



St. John Parish

Add News 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 Layout Type
 1. Blog - Text & Image
 2. Blog - Text Only

Header

1. Click 3 lines next to **Edit Header (Title and Image)**
2. Add title to Edit Title Here
3. Scroll down to Background
4. Choose 3rd tab (Image Icon)
5. Click gray + circle OR click St. John Icon Image to change
6. Choose or upload image
7. Click blue button **Set As Background**
8. Click green **Save & Exit**

Text (& image)

1. Click 3 lines next to **Edit Text Here**
2. Edit text in **Content** box
3. Click green **Save & Exit**
4. If for Text & Image, Click 3 lines next to **Image**
5. Click **Upload An Image**
6. Choose or upload image (Click **Set As Image** blue button)
7. 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**)