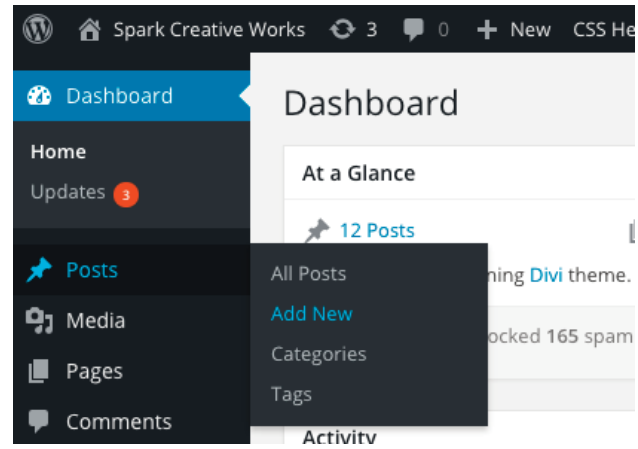


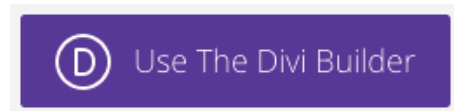
Adding a New Blog Post

Once you login and you are on the Dashboard, go to the **Posts** dropdown menu and click **Add New**.

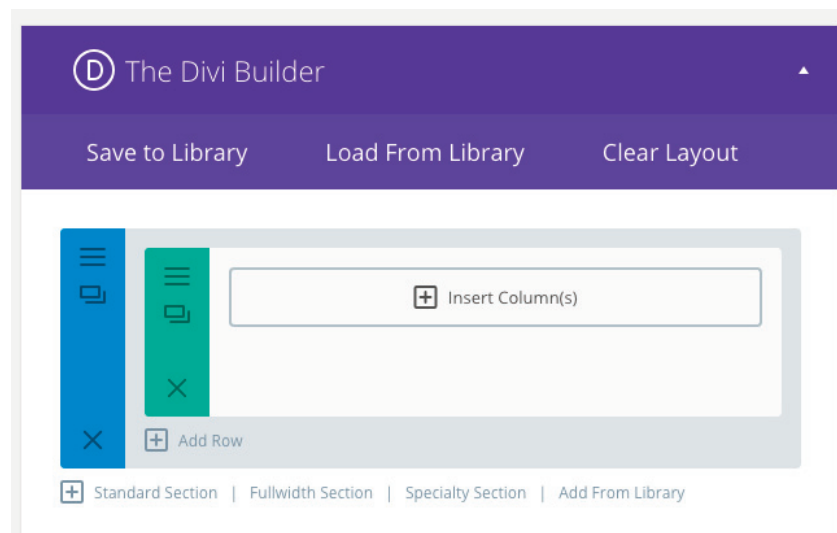


Enter your post title in the top field where it says **"Enter Title Here"**.

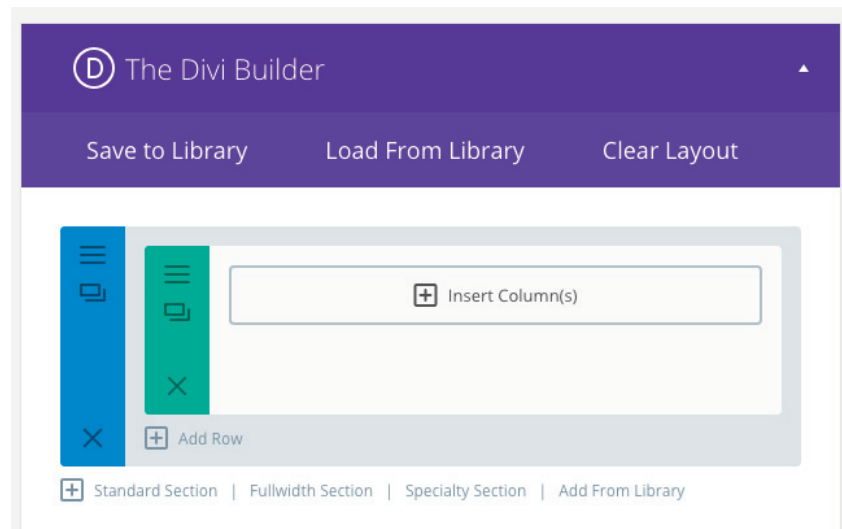
Below that, click the purple button that says **Use the Divi Builder**.



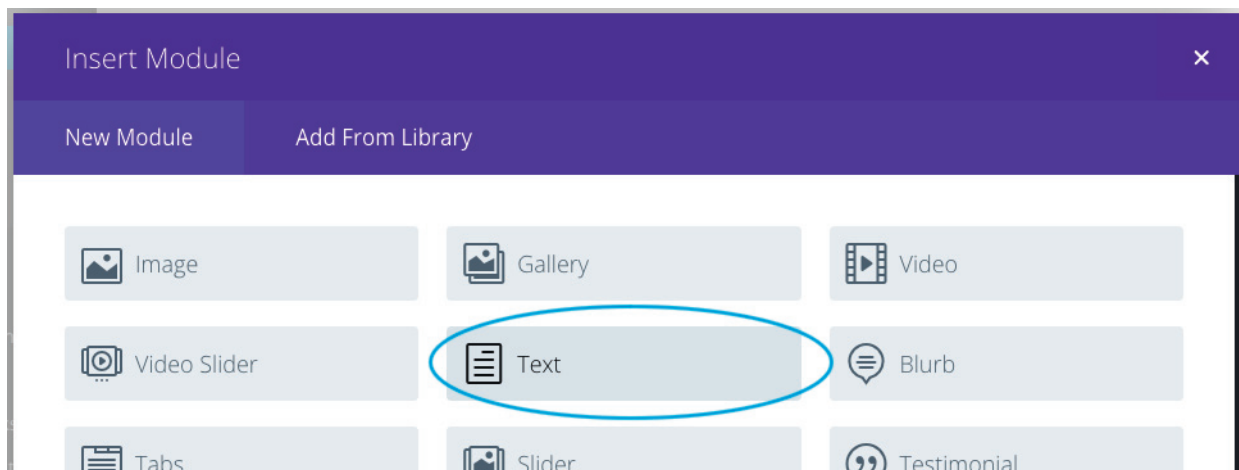
This will launch the Divi Page Builder. Here you have control over how many columns your post has. You can select One Column, or to have an image and text side-by-side you can select Two Columns. This gives you a lot of control over the layout of your post.



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Now that you have added your columns, it's time to add the Text Module. Click Insert Modules, find the Text module and select it.



A window called Text Module Settings will pop up, and this is where you type your blog post. When you have your text the way you want it, click Save & Exit.

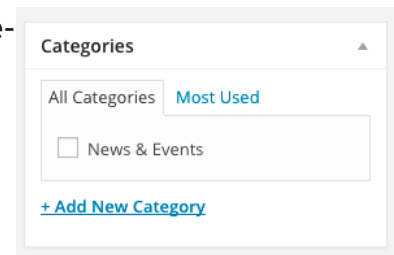
If you would like to add an Image to your post, click the Insert Module link again. Now find the Image module and select it. The Image Module Settings window will come up, and here you can upload an image.

If you have multiple images to upload, you can create a Gallery instead. Click the Insert Module link and select the Gallery module. This will bring up the Gallery Module Settings window. To upload images click Update Gallery. Select or Upload the images you wish to use and click the Add to Gallery button. Here you can also change the gallery Layout to a Slider, or Grid format. Once you're done adding images to your gallery, click the Save & Exit button.

Categories

Select a Category on the right side of the page. Click **"Add New Category"** and create one called "News" or "News & Events".

I would select this on all your posts going forward as a general category. You can also add new categories that are more specific. For example:



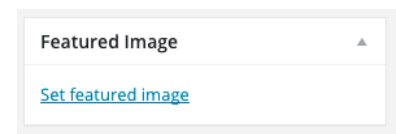
Say you are writing a post about Spark, you can create a new category called "Spark". Try to keep the category names as simple as possible though.

You can select more than one category to a post, so you can select News & Events and also select Spark at the same time.

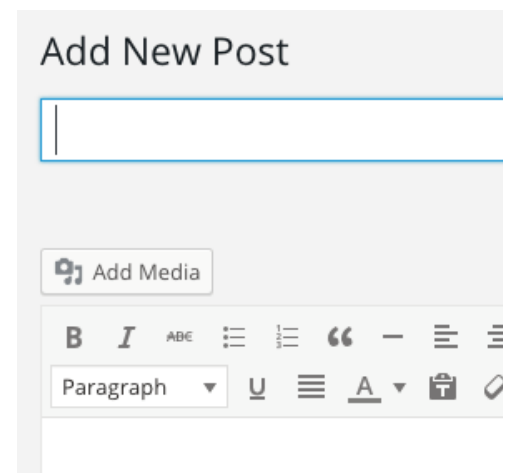
This will categorize your blog posts and help people when they are searching through your blog posts.

Adding A Featured Image

You can also add a Feature Image to your post. On the bottom right side of the webpage there is a link that says "Select featured image". Click it and it will call up an upload screen for you to add your photo. This is an option and not necessary to add, although I would suggest it, as the "Featured Image" will appear on the main blog page where all your posts are listed.

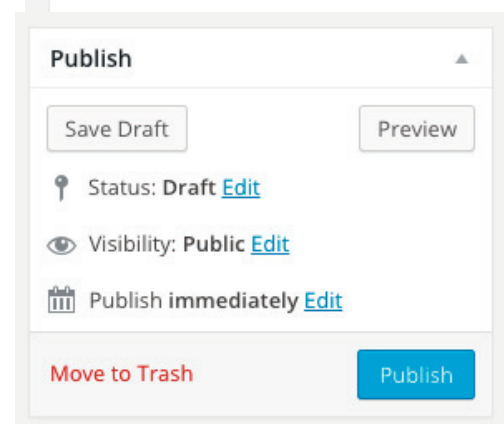


You can also add images directly into your post with the text. You do this by clicking the Add Media button. This allows you to add images that go along with your text.



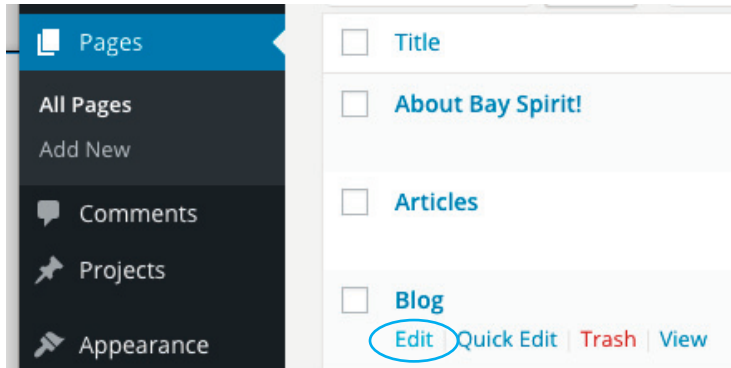
Once completed, click **Publish** and your post is all set! Go to the live site and click Blog to view your new post.

If you write a blog and are not ready to Publish yet, you can always click **Save Draft** instead and make it live later.



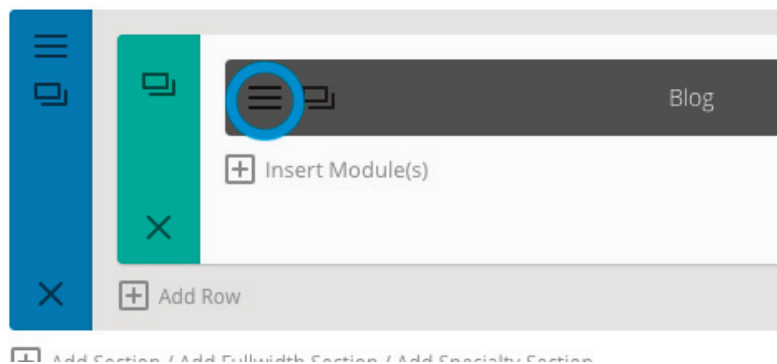
SIDE NOTE: The following ONLY applies when you create a new CATEGORY.

When you begin adding new categories, you will need to be certain they will show up in your blog. To do so, go to **Pages**, find the page called **Blog** and click **Edit**.



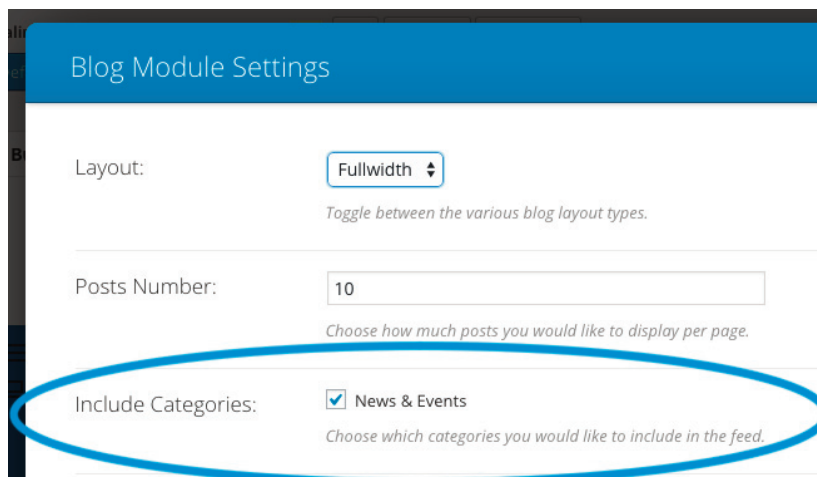
Once in the Blog page, click the icon I circled in the pictured to the right:

This is how you edit the way the blog views.



A new window will pop up called **Blog Module Settings**. The third item down is where you select which categories will appear in the Blog. Right now the only category, News & Events, is the only one selected. As you add more, they will appear in this list but you will need to come in and make sure they are selected here.

Once you're done selecting the category, click the **Save** button in the bottom right corner of the window.



Then, be certain to click **Update** on the right side to save the page.

Then you're done! Go to the live website and click on the Blog to view your new post.