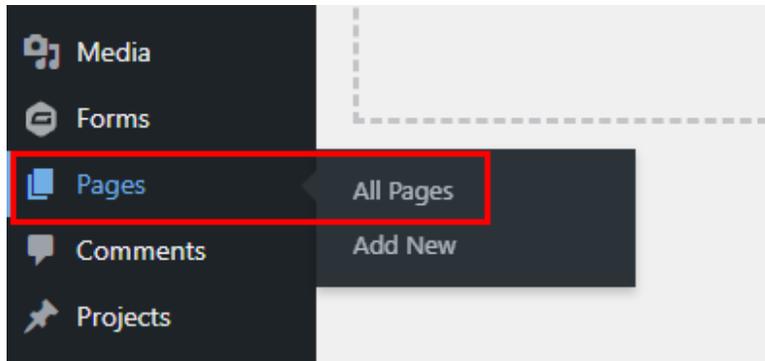
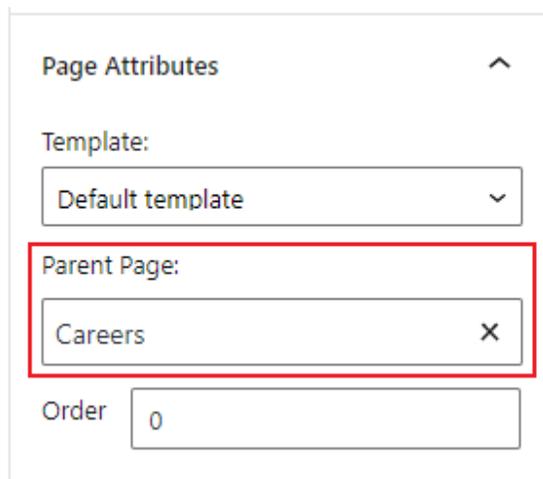


Add a New Page

1. Go to Pages



2. Click "Add New" button at the top, next to the Pages title.
3. Add your title, which will also become part of the URL, so make sure it makes sense and keep it short.
4. If this page will go under a dropdown (or parent page), go down to Page Attributes on the right sidebar. Under Parent Page, use the dropdown to select the parent page you want.



Example:

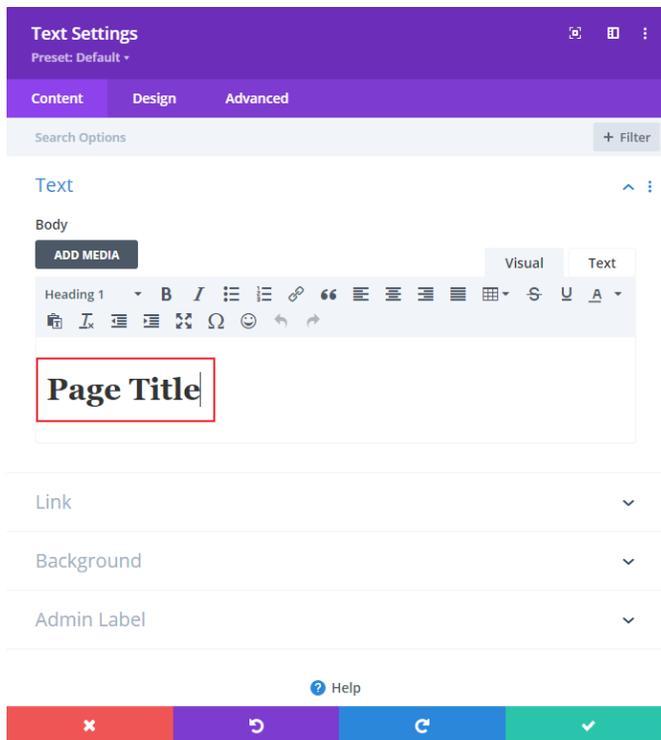
<https://www.comchoicecu.org/unbank/locations/> - Unbank would be the parent page.

5. Next, click the blue Publish button in the top right corner, then click Publish again. You can also wait to publish until you are done creating the page.
6. Click the purple button that says Use Divi Builder.
7. Click Clone Existing Page.

8. Click the tab that says Your Saved Layouts.
9. Choose Subpage Template.
10. If there is a page that has a very similar set up, you can also choose the tab that says “Your Existing Pages” instead of choosing the Subpage Template under Your Saved Layouts tab. Click on the page you would like to clone under Your Existing Pages.
11. If you chose the Subpage Template, first you will change the Page Title. Hover in the middle of the page in line with the page title and you will see a grey outline pop up. Click the gear icon to edit the text.

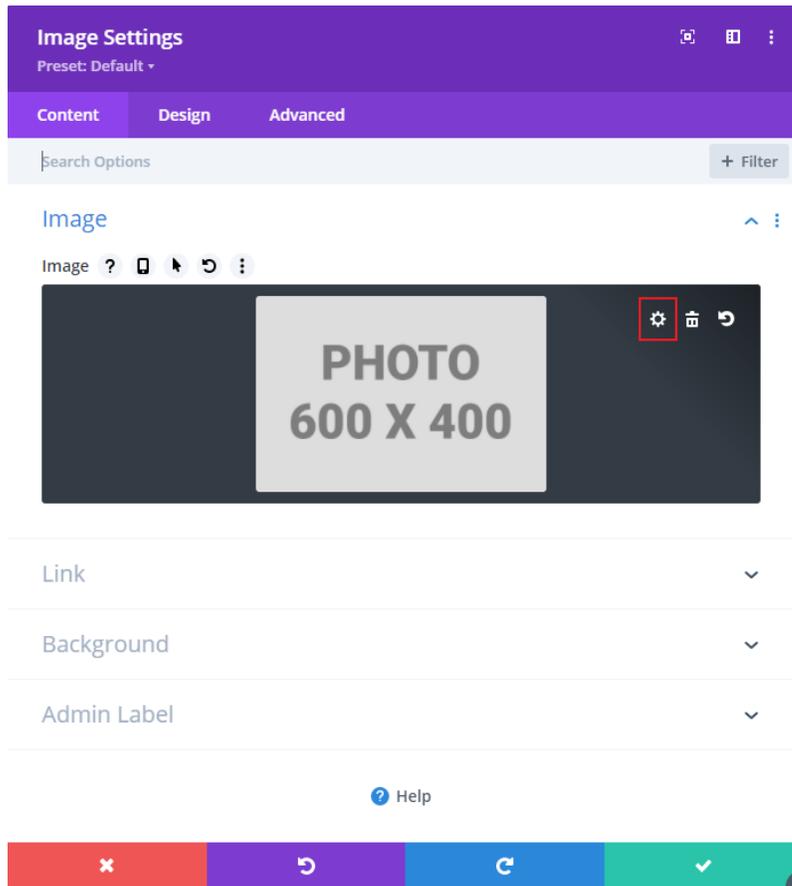


12. Then the Text Settings box will pop up. Edit your Page Title. You can use the Visual view or the Text (code) view.



13. When you are finished, click the green button in the lower right-hand corner with the checkmark.
14. Next, you can delete the image place holder or add a new image in that spot. To delete the image, hover over the image and then click the trash can icon. To replace the photo, click on the gear icon and the Image Settings will pop up.

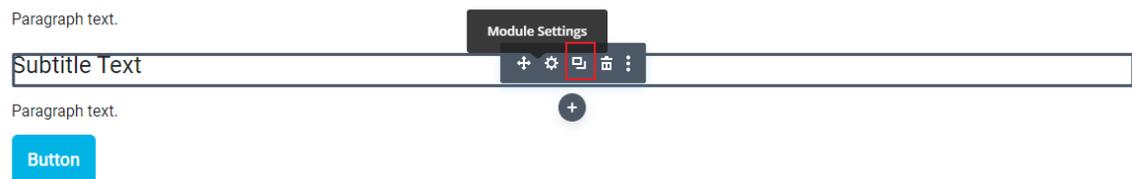
15. Hover over the image and click on the gear icon.



16. You can upload an image or click on the Media Library if the image has already been uploaded.

17. When you are finished, click the green button in the lower right-hand corner with the checkmark.

18. Next, you can edit the subtitle text and paragraph text. Follow the same procedure as you did editing the page title. If you need more than what is there, you can duplicate the modules. Hover over the module and click this icon...



19. There are two button options if you need them. The button that just says "Button" will be used for links that go within the website. The button that says "External Link Button" should be used for links that take you outside of the website.

20. To edit the “Button” hover over the module and then click the gear icon. This will pop up the Button Settings. You can edit the title of the Button under the Text section and then edit the link to the button under the Link section, located below the Text section.

Button Settings
Preset: Default

Content Design Advanced

Search Options + Filter

Text

Link

Button Link URL

Button Link Target
In The Same Window

Admin Label

Help



21. When you are finished, click the green button in the lower right-hand corner with the checkmark.
22. To edit the “External Link Button” hover over the module and then click the gear icon. This will pop up the Code Settings. You can edit the title of the button, which is currently named External Link Button. To add your link, you will replace the # sign with your URL.

Code Settings Preset: Default

Content Design **Advanced**

Search Options + Filter

Text

Code

```
1 <div class="external-blue-btn">
2 <a href="" onclick="modalUp('#'); return false;" External Link Button <i class="fa
fa-external-link"></i></a></div>
```

Link

Background

Admin Label

[? Help](#)



23. When you are finished, click the green button in the lower right-hand corner with the checkmark.
24. Save your page! If the green save button isn't in the lower right-hand corner, you might have to click on the purple circle at the bottom of the page with the 3 white dots and then the save button will appear.

