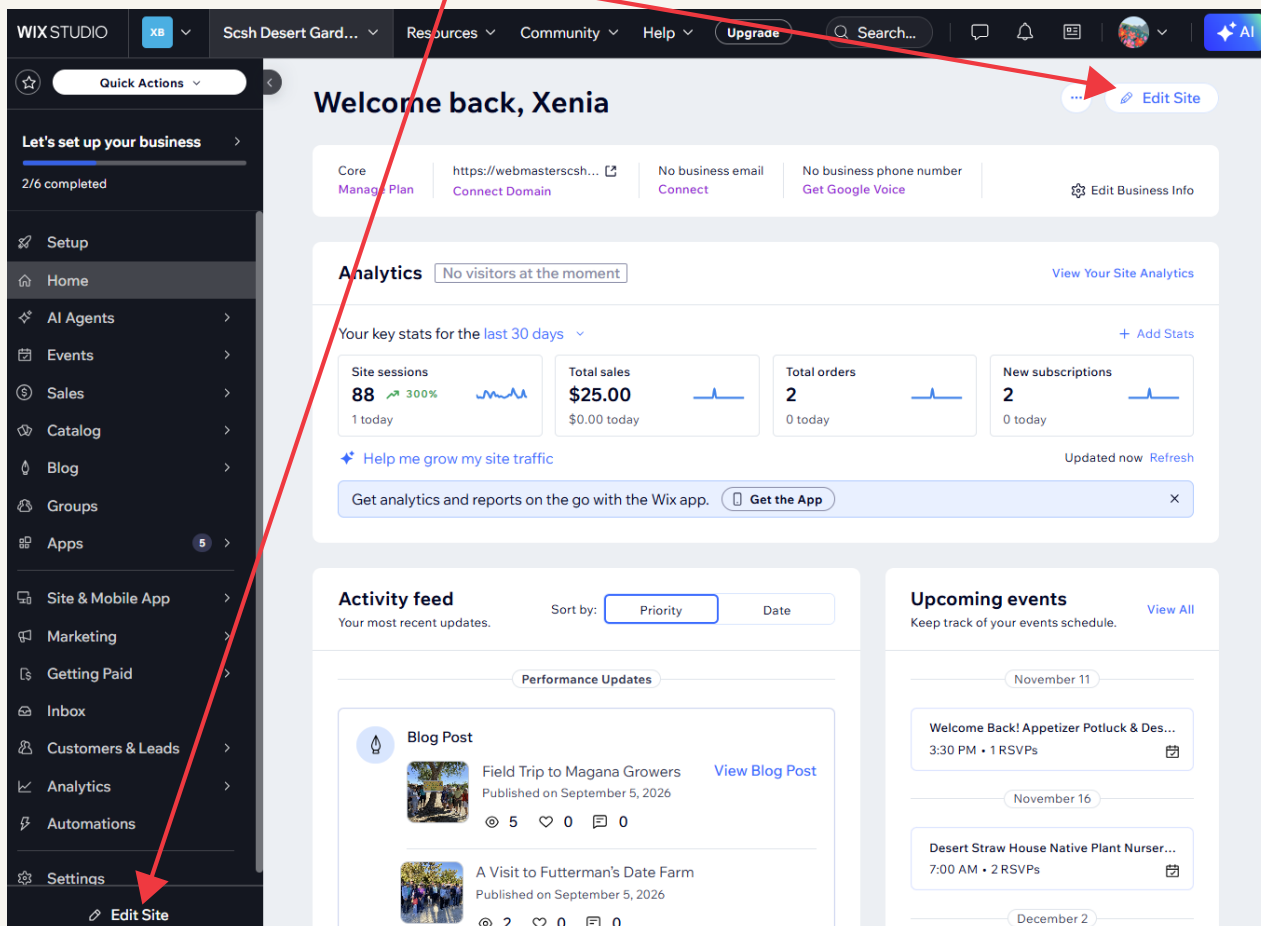


Editing the Website

The Wix Editor is where the Board can make simple updates to the website's pages. This guide shows how to change text, replace an image, update a link, and check your work before publishing.

Open the Editor and Find the Right Page

In the **Wix Dashboard**, select **Edit Site**. You can find it in either of the two places shown below.





Page menu (1) - Choose the website page you want to edit, such as About or Contact.

Desktop and mobile icons (2) - Switch views to check how the page looks on a computer and a phone.

Website page (3) - Click the text, image, or button you want to edit.

Add Elements (4) - Add a basic item, such as a text box or image, when needed.

Media (5) - Find or upload images for the website.

Undo and Redo (6) - Undo a change or restore a change you just undid.

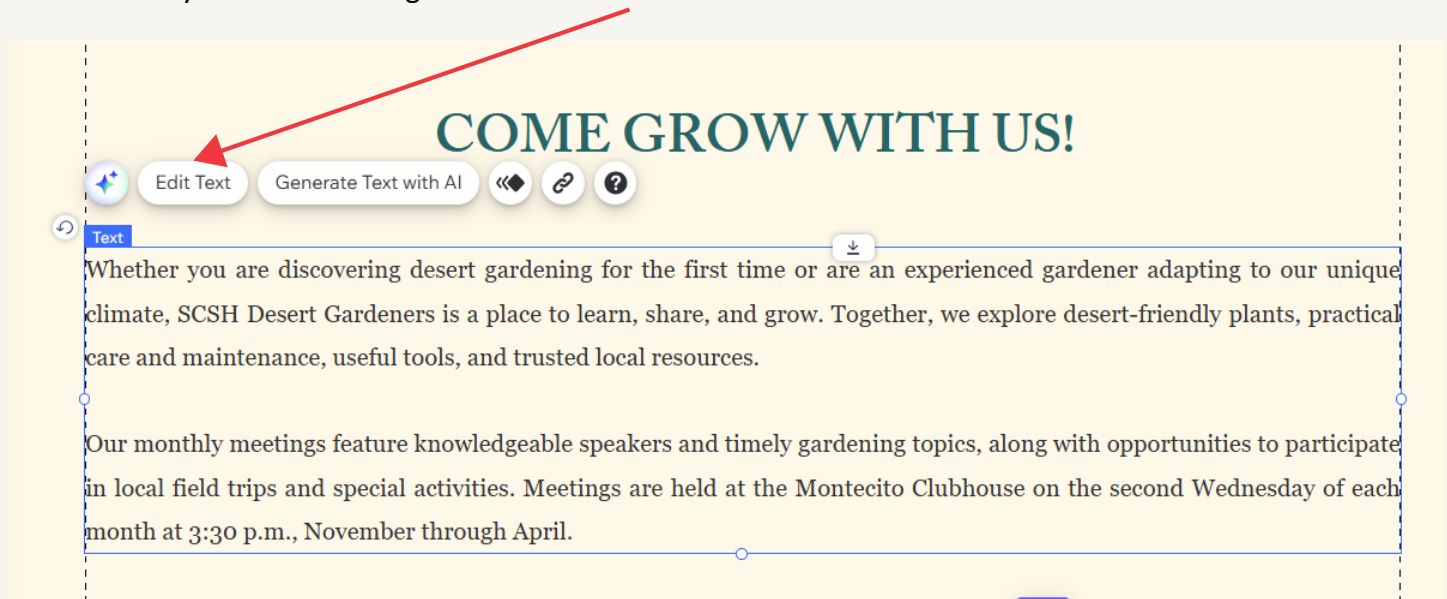
Save (7) - Save your work in the Editor.

Preview (8) - See how the page will look to visitors before publishing.

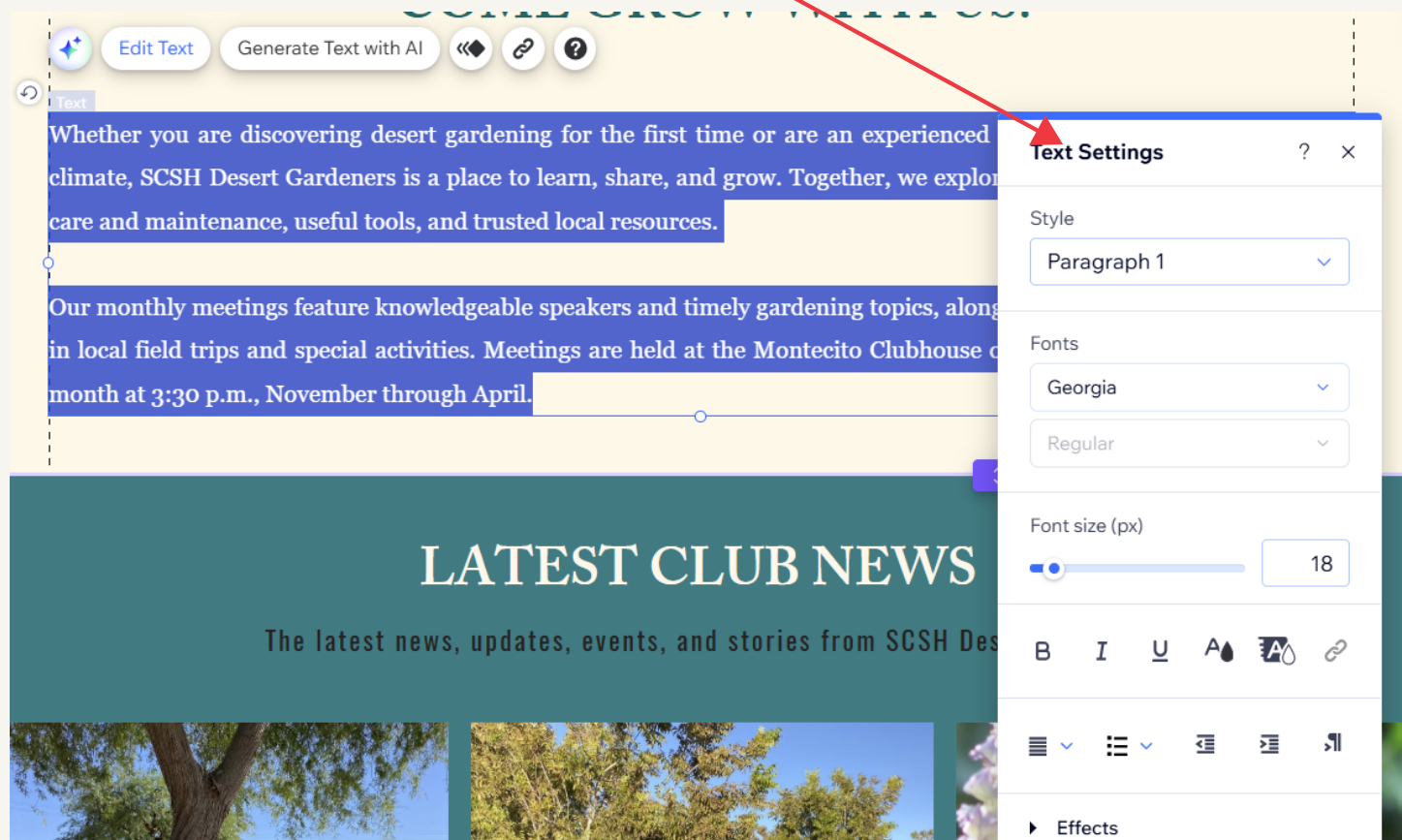
Publish (9) - Make your changes visible on the live website.

Edit text

Click the text you want to change. Then select **Edit Text** from the toolbar.

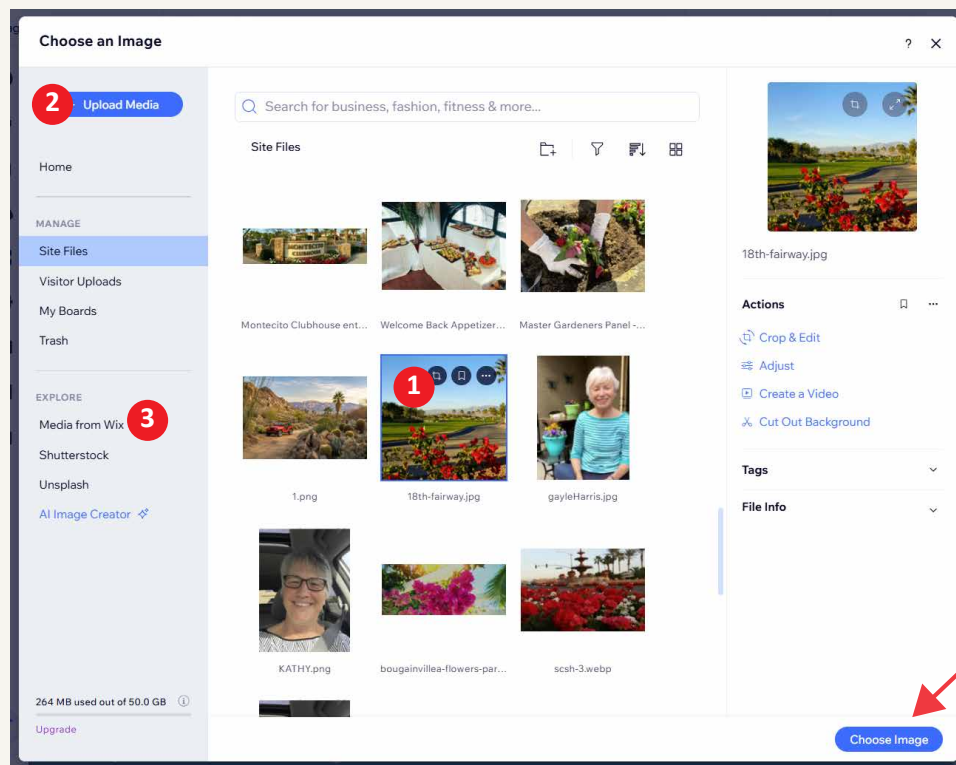
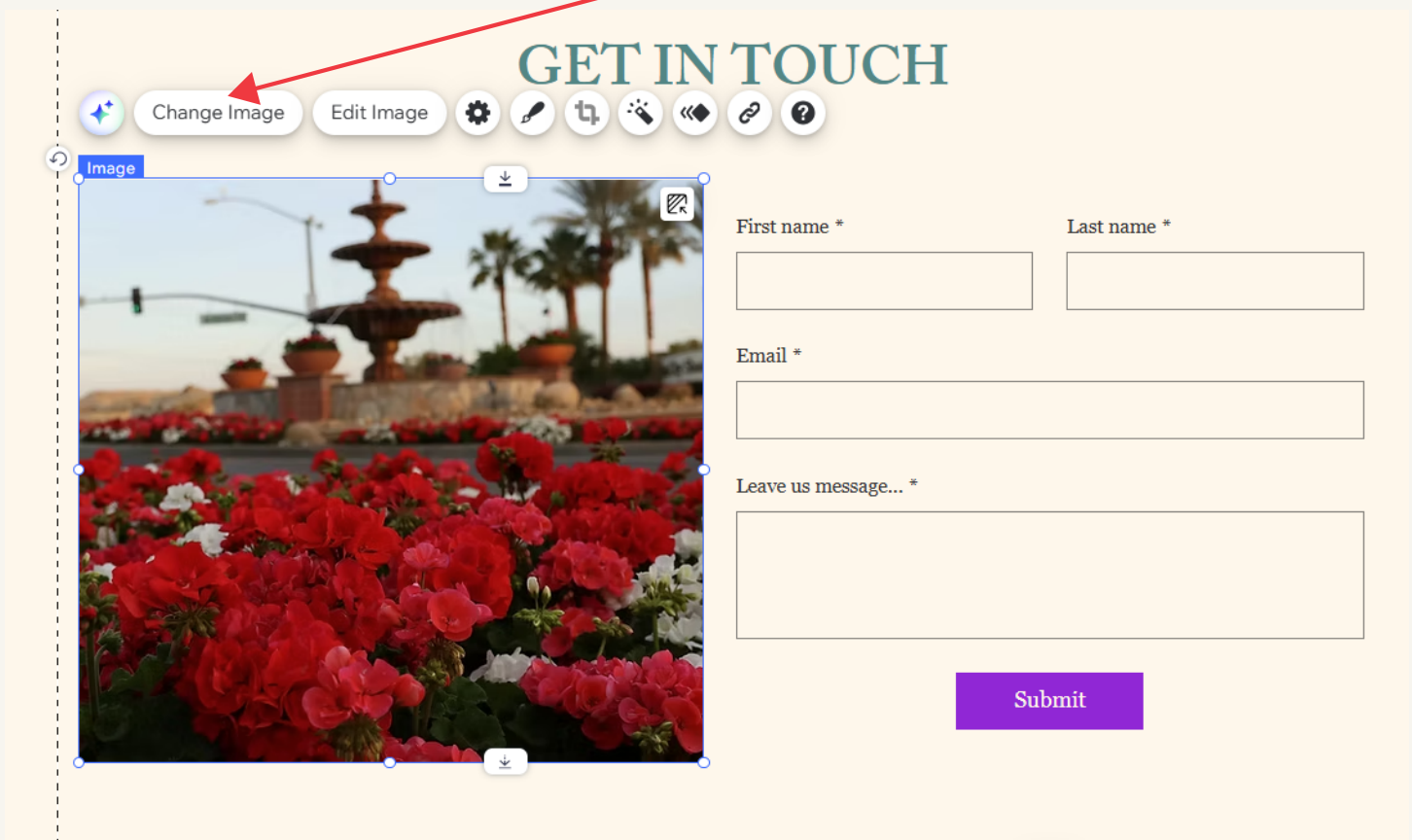


Type your changes in the text box. You can also use **Text Settings** to adjust the font size or color. Use the link icon if you need to add a hyperlink.



Replace an image

Click the image you want to replace, then select **Change Image**.



Choose your new image:

1 - Select an image already uploaded to the site.

or

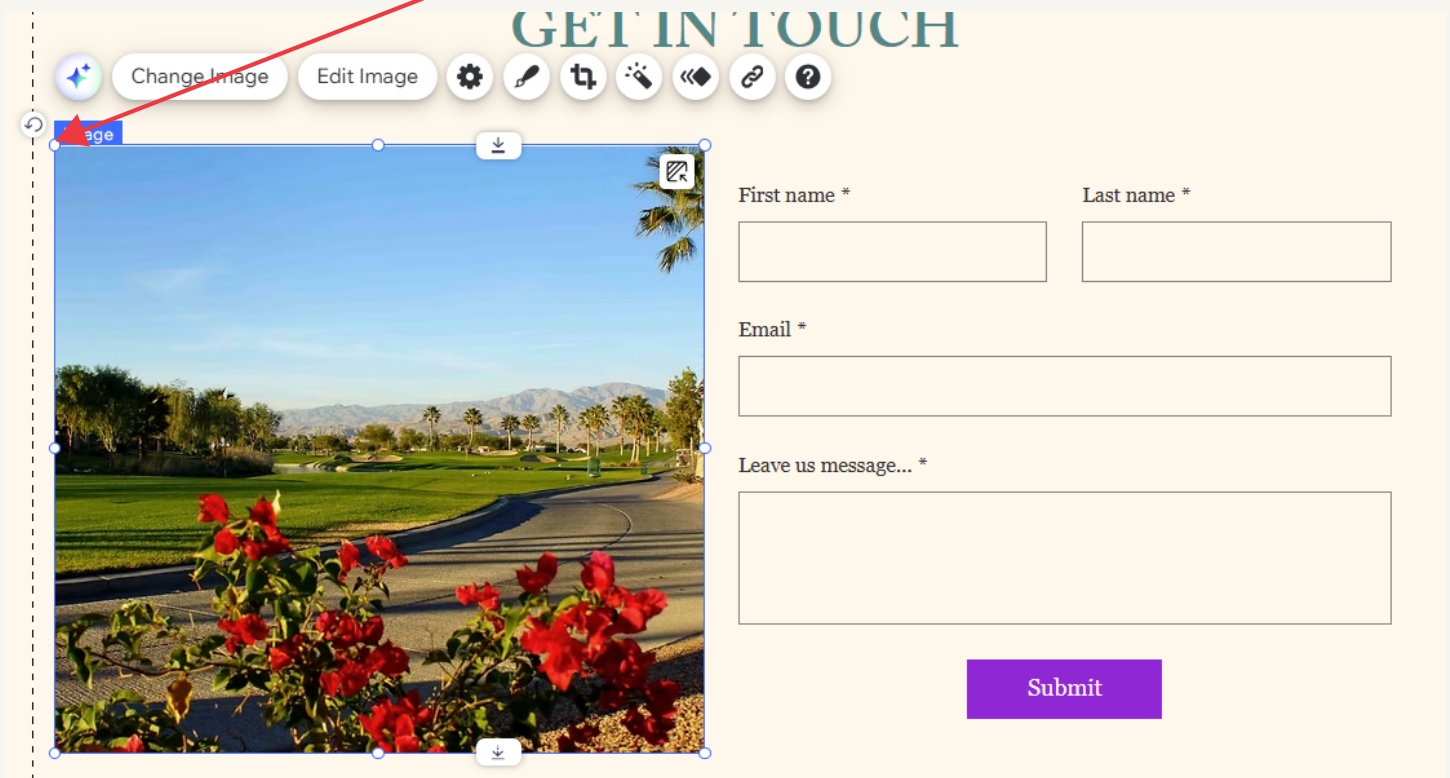
2 - Upload an image from your computer.

or

3 - Choose an image from the Wix Media Library.

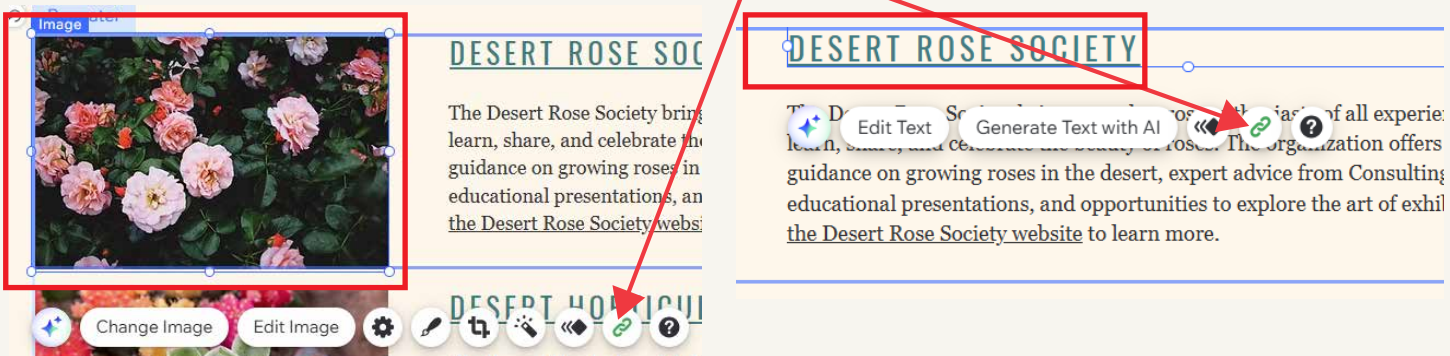
Select the image, then click **Choose Image**.

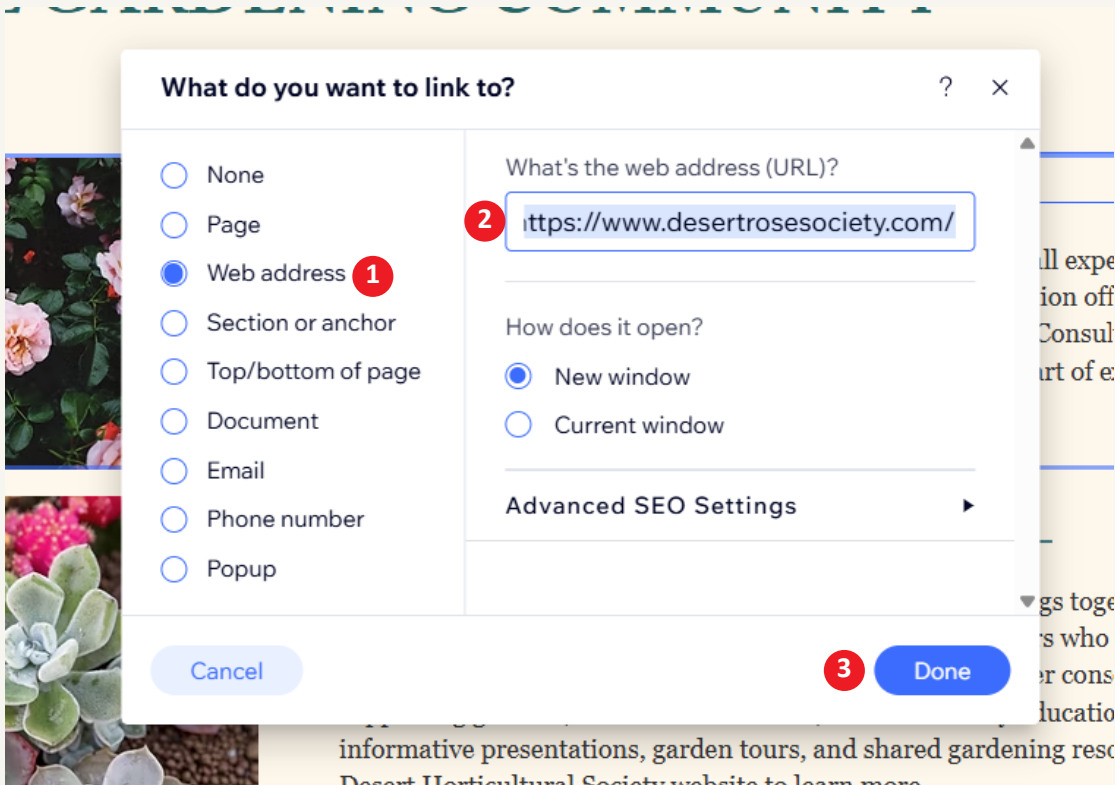
The new image appears in the existing image area. Check that it is cropped correctly. If you need to resize the image, click it and drag one of the handles around its edges.



Add a Link to Text or an Image

Select the text or image you want to link, then click the **link icon** in its toolbar.



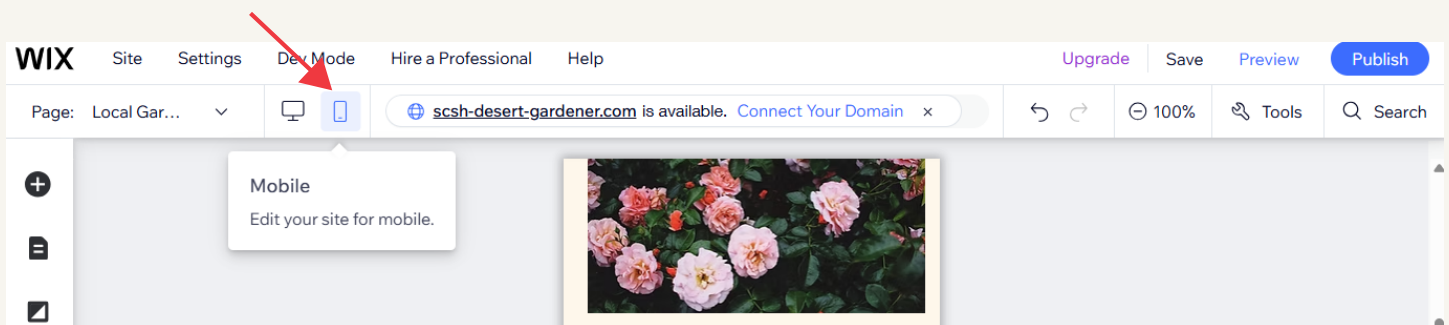


In the link window:

1. Choose the destination, such as another page on this website, an outside web address, or a document.
2. Select the page or document, or enter the web address.
3. Click Done.

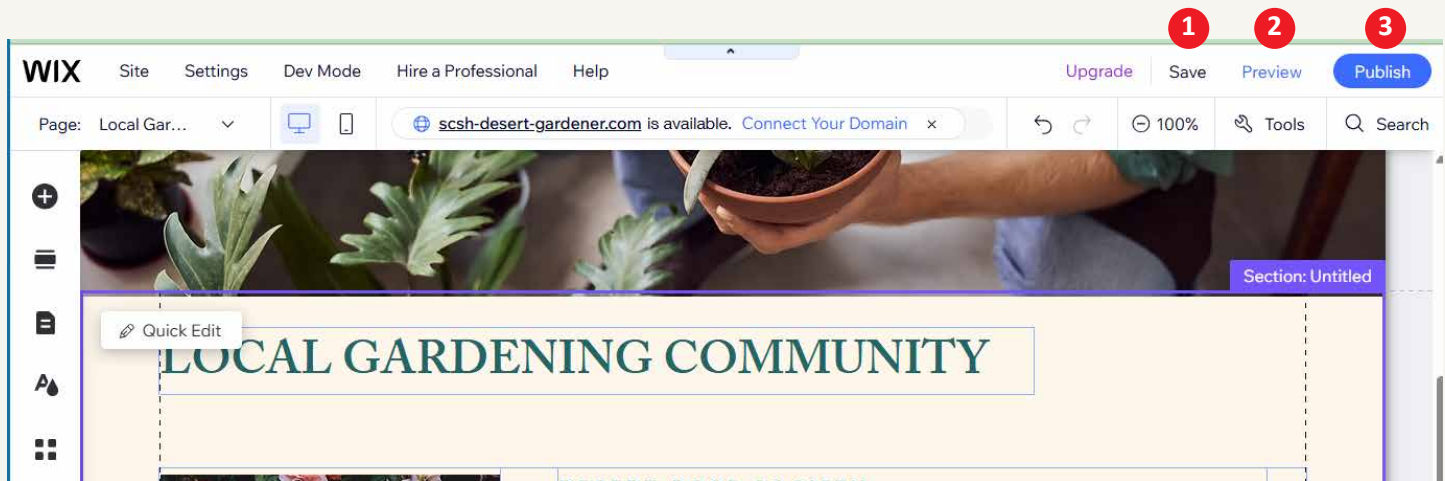
Check the Mobile View

Before publishing, switch between the desktop and mobile views. Check that the text is readable, images look right, and nothing overlaps or falls off the screen.



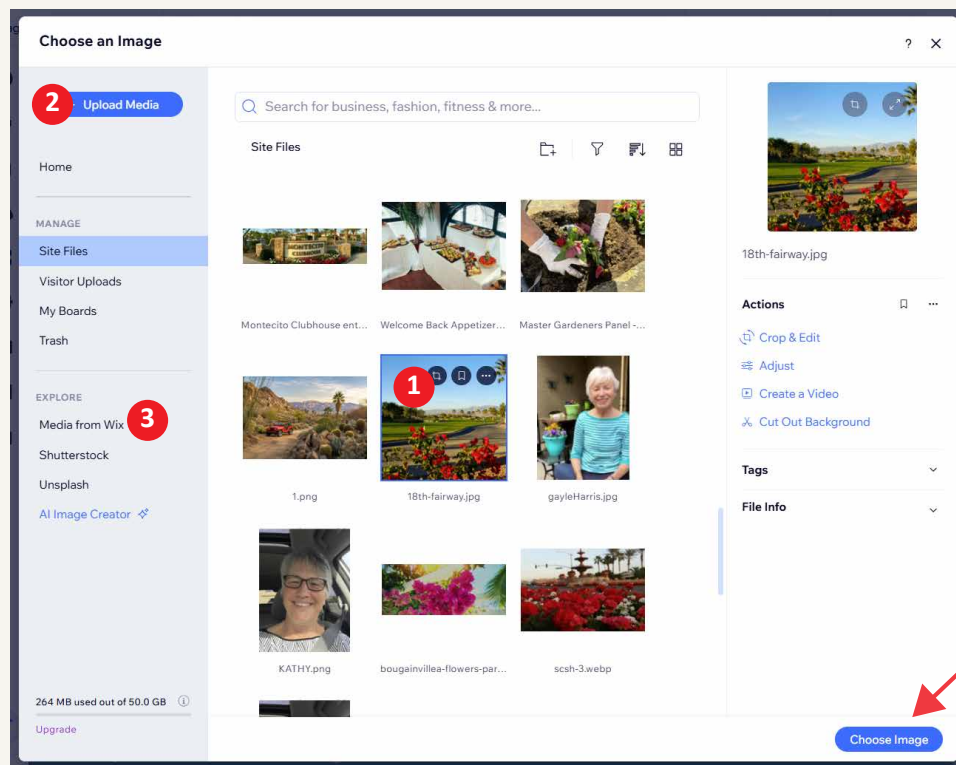
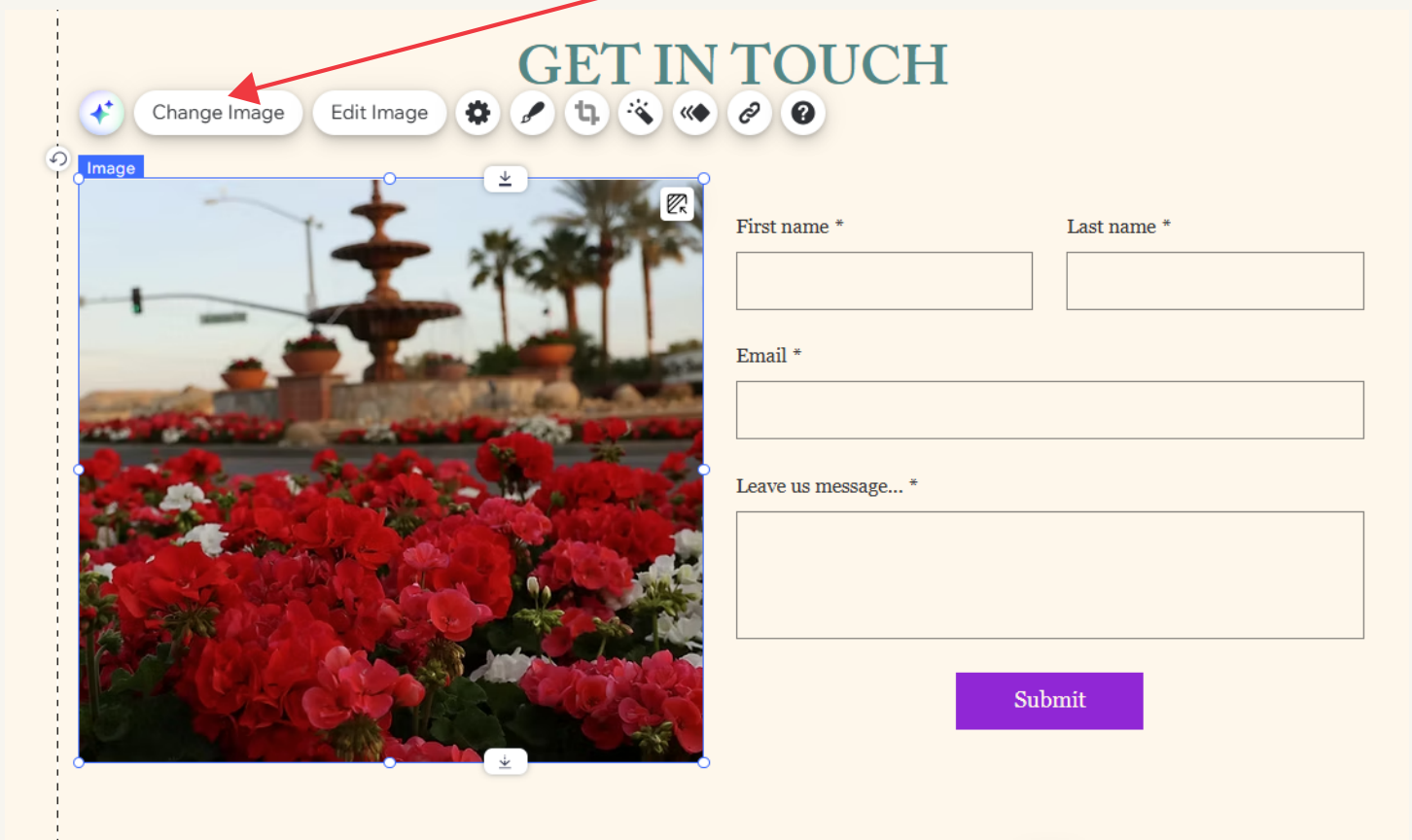
Preview and Publish Your Changes

Click **Save (1)**, then **Preview (2)** to check your changes. When everything looks right on desktop and mobile, click **Publish (3)**. Open the live website and check the updated page once more.



Replace an image

Click the image you want to replace, then select **Change Image**.



Choose your new image:

1 - Select an image already uploaded to the site.

or

2 - Upload an image from your computer.

or

3 - Choose an image from the Wix Media Library.

Select the image, then click **Choose Image**.