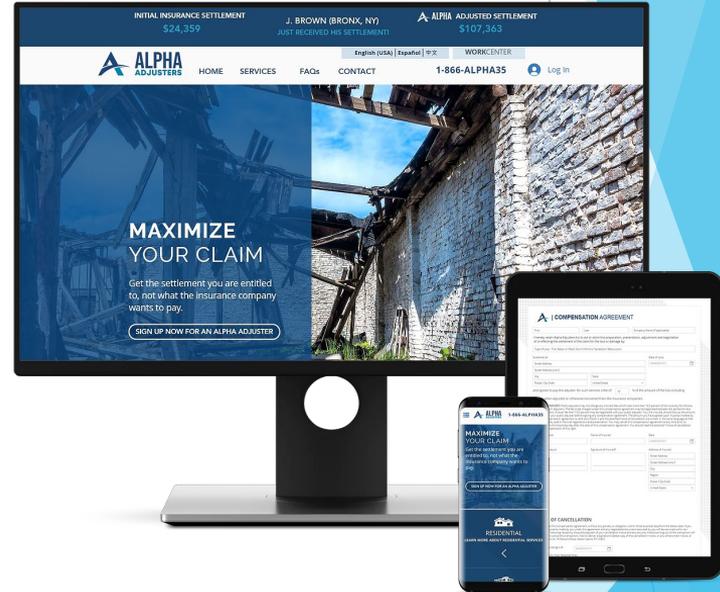


WIX.com site Handover Kit



Trusted by Over 140 Million Users Worldwide

The most innovative web design and development platform on the market

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

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

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

Your Site

www.awesome.com

Congratulations!

You now have a stunning new website made by LE30 using the Wix Platform.

Here is a short guide to manage your website.

Wix Website Handover

01. Welcome To Your Dashboard

Intro | Quick Actions | Connect & Manage

02. Edit Your Site

Wix Editor | Quick Access | Edit Site | Think Mobile

03. Other Services

Business Email | Start Your Own Blog

04. Grow Your Business

Ascend by Wix | Connect and Manage | Promote and Grow

05. Wix + LE30 Help Center

Help Center Guides | Contact Support

06. Stay Up to Date

Wix Blogs | LE30 + Wix Social Channels to Follow

01

Welcome To Your Dashboard

Into to Your Dashboard

> Welcome to your Wix.com Dashboard!

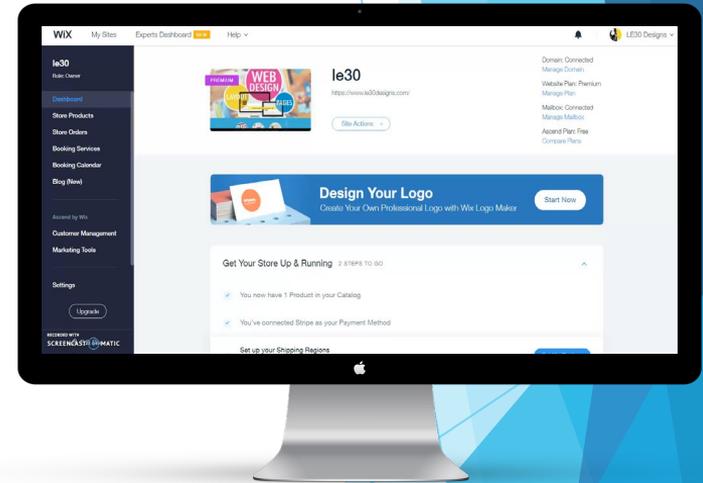
This is your website's work center – the hub. You can manage your inbox, billing, your bookings, your store and much more from your Dashboard.

> Manage your Apps

Your website has applications running. You can access them from your Dashboard as well as through your Editor to manage your account and settings.

> Manage your Information

Update your address, contact details, and business information such as payment methods, credit cards and location.



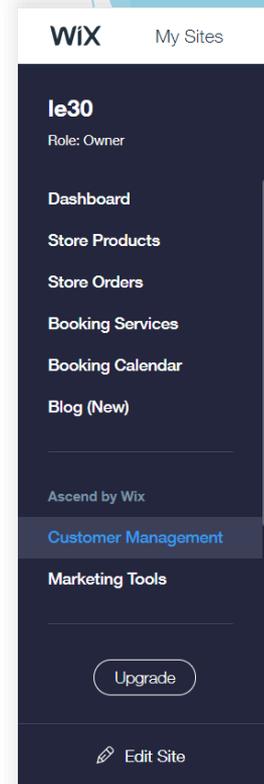
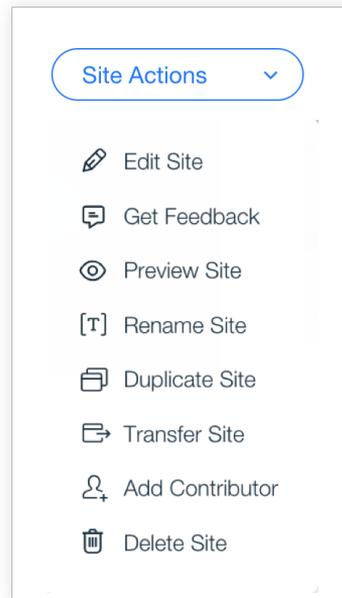
Quick Actions

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

You can add a contributor and grant access to edit the site. You can also manage your store and its products, your bookings, even your blog from the tool panel on the left.

Get Started with the Wix Editor

[Here](#) are the basic functions you should familiarize yourself with >



Inbox

The screenshot displays the Wix Inbox interface. On the left is a dark sidebar with navigation options: Main Menu, Connect, Inbox, Contact List, Automations, Tasks & Reminders, Site Members, Get Paid, Price Quotes, and Invoices. An 'Upgrade' button is at the bottom of the sidebar. The main content area is titled 'Inbox' and contains a list of messages and a 'Let's Set Up Your Inbox' section.

Inbox
View and reply to all your emails and chat messages here.

All Messages ▾ 🔍

Ascend by Wix now
Inbox seamlessly connect...

Dan Smith (Demo) Mon
You: Sent a coupon

Kat Jones (Demo) Mon
Demo Invoice

Jan 14, 9:44 PM
Hi there! 🎉 Welcome to Ascend by Wix. This is your Inbox, where you can see and reply to all your messages in one place.

12:13 PM
Inbox seamlessly connects to your site, so when people send chat messages, fill in forms, make purchases and more, you'll see it all here.

Let's Set Up Your Inbox
Businesses that complete setup are more likely to convert visitors into customers.

- Connect your Gmail account [Connect Gmail](#)
- Set up your business info [Edit Info](#)
- Respond to messages from your mobile [Get Wix App](#)

Show More ▾

[< Main Menu](#)[Inbox](#)[Contact List](#)[Form Submissions](#)[Invoices](#)[Automations](#)

Contact Manager

The screenshot displays the Wix Contact Manager interface. On the left is a dark sidebar with navigation options: Main Menu, Connect, Inbox, Contact List, Manage, Automations, Tasks & Reminders, Site Members, Get Paid, Price Quotes, and Invoices. At the bottom of the sidebar are 'Upgrade' and 'Edit Site' buttons.

The main content area is titled 'Contact List: All Contacts 2' and includes a 'More Actions' dropdown and a '+ New Contact' button. Below the title is a filter dropdown set to 'All Contacts' and a search bar labeled 'Search Contacts...'. A table lists contacts with columns for Name, Email, Phone, Address, and Last Activity.

<input type="checkbox"/>	Name	Email	Phone	Address	Last Activity
<input type="checkbox"/>	Dan Smith (Demo)	dan_demo@wix.com			Jan 14, 2019
<input type="checkbox"/>	Kat Jones (Demo)	kat_demo@wix.com			Jan 14, 2019

Two contact cards are shown in 3D perspective. The first card, titled 'Contacted 3 Cards', lists Ben Smith and Ursula Mendez, both marked as 'Contacted Me'. The second card, titled 'Nicola Savraux', shows a profile picture and a list of contact details:

Address	Lee Road, NYC
Birthday	June 19, 1989
Website	www.n.savr.com
Work phone	0207 8529950
Cell phone	07947 581141

Manage

> Automations

Make your site work for you. Set up triggered actions, so you can collect leads and manage your work 24/7. [Get Started](#)

> Members

Build a stronger connection with your contacts. Let members log in to your site to track their account activity and carry out roles. [Get Started](#)

> Price Quotes

Create and send pricing options to your potential customers and let them accept an offer online. [Get Started](#)

> Invoices

Create, send and manage invoices, so your clients can pay in a click and you can track each payment. [Get Started](#)

Manage

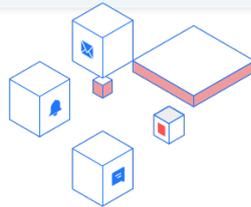
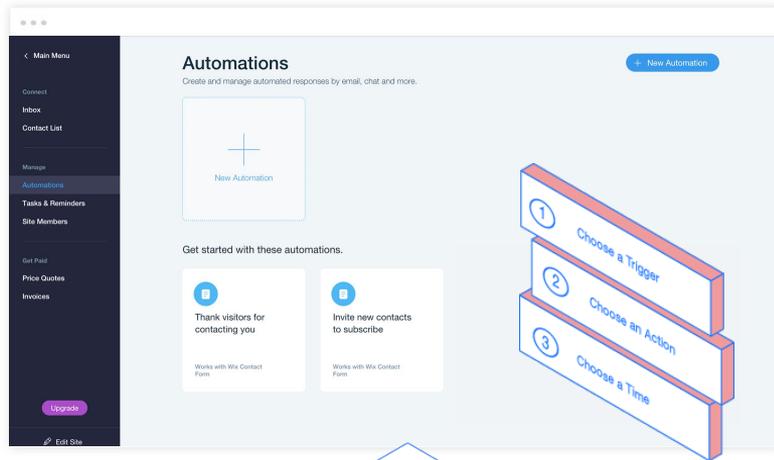
> Workflows

Create, send and manage invoices, so your clients can pay in a click and you can track each payment. *Coming Soon*

> Task & Reminders

Organize and manage your tasks in a handy to-do list, so you can meet your deadlines and get more done. [Get Started](#)

Automations



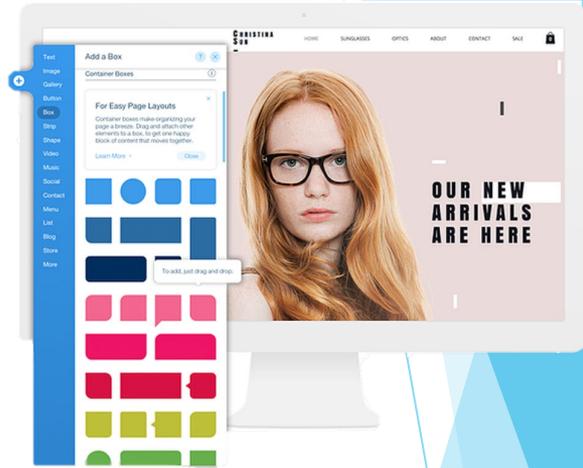
02

Edit Your Site

About the Wix Editor

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

- > Change text, images, descriptions, contact information
- > Add and update pages on your site
- > Engage site visitors with chat, forms, blog posts, booking services and more
- > Customize the mobile version of your site
- > Add even more advanced features using Wix Code
- > For more - read our [Getting Started with the Wix Editor Guide](#)



Edit Your Site

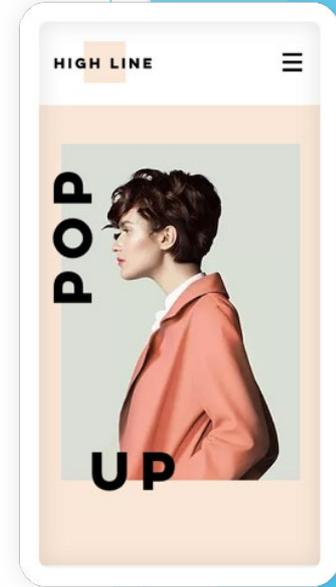
- > Click on any item to move it around. **Drag and drop** it exactly where you want.
- > In the top left corner, you'll find your **Pages Menu** , where you can manage all of your website's pages.
- > Click  to add any item you want to your site: text, images, galleries, buttons, videos.
- > **Save once** and your site will auto save as you work.
- > Click **Preview** to see how your changes will look live.
- > When you're ready, click **Publish** .
- > You can always continue updating your site post publish.

Think Mobile

Looking great on mobile is a must.

Wix has a **Mobile Editor** where you can customize how your mobile site looks:

- > Show or Hide any element or section
- > Drag and drop to change spacings and sizes
- > Reduce or increase mobile font size
- > Change background image/colors
- > Customize mobile menu behavior
- > Add mobile tools: Back to Top Button or Quick Action Bar



LE30 TIP:

When making updates to your site, don't forget to check the mobile view in mobile editor to make sure all elements are aligned properly.

03

Other Services

Set Up Your Own Business Email

Get a personalized email address using your domain.



Why you need it:

- > Build your brand with every email you send
- > Look more professional when sending emails & invoices
- > Stay consistent across your website and all your materials

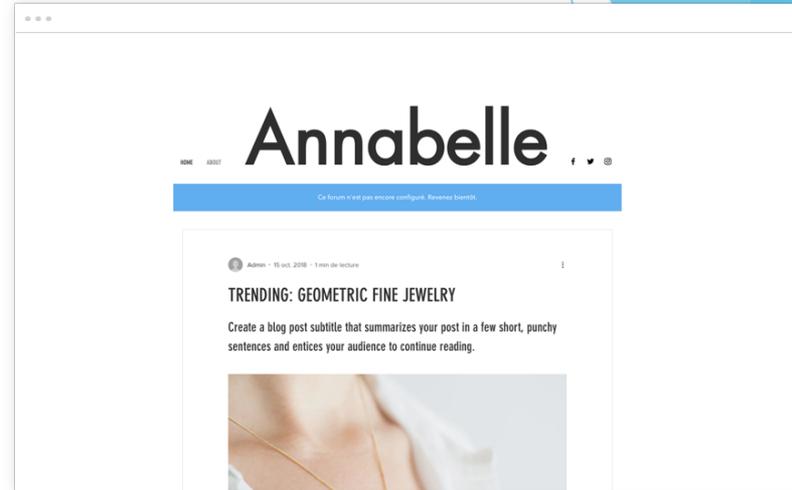
Examples of email addresses you may want:

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

Start Your Own Blog

Show your personality and keep visitors up-to-date by blogging and sharing your posts on social.

The perfect opportunity to keep the conversation going with your customers.



04

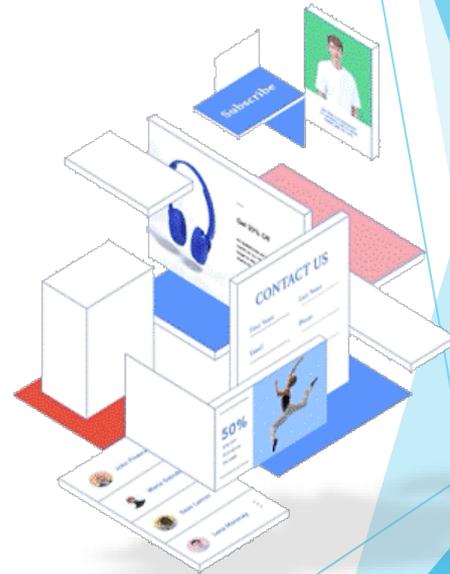
Grow Your Business

Ascend by Wix.com

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

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

[Learn more](#) about Ascend by Wix.



Promote and Grow

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

> **SEO Wiz**

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

> **Email Marketing**

Create professional email marketing campaigns to drive more traffic to your site.

> **Social Posts**

Customize stunning post templates and share on social media.

> **Video Maker**

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

> **Marketing Integrations**

Track your performance and gain insightful business analytics.

05

Wix Help Center

Step-By-Step Guides for Everything

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

Starting from basic Editor guides to advanced features, you'll find it all [right here.](#)

Contacting Support

Haven't found the information you were looking for? No worries.

Contact Wix support centers, and a customer service representative will be right with you.

[Contact by phone](#)

[Request a callback](#)

For assistance with updates in the design or content, do reach out to LE30 Designs and we'll take care of you.

[Contact via talk/text](#)

631.769.4679

[Contact via email](#)

azamora@le30designs.com

06

Stay Up-to- Date

Stay Up-to-Date with LE30 + Wix

Wix Blog - News, tips and [updates from Wix](#)

[Wix Design Blog](#) - Catch the latest trends, find inspiration and watch design tutorials.

Follow **LE30** on Social Media

[Facebook](#)

[Twitter](#)

[Instagram](#)

[LinkedIn](#)

Follow **Wix.com** on Social Media

[Facebook](#)

[YouTube](#)

[Instagram](#)

[Twitter](#)

[LinkedIn](#)

Thank You

Should you have any questions or minor tweaks that need fixing, please do not hesitate to reach out as we would be happy to help.

Thank you again for choosing LE30 Designs to design your website. It was a pleasure working with you in creating greatness.

A Damora

LE30
designs