St. John Parish

# Add Photo Gallery Post

### New Post / Layout

1. Click **Posts** (Left Menu WordPress)
2. Click **Add New** button at top
3. Add title
4. Purple button - **Use The Divi Builder**
5. Click **Load Layout** (In Divi Builder Purple Menu)
6. Choose **"Your Saved Layouts"**
7. Choose **Photo Gallery Post**

### Header

1. Click 3 lines next to **Header**
2. Add title to **Add Title Here**
3. Scroll down to Background
    1. Choose 3rd tab (Image Icon)
    2. Click gray + circle
    3. Choose or upload image
    4. Click blue button **Set As Background**
4. Click green **Save & Exit**

### Photo Gallery

1. Click 3 lines next to **Image Gallery**
2. Click **Update Gallery**
3. Remove St. John Image - **Click X**
4. Left menu - **Add To Gallery**
5. **Upload or select images** to add to gallery
6. Click blue **Add To Gallery** button
7. Click blue **Update Gallery** button
8. Click green **Save & Exit**

### Post Settings

1. In right sidebar find - **Page Layout** - Choose **Fullwidth**
2. Scroll down - Under **Categories**, choose **News**
3. Scroll down (bottom right) - Click - **Set featured image**
4. Choose main image for post - Click blue **Set featured image** button
5. Click blue **Publish** (If editing post, this will say **Update**)