

DIVI theme websites

Client updates

1 INTRODUCTION

This document provides instructions on updating your Wordpress website if it uses the DIVI theme.

LOGIN

To login to the backend:

<yourdomain>/wp-admin

pw – can be reset from page above using forgot password link and then either the username or the email address

2 THE DIVI THEME

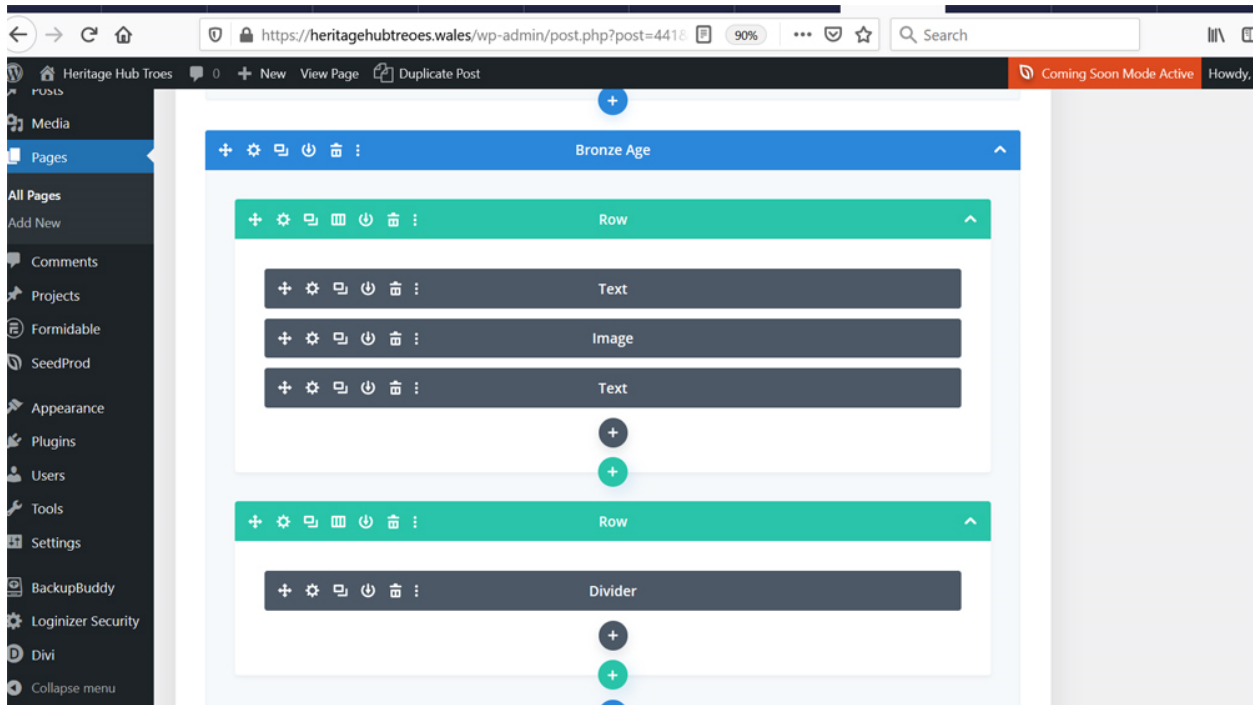
Full theme documentation here (although probably not required for most).

<https://www.elegantthemes.com/documentation/divi/>

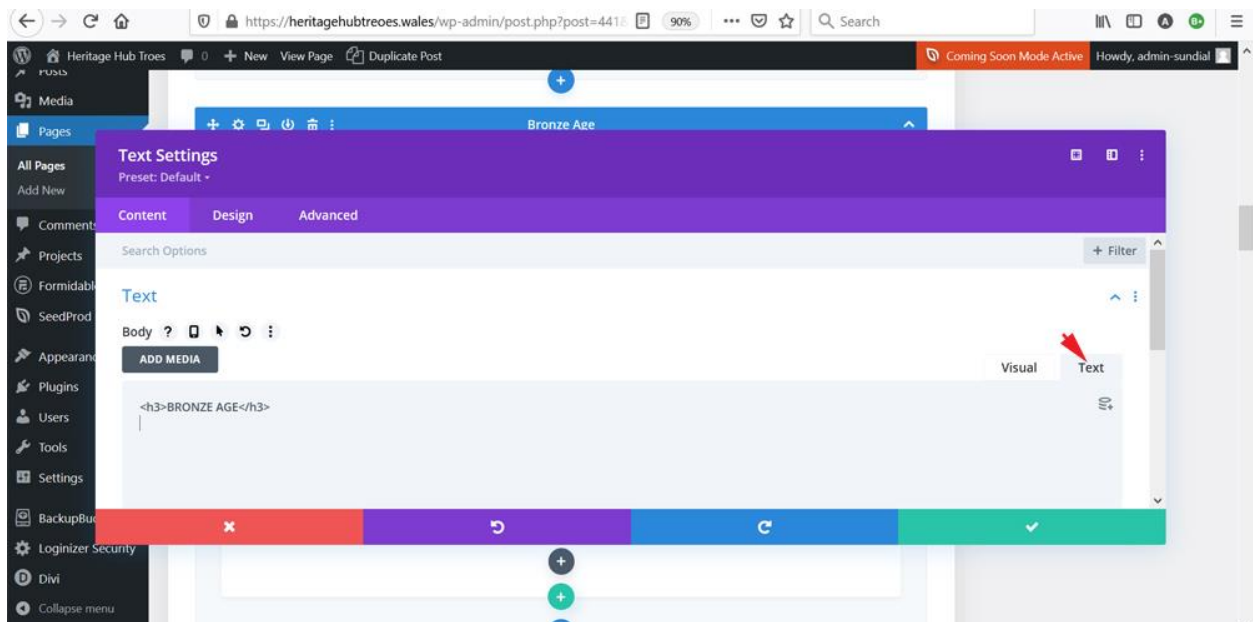
DIVI has numerous modules with a lot of functionality but this document provides instructions on the Text module which enables text and links to easily create and amended.

3 TEXT UPDATES

Login to the administrator area (details above). The top bar has the name of your website (top left) – hover over that and select Visit site – you can now navigate around the site and select 'Edit Page'. You are now in edit mode on any page you visit and that's the fastest route to edit any page in the site.

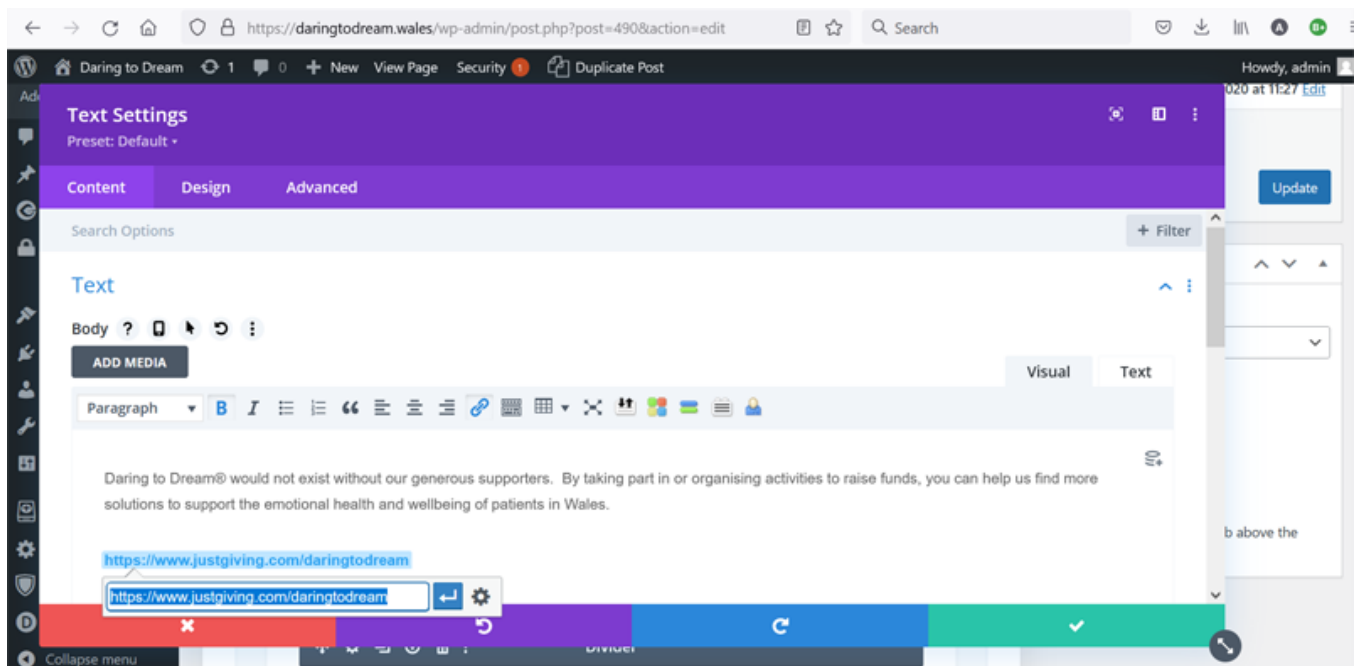


Edit Text and Images using the cog icon. You choose Visual Editor or Text. Save and Update and View Page. Text has the HTML and is often easier to copy text into and tidy up with the Visual Editor.

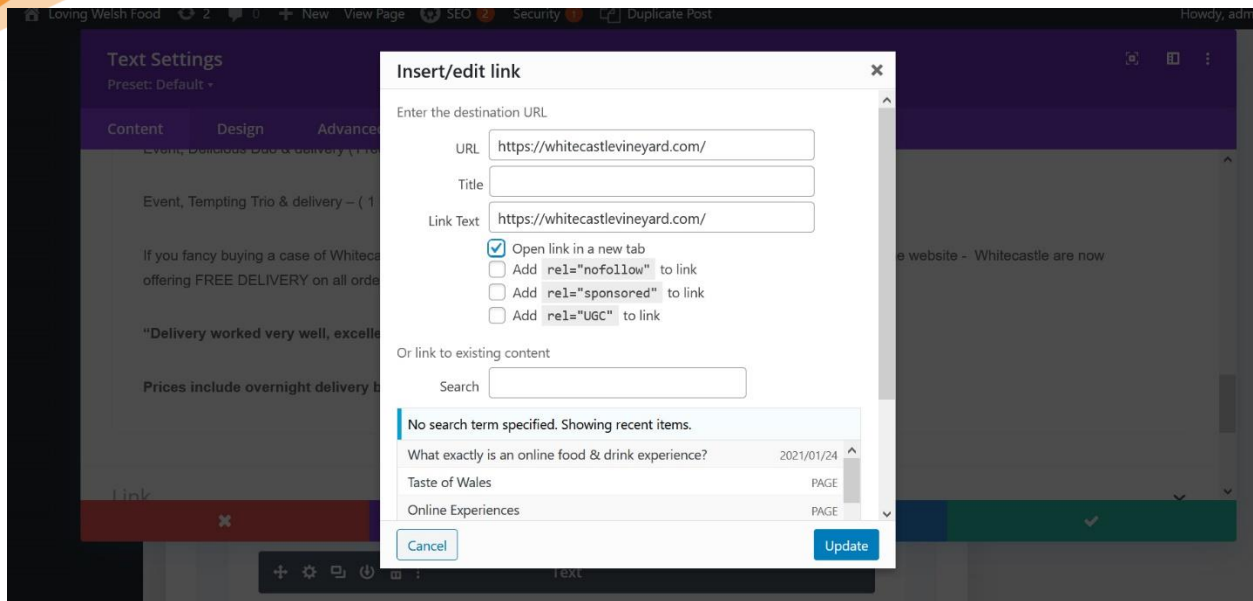


Save. Update, View Page.

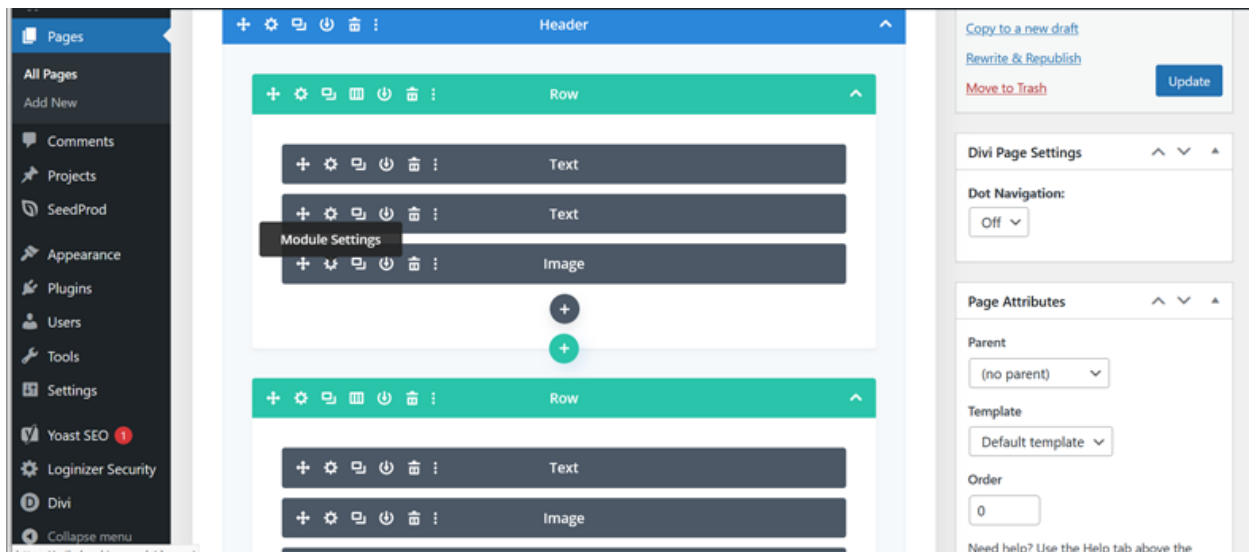
You can amend text and add links using the anchor icon (that's the one at the top that looks like a linkage and is highlighted in blue in screenshot below) e.g select text and click the icon and you will be prompted to add a link.



If you click the dark grey cog next to the blue arrow (see above) you get more options..e.g to open the link in a new tab; probably what you want.



To add an image you need to optimise if for web first using Photoshop and the look or Squoosh is free (details under Useful Tools of this submenu). Then it's the cog icon



Add the image, Save, Update and View the Page.

Videos can be added a number of ways but the safest is probably using the Video module.

Select the cog item, select it again when on the next screen and choose insert from url. This will be your vimeo or youtube url starting with https://

The screenshot displays the WordPress admin interface for editing a page. On the left is a dark sidebar with navigation options: Pages, All Pages, Add New, Comments, Projects, SeedProd, Appearance, Plugins, Users, Tools, Settings, Yoast SEO (with a red notification icon), Loginizer Security, and Divi. The main content area shows a 'Row' with several modules: Text, Video, Video, Text, and Video. A 'Module Settings' tooltip is visible over the first Text module. The right sidebar shows 'Page Attributes' with fields for Parent (no parent), Template (Default template), and Order (0). Below this is a 'Featured image' section with a 'Set featured image' link.

Save, Update and View the Page.

If you want to duplicate a page to base a new page on that's easy in your admin area. Log on; view any page and then select 'Duplicate Post' in the top bar. Rename the page and Publish. You can now work on that as your starting point.