

... .our.locality

Easy WP Guide

The original Easy WP Guide was written by Anthony Hortin and adapted under licence for OurLocality - December 2024



If you prefer an online version without the adjustments for our platform, this link will get you to a well linked page: <https://easywpguide.com/wordpress-manual/> but note that the sections covering themes, plugins and site security and health apply only to self hosted websites.

Copyright © 2024 Anthony Hortin - All rights reserved - Published December 2024

... .our.locality

Contents

Welcome	10
Introduction	10
Login	11
Dashboard.....	13
Dashboard Menu Options.....	14
Toolbar.....	16
Hiding the Toolbar	18
Posts versus Pages	18
Posts.....	19
Pages	20
Adding your Site Content.....	22
Block Editor	22
Adding a New Page	23
Adding a New Post	24
Block Editor Tools.....	25
Block Editor Options	31
Adding Content with Blocks	34
Fullscreen Mode.....	39
Block Directory.....	41
Block Patterns.....	42

Command Palette	44
Blocks.....	45
Text Blocks.....	49
Classic Block	49
Code Block.....	51
Details Block.....	52
Footnotes Block.....	53
Heading Block.....	54
List Block.....	55
Paragraph Block.....	57
Preformatted Block.....	59
Pullquote Block	60
Quote Block.....	61
Table Block.....	62
Verse Block.....	63
Media Blocks	64
Audio Block.....	64
Cover Block	65
File Block.....	66
Gallery Block.....	67
Image Block.....	69
Media & Text Block.....	71
Video Block	72
Design Blocks	74

Buttons Block.....	74
Columns Block.....	75
Grid Block.....	77
Group Block.....	78
More Block.....	79
Page Break Block.....	80
Row Block.....	81
Separator Block.....	82
Spacer Block.....	83
Stack Block.....	84
Widgets.....	85
Archives Block.....	85
Calendar Block.....	86
Categories List Block.....	87
Custom HTML Block.....	88
Latest Comments Block.....	89
Latest Posts Block.....	90
Page List Block.....	91
RSS Block.....	92
Search Block.....	93
Shortcode Block.....	94
Social Icons Block.....	95
Tag Cloud Block.....	96
Terms List Block.....	97
Theme Blocks.....	98

Archive Title Block.....	98
Author Block.....	99
Author Biography Block.....	100
Author Name Block.....	101
Avatar Block	102
Categories Block.....	103
Comments Block.....	104
Comments Form Block.....	105
Date Block.....	106
Excerpt Block	107
Featured Image Block.....	108
Login/out Block	110
Modified Date Block	110
Navigation Block.....	111
Next Post Block.....	113
Previous Post Block.....	114
Query Loop Block.....	116
Read More Block.....	119
Search Results Title Block.....	120
Site Logo Block	121
Site Tagline Block	122
Site Title Block.....	123
Tags Block.....	125
Term Description Block.....	126
Title Block.....	126

Embeds.....	127
Synced Patterns (Formerly Reusable Blocks)	130
Rearranging Blocks.....	131
Converting Existing Content to Blocks.....	132
Changing your Post Format	134
Reviewing Past Revisions.....	136
Editing Existing Content.....	137
Deleting Content	138
Saving and Publishing content.....	140
Classic Editor.....	143
Adding a New Page	144
Adding a New Post	145
Adding Content with the Visual Editor	146
Switching to the Text Editor	151
Changing your Post Format	153
Reviewing Past Revisions.....	155
Adding Images and Other Media.....	156
Inserting an Image	156
Edit or Delete an Image.....	161
Setting a Featured Image.....	164
Insert an Image Gallery	166
Edit or Delete an Image Gallery	169
Insert an Audio or Video Playlist.....	170

Inserting Video, Audio or Other File Type	172
Embedding a Video, Image or Other Content	173
Adding HTML Links	176
Inserting an HTML Link	176
Inserting Links to Media Files	178
Editing an HTML Link	179
Removing an HTML Link	181
Editing Existing Content.....	182
Deleting Content	182
Fullscreen Editing.....	184
Saving and Publishing Content.....	184
Categories	186
Adding Categories within your Post.....	188
Tags	190
Adding Tags within your Post	192
Media Library	194
Viewing a File in the Media Library	197
Adding a File to the Media Library.....	199
Editing the File Properties	201
Editing an Image	204
Deleting a File from the Media Library	208
Comments	209
Replying to a Comment	211

Editing a Comment.....	213
Quick edit.....	213
Edit.....	214
Unapproving and Approving Comments.....	215
Marking Comments as Spam and Trash.....	216
Appearance	217
Selecting your Theme.....	218
Previewing and Customizing your Theme.....	219
Adding a new Theme.....	220
Patterns	221
Customizing your Site	222
Widgets.....	226
Block Editor Widgets.....	226
Classic Widgets.....	228
Updating the Menu	230
Adding a New Menu.....	232
Editing an Existing Menu Item.....	233
Adding a New Menu Item	234
Adding a Custom Link Menu Item	235
Deleting a Menu Item	236
Managing Menu Locations.....	237
Header	238
Background.....	239

Theme File Editor.....	240
Editor	240
Editor Tools.....	241
Templates and Template Parts.....	244
Editing Templates	247
Settings Sidebar	248
Styles Sidebar.....	249
Plugins.....	250
Adding a New Plugin.....	268
Users	253
Adding a New User	255
Deleting a User	257
Editing your Profile	258
Tools.....	262
Available Tools	262
Import.....	262
Export.....	262
Site Health	282
Export Personal Data.....	262
Erase Personal Data.....	262
Settings.....	263
General.....	263
Writing.....	265

... .our.locality

Reading.....	267
Discussion.....	268
Media	270
Permalinks	270
Privacy.....	271
Keeping your Site Updated	296
Where To From Here?.....	273

Welcome

It might be easier to say what this guide isn't, rather than what it is. It isn't an in depth look at every single function available within the WordPress dashboard. Nor is it a guide to help you develop or modify WordPress themes.

The aim is to create a simple WordPress guide that will help you to get an understanding of how you use the various features within the WordPress Dashboard to keep your site or blog updated.

If you're looking for more in-depth knowledge, there are stacks of articles in the [WordPress Codex](#) that go into detail, if you want to get really involved in developing your own WordPress theme or modifying your site with plugins.

This is a simple guide to using the Content Management side of WordPress for those who just need to update their site pages every so often.

Introduction

WordPress is an [Open Source](#) software system used by millions of people around the world to create beautiful websites and blogs. It is customisable by the use of [themes](#) and [plugins](#).

Ourlocality is a locally owned version that uses the same core software and a restricted palette of plugins and themes. Unlike in a free standing WordPress website, you have limited admin rights and cannot download plugins and themes.

While plugins and themes are great for technically literate folk who have the time and inclination to self-manage their website and hosting, most of our users have no inclination towards updating software everytime it changes. OurLocality is in this respect different as the management of themes and plugins is centralised, so we always have things bang up to date.

The restricted palette of options means you can focus on what you are good at - the publishing side and promotion of your project, cause, startup of community group.

OurLocality has adopted the philosophy of "doing more with less". Instead of "infinite possibilities" in terms of things you can download to jazz up your website, we encourage "infinite creativity" using the basic toolset, supplemented with a few of our favourite tools.

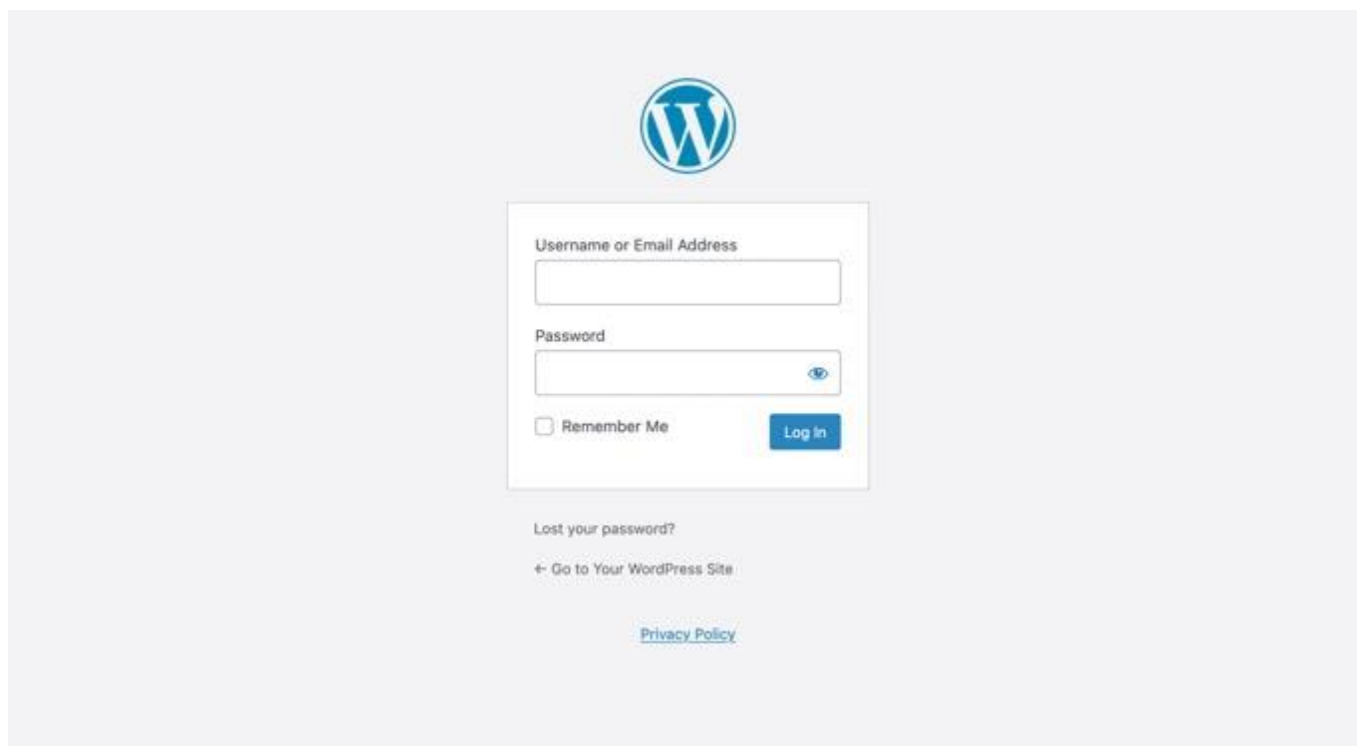
Nota bene: your OurLocality website is not a freestanding website, but part of our network. It shares all the code and users sign up to the terms and conditions of the platform (as you would any service). You can export your content easily to another WordPress website if at any point if

you feel you have outgrown what our platform can offer. Also some of the recommendations in this manual may not strictly apply, as we have adapted the manual from an existing licenced source. If you do not see what you would expect, it is either that the tool is not available on our network OR that it has changed very recently - the software never stays still. But do ask our AI if in doubt.

Login

Before you can make any changes to your site, you will need to log in. The login for your site is typically found at the following URL - <https://your-wordpress-site.com/wp-admin>.

Obviously, replace *your-wordpress-site.com* with your actual domain name.



There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you ll find the above [URL](#) should work.

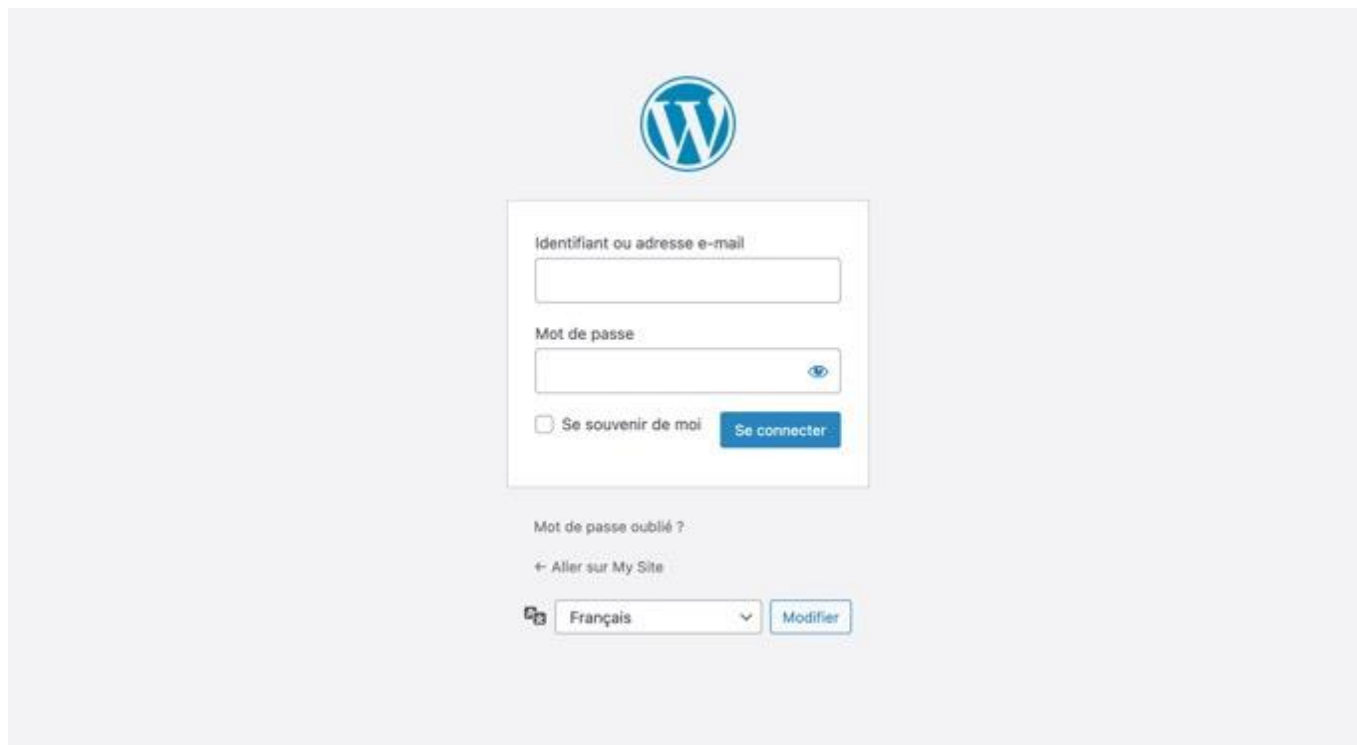
You can login to your Dashboard using either your Username or your email address associated with your account.

You can click on the 'eye' icon in the *Password* field to reveal the password that you entered, if you'd like to make sure you typed it correctly.

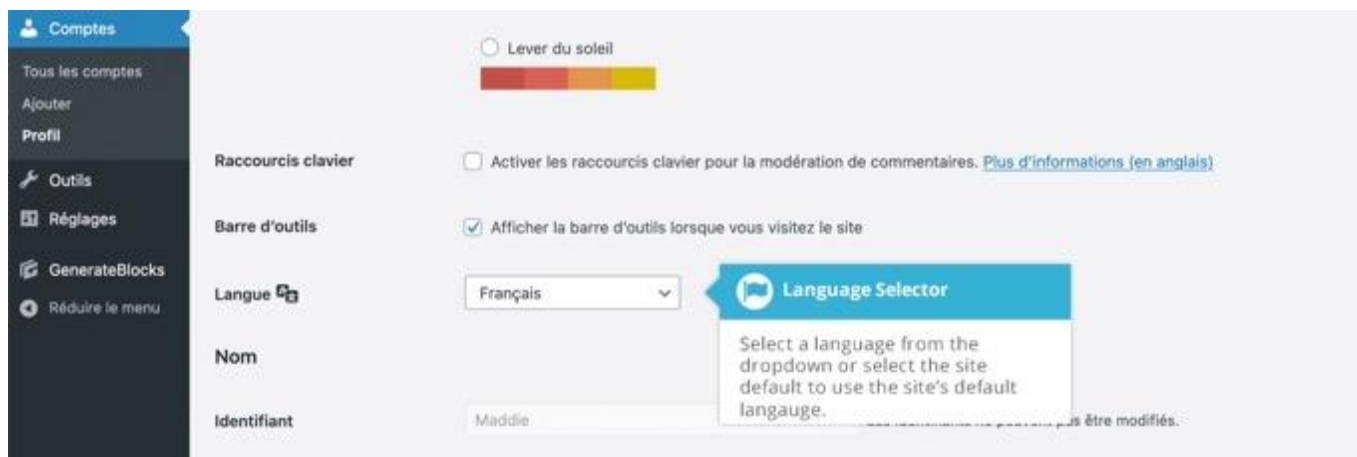
... .our.local.ity

If you've lost your password, or just can't remember it, click the *Lost your password?* link. You'll be prompted to enter your username or email address and after clicking the *Get New Password* button, you'll receive an email with instructions on how to reset your password.

If your site has multiple languages installed, the login screen shows a dropdown field that allows you to switch languages. Simply select one of the available languages and click the *Change* button next to the dropdown field.



At the moment, this language selector will only change the language within the Login form. Once you've logged into your site, the Dashboard will still display in the default site language. To actually change the language used within the Dashboard, edit your User Profile by clicking on the *Your Profile* link underneath the *Users* menu option in the left-hand navigation. On your Profile page, select a language from the available options in the Language dropdown, and then click the *Update Profile* button at the bottom of the page to save your changes.

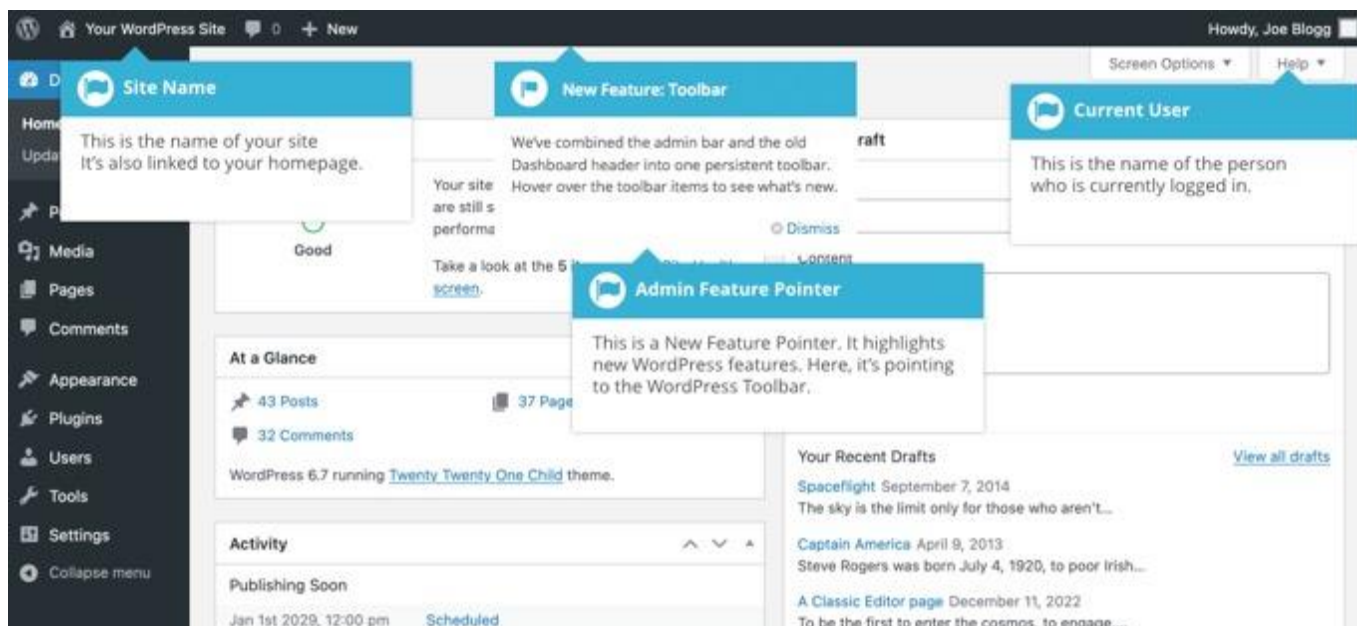


If your website doesn't have any other languages installed and is simply using the default *English (United States)*, then the language selector will not be displayed on the Login screen or on your Profile page within the Dashboard. If you're a Site Administrator and you wish to add alternate languages to your site, you can do this by selecting a new *Site Language* on the *Settings > General* page.

Dashboard

Once you've logged in, the WordPress Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. In the example screenshot below (and throughout this documentation) the site name is *Your WordPress Site*. This is also hyperlinked to your site's homepage. You will also see the name of the person who is currently logged in (e.g. Joe Blogg). Move your cursor over your name to reveal the *Log Out* link as well as a link to edit your Profile.

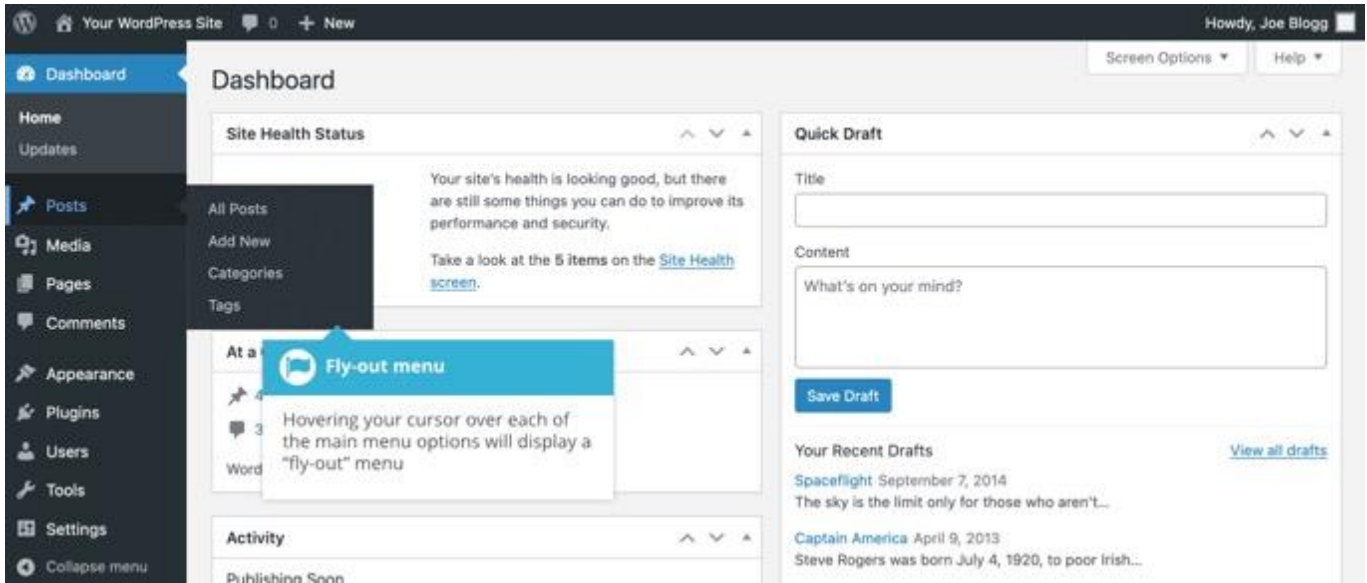
When new or updated features are introduced into WordPress, you'll be shown a *New Feature Pointer*. This is simply to bring to your attention some feature within the Dashboard that's been added or updated. In the following Dashboard image, the New Feature Pointer is highlighting the updated Toolbar. Click *Dismiss* to hide the pointer.



On most pages, just below your Username there are a couple of small inverted tabs. One called *Screen Options* and another called *Help*. Clicking either of these links will cause a panel to slide down from the top of the page. The *Help* link, not surprisingly, displays some help information. The *Screen Options* link will display various options that allow you to configure what is displayed on the current page. The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page.

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page you will see your main navigation menu. This is where you'll find all the options to update and configure your site. Hovering your cursor over each of the main menu options will display a fly-out menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).



The main menu options and their usage are:

Dashboard

This will display your main Dashboard homepage. In the top left of your Dashboard you will see some brief stats on the number of Posts, Pages and Comments. If you have the [Akismet](#) anti-spam plugin activated, you will also see the number of [Spam Comments](#) or comments awaiting moderation.

Posts

This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

Media

This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

Pages

This is where you create and maintain all your Pages.

Comments

You can manage all your Comments within this section, including replying to comments or marking them as spam.

Appearance

This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

Plugins

Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

Users

This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

Tools

This section gives you access to various convenient tools such as options to import and export data to/from your WordPress site. You can also run a Site Health check, which shows critical information about your WordPress configuration and any items that may require your attention.

Settings

This is where most of your site is configured. Among other things, it allows you to configure your site name and URL , where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called *Collapse menu*. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

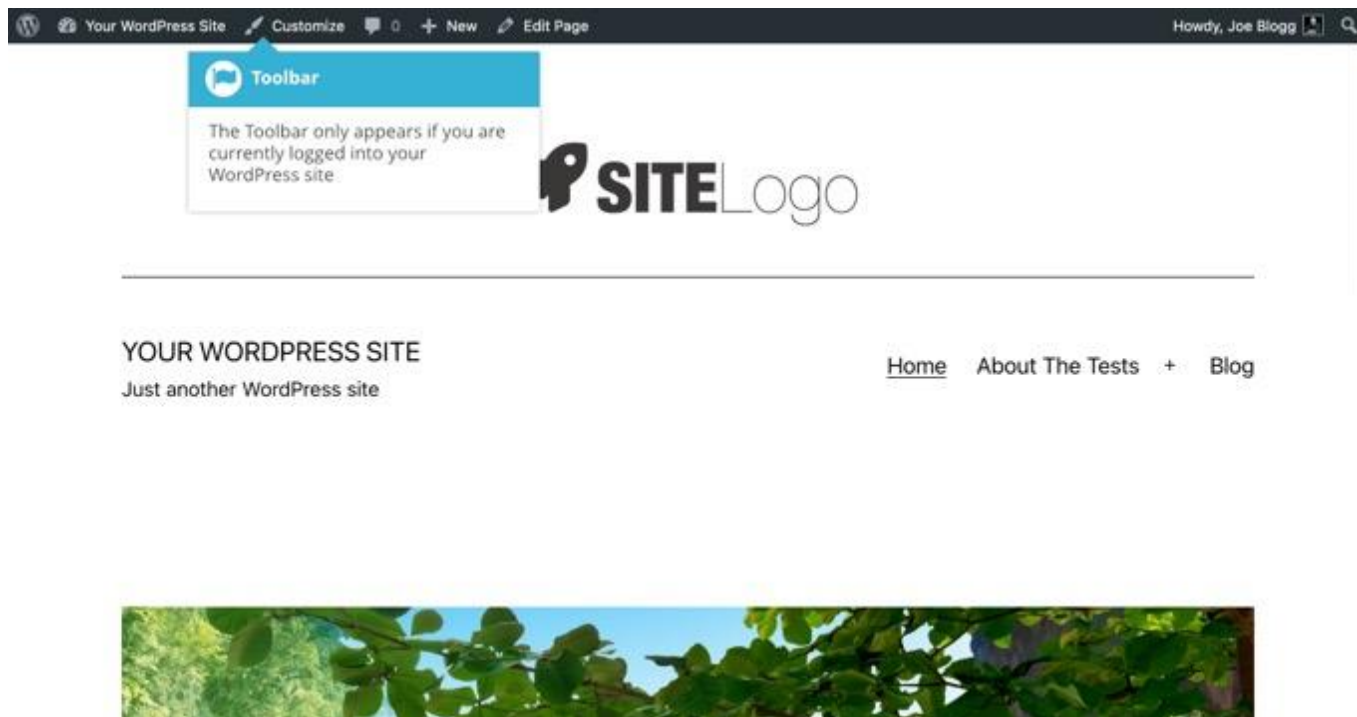
Occasionally when you install a plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual plugin but most times these pages will either appear within the *Tools* section, the *Settings* section or in a completely new menu section somewhere within the menu.

Toolbar

The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website,

... .our.locality

you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.

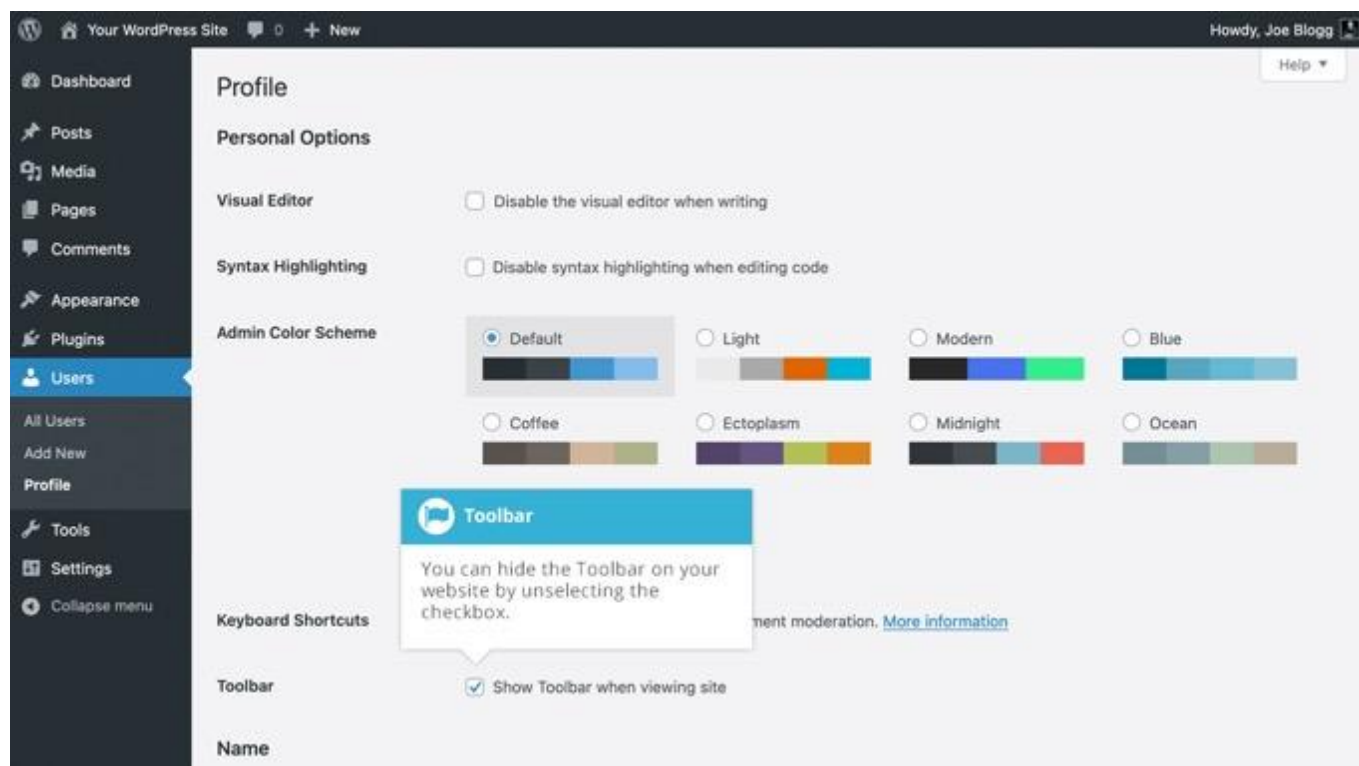


The Toolbar allows you to quickly access the following commonly used features.

- Visit the WordPress.org website, Codex or Support forums
- Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
- Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images
- View or Edit your blog comments
- Add a new Post, Media, Page or User
- Edit the current page
- Perform a site Search
- View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar

You can stop the Toolbar from displaying by modifying the preferences associated with your Profile. Simply click on the *Users* link in the left-hand navigation to display the list of Users. From this list of Users, click your user name or click on the *Edit* link that appears beneath the user name when hovering your cursor over each row. Alternatively, click on the *Your Profile* link underneath the *Users* menu option in the left-hand navigation or within the fly-out menu.



When editing your Profile there is a Toolbar option as shown in the screen above.

- **Show Toolbar when viewing site** – Checking this box will display the Toolbar at the very top of your website (only for the person who is currently logged in)

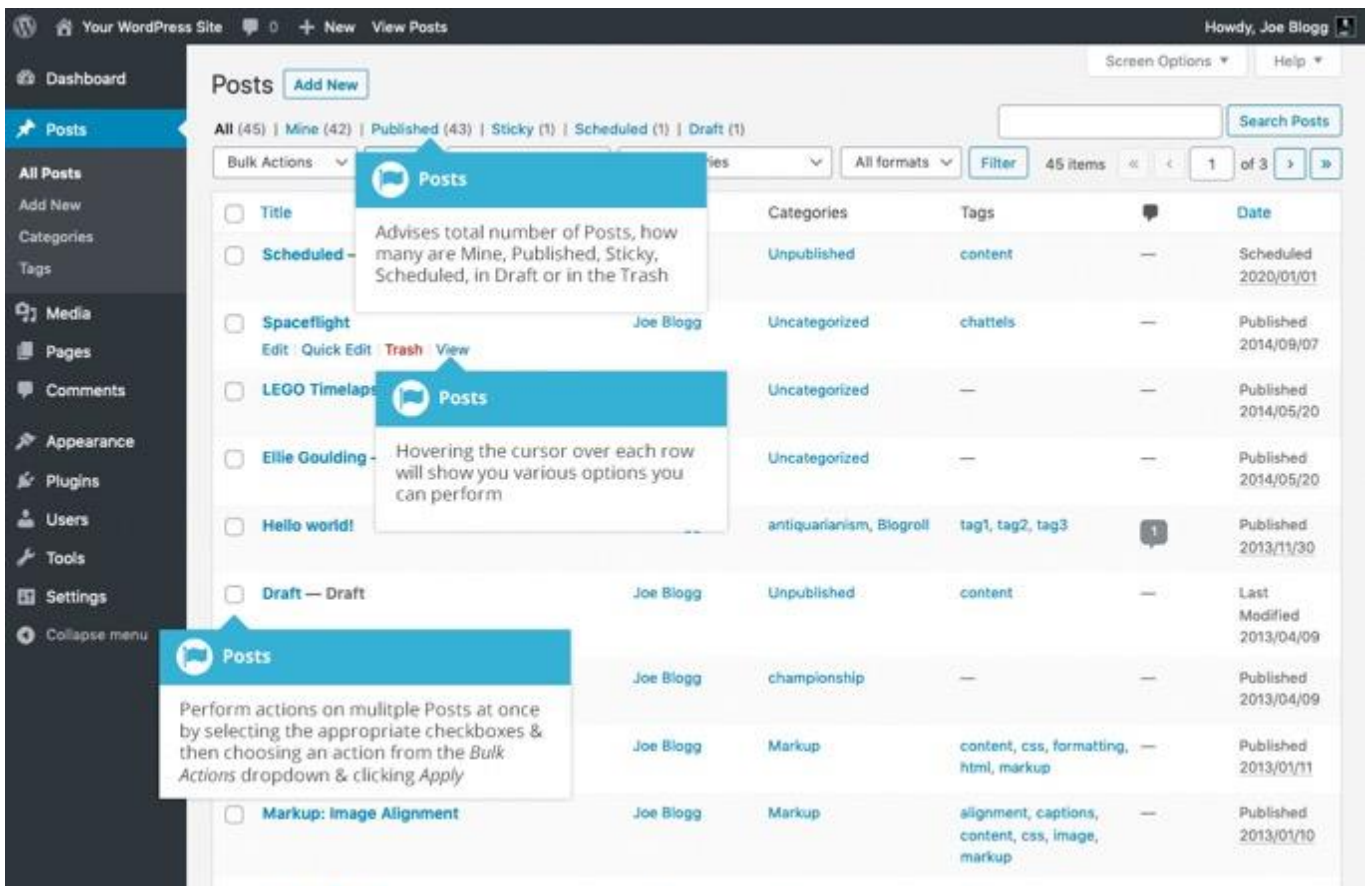
Posts versus Pages

WordPress is built around two basic concepts. Posts and Pages. Posts are typically blog entries. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (i.e. content that doesn't change or changes infrequently). An About us page is an example of a Page on a typical website. In most cases you'll find that the content in the About us page doesn't change all that frequently.

Now, you might be thinking, "but I don't need a blog". This might be true, but you can also use the blog concept if you have a site where you need to display your latest news or even just company updates. Basically, any information that gets updated on a semi-regular basis can benefit from the blog functionality. Whether that's a traditional blog, your company's latest news or even just your own personal updates.

Posts

After clicking on the *Posts* menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.



At the top of the page you can view how many Posts in total you have in your site, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title.

- **Edit** – Will allow you to edit your Post. This is the same as clicking on the Post title

- **Quick Edit** – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- **Trash** – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- **View** – Displays the Post. If the Post hasn't been published yet, this will say *Preview*

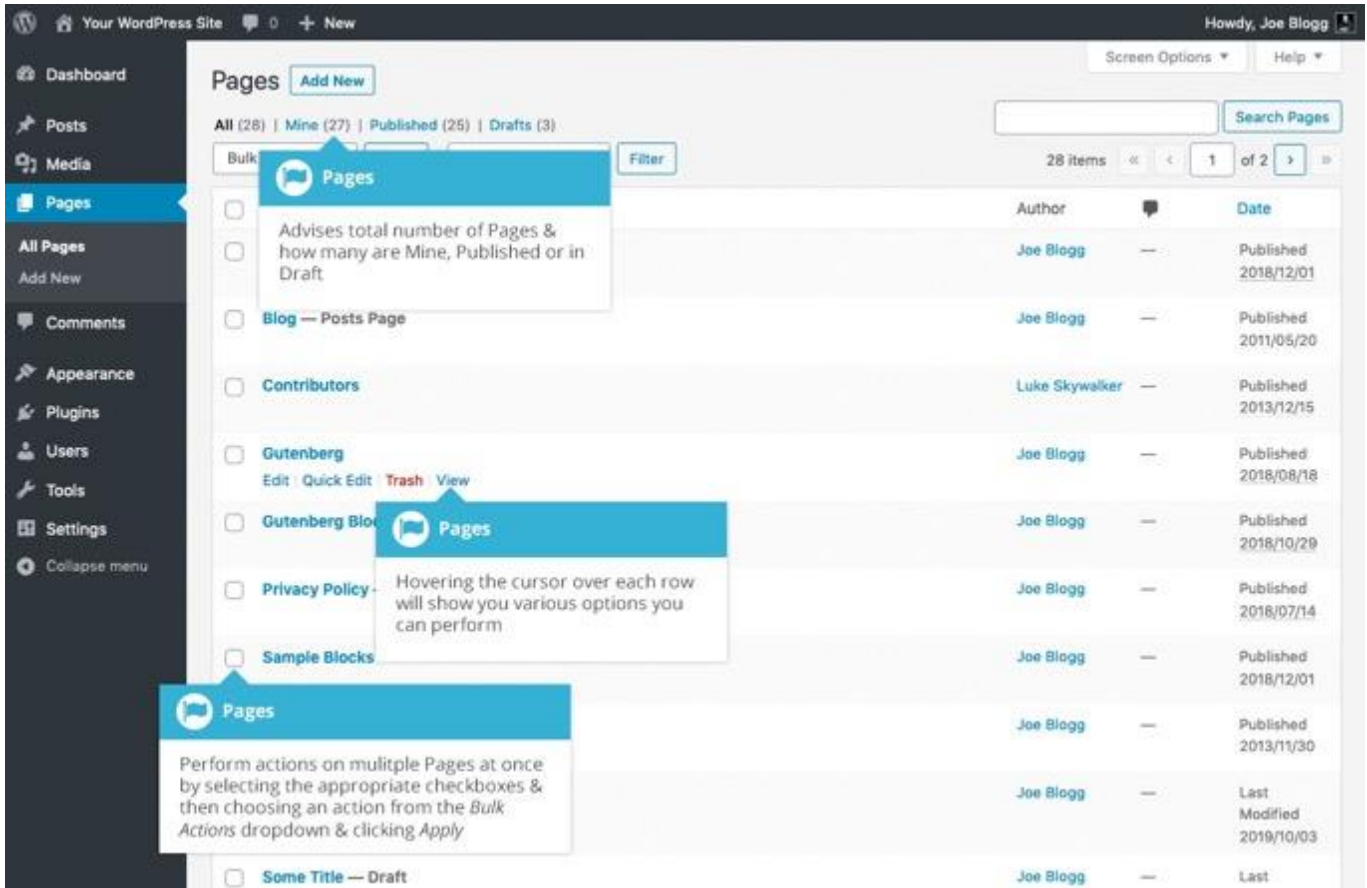
Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Trash* option and then click the *Apply* button. The *Edit* option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether or not the Posts are Sticky . The *Move to Trash* option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the *Filter* button.

Clicking the *Screen Options* button at the top-right of the screen allows you to change how the Posts list is displayed. Click the *List View* option to display the posts in the traditional List View or click the *Excerpt View* option to display a short excerpt from the Post underneath the Post title. You can also hide various columns from view if you don't want to see them. Clicking the *Apply* button will save your changes.

Pages

After clicking on the *Pages* menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.



At the top of the page you can view how many Pages in total you have in your site, how many have been published by yourself or how many are Published or in Draft.

When hovering your cursor over each row, a few links will appear beneath the Page title.

- **Edit** – Will allow you to edit your Page. This is the same as clicking on the Page title
- **Quick Edit** – Allows you to edit basic Page information such as Title, Slug, Date plus a few other options
- **Trash** – Will send the Page to the Trash. Once the Trash is emptied, the page is deleted
- **View** – Displays the Page. If the Page hasn't been published yet, this will say *Preview*

Next to each Page title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Pages that you would like to affect and then from the Bulk Actions dropdown select either the *Edit* option or the *Move to Trash* option and then click the *Apply* button. The *Edit* option will allow you to edit the Author, Parent, Template, whether to allow Comments or not and the Status of each of the checked items. The *Move to Trash* option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown list and the *Filter* button.

Adding your Site Content

Adding content to your site is an easy process no matter whether you're creating a Post or a Page. The procedure for both is almost identical. Apart from how they display on your site, which was described earlier, the other main difference is that Posts allow you to associate [Categories](#) and [Tags](#) whereas Pages don't. What's the difference between categories and tags? Normally, Tags are ad-hoc keywords that identify important information in your Post (names, subjects, etc) that may or may not recur in other Posts, while Categories are pre-determined sections. If you think of your site like a book, the Categories are like the Table of Contents and the Tags are like the terms in the index.

In WordPress 5.0, a brand-new editing interface was introduced. The new editor is called the Block Editor, although you may also know it by its development codename, Gutenberg. The editing interface has been rebuilt to make it easier to create media rich Pages and Posts and to provide you with more flexibility.

The Block Editor is now the default editor whenever you're creating a new Page or Post. However, if you wish to continue to use the old (TinyMCE) Classic Editor, you can do so by installing the [Classic Editor plugin](#). The Classic Editor plugin will allow you to disable the new Block Editor and instead, will provide you with the same editing interface that you've been using prior to WP 5.0. The Classic Editor plugin can be downloaded from the Plugin Directory on the WordPress.org website, or you can install it directly onto your site using the *Plugins > Add New* menu option and then typing in 'Classic Editor' (without the quotes) in the *Search plugins...* field.

If you find that your theme doesn't work properly with the new Block Editor, or maybe some of your existing plugins don't work as expected, then it's highly recommended to install the Classic Editor plugin to revert the editor back to the same interface you were using prior to WordPress 5.0. If, sometime in future, you change themes or plugins and decide you want to use the new Block editor, then you can simply deactivate the Classic Editor plugin.

Block Editor

The Block Editor is a brand-new editing experience. As the name suggests, the Block Editor treats all your content as individual blocks. Each block can be inserted, rearranged and

styled individually, making this new editor more flexible than the old (TinyMCE) Classic Editor.

The Block Editor provides individual blocks for all your common content such as paragraphs, headings, ordered and unordered Lists (i.e. bullet points), quote, images, galleries and any other content that you could previously add to the Classic Editor. On top of that, the Block Editor also provides additional blocks for easily adding content such as buttons, tables and columns.

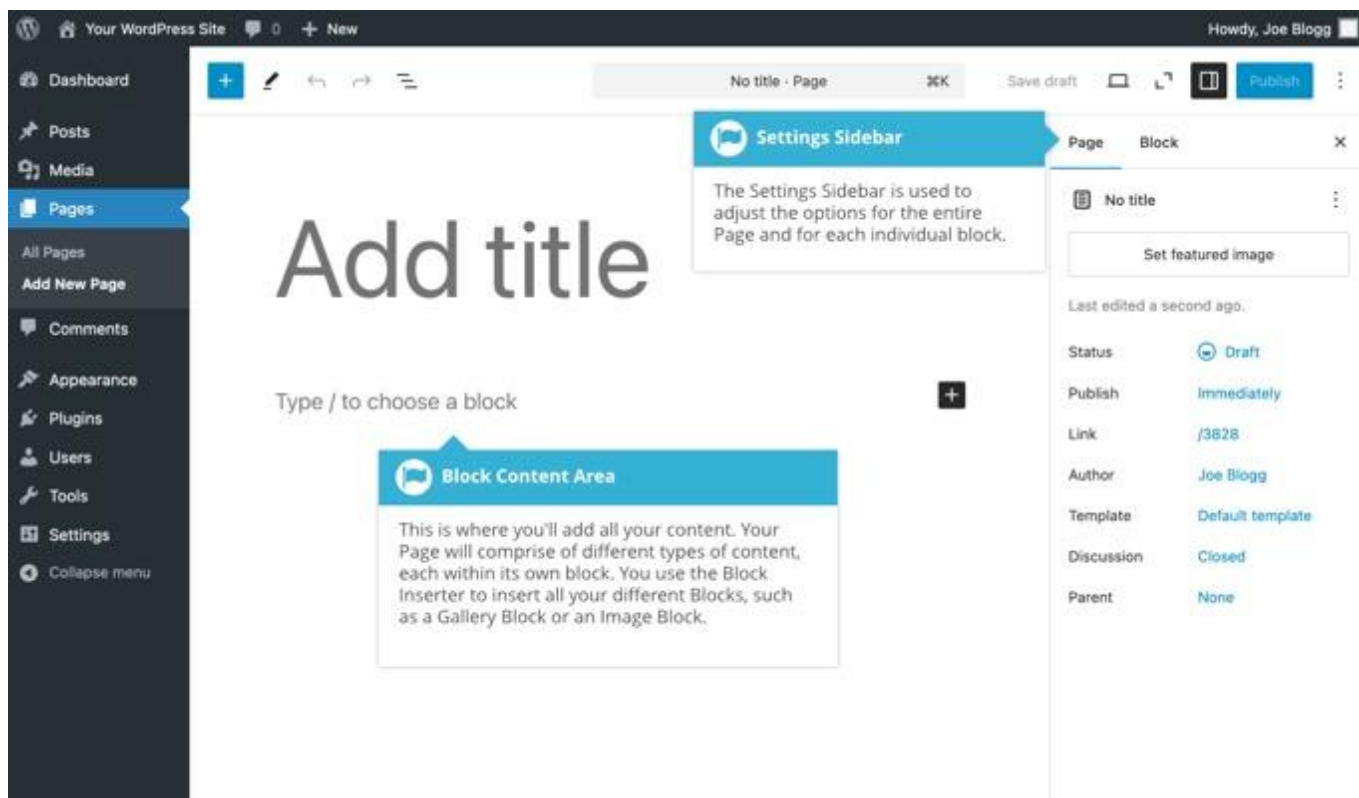
Rearranging your content is even easier than before. The Block Editor allows you to drag-and-drop or use the block mover icons, to rearrange the order of individual blocks. Each block can also be styled individually using the toolbar at the top of block. The types of styles that you can add to a block are dependent on the individual block. A Paragraph Block for example, allows you to change the text size, text colour and background colour, whereas a Heading Block will only allow you to change the level (H2, H3 etc.) and the text alignment.

WordPress now opens the Block Editor in *Fullscreen mode* by default, when you add a new Page or Post. Fullscreen mode will hide certain parts of the User Interface such as the left-hand menu and top Admin bar. Fullscreen mode can be turned off by clicking the *Options* icon (⋮) in the top-right corner of the page and then clicking on the *Fullscreen mode* option.

It's worth noting that all the screenshots in the following *Block Editor* sections of this guide are taken with *Fullscreen mode* turned off since that's what the majority of WordPress users are accustomed to.

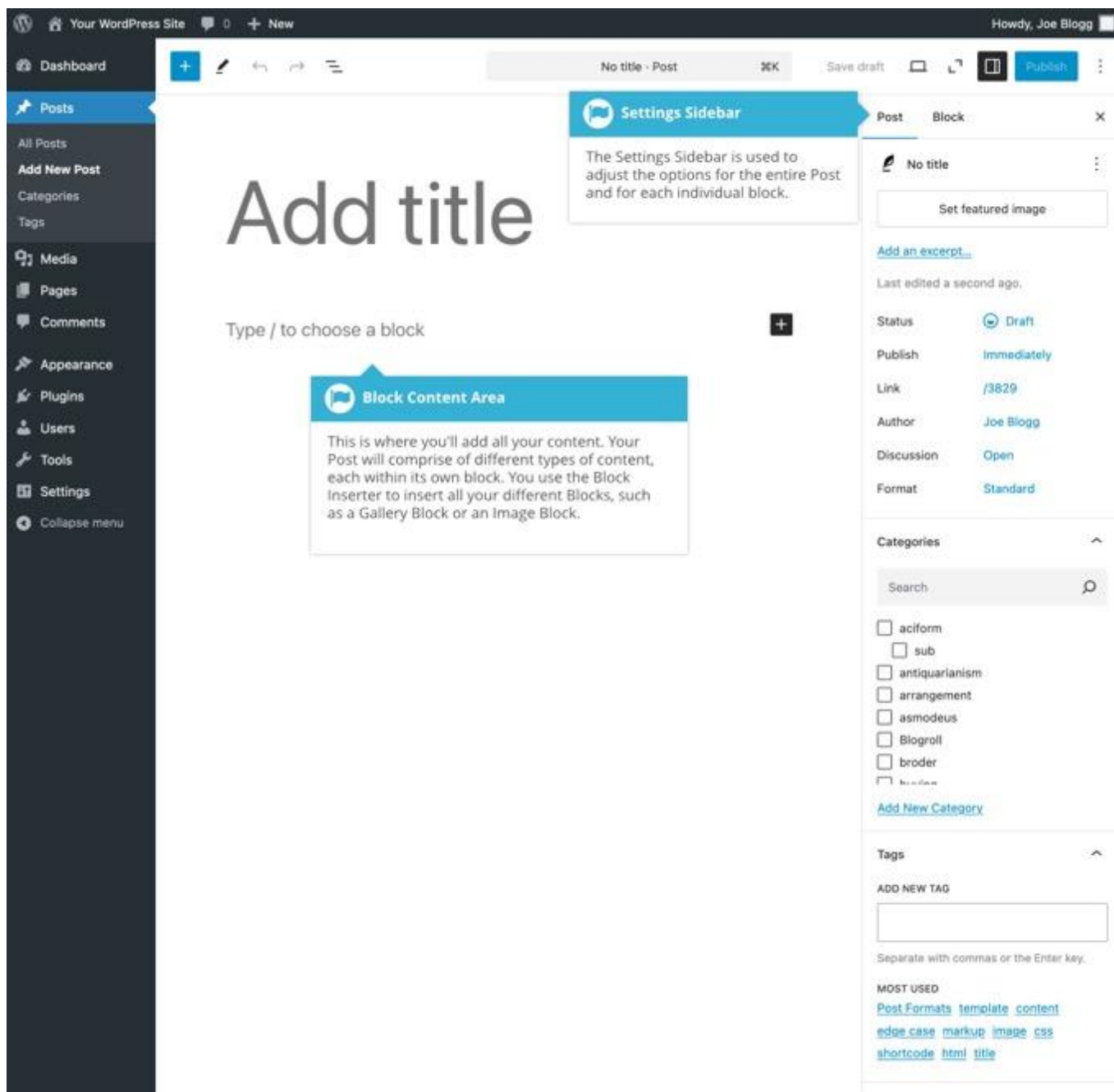
Adding a New Page

To add a new Page, hover your cursor over the *Pages* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Pages* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.



Adding a New Post

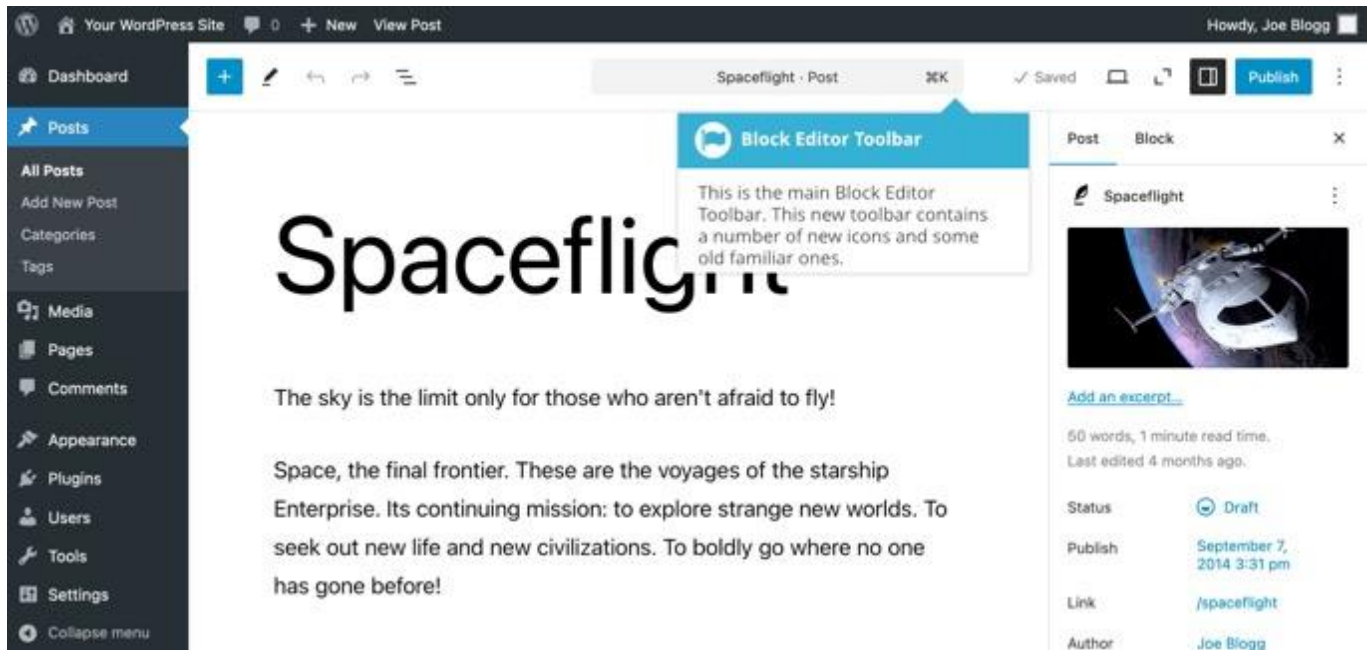
To add a new Post, hover over the *Posts* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Posts* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.



Block Editor Tools

The Block Editor provides a completely redesigned editing experience, and along with it, a new set of tools with which to edit your page. Although the editing interface is completely new, you will find many elements that you're already familiar with.

At the top of the page is the main *Block Editor Toolbar*. This new toolbar contains a number of new icons and some old familiar ones:



The **Toggle block inserter** icon is used to insert new blocks into your content. Clicking this icon will open the block inserter panel that gives you access to all the different types of blocks that you can insert.



The **Tools** button offers different interactions for block selection & editing. Use the **Select** tool to help select Blocks. Once a Block is selected, press your Enter key to use the **Edit** tool.



The **Undo** icon allows you to Undo your most recent change(s).



The **Redo** button allows you to Redo your most recent change(s).



The **Document Overview** button allows you to view a list of all the blocks in your content, using the **List View** tab, as well as information about your page content, with the **Outline** tab. This latter option will show you how many Characters and Words your content contains, the type of blocks in your content along with an approximate time to read the content.

A screenshot of the Document Bar in the WordPress editor. It shows the text "Spaceflight - Post" on the left and "3K" on the right, indicating the title and word count of the current content.

The **Document Bar** shows the title of the content that you're currently editing and also the type of content (e.g. Post, Page etc...). Clicking on the Document Bar will display the Command Palette. The Command Palette helps you access tools more quickly within the Dashboard. You can also access the Command Palette using **Ctrl+k** on Windows or **Cmd+k** on Macs.

A button with the text "Save draft" in a blue, sans-serif font, used to save a page as a draft.

The **Save Draft** button allows you to save your Page and will only appear if your Page/Post has not been published yet.



The **View** button will allow you to preview your page. Clicking this button provides multiple options. You can Preview your page in *Desktop* view (default), *Tablet*, or *Mobile* view. You can also preview your page in a new browser tab/window by selecting the *Preview in new tab* option.



The **Zoom Out** button will 'Zoom Out' your page, giving you a higher level look at your content. When selecting the *Patterns* tab or the *Media* tab within the *Block Inserter*, the Zoom Out button is automatically activated, making it easier for you to drag 'n drop your patterns and images into your content. Closing the Block Inserter, or switching back to the Blocks tab, will deactivate the 'Zoom out' button.



The **Publish** button allows you to publish your Page/Post. Unlike previous versions a WordPress, publishing your page is now a two-step process. After clicking the Publish button the first time you're then shown a new panel with a confirmation message and another Publish button. This panel also allows you to change the visibility of your content and the publish date and time. Clicking this second Publish button will actually publish your content and make it live on your site.



If your content is published, then the Publish button will be replaced with a **Save** button. Clicking the Save button will save your recent changes.



The Settings Sidebar shows all the settings for your Page/Post including elements like adding Featured Images, specifying your Categories and Tags on Posts, or selecting Page/Post templates. Clicking the **Settings** icon will show and hide the settings sidebar.



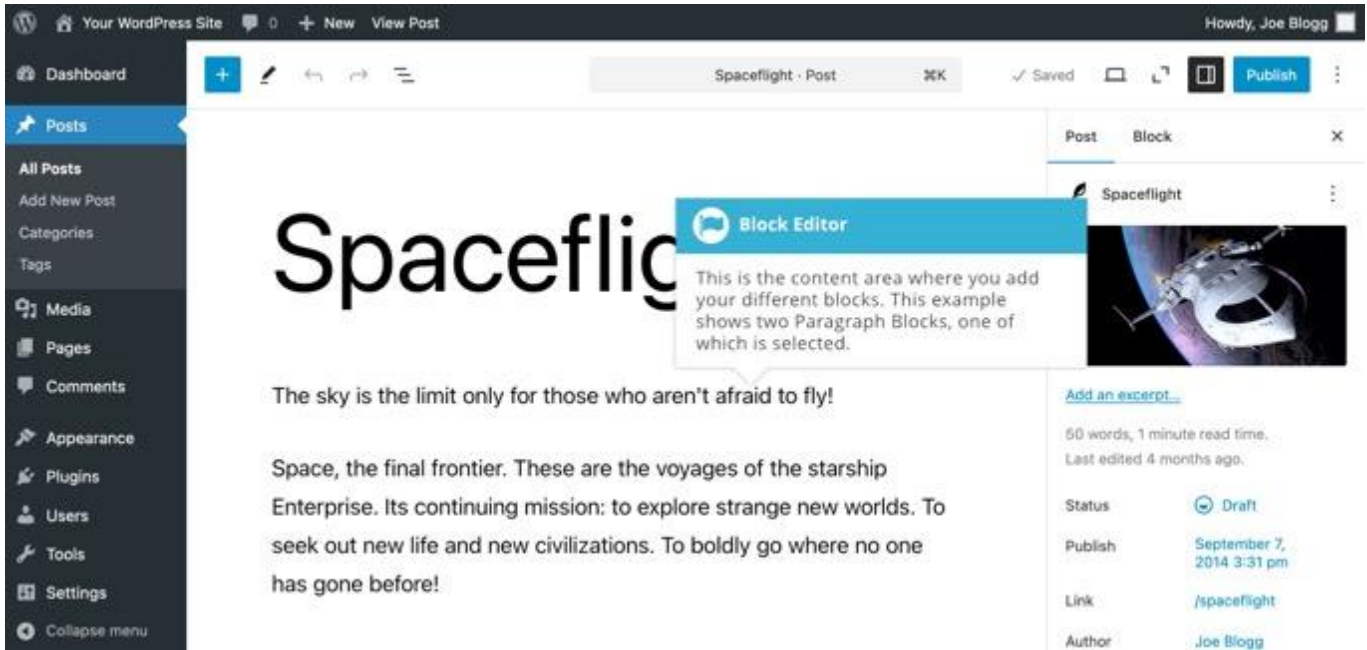
The last icon in the Toolbar is the **Options** icon. This button provides access to a number of adhoc settings. You can turn on/off the *Top Toolbar* and *Spotlight Mode*. You can also display your content using the *Visual Editor* (the default mode for adding blocks) or using the *Code Editor*, which allows you to edit the underlying html. You can also re-show the Block Editor tips, view a list of the editor keyboard shortcuts and also copy all the content in your page with a single click.



A word of caution, with the new Code Editor features. The Block Editor saves your content in a slightly different manner than the old (TinyMCE) Classic Editor. Previously, WordPress would save your content as a simple chunk of HTML. Whilst there is still HTML in your underlying content, the new Block editor also wraps each individual section of your content within HTML comment tags. It uses these comment tags to differentiate the various types of blocks your content is contained within. So, while you can still edit your HTML using the Code Editor view within the Block Editor, please take extra caution not to remove or change any of the HTML comments surrounding your content. Doing so, will cause one or more of your blocks to not display correctly once you switch back to the Visual Editor mode, and may possibly even cause you to lose content. If you feel you do need to edit the Block HTML, it's safer to use the 'Edit as HTML' option under the 'More Options' icon for each individual Block, than using the 'Code Editor' option under the 'Options' icon at the top of the page.

Underneath the *Block Editor Toolbar* you'll find your content area. This is where you'll add all your content, comprised of various types of blocks. Each block that you add into your content area, will have its own toolbar, and will either display just above the block (by default) or in the main Block Editor Toolbar at the top of the screen (if the *Top toolbar* option is turned on).

Each block will have a different toolbar, and the icons in that toolbar will be dependent on the type of content that the block contains. As an example, the toolbar on a Paragraph Block will be different to the toolbar on a Heading Block, because they contain different types of content. After clicking on, or selecting a block, you may even find there are extra options that you can set in the Settings Sidebar. Again this will depend on the individual block that you've selected.



Next to your content area on the right hand side of the screen, is the *Settings Sidebar*. The *Settings Sidebar* contains settings for the whole Page/Post that you're currently editing, as well as settings for the currently selected block.



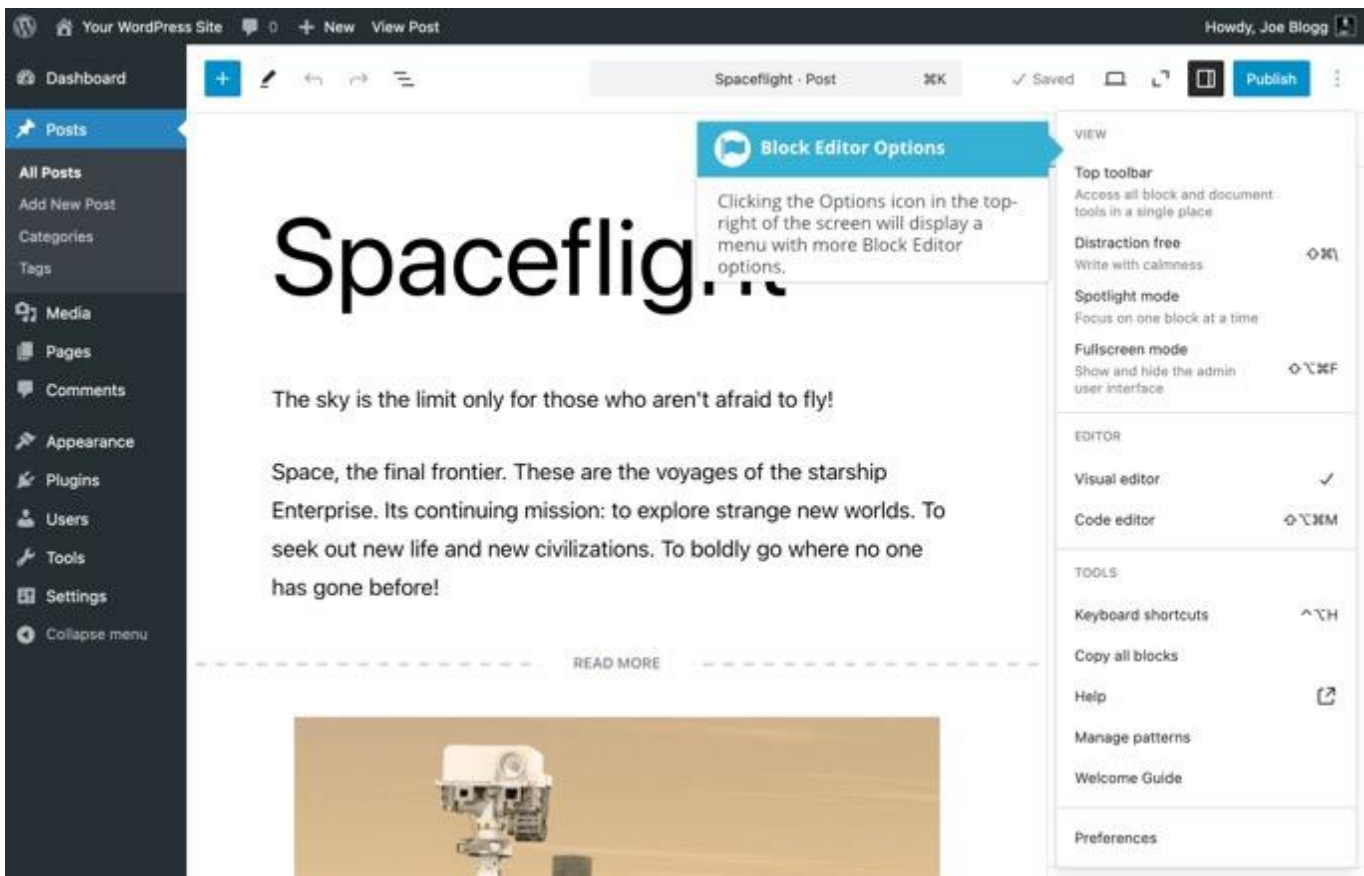
At the top of the Settings Sidebar there are two tabs that you can select. The first tab will either say *Page* or *Post*, depending on whether you're editing a Page or Post, and the second tab will say *Block*. The *Page/Post* tab shows the settings for the individual Page/Post that you're currently editing. This may include things like setting your featured image, selecting

Categories and Tags (when editing a Post), or selecting a Page/Post template, among other things.

The *Block* tab shows the settings for the currently selected block. These settings will change depending on the type of block that is currently selected, and some blocks have more settings than others. As an example, the Paragraph Block has settings for changing the size of the text, whether to display a Drop Cap, and in some themes, settings for the text colour and the background colour. The Heading Block on the other hand, only has settings to change the text size and color.

Block Editor Options

There are several options available to help customise how the Block Editor displays. These options can be found under the *Options* icon in the top-right corner of the page (⋮) when editing a Page or Post.



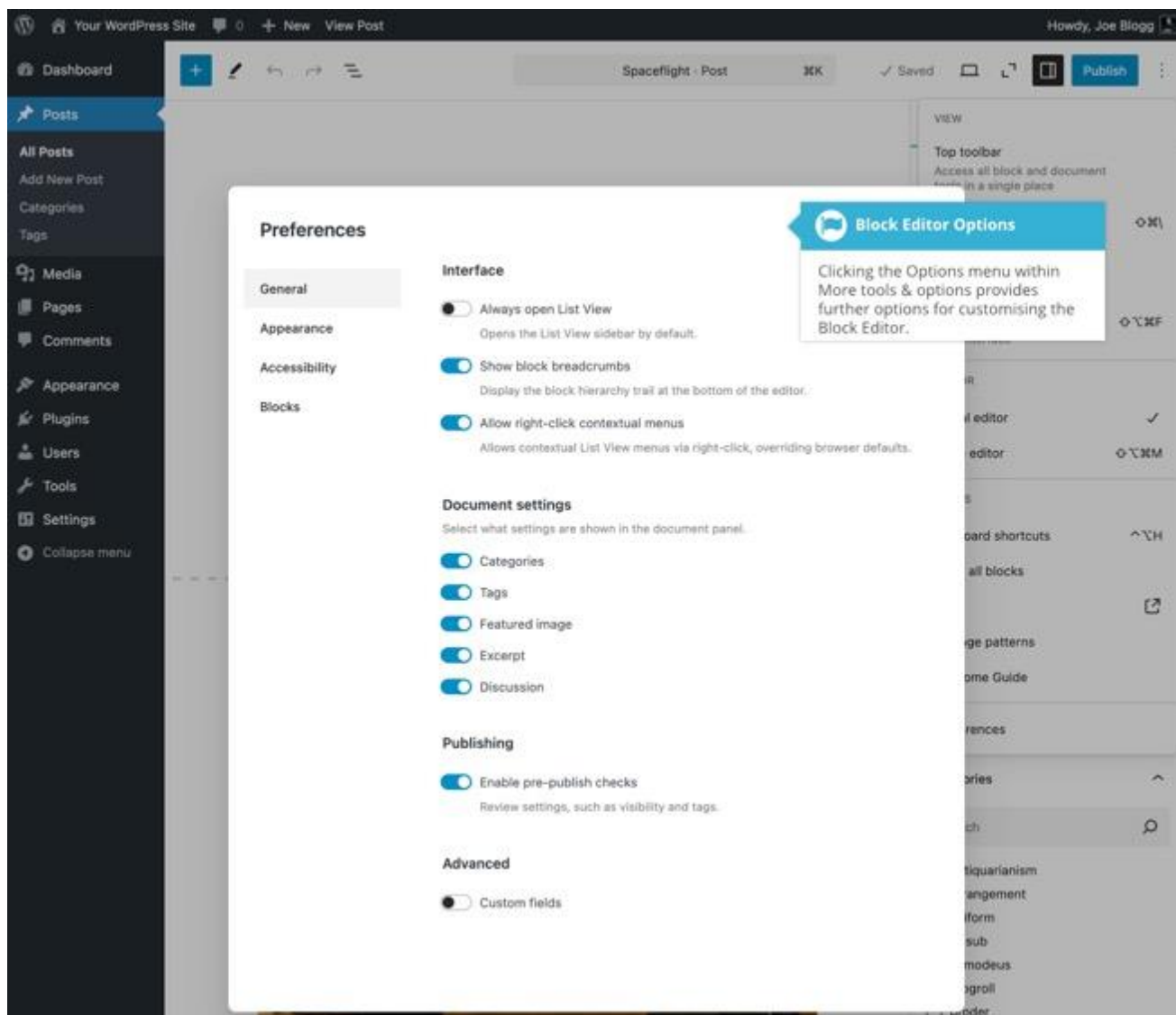
The *Options* menu provides the following options:

- **Top Toolbar** - Enabling this option will display the Block Toolbar at the top of the page, rather than just above each individual block.

- **Distraction Free** - Enabling this option will hide the top admin bar, the Settings Sidebar, and also the individual Block Toolbars. This mode will provide you with a cleaner interface, suitable for long-form writing, but also stops you from being able to modify any settings for your content, or move content around, as all the toolbars and Settings Sidebar are hidden. To exit from this mode, you need to move your cursor towards the top of the page.
- **Spotlight Mode** - Enabling this option will dim all the blocks on the page except for the currently selected block, making it easier to focus on just that block.
- **Fullscreen Mode** - Enabling this option will hide the top admin bar and the left-hand menu. This is similar to the Distraction-free writing mode that was available in the old Classic Editor.
- **Visual Editor** - This option is enabled by default and will show your content as individual blocks.
- **Code Editor** - Enabling this option will turn off the Visual Editor and instead, display the html that makes up your content. It's important to note that whilst there is still HTML in your underlying content, the new Block editor also wraps each individual section of your content within HTML comment tags. It uses these comment tags to differentiate the various types of blocks your content is contained within. So, while you can still edit your HTML using the Code Editor view within the Block Editor, please take extra caution not to remove or change any of the HTML comments surrounding your content. Doing so, will cause one or more of your blocks to not display correctly once you switch back to the Visual Editor mode, and may possibly even cause you to lose content.
- **Keyboard Shortcuts** - Displays a list of the keyboard shortcuts that are available within the Block Editor.
- **Copy All Blocks** - This option will copy all the content within the current Page or Post, to your clipboard.
- **Help** - As the Welcome Guide is not very detailed, the Help option provides a link to some external pages that give a more detailed explanation of how to use the Block Editor.
- **Manage Patterns** - Clicking this option will exit you from the editor and present you with a list of all your Synced Patterns. Synced Patterns, which were previously called Reusable Blocks, will work in exactly the same way as Reusable Blocks. Synced Patterns can be Edited, Deleted or Exported to a JSON file (which can then be


imported to another site is so desired). **A word of warning**, you will **not** be prompted to save your content, even if it's changed. You will be taken to your list of Synced Patterns as soon as you click this option which could cause you to lose content if you don't save your page first.

- **Welcome Guide** - Displays a very short slideshow explaining what the Block Editor is.
- **Preferences** - This option provides further options for customising how the Block Editor Displays. You can Turn off/on the Pre-publish Checks, and a number of other Panels, including several default Document Panels such as the Categories, Tags or Featured Image Panels. You can also disable individual blocks or entire block panels, which stops them from being displayed within the Block Inserter. Disabling individual blocks will only disable them for the currently logged in user. They won't be disabled for any other users on the site.



Adding Content with Blocks

Using the new Block Editor, your page content is made up of blocks of various types. Each individual bit of content in your page will be a different block. Even individual paragraphs will be separate blocks. The Block Editor provides blocks for all your common content such as paragraphs, headings, ordered and unordered Lists (i.e. bullet points), quotes, images, galleries and any other content that you could previously add using the old Classic Editor.

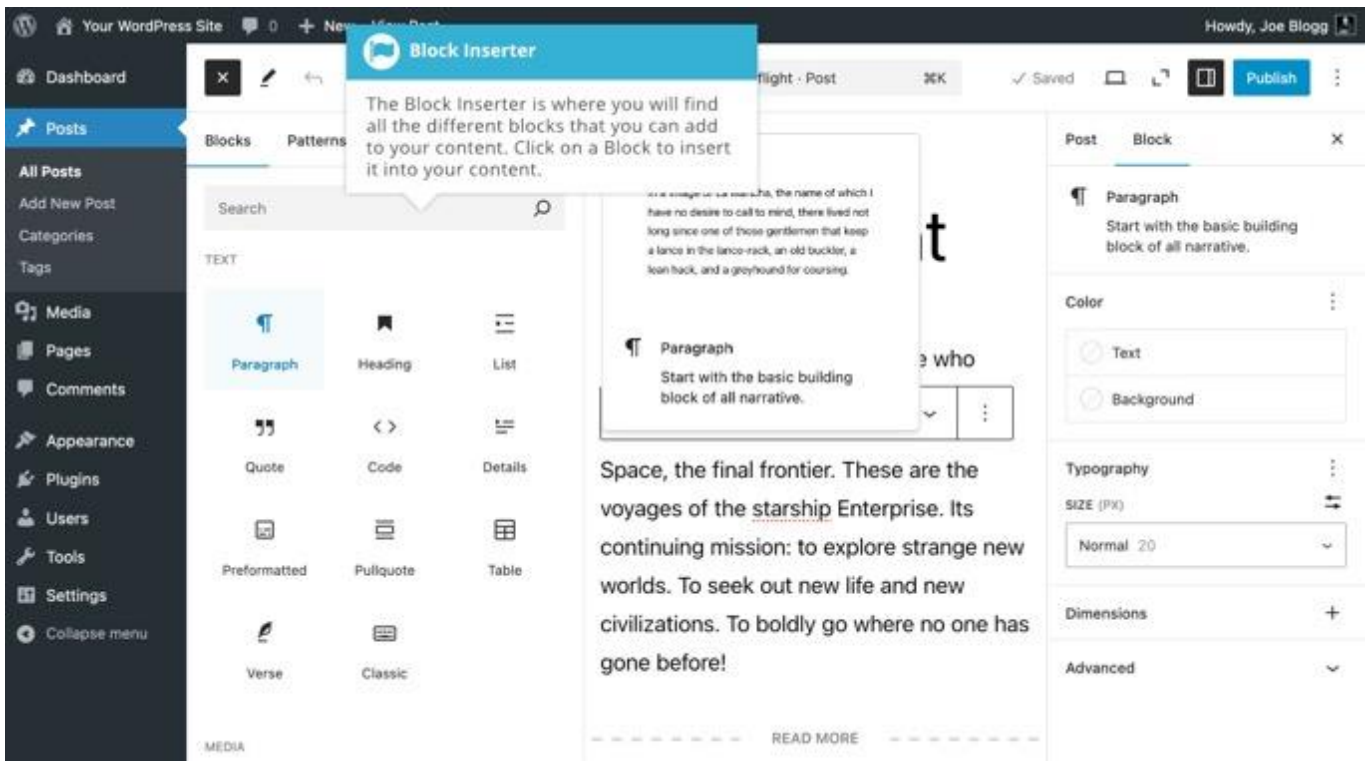
There are several ways to insert blocks into your content. The easiest way is to click the *Toggle block inserter* icon () in the *Block Toolbar* at the top of screen. Clicking this icon will show the Block Inserter panel that gives you access to all the different types of blocks that you can insert. Simply scroll through the list and click on the type of block that you'd

like to insert, or if you know the name of the block, you can start typing its name in the search field to filter the list of blocks shown.

When using the Block Inserter at the top of the screen, a small preview panel is shown on the right-hand side of the Inserter. As your cursor hovers over each block type, a small preview of that block will be displayed. If you use your cursor keys to move the selection tool within the Block Inserter, this preview panel won't display. The preview panel only displays by hovering your mouse cursor over a block within the Block Inserter.

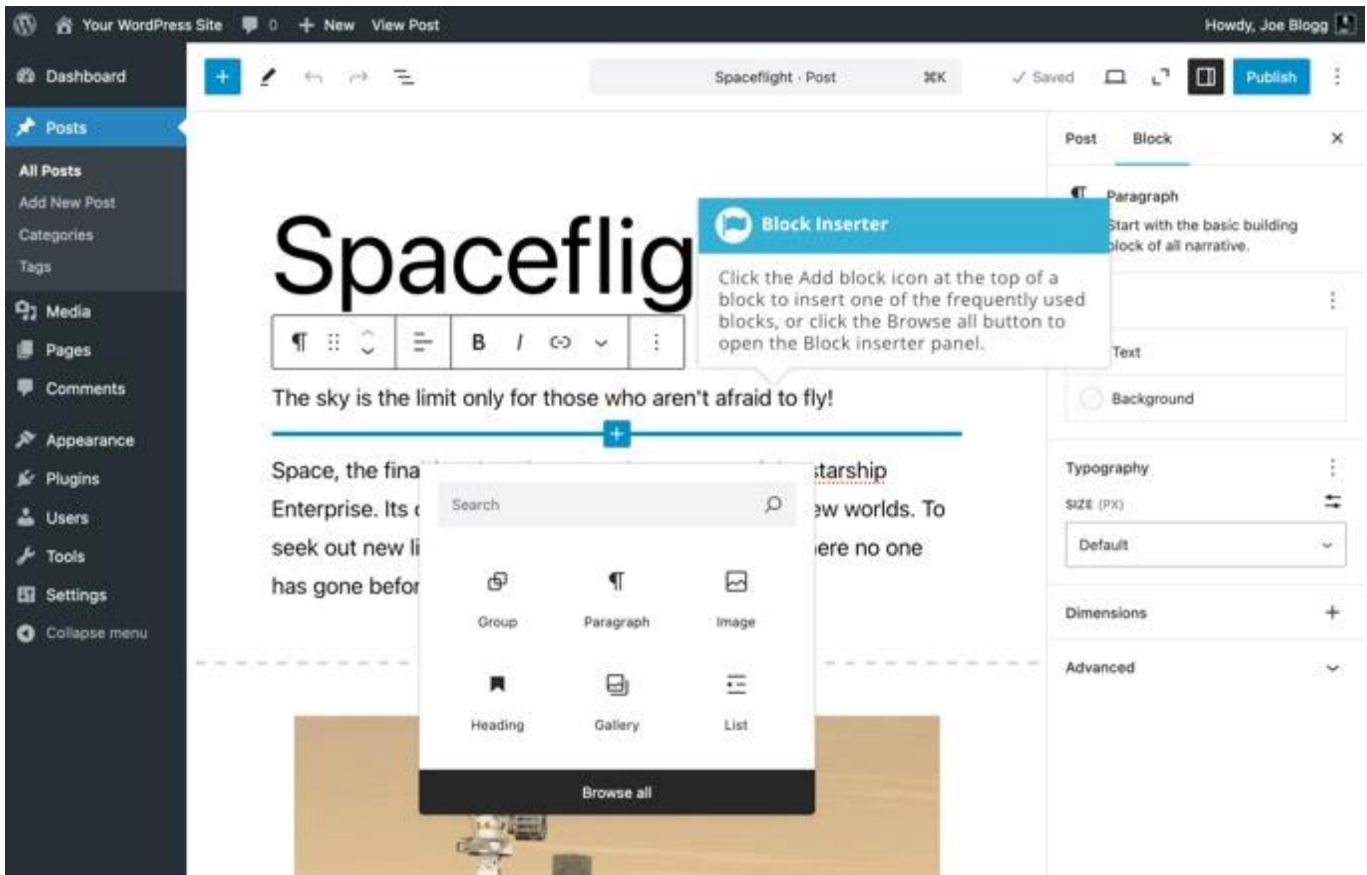
The list of blocks in the popup panel are sorted into different sections based on their type. Once you click on a block to insert it, if there are no blocks on the page that are selected then the new block will be appended to the bottom of your content, below all the existing blocks in the page. If you have a block selected in your page when you insert a new block, the new block will be inserted below your currently selected block.

You can also drag 'n drop a Block from the Block Inserter, into your page, at any location. When dragging the block you wish to insert, you should see a blue horizontal line appear between the blocks in your page, which indicates where you can drop your block.

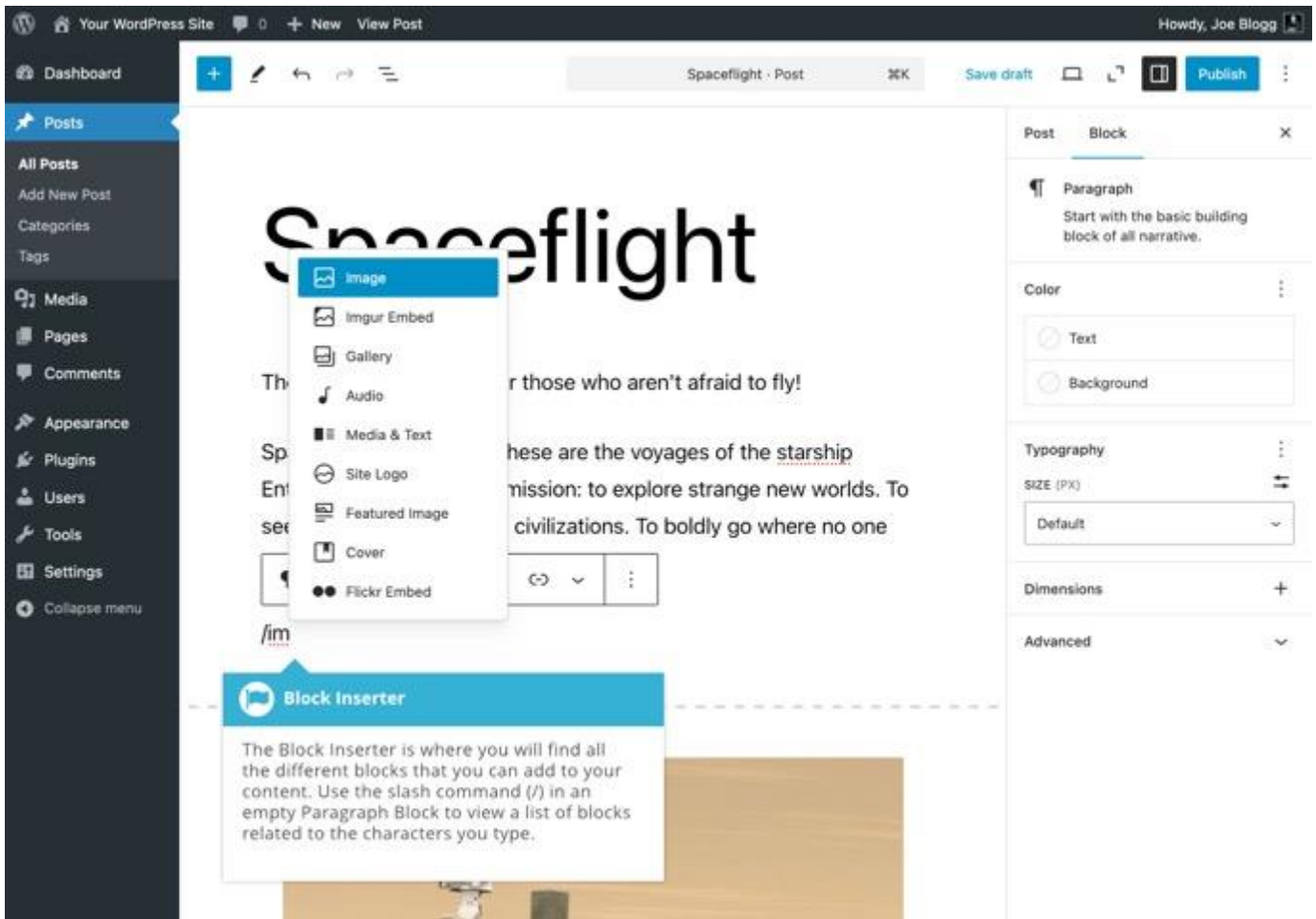


You can also insert blocks by clicking the *Add block* icon () that appears at the top of each individual block. This Add Block icon appears at the top of each block when you move

your cursor over the top border of each block. Clicking this icon will show a Block Inserter popup, which is a small panel that gives you access to all the different types of blocks that you can insert. By default, it only shows six recent blocks. To view all the available blocks, click the *Browse all* button in the popup to show the Block Inserter panel. Alternatively, if you know the name of the block, you can start typing its name in the search field to filter the list of blocks shown. Once you click on a block to insert it, the new block will be inserted above the currently selected block.




You can also insert a block using what's called the 'slash command'. When your cursor is sitting in an empty Paragraph Block, you can convert that block to another type of block by typing a forward slash (/) and then the name of the block. As you type more characters, the list of blocks being displayed will filter down based on what you've typed. For example, typing '/im' will show you a list of blocks that either start with, or are related to images, such as the Image Block, Gallery Block, Media & Text Block etc... If there's more than one block showing, you can either type more characters to filter the list further until there's only one option, or you can use your cursor keys to select the one you want and hit Return/Enter to select it, or simply use your mouse to select the block from the list.

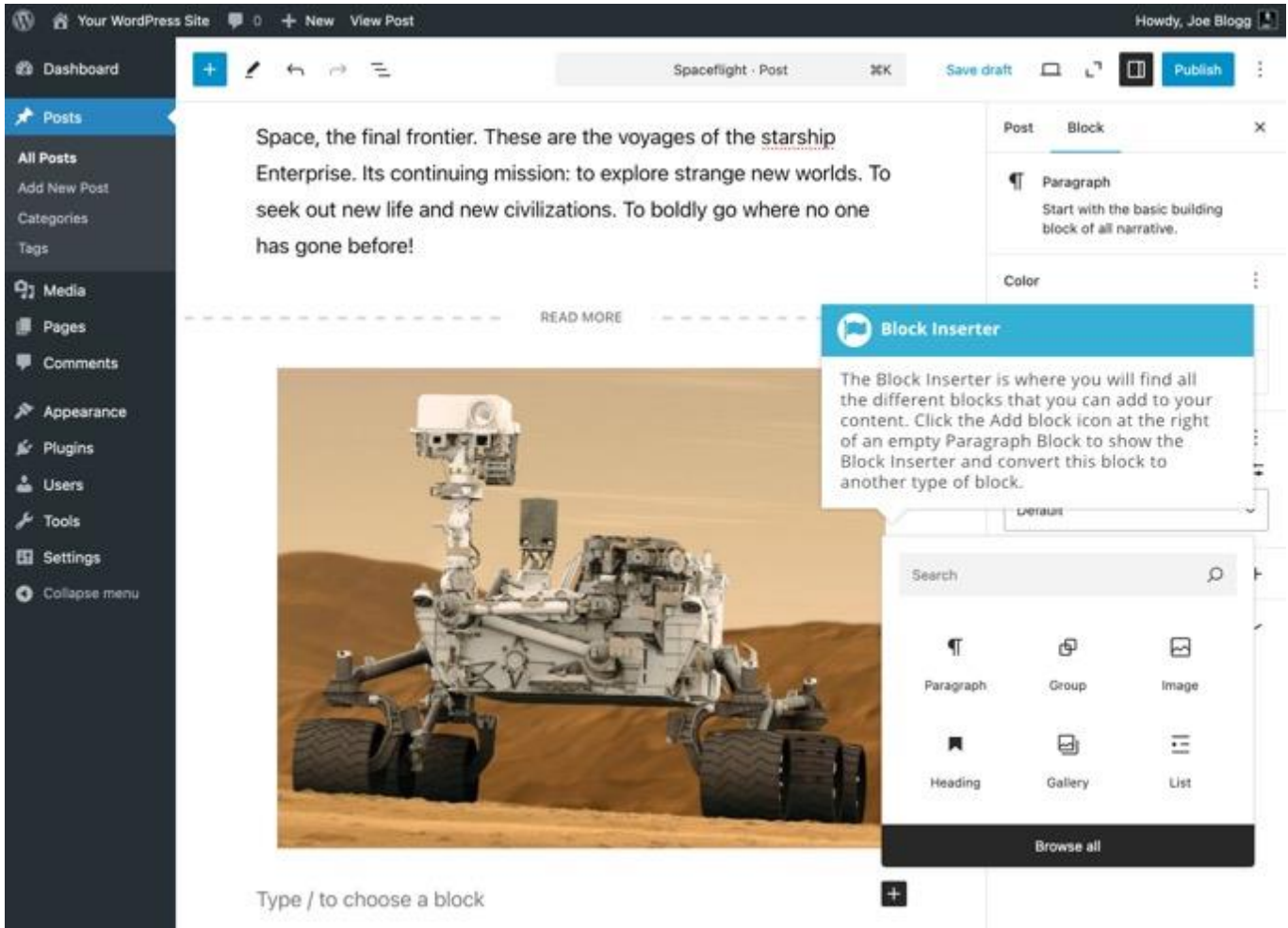


You can also insert a new block using the *Add block* icon below your content. If the last block in your content **isn't** a Paragraph Block, then you will see an empty Paragraph Block at the very bottom of your content.

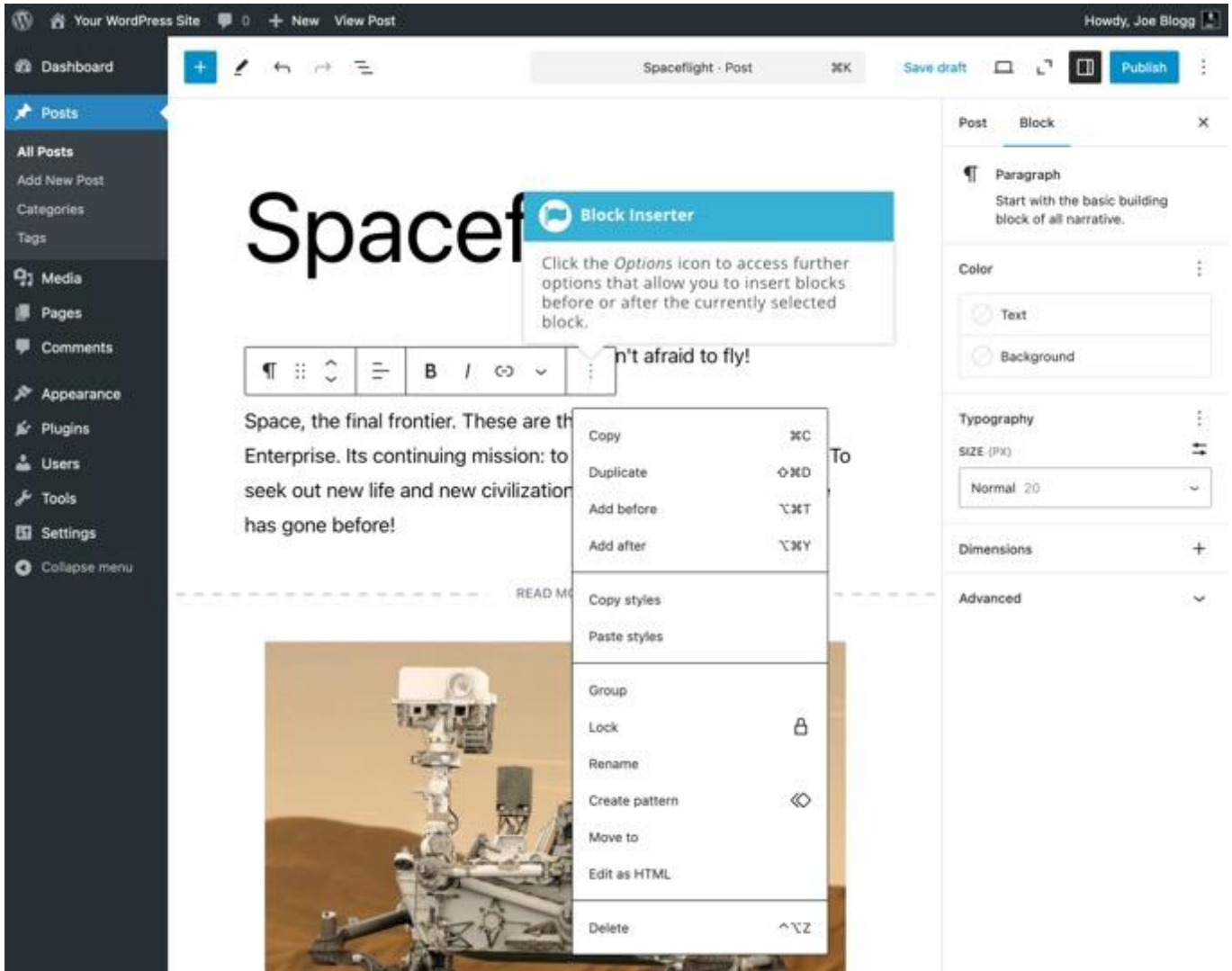
It's important to note that if the last block in your content **is** a Paragraph Block, then this empty Paragraph Block at the bottom of your content, won't appear by default and you'll need to either hit your Return/Enter key in your last Block for the empty Paragraph Block to appear, or use one of the other methods mentioned here to insert a new block.

If you see an empty Paragraph Block at the very bottom of your content and you simply want to add a new paragraph of text, then all you need to do is put your cursor in the empty block and start typing. If you want any other type of block though, you need to click the *Add block* icon () on the right-side of the empty Paragraph Block, or use the 'slash command'. Clicking the *Add Block* icon will show the Block Inserter popup, which is a small panel that gives you access to different types of blocks that you can insert. By default, it only shows six recent blocks. To view all the available blocks, click the *Browse all* button in the popup to

display the Block Inserter panel. Alternatively, you can start typing its name in the search field to filter the list of blocks shown. Once you click on a block to insert it, it will convert this empty Paragraph Block to the new block that you selected.



Lastly, every block has its own toolbar menu that appears at the top of the block (or at the top of the screen if the *Top toolbar* option is turned on). The *Options* icon on this toolbar (⋮) has two options for inserting blocks, *Add Before* and *Add After*. Selecting either of those options inserts an empty Paragraph Block either above or below the current block respectively. As described above, you can then either simply type in this empty block if you want to add a new paragraph of text, or you can convert this empty Paragraph Block to another type of block by clicking the *Add block* icon on the side of the block, or by using the 'slash command', as described above.



Fullscreen Mode

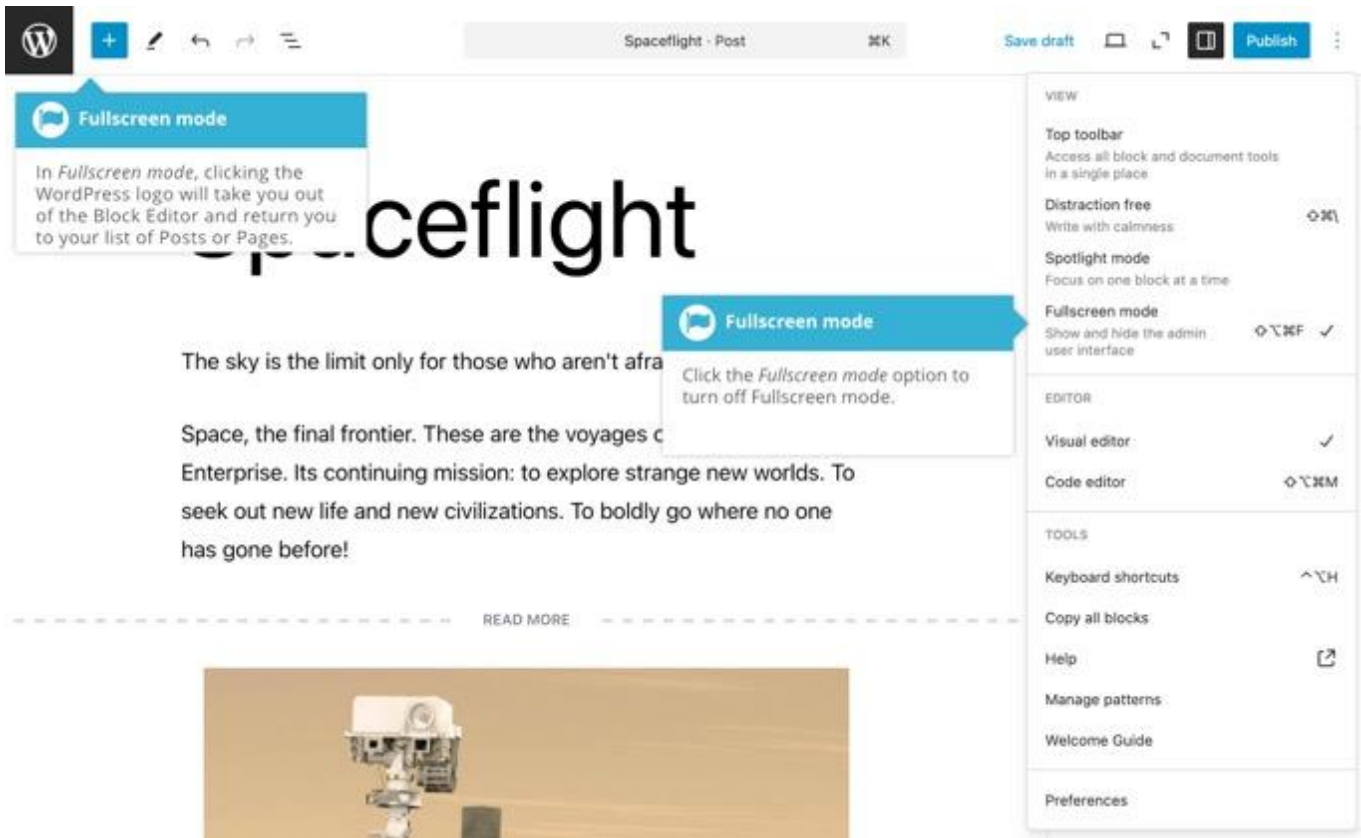
WordPress now opens the Block Editor in *Fullscreen mode* by default, when you add a new Page or Post. Fullscreen mode will hide certain parts of the User Interface such as the left-hand menu and the top Dashboard Admin bar.

The screenshot shows the WordPress Block Editor in fullscreen mode. The main content area displays the title "Spaceflight" in a large font, followed by the text "The sky is the limit only for those who aren't afraid to fly!". Below this is a paragraph: "Space, the final frontier. These are the voyages of the starship Enterprise. Its continuing mission: to explore strange new worlds. To seek out new life and new civilizations. To boldly go where no one has gone before!". A "READ MORE" link is visible below the text. At the bottom of the main content area, there is a placeholder image of a rover on a reddish-brown surface. The top of the editor shows the WordPress logo, a toolbar with icons for adding blocks, undo, redo, and a menu icon, and the title "Spaceflight - Post". On the right side, there are buttons for "Save draft" and "Publish". A sidebar on the right contains a "Post" tab, a "Block" tab, and a "Spaceflight" block preview with a thumbnail image of a satellite in space. Below the preview, there is a table of metadata:

Status	Draft
Publish	September 7, 2014 3:31 pm
Link	/spaceflight
Author	Joe Blogg
Discussion	Open
Revisions	32
Format	Standard

At the bottom of the sidebar, there is a "Move to trash" button.

To turn off Fullscreen mode, click the *Options* icon (⋮) in the top-right corner of the page and then click on the *Fullscreen mode* option. This will return the page back to the familiar layout that you're accustomed to. It's worth noting that all the Block Editor screenshots in this guide are taken with Fullscreen mode turned off.




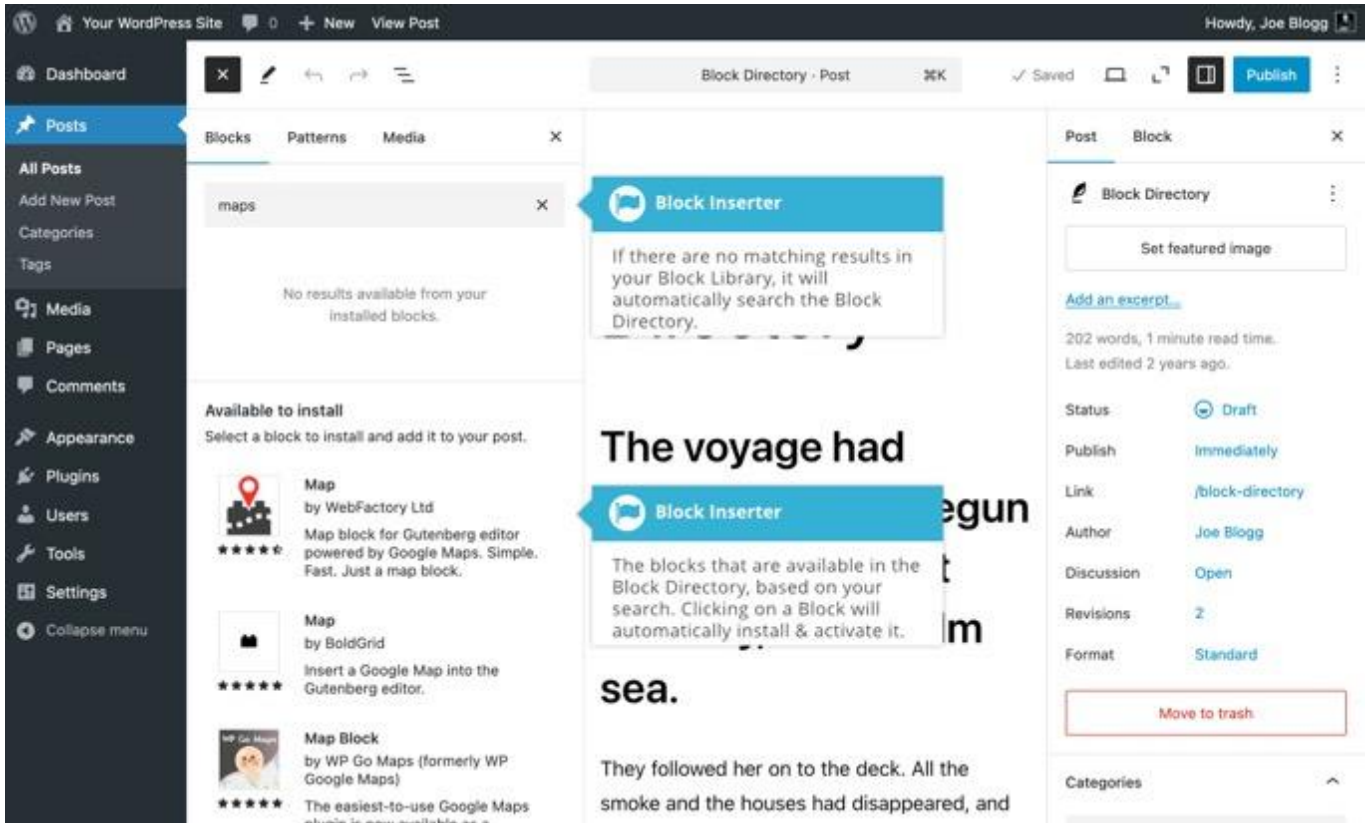
In Fullscreen mode, clicking the WordPress logo in the top-left corner of the page will take you out of the Block Editor and return you to your list of Posts or Pages.

Block Directory

The Block Directory brings a new way to find and install single, independent block plugins into your site.

When you perform a search in the Block Inserter, if there's no matching result in your blocks library, it will also perform a search within the WordPress Block Directory. If it finds any relevant blocks, you're able to scroll through those results and immediately install and activate the Block Plugin, right then and there, and have it available to insert into your page without ever leaving the editor.

Block Directory searches are done automatically. Click the *Toggle block inserter* icon () in the *Block Toolbar* at the top of screen, and once the Block Inserter appears, click in the *Search* field and type your search string. If there are no matching results in the Block Library on your site, it will automatically perform a search in the Block Directory and show any matching results, if there are any.



If you find a Block in the search results, click on the search result and WordPress will automatically download, install, and activate the Block Plugin, and then insert it into your page, without you ever leaving the editor.

If you find that the Block that was just inserted doesn't work the way you hoped, or just isn't suitable, you can easily delete the block from your page, just like any other block.

When you install a new Block from the Block Directory, it's important to note that you're actually installing a new Plugin, so if you browse to the Plugins screen in your Dashboard and find some unfamiliar plugins have been installed, it may be because you've installed them via the Block Directory.


Block Patterns

Block Patterns are predefined block layouts. They're typically a group of blocks that have been pre-built and custom styled.

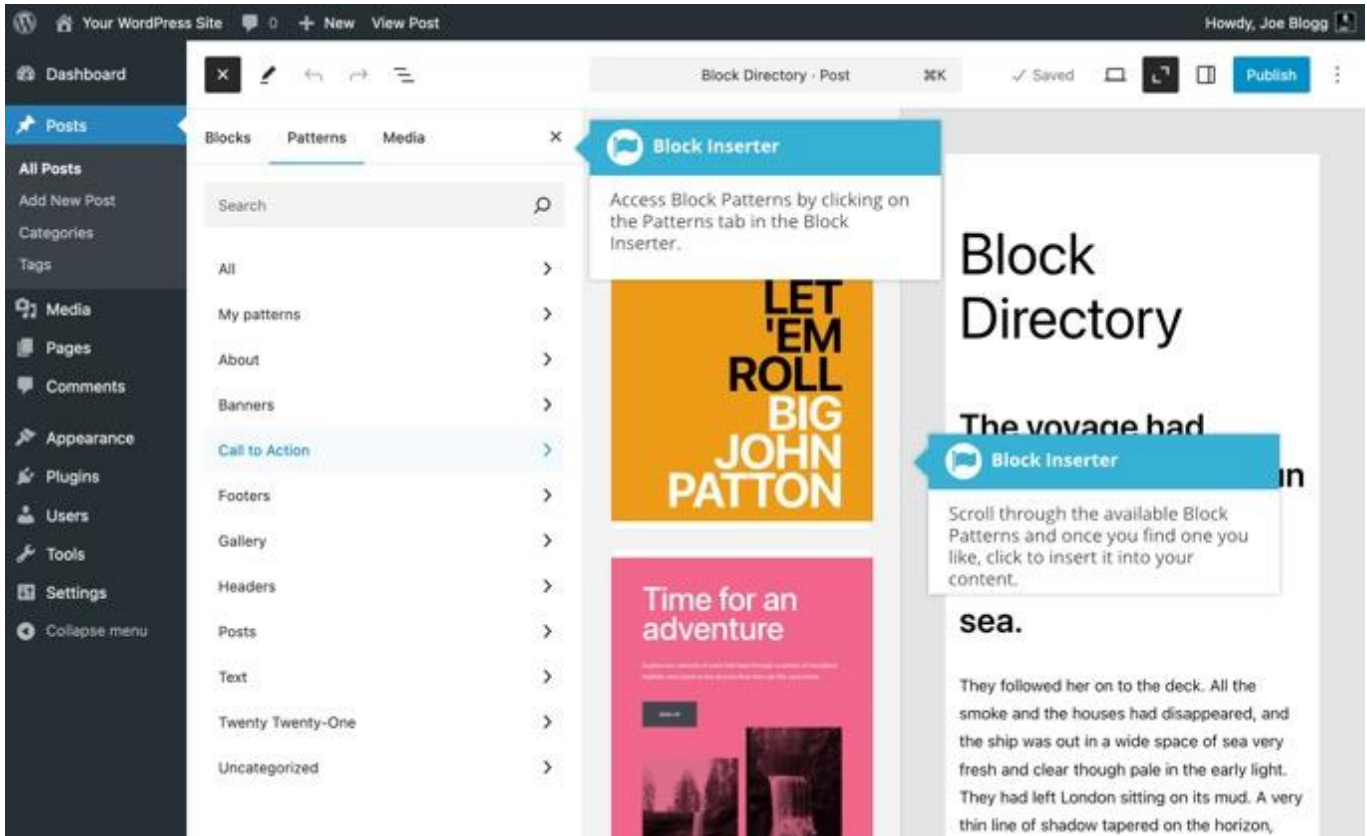
Block Patterns are a really useful way to add content to your page, a section at a time, rather than having to build everything from scratch. As an example, you might have a Block Pattern that is laid out like a pricing table for showcasing your product or services, or

perhaps a team Block Pattern that allows you to show off your team member profiles, or even a contact Block Pattern for creating a fancy contact section with a location map, contact form and business phone numbers. Block Patterns provide a great way to build your page, quickly and easily, a section at a time.

WordPress comes with a number of built-in Block Patterns. If none of these suit your purpose, more patterns can be added with plugins. You'll find that some themes may also have Block Patterns built-in.

Block Patterns can be accessed from within the Block Inserter. Simply click the *Toggle block inserter* icon () in the *Block Toolbar* at the top of screen, and once the Block Inserter appears, click the *Patterns* tab within the Inserter. You can then scroll through all the available Block Patterns and once you find one you like, click on it to insert it into your content. Clicking on *Explore all patterns* button at the bottom of the Block Inserter will show a larger popup window with all the Block Patterns, making them easier to browse.

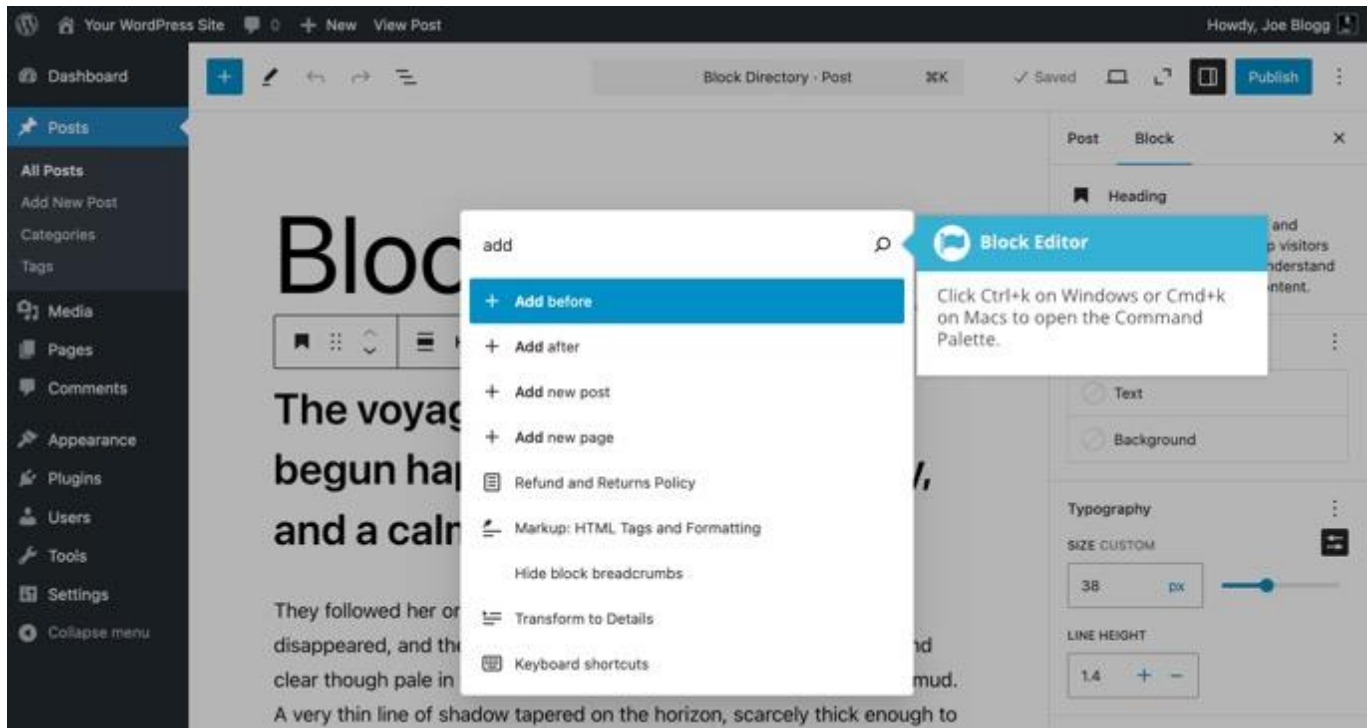
When selecting the Patterns tab (or the Media tab) within the Block Inserter, the *Zoom Out* button is automatically activated, making it easier for you to drag 'n drop your patterns and images into your content. Closing the Block Inserter, or switching back to the Blocks tab, will deactivate the 'Zoom out 'button.



Command Palette

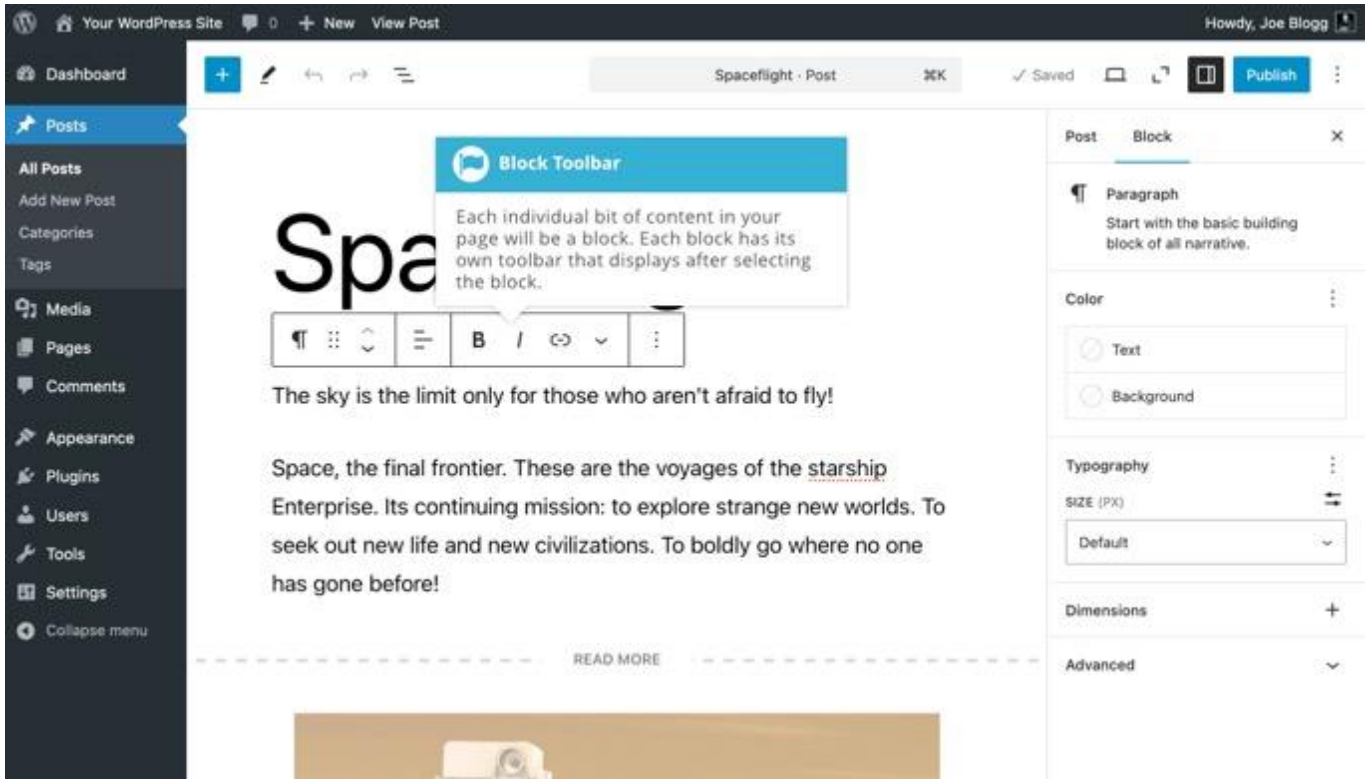
The Command Palette helps you access tools more quickly within the Dashboard. Using Ctrl+k on Windows or Cmd+k on Macs, within the Block Editor or Site Editor, will open a small popup that allows you to enter commands directly. While its use is currently quite limited, both in terms of what commands you can use and whereabouts it can be utilised, over time this Command Palette will spread throughout the rest of the WordPress Dashboard.

When editing your content, you'll see the Page/Post title at the top of the screen, within the the Document Bar. Clicking anywhere in the Document Bar (i.e. the area with the grey background) will also open the Command Palette.



Blocks

Each individual bit of content in your page will be a block. Even individual paragraphs will be separate blocks. The Block Editor provides blocks for all your common content such as paragraphs, headings, ordered and unordered Lists (i.e. bullet points), quotes, images, galleries and any other content that you could previously add using the old Classic Editor.



Every block has its own toolbar menu that appears at the top of the block (or at the top of the screen if the *Top Toolbar* option is turned on). The icons that appear will depend entirely on the type of block. For example, the icons shown on the Heading Block toolbar will be different to the icons for a Gallery Block.

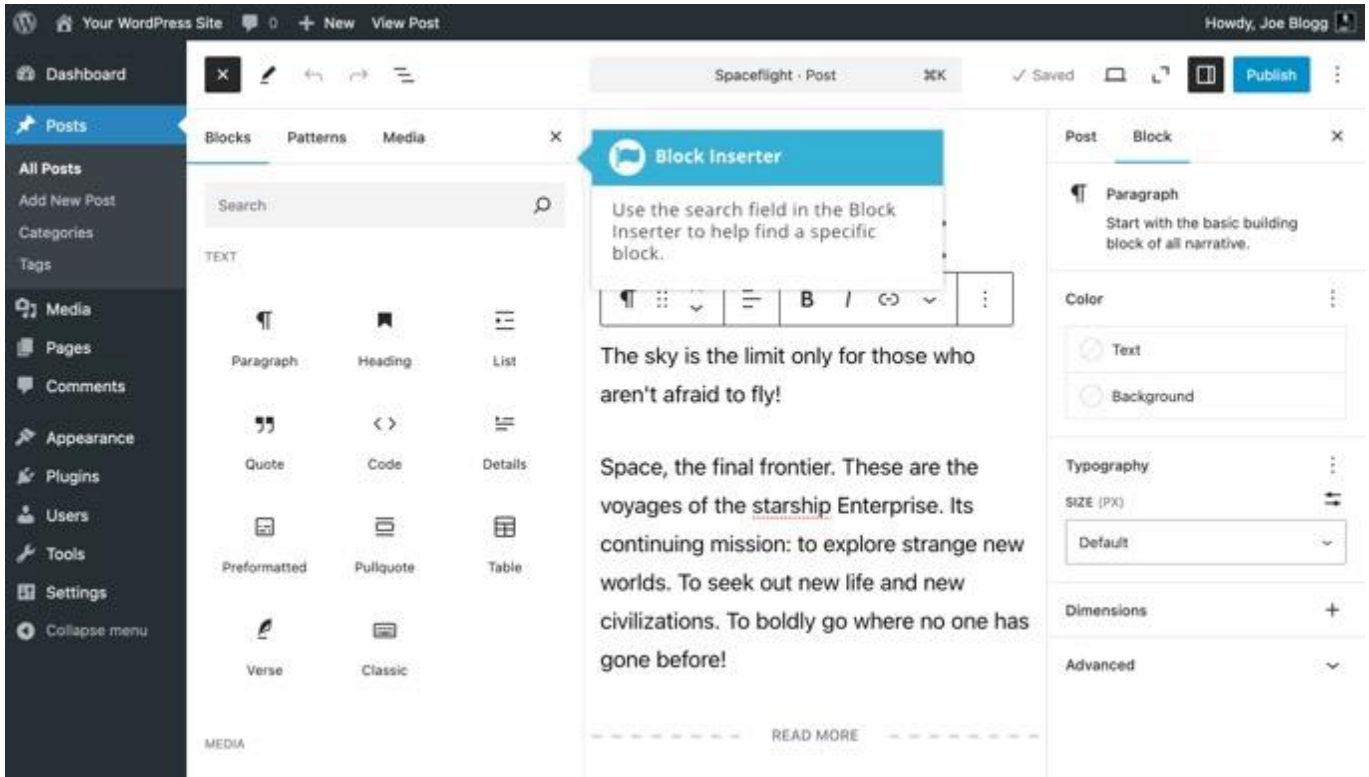
For each block, the leftmost 'Block Switcher' icon in the Block toolbar will show an icon that represents that particular block. For most blocks, clicking on that icon allows you to 'transform' or switch that selected block, from its current type, into another type of block. As an example, when clicking that icon for a Paragraph Block, it allows you to easily transform it into a Heading Block, along with a couple of other different types of blocks, such as a List Block or Quote Block. For some blocks, such as the Table Block, this 'Block Switcher' icon also allows you to change the styles for a particular block.

For blocks that allow you to select and/or upload a file, such as the Image, Audio and Video blocks, the toolbar will display a Replace icon that allows you to edit the block by selecting different files. The Gallery Block has icons on each individual gallery image that allows you to replace or remove images from your Gallery. It also has a separate *Upload* button and *Media Library* link which allows you to add extra images to your gallery.

Every block will also display an *Options* icon (⋮). The *Options* icon allows you to:

- Copy the current selected block
- Duplicate the currently selected block
- Add a new block before the currently selected block
- Add a new block after the currently selected block
- Copy the styles for the currently selected block
- Paste styles from another block to the currently selected block
- Group the currently selected block(s) into a Group Block
- Lock a block to prevent it being moved and/or removed
- Rename a block to give it a custom name
- Create a Pattern (Reusable Block) from the currently selected block
- Move the block to another location within your page
- Edit the HTML for the currently selected block
- Delete the currently selected block


When inserting blocks using the Block Inserter panel, you'll notice that they're sorted into different sections based on their type. At the very top of the Block Inserter is a search field that allows you to filter the list of blocks shown to make it easier to find the block you're looking for. The search field will filter the list based on the block name and type. For example, typing 'im' in the search field (without the quotes) will show you a list of blocks and Patterns that either start with, or are related to images, such as the Image Block, Gallery Block, Media & Text Block etc....



The Block Inserter separates your blocks into different types. These include the following:

- **Text** - This section contains all the basic text type blocks such as the Paragraph Block, Heading Block, list Block, Classic Block, Quote Block etc..
- **Media** - This section contains all your image and media type blocks such as the Image Block, Gallery Block, Audio Block, Cover Block etc..
- **Design** - This section contains more specialised content blocks, primarily used for enhancing the design of your page such as the Buttons Block, Columns Block, Group Block etc..
- **Widgets** - This section contains special widgets such as the Shortcode Block, Archives Block, Categories Block, Latest Comments Block, Latest Posts Block etc..
- **Theme** - This section contains special blocks that allow you to add different template parts to your content. Although some of these blocks can be added to your regular Page or Post content, these blocks are best utilised within the Full Site Editor.
- **Embeds** - This section contains blocks for all the familiar Embeds that you're accustomed to using within WordPress. It contains the Tumblr Block, Twitter Block, YouTube Block, Spotify Block, etc...

Not shown by default, is the **Most Used** blocks section. The blocks that appear in this section will change based on the blocks that you've added to your content. As the name suggests, this section contains your most used blocks. To enable this section in the Block

inserter, click on the *Options* icon () at the top of the page and then click on the *Preferences* menu option. In the popup window that is displayed, turn on the *Show most used blocks* option within the Blocks tab. The **Most Used** blocks section will now appear in the Block Inserter, just above the **Text** section.

Reusable blocks are now called Synced Patterns. To access your Reusable Blocks/Synced Patterns, click on the Patterns tab within the Block Inserter. Your Synced Patterns will appear within the 'Uncategorized' option. Synced Patterns are blocks that you've styled a certain way that can be reused on other pages in your site. If you update a Synced Pattern, those changes are applied everywhere that Block has been used.

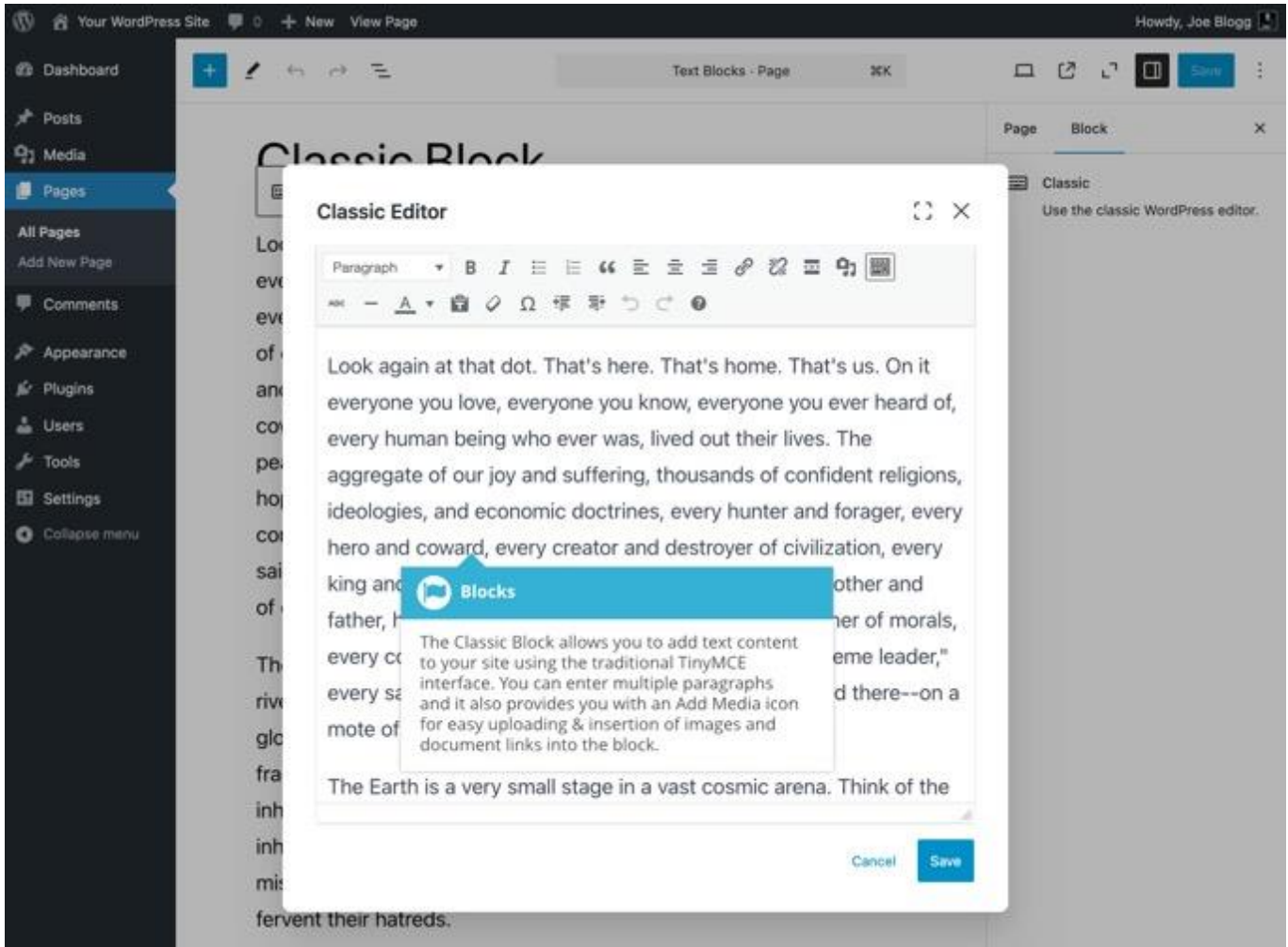
Text Blocks

The Text section contains all the basic text type blocks such as the Paragraph Block, Heading Block, list Block, Classic Block, Quote Block etc..

Classic Block

The *Classic Block* allows you to add text content to your site using the traditional TinyMCE interface. One of the benefits of using the *Classic Block* instead of the Paragraph Block is that you can enter multiple paragraphs of text into the same block. The Classic Block also provides the useful 'Paste as text' icon, unlike the Paragraph Block. This allows you to strip all formatting from any formatted text, such as content copied from a Word document or another website. Like the previous TinyMCE interface in the Classic Editor, the Classic Block also provides the 'Special character' icon for inserting characters like the copyright (©), registered (®) or trademark (™) symbols, en (–) and em (—) dashes, and other useful characters.

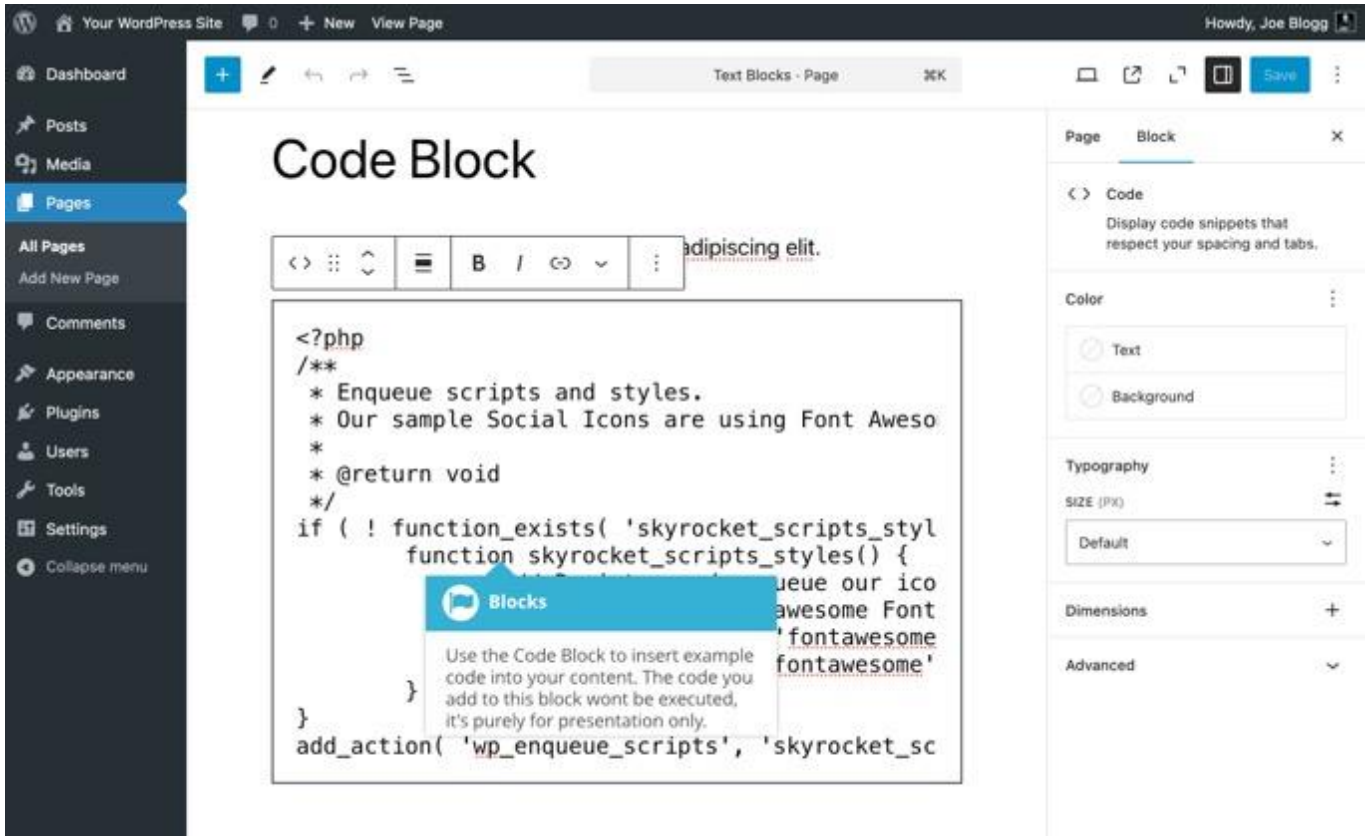
The Block Editor has now changed how it's displayed within the edit page of WordPress. On top of this, the plugins on your site can also affect how the editor is displayed within the edit page. While you won't actually notice the difference when editing your content, the unfortunate side effect is that it affects how the Classic Block now behaves. The only block affected by this change will be the Classic Block. All the other individual Blocks that you use, won't change their behaviour.



Code Block

The *Code Block* allows you to add example code to your content. The code you add to this block won't be executed, it's purely for displaying lines of code within your content.

Once you've added your text to your block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Line height, Letter case & Letter spacing. You can also change the spacing around the block by adding Padding within the Dimensions settings.



Details Block

The *Details Block* allows you to insert a single accordion toggle. This single accordion allows you to display a number other blocks, such as paragraph or List blocks for example, whilst keeping it hidden or minimised until clicked. When the block is clicked, the content will become visible and when clicked again, the content will hide.

After adding the Details block into your content, you can then insert further blocks into this block. It's this content that is then displayed once the Block is toggled open.

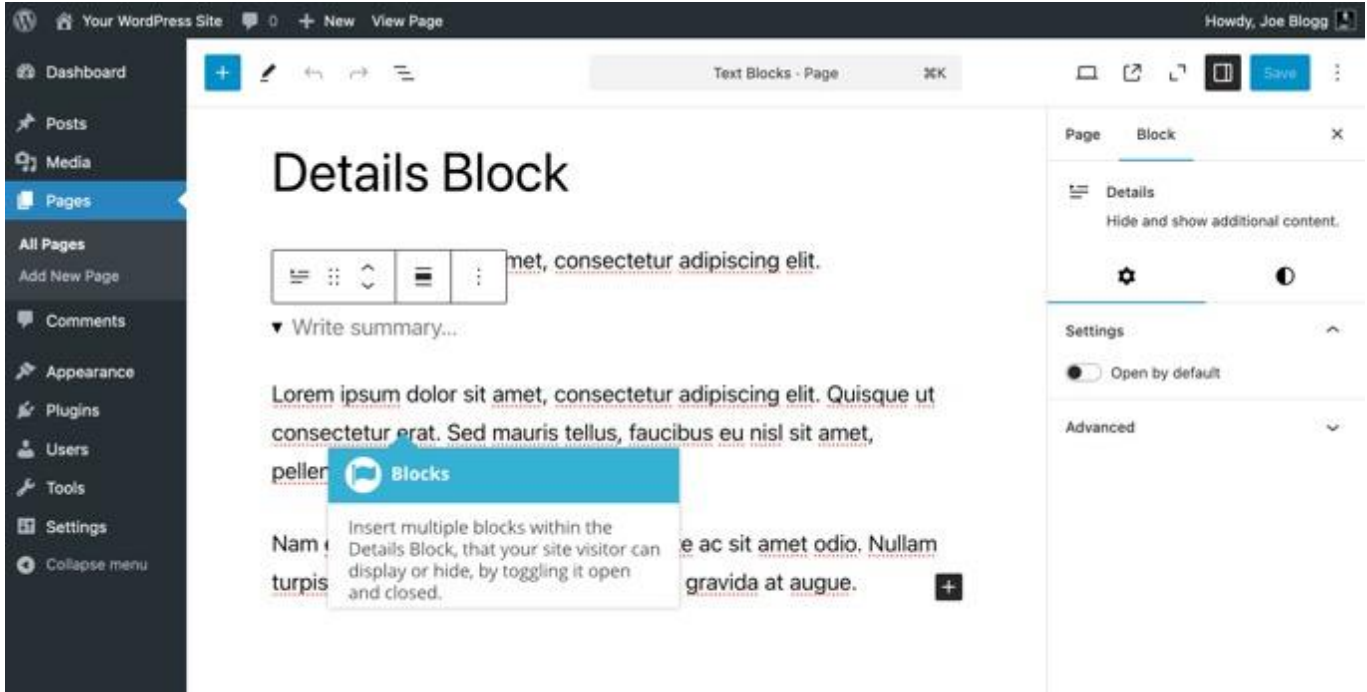
The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.

You can elect to have the Details Block toggled open by default using the *Open by default* switch. You can also change the Text and Background colours, and various Typography settings like Font size, Appearance, Letter case, Line height & Letter spacing & Text decoration.

By default, you'll simply see a link with the word "Details" within the page, alongside a small arrow icon. Once the user clicks this link, the toggle "opens" to display the rest of the


content that you've inserted into this block. You can change the link text that is displayed within the 'Write summary...' field within the block.

These simple accordions are commonly seen on FAQ pages, where there's a list of frequently asked questions and you can toggle open and close each one to view the answer.



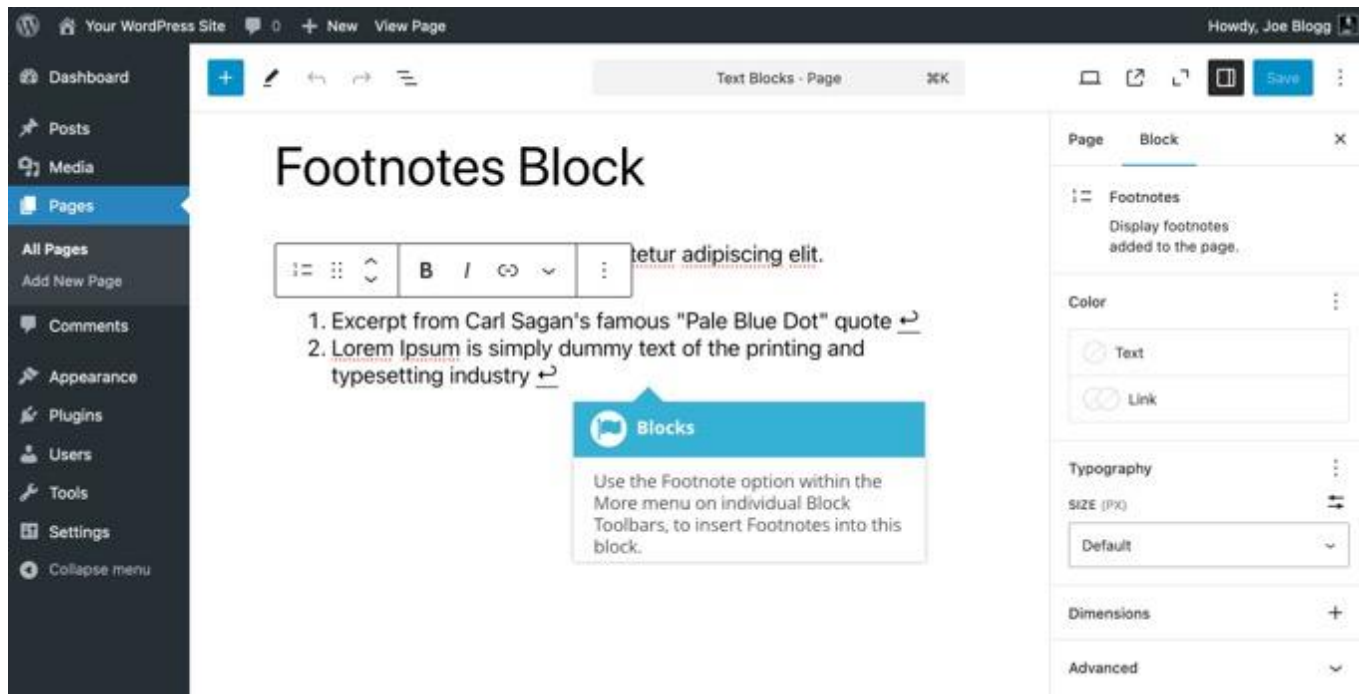
Footnotes Block

The *Footnotes Block* allows you to display footnotes within your content. Footnotes are used to cite sources, figures or provide further additional information to your readers. Footnotes are typically shown as superscript numbers, letters or symbols within your content, that are then referenced elsewhere in the page. Footnotes are typically seen at the bottom of pages, so this block would typically be added below your main page content.

You can't actually insert footnotes directly into the Footnotes Block. This block only displays the created footnotes. To actually create a footnote, you select the Footnote option from within the More menu () in the Block Toolbar on certain blocks, like the Paragraph block or Heading Block. Once you insert a Footnote, you're taken directly to the Footnotes block where you can now enter the text for that particular footnote.

It's worth noting that if you create a footnote in your content, without having a Footnotes Block within that page, the Footnotes Block will be automatically inserted at the bottom of

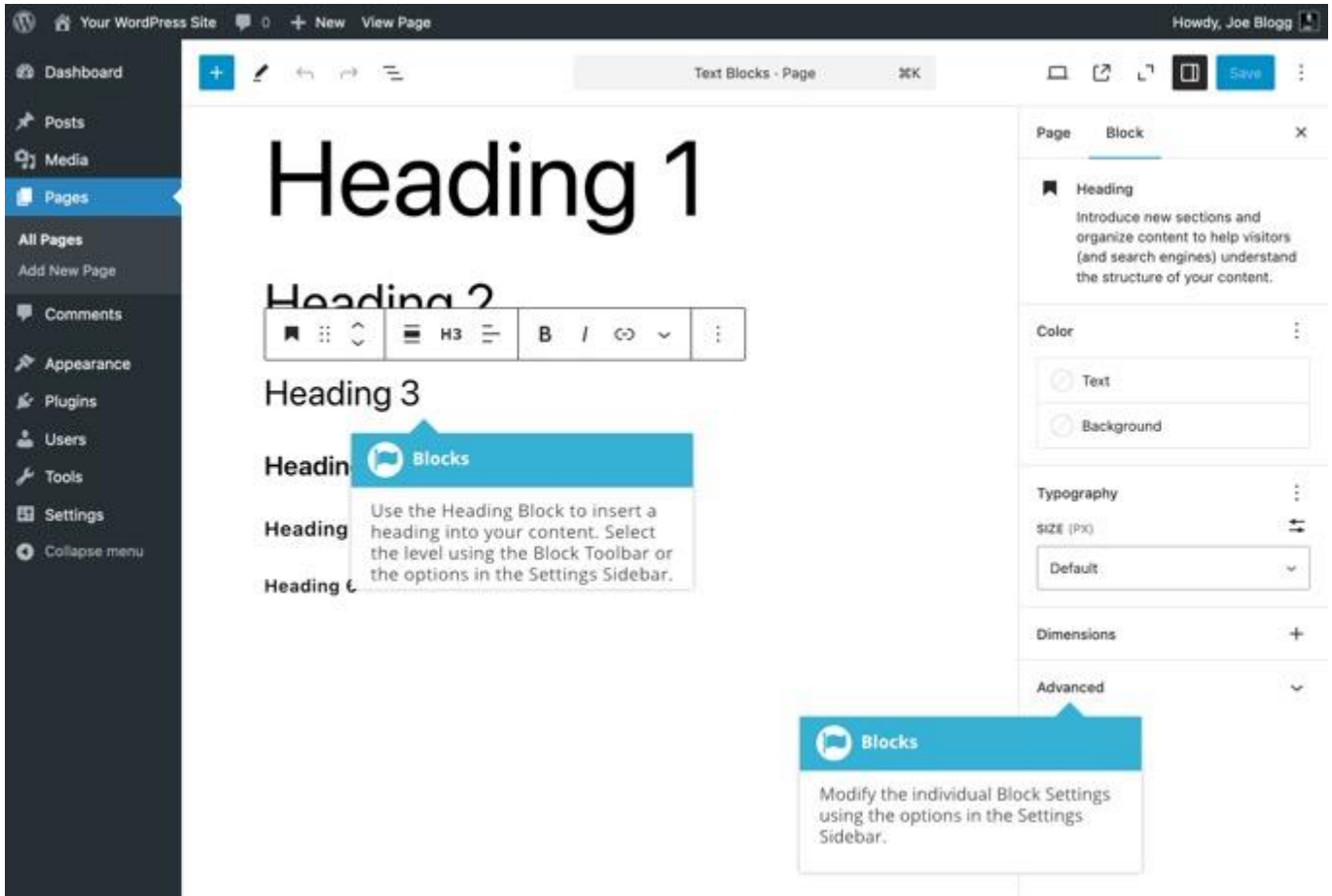
your content for you. It's also important to note that you can no longer insert the Footnotes block using the Block Inserter. The only way to insert the Footnotes block into your Content is by adding a Footnote using the Footnote option within the More menu in the Block toolbar, as mentioned above.



Heading Block

The *Heading Block* allows you to insert an HTML Heading into your page. By default, the heading will be a H2 but you can change this using the icons on the Heading Block toolbar.

Once you've added your text to your block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Letter case, Line height & Letter spacing. You can also add an HTML Anchor to the heading which enables you to create a link to a specific part of your page.




List Block

The *List Block* allows you to add ordered and unordered lists (i.e. bullet points) to your content. After adding your list items, you can select the appropriate icon on the Block Toolbar to change between an ordered list and an unordered list.

If you've inserted an Ordered List (sometimes also referred to as a numbered list), you can also specify the start value for the list and also opt to display the numbers in reverse order using the *Reverse list numbering* toggle switch, in the Settings Sidebar. You can also change the Text and Background colours, and various Typography settings like Font size, Appearance, Line height, Letter case, & Letter spacing.

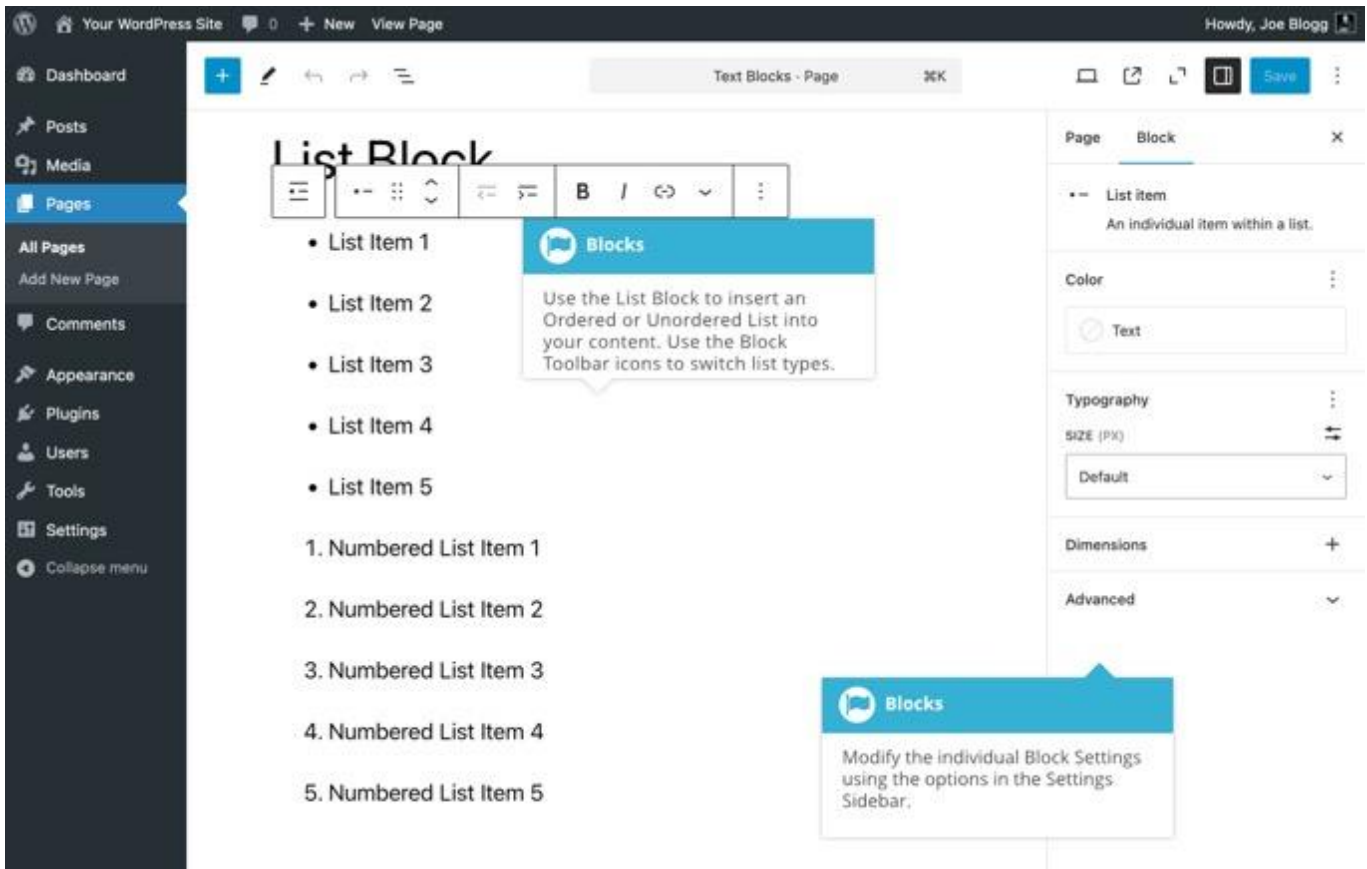
Each List Item within the List Block is its own separate Block, so to change the overall style or type of the List Block you need to ensure that you select the outer List Block itself, rather than an individual List Item Block. If you're finding it difficult to select the outer List Block, try selecting the Block by using the Block Breadcrumbs that appear at the bottom of the

page. The Breadcrumbs will appear whenever you have a Block selected, and will list all the parent blocks for the currently selected Block.

To insert a new List Item into your List Block, you can either click on the *Add List item* icon () at the bottom of the List Block, or the *Add List item* icon that appears when you hover your mouse cursor between each of the existing List Items.

Alternatively, you can also just hit the Return key on your keyboard when you're editing an existing list item and this will insert a new List Item Block below the one you were just editing.

If you wish to insert another List Block within an existing List Block (i.e. an indented list), then you can click the *Indent* icon on the Block Toolbar when you have an individual List Item Block selected. This will automatically create a new List Block and indent the currently selected List Item Block.



Paragraph Block

The *Paragraph Block* allows you to enter a paragraph of text. Each paragraph is a new block so when you hit the Enter key to start a new paragraph, a new Paragraph Block will be automatically inserted as you continue to type.

Once you've added your content to your *Paragraph Block*, there are further options available in the Settings Sidebar.

You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Line height, Letter case, & Letter spacing. The *Size* dropdown field has some preselected font sizes such as Small, Normal, Medium, Large and Huge. The exact size of these, and the names, will be dependent on the theme that you're currently using.

You can set a custom font size by selecting the *Custom* option from the dropdown and then entering a number in the input field. Clicking the *PX* label allows you change the unit from using absolute units like Pixels (PX) to using relative units such as Em or Rem.

If you've entered in a custom font size and decide you want to revert back to one of the default theme sizes, simply click the *Use size preset* icon to revert back to the Size dropdown rather than the input field. This will allow you to then select one of the predefined theme font sizes such as Small, Normal Large etc....

Before you can add a Drop Cap or another typography setting like Appearance, Line Height, or one of the many other settings, you need to enable each individual setting within the Typography panel by clicking the *Typography options* icon (⋮) and then selecting the Typography setting that you'd like to use. Once enabled, each of the relevant typography settings will then appear, allowing you to take advantage of them.

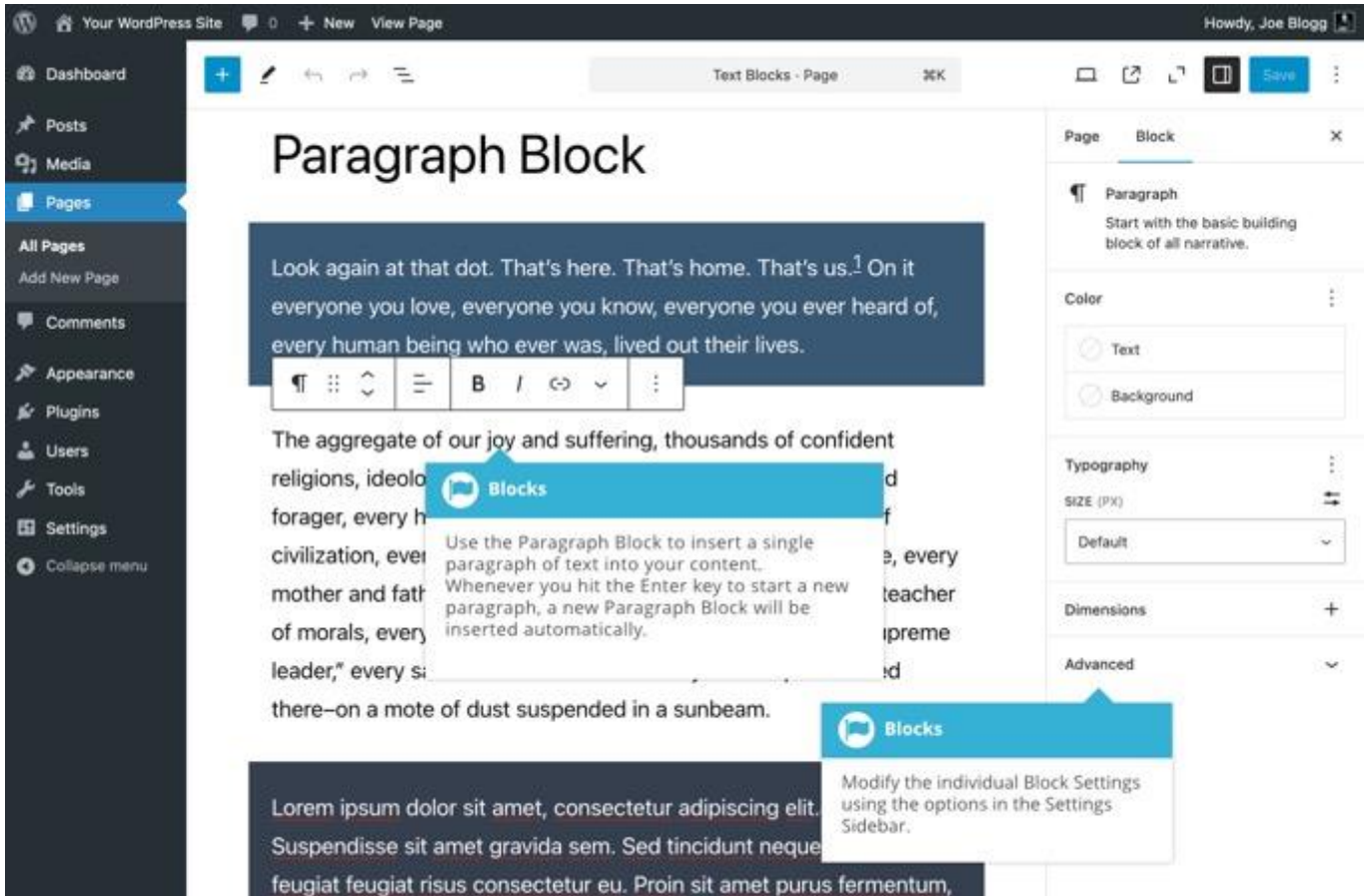
If you wish to take advantage of the extra Typography settings, you will need to manually enable them on every single Paragraph Block that you wish to use them on. Unfortunately, enabling them on one block doesn't automatically enable them on any other block.

The *Drop Cap* switch allows you to turn the first character in the paragraph to a Drop Cap. A Drop Cap is where the first letter of a paragraph is enlarged to "drop" down two or more lines. Drop Caps are typically used to grab a readers attention. The Drop Cap will only display when the block is not selected. When you're adding content to your paragraph block, or editing existing content, the first character will display the same size as the rest of the paragraph text, until you move the cursor out of the block (i.e. unselect it).

The background and text colours can be changed using the *Color* option in the Settings Sidebar. By default, there are a number of pre-selected colours to choose from. Depending on your theme, the available colours you see may be different to the colours shown below, so as to match the styles within your particular theme. When you click on the colour you wish to change, a small popup will appear that shows a colour swatch for the the current colour along with the available pre-selected colours for your theme. You can choose one of the pre-selected theme colours by simply clicking on them, or click the colour swatch at the top of the popup to display another popup with a colour picker. The colour picker will allow you to select a completely custom colour, if you'd prefer to use a different colour to the default colours.

If the colour combination that you select for the background and text are hard to read, you'll be prompted with a warning advising you of such. In this instance, it's advisable to use either a brighter background and darker text colour, or a darker background and a brighter text colour.

Typing two open square brackets '[' within the Paragraph Block provides you with a convenient shortcut to adding a link to one of your other Pages or Posts. After typing '[' into your content, a small popup will show with a list of recent Pages and Posts. Select one of these Pages or Posts from the list and it will automatically create a link to that particular Page/Post. If the popup doesn't display the Page/Post you're looking for, start typing a few characters from the Page/Post title after the two open brackets and the list should refresh, showing you Pages/Posts that contain those particular characters. As an example, typing **[[blocks** will show you a list of Pages/Posts that contain the word 'blocks' in the title. This shortcut should work in most blocks where you can enter text, such as the Paragraph, Cover, and List Blocks, to name a few.



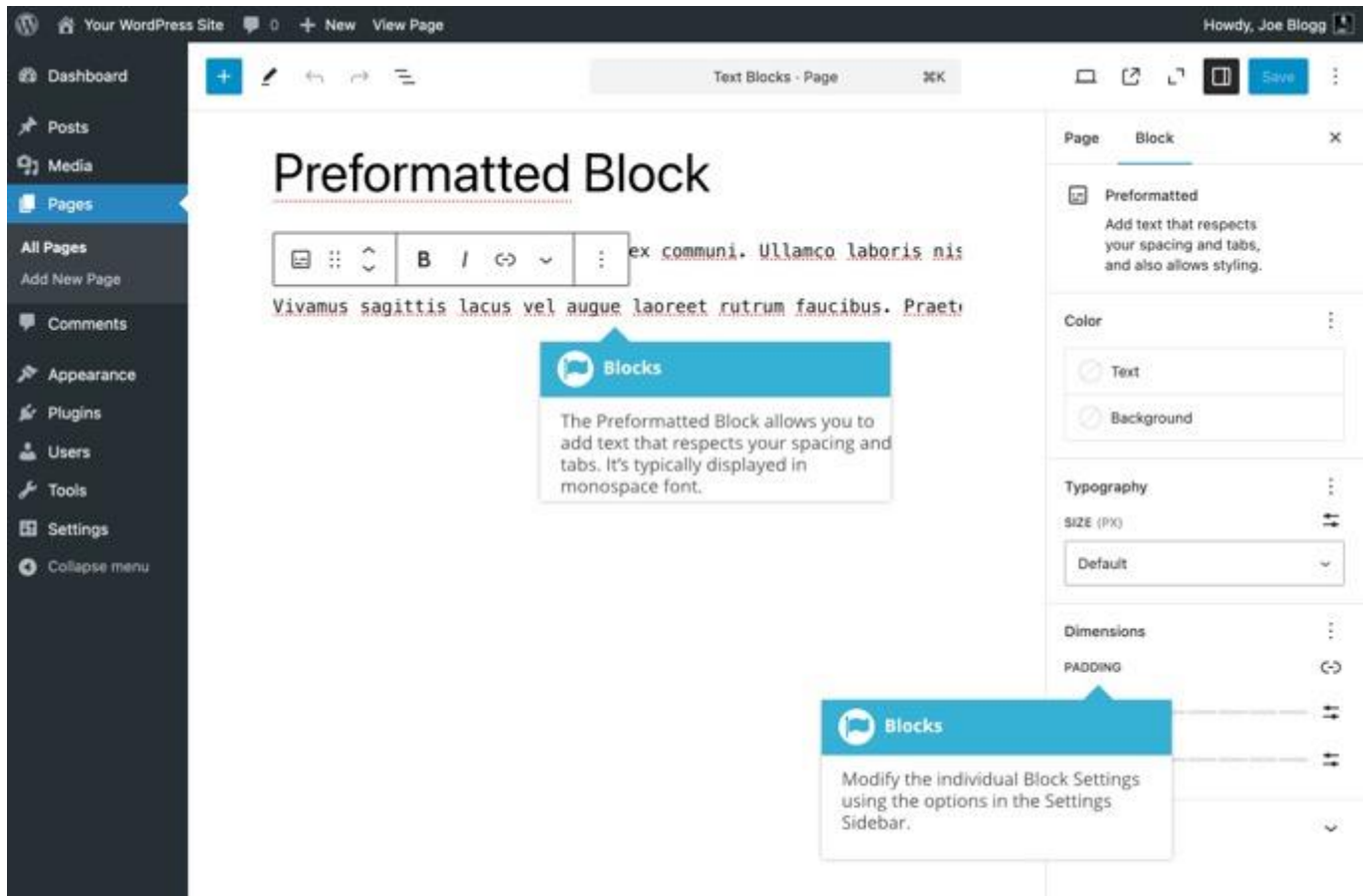
Preformatted Block

The *Preformatted Block* allows you to add text that respects your spacing and tabs and is usually displayed in a monospace font.

Although this block may appear similar to the *Code Block*, the *Code Block* should only be used to display a fragment of computer code, whereas the *Preformatted Block* can be any text.

Once you've added your content to your *Preformatted Block*, there are further options available in the Settings Sidebar.

You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Line height, Letter case & Letter spacing.

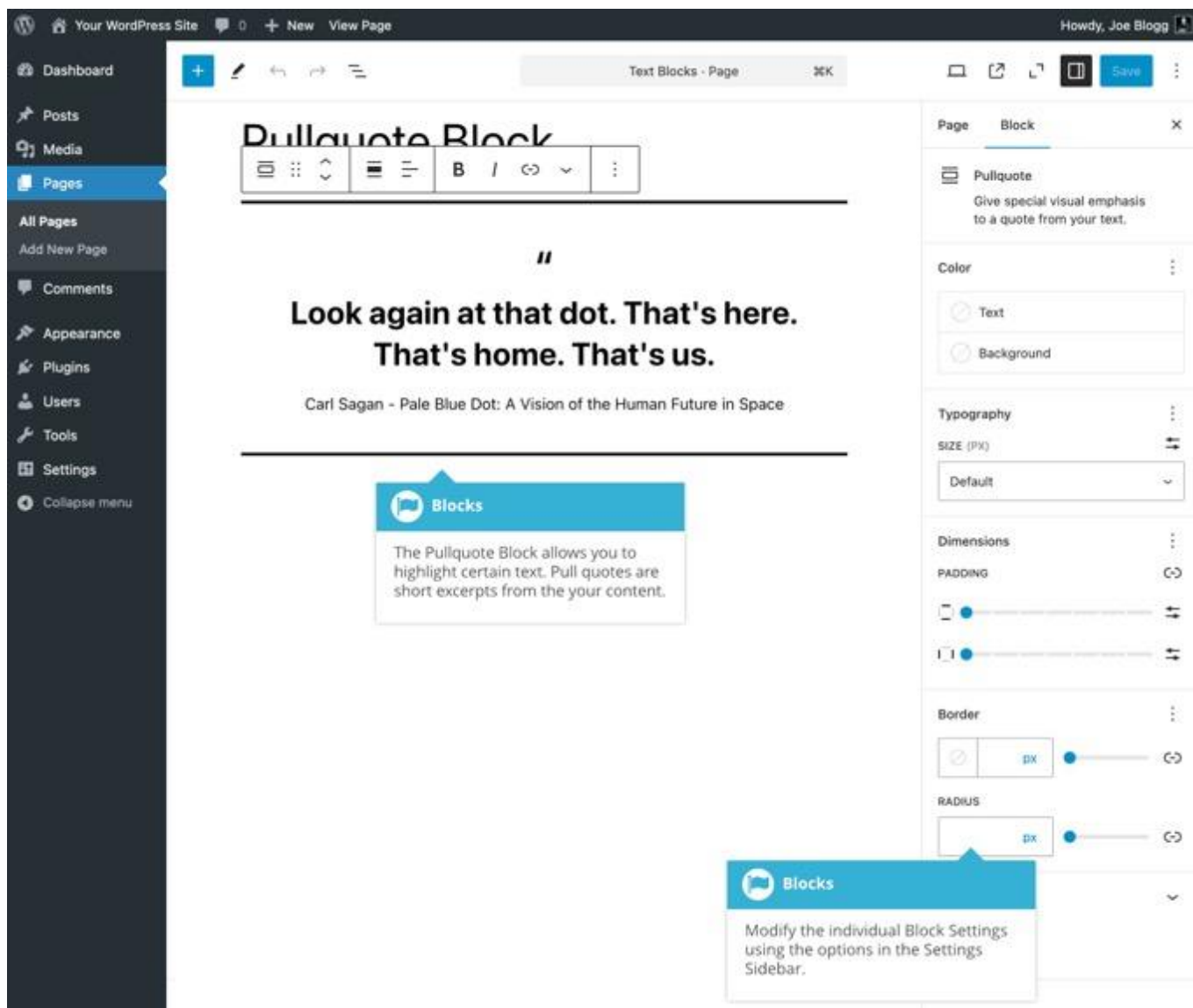


Pullquote Block

The *Pullquote Block* allows you to highlight certain text. Pull quotes are short excerpts from your content. They're used to pull a text passage out of the content so as to highlight and provide a visual aid to your readers.

Once you've added your content to your *Pullquote Block*, there are further options available in the Settings Sidebar.

You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Line height, Letter case & Letter spacing. You can also change the Border Width, Style, Colour and the corner Radius.



Quote Block

The *Quote Block* allows you to add a quote along with a citation.

Once you've added your content to your block, you can select from one of two different styles using the Styles panel in the Settings Sidebar or by clicking on the *Change block type* icon on the Block Toolbar. You can also change various Typography settings like Font size, Appearance, Line height, Letter case & Letter spacing.

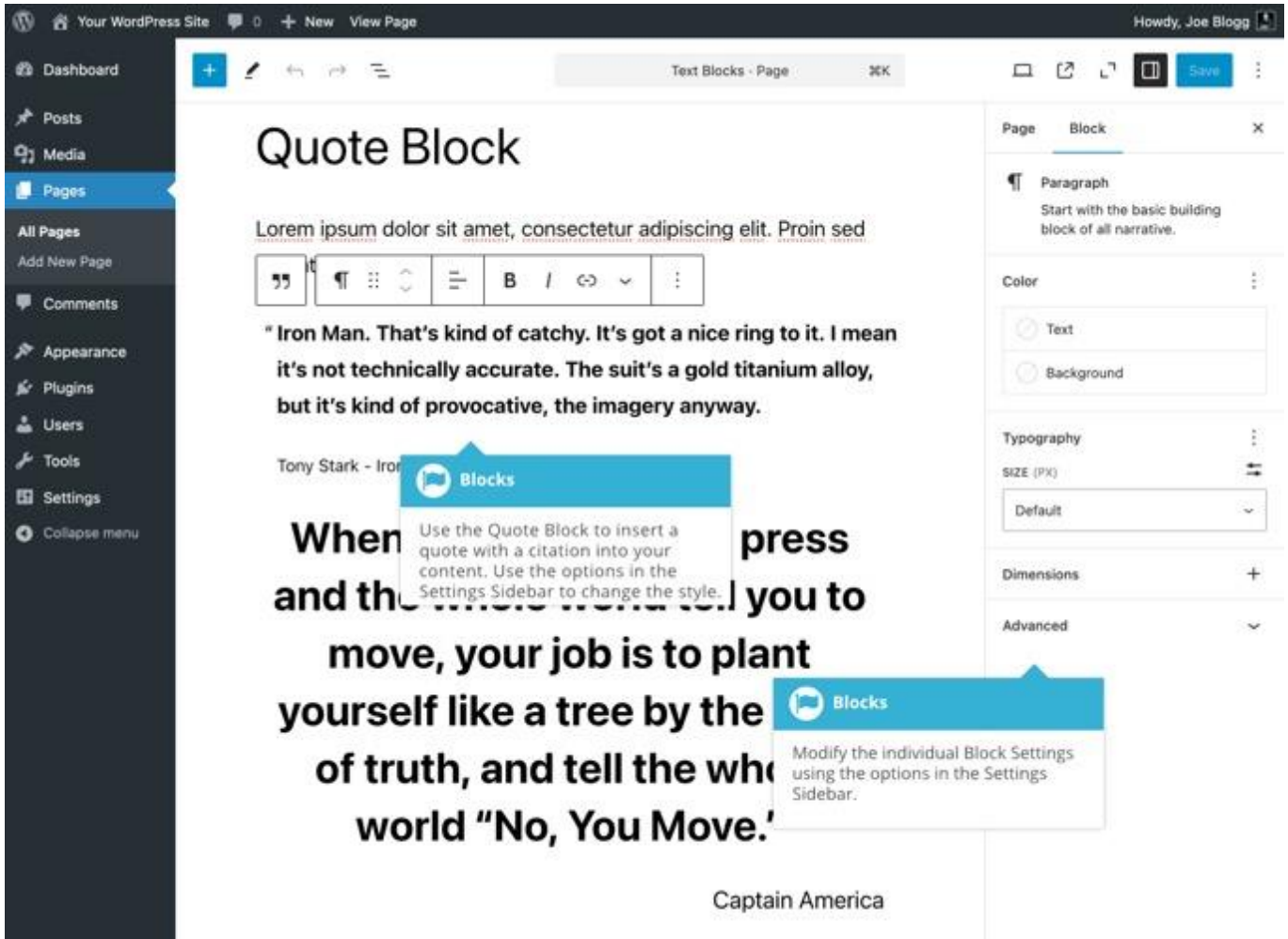


Table Block

The *Table Block* allows you to add an HTML table to your content. A Table is a structured set of data made up of rows and columns.

When you first add a Table Block, you're prompted for the number of columns and rows that you want. Once you've added your content to your block, there are further options available in the Settings Sidebar. If you wish to add or remove columns or rows, use the various options available under the *Edit Table* toolbar icon (📄).

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.

You can also select a style for your table. Your table will display without any colour by default, but you can also shade every alternate row with a light grey shading by selecting

the *Stripes* style. This can make it easier to read the table, especially when it has a large amount of data. The style can be changed using the Block Switcher icon in the Block Toolbar or within the Styles tab in the Settings Sidebar.

The screenshot shows the WordPress Block Editor interface. The main content area displays a 'Table Block' with the following data:

	Qtr 1	Qtr 2
2016	\$16,000	\$14,000
2017	\$24,015	\$16,035
2018	\$27,100	\$13,000

	Qtr 3	Qtr 4
2016	\$8,000	\$13,790
2017	\$15,475	\$34,250
2018	\$27,100	\$13,000

The settings sidebar on the right includes the following options:

- Table: Create structured content in rows and columns to display information.
- Settings:
 - Fixed width table cells:
 - Header section:
 - Footer section:
- Advanced:

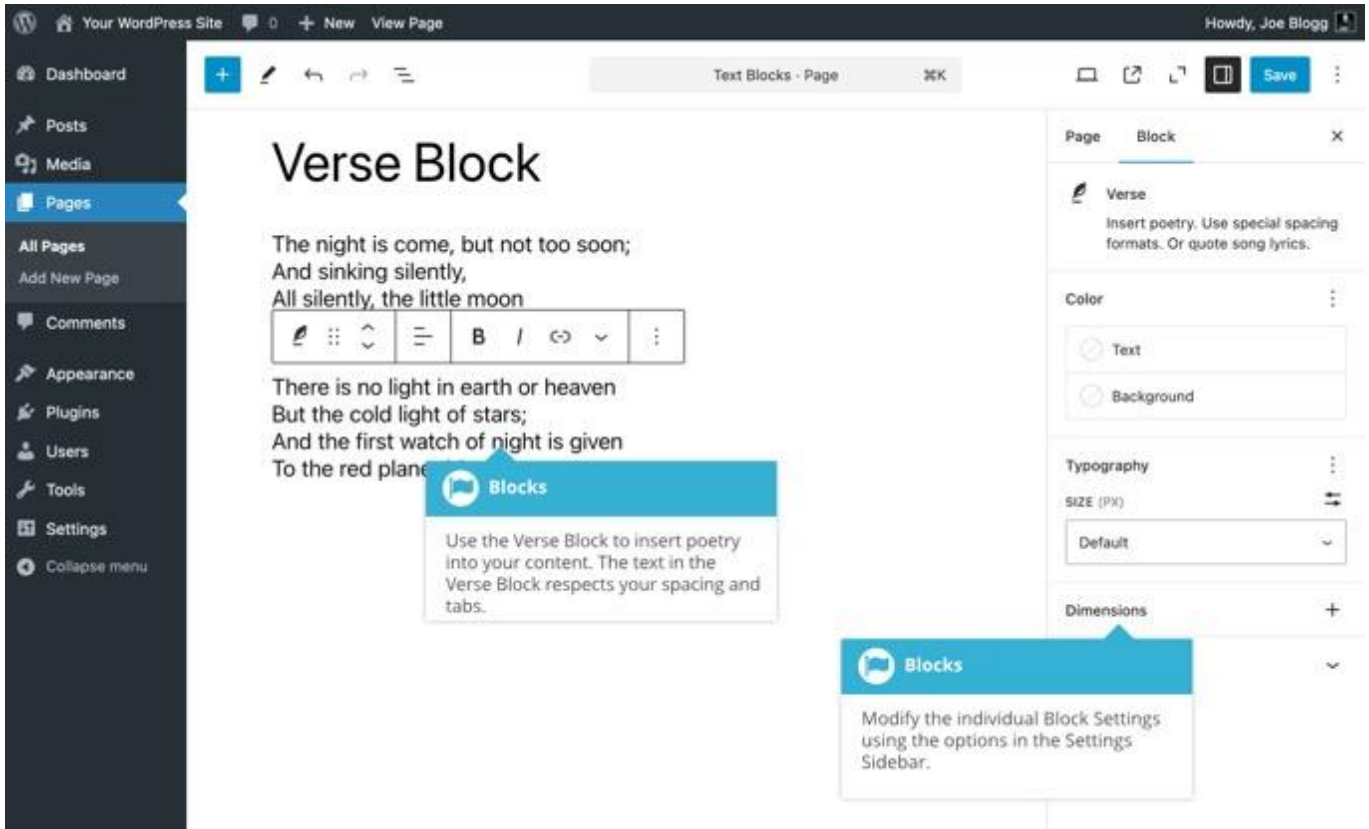
Two callout boxes provide additional information:

- Blocks**: Use the Table Block to insert an HTML Table into your content. Add or delete Rows and Columns using the Edit Table icon on the Block Toolbar.
- Blocks**: Modify the individual Block Settings using the options in the Settings Sidebar.

Verse Block

The *Verse Block* allows you to add poetry to your content. The Verse block is almost identical to the Preformatted Block in that it respects your spacing and tabs.

Once you've added your text to your block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Line height, Letter case & Letter spacing. You can also change the spacing around the block by adding Padding within the Dimensions settings.



Media Blocks

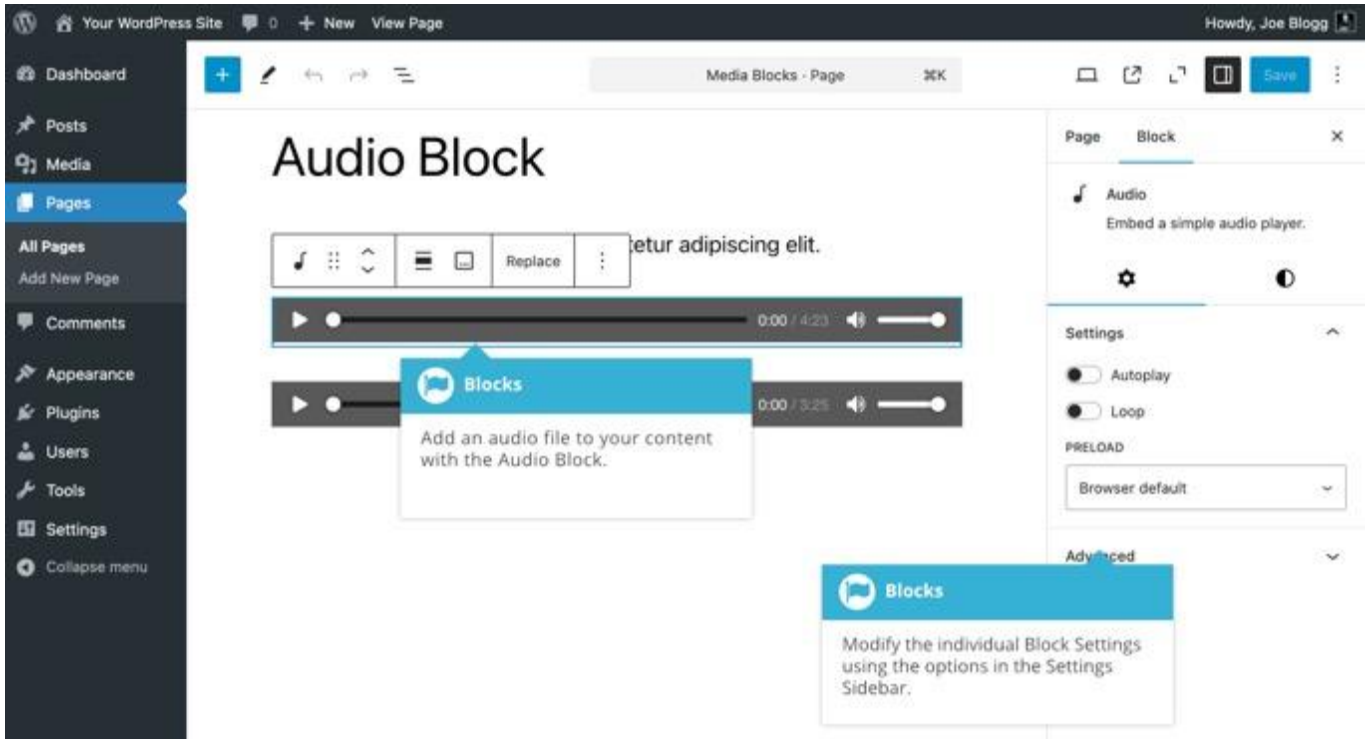
The Media section contains all your image and media type blocks such as the Image Block, Gallery Block, Audio Block, Cover Block etc..

Audio Block

The *Audio Block* allows you to embed a simple audio player into your content. After inserting the Audio block, click the *Upload* button to upload a new audio file to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously. Clicking the *Insert from URL* button allows you to select a media file that exists at some other URL. You can also drag 'n drop an audio file onto the block and WordPress will automatically upload the file and then insert it to your block.

Once you've added your audio file to your block, there are further options available in the Settings Sidebar. You can select *Autoplay* to have the file automatically play, and you can select *Loop* to have the audio continuously loop over and over again.

The various options for this block are located within separate Settings (⚙️) and Styles (◐) tabs, in the Settings Sidebar.



Cover Block

The *Cover Block* allows you to add an image or video into your content with an optional coloured overlay and text. The Cover block is great for page headers.

After inserting the Cover block, click the *Upload* button to upload a new image or video to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously. Once your image or video is added, you can then add text to your block by clicking the *Write title...* placeholder on the default Paragraph block that's inserted within the Cover Block. If you want more than a single line of text, you can also insert other blocks before or after the default Paragraph block.

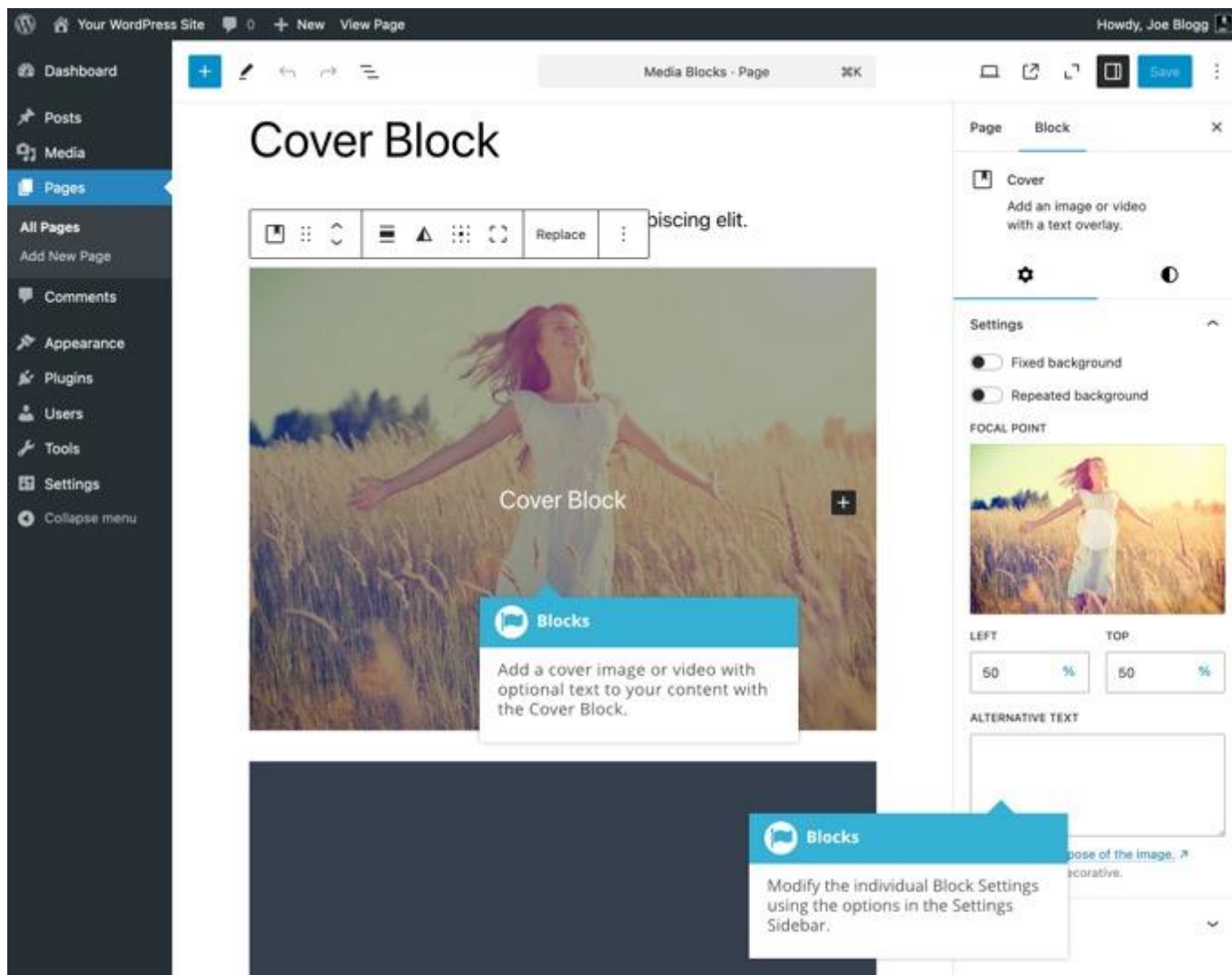
After adding your image or video to your block, there are further options available in the Settings Sidebar. Selecting the *Fixed Background* option sets the image or video as a background image/video. This has the effect of your page sliding over the top of the image/video when you scroll the page. When this option is not selected, the image/video will simply scroll along with the rest of the content on your page.

The *Focal point picker* allows you to change the alignment of the image, and where the main focus point is. Depending on the size of your image and how it's displayed by your theme, you may or may not see much of a difference when changing this.

...our.locality

You can also select an overlay colour or gradient by selecting one of the colour swatches or by selecting a custom colour. Use the *Overlay Opacity* slider to change the opacity of your selected colour. This has the effect of allowing you to tint the image or video colour which can make your text more readable.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.

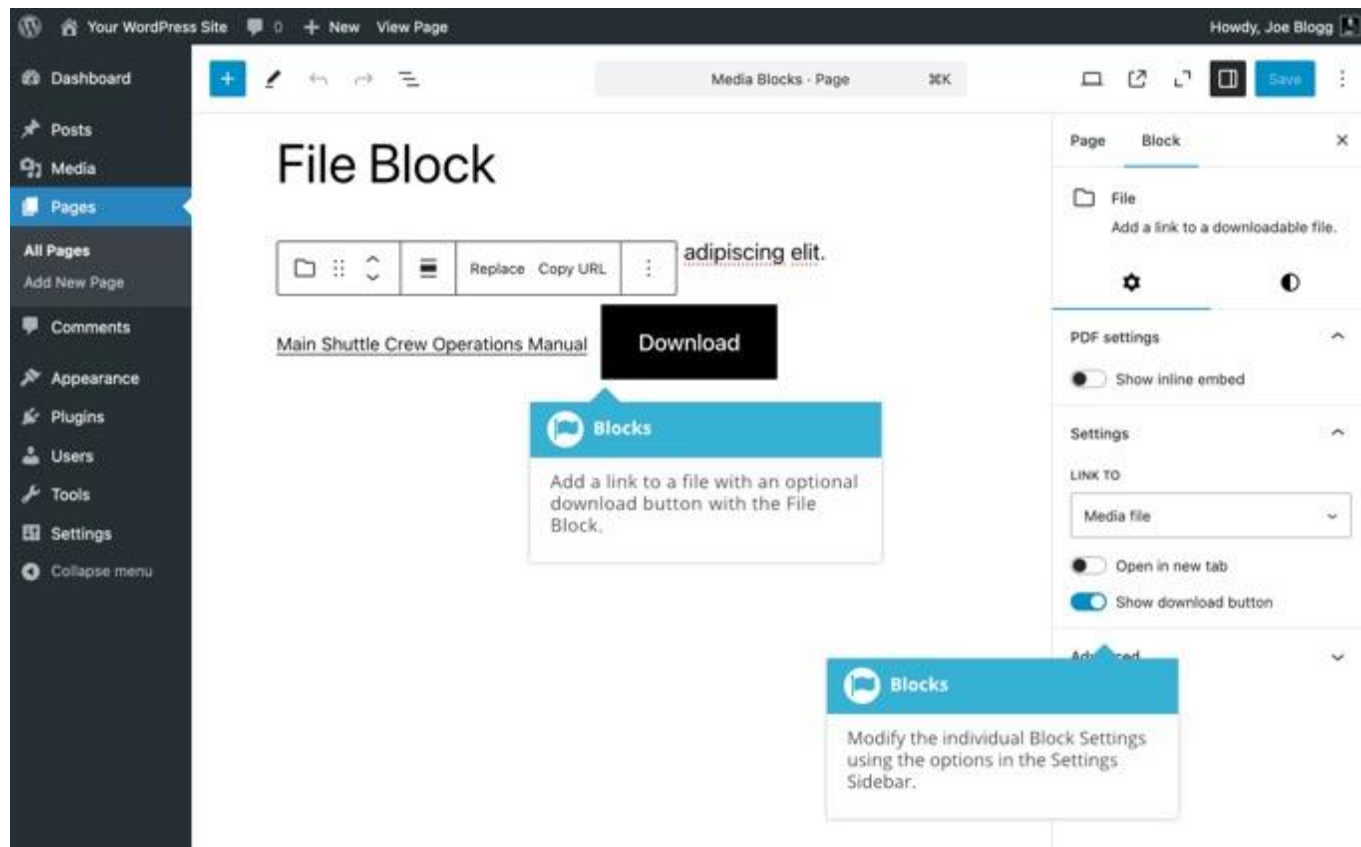


File Block

The *File Block* allows you to create a text link, with an optional button, to one of your uploaded media files such as a PDF or Word Doc. After inserting the *File Block*, click the

Upload button to upload a new file to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously.

Once you've added your file to your block, there are further options available in the Settings Sidebar. You can choose to link to the media file itself, or link to the WordPress attachment page for that file. You can also elect to open the link in a new tab along with electing to display a Download button with the text link. You can change the text on the button by clicking on the button and typing in your new text.



Gallery Block



The *Gallery Block* allows you to add an image gallery. After inserting the *Gallery Block*, click the *Add* button on the Block Toolbar to add your images to the block. After clicking *Add*, you can either open the Media Library with the *Open Media Library* option and select from your existing images or drag 'n drop new images to the Media Library, or you can simply select the *Upload* option to browse your computer and select the images to upload. Alternatively, simply drag 'n drop your new images onto the Gallery Block and they will be automatically uploaded to the Media Library and inserted into the Block.

Once you've added your images to your block, there are further options available in the Settings Sidebar. You can choose the number of columns that your image gallery should display. You can also elect to have your thumbnails cropped so that they align more evenly.

You can add a caption to each image when you upload them to your Media Library, or by simply clicking on each image once it's in the Gallery Block, and entering the caption into the field provided. You can also add a caption for the whole gallery by clicking on the *Add caption* icon in the Block Editor Toolbar, and then entering some text into the 'Add gallery caption' field at the very bottom of the Gallery Block. How your captions display will be dependant on the theme you're currently using.

Clicking on each individual image within your gallery will also provide you further options for that particular image, such as adding a link, cropping, or applying a duo tone filter. You can also replace individual images by clicking the *Replace* button on the toolbar that displays after selecting an individual image.

Each image within the Gallery Block is its own separate Block, so to change the overall layout of the Gallery Block you need to ensure that you select the outer Gallery Block itself, rather than an individual Image Block.

The various options for this block are located within separate Settings () and Styles () tabs, in the Settings Sidebar.

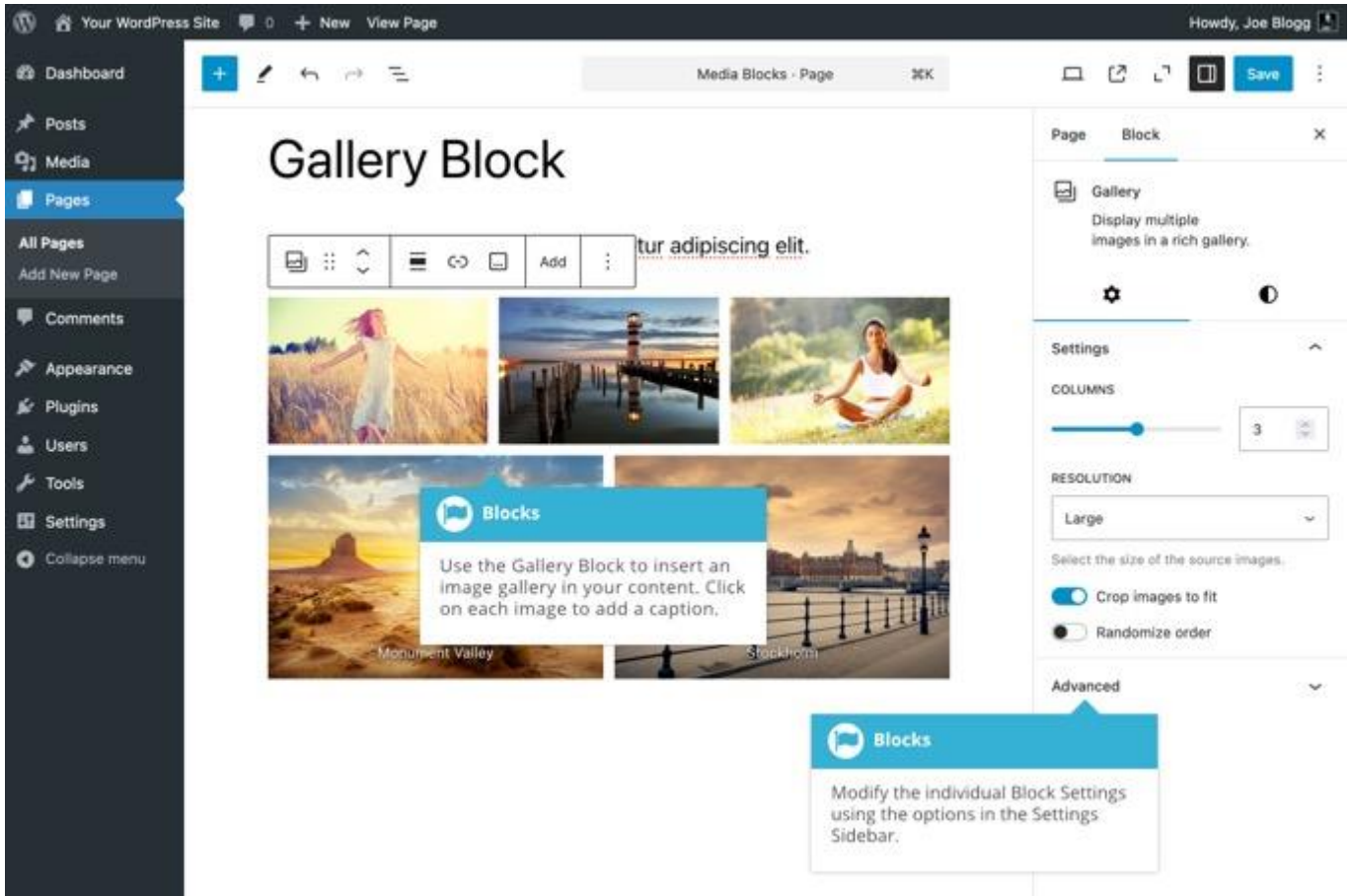



Image Block

The *Image Block* allows you to add an image to your content. After inserting the *Image Block*, click the *Upload* button to upload an image to your media library or click the *Media Library* button to show your media library and select an existing file that you've uploaded previously. Alternatively, click the *Insert from URL* button to enter the URL of the image you would like to display. You can also drag 'n drop your image onto the Image Block and it will be automatically uploaded to the Media Library and inserted into the Block.

You can add a link to the image using the *Link* icon () on the Block toolbar. You can link the image to the media file itself, link to the WordPress attachment page for that file, or enter in a custom URL for the link using the provided edit field. Selecting the *Expand on Click* option, will display the image in a lightbox popup, when someone clicks the image within your content.

Once you've added your image to your block, there are further options available in the Settings Sidebar.


Alternative Text can be added to your image using the *Alt Text* field. You can also select a style for your image. Your image will display with square corners by default, but you can also show your image with a rounded mask by selecting the *Rounded* style.


If you want to change the size of your image, there are a number of ways to do it. You can use the *Width* and *Height* fields to set the exact pixel width of your image, or you can use the *Resolution* dropdown field. The default WordPress image sizes are available to select (e.g. Thumbnail, Medium, Large or Full Size), and depending on your theme, you may also have other sizes available to you as well.


You can also change the size of the image using the drag handles on the image itself, within the block. Simply position your cursor over one of the dots that appears on the edge of the image and then click and drag the image to the size that you want.

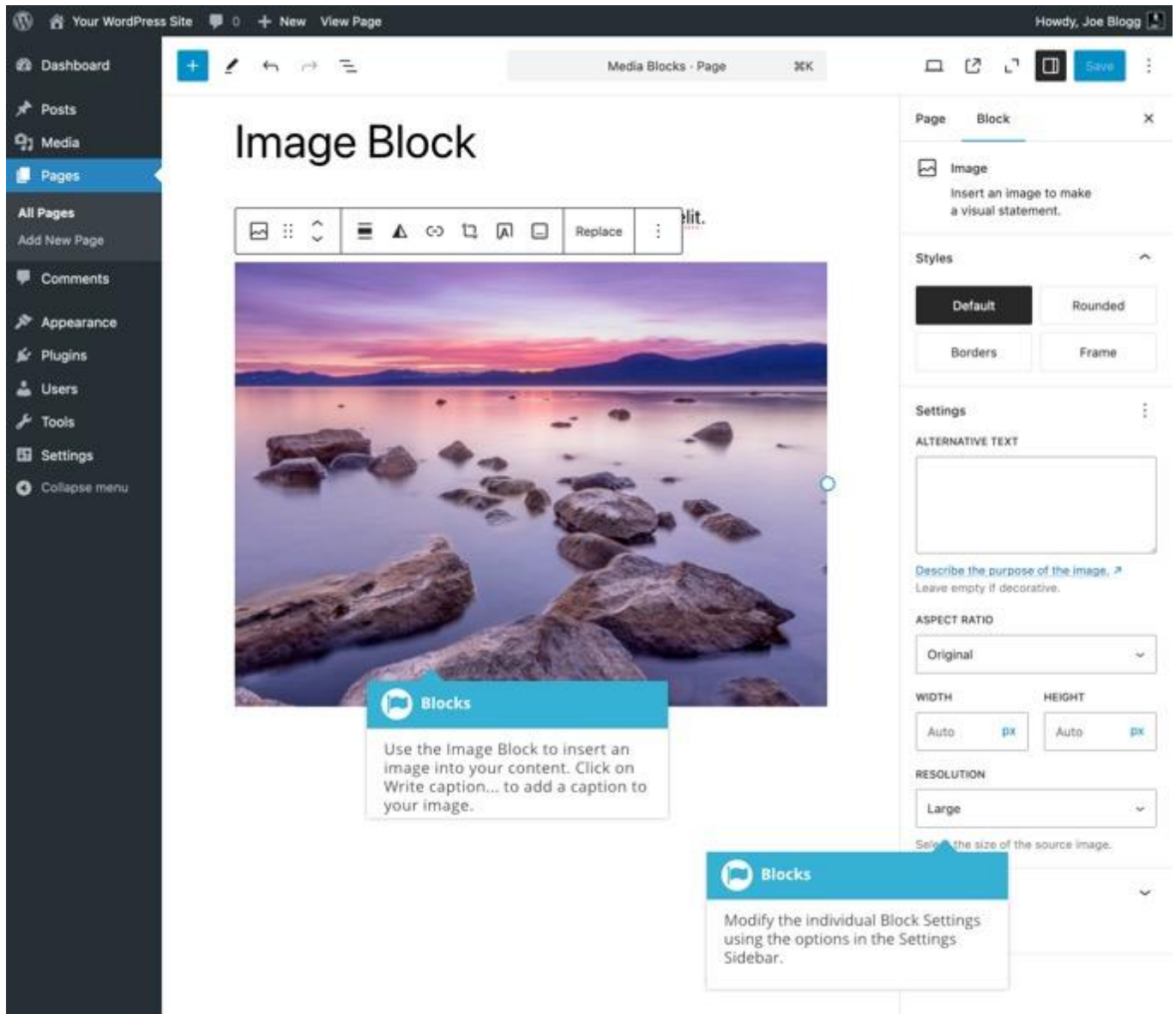
When resizing your images, it's always best to only reduce the size, and not enlarge. If you add a small image to your block, and then increase the size, the image will become pixelated and won't appear crisp when viewing your page.

To display a text caption below your image, click in the *Add caption* icon in the Block Editor Toolbar, and then type in your caption in the 'Add caption' field at the very bottom of the Image Block.

Basic image editing is also available by clicking the Crop icon () on the Block Toolbar. After clicking Crop, you're provided with three extra icons that allow you to zoom into your image, change the aspect ratio and rotate the image. After making any of these changes, click the Apply button to apply your changes or the Cancel button to cancel the changes.

To add text over the top of your image, click the *Add text over image* icon () on the Block Toolbar. Your Image Block will be transformed into a Cover Block, which allows you to add text over top of the image. If you decide you no longer want text over your image, you can remove the Paragraph block that was inserted over the top of your image, but the block itself, will remain a Cover Block. If you want to go back to your original Image Block, you'll need to use the Transform icon to transform the Cover Block back into an Image Block.

Clicking the *Apply duotone filter* icon () allows you to add a coloured filter over the top of your image. Duotone filters affect the shadows and highlights of your image and work best on high-contrast images.



Media & Text Block

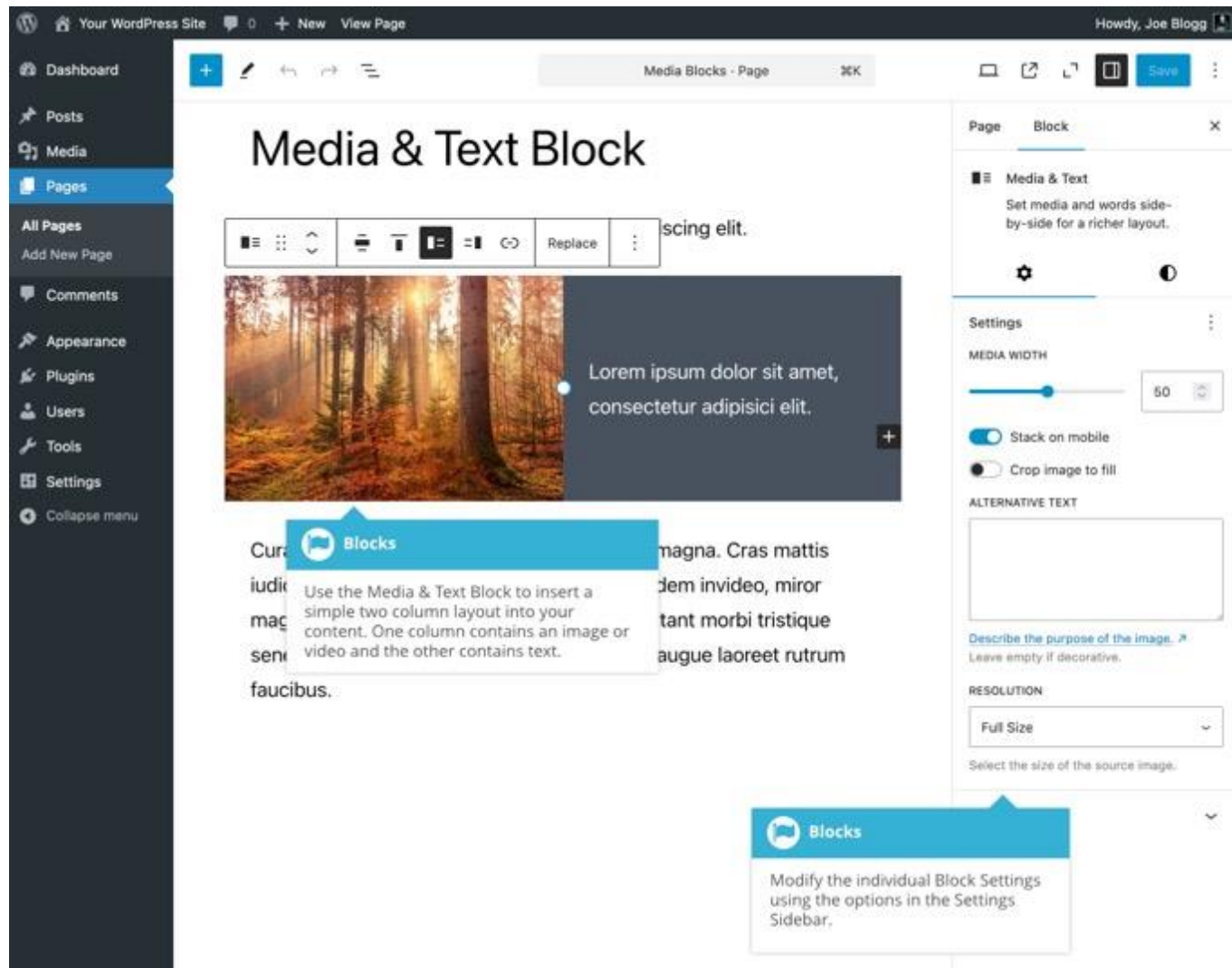
The *Media & Text Block* provides an easy way to add a two-column layout consisting of text content and a media file, such as an image or video. You have the choice of showing the media on the right or on the left by using the *Show media on left* (≡) or the *Show media on right* (≡) icons located on the Block Toolbar. The text column of the Media & Text Block can actually contain any other block including Paragraph, Heading, List & Button blocks, to name a few.

...our.locality

You can also change the column width for the image. By default, the image and text content are divided into two 50% columns, but you can change this using the Media Width slider.

Once you've added your content to your block, there are further options available in the Settings Sidebar including an option to stack the content when viewed on smaller devices (i.e. media on top of content or vice-versa, depending on the layout you've chosen).

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.





Video Block

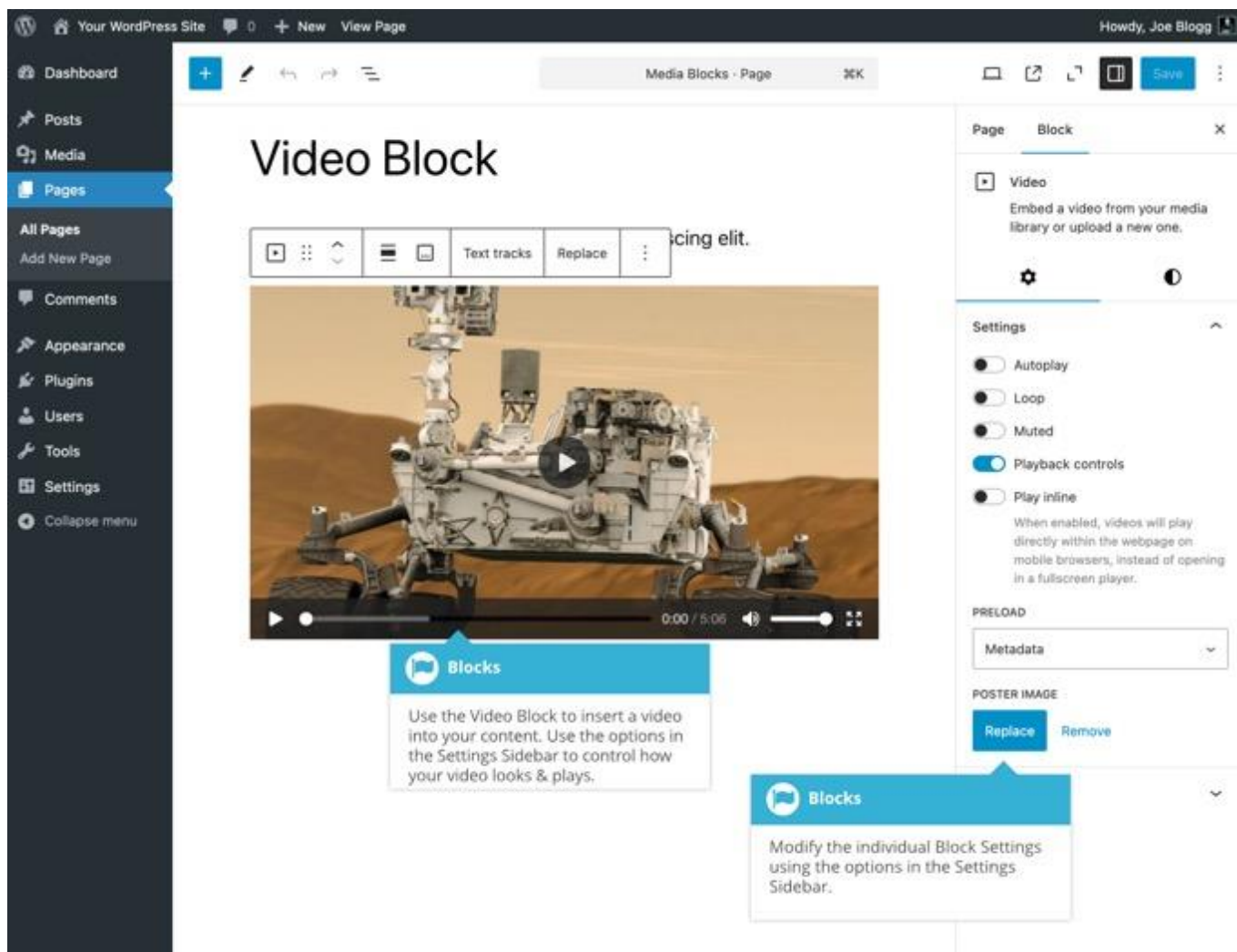
The *Video Block* allows you to add a video to your content. You can select a video that you've previously uploaded to your Media Library, or you can upload a new video. You can also just

specify the url for a video if you know it. Like the Gallery and Image Blocks, you can also drag 'n drop your video onto the Video Block and it will be automatically uploaded to the Media Library and inserted into the Block. To display a text caption below your video, click in the *Add caption* section just below the video and type in your caption.

Once you've added your content to your block, there are further options available in the Settings Sidebar. You can set the video to Autoplay and Loop, as well as mute the sound. You can also hide the video controls (i.e. Play/Pause, fullscreen buttons etc.) and specify a poster image for the video. This latter option is really useful if your video doesn't include its own thumbnail image.

It's important to note that this block is different from the YouTube and Vimeo Embed blocks. If you want to embed a video from YouTube or Vimeo, then you should insert the *YouTube Embed Block* or the *Vimeo Embed Block*. If you try to paste a YouTube or Vimeo URL into a Video block, it will automatically convert the Video Block to a YouTube Embed Block or a Vimeo Embed Block, as appropriate. The same goes for other video sharing services such as VideoPress. If you try to insert a VideoPress URL into the Video Block, the block will automatically convert to a VideoPress Embed Block. If your block converts to one of these Embed Blocks, you won't have the same options available to you in the Settings Sidebar as you would for a Video Block.

The various options for this block are located within separate Settings () and Styles () tabs, in the Settings Sidebar.



Design Blocks

The Design section contains more specialised content blocks, primarily used for enhancing the design of your page such as the Buttons Block, Columns Block, Group Block etc..

Buttons Block

The *Buttons Block* allows you to easily add one or more buttons with HTML links into your content. When you first add the Buttons Block, it will insert a single Button within the Block.

You can add further buttons into the block by clicking on the *Add Button* icon (+). After a button is added, simply click on it and type your button text. You can also click on the Link icon (🔗) in the Button Toolbar to add a link to your button.

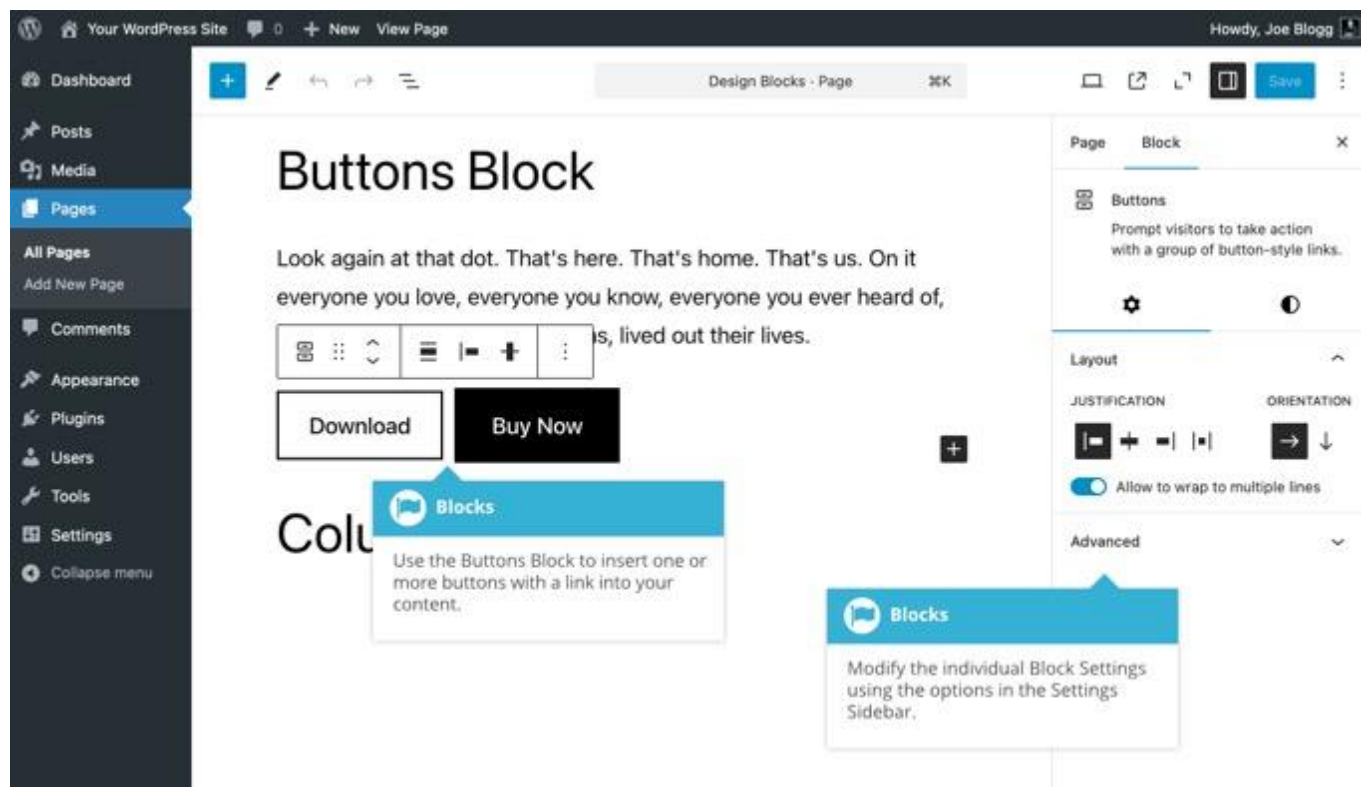
...our.locality

Once you've added your buttons to your block, selecting each individual button will allow you to change further options in the Settings Sidebar. You have the choice of a number of different styles for your buttons along with selecting the button colour and the text colour.

If you'd like your button link to open in a new browser tab, turn on the *Open in new tab* switch. You can find this switch in the small popup that displays when adding a link to your button.

If you select the outer *Buttons Block* container (rather than the individual *Button Block*), you can also use the options in the Settings Sidebar to select the justification of all the buttons within the *Buttons Block* container, along with selecting whether the orientation of the buttons should be Horizontal (default) or Vertical.

The various options for this block are located within separate Settings (⚙️) and Styles (🌑) tabs, in the Settings Sidebar.



Columns Block

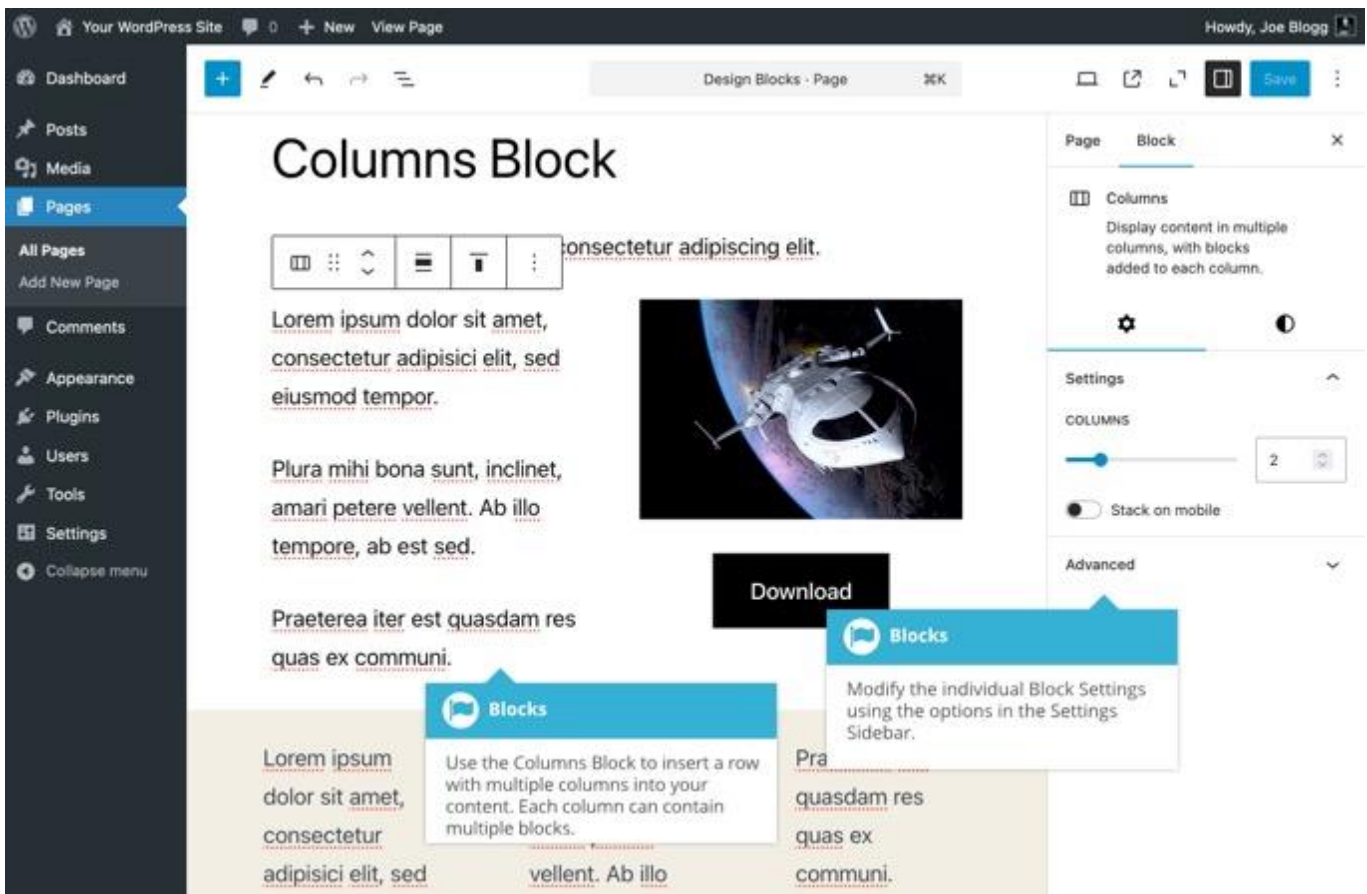
The *Columns Block* allows you to insert a row with multiple columns. When you first insert the Columns Block, you're prompted to select a layout from a selection of commonly used layouts. You can also choose to skip this step and you'll get the default layout which is just

one single 100% width column. After adding a Columns Block, you're then able to add whatever blocks you want, into those columns. The Columns Block is useful for making more interesting layouts with your content, rather than the typical single column of text that the Classic Editor allowed for.

You can select the number of columns within the Columns Block using the slider in the Settings Sidebar. If you select an individual column within the Columns Block, you can change the width of that column using the *Percentage width* slider in the Settings Sidebar.

When you have multiple blocks nested within each other, selecting the actual Block that you want can sometimes be a little tricky. For example, selecting the outer most Columns Block when you have a Paragraph Block, within a Column. If you're finding it difficult to select the correct Block, try selecting the Block that you want, by using the Block Breadcrumbs that appear at the bottom of the page. The Breadcrumbs will appear whenever you have a Block selected, and will list all the parent blocks for the currently selected Block.

The various options for this block are located within separate Settings (⚙️) and Styles (🌑) tabs, in the Settings Sidebar.



Grid Block

The *Grid Block* allows you to arrange multiple blocks in a grid. The Grid Block is similar to the Group, Row and Stack Blocks as it allows for grouping multiple blocks together. While the Blocks within your grid are arranged in columns and rows, similar to how blocks are arranged within a table, the Grid Block however, is infinitely more flexible.



After adding a Grid Block, you're able to add whatever blocks you want, into this block, such as Headings, Paragraphs or Image Blocks, just to name a few.

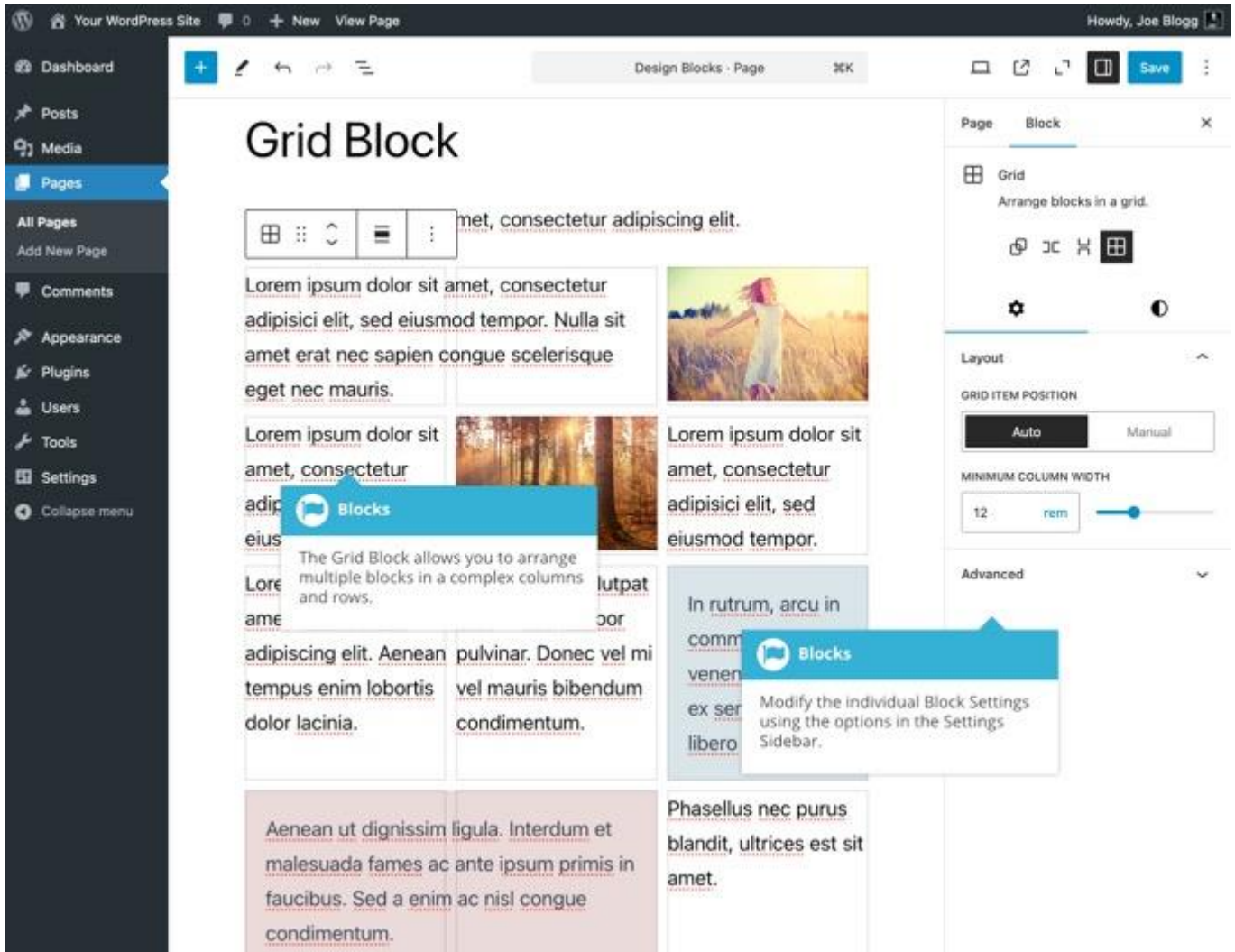
Using the circular icon 'handles' on the edges of each of the blocks, allows you to increase or decrease the size of each particular block within that grid, simply by dragging the edges. You can also drag 'n drop blocks into different locations within the grid. This gives you the flexibility to arrange your blocks in complex layouts.

When you've selected one of the Blocks within the Grid Block (as opposed to selecting the outer Grid Block itself), you can use the Column Span and Row Span input fields in the Settings Sidebar to adjust the number of columns and rows that the block will span. These input fields perform the same function as using the circular icon 'handles' mentioned above.

Once you've added your content to your block, there are further options available in the Settings Sidebar such as being able to select the minimum column width.

You can also change the Text and Background colours, along with the amount of padding around the block.

The various options for this block are located within separate Settings () and Styles () tabs, in the Settings Sidebar.



Group Block

The *Group Block* provides a way of grouping multiple blocks together. This can be handy if you want to add some custom styles to a certain section of blocks within your page, or even if you simply want to add a background colour to a group of multiple blocks.

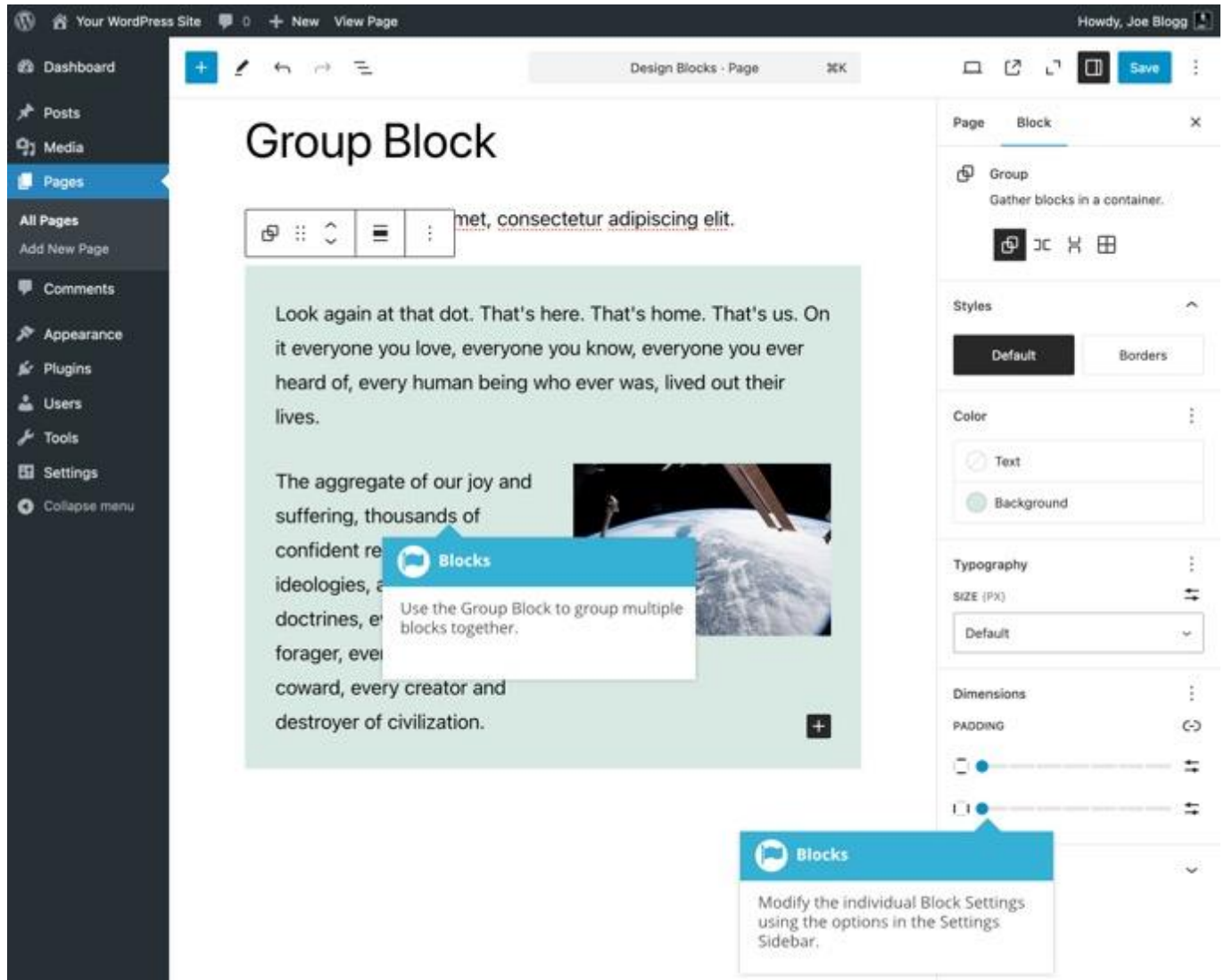
After adding a Group Block, you're able to add whatever blocks you want, into this block, such as Headings, Paragraphs or Image Blocks, just to name a few.

Once you've added your content to your block, there are further options available in the Settings Sidebar such as being able to select the background colour for your group of blocks.

When you have multiple blocks nested within each other, selecting the Block that you want can sometimes be a little tricky. For example, selecting the outer most Group Block when you have a Paragraph Block, within a Column within a Columns Block, within a Group Block.

...our.locality

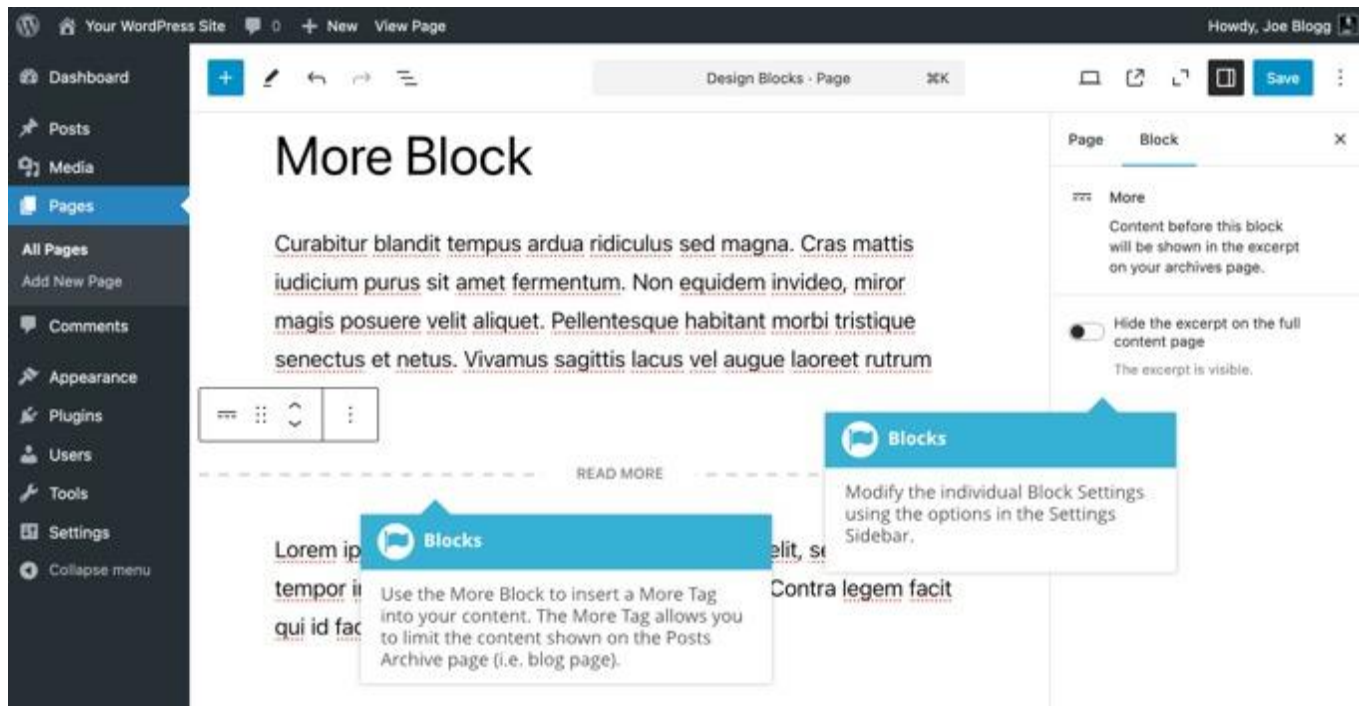
If you're finding it difficult to select the correct Block, try selecting the Block that you want, by using the Block Breadcrumbs that appear at the bottom of the page. The Breadcrumbs will appear whenever you have a Block selected, and will list all the parent blocks for the currently selected Block.



More Block

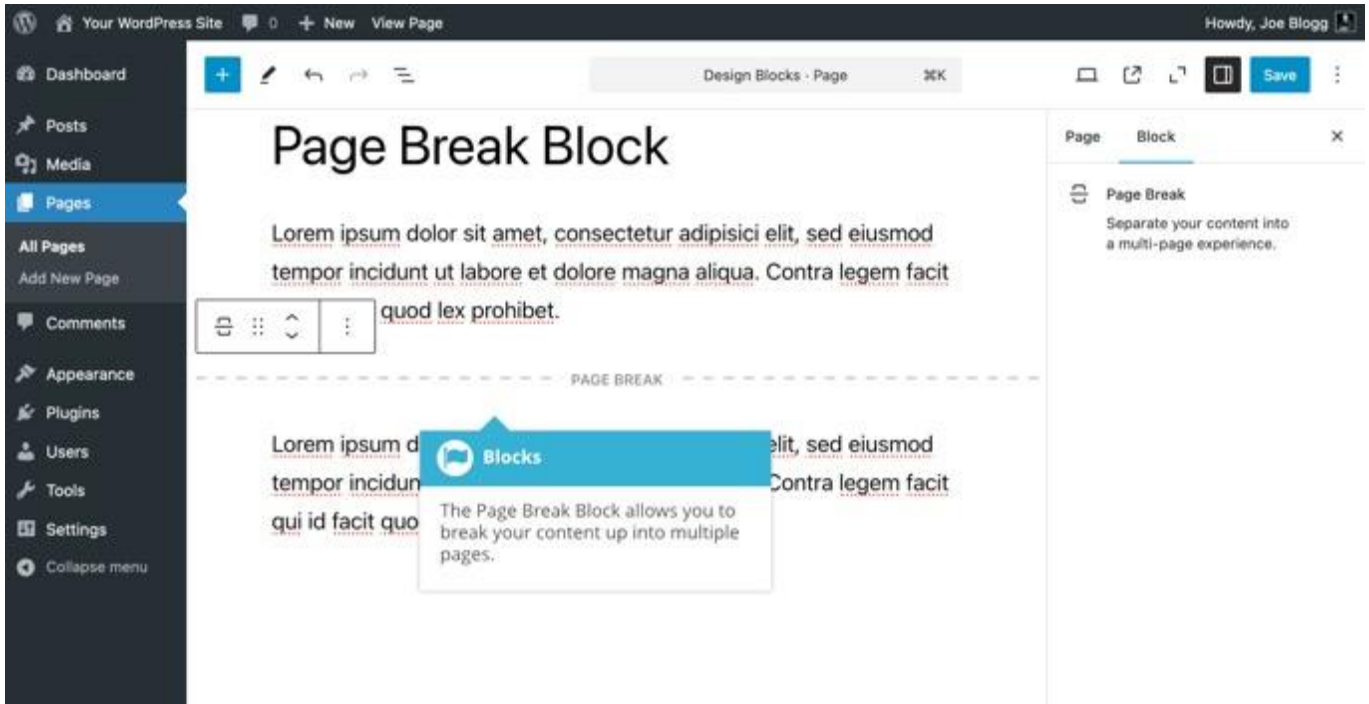
The *More Block* allows you to add a More Tag to your content. Most archive pages (e.g your blog page) only display a small excerpt of a Post and then provide you with a "Read more..." link to continue reading the rest of the article. When you insert a More Block into your content, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page.

You can only insert one More Block into each Page or Post. If you'd like to change the text in your "Read more..." link, simply click the text within the block and change it to whatever you'd like to display. To revert back to the default text that your theme displays, simply remove all the text from the block and save your Post or Page.



Page Break Block

The *Page Break Block* allows you to break your content up into multiple pages. This is ideal if your page has a large amount of content. After adding a Page Break Block, your published content will show navigation links for each of the pages.



Row Block

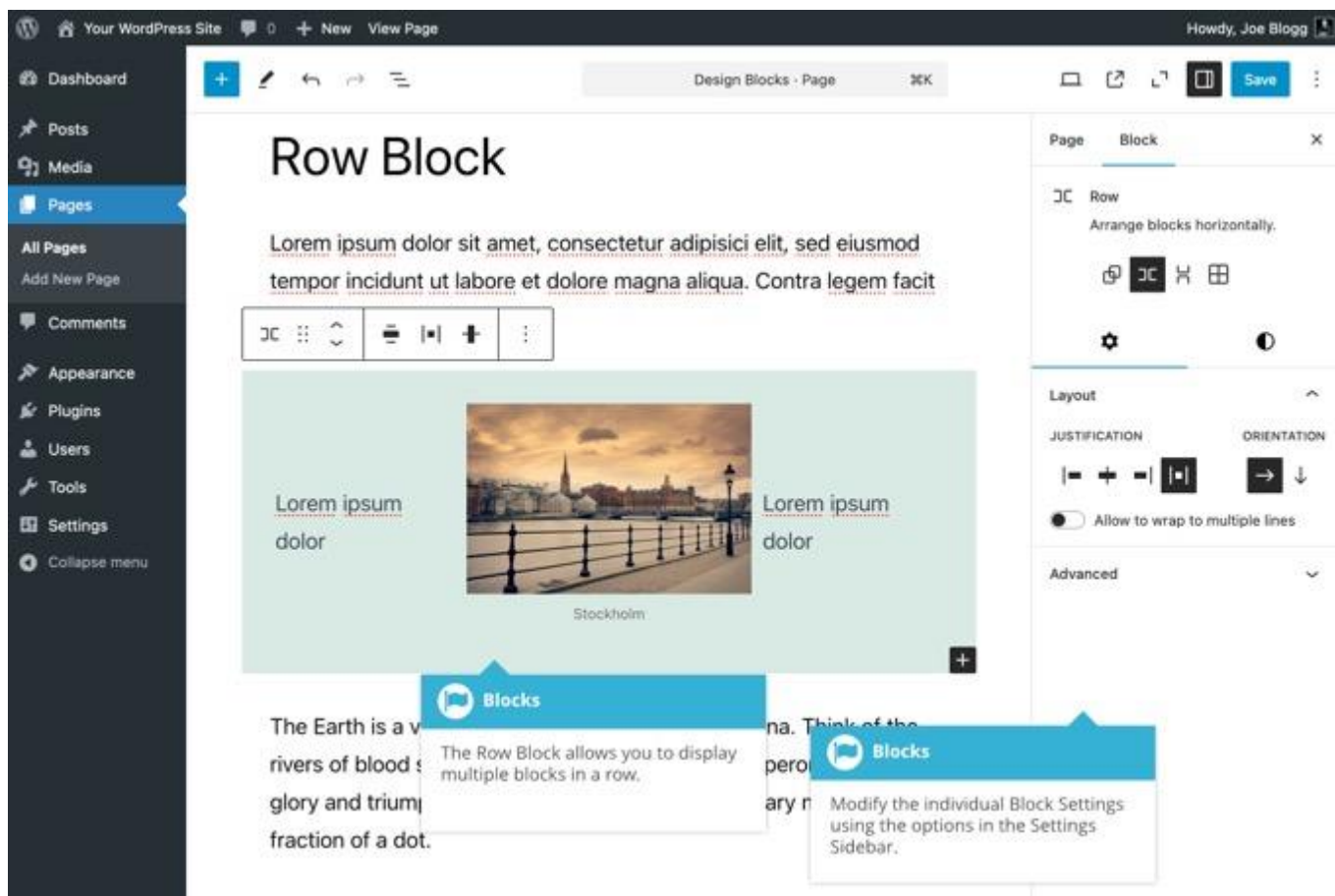
The *Row Block* allows you to add multiple blocks in a row. The Row Block is similar to the Stack and Group Blocks as it allows for grouping multiple blocks together.

After adding a Row Block, you're able to add whatever blocks you want, into this block, such as Headings, Paragraphs or Image Blocks, just to name a few.

Once you've added your content to your block, there are further options available in the Settings Sidebar such as being able to select the type of justification for the blocks, and whether they should be allowed to wrap over multiple lines.

You can also change the Text and Background colours, along with the amount of padding around the block.

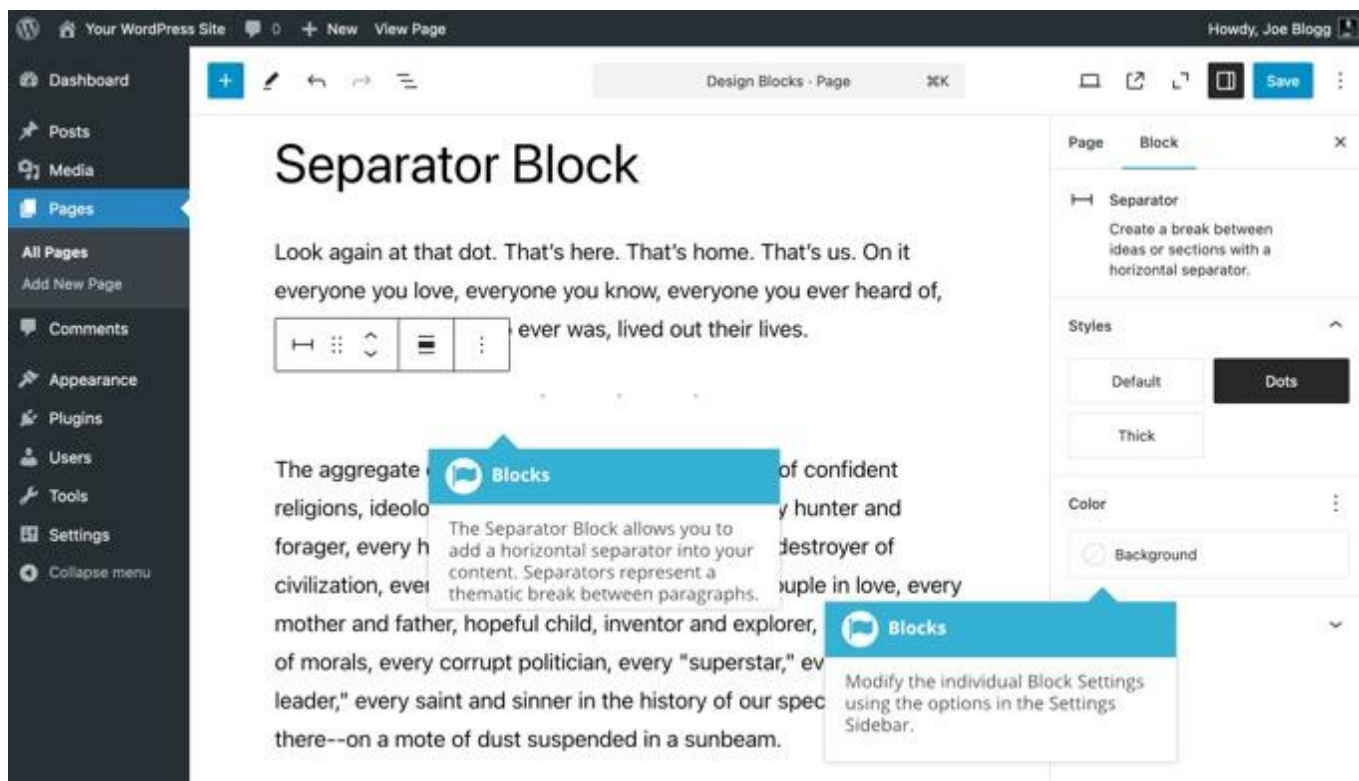
The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Separator Block

The *Separator Block* allows you to add a horizontal separator into your content. Separators represent a thematic break between paragraphs and are typically used when you're changing the scene in a story or switching topics in your content.

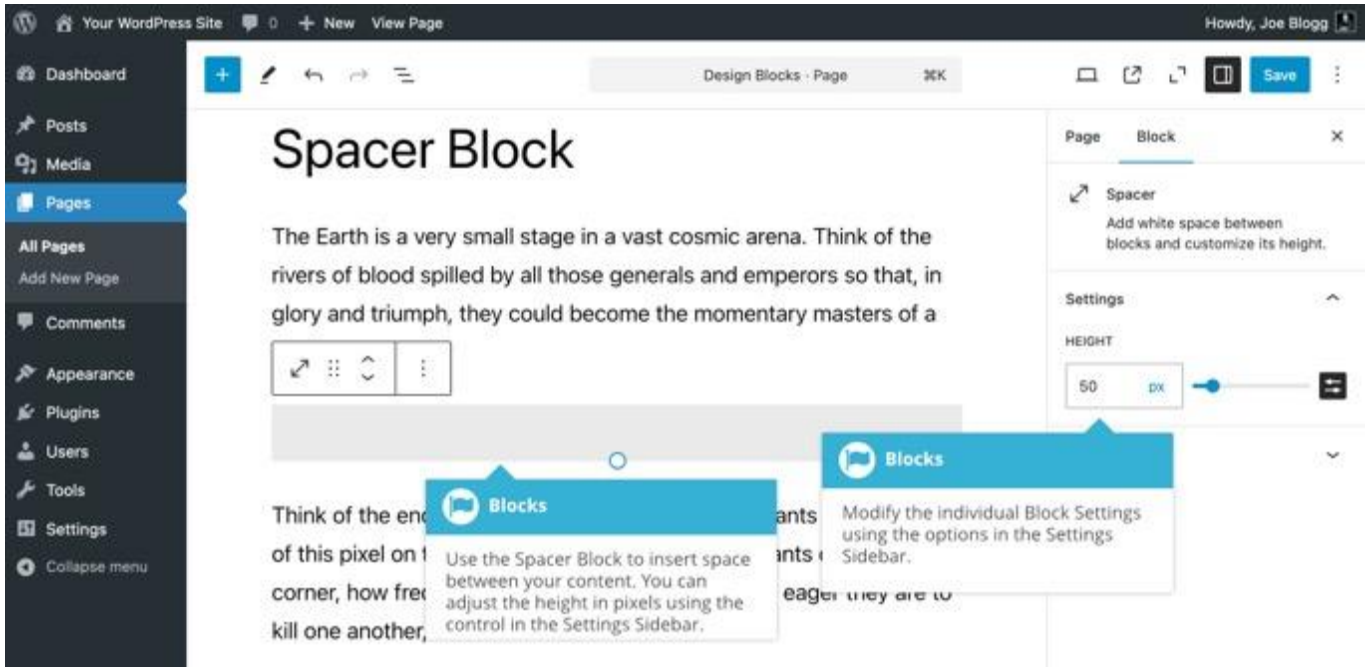
Once you've added your Separator Block, you can use the Styles panel in the Settings Sidebar to change the look of the Separator.



Spacer Block

The *Spacer Block* allows you to add white space between blocks.

Once you've added your Spacer Block, you can adjust the height in pixels using the control in the Settings Sidebar, or by clicking and dragging the small circle within the block itself to increase or decrease the height of the block.



Stack Block

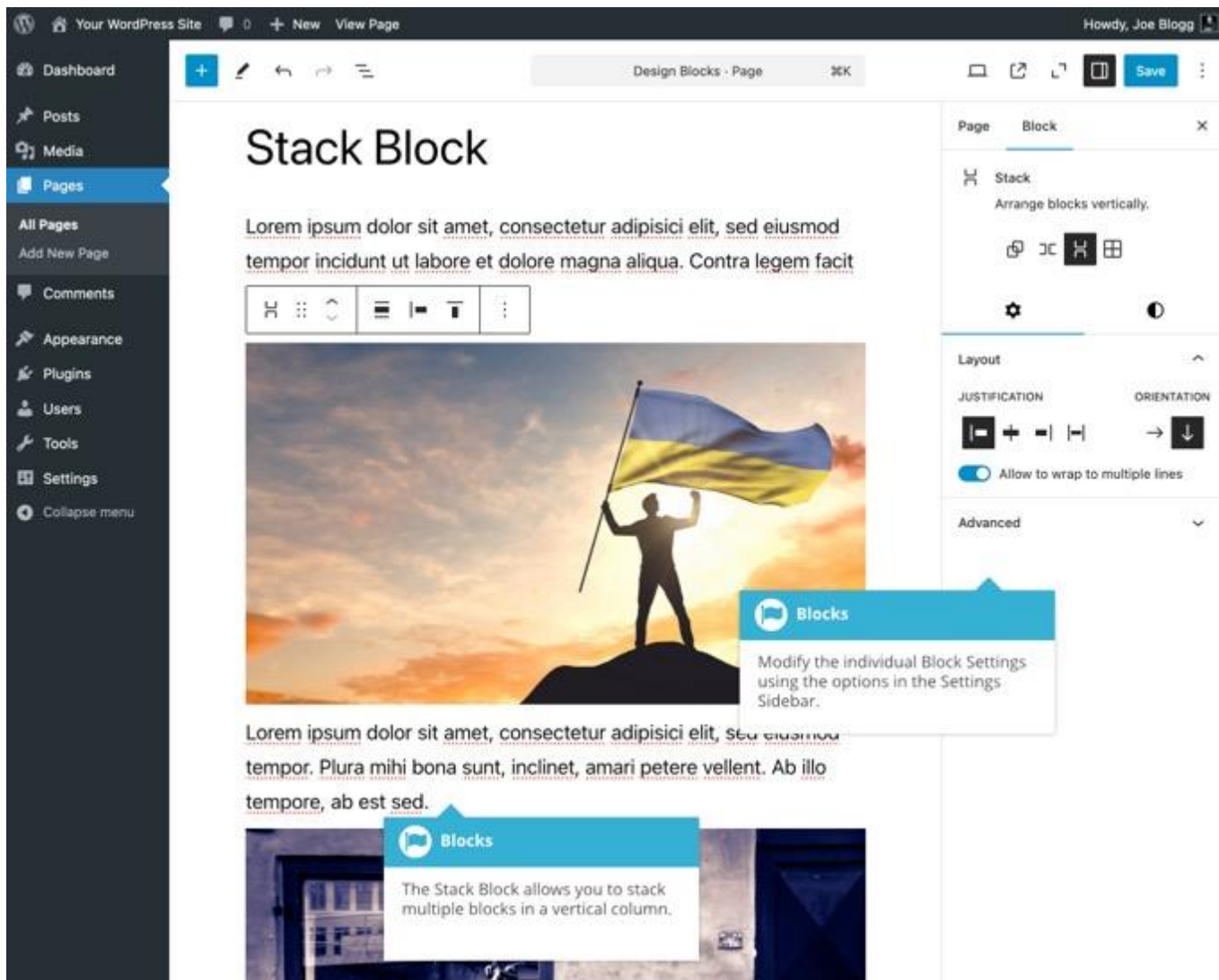
The *Stack Block* allows you to stack multiple blocks in a vertical column. The Stack Block is similar to the Row and Group Blocks as it allows for grouping multiple blocks together.

After adding a Stack Block, you're able to add whatever blocks you want, into this block, such as Headings, Paragraphs or Image Blocks, just to name a few.

Once you've added your content to your block, there are further options available in the Settings Sidebar such as being able to select the type of justification for the blocks, and whether they should be allowed to wrap over multiple lines.

You can also change the Text and Background colours, along with the amount of padding around the block.

The various options for this block are located within separate Settings (⚙️) and Styles (◐) tabs, in the Settings Sidebar.



Widgets

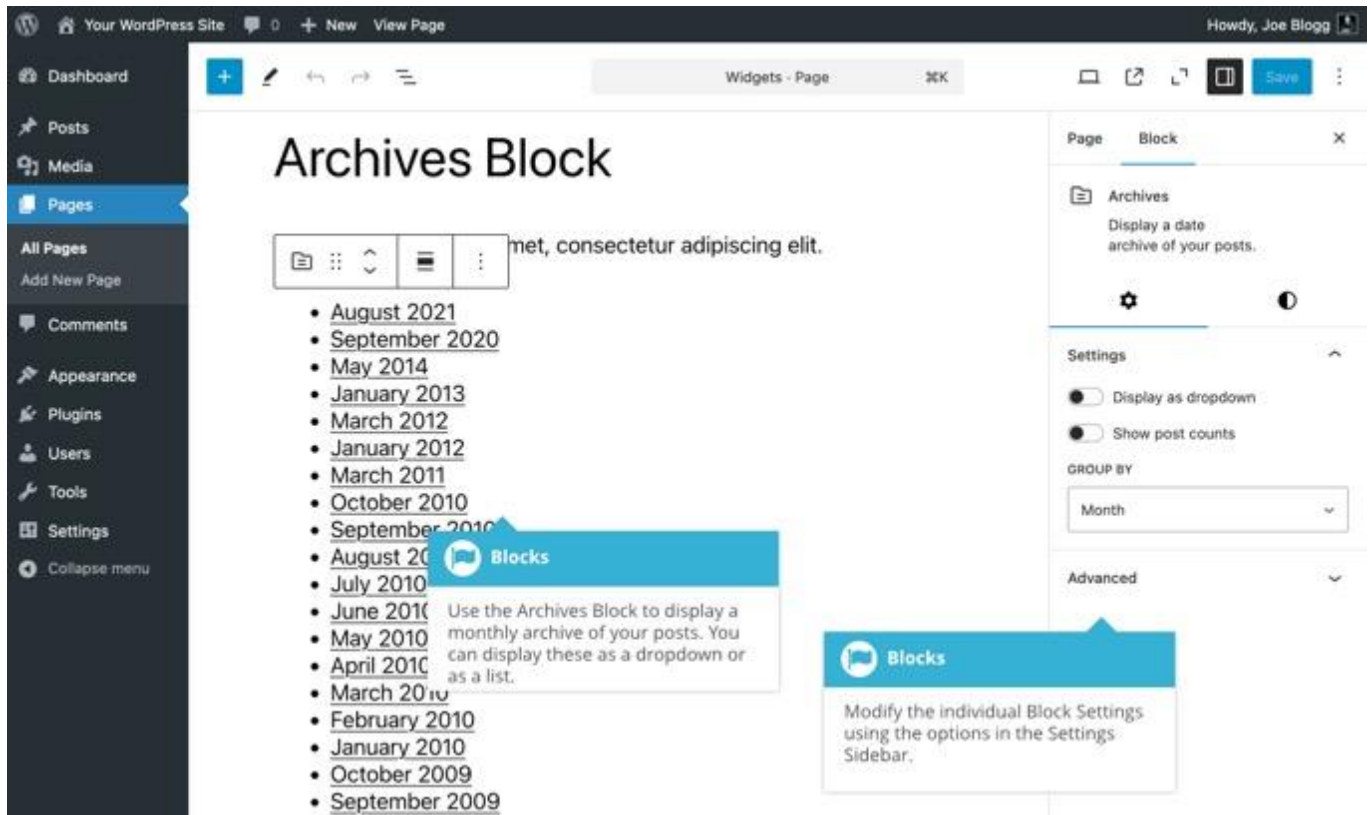
The Widgets section contains special widgets such as the Shortcode Block, Archives Block, Categories Block, Latest Comments Block, Latest Posts Block etc.. Most of these blocks replicate the functionality that you find under the *Appearance > Widgets* menu.

Archives Block

The *Archives Block* allows you to display a monthly archive of your posts.

Once you've added your Archives Block, you can choose to display the content as an unordered list or as a dropdown list using the toggle switch in the Settings Sidebar. You can also show or hide the post count for each month.

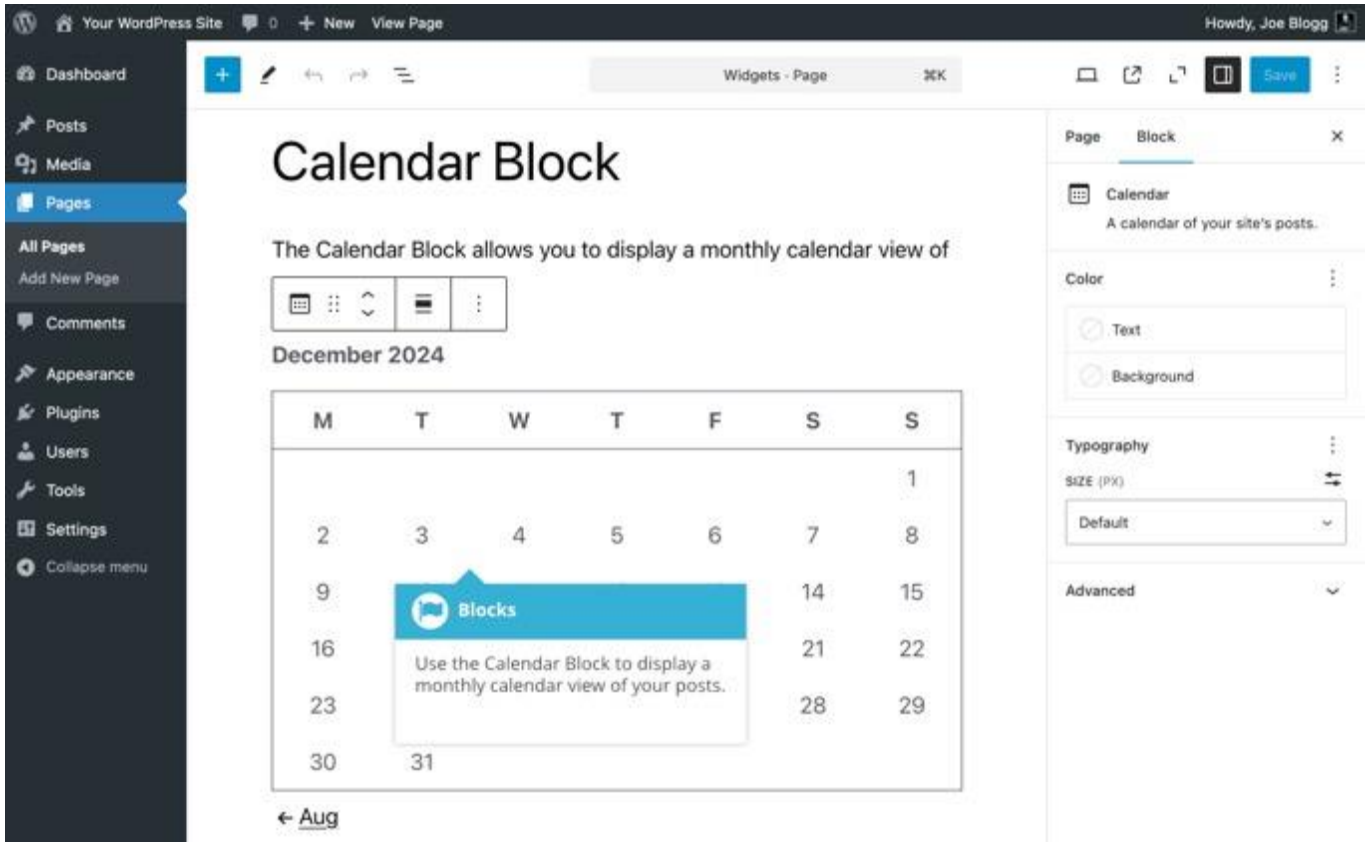
The various options for this block are located within separate Settings (⚙️) and Styles (◐) tabs, in the Settings Sidebar.



Calendar Block

The *Calendar Block* allows you to display a monthly calendar view of your Posts.

There are no settings for this block. Once you insert the block into your content, it will provide a link on any day in the current month, that has a published Post, along with a link to the previous month that has Posts.



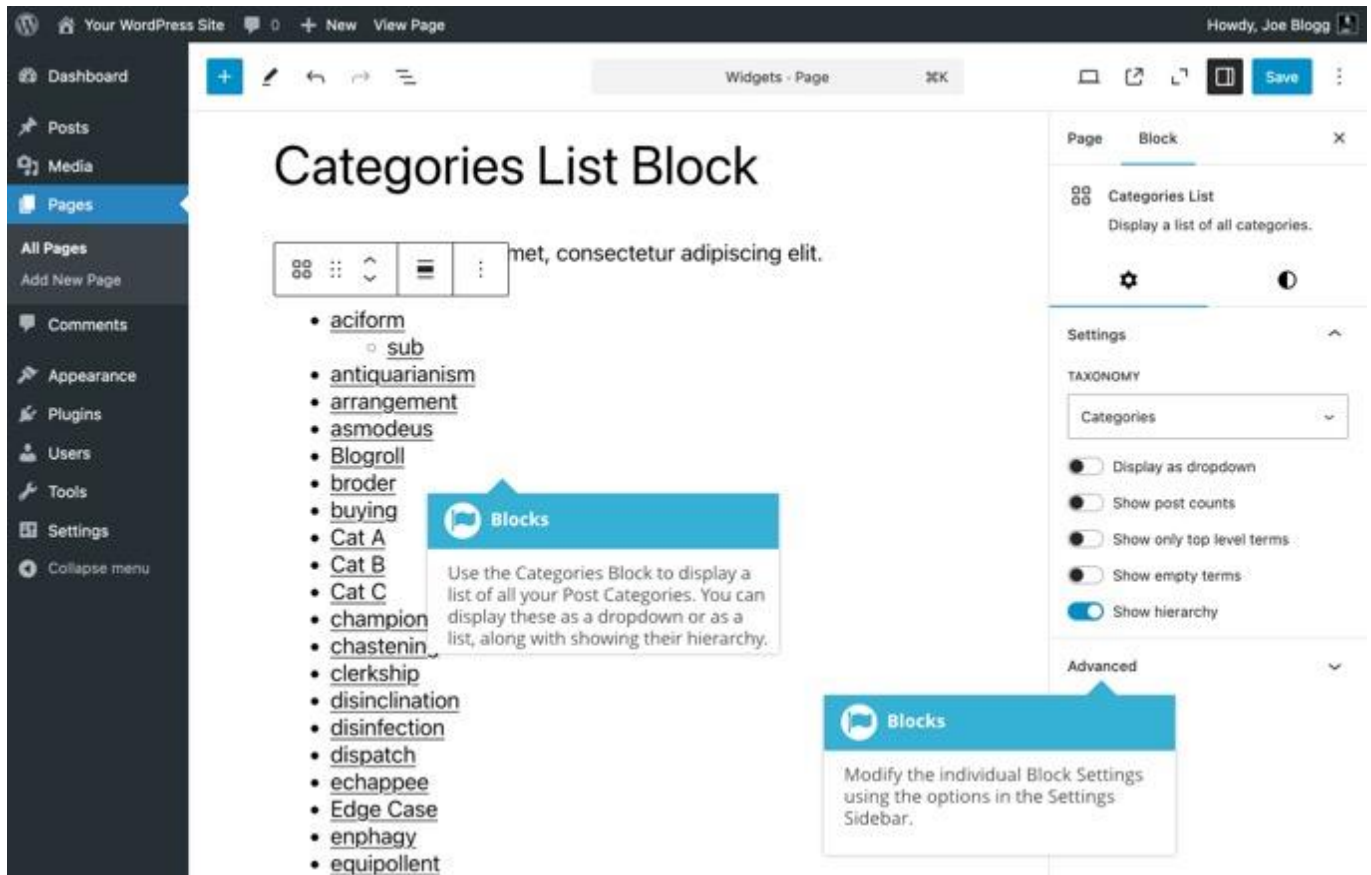
Categories List Block

The *Categories List Block* allows you to display a list of all your Post Categories.

Once you've added your Categories List Block, you can use the toggle switches in the Settings Sidebar to display the content as an unordered list or as a dropdown list, show or hide the Category hierarchy, and also show or hide the post count for each Category. You can also opt to display only the top level categories using the *Show only top level categories* switch.

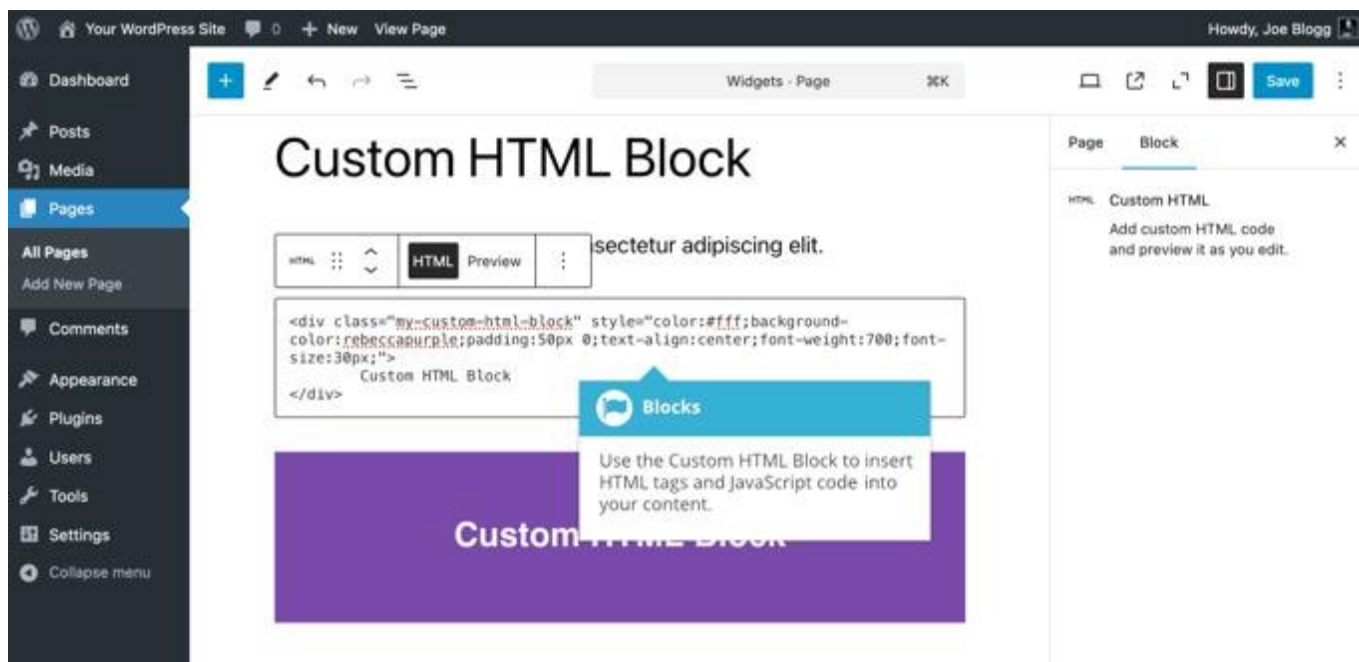
Using the Taxonomy dropdown, you can elect to show your Post Tags instead of Categories. Doing so will switch this block to the *Terms List Block*. The Categories List Block and the Terms List Block are almost identical Blocks. The Categories List Block shows a couple of extra toggle switches due to Categories being hierarchical, whereas Tags aren't.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Custom HTML Block

The *Custom HTML Block* allows you to add custom HTML into your content. This block will also accept JavaScript code as well, but won't accept server side languages such as PHP code. You can switch between viewing the html source or previewing the HTML, using the options on the Block Toolbar. Unlike the Code Block, which is purely for displaying code within your Page/Post, the Custom HTML Block will actually render the HTML that you add into the block, within your browser.

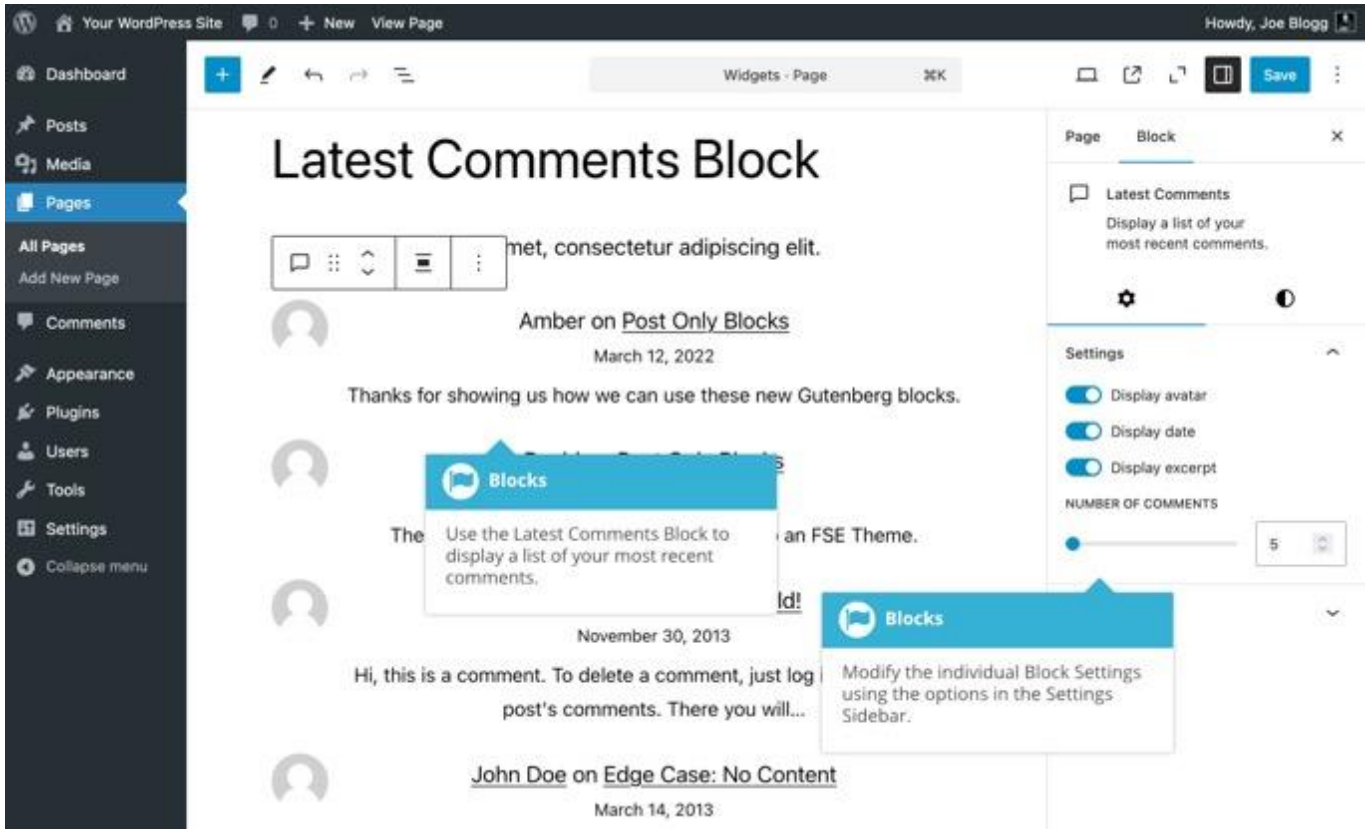


Latest Comments Block

The *Latest Comments* Block allows you to display a list of your most recent comments.

Once you've added your Latest Comments Block, you can use the toggle switches in the Settings Sidebar to show or hide the user avatar, show or hide the comment date, and show or hide a short comment excerpt. You can also select the number of comments to display using the *Number of comments* control.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



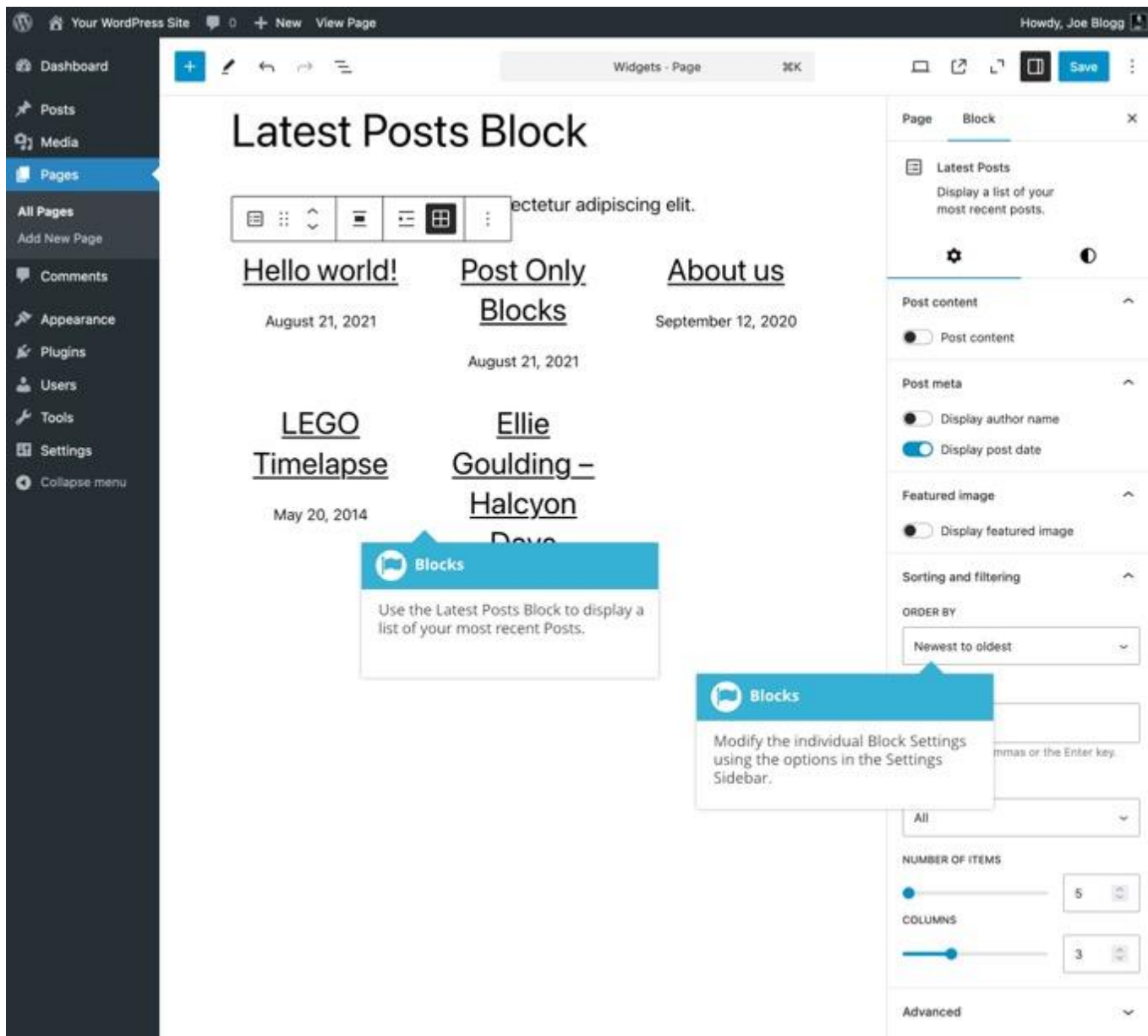
Latest Posts Block

The *Latest Posts Block* allows you to display a list of your most recent Posts.

Once you've added your Latest Posts Block, you can select the order in which to display the Posts, whether to display the Posts for all Categories or just the selected Categories, whether to display the featured image, and also whether to show the Post date and Author name. Using the *Post content* toggle switch, you can show or hide the post content. If you elect to show the content, you also have the option between showing the full post or just an excerpt. You can also select the number of Posts to display using the *Number of items* control.

You can also display the Posts in a List View (☰) or a Grid View (田) using the icons on the Block Toolbar as well as the choice of multiple layout styles.

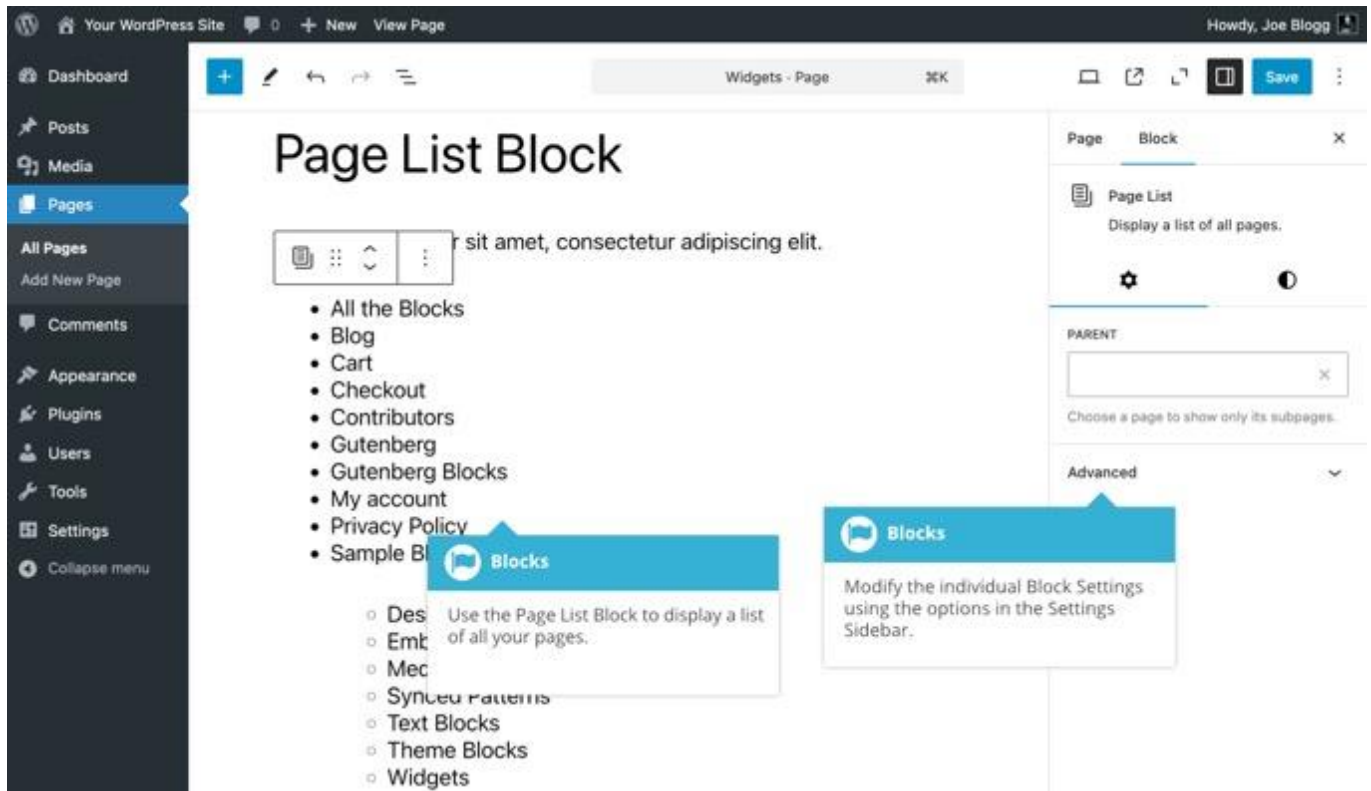
The various options for this block are located within separate Settings (⚙️) and Styles (◐) tabs, in the Settings Sidebar.



Page List Block

The *Page List Block* allows you to display a list of your published Pages. Your pages will be displayed as an unordered list (i.e. bullet points) and each page name will be linked to their respective page.

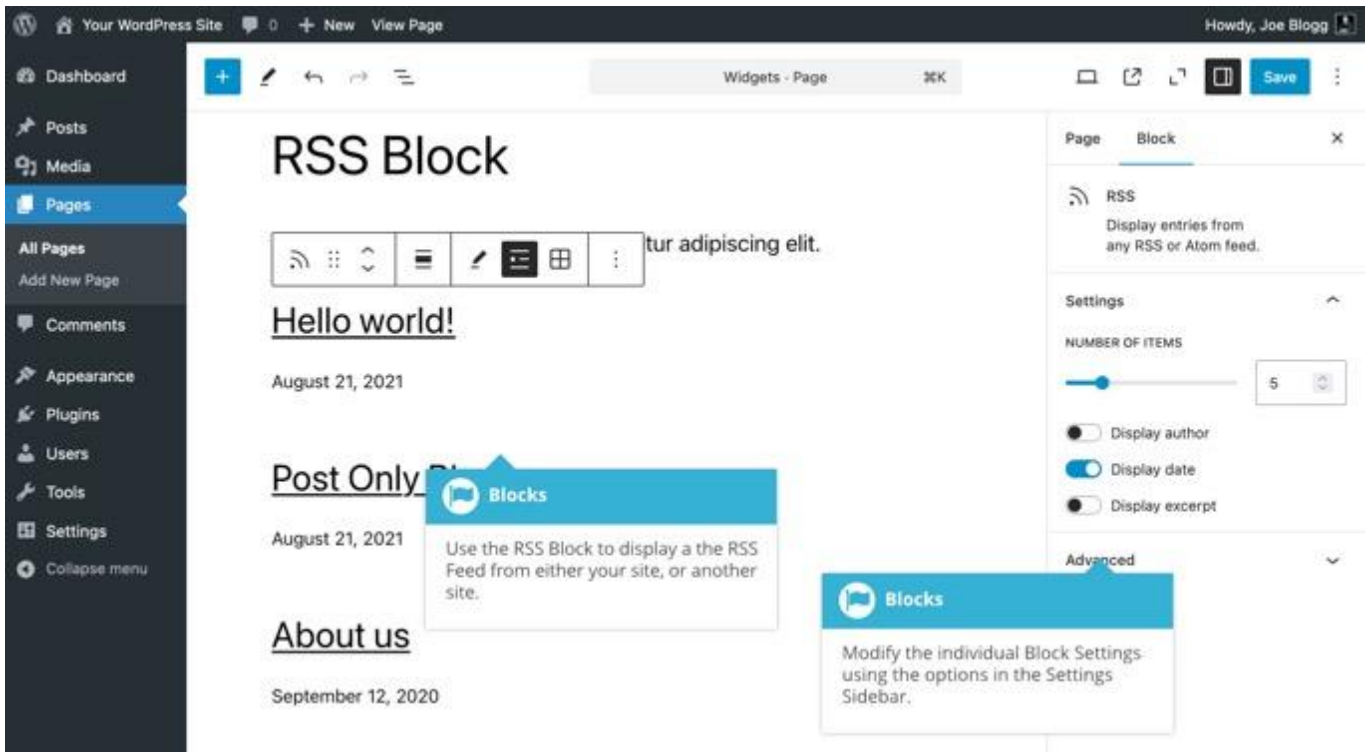
The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



RSS Block

The *RSS Block* allows you to display an RSS feed in your content. After adding the block to your content, you're provided with a field where you can enter the URL for the site that you wish to display the RSS feed from. After adding the URL, simply click the *Use URL* button and the block will display the RSS feed for that site.

Once you've added your feed URL, you can change the number of feed Posts to show from 1 to 20, by using the *Number of items* control in the Settings Sidebar. There are also options to allow you to display the author, date and excerpt.



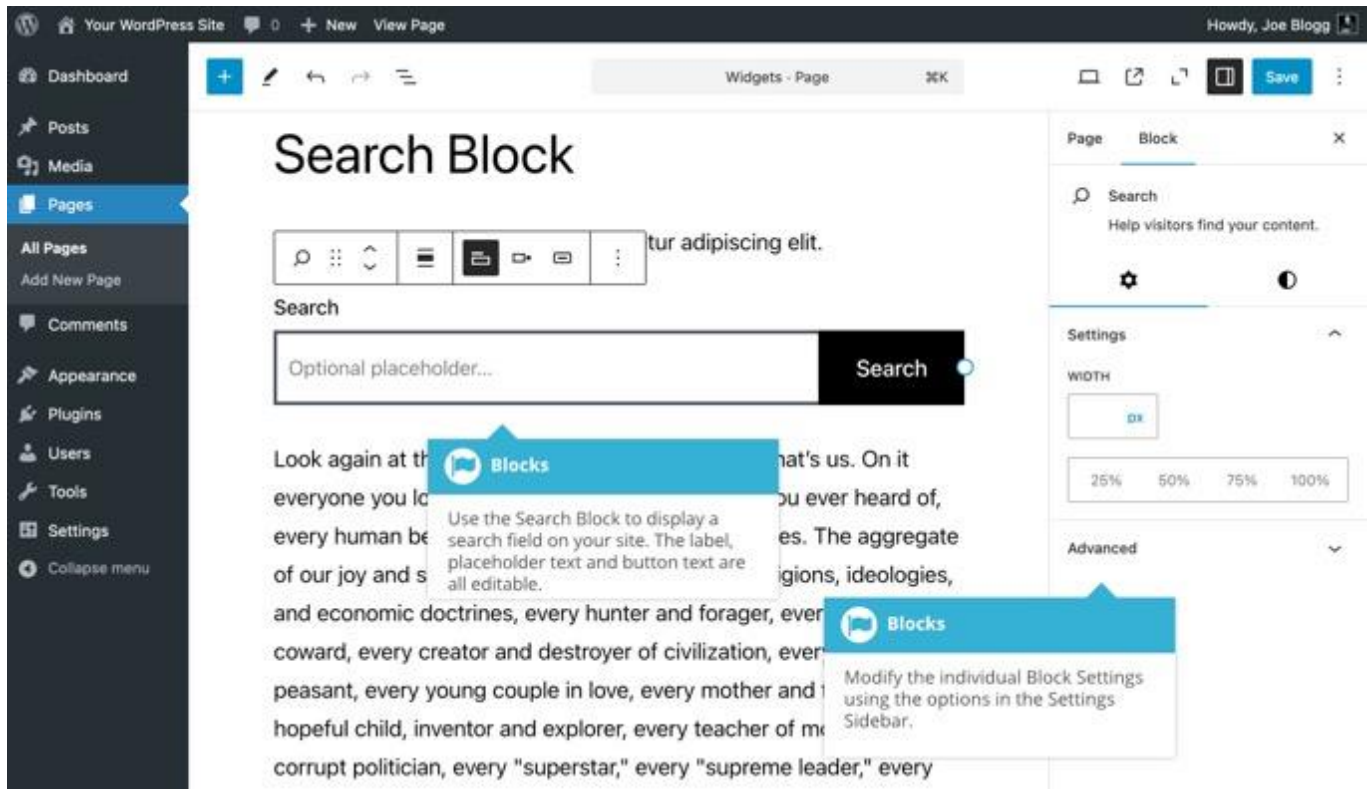
Search Block

The *Search Block* allows you to display a search field and button in your content. When the block is added to your content, it automatically populates the label field (i.e. the text that appears above the search field), with the text 'Search'. You can edit this label to something else if you prefer, simply by clicking on it and typing a new label, or you can even remove it altogether if you don't need to show a label.

The search field also allows you to specify the placeholder text. This is the text that will appear within the search field when it's empty. The button text defaults to 'Search' and you can change this as well by simply clicking on the button and editing the text.

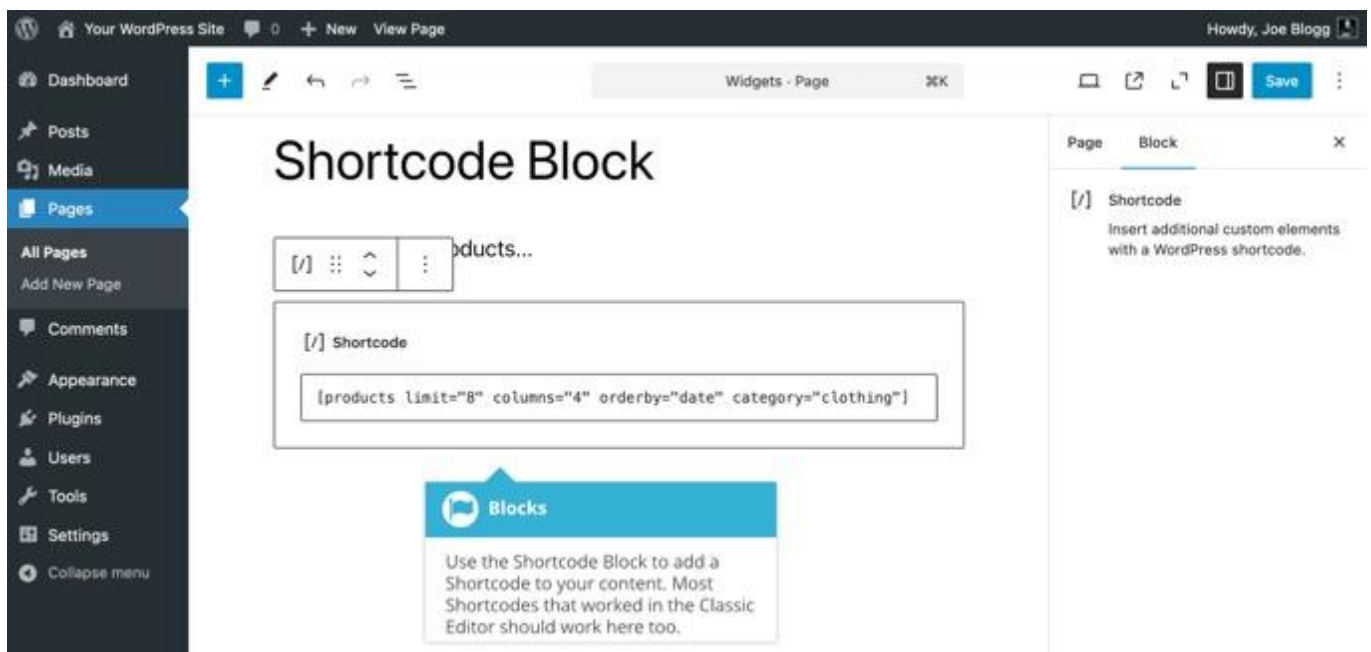
You can also change the button Text and Background colours, along with specifying the width of the search field by either entering a custom width in the *Width* field, or by clicking on one of the percentage buttons (e.g. 25%, 50%, 75%, 100%).

The various options for this block are located within separate Settings (⚙️) and Styles (◐) tabs, in the Settings Sidebar.




Shortcode Block

The *Shortcode Block* allows you to insert a Shortcode into your content. Simply add the Shortcode into your block in the same way that you previously did using the classic Editor.






Social Icons Block



The *Social Icons Block* allows you to insert a row of social icons, along with links to your various platforms.

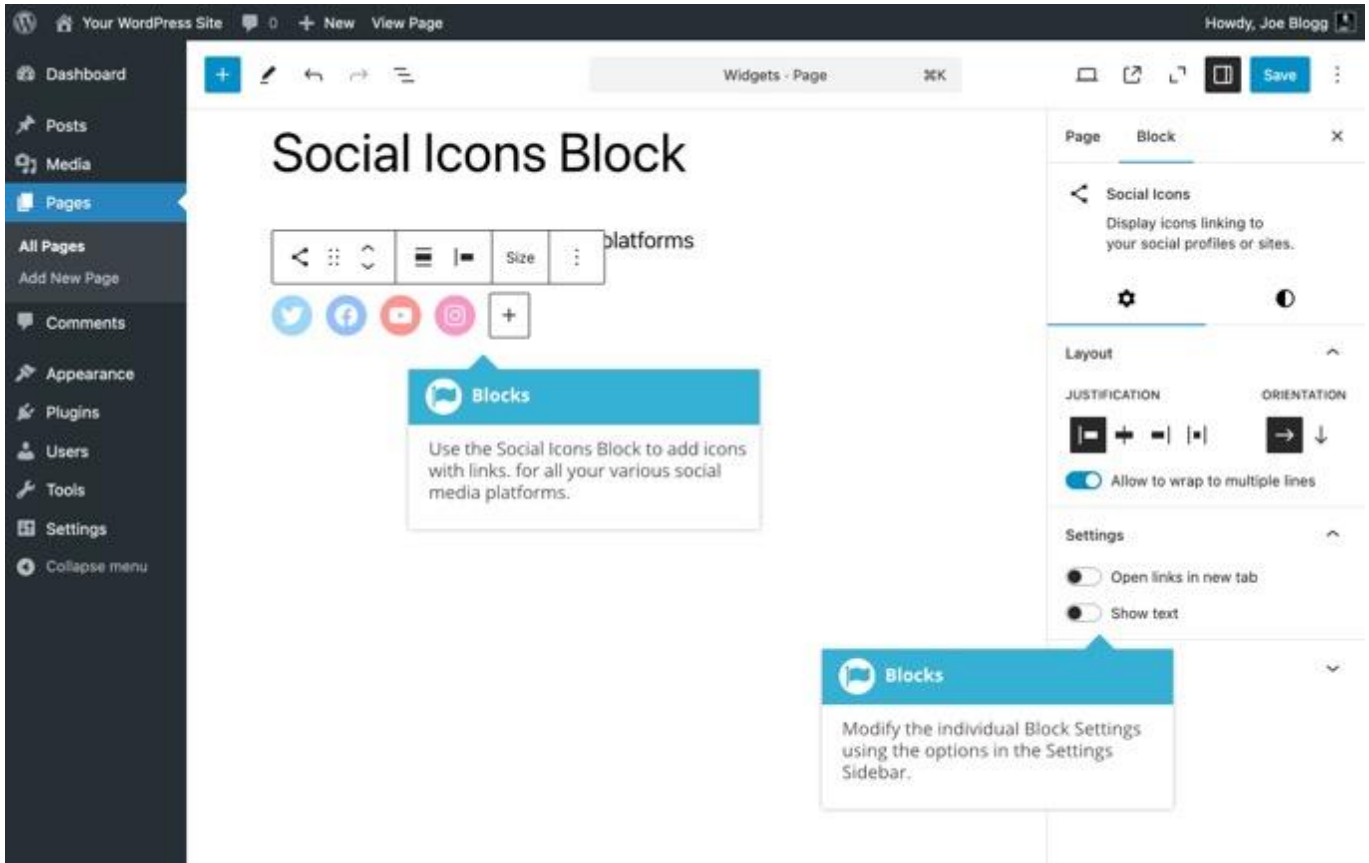
To add an icon, click on the *Add block* icon (). Clicking this icon will show a Block Inserter popup, which is a small panel that gives you access to all the different types of social icon blocks that you can insert. By default, it only shows six recent blocks. To view all the available social icon blocks, click the *Browse all* button in the popup to show the Block Inserter panel. Alternatively, if you know the name of the social icon block, you can start typing its name in the search field to filter the list of blocks shown. Once you click on a block to insert it, the new block will be appended to the end of the existing social icons.

After inserting each social icon, you can click on each one and a URL field will display allowing you to enter the URL to use for the social icon link.

You can change the order of the social icons by clicking on each one and clicking the *Move left* () or *Move right* () icons in the Block Toolbar. To remove an icon, click the icon you wish to remove and then click the *More options* icon () in the Block Toolbar and select the *Remove* option for that particular icon.

Once you've added your Social Icons Block, you can also use the Styles panel in the Settings Sidebar to change the look of the icons.

The various options for this block are located within separate Settings () and Styles () tabs, in the Settings Sidebar.

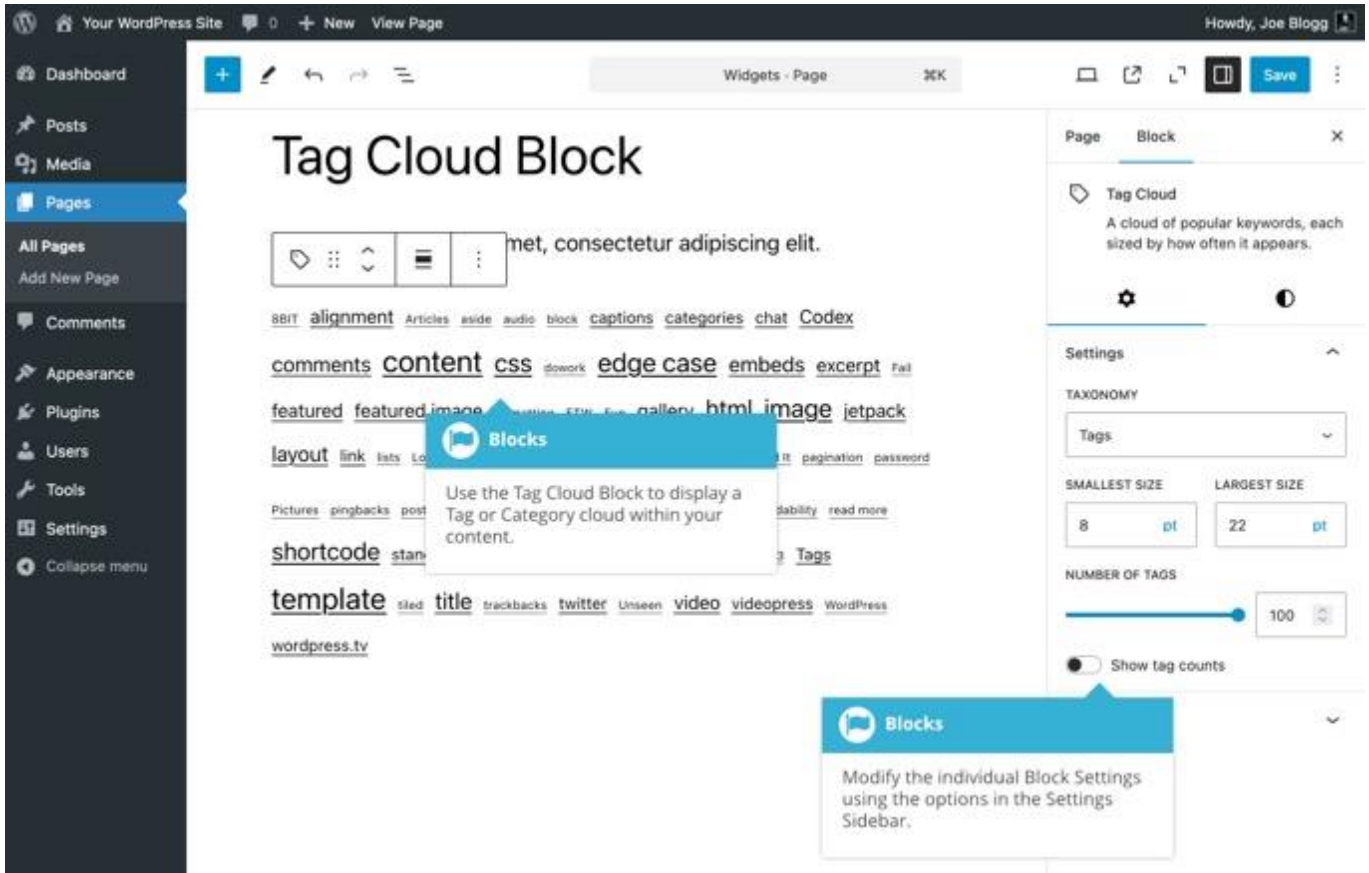


Tag Cloud Block

The *Tag Cloud Block* allows you to insert a Tag or Category Cloud into your content. A Tag/Category Cloud is a list of your Post Tags/Categories displayed in alphabetical order. The more often a Tag (or Category) has been used, the larger the font it's displayed in.

You can select between displaying Tags or Categories using the *Taxonomy* dropdown field in the Settings Sidebar. You can also optionally show the number of Posts each has been used in with the *Shows post counts* switch.

The various options for this block are located within separate Settings (⚙️) and Styles (◐) tabs, in the Settings Sidebar.



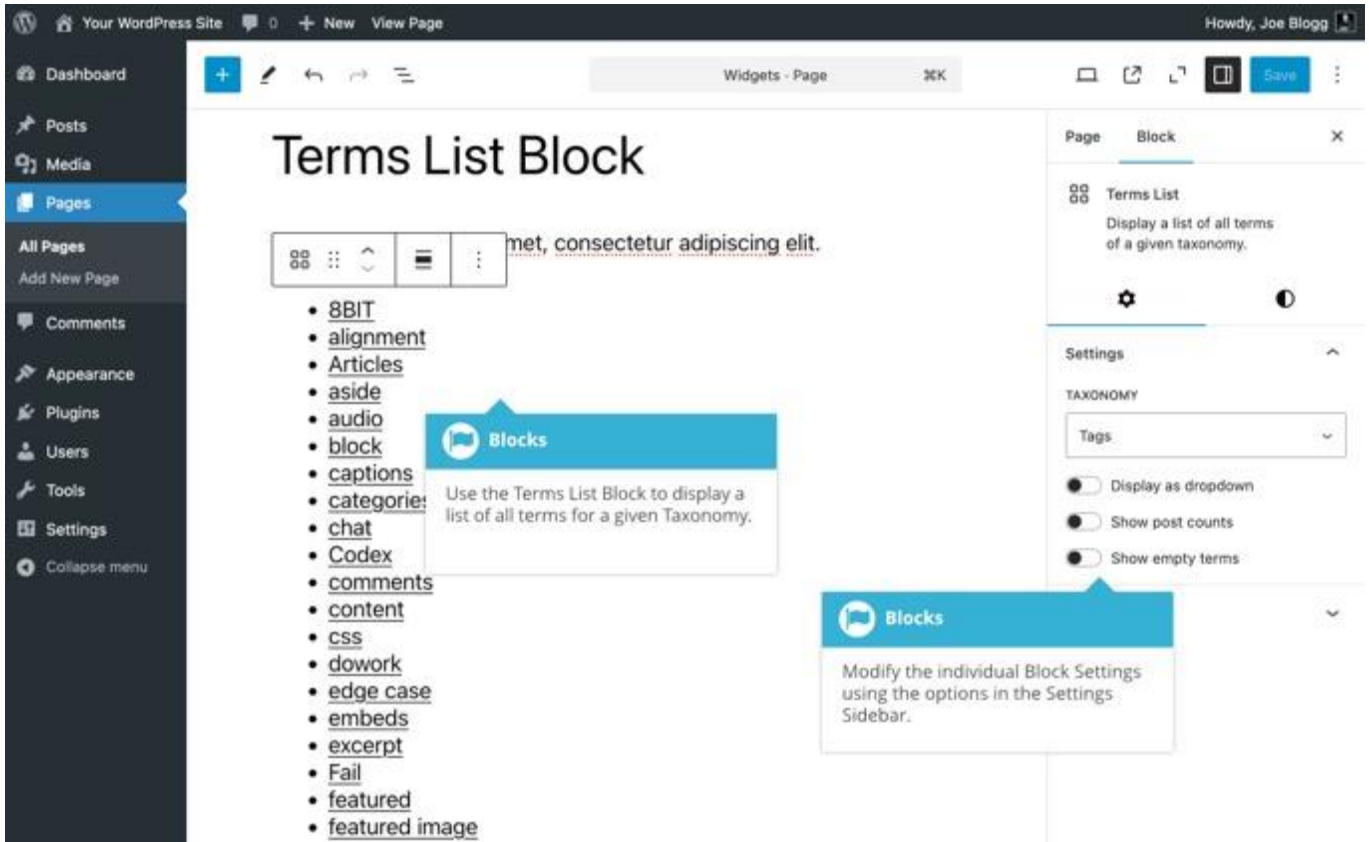
Terms List Block

The *Terms List Block* allows you to display a list of Terms for a selected Taxonomy. WordPress by default has two built-in Taxonomies. These are your Post Tags and Categories.

Once you've added your Terms List Block, you can use the toggle switches in the Settings Sidebar to display the content as an unordered list or as a dropdown list, show or hide the post count for each Term and also show or hide empty Terms.

Using the Taxonomy dropdown, you can elect to show your Post Categories instead of Tags. Doing so will switch this block to the *Categories List Block*. The Terms List Block and the Categories List Block are almost identical Blocks. The Categories List Block shows a couple of extra toggle switches due to Categories being heirarchical, whereas Tags aren't.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Theme Blocks

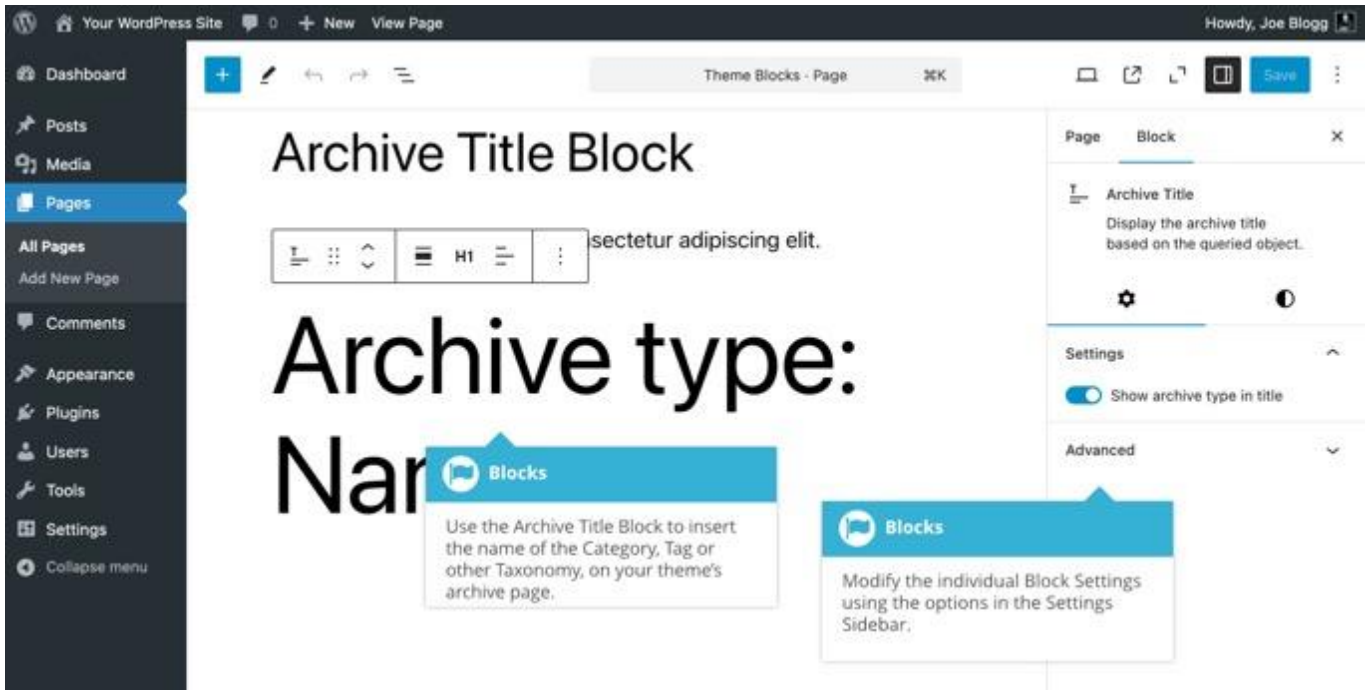
This section introduces some new blocks for use with the new Full Site Editor (FSE) feature that was recently introduced. Whilst you can insert some of these blocks into your normal Page or Post content, the majority of these blocks will be more useful when you're using a theme that is compatible with the Full Site Editor, and allows editing of your site templates. Whilst any theme will still work with WordPress you'll only be able to access the Full Site Editor if your theme has been specifically developed to use that functionality. If you're not using an FSE theme, then you just won't see that feature as being available in the WordPress Dashboard. You will still see all of these Theme related blocks though, when editing your normal Page or Post content.

Archive Title Block

The *Archive Title Block* will display the name of the Category, Tag or other Taxonomy, on your theme's archive pages. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and various Typography settings like Font size, Appearance, Letter case, Line height & Letter spacing. You can also select the heading level (H1-H6) for the title using the Block Toolbar.

The various options for this block are located within separate Settings (⚙️) and Styles (🎨) tabs, in the Settings Sidebar.



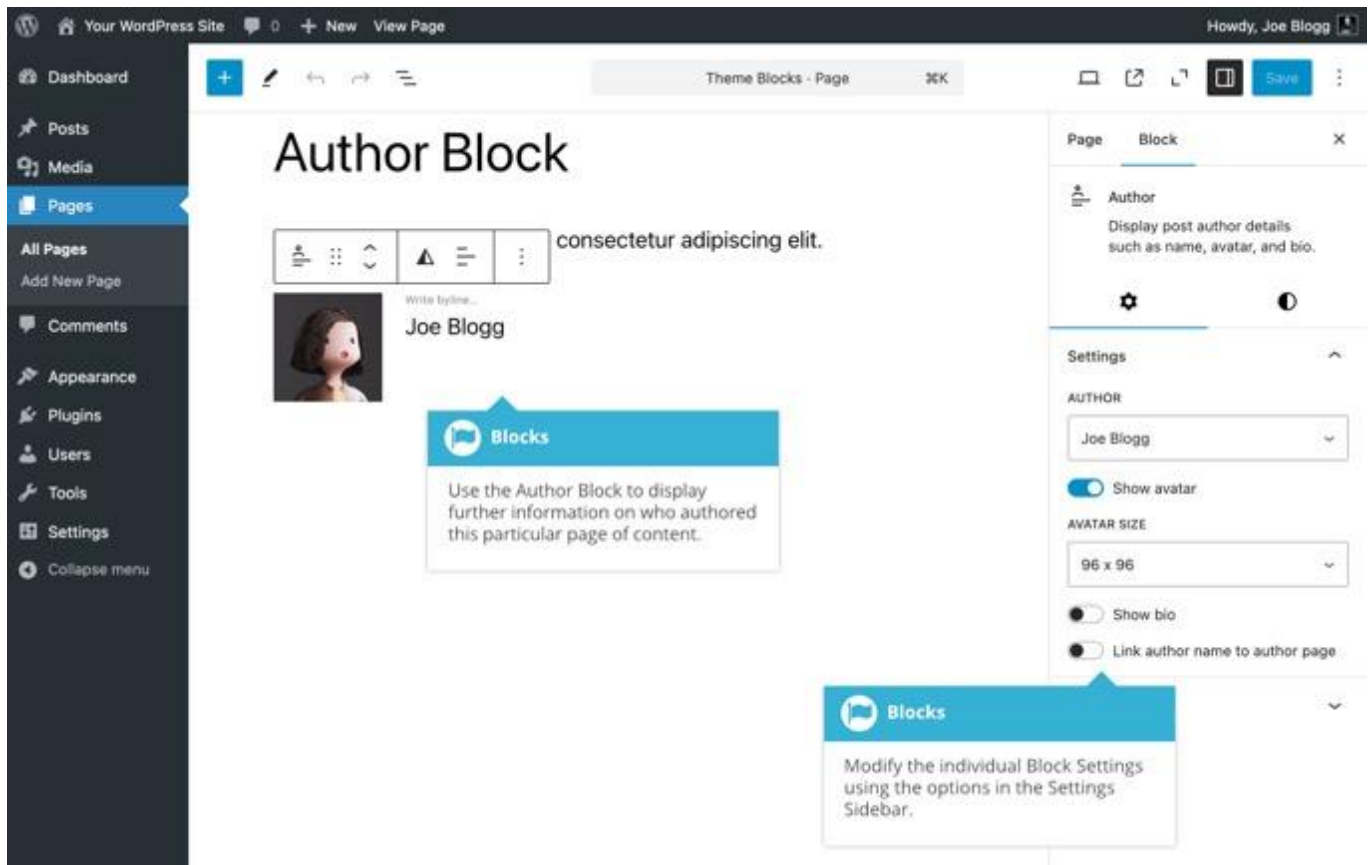
Author Block

The *Author Block* will display the selected author's details within your content. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor. The Post Author details are typically seen at the bottom of Single Posts or Pages and allows you to provide further information to your readers in regards to who authored that particular page of content.

Once you've added the block, there are further options available in the Settings Sidebar. You can select the Author to display using the *Author* dropdown field, as well as choosing to display their avatar or not, using the *Show avatar* switch. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.

Just above the authors name, within the block, is a small field that allows you enter in a byline. A byline is often used to display information about the author or a brief summary of the current article. Using the *Show bio* switch in the Settings Sidebar, you can also choose to display the Biographical Info for that particular author. The author bio can't be edited within the actual block. Instead, if you wish to add or edit the author bio, you will need to do this by editing that particular authors profile, which can be done from the *Users* menu in the left-hand Dashboard menu.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.

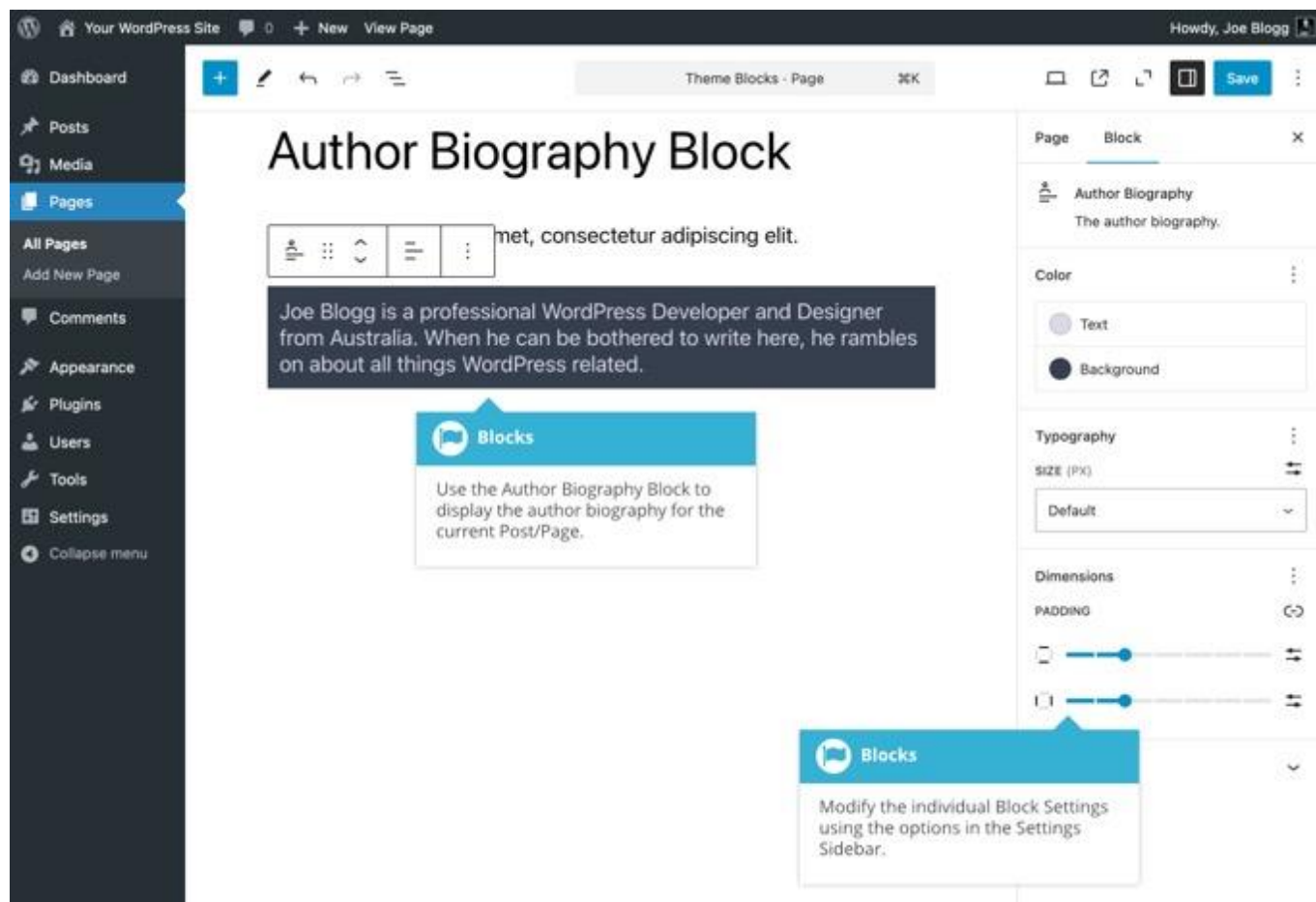


Author Biography Block

The *Author Biography Block* will display the author biography for the current Post/Page. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor. The Post Author Biography details are typically seen at the bottom of Single Posts or Pages and allows you to

provide further information to your readers in regards to who authored that particular page of content.

Once you've added the block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.



Author Name Block

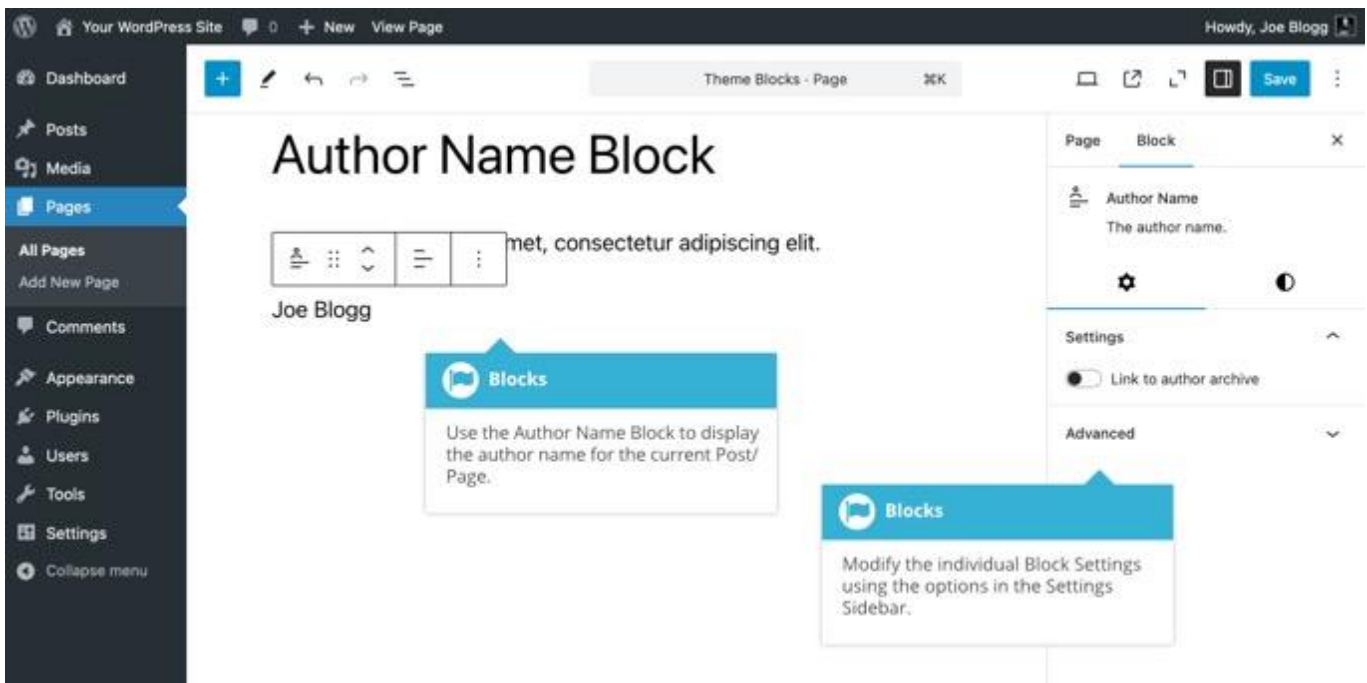
The *Author Name Block* will display the author name for the current Post/Page. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

The Post Author name is typically seen at either the top or bottom of Single Posts or Pages and allows you to provide further information to your readers in regards to who authored that particular page of content.

Once you've added the block, there are further options available in the Settings Sidebar. Using the *Link to author archive* switch you can automatically add a link to the author name that will link to the author archive page. If this option is turned on, you can also elect to open that author archive page in a new browser tab.

You can also change the Text and Background colours, as well as change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Avatar Block

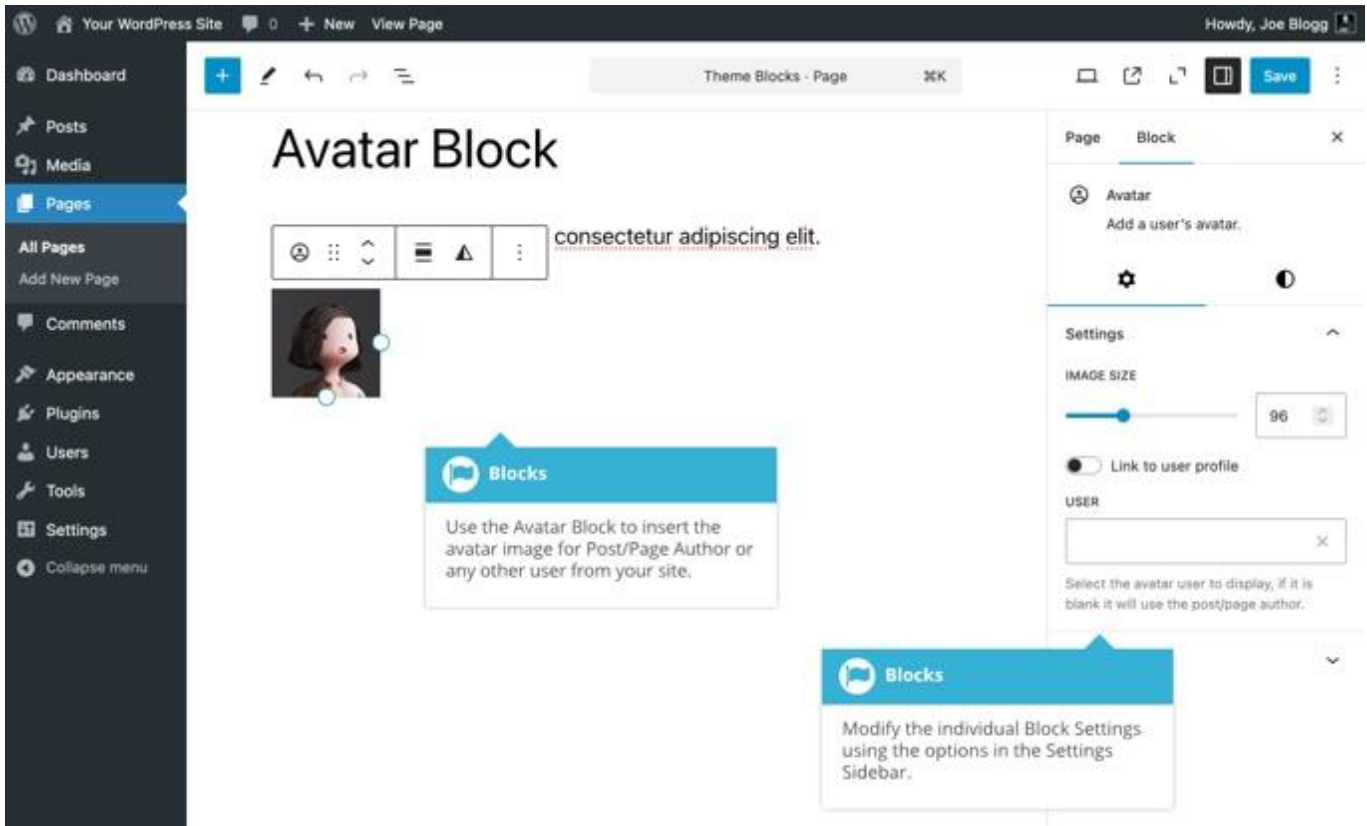
The *Avatar Block* allows you to insert the avatar image of either the Post/Page author, or another selected user, into your content. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar. You can select the size of the image using the *Image size* slider and you can also link this image to the users profile page, using the *Link to user profile* switch.

By default, the block will display the avatar for the Post/Page author. The *User* input field allows you to select another user on your site. If this field is blank, the image defaults to the Post/Page author.

Using the options in the Block Toolbar, you can change the alignment of the image and also apply a duotone filter.


The various options for this block are located within separate Settings (⚙️) and Styles (🎨) tabs, in the Settings Sidebar.



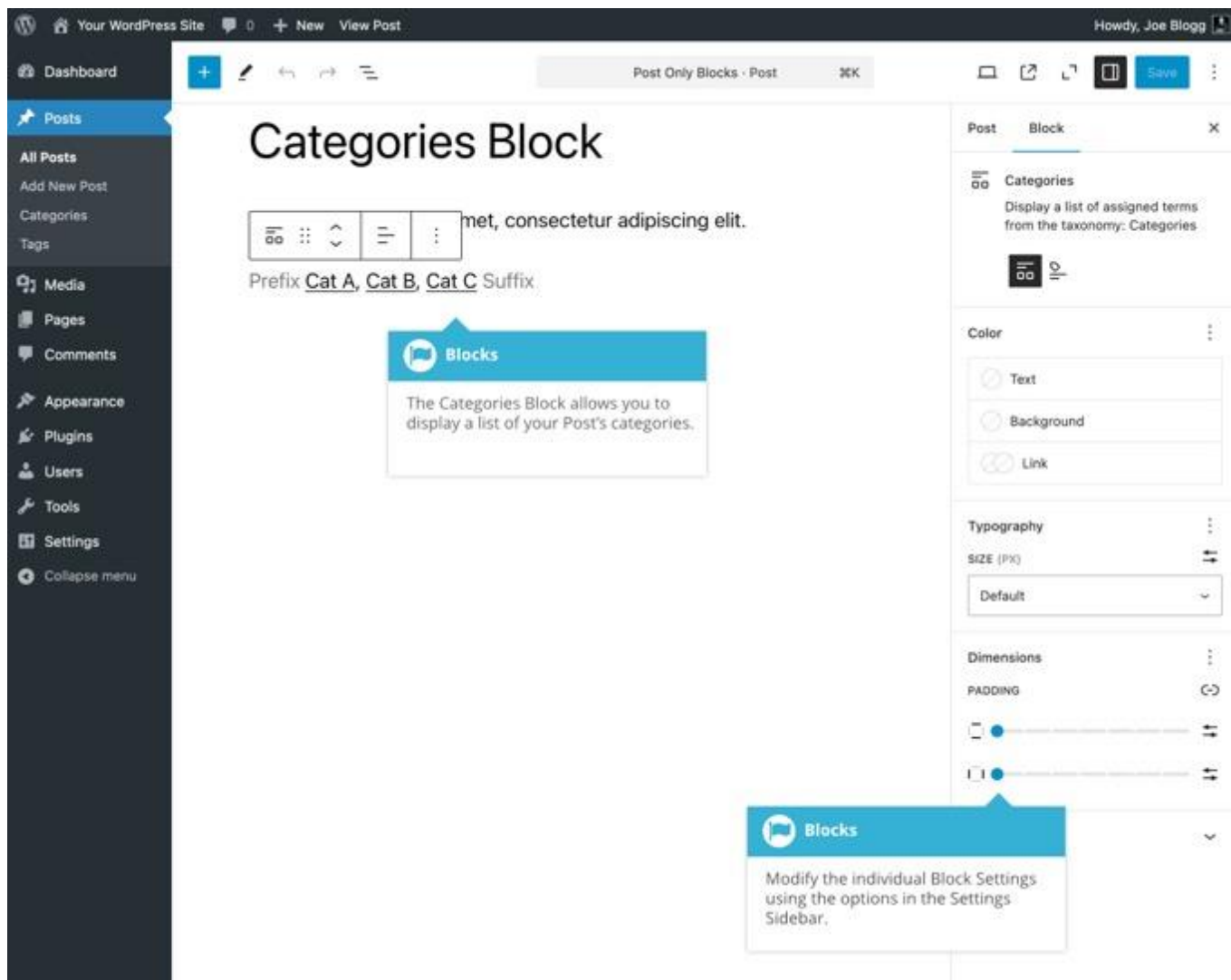
Categories Block

The *Categories Block* allows you to display a list of the Post's Categories. Each Category is separated by a comma and will include a link to the individual Category Archive page. Although you can add this block into your normal Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

Clicking on the *Transform to Tags* icon () allows you to switch this block with the *Tags Block*, which shows a list of the Post's Tags.

Clicking on the *Prefix* and *Suffix* fields within the block allow you to add some extra text before and after the list of Categories.

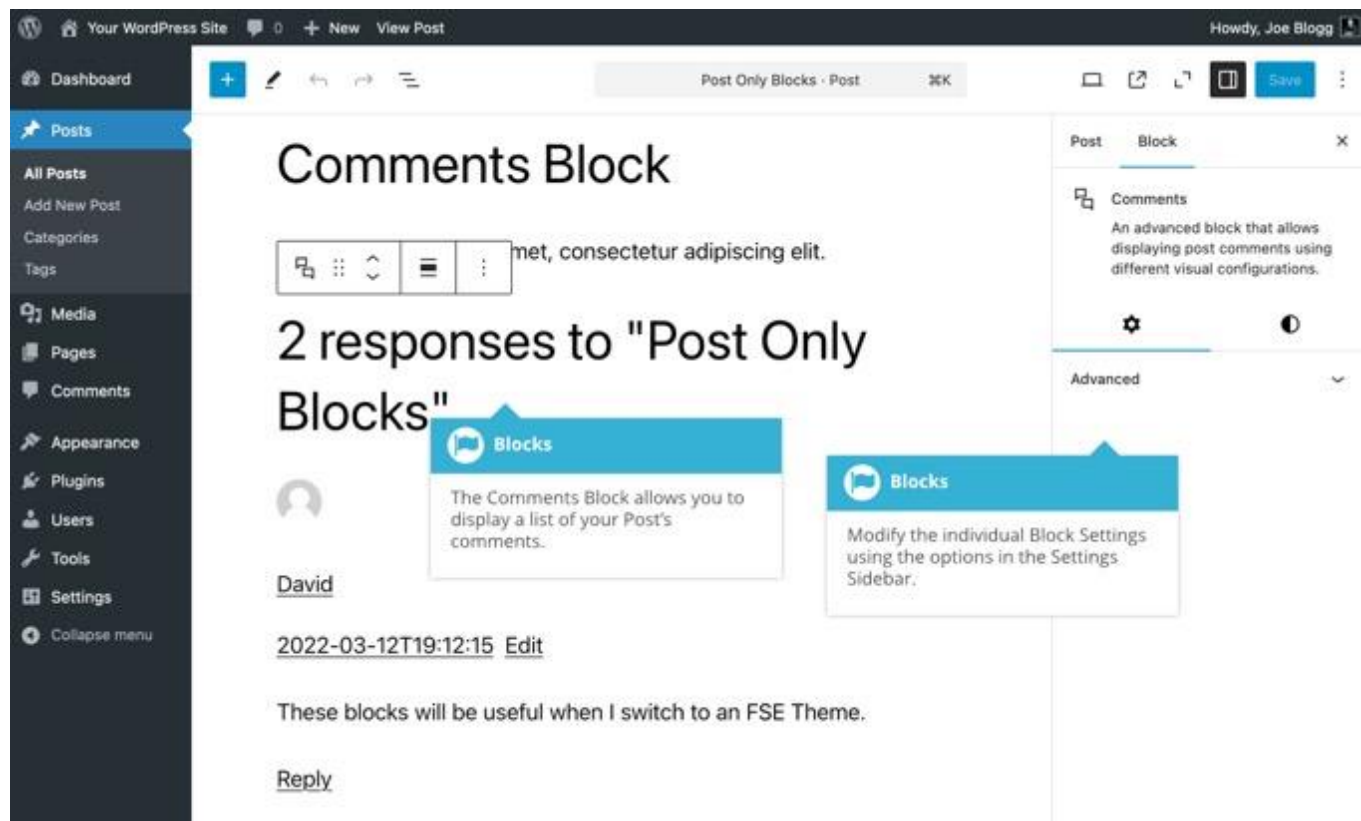


Comments Block

The *Comments Block* allows you to show the comments posted for an individual blog Post. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar that allow you to change the Text and Background colours, and also the various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

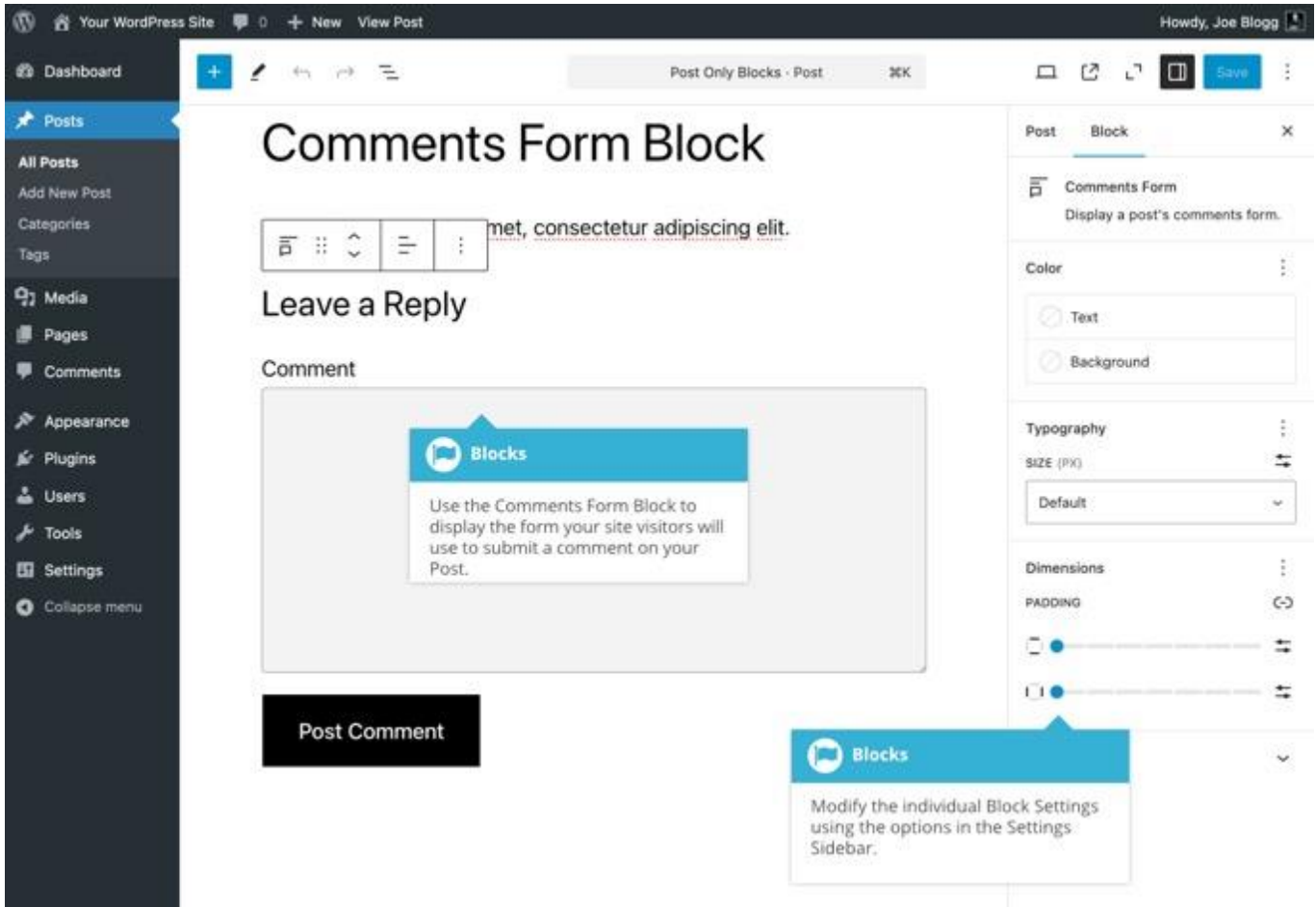
The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Comments Form Block

The *Comments Form Block* will display the form your site visitors will use to submit a comment on your Post. Although you can add this block into your normal Post content, it will be more useful adding it to your theme's templates using the Full Site Editor. The Post Comments Form is typically seen at the bottom of Single Posts when post comments are turned on.

Once you've added the block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Line height, Letter case & Letter spacing.



Date Block

The *Date Block* allows you to display the publish date and time of the Post or Page. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

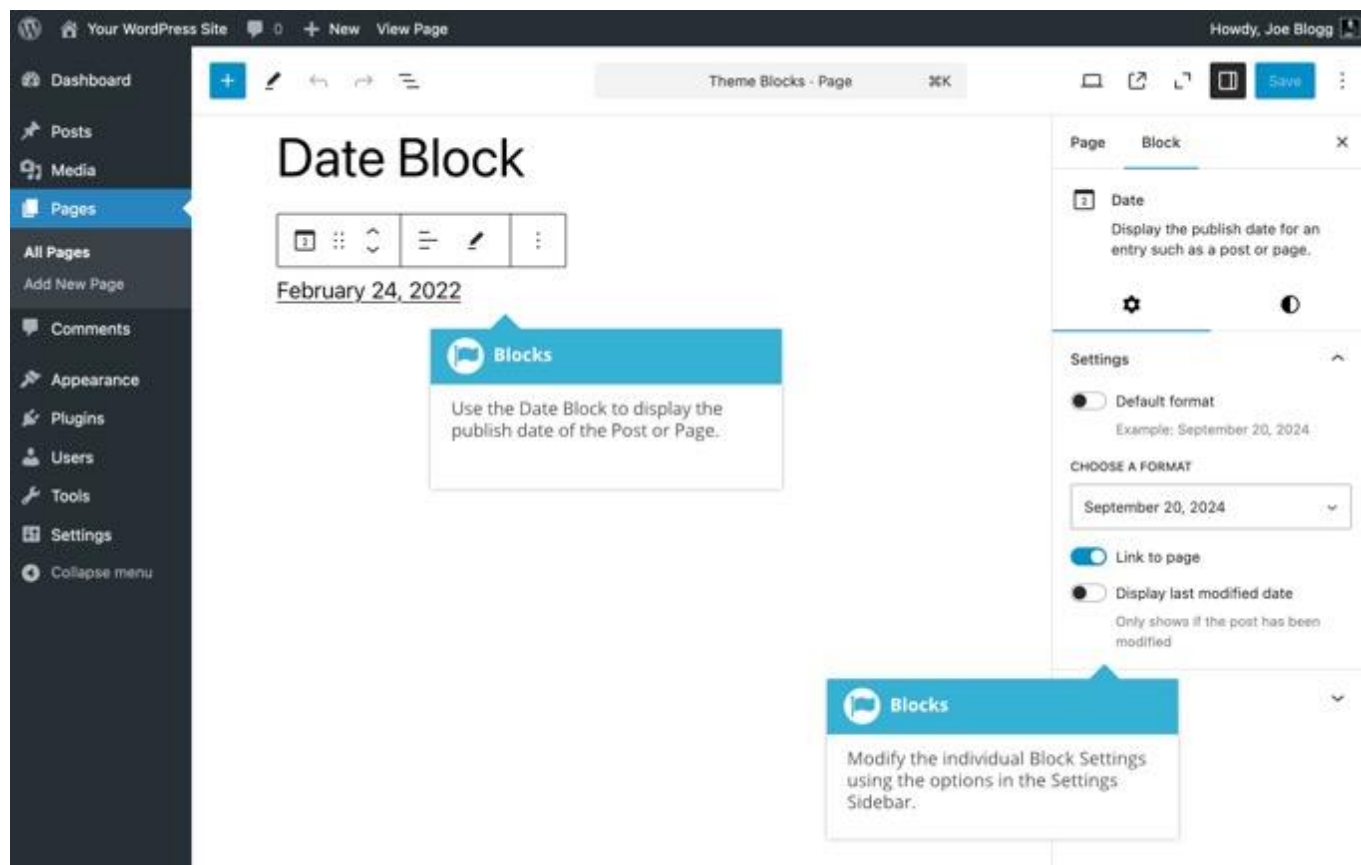
Once you've added your Block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

Using the *Default format* switch you can either display the date using the default format, or choose a different format. With the *Choose a format* dropdown, you're able to change the format and date/time content that this block displays. You can show just the date, or the date and time in various textual representations. You can also specify a custom date/time string if you prefer. When electing to use a custom format, you can click the "format string"

link, just below the input field, to open up a helpful WordPress support page to find out more information on what characters you can use to display a custom date/time string.

You can add a link to your date/time text using the *Link to page* switch. This link will be a link back to the Page/Post where the date content is displayed. You can also display the date the Page/Post was last modified, instead of the Published date, using the *Display last modified date* switch.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Excerpt Block

The *Excerpt Block* allows you to display a Post's excerpt. The excerpt is a small paragraph or two that provides an introduction to your content. It's typically the first paragraph or two of your blog Post, but you can also create custom excerpts using the *Excerpt* panel in the Settings Sidebar, under the Post tab, when editing your individual posts, or by inserting a More Block into your content. Although you can add this block into your normal Page or

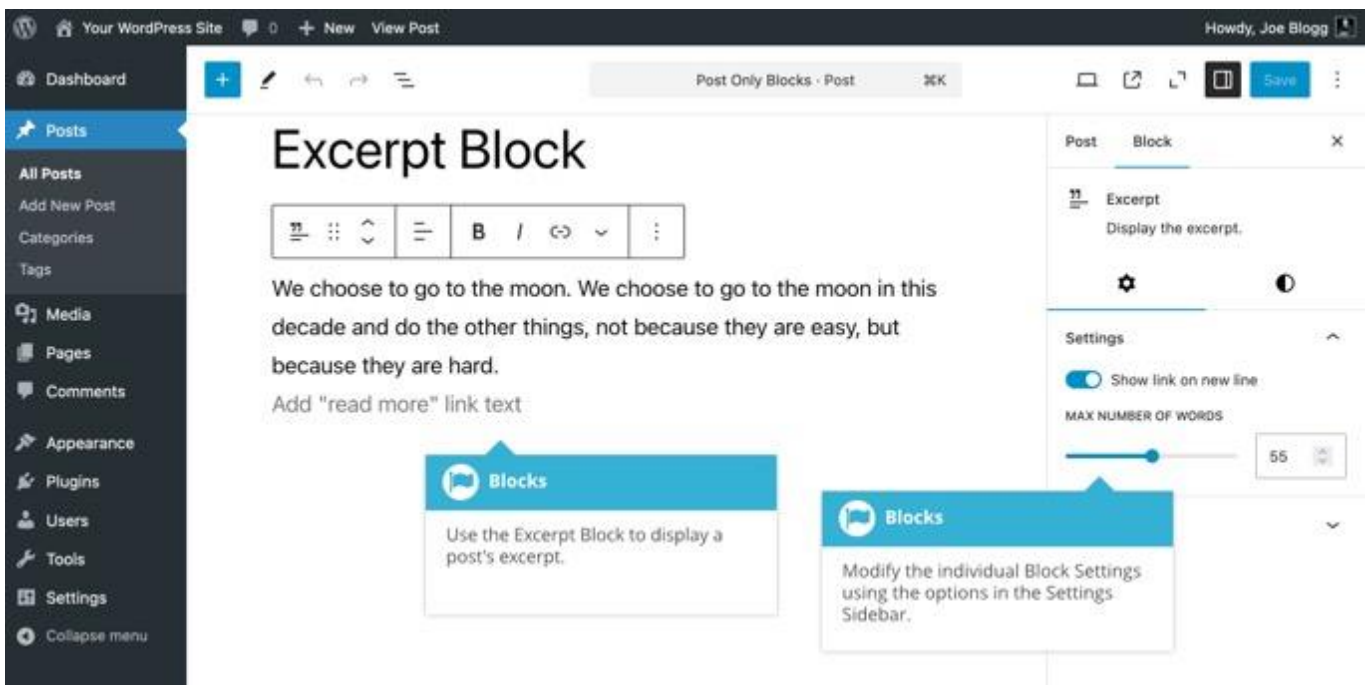
Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added your Block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

To add a "read more" link, click the *Add "read more" link text* placeholder and then type in the text you want to display. You can use the *Show link on new line* switch to either show the "read more" link to the right of the excerpt content, or on a new line. If you don't add any text to the "read more" link field, then no "read more" link will be shown.

You can also change the number of words that display within the excerpt using the *Max Number of Words* slider in the Settings Sidebar.

The various options for this block are located within separate Settings (⚙️) and Styles (🌑) tabs, in the Settings Sidebar.



Featured Image Block

The *Featured Image Block* allows you to display a Page or Post's Featured image. If a Featured Image hasn't been selected, then you have the option to upload a new image to the

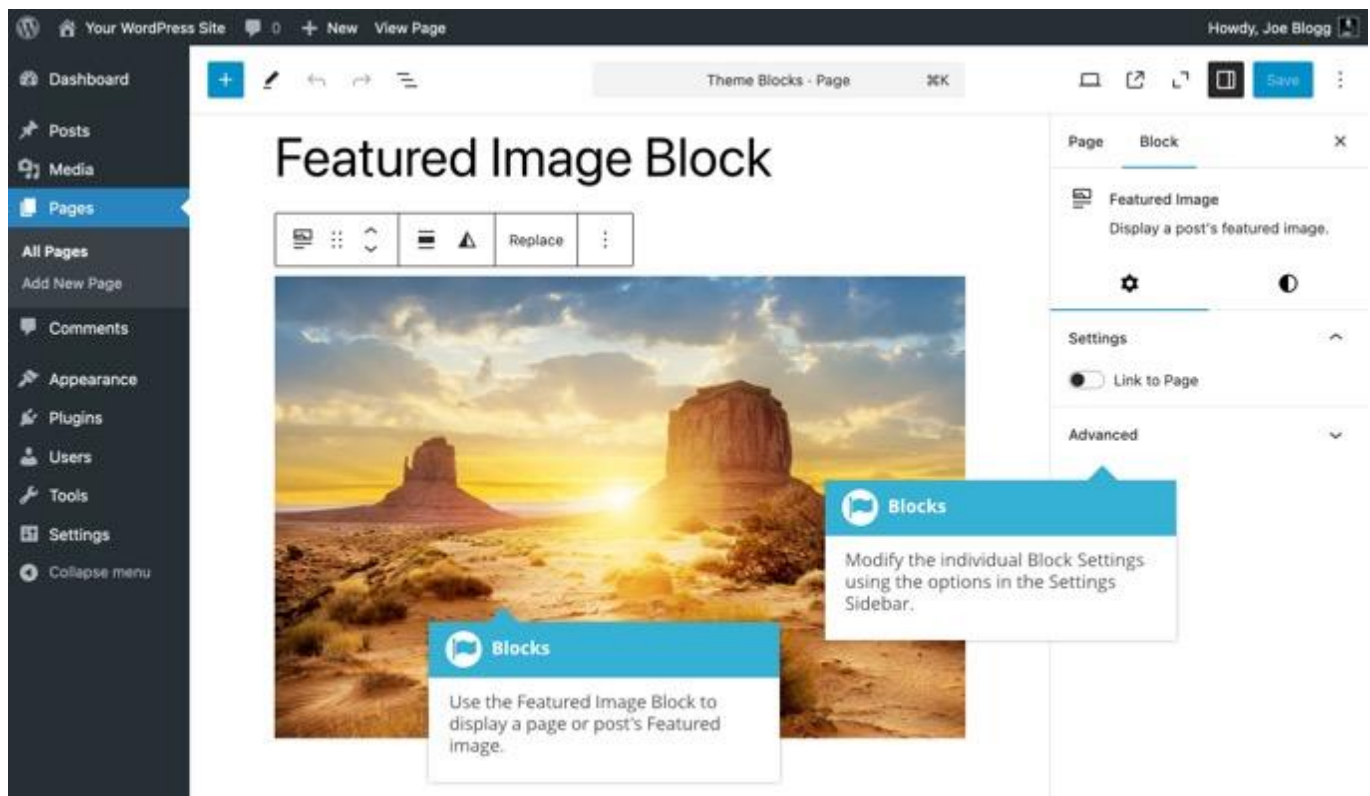
Media Library or select an existing image from the Media Library. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

If you wish to add a Featured image to your actual Page or Post content, you can use the *Featured image* panel on the *Page* or *Post* tab within the Settings Sidebar.

Using the *Link to page* switch in the Settings Sidebar, you can also automatically add a link to the current Page/Post on the Featured Image when it's displayed.

If you wish to add a coloured overlay to your image, you can do this with the *Overlay* colour picker as well as adjusting the opacity of that overlay with the *Overlay opacity* slider.

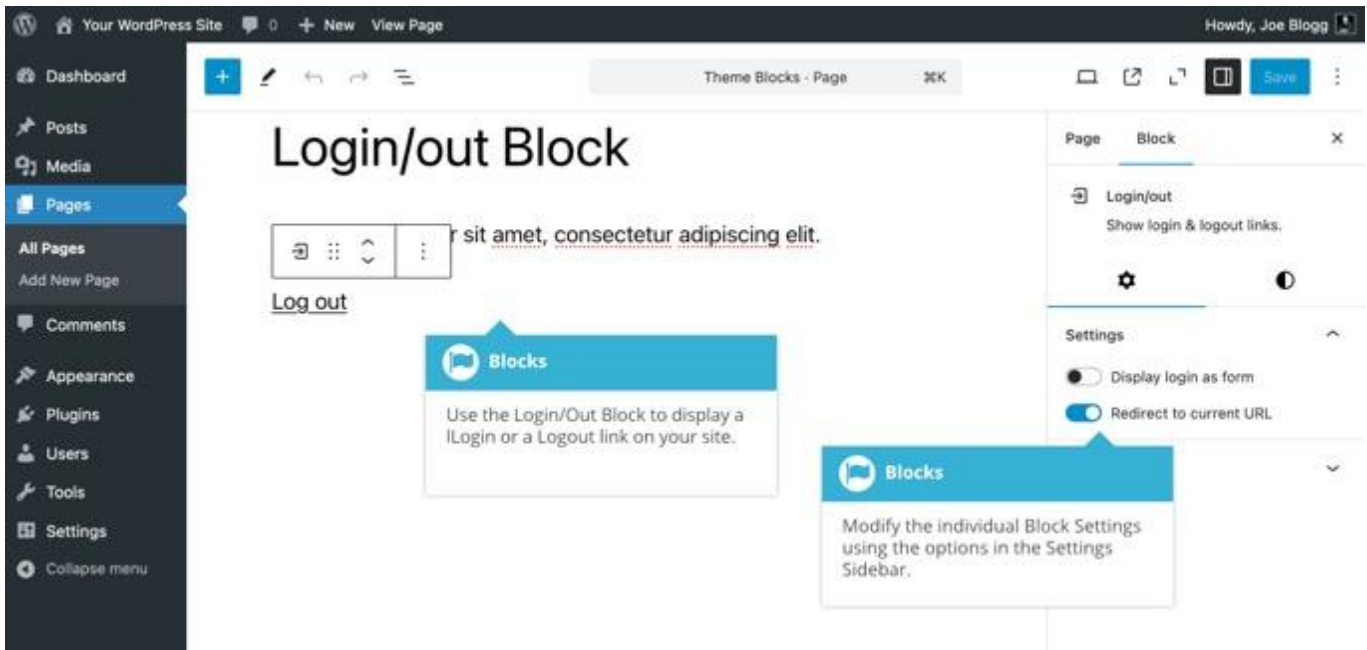
The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Login/out Block

The *Login/out Block* allows you to display a Login or a Logout link on your site. If you're viewing the site and currently logged out, you'll be shown a Login link. Likewise, if you're currently logged in, you'll be shown a Logout link.

Instead of a Login link, you can also elect to show an inline Login form using the *Display login as form* switch in the Settings Sidebar. You can also optionally allow the user to be redirected back to the same page after logging in, using the *Redirect to current URL* switch.



Modified Date Block

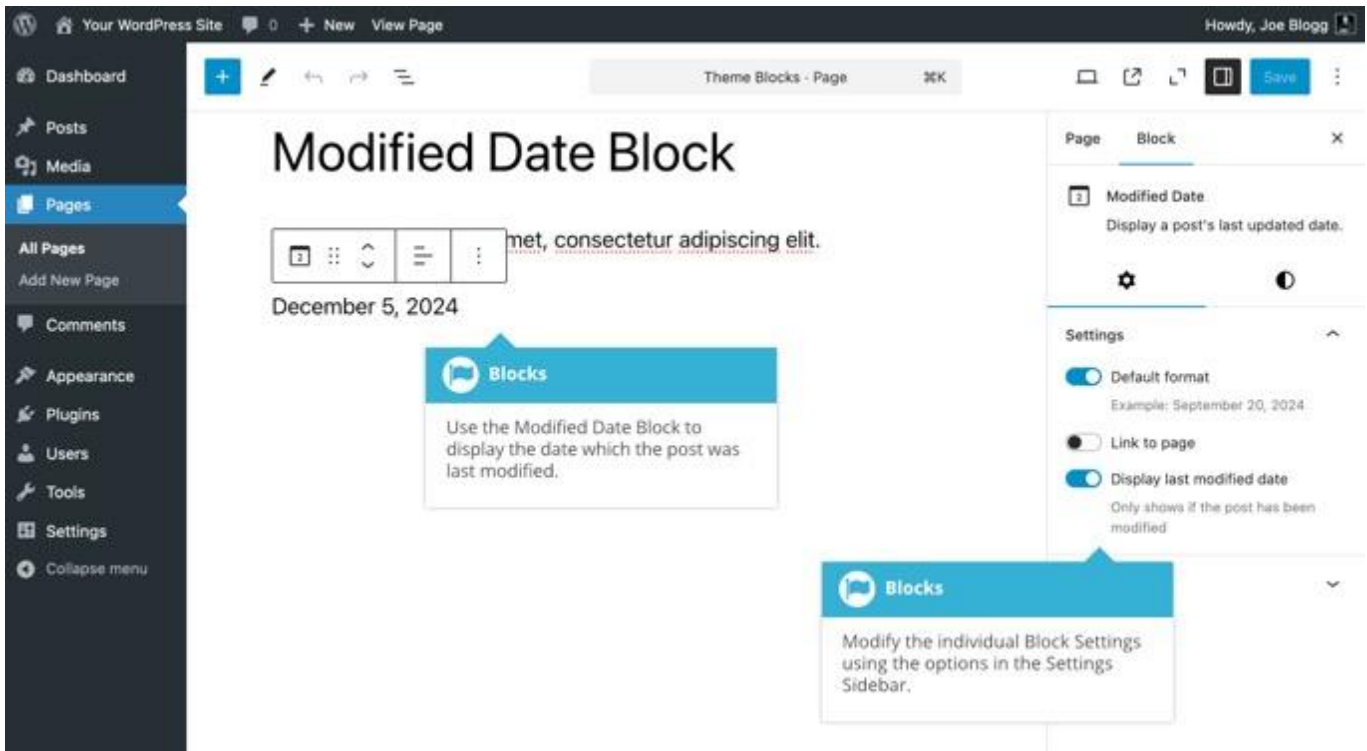
The *Modified Date Block* will display the date on which the current Page or Post was last modified. This is different from the *Post Date Block* which shows the date at which the Page or Post was first published. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar. You can change the Text, Background and Link colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

The date can be displayed in the default format, or if you turn off the Default Format switch in the Settings Sidebar, you can select from a number of other formats or provide a custom

date format. If the Display Last Modified Date switch is turned on, then the last modified date is only shown if the post has been modified, otherwise it displays the published date.

The various options for this block are located within separate Settings (⚙️) and Styles (🌑) tabs, in the Settings Sidebar.



Navigation Block


The *Navigation Block* will display a navigation menu in your content. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.



The first time you insert the Navigation block, it will appear empty. Using the *Choose a Navigation menu* icon (☰), within the List View tab (☰) in the Settings Sidebar, you can select an existing 'Classic menu', if you have one available, or you can create a new menu. When you elect to import an existing 'Classic menu', it will automatically import all the options for that selected menu.

It's important to note that the Navigation Block stores your menu data in a completely different way to how the Classic *Appearance > Menus* page stores your menu. If you choose to import an existing menu that was created using the Classic *Menus* page, any changes that you make to that menu will NOT be reflected if you decide to re-edit that menu at a later

stage using the Classic *Menus* screen. The only way to edit a menu created, or imported into the Navigation Block, is by editing the items using the Block itself.

Also, if you're using a theme specifically built for use with the new Full Site Editor (FSE), such as the *Twenty Twenty-Two* or *Twenty Twenty-Three* default themes, you'll no longer have access to the *Appearance > Menus* option in the Dashboard. The only way to create a new navigation menu or edit an existing menu, within an FSE Theme, will be by using the Navigation Block.

As well as editing the menu items using the icons within the block itself, you can also edit the menu items within the List View tab () in the Settings Sidebar. This latter option, makes it much easier to add and edit menu items, and to add submenus.

To add a new menu option into your navigation menu, click the *Add block* icon () within the block itself, or within the List View tab () in the Settings Sidebar. If using the *Add block* icon within the Block, you'll be shown a small popup window that allows you to search for the Page/Post to insert as the menu item. If you use the *Add block* icon in the Settings Sidebar, you'll first need to add a new *Page Link Block* or *Post Link Block* before being able to select the Page/Post that you want to use as the menu item.

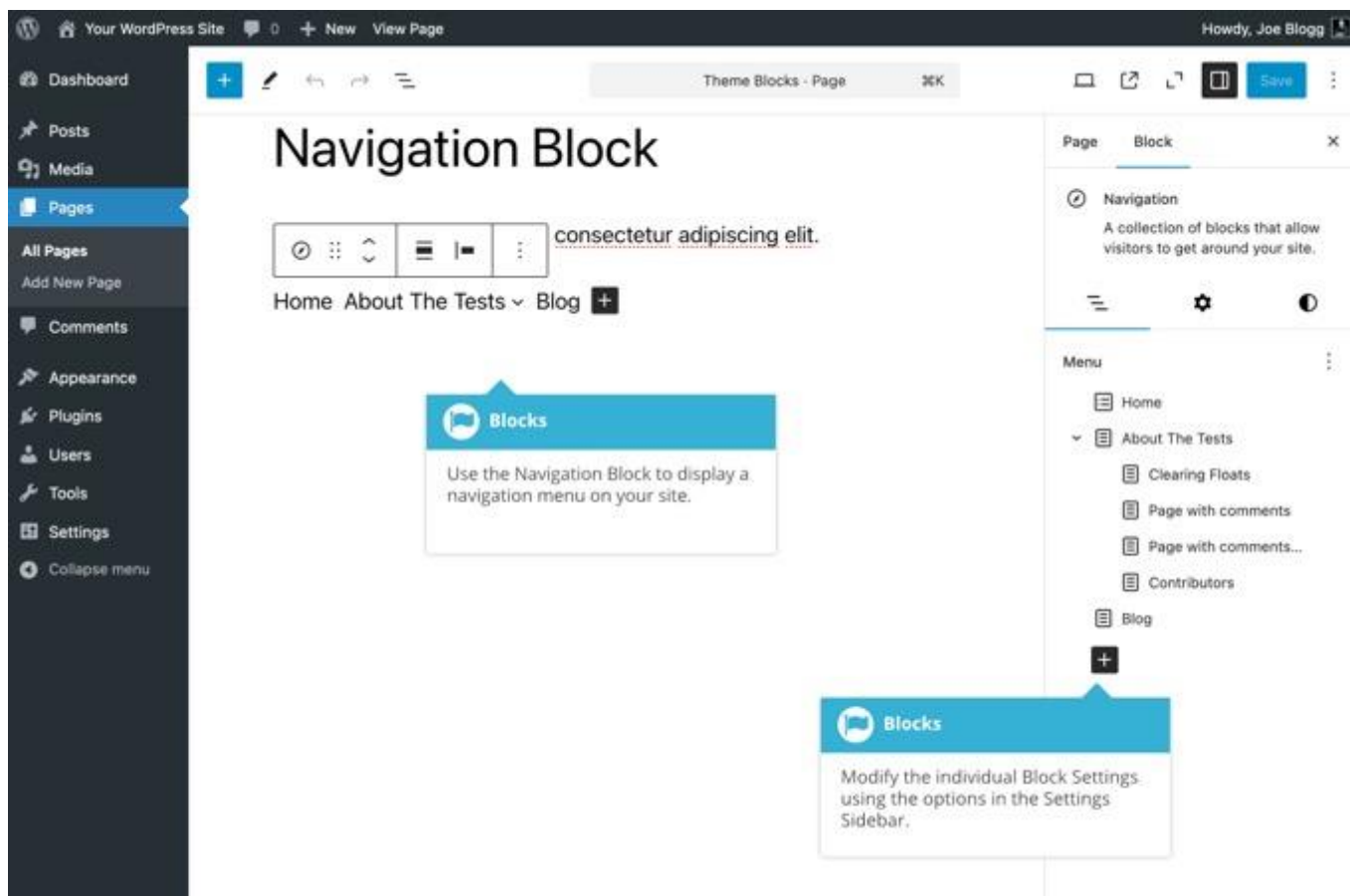
You can use the *Open in new tab* switch to choose whether you want your menu item to open in a new browser tab or not. If you wish to add a completely custom menu option to you menu, such as a link to an external website for example, simply enter in the custom URL in the small popup window that displays after clicking the *Add block* icon. Entering in a custom URL and hitting Return/Enter on your keyboard will add this URL as a new menu option. You can then click on the text and edit it, to change the actual text that shows within the menu. As an example, entering `https://lego.com` in the small popup window will add a new menu item using that link to the LEGO website. The text that is displayed in your menu, for that link, will be `lego.com`. If you wish to change that link text so that it only displays the word 'Lego', you'll need to click on the text and edit it.

Once you've added the block, and have it populated with menu items, there are further options available in the Settings Sidebar. You can change the Text and Background colours, along with the Submenu and overlay text, and Submenu and overlay background colours. You can also change various Typography settings like Font size, Appearance, Line height, Letter Spacing, Decoration, and Letter case. There are also options for menu justification and orientation. Using the Overlay Menu buttons, you can choose whether or not the menu

...our.locality

collapses down to a “hamburger” style icon. Selecting ‘Mobile’ will show the hamburger icon only on smaller mobile devices, while selecting ‘Always’ will show the hamburger icon on desktop and mobile devices. If you don’t want the menu to collapse down to a hamburger icon at all, select the ‘Off’ option.

The various options for this block are located within separate, List View (☰), Settings (⚙️) and Styles (🎨) tabs, in the Settings Sidebar.



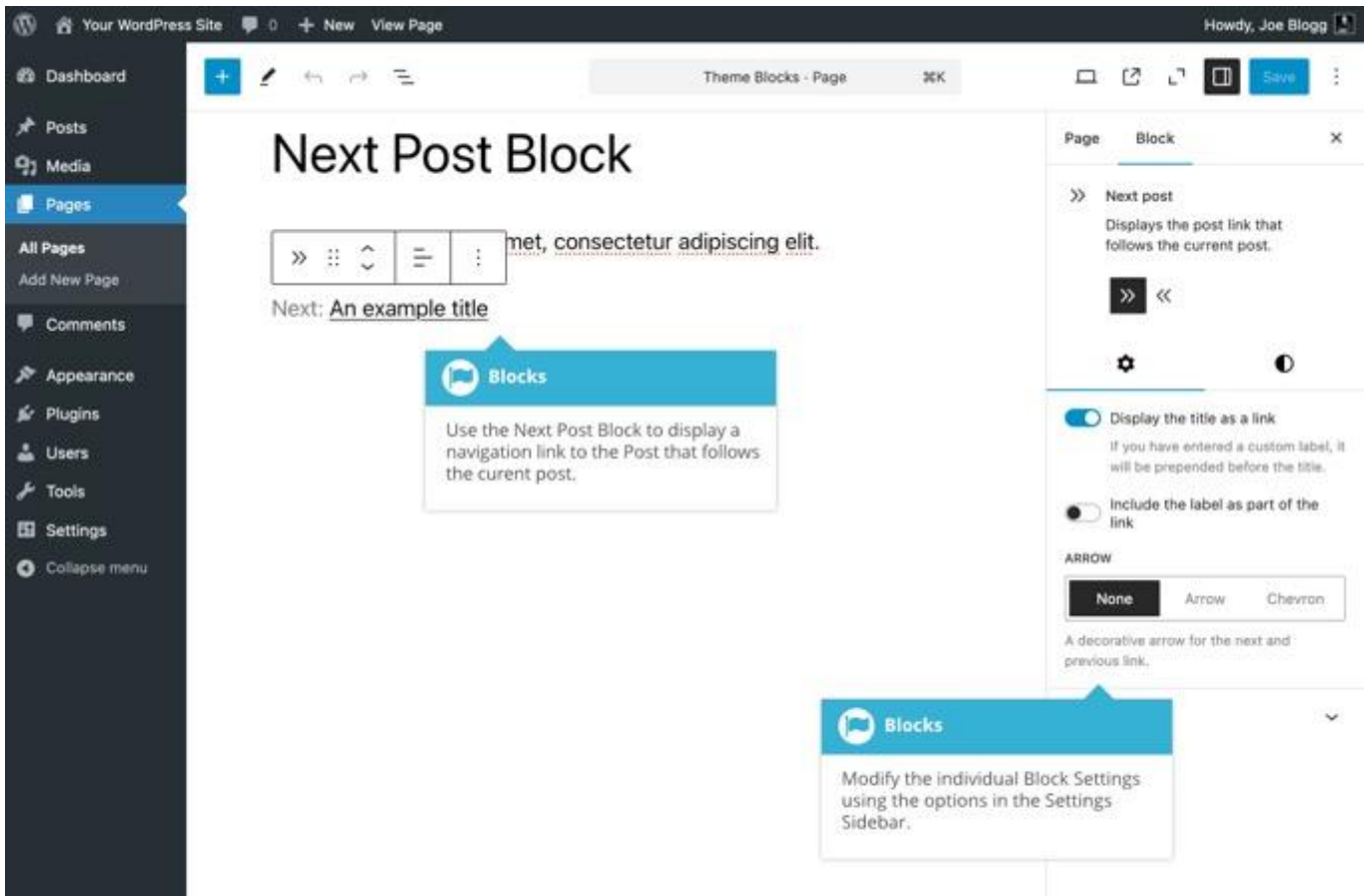
Next Post Block

The *Next Post Block* will display a navigation link for the Post that follows the current Post. This Block is more useful for Posts rather than Pages since Posts are typically displayed in a chronological order. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme’s templates using the Full Site Editor. The link that this Block produces is typically seen at the bottom of Single Posts and allows you to navigate to the next Post. It’s different to the Navigation links that you typically see on your main Blog Archive page (i.e. the page that shows a list of your current Posts).

Once you've added the block, there are further options available in the Settings Sidebar. Clicking on the *Transform to Previous post* icon (◀) allows you to switch this block with the *Previous Post Block*, which shows a link to the preceding Post.

You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

The various options for this block are located within separate Settings (⚙) and Styles (◐) tabs, in the Settings Sidebar.



Previous Post Block

The *Previous Post Block* will display a navigation link for the Post that precedes the current Post. This Block is more useful for Posts rather than Pages since they're typically displayed in chronological order. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

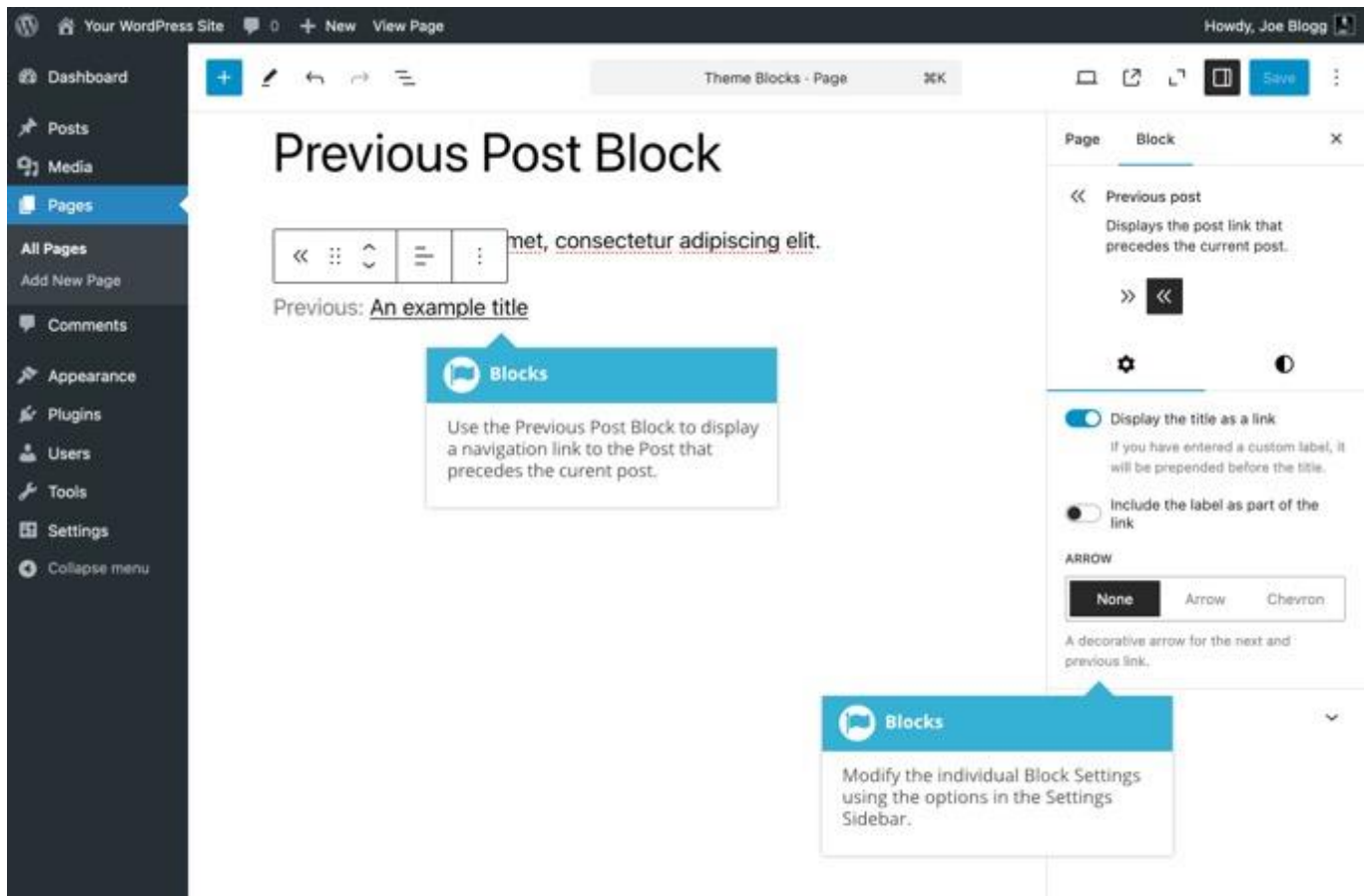
The link that this Block produces is typically seen at the bottom of Single Posts and allows you to navigate to the previous Post. It's different to the Navigation links that you typically see on your main Blog Archive page (i.e. the page that shows a list of your current Posts).

Once you've added the block, there are further options available in the Settings Sidebar. Clicking on the *Transform to Next post* icon (➤) allows you to switch this block with the *Next Post Block*, which shows a link to the next Post.

You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

Clicking the *Previous:* placeholder allows you to enter a label that will appear in front of the link. Using the *Include the label as part of the link* switch, will include the label text within the link. You can also display an arrow icon before the link by selecting one of the *Arrow* toggle buttons.

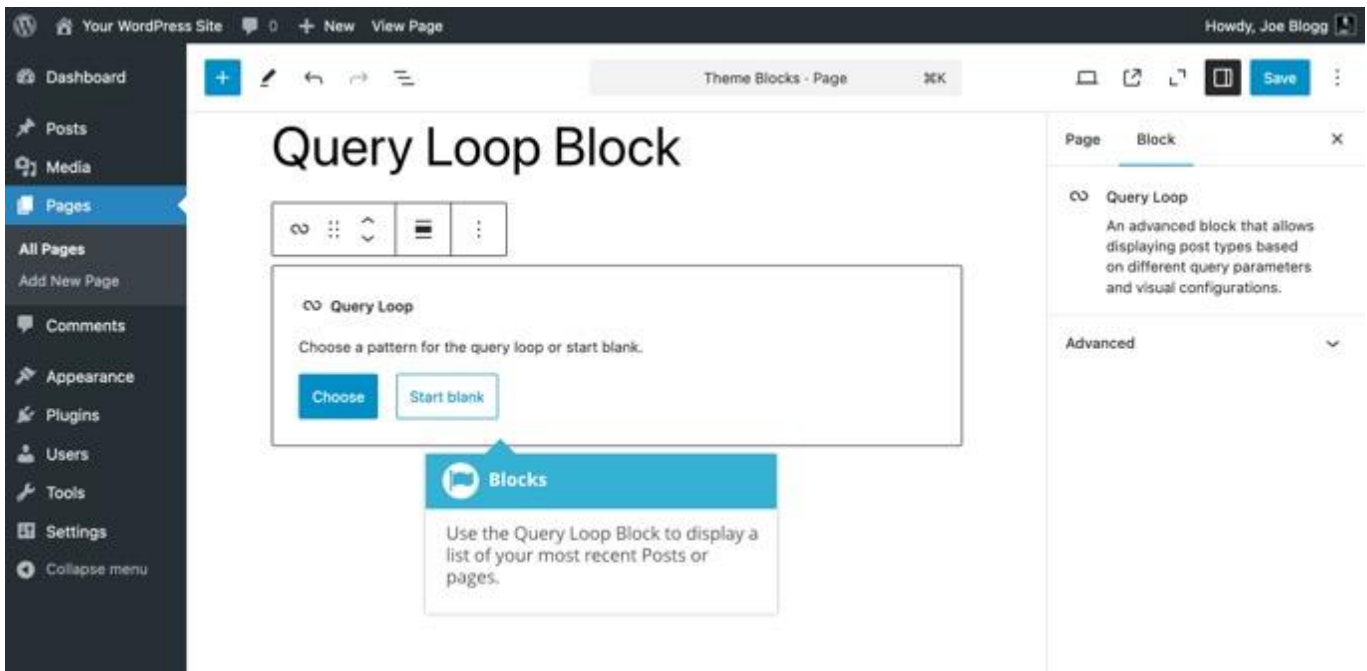
The various options for this block are located within separate Settings (⚙️) and Styles (🌑) tabs, in the Settings Sidebar.



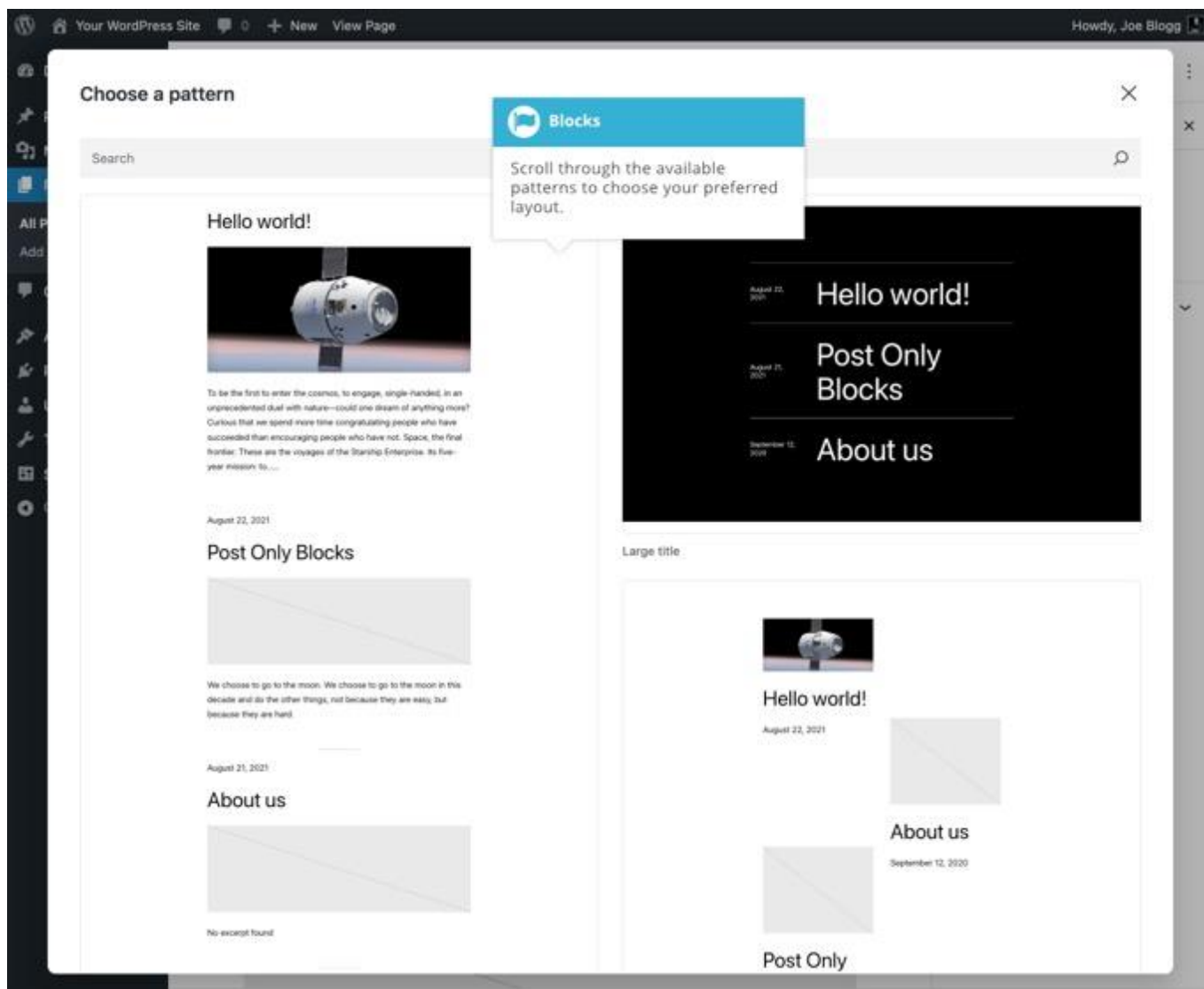
Query Loop Block

The *Query Loop Block* allows you to insert a list of posts. This could be a list of Pages, Posts, or even Products, if you're using WooCommerce. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

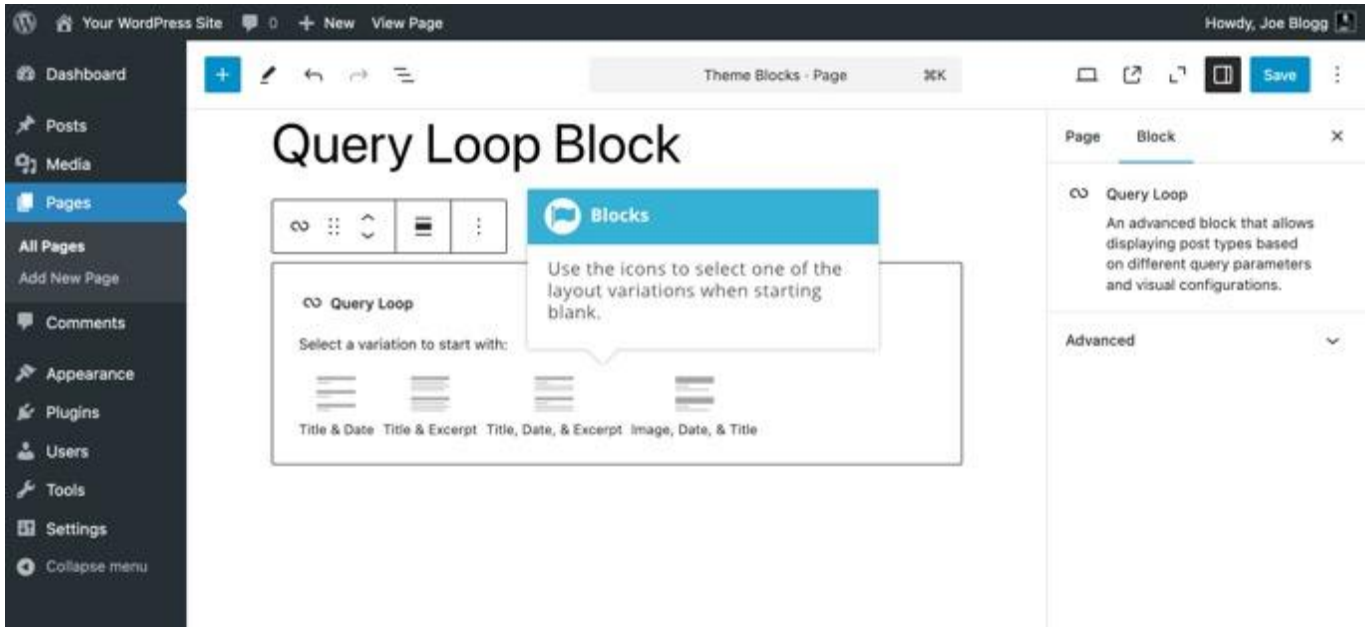
When the Query Loop Block is first inserted, you're prompted to choose from one of the pre-made patterns or start blank.




If you choose to start with a pre-made pattern, clicking the *Choose* button will show a popup window where you can select the layout pattern to use for displaying your content. Simply scroll through the available list of layout patterns and click your preferred layout to select it. You can also use the *Search* field at the top of the popup to search for your preferred layout. After clicking on your preferred layout, the appropriate blocks will be inserted into your content. You will then also have access to further options on the Block Toolbar and in the Settings Sidebar.



You can also click the *Start blank* button after first inserting the Query Loop Block. You will then be shown a selection of layout variations to choose from. Simply select one by clicking the appropriate icon. The appropriate blocks will then be inserted into your content.




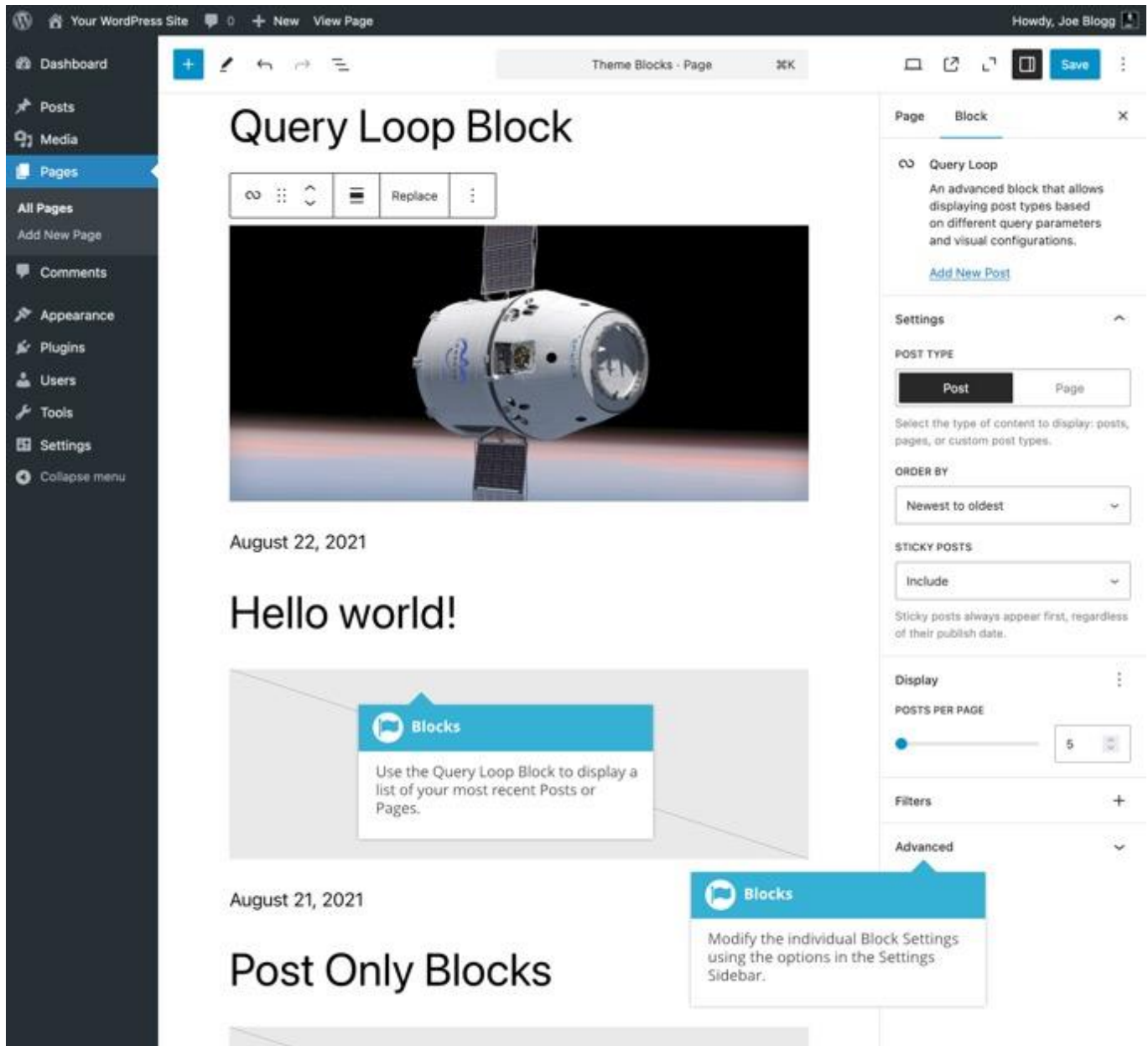
Once you've confirmed the layout to use for the Query Loop Block, you can use the *Display settings* () icon on the Block Toolbar to change the number of posts to display per page, set the offset, which is the number of posts to skip (if any), and limit the number of posts to show in the pagination.

The options in the Settings Sidebar also allow you to adjust the WordPress Query that is executed to retrieve your posts. You can select the Post type (e.g. display Posts, Pages, or even Products if you're using WooCommerce). You can also choose the order to display your posts (e.g. Newest to oldest, Oldest to newest, or alphabetical using A > Z or Z > A), choose whether or not to include "sticky" posts, and also add filters such as Taxonomies (e.g. Categories or Tags), Authors or Keyword.

If you toggle on the *Inherit query from template* switch then this block will simply inherit the global query for the current template, such as an Archive or Search template.

It's important to note that the *Query Loop* Block (and likewise, the *Posts List* Block) will insert multiple blocks within the main *Query Loop* Block. Before you're able to adjust all the settings for your Query Loop, you'll need to select the outermost Query Loop Block. Selecting this block will show all the query settings in the Block Toolbar and the Settings Sidebar. If you're finding it difficult to select the Query Loop Block, try selecting the Block by using the Block Breadcrumbs that appear at the bottom of the page. The Breadcrumbs will appear whenever you have a Block selected, and will list all the parent blocks for the

currently selected Block. You can also use the *Document Overview* icon () in the toolbar at the very top of the editor, to help you select the exact block you want.



Read More Block

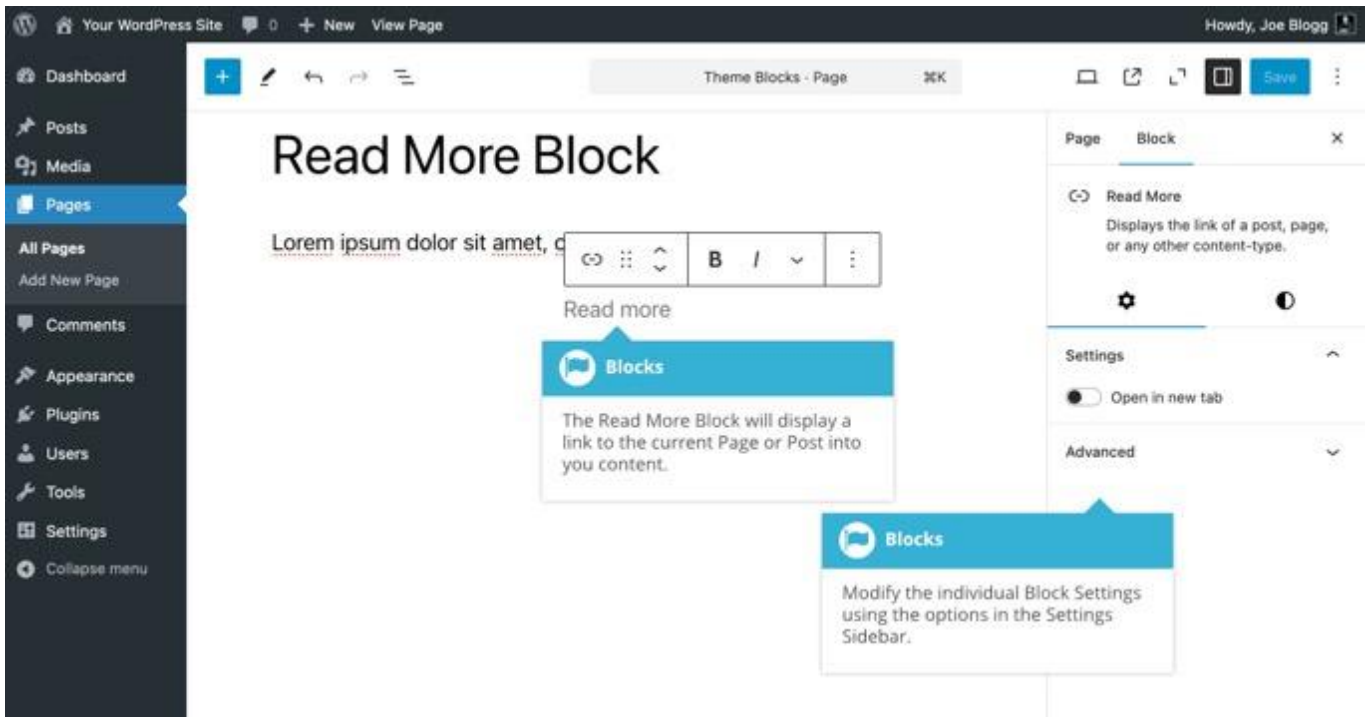
The *Read More Block* allows you to insert a link to the current Page or Post. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

The Read More Block would typically be added to your main Archive template (i.e. the template that shows your list of Blog posts), which quite often, simply shows an excerpt of the blog post. The Read More block allows you to provide a link to the full post content.

Once you've added the block, there are further options available in the Settings Sidebar. You can have the link open in a new browser tab using the *Open in new tab* switch. You can also change the Text and Background colours, as well as change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.

Clicking on the “Read more” text within the block itself allows you to change the default text from “Read more” to something else.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.

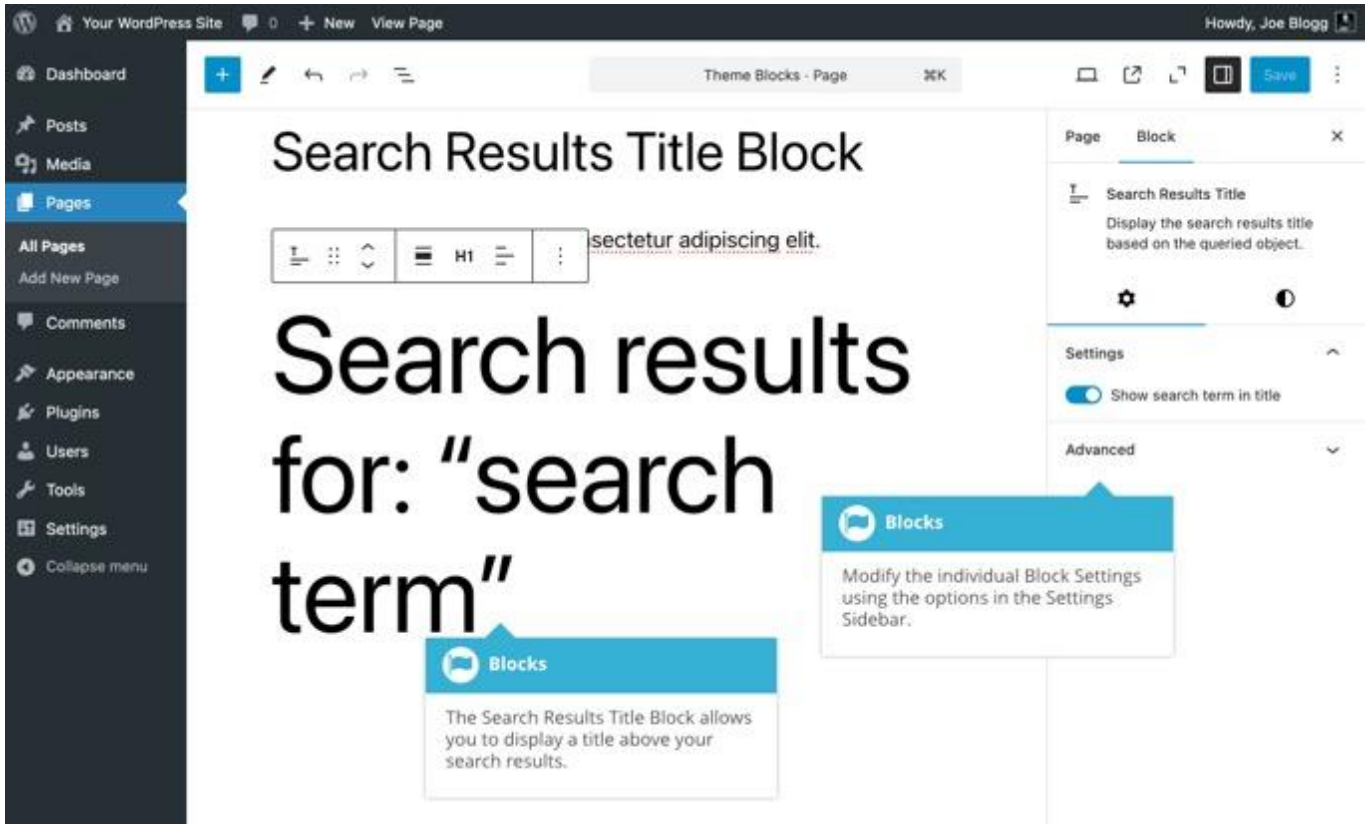


Search Results Title Block

The *Search Results Title Block* allows you to display a title above your search results. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme’s templates using the Full Site Editor, and in particular, the template used for displaying your search results.

Once you've added your Block, there are further options available in the Settings Sidebar. You can show or hide the search term in the title using the *Show search term in title* switch. You can also change the Text and Background colours, and various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.



Site Logo Block

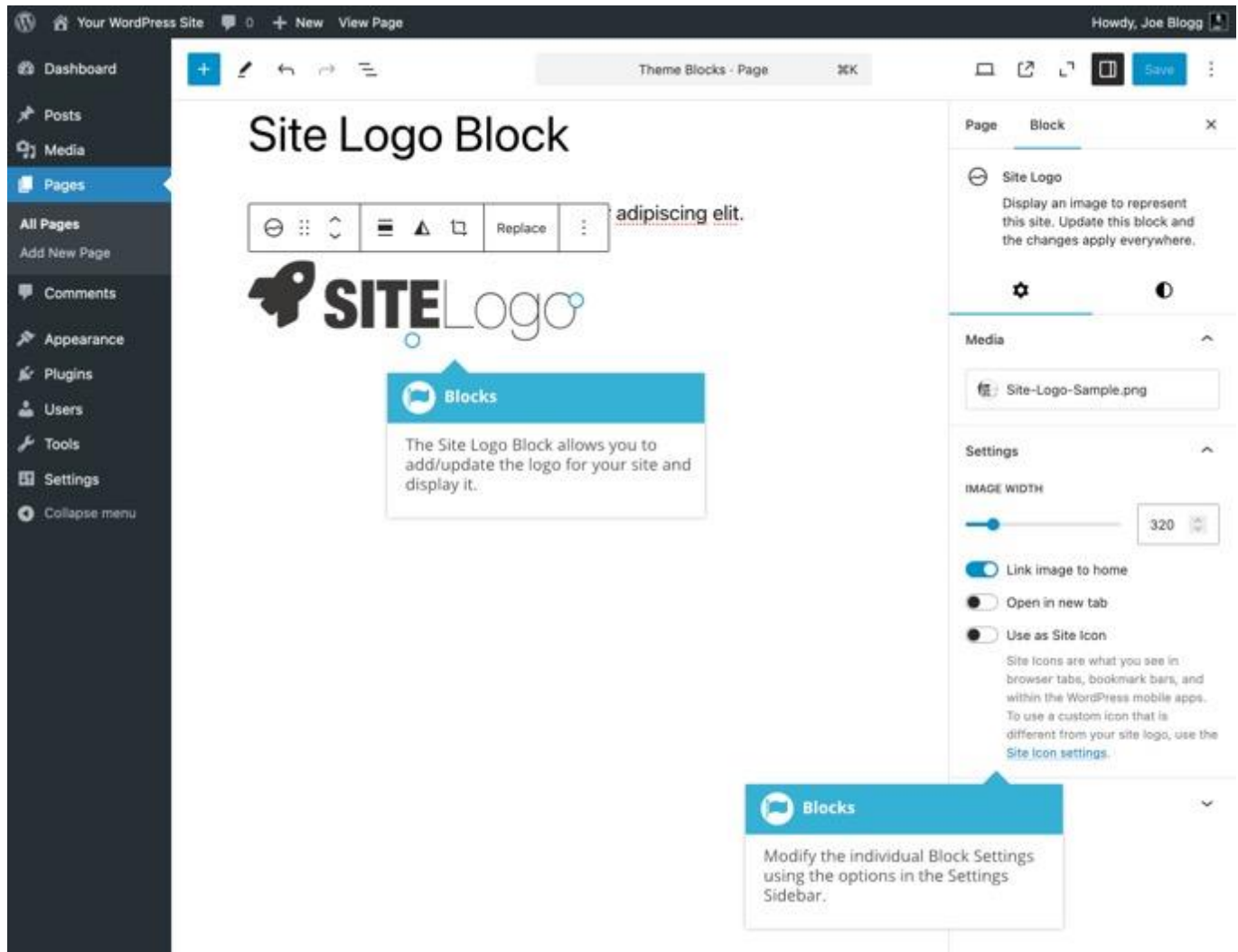
The *Site Logo Block* allows you to add or update the logo for your site. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar including an option to change the style, modify the image width, and automatically add a homepage link, or open the link in a new tab. You can also adjust the image width using the blue circle 'handles' that appear on the logo once the image is selected.

...our.locality

To replace the image within the Block, either click on the Replace link in the Block Toolbar, or click on the filename in the Settings Sidebar, and then click either the Open Media Library option or the Upload option.

The various options for this block are located within separate Settings (⚙️) and Styles (🌑) tabs, in the Settings Sidebar.



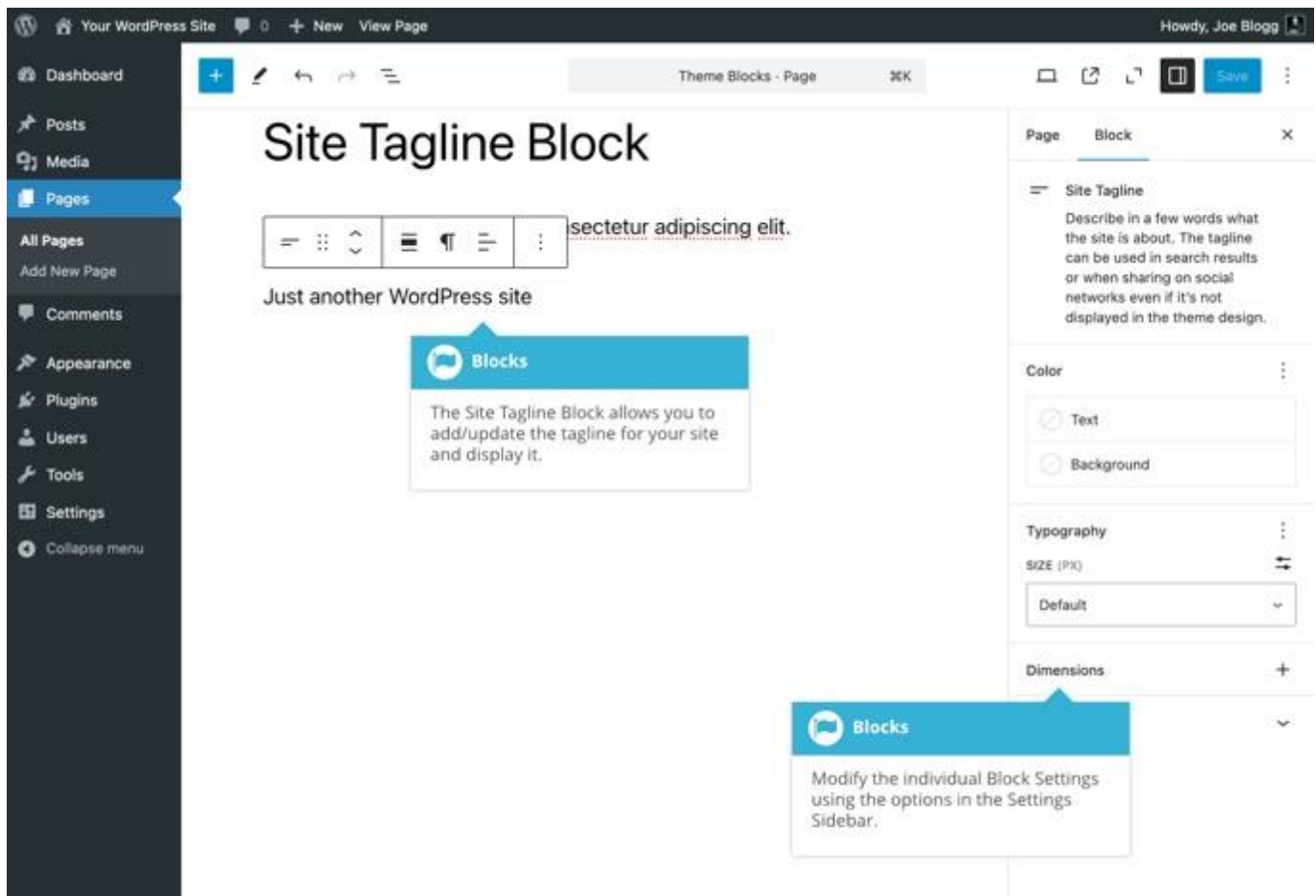
Site Tagline Block

The *Site Tagline Block* allows you to add or update the tagline for your site. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

...our.locality

The site tagline describes, in a few words, what your site is about. The tagline is sometimes shown in your site header, near your logo, but that depends entirely on your theme. The tagline will sometimes also be used for SEO purposes and can be displayed in search results or on the browsers tab. The Tagline can also be changed on the *Settings > General* page.

Once you've added your Block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.



Site Title Block

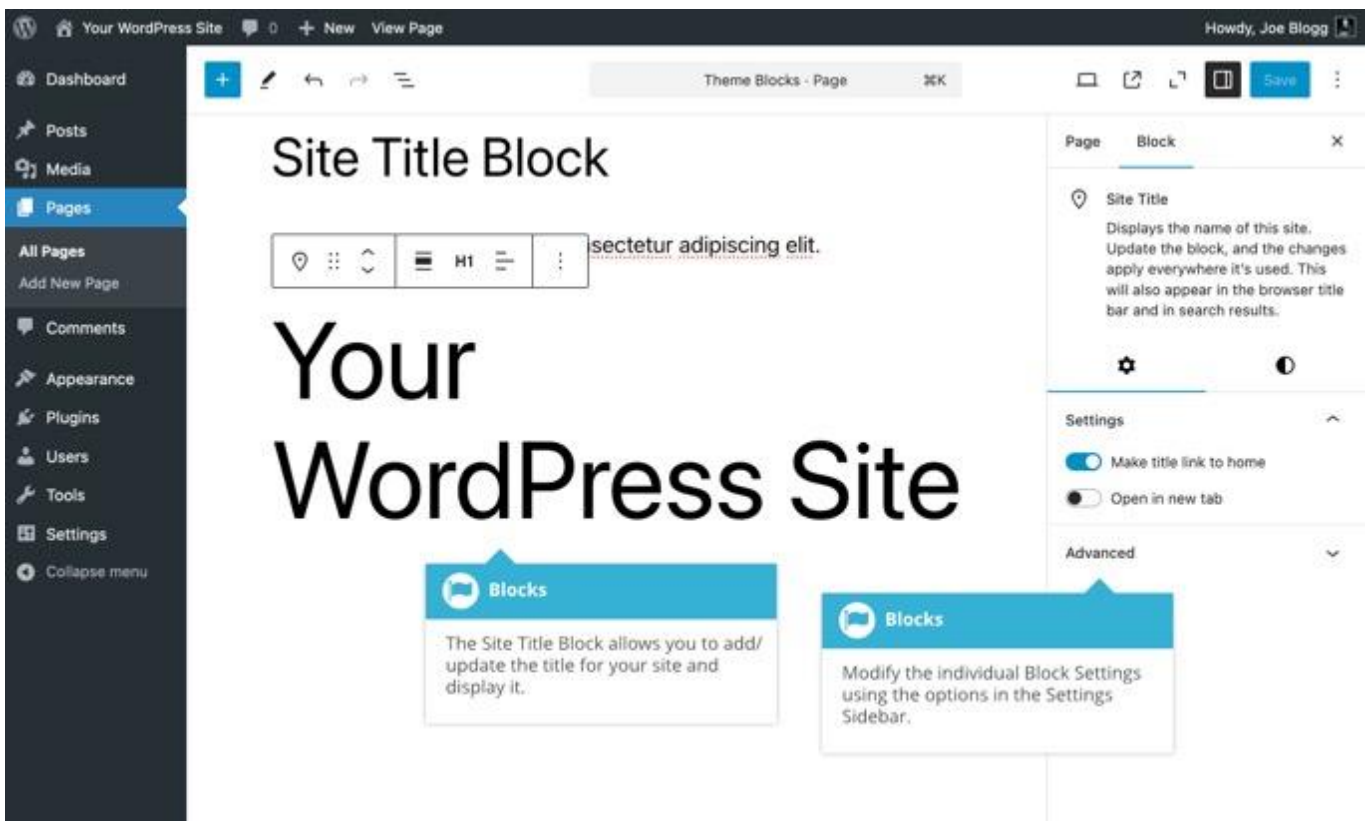
The *Site Title Block* allows you to add or update the title for your site. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your

theme's templates using the Full Site Editor. The Site Title will link to your site's homepage but you can remove this link using the *Make title link to home* switch.

The site title is typically the name of your site. The title is quite often displayed in the site header if you haven't uploaded a site logo, but that depends entirely on your theme. The title will also be used for SEO purposes and can be displayed in search results or on the browsers tab. The Site Title can also be changed on the *Settings > General* page.

Once you've added your Block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. The *Dimensions* panels also allows you to specify the padding around the block.

The various options for this block are located within separate Settings (⚙️) and Styles (🌓) tabs, in the Settings Sidebar.

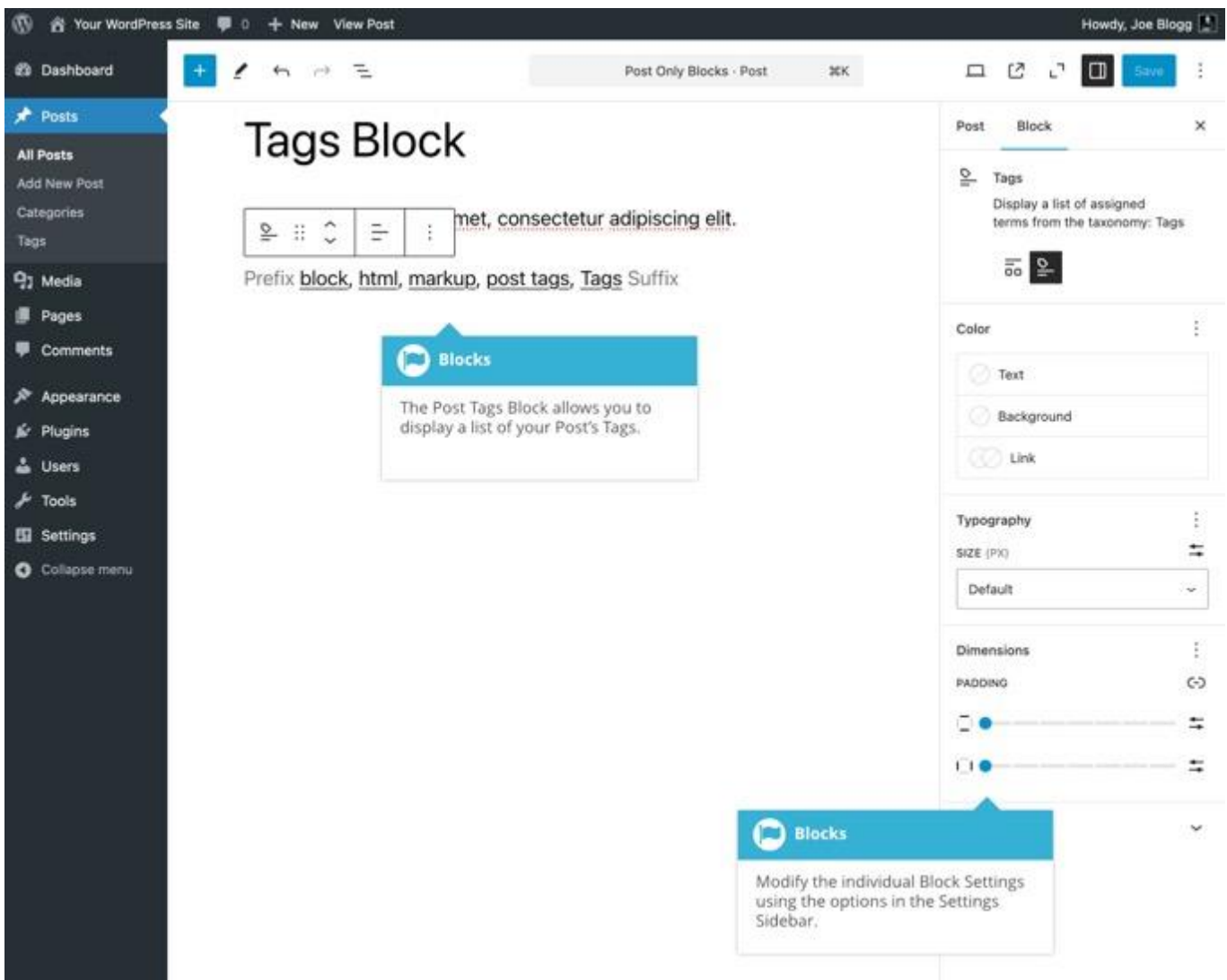


Tags Block

The *Tags Block* allows you to display a list of the Post's Tags. Each Tag is separated by a comma and will include a link to the individual Tag Archive page. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added the block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing.

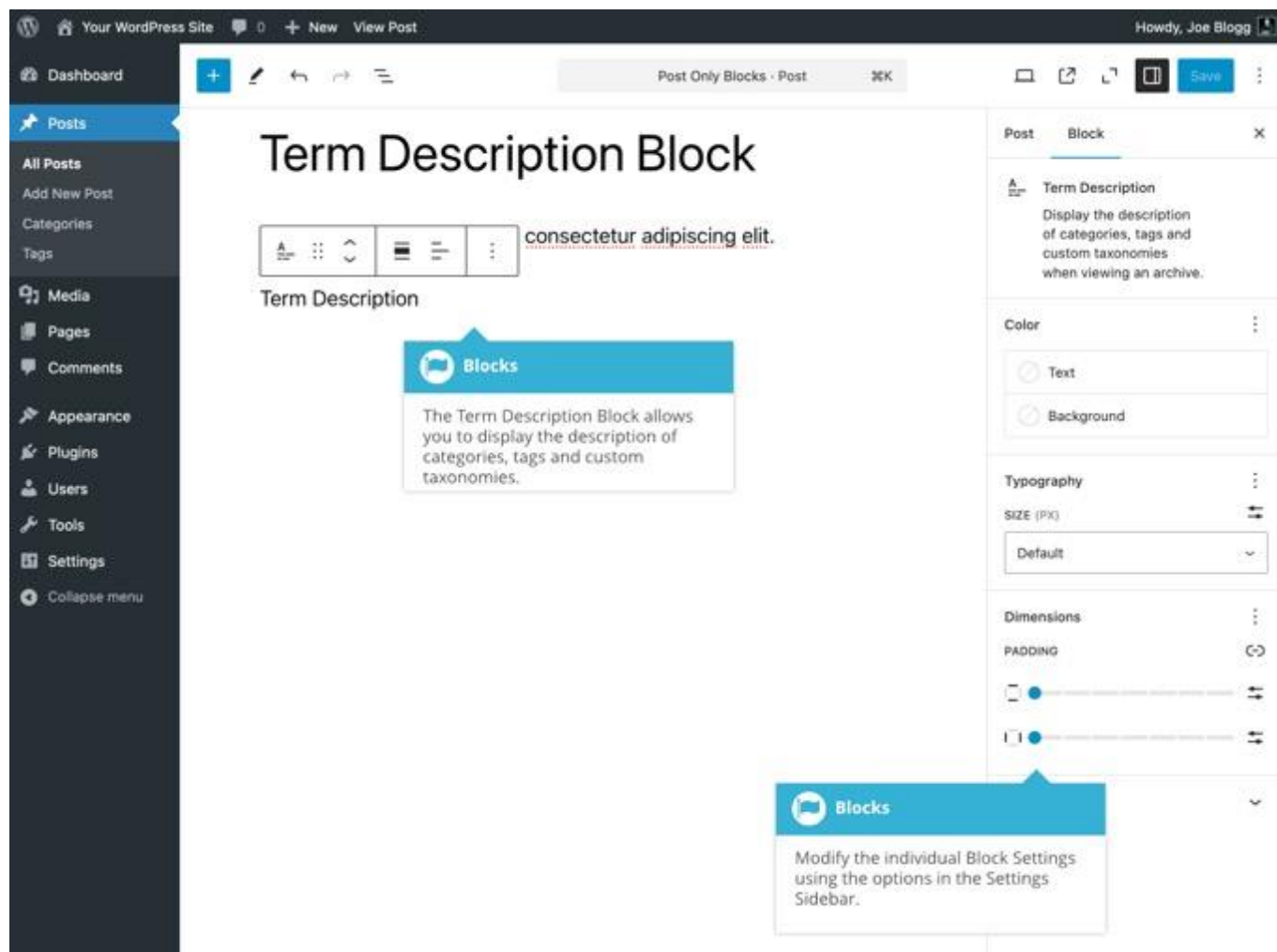
Clicking on the *Prefix* and *Suffix* placeholders within the block allow you to add some extra text before and after the list of Tags.



Term Description Block

The *Term Description Block* allows you to display the description of categories, tags and custom taxonomies when viewing an archive page. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added your Block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size and & Line height.

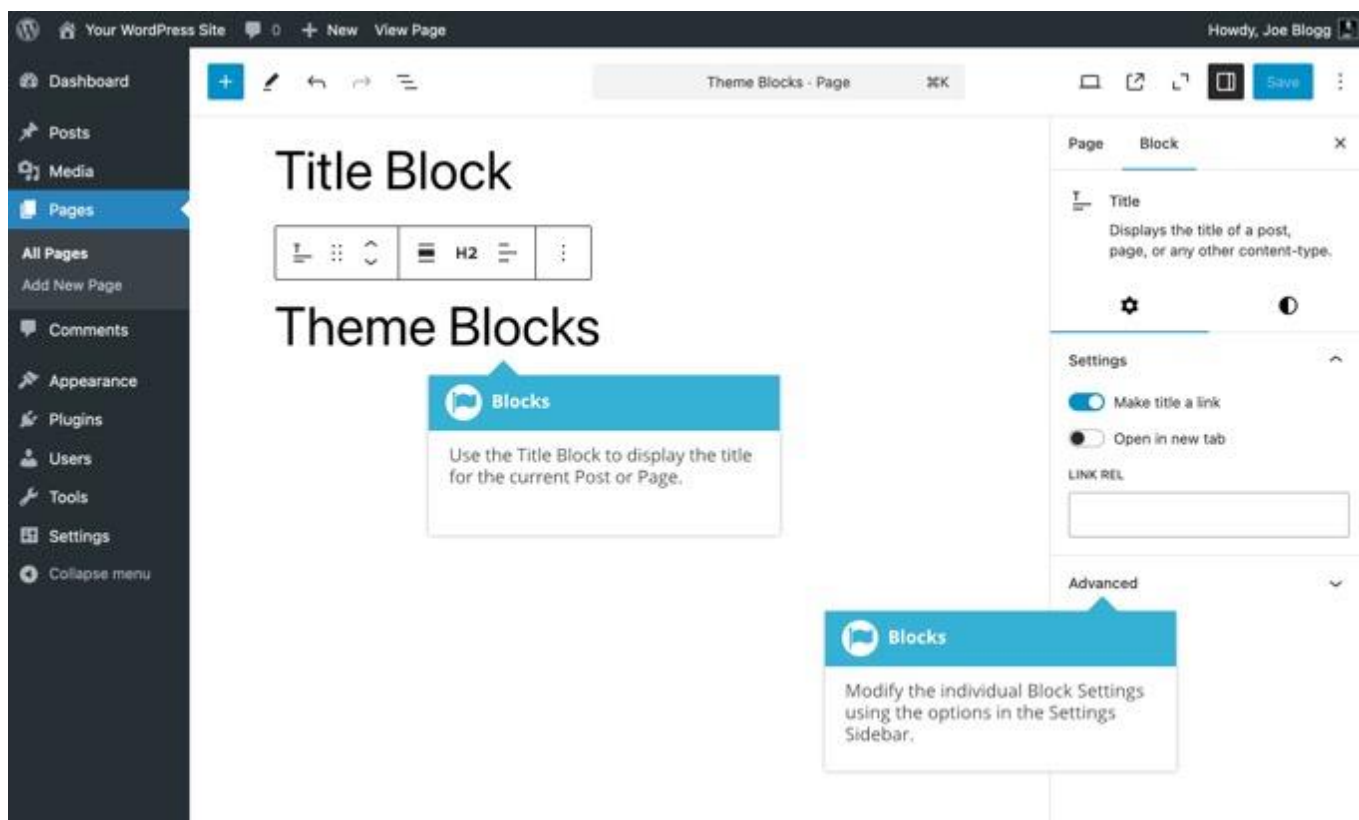


Title Block

The *Title Block* allows you to display a Page or Post's title. Although you can add this block into your normal Page or Post content, it will be more useful adding it to your theme's templates using the Full Site Editor.

Once you've added your Block, there are further options available in the Settings Sidebar. You can change the Text and Background colours, and you can also change various Typography settings like Font size, Appearance, Decoration, Line height, Letter case & Letter spacing. You can add a link to the title, which links to that particular page, using the *Make title a link* switch. If you add a link to your title, you can also force that link to open in a new browser tab using the *Open in new tab* switch.

The various options for this block are located within separate Settings (⚙️) and Styles (🎨) tabs, in the Settings Sidebar.



Embeds

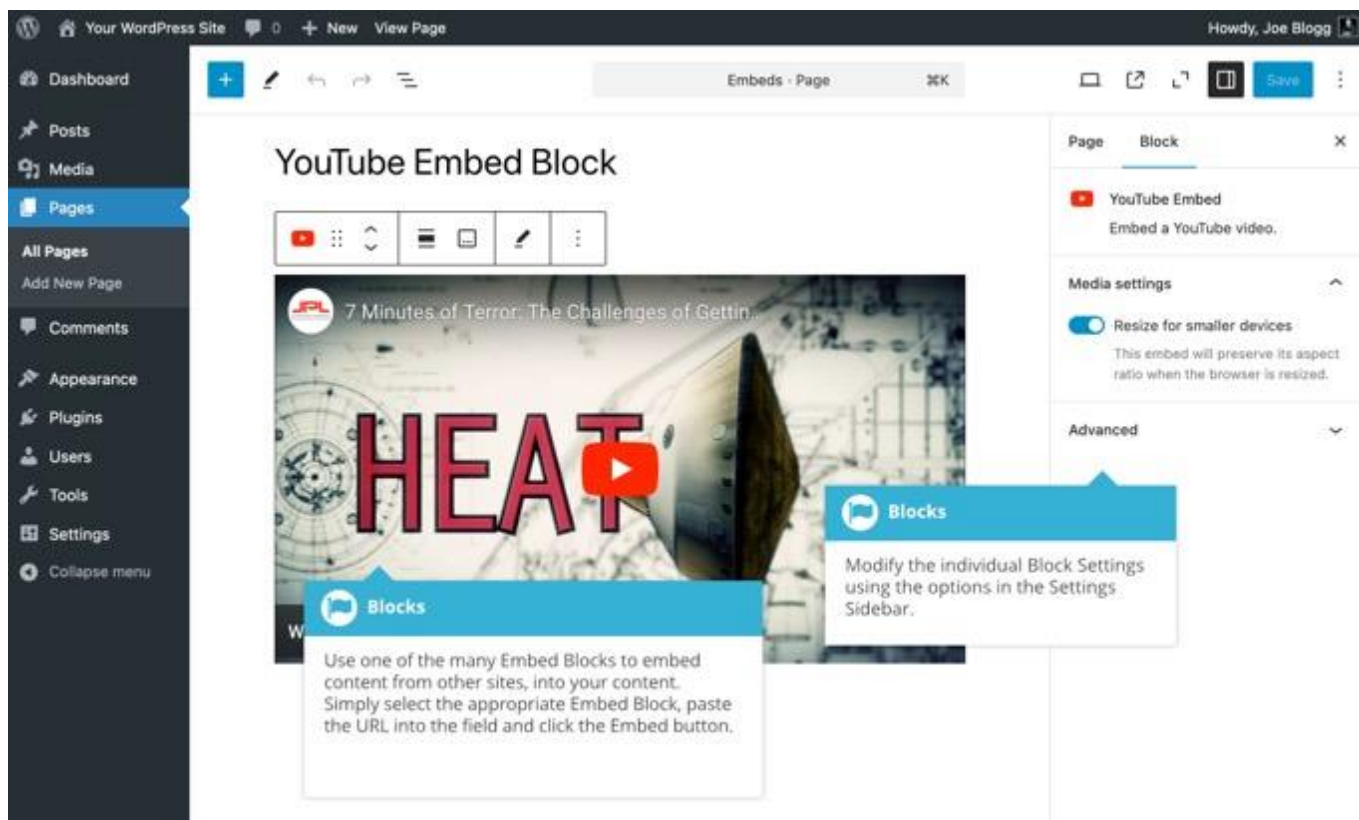
Another way to add video or other content into your pages is through embedding. A popular example of this is embedding a YouTube video into your page.

When you're embedding a file, there's no need to upload the file to your site. You're basically just creating a link to the file, from within your own page. WordPress is able to automatically embed files from a number of different services.

...our.locality

To embed something into your Post or Page, simply select the appropriate Embed Block, paste the URL into the field and click the *Embed* button. The block will magically change to show the actual site content, right there in the editor.

It's important to note that the YouTube and Vimeo Embed blocks in particular, are different from the Video block. Those two Embed Blocks, won't provide you with the same options in the Settings Sidebar as you would get for a Video Block. The YouTube and Vimeo Embed blocks are used for embedding a video from those two sites, respectively, whereas the Video Block is used to add a video that you've uploaded to your own site.



WordPress has embed blocks for the following sites:

- [Amazon Kindle](#)
- [Animoto](#)
- [Bluesky](#)
- [Cloudup](#)
- [Crowdsignal](#)

...our.locality

- [DailyMotion](#)
- [Flickr](#)
- [Imgur](#)
- [Issuu](#)
- [Kickstarter](#)
- [Mixcloud](#)
- [Pinterest](#)
- [Pocket Casts](#)
- [Reddit](#)
- [ReverbNation](#)
- [Screencast](#)
- [Scribd](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)
- [TED](#)
- [TikTok](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
- [Wolfram](#)
- [WordPress](#)
- [WordPress.tv](#)

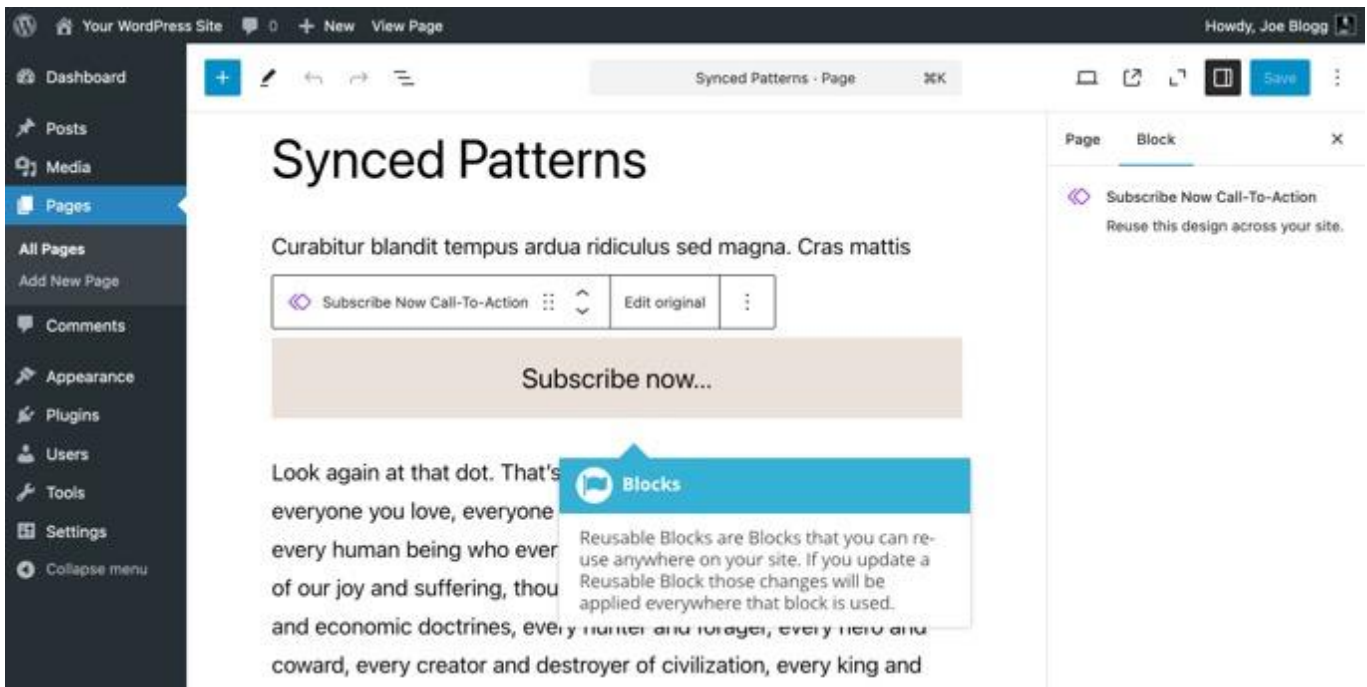
- [YouTube](#) (only public and "unlisted" videos and playlists)

Synced Patterns (Formerly Reusable Blocks)

Synced patterns, which were previously called Reusable Blocks, are Blocks that you can re-use anywhere on your site. A Synced pattern can be added to any Page or Post, and as many times as you want. If you update or change the style of your Synced pattern, the changes are automatically applied to that block, right across your whole site.

To create a *Synced pattern*, simply add a block, add your content to the block then style it how you'd like it to appear. Once you've got the block looking how you want it, click the *Create pattern* option under the *Options* icon on the Block Toolbar. You're then prompted to enter a name for your Synced pattern along with an optional Category name. When the 'Synced' switch is turned on, the pattern will be synced across the whole site. This means that if you change the block(s) in any way, it will change in any occurrence across your whole site. If you turn off the 'Synced' switch before saving your pattern, it means that you can freely change the pattern after inserting it into your page, and it won't affect any other part of your site.

After entering your pattern name, click the *Add* button to save it. Your new Synced pattern will appear under the Patterns tab within the Block Inserter.






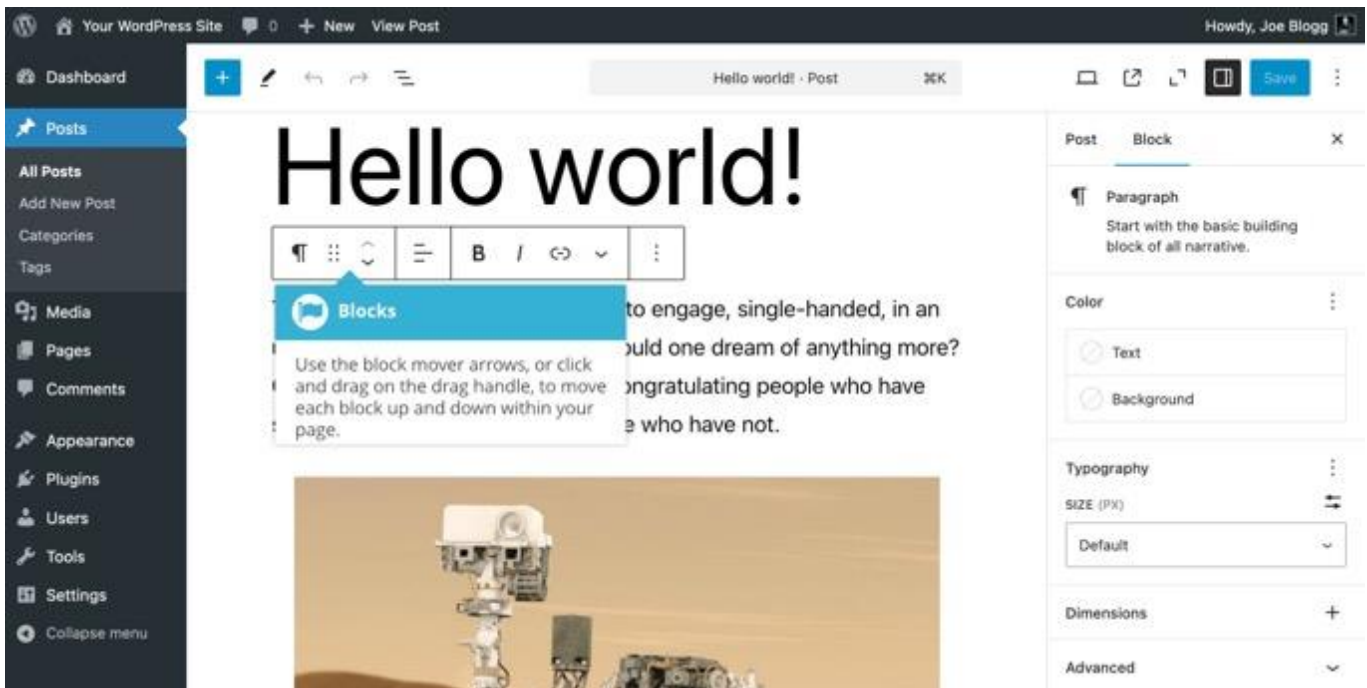
If you'd like to remove or edit any of your Synced patterns, you can click on the *Manage patterns* option under the *Options* icon at the top-right of the page. Once you click this option, you're taken to a screen showing a list of all the patterns on your site. You can then select any of your own patterns and delete them. If there are patterns that are included with the current theme that you're using, you won't be able to delete those particular patterns. It's important to note that if you delete a synced pattern that is being used throughout your site, then it will also be removed from any page that is using that synced pattern. If you edit a page that has a synced pattern that has been removed, instead of seeing the block within the editor, you'll be shown a message advising that the block has been deleted.


Before clicking the *Manage patterns* option, ensure that you save your current Page or Post to avoid losing your recent changes.

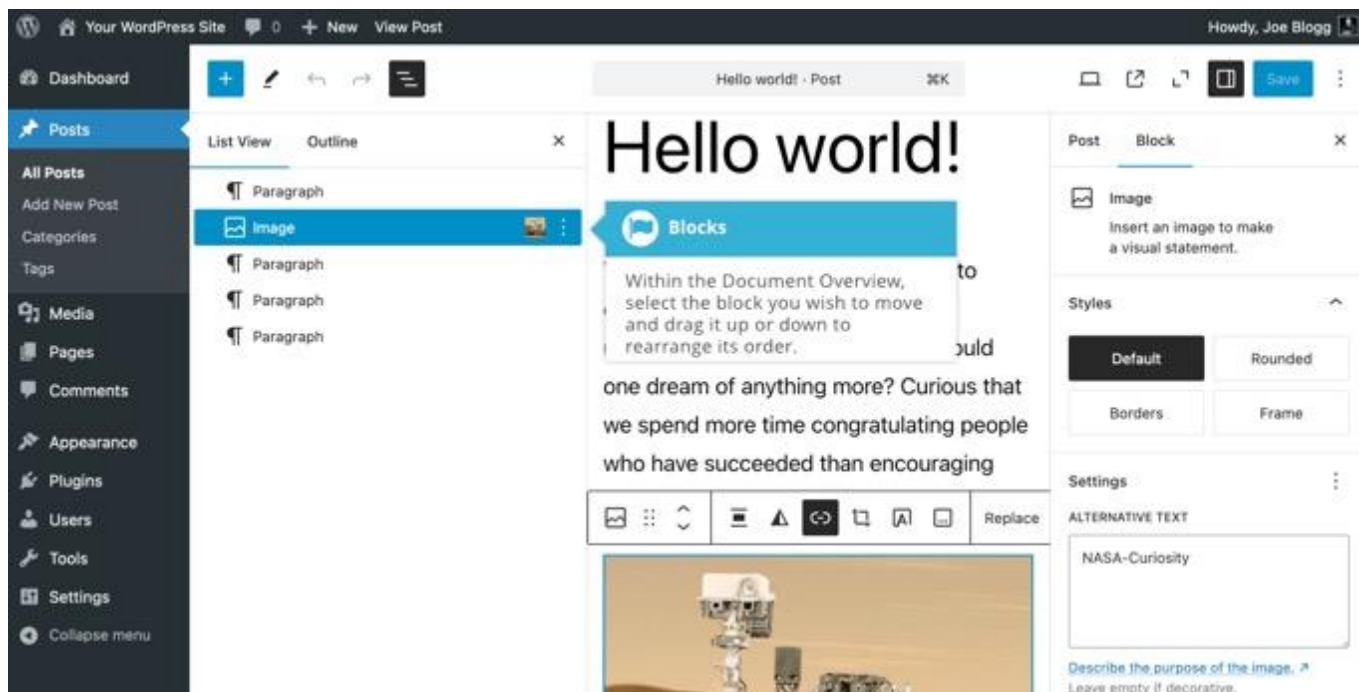
Rearranging Blocks

Blocks can be rearranged within your page in a couple of different ways. Within the Block

Toolbar, there are two block mover arrows ( ). Clicking on either of the block mover arrows will move that particular block, further up or down within your page. You can also click and drag on the block mover drag handle () that is next to the block mover arrows, and drag the block up or down the page. When dragging your block, you should see a blue horizontal line appear between the blocks in your page, which indicates where you can drop your block.

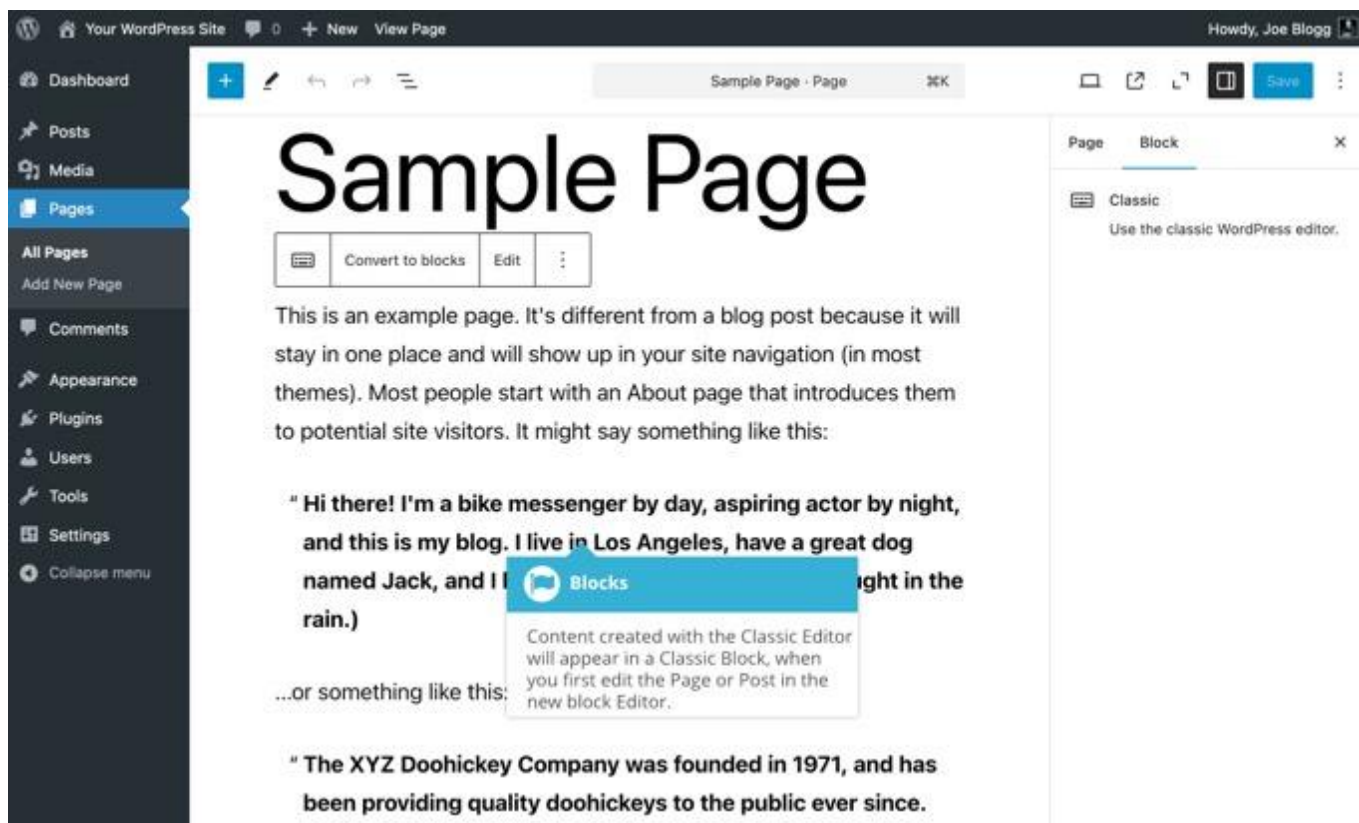


You can also rearrange your blocks within the Document Overview. Simply click the Document Overview icon () in the Block Editor Toolbar at the top of the page and within the *List View* tab, select the block you want to move and drag it up or down to rearrange its order.



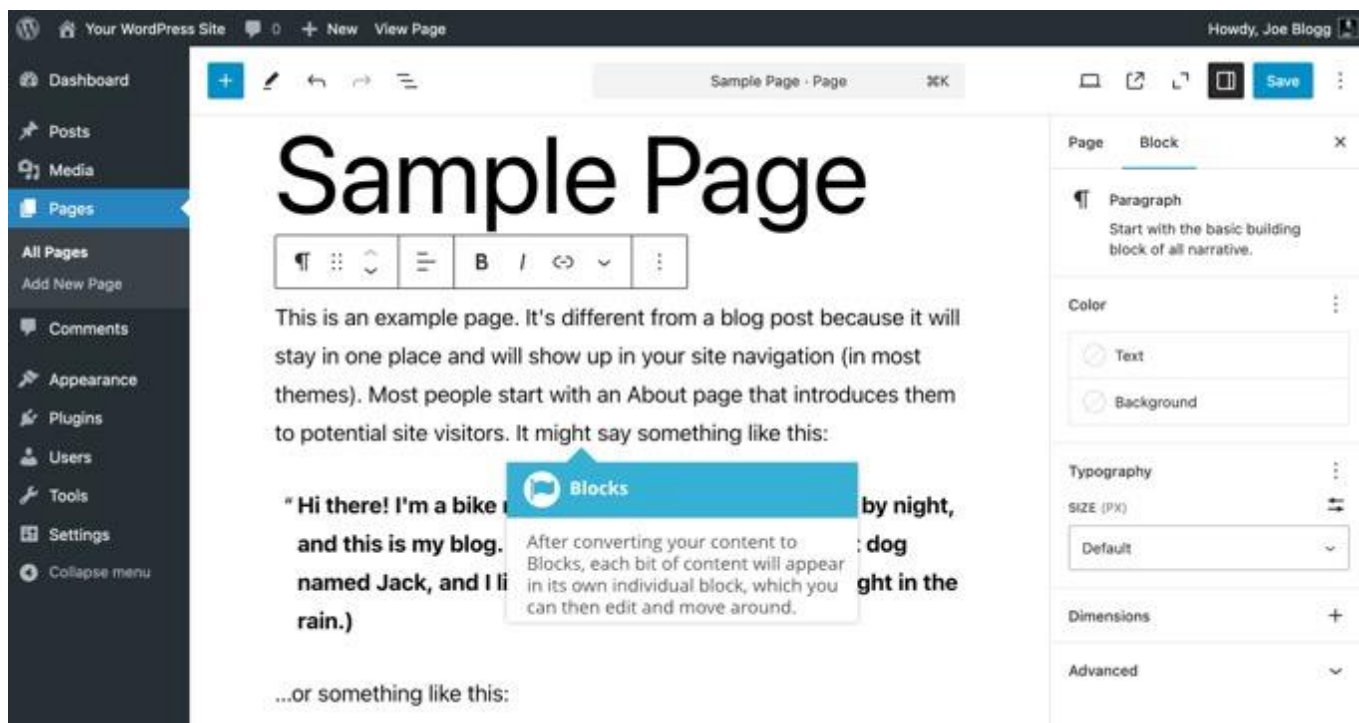
Converting Existing Content to Blocks

If you have an existing WordPress site and you've just started to use the new Block Editor, then you'll most likely have existing content that was created using the Classic Editor. When you edit that Page or Post in the new Block Editor, all the content will appear within a Classic Block.



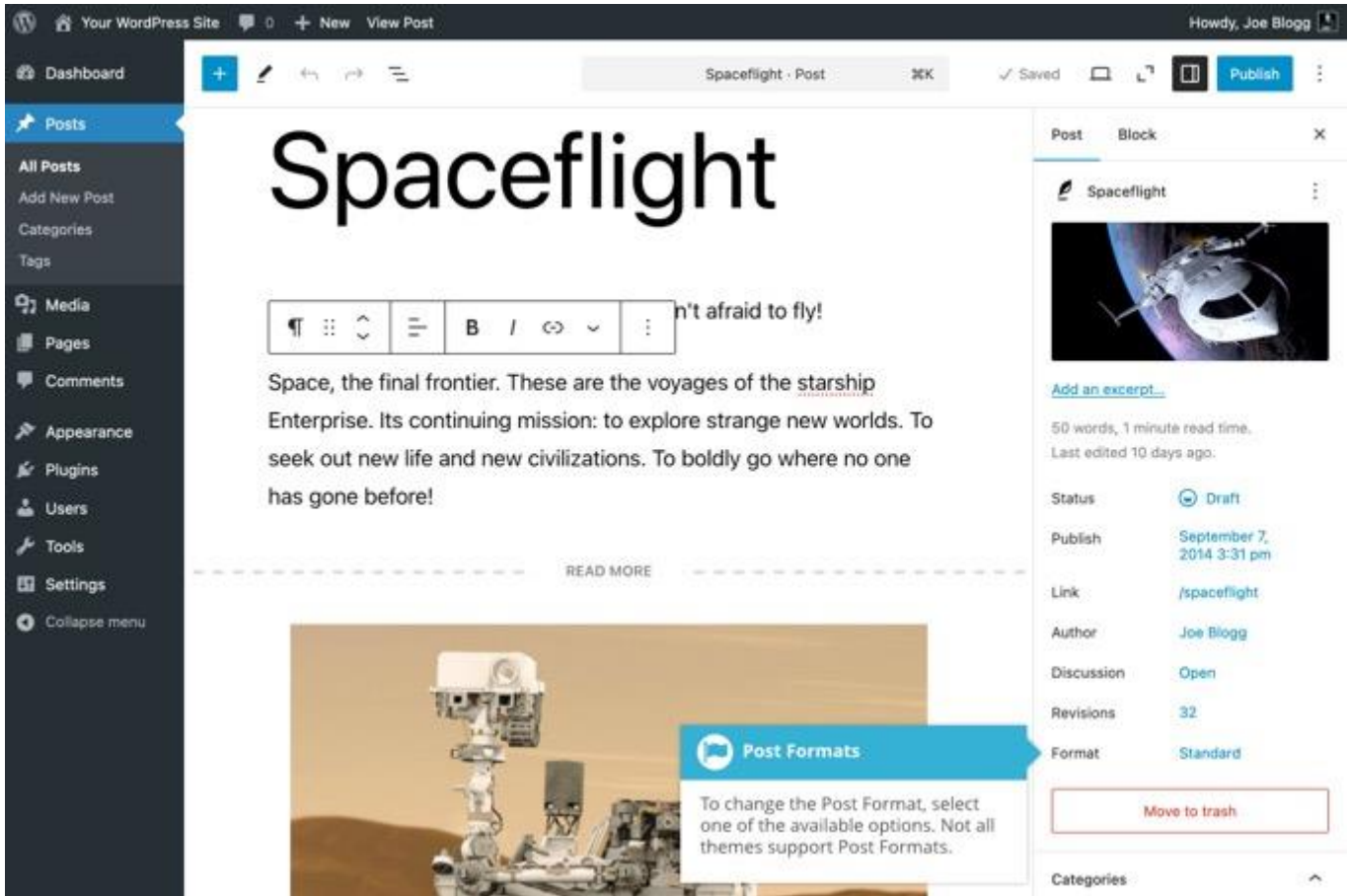
You're free to edit your content in this Classic Block and then simply save your changes and your page should appear exactly like it did previously. If you wish to use the new Block Editor features though, you can easily convert this content to Blocks. After clicking on the Block, a Block Toolbar will appear. Click the *Convert to blocks* option, to convert the content within this Classic Block to individual Blocks.

After clicking the *Convert to Blocks* option, your content will be appear in their own individual blocks. Your text paragraphs will now be in Paragraph Blocks, quotes will be in Quote Blocks, images will be in Image Blocks, and so on. If you're happy that everything has converted correctly, click the *Update* button at the top of the page to save your changes.



Changing your Post Format

A Post Format is meta information that can be used within a Theme to style or customise the presentation of a Post. The Post Formats feature provides a standardised list of formats that are available to all themes that support the feature. There is no requirement for Themes to support every format on the list and new formats cannot be introduced by themes or even plugins. If your Theme supports Post Formats you can choose how each Post looks by selecting a *Post Format* from a dropdown list. If your Theme doesn't support Post Formats then the dropdown list won't be displayed.



While the actual post content entry won't change, the theme can use the selected Format to display the post differently. How content is displayed is entirely up to the Theme, but the following list of available Post Formats provides some general WordPress guidelines as to how they might be styled.

- **Standard** – This is the standard/default blog post format.
- **Aside** – Typically styled without a title. Similar to a Facebook note update
- **Audio** – An audio file, such as a Podcast
- **Chat** – A chat transcript
- **Gallery** – A gallery of images. Post will likely contain a Gallery Block and will have image attachments
- **Image** – A single image
- **Link** – A link to another site

- **Quote** – A quotation, most likely contained within a Quote Block
- **Status** – A short status update, similar to a Twitter status update
- **Video** – A single video

Reviewing Past Revisions

When you're editing your Post or Page, the number of revisions for that particular Post or Page is shown on the Post/Page tab in the Settings Sidebar, if you have any.

Click the Revisions link within the *Summary* Panel to browse through the various revisions for the current Post or Page.

The screenshot shows the WordPress editor interface for a post titled "Spaceflight". The main content area displays the title "Spaceflight" and the text "Space, the final frontier. These are the voyages of the starship Enterprise. Its continuing mission: to explore strange new worlds. To seek out new life and new civilizations. To boldly go where no one has gone before!". A "Revisions" callout box is overlaid on the image, stating "Click the Revisions link to review and restore all your past revisions." The right sidebar shows the "Post" tab selected, displaying the post title "Spaceflight", a featured image of a space station, and various settings including Status (Draft), Publish (September 7, 2014 3:31 pm), Link (/spaceflight), Author (Joe Blogg), Discussion (Open), Revisions (32), and Format (Standard). A "Move to trash" button is visible at the bottom of the sidebar.

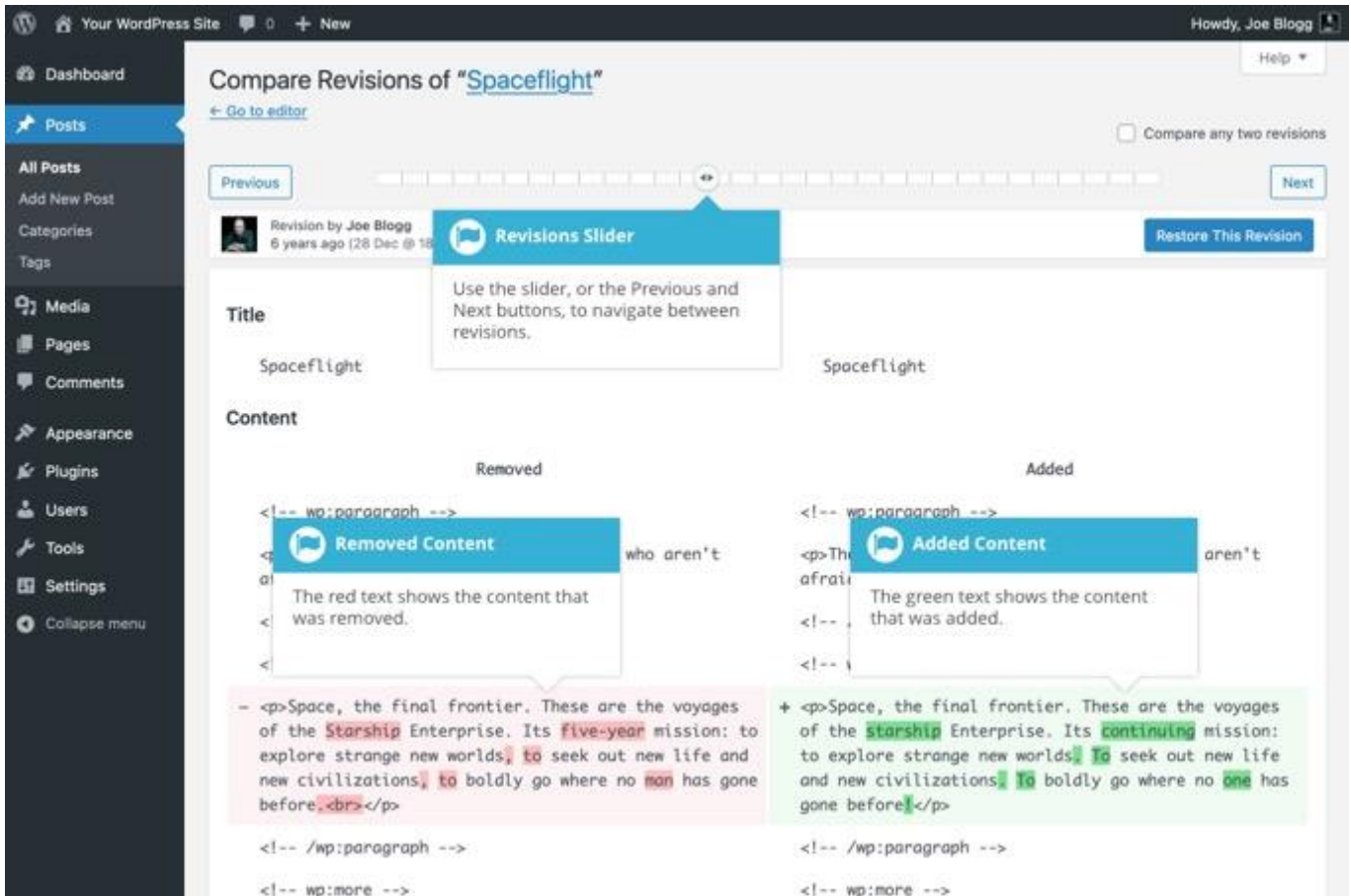
Use the slider at the top of the page or click the *Previous* and *Next* buttons to navigate through your various Post or Page revisions.

Content that has been deleted will be shaded red and content that has been added will be shaded green. If there is content that is shaded dark red and/or dark green, it's highlighting

specific content that was removed or added. If the paragraph or line is simply light red and/or light green, then the whole paragraph or line was affected by the change.

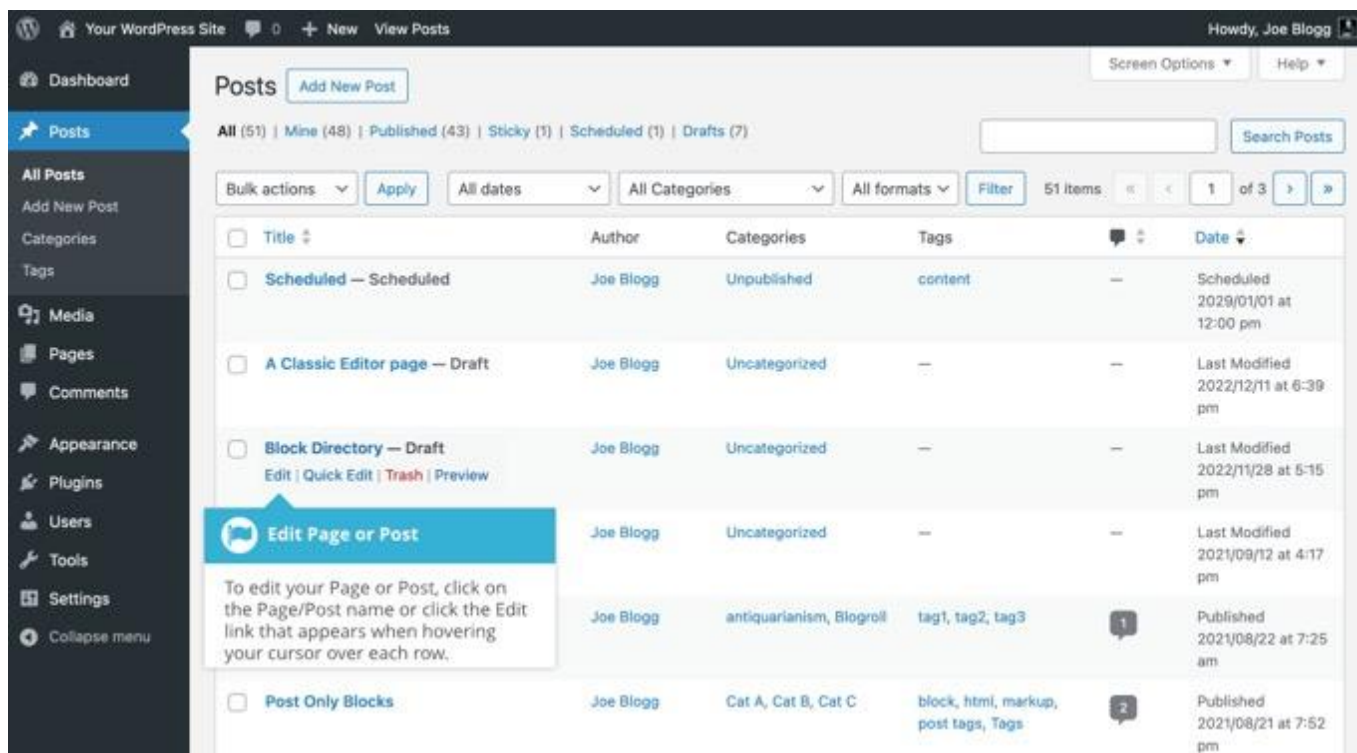
You can also compare two different revisions by clicking the *Compare any two revisions* checkbox at the top of the page.

If you'd like to restore a previous revision, click the *Restore This Revision* button.



Editing Existing Content

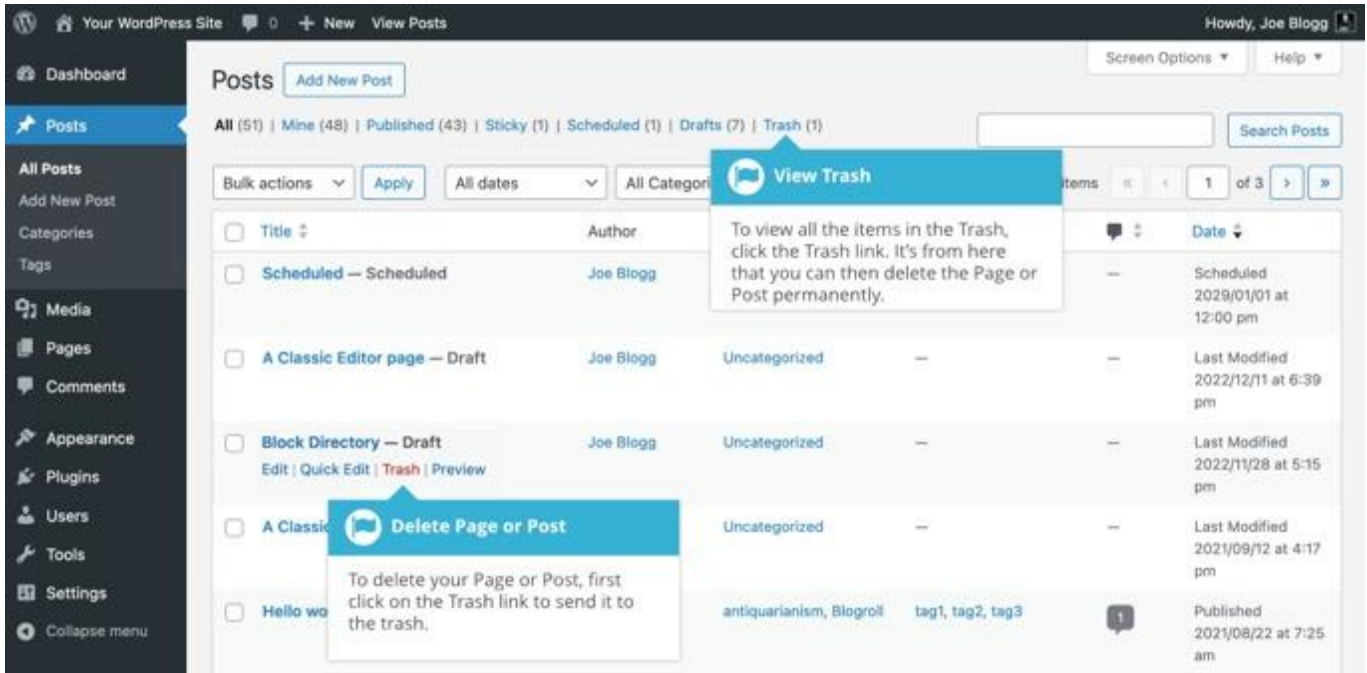
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the *Edit* link that appears beneath the title when hovering your cursor over each row.



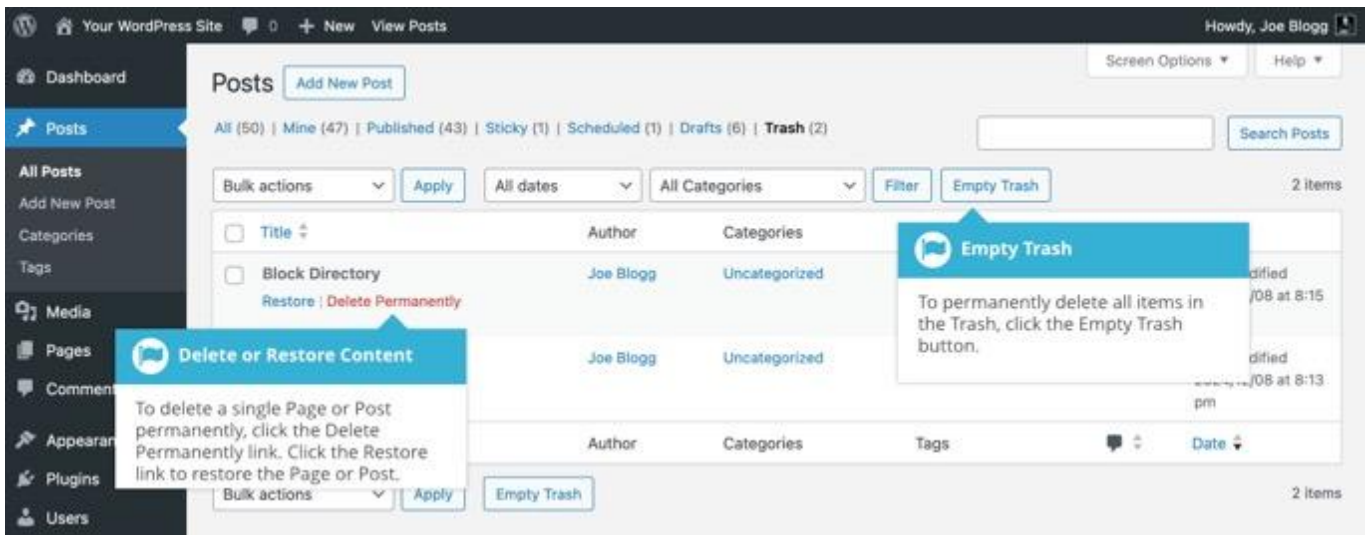
The screen that appears will be exactly the same as the *Add New Page/Add New Post* screen, only with the existing content displayed. When you've finished editing your Page/Post, click the *Update* button.

Deleting Content

If you wish to delete one of your Pages or Posts, click on the *Trash* link that appears beneath the title when hovering your cursor over each row. This will move the Page/Post to the Trash.



To delete the Page/Post permanently or to restore the Page/Post, click the *Trash* link at the top of the screen. When the cursor is hovering over each item in the Trash, the *Restore* and *Delete Permanently* links appear. Click *Delete Permanently* to permanently remove a single Page or Post. Clicking *Restore* will restore the Page or Post.

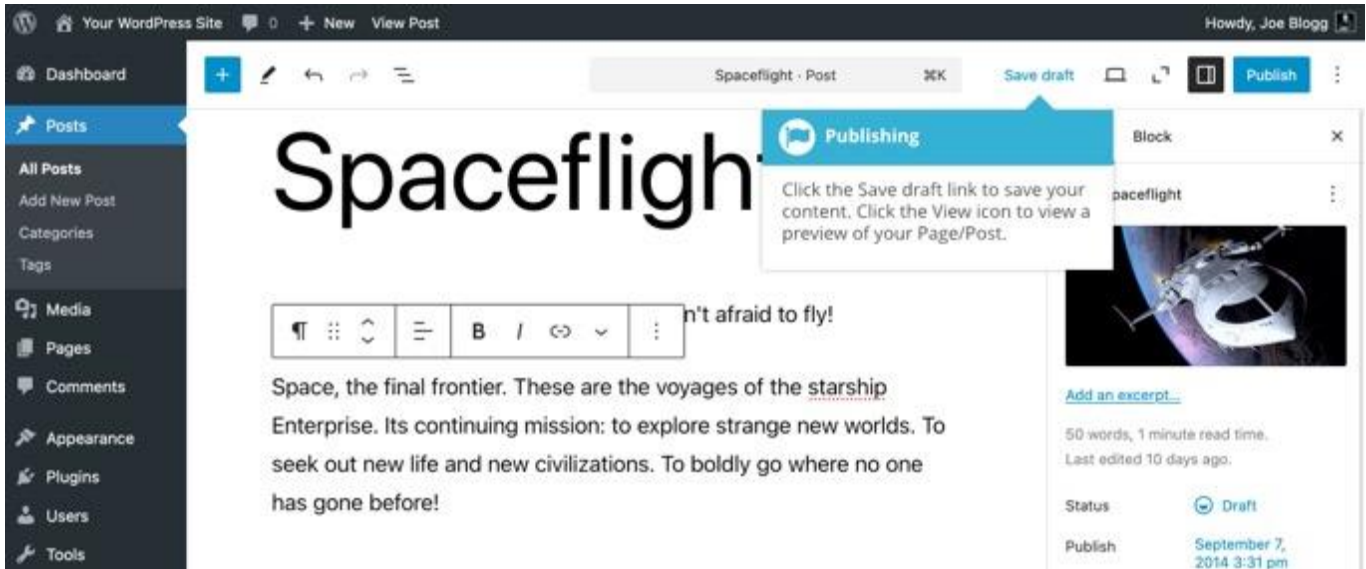


If you would like to permanently delete or restore numerous items at once, click the checkboxes next to the items you would like to delete or restore and then choose either *Restore* or *Delete Permanently* from the *Bulk Actions* dropdown list at the top of the page.

After selecting the appropriate action click the *Apply* button to make your change. Alternatively, click the *Empty Trash* button to delete all the items in the Trash.

Saving and Publishing content

Once you've added all your content to your Page or Post you have the option of Saving the Page as a Draft or Publishing the page. Clicking the *Save draft* link will simply save your Page/Post. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.



If you'd like to see what your Page/Post will look like before you Publish, click the *View* icon. The View option will provide you with the ability to show the editor in Desktop, Tablet or Mobile view, by reducing the editor width as needed. Clicking the *Preview in new tab* option will open a preview of the current Page/Post in a new browser tab, allowing you to view the page without the clutter of any of the WordPress menus or Editor toolbars. Out of all the Preview options, previewing your content in a new browser tab will give you the most accurate view of what your Page/Post is going to look like.

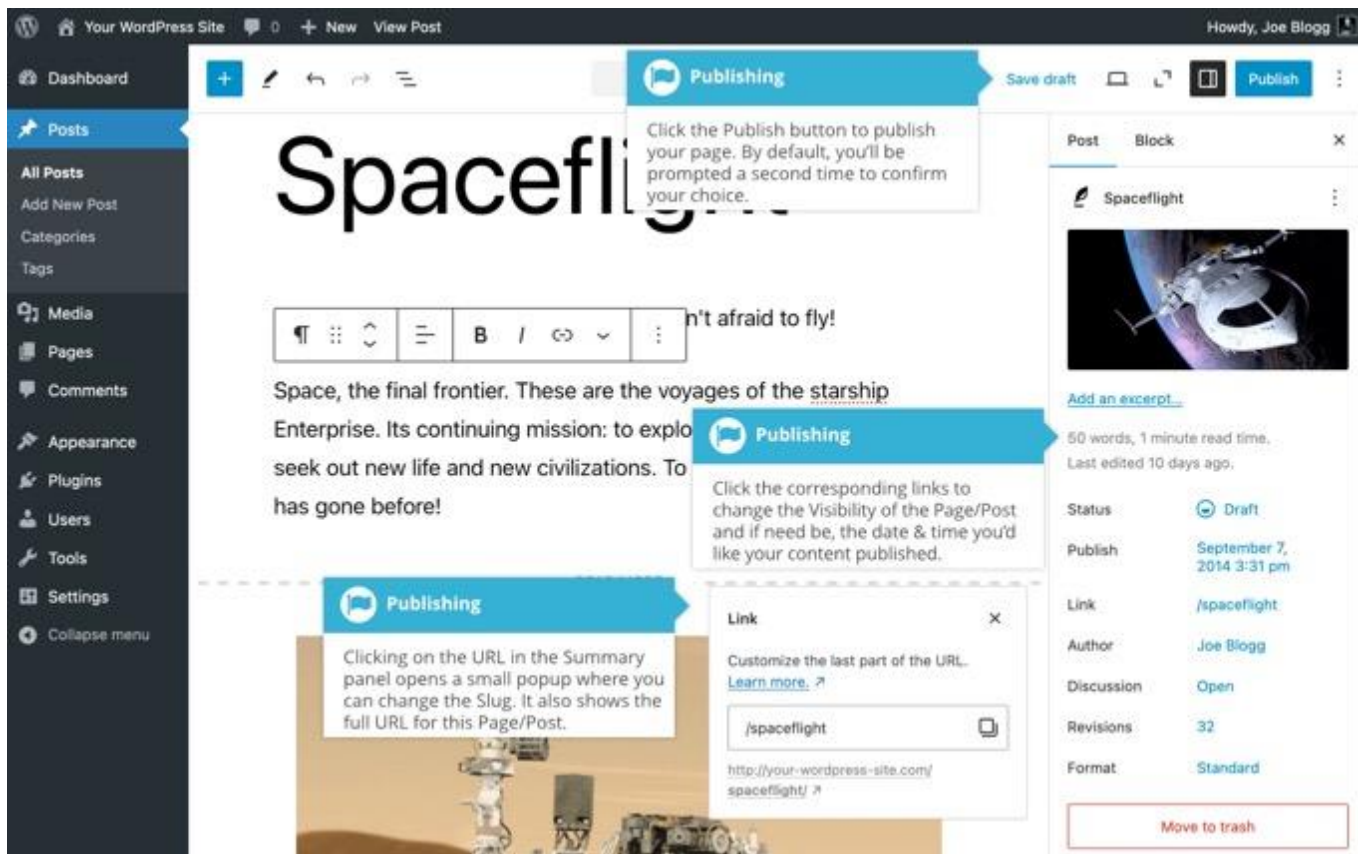
Sticky Posts are placed at the top of all blog posts and stay there even after new posts are published. Turn on the 'Sticky' option to make the Post 'Sticky'. This option is only available for Posts. It's not available for Pages.

You can also change the status & visibility of the Page by clicking the Status link within the *Summary* panel in the *Settings Sidebar*.

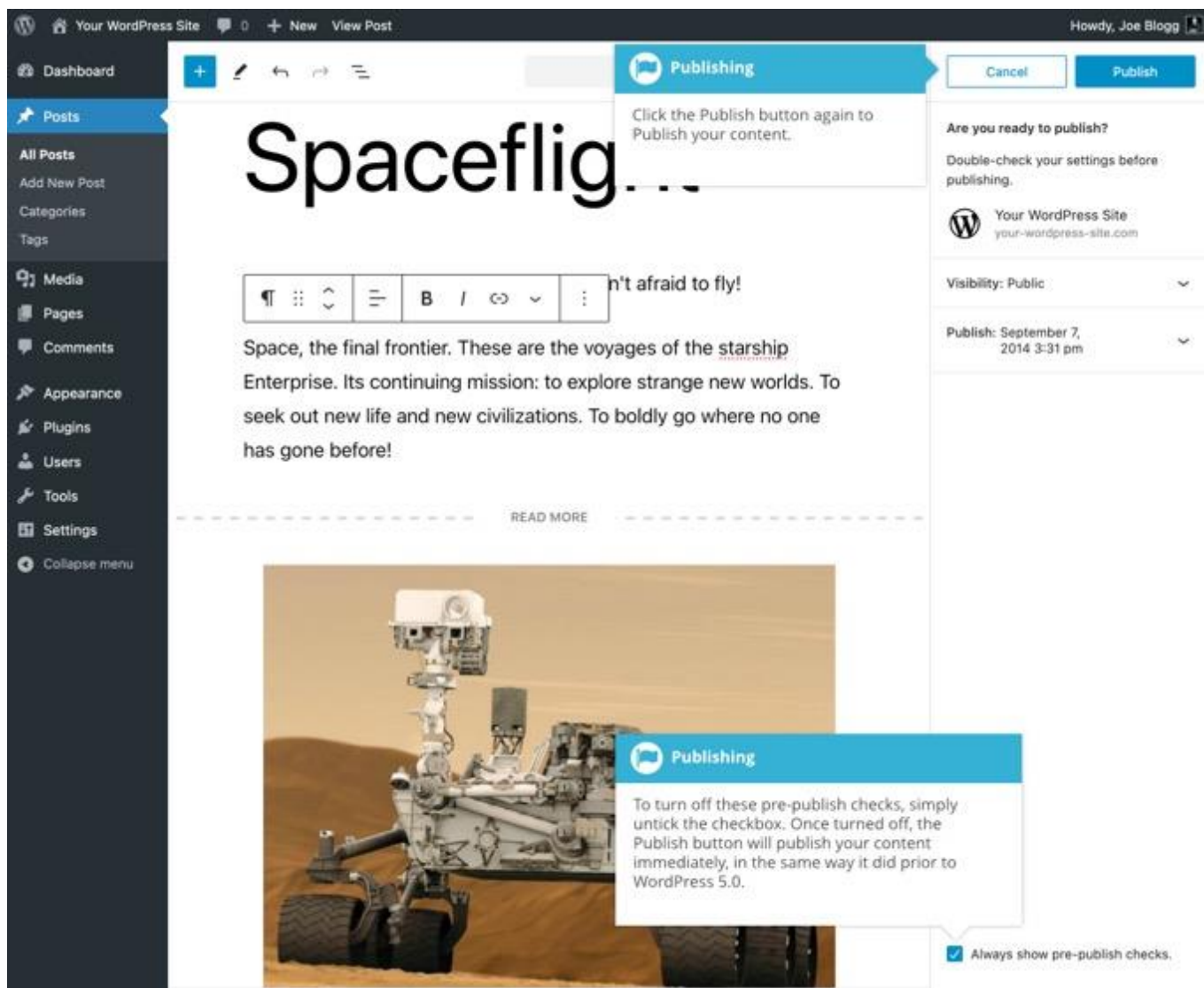
- **Draft** is the default status when saving a new Post or Page that hasn't been Published yet.
- **Pending** means the draft is waiting for review by an editor prior to publication
- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.
- **Scheduled** allows you to automatically publish on a chosen date.
- **Published** is the default status when you simply click the Publish button and publish your content. Published content will be visible to everyone.
- **Password Protected** content allows you to assign a password to your page. Only people who have the password will be able to access the page.

The *Summary* panel in the *Settings Sidebar* also shows the full URL for your Page or Post. You'll see this URL after saving your content for the first time. Clicking this URL link will open a small popup that allows you to edit the post slug. You might decide to do this for improving SEO (Search Engine Optimisation). Most times though, you'll simply leave the default URL which WordPress automatically generates based on your Page/Post Title. The popup also shows a link to the Page/Post, which when clicked, will open your content in a new browser tab.

By default, when you publish a Page/Post your content is published immediately. To change this, click the link just to the right of *Publish* within the *Summary* panel. You can then select the date and time that you'd like to schedule your Page/Post to be published. After setting a date & time to publish, you must still click the Publish button to publish at the desired date and time.







Within the Block Editor, publishing your content is a two-step process. After clicking the *Publish* button, you're shown a new publish panel, confirming your selection, along with giving you another chance to update your contents visibility & publish date. Clicking the *Publish* button here will publish your Page/Post and make it live on your website.





If you want to turn off this extra pre-publish check, you can do so by unticking the checkbox on the bottom of this extra Publish panel. Once turned off, the *Publish* button will publish your content immediately, in the same way it did prior to WordPress 5.0. If you decide at a later time that you want to turn this pre-publish check back on, you can do so using the Options panel. This panel can be found by clicking the *Preferences* menu option under the *Options* icon in the top-right corner of the page (⋮). Once the Options Panel displays, tick the *Enable pre-publish checks* checkbox to re-enable these pre-publish checks.

Classic Editor

The Classic Editor, also known as the Visual Editor or TinyMCE Editor, is the default editing experience that came with WordPress prior to version 5.0. Although it's simple in its nature, it has powerful word processing capabilities. Much like a regular word processor, it has

toolbar buttons that allow you to Bold () or Italicize () text, add Headings () or bullet points () or even change the colour of your text. You can even use most of the basic keyboard shortcuts used in other text editors.

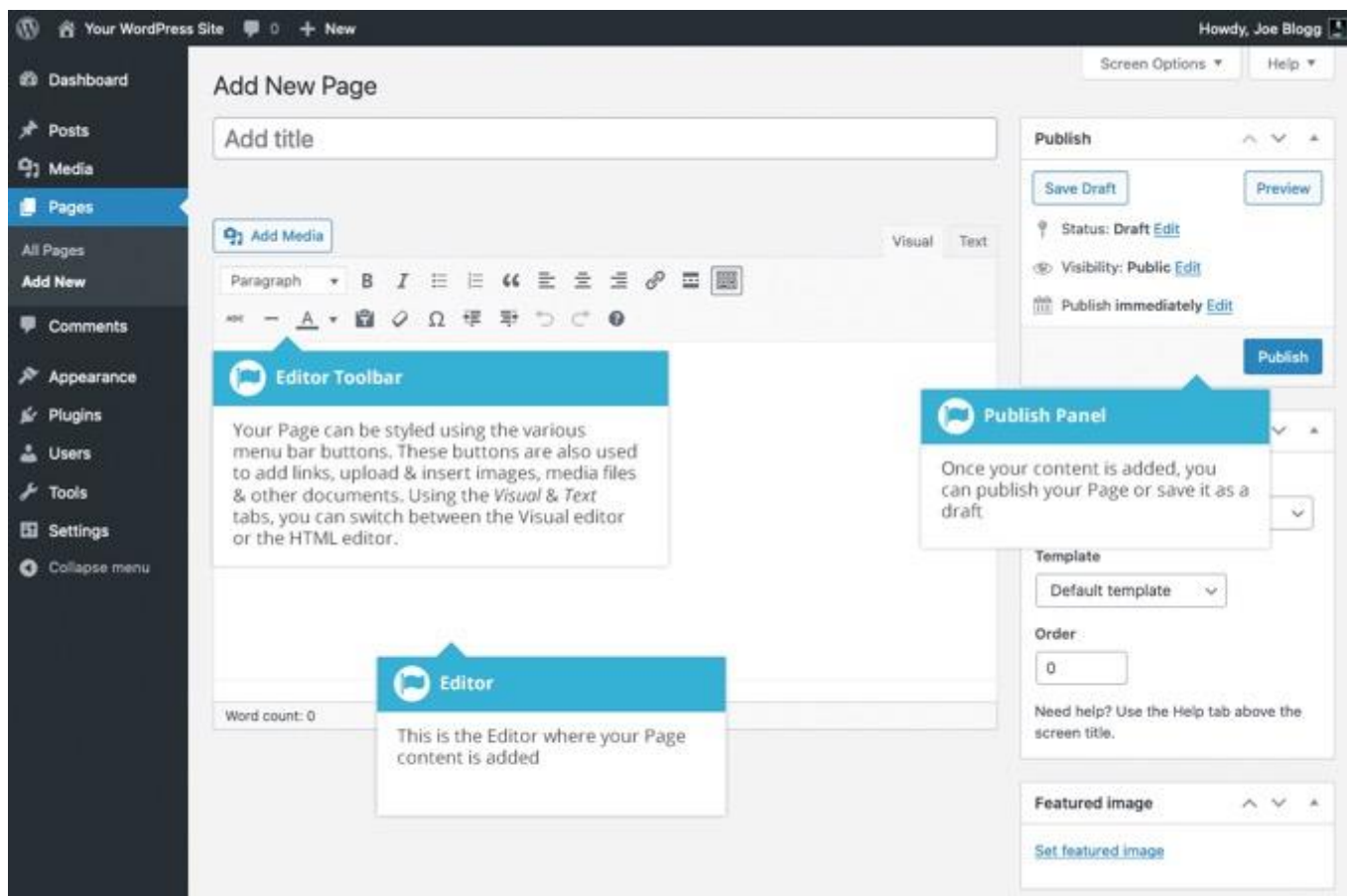
On top of word processing functionality it's easy to embed content such as Twitter Tweets, YouTube and Vimeo videos, and dozens of other types of content. It's also extremely easy to add images and other media into your content, it allows you to easily strip formatting when pasting text into your content with the *Paste as text* button (), and you can also insert special characters like $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, ©, €, ™ etc., with the *Special character* button ().

The Classic Editor it is perfect for when you have text heavy content and just need a simple editing interface.

Since the the Block Editor is now the default editor within WordPress you'll need to install the [Classic Editor plugin](#) to be able to use the old (TinyMCE) Classic Editor. The Classic Editor plugin will allow you to disable the new Block Editor and instead, will provide you with the same editing interface that you've been using prior to WP 5.0. The Classic Editor plugin can be downloaded from the Plugin Directory on the WordPress.org website, or you can install it directly onto your site using the *Plugins > Add New* menu option and then typing in 'Classic Editor' (without the quotes) in the *Search plugins...* field.

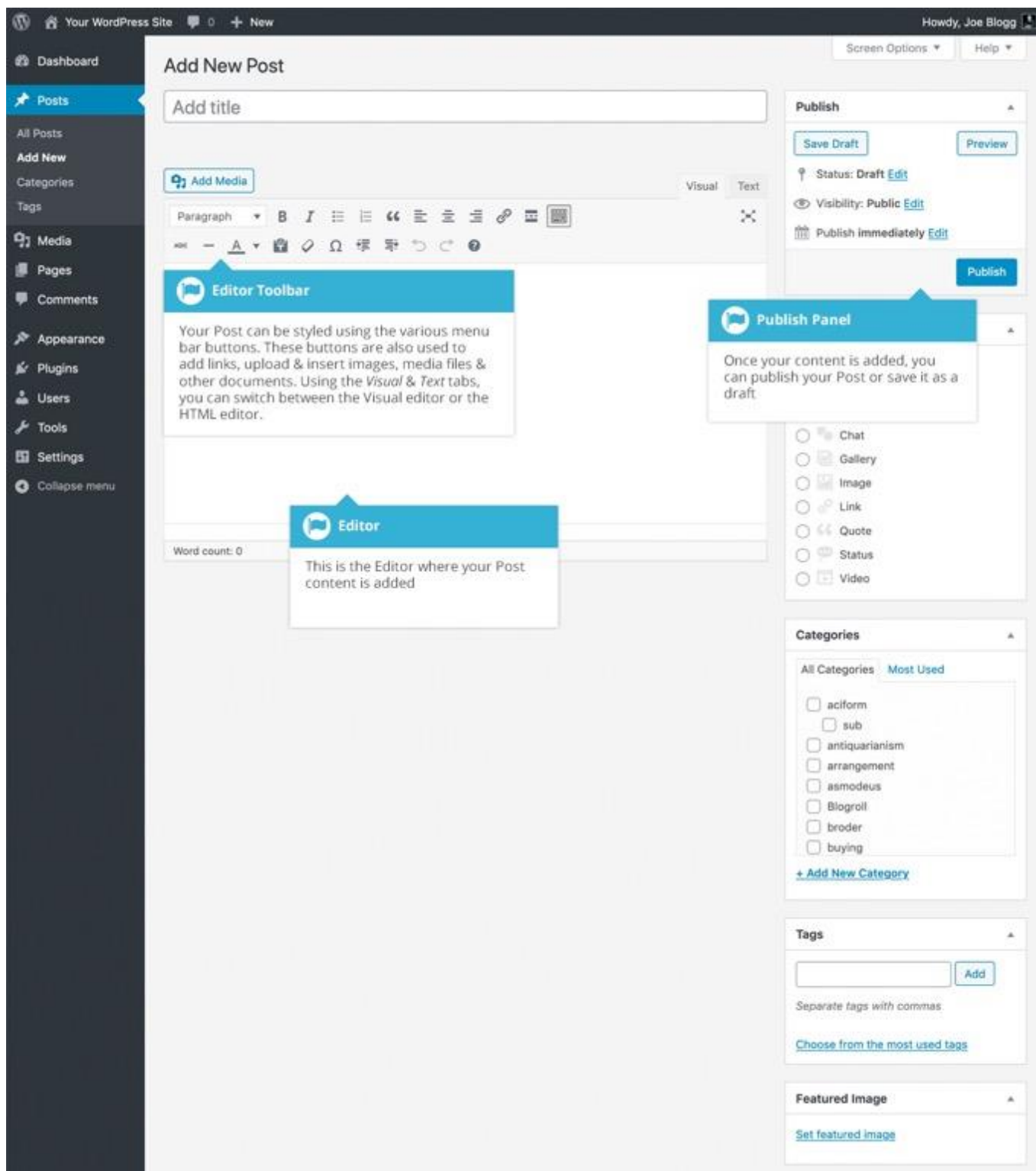
Adding a New Page

To add a new Page, hover your cursor over the *Pages* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Pages* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.






Adding a New Post

To add a new Post, hover over the *Posts* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Posts* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.



Adding Content with the Visual Editor

The editor used to enter content into your Page or Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to **Bold** (**B**) or


Italicize () text or enter in Headings () or bullet points (). You can even use most of the basic keyboard shortcuts used in other text editors. For example: *Shift+Enter* inserts a line break, *Ctrl+C/Cmd+C* = copy, *Ctrl+X/Cmd+X* = cut, *Ctrl+Z/Cmd+Z* = undo, *Ctrl+Y/Cmd+Y* = redo, *Ctrl+A/Cmd+A* = select all, etc. (use the *Ctrl* key on a PC or the *Command* key on a Mac).

When adding content to your page, the Visual Editor expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available at all times by sticking to the top of the page.


By making use of special keyboard shortcuts, adding content is now even easier. When you want to add different size headings to your content, rather than having to select the heading size from the toolbar dropdown you can now start a line with two or more hashtags (#) and once you hit *Enter* to go to the next line, the Visual Editor will automatically convert your text to the appropriate heading. Like headings, you can also use *** or *-* to create an unordered list, using **1.** will start an ordered list, and *>* will create a blockquote.

The complete list of keyboard shortcuts available are as follows;

- *** – Start an unordered list
- *-* – Start an unordered list
- **1.** – Start an ordered list
- **1)** – Start an unordered list
- **##** – H2
- **###** – H3
- **####** – H4
- **#####** – H5
- **#####** – H6
- *>* – Add a blockquote
- *---* – Add a horizontal line
- *`..`* – Convert text into code block (replace *..* with your text)

At the top of the editor there are two tabs, *Visual* and *Text* (). These switch the editor view between the *Visual Editor* and the *Text editor*. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it is not recommended.

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says *Add title*. After moving the cursor down to the editor a new [Permalink](#) is created for your page. Permalinks are the permanent URLs to your individual Posts, Pages, Categories etc.. Though not usually necessary, you can manually edit your permalink by clicking the *Edit* button next to it. Once you've modified it, click *Ok* to save or *Cancel* to cancel your changes.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the *Toolbar Toggle* button () will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:



Add Media – Used to upload and insert media such as images, audio, video or documents



Style – Used to format the Page text based on the styles used by the current Theme



Bold – Bold text



Italic – Italicise text



Bulleted List – Create an unordered (bullet point) list



Numbered List – Create an Ordered (numbered) list



Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Align Left – Align text to the left



Align Center – Align text in the center of the page



Align Right – Align text to the right



Insert/edit link – Used to create an html link to another page or website. If no text is selected first, the URL that you enter will also be used for the link text



Insert Read More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page



Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar



Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the *Exit fullscreen* link at the top of the screen will reduce it back to its original size



Strikethrough – Add a strikethrough to your text



Horizontal Line – Inserts a horizontal line into your page



Text color – Use to change the color of text



Paste as text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content



Clear formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text



Special character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc..)



Decrease indent – Removes one level of indenting



Increase indent – Indents text by one level



Undo – Undo your last action



Redo – Redo your last action




Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts

Visual

Text

Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended

Switching to the Text Editor

At the top of the editor there are two tabs, *Visual* and *Text* (). These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it is not recommended.

The Text editor is much like the Visual Editor, only not as intuitive. The numerous formatting buttons provide you with basic HTML formatting capabilities when editing your Page or Post content.



The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening HTML tag relevant for that button. As an example, clicking the *Bold* button will insert the `` HTML tag into your text. Clicking the *Bold* button again will close the tag by inserting the closing `` tag. If you highlight some text prior to clicking a button, both the opening and closing tags will be inserted around that highlighted text. For example, highlighting the text, `bold text`, prior to clicking the *Bold* button will insert `bold text`.

The following editor buttons are available whilst in the Text editor:



Bold – Bold text

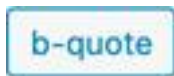
... .our.local.ity



Italic – Italicise text



Link – Used to insert a website link. When the button is clicked a pop-up window will appear where you type in the URL that you would like to link to



Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Delete – Used as a way of showing deleted text. How this looks will be dependent on the Theme but is usually done by showing the text with a strikethrough



Insert – Used as a way of showing inserted text. How this looks will be dependent on the Theme but is usually done by showing the text with an underline



Image – Used to insert an image into the text. When the button is clicked a pop-up window will appear where you type in the URL of the image that you would like inserted



Unordered List – Used to insert an unordered (bullet point) list



Ordered List – Used to insert an ordered (numbered) list



List Item – Used to insert a list item into your ordered or un-ordered list



Code –Used for indicating a piece of code



More – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page



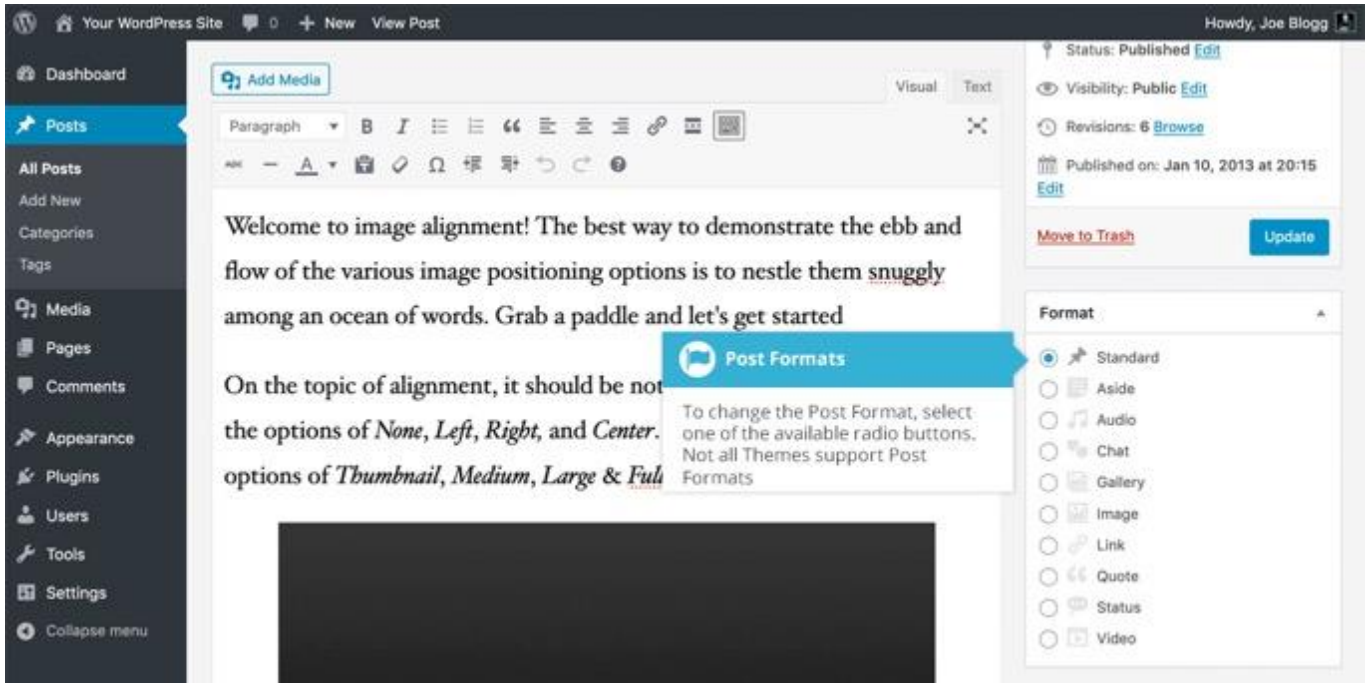
Close Tags – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the Close tags button will insert both of the matching closing tags, in the correct order



Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the *Exit fullscreen* link at the top of the screen will reduce it back to its original size

Changing your Post Format

A Post Format is meta information that can be used within a Theme to style or customise the presentation of a Post. The Post Formats feature provides a standardised list of formats that are available to all themes that support the feature. There is no requirement for Themes to support every format on the list and new formats cannot be introduced by themes or even plugins. If your Theme supports Post Formats you can choose how each Post looks by selecting a *Post Format* from a list of radio buttons, similar to the following screen. If your Theme doesn't support Post Formats then the *Format* panel won't be displayed.



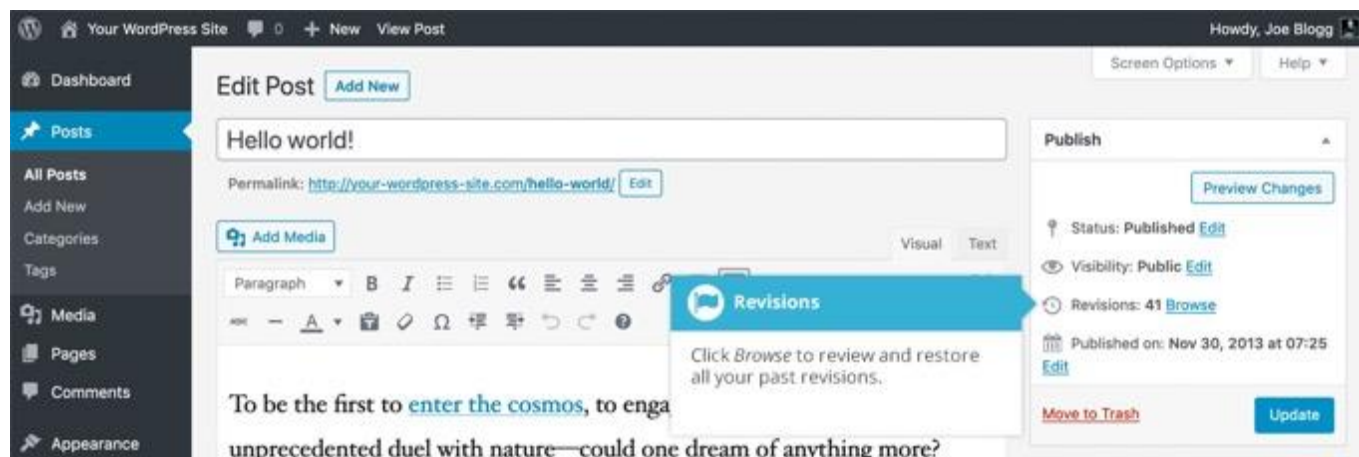
While the actual post content entry won't change, the theme can use the selected Format to display the post differently. How content is displayed is entirely up to the Theme, but the following list of available Post Formats provides some general WordPress guidelines as to how they might be styled.

- **Standard** – This is the standard/default blog post format.
- **Aside** – Typically styled without a title. Similar to a Facebook note update
- **Audio** – An audio file, such as a Podcast
- **Chat** – A chat transcript
- **Gallery** – A gallery of images. Post will likely contain a gallery [shortcode](#) and will have image attachments
- **Image** – A single image
- **Link** – A link to another site
- **Quote** – A quotation, most likely contained within a blockquote
- **Status** – A short status update, similar to a Twitter status update
- **Video** – A single video

Reviewing Past Revisions

When you re editing your Post or Page, the number of revisions for that particular Post or Page is shown in the *Publish* Panel, if you have any.

Click the *Browse* link next to *Revisions*: in the *Publish* panel to browse through the various revisions for the current Post or Page.

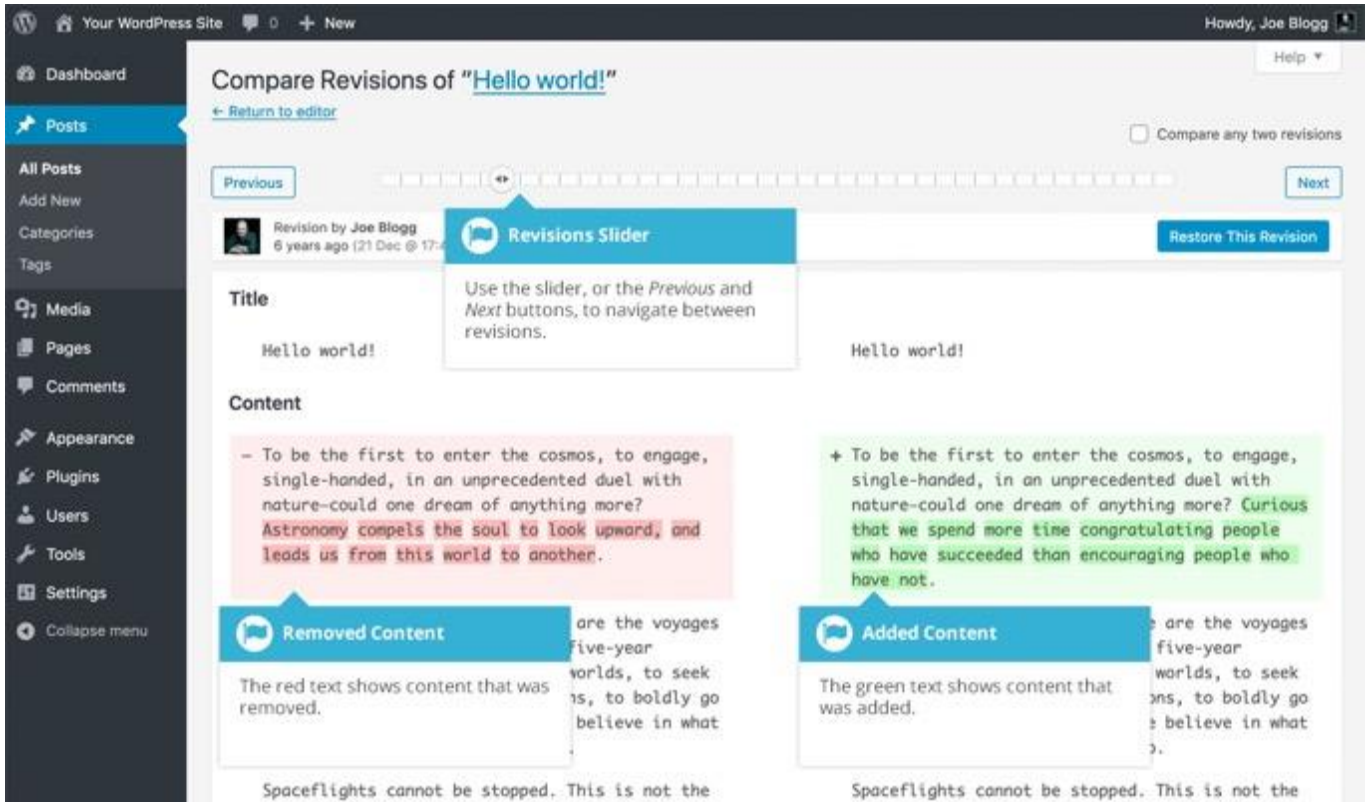


Use the slider at the top of the page or click the *Previous* and *Next* buttons to navigate through your various Post or Page revisions.

Content that has been deleted will be shaded red and content that has been added will be shaded green. If there is content that is shaded dark red and/or dark green, it s highlighting specific content that was removed or added. If the paragraph or line is simply light red and/or light green, then the whole paragraph or line was affected by the change.

You can also compare two different revisions by clicking the *Compare any two revisions* checkbox at the top of the page.

If you d like to restore a previous revision, click the *Restore This Revision* button.




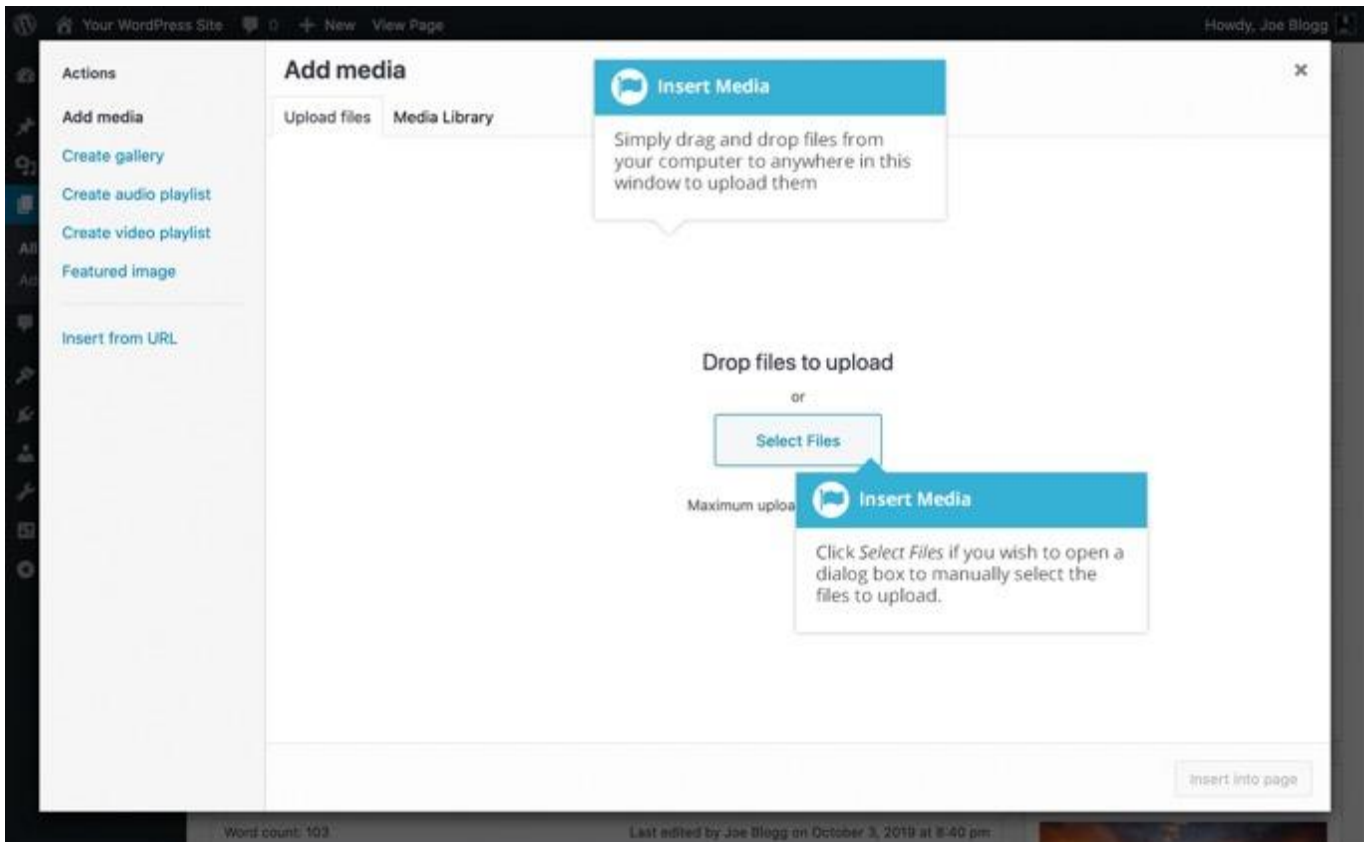
Adding Images and Other Media

Adding images and other media files such as videos, documents or PDFs is extremely easy within WordPress. All your images and files are stored in the Media Library. Once they are uploaded into the Media Library, it is a very simple matter to insert them into your Page or Post content. In the case of files such as Word Documents or PDFs, if necessary, it is a simple process to create links to those files so that people can then download them.

Inserting an Image

Using the WordPress media manager, it is extremely simple to insert, align and link your individual images and image galleries.

To insert an image into your Page/Post, click the *Add Media* button () and then simply drag your image(s) from wherever they are on your computer, into the browser window. Your file(s) will be automatically uploaded.



Alternatively, click the *Select Files* button and then select the file(s) that you'd like to upload, using the dialog window that is displayed.

It's also possible to simply drag your image straight into the Visual Editor, rather than clicking the *Add Media* button.

No matter whether you've clicked the *Add Media* button or simply dragged and dropped your image into the Visual Editor, once your image is uploaded, your Media Library is displayed, which contains all your previously uploaded images. The image(s) that you've just uploaded will be automatically selected for easy insertion into your Page or Post. Selected images are shown with a tick icon in the top right corner of the image.

After uploading your image(s), you can then select other previously uploaded images by holding down the Ctrl key (Cmd key on Macs) and simply clicking on them. To deselect an image, click the tick in the top right corner of the image.

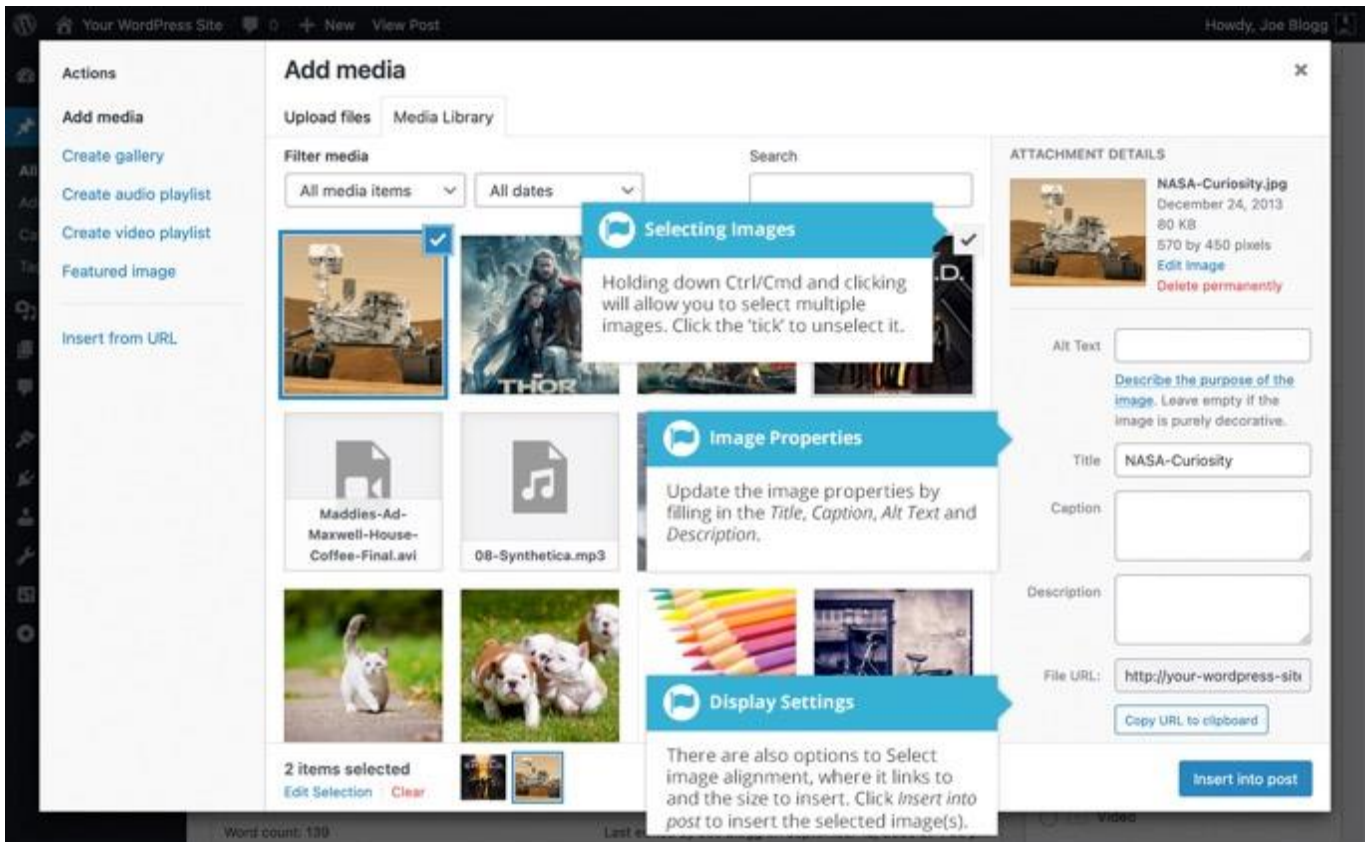
At the bottom of the window you will see a count of the number of images currently selected.

There are several options within this *Insert Media* window to help make it easier to add images into your Page or Post.

By default, previously uploaded images are shown, starting with the most recent uploads. If you'd like to narrow this list down, at the top of the window is a dropdown list that allows you to filter your displayed images by *All media items*, *items Uploaded to this post/page*, *Images*, *Audio files*, *Video files*, *Documents*, *Unattached files* and a number of other choices. You can also filter your media files by selecting a date, or alternatively, there is also a *Search* field that allows you to search for specific images.

The properties of the currently highlighted image (i.e. The image with the blue border) will be shown on the right-hand side of the *Insert Media* window. These properties include the filename, the date the file was uploaded and the image size. It's at this point you can also change the image Title, Caption, [Alt Text](#) and Description for each image, as well as the Alignment, Link and the Size at which the image is inserted.

- **Title** – is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- **Caption** – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions
- **Alt Text** – is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text
- **Description** – is usually displayed on the attachment page for the media, however this is entirely up to the theme that is currently in use




For each image, you can select how you would like the image aligned, either *Left*, *Center* or *Right* aligned, using the *Alignment* dropdown list. You can also select *None* for no alignment which will mean the image will display using the default alignment setting for your Theme.

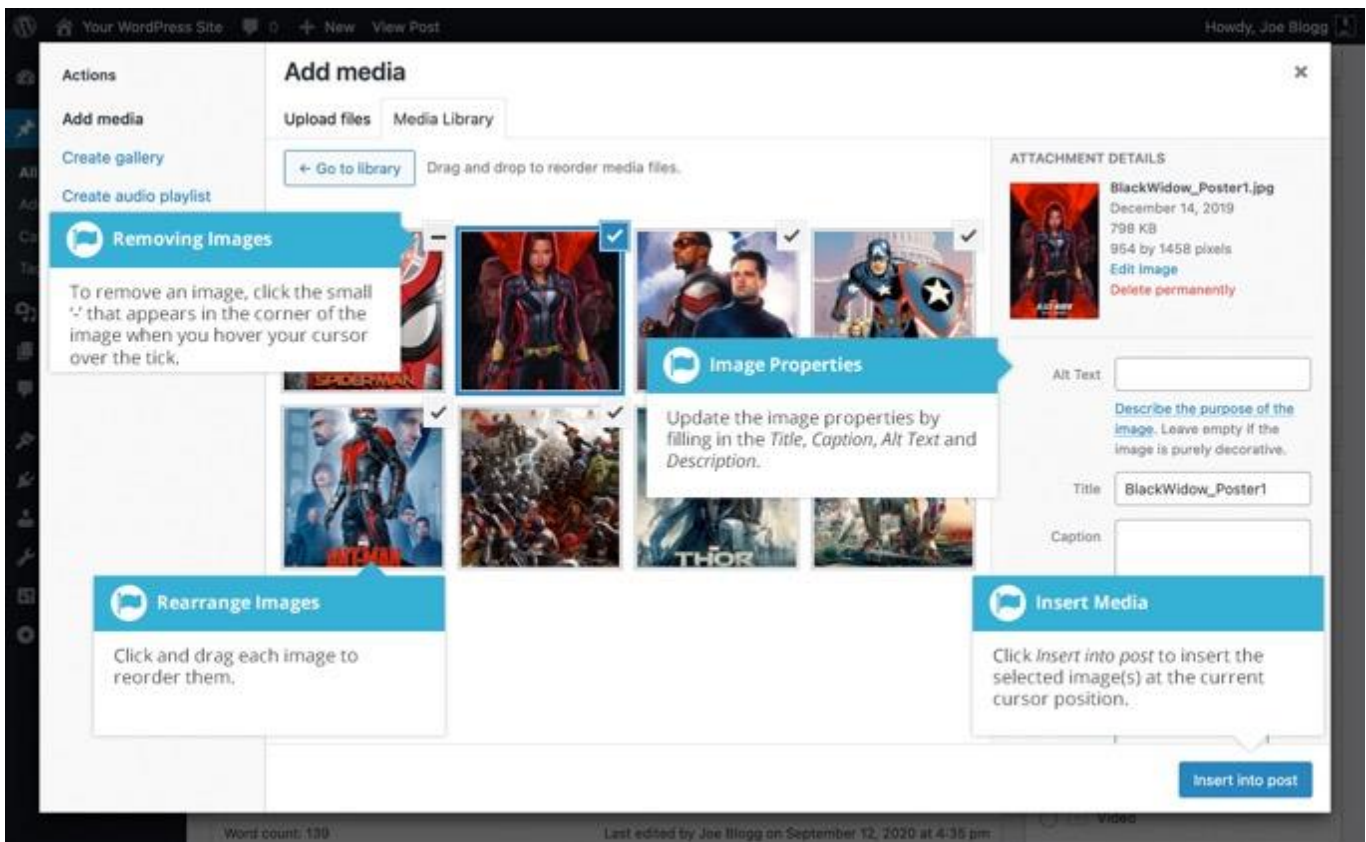
You can also change what your inserted image(s) will link to using the *Link To* dropdown list. You have the choice of linking to the image's attachment page by selecting *Attachment Page*, or you can link to the full size image by selecting *Media File*. You can also link to any URL by selecting *Custom URL*. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting *None*.

When your image(s) are uploaded, WordPress will also create several copies of your file at various sizes. You can choose which one you'd like to insert into your Page or Post using the *Size* dropdown list. To insert the image at the exact size you uploaded, simply select *Full Size*. Next to each size listed in this dropdown will be the actual dimensions of the image, in pixels (e.g. 300 x 225).

Once you've selected all your images, click the *Insert into post* button to insert the selected image(s) into your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).

If you'd like to change the order of your images, click the *Edit Selection* link at the bottom of the *Insert Media* window. The window will change so that only the selected images are shown. Alternatively, clicking the *Clear* link will deselect all images.

After clicking the *Edit Selection* link at the bottom of the *Insert Media* window, all the currently selected images are shown. You can change the order in which the images will appear in your Page or Post by clicking and dragging each image to reorder them. You can also update the image Title, Caption, [Alt Text](#) and Description for each image. To remove one of your selected images, click the small  that appears in the top right corner of the image when you hover your cursor over the tick.



Clicking the *Return to library* button will take you back to the previous screen that allows you to select or deselect your images. Once you've updated the order and attributes of your images, click the *Insert into post* button to insert the selected image(s) into your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).

When you're editing your Post/Page, if you wish to insert an image that you uploaded earlier (as opposed to uploading a new image), click the *Add Media* button again (



). Once the pop-up window displays, click the *Media Library* tab at the top of the pop-up window rather than dragging a new file into the upload window. All your previously uploaded images will be displayed, with the most recent ones shown first.

Select the image(s) that you'd like to insert into your Page or Post and then simply click the *Insert into post* button (or if you're editing a Page, this button will say *Insert into page*). As mentioned earlier, you can also click the *Edit Selection* link at the bottom of the window if you'd like to change the order the images are inserted.



Edit or Delete an Image

There are various options available for adjusting the layout of inserted images.

After clicking on an image that has already been inserted into your Page or Post, a small toolbar will appear over the image. By selecting one of the alignment buttons (

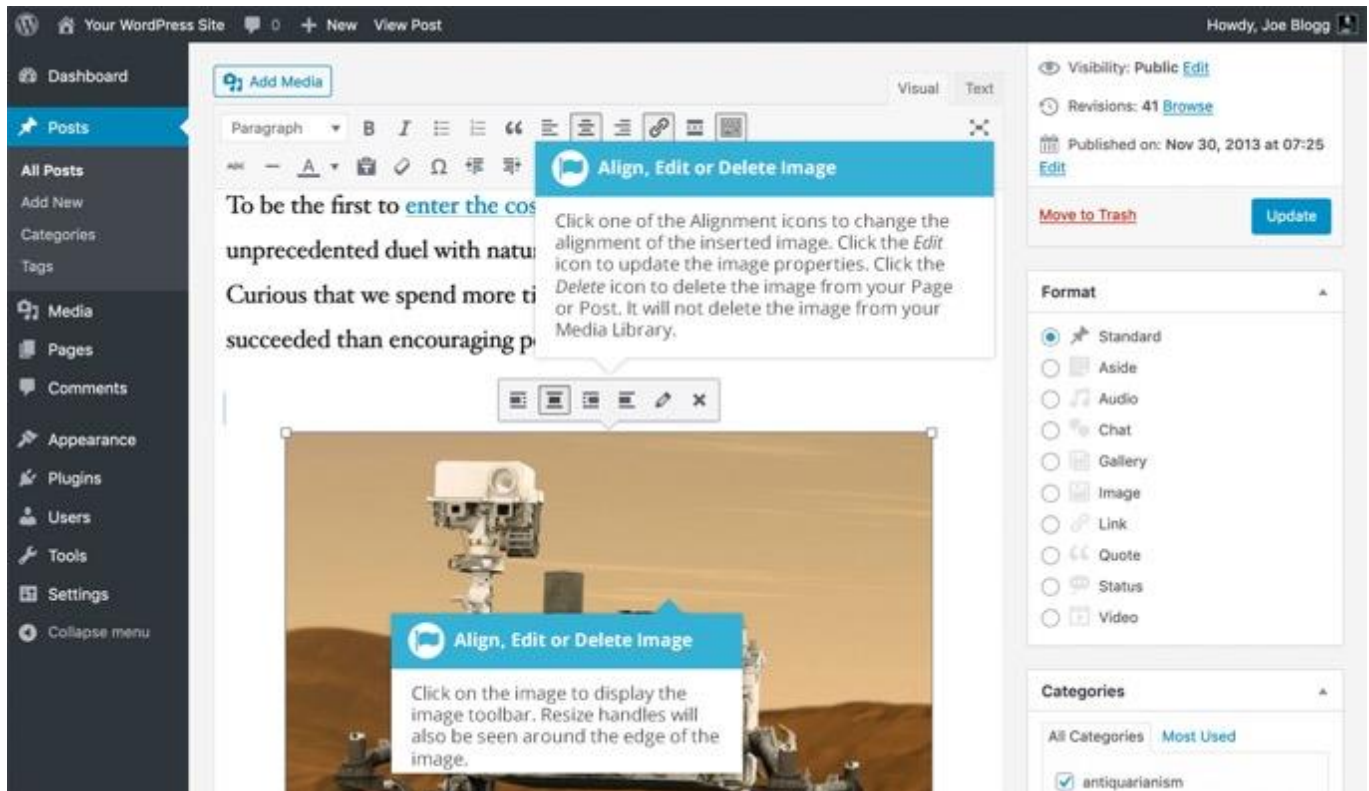



) you can change the alignment of the inserted image. Clicking the *Edit*

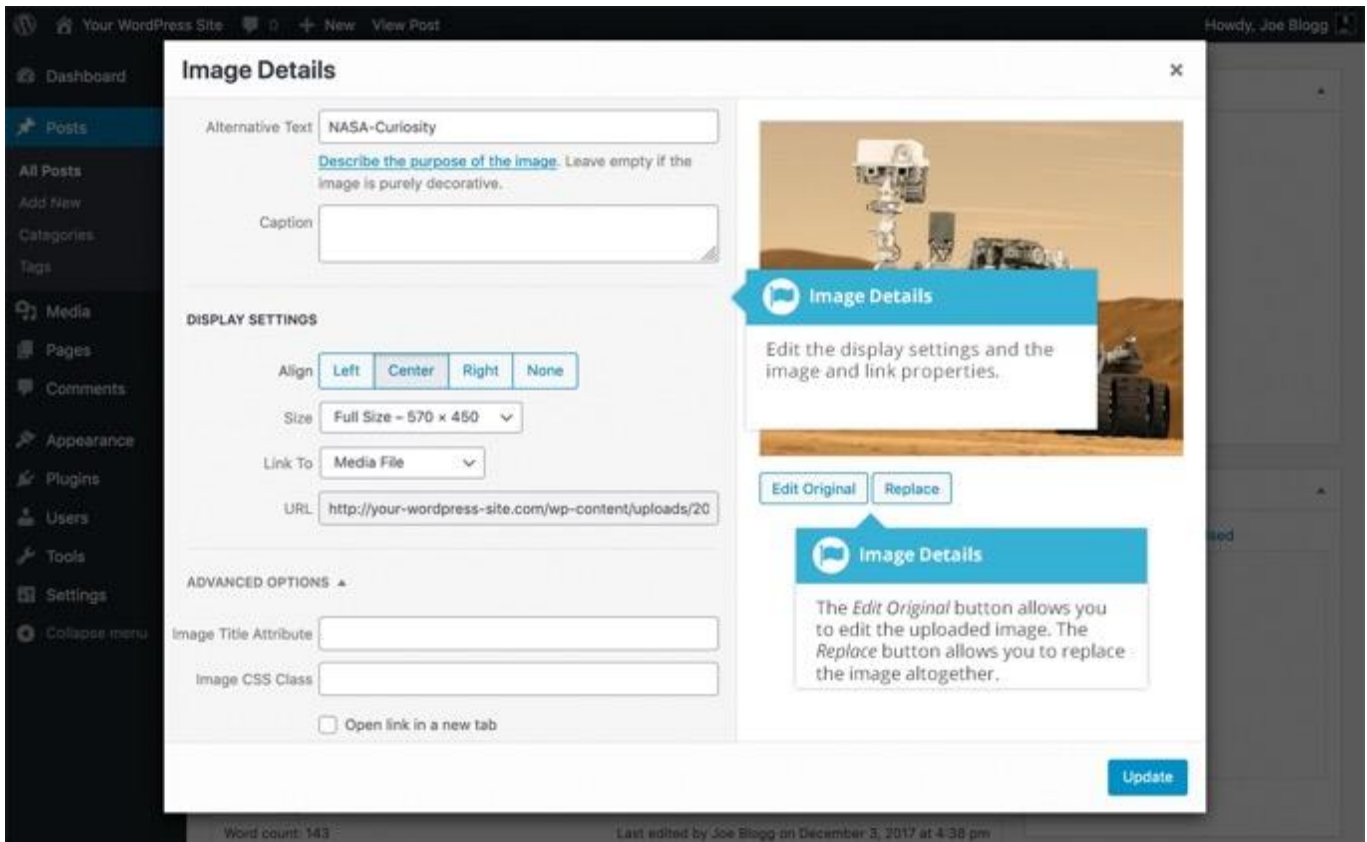
button () allows you to edit the image properties. Clicking the *Remove* button () will remove the image from your content. It will only remove the image from your Page or Post, it will not delete the image from your Media Library.

When you click on an image in your Page or Post, as well as the alignment, edit and delete icons mentioned above, the image also displays *resizing handles*. These are the small squares you see around the edge of the image. To resize your image, simply click and drag one of the corner *resize handles*.

As with any image editing software though, if you try to enlarge a small image, it will tend to get quite pixelated. It's always best to insert a large image and then resize down.



After clicking the *Edit* button () the following pop-up window will appear.



The Image Details pop-up window allows you to edit the various image and link properties:

- **Caption** – Displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions
- **Alternative Text** – Displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays a part in your website Search Engine Optimisation (SEO). Since search engines can't 'read' images they rely on the Alt Text
- **Align** – Allows you to select how you would like the image aligned. They can be either Left, Centered or Right aligned. Setting alignment to None will remove the other alignment settings. How this affects your image within your content will depend on the current theme in use
- **Size** – Select a specific size from the dropdown list or select 'Custom Size' and then enter the Width and Height (in pixels) in the input fields that appear

- **Link To** – Select where you would like to link your image to from the dropdown list. You have the choice of linking to the image attachment page by selecting *Attachment Page*, or you can link to the full size image by selecting *Media File*. You can also link to any URL by selecting *Custom URL*. When you do this, a new field will appear that allows you to enter in the custom URL. You can also choose not to link to anything by selecting *None*
- **Image Title Attribute** – Displayed as a tooltip when the mouse cursor hovers over the image in the browser
- **Image CSS Class** – By default, WordPress will assign several CSS Classes to your image. If, for some reason, there's other CSS Classes that you'd like to assign to your image then you can add them into this input field
- **Link Rel** – Describes the relationship from the current document to the specified link. More information on the rel HTML attribute can be found on [Wikipedia](#)
- **Link CSS Class** – If there is a specific CSS Class that needs to be set on the HTML link then you can add it into this input field

Clicking the *Edit Original* button allows you to perform some simple manipulation with your uploaded image. You're able to rotate and flip your image as well as scale and crop it to different sizes.

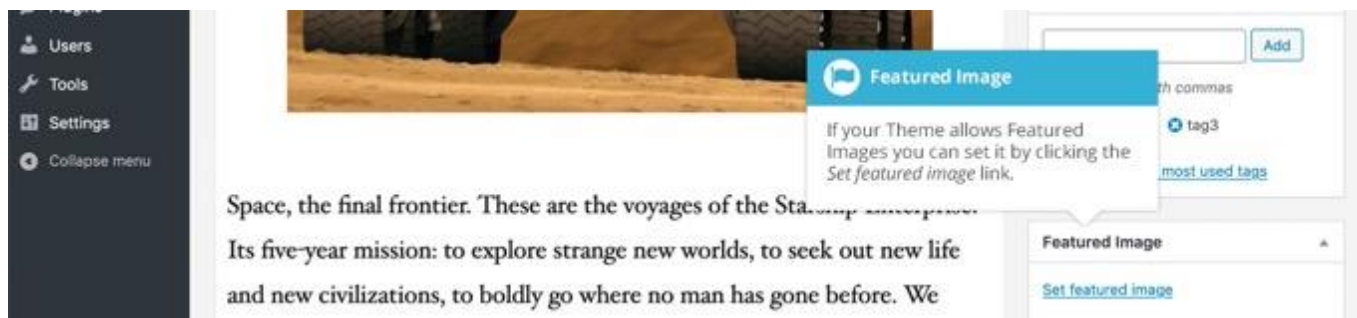
If you'd like to replace the image entirely, click the *Replace* button and you'll be shown your Media Library where you can select a new image.

Once you have updated the image properties, click the *Update* button to save your changes. Alternatively, click the small **x** in the top-right of the pop-up window to close the pop-up without saving any changes.

Setting a Featured Image

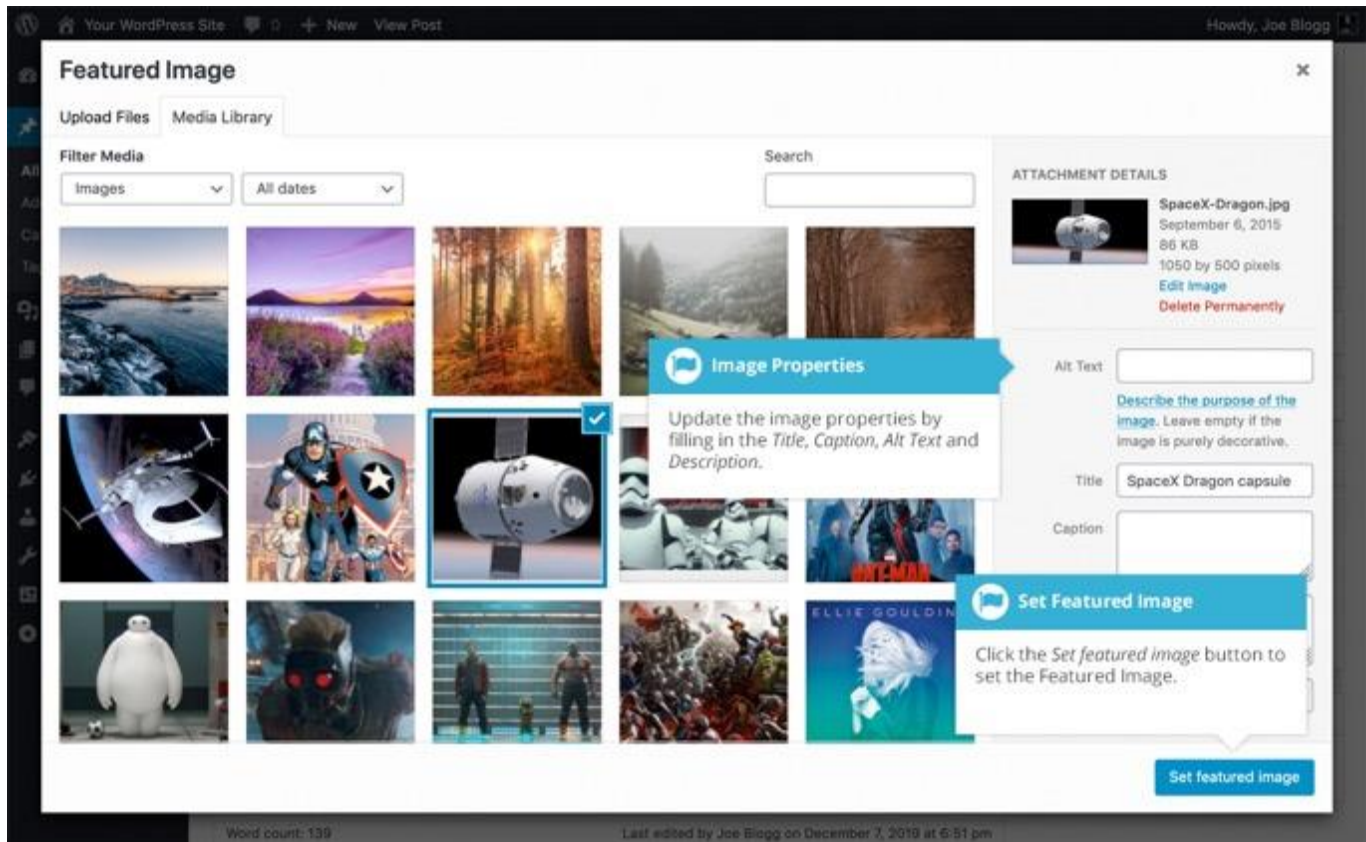
Some themes allow you to specify a Featured Image for your Page and Post. A Featured Image, often called a Post/Page Thumbnail, is usually some sort of image that is representative for that particular Page or Post. How these images are displayed is dependent entirely on the Theme that is currently in use.

If your Theme allows you to set a Featured Image, the following *Featured Image* panel will be displayed when you're editing your Page or Post. If Featured Images can't be set then this panel won't be displayed.



Setting your featured image is very similar to adding an image into your Page or Post. After clicking the *Set featured image* link a pop-up window will display that looks similar to the one that displays when you add an image to your Page/Post. You can upload a new image to use as your Featured Image or you can simply choose from one of your previously uploaded images.

By default, you'll be shown a list of the previously uploaded images. If you'd like to upload a new image, you can either click on the *Upload Files* tab at the top of the pop-up window and then click the *Select Files* button, alternatively, simply drag 'n drop your image into the pop-up window. After clicking the image you'd like to use as your *featured image* you can then update the Title, Caption, Alt Text and Description. To set the image as your Featured Image, click the *Set featured image* button. Your chosen image will then appear in the *Featured Image* panel.



Insert an Image Gallery

WordPress has its own simple built-in Image Gallery that allows you to add multiple images to a page in one easy step.

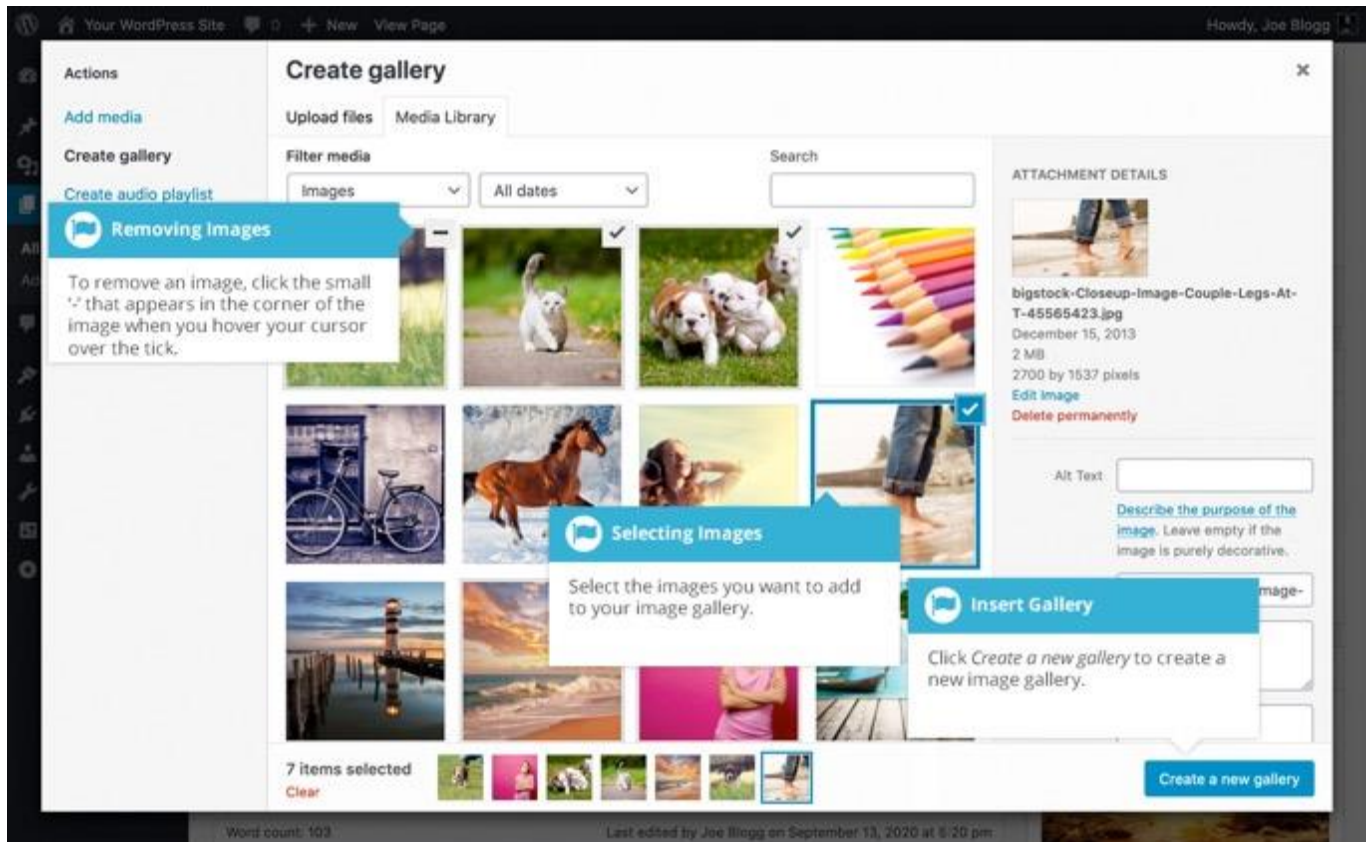
To insert an image gallery into your Page/Post, click the *Add Media* button (



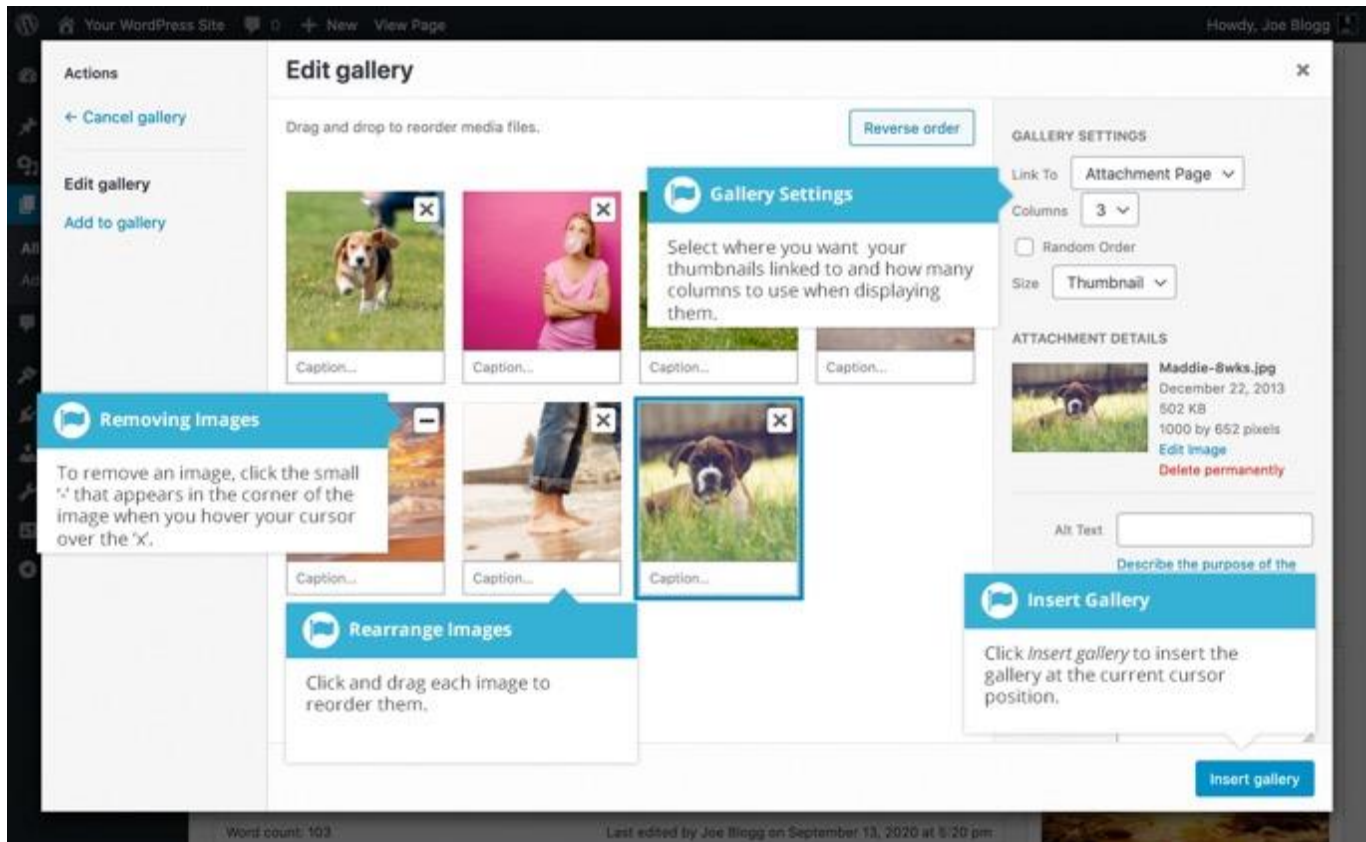
). A pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload new images to use in your gallery or you can simply choose from your previously uploaded images.

By default, you'll be shown a list of your previously uploaded images. If you'd like to upload a new image, click on the *Upload Files* link at the top of the pop-up window or simply drag and drop your new images into the pop-up window.

Click the *Create gallery* link in the left-hand navigation then select the images that you'd like to insert into your gallery.



After selecting your images, click the *Create a new gallery* button at the bottom of the pop-up window. The window will change so that only the selected images are shown.



All the images that appear will be used within your Image Gallery. To reorder the images simply click on an image and drag it to its new position. If you d like to add captions to your images, click the *Caption...* text below each image and then type in your caption. Alternatively, click each image and then update the Title, Caption, Alt Text and Description on the right-hand side of the pop-up window. You can also include basic HTML, such as links, in your captions.

If you decide you no longer want a certain image to appear in your gallery, click the small - that appears in the top right corner of the image when you hover your cursor over the x . Since the built-in gallery is quite simple, there aren t that many options to choose from when setting it up.

- **Link to** – This sets what happens when the thumbnail image is clicked. Selecting *Media File* will open the full size image directly in your browser window. Selecting *Attachment Page* will open the image within one of your WordPress formatted pages
- **Columns** – Specifies the number of columns to use when displaying your thumbnail images. Ultimately, this will be dependent on your Theme and how wide your page is.


If you find the gallery isn't displaying properly after changing this number you may need to change it to another number

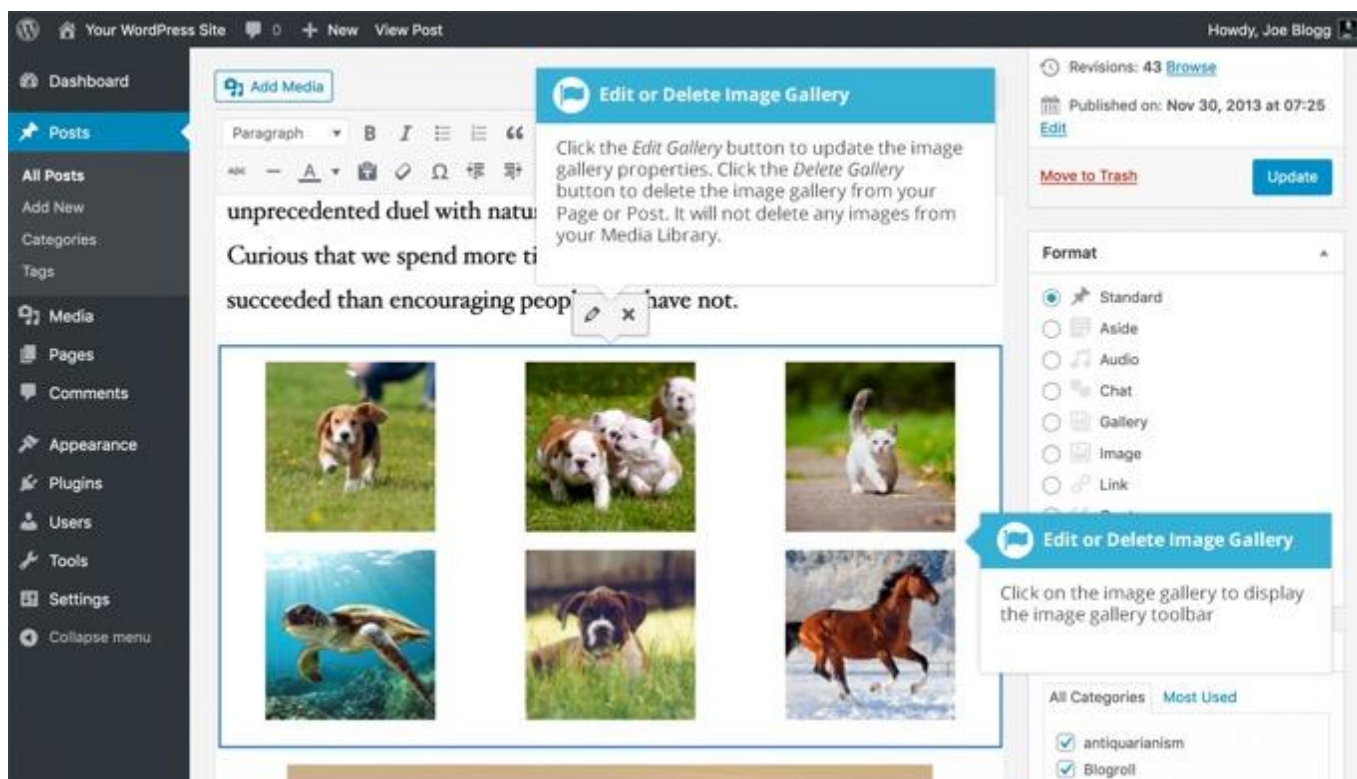
- **Random Order** – Click this checkbox to display your images in a random order
- **Size** – Selects the size of the image to use in your gallery

Edit or Delete an Image Gallery

Editing or Deleting an Image Gallery is much like editing or deleting an image. After clicking on an Image Gallery that has been inserted into your Page or Post, two icons will appear on

top of the gallery. Clicking the *Edit* button () allows you to edit the image gallery

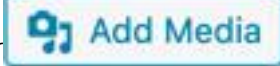
properties. Clicking the *Remove* button () will delete the image gallery from your content. It will only remove the image gallery from your Page or Post, it will not delete any images from your Media Library.



After clicking the *Edit* icon you will be shown the same pop-up window and options as when your image gallery was inserted into your Page/Post.

Insert an Audio or Video Playlist

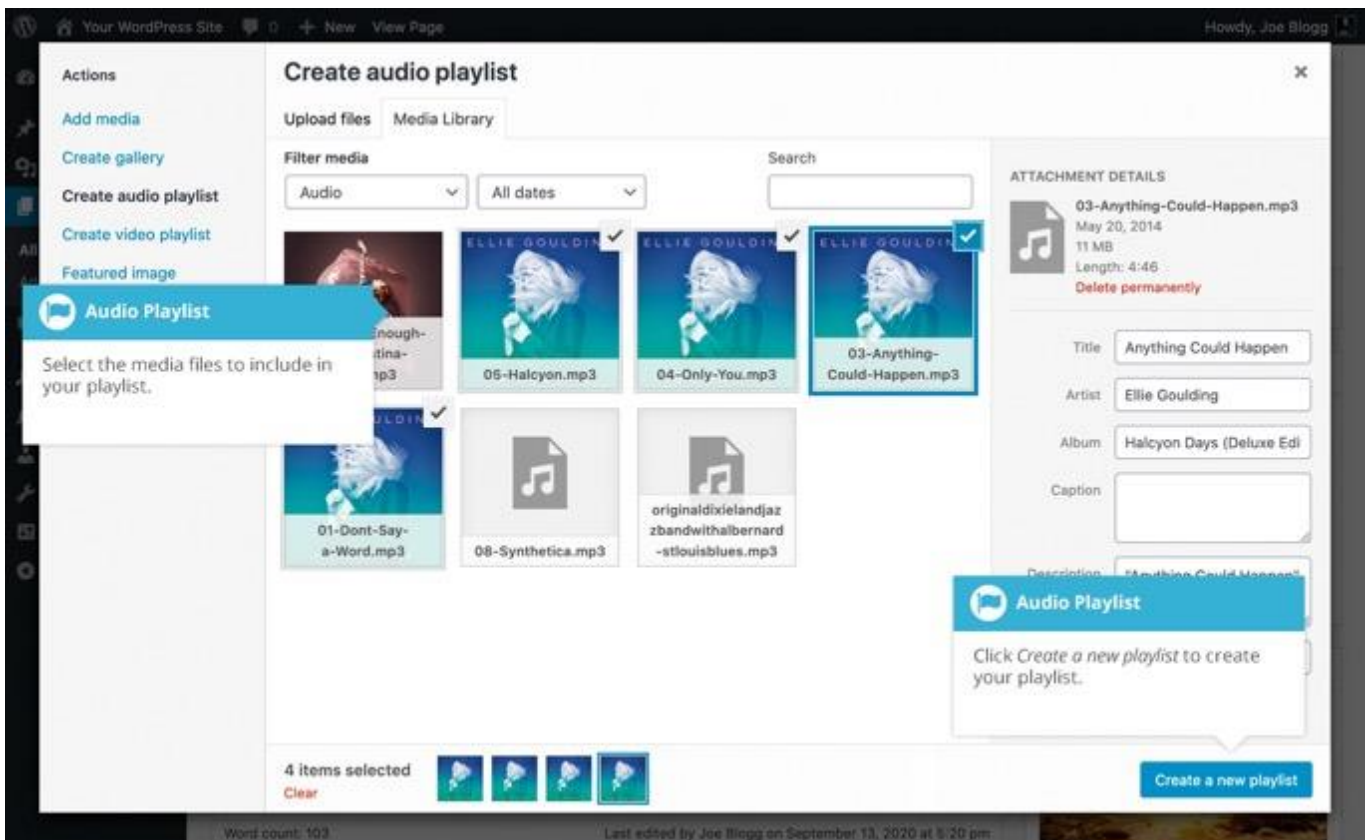
Inserting an audio or video playlist is almost identical to inserting an image gallery. Click

the *Add Media* button (). A pop-up window will display that looks the same as the one that displays when you add an image to your Page/Post. You can upload new media files to use in your playlist or you can simply choose from your previously uploaded files.

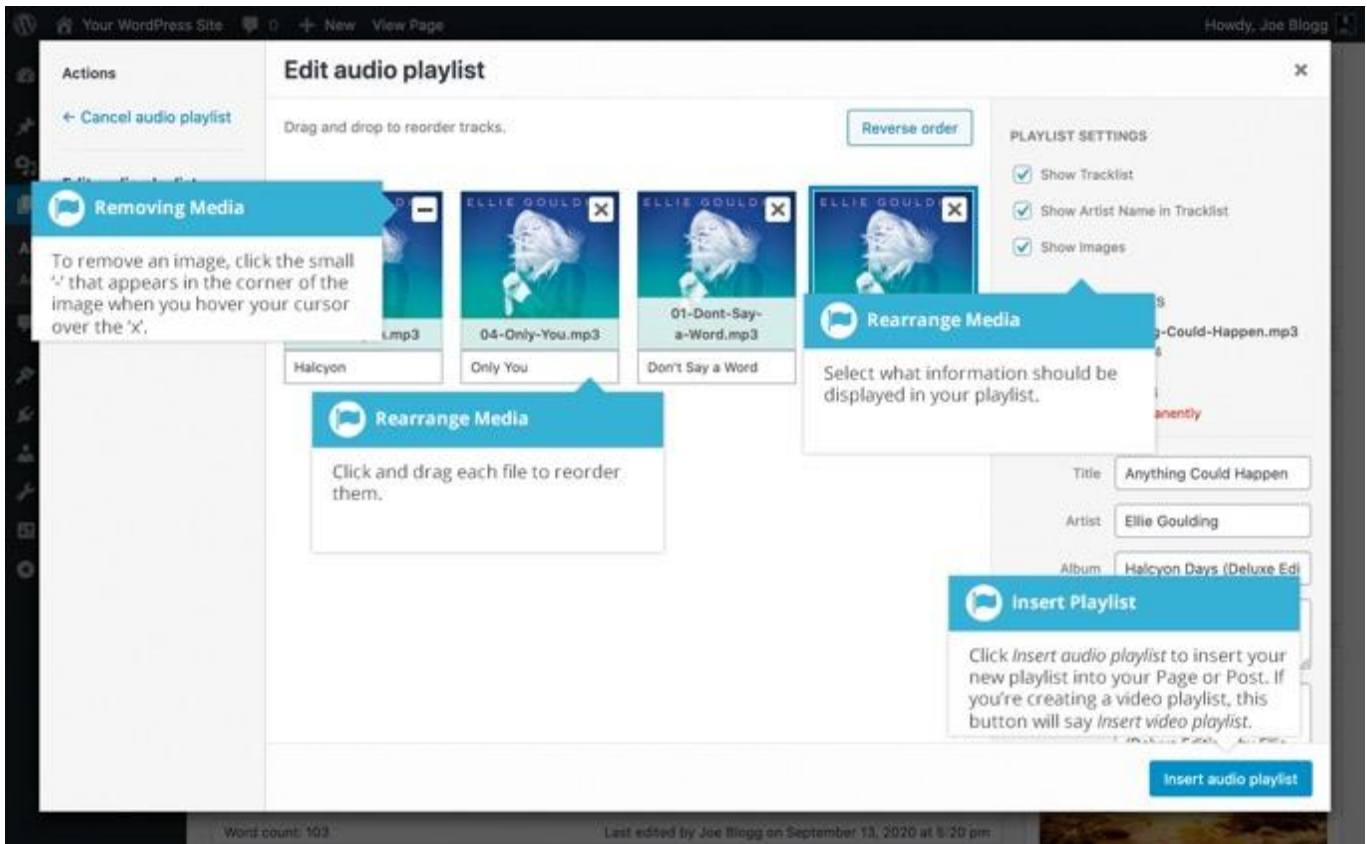
By default, you'll be shown a list of your previously uploaded files. If you'd like to upload a new media file, click on the Upload Files link at the top of the pop-up window or simply drag and drop your new images into the pop-up window.

To create an audio playlist, click the *Create audio playlist* link in the left-hand navigation. The pop-up window will display a list of your audio files.

Alternatively, to create a video playlist, click the *Create video playlist* link in the left-hand navigation. The pop-up window will display a list of your video files.



After selecting your media files, click the *Create a new playlist* button at the bottom of the pop-up window. The window will change so that only the selected media files are shown.



All the media files that appear will be used within your playlist. To reorder the files simply click on a file and drag it to its new position. You can change the title for each file by clicking the text below each file and then typing in your new title. Alternatively, click each file and then update the *Title*, *Caption* and *Description* on the right-hand side of the pop-up window.

If you decide you no longer want a certain media file to appear in your playlist, click the small - that appears in the top right corner of the file when you hover your cursor over the x .

You can change how your playlist appears in your page by selecting which items you d like to appear.

When inserting an audio playlist you have the following display settings.


- **Show Tracklist** – Ticking this checkbox will show a list of all the audio files within your playlist
- **Show Artist Name in Tracklist** – Ticking this checkbox will show the artists name next to each track name
- **Show Images** – Ticking this checkbox will show any associated audio file images

When inserting a video playlist you have the following display settings.

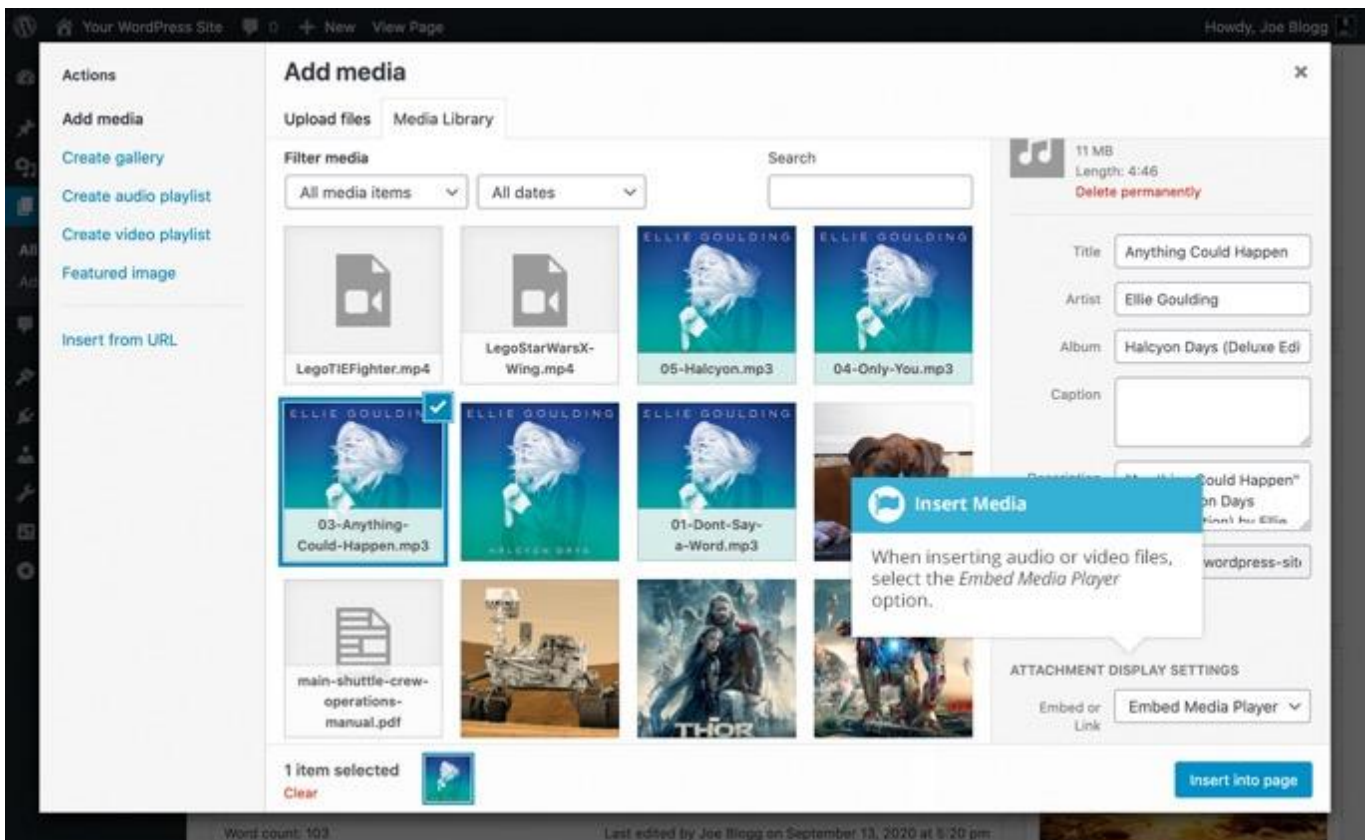
- **Show Video List** – Ticking this checkbox will show a list of all the video files within your playlist
- **Show Images** – Ticking this checkbox will show any associated video file images

Inserting Video, Audio or Other File Type

The procedure for inserting any other type of file into your Page/Post is exactly the same as

Inserting an Image. Simply click the *Add Media* button (). Once the relevant pop-up window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.

When inserting video or audio files, you can select *Embed Media Player* from the *Embed or Link* dropdown list in the Insert Media pop-up window to use the audio and video players that are now built into WordPress. Supported audio/video formats include M4a, MP4, OGG, WebM, FLV, MP3, and WAV files.





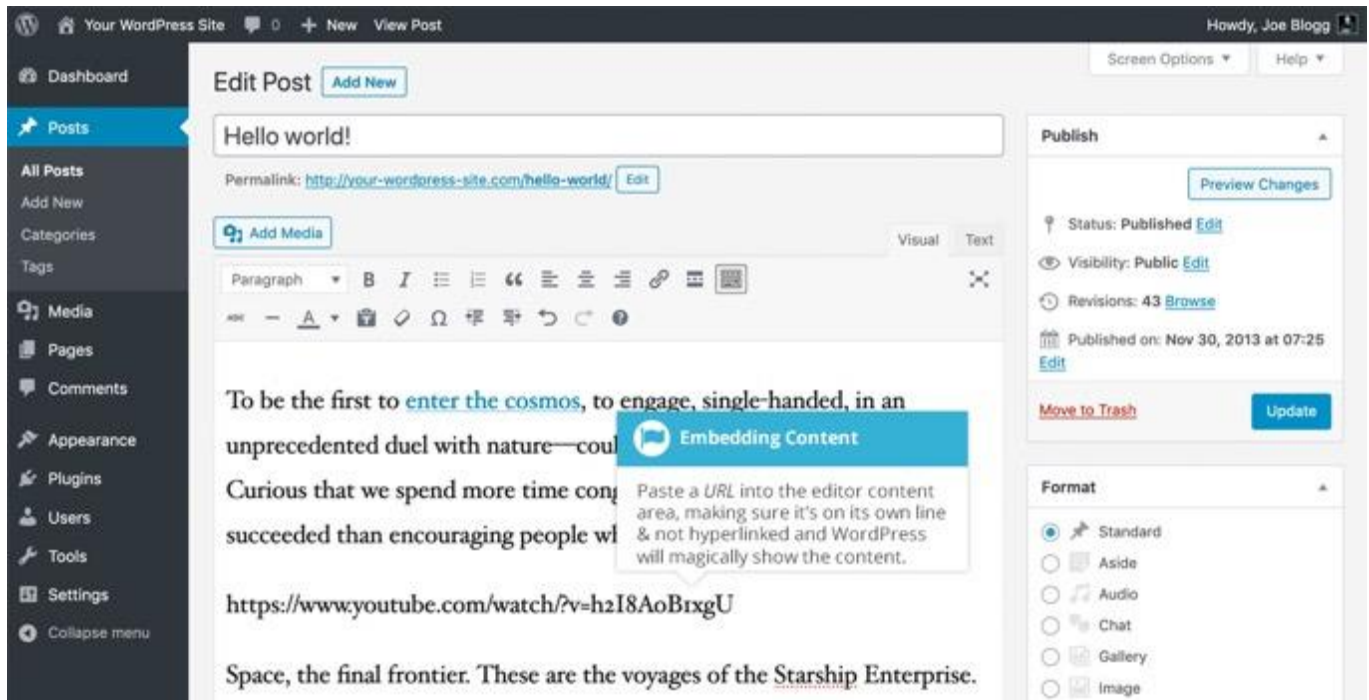
It's recommended that you make your filename 'server friendly'. Make sure the filename has no spaces, apostrophes, slashes or other non-alphanumeric characters (such as \$, % and &). Rename the file before uploading if it does. To preserve readability, some people replace spaces with the underline character or hyphen. For instance, *My File Name.txt* becomes *My_File_Name.txt* or *My-File-Name.txt*

Embedding a Video, Image or Other Content

Another way to add video or other content into your pages is through embedding. A popular example of this is embedding a YouTube video into your page.

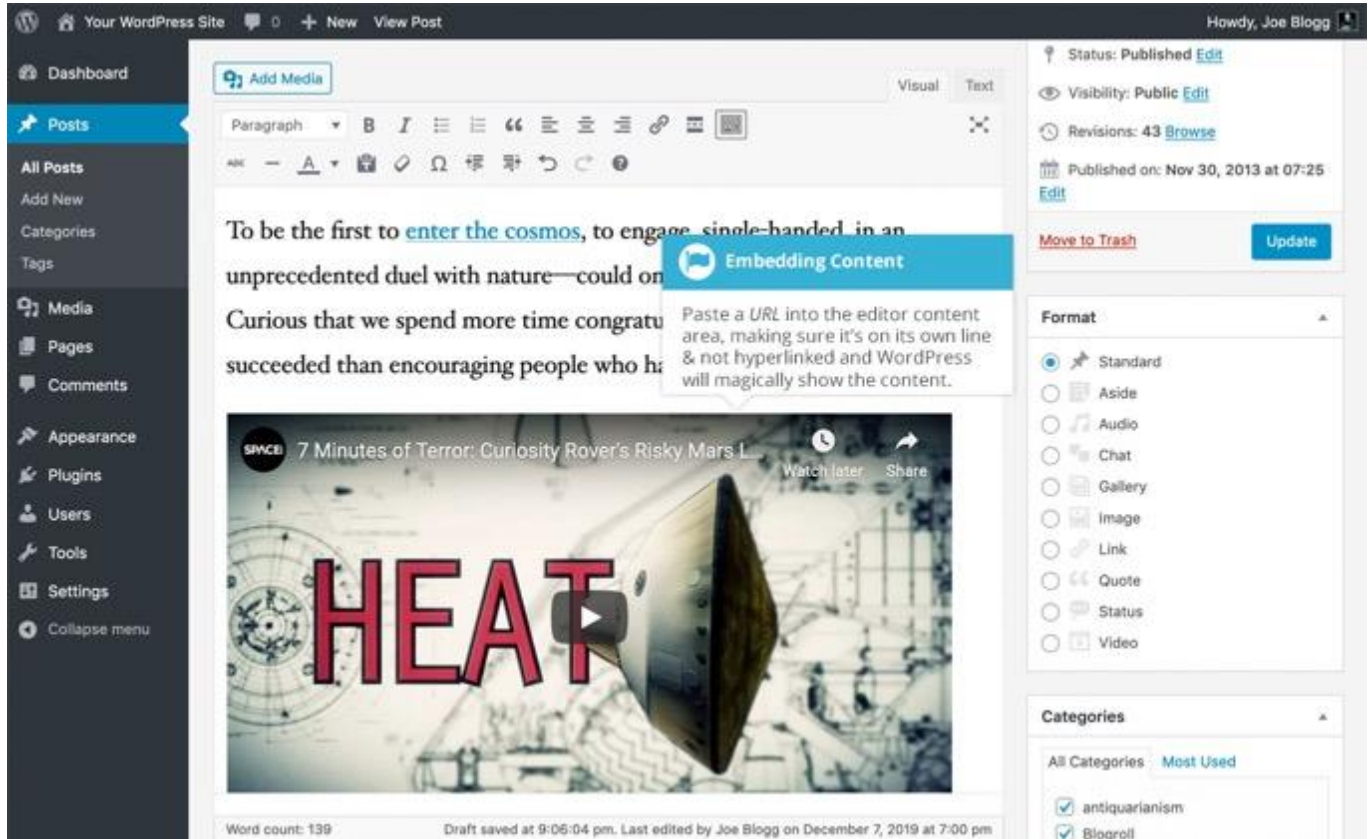
When you re embedding a file, there s no need to upload the file to your site. You re basically just creating a link to the file, from within your own page. WordPress is able to automatically embed files from a number of different services.

To embed something into your Post or Page, simply paste the URL into your content area. The URL needs to be on its own line and not hyperlinked.



When embedding content in this manner (as opposed to using the embed shortcode mentioned below), your url will change to show a preview of that content. For example,

when embedding a video from YouTube, after pasting in the URL to the editor, it will magically change to show the actual video content, right there in the editor.



If you'd like to specify the width and height, you can wrap the URL in the `[embed] shortcode`. Embedding your link using this shortcode does not require the URL to be on its own line. The format for using the shortcode is:

```
[embed width= 123" height= 456"] url [/embed]
```

WordPress will automatically embed content from the following sites:

- [Amazon Kindle](#)
- [Animoto](#)
- [Bluesky](#)
- [Cloup](#)
- [Crowdsignal](#)
- [DailyMotion](#)

...our.locality


- [Flickr](#)
- [Imgur](#)
- [Issuu](#)
- [Kickstarter](#)
- [Mixcloud](#)
- [Pinterest](#)
- [Pocket Casts](#)
- [Reddit](#)
- [ReverbNation](#)
- [Screencast](#)
- [Scribd](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)
- [TED](#)
- [TikTok](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
- [Wolfram Cloud](#)
- [WordPress](#)
- [WordPress.tv](#)
- [YouTube](#) (only public and "unlisted" videos and playlists)

Adding HTML Links

HTML links allow your site visitors to easily navigate around your site. They are also used when you want to allow people to download files from your site, such as PDFs or other documents, for viewing images or even just linking to other websites. HTML links will frequently be shown with an underline to differentiate it from other text, but this may vary depending on the theme you are currently using.

Inserting an HTML Link

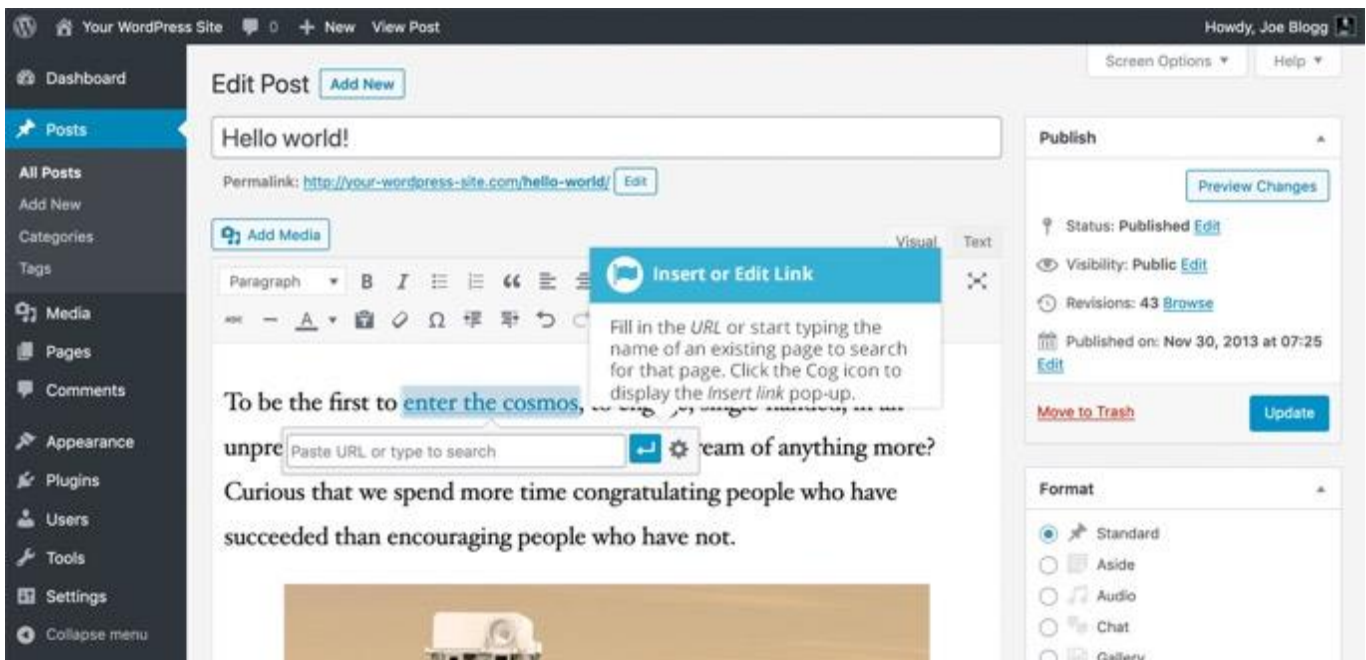
Inserting an HTML link in your Page/Post to one of your own pages or another site is extremely easy. Simply click and drag the cursor and highlight the text that you want turned

into a link and then click the *Insert/edit link* button (). A small inline link toolbar will display where you can enter your link URL. If you enter a URL without including `http://` in front of it, WordPress will automatically correct it for you. As an example, if you type `google.com` it will automatically correct this to `http://google.com`. After you've entered


your link url, hit your *Enter* key or click the *Apply* button () to save your changes.

If you don't select any text prior to clicking the *Insert/edit link* button, it will use the URL that you enter as the link text.


You can also insert a link to one of your existing Posts or Pages by simply typing the Post or Page name and then selecting it from the list that displays. As you type the Post/Page name the list will re-populate based on matching results.

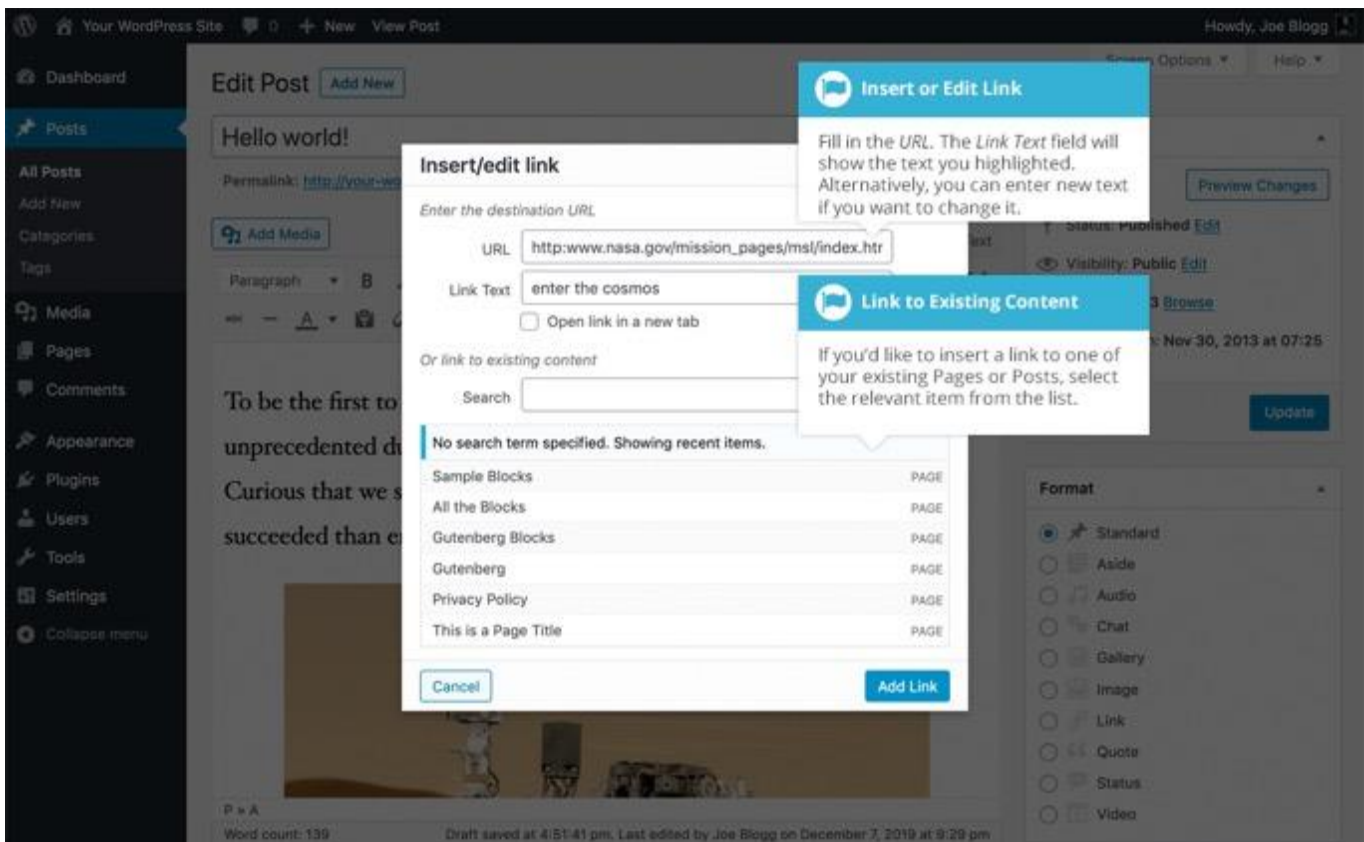


...our.local.ity

If the URL that you enter in the inline link toolbar has the incorrect syntax, WordPress will let you know by highlighting the link with a red dotted outline. When this happens, simply click the link to display the inline link toolbar again and then click the *Edit* button () to edit the URL you entered.



If you wish to set additional options or select an existing Post/Page from your site, click the *Link options* icon (). This pop-up is also useful if you wish to have your link open in a new tab/window when clicked as it gives you access to the *Open link in a new tab* checkbox.




If you re displaying the pop-up window, simply fill in URL and the Title and then click the *Add Link* button.

- **URL** – URL of the page or website that you would like to create a link to
- **Link Text** – The text that you highlighted prior to clicking the *Insert/edit link* button will be automatically displayed
- **Open link in a new tab** – When someone clicks the link you can have it open in the same window (default setting) or have it open in a new browser window/tab

Alternatively, if you d like to add a link to one of your existing Posts or Pages, select the relevant page from the supplied list. If you have a large number of pages within your site, you can type the Page or Post name in the *Search* field to make it easier to find. As you type, the list will re-populate based on matching results. After selecting one of your existing pages, the link will be updated in the *URL* field. Click the *Add Link* button to add your link.

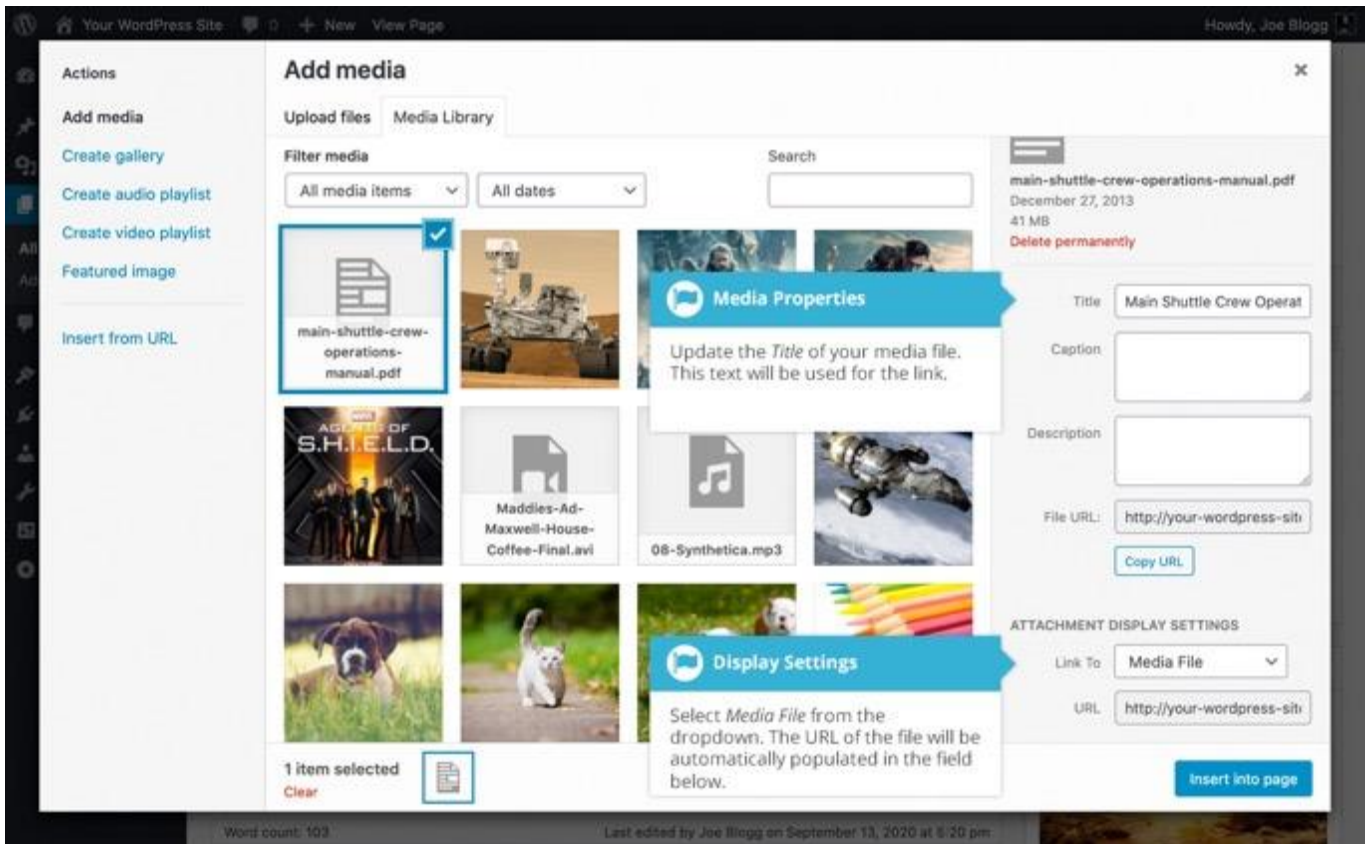
Inserting Links to Media Files

Adding a link to media files such as documents or PDF s is just as easy as adding a standard html link. There are a couple of ways you can go about it.

Click the *Add Media* button () and then simply drag your file from wherever it is on your computer, into the browser window. Your file will be automatically uploaded.


Alternatively, click the *Select Files* button and then select the file that you d like to upload, using the dialog window that is displayed.

Once your file is uploaded, your Media Library, which contains all your previously uploaded files, is displayed. The file that you ve just uploaded will be automatically selected for easy insertion into your Page or Post.




Update the *Title* for your file. The *Title* will be used for the text link when it s inserted into your content. From the *Link To* dropdown list, select *Media File*. The field just below this will be automatically populated with the URL for the file.


Click the *Insert into post* button to insert a link to the selected file in your Post at the current cursor position (when editing a Page, this button will say *Insert into page*).

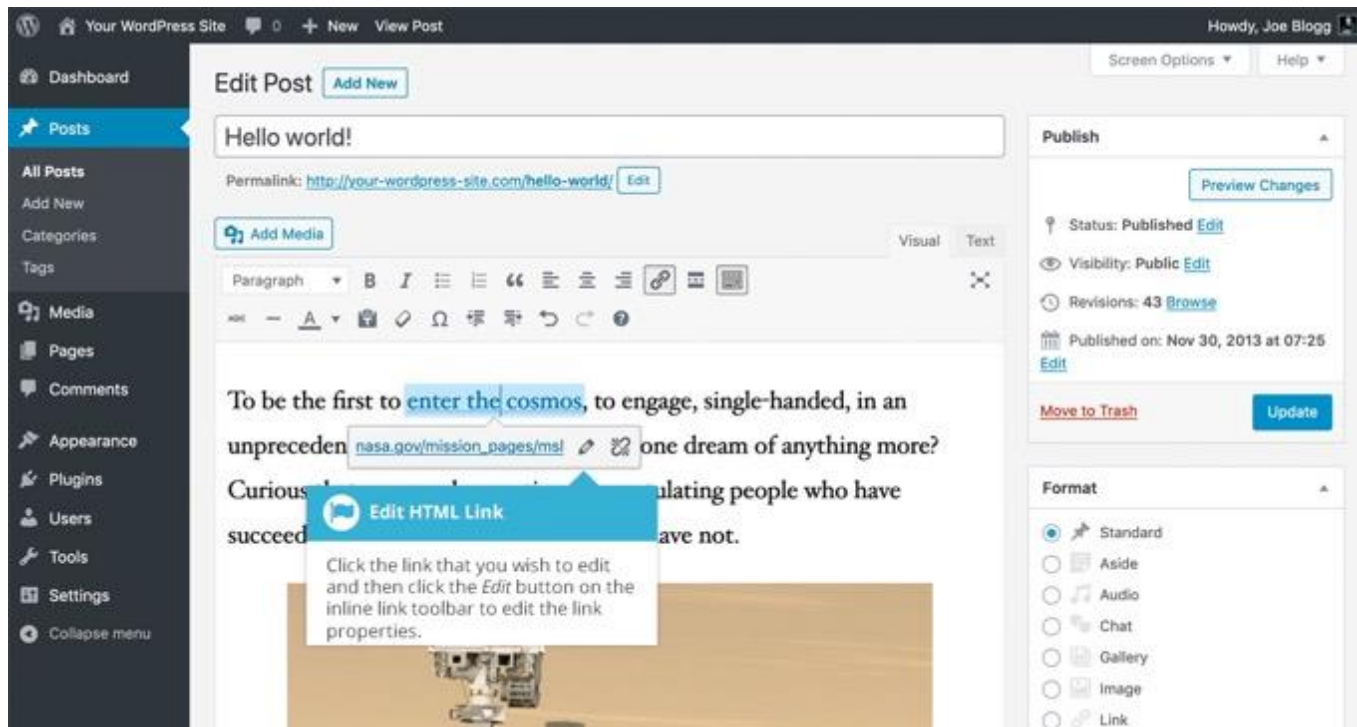
If you happen to know the URL for the media file that you d like to link to or if you d like to create a link on some existing text, simply click and drag the cursor and highlight the text that you want turned into a link and then click the *Insert/edit link* button (). Just like previously, when adding a simple HTML link, enter the URL to your media file and then click the *Add Link* button. A standard html link will be created that links to the media file that you specified.


Editing an HTML Link

To edit an html link, click the link within your Page/Post that you d like to edit to display the inline link toolbar. Once the toolbar appears, click the *Edit* button () to display the

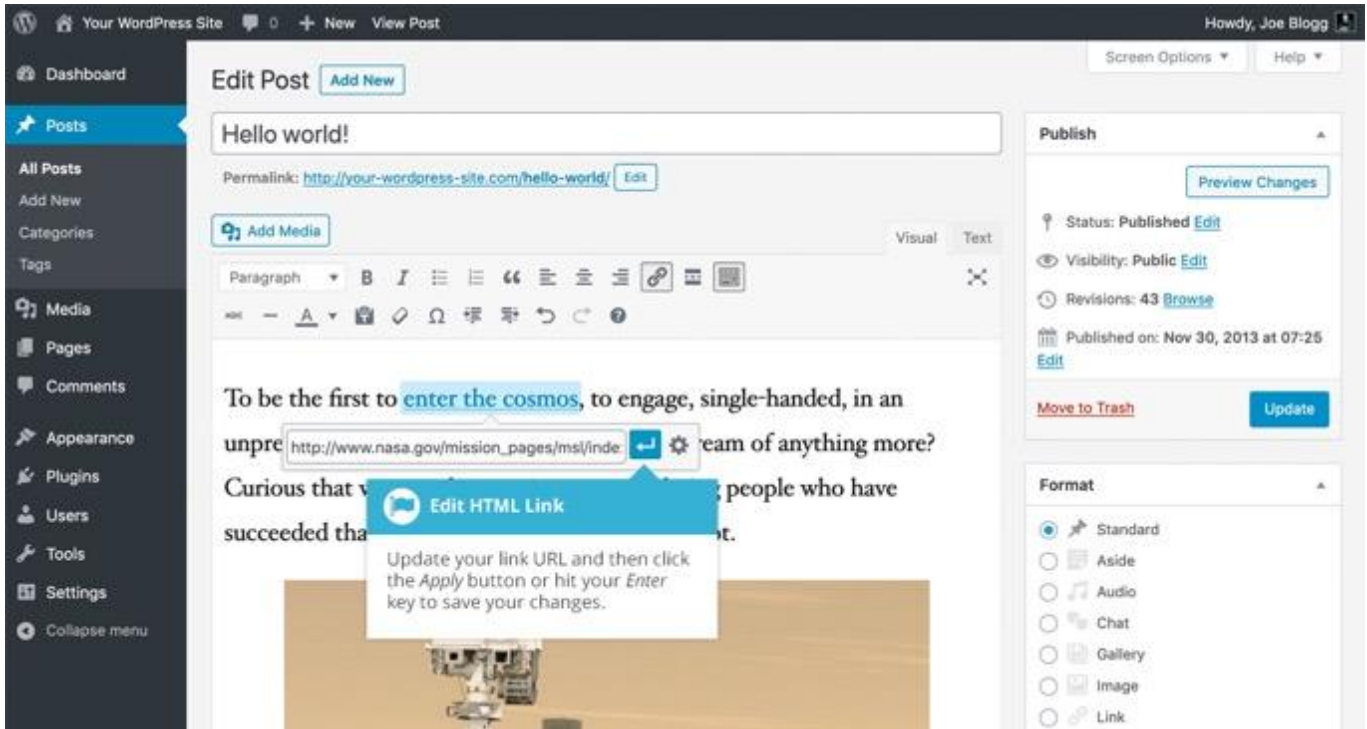
...our.locality

edit field. Alternatively, click the link within your Page/Post and then click the *Insert/edit link* button () on the main Visual Editor toolbar.






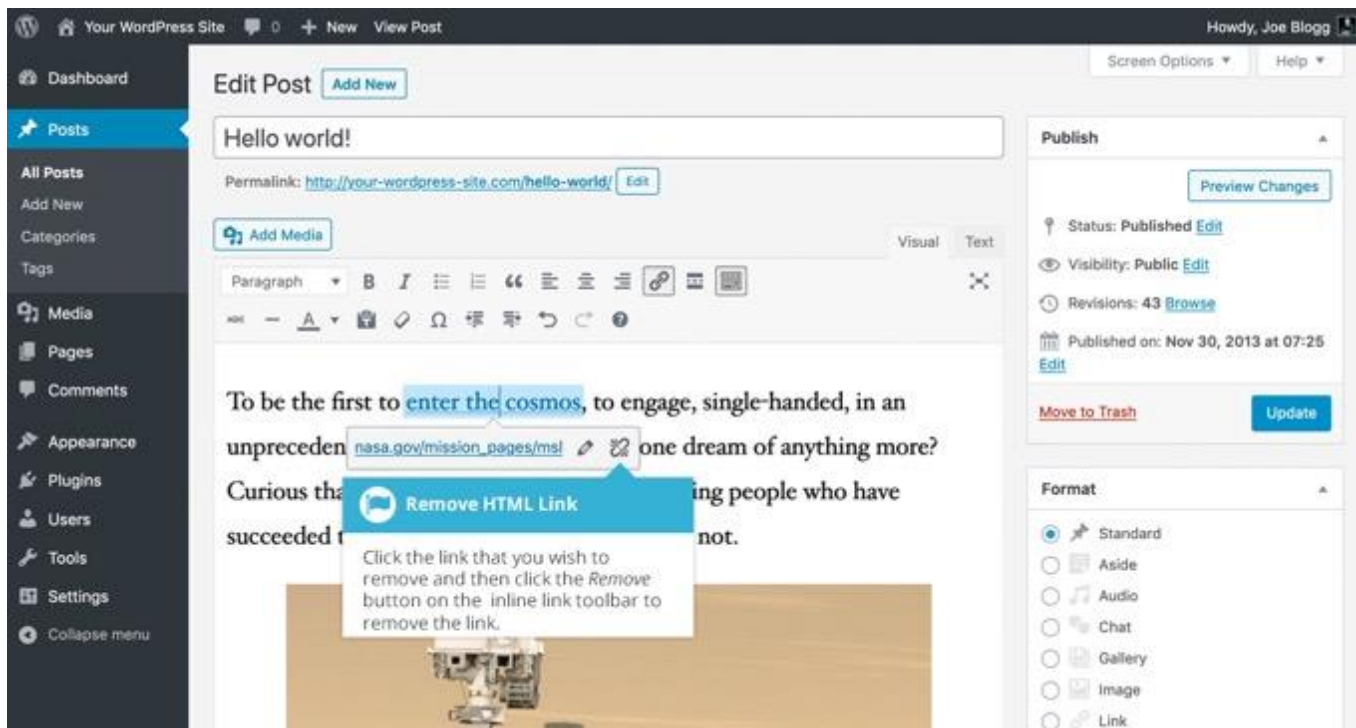
After you've updated the link url, hit your *Enter* key or click the *Apply* button () to save your changes. If you wish to display the Insert/edit link pop-up window click the *Link*

options icon ().



Removing an HTML Link

To remove an html link, click the link within your Page/Post that you d like to remove to display the inline link toolbar. Once the toolbar appears, click the *Remove* button () to remove the link. If you want to remove a link from an image, simply click the image once to select it, click the *Insert/edit link* button () to show the inline link toolbar, then remove the URL and click the *Apply* button () to accept your change. If the html link is linking to an uploaded file or image, clicking the *Remove* button won t remove or delete that file, it will simply remove the hyperlink.



Editing Existing Content

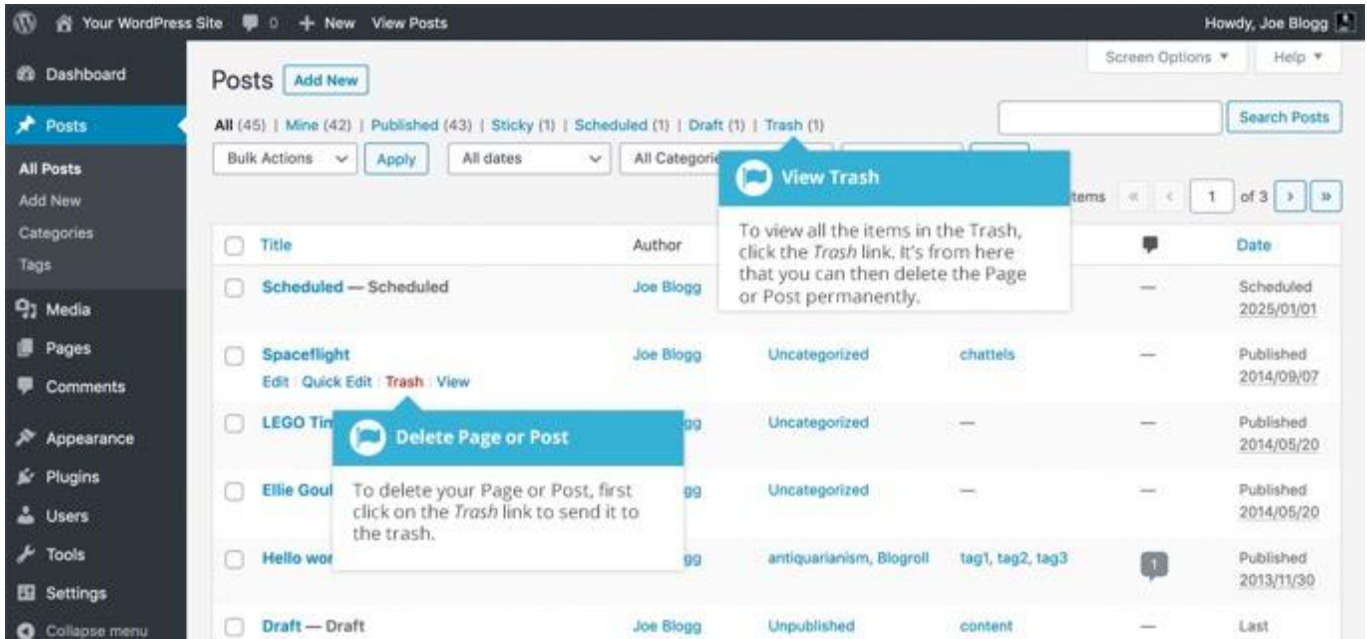
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the *Edit* link that appears beneath the title when hovering your cursor over each row.



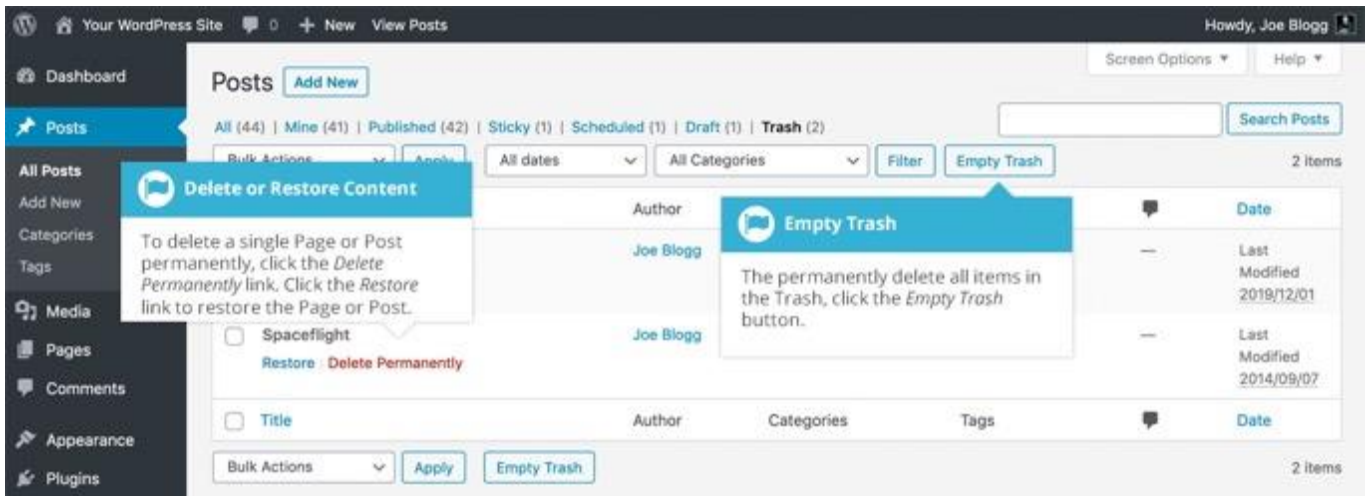
The screen that appears will be exactly the same as the *Add New Page/Add New Post* screen, only with the existing content displayed. When you've finished editing your Page/Post, click the *Update* button.

Deleting Content

If you wish to delete one of your Pages or Posts, click on the *Trash* link that appears beneath the title when hovering your cursor over each row. This will move the Page/Post to the Trash.




To delete the Page/Post permanently or to restore the Page/Post, click the *Trash* link at the top of the screen. When the cursor is hovering over each item in the Trash, the *Restore* and *Delete Permanently* links appear. Click *Delete Permanently* to permanently remove a single Page or Post. Clicking *Restore* will restore the Page or Post.

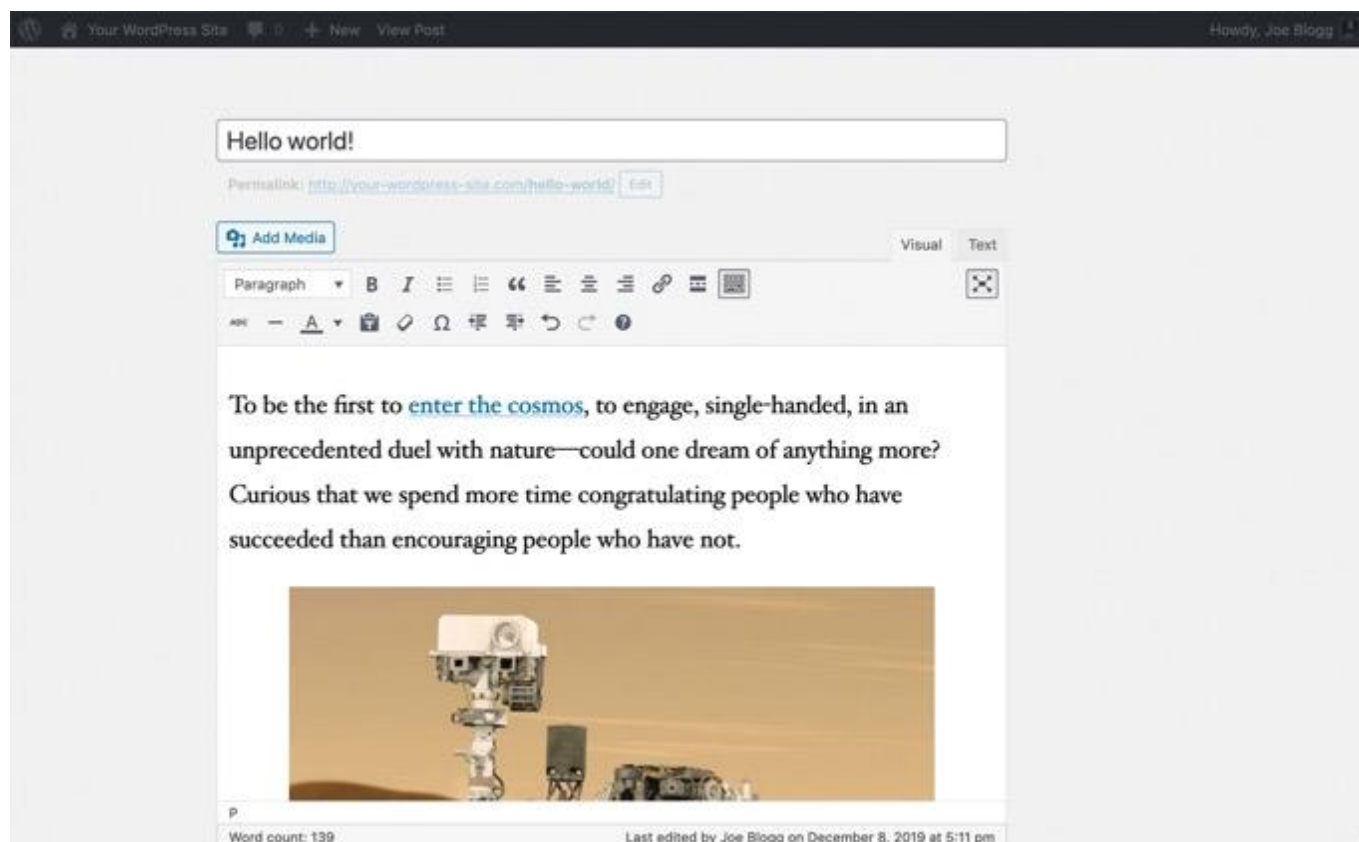


If you would like to permanently delete or restore numerous items at once, click the checkboxes next to the items you would like to delete or restore and then choose either *Restore* or *Delete Permanently* from the *Bulk Actions* dropdown list at the top of the page. After selecting the appropriate action click the *Apply* button to make your change. Alternatively, click the *Empty Trash* button to delete all the items in the Trash.

Fullscreen Editing

WordPress allows for fullscreen composing. It provides for complete distraction free editing of your Page or Post. To enter fullscreen mode simply click on the *Distraction Free Writing*

button (). With the Distraction Free Writing button turned on, the left-hand menu and the right-hand side panels fade out of view, leaving the screen with just the minimal required to compose your content.

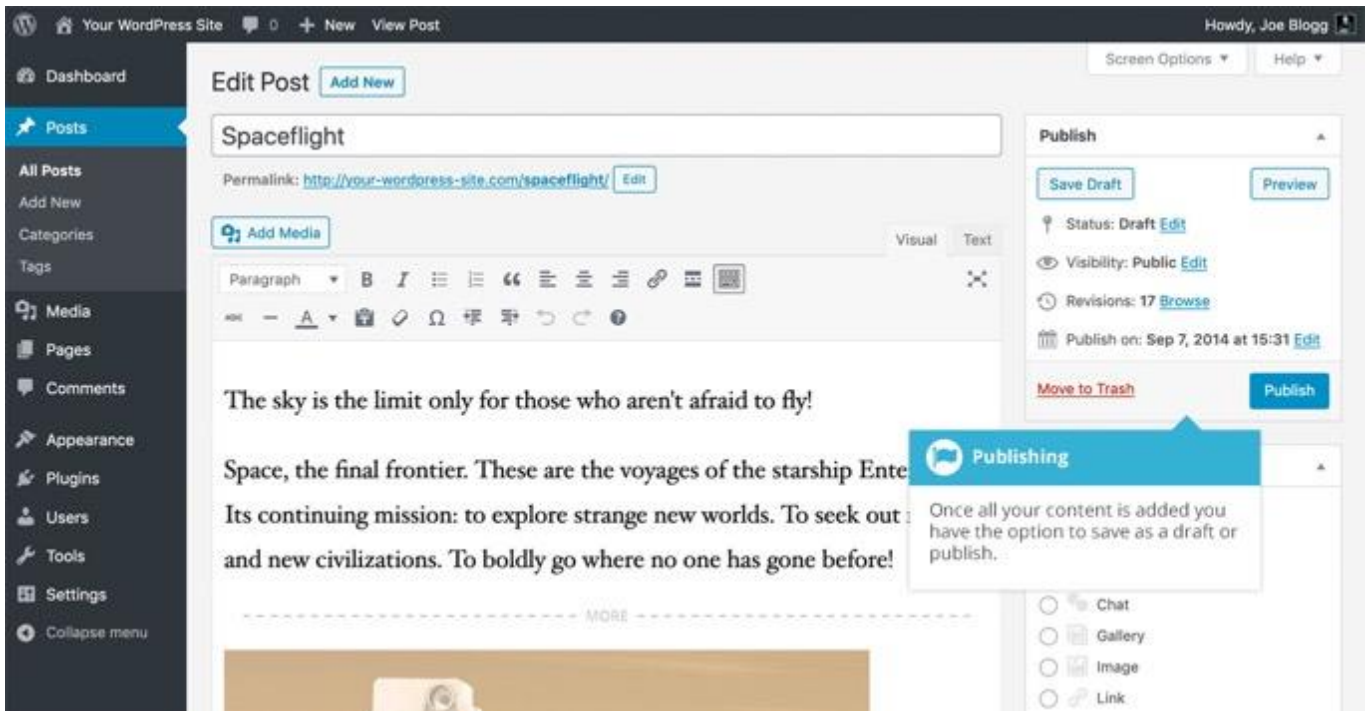


In Distraction Free Writing mode, only the Title field and Visual Editor is displayed until you move your cursor outside of the editor. Once you move your cursor outside of the editor, the menu and side panels fade back into view.

To exit from Distraction Free Writing mode, click on the *Distraction Free Writing* button again.

Saving and Publishing Content

Once you've added all your content to your Page or Post you have the option of Saving the Page as a Draft or Publishing the page. Clicking the *Save Draft* button will simply save your Page/Post. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.



Clicking the *Publish* button will save your Page/Post and publish it on your website.

Clicking the *Preview* button will show you a preview of the current Page/Post.

There are also several options available when saving. By default the *Status* is set to Draft but this can be changed by clicking the *Edit* link just to the right of *Status*: within the *Publish* panel.

- **Pending Review** means the draft is waiting for review by an editor prior to publication.
- **Draft** means the post has not been published and remains a draft for you.

You can also change the visibility of the Page by clicking the *Edit* link just to the right of *Visibility*: within the *Publish* panel.

- **Public** is the default and means the page is viewable to all. There is also an option to make the Post 'sticky'. Sticky posts are placed at the top of all blog posts and stay there even after new posts are published.
- **Password Protected** allows you to assign a password to your page. Only people who have the password will be able to access the page.

- **Private** hides the content from the public completely. Normal users and visitors will not be aware of private content. You will only see the private content when you are logged into your WordPress blog.

Just below the Title for your content is the full URL for your Page or Post. Clicking this will take you to the published page, or if the page hasn't been published yet, a preview of the page. Clicking the *Edit* button next to the URL allows you to change the Permalink (i.e. the URL) of the Page or Post. You might decide to do this for improving SEO (Search Engine Optimisation). Most times though, you'll simply leave the default URL which WordPress automatically generates based on your Page/Post Title.

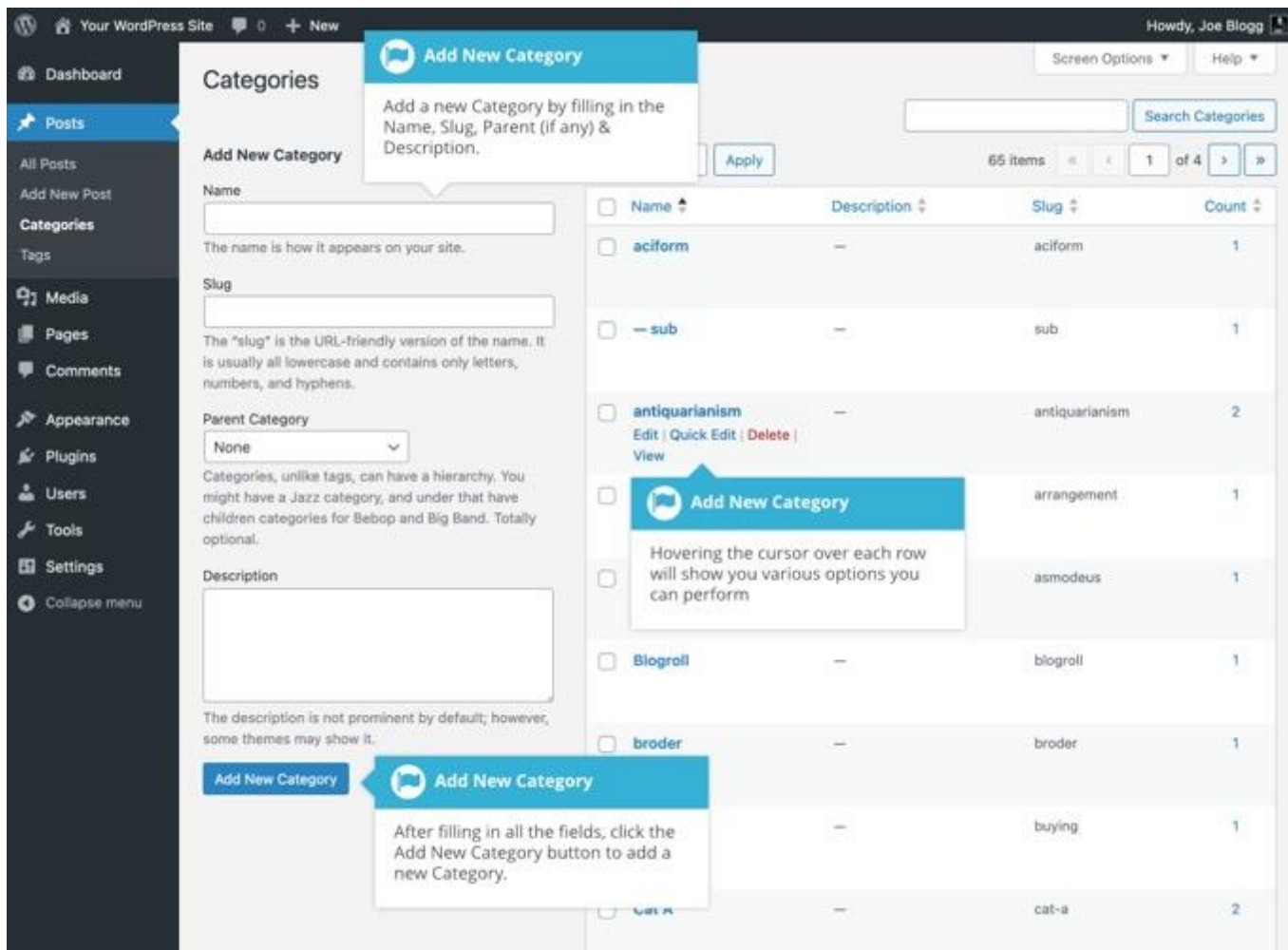
By default, when you click the *Publish* button your Page/Post is published immediately. To change this, click the *Edit* link just to the right of *Publish immediately* within the *Publish* panel. You can then select the date and time that you'd like to schedule your Page/Post to be published. You must also click the *Publish* button when you have updated the date and time fields to publish at the desired date and time.

Categories

You can use categories to define sections of your site and group related posts. The default category is *Uncategorized* but this can be easily changed in your Settings. Pages cannot be associated with Categories. You can only associate Categories to Posts.

There are two ways to add Categories. They can be added whilst adding or editing your Post or they can be added via the *Categories* menu option. Adding Categories whilst editing your Post, will automatically assign those Categories to your Post. Adding Categories using the *Categories* menu option will simply add them to the list of available Categories.

When you click on the *Categories* menu option you'll be shown a list of Categories that have already been added along with some blank fields that allow you to add a new Category.



To add a new Category, fill in the blank fields and then click the *Add New Category* button:

- **Name** – The name is how it appears on your site
- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens
- **Parent Category** – Categories, unlike tags, can have a hierarchy. You might have a Car category, and under that have children categories for Ford, General Motors and Toyota. Totally optional. To create a subcategory, just choose another category from the *Parent* dropdown
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Category it will appear in the list of Categories on the right side of the screen.

When hovering your cursor over each row in the list of Categories, a few links will appear beneath the Category name.

- **Edit** – Allows you to edit the Category properties such as Name, Slug, Parent and Description
- **Quick Edit** – Allows you to quickly edit the Category Name and Slug
- **Delete** – Deletes the Category permanently from the list of Categories. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Category or *Cancel* if you don't want to delete it
- **View** – This will list all the Posts that are currently using this Category

If you would like to permanently delete numerous Categories at once, click the checkboxes next to the Categories you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Categories (you will not be prompted to confirm your choice).

Deleting a Category does not delete the posts in that Category. Instead, posts that were only assigned to the deleted Category are set to the default Category, which is set to *Uncategorized* by default. The Default Post Category can be configured within the *Settings > Writing* section.

Adding Categories within your Post

Adding Categories whilst editing your Post will automatically assign those Categories to your Post.

When using the Block Editor, click on the Post tab in the Settings Sidebar. The *Categories* panel can be found just below the *Permalink* panel. To add an existing Category, simply tick the checkbox(es) next to the Categories you'd like to assign to the Post.

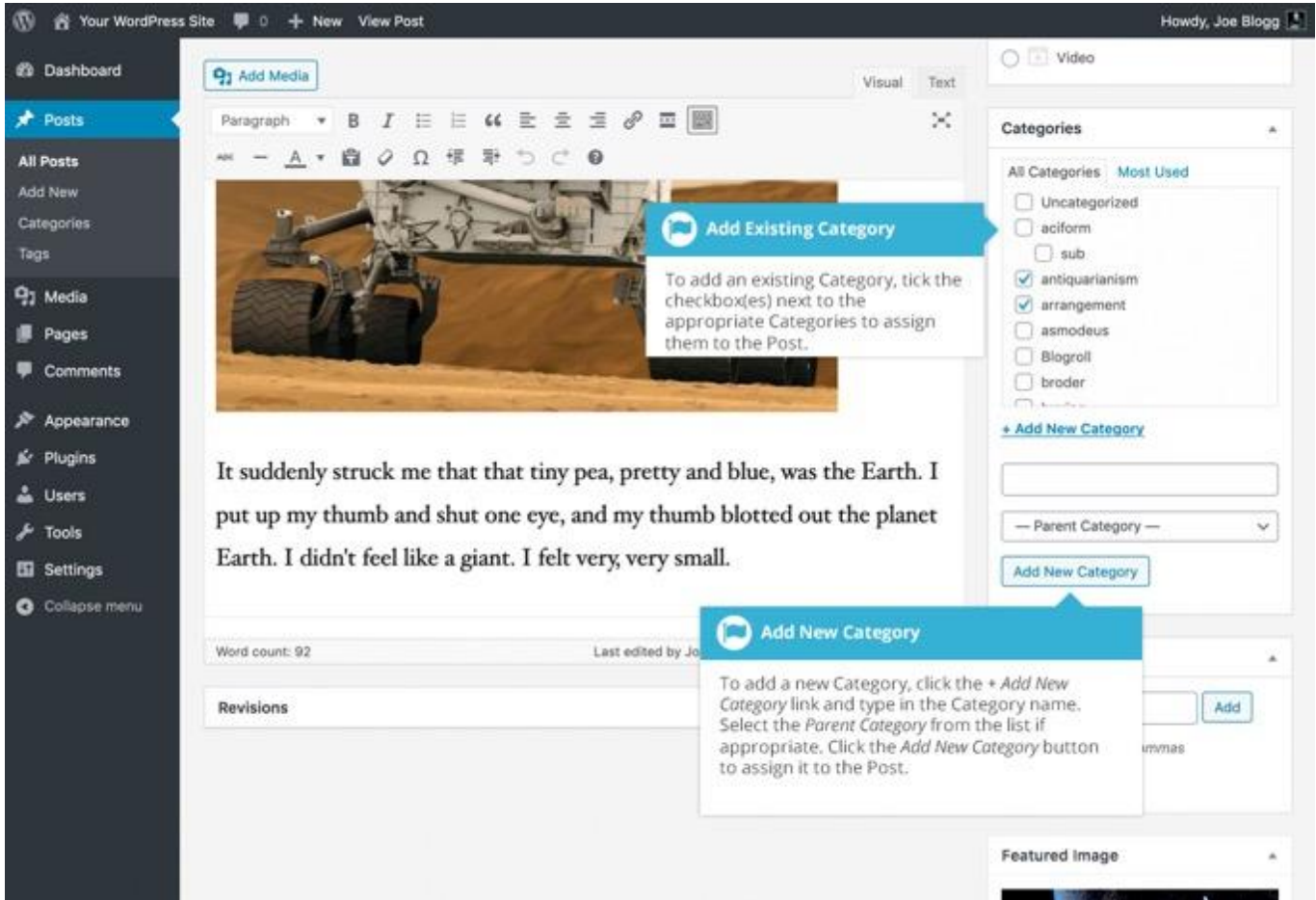
If you would like to create a new Category and assign it to the Post at the same time, click the *Add New Category* link. Two fields will then appear. Type the name of the Category that you'd like to add into the empty input field. If you'd like the new Category to have a Parent, select it from the *Parent Category* dropdown list. Click the *Add New Category* button when done to create the Category and automatically assign it to the Post.

The screenshot shows the WordPress Classic Editor interface. The main content area displays a post titled "Spaceflight" with the text: "The sky is the limit only for those who aren't afraid to fly! Space, the final frontier. These are the voyages of the starship Enterprise. Its continuing mission: to explore strange new worlds. To seek out new life and new civilizations. To boldly go where no one has gone before!". Below the text is a "READ MORE" link and an image of a Mars rover. The right-hand sidebar contains the "Categories" panel, which lists various categories with checkboxes. The "antiquarianism" and "arrangement" categories are checked. Below the list are fields for "NEW CATEGORY NAME" and "PARENT CATEGORY", along with an "Add New Category" button. Two callout boxes provide instructions: one for "Add Existing Category" and one for "Add New Category".

When using the Classic Editor, the *Categories* panel can be found just below the *Format* panel if your Theme supports Post Formats. Alternatively, it will reside just below the *Publish* panel. To add an existing Category, simply tick the checkbox(es) next to the Categories you'd like to assign to the Post.

If you would like to create a new Category and assign it to the Post at the same time, click the + *Add New Category* link. Two fields will then appear. Type the name of the Category that you'd like to add into the empty input field. If you'd like the new Category to have a

Parent, select it from the *Parent Category* dropdown list. Click the *Add New Category* button when done to create the Category and automatically assign it to the Post.

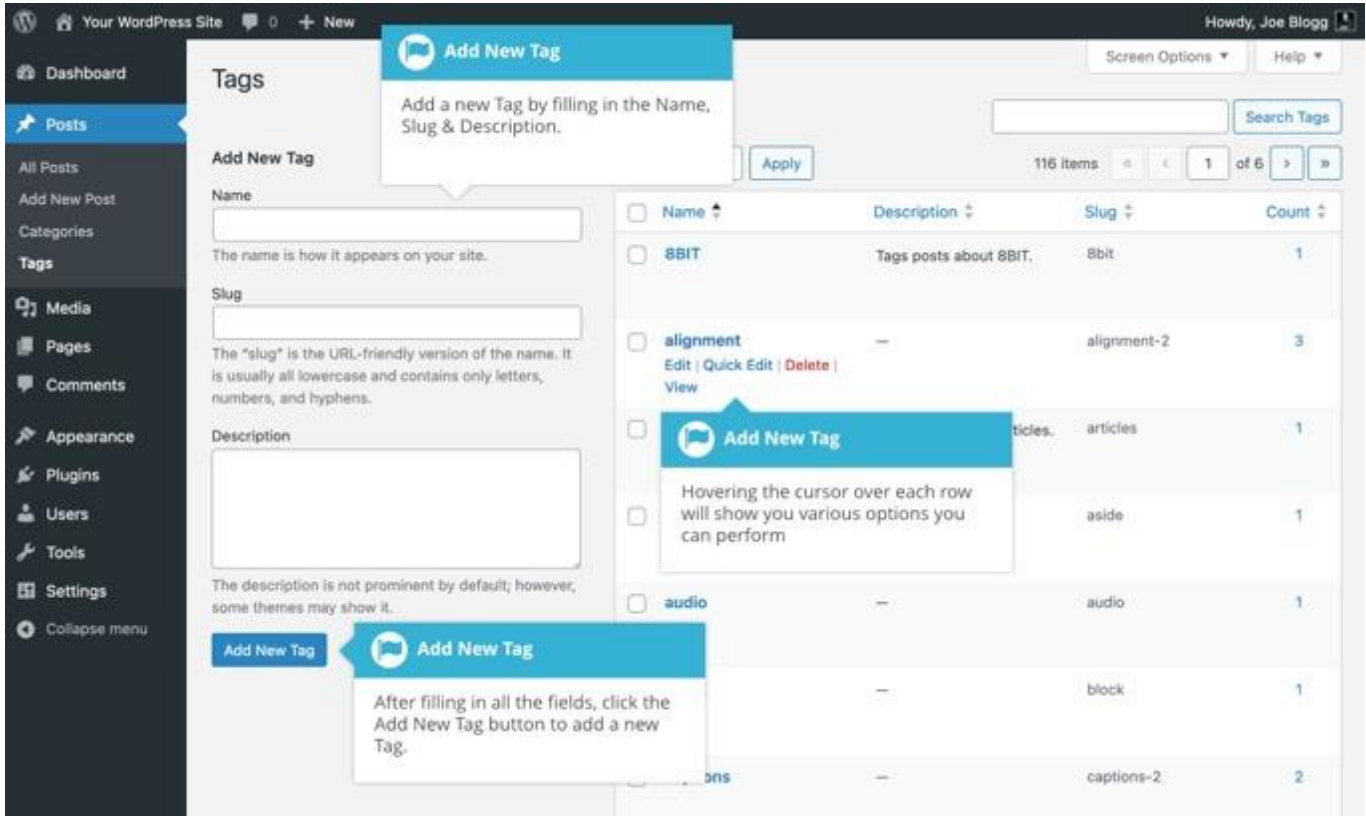


Tags

Tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts. Unlike Categories, Tags have no hierarchy, meaning there is no relationship from one Tag to another. Pages cannot be assigned Tags and cannot be associated with Categories. You can only associate Tags and Categories to Posts.

Like Categories, there are two ways to add Post Tags. They can be added whilst adding or editing your Post or they can be added via the *Tags* menu option. Adding Tags whilst editing your Post, will automatically assign those Tags to your Post. Adding Tags using the *Tags* menu option will simply add them to the list of available Tags.

When you click on the *Tags* menu option you will be shown a list of Tags that have already been added, along with some blank fields that allow you to add a new Tag.



To add a new Tag, fill in the blank fields and then click the *Add New Tag* button:

- **Name** – The name is how it appears on your site
- **Slug** – The Slug is the URL-friendly version of the name. It's usually all lowercase and contains only letters, numbers, and hyphens
- **Description** – The description is not prominent by default; however, some themes may display it

Once you add a new Tag it will appear in the list of Tags on the right side of the screen.

When hovering your cursor over each row in the list of Tags, a few links will appear beneath the Tag name.

- **Edit** – Allows you to edit the Tag properties such as Name, Slug and Description
- **Quick Edit** – Allows you to quickly edit the Tag Name and Slug

- **Delete** – Deletes the Tag permanently from the list of Tags. After clicking Delete you will be prompted to confirm your choice. Click *OK* to delete the Tag or *Cancel* if you don't want to delete it
- **View** – This will list all the Posts that are currently using this Tag

If you would like to permanently delete numerous Tags at once, click the checkboxes next to the Tags you would like to delete and then choose *Delete* from the *Bulk Actions* dropdown list at the top of the page. After selecting Delete, click the *Apply* button to immediately delete the selected Tags (you will not be prompted to confirm your choice).

Adding Tags within your Post

Adding Tags whilst editing your Post, will automatically assign those Tags to your Post.

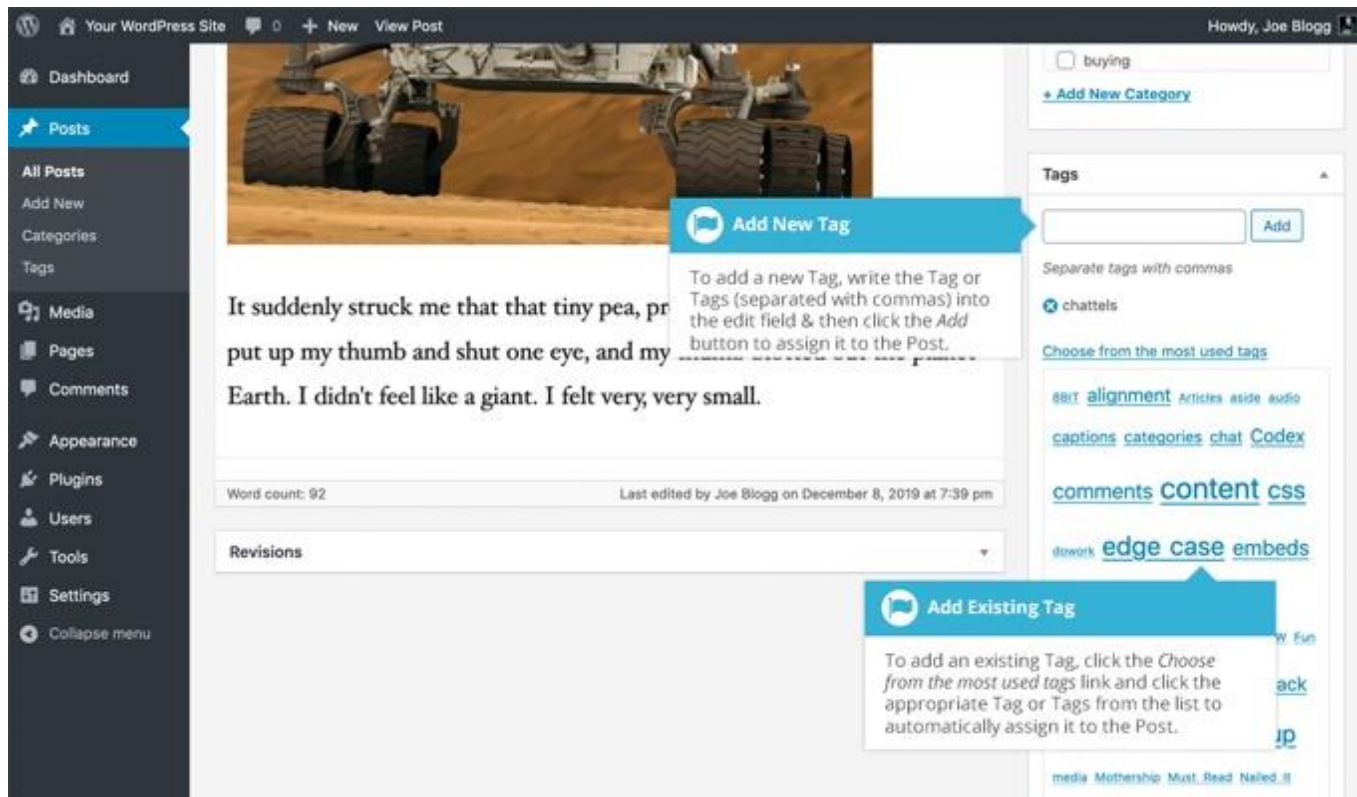
When using the Block Editor, click on the Post tab in the Settings Sidebar. The *Tags* panel can be found just below the *Categories* panel. To add a new Tag, simply write the Tag or Tags (separated with commas) into the edit field. If you make a mistake and need to remove a Tag, simply click the small 'x' next to the individual tag to remove it.

When you start typing your tags, a list of previously used tags will display below the edit field if any of the characters that you type, match a previously entered Tag. If a list of previous Tags appears, you can click on any of the Tags to select them. You can also click on any of the Tags listed in the *MOST USED* section, to add them to your Post as well.



The screenshot shows the WordPress Classic Editor interface. The top navigation bar includes 'Your WordPress Site', 'New', 'View Post', and the user name 'Howdy, Joe Blogg'. The left sidebar contains a 'Dashboard' menu and a 'Posts' menu with sub-items: 'All Posts', 'Add New Post', 'Categories', and 'Tags'. The main content area displays the post title 'Spaceflight' and the text: 'The sky is the limit only for those who aren't afraid to fly! Space, the final frontier. These are the voyages of the starship Enterprise. Its continuing mission: to explore strange new worlds. To seek out new life and new civilizations. To boldly go where no one has gone before!'. Below the text is a 'READ MORE' link. A large image of a Mars rover is featured, with a blue callout box that says 'Add New Tag' and provides instructions: 'To add a new Tag, type the Tag into the edit field. Hit the comma key to enter multiple tags. To remove a tag, click the 'x' next to the tag.' The right sidebar contains the 'Post' and 'Block' panels. The 'Categories' panel shows a search field and a list of categories with checkboxes: 'antiquarianism', 'arrangement', 'aciform', 'sub', 'asmodeus', 'Blogroll', 'broder', and 'Broder'. Below this is a 'NEW CATEGORY NAME' input field, a 'PARENT CATEGORY' dropdown menu, and an 'Add New Category' button. The 'Tags' panel shows an 'ADD NEW TAG' input field with 'chattels X co' entered. Below the input field is a list of existing tags: 'Codex', 'comments', 'content', and 'claycold'. A blue callout box says 'Add Existing Tag' and provides instructions: 'When you start typing your Tag, you will be shown a list of existing tags below the field, if the characters you enter match. Click any of the displayed Tags to select them.'

When using the Classic Editor, the *Tags* panel can be found just below the *Categories* panel. To add an existing Tag, click the *Choose from the most used tags* link. This will display a list of previously used Tags (if available). They are arranged alphabetically and in cloud format. That is, the more often a Tag has been used, the larger the font it is displayed in. To

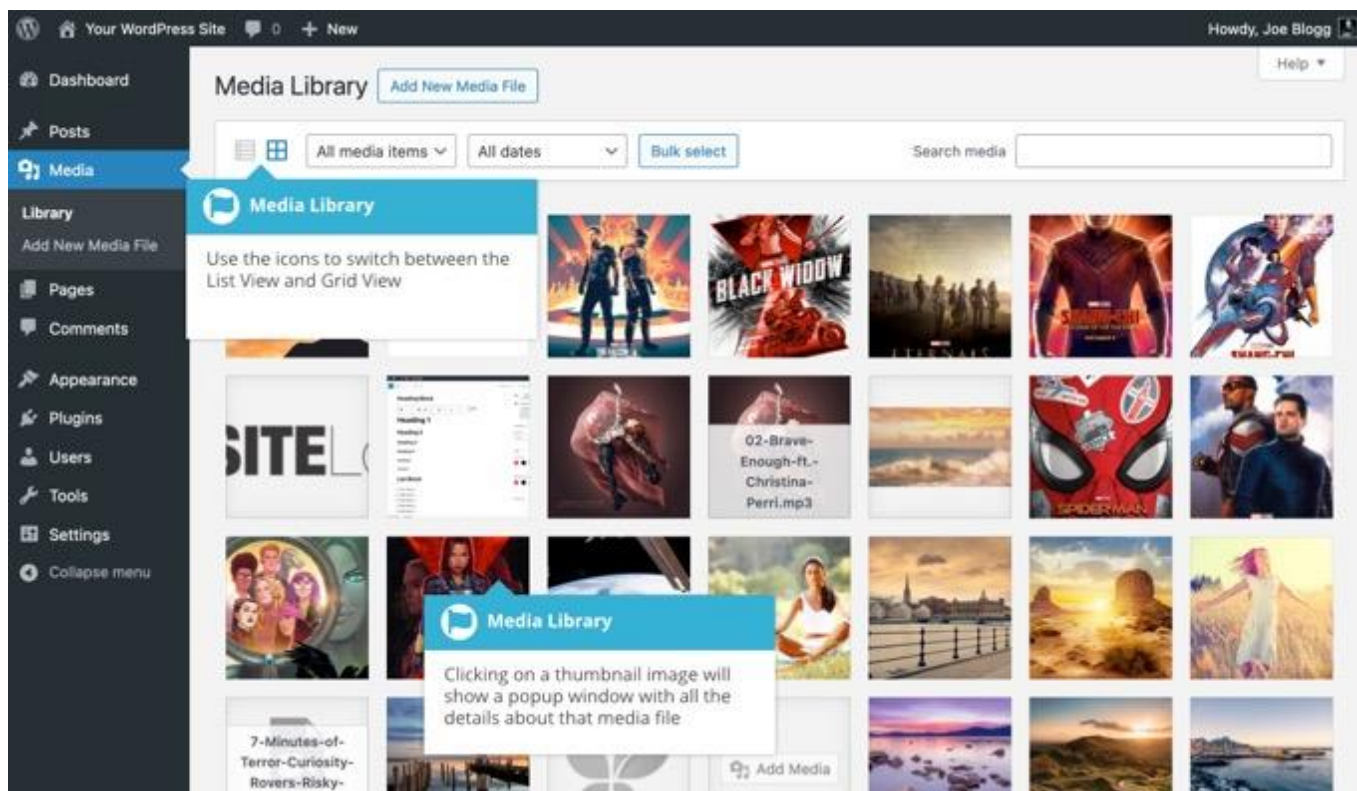
add a previously used Tag, simply click on the Tag name and it will be assigned to your Post. To add a new Tag, simply write the Tag or Tags (separated with commas) into the edit field and click the *Add* button. Tags that are assigned to the Post will be displayed below the edit field. To remove a Tag from your Post, click the small *x* icon next to the Tag name.



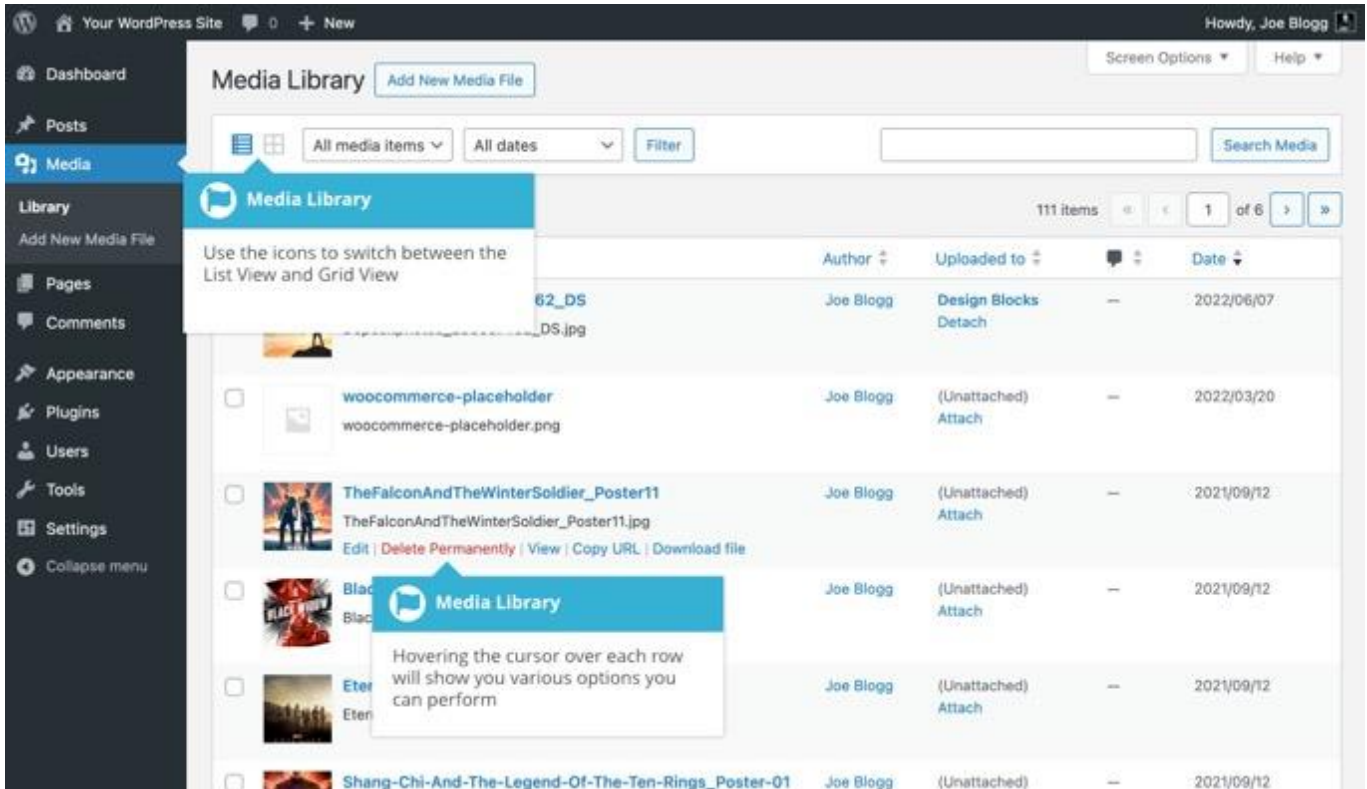
Media Library

The Media Library is where you can find all the files that you've uploaded. There are two different types of views you can select from when viewing your media library. You can click the *List View* icon () to display your images in a list, or you can click the *Grid View* icon () to view your images in a Grid layout.

The Grid View will display a grid of thumbnail images for each of your media files. By default, it will show the first 80 images in the Grid view. To view more images, click the *Load more* button at the bottom of the page.



The List View will display your images vertically down the page, over multiple pages. By default, it will display 20 images per page but you can change this number by clicking the *Screen Options* link at the top-right of the page and changing the *Number of items per page*.



Both views show the most recently uploaded files first. There are also dropdown lists that allow you to filter the list of files that are currently being displayed, along with a search field to help search for files.

Within the List View, the list of files contains a small thumbnail version of the image or file, the file title and the file name along with the file extension which shows the type of file (JPG, MP3, etc.), the name of the Author who uploaded the file, the Page or Post which the image was uploaded to, the number of comments and the date the file was uploaded.

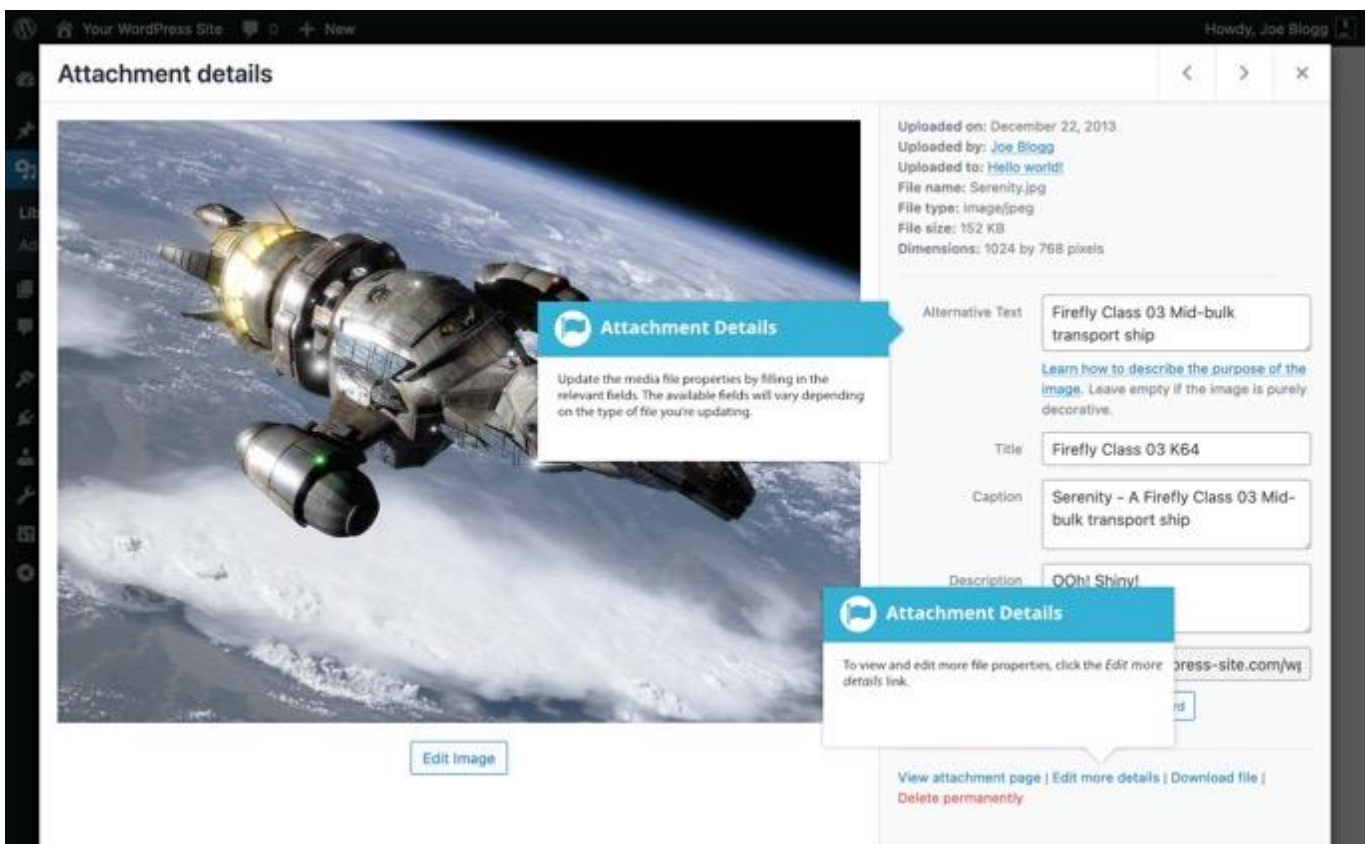
When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

- **Edit** – Allows you to edit the file properties such as Title, Alt Text, Caption and Description. You can also perform some basic image manipulation
- **Delete Permanently** – Deletes the file permanently from the Media Library
- **View** – Will take you to the display page for that file

Viewing a File in the Media Library

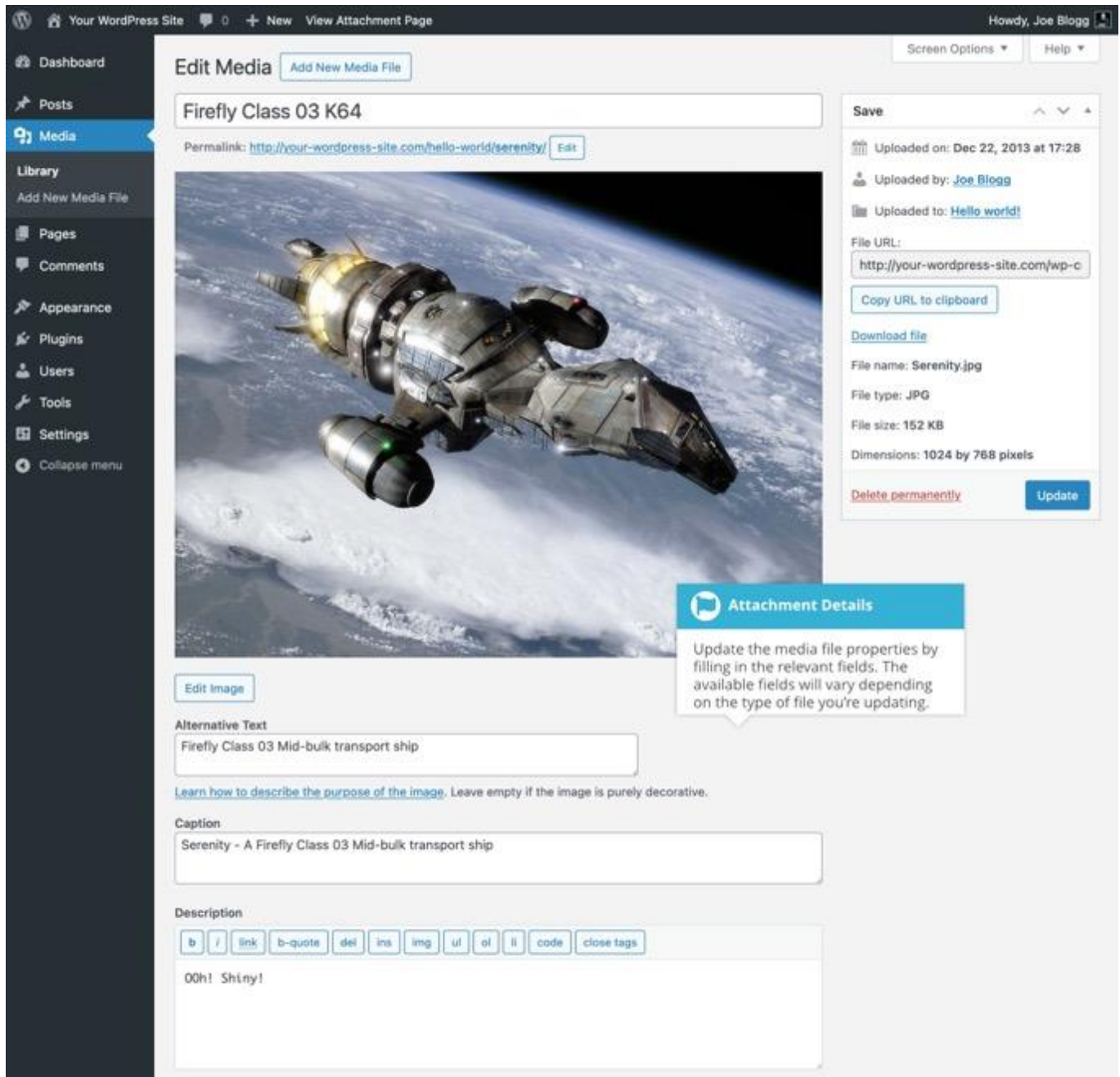
The Grid View will display a grid of thumbnail images for each of your media files. Depending on the file type, you'll either see a thumbnail image for that particular file or an icon representation.

After clicking on a thumbnail within the Grid View, a pop-up window will display the properties for that particular file, along with giving you the ability to update certain properties. If the file is an image, you'll also see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV) you'll see the appropriate media player. For other file types such as PDFs or Word Documents, there is a link to view the attachment page which in turn has a link to the actual file.



Within the List View, you can click the thumbnail image, the media file title or you can hover the cursor over the row and click the *Edit* link. The various file properties will be displayed, along with giving you the ability to update certain properties. If the file is an image, you'll see a larger version of that image. For supported audio and video files (M4a, MP4, OGG, WebM, FLV, MP3, and WAV) you'll see the appropriate media player. For other file types such as PDFs or Word Documents, you'll simply see the file properties. Clicking the

Permalink, just under the file Title, will display the attachment page which in turn has a link to the actual file.



Clicking the *View* link, when hovering your cursor over a row, will display the attachment page for that particular media file. If the file is an image, you'll see a larger version of that image. For supported audio and video files you'll see the appropriate media player and for other file types such as PDF s or Word Documents, you'll see a link to the actual file.

Your WordPress Site — Just another WordPress site

[Home](#) [About The Tests](#) [Blog](#)

Synthetica

Joe Blogg December 23, 20

View Media

For supported audio and video files you'll see the appropriate media player.



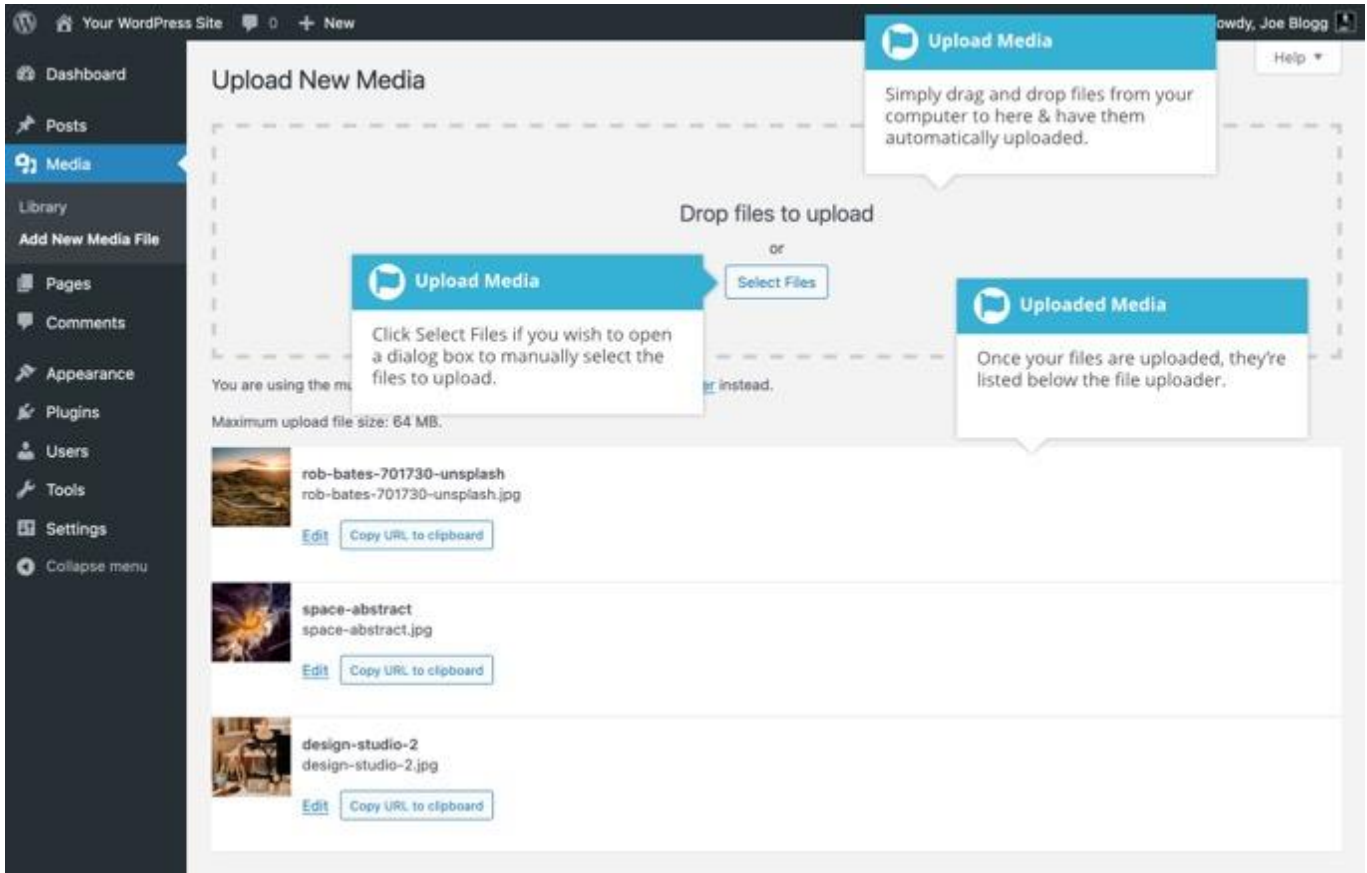
"Synthetica" from Synthetica by Metric. Released: 2012. Track 8 of 11. Genre: Indie Rock.

Adding a File to the Media Library

To add a new file to the Media Library, click on the *Add New Media File* link in the left-hand navigation menu or the *Add New Media File* button at the top of the page.

If you click the *Add New Media File* button when you're viewing the Media Library in the *List View*, or click the *Add New Media File* link in the menu, simply drag your images from wherever they are on your computer, into the area marked *Drop files to upload*. Your file(s) will be automatically uploaded.

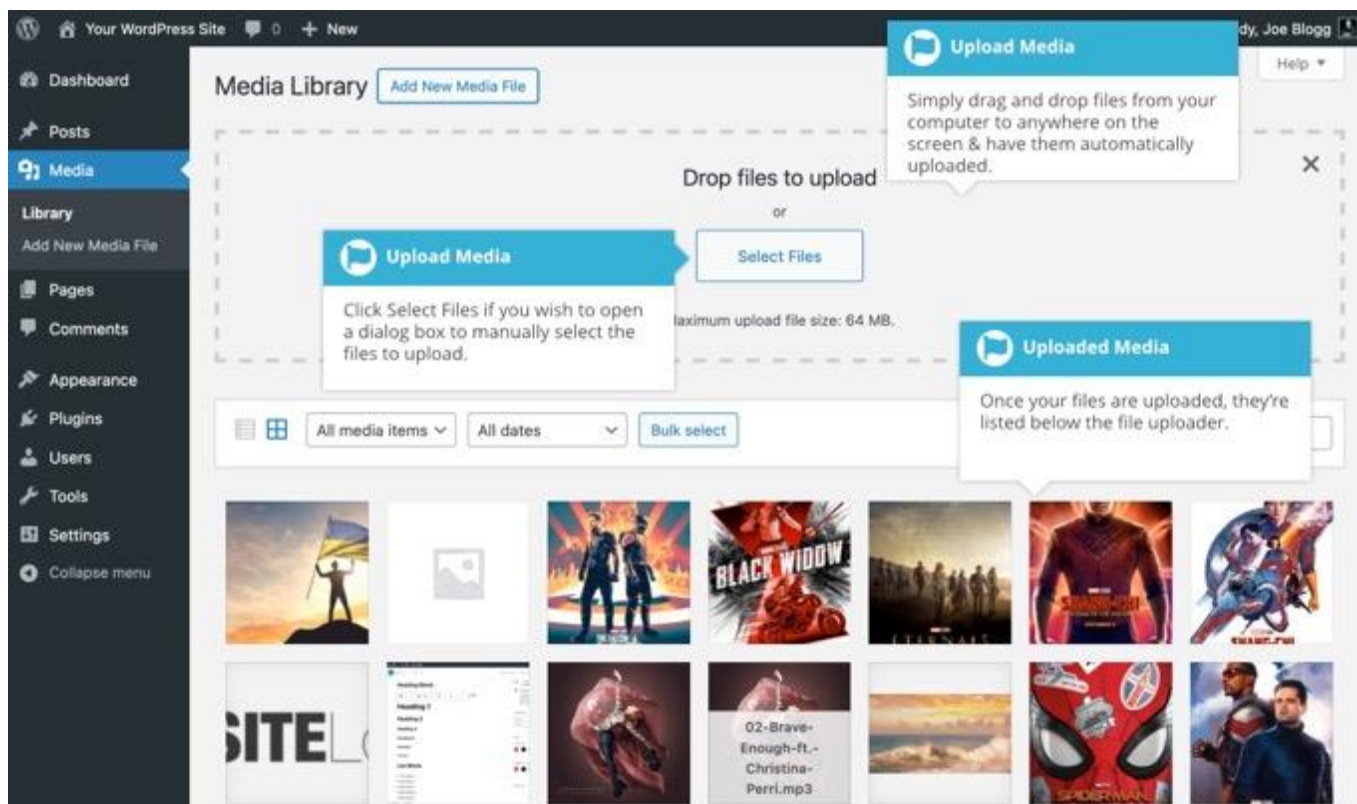
Once your images or files are uploaded, they're listed below the file uploader. If you'd like to edit the file properties, click the *Edit* link next to the file. If you simply want to copy the URL of the uploaded file, click the *Copy URL to clipboard* button.



When you re viewing the Media Library in the *Grid View*, you can drag your images from wherever they are on your computer, to anywhere on the screen. Your file(s) will be automatically uploaded. You don't even need to click the *Add New Media File* button.

If you do click the *Add New Media File* button when you re viewing the Media Library in the *Grid View*, you can either drag your images from wherever they are on your computer, to anywhere on the screen, or you can select your images using the *Select Files* button and then browsing to your files on your computer and selecting the files that you d like to upload, using the dialog window that is displayed. Your file(s) will then be automatically uploaded.

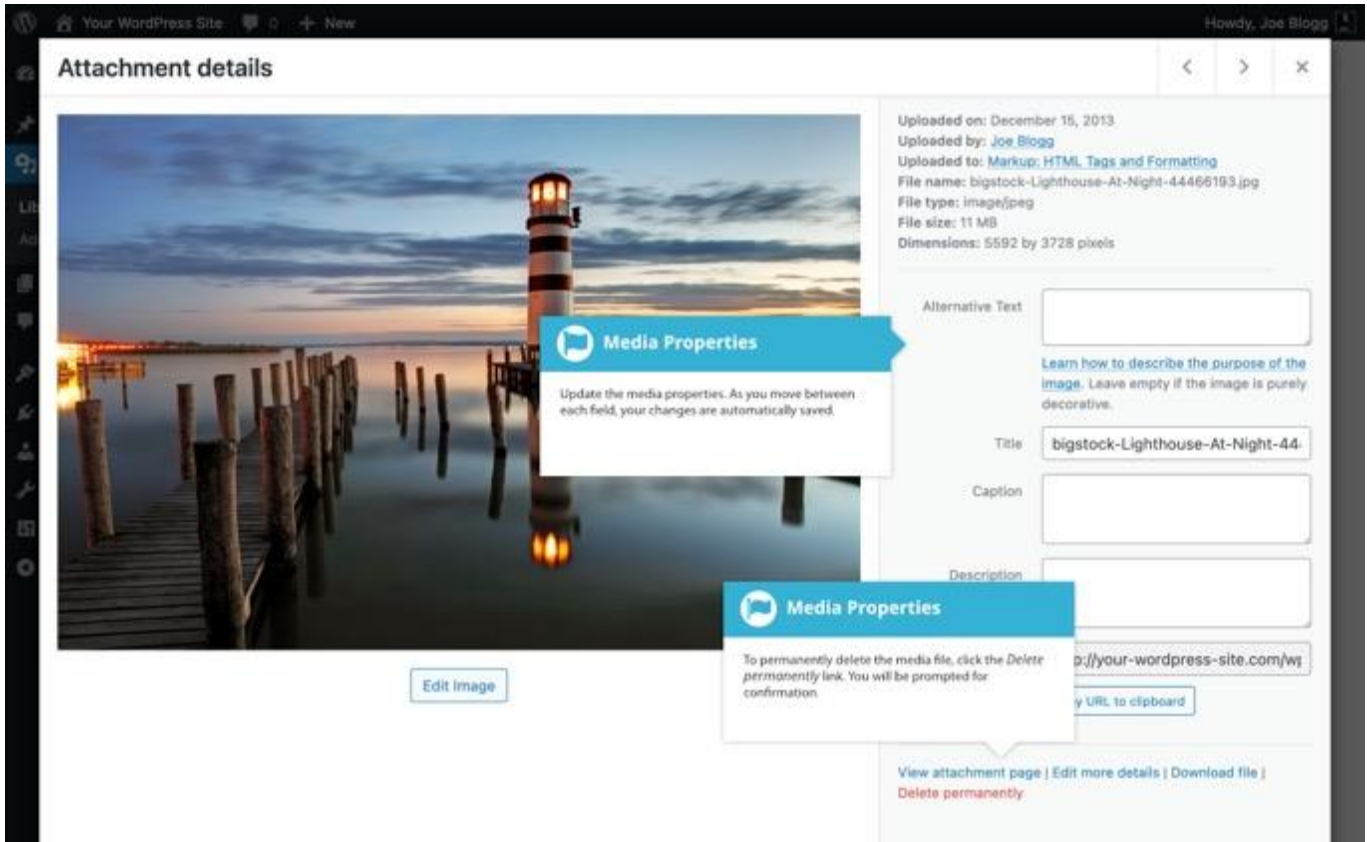
Once your images or files are uploaded, they re displayed below the file uploader, with the rest of your media.



Editing the File Properties

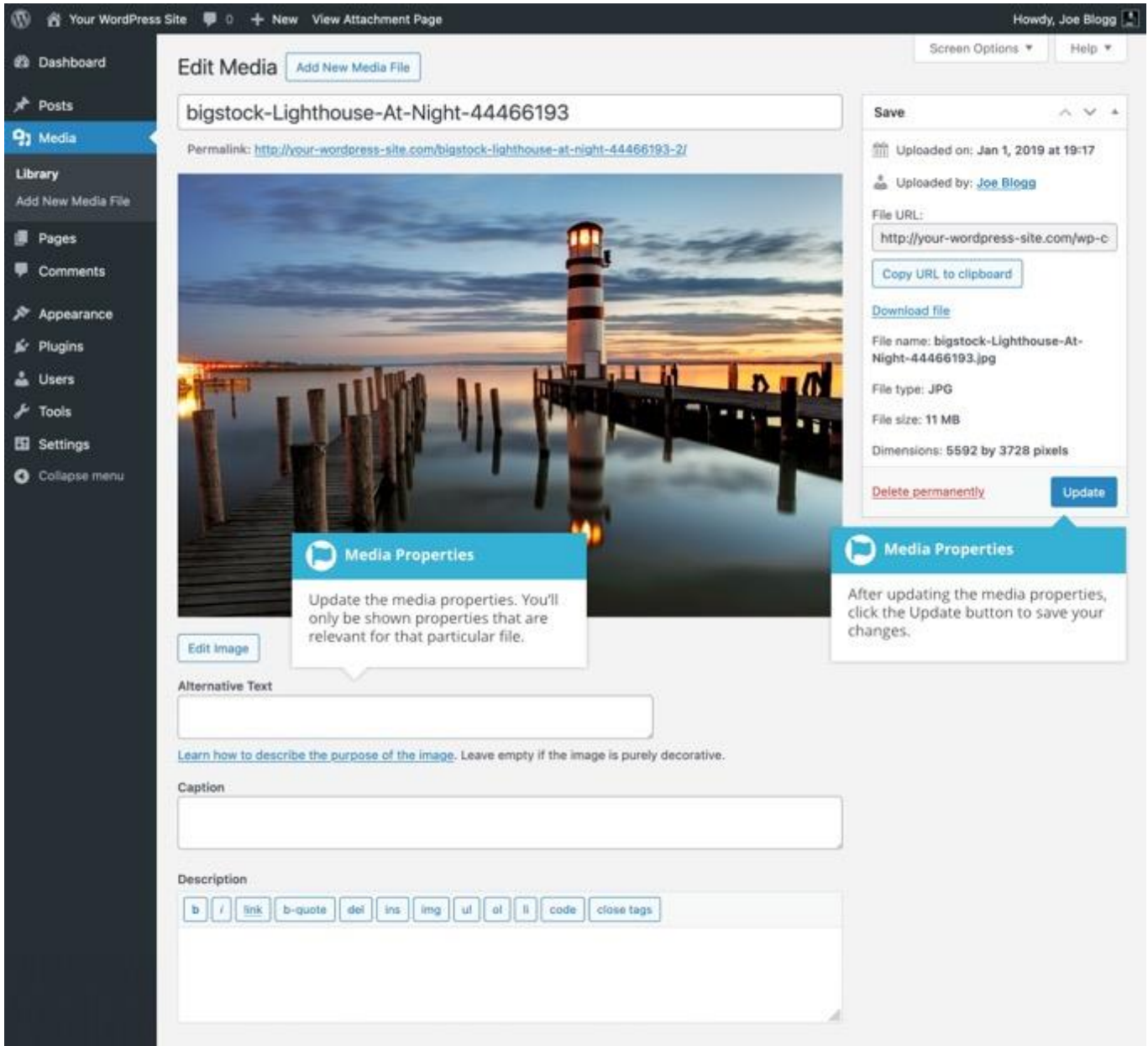
If you're viewing your files using the *Grid View*, simply click on one of your media files and you'll be presented with a pop-up window that displays the relevant properties for that particular file.

After updating each field your changes will be automatically saved. You can use the arrow buttons at the top of the pop-up window to navigate to the previous or next image. Click the **x** in the top-right of the pop-up window to return to the media Grid View.



To edit the properties of an existing file when using the *List View* within the Media Library, hover the cursor over the particular row that contains the file you wish to edit and click the *Edit* link. Alternatively, you can also click the file title or the thumbnail image. Clicking the *Edit* link next to the file after it's just been uploaded, will also allow you to edit its properties.

After clicking *Edit*, the relevant properties for that particular media file are displayed, including the title, URL, filename, file type and in the case of an image, the file dimensions. When editing the file properties, the *Alternative Text* field will only be displayed for images.



- **Title** – Although the field isn't labelled, the *Title* is the field at the very top of the page (when editing the image from the *List View*). The Title is displayed as a tooltip when the mouse cursor hovers over the image in the browser
- **Caption** – is displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions

- **Alternative Text** – This field is only displayed for image files. The Alternative Text is displayed when the browser can't render the image. It's also used by screen readers for visually impaired users
- **Description** – This content is displayed on the file's attachment page
- **Metadata - Artist** – This field is only displayed for audio files. It allows you to specify the recording artist
- **Metadata - Album** – This field is only displayed for audio files. It allows you to specify the album to which the audio file belongs to

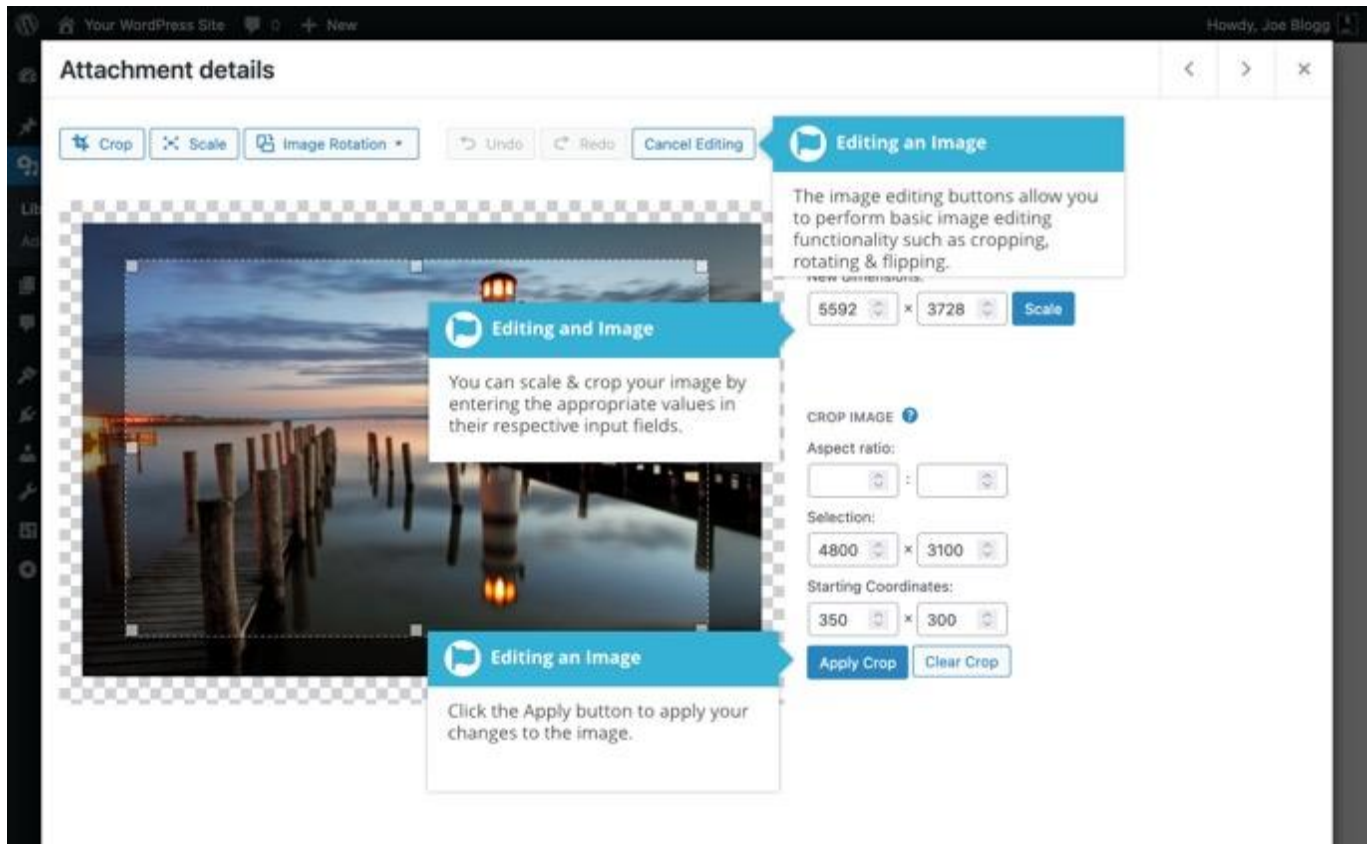
Once the file properties are updated click the *Update* button to save your changes.

Editing an Image

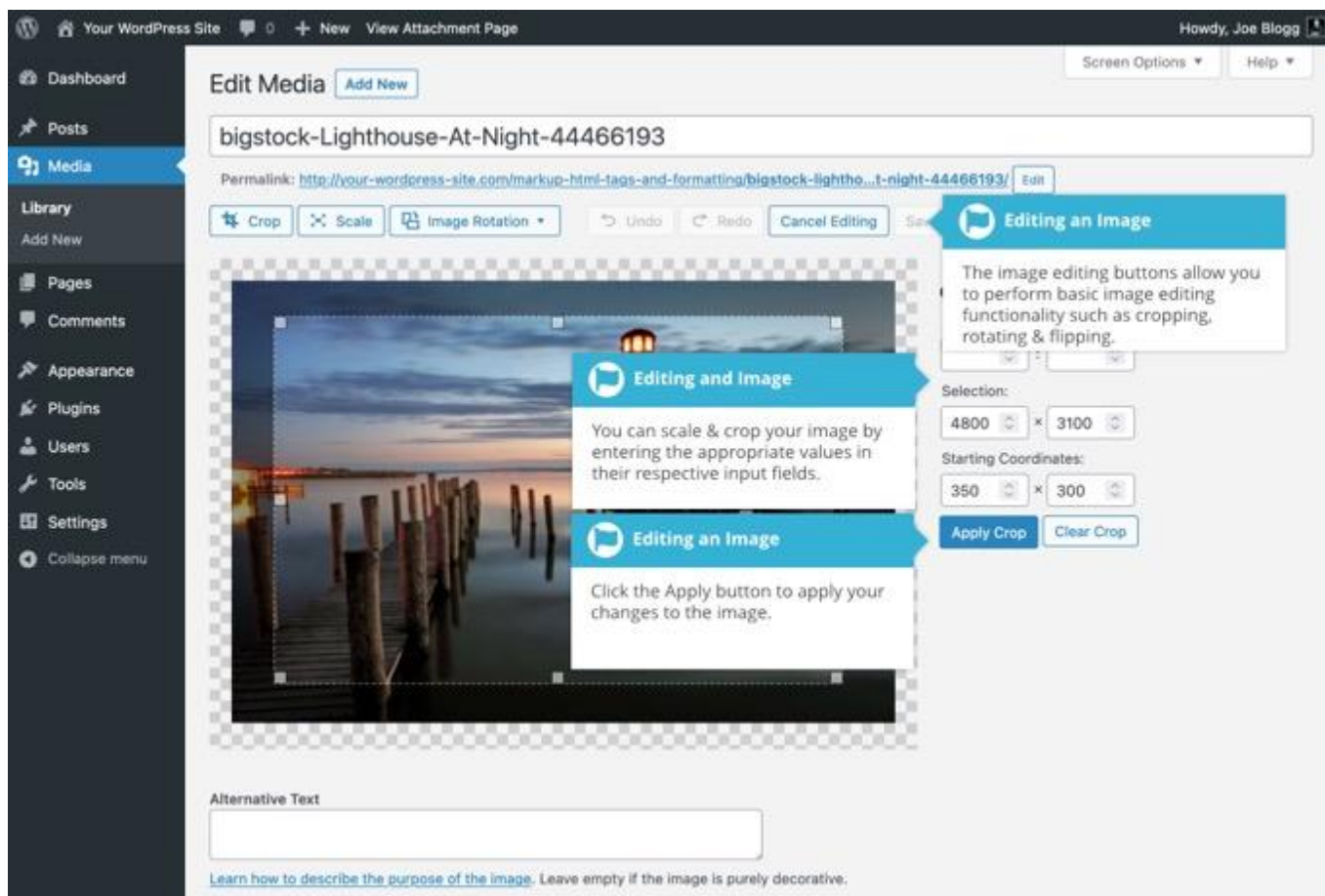
WordPress has a basic image editing tool that allows you to perform some simple manipulation with your uploaded images. You're able to rotate and flip your images as well as scale them and crop them to different sizes.

When editing the file properties of an image (as opposed to other file types like documents or PDFs), click the *Edit Image* button that appears just below the image to show the image editing tools.

If you click the *Edit Image* button whilst using the *Grid View*, the image editing tools will appear in the pop-up window.



If you click the *Edit Image* button whilst using the *List View*, your page will look slightly different to the above *Grid View*. As well as the image editing tools, you will also see the properties of the file such as the file size and dimensions. You can also still update the *Caption*, *Alternative Text* and *Description*.



No matter what view you're using, just above the image you'll find the following image editing buttons:



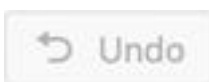
Crop – Click on the image and drag the selection box to the size that you'd like the image cropped. Click the Crop button to crop the image to the new size



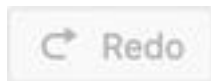
Scale – Scale the image



Image Rotation – Rotate the image 90° Left or Right, Rotate the image 180°, Flip the image Vertically or Horizontally.



Undo – Undo the last change



Redo – Redo the last change



Cancel Editing – Cancel out of the image editing tool

To scale your image to a new size, Click the *Scale* button above your image to show the *Scale* fields and then simply enter the new *width* or *height* dimensions in the appropriate field and click the *Scale* button. For best results, scaling should be done before performing any other operations like cropping, flipping or rotating the image. It is important to note that images can only be scaled down, not up.

After entering one scale value, the other value will change automatically so as to keep the image in proportion. The original image dimensions are displayed just above the input fields, for your reference.

There are several ways to crop your image. To start, click the *Crop* button above your image to show the *Crop* fields. Then simply click on the image and drag the selection box to the appropriate size. If you'd like your image cropped to a specific ratio, enter the values in the *Aspect Ratio* input fields (e.g. 1:1 (square), 4:3, 16:9 etc.). You can then drag one of the edges of your selection to enlarge or reduce the size, while keeping this aspect ratio locked. If there is already a selection made, specifying the aspect ratio will automatically change the selection to match it.

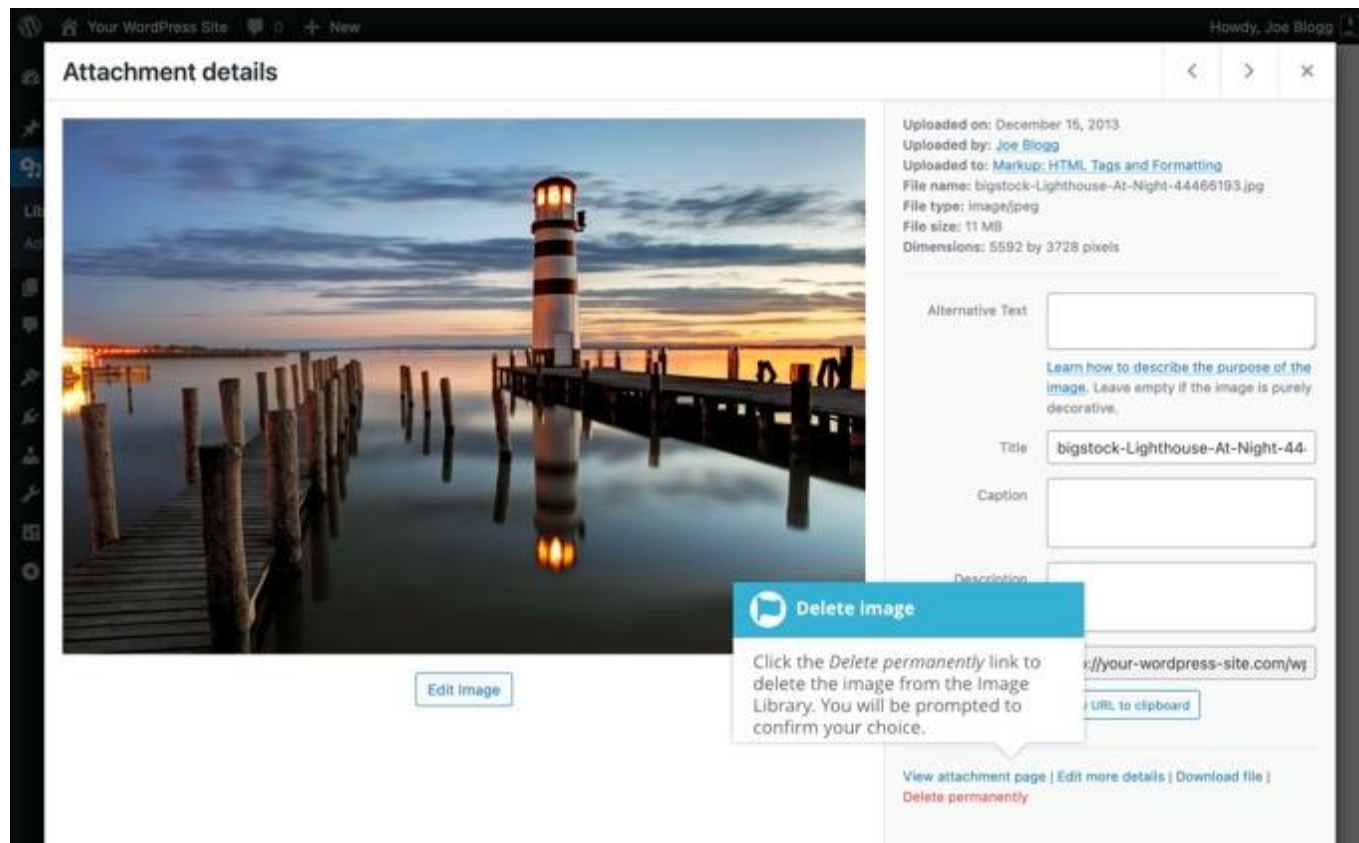
Whenever the selection box is adjusted, the dimensions are displayed in the *Selection* input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, click the *Apply Crop* button to crop the image to this new size.

Click the *Save Edits* button to save your changes.

If you'd like to revert back to your original image, click the *Edit Image* button again to return to the image editor. A new *Restore Original Image* option is displayed. Click the small arrow icon to view the button and then click the *Restore image* button to discard your changes and restore your original image.

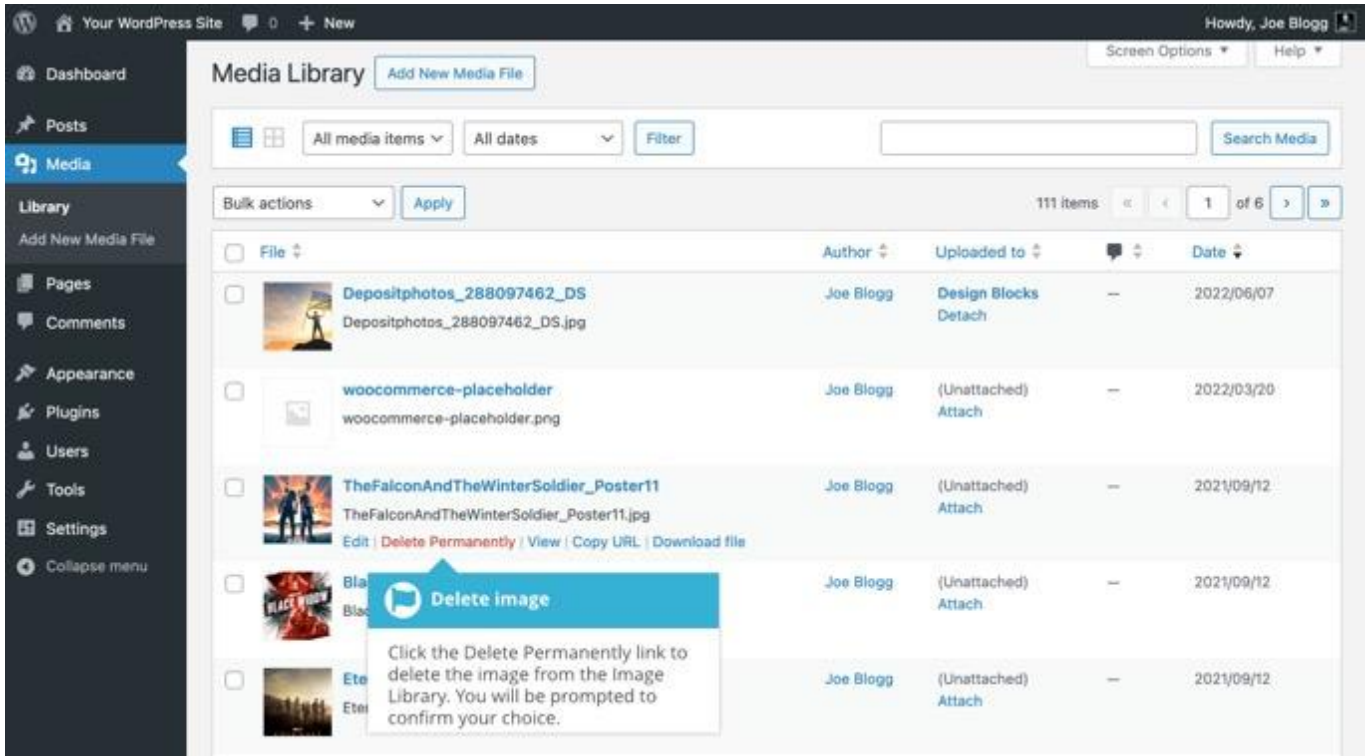
Deleting a File from the Media Library

To delete a file from the Media Library when using the *Grid View*, first click an image to view the File Properties, then click on the *Delete permanently* link that appears in the pop-up window.



You can also bulk delete multiple images at once in the Grid View by clicking the *Bulk select* button when viewing your grid of images, selecting all the images you want to delete, and then lastly, clicking the *Delete permanently* button.

To delete a file from the Media Library when using the *List View*, click on the *Delete Permanently* link that appears beneath the file name when hovering your cursor over each row.



After you click the *Delete Permanently* link in either view, you'll be prompted with a confirmation message.

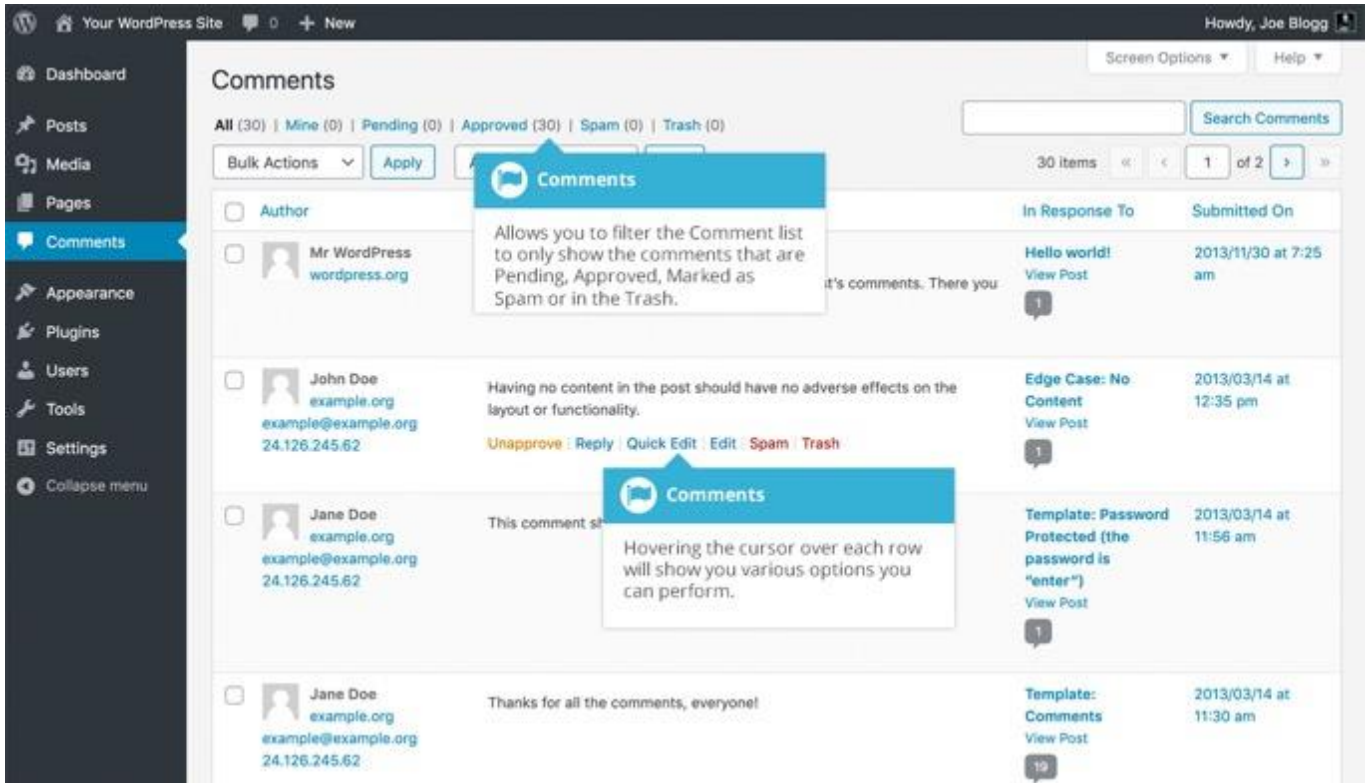
Click the *OK* button to delete the file or click the *Cancel* button to return to the Media Library.

Comments

Comments are a feature of blogs which allow readers to respond to Posts. Typically, readers simply provide their own thoughts regarding the content of the post, but they may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post. Comments allow you to interact more with your site visitors as well as generate feedback and discussion on your Posts.

Comments can be controlled and regulated through the use of filters for language and content, and if you prefer, can also be queued for approval before they are visible on the web site. This is useful in dealing with [comment spam](#).

When you click on the *Comments* menu option, you'll be shown a list of all the comments on your site.



At the top of the screen there are links that allow you filter the comment list to only show the comments that are Pending, Approved, Marked as Spam or that are in the Trash. The number in brackets will advise how many there are for that particular type.

As well as the standard settings that allow you to manage your comments, the default WordPress install comes with an excellent plugin that helps to filter out spam from your comments. This plugin is called Akismet.

After activating the Akismet plugin, you need to supply it with an API Key. You can grab an API key and find out more information on the [Akismet website](#).

When hovering your cursor over each row in the list of Comments, a few links will appear beneath the comment.

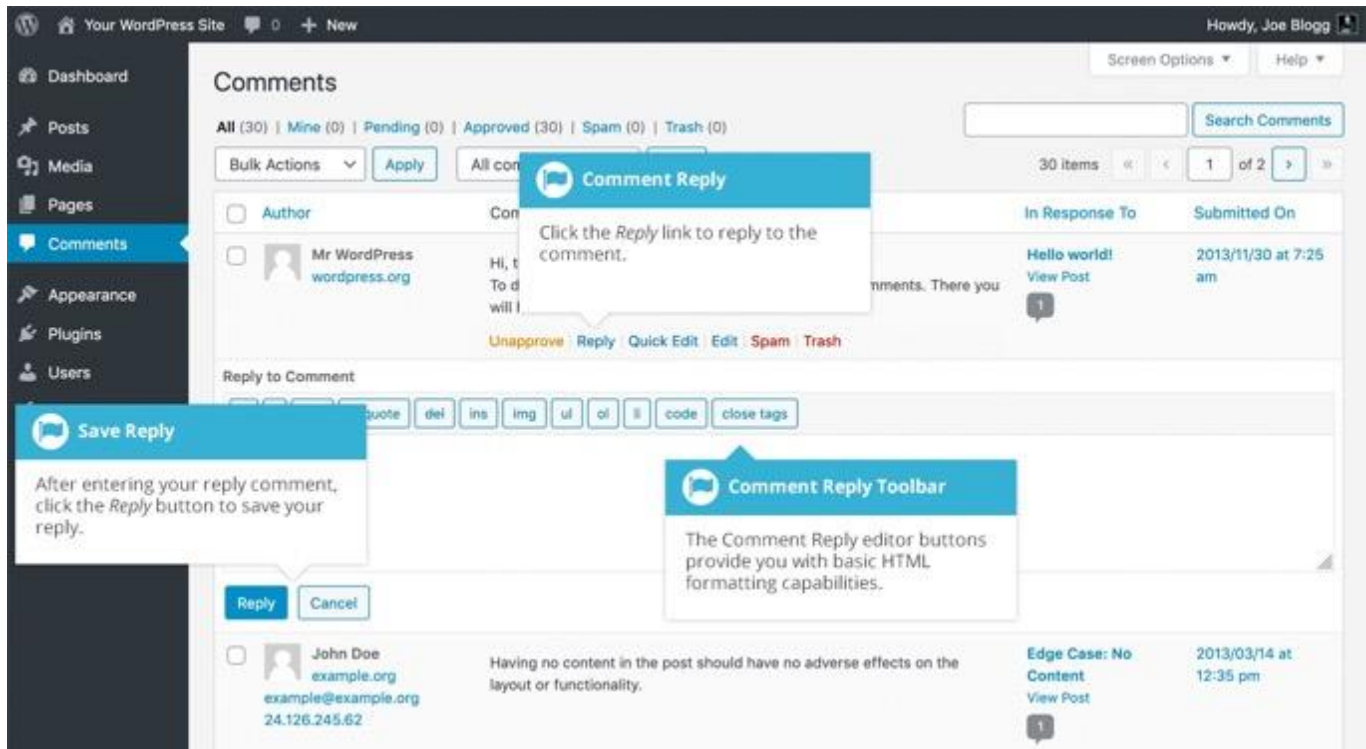
- **Unapprove/Approve** – Allows you to unapprove the comment. This will stop it displaying on your site. If the comment is already unapproved then this link will change to *Approve*, to allow you to approve the comment
- **Reply** – Allows you to write a reply comment
- **Quick Edit** – Allows you to quickly edit the commenter's Name, Email or URL as well as the actual comment

- **Edit** – Allows you to edit the commenter’s Name, Email or URL as well as the actual comment. It also allows you to mark the comment as either Approved, Pending or Spam and change the Date and Time
- **Spam** – Allows you to mark the comment as spam
- **Trash** – Allows you to mark the comment as Trash. Once it’s in the Trash, you can either restore it if you made a mistake, or delete it permanently

If you would like to change the status of numerous Comments at once, click the checkboxes next to the Comment(s) you would like to change and then choose either *Unapprove*, *Approve*, *Mark as Spam* or *Move to Trash* from the *Bulk Actions* dropdown list at the top of the page. After selecting the appropriate option, click the *Apply* button.

Replying to a Comment

To respond to a comment that someone has written on one of your Posts, simply hover the mouse over the comment and click the *Reply* link when it appears. An edit field will then appear beneath the comment where you can type your reply.



When you've written your comment, click the *Reply* button or alternatively, click *Cancel* to stop replying and cancel your editing.

... .our.locality

The editor that appears when replying or editing a comment (using either the *Reply*, *Quick Edit* or *Edit* links) is much like the editor when creating or editing a Page or Post, only not as intuitive. At the top of the editor there are numerous formatting buttons. These buttons provide you with basic html formatting capabilities when composing a new reply comment or editing an existing comment.

The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening html tag relevant for that button. As an example, clicking the *Bold* button will insert the `` html tag into your comment. Clicking the *Bold* button again will close the tag by inserting the closing `` tag. If you highlight some text prior to clicking a button, both the opening and closing tags will be inserted around that highlighted text. For example, highlighting the text, `bold text` , prior to clicking the *Bold* button will insert `bold text` .



Bold – Bold text



Italic – Italicise text



Link – Used to insert a website link. When the button is clicked a pop-up window will appear where you type in the URL that you would like to link to



Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Delete - Used as a way of showing deleted text. How this looks will be dependent on the Theme but is usually done by showing the text with a strikethrough



Insert - Used as a way of showing inserted text. How this looks will be dependent on the Theme but is usually done by showing the text with an underline

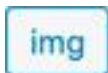


Image – Used to insert an image into the comment. When the button is clicked a pop-up window will appear where you type in the URL of the image that you would like inserted



Unordered List – Used to insert an unordered (or un-numbered) list



Ordered List – Used to insert an ordered (or numbered) list



List Item – Used to insert a list item into your ordered or un-ordered list



Code – Used for indicating a piece of code



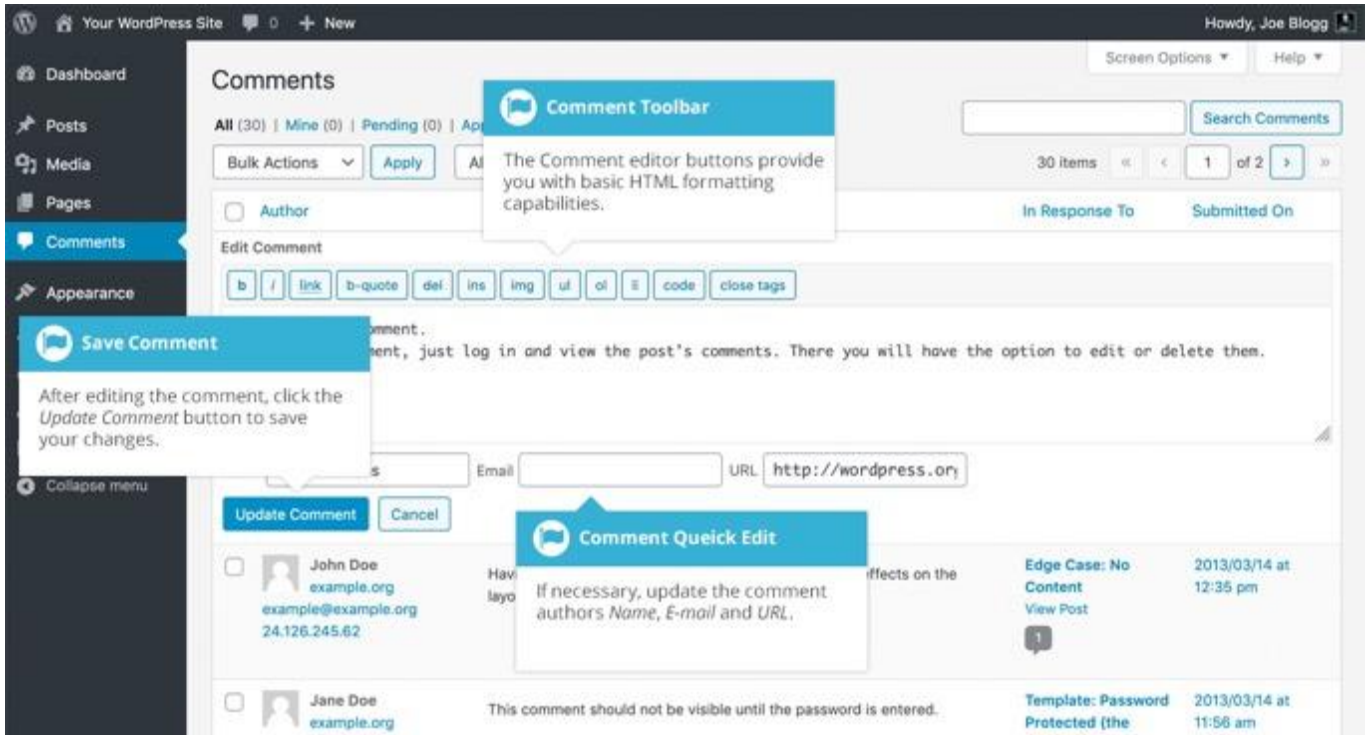
Close Tags – Used to close open tags. If for example, you clicked both the *Bold* and *Italic* buttons to insert their opening tags, clicking the close tags button will insert both of the matching closing tags, in the correct order

Editing a Comment

There are two ways to edit a comment. Once you hover over an individual comment you can click the *Quick Edit* link or the *Edit* link. Both perform a similar function except that the *Edit* option also allows you to mark the comment as either Approved, Pending or Spam as well as change the Date and Time.

Quick edit

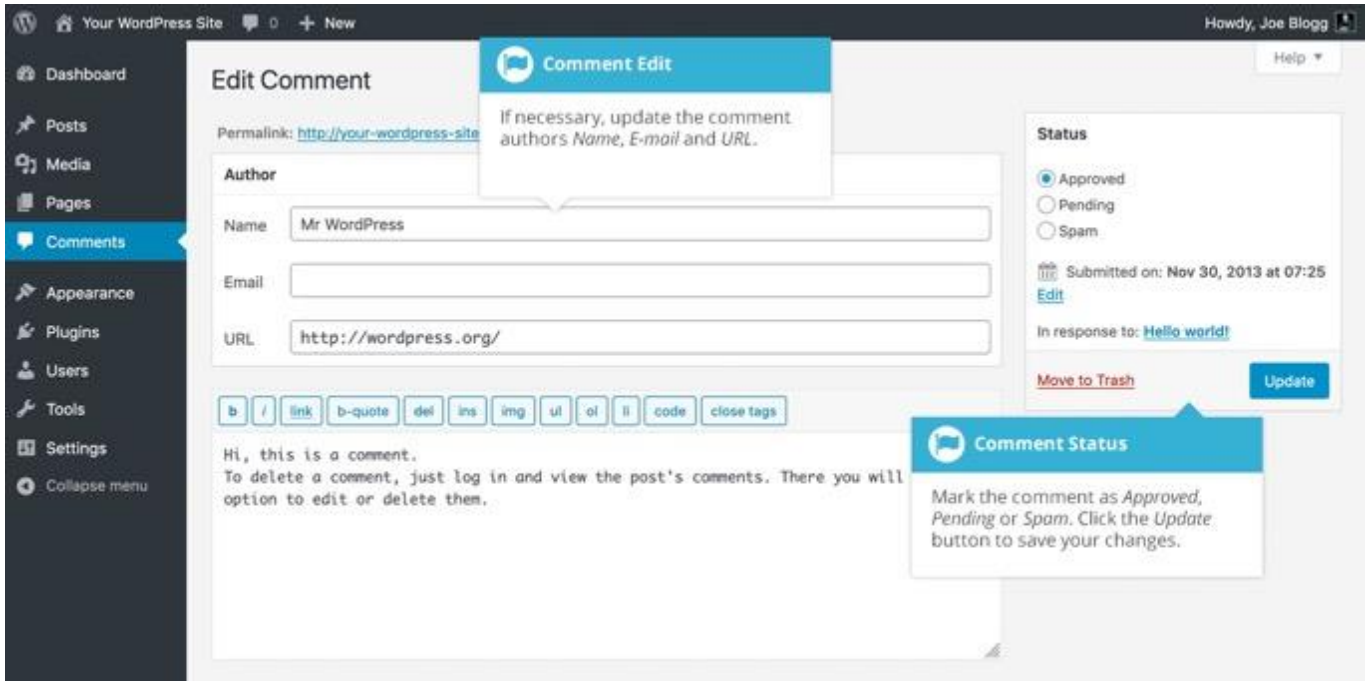
Clicking *Quick Edit* will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.



Once you have finished, click *Update Comment* to save your changes or click *Cancel* to cancel your changes and return to the list of comments.

Edit

Clicking *Edit* will display the editor on a new page. Like the *Quick Edit* option, you can update the comment, the comment authors name, email address and URL. The *Edit* option also gives you the ability to set the comment Status and change the comment Date and time. The comment status can be set to *Approved*, *Pending* or *Spam*. You also have the option to move the item to the Trash by clicking on the *Move to Trash* link.



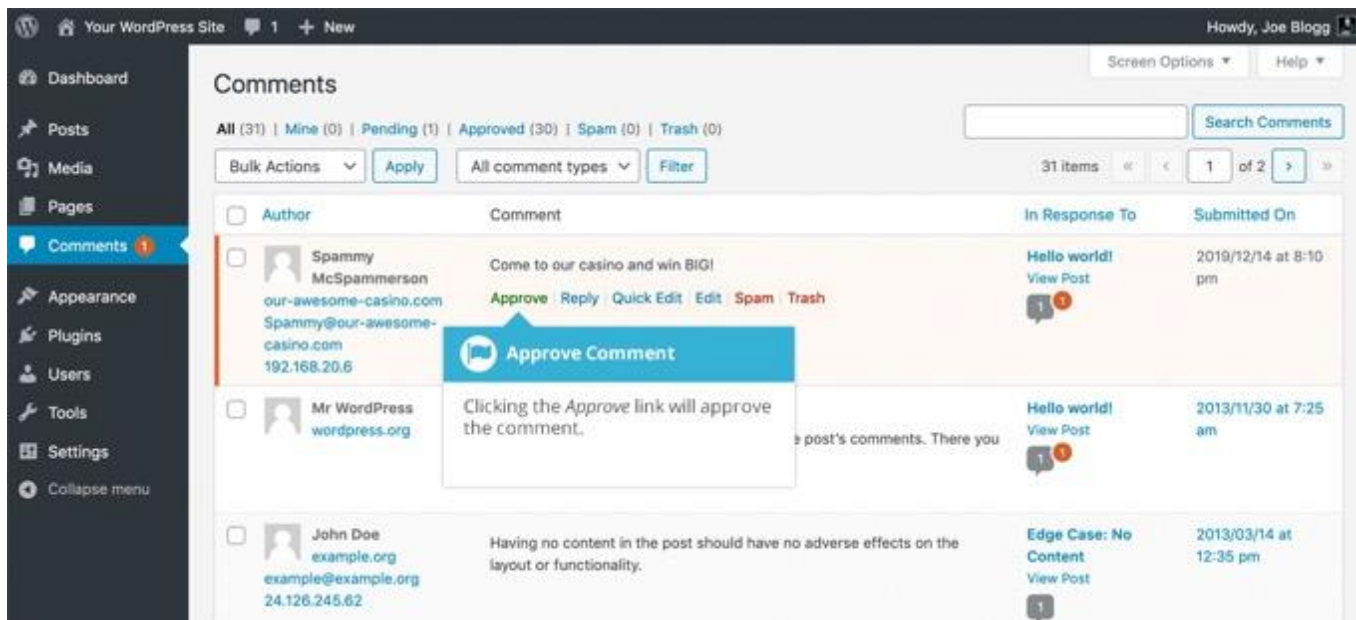
You can change the date and time that the comment was submitted by clicking on the *Edit* link next to the date and time. After clicking *Edit*, several fields appear below the original date and time. Update the fields if required and click the *OK* button to save the new date and time.

Once you have finished updating the comment, click the *Update* button to save your changes. If you want to cancel your changes, click the browser *Back* button or click on the Comments menu option to return to the list of comments.

Unapproving and Approving Comments

If an inappropriate comment has been submitted, you may wish to Unapprove it. This will stop the comment from displaying on your site. Hover your cursor over the comment and click the *Unapprove* link to unapprove the comment.

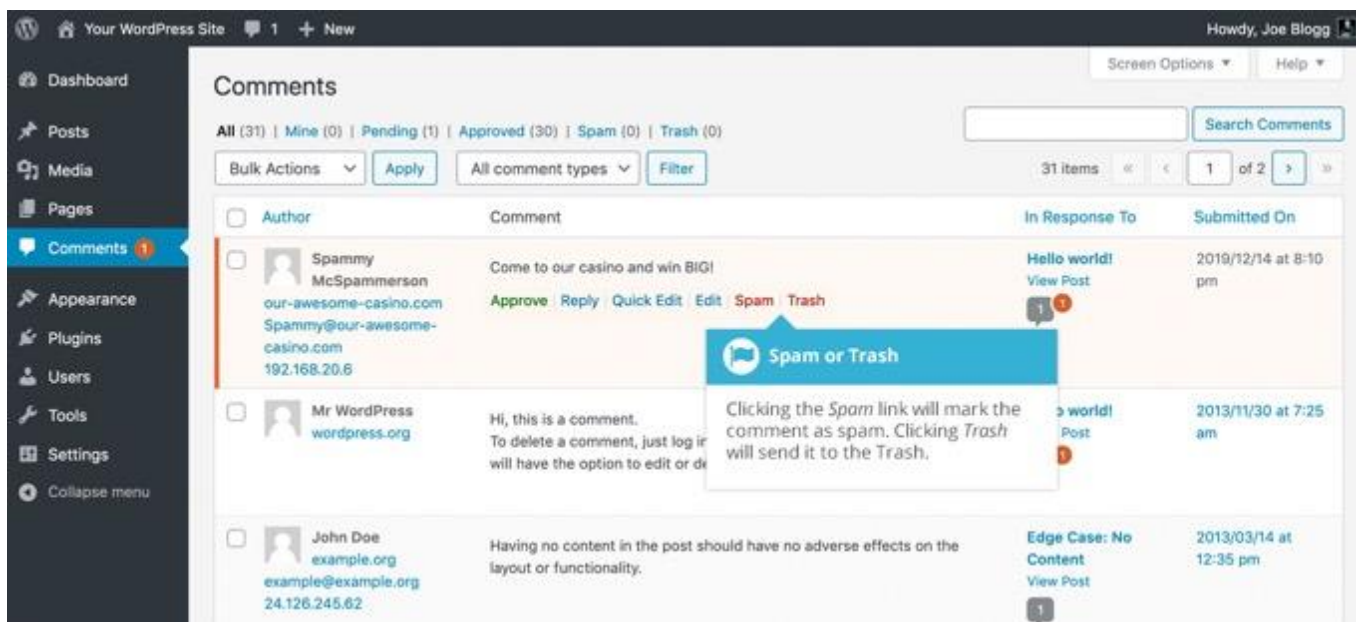
Comments that are already Unapproved will be displayed with a different coloured background within your list of comments. They will also be highlighted with a red vertical bar down the left side of the row. Hovering your cursor over the comment will display an *Approve* link instead of an *Unapprove* link.



Marking Comments as Spam and Trash

If a spam comment has been posted to your site you can mark it as spam simply by hovering your cursor over the comment and clicking the *Spam* link. If you're using the Akismet plugin and you come across a spam comment that Akismet missed, marking it as spam will help Akismet learn and it will be less likely to miss similar spam in the future.

If you simply want to remove a comment, hover your cursor over it and click the *Trash* link.

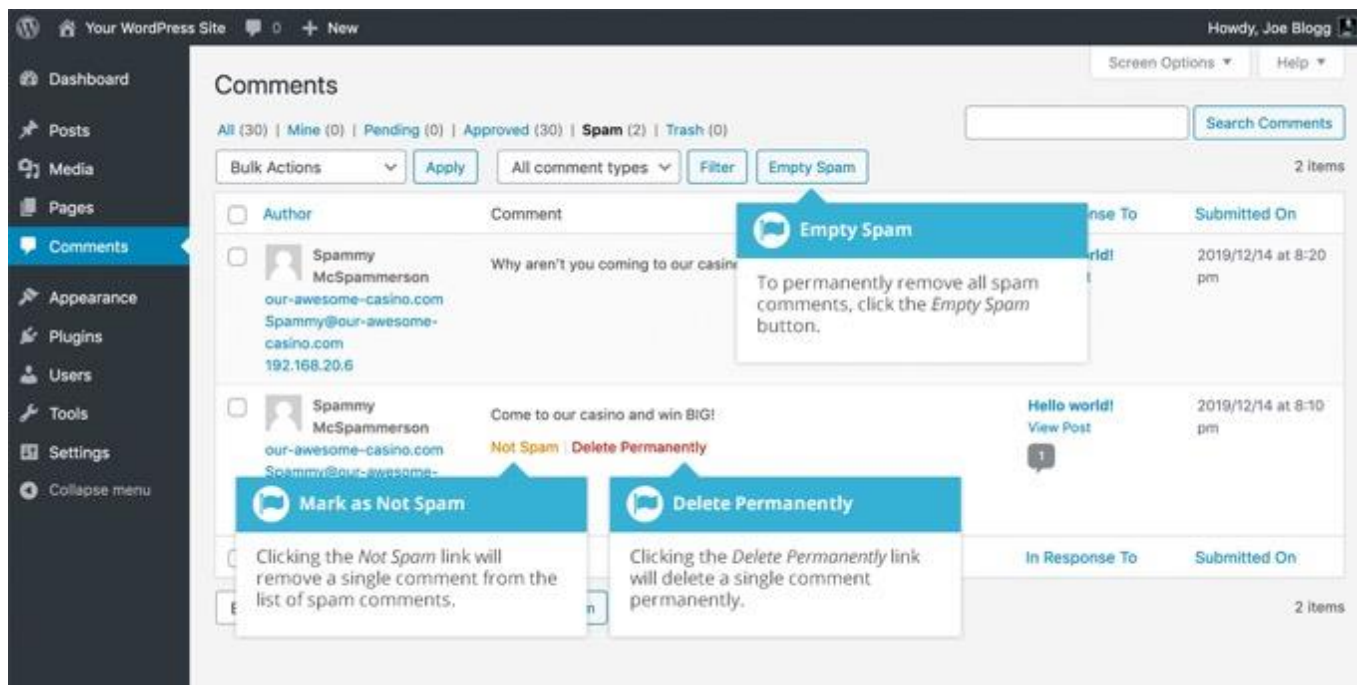


To empty the Trash, click on the *Trash* link at the top of the page to display all the comments that have been marked as Trash. This link will be displayed along with a number

within brackets which indicates how many comments are marked as Trash. To permanently remove all these comments, click the *Empty Trash* button. You will not be prompted for confirmation.

To remove all the spammy comments, click on the *Spam* link at the top of the page to display all the comments that have been marked as spam. This link will be displayed along with a number in brackets which indicates how many spam comments there are. To permanently remove all these comments, click the *Empty Spam* button. You will not be prompted for confirmation.

You can also delete a single spam comment permanently by clicking on the *Delete Permanently* link that appears when hovering your cursor over each row. You will not be prompted for confirmation.



If you find there are comments that have been marked as spam that shouldn't be, click the checkboxes next to them and select *Not Spam* from the *Bulk Actions* drop down at the top of the page. Click the *Apply* button to confirm your choice. Alternatively, click the *Not Spam* link that appears when hovering your cursor over each row.

Appearance

The various Appearance menus allow you to change how your site looks and behaves. If your site has been setup for you by a third party then it's more than likely that you won't need to change any of the settings in here.

Selecting your Theme

The overall appearance of a WordPress site is controlled by the Theme. Although there is a default theme that comes installed with OurLocality, many people want to try out a new theme. With a freestanding website you can even purchase one, or if you have a decent budget can have one custom designed. Only if you have a very large budget can you think of having a theme custom built. While there are hundreds of places where themes can be downloaded, substantially for free and/or for a small fee, we find that these templates are often tied to a framework, which we may not support, or are freemium, that is have limited functionality with the important and useful features available only on the premium plan. Then there the here today and gone tomorrow offerings, which in the fast moving world of website businesses will leave you with stranded assets that you have no idea how to update. So, over time we have found that the core WordPress themes are suitably performant and can be adapted easily for most of our user's typical applications and use cases.

Clicking on the *Appearance* menu option will default you at the Themes screen. The theme that is currently active is shown at the top left of the screen. The other themes shown are ones that are installed, but not currently in use. To see a preview of your site in another theme (that isn't currently active), you can click the *Live Preview* button associated with each theme. While the preview screen is displayed, you're able to click your site links to view your various pages in the new theme layout as well as make various theme changes. To change your site to another Theme, hover your cursor over the theme you'd like to activate and click the *Activate* button that appears underneath the Theme. Alternatively, if the preview window is displaying, you can click the *Save & Activate* button in the top left corner of the window to activate the theme.

If you have any themes installed that are built specifically for the new Full Site Editor, such as the new Twenty Twenty-Two default theme, you won't be able to preview the theme, unfortunately, as there's no *Live Preview* button. At the moment, the only option you're given for these themes is the ability to activate the theme by clicking the *Activate* button.

To view more details about a particular theme, hover your cursor over a theme thumbnail image and click on *Theme Details*. A pop-up window will appear that displays a larger image along with the theme description and other details.

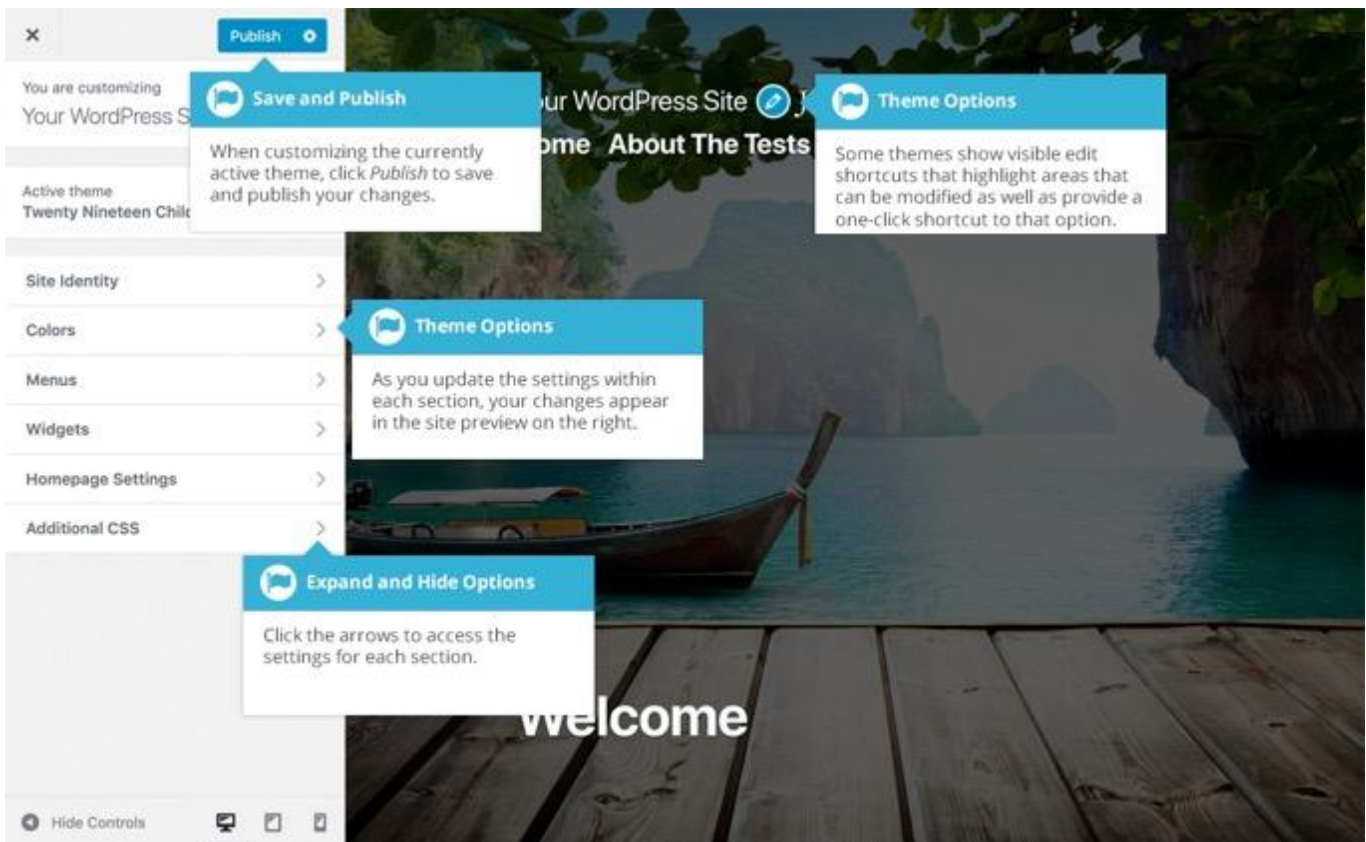
...our.locality

Previewing and Customizing your Theme

As well as the ability to preview a theme, you can also update various theme settings all while previewing the changes live. The options that you can change will be dependent on the individual theme.

For the currently active theme, clicking the *Customize* button allows you to update various settings whilst also previewing those changes. Until you click the *Publish* button, only the theme preview window is updated, not the theme on your live site.

For all other installed themes that are not currently active, click the *Live Preview* button to preview the theme, update its settings and activate the theme. Until you click the *Activate & Publish* button, only the theme preview window is updated, not the theme on your live site.



If you have any themes on your site that are built specifically for the new Full Site Editor (FSE), such as the Twenty Twenty-Four or Twenty Twenty-Five default themes, clicking the Live Preview button will take you to the Full Site Editor where you can preview the theme, make changes and then activate the theme.

...our.locality

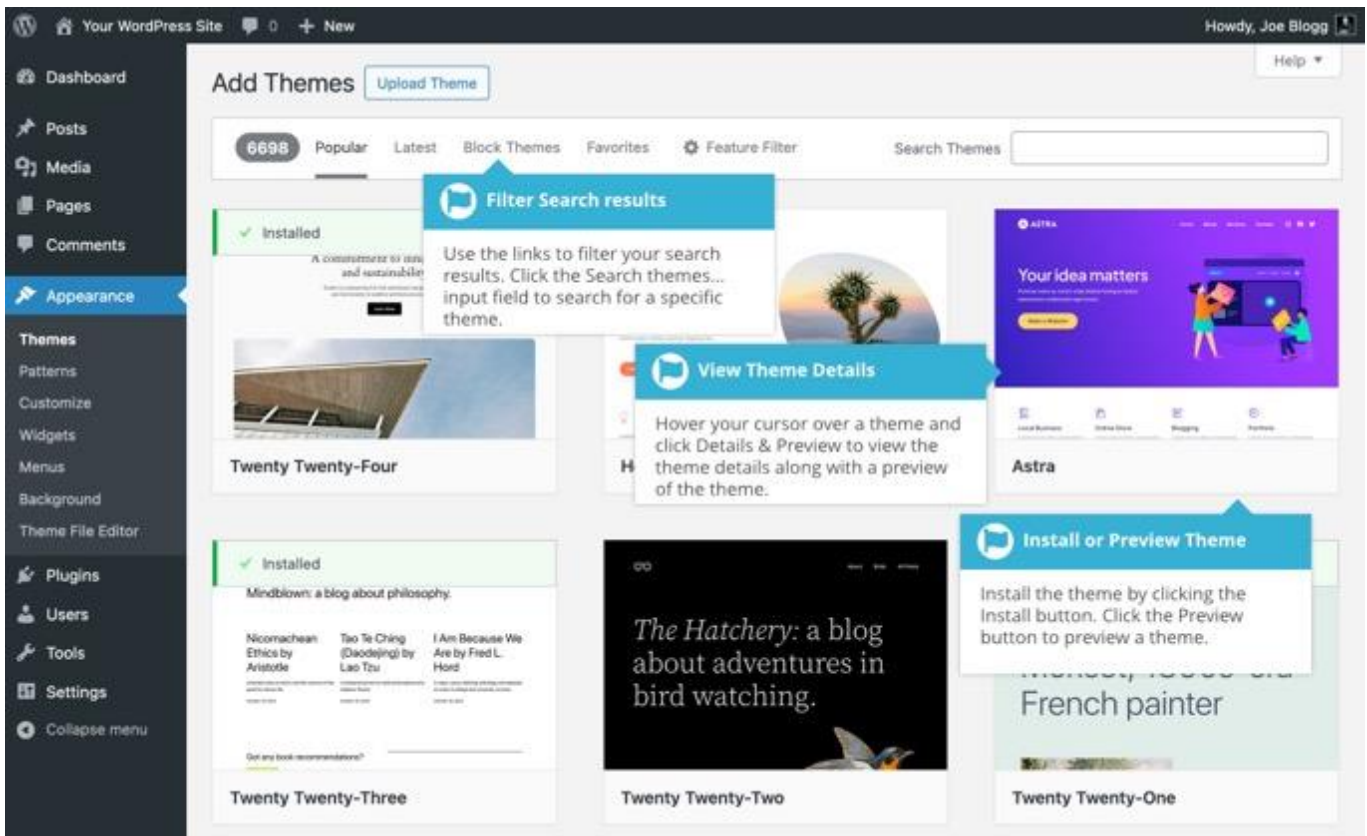
Adding a new Theme

You're able to add new themes to your site right within the WordPress Dashboard. At the top of the *Themes* screen there is an *Add New* button. Click this button to search and add new themes into your site.

After clicking the *Add New* button, you'll be shown the *Add Themes* screen. It should look similar to the screen below. The *Add Themes* screen allows you to search and install themes directly from the official [WordPress Themes Directory](#). By default, the screen will show a list of Featured themes.

You can use the links at the top of the page to filter the results to see *Featured* themes, *Popular* themes or the *Latest* themes. Click the *Feature Filter* link to filter the results based on the Tags you specify. There are Tags for Layout, Features and Subject.

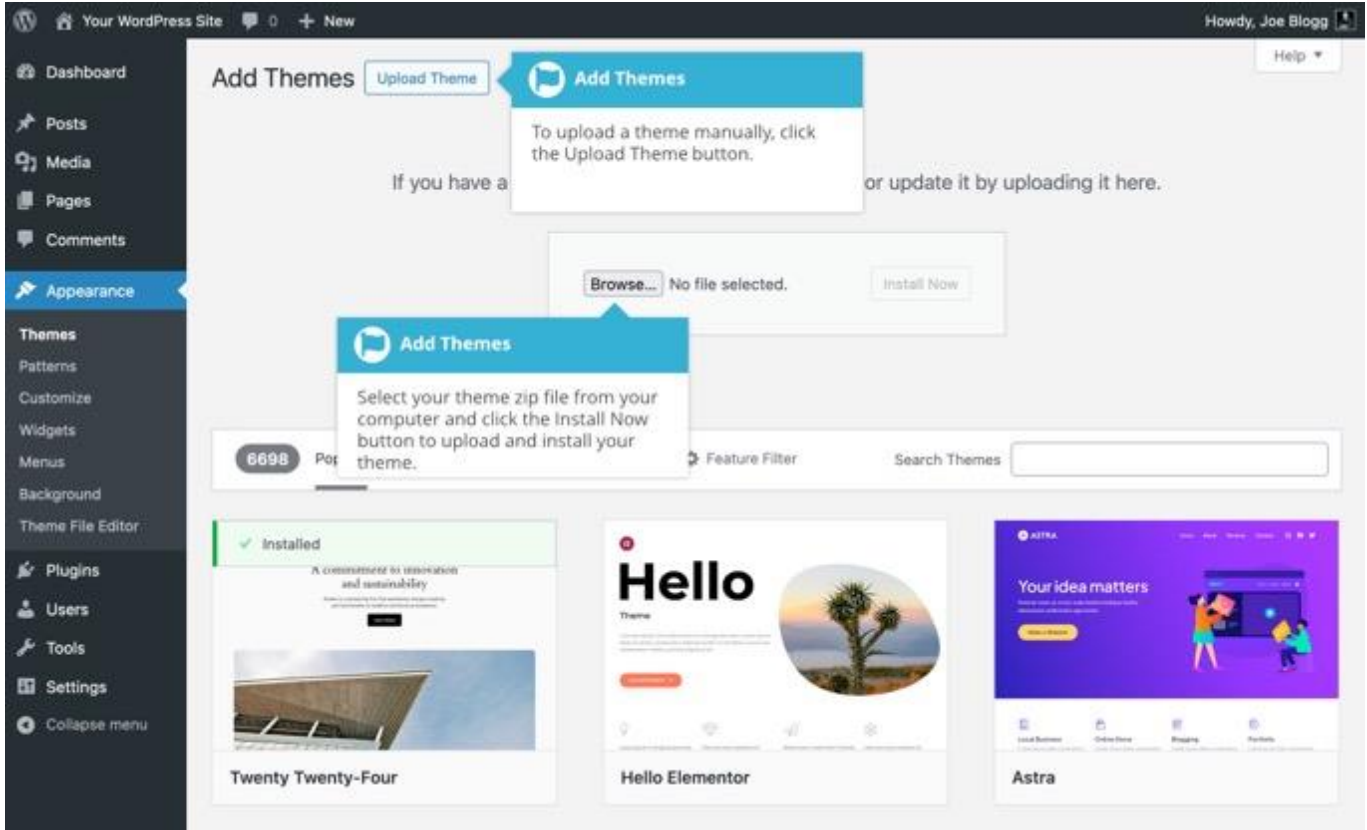
Alternatively, click the *Search themes...* input field and enter text to search for a specific theme.



Hovering your cursor over each theme thumbnail will display extra buttons. To view the details of a theme along with a preview, click the large *Details & Preview* button or the smaller *Preview* button. Clicking the *Install* button will download and install the theme on

your site. After the theme is installed, you will be given the choice to view a *Live Preview*, immediately *Activate* the theme or return to the *Theme Installer*.

On the *Add Themes* page, you also have the option to manually upload a theme to your site. To upload a theme, click the *Upload Theme* button at the top of the page.



Select your theme file from your computer by clicking the *Browse...* button. Your theme file must be uploaded in .zip format.

After clicking the *Install Now* button, your theme will be automatically uploaded to your site and installed. You are then given the option to preview the theme, activate the theme or return to the Themes page.

Patterns

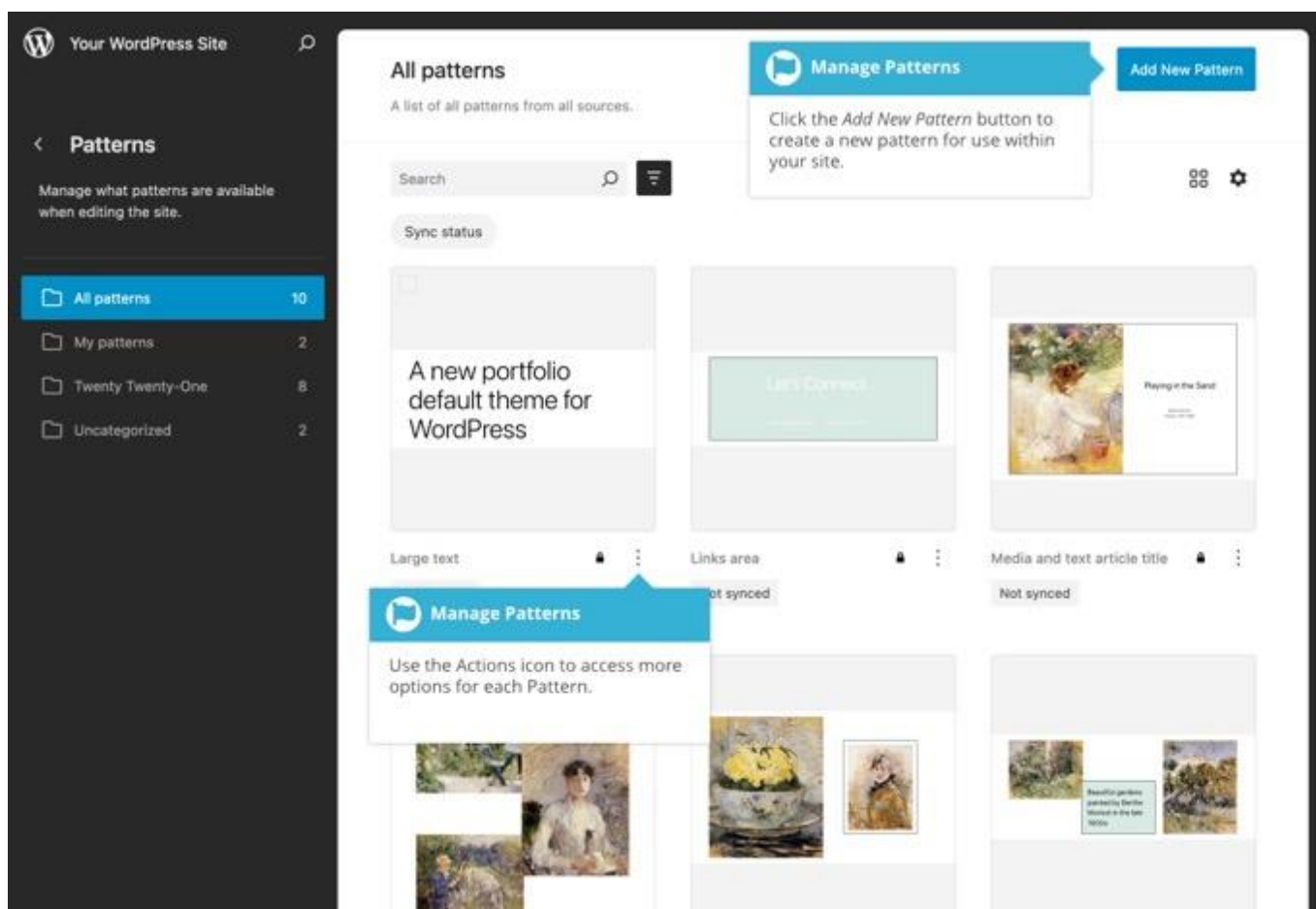
The Patterns screen allows you to manage what patterns are available when editing your site. Patterns can be created within the Block Editor, and will be specific to your own site. Patterns can also be included within themes and plugins, so depending on the theme or plugins that you're currently using, you may have some Patterns that are available for you to use, even if you never created any yourself.

...our.locality

Clicking on a pattern that you've created yourself, will allow you to edit that pattern. Other Patterns that are included with your Themes or Plugins, can't be edited, but you can duplicate them and then edit this duplicate copy.

Patterns that you've created yourself can also be exported for use within another site. If you wish to export a pattern that is included with your theme or plugins, you'll first need to duplicate that pattern and then export this duplicate copy. To import a previously exported pattern, click on the *Add New Pattern* button at the top of the screen, and select the *Import pattern from JSON* option.

If you wish to create a new pattern, you can do so by clicking on the *Add New Pattern* button at the top of the screen, and selecting the *Add New Pattern* option.

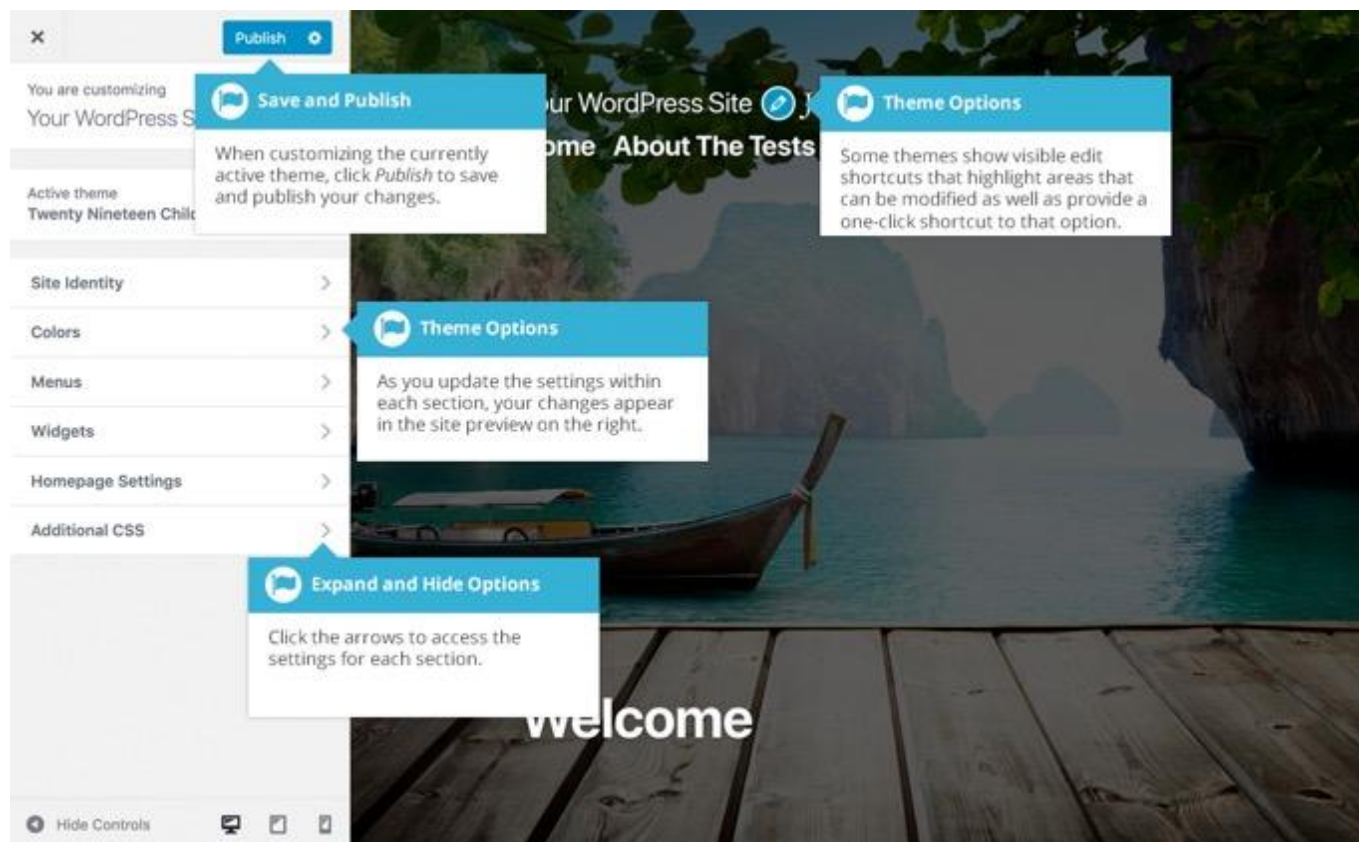


Customizing your Site

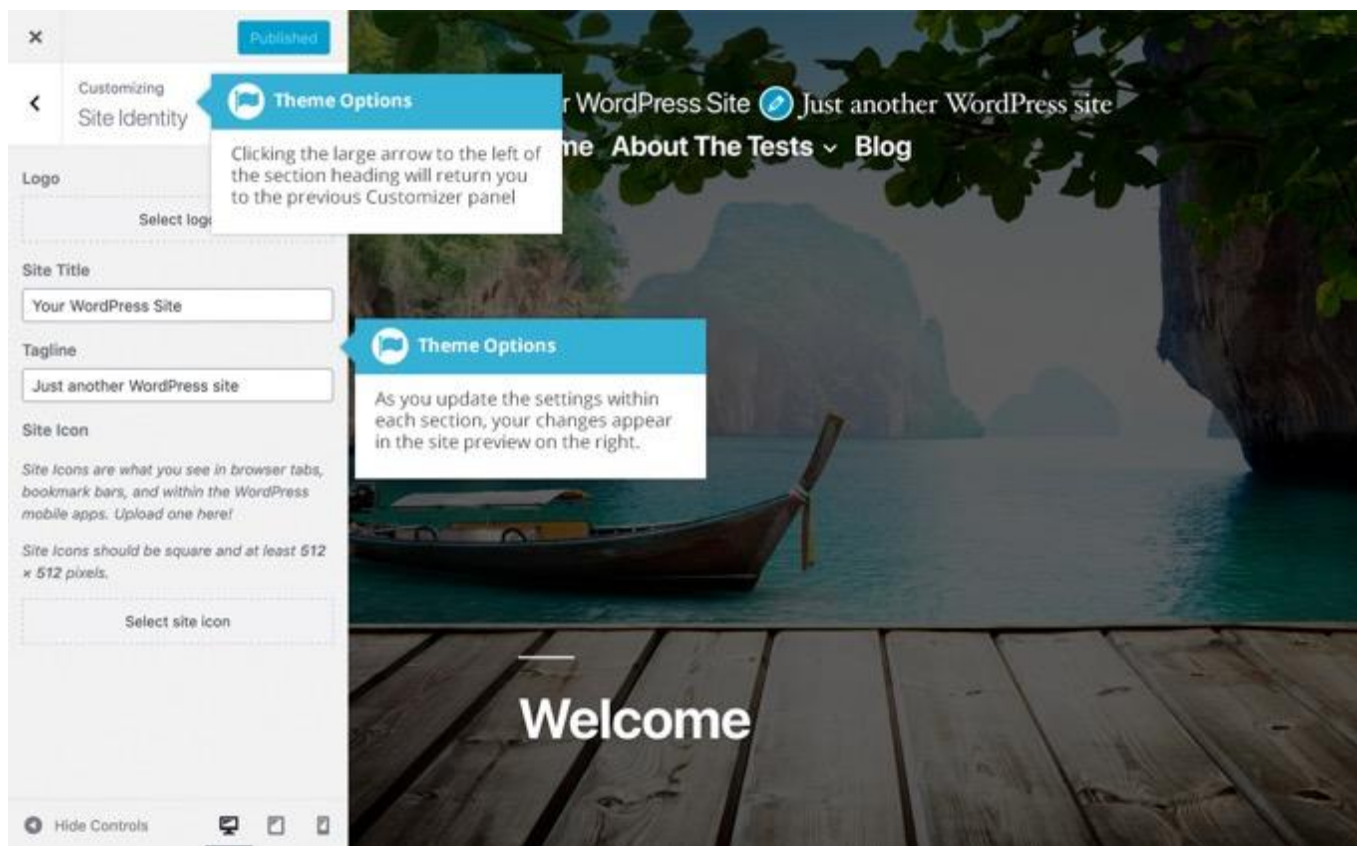
Using the Customizer, you can modify certain parts of your website. When you click on the *Customize* menu option you'll be shown the various theme options that you can change.

...our.locality

Depending on the theme that is currently in use, you may see more or less options than those displayed in the following image.



Clicking the small arrows will open and close each of the panels, giving you access to each of the various options. You'll find that some of the options in the Customizer are also available via other menu options. As an example, you can change the *Site Title* and *Tagline* within the *Site Identity* panel in the Customizer, as well as by using the *General* option under the *Settings* menu.




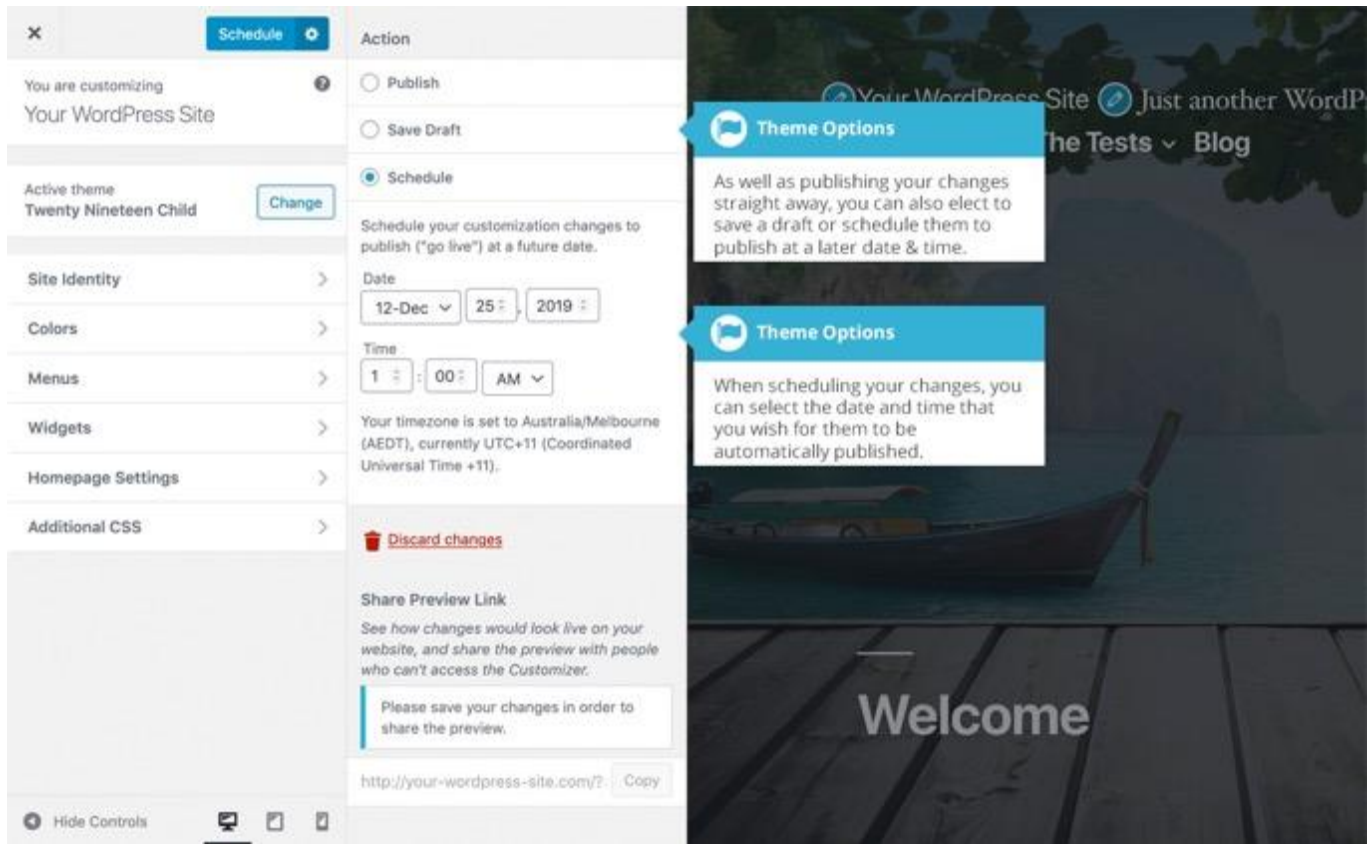
As you make your changes on the left-hand side of the Customize screen, the live preview on the right-hand side is automatically updated. You can also use the live preview window on the right-hand side of the page to navigate around your site.

By default, the Customizer will show your homepage in the preview window. Not all Customizer options affect the homepage though. You'll find that some options in the Customizer may also affect other parts of your site such as your blog, or static Pages. You can browse around your site in the live preview window to view these other pages, just like you would when viewing your site in a separate browser window.

Until you click the *Publish* button, only the theme preview is updated, not the theme on your live site.

By default, your changes are published immediately when you click the *Publish* button. By

clicking on the small cog icon () next to the *Publish* button, you can also elect to save a draft of your changes, or have them automatically published at a later scheduled date and time of your choosing.



To help with testing your site across various devices, the Customizer also allows you to preview your site in mobile, tablet and desktop views. At the bottom of the Customizer

panel, click one of the view icons () to change your site preview so that you can get an idea of how it will display on a regular desktop, a tablet or smartphone device.

It's important to note that if you're using a theme that's built specifically for the new Full Site Editor (FSE), such as the new Twenty Twenty-Two default theme, you most likely won't have access to the *Customize* menu option. WordPress is attempting to replace the Customizer with the Full Site Editor. With that said though, the Customizer is not going to disappear altogether, for a very long time. If you have any plugins installed that currently use the Customizer, such as WooCommerce for example, then you will still have access to the *Customize* menu option, regardless of whether you're using a FSE theme like Twenty Twenty-Two, or not. Unfortunately, this is going to make things a little confusing, at least in the short term anyway.



Widgets

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme. Although these widgetized areas are commonly called Sidebars and are quite often located in the left or right-hand column, they can be also located anywhere within your site and are entirely dependent on the current theme as to their location. Lots of themes use these widgetized sidebars in the footer area.

In WordPress 5.8, the Block Editor was integrated into the Widgets screen, and will become the default way to edit your Widgets going forward. However, if you wish to continue to use the old Widgets screen, you can do so by installing the Classic Widgets plugin. The [Classic Widgets](#) plugin will allow you to disable the Block Editor and instead, will provide you with the same Widget editing interface that you've been using prior to WP 5.8. The Classic Widgets plugin can be downloaded from the Plugin Directory on the WordPress.org website, or you can install it directly onto your site using the Plugins > Add New menu option and then typing in `Classic Widgets` (without the quotes) in the *Search plugins...* field.

Block Editor Widgets

The Block Editor Widgets screen provides you with the same tools that you're used to, if you're already editing your pages with the Block Editor.

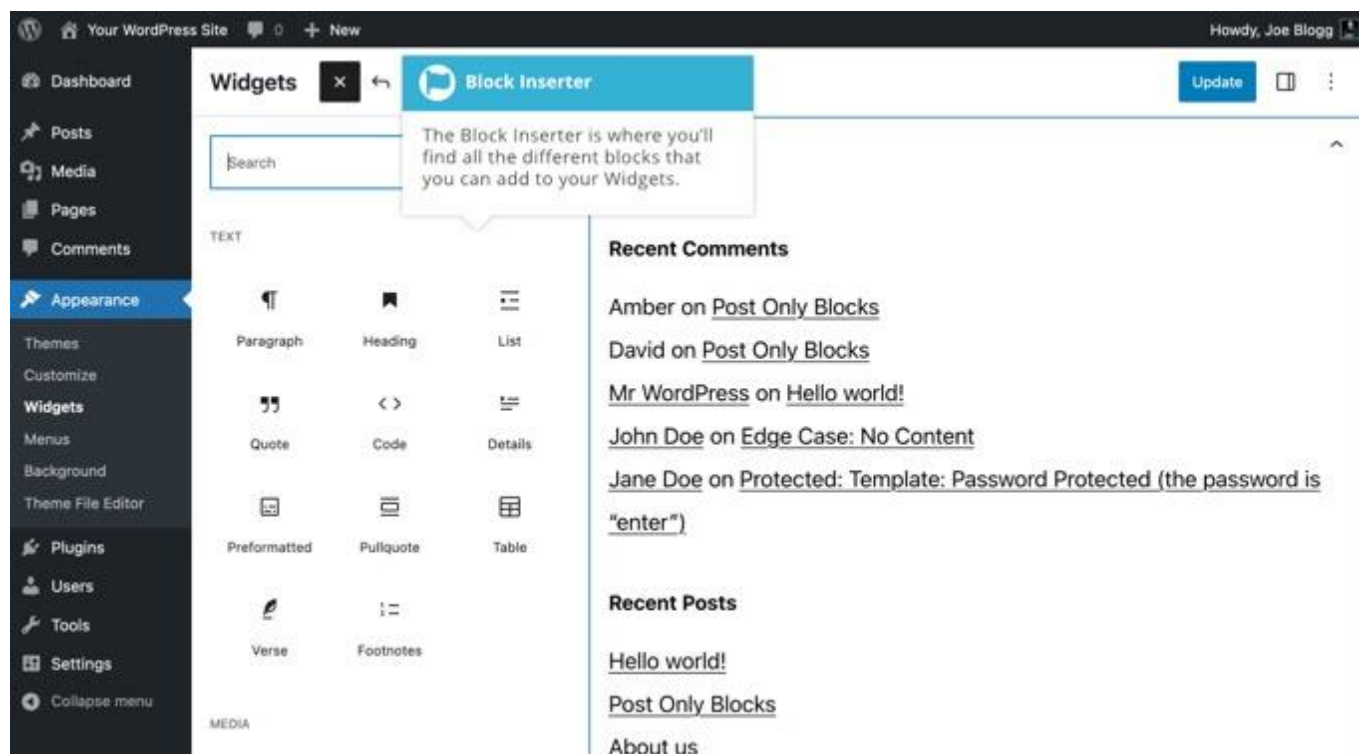
At the top of the page is the main *Block Editor Toolbar*. This new toolbar contains all the icons that you'll be familiar with, including the *Add block* icon () for adding new blocks into your Widget areas, and the *Settings* icon () for showing and hiding the Settings Sidebar.

There are several ways to insert blocks into your content. The easiest way is to click the *Add block* icon in the *Block Toolbar* at the top of screen. Clicking this icon will show the Block Inserter panel that gives you access to all the different types of blocks that you can insert. Simply scroll through the list and click on the type of block that you'd like to insert, or if you know the name of the block, you can start typing its name in the search field to filter the list of blocks shown.

You can also drag 'n drop a Block from the Block Inserter, into your page, at any location. When dragging the block you wish to insert, you should see a blue horizontal line appear between the blocks in your page, which indicates where you can drop your block.

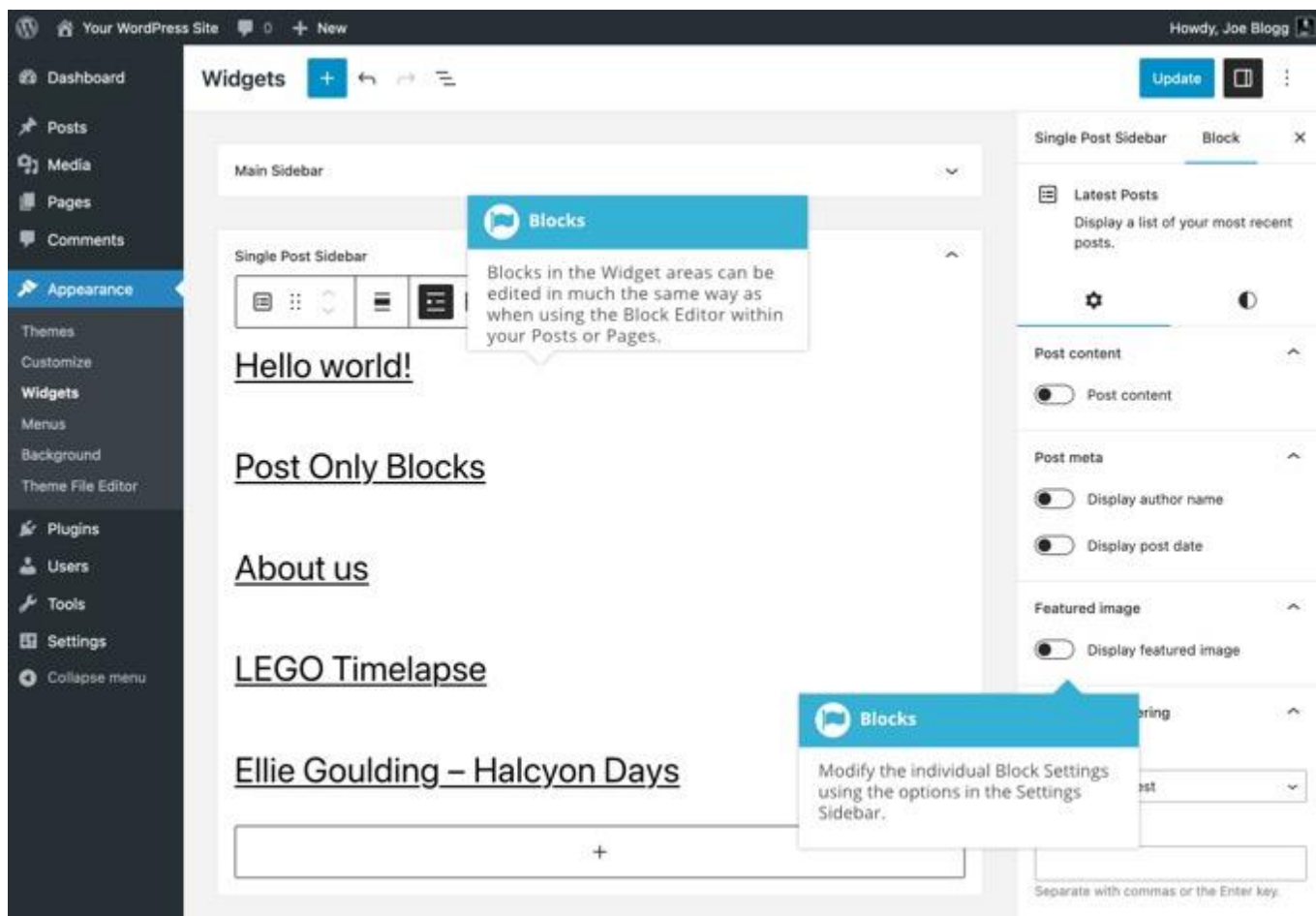
With the exception of a few, most of the blocks that you will see in the Block Inserter panel on the Widgets screen are the same ones that you'll be familiar with from editing your Posts and Pages.

You can also insert blocks by clicking the *Add block* icon that appears at the bottom of each of your Widget areas. Clicking this icon will show a Block Inserter popup, which is a small panel that gives you access to all the different types of blocks that you can insert. By default, it only shows six recent blocks. To view all the available blocks, click the Browse all button in the popup to show the Block Inserter panel. Alternatively, if you know the name of the block, you can start typing its name in the search field to filter the list of blocks shown. Once you click on a block to insert it, the new block will be inserted after all the existing blocks within that widget area.



Once you've added blocks into your widgets, you can then edit those blocks in much the same way as you would when editing your Posts or Pages with the Block Editor. Each individual block will have its own Block Toolbar, and depending on the block, you may find additional options in the Settings Sidebar.

Your Widgets can also be configured in the WordPress Customizer. Once you're in the Customizer, simply click on the Widgets panel to view and edit all your Widgets.



Classic Widgets

If you have the [Classic Widgets](#) plugin installed, you can edit your widgets using the familiar Widget screen that you've been using prior to WordPress 5.8.

The Classic Widgets screen provides you with numerous default widgets, allowing you to add extra content to your site, such as Recent Comments, Categories or Custom Menus, just to name a few. New Widgets can also be installed via plugins and again, depending what the plugin is used for the extra functionality it brings to your site will vary.

The screenshot shows the WordPress 'Widgets' management page. On the left is a sidebar menu with 'Appearance' selected. The main area is divided into 'Available Widgets' and 'Available Sidebars'. The 'Available Widgets' list includes Archives, Audio, Block, Calendar, Categories, Custom HTML, Gallery, Image, Meta, Navigation Menus, Pages, Recent Comments, Recent Posts, RSS, Search, Tag Cloud, and Text. The 'Available Sidebars' list includes Sidebar, Single Post Sidebar, Page Sidebar, Footer #1, and Footer #2. Several callout boxes provide instructions: 'Available Widgets' explains that this section contains all widgets; 'Adding Widgets' explains that widgets expand to show options; 'Deleting Widgets' explains how to remove a widget; and 'Available Sidebars' explains that clicking a title expands the sidebar options.

Available Widgets
The Available Widgets section contains all the widgets you can choose from.

Adding Widgets
Once a widget is added to the sidebar, it will expand to show available options (if any). Click the Save button to save your changes.

Deleting Widgets
Click the Delete link to delete the widget from the sidebar. Click the Close link to close the widget panel.

Available Sidebars
These are the available sidebars for the current theme. Click the title bar to expand them.

The *Available Widgets* section contains all the widgets you may choose from. To populate one of your Sidebars, drag and drop a widget to the desired location. Once the Widget is dragged to a Sidebar, the widget will open up to allow you to configure its settings. Click the *Save* button within the Widget to save your settings.

If you want to remove a widget from a Sidebar but save its settings for future use, drag it into the *Inactive Widgets* section. If you simply want to delete the Widget from your Sidebar, click the *Delete* link within the Widget.

The small arrow next to the Sidebar title will toggle the sidebar open and closed. If you drag and drop a widget onto a closed sidebar, the sidebar and widget will automatically open.

Your Widgets can also be configured in the WordPress Customizer. Once you're in the Customizer, simply click on the Widgets panel to view and edit all your Widgets.

Updating the Menu

If your theme supports custom menus, you can make modifications to them from the *Menus* option. Menus can contain links to Pages, Posts, Categories, Custom Links or other content types.

The screenshot shows the WordPress 'Menus' editor interface. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Appearance, Themes, Customizer, Widgets, Menus, Background, Theme Editor, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Menus' and includes a 'Manage with Live Preview' button. Below this are 'Edit Menu' and 'Manage Locations' buttons. A dropdown menu is set to 'Short (Desktop Horizontal Menu)' with a 'Select' button and a link to 'create a new menu'. The interface is annotated with several callouts:

- Add Menu Item:** A callout pointing to the 'Add to Menu' button, stating: 'Add a menu item by ticking the appropriate checkbox & then clicking the Add to Menu button.'
- Select Menu:** A callout pointing to the 'Select' button, stating: 'If your Theme supports multiple menus, choose one from the dropdown and click the Select button to edit it. Alternatively, click create a new menu to create a new menu.'
- Opening Menu Panels:** A callout pointing to a small arrow icon in a panel header, stating: 'Open and close the various panels by clicking the small arrow in the panel header.'
- Moving Menu Items:** A callout pointing to a menu item, stating: 'To move the menu options, you can use the provided links or simply drag 'n drop each one to a new position.'
- Removing Menu Items:** A callout pointing to a 'Remove' link, stating: 'Click the Remove link to delete the menu item. Click the Cancel link to cancel your changes to that menu item.'
- Menu Items:** A callout pointing to the list of menu items, stating: 'These are all the menu items that will appear on your site. Drag & drop menu items to change their order. Click the small arrow to open the settings panel for each menu item. Once all your updates are made, click the Save Menu button to save your changes.'

The menu items listed include: Home (Custom Link), About The Tests (Page), Clearing Floats (sub item, Page), Page with comments (sub item), Page with comments (Navigation Label), Page with comments (Title Attribute), Move Up one, Down one, Out from under About The Tests Under Clearing Floats, Original: Page with comments, Remove | Cancel, Page with commen (sub item), Contributors (sub item, Page), Blog (Posts Page), Mobile Menu, Footer Menu, and Social Menu. At the bottom, there are 'Delete Menu' and 'Save Menu' buttons.

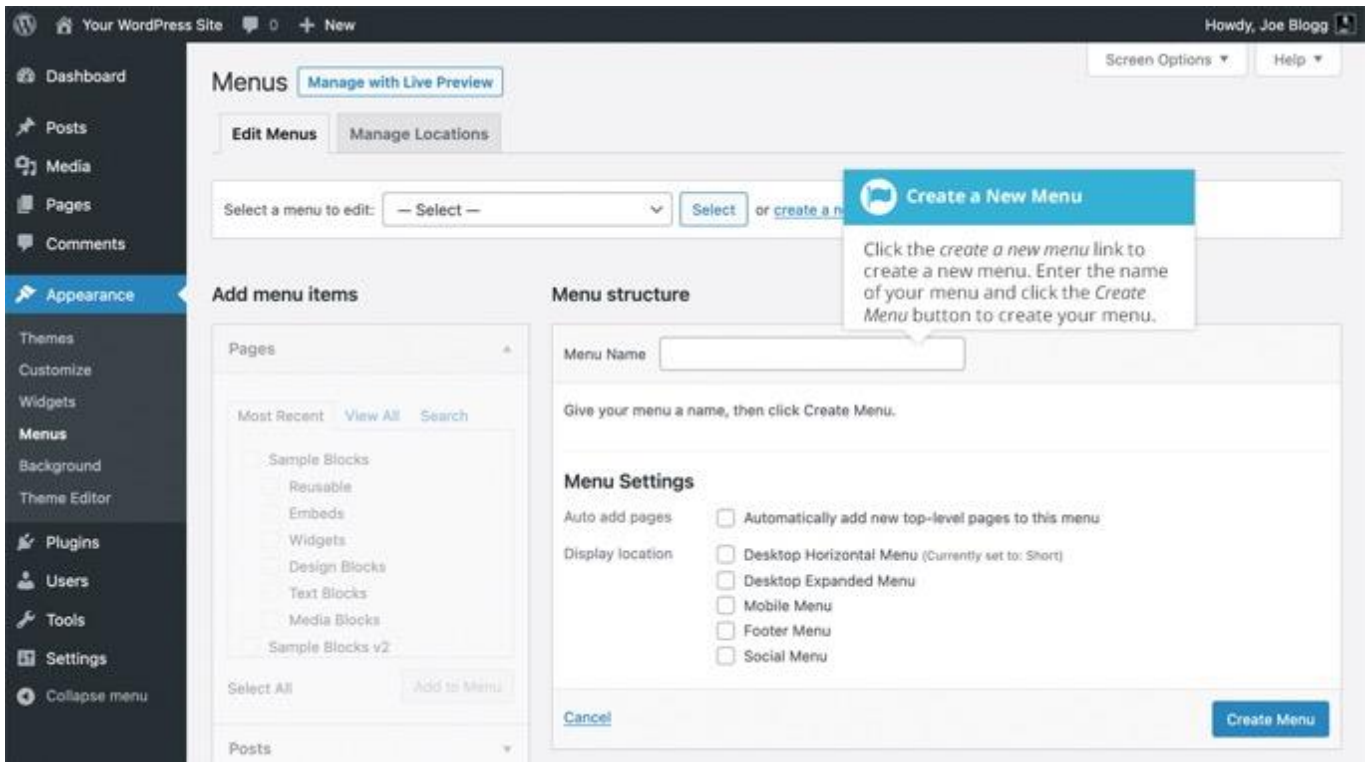
Unfortunately, if you're using a theme that's built specifically for the Full Site Editor (FSE), such as the Twenty Twenty-Four or Twenty Twenty-Five default themes, you'll no longer have access to the *Appearance > Menus* option in the Dashboard. The only way to create a new navigation menu or edit an existing menu, will be by using the Navigation Block within the Full Site Editor (FSE). You can access the Full Site Editor using the *Appearance > Editor* menu option. This option will only be available if your theme is specifically built to make use of the Full Site Editor.

Adding a New Menu

Depending on the current Theme being used, your site may make use of more than one navigation menu. Sometimes you might have multiple menus in your site header, other times you may even have menus located in the sidebar or footer of your site.

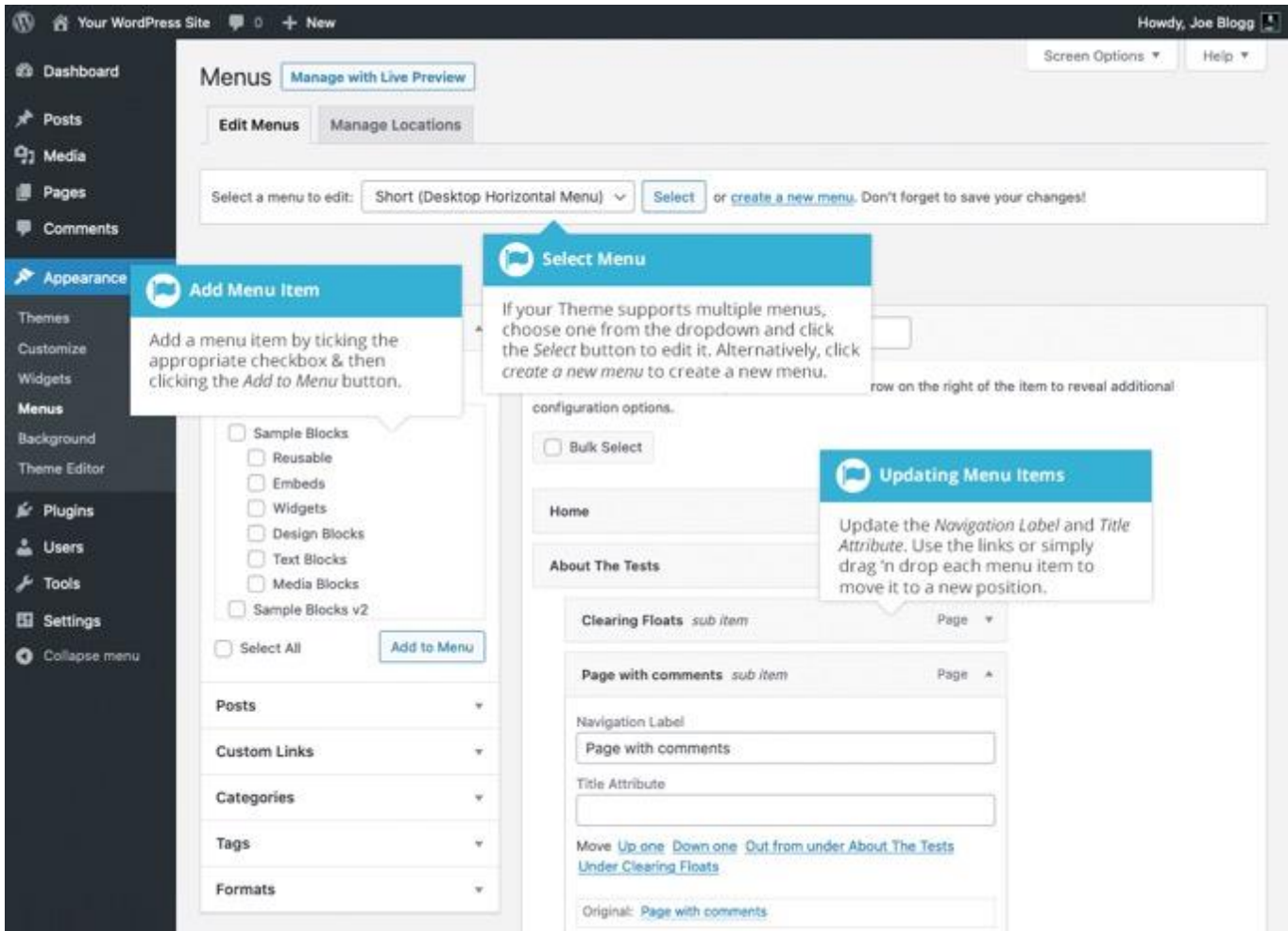
To add a new menu, hover your cursor over the *Appearance* menu option in the left-hand navigation menu and in the fly-out menu, click the *Menus* link. Alternatively, click the *Appearance* menu option and then click the *Menus* link underneath.

On the screen that is displayed, click the *create a new menu* link. You'll be presented with a screen similar to below. Enter a name for your new menu in the *Menu Name* input field. Click the *Create Menu* button to create your new menu.



Editing an Existing Menu Item

Your current list of menu items resides in the right-hand column on the menu screen. If there are multiple menus on your site, there will be a dropdown list displayed at the top of the page that enables you to select the menu that you would like to edit. Simply select the menu you would like to edit from the *Select a menu to edit* dropdown list and then click the *Select* button. The menu items for your selected menu will then be displayed.



The items in this right-hand column on the *Menus* page will match the menu items that appear on your website. Clicking on the down arrow next to each menu item name will show an options panel for that particular menu item. In this options panel, there are several items that can be updated. You can show or hide extra fields such as *Link Target*, *CSS Classes*, *Link Relationship (XFN)* or *Description* using the *Screen Options* tab at the very top-right of the screen.

- **URL** – Only displayed for Custom Links and will contain the URL to navigate to when that menu item is clicked

- **Navigation Label** – This is the label that will display within the actual menu on your website
- **Title Attribute** – This is the tooltip that appears when the mouse cursor hovers over the menu item
- **Open link in a new window/tab** – (Hidden by default) You can set the menu item to open in the same window or tab (which is the default) or in a new window or tab. This option is made visible by ticking the *Link Target* option on the *Screen Options* panel
- **CSS Classes** – (Hidden by default) Optional CSS Classes to add to this menu item. This option is made visible by ticking the *CSS Classes* option on the *Screen Options* panel
- **Link Relationship (XFN)** – (Hidden by default) Allows for the generation of XFN attributes so you can show how you are related to the authors/owners of site to which you are linking. This option is made visible by ticking the *Link Relationship (XFN)* option on the *Screen Options* panel
- **Description** – (Hidden by default) The description for the link. This may or may not appear, depending on the theme. This option is made visible by ticking the *Description* option on the *Screen Options* panel

Each menu item can be moved to a new location in the menu hierarchy by using either the links underneath the *Title Attribute* input field or by clicking on the title area of the menu item and dragging n dropping the menu to new location. If you choose to drag n drop your menu items, the cursor will turn into a four-pointed arrow when you re hovering over the correct area.

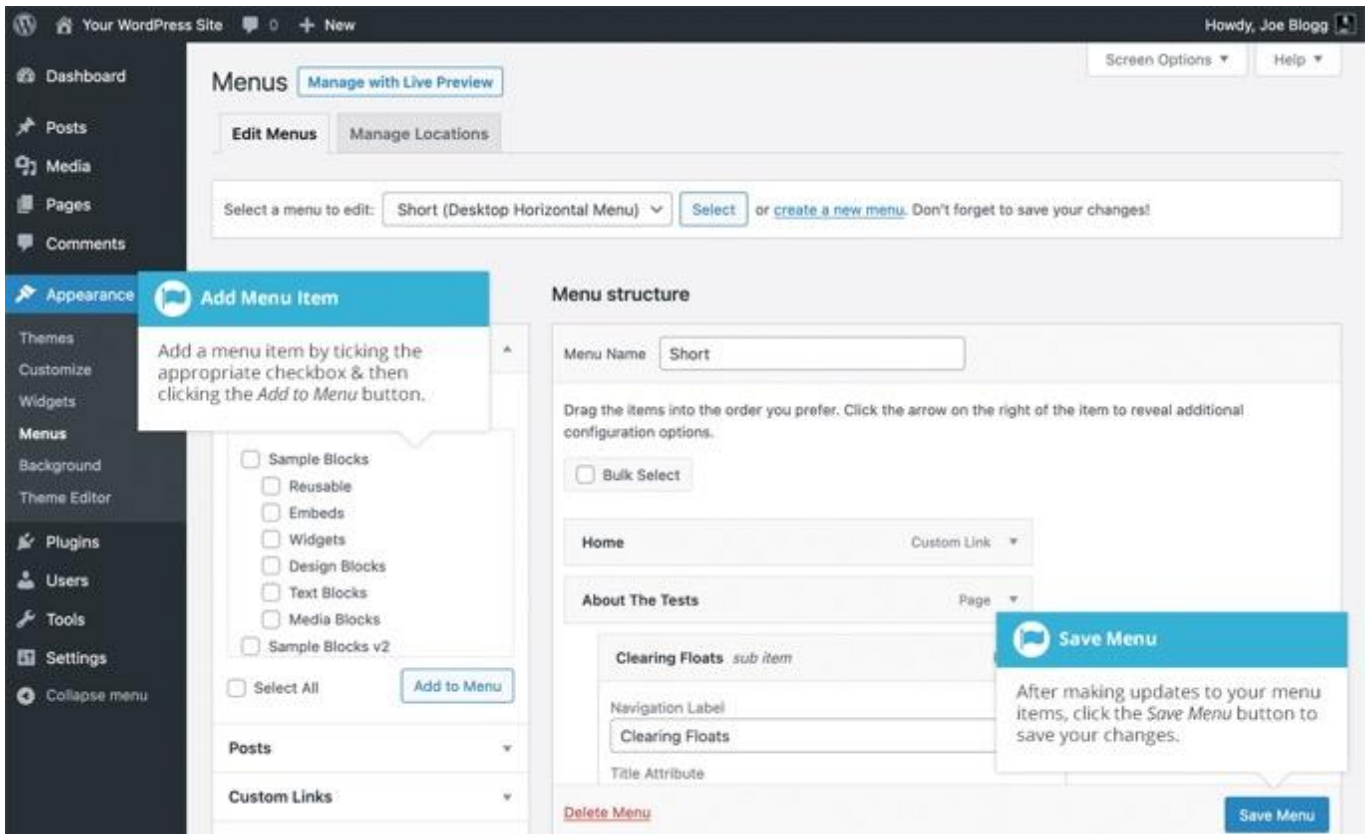
After making updates to your menu items, click the *Save Menu* button.

Adding a New Menu Item

By default, only the Pages, Custom Links and Categories panels are shown. If you d like to add Posts, Tags or Post Formats as menu items, you simply use the *Screen Options* tab at the top-right of the screen to enable these panels as well.

To add a new Page as a menu item, tick the checkboxes in the *Pages* panel, next to each of the Pages that you d like to add. You can select one Page at a time or multiple. After selecting your Pages, click the *Add to Menu* button. The new menu items will append to the bottom of the current list of menu items. The menu item name will default to the Page name. To change this, simply click on the down arrow next to the menu item name to view the options panel and then update the *Navigation Label* to your preferred name. After making your updates, click the *Save Menu* button at the top or bottom of the screen. The

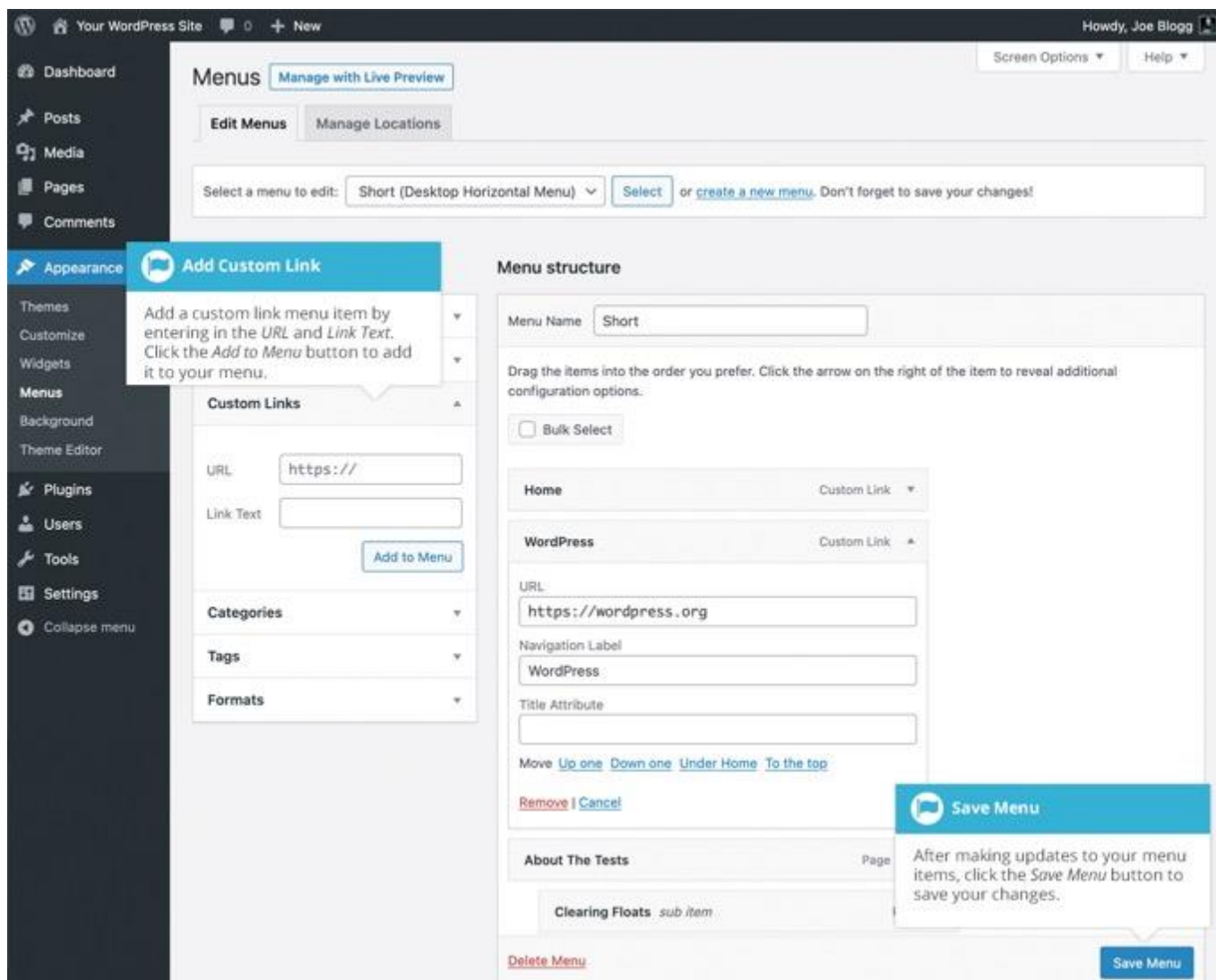
steps to add a Post, Post Format, Category or Tag as a menu item are exactly the same as adding a Page.



To change the order that the menu options appear in, simply place your cursor over the title area of the menu item you'd like to move. When the cursor changes to a four-pointed arrow, click and drag the menu item to its new location. Depending on how your menu is configured within your theme, it's even possible to create the multi-level hierarchy required for dropdown menus. After moving your menu items around, don't forget to click the *Save Menu* button to save your changes.

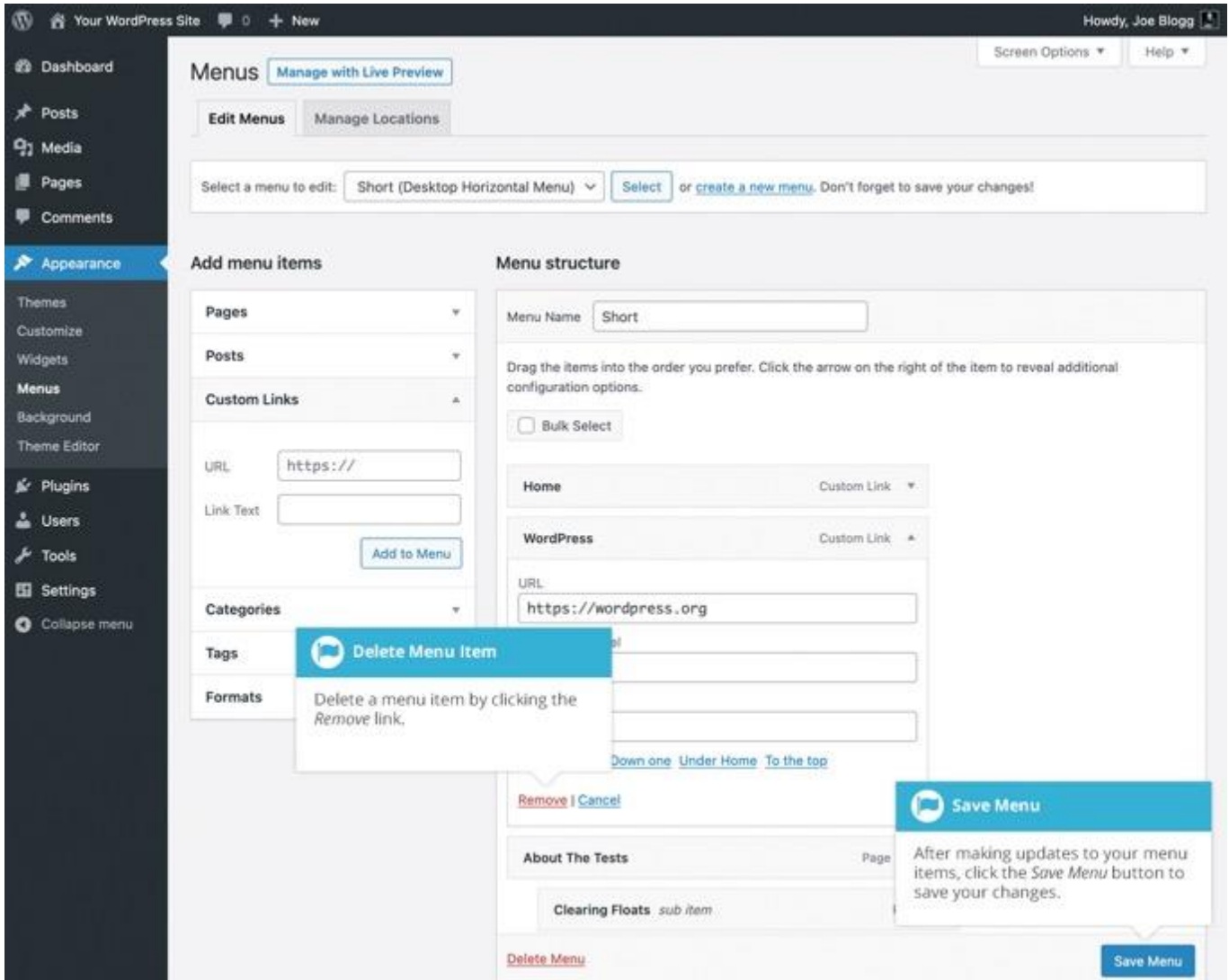
Adding a Custom Link Menu Item

Use the *Custom Links* panel to add a custom link to your menu, such as a link to an external website. Simply type in the website URL in the *URL* field and the menu name in the *Link Text* field. Click the *Add to Menu* button when done. Use the same steps outlined previously to adjust the order of the menu item and click the *Save Menu* button at the top or bottom of the screen to save your changes.



Deleting a Menu Item

To delete a menu item click on the down arrow next to the menu item name to view the options panel for that item and then click the *Remove* link. After making your updates, click the *Save Menu* button.



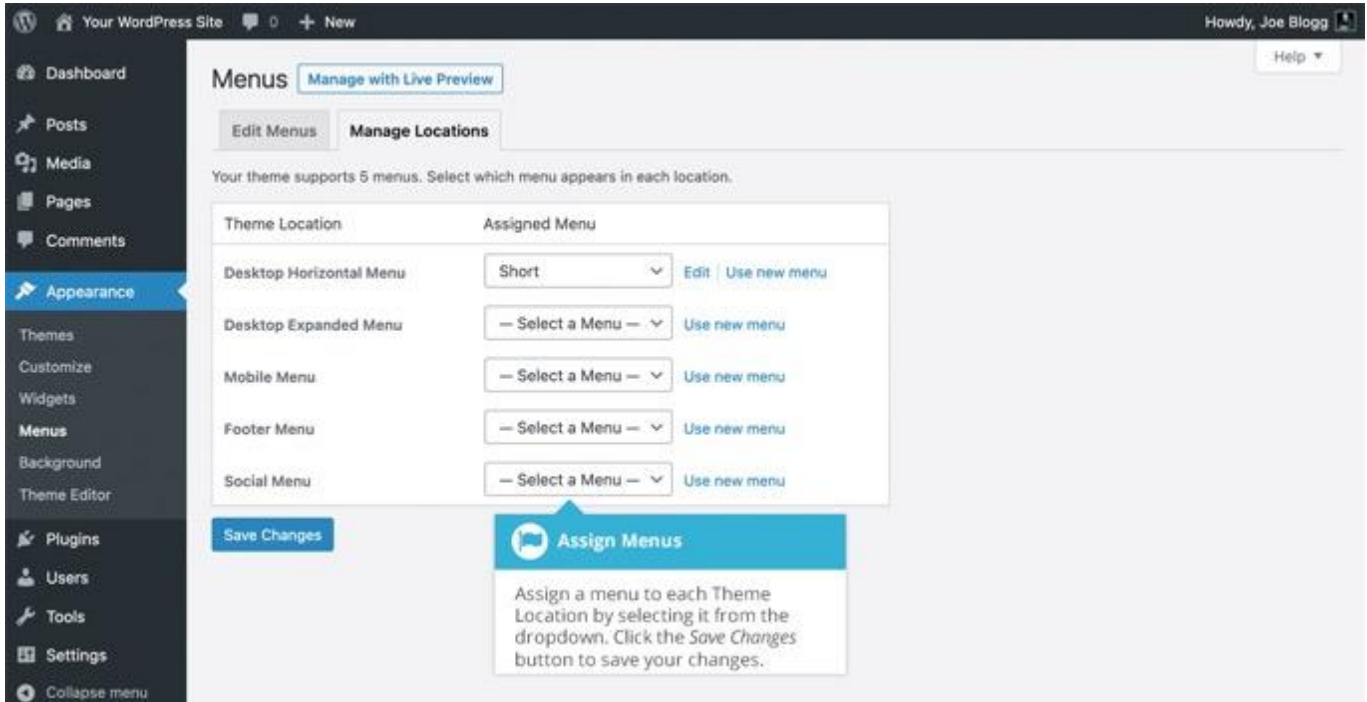
Managing Menu Locations

After you create a menu, you also need to tell WordPress where to use it. This is where the *Manage Locations* tab on the *Menus* page comes in.

After clicking the *Manage Locations* tab on the *Menus* page, you will be shown a page similar to below, with a list of the various menu locations used in your Theme. You may have one menu location or you may have multiple, depending on the Theme currently in use. Your menu location won't necessarily be called *Desktop Horizontal Menu* either, as shown below. Again, that will depend entirely on your Theme.

Assign an existing menu that you've created to the appropriate Theme Location by selecting it from the dropdown list. Click the *Save Changes* button to save your changes.

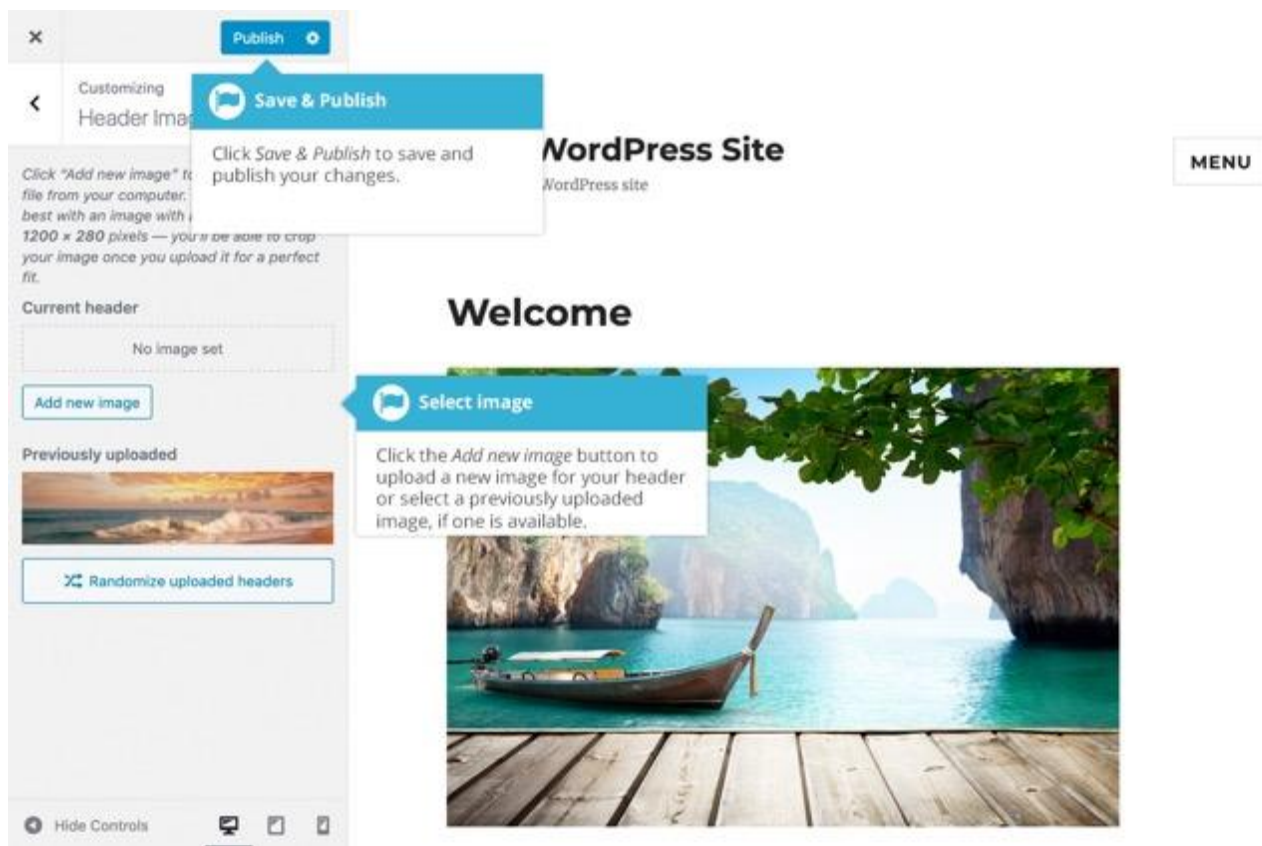
Alternatively, you can choose to create a new menu and automatically assign it to the location by clicking the *Use new menu* link.



Header

The *Header* menu option will only be available if your current Theme is making use of this option. It allows you to choose an image (or if your theme supports it, a video) to display in the header area of your site. Clicking the *Header* menu option will take you to the *Header Image* panel in the Customizer. In the Twenty Seventeen theme, the Customizer panel is called *Header Media* as it supports both images and video. In other themes it may be called *Header Image* if the theme only supports image headers.

You can select one of your previously uploaded images or you can upload a new image by clicking the *Add new image* button. If you're using the Twenty Seventeen theme, the header also supports video so you can select one of your previously uploaded videos or you can also choose to upload a new video by clicking the *Select Video* button. If you have videos that you've previously uploaded to YouTube, you can also enter a YouTube URL in the appropriate field. To save your changes, click the *Publish* button at the top of the page. Again, depending on the theme you're using you may or may not have this *Header* option.



Background

The *Background* menu option is another theme specific menu. It allows you to choose a background image for your site. Clicking the *Background* menu option will take you to the *Background Image* panel in the Customizer. You can select one of your previously uploaded images or you can upload a new image by clicking *Select Image*. To save your changes, click the *Publish* button at the top of the page. Again, depending on the theme you are currently using you may or may not have this *Background* option.



Theme File Editor

The Theme Editor menu allows you to edit the individual [CSS](#) and [PHP](#) files which make up your Theme. Normally once a theme is installed and configured on your site, there's no need to make any changes within here. Extreme care should be taken with this option to avoid making changes to files that will affect how your site is displayed. Incorrectly modifying any files within this section can cause your site to display incorrectly or at worst, not at all. Extra caution must be taken if you intend to make any changes here.

The Theme File Editor will not be available if you're using a theme that is specifically built to make use of the *Full Site Editor*, such the default Twenty Twenty-Three or Twenty Twenty-Four themes.



It cannot be stressed enough how dangerous this option is if you know nothing about HTML, CSS or PHP. Modifying your theme files can drastically change how your site displays and depending on what gets changed, can even stop your site from displaying altogether.

Editor

The *Editor* option, also referred to as the *Full Site Editor* (FSE), allows users to build and extend an entire website using blocks.

The *Full Site Editor* (FSE) will only be available if you're using a theme that is specifically built to make use of its functionality, such the default Twenty Twenty-Four or Twenty Twenty-Five themes. For all other (non-FSE) themes, the *Editor* menu option simply won't appear. At the moment, there are a limited number of themes available in the WordPress

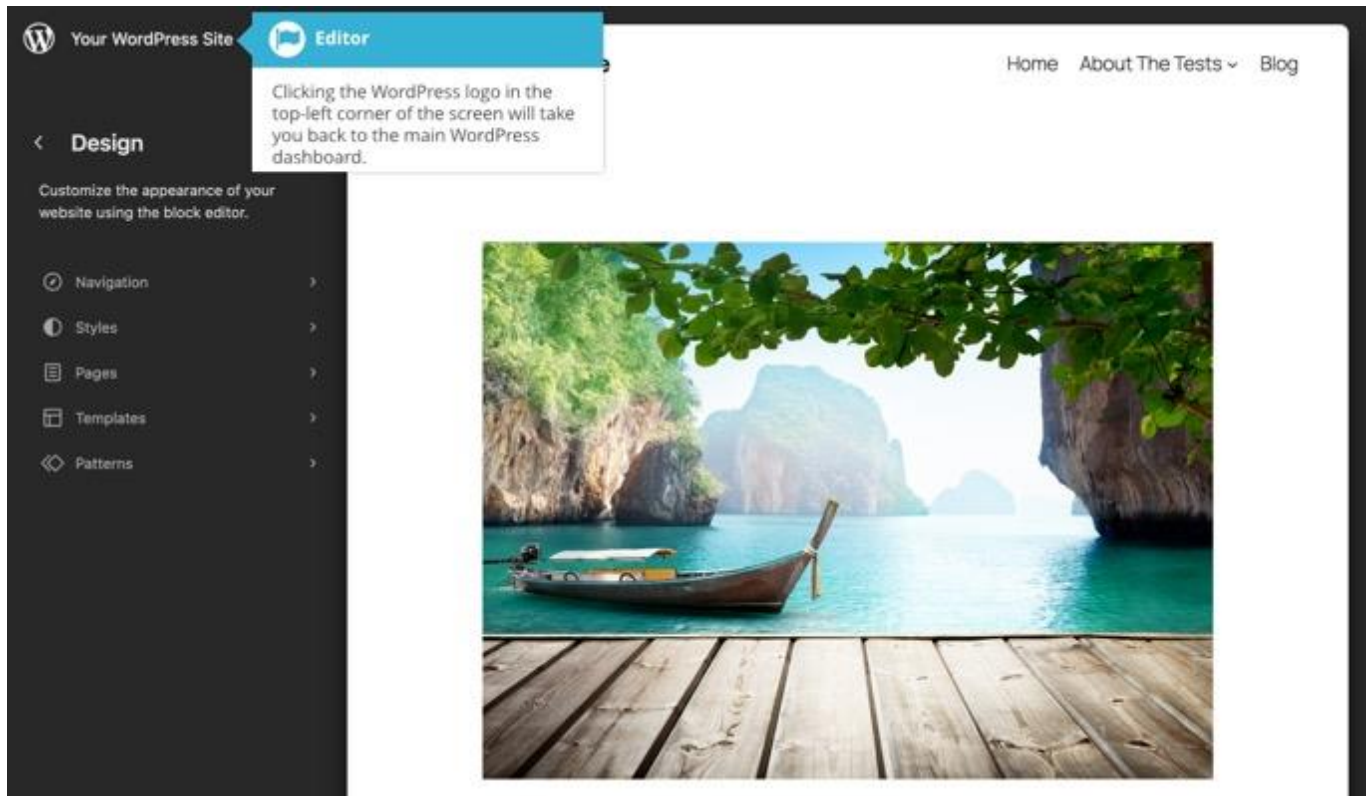
[Themes Directory](#) that are specifically built for the new Full Site Editor, but this will obviously improve over time.

Whilst this guide was never intended to be a guide for developers, or for building or modifying themes, it will be helpful for anyone who plans to use the Full Site Editor, to have a basic understanding of the different Templates and Template Parts that make up a Theme.

Editor Tools

After clicking the *Editor* menu option, the Full Site Editor (FSE) will appear. The initial screen that appears will show a preview of your site, along with the left-hand menu. Clicking on this preview image will take you into the actual Block Editor. The Full Site Editor now allows you to edit Page content, as well as edit your site templates, which makes it a little more confusing to use.

The normal left-hand Dashboard menu will not be displayed whilst in the editor, and unlike the Block Editor, when editing your Posts or Pages, there's no option to make it display. When you're editing the theme within the Editor, clicking the WordPress logo in the top-left corner of the screen will toggle the main navigation down the left-hand side of the page, and return you to the main Editor preview screen. When you're on the main Editor preview screen, clicking the WordPress logo will exit out of the Full Site Editor and return you to the main WordPress Dashboard.



There are five main areas within the Full Site Editor:

Navigation

The *Navigation* option allows you to manage all your Navigation Menus used throughout your theme.

Styles

The *Styles* option allows you to select from one of the ready-made style combinations from your theme. If your theme doesn't support multiple styles, you'll be taken directly into the Editor where you can edit your theme templates or customise the typography, colours or layout for the current style.

Pages

The *Pages* option allows you to browse and edit pages on your site.

Templates

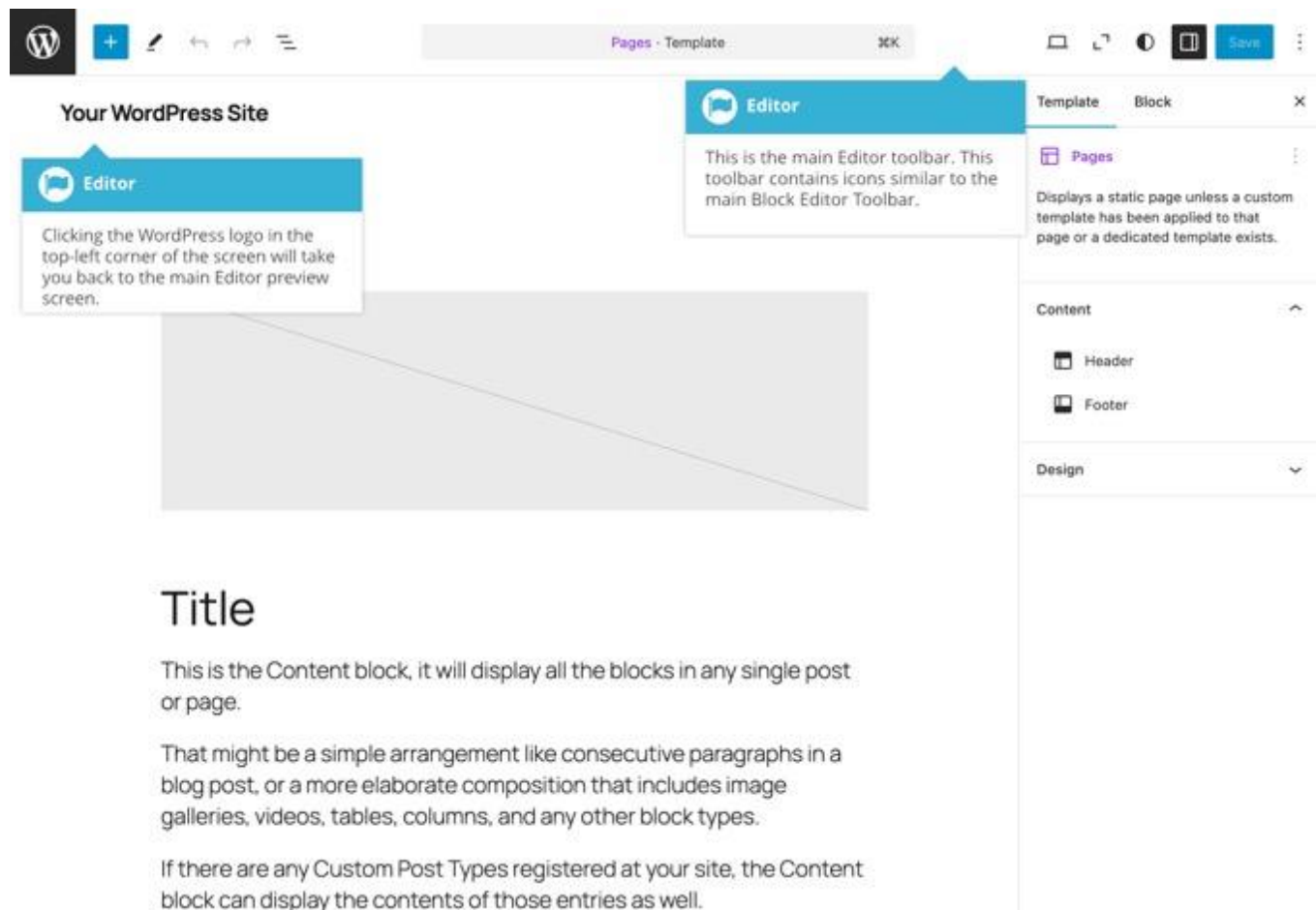
The *Templates* option allows you to manage and edit your theme Templates, along with providing the ability to create new templates.

Patterns

The *Patterns* option allows you to manage and edit Patterns and Templates Parts. Whilst you can't edit the Patterns that are included in your theme, you can add new Patterns within this section.

To edit one of your theme's Templates, click on the *Templates* menu option in the left-hand navigation, this will show you a list of all the templates with your current theme. Clicking on one of the template names, such as the 'Pages' template, will allow you to edit the actual template.



When you're editing a template, you'll find that most of the tools/icons in the main Editor Toolbar at the top of the screen will be familiar to you if you've been using the Block Editor. There are a couple of notable exceptions though.

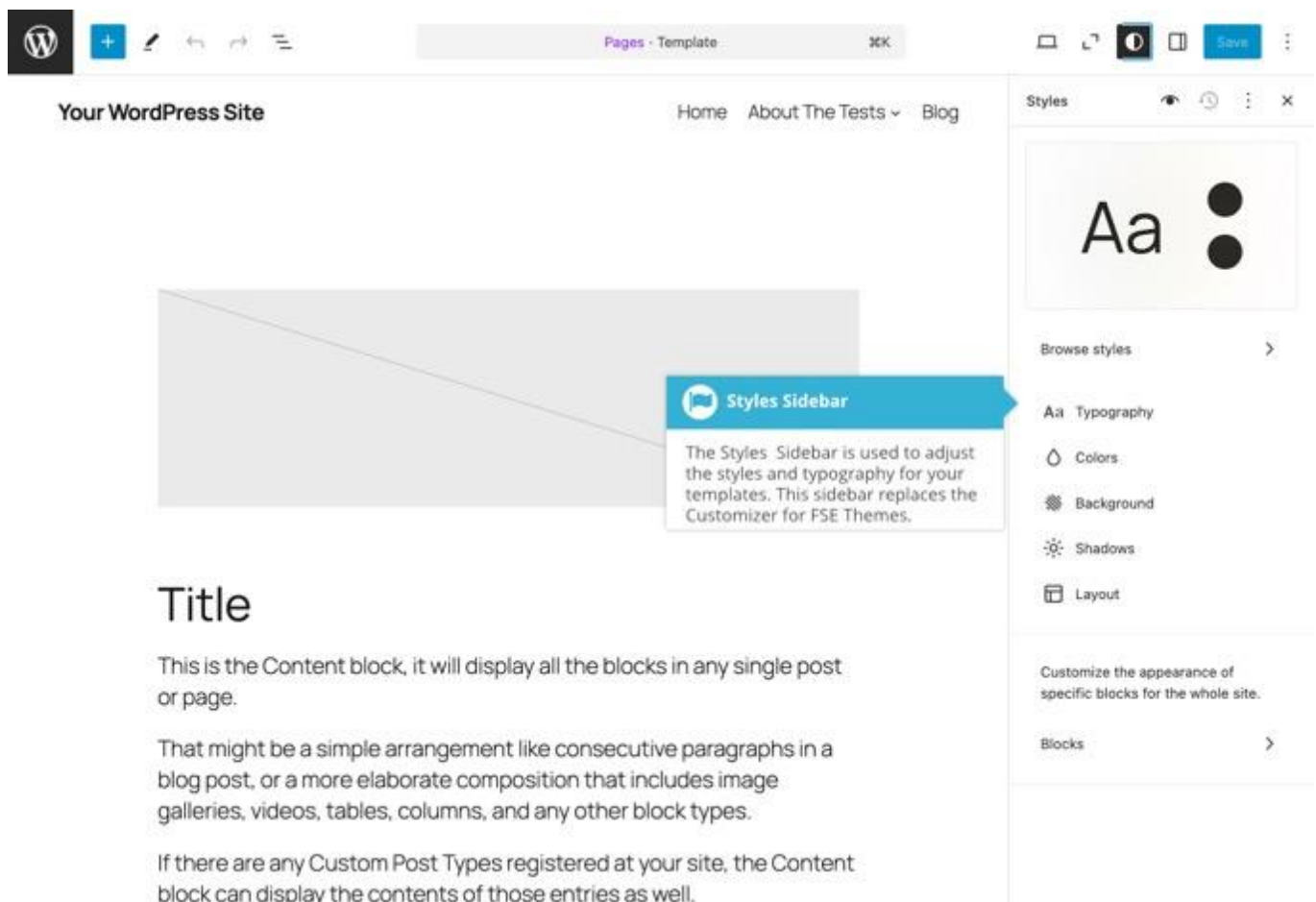


The section in the centre of the Editor Toolbar tells you which template you're currently editing. It also gives you access to the new Command Palette by clicking on it. Clicking the WordPress logo in the top-left of the screen will exit you out of the editor and display the

...our.locality

left-hand navigation, along with showing you the different template parts. In the Settings Sidebar you'll also see a list of all the Templates Parts that make up the current Template.

In the top-right of the screen you'll find a *Settings* icon () which toggles the Settings Sidebar open and closed, just like in the Block Editor. Next to this is the *Styles* icon (), which toggles the Styles Sidebar open and closed. The Styles Sidebar is where you change the Colors, Typography settings and other options. This Styles Sidebar is replacing the Customizer, for FSE Themes.



Templates and Template Parts

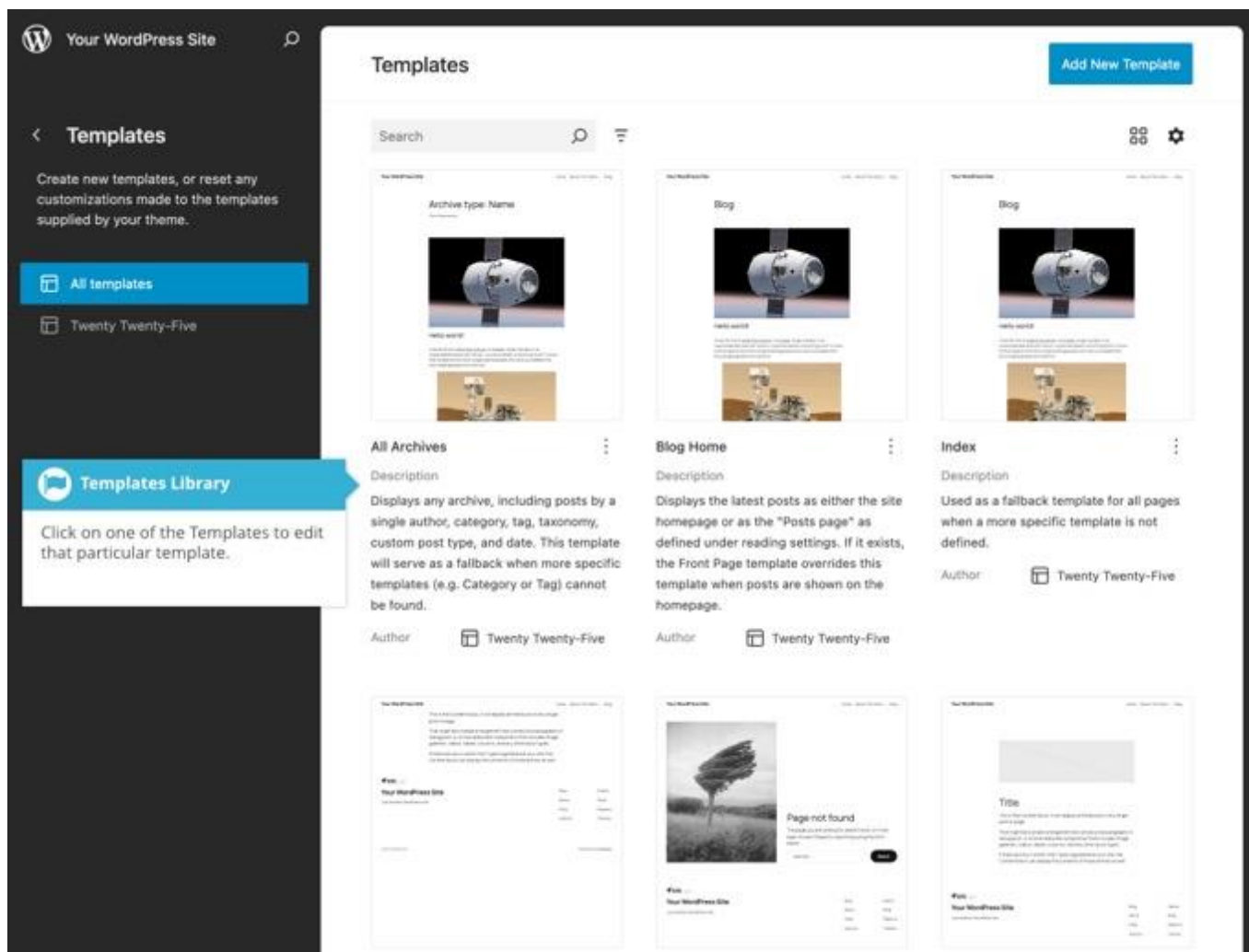
Whilst this guide was never intended to be a guide for developers, or for building or modifying themes, you may find it helpful to have a basic understanding of the different Templates and Template Parts that make up a Theme. For most people, the theme you're

using will have all the templates that you'll need. If you want to change the way some part of your site looks, it will just be a matter of editing one of the existing templates.

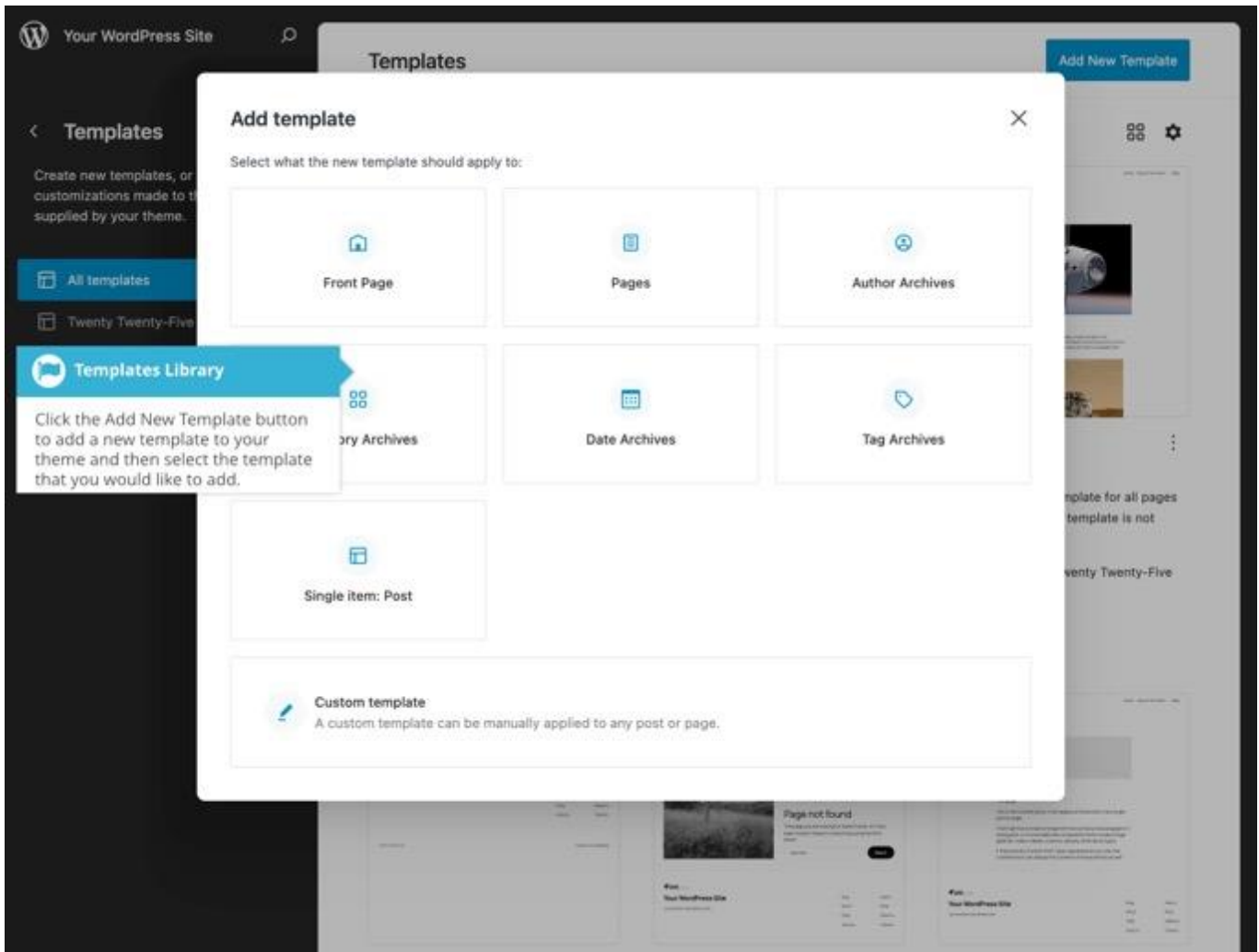
For some people though, you may want to completely customise your site, either by editing existing templates, or creating new templates. This is where an understanding of templates will come in handy, along with an understanding of the WordPress Template Hierarchy.

The WordPress Template Hierarchy helps WordPress determine which template to use when displaying your content in the browser. As an example, WordPress will typically use a different template to show your standard Page content, compared to what it uses to show your Blog archive page (i.e. the page that shows a list of your latest blog Posts). The Theme Handbook over on the official WordPress.org website explains in further detail, how this [Template Hierarchy](#) works, along with providing a visual overview of when each template is used.

To edit a particular template using the Full Site Editor, or to create a new template, click the *Templates* menu in the left-hand navigation. You'll be shown a list of the templates contained within your current theme. Clicking on one of the template names, such as the 'Pages' template, will allow you to edit the actual template.



If you'd like to create a new template that doesn't currently exist within your theme, click the *Add New Template* button at the top-right of the screen, and then click on the template that you wish to add to your theme. You can also create a custom template with the *Custom template* option.



Editing Templates

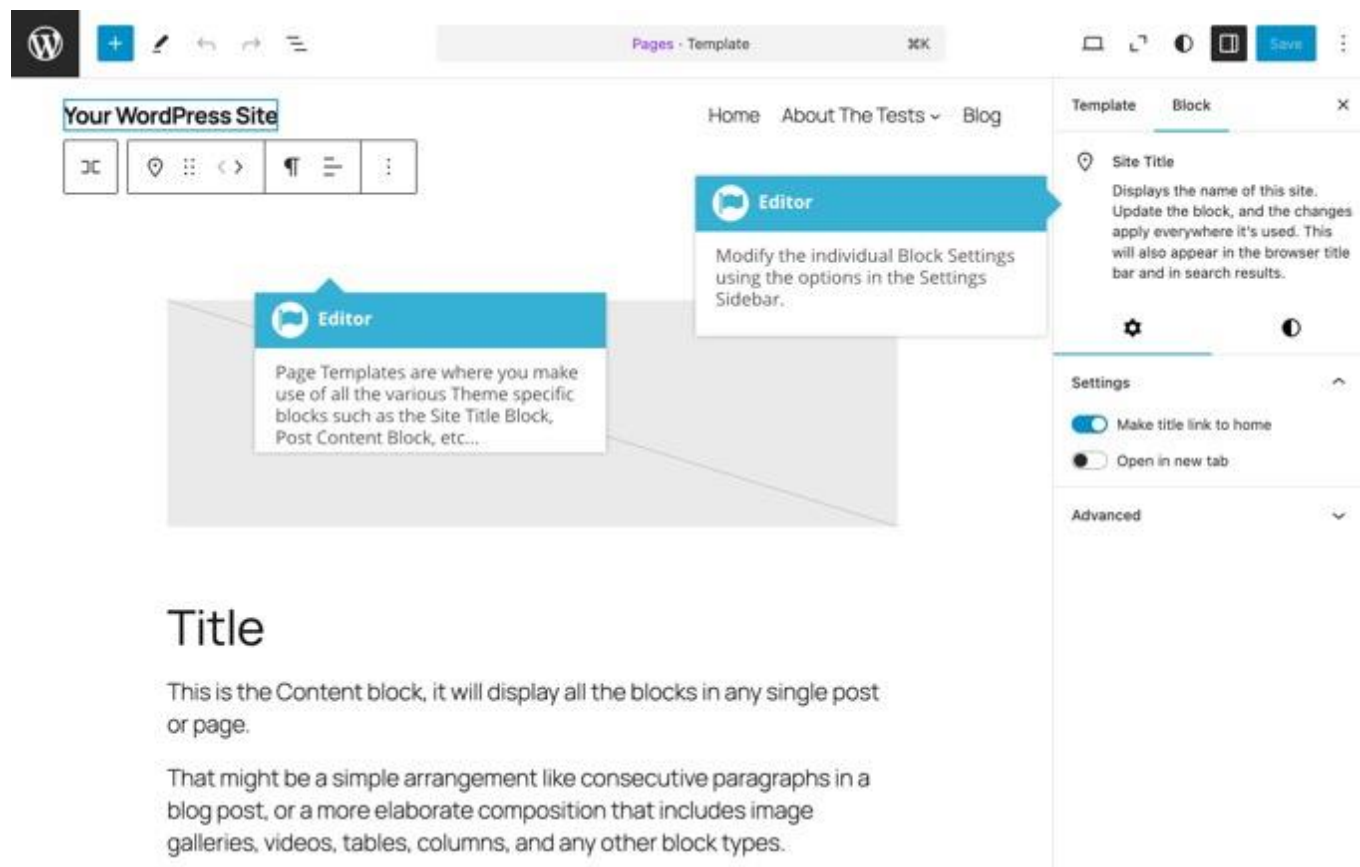
Just like editing your Page or Post content, the theme templates contain a variety of different blocks to display the different content within a page. This is where you would make use of all the various Theme specific blocks, such as the *Post Content Block*, *Post Featured Image Block*, and *Query Block*, just to name a few examples. You also have access to a number of blocks that are only available in the Full Site Editor.

Unlike editing an individual Page or Post, it's important to remember that templates are used across the entire site. A *Page template*, for example, will be used when displaying all your Page content. Examples of typical Page content found within a lot of sites would be a 'Contact' page that displays a contact form, or an 'About us' page that provides information on your business.

A *Single Post template* on the other hand, is used when displaying all the individual blog Posts. A common difference between these two types of templates is that a Single Post

...our.locality

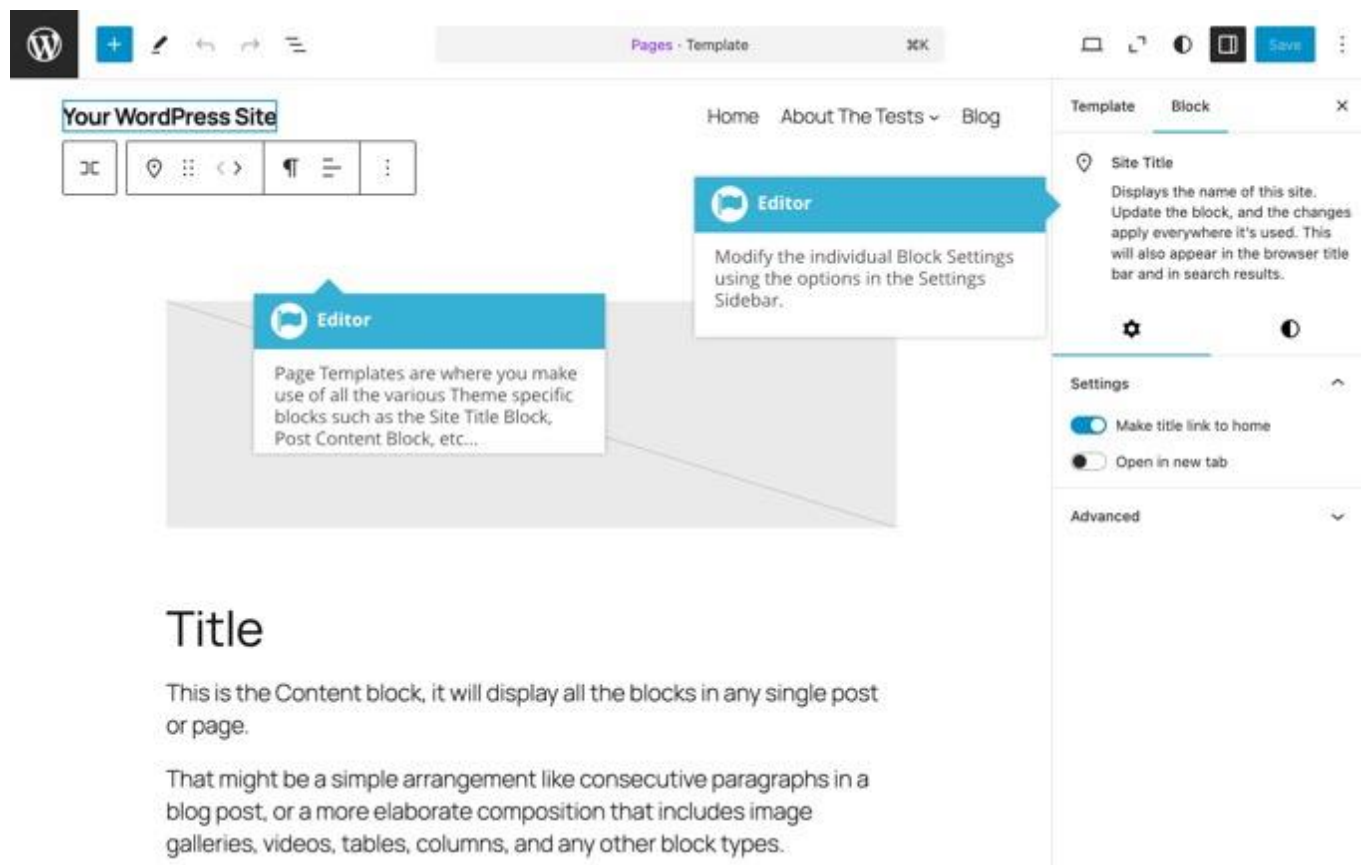
template quite often has navigation links at the bottom of the page to help visitors navigate to the next or previous blog post, since posts are hierarchical. A Page template doesn't typically have these navigation links.



Settings Sidebar

The *Settings Sidebar* allows you to adjust the settings for the individual blocks within the template. Just as it does when using the Block Editor for your normal Post/Page content, when you click on a block in the main content area of the Full Site Editor, the Settings Sidebar will show all the available options for that currently selected block. Any changes made here will be reflected on any page within your site which uses the individual template that you're currently editing.


After making changes to any of your templates, don't forget to save your changes by clicking on the *Save* button at the top-right of the screen.



Styles Sidebar

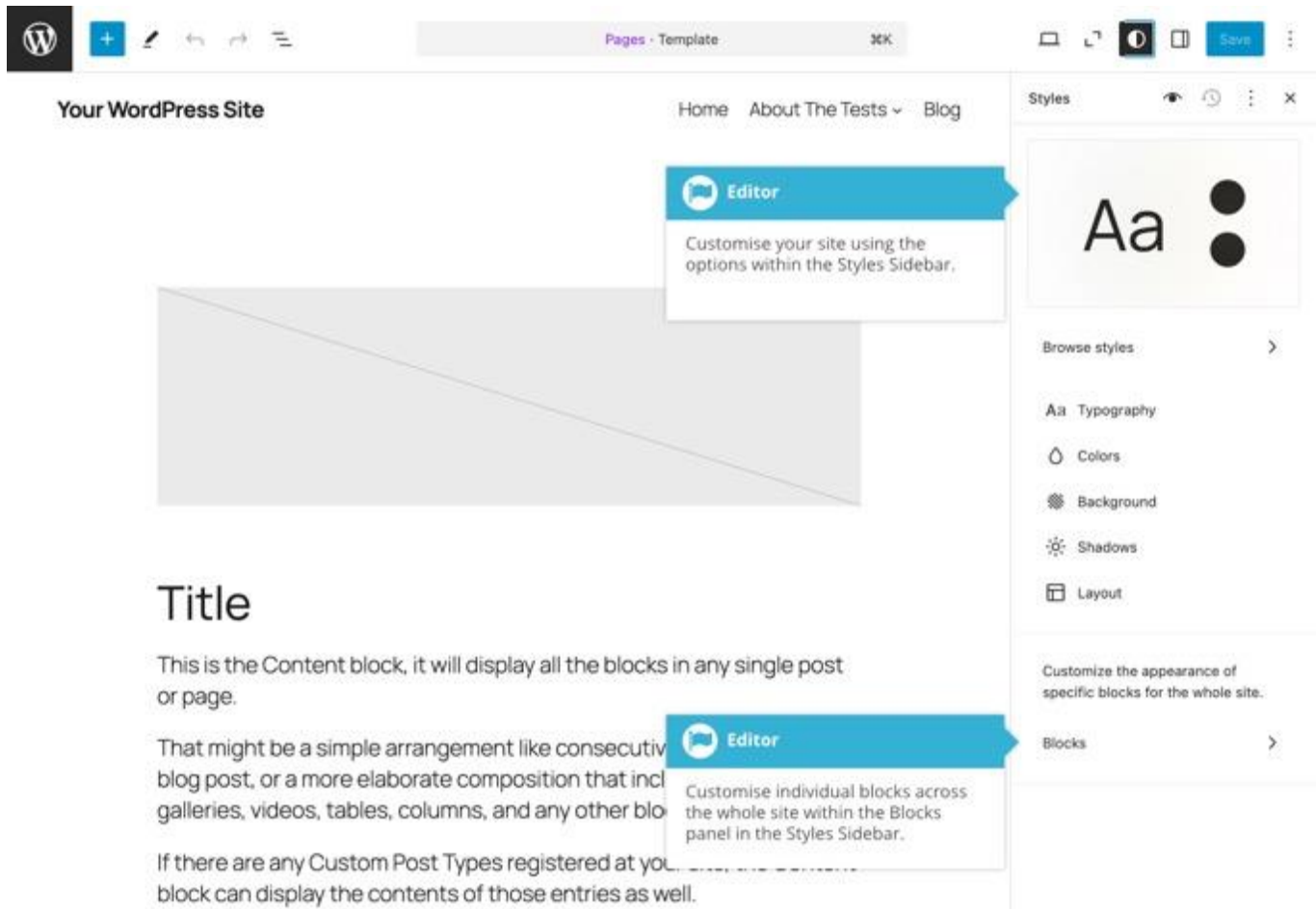
The *Styles Sidebar* is where you can customise the look of your site. At the moment you can customise the Typography, Colours and Layout of the site. The Typography option also allows you to upload different fonts to use within your theme, or you can connect to Google Fonts and download new fonts directly from Google's vast library of free to use, open source fonts.

The Styles Sidebar is taking over from the Customizer for Full Site Editor themes. In the past, a theme might have included options like typography or colour settings in the Customizer. For themes specifically built for the Full Site Editor, these customisation options will now be added to the Styles Sidebar, which is accessible from within the Full Site Editor.

To access the Styles Sidebar, click on the Styles icon () in the main Editor Toolbar at the top of the screen. In the Styles Sidebar you'll see options for Typography, Colors and Layout. Any changes made within here will be reflected across the whole of your site.

...our.locality

You can also customise individual blocks, using the Blocks option. Clicking on the *Blocks* option in the Styles Sidebar will show you a list of specific blocks. Clicking on a block type will allow you to customise the appearance of that particular block, across the whole site.



Plugins

Plugins extend and expand the functionality of WordPress.

A plugin needs to be installed before you can see it, but in our setup you may activate it or deactivate it in the Plugins menu if it is available.

While there are thousands of plugins available that provide a huge range of functionality, we tend to use a fraction of those available and mainly from within the official WordPress [Plugin Directory](#), which is closely monitored and can be updated by us.

We tend not to add any old plugins that are requested by users, unless we feel there's a common benefit, there are no security implications and there's an overwhelming need to do so.

In part this is to protect the security of the platform but in part it is to make the burden of managing the voluntary support offer viable and at the same time reducing the palette of infinite possibilities, which reduces you ability to make best use of your website.

Once a plugin has been added to our network, it needs to be turned on . To do this, click the *Activate* link to activate it. Depending on the plugin, you might also find that there are settings that need to be configured.

Activated plugins will be displayed with a different coloured background within your list of plugins. They will also be highlighted with a blue vertical bar down the left side of the row.

The following plugins can be activated by users.

NB do not deactivate a plugin outside this list as it will have been activated centrally for you and will no longer be available to you.

Akismet Anti-spam: Spam Protection

Protect your blog or website from spam comments automatically, even while you sleep.

Akismet is a trusted, widely-used solution that scans all comments and contact form submissions for spam. To get started, activate the plugin and configure your API key under the Akismet Settings page.

Classic Editor

Restores the familiar WordPress Classic Editor with TinyMCE, Meta Boxes, and the traditional Edit Post screen. Not recommended unless you are amending a legacy websites that you are otherwise NO LONGER UPDATING.

Ideal for users who prefer the older interface or rely on plugins that extend the classic functionality.

Classic Widgets

Brings back the classic widget management screens, accessible via **Appearance > Widgets** and the Customizer.

This plugin disables the block editor for widgets, providing a familiar workflow for managing sidebars.

Complianz - Terms and Conditions

Generate legally compliant Terms & Conditions tailored to your website's needs with this plugin.

Complianz offers an intuitive interface for creating and maintaining these essential documents.

Complianz | GDPR/CCPA Cookie Consent

Simplify compliance with privacy regulations like GDPR, CCPA, and others. This comprehensive suite provides conditional cookie warnings, a customizable cookie policy, and automatic detection of cookies used on your site.

Default Featured Image

Set a default featured image for your posts or pages.

If a specific featured image isn't set, the default image will be displayed, ensuring your site always looks complete and professional.

Jetpack

Enhance your site with an all-in-one plugin for basic performance boosts, new blocks, sitemaps, portfolios and testimonials.

Jetpack needs to be tailored carefully to work in our environment and can be linked to ourlocality's account (preferred for SD projects) or your own (if you are not connected to SD). Nor do you do need to protect your website from "brute force attacks" or turn on the "firewall", as we already have both operating globally using our Wordfence licenced software.

We do not recommend using WordPress login in most circumstances or the use of automatic posting by email.

Post Type Switcher

Easily change a post's type without hassle.

Whether converting a page to a post, or switching between custom post types, this plugin simplifies the process in just a few clicks.

Site Kit by Google

Unlock Google's tools directly within your WordPress dashboard.

Site Kit integrates services like Analytics, Search Console, AdSense, and more, giving you insights and tools to grow your online presence. Remember to update your cookie policy.

The Events Calendar

Plan, organize, and share your events with this robust, feature-rich plugin.

Designed for simplicity and flexibility, The Events Calendar offers a beautiful and intuitive way to manage event listings on your site.

Twentig

Customize your WordPress site with ease using Twentig's powerful tools.

Whether tweaking existing designs or creating a fresh look, this plugin is perfect for building a site that fits your unique needs.

VS Event List

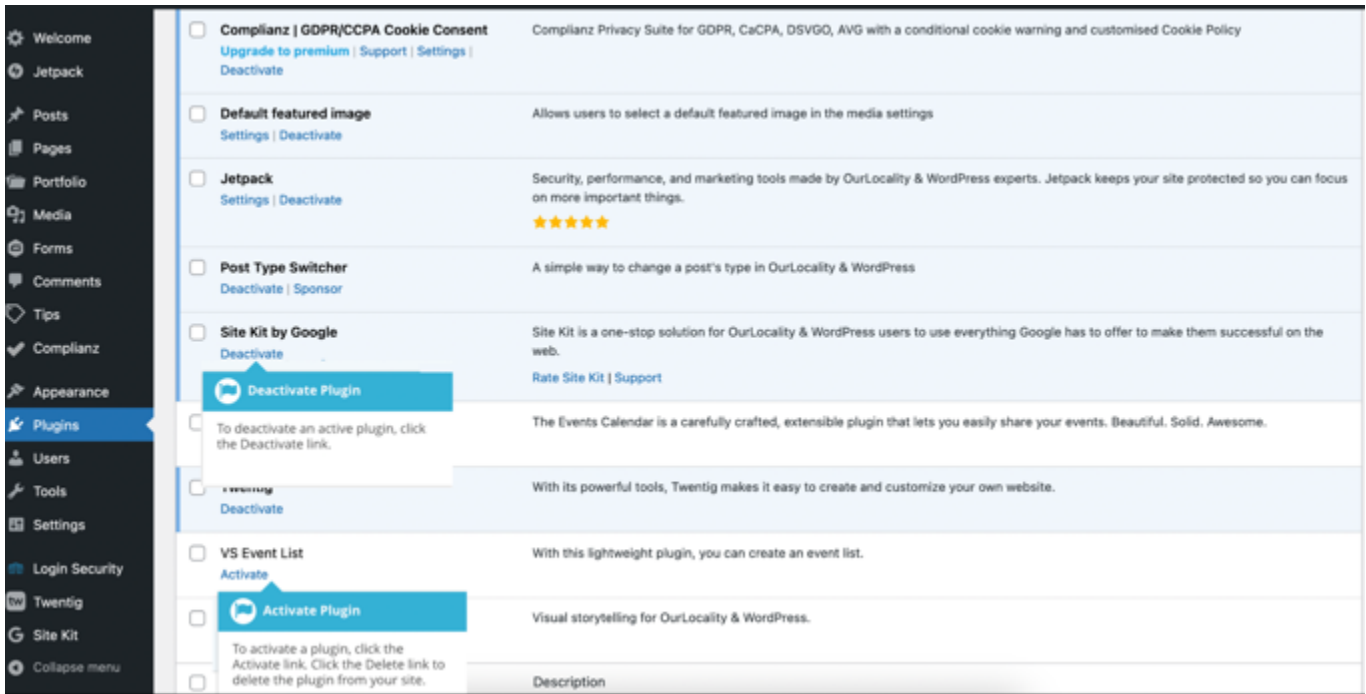
Quickly create and display event lists with this lightweight plugin.

Ideal for simpler event management needs, it focuses on clarity and ease of use.

Web Stories

Bring your content to life with visual storytelling.

This plugin enables you to create immersive, interactive stories that captivate your audience and enhance engagement on your site.

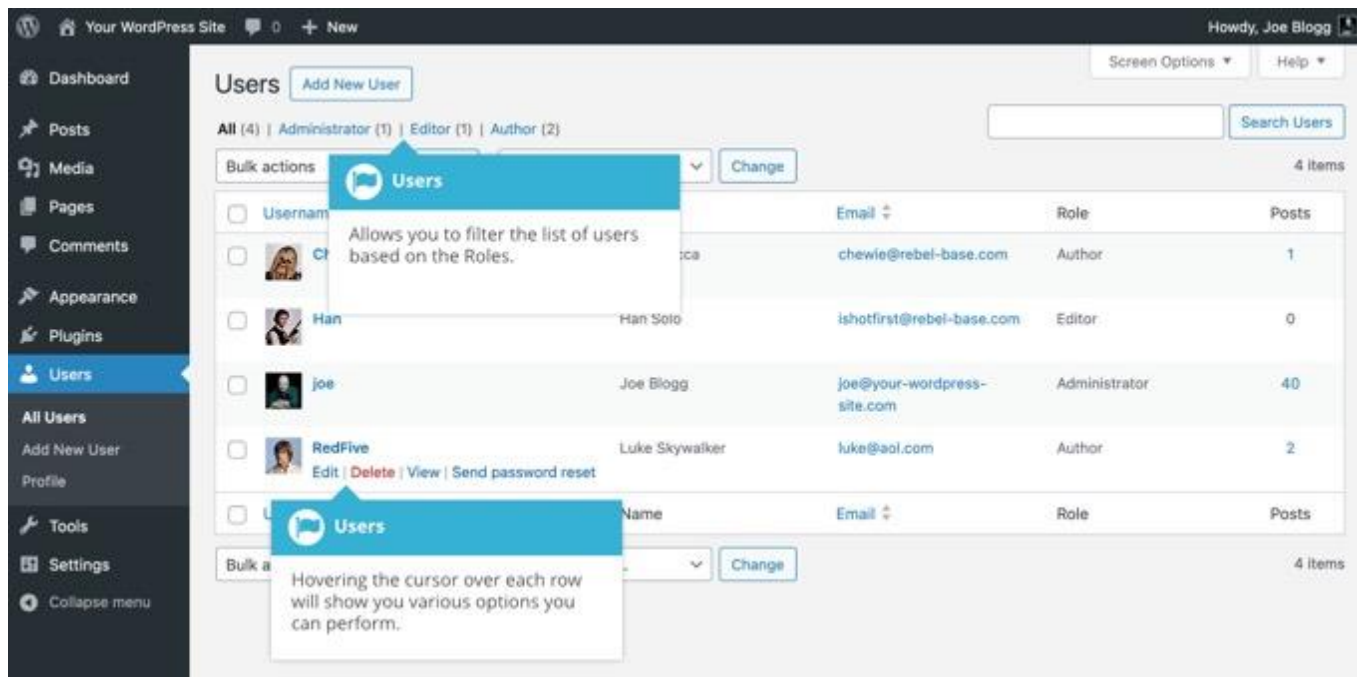


Users

This screen lists all the existing users for your site. Users with roles other than Administrator will see fewer options when they are logged in.

Depending on your Role, you can also add new users as well as manage their Roles by way of the bulk actions menu, but importantly you cannot delete a user or change their profile - only your super admin can do this. You can of course remove the user, without destroying the content they created, which can then either be reassigned or left as is.

At the top of the screen there are links that allow you to filter the list of Users based on the User Roles. The number in brackets will advise how many there are for that particular type.



When hovering your cursor over each row in the list of Users, links will appear beneath the user name.

- **Edit** – Allows you to edit your user profile
- **Delete** – Allows the User to be deleted. This link won't be available for your own profile
- **View** – View all the Posts for this particular User
- **Send password reset** – Send the User a link to help them reset their password. This will not change their password, nor will it force a change. This link won't be available for your own profile

A User can have one of 4 defined roles as set by the site admin: Site Administrator, Editor, Author, Contributor, or Subscriber.

- **Administrator** – Somebody who has access to all the administration features
- **Editor** – Somebody who can publish and manage posts and pages as well as manage other users' posts, etc.
- **Author** – Somebody who can publish and manage their own posts

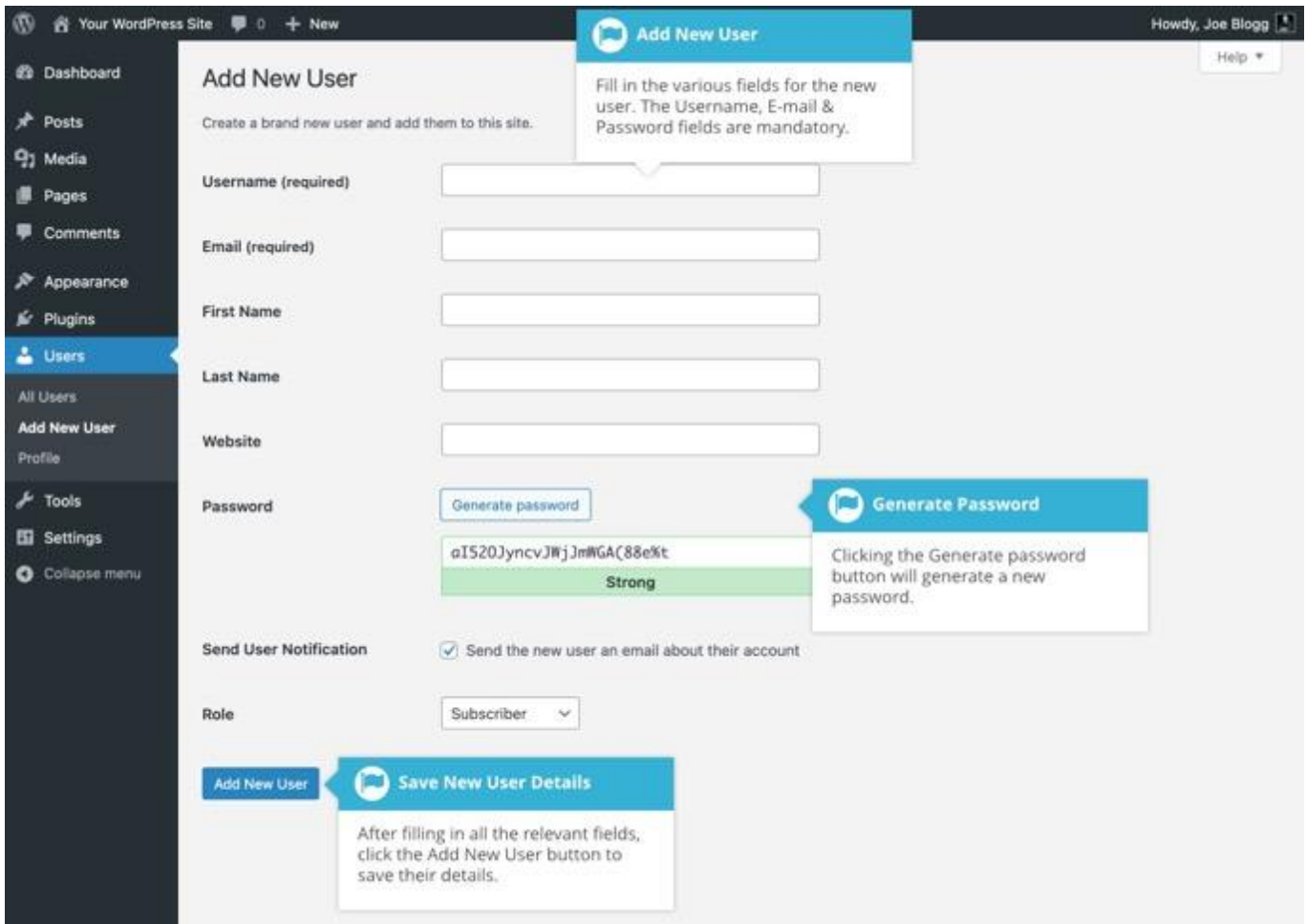
- **Contributor** – Somebody who can write and manage their posts but not publish them
- **Subscriber** – Somebody who can only manage their profile

When WordPress is first installed, an Administrator account with all capabilities is automatically created.

The [avatar](#) that is displayed in the list of Users is using what's called a Gravatar. A Gravatar is a Globally Recognized Avatar. Gravatars are currently used by a huge number of blogs, forums, chat sites and the like. Rather than having to upload an avatar on each and every system you sign up to, Gravatars allow you to have one avatar that is viewable everywhere. To create a Gravatar, simply go to gravatar.com and sign up. To use your Gravatar within WordPress, simply add an email address to your Profile that you've configured within the Gravatar site and it will automatically display.

Adding a New User

To add a new user, click on the *Add New User* link in the left-hand navigation menu or the *Add New User* button at the top of the page.



Once the above page is displayed, simply fill in the various fields and click the *Add New User* button.

- **Username** – (mandatory) Enter the username of the new user here. This will also be used as the Login name for the user. Once saved, the Username can't be changed
- **E-mail** – (mandatory) Enter a valid email address of the new user here. The email address must be unique for each user. If a published Post or Page is authored by this user and approved comments are made to that post or page, a notification email is sent to this email address
- **First Name** - Enter the first name of the new user here
- **Last Name** – Enter the last name of the new user in this text box
- **Website** – You may enter the new user's website URL in this text box

- **Password** – Clicking the *Generate password* button will generate a new strong, random password for the new user
- **Send User Notification** – When ticked, WordPress will send your new user an email about their account
- **Role** – Select the desired Role for this user from the dropdown list

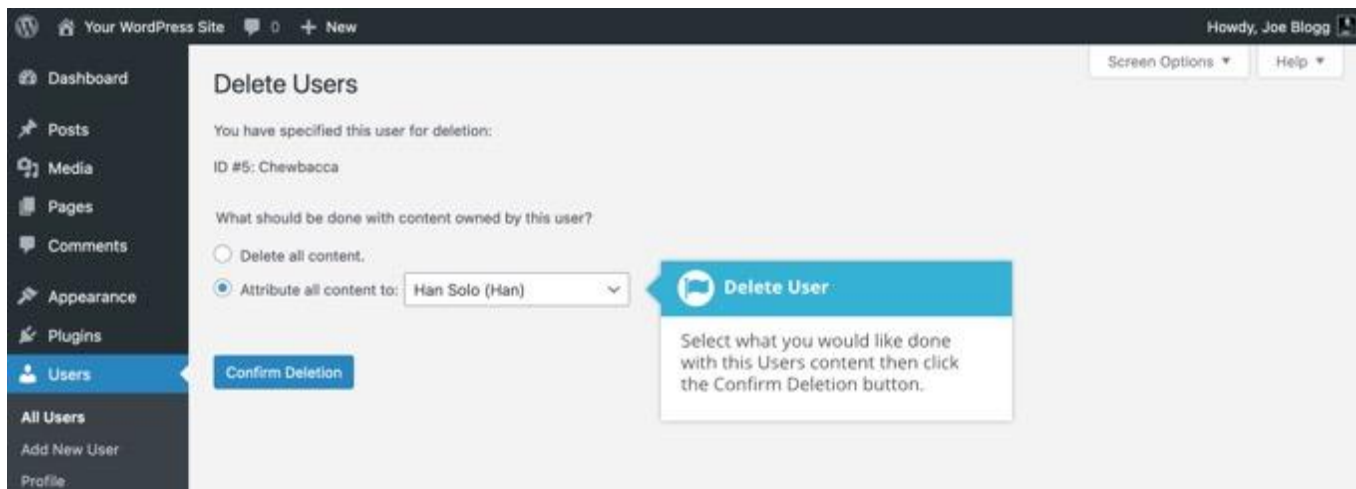
WordPress will automatically generate a strong password when you create a new user. Clicking the *Generate password* button will generate a new strong, random password if you wish to change the one that was automatically generated.

The password strength indicator, shown just below the password field, must indicate at least Medium before WordPress will allow you to save the new user. It goes without saying, the stronger the password the more secure the login so it's advisable that the strength indicator shows your password as being Strong. To make a password stronger, use upper and lower case letters, numbers and symbols like ! " ? # \$ % ^ & * ().



Deleting a User

To delete a user, click on the *Delete* link that appears beneath the user name when hovering your cursor over each row. The *Delete* link won't appear for the user that is currently logged in.



Along with deleting the user you will be given the choice of what to do with all the content currently assigned to that User. The available choices are:

- **Delete all content** – This will delete all the content which this user created
- **Attribute all content to** – This will assign all the content currently linked to this User, to another User of your choosing. Simply select the User from the dropdown list

After making your selection, click the *Confirm Deletion* button to remove the User.

Editing your Profile

To edit your profile details, simply click on your user name, when viewing the list of Users or click on the *Edit* link that appears beneath your user name when hovering your cursor over each row. Alternatively, click on the *Profile* link in the left-hand navigation.

Profile

Personal Options

Visual Editor Disable the visual editor when writing

Syntax Highlighting Disable syntax highlighting when editing code

Admin Color Scheme

Default Light Modern Blue

Coffee Ectoplasm Midnight Ocean

Sunrise

Keyboard Shortcuts Enable keyboard shortcuts for comment moderation. [Documentation on Keyboard Shortcuts](#)

Toolbar Show Toolbar when viewing site

Language

Name

Username Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

Contact Info

Email (required)
If you change this, an email will be sent at your new address to confirm it. The new address will not become active until confirmed.


Website

About Yourself

Biographical Info

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture



[You can change your profile picture on Gravatar.](#)

Account Management

New Password

Sessions
You are only logged in at this location.

Application Passwords

Application passwords allow authentication via non-interactive systems, such as XML-RPC or the REST API, without providing your actual password. Application passwords can be easily revoked. They cannot be used for traditional logins to your website.

The application password feature requires HTTPS, which is not enabled on this site.

If this is a development website you can [set the environment file accordingly](#) to enable application passwords.

After updating your profile, click the Update Profile button to save your changes.

If you're an Administrator and would like to edit someone else's profile, click on their user name when viewing the list of Users or click on the *Edit* link that appears beneath their user name when hovering your cursor over each row.

Update the appropriate fields and then click the *Update Profile* button to save all your changes.

Personal Options

- **Visual Editor** – Checking this box disables the Visual Editor when writing and uses the plain html editor
- **Syntax Highlighting** – Checking this box disables the syntax highlighting when editing code in the built-in editor
- **Admin Color Scheme** – Check this radio button next to the colour scheme desired for the administrative panels. You have the choice of eight different color schemes
- **Keyboard Shortcuts** – Checking this box Enables keyboard shortcuts for comment moderation. Keyboard shortcuts are designed to allow you to rapidly navigate and perform actions on comments
- **Toolbar** – Checking this box will display the Admin Bar at the very top of your website (only for the person who is currently logged in)

Name

- **Username** – You cannot edit your Username because it is used as your Username during the login process. Even an Administrator cannot change your Username. Usually, no one else ever needs to see your Username
- **First name** – Enter your first name in this text box
- **Last name** – Enter your last name in this text box
- **Nickname** – (mandatory) The nickname is a requirement for every user. It may be the same as your Username or it can be different. If you don't supply a Nickname, then the Username will be placed in this field (you may not want to expose your personal details or your username for security or privacy reasons.)
- **Display name publicly as** – Select how your name is cited on your blog, from the dropdown list. You can choose from several choices: Nickname, Username, First Name, Last Name, 'First Last', or 'Last First'. If you prefer 'Last First', insert a comma after

your last name in the *Last Name* text field and choose the last option from the dropdown list. For security reasons, it's a good idea to keep this different from your Username

Contact Info

- **E-mail** – (mandatory) All users are required to list an email address in their respective Profiles. The email address must be unique for each user. Your blog will use this address to notify you of new comments to your posts and for other administrative purposes. Only other registered users of your blog will have access to this email address. It is never sent anywhere
- **Website** – Enter your website address

About Yourself

- **Biographical Info** – Enter a short description or profile of yourself here. Depending on your theme, this optional information may be displayed when creating new Posts
- **Profile Picture** – The avatar that is displayed is called a Gravatar. A Gravatar is a Globally Recognized Avatar. To create a Gravatar, simply go to gravatar.com and sign up. To use your Gravatar within WordPress, simply add an email address to your Profile that you've configured within the Gravatar site and it will automatically display

Account Management

- **New Password** – Click the *Generate Password* button to generate a new Strong password. A password strength indicator will be shown just below the password field
- **Sessions** – If you've left your account logged in at a public computer or you've lost your phone, you can click the *Log Out Everywhere Else* button to log you out of everywhere except for your current browser
- **Login security** - Ourlocality will require admins to use 2FA to login in future. Right now Editors and Admins can employ it optionally and it is highly recommended for websites that are popular or at the other extreme you visit or update rather infrequently.

Application Passwords

- Application passwords are disabled by Wordfence, one of our security tools

Tools

The *Tools* menu provides some handy administration tools. Most of the time though, they're used when setting up or configuring your WordPress site and so as such, they won't be covered here in great detail.

Available Tools

The *Available Tools* menu option gives you access to the *Categories and Tags Converter*. The *Categories and Tags Converter* is a tool for converting *Categories* to *Tags* or vice versa. Before it can be used it must be installed via the *Import* menu option.

Import

The *Import* option provides you with various tools for importing content from other blogging systems. You can import content from Blogger, LiveJournal, Moveable Type, TypePad and Tumblr. You can also import content from Blogrolls that use the [OPML Format](#), posts from an RSS feed or content from other WordPress sites.

To import content from another platform or another WordPress site you will need to contact us.

Export

The *Export* option is used to export your data in XML format, from your WordPress site. The export format is called *WordPress eXtended RSS* or *WXR* and will contain your posts, pages, comments, custom fields, terms, navigation menus and custom posts. Once you've saved the download file, you can use the *Import* function on another WordPress site to import the content from this site.

Export Personal Data

The *Export Personal Data* option is used to export the personal data for your users. It's one of the new tools to help with the European Union's *General Data Protection Regulation* (GDPR). After entering a Username or Email Address, an email will be sent to that user to confirm the request. Once the request has been confirmed, you can then generate a zip file which contains the personal data that exists for that particular user within your WordPress site. WordPress will also send that user an email with a link allowing them to download the generated zip.

Erase Personal Data

The *Erase Personal Data* option is used to erase the personal data for your users. This is another tool to help with the European Union's *General Data Protection Regulation* (GDPR).

After entering a Username or Email Address, an email will be sent to that user to confirm the request. Once the request has been confirmed, you can then use the *Erase Personal Data* button to erase that users personal information from your site. Upon erasure of their data, that user will be sent a confirmation email advising them that the erasure has been completed.

It's important to note that this option will not remove the data from your site backups or archive files. If at any time you need to restore an archived copy of your site, your requests for erasure should be respected.

Settings

The various *Settings* screens are used to configure your WordPress site. Normally, once your WordPress site is set up there s no reason to change any of these settings. These *Settings* options will only be touched upon very briefly. You can find out lots more information in regards to configuring your site within the [WordPress Codex](#).

General

The *General* settings configure your basic site preferences such as the Site Title and Tag Line, the WordPress Address and Site Address, the administrators email address and the date and time format, among other things. You can also update the Site Icon, often known as a Favicon. This small icon is typically shown in your browser tab, when viewing your site. It can also be seen in your browsers History or Bookmarks whenever someone views your site or adds it to their browser bookmarks.

The *WordPress Address (URL)* is the location of your main WordPress core files. The *Site Address (URL)* is the address you want to use for your site homepage. Usually these two URL s are the same but they can be different if, for example, you have your WordPress files stored in a subdirectory.

When you install WordPress, you get the option to select the language that you d like to use within the Dashboard. After installation, if you d like to change the language, you can select this using the *Site Language* dropdown at the bottom of the page.

The screenshot shows the WordPress dashboard's 'General Settings' page. The left sidebar contains navigation links for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings (highlighted). Under 'Settings', 'General' is selected. The main content area includes fields for Site Title, Tagline, Site Icon, WordPress Address (URL), Site Address (URL), Administration Email Address, Membership, New User Default Role, Site Language, Timezone, Date Format, Time Format, and Week Starts On. A 'Save Changes' button is at the bottom left. Three callout boxes on the right provide instructions: the first explains the Site Title, Tagline, WordPress Address (URL), and Site Address (URL); the second explains Site Language; the third explains Timezone.

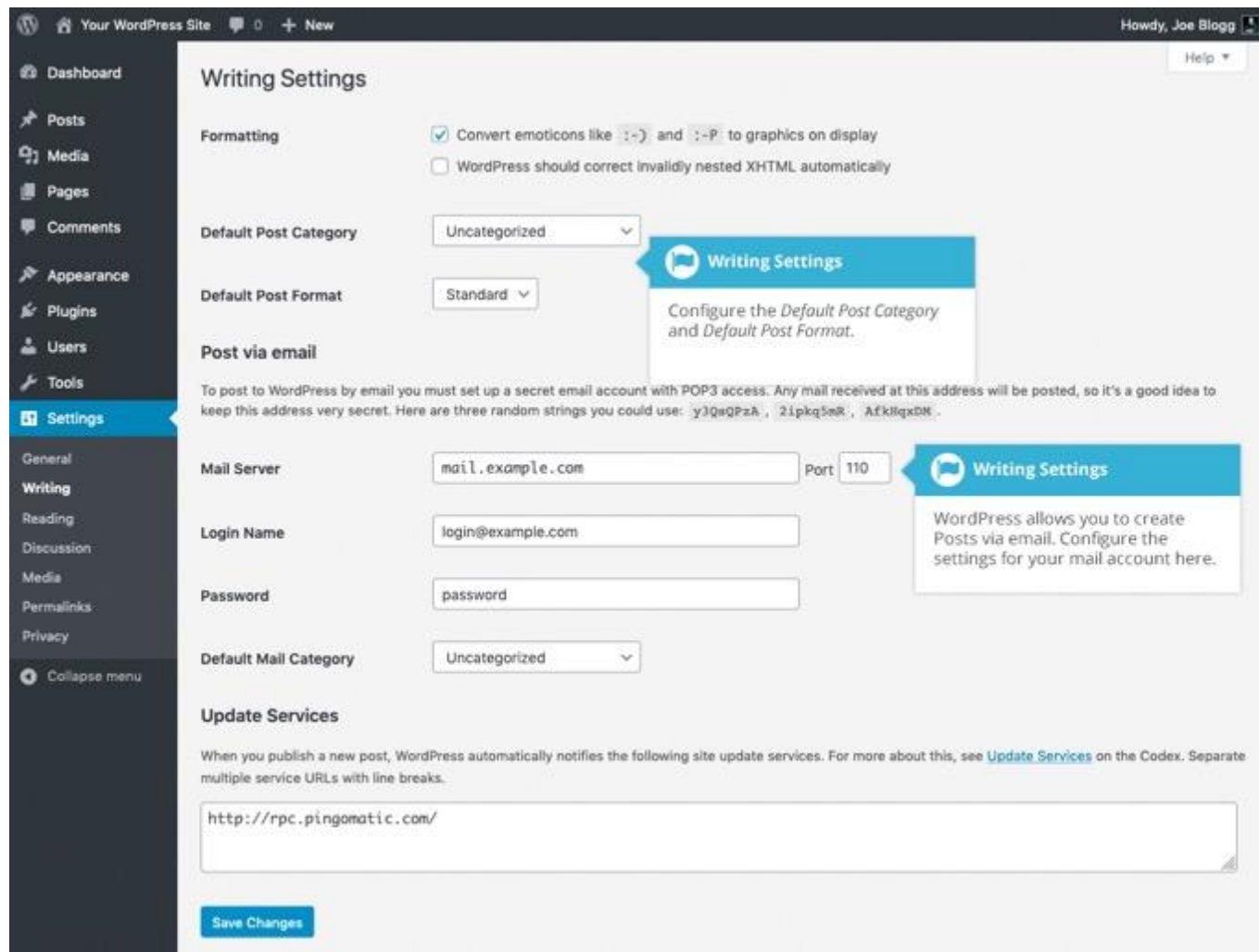
General Settings
Configure your Site Title, Tagline, WordPress Address (URL) and Site Address (URL).

General Settings
Select the correct Site Language for your site. This will change the language that is displayed in the Dashboard.

General Settings
Select the correct Timezone for your site along with the Date Format and Time Format.

Writing

The *Writing* settings configure various options with regards to your site content. Settings include defining the *Default Post Category*, *Default Post Format* (if supported by your Theme) and if the Link Manager plugin is installed, the *Default Link Category*.



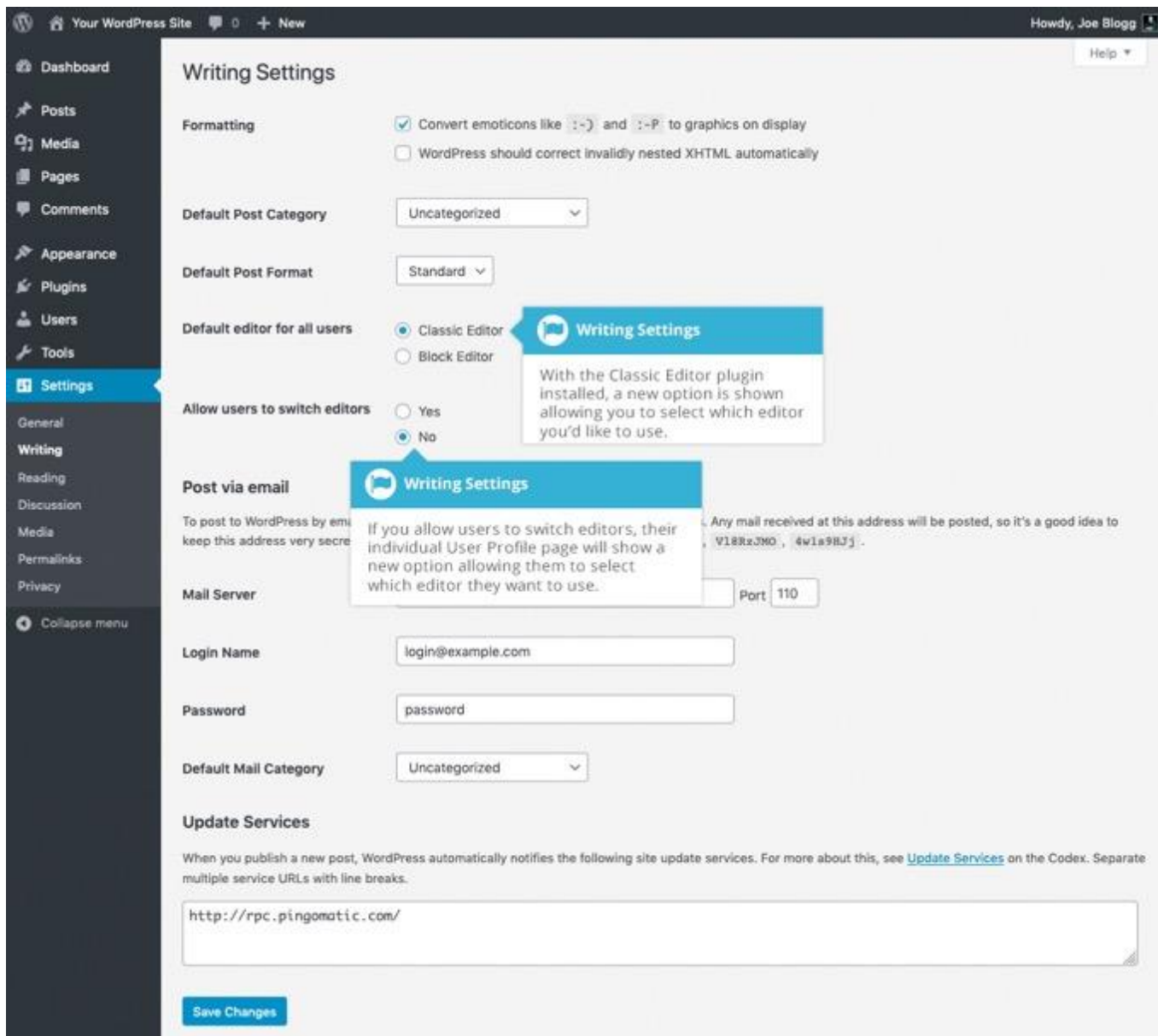
If you decide to install the *Classic Editor* plugin, which allows you to use the Classic Editor rather than the Block Editor, you'll see two extra options on this *Writing* settings page.

The *Default editor for all users* option allows you to select the default editor to use. This can either be the Classic Editor or the new Block Editor. If you've installed the Classic Editor plugin then you'll most likely want to select the *Classic Editor* radio button for this option.

If you have multiple editors on your site, the *Allow users to switch editors* option allows your users to select which editor that they'd like to use. If you allow your users to switch editors,

their individual User Profile page will show a new option that allows them to select between the Classic Editor and the Block Editor.

Special care should be taken if you allow your users to select which editor to use. If a user edits a Page or Post with the Block Editor and then another user edits that same Page/Post later on with the Classic Editor, then you may end up causing issues with your content, especially if that first user re-edits the page with the Block Editor again. There's a very good chance that you could lose content or break blocks within the Block Editor. If a page is added with the Block Editor, or an existing page is converted to Blocks, then it's best if only the Block Editor is used to edit that page from then on. Likewise, if a page is added with the Classic Editor, then its best to only edit that page with the Classic Editor from then on.

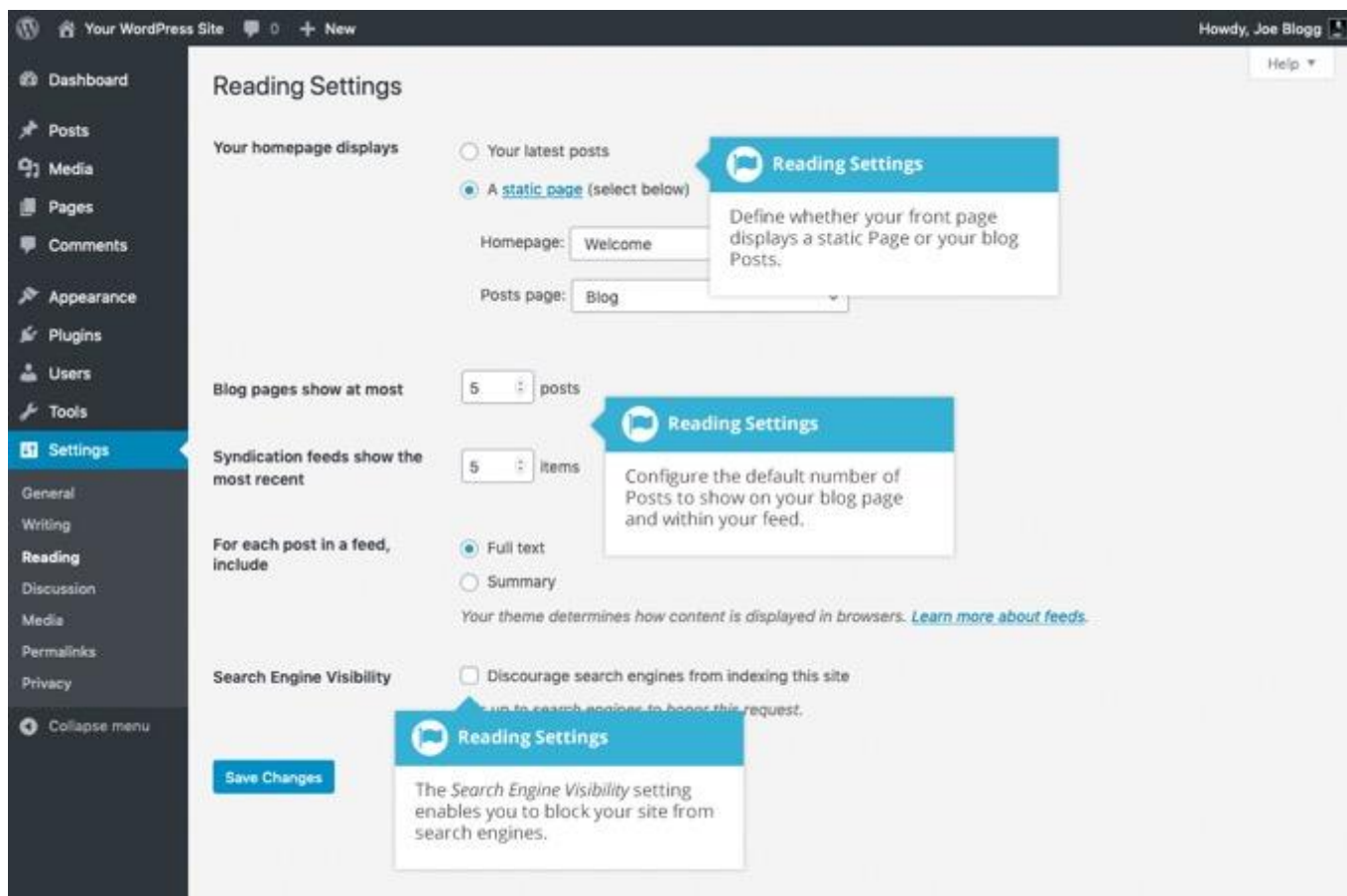


Reading

The *Reading* settings configure how your site is viewed. You can define whether your front page displays a static Page or your blog Posts, how many blog posts are displayed by default as well as Syndication/RSS options. If you configure your site to display a static front page, you can set which page to display and also which page will show your blog posts.

The *Search Engine Visibility* setting enables you to block your site from search engines or allow it to be visible.

OurLocality supports 3 other settings, which allow you to restrict access to network members, site members and admins only.



Discussion

The *Discussion* settings define how your readers interact with your site and how your site interacts with other blogs. You can configure [Pingbacks](#) and [Trackbacks](#), whether readers can post Comments or not and if so, how those Comments are moderated and displayed on your site.

This screen also lets you configure whether the Post Author should be emailed whenever someone posts a comment on your site. If you are receiving emails whenever someone posts a comment, simply uncheck the box next to *Anyone posts a comment* within the *E-mail me whenever* section on this screen and then save your changes.

If you would like to be notified whenever a comment is held for moderation, it can be configured on this screen as well within the *E-mail me whenever* section. The email notification is sent to the email address listed on the *Settings > General* page.

Discussion Settings

Default post settings

- Attempt to notify any blogs linked to from the post
- Allow link notifications from other blogs (pingbacks and trackbacks)
- Allow people to submit comments on new posts (These settings may be overridden for individual posts.)

Other comment settings

- Comment author must fill out name and email
- Users must be registered and logged in to comment
- Automatically close comments on posts older than 14 days
- Show comments cookies opt-in checkbox, allowing comment authors to opt out
- Enable threaded (nested) comments 5 levels deep
- Break comments into pages with 50 top level comments per page and the last page displayed by default
- Comments should be displayed with the elder comments at the top of each page

Email me whenever

- Anyone posts a comment
- A comment is held for moderation

Before a comment appears

- Comment must be manually approved
- Comment author must have a previously approved comment

Comment Moderation

Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of hyperlinks.)

When a comment contains any of these words in its content, name, URL, email, or IP address, it will be held in the moderation queue. One word or IP address per line. It will match inside words, so "press" will match "WordPress".

Comment Blacklist

When a comment contains any of these words in its content, name, URL, email, or IP address, it will be put in the trash. One word or IP address per line. It will match inside words, so "press" will match "WordPress".

Avatars

An avatar is an image that follows you from weblog to weblog appearing beside your name when you comment on avatar enabled sites. Here you can enable the display of avatars for people who comment on your site.

Avatar Display

- Show Avatars

Maximum Rating

- G — Suitable for all audiences
- PG — Possibly offensive, usually for audiences 13 and above
- R — Intended for adult audiences above 17
- X — Even more mature than above

Default Avatar

For users without a custom avatar of their own, you can either display a generic logo or a generated one based on their email address.

- Mystery Person
- Blank
- Gravatar Logo
- Identicon (Generated)
- Wavatar (Generated)
- MonsterID (Generated)
- Retro (Generated)

Discussion Settings

Configure how your site interacts with other sites and whether visitors can post comments.

Discussion Settings

Configure how your visitors interact with your site and how comments are displayed.

Discussion Settings

Configure when you get notification emails and how visitor comments are handled.

Discussion Settings

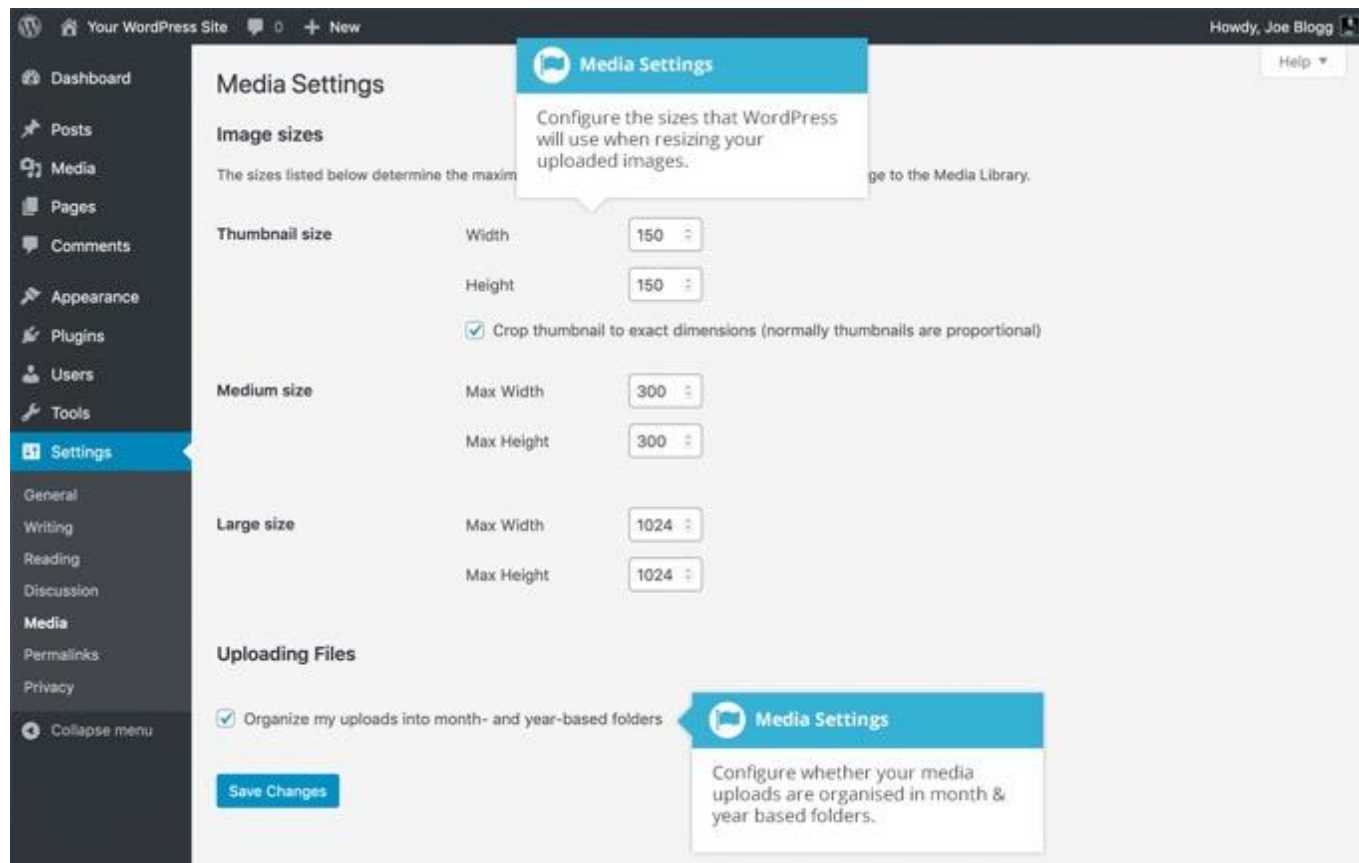
Configure whether your site will display an avatar when people post a comment. You can also specify a default avatar to display.

Save Changes

Media

The *Media* settings define the default image sizes that are created when an image is uploaded.

You can also configure whether your uploaded media files are stored in folders based on the year and the month of the upload.

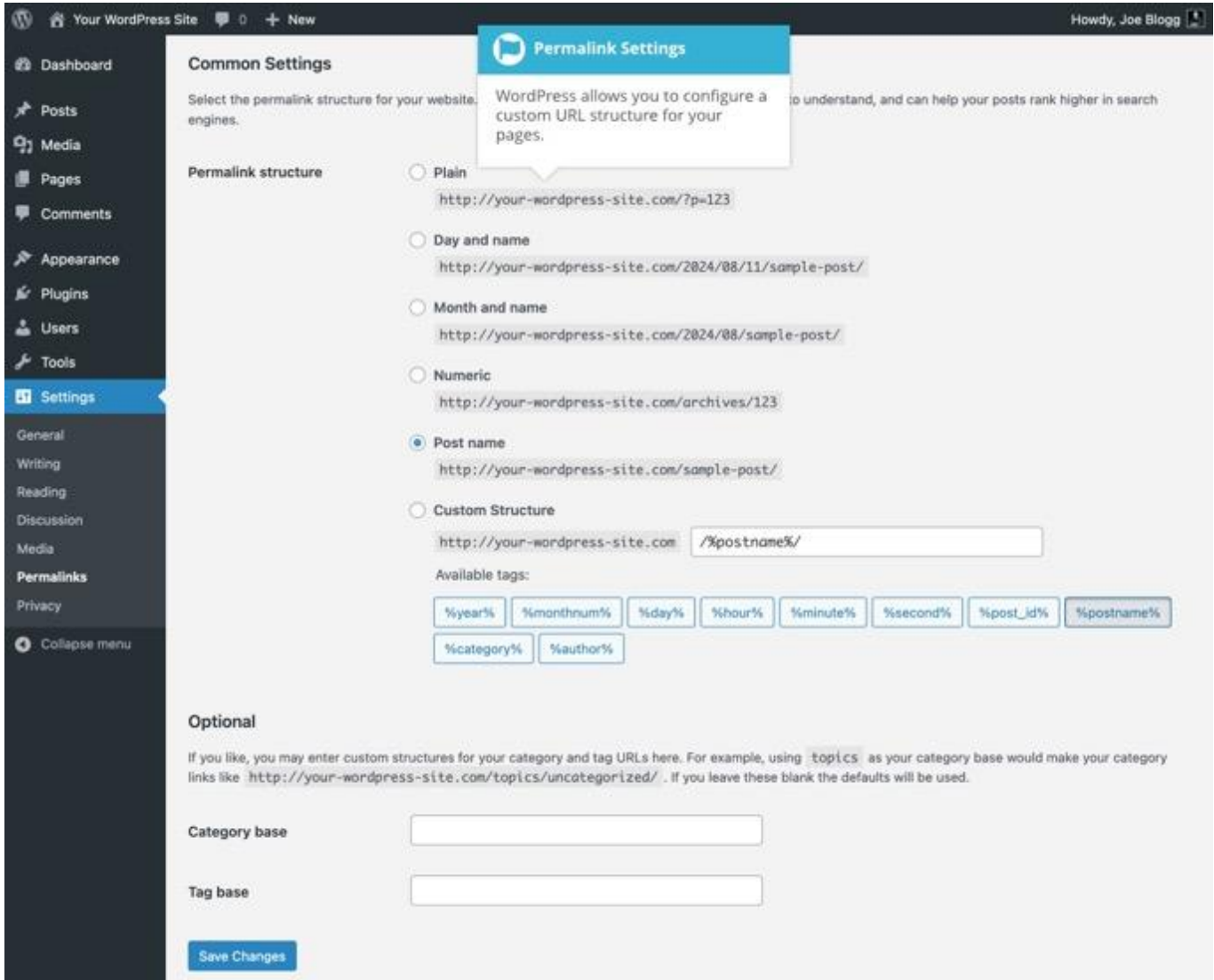


Permalinks

The *Permalink* settings enable you to configure the URL format that is displayed in the web browser when someone browses your site. WordPress will default your Permalinks to the *Day and name* format however you can change this so that the URL is more user friendly. This also helps considerably with Search Engine Optimisation (SEO). To change the way your site URL is displayed simply select one of the radio button options within the *Common Settings* section on this screen. Next to each option is an example of how the URL would be displayed.

Over the years an update can break the permalink. Should this happen let us know or see if you can fix it by first resetting to the default and then reverting to your preferred link

option (having noted it down). Once setup do not change your settings. The plain links will still work eve after you change, but swapping them around is not advised.



Privacy

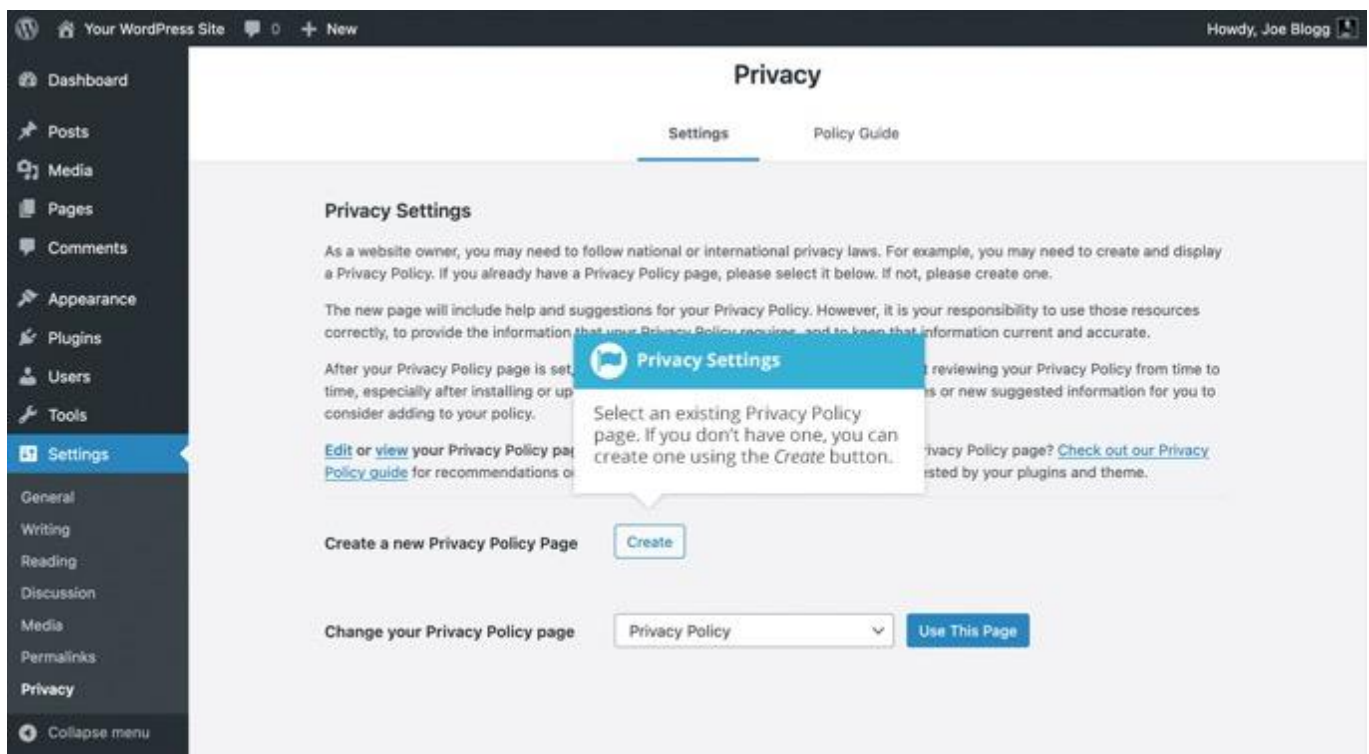
With the introduction of the European Union's *General Data Protection Regulation* (GDPR), WordPress now makes it easier to add a Privacy Policy page to your website.

Importantly we provide you with a fully fledged suite of tools called *Complianz* to help you manage opt in or out of cookies. If you have multiple services running, Google Analytics, Jetpack and embed third party content YOU MUST ENABLE *Complianz* and set it up carefully.

Whilst the GDPR is a European regulation, its requirements applies to all sites no matter where they're located, and its purpose is to help inform EU residents how a website collects, stores and processes their personal data.

The *Privacy* settings enables you to select an existing Privacy Policy page, if you already have one. If you don't already have a Privacy Policy page, you can click the *Create New Page* button and WordPress will create a new page for you and also populate it with some suggested text. Prior to publishing this Privacy Policy page, please ensure you read it thoroughly to ensure that the content accurately reflects your website and policies. This pre-populated content also includes several blank sections which are recommended to be filled in.

Your selected Privacy Policy page will be shown on your Login and Registration pages. It's also recommended that you add a link to your Privacy Policy on every page of your website. If you have a footer section on your site, this is a great place to add it.



The screenshot displays the WordPress dashboard's 'WordPress Updates' section. At the top, it shows the current version as 6.6.2, last checked on December 9, 2024. A prominent message states 'An updated version of WordPress is available' and provides a link to update to version 6.7.1. Below this, there are three update sections: 'Plugins (1)' featuring Akismet Anti-spam: Spam Protection (version 5.3.2 to 5.3.5) and 'Themes (1)' featuring Twenty Twenty-Three (version 1.4 to 1.6). Each update section includes a 'Select All' checkbox, a 'View version' link, compatibility information, and an 'Automatic update scheduled' note. Three callout boxes, each titled 'Updating [WordPress/Plugins/Themes]', provide instructions on how to enable automatic updates or manually update the respective components. The dashboard sidebar on the left shows navigation options like Home, Updates (with a red notification badge), Posts, Media, Pages, Comments, Appearance, Plugins (with a red notification badge), Users, Tools, Settings, and a Collapse menu button.

Where To From Here?

If you are using the OurLocality platform, the first port of call is always the support website:

<http://support.ourlocality.org> website.

Our friendly and knowledgeable AI assisted helpers are available 24/7.

If we're online you may be able to chat live.

But if you have a paid up plan and need support email:

ourlocality@sustainingdunbar.org

If the support question cannot be dealt with by email and we conclude it requires an in person meeting if your project:

1. has no budget whatsoever;
2. you're at the start of a project that has not had free support previously;
3. the project is a Sustaining Dunbar inspired initiative and still under the umbrella of the CDT
4. we caused the problem and only we can fix it!

it will cost nothing.

Otherwise in person events and video support is chargeable. A one off donation of £75 to Sustaining Dunbar helps support the project, which provides all the services.

A discretionary discount is available.