How to
Work with the Visual Builder

The *video* for this lesson is the most comprehensive way to learn about the visual builder. If watching the video is not possible, you may read the lesson below.

This set of website tutorials will teach you the simple processes behind working with the most important features on your website. The lessons do not use tech speak or theory; instead, they give you practical, step-by-step instructions on the different actions you can take to make changes to your website.

This lesson will give you a brief overview of the visual builder, which is a drag-and-drop interface that lets you edit content on the front end of your website. This is best explained in a simple example: if you notice a typo in one of your paragraphs, you'll be able to click directly into the paragraph and fix the typo without leaving the page to work with an obscured administrative interface. You can combine this tutorial with the lesson called *How to log in* in order to provide a solid foundation for the later visual builder lessons.

Introduction
Your website is built on thousands of lines of code, but you will never have to *see* this code thanks to its *page builders*, the Divi builder and visual builder. Page builders are drag-and-drop interfaces that allow you to quickly and easily assemble layouts for your pages. They are made up of modules that automatically generate the code you need to implement common features needed in your website. This makes it easy for you to click a few buttons and edit the features on your website without needing to know how to code.

The **Divi builder** is a feature-rich interface that lives on the *back-end* of your website. To learn more about the Divi Builder, please view the lesson *Overview of the page builder*.

The **visual builder** is a *front-end* page builder that is largely invisible when in use. The visual builder will consist of the content on your page along with additional options to *edit* the content when you hover over it. This builder is likely the easiest editing interface for beginners to understand, and its use is covered in this lesson. Common uses of the visual builder might be editing words, rearranging content, or changing images on one of the pages of your website.

This lesson will provide you an overview of the capabilities of the visual builder. You will learn how to access it during the other lessons, *How to edit text with the visual builder* and *How to change images with the visual builder*.

Getting started with the visual builder
When you are logged into your website, you will see an administrative bar that runs across the top of your screen. When you are on a page that *can* be edited with the visual builder, click *Enable Visual Builder* on this administrative bar to enable the builder. If you are logged in but do not see this option on any page of your website, the visual builder is most likely not installed to your site. If this is the case, you can use the lesson *Overview of the page builder* instead, which covers usage of the Divi builder.

Once you click *Enable Visual Builder*, your screen will briefly turn white and a loading animation will play. After this is over, the Visual Builder will be active. Then, you will be able to click directly into the contents of your page to perform edits.

Editing Text
When the visual builder is enabled, you can click into any paragraph within the main content of your page, and then type to edit it. You can use the options bar that appears where you clicked to format the text (such as adding italics or a hyperlink to your paragraph). For more information on editing text in the visual builder, please see the lesson, *How to edit text with the visual builder*.

Editing Complex Areas
Some areas of your website are slightly more complex, such as images, call to action buttons, and representations of data. To edit these areas, hover over them with your cursor to make a small gray options window appear. Click the *Gear* icon in this options window to open the settings for this area, then find the property you want to edit. For more information on editing complex areas, watch or read the lessons *How to edit text with the visual builder* and *How to change images with the visual builder*.

Editor Limits
For our purposes in these tutorials, you can visualize your website's pages as being made of two main parts:

1. **The content that is unique to that page.** This is *local* content that is specific to the page you're currently viewing. For instance, the paragraphs on an About page that detail the history of a company are unique because they don't appear on every page of your website.

2. **"Global" content.** This is content that appears multiple times across your website but is only able to be updated from one central location (which is usually located within the administrative areas of your website). For instance, your main navigation menu or the logo that appears on top of every page of your website are most likely global content. Global content exists so data can be entered once and automatically updated on every page of your website.

The visual builder can edit *unique page content*, but in most situations, it cannot edit global content. Global content areas that the visual builder *cannot* edit are as follows:

1. **the header**, which is the logo and menu at the top of your website (to edit your navigation menu, please see the lesson, *How to edit your navigation menu*).

2. **the sidebar**, which is the generic content (post feeds, blurbs, ads, and so on) that may sit to the left or right of your pages or posts.

3. **the footer**, which is the content on the bottom of your website, such as copyright information, navigational menus, blurbs, and so on).

Much of this content is controlled in the more complex areas of your website and may require programming knowledge to edit. If you want to make a change to one of these areas, please contact your web designer.

Next Steps
When you need to work with your website, just go to your home page, then open the tutorial that corresponds with whatever action you'd like to take, such as *How to edit text with the visual builder* or *How to change images with the visual builder*.

Most lessons can be completed in less than five minutes, although you will be able to use their skills for hours as you learn your way around your new website.