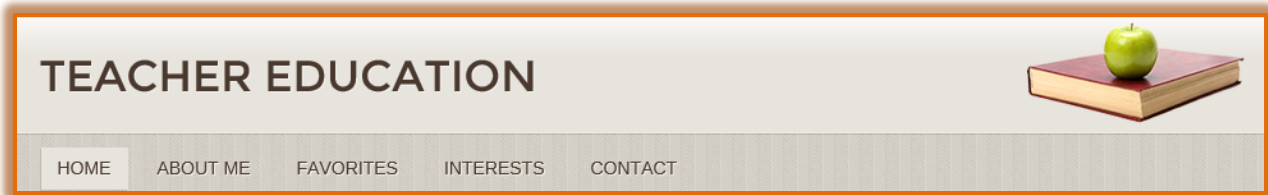


HEADER AND TITLE

All Weebly themes have a place for the site's title. Most of the themes have a default area for a header image. This image displays across the top of the Web site. Options are available to alter the text, to include an image, or to turn the Title off.

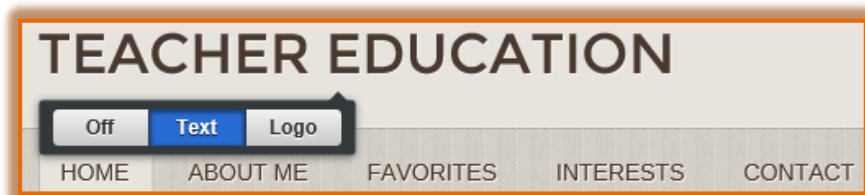
SITE TITLE/LOGO

Every Weebly site has a Title by default. When the Web site is created, you are asked to provide a Title for the site. This Title can be changed after the site has been created. The Title for the site appears at the top, left side of the page (see illustration below).



CHANGE TEXT

- ✦ Scroll over the **Title** to select the text.
- ✦ The **Title** will be selected with three options (see illustration below):

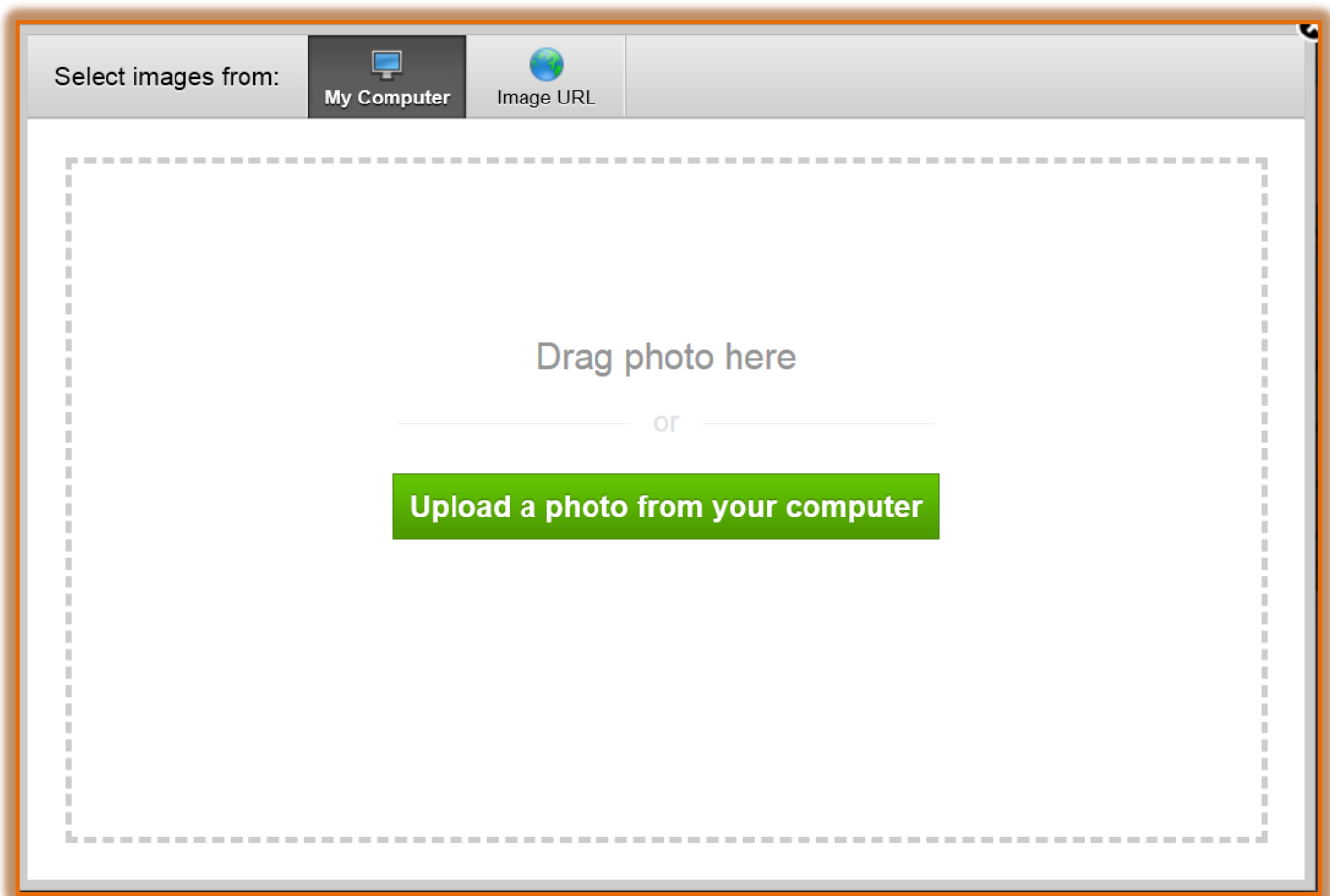


- 🔒 **Off** - Use this option to turn the Title off so that it doesn't display in the site.
 - 🔒 **Text** - The Title Text will display. Select the Title Text to make changes.
 - 🔒 **Logo** - Select this option to change the Title Text to a Logo image. If a Logo image is selected, text may be added after the logo using the Add Text button.
- ✦ Select the **Title Text**.
 - ✦ Type the new **Title** for the site or modify the current **Title**.
 - 🔒 The Title Text should be fairly short and to the point.
 - 🔒 There should be no more than **six** or **seven words** in the Title Text, similar to the title of a book or newspaper headline.

INSERT LOGO

When a logo is added to the Title area, the text will not display. To display text along with the Logo, you must edit the logo.

- ✦ Scroll over the **Title**.
- ✦ Click the **Logo** button as shown in the image above.
- ✦ The **Select Images** window will appear (see illustration on next page).
- ✦ Click the **Upload a picture from your computer** link.
- ✦ The **Open** window will display.
- ✦ Scroll to the area where the image is stored.
- ✦ Select the image and then click the **Open** button.
- ✦ The **Logo** will appear in place of the text.

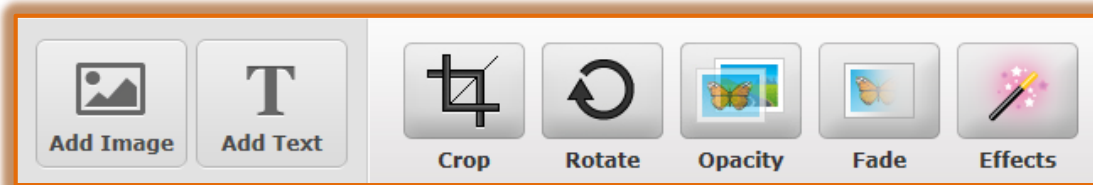


EDIT LOGO


- ✦ Scroll over the header image.
- ✦ Click the **Edit** button (see illustration below).



- ✦ The **Edit Image** toolbar will appear at the top of the window (see illustration below).

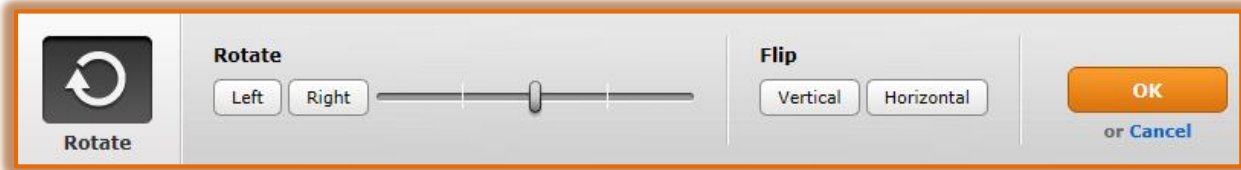



- 🔖 **Add Image** – Click this button to add another image to the header.
- 🔖 **Add Text** – This button is used to add a Text box to the header.

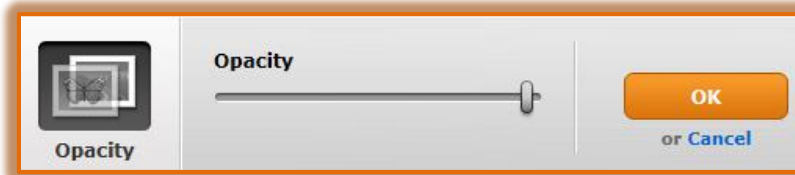
 **Crop** – Use this button to remove different sections of the image. A box will appear within the image as shown in the illustration at the right. The portion of the image outside the box will be removed when the cropping process is completed. Use the sizing handles around the edge of the box to select the parts that are to remain in the image.




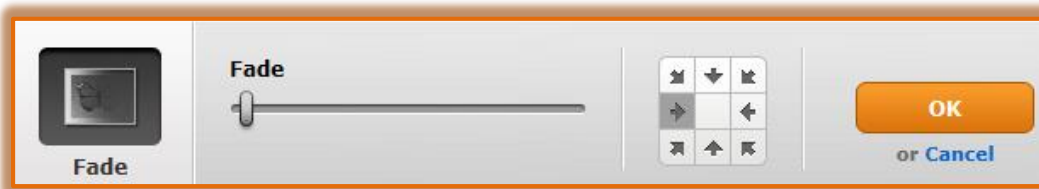
 **Rotate** – This button is used to rotate the image as shown in the illustration below.



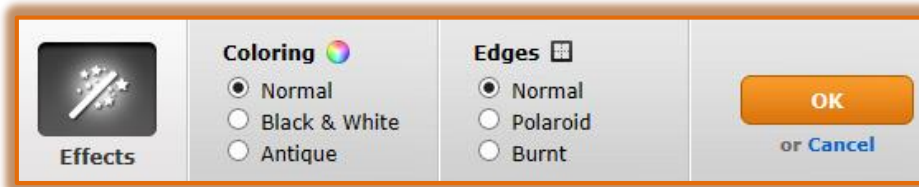
 **Opacity** – To add a dark quality to the image, select this option. The lower the opacity, the more gray will be added to the image.



 **Fade** – Use this button to add a fade effect to portions of the image. The Fade can be moved to different corners of the image by clicking the arrows as shown in the illustration below.



 **Effects** – This button is used to add different effects to the color and borders of the image as shown in the illustration below.



- ✦ Once a change has been made for any of these options, click the **OK** button to return to the **Edit Image** toolbar.
- ✦ **Resize** the image by clicking one of the **corner handles** of the image and dragging until the image is the desired width and height.
- ✦ Click the **Save** button in the **upper-right corner** of the window.

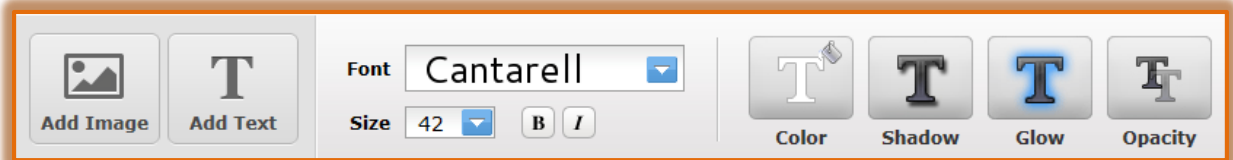
ADD TEXT TO HEADER

The header of the site can contain text as well as images.

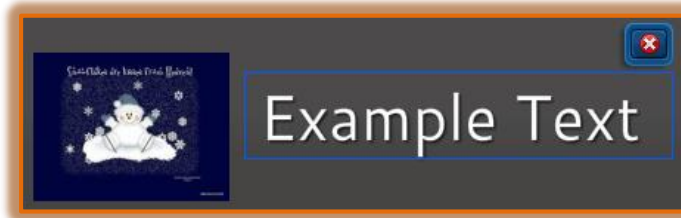
- ✦ Scroll over the header image.
- ✦ Click the **Edit** button (see illustration on next page).



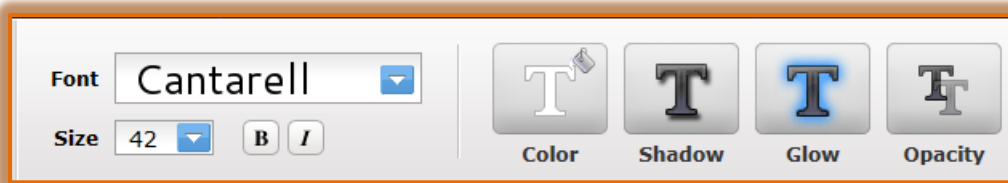
- ✦ The **Edit Image** toolbar will appear at the top of the window.
- ✦ Click the **Add Text** button (see illustration below).



- ✦ A line of **Example Text** will appear in the header area of the page (see illustration below).

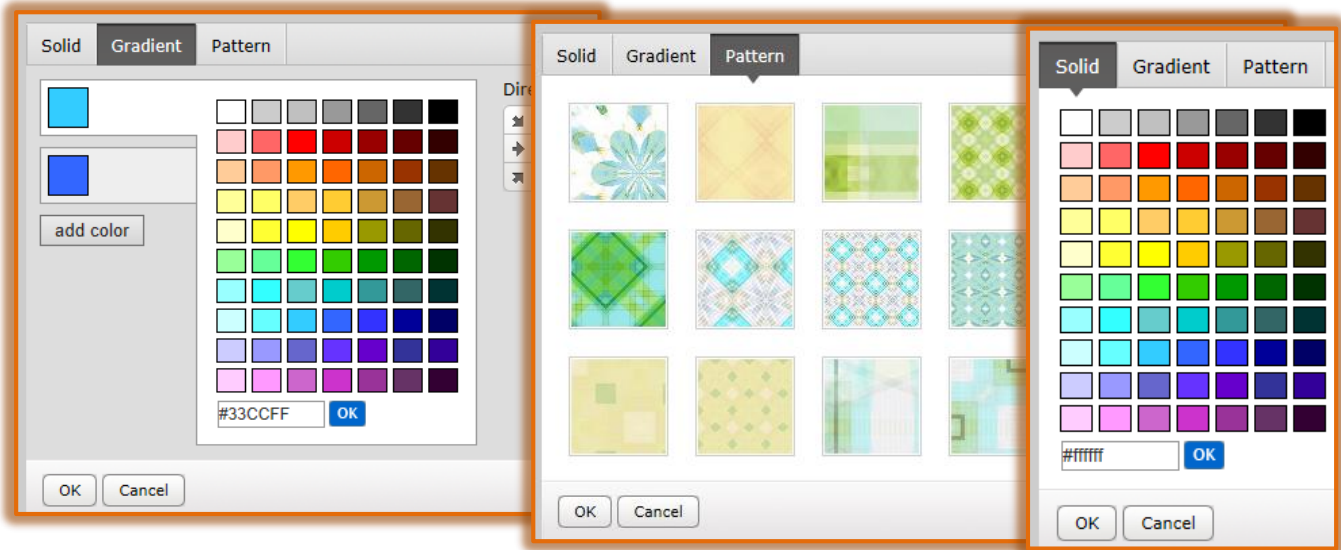


- ✦ Select the **Text Box** making sure the Example Text is selected.
- ✦ Input the text for the header, such as Teacher Web Site.
- ✦ Use the tools on the **Text Toolbar** to make changes to the formatting of the text. As the changes are being made, they will show in the text box.

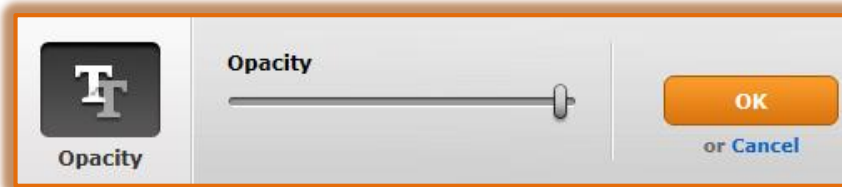
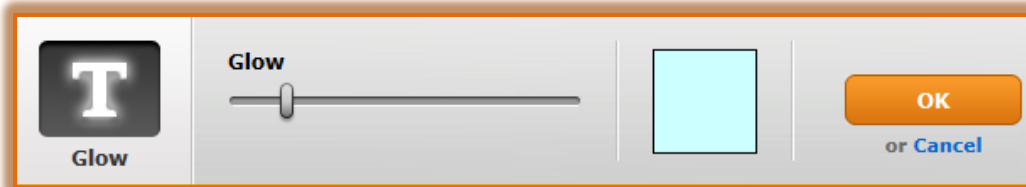
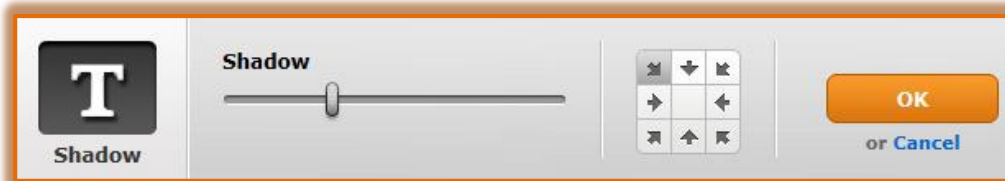


- 🔒 **Font** - Click the list arrow to change the Font Type for the selected text.
- 🔒 **Size** - Use this list arrow to make changes to the Font Size for the selected text.
- 🔒 **Bold/Italics** - Click either of these buttons to apply appropriate Font Effects to the selected text.
- 🔒 **Color** - When this button is clicked a gallery of different colors will display. Select one of the colors in the gallery or click the Gradient or Patterns tab to select different options (see illustration on next page).
 - ⤴ **Solid** - This is the default option. Select a color from the gallery that appears when the button is clicked.
 - ⤴ **Gradient** - This option is used to apply two or more colors in different gradients to the banner. Use the arrows on the right-side of the window to change how the gradients will appear.

- ✦ **Pattern** – To select a pattern to apply to the banner, select this tab. A gallery of different patterns will appear.



- 🔒 **Shadow** – Click this button to add a shadow to the text. Move the slider to the right or left to determine the amount of shadow to apply. Click the arrows, as shown in the illustration below, to specify which direction the shadow should appear.
- 🔒 **Glow** – This feature is used to apply a colored border around the selected text. Click the Glow Slider to determine the amount of glow that will appear. Click the Color Palette button (green box) as shown in the illustration below to select a color for the glow.
- 🔒 **Opacity** – To determine how solid or see through the selected text is, select this option. Click the Opacity Slider as shown in the illustration below to specify how the text will display.



- ✦ After each of the formatting options are made, click the **OK** button to apply the changes.
- ✦ Click the **Text Box** to move it to a different location in the header.