

Wix.com User Guide

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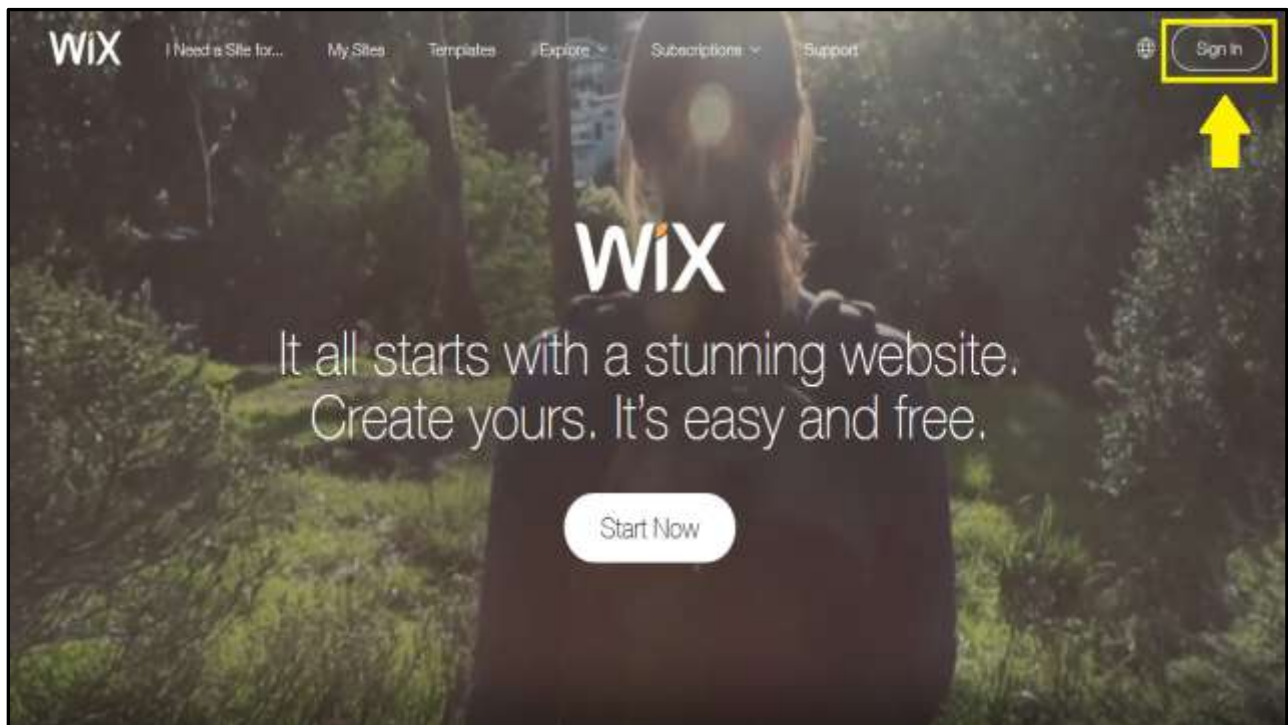
Introduction

Thank you for using Wix.com. Wix is a website building service that allows users to select from a vast library of templates and edit them as needed. With these templates, users can make sites for a multitude of different purposes (business sites, personal blogs, online stores, professional portfolios, etc.). Many of Wix's features are free, but users can purchase premium subscriptions for additional capabilities.

Getting Started

Making a Wix account

To make a free account, access Wix.com and click the “Sign in” button in the top right corner of the screen.

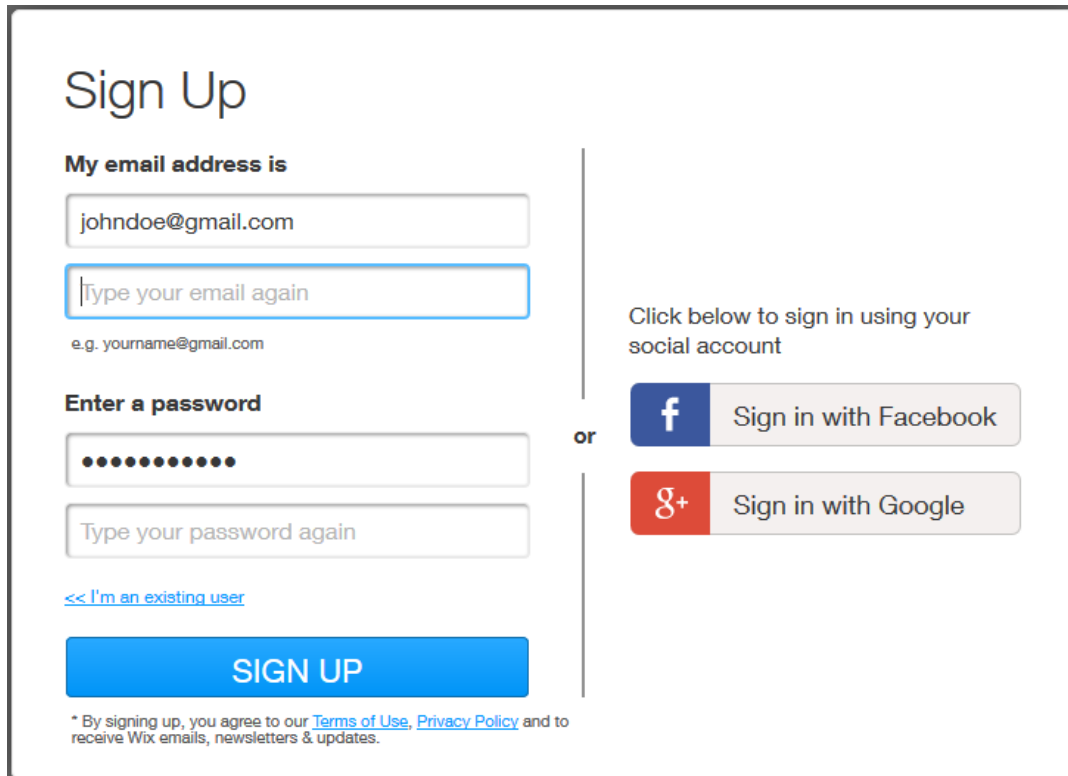


When prompted, select the “I’m a new user” option, fill in your email address and a password for your Wix account, then click “Go.”



The image shows the Wix Sign In page. It features a title "Sign In" at the top left. Below the title is an "Email" input field with a placeholder "e.g. yourname@gmail.com". Underneath the email field are two radio button options: "I'm a new user" (which is selected and highlighted with a red box and a red arrow pointing to it) and "I'm an existing user". Below these options is a "Password" input field. To the left of the password field is a "Remember me" checkbox, and to the right is a blue link "Forgot Password?". At the bottom of the form is a large blue button labeled "GO". To the right of the form, separated by a vertical line and the word "or", are two social login options: "Sign in with Facebook" (with a Facebook icon) and "Sign in with Google" (with a Google+ icon). Above these buttons is the text "Click below to sign in using your social account".

Another screen will appear asking you to confirm your email and password. From this screen you will have an opportunity to review the "Terms of Use" and "Privacy Policy" before officially creating your account.



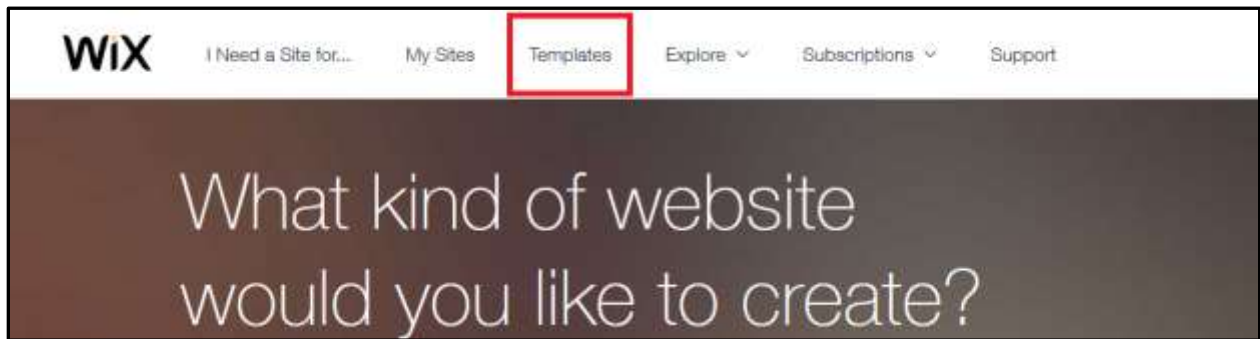
The image shows the Wix Sign Up page. It features a title "Sign Up" at the top left. Below the title is a section titled "My email address is" with two input fields: the first contains "johndoe@gmail.com" and the second is a placeholder "Type your email again" with a blue border. Below the email fields is a small example "e.g. yourname@gmail.com". Below that is a section titled "Enter a password" with two input fields: the first contains a series of dots representing a password and the second is a placeholder "Type your password again". Below the password fields is a blue link "<< I'm an existing user". At the bottom of the form is a large blue button labeled "SIGN UP". To the right of the form, separated by a vertical line and the word "or", are two social login options: "Sign in with Facebook" (with a Facebook icon) and "Sign in with Google" (with a Google+ icon). Above these buttons is the text "Click below to sign in using your social account". At the very bottom of the page, there is a small asterisked note: "* By signing up, you agree to our [Terms of Use](#), [Privacy Policy](#) and to receive Wix emails, newsletters & updates."

Making a Website

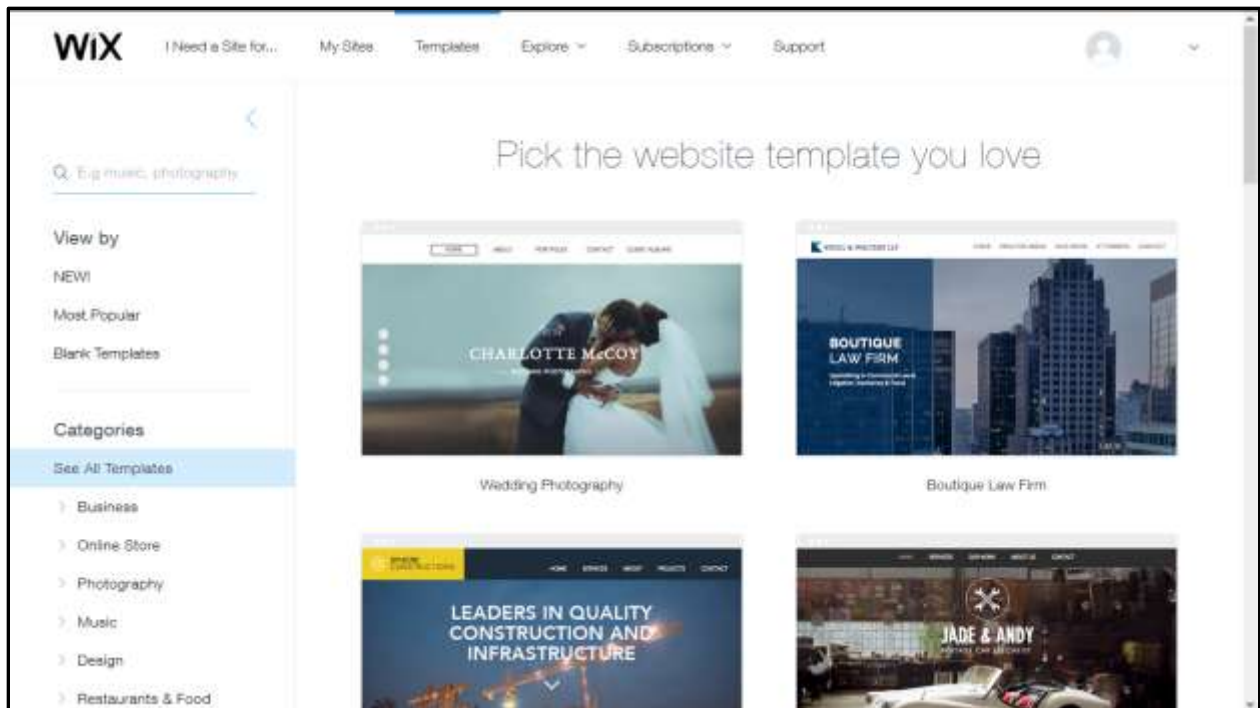
The following sections will show you how to create a website starting from a selecting a pre-made template, through using editing features to add, delete and rearrange elements of a site, to publishing your site live to the internet for all to see. Not all of these features are absolutely necessary for a basic site.

Selecting a template

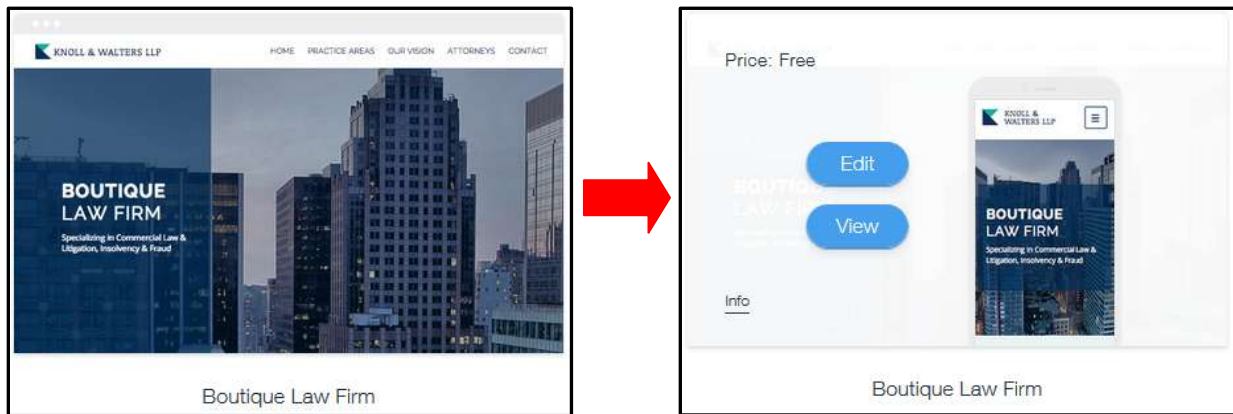
To access the list of templates for a new site, click the "Templates" option from the toolbar at the top of your screen.



You will then be taken to the templates page, where you can select a pre-made template from one of several categories.



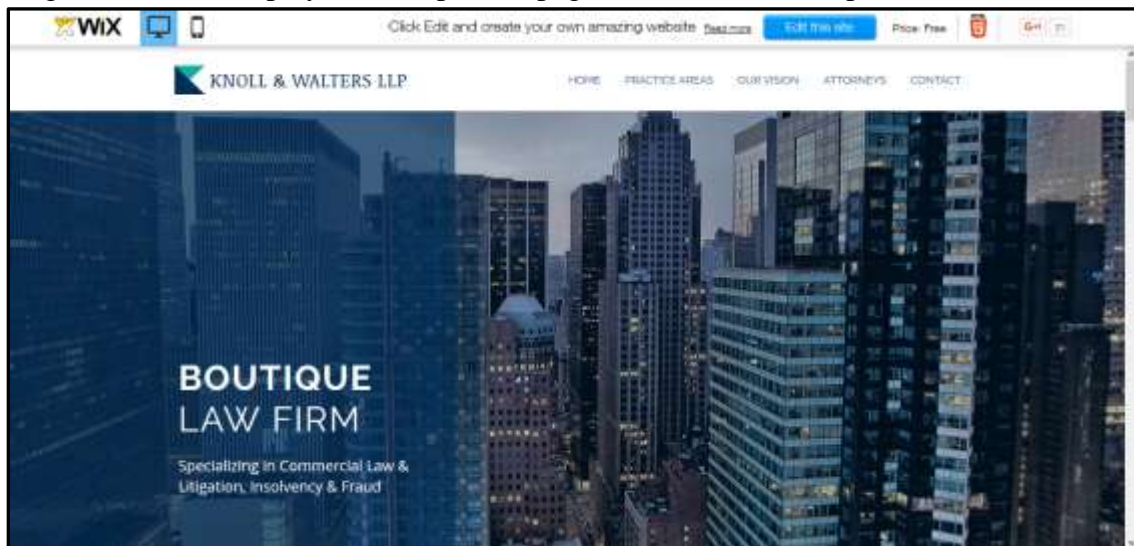
Hovering your cursor over a template will display more information and options, showing the price of the template, options to view or edit the template, or view more detailed information about the template.



Clicking "Info" will display intended uses of the template and a detailed description of the template.

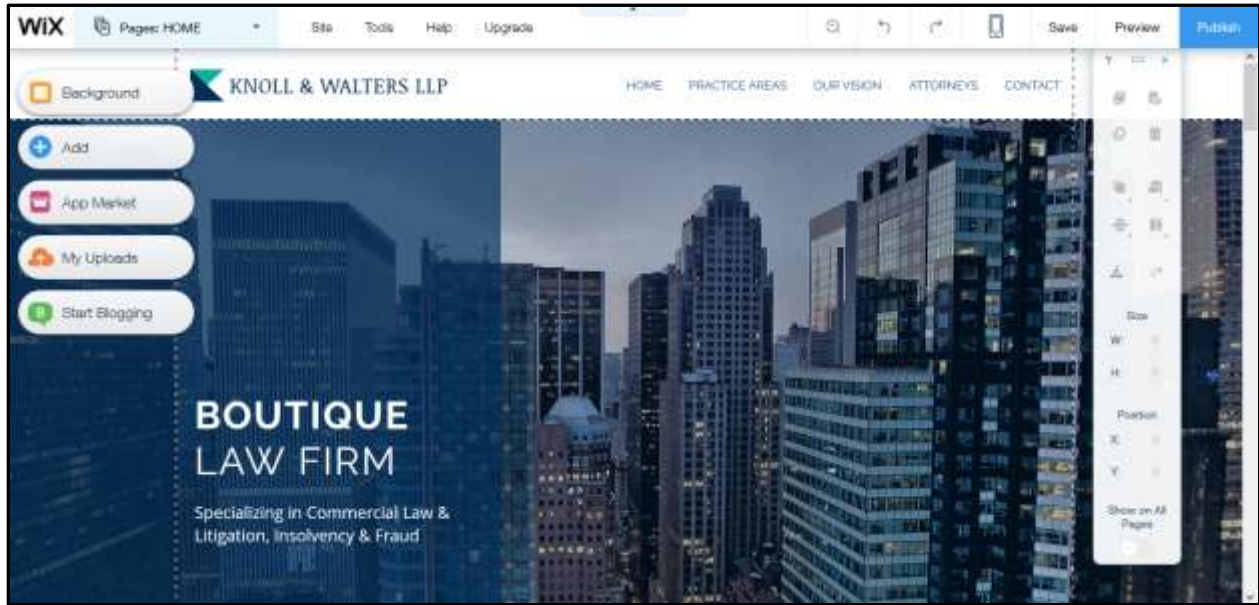


Clicking "View" will display an example webpage of the selected template.

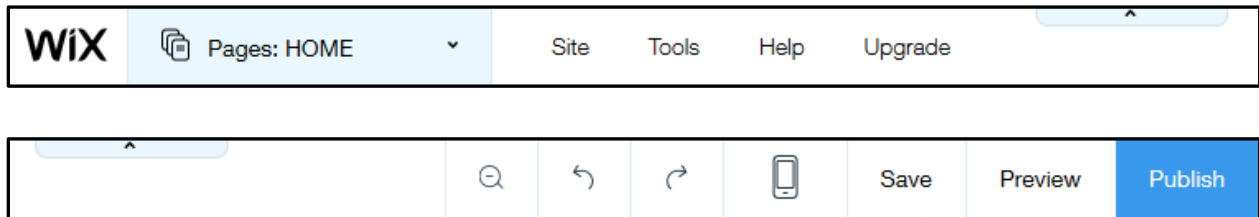


Using the interface

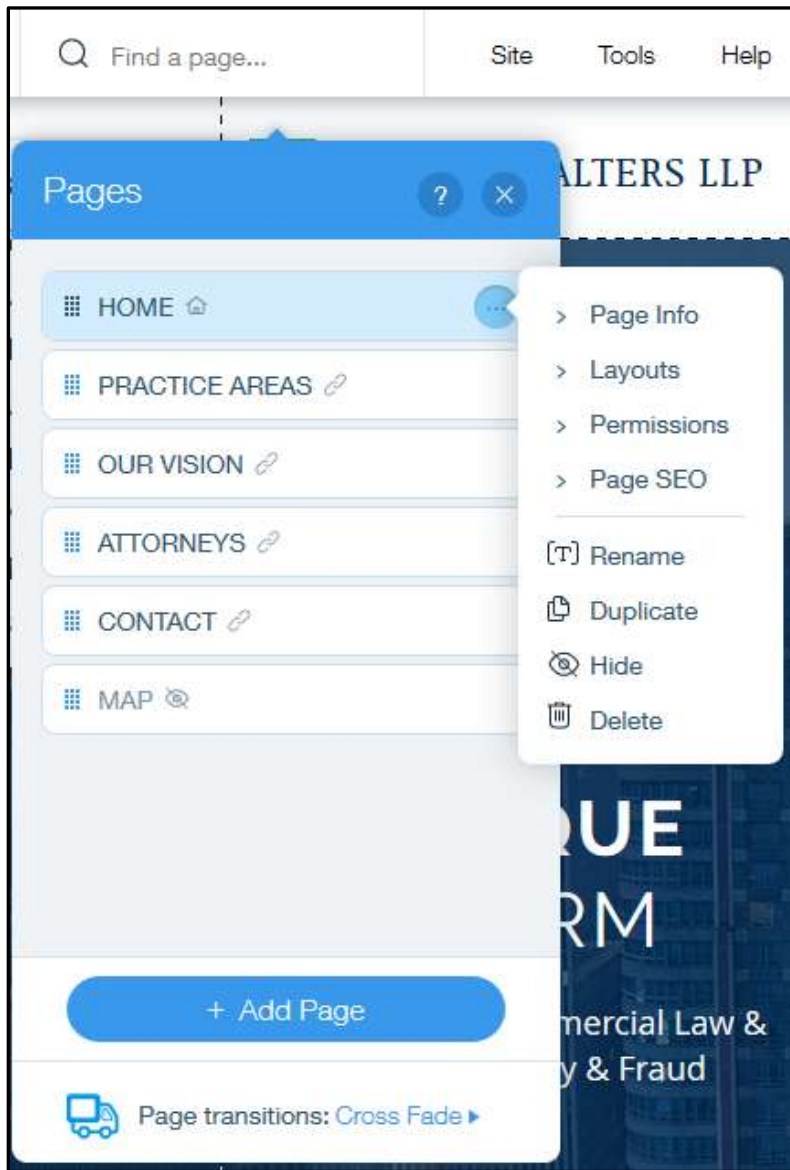
Clicking "Edit" from the template info page, or clicking "Edit the site" from the template view page will open up the Wix website editor, allowing you to edit the selected template.



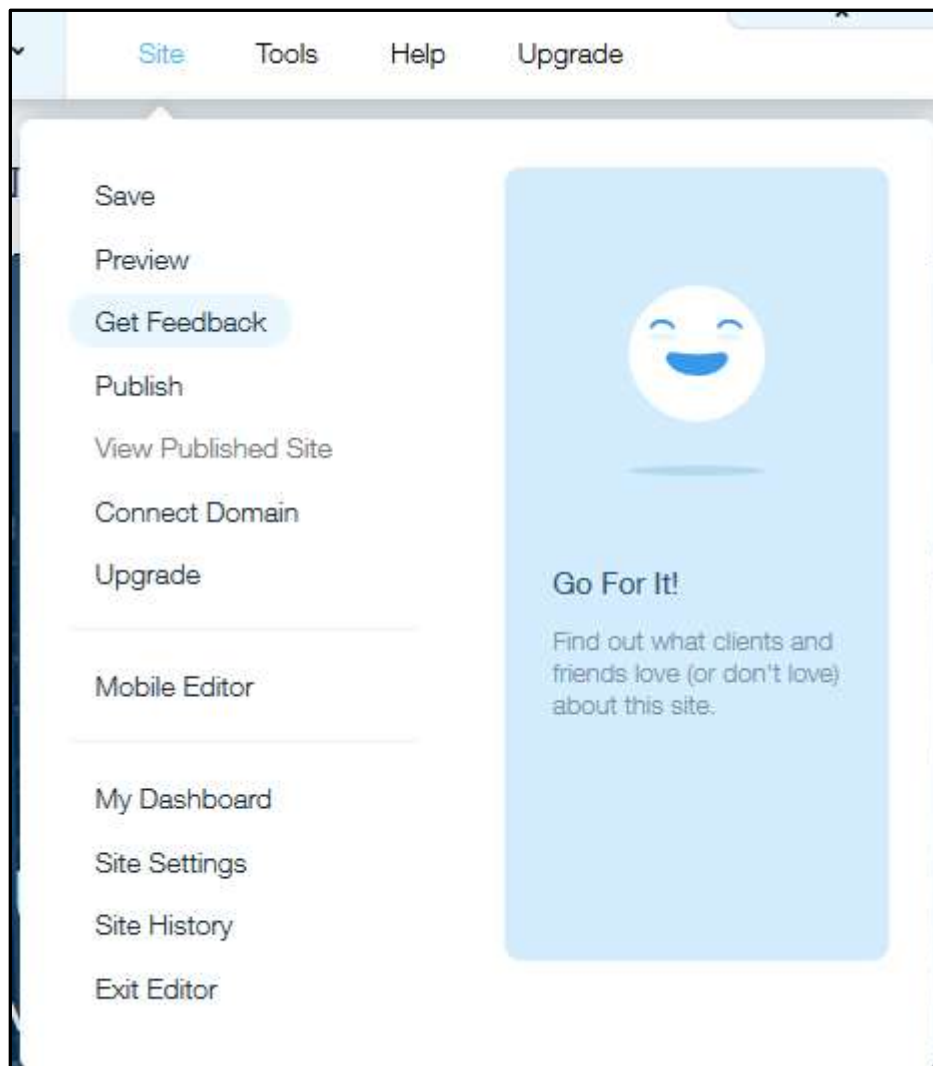
The controls bar at the top of the screen allows you to toggle some of the editing features and quickly access common controls.



Clicking the "Pages" button shows the list of pages comprising the website. Here, you can navigate between and edit pages.

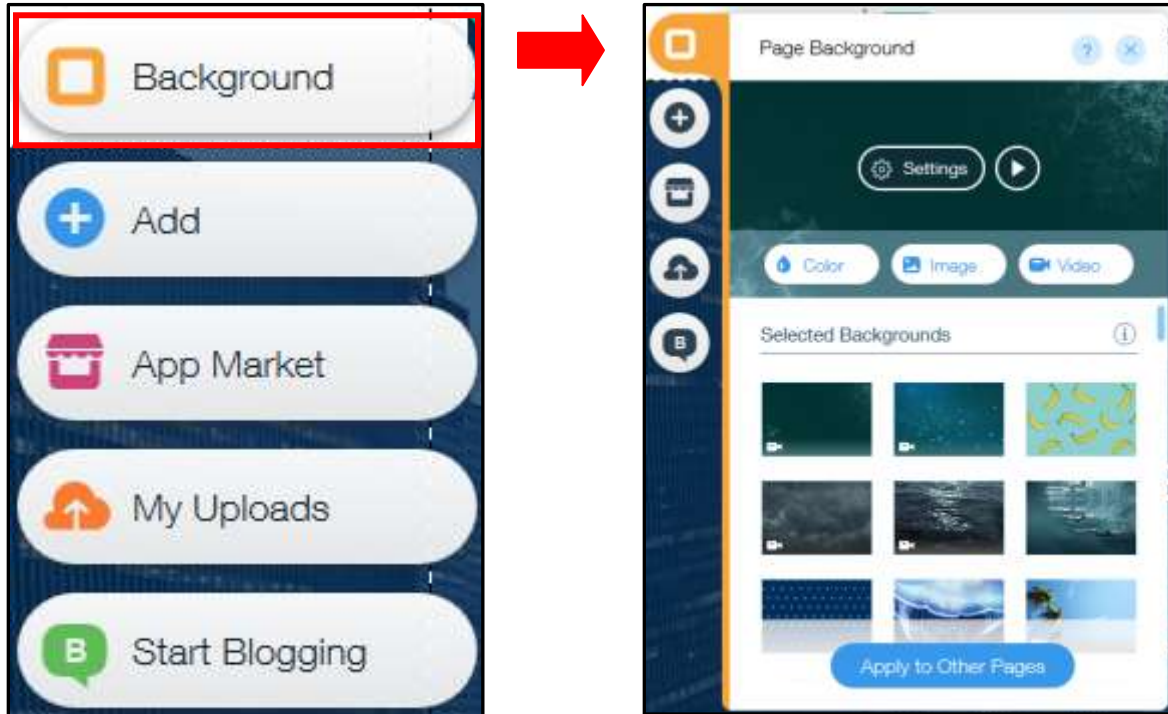


Hovering your cursor over the "Site" button displays options for navigating the site. You can save, preview or publish your website, upgrade your account, leave the editor, etc.

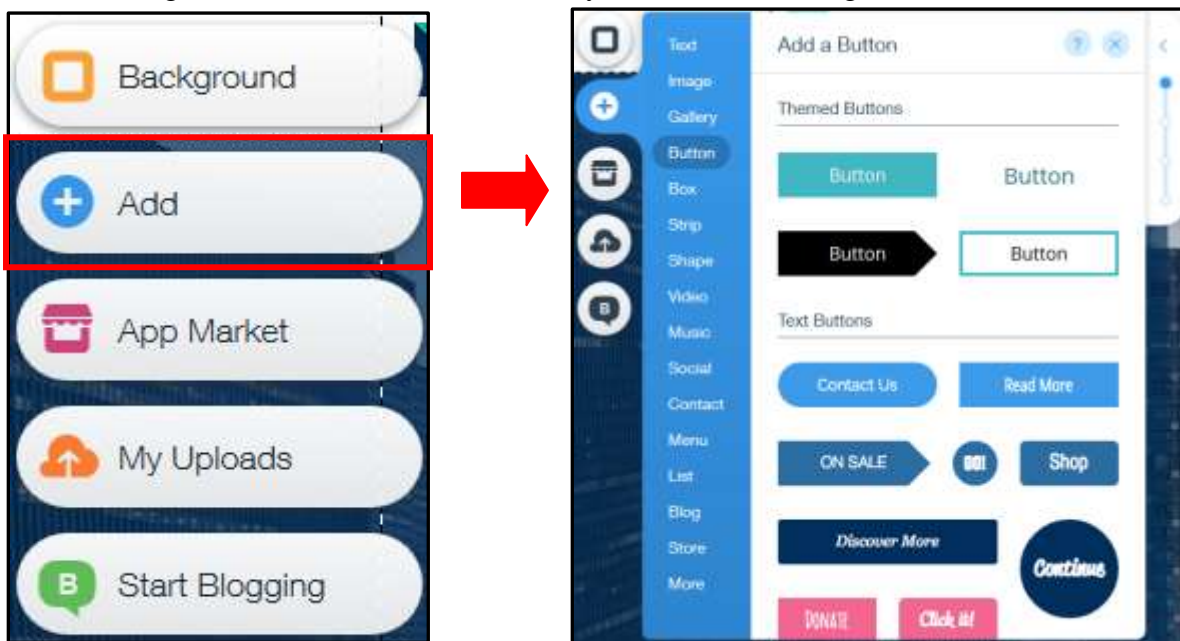


Editing page elements

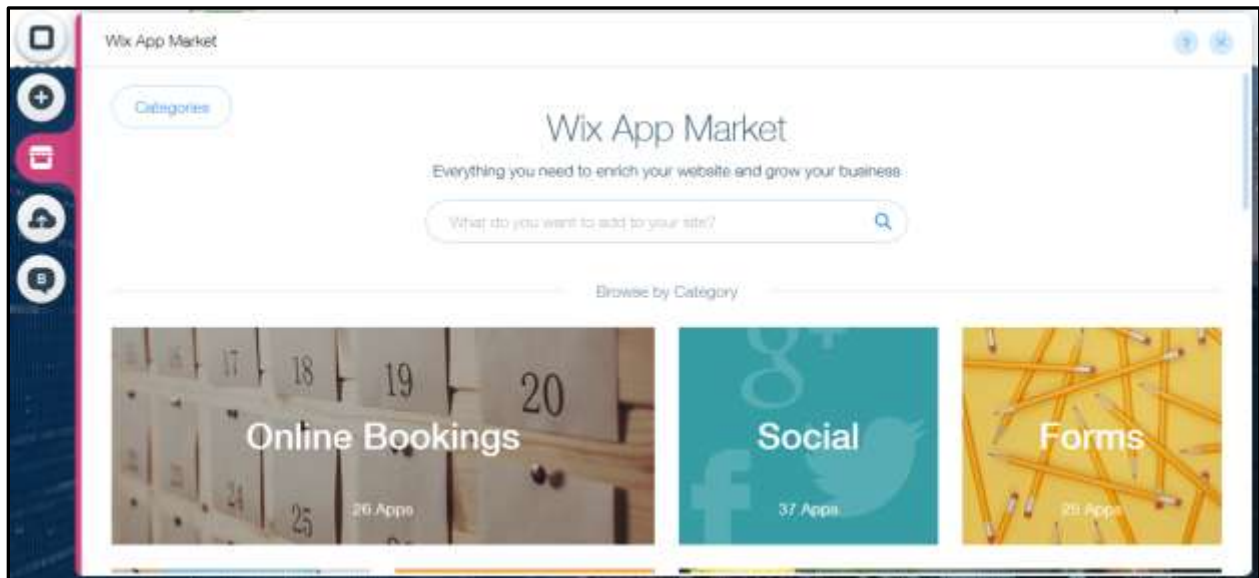
The selection of options on the left of the screen supplies several editing functions. Clicking the "Background" button displays a list of options for changing the background image of your site. It can be applied to the selected page or all pages of your site.



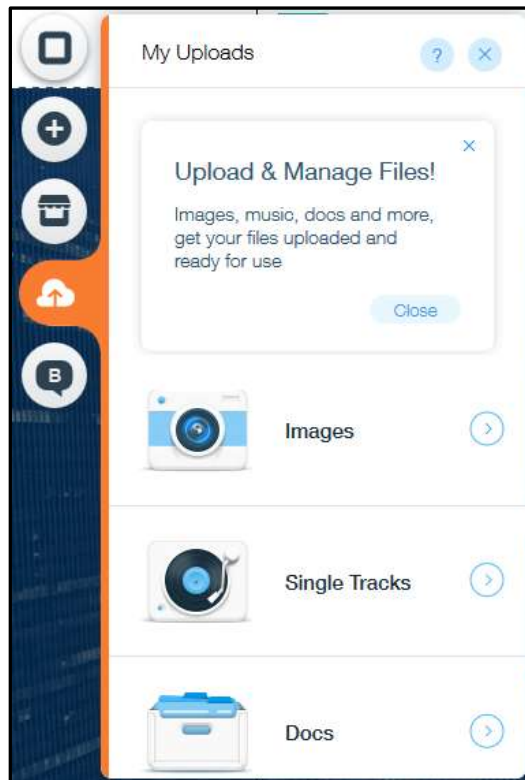
Clicking the "Add" button displays a list of elements you can add to your webpage, including buttons, images, menus, text boxes, etc., many with different design choices.



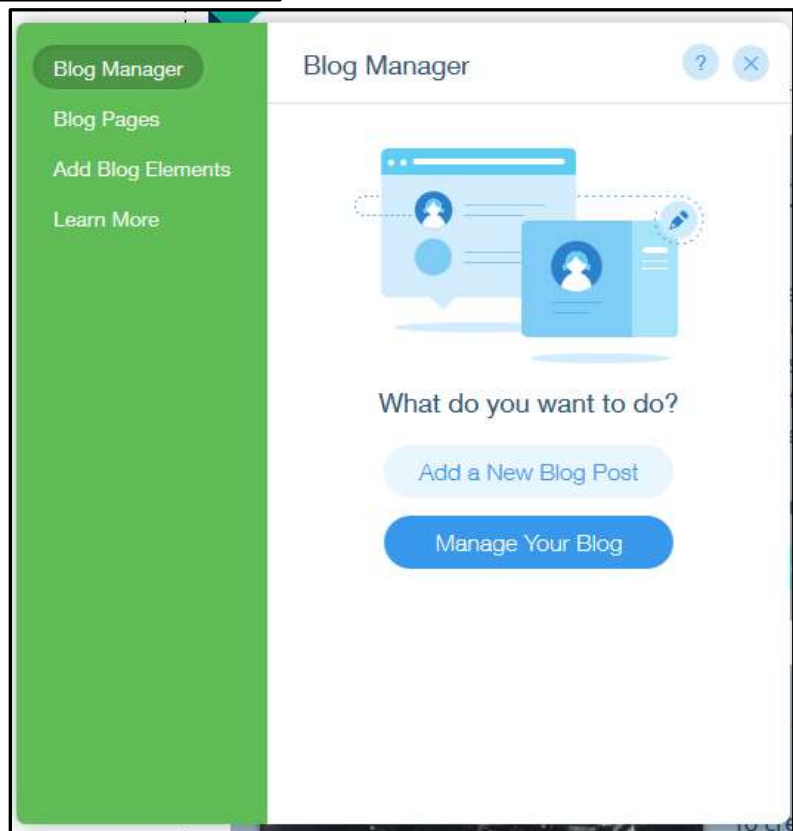
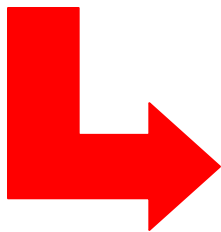
Clicking the "App Market" button displays a list of apps you can apply to your webpage. Apps are supplementary functions that generally facilitate interaction with other services.



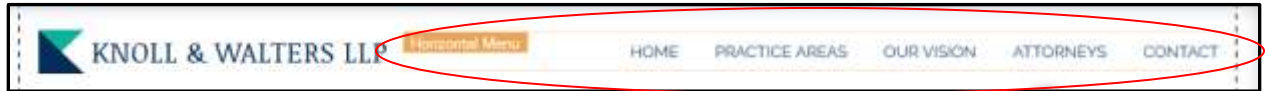
The "My Uploads" function gives you the option to upload files to the webpage from your machine, including images, audio and documents.



The "Start Blogging" option allows you to include a blog in your website. Clicking "+Add Now" will create the blog as a new page on your site and display options for posting to and managing your blog.




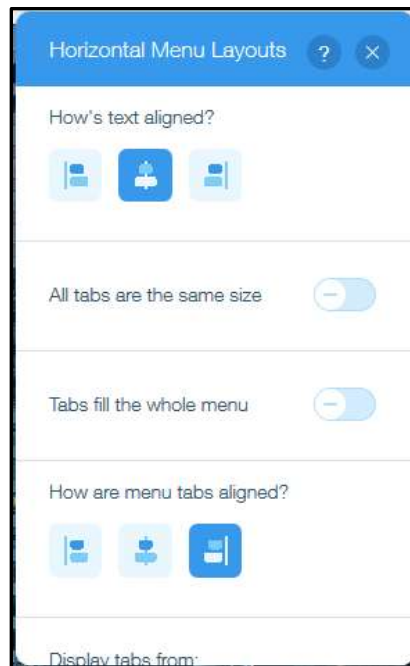
Hovering your cursor over various areas of the webpage will highlight them, designating specific components of the webpage such as the header, footer, text boxes, menus, etc. For example, hovering your cursor over this section at the top of the page will highlight this horizontal menu, which allows web surfers to navigate through the webpages.



Clicking within a designated area will cause a new assortment of options to appear.

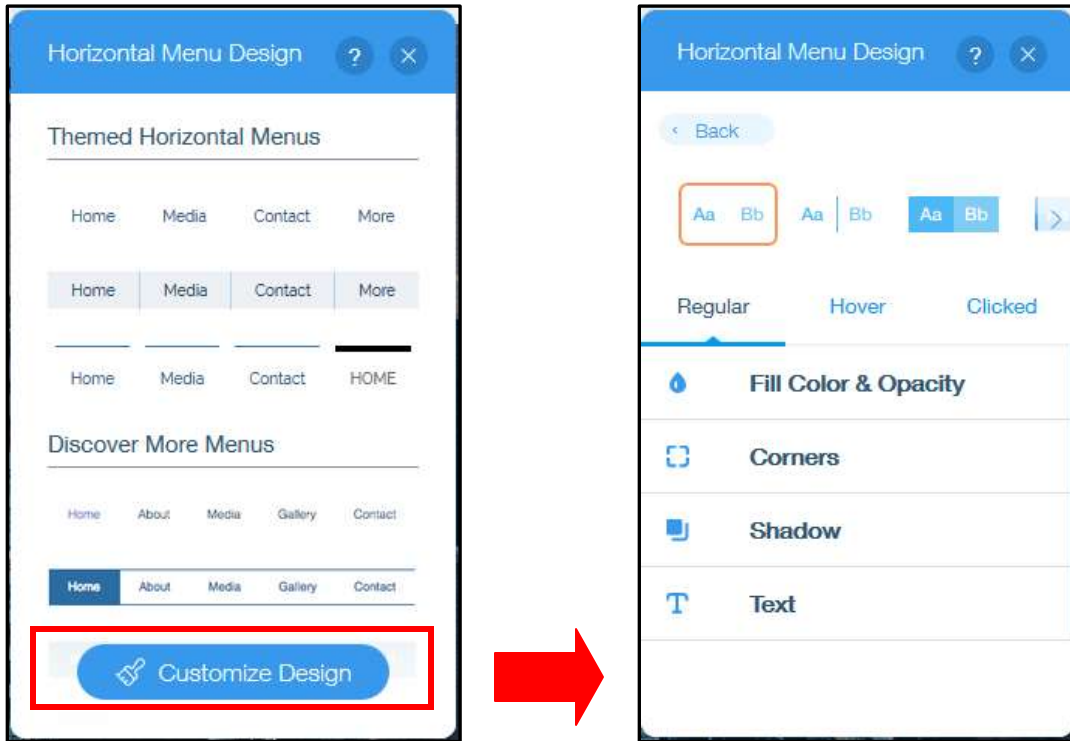


The layouts option  allows you to rearrange the content of a selected area, changing the order, size and alignment of text and tabs within the area.

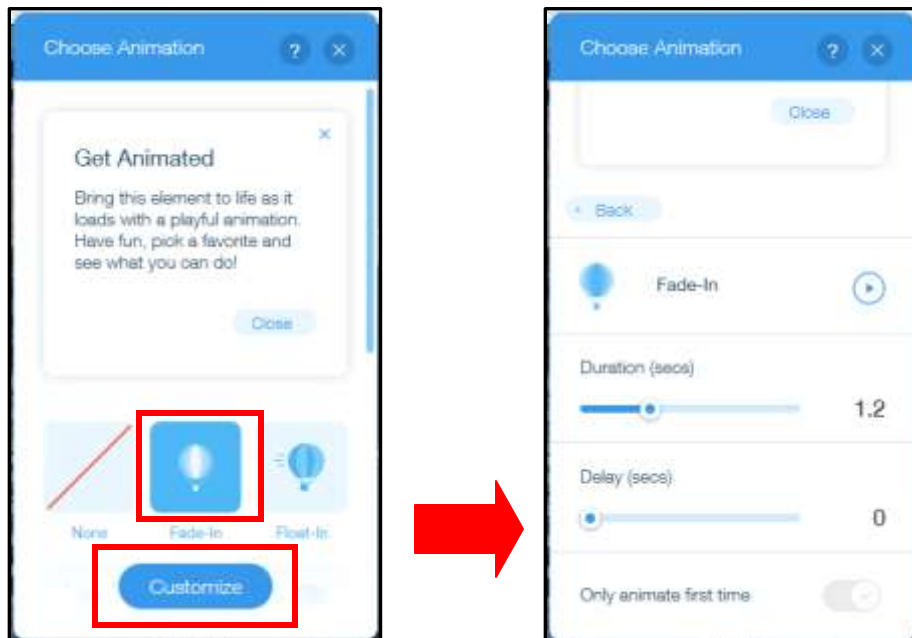




The design option allows you to change the visual design scheme of the selected area. You can choose from a list of pre-made designs or customize the currently selected scheme.

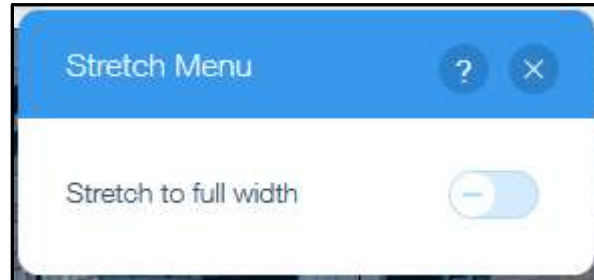


The animate option allows you to add animations to a selected area. You can control the duration and delay of the animation.



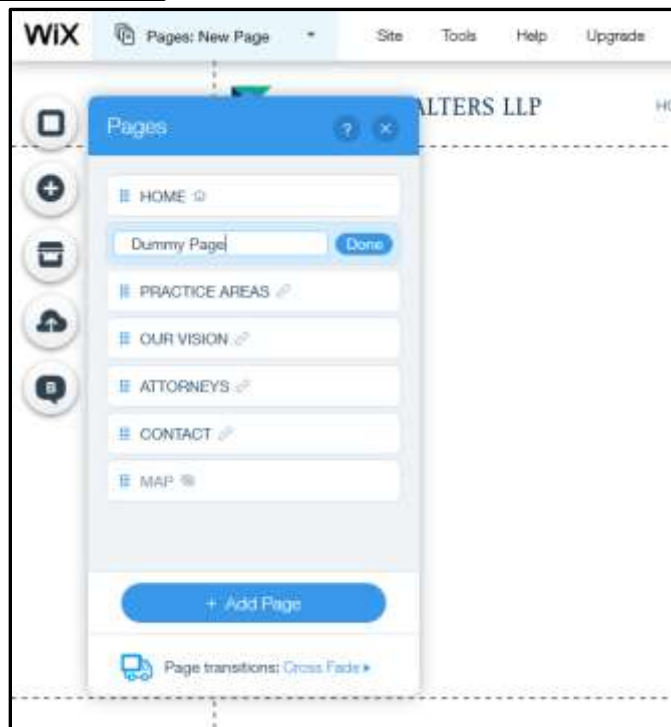
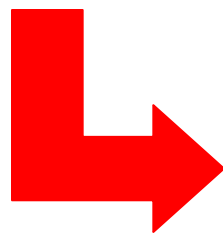
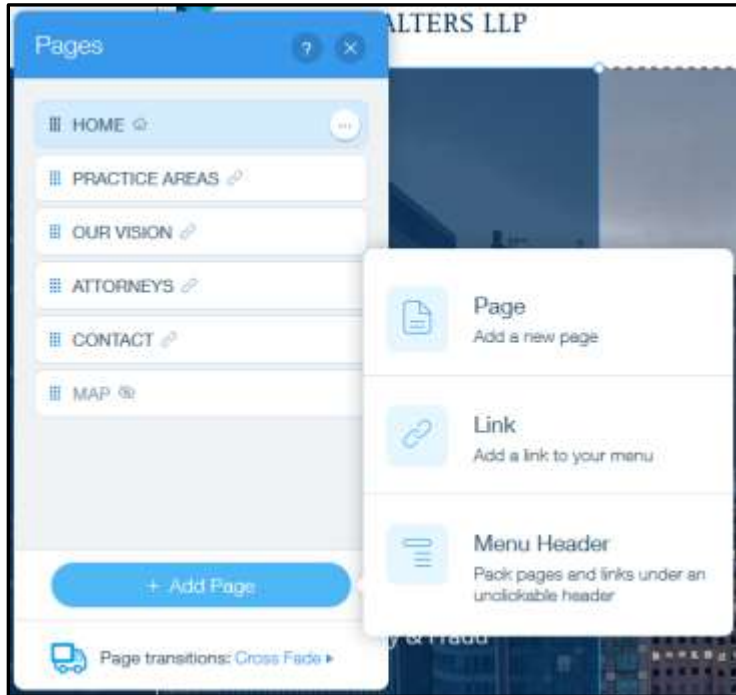


The stretch option allows you to stretch out the area to span the width of the page. This only applies to certain areas of a webpage.

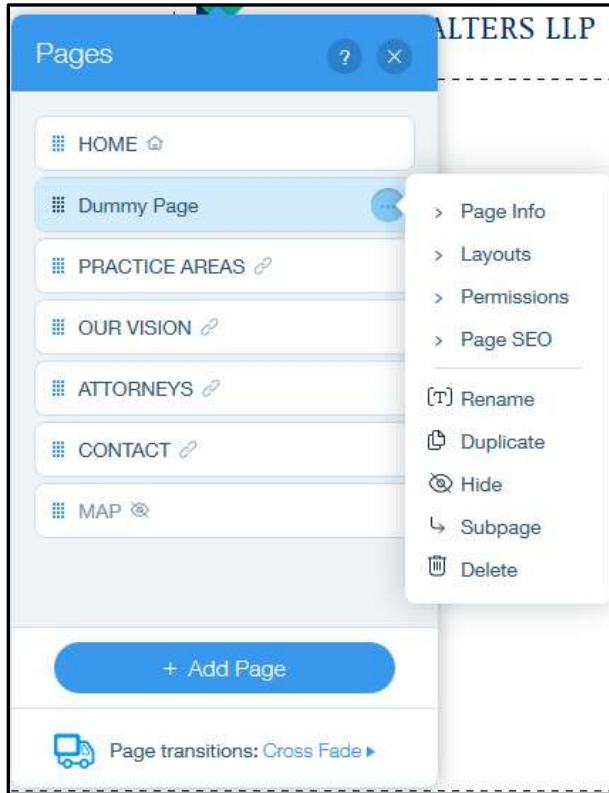


Adding/Deleting Pages

To add a page to your site, click the "Pages" option from the top toolbar, click "+Add Page" from the resulting dropdown menu, then click "Page" from the resulting side menu. A new, blank page will be added to your site with nothing but the header and footer, and you will be asked to name it.

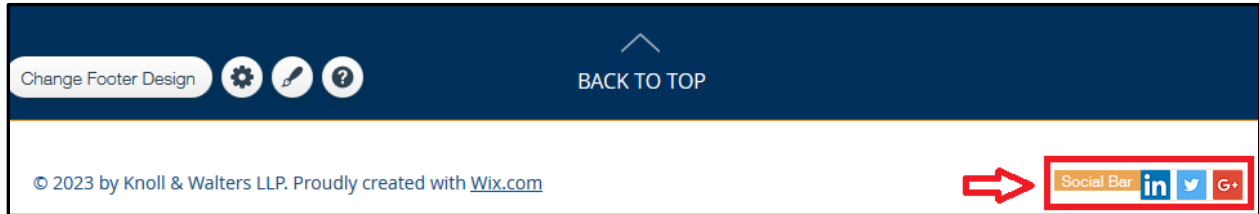


To delete a page, click the "Pages" option from the top toolbar, hover your cursor over the page you want to delete, click the "..." button and click "delete."

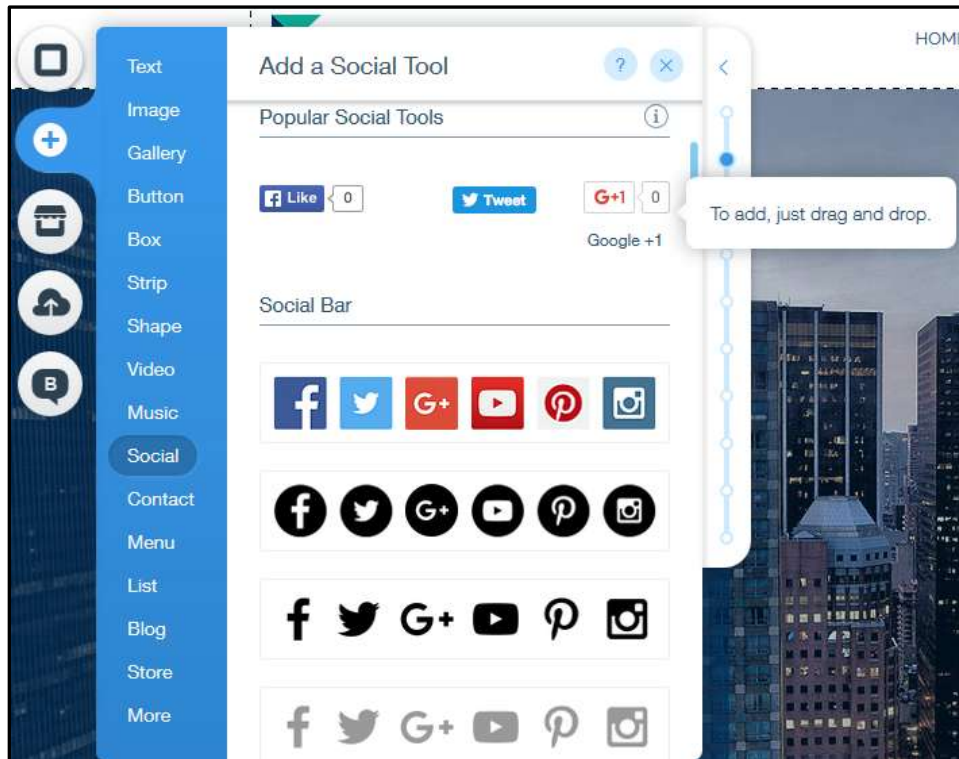


Adding social media buttons

Templates on Wix typically have a "social bar" in the footer, which includes buttons leading to the social media webpages (Facebook, Twitter, LinkedIn, etc.) of the organization. You can use these to link to your business' social media pages, if applicable.

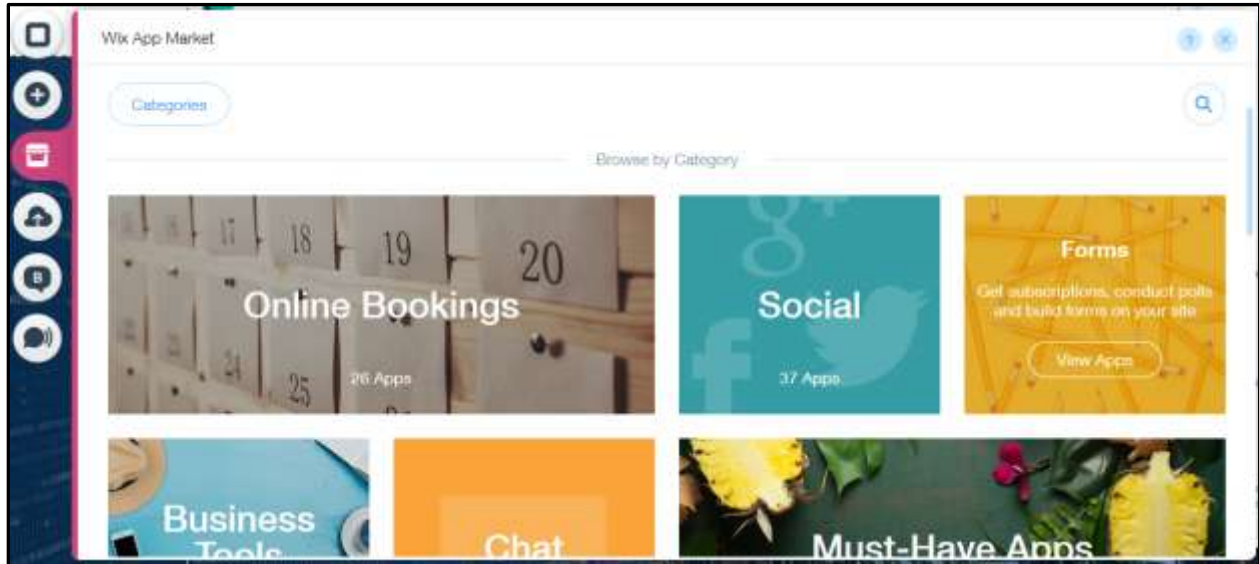


You can also add social media buttons using the "Add" option and selecting "Social."

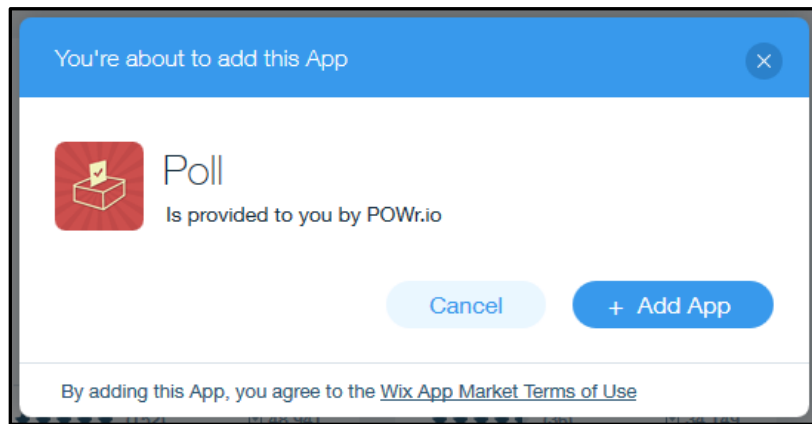
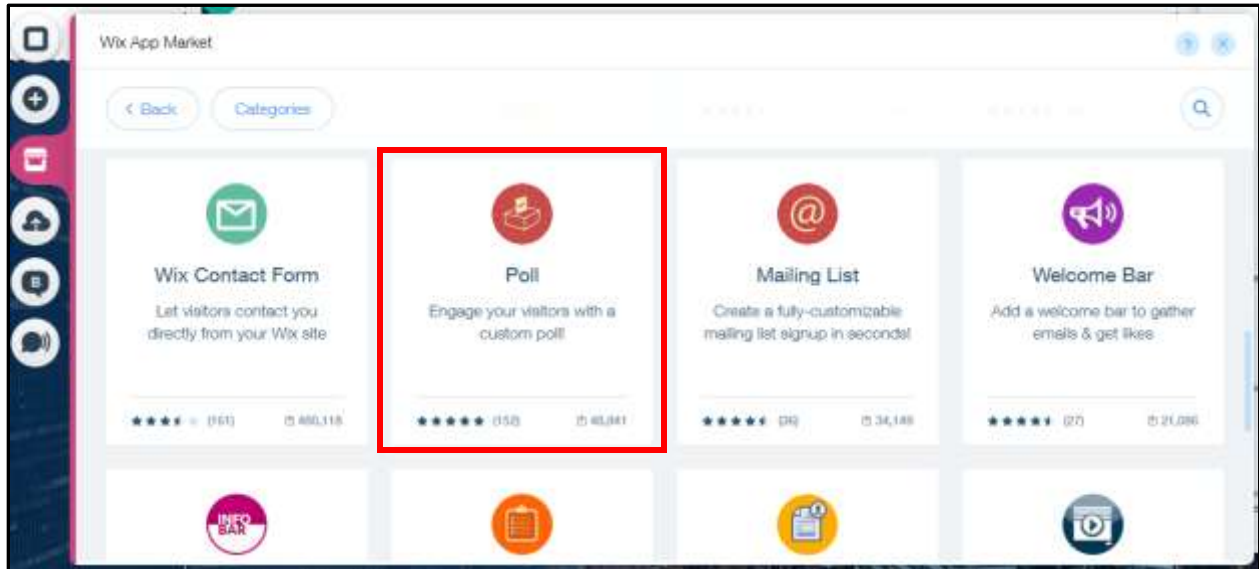


Using Apps

Apps are supplementary functions that go beyond design features. Wix has many different categories of apps, serving many different purposes. For example, form apps allow websurfers to submit information through polls, surveys, quizzes, etc.



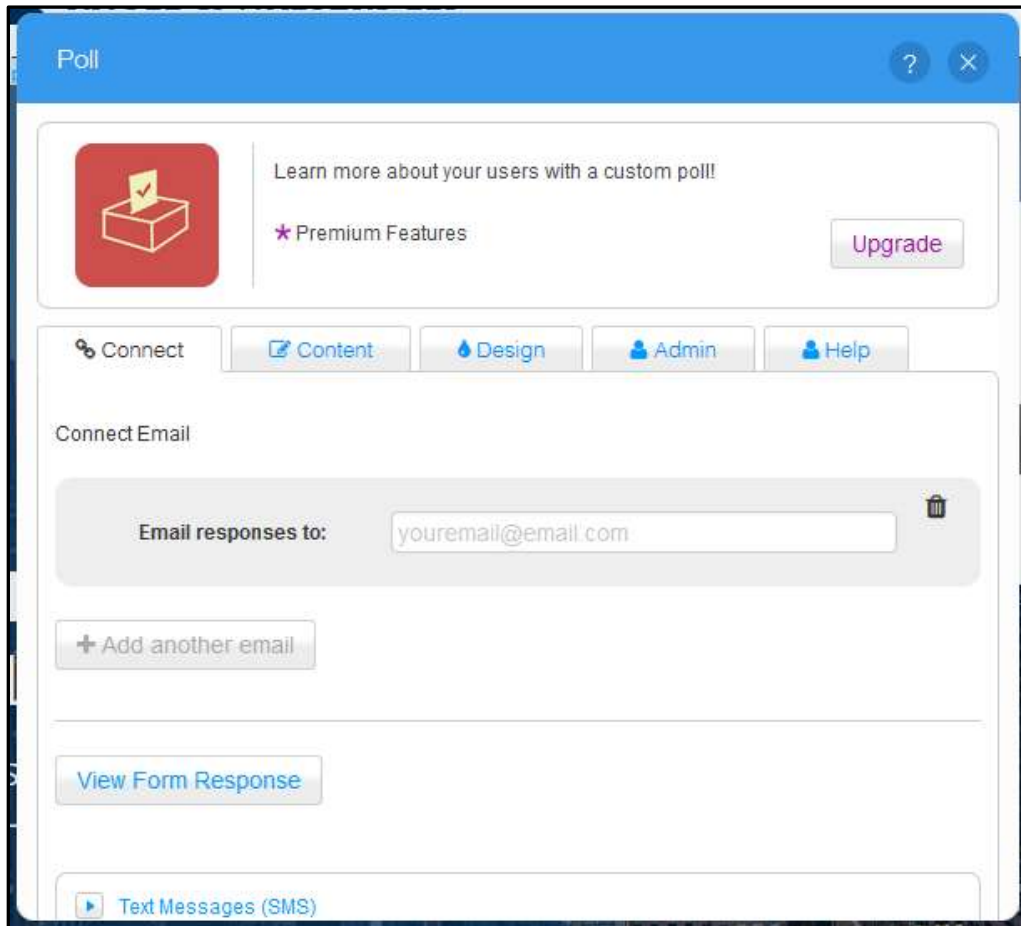
The "Poll" app is a form app that allows websurfers to take a poll that you write the questions for. To use this app, hover your cursor of the app, click "+Add to site" and confirm that you want to add the app.



Once you've added the app, a new poll box will appear on your webpage.

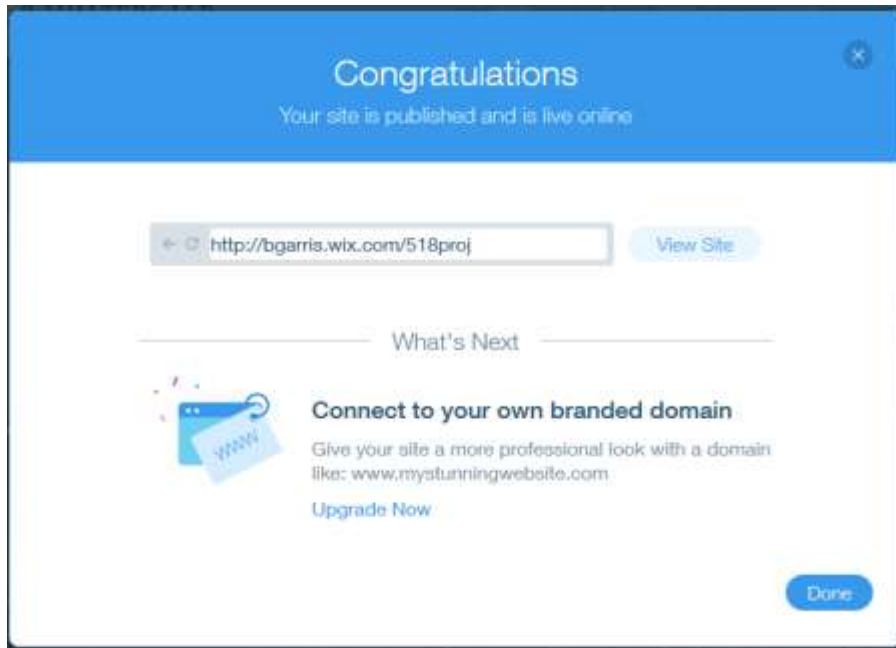


Clicking the "Settings" button will bring up this menu, allowing you to edit your poll; you can edit the questions, the design of the poll box, where the information is sent, etc.



Publishing to the web

When you are done editing your site, you can publish it to the internet and make it visible to all web surfers. Simply click "Publish" in the top right corner of the screen. You will be asked to name your site if you haven't saved already.

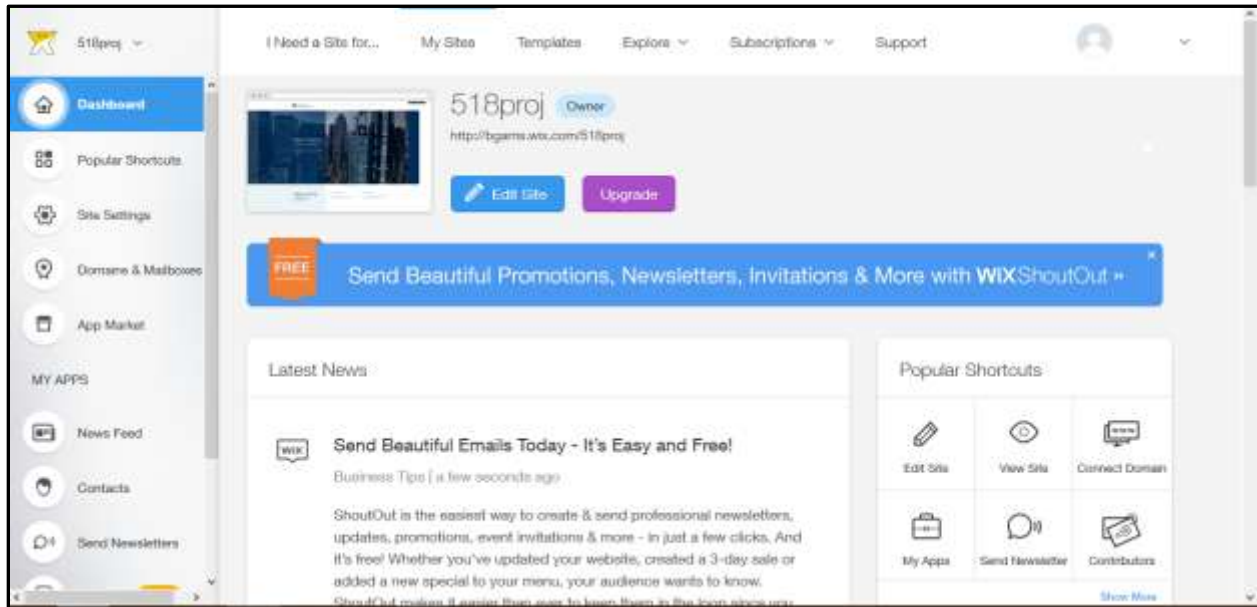


Note: When making your site's name (url), it will appear as <http://username.wix.com/custom> unless you save it to your own domain.

Managing your Sites

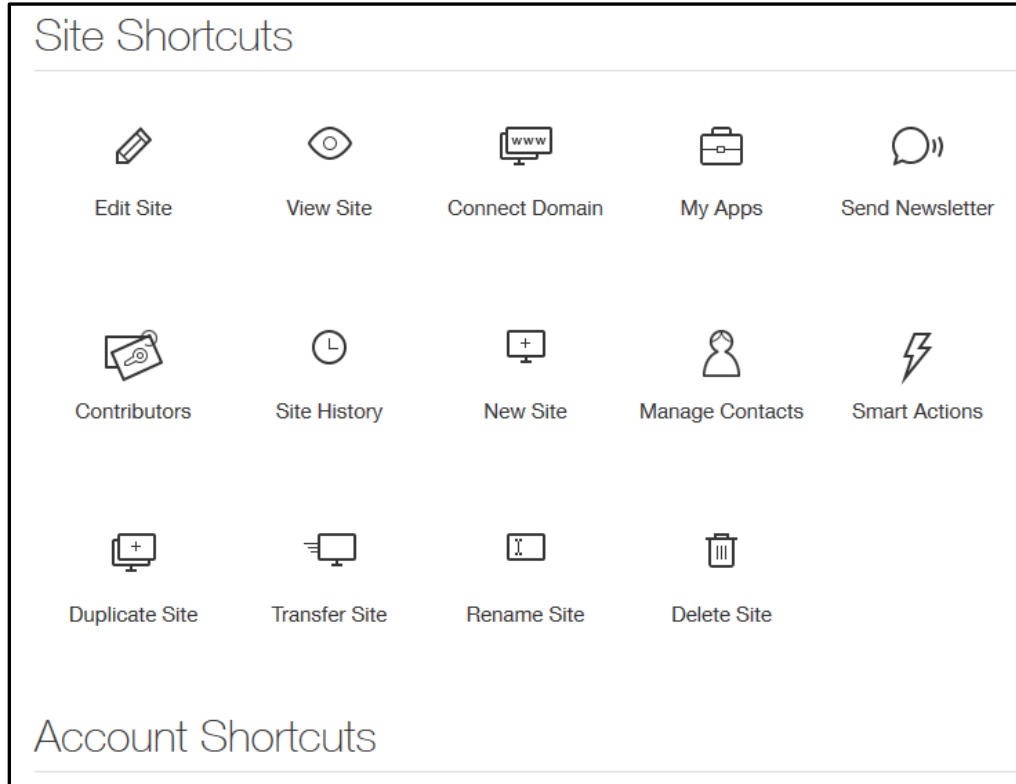
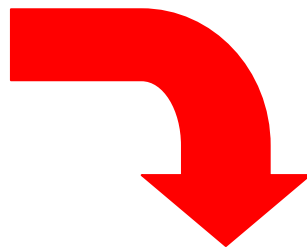
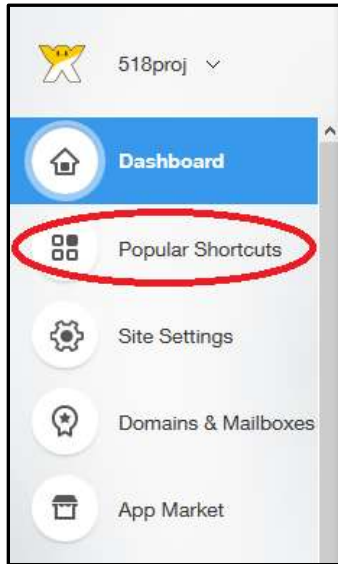
Using the dashboard

Every site you have on your Wix account, published or not, has a dashboard from which you can manage it. From your dashboard, you can see and edit your site, see news and tips from Wix, upgrade your account and more.

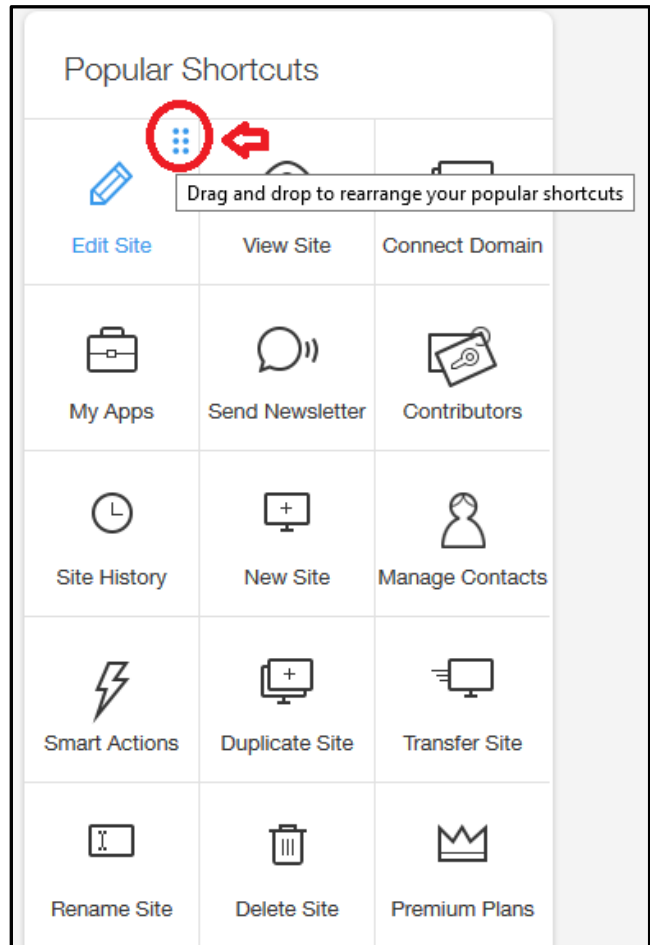
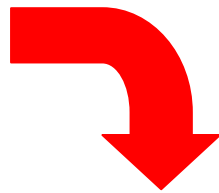
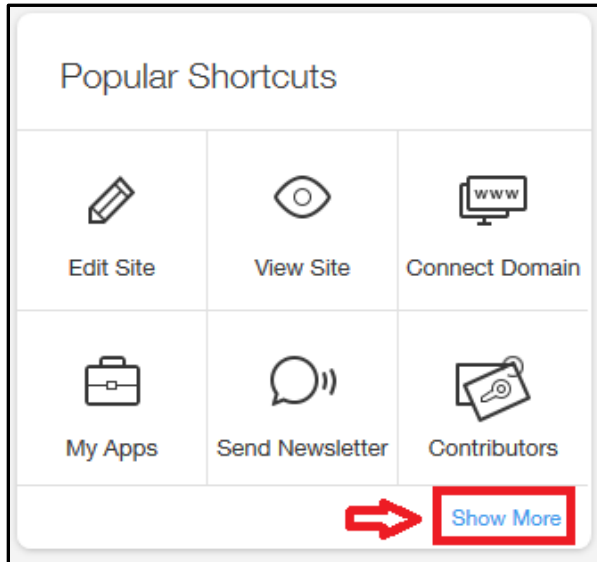


Popular Shortcuts

The "Popular Shortcuts" option will bring up a list of general options for editing your overall site and other general account options. You can access this list by clicking on the "Popular Shortcuts" option at the left of your dashboard, or by clicking "Show More" at the bottom of the grid on the right.

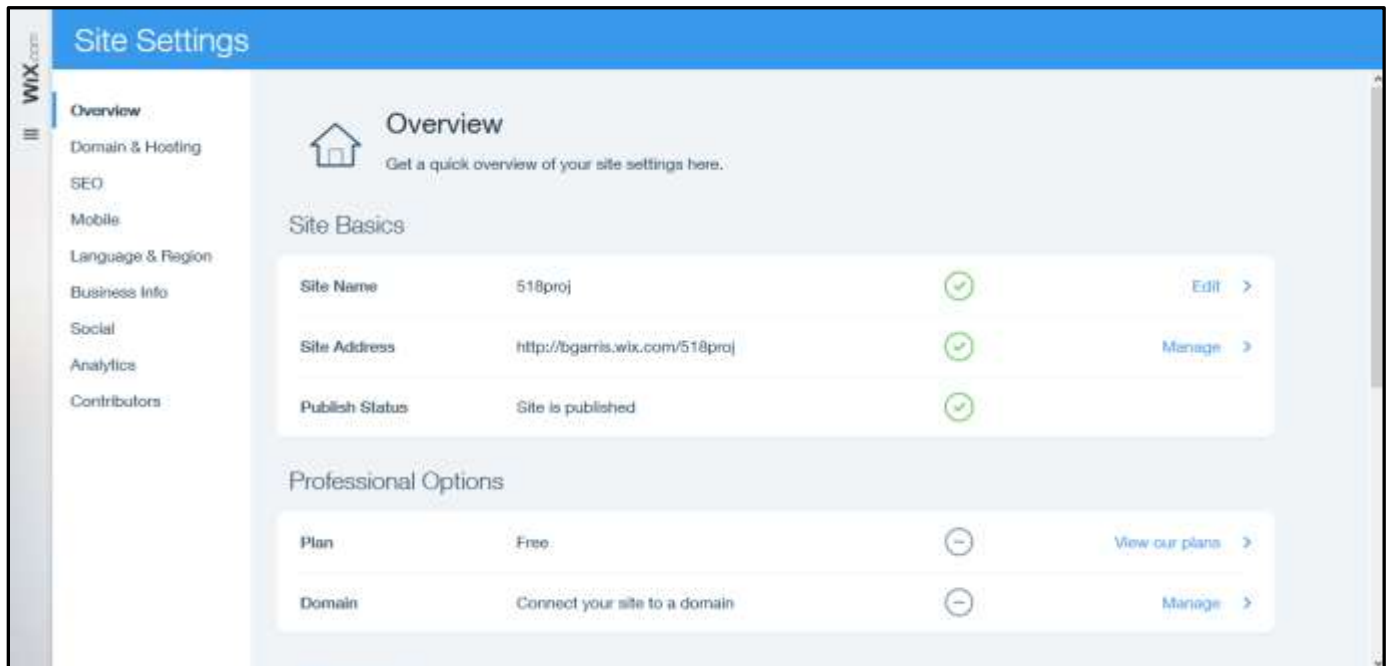
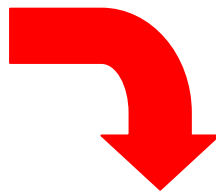
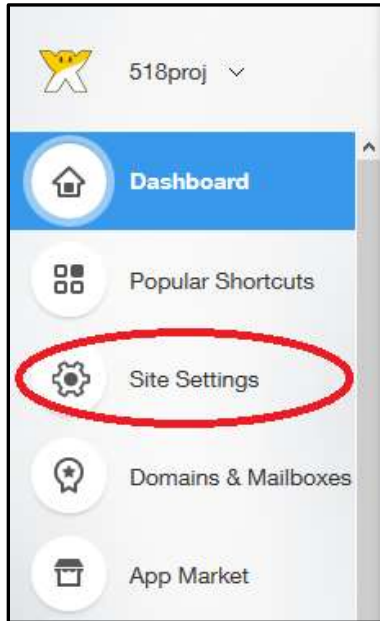


You can rearrange icons on the grid to your liking by hovering your cursor over an icon and clicking and dragging the six dots that appear in the corner.



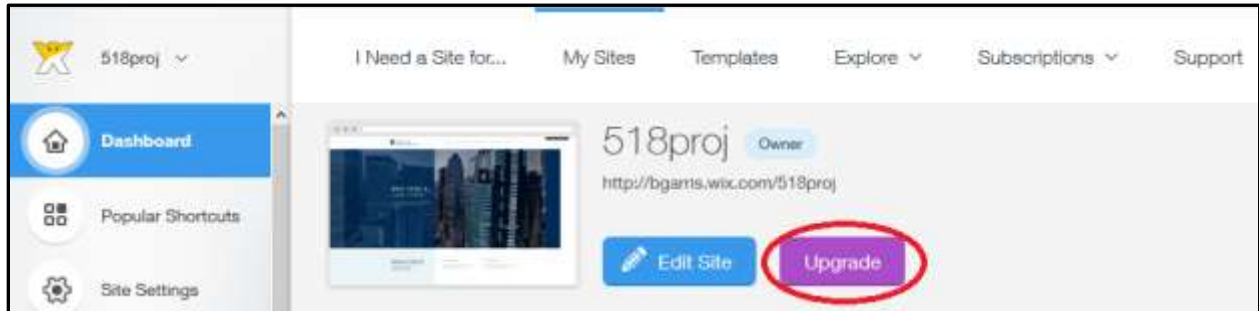
Site Settings

The "Site Settings" allow you to edit overall settings of your selected site, including SEO, social network connections, mobile settings, etc. Click the "Site Settings" button on the left of your dashboard to access the list of options.




Premium Plans

Upgrading your Wix.com account to premium status will grant you access to a variety of advanced options and features, such as fully custom domains, increased storage space, access to more apps, etc. Different plans have different monthly prices and come with a different variety of features. To upgrade a site, click the "Upgrade" button near the top of your dashboard; you will then arrive at a page where you can select a plan.



14 Day Money Back Guarantee On All WIX Plans



Upgrade Your Site to a Yearly Unlimited Plan

- ✓ Get \$300 to Advertise on Google & Bing
- ✓ A Free Domain of Your Own
- ✓ 2 Premium Business Apps for Free

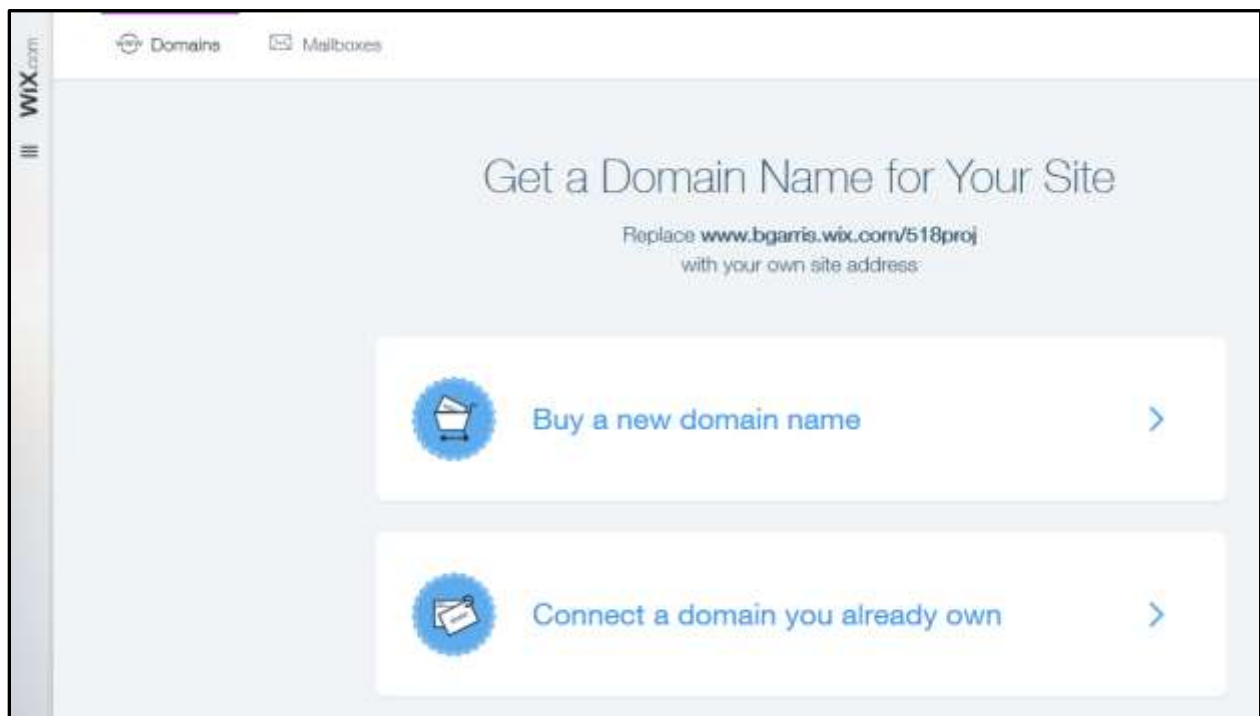
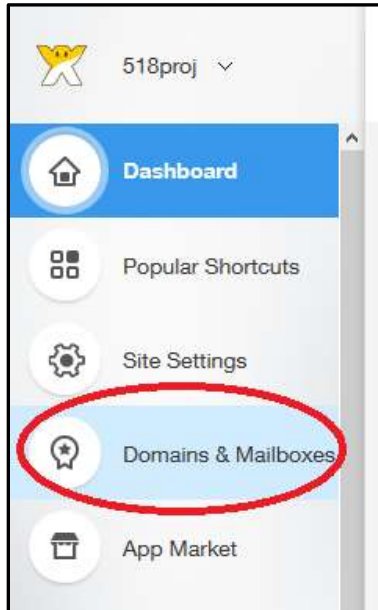
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Yearly Savings Plans	\$24 ⁹² /month <small>(\$39.92)</small> Save 35%	\$16 ⁵⁸ /month <small>(\$25.14)</small> Save 35%	\$12 ⁹² /month <small>(\$23.14)</small> Save 45%	\$9 ⁷⁵ /month <small>(\$14.29)</small> Save 30%	\$4 ⁰⁸ /month <small>This Plan Displays Wix Brand Ads</small>
Domain	1 Year Free	1 Year Free	1 Year Free	1 Year Free	
Ad Vouchers	\$300 Value	\$300 Value	\$300 Value		
Free Premium Apps	2 Premium Apps Free \$118 value	2 Premium Apps Free \$118 value	2 Premium Apps Free \$118 value		
Special	VIP Support Line				

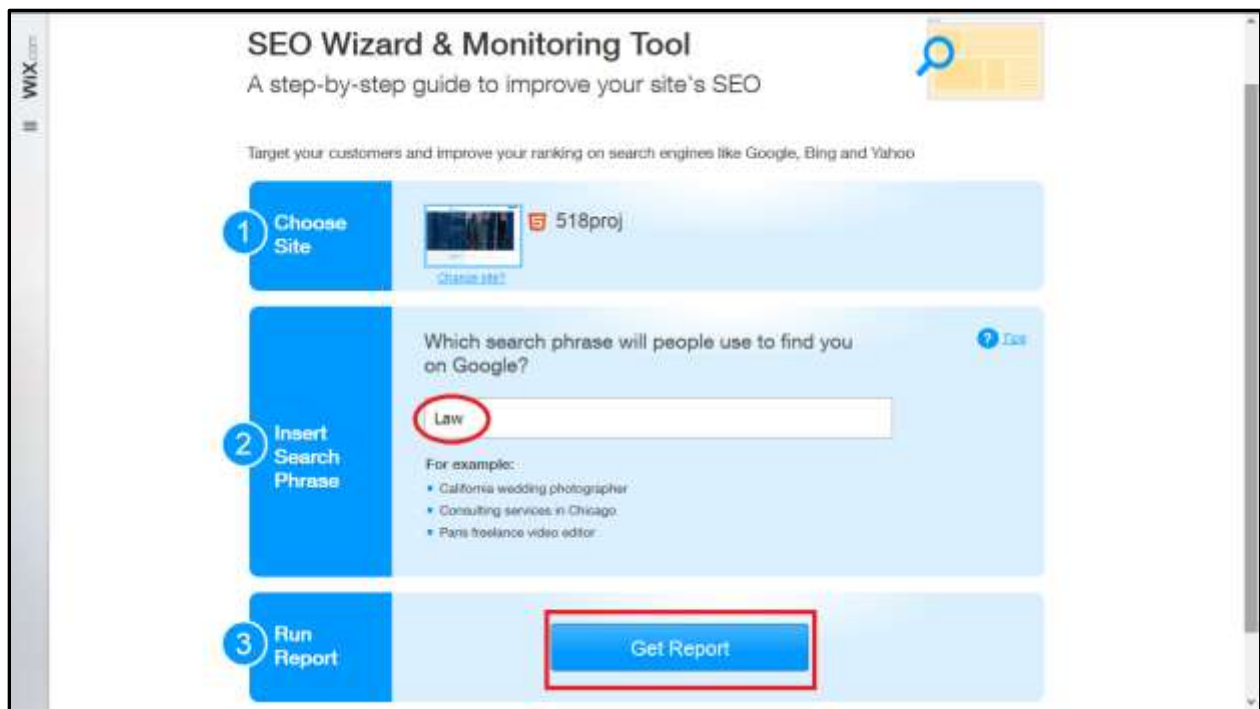
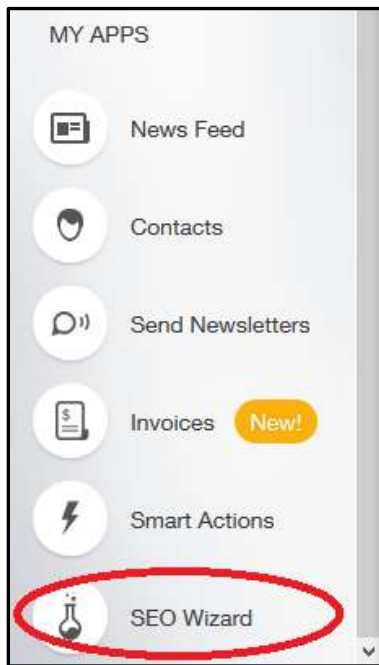
Domains

A domain is a unique url that you can designate to your site, rather than a standard "wix.com" url. You can either buy a domain or link your site to a pre-existing domain, *but you will have to upgrade your Wix account to do either*. To give your site a domain, click on the "Domains & Mailboxes" button on the left of your dashboard; you will then arrive at a page where you will be prompted to either buy a domain name for your selected site or connect it to a pre-existing domain.



SEO Wizard

Search Engine Optimization (SEO) is the process of making a website more easily found by search engines. It typically involves strategic use of keywords relating to the site's content. The "SEO Wizard" feature will generate a report to help you optimize your site according to specific keywords. Click the "SEO Wizard" button on the bottom left of your dashboard to access this feature.



In this example, we use the keyword "Law" as a search term we expect websurfers to use when looking for the site. Clicking the "Get Report" button will generate this page that reports how well your site is expected to rank based on the given keyword. You can view reports for the homepage and the full site.

The screenshot displays the Wix.com SEO Report interface. At the top, it shows the URL 'http://bgarris.wix.com/518proj' and the search phrase 'Law'. There are two tabs: 'Homepage Report' (selected) and 'Full Site Report'. A 'New report' link is visible in the top right. Below the tabs, a message states: 'This report focuses on your site's Homepage - the most important place to improve your SEO. After you have finished head over to the [Full Site Report](#) tab and continue.' A 'Edit your site' link with a refresh icon is also present. The main content area is divided into two sections: 'Title' and 'Description'. The 'Title' section shows the current title '518proj' and a 'Great' status with a green checkmark. It includes the feedback: 'Great! Your title is the correct length.' and a 'Read more' link. Below this, an 'Attention' status with a yellow warning icon indicates: 'Your title does not include your search phrase. Please add the search phrase "Law" to your title.' and a 'Show me how' link. The 'Description' section shows the current description 'HOME' and an 'Attention' status with a yellow warning icon. It includes the feedback: 'Your description is too short. Please add more information to your description, not exceeding 160 characters including spaces.' and a 'Show me how' link. At the bottom of the description section, there are three small yellow warning icons and three dots.