

Divi Template

(revised Sept 2019)

The Divi Template is a generic template which is used on the majority of sites created by Wingrove-Media. It allows a very broad range of largely unlimited site designs to be easily built.

The purpose of this document is to explain how it works, so you can edit your website on a day to day basis

The editing process and recommendations have changed wef 1/0/19. If you are already a Divi editor I recommend you review this ppt and understand the changes. They will make the editing process much easier and more intuitive than before.

Mark Wingrove mark@wingrove-media.com 07511 336046

Warning

- The following PPT assumes that your website has The **Latest Divi Builder Experience enabled**. If it does not have this enabled, then this PPT will not make any sense. The function was turned on in September 2019
- If you have a new site, then you are ok.
- If you have had training and this is just an update, you need to check [this short tutorial](#), and perform the recommendations in it before proceeding.
- As of 1/9/2019 I am recommending that this function is turned on because the older methods of editing are proving to be less reliable and slower to implement.
- I will be rebuilding tutorials to reflect this over the coming months.

-Mark Wingrove 2/09/2019

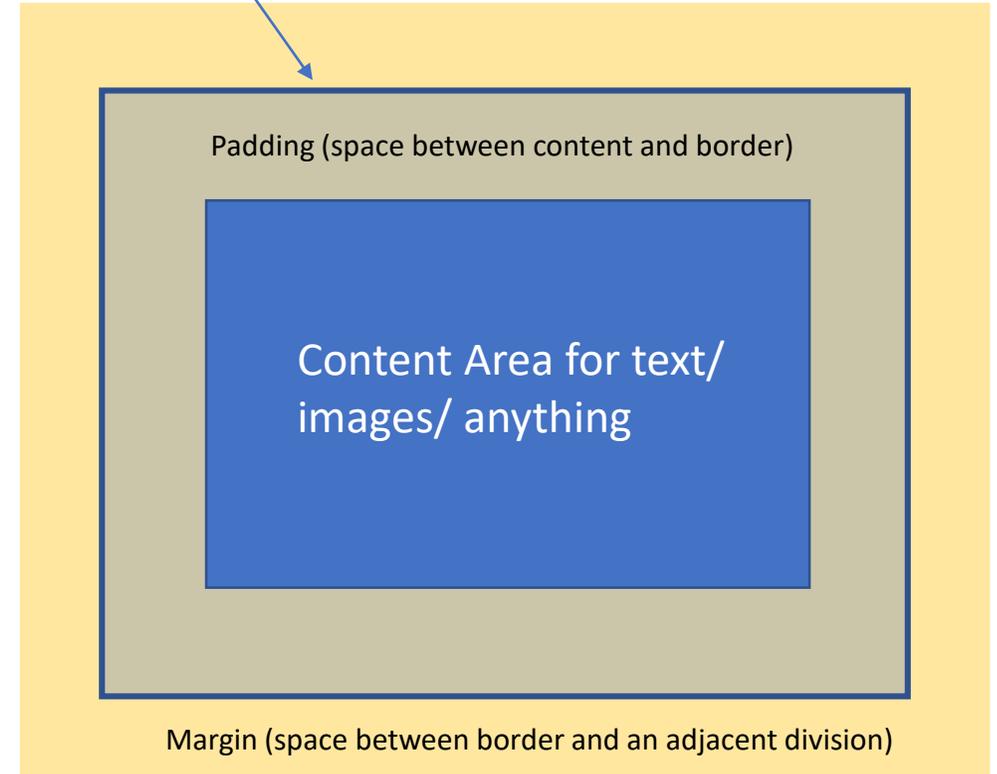
Basics

- To build a website a few years ago you needed to understand html code. There are a few other programming or scripting languages you would also need to know like PHP and JavaScript. But modern sites have changed that.
- Divi by Elegant Themes is similar to a simplified desktop publishing tool for creating layouts. You do not need to know any code to use it. But many features are available within it will allow you to do clever things with it, with very little knowledge.
- The best advice I can give you is to have a vision of what you want a page or layout to look like. Then use Divi to create it.

Divi = Division

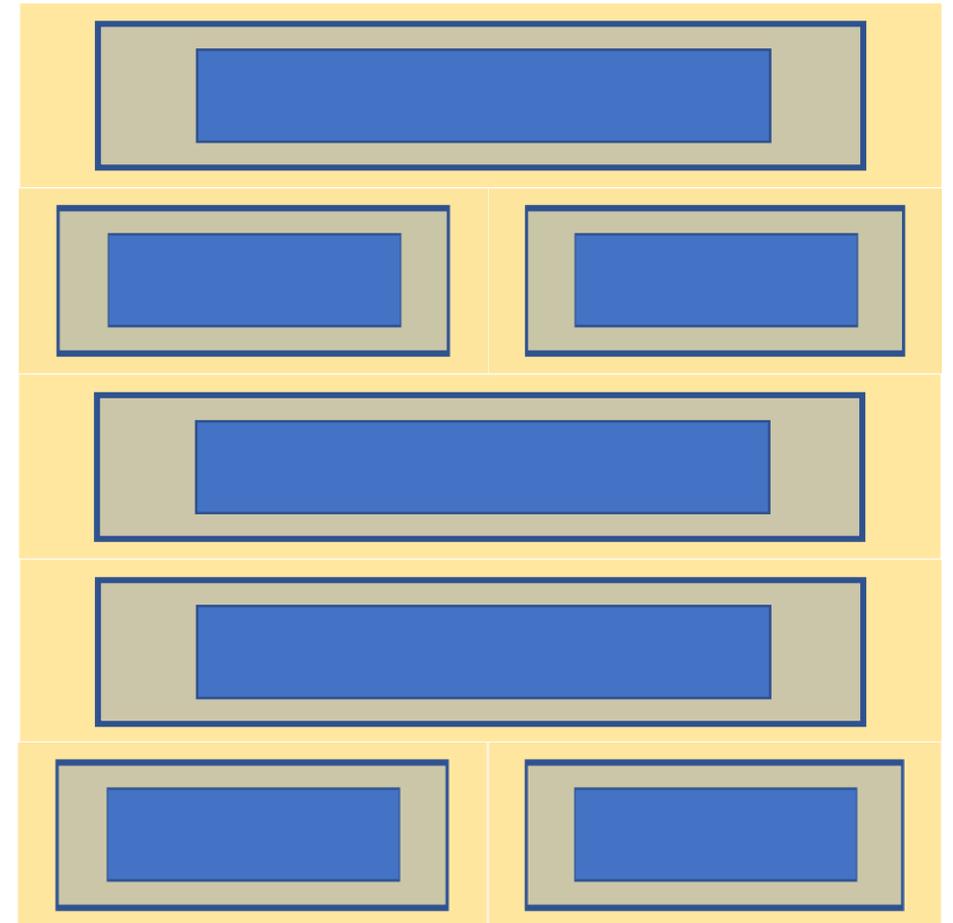
- Any website can be divided into blocks
- Each block has an outer edge where it ends, margin, a border (which may or may not be visible, padding (an area between the content and the border) and finally the actual content which could be an image, text, or anything else.
- Often you cannot see padding, borders and margins, but they are there.
- This is the most basic building block of any website called a Division

Border (a line between padding and margin)



The Division Block element used in layouts

- A layout can be built using Division blocks by organising them to sit next to each other.
- Here you can see why the margin and padding is important to maintain space between adjacent content, otherwise it would all merge together and be difficult to read
- All you need to understand is a page can be broken down into blocks or divisions, when you look at a page, or imagine a page layout, this is how to think about it.



Divi Implementation

- Divi uses Divisions within Divisions, which may sound complicated, but they give them labels to help you.
- A page may consist of one or more SECTIONS (coloured blue)
- Within a section are ROWS (coloured turquoise)
- Within a row are one or more COLUMNS
- Within a column is an element containing CONTENT of one form or another.
- You are ultimately interested in the CONTENT, the sections, rows and columns formats just helps you to position things where you need them.
- On the next slide is a layout as a user sees it, and the corresponding layout within the page viewed within WordPress.



Home-Start Cotswolds

There for parents when they need us most, because childhood can't wait



Support Us



How much does family support cost?

£225 – To support and supervise a volunteer for one year.

£400 – To recruit and train a volunteer.

£1300 – To provide 1 year's support to a family in need.

Here are the ways in which you could get involved in providing vital funds to help support local families:

Trusts

Each year our main funding comes from charitable trusts. This financial year we have been supported by the John Armitage Charitable Trust, Peter Lang Children's Trust, The Summerfield Trust, The Tampon Tax Fund, The Jack Lane Charitable Trust, The Henry Smith Charity and Sobell Foundation. Could your Trust support us in the future?

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Fundraising

Through the hard work of trustees, volunteers and friends we generate about £3,000 a year through fundraising. In the past year we have held a fundraising Hike and also been supported through events such as Little Faringdon Bonfire Party, Bagendon Carol Concert, Barnsley Village Festival, Applause for a Cause and the Colin St Aldwyn Children's Fete. Could you help us by running your own event in aid of Home-Start Cotswolds?

Donations

This financial year we have raised £12,000 through donations. Every pound counts and makes a difference. Why not use the Donate button at the top of this page to give a one-off amount to help our work?

Global Header Block (Handle with Care)

Row

- Bookmark for top of page "Why"
- Home-Start Cotswolds
- Home-Start Quality Assurance logo

There for parents when they need us most, because childhood can't wait

Home-Start Logo

Social Media Follow

Pool Title

Divider YELLOW ZOOM

Section

Image (HLSR) baby looking at the camera

Section: Desktop Only Large set of numbers

Row

How much it costs

Row

Number counter to support and supervise a volunteer

To support and supervise a volunteer for one year. (test)

Row

Number counter to support and supervise a volunteer

To support and supervise a volunteer for one year. (test)

Row

Number counter to support and supervise a volunteer

To support and supervise a volunteer for one year. (test)

Row

Mobile version of numbers (smaller)

Section

Row

Here are the ways in which you could get involved in providing vital funds to help support

Row

Trusts

Trusts

Fundraising

Donations

It is not as hard as it looks.....

- We are going to take a closer look at this section within the page to understand how it is constructed, and the relationship between what the user sees and what the editor sees.
- Once you have grasped that the rest will be easier to understand.
- The first thing to notice is that the area I have chosen is within a SECTION (blue colour) and contains two ROWS (turquoise colour)
- The first row contains a single column, the second row contains to elements arranged in two columns stacked on top of each other.

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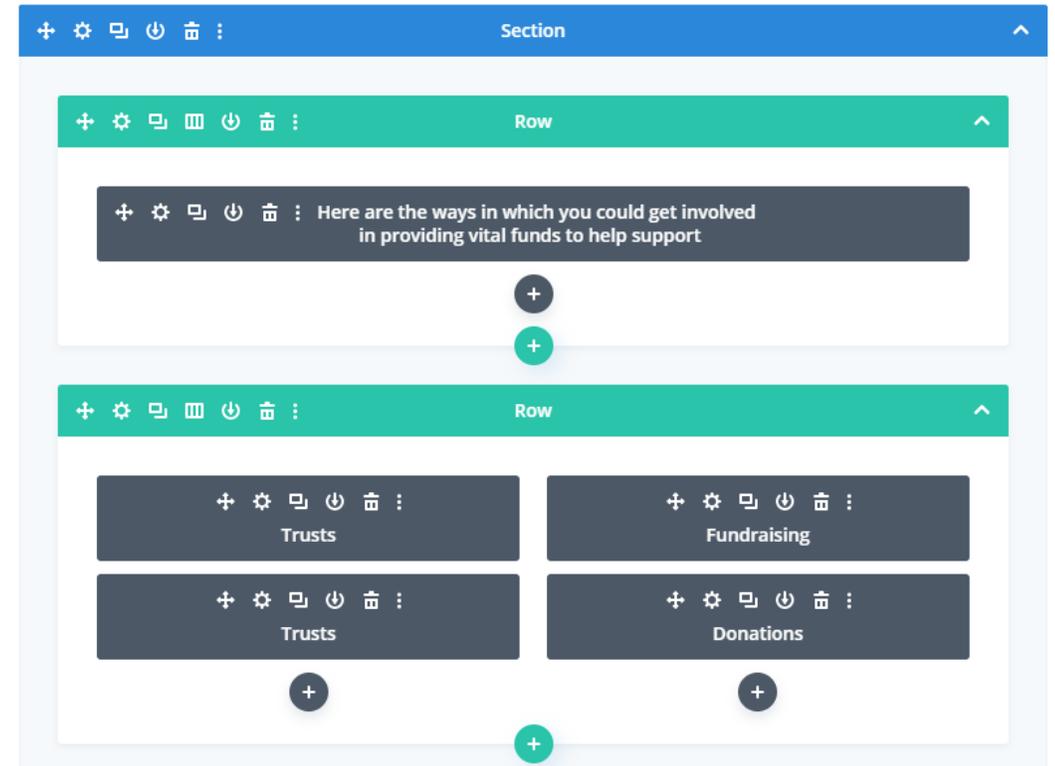
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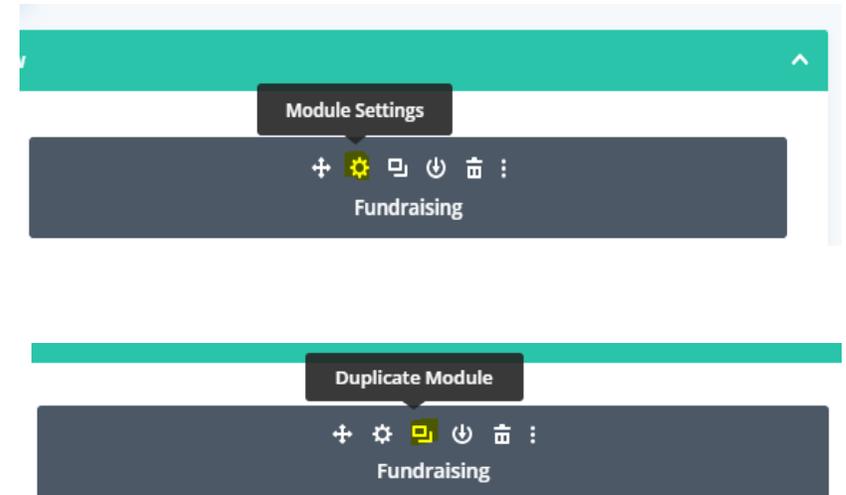
This financial year we have raised £12,000 through donations. Every pound counts and makes a difference. Why not use the Donate button at the top of this page to give a one-off amount to help our work?



The grey boxes contain the content you can see on the website layout. In each case there is a label on the grey box which corresponds to the content on the website. So there are clues inside the editor to help you identify an element in the layout, as a target for editing. The complexity is that there are many sections within a page, and many more rows. Your task is to locate where something is within the page. However if you understand how it works, it is not that difficult to locate them.

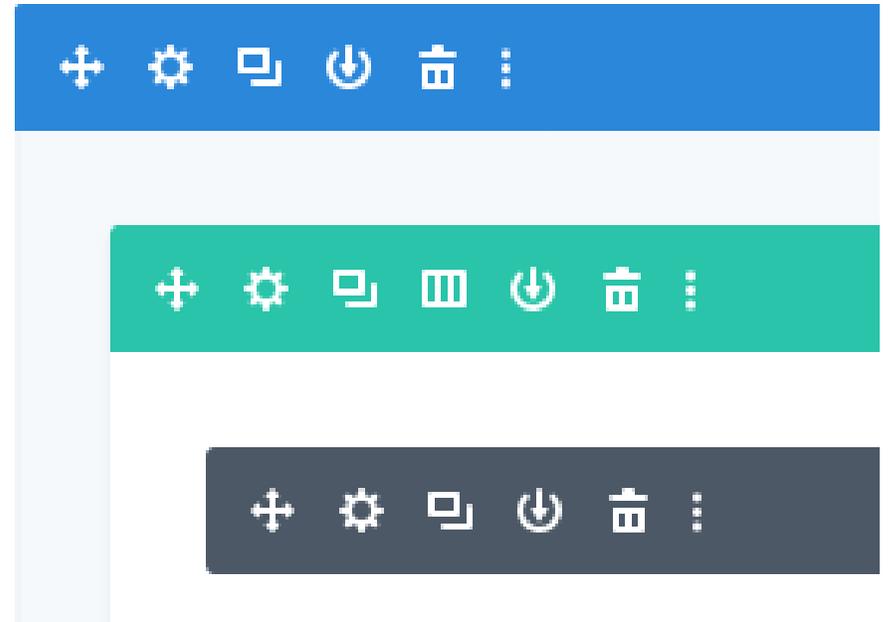
Icons – what do they mean?

- When you look at the layout view of a page, it is based on sections, rows, columns and elements within the columns. Each of these has a set of icons on them. If you are not sure what they do, place your cursor over them and a pop up message will tell you.
- Depending on whether you are on a row column or section they may be different.



Icon meanings (left to right)

- Section (blue)
 - Move, Settings, Duplicate, Save to library, Delete, More settings.
- Row (turquoise)
 - Move, Settings, Duplicate, Column layout, Save to library, Delete, More settings
- Column Element (dark grey)
 - Move, Settings, Duplicate, Save to library, Delete, More settings



More than I need to know!

- If you wanted to correct an error in say a text box, there are two ways of doing it. The more complex way, is load the page into the editor. You will see all of the coloured boxes with text in. Locate the box with the text description that is nearest to the area you wish to edit.
- Click on the SETTINGS icon and the column module will open up on your screen. If it was a text module you were trying to edit then you will see the text on the screen, and you can edit it.
- When you have completed editing, save the module, and then save the page to complete the process.
- The next slide shows one of the text boxes opened up in the editor.

Editing

- Once you get down to this level the editing is very easy, and no more difficult than editing an MS Word document.
- To summarise, the page layout is controlled by the Divi Template, if you want to edit something you need to locate where that text or image exists within the page.
- Once you have identified it's location you can open the module and edit it.
- What is available to edit in a module depends on the module type, they are usually quite intuitive, so always go to SETTINGS to open it and have a look around.
- Remember to save any changes when you are done, and then save the page before viewing the final results.

But there is another way

Much more intuitive, and aimed at users with little knowledge of building and editing websites.

Visual Editor

The Visual Editor

- Visual Editors have been around since the early 1990's. What they try to do is enable you to edit the page online in a way you can instantly see the results. It has in the past been called a WYSIWIG editor. Meaning What You See Is What You Get.
- Before we get started, it is important to realise that What You See is not always What You Get. This is because your website has three discrete views or layouts depending on what the screen size is of the users device. These are Desktop, Tablet and Phone. Your site adapts the layout on this basis.
- To optimise your layout, I have sometimes created special views for a desktop, tablet or phone where the layout is different.
- If you see what appears to be a duplicated section and it is faded out, that is because there is another view of that page optimised for a different device screen. It is not a mistake, so do take care what you are editing. In general this is mostly on the home page, other pages are simpler than the home page.

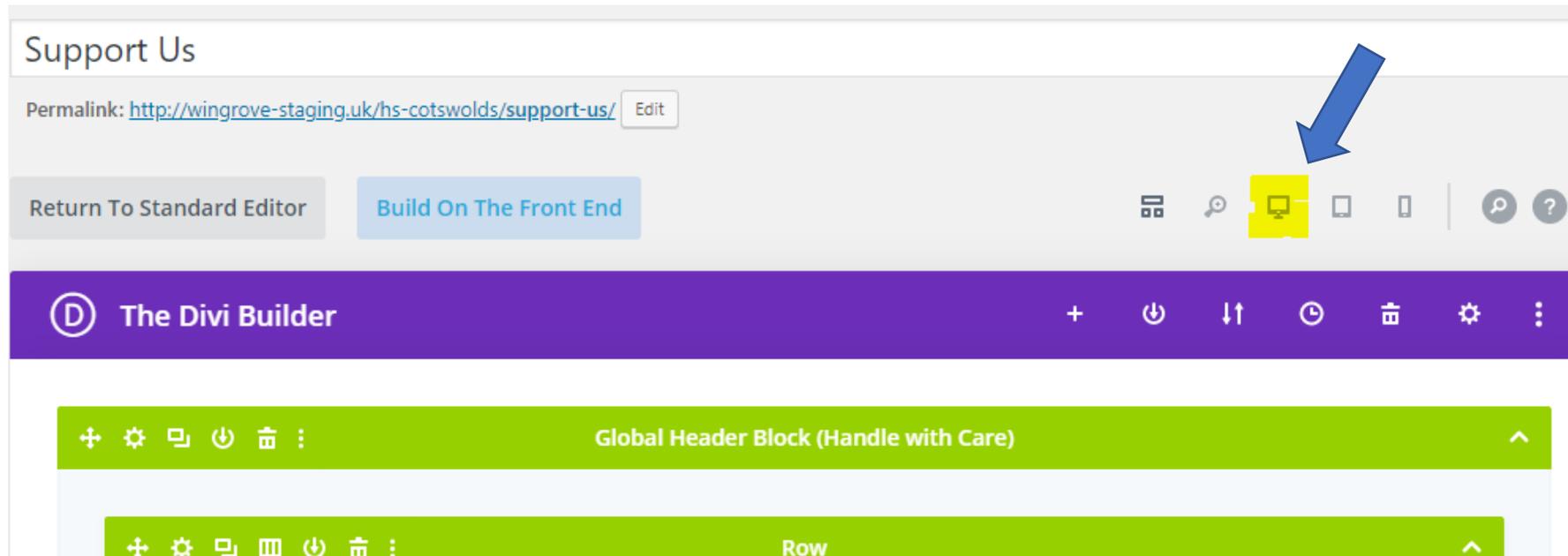
So, let's get started....

- I am going to locate and edit the text I located in the previous example, but this time I am going to do it by viewing the users view of the website.
- I login to the website
- View the website as a user sees it
- Locate the page I wish to edit
- Click on **Edit Page** in the black bar across the top of the screen



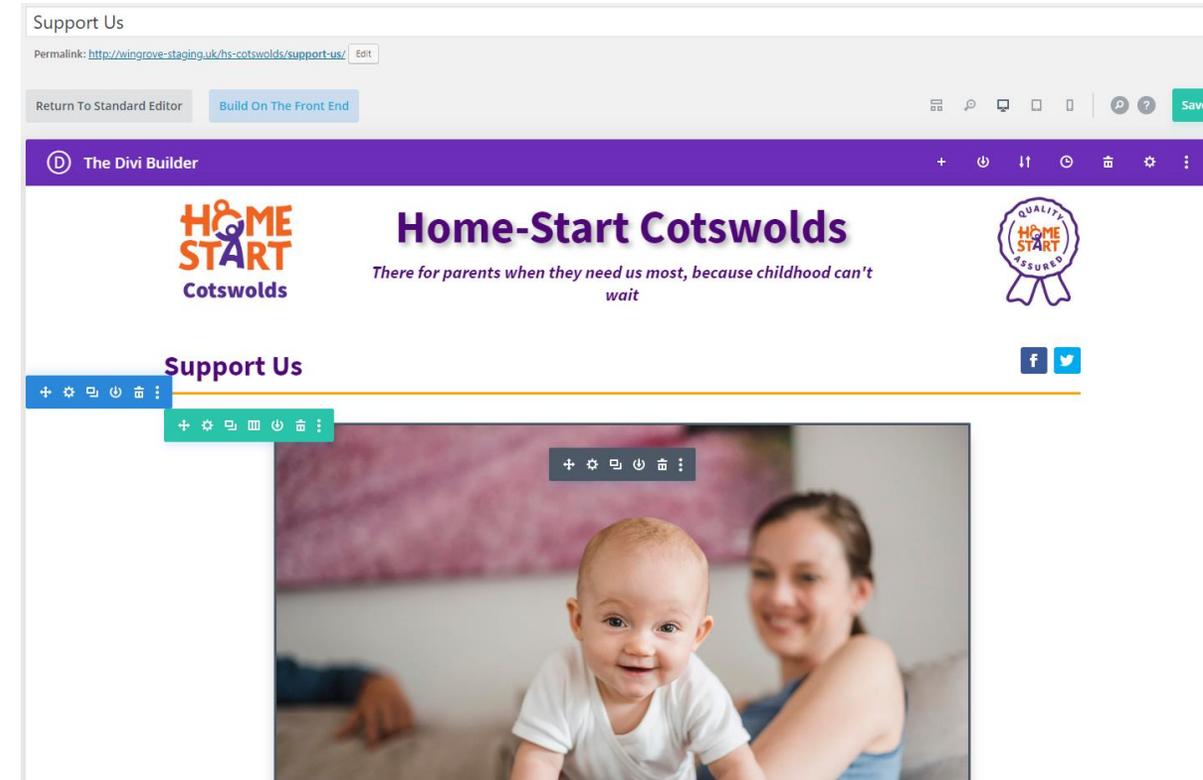
Turn on the Visual Editor

- When the page loads in the editor I have the complex view of the coloured boxes we had before. This time I am going to ignore them and instead click on the Desktop icon as seen in the image below.



Using the Visual Editor

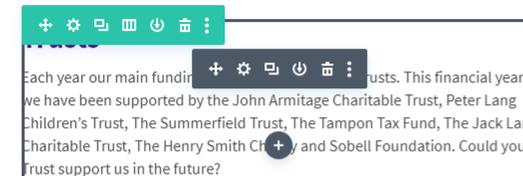
- After a few seconds the page will appear in the editor. As you move your cursor over the page layout the same sets of icons appear for the section, row and module.
- This means if you can visually locate something, you can now edit it.
- Let's scroll down and find the text we were looking for earlier.



Using the Visual Editor

- When I put my cursor over the block of text where I wish to make some changes some icons appear.
- The turquoise one refers to the row which contains two columns.
- The dark grey one is the text module. I click on the SETTINGS icon of the dark grey one and I get the following screen.

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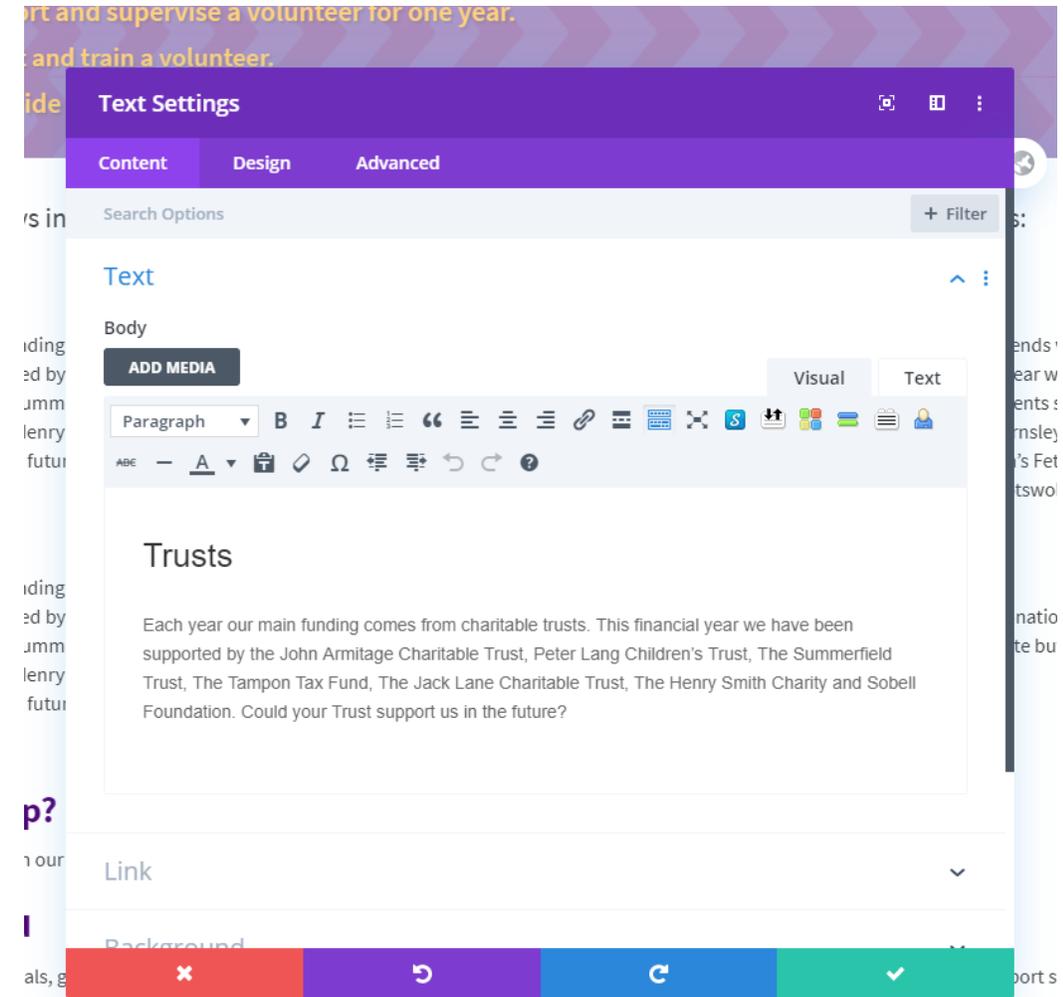
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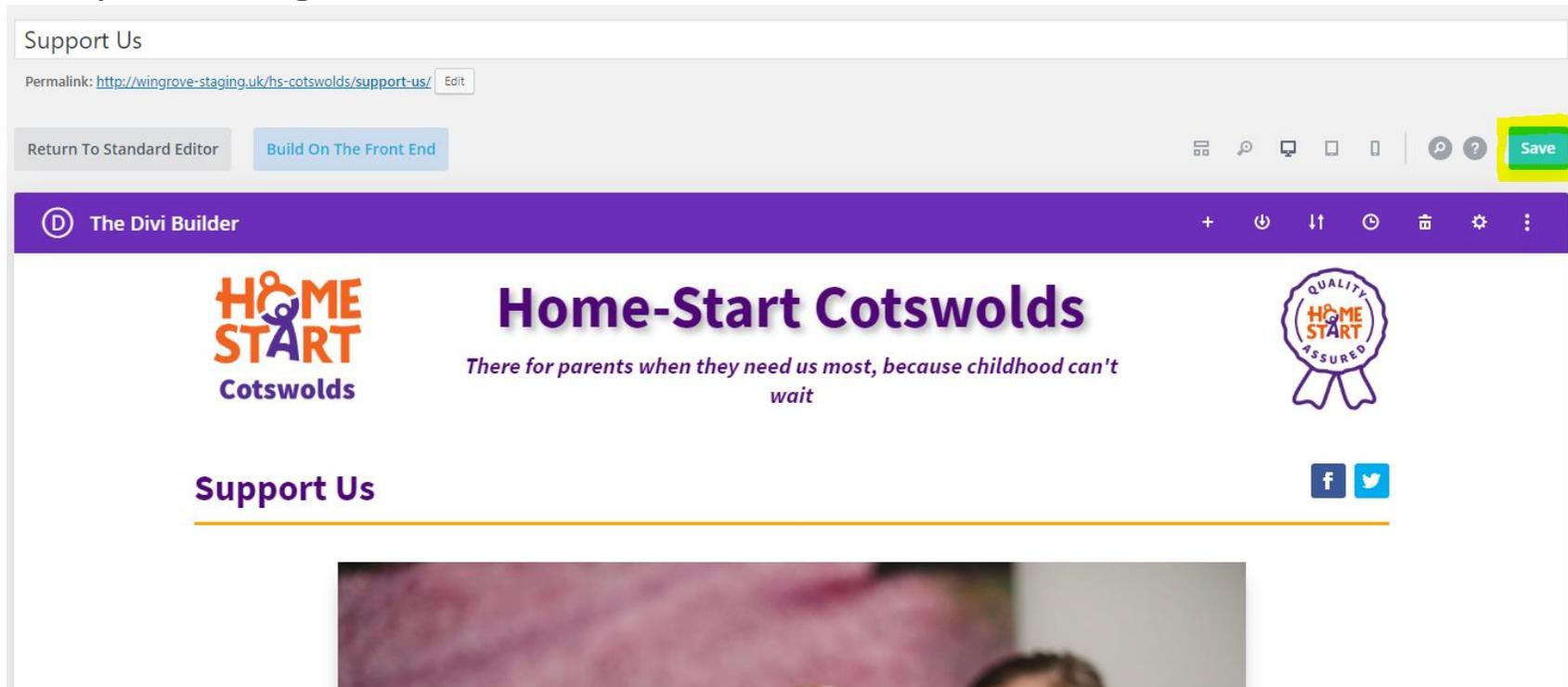
Using the Visual Editor

- I now get an editor on my screen
- I can click into the text and edit it to make any amendments or corrections. There are a set of editing icons there too.
- I make my changes, then click on the turquoise tick in the bottom right of the window
- This saves my changes locally.



Using the Visual Editor

- Scroll back up to the top of the page and click on Save (top right)
- This writes your changes back to the server



Conclusion

- The goal of this PPT was to show you how Divi represents a layout in the main editor within WordPress. It is important to grasp this if you want to make changes to your website.
- I have shown you two methods, one using the coloured blocks, the other much more intuitive is to use a visual editor, and edit the page directly.
- I tend to use both. The intent of the designers of Divi is that you can do everything visually, and not really need to use the layout or wireframe view we started with.
- This example only scratches the surface, but should be enough to get you started, particularly if you have already been through training.

Stuck – don't procrastinate!

- Give me a call or drop me a line, summarise the problem and let know. I can offer some advice to you, or walk you through the process.
- Remember you have access to here: <https://wingrove-services.co.uk> for tutorials and other information.
- Divi online tutorials from Elegant Themes can be found here: <https://www.elegantthemes.com/gallery/divi/>
- My details are: mark@wingrove-media.com