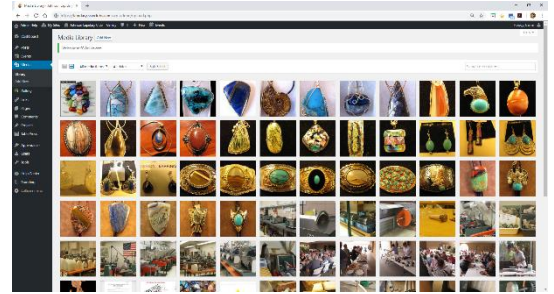# NEW PAGE   IMAGE MODULE   TEXT MODULE

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, upload one from your computer (Select)
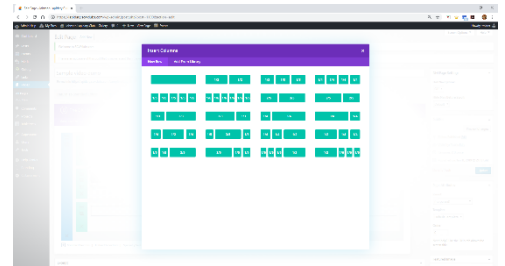

2. Go to DASHBOARD and click PAGES
   Click ADD NEW   Enter title <u>Testing page 1</u>

   Click USE THE DIVI BUILDER and pull down to the Divi Builder section
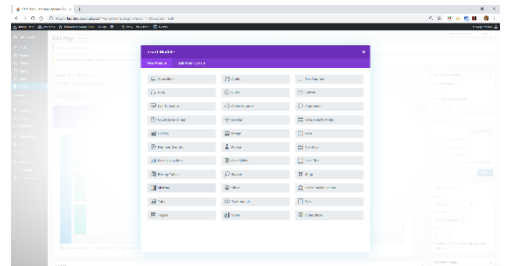   In the white box click INSERT COLUMNS (notice the choices)
   Pick the ½ ½ choice

   Click on the left white box and click INSERT MODULES (notice the choices)
   Click <u>IMAGE</u> module then click UPLOAD AN IMAGE (choose one from MEDIA LIBRARY and in the lower right select)
   Then scroll down to the word Label IMAGE and next to it, put a short description   Click SAVE & EXIT

Admin Label

Admin Label:	Image collection of rocks

This will change the label of the module in the builder for easy identification.

   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 IMAGE 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. Do not to click anywhere on the page to change or add features, these are only for the rec center to maintain.

Instructions by Gene Mitofsky