

## How to Change Text

Prerequisites: Read or watch *How to log in* and *Overview of the page builder*.

This tutorial can teach you how to access and edit the paragraphs of text that make up the bulk of your website's content.

1. Log into your website (as shown in the lesson *How to log in*).
2. Once you are logged in, look for the black bar that runs across the top of the page. On this bar, click the name of your website (which is most likely the name of your business). You will be directed to your website's homepage.
3. Navigate to the page with the text you would like to change.
4. Look again at the black bar that runs across the top of the page. Click *Edit Page*.
5. Find the purple section entitled The Divi Builder. This is a visual representation of the layout of your page, and each specific part of your page will be labeled.
6. Find the module on the page where you believe *the text you want to change* is kept. This may be a section entitled "Text" or "Blurb", but it might be more descriptive. Click the *innermost*, three horizontal lines inside of its gray module to open up its Settings window. (For more information on this, watch the video *How to change text*.)
7. Scroll down and look for the area labeled *Content*. If you are in the correct settings window, you will see the paragraph you want to edit. You can click directly into this paragraph and perform edits just as you would in an email or Word document.  
  
\* If you can't find the text you are looking for, or you see lots of code when opening a module, take a look at the Additional Notes section of this lesson.
8. When you're done making your changes, click the green Save & Exit button on the bottom-right of the module settings window.
9. When your content is ready for the public to see, scroll to the top of the page and click the blue *Update* button on the right side of the page.

## Additional Notes

### *More options in the editor*

To add more text customization options to the text area, editor, select the Visual tab on the top right of the text area in Step 7 of this lesson, *then* select the Toolbar Toggle button (in the middle of the options above the text area). Additionally, you can use the dropdown menu on the left to select which type of text you'd like to work with, as per the explanation directly below entitled *Using headings and paragraphs*. You can use the text editor to change the text color (although it is recommended to use default colors throughout your entire website), add hyperlinks, and create numerical lists out of your content.

### *Using headings and paragraphs*

You can use the Additional Notes tip directly above, *More options in the editor*, to access a dropdown menu that allows you to add subheadings to your blog posts:

**Heading 1**

**Heading 2**

**Heading 3**

**Heading 4**

**Heading 5**

**Heading 6**

And for sentences or paragraphs, you should use Paragraph:

A paragraph is regular-sized and styled text.

### *Problems?*

Certain sections of your website will not be editable via the method covered in this lesson. For instance, trying to change the text on your navigation menu or footer cannot be performed on this screen.

To edit a menu, watch or read the lesson *Edit the navigation menu*. Editing your footer or sidebar content might be slightly more complex and may contain HTML or JavaScript code, so you will need to ask your web designer for help to make these changes.

If you cannot find the text you are trying to edit, there are several possibilities:

*Are you looking in the correct module?* Try opening the other modules on your page instead. Remember to click the *innermost* set of three horizontal lines (preferably on a *gray* or *green* background) when you open a module - this is where the page content lives.

*If the content you are trying to edit is not located in the Divi Builder*, it may be held somewhere else, like a Menu (a list of pages on your website), a Widget (in the sidebar of your existing content), or Footer (near the bottom of the site). If this is the case, ask your designer for assistance.

*Seeing code?* When you open your text area, you might see code that looks like `[randomVariable = "0"]`. If you see this, do not edit anything between the `[ ]` brackets. This is called a "shortcode", and its usage is more advanced than what we cover in these tutorials. This code may link to something that controls a certain aspect of your website (like a booking system, a contact form, or an animated banner) and you will need to ask your designer to help you work with it.