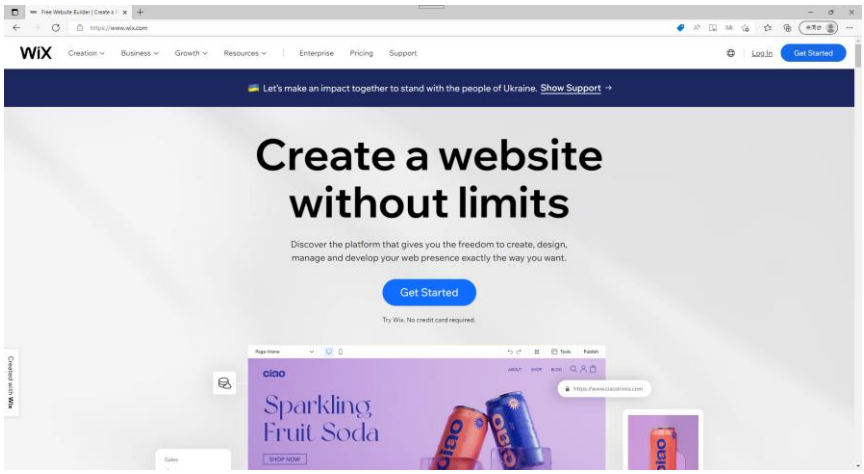
1. Introduction

1.1 Registration

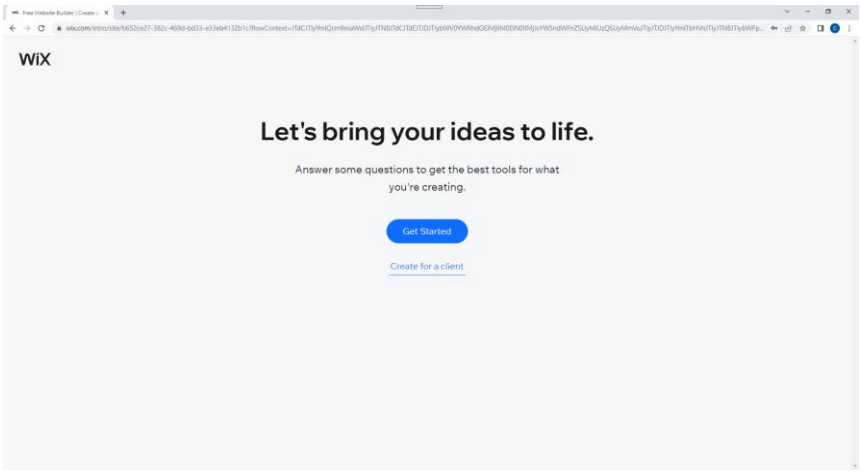
1. Click **[Get Started]**.



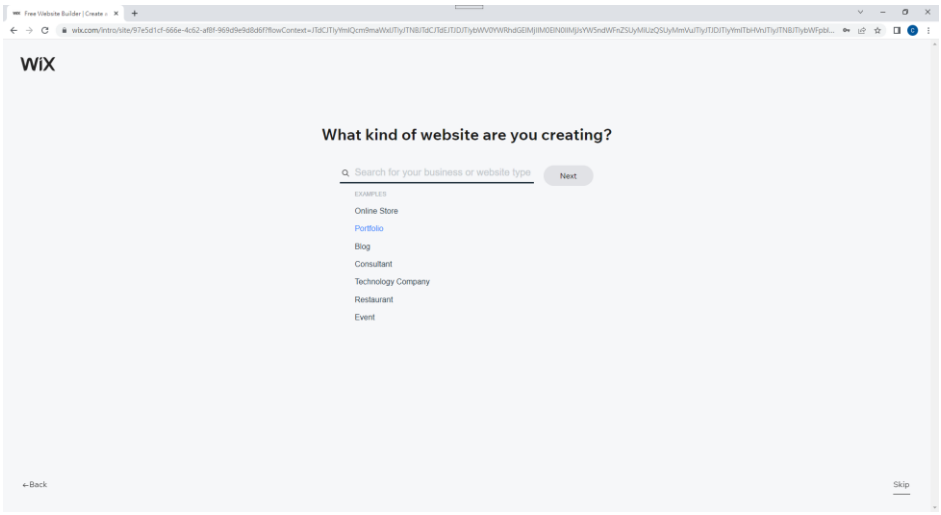
2. Input your email and assign a password, then press **[Register]**.

1.2 Create Website from Custom-Build Site

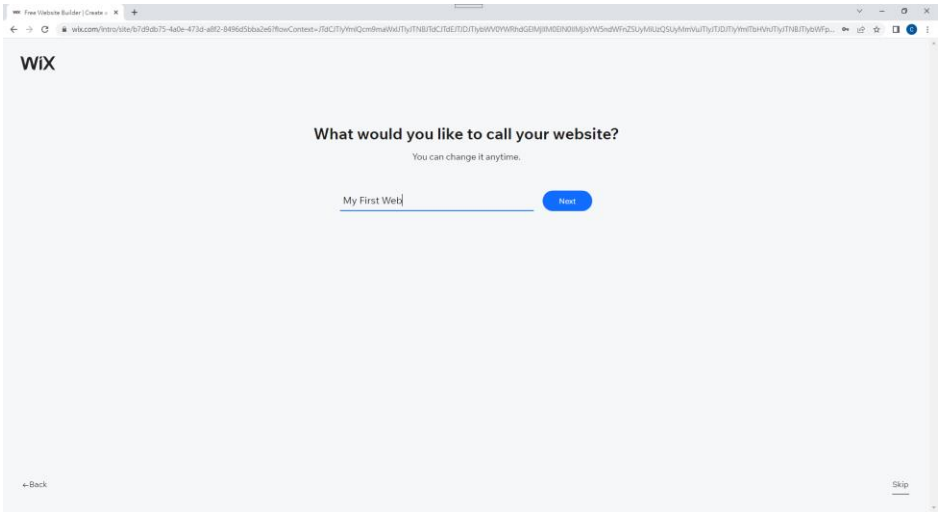
1. Click **[Get Started]** button to begin.



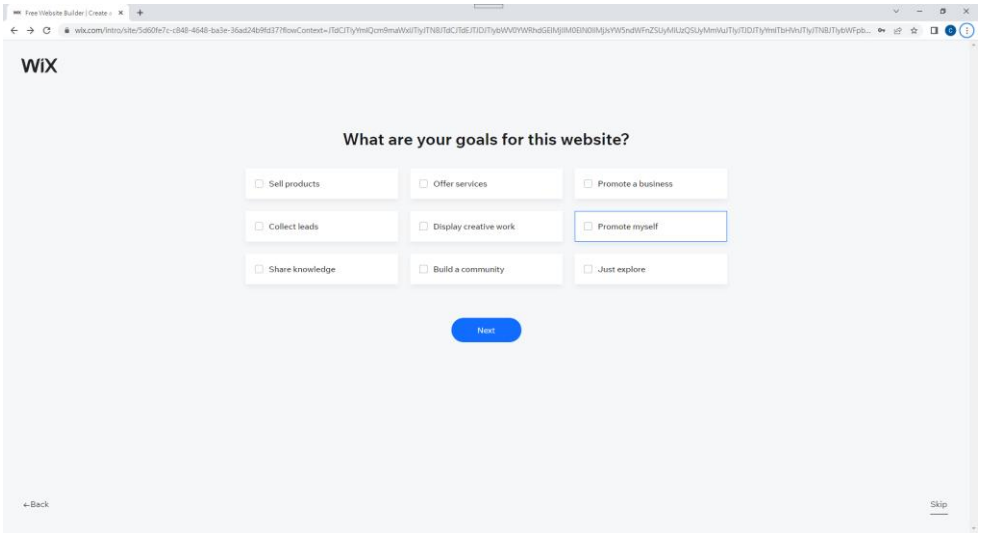
2. Select or input *Portfolio* and press **[Next]**.



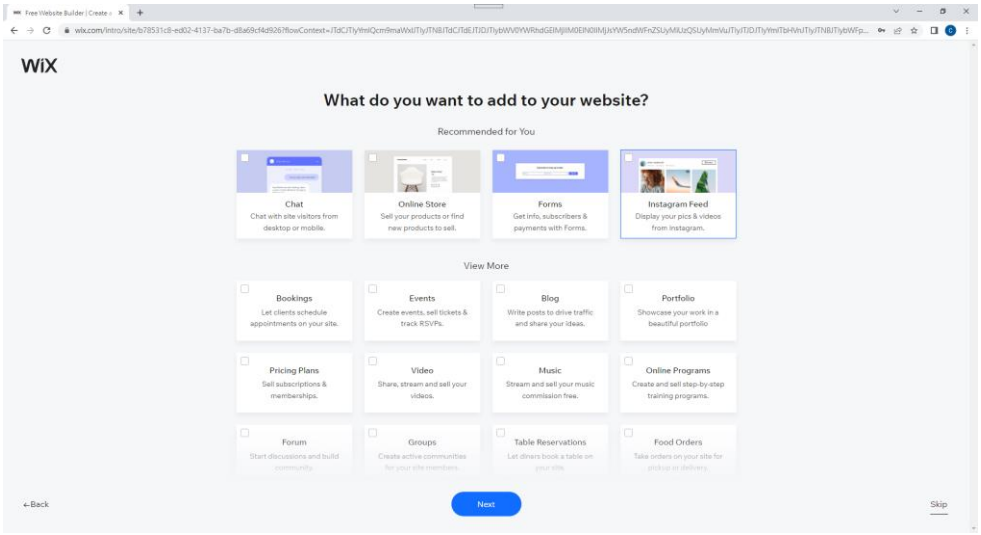
3. Input the name of your website such as *My First Web* and press **[Next]**.



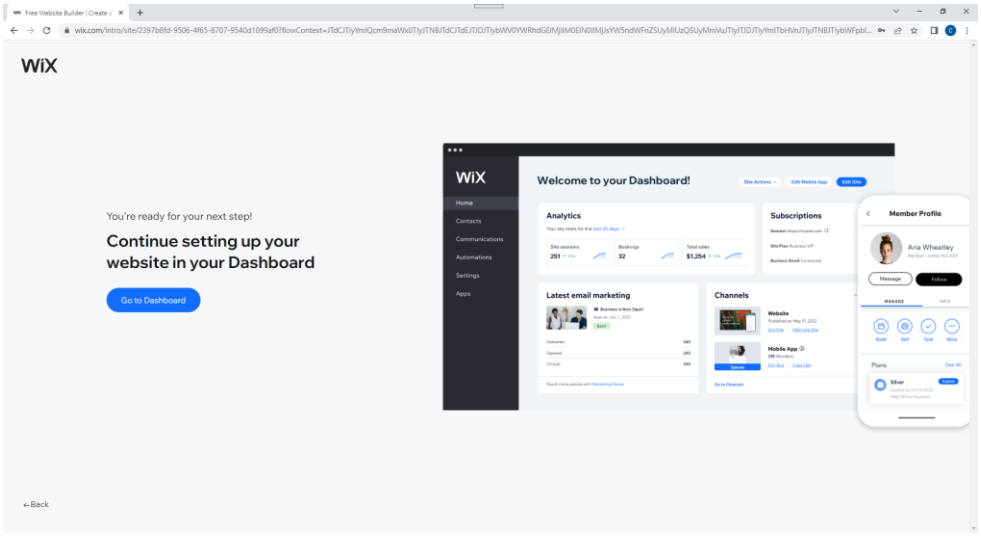
4. Select the goal of your website such as “Promote myself”.



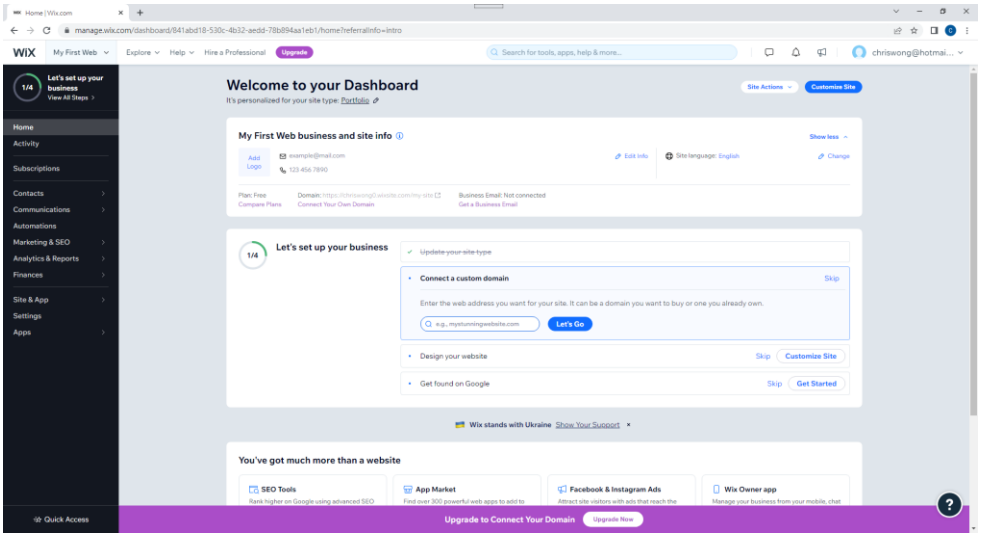
5. Unselect all addon and click **[Next]**.



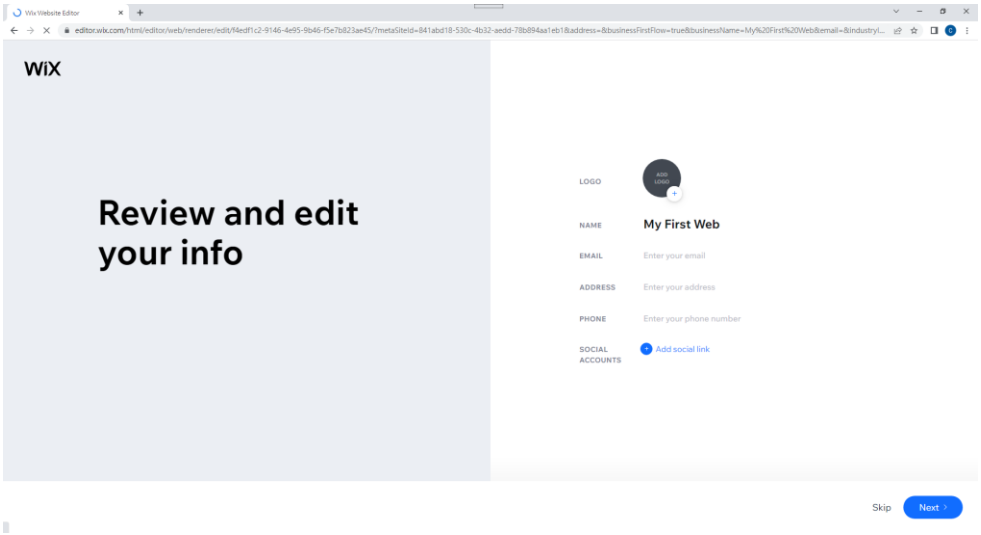
6. Click **[Go to Dashboard]** to customize setting.



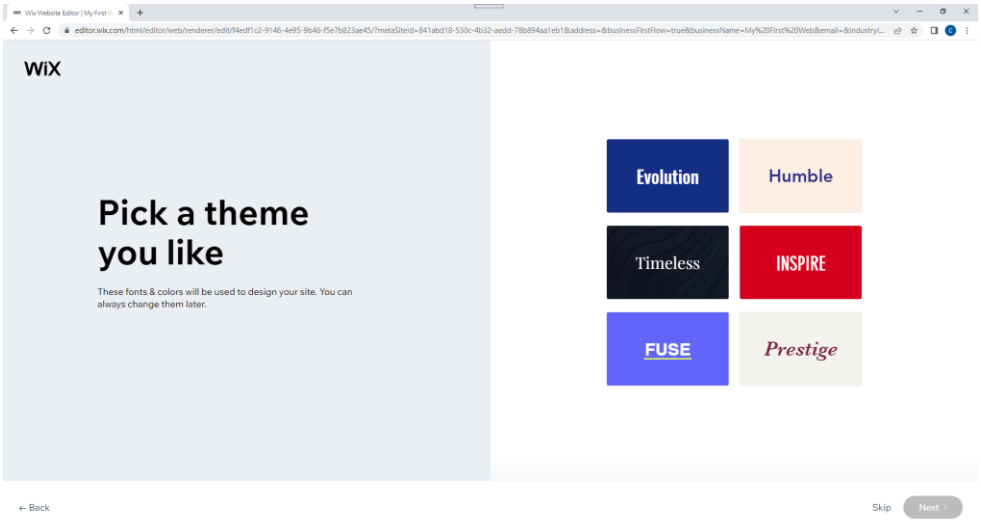
7. Click **[Customize Site]**.



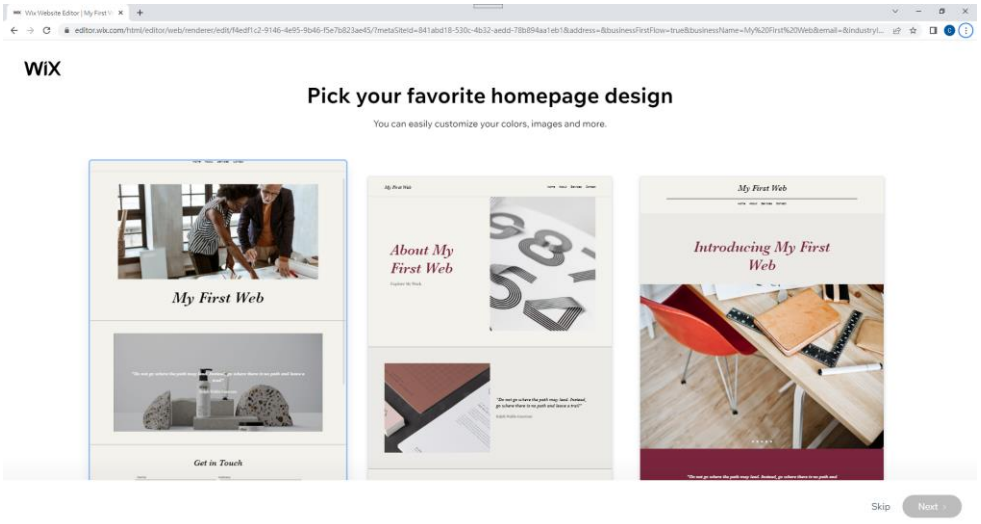
8. Input your information (Email, Address, Phone) and click **[Next>]**.



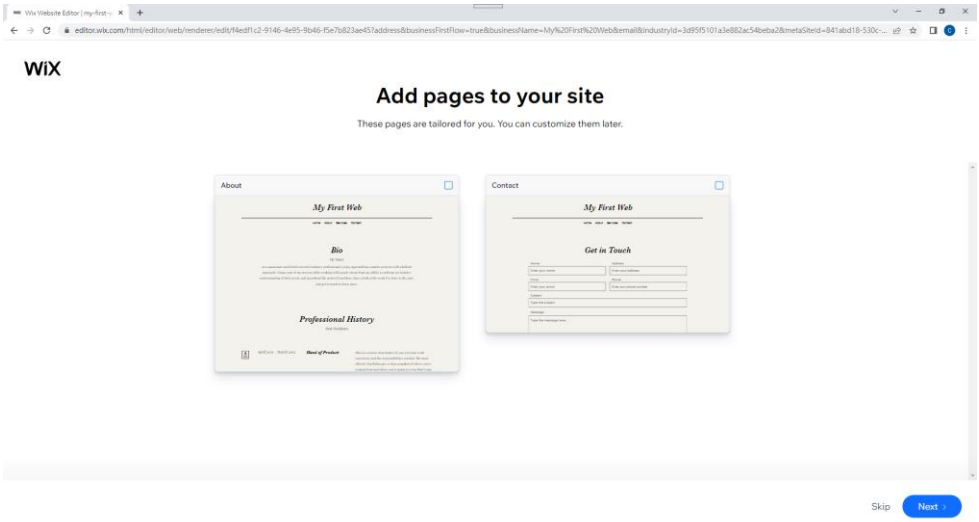
9. Pick a theme and click **[Next>]**.



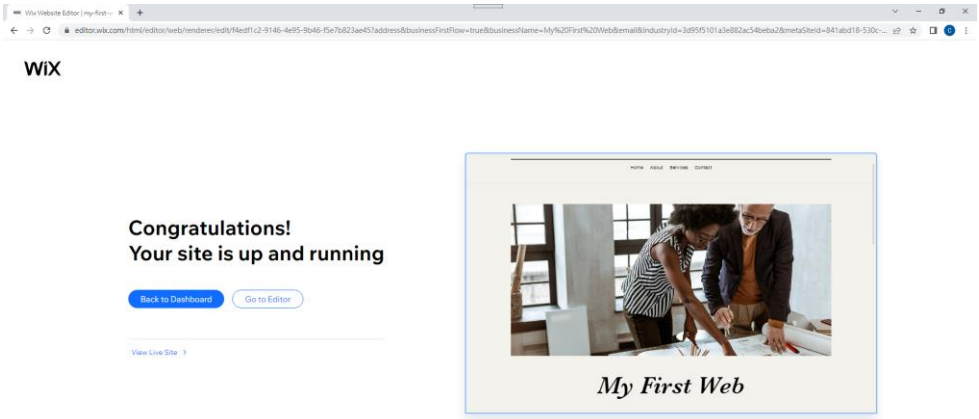
10. Select your homepage design and click **[Next>]**.



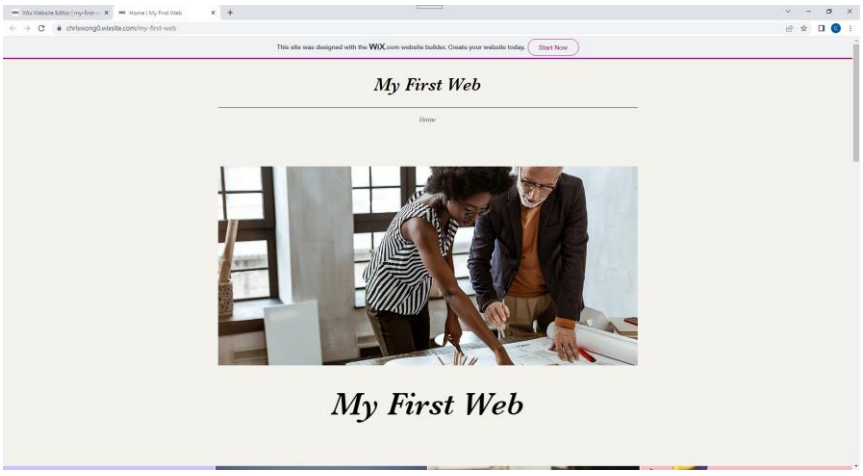
11. Select addition page to be added to your site and click **[Next>]**.



12. The site is successfully built, click **[View Live Site >]** for preview.

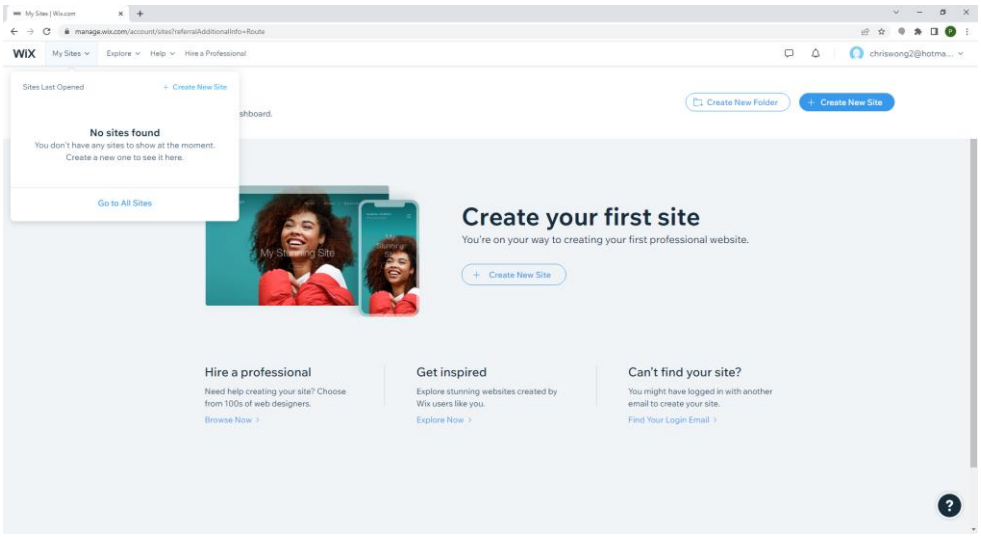


13. You can now preview the site.

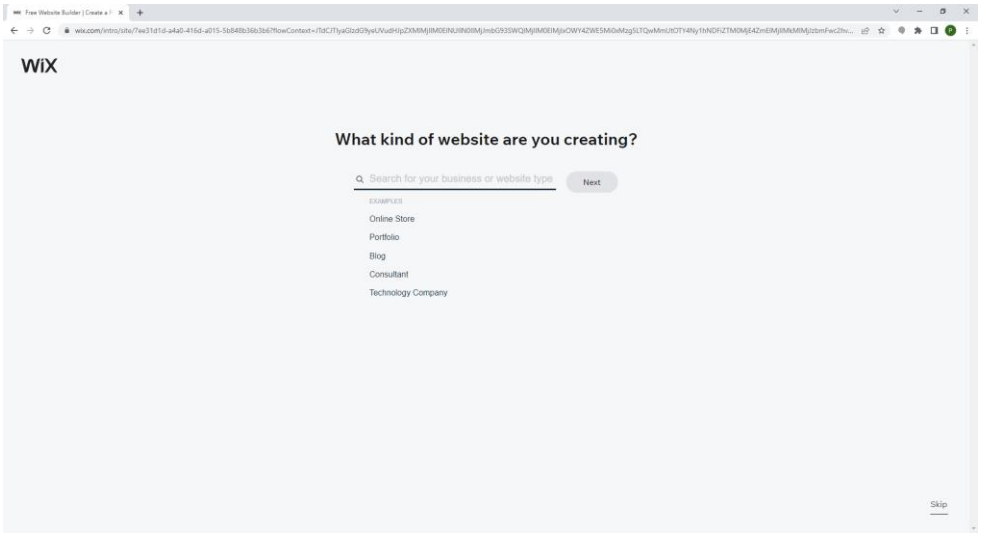


1.3 Create Website from Template

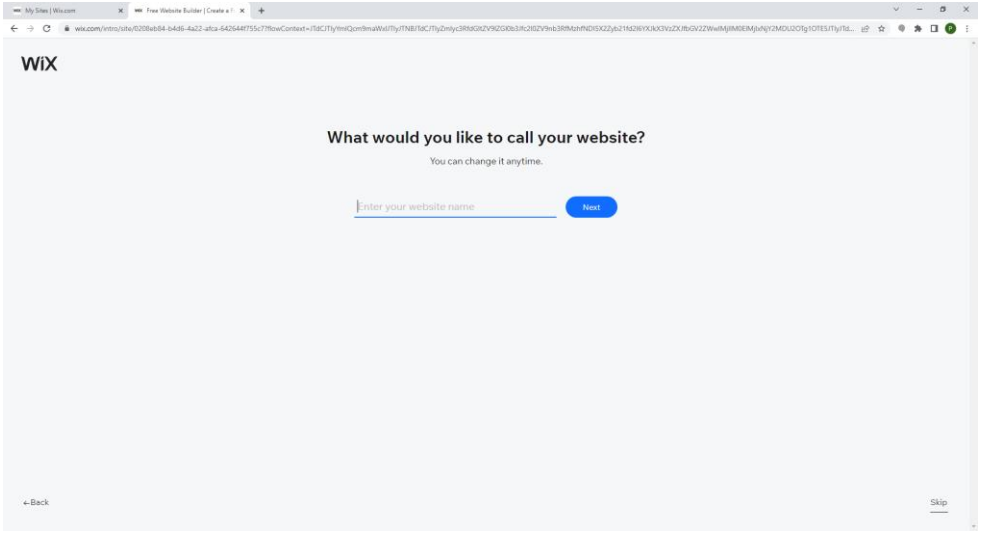
1. Press **[+ Create New Site]**.



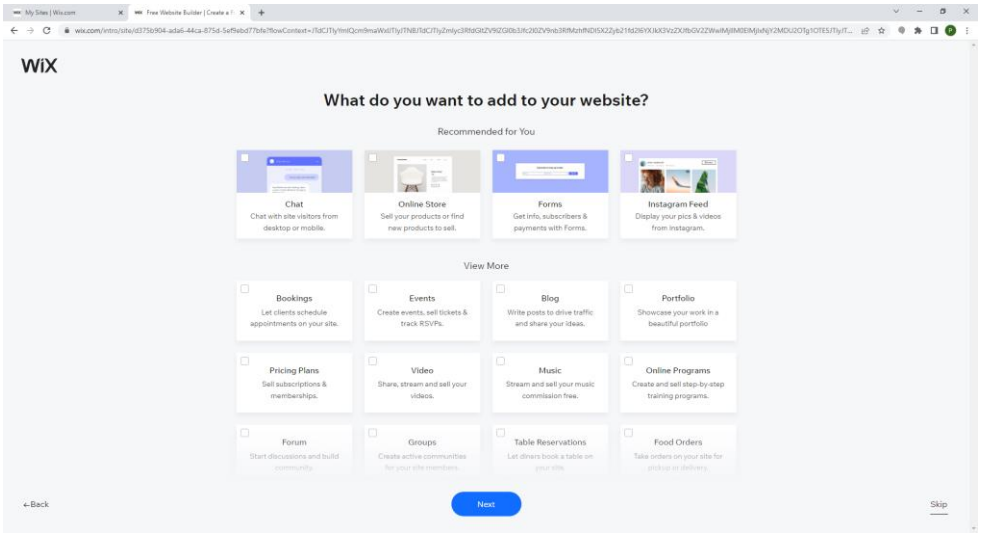
2. Select or input *Portfolio* and press **[Next]**.



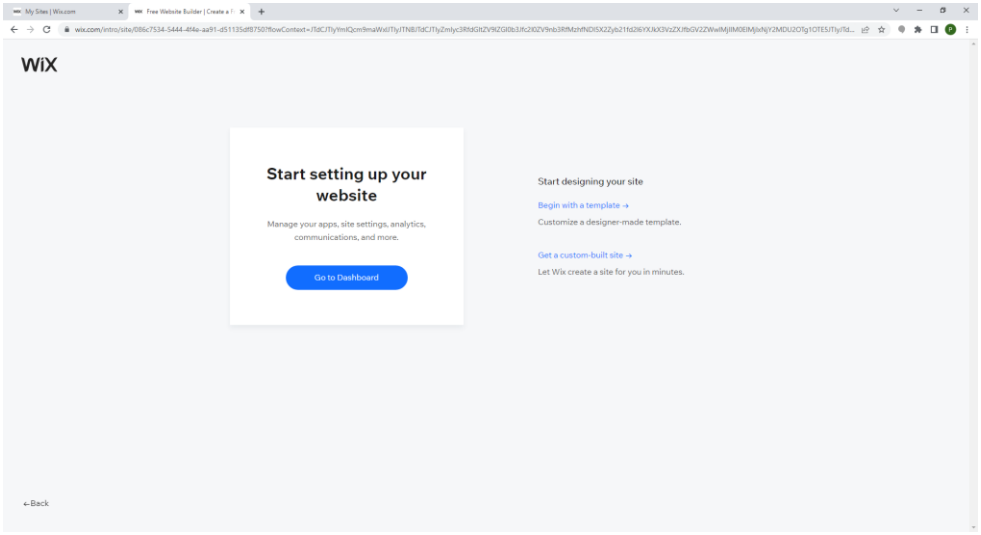
3. Input the name of your website such as *My First Web* and press **[Next]**.



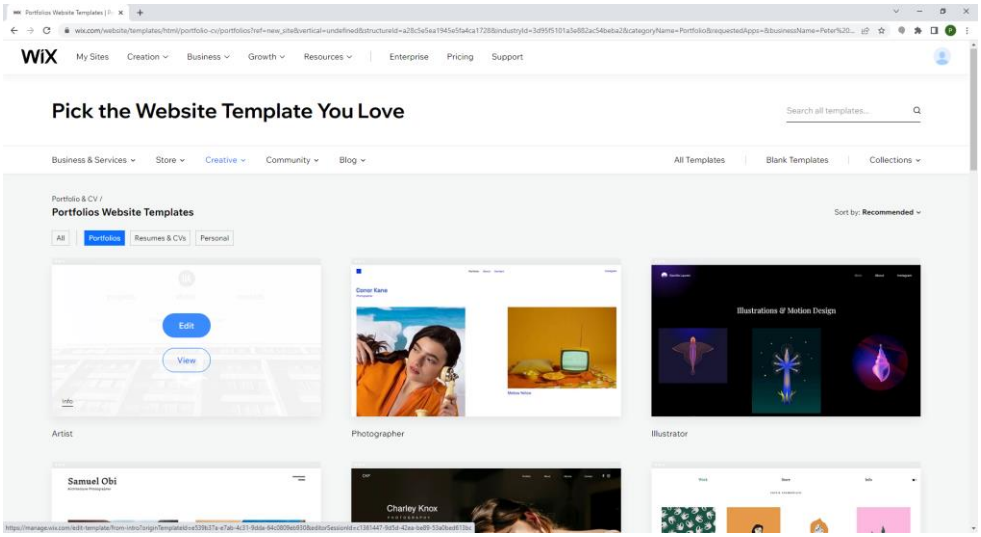
4. Unselect all addon and click **[Next]**.



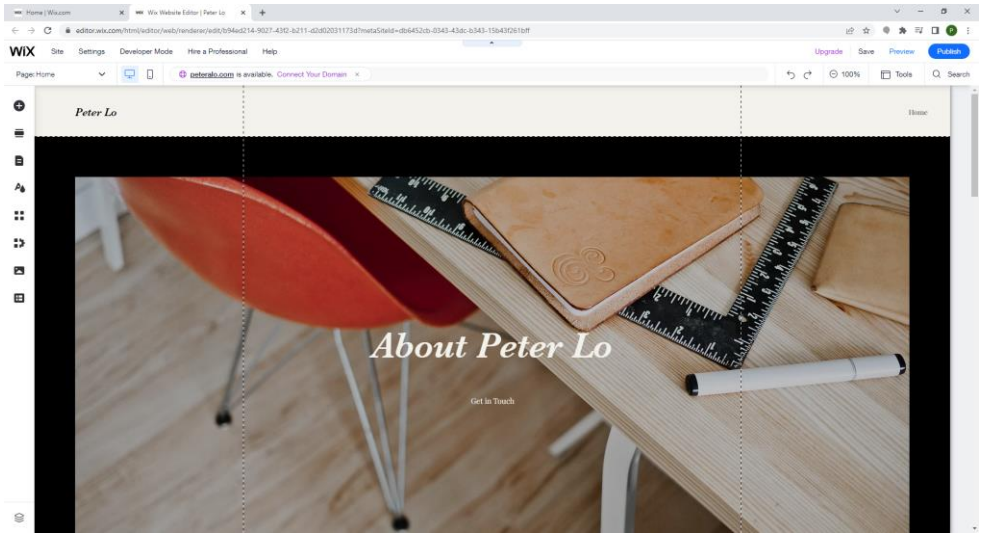
5. Click on “Begin with a Template”.



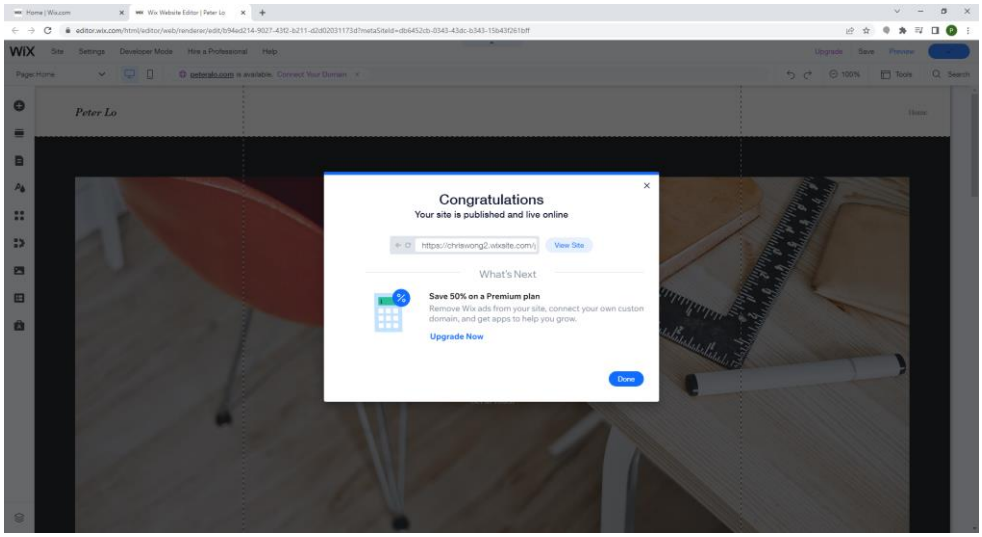
6. Select the template you like and click **[Edit]**.

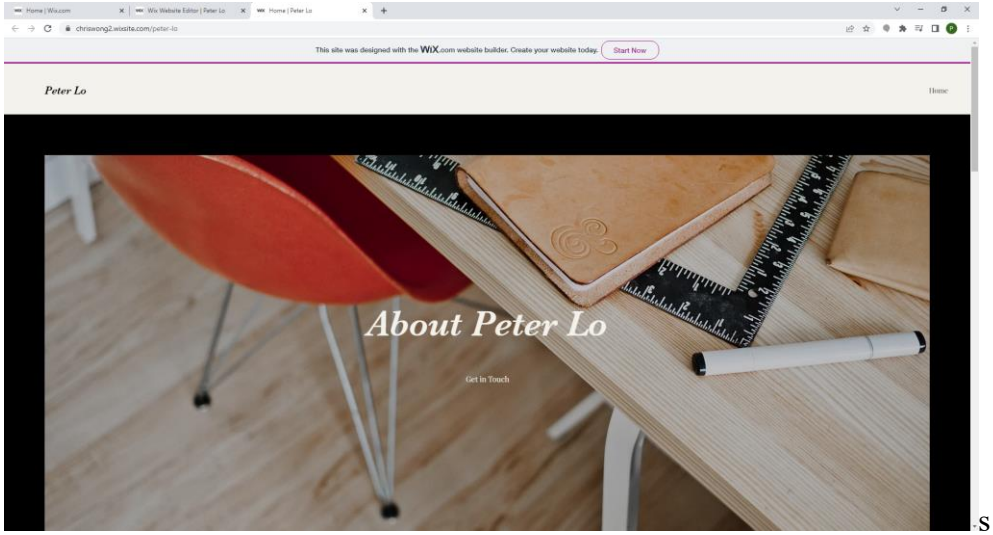


7. Now you can edit your website.



8. Click **[Publish]** once you complete editing. Click **[View Site]** to browse it. Now other people can access your website by the corresponding URL.



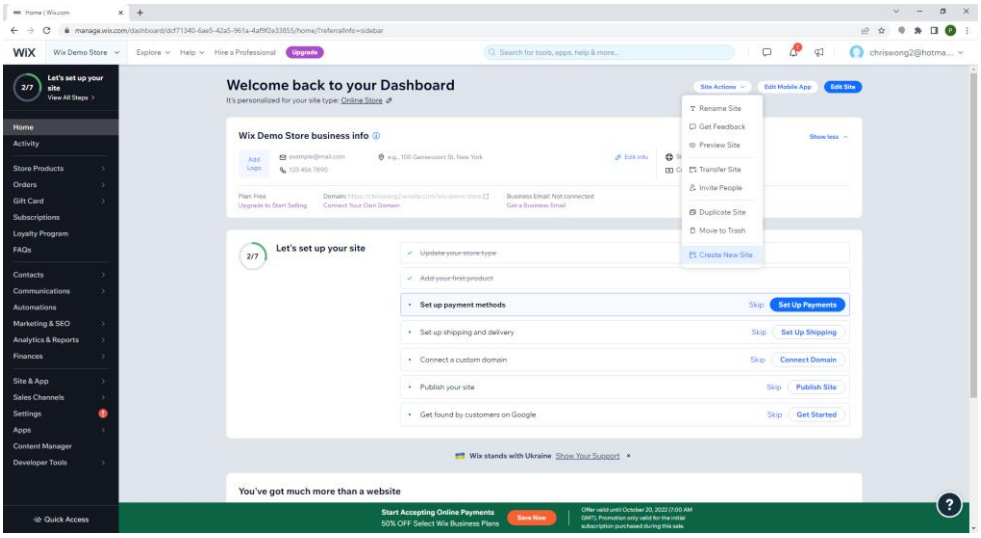


s

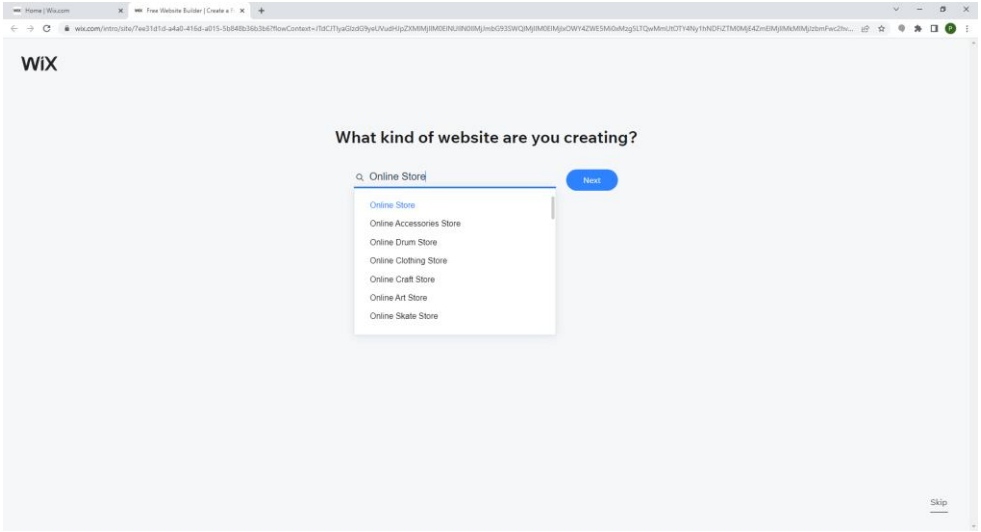
2. Create an Online Store

2.1 Select a Template with Multiple Product

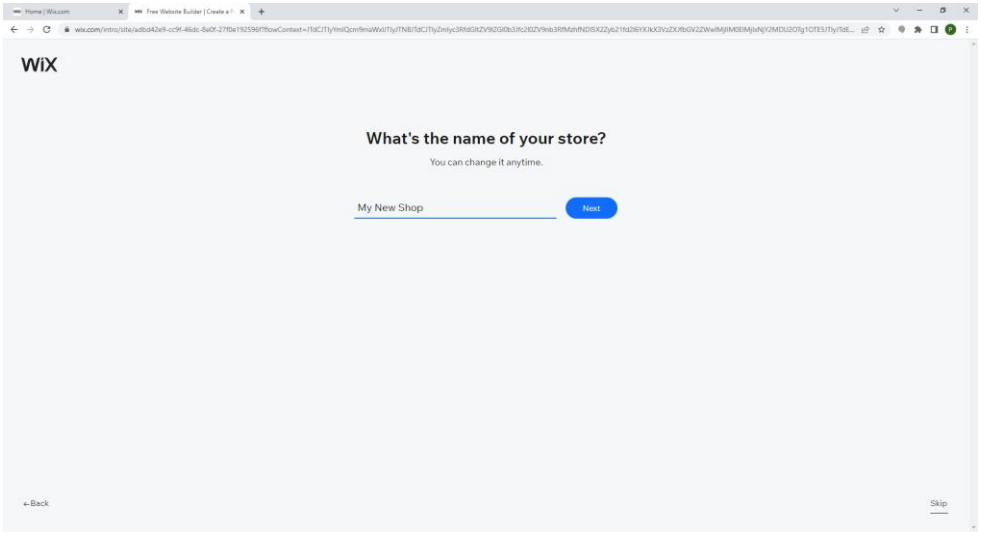
1. Select **Site Action ➔ Create New Site**.



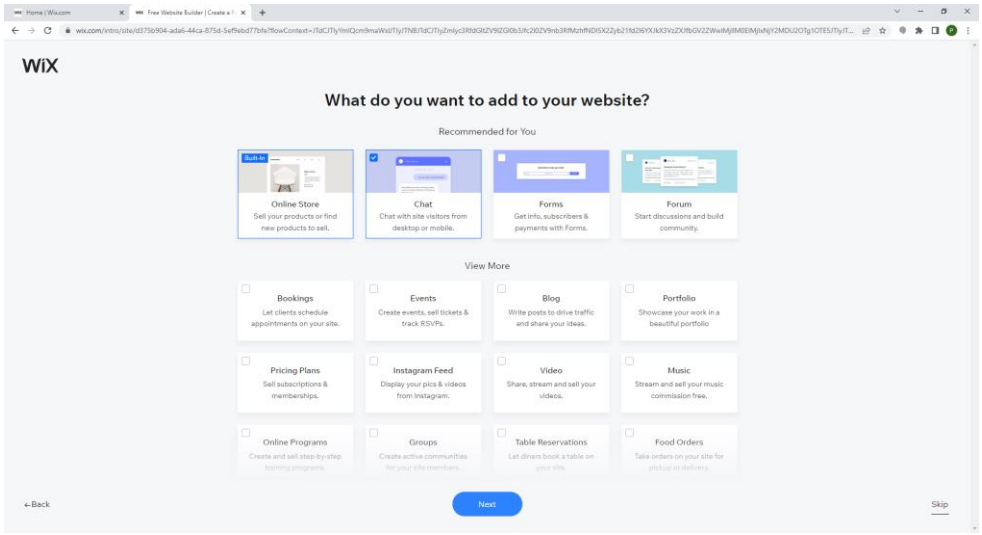
2. Input "Online Store" and click **[Next]**.



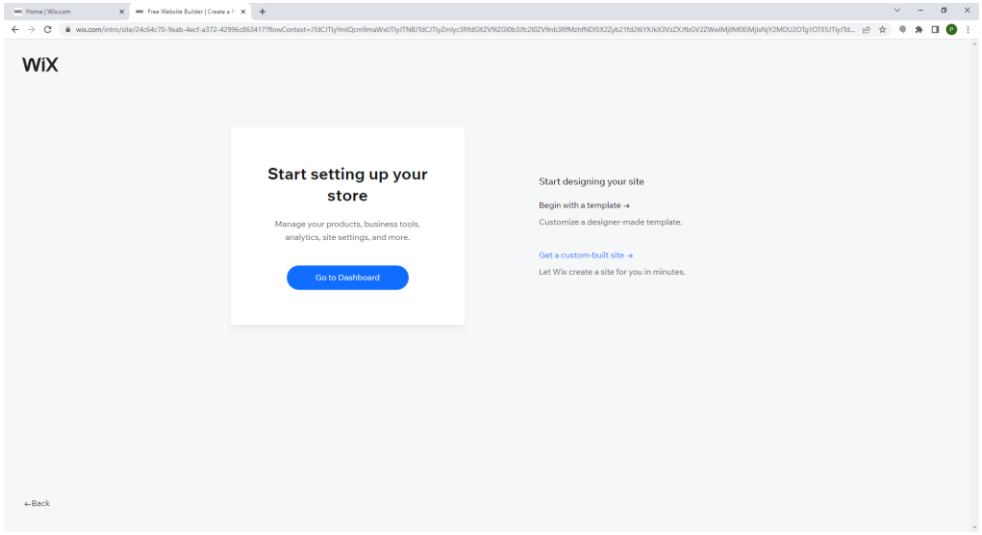
3. Input the name and click **[Next]**.



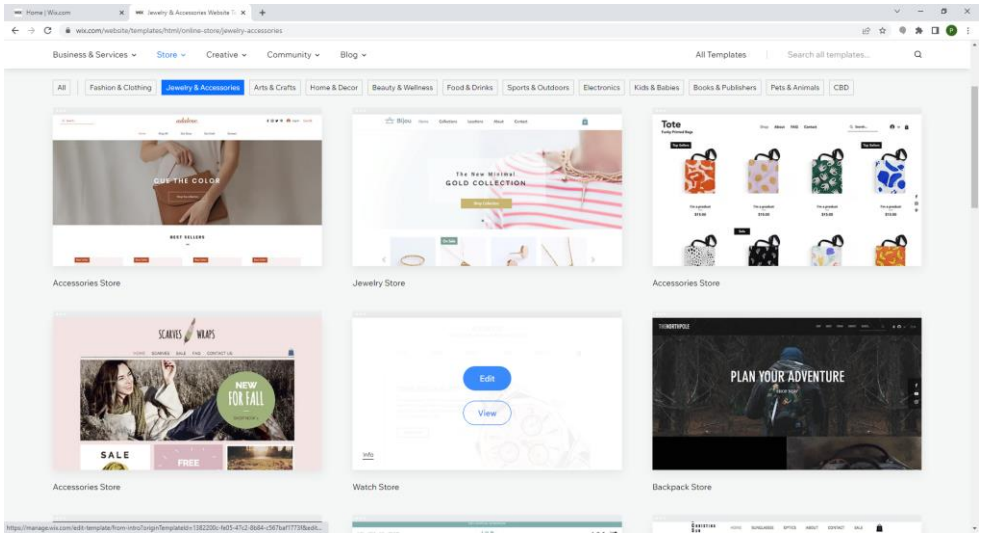
4. Select “Chat” and click **[Next]**.



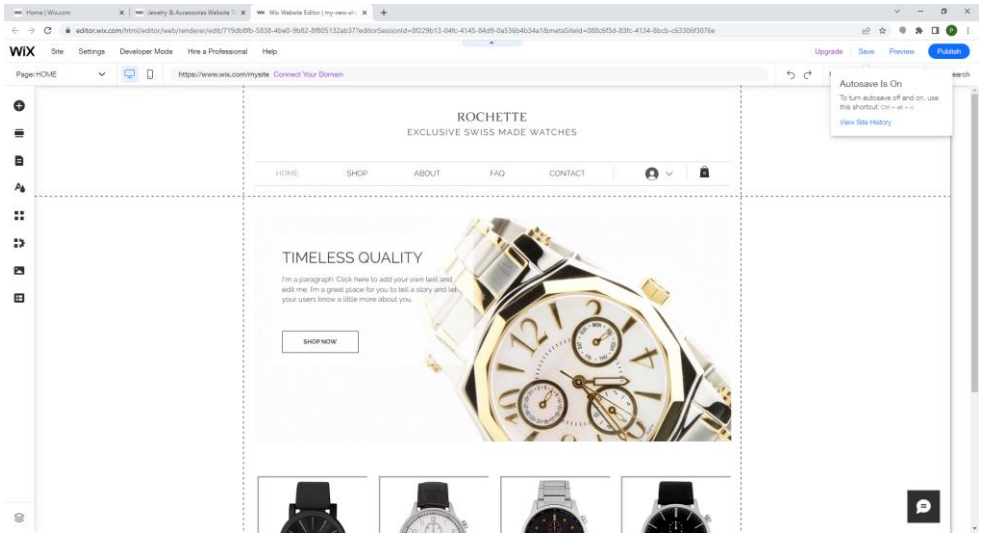
5. Select “Begin with a template”.



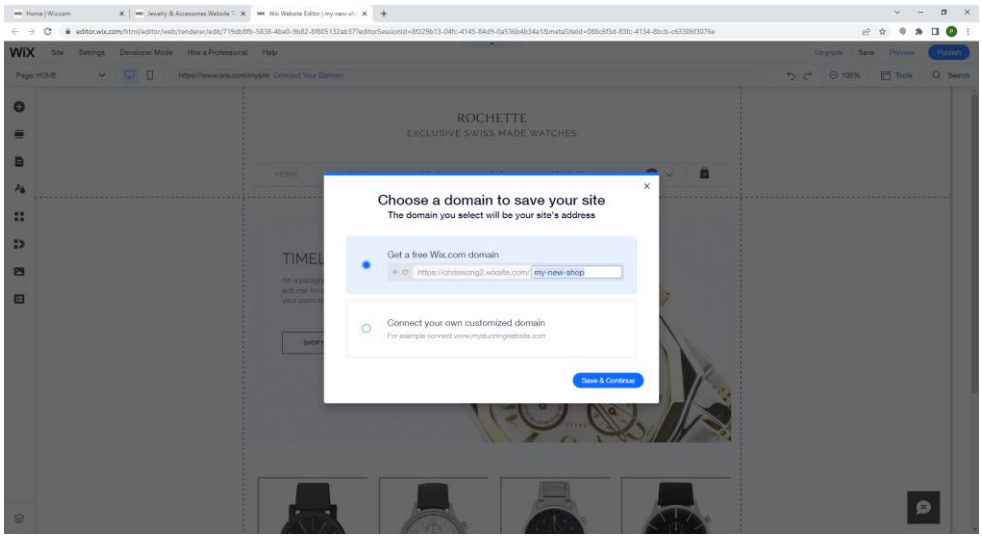
6. Select “Watch Store” and press **[Edit]**.



7. Press **[Save]**.

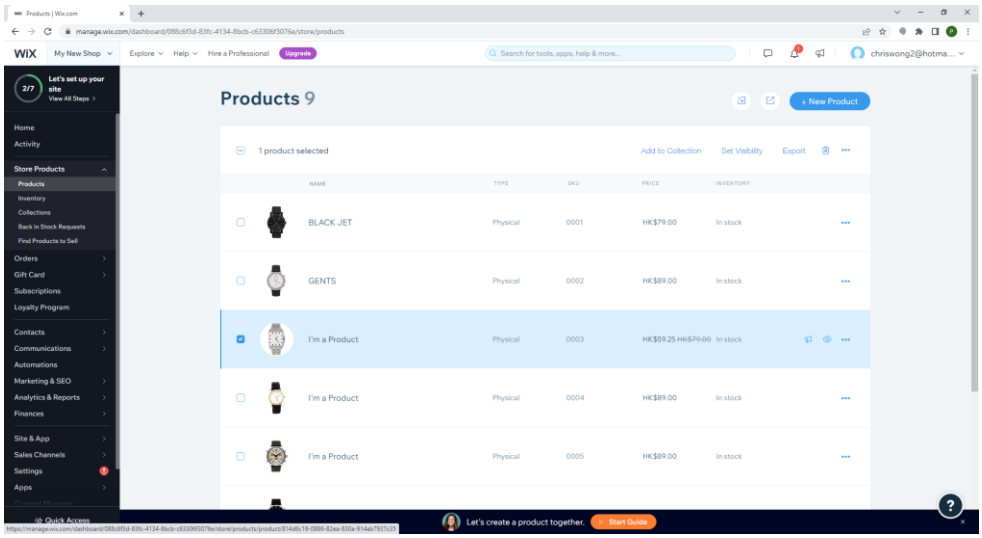


8. Press **[Save & Continue]**.

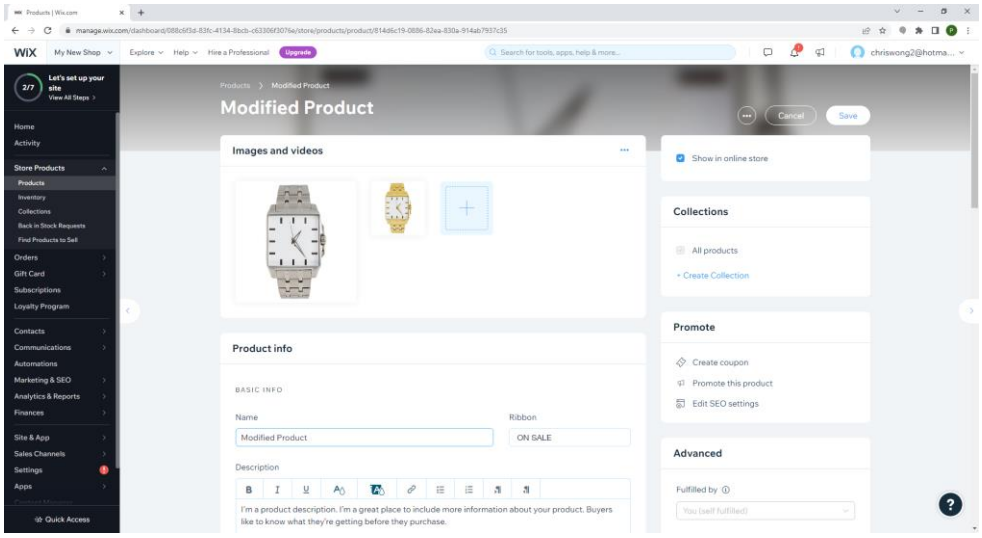


2.2 Update Product List

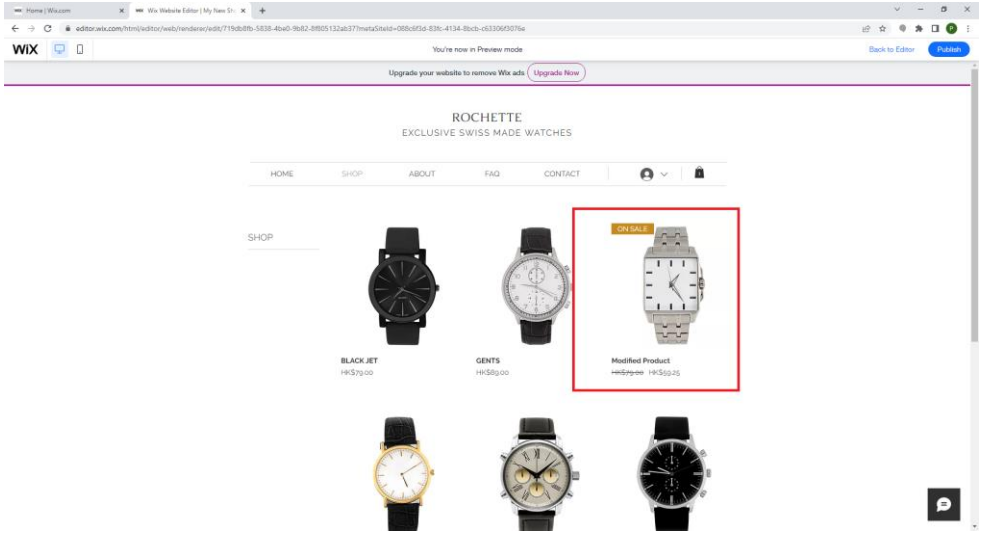
1. Go to Dashboard and select **Store Products ➔ Product**, then select a product.



2. Modify the production information and save.

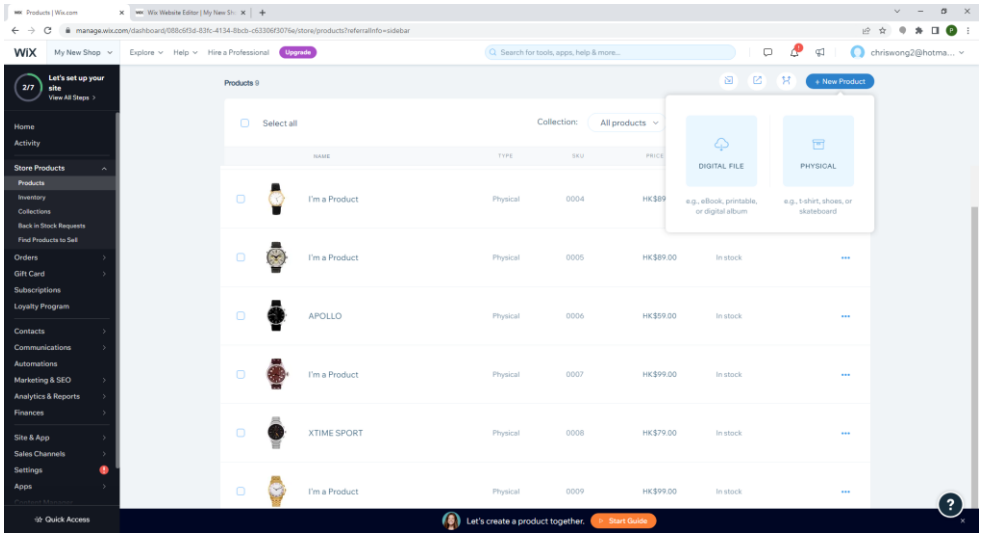


3. When you preview the site, the product information is changed.

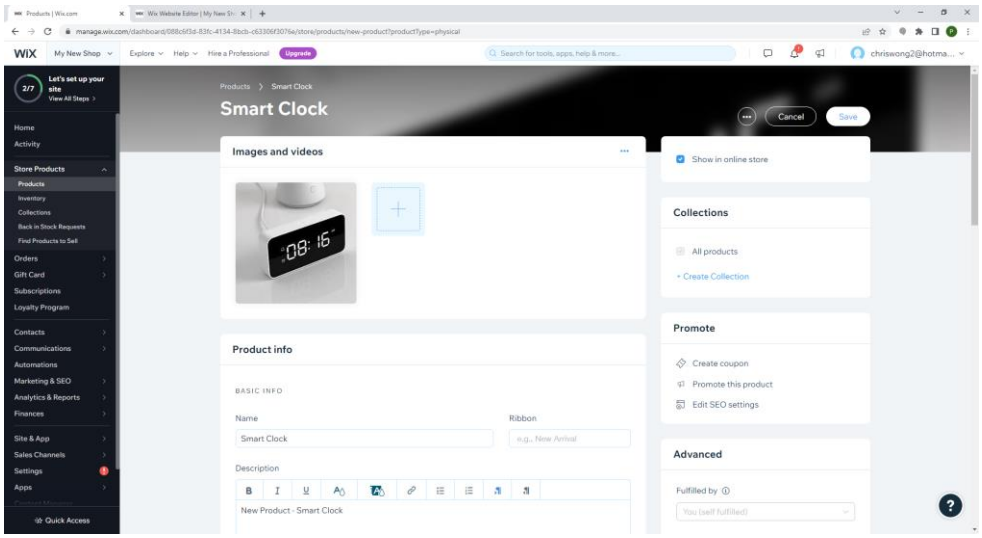


2.3 Add New Product

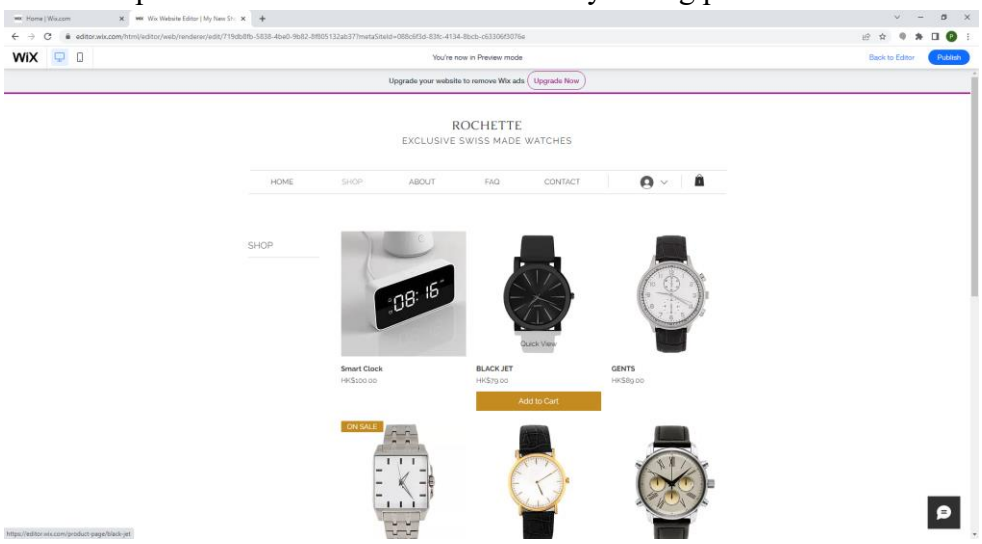
1. Select **Store Products ➔ Products** in Dashboard and click **[+New Product]**. Then select **[Physical]**.



2. Add a new product and save it.

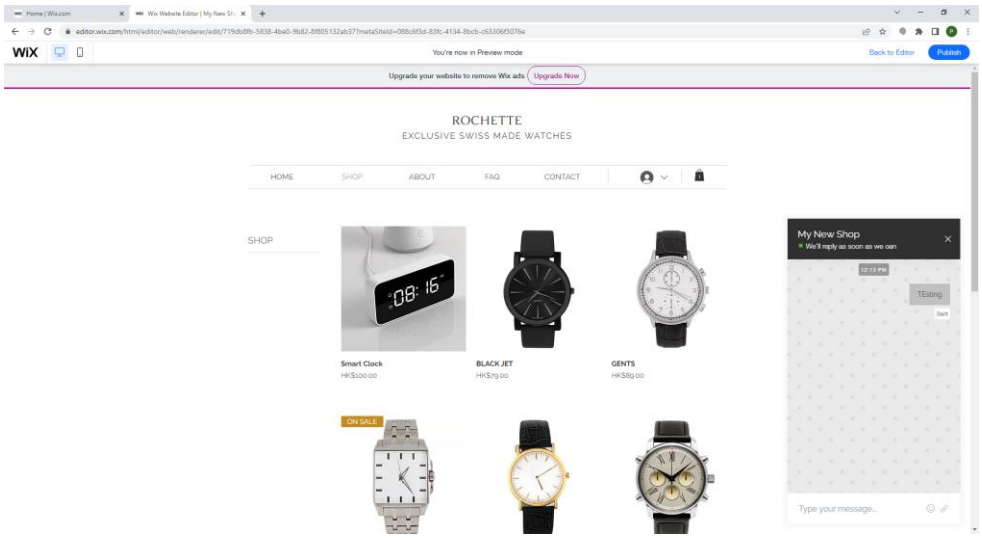


3. Your new product will be shown automatically during preview.

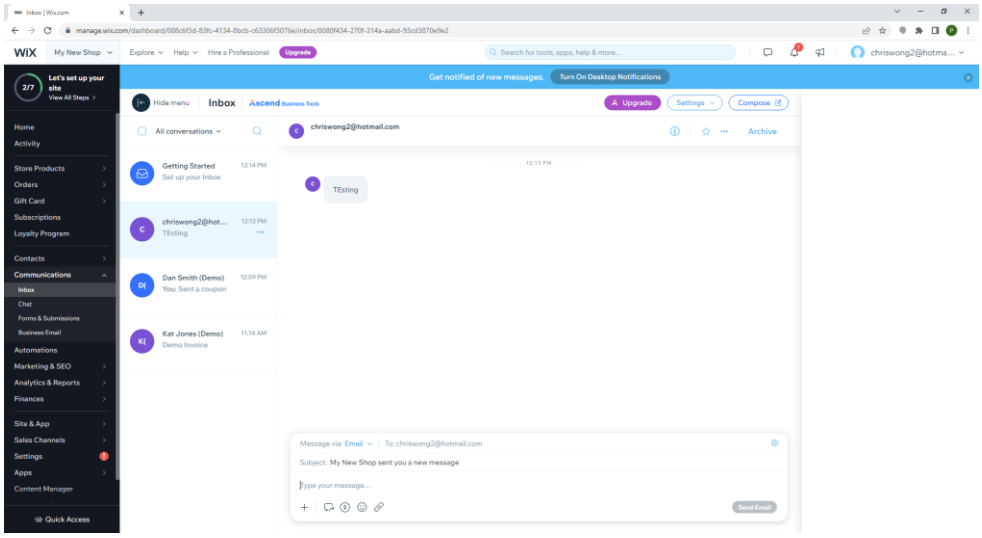


2.4 Chat Room

1. Input some text in the Chat Room when you preview the Online Store.



2. You can see the text from Chat Room in **Communication ➔ Inbox** in your Dashbox.

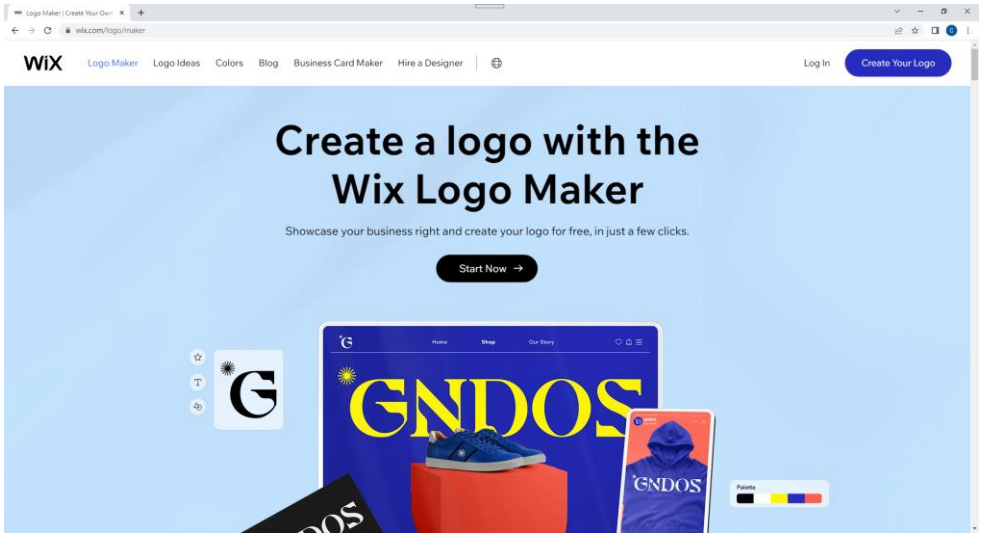


3. Wix Tool Overview

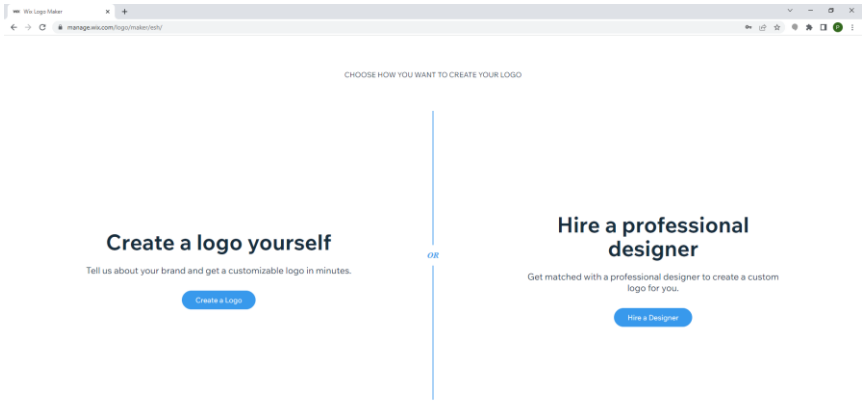
3.1 Logo Maker

3.1.1 Start Logo Maker

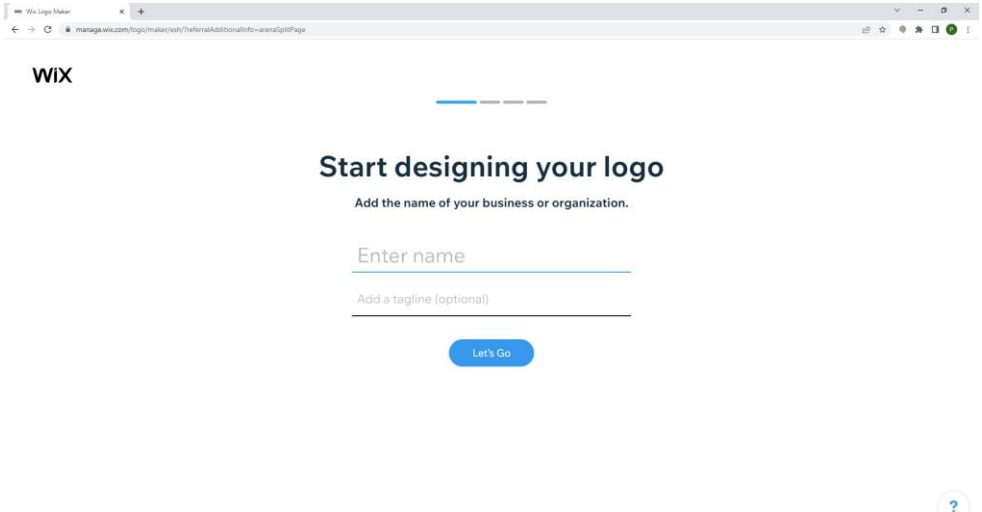
1. Browse https://www.wix.com/logo/maker, and click **[Start Now]**.



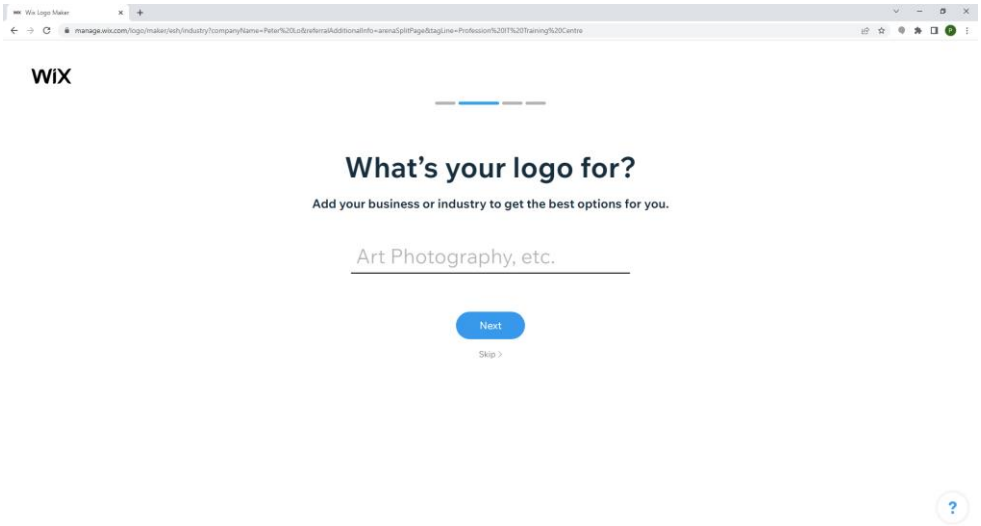
2. Click **[Create a Logo]**.



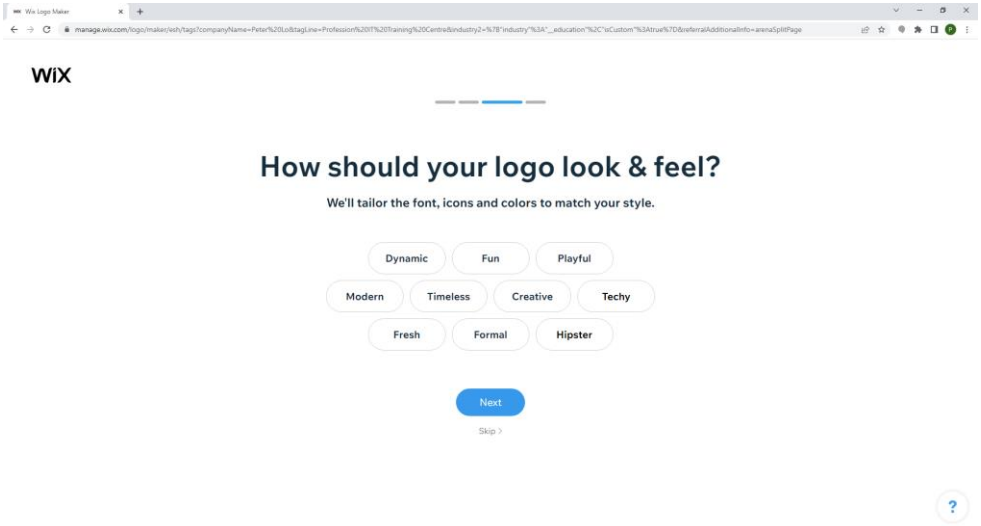
3. Input your business name and add addition tagline, and press **[Let's Go]**.



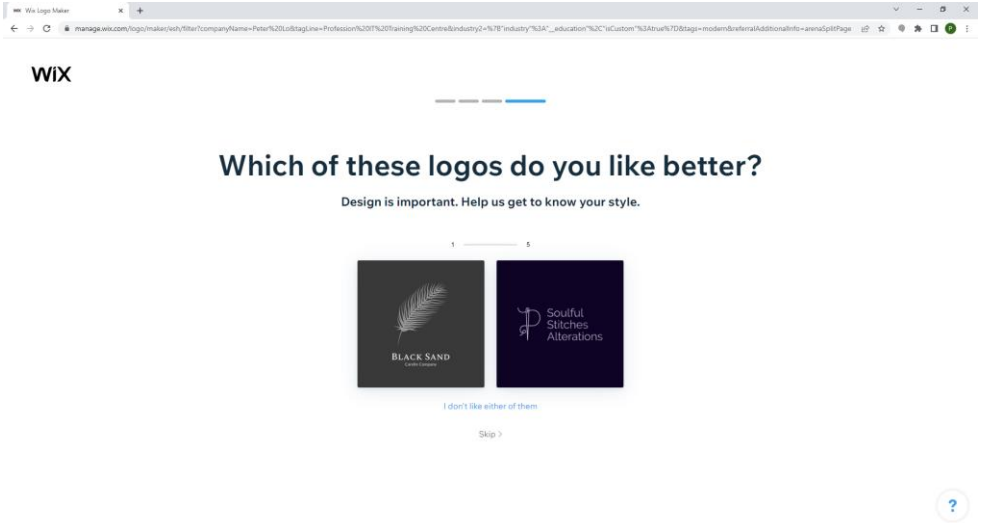
4. Input the industry for your business, and press **[Next]**.

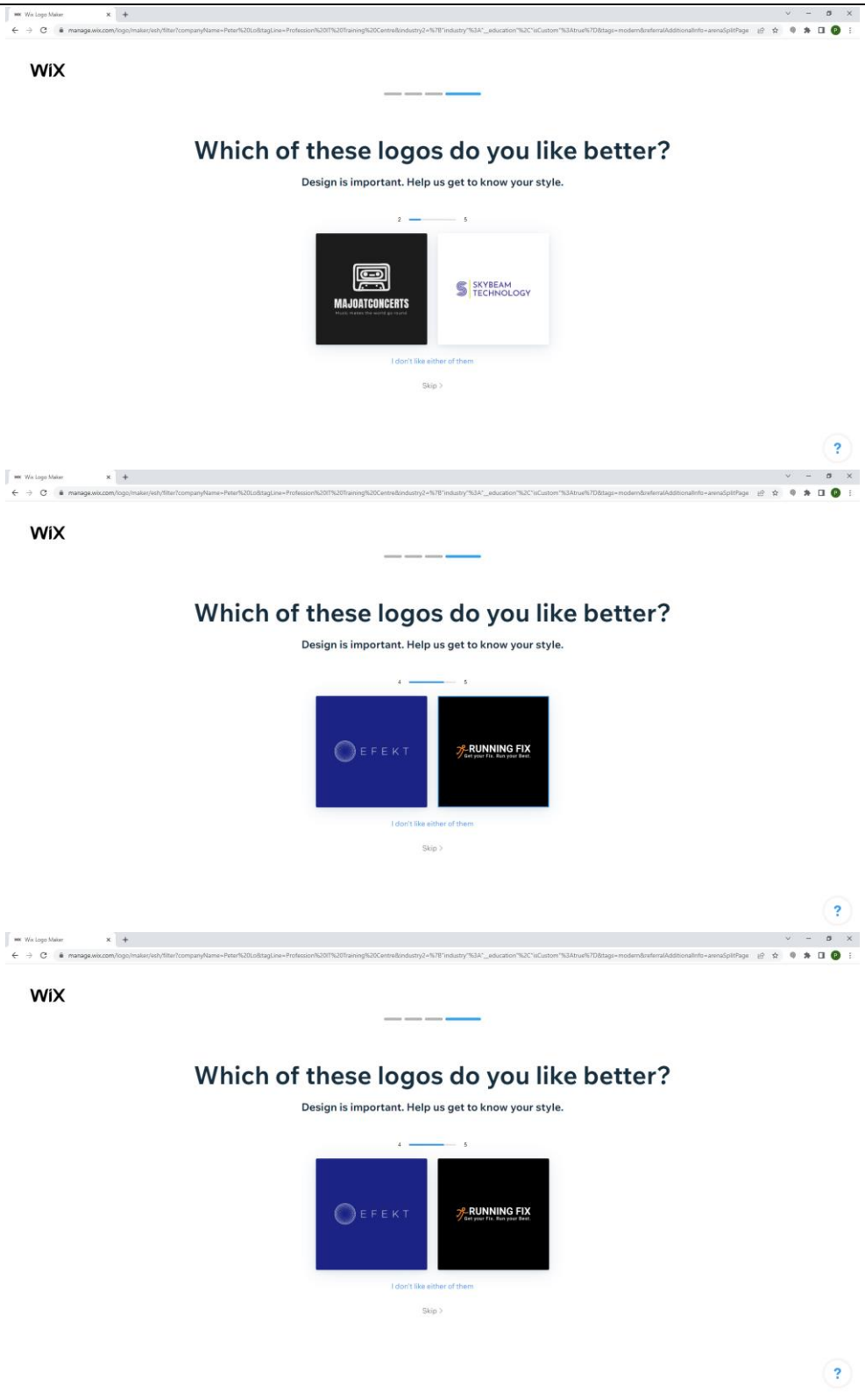


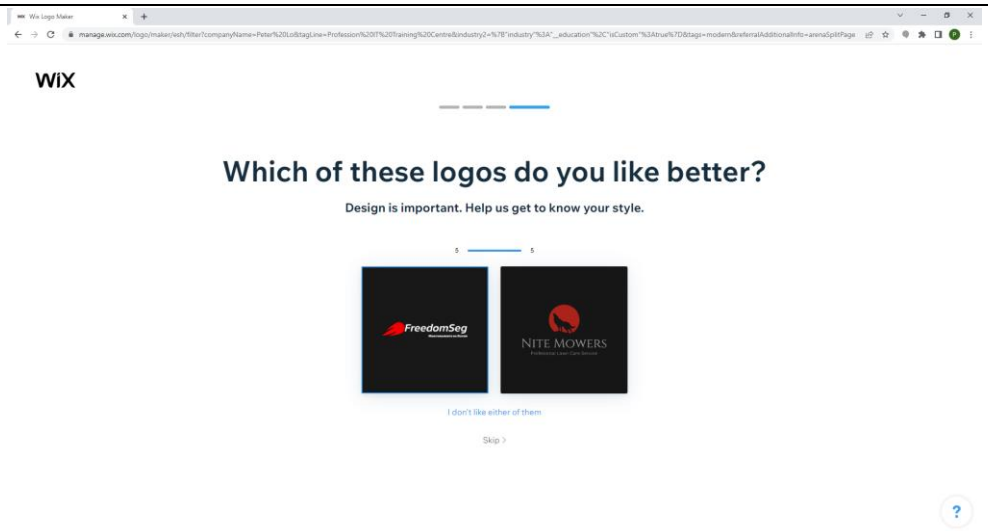
5. Select the feel of your logo, and press **[Next]**.



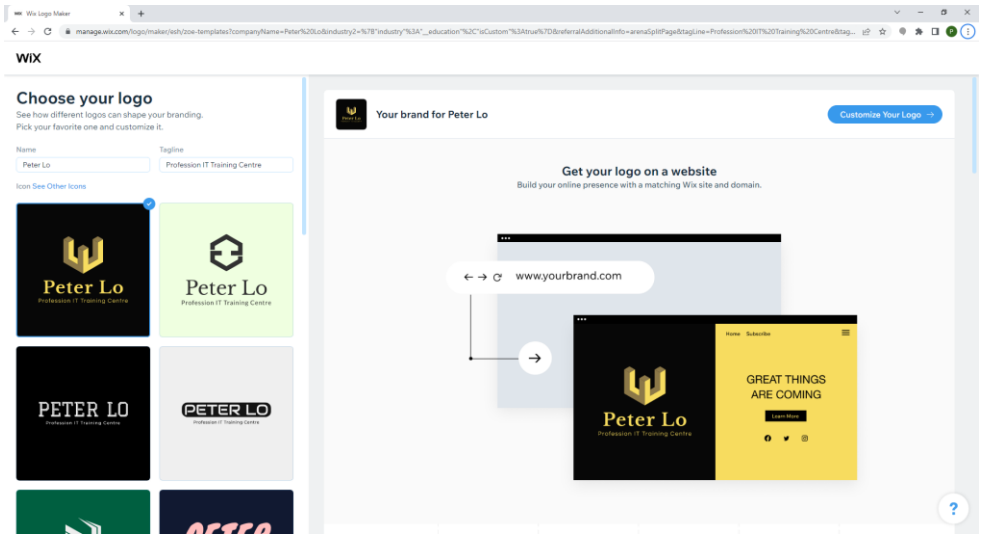
6. You need to answer 5 questions to let system determine your design style. Select the logo you like or click **[I don't like either of them]**.




WiX
Which of these logos do you like better?
Design is important. Help us get to know your style.
MAJOATCONCERTS
SKYBEAM TECHNOLOGY
I don't like either of them
Skip
WiX
Which of these logos do you like better?
Design is important. Help us get to know your style.
EFEKT
RUNNING FIX
I don't like either of them
Skip
WiX
Which of these logos do you like better?
Design is important. Help us get to know your style.
EFEKT
RUNNING FIX
I don't like either of them
Skip

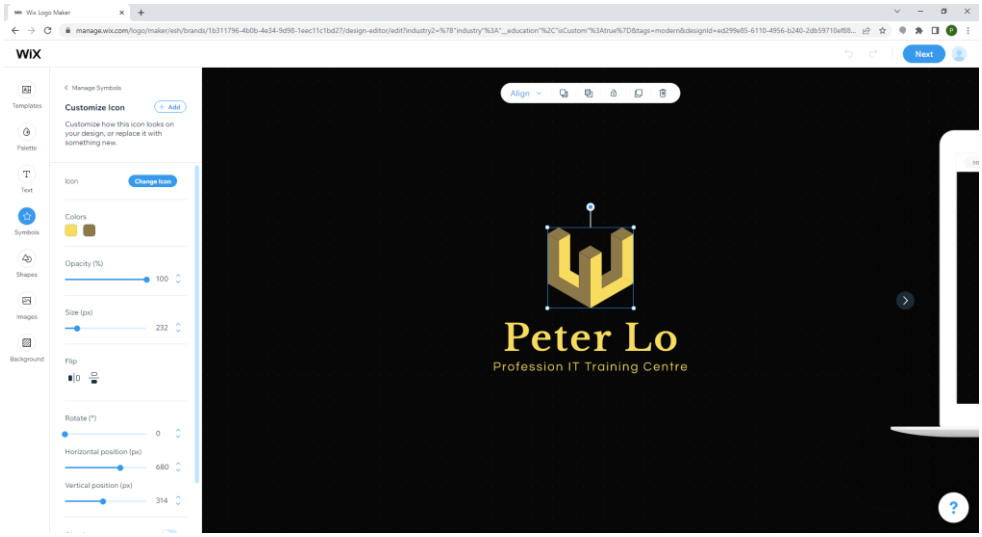


7. System will create some logo according to the previous selection, you can click **[Customize Your Logo]** to modify.

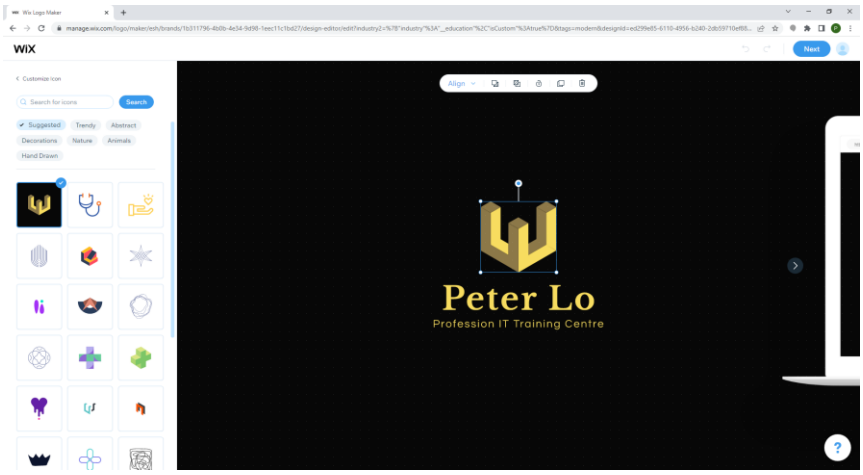


3.1.2 Change Icon

1. Press **[Change Icon]** if you need to change the icon.

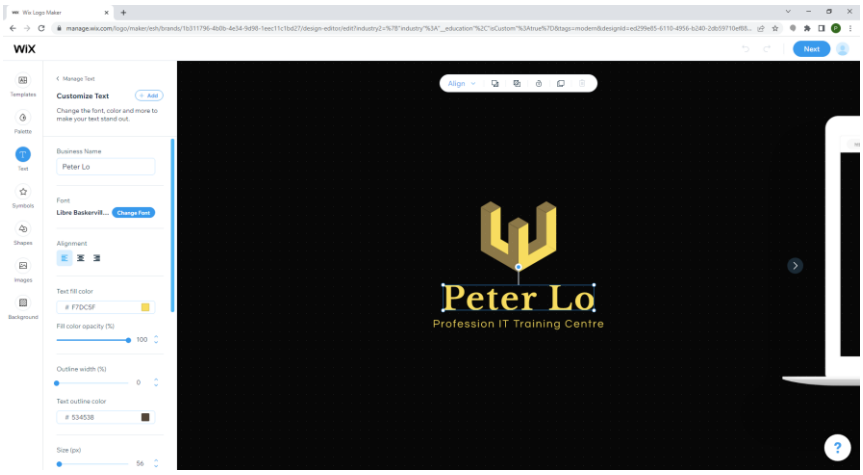


2. You can select the icon in left hand panel.



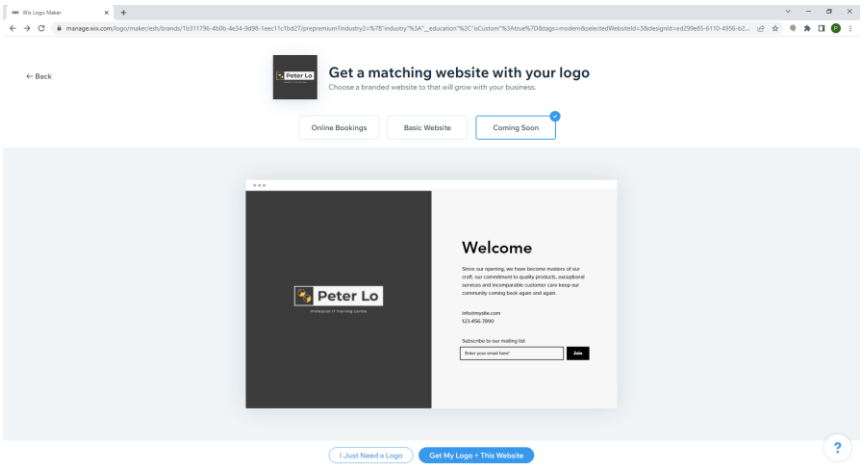
3.1.3 Change Text

1. Select the text and select the text style you like.



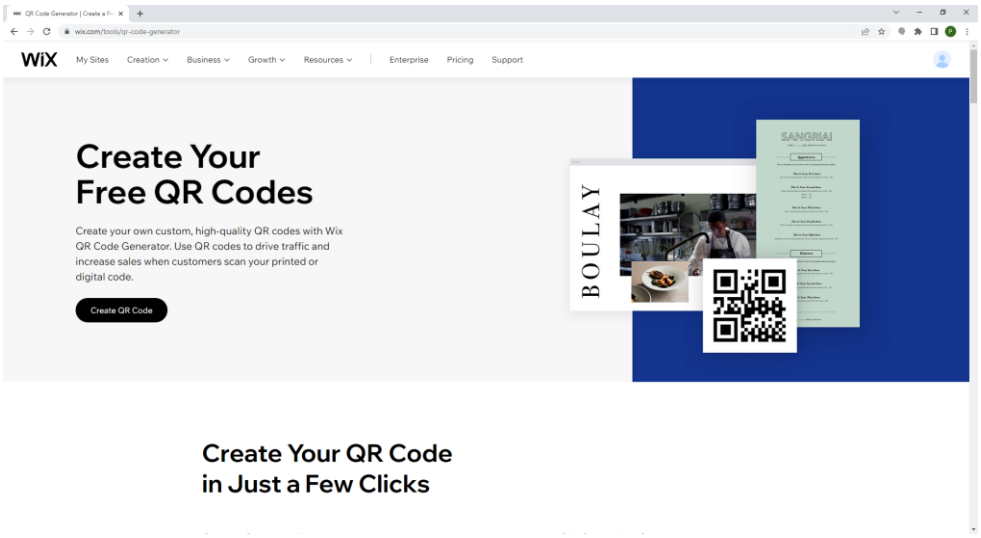
3.1.4 Deployment

1. Once you complete customization, press **[Next]** to add it to your website.

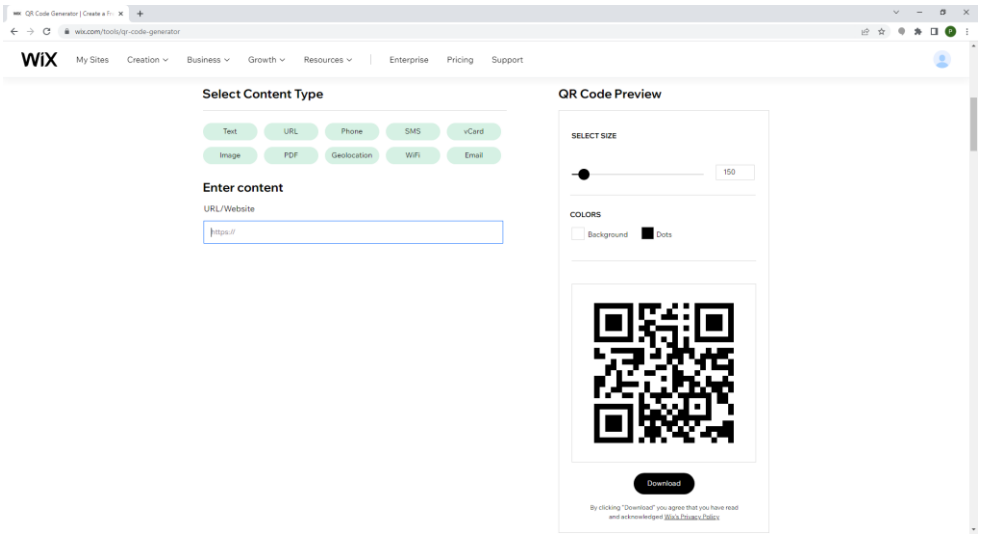


3.2 QR Code Generator

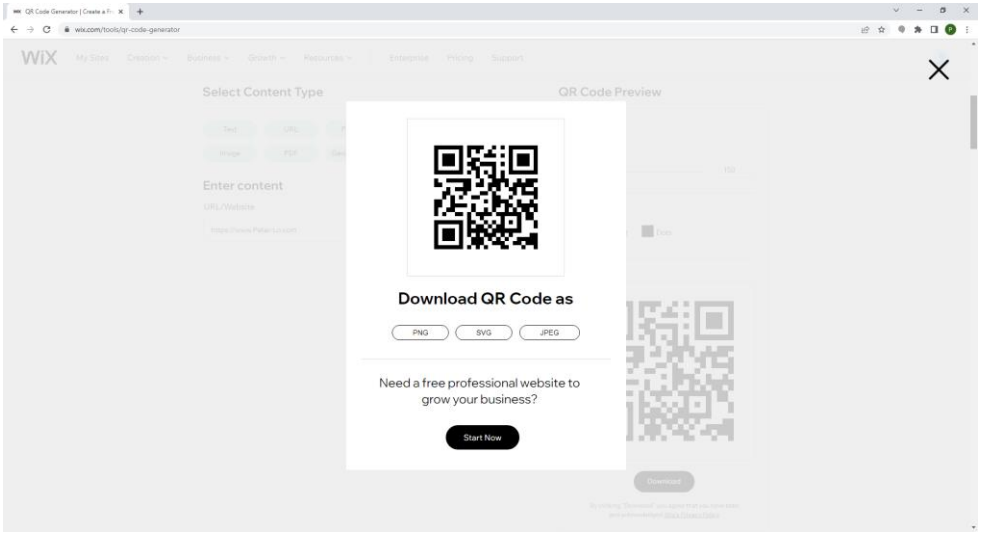
1. Browse https://www.wix.com/tools/qr-code-generator, and click **[Create QR Code]**.



2. Select your content type such as Text, URL, etc. Then input the content, select the sizing, and press **[Download]** when finish.



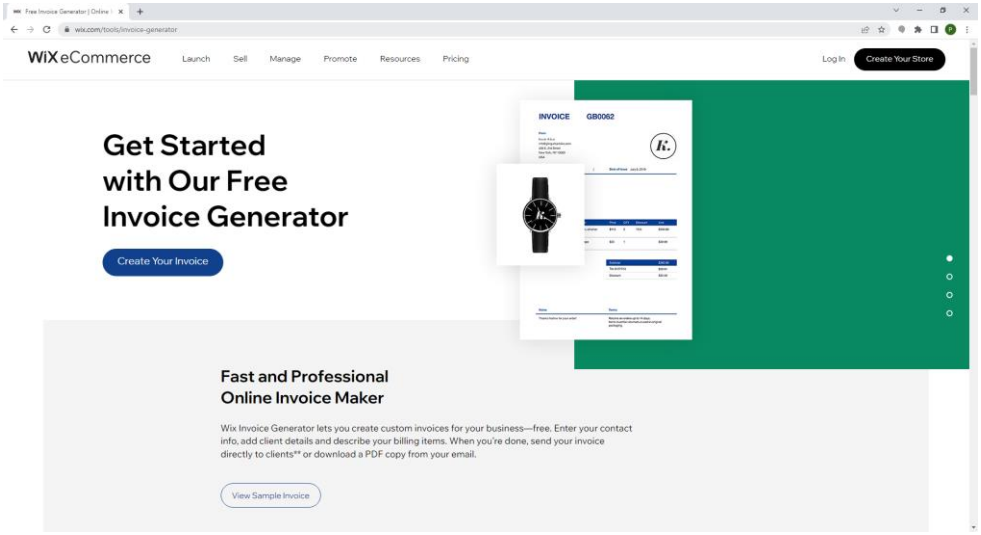
3. The corresponding QR code image is generated, you can save as picture for further use.



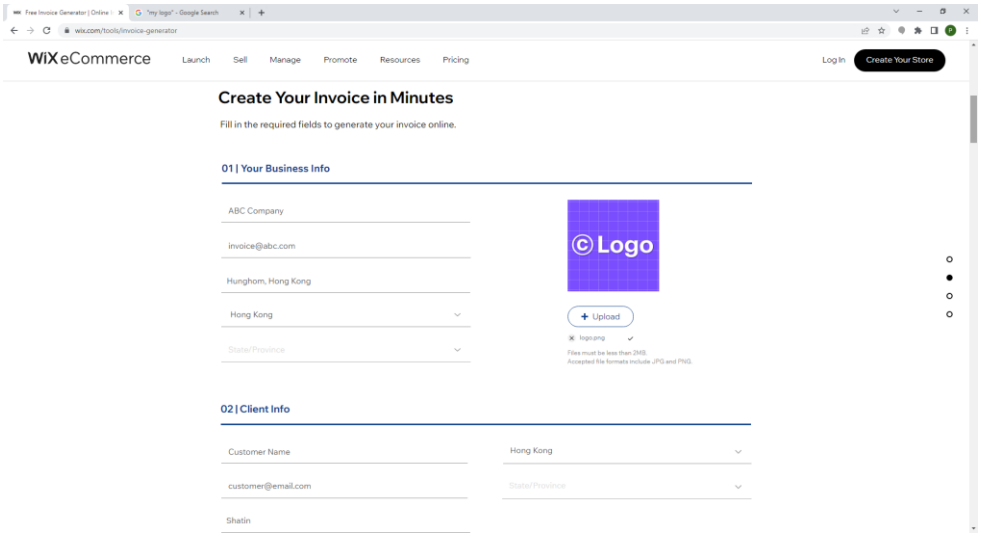
3.3 Invoice Generator

3.3.1 Create Invoice

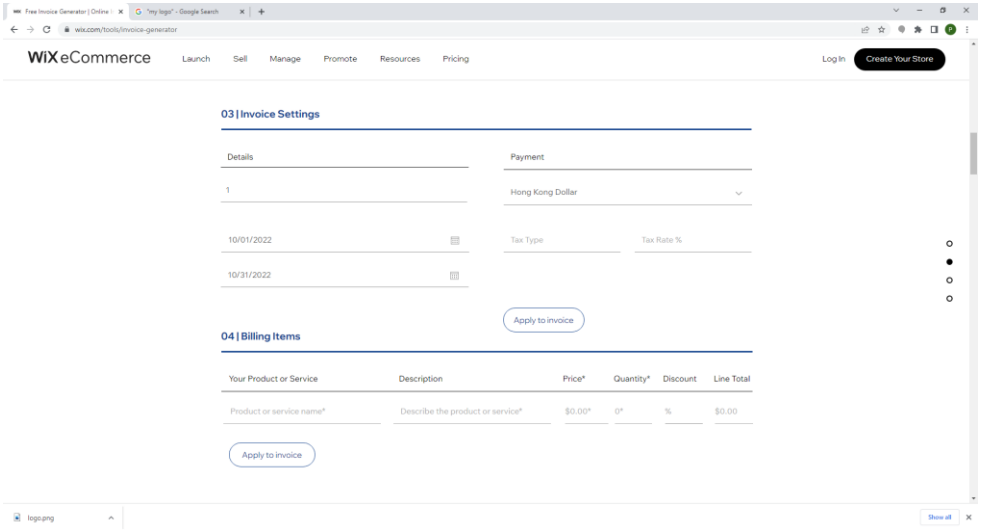
1. Browse https://www.wix.com/tools/invoice-generator, and click **[Create Your Invoice]** to start.



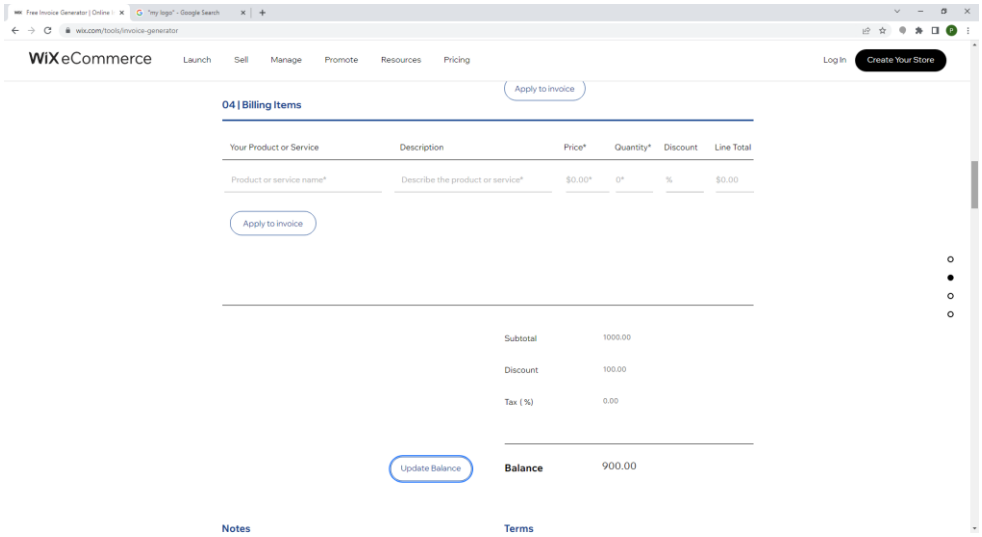
2. Fill in the required fields in “Your Business Info” and “Client Info”.



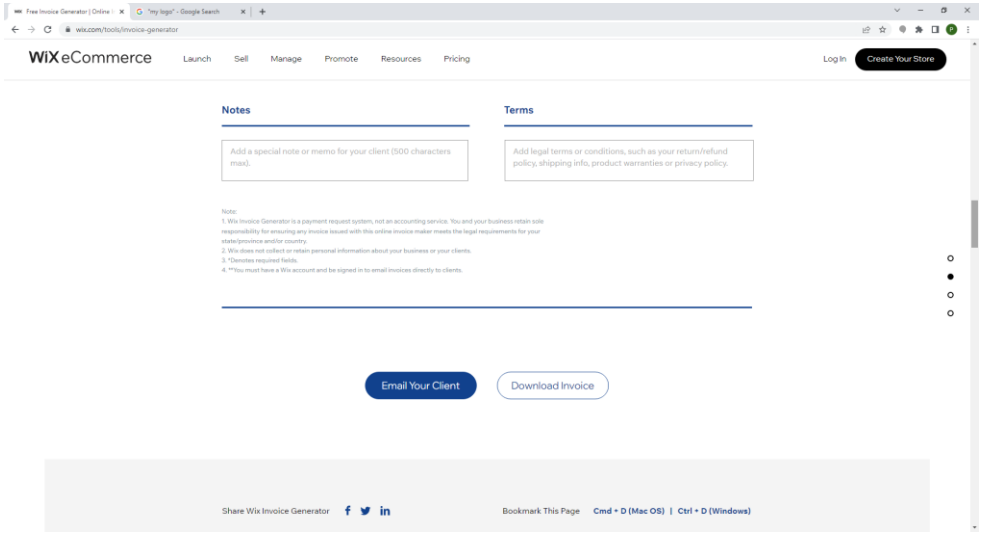
3. Fill in the “Invoice Setting” and press **[Apply to Invoice]**.



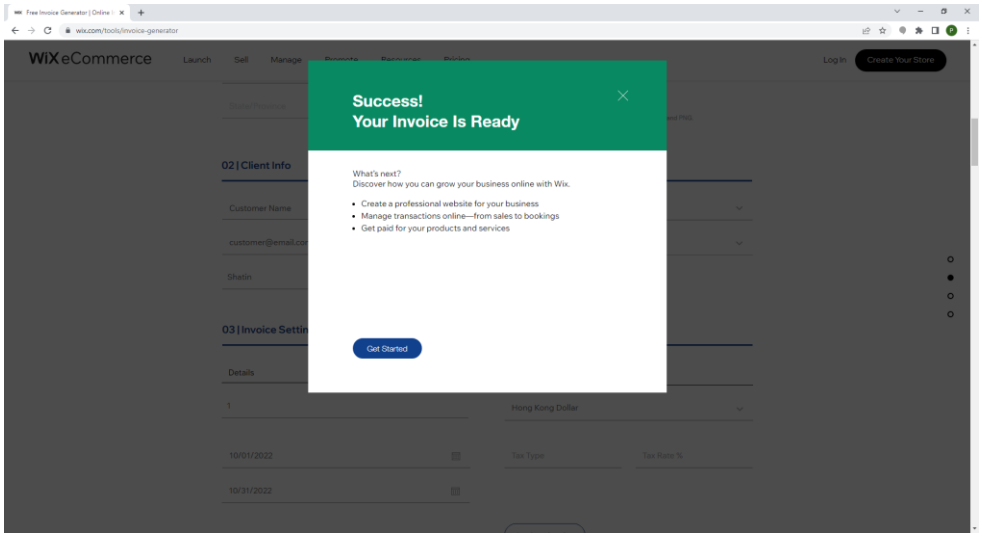
4. Fill in the “Billing Items” and press **[Apply to Invoice]**. Then click on **[Update Balance]**.



5. Input the optional Notes and Terms and download the invoice.

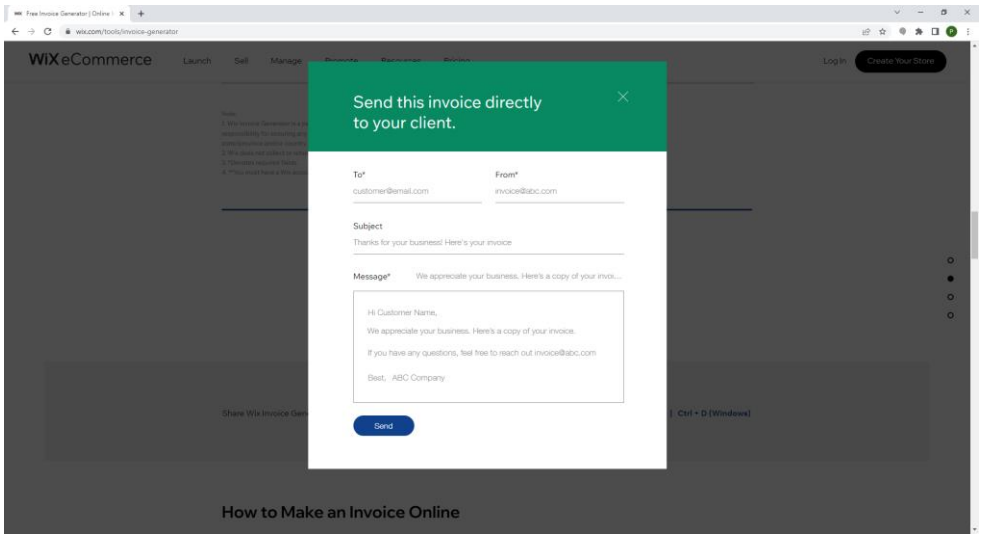


6. Your invoice should be generated successfully (in PDF format).



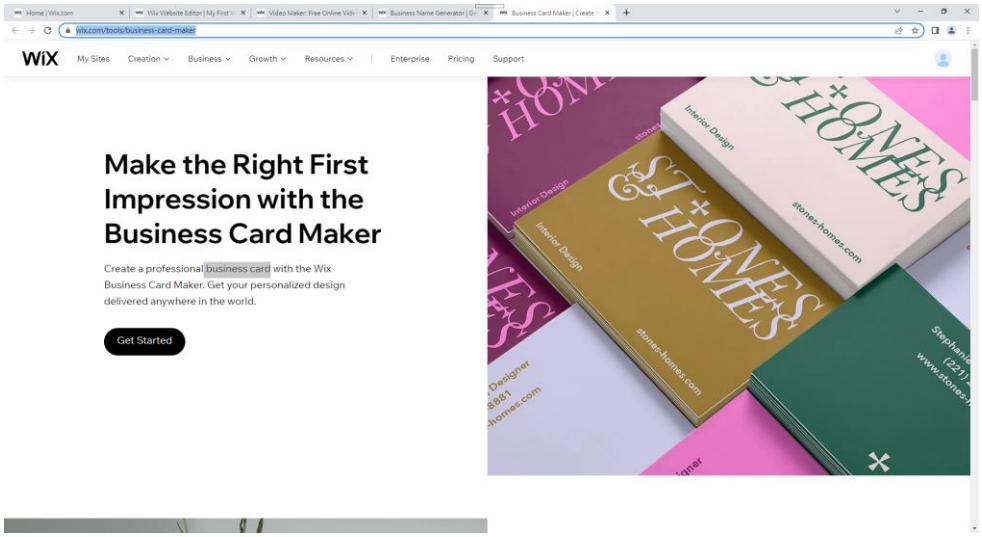
3.3.2 Send Invoice by Email

1. You can use the **[Email your Client]** button to email the PDF invoice to specified party.

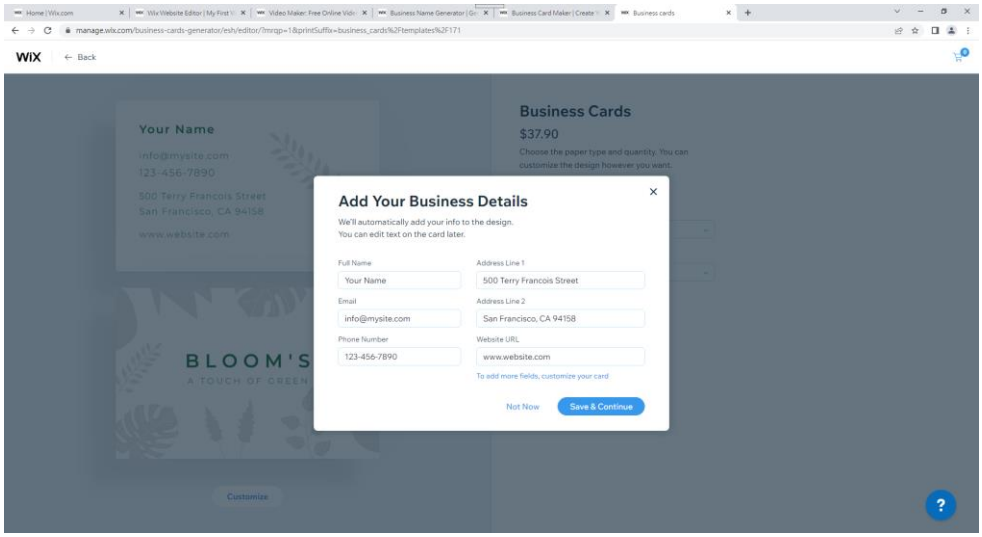


3.4 Business Card Maker

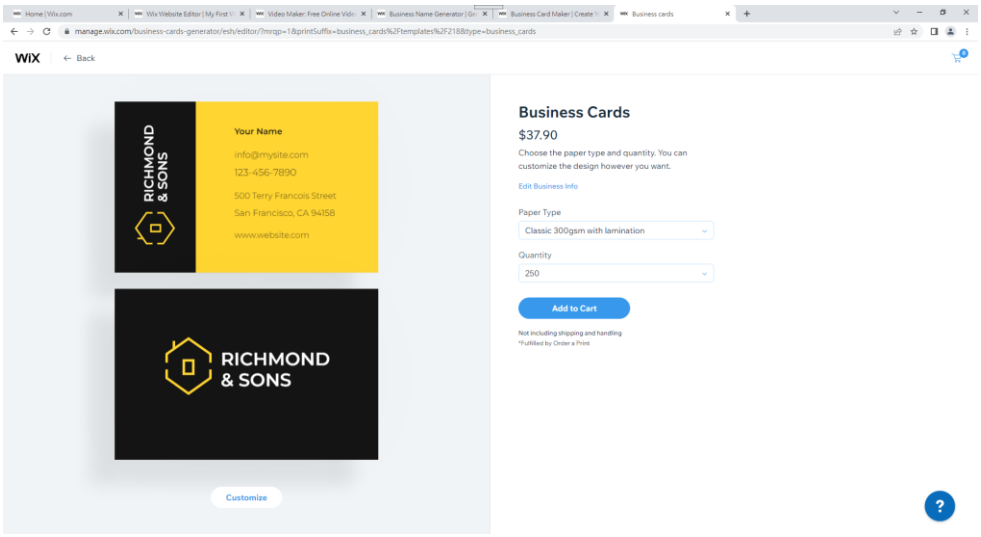
1. Browse https://www.wix.com/tools/business-card-maker, and click **[Get Start]**.



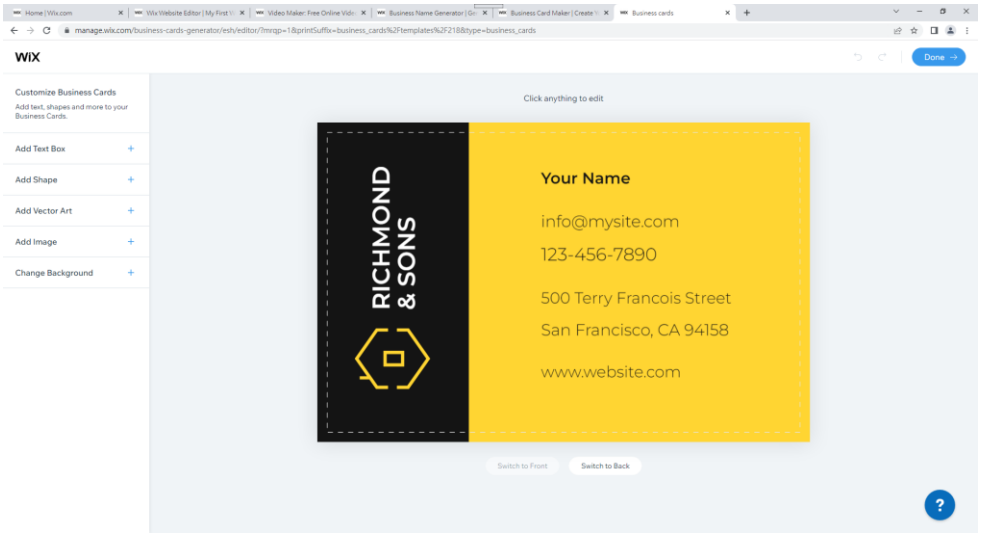
2. Input your business detail and press **[Save & Continue]**.



3. Your name card will be generated, you can press **[Customize]** to change the design.



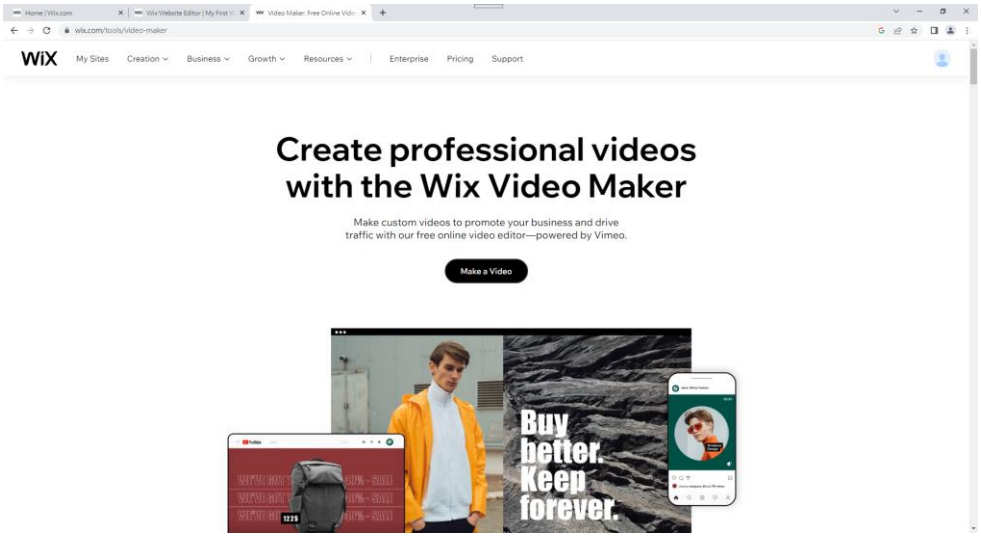
4. Once you complete the customization, press **[Done]** to finish.



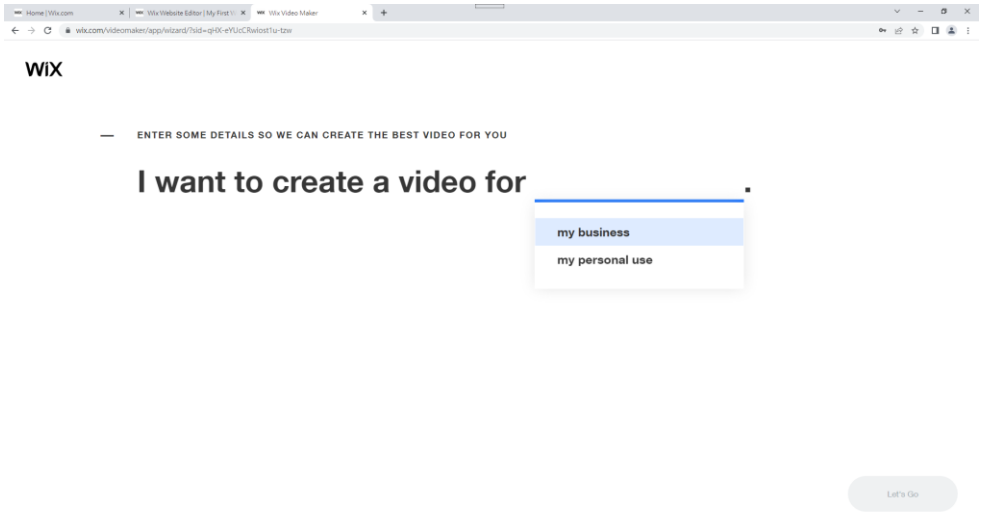
3.5 Wix Video Maker

3.5.1 Create Video

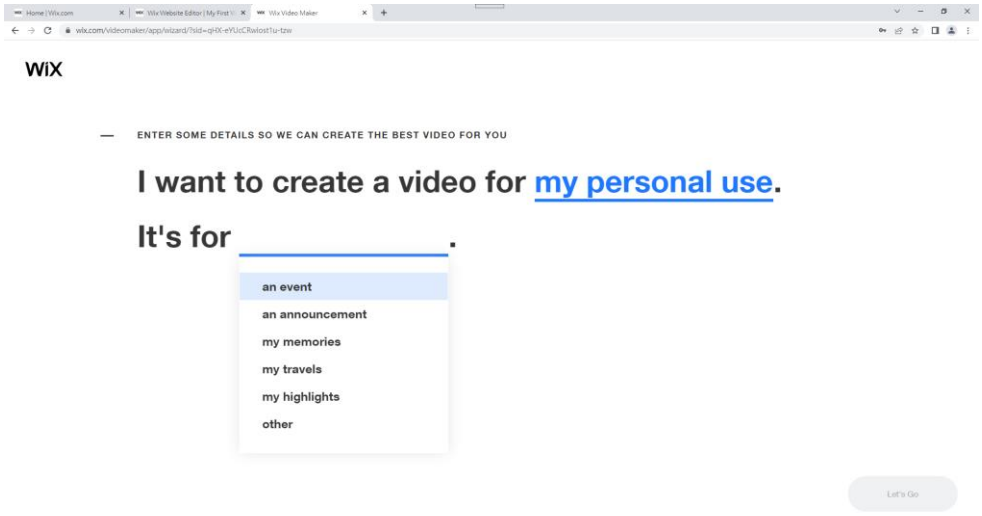
1. Browse https://www.wix.com/tools/video-maker, and click **[Get Start]**.



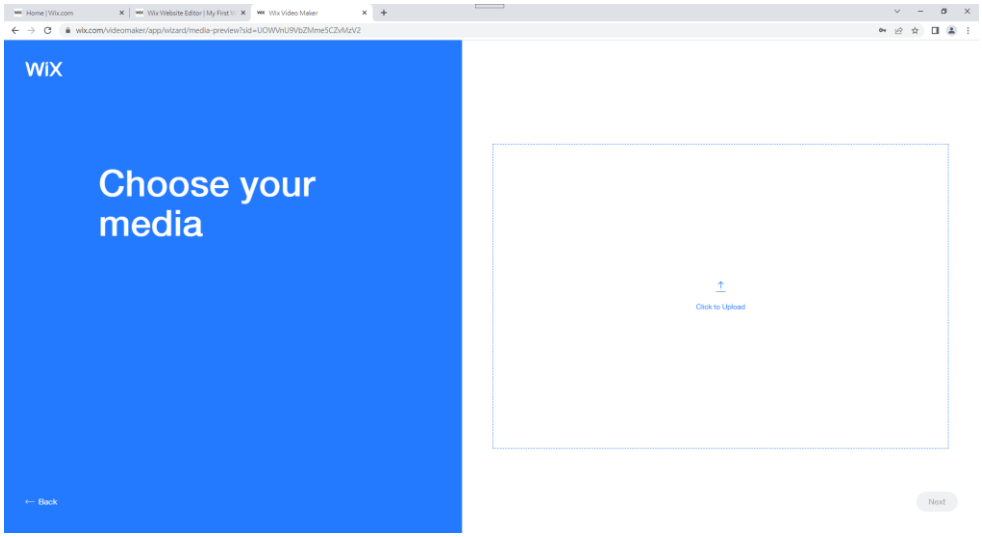
2. Define what type of video (Business / Personal) you want to create.



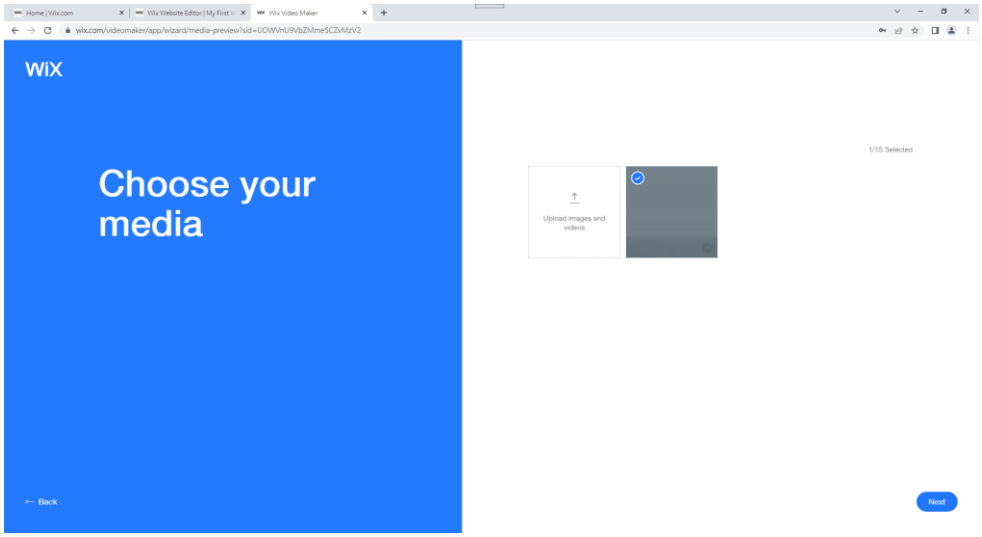
3. Select the purpose of your video.



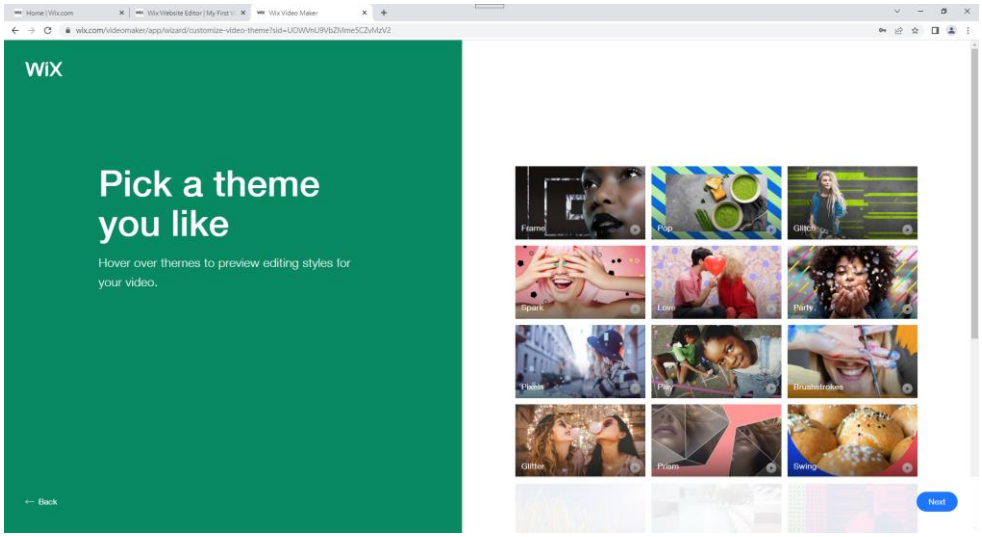
4. Upload a video file by pressing **[Click to Upload]**.



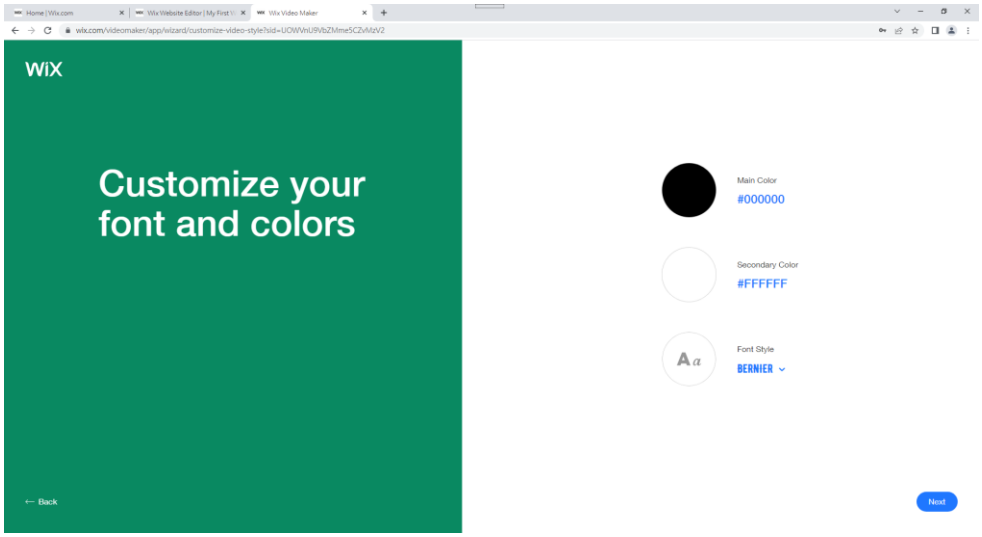
5. Select the video and press **[Next]**.



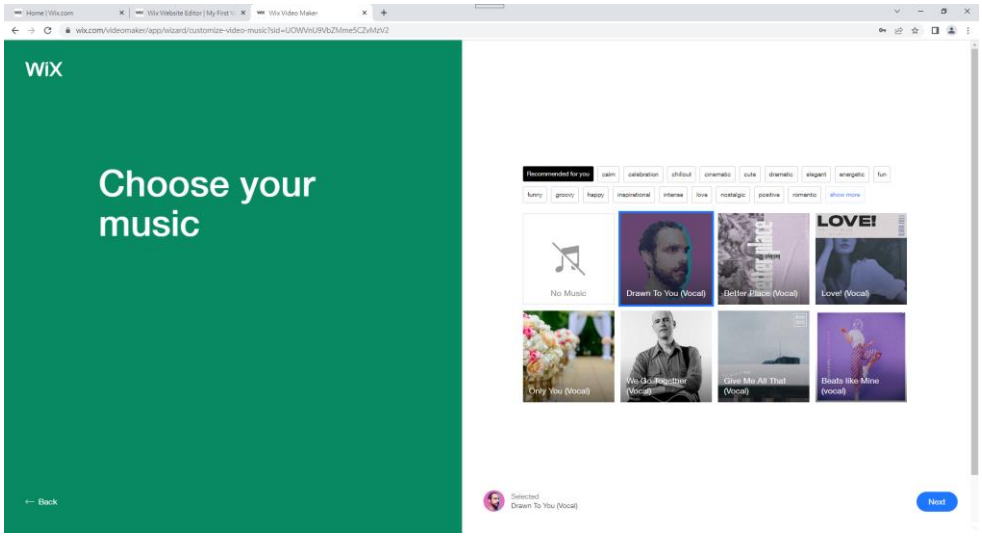
6. Select a theme and press **[Next].**



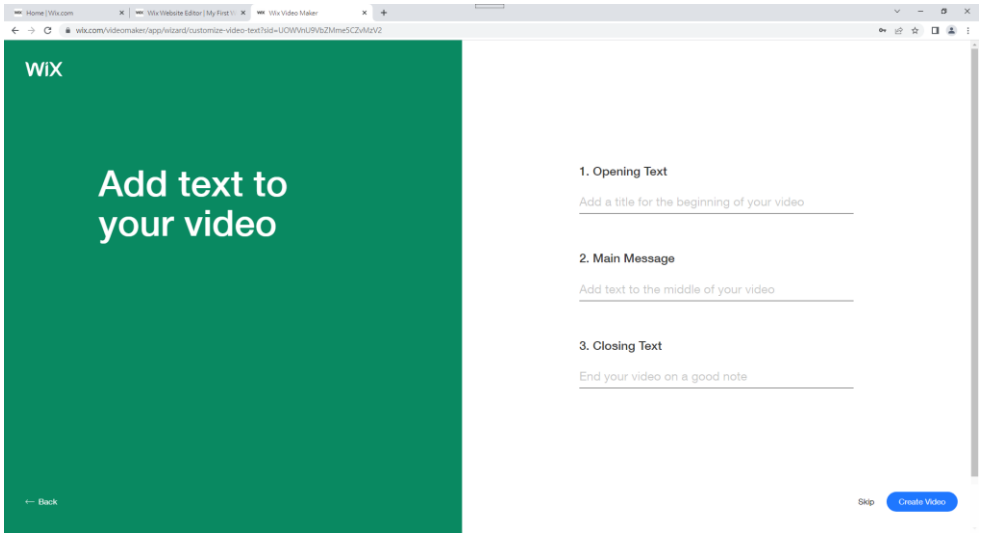
7. Customize the font and color (in RGB), then press **[Next].**



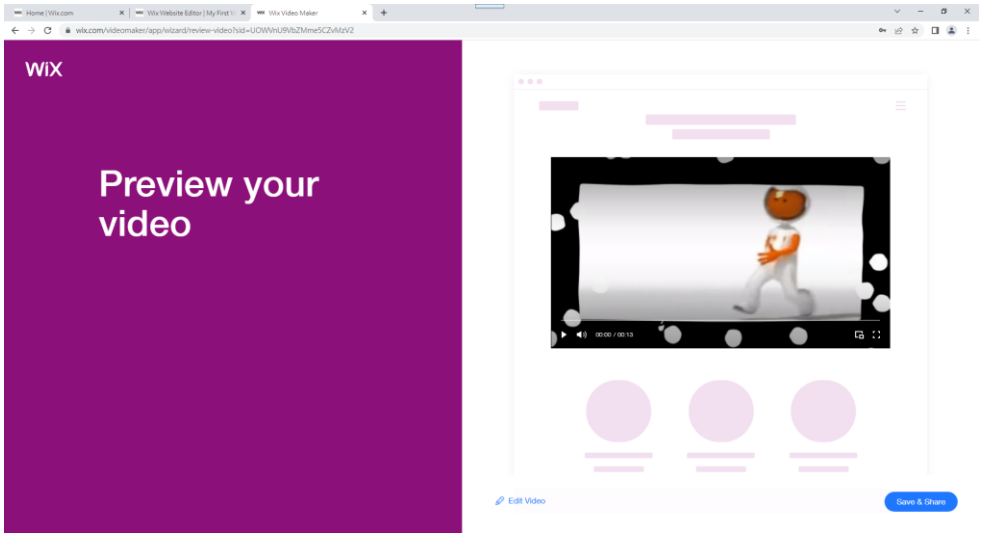
8. Select the music for your video and press **[Next].**



9. Add the opening text and closing text, remember to add the main message. Then press **[Next]** to continue.

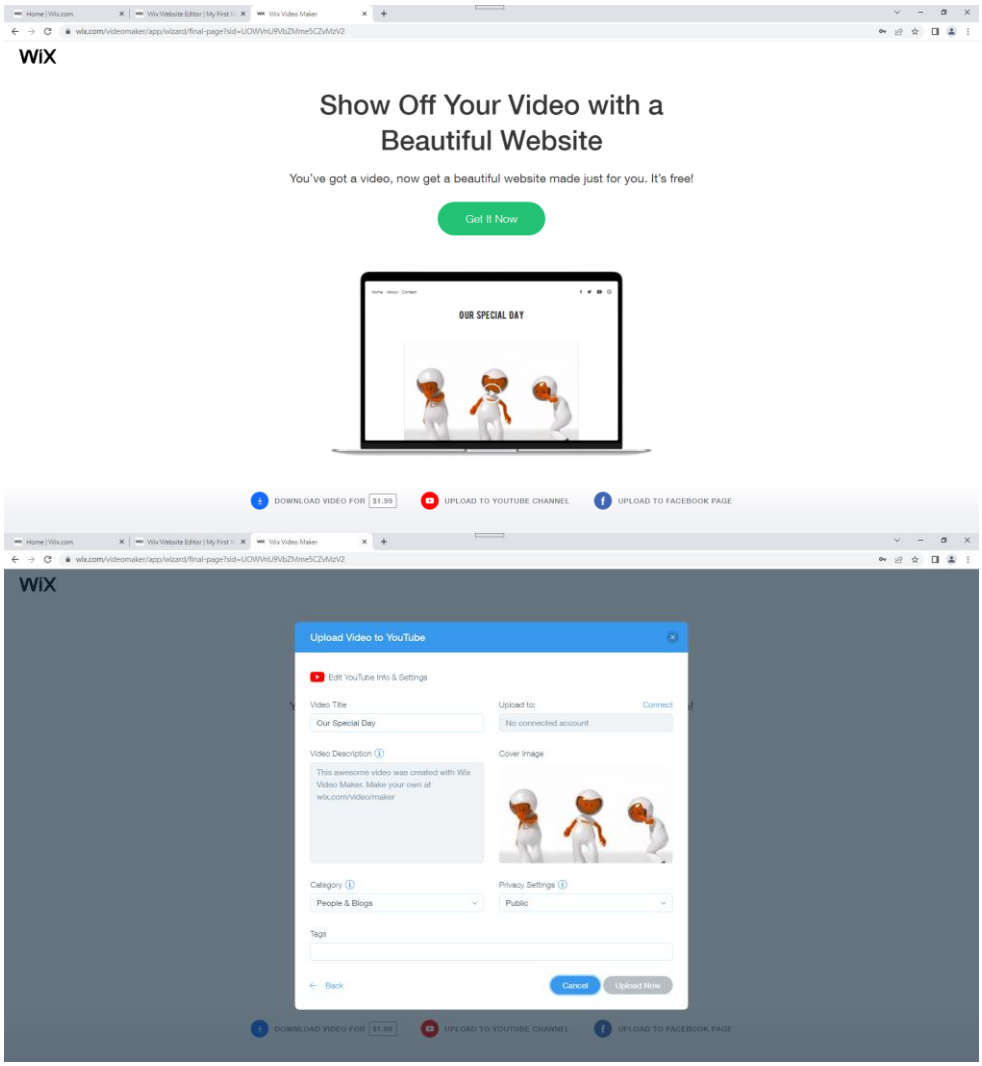


10. It might take several minutes to generate, press **[Save & Share]** to continue.



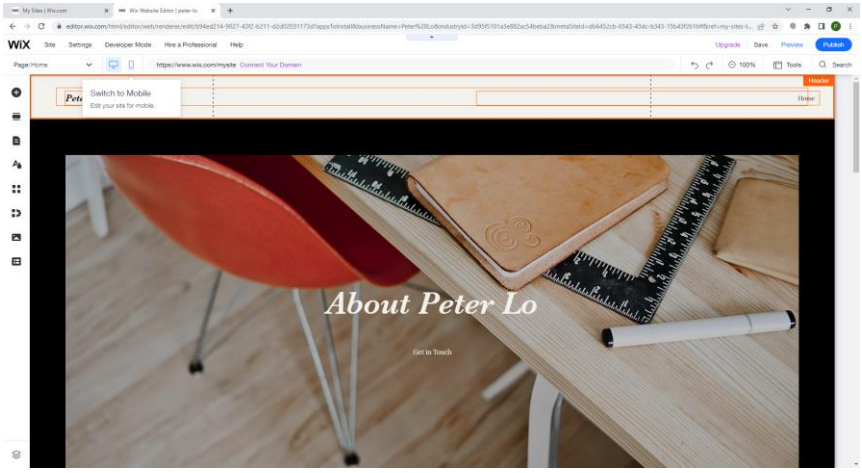
3.5.2 Share your Video

1. Now you can upload your video to YouTube.



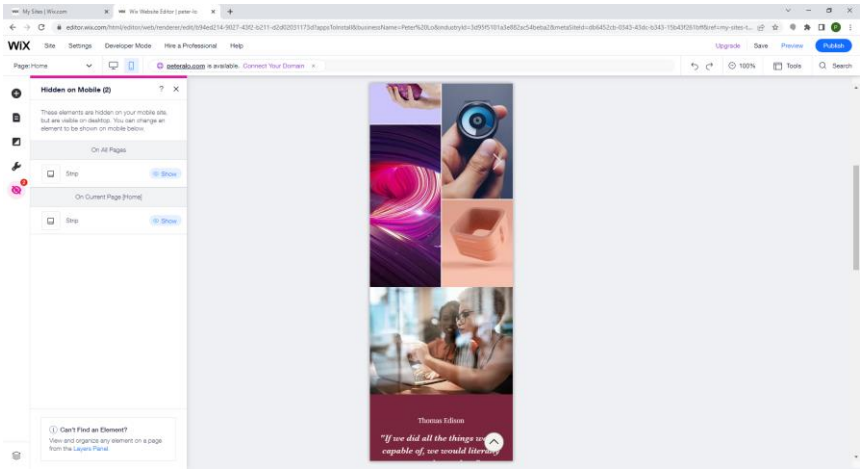
4. Mobile-Friendly Design

1. In Wix Editor, select “Mobile Tool” in left panel. Then select “Quick Action Bar”



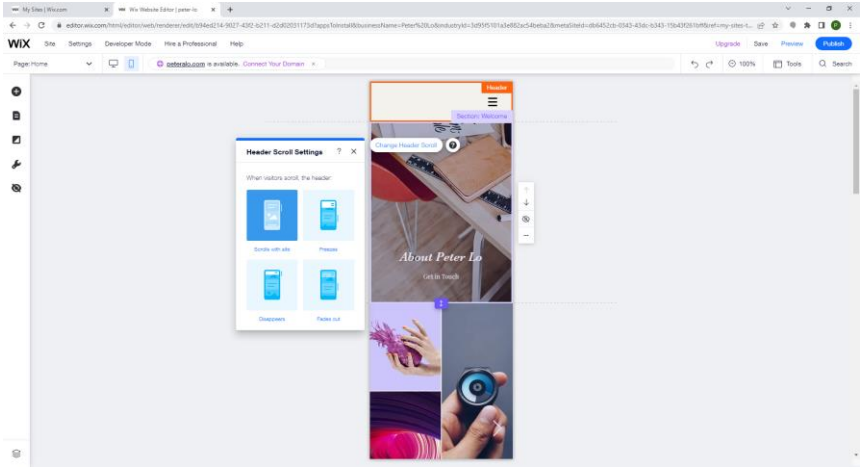
4.1 Show Hidden Page

1. Some page is default as hidden in mobile view. If you want to set them visible, select “Hidden on Mobile” in left menu, then click **[Show]** to set hidden page as visible.



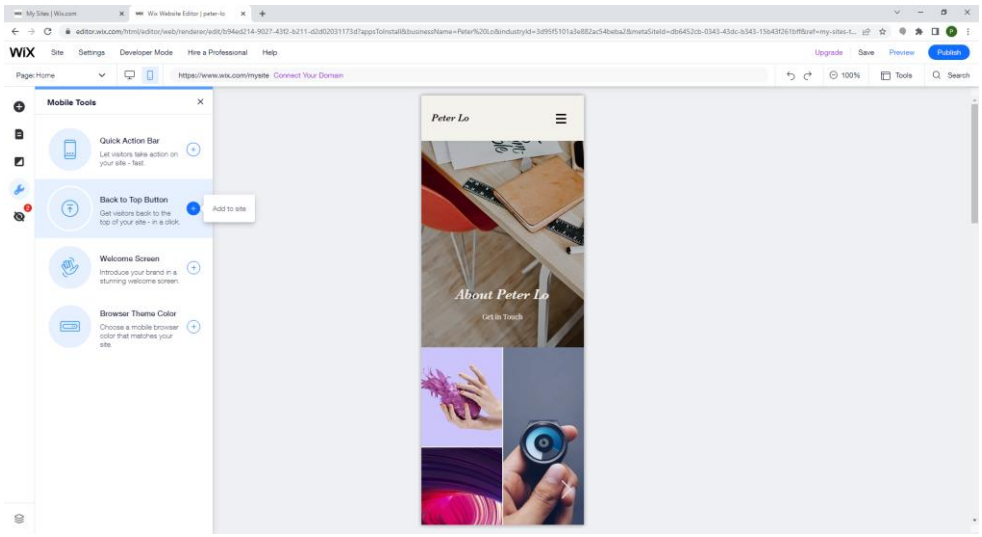
4.2 Change Header Scroll

1. Select the header section, then define the header scroll setting.

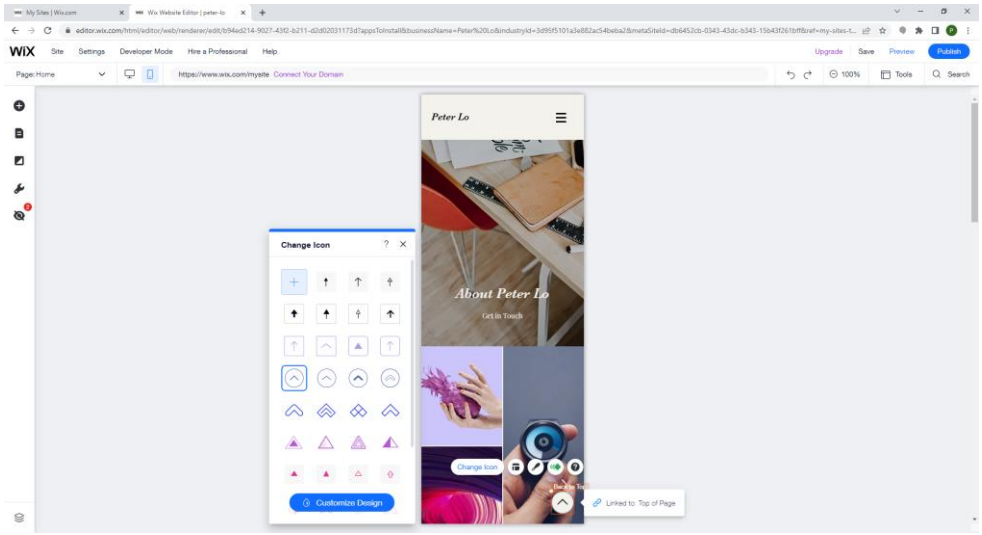


4.3 Add Back to Top Button

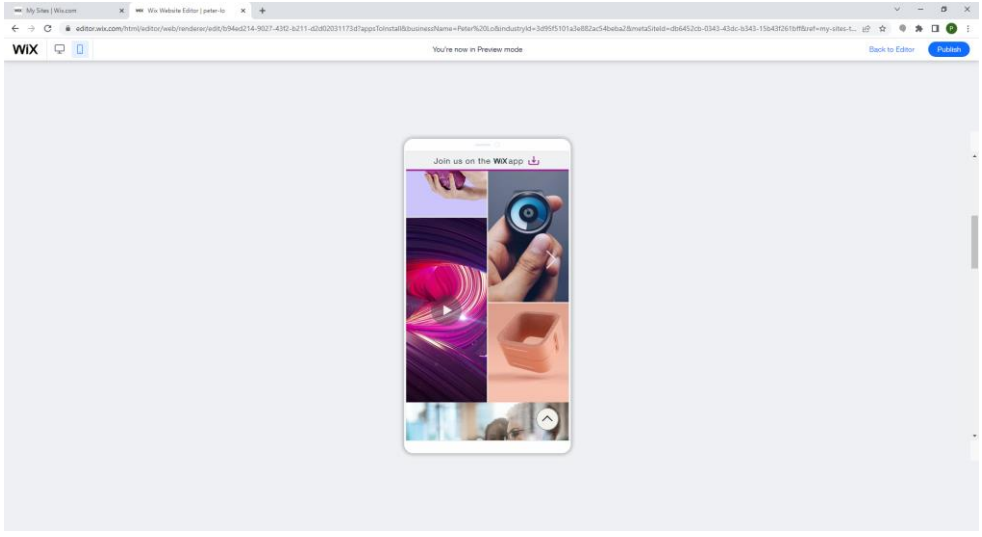
1. Select “Mobile Tool” in left menu. Then select “Back to Top Button” and click **[+]**.



2. Customize the icon when necessary

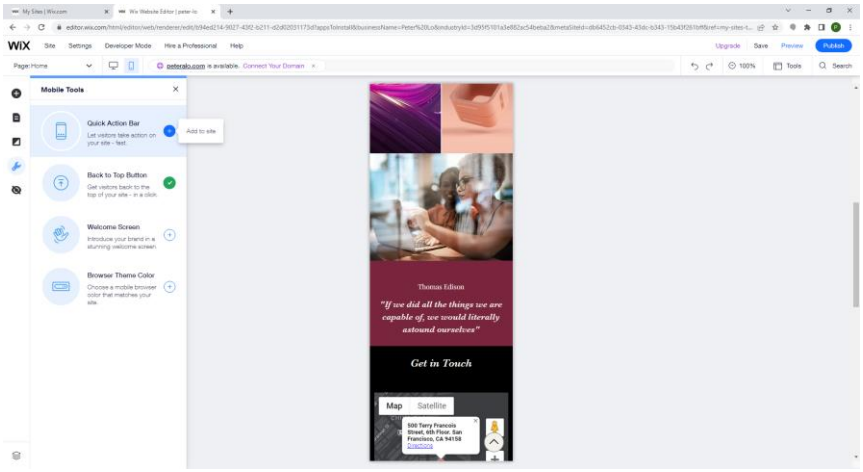


3. You can see this “Back to Top” button at right bottom when you preview it.

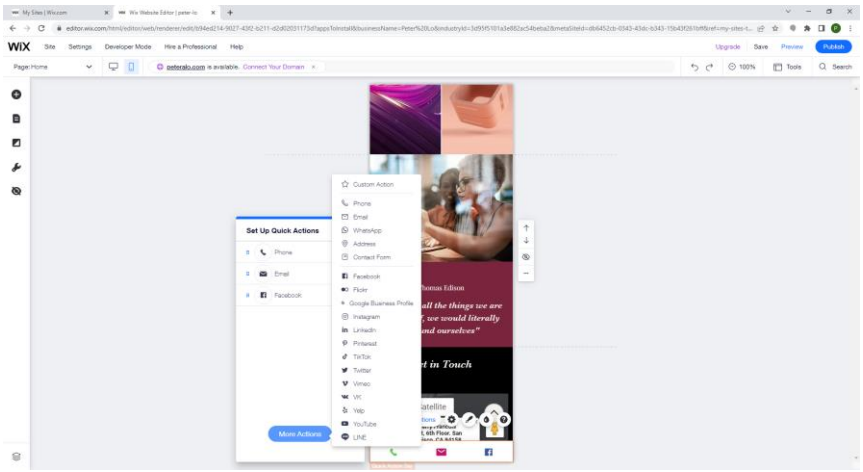


4.4 Add Quick Action Bar

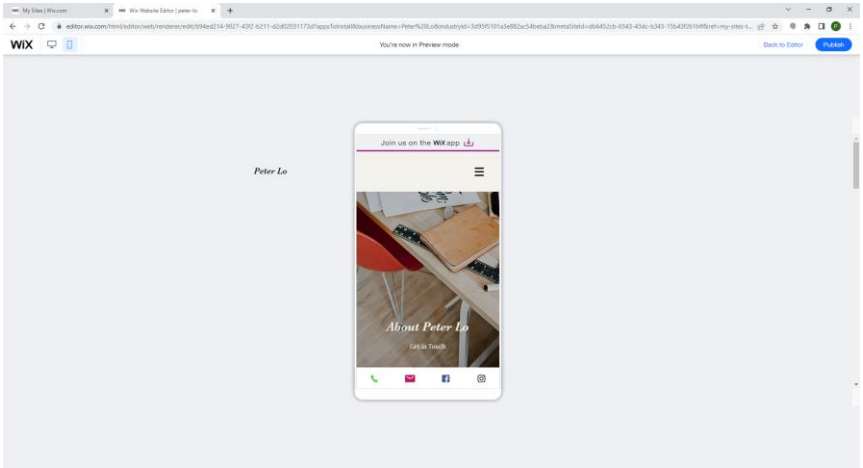
1. Select “Mobile Tool” in left menu. Then select “Quick Action Bar” and click **[+]**.



2. Three quick action buttons (Phone, Email & Facebook) are added. You can click [More Actions] to add more button.

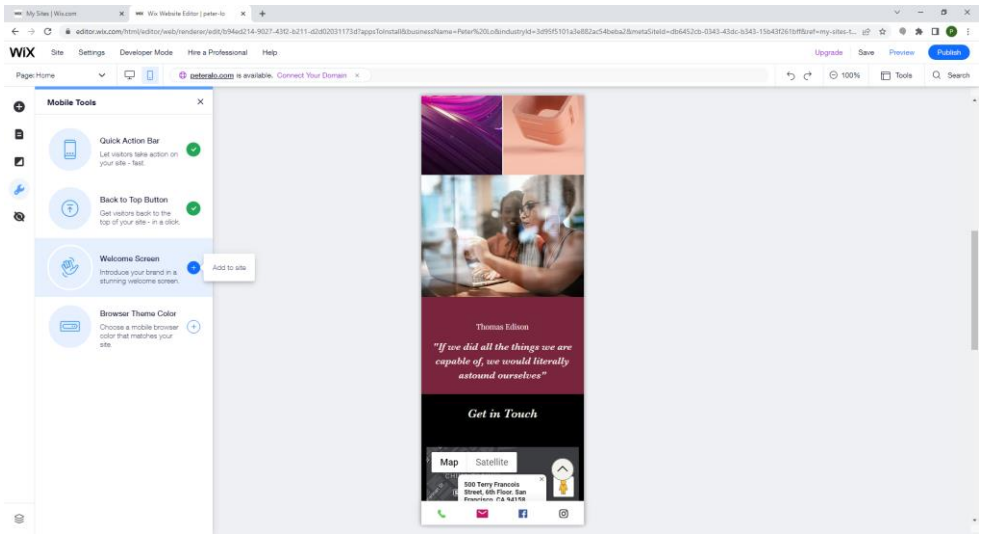
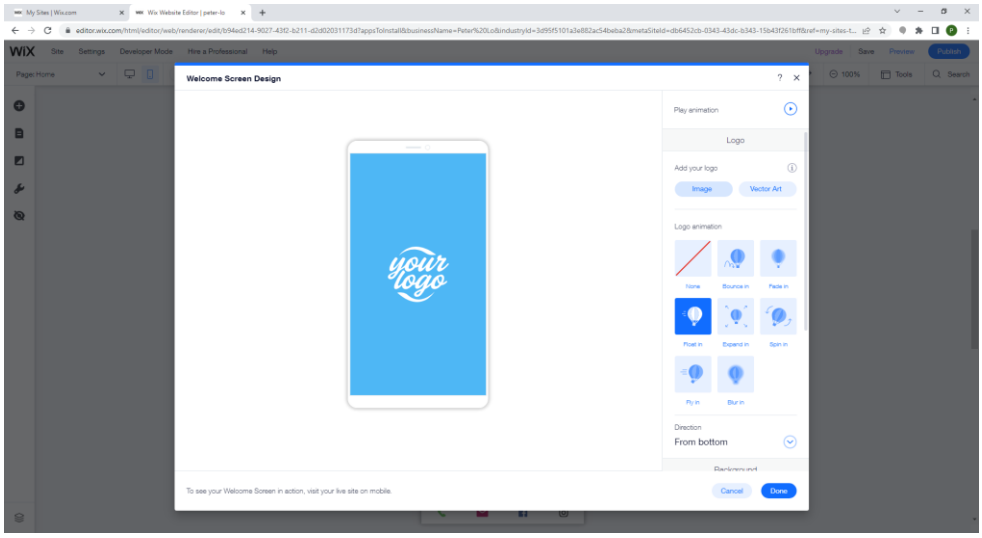


3. You can see this action bar at bottom when you preview it.



4.5 Welcome Screen

1. Select “Mobile Tool” in left menu. Then select “Welcome Screen” and click **[+]**.



2. You can customize the appear of your logo, click **[Done]** when complete.