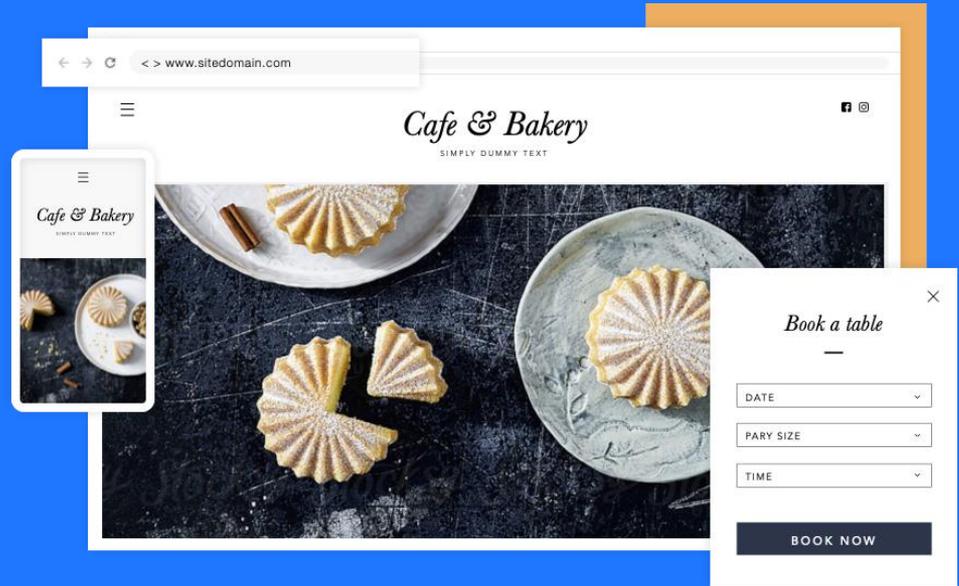Wix.com

Wix Site Handover Kit

Your Site
www.sitedomain.com

Congratulations!

You now have a stunning new website made with Wix.
Here is a short guide to manage your website.

Wix Website Handover

01. Access Your Account   Login | Change Password | Manage Information

02. Edit Your Site   Wix Editor | Quick Access | Edit Site | Think Mobile

03. Other Services   Business Email | Start Your Own Blog

04. Grow Your Business   Ascend by Wix | Connect and Manage | Promote and Grow

05. Wix Help Center   Help Center Guides | Contact Support

06. Stay Up to Date   Wix Blogs | Wix Social Channels to Follow

Trusted by Over 140 Million Users Worldwide

The most innovative web design and development platform on the market

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Wix gives us total freedom to **design any kind of website for you—no matter what you need.**

It's also the place where you can **manage your entire brand or business online.**

It gives you all the tools & features you need for **your** online presence in one place.

01

Access Your Wix Account

Access Your Wix Account

> **Log in**

Go to Wix.com and use the username and password we've provided you.

Once you log in, you will see the Wix dashboard, where you can manage your entire website.

> **Change Password**

You can change and personalize your password.

> **Manage your Information**

Update your address, contact details, and business information such as payment methods,

credit cards and location.

02

Edit
Your Site

About the Wix Editor

The Editor gives you total freedom to completely customize your site, update and maintain it:

> Change text, images, descriptions, contact information

> Add and update pages on your site

> Engage site visitors with chat, forms, blog posts, booking services and more

> Customize the mobile version of your site

> Add even more advanced features using Corvid by Wix

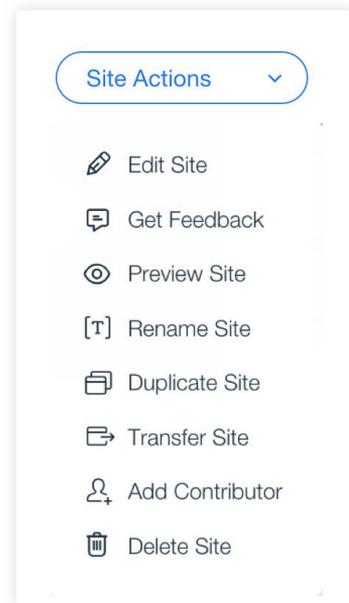> For more - read our Getting Started with the Wix Editor Guide

Quick Actions

Click the Site Actions Button to Preview, Rename or Edit your Site

You can also add a contributor and grant access to edit the site.

Get Started with the Wix Editor

Here are the basic functions you should familiarize yourself with >

Site Actions ⌄

✏ Edit Site

💬 Get Feedback

👁 Preview Site

[T] Rename Site

🗐 Duplicate Site

↦ Transfer Site
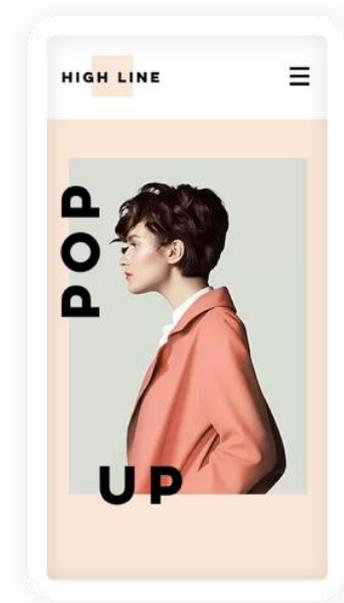
👤₊ Add Contributor

🗑 Delete Site

Edit Your Site

> Click on any item to move it around. **Drag and drop** it exactly where you want.

> In the top left corner, you'll find your **Pages Menu**, where you can manage all of your website's

pages.

> **Click**   to add any item you want to your site: text, images, galleries, buttons, videos.

> **Save once** and your site will auto save as you work.

> Click **Preview** to see how your changes will look live.

> When you're ready, click **Publish**.

> You can always continue updating your site post publish.

Think Mobile

Looking great on mobile is a must.
Wix has a **Mobile Editor** where you can customize how your mobile site looks:

> Show or Hide any element or section

> Drag and drop to change spacings and sizes

> Reduce or increase mobile font size

> Change background image/colors

> Customize mobile menu behavior

> Add mobile tools: Back to Top Button or Quick Action Bar

03

Other Services

Set Up Your Own Business Email

Get a personalized email address using your domain.

Why you need it:
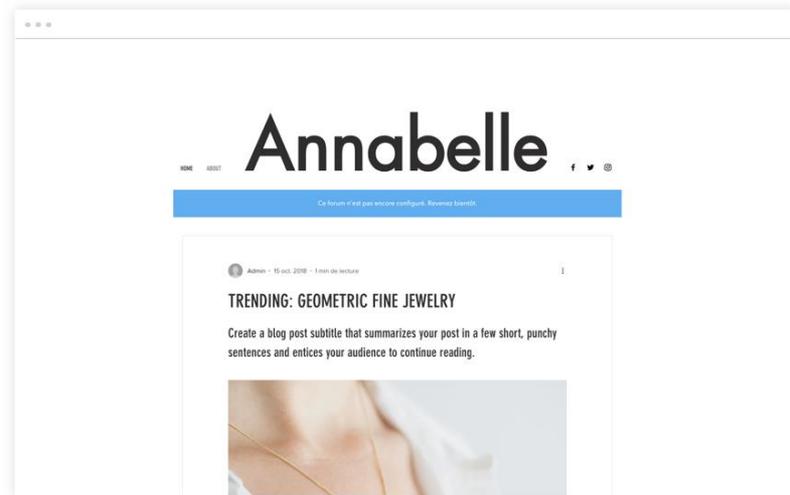
> Build your brand with every email you send

> Look more professional when sending emails & invoices

> Stay consistent across your website and all your materials

Examples of email addresses you may want:

info@yourdomain.com | yourname@yourdomain.com | hello@yourdomain.com

Start Your Own Blog

Show your personality and keep visitors up-to-date by adding the Wix Blog and sharing your posts on social.
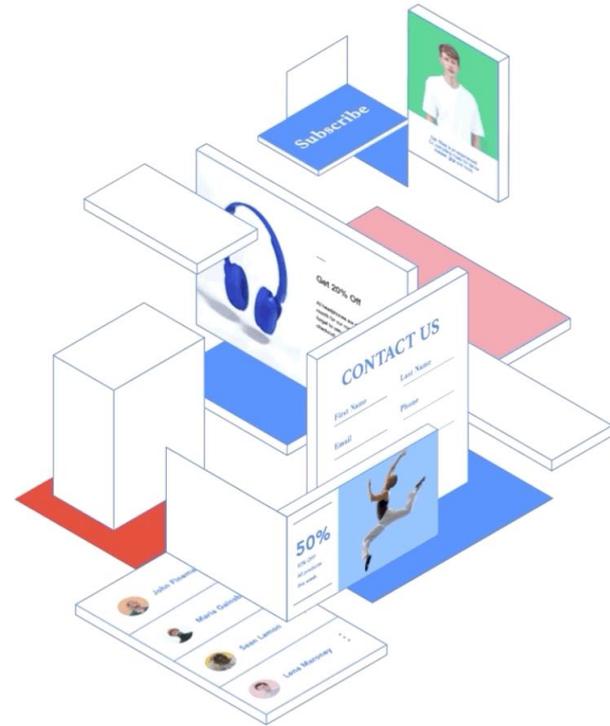
04

Grow Your Business

Ascend by Wix

This all-in-one business tool includes 20+ products so you can start, manage and grow your brand, while building strong customer relations and promoting your products or services online.

These tools are all centralized in your website's development platform, accessible with only a click.

Learn more about Ascend by Wix.

Connect and Manage

Manage all your customer interactions from one place.

> **Forms**

Obtain key contact information like emails, leads, and testimonials, that you can use for future marketing purposes.

> **Chat**

Welcome your visitors 24/7 with automatic replies and lead capture forms for when you're not online.

> **Inbox**

Manage all of your customer communications under one umbrella. Instantly pull up your commonly used saved replies, or attach a link to one of your products, coupons, or files.

> **Contact Manager**

Add labels, notes, and attachments for each customer's file.

Promote and Grow

Run email, social and video campaigns to promote your products and services.

> **SEO Wiz**   Get found online with your personalized SEO plan. Connect to Google in a click and get indexed in under 30 seconds.

> **Email Marketing**   Create professional email marketing campaigns to drive more traffic to your site.

> **Social Posts**   Customize stunning post templates and share on social media.

> **Video Maker**   Instantly produce impressive promo videos to show off your business and share on Facebook or YouTube.

> **Marketing Integrations** Track your performance and gain insightful business analytics.

05

Wix Help Center

Step-By-Step Guides for Everything

Visit the Help Center for step by step guides, tutorials and information.

Starting from basic Editor guides to advanced features, you'll find it all right

here.

Contacting Support

Haven't found the information you were looking for? No worries.
Contact Wix support centers, and a customer service representative with be right with you.

Contact by phone

Request a callback

06

Stay Up-to-Date

Stay Up-to-Date with Wix

Wix Blog - News, tips and updates from Wix

Wix Design Blog - Catch the latest trends, find inspiration and watch design tutorials.

Follow Wix on Social Media

Facebook

Instagram

LinkedIn

YouTube

Twitter

Thank You