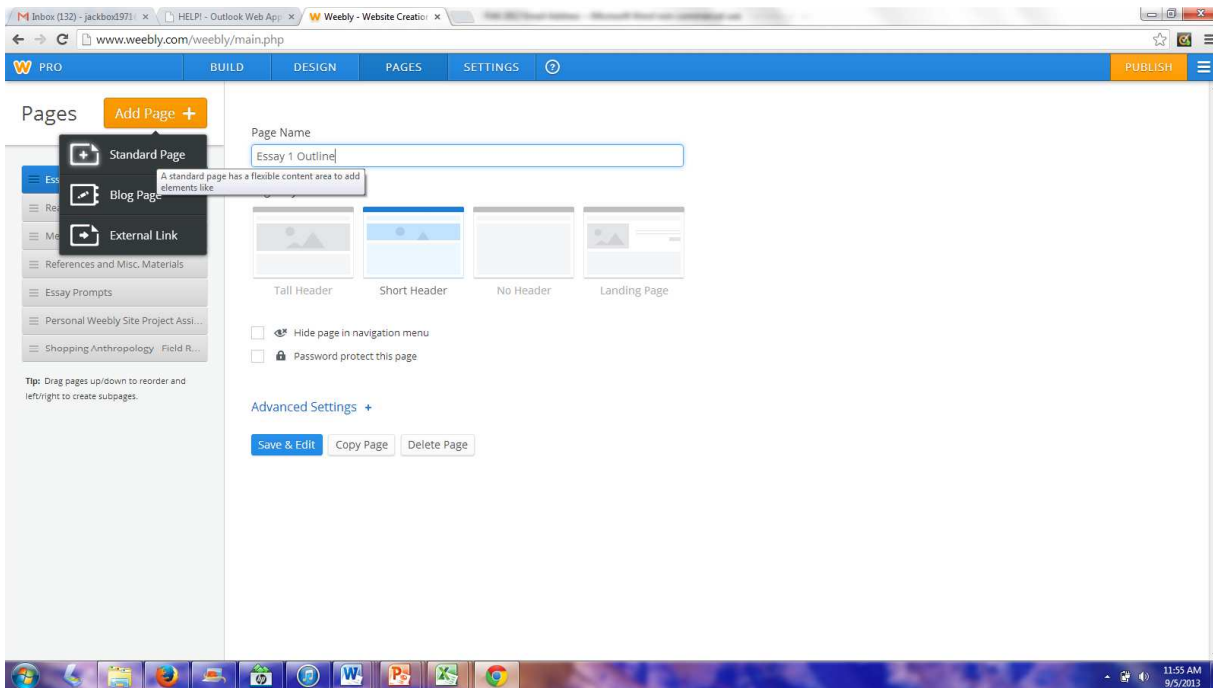
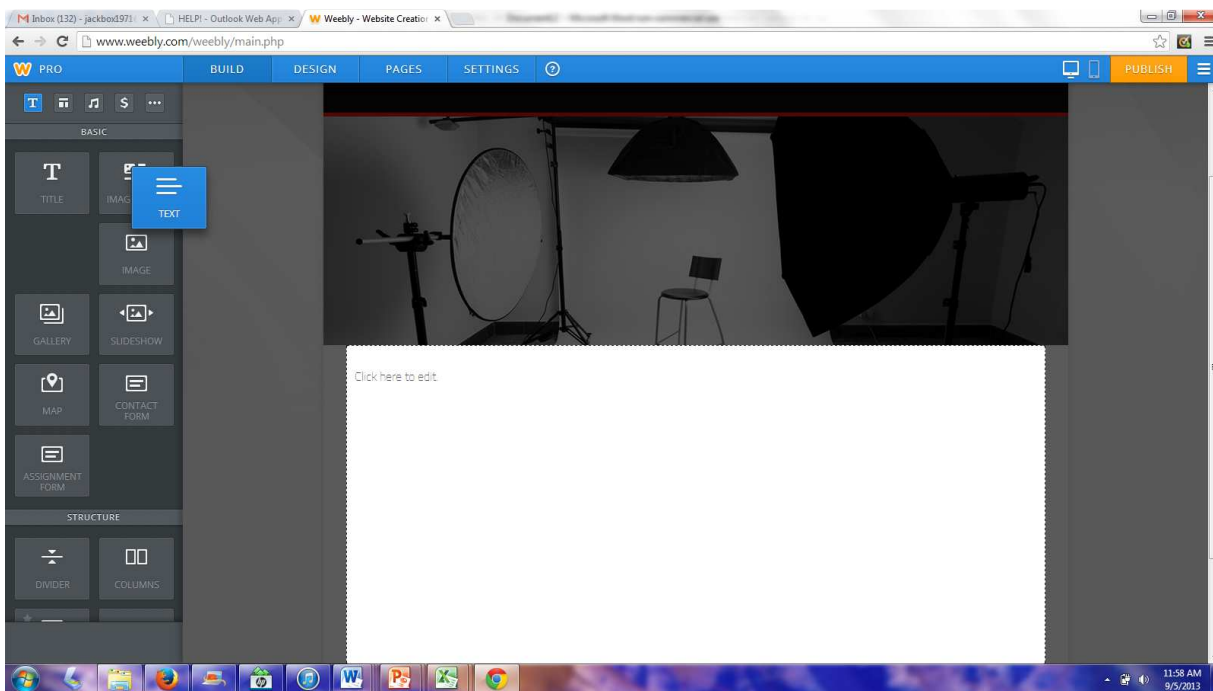


# Creating your outline page in Weebly

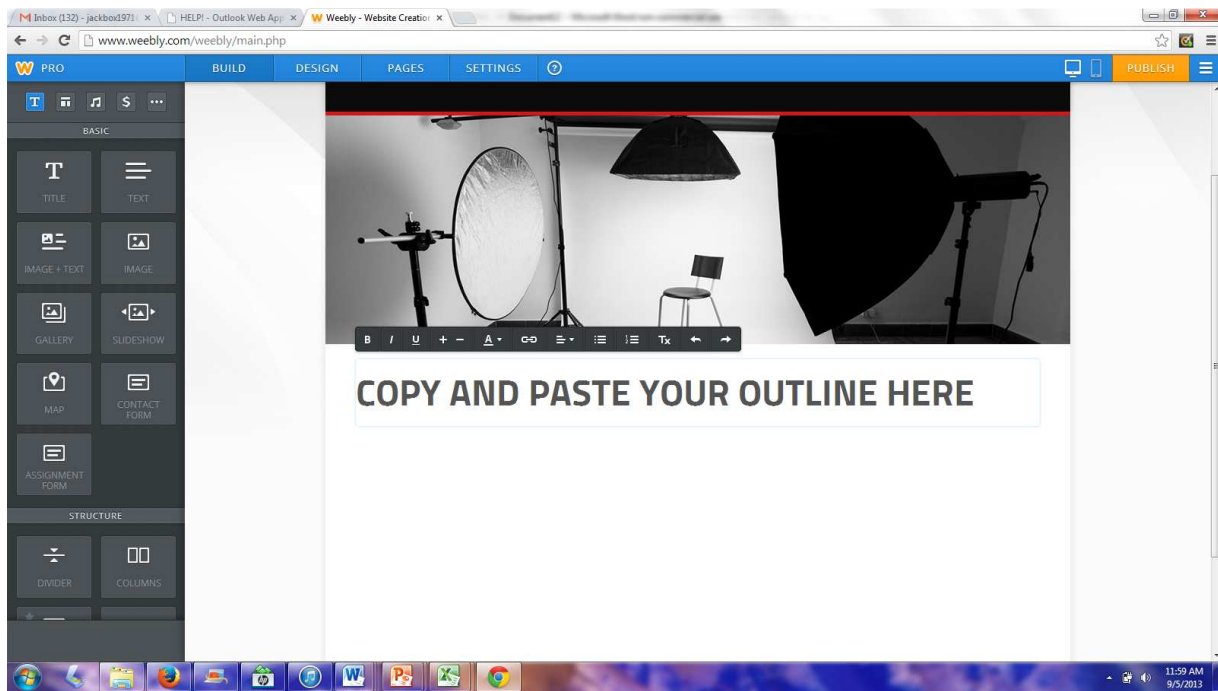


1. Go to the "Pages" tap
2. Select "Add Page"
3. Select "Standard page"
4. Give the page a name ("essay 1 project")
5. Select "Save and Edit" (this will create the page and take you to it so you can work on it")



Using the cursor, click on the "Text" element in tool tray on the left hand side

Hold the clicker down and “drag” the element into the area where you will be putting your outline  
Release the clicker and the text box should appear.



When you click into the text box, you will see a word processing editing ribbon. That means you are inside the text box and put text down.

Copy and paste your outline into the box

When you have finished, select “Publish” in the upper right hand corner.