

# DIVI TUTORIALS

## HOW TO ENABLE DIVI VISUAL BUILDER

Once you log into WordPress hover over your website name (top left), then click on "Visit Site" to go to your home page (the front end of the site), you will then see a thin bar at the top of your page screen.

Click "Enable Visual Builder". The Visual Builder will be enabled for that page.

[View video here](#)

## HOW TO EDIT EXISTING TEXT ON PAGE OR POST.

1. Go to the page or post you wish to edit.
2. Enable the visual editor.
3. Go to the text you wish to edit
4. Click to enable the grey settings box.
5. Click on the gear icon "Module Settings".
6. A "text settings" box will appear.
7. Now you can edit the text including hyperlink text (add link to another web page either on your site or another site).
8. When finished editing, click the green tick (bottom right of box) to SAVE.
9. Click on the green "SAVE" option (bottom right). If you miss this step your changes may not be saved.

[View video here](#)

## HOW TO EDIT BUTTON TEXT.

1. Go to the page or post you wish to edit.
2. Enable the visual editor.
3. Go to the BUTTON you wish to edit
4. Hover or click to enable the grey settings box.
5. Click on the gear icon "Module Settings".
6. A "text settings" box will appear.
7. Now you can edit the BUTTON text including hyperlink text (add link to another web page either on your site or another site).
8. To edit the button link (hyperlink text) scroll down and find "LINK"
9. Continue editing link/s.

10. Choose if you want the link to open in a new page or not.
11. When finished editing, click the green tick (bottom right of box) to SAVE.
12. Scroll down to the purple circle with three dots.
13. Click on the green "SAVE" option (bottom right). If you miss this step your changes may not be saved.

[View video here](#)

## HOW TO ADD A POST OR PAGE

Inside WordPress, hover to Post or Page tab, and click "Add New".

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## HOW TO ADD CONTENT TO THE POST OR PAGE

You have added a post or page in the previous section. Now you want to add content in it.

1. You already have added the title, now hover to the green "+" to a new row.
2. Select a column.
3. Add a module. Usually it will be Text and video modules. But there are lots of other modules to choose from depending on what you need.
4. Start adding your content.
5. Click the Check button.
6. Click Update.

[View video here](#)

## INCREASING OR DECREASING SPACE

To increase spaces between rows, all you have to do is hover to the row. You should see a shadow fade green colour. If you are hovering into full width area, it is blue. You can increase and decrease the space by clicking and holding to the faded area and drag it up or down to increase or decrease the space.

[View video here](#)

## HOW TO DELETE AND ADD IMAGES IN TEXT

You already have content, and you want to add an image in your text content.

1. At the top of the editor, click "Add Media".
2. You select an image that you already uploaded OR you can upload a new one. Once clicked an image to add, you will see the details of the image on the side bar.

3. Click “Select” button.

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## HOW TO ADD ROWS, COLUMNS AND MODULES

To add rows and columns,

1. Click “+” button (the green one for rows).
2. A window will appear where you can choose how many columns and styles you want to add.
3. After choosing a column, the module window will appear. Select the module you want to add.

[View video here](#)

## HOW TO ADD CATEGORY, TAGS AND FEATURED IMAGE

1. Inside WordPress, go to Posts, and click All Posts.
2. Hover to the post you want to Edit, click “Edit”. Please note that this time, we just want to edit in the back end and NOT in the front end.
3. You should see the side bar having some options. Go to “Category” and choose the right category for your post.
4. After setting Category. Go to “Tags” and add tags.
5. Go to Featured image. Click “Set Featured Image”.
6. You can either upload an image, or just click over the image that you want to add.
7. Click “Update”.

[View video here](#)

## HOW TO ADD A NEW PAGE TO THE MENU

1. Choose MENU.
2. You will see (on left) most recent & you can change it to ALL.
3. Tick the box of the page you want to include in the menu. It will be at the bottom of the list of pages (on the right).
4. Move it to where you want it to show.
5. Click SAVE (at top right) VERY IMPORTANT

[View video here](#)

## HOW TO EDIT FORMS

1. From the dashboard, navigate to “Forms”.
2. Hover under the title of the form you want to edit & click “Edit”.
3. Click the down arrow in the blue bar to show all options.
4. Here you will see various editing options.
5. You can also add different options to your form.
6. Click “UPDATE” (**VERY IMPORTANT**).
7. See more tutorials for GRAVITY FORMS [here](#)

[View video here](#)

## HOW TO CHECK FORM ENTRIES

1. Hoover to forms. Then choose either “Forms” or “Entries”
2. On the new page, go to the column “Entries” and click the entries of the form you want to check.

[View video here](#)

FOR MORE DIVI VISUAL EDITOR TUTORIALS [PLEASE CLICK HERE](#)

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