



DIVI Classic Builder Guide

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DIVI Classic Builder Basics

Terms

Module(s) = Building tool used to create text, images, videos - you name it!

Header = Full-width banner. Headers are the section under the main menu on most sites.

Slider = Similar looking to a gallery - Can have text, buttons, and images all combined into one.

Basics



= How to open module settings - Three gray bars



= How to duplicate a module, row, and or section



= How to change the layout: See options below

Layout Options

Select Standard to create a blank section - Then you can add a row - Then adjust Layout or add in modules/elements.

Select Full-width to create a banner, slider or large image section. Gives multiple options.

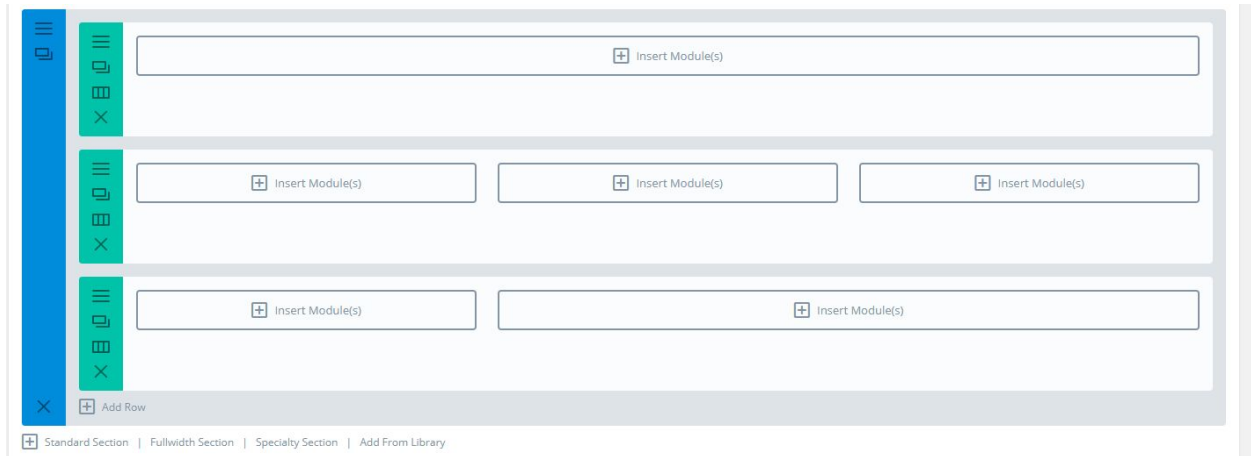
Select Speciality section to create more custom and unique layouts - Look here if you do not see a layout you want in the "Standard Section" layouts.

Select Add from Library to load a saved layout.



Standard Section | Fullwidth Section | Specialty Section | Add From Library

Overview - What's what!



Blue bar = Section settings

Select the 3 gray bars to open settings - See above

Here you can change the background for the WHOLE section and other design options.

Green/Teal bar = Row sections

Controls only that row.

In the second green bar above, this is where you can control the COLUMN backgrounds. Has the same settings as the blue bar.

The 3rd icon on the green bar (3 rectangles) is how you change the layout.

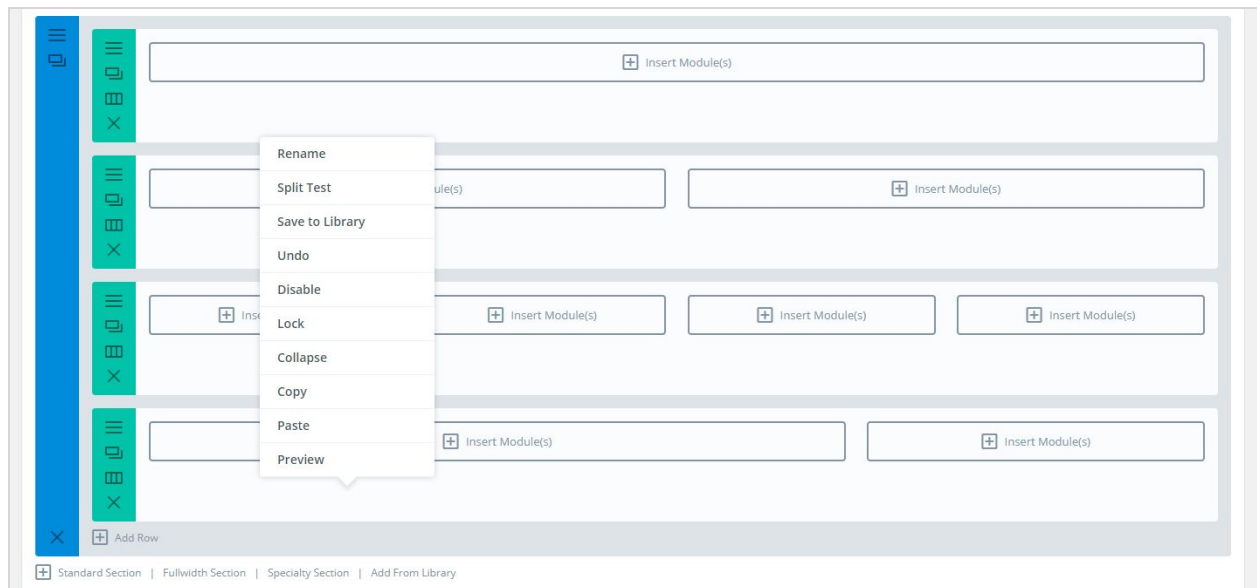
Layouts shown above are one long row, 3 columns, and $\frac{1}{3}$ and $\frac{2}{3}$. You can change this at any time. Just know that if you do so, you will need to update any specifics background colors or changes you made for those columns.

Example of this is when you duplicate a section that already is set up with styling. You will want to update the layout, drag the modules into the right columns/spaces and then update the settings in row and section to get it looking correct.

Tips & Tricks

Hide / Unhide:

Press the letter "d" while hovering over the blue bar (to hide all), Green bar to hide just that one row and over the modules to hide just that module. Press the letter "d" while hovering AGAIN to un-hide.



Right Side click Menu Options:

(See photo above) While hovering over a module, row or section - Right side click your mouse to see options: Rename, Disable (same command as above, letter "d" to hide), Lock/Unlock, Collapse, Copy, Paste, Preview. (Most used below)

Rename - Quick and easy way to rename a module from "Text" to "Title of the section" etc.

Copy and Paste - Works throughout the entire site across all pages. Copy from one page and paste on another. Hover and right side click to see "Paste" (Puts it at the bottom of the page) or "Paste Below" places the copied element right below where you have hovered. Click and drag to move placement.

How to add a new page

1. Login
2. Select 'Pages' from the left side navigation

Start your build from scratch!

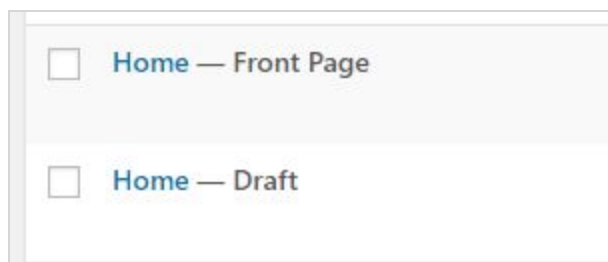


Select 'Use The Divi Builder' to get started!

Need help? [Read Divi Classic Builder Basics](#) on how to add modules and more!

Clone a similar Page

1. Hover over a page with a layout close to the one you want to create - Select Clone
2. The page with refresh and a duplicate page will show in the list with 'draft' next to the title

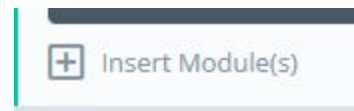
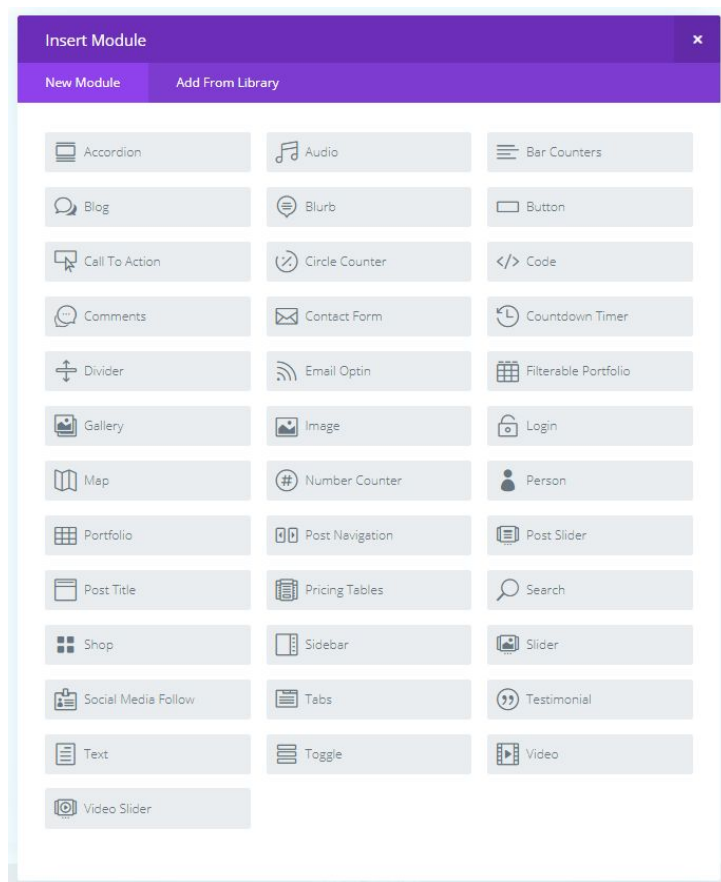


3. Select the page on draft and edit!

Be sure to Update the permalink when you change the title of the page

How to add Text, Images, Buttons & More Elements

1. Navigate to “Pages” on the sidebar
2. Select a page to edit
3. To add new text or images click the (+) “Insert Modules” button.
4. Different elements for you to choose to add to your page will appear
5. Select the module/ element you want to add: Text, Image, Gallery etc. Below are descriptions on the most used modules.



Text Module Settings

Content Design Advanced

Text

Content:

ADD MEDIA ADD FORM

Visual Text

Paragraph B I H1 H2 H3 H4 H5 H6 Link Image Video

Here you can create the content that will be used within the module.

Background

Background:

Save & Add To Library Preview Save & Exit

Text / Content

Add your content here. Within the 'Design' settings, you can set alignment, font, sizes, animation and more. Click "Save & Exit" after you're finished.

Button Module Settings

Content Design Advanced

Text

Button Text:

Input your desired button text.

Link

Button URL:

Input the destination URL for your button.

Url Opens:

In The Same Window

Here you can choose whether or not your link opens in a new window.

Admin Label

Save & Add To Library Preview Save & Exit

Buttons

To add the button element, select it from the elements library.

Here you can add/edit title, URL, how it links out. Within 'Design' settings alignment, animation and more. Click "Save & Exit" after you're finished.

Image Module Settings

Content Design Advanced

Image

Image URL:

Upload your desired image, or type in the URL to the image you would like to display.

UPLOAD AN IMAGE

Link

Open in Lightbox:

NO

Here you can choose whether or not the image should open in Lightbox. Note: If you select to open the image in Lightbox, url options below will be ignored.

Link URL:

If you would like your image to be a link, input your destination URL here. No link will be created if this field is left blank.

Url Opens:

In The Same Window

Save & Add To Library Preview Save & Exit

Images

Add your image link by clicking "Upload an Image," within the 'Design' settings you can set alignment, animation and more. Click "Save & Exit" after you're finished.

Videos

Add the “Video URL” or “Upload a Video”

Note: Videos come in different sizes and links. Some videos provide share links and custom URL links. If you have a video file like a MP4 or MPG you can upload the video to your media library, be aware of large video file sizes that may cause loading issues.

How to Save/Publish

On the right sidebar of every page/post

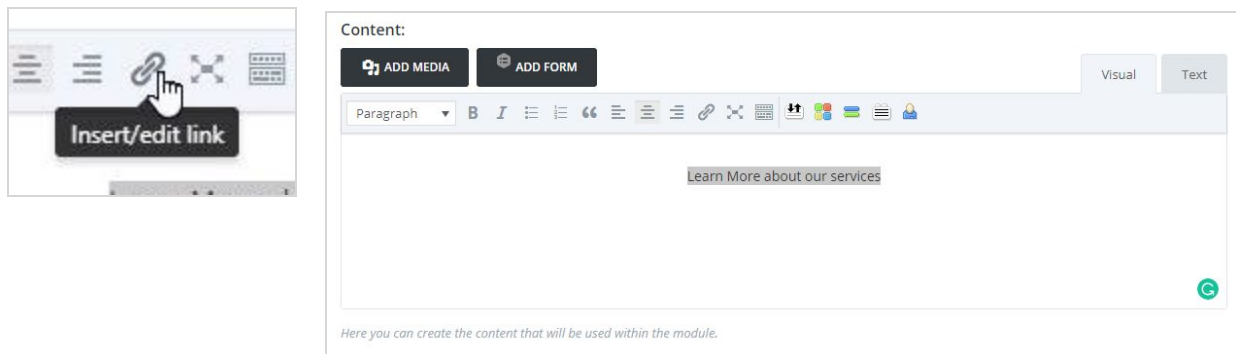
Save Draft to continue editing later

Preview to see your edits without pushing them LIVE

Publish to push all edits LIVE

How to Make Text a Link

1. Highlight the entire text and select the link icon in the above toolbar.



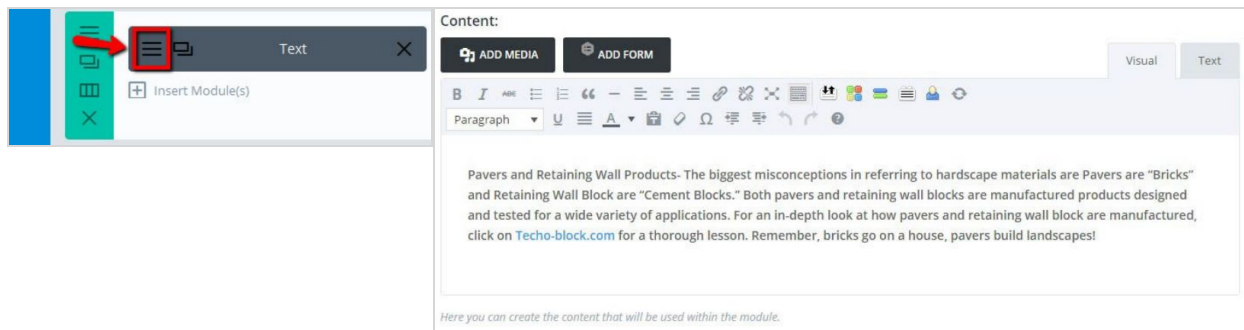
2. Add the URL to the field below or select the gear to add a link to an existing page link. If you are adding the link manually click the blue “Apply” button after adding link.



3. Click the “Save”(in this Module popup) and “Update”(the whole page) once you’re finished with all edits to the page.

How to Edit Text

1. Log in to your WP Admin panel. Click on “Pages” in the menu. The Sites pages will display in a list.
2. Click on the title of the page you would like to edit. Alternatively, you may notice that when you hover over the page title, a menu appears. Clicking on the “Edit” link will give the same result.
3. Scroll to the text module that you wish to edit. Click on the icon with 3 lines at the far left of the module to edit the module settings.



Simply type to change the title by using the text tools tab or select “Advanced Design Settings” to change the header font, size, coloring, more.

Save & Exit then Update the page with the blue 'Update' button on the top right.

Notes:

The backend of sites will be organized and laid out to match the front end.

A text module will not necessarily be labeled as “Text”. It may be labeled as the section you are editing. Example: A section that starts with "Our services include..." can be the label to help locate specific paragraphs on the page.

How to Update Button Links

1. Navigate to “Pages” on the sidebar
2. Select a page to edit
3. Open the setting of the module you wish to edit.



= How to open module settings - Three gray bars

All Modules should be labeled accordingly to help locate what is what within the builder.

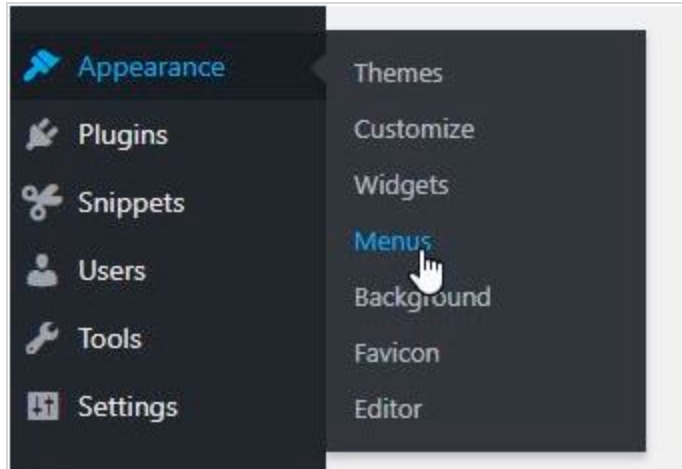
Example: 'Learn More - Button'

1. Update the link and or how the Url opens
2. 'Save & Exit'
3. Update the page by pressing the blue Update button top right corner

How to Edit the Main Menu

1. Login

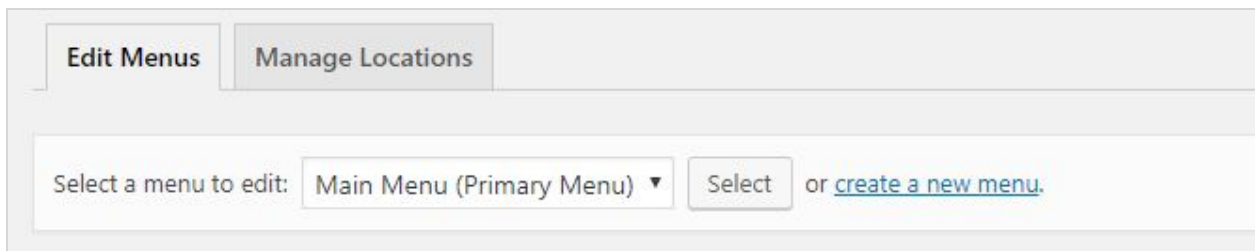
2. Hover over the “Appearance” button on the sidebar and select “Menus”



3. The top navigation and the sidebar can be edited here. You will need to select which menu you want to use. Select the menu and click the “Select” button on the right

4. Once you’re finished with your menu select the “Save Menu” button.

- Create a new Menu with the link shown in blue below



IMPORTANT:

Changing page structure could change links and cause broken links - If you change a link in one location on the site, be sure to update all areas. If you have questions on this feel free to reach out to teamsupport@guru-is.com or through the Support Desk on <https://team.guru-is.com>.

Adding Pages

On the left side - Select a page and click 'Add to Menu' - New menu items will always appear last on the list to the right.

Pages

Most Recent [View All](#) [Search](#)

☐ Job Openings
☐ What we do
☐ Who we are
☐ Why We Do It
☐ Home
☐ Landing

[Select All](#) [Add to Menu](#)

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Home Page ▼
 Why We Do It Page ▼
 Who we are Page ▼
 What we do Page ▼

Order of Menu Items

To re-arrange the order of the menu - Click and drag - Let go when in place.

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Home Page ▼
 Why We Do It Page ▼
 Who we are Page ▼
 What we do Page ▼

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

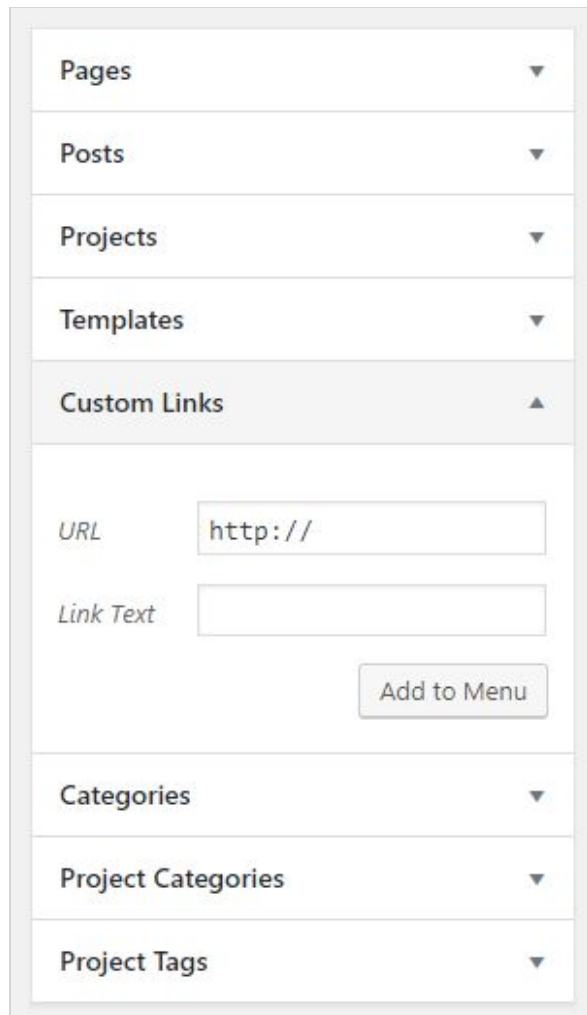
Display location ☒ Primary Menu
☐ Secondary Menu
☐ Footer Menu

[Delete Menu](#)

You will see a square dashed line behind the menu item while moving - If you move the item to the right it will nest the items to the above item. This is how you get dropdowns/sub pages in the main menu.

Custom Links

On the left navigation (see below) you can select custom Links



The screenshot shows the WordPress Custom Links management interface. On the left is a vertical navigation menu with the following items: Pages, Posts, Projects, Templates, Custom Links (which is highlighted with a grey background and an upward-pointing triangle), Categories, Project Categories, and Project Tags. The main content area is for the 'Custom Links' section. It contains two input fields: 'URL' with the text 'http://' and 'Link Text' which is empty. Below these fields is a button labeled 'Add to Menu'.

1. Enter URL: Can be a page on your site or an outside link

2. Title the new Menu Item

3. Add to Menu - New items always appear on the bottom of the menu list

4. Once you're finished with your menu select the "Save Menu" button

How to Manage Blog Posts

Blog Posts

Adding a New Post:

1. Login
2. Select 'Posts' from the left side navigation
3. Select 'Add New' to start from scratch

OR hover over an existing post and select **clone** from the small navigation (It will refresh the page and you will see a cloned post with 'draft' attached to it - Select the post - Swap out any content, images etc.)

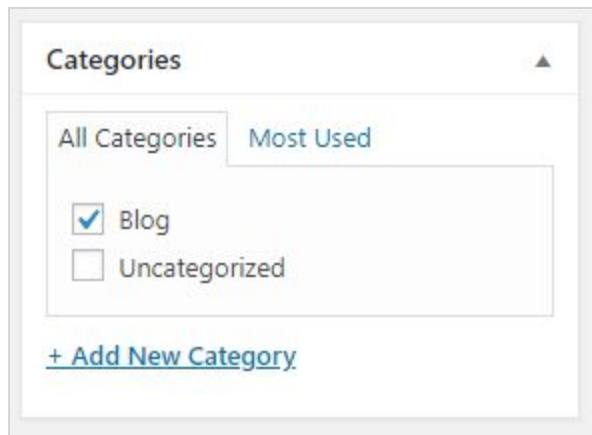
Main Edits for Posts:

1. Title and permalink (If cloning, be sure to edit this to match the new title)

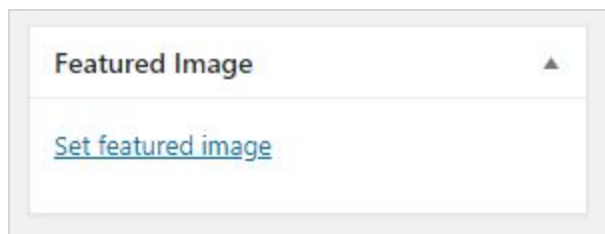


2. Add in content: Use the basic editor or Divi to create your post
3. Select category: On the right side
 - If all posts are going to the same place then no worries, skip this step!
4. Add a new category: Select 'Add New Category'

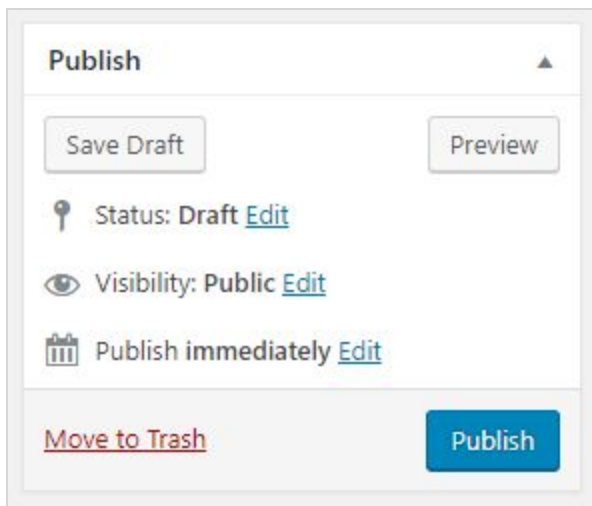
- Follow steps below under Blog Module: Editing to add this new category to a page section.



5. Featured Image: On the right side - You can choose from the media library or upload a new photo



Publish



Save Draft to continue editing later

Preview to see your edits without pushing them LIVE

Publish to push all edits LIVE

Blog Module: Editing

This module pulls in posts from your published posts to a specific location (Page the module is set up on). If you have multiple categories (News, featured posts etc.) and have them setup separately then each blog module is pulling in a different category associated with that sections posts.

The only time you would need to edit a blog module is if you are setting a new one up or adding a new category to be pulled in. See above notes on how to add new categories.

1. Go to 'Pages' and select the page to edit
2. Locate the blog module - Open settings.
3. You will see all available categories - Check off the category of posts you want to appear in this location. Save & Update!

Need help with styling? Reach out to support@freshysites.com and our Support Team will help you with editing the design.

The screenshot shows the 'Blog Module Settings' dialog box with the 'Content' tab selected. The dialog has a purple header with a close button (X). Below the header are three tabs: 'Content' (selected), 'Design', and 'Advanced'. The 'Content' tab contains the following settings:

- Posts Number:** A text input field with the value '3'. Below it is a small grey note: 'Choose how much posts you would like to display per page.'
- Include Categories:** A section with two checkboxes. The 'Blog' checkbox is checked (indicated by a green checkmark), and the 'Uncategorized' checkbox is unchecked. Below them is a small grey note: 'Choose which categories you would like to include in the feed.'
- Meta Date Format:** A text input field with the value 'M j, Y'. Below it is a small grey note: 'If you would like to adjust the date format, input the appropriate PHP date format here.'
- Content:** A dropdown menu with 'Show Excerpt' selected. Below it is a small grey note: 'Showing the full content will not truncate your posts on the index page. Showing the excerpt will only display your excerpt text.'

At the bottom of the dialog are two buttons: 'Save & Add To Library' (blue) and 'Save & Exit' (teal).