



Holland District, Training Support Package (TSP) **for Club Sites!**

Welcome to the Holland District Web Development Teams, Training Support Package (TSP) for WordPress and Divi. This is a detailed collection of training that can assist you for use with the setup of our Site. It is a comprehensive listing of training that we have come up with. You will not need to know everything here, but us you need help, this can guide you through almost anything. We are here for assistance at HollandDistrict@Ruritan@gmail.com. You may also contact Chris Newton at 580-215-3571. Please leave a brief message with your name, club, username, and the issue that you are having,

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Group 1 – Dashboard

1-1 Dashboard Home- Overview

Note: The dashboard is a tab to identify any changes and updates on the website backend of WordPress. This shows other articles and pages that are being worked on. Please note that more than one club zone or district may be working on something at the same time as you. Please use YYYYDDMM Club Title as the format for labeling any media. That way no one uses it without your permission. This will prevent others from losing pictures when you delete the posting and media. This is just an Overview of what this tab covers. In this lesson, these boxes may appear in different order. You can minimize a section using the button in **green** on the first picture. You can move a box up and down using the buttons highlighted in **blue** on the first picture. You can also move the boxes to make them easier for you to use.

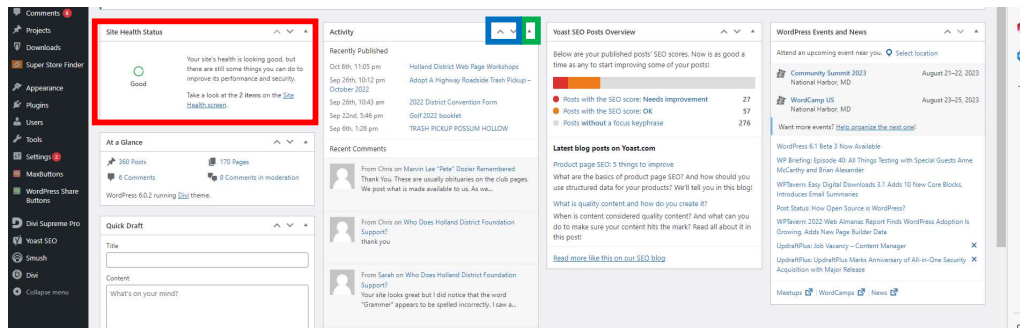
Actions: Properly understand the use of the Dashboard Home Tab.

Conditions: Given a computer, logged into the back end (WordPress), and this training document.

Standards: By the end of this module, you will be able to navigate and use the 6 Sections on this Tab.

Section 1: Site Health Status

Overview: This section is a review of the site's health; it reports on issues with updates and security risks on the site. The Developers are the only ones that can address this section. Please notify the District IT Web Management Team to address issues identified here. Clicking on the Site Health Screen gives a list of things that need to be addressed on the website.



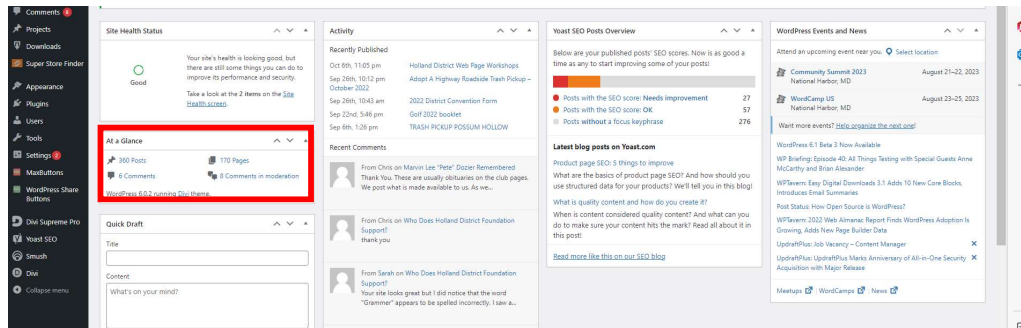
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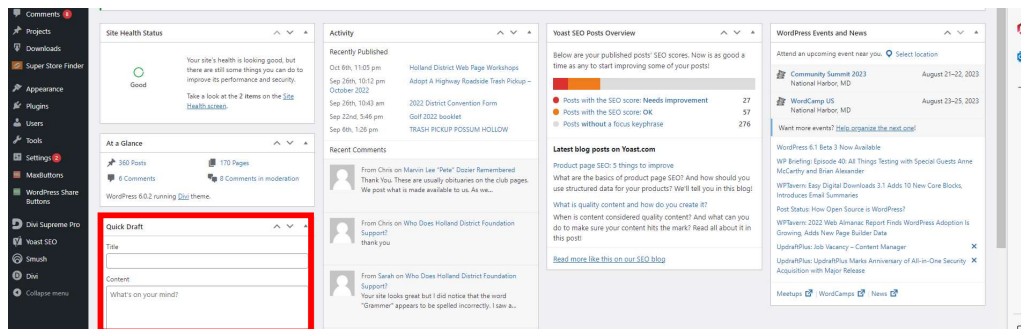
Section 2: At A Glance

Overview: This is a quick glance of the number of pages, posts, comments, and comments in moderation. This allows Administrators to see if something needs to be addressed in comments.



Section 3: Quick Draft

Overview: This section allows for the quick development of a Draft article so that you can go in later and modify, edit, review, and post it. This saves developers from having to go to the Posts (Articles) section when trying to add a Post (Article) quickly so they do not forget what they are working on and lose the data as they would wait to add it at a later time.



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Section 5: Activity

Overview: This section is an overview of the recently published articles for you to see what people have been working on recently.

The screenshot shows the WordPress dashboard with several widgets. The 'Activity' widget is highlighted with a red box. It displays a list of recently published posts and recent comments. The 'Yoast SEO Posts Overview' widget is also visible, showing a bar chart of post scores and a list of recent blog posts. The 'WordPress Events and News' widget lists upcoming events and news items.

Section 5: Yoast SEO Posts Overview

Overview: It is a goal for all pages to achieve a good rating under the pages SEO section. It ensures that there is proper grammar, and it is made for an easy read. Checking your pages scores and modifying your pages to improve these scores makes the site a more friendly place for the viewer.

This screenshot is similar to the one above, but the 'Yoast SEO Posts Overview' widget is highlighted with a red box. It shows a bar chart of post scores and a list of recent blog posts. The 'WordPress Events and News' widget is also visible, listing upcoming events and news items.

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Section 6: Word Press Events and News

Overview: This section allows developers to keep up to date on changes made to the WordPress Web Development Program.

Comments

Projects

Downloads

Super Store Finder

Appearance

Plugins

Users

Tools

Settings

Media

WordPress Share Buttons

Divi Supreme Pro

Word SEO

Smush

Divi

Collapse menu

Site Health Status

At a Glance

Quick Draft

Activity

Recent Comments

Yoast SEO Posts Overview

Latest blog posts on Yoast.com

WordPress Events and News

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Note: Dashboard is a tab to identify any changes and updates on the website. This shows other articles and pages that are being worked on. Please note that more than one club zone or district may be working on something at the same time as you. Please use YYYYDDMM Club Title as the format for labeling any media. That way no one uses it without your permission. This will prevent others from losing pictures when you delete the posting and media. This is just an Overview of what this page covers. In this lesson, these boxes may appear in different order.

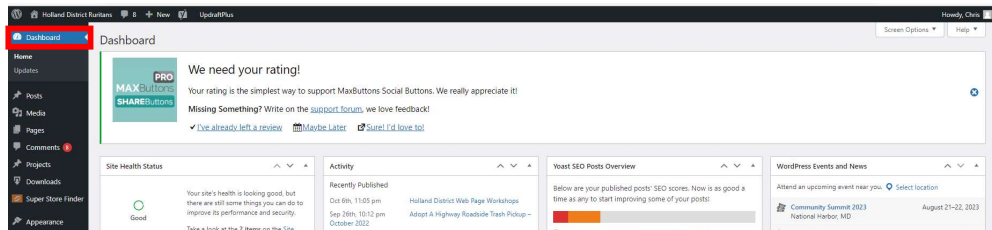
Actions: Properly understand the use of the Dashboard Updates page.

Conditions: Given a computer, logged into the back end (WordPress), and this training document.

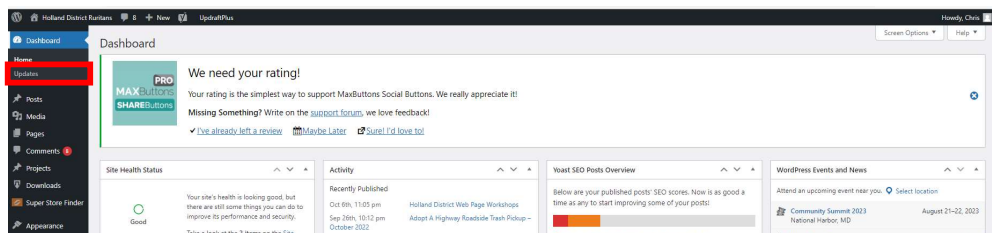
Standards: By the end of this module, you will be able to navigate and use the Dashboards Update Tab.

Section 1: How to get to the Dashboard Updates screen.

Step 1: Select the dashboard Screen. (This is shown so that you know that you can navigate here from any tab.)



Step 2: Select the Update Button



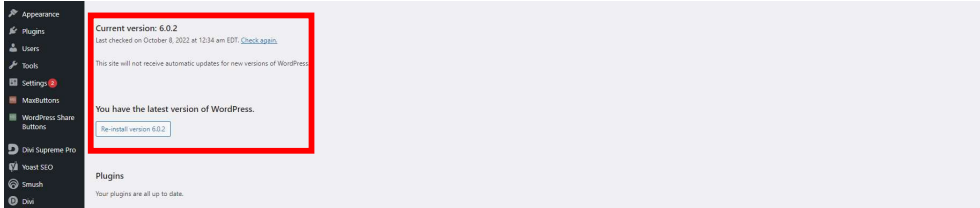
Section 2: Current Version

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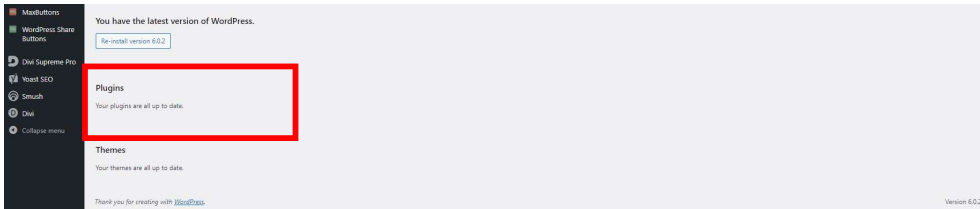
Using Word Press and Divi: Holland District Web Team, Training Support Package

Overview: This section lists the version of WordPress that is installed on our site and what the latest version of WordPress is.



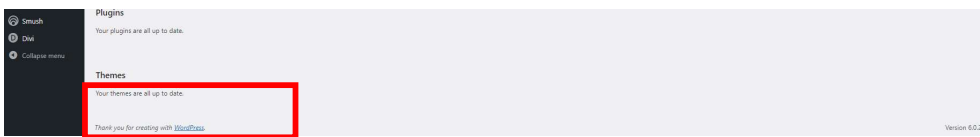
Section 3: Plugins

Overview: This section covers any updates needed for plugins. Plugins are programs added to the Site to allow us to complete certain functions. In this view, no plugin updates are needed. These are only to be modified by the District Web Development Team. If updates are needed or plugins needed, please contact the District Web Development Team at HollandDistrict1Ruritan@gmail.com.



Section 4: Themes

Overview: The Theme is the skin or template that sets the format of the entire site. **These are only to be modified by the District Web Development Team. If updates are needed or plugins needed, please contact the District Web Development Team at HollandDistrict1Ruritan@gmail.com.**



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1-2 Dashboard Updates- Overview

Note: Dashboard is a tab to identify any changes and updates on the website. This shows other articles and pages that are being worked on. Please note that more than one club zone or district may be working on something at the same time as you. Please use YYYYDDMM Club Title as the format for labeling any media. That way no one uses it without your permission. This will prevent others from losing pictures when you delete the posting and media. This is just an Overview of what this page covers. In this lesson, these boxes may appear in different order.

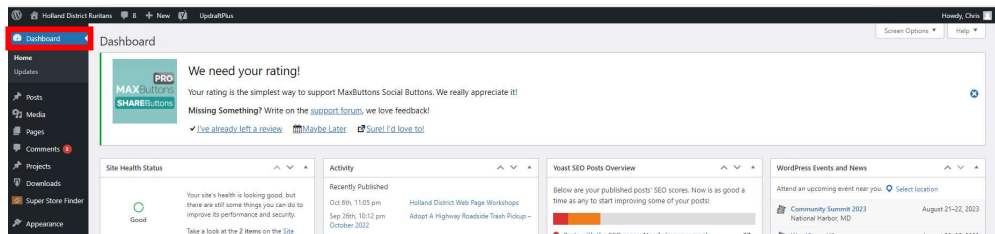
Actions: Properly understand the use of the Dashboard Updates page.

Conditions: Given a computer, logged into the back end (WordPress), and this training document.

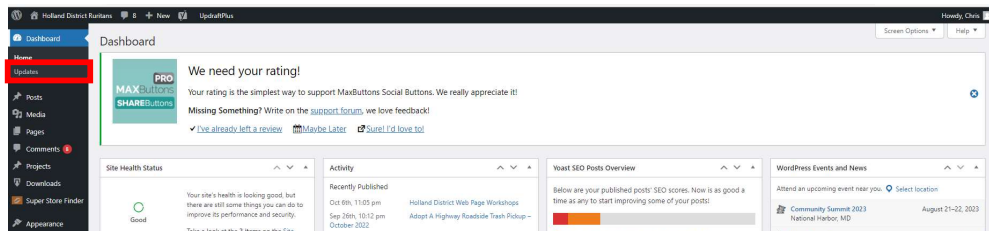
Standards: By the end of this module, you will be able to navigate and use the Dashboards Update Tab.

Section 1: How to get to the Dashboard Updates screen.

Step 1: Select the dashboard Screen. (This is shown so that you know that you can navigate here from any tab.)



Step 2: Select the Update Button



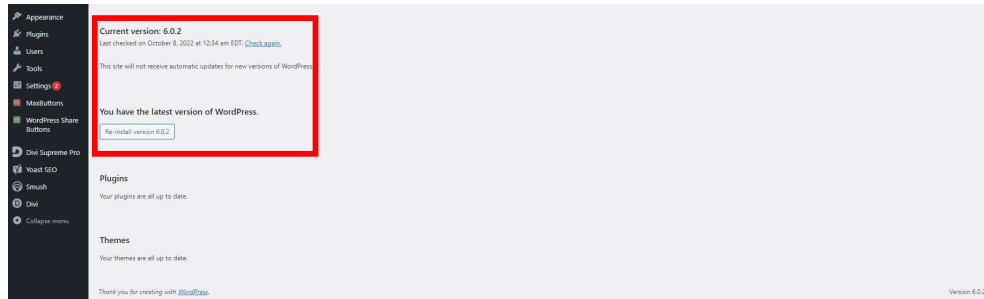
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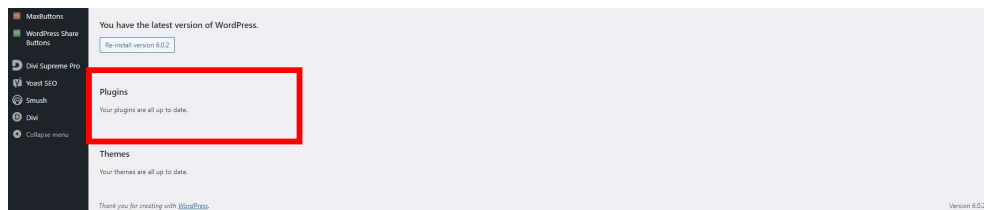
Section 2: Current Version

Overview: This section lists the version of WordPress that is installed on our site and what the latest version of WordPress is.



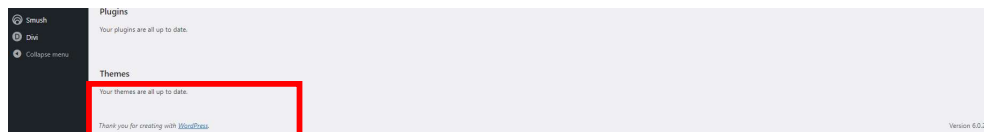
Section 3: Plugins

Overview: This section covers any updates needed for plugins. Plugins are programs added to the Site to allow us to complete certain functions. In this view, no plugin updates are needed. These are only to be modified by the District Web Development Team. If updates are needed or plugins needed, please contact the District Web Development Team at HollandDistrict1TRuritan@gmail.com.



Section 4: Themes

Overview: The Theme is the skin or template that sets the format of the entire site. **These are only to be modified by the District Web Development Team. If updates are needed or plugins needed, please contact the District Web Development Team at HollandDistrict1TRuritan@gmail.com.**



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Group 2 - Posts- Articles

2-1 Posts-Articles-Title, Permalink (Fixed Address), Paragraph, Adding Media, and Buttons

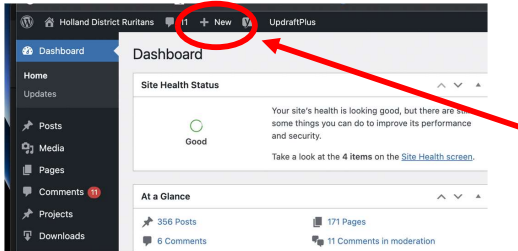
Actions: At the end of this document, you will be on your way to creating an article. There are five tasks to this Section.

Conditions: Given a computer, logged into the WordPress Backend and this training document.

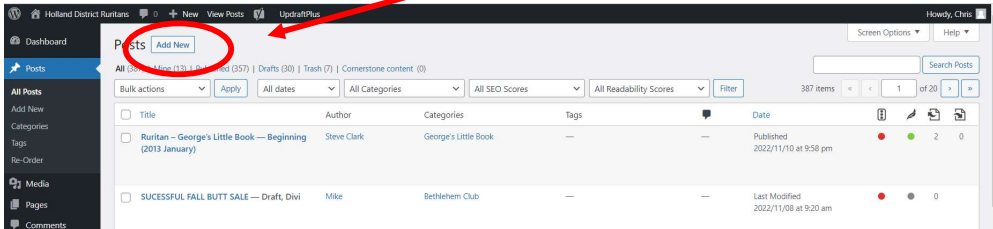
Standards: By the end of this module, you will be able to create the title, permalink (fixed web address), paragraph, add media and buttons

Section 1: Starting to Post an Article

Step 1: Go to WordPress Backend. Here is where you will create the article.



Or



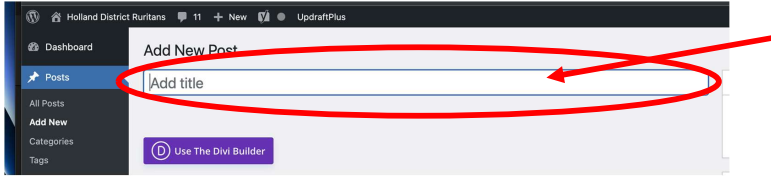
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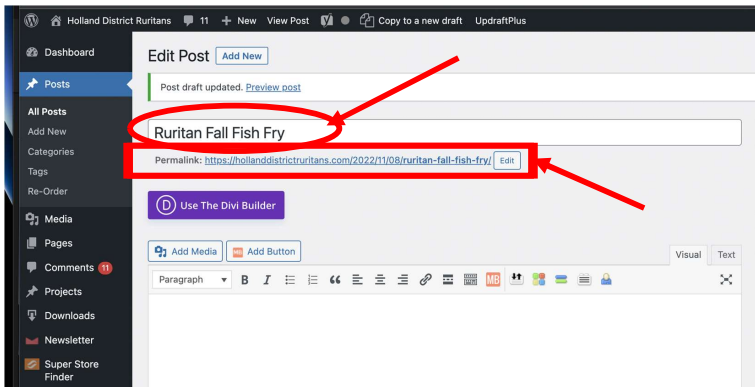
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Step 2: Add New Post screen will appear (see below).

Start the Article by typing in the Title of the Article in the block. (We will name this article Ruritan Fall Fish Fry). Hit Return.



You have now added the Title for the article. You have also added a Permalink. The Permalink is automatically generated for you. Permalinks are the permanent URLs of your posts, pages, categories, and other archive pages on your website. These URLs are permanent and should never be changed once you have published the article — hence the name *per*malink. It can be changed before publishing the article if desired to improve search for your post.



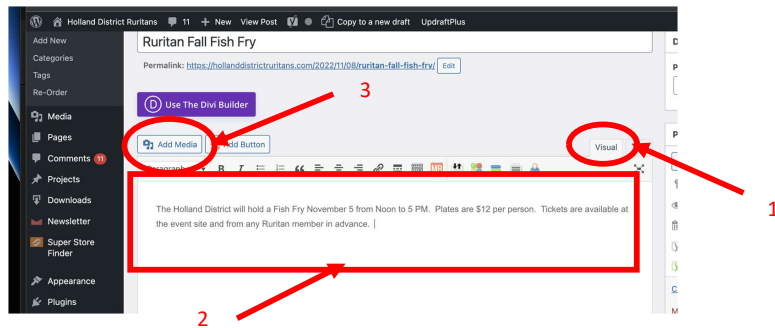
Permalinks help to create a URL structure that is easy for both people and search engines to understand and share. It is used when another blogger, Google, wants to link to your article, or you want to share the article. For purposes of this training, we will not customize the Permalink.

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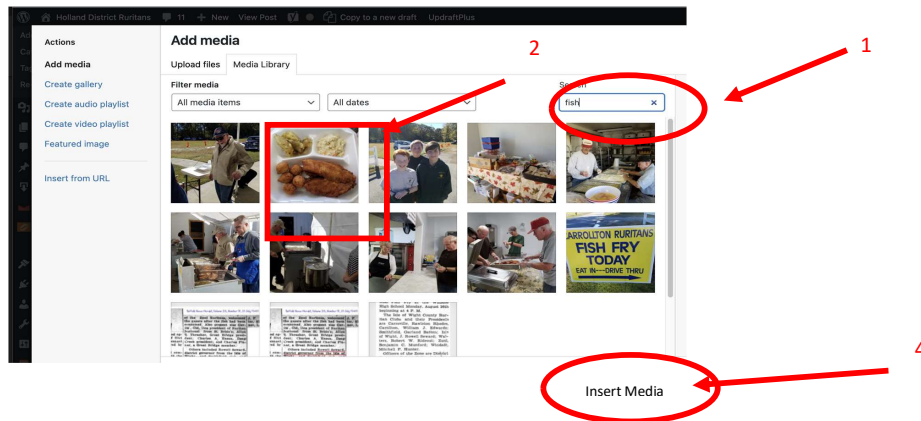


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Step 3: Add Text to your Article. Before typing look and verify the Visual button is highlighted. If not click on it (1). This is what you'll use to type in the text of your article. It works much like any word processing program. Type in the text (2). You may also use MS Word or WinWord as hyperlinks will copy over instead of having to manually add it.



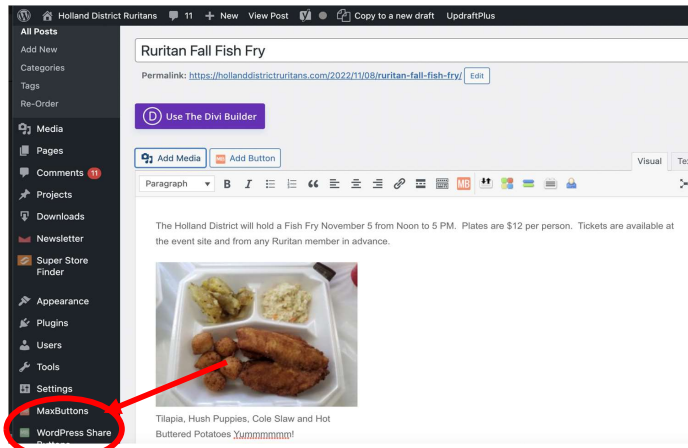
Step 4: Add Media to your article if desired (3 above). Click on the Add Media Button. This will take you to the Media Library. See Training Module (3-1) for more detail on the Media Library. Here we will add a picture from the library to the article. Do a search (1) for a picture to use. Select the photo (2). Click on the button on the lower left "Insert Media (4)" in Post". (Insert media will appear as a button on your computer.) You may also Upload Files from your computer.



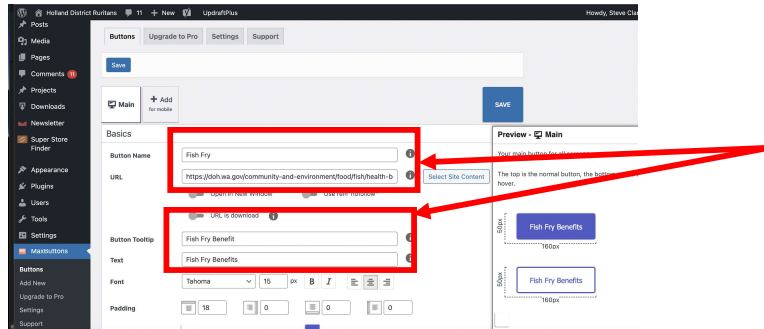
Step 4: Add a Button to your article if desired. Buttons are used to prompt visitors to your article to take action with a button-style link. Your button can link to other pages on your site or an external page. First create a button using the MaxButton plug-in or if there is already a button in the library to suit your purpose, you can use that. Here we will create a new button. The Picture will appear in the article. Click on the picture to reposition it within the article and a pop-up will appear with options. You may also set it up so the text wraps, is in line with or is behind the text. Add a caption to the picture. (See Training Module (3-1) for more detail on captioning a picture).

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Hover over MaxButton (see above). A menu list will pop up. Click on Add New. A screen will pop up to create the button. The best way to learn how to create buttons is by searching for a MaxButton tutorial. Here is one You Tube video which describes the basics. <https://www.youtube.com/watch?v=XAAy4vapnV>. Below is a screenshot of the boxes filled out to create the button used in this article.



Below is what the button will appear once added to the article. This is not what it will look like when the article is published. The next screenshot will show how the button will appear in the article once published.

D

Use The Divi Builder

Add Media

Add Button

Paragraph

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The Holland District will hold a Fish Fry November 5 from Noon to 5 PM. Plates are \$12 per person. The event site and from any Ruritan member in advance.

[maxbutton id="2"]



Tilapia, Hush Puppies, Cole Slaw and Hot Buttered Potatoes Yummmmmm!

Ruritan Fall Fish Fry

by Steve Clark | Nov 8, 2022 | Bethlehem Club | 0 comments

Submit a Comment

Logged in as Steve Clark. [Edit your profile](#). [Log out?](#)
Required fields are marked *

Comment *

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2-2 Posts/ Articles: Publishing- Preview, Draft, Pending Review, Previewing an Article, Publish, Visibility (Password Protect), Posting, Saving Work

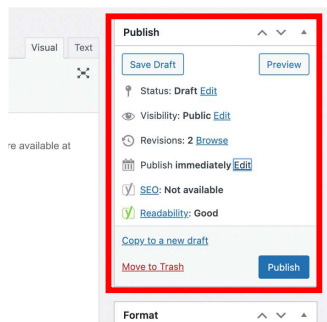
Actions: At the end of this document, you will understand options available for publishing a post.

Conditions: Given a computer, logged into the WordPress Backend and this training document.

Standards: By the end of this module, you will be able to create the title, permalink (fixed web address), paragraph, add media and buttons

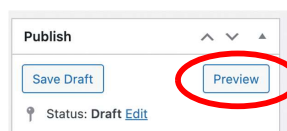
Option 1: Working from a draft is where you will start.

Once you've added all your content to the post, you have several options to Publish it. Below is where you'll find those options.



Option 2: Preview

Preview - Clicking the *Preview* button will show you a preview of the current Page as it will appear once published.

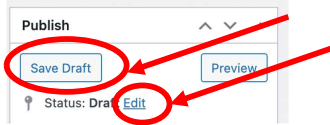


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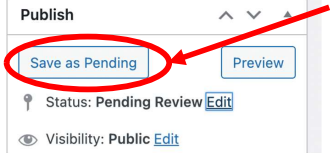
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Option 3: Save as Draft - Clicking the *Save Draft* button saves a draft of the post. It means the post has not been published and remains a draft for you.



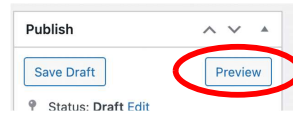
Option 4: Save as Pending Review

This same button can be toggled for another option by clicking on *Edit* and changing the button to *Save as Pending*. This means the draft is waiting for review by others before publishing.



Option 5: Previewing an article.

If you want to simply preview the post to see what it will look like if Published (before it is Published), click the *Preview* button.



Option 6: Visibility

There are options to choose from regarding the visibility of your post.

You can change the visibility of the article/post or page by clicking the *Edit* link just to the right of *Visibility*: within the *Publish* panel.

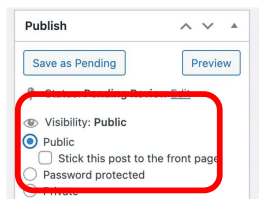
- **Public** is the default setting that means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- **Password Protected** is a setting that allows you to assign a password to your article/post or page. Only people who have the password will be able to access the page. In our case this is how we create a member's area to post a calendar and other information that is only relevant to the club members.

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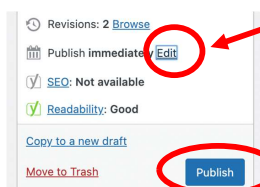
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- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.



Option 7: Posting an Article

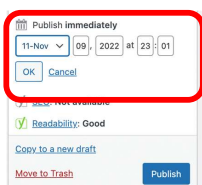
Lastly there is the option to Publish the post.



By default, if you select the *Publish* button, your post will be immediately published.

Option 8: Choosing a date and time to publish the article.

If you want to choose the date/time to publish, edit the button and select the date/time.



Option 9: Saving work.

At any time if you are working on a document, you can save it as a draft as previously covered in Option 3, and you can post it as in Option 7.

Note: Keep in mind it is expected that you leave no more than one year of articles online. It is recommended that if you use articles again next year, you can put it back in draft and update it to post the following year. Other articles and photos must be removed regularly. **It is recommended that the club purchase a hard drive to store archive data for historical reasons if need.**

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2-3 Posts-Articles-Categories and How They Work (2-4) Tags- Hyper reference and Search Features of this option.

Note: This is an explanation of what categories are and how they are used in word press. **Removing, adding, or modifying categories will completely change the way WordPress will function and appear. These changes are permanent. It could crash the web site or cause the loss of data since the last time a site backup was performed this can have an impact on the 51 Clubs, 6 Zones and District information.** Only District Web Developers with specific training and Paid Web Developers are authorized to remove, add, or modify categories. Contact the District Web Development team at HollandDistrict@Ruritan@gmail.com.

Actions: Understand what categories are available for use on our web page and how we use them.

Conditions: Given a computer, logged into the Back End (Word Press), and this training document.

Standards: By the end of this module, you will be able to select the right category to post your article to.

Section 1: Understand what a category is.

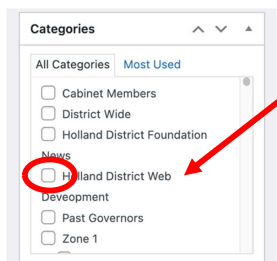
Overview: A category is like a table of contents (or assignment catalogue for items) in the front of a book. They separate the contents of the website into general topics. As stated above, the website is set up with only a few categories. The two categories most used are those to post an article either to the Holland District page or your own club's page.

Section 2: Posting an article to the Holland District Page (Same when assigning to Club News and Club Remembrances as you will see below).

Overview: Choose this category when you want your article visible to all the Holland District (Reserved for District Developers). It will appear on the main Holland District News Webpage.

Step 1: Scroll through the categories and uncheck any categories that may be pre-checked.

Step 2: Scroll to Holland District and click box to select this category.



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Step 3: You're done. When published, the article will show up on the Holland District Page.

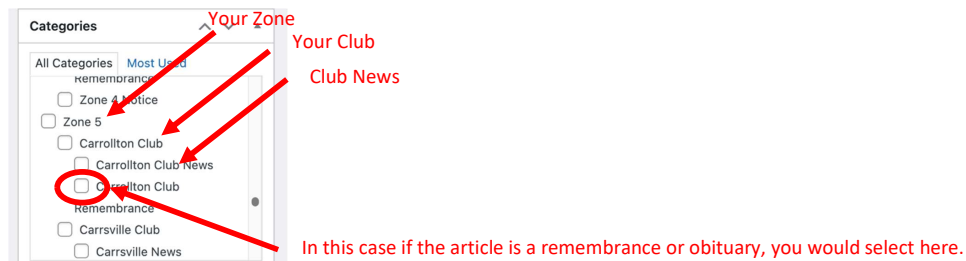
Section 3: Posting an article to your club's page.

Overview: Choose this category when you want your article visible only to your club's page. For this, we will be creating a remembrance article for a member that has passed.

Step 1: Scroll through the categories and uncheck any categories that may be pre-checked.

Step 2: Club's pages are organized by zones (One through Six in numerical order). Scroll down and find your zone. Continue to scroll through the zone to find your club. (Clubs are listed in alphabetical order).

Step 3: Each club has two subcategories to choose from. They are "Club News" and "Remembrances". Use the remembrance category to honor deceased club members. (Most clubs post obituaries here). For all else, use the club news category. Click on the check box beside Remembrances to select.



Step 4: You're done. When published, the article will show up on your club's page under Reembraces.

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2-4 Posts-Articles-Tags-Hyper Reference and Search Features of This Option

Note: This is an explanation of what Tags are and how they are used in a search.

Actions: Understand what Tags they are and how they are used to hyper reference a Post.

Conditions: Given a computer, logged into the Back End (Word Press), and this training document.

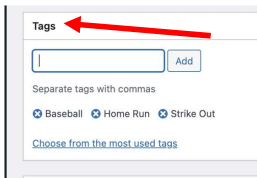
Standards: By the end of this module, you will be able to add Tags to your article and search.

Section 1: Understand what a Tag is.

Overview: A WordPress tag is one of the default tools you can use to categorize your WordPress posts. Each post can contain multiple tags and visitors can click on a tag to find similar posts that have that same tag. Adding a tag to a post is optional.

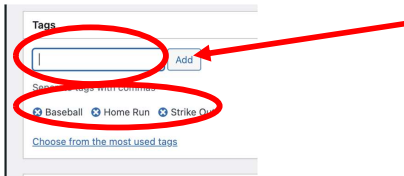
Section 2: Adding a Tag to a Post

Step 1: Scroll down your post and find the box labeled Tags.



Step 2: Type in the name of the Tag in the text box and Click on the Add Box.

The tag name will show up below the text box (See tags added). You can add as many or few tags as you like to a post.



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Section 3: Search Features for Tags

Overview: Searches are conducted on the home page. Selecting the proper tags will draw people to your articles from there. Until tags are put in place, people will not find them. Here are some examples of tags:

Club Home Page: Zone, Club name, Ruritan, Counties, Cities, Events, Fundraisers, Main things your club does annually.

Remembrance: Remembrance, Persons Name, Zone, Club

News: All key things included in article, see examples below:

Event: Oyster Feast, 25 October 2022, October, 2022, Club, Zone, Key Words, etc.

Forms: Club, Zone, Form Name, Form Number, Title of form, what form is for, Key Words, etc.

Community Articles where Ruritan Participated: Club, Zone, Event, Location, Date, key words, etc.

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2-5 Posts-Articles- Featured Images - How to Add and Where They Show Up

Note: This is an explanation of what a Featured Image is, how to add them to a post and where they show up.

Actions: Understand Featured Images and How to Use them in Post.

Conditions: Starting point is the WordPress “Backend” – <https://hollanddistrictruritans.com/wp-admin/> which is entered with your password. First time users: use your club-email and create your own password. Access the article you have been working on for this lesson.

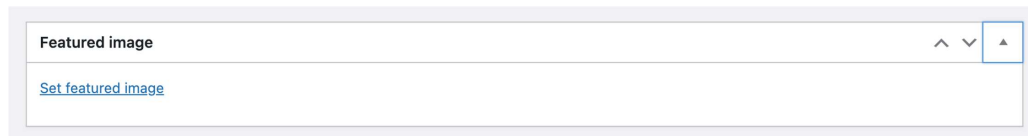
Standards: By the end of this module, you will be able to Complete an article as long as you have completed all five sections of this

Section 1: Understand what a Featured Image Is.

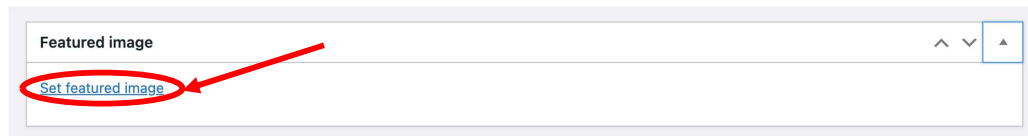
Overview: A featured image sets the article’s mood or theme of the post. The posts can only have a single featured image. This shows the featured image as it shows on the News or remembrance article listing.

Section 2: Adding a Featured Image to a Post

Step 1: Locate the Featured Image Section



Step 2: Click Set Featured Image. You will then see options to choose an image from your site’s Media Library, Google Photos, etc. (Note: Copyrighted Images cannot be used without permission) If you want to upload an image from your computer, choose Media Library and then click the Upload files tab. For this training, we will choose a photo from the Media Library.



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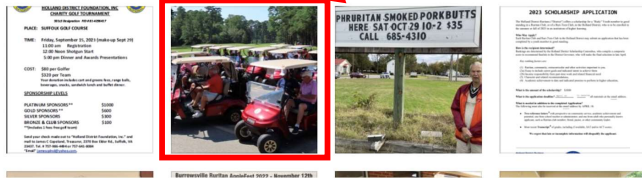
Step 3: Select the Photo to be used as the Featured Image by clicking on it.

Featured image

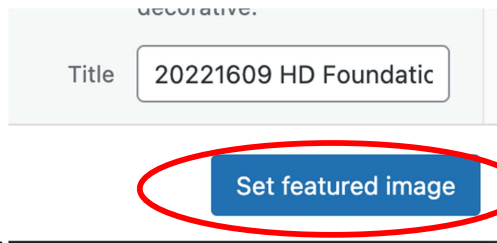
Upload files **Media Library**

Filter media

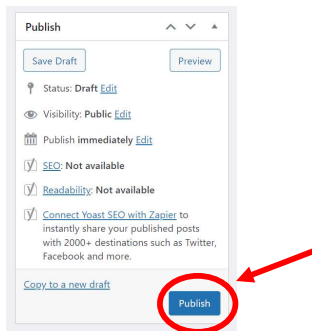
Images ▼ All dates ▼



Step 4: After selecting your image, click the button Set Featured Image at the bottom right.



Step 5: Click Update on your post/page to save your changes. Your featured image is now set!

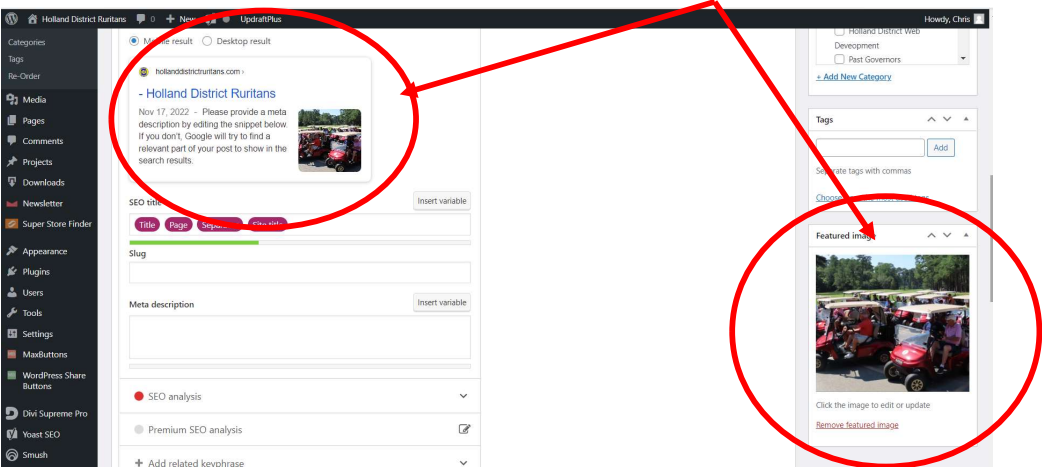


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Step 6: The picture will appear below the Set featured image, in the featured image box. It will also show the image in the ad that will appear on your page.



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Group 3 - Media Library

3-1 Media Library -- Adding and identifying a photo and Video, Removing old media.

Note: To begin this task, you must already have a picture in mind that is saved in an accessible folder. It is best that this photo be cropped and saved in a square format for most uses on this web site. **You must not use copyrighted materials.** If there is a copyright anywhere on the page you recovered a photo from, then it is not to be used on the site. You can create and post pictures and use open-source pictures that have no copyright. All Changes are considered permanent except see Section 2 about deleting a photo in the media library.

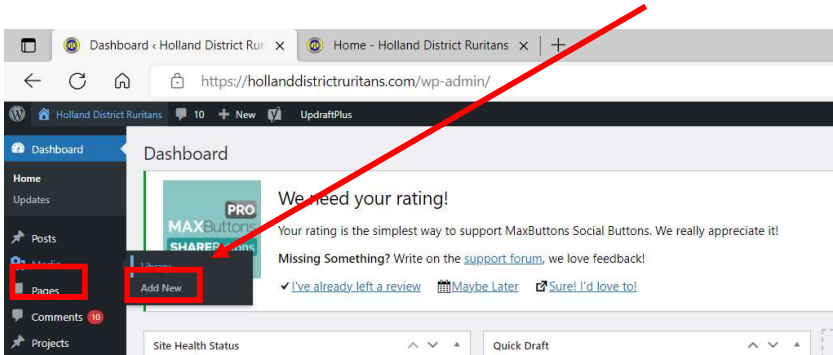
Actions: This section describes the basic steps to post (or delete) a photo to the Media Library

Conditions: Starting point is the WordPress “Backend” – <https://hollandistricturritans.com/wp-admin/> which is entered with your password.

Standards: This Section should guide you to add a photo (JPG and PNG format) or a small video file.

Section 1: Media Library- Add a photo or Video.

Step 1: Go to the WordPress “Backend” which shows “Dashboard” in the upper left corner. Select “Media” in the Menu along the left edge. This will take you to the “Media Library.”



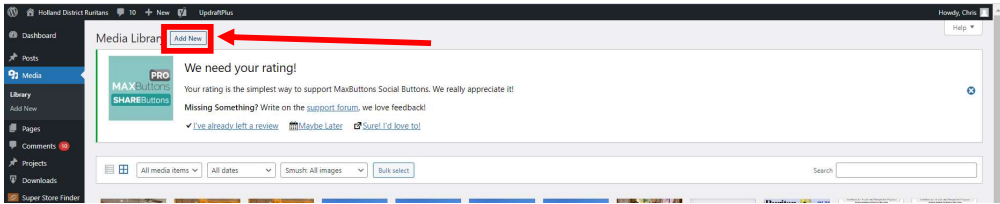
This will take you to the “Media Library” where you can see all currently filed photos and documents.

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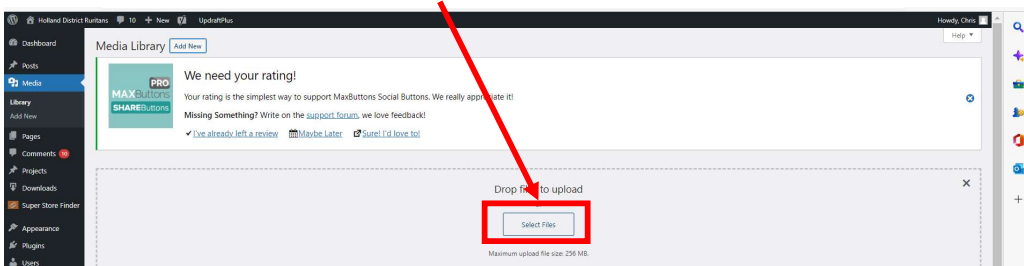


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Step 2: Go to “Add New” button and select this.



Step 3:
Go to “Select Files” button and select this.



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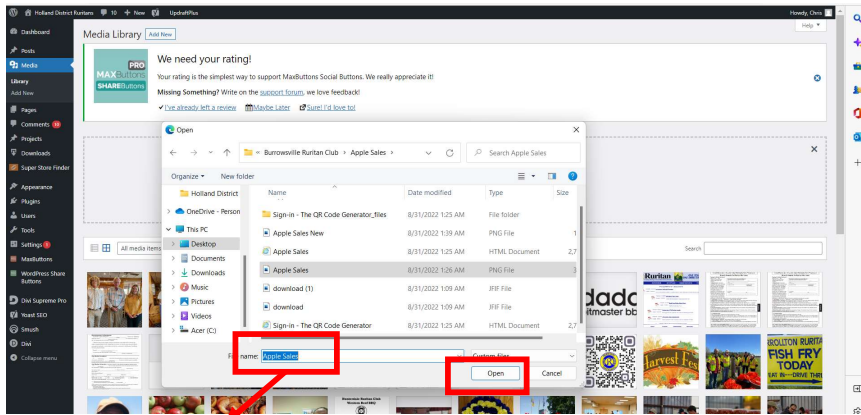


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Step 4: Select the folder location and file for the location of the photo or video that you have chosen.

The name will show in the "File Name" box. Then click "Open".

Note: Some files will not open if they are not in the proper picture format, use another program to save it into JPG or PNG format. [\(see Tools\)](#)



Your selected photo will appear in a few seconds in the upper left corner of the photos saved in the library.

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Step 5: Click on a photo to bring up "Attachment Details".

1. The ALT TEXT (Step 6, 3) is added to attract web searches.
2. A TITLE (Step 6, 1) should be in the format recommended below.
3. A short CAPTION (step 6, 2) that will appear with the image.
4. The DESCRIPTION (Step 6, 4) is optional for internal catalog data.

See Overview about these image details.

The lower left button "Copy URL to clipboard" is used to place the photo in an article. The lower "Edit image" can be used to square-crop or make other changes if needed.

The bottom-right has a line to Delete permanently.

NOTE: delete a photo **ONLY** if it is your and you know it is no longer used anywhere on the web site.

Click X in the upper right corner to close out this page. of details and return to the "Dashboard" menu when you are finished filling out all the data needed.

Overview: More about "Attachment Details" for an image.

1. TITLE is a short keyword description of an image that is **used internally** by WordPress for search and display and how images are sorted in the MEDIA LIBRARY. The title is the only attachment detail **required** by WordPress. Title defaults to the name of the file but should be changed to a short descriptive title (ex. 20221022-FFBurrowsville (YYYYMMDD Fish Fry Club Name). This will make them searchable. by date and removable by date. This will take time to change current images, but will help to convert the library.

The following format is preferred to label media for Ruritan Holland District media:

YYYYMMDD abbreviation of event and Club name.
For example: 20220916 GT Holland District

Uploaded on: October 19, 2022
Uploaded by: Jim
File name: IMG_1495c-scaled-e1667245144434.jpg
File type: image/jpeg
File size: 3.8 KB
Dimensions: 1000 by 1157 pixels
Original image: IMG_1495c.jpg

Alternative Text
[Learn how to describe the purpose of the image.](#)
Leave empty if the image is purely decorative.

Title
20221609 HD Foundation Golf carts sta

Caption
2022 Sept 16 HD Foundation Golf carts depart for shotgun start

Description

File URL: <https://hollandistrictruritans.com/wp-cc>
[Copy URL to clipboard](#)

Required fields are marked *

For Divi Supreme Modules only

Link URL
Link Target: In The Same Window
☐ Download as file

Smush: 17 images reduced by 210.1 KB (6.3%)
Image size: 237.9 KB
[View Stats](#)

[View attachment page](#) | [Edit more details](#) | [Delete permanently](#)

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This will also shorten the amount of data used when saving names for the site. Site space is limited, it is up to us to manage it properly.

2. CAPTION is a short descriptive text that is **visible to all users of the website**, either adjacent to or superimposed on the image. This text is automatically inserted into the article or page. It is just like the text you would see under an image in an actual News Paper.

3. ALT TEXT is a short keyword description of an image that is visible to **external** search engines and **screen readers (for visually impaired)** it is **always recommended that this text be filled out to help all of our viewers**. It is not visible on the website – unlike captions.

4. DESCRIPTION is optional. The text is stored as content for the Attachment post. That means if someone clicks on the Attachment post for an image they will see the full **description**, provided the current theme supports it. They will also see the image **title**, **caption** and the **description** and meta data that shows what post the image is associated with, and a link to the original image size, and navigation links to other images in the same post.

Note: Changing an image's ALT TEXT or CAPTION in the Media Library will not change it in posts and pages where the image is already used. It is not recommended that you use other people's images. Get their permission and add your club's name to the Title to ensure someone does not remove the image when using it as bolded in the ex. (ex. 20221022 FF Burrowsville, **Carrollton**).

Step 6: The lower left button "Copy URL to clipboard" provides one way to place the photo in an article.

Step 7: Link URL- This allows you to set a default link to an outside web site. Please do not post links to outside sites unless you have your club committee's permission to do so and a reason to do so.

Step 8: Link Target- This allows you to specify if you want your site link to open in the same window or an external window. Please have all outside links open in a new window. Linking to other articles, forms or things on our website should be done in the same window.

Step 9: Download as a file- This allows others to download images from our site. **Do Not Select this button**, we do not offer any images as free use to others.
Smush-

Step 10: Attachment Display Settings in Article or Page.

Align- This chooses the alignment options for your photo, try the different options and see how they work for your article.

Link to- This allows you to add the URL as listed above.

Size- This allows the designer to choose a size that is smaller than the original to have the quality they need, do not select a size that is larger than needed as it will take up more space on the website.

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Section 2: Media Library – Removing old media.

The bottom-right of the “Attachment Details” section has a line of hyperlinks:

[View attachment page](#) | [Edit more details](#) | [Delete permanently](#).

Before you “Delete Permanently” any photo or other media from the Library, you must be certain that this specific version of the photo or document is no longer used anywhere on the Ruritan District web site by clubs or zones or the Foundation. It is best that you remove only your own photos since you will know their history.

View Attachment Page- allows you to see the original photo in the original size selected when posted to the internet.

Edit mote details- allows you to make changes that are added by plugins. Research more about this before doing so. Ask the District Web Team before making changes here.

Delete Permanently- If you delete it permanently, it cannot be recovered. Make sure you save a copy of the image in case it is still needed for future use.

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Group 4 - Pages- Web Pages

4 -1 Pages-Title, Permalink (Fixed Address), Divi Building, and Page Attributes

Note: There are different ways to create a page in WordPress, please pay attention to all notes or you will have problems with your pages.

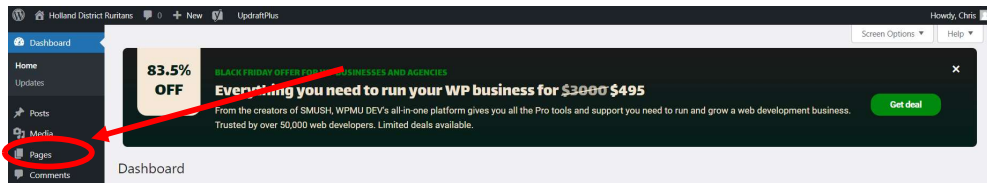
Actions: At the end of this document, you will be on your way to creating an article. There are five tasks to this Section.

Conditions: Given a computer, logged into the WordPress Backend and this training document.

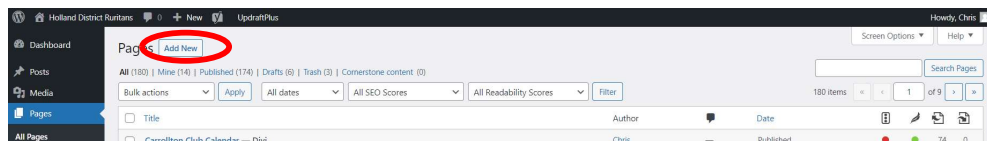
Standards: By the end of this module, you will be able to create the title, permalink (fixed web address), paragraph, add media and buttons

Section 1: Starting to a page, What Not to DO! This will start from scratch and rebuild everything. DO NOT DO! <- <- <-

Note: **DO NOT DO THIS.** It removes preformatting for your pages and will not navigate properly. Go to WordPress Backend. Here is where you will create the article.



Then select here.



Note: This will start from scratch and rebuild everything. DO NOT DO! <- <- <-

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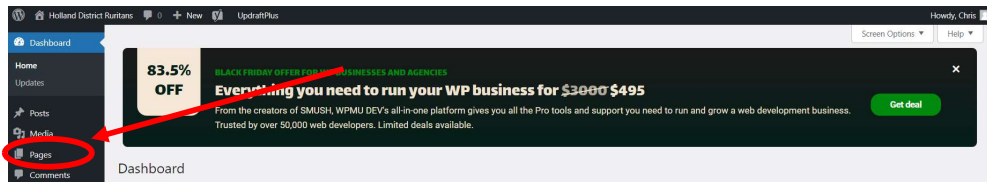


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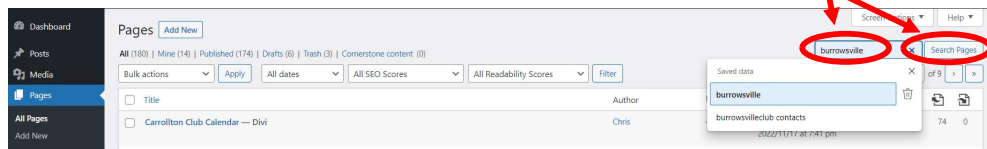
Section 2: Building a page for your site.

Step 1:

Go to WordPress Backend. Here is where you will create the article.

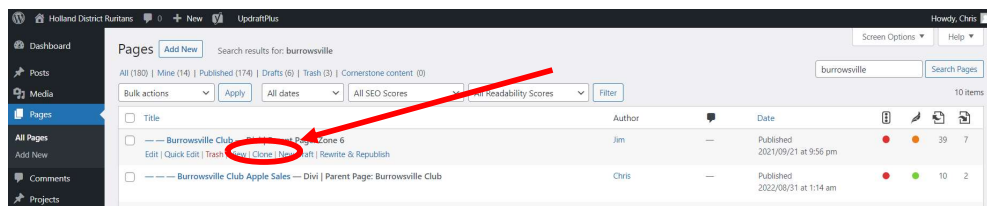


Step 2: Next, search for your club page by entering the text and clicking on search page.



Step 3: Find your Club page and create a clone. The text below will appear when you hover your mouse over the page name.

Note: This is for creating a new page only for your site. It keeps the formatting for all pages. A note appears later, on how to work on existing pages.

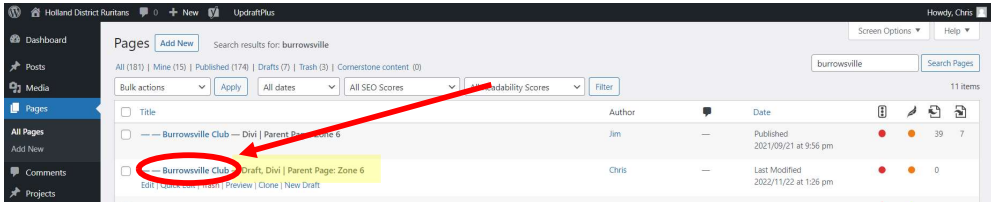


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Step 4: Go to the draft and click on the title to allow you to edit it. (Draft is highlighted here for you to see it.



Note: These steps should be taken to back up your page prior to working on it too. **Important! On the club page or any other page that is already created, you need to work from the original not the draft or it will mess up the links in the page.** This is only for the first time building a page.

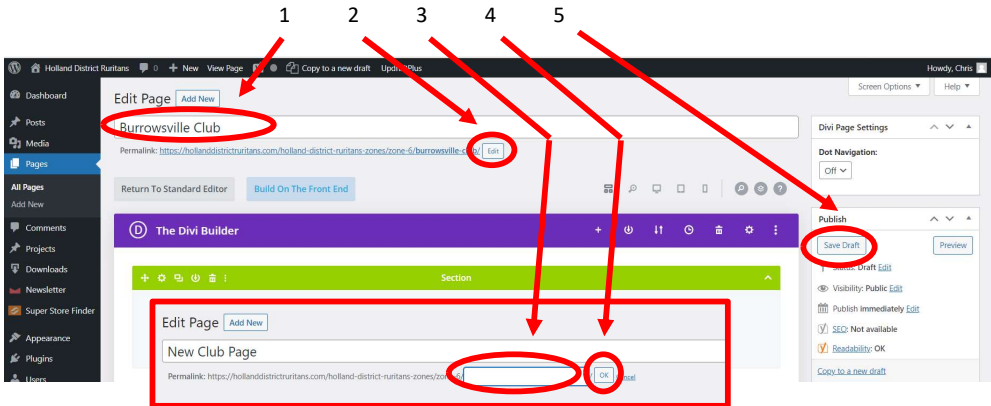
Section 2: Editing the Page.

Step 1: Editing the title.

Note: Editing the title for an existing page will make it unavailable to any menus, or other links previously made. The benefit to this when making a new page is that you will not have erroneous links to that page.

When working with a new page, take the draft of the existing page and change the name (1). Click on edit (2) Permalink: and delete the editable contents (3) of the Permalink, click on ok (4) then click on save draft (5).

Note: You will see the Permalink: to update with the new link automatically. Update, Update, and update when editing your pages. If you do not save your pages the information has already been overwritten and may corrupt your page. This is why it is important to create a Draft when editing an original to recover from. The Edit Page box is what will pop up when you are following these steps.



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You have now added the Title for the article. You have also added a Permalink. The Permalink is automatically generated for you. Permalinks are the permanent URLs for your posts, pages, categories, and other archive pages on your website. These URLs are permanent and should never be changed once you have published the item - hence the name *permalink* (Permanent Link). It can be changed before publishing the article if desired to improve search for your post.

Permalinks help to create a URL structure that is easy for both people and search engines to understand and share. It is used when another blogger, Google, wants to link to your article, or you want to share the article. For purposes of this training, we will not customize the Permalink.

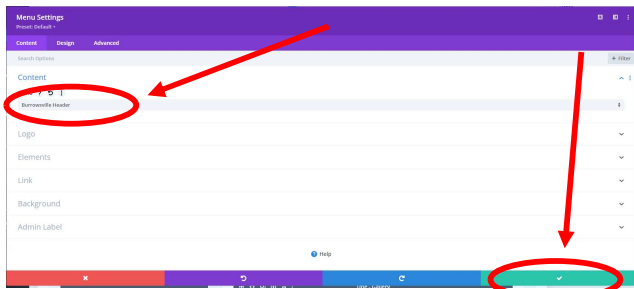
Step 2: The Divi Builder. More information on Divi Builder can be found in the section on Plugins. There is a link to their page there. The Cog is the key component to this. I will review a basic page so that you will understand. It is not edited manually like an article; it used inputs and modules to make it function properly. See Divi Builder Image and Numbers to understand the parts in this section. We will break down what each section does here. The page is separated into sections. This is how I will describe what needs to be done to edit your page.

The Cog (1)- Editing that portion of the page. Every Box has one and allows you to do things based on the box or input section that you choose. The Color does not matter, that depends on the level of the table that you are working on. If you get to know Code, this will make more sense, this is just a basic definition.

Section 1-2 at the top of the page down through breadcrumbs (2) - This is Not to Be Used, it is set up as part of the theme setup. You are not allowed to change anything in Divi Builder unless it is specified here.

Section 3 (3)- The menu, this is the menu that you build for the top of your pages.

Note: If you do not add this page to your menu after you have created the permalink, it will not appear on the menu or have a link to it. When you click on the cog, you will get a box like this. To add your menu, simply change the name of the menu to the one you have created and select the Green Check mark. The Red X is discarding changes, the arrows are undo and redo. Shown in step 4 below.



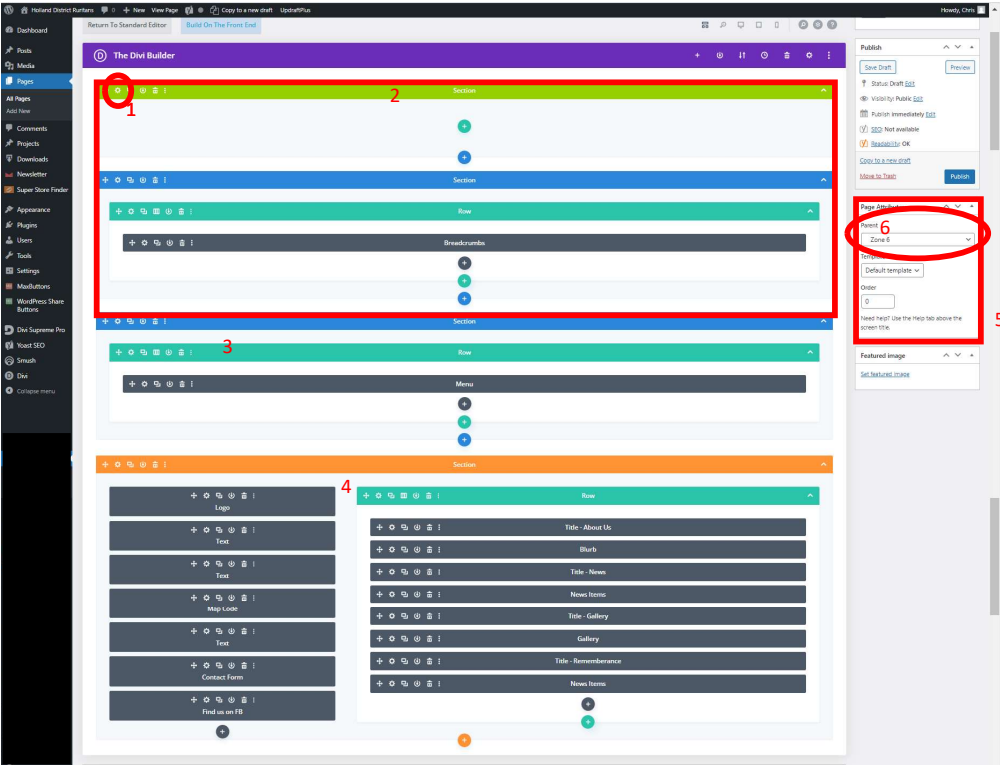
Section (4)- Orange, It is the actual body of the article. It will be explained in the next Step.

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Note: If you copy data from another site, make sure to change the directional information (5) to your clubs here. This is for a club page, so it will show under a zone page. If you have a menu item, select your club as the parent (6).



Step 3: Editing the Body of a Page, Side by side comparison.

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Diagram illustrating the structure of a Ruritan Club Website, showing the relationship between the Divi Builder interface and the resulting website layout.

Divi Builder Interface (Left):

- Logo
- Text
- Text
- Map Code
- Text
- Contact Form
- Find us on FB

Website Layout (Right):

- Header:** Home, Club Contacts, Burrowsville Club Calendar, Events, Members Page
- Main Content Area:**
 - About Us:** We were established in 1960 and have been involved in the local community since. We currently have 40+ members. Please fill out the form to contact us if you are looking for information on our organization and/or wish to join. Please let us know if you know someone currently in the club or the area you live in.
 - New Club Page News:** Burrowsville Harvest Fest 2022, Burrowsville Apple Sales 2022
 - New Club Page Photos:** Photos of club members and events.
 - Burrowsville Remembrance:** Photos of club members.
- Footer:** 1 2 3 Next

Arrows indicate the mapping of Divi Builder elements to the website layout:

- Logo → Burrowsville Club Logo
- Text → About Us
- Text → New Club Page News
- Map Code → Location
- Text → Contact New Club Page
- Contact Form → Contact New Club Page
- Find us on FB → Find us on Facebook

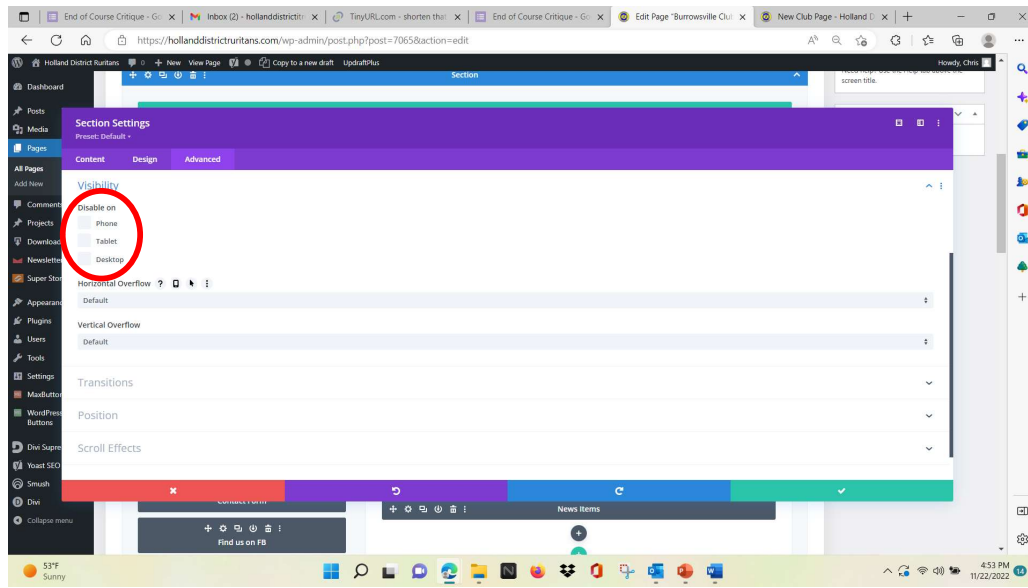
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Note: The gray boxes can be added by clicking on the plus sign at the bottom. The more experience you have the more you can do. Create a draft of your page, modify these and see what you can do. You can click on the cog and see what that does, there are a variety of selections that you may choose from. Buttons can be added here in different ways, look what you want to do.

Step 4: Making something visible to all formats. Mobile, Tablet and PC. In your sections as shown below, you can click on the cog to have this box appear. To select how you want something to appear, you need to make sure that the item is not disabled on. The menu item for your page will show up as disabled here on your main page. **Changing this will allow you to add a menu to your page.**



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4-2 Pages- Publishing- Draft, Publish, Pending Review, Visibility (Password Protect), Posting, Saving Work

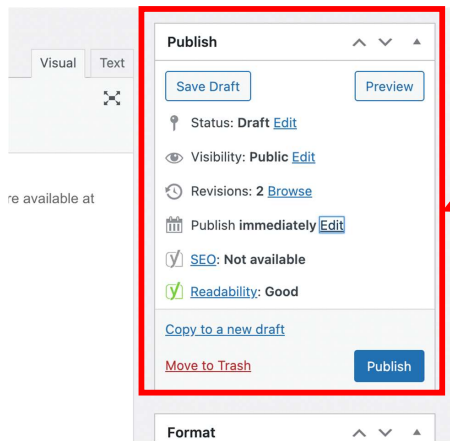
Actions: At the end of this document, you will understand options available for publishing an article.

Conditions: Given a computer, logged into the WordPress Backend and this training document.

Standards: By the end of this module, you will be able to properly publish a Page and update it.

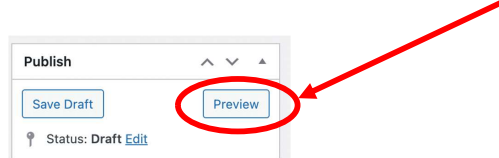
Section 1: Draft.

Option 1: Once you've added all your content to the page, you have several options to Publish it. Below is where you'll find those options.



Option 2: Preview

Preview - Clicking the *Preview* button will show you a preview of the current Page as it will appear once published.



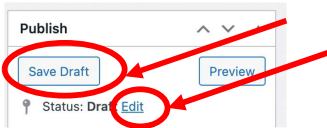
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Option 3: Save as Draft - Clicking the *Save Draft* button saves a draft of the page. It means the page has not been published and remains a draft for you.

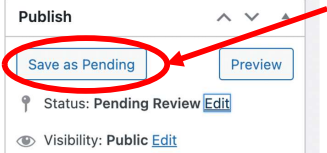
Note: With pages, if you do not link to it in some way (a menu) you will not be able to access it publicly.



Option 4: Save as Pending Review

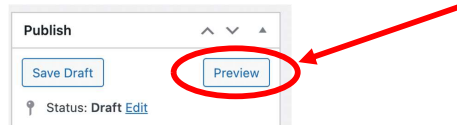
This same button can be toggled for another option by clicking on *Edit* and changing the button to *Save as Pending*. This means the draft is waiting for review by others before publishing.

Note: This is only if someone does not have publishing rights for their club page. Allows for someone to write and someone to review. This can be done on request.



Option 5: Previewing an article.

If you want to simply preview the post to see what it will look like if Published (before it is Published), click the *Preview* button.



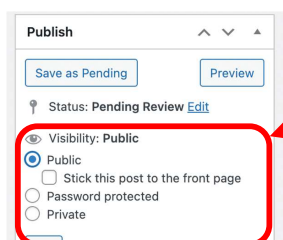


Option 6: Visibility

There are options to choose from regarding the visibility of your post.

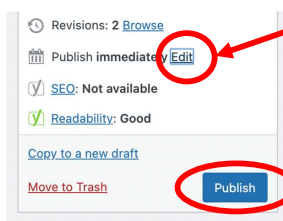
You can change the visibility of the article/post or page by clicking the *Edit* link just to the right of *Visibility*: within the *Publish* panel.

- **Public** is the default setting that means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- **Password Protected** is a setting that allows you to assign a password to your article/post or page. Only people who have the password will be able to access the page. In our case this is how we create a member's area to post a calendar and other information that is only relevant to the club members.
- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.



Option 7: Posting a Page

Lastly there is the option to Publish the post.



By default, if you select the *Publish* button, your page will be immediately published.

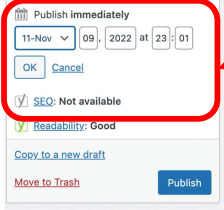
Option 8: Choosing a date and time to publish the article.

If you want to choose the date/time to publish, edit the button and select the date/time.

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A screenshot of the WordPress 'Publish Immediately' dialog box. The date is set to '11-Nov' and the time to '09:23:01'. There are 'OK' and 'Cancel' buttons. Below the date/time, it says 'SEO: Not available' and 'Readability: Good'. At the bottom, there are links for 'Copy to a new draft', 'Move to Trash', and a 'Publish' button. A red rectangle highlights the date and time selection area, with a red arrow pointing to it from the right.

Option 9: Saving work.

At any time if you are working on a document, you can save it as a draft as previously covered in Option 3, and you can post it as in Option 7.

Note: Keep in mind it is expected that you leave no more than one year of articles online. It is recommended that if you use articles again next year, you can put it back in draft and update it to post the following year. Other articles and photos must be removed regularly. **It is recommended that the club purchase a hard drive to store archive data for historical reasons if needed.** Not all clubs have this option.

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4-3 Pages- All Pages, editing an existing (Note all changes are permanent)

Actions: At the end of this document, you will understand options available for publishing a post.

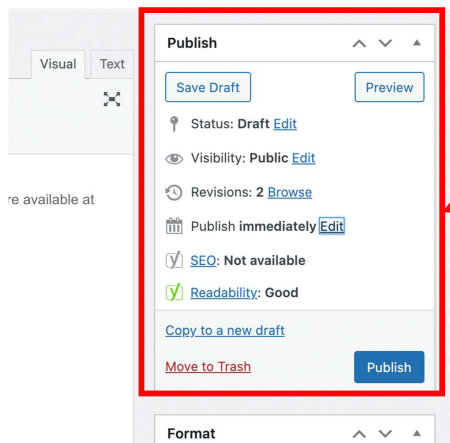
Conditions: Given a computer, logged into the WordPress Backend and this training document.

Standards: By the end of this module, you will be able to create the title, permalink (fixed web address), paragraph, add media and buttons

Section 1: Draft.

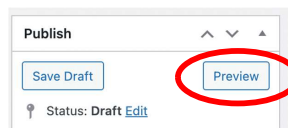
Option 1: Publishing

Once you've added all your content to the post, you have several options to Publish it. Below is where you'll find those options.



Option 2: Preview

Preview - Clicking the *Preview* button will show you a preview of the current Page as it will appear once published.

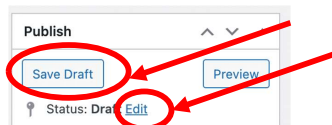


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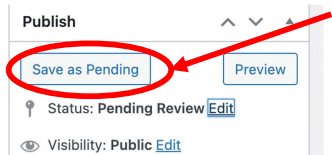
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Option 3: Save as Draft - Clicking the *Save Draft* button saves a draft of the post. It means the post has not been published and remains a draft for you.



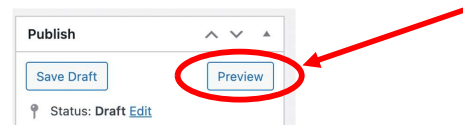
Option 4: Save as Pending Review

This same button can be toggled for another option by clicking on *Edit* and changing the button to *Save as Pending*. This means the draft is waiting for review by others before publishing.



Option 5: Previewing an article.

If you want to simply preview the post to see what it will look like if Published (before it is Published), click the *Preview* button.



Option 6: Visibility

There are options to choose from regarding the visibility of your post.

You can change the visibility of the article/post or page by clicking the *Edit* link just to the right of *Visibility*: within the *Publish* panel.

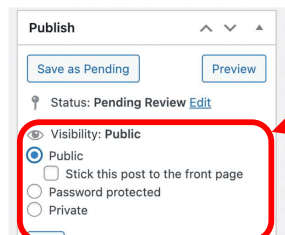
- **Public** is the default setting that means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- **Password Protected** is a setting that allows you to assign a password to your article/post or page. Only people who have the password will be able to access the page. In our case this is how we create a member's area to post a calendar and other information that is only relevant to the club members.

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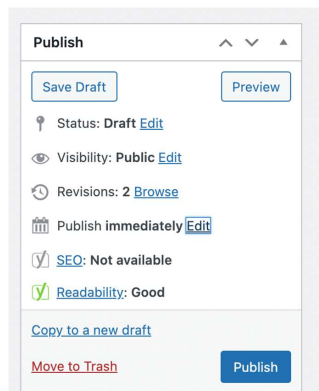
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- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.



Option 8: Revisions

Revisions allow you to recover a page to a previous version. **If you delete the page this will no longer be available without a district representative to help you.**



After clicking on revisions, you will see the image on the next page.

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Part 1 (1) Has all the revisions you can scroll through.

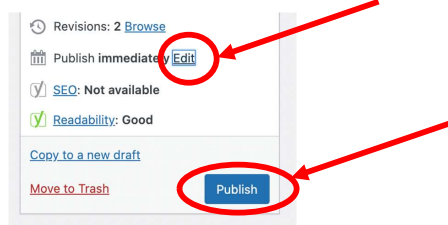
This should have a date by the revision, choose a date that you want to recover it too. Choose one prior to the date and time you saved the change and made the error.

Note: Remember not saving it can create a draft version that may cause issues in your page.

Part 2 (2) Shows the revisions changed, usually in code. If you do not understand this, contact the District Web development team.

Option 7: Posting an article.

There is the option to Publish the post.



By default, if you select the *Publish* button, your post will be immediately published.

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Option 8: Choosing a date and time to publish the article.

If you want to choose the date/time to publish, edit the button (in the image above) and select the date/time.

A screenshot of the WordPress 'Publish' button interface. The button is labeled 'Publish immediately'. Below it, there is a date and time selector showing '11-Nov', a dropdown arrow, '09', the year '2022', 'at', '23', and '01'. Below the selector are 'OK' and 'Cancel' buttons. A red rectangle highlights the date/time selector area, and a red arrow points to it from the right. Below the selector, there is a status bar showing 'SEO: Not available' and 'Readability: Good'. At the bottom, there are links for 'Copy to a new draft', 'Move to Trash', and a 'Publish' button.

Option 9: Saving work.

At any time if you are working on a document, you can save it as a draft as previously covered in Option 3, and you can post it as in Option 7.

Note: Keep in mind it is expected that you leave no more than one year of articles online. It is recommended that if you use articles again next year, you can put it back in draft and update it to post the following year. Other articles and photos must be removed regularly. **It is recommended that the club purchase a hard drive to store archive data for historical reasons if needed.** Not all clubs have this option.

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4-4 Pages- Categories and How They Work

Note: This is an explanation of what categories are and how they are used in word press. **Removing, adding, or modifying categories will completely change the way WordPress will function and appear. These changes are permanent. It could crash the web site or cause the loss of data since the last time a site backup was performed this can have an impact on the 51 Clubs, 6 Zones and District information.** Only District Web Developers with specific training and Paid Web Developers are authorized to remove, add, or modify categories. Contact the District Web Development team at HollandDistrict@Ruritan@gmail.com.

Actions: Understand what categories are available for use on our web page and how we use them.

Conditions: Given a computer, logged into the Back End (Word Press), and this training document.

Standards: By the end of this module, you will be able to select the right category to post your article to.

Section 1: Understand what a category is.

Overview: A category is like a table of contents (or assignment catalogue for items) in the front of a book. They separate the contents of the website into general topics. As stated above, the website is set up with only a few categories. The two categories most used are those to post an article either to the Holland District page or your own club's page.

Section 2: Posting an article to the Holland District Page (Same when assigning to Club News as you will see below),

Overview: Choose this category when you want your article visible to all the Holland District (Reserved for District Developers). It will appear on the main Holland District News Webpage.

Note: Club Page Defaults: These were messed up when building your page. After this lesson use the following defaults to repair your page. These settings are not optional.

News Categories: Club News, District Wide, Zone #

Remembrance: Club Remembrance only.

Failure to do this will result in news showing up in your remembrance.

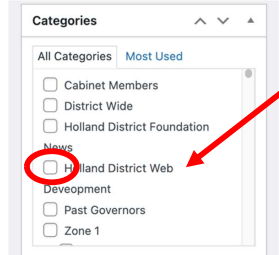
Step 1: Scroll through the categories and uncheck any categories that may be pre-checked.

Step 2: Scroll to Holland District and click box to select this category.

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Step 3: You're done. When published, the article will show up on the Holland District Page.

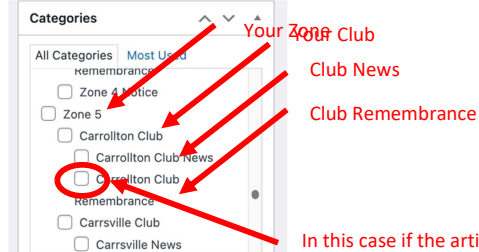
Section 3: Posting an article to your club's page.

Overview – Choose this category when you want your article visible only to your club's page. For this, we will be creating a remembrance article for a member that has passed.

Step 1: Scroll through the categories and uncheck any categories that may be pre-checked.

Step 2: Club's pages are organized by zones (One through Six in numerical order). Scroll down and find your zone. Continue to scroll through the zone to find your club. (Clubs are listed in alphabetical order).

Step 3: Each club has two subcategories to choose from. They are "Club News" and "Remembrances". Use the remembrance category to honor deceased club members. (Most clubs post obituaries here). For all else, use the club news category. Click on the check box beside Remembrances to select.



In this case if the article is a remembrance or obituary, you would select here.

Step 3: You're done. When published, the article will show up on your club's page under Reembraces.

Note: Now that you understand the categories and how to edit divi, go to your club page and modify the categories for your club page as described in the note above please.

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4-5 Pages- Featured Images - How to Add and Where They Show Up

Note: This is an explanation of what a Featured Image is, how to add them to a post and where they show up.

Actions: Understand Featured Images and How to Use them in Post.

Conditions: Starting point is the WordPress “Backend” – <https://hollanddistrictruritans.com/wp-admin/> which is entered with your password. First time users: use your club-email and create your own password. Access the article you have been working on for this lesson.

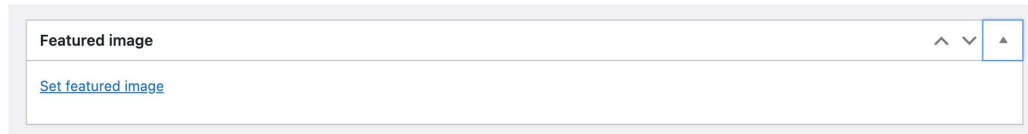
Standards: By the end of this module, you will be able to Complete an article as long as you have completed all five sections of this

Section 1: Understand what a Featured Image Is.

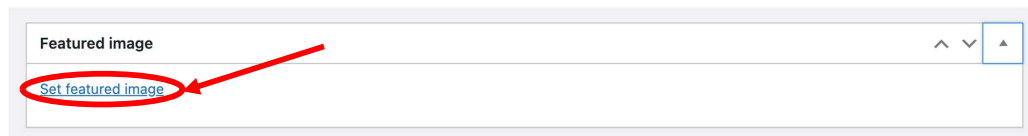
Overview: A featured image sets the article’s mood or theme of the post. The posts can only have a single featured image. This shows the featured image as it shows on the News or remembrance article listing.

Section 2: Adding a Featured Image to a Post

Step 1: Locate the Featured Image Section



Step 2: Click Set Featured Image. You will then see options to choose an image from your site’s Media Library, Google Photos, etc. (Note: Copyrighted Images cannot be used without permission) If you want to upload an image from your computer, choose Media Library and then click the Upload files tab. For this training, we will choose a photo from the Media Library.



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Step 3: Select the Photo to be used as the Featured Image by clicking on it.

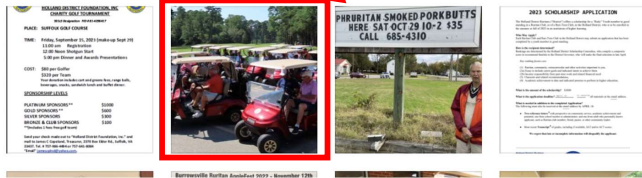
Featured image

Upload files [Media Library](#)

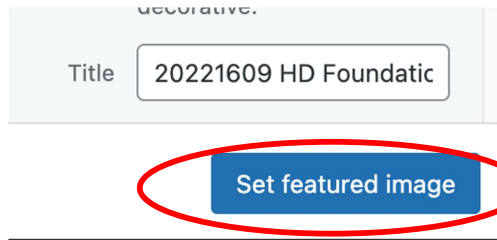
Filter media

Images

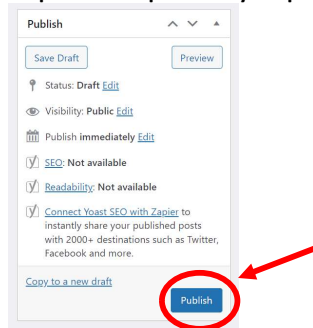
All dates



Step 4: After selecting your image, click the button Set Featured Image at the bottom right.



Step 5: Click Update on your post/page to save your changes. Your featured image is now set!

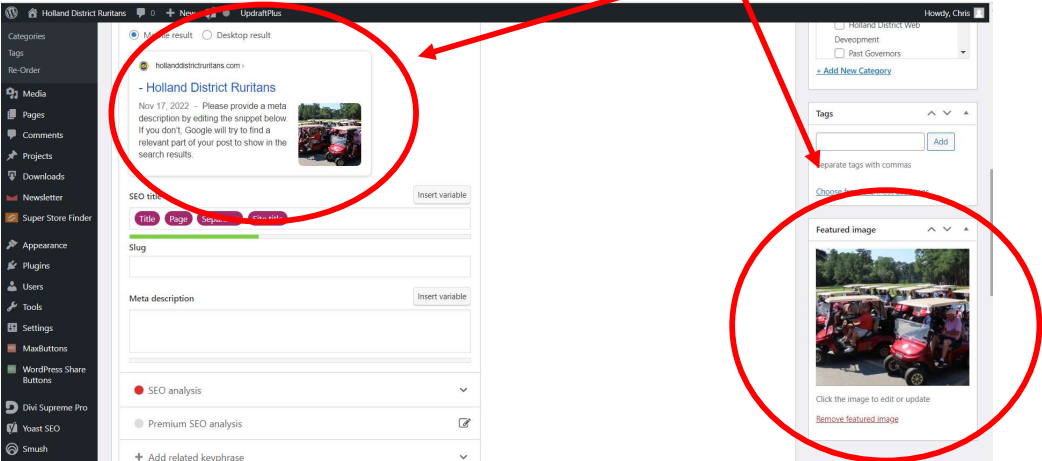


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6: The picture will appear below the Set featured image, in the featured image box. It will also show the image in the add that will appear on your page.



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Group 5- Comments, to be added later.

5-1 Comments

Note: This is an explanation of what comments are and how they are used in WordPress.
Coming Soon!

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Group 6 - Projects

6-1 Projects

Note: This is an explanation of what projects are and how they are used in WordPress.
Coming Soon!

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Group 7 - Downloads

7-1 Downloads

Note: To begin this task, you must already have the document saved in an accessible folder. The cover page may be used for an identifying **Thumbnail photo**, preferably showing a graphic or large fonts. **You cannot use copyrighted materials.** If there is a copyright on the page, it is not to be used on the site. All changes are considered permanent.

Actions: This section describes the basic steps setting up a Download.

Conditions: Starting point is the WordPress “Backend” – <https://hollandistrictruritans.com/wp-admin/> which is entered with your password. First time users: Contact a District Web Development Team member.

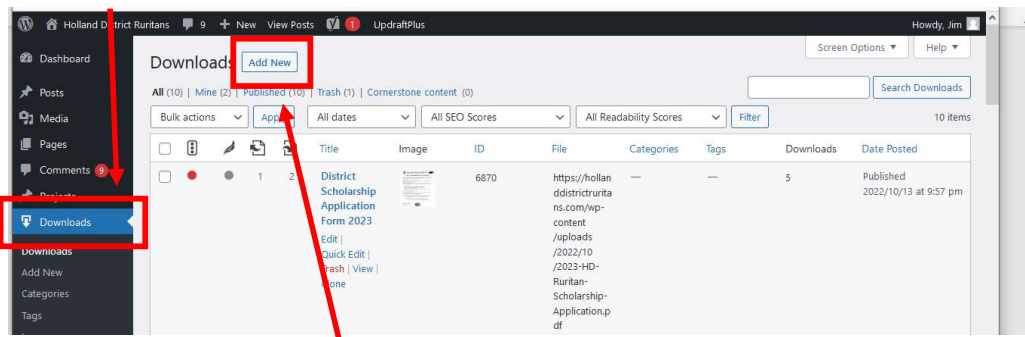
Standards: This Section should guide you to add a document (e.g., MS Word, PDF, PPT, etc.).

Section 1: Downloads

Overview: A Download is a file that is downloaded for use by members and nonmembers for use in the Ruritan and its community.

Section 2: Adding a Download

Step 1. Go to the WordPress “Backend” which shows “WordPress” in the upper left corner. Select and click on “Download” in the Menu along the left edge.



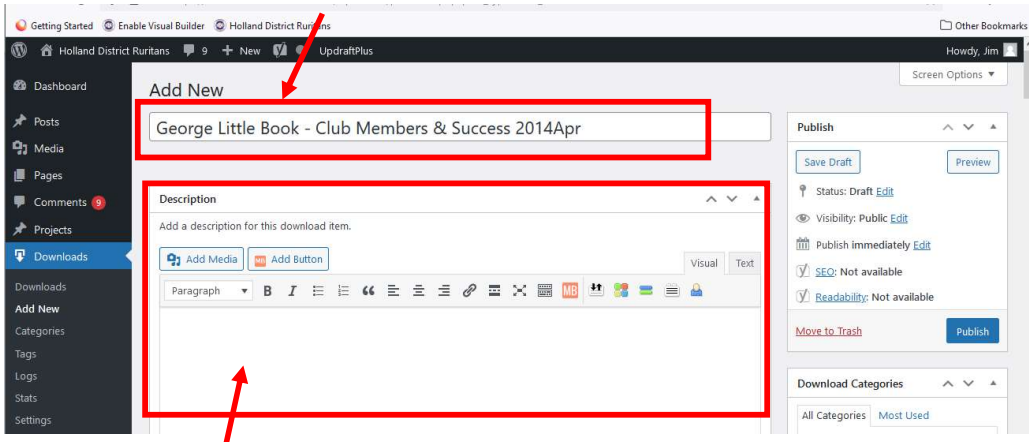
Step 2: Go to “Add New” button and select the button.

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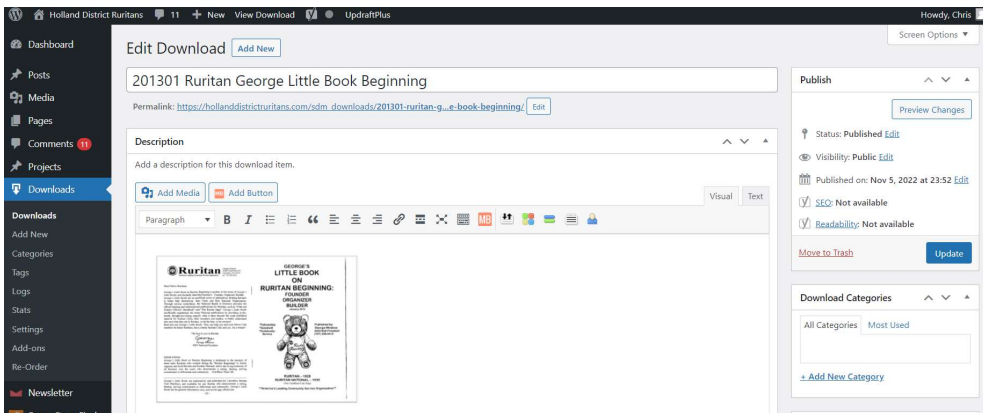


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Step 3: On the “Add New” page enter a Title for the document, a date is not needed because the article publish date will automatically show the date of the article. A permalink will show automatically after you click off the title. This is the link to this download.



Step 4: Adding media and images are done here as if you were creating an article. It is recommended that you use a screen capture or snipping tool to create a copy of the front page of the download, so they know what to expect.



Note: This is an example of the download for George’s Little Book. A picture allows the user to trust the content when there is a picture of what is there.

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Step 5: Yoast SEO

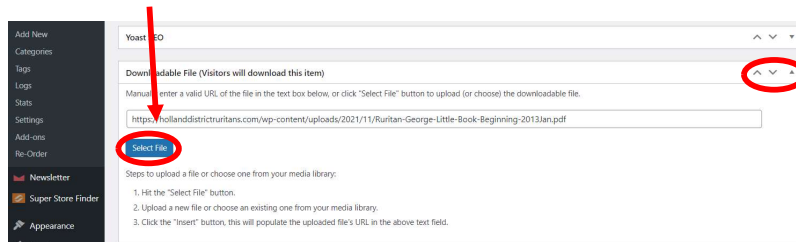
Note: This plug-in feature is currently not in use.



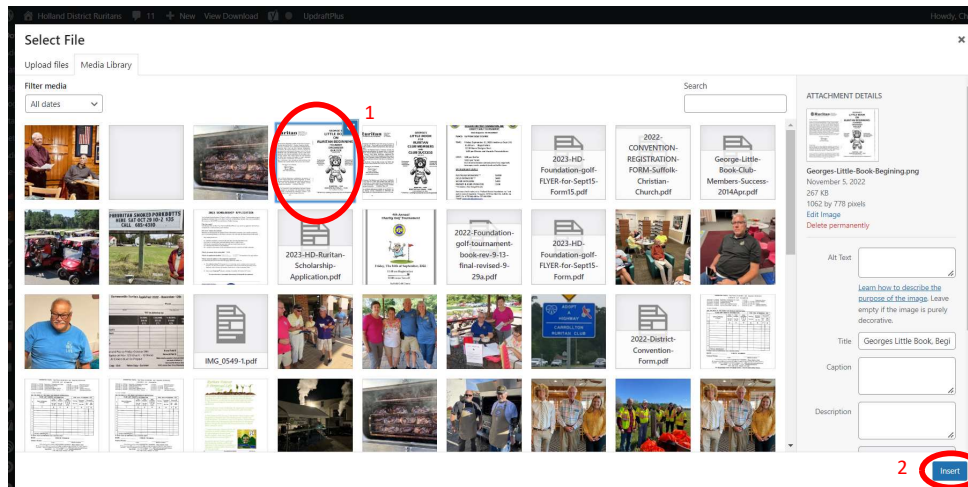
Step 6: Downloadable file

Part 1. Click on select file.

Note: The circle shows the arrows used for moving up and down boxes in your view.



Part 2. Select the file (1) and click insert (2) to add it to your download. This is the file that will load when you click on download. As with adding media, you can also upload files from your computer.

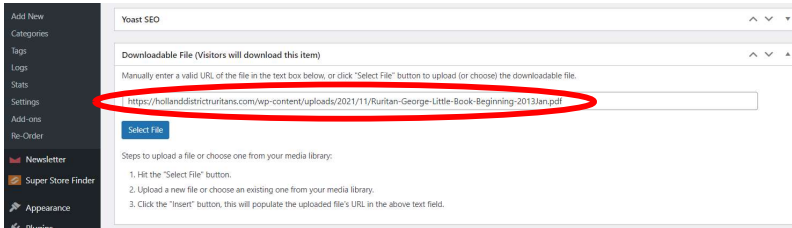


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Part 3. After you insert the file, the file URL should appear here.



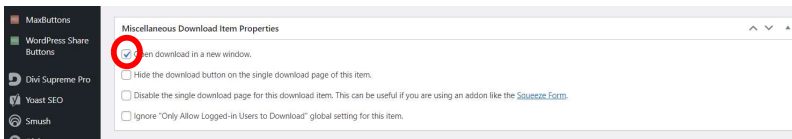
Step 7. PHP Dispatch or Redirect.

Note: make sure this is not selected. It does not apply to our site.



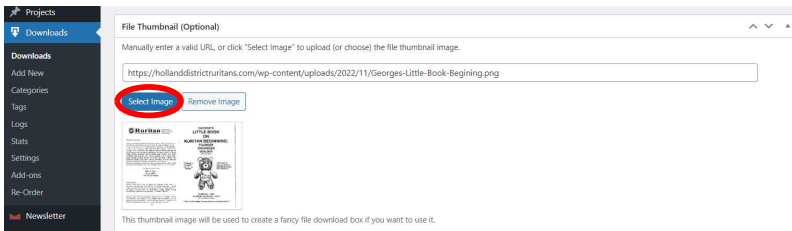
Step 8. Miscellaneous Download Item Properties.

Note: Make sure the first box is selected. This will allow them to still navigate back on the window that it was opened from.



Step 9. File Thumbnail.

Select an image that you have of the first page of the file. You can use snipping tool or print screen option to do this. Then select the image from the media library after you load it or select it directly from your pc to be uploaded as if you were adding the media. Similar to Step 6.



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Step 10. Statistics

This area allows you to see how many downloads of the file have taken place. Do not disable this. It will allow you to see the effectiveness of your downloads.

Statistics

These are the statistics for this download item.

Number of Downloads: 0

Offset Count:

0

Enter any positive or negative numerical value; to offset the download count shown to the visitors (when using the download counter shortcode).

☐ Disable download logging for this item.

Step 11. Other Details (all optional)

1. File size- add the file size so users know the size of the file they are downloading.
2. Version- this is for files that are updated regularly and newsletters with versions.
3. Publishing Date- this allows people to see when this download was added to the website.
4. Download Button Text- use this if you need the button to say something other than the default option. It is not recommended to change this so that all buttons have a standard.

Other Details (Optional)

File Size:

1

Enter the size of this file (example value: 2.15 MB).

☐ Show file size in fancy display.

Version:

2

Enter the version number for this item if any (example value: v2.5.10).

☐ Show version number in fancy display.

Publish Date:

3

☐ Show download published date in fancy display.

Download Button Text:

4

You can use this field to customize the download now button text of this item.

Step 12. Shortcodes

1. This area is not used.
2. This is the download counter text. Only use if you know how to read and write HTML code and have a District Web Developer for assistance.
3. Direct Download URL. This is used for a link URL when creating links to downloads on your site. Only use if you know how to read and write HTML code and have a District Web Developer for assistance.
- 4.

Shortcodes

The following shortcode can be used on posts or pages to embed a download now button for this file. You can also use the shortcode inserter (in the post editor) to add this shortcode to a post or page.

`[sdn_download id="6947" fancy="0"]` 1

The following shortcode can be used to show a download counter for this item.

`[sdn_download_counter id="6947"]` 2

Direct Download URL:

`https://hollandistrictruritans.com/?sdn_pr` 3

Read the full shortcode [usage documentation here](#)



Step 13. Max Buttons Social Share. Do not use this section of the page.

Settings

Add-ons

Re-Order

Newsletter

Super Store Finder

Appearance

Plugins

Users

Tools

Settings

MaxButtons

WordPress Share Buttons

Divi Supreme Pro

Yoast SEO

Smush

MaxButtons Social Share

Display Options

This option can be used to hide the social share only here

Hide

☐

Share Options

By default the URL of the post is being shared. Leave empty for default.

URL to Share

Twitter

Upgrade Notice

You can only change these settings in the PRO version. Click here for upgrading to MaxButtons PRO

Twitter Hash Tag

Leave empty for global default

Twitter Handle

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Group 8 – Newsletters, to be added later.

8-1 Newsletters

Note: This is an explanation of how to use the Newsletters Plugin and how they are used in WordPress.
Coming Soon!

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Group 9 - Appearance- Do not modify.

9-1 Appearance

Note: Appearance is a tab to identify any changes and updates on the website. The Appearance can only be changed by or directly with the Holland District Web Development Team. Warning: Changing, modifying, or customizing the appearance of this section will result in severe loss of data. From the date that this is changed, all clubs that will change their information will result in the loss of information. This is because the site will have to be restored back to this date. This could result in 58 Sections losing their data. 51 Clubs, 6 Zones and the District. Please note that more than one club zone or district may be working on something at the same time as you, so do not remove any information unless you loaded it in the first place, or you have verified that it is not in use elsewhere. All files are loaded and show the name of the creator next to it. If you must add or delete something, make sure you do not do it without the express consent of the person who originally created it. If they are still working with the IT Web Management Team, please contact them to verify if it is used elsewhere. If they are not working with the IT Web Management Team, you may still want to reach out to them and identify where else they may have used documents, photos, or articles. Please use YYYYDDMM Club Title as the format for labeling any media. Adding a meta link to the images Description box will help prevent the deletion of photos that are used by other developers. That way no one uses it without you knowing about it. This will prevent others from losing pictures when you delete the posting and media you originally created. Failure to delete (not placed in draft) will result in the loss of server space for information needed for the site. It is everyone's responsibility to maintain the information they added. This is just an Overview of what this page covers. In this lesson, these boxes may appear in different order. If you have questions, please contact the District Web Development Team at HollandDistrictITRuritan@gmail.com.

Actions: Properly understand how to use and modify the Appearance Tab.

Conditions: Given a computer, logged into the back end (WordPress), and this training document.

Standards: By the end of this module, you will be able to navigate and use the Appearance Tab.

Section 1: Appearance

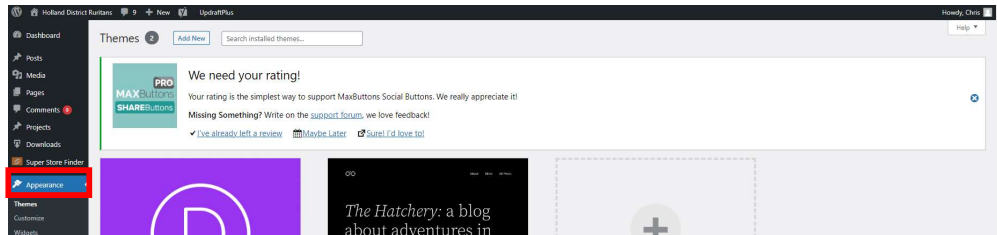
Overview: This section lists all of the themes that are currently loaded for the Website. It allows you to add, Choose and Customize Themes so that the Appearance can be changed across the board.

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Step 1: Navigating to the Appearance Tab

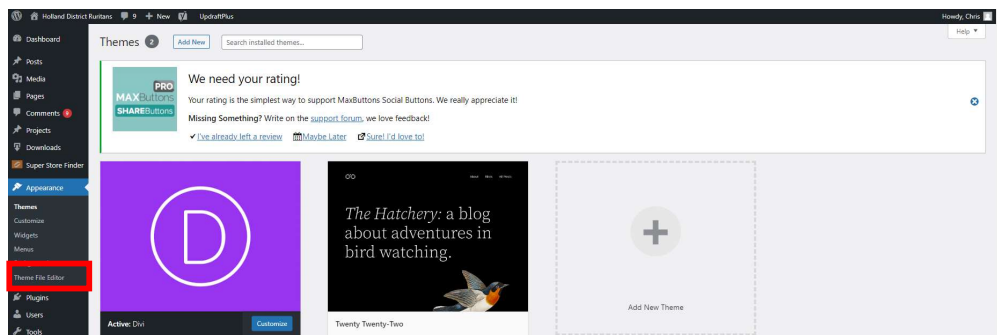


Step 2: Adding a Theme

Overview: A Theme can be changed and added by simply finding a theme online, either for free or by purchasing one already created. Once it is added, the developer responsible can simply Customize the Theme to be added to the Site.

Note: Selecting a Theme is a Permanent thing. Only Paid Developers and Assigned District Personnel may perform this task. Once you add a theme, it may delete the entire setup for some pages. Recovery by date may be the only way to recover the page. This means that anything done since then will be lost to all Club, Zone, and District sites. **More information is listed in the Main Note section at the beginning of this entire lesson.**

Sub Step A: Select the Theme File Editor tab to add a Theme. **Please refer to the Main Note at the top of the entire lesson.**



Sub Step B: Follow the directions in **Section**

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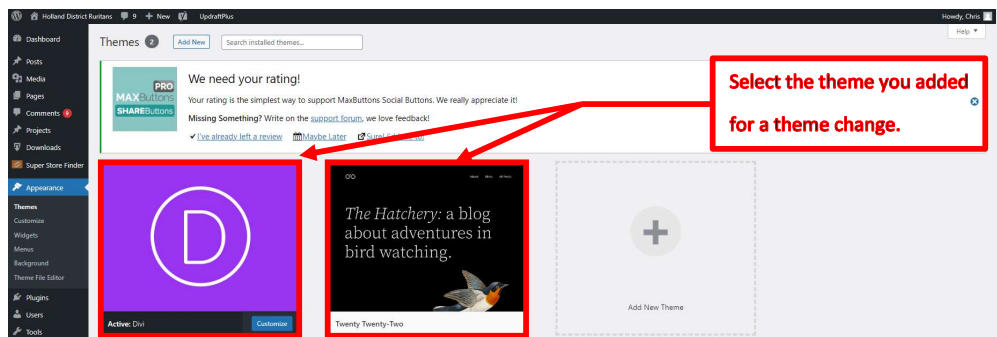
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Step 3: Selecting a Theme and Customizing it.

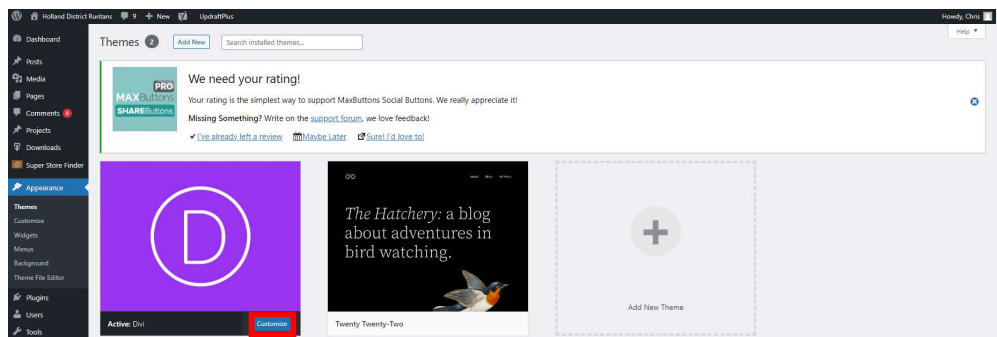
Overview: After a theme is loaded it can be changed by simply clicking on the Theme you want. Once it is added, the developer responsible can simply select the theme and select Customize in the bottom right corner of the theme shown.

Sub Step A: Select the Theme that you added and select it for a theme change.



Sub Step B: Select the customize button in the bottom right of the theme you selected.

Note: Selecting a Theme is a Permanent thing. **Only Paid Developers and Assigned District Personnel may perform this task.** Once you add a theme, it may delete the entire setup for some pages. Recovery by date may be the only way to recover the page. This means that anything done since then will be lost to all Club, Zone, and District sites. **More information is listed in the Main Note section at the beginning of this entire lesson.**



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Sub Step C: Select change under Active Theme in order to change the theme displayed for the page. Note the page theme should change at this point.

Note: **Never change this without the support of the District Web Development Team and the District Paid Web Developers.**

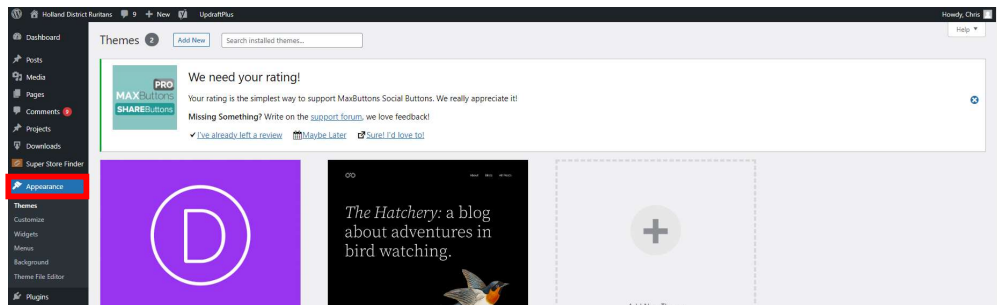


Section 2: Customizing a Theme

Overview: A Theme can be customized following the steps here. **Keep in mind that only District Web Development Team members can perform this task with the assistance of the Paid Web Development Team.** Once it is customized, the developer responsible can simply Customize the Theme to be set as default.

Note: Selecting a Theme is a Permanent thing. Only Paid Developers and Assigned District Personnel may perform this task. Once you add a theme, it may delete the entire setup for some pages. Recovery by date may be the only way to recover the page. This means that anything done since then will be lost to all Club, Zone, and District sites. **More information is listed in the Main Note section at the beginning of the Entire Lesson.**

Step 1: Select Appearance

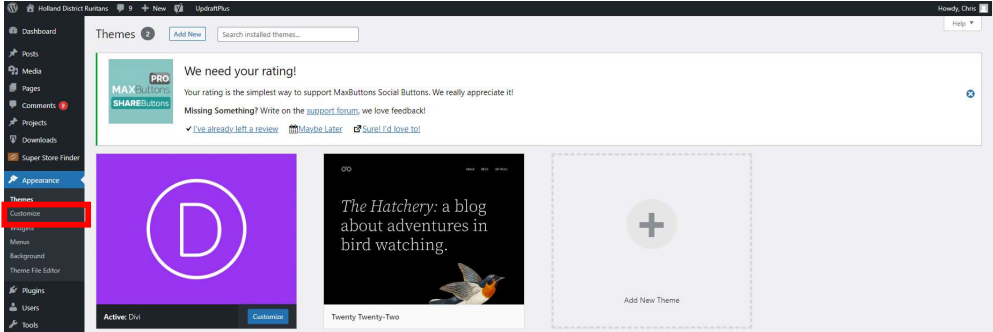


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Step 2: Select Customize



Step 3: Modify Sections as needed.

Note: This is not to be performed by web developers at the Club and Zone level. Contact the District web Development Team if you have any questions about this task. If you have questions, please contact the District Web Development Team at HollandDistrictITRuritan@gmail.com.



Section 3: Widgets

Overview: Widgets are also a part of the design part that we pay for the template of this site. Do not enter or modify this section. If something is needed to be changed here, please contact the District Web Development Team at HollandDistrictITRuritan@gmail.com. We will review, discuss, and act as appropriate.

Section 4: Menus

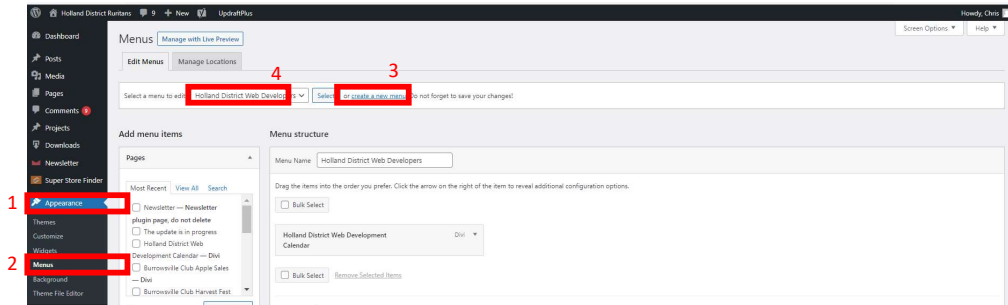
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Overview: Menus can be created as a sub drop down only. It can only be created for the purpose of creating an interclub menu. This can only be added to your pages and should be done before advanced modifications to your page are made so that you can use the main page to copy and create your other pages. This will be covered more in depth in part two of district training. Naming menus must be done by using the following naming structure: club name, space, and header. An example is: Burrowsville Header. This combined with a page, Visibility setting in publish section can make a password protected area of the club, Members Area).

Step 1: Select appearance (1), menu (2) and select create a new Page (3) or select the menu you want to work on (4).



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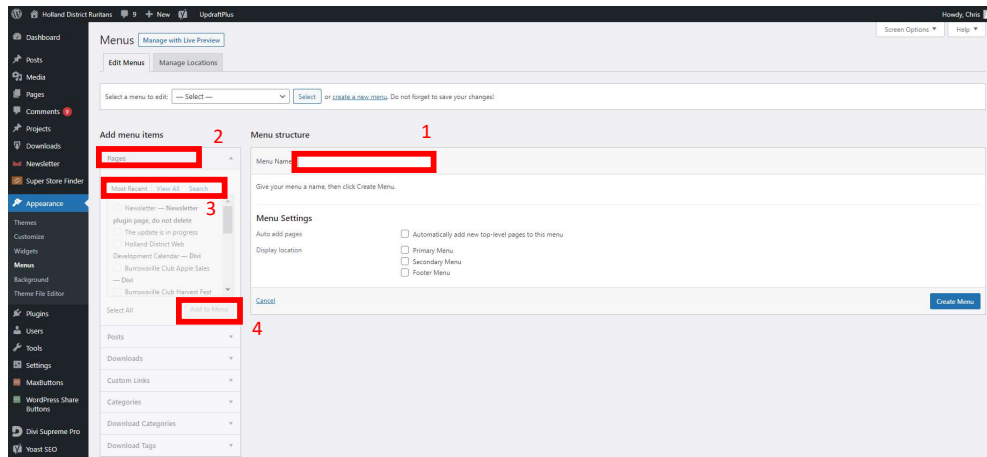


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Step 2: After selection Create a new page do the following:

1. Name the menu (1)
2. Select the pages you want to add (2). If just added it may appear in the most recent (3). If not, you can view all (3) (not recommended) of search for the title of the page you are adding (3). Make sure to Add to Menu (4).

Note: For this to work you must have created the pages you want. A good order of pages for a club would be: Organization Structure (w/ contact information), Organization Calendar, Upcoming Events, and Members Area.



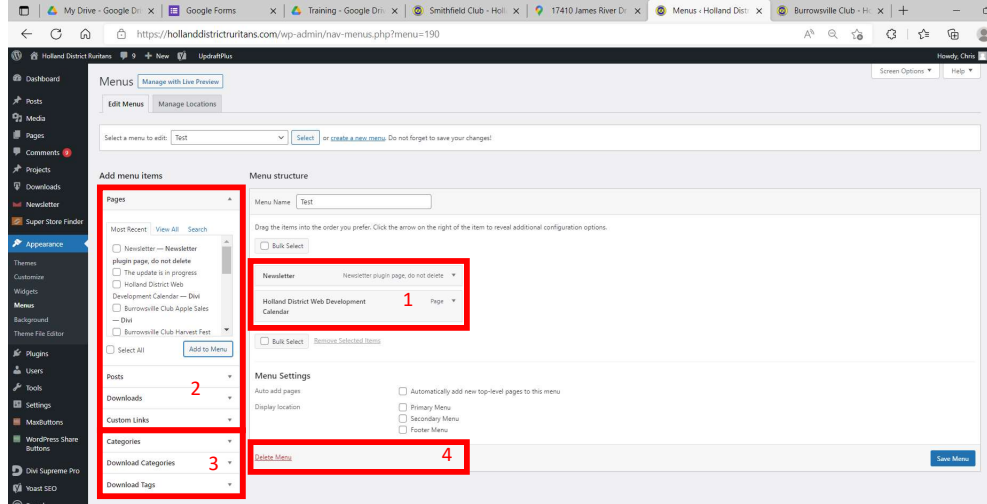
3. Place the pages in the order you want by clicking on the menu item and dragging it to the location you want it (1).
4. Pages, Posts, Downloads, and custom links can be added to the menu as well (2). You can also create a category for menu items (3).

Warning: Deleting menus in this area are permanent (4). Do not modify other clubs' menus without direct permission and notify District of any authorized changes so that we are tracking these changes.

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Section 5: Background

Overview: The Theme is the skin or template that sets the format of the entire site, for this the background is modified here. It affects the entire site. **Do not make changes to this!** These are only to be modified by the District Web Development Team. If changes are needed, please contact the District Web Development Team at HollandDistrict@Ruritan@gmail.com.

Section 6: Theme File Editor

Overview: Making changes here will give you a direct warning. **Do not make changes to this!** These are only to be modified by the District Web Development Team. If updates are needed or plugins needed, please contact the District Web Development Team at HollandDistrict@Ruritan@gmail.com.

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Group 10 - Plugins- Do not modify.

10-1 Plugins

Note: This is an explanation of what plugins are and how they are used in word press. This is here to give you a basic understanding of some of the tags not listed here. For you to know more about a particular plugin by going to the website that provides the plugin and following their training guidance (next to plug in list below for understanding and using the plugin that is installed only. **This is only for web development team use.**

Removing, adding, or modifying plugins will completely change the way WordPress will function and appear. These changes are permanent. It could crash the web site or cause the loss of data since the last time a site backup was performed this can have an impact on the 51 Clubs, 6 Zones and District information.

Only District Web Developers with specific training and Paid Web Developers are authorized to make changes to this section or the plugin itself. Contact the District Web Development team at

HollandDistrictITRuritan@gmail.com.

Actions: Understand what plugins are, understand who is authorized to use them and have a basic understanding of the basic plugins that we use and why.

Conditions: Given a computer, logged into the back end (WordPress), and this training document.

Standards: By the end of this module, you will be able to identify what plugins are, explain who is authorized to use them and have a basic understanding of the plugins that we use.

Section 1: Understand what plugins are.

Overview: Plugins are third party programs created to enhance the word press program and allow it to perform additional tasks that WordPress was not originally intended to perform. Some of these programs cost money to run and install. No programs are allowed to be installed without the express consent of the IT Development Team and Its Full Approval. Items that have a cost must: 1. Have a benefit to the whole district, 2. Be a cost-effective tool for us to use. 3. Even if someone plans to donate money for this program. It must be approved and have a contract established so that when used by multiple clubs, funding will not be removed if that donor no longer sees a benefit.

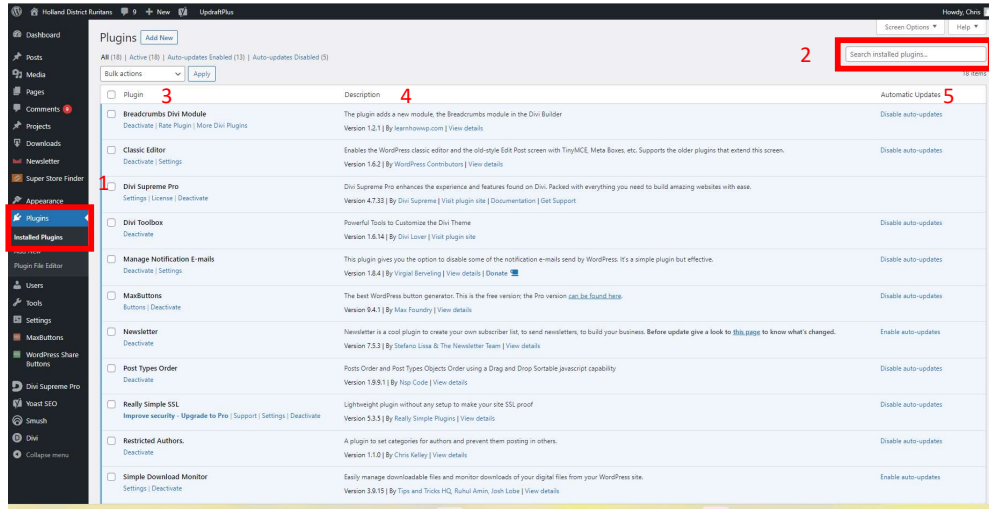
Section 2: An overview of the WordPress Plugin Section.

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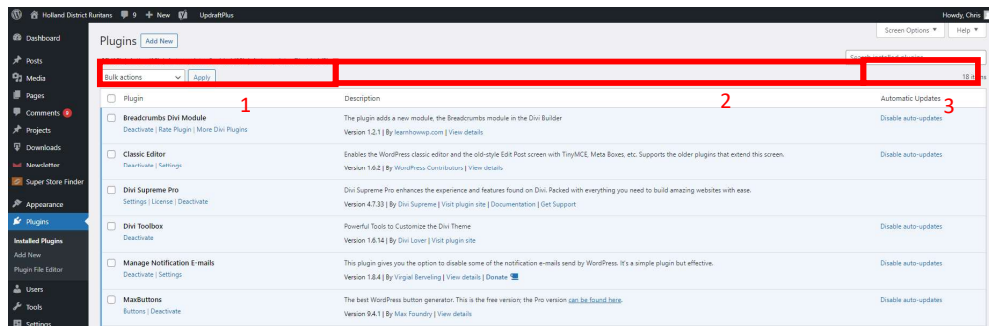
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Step 1: Plugins and Installed Plugins; Both tabs (1) allow you to find any plugin installed on the Back End (WordPress) using search (2).



Step 2: These two steps have three sections: 1. Plugin, Name of Plugin 2. Description, this is a brief description of what the program does when installed. 3. Automatic update, this shows if the automatic update setting is turned on for each plugin.

Note: Opening a plugin here may give you more information about the program, however, please look it up online (Links Provided Below). Do not install Plugins, this is reserved for the District Web Development Team.

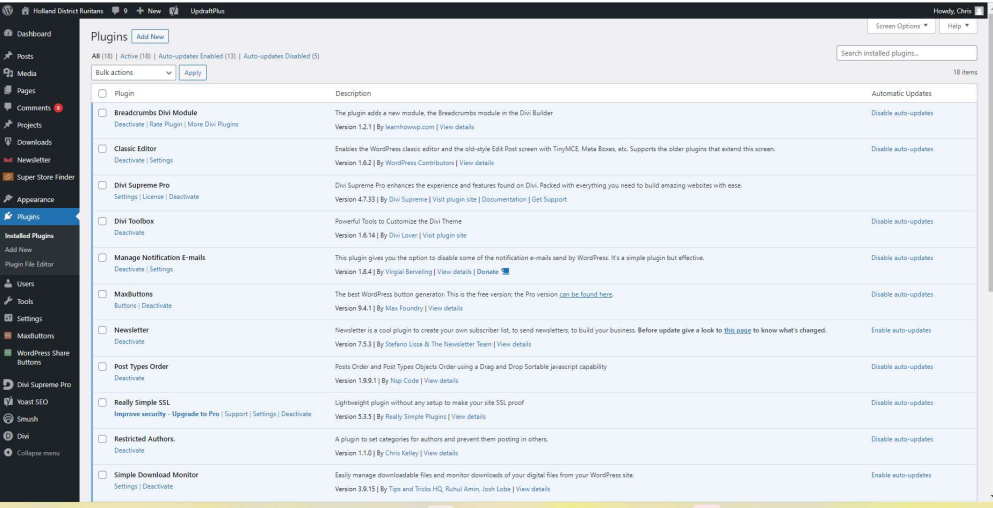


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Step 3: Add New and Plugin File Editor: These is where plugins are added and modified manually. **This is only for web development team use. Removing, adding, or modifying plugins will completely change the way WordPress will function and appear. These changes are permanent. It could crash the web site or cause the loss of data since the last time a site backup was performed.**



Section 3: Who is authorized to use them.

Overview: Plugin modification will only be conducted by people that have performed this task before on the District Web Development Team. **DO NOT MODIFY ANY PLUGINS IN THIS SECTION.** This will prevent loss, site crashes and site errors. Thank you for your understanding on this matter.

Section 4: The plugins that we use and a description of the website to understand the plugin. The Descriptions are provided with the program and have not been modified here.

#	Plugin	Description	Automatic Updates
1	Breadcrumbs Divi Module Link to site for more info.	The plugin adds a new module, the Breadcrumbs module in the Divi Builder	X
2	Classic Editor Link to site for more info.	Enables the WordPress classic editor and the old-style Edit Post screen with TinyMCE, Meta Boxes, etc. Supports the older plugins that extend this screen.	X

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3	Divi Supreme Pro Link to site for more info.	Divi Supreme Pro enhances the experience and features found on Divi. Packed with everything you need to build amazing websites with ease.	
4	Divi Toolbox Link to site for more info.	Powerful Tools to Customize the Divi Theme	X
5	Manage Notification E-mails Link to site for more info.	This plugin gives you the option to disable some of the notification e-mails sent by WordPress. It's a simple plugin but effective.	X
6	MaxButtons Link to site for more info.	The best WordPress button generator. This is the free version; the Pro version can be found here.	X
7	Newsletter Link to site for more info.	Newsletter is a cool plugin to create your own subscriber list, to send newsletters, to build your business. Before the update give a look to this page to know what's changed.	X
8	Post Types Order Link to site for more info.	Posts Order and Post Types Objects Order using a Drag and Drop Sortable JavaScript capability.	X
9	Really Simple SSL Link to site for more info.	Lightweight plugin without any setup to make your site SSL proof.	X
10	Restricted Authors Link to site for more info.	A plugin to set categories for authors and prevent them posting in others.	X
11	Simple Download Monitor Link to site for more info.	Easily manage downloadable files and monitor downloads of your digital files from your WordPress site.	X
12	Smush Link to site for more info.	Reduce image file sizes, improve performance, and boost your SEO using the free WPMU DEV WordPress Smush API	X
13	Super Store Finder WordPress Link to site for more info.	Super Store Finder WordPress is a WordPress Store Finder plugin with Google Maps API v3 that allows customers to locate your stores easily. Packed with Geo Location, Google Street View, and Google Maps Direction your customers will never be lost again getting to your locations. The store finder will be able to list of nearby stores / outlets around your web visitors from nearest to the furthest distance away.	

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14	Supreme Modules Lite - Divi Theme, Extra Theme and Divi Builder Link to site for more info.	Divi Supreme enhances the experience and features found on Divi and extends with custom creative modules to help you build amazing websites.	X
15	UpdraftPlus - Backup/Restore Link to site for more info.	Backup and restore make backups locally, or backup to Amazon S3, Dropbox, Google Drive, Rackspace, (S)FTP, WebDAV & email, on automatic schedules.	X
16	WordPress Share Buttons Link to site for more info.	WordPress Social Share Buttons lets you easily setup Social Share Buttons on your site.	X
17	Yoast Duplicate Post Link to site for more info.	The go-to tool for cloning posts and pages, including the powerful Rewrite & Republish feature.	X
18	Yoast SEO Link to site for more info.	The first true all-in-one SEO solution for WordPress, including on-page content analysis, XML sitemaps and much more.	X

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Group 11 - Users: Will be managed at the district level only. This will allow us to maintain POCs for the District at the club, district, and other levels. Do not add without permission of Chris Newton or Jim Henderson, if you do, your name will be added by the person's name, so we will know who did it. Doing so will result in reduced development privileges and a discussion with the President of your club. Information will eventually added.

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Group 12 - Tools and below: to be modified at the developer level, no Administrators are developers. For questions, contact your zone or district representative for help. Information will eventually be added.

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Group 13 – Additional Support: This information and tools are provided by the Holland District Web Support Team to support your club in making the best site possible for your site.

13-1 Links

1. [Version 6.0.2 – WordPress.org Forums](#) - This is a Link to the forum on the version of word press we are using.
2. https://www.w3schools.com/html/html_basic.asp - This is a link to learn basic HTML code to advance your skills (Advanced Users Only).
3. <https://www.html.am/html-codes/> - This is a link to learn basic HTML code to advance your skills, Second Link (Advanced Users Only).
4. [Create a Google Account - Google Account Help](#) – This is a link on how to create a google account.
5. countdown timer creators - Google Search- This is a Link for a Google Countdown timer search; this allows you more options than WordPress Offers.

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13-2 District Decision on Web Sites.

It is the **club's responsibility** for their club site information. The data on the site is the responsibility of the club, if the club does not choose to update it, it will be set as a page with the minimum information we have. Any changes to that still need to be made are the club's responsibility. Information sending members and visitors somewhere else is what the clubs do. The District It Team will not take responsibility for updating something for a club except in special Circumstances. The IT Team will work with the club to train a new replacement as quickly as possible. We are offering regular training for clubs to receive training.

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13-3 Adding a Google Calendar to your site.

Will Be Added after 2023 District Convention

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13-4 How Divi Builder works on your site.

Will Be Added after 2023 District Convention

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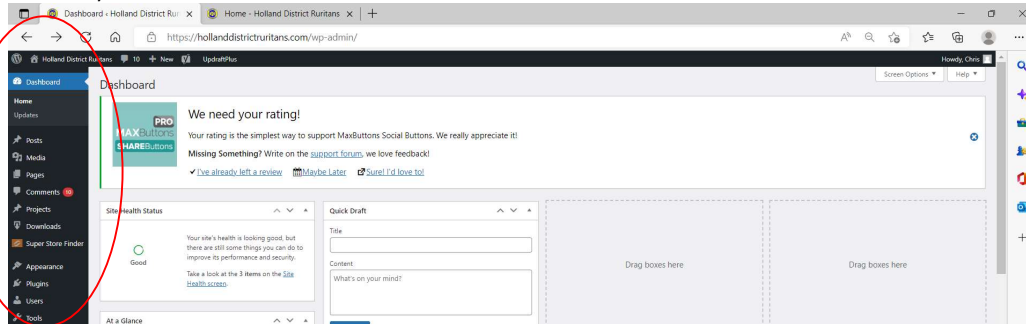


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Group 14- Commonly used Words

14-1 Commonly Words Used

Back End Editing (Word Press Builder): Word press editing with the menu on the left, access to divi editing and ability to edit menus.



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Front End Editing (visual builder):

Viewing the Page with the word Exit Visual Builder. Do Not Do This!



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Group 15 –References

<https://www.youtube.com/watch?v=XAAY4yapnV>

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Group 16 –Updates Added to This Document.

This Original Booklet- this was created to make a step-by-step instructional document to aid in the development of Club Web Sites. This literally walks you through everything, and you can use highlights to skip steps next time that you don't need to do. It literally covers everything, so you know if you want to try something new.

Version 2.0- Repaired the errors in the TOC; Added Group 13, 14 and 16; Entered highlights to make things easier, created return to the TOC navigation for faster navigation; Additional Support Links Were Added; Added information to Group 13, added updates to the Versions page. Remembrance was a front-page item that required too many personnel in the beginning, so this section was removed, it is the same thing as adding an article.

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