

How to Create a Basic Website with WIX

For a start-up business, a website can be one of the best tools for promoting your business. A website is always available to promote your business and products to customers anywhere in the world. Nowadays, there are many sites which enable individuals without technical skill or design knowledge to build websites on their own. There are several websites which use various forms of content management systems to enable individuals and small businesses to build website such as Weebly, Wix, Squarespace, Sitebuilder.com, and many others.

In this document, we will discuss the steps on how to use Wix because it has the widest range of templates and designs compare to the other sites. There is a free option to build a website on Wix; however the free package has some limitations which you might want to think of upgrading in the future once your business starts to grow. Before we get started, the followings will give you a summary of Wix free package:

- The free package is great to build an informational website. It does have the option to add a page that can display and manage your products as an online store; however it will not allow you to accept online payment.
- NOTE: If you want to create an online store, you need to consider upgrading to the **Basic Store** plan. We address how to accomplish this in the section entitled “*How to enable Online Payment in your Wix Website*”. Please note that **eCommerce** Plan will not allow your customer to make a payment online, but it will give you more features that allow your customers to purchase multiple products, keep up-to-date inventory, enable discount coupon codes for your customer, change different product options (size, color, and a message box), and will let you set rule of shipping and tax rules that calculate the total fee.
- Wix will give you a free but limited domain name with format ending with wix.com. This is not recommended if you are trying to create a business website as it appears unprofessional and may take it more difficult for your customers to locate your website. It is recommended that you buy your own custom domain name which you can connect later to your Wix website with some additional cost. Check our next guideline on *How to register a domain name*.

How to Create a Website using Wix.com:

1. Sign Up

To sign up as a first time user, you just simply add your email address and set up your password to log in to your Wix account.

2. Choose A Category

In this section, you can choose what kind of website you want to create so that Wix can direct you to the right template. You can choose from the categories provided such as business, designer, blog, online store, restaurants & food, beauty & wellness, photography, accommodation, portfolio & CV, music, events or other.

3. Select WIX ADI

Currently, Wix provides two ways to create a website. You can choose either using Wix Artificial Design Intelligence (WIX ADI) or Wix Editor. However, for this complete guideline, please choose **Wix ADI** which is simpler for first time user than Wix Editor. Once you become familiar with Wix ADI, you can always switch it to Wix Editor which enables you to do more modifications.

4. Tell More About Your Website You Want to Create

Try to answer all the questions given. This helps Wix to determine the best template for your website.

- **What do you want to create a website for**

For example: for an online store, blog or local business

- **Does your website need one of the following features?**

You can apply one or more of the following options: sell online, take bookings, get subscribers or create a blog.

- **What is the name of your business or website**

Add your business name or other name relevant to your business in way people can find it online.

- **Where is your business located**

If address is not relevant for you, you can skip to the next page

- **Add additional info**

In this step, you can modify your website name and add more additional info such as business email, address, phone number, fax number and add a social network if available

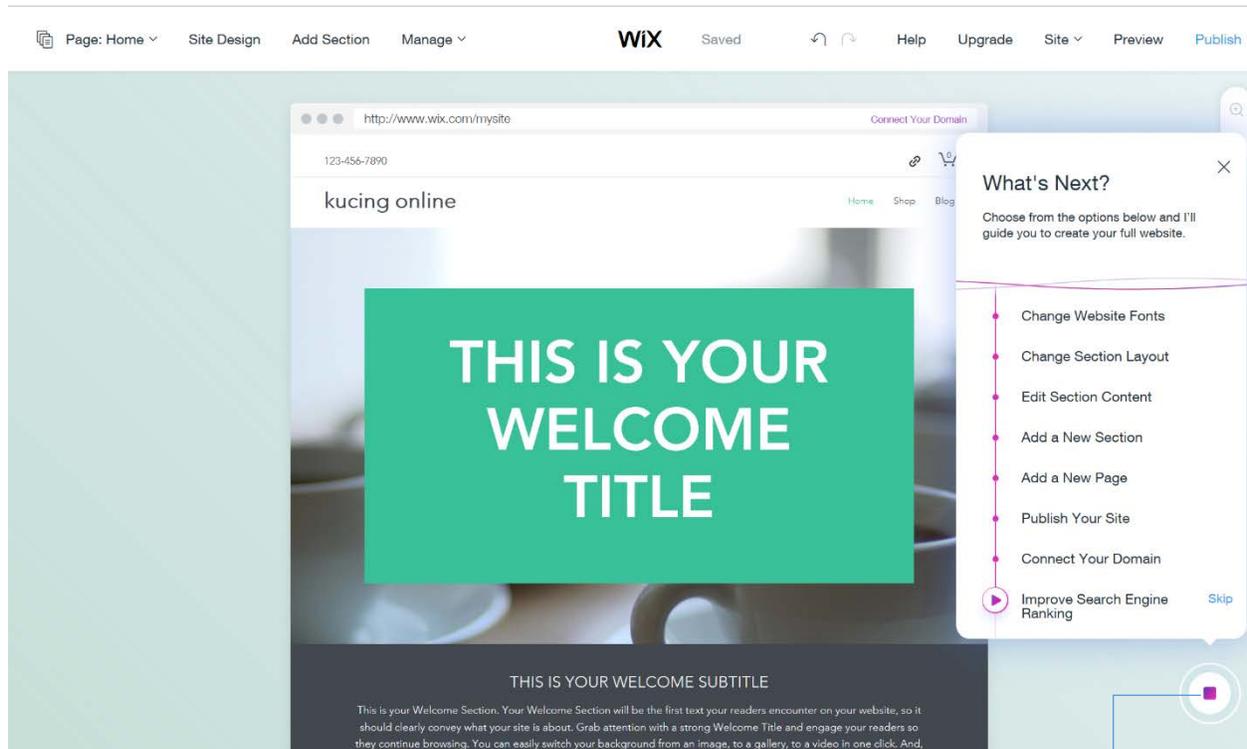
Once you complete all the information, Wix will process all the data given before continue to the next step.

5. Choose your Style

You can choose a few designs provided in this step but you can also still change it later if so desired. Next, Wix will direct you to the home page where you can actually manage your website.

MANAGE YOUR HOME PAGE

Once you are on the home page, there will be quick tutorial about each navigation tool. Make sure you follow the tour to be familiar with the tools and the layout.



Always refer to this button to find the tutorial tour

Now you can simply change the content or even modify the layout design based on your preference. You also can always delete some sections if you find no relevance for your needs.

Some features you might find useful:

- Add page
If you have more information to show, it is better to add a new page. This step would be preferable to keep your website simple and easy to navigate. Don't forget to organize your pages. Many website users tend to leave if they see unorganized website. You can always check other similar website to give some ideas on how to organize them.

- Wix Store
You will have some access to use the online store on your Wix website under Wix Store Tab. For example, you can have a page that will display your product complete with price and unit availability. You also can add shipping & return policy manually on each product. Your customer will be able to add product chosen on the shopping cart, but this feature will not let your customer to checkout and pay for it online unless you upgrade your plan to **Basic Store Plan**.
- Contact
This contact page lets your customer add their contact information. Next, Wix will send all the information directly to your email. Expect Wix to send the email from **no-reply@parastorage.com** under subject : **New Message via your Wix Website**. Make sure you check your email frequently to provide prompt assistance to your website customer. It is crucial for your business to build relationship with your customer.
- Save
Any works you do on Wix, it will be saved automatically. However, Wix will need sometime to save it. It is always better to check that it is saved before closing it.



Avoid closing your works if you see Saving instead of Saved.

PUBLISH YOUR WEBSITE



Once you are done managing your website, now it is time for you to publish your website online.



Choose a domain to publish your site on

The domain you select will be your site's address

Use a Free Wix.com domain

Connect your own customized domain

ex. www.mystunningsite.com

[Publish & Continue](#)



Use a Free Wix.com domain for initial page construction. Once you upgrade to a premium plan, then you can connect it your domain. To connect your existing domain, check our next guideline: *How to connect your existing domain to your Wix Website*. It is always recommended to test your website after you publish it. To test it, simply type your domain name to the internet browser.