

Updating the information in the static footer on a website

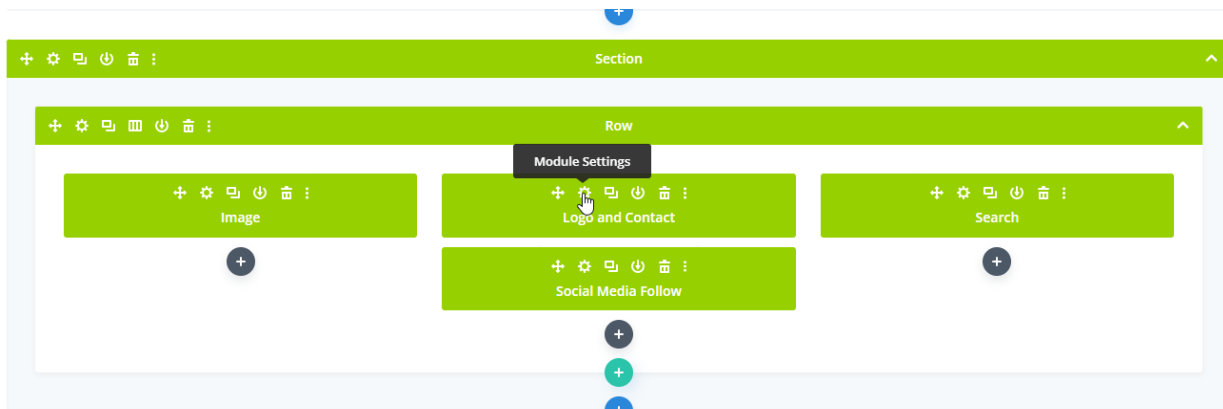
Do your library hours change for summer and winter? Did your phone number change? You never touch the footer of your website and now you've got to fix the info.

Good news! You can do this on one page and it will make changes to all pages.

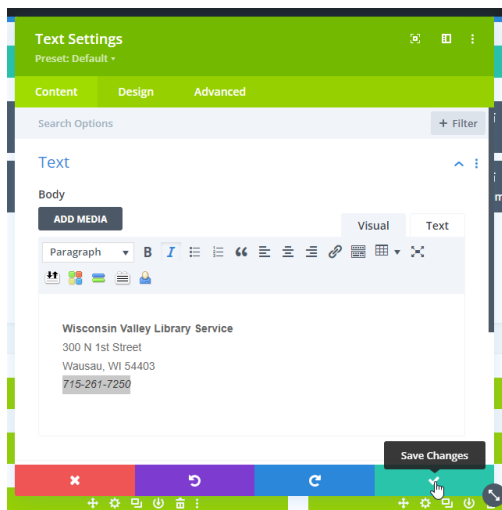
You can do this either on the back side or on the front side using the visual editor. The first instructions will be for the back side – if you prefer to work with the visual editor, scroll down.

Option A: WordPress Page Editor

1. Open your dashboard and pick a page, any page. (Example, "About")
2. Scroll down to the bottom of the page editor until you see the bright lime green boxes - this is the footer section.
3. Select the module (box) you want to edit and click on the gear icon.

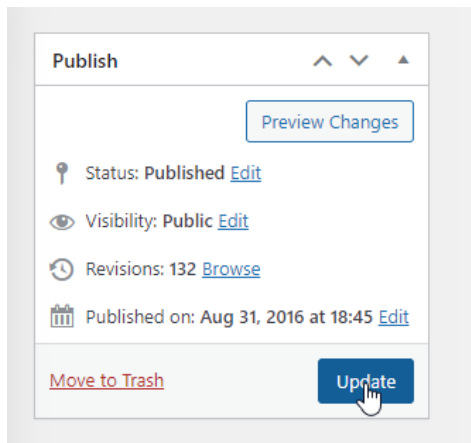


4. Make the changes you want and click the green check mark to save changes.



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5. Make sure you click "Update" in the Publish widget on the right side. (You can also preview changes first.)

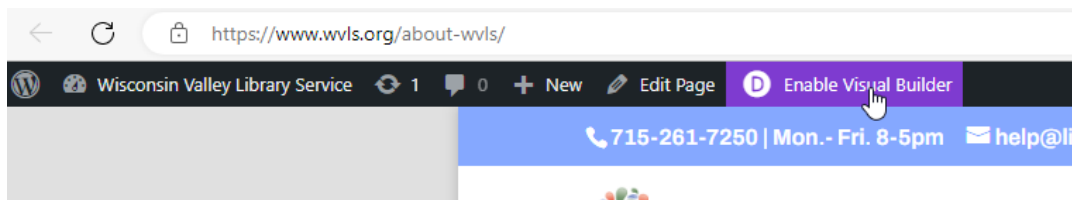


And you're done!

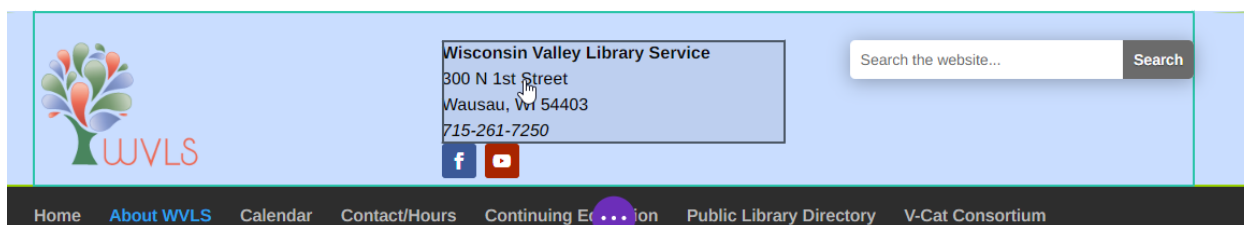
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Option B: Divi Visual Editor

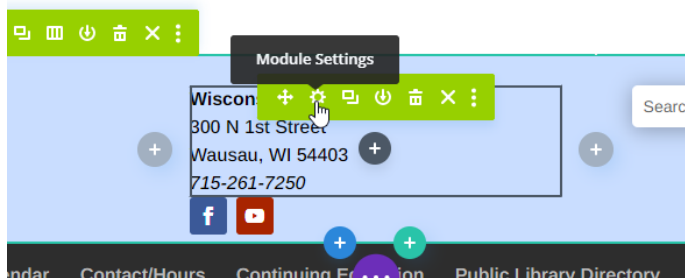
1. Sign in to your website and navigate to any page on your website.
2. Select "Enable Visual Builder" in the black admin bar at the top.



3. Scroll down to the footer section and hover over the area you want to edit. The module/section boxes will appear around the various features.

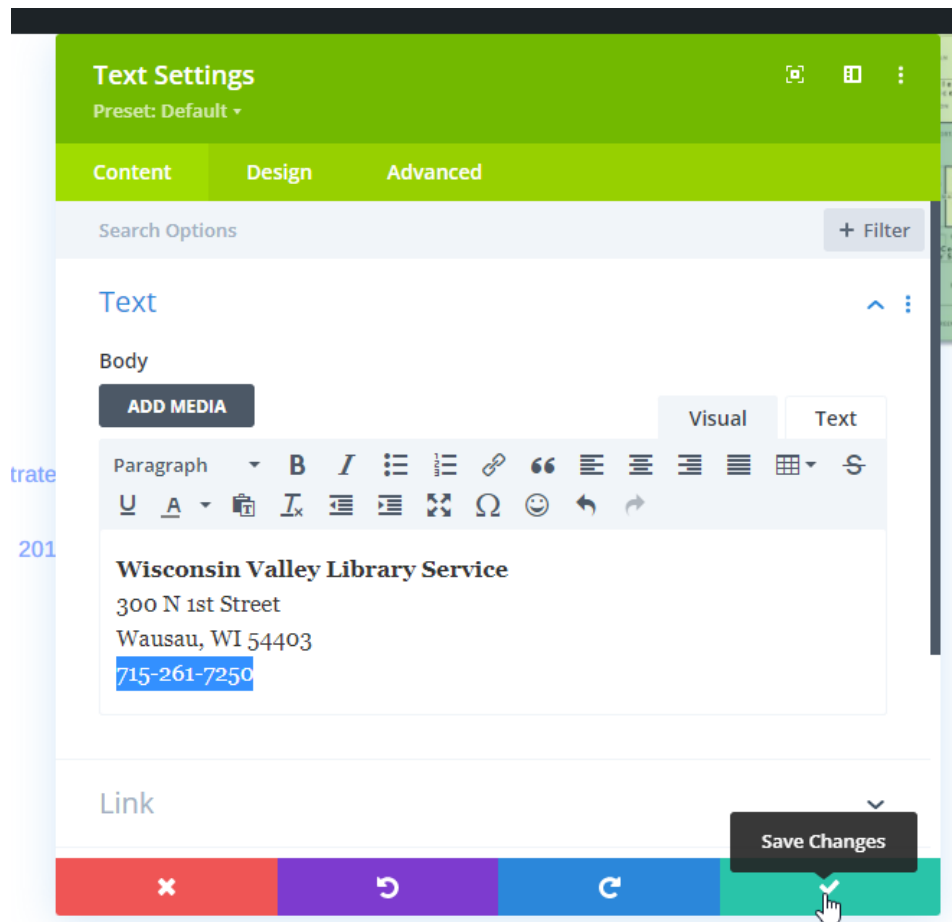


4. Click in the area you want to edit and the lime green footer menu will appear above the module. Click on the gear icon to open up the module settings editor.

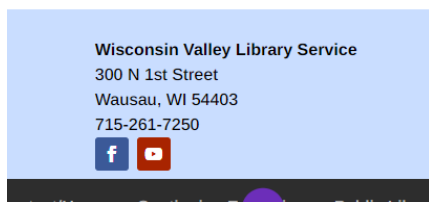


5. Edit the text you want changed and click the green check mark to save changes.

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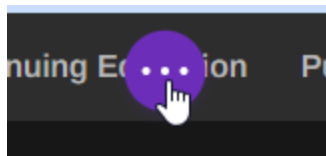


6. You will see the changes made to the footer of your page - and every page - on your website.

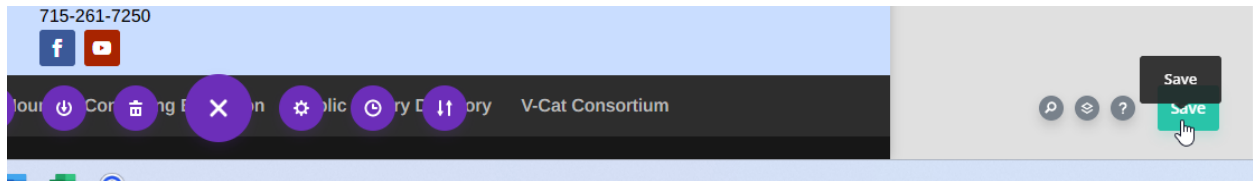


(no italics)

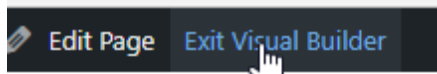
7. **Be sure to click on the three purple dots on the bottom to open the save menu, click on Save on the right side, then exit the visual builder in the black bar at the top of the page.**



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ageSpeed=off



[\) WVLS Annual Report](#)

[} Glossary of Terms](#)

And you're done!