

Using Wordpress with Divi Theme

Updated July 22, 2015

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Logging into WordPress

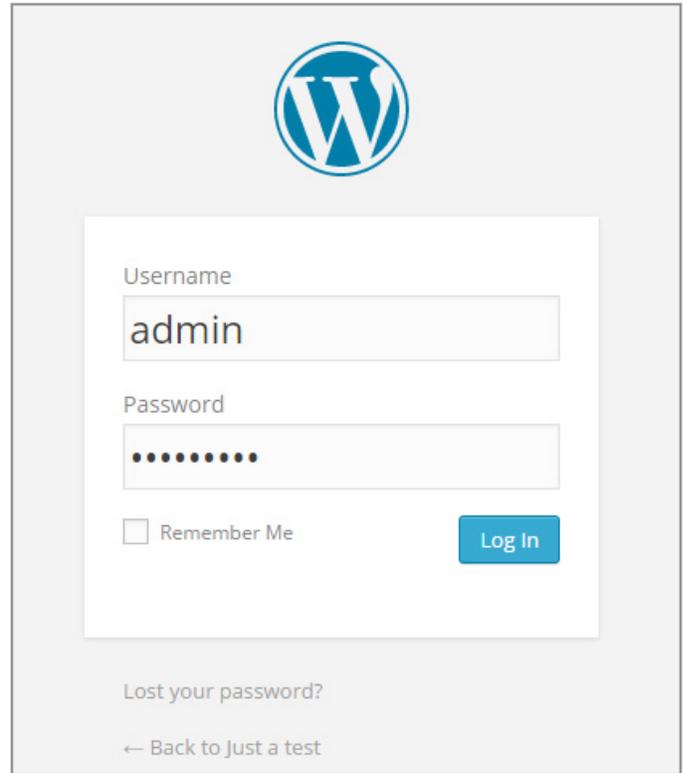
Log into WordPress

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

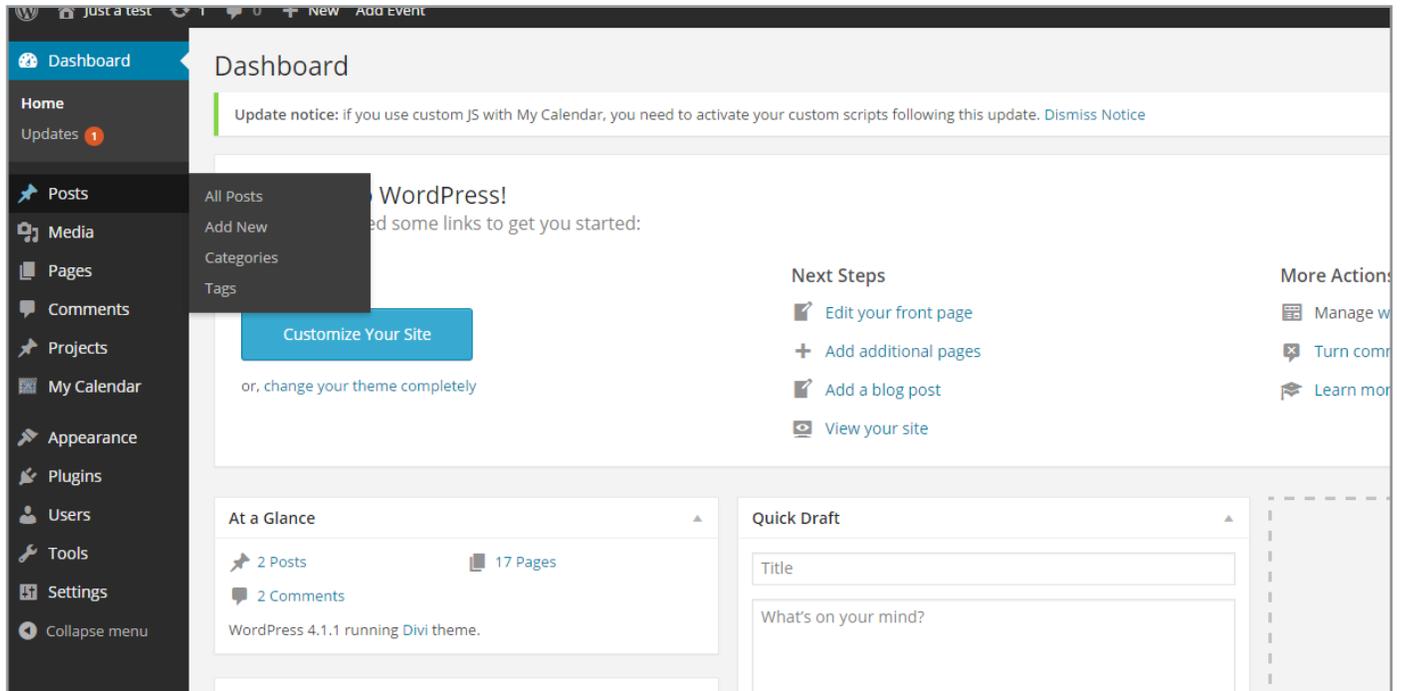
Click **Log In**



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.

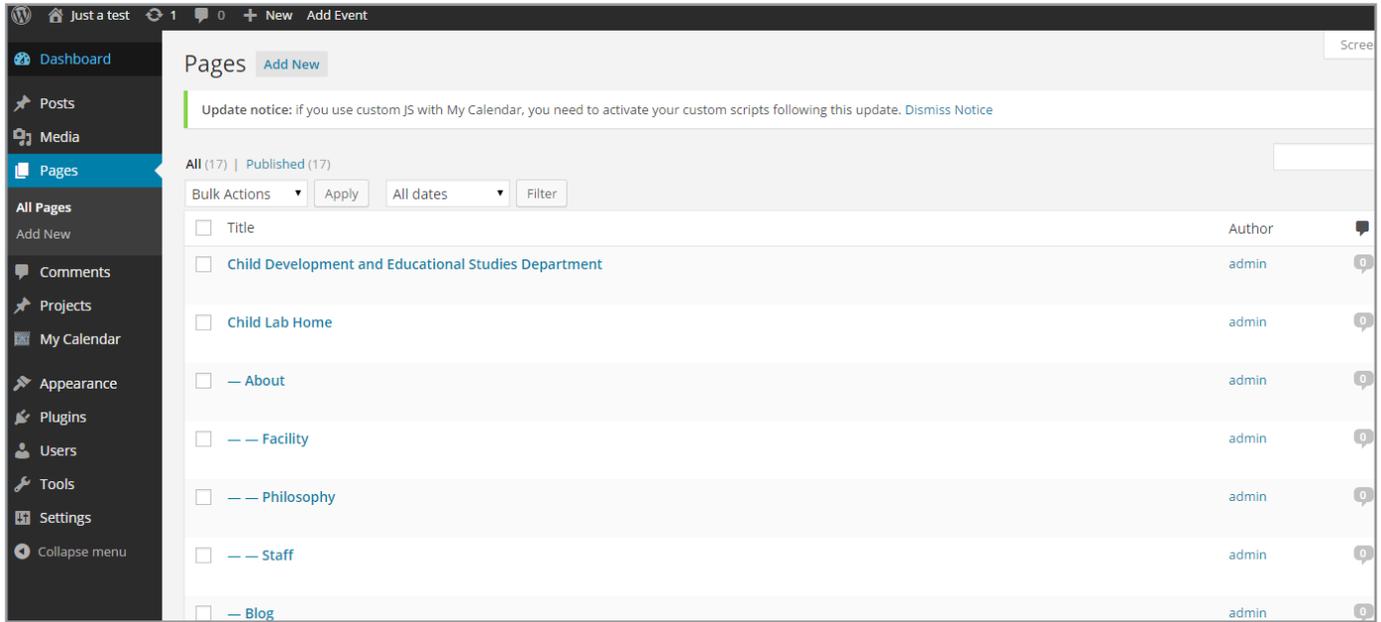


Pages

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.

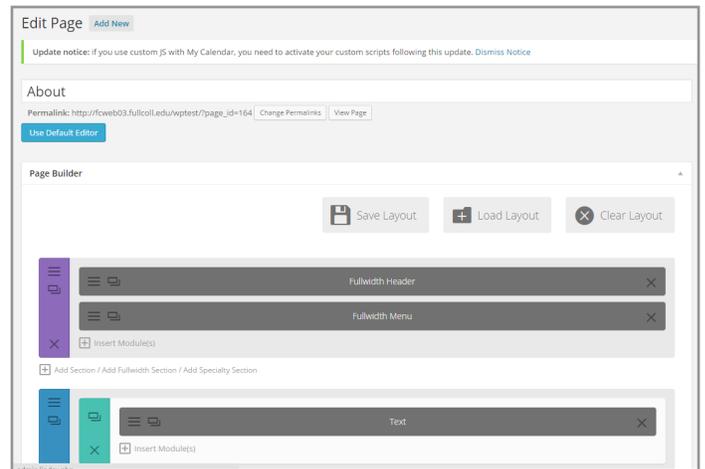
The **Edit Page** page will open and the **PageBuilder** will load (depending on the page, it can take a few seconds for it to load).

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.

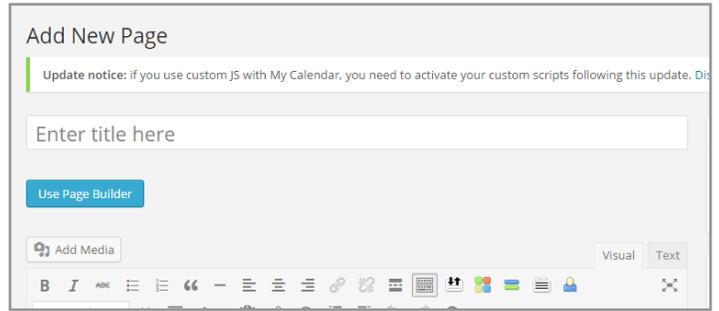


Adding a new page

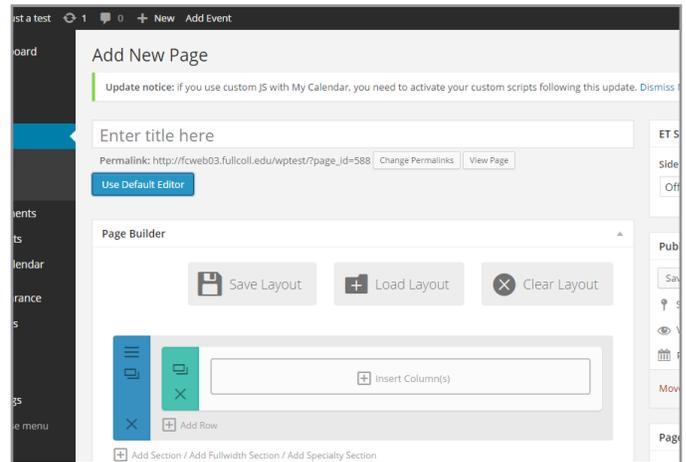
From the **Pages** page, click **Add New**.

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**.



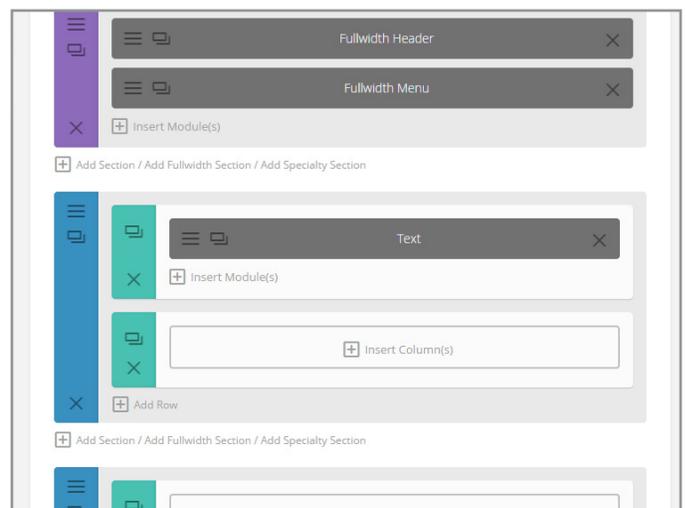
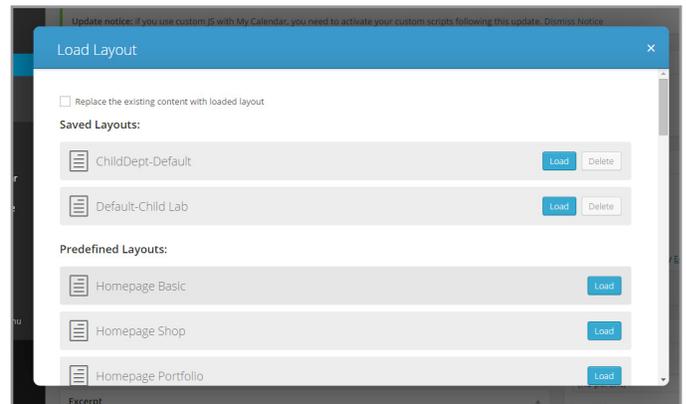
Once there, click on your department's default layout and click **Load**.

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**.



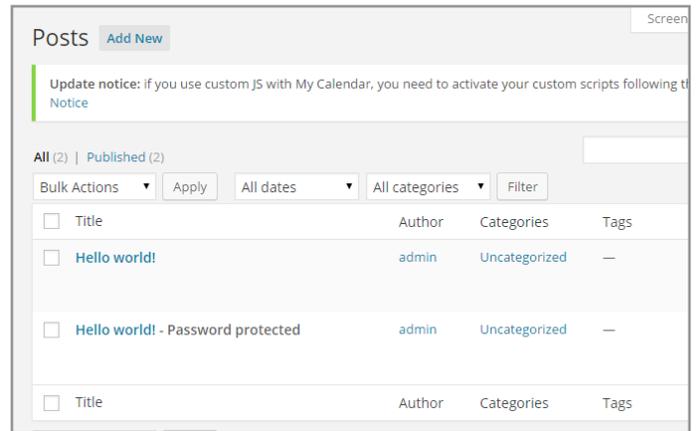
Posts

Editing a post

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

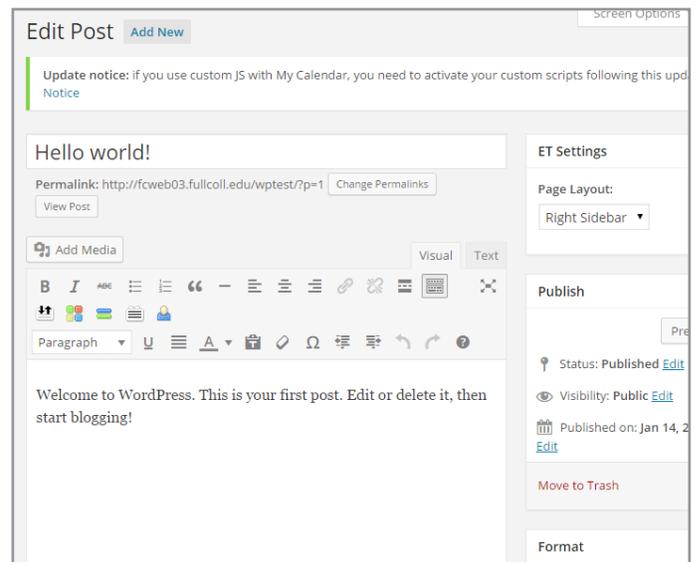
A list of your current posts will load.

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.

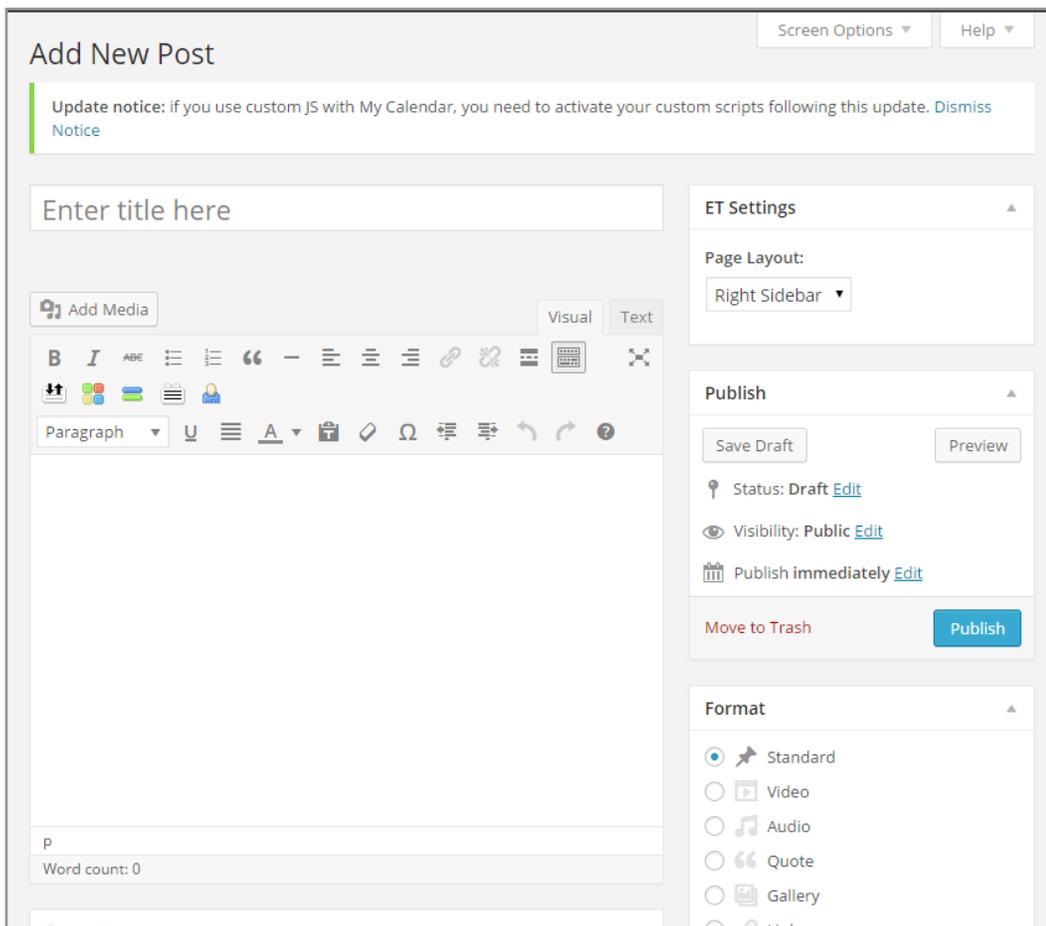
Format: Video, Audio, Quote, Gallery, Link

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.



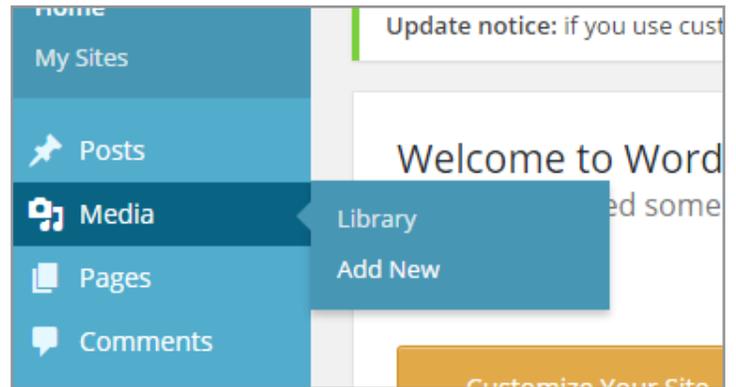
The screenshot displays the WordPress 'Add New Post' interface. At the top, there's a title 'Add New Post' and utility buttons for 'Screen Options' and 'Help'. A notice banner is visible below the title. The main content area features a title input field and a rich text editor with a toolbar. The right sidebar contains several sections: 'ET Settings' with a 'Page Layout' dropdown set to 'Right Sidebar'; 'Publish' with buttons for 'Save Draft', 'Preview', and 'Publish', and status/visibility options; and 'Format' with radio buttons for 'Standard', 'Video', 'Audio', 'Quote', 'Gallery', and 'Link'. The 'Standard' format is selected.

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

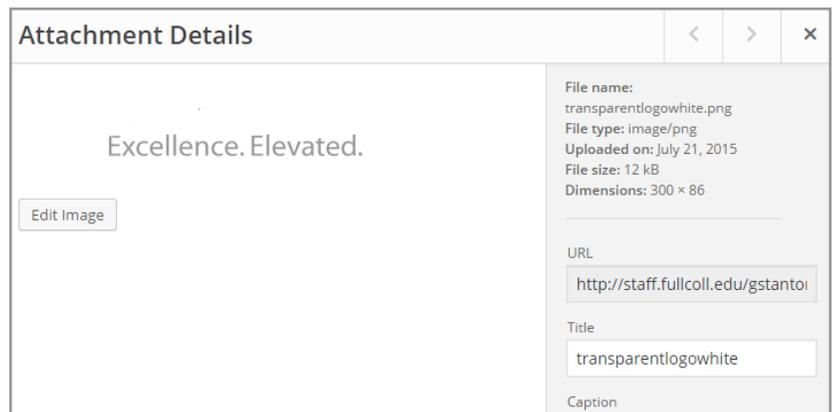
mp3, ogg, wma, m4a, wav

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/>



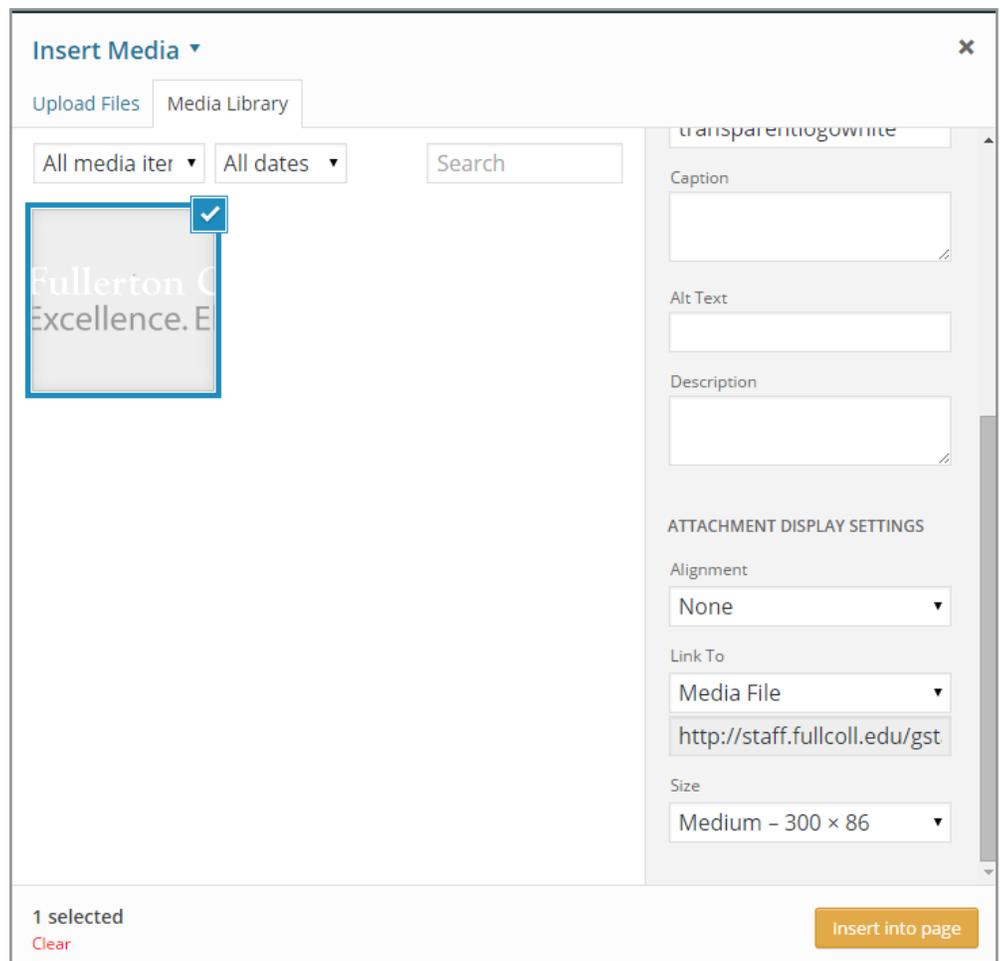
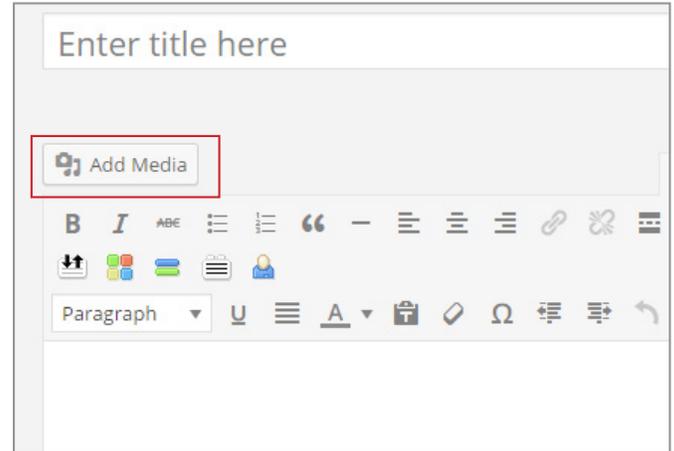
Adding Files from the Media Library to a Page/Post

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

The screenshot shows the 'Add Event' form. At the top, there is a navigation menu with 'All Pages' and 'Add New'. A 'Manage events' link is in the top right. Below the navigation is an update notice: 'Update notice: if you use custom JS with My Calendar, you need to activate your custom scripts following this update. Dismiss Notice'. The main form has an 'Event Title (required)' field, an 'Event Description' field with a rich text editor (Visual/Text tabs), and an 'Add Media' button. At the bottom, there is an 'Add an image:' section with a text input field containing 'http://yourdomain.com/image.jpg' and an 'Upload' button.

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 screenshot shows the 'My Events' management page. At the top, there are buttons for 'Delete events', 'Approve events', and 'Archive events'. A search input field with the text 'Search Events' is on the right. Below is a table with the following data:

ID	Title	Location	Date/Time	Author	Category
1	Test Event Copy Edit Delete		February 2, 2015, 11:30 am Recurs Never	admin	General

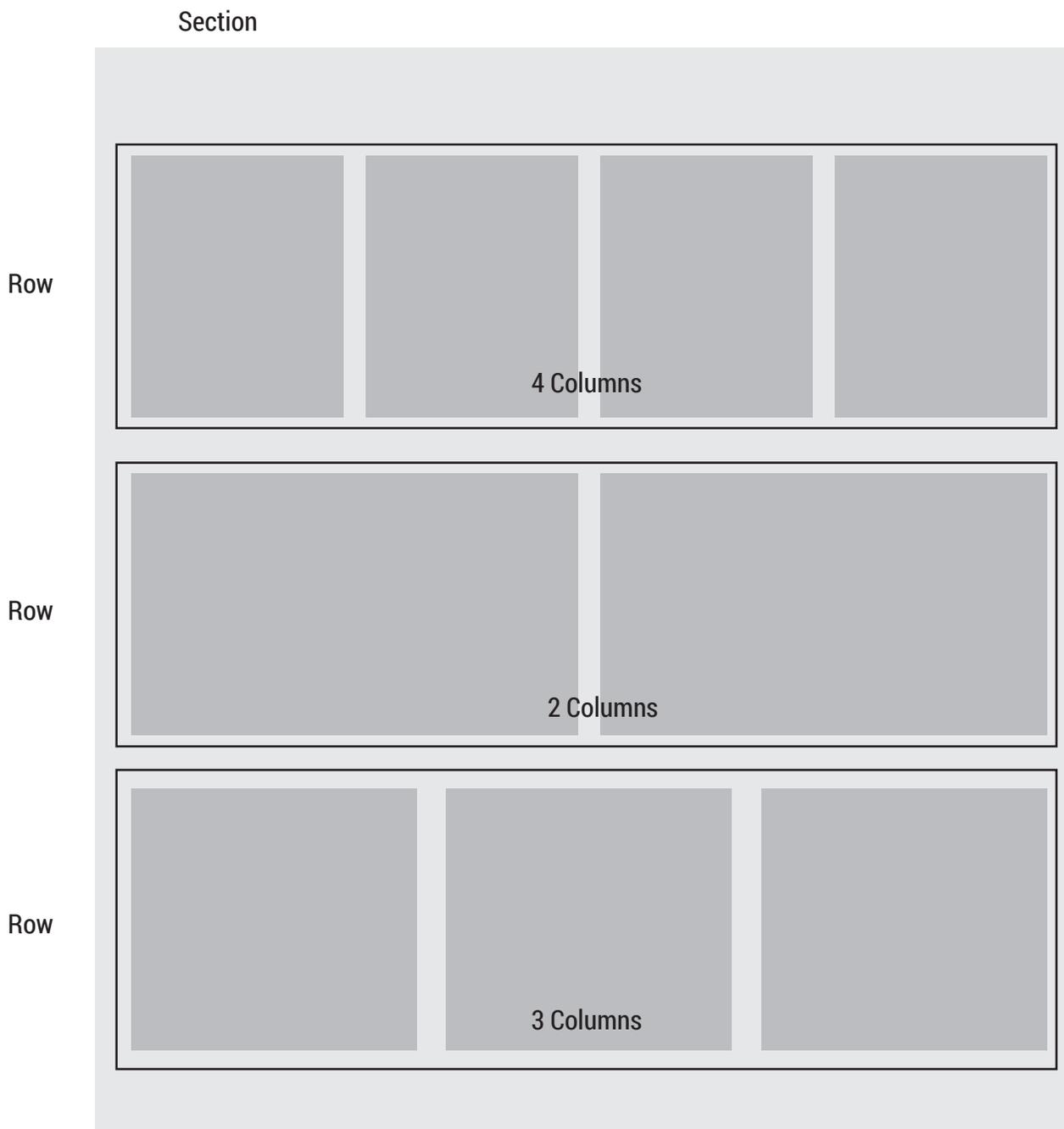
At the bottom, there are buttons for 'Delete events', 'Approve events', and 'Archive events', and a link for 'View Archived Events'.

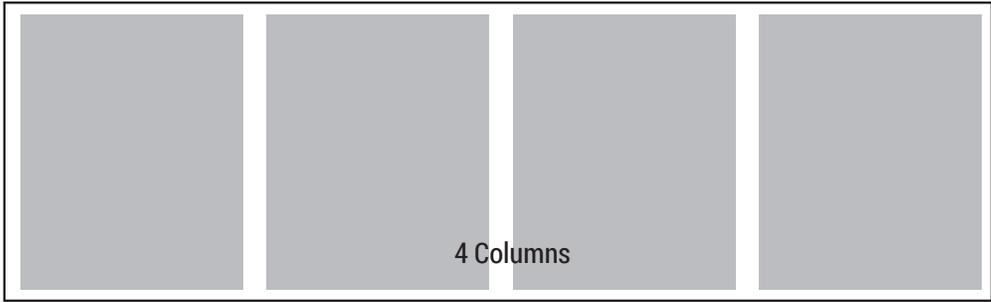
The Grid System

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

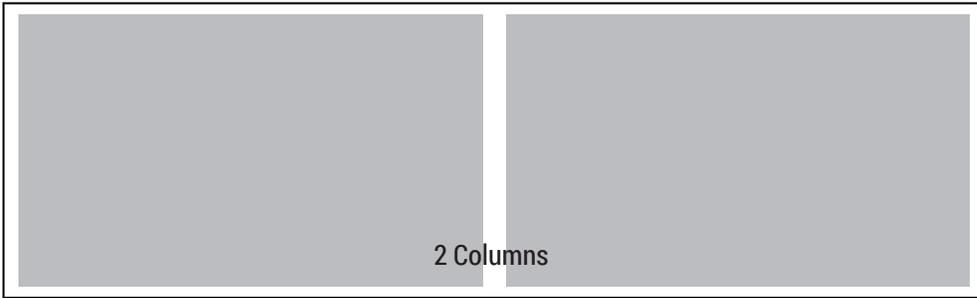
Every page starts out with sections, rows, and columns. Rows are grouped together by sections. Columns are contained by rows.

Some columns examples are shown on the next page.

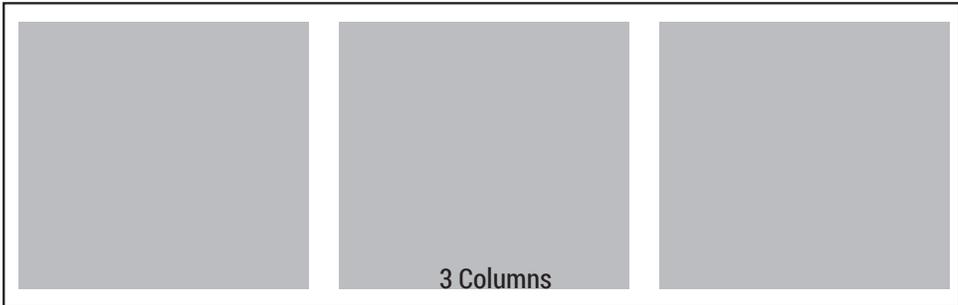




<p>Yvonne Bailey Infant and Toddler Development and Learning 714-992-7000 ybailey@fullcoll.edu Courses: CDES 140/141</p>	<p>Savoy Brown Special Education 714-992-7000 sbrown@fullcoll.edu Course: CDES 204</p>	<p>Marilee Cosgrove School Age Programming 714-992-7000 mccrossgrove@fullcoll.edu Reggio Inspiration Course: CDES 151 School Age Programming</p>	<p>Mary Hood Elementary Education Courses: CDES 260/261</p>
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<p> 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.</p>	<p> Who we are Community preschool children and college students along with faculty and teaching staff come together to create specialized early childhood learning experiences.</p>
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<p>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</p>	<p>Practical Experience Get hands-on experience working at the Lab 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</p>	<p>Upcoming Events Print View ◀ Previous Next ▶ Events in March 2015 • There are no events scheduled during this period.</p>
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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](#)

The Modules		
 Blurbs An overview of blurbs.	 Sliders An overview of sliders.	 Pricing Tables An overview of pricing tables.
 Testimonials An overview of testimonials.	 Call To Action An overview of call to action.	 Images An overview of images.
 Sidebars An overview of sidebars.	 Portfolio An overview of portfolio.	 Blogs An overview of blogs.
 Animated Counters An overview of counters.	 Newsletter Optin An overview of newsletter optins.	 Text An overview of text modules.
 Toggles An overview of toggles.	 Tabs An overview of tabs.	 Contact Form An overview of contact forms.
 Full Width Header An overview of full width sliders.	 Filterable Portfolio Using filterable portfolios.	 Audio An overview of the audio module.
 Maps An overview of the maps module.	 Social Follow An overview of the follow module.	 Person An overview of person modules.
 Countdown Timer An overview of countdowns.	 Circle Counter An overview of the circle counter.	 Number Counter An overview of number counters.

More Information

Resources

WordPress Codex

First Steps with Wordpress

[*http://codex.wordpress.org/First_Steps_With_WordPress*](http://codex.wordpress.org/First_Steps_With_WordPress)

Introduction to Blogging

[*http://codex.wordpress.org/Introduction_to_Blogging*](http://codex.wordpress.org/Introduction_to_Blogging)

Writing Posts

[*http://codex.wordpress.org/Writing_Posts*](http://codex.wordpress.org/Writing_Posts)

Writing Pages

[*http://codex.wordpress.org/Pages*](http://codex.wordpress.org/Pages)

FAQ

[*http://codex.wordpress.org/FAQ_New_To_WordPress*](http://codex.wordpress.org/FAQ_New_To_WordPress)

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Feedback for this manual is welcome.