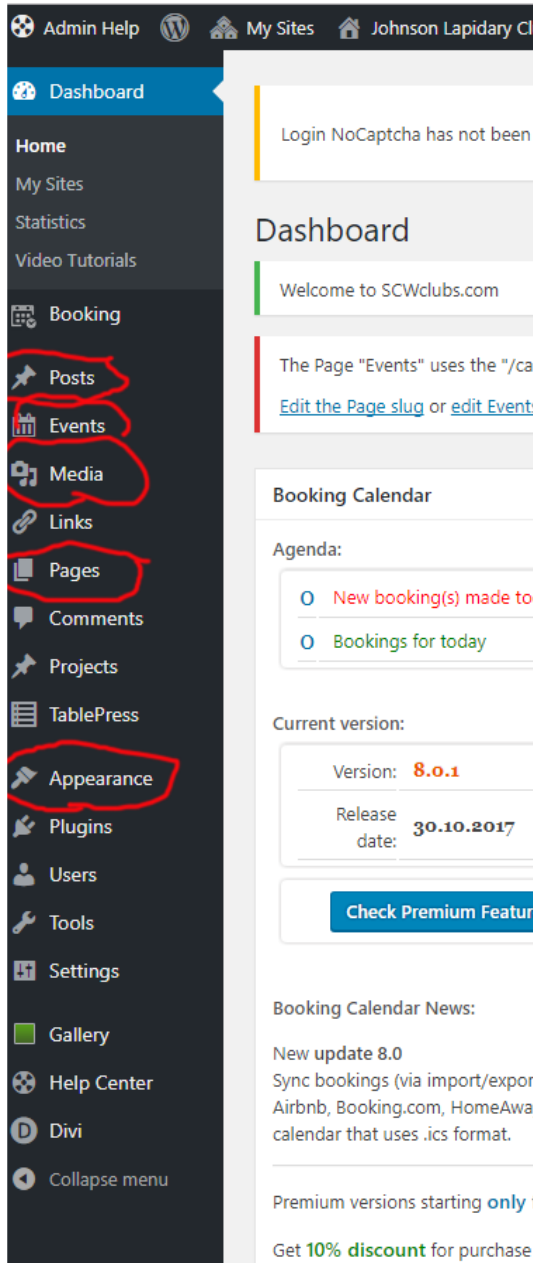


## DASHBOARD



Posts – usually your opening page

Events – your calendar page

Media - upload pictures, pdfs

Pages – edit and new

Appearance – for menu structure

## PAGE EDITOR...

The screenshot shows the WordPress page editor for the 'Johnson Lapidary Club' page. The interface includes a left sidebar with navigation options like Dashboard, Booking, Posts, Events, Media, Links, Pages, and Settings. The main content area shows the page title 'Johnson Lapidary Club' and a 'Use The Divi Builder' button. Below this are 'Add Media' and 'Add Gallery' buttons, followed by a rich text editor toolbar with various formatting options and a 'Georgia 12pt' font selection. A large image of a hand holding various lapidary stones is displayed in the editor. Red numbers 1 through 7 are overlaid on the image to indicate specific features and actions.

1 = after each change view site  
2 = for adding new pages  
3 = title of page that will show on website  
4 = to insert picture or pdf  
5 = link tool  
6 = if you don't see both editing lines, this will show both  
7 = upload command (not shown on picture)

1 = after each change view site

2 = for adding new pages

3 = title of page that will show on website

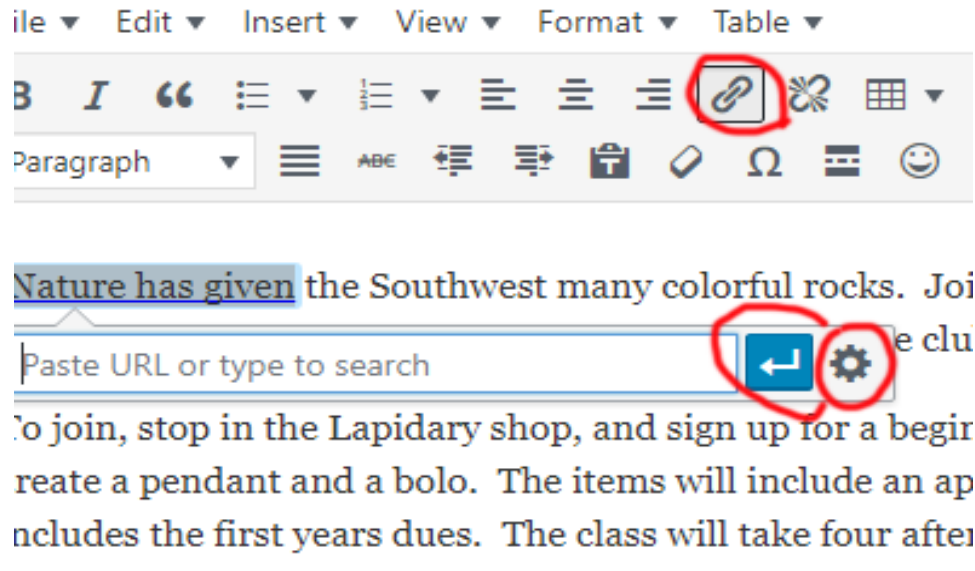
4 = to insert picture or pdf

5 = link tool

6 = if you don't see both editing lines, this will show both

7 = upload command (not shown on picture)

## LINKS

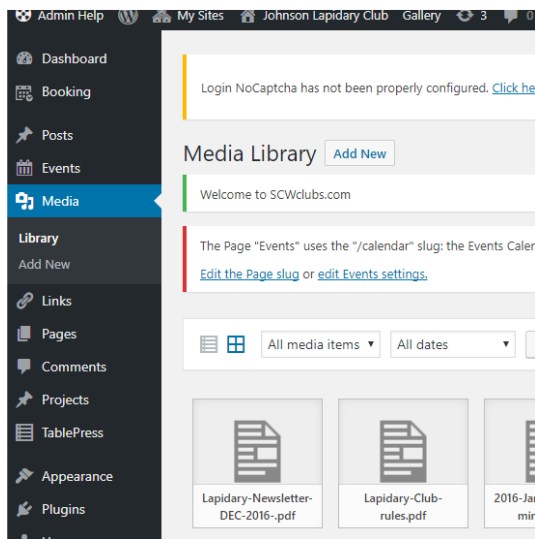


To create a link

1. Highlight the text
2. Click the link icon
3. Click the gear icon to locate the page you want to link to or insert URL address
4. Click the apply arrow

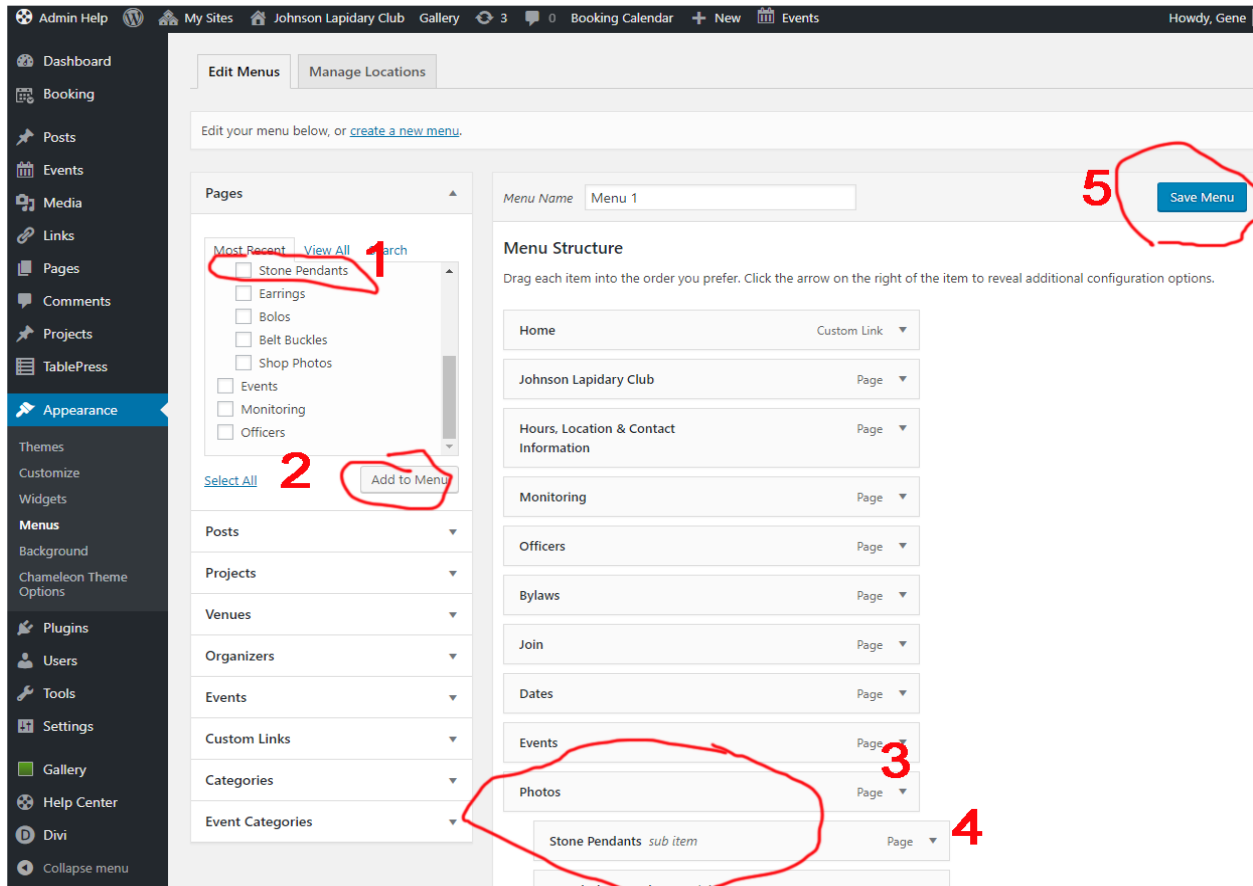
## MEDIA

click Media then click add new to upload picture or PDF



Instructions by Gene Mitofsky Nov. 2017

# MENU



1= any new page will show in this area

2= check the new page, then #2 add to menu, it will always go to the bottom of the menu

3= parent pages no indent will show as heading on website

4= indented will be sub pages only show on mouse over on website

5= after dragging any page to where you want it, save the menu

## EVENTS

These will appear in the event calendar. Especially good for general and board meeting times. Official notification of meetings.

1=New event

2= Give it a Name, suggestion – put the date in the name making it easier to edit or delete

3= enter a short description or copy event title

4= Enter the date, starting and ending times

5= Enter the venue and if you want google maps showing (default is yes)

6= Publish