

Creating a Website in Wix, Weebly, and Squarespace

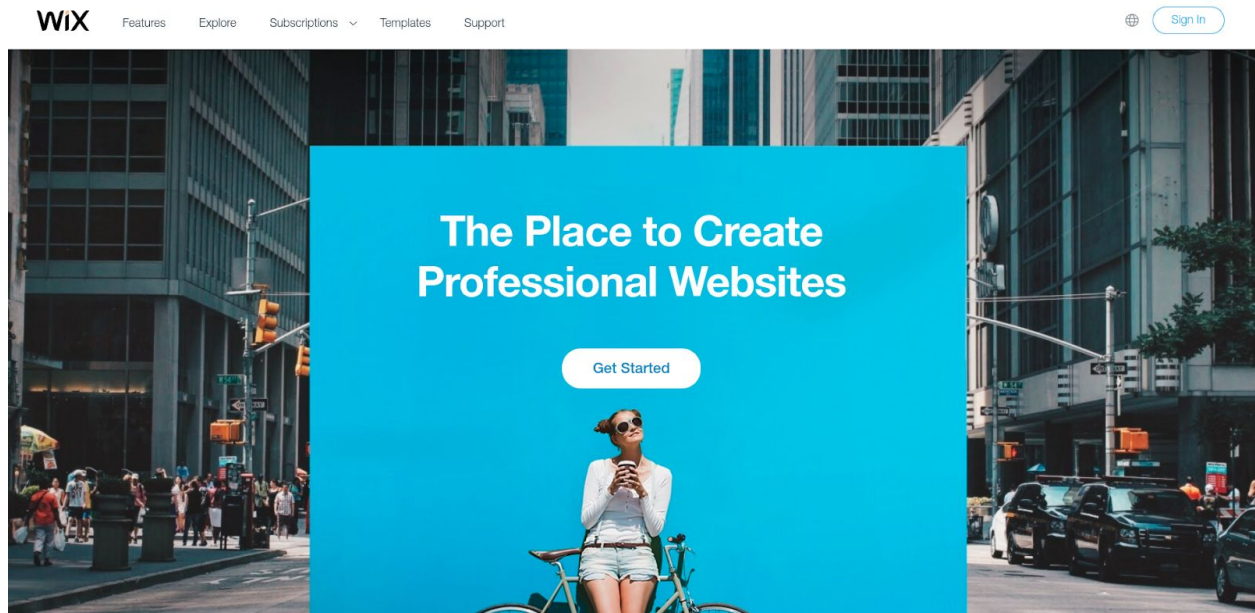
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Creating a Website in Wix

If you're going to create your website with Wix, first go to www.wix.com and click on the 'Get Started' button in the center:



This brings up the login. Click on 'Sign Up' next to 'New to Wix?':

Wix

Log In

New to Wix? [Sign Up](#)

Email

Password

☒ Remember Me [Forgot Password?](#)

[Log In](#)

[Continue with Facebook](#)

[Continue with Google](#)

* By logging in, you agree to our [Terms of Use](#) and to receive Wix emails & updates and acknowledge that you read our [Privacy Policy](#).

Now create your account. You can create an account using your Facebook account (if you have one), Google account (if you have one), or email address:



Sign Up

Already have a Wix account? [Log In](#)

Email

Type your email again

Password

Type your password again

Sign Up

Continue with Facebook

Continue with Google

* By signing up, you agree to our [Terms of Use](#) and to receive Wix emails & updates and acknowledge that you read our [Privacy Policy](#).

Then you can answer some questions to get started (you can opt to skip in the lower right corner). Click on the 'Let's Do It' button:



LET'S GET STARTED

**We want your Wix experience
to be perfect for your needs.
Answer a few questions to help
us get to know you better.**

Let's Do It

[Skip](#)

You want to create a site for 'myself' (you):

WIX

— LET'S GET STARTED

I want to create a site for

myself.
This is a website for me or my business.
a client.
Someone is paying me to create this website.
a company I work for
I'm an employee in a company and I'm building a site for them.
someone else.
I'm helping somebody with their website.

[Skip](#)

It should be a business site or a blog site (hover your cursor over the blue line for options):

WIX

— LET'S GET STARTED

I want to create a site for myself. It should be site

a business	a portfolio & CV
an online store	an events
a music	a photography
a designer	a restaurants & food
a blog	an accommodation
a beauty & wellness	other

[Skip](#)

Then select your experience with this (I'm choosing never done this before):

Wix

— LET'S GET STARTED

I want to create a site for myself. It should be a business site and I've

built sites professionally.
created many websites.
built a few websites.
never done this before.

[Skip](#)

You can choose between using the Wix ADI (artificial design intelligence) or their editor:

Wix

— GET STARTED

Let Wix ADI Create a Website for You

Answer a few questions and get a website designed for you in minutes, with custom text and images.

[Start Now](#)

[Back](#)

Or

Create your own stunning website in the Wix Editor.

[Choose a Template](#)

The ADI option basically intuitively what you'll want/need for your website based on info you provide and you can add to it from there, and the editor is for specifically putting in elements you want where you want on your site and creating your site exactly as you envision. If you're not

tech savvy at all, the ADI is awesome for you and will make the process much, much easier.

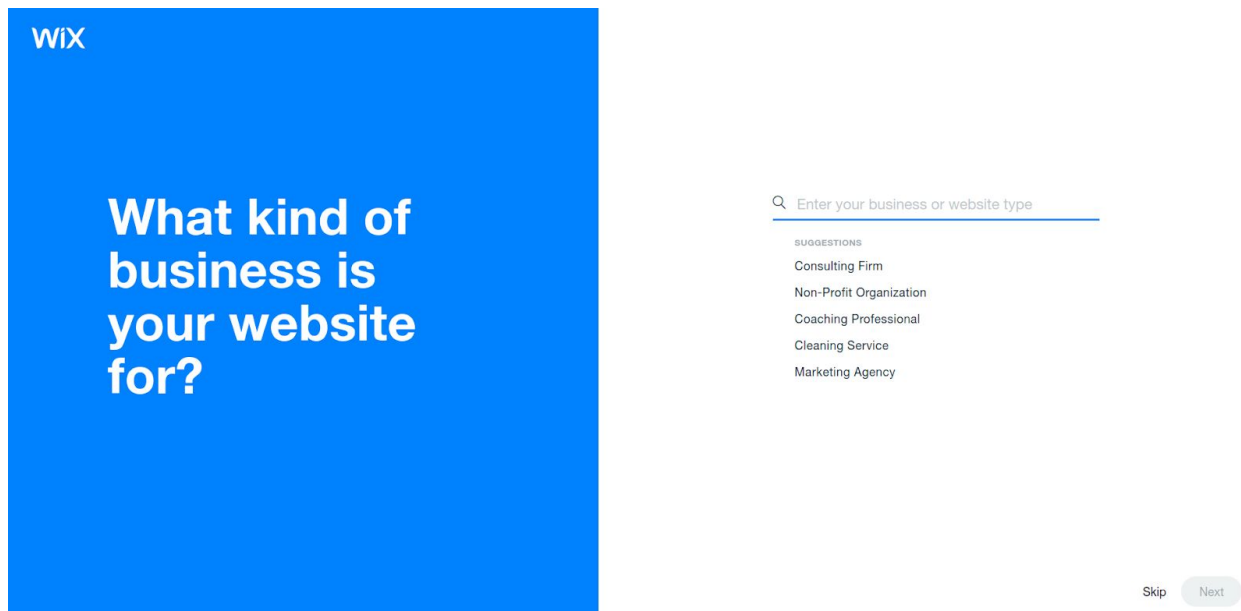
You can switch from ADI to editor; you can also switch from editor to ADI, but it'll revert back to the last version of ADI and you lose what you put in the editor. So I'd advise starting with the ADI and then going to the editor when/if you want to add more elements to the site and further customize. Here's how to switch from ADI to editor:

<https://support.wix.com/en/article/adi-moving-from-adi-to-the-editor>

And here's how to switch from editor to ADI:

<https://support.wix.com/en/article/adi-going-back-to-a-previous-version-of-your-site>

Click on the 'Start Now' button to use the ADI. It'll first ask what kind of business is your website for. You can type in astrologer, tarot card reader, psychic, or whatever you're doing:

The image shows the Wix ADI (Automated Design Interface) setup screen. On the left, a large blue square contains the Wix logo in the top left corner and the text "What kind of business is your website for?" in white. On the right, there is a search bar with a magnifying glass icon and the placeholder text "Enter your business or website type". Below the search bar, a list of suggestions is displayed: "Consulting Firm", "Non-Profit Organization", "Coaching Professional", "Cleaning Service", and "Marketing Agency". At the bottom right, there are two buttons: "Skip" and "Next".

Wix

What kind of business is your website for?

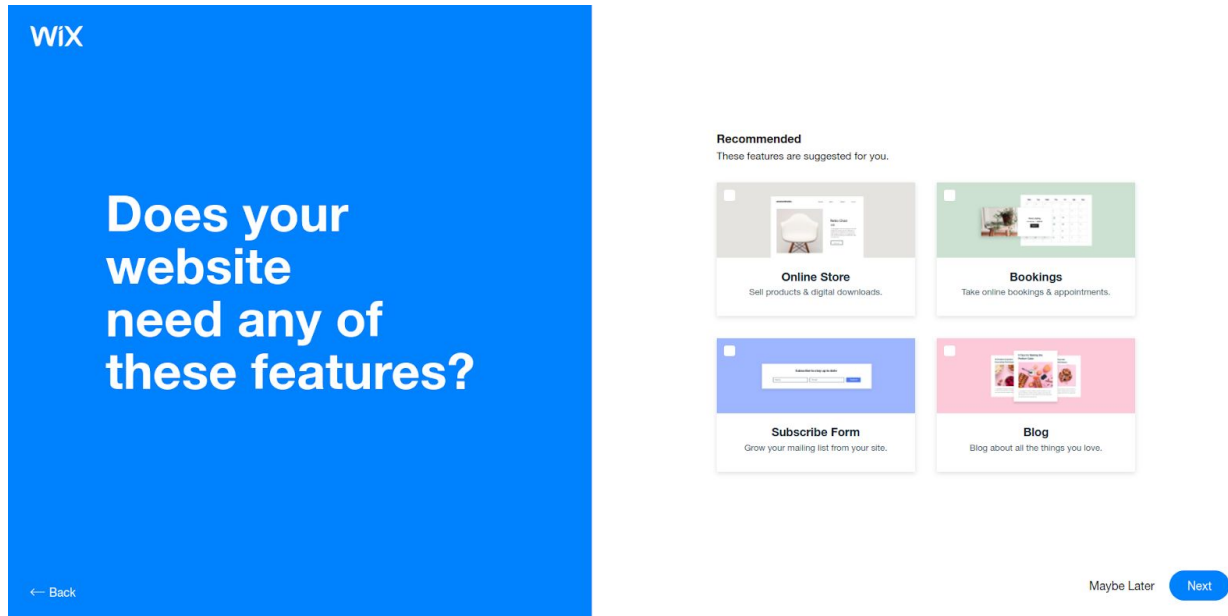
Enter your business or website type

SUGGESTIONS

- Consulting Firm
- Non-Profit Organization
- Coaching Professional
- Cleaning Service
- Marketing Agency

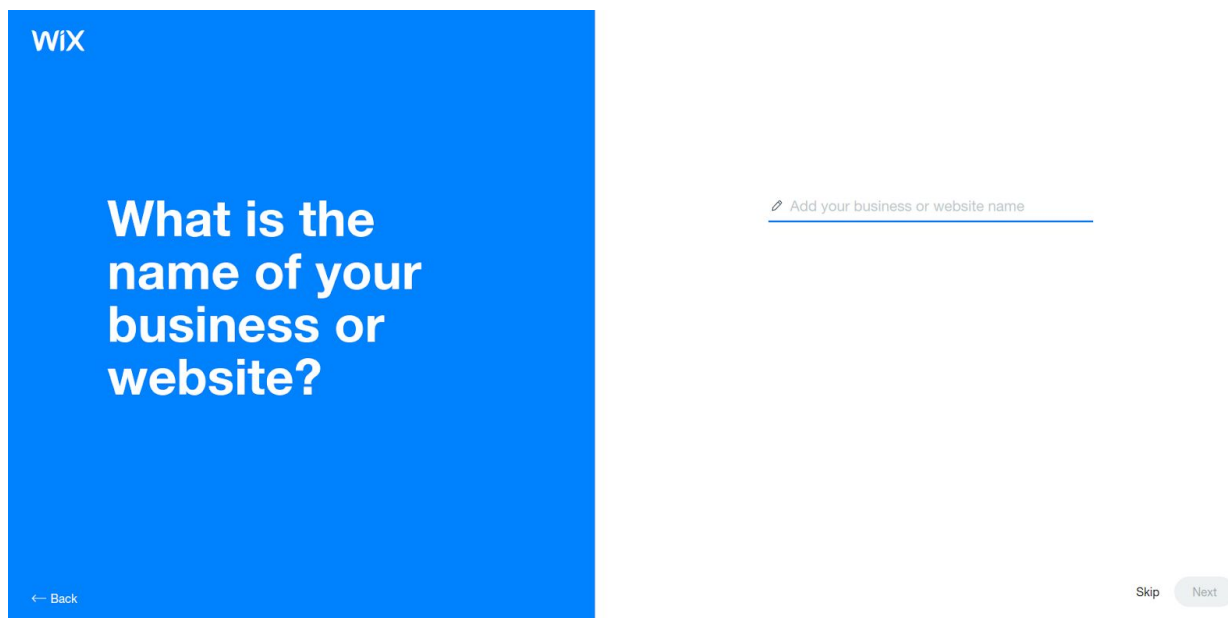
Skip Next

Then it'll ask you what features you need on your website, and you can select a store, bookings, a subscribe form, or blog (I'm choosing bookings and a blog)



The image shows a Wix website setup screen. On the left is a large blue panel with the Wix logo at the top and the text "Does your website need any of these features?". At the bottom of this panel are a "Back" button and a "Next" button. The right side of the screen is white and titled "Recommended" with the subtitle "These features are suggested for you." Below this are four feature cards: "Online Store" (Sell products & digital downloads), "Bookings" (Take online bookings & appointments), "Subscribe Form" (Grow your mailing list from your site), and "Blog" (Blog about all the things you love). At the bottom right of the white area are "Maybe Later" and "Next" buttons.

Then you put in the name of your website or business. It can be your own name if that's what you're using, or whatever business name you've chosen (remember you'll need to buy the domain so make sure it's available!):



The image shows a Wix website setup screen. On the left is a large blue panel with the Wix logo at the top and the text "What is the name of your business or website?". At the bottom of this panel are a "Back" button and a "Next" button. The right side of the screen is white and contains a single input field with a placeholder text "Add your business or website name". At the bottom right of the white area are "Skip" and "Next" buttons.

Then it'll ask you where your business is located. If you have an office, you can include the location for that; but for an online business, you can choose to skip this section:

WIX

Where is your business located?

← Back

📍

Enter your address

Skip this section if your business has no physical location.

Skip

Next

Then you can review your info:

WIX

Review and edit your info

← Back

LOGO

ADD LOGO

+

NAME

Planetary Pixie

EMAIL

darkpixiereadings@gmail.com

ADDRESS

Enter your address

PHONE

Enter your phone number

FAX

Enter your fax number

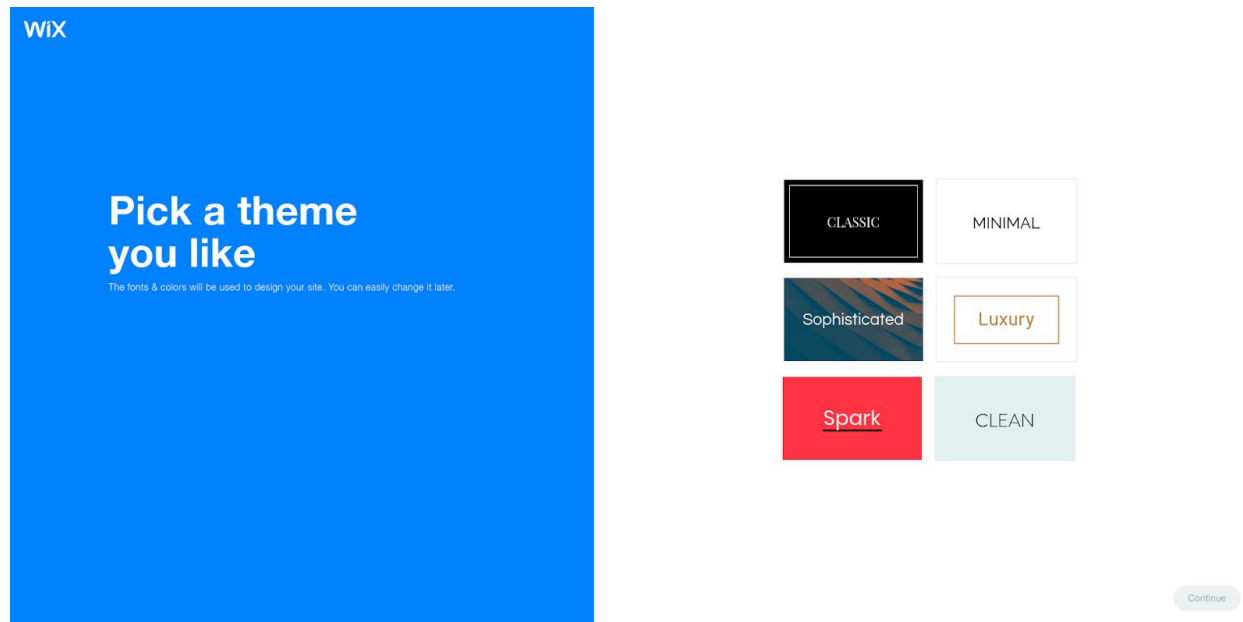
SOCIAL MEDIA

+

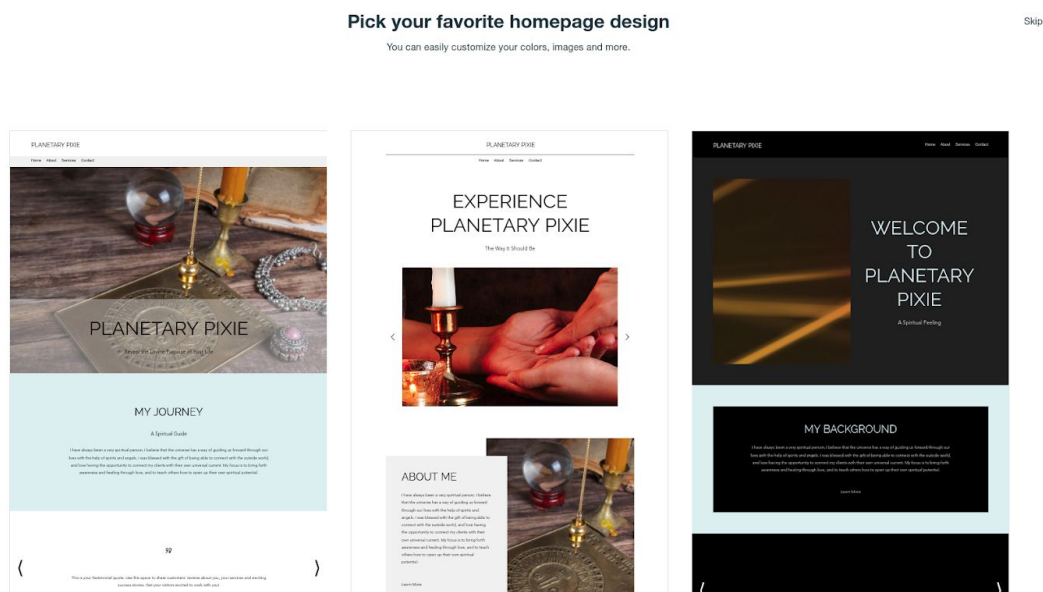
Add a social network

Next

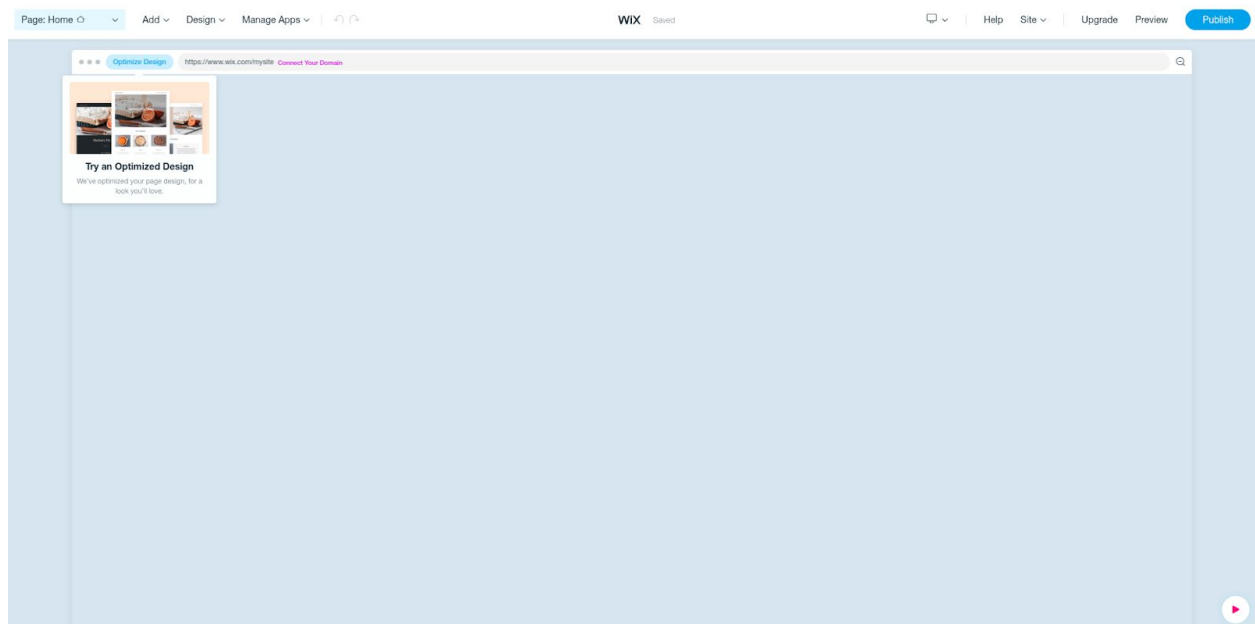
You can add social media accounts to link to on this page (if you already have some open), and add a logo. Click 'Next' after you've reviewed your info and added optional logo and social media. Then choose a theme:



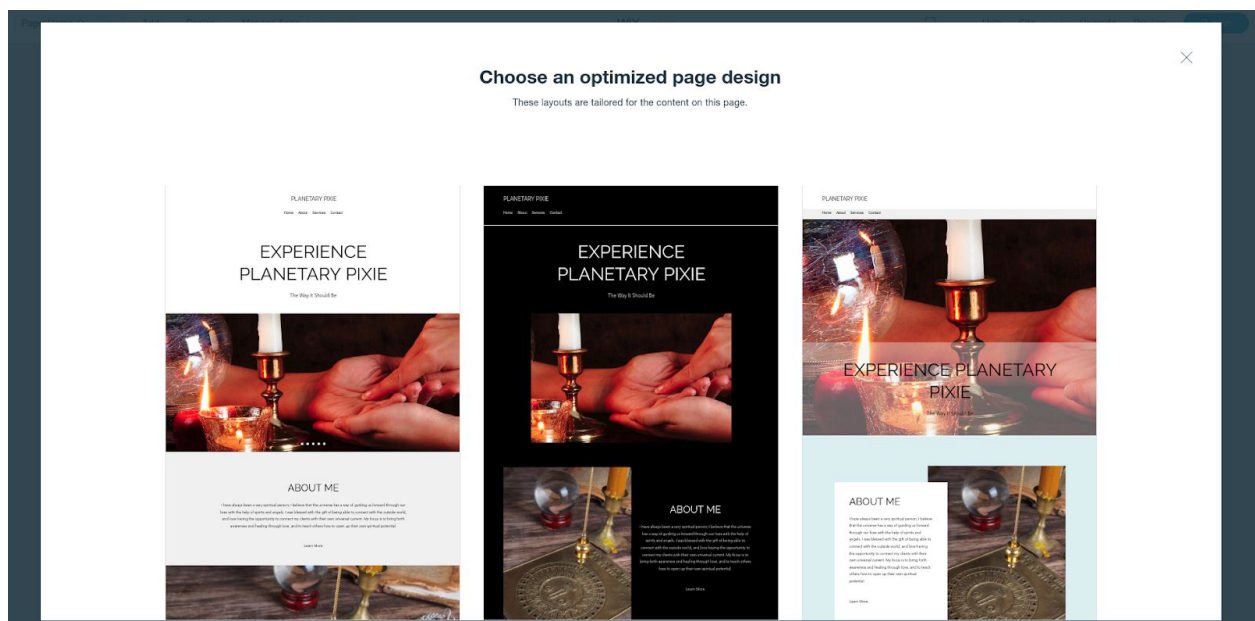
Then choose a homepage design you like:



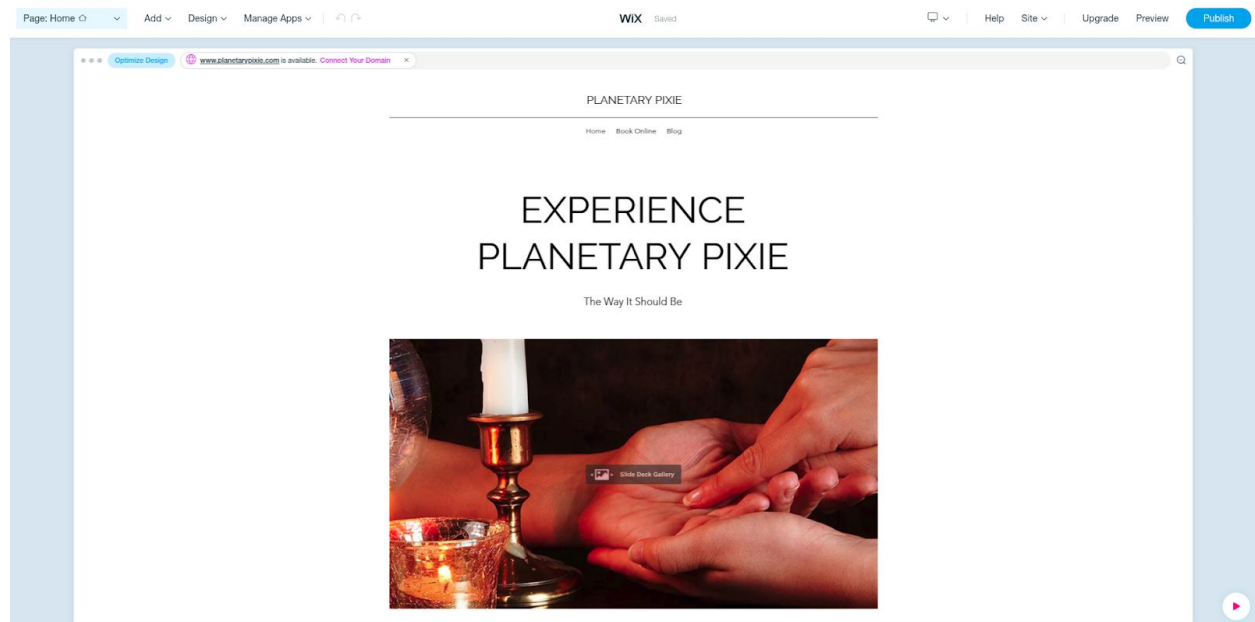
It'll ask you to choose an optimized design:



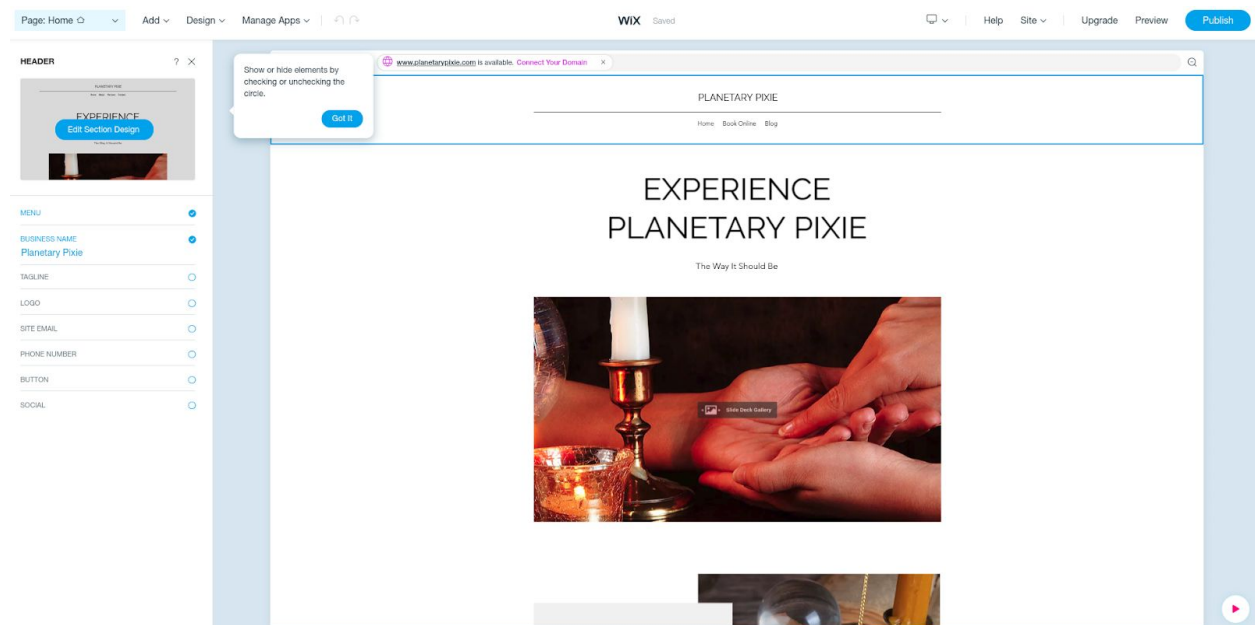
Click on that, and select your optimized page preference:



Loaded:



Once it loads, you can edit anything on the page. Just click on a section and options will come up on the left for what you can change, and you can click directly on what you'd like to change on the page:



You can duplicate or move sections, delete sections or elements, change colors and images, whatever you'd like. You can view other pages by clicking on 'Page' in the upper left and selecting the page you want to view and edit. The little circle in the lower right corner shows

tips and help. You can Preview your site to see how it looks in the upper right.

You can connect a domain (your website address) when you're ready. You can either upgrade to a paid plan with Wix which includes the domain(it's free for the first year, and then \$14.95/year after that), or you can connect to a domain you own (you still need to upgrade for the ability to do that). If you want the convenience of having everything in one spot, then you can upgrade to a paid plan and get your domain that way.

Using a domain you already own means you've bought the domain through a separate domain registrar. The most common these days is GoDaddy; thedarkpixieastrology.com is actually through 1&1 IONOS. Both offer lower-priced deals for the first year, and prices go up after that (currently \$17.99/year for GoDaddy and \$15/year for 1&1). Wix is about on par with 1&1 IONOS, so you could just use the domain through the upgraded Wix plan for convenience and no extra fee up-front. If you choose to connect a domain you buy elsewhere, here are instructions from Wix for how to connect to your Wix site (includes an email template you can send to your domain registrar so they do it for you and you don't have to do it yourself):

<https://support.wix.com/en/article/connecting-a-domain-to-the-wix-name-servers>

For further help on the Wix ADI, including how to add sections and pages, change the design, edit text, and change your business info:

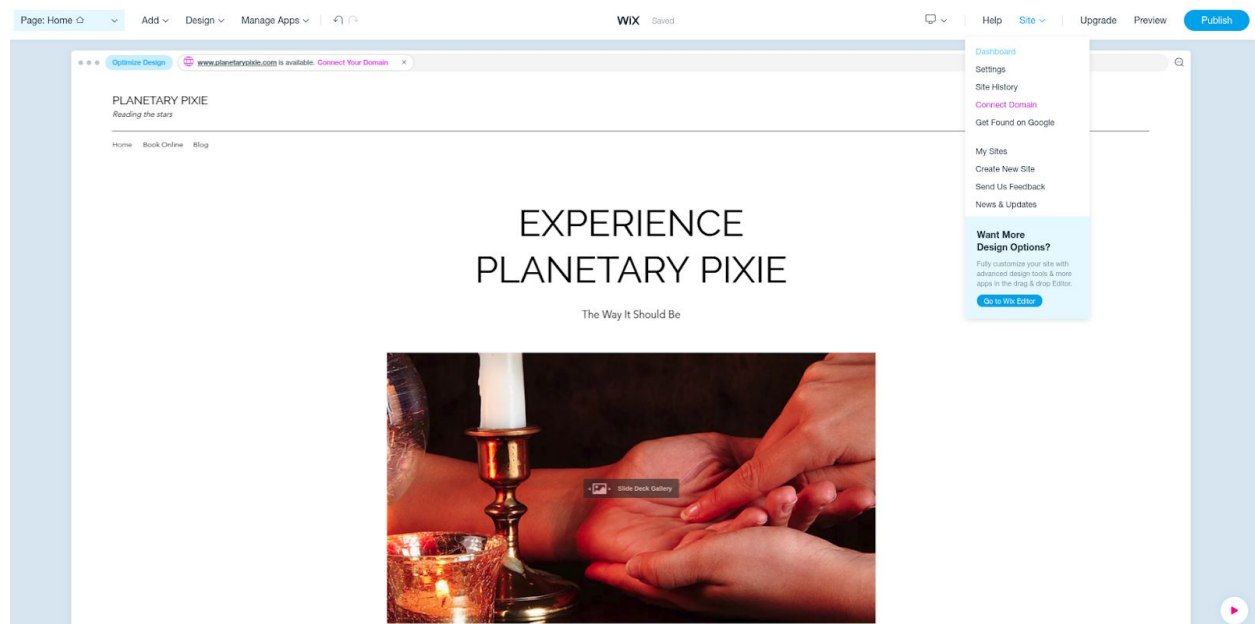
<https://support.wix.com/en/article/creating-an-adi-site>

When you want to use the regular Wix Editor, here is the info about how to use the Editor:

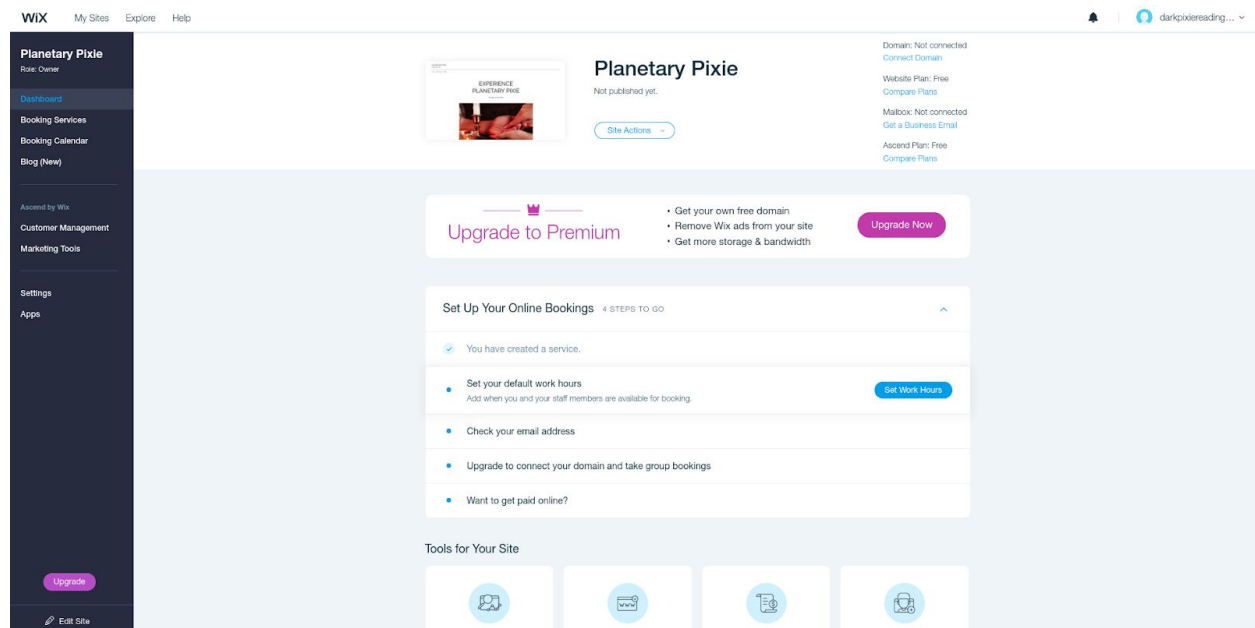
<https://support.wix.com/en/article/getting-started-with-the-wix-editor>

When your website is all ready, hit the 'Publish' button in the upper right corner. If you haven't connected a domain yet, you can here; if you haven't bought a domain yet or upgraded to a paid plan with Wix yet, you can use a subdomain. Using a subdomain of wix.com means that your web address will be yourchosenname.wix.com - it'll have .wix.com after whatever you've chosen. This is fine at the very beginning, but ultimately, you need to have your own proper domain. So if you choose the subdomain option, make sure to change to a real domain ASAP.

To go to your dashboard, click on 'Site', then 'Dashboard':



Your Dashboard is an overview of everything with your site:



On the left sidebar, if you selected to have a Bookings page, you can manage the services you offer and your calendar. If you have a blog, you can view blog posts and create new blog posts. Downside with blogging in Wix is, you can't schedule blog articles in advance, so you have to publish them manually.

In Customer Managements in your Dashboard, you can view form submissions for your contact form. In Marketing Tools, you can create coupons, put together social media posts, promo videos, and email campaigns. I always advise using an email newsletter service that is strictly for email though; Wix is for websites, that's their specialty, not email.

If you're going to sell via Wix, you have to set up a way to accept payments; in the Dashboard, click on Settings, then Accept Payments, then Connect. List is a list of the payment providers you can connect to with Wix:

<https://support.wix.com/en/article/available-payment-providers-3848246>

Don't forget to add a favicon too for your website! That's done in the Dashboard: <https://support.wix.com/en/article/changing-your-favicon>
You can work on editing your site again by clicking on 'Edit Site' on the bottom left corner in the Dashboard at any time.

One extra thing to note about Wix that was pointed out to me by a Wix user is you can't export (download) your website that is made in Wix. You can with Weebly and Squarespace (though with some limitations). So once you're on Wix, you can't transfer your website elsewhere or back it up (the point of being able to download your website is to have a backup in case everything crashes so you don't have to do it all over again, or to transfer your website to a different web host).

And here is a sample site made with Wix:

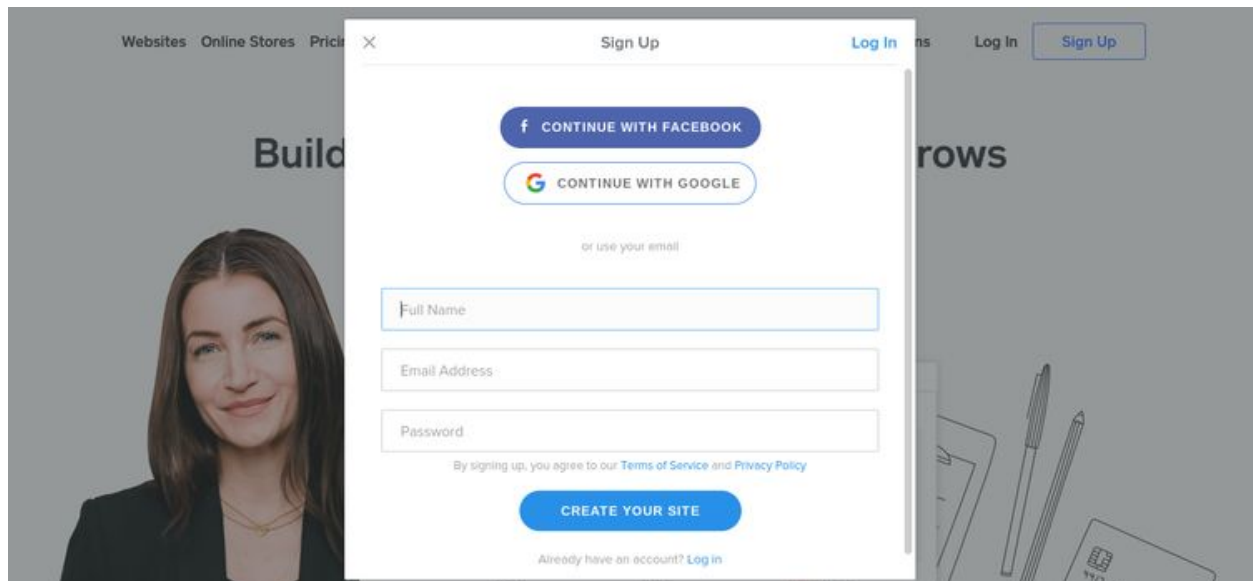
<https://darkpixiereadings.wixsite.com/planetarypixie>

How to Make a Website in Weebly

If you're going to create your website using Weebly, first go to www.weebly.com and click on the Sign Up button in the upper right corner:

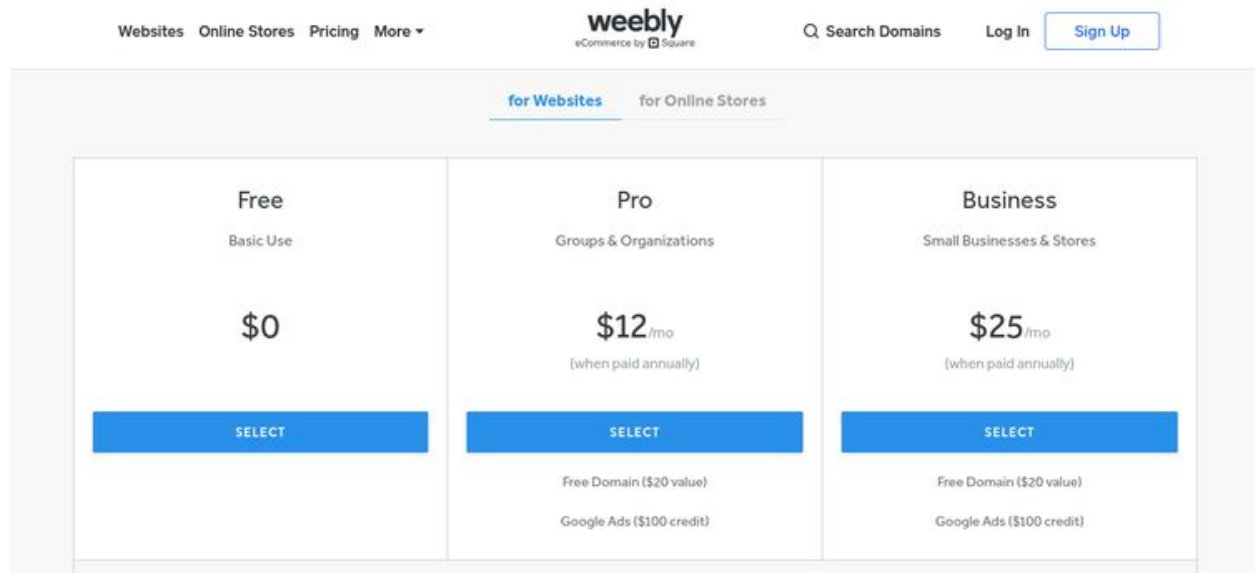


You can create an account using your Facebook account (if you have one), your Google account (if you have one), or with your email:



Alternatively, you can click on Pricing on www.weebly.com and select the plan you want to use right off of the bat (you can start with Free until

you're ready to publish since you'll want to connect a domain and can't do that in the Free account):



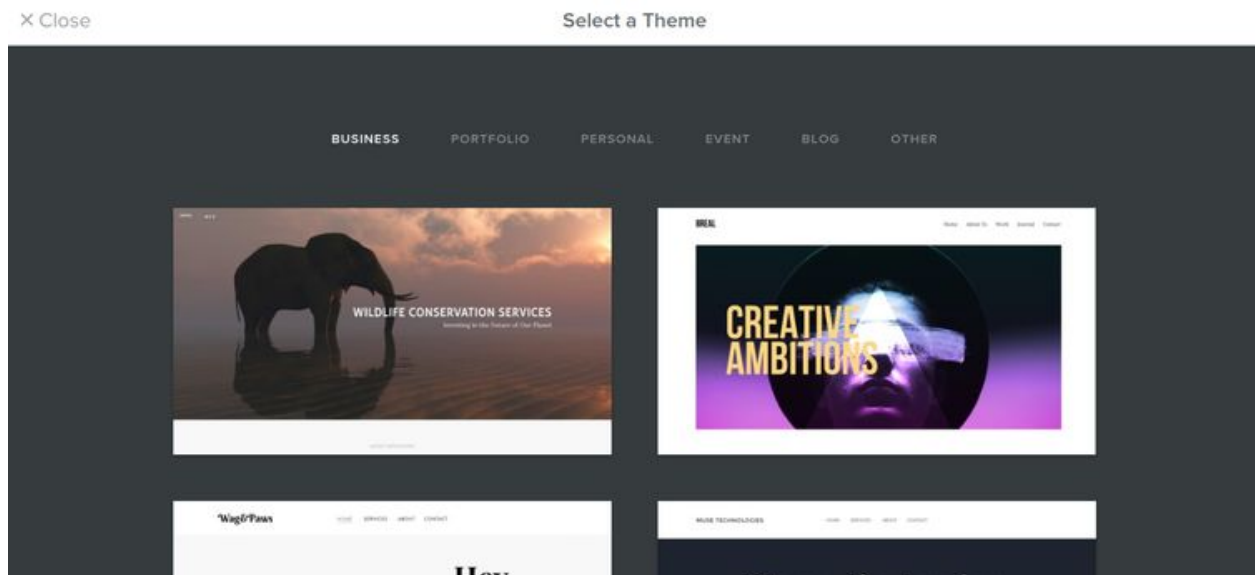
Once you've created an account, you can choose between making a website or making a website with an online store:



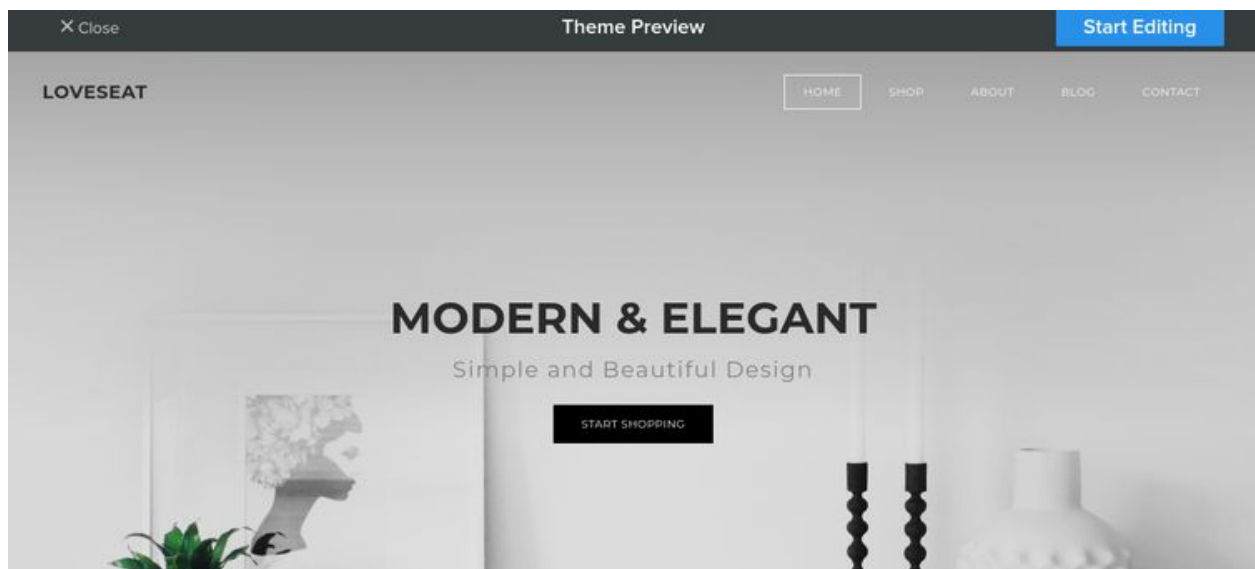
You can add products to sell and create a storefront later on the 'I just need a website' option, and that's if you decide to sell using Weebly (you may decide you want to sell using a different service; the classes that are available on The Dark Pixie Astrology are sold using the service Sendowl). If you sell using Weebly, you will need to hook up your Paypal account (and preferably also a credit card processor; Weebly

integrates with Stripe, which is what is used with The Dark Pixie Astrology, as well as Authorize.net).

For now, choose 'I just need a website'. This will bring you to the themes that are offered for you to choose from:



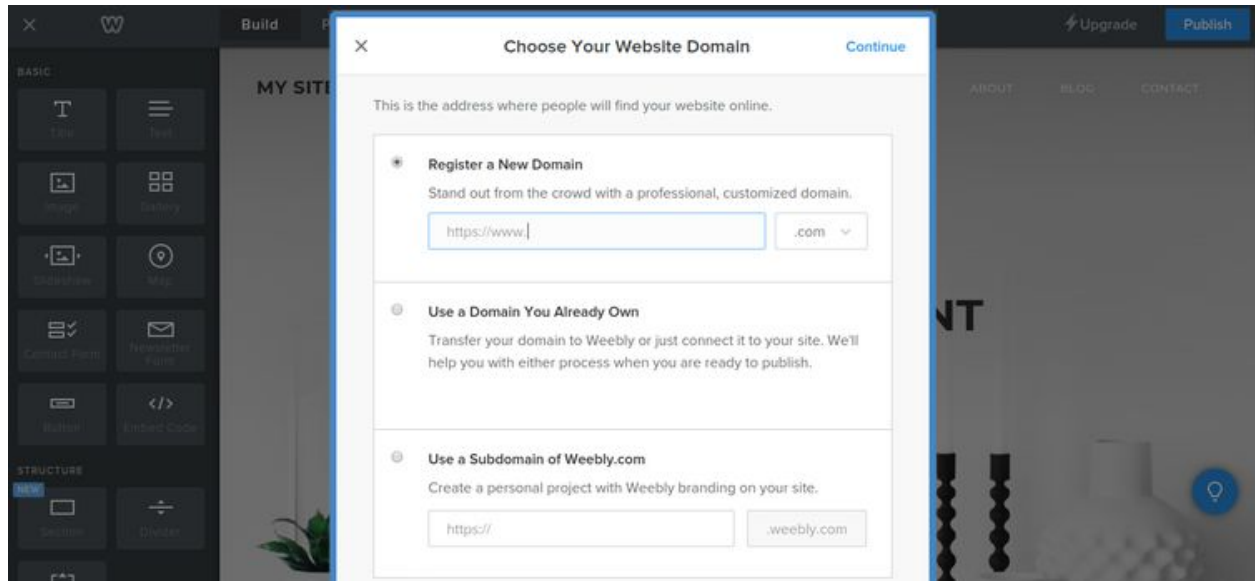
Select whatever theme you'd like to view. This will bring up a preview of the theme for you to check out:



Click around to see if you like it. If you don't, click on 'X Close' in the upper left corner to be brought back to the themes to choose from. Once you find one you like, click on the 'Start Editing' button in the

upper right corner (and don't worry, if you end up not liking the theme, you can still change it).

You'll be prompted to 'Choose Your Website Domain' to connect your website to:



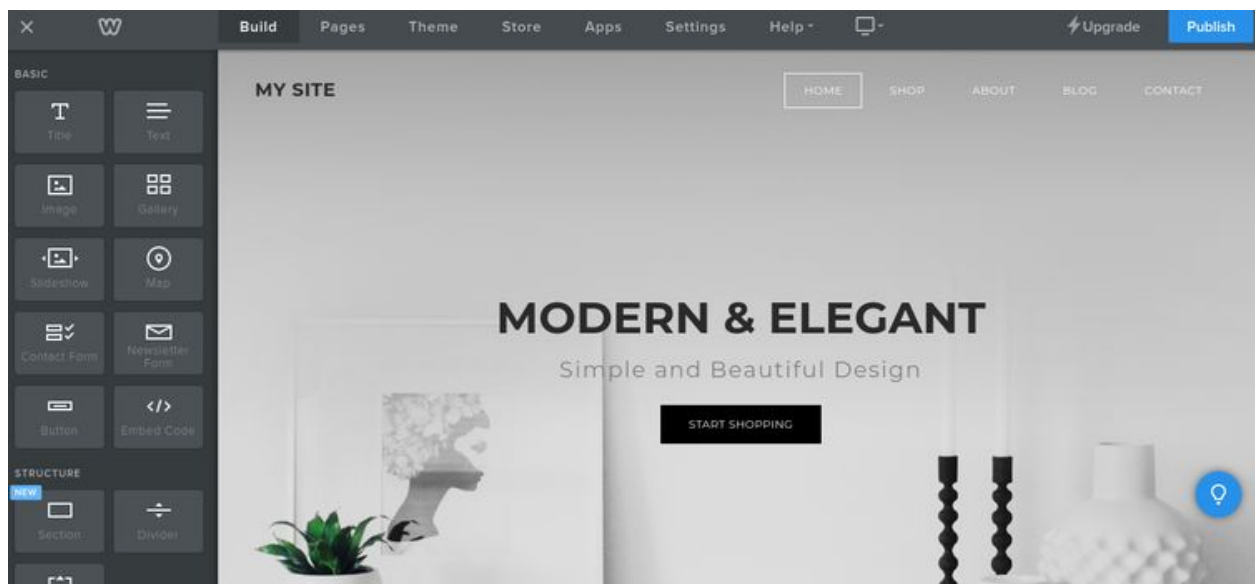
You can register a domain with Weebly, use a domain you already own, or use a subdomain of Weebly.com. If you upgrade to a paid plan with Weebly, you'll get a domain for free, but only for one year. It'll be \$19.95/year after that, which is on the pricier side for domains. If you want the convenience of having everything in one spot, then you can upgrade to a paid plan and get your domain that way.

Using a domain you already own means you've bought the domain through a separate domain registrar. The most common these days is GoDaddy; thedarkpixieastrology.com is actually through 1&1 IONOS. Both offer lower-priced deals for the first year, and prices go up after that (currently \$17.99/year for GoDaddy and \$15/year for 1&1).

Using a subdomain of weebly.com means that your web address will be yourchosenname.weebly.com - it'll have .weebly.com after whatever you've chosen. This is fine at the very beginning, but ultimately, you

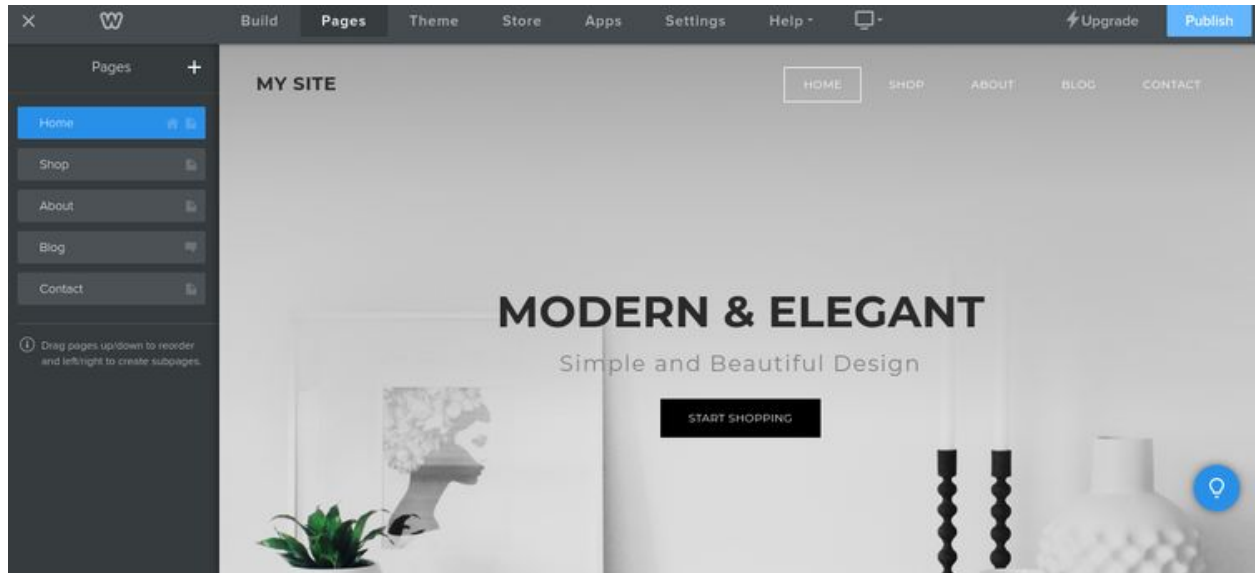
need to have your own proper domain. So if you choose the subdomain option, make sure to change to a real domain ASAP. It's really one of the least expensive purchases you'll make for your business, but super important!

For now, select 'Use a Domain You Already Own' and click Continue in the upper right corner of the box. This will allow you to get right to the editor, and you can deal with the domain when you're ready to Publish your website. The editor:



The top navigation is Build (the editor), Pages, Theme, Store, Apps, Settings, Help, and a little computer icon (you can switch back and forth between desktop and mobile so you can view how your website looks on computers as well as phones).

Pages: Click on Pages to view the different pages of your website:



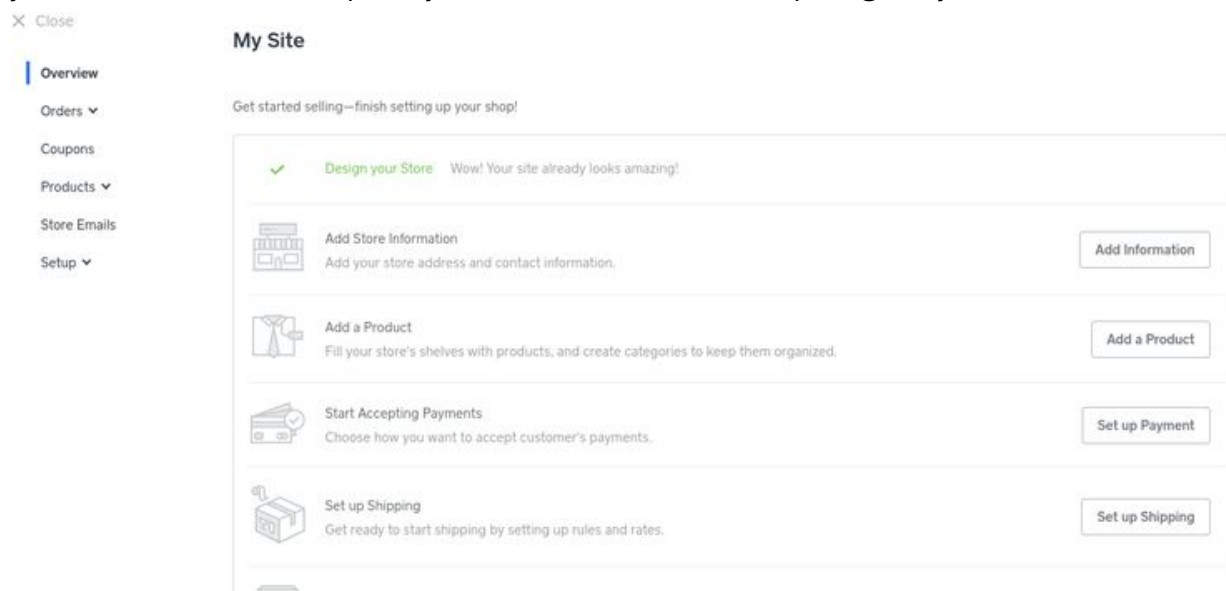
The pages will be listed on the left sidebar. You can create a new page by clicking on the plus sign (+) and selecting the type of page you want to create (most will be a 'Standard page'). You can click on any of the pages in the sidebar and view the Page Name (you can change it by typing in that space), opt to hide it in navigation (click on the box to do so; this means it won't appear in the menu of your website), change the Header type (or opt for no header), change the visibility (public means anyone can see it; site password means someone can only view the page through the password you've set for the website in settings; and members or groups is when you create a member or group of members so they'll be the only ones who can access), change SEO Settings (no need for that for now), Copy the page (if you want to create another page that's similar), or Delete the page (when you don't want the page anymore).

Theme: Click on Theme to either change your theme altogether or make changes with the font and colors of your theme (some themes may have other options too, like changing the size of your website). Highly advise you change the fonts and colors of fonts to customize your website; click on 'Change Fonts', and you'll be able to change the

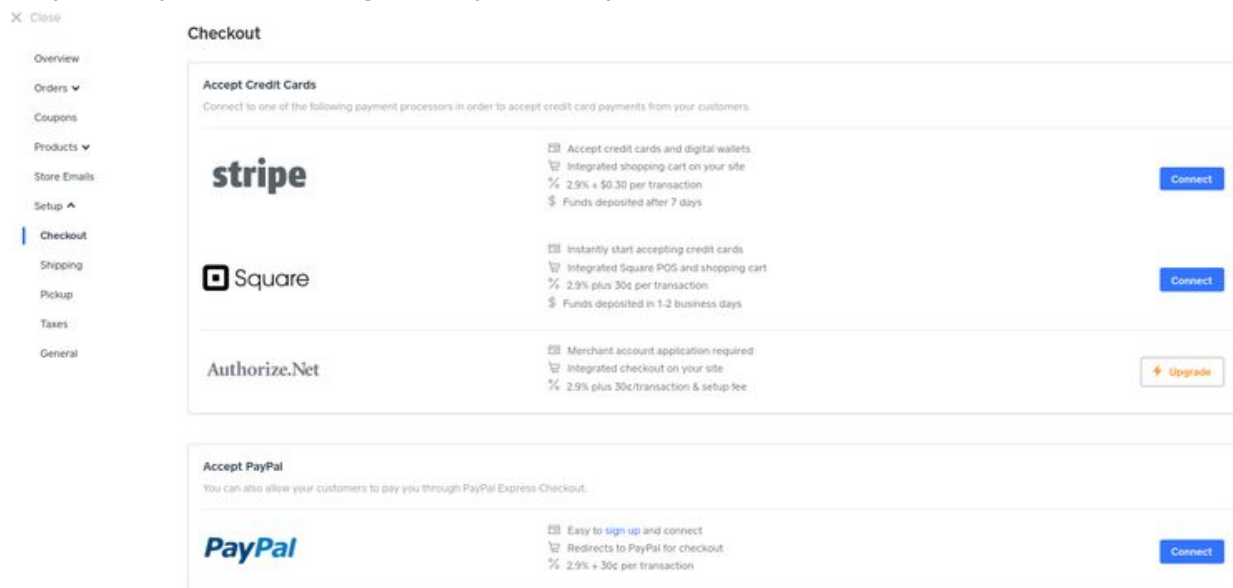
font, style, color, weight, and spacing for all text on your website (and when you click on each to change it, it'll highlight the text on the page that'll be changed so you can see what it looks like; may want to check out Weebly's article on editing fonts for more info:

<https://www.weebly.com/app/help/topics/edit-fonts>).

Store: Click on Store when you want to add what you're selling. You'll first need to add payment methods to accept payments, so for that, you'll click on 'Set up Payment' for 'Start Accepting Payments':



You can accept credit cards by connecting with Stripe, Square, or Authorize.net (you'll need to create an account with whichever you choose first and then you can connect it to Weebly). You can accept Paypal by connecting with your Paypal account.



When I first began selling readings via my Weebly site, I did it through Weebly just to make it easy. Depending on the plan you choose, you will pay an extra transaction fee though. To go around that, you can create Paypal buttons and put those on your website to sell consultations. Paypal buttons are created in Paypal, and you're given the HTML code which you can copy and paste into Weebly. Another very common option now is using Acuity Scheduling if you're going to be doing live readings (whether in person, by phone, Skype, or some other method). With Acuity Scheduling, you choose your schedule, and people can book their readings right there on your website. You can embed the HTML code found in your Client's Scheduling Page section with Acuity on your Weebly site to include the scheduler on your site. <https://help.acuityscheduling.com/hc/en-us/articles/218725508-Weebly>

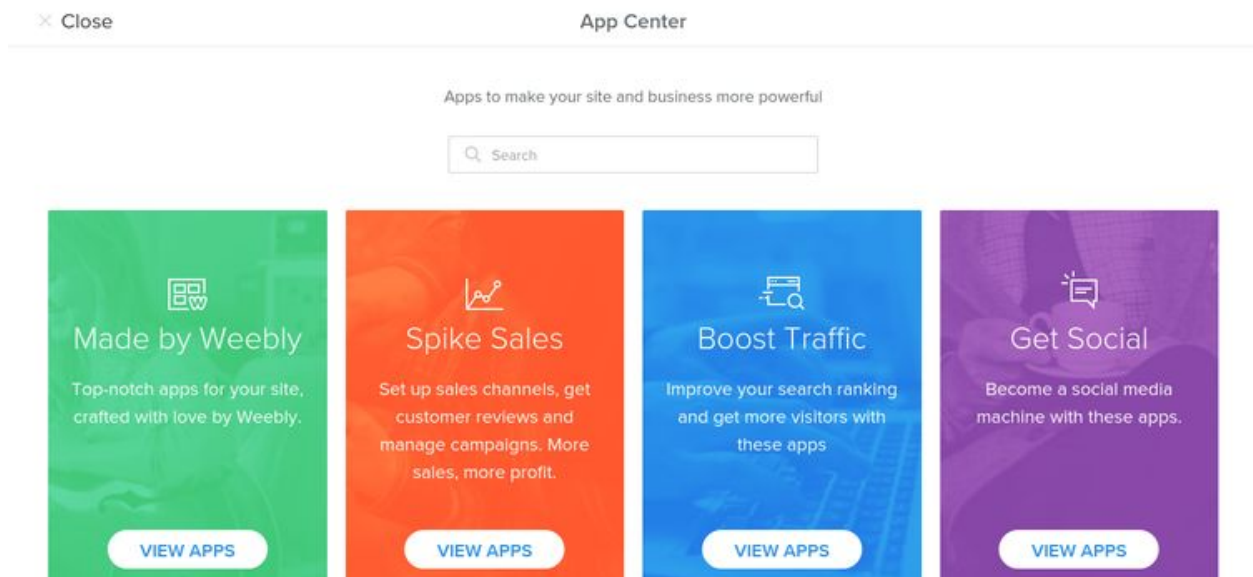
In the Overview, you can click on Add a Product to create a listing for what you want to sell:

Here you can fill out the information for what you're selling (if you're using Weebly). Add a title (name it), the price, what type of product it is, a description, an image, and whether you want it visible (if you enable a storefront, it'll be automatically seen), hidden (won't be seen), or unavailable (won't be able to purchase it). There's additional information you can fill out below that if needed. Once done, click on Save.

In the Store page, you'll be able to view your orders, coupons (available if you upgrade), products, store emails (but you can only customize some unless you upgrade), and setup, which allows you to set up shipping (available if you upgrade, and only needed for a physical product), pickup (ditto), taxes (that can get complex so you may want an accountant's help, but is mostly only necessary if you're selling physical products and need to charge sales tax), and in general, you can fill out the info that will appear on customer receipts, and basic settings and layout of your storefront (if you end up adding one).

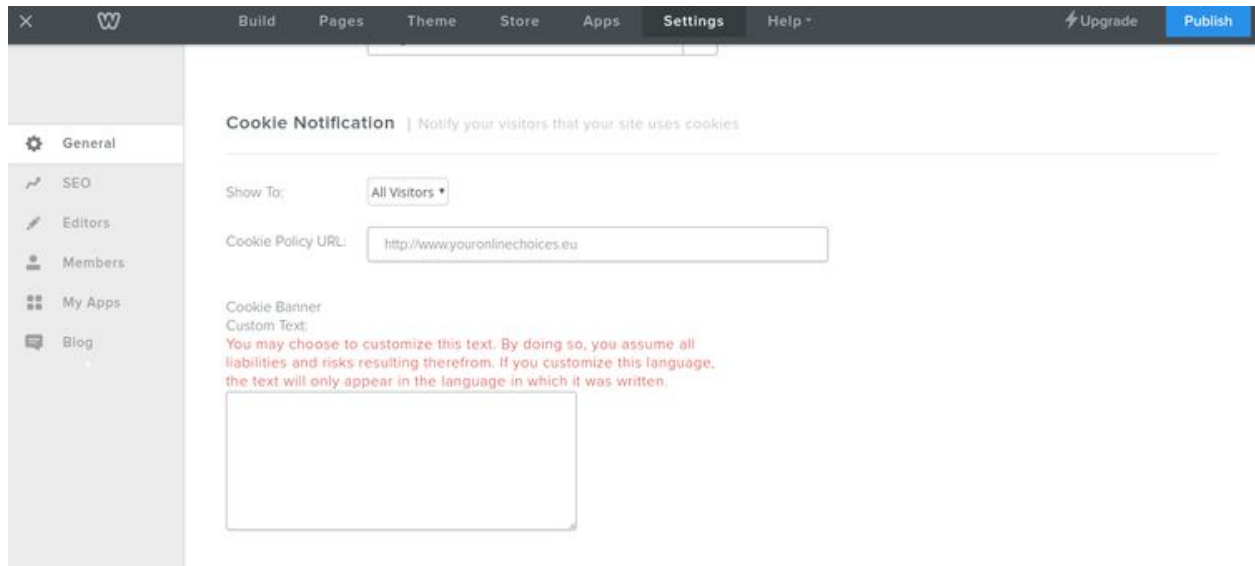
When done, click on 'X Close' in the upper left corner.

Apps: This opens the App Center, where there are apps you can connect with your Weebly site to enable extra functions:



Some apps are free, and some are paid. There are apps for layout, integrating external services, creating forms, pop ups, and more. As you get more familiar with Weebly and want to experiment with more options, you can browse through the apps available and try them out.

Settings: In Settings, you can choose a title for your website (name) and whether or not it appears at the top of your pages. If you don't have a logo yet, you can choose for it to appear. Once you have a logo, the logo will replace it. You can add a favicon, create a site password, archive your website, and more. The most important thing is at the bottom, Cookie Notification. You are required to have that, and don't need to write anything yourself, it's automatic. If you're going to have Google Analytics on your website, keep the 'Show To' set to 'EU Visitors' (their banner essentially prevents any cookies - for tracking - from being able to process in Google Analytics unless the person clicks on it, which many people don't, so it'll severely depress your analytics if you have it set to 'All Visitors'; if you're not going to use Google Analytics, then you can set it to 'All Visitors'; it doesn't appear to impact Statcounter tracking, and theoretically, it shouldn't impact any tracking based on IP).



On the left, you can see SEO (you'll use this for some things like if you want to install analytics, or when enabling Rich Pins for Pinterest); Editors (to add other people to have permission to access and edit your website in Weebly; helpful if you're collaborating with someone, or hire someone to do work on the site for you); Members (when you want to create memberships/groups for restricting access to certain pages of your website); My Apps (which shows the apps you've connected in the App Center); and Blog (if you have one on the site; you can choose how many blog articles are displayed at once, if share buttons are included at the bottom, if there is a sidebar, and how comments will be handled - they are Closed on The Dark Pixie Astrology).

When you're ready to create your site, in Build, there is a menu of options on the left sidebar. Click on whichever you want to add and drag it over to the page wherever you want it on that page. It's that simple. Going through each (you may also want to check out Weebly's Building a Website area in support:

<https://www.weebly.com/app/help/sections/web-accessibility>):

Basic:

Title - This is when you want to include a title or heading. The text is a little larger than regular text. You can make it bigger or smaller, change the color, italicize or bold, or link any of the text.

Text - This is when you want to add regular text. You can make it bigger or smaller, change the color, italicize or bold, or link any of the text.

Image - This is when you want to add an image. Once you drag the image block over, you click on it to upload the image you want to use. Once uploaded, you can click on the image to make changes - replace it with something else, edit it (crop the size, add a filter), choose lightbox (so it can be clicked on and made larger on the site), add a link, choose alignment, dictate spacing, or add a caption. In Advanced, you can add a border and choose the color, and add Alt Text, which helps with SEO (needed for Pinterest! Write in the title of the image or of whatever it's linking to and your name or your business name; when someone saves the image from your site to Pinterest, this is what comes up in the description).

Gallery - This is for a gallery of images. You can choose how their positioned.

Slideshow - This is for slideshow of images. You can choose the order, the movement, and the timing.

Map - For pointing out a specific location.

Contact Form - For allowing people to contact you. Use on the 'Contact' page.

Newsletter Form - For people to sign up for your email newsletter. This is only used with Weebly's newsletter service (other providers may be cheaper, easier, and more reliable though).

Button - To add a button to our site that can be linked to anything.

Embed Code - To embed HTML code to your site (like for Paypal buttons or Acuity Scheduling).

Structure:

Section - To create a section (each big block is a section). Used for separating info, organizing pages. You can edit the background of any

section by clicking on the section you want to edit, and then click on Edit Background (you can choose an image, a color, a gradient, or a video).

Divider - To create space between anything on the page. This will be a thin line, and you can change the amount of spacing above and below the line, and the width of the line.

Spacer - To create space between anything on the page. No line, just space.

Media:

HD Video - When you want to upload a video to your site. Can be an MP4, MPG, MOV, or WMV file up to 1GB in size. You can choose the size of the video player, the alignment, and make it downloadable.

<https://www.weebly.com/app/help/topics/upload-hd-videos>

Audio - When you want to upload audio to your site. Only one MP3 file can be uploaded (no playlists). Will load an audio player to your site.

<https://www.weebly.com/app/help/topics/using-the-audio-player-element>

Scribd document - To embed a Scribd document.

Youtube - To embed a Youtube video

Flash - For Flash files.

File - To embed any file that you want people to be able to download from your site.

Ecommerce: (more from Weebly here:

<https://www.weebly.com/app/help/sections/getting-started-with-ecommerce>)

Products - The products that you're selling (created in the Store). When you drag and drop this element, you'll see a list of products you have available and can choose which you want. You can change the description, and choose what is shown and what isn't (description, price, image).

Categories - To show a category of products (if you've created categories for products available; generally not something you'll need to deal with in the beginning).

More:

Search box - This creates a box people can use to search your website.

Block quote - When you want to quote something and have it in a block.

Social icons - To link to your social media accounts.

RSVP form - Essentially just a form, but for RSVPing.

Survey - Essentially just a form but as a survey.

Google AdSense - To put ads on your site through Google AdSense. You need to connect to your AdSense account in order to use this; if you're new, you won't get approved by AdSense (you have to wait a little bit). I don't recommend ads either (took them all off of The Dark Pixie Astrology earlier this year! Ads don't generate money like they used to unless you get tens of millions of pageviews monthly or are in certain niches - the spiritual niche was never very ad-friendly).

Cookie Opt Out - Allows people to opt out of having cookies (tracking).

You may also want to check out Weebly's Getting Started - First Steps articles: <https://www.weebly.com/app/help/sections/first-steps>

One last thing: logo! Click on the title at the top of the page, and click on logo when you have one you can use, and upload your image (JPG, PNG, GIF). Per Weebly:

<https://www.weebly.com/app/help/topics/upload-a-logo-to-your-site>

And don't forget the favicon as well:

<https://www.weebly.com/blog/add-favicon-to-your-website/>

Once you're all ready, click on the Publish button in the upper right corner. You'll have to connect a domain or use the subdomain, if you

haven't yet. If you have to connect a domain you buy elsewhere, Weebly gives you instructions on how to do so (if you don't want to do it yourself, they also provide you with an email you can send to your domain provider to have your domain provider do it for you - saves you from some of the hassle!).

When your website/blog is done, you have the option of exporting (downloading) it using Weebly. This gives you the ability to have a backup of your website (in case it all crashes so you don't have to redo everything) and you can use it to switch web hosts if you decide you want off of Weebly (usually to go to Wordpress). Here is the link from Weebly showing how to export your site:

<https://www.weebly.com/app/help/topics/back-up-your-site>

Extra link for the bloggers on how to use the blog in Weebly (it's very simple, and you can use much of the same elements for a blog that you can use for a page, so if you can create a page, you can create a blog post; you can also schedule your blog posts in advance to publish whenever you want - time saver):

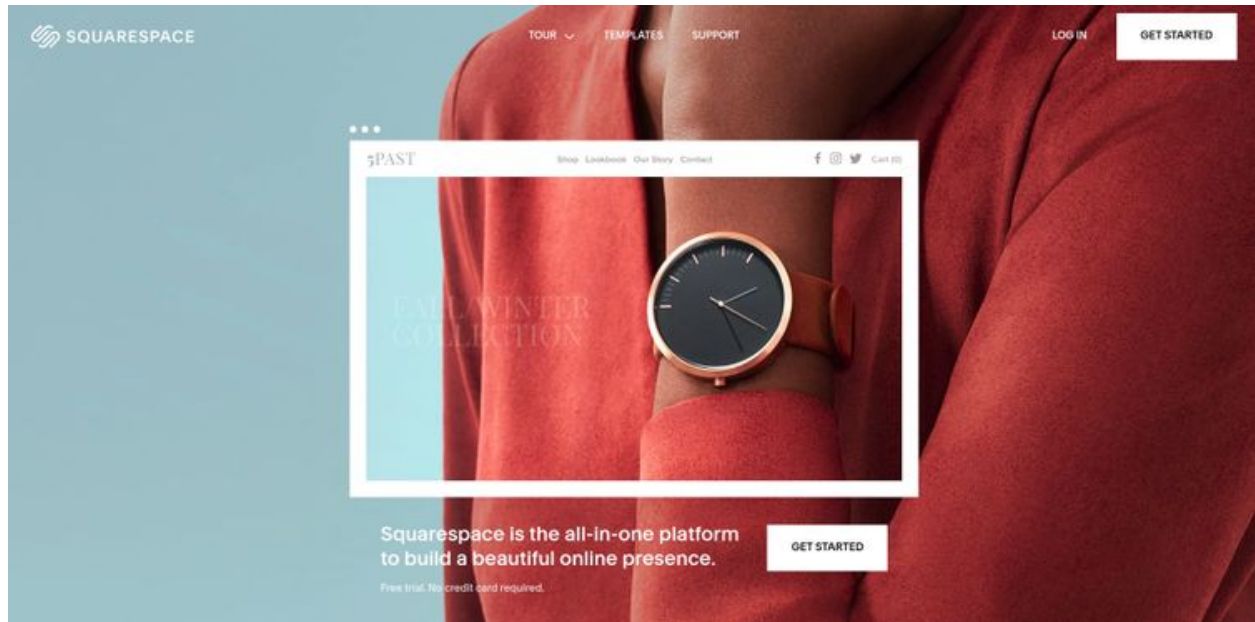
<https://www.weebly.com/app/help/sections/pages-and-blogs>

And here is a sample site made with Weebly:

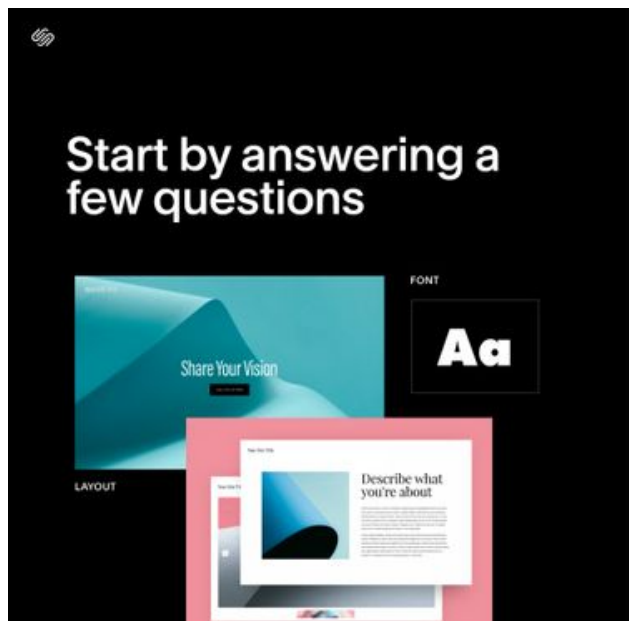
<https://planetarypixie.weebly.com/>

Creating a Website Using Squarespace

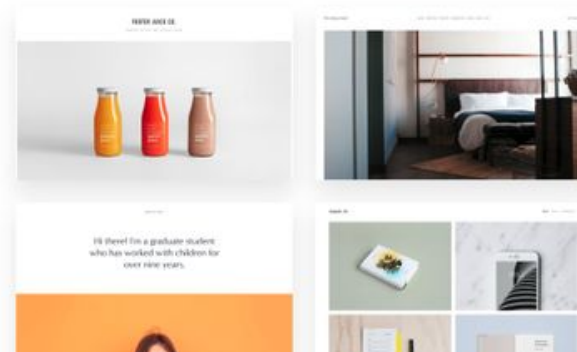
If you're going to create a website using Squarespace, go to www.squarespace.com and click on the 'Get Started' button:



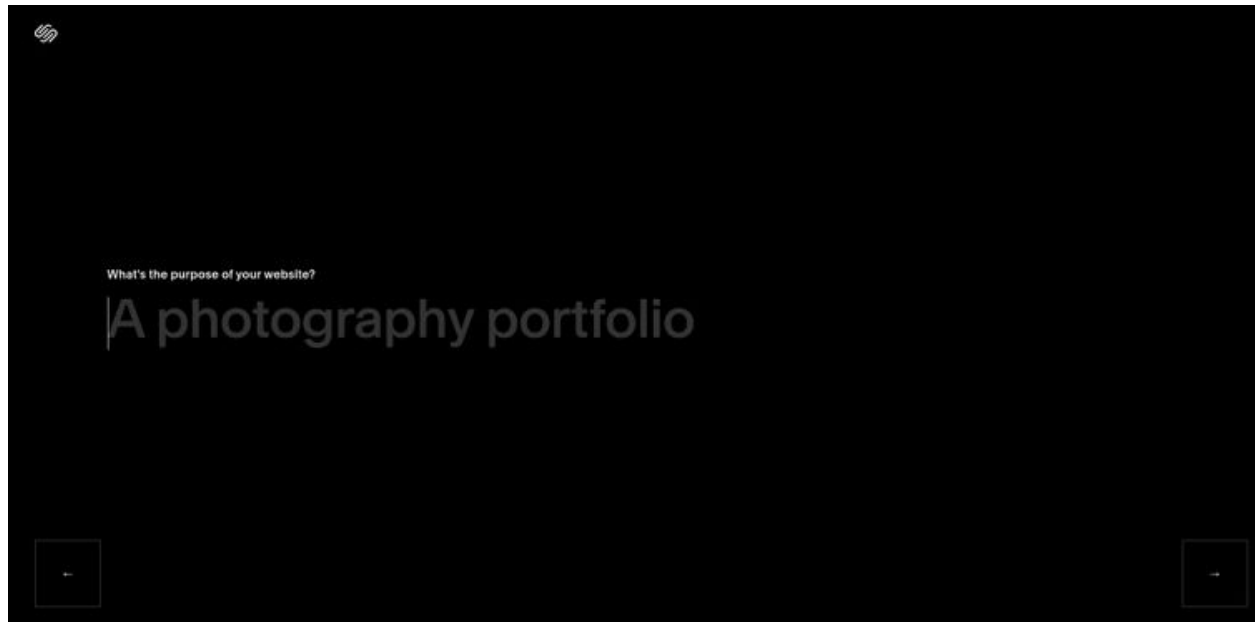
You have the option of creating a website by answering a few questions (left) or by choosing a template (right). I'll choose to answer questions:



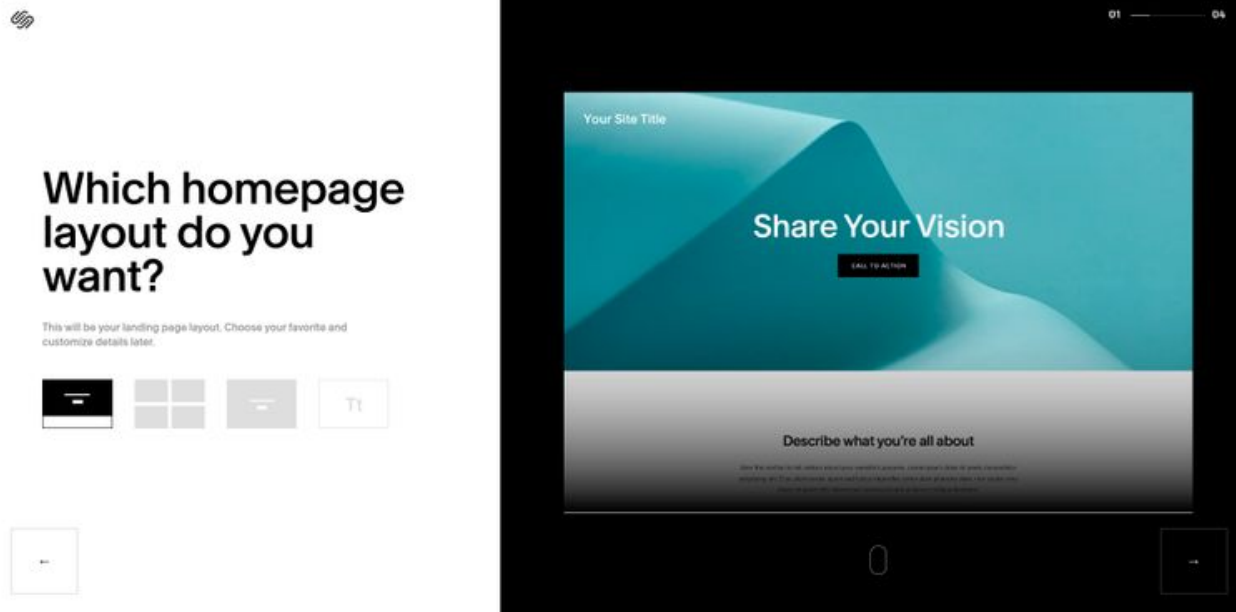
Start by browsing templates



You'll be asked what the purpose of your site is. I'm going with 'astrology services':



It'll ask you what homepage layout you want:



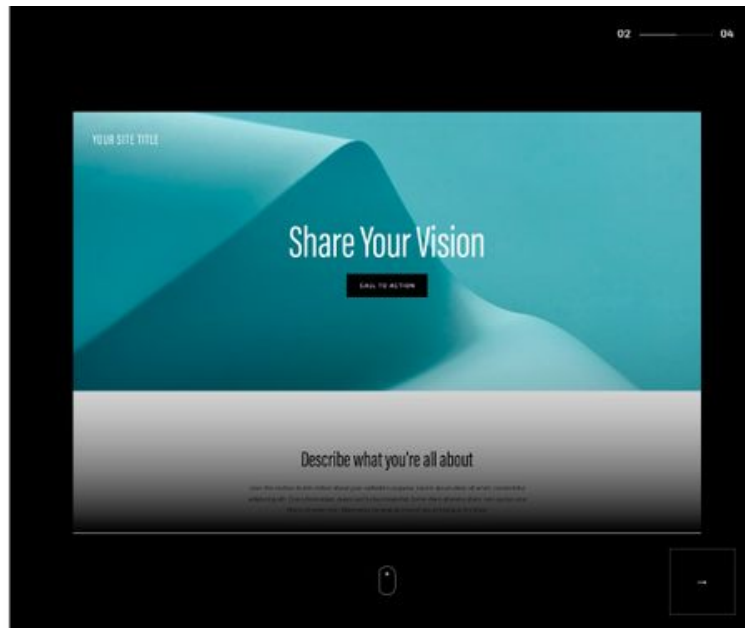
Then choose the font style you like:



Which font would you like for your website?

Pick a style that represents you. If you change your mind, you can easily edit this later.

Modern Classic Bold CLEAN



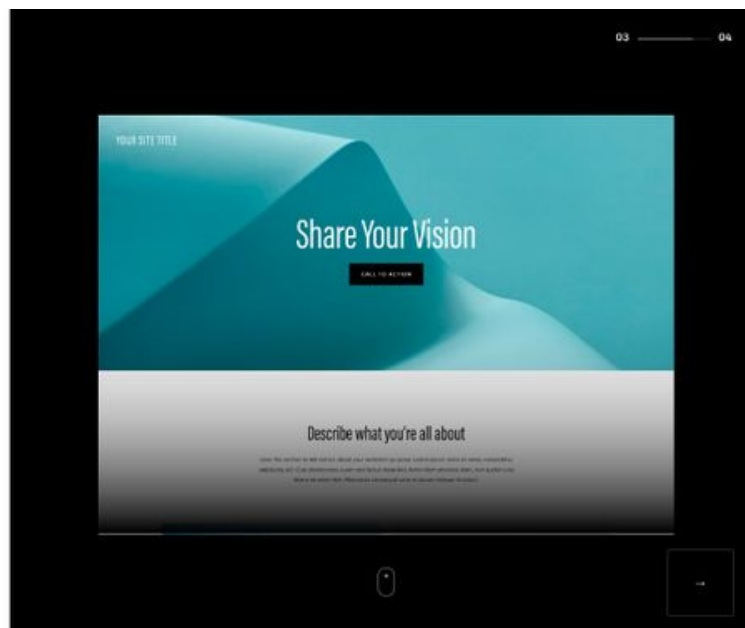
Then choose the pages you'll have on your website:



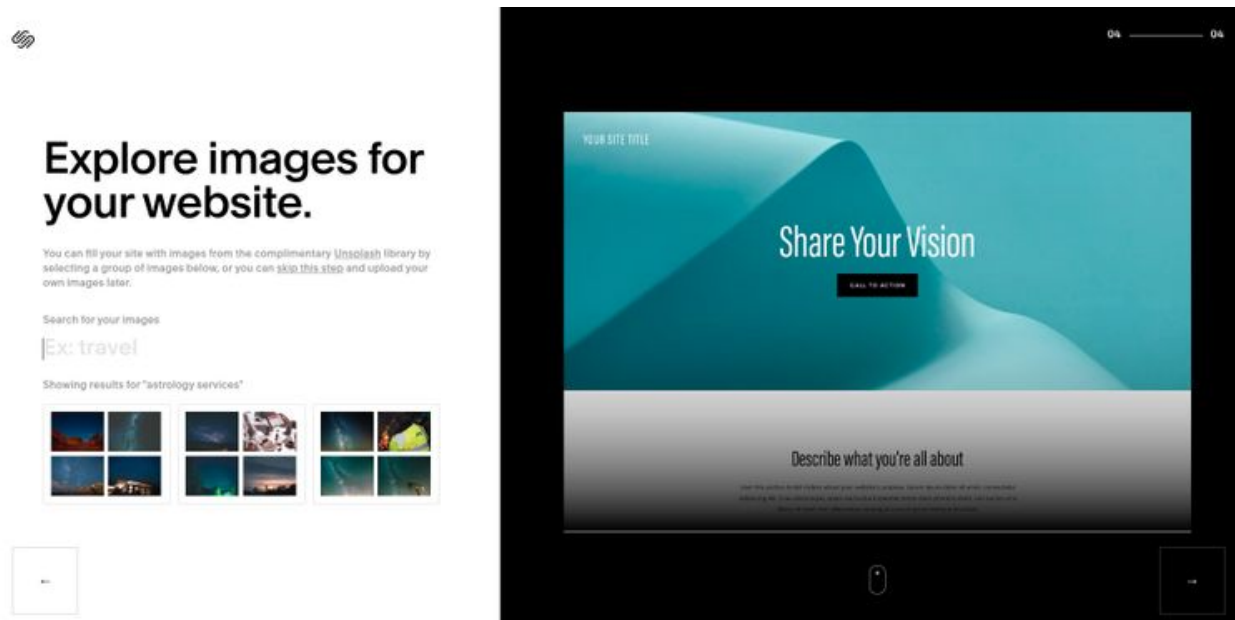
Which pages will you need on your website?

You can add and remove pages later, so pick as many as you want to start with.

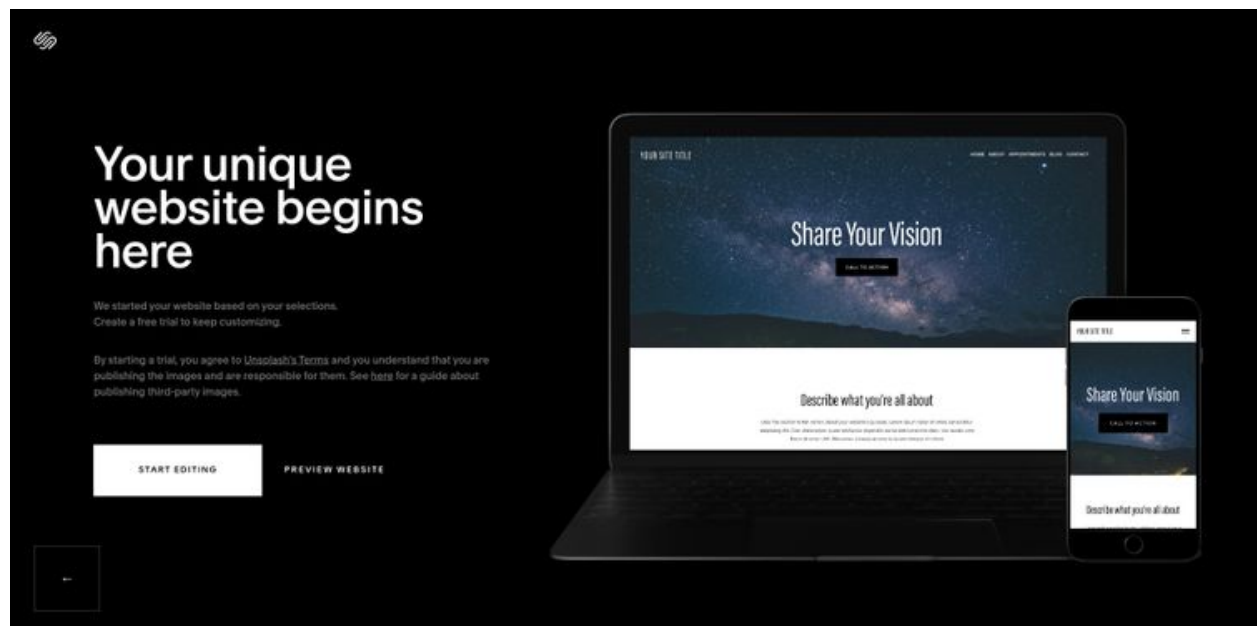
- | | | |
|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> About | <input type="checkbox"/> Gallery | <input type="checkbox"/> Reservations |
| <input type="checkbox"/> Appointments | <input type="checkbox"/> Locations | <input type="checkbox"/> RSVP |
| <input type="checkbox"/> Blog | <input type="checkbox"/> Menu | <input type="checkbox"/> Store |
| <input type="checkbox"/> Contact | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Team |
| <input type="checkbox"/> Events | <input type="checkbox"/> Press | <input type="checkbox"/> Terms of Service |
| <input type="checkbox"/> FAQ | <input type="checkbox"/> Registry | <input type="checkbox"/> Testimonials |



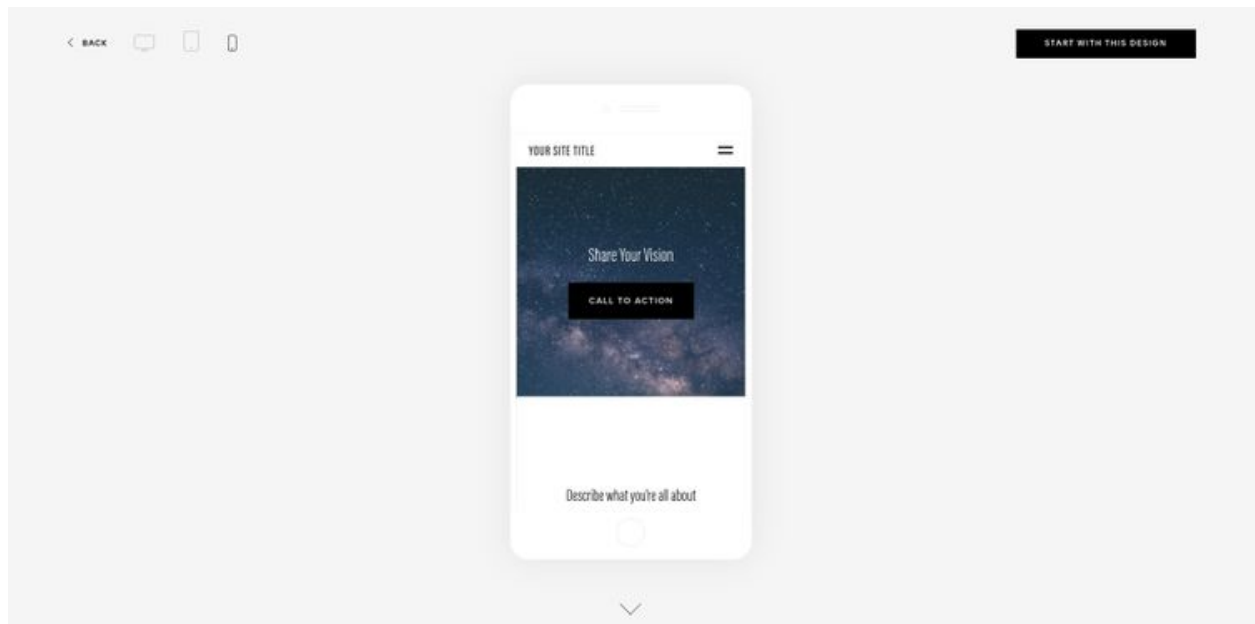
Then you can choose images by typing in any keyword. 'Astrology' pulled up pictures of the stars. Type in whatever you'd like, or skip this step and add images later:



Then it gives you a quick look at what your website looks like on a computer and smartphone:



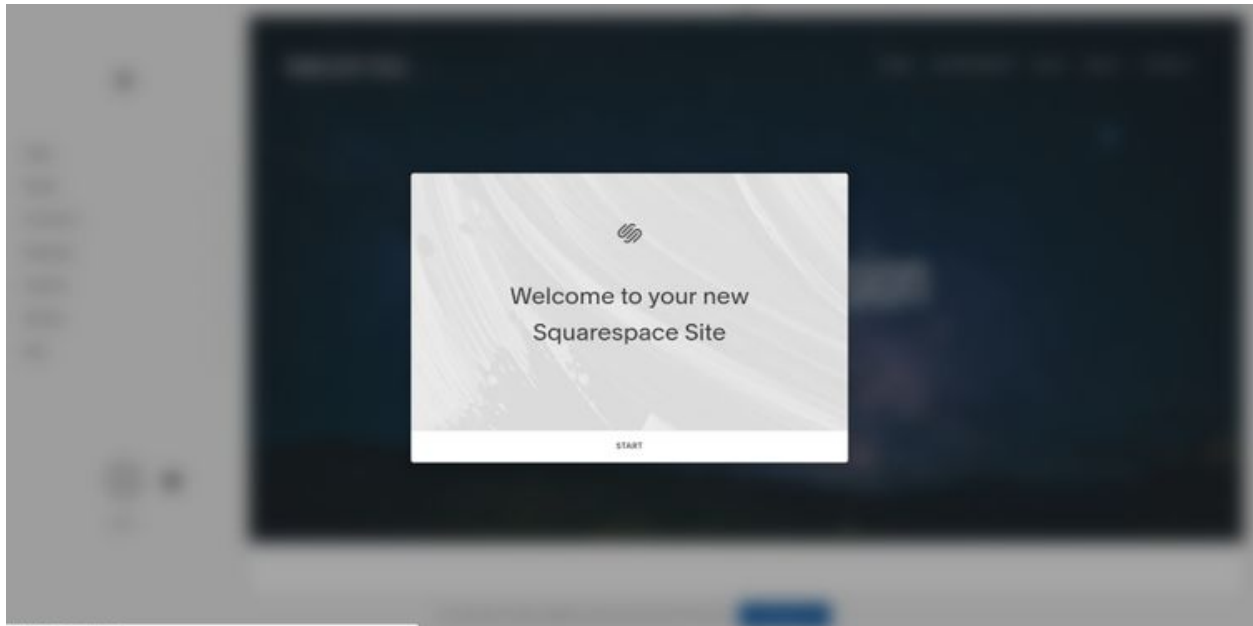
You can choose to preview the website. This allows you to fully browse through to see what the site layout looks like on a computer, tablet, and smartphone, and you can click on pages and scroll through them:



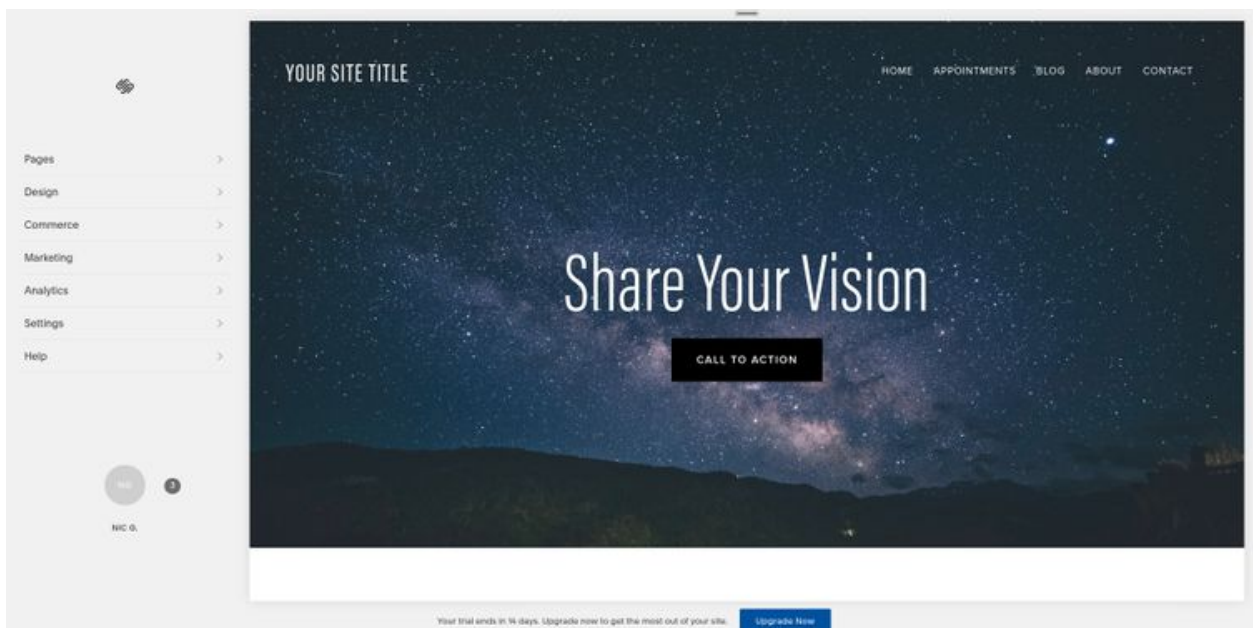
Then click on the 'Start with this design' button. Now you have to create an account. Squarespace offers a free trial for 14 days (2 weeks), and then you'll have to upgrade (you don't need to input payment info for the free trial to get started, just create an account):

A screenshot of the Squarespace "Create Account" form. The form is centered on a light gray background. At the top, there is a "Create Account" heading and a link "Already have an account? Log In". Below this are four input fields: "First Name", "Last Name", "Email Address", and "Password". A checkbox is located below the "Password" field with the text "By creating an account, you agree to our Terms of Service and have read and understood the Privacy Policy". Below the checkbox is a "Create Account" button. At the bottom, there is a link "or continue with" followed by three social media icons: Google, Facebook, and Twitter.

Then it welcomes you, and you can start editing:



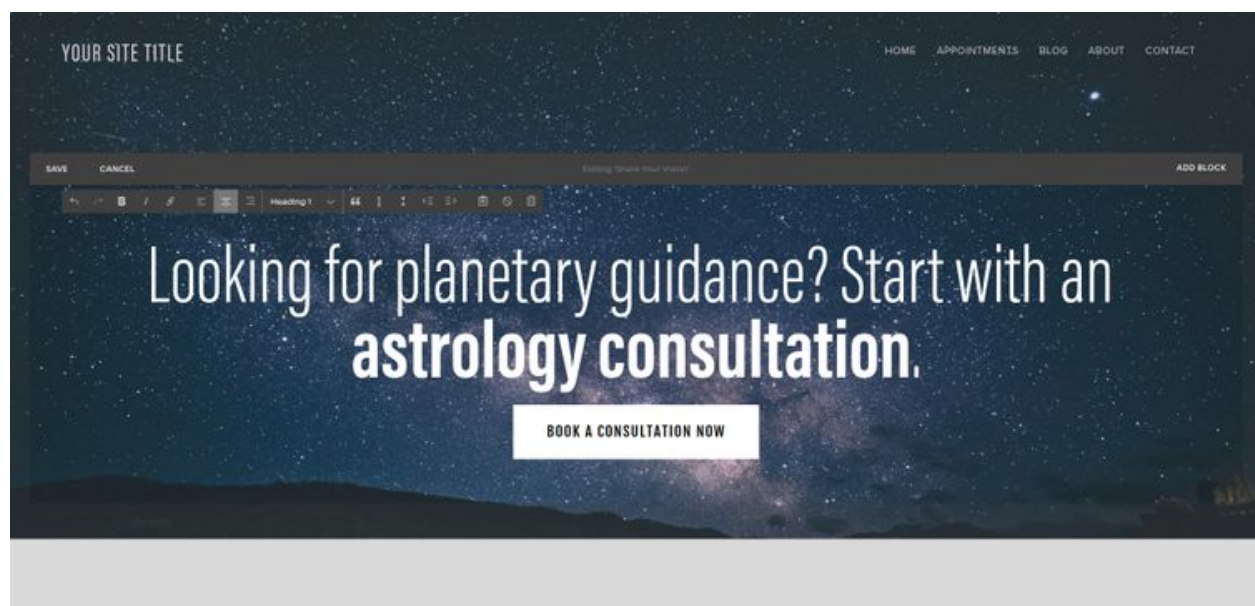
The editor:



Click on any part of the you want to edit, and EDIT should pop up somewhere above it. Click on EDIT to edit:

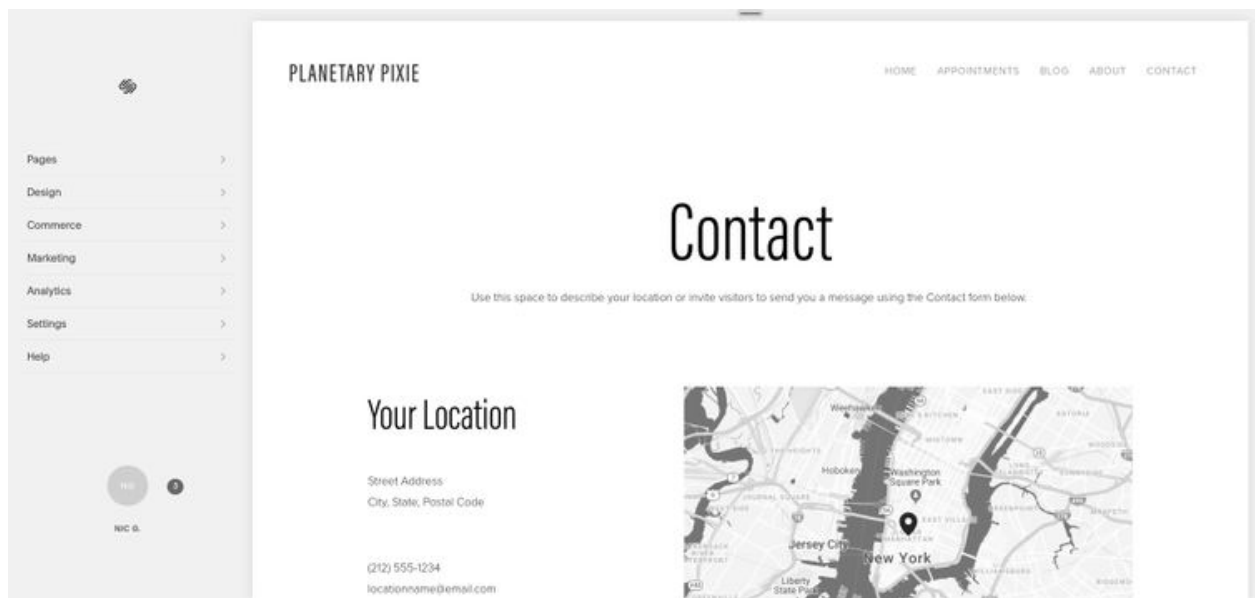


This is the header edited. Click on the text to write new text and make changes to it; click on buttons to change their destination, text, and size; and click on ADD BLOCK to add a new element to the section (tons of options - a product to sell, search box, charts, forms, images, videos, maps, social links, and more!):





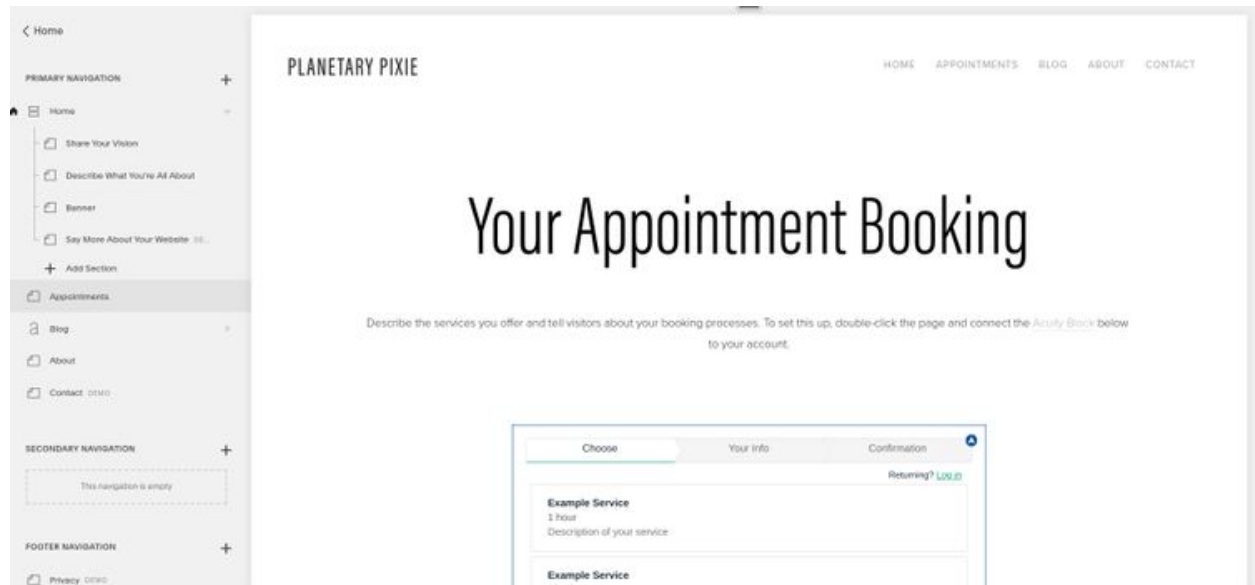
Click on any page in the navigation to edit content on that page:



On the left, there's a sidebar, listing: Pages, Design, Commerce, Marketing, Analytics, Settings, and Help. Going through each:

Pages: Clicking on pages shows you the pages that are on the site. You can click on each to bring the page up for editing. You can click on the gear icon for each page and edit the title, URL, description, add a password, duplicate or delete the page, and add SEO.

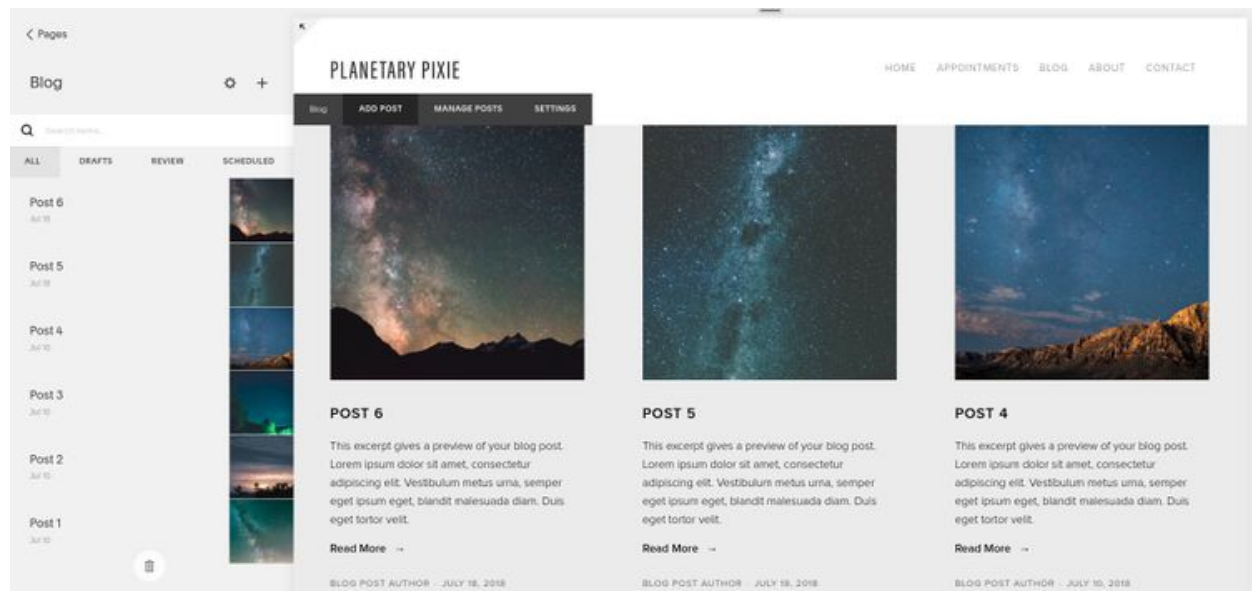
The Appointments page (you can rename it) shows you can link to Acuity Scheduling for booking appointments:



This is for if you're going to be doing live consultations (if you're not, you don't need this). Upgrading with Squarespace to their Business or Commerce plans includes a free Emerging plan with Acuity. Here's the info from Squarespace on using Acuity with them:

<https://support.squarespace.com/hc/en-us/articles/206545577>

Clicking on the Blog page, this is where you can manage your blog posts and create new ones (click on the + sign):



You can schedule blog posts with Squarespace. To create a scheduled posts, when you're putting the post together, click on 'Draft' in the lower right, and select 'Scheduled' to schedule when it should be published. (Adding a blog post is outlined at the end of this lesson).

Design: In Design, you can change the logo or title, switch the template, get deep into the style, customize your lock screen (what visitors see when they visit a password protected page), customize the checkout page and 404 not found page, and remove the Squarespace branding. You can also add a favicon (<https://support.squarespace.com/hc/en-us/articles/206542527-Adding-a-favicon-or-browser-icon>).

Commerce: In Commerce, you can deal with everything in regards to stuff you're selling - manage how you'll accept payments, checkout settings, view orders and customers, create discounts, and track inventory.

Marketing: This is to link to email marketing, add SEO, and promoting on social media. I always advocate using a service specifically for email and not the services offered through the web host though (the web host's speciality is your website, NOT email).

Analytics: This shows you analytics for your website (traffic - pageviews, unique visitors, sources, etc. Google Analytics is generally the standard though, and can be added later, but you can use the analytics in Squarespace to get started with understanding your traffic - once you actually have traffic anyway!).

Settings: In Settings, you can make your site private, public, or password protected (your website will be fully published to the public when you set it to public, but you can only do this when you upgrade; change the language, add business information, and connect your social media accounts. You can view your billing and account history, delete your site (in Billing & Account), connect email (through G Suite), and connect a domain. If you upgrade to a paid plan with Squarespace (you have to after the trial ends in you want to use Squarespace), you get a domain for free for 1 year, and it's \$20/year after that. That's a little more expensive than others; GoDaddy is \$17.99/year, and 1&1 IONOS is \$14.99/year. If you want it in one spot with your web host, then go ahead and use the domain with Squarespace. Otherwise get it elsewhere cheaper and connect.

About domains:

https://support.squarespace.com/hc/en-us/articles/205812088?flash_digest=82a626a70ce53fd1b69135e91a24fc4c1f807749&platform=v6&websiteId=5c98ec55da50d353d8f66e1c

Domains with Squarespace:

<https://support.squarespace.com/hc/en-us/articles/205812318>

Free domain with Squarespace:

<https://support.squarespace.com/hc/en-us/articles/206541787#toc-e-ligible-tlds>

Transferring or connecting a domain you own:

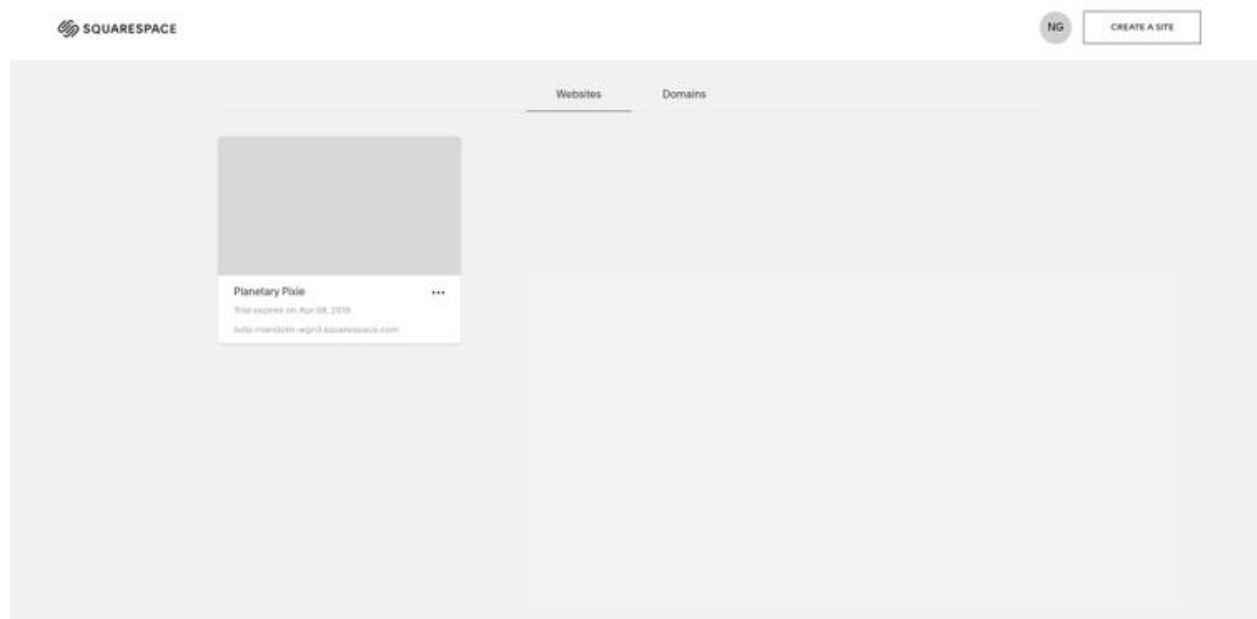
<https://support.squarespace.com/hc/en-us/articles/115002755267>

Asking your provider for help connecting:

<https://support.squarespace.com/hc/en-us/articles/217783698>

Help: Links to their knowledge base, webinars, and videos to help you with anything you want to do in the editor.

You can click on the circle with your initials underneath that list on the left and go to your account dashboard:



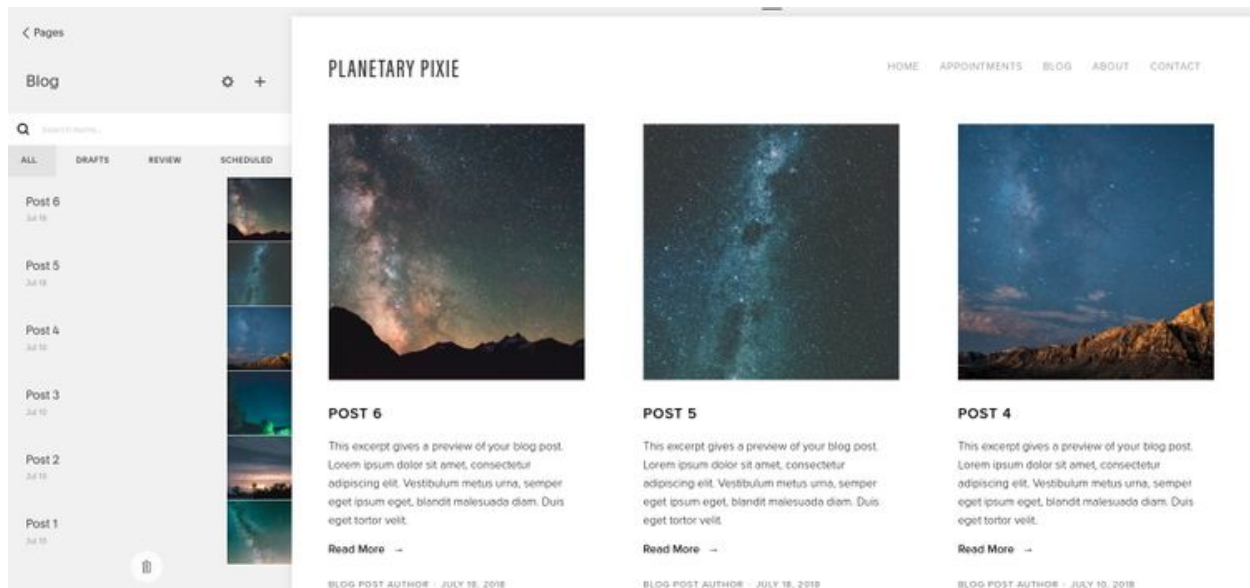
The dashboard is pretty basic, just showing the websites and domains you own. Pretty much everything is done in the site editor. You can click on the circle with your initials in the upper right to view and edit your profile, account, notifications, and log out.

You can export (download) your website from Squarespace when it's done to have as a backup (in case it all crashes so you don't have to do it over again), and to use if you want to switch web hosts (usually to go to Wordpress). Squarespace doesn't export everything from your site,

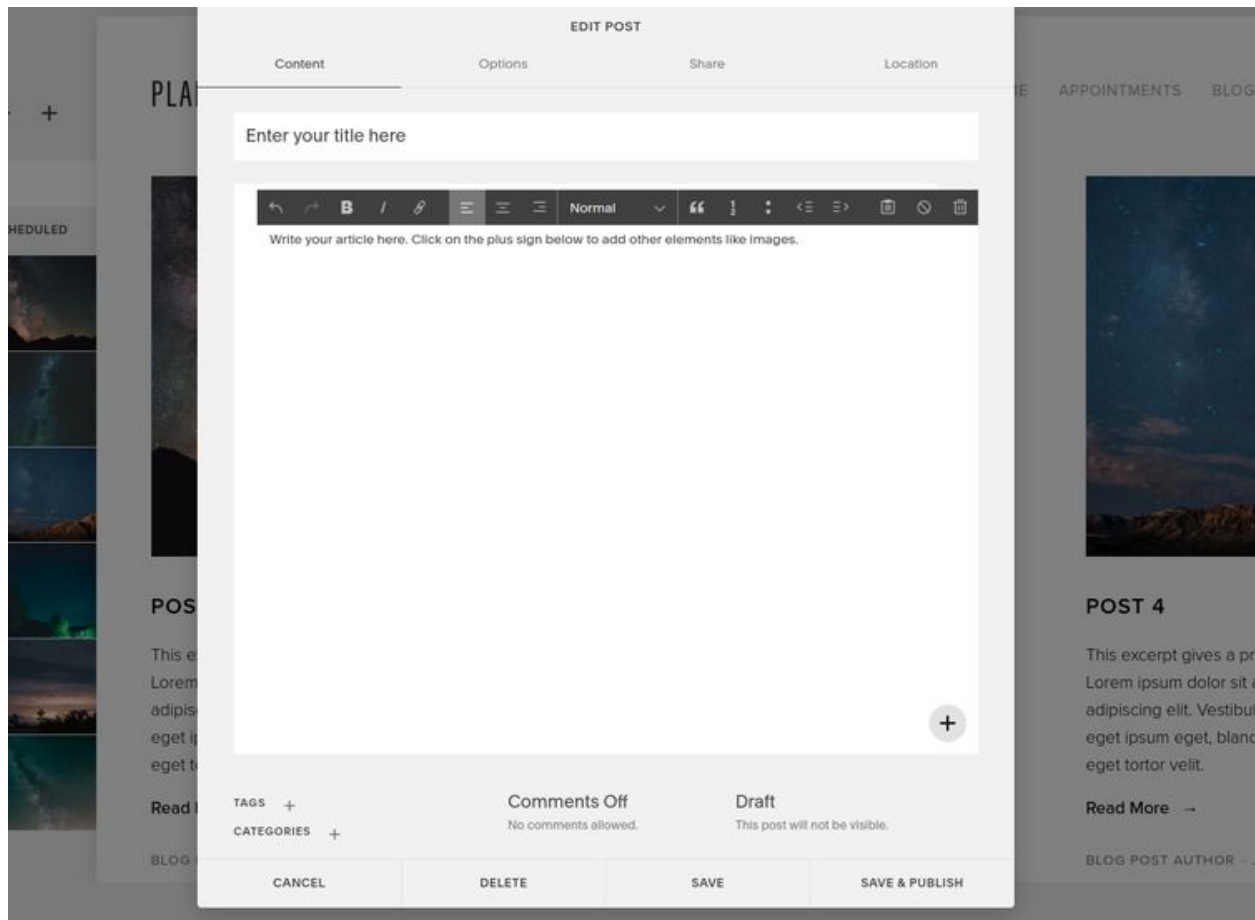
but it's better than nothing. Instructions from Squarespace:
<https://support.squarespace.com/hc/en-us/articles/206566687-Exporting-your-site>

Adding a blog article

To add a blog article in Squarespace, click on the Blog page and click on the plus sign in the upper left:



You can enter the title and write the article, and add more elements (like an image) to the article by clicking on the plus sign in the lower right corner:



Click on 'Draft' and you'll have the option to publish it immediately, schedule it, mark it for review, or save it as a draft:

The image shows the WordPress 'EDIT POST' interface. At the top, there are four tabs: 'Content', 'Options', 'Share', and 'Location'. The 'Content' tab is active. Below the tabs, there is a text input field for the title with the placeholder 'Enter your title here'. Below the title field is a large text area for the article content with the placeholder 'Write your article here. Click on the plus sign below to add other elements like images.' In the bottom right corner, a publishing menu is open, showing four options: 'Published' (Publish this post now.), 'Scheduled' (Publish this post in the future.), 'Needs Review' (Mark this post for review.), and 'Draft' (Save this post for later editing.). At the bottom of the interface, there are four buttons: 'CANCEL', 'DELETE', 'SAVE', and 'SAVE & PUBLISH'. On the left side, there are labels for 'TAGS +', 'CATEGORIES +', and 'Comments Off' with the subtext 'No comments allowed.'.

To schedule to be published later, click on "Schedule", and then click on the date below it and select the date and time you want the article to publish:

The screenshot shows the 'EDIT POST' interface with four tabs: 'Content', 'Options', 'Share', and 'Location'. The 'Content' tab is active, featuring a title input field with the placeholder 'Enter your title here' and a large text area with the placeholder 'Write your article here. Click on the plus sign below to add other elements like Images.' A calendar and time picker is overlaid on the right side of the text area. The calendar is for April 2019, with the 1st of April selected. Below the calendar, the time is set to 1:50 PM. At the bottom of the interface, there are sections for 'TAGS' and 'CATEGORIES' (both with plus signs), a 'Comments Off' status with the note 'No comments allowed.', and a 'Publish today at 1:50pm.' status. The bottom navigation bar contains three buttons: 'CANCEL', 'DELETE', and 'SAVE'.

EDIT POST

Content Options Share Location

Enter your title here

Write your article here. Click on the plus sign below to add other elements like Images.

APRIL 2019

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

1:50 PM

PUBLISH

TAGS +

CATEGORIES +

Comments Off
No comments allowed.

Publish today at 1:50pm.

CANCEL DELETE SAVE

Under 'Options', you can add a thumbnail image, create a custom URL, designate an author, add an excerpt, and make it a featured post:

EDIT POST

Content

Options

Share

Location

Thumbnail Image

Upload an Image

SEARCH FOR IMAGE

Post URL

/blog/...

While Squarespace generates URLs for your posts automatically, you can optionally create a custom URL for this post above.

Author

Nic Gaudette

Source URL

http://...

Source URLs are often displayed below a post, to provide attribution or further reading.

☐ Post Title should link to Source URL

Excerpt

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Format

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Write here...

Excerpts are used most often on the blog list page.

☐ Featured Post

Some templates and blocks will highlight a post flagged as featured.

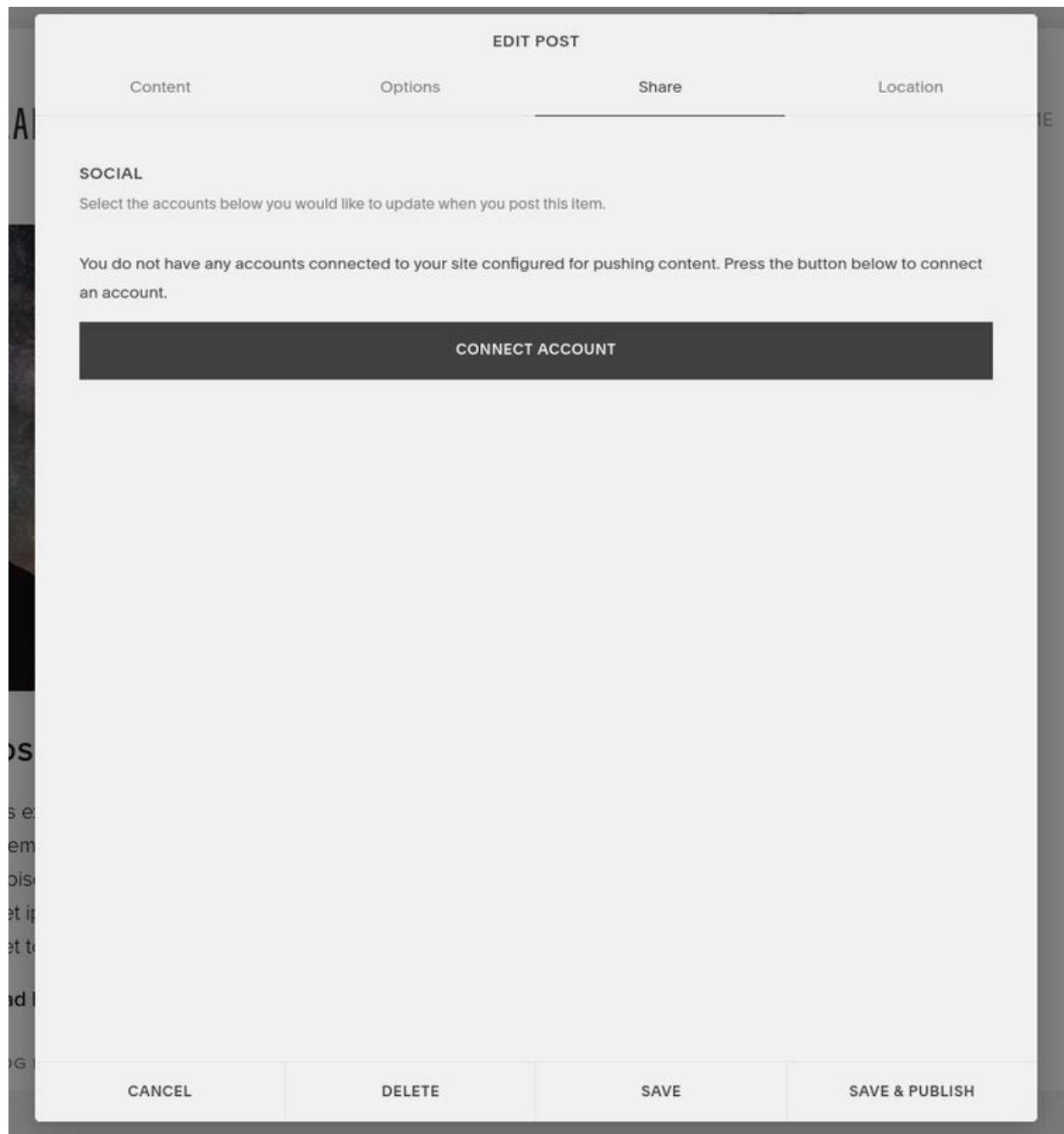
CANCEL

DELETE

SAVE

SAVE & PUBLISH

Under 'Share', you can select which social media accounts you'd like the article shared on when it posts (need to connect to those social media accounts):



The screenshot shows a web interface for editing a post. At the top, there's a header 'EDIT POST' and four tabs: 'Content', 'Options', 'Share' (which is active), and 'Location'. Below the tabs, the 'SOCIAL' section is visible. It contains a message: 'Select the accounts below you would like to update when you post this item.' followed by a status message: 'You do not have any accounts connected to your site configured for pushing content. Press the button below to connect an account.' Below this message is a large, dark grey button labeled 'CONNECT ACCOUNT'. At the bottom of the interface, there are four buttons: 'CANCEL', 'DELETE', 'SAVE', and 'SAVE & PUBLISH'.

EDIT POST

Content Options **Share** Location

SOCIAL

Select the accounts below you would like to update when you post this item.

You do not have any accounts connected to your site configured for pushing content. Press the button below to connect an account.

CONNECT ACCOUNT

CANCEL DELETE SAVE **SAVE & PUBLISH**

Under 'Location', you can add your location (optional):

EDIT POST

Content

Options

Share


Location

Business Name

Address

City, State, Zip

Country



CANCEL

DELETE

SAVE

SAVE & PUBLISH