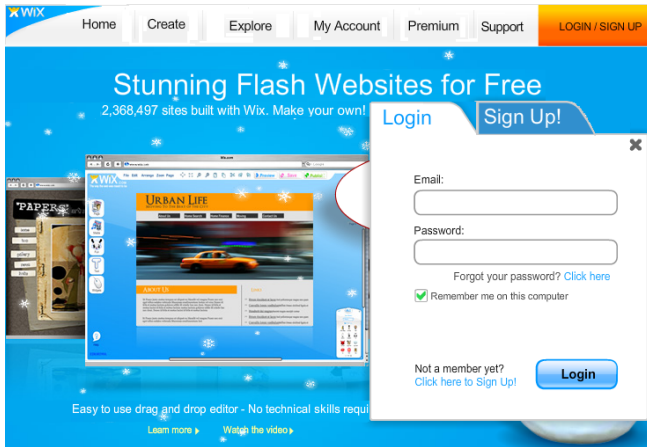


# Wix.com

This guide is provided by *What You Should Be Using*  
Student guide for completing assignments with a Wix Template

## Your Username and Password

Your username/email is	Your password is



Wix has a drag and drop interface that allows you to build a Flash website with very little technical experience.

Photos and videos can be added quickly from available libraries and links to popular sites like YouTube.com.

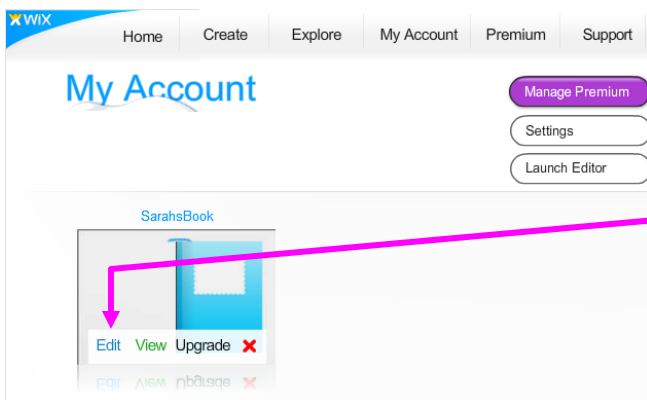
Click the link for **Login** and fill in your account information.



After a successful login to Wix.com, you will land on the Welcome screen.

Your teacher has provided you with a copy of this guide because a template is waiting for you.

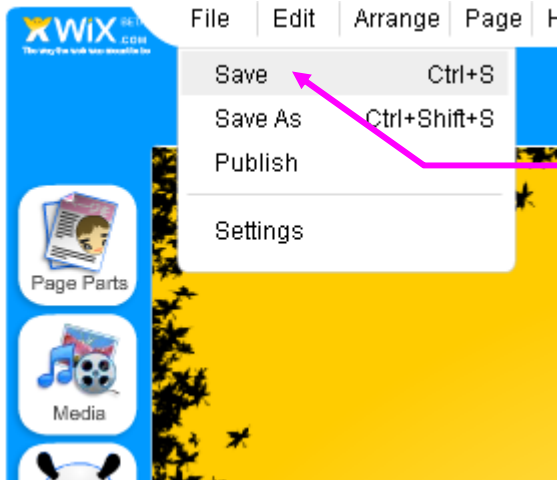
To begin, click **My Account**.



Place your mouse on top of the project you want to work on and click **Edit** from the menu.

*If you should need to create a new Wix site from scratch, click the Launch Editor button in the right corner.*

## Save and Settings

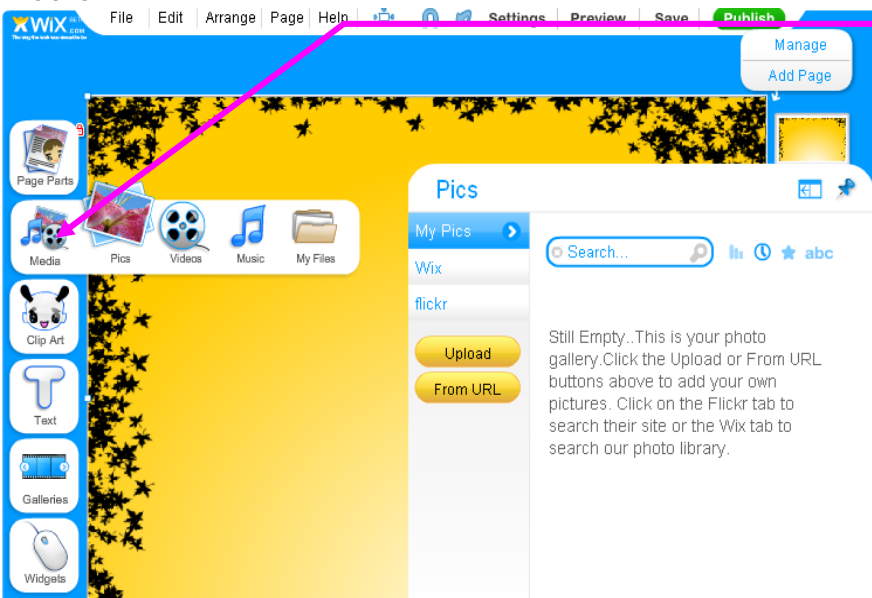


Remember! Wix is not a program on your computer. It is running in your Internet Browser. Be sure to save often.

Go to the **File** menu and click **Save**.

*Tip: Some older computers may be slow when running Wix. Occasionally, you may experience a crash and lose your work. If you have added a significant amount of content to your Wix, it would be wise to save and close the editor, then return to My Account and reopen your project.*

## Media



The **Media** menu contains options for inserting Pictures, Videos, and Music.

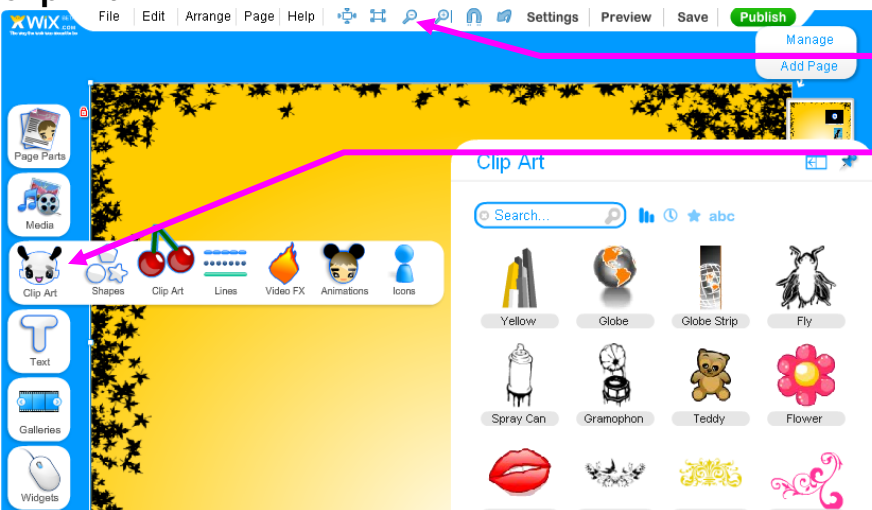
In this example, the Picture menu in the corner allows you to upload a picture from your computer, search for pictures provided by Wix, or search Flickr.

Whatever you select, a second menu appears in the corner with your available options.

Drag an item to the center of the screen to use it.

*Wix does not allow you to upload a video. However, the Video menu allows you to search a variety of popular websites like YouTube.com. If you have a video on your computer, sign up for an account at YouTube and upload your video there first.*

## Clip Art



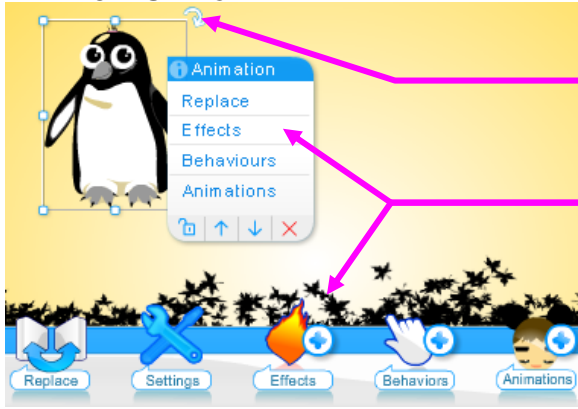
If the screen is hard to see, try **zooming** in or out.

The **Clip Art** menu contains options for inserting Shapes, Clip Art, Lines, and Animated Clipart.

Browse the galleries of pre-made clipart and animated designs.

Drag an item to the center of the screen to use it.

## Modifying Objects

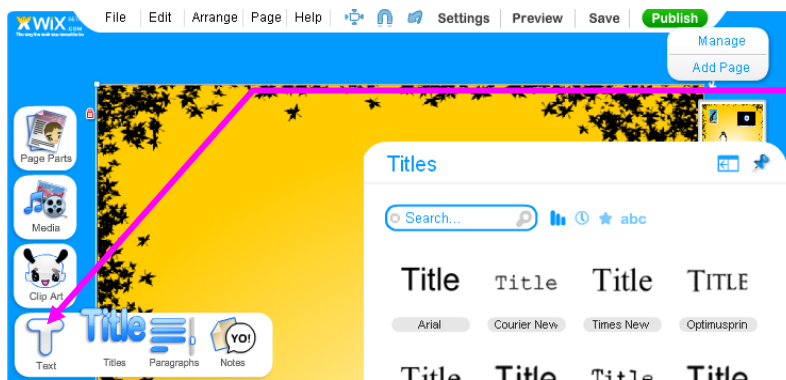


You can rotate a selected object by **clicking and dragging the arrow** that appears in the corner. The object can also be resized by **clicking and dragging any one of the dots** that appear on the selection border.

Notice that clicking on an object will produce a **short cut menu** similar to the one at the bottom of the screen.

Should you need to Cut, Copy, or Delete an object, **right click** on the object and another shortcut menu will appear.

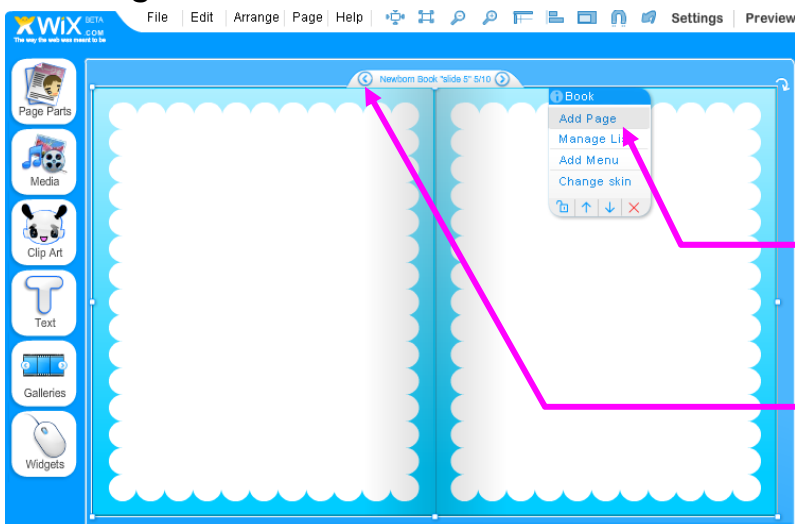
## Text



The **Text** menu contains options for selecting Fonts, Paragraph Alignment, and Notes.

The Notes menu has fun things like thought bubbles and sticky notes.

## Next Page



Each book comes with 10 pages. You can add additional pages to the book template by selecting the book and choosing **Add Page** from the menu. *(Note that this is not the Add Page button in the upper-right corner of the screen. That button will add a second webpage, not a page to the book template.)*

To flip the pages in the book, click the **left or right arrows** that appear when the book template is selected.

## Link to a Website

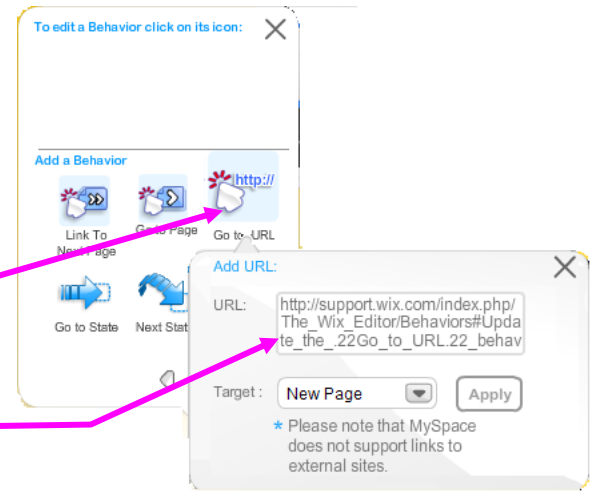


You can link to another page on the Internet by selecting an object, like text, and choosing **Behaviors** from either the short cut menu, or the menu at the bottom of the screen.

You should be mindful of the Behaviors already attributed to the object, which are listed above the menu.

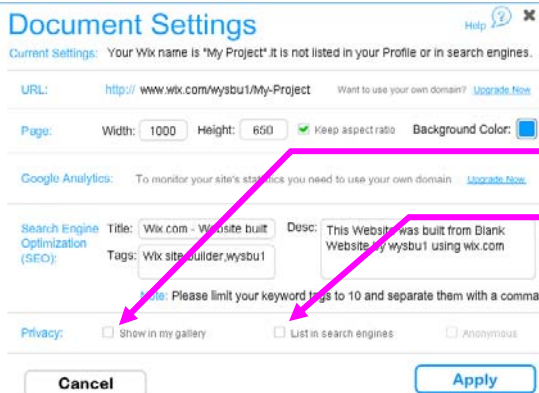
To add a link, choose **Go to URL**

and then **replace the URL text with the webpage you want to link to.**



## Safe Settings

*These are webpages and nearly everything on the Internet is available to the public. Your teacher has already adjusted the recommended settings. If you created a page on your own, be sure to tell Wix that you do not want your webpages included in a gallery or search engine where the public can easily locate them. Settings are available under **File > Settings**. You will be reminded a second time to change your settings on the Publish page under **Change Settings**.*



On the Document Settings page, uncheck the boxes next to:

Show in Gallery

List in Search Engines

*Listing in the Gallery and Search Engines is not suggested for K-12 students. If you are in Higher Ed or Business & Industry, you are encouraged to list your websites in both places to promote it.*

If you have further questions about privacy, please see [www.Wix.com](http://www.Wix.com)

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Your Wix website address is