**EDU 241: Educational Technology**

*Using Wix.com to build websites*

*Tutorial Video:*

[*https://www.youtube.com/watch?v=bO3rL\_-w-Zw*](https://www.youtube.com/watch?v=bO3rL_-w-Zw)

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***Getting Started….***

1. Go to: [**http://www.wix.com/**](http://www.wix.com/)
2. Enter your **preferred email address** (suggestion: Use your gustavus email address) and **password**
3. Select: **I’m a new user**
4. Select a **Template** (One option, though not required: **Personal**/**Resume & CV**/ **Personal Page**)
   1. NOTE: **Make sure you are satisfied with your chosen template before adding substantial content. You can change your template later, but changing the template will most likely delete any content you have added**
5. Select **“Edit”** (you may have the option to watch an introductory video the first time you select “Edit”)
6. **Editing tools** are located on left-hand page

*Create Page:*

1. Select **Pages** icon in left hand tool bar
2. Select **Add** in lower right of pop-up menu
3. Select **Page** in pop-up menu
4. Select **Page Layout**

* *If you want to delete page after you have added it:* Select **Pages**, then select **Page Settings** (icon is to right of page), Select **Delete** (upper right-hand corner), select **Delete**

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*Insert Images, including your picture:*

1. Select **+** (**Add)** icon in left-hand tool bar
2. Select **Image**
3. Select **Appropriate option** (image, image without frame, or clip art)
4. Select **Upload Images** (Upper right hand corner)
5. Select **Add Images**

* *Editing Images:* **Right click image** and then select **edit image**
* *Moving image within your webpage:* **Click** and **drag image**
* *Resizing image:* **Click image once,** then **click and drag visible dot**

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*Editing and adding Text:*

1. Double click existing text to edit
2. Select **Add** button (icon with “+” symbol in left-hand tool bar), then select **Text,** and then select type (title or paragraph)

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*Attaching documents within a page:*

1. Select **Add** button (icon with “+” symbol in left-hand tool bar)
2. Select **Media**
3. Select appropriate Media type (eg **Document**)
4. Select **Upload Document**
5. Select **appropriate document** and then select **Open**
6. Click on uploaded document
7. Select **Add Document**

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*Linking text to a document or a website*

1. Double click text area (you will see the text editing tool)
2. Highlight the text you would like to link the document or website
3. Select the **Link** icon in the text editing tool (it looks like a chain)
4. Select **Web Address** (for a website), **Document** (for a document), or **Page** (for a webpage you created)

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*Navigation questions:*

* *Hide Page from navigation bar:* Select **Pages**, then select **Page Settings** (icon is to right of page), Select **Hide from Menu**
* *Adding links to your navigation bar:* Depending on your template, newly added Pages should be automatically added to your navigation. Note: Templates usually offer limited number of links within your navigation bar. You can create “**subpages”** links within your navigation bar if your number of Pages exceeds the limit in the navigation bar.
* *Reordering Pages in navigation bar:* Select **Pages** then drag the individual pages to reorder

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*Navigate to different pages in your Website for editing purposes:*

1. Select **Pages** icon in left hand tool bar
2. Double-click the page you would like to edit

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*Your website address:*

1. Select **Settings** option (last icon in left-hand tool bar)
2. Select **Site Address**

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* ***Make sure to SAVE (upper right hand corner) following any edits***
* ***Make sure to PUBLISH (upper right hand corner) following any edits***