VHC Web Site

Procedure for Loading a Photo

1. Go to Wix Editor; bring up Front Page of web site (see separate instructions for this step).
2. In upper left corner, click on little down arrow beside “Pages”. List of pages appears.
3. Scroll down to an existing photo page with a layout that fits the new photo; click on this page title; photo page appears.
4. In the left Pages window, the selected existing photo name is highlighted. Click on the little circle symbol on the right side of the name; small window appears.
5. Click on Duplicate; page flickers bringing up a duplicate page which will become the new photo page.
6. In the Pages list on the left, new highlighted page name appears saying “Copy of ….”; change this text to new page title. Click Done.
7. Click on the photo; on right side of screen a small vertical window appears; find delete symbol and click on it.
8. Do not delete the “return…..” buttons; these will be reused as-is (assuming #3 above is followed properly).
9. On left side of screen, click the “+” symbol (Add), then Image, then clicl on My Image Uploads.
10. The Wix “Choose Images” file appears.
11. Click Upload Images; your computer files appear; find the new image, highlight it, click Open; it then loads into the Wix “Choose Images” file.
12. Highlight this new image (if not already), then on lower right, click Add to Page.
13. To reposition the new photo, hold left click on photo and drag photo to desired position.
14. Also, you can left-click-hold on sides and corners of photo for resizing.
15. Click on photo; symbols appear; click on the third symbol for Crop & Edit if desired.
16. Click on the second symbol (little paint brush); click on black frame with square corners; this adds the black frame to photo.
17. Click on existing text; click Edit Text; delete old text by highlighting and using the delete key; enter new text; click off to side and verify new text.
18. To reposition text, click-hold-drag text button.

( continued on pg. 2 )

Page 1 of 2

1. At top right of page, click Save; Wix finishing window appears titled, “Your changes were saved”.
2. Click Done.
3. Click Publish on top right (or to the left of Done, click on Publish Now).
4. In upper left corner, click on little arrow beside “Pages”; list of pages appears.
5. Scroll down to “Photo Gallery” page; click on it; this page appears.
6. Select an empty button, click on it; small symbols appear.
7. Click “Change Text”; small “Button Settings” window appears; type in the name of photo; then x-out this little window.
8. Click on little chain link symbol; small window appears; on upper right, click on circle with V in it; scroll down to new photo page; click on it; click Done.
9. At top right of page, click Save; Wix finishing window appears titled, “Your changes were saved”.
10. Click Done.
11. Click Publish on top right (or to the left of Done, click on Publish Now).

NOTES:

1. Photos loaded into the Wix temporary file (“Choose Images”) can be deleted from there once they are loaded into the web site where they are permanent.

2. After the final Publish is completed, click on Preview in top right to check actual web site appearance. After Preview, click Back to Editor in top right before leaving the Wix Editor.

Page 2 of 2 4-17-16dc