

NEEXAA

Neexaa guide

Everything you can do with your website, your shop and your team on Neexaa, in one place. Written for site owners; nothing here needs a developer.

neexaa.com · September 2026 edition

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1. Getting started

Sign up with your email, confirm it from the message you receive, and you land in the site wizard.

[neexaa.com](#) → Sign up

Tried it without an account? A site made from “Try it” on the landing page is private for seven days. “Keep this site” at the top of every screen asks for your name and email, emails you a link to choose a password, and the site is yours to publish.

- **Name, address and tagline.** The address is your site's Neexaa link, for example *neexaa.com/bakery/*. You can add your own domain later.
- **Template.** Seven starting points, each with pages, a layout and a look: Business, Portfolio, Restaurant or café, Blog, Event, Personal and Shop. Every piece can be changed afterwards.
- **Look.** An accent colour (or a swatch) and a base colour scheme. The theme screen has far more later.

Your site is live the moment it is created. Nothing is charged: every new site starts on the Free plan.

2. Your dashboard

One card per site with what needs attention (unread messages, open orders, drafts, scheduled items, health warnings, an unpublished site), counts of pages and articles, this week's views, your plan, and every tool. [Dashboard](#)

Getting started: a new site's card carries a checklist (logo, home page, your own pictures, a published page or article, your domain, first product on shop plans, publish) with a link to each screen; steps tick themselves off, and you can hide the list once you know your way around.

On the live site itself, the **Edit** button at the bottom right opens the same tools for the page you are looking at, plus a switch to turn motion off while you work.

3. Pages and the builder

Pages lists every page with its status: live, draft or scheduled. Create one from a page template (Blank, Text page, About, Services, FAQ, Contact), rename it, duplicate it, add or remove it from the header, publish, unpublish or delete.

Pages

The **builder** is where a page is arranged.

Home page · Pages → Edit

- Add blocks from the palette, drag them into order, and put two or three side by side with a Columns block.
- Type and see the live page update in the preview beside you; click a block in the preview to select it.
- **Save draft** keeps your work without touching the live page. **Publish** makes it live, or **schedule** it for a date and time.
- **History** keeps earlier published layouts; restore any of them, and that restore can itself be undone.
- Undo and redo, save any block or group as a **section** to reuse on other pages, and hide a block without deleting it.
- Text is Markdown with a toolbar and a preview that renders exactly like the live page.
- Blocks: Hero, Text, Image, Image and text, **Slides** (full-width slides with a picture or a video behind a heading, a line and a button, changing on their own with dots and arrows), **Spotlight carousel** (one card in focus at the centre, the others blurred at the sides, arrows to move; a card's video plays on the card with a play button), Video (YouTube or Vimeo), Gallery, Latest articles, Featured article, Files, Products, Features, FAQ, Quote, Button, Marquee, Before and after, Contact form, Columns, Divider, Spacer.

4. Blocks you can place

	FREE	STARTER · KWD 6/MONTH	BUSINESS · KWD 12/MONTH	NEEXAA AI · KWD 25/MONTH
Websites	1, on a neexaa.com address	1, with your own domain	Up to 2, each with its own domain	Up to 3, each with its own domain
Articles	5	10	Unlimited	Unlimited
Pictures	25	100	Unlimited	Unlimited
Downloadable files	5	100	Unlimited	Unlimited

Looks, fonts, palettes, sections, motion	✓	✓	✓	✓
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Contact forms and messages	✓	✓	✓	✓
Email notifications and the Monday report	×	✓	✓	✓
Nine content languages	×	✓	✓	✓
Shop: products, offers, coupons, orders	×	×	✓	✓
AI writing help, AI Builder, AI designer	×	×	×	✓
Custom CSS variables	×	×	×	✓

A year costs ten months. Prices and limits are always current on the Upgrade screen.

5. Style and motion per block

Every block has a style panel: **background** (plain, tinted, accent colour, dark), **width** (contained, full width, narrow), **spacing below**, **alignment**, how it **appears** (fade, rise, zoom, sharpen, slide, wipe, unveil, or none), a **delay** of up to four beats, what **pictures do on hover** (zoom, lift, brighten, colour in, tilt), and whether a picture **pins** while scrolling.

6. Articles

Write in Markdown with a toolbar, a cover picture from the library, a summary, categories, tags and an author. Publish now, keep as a draft, or schedule. Categories are managed on the same screen. Visitors get an articles page, category pages and an RSS feed. [Articles](#)

7. Galleries

Add pictures from the library or upload them in one go, drag them into order, caption each. Choose a layout: square grid, cards, masonry, mosaic, list, filmstrip (with dots, arrows and autoplay) or spotlight (one picture in focus at the centre, the rest blurred at the sides, arrows and swipe to move). Visitors click any picture to open it full screen. [Galleries](#)

8. Files

Upload several at once (documents, spreadsheets, presentations, PDFs, audio, video, ZIP; 25 MB each), give them a title and description, publish or hide, replace, schedule. Visitors see a files page and any Files block. [Files](#)

9. Media library

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Every picture lives here once and is used everywhere: covers, galleries, blocks, logo, background, products. Upload, rename, see where a picture is used, and pick from the library wherever a picture is needed. Sizes are made for you; visitors always get a light version. [Media](#)

10. Theme

Everything visual, with a live preview and a tour. [Theme](#)

Looks, fonts and palettes. Start from one of eight looks (Editorial, Boutique, Studio, Clinic, Kitchen, Tech, Gulf, Heritage), each a whole design in one click, or save your own. Choose from twenty-eight real fonts, eight of them with Arabic, and twenty palettes, or press "From your logo" to take your logo's colours. The builder's 🎨 Design button changes all of it while you look at the page, and on the top plan you can describe the feel ("warmer", "more like a law firm") and let the AI suggest a design.

[Theme](#) · [Builder](#) · [Design](#)

Sections. Any block's Style gives it a background (tint, accent, gradient, soft wash or a picture with a veil), a width up to full screen, a height, space above and below, a shaped bottom edge (slant, wave, curve, zigzag), an overlap onto the section above, and a picture colour (black and white, duotone in your colours, warm, cool) and frame (rounded, circle, arch). Click a picture in the Media library to set its focal point so crops never cut off what matters. [Builder](#) · [Style](#) · [Media library](#)

More blocks. Testimonials, team, pricing table, stats strip, logo wall and timeline, plus Image and text with the picture above or a text card overlapping it, and a column footer under Settings.

[Builder](#) · [Add a block](#) · [Settings](#) · [Footer layout](#)

Custom CSS. On the top plan, owners can override the theme's CSS variables by hand, one per line. Rules and selectors are not accepted, so layouts, phones and updates stay safe.

[Theme](#) · [Custom CSS](#)

- **Colours:** accent, optional second colour; twelve base schemes: White, Warm white, Sand, Cool grey, Mint, Rose, Lavender, Dark, Charcoal, Midnight, Forest, Plum.
- **Background:** solid, soft glow, two-tone wash or bold gradient; a background picture or video on the home page or every page, with a tint.
- **Type and shape:** six font pairings (clean, system, modern, classic serif, editorial, monospace); sharp, soft or round corners.
- **Logo:** the picture, whether the name shows beside it, its position in the header (left, centred above the menu, or right) and its size, from small to extra large. On a site with more than one language, where the language
- **Motion:** Off, Subtle, Normal or Playful, and four presets (Calm, Editorial, Playful, Showcase) that set everything at once.
- **Details:** how blocks appear, pictures on hover, buttons (lift, glow, arrow, magnetic), links, cards (lift, 3D tilt), the header (sticks and shrinks), the hero (drift, parallax), page transitions (cross-fade, slide), decoration (film grain, floating shapes) and a first-visit curtain.
- Visitors who ask for less motion, or use a modest phone, automatically get a calmer version.

switch sits: with the menu, before the links, in

the top corner, or in the footer.

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11. Header and footer

Three lists: header, footer and social. Each item is a page, a section (Home, Articles, Galleries, Files, Shop) or a link, with its own label and optional new-tab. Footer text and options live here too. On phones and tablets the header becomes a side drawer. [Header & footer](#)

12. Languages

Offer your site in up to nine languages: English, Arabic, French, Spanish, Japanese, Chinese, Dutch, German, Portuguese. The Languages screen lists every translatable text (site, pages, blocks, articles, galleries, files, products, forms) beside its translation; anything untranslated falls back to the default language, so a half-translated site never shows blanks. Arabic flips the layout right to left, and on an Arabic page the shop itself, the cart, checkout, order pages, statuses, the reader and the customer's emails, speaks Arabic. Visitors switch with the pill in the header. [Languages](#) · every paid plan.

13. Forms and messages

Build your own forms with any fields, place them with a Contact form block, and read submissions in the dashboard. Each form can email new submissions to addresses you choose; replying to that email answers the sender. Spam is filtered without captchas. [Forms · Messages](#) · every paid plan.

14. AI assistance

A writing panel in every editor: draft, rewrite, shorten, expand, change tone or language; summaries for articles; alt text for pictures; translations; and on products, a listing drafted from the photos. Everything is a suggestion you accept or edit; nothing is saved without you. Each site has a monthly budget.

🌟 AI in any editor · Neexaa AI.

The AI Builder goes further: describe your business in a few sentences and it proposes the whole site: pages, headlines, copy, a tagline and a look, a few articles for your blog and, for a shop, product listings added hidden until you confirm prices. Name the pictures in your media library first and it places them where their titles fit; otherwise you get a placeholder to swap. You read the plan and click Apply; the pages land in the builder, every word editable, and earlier layouts stay in History. In the builder, the 🌟 **AI page** button changes the page you are on from plain words: “add a FAQ about delivery”, “make the hero warmer”, “translate this page to Arabic”. The change appears in the editor unsaved, so you can undo it, save it as a draft or publish it. [🌟 AI Builder · builder → 🌟 AI page](#) · Neexaa AI.

15. Search, SEO and feeds

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A search box in the header (switch it off if you prefer). Titles and descriptions for the site, each page and each article, with previews for social sharing. Sitemap, robots and an RSS feed are generated for you, and they use your own domain when you have one. [Settings](#) · [Pages](#) → [Advanced](#)

16. Analytics

Views and visitors by day, top pages, referrers, devices, and how many visitors asked for less motion. No cookies and nothing personal is stored, so no banner is needed; you and your team are never counted. [Analytics](#)

17. Health

A checklist run on request: broken internal links, pages with no content, missing descriptions or alt text, heavy motion, and more, each with a link to fix it. The dashboard shows the count. [Health](#)

18. Visibility and coming soon

Unpublish the whole site with one click: visitors see a coming-soon page in your theme with your logo, tagline, a line you write, and your contact email, on your Neexaa address and your own domain alike, while you and your team keep working on the real site. Publish again with one click. [Visibility](#)

19. Your own domain

Type your domain, add two records at your registrar (shown on the screen), and click **Check DNS**. The certificate is issued for you within a couple of minutes, *www* redirects, you get an email when it is live, and it renews itself. Stuck? The screen has a link to ask us to set it up. [Domain](#) · every paid plan.

20. Team and roles

Invite people by email; someone new gets a link to choose a password, someone who already uses Neexaa is added at once. [Team](#)

ROLE	CAN OPEN
Owner	Everything: content, shop, customers, team, plan, domain, visibility.
Editor	Pages, articles, galleries, files, media, theme, header and footer, languages. No shop, no team.
Shop manager	Products, orders, customers, coupons, insights and shop settings. No content.
Order handler	Orders only: process, ship, mark paid.

A site always keeps at least one owner. Change a role or remove a person any time.

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21. Plans and payment

Every site has a plan (see the comparison at the end). Upgrade from the dashboard or the Edit menu: pay by KNET, Visa or Mastercard on a secure payment page, or with PayPal, and the plan switches the moment the payment is confirmed, for one month at a time, or for a year at the price of ten months when you pick yearly billing. Tick "Save my card and renew automatically" when paying by Visa or Mastercard and the saved card is charged three days before the period ends, with a receipt by email; switch it off or remove the card on the same screen at any time. Without a saved card you get a reminder three days before it ends and an email when it does, and nothing renews without you. If a plan ends, your content is untouched: new additions follow the Free limits until you renew, and everything comes back the moment you do. [Upgrade](#)

22. Your account and two-step sign-in

Name, email and password on one screen. Add two-step sign-in with any authenticator app, with backup codes and "remember this device for 30 days". Forgot your password? The sign-in page sends a reset link. [Account](#)

23. The shop: products

Business and Neexaa AI plans. [Products](#)

- Name, one line, description, pictures from the library or uploaded, price and a former price shown struck through, reference, stock (blank for unlimited; sold-out products say so), a low-stock alert level, in the shop or hidden.
 - **Shipped or digital.** A digital product is a file: PDF, e-book, ZIP, audio, video or image, up to 100 MB, kept private and unlocked only for a paid order. PDFs open in a book reader on your site (pages that turn, three papers, phone layout, the reader remembers where the customer stopped); other files download. Downloads can be switched off so a PDF is read online only.
 - With AI on, upload the photos first and the name, one line, description and reference are drafted for you.
 - The shop appears at */shop/* on your site; add "Shop" to the header or place a Products block on any page. A cart icon with a badge sits in the header.
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24. The shop: selling and orders

Shop settings: open or closed for orders, currency, shipping fee and free-shipping threshold, a delivery note, the language of the shop's own emails to your team (new orders, low stock, the Monday summary; customers always get theirs in the language they shopped in), where Add to cart appears (product page, the cards, or both), payment methods (online by KNET and cards through SWAP

Payments, PayPal when the shop's currency is one PayPal accepts such as USD, EUR or GBP, or cash on delivery; files-only orders offer bank transfer, an introduction, and who is emailed about new orders. [Shop settings](#)

Orders: filters (open, new, processing, shipped, delivered, cancelled, unpaid, all), search, monthly and all-time totals, CSV export. On an order: start processing, mark shipped with a tracking number, mark delivered, cancel (stock returns), mark paid or refunded, notes for the team, and a history of who did what. The customer is emailed at every step. [Orders](#)

Legal pages: terms & conditions, privacy policy, returns & refunds, shipping & delivery and a cookie notice, each created in one click from a ready-made text in your site's language, filled in with your name, contact email, currency, delivery note and payment methods. They open in the builder as drafts for you to adjust and publish; a footer link appears on every page and checkout says "By placing your order you agree to ..." with links to them. Sites built by the AI Builder get the terms and privacy drafts automatically. Starting points, not legal advice for your country. [Settings > Legal pages](#)

Online payments land in the platform's payment account and are settled to you; cash orders stay "unpaid" until someone on your team marks them paid. Stock is deducted when the order is placed. Set a low-stock alert level in Shop settings (or per product) and the shop is emailed once when an order takes a product down to it, and again when it sells out.

25. The shop: customers, coupons, insights

- **Customers.** Everyone who orders becomes a customer of your site, and yours only. They sign in with a one-day email link, no password, to see their orders and files. You see, search, add (which emails them a welcome link) and export customers, with notes for the team. [Customers](#)
- **Coupons.** Codes with a percentage or amount off, optional free shipping, minimum order, use limit, start and end dates, pause. Customers type them in the cart or at checkout and are told exactly why a code is refused. Each code shows its uses and revenue. [Coupons](#)
- **Insights.** Revenue, orders, average order, paid and unpaid, new and returning customers over 7, 30, 90 days or a year, each against the period before; revenue per day; best sellers with views; the funnel from shop visitor to order with a conversion rate; how customers paid; digital versus shipped; coupon performance; orders by status. A summary arrives every Monday by email. [Insights](#)

26. Emails you and your customers receive

All emails carry your site's name, logo and colour. You receive: account confirmation and password resets, team invitations, new form messages, scheduled-publishing notices (each time, a daily digest, or off, your choice), plan reminders, domain live, new orders and the Monday shop summary. Your customers receive: order received, payment received with their files, processing, shipped with tracking, delivered, cancelled, and their sign-in links.

27. Exports and your data

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Articles, galleries and files each export as a ZIP with everything, including translations and the original pictures, plus a spreadsheet. Orders and customers export as CSV. Pictures in use cannot be deleted by accident. Unpublishing, downgrading or a lapsed plan never removes content.

28. Plan comparison

	FREE	STARTER · KWD 6/MONTH	BUSINESS · KWD 12/MONTH	NEEXAA AI · KWD 25/MONTH
Websites	1, on a neexaa.com address	1, with your own domain	Up to 2, each with its own domain	Up to 3, each with its own domain
Articles	5	10	Unlimited	Unlimited
Pictures	25	100	Unlimited	Unlimited
Downloadable files	5	100	Unlimited	Unlimited
Looks, fonts, palettes, sections, motion	✓	✓	✓	✓
Contact forms and messages	✓	✓	✓	✓
Email notifications and the Monday report	✗	✓	✓	✓
Nine content languages	✗	✓	✓	✓
Shop: products, offers, coupons, orders	✗	✗	✓	✓
AI writing help, AI Builder, AI designer	✗	✗	✗	✓
Custom CSS variables	✗	✗	✗	✓

A year costs ten months. Prices and limits are always current on the Upgrade screen.

Limits apply to new additions only; existing content is never removed when a plan changes.