Web Tasks Mini-Manual

Tip: Command Z undoes steps

Check your work: click on Preview (upper right) to see your work. When done, go back to Edit mode.

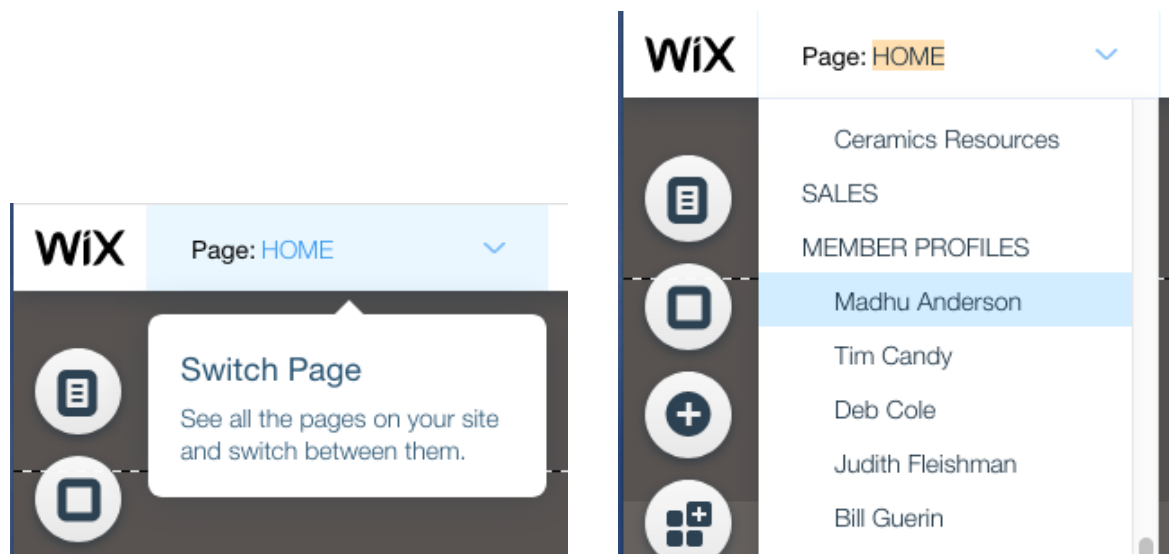After editing is complete, click PUBLISH…blue button upper right.

Basic Steps

Log in.

Click on **Site Actions** and scroll to select Edit

Choose the page you want to edit.
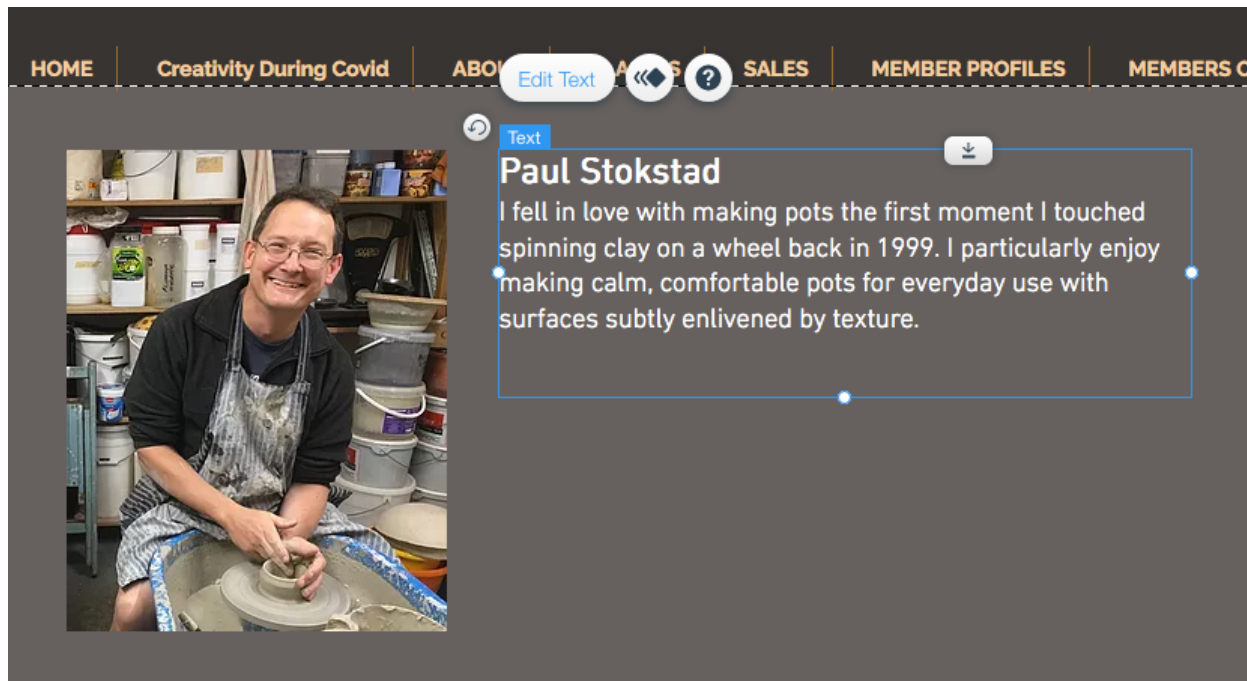Go to upper left, down arrow to the right of Page:
Scroll, slick on the page of choice

Text Editing

Click on text box.
Click on edit text.

Simply highlight and change copy.
On the right will be a box for formatting. **Format setting should not be altered**, as they match other pages.
To link copy to a URL/document/page click on the link image in the formatting box. This box will appear:

What do you want to link to?

? ✕

- ○ None
- ○ Web Address
- ● Page
- ○ Anchor
- ○ Top / Bottom of Page
- ○ Document
- ○ Email
- ○ Phone Number
- ○ Lightbox

Which page?

HOME ⌄

How does it open?

- ○ New window
- ● Current window

Cancel   Done

To choose a page on the website, click page, then to to the dropdown to choose which page.
Click on document and you'll be taken to the media page to upload or choose a document.
Click on Web Address and a bar will appear where you can type in the URL…same for email.

Photo Editing

Click on photo,

Click on Change Image. From here you can also link the image and edit.

>>
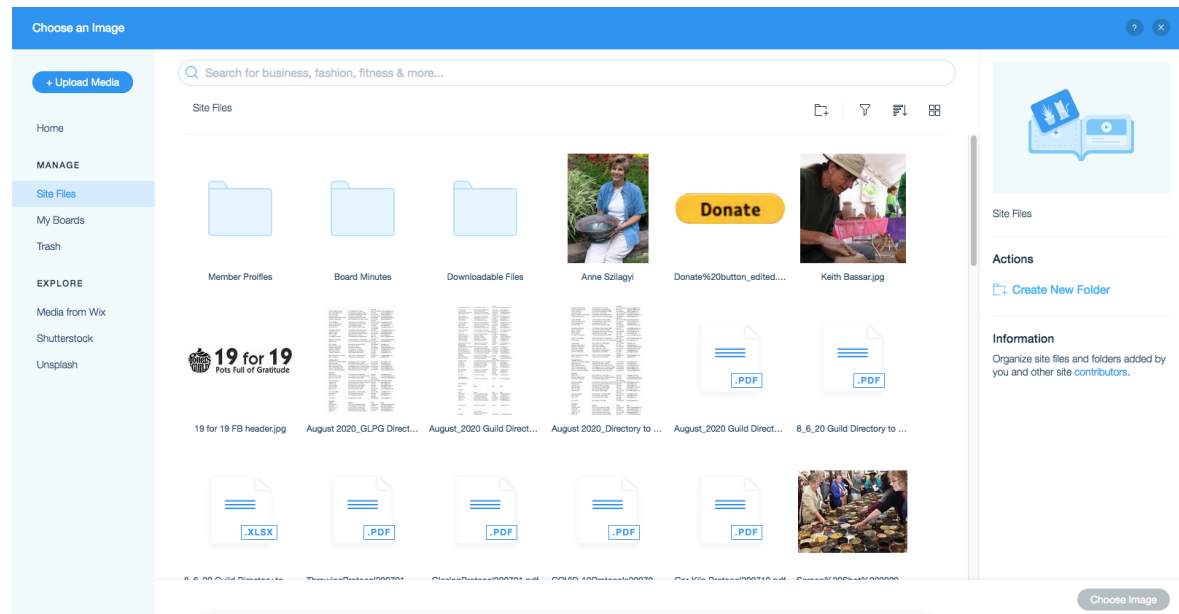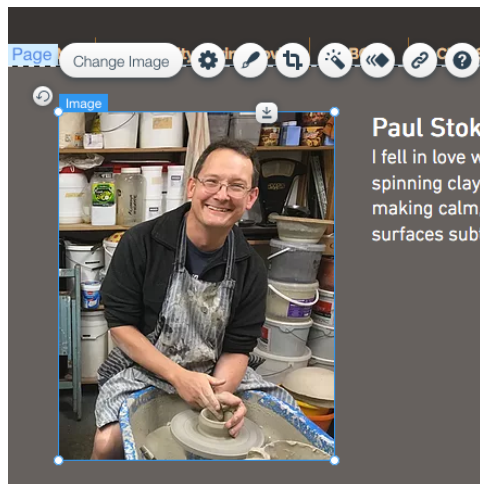
You can upload a new image (upper left) or choose one of the images in the archives.

In this window you can name the images (at the far right).

Name the artist and what the piece is, which helps with Google searches.
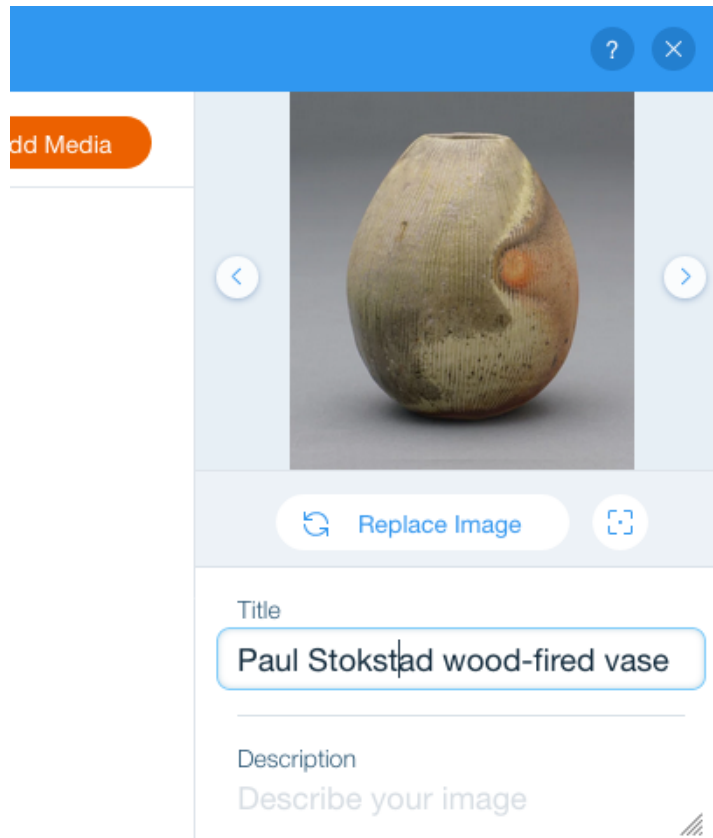
Click on CHOOSE IMAGE, lower right to insert/replace.

For image galleries like we have for profile pages
Click on the Gallery
Click on Manage Media
You will get this screen:
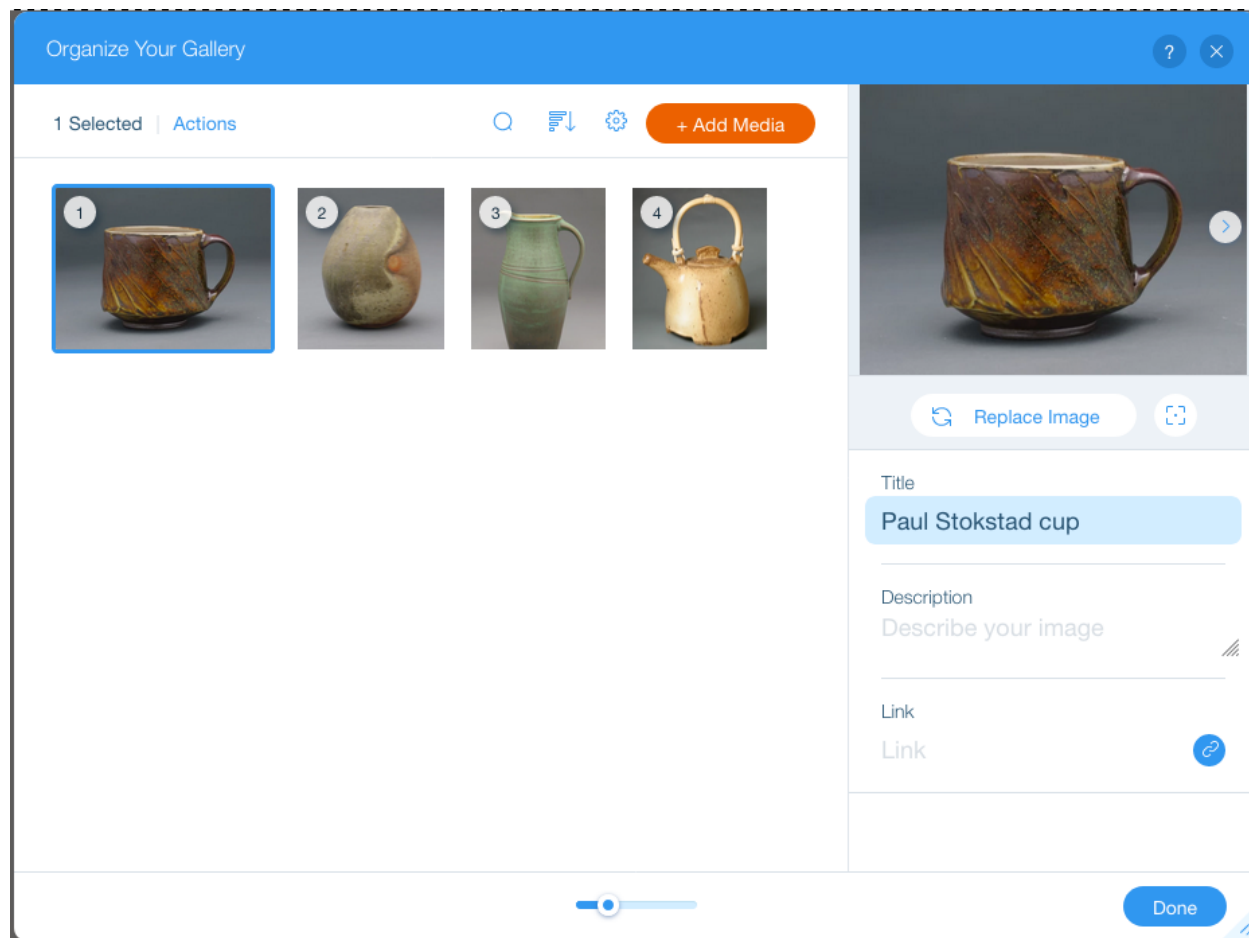
From here you can replace, drag to reorganize, rename, recrop, add images. It's pretty cool!
Click DONE to save your changes.

Rolling-image Slide Deck Editing

To change images, click on the deck.
Click on Change images.

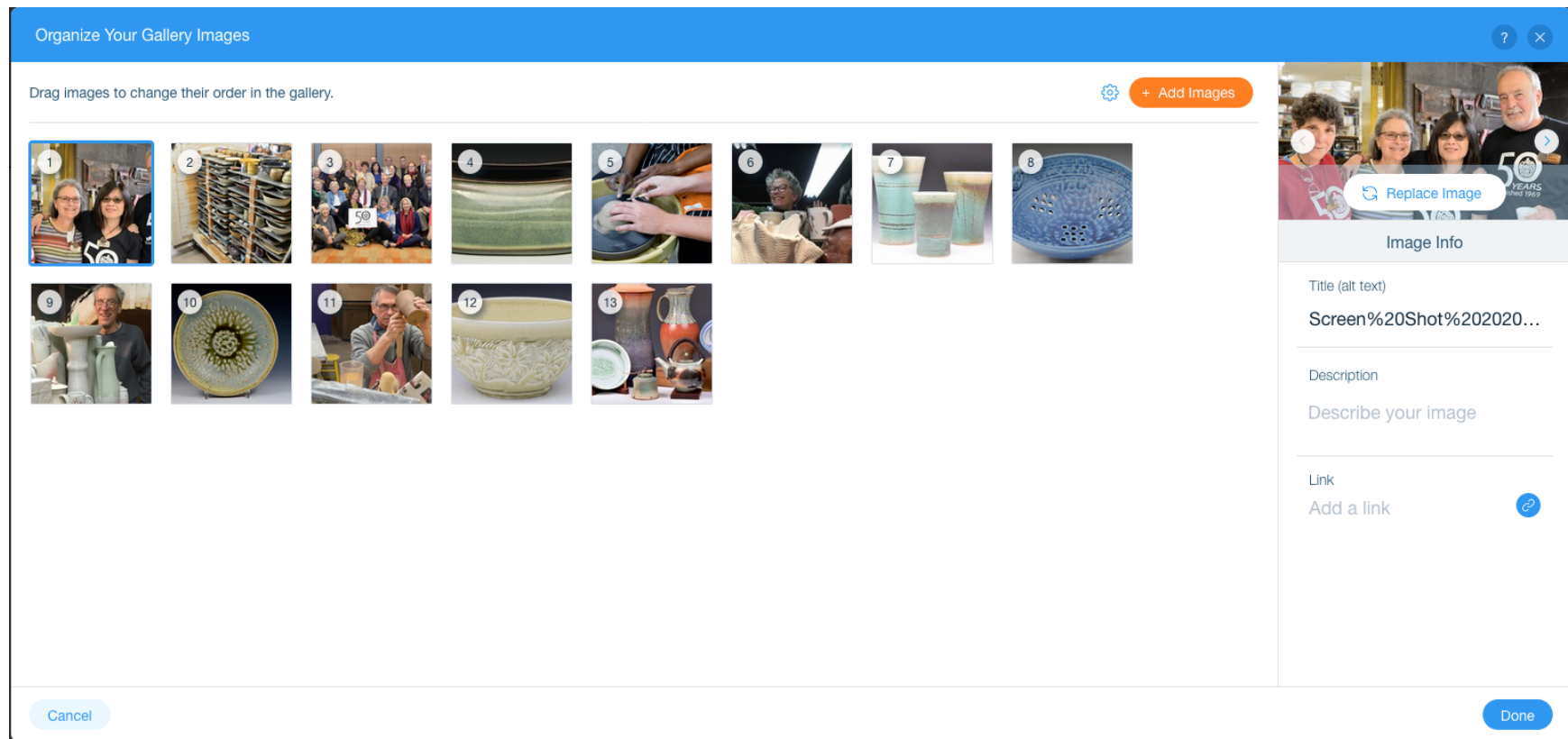You'll get:

This process is very similar to changing galleries.

Documents—Members Page

Minutes

go to the Archives page.
Follow the naming format already there.
Add the latest minutes to the top of the list.
Save the file as a pdf.
Link that type to the .pdf document.

Viewable documents

For things the directory there are two parts.
1. Save the selected area of the spreadsheet as a pdf. Click on the text at the bottom of the directory page and upload/link to the pdf.
2. Convert the pdf to a jpeg (Photoshop). Go to the directory page and replace the image with the new jpeg.

Edit existing name of any updated files.
Link chosen type to **document.** You'll be sent to the media window where you can upload and choose the document.

Log Out

Remember to log out when you are done, or others can't get in to edit.
Go to the **WIX Dashboard** page (first page you see when you log in).