

How to Edit and Add Text Images to Wix Website

- Guide for the University Place Historical Society

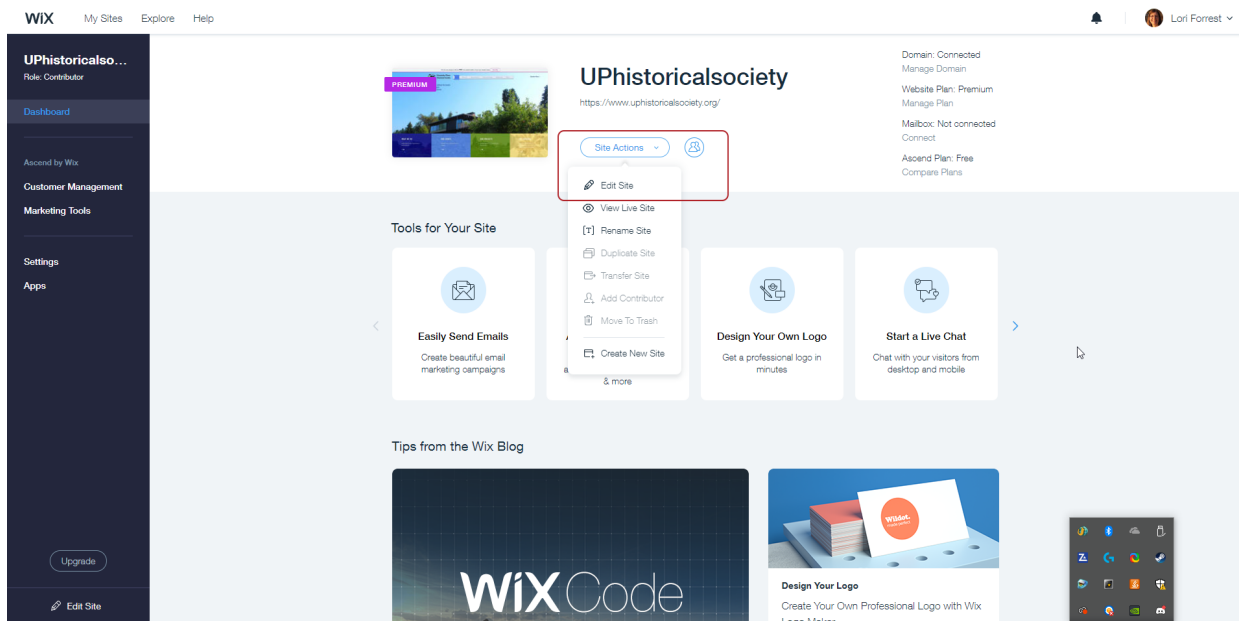
Getting started

1. Log in to Wix. Go to: <https://www.wix.com/>
2. Sign in by clicking the Log In link on the top right corner of the screen.
3. Log in with username password.

This will load into the main dashboard.

Making Edits

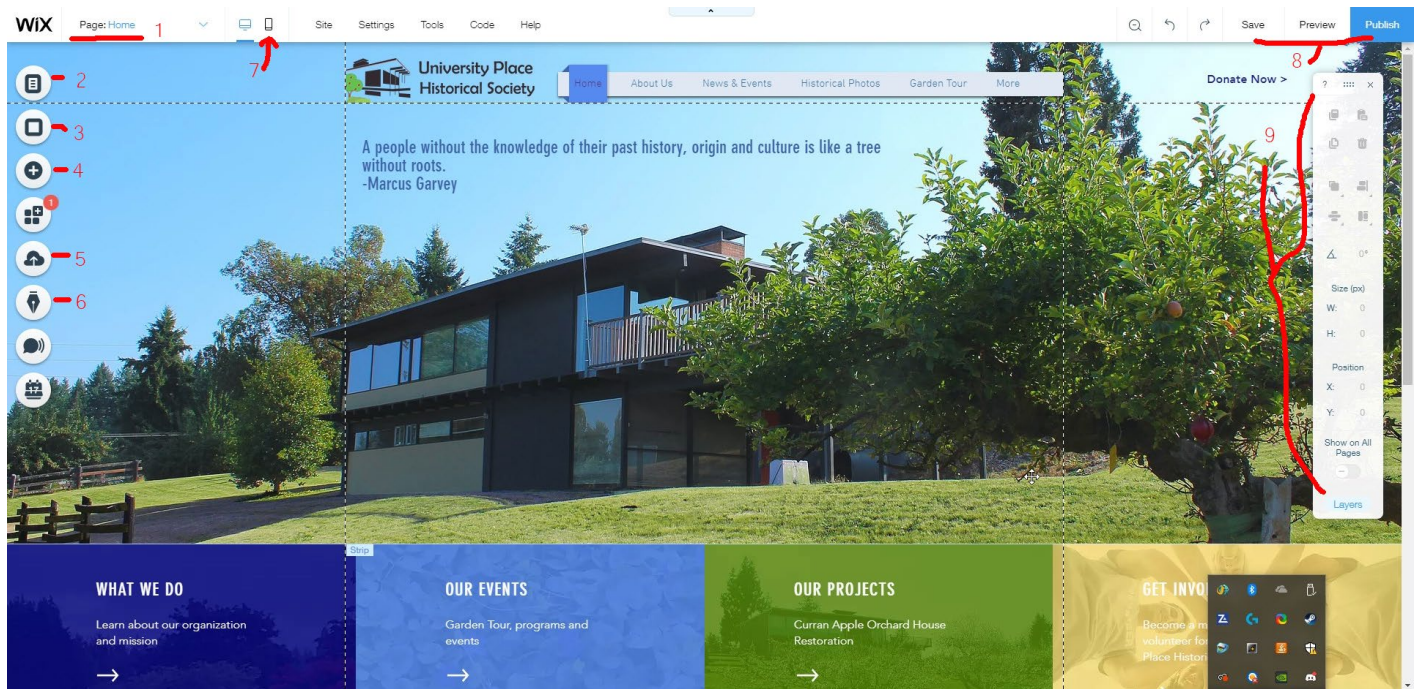
1. From the main dashboard, click the drop-down menu Site Action and click edit site. See illustration:



2. If a pop up box displaying “Welcome ..” appears, close out welcome box with “X” in top right corner of box.

This will load the editor screen.

Editor Screen for Wix:



1. Page Navigation
2. Page Editing (also toggle pages viewable by public)
3. Page Background
4. Add (Adds photos, text boxes etc)
5. Manage photos and documents Also can upload through this tool
6. Blog
7. Switch between mobile and desktop view to edit
8. Save or publish site
9. tool bar can make quick changes

To add new text to website

1. Click Add (4).
2. Select text from menu. A list will appear showing which types of text boxes can be added (Add Heading 1, Add Heading 2, etc.)
3. Drag text element to page.
4. Click the text element and select the Edit Text button. Edit the existing text inside the box.
5. To change text appearance, use the pop up on the right of the text box when in Edit Text mode. Resize, change font and change font size at any time.
6. To move or resize the text box, click anywhere outside of the text box to get out of Edit Text mode. Reselect text box and drag the box to desired location or resize by mousing over the edges of the text box.

To edit existing text

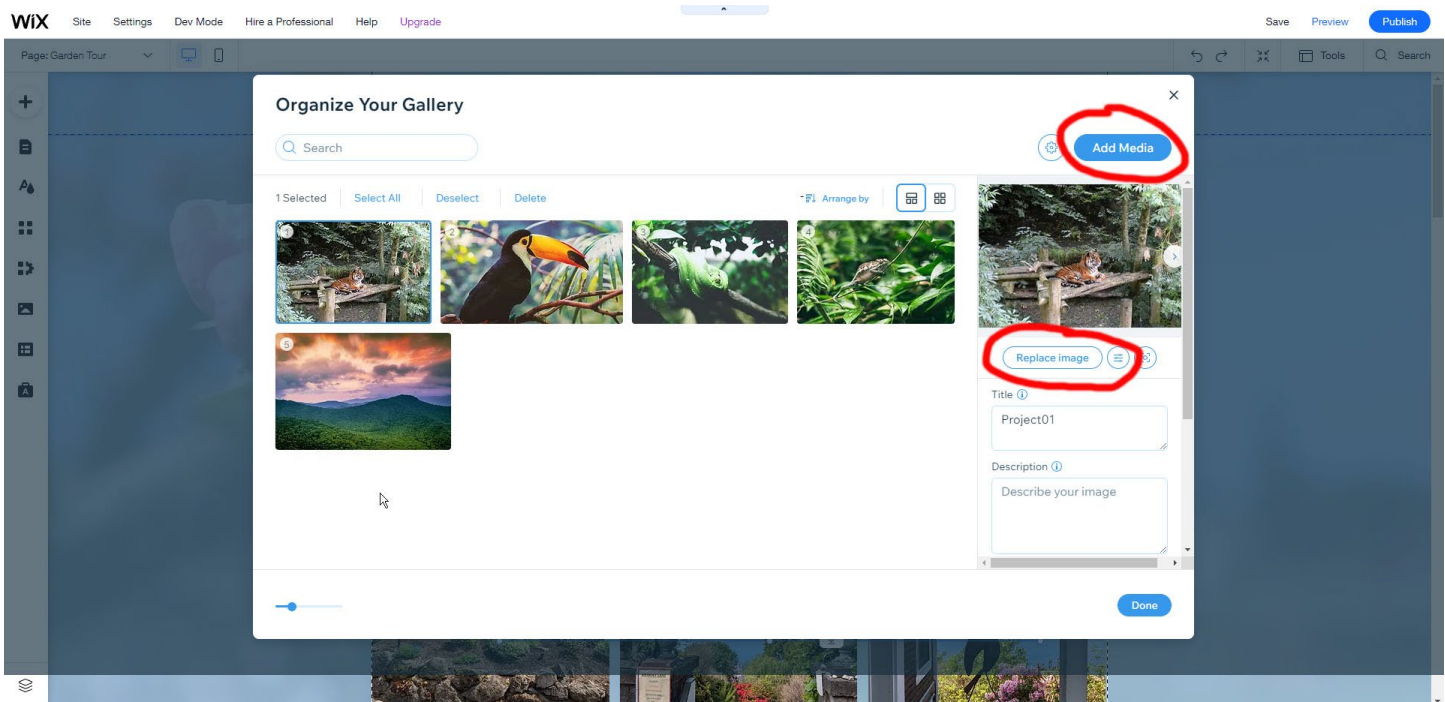
1. Select existing text box.
2. Click edit text.
3. Click anywhere in the text to make changes.

To add **new** image to website

1. Click Add (4).
2. Select image.
3. Click My Image Uploads.
4. Click upload media button and Drag image into square or select Upload from Computer and select desired image.
5. Click Add to page (bottom right) once the image has been uploaded.
6. Image is automatically selected when added to page. Move by dragging image to desired location or resize by mousing over the edges of the image.
7. Move or resize at any time by reselecting the image.

To add **new** slide show or gallery

1. Click Add (4).
2. Select Gallery.
3. Click which type of Gallery to add to page. It will automatically add to page.
4. Click Manage Media.
5. Add pictures by clicking Add Media. Replace existing image with the Replace image button. See below illustration. Remove image by selecting desired image and clicking delete. Edit the title of the image and description by selecting desired image and editing boxes on the right-hand side.

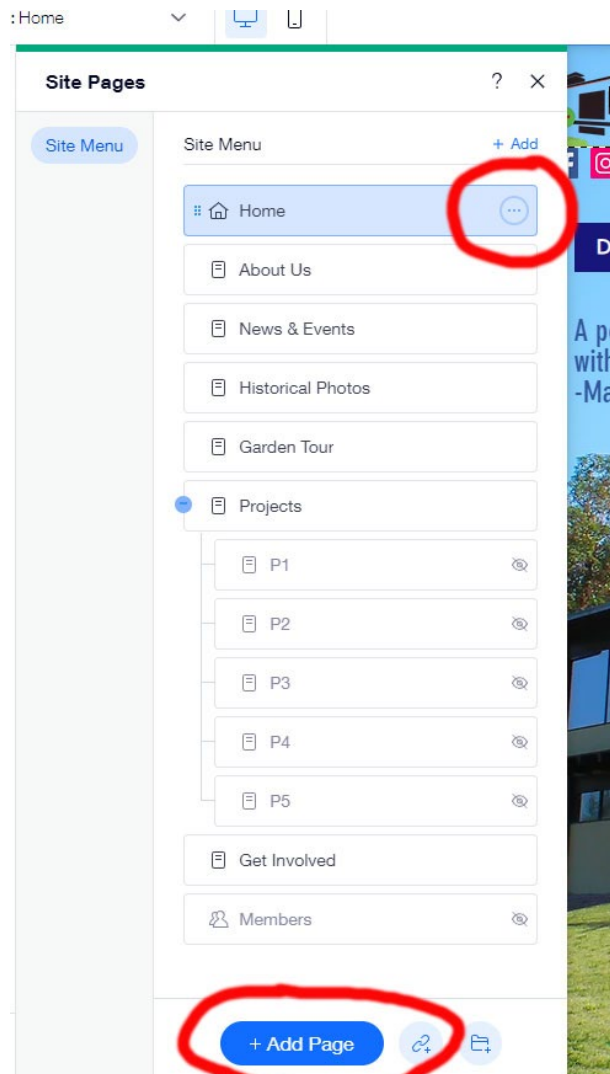


To edit existing slide show or gallery

1. Click desired slide show element.
2. Click Change Images.
3. Use the Add Images button to add new images to gallery.
4. Use Replace Image button to change the desired pictures.
5. Click Done at the bottom right hand when finished.

To edit existing page names or to add new pages to the website

1. Click Site menu (1). See editor screen illustration above.
2. Click Manage Pages. A list of pages on the site will appear.
3. Click the three dots to the right of the page to be edited. This opens additional menu options. See below illustration.



4. Click rename to change the page's name. Remove the page entirely by selecting delete from this menu or hide the page from the public. Edit the SEO options by selecting SEO basics.
5. Click Add Page at the bottom to create a new page for the website.

To delete a text box, image or element on the site

1. Select the item that needs to be removed.
2. Click delete on the keyboard.

To publish changes

1. When all desired changes are completed, click the publish button on the top right to make changes go live.
2. To see a preview of changes prior to publishing, click preview right next to the Publish button. Click Back to Editor to continue making changes or Publish to make the changes go live to the public.