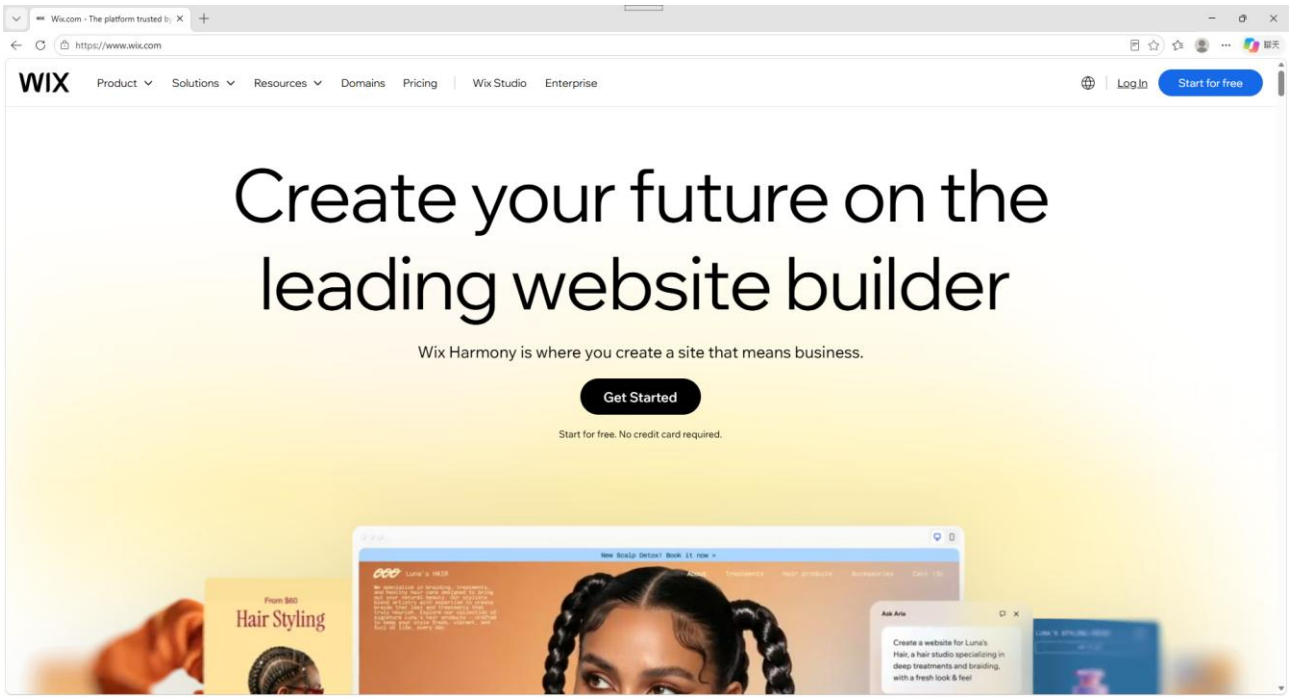
1. Introduction

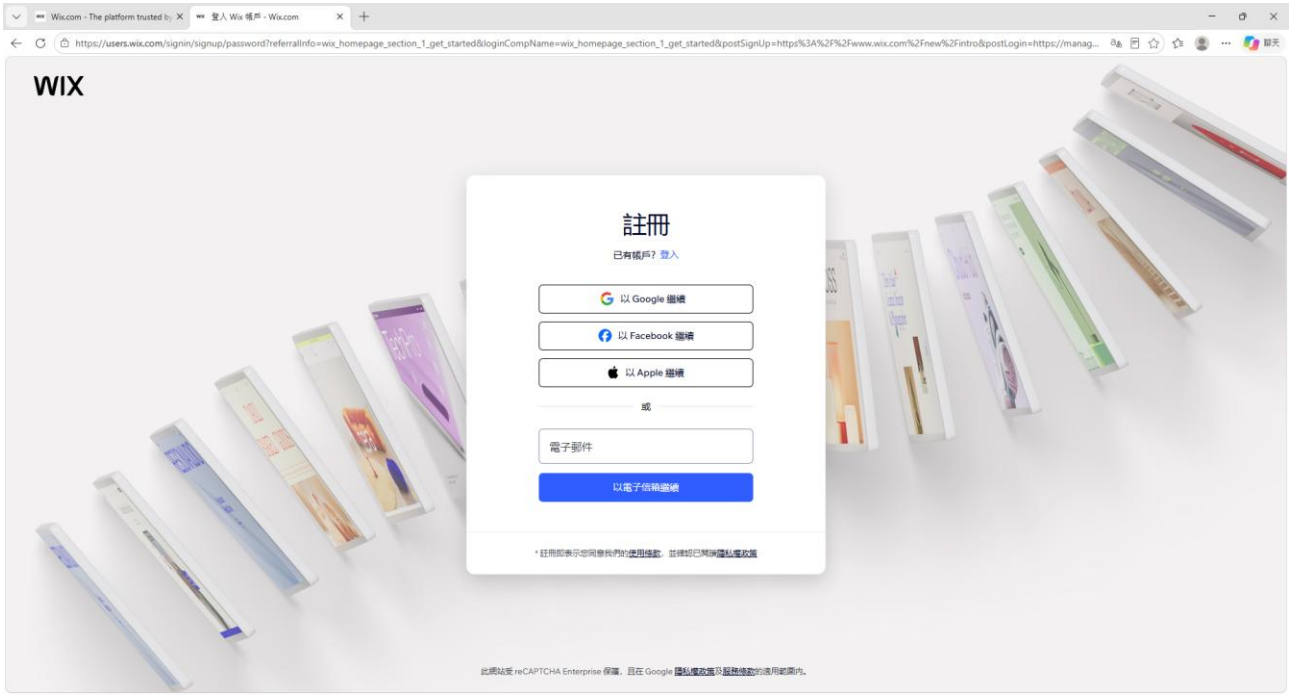
1.1 Registration

You can register for a Wix account for free without a credit card in a few simple steps.

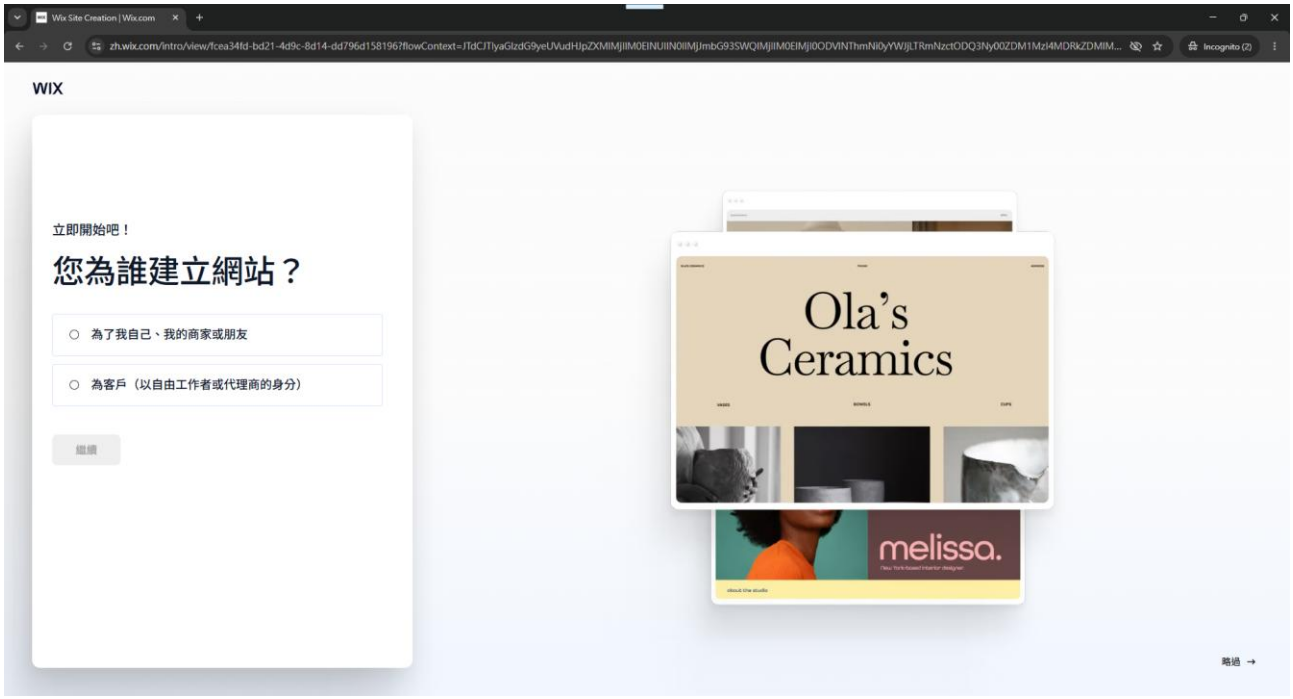
1. Go to the Wix homepage (https://www.wix.com) and click **[Get Started]**.

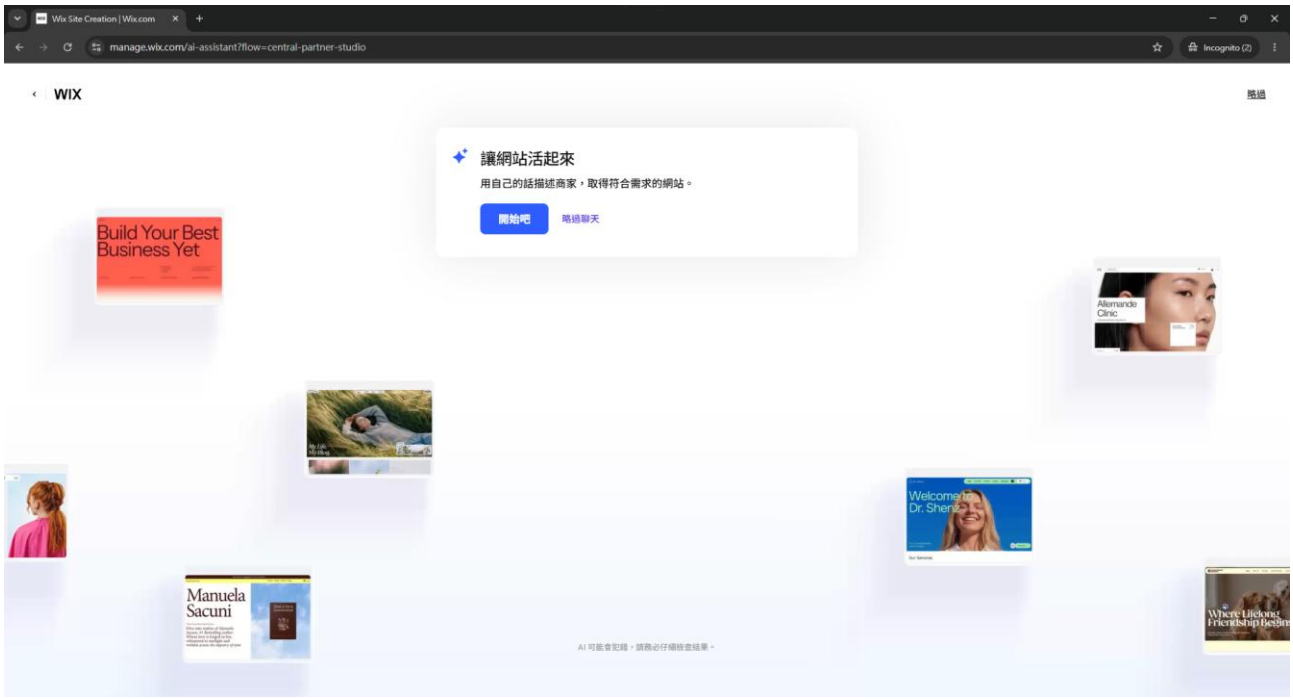


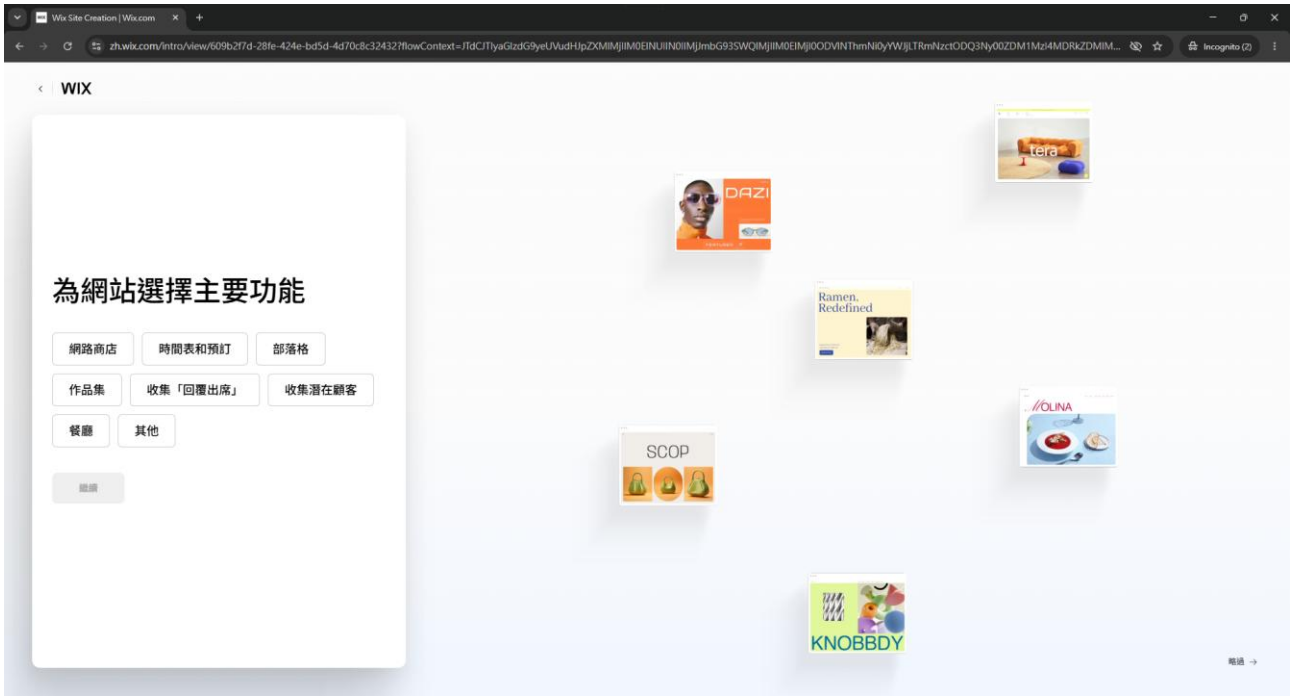
2. Choose your login method. Enter your email address and create a password, or click to continue directly with your Google, Facebook, or Apple account.

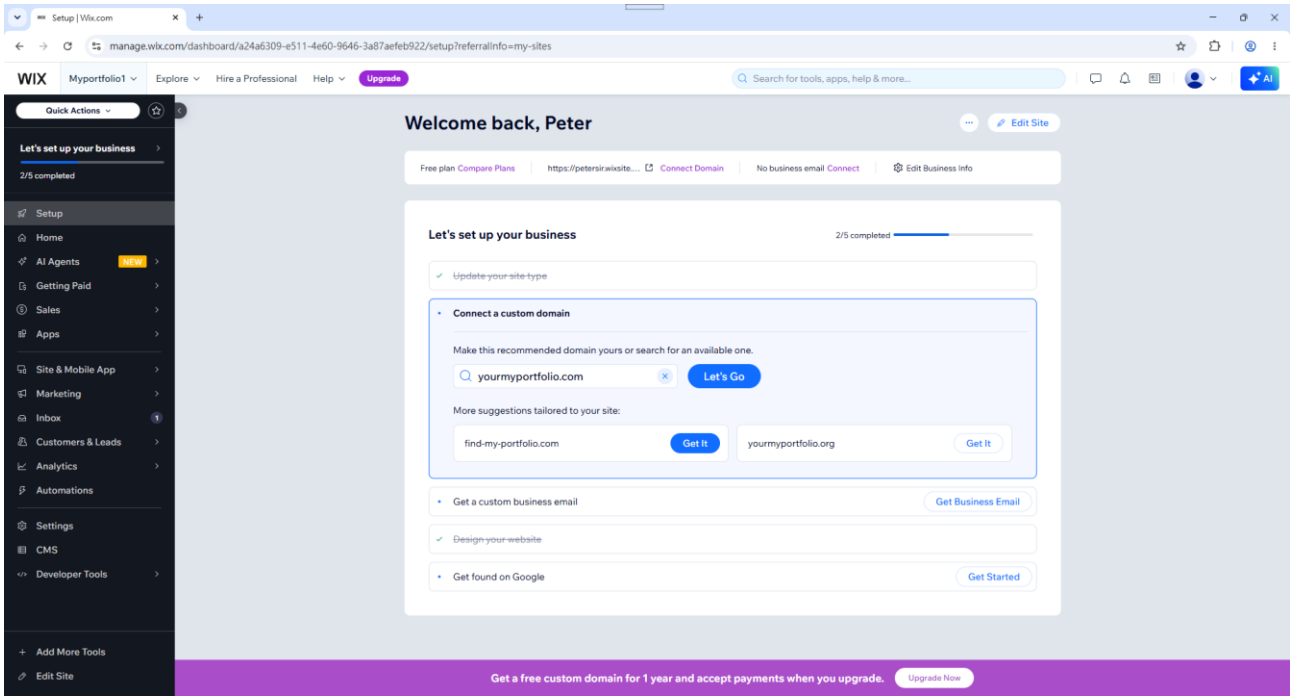


3. Wix will prompt you with setup questions to help build a site using AI. You can answer these to generate a tailored site or click Set up without chat and Skip to go straight to your main dashboard.






WIX
為網站選擇主要功能
網路商店
時間表和預訂
部落格
作品集
收集「回覆出席」
收集潛在顧客
餐廳
其他
DAZI
Ramen, Redefined
SCOP
KNOBBDY


WIX
Myportfolio1
Explore
Hire a Professional
Help
Upgrade
Welcome back, Peter
Edit Site
Let's set up your business
2/5 completed
Setup
Home
AI Agents
Getting Paid
Sales
Apps
Site & Mobile App
Marketing
Inbox
Customers & Leads
Analytics
Automations
Settings
CMS
Developer Tools
Add More Tools
Edit Site
Connect a custom domain
Make this recommended domain yours or search for an available one.
yourmyportfolio.com
Let's Go
More suggestions tailored to your site:
find-my-portfolio.com
Get It
yourmyportfolio.org
Get It
Get a custom business email
Get Business Email
Get found on Google
Get Started
Get a free custom domain for 1 year and accept payments when you upgrade.
Upgrade Now

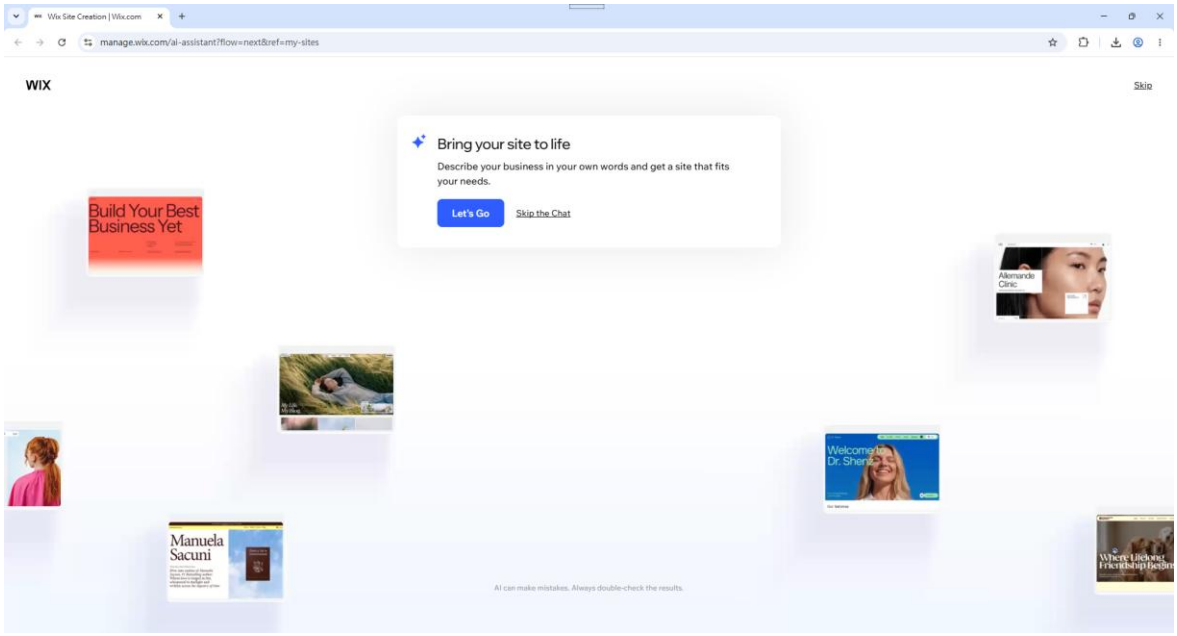
1.2 Create New Site

There are several ways to create a new website in Wix, depending on whether you want AI assistance, pre-built designs, total creative control, or a copy of an existing project.

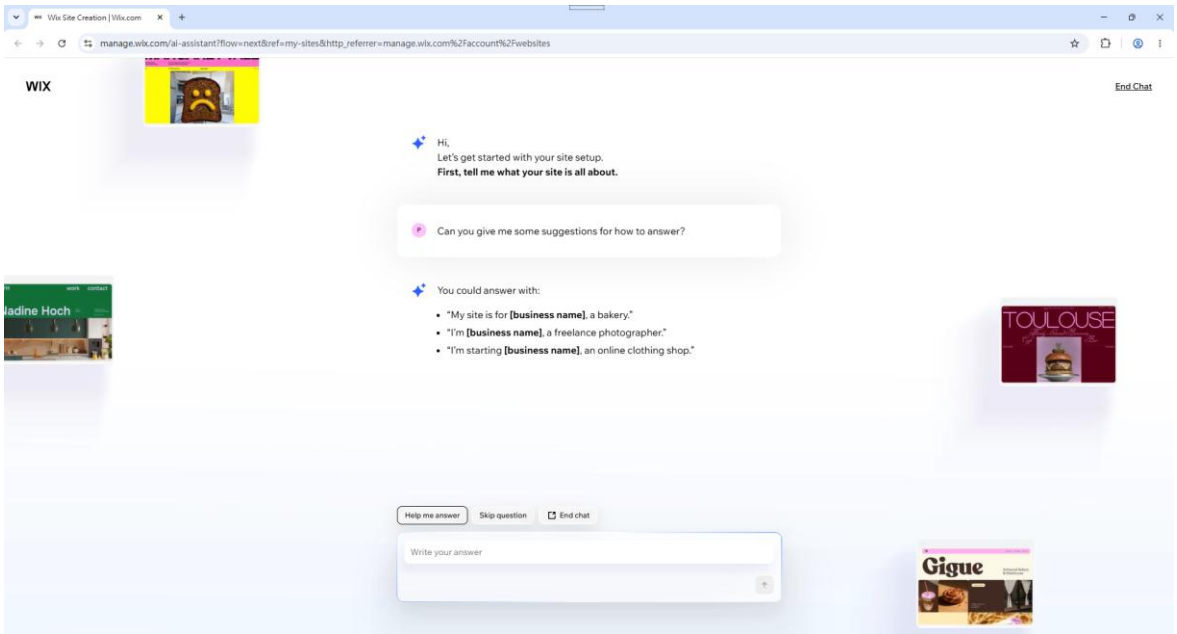
1.2.1 Using the Wix AI Website Builder

If you want a site built quickly with minimal manual setup, you can use Wix's built-in AI chat interface by answering a few prompts about your business name, industry, goals, and desired features (like bookings or an online store). Then Wix will automatically generates a complete, custom-tailored site structure with relevant text, images, and apps already installed. You can regenerate the design or tweak it manually afterward.

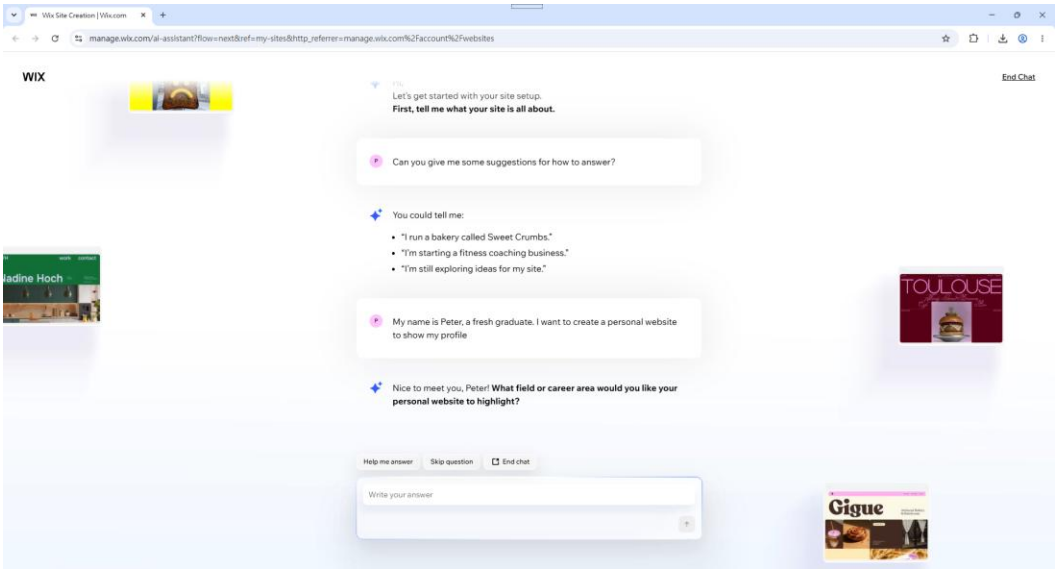
1. Click **[Let's Go]**.



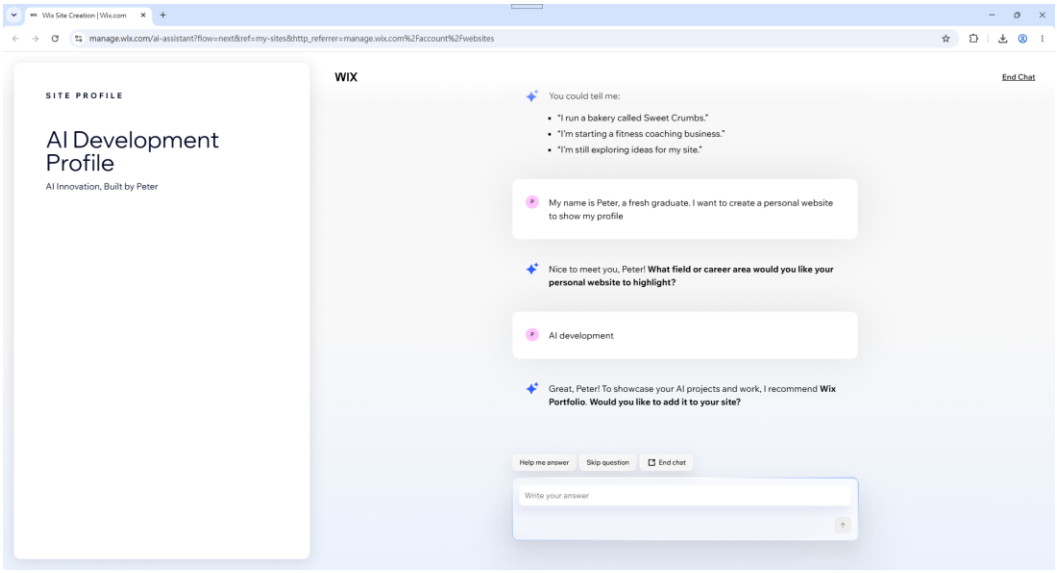
2. You can click "**Help me Answer**" to get some hint

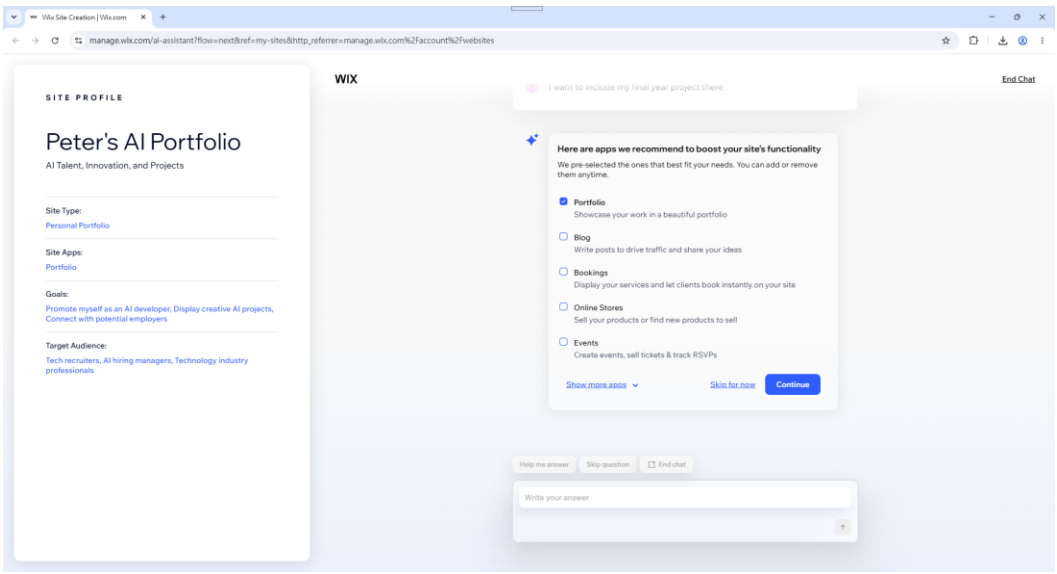


3. For example, let's try "*My name is Peter, a fresh graduate. I want to create a personal website to show my profile*"

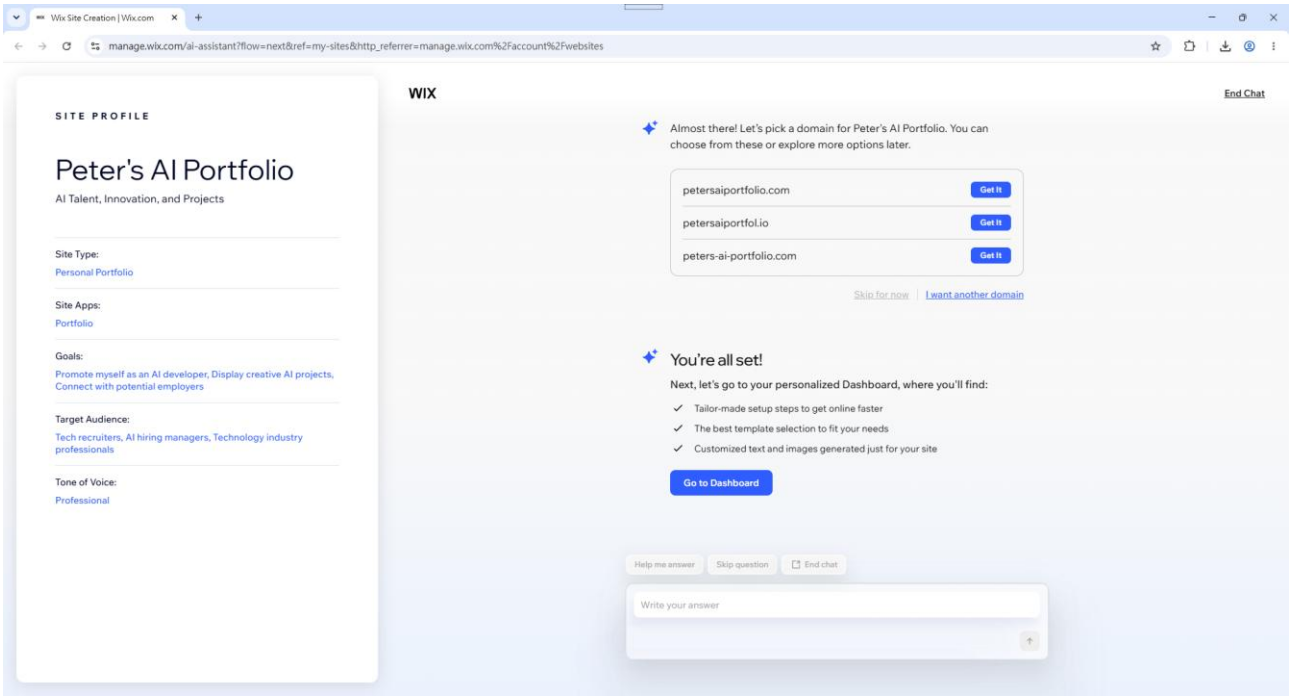


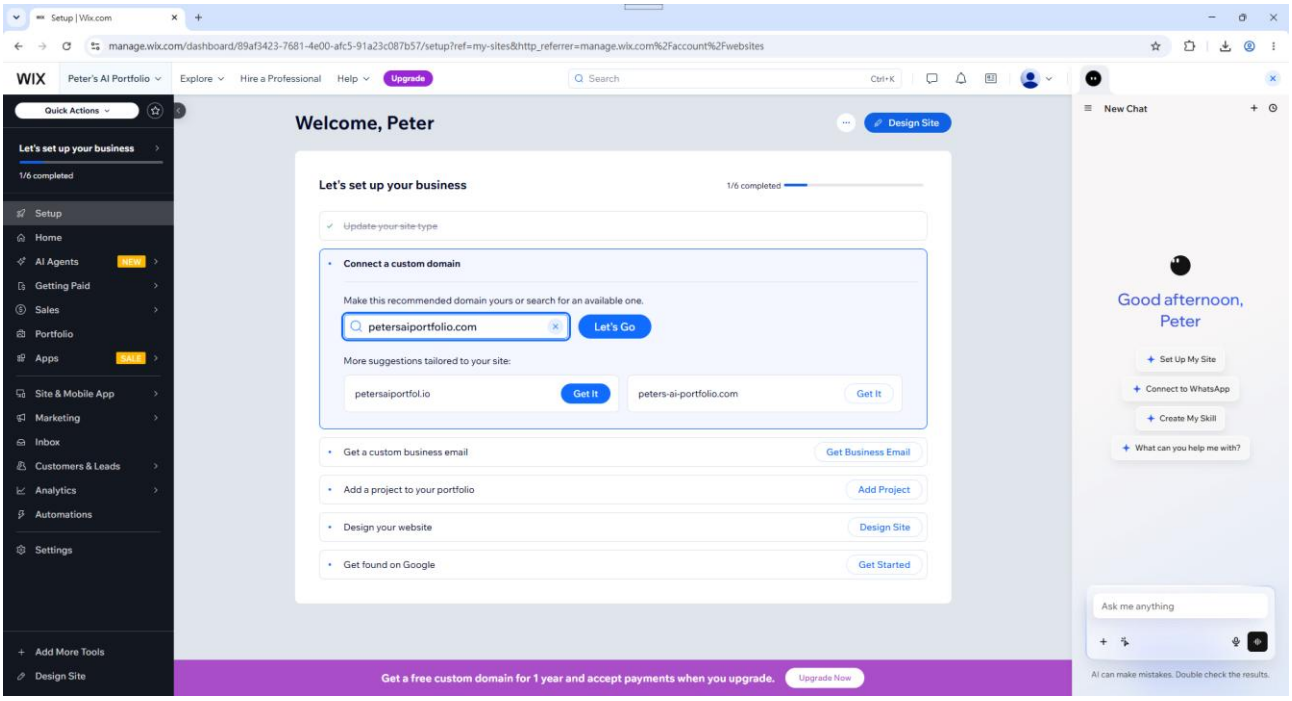
4. Answer the question one by one. Finally, Wix will ask you any additional functionally want to add. Skip for now first.



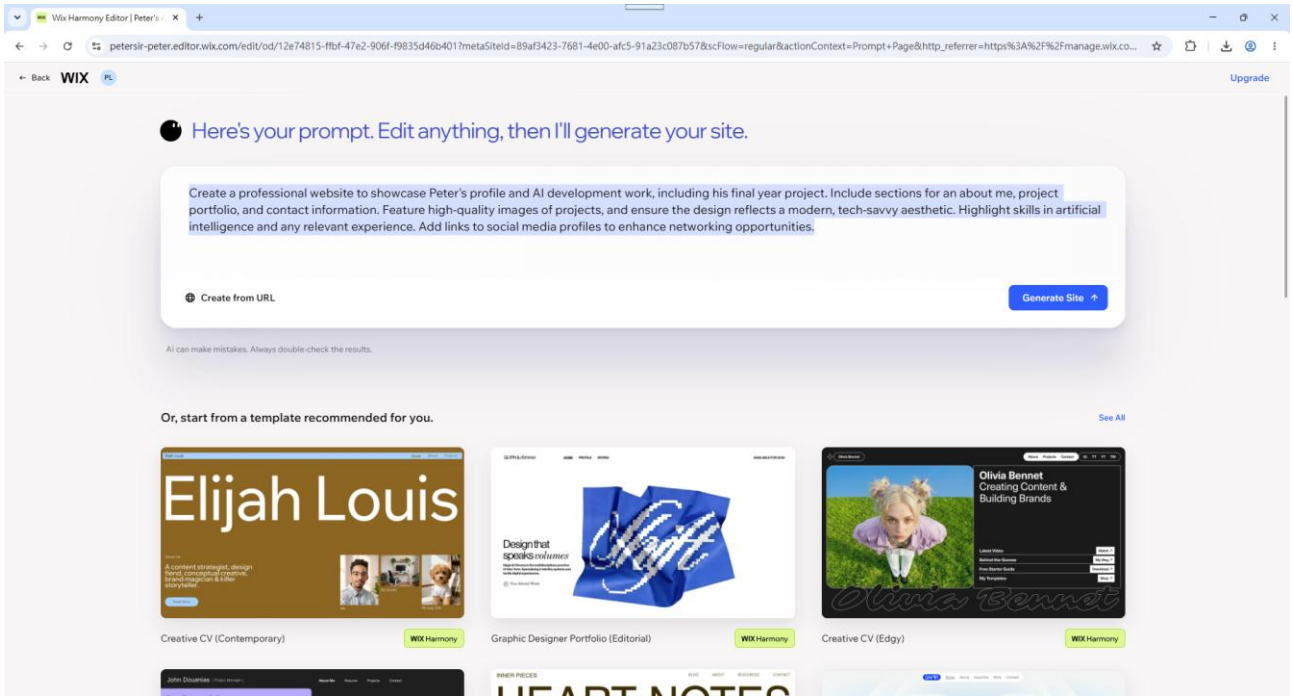


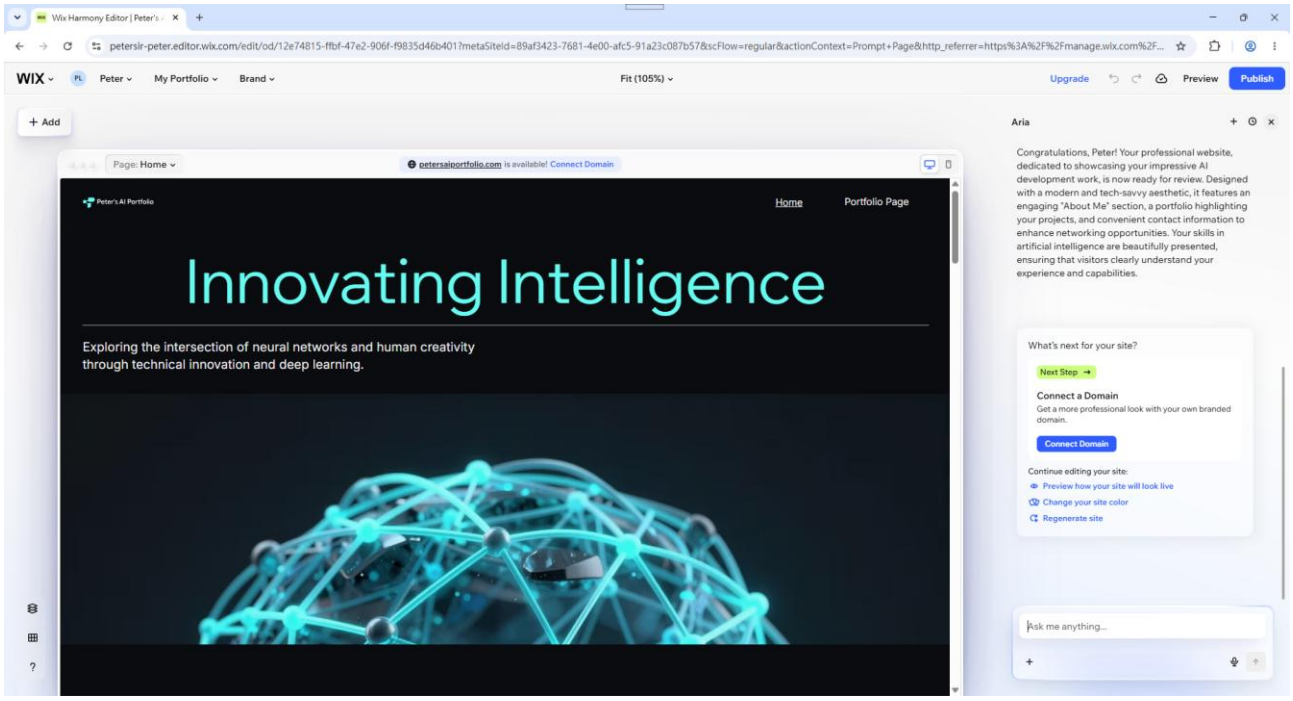
5. Once you click **[Go to Dashboard]**, it will take several minutes to generate the necessary information.





6. However, your website is not yet created, click **[Design Site]**. The prompt for the target website is generated; you can finetune it when necessary:
"*Create a professional website to showcase Peter's profile and AI development work, including his final year project. Include sections for an about me, project portfolio, and contact information. Feature high-quality images of projects, and ensure the design reflects a modern, tech-savvy aesthetic. Highlight skills in artificial intelligence and any relevant experience. Add links to social media profiles to enhance networking opportunities.*"

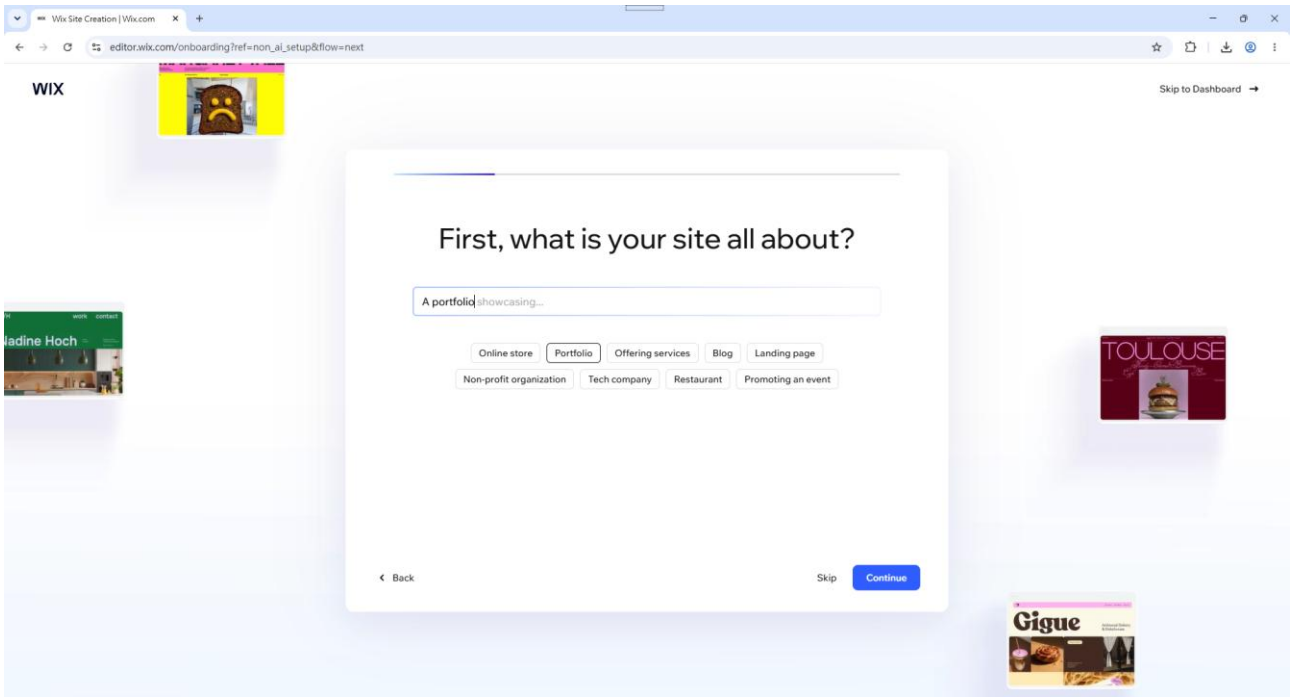




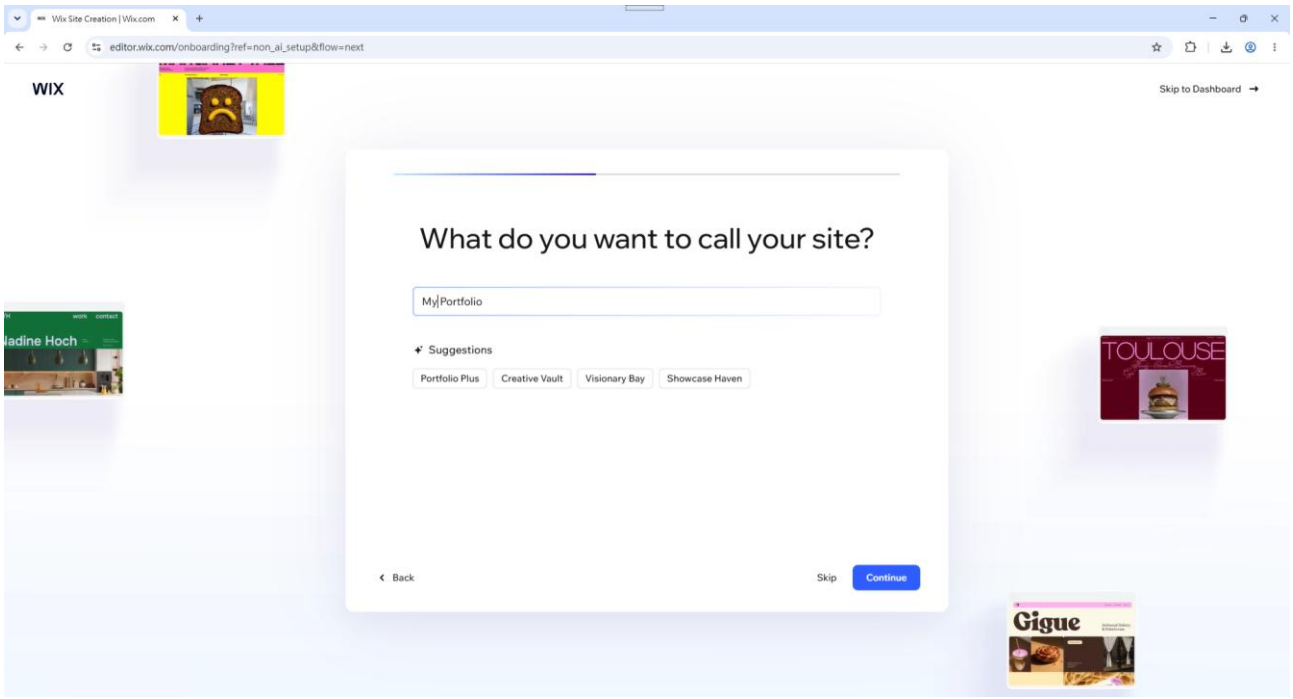
1.2.2 Customizing a Pre-Designed Template

If you prefer browsing visual layouts first, you can start with one of Wix's professionally designed templates. First you need to Skip the AI setup to browse thousands of templates categorized by industry (e.g., portfolios, restaurants, e-commerce). Then you can select a structured layout with placeholder content that you customize using the drag-and-drop Wix Editor. (Note: Once you pick a template and start editing, you cannot switch to a different template without starting a new site.)

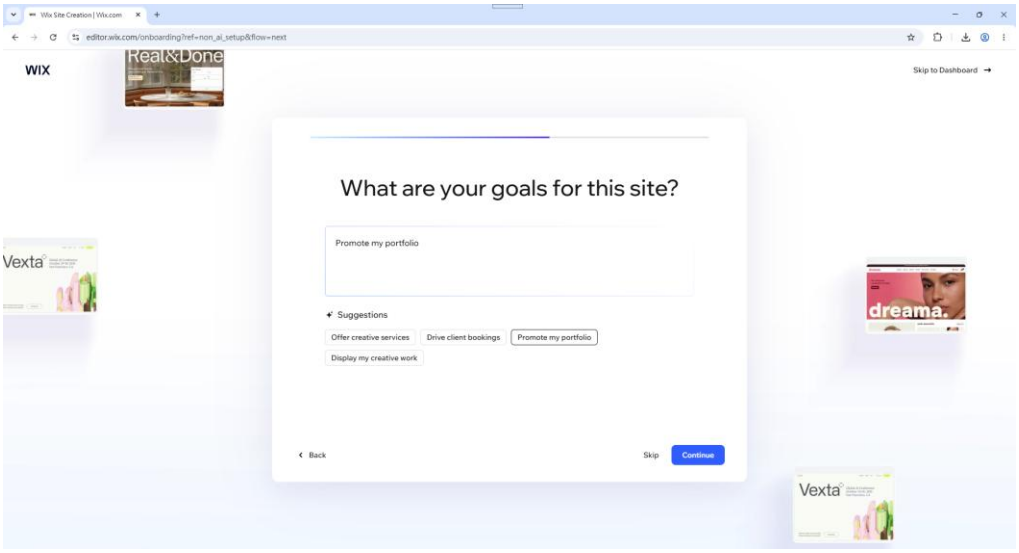
1. Select or input “Portfolio” and press **[Continue]**.



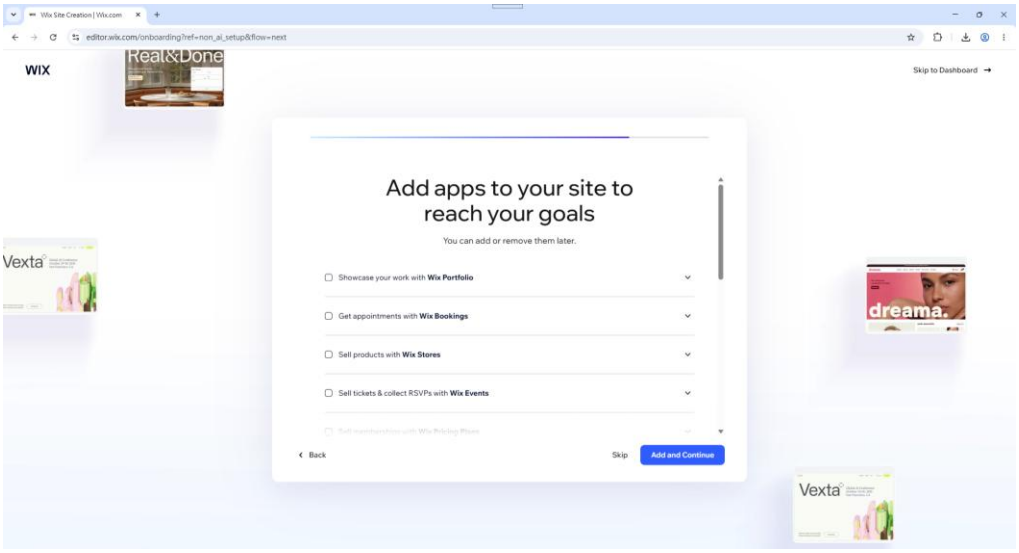
2. Input the name of your website such as “My Portfolio” and press **[Continue]**.



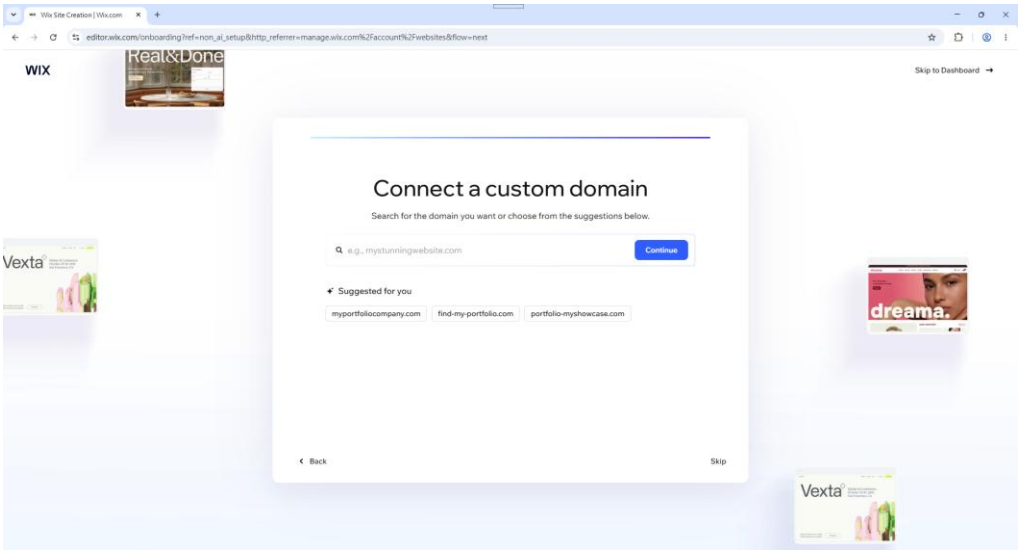
3. Select the goal of your website such as “Promote my portfolio”.



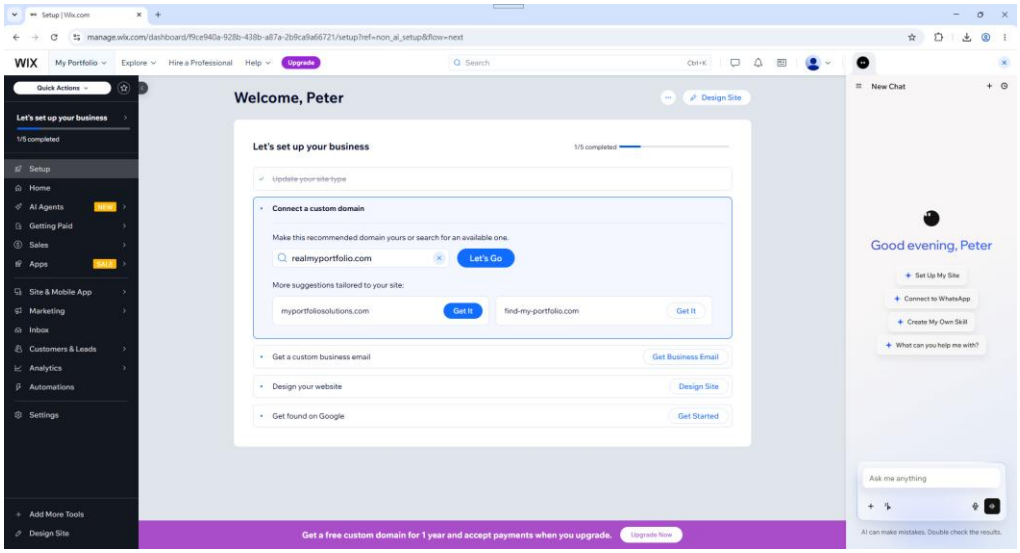
4. Unselect all apps and click **[Skip]**.



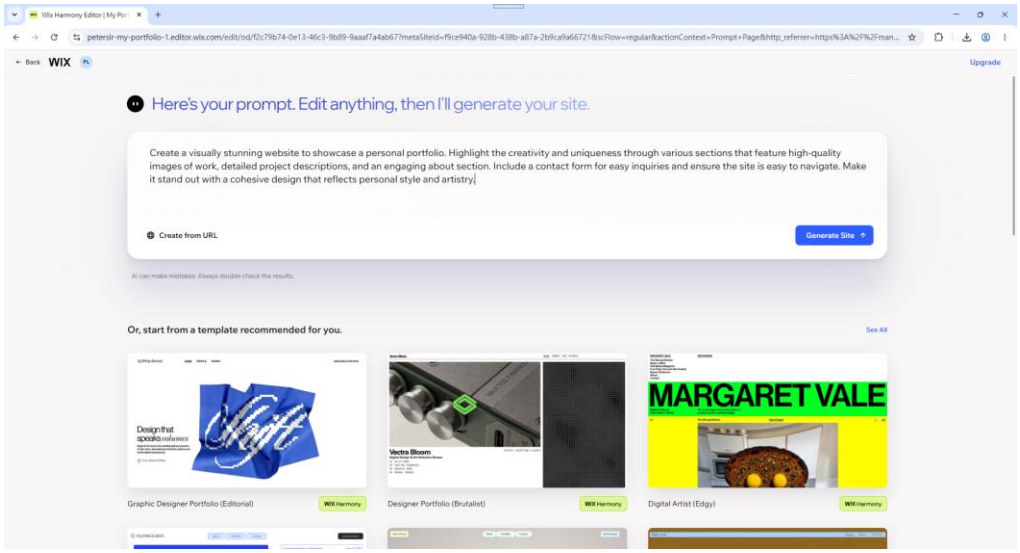
5. Click **[Skip]** when asking for a domain.



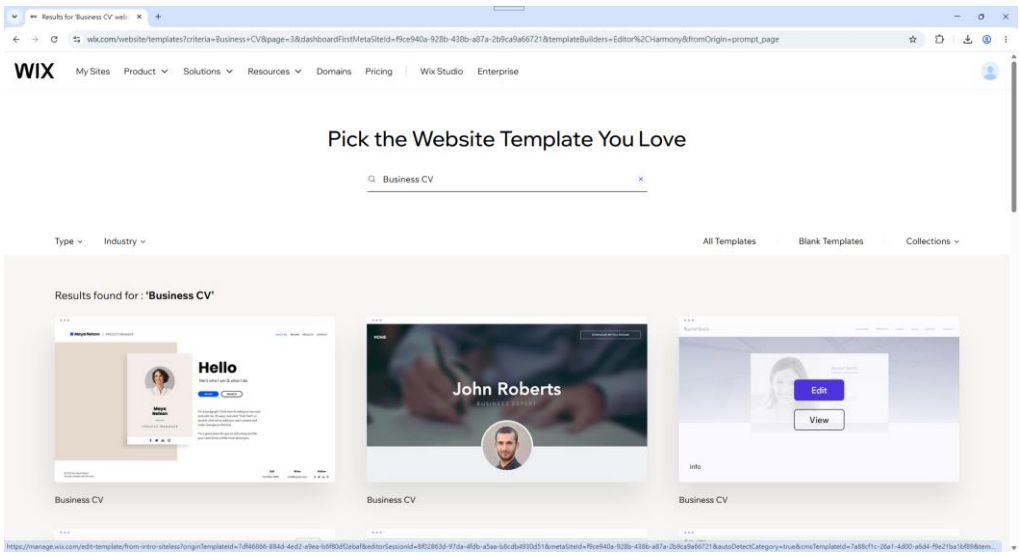
6. Click **[Design Sites]** in dashboard



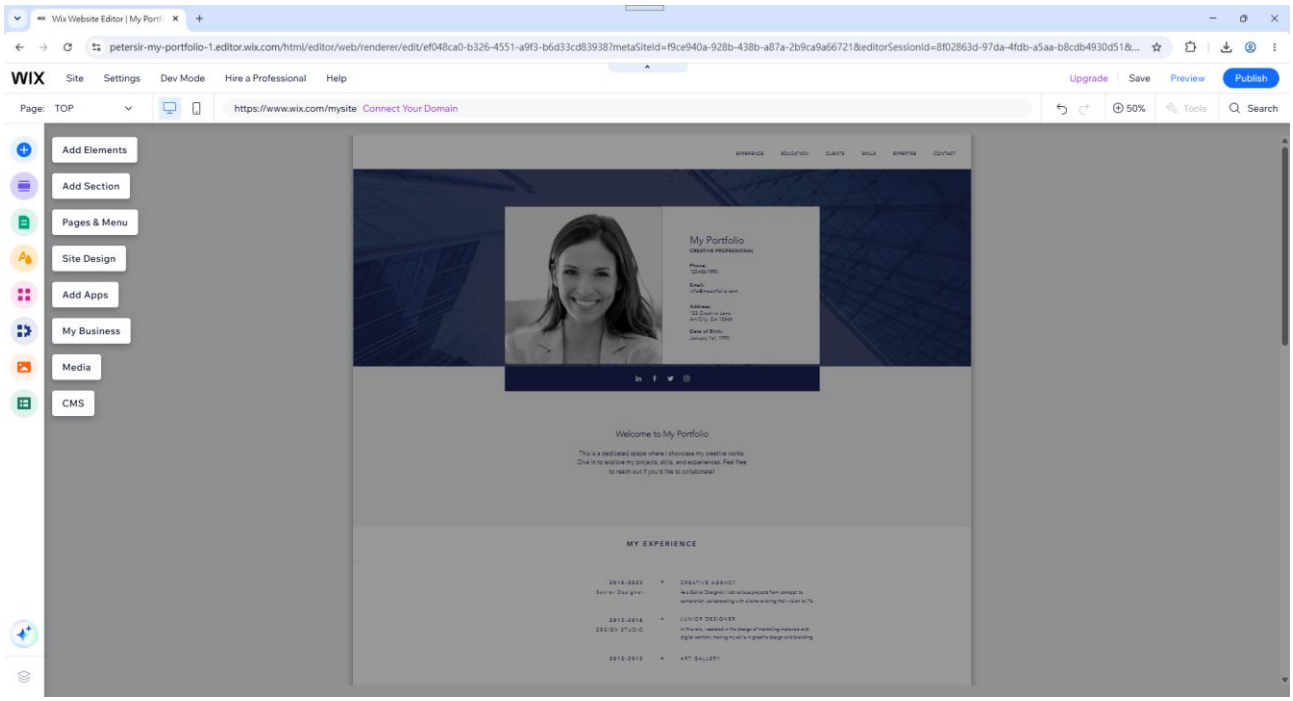
7. Skip the chat and click "**See All**" template, or browse https://www.wix.com/website/templates.



8. Search for "Business CV", and then click [Edit].

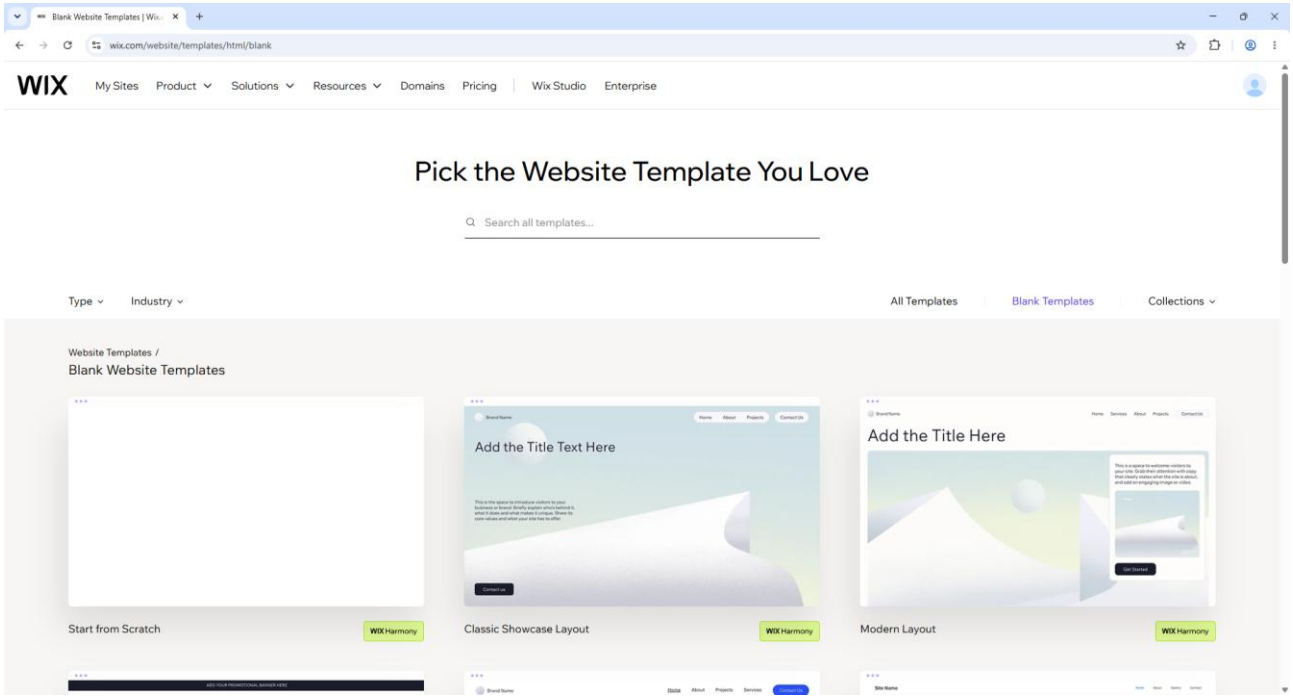


9. The website will be generated, Zoom it to 100% to start editing.



1.2.3 Starting from a Blank Canvas (Scratch)

For complete design freedom without pre-set layouts or placeholder elements, you can build from scratch. Select a blank template (or wireframe layout) inside the standard Wix Editor or use Wix Studio (Wix's advanced creation platform for agencies and designers). Then you can build every section, grid, and responsive breakpoint from the ground up, giving you full control over spacing, animations, and custom code.

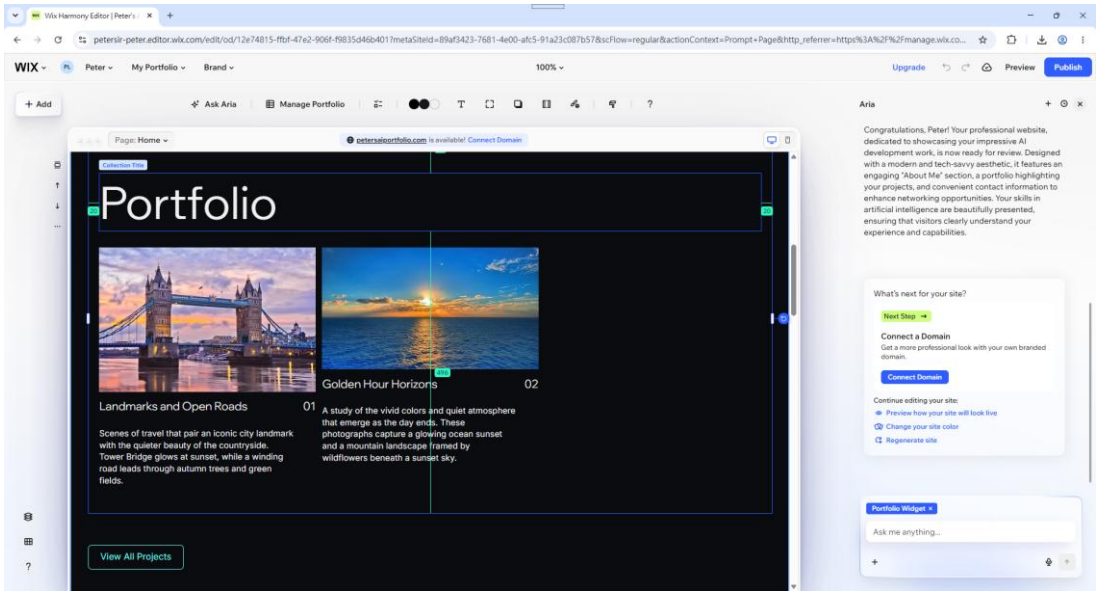


1.2.4 Duplicating an Existing Wix Site

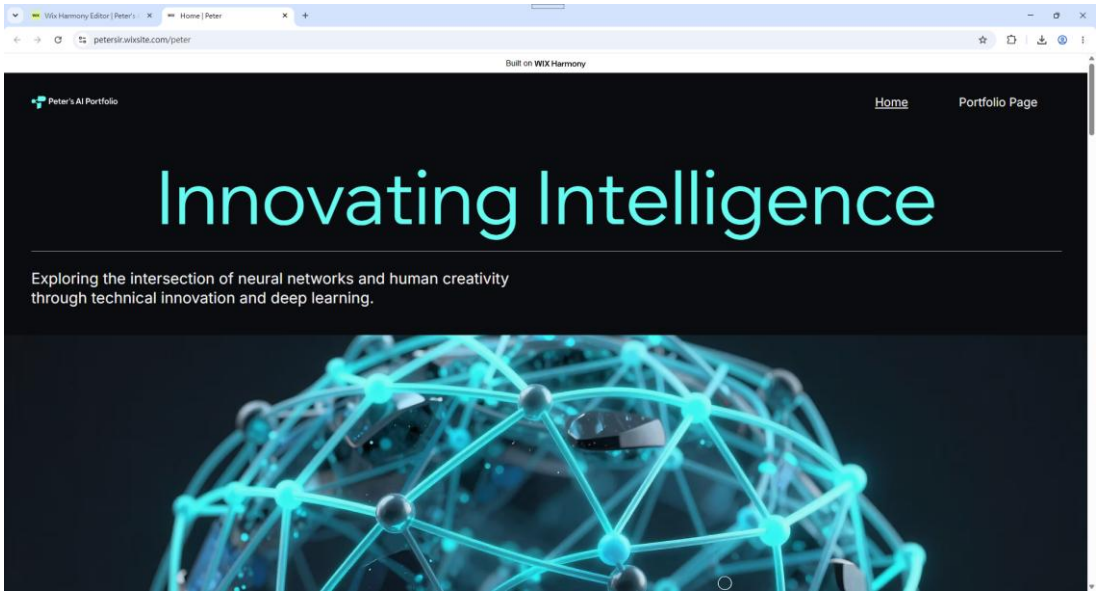
If you already have a site in your account and want to launch a similar one or test a major redesign, you don't need to start over. Go to your Wix Dashboard, click the All Sites dropdown in the top-left corner, and select the option to duplicate an existing site. Then Wix creates an exact copy of your design, pages, and media (excluding sensitive business data like store orders or contacts) so you can edit and launch it independently.

1.3 Publish

1. Click on [Publish] to publish your website to public



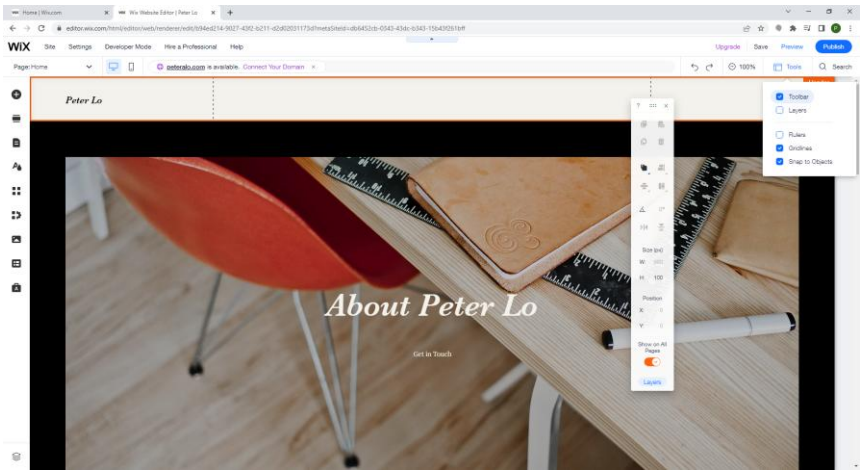
2. Now everyone can see your website in Internet



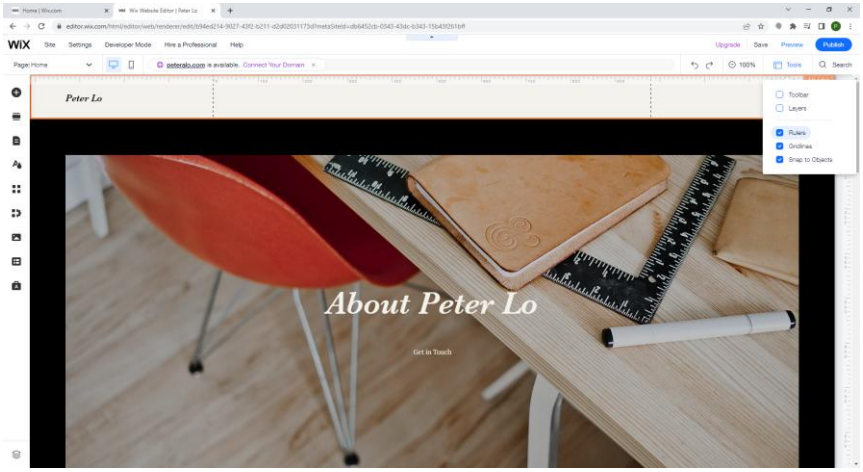
2. Website Editing

2.1 Personalize Toolbar

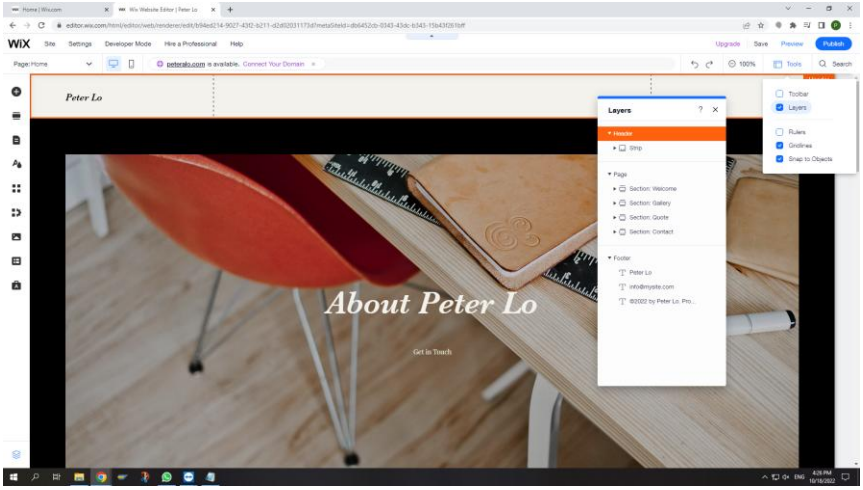
1. To show the Toolbar, tick “**Toolbar**” in “**Tools**” menu.



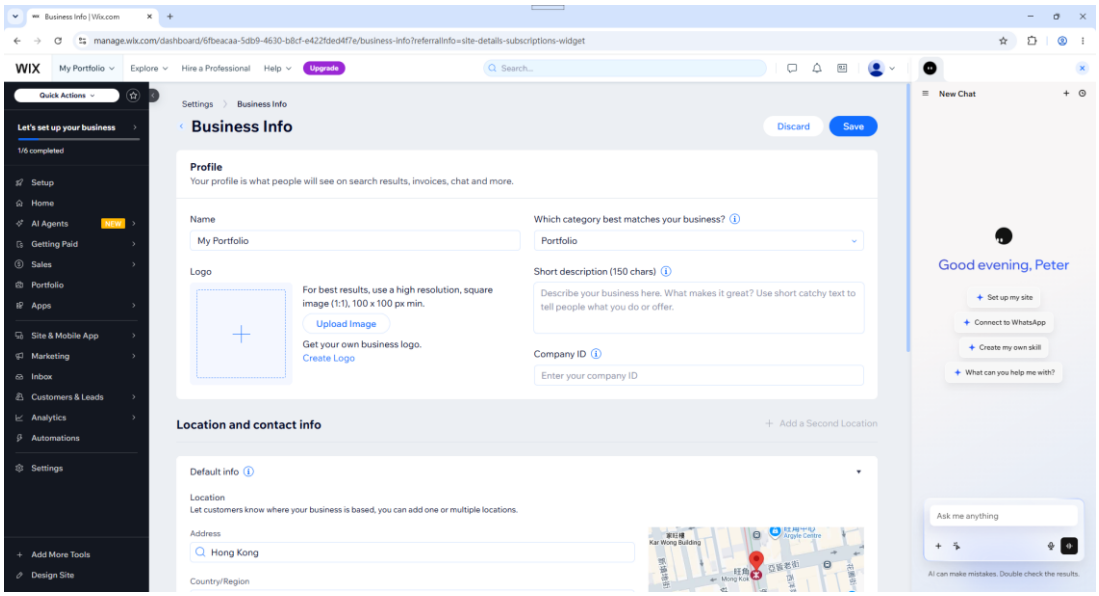
2. To show the rulers, tick “Rulers” in “Tools” menu.



3. To show the layers, tick “Layers” in “Tools” menu. Then you can get the structure for whole web.



2.2 Fill up Business Info



2.3 Wix Portfolio

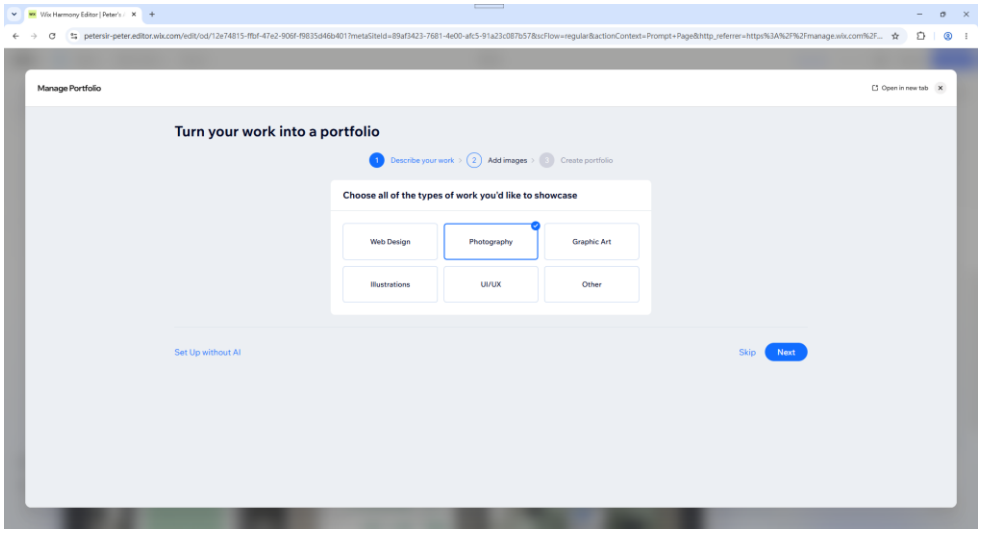
Wix Portfolio is a built-in Wix app and feature designed to help creatives and professionals showcase their work online. Instead of manually building individual gallery pages from scratch, you add the Wix Portfolio App to your website to automatically structure, organize, and display your projects. When you add Wix Portfolio to a site, it automatically generates three dynamic page types so you only have to design the layout once:

- **Portfolio Page**. Your main gallery homepage that displays all of your different project categories.
- **Collection Pages**. Category pages that group related work together (for example, separating "Weddings" from "Portraits" or "Branding" from "Web Design").
- **Project Pages**. Dedicated pages for individual pieces of work that hold high-resolution images, videos, descriptions, dates, and client details.

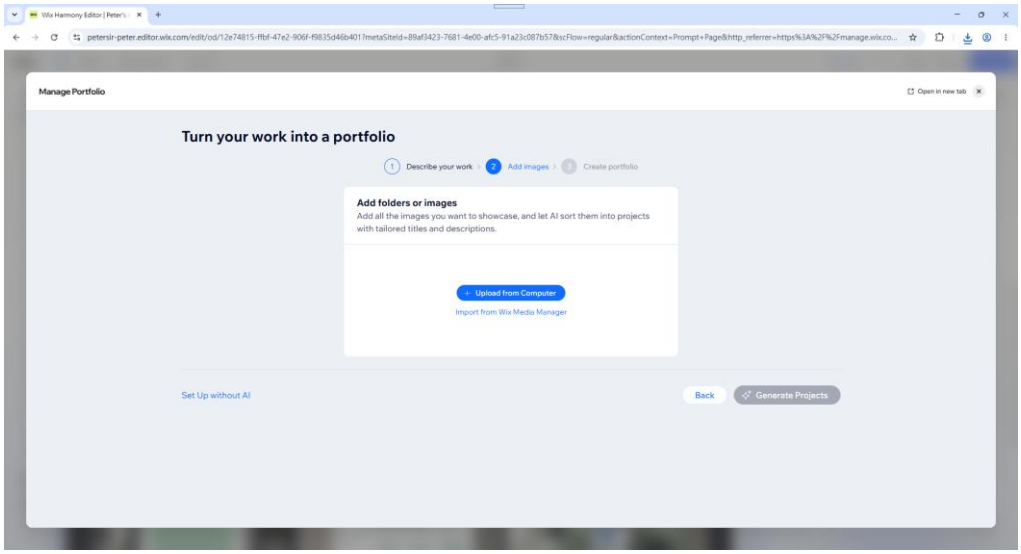
There are several key features for Wix Portfolio App:

- **Dashboard Management.** You can upload new projects, edit descriptions, and rearrange collections directly from your Wix dashboard or mobile app without having to open the full website editor or republish your site.
- **Automatic Optimization.** Wix automatically optimizes large images and supports video reels so your visual work loads quickly and stays crisp on both desktop and mobile screens.
- **Customizable Presets.** It includes designer-made gallery layouts, custom fonts, and navigation styles that adapt to fields like photography, graphic design, architecture, filmmaking, and writing.
- **SEO & Multilingual Support.** You can add custom alt text and SEO settings to individual projects and translate your portfolio into multiple languages using Wix Multilingual.

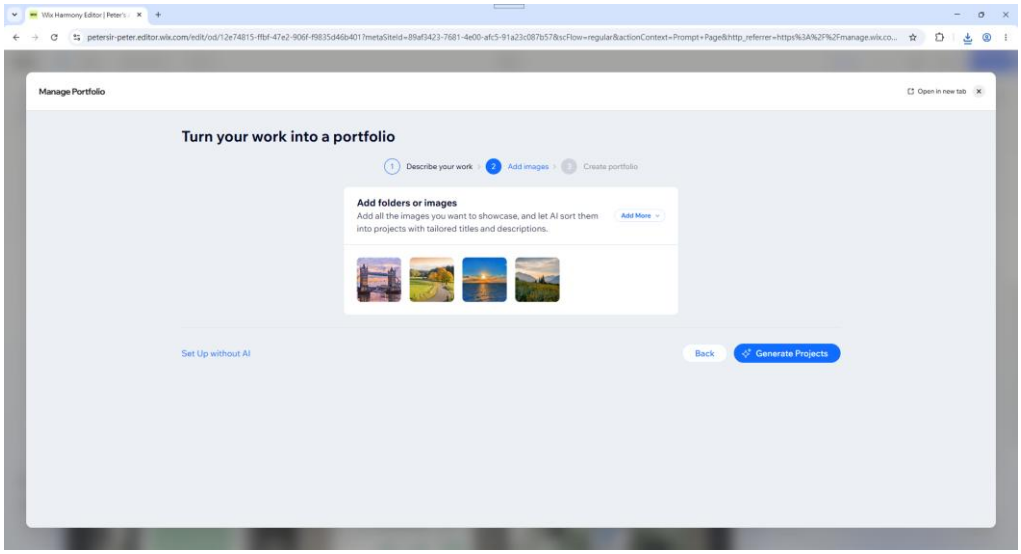
1. Select the type of showcase and press [Next].



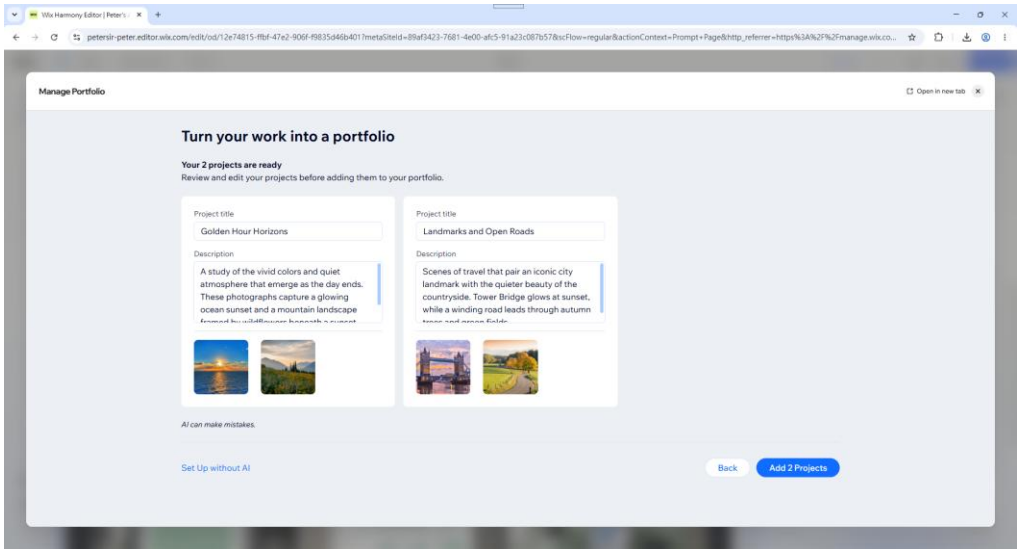
2. Upload the picture from your computer



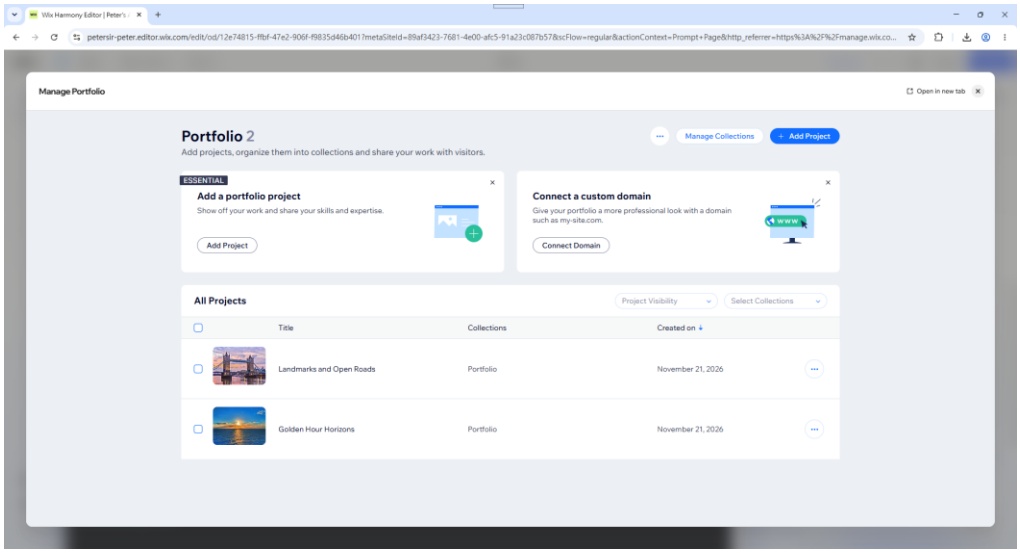
3. Press [Generate Project] after photo upload, system will automatically generate group the similar picture together and generate the text.

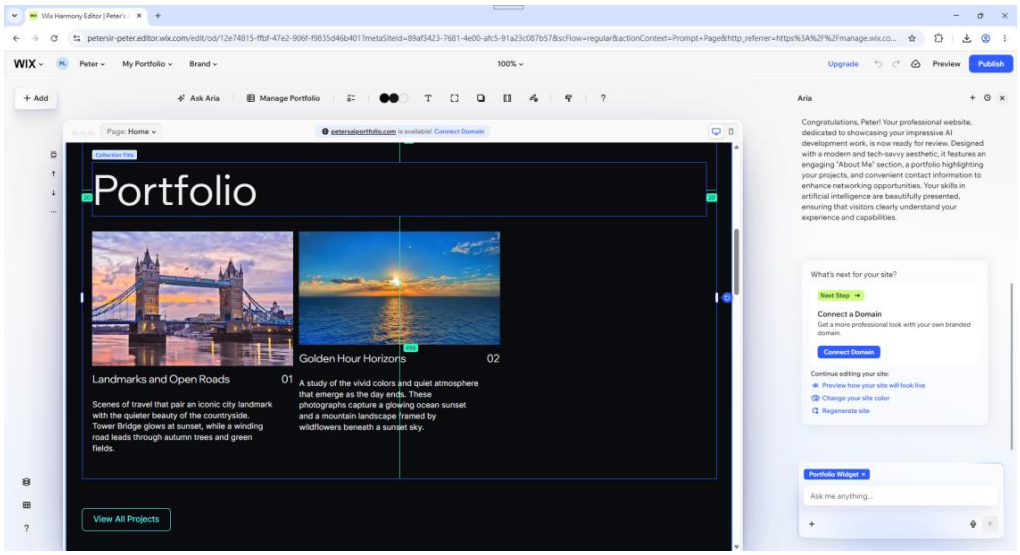


4. Now you can add these projects to your website.



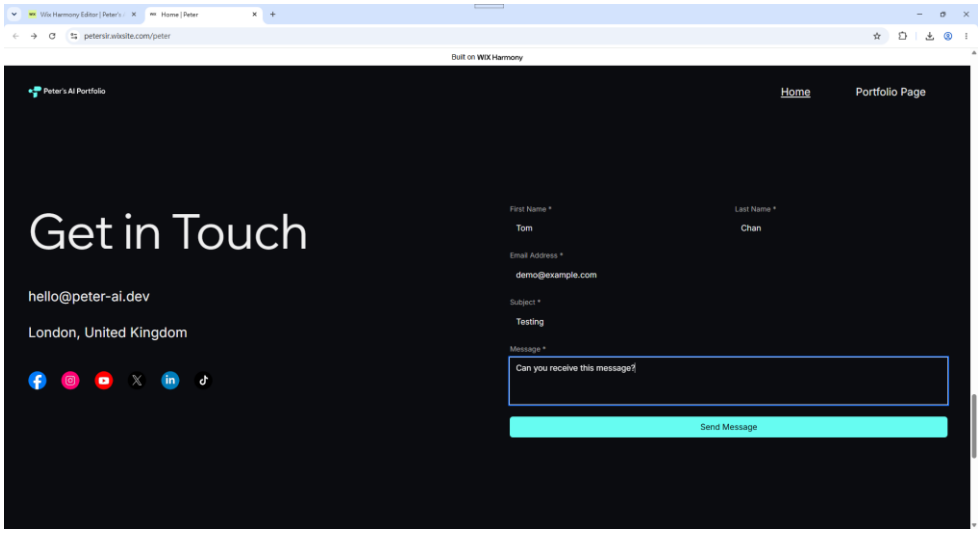
5. Close the Manage Portfolio dialog to return to your website.



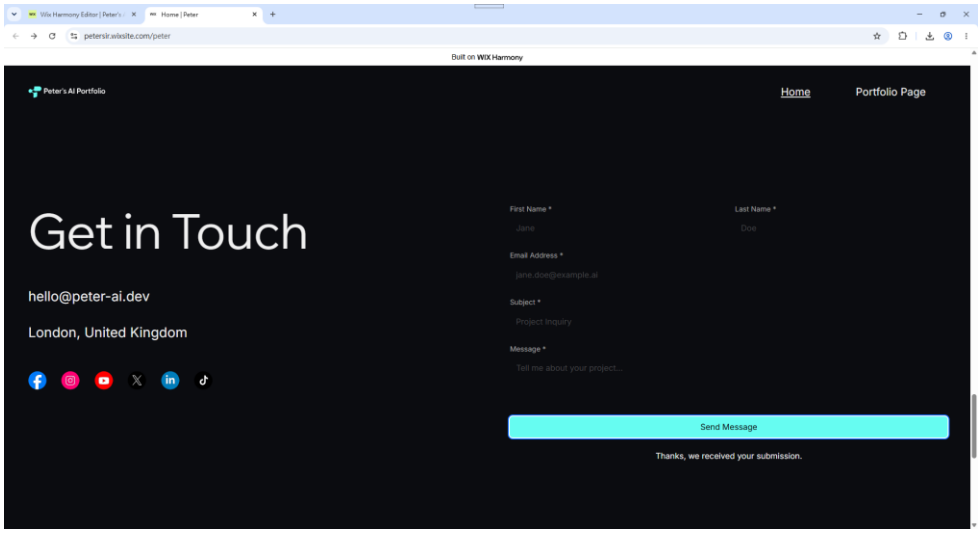


2.4 Message

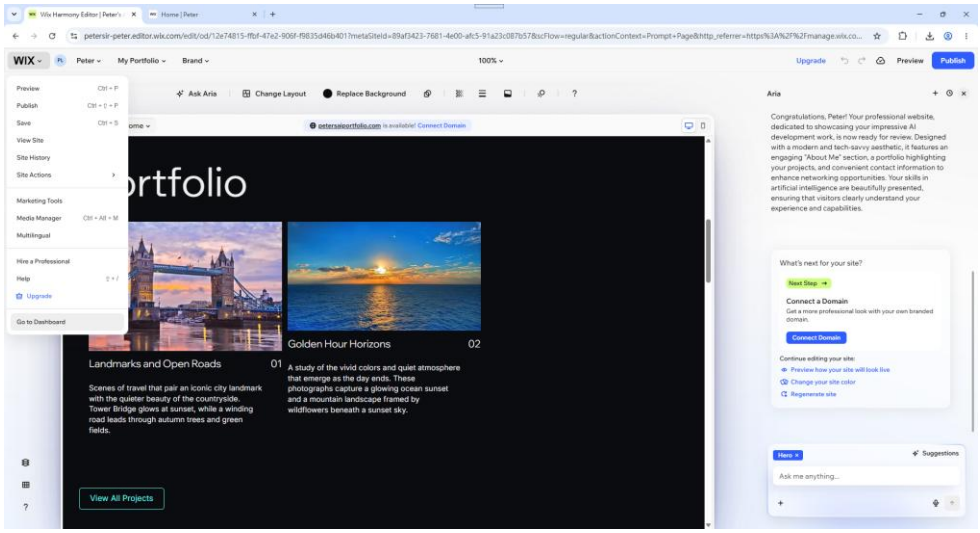
1. Let's scroll down the webpage to "Get in touch", and then leave a message.



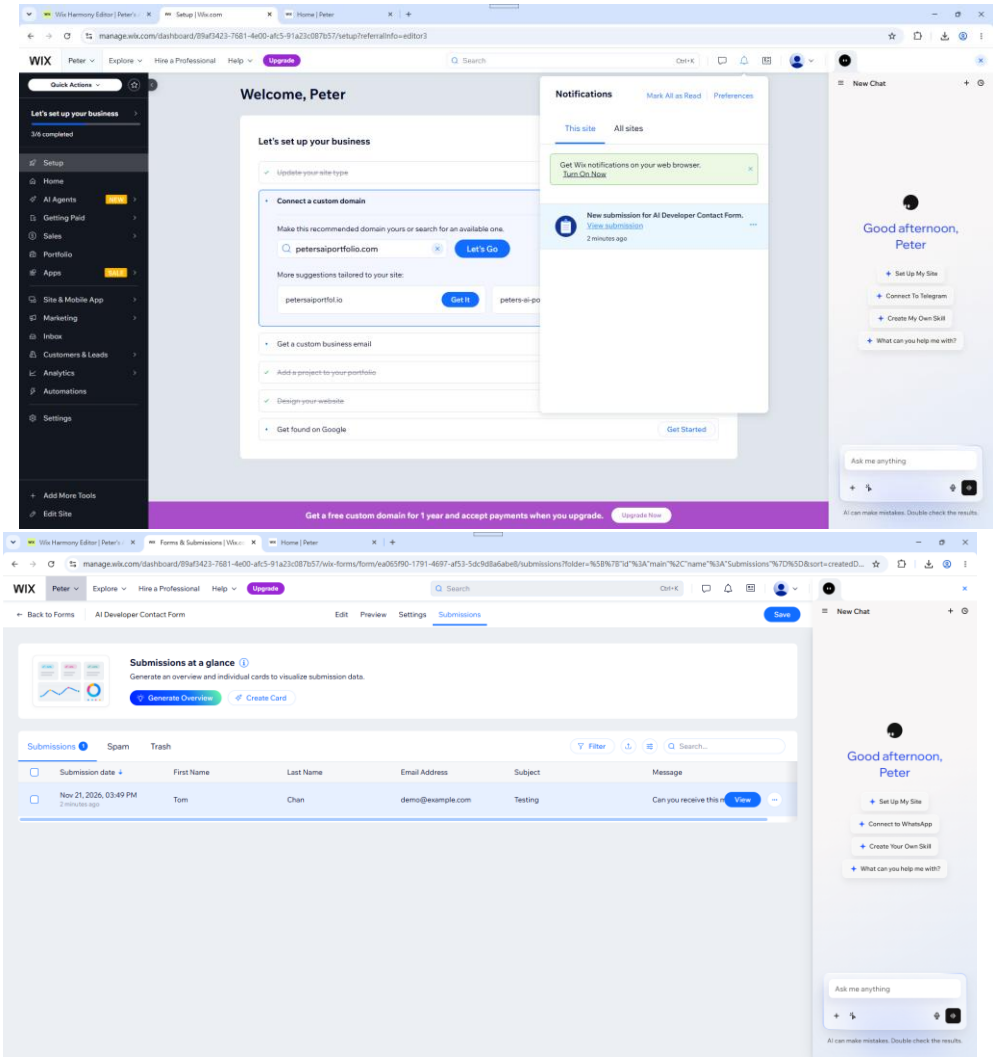
2. Once the visitor click **[Send Message]**, the message will send to Dashboard and your mail box.



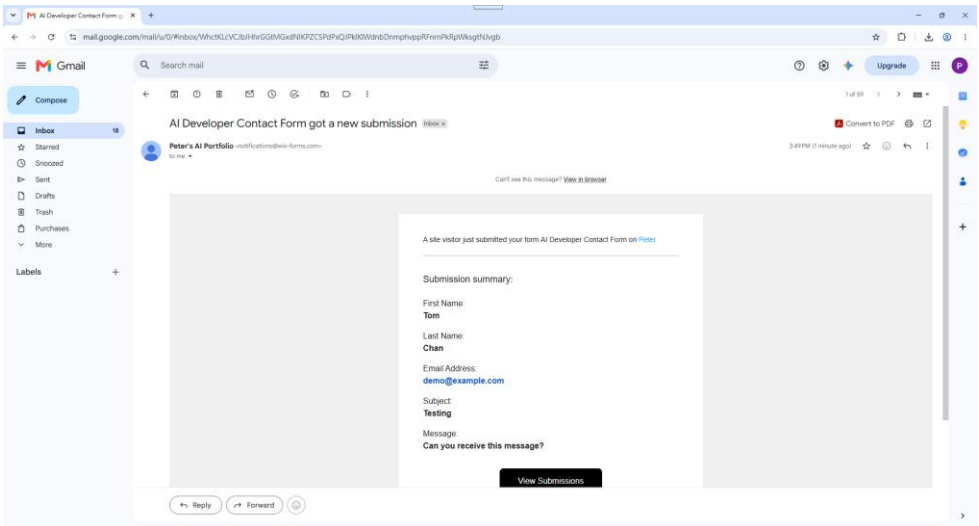
3. In order to display the message, you can go back to Dashboard.



4. Then click on the notification to read the new message.



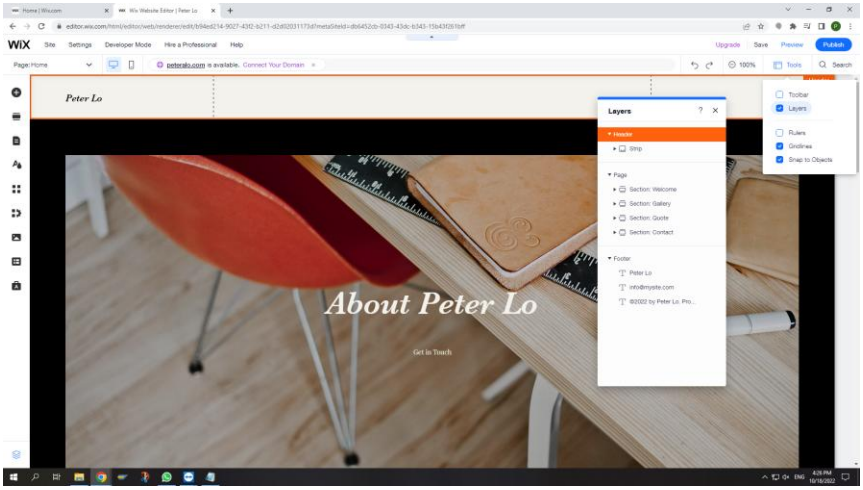
4. Besides, you can also read the message in your registered mailbox.



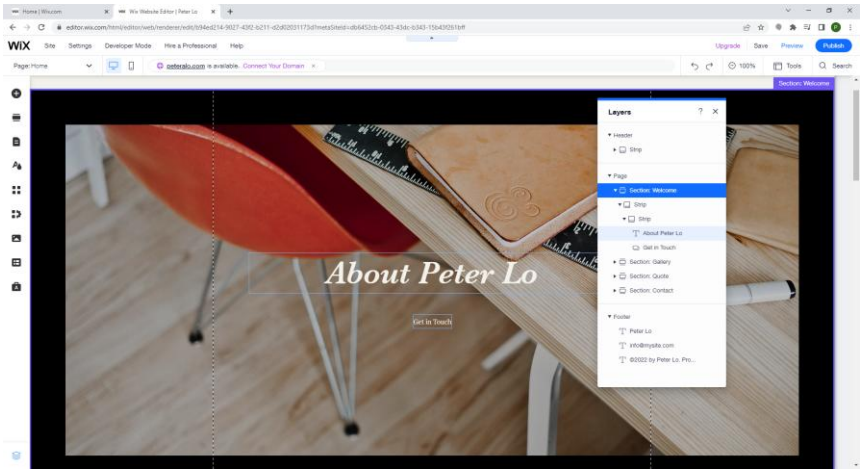
2.5 Header Section

2.5.1 Introduction

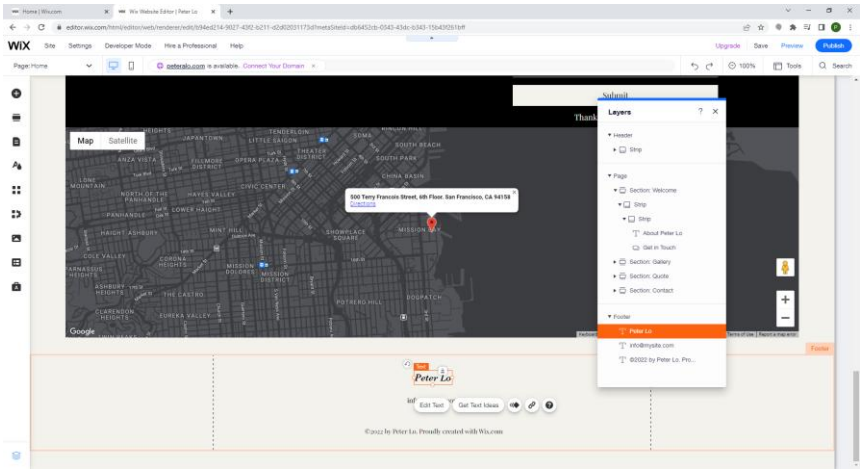
1. You can see that the elements inside the header are all orange, and every orange element will be applied to all pages.



2. This page is mostly made up of strips.

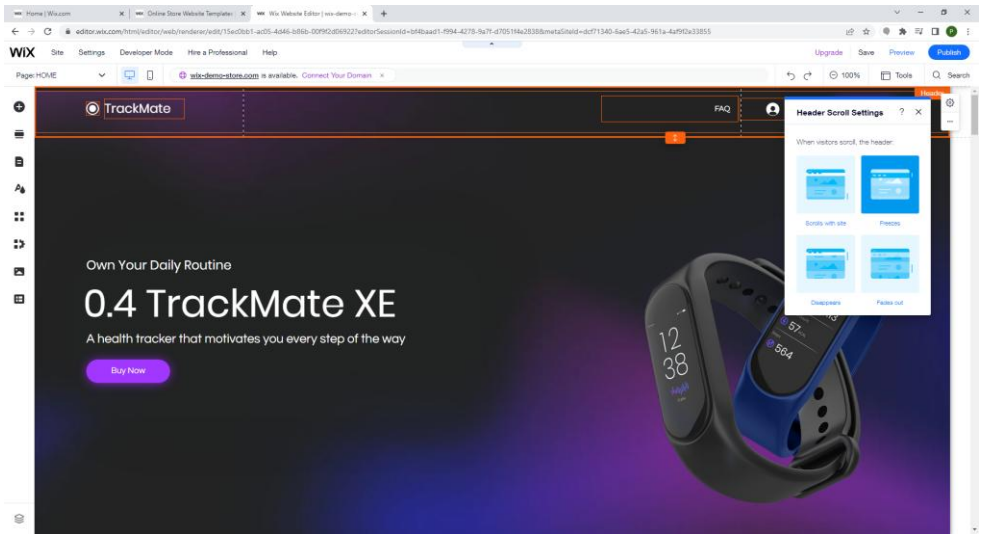


3. The footer elements are equally as important as the header.

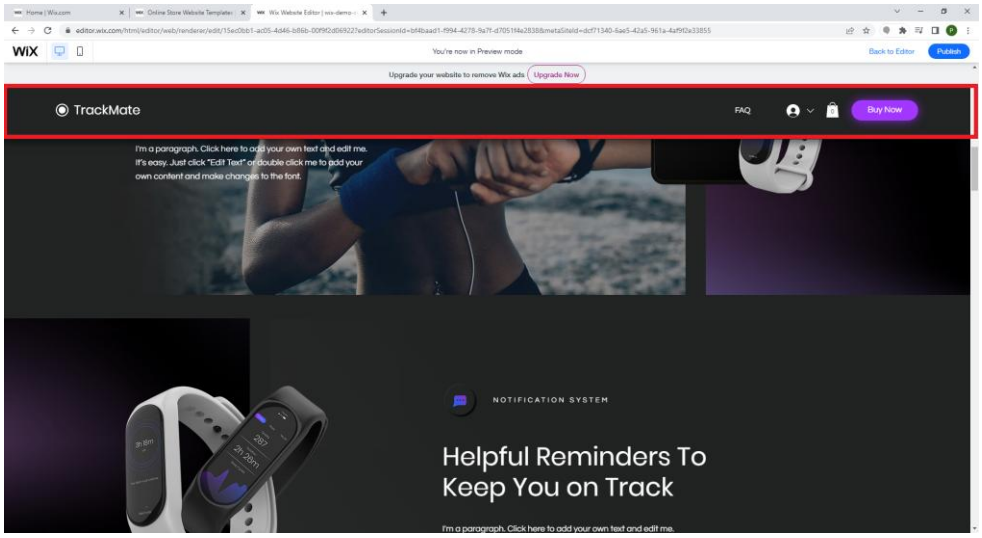


2.5.2 Change Header Scroll Setting

1. Click “Header Scroll Setting” and select “Freezes”.

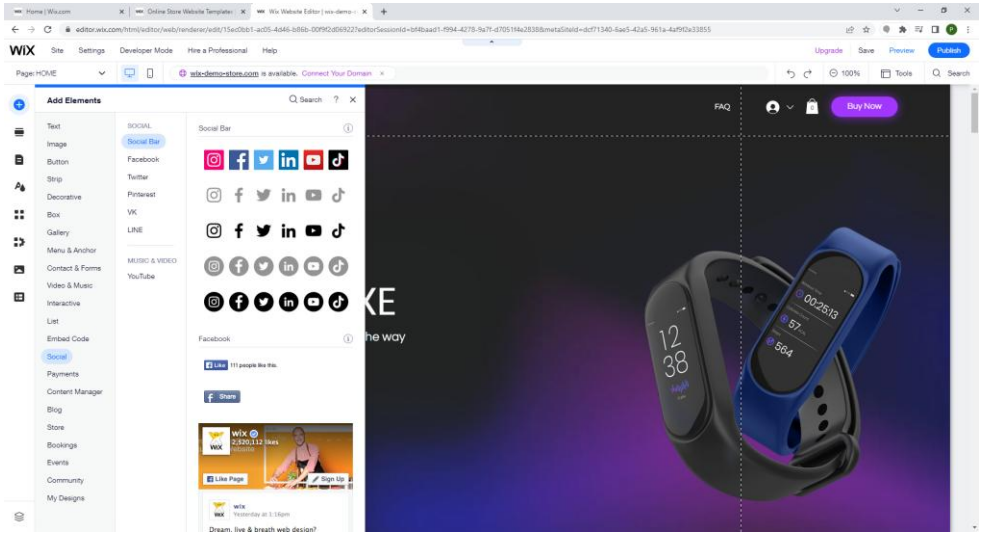


2. The header will freeze on top.

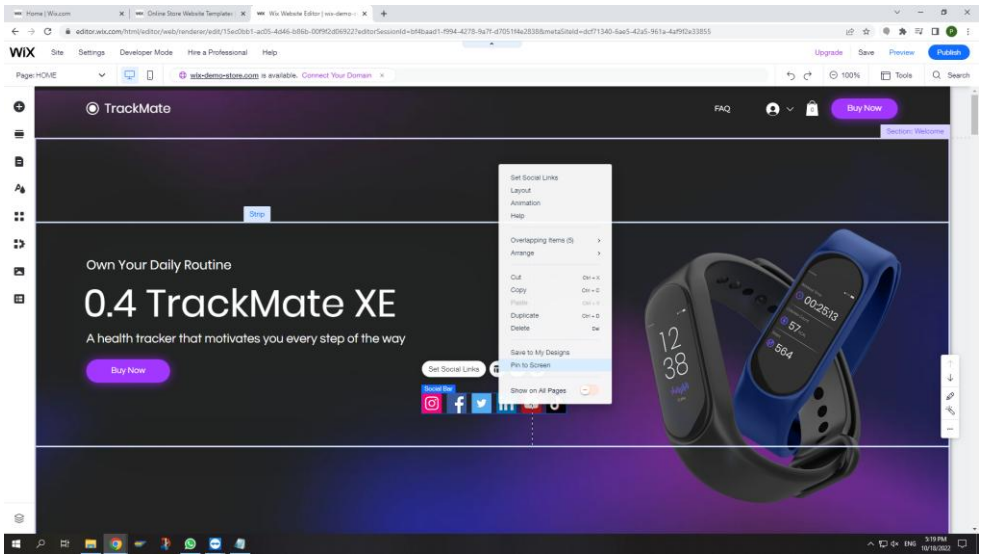


2.6 Pin an Element

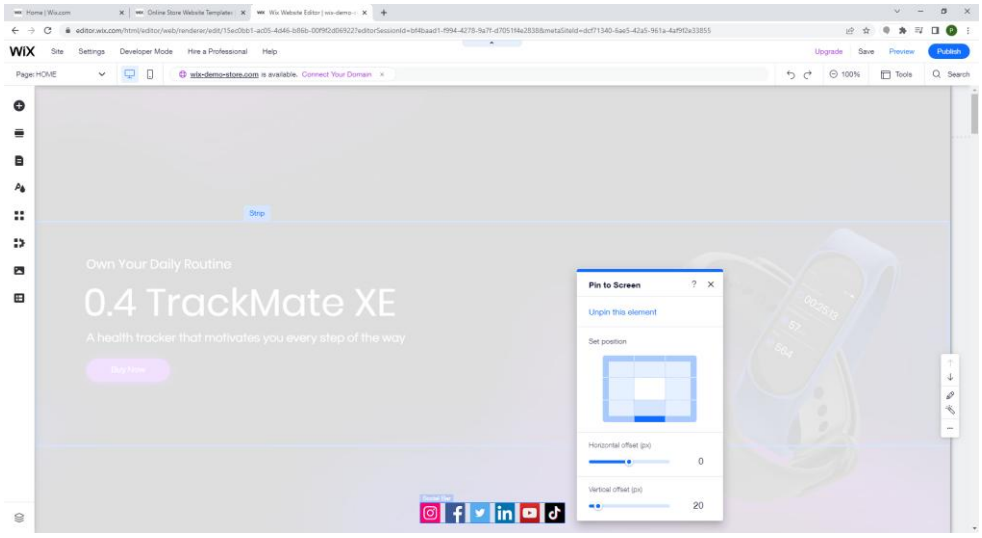
1. Select “Add Element” in left panel. In “Social”, select the Social Bar you like. Then drag and drop to your website.



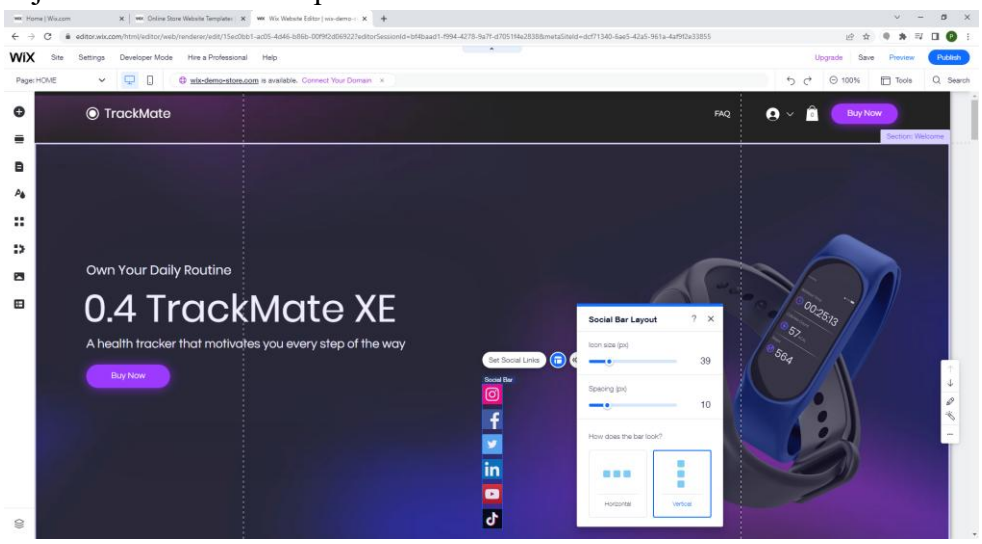
2. Right click the social bar and select "**Pin to Screen**".



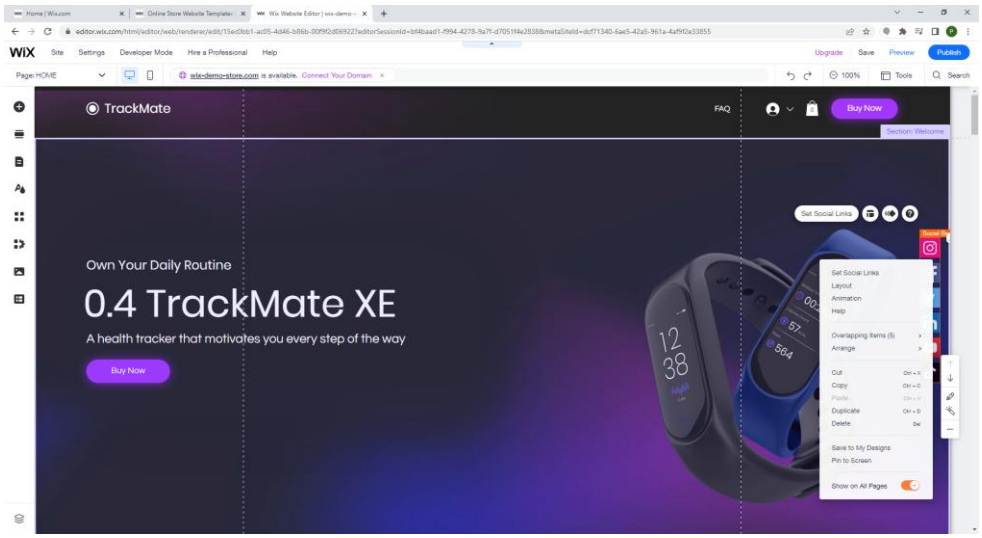
3. Select the position.



4. By using the "Social Bar Layout", you can change it from horizontal to vertical. Remember to adjust the Pin to Screen position.



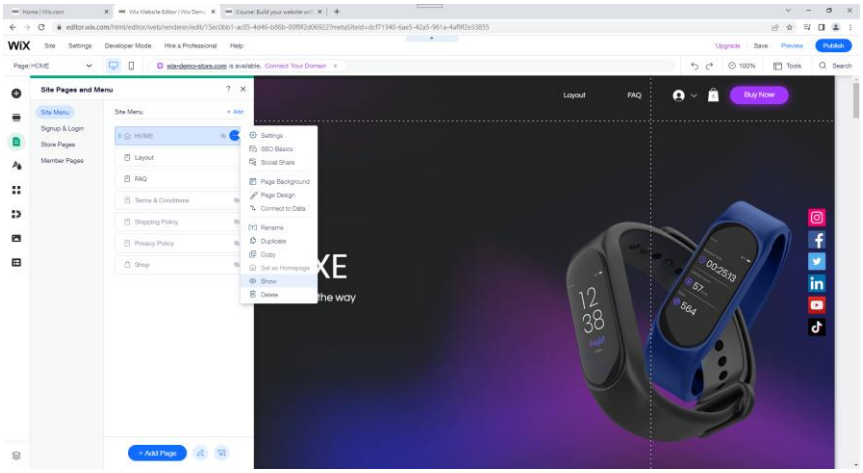
5. Right click the social bar and select “Show on All Pages”. Then you can see this bar even you scroll to another page.



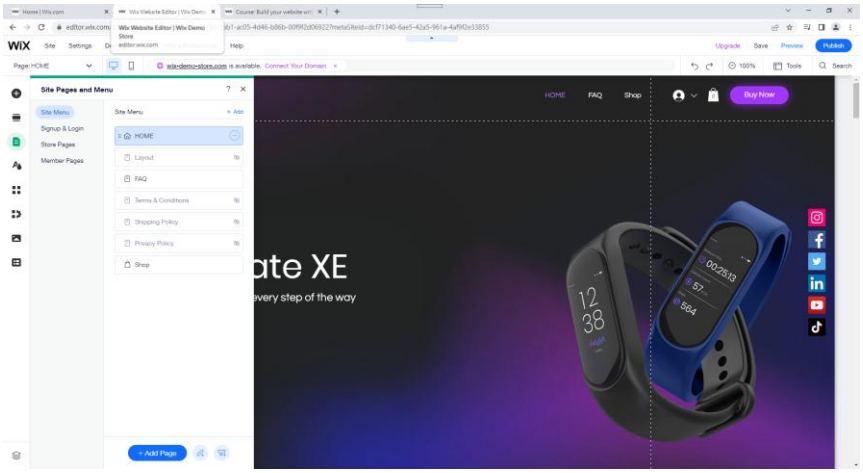
2.7 Manage Menu

2.7.1 Show/Hide Menu

1. To show or hide a page, select Site Menu, then right click on the page, use show or hide button for visibility.

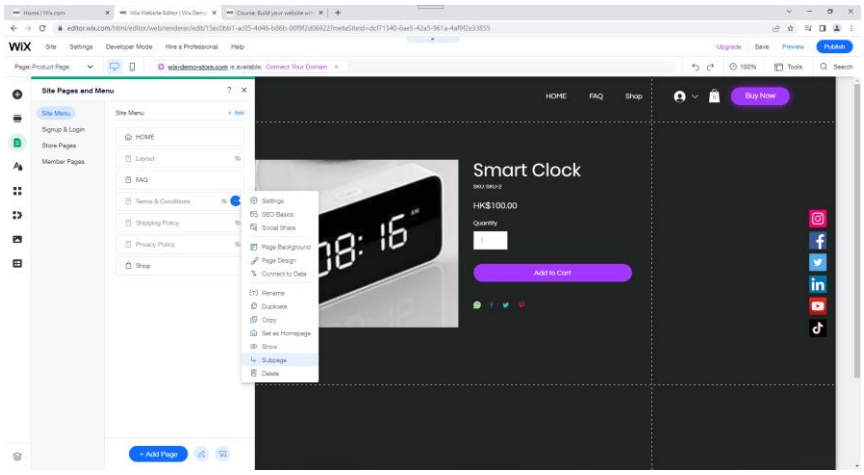


2. The menu on the top right is changed.

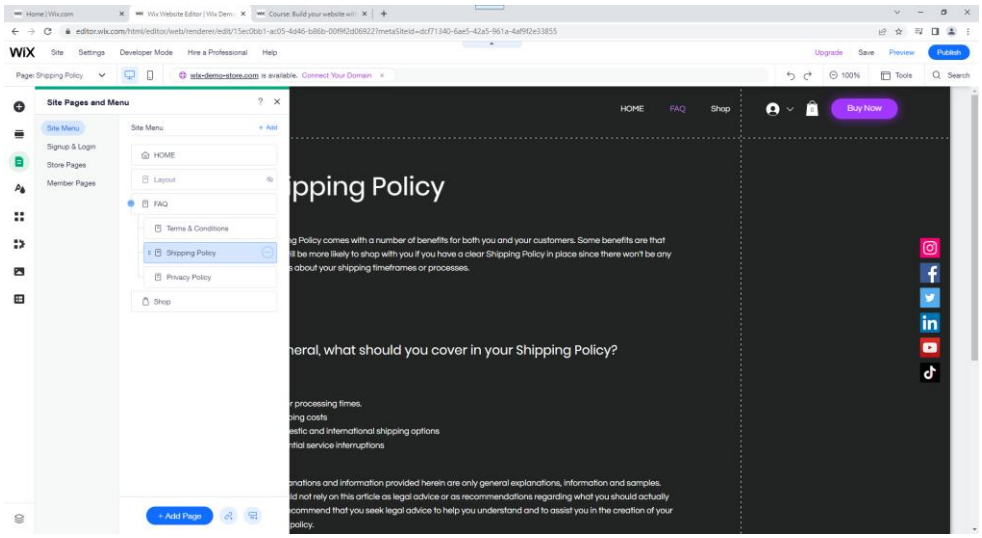


2.7.2 Create Sub Menu

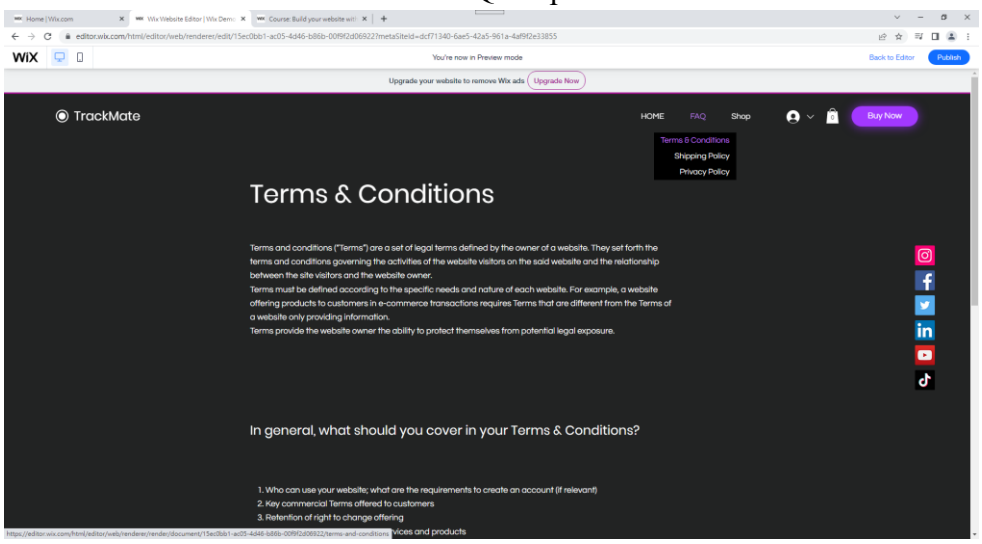
1. Select Site Menu and Page ➔ Site Menu. Select “Terms & Conditions”, click on […], and select “Subpage”.



2. Repeat these steps for "Terms & Conditions", "Shipping Policy", "Privacy Policy" page.

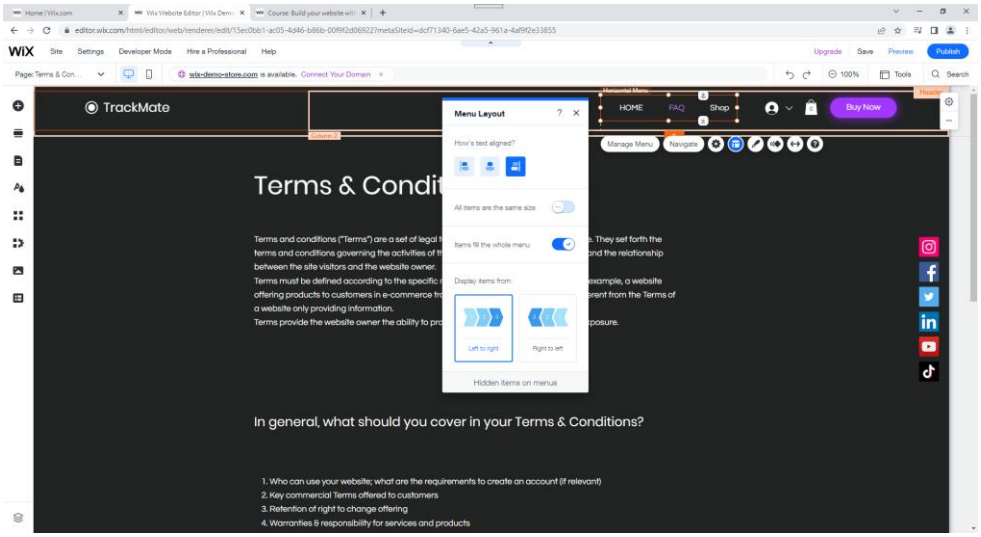


3. You can find the sub menu under “FAQ” in preview mode.

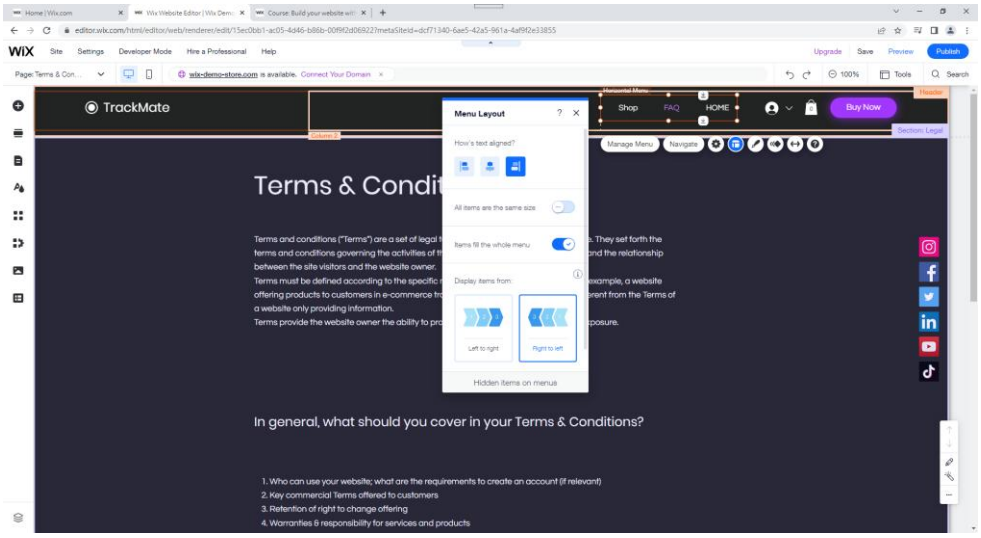


2.7.3 Menu Alignment

1. Click on [Manage Menu] button, and then you can change the text alignment.

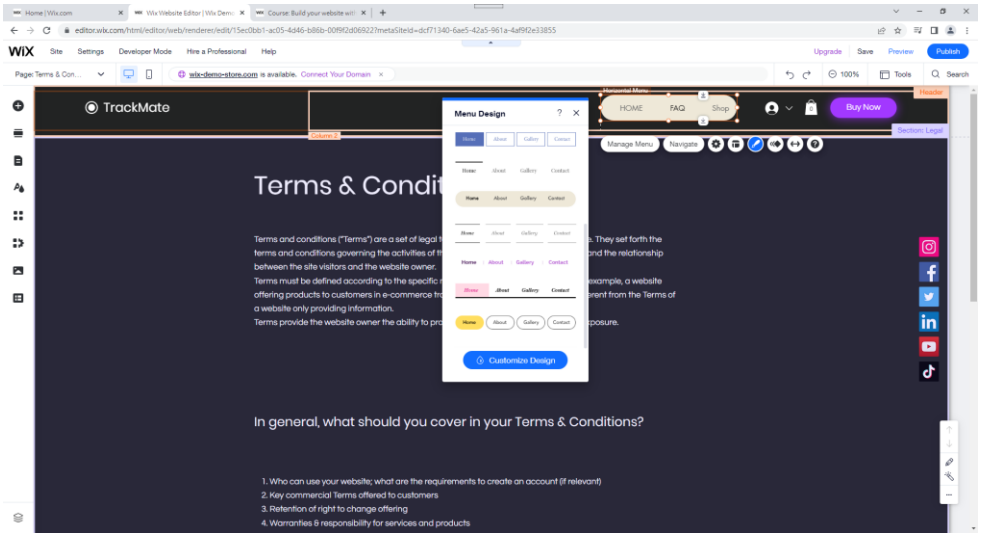


2. You can also change the menu text from “Left to Right” or “Right to Left”.



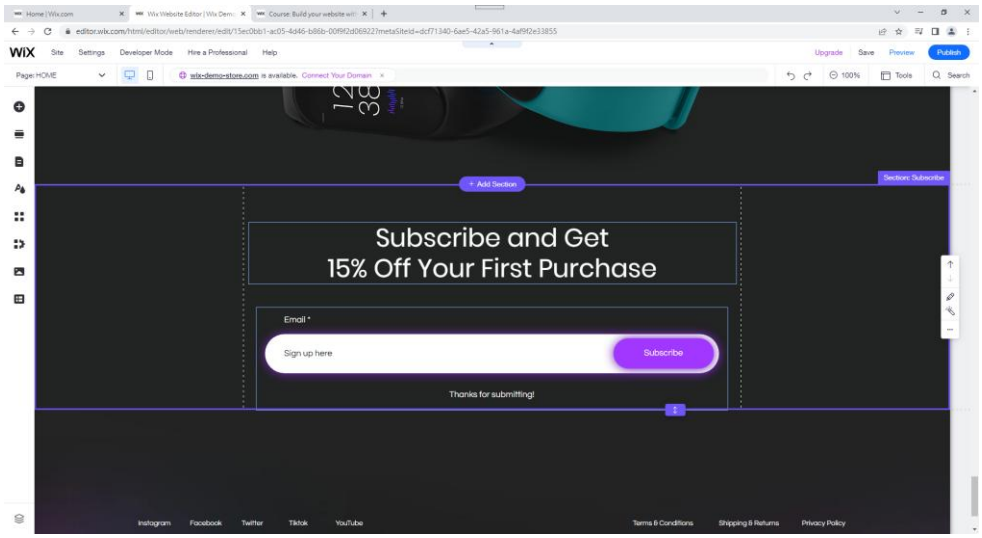
2.7.4 Menu Style

1. To change the Menu design, click on the menu design button, and select the style you like.

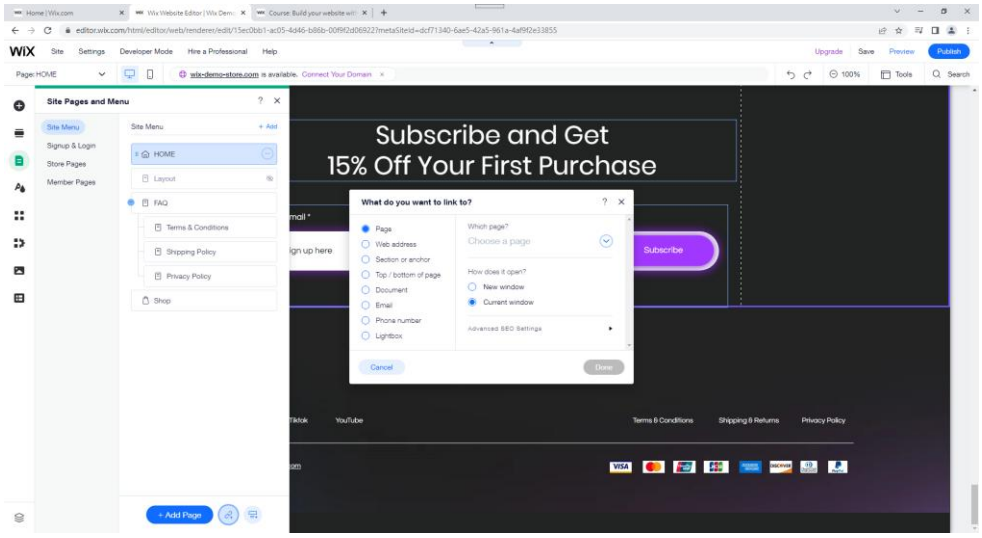


2.7.5 Add Anchor in Menu

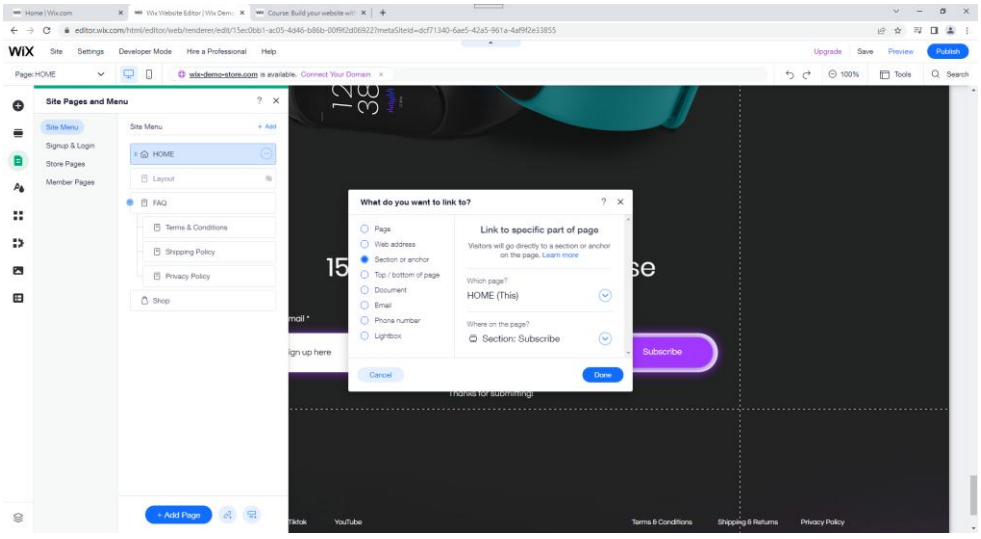
1. Select the Subscribe section.



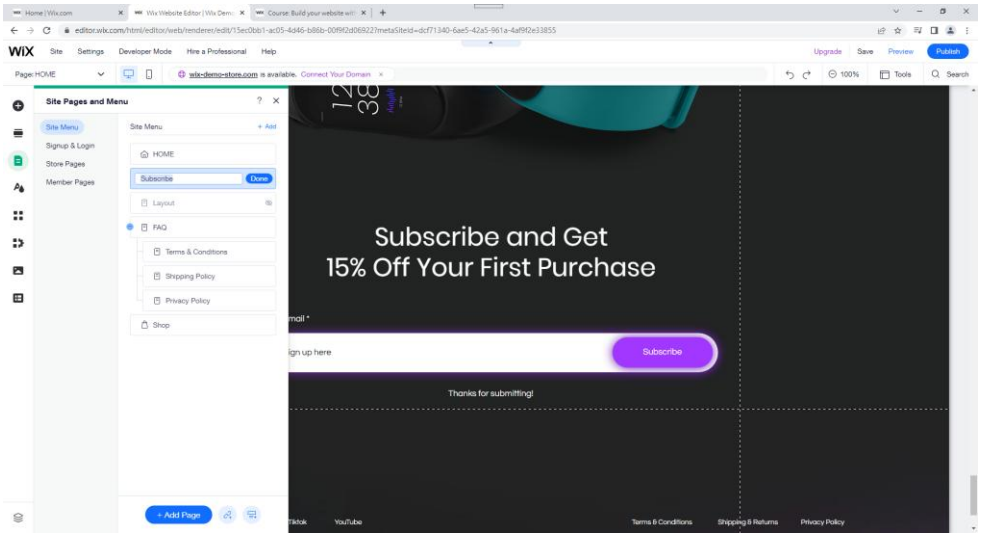
2. Select Site Menu, then click on “Add Link”



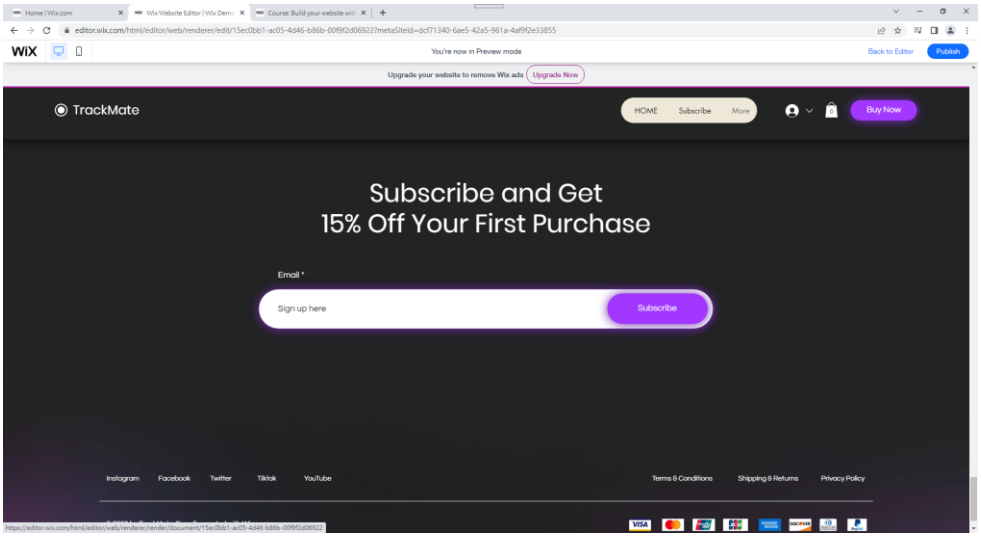
3. Select “Section and Anchor”, and select “Section: Subscribe” for the destination.



4. Confirm the name for the menu.

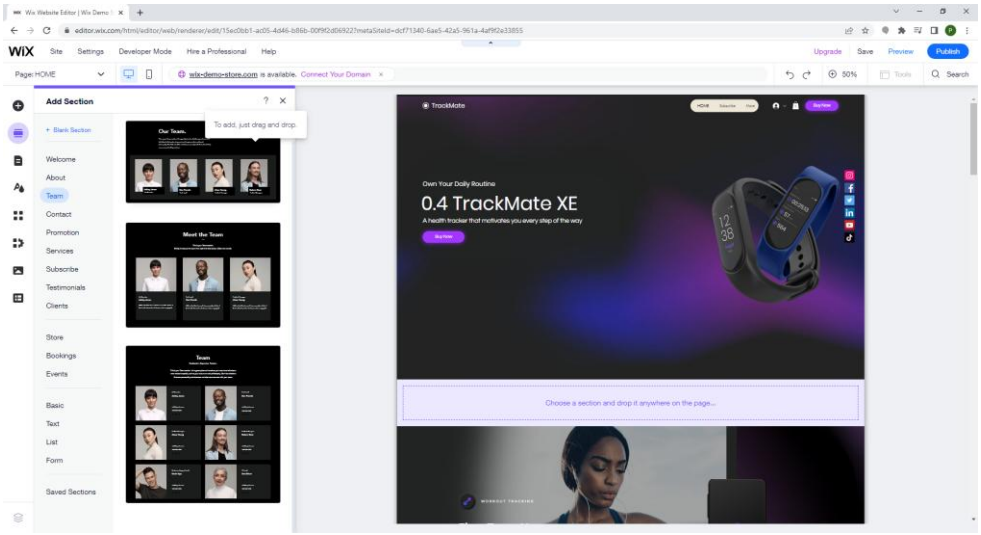


5. When you click the [Subscribe] button in preview mode, it will link to Subscribe section.

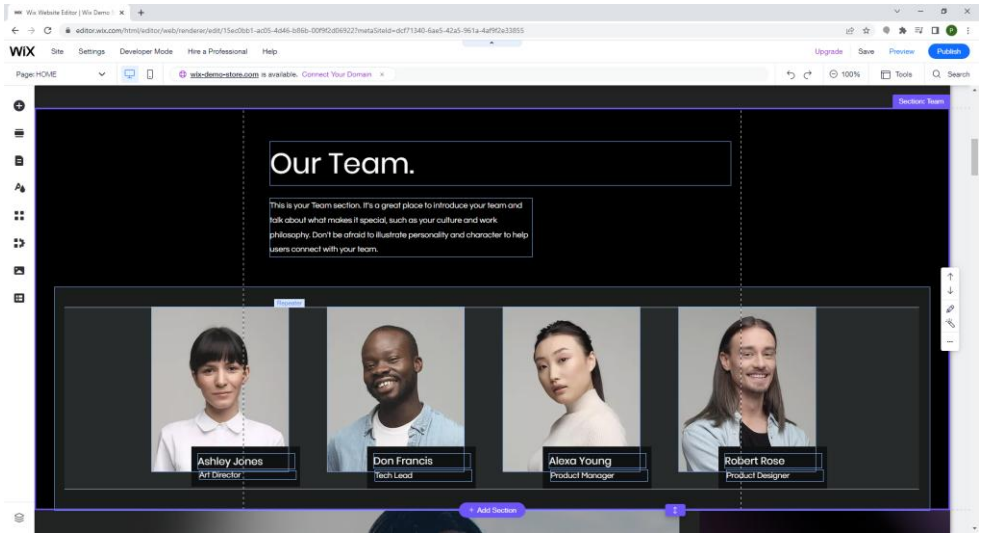


2.8 Add Section

1. In “Add Section”, select “Team”, drag and drop the section to your site

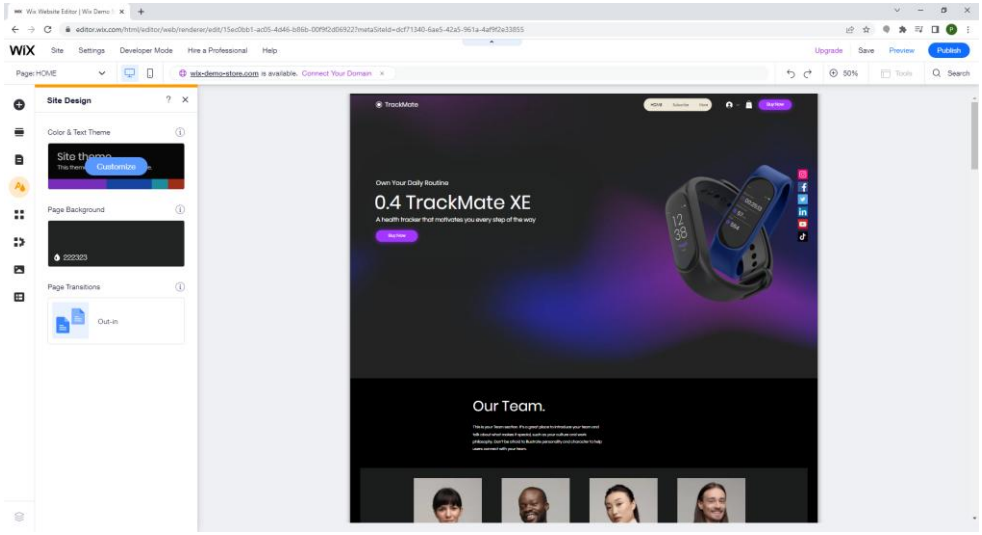


2. The new section will look like

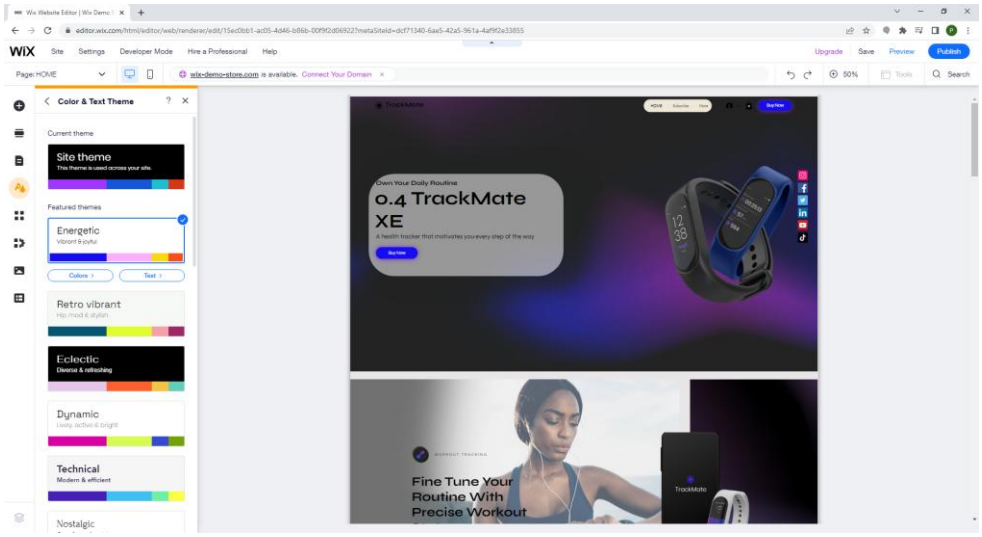


2.8.1 Change Site Design

1. Select "**Site Design**" in left panel.

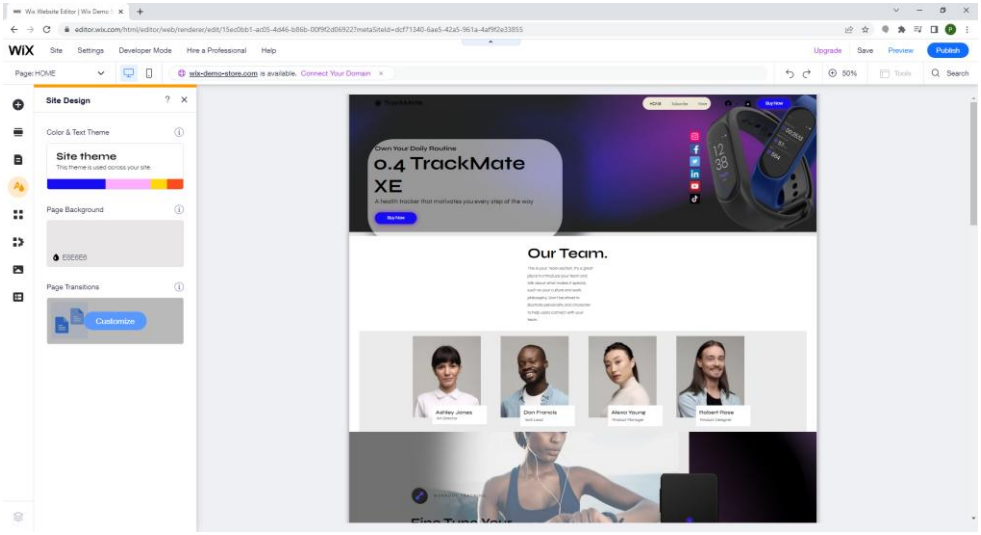


2. Select the theme you like.

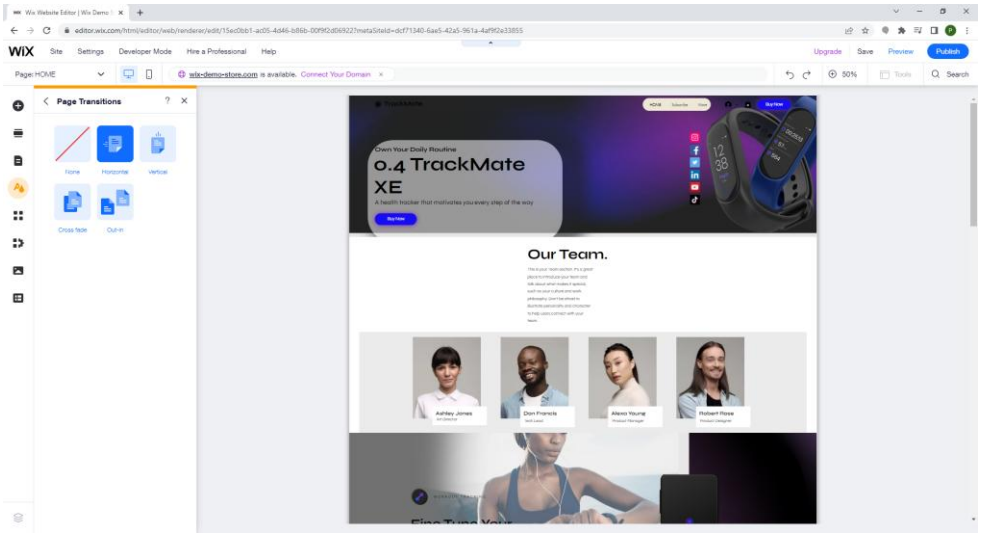


2.8.2 Page Transition

1. In left panel, select “Site Design” and click **[Customize]** in Page Transitions.



2. Select the transition animation you like

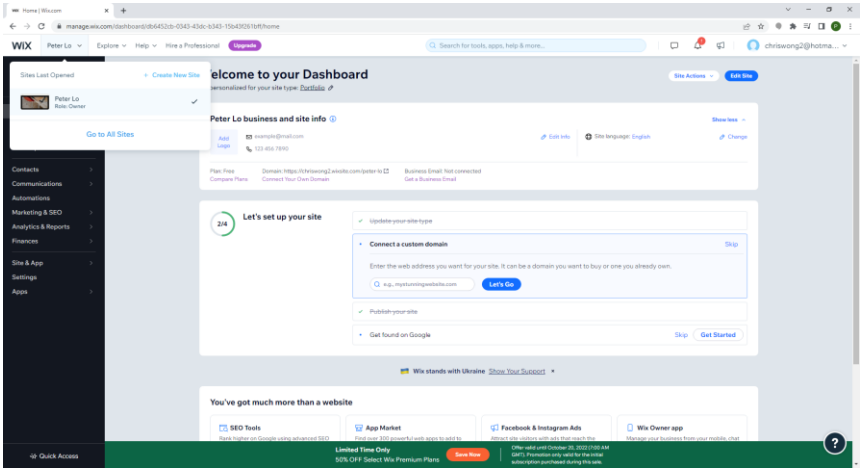


3. Create an Online Store

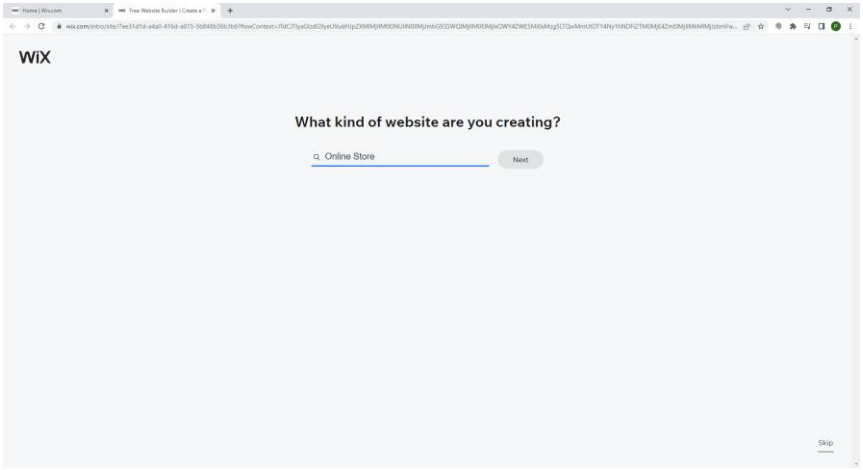
3.1 Create an Online Store from Template

3.1.1 Select a Template with Single Product

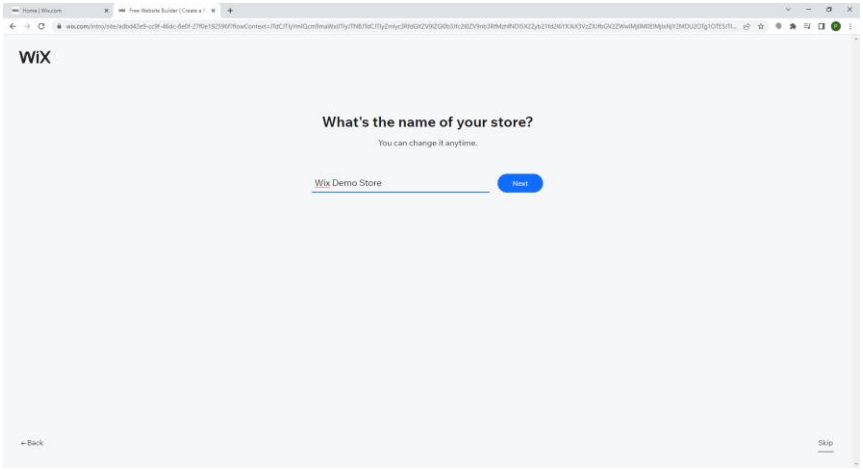
1. Select **[Create New Site]** in the dashboard.



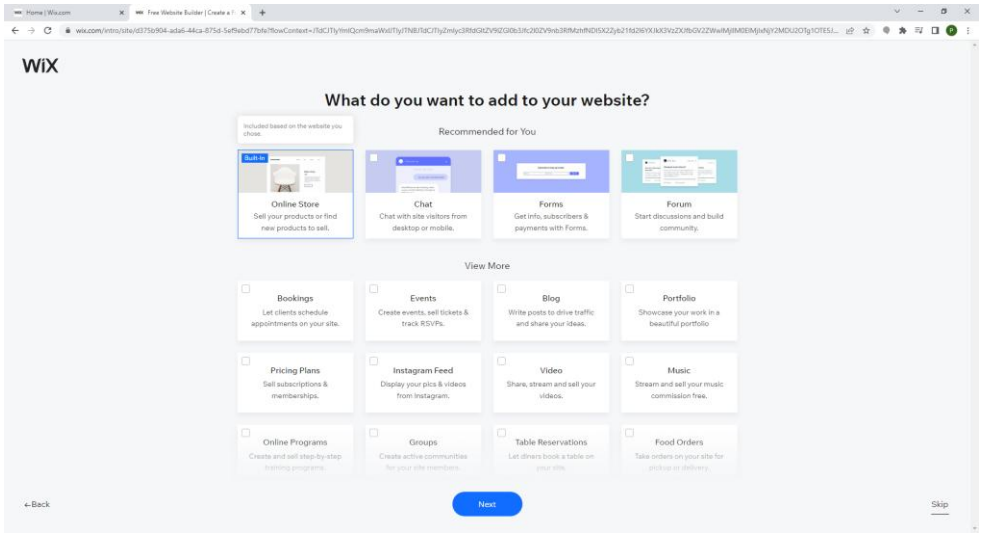
2. Input "**Online Store**" and press **[Next]**.



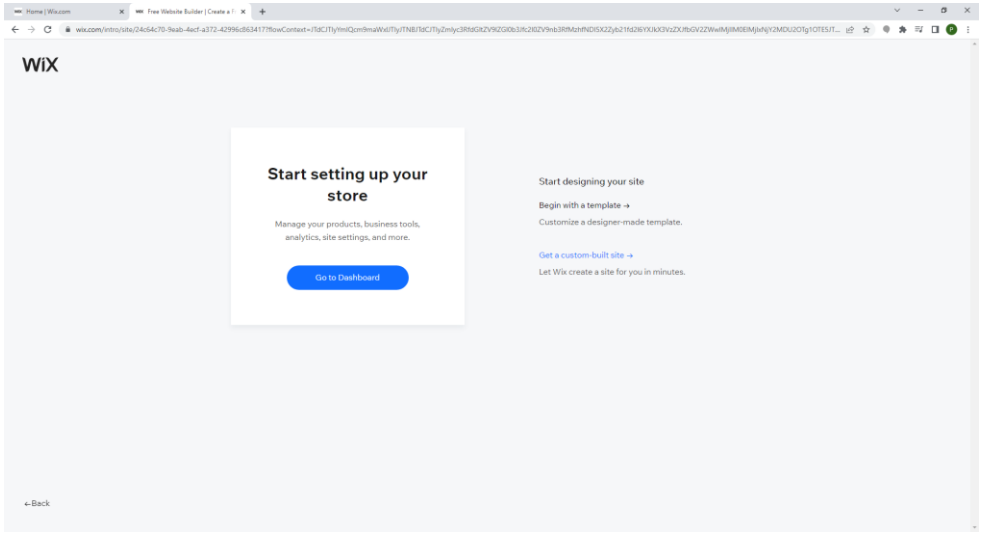
3. Input the name and press **[Next]**.



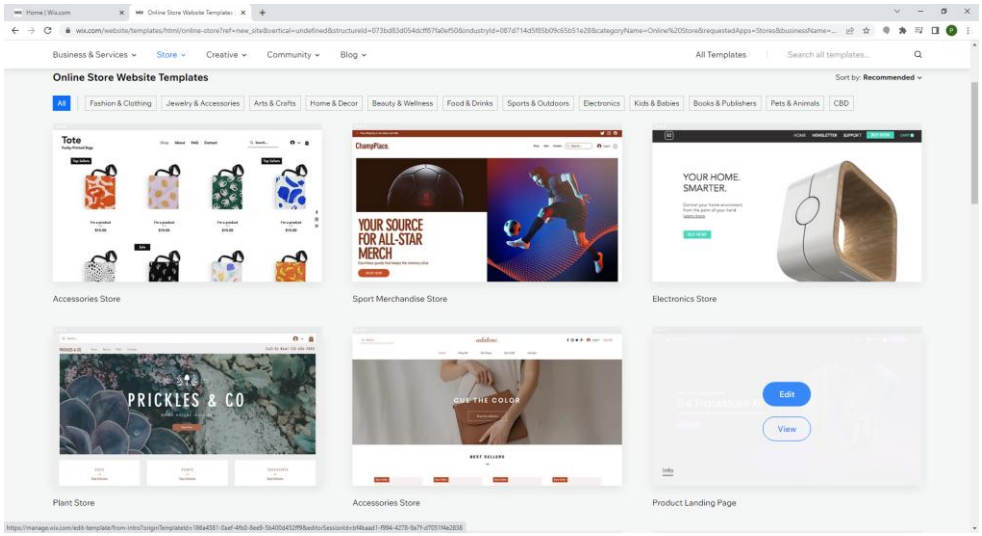
4. Unselect all and click **[Next]**.



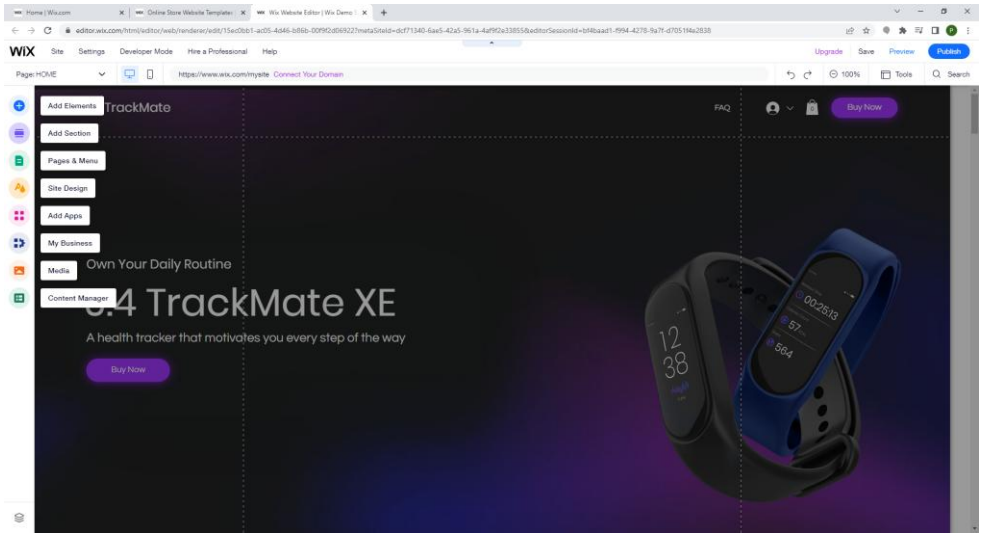
5. Select "**Build with a Template ➔**"



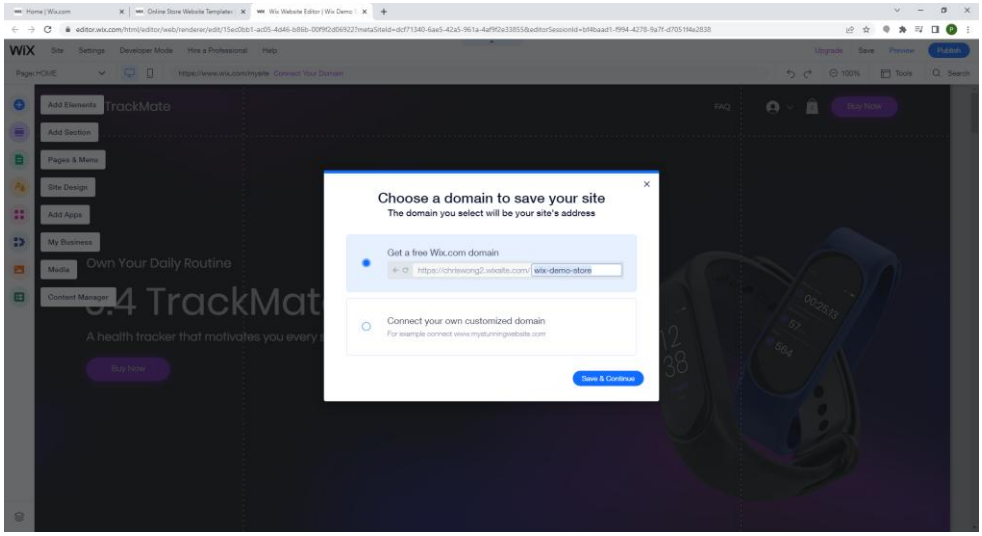
6. Select *Product Landing Page* and press **[Edit]**



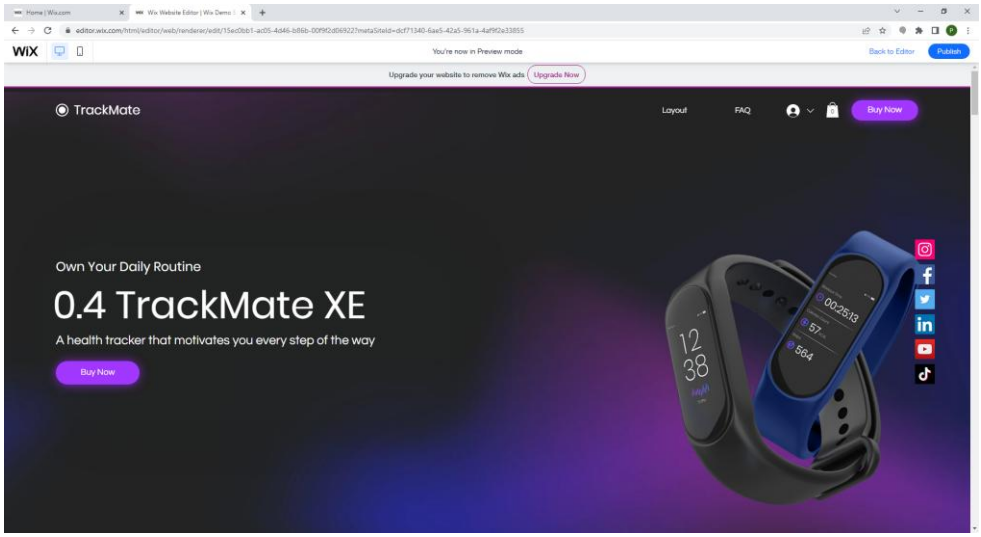
7. Press **[Save]**.



8. Select "**Get a free Wix.com domain**" and press **[Save & Continue]**.

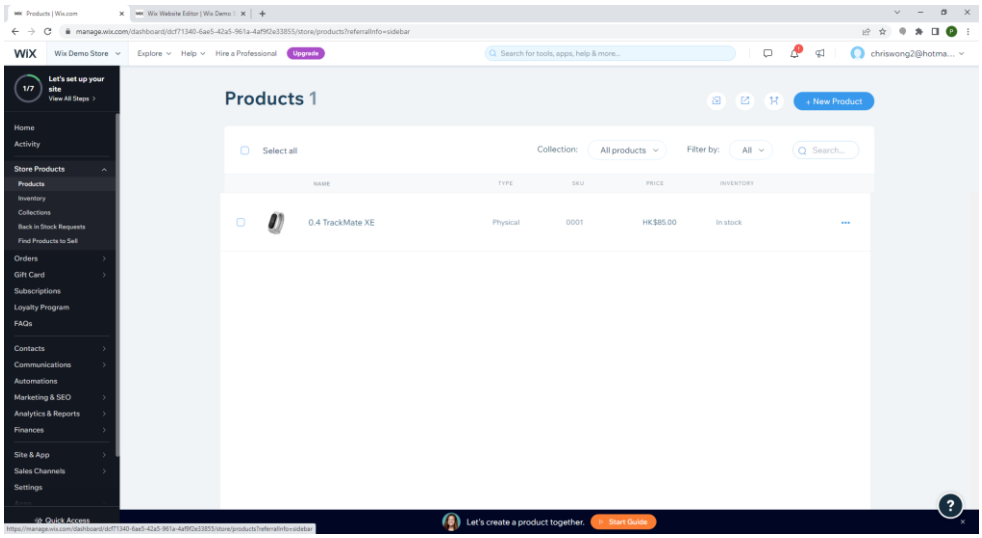


9. Your online store is available for browsing now.

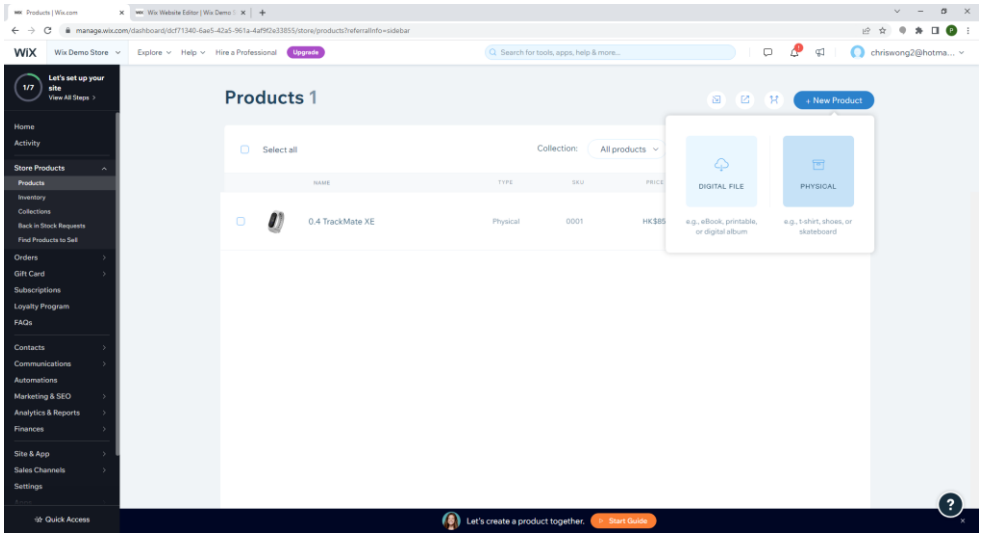


3.1.2 Add New Product

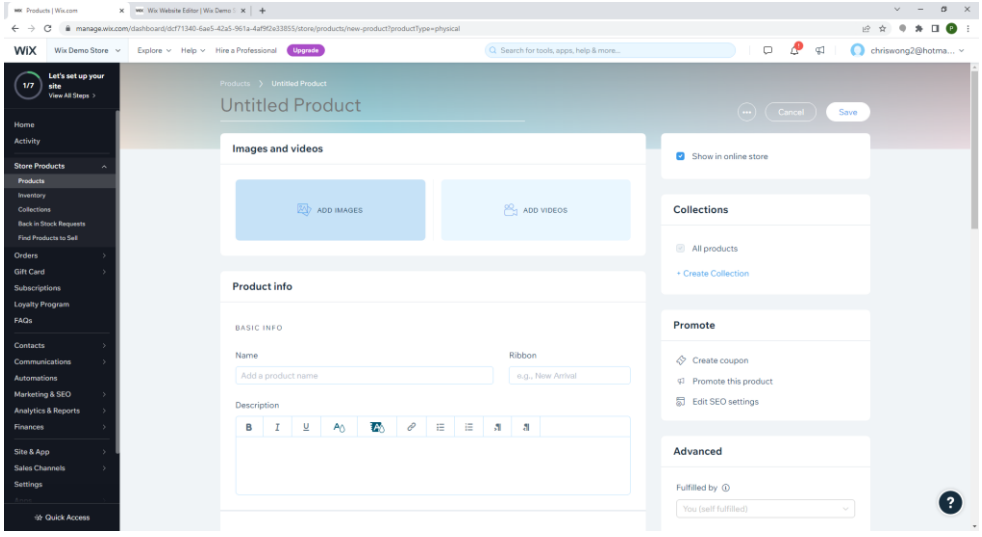
1. Select **Store Products ➔ Products** in Dashboard and click **[+New Product]**.



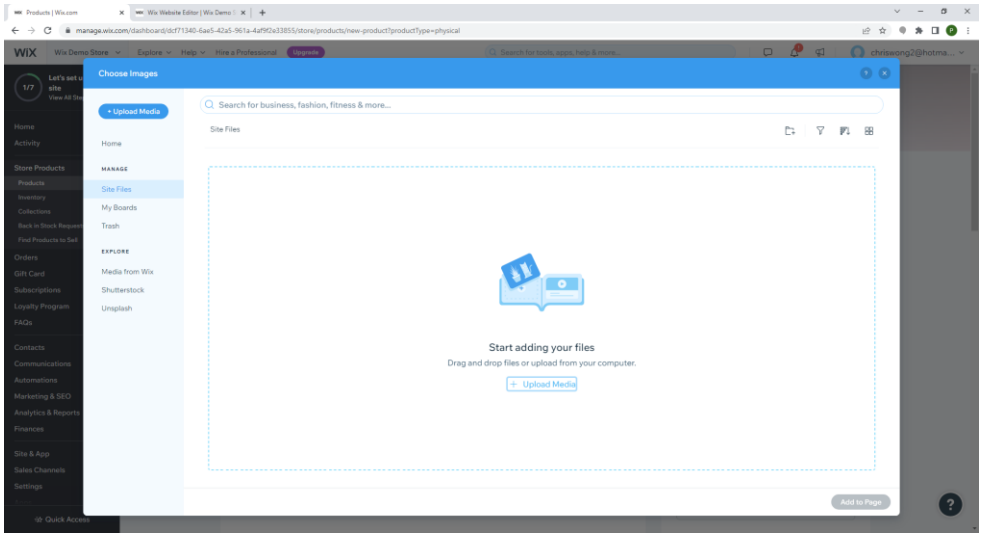
2. Select “Physical”.



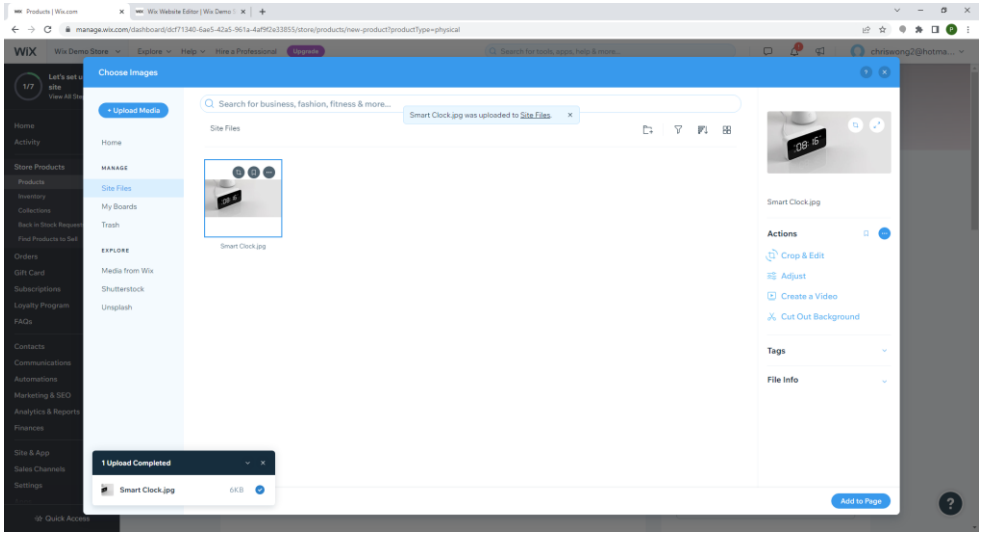
3. Click **[Add Images]**.



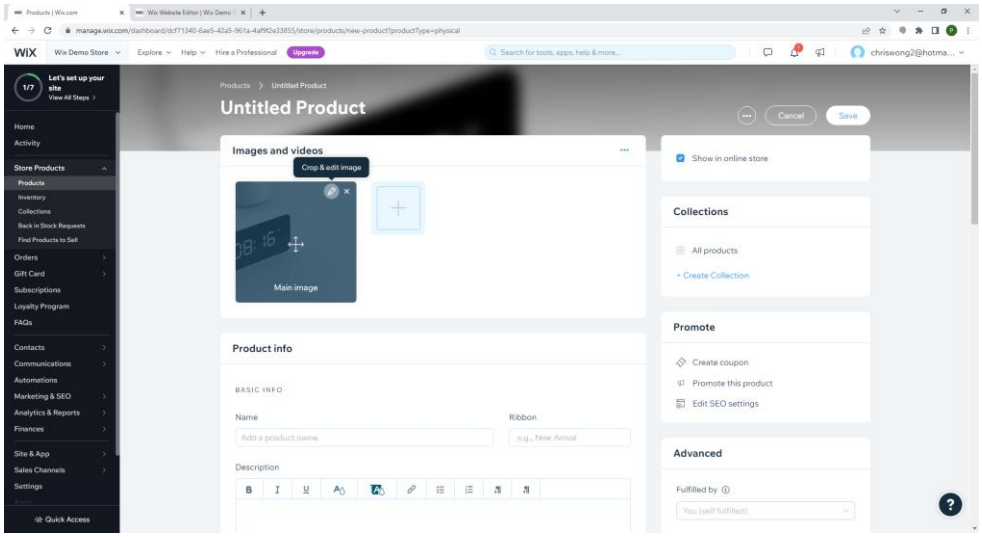
4. Select “Site File” and click [+**Upload Media**].



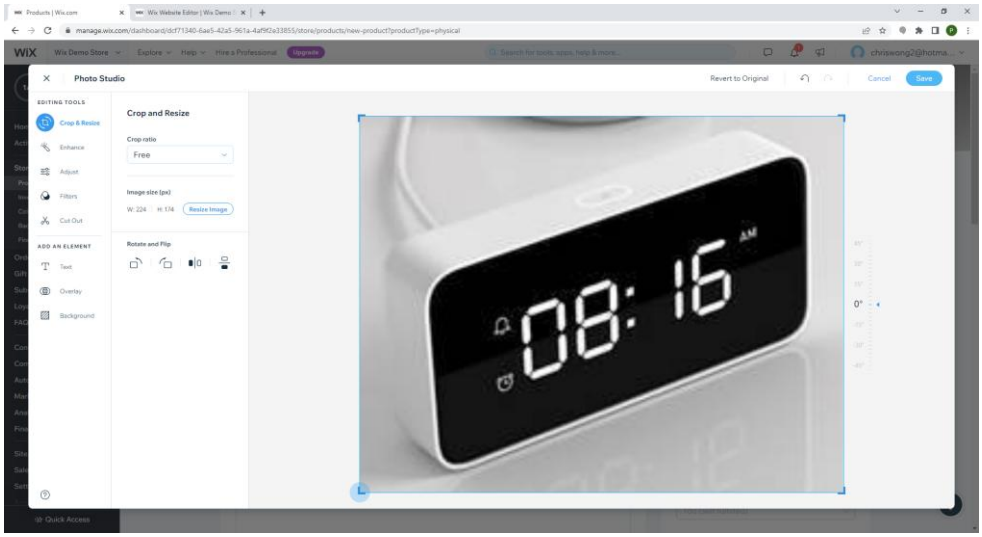
5. Upload the image “Smart Clock.kpg”.



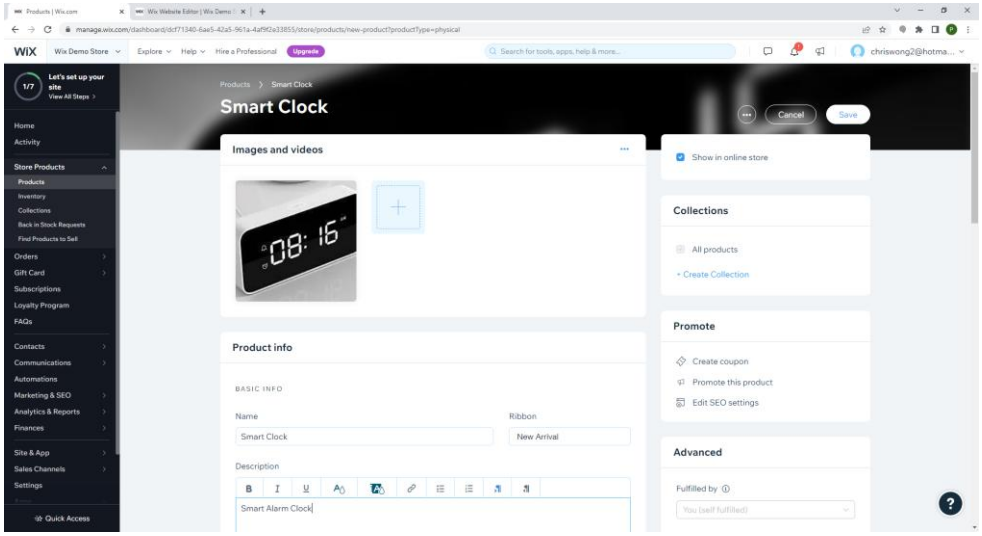
6. You might find that the picture it not in center, click “Crop & edit image”.



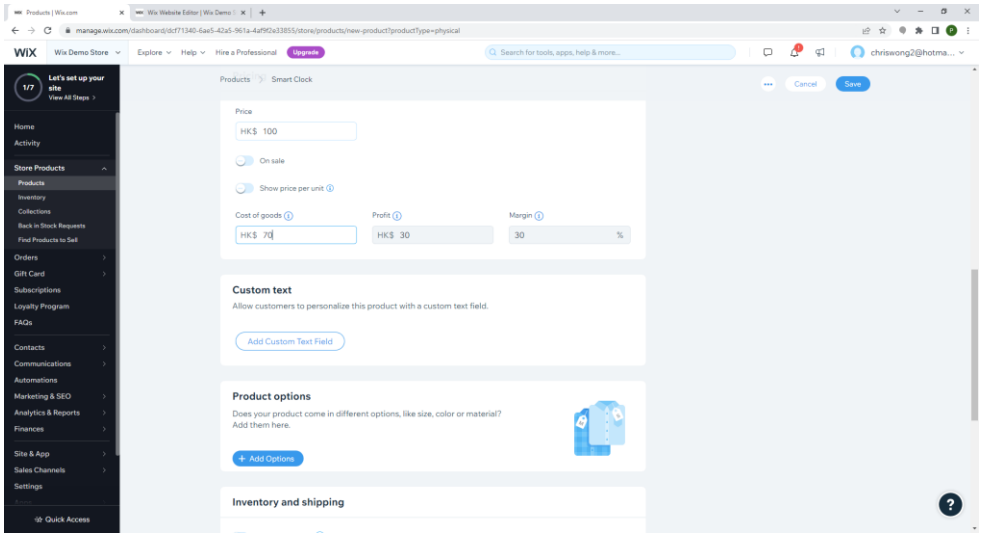
7. Crop the image and press **[Save]**.



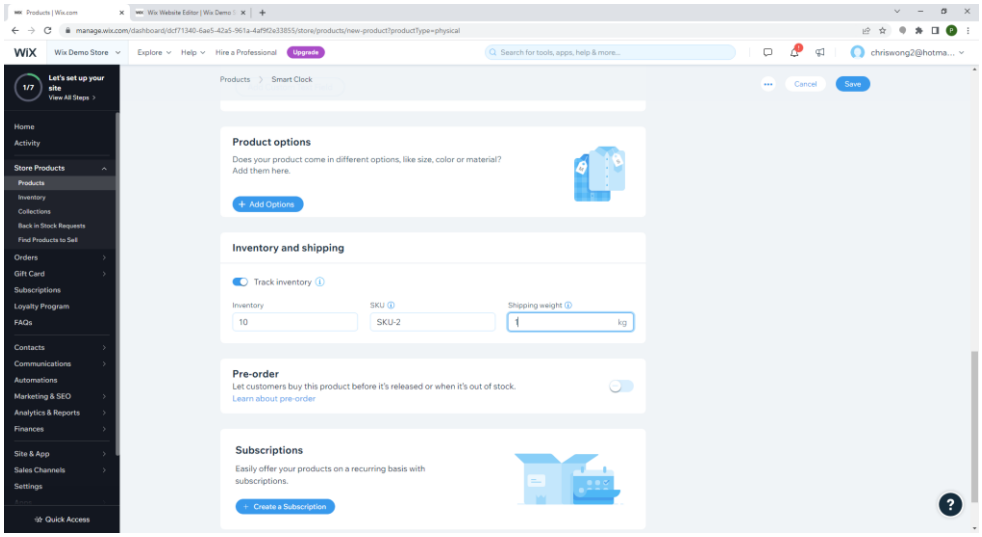
8. Input the product *Name*, *Ribbon*, and *Description*.



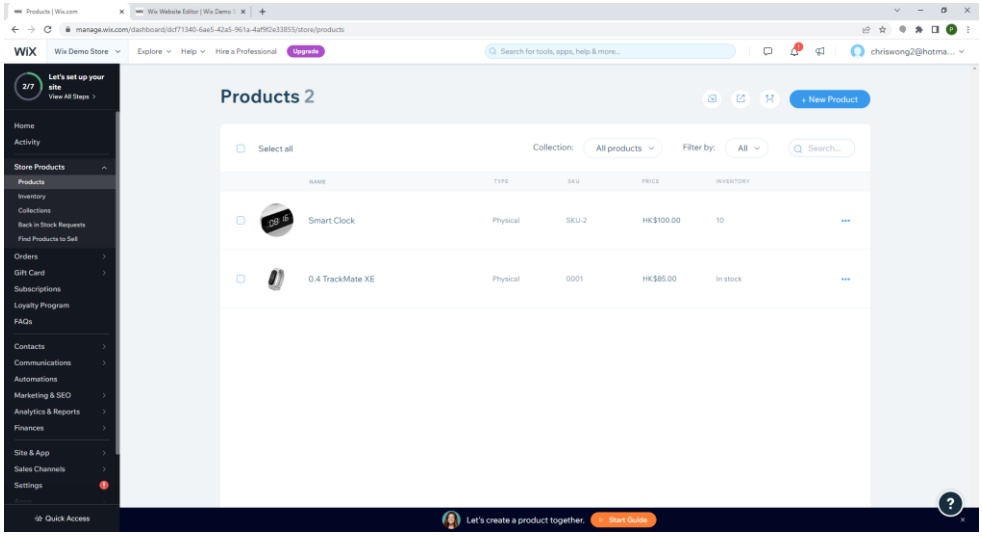
9. Input the Price and Cost of Goods, then WIX can help you to calculate the profit and margin.



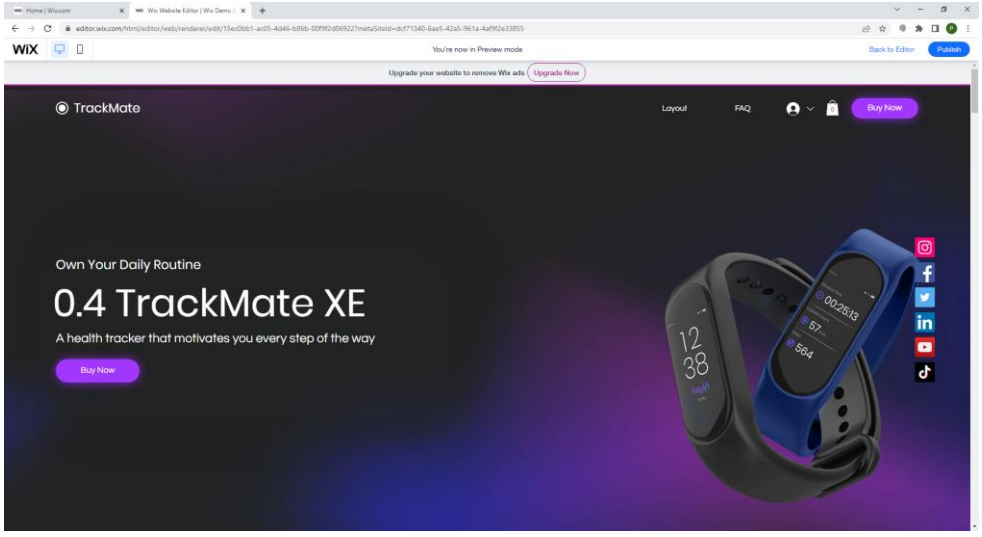
10. Input the inventory and shipping for tracking.



11. The product will be shown in Product list.



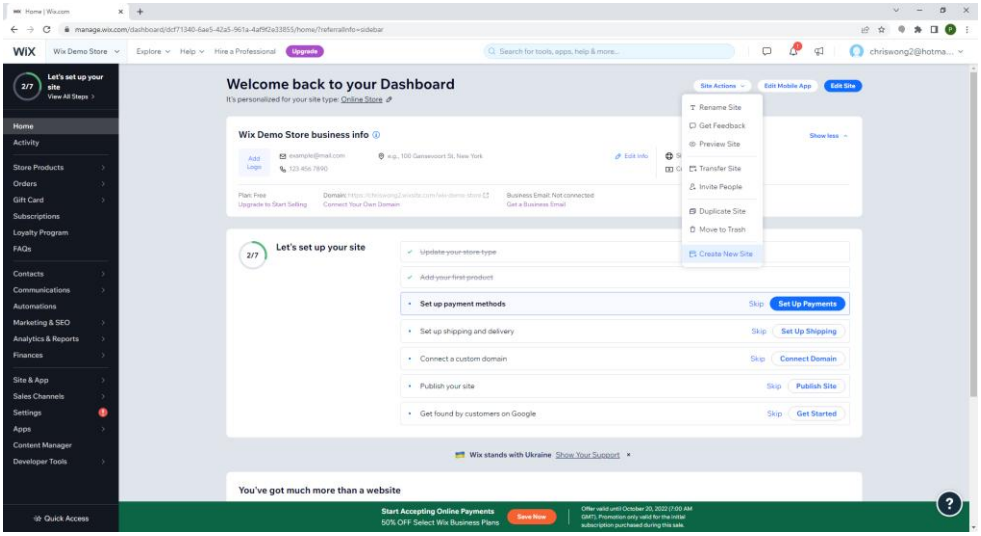
12. However, you cannot find the product if you preview the site again. It is due to this template only support one product.



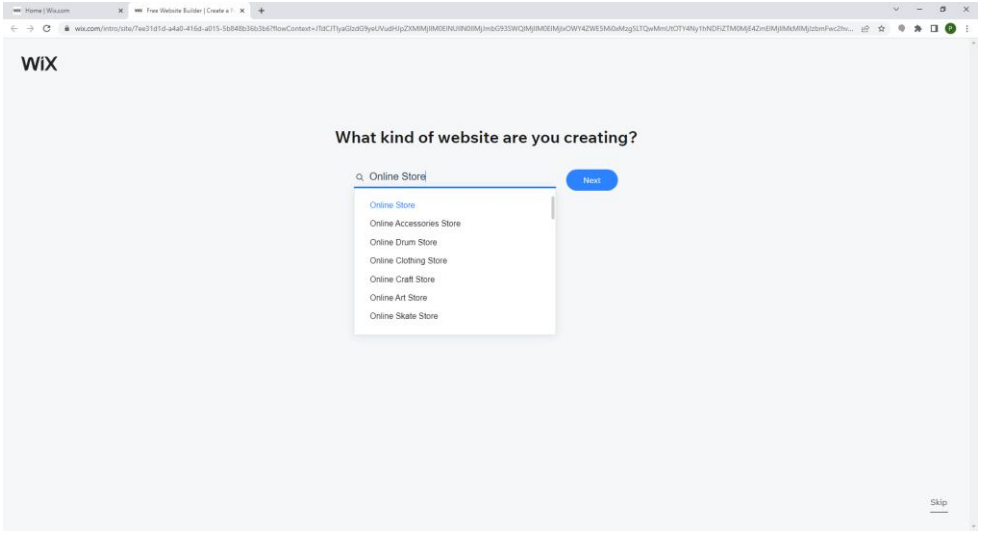
3.2 Create an Online Store that Support Multiple Products

3.2.1 Select a Template with Multiple Product

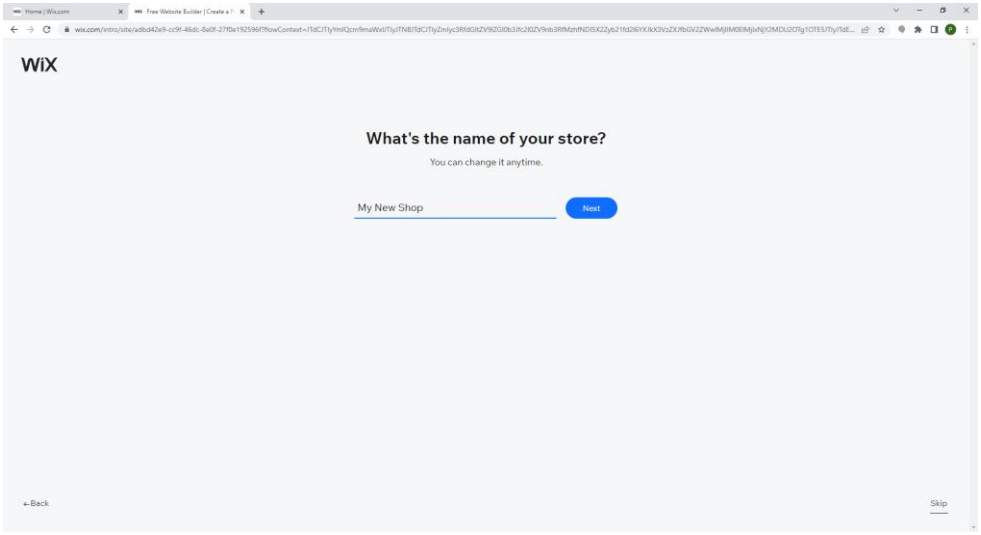
1. Select **Site Action ➔ Create New Site**.



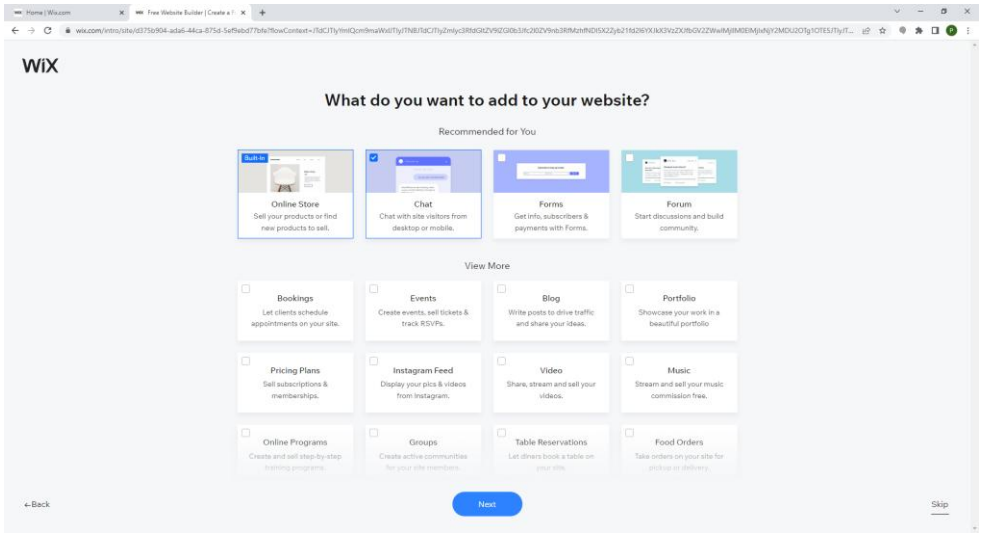
2. Input "Online Store" and click **[Next]**.



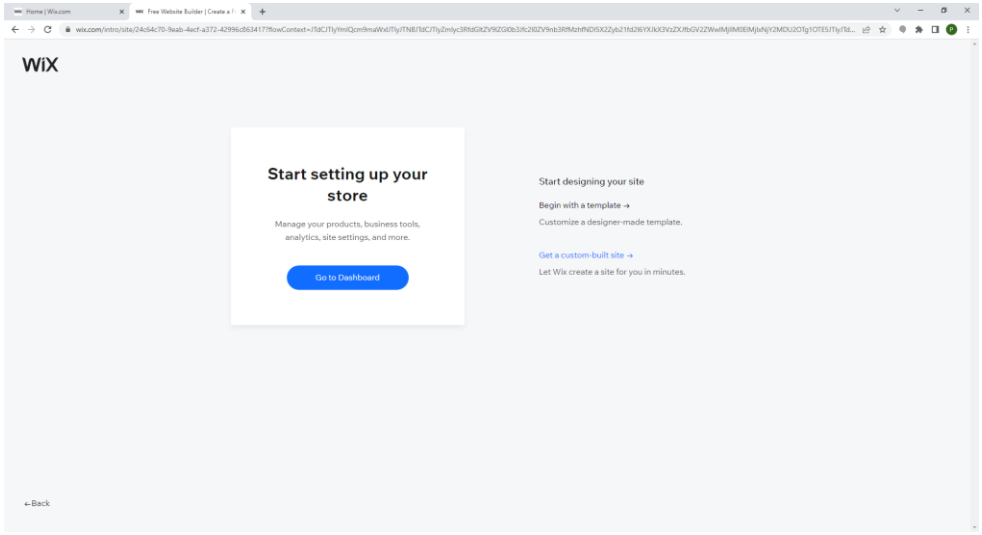
3. Input the name and click **[Next]**.



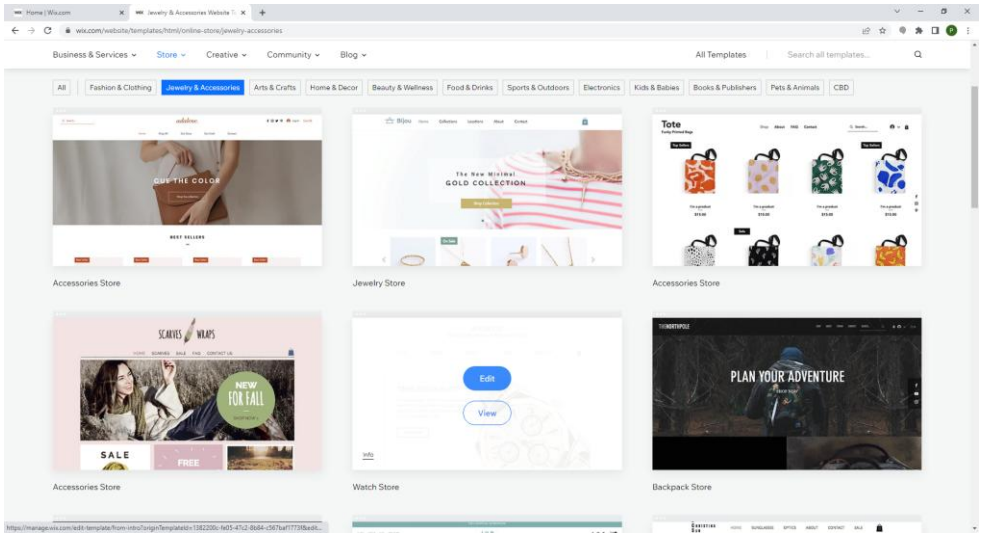
4. Select “Chat” and click **[Next]**.



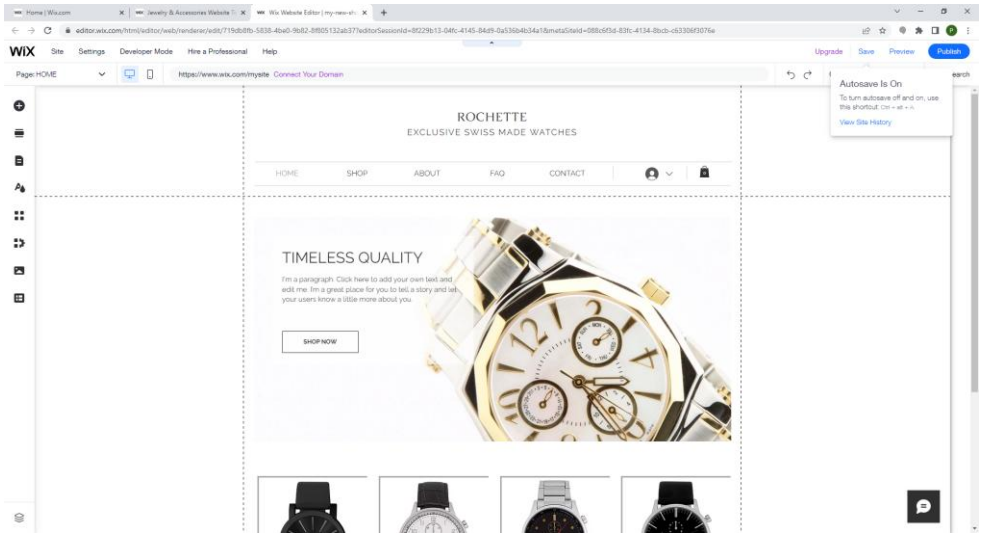
5. Select “Begin with a template”.



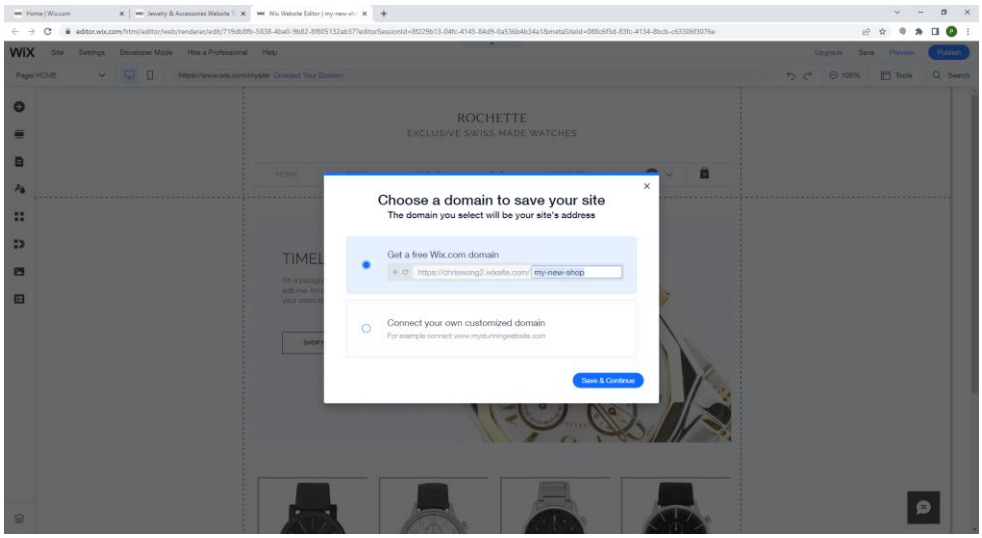
6. Select “Watch Store” and press **[Edit]**.



7. Press **[Save]**.

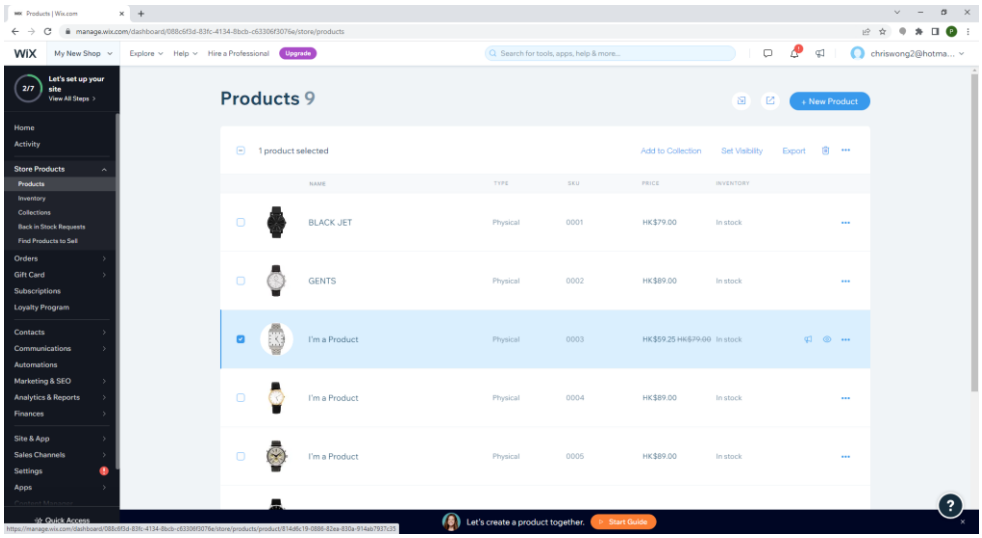


8. Press **[Save & Continue]**.

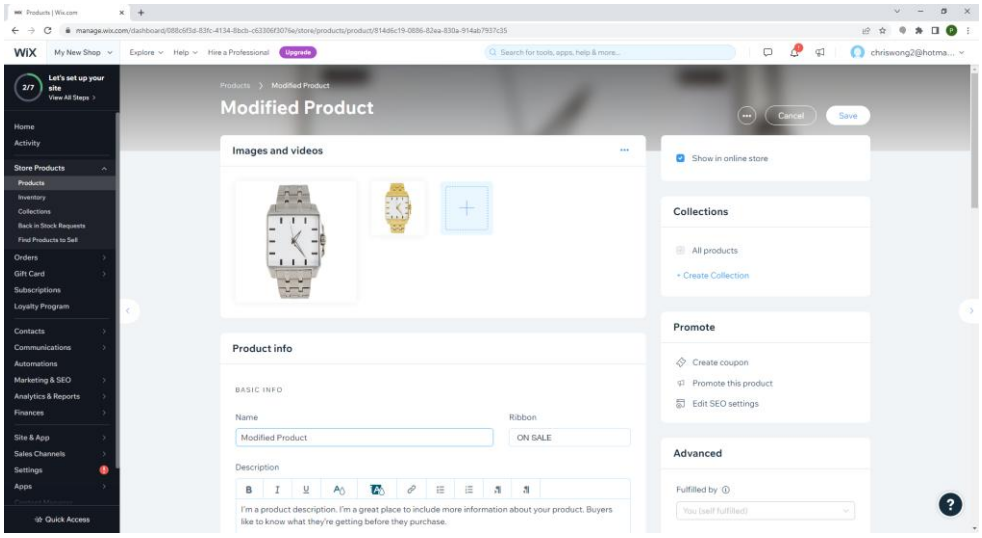


3.2.2 Update Product List

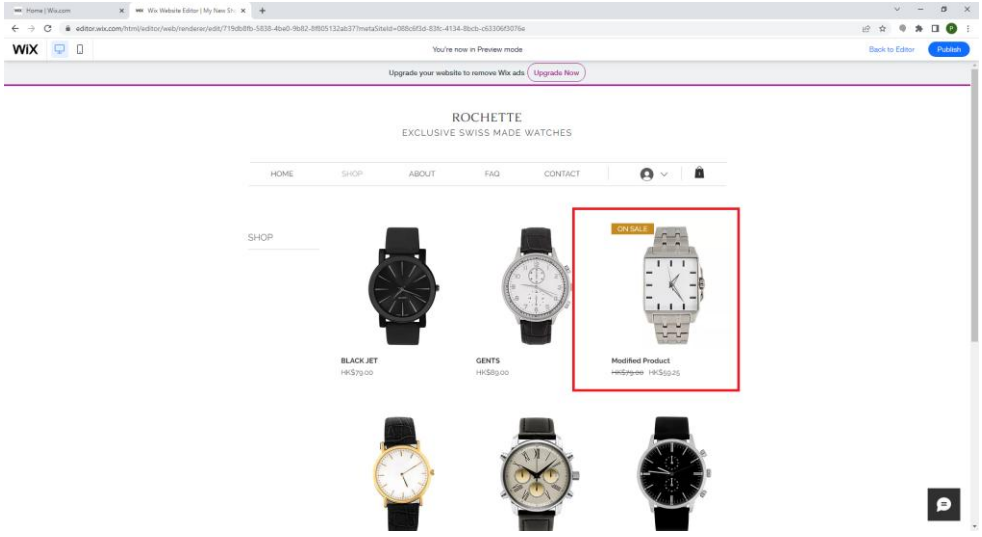
1. Go to Dashboard and select **Store Products ➔ Product**, then select a product.



2. Modify the production information and save.

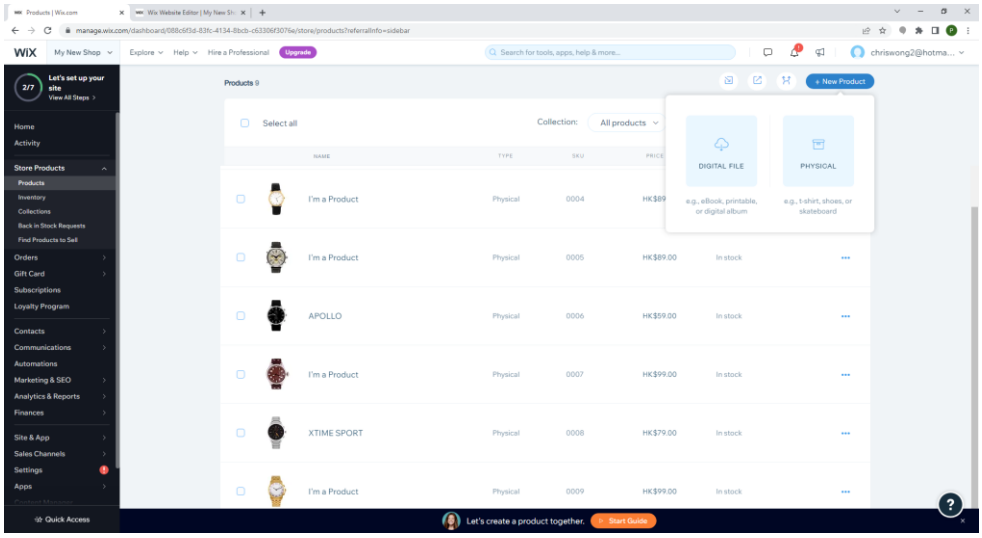


3. When you preview the site, the product information is changed.

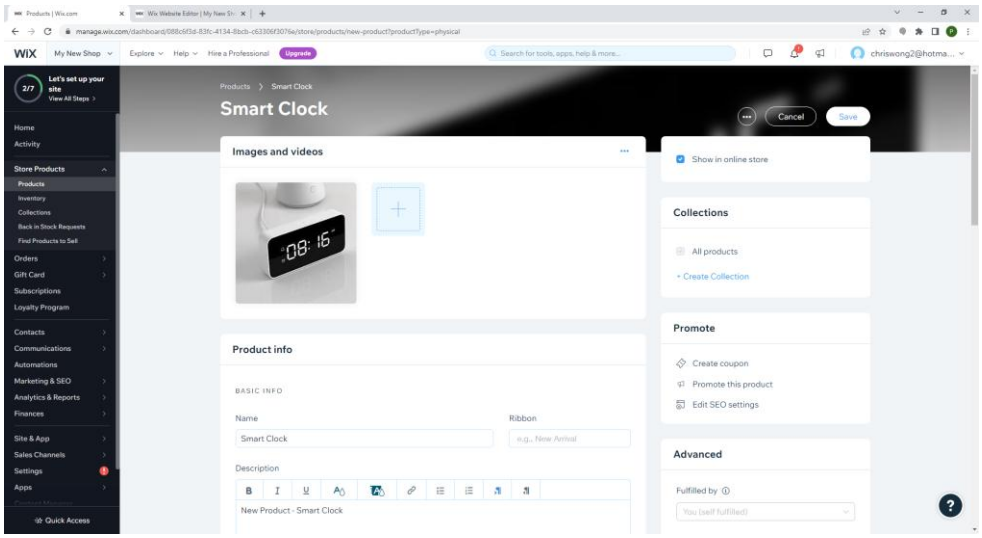


3.2.3 Add New Product

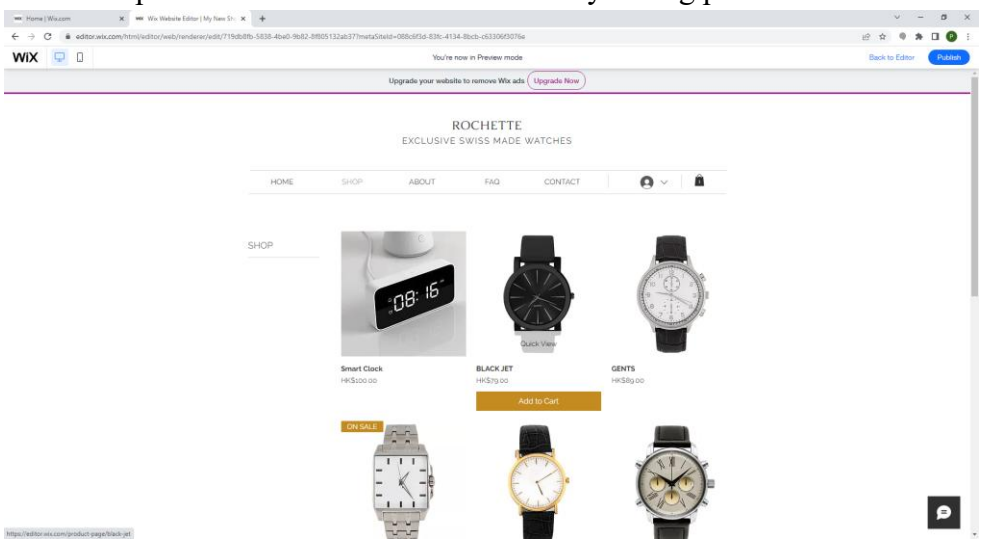
1. Select **Store Products ➔ Products** in Dashboard and click **[+New Product]**. Then select **[Physical]**.



2. Add a new product and save it.

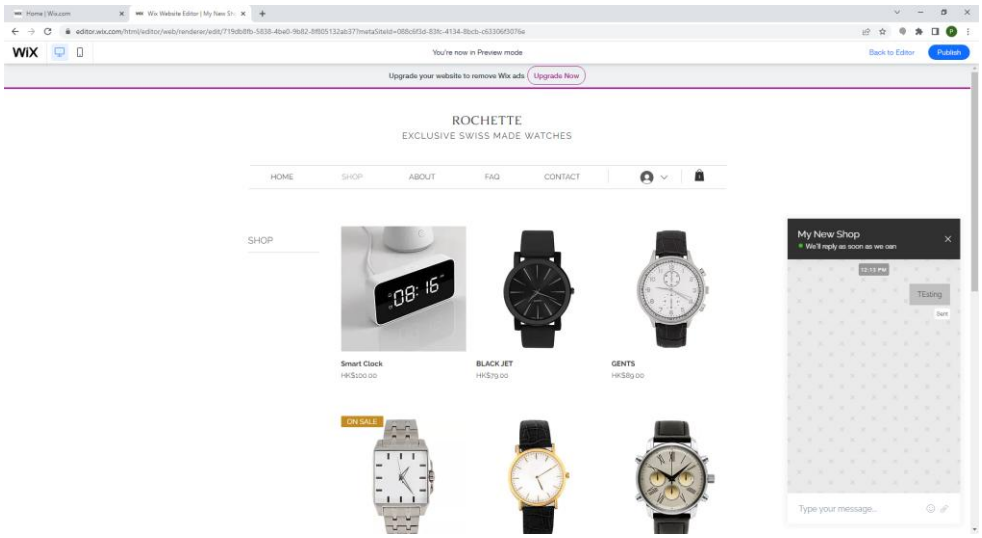


3. Your new product will be shown automatically during preview.

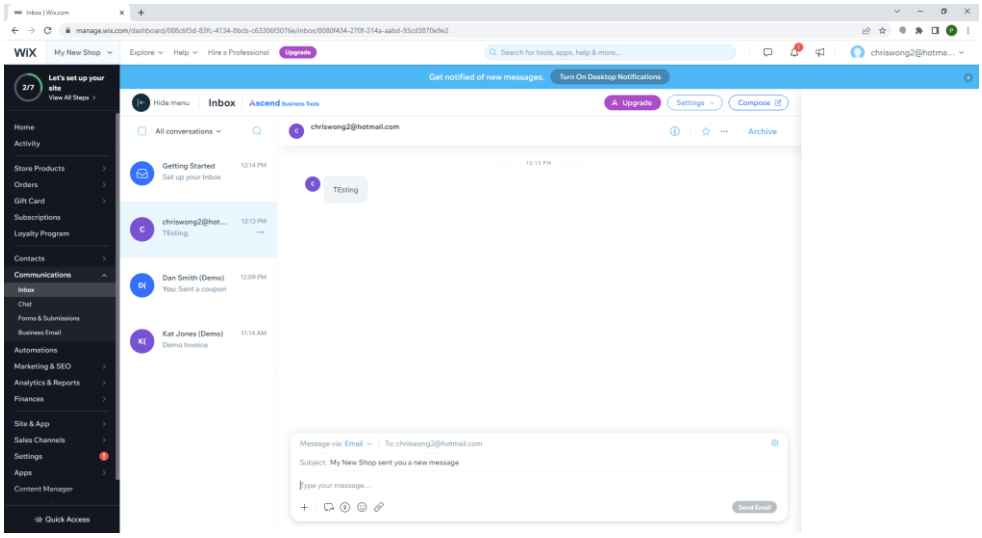


3.3 Chat Room

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



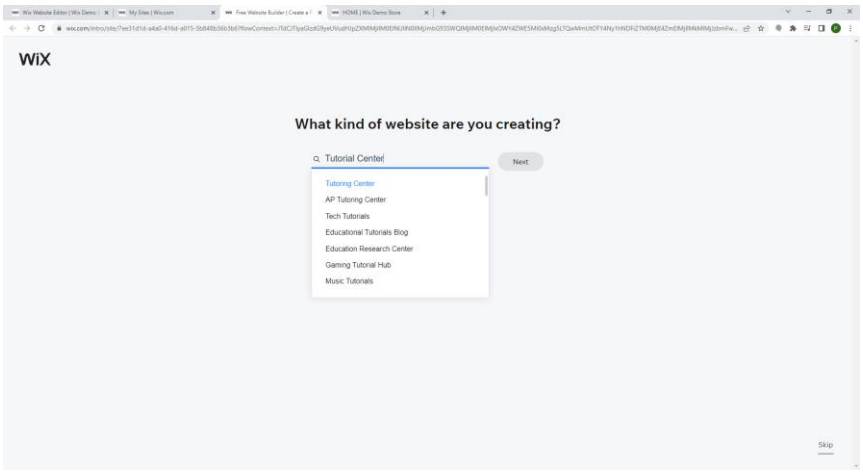
2. You can see the text from Chat Room in **Communication ➔ Inbox** in your Dashbox.



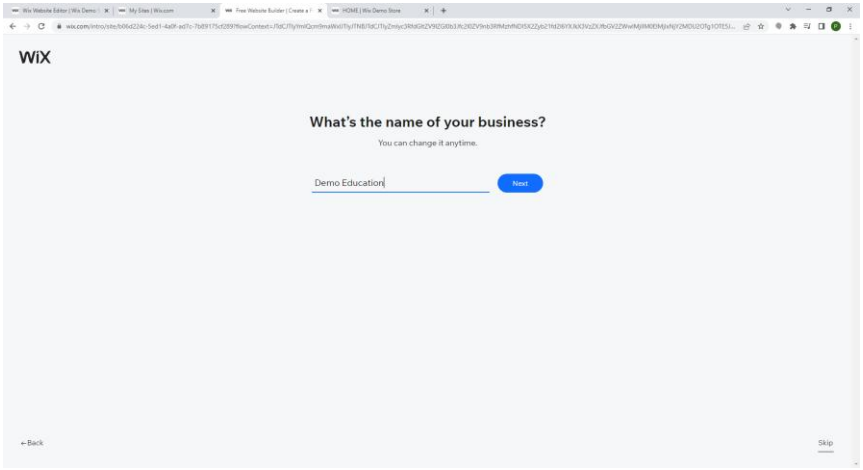
4. Create a Tutorial Center

4.1 Create from Template

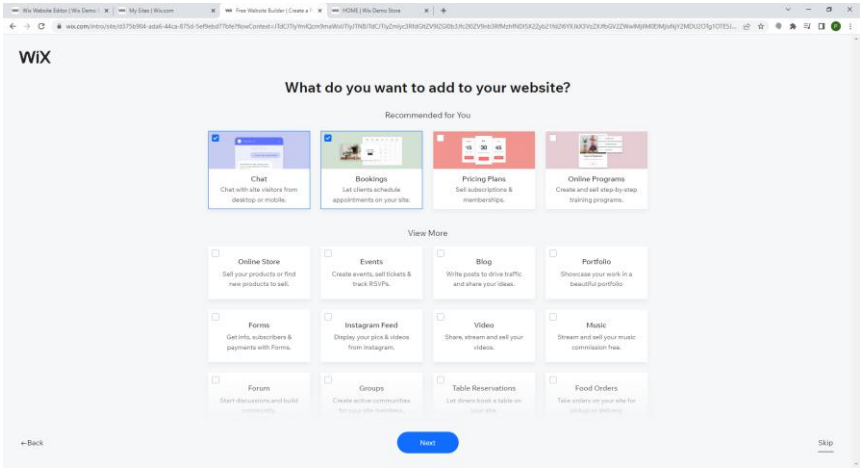
1. Create a new site and select category as “Tutorial Center” and press **[Next]**.



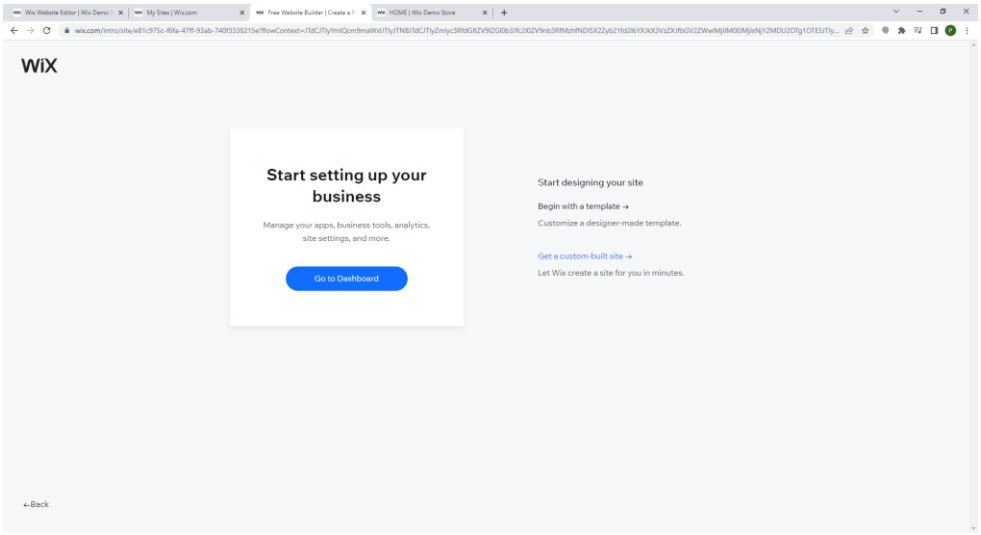
2. Define the name of your business and press **[Next]**.



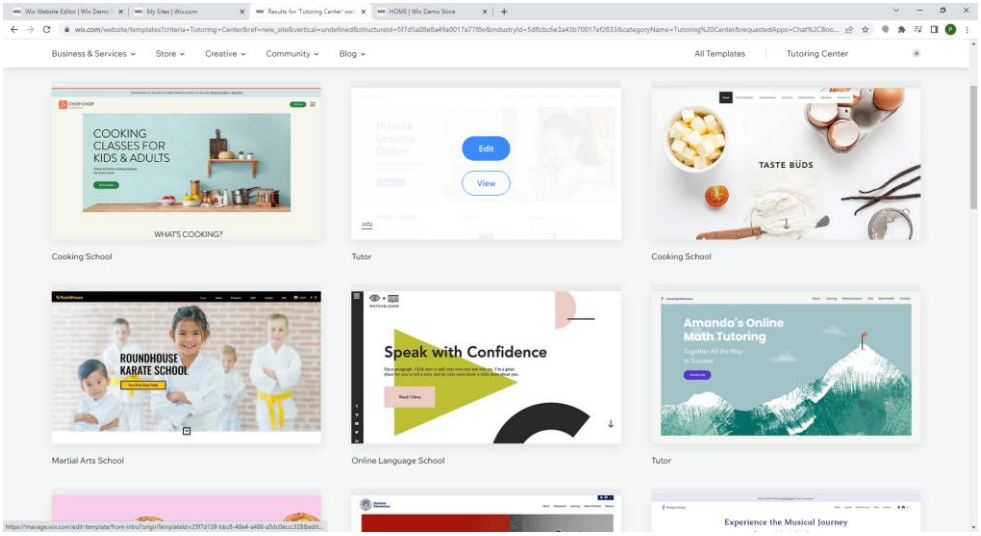
3. Add “Chat” and “Booking” to your site, and press **[Next]**.



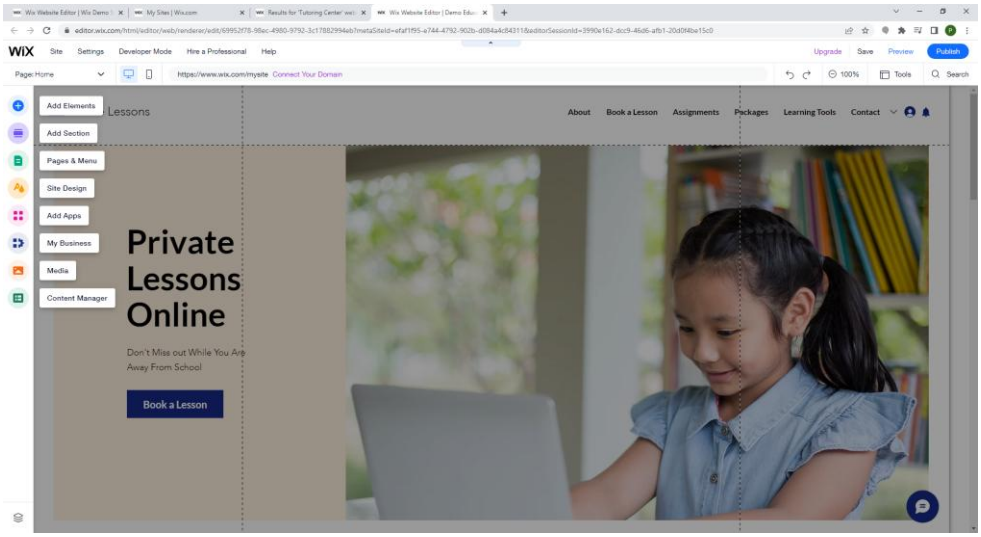
4. Select “Begin with a template”



5. Select the template you like, select “Tutor” in this demo and press **[Edit]**.

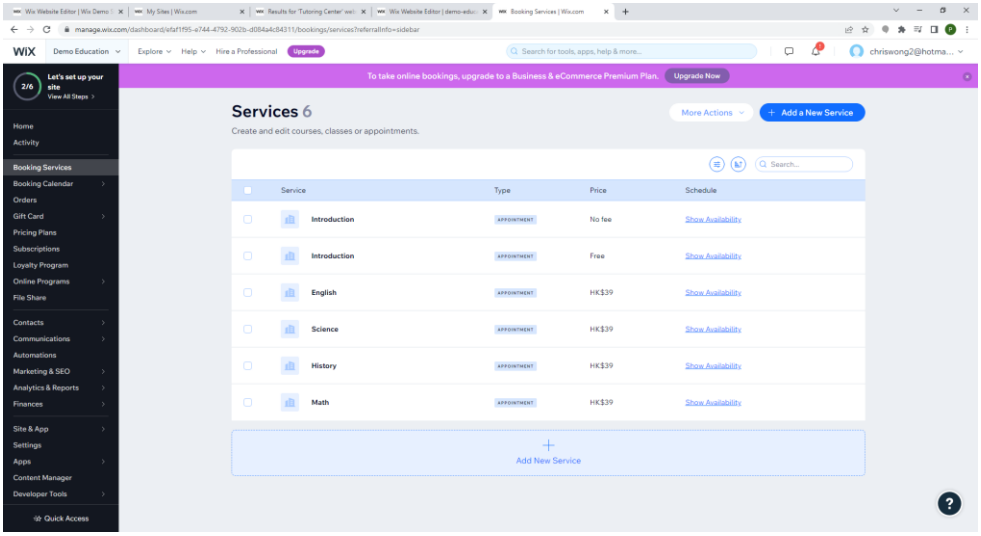


6. Your tutorial site is generated successfully.

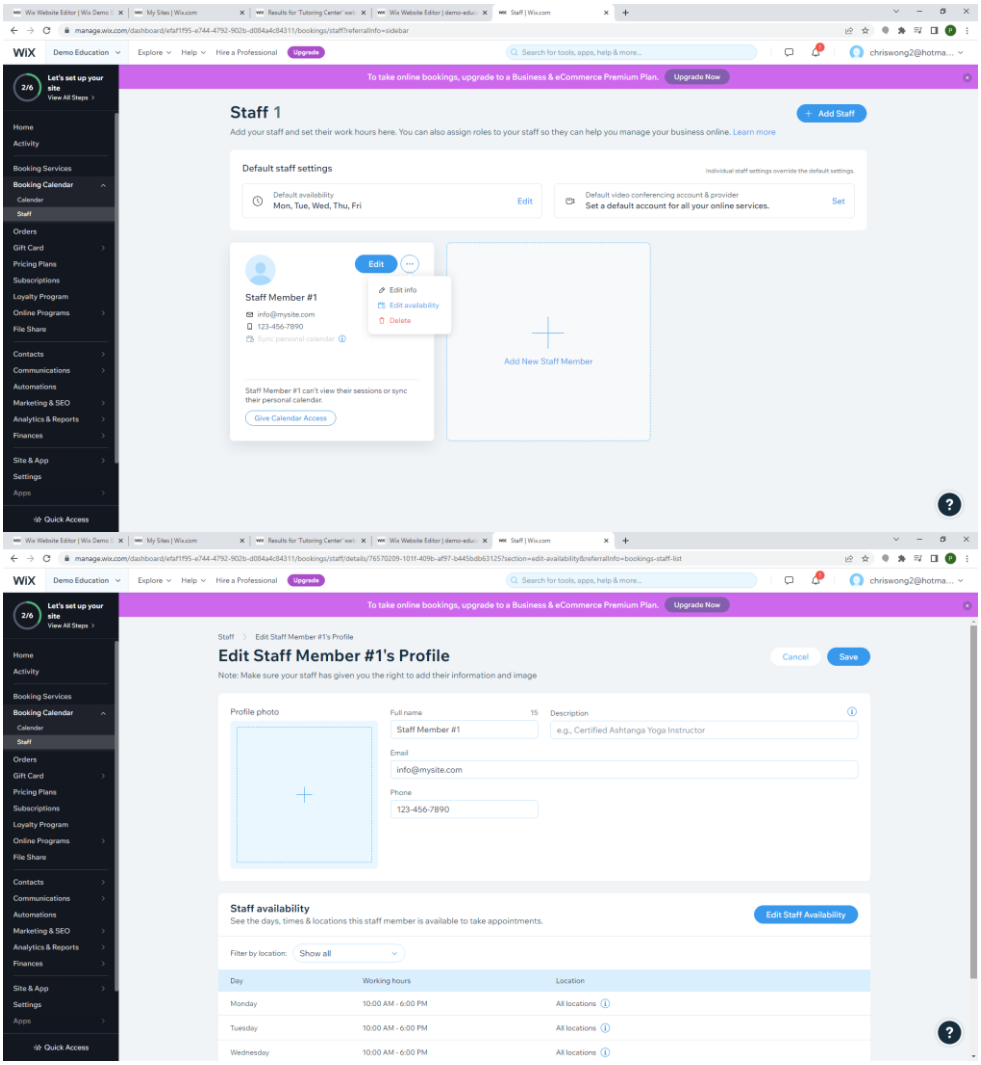


4.2 Booking Master Maintenance

1. Now you can define your Booking services for your select (Paid Services)



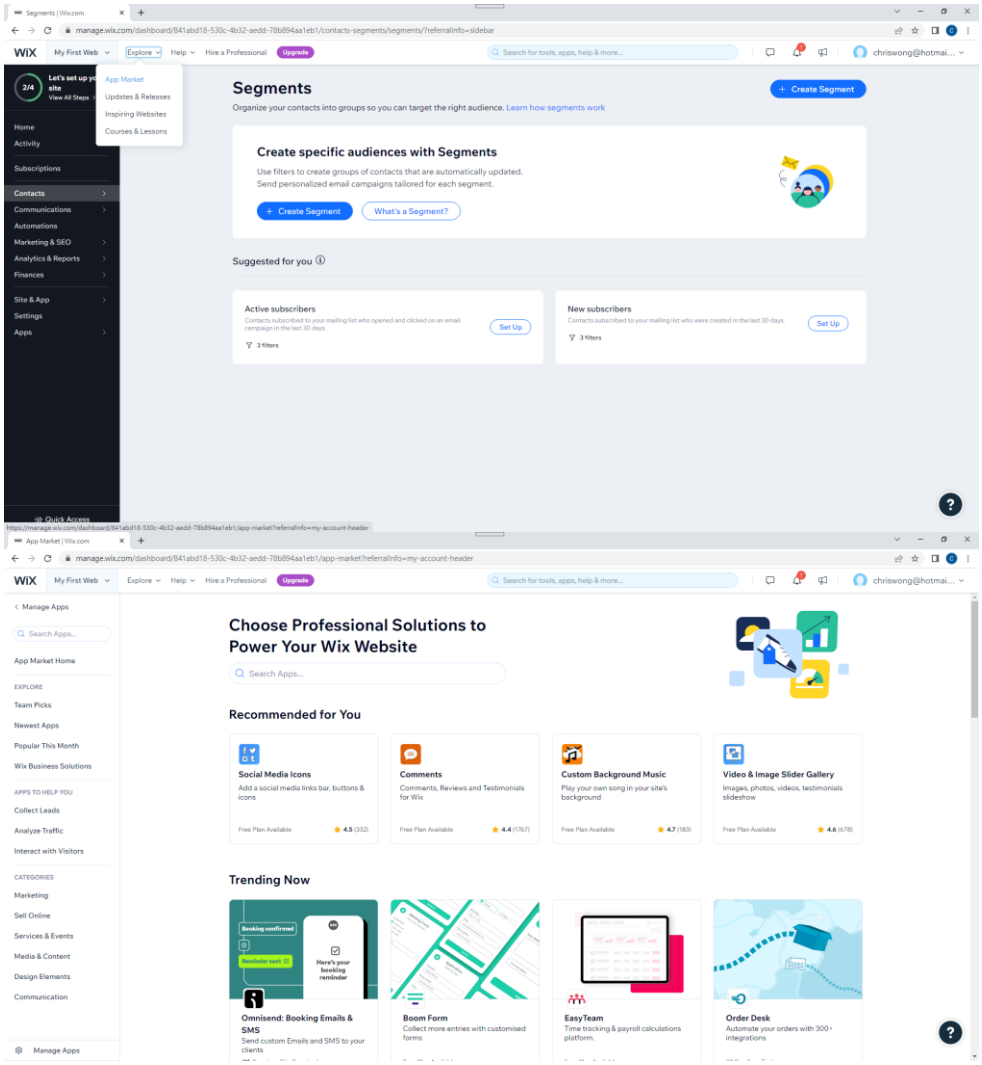
2. You can also define the staff and their availability



5. Wix App Market

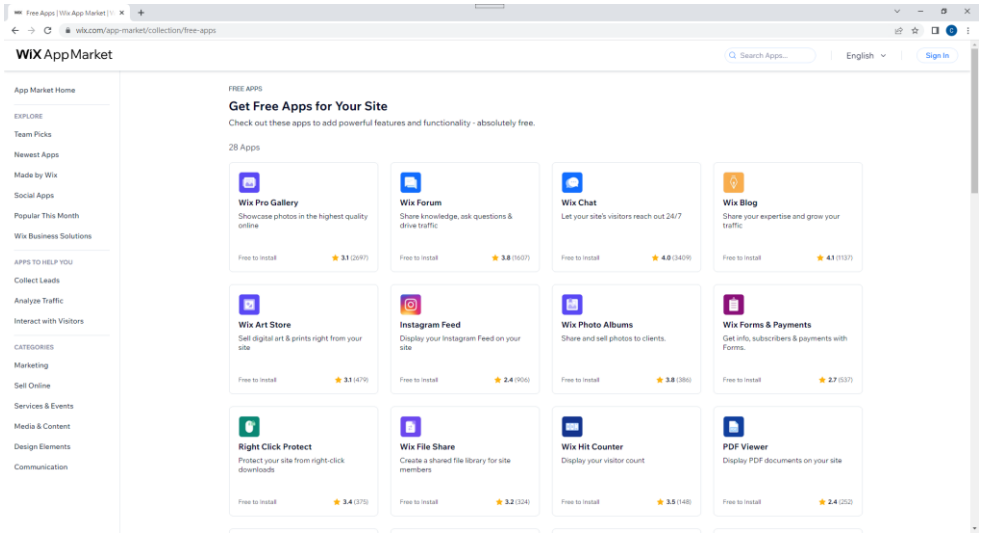
5.1 App Market

1. Select **Explore ➔ App Market**.



5.2 Free App

1. Browse https://www.wix.com/app-market/collection/free-apps

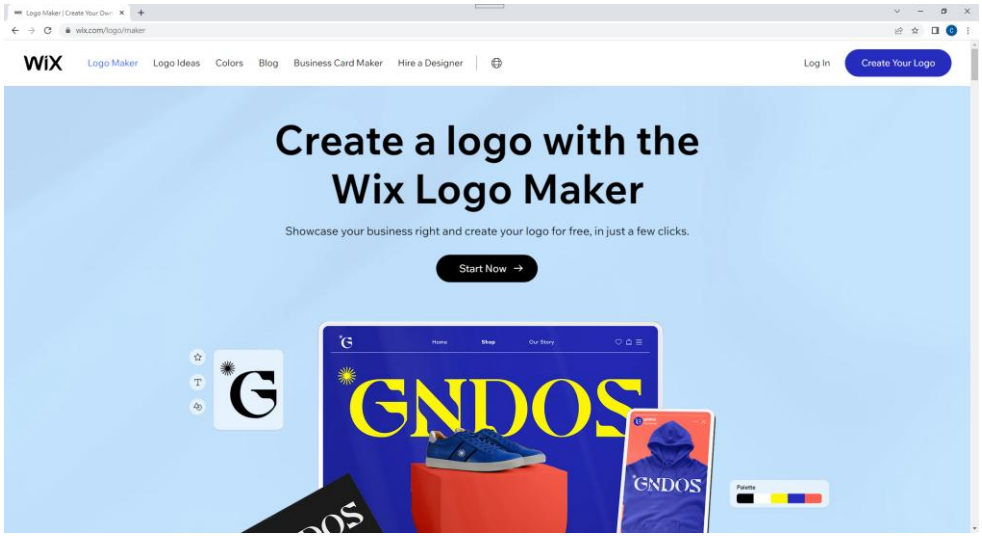


6. Wix Tool

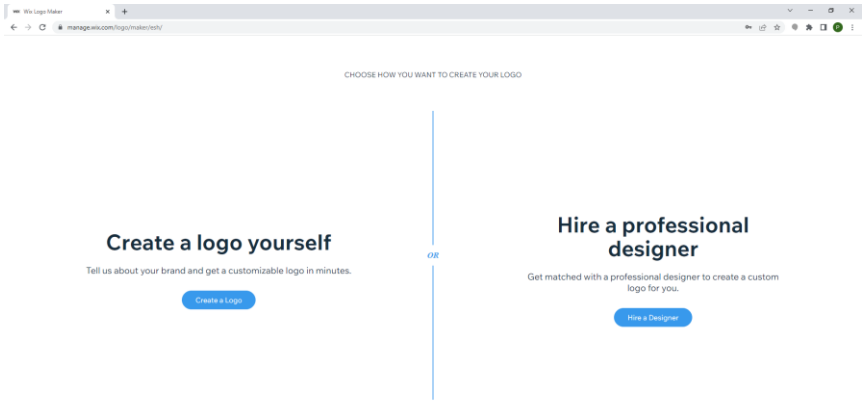
6.1 Logo Maker

6.1.1 Start Logo Maker

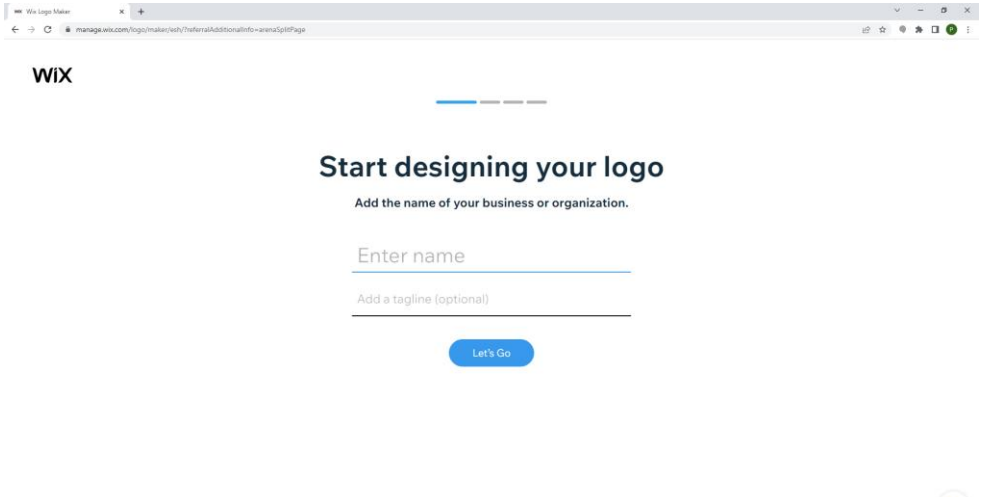
1. Browse https://www.wix.com/logo/maker, and click **[Start Now]**.



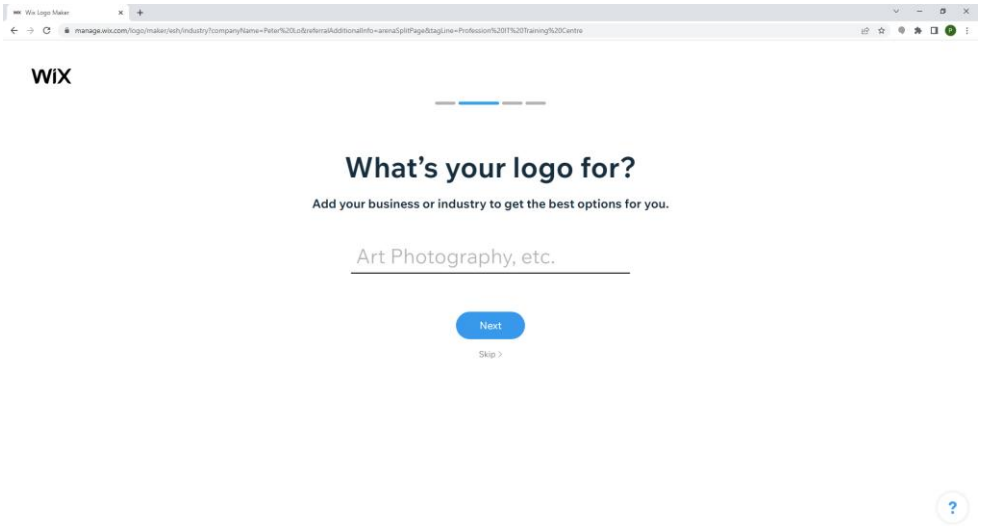
2. Click **[Create a Logo]**.



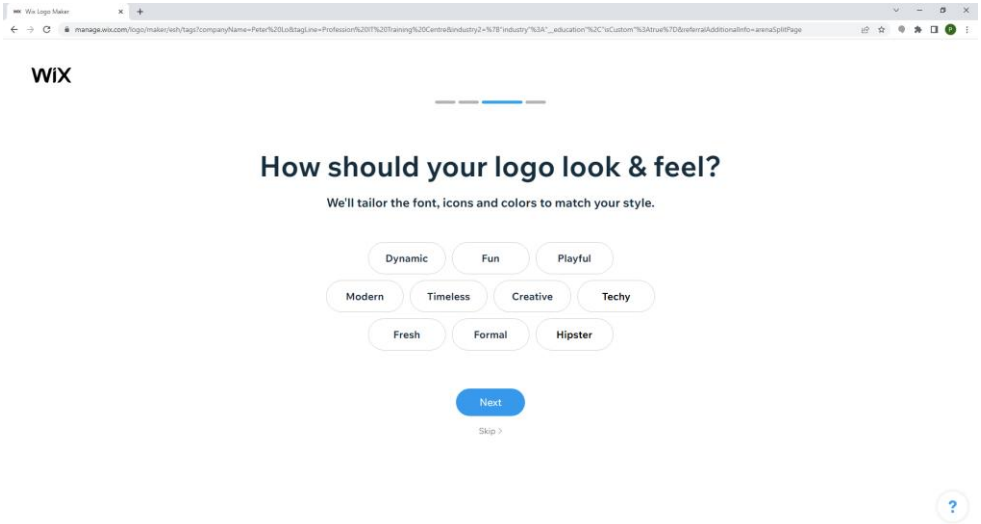
3. Input your business name and add addition tagline, and press **[Let's Go]**.



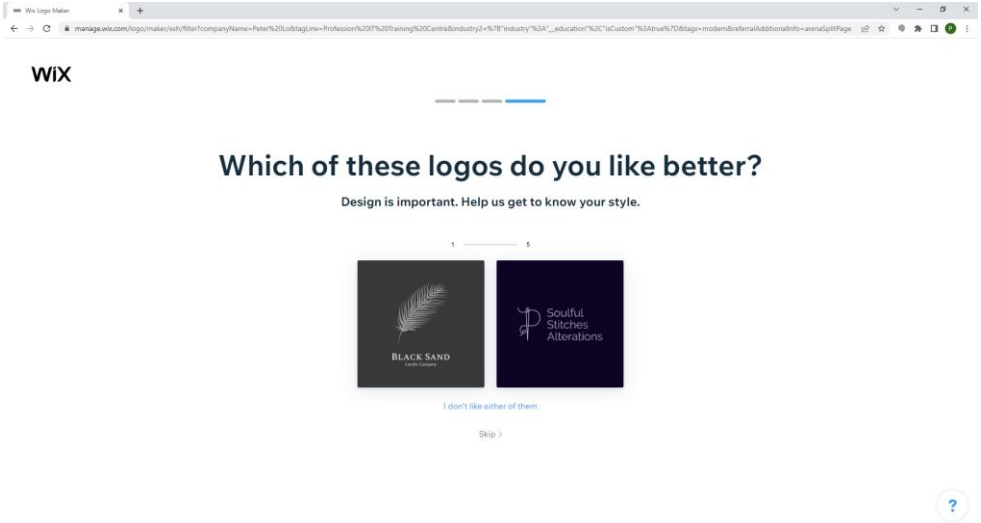
4. Input the industry for your business, and press **[Next]**.

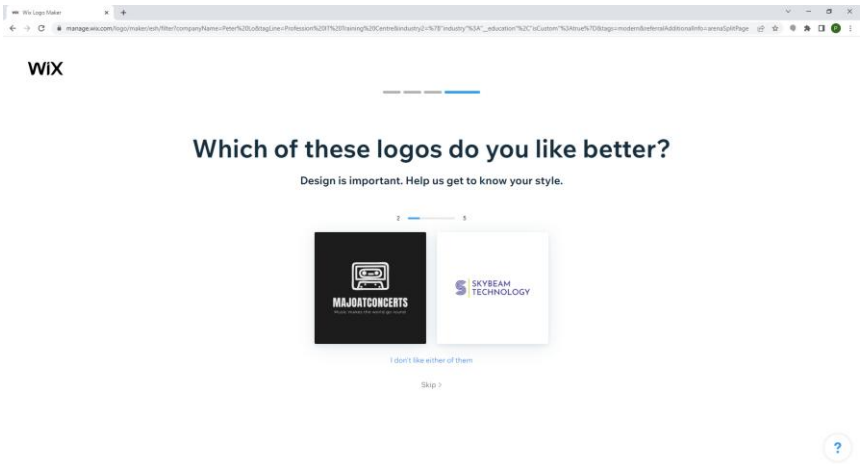


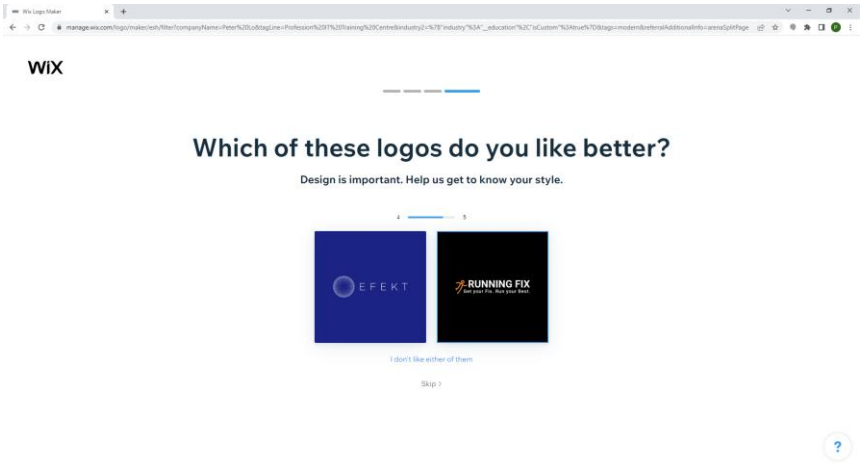
5. Select the feel of your logo, and press **[Next]**.

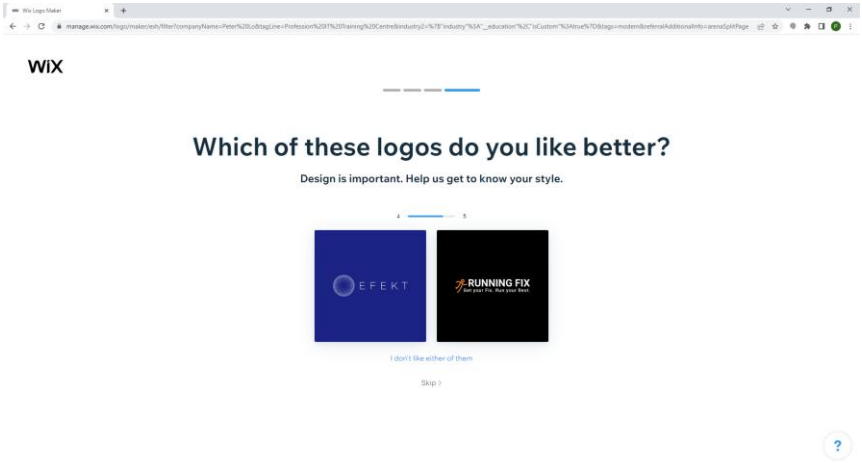


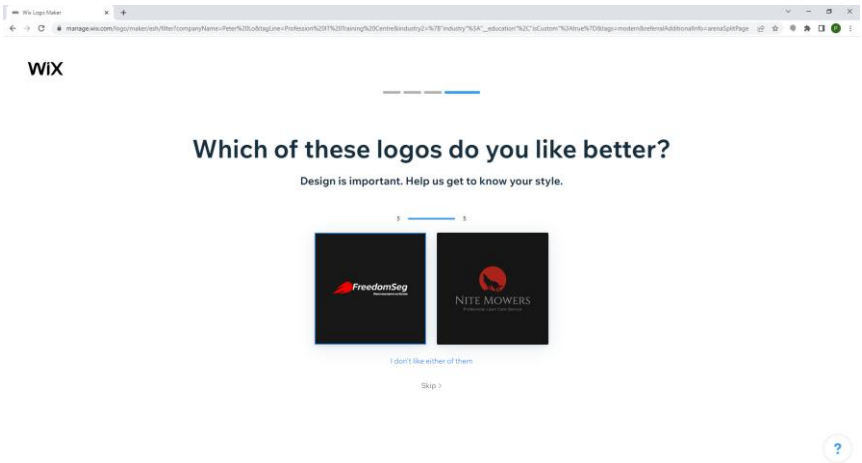
6. You need to answer 5 questions to let system determine your design style. Select the logo you like or click **[I don't like either of them]**.



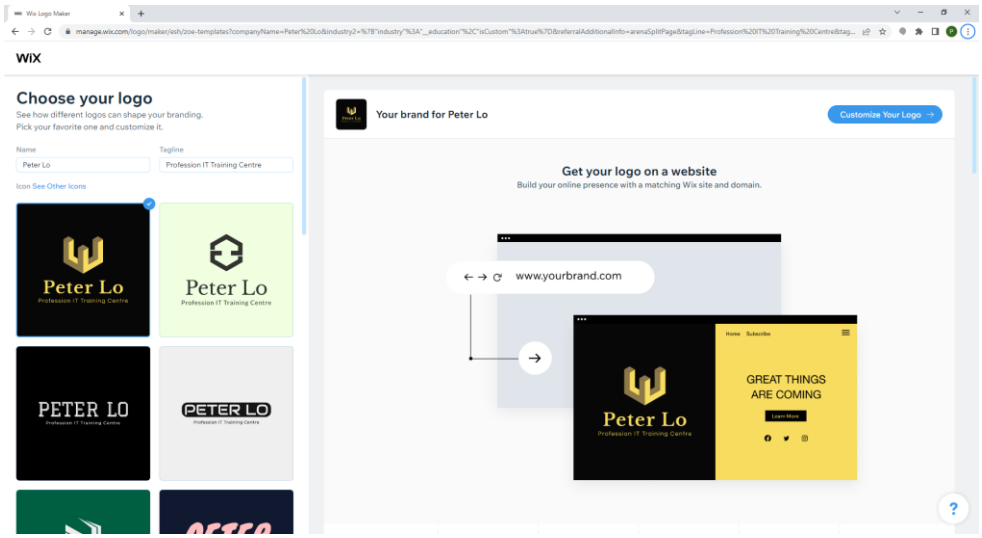

WiX
Which of these logos do you like better?
Design is important. Help us get to know your style.
MAJOATCONCERTS
SKYBEAM TECHNOLOGY
I don't like either of them
Skip >


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 >

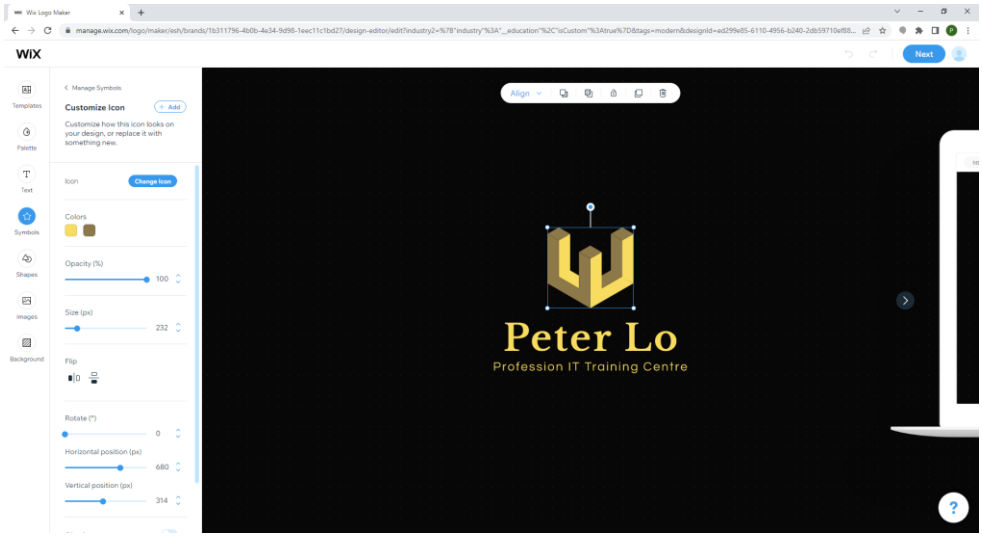

WiX
Which of these logos do you like better?
Design is important. Help us get to know your style.
FreedomSeg
NITE MOWERS
I don't like either of them
Skip >

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

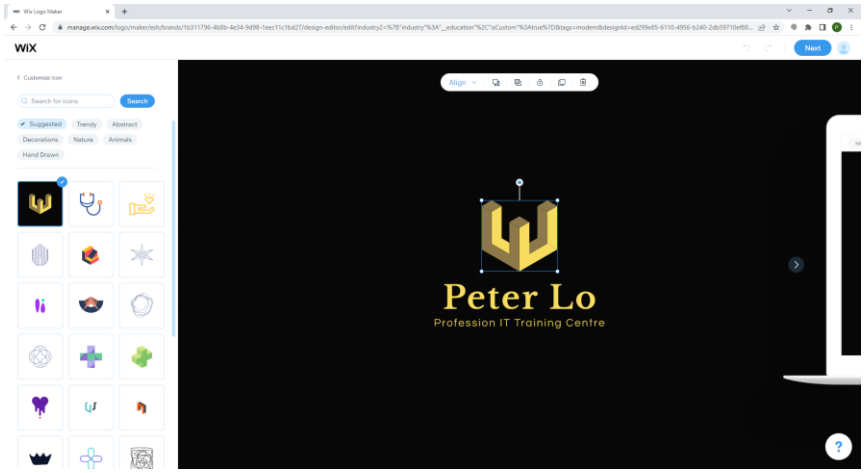


6.1.2 Change Icon

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

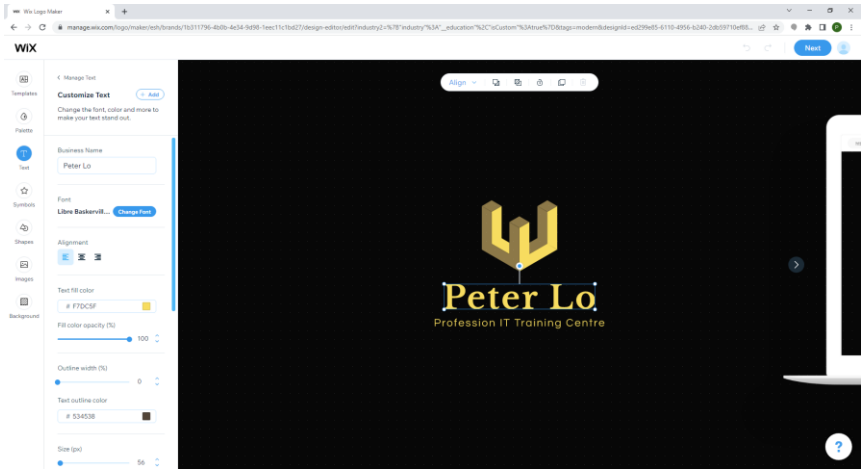


2. You can select the icon in left hand panel.



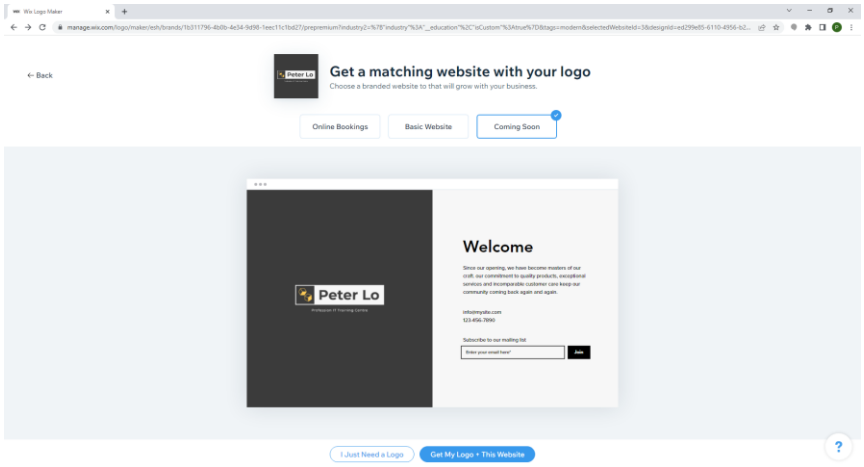
6.1.3 Change Text

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



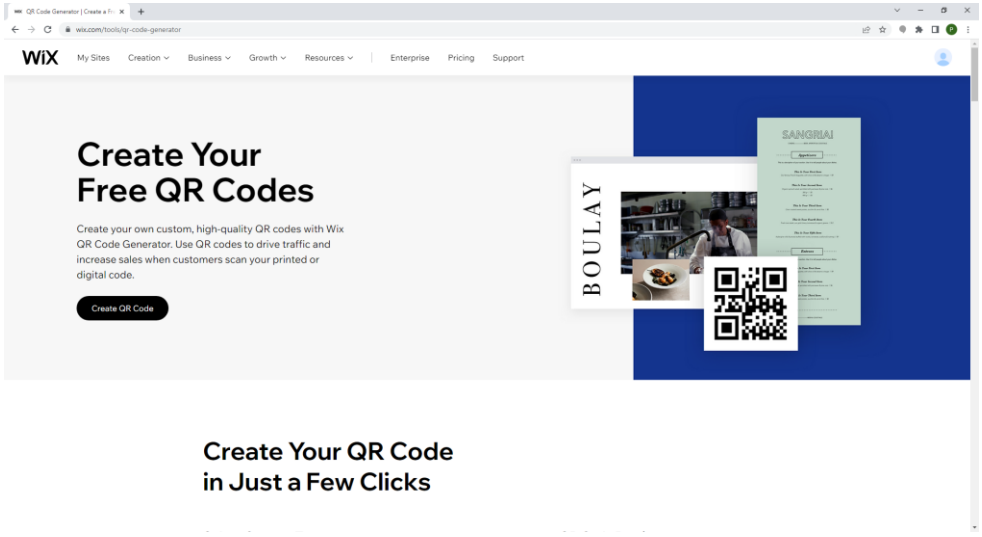
6.1.4 Deployment

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

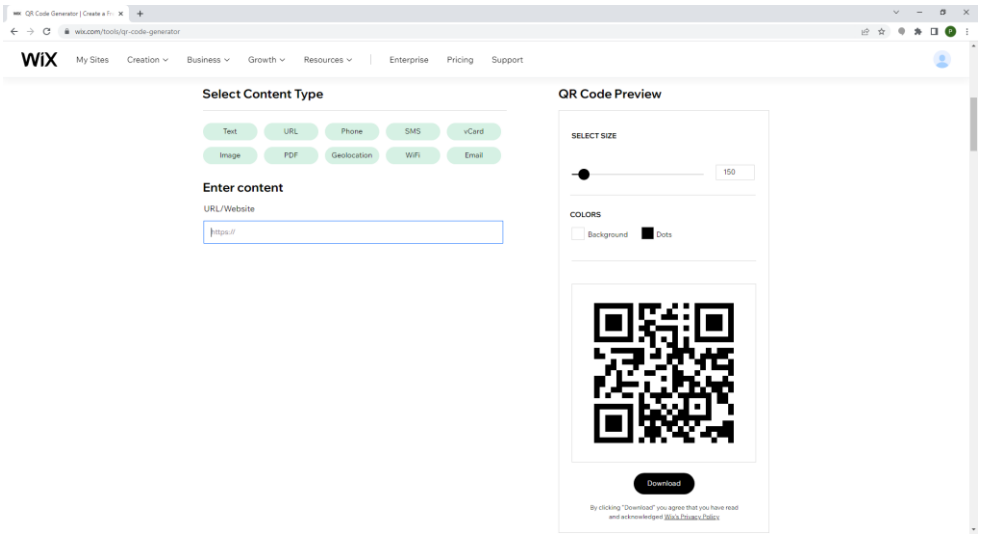


6.2 QR Code Generator

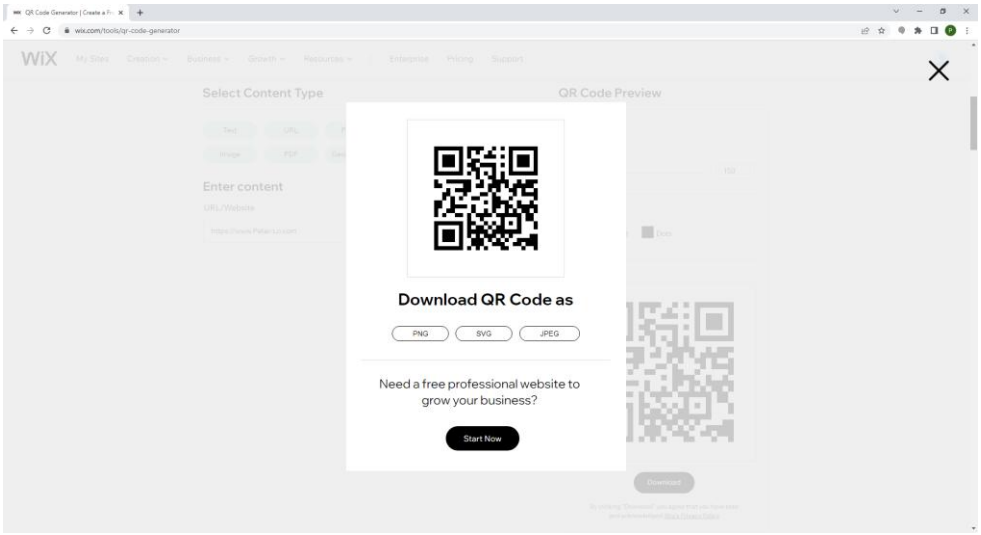
1. Browse https://www.wix.com/tools/qr-code-generator, and click **[Create QR Code]**.



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



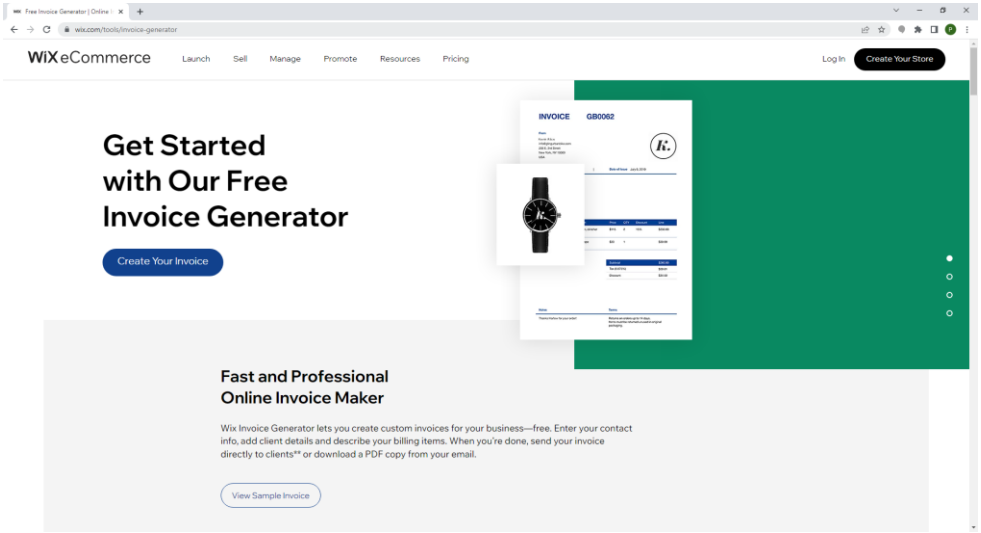
3. The corresponding QR code image is generated, you can save as picture for further use.



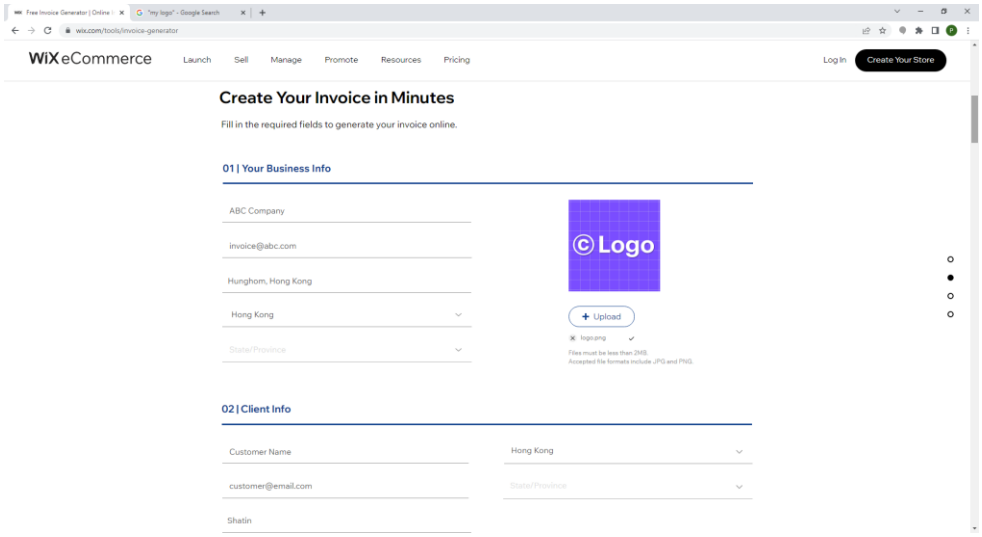
6.3 Invoice Generator

6.3.1 Create Invoice

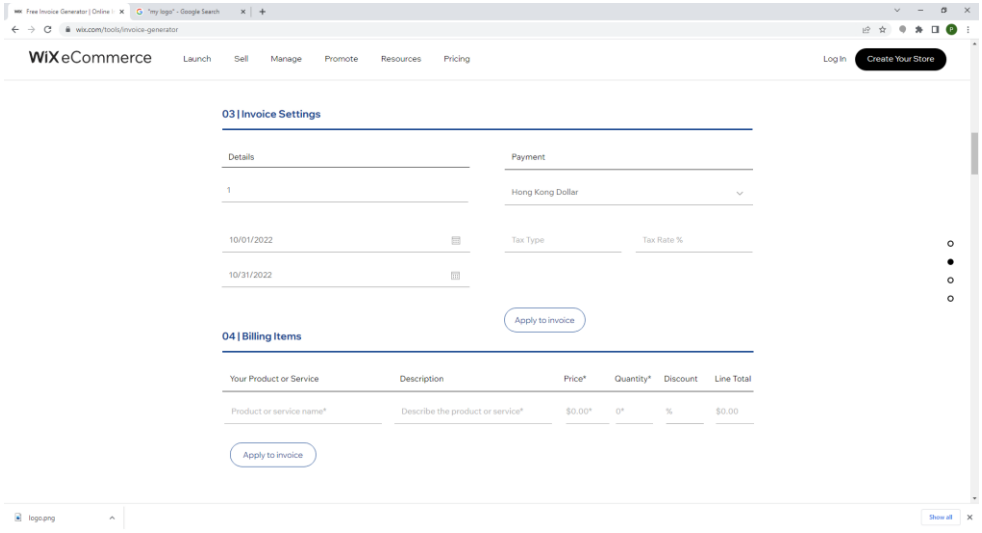
1. Browse https://www.wix.com/tools/invoice-generator, and click **[Create Your Invoice]** to start.



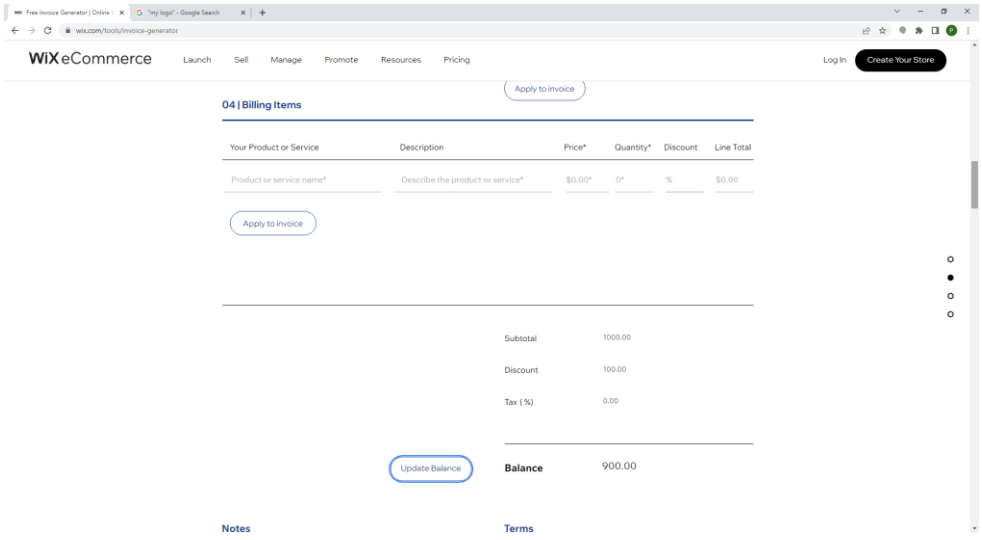
2. Fill in the required fields in “Your Business Info” and “Client Info”.



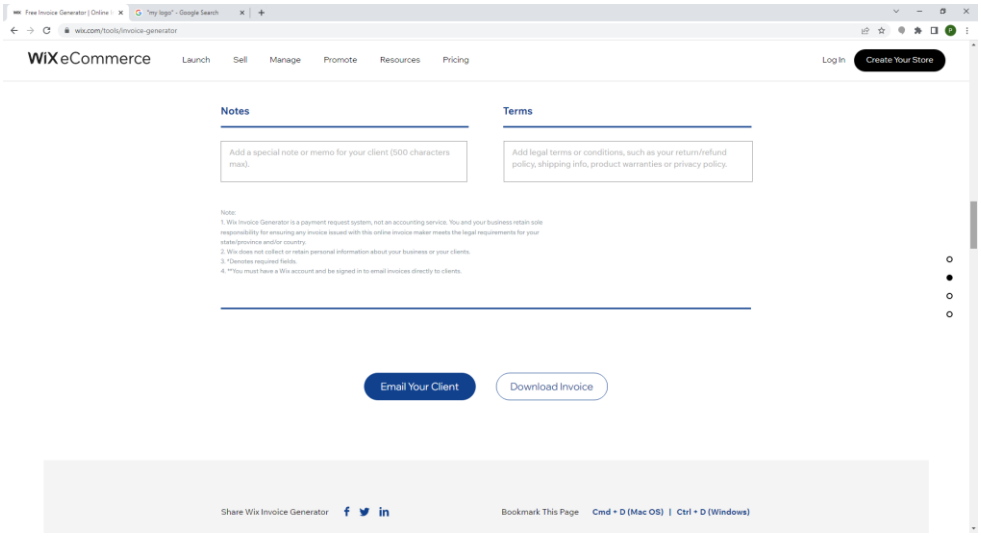
3. Fill in the “Invoice Setting” and press **[Apply to Invoice]**.



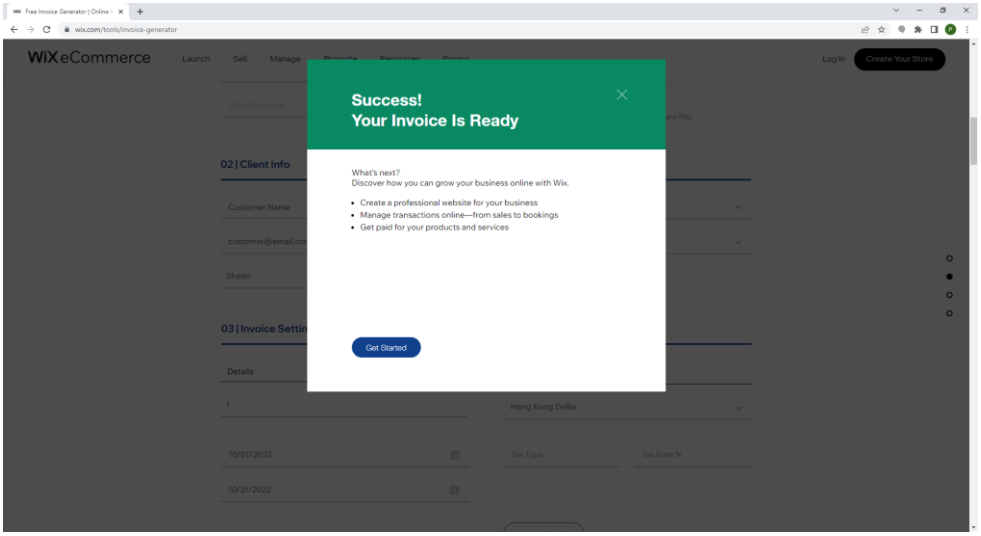
4. Fill in the “Billing Items” and press **[Apply to Invoice]**. Then click on **[Update Balance]**.



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

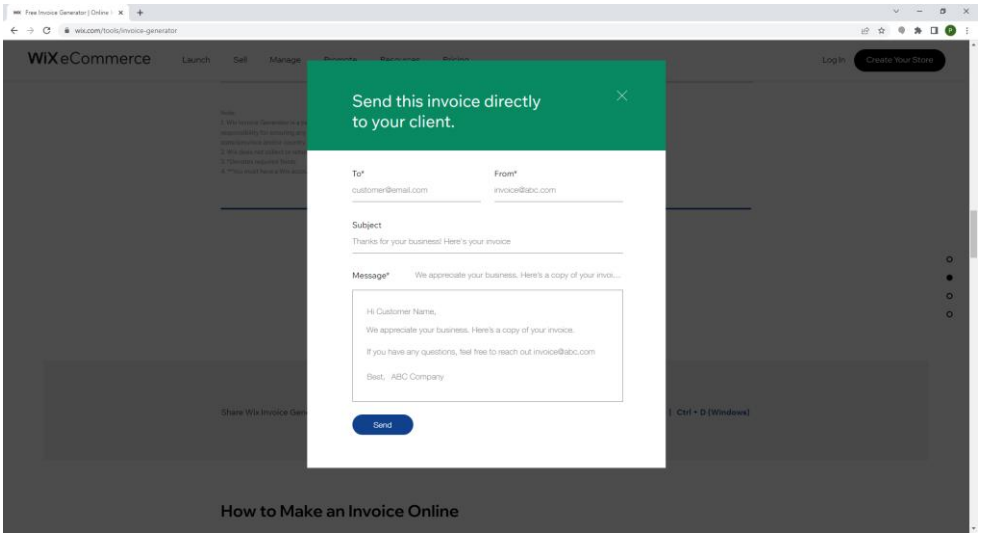


6. Your invoice should be generated successfully (in PDF format).



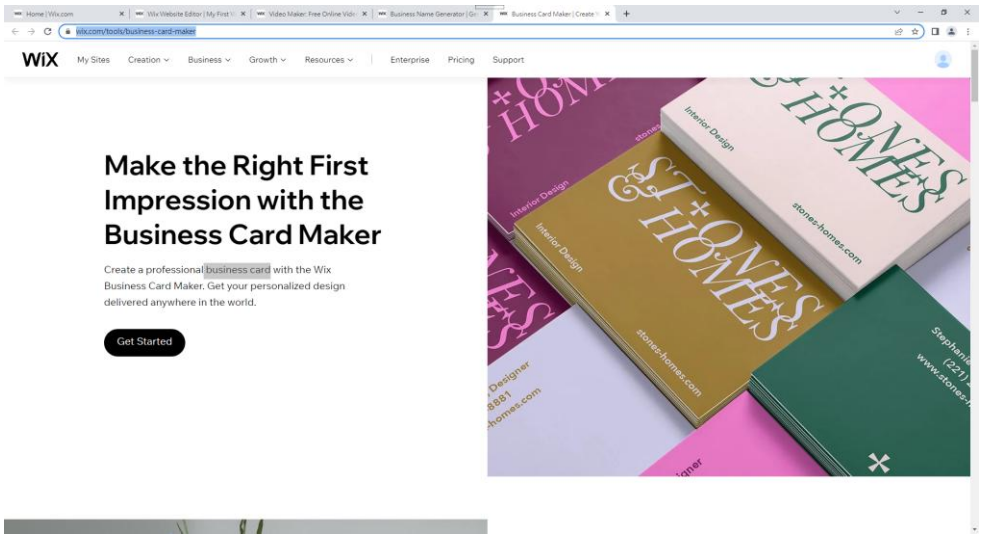
6.3.2 Send Invoice by Email

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

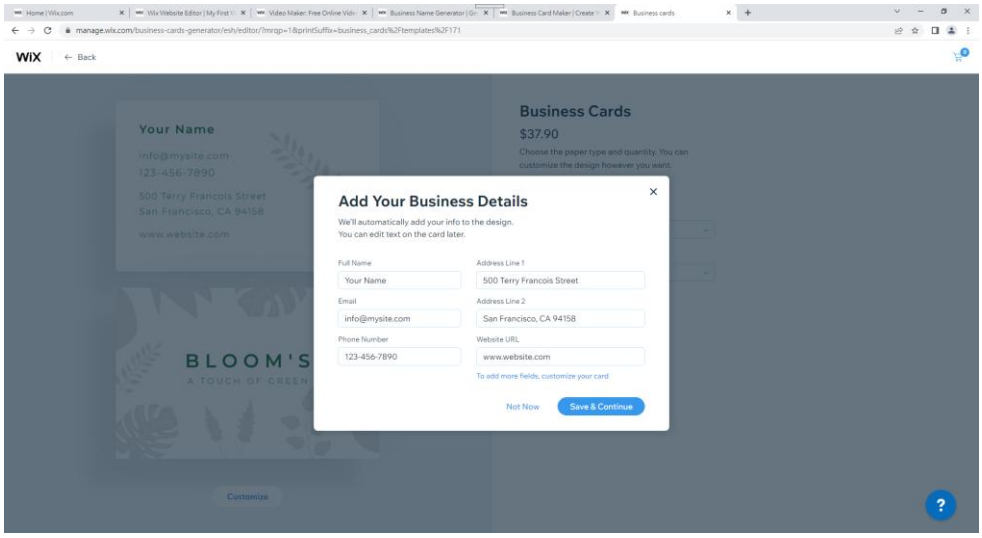


6.4 Business Card Maker

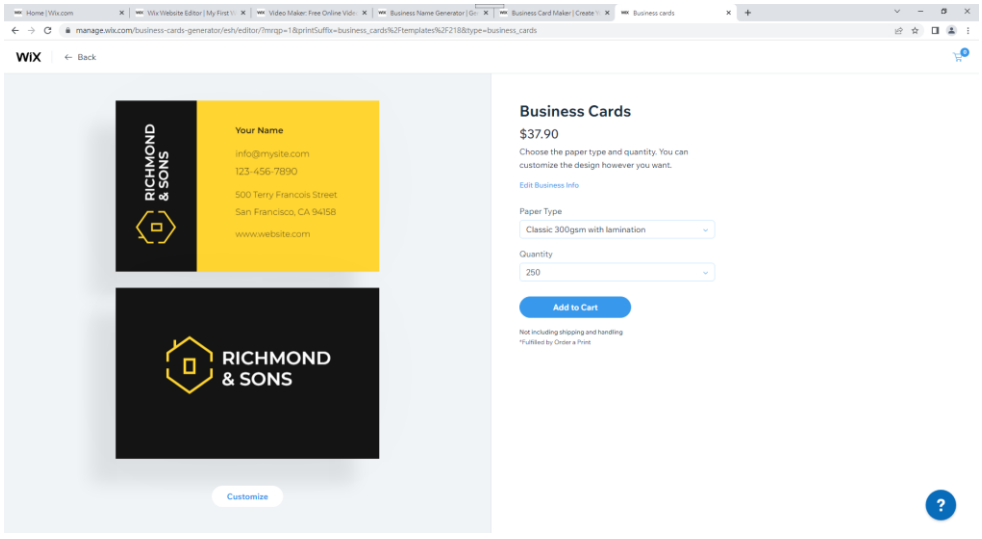
1. Browse https://www.wix.com/tools/business-card-maker, and click **[Get Start]**.



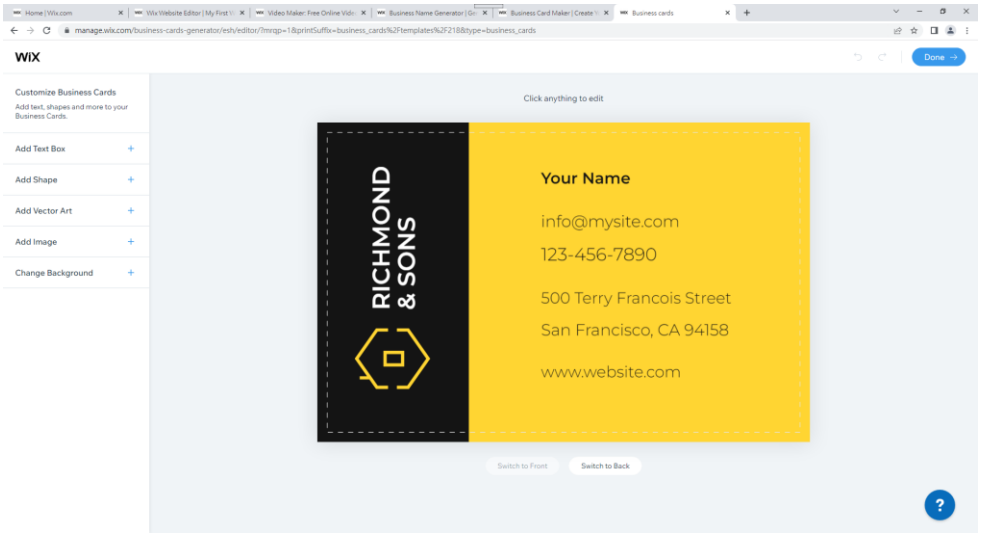
2. Input your business detail and press **[Save & Continue]**.



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



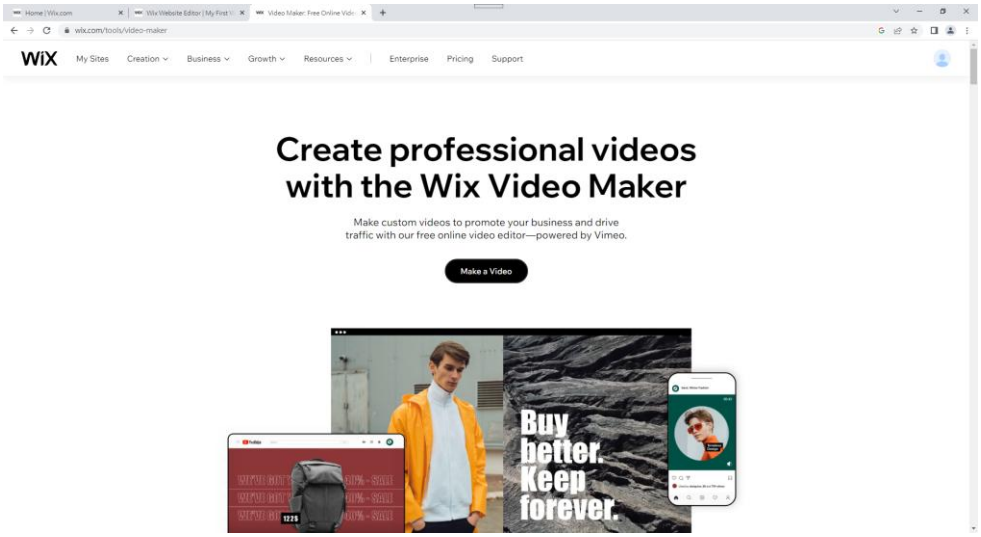
4. Once you complete the customization, press **[Done]** to finish.



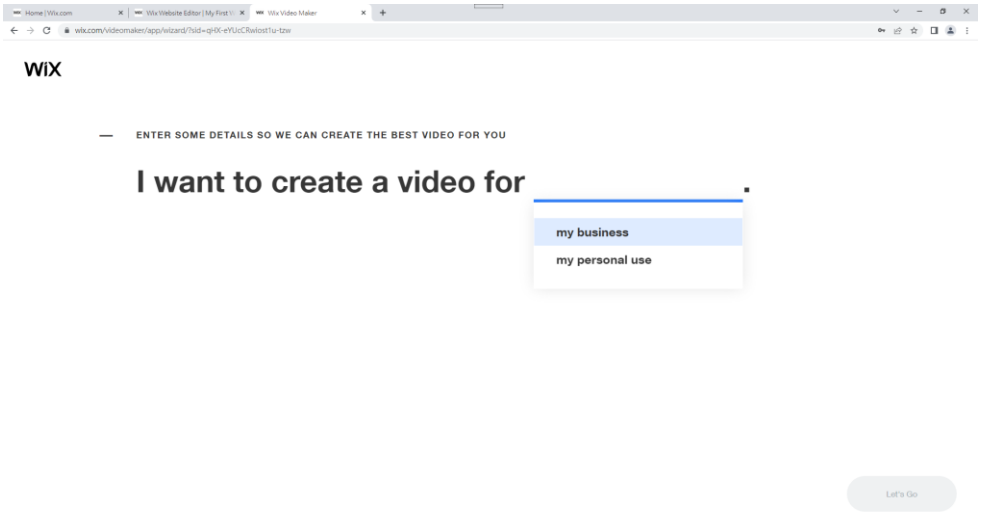
6.5 Wix Video Maker

6.5.1 Create Video

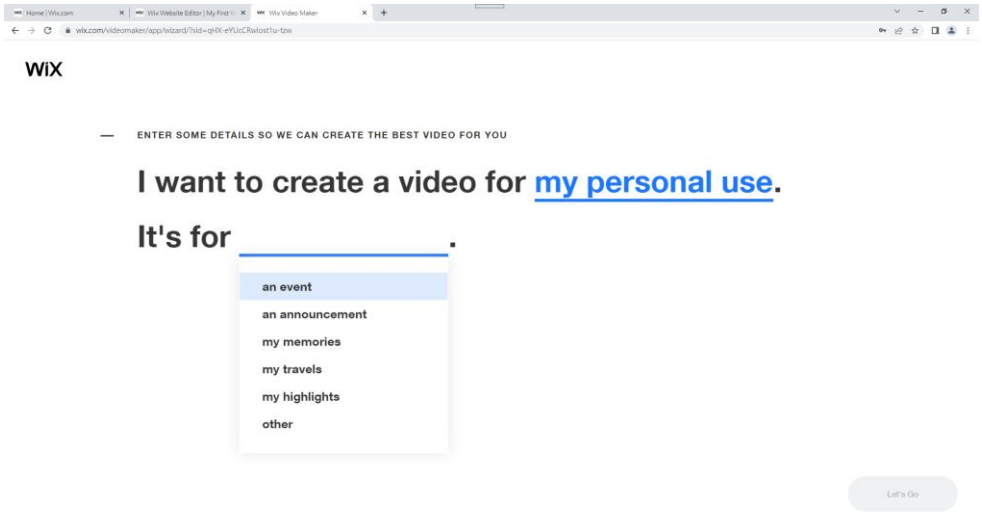
1. Browse https://www.wix.com/tools/video-maker, and click **[Get Start]**.



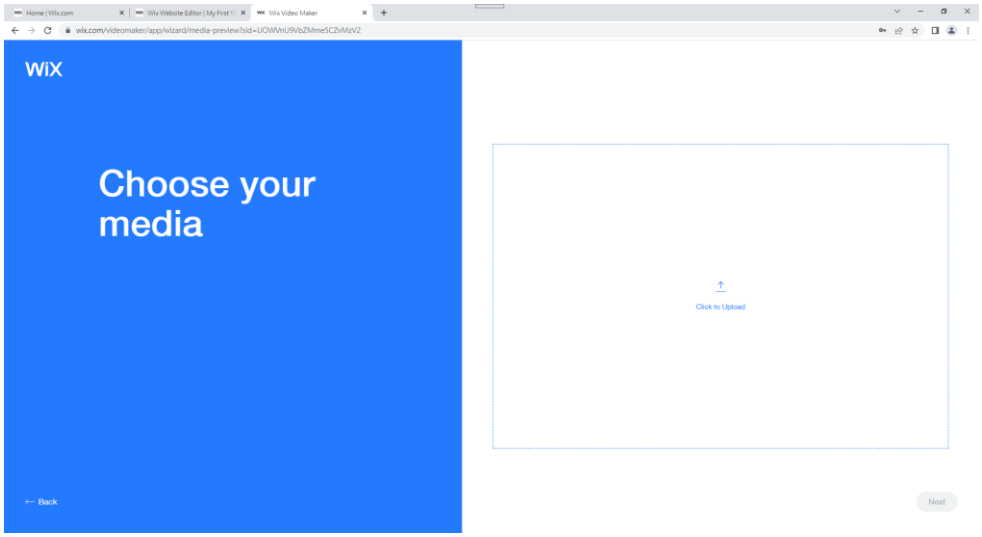
2. Define what type of video (Business / Personal) you want to create.



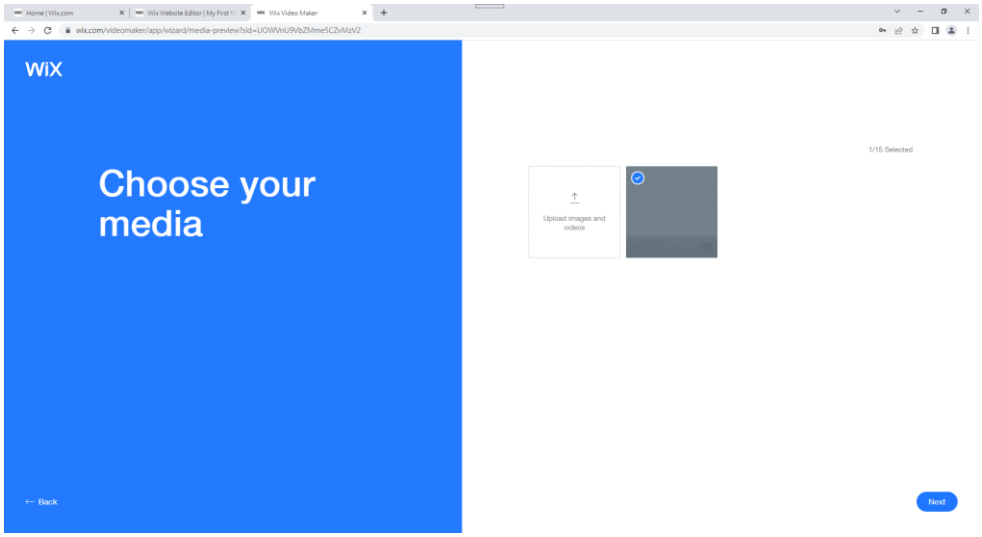
3. Select the purpose of your video.



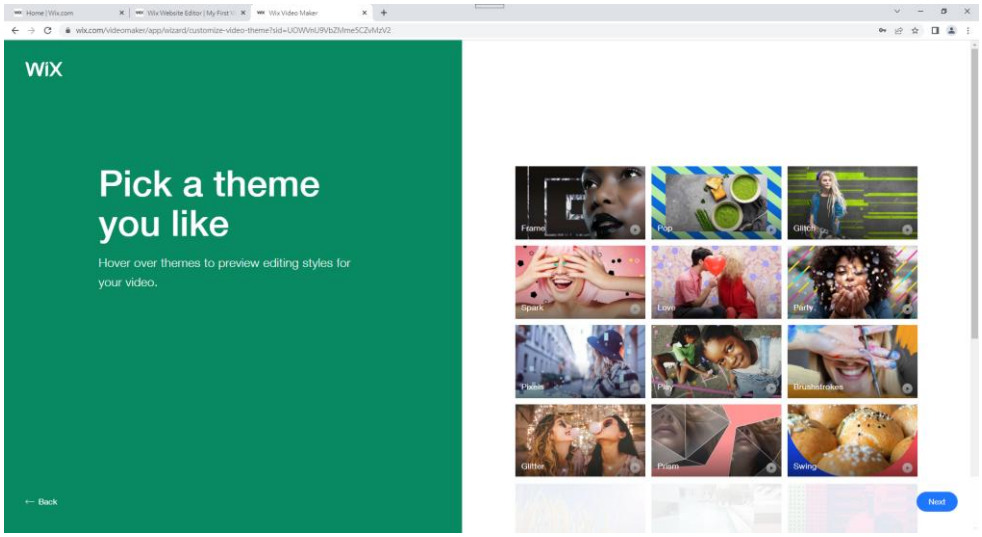
4. Upload a video file by pressing **[Click to Upload]**.



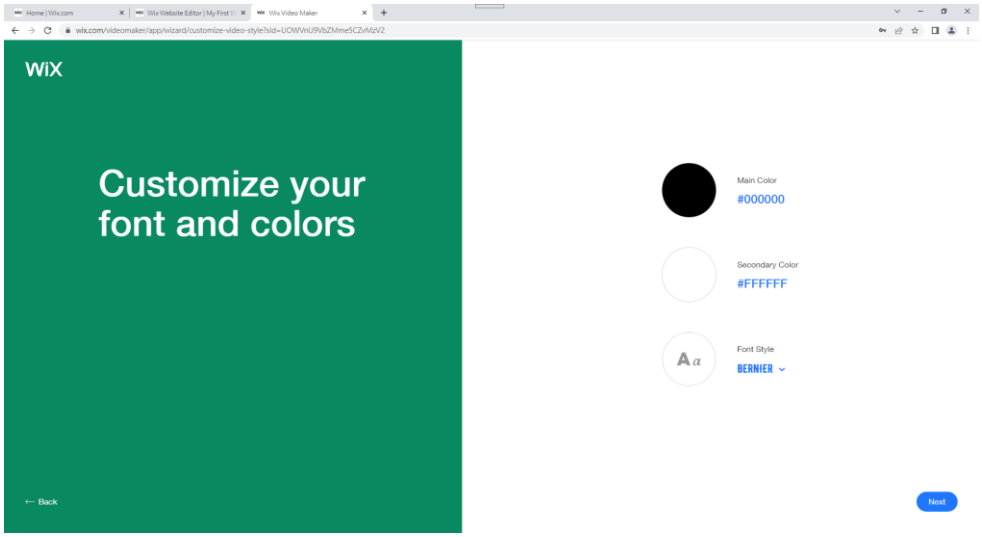
5. Select the video and press **[Next]**.



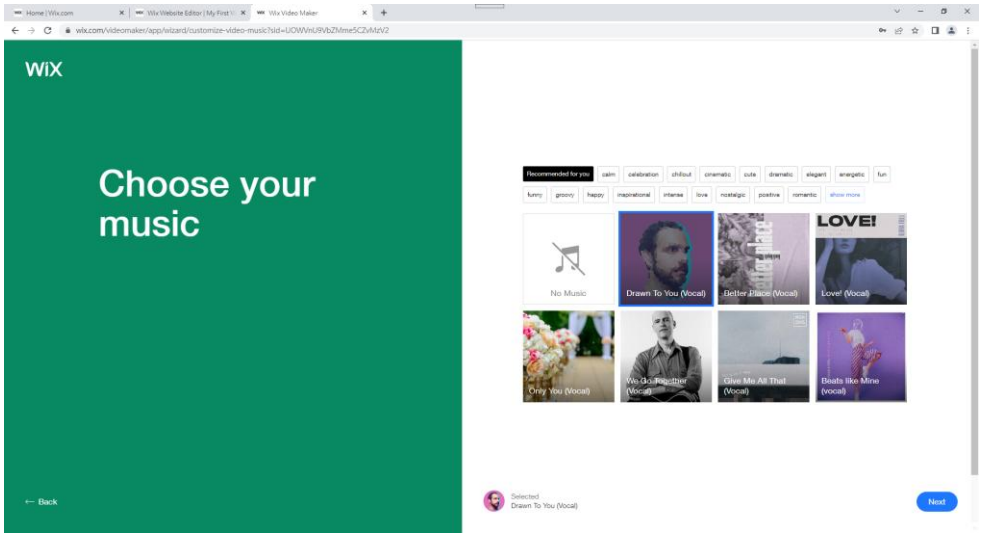
6. Select a theme and press **[Next].**



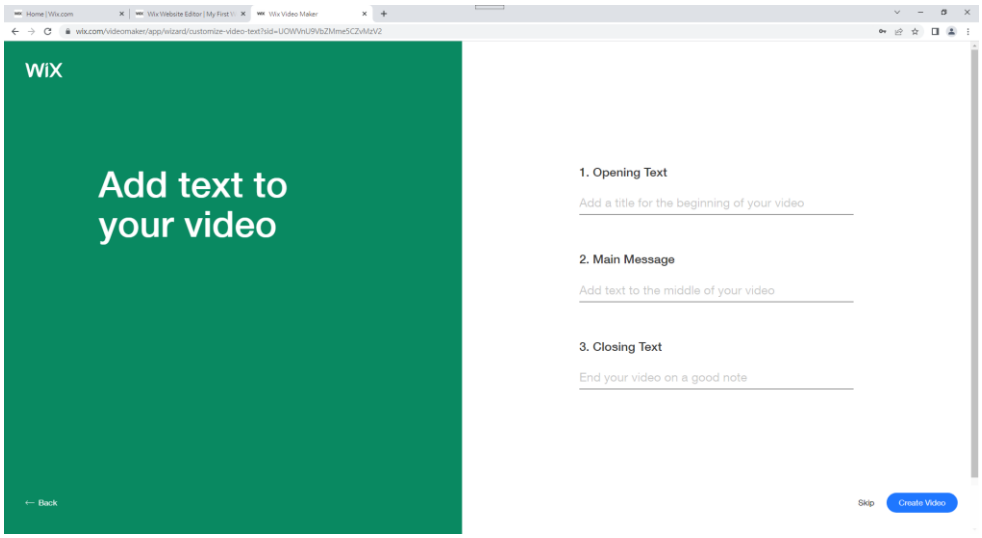
7. Customize the font and color (in RGB), then press **[Next].**



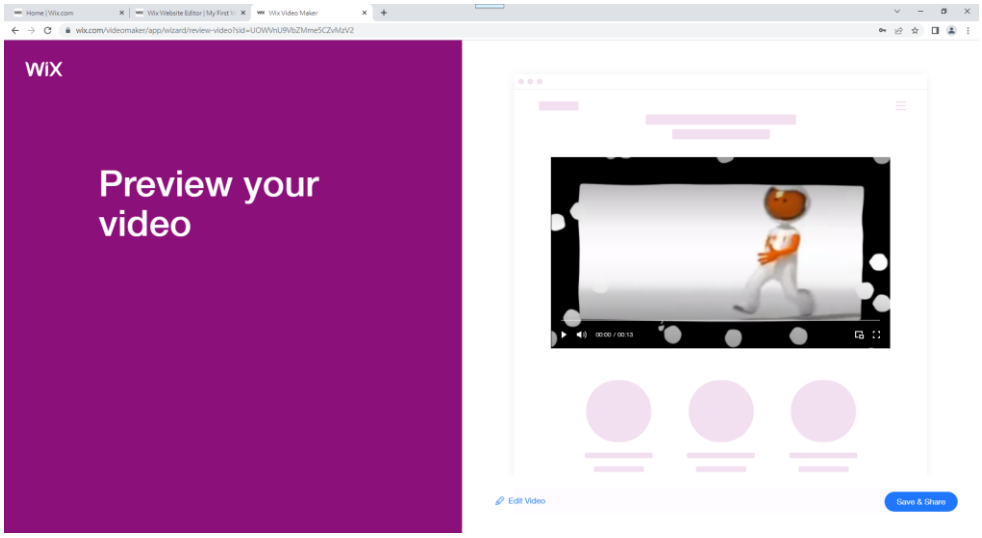
8. Select the music for your video and press **[Next].**



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

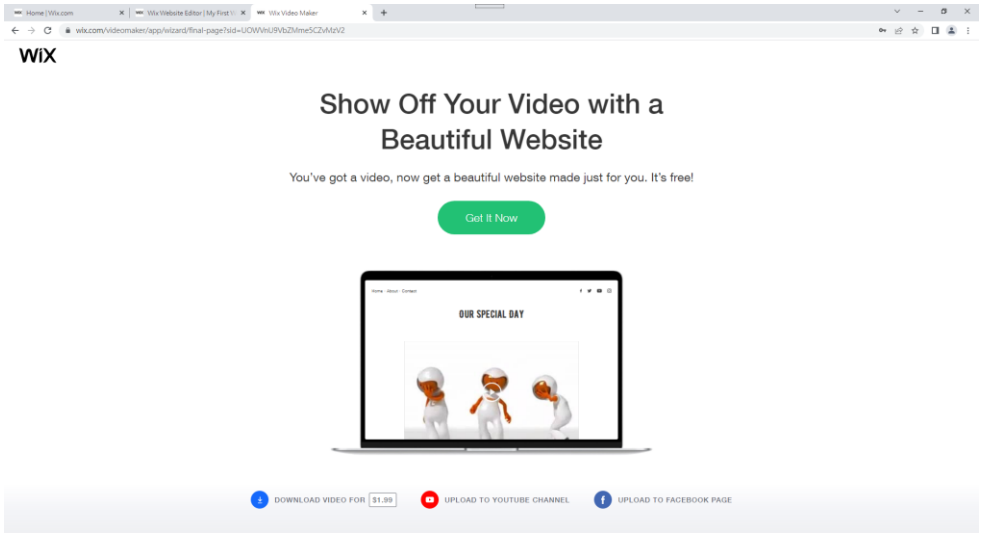


10. It might take several minutes to generate, press **[Save & Share]** to continue.



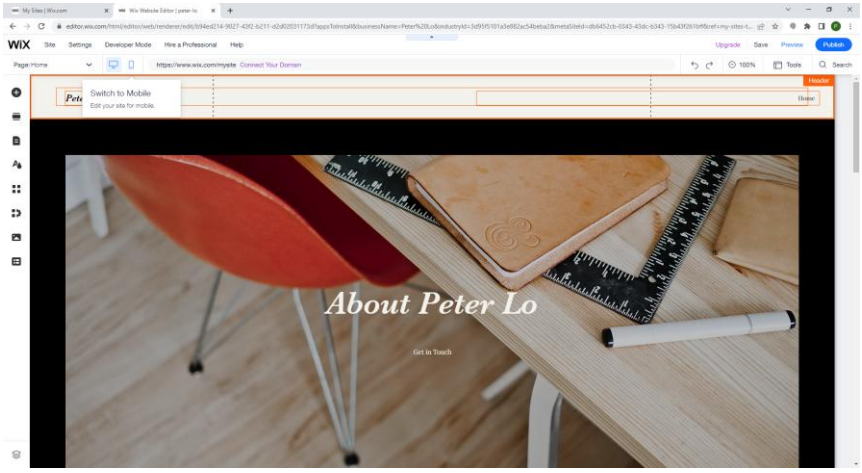
6.5.2 Share your Video

1. Now you can upload your video to YouTube.



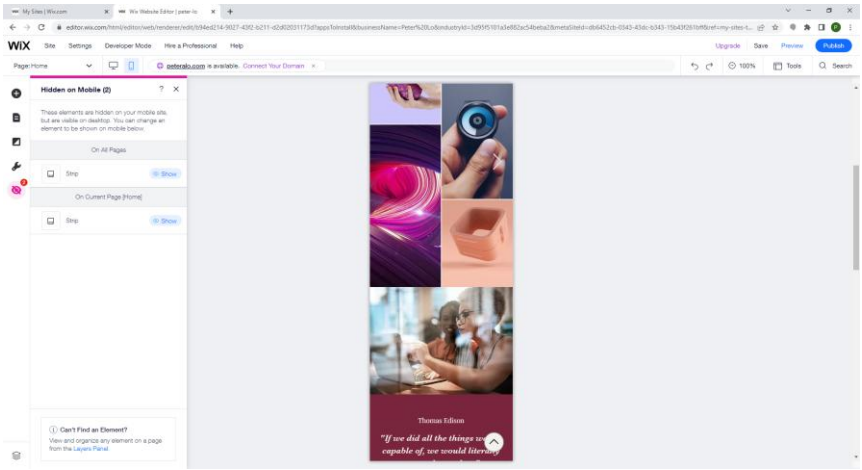
7. Mobile-Friendly Design

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



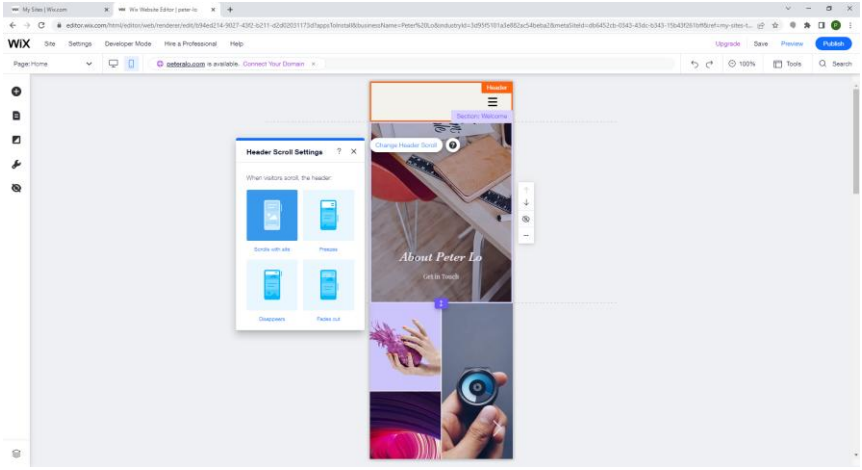
7.1 Show Hidden Page

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.



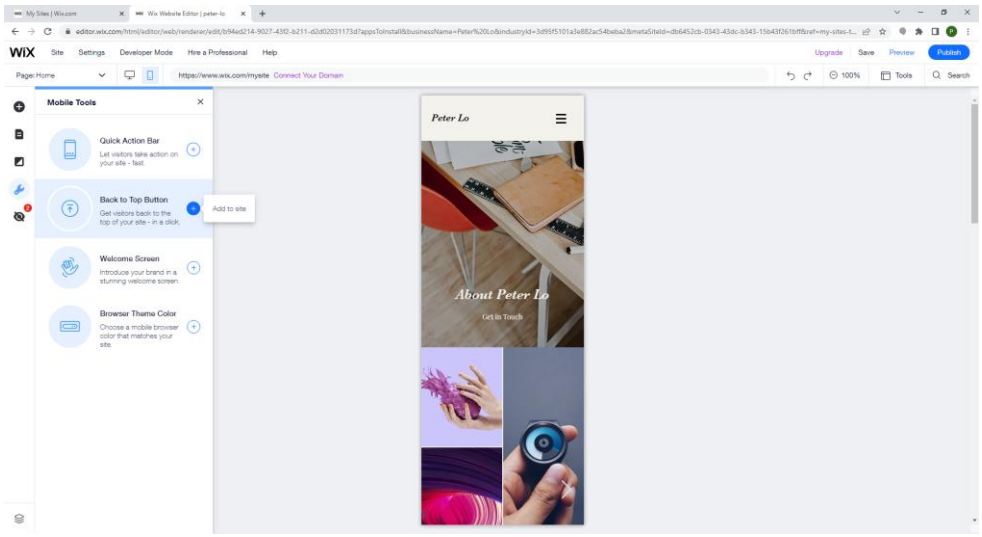
7.2 Change Header Scroll

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

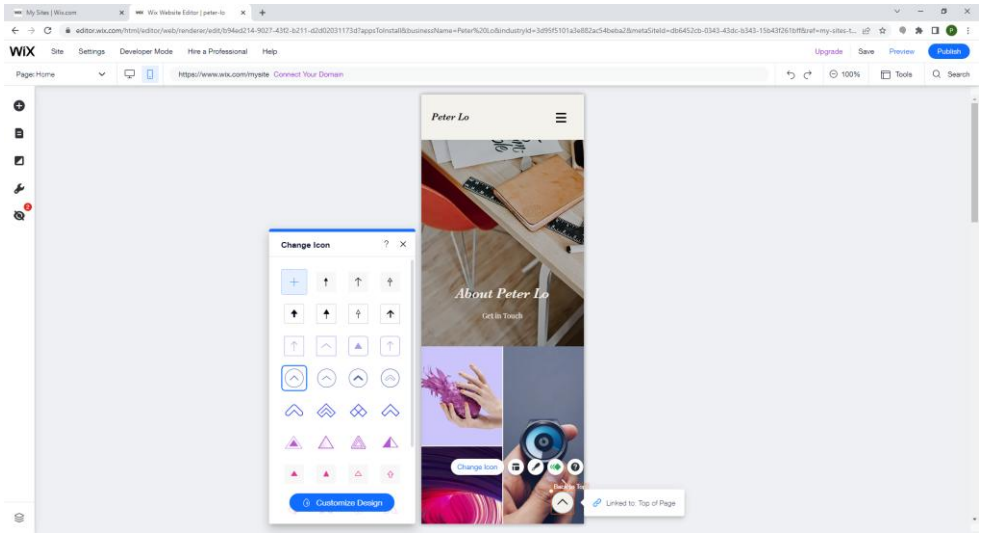


7.3 Add Back to Top Button

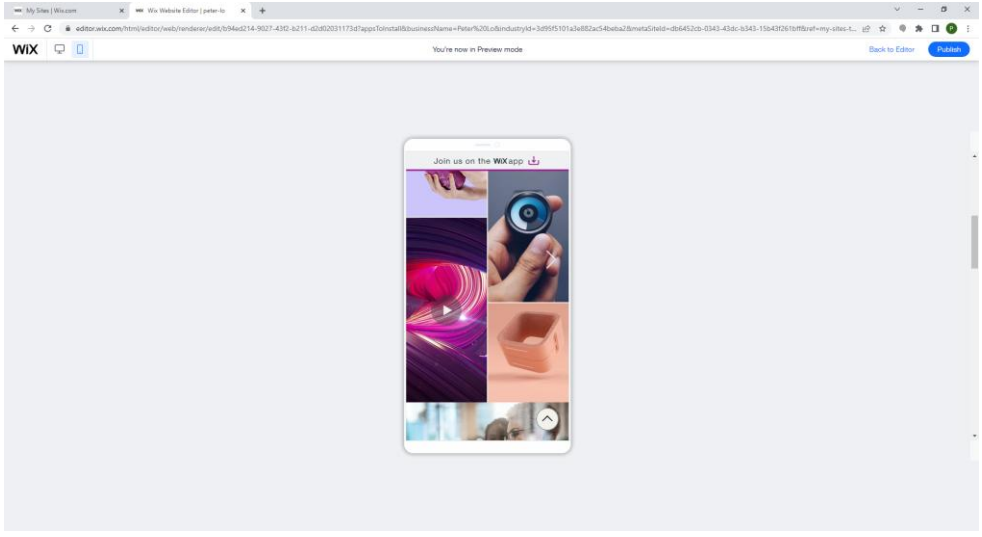
1. Select “Mobile Tool” in left menu. Then select “Back to Top Button” and click **[+]**.



2. Customize the icon when necessary

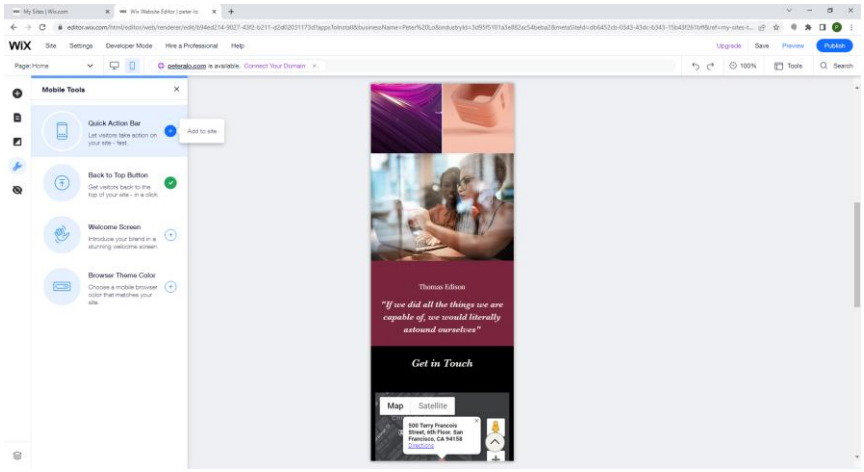


3. You can see this “Back to Top” button at right bottom when you preview it.

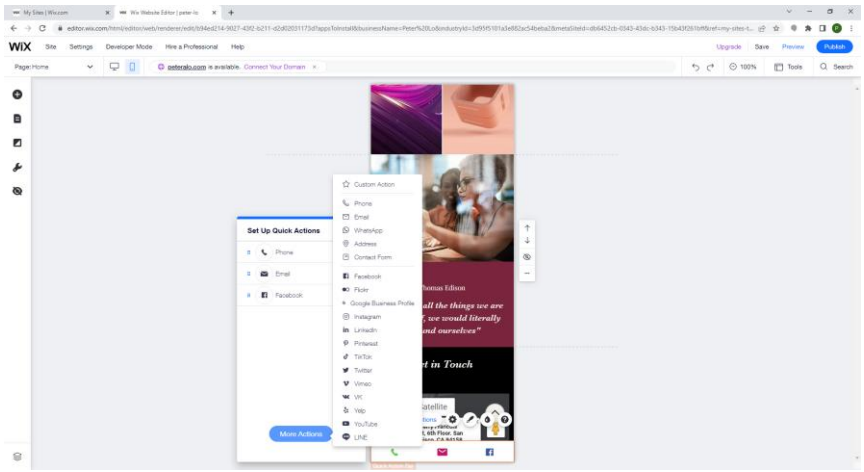


7.4 Add Quick Action Bar

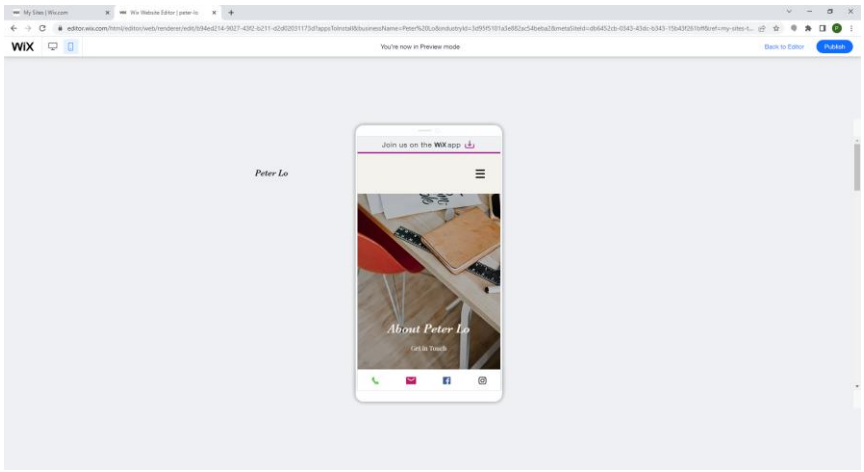
1. Select “Mobile Tool” in left menu. Then select “Quick Action Bar” and click **[+]**.



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

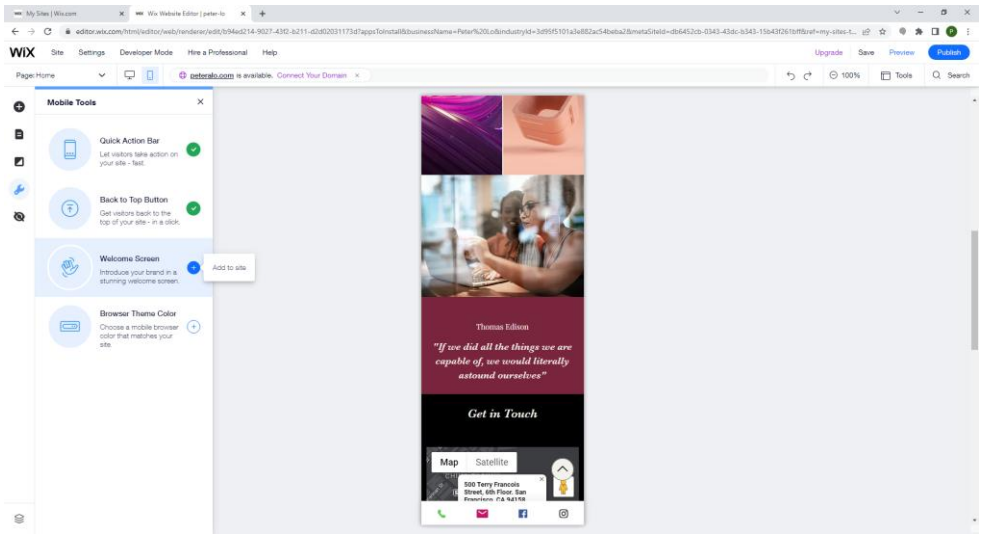


3. You can see this action bar at bottom when you preview it.



7.5 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.

