

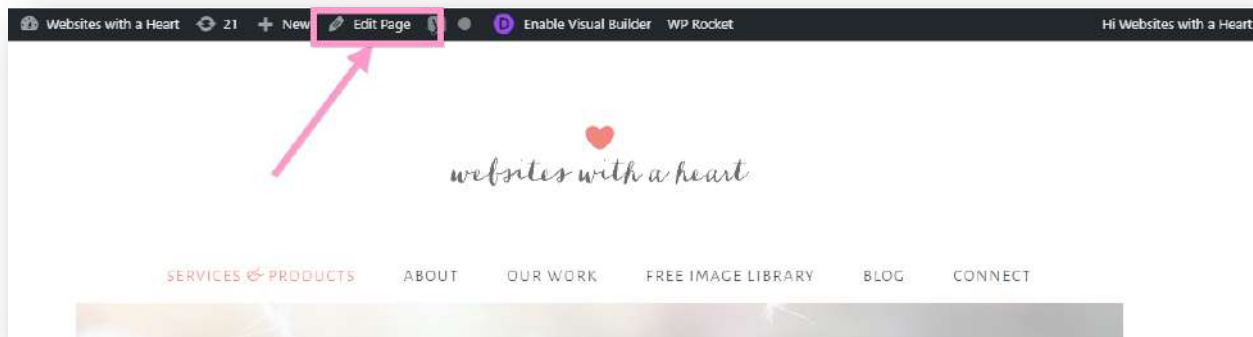


## YOUR WEBSITE QUICK REFERENCE SHEET 😊

Your website is a WordPress website, and within your site there are two editors. There's the standard WordPress editor for basic layouts (essentially a single column). Next to that, for more complicated layouts we often use the Divi Builder.

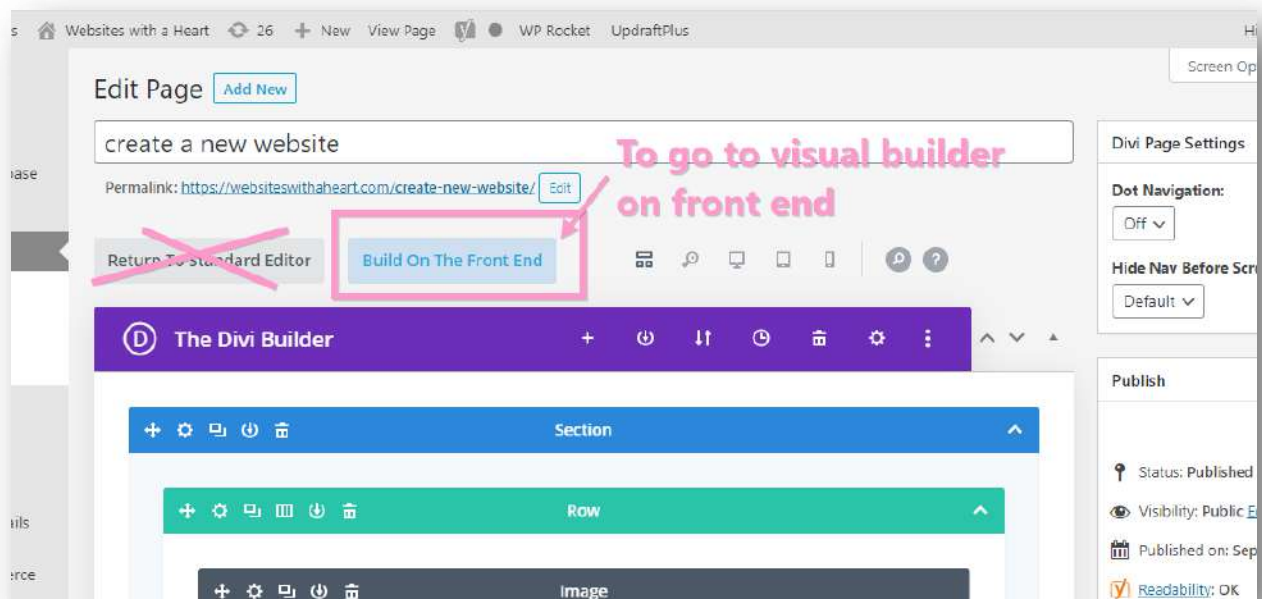
In this PDF you can see what things look like when they are created in Divi, and when with the WordPress editor. And you can see which buttons to use in each case.

When you're on a page in the front end of your website (the way your visitors would see it), you can't really see whether a page was created with the Divi builder or with the WordPress editor, so if you are unsure, go to "Edit Page" to check in the back-end of your website:



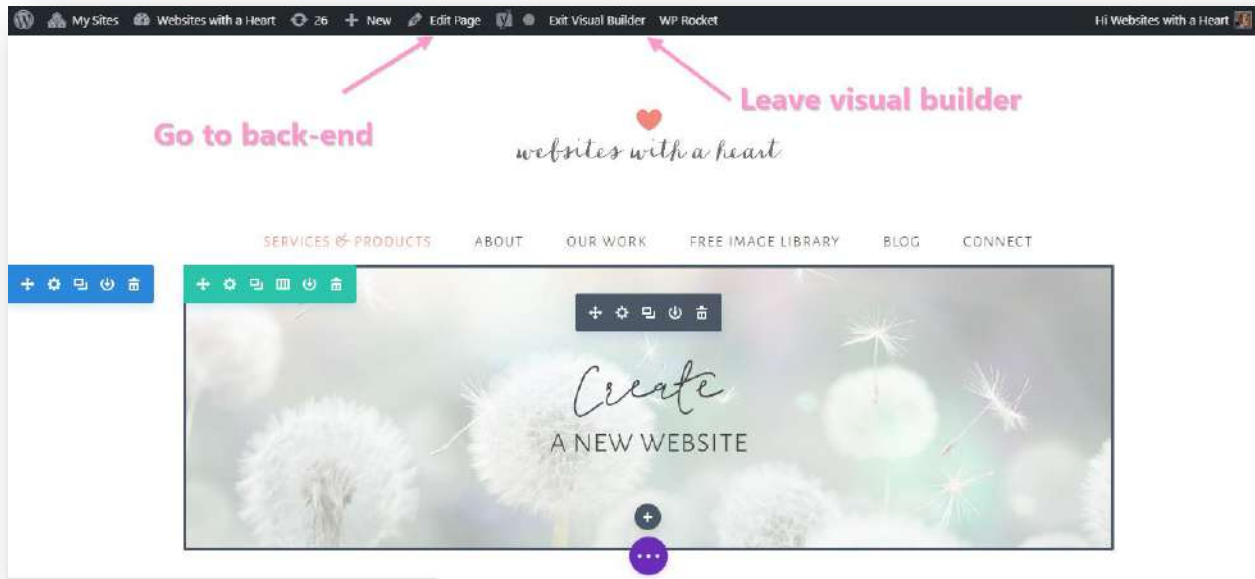
In the backend, we now see this page was created with Divi, because we see the purple and green Divi builder elements (see below). You can edit the page below directly from this screen with the Divi builder elements. Or you can go and build/edit on the front end by clicking "Build On The Front End".

**IGNORE** the button that reads "Return To Standard Editor" (crossed out below), because that would throw away all your Divi content and return your page to one made with the basic WordPress editor.



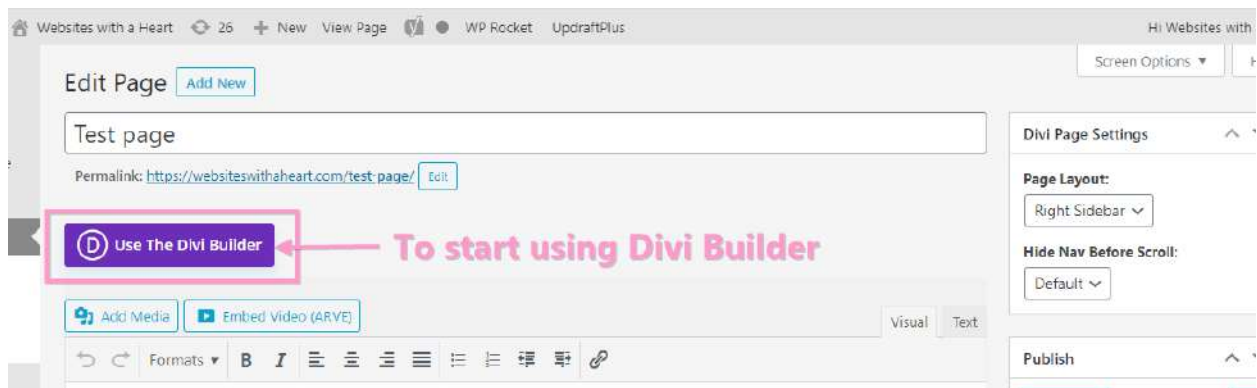
After clicking on the “Build On The Front End” button, you end up on the front end with the Visual Builder active. Here you now see the modules, rows and sections of Divi and you can edit them.

To leave the visual builder, click “Exit Visual Builder”. This takes you to the front-end of that page where you see it as a visitor to your site would. Or, to return to the back-end builder, click “Edit Page”.

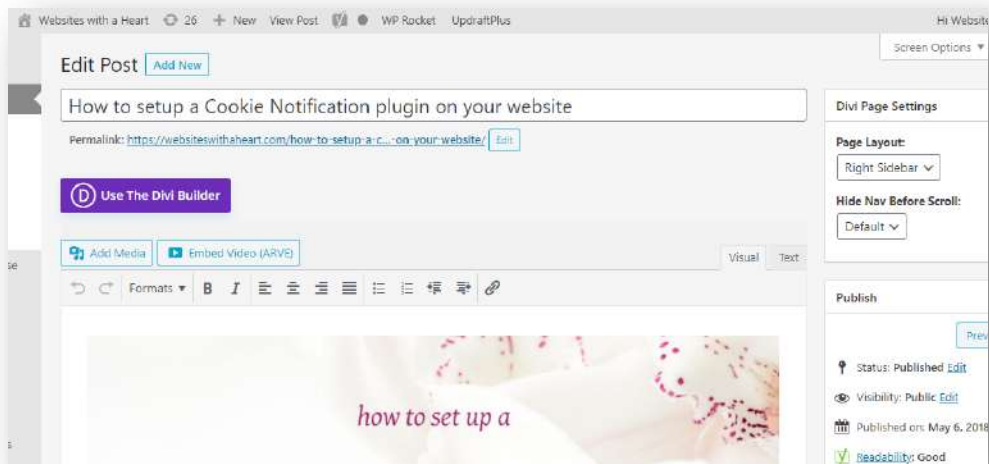


This is what a page looks like when it’s created with the WordPress editor: there are no buttons to build on the front end or to return to standard editor.

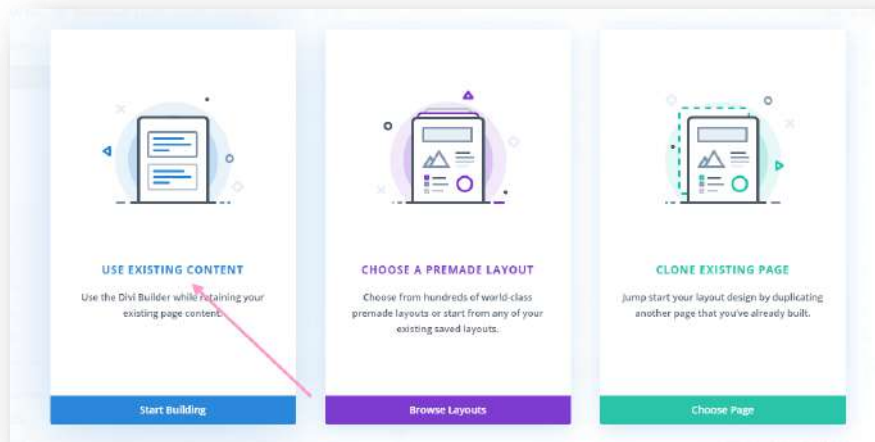
You will see only a purple button to click if you wanted to start using the Divi Builder, but typically you’d ignore that:



Even if a site is created with Divi, blog posts in that site are often still created with the standard WordPress editor (so without using the Divi Builder). Here’s an example of what that looks like. Again just the purple button to start using the builder if you wanted to do that (see next page).



If you (accidentally? 😊 ) click the “use the Divi builder” button for a normal blog post, you get a screen giving you the option to keep your current content:



Divi then places all your content in a single text module. This is not the end of the world, it just means that you have to edit the content of the post in that text module. Or you could click “Return To Standard Editor” button to move all your content back to the basic WordPress editor again.

Finally, in your pages and posts overview screen, you can recognize Divi pages by the word Divi behind the title (see below):



We hope this helps you distinguish between pages created with the Divi Builder or the WordPress editor. IF you have any questions, just let us know.