

JANE
BANKS

HOME

ABOUT

PORTRAITS

DOCUMENTARY

CONTACT



CREATE YOUR OWN WEBSITE

WITH WIX.COM

CHICO SENIOR HIGH SCHOOL

ARCHITECTURE/DESIGN ROP
SAMI SANDERS

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Reference www.samisanders.wix.com/samanthasanders as an example website.

CREATE YOUR ACCOUNT

START NOW

Type into your browser the website URL: www.wix.com. This user-friendly program will cater to all of your website needs. Click on the button that says "START NOW".

SIGN UP

Enter your email address and choose a password. There are no symbol or text requirements for your password, any combination of letters and numbers will work. Then press "GO".

CHOOSE A TEMPLATE

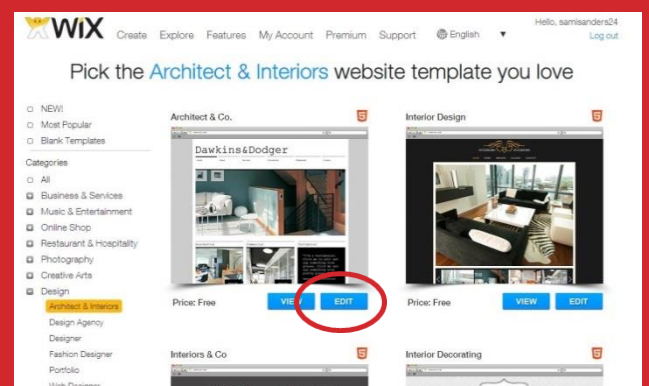
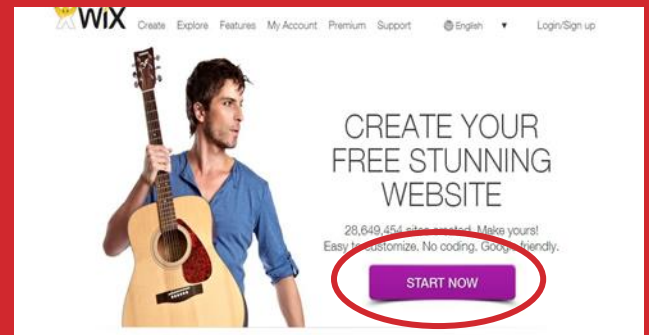
After you sign up, the website will prompt you to pick a template. Choose from the categories on the left, and another menu will pop up on the right. Choose your secondary category on the right and then click "GO". Don't worry, you can always change your template later.

EDIT A TEMPLATE

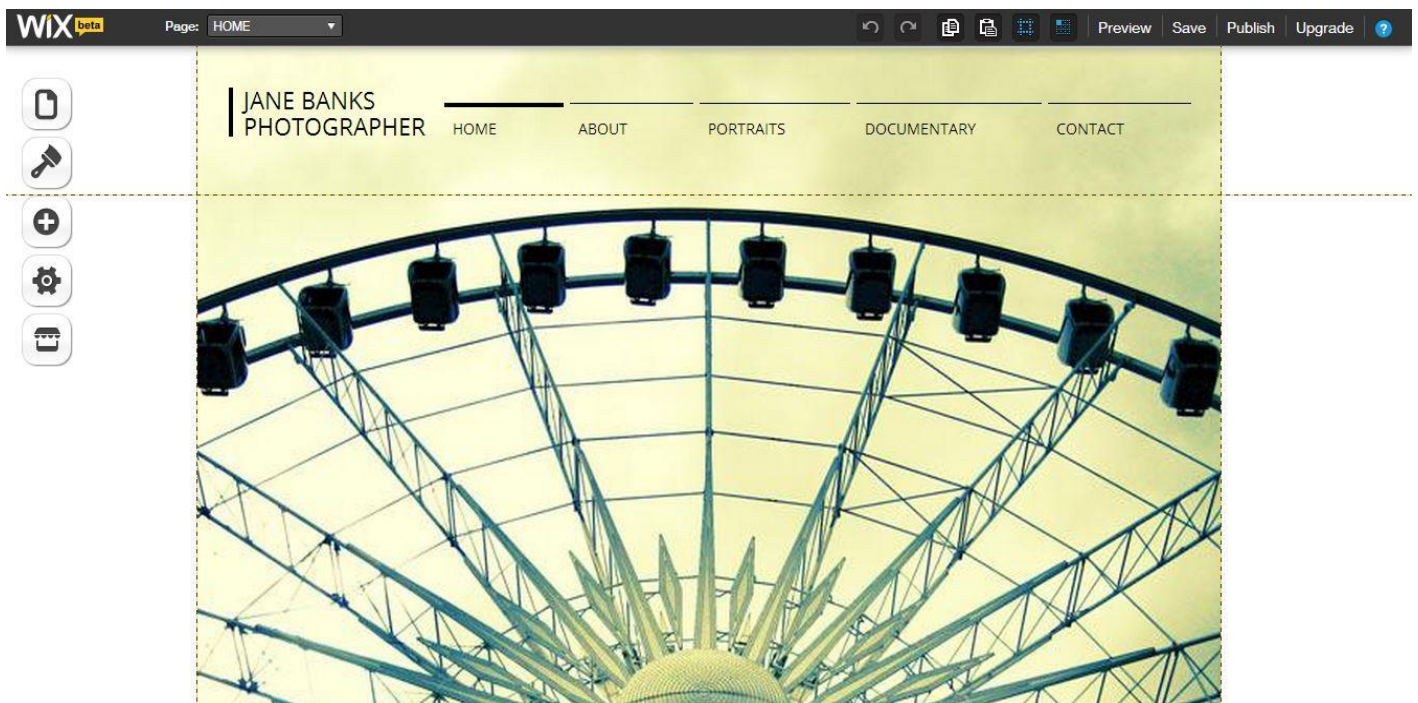
Scroll through the template options and pick your favorite. Once you have chosen, click the "EDIT" button at the bottom of the picture. This will launch the design and allow you to start creating your website.

This step is important. Make sure you pick a template you like and will work for your website purposes. After you finish inputting all of your information, save, and publish your website, the only way you can change your template is to create a new website on your account, copy all of your information onto the new template, and then delete your old website once the new one is published.

STEPS BY PHOTOS



CREATE YOUR HOME PAGE



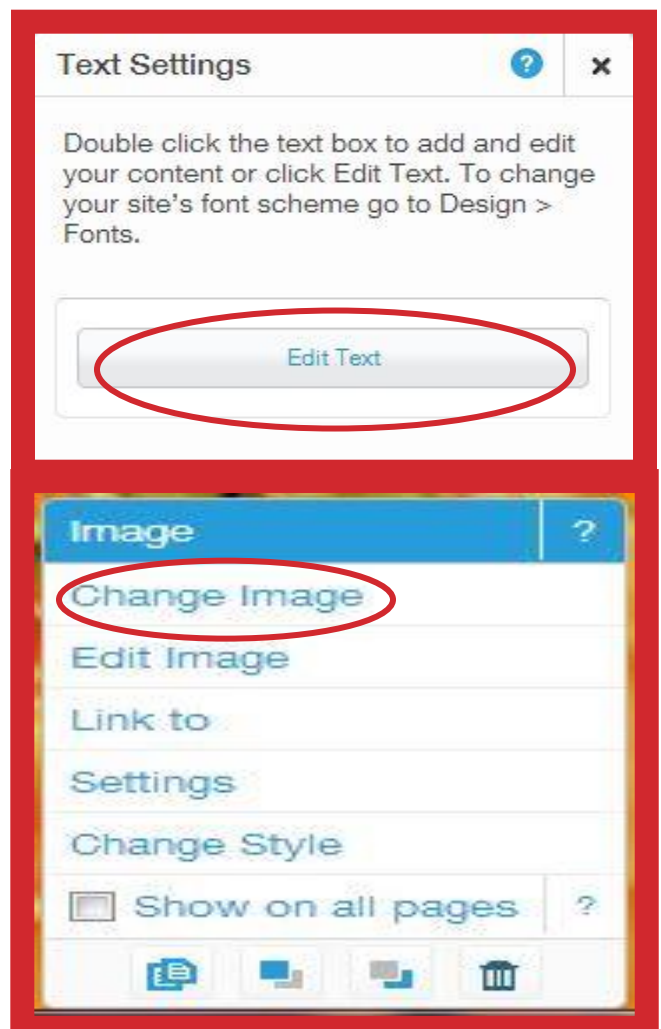
EDIT YOUR TITLE

To edit your homepage, the first step is changing the title. Your name is a good option, and including the type of work featured in your portfolio is a fantastic idea also, but it is not necessary. For example, title your website “Jane Banks” and then underneath this title place “Architecture/Design”. But it is up to you, you may title your website however you like and you can always change it later.

To change the text, click on the words and a window will pop up that says edit text. You can edit your text this way, or you can also double click and it will open the text box so you can type.

EDIT YOUR BACKGROUND

To edit your background, click on the background image. A small blue window will pop up, like the one on the right. These are all of the options you have to make changes to your background image and this same window will pop up for any other picture you place on your website. To change the image, click on “CHANGE IMAGE”. This will open another window that will allow you to upload your own image, or pick one of the free wix images. Feature a picture that expresses the purpose of your website.



CREATE YOUR HOME PAGE CONTINUED...

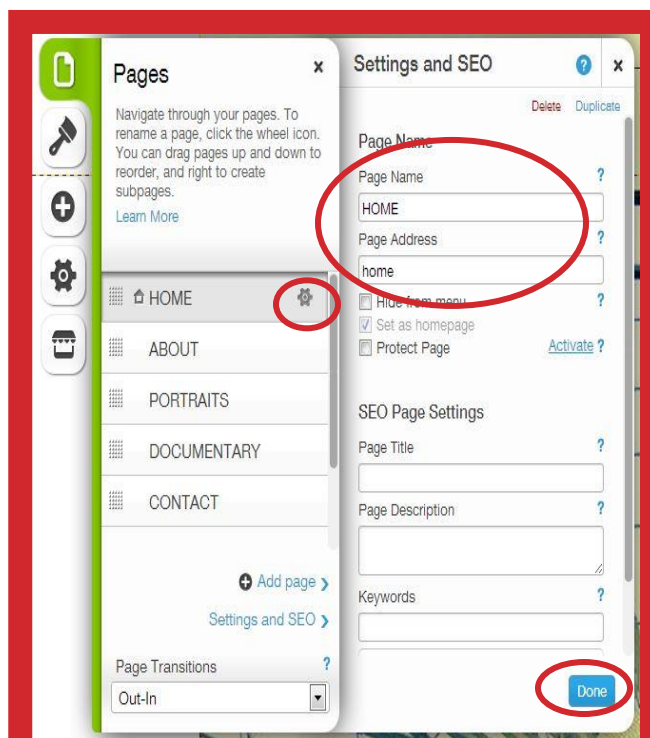
CUSTOMIZE YOUR MENU

To change the menu titles, click on the top square in the left hand corner of your website. The window that appears features the pages in order of your menu. To change a title, click on the icon that looks like a wheel on the left hand side of the window.

Then another window will appear that is titled “Settings and SEO”. This will allow you to change the page name. Make sure you change the page address also to match your new title. After you have changed the titles of your pages, click “DONE”.

You can also reorder the pages by dragging them up and down by the grid button in the first window. To make a page a subpage, drag it to the right.

The SEO page settings down below are for the purpose of finding your website on search engines. By typing in the page title, description, and keywords, you can allow search engines to more easily find your specific pages. This is not a necessary step, as you will fill out these settings for your website as a whole at a later time.



CHANGE DESIGN, FONT, AND COLOR SCHEME

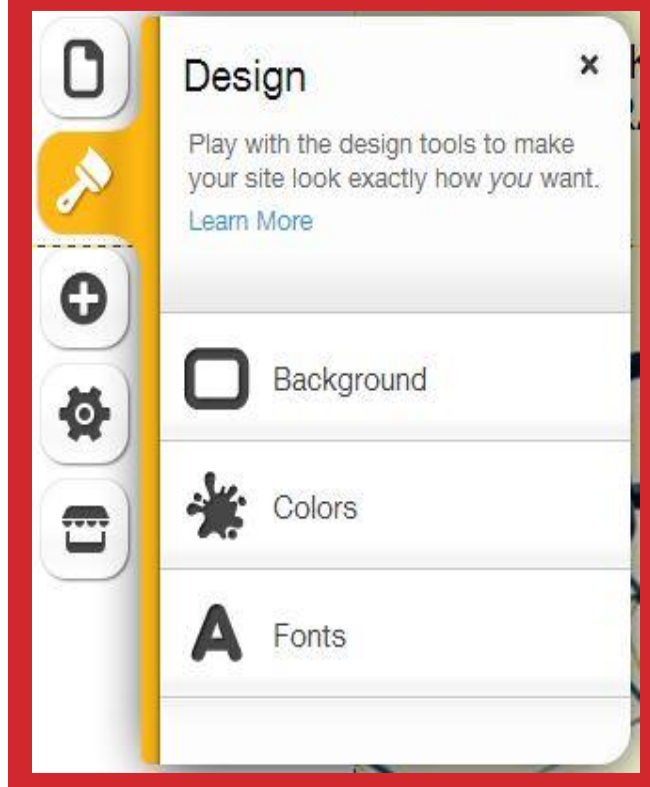
To change the design scheme of your website, click on the second square on the left hand side of your screen.

By clicking on “Background”, you can change the color of the outside edges of your website. If you want to upload your own photo or change the settings click on “Upload and Customize Background”.

By clicking on “Colors”, you can change the color scheme of your fonts. If you want to customize the color scheme click on “Customize Palette”.

By clicking on “Fonts”, you can change the font scheme. If you want to customize each type of font, such as titles and headings, click on “Customize Fonts”.

At any time you can undo your changes in these menus by clicking on “Discard Changes” in the bottom of the window.



CREATE YOUR PAGES

CREATE A NEW PAGE / SUBPAGE

To create a new page, click on the first square on the left hand side of the page. Click on “ADD PAGE” at the bottom of the window.

A new window will pop up and will allow you to choose what type of page you want to add.

Choose a type of page that corresponds with the type of page you want to create. If you are creating a biography page add an “About” page. If you are creating a portfolio page add a “Gallery” page. There are many types of pages to choose from, and you can always edit them later.

Below the page example is the box where you will name your new page. This name will show up on your menu.

If you want the new page to be a subpage, and be featured within one of the main pages, check the box that says “ADD AS A SUBPAGE”.

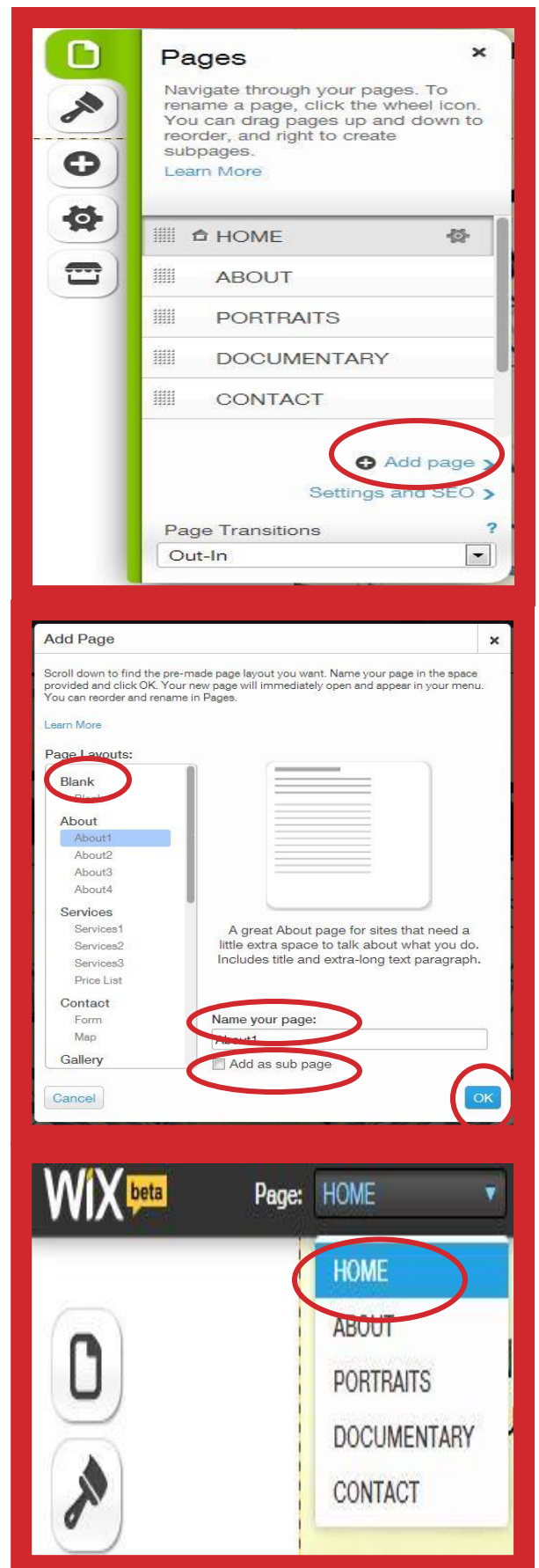
After you have completed these steps, click on “OK”.

Once you have created all of your pages and subpages you are ready to start inputting text, images, and any other information that you would like to include on your website.

NAVIGATE YOUR PAGES

To navigate your pages, you will have to go to the top of the screen. Along the tool bar, on the left hand side it says “Page:” Click on the drop down menu to choose which page you want to go to. If you want to go to your home page, click “HOME”. This is the fastest way to navigate between pages and edit your website.

You can also choose to navigate between your subpages from this menu.



ADD ELEMENTS TO YOUR WEBSITE

ADD TEXT

To add text, click on the third square on the left hand corner of the screen. The icon features a plus sign. A menu will appear, and you should choose “Text”. Then another menu will pop up asking you to pick between a title and a paragraph. The item will appear on the page.

ADD IMAGE

To add an image, click on the “Image” button. Then choose between an image, and image with a frame, and image without a frame, or clip art. The item will appear on the page.

ADD GALLERY

To add a gallery, click on the “Gallery” button. Then choose between grid, slideshow, slider, or animated grid. The item will appear on the page.

ADD MEDIA

To add media, click on the “Media” button. Then choose from video, soundcloud audio, and audio player. The item will appear on the page.

ADD SHAPES AND LINES

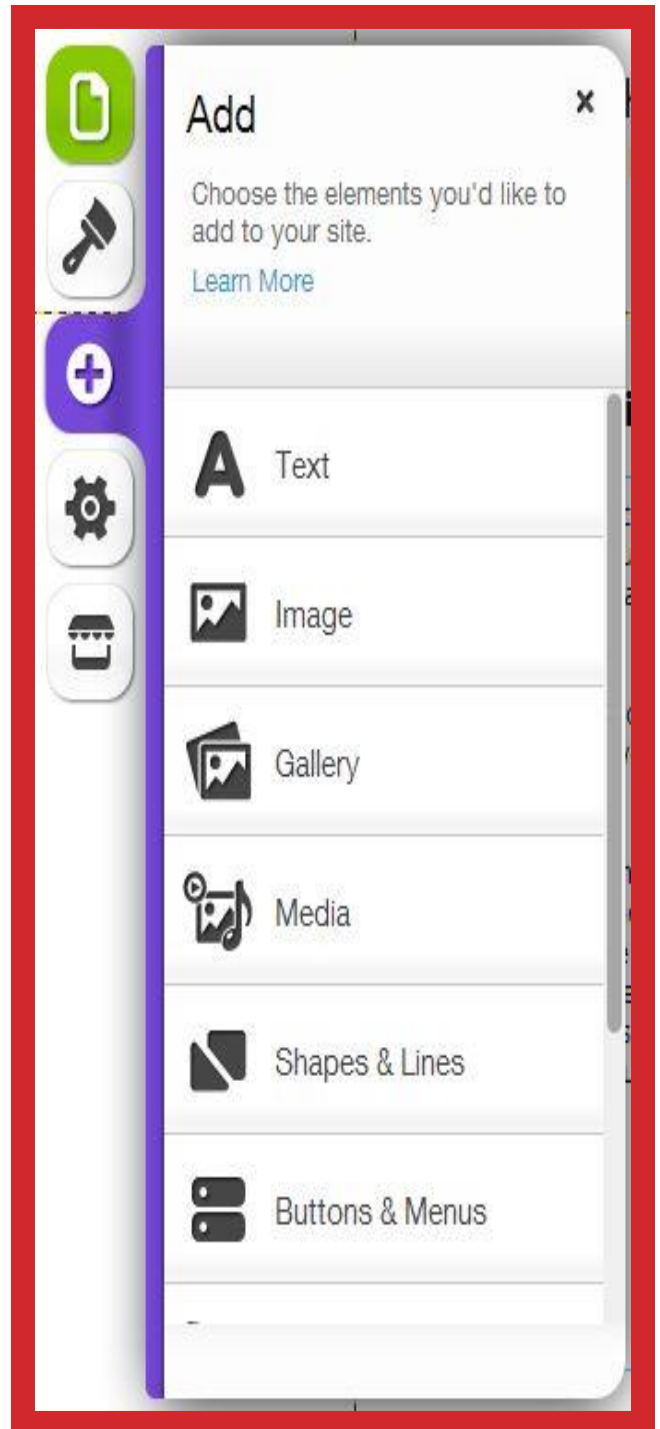
To add shapes and lines, click on the “Shapes and Lines” button. Then choose between a box, strip, vertical line, horizontal line, or clip art. The item will appear on the page.

ADD BUTTONS AND MENUS

To add a button or menu, click on the “Buttons and Menus” button. Then choose between default button, large button, emphasis button, text button, buttons menu, etc. The item will appear on the page.

ADD SOCIAL NETWORKING

To connect your website to social networks, click on the “Social” button. Then you can connect your page to Facebook or Twitter through likes or links. The item will appear on the page.



LINK YOUR IMAGES / TEXT

LINK YOUR IMAGES

To link your images, click on the image and a menu will appear. Click on the “LINK TO” button. A second window will pop up.

Now you can choose to link your image to a web address, a page on your website, an email, or a document. After you have chosen, click on “OK”.

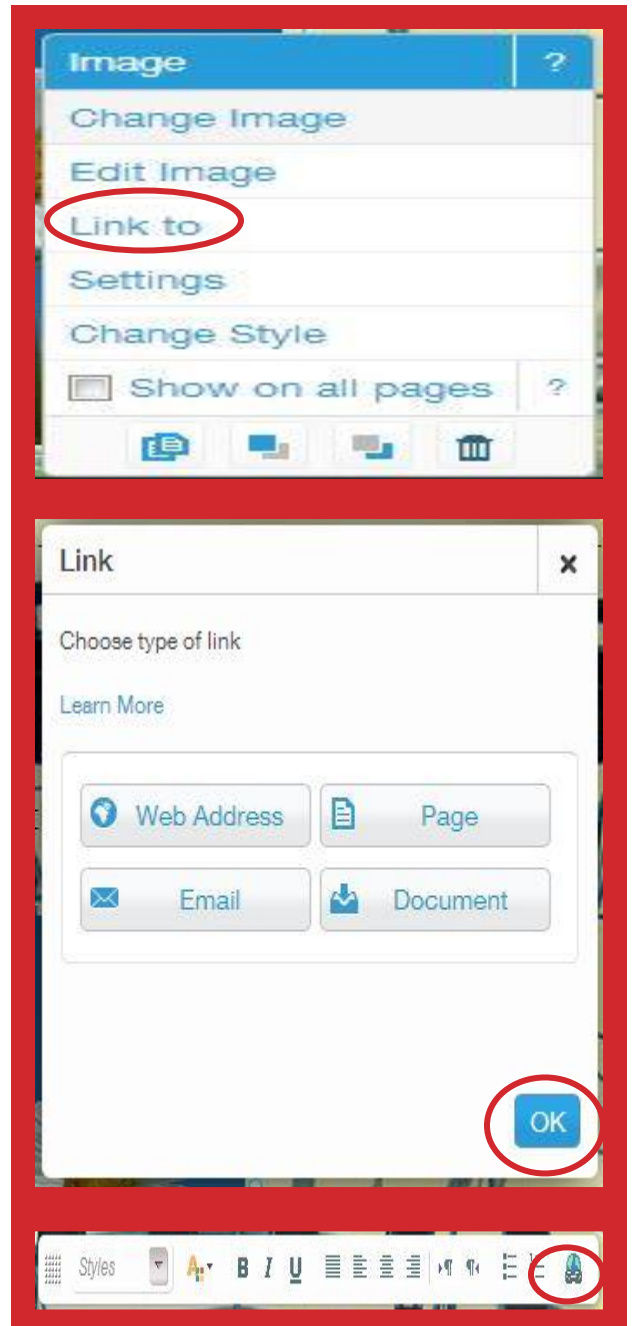
This tool is useful for using images as a type of menu. You can link an image of your project to the subpage that features the details of your project or you can link an image of your project to a document that shows the details of your project. You can also link images to other websites which allows for easy access to different resources.

LINK YOUR TEXT

To link your text, double click on the title or paragraph. The edit text toolbar will appear. On the right hand side of this toolbar is an icon that looks like a world. Click on this icon.

The second window will pop up. Then choose which type of link you want to make. Then click on “OK”.

This tool is helpful for featuring another websites URL. You can type in the URL as text, and then link it to the actual website. This makes for easy access between your site and the URL featured.



WEBSITE SETTINGS

WEBSITE ADDRESS

To create your website URL, you must save your website. Don't worry; simply saving your website won't make your website public on the internet.

To save your website, go to the top right hand corner of the screen. On the toolbar, there will be several options. Click on the "SAVE" button.

DO NOT CLICK ON THE PUBLISH BUTTON.

A window will open that will prompt you to name your website. Insert a site name, and then click "SAVE NOW". Now your website will be saved, and you now have an official URL.

You can change your URL later by entering your account settings and clicking "RENAME".

SEO SETTINGS

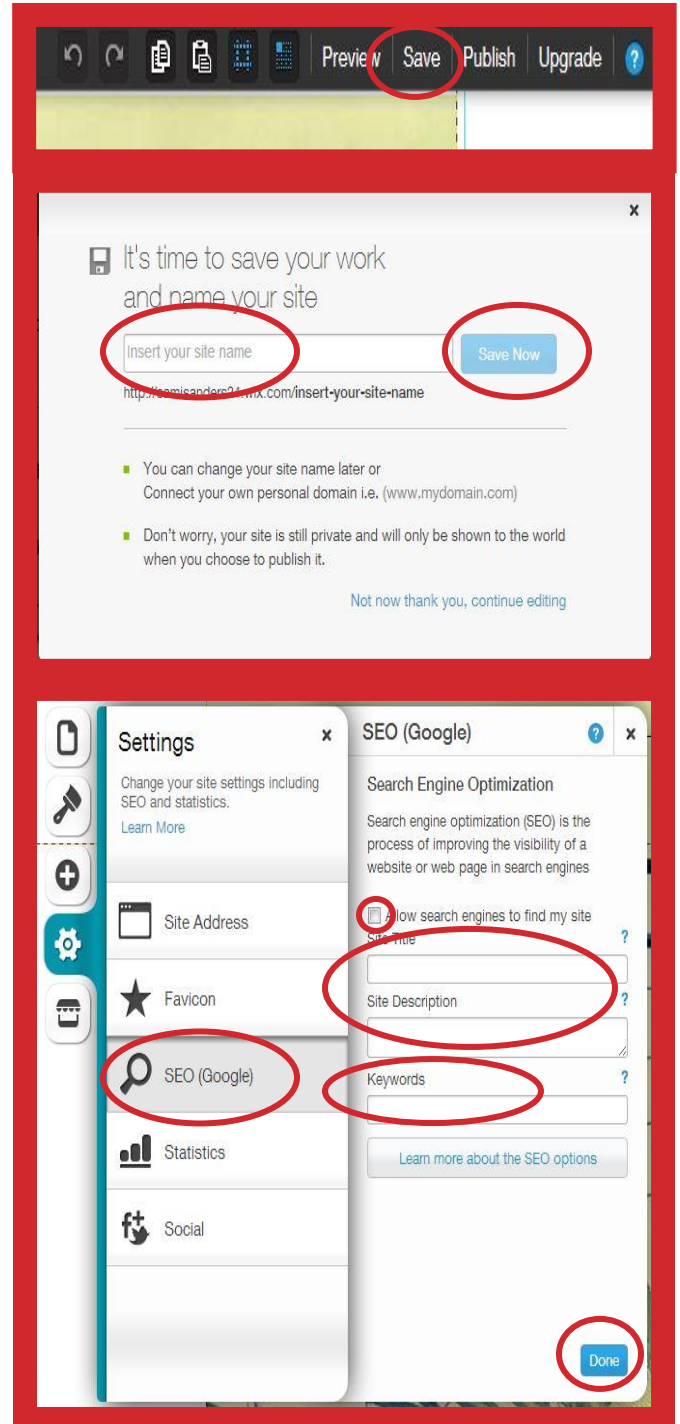
To change your SEO settings, click on the fourth square on the left hand side of your screen. The icon features a wheel. Then click on the "SEO (Google)" button. A second menu will appear.

First, check the box that says "Allow search engines to find my site". This will allow Google and other search engines to publish your site during web searches.

Second, enter a site title and description. This is the title that will appear on the search engine when someone searches you. The description will appear below it. Make it an enticing description so people will know to click on your page.

Third, enter key words. These key words are used by the search engine to find your site. If you put "[your name]" and "architecture" as key words, when somebody types "your name" or "architecture" into a search engine, your website will pop up.

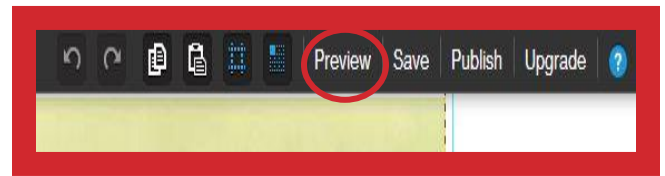
Then click on the "DONE" button.



PREVIEW AND PUBLISH WEBSITE

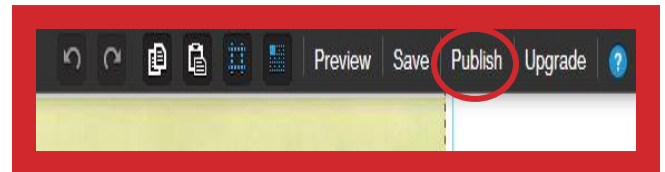
PREVIEW WEBSITE

To preview your website, go to the top of the page and click on the “Preview” button in the right hand corner of your toolbar. The preview mode will allow you to view your website as it will be viewed on the internet. This is a useful tool to make sure that every gallery and link is working properly. To exit preview mode and return to the editor mode click on the “Back to Editor Mode” in the same right hand corner.



PUBLISH WEBSITE

To publish your website, go to the top of the page and click on the “Publish” button. This will publish your site on the internet and people will be able to view and browse your website. After every time you add new information or edit your site, make sure you publish your site so the changes can be seen on the internet.



TUTORIALS / SUPPORT

TUTORIALS / SUPPORT

To find more tutorials and support, go to the “Support” page on wix.com.

Click on the “Support” button at the top of the page, and a new page will pop up that says “Welcome to the Wix Support Center”. By clicking one of the buttons on the side, like the “Wix Editor” button, you can access support and tutorials about the wix editor directly from the wix website.

You can watch videos and read step-by-step instructions on how to edit your website. You can also contact their support team for other questions.

