you know about your brand and your vision as you can create the ideal Weebly site. But if you don't, you can keep it simple and build it up over time. However, it's wise to choose a template that complements your company and its identity as you want your customers to perceive you in a positive manner

Can You Think of a Competitor You Want to Emulate?

When you are setting up your Weebly website, you should first check out your competition. That way, you can find out what you like and don't like about other sites. Then, once you are ready to start building, you can emulate the good things and make an even better site.

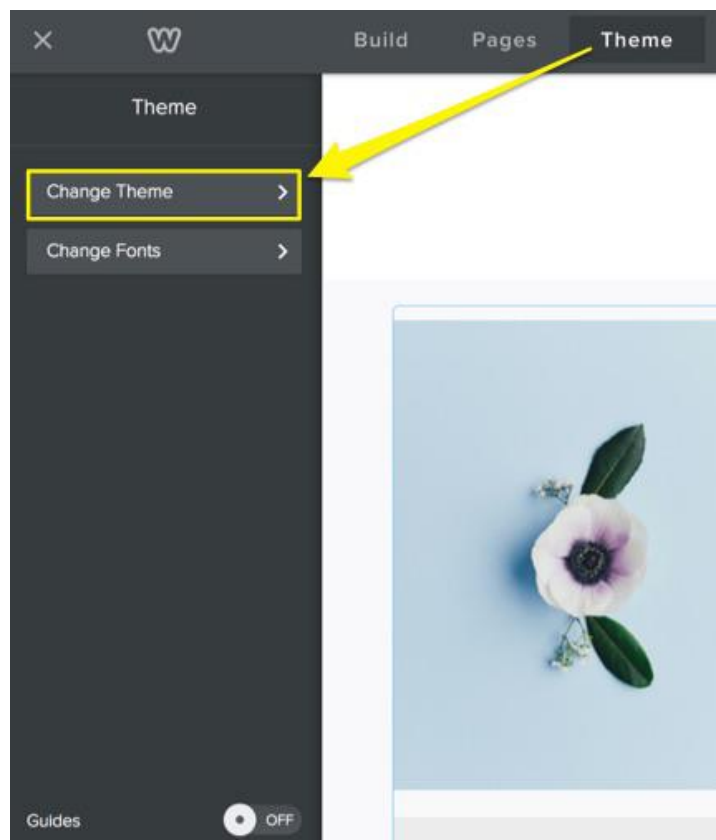
How Much Time Do You Have?

Finally, you will want to think of your schedule when you make a site. If you have a lot of free time and aren't launching your business or product soon, you can dedicate tens of hours to making your Weebly site. On the other hand, if you want to make a site overnight or in a couple of days, you should select a template that includes features and a layout that you want to include, saving you time from having to organize these yourself.

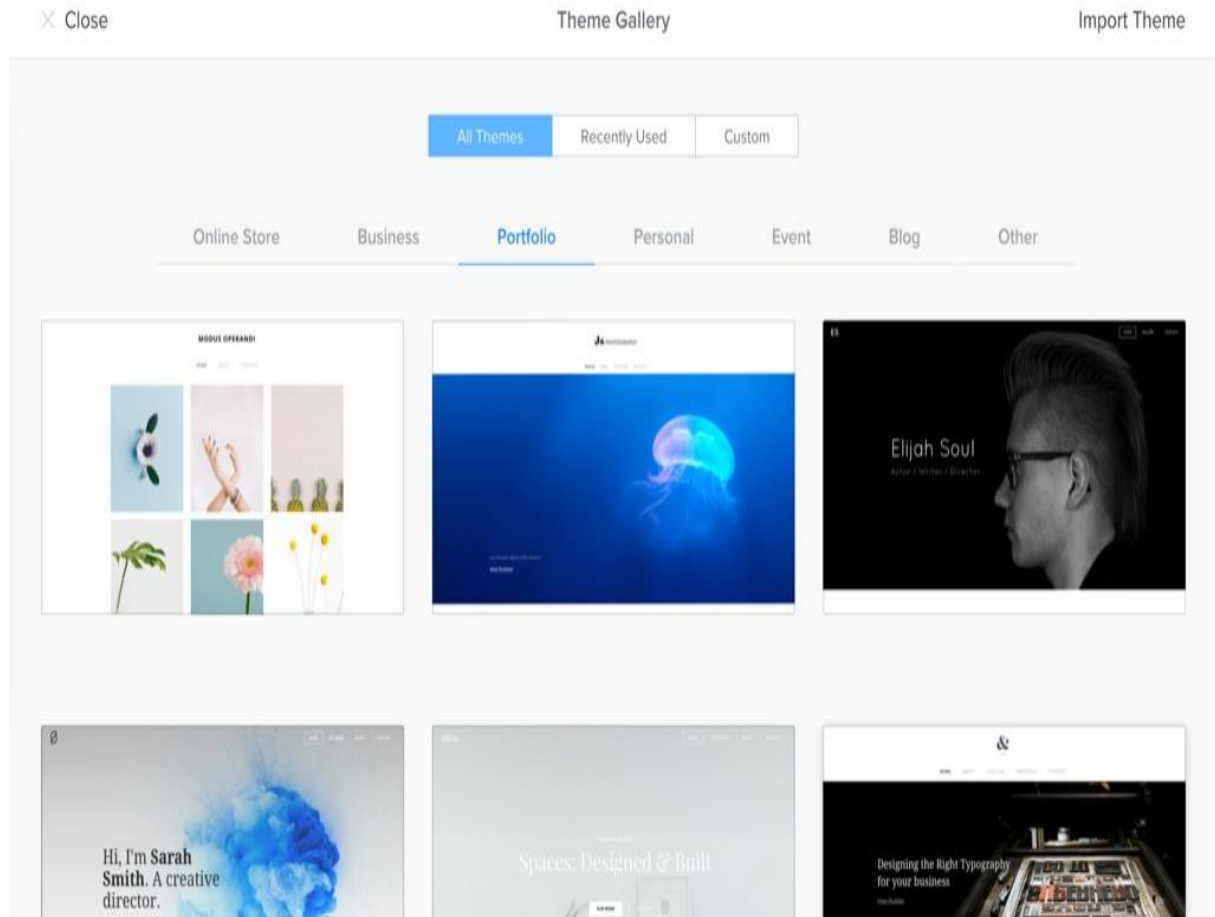
Select Your Template

Once you know what you want out of your website, you should check out the vast template collection that Weebly provides. To get started, browse the gallery for inspiration.

On the top left corner of the templates page, you can search and then browse the results to find the perfect solution. You can easily find the latest templates by clicking the new button on the upper side of your Weebly site editor. Or, if you prefer, you can check out the Most Popular Templates button, which is just below the New templates. However, if nothing suits you or you want to look more, you can select a category to browse such as Music, Blog, Hotel & Travel and many more.



As mentioned above, The Theme Gallery has many options to choose from, all of which are responsive and customizable so you can add your own personal touches. Themes are organized by category, but you can choose any theme you like no matter which category it happens to be in.

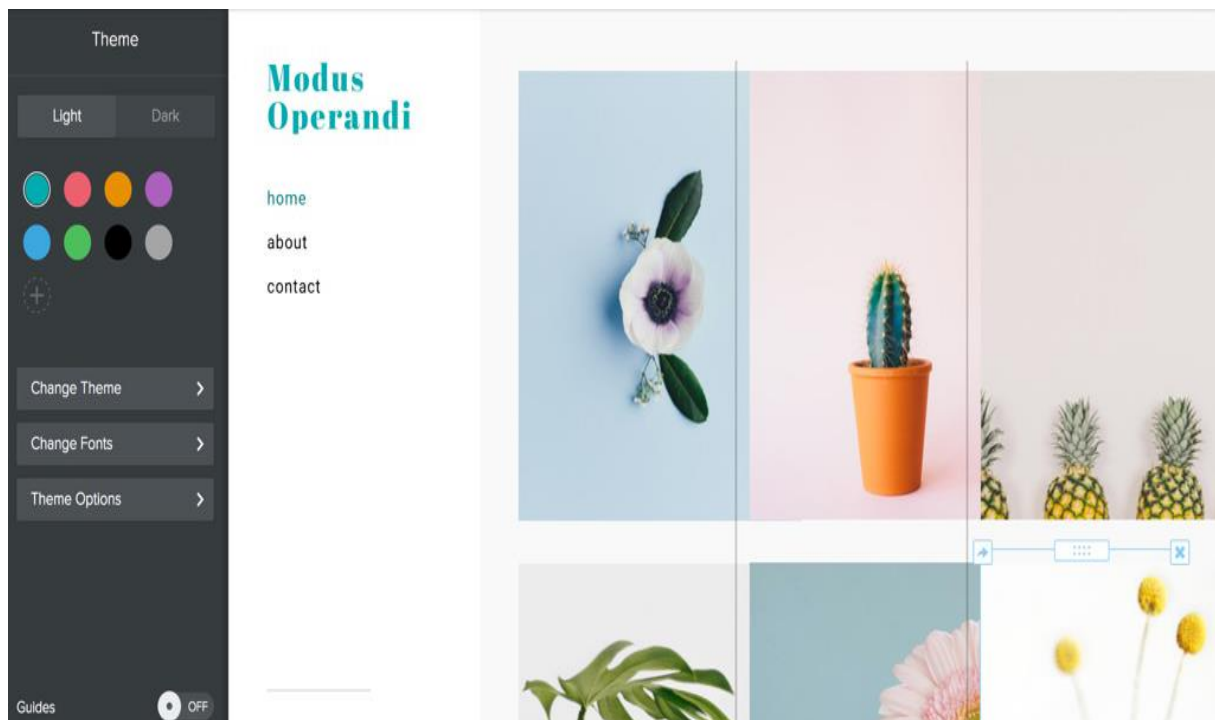


Click on a theme image to read a description, view a list of features, and see a preview at full size or apply it directly to your site. You can also preview or choose to apply the theme by mousing over it and using the links that appear below.

Note: Changing themes will not change any of the content on your pages. For example, if you've previously used the Modus Operandi theme (highlighted above), you'll still see the pictures of plants on your page when you change to a new theme (see below for an example). The same is true if you've replaced the default images with your own - they'll still be there when you switch to a new theme.

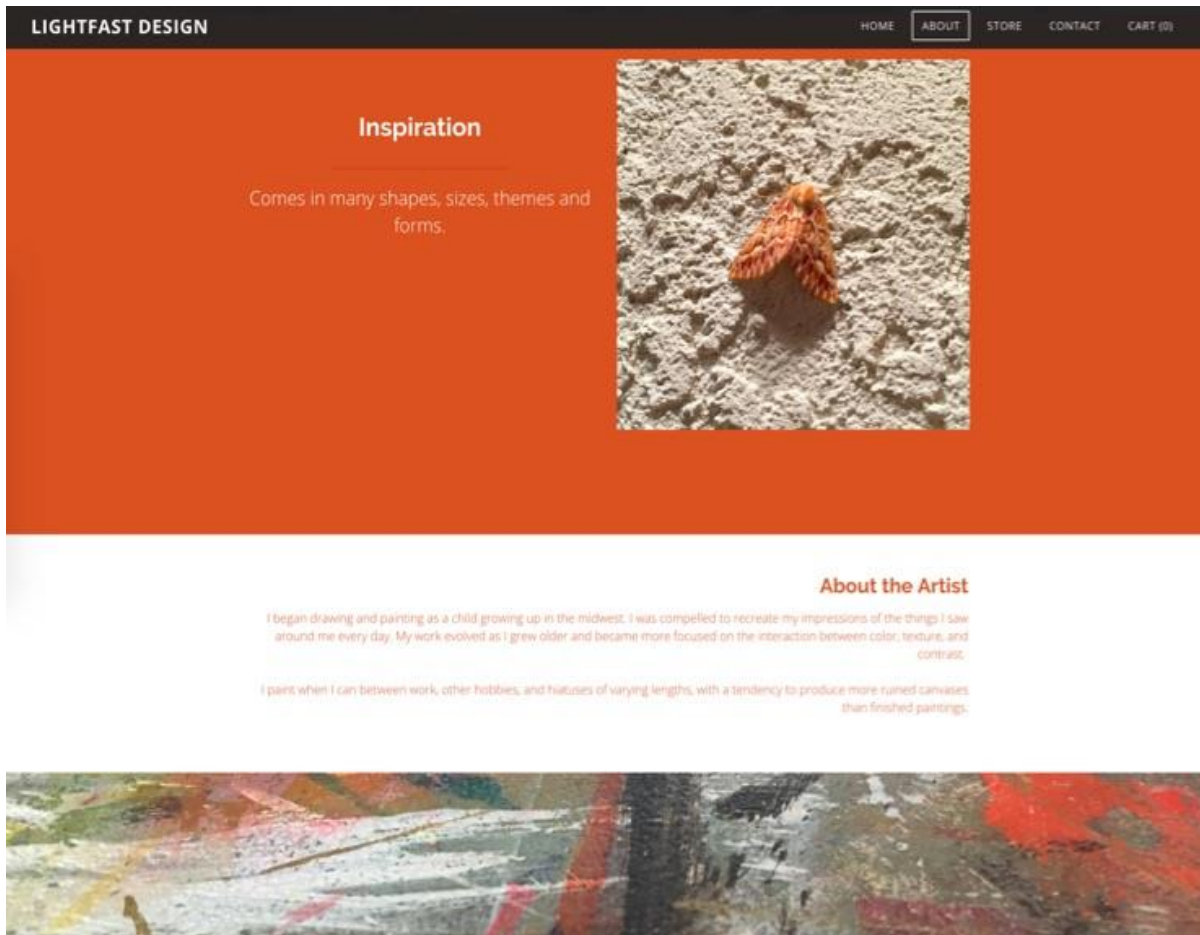
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Once you've chosen a theme you like, you can customize colors and fonts by clicking on Change Fonts in the Themes tab. Many themes also have different color options and additional features that can be toggled on and off in the Theme Options section.



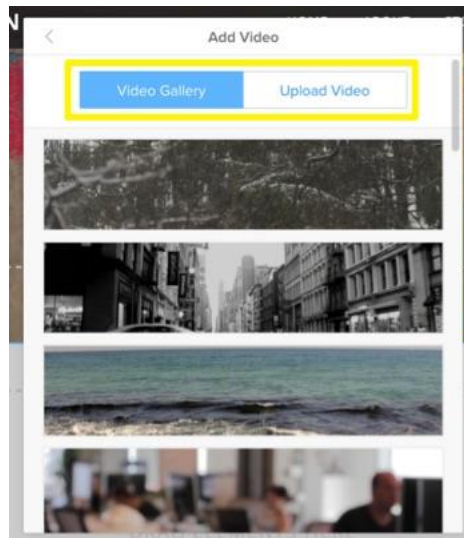
Managing Backgrounds

Customizing the backgrounds on your pages is a simple way to add personal flair and make your site stand out. You can add a different background to each section and header on your site, so your creative options are practically unlimited.



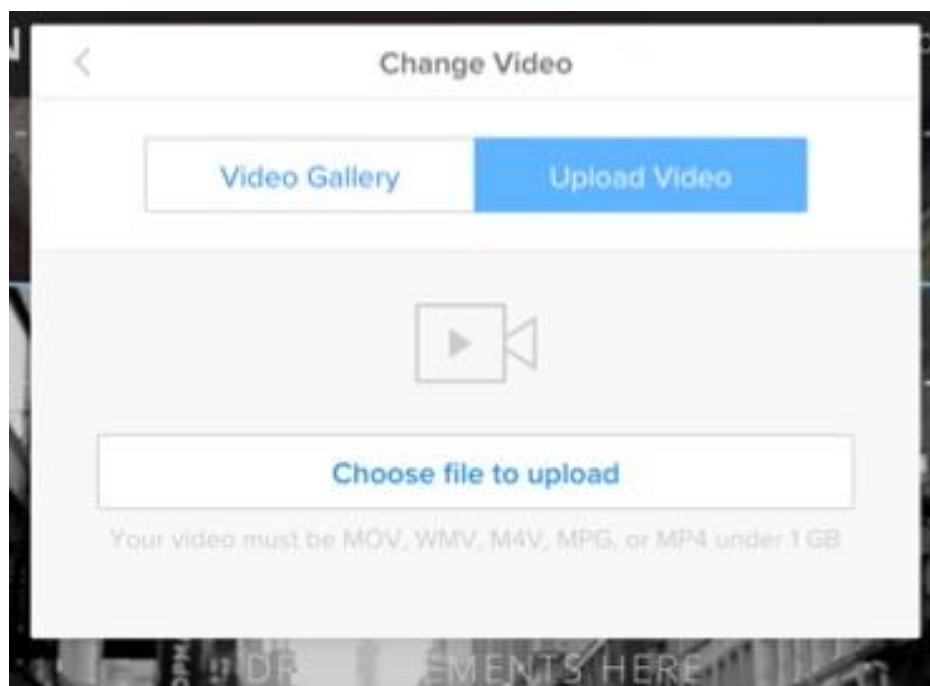
Backgrounds fill the entire width of the page and can be an image, a video (for Pro subscribers and up), or a solid color. You can use your own files or choose from our galleries of optimized, high-quality media. Image and video backgrounds can be further customized with scrolling effects.

We'll look at how to use each type of background and provide some tips to help you make the most of your images and videos.



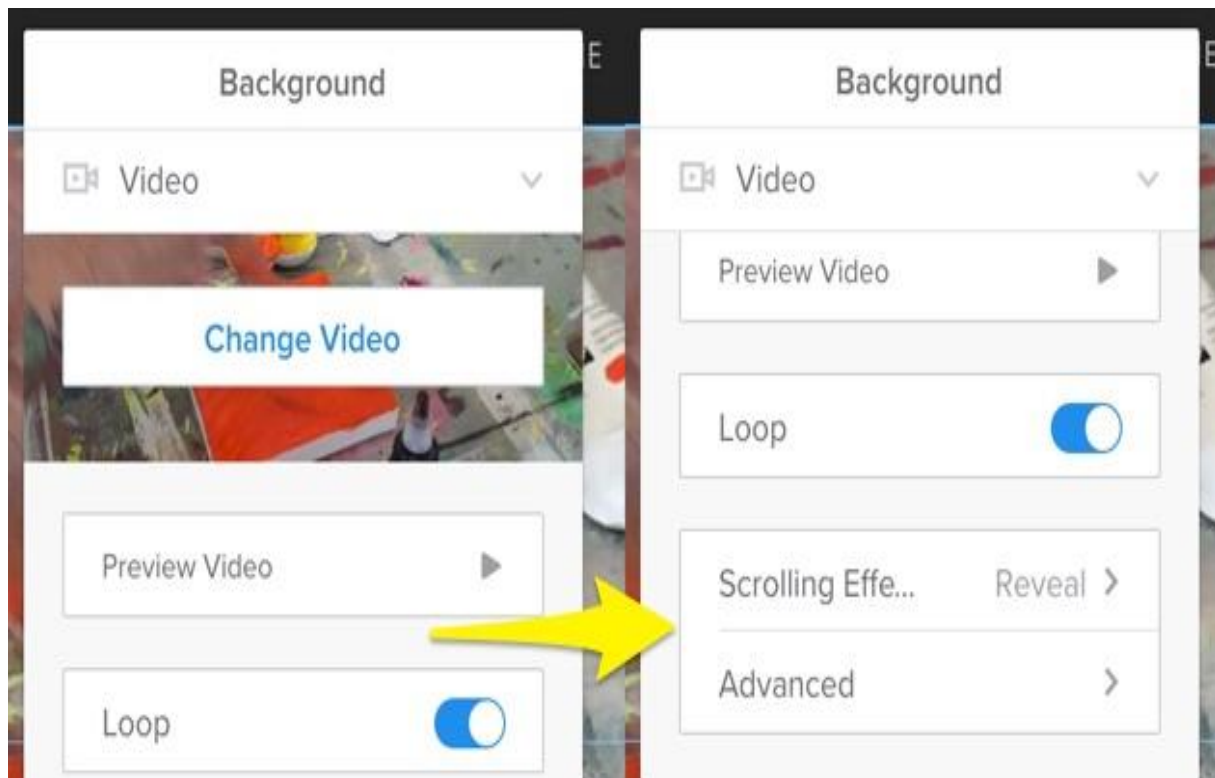
A video background will add dynamic visual appeal and make your site more engaging for visitors. We've provided a gallery of videos that are optimized and ready to use on your site, but you can use your own as well.

If you're uploading your own video, be sure that it's less than 1 GB in size and one of the following formats: MOV, MP4, M4V, WMV. You'll want to use a good quality video that's large enough to fill the width of your page without distortion or pixilation. Most smartphones are capable of recording videos that will work well as backgrounds, so you may already have what you need to create a great-looking video.

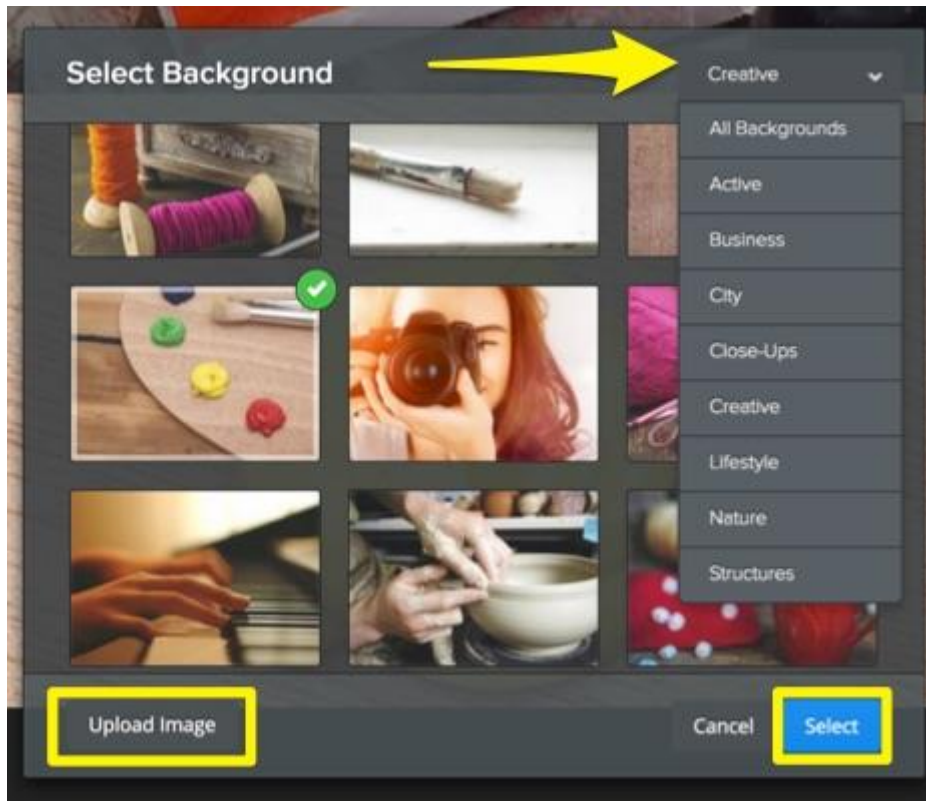


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Click on the section you want to add a video to, and then on Edit Background. Click on Video and then Add Video. To use a video from the gallery, simply click it to set it as your background instantly. To upload your own, click Upload Video and then choose the file to upload. Your video may take some time to finish uploading and display on the page, but you can go ahead and work on other things in the editor while you wait.

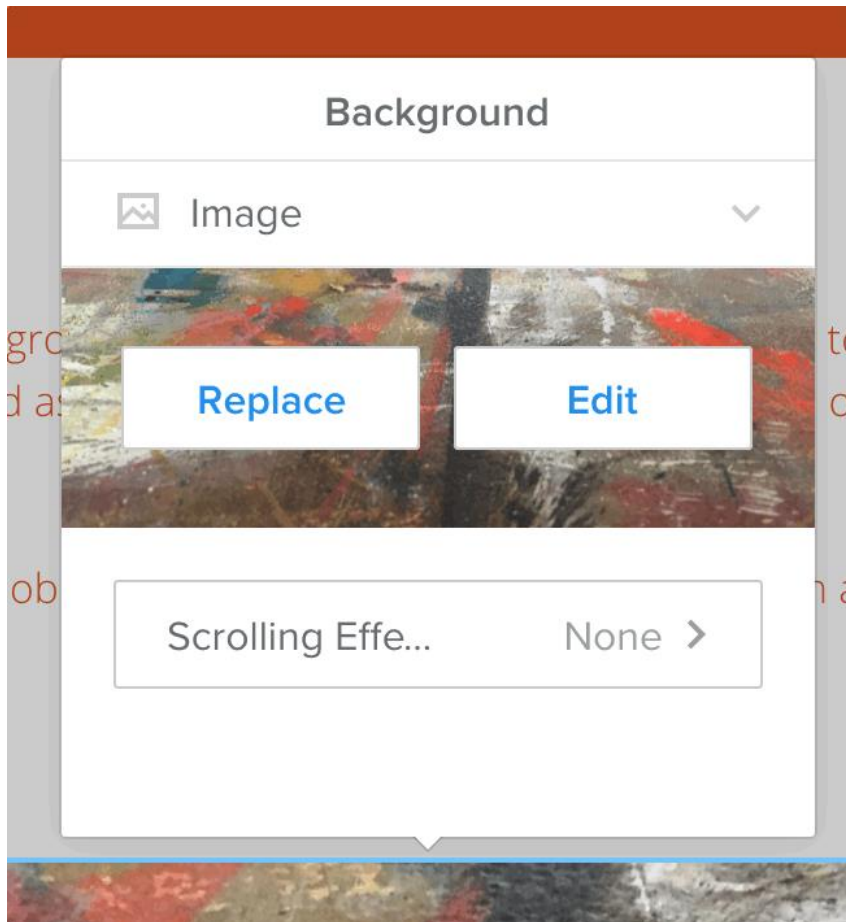


Click on Edit Background again to use a different video, see a preview of how it will play, or toggle the Loop setting on or off. Scroll down to toggle the Reveal scroll effect on and off and set the vertical alignment for content in the Advanced menu.



To use an image background, click Edit Background for the section you're working with. Select Image, and click add image. You can choose one from our gallery by clicking on the image thumbnail and then on the select button. The images in the gallery can be filtered by theme using the menu at the upper right.

To add your own image, click Upload Image and choose the file you want from your computer.



Click on the section and then on Edit Background to bring up the settings. Here you can edit or replace the current image and choose a scrolling effect for the background.

Like videos, images will also look the best when they're high-quality and large enough to fit comfortably across the width of your page. Again, most phones have a good built-in camera capable of taking photos that will look great on your site. Wondering exactly what size the image needs to be? There really aren't specific dimensions for a background image, but a good rule of thumb is to choose an image roughly 2,000 pixels wide and at least 1,000 pixels high - that's large enough to ensure your background will look good on all screen sizes and devices.

Inspiration

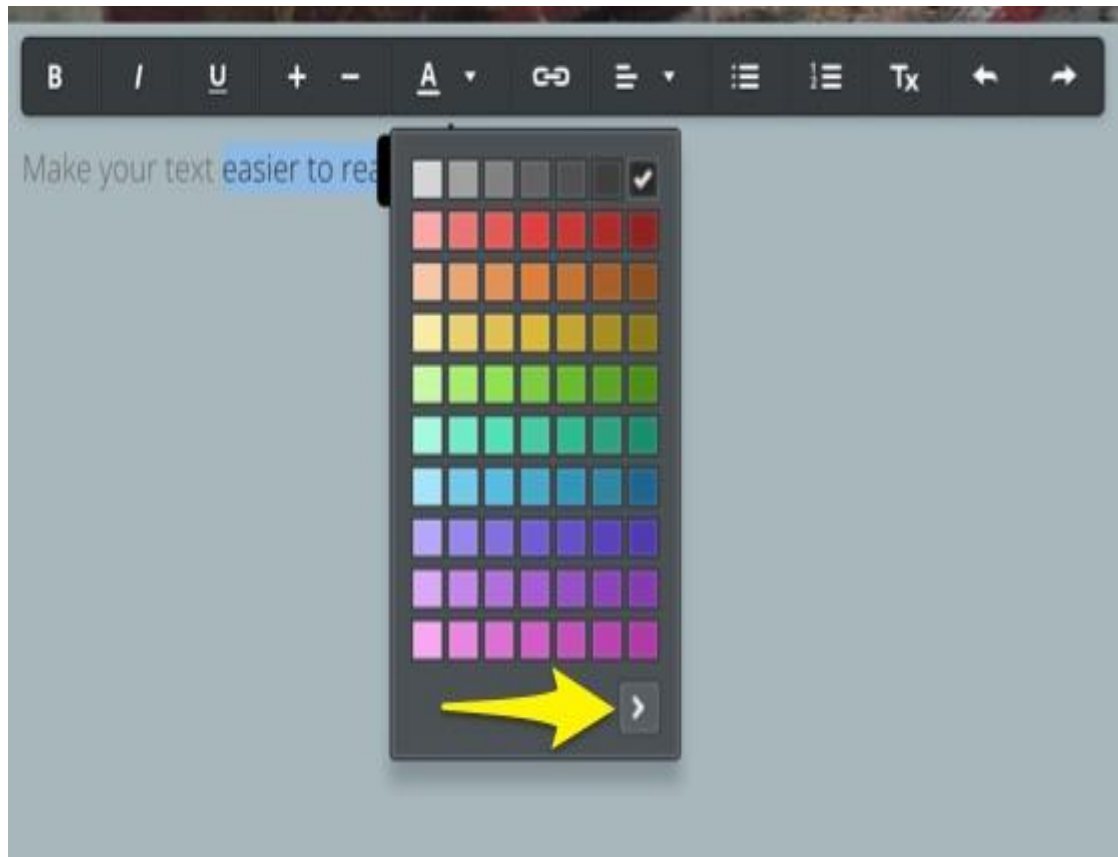
Comes in many shapes, sizes, themes and forms.



A solid colored background is a great solution if you want to make a bold statement or showcase special content on your page. Click the section you want to add a color to and then click Edit Background, then select Color.



Click the Change Color button to open the Color Picker. Drag the circle in the spectrum bar to the color you want, and then drag the circle in the color gradient field below to fine tune the lightness and saturation of the color. If you already know what color you want to use, you can simply type the hex code in the field below.



What if the font colors you've chosen don't stand out well against your new background color? You can select the text and change the color using the A button on the text editing tool bar. You can pick one of the preset color swatches or click the arrow below to open the color picker and customize it.

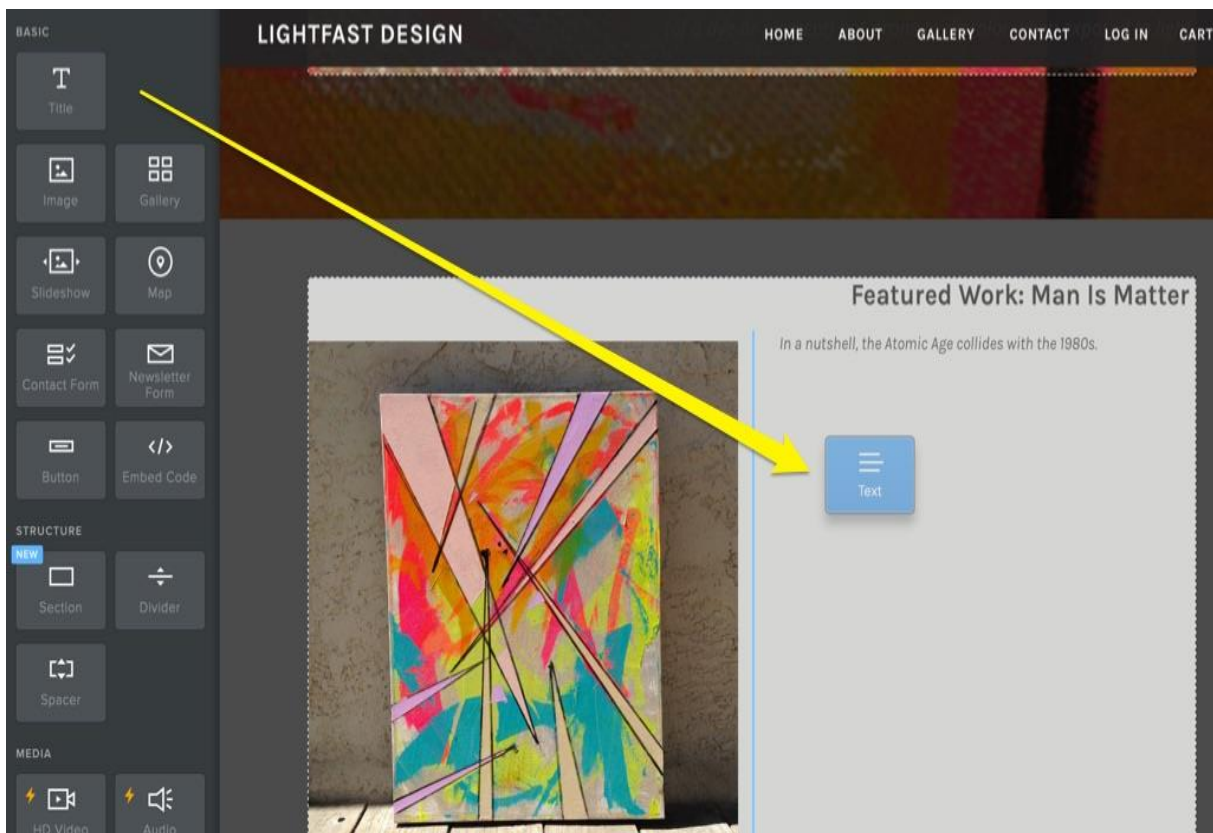
Adding Text

Text may be the most important aspect to any website. Describing you, and your enterprises, expressing information and extending contact details and questions to your visitors. Before getting started with your content plan, remember that search engines value considers text content above all else, and if you have high quality and unique content, you may find yourself more visible on major search engines. Many people prefer to draft their text in another document like Microsoft Word, this allows more revision, spellchecking, grammar and possibly the most important feature if you are writing a lot of content- autosaving, in case you have a connection problem. Text can then be copied into the Weebly editor.

Adding written content to your site is as easy as dragging any of our text elements to a page. The primary text elements are Text and Title:

- **Title:** For adding an H2 headline before a paragraph, or anywhere on the page when you want some text to stand out. This text is larger and more eye catching than paragraph text.
- **Text:** This is your paragraph text, which you'll want to use for the majority of the written content on your site in order to provide a consistent look.

Drag one of these elements to your page and click on it to start typing.

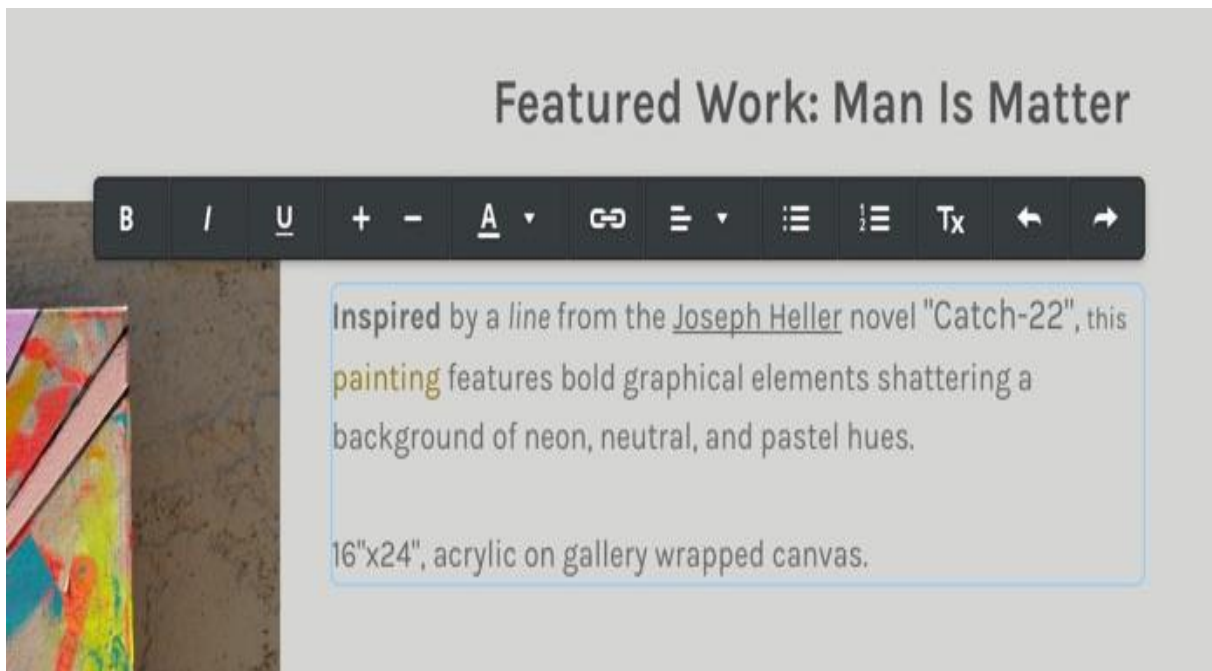


While you can type multiple paragraphs within a single text element, your site will be easier to read and look cleaner if you use a separate text element for each new paragraph. This also gives you a lot

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more flexibility when designing your pages, and allows you to choose the alignment for each paragraph individually, position different elements between or next to paragraphs, or add an image to each text element if you like.

When typing in a text element, you'll see a bar across the top with various icons. This is the text toolbar and you can use it to do some basic formatting, similar to what you may be familiar with from word processing apps. Simply select the text you want to modify and click the appropriate button to make that change.



From left to right, the icons allow you to bold your text, italicize it, underline it, make it bigger, make it smaller, change the color, create a link, adjust the alignment of all text within the element, create bulleted and numbered lists, and remove any formatting you previously applied. The left arrow will undo the last change you made, and the right arrow will re-do the last change you undid. Note that these options will only function while you're actively typing inside the element - once you've clicked outside the element, your changes will be saved, and you'll need to undo/redo manually.

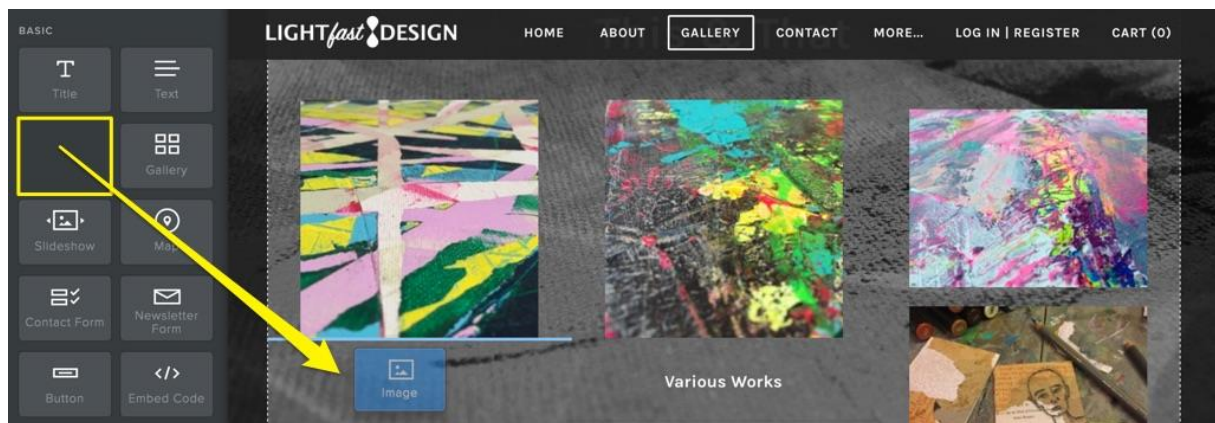
You may notice that one thing you can't do from the toolbar is change the font family for your text. Font changes are handled from the Theme tab.

Adding Images

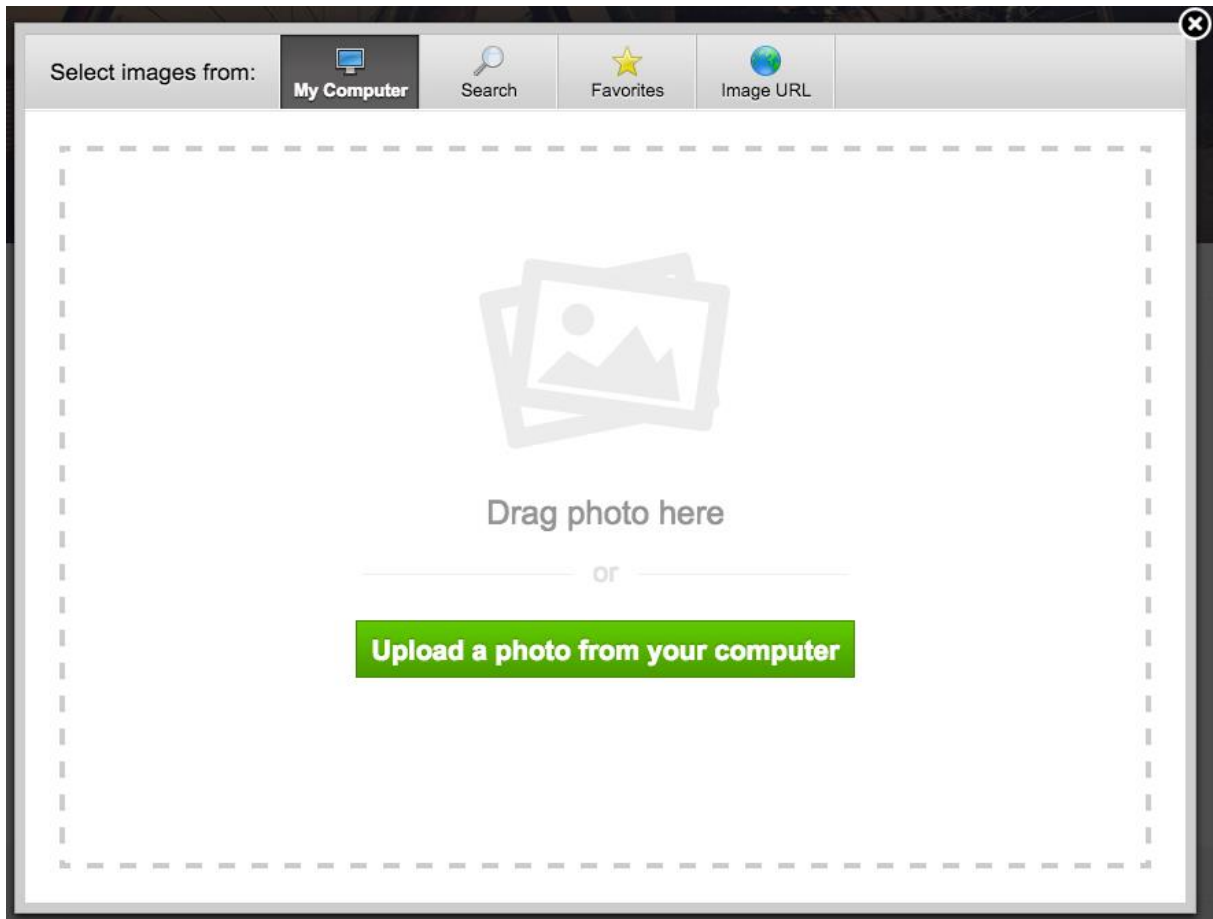
Images are an important component of your website, being the most visible aspect, and it's important to choose the right ones to convey your idea and brand. Weebly makes it easy for you to upload, add and delete images.

There are four ways to add pictures to your pages: Image Elements, Slideshow Elements, Gallery Elements. We'll look at using the basic image element in this article.

From the Build tab, drag the image element to a page. Then click on the element to open the image selection dialog box.



Here you can upload an image from your computer by dragging the file from a folder directly onto this window or by clicking the green upload button and locating the file on your computer.

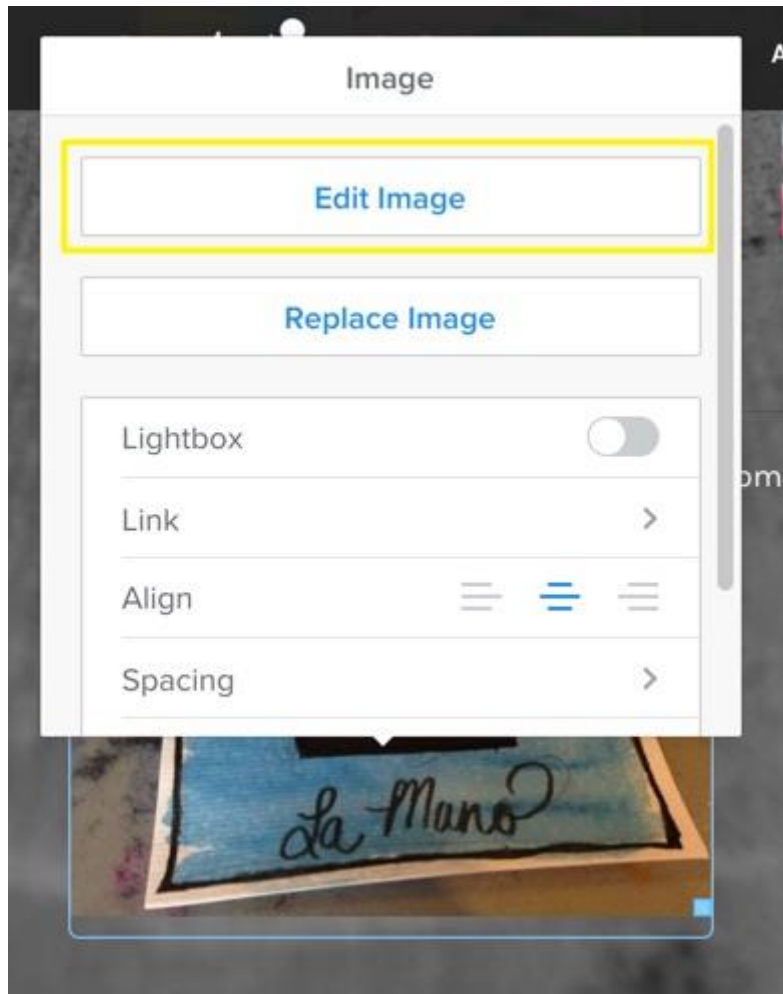


The size of the picture as it appears on your website may be a bit different than you expected, but you can change the size easily. Mouse over the image and a small blue box in the lower right corner will appear. Click and drag on this to resize the image



Clicking on a photo will bring up the element settings.

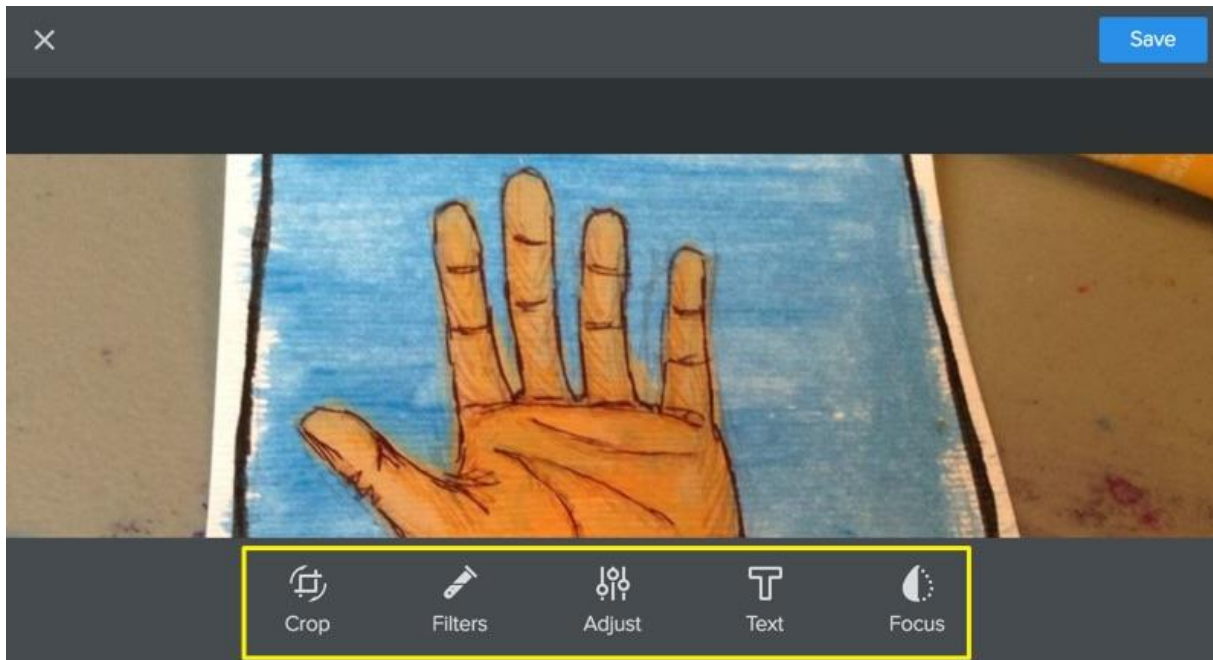
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In addition to the Edit and Replace image buttons, the following options are available:

- Link: This option allows you to add a link to the image.
- Lightbox: Enabling the lightbox feature will display the full sized image in an overlay when someone clicks the image on the page.
- Spacing: Click on this to adjust the amount of white space around the picture.
- Caption: Click here to enter caption text that will display beneath the image.
- Advanced: This menu includes options to choose a border style and color and enter Alt Text for the image.

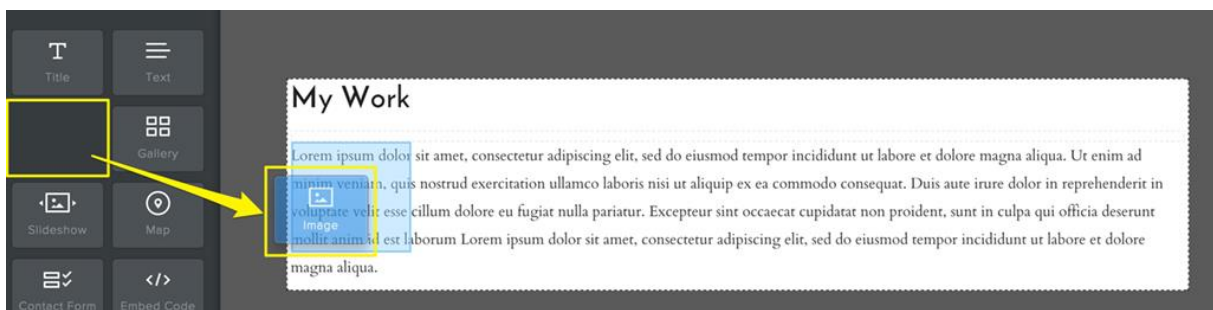
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The Edit Image button will open an image editor with several more options. From left to right in the above image:

- Crop: Crop or rotate the image
- Filters: Add one of several filters, similar to what you may be familiar with from popular photo apps
- Adjust: Make adjustments to the image brightness, saturation, and contrast
- Text: Add text in a layer on top of the image
- Focus: Add a linear or radial blur effect to the image
- Use the undo button to remove any change you don't like, and don't forget to click save when you're done editing.

You can also add an image directly to a text element and have the text wrap around the image. To do this, drag an image element into an existing text element.



Then upload an image as described above. You'll likely want to adjust the size of larger images using the blue drag control in the corner of the image. You can access the same settings that are available for a standalone image element, like caption and spacing, and switch the alignment from left to right.

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My Work



A Caption.

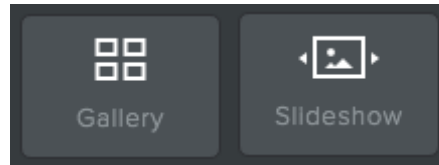
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Weebly Galleries

If you want to add multiple images to your site, there are two easy ways to do that, with our Gallery and Slideshow elements. Choosing which one depends on how you want it to look. For reference:

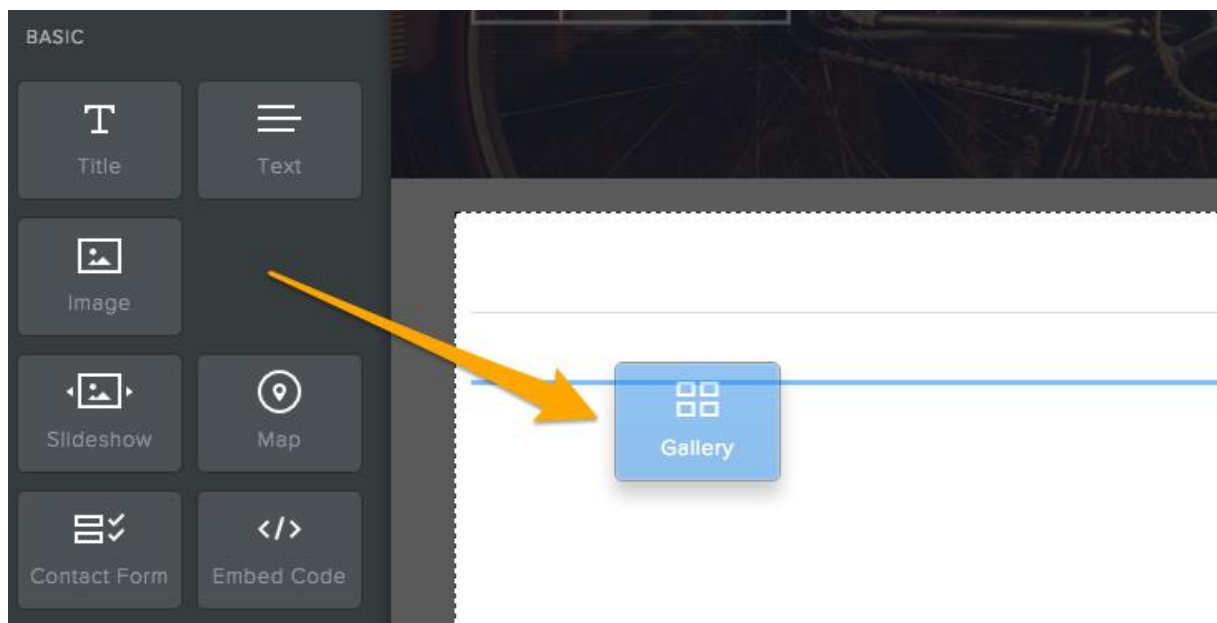


- Gallery: Displays photos in a grid, clicking on an image opens it in a large “lightbox” display. Manual control for scrolling through photos.
- Slideshow: Displays one large photo at a time within the page, with sequential thumbnails. Autoplay or manual control for scrolling through photos.

Gallery

Our gallery element enables you to display as many images as you’d like, in a click-to-see-a-larger-version (lightbox) grid format that you control.

Drag the Gallery element to a page to get started.



Then click the Upload Images button that appears in the element.

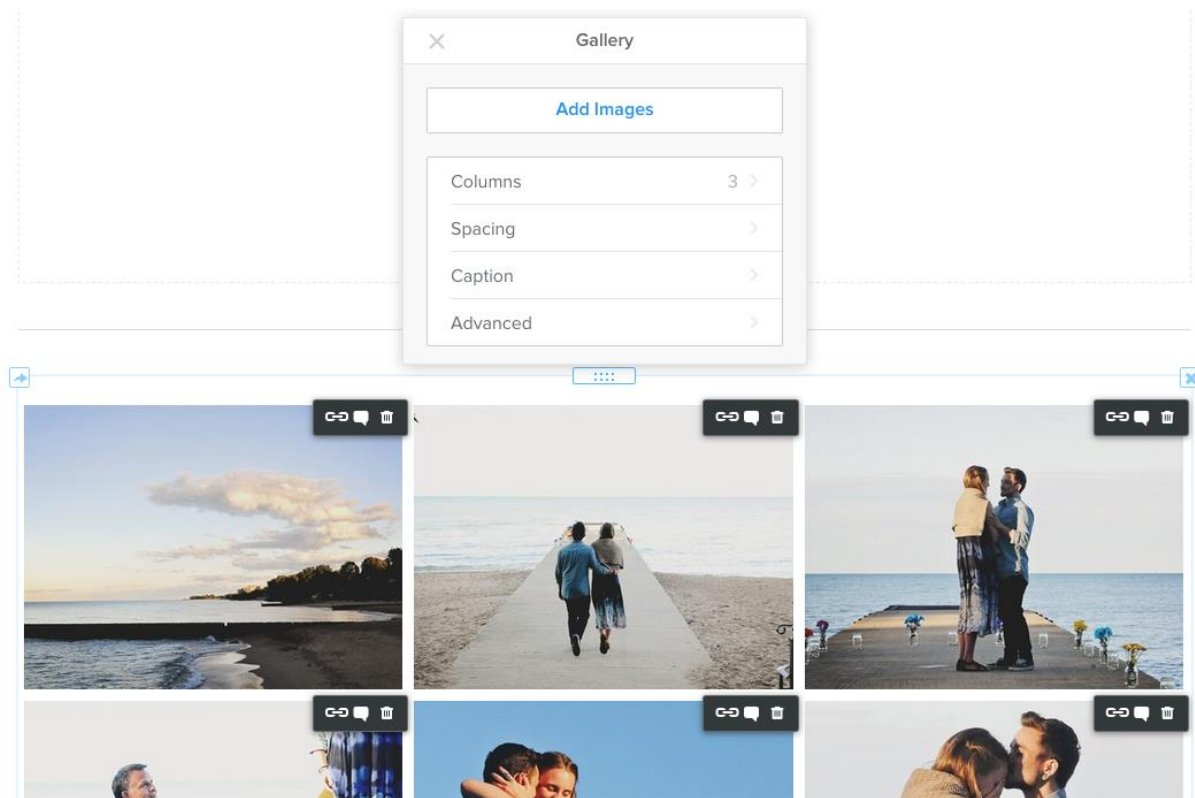
And either drag images into the box or click the big green Upload Photos button.

This will let you select images from your computer to upload. You can select multiple images by holding the CTRL key on a PC or the Command key on a Mac. If you have trouble uploading images, we'd

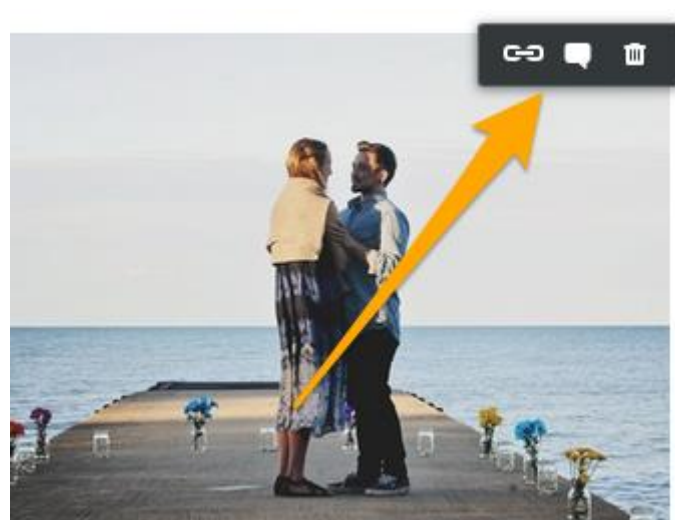
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recommend limiting the number you upload to no more than 50 or so at a time. You can always add more later.

Give the photos a few minutes to upload and then you'll see your gallery on the page.



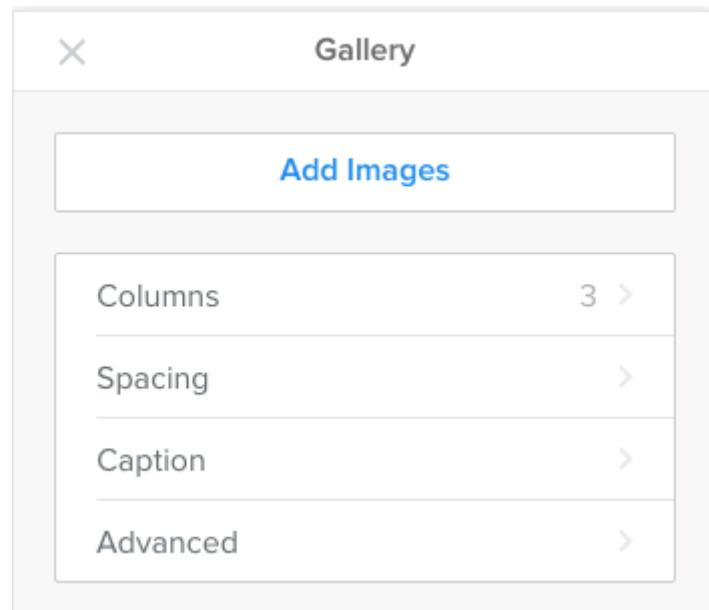
Each image in the gallery automatically links to a larger version of the image. You can also link an image elsewhere (another site or page) if you like or add a caption that will appear on the enlarged version of an image. Click on the gallery to see these options.



Click on thumbnails and drag them around to rearrange images within the gallery.

The gallery's toolbox enables you to make additional changes.

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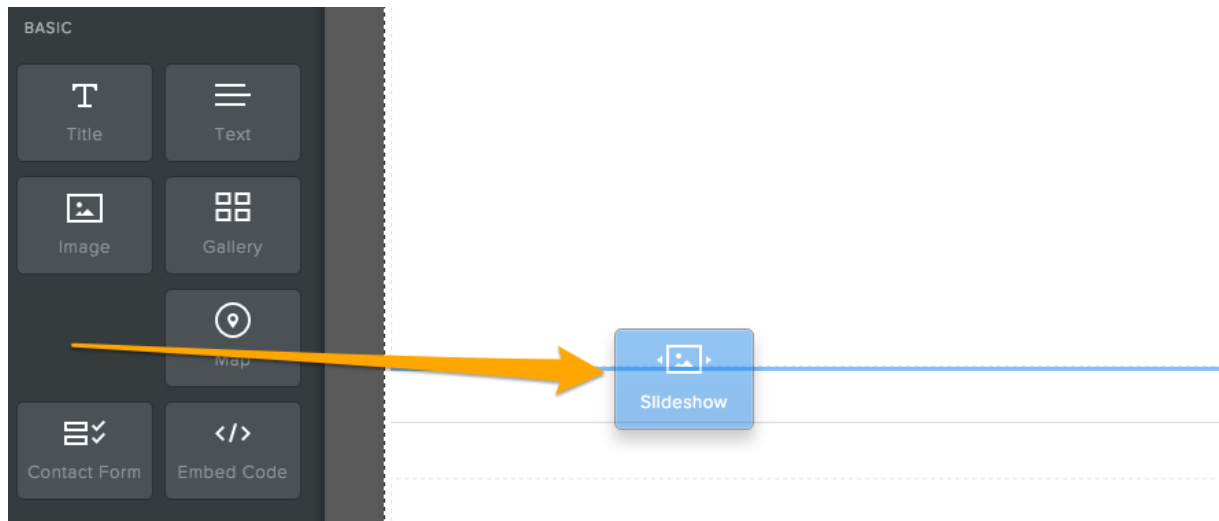


- Add Images: There's no limit, but we recommend uploading no more than 200 images to any one gallery so as to not overwhelm your visitors.
- Determine the number of Columns you want. The default is 3, but you can use from 2 to 6.
- Select the amount of Spacing to place between each image.
- Adjust Caption settings and placement.

And with Advanced, choose if you want a border around each thumbnail or not. And select if you want to crop the thumbnails to either squares or rectangles. This cropping has no impact on the enlarged images, it only changes the look of the thumbnails to make the gallery look more uniform.

Slideshow

To add a slideshow of images, drag the element to a page on your site.



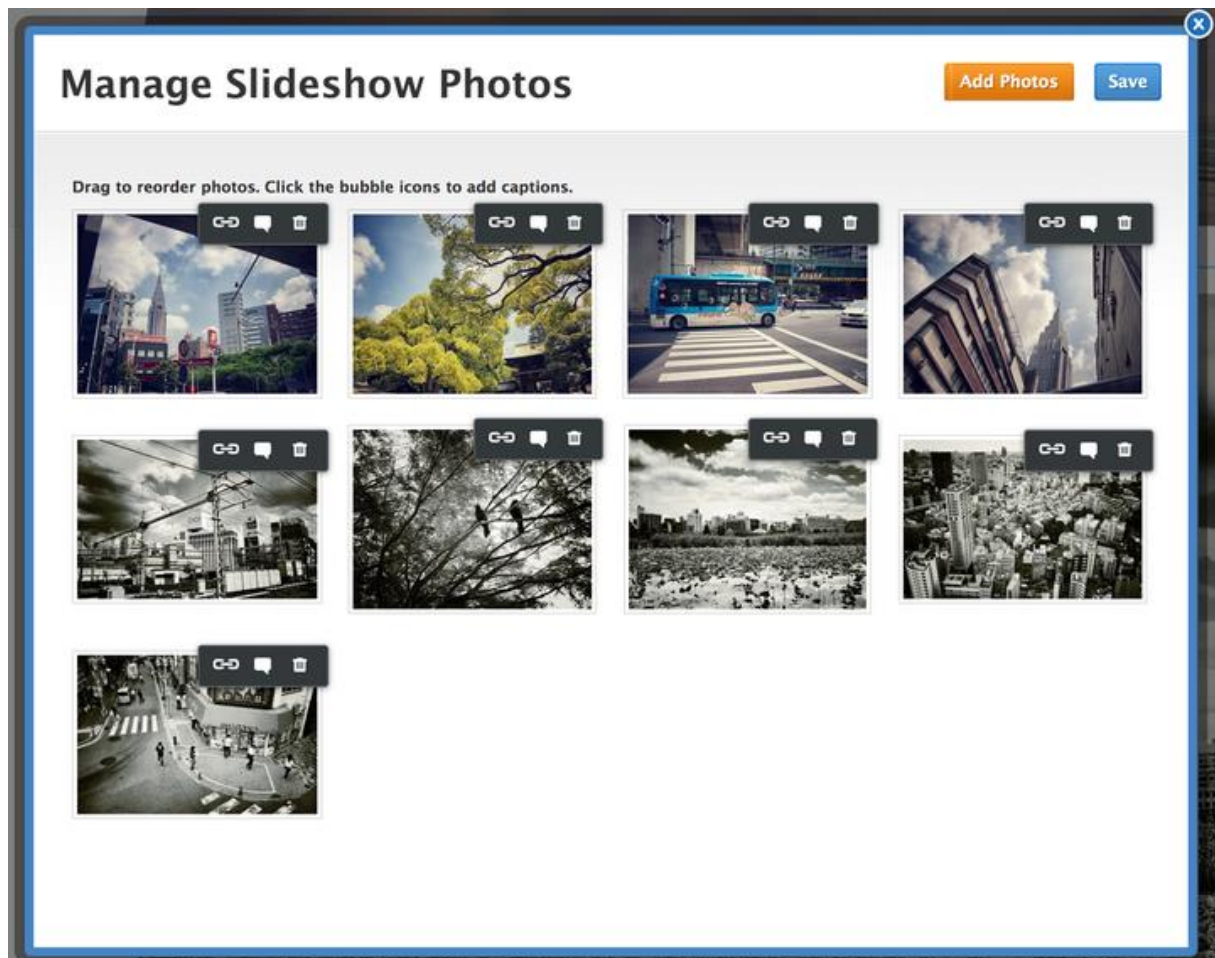
This will open the "Choose a Slideshow Style" dialog box where you can select which style of slideshow you want. This can always be changed later, so don't spend too much time worrying about which one you want.



You'll now be prompted to upload photos. Hit the big Upload Photos button or just drag some photos into the box to get started.

Then select the photos you want to upload. You're to both delete unwanted photos and more photos to the slideshow at any time, so you don't have to be too selective at this point.

Depending on how many photos you've chosen, it may take them a few minutes to upload. Once they're done uploading, you'll see them all on the photo management screen.

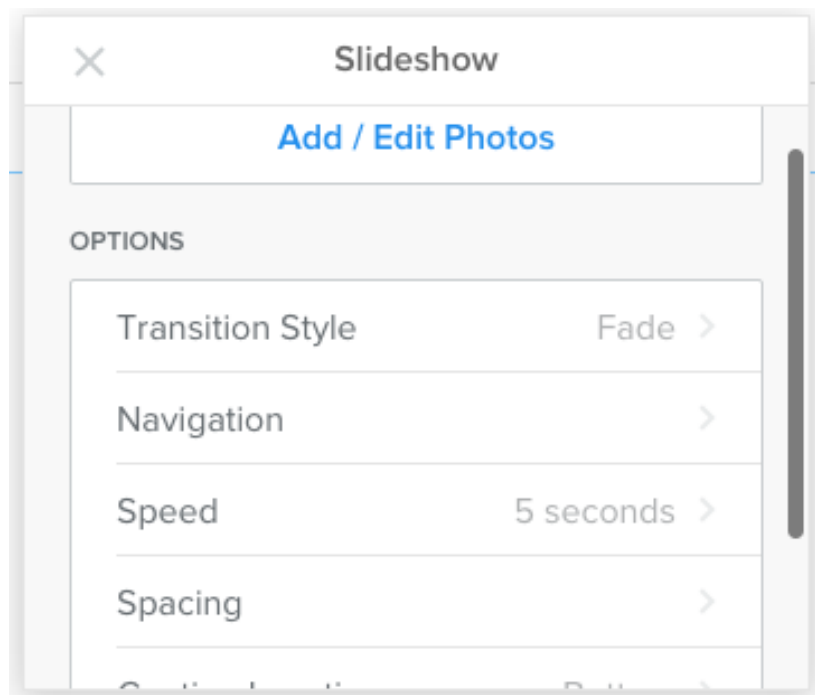


You can drag photos to re-order them, click the "x" next to each to delete them and click the "bubble" icon to add a caption that'll appear along with the photo in the slideshow.

When you're ready to move on, click Save and you'll see the slideshow as part of the page.



Click on the slideshow to open its toolbox and make changes (scroll to view more options within the toolbox).



- Use the Add / Edit Photos button to bring up the Manage Photos dialog box we saw earlier.

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- Use Transition Style to switch between five different photo transitions.
- Use Navigation to select whether you want to use Thumbnails, Numbers or no navigation at all.
- Use Speed to determine how fast the slideshow should play.
- Use Spacing to tweak the amount of space around the image.
- Use Caption to determine if any text captions should appear at the top or bottom of each image.
- And with the Advanced option, set Autoplay to On or Off (it's on by default) and determine if you want the slideshow to always play in order or start from a random point every time the show is loaded.

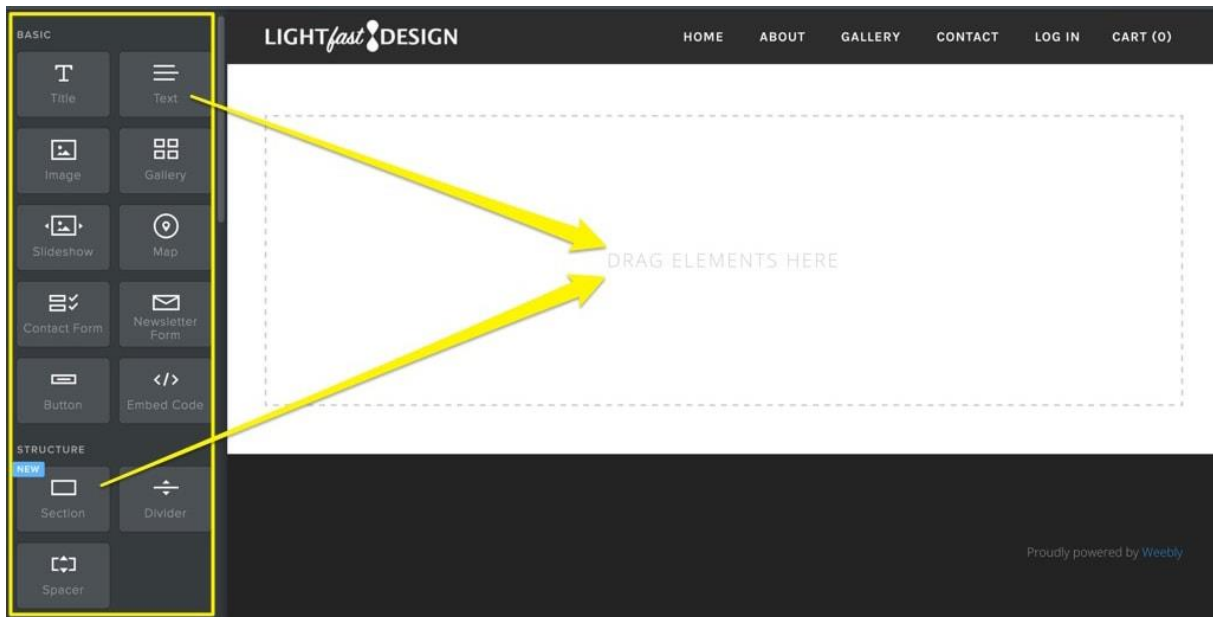
Note that the slideshow will automatically expand to the width of the page or column in which you've placed it. So, if you want to shrink a slideshow, you simply need to place it in a column by dragging a Spacer element to either side of it.

Weebly Elements

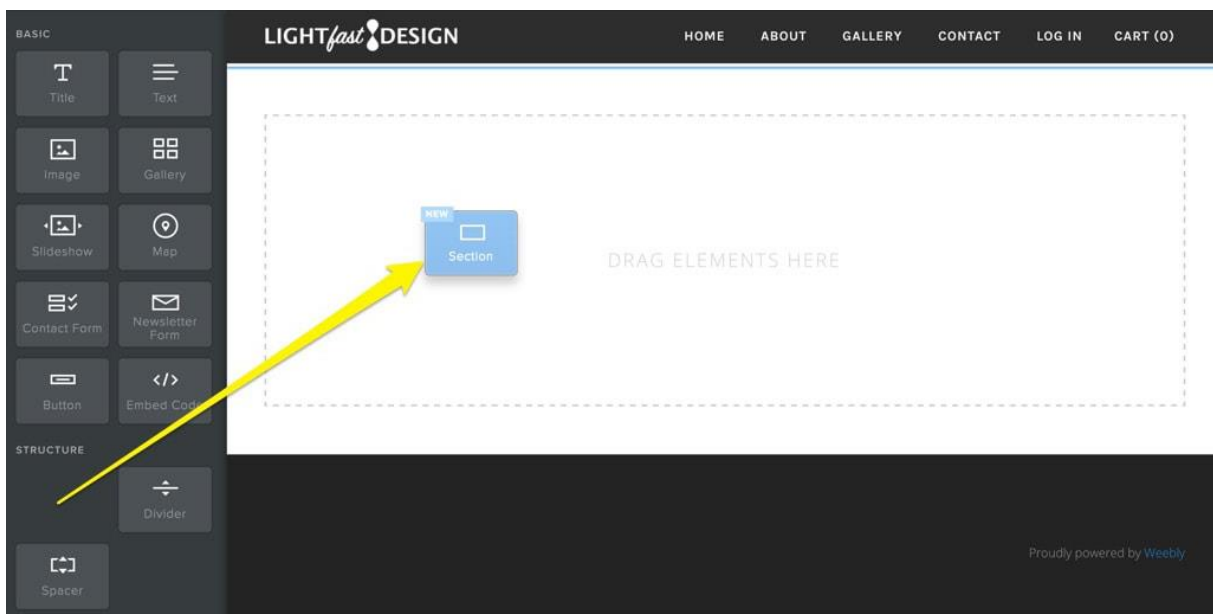
This section of our guide walks you through the process of customizing your Weebly website.

Intro to Weebly Elements

Weebly Elements are the essential building blocks of your site. Nearly all the content you add to your pages will be built with Elements.

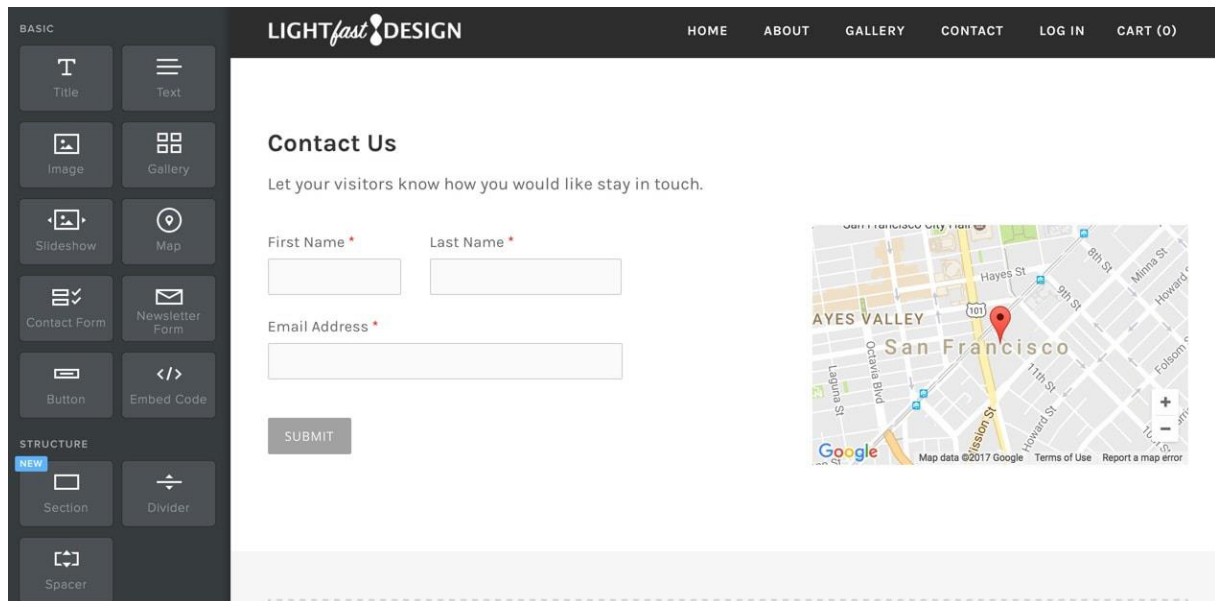


Adding text, images, and more is as simple as going to the Build tab and dragging an element onto your page.



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As you add more elements to your page, the page section will expand to accommodate them. You can also choose to add multiple sections for content using the Sections element.



When adding a new section to your page, you can choose a pre-made layout and modify its content or you can start from scratch and add any elements you like. In the example shown above you can see one of the pre-made “Contact Us” layouts - this adds a map, contact form, and text that you can customize.



You can place elements side by side or stack them vertically. You’ll see a blue line indicating where the element will be positioned when you drop it. A vertical line will appear when placing elements side by side, and a horizontal line will be shown when stacking elements on top of one another.


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Contact Us

Let your visitors know how you would like stay in touch.

First Name * Last Name *

Email Address *





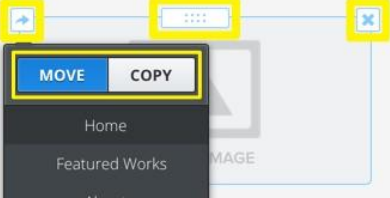
Placing elements side by side will automatically create columns across the page, and you can stack additional elements inside each column. You can adjust the space between these columns by dragging the vertical bar between them to the left or right.


Contact Us

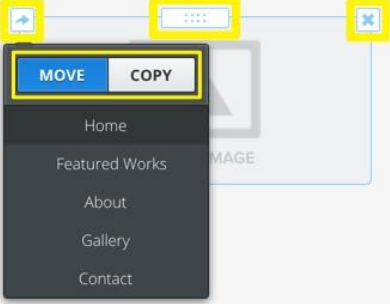
Let your visitors know how you would like stay in touch.

First Name * Last Name *

Email Address *







All elements have a blue border that appears on mouseover; this shows you the boundary of the element and allows you to perform basic functions using the 3 top buttons.

The "X" in the upper right allows you to delete the element. Deleted elements can't be restored, so be cautious when using this option.

The arrow in the upper left allows you to copy an element to the same (or another) page or move it to a different page.

And clicking on the button between the "X" and arrow buttons allows you to grab and drag the element to move it to a new spot.

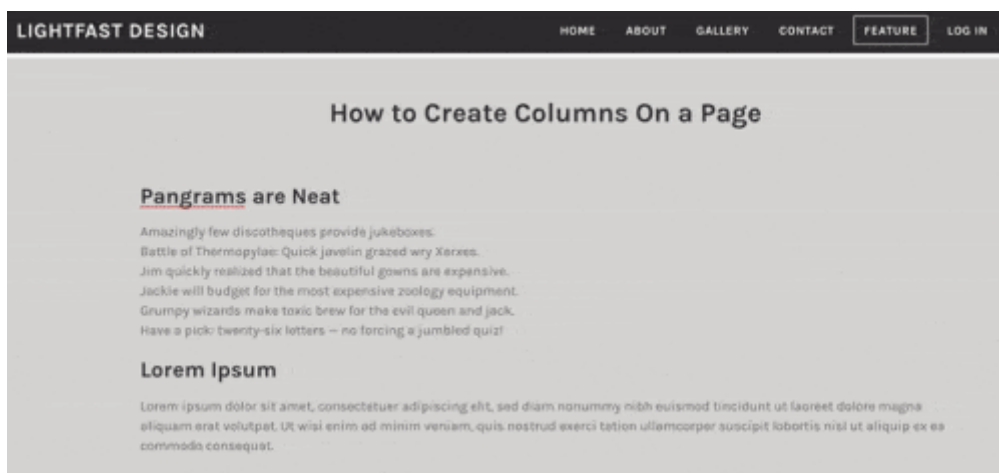
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Working With Columns

Arranging your content in columns is a quick way to give your pages a well-organized look, and it's as simple as dragging things where you want them to be.

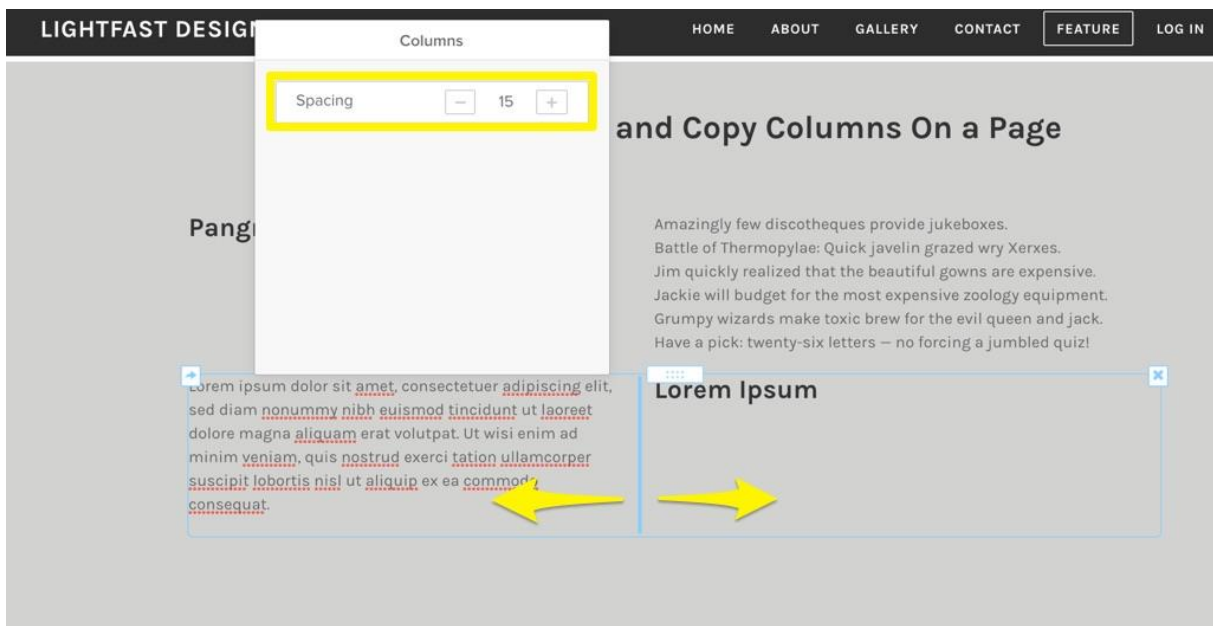


When you mouse over an element, you'll notice a blue border around the outside along with some buttons at the top. The border represents the boundaries of the element, and the buttons allow you to perform various actions. The center button is what you'll use to drag the element to a new spot on the page.

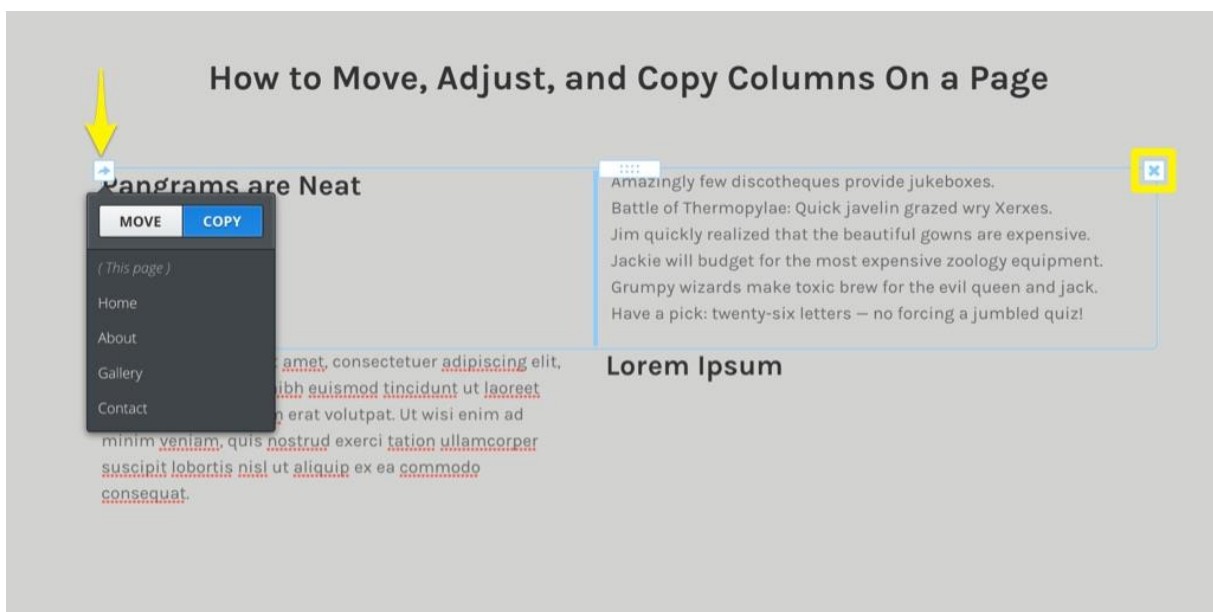


Click and hold on the white rectangular button at the top of the element and then drag it to the new position. A vertical line will show up next to different elements as you drag near them to illustrate where the element will land when you release it. Once you've dragged it to the right spot, simply unclick to release it and drop it into place. If this sounds tricky, take a look at the animation above to get a better sense of how it works.

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You can position several items next to each other across the page, but keep in mind that the columns will get narrower as you add more in order to fit on the page in a single row. You can drag the blue vertical lines between each column left or right to adjust the size and it will snap into place and automatically adjust the columns. Hold down the Shift button on your keyboard while you drag to get more precise control over the width. You can also adjust the spacing between columns using the options panel to increase or decrease the amount of space. If you don't see the column options, mouse over the columns and click on one of the blue vertical lines to bring it up.



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Just like individual elements on a page, columns can be copied or moved to different pages using the arrow on the upper left. Click on either Move or Copy and then choose which page to move or copy the columns to. You can also delete a column and everything inside it using the x button in the upper right. Be careful with this option - it can't be undone!

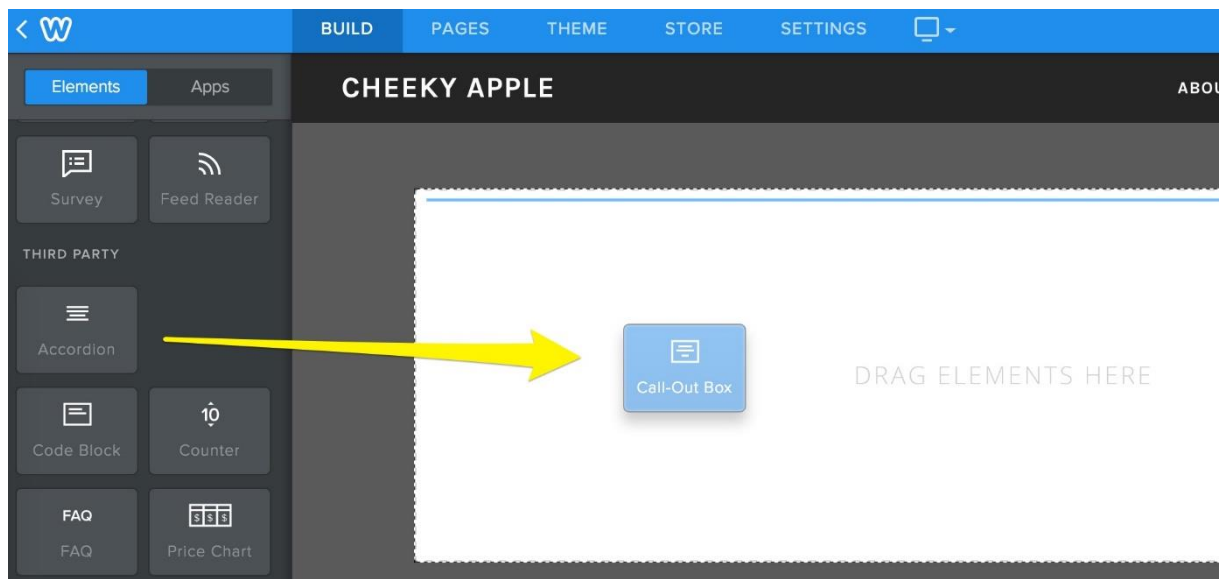
Call-Out Box

New Arrivals:



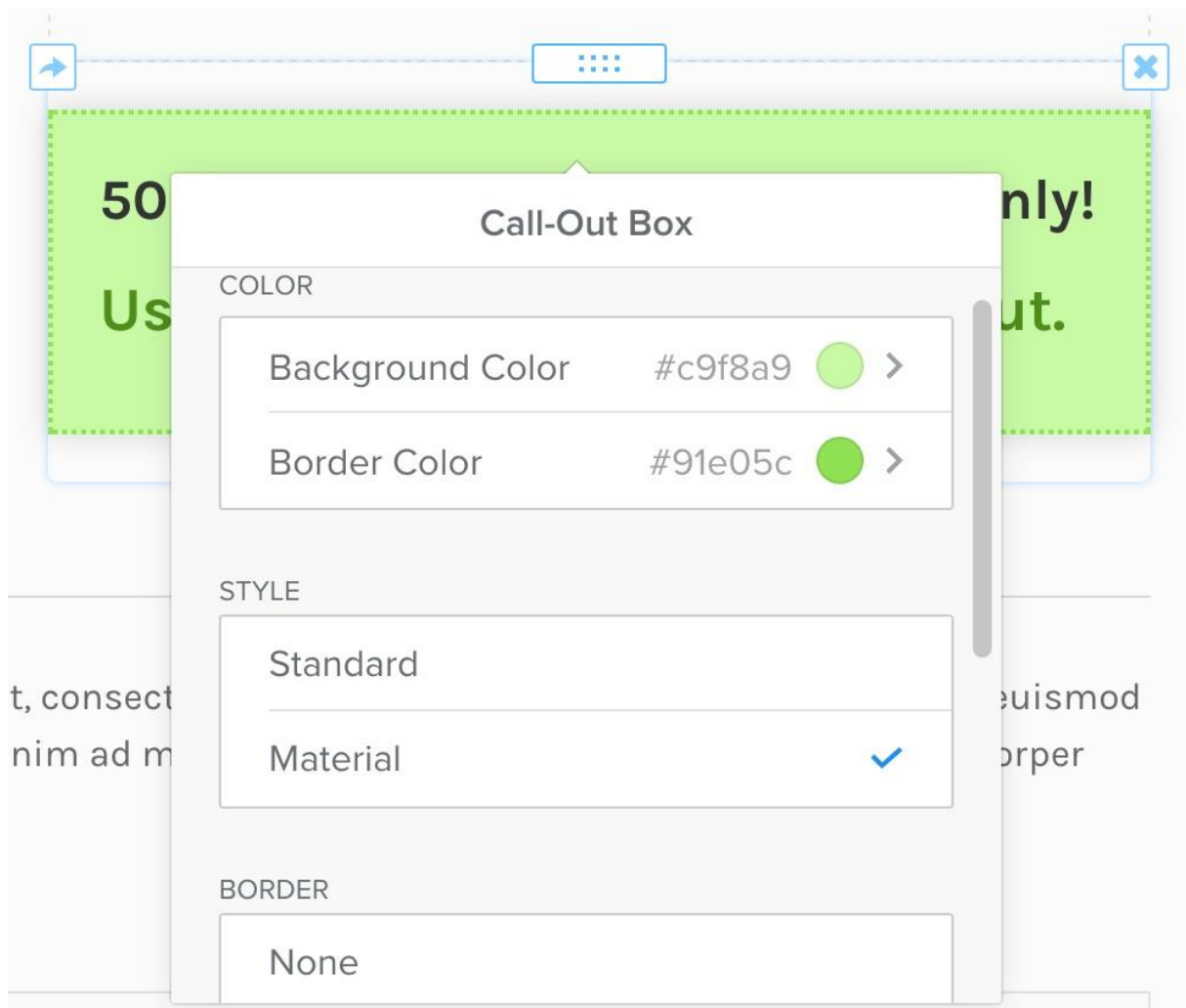
Never miss out on another deal again! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

Looking for a way to draw attention to important information or specific content on your website? Weebly's Call-Out Box app allows you to highlight anything you want quickly and easily.

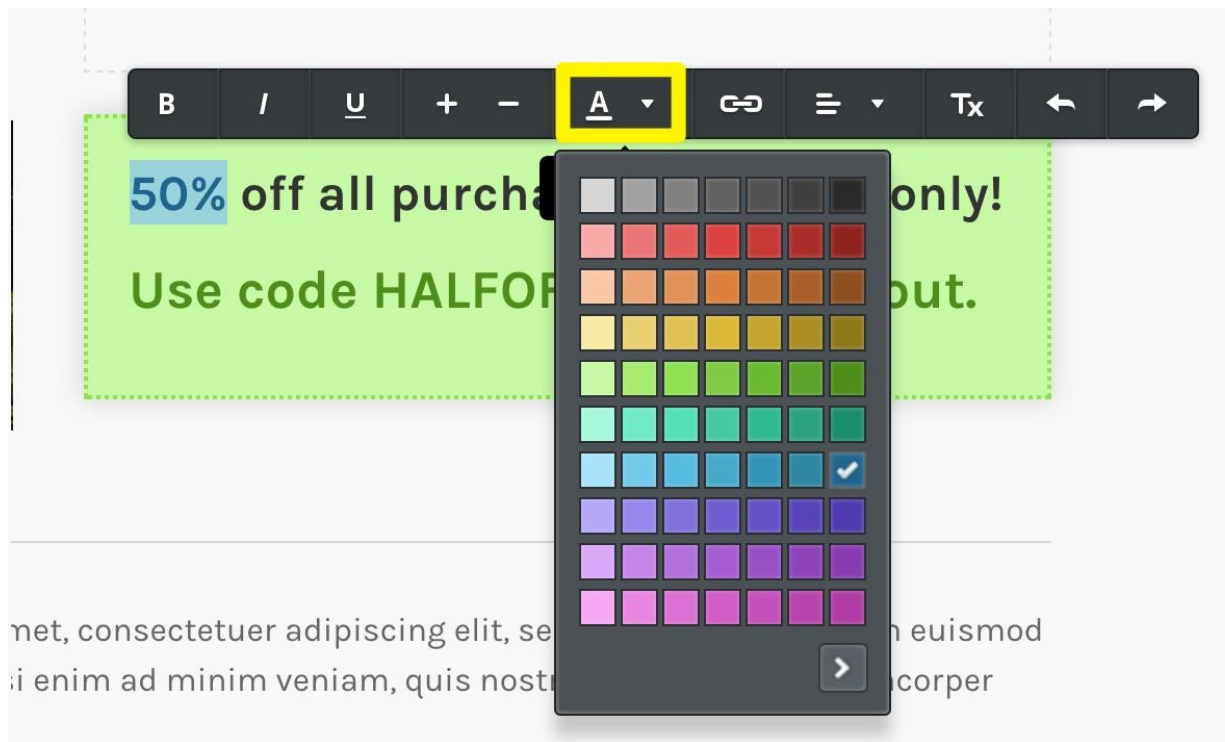


Once you have Call-Out Box installed, scroll to the bottom of the Build tab and drag it to your page like any other element. Next, decide what you want to showcase with the Call-Out Box and add other elements accordingly. We're using the app to alert customers to a special discount in the example above, but there are many possible uses for the app - go ahead and get creative with it.

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Once you've arranged your elements in the Call-Out Box, you can adjust settings like spacing, background and border color, and choose from two different looks for the app itself. Click on the element to activate the Settings pop up and make any changes you want. Want to change the color of any text in your Call-Out Box? Those settings are actually managed in the Themes tab. If you don't want to change your font colors for the rest of your site, you can select the text within the Call-Out Box and change the color with the tool bar.

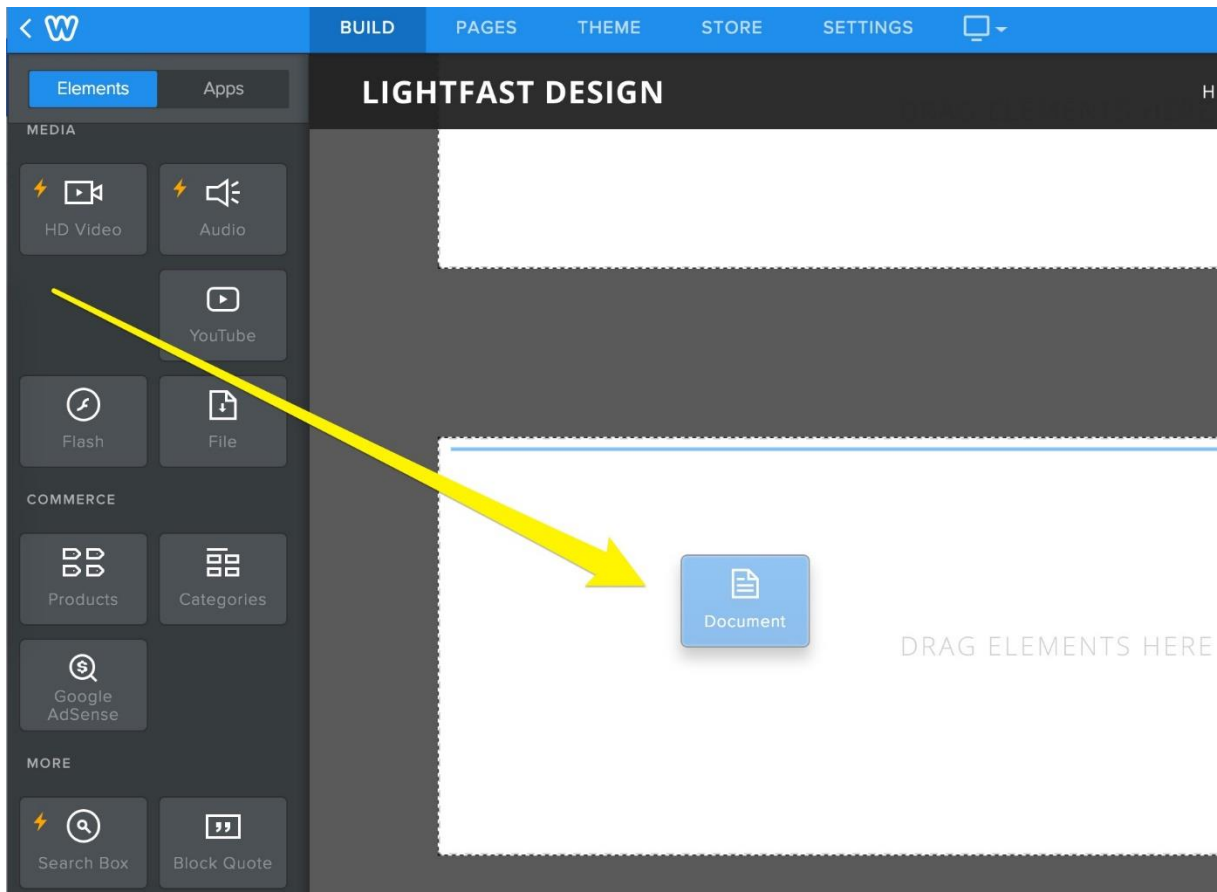


Documents

This section is all about documents in Weebly.

Display Documents on Your Website

The Document element, powered by our partner Scribd, allows you to upload and display documents on your site for easy online viewing.



Drag the Document element from the Build tab over to your page and drop it where you'd like it to display. You'll see a sample document asking you to click on it to upload a new file.

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Document

Upload File

HEIGHT

Small

Medium

Large



Extra Large

Click Upload File to locate a document on your computer or drag one to the upload window. The Document element supports PDF and DOC/DOCX file types, so your computer may show other files as greyed out to indicate they can't be uploaded.



You may need to wait a moment for the document to display while it finishes uploading and converting, but you can move on to other things or exit the editor if need be - it'll keep working in the background and will display normally when finished.

When your file is finished uploading, you can adjust the size of the element by clicking on it and choosing the height option that best fits your document.

Link to Documents, PDF, Powerpoint Slides, and More

You have the option to upload and link to pretty much any kind of document, allowing a visitor to download it to their computer.

You can link to a file by highlighting the text you want to link or clicking on an image and choosing the link option. If you're linking text, it'll look like this:



If you're linking an image, it will look like this:

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Replace Image

Edit Image

Replace Image

Lightbox



Link



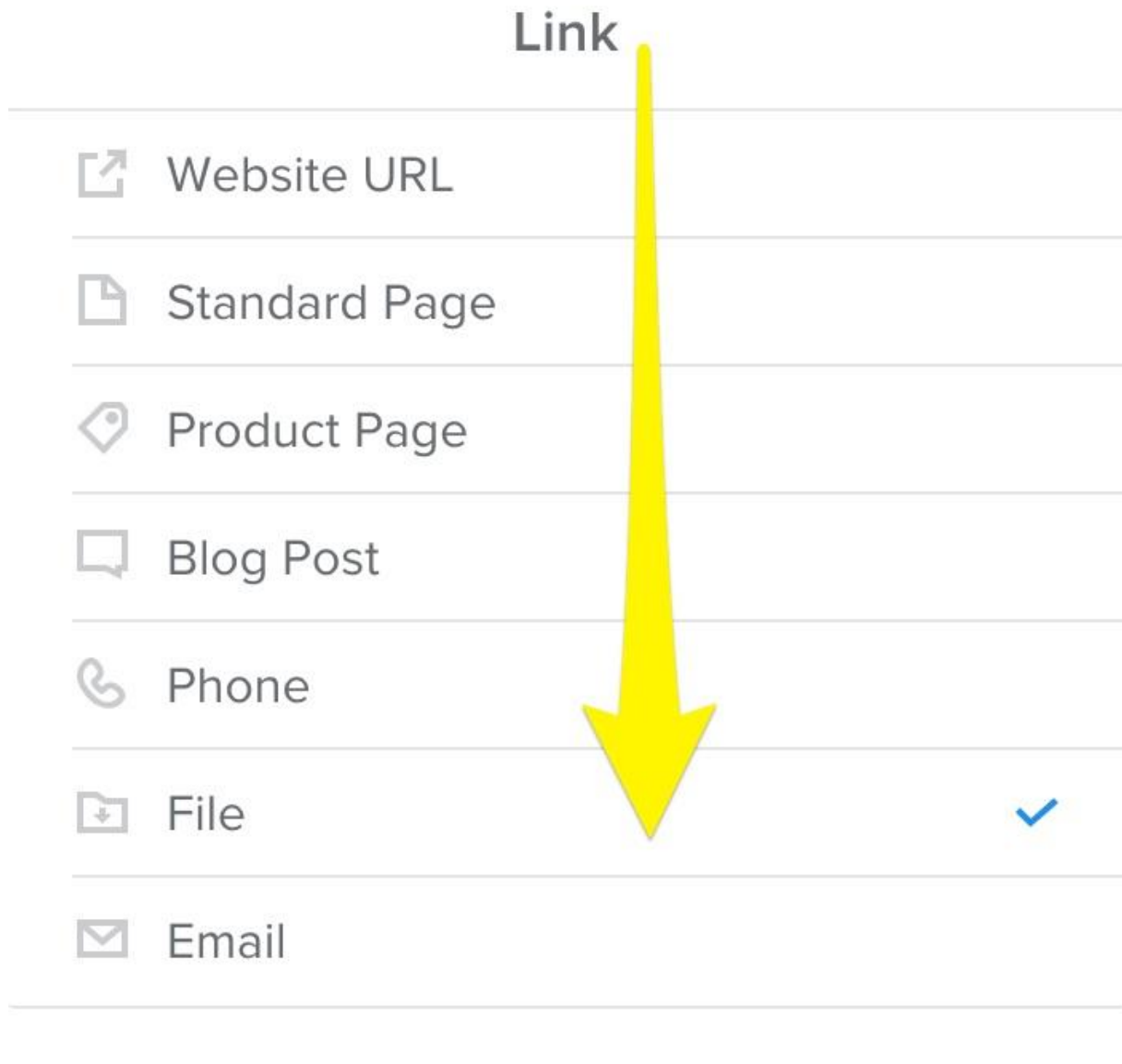
Align



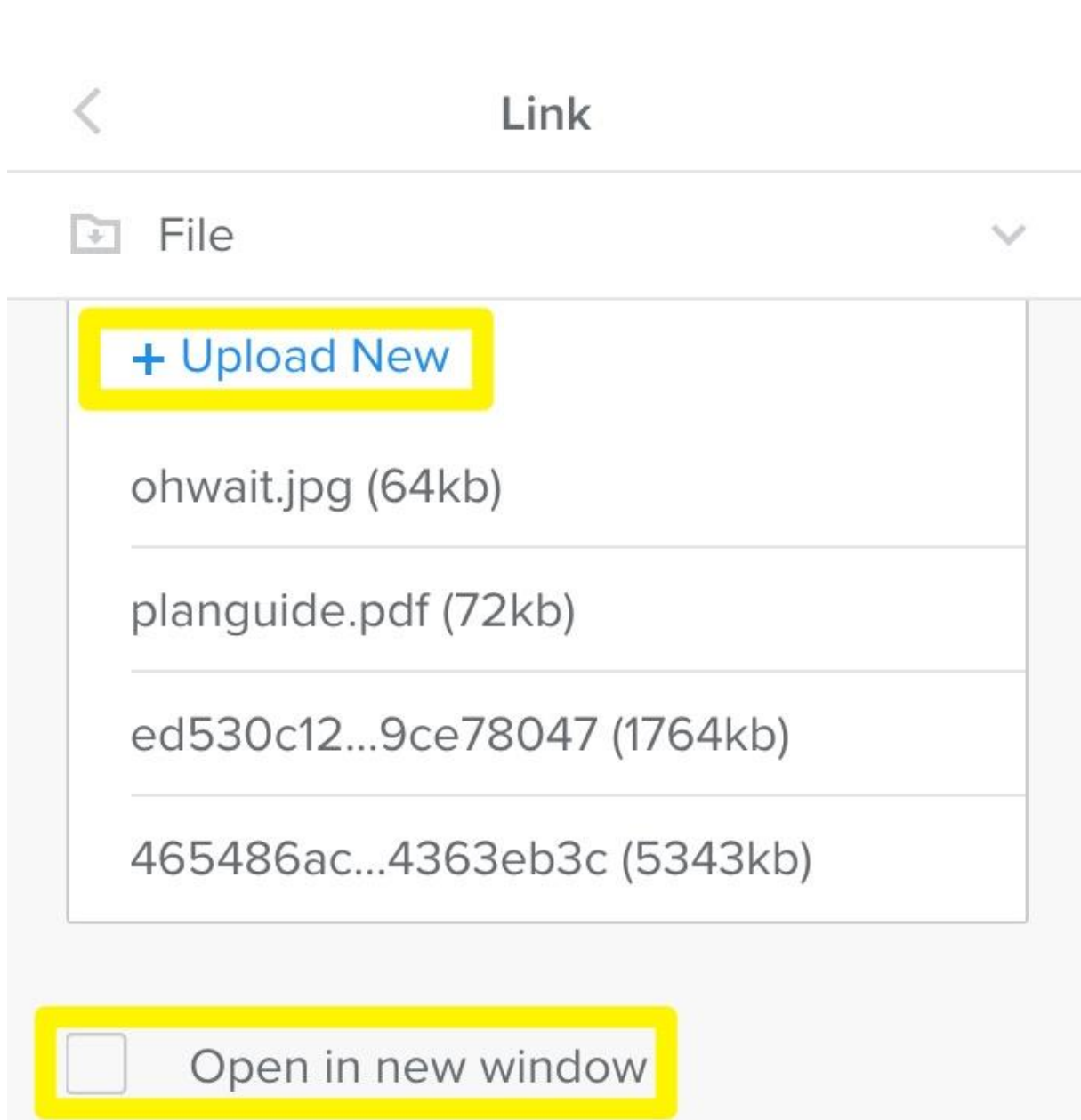
Spacing



Both image and text links will open a dialog box like the one shown below.



Click on File and select the file you want to link to. You can upload a new file or use one that you've uploaded in the past. If you scroll up in the dialog box you'll see a search field you can use to locate a previously uploaded file by name. Note that this search works only with files you've uploaded using the link setting and won't be able to search files or media added directly to an element on your site.



You can choose to have your linked file open in a new window, but keep in mind that not all file types can be opened in a browser. If the visitor's browser doesn't have the ability to display the file, it will attempt to download the file instead.

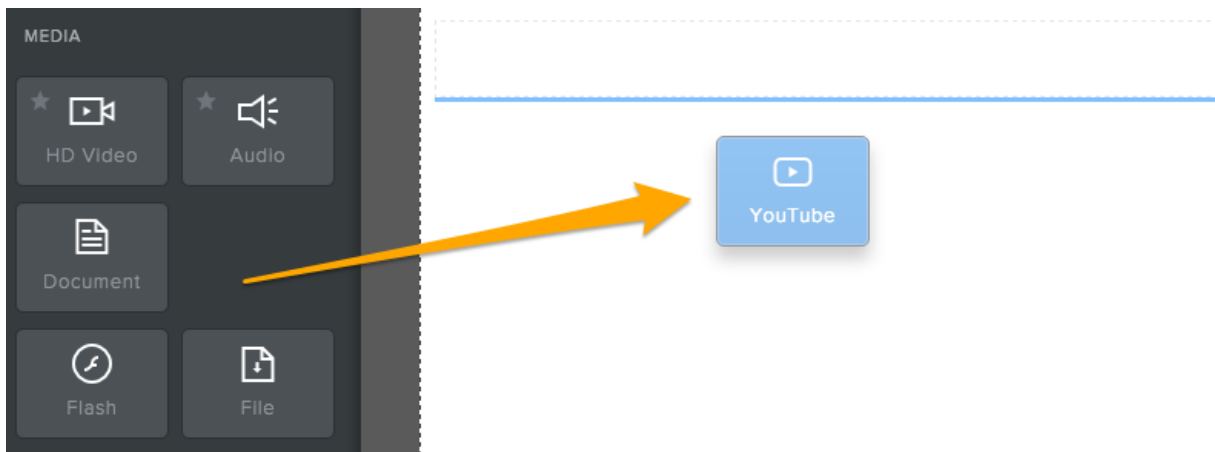
Videos

This section is all about videos in Weebly.

Embed Video from YouTube, Vimeo, and Others

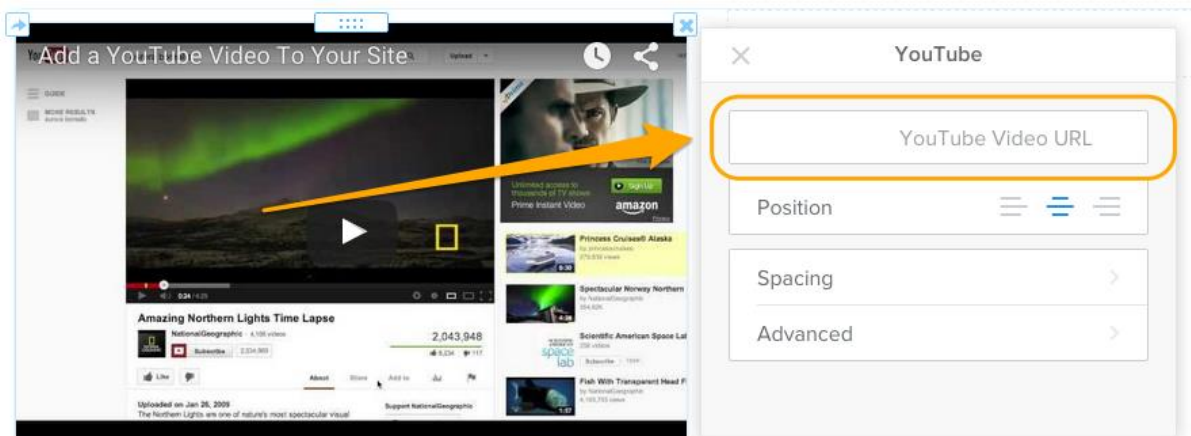
YouTube element

Our YouTube Video element allows you to share videos from, er, what's that place called? Oh yeah, YouTube! This element can be found under the Media section of Elements.



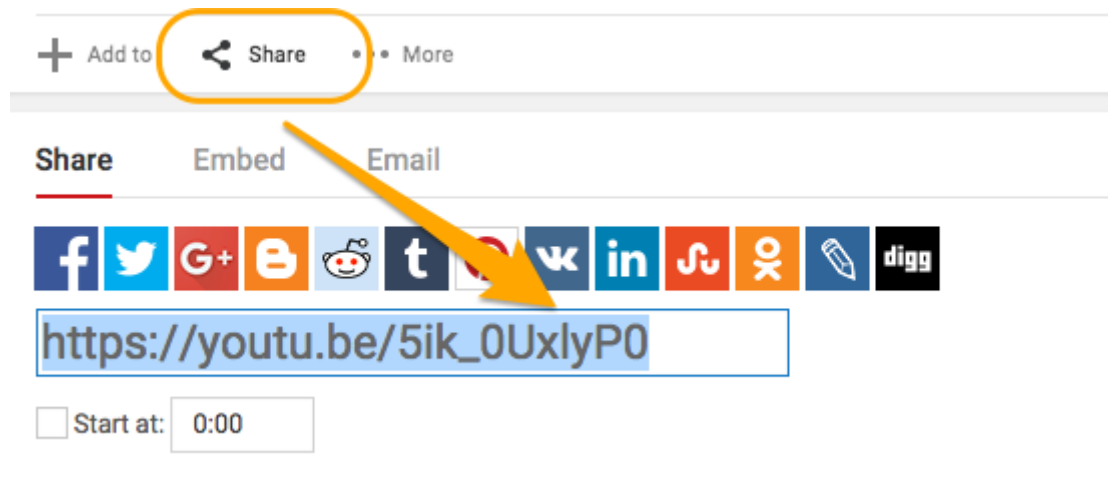
This element is one of two ways you can add a YouTube video to your site. The second (and more flexible) way is to use our Embed Code element, which we'll tackle next.

Drag the element to a page and click on it to bring up the toolbox. You need to enter the direct link to the YouTube video in the provided field.



To find the direct link, click the Share button beneath the YouTube video. And copy / paste from there. No other link will work, so be sure to use the one found here.

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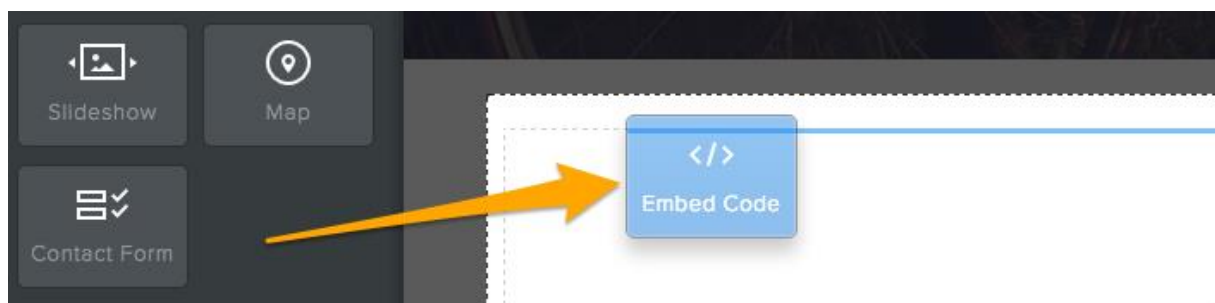
Once you add the link, the video should show up on your page in less than a minute. If it does not show up then you are not using the direct link—please double check that you are copying the proper link using the [Embed Code](#) option noted above. Once the link is in place, you can determine the size of the video player using the Advanced option in the YouTube element's toolbox.

If you feel at all limited by this element, you're also welcome to embed videos from YouTube using our Embed Code element. How so?

Embed videos from YouTube, Vimeo, etc.

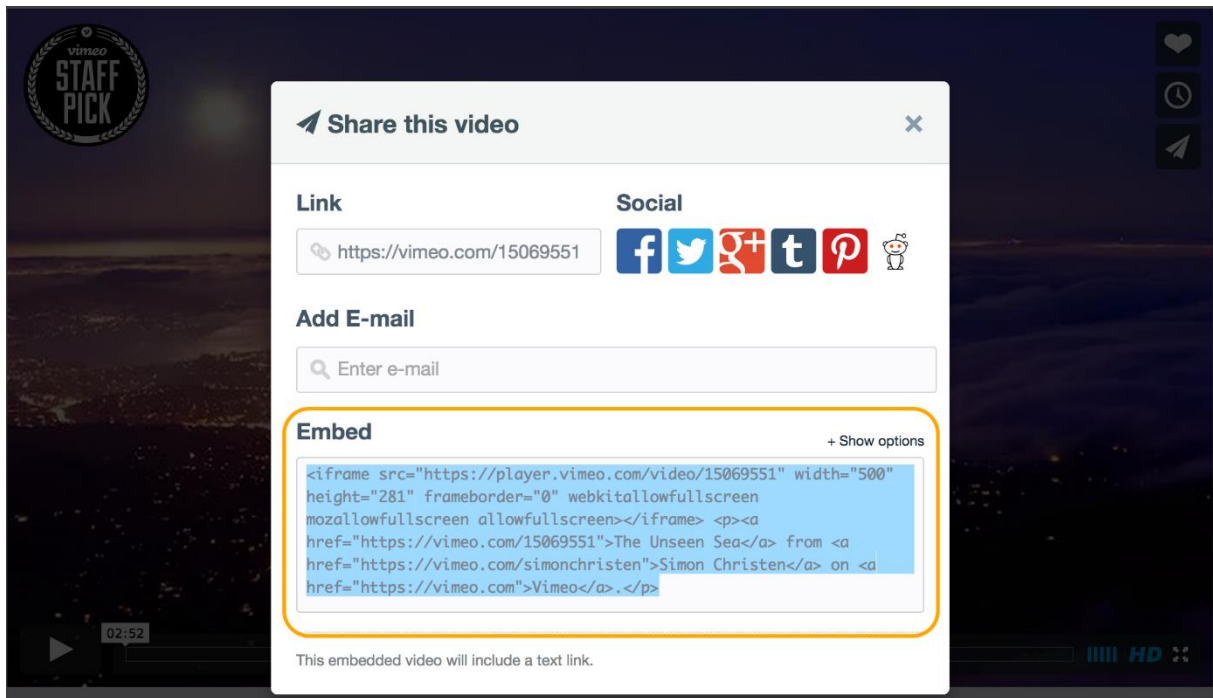
Our Pro elements are not the only way to add Video and Audio to your site. You can add multimedia content from [Vimeo.com](https://vimeo.com), [Blip.tv](https://blip.tv), [Ustream.com](https://ustream.com) (and many other providers) using our Embed Code element.

Start by dragging the element to the page.

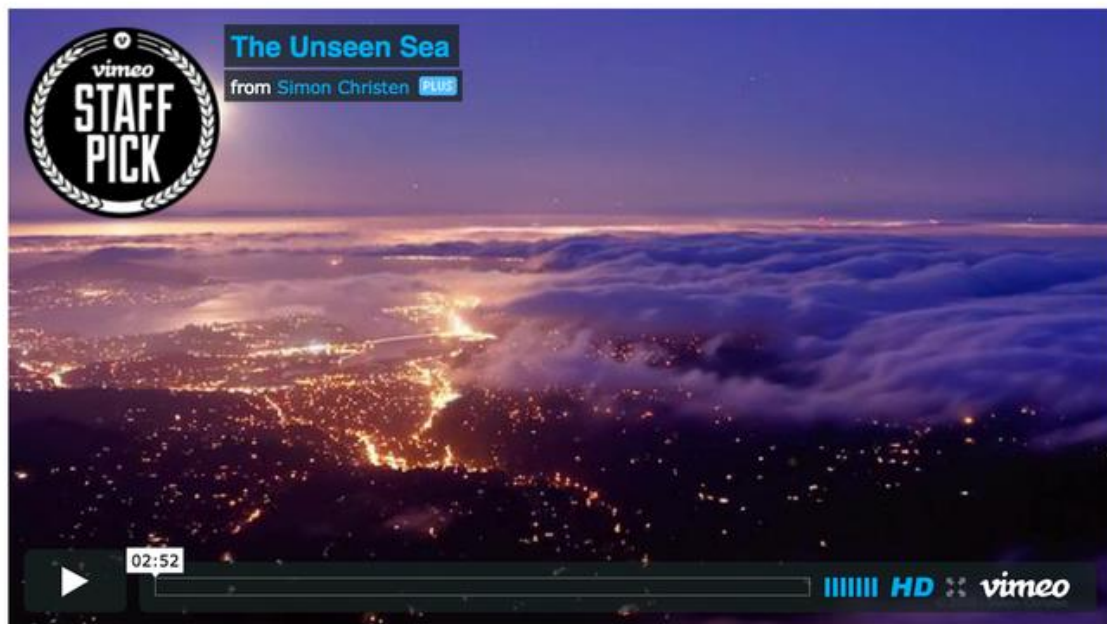


Then get the embed code for whatever you're looking to add to the site. This can usually be accessed via an embed or share button found on or near the content you're looking to share. In Vimeo this share button appears on the right side of the video.

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Once you have the embed code, click inside the Embed Code element, then select Edit Custom HTML to paste it in place. When you click outside of the element, your content should show up there.



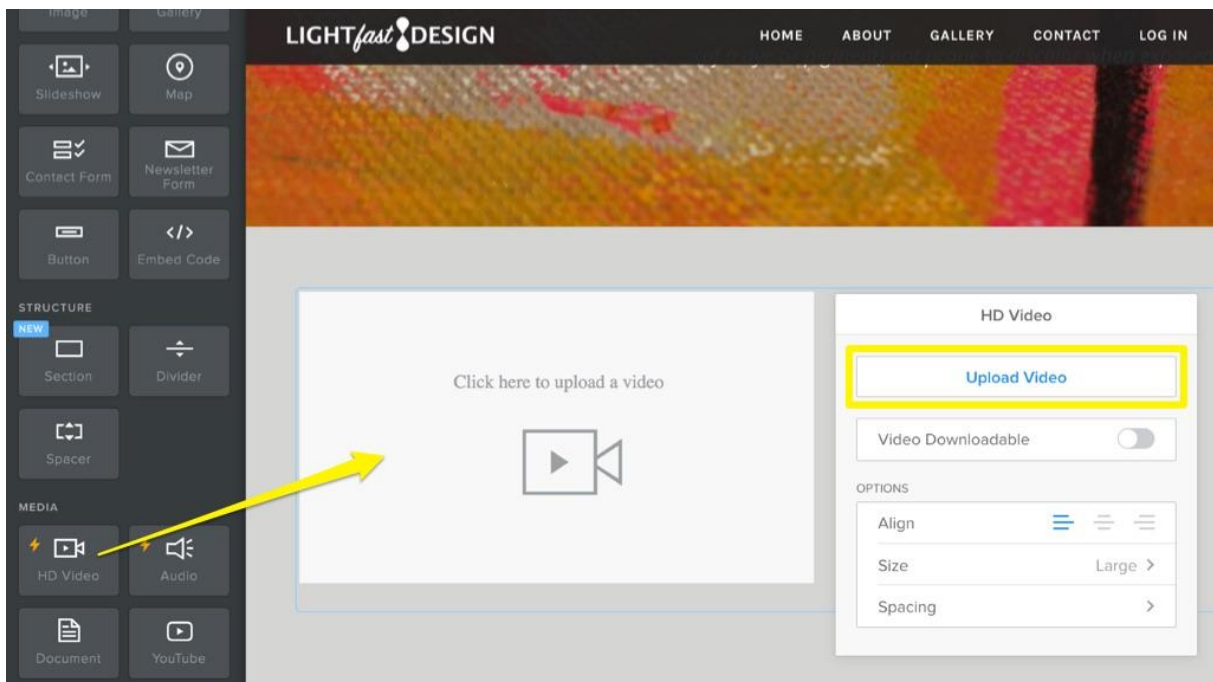
The Unseen Sea from Simon Christen on Vimeo.

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Upload HD Videos Directly to your Website

If you're on the Pro plan or higher, you can use the HD Video element to upload video directly to your website and display it in an unbranded video player. This looks more professional and can be less distracting for your visitors than embedding video from a branded website.

The HD Video element is in the Media section of the Build tab. Drag it over to your page to get started.



Click on the element to open the options and start an upload. Most standard video file formats are supported (MP4, MPG, MOV, WMV), and you can upload videos up to 1GB in size.

Depending on the size of your video and your internet connection, it may take some time for the upload to complete. You'll see a status bar showing the upload progress, and you can go ahead and work on other parts of your site while you wait.

When your video is uploaded, we'll automatically encode it for optimal playback. This can also take some time to complete, but you can keep working on the rest of your site while you wait.

Once the encoding completes, you're all set! You can also adjust the alignment, display size, and spacing for your video, or allow visitors to download a copy of the file if you wish.

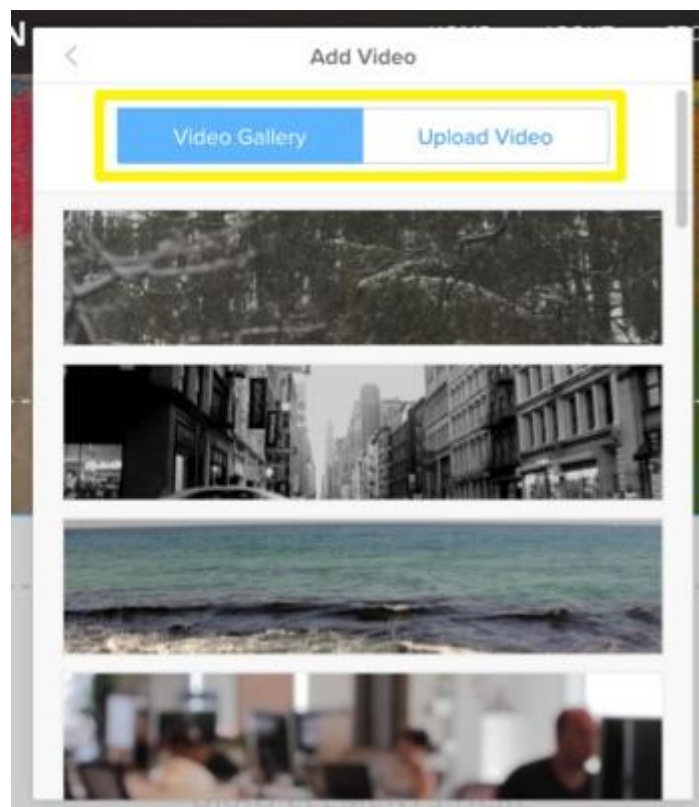
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How Can You Use a Video Background?

Customizing the backgrounds on your pages is a simple way to add personal flair and make your site stand out. You can add a different background to each section and header on your site, so your creative options are practically unlimited.

Backgrounds fill the entire width of the page and can be an image, a video (for Pro subscribers and up), or a solid color. You can use your own files or choose from our galleries of optimized, high-quality media. Image and video backgrounds can be further customized with scrolling effects.

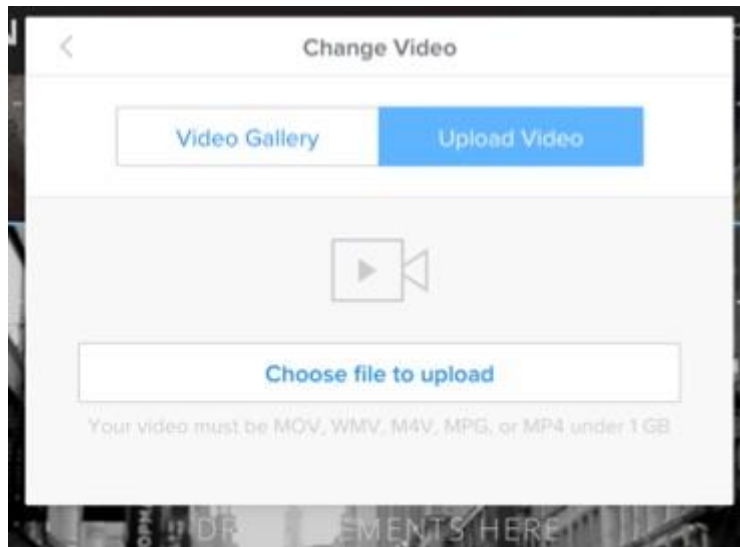
We'll look at how to use each type of background and provide some tips to help you make the most of your images and videos.



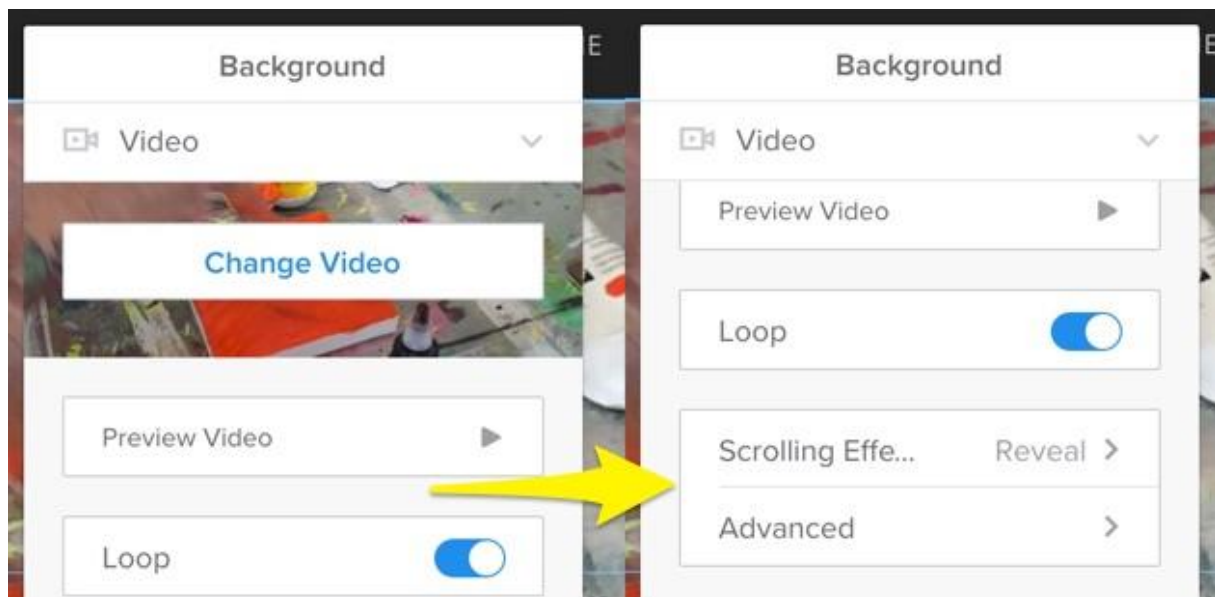
A video background will add dynamic visual appeal and make your site more engaging for visitors. We've provided a gallery of videos that are optimized and ready to use on your site, but you can use your own as well.

If you're uploading your own video, be sure that it's less than 1 GB in size and one of the following formats: MOV, MP4, M4V, WMV. You'll want to use a good quality video that's large enough to fill the width of your page without distortion or pixilation. Most smartphones are capable of recording videos that will work well as backgrounds, so you may already have what you need to create a great-looking video.

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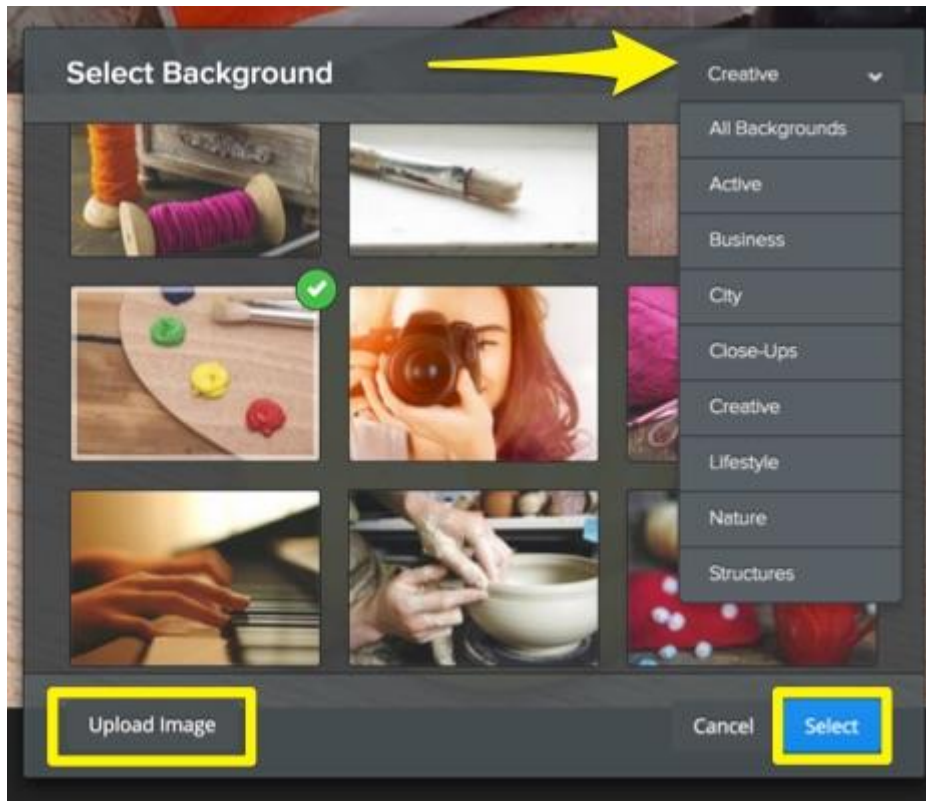


Click on the section you want to add a video to, and then on Edit Background. Click on Video and then Add Video. To use a video from the gallery, simply click it to set it as your background instantly. To upload your own, click Upload Video and then choose the file to upload. Your video may take some time to finish uploading and display on the page, but you can go ahead and work on other things in the editor while you wait.



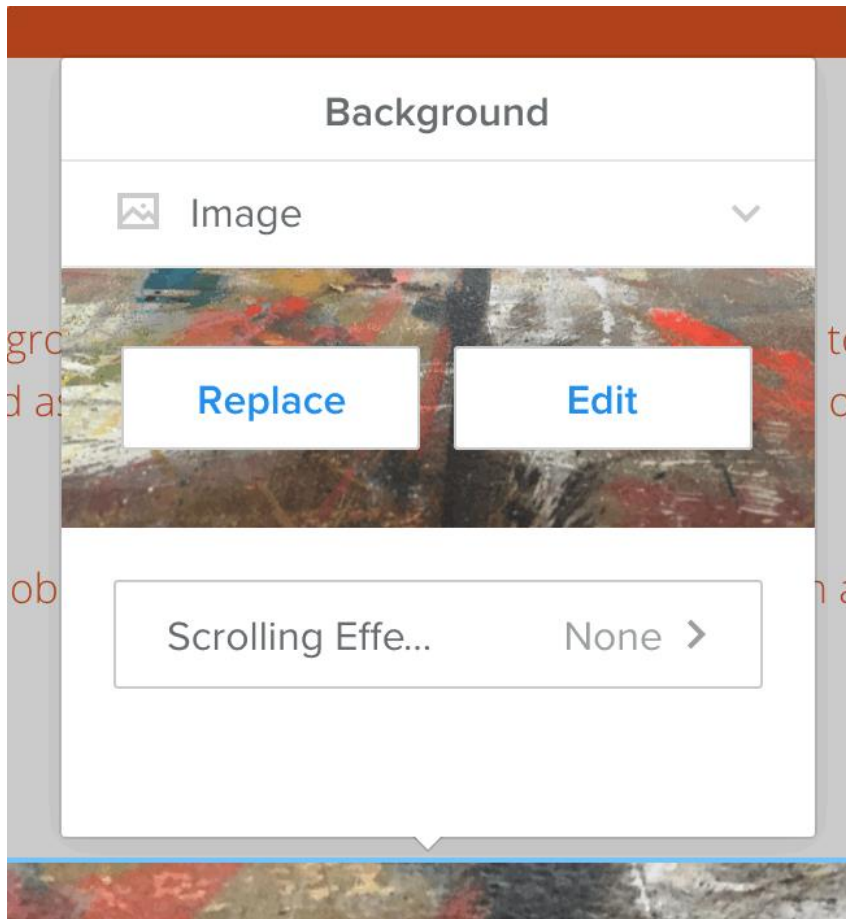
Click on Edit Background again to use a different video, see a preview of how it will play, or toggle the Loop setting on or off. Scroll down to toggle the Reveal scroll effect on and off and set the vertical alignment for content in the Advanced menu.

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To use an image background, click Edit Background for the section you're working with. Select Image and click add image. You can choose one from our gallery by clicking on the image thumbnail and then on the select button. The images in the gallery can be filtered by theme using the menu at the upper right.

To add your own image, click Upload Image and choose the file you want from your computer.



Click on the section and then on Edit Background to bring up the settings. Here you can edit or replace the current image and choose a scrolling effect for the background.

Like videos, images will also look the best when they're high-quality and large enough to fit comfortably across the width of your page. Again, most phones have a good built-in camera capable of taking photos that will look great on your site. Wondering exactly what size the image needs to be? There really aren't specific dimensions for a background image, but a good rule of thumb is to choose an image roughly 2,000 pixels wide and at least 1,000 pixels high - that's large enough to ensure your background will look good on all screen sizes and devices.

Inspiration

Comes in many shapes, sizes, themes and forms.



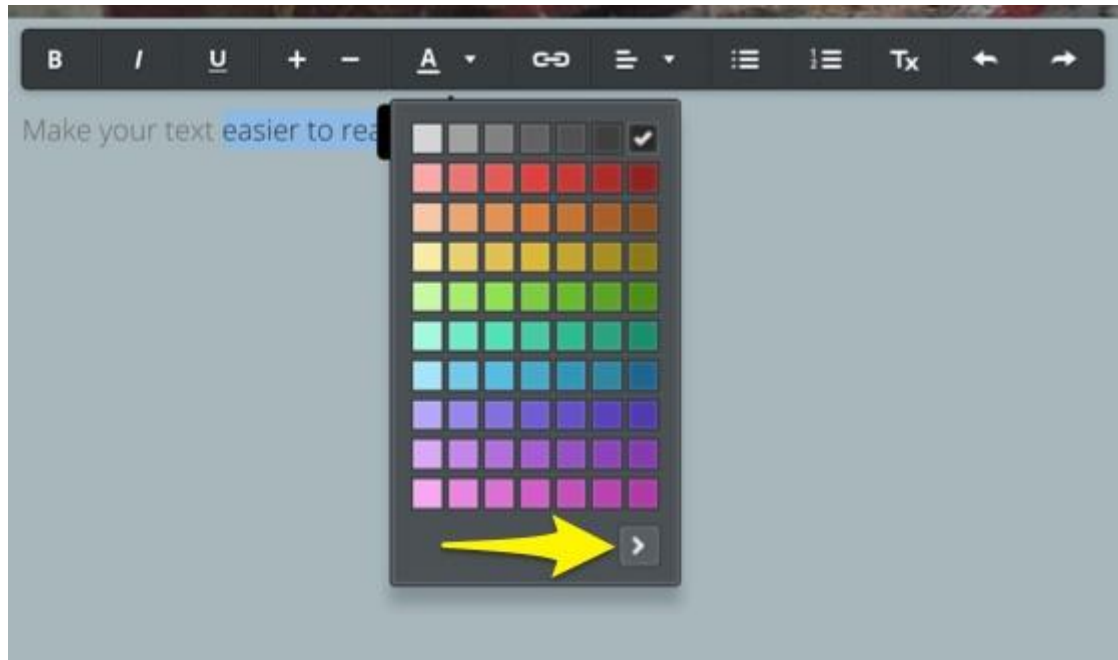
A solid colored background is a great solution if you want to make a bold statement or showcase special content on your page. Click the section you want to add a color to and then click Edit Background, then select Color.



Click the Change Color button to open the Color Picker. Drag the circle in the spectrum bar to the color you want, and then drag the circle in the color gradient field below to fine tune the lightness and

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saturation of the color. If you already know what color you want to use, you can simply type the hex code in the field below.



What if the font colors you've chosen don't stand out well against your new background color? You can select the text and change the color using the A button on the text editing tool bar. You can pick one of the preset color swatches or click the arrow below to open the color picker and customize it.

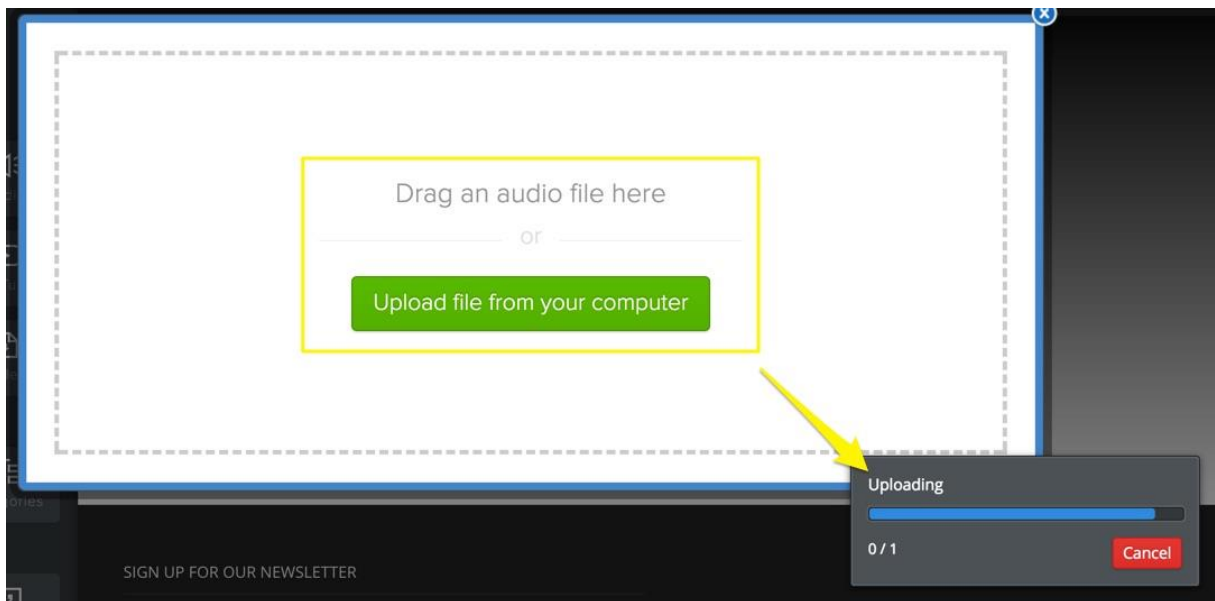
Audio

The audio player element allows you to easily add an MP3 file directly to your website. Using this element requires Weebly Pro or better.

You'll find the element in the Media section of the Build tab. Drag it onto a page to get started.

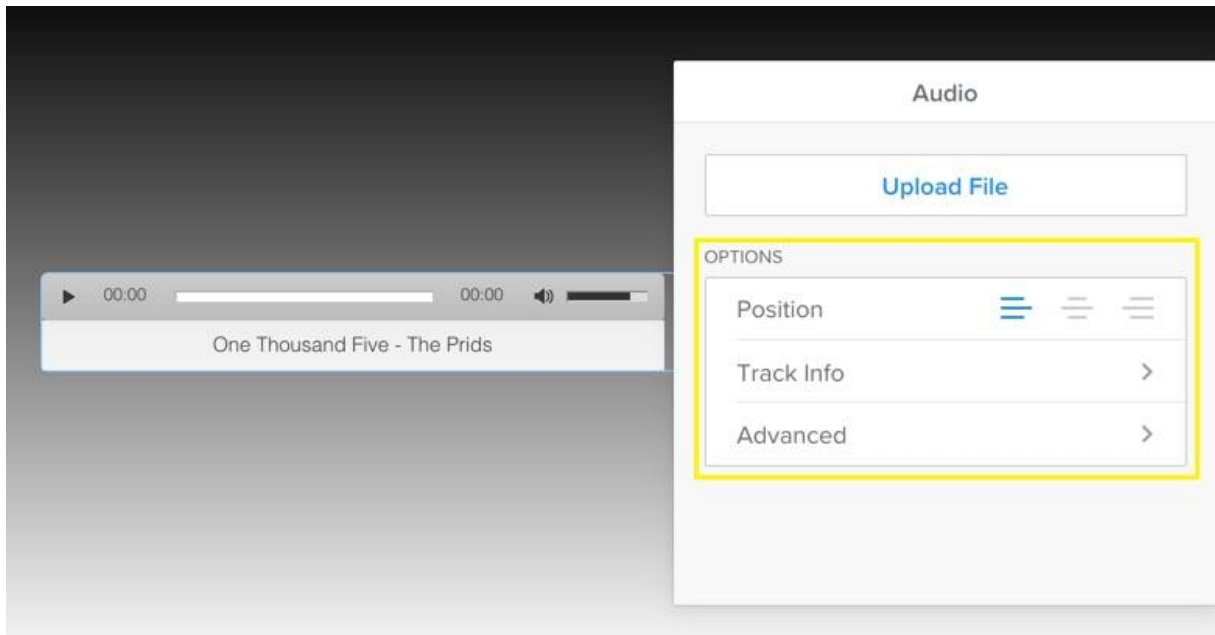


Click anywhere on the element to open the settings panel, then click Upload File to choose an MP3 file from your computer.



The upload may take a few minutes to complete depending on the file size and your connection speed, but you can close the upload window and monitor the status via the upload progress bar.

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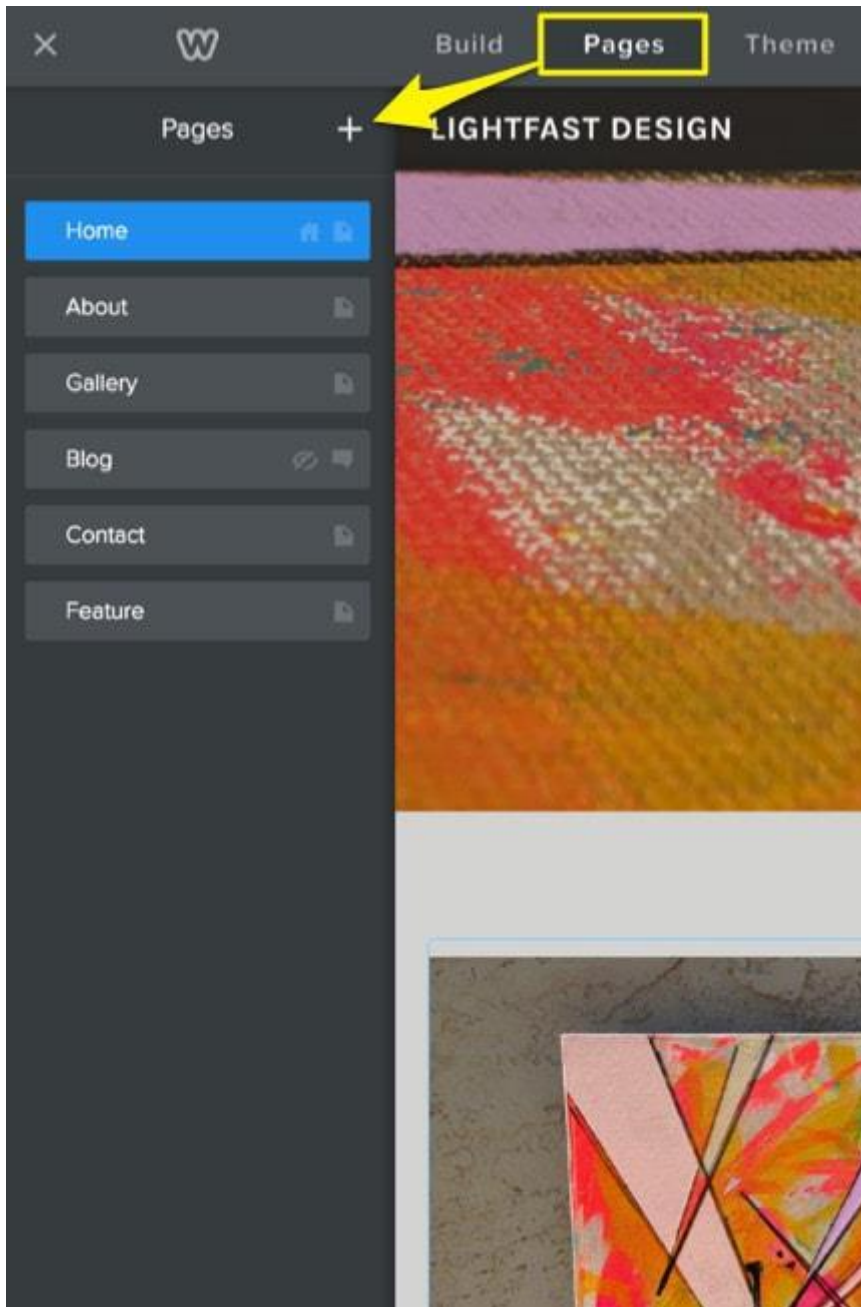


Once the upload is complete, the player will expand to display the artist and track info if this information is embedded in the file. Click again on the element to open the settings panel and adjust the position and color of the player (light or dark). You can also enter the Artist and Track info here if it's missing from your file.

The audio player currently only allows for a single MP3 file. If you're looking to add a full playlist, you may want to search the Weebly App Center - there are several different audio apps that have playlist functionality.

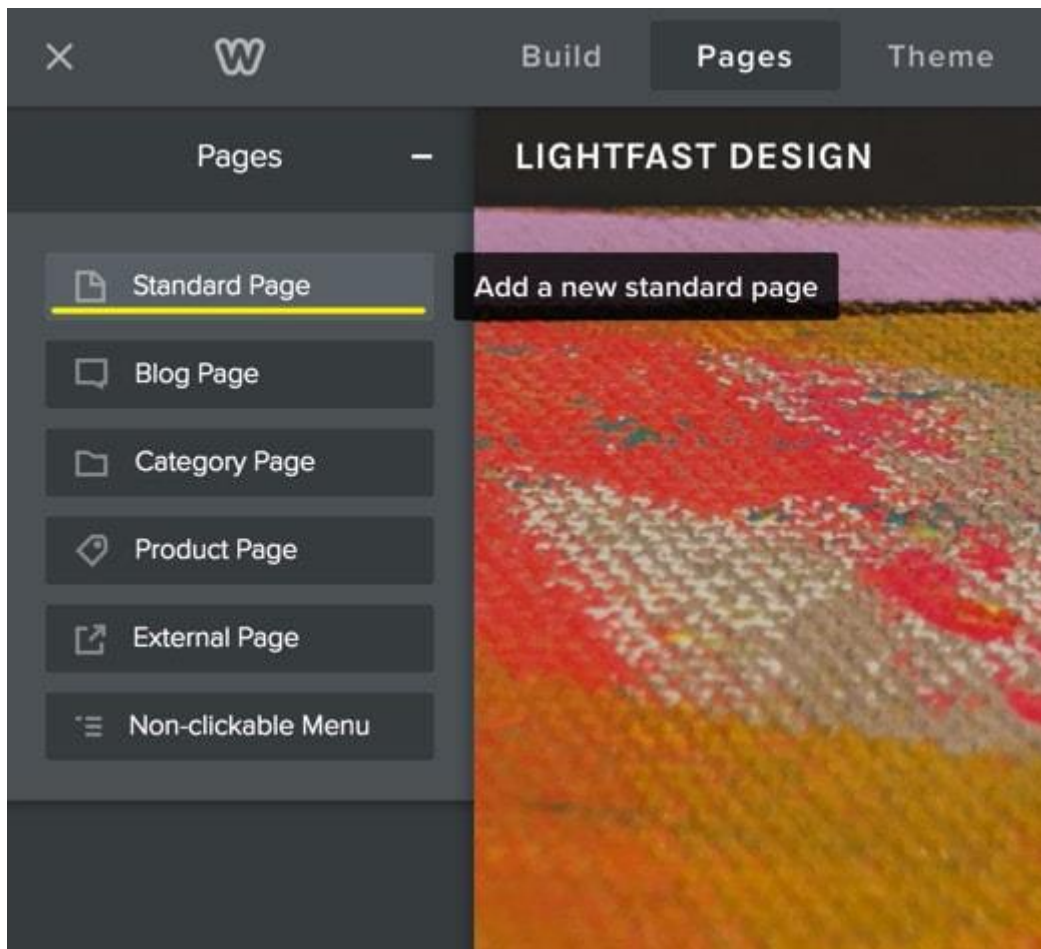
Navigation

Pages are one of the most important parts of a website - they provide structure and organization, and they give your content a nice place to live. You can easily add and manage your pages from the Pages tab, and this article will get you off to a great start.

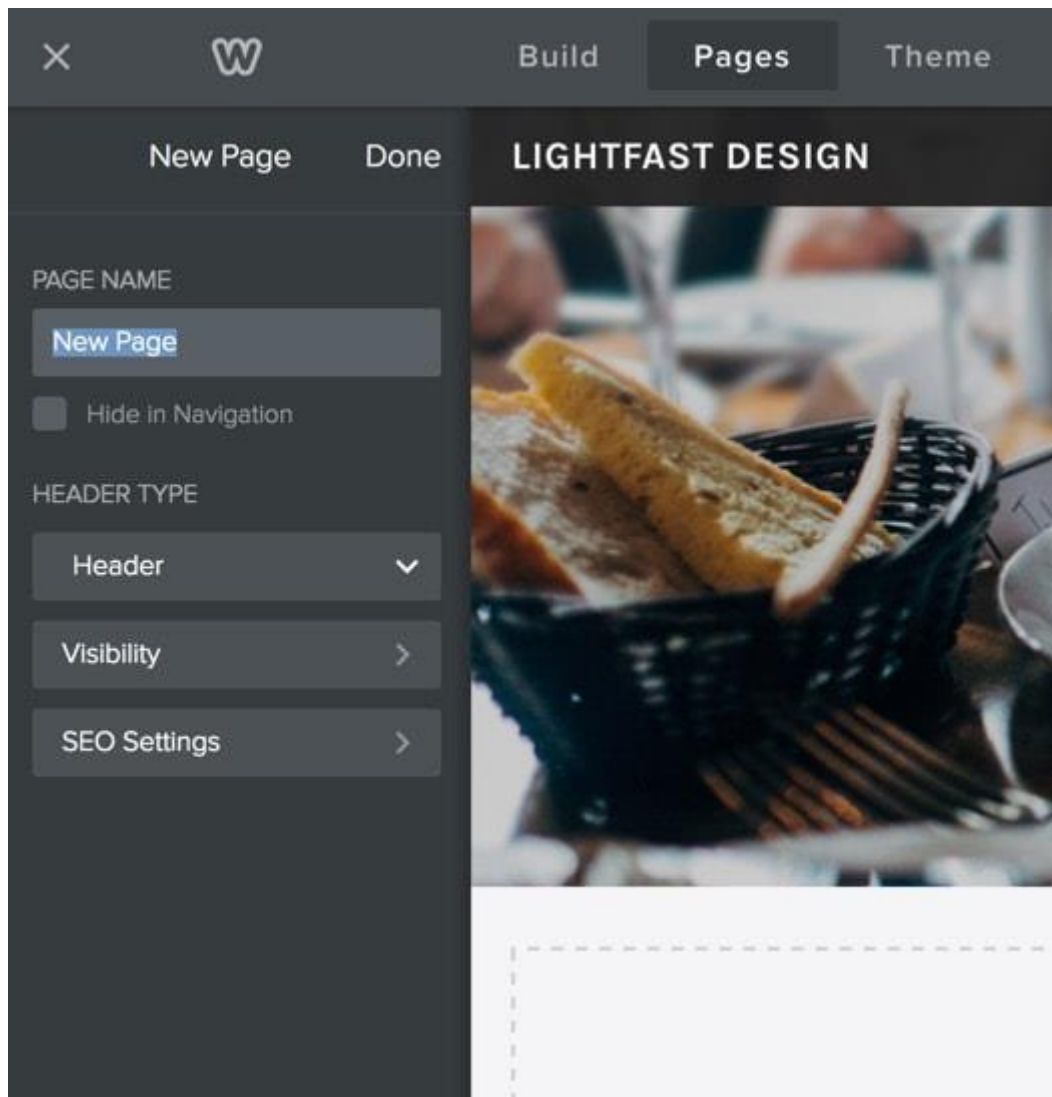


Click the + button at the top of the Pages sidebar to open the add page menu.

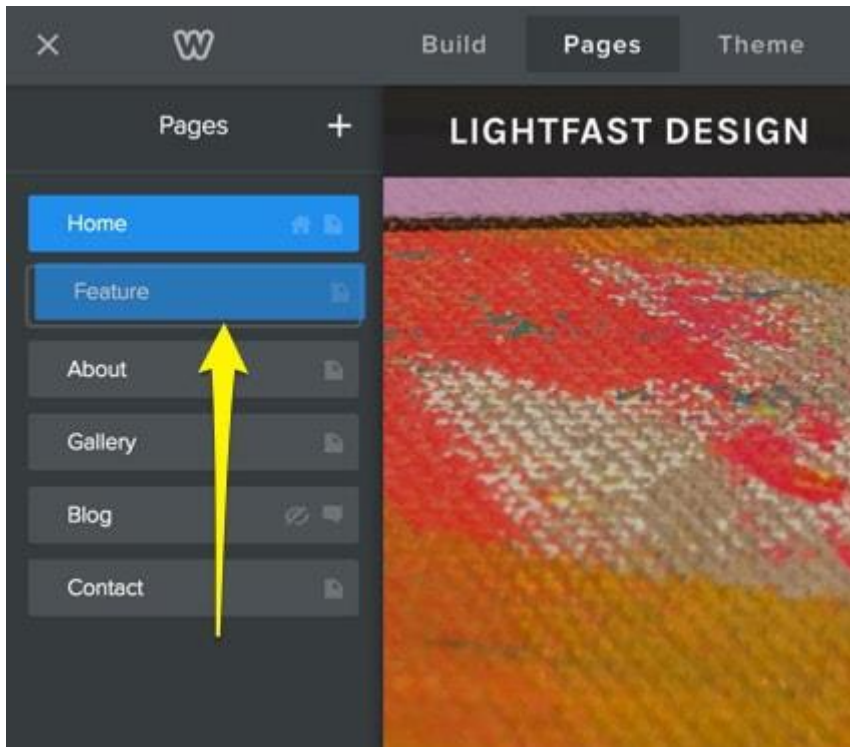
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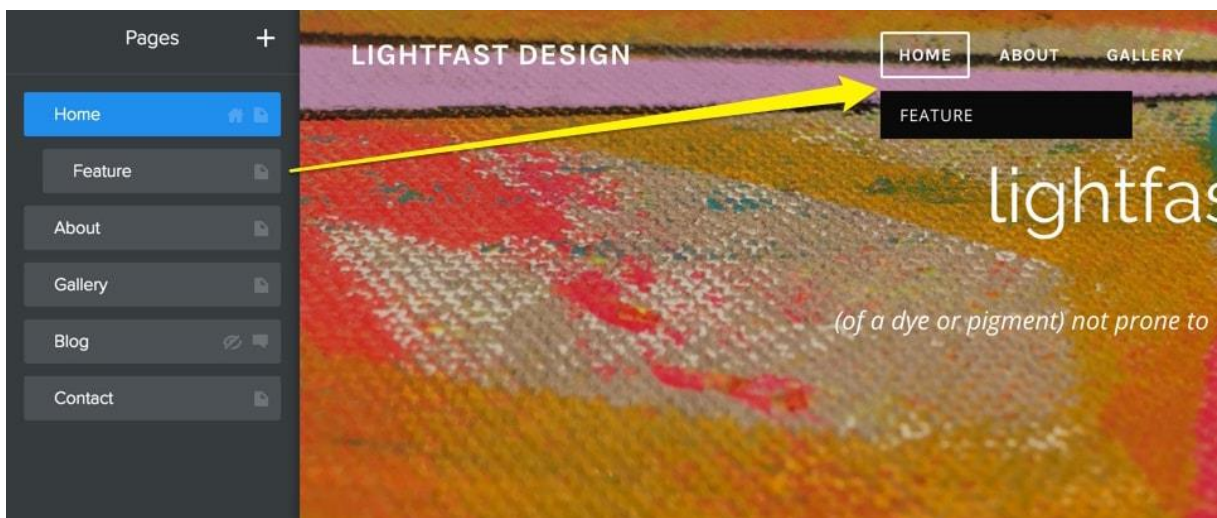
There are several different page options, but Standard Page is the one you'll probably use the most, so it's the one we'll focus on here. You can learn more about Product and Category pages [here](#) and about blog pages [here](#).



Selecting the Standard Page option will create a new page and prompt you to give it a name. You can also change the Header type, configure who can view the page and how, and set up SEO for the page. When you're finished, click done to save everything and return to the list of pages - you'll see your new page at the bottom of the list.

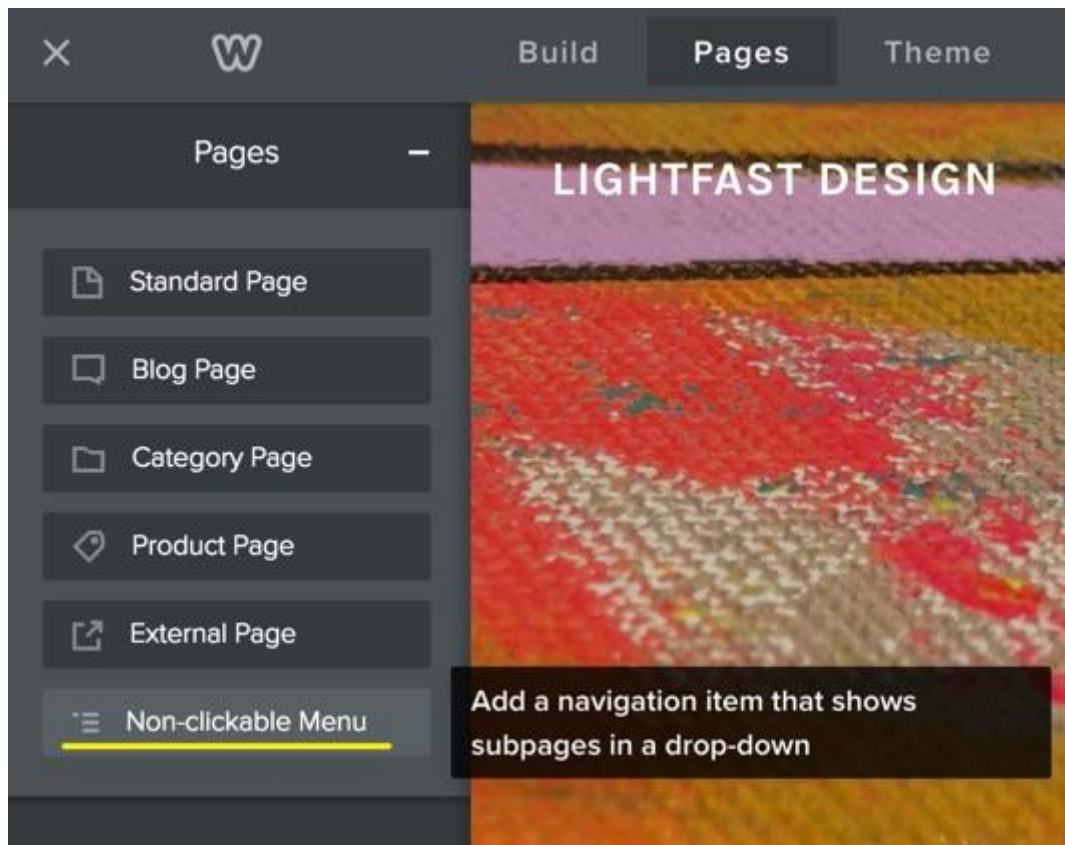


You can rearrange the order of the pages by clicking and dragging them up and down the Pages list. Dragging a page to the very top of the list will make that page your Home page, as indicated by the house icon next to the page name. Changing the order of pages in the list will also change the order in which they're displayed in the navigation.



You can also create subpages by dragging a page underneath and to the right of another page. Add more by following the same process - you can even create sub-subpages by dragging pages under and to the right of an existing subpage.

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The navigation menu will show your main pages, and when you hover over them, your sub-pages will appear in a drop-down menu below them. Your main menu item can be either a functional link leading to a page, or a non-clickable navigational menu. To make it non-clickable, click the + icon to add a page and select Nonlockable Menu. Give the new menu item a name, and then go back to the main Pages tab so you can arrange your subpages.

If you want to edit a page you've already created, just go to the Pages tab and click on the page you want to work on. The page will automatically load in the editor allowing you to make any changes you want.

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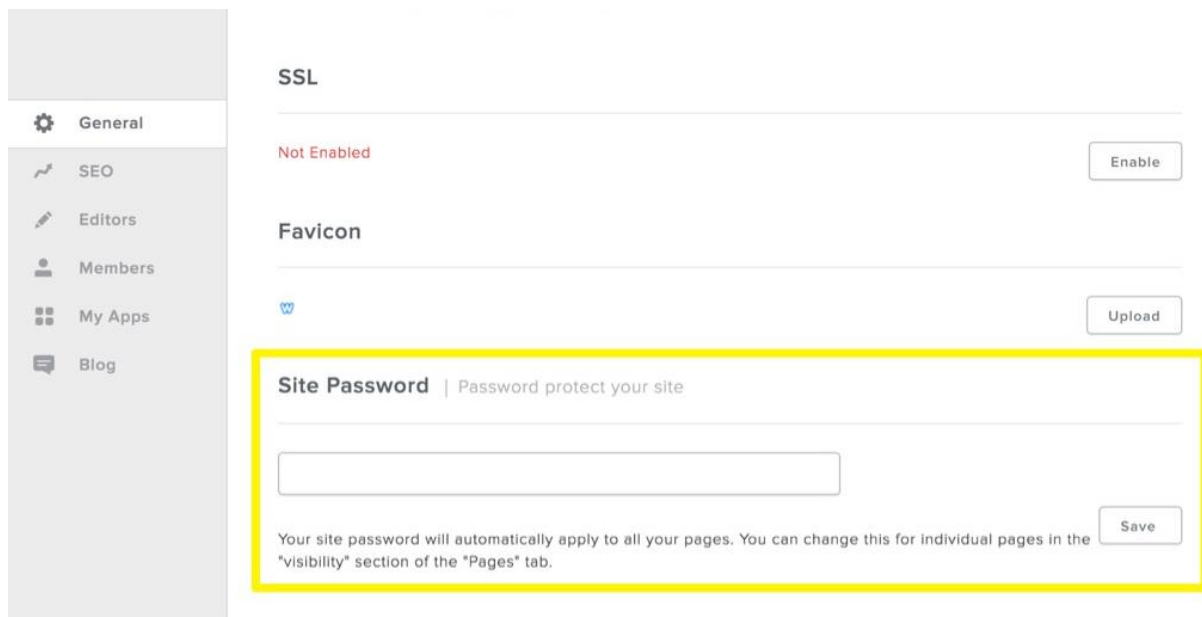
Limit Access & Un-Publish Website

The default visibility for your website is public, meaning people can search for and view all pages and content on the site. You can limit access to your entire website or specific pages in a few different ways.

Password Protect

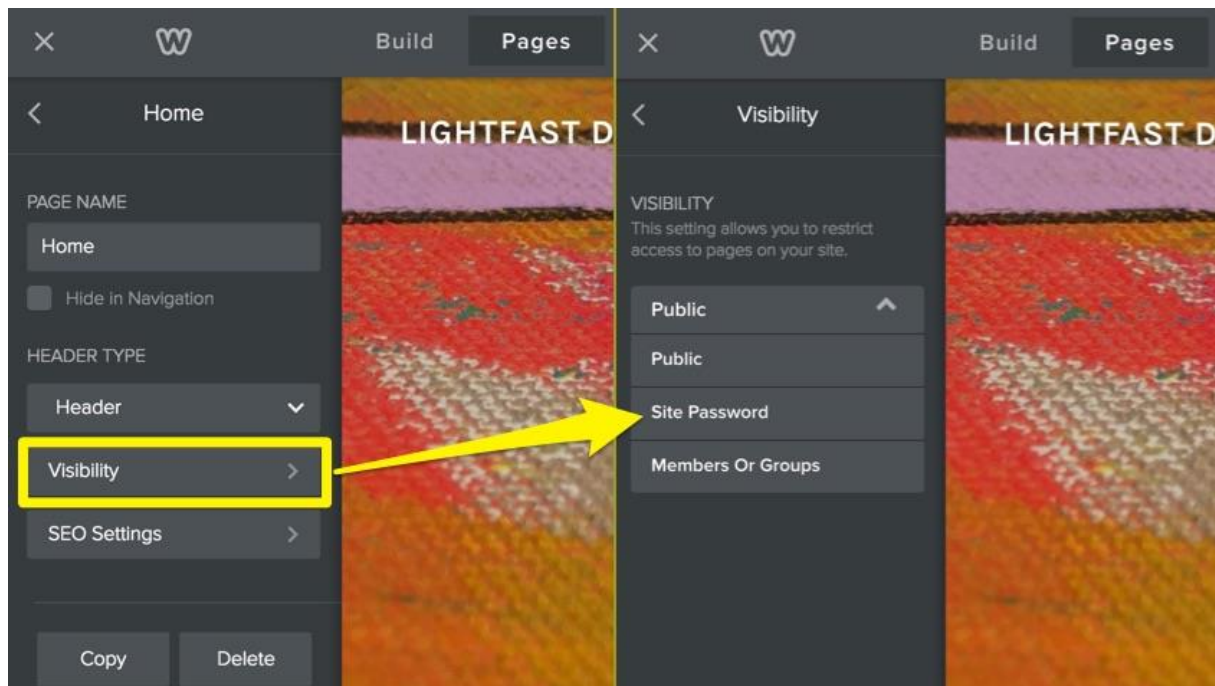
If your site is upgraded to Pro or better, you can lock pages or your whole site with a password.

Under the Settings tab > General > Site Password, you can enter the password you'd like to use to protect your pages, then click Save.



The screenshot shows the Weebly website settings interface. On the left is a sidebar menu with options: General (selected), SEO, Editors, Members, My Apps, and Blog. The main content area shows the 'SSL' section with a 'Not Enabled' status and an 'Enable' button. Below that is the 'Favicon' section with a 'w' icon and an 'Upload' button. The 'Site Password' section is highlighted with a yellow border and contains a text input field and a 'Save' button. Below the input field, there is a note: 'Your site password will automatically apply to all your pages. You can change this for individual pages in the "visibility" section of the "Pages" tab.'

Entering a site password here will automatically lock all the pages on your site. If you only want to password protect certain pages, you can go to the Pages tab and selectively enable or disable the password protection using the visibility menu. If you want to turn off password protection for all pages at once, delete the password from the Settings, then save and re-publish your website.

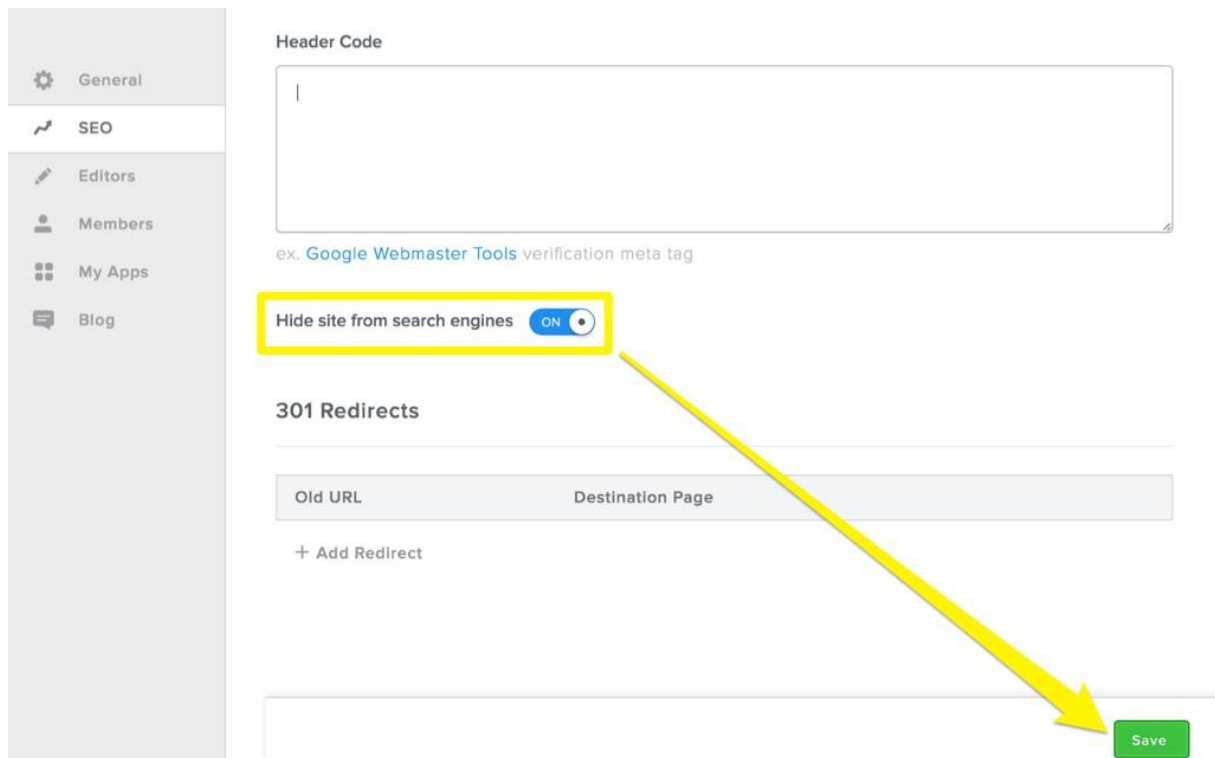


Limit Access

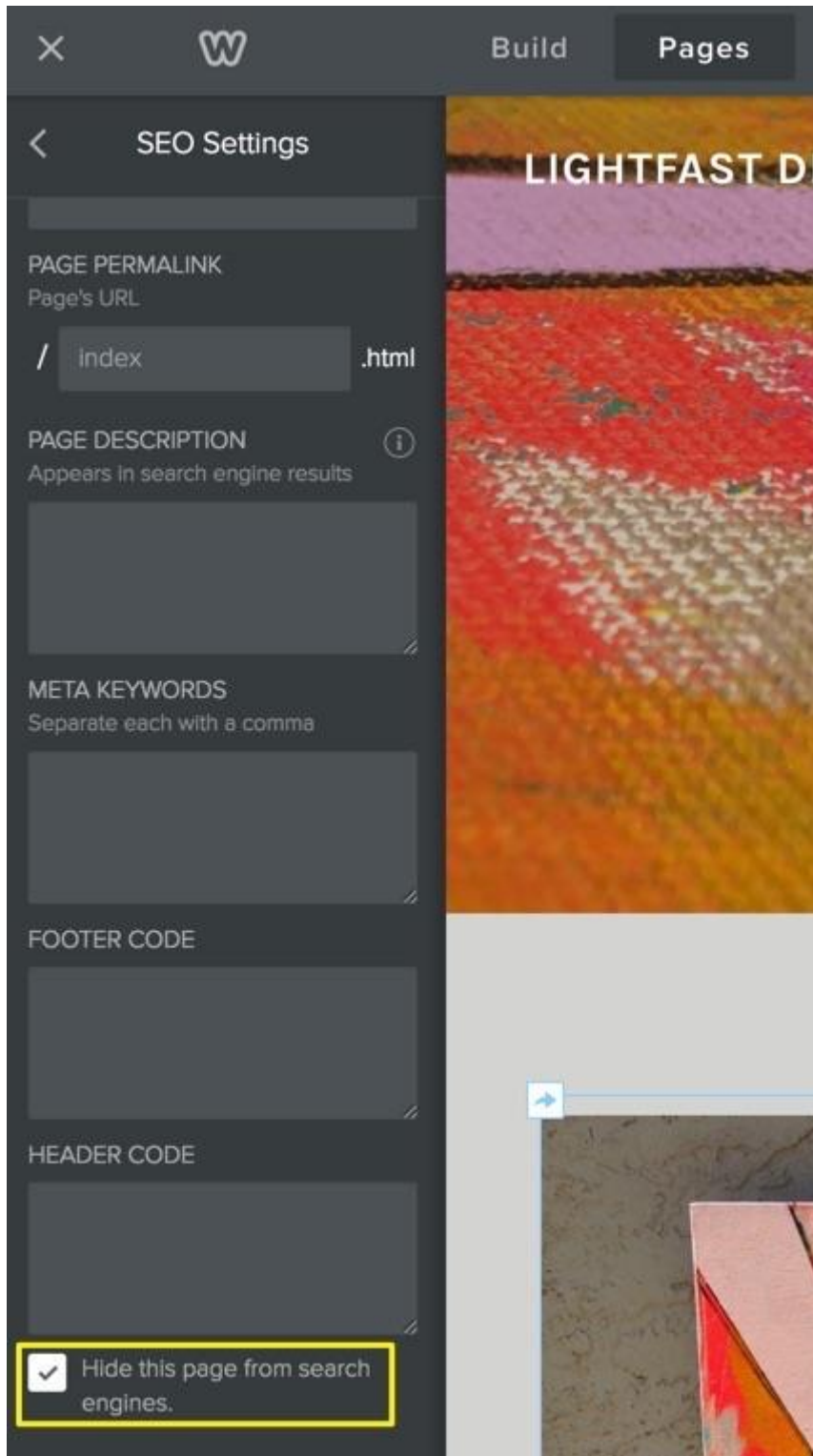
If you're a Pro or Business customer, you have all our Membership features available to you, including restricting access to individual pages, based on specific members and groups.

Hide from Search Engines

If you'd like to hide your site from search engines like Google, Bing and Yahoo, you can do so under the Settings tab > SEO, then scroll down below the Header field and select Hide site from search engines. Click Save and Publish your site.



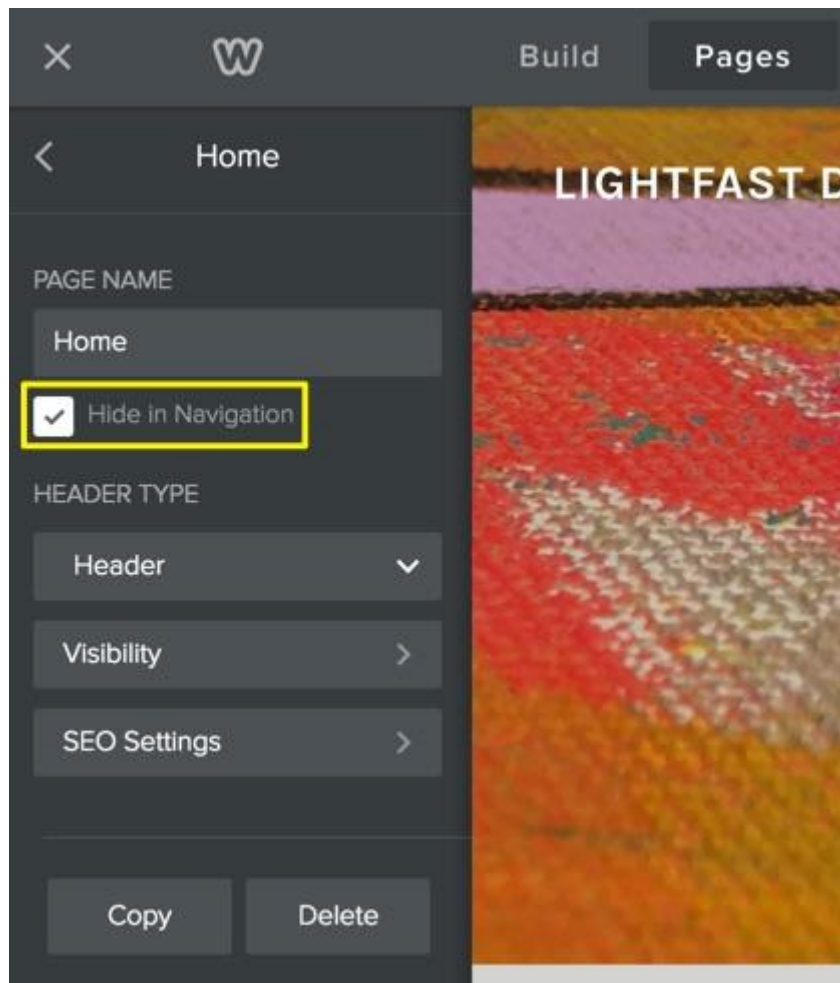
If you want to hide individual pages from search, click the Pages tab, select the page you want to hide, then SEO Settings, and check the box Hide this page from search engines.



Hide from Your Site's Navigation

If you want a page to be public, but not appear in your navigation menu, click the Pages tab, the individual page, then check the Hide in Navigation box.

Updated version: <https://weeblytutorials.com/weebly-pdf-tutorial/>



Un-publish

If you'd like to completely un-publish your site, so no one can access it,

Under Settings, then General, at the bottom of the page we show you the last time you published, as well as giving you the option to Un-Publish your site. When you decide you're ready for people to view your site again, just click Publish. It's that simple.

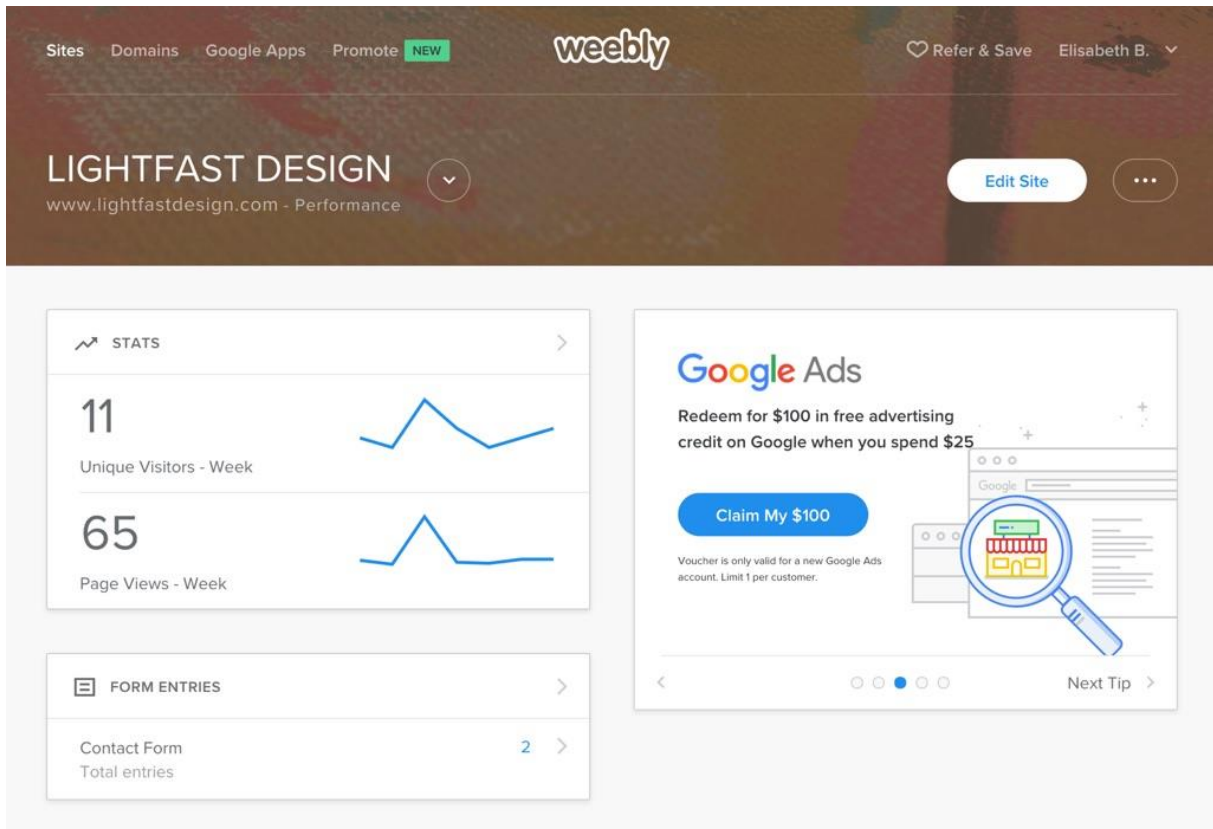
Updated version: <https://weeblytutorials.com/weebly-pdf-tutorial/>

The image shows a screenshot of the Weebly website settings interface. On the left, a vertical sidebar contains several menu items: 'General' (highlighted with a yellow box), 'SEO', 'Editors', 'Members', 'My Apps', and 'Blog'. The main content area is divided into sections. The 'General' section includes 'Time zone' set to 'Pacific Time (US & Canada) (UTC-08:00)' and 'Site Language' set to 'English'. Below this is the 'Cookie Notification' section, which has a 'Location' dropdown set to 'off'. The 'Un-publish' section shows 'Last published on 2017-08-31'. A yellow arrow originates from the 'General' menu item and points to a button labeled 'Un-publish Site' located at the bottom right of the 'Un-publish' section.

Weebly Dashboard

Whenever you log in to your account, you'll see your activity all in one place with your Site Dashboard.

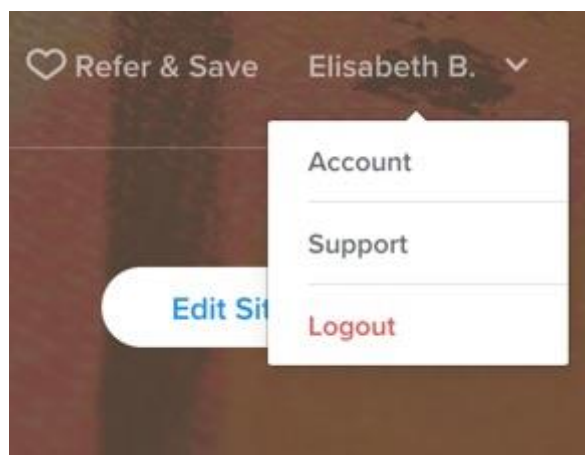
Here you'll find site stats, form entries and blog comments at a glance, as well as store sales, tips and any third-party dashboard apps you've installed via the App Center.



The screenshot shows the Weebly dashboard for a site named 'LIGHTFAST DESIGN' (www.lightfastdesign.com). The top navigation bar includes 'Sites', 'Domains', 'Google Apps', 'Promote', and a 'NEW' badge. The user's name 'Elisabeth B.' is visible in the top right. The dashboard features several widgets: 'STATS' showing 11 Unique Visitors - Week and 65 Page Views - Week with line graphs; 'FORM ENTRIES' showing 2 Contact Form Total entries; and a 'Google Ads' promotion for a \$100 credit. An 'Edit Site' button is also present.

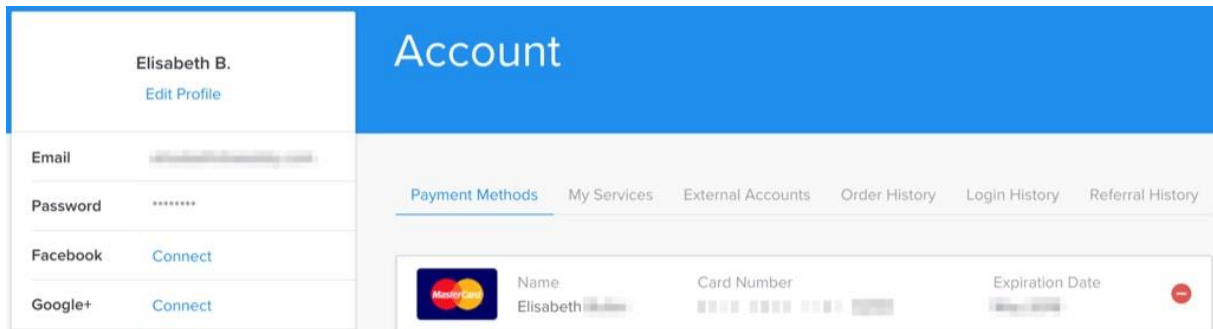
Account

The menu next to your name in the upper right contains all the data for your profile and account, a link to our support center, and a link to log out.



Updated version: <https://weeblytutorials.com/weebly-pdf-tutorial/>

On the Account page, you can view and make edits to your Profile, Services, Payment Methods, and Order History. You can also view the login history for your account and check the status of any referrals you've made. To change your login email or password, click Edit Profile under your name on the left.



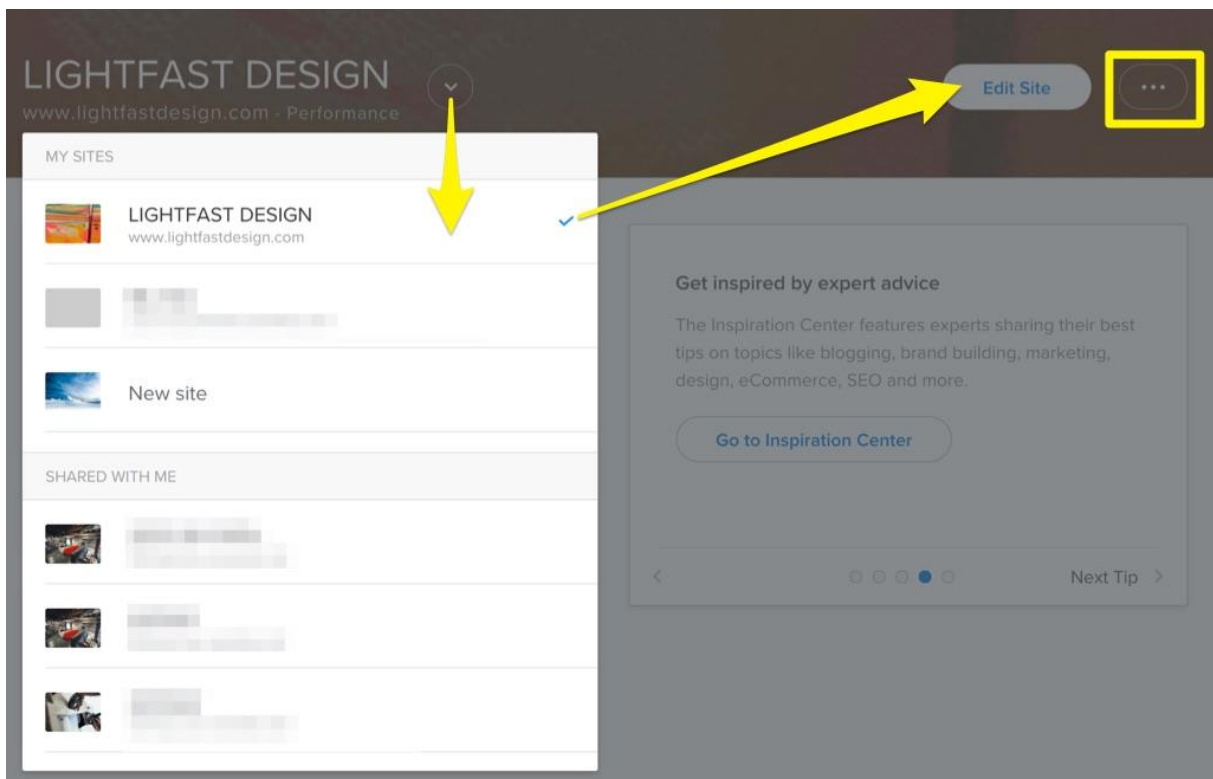
To go back to the main dashboard, click Sites in the upper left corner.

Sites List

Every site you own or have access to has its own dashboard with information specific to that site.

At the top you'll see the name of the currently selected site, its address and plan level.

Clicking on the arrow beside the site name will bring up a list of all your sites and sites shared with you.



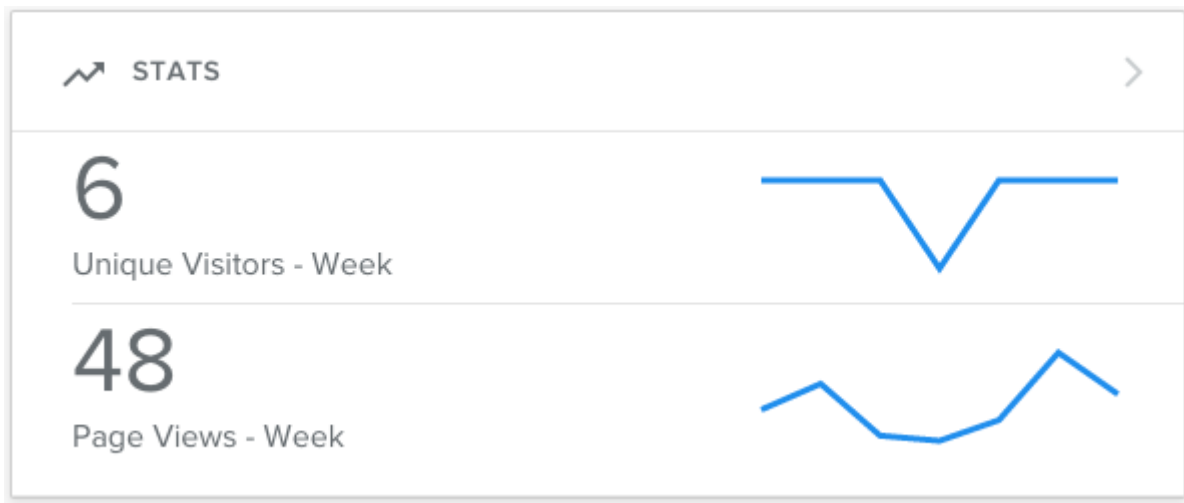
Selecting a different site from this list will update the dashboard information to reflect that site.

Updated version: <https://weeblytutorials.com/weebly-pdf-tutorial/>

To the right of the site name is the Edit Site button, which does exactly what it sounds like, and a more menu (. . .) where you can choose to Copy or Delete this site.

Stats

Here you'll find a quick overview of the number of Unique Visitors and Pages Views for the past week. Click Stats to get an even more detailed look at visitors and page views by day.



Form Entries

The Form Entries dashboard lists two forms with their respective entry counts for the current month. Each entry has a right-pointing arrow for further details.

Form Name	Entries this month
Newsletter	1
Get in Touch	1

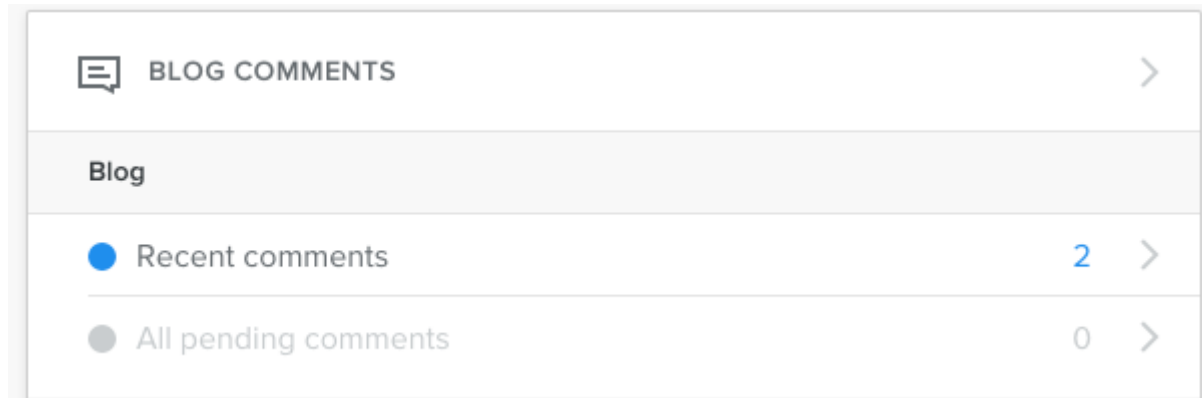
Information submitted through any form is accessible in two ways:

- We send you an email when a visitor fills out one of your forms.
- We store the same information in your account.

Recent contact form submissions are displayed on the Dashboard and clicking on these will show all the submissions you've ever received through the form, with the most recent contacts right up top.

Updated version: <https://weeblytutorials.com/weebly-pdf-tutorial/>

Blog Comments



Recent comments on any of your blog posts will appear here, unless you turn off comments (or choose to use Facebook or Disqus to manage them). Click on a comment to reply to or delete it if the comment isn't something you want to see on your blog.

Store Orders

Have a store? As soon as a shopper pays for their order, it'll appear on the Dashboard where you can get all their shipping information and contact them with updates to their order.

Choosing your Weebly Domain Name

If you are setting up your Weebly website, you can use a Weebly subdomain. Alternatively, you can buy your own domain. This option allows you to personalize your website and name further, and, since domain registration is inexpensive, it's a wise investment in your brand. If you decide to buy your own domain, just click Setup with registrar and enter the information required.

Best Place to Register a Domain Name

For the domain names, we've mostly used www.Bluehost.com (one of the oldest brand names when it comes to web hosting & domain registration) as our main domain registrar for almost all our projects. For sure, you can try any other domain registrar, we just recommend BlueHost as we have used it for years and everything so far has been going great. We've also gone out of our way to negotiate exclusive offers with them for our users. So, save yourself some money and go with a recommended domain registrar.

Getting your own top-level domain will also get you a personalized email address: `hello@yourwebsite.com` – way more professional than any other standard free email provider.

Free Domain Registration with a Paid Weebly plan

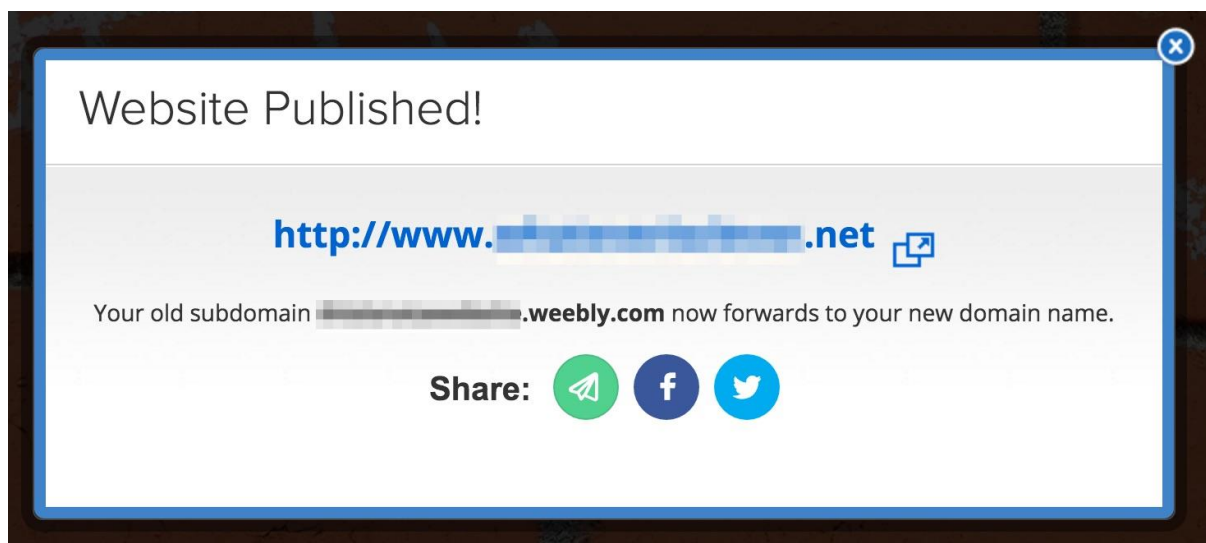
If you're launching a [new Weebly website](#), then it's a smart move to take advantage of this offer and get your domain name for free. Otherwise, you may always connect your domain name that you've purchased from any registrar to your Weebly.

Publishing your Website

Now that you've added some basic content to your site, this is a pretty good time to Publish it. To do so, just use the Publish button in the upper right corner of the editor. What happens when you publish? All of the pages, text, images, and other content on your website will be visible on the internet for anyone who visits your website. If you want to publish but restrict access to certain pages, refer to our previous chapter.

This will bring up a verification box, letting you know your site has been Published.

Congrats! Your website is now live.



Congratulations, you have
just built a website!

Final Thought

What's Now?

You may want to check out our [Weebly deals](#) page to find the best discounts on your new domain and other web services.

If you liked this guide, then please subscribe to our [WeeblyTutorials YouTube Channel](#) for Weebly video tutorials. You can also find us on [Twitter](#) and [Facebook](#).

Updated version: <https://weeblytutorials.com/weebly-pdf-tutorial/>

Creating a Website Using Weebly.com

(June 2018 Update)

Weebly.com is a website where anyone with basic word processing skills can create a website at no cost. No special software is required and there are no hosting fees.

Before starting, let's review some basic web design tips.

Design Tips

To achieve a more professional look or style for your site, make sure you follow these tips:

- Generally speaking, text should **be left aligned**. Titles may be centered.
- **Only links should be underlined**. This is the convention of the web...underlined text is a link. However, links do not have to be underlined. They may be **bold** or in a different **color** from the other text.
- Use **bold** sparingly. Overuse gives an unprofessional appearance to the website.
- Use several **short pages** that can be accessed from the navigation bar rather than one long page. Most people do not like to do a lot of scrolling.
- Content **font size** should be of a medium size. Title font should be larger. The Weebly theme you select will automatically provide you correctly sized fonts for both titles and text.
- Use **transparent graphics** (such as a PNG) on a colored background. If this is not possible, the image will usually look better if given a **thin border** in black or grey.
- Select a theme that has a white or very pale background for the text.

To get started, point your web browser to **www.weebly.com** and **sign up** by inputting a username (your choice), your email address, and password (again, your choice). In the future, when you come back to work on the site, all you will need to do is log in using the box in the upper right corner of the page. **FYI**, Weebly works best using the Google Chrome web browser.

Click **Create Your Site**.

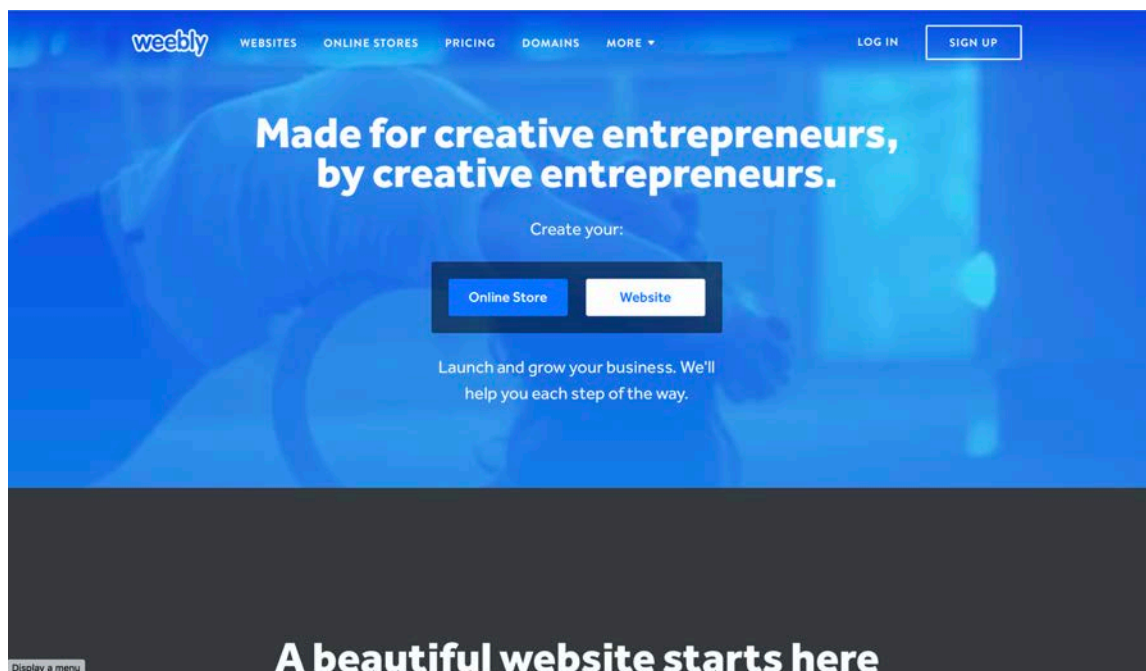
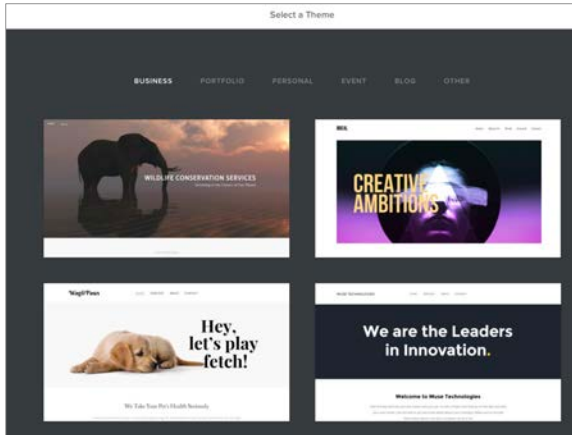


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1. Choose a Theme



A theme is a layout design that includes colors, fonts, menu options, and more. There are several from which you can choose. Just pick one. You can always change it later if you decide you would like a different design. Keep in mind that the images used in the themes can be removed, replaced, and the size changed. It is a good idea to select a theme that will allow for compliance with “The Standards for Society Website Linkage.”

Click **Start Editing**.

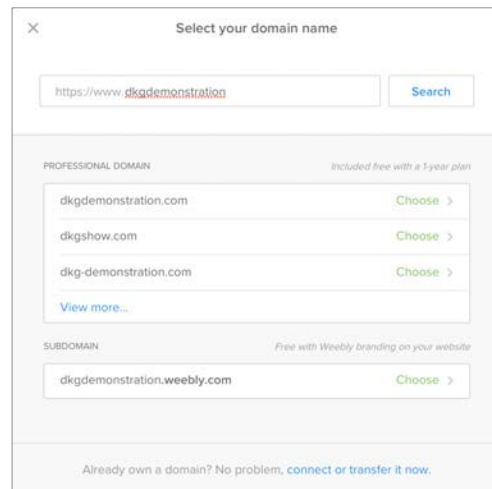
2. Choose Your Website Domain

Under Select your domain name, type in the name you would like to use (It is a good idea to include your state in the name.) Click **Search**.

Weebly will tell you if the name you select is already in use. You would then try a second choice.

If you are using the free version, choose **Subdomain**.

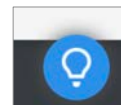
Click **Continue** and **Done**.



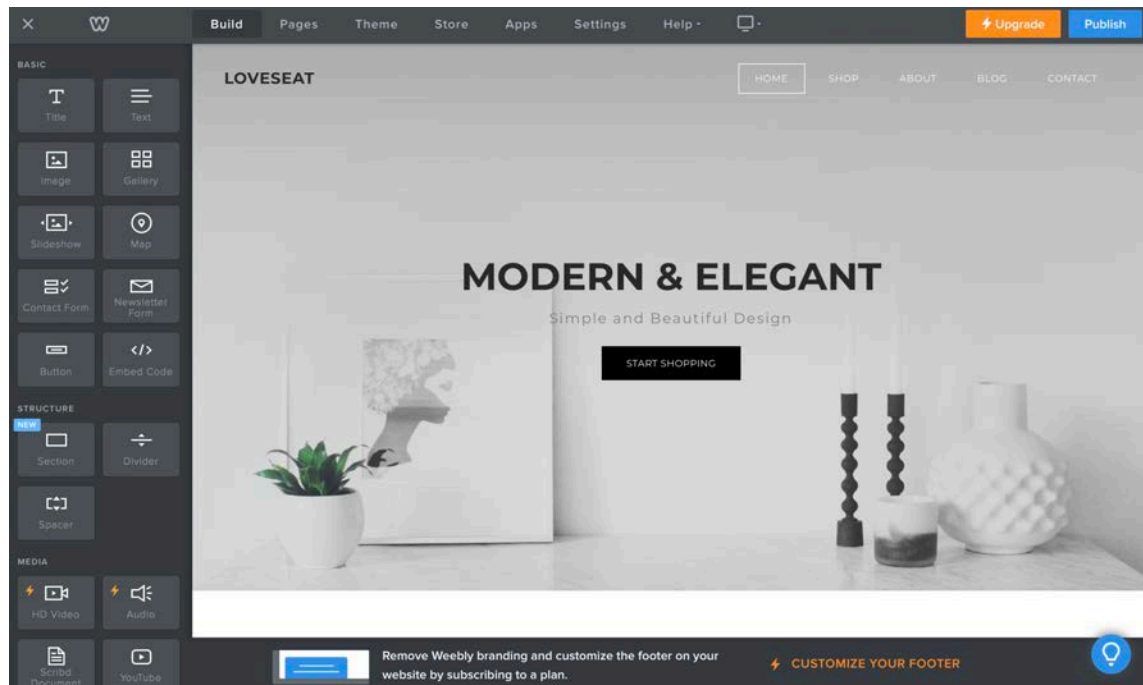
3. Weebly Helps

Weebly provides excellent Helps and How-To Videos for your convenience. Click **Help** to access the **Support Center** for these resources and FAQ.

Or, for the **Guided Help**, click the Light Bulb in the lower right corner.



4. Begin to Edit Your Site



5. Look Around a Bit

Now is a good time to familiarize yourself with the **Weebly Editor** that you see pictured above. On the left of the screen are the various elements that you will use to build your site. Note that the **elements** are categorized into groups: Basic, Structure, Media, ECommerce (you will not need this) and More. Although it looks like this is a pre-packaged website, all of the elements can be changed to meet your vision.

Across the top of the screen please note your different options: Build, Pages, Theme, Store (you won't need this tab), Apps, Settings, and Help. To the right of these options is an icon that looks like a screen. Click that [device switcher] to see how the website will look on a computer screen and on a smartphone screen. On the far right of the screen is a very important button...**Publish**...clicking this button publishes your website.



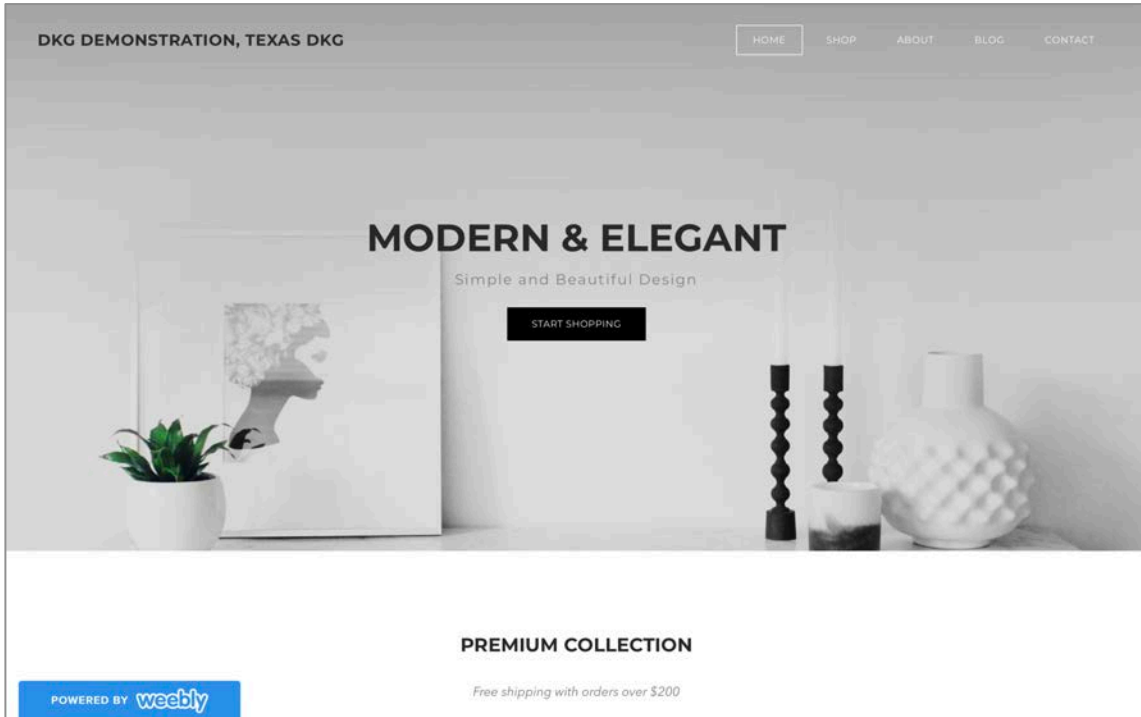
Device switcher.



6. Give Your Site a Title

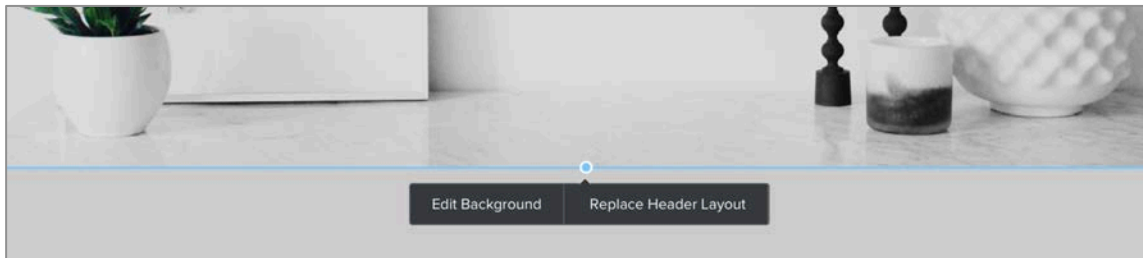
Click **Settings** and under **Site Title** type in the title of your site. This title will appear at the top of each page but its size will be entirely dependent on which Theme has been chosen. It may be desirable to uncheck "Show title on top of your pages."

The **Standards for Society Website Linkage** stipulates that chapter name, state geographic locale (Ex. Texas) and the Society name (The Delta Kappa Gamma Society International) be visible at the top of each page. The way to do this will vary depending on the Theme selected for use,

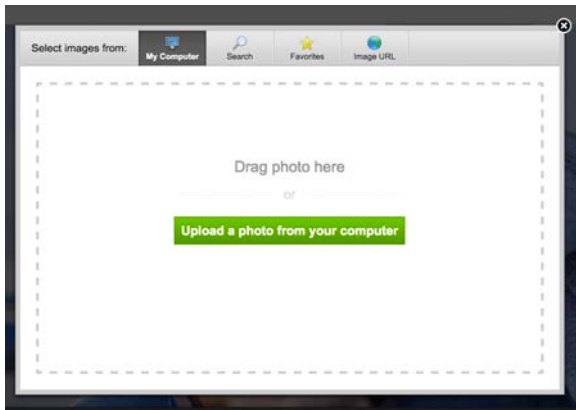
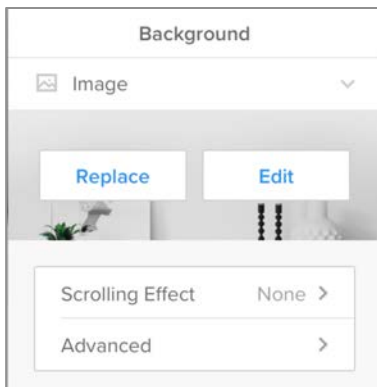


7. Replace Theme Image

You may want to change the image on your home page. To do so, put your cursor in the area of the image and click. You should get a pop-up box like the one below:



Click **Edit Background**. Click **Replace**. **Upload** a photo from your computer.





Also, the theme you have selected may have elements that you do not want on your page. To delete unwanted elements, put the cursor over the element and click the "X." Further, you can delete entire sections to get rid of elements that you don't want to use.

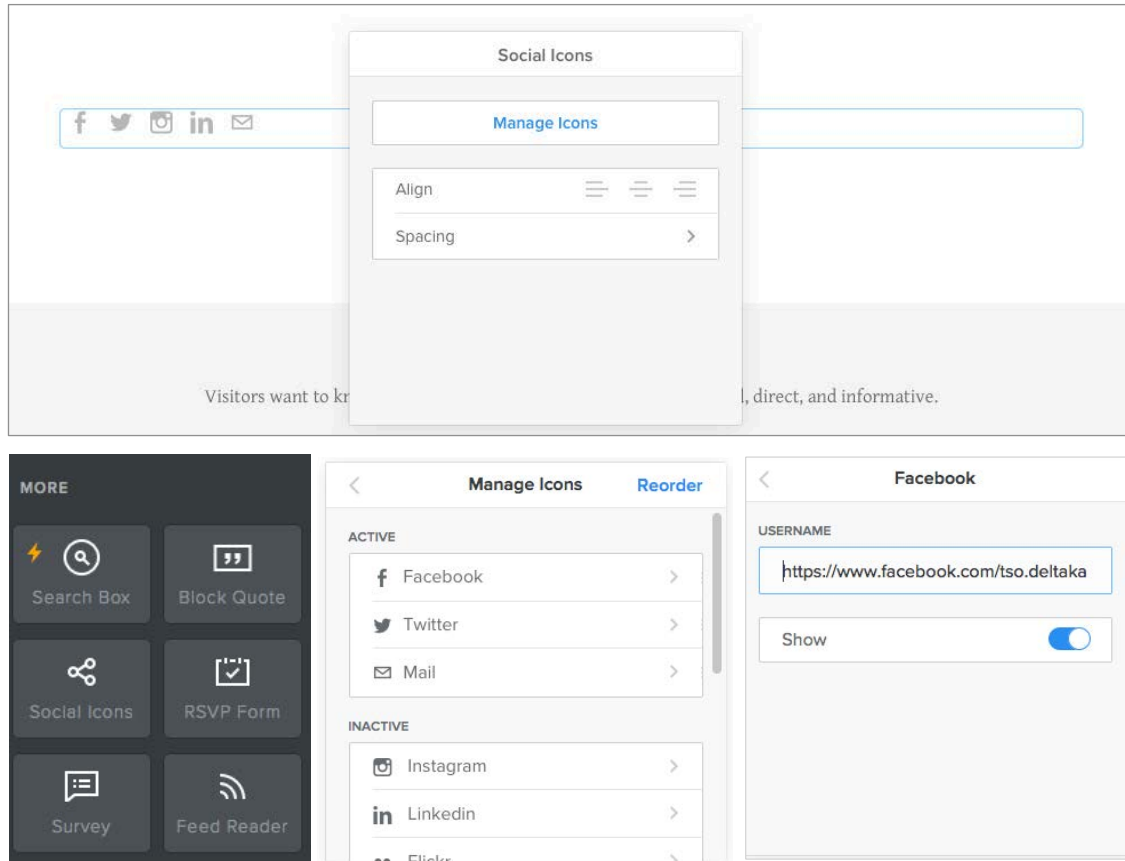


8. Add Elements to A Page

Drag and Drop is a process you will use frequently in building your site. Position the cursor over the element you want to use, left mouse click, hold, and drag (with the mouse) to the position where you want the element. Then "drop" it by releasing the mouse click. Elements may be added to the Background Image.



The **Social Icon** element can be found in the **More** section of the elements. Click the element and drag and drop it onto your webpage. Position and click your cursor over the social icon images. An editing pane will appear. Here the alignment can be changed. Click Manage Icons to select the icons you want to show. Click the arrow of the icon you want to show. In the **Username** box put the web address of the page you want to be linked to. Make sure that **Show** is turned on. The link will be active once the site is published.



10. Set Up Pages

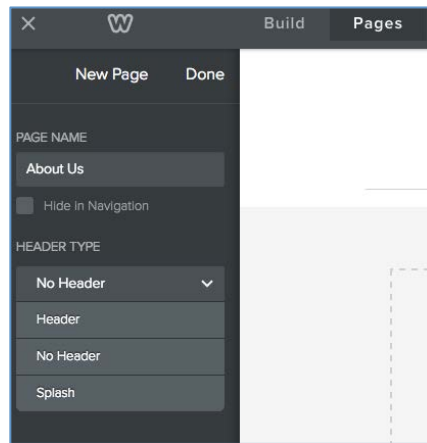
Now would be a good time to set up a few pages for your site. Hopefully, you have a plan of what you want on the site. Some suggested pages would be Home (of course!), Schedule or Meetings, Newsletters, About Us, Officers, Committees, Photos, Standing Rules. Remember to select a **Header Type** option for each new page.

- a. Click the **Pages** tab.
- b. Click **(Plus sign) > Standard Page** and type the name of the new page in the space under **Page**.
- c. Select **Header Type**. If you want a blank page on which to add elements, click **No Header**.
- d. After you click **Done**, the new page name will show up on your navigation bar.
- e. Repeat this process for the pages you want. You may delete a page, rearrange the pages (drag and drop), or add more pages in this Pages section. **Subpages** may be added by dragging a page slightly to the right. They will show up on your nav bar as a drop-down menu. Change from one page to another by clicking on the page names in the navigation bar.

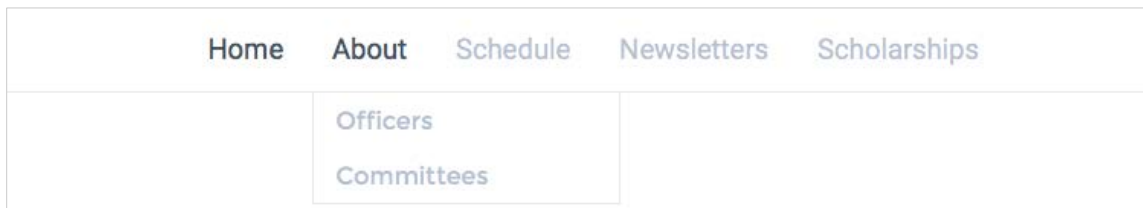
To delete an unwanted page, click the name of the page in the sidebar, then click Delete

If you do not want images on pages other than the Home page, select the **No Header** option.

If you want to use smaller images on a page, add them by using the **Image** element.



Note: When subpages are used, be sure to have information on the main page also. For example, in the image below, be sure there is content on the **About** page as well as the Officers page and the Chapter Rules page.



11. Add a Title to a Page

Drag and Drop is a process you will use frequently in building your site. Position the cursor over the element you want to use, left mouse click, hold, and drag (with the mouse) to the position where you want the element. Then “drop” it by releasing the mouse click.

- In this case, under **Basic**, drag and drop the **Title** element into the area where you see the words **DRAG ELEMENTS HERE**. Place the element under the blue line that appears.
- Type your page title in the area where it reads **Click here to edit**. An editing toolbar will appear which allows editing of the text much like any word processor.
- Click the “X” on the right of the blue box to delete the element. Grab the handle to move the element to a different location on the page.



Editing Toolbar



Blue Box

12. Add Text to a Page

The process for adding text to a page is the same as adding a title; however, this time, use the **Text** element. Weebly will automatically supply you with the correct font size.

By the way, at any point in the process, you may click **Publish**, your work will be saved and you can see how the site looks. To see the site, click the blue web address in the box that appears. This will take you to your published site (in a new window). Feel free to ignore the offer of a different web address. Or, if you so desire, you may purchase a domain name here (a domain name which does not include weebly.com). To return to editing, close the box.

Tip: Recall that text is best presented aligned to the left. And, overuse of **bold** diminishes its impact. The regular font is just fine for almost everything.

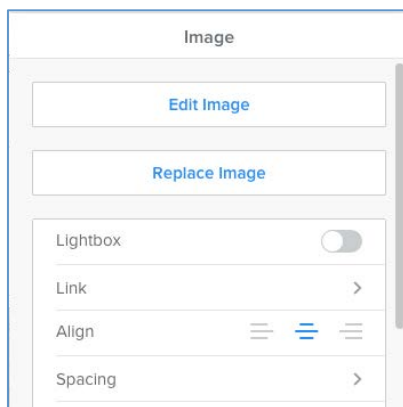
13. Add an Image to a Page

- Drag and drop the **Image** element onto your page.
- Click where it says **Upload Image**.
- Click where it says **Upload a photo from your computer**.
- Navigate your computer until you find the image you want to add.
- Select it and click **OK** or **Select**.
- Weebly will scan the photo for viruses as it uploads. That's good, isn't it?

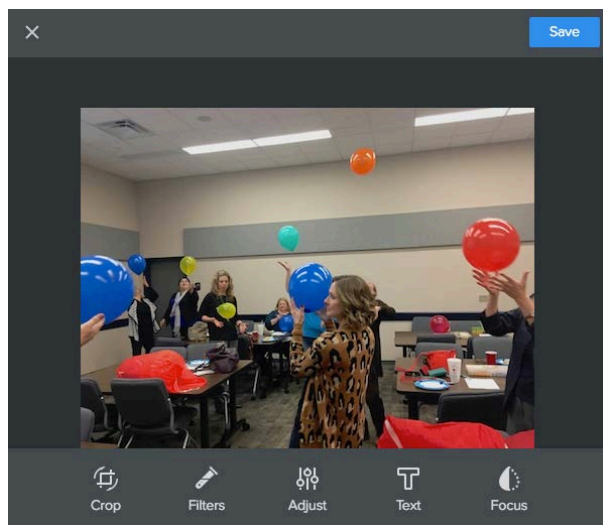
14. Edit an Image

Clicking over the image will bring up the Image editing box. Here you may reposition the image, replace it, make it a link, add a caption, etc.

- Click **Edit Image**. You will then see further editing options. (See below.)
- Click and drag the dots at the corners of the image to re-size it.
- To delete the image, place your cursor over the image and click the "X".
- Be sure to **Save** your changes.



Actual photo editing can be done from this **Edit Image** box.

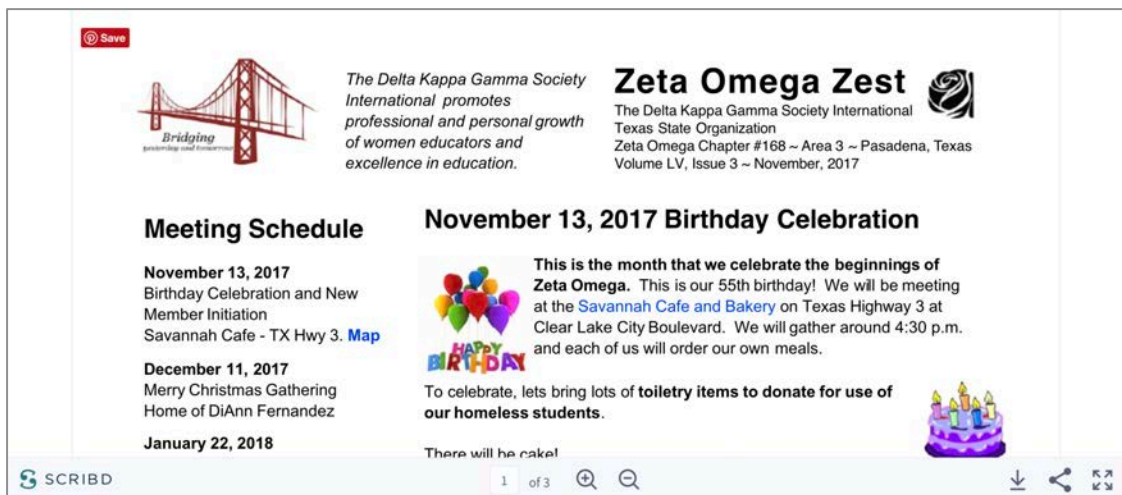


15. Embed a Document

With Weebly it is very simple to embed a document into your website.

- Drag and drop the **ScribdDocument** element onto the page where you want the document.
- Click in the blank Document area.
- Click **Upload new file**.
- Navigate the files on your computer to find the document to be uploaded, select the file, and click OK or Open.
- The height of the document displayed can be adjusted.
- Be aware that there is a size limit on documents to be uploaded (10 MB/file) if you are using the free version of Weebly.

An embedded newsletter would look something like this. It can be scrolled for reading or downloaded.



16. Upload a File

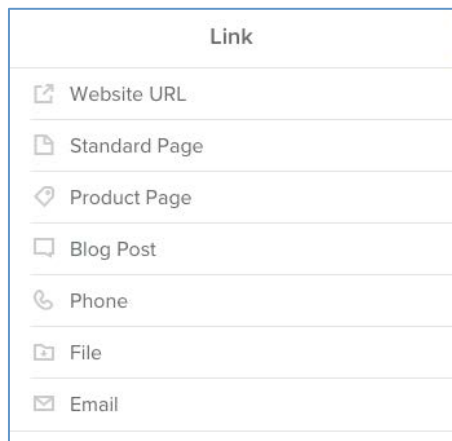
There are two ways to upload a file. The first method gives what I consider to be the most attractive result.

Method 1:

- Drag and drop the **Text** element onto the page where you want the file.
- Type in the name of the file.
- Highlight the name of the file.
- Click the **Link** icon in the editing toolbar.
- In the **Link to:** box, click the **File** option.
- Click **Upload New** and navigate the files on your computer to select the file to be uploaded.



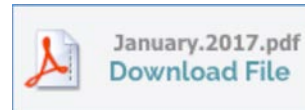
- g. After you Publish, the link to the file will be live and viewers can click the link to see the uploaded file. If the file to be uploaded is a PDF, I recommend that **Open in New Window** be checked.



Result of Method 1



Result of Method 2



Method 2:

- Drag and drop the **File** element onto the page where you want the file. (It is in the Media section of the Weebly editor.)
- Click where it says **Click here to upload file.**
- Click **Upload File** and then **Upload a file from your computer.**
- Navigate your computer to the file you want to upload and click OK.
- Visitors may then download the file.

17. Add a Link to a Page

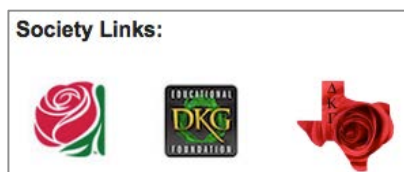
Either text or an image may be turned into a link.

Text:

- Click in the editing box of the text that is to become a link.
- Highlight the text.
- Click the **Link** icon in the editing toolbar. (See Section 15.)
- In the **Link** box, choose the option you want to use. For example, if you want to link to a website, click the **Website URL** choice and enter the web address of the site. Click the box if you want the website to open in a new window.
- Publish to cause the link to be "live."
- If you want to remove or change a link, click on the link.
- Tip: If you are linking to a website, consider clicking **Open link in new window.**

Image:

- Click the image to be made a link.
- Click the Link option.
- Proceed as for a Text link.
- Tip: Using an image as a link should only be used when the usage is obvious...or, hopefully so.

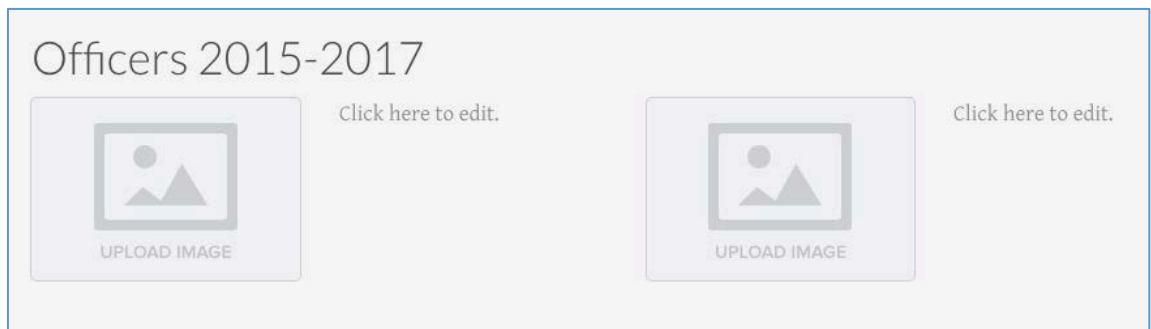


Images used as links.

18. Use Columns

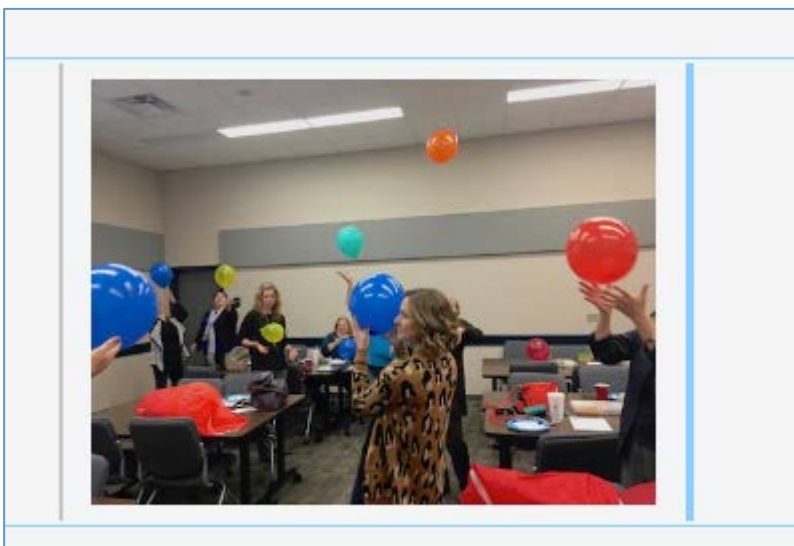
Using columns is a great way to organize information on a page. For example, columns can be used to lay out meeting information or chapter officers in a table-like arrangement.

- Drag elements right next to each other on the page. Drop the second element beside the vertical blue line that appears beside the first element. The number of elements you drag onto the page (side by side) determines how many columns you will be making.
- Click and drag the vertical bars to resize the columns.
- To help keep column width consistent between pages, Weebly has introduced a grid system to which all columns snap.



19. The Spacer Element

The Weebly element **Spacer** is very useful. You will find it in the Structure section. Click and drag the Spacer element into the area you want it as you would another other element. Place your cursor in the spacer area to get a heavy blue line on which you can click and drag to change the Spacer size.



20. Add a Slideshow

The Slideshow element is one of my very favorite features available on Weebly. Before building a slideshow, it is a good practice to already have your photos web-ready. Image size of 640 x 480 px with a resolution of 72 px/inch is a good size for presenting photos on a website. (However, this resolution is not great for printing.)

- a. Drag and drop the Slideshow element onto the page.
- b. Choose a Slideshow style and click **Continue**.
- c. Click **Upload photos from your computer**.
- d. Navigate your computer to select the photos to upload.
- e. After the photos are uploaded, captions may be added.
- f. Position the cursor over the slideshow to add photos to the slide show or to edit the slideshow. Be sure to **Save**.

21. Add a Photo Gallery

Adding a photo gallery works much like adding a slide show.

- a. Drag and drop the **Gallery** element onto your page.
- b. Click **Upload Images > Upload gallery photos from your computer**.
- c. Position your cursor over the photos uploaded and click in that area.
- d. Choose the number of columns and the spacing you want. Or, add more photos
- e. The more columns you choose, the smaller the images will be in the gallery; however, when the site is published, if a visitor clicks on one of the small images, a larger image will pop up and the images can be clicked through rather like a slideshow.
- f. Image size of 640 x 480 px with a resolution of 72 px/inch is a good size for presenting photos on a website. (However, this resolution is not great for printing.)
Overly large images will cause a problem when you are trying to publish.

22. Additional Features

In addition to the features discussed in this document, there are additional features available for weebly users (yes, even the “free” users). There are such elements as **Maps, YouTube Video, and Flash** that are very useful. Additionally, there are these elements available: **Feed Reader, Poll, Survey, and Contact Form**. Also, there is a **Button** that can be used for links.

23. Add an Editor

It is an excellent idea to have a second person available to work on your website. With an additional editor, if for some reason you are not able to edit the site, there is another person who has access. That is a good thing.

- a. Click **Settings > Editors**.
- b. Click **Add Editors** and do so.

24. Archive the Site

Another excellent idea is to have an Archive of the site. This may be done under **Settings > General > Archive/Un-publish**.

25. Delete the Site

If for some reason you want to delete your site, sign into your Weebly account and locate three dots on the right side of the screen. Click here to delete the site. Verify that you want to delete the site and it will be gone.



Notes:

After clicking **Publish** to publish your site online, **always check** to make sure that the publishing actually occurs. I have sometimes found that I must click Publish a second time.

Always check!

If your choice is to use a theme with a horizontal navigation bar and you have many pages, Weebly might begin subgrouping the pages under a link called **More...** A more elegant way to have the links organized is to have subgroups under existing pages where appropriate. See Section 9 part e.

Weebly.com frequently upgrades their site. For this reason, there might be times when the instructions I have written no longer work. If you are stymied, remember to use the **Help** section or, email me, and I will be glad to help you.

Diane Caniff Moose
Texas State Organization Webmaster
The Delta Kappa Gamma Society International
dianecmoose@gmail.com
www.dkgtexas.org

WEBSITE | 7 MIN READ

How to Register Your Website's Domain Name (For Free)

Written by Anna Fitzgerald



The first domain name in history was Symbolics.com, which was **registered on March 15, 1985**. Today, there are more than **300 million domain names**, with millions more added each year. A domain name is essentially the address that visitors will type into their browser address bar to arrive at your website.

"74.125.239.116." In other words, domain names make our lives a lot easier.

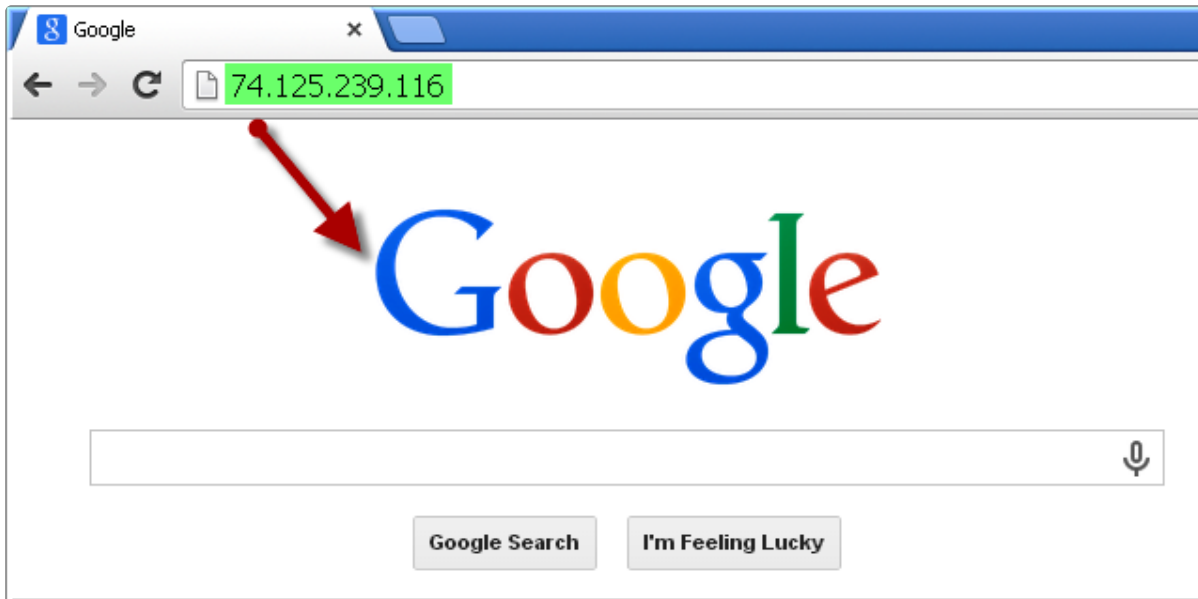


Image Source

Your domain name is an important part of establishing your brand. No two domain names can be exactly alike, although they can be similar. Ideally, your domain name will be unique and distinctive, so users don't confuse it with other domain names or different businesses.

You might be wondering – isn't a domain name, then, simply a website? Although they are similar, domain names and websites have important differences. Your domain name is the address for your website; it is what people use to find your website, which consists of pages, images, and other files.

Choosing and registering a domain name is often the first step when building a website. Read on to learn how to register a domain name.

Free Download: 77 Examples of Brilliant Web Design



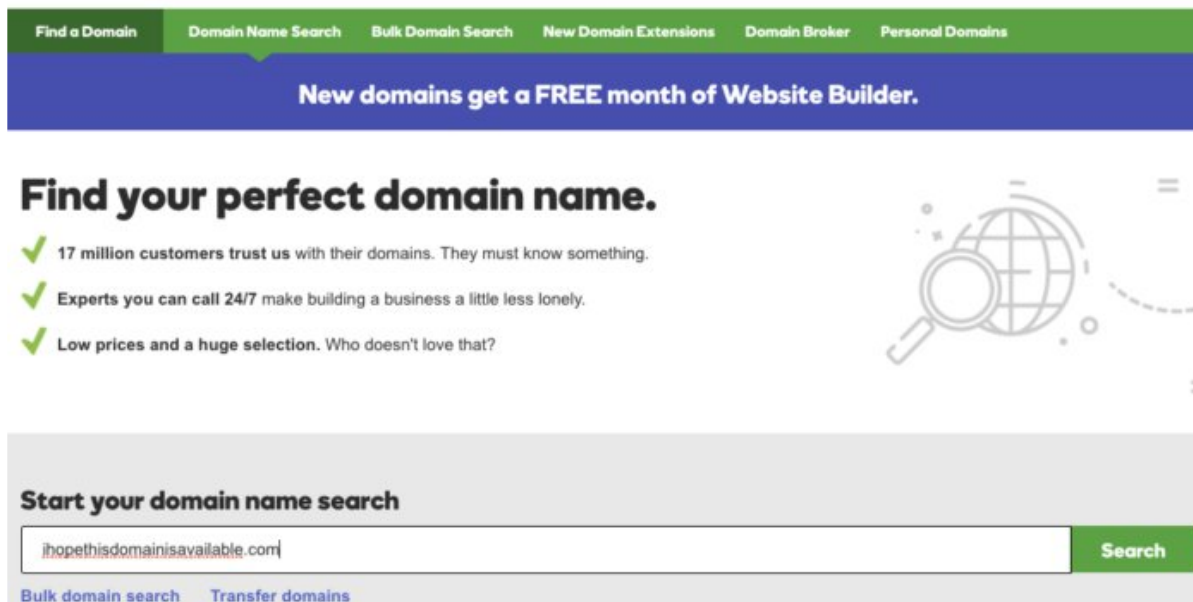


Image Source

How to Register a Domain Name

1. Find a domain name registrar.
2. Search for your domain name.
3. Finalize your domain name choice.
4. Choose a domain name suffix, such as .com or .net.
5. Purchase the domain name.
6. Add Domain ID protection.



The non-profit [Internet Corporation for Assigned Names and Numbers \(ICANN\)](#) oversees the entire system of domain names, and it allows outside companies, called domain registrars, to sell and manage domain names. You will need to register your domain name through a registrar.

Some of the most popular domain registrars include [GoDaddy](#), [Bluehost](#), and [Domain.com](#), although there are many more to choose from. Be sure to carefully consider pricing and policies for each one before [choosing your domain registrar](#), as it will be managing your domain name.

2. Search for your domain name's availability.

Once you have found the right domain registrar for you, you'll need to search for your domain name using the registrar's search bar. There are millions of domain names out there, with thousands more added daily.

If you have your heart set on a domain name before doing a search, you might be disappointed to find it is already taken. Keep an open mind and incorporate important keywords into your domain when appropriate.

3. Finalize your domain name choice.

Once you've brainstormed several domain options, consider which ones are available and choose the one that fits your brand best and will also be easy for users to find.

4. Choose a domain name suffix, such as *.com* or *.net*.

After settling on the domain name, consider the suffix. The most popular suffix is *.com*, although *.net* and *.org* are also popular. These are considered to be top-level domains, or the highest-level domain suffixes in the domain naming system.

There are also other varieties to consider, such as country code top-level domains. These domain names end in a suffix that is particular to a specific country. A website in Germany might end in *.de*, for example.

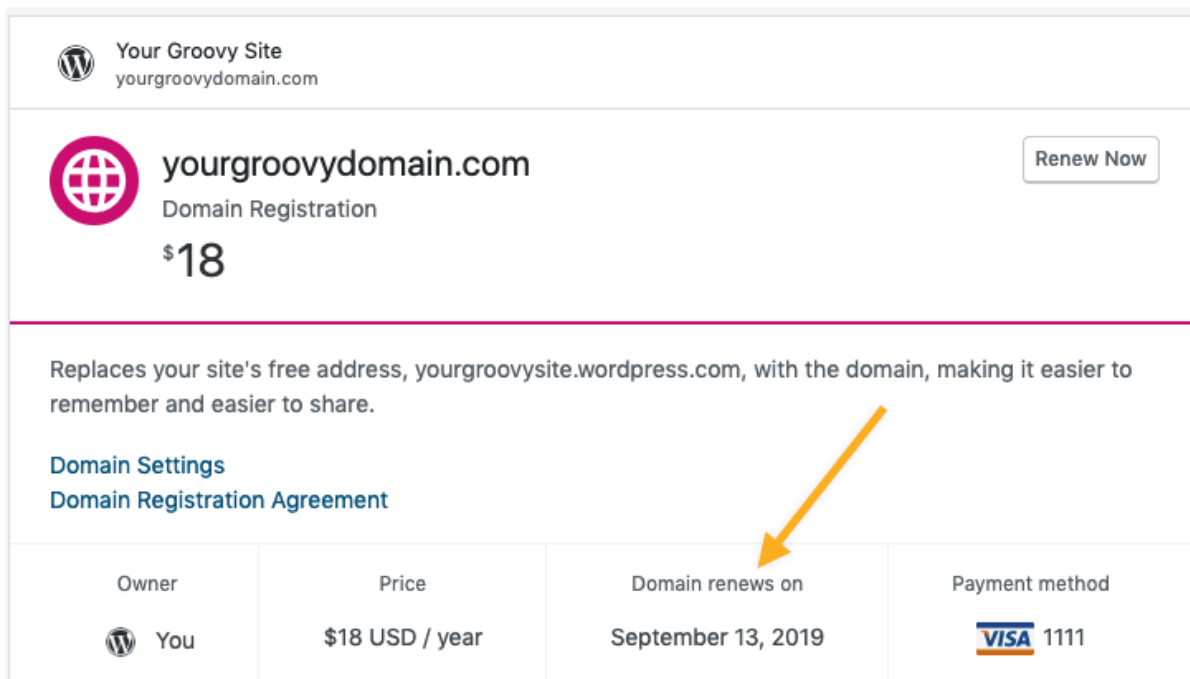


For example, *.gov* is for the U.S. government and *.edu* is for education organizations.

For most websites, *.com* is the best suffix for its ease of use, but if you have a specialized website, you might consider a country code or sponsored top-level domain.

5. Purchase the domain name.

When you have settled on the domain name and a suffix, you will pay to register the domain name with the domain registrar. This is not a one-time purchase, however. Typically, you will pay to own the domain name for one year, after which you can renew your registration for a fee. You can expect a registration fee of about \$10 to \$15.



The screenshot shows a domain registration interface for 'yourgroovydomain.com'. At the top, it says 'Your Groovy Site' with a WordPress logo and the URL 'yourgroovydomain.com'. Below that, there's a globe icon, the domain name 'yourgroovydomain.com', and 'Domain Registration' with a price of '\$18'. A 'Renew Now' button is visible. A text block explains that this replaces the free address 'yourgroovysite.wordpress.com'. There are links for 'Domain Settings' and 'Domain Registration Agreement'. At the bottom, a table summarizes the registration details:

Owner	Price	Domain renews on	Payment method
You	\$18 USD / year	September 13, 2019	1111

An orange arrow points to the 'Domain renews on' date in the table.

Image Source

6. Add domain ID protection.

When you register a domain name with ICANN, you must provide your contact information including your name, phone number, physical address, and email address.

registrar. This domain privacy will shield your information from view keeping your personal information safe from spammers or worse, identity thieves.



Domain WHOIS Privacy

Did you know that when you register a domain, your personal information is available to everyone? This includes your name, address, phone number and email.

HostUpon offers Whois **Domain Privacy** from PrivacyProtect.org so that your personal information is protected if someone does a whois search on your domain. This means no solicitation from unwanted companies and spambots.

Without Domain Privacy	With Domain Privacy
Registrant: John Smith 123 Your Street Your City, Your State 12345 Your Country 555-555-5555	Registrant: PrivacyProtect.org PO Box 16 Queensland, QLD 4218 Australia 45+36946676

Image Source

Once you've got the domain name in hand, you're ready to find hosting and build your website. Consider a free CMS, [like HubSpot](#), to design your website, strategize for SEO, and create a blog.

Cost to Register a Domain Name

According to [HostGator](#), domain name cost ranges from free to tens of thousands of dollars, with the average domain name settling around \$10-\$12 annually. These factors will affect what you'd pay for a specific domain:

The demand for the particular name you choose (e.g. [cars.com sold for \\$872 million](#) because of how "valuable" that real estate was perceived to be)

The TLD domain extension (e.g. [.com](#) is perceived to be a more valuable TLD than less-used TLDs such as [.info.](#))



Whether you commit to an annual payment or another payment schedule

Add-ons such as privacy

Whether you choose a free or paid domain will depend on your budget and your website's purpose. For example, you might need a basic website or something simple and temporary. In that case, a free domain name might be a good option.

However, paid domain names look more professional and are more likely to grow with your brand. You should ultimately decide what will work best for your business and goals.

How to Register a Domain Name for Free

Looking for a free domain name? There are several domain registrars, website hosting providers, and website builders offering free domain names, typically with the purchase of another service or with no cost but some customization limitations.

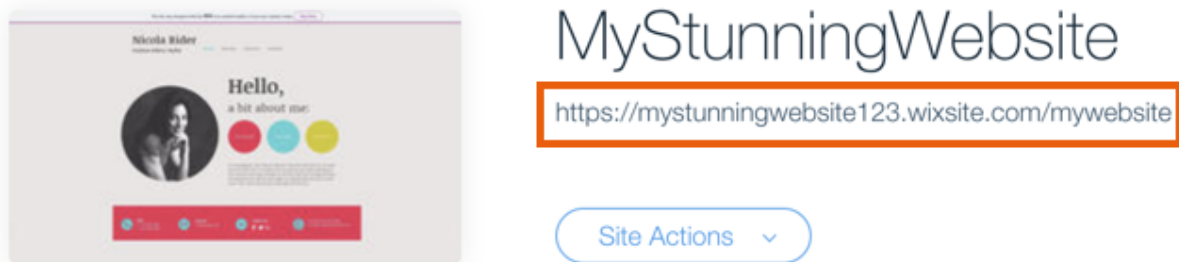


Image Source

1. Wix

Wix is a popular drag-and-drop website builder that allows you to register a free domain name with the stipulation that it includes Wix's name as well. This means that although you get your domain name for free, it will read yourdomainname.wix.com. This is a trade-off to consider when registering a domain name for free.

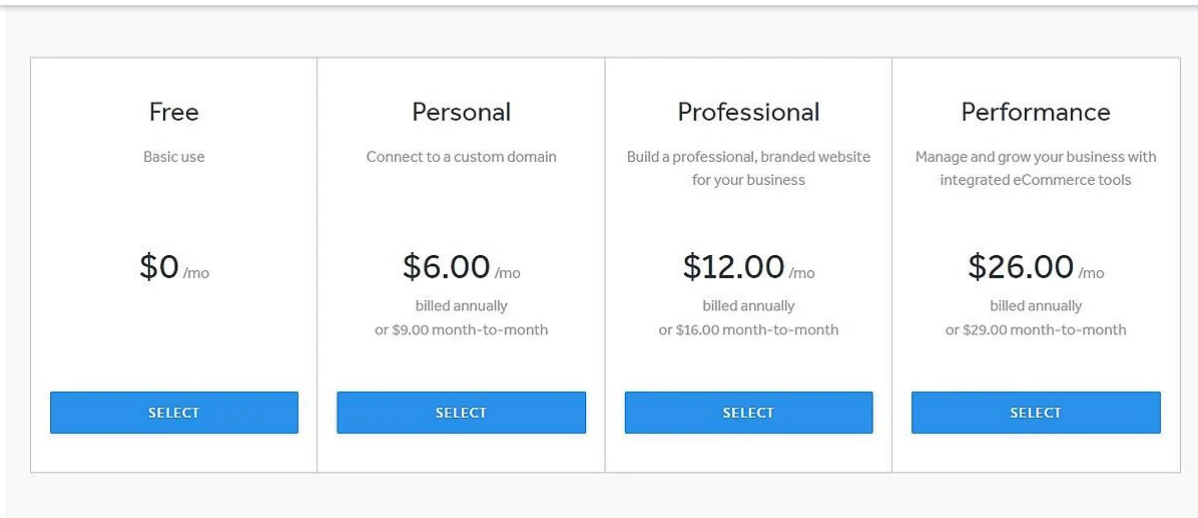


Image Source

2. Weebly

Like Wix, Weebly offers a simple website builder with a free domain name that will appear as *yourwebsite.weebly.com*. You will have limited access to the site-building features, but you will save annual fees for domain names. This is a great option for temporary or basic websites.

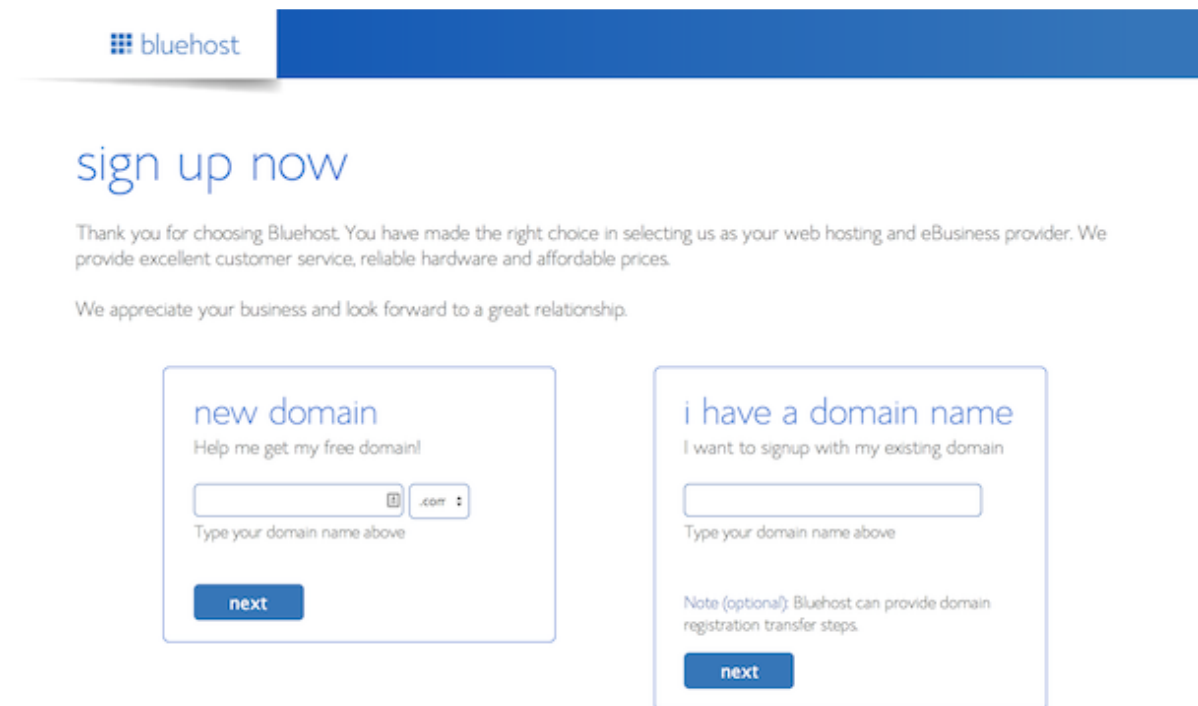


Image Source

name and a web hosting provider to get your business online, this can help you save money on the first year's expenses by adding the domain name on for free with a purchase you were already planning to make.

The screenshot shows a pricing table with four columns representing different hosting plans. At the top, there is a 'Free' badge and a 'Start with Free' button. The plans are:

Plan	Best For	Price	Key Features
Personal	Personal Use	\$4 per month, billed yearly	Custom domain, 24/7 support
Premium	Freelancers	\$8 per month, billed yearly	Advanced design tools, custom CSS, Google Analytics support
Business	Small Businesses	\$25 per month, billed yearly	Custom plugins & themes, 200 GB storage, live support
eCommerce	Online Stores	\$45 per month, billed yearly	Powerful, flexible platform for growing stores

Image Source

4. WordPress

WordPress will also offer a free domain name, although it will appear as yourdomainname.wordpress.com. If you register your domain name here, you can easily build your website with WordPress, too. WordPress is the most widely used content management system, so you'll find it easier to add functionality with plugins and get support when you need it.

Ready to stake your claim with a free domain?

Your domain is more than your website's address. It's the cornerstone for your brand, and the beacon that guides your customers to what they're searching for. Sound important? It is.

1

Once you've selected either a Web Hosting or Managed WordPress plan, just choose a term of 12+ months in your cart.

2

Click to continue with your annual plan selection, and you'll be automatically directed to a domain name search page.

3

Type in the domain name you want. Not available? Try one of our similar suggestions that pop up with your search.

4

Select the domain name you want and continue to checkout.

Another web hosting provider, GoDaddy offers free domain names, so long as you purchase one of its hosting plans. GoDaddy is loved for its low rates for hosting plans and its added security tools that scan for and remove malware and backup your website.

Build Your Business By Registering Your Domain

After weighing the benefits and drawbacks of free or paid domains, you should get started on your search for the perfect domain name. Domain names can go quickly – and there's a little more competition than Symbolics had in 1985 – so it is important to register the one you want before it is too late.


Registering a domain name is quick and easy, but it does take some time to brainstorm the right name, select the optimal suffix, and find the right domain registrar for you. As such, there's no better time than now to get started on registering your domain name.

Editor's note: This post was originally published in February 2020 and has been updated for comprehensiveness.

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How to Properly Register a Domain Name (and get it for FREE) in 2022

Last updated on January 21st, 2022 by [Editorial Staff](#) | [Reader Disclosure](#)



Do you want to [start a blog](#) or a new online business in 2022? If you do, then you'll need to register a domain name.

The first step towards building a website is to find a good domain name and register it. In this article, we will show you how to register a domain name, step by step. We will also share a tip on how you can register a domain name for free.



Since this is a comprehensive guide on how to register a domain name, we have created a table of content, so you can easily skip to the section that you're most interested in:

- [What is a domain name?](#)
- [When is the right time to register a domain name?](#)
- [How to choose the best domain name?](#)
- [How to register a domain name \(for free\)](#)
- [How to register a domain with Domain.com \(25% off\)](#)
- [How to register a domain name with Network Solutions](#)
- [How to register a domain with GoDaddy](#)

Before we get started, let's cover the basics so we're on the same page.

What is a Domain Name?

A domain name is the address of your website that people type in the browser to visit your website. For example, [wpbeginner.com](#).

In simple terms, if your website was a house, then your domain name will be its address.

The whole internet is a giant network of computers. Each computer is assigned a number which is called an IP address, and it looks like this:

66.249.66.1

Now, this address is not easy to remember or memorize. Imagine if you had to use this kind of address to visit your favorite websites.

To fix this problem, domain names were invented.

Domain names can have alphabets and numbers, which helps business owners create brandable names for their website's address.

To learn more about domain names, see our beginner's guide on [domain names and how do they work](#).

When Do You Need to Register a Domain Name?

On average, 56500+ .com domain names were registered every day in 2020.

Currently, there are over 151.8 million .com domain names already registered. 366.3 million domain names are registered in all TLD.

This means that all the good domain names are being registered as we speak. Chances are that someone may register a domain name that you're thinking of, so it's smart to register a domain name as soon as you think of an idea.

This is why all smart entrepreneurs proactively register domain names even before launching a business.

Domain names are cheap, and you can register them for a year. If you decide to not pursue the [online business idea](#), then you can let them expire.

The bottom line is, if you are serious about building a business, then you should register a domain name right away.

It will help you protect your brand's identity, business name, and even future business ideas.

How much does a domain name cost?

Normally, a .com domain name costs \$14.99 / year. The cost of a domain varies based on each different extension or TLD (top-level-domain). Some are even more expensive than this.

We don't recommend using anything but .com domains because everybody remembers a .com domain, and your smartphone keyboards have a pre-built key for .com.

Do I Need a Website to Register a Domain Name?

No, you do not need a website to register a domain name. You can register a domain name and make a website later. You can also register a domain name and setup a temporary website or [coming soon page with SeedProd](#).

A lot of entrepreneurs treat domain names like digital real-estate, so they register a good domain name and hold it for the right buyer to purchase it from them for profit.

How to Choose The Best Domain Name?

Domain names play a very important role in your website's identity and success. This is why it's important for you to carefully think about the domain name you choose.

However, it's also important to not overthink it otherwise you will never get past the research phase.

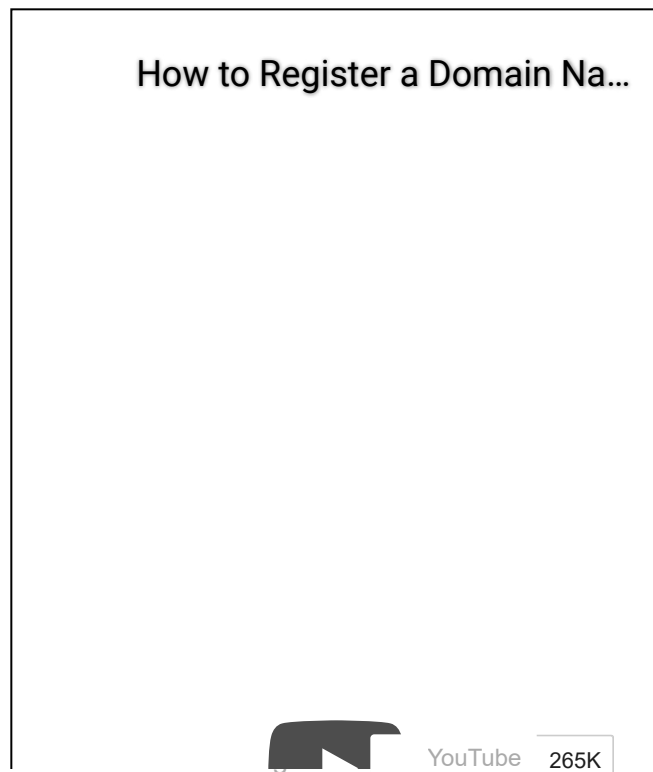
Following are some general tips to keep in mind when searching for a domain name.

- Make sure that your domain name is easy to pronounce, spell, and as short as possible.
- Stick with the .com extension because most users find them easier to remember than any other domain extensions.
- Use your keywords and brand name in the domain name search. For example, stargardeninghouston.com is more SEO friendly, than stargardeningcompany.com
- Do not use numbers or hyphens in your domain name. It makes them harder to pronounce and difficult to remember.

Need more advice? See our expert tips on [finding the best domain name](#) for your website.

You can also use a domain name generator like [Nameboy](#) to speed up your search.

Video Tutorial



If you'd prefer written instructions, just keep reading.

How to Register a Domain Name (Step by Step)

You can register a domain name from any of the [top domain registrars](#) that are authorized by ICANN to register domain names.

Since there are so many different registrars, we will cover the three most popular ways to register a domain name, and you can choose the one that best fits your need.

1. [How to register a domain name for free](#)
2. [How to register a domain with Domain.com](#)
3. [How to register a domain name with GoDaddy](#)
4. [How to register a domain name with Network Solutions](#)

1. How to Register a Domain Name for Free

If you want to register a domain name to [start a blog](#) or [make a website](#), then this is the best option for you.

Normally, a domain name costs \$14.99 / year and website hosting plans start from \$7.99 / month. This is a lot of money if you are just starting out.

Luckily, [Bluehost](#) has agreed to offer our users a **free domain name**, SSL Certificate, and 60% discount on web hosting.

Basically, you can pay \$2.75 per month for web hosting, and you will get a domain name for free, so you can start your website without a lot of money.

→ [Click Here to Get Free Domain with Bluehost](#) ←

[Bluehost](#) is one of the biggest web hosting companies in the world. They are in business since 2003 and host more than 2 million websites. Not to mention, they're officially recommended by WordPress.

To get started, you need to visit the [Bluehost website](#) and click on the Get Started button.

This will bring you to the pricing page. Their Basic and Plus plans are popular among our users.

Click on the 'Select' button below a plan to continue.

On the next page, you will be asked to choose a domain name. Simply type the domain name in the "New Domain" box because that will get you a free domain name.

If the domain name you entered is available, then you will be taken to the signup page. From here you need to enter your account information like name, address, email, etc.

Below the account information, you will notice some hosting extras. We don't recommend buying them, so you can safely uncheck them for now. If you feel that you need them, then you can always add them later.

After that, you can enter your payment information to finish the purchase.

Bluehost will now register your domain name, set up your hosting account and send you an email with a link to your hosting control panel.

Since you need both a domain name and web hosting to start any type of website, it makes a lot of sense to purchase them together, so you can get the domain name for free.

If for some reason you don't want to use Bluehost to get a free domain name, then you can use [HostGator](#), [Dreamhost](#), [GreenGeeks](#) or [InMotion Hosting](#). All of these companies are also offering our readers a free domain name with web hosting.

Related: See the [difference between domain and web hosting](#) to understand why you need both to build a website.

2. How to Register a Domain Name with Domain.com

If you only want to register a domain name at the moment without creating a website, then [Domain.com](#) is your best option.

It offers an easy way to manage your domain name without creating a website.

Once you are ready, you can just point the domain name to your preferred [WordPress hosting company](#).

First, you need to visit the [Domain.com website](#) and search for your desired domain name.

If your desired domain name is available, then it will be automatically added to your cart.

You can adjust the registration period to 1 year. You can either choose to keep or remove the privacy protection. Removing it will reduce your domain registration cost.

Domain.com is offering WPBeginner readers a 25% discount, and our [domain.com coupon](#) should be automatically applied.

Click on the continue button to check out.

On the checkout page, you can review your order and click on the 'Proceed to billing' button.

Next, you need will be asked to enter your account and payment information to finish the domain purchase.

Domain.com will now register your domain name, and it will send you an email with the link to your domain control panel.

How to Register a Domain Name with Network Solution

Network Solutions is one of the oldest names in the domain name business. They have been registering domain names since 1993 and at that time were the only registrar for all common domain name extensions.

Today, they are one of the largest domain registrars with over 7 million domains registered with them.

They offer domain name registrations with a much simpler control panel and easy tools to manage your domain names.

WPBeginner users can get a 25% discount on new domain names by using our **Network Solutions Coupon**.

Here is how to register a domain name with network solutions.

First, you need to visit the **Network Solutions** website. From here, you need to enter the domain name you wish to register in the search box.

If the domain name you are looking for is available, then it will be automatically added to your cart. You'll see a success message and continue to the check out by clicking on the checkout button.

During the checkout you'll be asked to sign in if you are a returning customer or continue as Guest.

Next, you'll be offers to turn on domain privacy addon. We recommend skipping it as of now and add it later if you need.

After that, you will be offered to add other products to your cart as well. Skip them by clicking on continue under the 'Domain Only' box.

Finally, you'll be offered to enable domain protections such as premium DNS and malware protection add-ons. You can skip them for you now and later add them if needed.

Finally, you will reach the check out page. From here you can redeem our [Network Solutions coupon](#) to claim your 25% discount and then make a purchase.

After that, you can continue check out to make payment and complete the domain registration.

3. How to Register a Domain Name with GoDaddy

GoDaddy is the largest domain name registrar in the world. They currently manage over 77 million domain names for 18 million users from around the world.

They offer an easy domain control panel, which allows you to point your domain to any hosting provider when you are ready to build a website.

Here is how to register a domain name with GoDaddy (step by step).

First, you need to visit the [GoDaddy website](#) and enter the domain name you want to register in the search box.

If your domain name is available, then you will see a success message with your domain name listed on top. You can now go ahead and add it to the cart.

Next, click on the continue to cart button to checkout.

GoDaddy will now show you some additional services that you can purchase with your domain name. You can skip those by selecting 'No thanks' and click on the continue button.

On the next page, you will see your domain name and its registration period. You can change the registration period to up to 10 years if you want.

However, we don't recommend that. You can always renew your domain name before it expires, so if you want to save money, then you can select just 1 year registration period.

You will need to create a Godaddy account to proceed.

After you have created an account, you will be able to enter your billing address and make a payment for your domain name.

GoDaddy will now register your domain name, and they will send you an email with a link to your domain control panel.

Pro Tip: You should make sure that auto-renew on your domain is turned on, so Godaddy can automatically bill your account and renew your domain name. This way you won't lose your domain if you forget to renew it.

Related: See [7 best GoDaddy alternatives](#) that are cheaper and more reliable.

Domain Name Registration FAQs

Since we have helped over 200,000 people start a website, we have gotten just about every question you can possibly think of. Below are the answers to some of the top domain name questions:

Which is the best domain name registrar?

We believe that [Domain.com](#) is the best registrar right now because they have the features you need, and they're offering a 25% off discount.

However it's a smarter money decision to get a free domain with web hosting like [Bluehost](#) because it saves you time and money.

You can always transfer your domain name to another [popular domain name registrar](#) if you're not happy with your existing provider.

Which domain extension I should buy?

You should always stick to .com domain names. They are the easiest to remember, and most mobile devices have a dedicated .com key in their keyboards. For more details, see our article on [the difference between domain name extensions](#).

Should I register new domain name extensions?

Apart from the most common .com, .net, and .org, there are dozens more domain name extensions available. However, these new domain extensions are hard to remember and difficult to brand. To learn more, see our article on [choosing a new domain extension](#) for your website.

How can I buy a domain name permanently?

You cannot buy a domain name permanently. Domain name registration is done on a yearly basis. However, you can pre-pay for up to 10 years which guarantees that you will have a domain name for 10 years.

What happens to my domain name once its registration expires?

Unless you renew your domain name, it will automatically expire after the registration period you have paid for. Some domain name companies offer a grace period to renew your registration, but it is not guaranteed, and you can lose control of your domain name if you let it expire.

How do I renew my domain name?

You can renew your domain name from your domain control panel. We strongly recommend that you turn on auto-renew feature to automatically renew your domain name. You can always turn it off if you decide not to keep a domain name.

Even though your domain registrar would remind you to renew your domain registration before it expires, you may miss those emails and lose control of your domain name.

How can I reserve a domain name without buying it?

There is no way to reserve a domain name without purchasing it. You have to buy it if you want to reserve it. Considering the low cost of a domain name, it's a small investment for a business.

Is there a way to buy an existing domain name?

Yes, you can use brokerage like Sedo.com to potentially acquire an existing domain name. However, it's not guaranteed that you will get the domain name that you want because the seller may not want to sell it or ask for an outrageous price.

You can also purchase premium domains from a premium domain broker like [BuyDomains](#).

Can someone steal my domain name?

Yes, domain name theft can be devastating for small business owners. This is why it's important that you choose a well-known domain registrar with a good reputation.

The way hackers can steal your domain name is by obtaining access to your domain registrar account. It's important that you use a strong password and setup 2-factor authentication.

Furthermore, we always recommend small business owners to use an [identity theft protection service](#) to get near-real time alerts of identity fraud because generally domain theft and ransomware is a byproduct of another hack.

We hope this article helped you learn how to register a domain name for your website. You may also want to see our tips on [how to make money online](#) with your new domain name and/or [how to create a professional email address](#) with your domain.

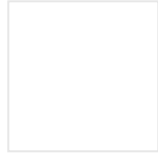
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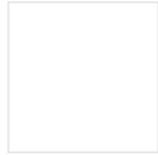
Popular on WPBeginner **Right Now!**



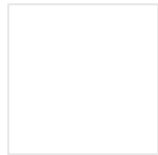
How to Fix the Error Establishing a Database Connection in WordPress



12+ Things You MUST DO Before Changing WordPress Themes



How to Properly Move Your Blog from WordPress.com to WordPress.org



Revealed: Why Building an Email List is so Important Today (6 Reasons)

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Editorial Staff at WPBeginner is a team of WordPress experts led by Syed Balkhi. Trusted by over 1.3 million readers worldwide.

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 **43 Comments**[Leave a Reply](#)**Gemma**

May 24, 2021 at 5:16 pm

Would this advice apply for a domain like Facebook.com? If you have a website that's going to be as big as Facebook would you give the same advice here? Or would there be a better way to go about securing the domain for a long period of time? TIA

[Reply](#) ↓**WPBeginner Support**

ADMIN

May 25, 2021 at 9:52 am

Yes, the recommendations in this guide are for all sites.

[Reply](#) ↓**Reem**

Dec 20, 2020 at 9:15 pm

Great article But I have a question! I'm opening an online business and I want to secure my business name, is buying a domain through Shopify enough so no one take my business name?

[Reply](#) ↓

WPBeginner Support

ADMIN

Dec 21, 2020 at 11:20 am

You can purchase the domain name to prevent others from taking it but if you wanted there to be no site using your name, you would need to look into the trademark process.

Reply ↴

Samm

Dec 10, 2020 at 12:42 am

if i buy a domain name just to secure it from either godaddy, wix, wordpress etc. can i use that name anywhere or i have to use it where i bought it from

Reply ↴

WPBeginner Support

ADMIN

Dec 10, 2020 at 9:48 am

You can use your domain purchased from one registrar on a different host.

Reply ↴

Jim Rossma

Nov 22, 2020 at 2:15 pm

If I buy a domain name.

1. Is automatically registered?
2. If I then put the domain name on my product can I stamp it with a T in a circle behind it to show the world it is a registered Trade Mark?

Reply ↴

WPBeginner Support

ADMIN

Nov 23, 2020 at 2:15 pm

When you purchase your domain name it is registered but trademarking your domain is a different process than registering your domain name.

Reply ↴

Albert

Sep 13, 2020 at 5:54 pm

If I were to register a domain, can I renew with a different registrar?

Reply ↴

WPBeginner Support

ADMIN

Sep 15, 2020 at 12:56 pm

You would want to first transfer the domain to your new registrar and then you would be able to renew it through them.

Reply ↴

nefertari

Aug 22, 2020 at 7:45 pm

this was awesome and VERYYYYY informative especially for newbies , thanks alot

Reply ↴

WPBeginner Support

ADMIN

Aug 24, 2020 at 3:47 pm

You're welcome

Reply ↴

tomasfaircloth4

Dec 3, 2019 at 5:50 am

Howdy, i read your blog occasionally and i own a similar one and i was just curious if you get a lot of spam comments? If so how do you prevent it, any plugin or anything you can recommend? I get so much lately it's driving me insane so any support is very much appreciated.

Reply ↴

WPBeginner Support

ADMIN

Dec 3, 2019 at 10:11 am

We do receive a large number of spam comments on our site and we use recommendations from our article here to combat them:

<https://www.wpbeginner.com/beginners-guide/vital-tips-and-tools-to-combat-comment-spam-in-wordpress/>

Reply ↴

keenanbenoit7

Dec 2, 2019 at 11:39 pm

Appreciate it for all your efforts that you have put in this. Very interesting info.

Reply ↴

WPBeginner Support

ADMIN

Dec 3, 2019 at 10:06 am

Glad you found our article helpful

Reply ↴

Lisa

Oct 16, 2019 at 4:01 pm

I have a blog on wordpress.com and pay around \$70 per year. Am I able to switch to wordpress.org and retain my domain name that is through wordpress.com? I love my domain name and do not want to give it up. Thanks.

Reply ↴

WPBeginner Support

ADMIN

Oct 17, 2019 at 11:43 am

If you have a custom domain instead of a yoursite.wordpress.com domain then yes, the domain can be transferred to a new site and kept

Reply ↴

Randy Chorvack

Sep 5, 2019 at 10:08 am

I think it's interesting that you can't permanently own a domain name and that the longest you can pay for is 10 years. Is there a reason for that? My guess is that people

discontinue their websites so frequently that it's almost a guarantee that you won't need it permanently.

Reply ↴

WPBeginner Support

ADMIN

Sep 6, 2019 at 9:16 am

loosely yes, if everyone could purchase a domain forever then eventually there would no longer be domain names available any many domains that are being unused

Reply ↴

Ioana

Aug 4, 2019 at 5:26 pm

Thank you for the detailed article. I hope you can help me, I'm stuck on a step. I chose the option to skip the domain name and to choose it later. Now it assigner me a weird domain name as my primary one, something like ykg.pdy.bluehost.me Help how do I change that?

Reply ↴

WPBeginner Support

ADMIN

Aug 5, 2019 at 11:58 am

If you reach out to BlueHost once you have your domain set up, they should be able to help you update your domain to the correct one

Reply ↴

Luca

Mar 12, 2019 at 10:42 pm

Excellent article! We are linking to this particularly great post on our website. Keep up the great writing.

Reply ↴

WPBeginner Support

ADMIN

Mar 13, 2019 at 10:33 am

Glad you like our article

Reply ↴

shanabrand460

Mar 3, 2019 at 7:24 pm

I've been exploring for a little for any high quality articles or blog posts on this sort of house . Exploring in Yahoo I ultimately stumbled upon this web site. Studying this info So i am glad to express that I have a very excellent uncanny feeling I found out just what I needed. I most without a doubt will make certain to do not omit this web site and provides it a look on a relentless basis.

Reply ↴

WPBeginner Support

ADMIN

Mar 4, 2019 at 1:07 pm

Thank you, glad our site can be helpful

Reply ↴

lillagibb8

Mar 3, 2019 at 7:24 pm

It is truly a great and helpful piece of information. I'm satisfied that you shared this useful information with us. Please stay us informed like this. Thank you for sharing.

Reply ↴

WPBeginner Support

ADMIN

Mar 4, 2019 at 1:41 pm

You're welcome

Reply ↴

macie

Mar 1, 2019 at 12:03 pm

I have been absent for a while, but now I remember why I used to love this blog. Thanks, I will try and check back more often. How frequently you update your site?

Reply ↴

WPBeginner Support

ADMIN

Mar 4, 2019 at 11:00 am

We do our best to publish a new post five days a week

Reply ↴

glynis@a.gsaverifiedlist.download

Mar 1, 2019 at 12:02 am

I am impressed with this website, rattling I am a fan.

Reply ↴

WPBeginner Support

ADMIN

Mar 1, 2019 at 10:22 am

Thank you, glad you like our content

Reply ↴

andy@b.wp-viralclick.com

Mar 1, 2019 at 12:02 am

Some really quality articles on this web site, saved to favorites.

Reply ↴

WPBeginner Support

ADMIN

Mar 1, 2019 at 10:22 am

Thank you

Reply ↴

BeaFeliz

Feb 27, 2019 at 5:42 am

Wonderful goods from you, man. I've understand your stuff previous to and you're just too magnificent. I really like what you have acquired here, really like what you're stating and the way in which you say it. You make it entertaining and you still take care of to keep it wise. I cant wait to read far more from you. This is actually a tremendous web site.

Reply ↴

WPBeginner Support

ADMIN

Feb 27, 2019 at 11:19 am

Thank you, we'll certainly continue creating content

Reply ↴

evan

Jan 24, 2019 at 7:21 pm

Hey,

I want to transfer my WordPress.com site to WordPress.org ... and keep the same domain name I have (I bought WordPress.com premium.)

Im confused because I cannot buy it from Domain or GoDaddy since it is already taken by WordPress.com.

What would the process be?

thanks so much!

Evan

Reply ↴

WPBeginner Support

ADMIN

Jan 25, 2019 at 10:25 am

When signing up for hosting, there is an option when you already own your domain that you would select. When transferring your site you would either transfer the domain or change your domain's nameservers.

Reply ↴

Daniel

Jan 11, 2019 at 2:13 am

Nice post, is there anything to do, my website audio files cracks when uploaded, and my website is a music download site

Reply ↴

WPBeginner Support

ADMIN

Jan 11, 2019 at 1:15 pm

It would depend on what you mean, if you mean the audio changes then there may be an issue with the file itself. If you're looking to add an option to download then you would want to take a look at: <https://www.wpbeginner.com/plugins/how-manage-track-control-file-downloads-wordpress/>

Reply ↴

PAUL

Jan 10, 2019 at 2:24 am

There are asterisks next to the Bluehost pricing in your screenshot.

That means there's a "catch" associated with the prices.

What's the "catch"?

Reply ↴

WPBeginner Support

ADMIN

Jan 10, 2019 at 11:50 am

You would need to check with BlueHost for the specifics of their asterisks but that is normally a statement about their renewal rates.

Reply ↴

Sarah Parker

May 29, 2018 at 7:56 am

Very well explained..!

Reply ↴

Leave A Reply

Thanks for choosing to leave a comment. Please keep in mind that all comments are moderated according to our [comment policy](#), and your email address will NOT be published. Please Do NOT use keywords in the name field. Let's have a personal and meaningful conversation.

Save my name, email, and website in this browser for the next time I comment.

Don't subscribe

Notify me of followup comments via e-mail. You can also [subscribe](#) without commenting.

Submit Comment

Over **1,320,000+** Readers
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A promotional graphic for a free guide. It features a laptop, a coffee cup, and a notebook with the WordPress logo. The text reads: "How to START A BLOG (step by step)" and "Free Guide (Start Now)".

How to
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BLOG
(step by step)

Free Guide (Start Now)

The Ultimate WordPress Toolkit

Get **FREE** access to our toolkit – a collection of WordPress related products and resources that every professional should have!

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[WordPress Performance](#)



[WordPress Errors](#)



[WordPress Security](#)



[Building an Online Store](#)



Useful WordPress Guides

[24 Must Have WordPress Plugins for Business Websites](#)

[How to Choose the Best WordPress Hosting for Your Website](#)

[5 Best Contact Form Plugins for WordPress Compared](#)

[7 Best Email Marketing Services for Small Business \(2022\)](#)

[How to Choose the Best Blogging Platform \(Comparison\)](#)

[Which is the Best WordPress Plugin? \(Comparison\)](#)

5 Best Drag and Drop WordPress Page Builders Compared

How to Choose the Best Domain Registrar (Compared)

5 Best WordPress Mem (Compared)

30 "Proven" Ways to Make Money Online Blogging with WordPress

How to Register a Domain Name (+ tip to get it for FREE)

7 Best WordPress Backu Compared (Pros and Cc

How Much Does It Really Cost to Build a WordPress Website?

How to Create a Free Business Email Address in 5 Minutes (Step by Step)

5 Best WordPress Ecom Compared

Free Recording: WordPress Workshop for Beginners

How to Install WordPress - Complete WordPress Installation Tutorial

12 Best Live Chat Softw Business Compared (20



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About WPBeginner®

WPBeginner is a free WordPress resource site for Beginners. WPBeginner was founded in July 2009 by [Syed Balkhi](#). The main goal of this site is to provide quality tips, tricks, hacks, and other WordPress resources that allows WordPress beginners to improve their site(s).

Join our team: [We are Hiring!](#)

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FTC Disclosure	MonsterInsights
Privacy Policy	WP Mail SMTP
Terms of Service	All in One SEO
Free Blog Setup	Smash Balloon
Free Business Tools	SeedProd
Growth Fund	Nameboy
	RafflePress
	PushEngage
	TrustPulse
	AffiliateWP
	Easy Digital Downloads
	WP Simple Pay

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Managed by [Awesome Motive](#) | WordPress hosting by [SiteGround](#) | WordPress Security by [Sucuri](#).

Steps to Having Your Website Linked to dkg.org

This document can be found at https://www.dkg.org/DKGMember/Resources/Tools/Communication_tools/Steps_to_Having_Your_Website_Linked.aspx after logging in with your member ID.

1. Create your website (you can use a free service like [Weebly.com](https://www.weebly.com) that can host your website).
2. Review your website to ensure you have met all of the Standards required by International. The Standards can be found on the website forms page.
3. When you have verified that you have met the standards, fill out [Form 72 – Society Website Compliance Assurance Form](#) and e-mail it to Society headquarters at compliance@dkg.org. **Form 72 will be available August 1, 2022. Final deadline for submission is October 31, 2022.**
4. After you submit your Form 72, **if you are applying for linkage for the first time**, a member of the International Communications & Marketing Committee will do a courtesy review your website, provide feedback, and answer any questions you may have.
5. After your submitted Form 72 is received, personnel at Society headquarters will then link your website to the international website and send you a seal of linkage within 7 to 10 days.
6. Please make sure to post the seal at the bottom of your homepage when you receive it from headquarters.
7. Remember that you will need to reassert compliance at the beginning of each international biennium in order to remain linked to the international website!





Standards for Society Website Compliance Form 72a

Content Requirements to include:

1. Society name, chapter name, and state organization geographic locale (Ex. Texas) at the top of each page (If using Weebly, this area of the website is called “Title.”)
2. One of three trademarked Society logos on the top of the home page but not necessarily in the banner/header.



3. Current certification seal at the bottom of the home page. (This only applies when compliance is being reasserted.) First time compliances will receive a seal when the process is complete.
4. Society Purposes, Mission, and Vision statements, all of which should be identified by title.
5. Links:
 - a. State organization websites - link to the Society website.
 - b. Chapter websites - link to the Society website and to state organization website.
 - c. Any link to a state organization/ chapter must be to a currently compliant website.NOTE: Only compliant chapter websites should have links on a state website.
6. Link to webmaster email on the bottom of the homepage. (Ex. MaryJones@gmail.com)
7. Title on every page.
8. Only Society graphics that are currently available on the DKG website are used.

Style Requirements:

9. Black or dark gray font color for body text on all pages. Titles and headlines may be a different font color.
10. Pale or white body background.
11. Clearly labeled, active links that allow readers to navigate easily between pages.
12. Publish only finished pages (i.e., with content).
13. Latest revision date of any part of the website listed in the bottom section of the revised and/or the home page formatted using month and year.

Legal Requirements: Goals are Awareness and Compliance!

State or chapter organizations are responsible for the following legal requirements. Chapter and state organizations agree to indemnify and hold harmless and defend The Delta Kappa Gamma Society International. See Hold Harmless Policy for details.

1. Specific written consent files at state organization or chapter level for
 - a. Addresses (postal or electronic) and telephone/FAX numbers of any individual Society member.
 - b. News and/or photos of an individual or group
 - c. Copyrighted materials, used only with written permission of the owner of said materials. All works found on the Internet are copyrighted. **Do not** use without permission. Permissions provide the exact manner for displaying credit on a website.

Recognition that items such as passages, images, and any other original work are copyrighted is critical. ALL passages, images, audio and/or video recordings are copyrighted with or without a copyright symbol being shown. Citing the source does not give the right to use the work. Written permission from the copyright holder stating that permission is given to republish their work on a website or in a newsletter should be sought, received, and saved before the item is used. Failure to do so may result in financial and legal repercussions.

If requested by the Society, proof of written permission for use must be provided.

State or chapter organizations are also responsible for complying with the tenets of the Society.

2. No statement of religious or political affiliations.
3. No direct advertising except for International non-dues revenue partnerships for fundraising by members that benefit the state or chapter organization. A one-sentence acknowledgement of donation of an electronic site is acceptable. (Note: International non-dues revenue partnerships include Society jeweler, insurance partners and approved international affiliates. Fundraising by members does not include third-party business agreements.)

Suggested Content: Goals are Usefulness and Relevance!

1. The following state organization or chapter information:
 - a. Project and/or program activities
 - b. Officers of state or chapter
 - c. Schedule of meetings
 - d. Photos that illustrate the activities of the chapter or state organization
 - e. Appropriate governing documents –
 - i. State Organization: State Bylaws
 - ii. Chapter: Chapter Rules
 - f. Newsletters –
 - i. State: required
 - ii. Chapter: if applicable
2. Information that is current and updated regularly.

Suggested Style Elements—Goals are Readability and Professional Look!

3. Sans serif fonts are recommended. Sans serif fonts are easier to read in an online environment. These fonts are very readable on a website: Arial, Calibri, Tahoma, and Verdana.
4. Body text of a medium size (similar in size to 12 point in print).
5. Titles and headlines with a larger font size than the body text.
6. Generally speaking, text should be left aligned. Titles may be centered.
7. Only text used as links should be underlined. Readers will assume an underline is a link.
8. Use bold sparingly.
9. Use several short pages that can be accessed from the navigation bar rather than one long page.



What Every Discerning DKG Editor and Webmaster Needs to Know

What is covered by copyright?

Copyright protects “original works of authorship” that are fixed in a tangible form of expression. The fixation need not be directly perceptible so long as it may be communicated with the aid of a machine or device. Copyrightable works include the following categories:

- literary works
- musical works, including any accompanying words
- dramatic works, including any accompanying music
- pantomimes and choreographic works
- pictorial, graphic, and sculptural works
- motion pictures and other audiovisual works
- sound recordings
- architectural works

What is not covered by copyright?

- titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents
- ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration
- works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources)

Copyright Myths

- Anything you find on the Internet is copyright free. - **FALSE**
- If there isn't a copyright symbol © on the published work, it is permissible to use without permission. – **FALSE**
- It is acceptable to use a copyrighted work as long as you cite your source. - **FALSE**
- I copied it from a book I owned so I can copy/post it. – **FALSE**
- We are a not-for-profit organization so it is acceptable to use this since we will not profit from the use of the copyrighted material. - **FALSE**
- If I get caught using something that is copyrighted, I will just claim ignorance, and nothing will happen. – **IGNORANCE IS NO EXCUSE; YOU WILL STILL BE SUED FOR MONETARY DAMAGES AND THEY DO NOT COME CHEAPLY!**

More information on copyright in the United States can be located through the [United States Copyright Office](#). Members from other countries should consult their countries' copyright offices.

Definitions

Attribution – the ascribing of a work (as of literature or art) to a particular author or artist.

Berne Convention - is an international copyright agreement that mandates equal treatment of copyrighted works by Berne signatories, known as the Berne Union. It requires signatory member countries to recognize copyrighted literary or artistic works in the same way that its national copyrights are recognized. For example, U.S. Copyright law applies to anything published in the United States, regardless of the work's origin. All DKG countries belong to the Berne Union.

Bot – is a simple computer program used to perform highly repetitive operations, e.g. trawling websites to collect email addresses. Some copyright holders use these to find instances of copyright infringement.

Copyright – the legal rights to be the only one to reproduce, publish, and sell a book, musical recording, etc., for a certain period of time.

Copyright infringement - occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Creative Commons – is a nonprofit organization that enables the sharing and use of creativity and knowledge through free legal tools.

Derivative Work - a new, original product that includes aspects of a preexisting already copyrighted work.

Intellectual Property - a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, trademark, etc.

Public Domain – A work of authorship is in the “public domain” if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection. Works in the public domain may be used freely without the permission of the former copyright owner.

Trademark - includes any word, name, symbol, device, or any combination, used or intended to be used to identify and distinguish the goods/services of one seller or provider from those of others, and to indicate the source of the goods/services. It gives notice to the public of the registrant's claim of ownership of the mark, legal presumption of ownership nationwide, and exclusive right to use the mark on or in connection with the goods/services listed in the registration.

Videos

Below are some videos that will give you more in-depth information:

[Copyright Primer for DKG Editors and Webmasters](#)

[Copyright Basics](#)

[Copyright Across Borders](#)

[Creative Commons Kiwi](#)







Google

There is a misperception that any image found on Google is copyright free, which is not true. To narrow your search to only images that are permissible to use in your newsletter or website use the search tools in Google. The following video will explain the process: [Quicker Google Images Search by Usage Rights License](#) .

If an image is submitted to you for publication that you suspect might be copyrighted, the first thing you should do is contact the person who submitted it to find out where they got it and if they have written permission to use it. In the meantime, you can copy and paste an electronic picture into Google to find where it came from on the internet. To learn how to do this, watch this video [Google Search by Image](#).

Creative Commons

Works licensed with a Creative Commons license are copyrighted works that their creator and/or copyright holder have released certain permissions for reuse without having to contact them. Creative Commons offers six core licenses, each of which grants a different set of permissions. Before you use Creative Commons-licensed material, you should review the terms of the particular license to be sure your anticipated use is permitted. If you wish to use the work in a manner that is not permitted by the license, you should contact the rights holder (often the creator) to get permission first, or look for an alternative work that is licensed in a way that permits your anticipated use. Creative Commons licenses are recognized worldwide. The main website can be found at <http://creativecommons.org/>. Members from outside the United States should consult the [CC Affiliate Network](#) where they will find a hyperlink to a website in their language. Below you will find the six license symbols and what they give you permission to do with the work.

CC License Symbol	Terms of the Creative Commons License
	This license lets you distribute, remix, tweak, and build upon the creator's work, even commercially, as long as you credit the creator for the original creation.
	This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to the creator.
	This license lets you remix, tweak, and build upon the creator's work non-commercially, as long as you credit the creator and license your new creations under the identical terms.
	This license lets you remix, tweak, and build upon the creator's work even for commercial purposes, as long as you credit the creator and license your new creations under the identical terms.
	This license lets you remix, tweak, and build upon the creator's work non-commercially, and although your new works must also acknowledge the creator and be non-commercial, you don't have to license your derivative works on the same terms.
	This license is the most restrictive of the six main licenses, only allowing you to download the creator's works and share them with others as long as you credit the creator, but you can't change them in any way or use them commercially.

Where can I find information on a copyrighted work?

When you need permission from a copyright holder to use an article, book, etc., there are a couple of places you can go to determine the copyright holder.

The United States Copyright Office provides an [online search site](#) of works registered and documents recorded by the U.S. Copyright Office since January 1, 1978.

Another source is the [Copyright Clearance Center](#) to find out contact information for the copyright holder and in some cases find out immediately how much a license will cost to use that article in your newsletter or website.

Anytime you use copyrighted information in a DKG newsletter or website you MUST have written permission of the copyright holder to use it and have paid any license fee the copyright holder has requested before you use it.

A sample letter to a copyright holder asking for permission to use their work should contain:

- Information about yourself and why you are requesting permission to use the material;
- Identification of the title of the work and the full name of the author/artist/photographer that you want to use;
- Identification of what rights you are requesting and how you will use the work;
- A request that they confirm in writing that they are the copyright holder of the work and that they agree to give you the permissions requested and under what terms it is granted.

Written permission either received in a physical letter format or by email should be kept on file by the DKG newsletter editor or webmaster.

Places to Find Images You Can Use

Read the directions carefully for these sites and follow their directions on how you may use the items found on their site. Some of these sites have photos for sale at the top of the page to pay for the website avoid those unless you are willing to pay the license to use them.

[Compflight](#) – search for images; make sure that you click the filter to search for Creative Commons works

[Creative Commons CC Search](#) – find content you can share, use and remix through the Creative Commons website.

[Flickr Creative Commons](#) – please note that only those pictures on Flickr under the Commons are copyright free.

[FreeDigitalPhotos.net](#) - ALL the images on their website are available free of charge, for business, personal, charitable or educational use. These free images are small sized, but perfect for websites or draft printed work. If you need a larger sized version, they are all available to buy.

[MorgueFile](#) - contains free, high-resolution digital stock photographs and reference images for either corporate or public use. The purpose of this site is to provide free image reference material for illustrators, comic book artist, designers, teachers, and all creative pursuits.

[Pixabay](#) - is a repository for stunning public domain pictures. You can freely use any image from this website in digital and printed format, for personal and commercial use, without attribution requirement to the original author. There are currently 157,752 images available: 113,769 photos and 43,983 pieces of clipart.

[Veezle](#) – is a search engine that will find free stock photos.

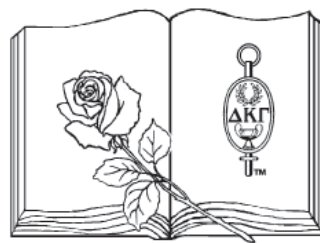
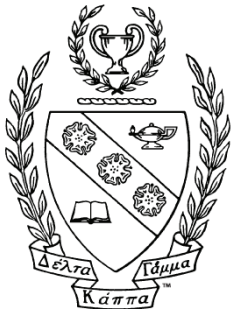
[Wikimedia Commons](#) - a database of 20,145,366 freely usable media files.

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Society graphics



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA™



DKG logos and other images are copyrighted. The Official Logos are branded trademarks of *The Delta Kappa Gamma Society International* and cannot be altered. Altering an official trademark on state organization or chapter websites constitutes grounds for unlinking sites prior to expiration of a certified seal.

DKG logos

DKG has four versions of its logo with color and black and white variations. The logos are

Long logo



Short logo



Rose

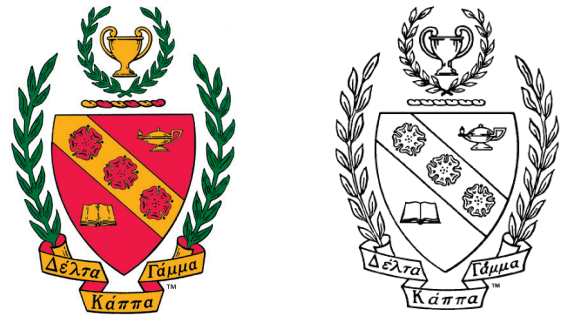
DKG

Other images available on the Society website are symbols, graphics, emblems and jewelry images, such as

Key pin



Coat of Arms



(See Constitution Article I, Section C. Guidelines for Sale of Items and International Standing Rules 1.01-1.05)

Guidelines for using DKG logos

DKG has a number of graphic items representative of the organization. *Guidelines for Using DKG Logos* will explain how logos may be used and how logos *may not* be used.

Do not change the logo colors.

The correct red is 193, green is 349, using Pantone colors.

Red

Pantone-193

R-198, G-9, B-59

C-15.67, M-100, Y-77.03, K-4.8

Web safe-c5093b

Green

Pantone-349

R-2, G-105, B-55

C-90, M-33.27, Y-99.65, K-25.56

Web safe-016836

Logos may not be modified or altered or used in a misleading way, including suggesting sponsorship or endorsement by DKG, or in a way that confuses DKG with another organization.

For example, pictured below is the DKG Rose commonly seen on DKG paraphernalia and on the Web in color or black and white (B/W). Both are acceptable; however, it is not acceptable to make the Web version of the rose any larger than 136 pixels in width by 144 pixels in height, additionally, the print version of the rose, whether B/W or color, may not be larger than 500 pixels in width by 530 pixels in height. You may, however, reduce the size of the logo.

Black and white is also available.



Color Web version



B/W Web version



Color print version

Logos are not to be any larger than the measurements found in both pixels and inches below

Example

Web logo: 136x144 pixels is equal to 1.889x2 inches

Print logo: 500x530 pixels is equal to 1.667x1.767 inches

Do not rotate logos.

Example



Do not augment the shape of the logo.

Example



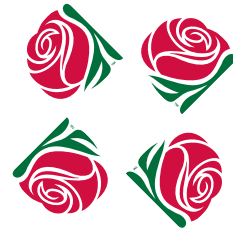
Do not alter the text on the long or short logos.

Example



Do not duplicate logo to create a new logo.

Example



Do not animate a logo.

Do not use DKG logos as your personal profile picture. DKG logos are reserved for official accounts.

Remember to capitalize the letters "D", "K", and "G" whenever typing or printing.

Always resize the logo proportionally.

Example



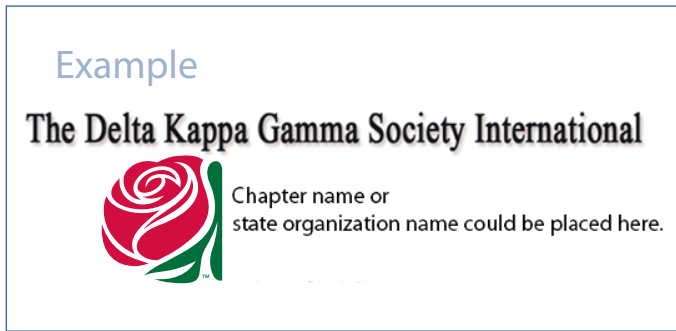
x



x



It is acceptable to utilize some of the logos to create your own look and feel for your site. Please find an example below:



Displayed above is a sample header for a chapter website utilizing the rose logo in combination with text and adequate spacing. Be as creative as possible without stepping outside the appropriate use guidelines.

The letter logo below allows for additional creativity as long as the letters (font), spacing and formatting are not altered in any way.



Do use the logos on websites and in print.

Use combinations of logos to build what a chapter or state organization needs.

Here are some examples of things you can do:



If you have any questions about custom logos, please call (512-478-5748). The information services department will be glad to help.

Caution! Use of images from the DKG website!

Members sometimes want to use images from the DKG website (www.dkg.org) for their newsletters or websites. Be aware that the **ONLY** images available for use from the DKG website are those in the Logo Library.

Other images that appear on the DKG international website are copyrighted and used by permission or purchase. That permission or purchase does **NOT** extend to state organizations or chapters. If you want to use images other than those in the Logo Library and avoid copyright infringement, you must make your own arrangements with the copyright holder of the images.

Publishing Photos and Works of Members on the Web

Release Form

Legal Issues: Permission

As with all photographs, permission to use images is crucial. The following is a sample release form for chapters and other groups. It is important to remember that all works are copyrighted as soon as they are created in a tangible form; therefore, permission to publish should also be obtained for works created by members. Newsletters that are published on a website should be reviewed for possible violation of permission before publishing. It is suggested that every member sign a permission form every year and that the forms be filed with either the newsletter editor, chapter webmaster, or chapter web watcher. Below is a sample form. Modify it to fit your chapter needs.

Sample Form

Letter and Permission Slip

Dear Member,

[Insert name chapter] has a website on the Internet. The purpose of this website is to inform people about our chapter and to share work created by our members.

Our newsletter editor and our webmaster may want to put photos of our members, and writing or art work created by our members on our website. Because information posted on our website may be seen by people all over the world, there is a separate permission form to be signed giving permission to publish images and other works. The address for our site is [Insert Chapter URL]. For security reasons, only first names will be used. Please sign and return the slip below.

If you have any questions, please contact [Inset name] at [Insert email address].

Thank you.

Signed by [newsletter editor or webmaster]

Internet Web Publishing Permission Slip

I give my permission for my:

Name _____

Contact information _____

Photo _____

Writing _____

Art work _____

to be included on the website for [Name of chapter]. The address for our site is [Insert Chapter URL].

I understand that these items may be published on the World Wide Web (WWW), and/or our chapter newsletter. The copyright for all writing and artwork remain the property of the respective creator. Since the photos, writings and artwork may be seen throughout the world by people with access to the WWW through the Internet, for security reasons, only first names will be used.

Name _____

Signature _____

Date _____