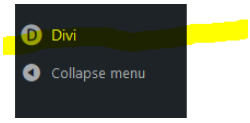
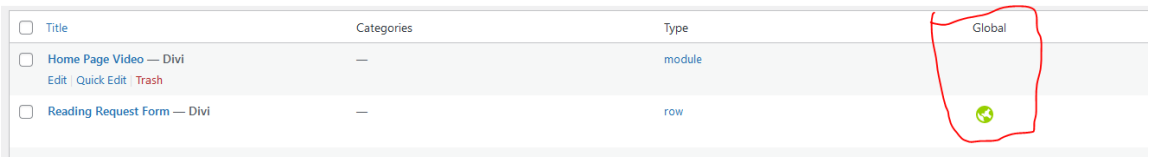
How to change Global items.

For the contact form through out the site, when you change it in the place I am showing you, it will change it everywhere on the site that has that form. This applies to the Disclaimer, the request a reading form and the contact form.

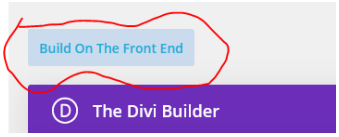
1. In the WordPress dashboard on the very bottom is “Divi”, when you hover over that a dropdown shows, select “Divi Library”. This has the global modules and some others.



2. The items with the green globe in the right column are your modules that are global, will change throughout the site with one edit.



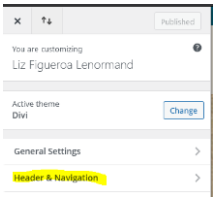
3. Hit “edit” to the one you would like to edit. Once in select “Build on Front End”. This will show you the module as it appears on your site. I think this is an easier way for you to edit.



4. Make your changes and save. (Click the purple circle on the bottom and the green save in the right bottom corner)
5. Changes are completed.

UPDATE CONTENT IN VERY TOP NAV BAR

1. In the dashboard hover over “Appearance”, select “Customizer”
2. Open the “Header & Navigation”.



3. Click “Header Elements”. Make changes for phone number and email here.
4. Hit “Publish” and changes are live across the entire site.