Using Wordpress with Divi Theme

Updated July 22, 2015

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Logging into WordPress

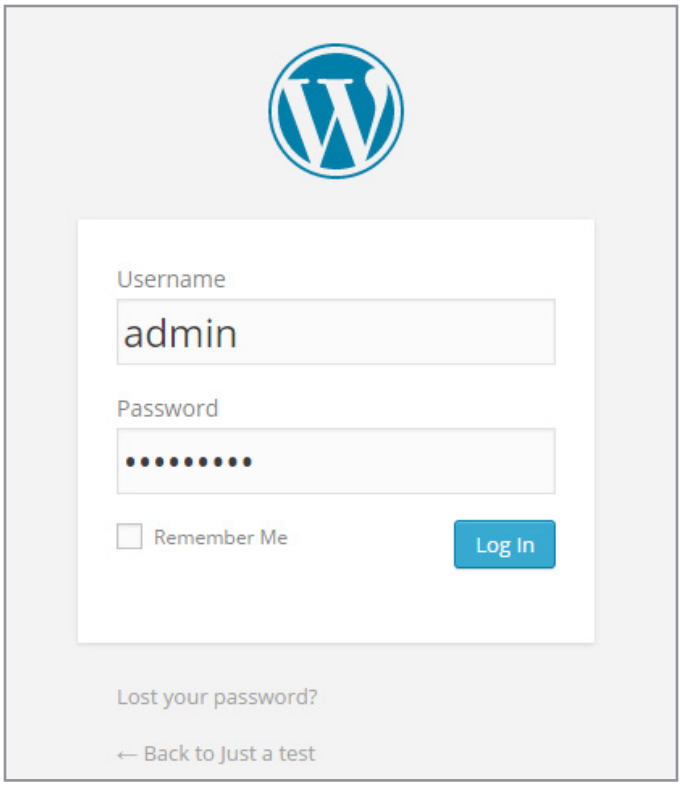
Log into WordPress

Your log-in page will usually be the site URL followed by /wp-admin.

For example: http://humanities.fullcoll.edu/wp-admin

Type in your user name and password

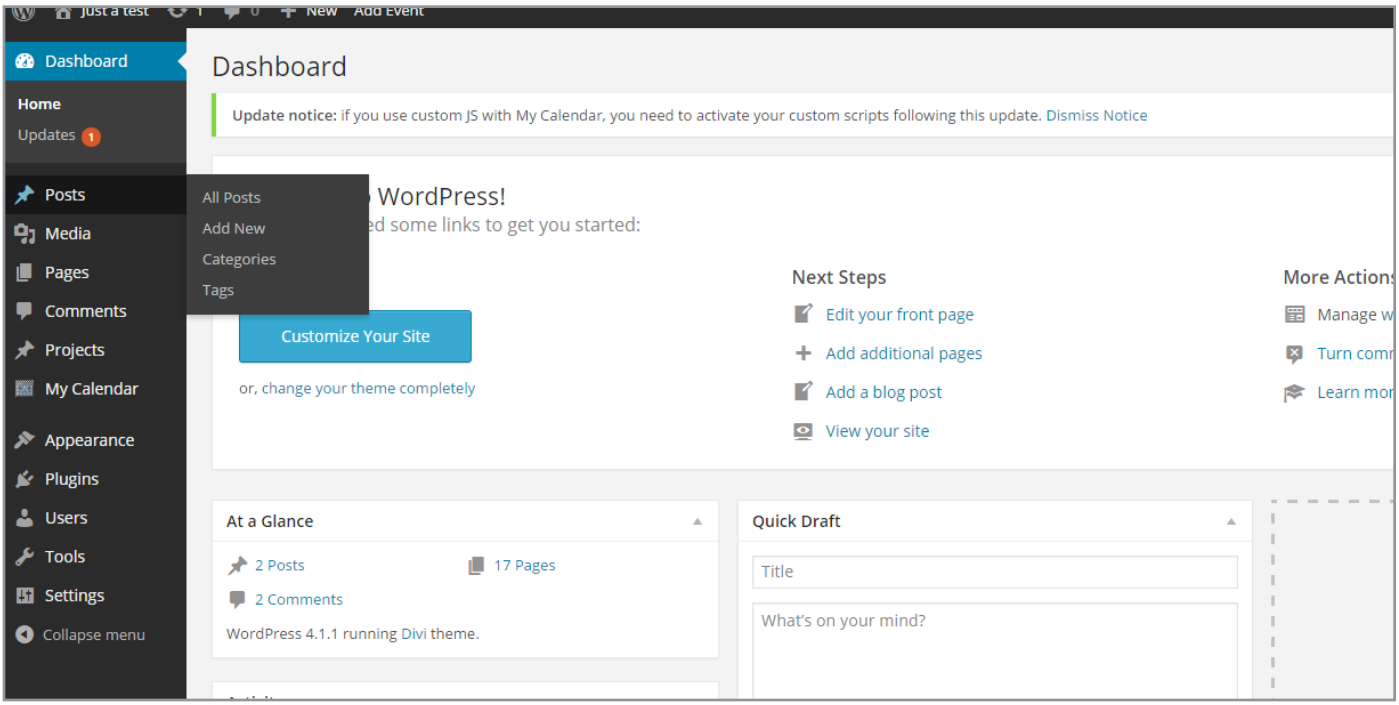
Click **Log In**



Your Dashboard

This is where you can administer the content of your site.

Various content you can use are pages, media, posts, and my calendar.

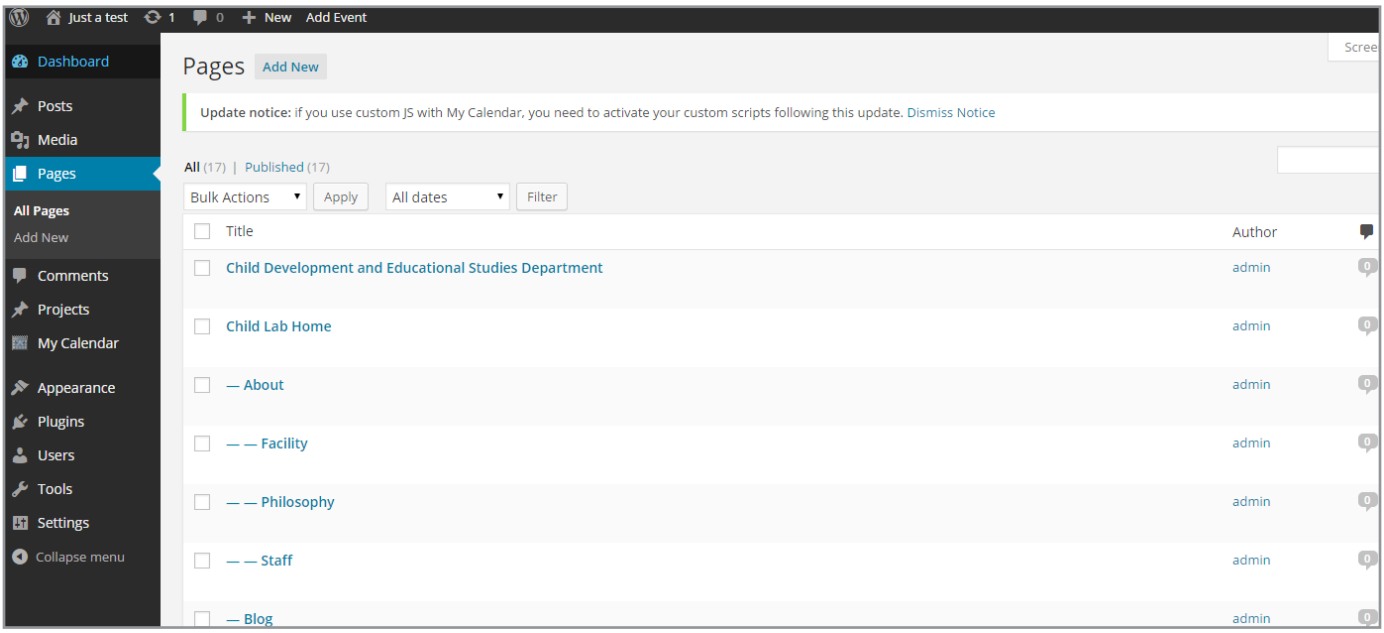


Pages

Editing a page

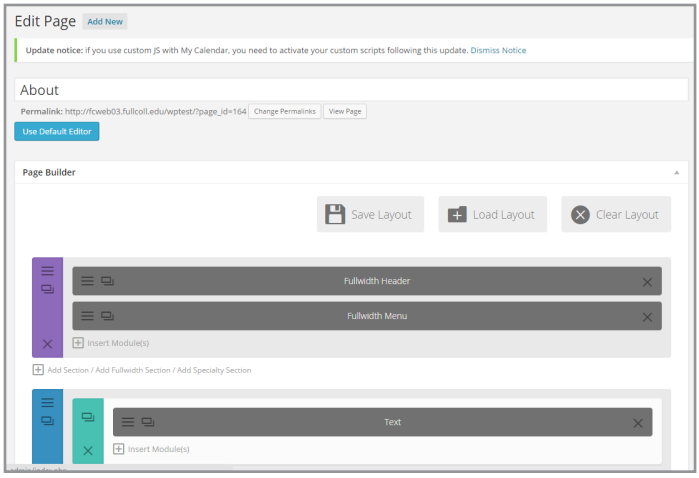
Click on the **Pages** link from the Dashboard.

A list of all your current pages will appear.



Choose the page you want to edit.

The **Edit Page** page will open and the **PageBuilder** will load (depending on the page, it can take a few seconds for it to load).



Go to page 12 for an overview of the **PageBuilder.**

The purple block contains the department page header, it is best to leave it alone.

The sections blue (in blue) are what currently exists on the page, they are separated into rows and columns. Within each column is a **module** that you can edit. For a list of modules available go to page 13.

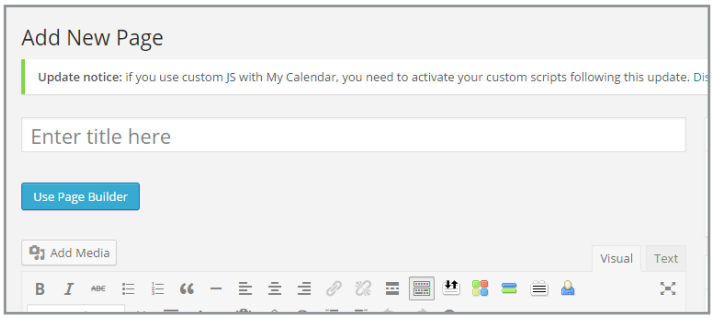
Make the changes you want on the page, when you are done click the **Preview** button to preview the pages before changes are published, or the **Update** button to publish the new changes.

Adding a new page

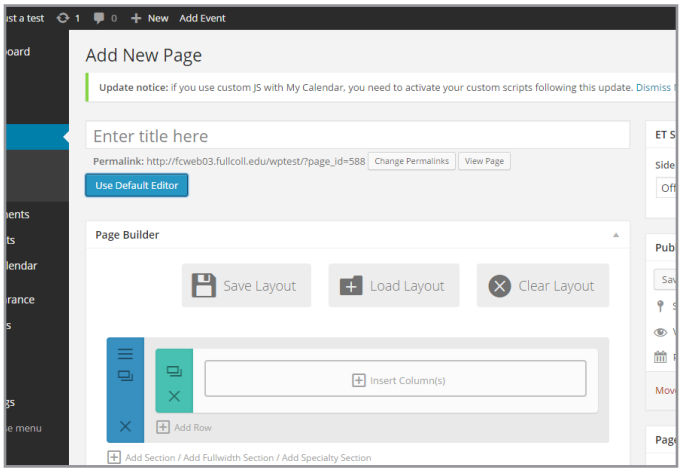
From the **Pages** page, click **Add New.**

Add the name of the page under title.

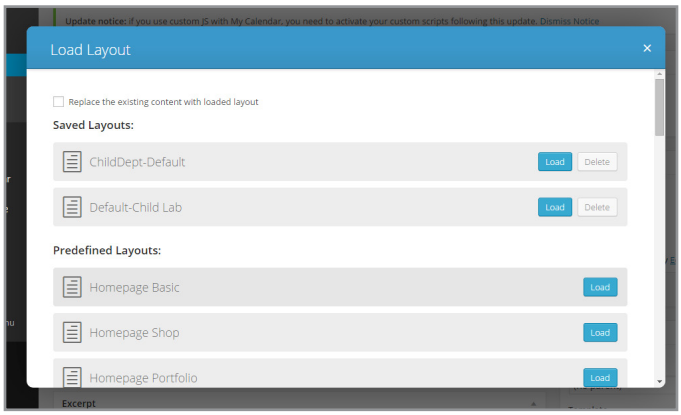
Click Use **PageBuilder** to load the page builder.



Load the default department layout, click on **Load Layout**.



Once there, click on your department's default layout and click **Load**.

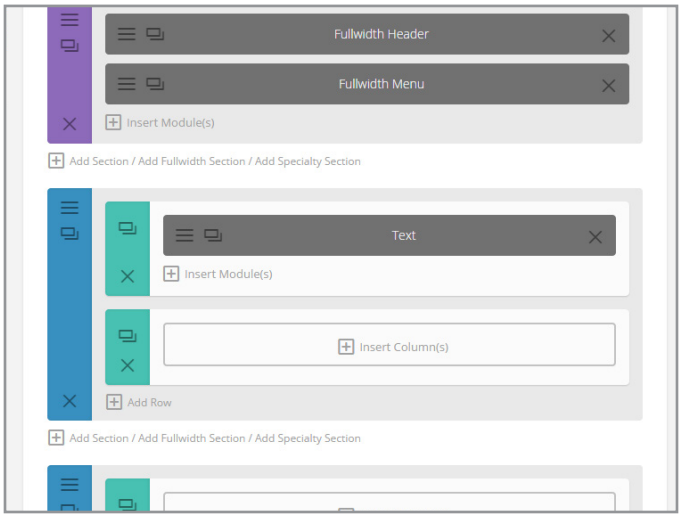


Now it should display your department's default layout, leave the purple section alone, and edit anything after that section.

To learn more about the **PageBuilder** go to page 12.

To create your page click on the **Publish** button.

If you want to create a link on your department's menu, then go to **Appearance**, **Menus**, select the *dept-menu* menu; on the **Pages** block on the left select the page you want to add and click **Add to Menu**. Drag the menu items in the order you want them to appear, then click **Save Menu**.



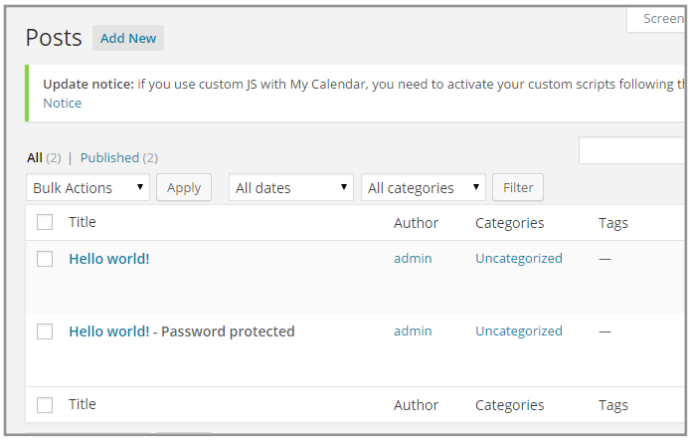
Posts

Editing a post

Click on the **Posts** link on the dashboard menu.

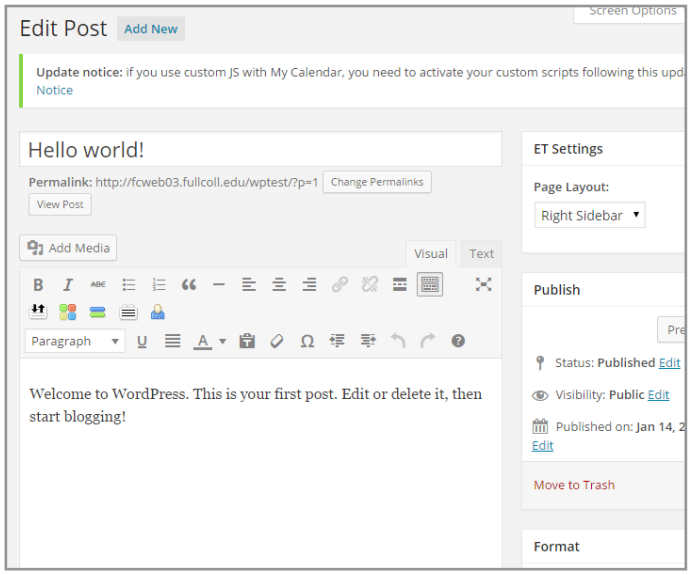
A list of your current posts will load.

Click on the title of the post you would like to edit.



The **Edit** post page will appear.

Make the changes you would like, and click **Update** to publish your changes.



Adding a new post

To add a new post, click on the **Add New** button from the Posts page.

The **Add New Post** page will appear.

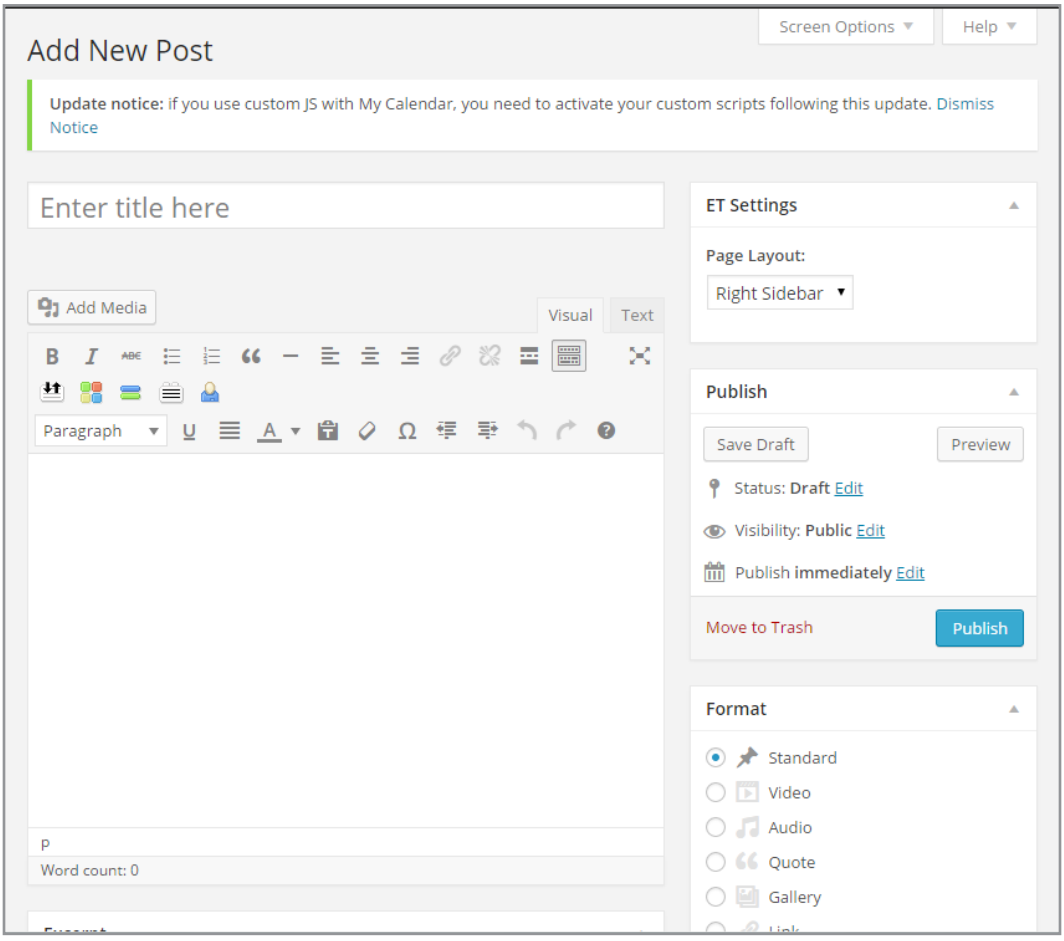
Posts have a variety of options to choose from.

Format: Video, Audio, Quote, Gallery, Link
The Format option allows the post to be displayed in different ways depending on the format selected, to find out more about **Post Formats** go to page 12.

Tags: Add tags to keyword your posts (You can create your own, or use what is already available.)

Categories: Use categories to set a post in a set category, ie “News”, “Video”, “Lectures“. (You can create your own, or use what is already available.)

Set Featured Image: Use an image to display in the post.

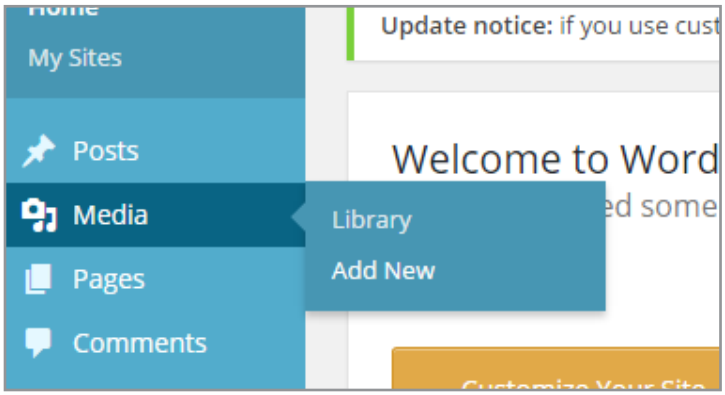


Uploading Files to the Media Library

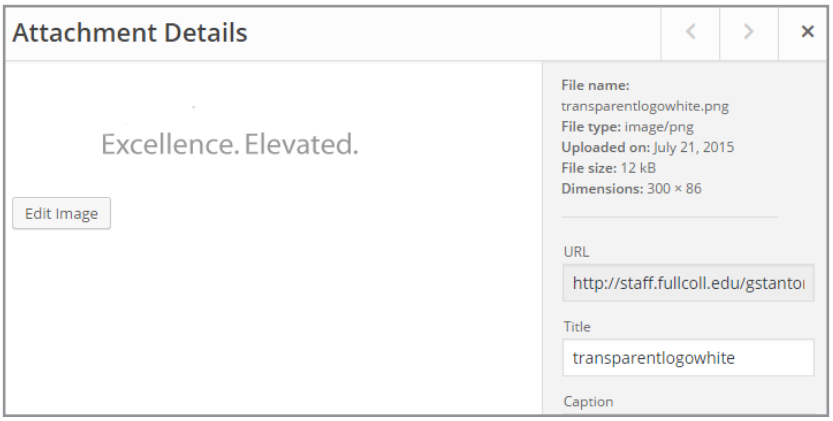
On the dashboard select **Media** then **Add New.**

Drag and drop files from your computer into the **Upload Files** page.

Or click on **Select File** and select your files using the dialogue.



Once something is upload a new modal will appear showing the file info including the URL. Use this URL whenever you want to link to this file.



Allowed File Types

Picture
jpg, png, gif

Movie
mov, mpg, avi, 3gp

Documents
pdf, doc, xls, ppt, docx, pptx, xlsx

Sound
mp3, ogg, wma, m4a, wav

The maximum upload size is 1500kb

Uploading Guidelines

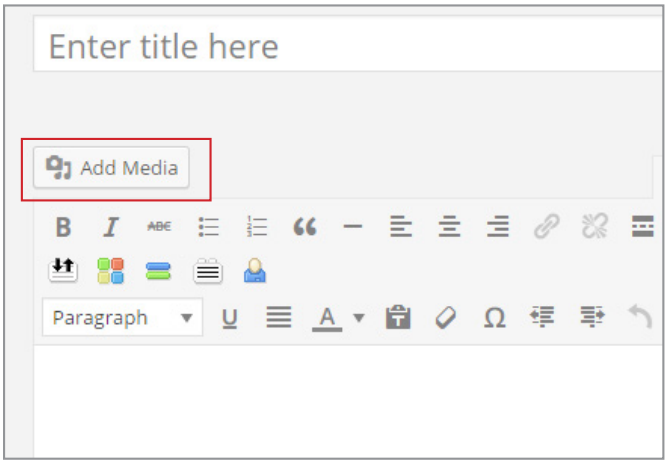
When uploading files, keep in mind copyright regulations of files and photos that are not owned by you. View more information about this and resources to download photos available to staff and faculty at

http://news.fullcoll.edu/campus-communications/web-help/resources/

Adding Files from the Media Library to a Page/Post

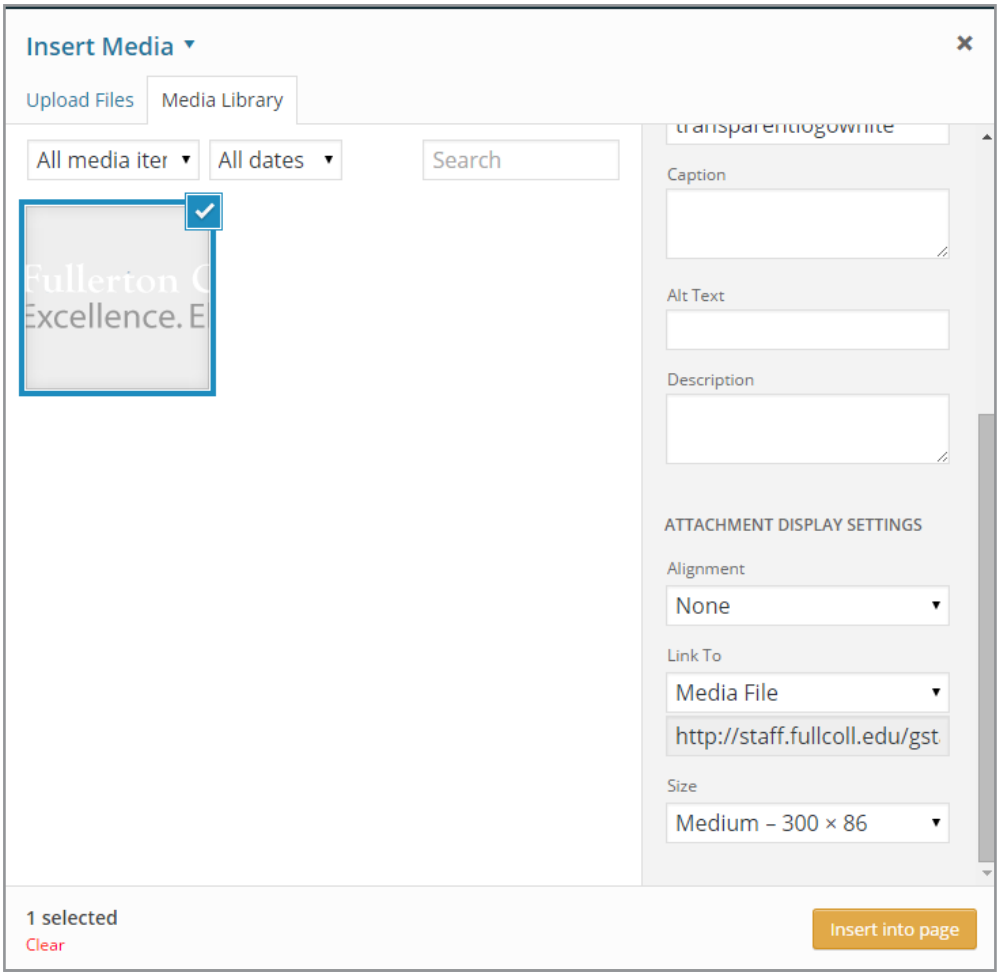
When working on a page or post, it is possible to upload new files or add already uploaded files to the post/page.

Click on **Add Media** located just above the **Text Input** area.



On the modal window that pops up, select a file from your media library, or click the **Upload Files** tab to add files from your computer.

Once you select a file, choose how the file is attached to the page/post and click **Insert into Page**.



Calendar

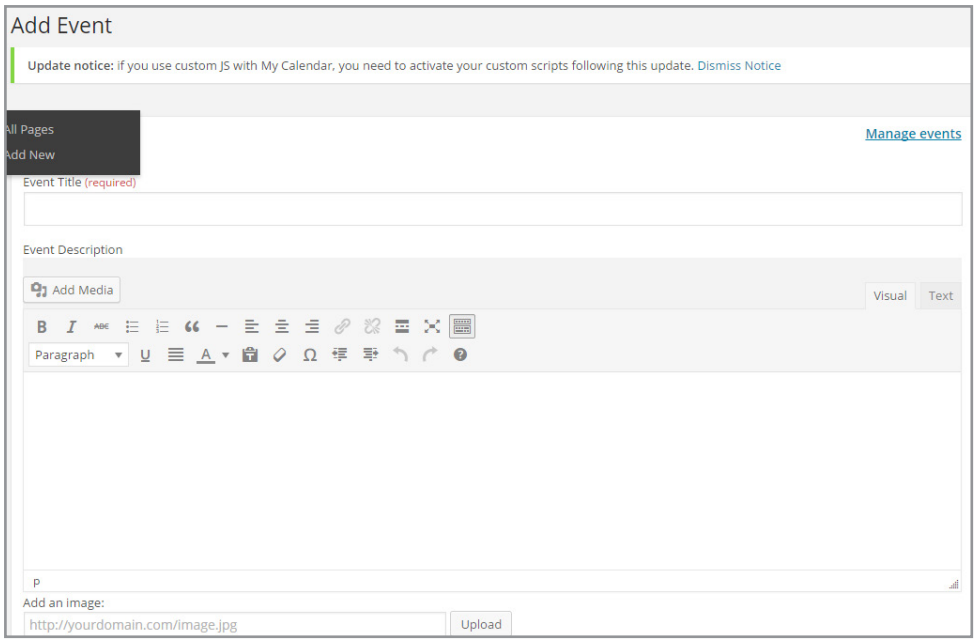
Adding a new event

Click on **My Calendar** on the **Dashboard Menu** it will lead directly to the **Add New Event Page.**

Fill out the Event Title, Description, Date and Time

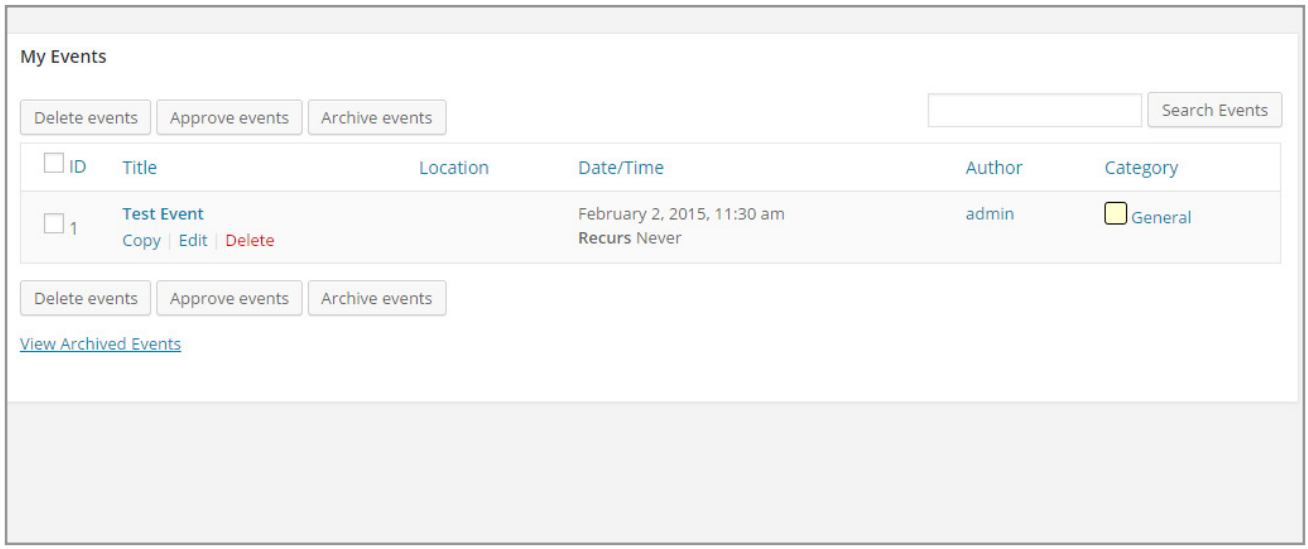
There are several special options including

- All Day Event
- Recurring Event
- Event Access
- Event Location



Editing an event

Under the **My Calendar** tab, select **Manage Events**, a list of event will appear, click on the event you want to edit. The **Edit Event** page will appear, make any changes for the event and click **Save Event.**

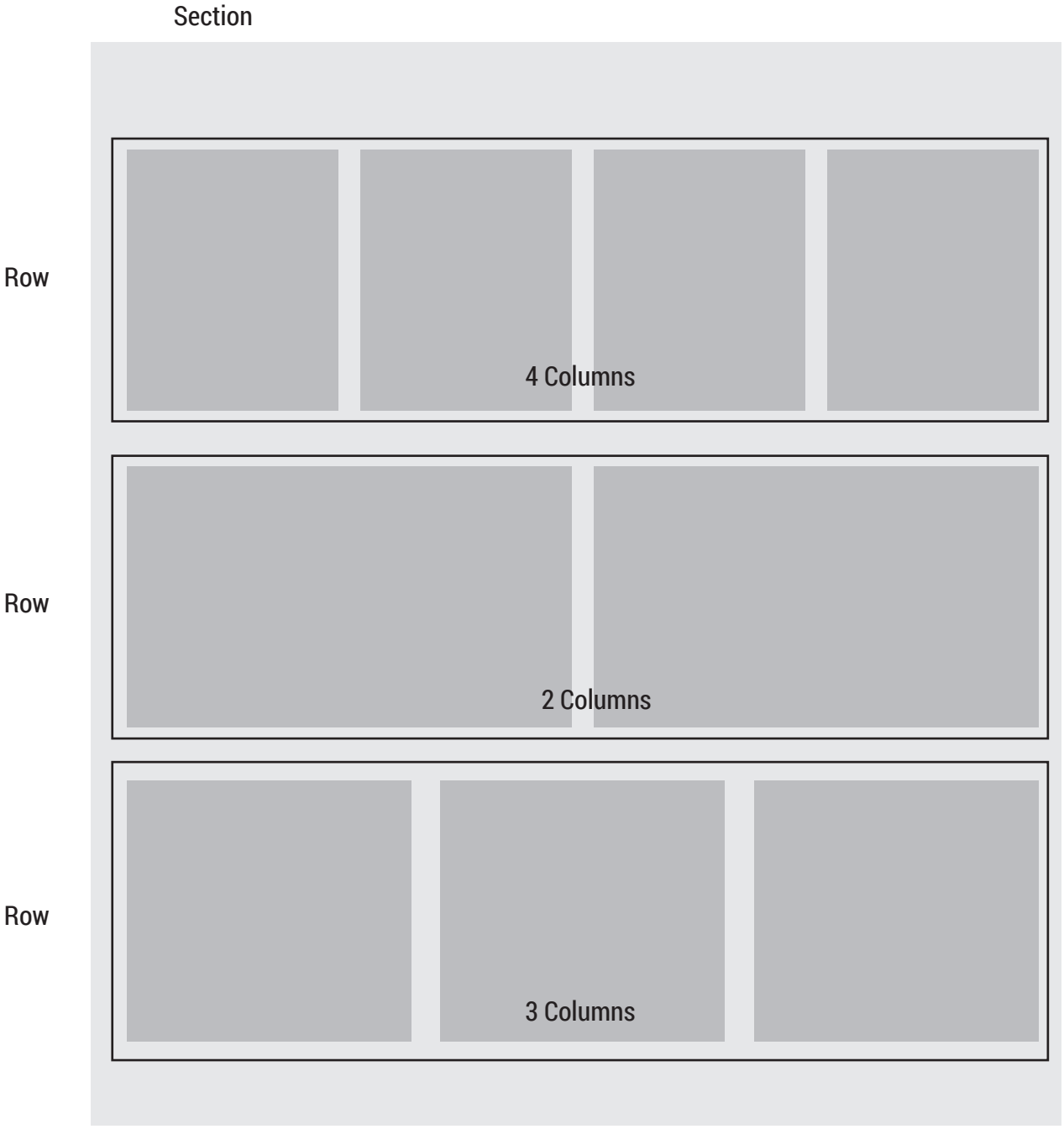


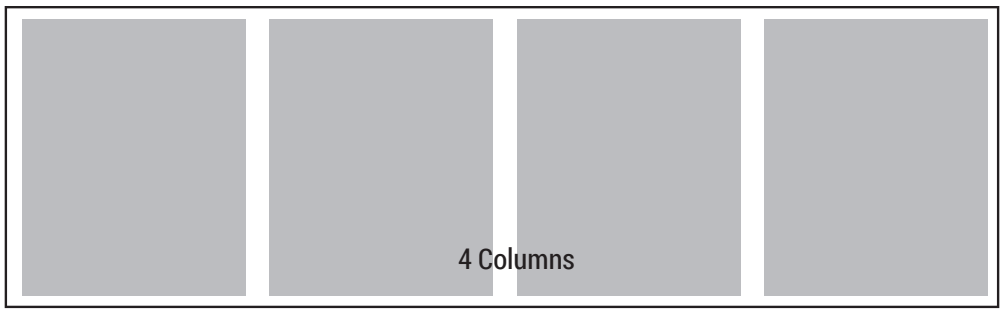
The Grid System

The **divi Page Builder** uses a grid system to layout a pages. Here is a quick reference to understanding how this system works.

Every page starts out with sections, rows, and columns. Rows are grouped together by sections. Columns are contained by rows.

Some columns examples are shown on the next page.



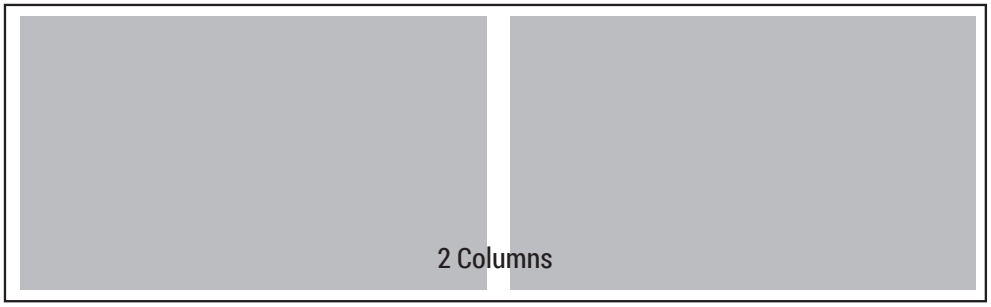


Yvonne Bailey
Infant and Toddler Development and Learning
714-992-7000
ybailey@fullcoll.edu
Courses: CDES 140/141

Savoy Brown
Special Education
714-992-7000
sbrown@fullcoll.edu
Course: CDES 204

Marilee Cosgrove
School Age Programming
714-992-7000
mcrossgrove@fullcoll.edu
Reggio Inspiration
Course: CDES 151 School Age Programming

Mary Hood
Elementary Education
Courses: CDES 260/261



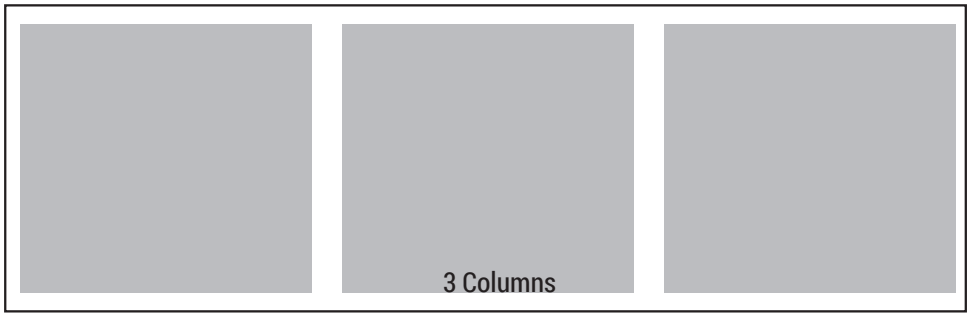
Welcome to the Lab School

The Lab School is the demonstration site for the Child Development and Educational Studies Department early childhood education program.

Children are enrolled in a full day program and attend various days of the week.

Who we are

Community preschool children and college students along with faculty and teaching staff come together to create specialized early childhood learning experiences.



Degrees Offered

The Child Development and Educational Studies Department offers two associate degrees, one associate for transfer degree, and six vocational certificates!

View all degrees and certificates

Practical Experience

Get hands-on experience working at theLab School. This on-campus lab school focuses on bringing community preschool children, college students, faculty and staff together in a unique learning environment.

Find out more

Upcoming Events

Print View

◂Previous Next ▸

Events in March 2015

- There are no events scheduled during this period.

Post Formats

Introduction

When you write a blog post to be included in one of our Blog Modules, you can create one of 6 different post formats. Article, Video, Audio, Quote, Gallery and Link. Each of these formats structures you post differently, putting more focus on the type of content that the format represents.

Read about Post Formats

Overview of the PageBuilder

The Basics

Divi is built on a page builder platform from ElegantThemes. Using Divi's drag and drop builder you can create beautiful layouts with ease and control over every part of your site.

Read about the PageBuilder

Overview of the Sections

Sections Are Your Largest Organizational Element

Sections are the biggest building block in the Divi builder. You can think of them as horizontal stacking blocks that can group your content into visually distinguishable areas. In Divi, everything you build starts with a section. This content wrapper has various settings that can be used to do some really awesome things.

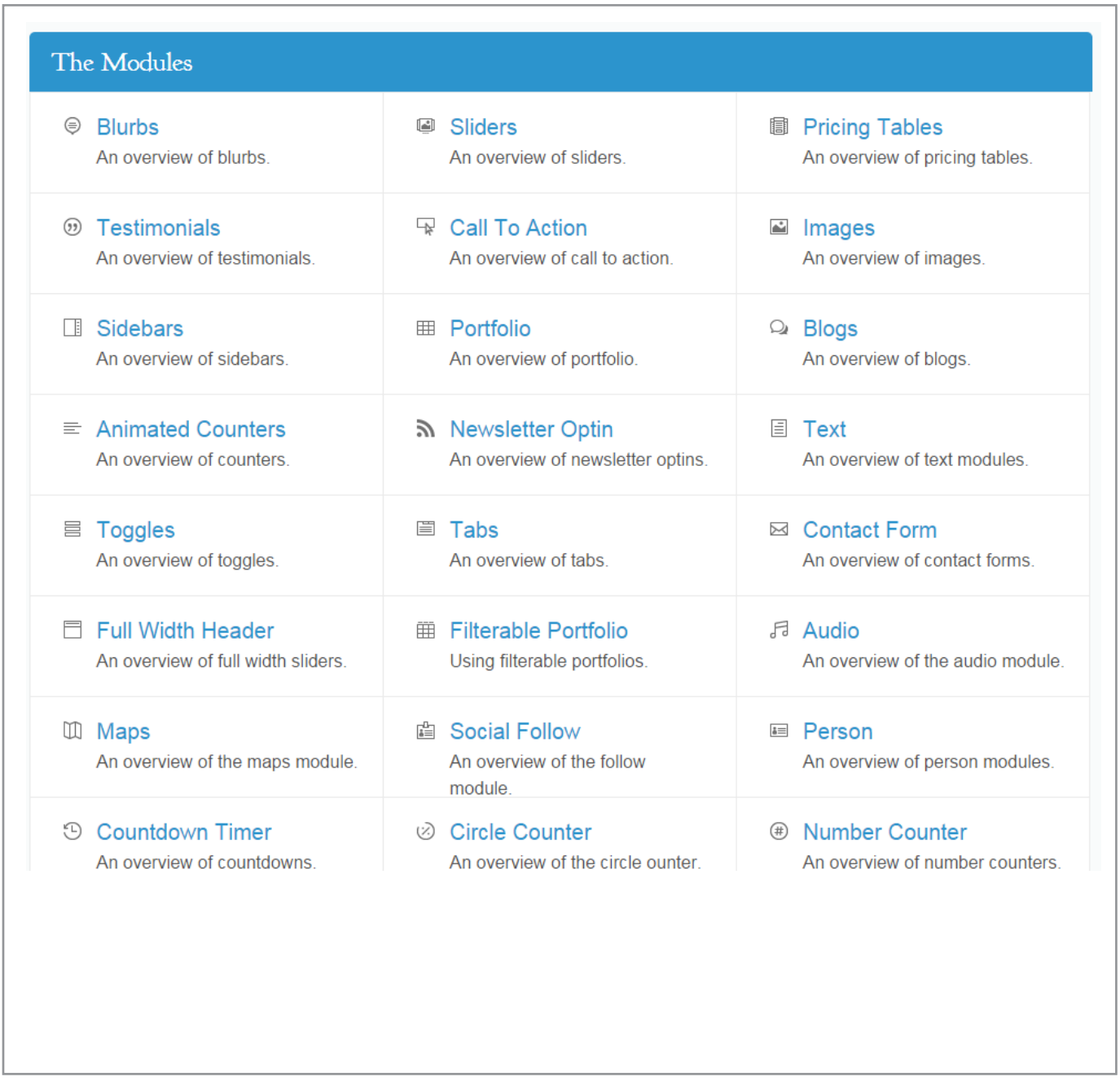
Read about Sections

Modules

Introduction

Modules are pre-built objects that can be inserted into the PageBuilder. There are a variety of modules that can be edited. Because the list is so extensive, the documentation of the modules is not included, instead, click the following link and scroll down to The Modules section to read about the variety of modules.

Read about modules



More Information

Resources

WordPress Codex

First Steps with Wordpress
http://codex.wordpress.org/First_Steps_With_WordPress

Introduction to Blogging
http://codex.wordpress.org/Introduction_to_Blogging

Writing Posts
http://codex.wordpress.org/Writing_Posts

Writing Pages
http://codex.wordpress.org/Pages

FAQ
http://codex.wordpress.org/FAQ_New_To_WordPress

Contact Me

Jazmin Zuniga
Web Content Specialist
jzuniga@fullcoll.edu
714-732-5053

Feedback for this manual is welcome.