1. Sign in to the WVLS Divi/WordPress website using your username and password.
   a. Add **/wp-admin/** to the end of your URL/Domain to navigate to your log in page.
   b. i.e. wvls.org**/wp-admin/**
2. A black tool bar should appear on the top of your browser (Figure 1).

Figure 1 Black tool bar appears when you are logged into your website.

3. Click **Enable Visual Builder**, wait for the page to load. See figure 1.
4. Hover over the slider. Find the grey toolbar that displays. Click the gear icon (Figure 2).
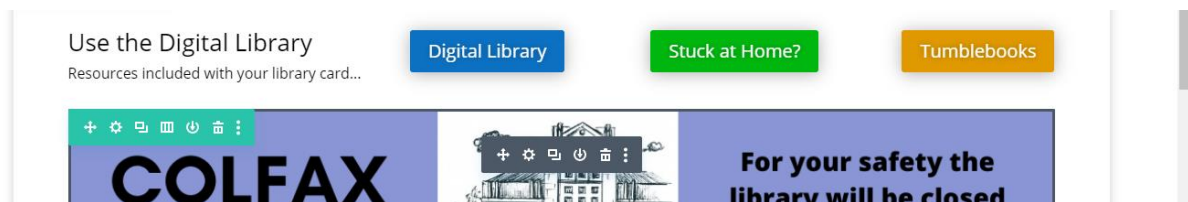

Figure 2 Hover over the module, row, or section you would like to edit to display the toolbar.

5. The Slider Settings control panel will display. You will be able to see the existing slides.
   a. **Do not delete outdated slides.** You will want to use the existing slides and replace the image rather than delete it. These existing slides have the design settings set a specific way.
   b. If you delete a slide and choose **Add New Slide**, you will need to reconfigure the slide settings.
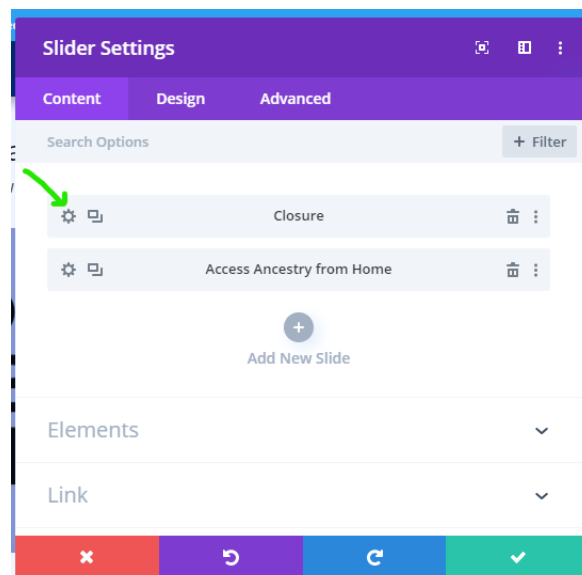6. Click on the grey gear to edit an existing slide (Figure 3).

Figure 3 Click the gear icon to edit an existing slide.

7. As there is no content at first glance it may be confusing but scroll down to the **Background** settings (Figure 4).
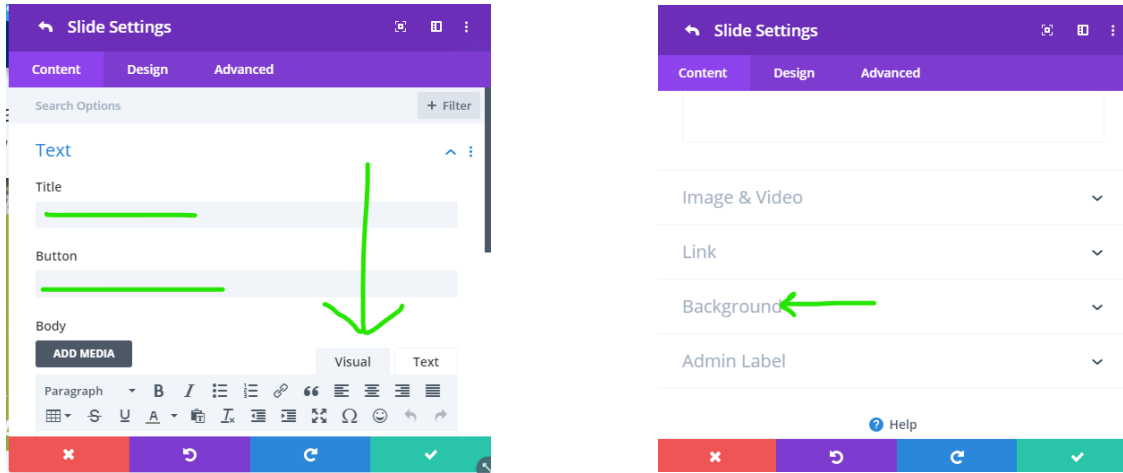

Figure 4 Do not enter any text into Title or Button. Scroll down to the Background settings.

8. Click the Image icon in the **Background** settings. Then click on the existing image to begin replacing it with your desired new slide (Figure 5).
9. You will be taken to your media library. Click on **Upload Files**, **then Select Files** to find the slide you have created and saved to your computer (Figure 6 & 7).
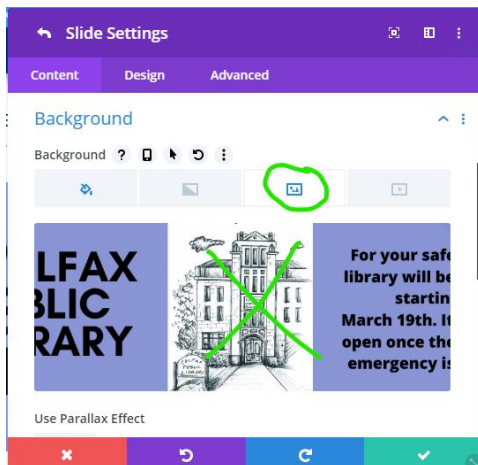

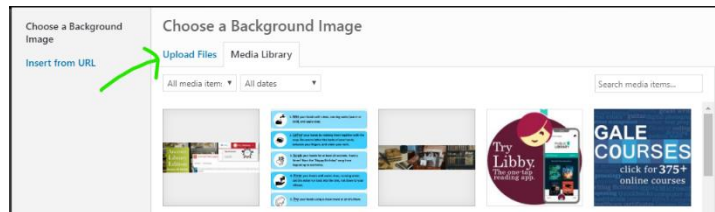*Figure 5 Click on the Image icon and click on the existing slide.*

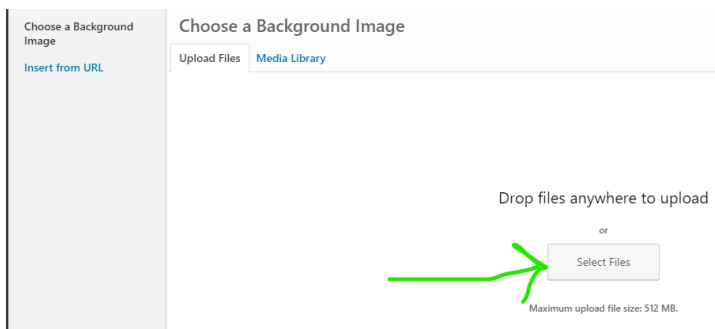*Figure 6 Click on Upload Files.*

Figure 7 Click on Select Files to find your desired slide you have created and saved to your computer.

10. Once your image is in the media library, add a Title, Alt Text, and Description to the image (Figure 8).
    a. **Title**: the topic of your slide will be just fine. i.e. Storytime at the Library
    b. **Alt Text**: include all text that is included in your slide as this field is the only text a Screen Reader will access to communicate to those with loss of vision.
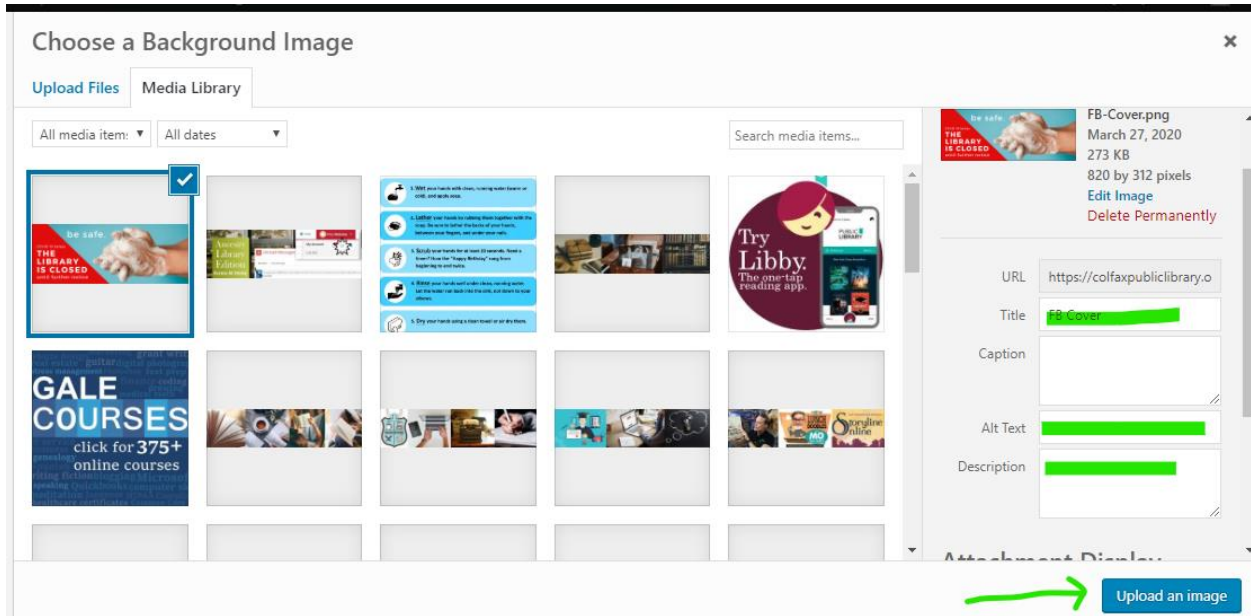   c. **Description**: copy your slide Title for this field.

Figure 8 Insert information for the Title, Alt Text, and Description fields.

11. Click **Upload Image.**
12. You will be taken back to the **Slide Settings** control panel where you will see your new slide appear. Scroll down to the **Admin Label** and relabel your slide and click the green checkbox to save your slide settings. (Figure 9).
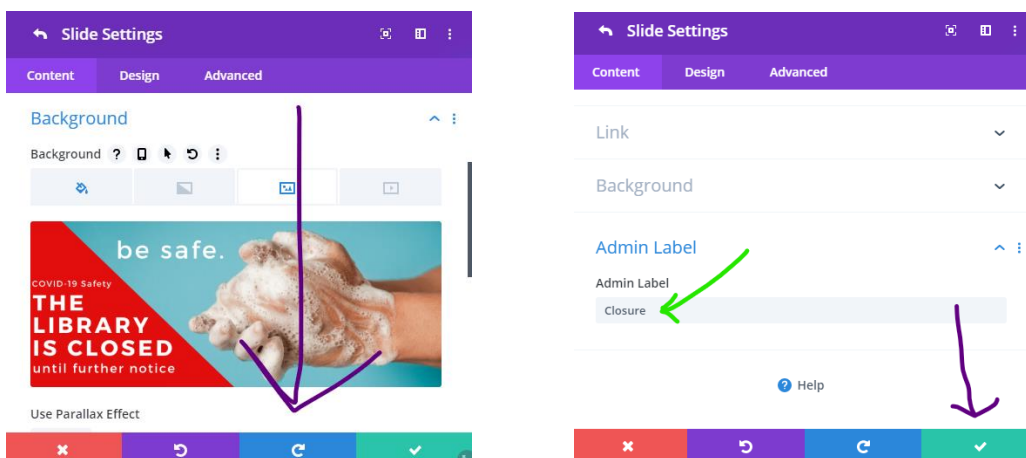

Figure 9 Scroll down to Admin Label settings and rename your slide.

13. You will be taken back to the **SLIDER Settings** panel. **It will look the exact same** except when you scroll back up you will see the individual slides and the module name will change to **SLIDER Settings**. Click the green checkbox again to save your slider settings (Figure 10).
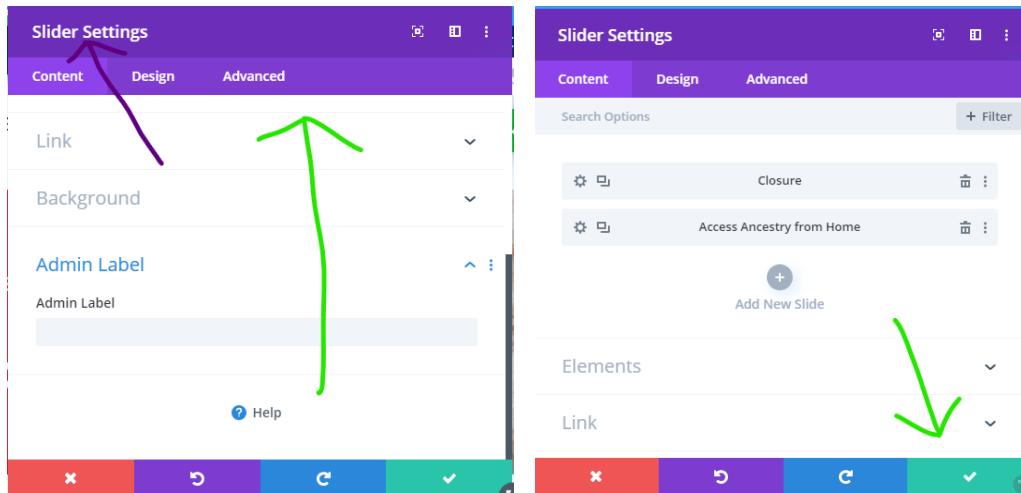

Figure 10 Scroll up when you return to the Slider Settings to see your slides.

14. To save your work, find the **purple ellipses**, click it, then find the **green Save button** on the far right, click it (Figure 11).
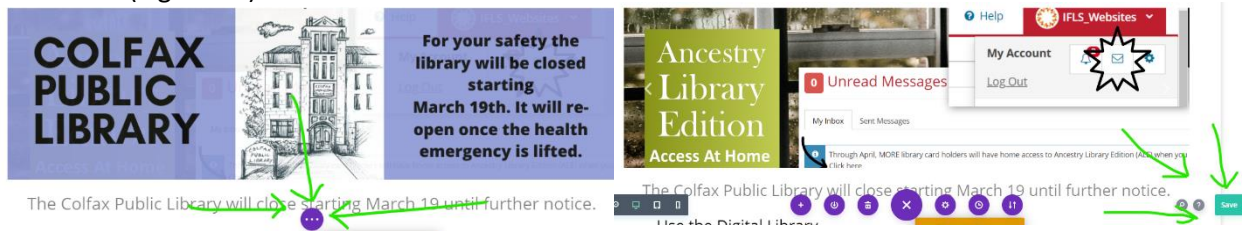

Figure 11 To save your work, click the purple ellipses, then the green Save button.

15. Wait for the green **Save button** to display a checkmark, then click **Exit Visual Builder** in your top toolbar to save, exit the visual builder, and view your new slide (Figure 12).
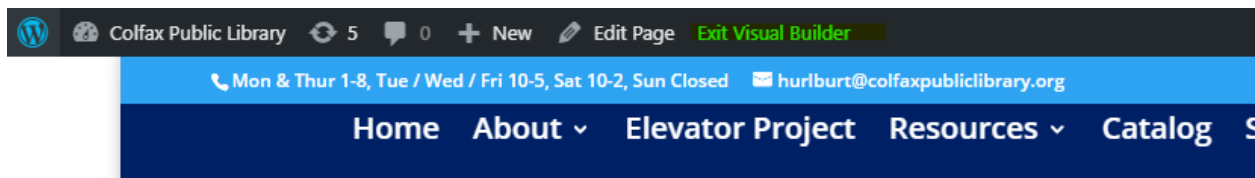

Figure 12 Click Exit Visual Builder to save your work.

Finished!