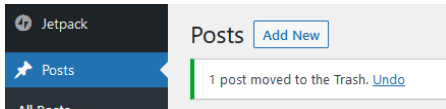
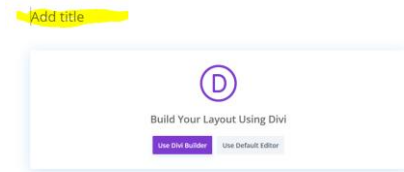


CREATING A BLOG POST

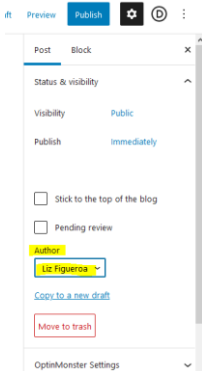
1. Add New in the post section.



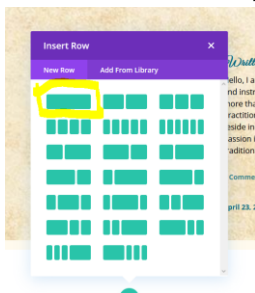
2. Add title of the blog.



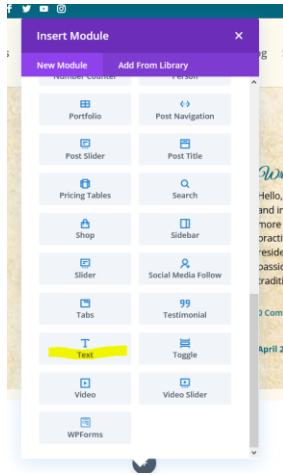
3. On the right sidebar, make sure your name is listed as the “author”. This will display your name and a brief bio that I pulled from the old site.



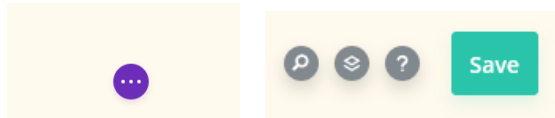
4. Further down the right side bar is a “Featured Image”. This will be your blogs main image and will appear in the top of the post next to Written by, published date and comment count so it is important to have that.
5. On that same page, select the purple button – “Use Divi Builder” and then the first block – “Build from Scratch”. This will open a window to add your content in a live looking view.
6. On insert row screen, select the first one.



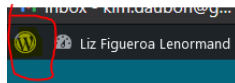
7. On the next pop up select the module “Text”. They are all in alphabetical order so you need to scroll down.



8. Create your post. Styles are saved for 5 headers (H1, H2, H3, H4, H5), the body copy, ordered lists, unordered lists, and links. If you need to know how to make sure those settings appear let me know and I will walk you through it. Click the green check mark on the lower right corner and you will then be able to view your content the way it will display live.
9. If you notice any copy edits or changes just place your cursor where you are adding/changing and do what you need to do.
10. When it is all ready click the purple circle on the bottom. On the far right side will be a save button. Hit and your are published.



11. To get out of this page, hit the WordPress icon in the top left corner.



12. Once published the excerpt of the post will auto show on the main blog page.