**Weebly Design Document**

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## PURPOSE & INTRODUCTION

I, Margaret Lion, got the job that I have now, that I love, because I have a website. Pat Setser, the instructor who coordinated and taught before me, needed an adjunct, someone who would teach a section of her class, then P200. She did a web search and found the site I had made showcasing the teaching and work I was doing at Ivy Tech State College at the time. She emailed me asking if I were interested and would I be interested in an adjunct position. I said yes, met with her, and have been ecstatically happy with my job ever since.

It is now your time to create a website, load it with your educational and professional accomplishments, and help yourself get or keep your dream job.

This document will help you through the steps of organizing a website for yourself. You will first collect documents and write the words needed to introduce yourself to the world. The second task is to use [Weebly.com](http://www.weebly.com) to create your site.

## BEFORE YOU BEGIN

It is important to keep your web work organized. Decide now where you are going to keep the files, images, this document, and site information. An online storage drive is suggested as the permanent location.

To begin this process, create a folder on your computer. For this document the folder will be called **professional-website**. It is recommended that all documents and images you collect for your website be kept in the folder, including this document. When you are done working on the site, save this document, close it, and then load the folder to your online drive. That way you will have access to it.

Also! Get the most recent version of your curriculum vitae (CV) for reference. You can copy and paste from this to save yourself time. You should also load your CV onto your website.

Also, never put under construction on your site. Either leave the information or page off, or be happy with a small amount.

## TASKS & TOOL

You will use this document to help yourself to organize the information you will want on your website. The first steps in creating your website is collecting documents, such as your CV, perhaps an abstract or syllabus, pictures, and writing the words that will appear on your website. This tool is specifically designed to use with the Weebly.com theme Smith. However, it can be easily adapted to any theme.

Write your answers in the spaces below.



### **HOME PAGE**

The purpose of a website home page is to introduce yourself. Think of it like a cover to a book. What would the cover of you if you were a book say?

What is your “elevator speech” about yourself? What is your name? What is your degree? What is your position? Describe your research OR describe your teaching. Give one to three sentences as an introduction.

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### Excellent**MY WORK**

The purpose of this page is to show your work. Your work, depending on where you are in life, may be your academics. Basically, answer the question what do you do for a living? OR what are you studying?

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### **DNAABOUT**

The purpose of this page is to describe more details about yourself that pertain to work/school. This is where you can highlight your education, past employment, papers, classes taught, certifications, etc. This is also a great place to put your CV. In fact, if you wish, you can put parts of your CV on the page.

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### **Handshake**

### **CONTACT**

This is where you put your full contact information. This includes mailing address, phone number, and email. Remember you want people to be able to easily contact you.

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**FOOTER**

This may be optional for you, but I like to have my contact information on every page at the bottom. I do not want someone searching for my contact information. Sure, they can click on the Contact page. However, I have seen many contact pages without this information, and it drives me crazy.

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| **LINKS:** |

**LINKS**

If you wish, you can put all of your links in this section. Or leave them in the spaces above. It is up to you. However, it might be good to put all of your links here just to be sure you have them. You can put these links on one or more of the above pages. Links you might want to add are:

1. School – both where you teach and where you got your degree
2. College/University
3. Degree Program
4. Mentor Websites
5. Anything like ORCID ID, ResearchGate, Google Scholar
6. LinkedIn Profile
7. PROFESSIONAL PURPOSES ONLY Facebook, Twitter, Instagram, etc. In short, not the place where you put your dog pictures.

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**DOCUMENTS**

At the beginning of this document it was suggested that you get your CV. Along with that CV are there other documents you wish to use for site language or post on the site? Gather all of them together and put them in the professional-website folder. Also write their names in the space below so you know you want to use them.

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**IMAGES**

What images come to mind when you think of yourself in a PROFESSIONAL manner? Your school of place of employment – do they have images on their Websites? See if you can download them. For example, IU has several images that could be used. Images are not necessary for your website but can be used if you wish. Put the images in your professional-website folder and then write the names in the space below so you know what you wish to use.

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## SITE INFORMATION

It is recommended that keep information about your site where you can find it. However, ***DO NOT PUT YOUR PASSWORD IN THIS DOCUMENT!!*** That should be kept where only you can find it.

Web Address/Uniform Resource Locator (URL) *[Example: mlioncewitnov142020.weebly.com]:*

Site Host or Company Used to Create Site *[Example: Weebly.com]:*

How do you access your site to edit it? *[Example: Log into Weebly.com and go to edit site]:*

Where do you keep your backup files? *[Example: GoogleDrive]:*