

Creating a Table in Weebly

1. Create your table with the content you will be adding to your website in a word document. Includes your links to sites and resources in the table too.
2. Save your document as your “first initial, last name, webtable”. It is *very important* that you save your document as a .doc, in case you want to go back and make corrections!
3. Now you will do a Save As keeping the same file name but as a web page (*.htm, *.html)
4. Close the web page version of your document and then re open it. This version will open as a web page; you should no longer see any word tool bars at the top of the page.
5. In the menu bar at the top of the page click on *View>Source*. This will open a window which contains the source code for your table. Select all of the text (ctrl/cmd + a) and copy this text (ctrl/cmd+ c)
6. Open your Weebly site and click on the page you want your table to appear
7. From the Element tool bar select and drag Custom HTML onto your page
8. Paste (ctrl/cmd + v) into the element
9. Click on Publish to save and view

You should see your table displayed on your website. If you have any questions or would like additional assistance, please stop by the lab in DeGarmo 52.