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

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.
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.
**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 your post differently, putting more focus on the type of content that the format represents.

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**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.

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**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.
# 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.

## The Modules

<table>
<thead>
<tr>
<th>Icon</th>
<th>Module</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎈</td>
<td>Blurs</td>
<td>An overview of blurs.</td>
</tr>
<tr>
<td>🎈</td>
<td>Sliders</td>
<td>An overview of sliders.</td>
</tr>
<tr>
<td>🎈</td>
<td>Pricing Tables</td>
<td>An overview of pricing tables.</td>
</tr>
<tr>
<td>🎈</td>
<td>Testimonials</td>
<td>An overview of testimonials.</td>
</tr>
<tr>
<td>🎈</td>
<td>Call To Action</td>
<td>An overview of call to action.</td>
</tr>
<tr>
<td>🎈</td>
<td>Images</td>
<td>An overview of images.</td>
</tr>
<tr>
<td>🎈</td>
<td>Sidebars</td>
<td>An overview of sidebars.</td>
</tr>
<tr>
<td>🎈</td>
<td>Portfolio</td>
<td>An overview of portfolio.</td>
</tr>
<tr>
<td>🎈</td>
<td>Blogs</td>
<td>An overview of blogs.</td>
</tr>
<tr>
<td>🎈</td>
<td>Animated Counters</td>
<td>An overview of counters.</td>
</tr>
<tr>
<td>🎈</td>
<td>Newsletter Optin</td>
<td>An overview of newsletter optins.</td>
</tr>
<tr>
<td>🎈</td>
<td>Text</td>
<td>An overview of text modules.</td>
</tr>
<tr>
<td>🎈</td>
<td>Tabs</td>
<td>An overview of tabs.</td>
</tr>
<tr>
<td>🎈</td>
<td>Contact Form</td>
<td>An overview of contact forms.</td>
</tr>
<tr>
<td>🎈</td>
<td>Full Width Header</td>
<td>An overview of full width sliders.</td>
</tr>
<tr>
<td>🎈</td>
<td>Filterable Portfolio</td>
<td>Using filterable portfolios.</td>
</tr>
<tr>
<td>🎈</td>
<td>Maps</td>
<td>An overview of the maps module.</td>
</tr>
<tr>
<td>🎈</td>
<td>Social Follow</td>
<td>An overview of the follow module.</td>
</tr>
<tr>
<td>🎈</td>
<td>Person</td>
<td>An overview of person modules.</td>
</tr>
<tr>
<td>🎈</td>
<td>Countdown Timer</td>
<td>An overview of countdowns.</td>
</tr>
<tr>
<td>🎈</td>
<td>Circle Counter</td>
<td>An overview of the circle counter.</td>
</tr>
<tr>
<td>🎈</td>
<td>Number Counter</td>
<td>An overview of number counters.</td>
</tr>
</tbody>
</table>
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*

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Feedback for this manual is welcome.