

*The best way to learn DIVI is to give it a try. In this worksheet, we will create a new DVI page and add photos, text and tables. Login to your website (go to scwclubs.com and at the bottom click admin login and sign in). Make sure you are on the DASHBOARD of your website.*

## PAGE

1. Add a picture (If your site already has pictures, skip this step).

Click on MEDIA LIBRARY and then click on ADD NEW

If there isn't any pictures there, "select" upload one from your computer

2. Go to DASHBOARD and click PAGES

Click ADD NEW Enter title Testing page 1

Click USE THE DIVI BUILDER and pull down to the Divi Builder section

In the white box click INSERT COLUMNS (notice the choices)

Pick the ½ ½ choice

Click on the left white box and click INSERT MODULES (notice the choices)

Click IMAGE module then click UPLOAD AN IMAGE (choose one from MEDIA LIBRARY and in the lower right select)

Then scroll down to the word IMAGE and next to it, put a short description

Click SAVE & EXIT

Click on the right white box and click INSERT MODULES

Near the bottom click **TEXT** module

In the regular editor, write "This is a test of the text module"

You can change the size of the text from paragraph to headings or bold

Then scroll down to the word TEXT and next to it, put a short description

Click SAVE & EXIT

To edit a module click on the 3 horizontal lines in the upper left of the module.

*You can now PREVIEW or PUBLISH (it shouldn't show on the web until you add it to your menu. At any time you can delete your section by clicking the X in the blue box. Now let's continue to add to the page.*

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Now let's look at some additions to the page.

- **PERSON MODULE** Click New row, choose 1/3 columns. Add the PERSON module. Add a person's name and title (photo optional) Save and exit. Clone the module to the other columns and put in information.
- **BUTTONS** A BUTTON is a module just like a text, image or blog.  
copy your URL first (cmc.scwclubs.com) Insert a button, this is another MODULE choice  
Enter the BUTTON TEXT – example Button 1  
Enter BUTTON URL (either external or media on the site) For going to an existing page inside your site, click “same window” to open a new tab for external click “new tab”  
URL OPENS - IN A NEW TAB  
Try an internal link to a pdf, then try an external link to a different website like <http://time.gov>  
In Design, you can choose box style and shadow color

**EVENTS** These will appear in the event calendar. Especially good for general and board meeting times. Official notification of meetings click New event  
Give it a Name, suggestion – put the date in the name making it easier to edit or delete  
enter a short description or copy event title  
Enter the date, starting and ending times  
Enter the venue and if you want google maps showing (default is yes)  
Publish

- **Menus** Go to appearance from dashboard, then choose menus

A new page will show in this area

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

Pages with no indent will show as Main Menu headings on the website.

Indented items will be Sub-Headings in the Menu

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

DELETE A PAGE

You can 1) remove a page from the MENU (it will still be in Pages) or if you remove it from Pages, make sure to also remove it from MENU

**Custom Links** are created from the Menu page. Put in the title, and in the URL put in only #, then add to menu and put where you want it. This is good for parent menu items with subpages below. Put a URL if you want to go to and external from the main directory items.

Other things you might try

**FULL WIDTH OPTIONS** Click add a row one column wide in the same section, then add a text module, in the title type TITLE FULL WIDTH IN SAME SECTION.

Now let's do the same thing but in a different way – new section. Below the boxes, click on FULL WIDTH SECTION and click INSERT MODULE (notice the choices)

Click FULLWIDTH HEADER and enter title name TITILE IN NEW SECTION

click SAVE & EXIT Compare the differences. Of the full width header vs full width text.

**BLOG** Click new row, choose ½ ½ columns. In the first, choose **BLOG module.** This is where you would put posts (decide which categories you want). Click to edit the BLOG

Choose the CATEGORY(S) you want your POSTS to automatically be inserted

Optional – I prefer CONTENT – SHOW CONTENT (rather than an excerpt

Optional – I Prefer SHOW AUTHOR – NO

Optional – I Prefer SHOW DATE - NO

Optional – I Prefer SHOW CATEGORY - NO

**BLURB** In the other half, pick **BLURB** this is where you can have a “mini page” pick a photo and put text under it

**TABLES** Go to DASHBOARD, then click TABLEPRESS

Click ADD NEW Table Name – Test 1

add description if you want, optional

Pick the number of columns and rows Click ADD TABLE

Pull down, in A1 write Job, in B1 write Name

Click SAVE CHANGES (only use tables 2 or 3 columns wide to avoid scrolling sideways)

Create a new section , click on STANDARD SECTION and choose single box

Click on the right white box and click INSERT MODULES Near the bottom click TEXT

In the regular editor, write “This is my new table” and click ENTER few times

Find the INSERT TABLE FROM TABLEPRESS and click it (probably 2<sup>nd</sup> from end)

Choose your TEST 1 table and click INSERT SHORTCODE

Click SAVE & EXIT (instead of a different section, this could have been done in the same section by adding another module/text

**ARRANGE** You can clone and/or move modules simply by dragging them or the clone choice upper right section on module.

**WHEN PREVIEWING** Near the top click PREVIEW, when done close the preview internet tab

**\*\* Always remember to give your modules a name**

**POST** Make sure you are on the DASHBOARD of your website.

1. Click on POSTS, then ADD NEW
2. Give it a TITLE
3. Similar to a page, add a module (text, image)
4. On the right side, click which CATEGORY the POST is, (you can add a new CATEGORY
5. Click PUBLISH

Showing the post (2 ways either in a blog or as a Sub-Heading under a CATEGORY in the MENU.

1. In your LAYOUT click INSERT MODULE and choose BLOG
2. Click to edit the BLOG
  - a. Choose the CATEGORY(S) you want your POSTS to automatically be inserted
  - b. Optional – I prefer CONTENT – SHOW CONTENT (rather than an excerpt
  - c. Optional – I Prefer SHOW AUTHOR – NO
  - d. Optional – I Prefer SHOW DATE - NO
  - e. Optional – I Prefer SHOW CATEGORY - NO
3. SAVE & EXIT
4. Remember to UPDATE your page. (To practice mark it PRIVATE so it won't show.)

### COMMENTS

If you page has comments, I prefer to turn them off.

1. Open your page by clicking QUICK EDIT) on the left there is a box, just uncheck COMMENTS
2. *View you site to be sure that the test page doesn't show anywhere (it shouldn't). Only pages that are in the MENU will show.*

*I do workshops and lessons on several different topics. You will be able to find this WORKSHEET and several other resources on my website. I hope these instructions help you.*

Go to mitofsky.com and click to enter the site, then click on HELP PAGES. Scroll down to the bottom and you will find 5 choices for DIVI information.



mitofsky.com

If you go to mitofsky.com, then HELP FILES, then WEB TRAINING you will see the above screen.

On the left are instruction videos, on the right of each is a written lesson for that module or item to edit.

Make sure to visit **cmc.scwclubs.com** for update information, tips, and events. This is the "Content Manager's Club" site. You can also add a help ticket there, if needed.

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