Wix Tutorial

Step 1: Getting logged in.

- To access wix.com, you must first click on your internet browser.

- Once you have gotten on to the internet, you will then need to go to type into your url. (www.wix.com)

- Once the website has come up, you can either click on the right hand side and get an account or you can log in to a previous account.

- All you need is your email and password. It’s free!

Step 2: Getting started.

- After you have logged you will be brought to a page where it says: create, explore, my account.

- If you choose create, it will bring you to a page there you will be able to click on blank website or you can choose from a template that is already been created.

- If you choose explore, it will show you the different options that wix.com has. Also you can check out what other users have created.

- If you choose my account, it will show you the settings in your account. You will be able to manage your creations.

Step 3:

- Once you have looked around and found what you were looking for you can either click on your page or you can click on blank website.
• After you have selected your page, you will be brought to a website where you can create your own objects.
• If you have a template, you may want to delete the things that you don’t need. It will maintain what the originator did.

This is using a blank website.
• From here you will be able to create your whole Wix website.

Step 4: Using Wix Features.
• Wix offers many different features to make your website your own.
• On the left hand side you have the options to add pictures, change your background and files.
• If you click on the box for backgrounds, a drop box will appear with 57 different pages of backgrounds that you can scroll through and select.
• After you have selected a background you can then select the clip art to go with it.
  o Under add you can use:
    ▪ Pictures
    ▪ Text
    ▪ Shapes
    ▪ Music and videos
    ▪ Page navigation
    ▪ Different parts to your pages
    ▪ Embed websites
    ▪ Etc

• As you scroll over each it will give you more of a selection of what is under each category.

• To add text:
  o It will ask if you prefer title or paragraph. Scroll to which you prefer.
  o Once you have selected to edit you double click the text box and click the word edit.
• To add pics:
  o You must first upload the pictures on to the wix site and then you will be able to use them in a gallery or just one single photo.
  o You can also upload pictures that you found on the internet.

• To add navigation:
  o You have several options.
  o Once you have scrolled over to navigation you will see that you can have horizontal, vertical or a page layout.
  o Pick which you will think will be easier to use.

**Step 5: Managing your pages**

• To manage you pages, on the right hand side of your screen you will see a box that has the words page manager on it. Any time you would like you may add a new page.

• You add a new page by clicking on the box that says “add page”

• You can also create duplicate slides, however, be careful it will not update everything from the other pages if you wish it do so.
• To create a duplicate slide you may scroll over onto the arrow pointing down on where it says, “masterpage”.

• Once you have done that it will give you different options and you will click on duplicate page if that is what you wish to do.

• This is also the location where you can delete pages or move them up and down.

• It is recommended that you rename your pages so that it will be easier for you to keep track.

Step 6: Saving or publishing you Wix.

• You are able to save you website without having to put it on the internet just yet.

• You save by just scrolling up to the top bar and on save.

• You can publish by on the same bar you click publish.

• Once you click publish you will be given a url to be able to view your website.