

# Raising the Bar for Business in New Mexico

IDSP Business Academy

# ABQ LEAP Enterprise Mastery

League of Enterprise Accredited Professionals

16-Week Program

• Website Builder

For the XpanZion Enterprise Platform

Worksheet 5 of 16

## Basic Setup

- 1) Click on Settings - Top Black Menu in your back office (may be under More)
- 2) Click on General Settings – Left Menu
- 3) Click on *Configure your company data* (link at the end of the top sentence)
- 4) Click Edit
- 5) Update your logo by clicking on the edit pencil icon & select logo from computer
- 6) Enter the company info you want to be visible on your website
- 7) Click Save

## Build Your Homepage

- 8) Click on Website – Top Black Menu
- 9) Click the Blue Edit Button
- 10) Drag in an image & text block
- 11) Highlight text & start typing to change
- 12) Click on the image
- 13) Notice the Edit Menu at the top – hover over the icons for descriptions

- 14) Click Edit Icon to change the image
- 15) Click the blue button to *Upload an image from your computer*

- 16) Change into a video - click Video tab
- 17) Enter video URL in top box – click Preview

- 18) Click Save for media & Save for Edit

## Add a Page

- 19) Click Content & select *New Page*

## Edit Menu

- 20) Click Content & select Edit Menu
- 21) Drag & Drop
- 22) Click Save

**Hint:** Click the Site Builder Guide

To edit your site, sign in and click on the blue edit button on the upper left part of the menu bar.

Build your pages with the blocks in the sidebar palette.

To edit text, simply place cursor in the area you want to edit and type.

To edit photos, select the photo and the edit photo icon in the menu bar. You will get the photo-uploader popup. (Choose the Video tab to embed videos.)

Save your changes frequently and discard if you don't like the changes made.

Add new pages and edit the main menu with the "Content" drop-down menu.