

WEB strategies

WordPress User Manual

It might be easier to say what this guide is not, rather than what it is.

It is not 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. Our 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 resources check out our Gutenberg webpage for all things Gutenberg at <https://webstrategies.com/gutenberg>.

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Contents

Login	6
Dashboard	7
Dashboard Menu Options	8
Toolbar	10
Hiding the Toolbar	11
Posts versus Pages	12
Posts	12
Pages	14
Adding your Site Content.....	16
Block Editor	16
Adding a New Page	17
Adding a New Post.....	18
Block Editor Tools	19
Adding Content with Blocks	24
Blocks.....	29
Inline Elements.....	32
Inline Image	32
Common Blocks.....	33

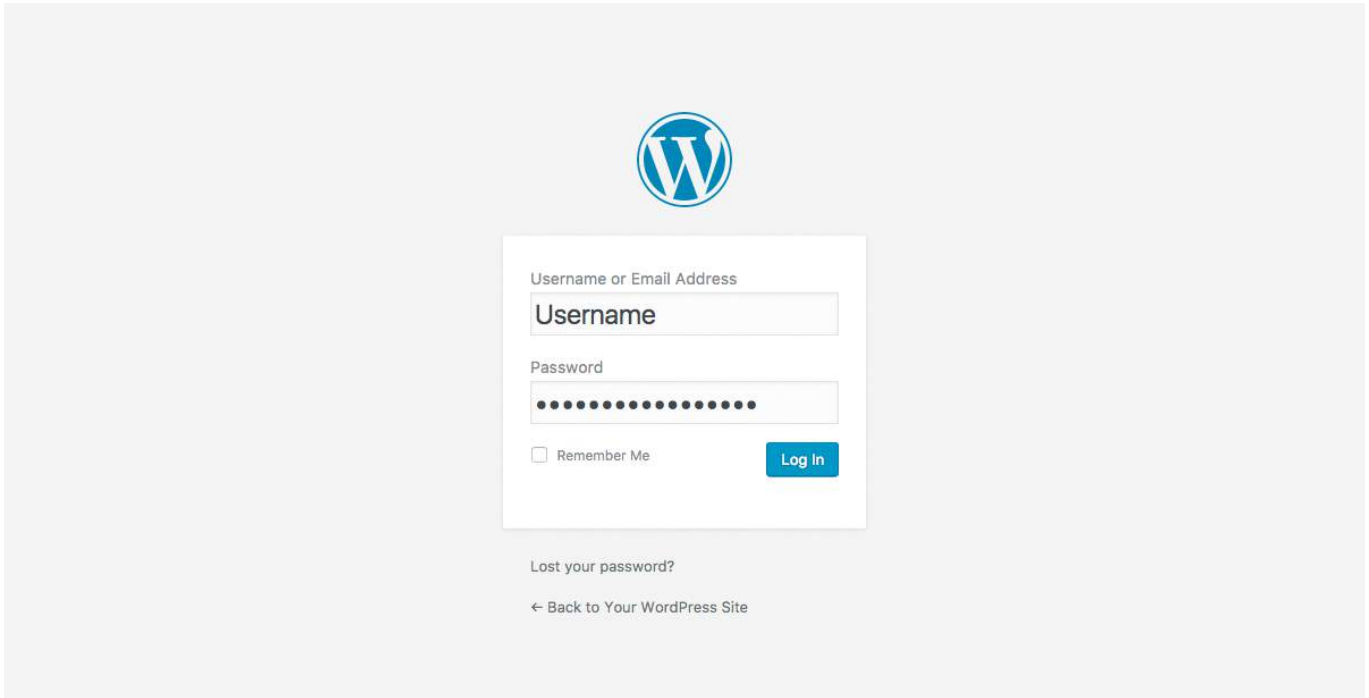
Audio Block.....	33
Cover Block.....	34
File Block.....	35
Gallery Block.....	36
Heading Block.....	37
Image Block.....	38
List Block.....	40
Paragraph Block.....	41
Quote Block.....	43
Video Block.....	43
Formatting.....	44
Code Block.....	44
Classic Block.....	45
Custom HTML Block.....	46
Preformatted Block.....	47
Pullquote Block.....	47
Table Block.....	48
Verse Block.....	49
Layout Elements.....	50
Button Block.....	50
Columns Block.....	51
Media & Text Block.....	52
More Block.....	53
Page Break Block.....	54
Separator Block.....	55
Spacer Block.....	56
Widgets.....	57

Archives.....	57
Categories.....	58
Latest Comments.....	59
Latest Posts.....	60
Shortcode Block.....	61
Embeds.....	62
Reusable.....	64
Rearranging Blocks.....	65
Converting Existing Content to Blocks.....	66
Changing your Post Format.....	69
Reviewing Past Revisions.....	71
Editing Existing Content.....	72
Deleting Content.....	73
Saving and Publishing content.....	74
Categories.....	78
Adding Categories within your Post.....	79
Tags.....	81
Adding Tags within your Post.....	83
Media Library.....	85
Viewing a File in the Media Library.....	87
Adding a File to the Media Library.....	89
Editing the File Properties.....	91
Editing an Image.....	93
Deleting a File from the Media Library.....	97
Comments.....	99
Replying to a Comment.....	100
Editing a Comment.....	103

Quick edit.....	103
Edit	103
Unapproving and Approving Comments.....	104
Marking Comments as Spam and Trash.....	105

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 - <http://your-wordpress-site.com/wp-admin>. Obviously, replace *your-wordpress-site.com* with your actual domain name.

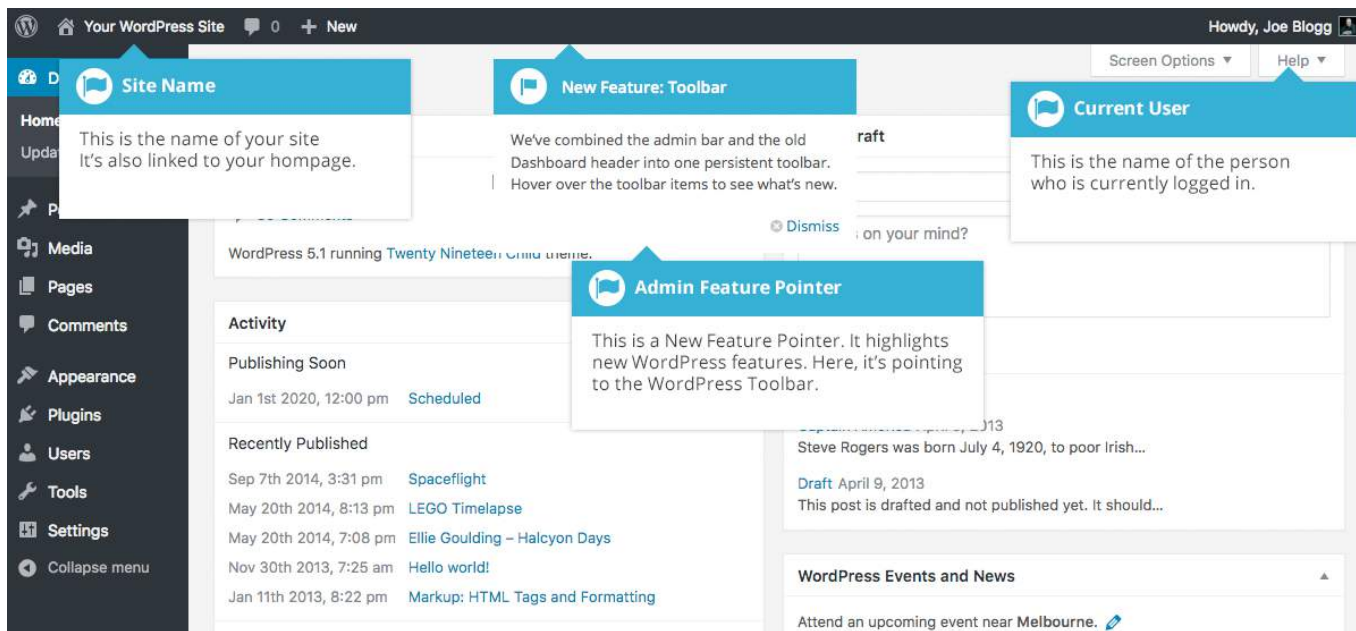


There are exceptions to this of course. For instance, your WordPress setup maybe installed in a subdirectory. For most standard setups though, you'll find the above [URL](#) should work.

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

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.

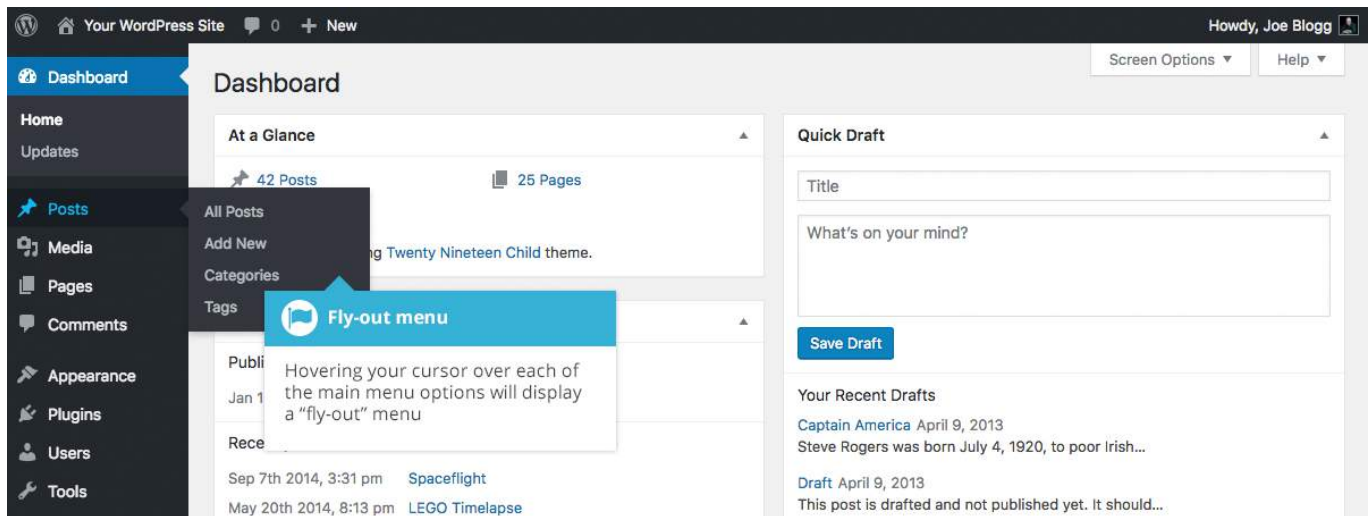


On most pages, just below your Username there are a couple of small inverted tabs. One called *Screen Options* and another called *Help*. Clicking either of these links will cause a panel to slide down from the top of the page. The *Help* link, not surprisingly, displays some help information. The *Screen 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'll see some brief stats on the number of Posts, Pages and Comments. If you have the [Akismet](#) anti-spam plugin activated, you'll 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. You can also import data to your WordPress site or export all your WordPress data to a file.

Settings

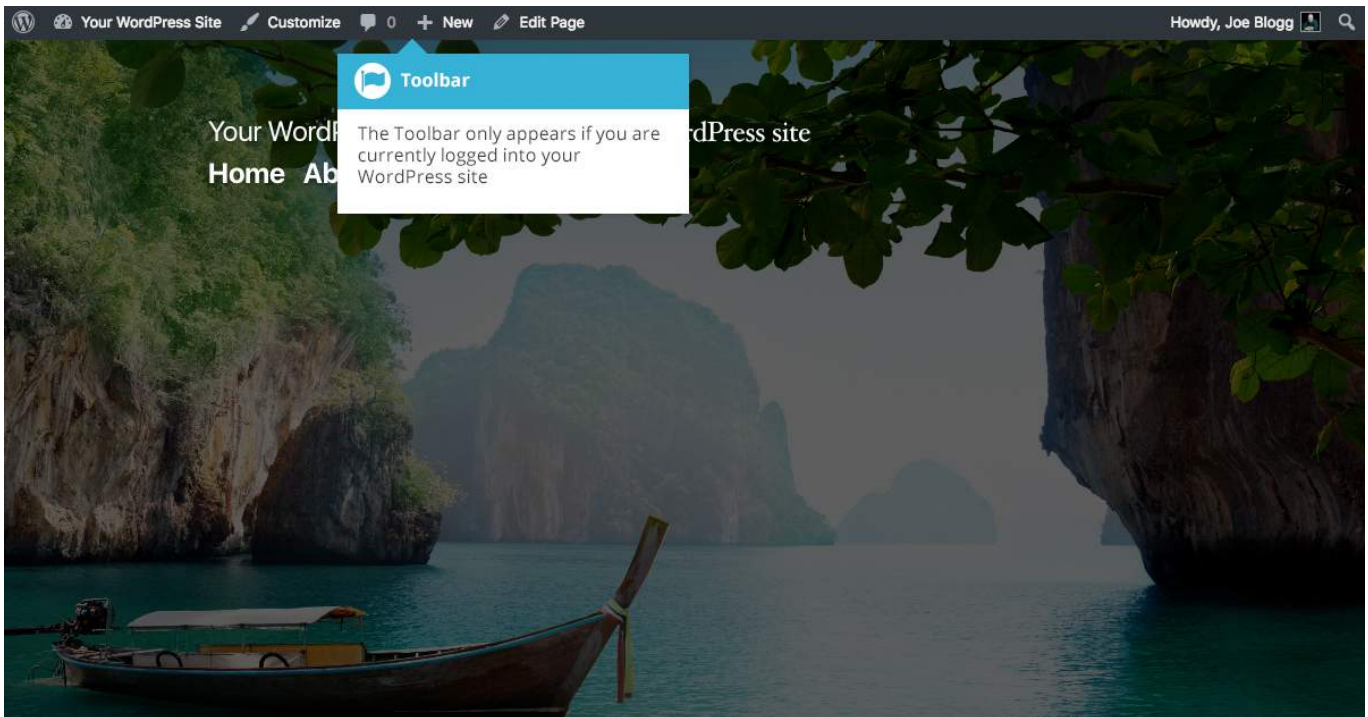
This is where most of your site is configured. Among other things, it allows you to configure your site name and URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings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



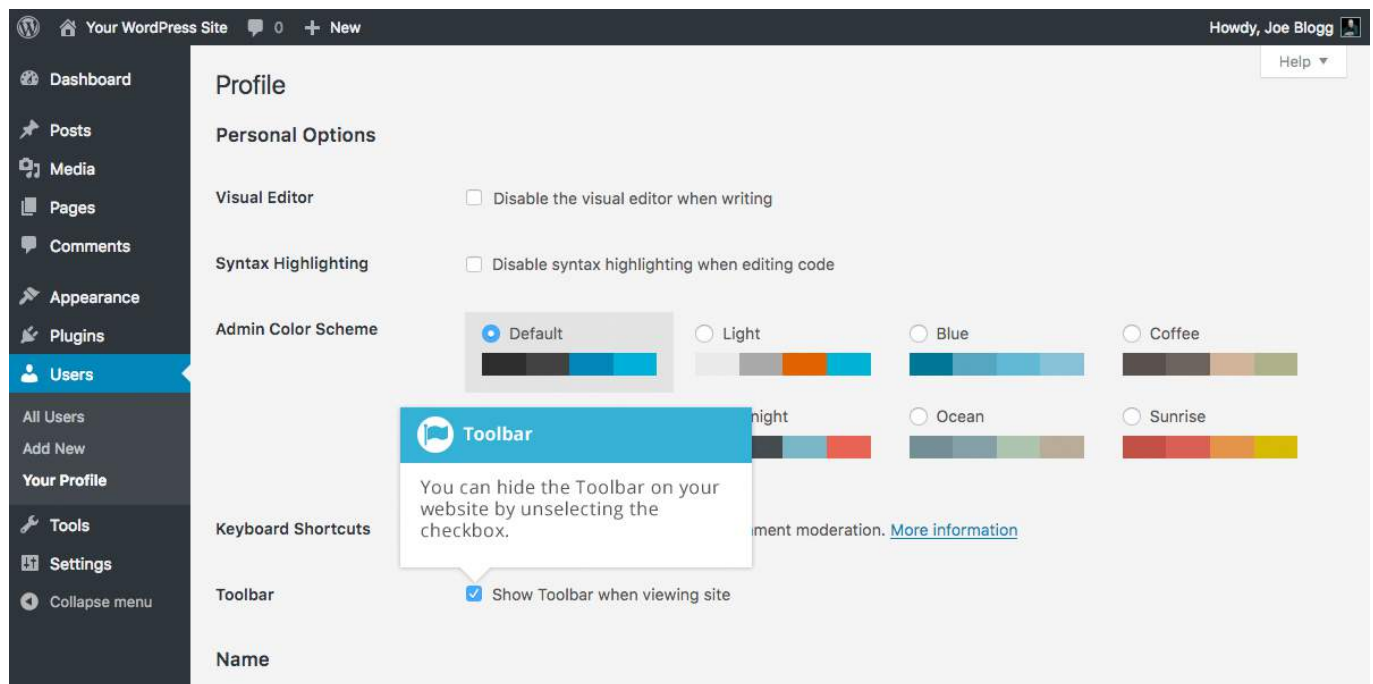
The Toolbar allows you to quickly access the following commonly used features.

- 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
- 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)

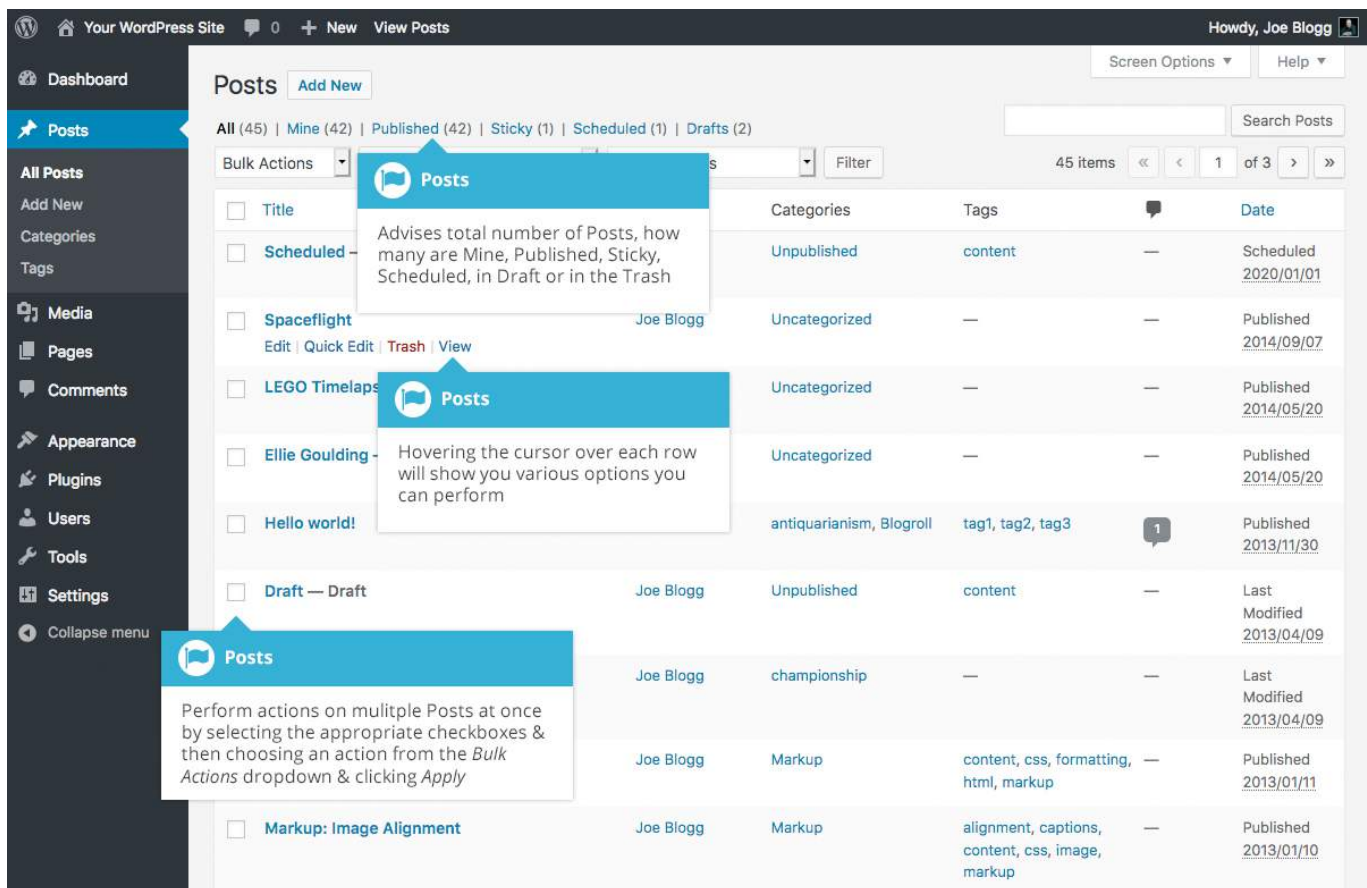
Posts versus Pages

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.

The screenshot shows the WordPress 'Pages' management interface. The left sidebar contains navigation menus for Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area displays a list of pages with columns for checkboxes, Bulk Actions, Page Title, Author, Comments, and Date. A 'Bulk Actions' dropdown menu is open, showing options like 'All Pages', 'Drafts', 'Published', and 'Trashed'. A callout box explains that this menu advises the total number of pages and how many are in each status. Another callout box explains that hovering over a row shows options like 'Edit', 'Quick Edit', 'Trash', and 'View'. A third callout box explains that multiple pages can be selected and acted upon using the Bulk Actions dropdown and the 'Apply' button.

	Author	Comments	Date
<input type="checkbox"/>	Joe Blogg	—	Published 2018/12/01
<input type="checkbox"/>	Joe Blogg	—	Published 2011/05/20
<input type="checkbox"/>	Luke Skywalker	—	Published 2013/12/15
<input type="checkbox"/>	Joe Blogg	—	Published 2011/05/20
<input type="checkbox"/>	Joe Blogg	—	Published 2018/08/18
<input type="checkbox"/>	Joe Blogg	—	Published 2018/10/29
<input type="checkbox"/>	Joe Blogg	—	Published 2018/07/14
<input type="checkbox"/>	Joe Blogg	—	Published 2018/12/01
<input type="checkbox"/>	Joe Blogg	—	Published 2013/11/30
<input type="checkbox"/>	Joe Blogg	—	Last Modified

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.

With WordPress 5.0, a brand-new editing interface has been 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.

Starting from WordPress 5.0, the Block Editor will be 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 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

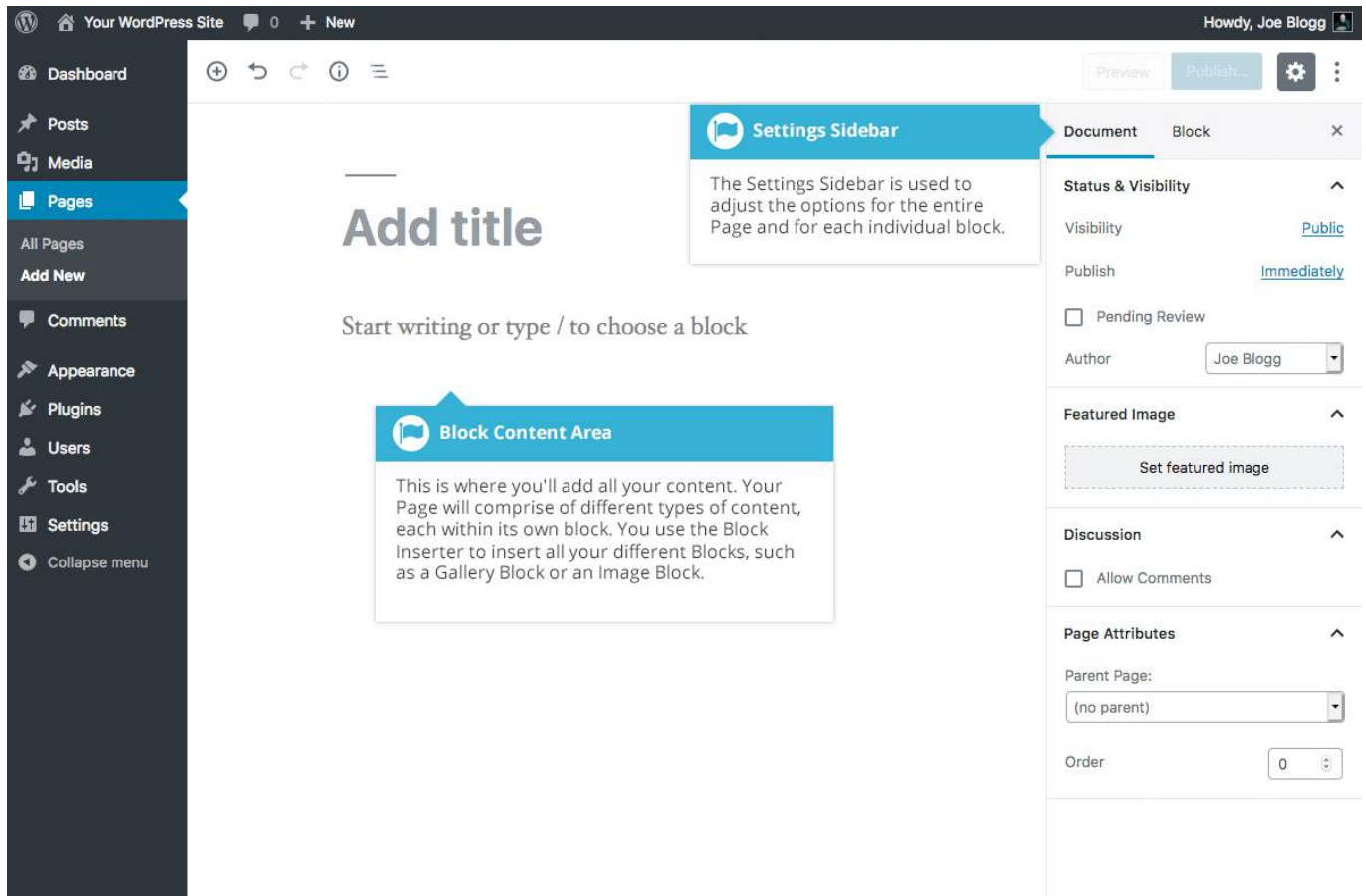
The Block Editor is a brand-new editing experience. As the name suggests, the Block Editor treats all your content as individual blocks. Each block can be inserted, rearranged and styled individually, making this new editor more flexible than the old (TinyMCE) Classic Editor.

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.

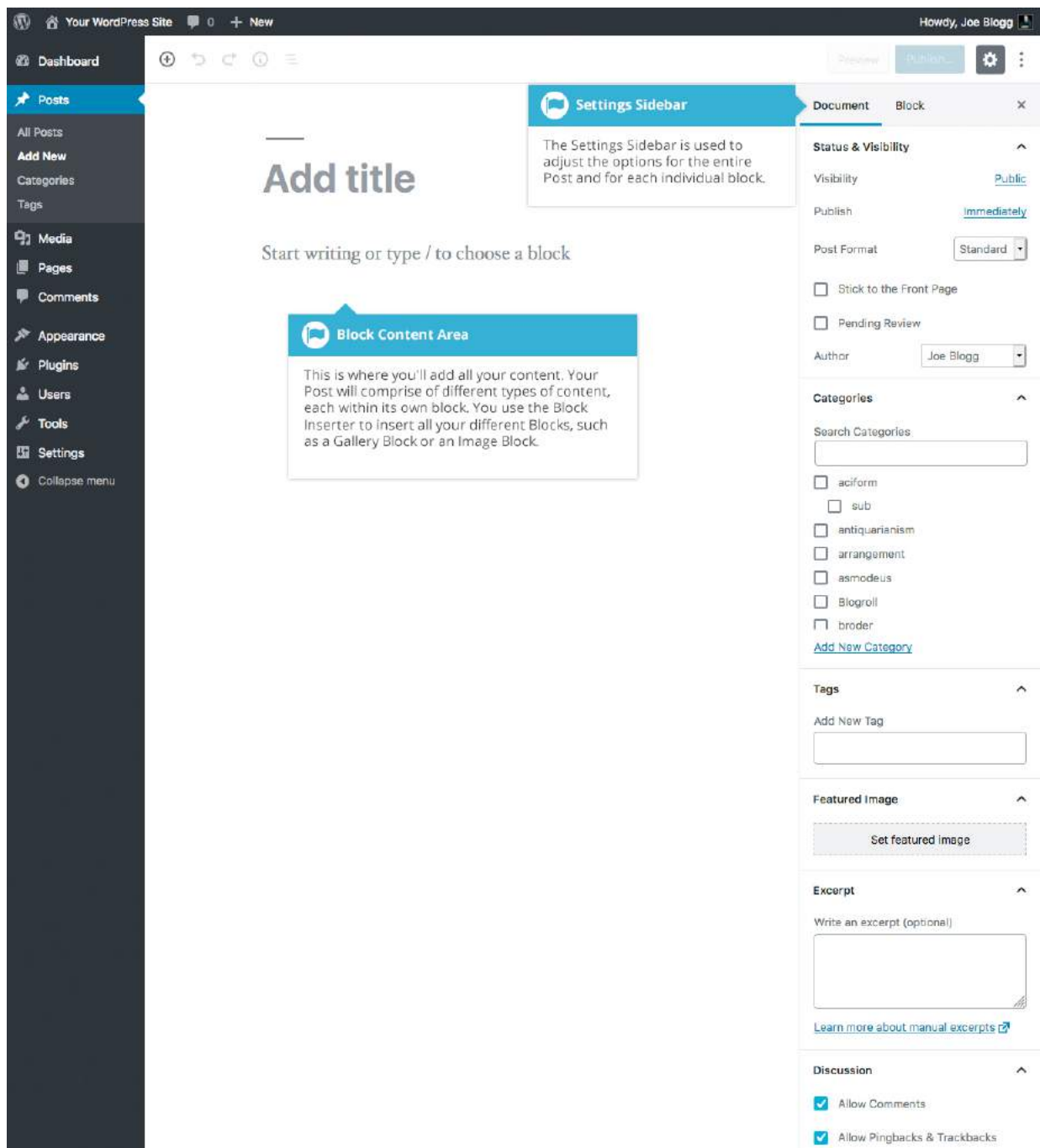
Adding a New Page

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 new 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 Block Inserter icon is used to insert new blocks into your content. Clicking this icon will pop open a small panel that gives you access to all the different types of blocks that you can insert.



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 Switch to Draft button only appears after your Page/Post is published. Clicking this button will unpublish your Page/Post and put it back in Draft mode.



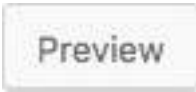
The Save Draft button allows you to save your Page and will only appear if your Page/Post has not been published yet.



The **Content Structure** button provides information about your page content. It will show you how many Words, Headings, Paragraphs and Blocks your content contains along with showing the document structure and providing links to each of the headings in your content.



The **Block Navigation** button shows a list of all the blocks in your content and provides a quick link to each of them.



The Preview button will allow you to preview your page. The preview page will open a new browser tab/window.



The Publish button allows you to publish your Page/Post. Unlike previous versions of 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 an Update button. Just like in previous versions of WordPress, clicking the Update button saves your 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.



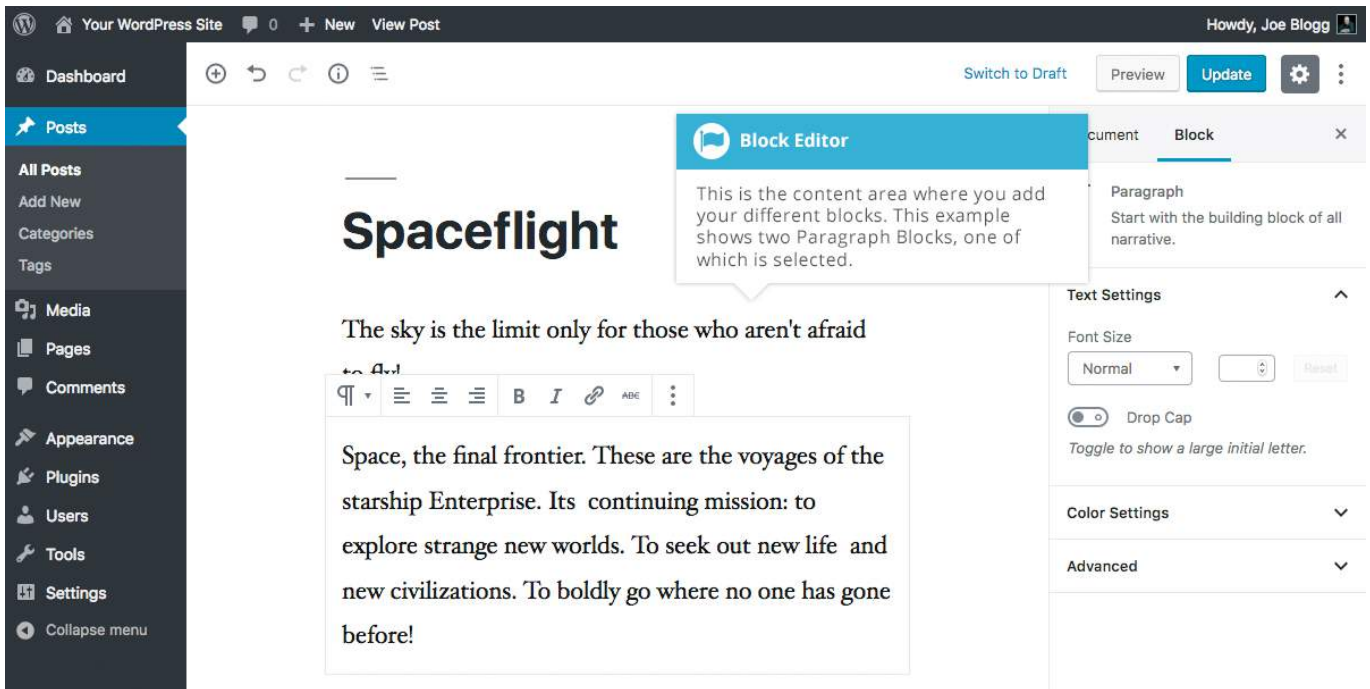
The last icon in the Toolbar is the Show more tools & options icon. This button provides access to a number of adhoc settings. You can turn on/off the *Top Toolbar* and *Spotlight Mode*. You can also display your content using the *Visual Editor* (the default mode for adding blocks) or using the *Code 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.



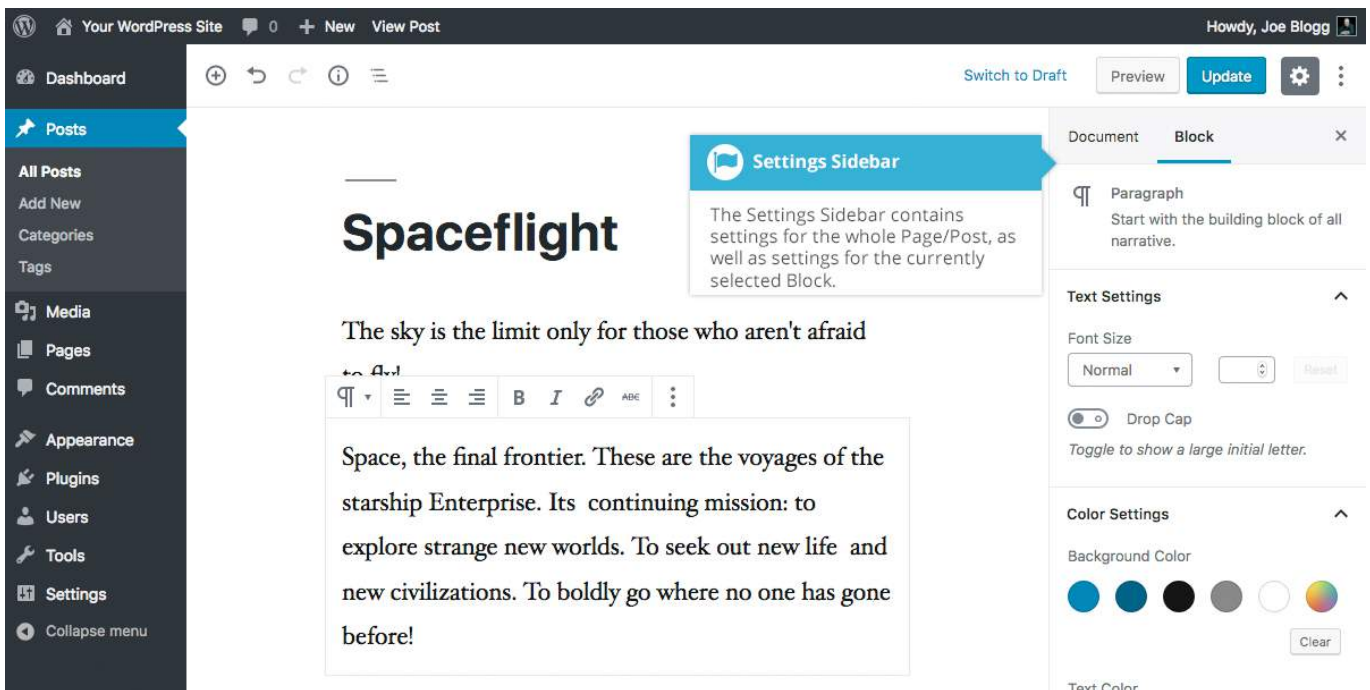
A word of caution, with the new Code Editor features. The Block Editor saves your content in a slightly different manner than the old (TinyMCE) Classic Editor. Previously, WordPress would save your content as a simple chunk of HTML. Whilst there is still HTML in your underlying content, the new Block 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 'Show more tools & 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, *Document* or *Block*. The *Document* 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.

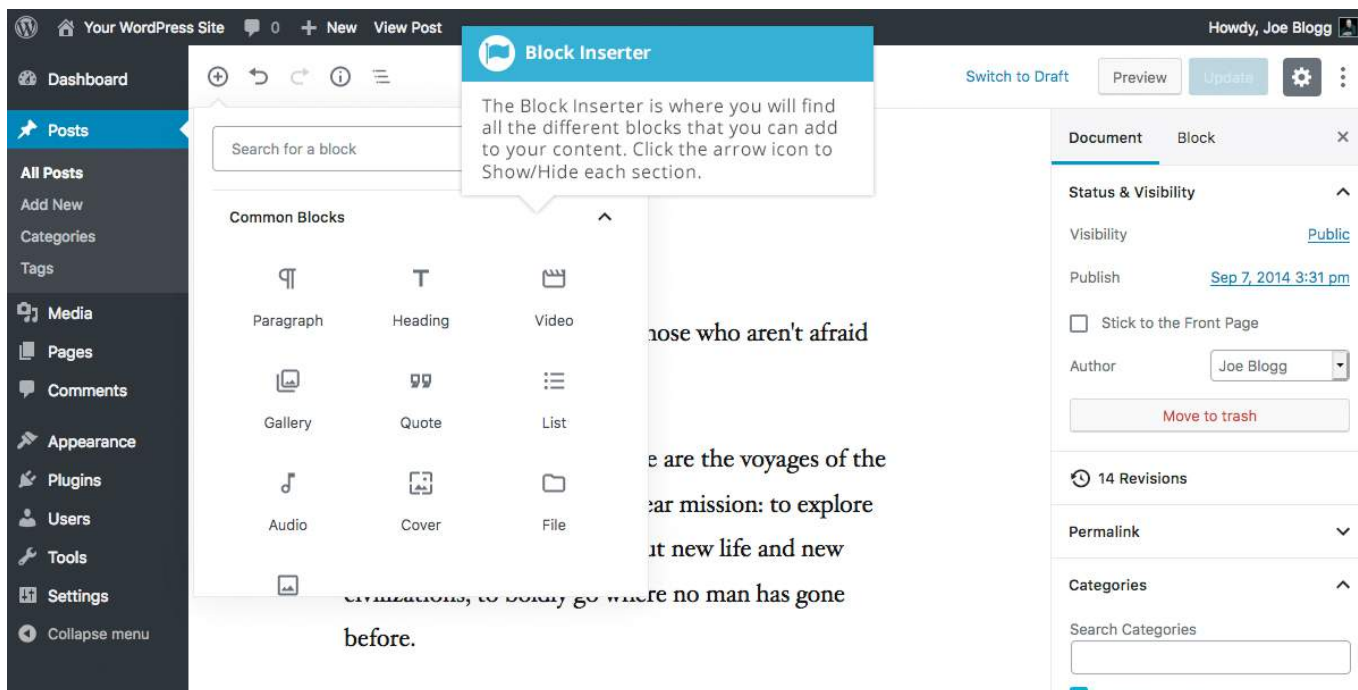
The *Block* tab shows the settings for the currently selected block. These settings will change depending on the type of block that is currently selected, and some blocks have more settings than others. As an example, the Paragraph Block has settings for changing the size of the text, whether to display 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 Heading Level (H2, H3 etc.) and the alignment.


Adding Content with Blocks

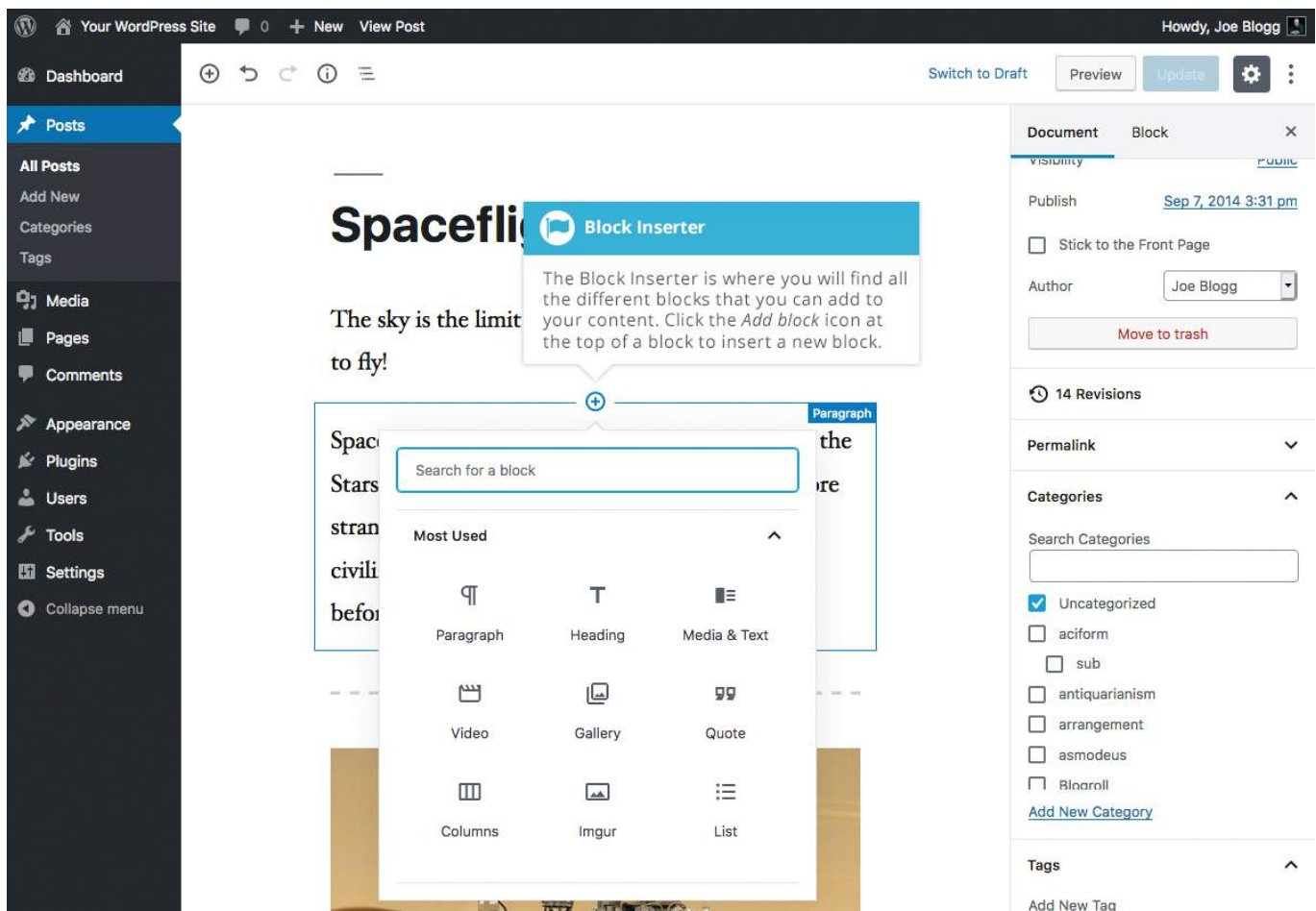
Using the new Block Editor, your page content is made up of blocks of various types. Each individual bit of content in your page will be a different block. Even individual paragraphs will be separate blocks. The Block Editor provides blocks for all your common content such as paragraphs, headings, ordered 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 *Add block* icon () in the *Block Toolbar* at the top of screen. Clicking this icon will show the Block Inserter popup, which is a small 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.

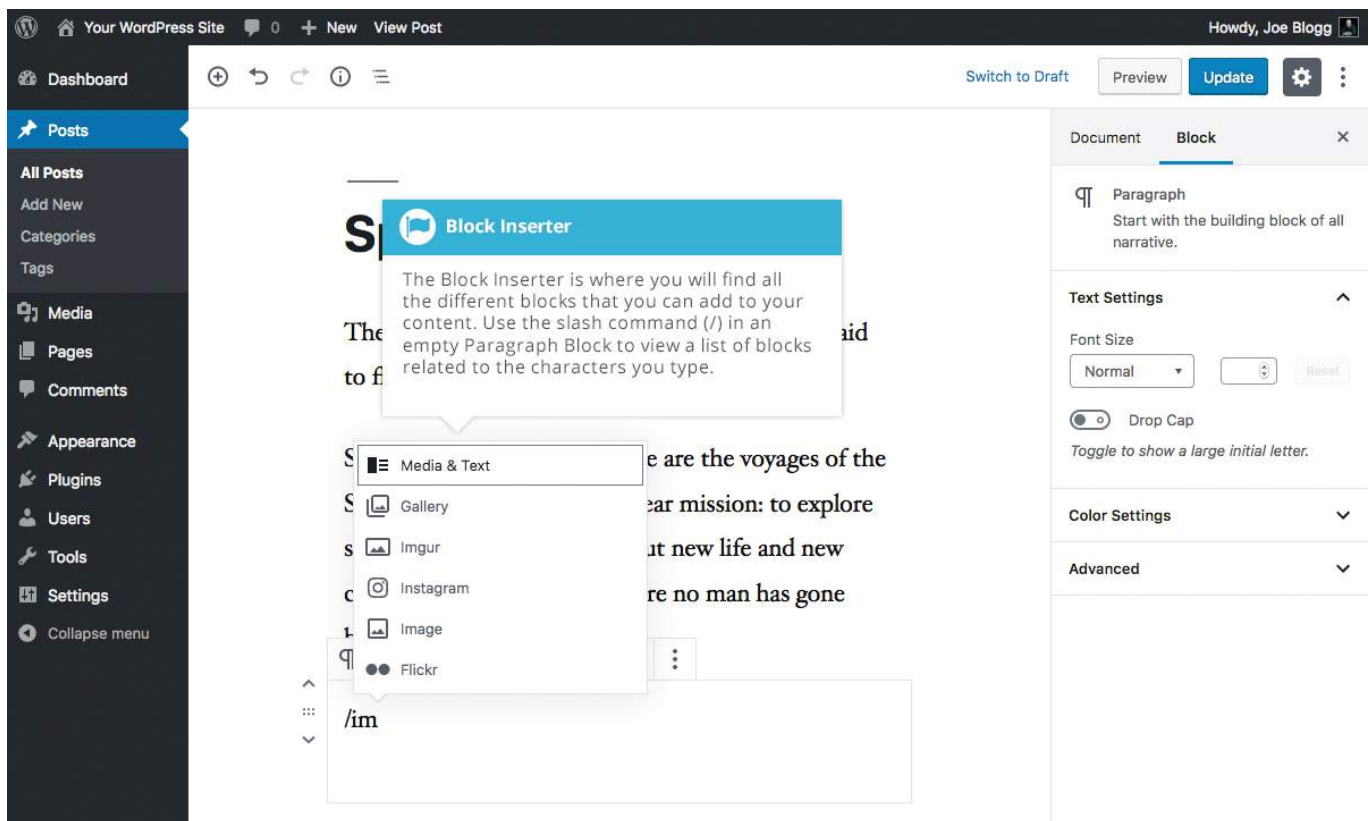
The list of blocks in the popup panel are sorted into different sections based on their type, and you can show/hide each section by clicking the small arrow icon next to each section title. Once you click on a block to insert it, if there are no blocks on the page that are selected then the new block 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 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 the Block Inserter popup, which is a small 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. The list of blocks in the popop panel are sorted into different sections based on their type, and you can show/hide each section by clicking the small arrow icon next to each section title. 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, Instagram 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.

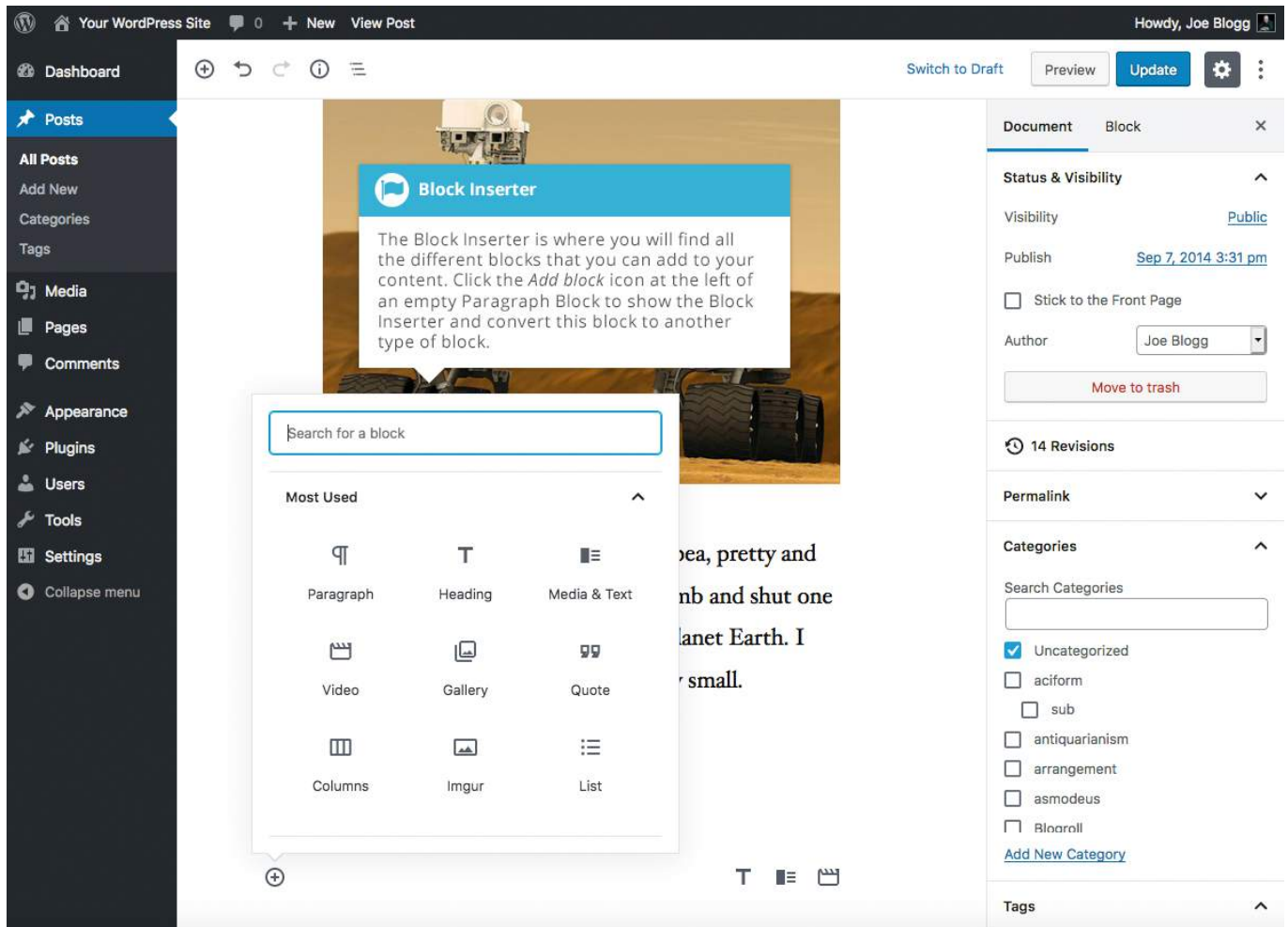


You can also insert a new block using the *Add block* icon below your content. If the last block in your content **isn't** a Paragraph Block, then you will see an empty Paragraph Block at the very bottom of your content.

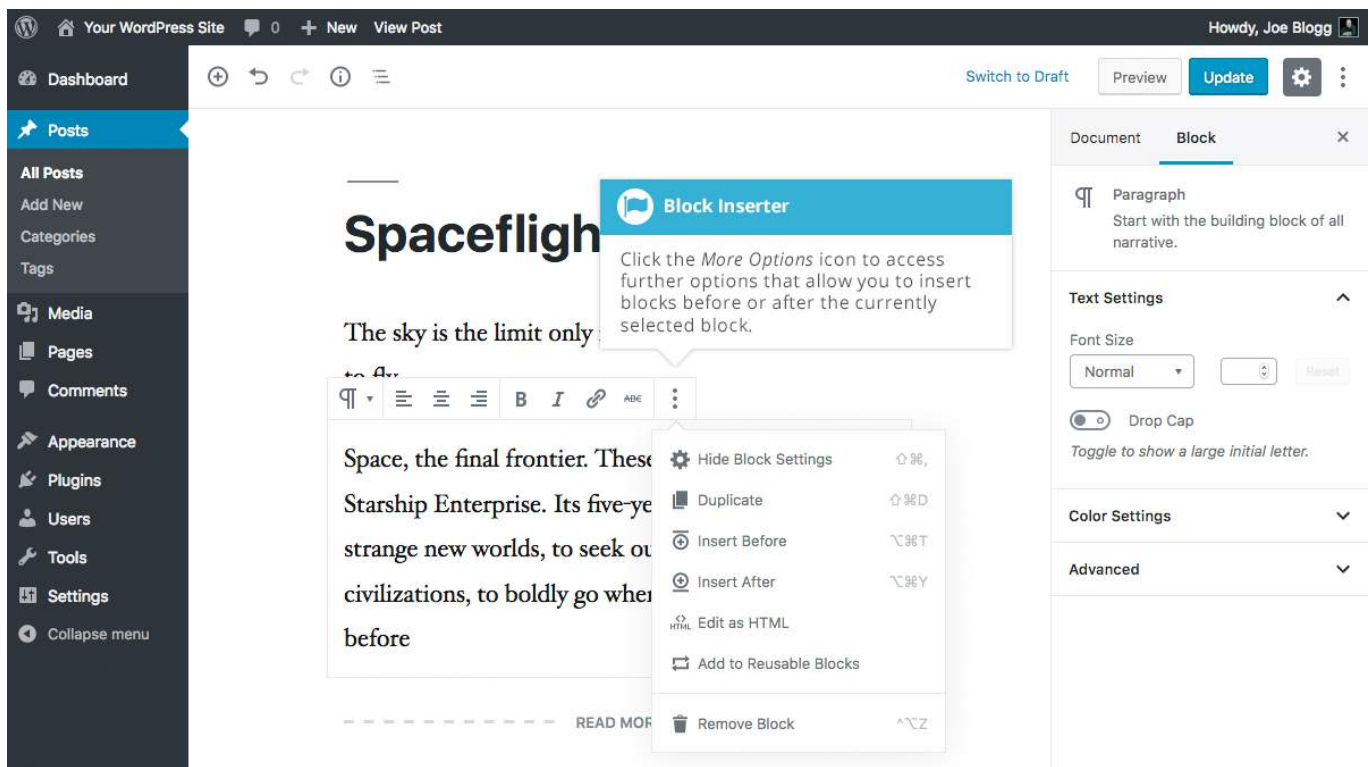
It's important to note that if the last block in your content **is** a Paragraph Block, then this empty Paragraph Block at the bottom of your content, won't appear by default and you'll need to either hit your Return/Enter key in your last Block for the empty Paragraph Block to appear, or use one of 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 left-hand side of the empty Paragraph Block. Clicking this icon will show the Block Inserter popup, which is a small panel that gives you access to all the different types of blocks that you can insert. Scroll through the list and click on the type of block that you'd like to convert this paragraph block to, 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. The list of blocks in the popop panel

are sorted into different sections based on their type, and you can show/hide each section by clicking the small arrow icon next to each section title. Once you click on a block to insert it, it will convert this empty Paragraph Block to the new block that you selected.

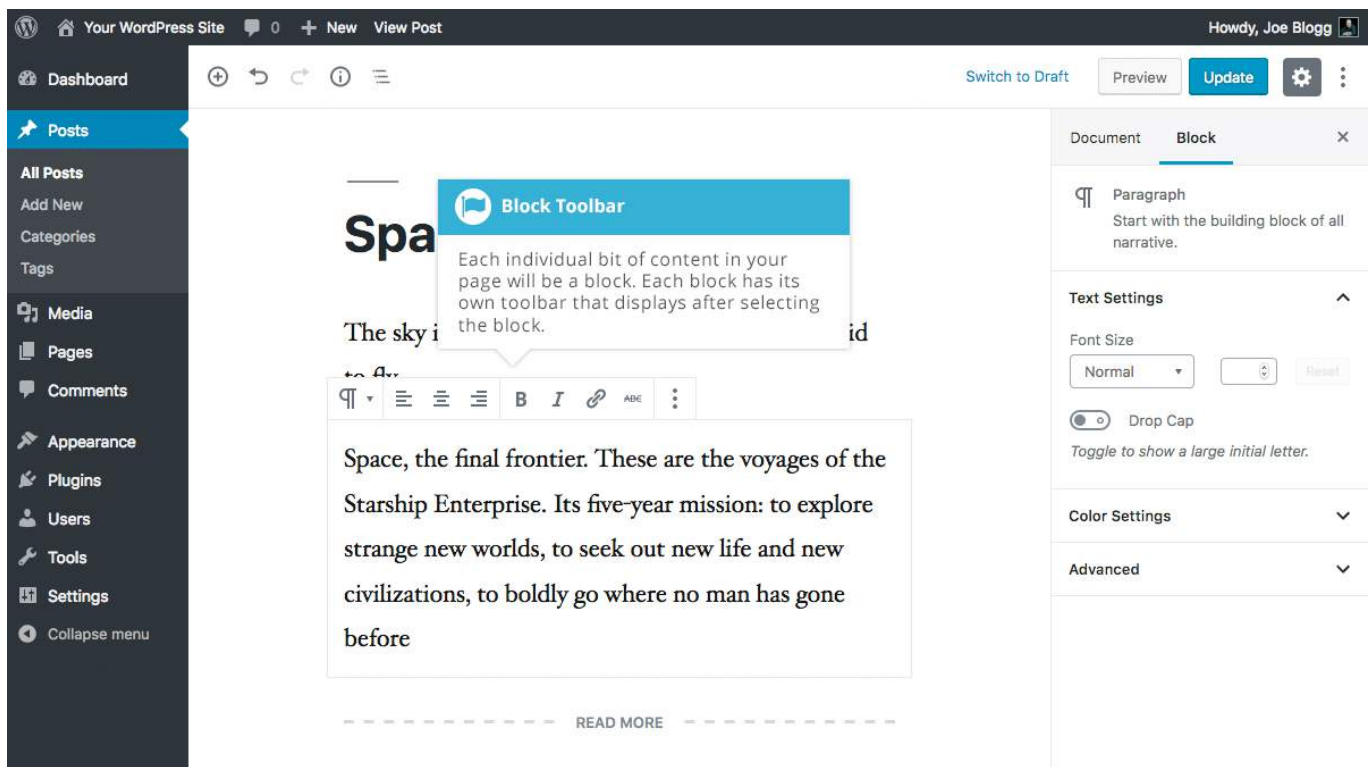


Lastly, every block has its own toolbar menu that appears at the top of the block (or at the top of the screen if the *Top Toolbar* option is turned on). The *More options* icon on this toolbar (⋮) has two options for inserting blocks, *Insert Before* and *Insert After*. Selecting either of those options 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 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 left of the block, as described above.



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.

Most blocks will display a *Change block type* icon for converting the selected block from one type to another. Unfortunately, the *Change block type* icon is different for every type of block, but for each block though, it will be the icon in the toolbar that represents that block type. When you hover your cursor over the *Change block type* icon it changes to an icon that looks like two curved arrows (↻).

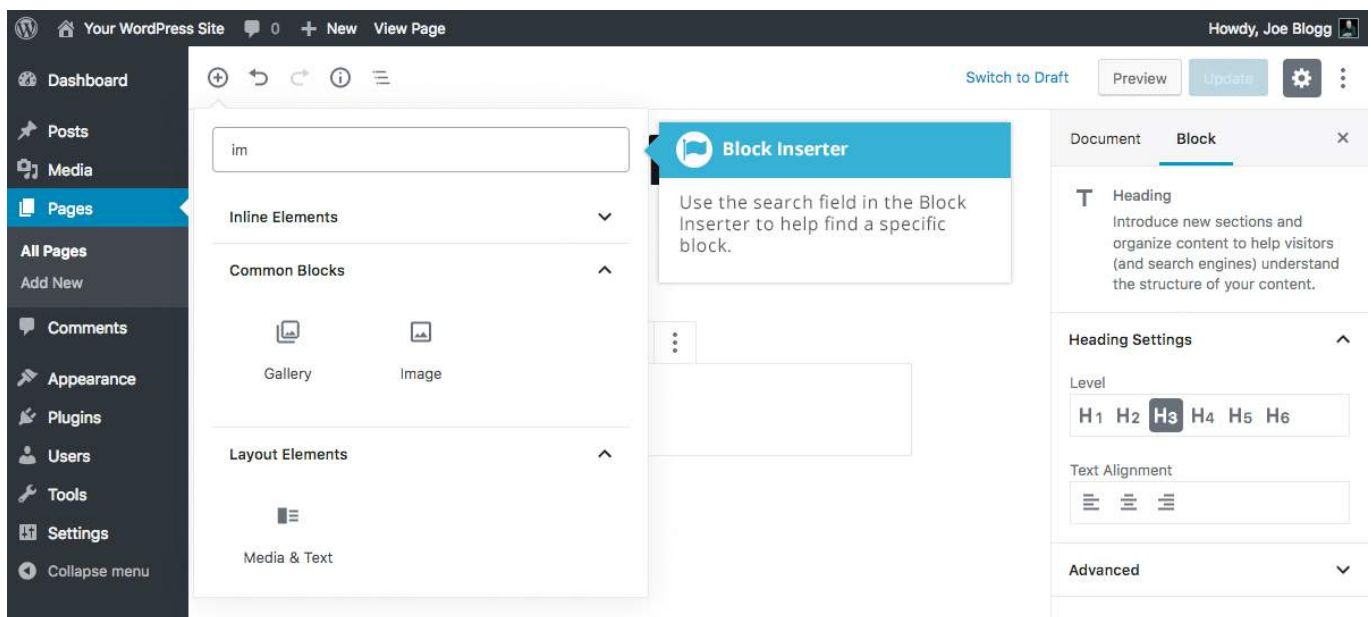
For blocks that allow you to select and/or upload a file, such as the Gallery, Image, Audio and Video blocks, the toolbar will display an Edit icon (✎) that allows you to edit the block by selecting different files.

Every block will also display a *More options* icon (⋮). The *More options* icon allows you to:

- Show/Hide the Block settings (i.e. the Settings Sidebar)
- Duplicate the currently selected Block
- Insert a new Block before the currently selected Block

- Insert a new Block after the currently selected Block
- Edit the HTML for the currently selected block
- Add the currently selected block to your Reusable Blocks
- Remove the currently selected Block

When inserting blocks using the Block Inserter popup panel, you'll notice that they're sorted into different sections based on their type. You can show/hide each section by clicking the small arrow icon next to each section title. 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 blocks name and type. For example, typing 'im' in the search field (without the quotes) will show you a list of blocks that either start with, or are related to images, such as the Image Block, Instagram Block, Gallery Block, Media & Text Block etc....



The first section of blocks within the Block Inserter is the *Most Used Blocks*. 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.

The remaining sections include the following:

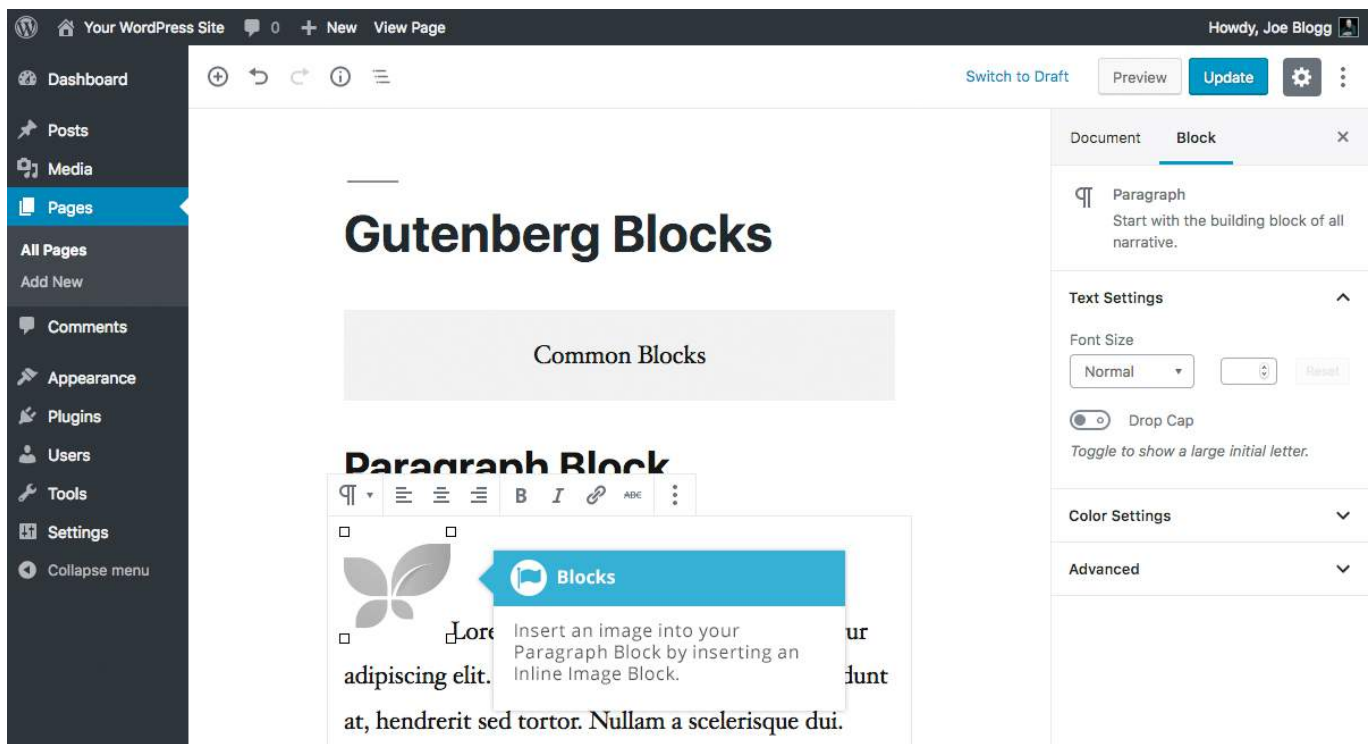
- **Inline Elements** - This section contains blocks that can be inserted within other blocks. Currently the only block available is the Inline Image Block.
- **Common Blocks** - This section contains all the basic content type blocks such as the Paragraph Block, Heading Block, Gallery Block, Image Block, list Block, etc..
- **Formatting** - This section contains more specialised content blocks such as the Code Block, Classic Block, Custom HTML Block, Table Block etc..
- **Layout Elements** - This section contains blocks that help stylise your content such as the Button Block, Columns Block, More Block, Page Break Block etc..
- **Widgets** - This section contains special widgets such as the Shortcode Block, Archives Block, Categories Block, Latest Comments Block and the Latest Posts Block.
- **Embeds** - This section contains blocks for all the familiar Embeds that you're accustomed to using within WordPress. It contains the Instagram Block, Twitter Block, Facebook Block, YouTube Block, Spotify Block, etc...
- **Reusable** - This section contains all your Reusable blocks. These are blocks that you've styled a certain way that can be reused on other pages in your site. If you update a Reusable Block, those changes are applied everywhere that Block has been used.

Inline Elements

Inline Image

The *Inline Image Block* is a special blocks that allows you to insert an image into your other blocks. In the old (TinyMCE) Classic Editor, you could add an image into your content by simply clicking the *Add Media* button and uploading your new image. With the new Block Editor, none of the blocks have this *Add Media* button (except for the Classic Block), so to insert an image into your content, you need to insert an *Inline Image Block*. The Inline Image Block can only be inserted into certain blocks, such as the Paragraph Block, Heading Block, List Block, Quote Block, and a number of other blocks.

To insert an *Inline Image Block*, place your cursor where you would like the image to appear, and then using the Block Inserter at the top of the page, select the Inline Image Block. Once the image popup appears, select your image and then click the *Select* button to insert the image into your block.

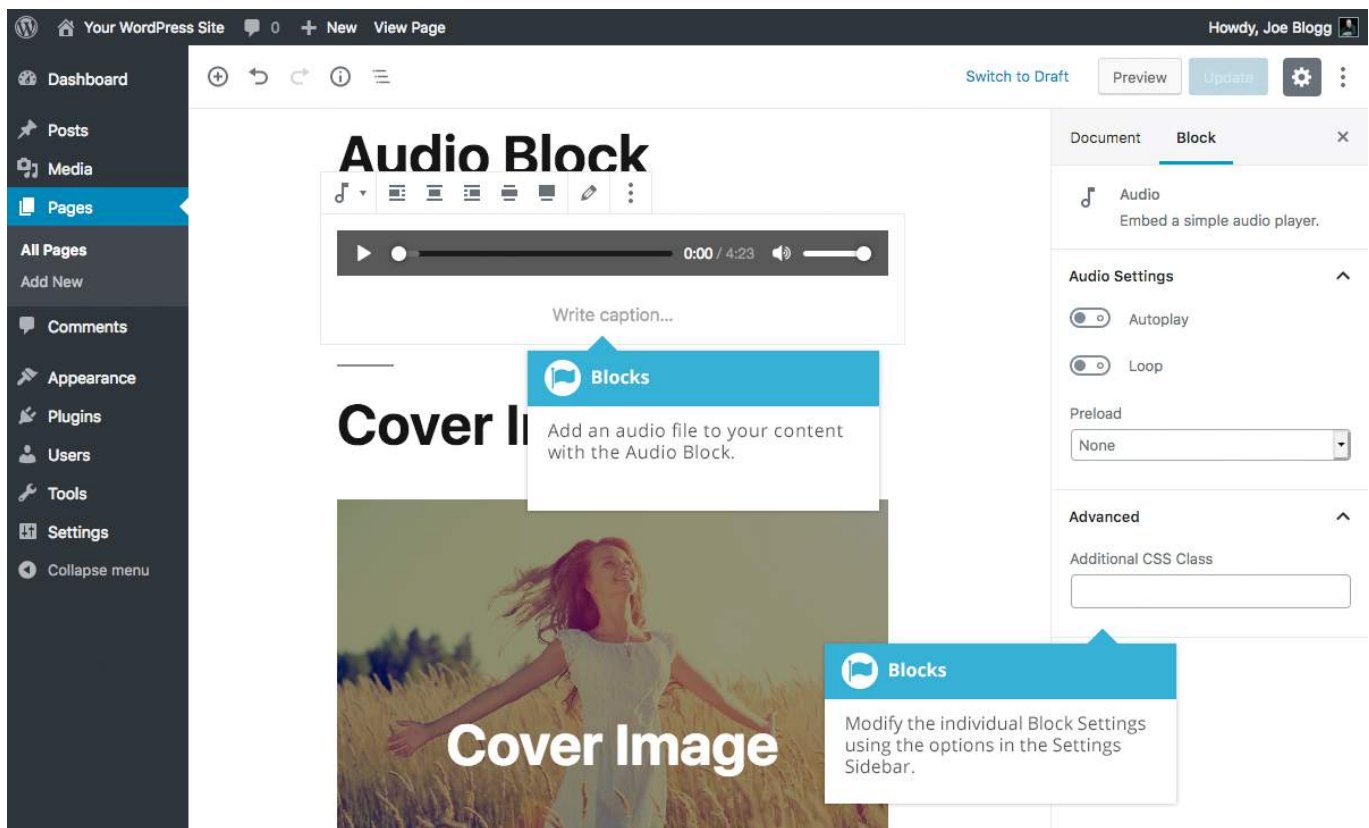


Common Blocks

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.

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.



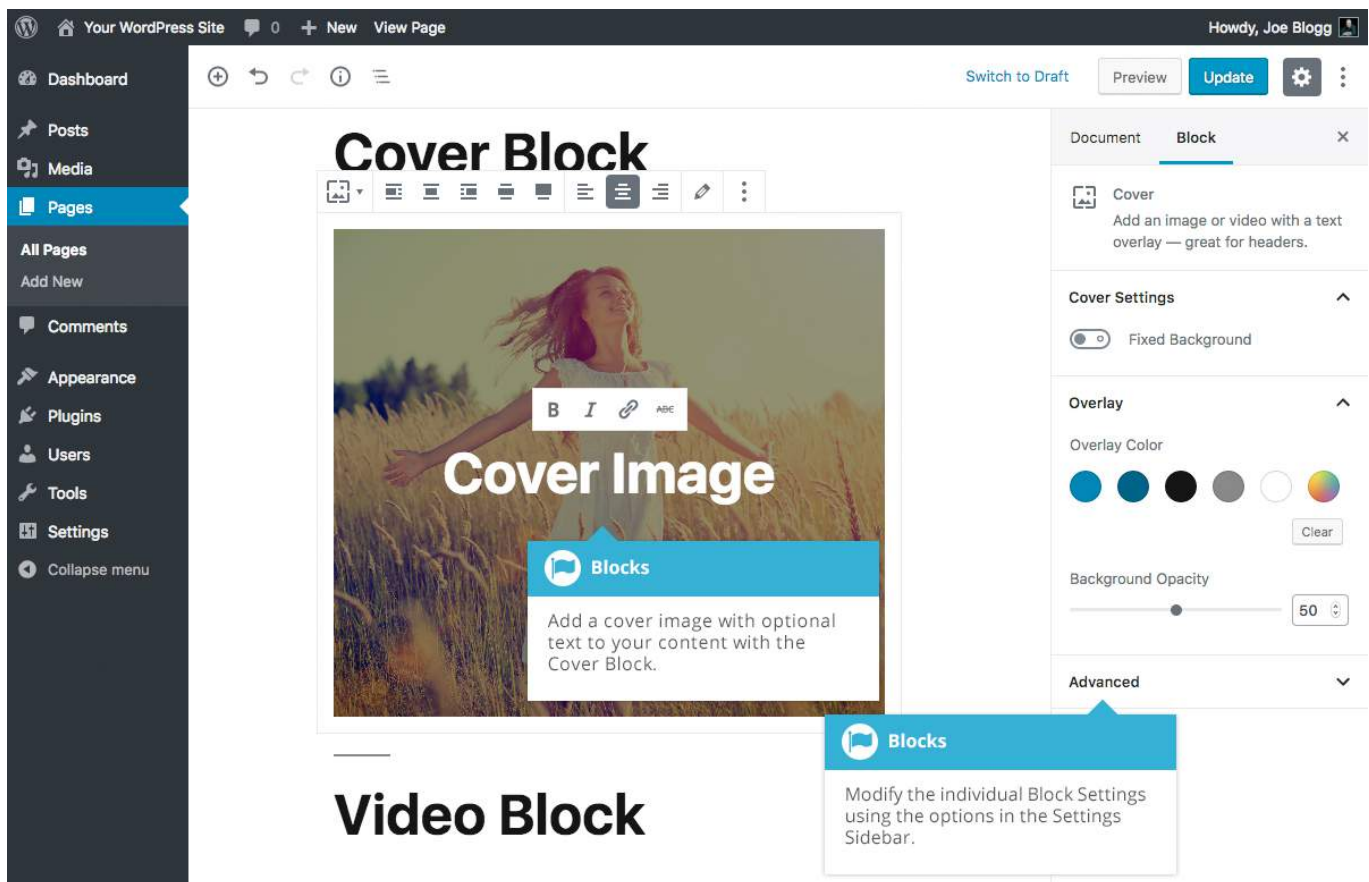
Cover Block

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 adding your image/video, click the *Write title...* placeholder on the block to insert your cursor within the block. You're then able to type in some text that displays over the centre of your block.

Once you've added 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.

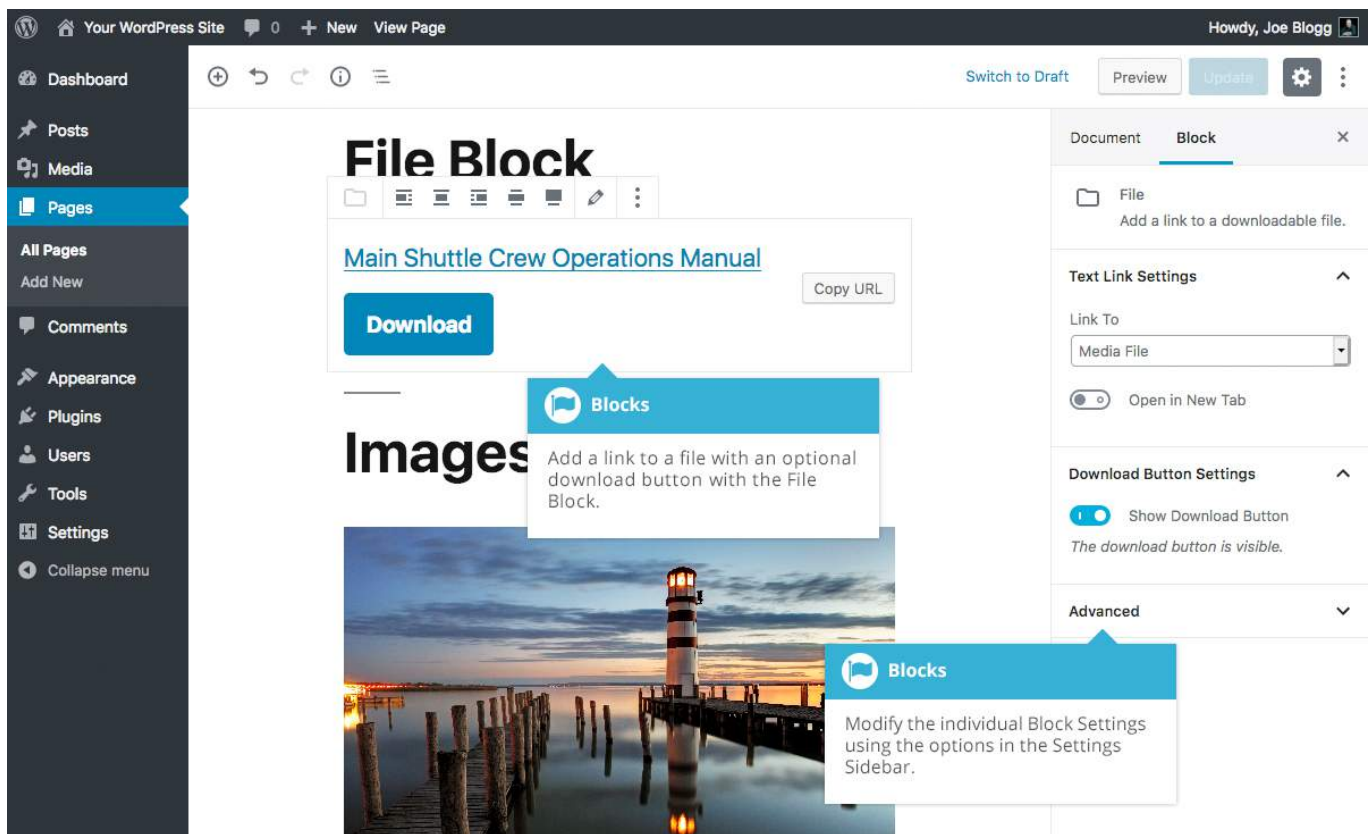
You can also select an overlay colour and the opacity for the selected colour. This has the effect of allowing you to tint the image or video colour which can help your text stand out more.



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.

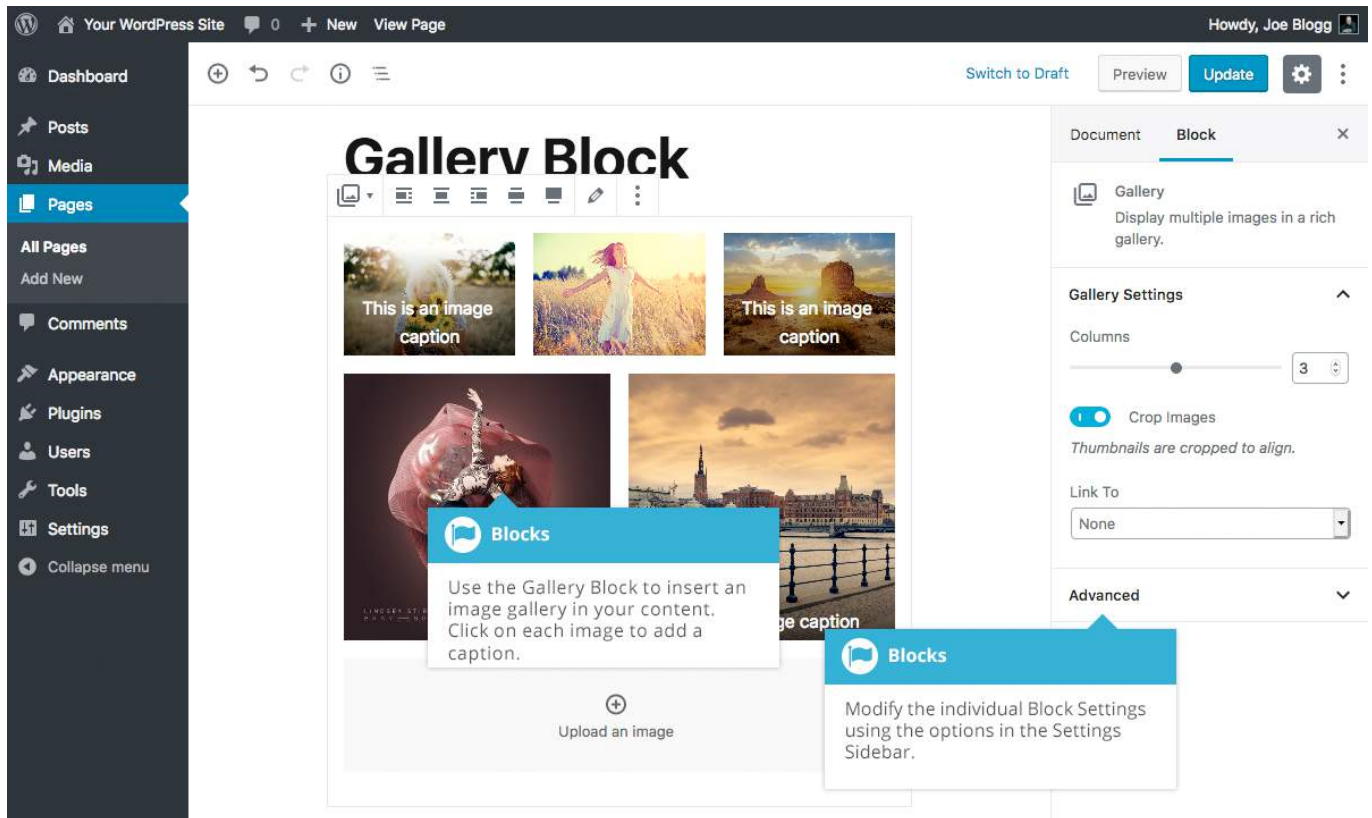


Gallery Block

The *Gallery Block* allows you to add an image gallery. After inserting the *Gallery Block*, click the *Upload* button to upload images to your media library or click the *Media Library* button to show your media library and select existing files that you've uploaded previously. 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.

Using the *Link To* dropdown field, you can choose to link each gallery image to the media file itself, or link to the WordPress attachment page for that file. Alternatively, you can also choose not to have any links on your gallery images.



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 change the HTML level for the heading (i.e. H1...H6) along with the alignment for your heading (Left, Centered or Right aligned).

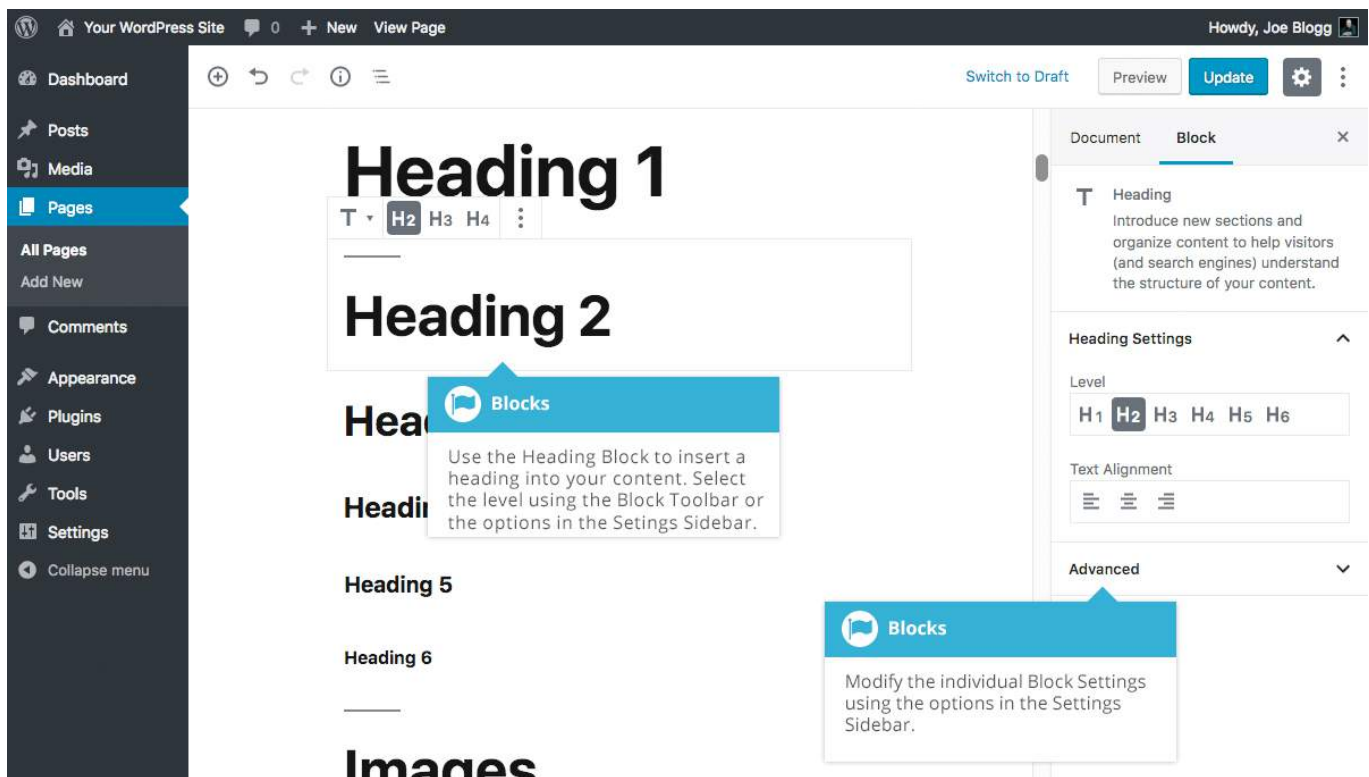


Image Block

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.

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 choose to 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 *Link To* Dropdown field. You can also select 'None' if you don't want your image to have a link.

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 percentage buttons (e.g. 25%, 50%, 75%, 100%) to change the width accordingly. Alternatively,

you can also select the size from the Image Size 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 blue dots that appears on the edge of the image and then click and drag the image to the size that you want.

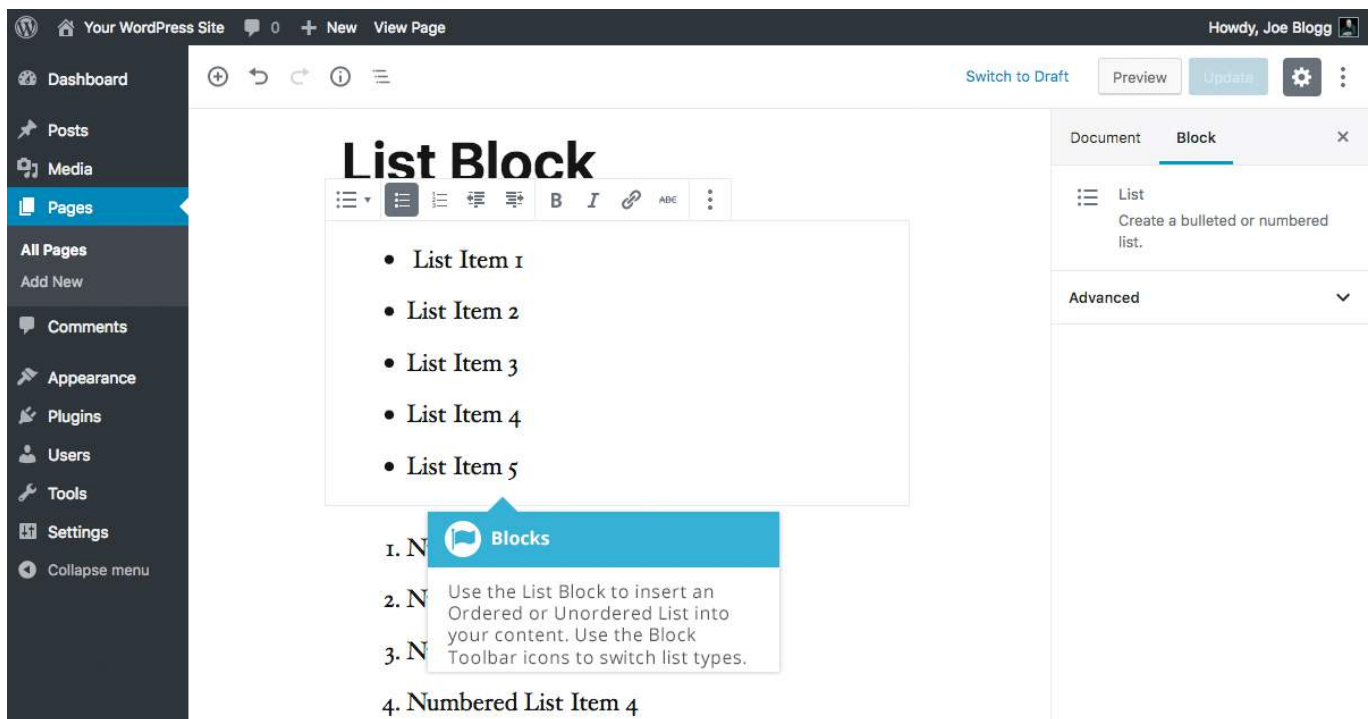
When resizing your images, it's always best to only reduce the size, and not enlarge. If you add a small image to your block, and then increase the size, the image will become pixelated and wont appear crisp when viewing your page.

To display a text caption below your image, click in the *Write caption...* section just below the image and type in your caption.

The screenshot shows the WordPress Gutenberg editor interface. On the left is a dark sidebar with navigation options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main editor area is titled 'Images' and features a toolbar with icons for image manipulation. A large image of a sunset over a lake with rocks is displayed. Below the image is a 'Write caption...' text field. A blue 'Blocks' tooltip points to this field, stating: 'Use the Image Block to insert an image into your content. Click on *Write caption...* to add a caption to your image.' On the right, the 'Image Block' settings sidebar is open, showing options for 'Image Settings' (Alt Text, Image Size, Dimensions) and 'Link Settings' (Link To). A second blue 'Blocks' tooltip at the bottom right states: 'Modify the individual Block Settings using the options in the Settings Sidebar.'

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.



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.

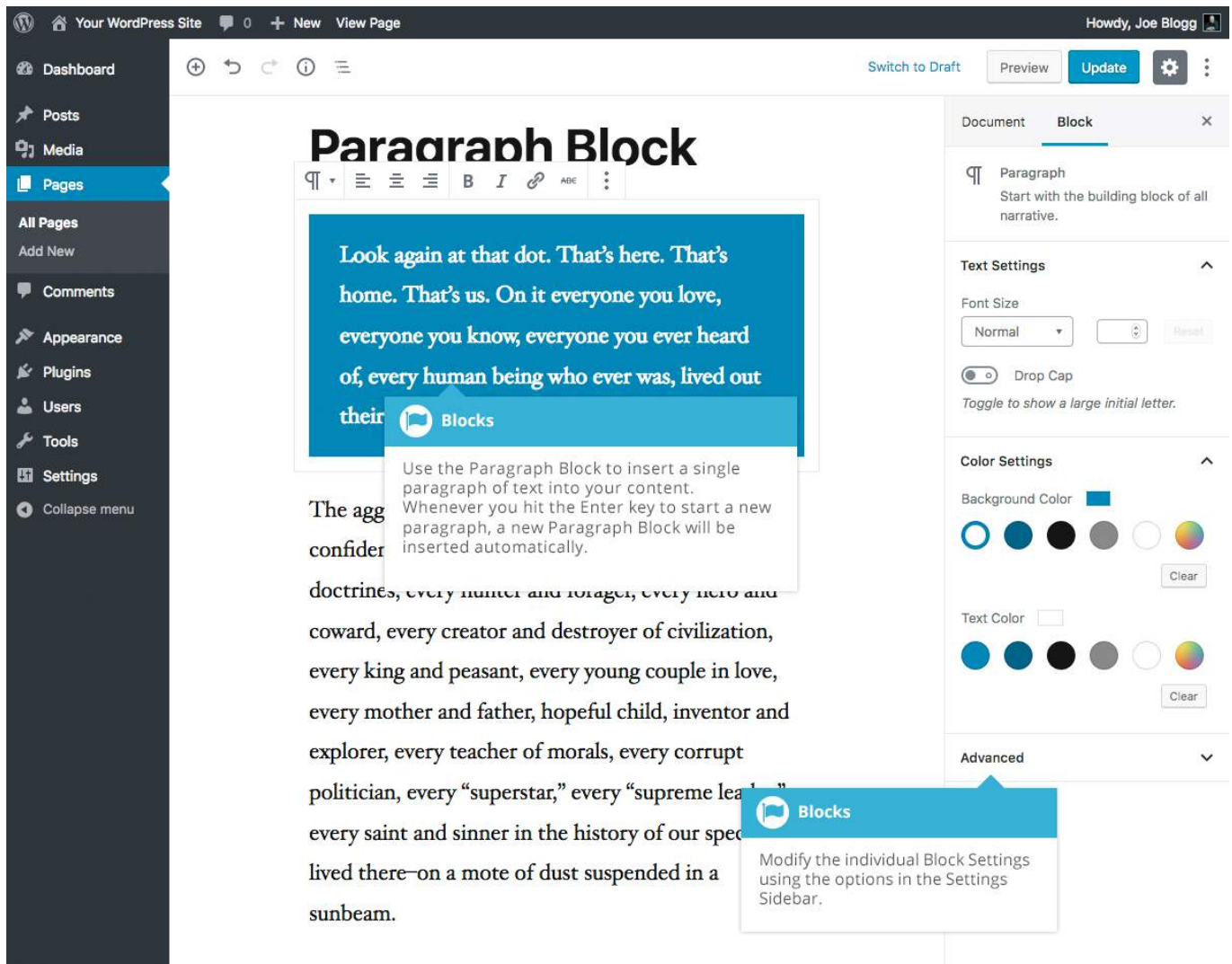
Once you've added your content to your *Paragraph Block*, there are further options available in the Settings Sidebar.

You can change the size of the text using the *Font Size* dropdown or the number field next to it. The Dropdown field has some preselected 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. If you want to select an exact pixel size, you can use the number field next to the dropdown to enter an exact number. Click the *Reset* button to reset the Font Size back to its default size.

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 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.

The background and text colour can also be selected using the *Color Settings* in the Settings Sidebar. By default, there are a number of pre-selected colours to choose from as well as a custom colour picker, for selecting any colour. Depending on your theme, the available colours may be different to the default colours, so as to match the styles within that theme.

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 that *"This color combination may be hard for people to read. Try using a brighter background color and/or a darker text color"*. 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.

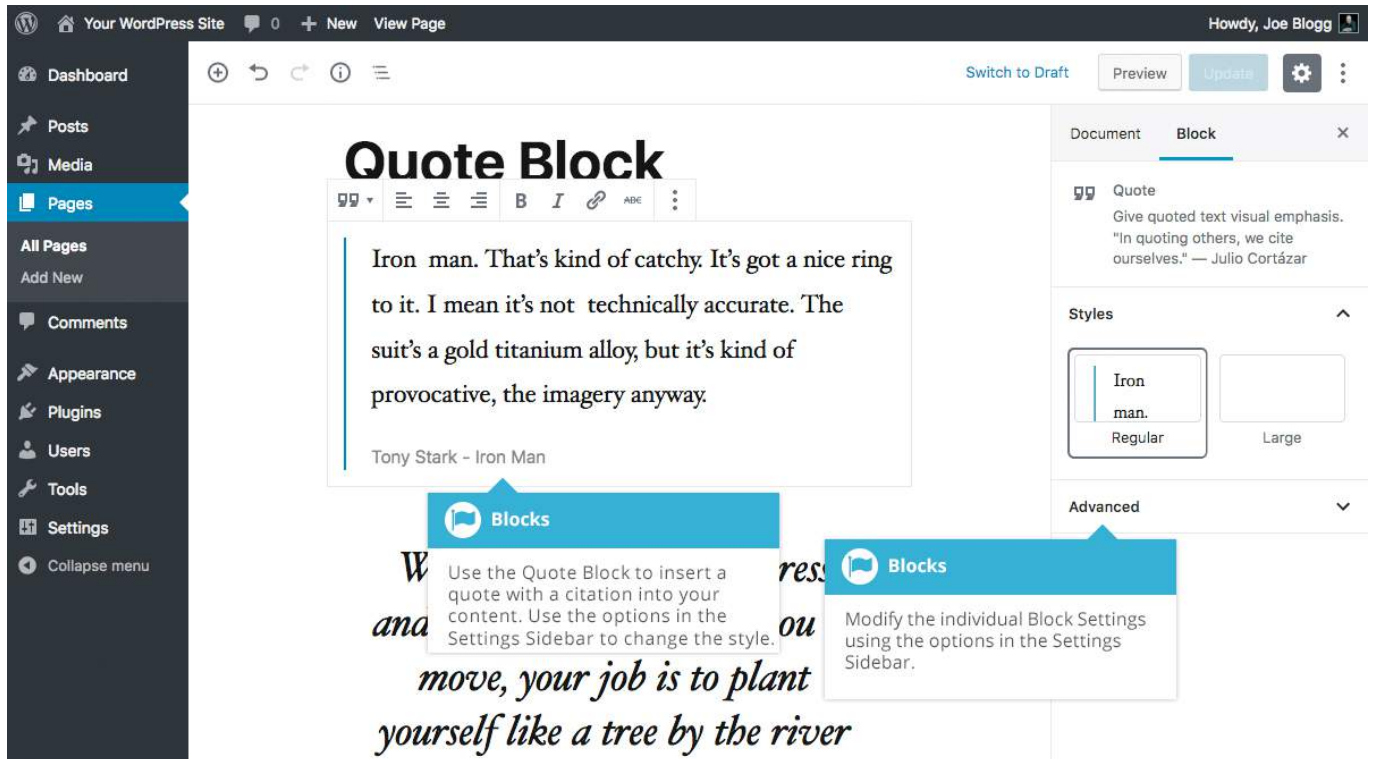


The screenshot displays the WordPress Gutenberg editor interface. The main content area shows a Paragraph Block with a blue background and white text. The text reads: "Look again at that dot. That's here. That's home. That's us. On it everyone you love, everyone you know, everyone you ever heard of, every human being who ever was, lived out their". A tooltip points to the block, stating: "Use the Paragraph Block to insert a single paragraph of text into your content. Whenever you hit the Enter key to start a new paragraph, a new Paragraph Block will be inserted automatically." The right sidebar shows the Block settings, including Text Settings and Color Settings. The Color Settings section has "Background Color" set to blue and "Text Color" set to white. A tooltip points to the Color Settings section, stating: "Modify the individual Block Settings using the options in the Settings Sidebar." The left sidebar shows the WordPress dashboard menu, including Dashboard, Posts, Media, Pages, All Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu.

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.



The screenshot displays the WordPress editor interface. At the top, the page title is "Quote Block". The main content area shows a quote block with the text: "Iron man. That's kind of catchy. It's got a nice ring to it. I mean it's not technically accurate. The suit's a gold titanium alloy, but it's kind of provocative, the imagery anyway." Below the quote is the citation: "Tony Stark - Iron Man". The settings sidebar on the right shows the "Block" tab selected, with the "Quote" block type chosen. The "Styles" panel shows two options: "Iron man. Regular" and "Large". The "Advanced" panel is also visible. Two callout boxes are present: one pointing to the "Quote" block type in the sidebar with the text "Use the Quote Block to insert a quote with a citation into your content. Use the options in the Settings Sidebar to change the style." and another pointing to the "Advanced" panel with the text "Modify the individual Block Settings using the options 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.

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 it's 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.

Write caption...

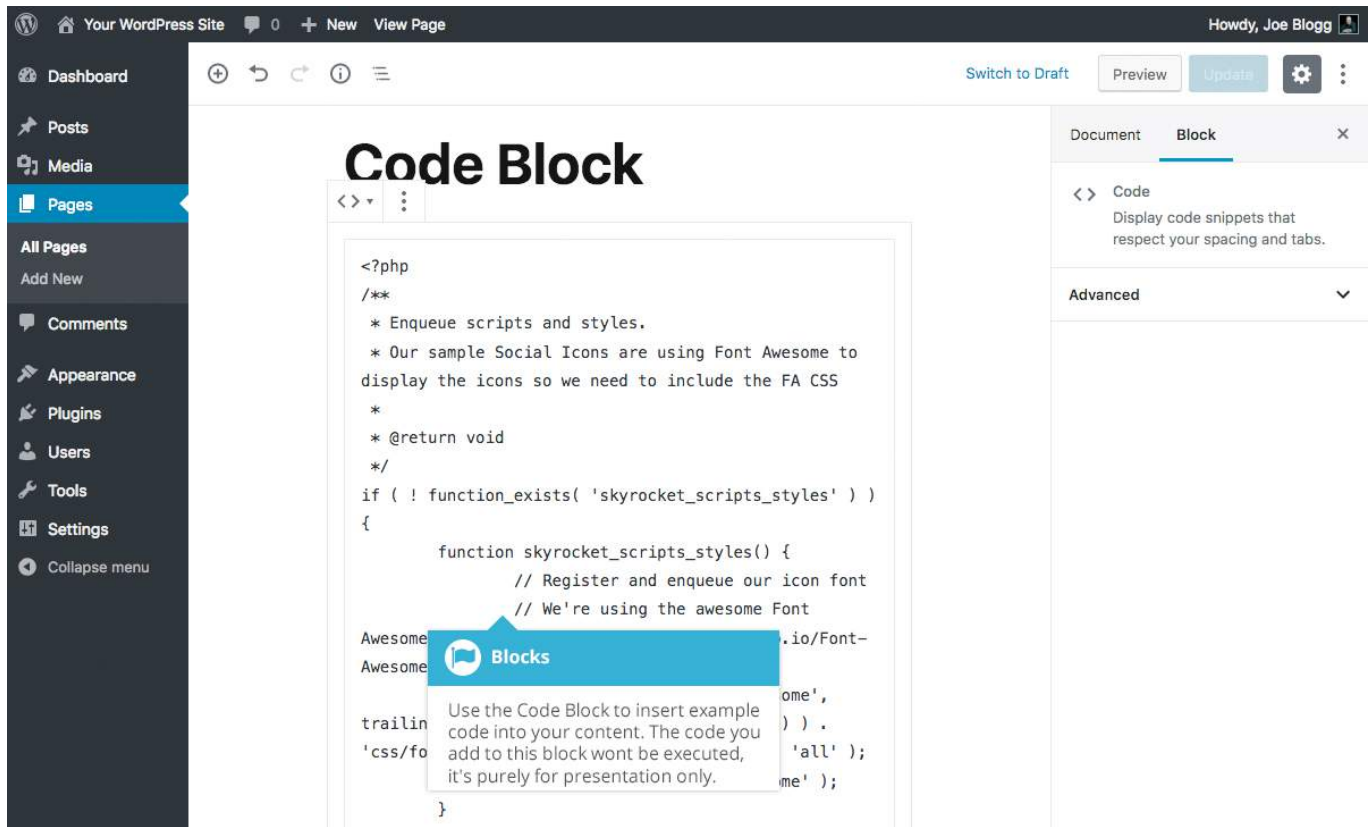
Use the Video Block to insert a video into your content. Use the options in the Settings Sidebar to control how your video looks & plays.

Modify the individual Block Settings using the options in the Settings Sidebar.

Formatting


Code Block

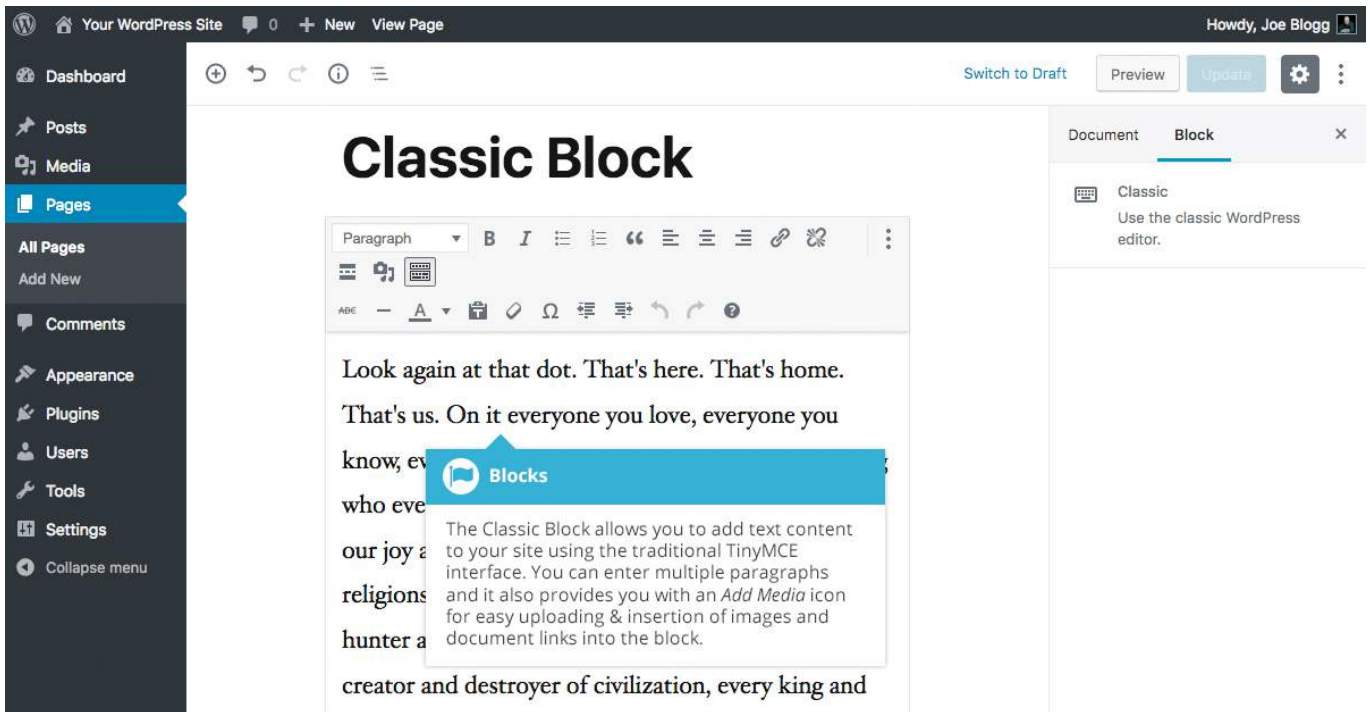
The *Code Block* allows you to add example code to your content. The code you add to this block won't be executed, it's purely for displaying lines of code on your page.



Classic Block

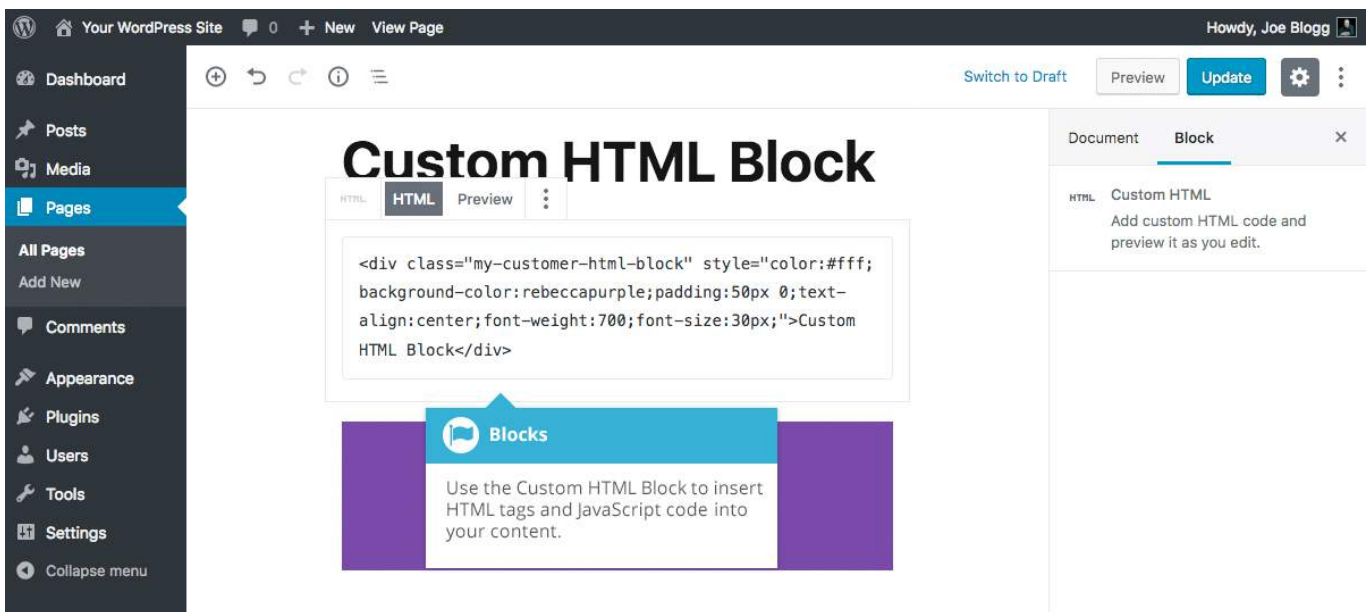
The *Classic Block* allows you to add text content to your site using the traditional TinyMCE interface. The benefit of using the *Classic Block* instead of the Paragraph Block is that you can enter multiple paragraphs of text into the same block.

It's also easier to add inline images and document links into the Classic Block as it provides you with an *Add Media* icon () that allows you to easily upload images and documents, in much the same way that you could in previous versions of WordPress, using the Classic Editor.



Custom HTML Block

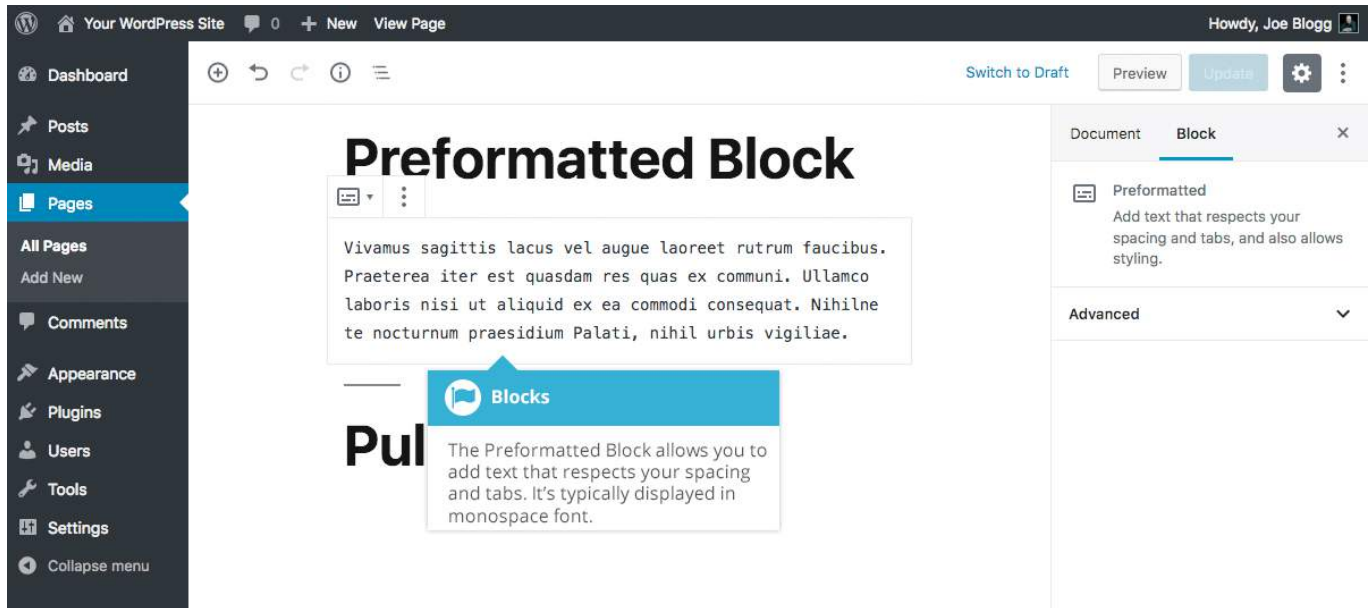
The *Custom HTML Block* allows you to add custom HTML tags into your content. This block will also accept JavaScript code as well, but won't accept server side languages such as PHP code. You can switch between viewing the HTML source or previewing the HTML, using the options on the Block Toolbar.



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.



Pullquote Block

The *Pullquote Block* allows you to highlight certain text. Pull quotes are short excerpts from the 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 block, there are further options available in the Settings Sidebar. You can change the style of a Pullquote Block along with changing the main colour and text colour.

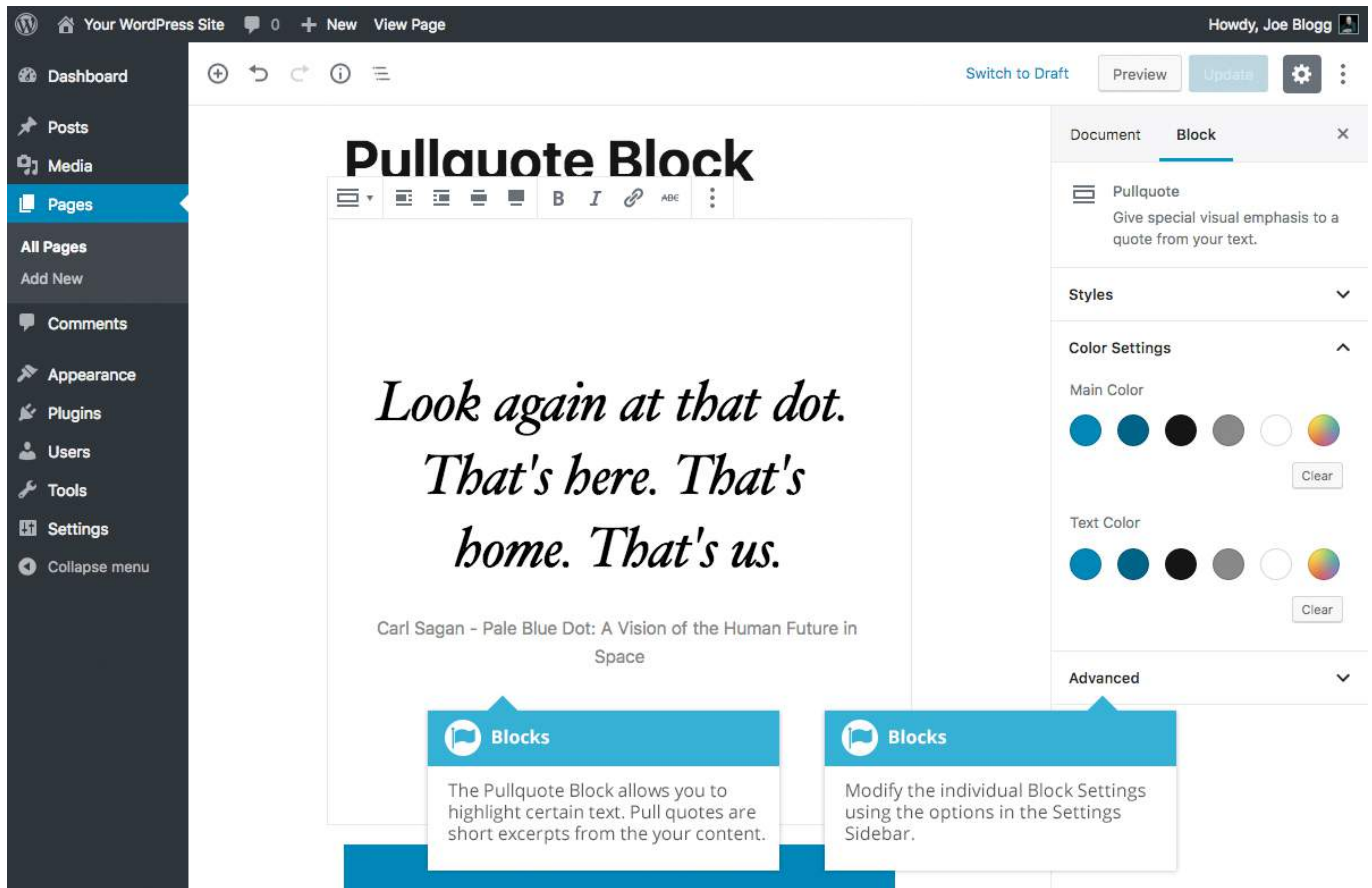



Table Block

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.

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

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Table Block

	Qtr 1	Qtr 2
2016	\$16,000	\$14,000
2017	\$24,015	\$16,035
2018	\$23,500	\$19,075

Table Settings

- Fixed width table cells

Styles

- Regular
- Stripes

Verse Block

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.

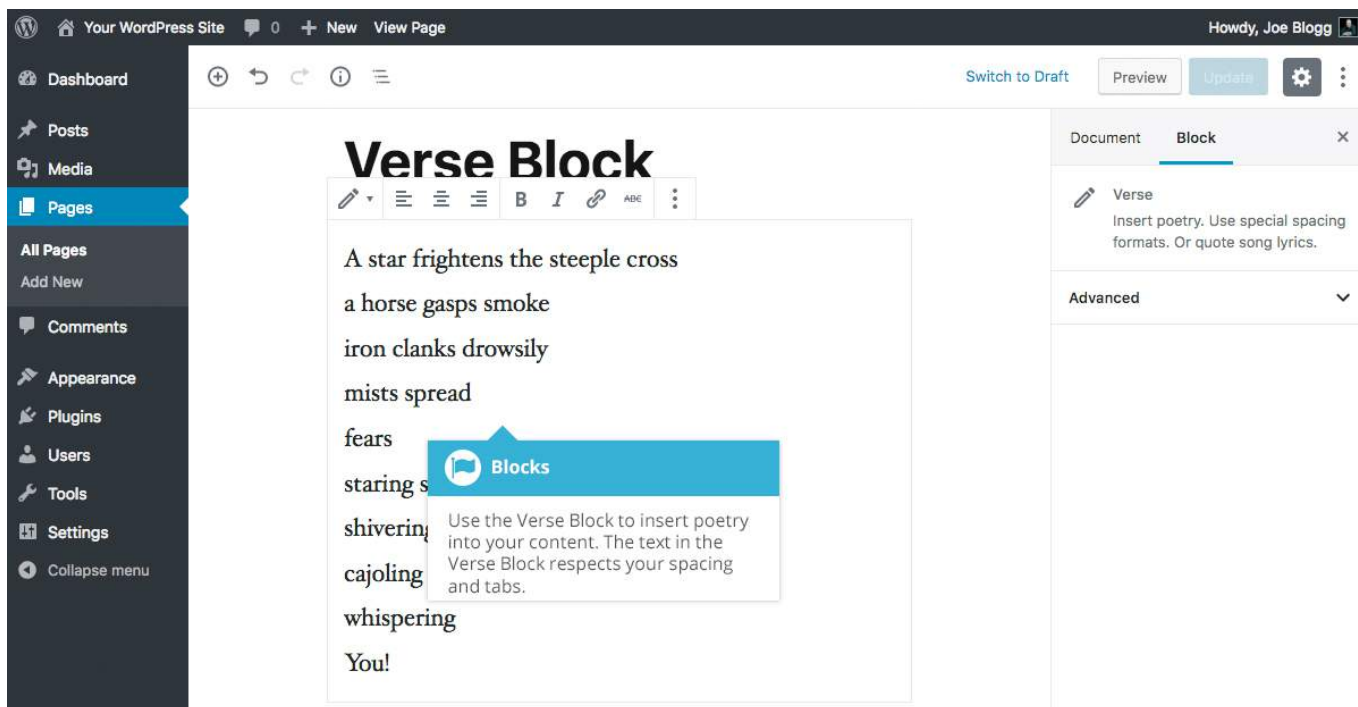
Verse

A star frightens the steeple cross
a horse gasps smoke
iron clanks drowsily

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.



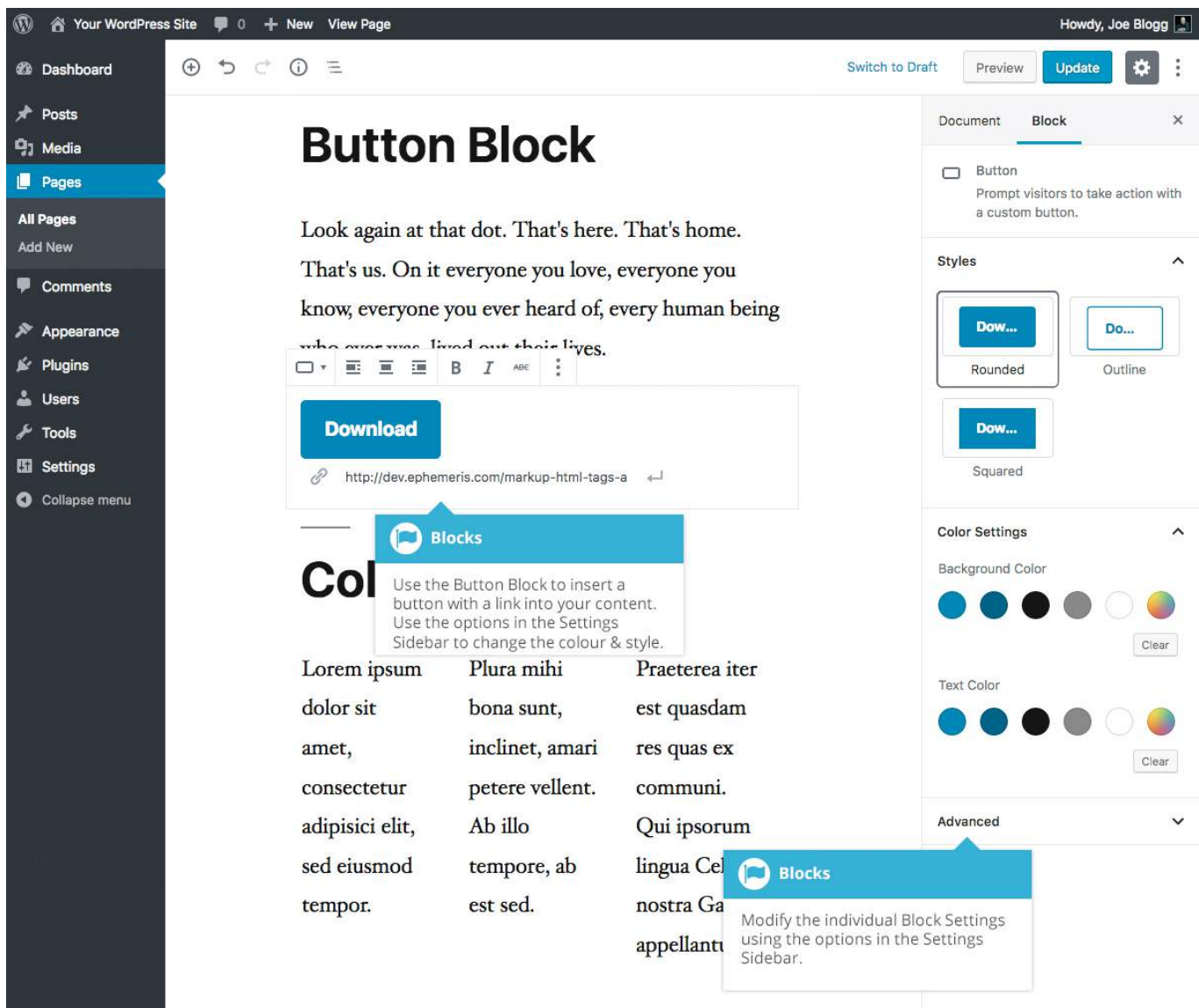
Layout Elements

Button Block

The *Button Block* allows you to easily add buttons with HTML links into your content.

Once you've added your content to your block, there are further options available 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.

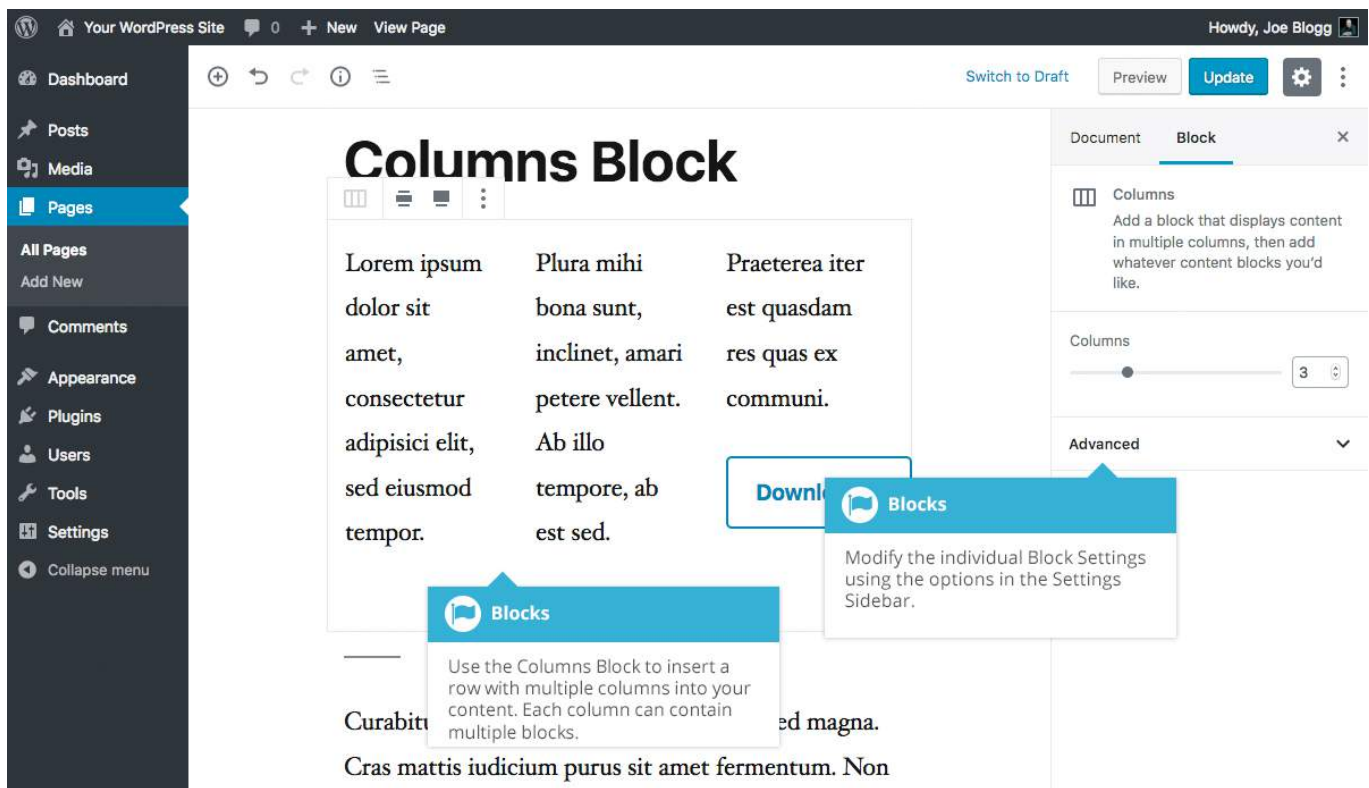
To add or edit the text on your button, simply click on the button and type your button text.



Columns Block

The *Columns Block* allows you to insert a row with multiple columns. 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.

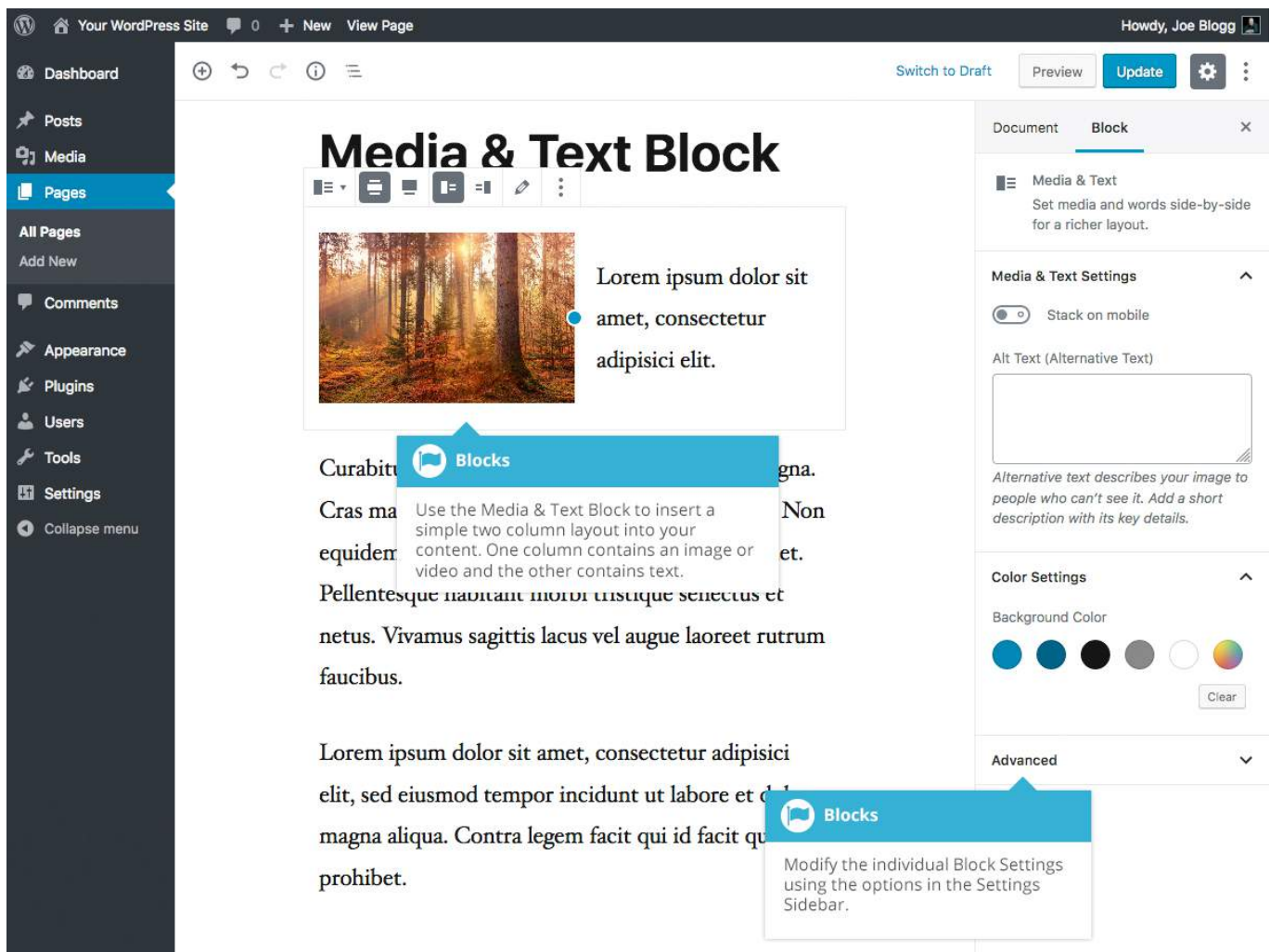
You can select the number of columns within the Columns Block using the slider in the Settings Sidebar.



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 content can only consist of Paragraph, Heading, List or Button Blocks.

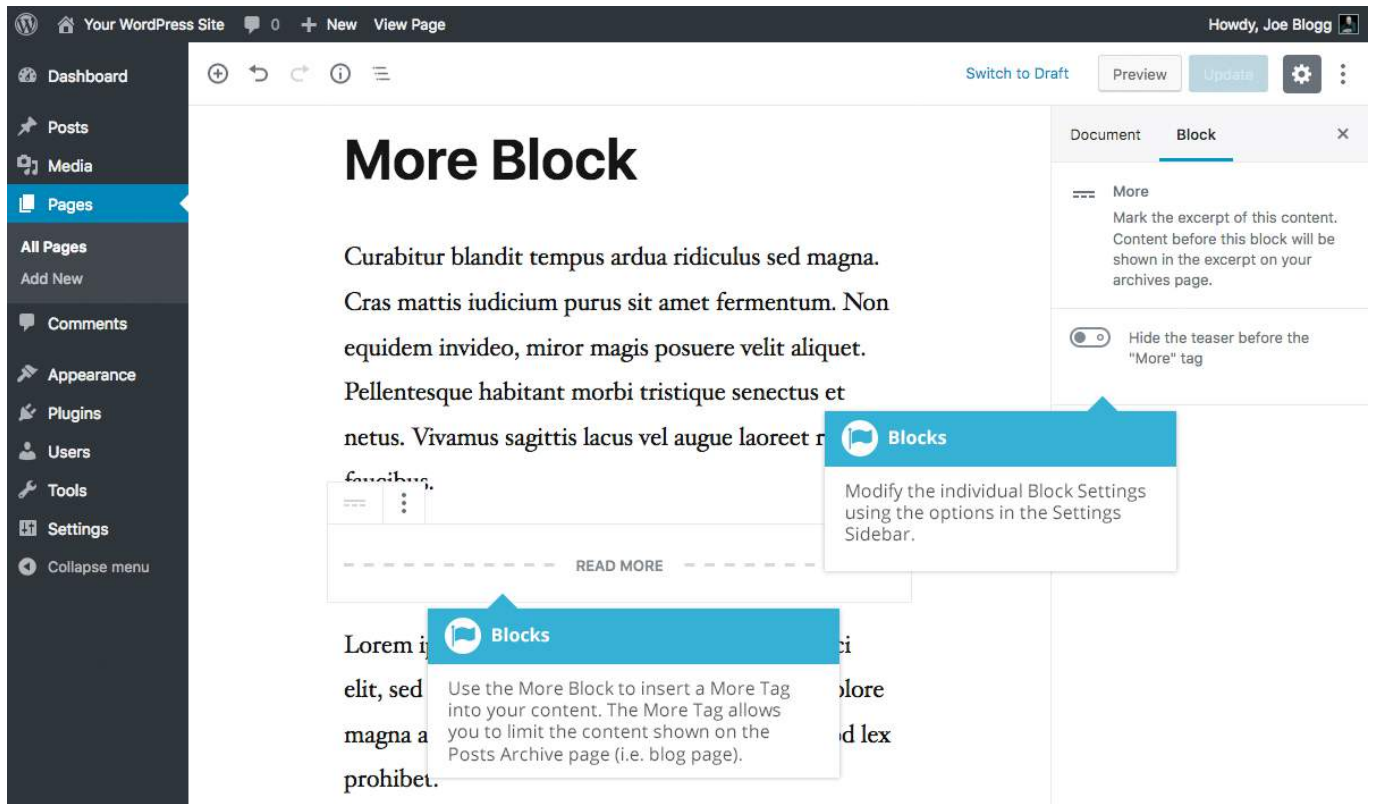
Once you've added your content to your block, there is an option in the Settings Sidebar to choose whether you would like the content stacked when viewed on smaller devices (i.e. media on top of content or vice-versa, depending on the layout you've chosen).



More Block

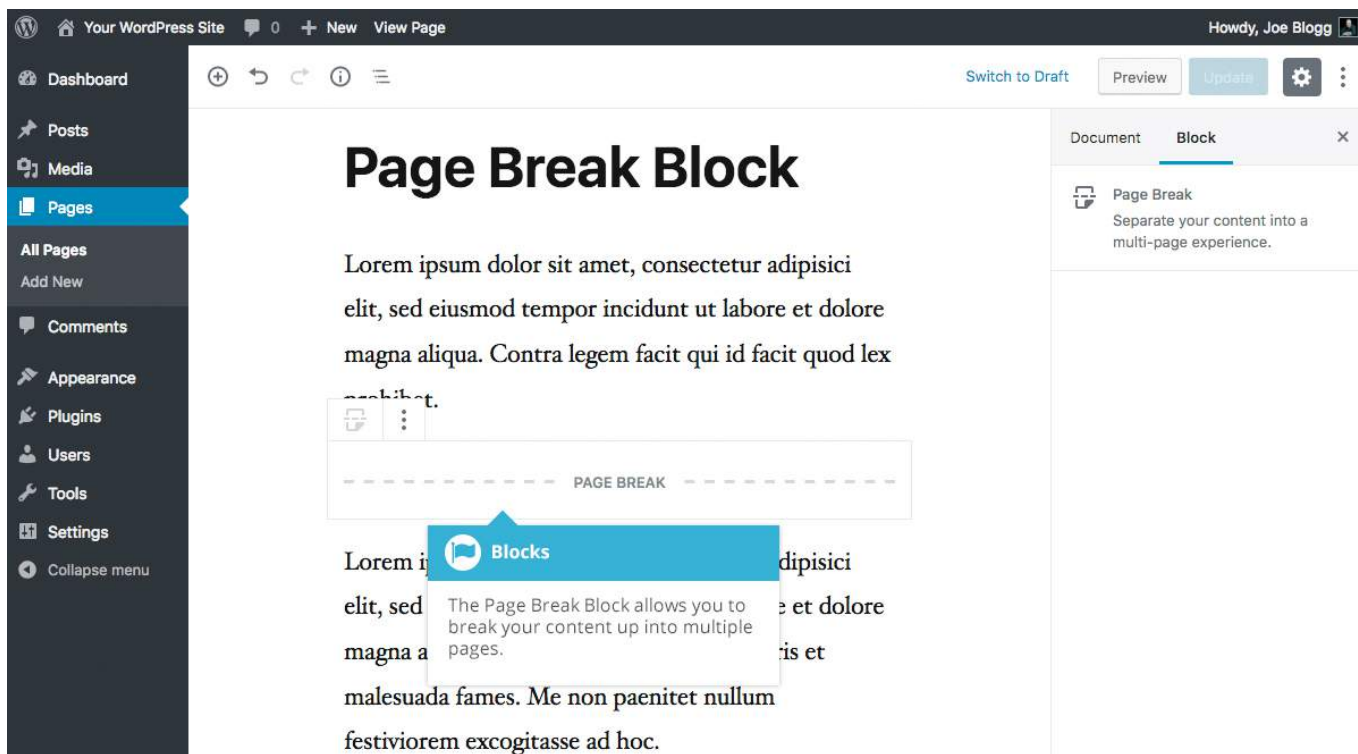
The *More Block* allows you to add a More Tag to your content. Most archive pages (e.g your blog page) only display a small excerpt of a Post and then provide you with a "Read more..." link to continue reading the rest of the article. When you insert a More Block into your content, everything prior to 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

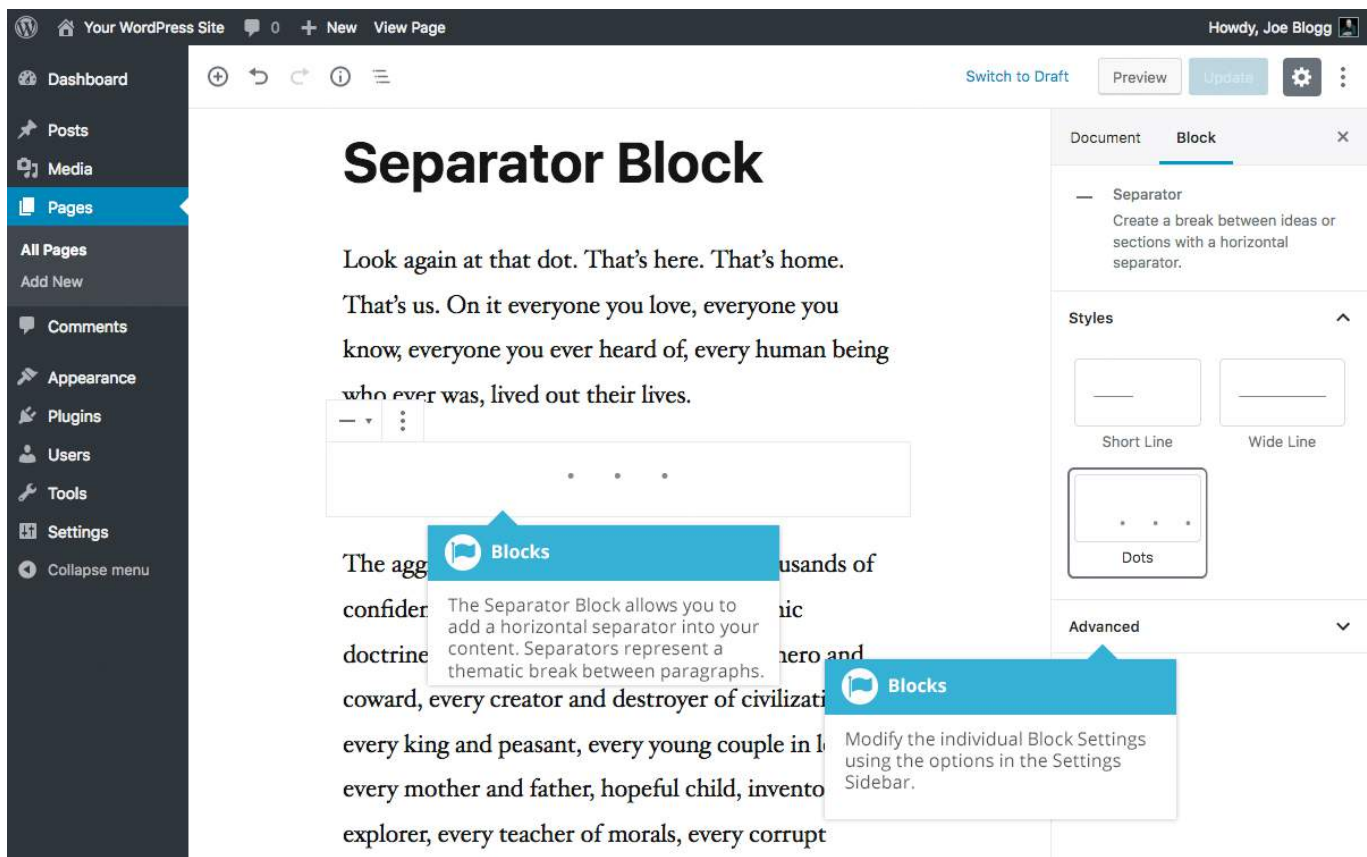
The *Page Break Block* allows you to break your content up into multiple pages. This is ideal if your page has a large amount of content. After adding a Page Break Block, your published content will show navigation links for each of the pages.



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.

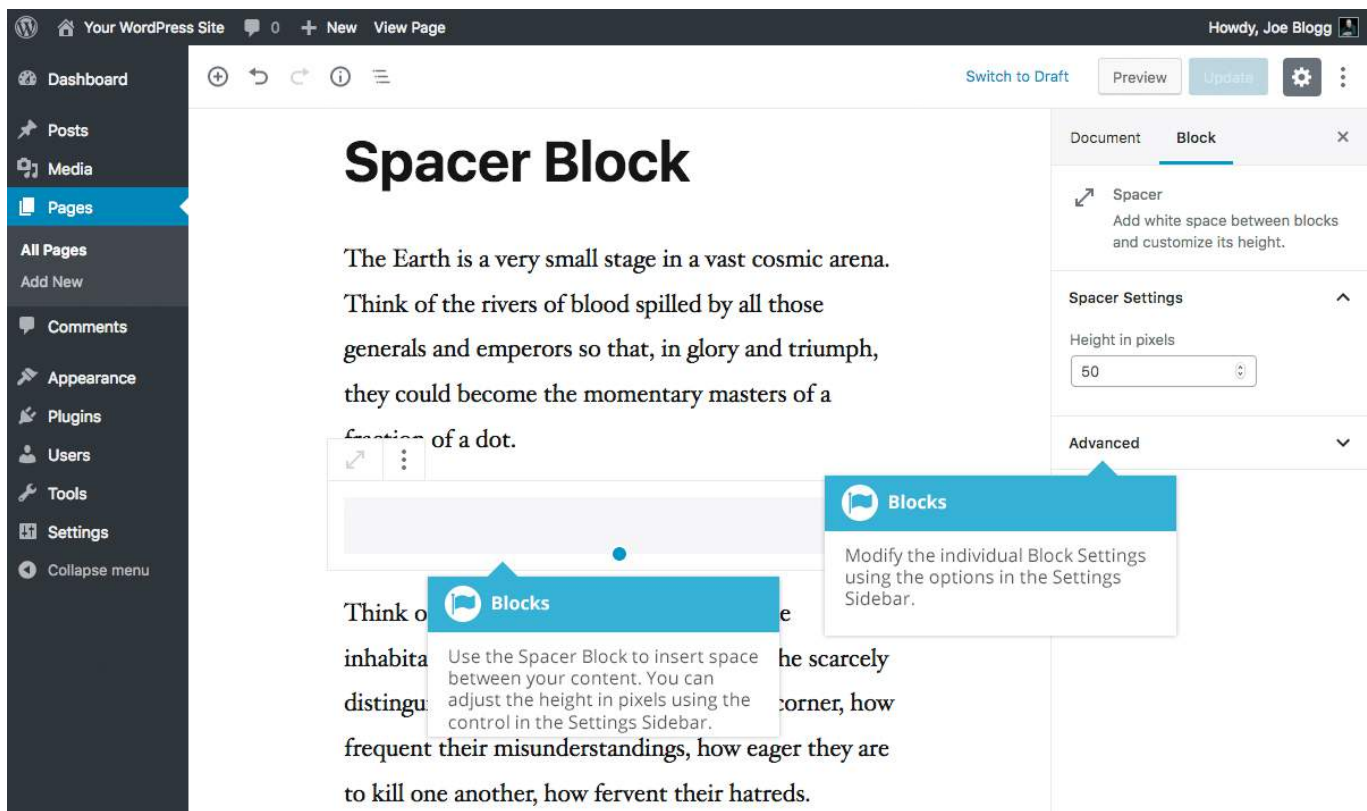
Once you've added your Separator Block, you can use the Styles panel in the Settings Sidebar to change the look of the Separator.



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.

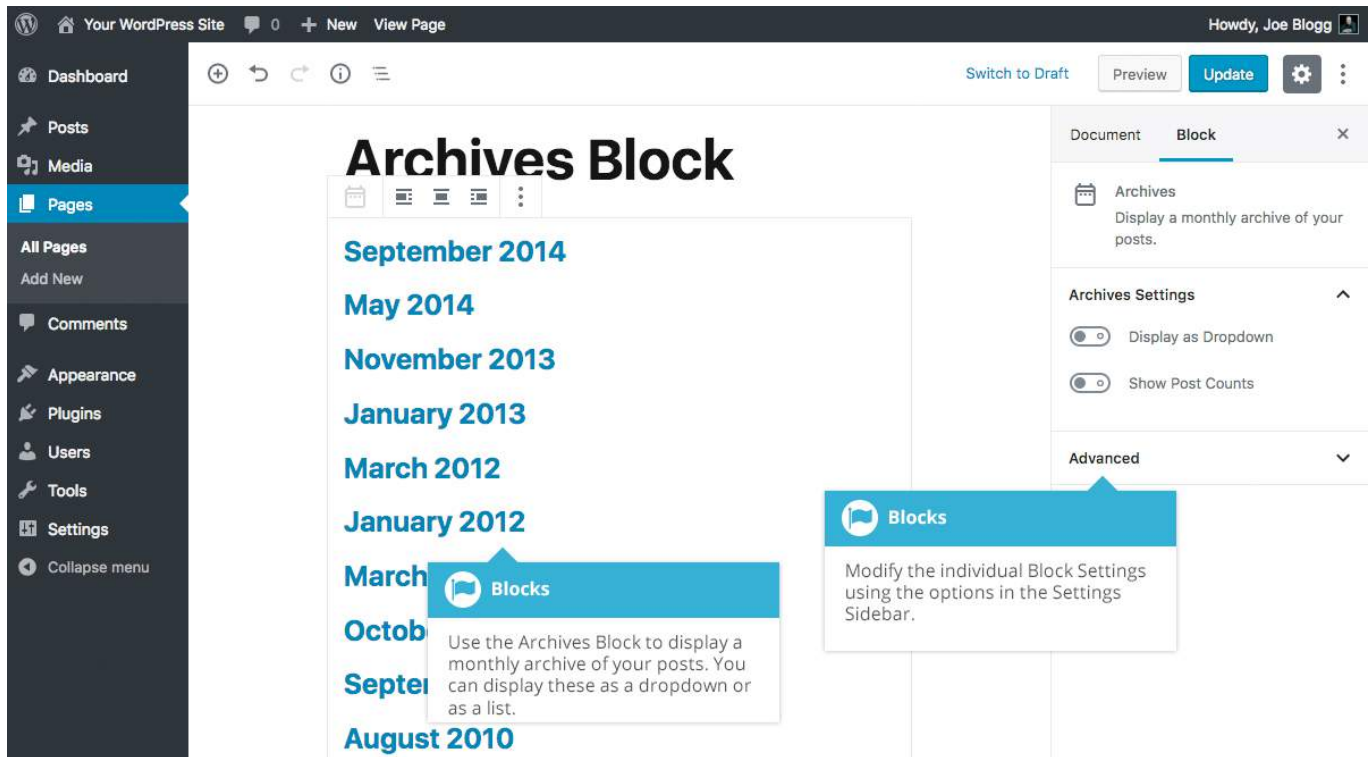


Widgets

Archives

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

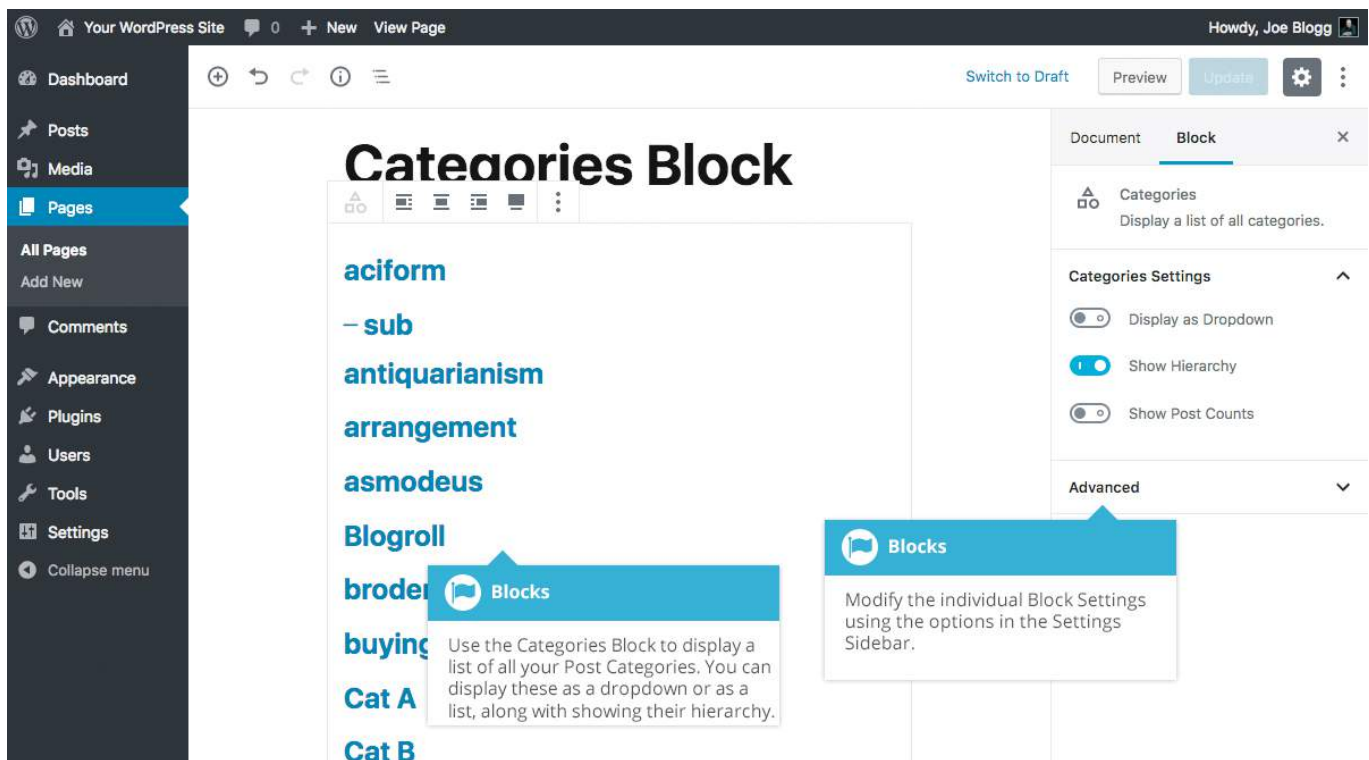
Once you've added your Archives Block, you can choose to display the content as an unordered list or as a dropdown list using the toggle switch in the Settings Sidebar. You can also show or hide the post counts for each month.



Categories

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

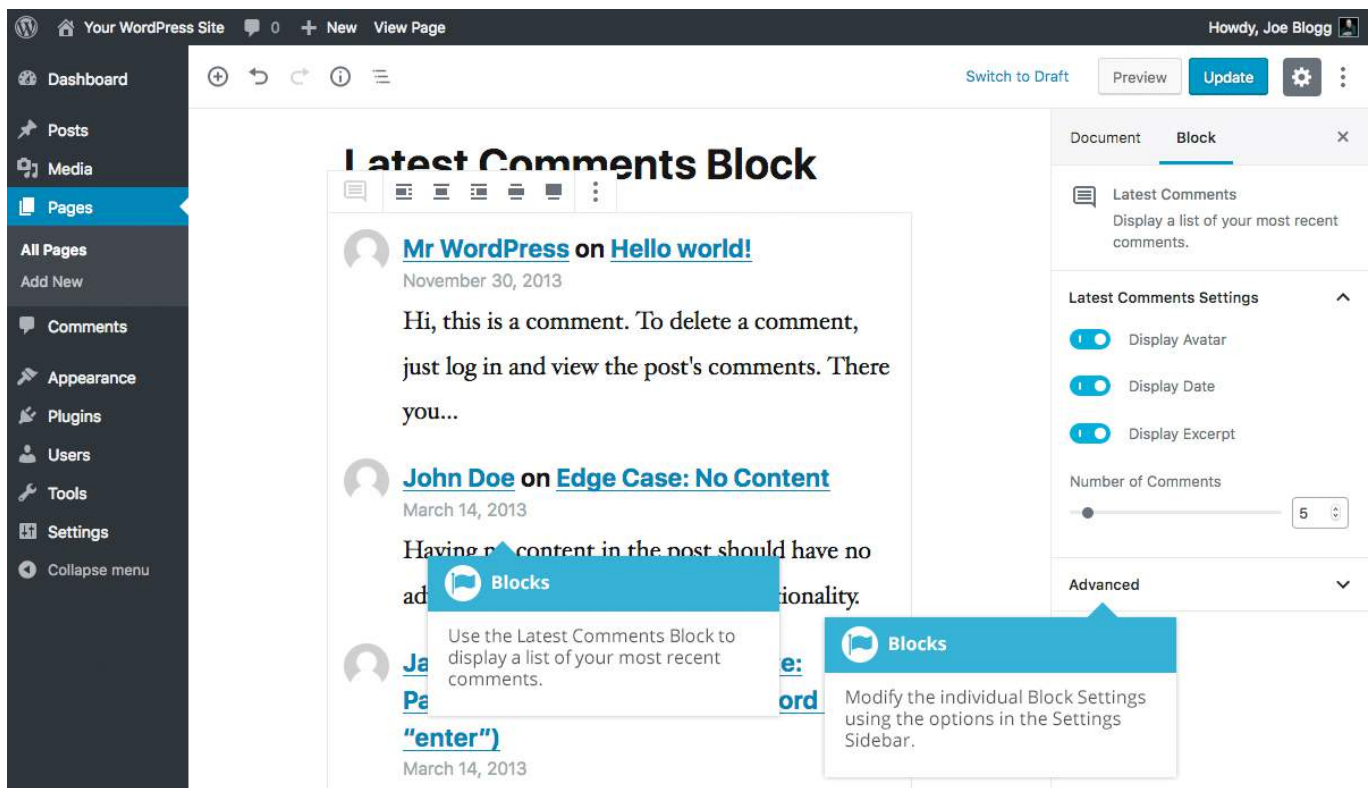
Once you've added your Categories Block, you can use the toggle switches in the Settings Sidebar to display the content as an unordered list or as a dropdown list, show or hide the Category hierarchy, and also show or hide the post counts for each Category.



Latest Comments

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

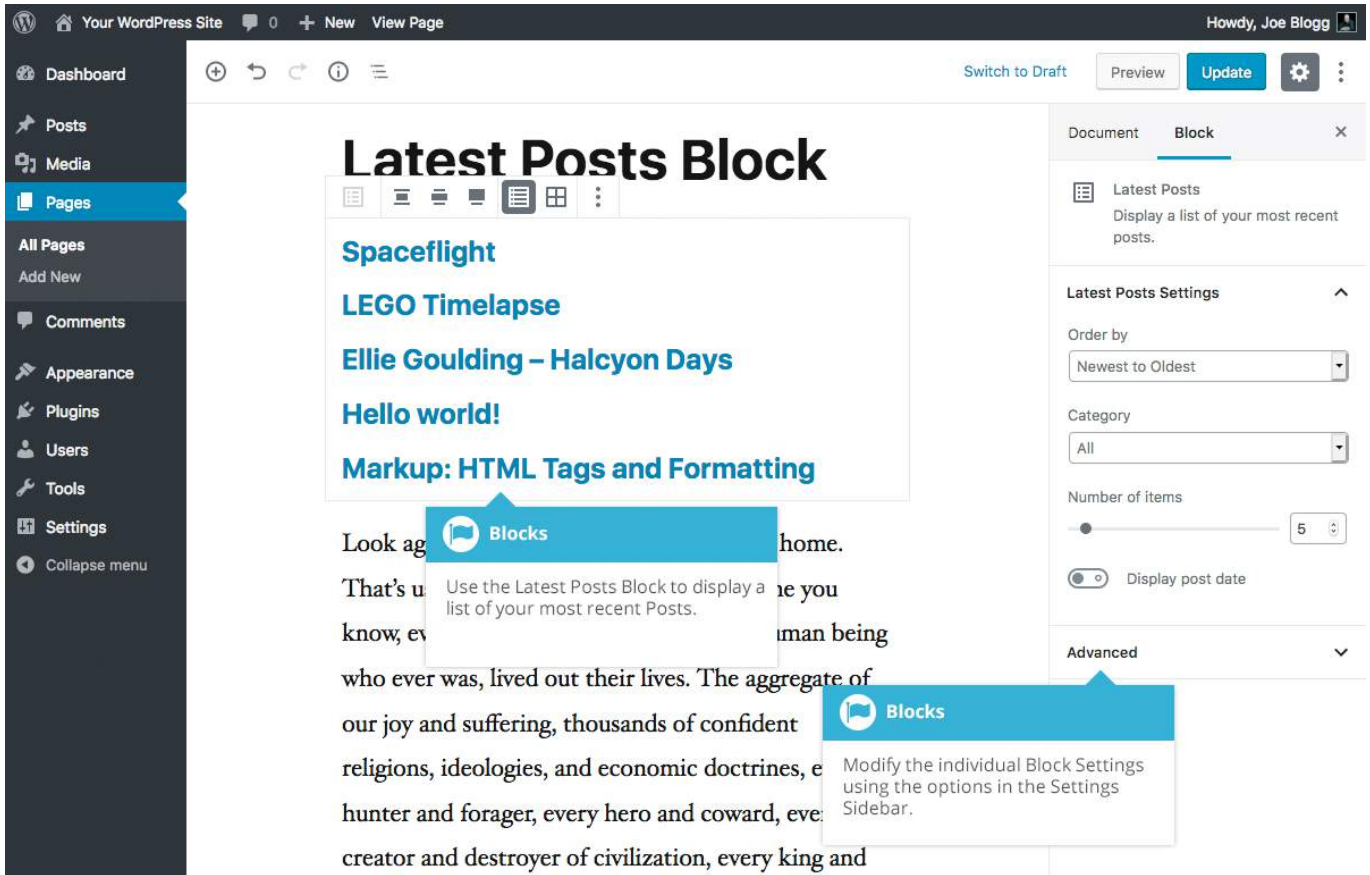
Once you've added your Latest Comments Block, you can use the toggle switches in the Settings Sidebar to show or hide the user avatar, show or hide the comment date, and show or hide a short comment excerpt. You can also select the number of comments to display using the *Number of Comments* control.



Latest Posts

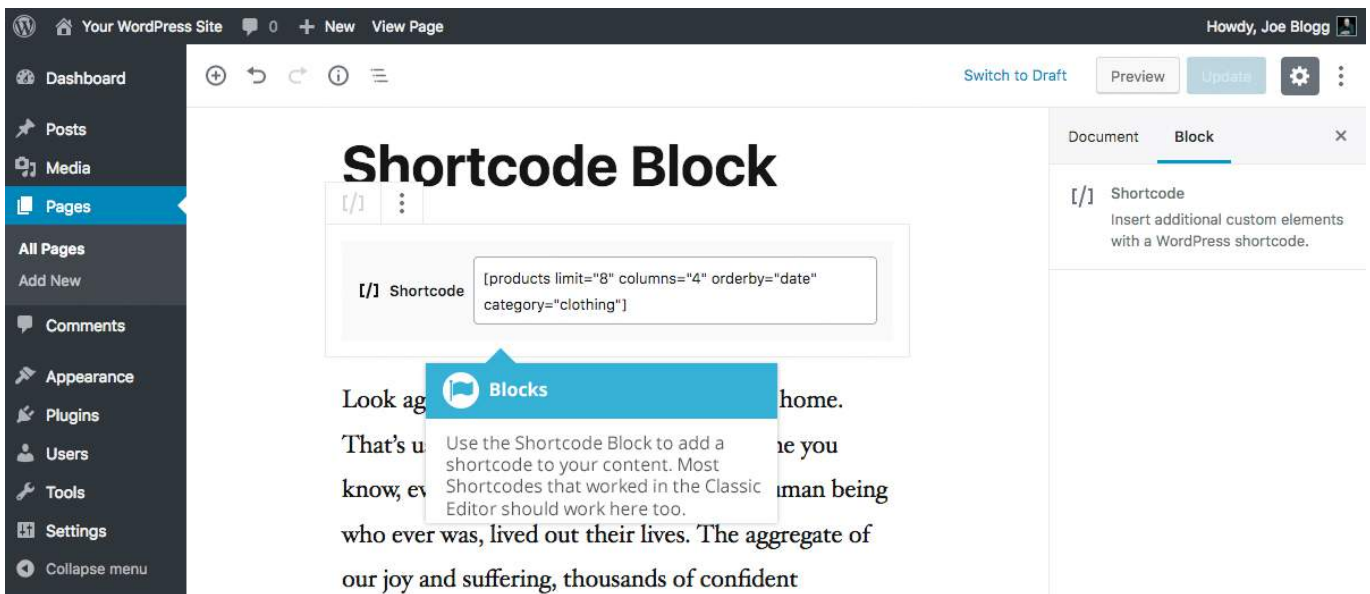
The *Latest Posts Block* allows you to display a list of your most recent Posts.

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 one specific Category, and also whether to show the Post date or not. You can also select the number of Posts to display using the *Number of items* control.



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.



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.

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.

The screenshot shows the WordPress Gutenberg editor interface. On the left is the dashboard sidebar with the 'Pages' menu item highlighted. The main editor area displays a 'YouTube Embed Block'. The block's content is a video player with a thumbnail image showing a NASA Jet Propulsion Laboratory (JPL) logo and the text '7 Minutes of Terror: The Challenges of G...' and 'HEAT'. Below the video player is a text snippet: 'Team members at NASA's Jet Propulsion Laboratory share the challenges of the Curiosity Mars rover's final minutes to land on the surface of Mars.' A 'Blocks' tooltip points to the video player, stating: 'Modify the individual Block Settings using the options in the Settings Sidebar.' On the right side of the editor, the 'Block' settings sidebar is open, showing the 'YouTube' block type and a 'Media Settings' section with a 'Resize for smaller devices' toggle switch turned on. The sidebar also includes an 'Advanced' section.

WordPress has embed blocks for the following sites:

- [Animoto](#)

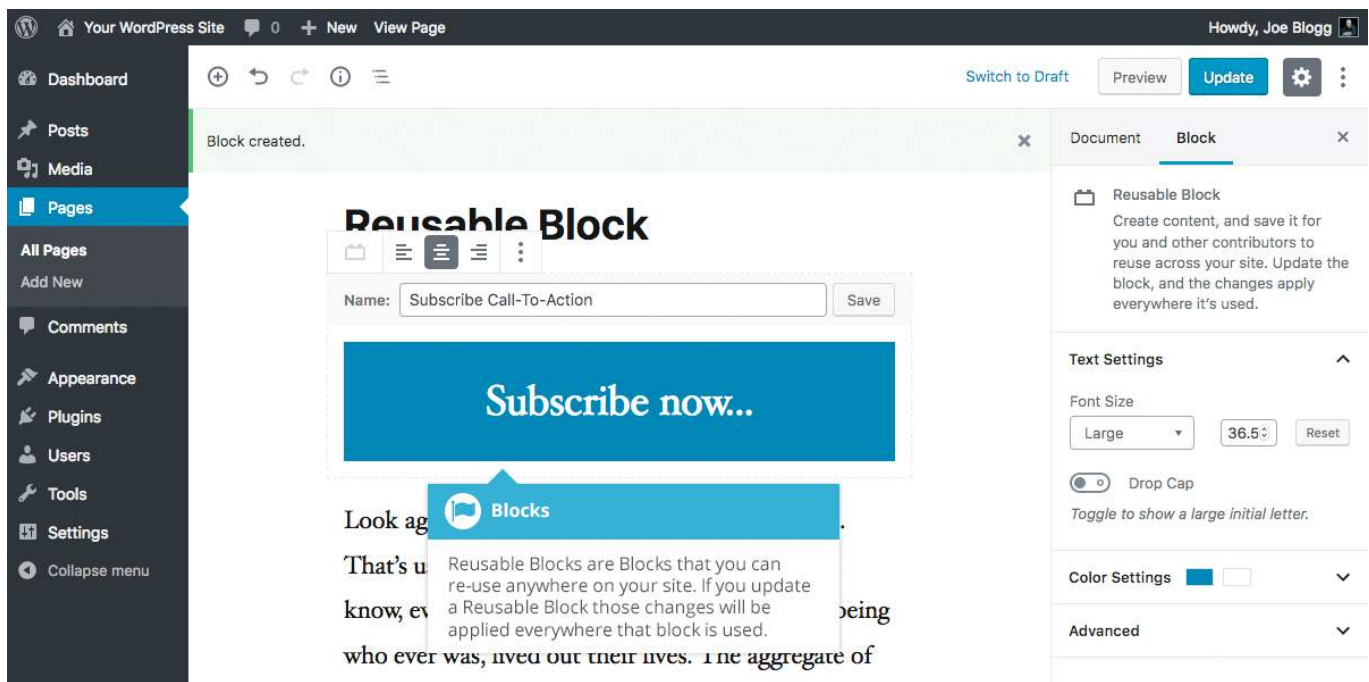
- [Cloudup](#)
- [CollegeHumor](#)
- [Crowdsignal](#)
- [DailyMotion](#)
- [Facebook](#)
- [Flickr](#)
- [FunnyOrDie.com](#)
- [Hulu](#)
- [Imgur](#)
- [Instagram](#)
- [Issuu](#)
- [Kickstarter](#)
- [Meetup.com](#)
- [Mixcloud](#)
- [Photobucket](#)
- [Reddit](#)
- [ReverbNation](#)
- [Screencast](#)
- [Scribd](#)
- [SlideShare](#)
- [SmugMug](#)
- [SoundCloud](#)
- [Speaker Deck](#)
- [Spotify](#)

- [TED](#)
- [Tumblr](#)
- [Twitter](#)
- [VideoPress](#)
- [Vimeo](#)
- [WordPress](#)
- [WordPress.tv](#)
- [YouTube](#) (only public and "unlisted" videos and playlists)

Reusable

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

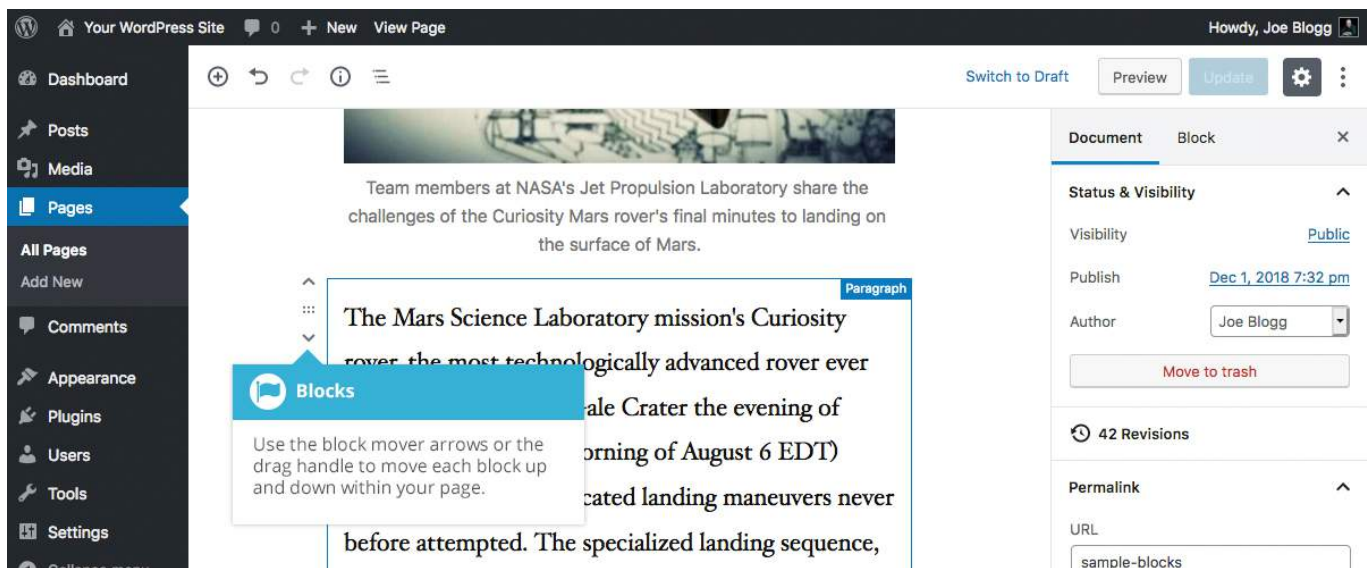
To create a *Reusable Block*, simply add a block, add your content to the block then style it how you'd like it to appear. Once you've got the block looking how you want it, click the *Add to Reusable Blocks* option under the *More options* icon on the Block Toolbar. You're then prompted to enter a name for your Reusable Block. After doing so, click the *Save* button to save it. Your new Reusable Block will appear under the Reusable section within the Block Inserter.



If you'd like to remove or edit any of your Reusable Blocks, you can also click on the *Manage All Reusable Blocks* options under the *Show more tools & options* icon at the top-right of the page. Once you click this option, you're presented with a list of all your existing Reusable Blocks which you can then edit or delete. Before clicking the *Manage All Reusable Blocks* option, ensure that you save your current Page or Post to avoid losing your recent changes.

Rearranging Blocks

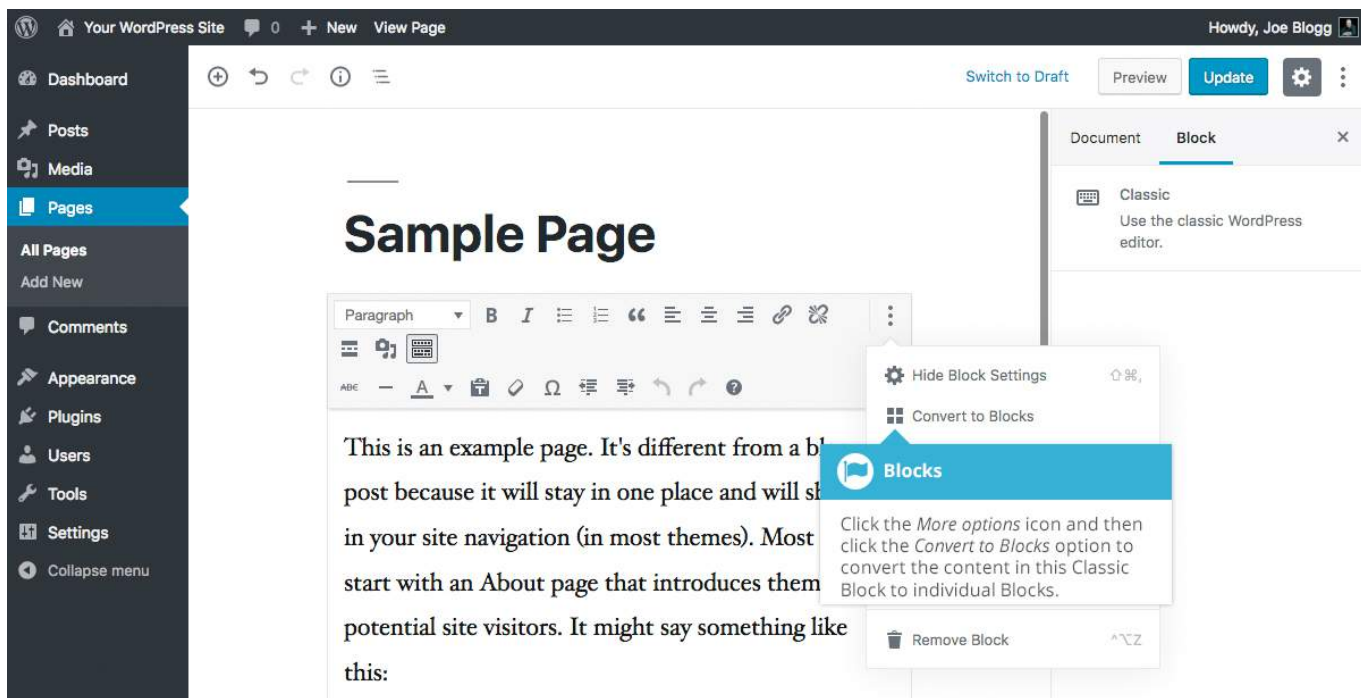
Blocks can be rearranged within your page in a couple of different ways. On the left of each block (or just above the block, if the block is set to display full width), are two block mover arrows (^ v), and between these arrow icons is a block mover drag handle (⋮). These block mover arrows and drag handle will only appear when your cursor is hovering over the block. 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, 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.



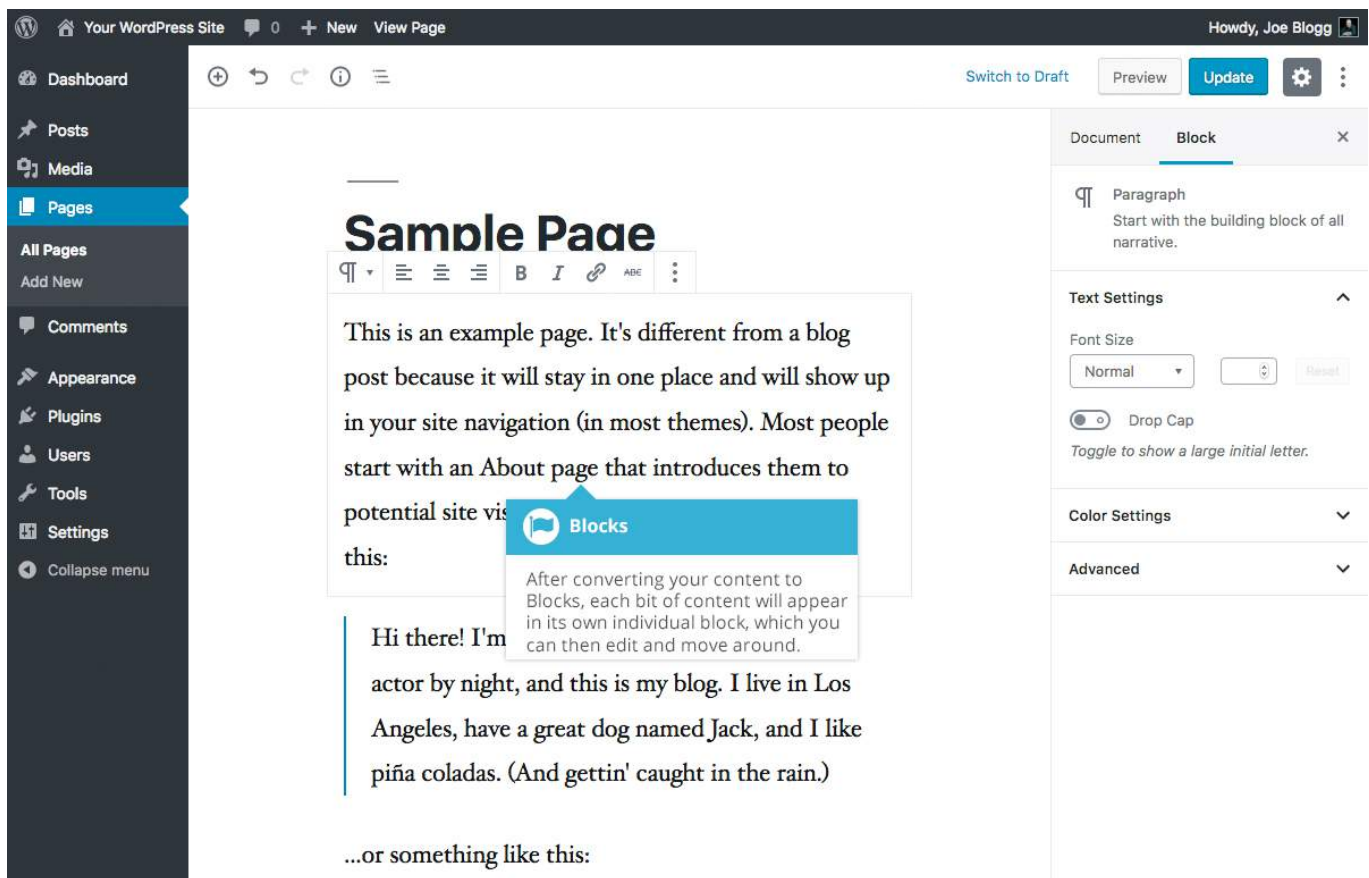
Converting Existing Content to Blocks

If you have an existing WordPress site and you've just upgraded to WordPress 5.0 (or above), 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, the Classic Editor Toolbar will appear, and along with it, a *More options* icon. Within the *More options* menu, click the *Convert to Blocks* option, to convert the content within this Classic Block to individual Blocks.

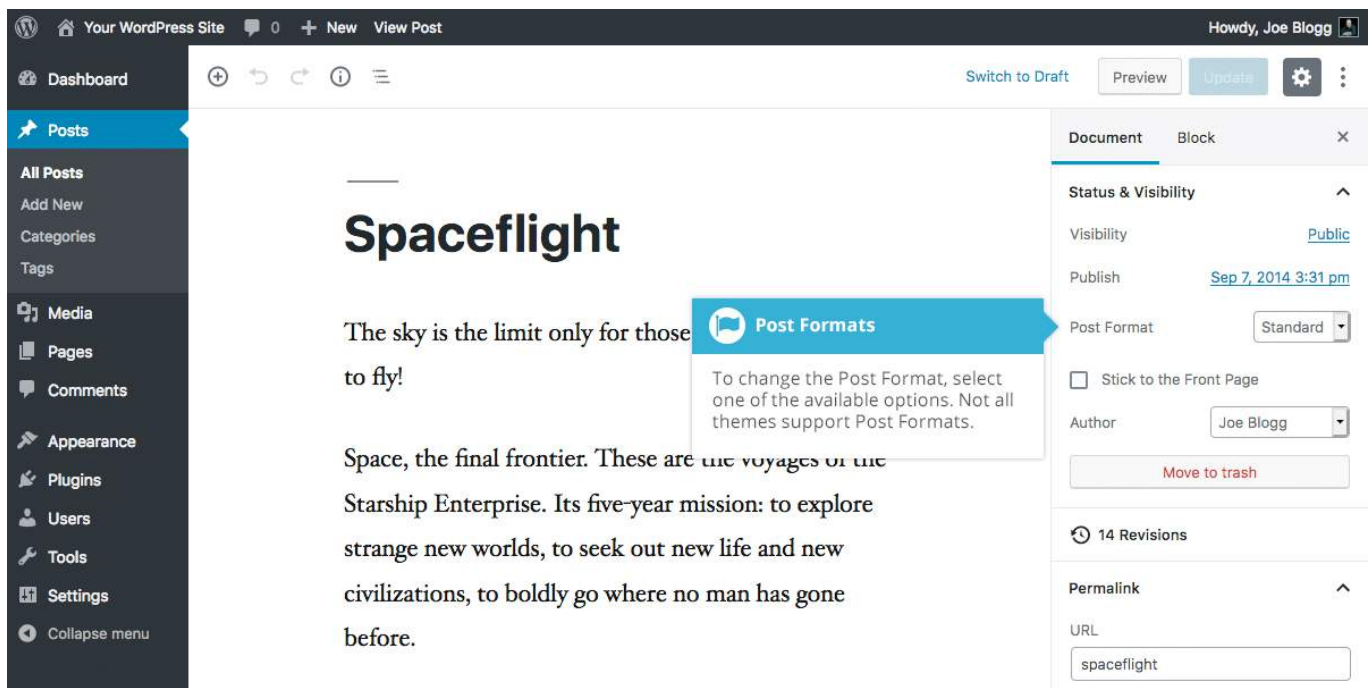


After clicking the *Convert to Blocks* option, your content will be appear in their own individual blocks. Your text paragraphs will now be in Paragraph Blocks, quotes will be in Quote Blocks, images will be in Image Blocks, and so on. If you're happy that everything has converted correctly, click the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



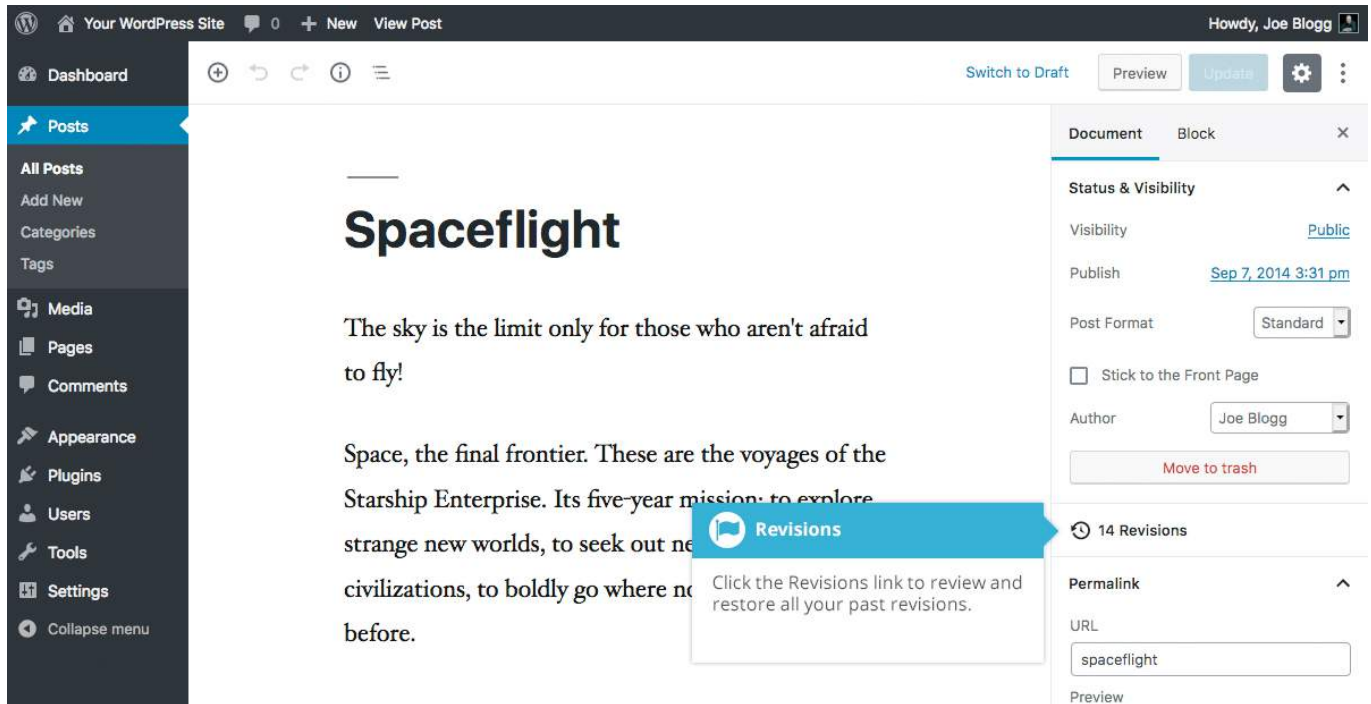
While the actual post content entry won't change, the theme can use the selected Format to display the post differently. How content is displayed is entirely up to the Theme, but the following list of available Post Formats provides some general WordPress guidelines as to how they might be styled.

- **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 Document tab in the Settings Sidebar, if you have any.

Click the Revisions link just under the *Status & Visibility* Panel to browse through the various revisions for the current Post or Page.

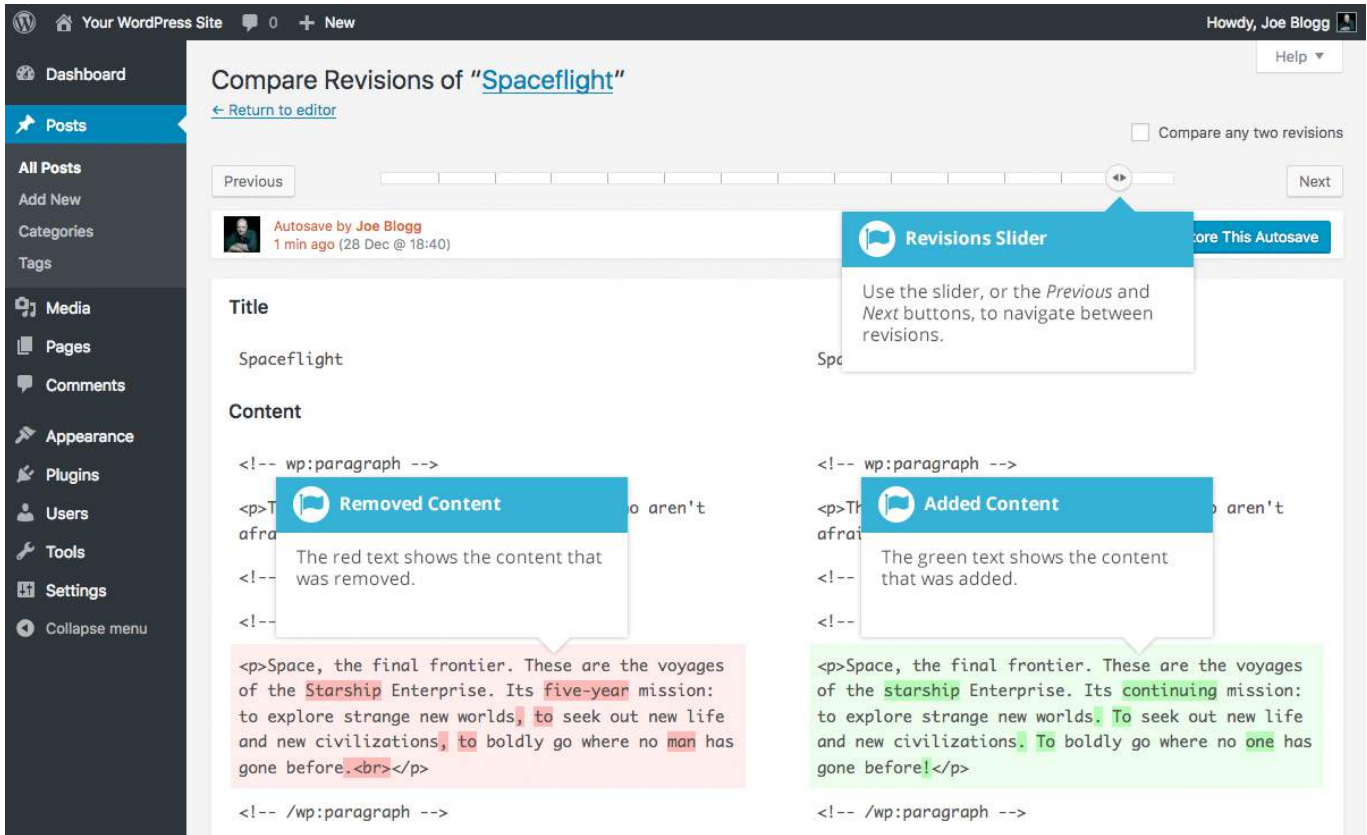


Use the slider at the top of the page or click the *Previous* and *Next* buttons to navigate through your various Post or Page revisions.

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.

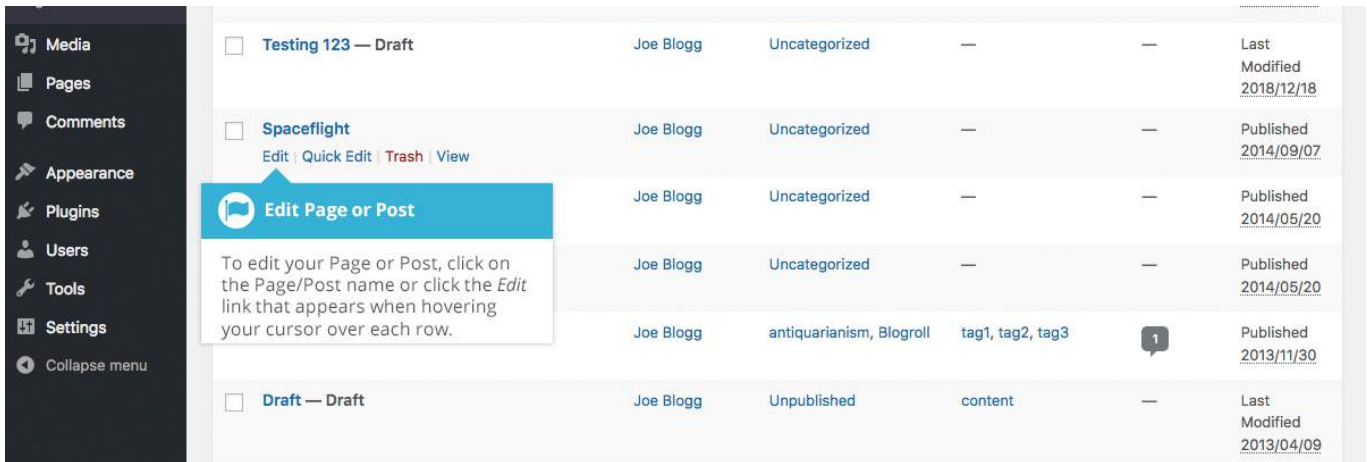
You can also compare two different revisions by clicking the *Compare any two revisions* checkbox at the top of the page.

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



Editing Existing Content

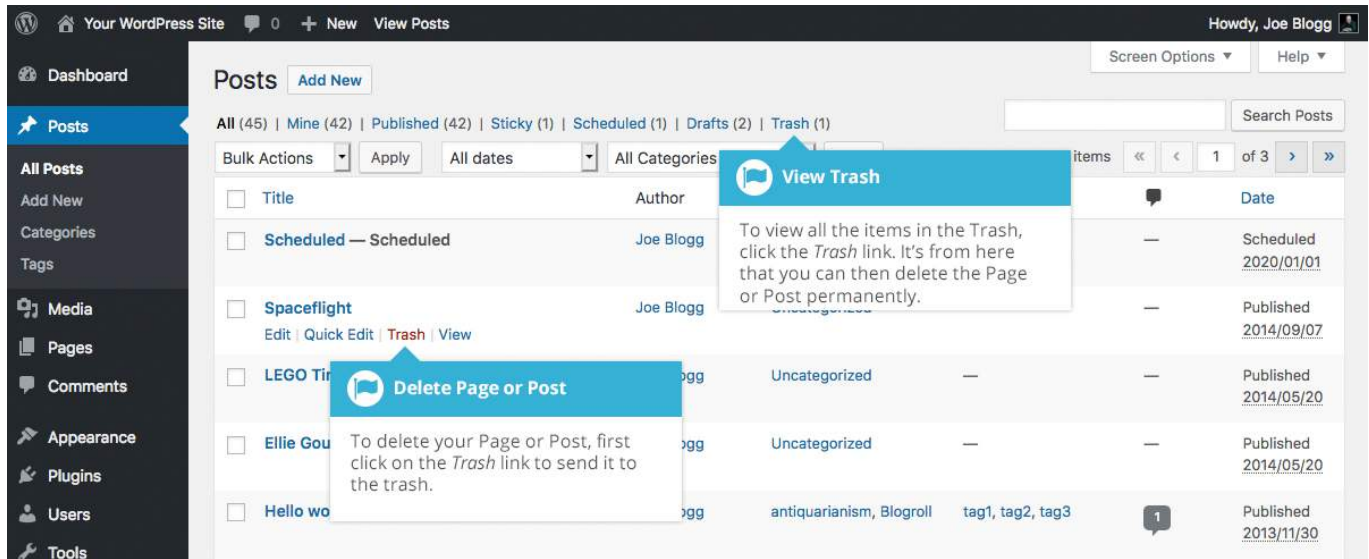
To edit an existing page, simply click on the relevant Page/Post title, when viewing your list of Pages or Posts. Alternatively, click on the *Edit* link that appears beneath the title when hovering your cursor over each row.



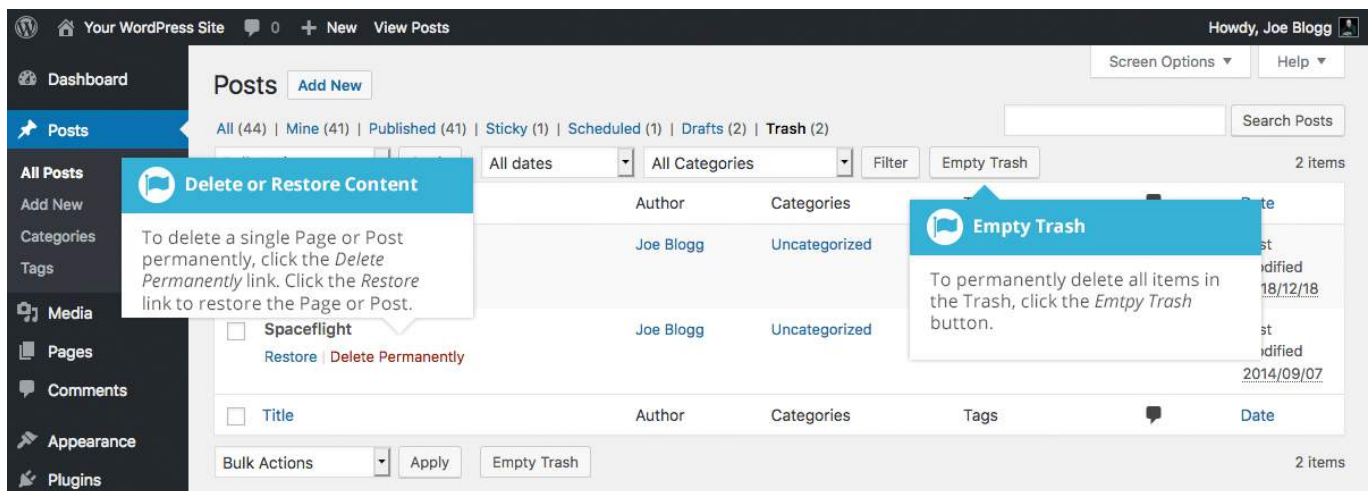
The screen that appears will be exactly the same as the *Add New Page/Add New Post* screen, only with the existing content displayed. When you've finished editing your Page/Post, click the *Update* button.

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 *Preview* button. This will open a preview of the current Page/Post in another browser tab.

There are several options available when saving. By default the Status is set to Draft when you simply click *Save Draft*. Ticking the *Pending Review* checkbox within the *Status & Visibility* panel in the *Settings Sidebar* sets the page Status to Pending Review. This means the draft is waiting for review by an editor prior to publication.

There is also an option to make the Post 'Stick to the Front Page'. Sticky Posts are placed at the top of all blog posts and stay there even after new posts are published. Tick the *Stick to the Front Page* checkbox to make the Post 'Sticky'. This option is only available for Posts. It's not available for Pages.

You can also change the visibility of the Page by clicking the link just to the right of *Visibility* within the *Status & Visibility* panel.

- **Public** is the default and means the page is viewable to all.
- **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.
- **Password Protected** allows you to assign a password to your page. Only people who have the password will be able to access the page.

Within the *Permalink* panel in the *Settings Sidebar* is the full URL for your Page or Post. You'll see this URL after saving your content for the first time, along with the Page/Post Slug that was generated for the page. Clicking this URL link will take you to the published page, or if the page hasn't been published yet, a preview of the page. You can edit this page slug by editing the URL field just above the URL link. 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 link just to the right of *Publish* within the *Status & Visibility* 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.

The screenshot shows the WordPress 'Publishing' panel for a post titled "Spaceflight". The panel is divided into several sections:

- Status & Visibility:** Includes options for Visibility (Public), Publish (Immediately), and Post Format (Standard).
- Permalink:** Shows the URL "http://your-wordpress-site.com/spaceflight/" with a preview link.
- Categories:** A section for selecting categories.

Three callout boxes provide additional instructions:

- Top Callout:** "Click the *Publish...* button to Publish your page. By default, you'll be prompted a second time to confirm your choice."
- Middle Callout:** "Click the corresponding links to change the Visibility of the Page/Post and if need be, the date & time you'd like your content published."
- Bottom Callout:** "You can change the Permalink here. The permalink is the direct URL to this post."

Publishing your content is now 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.

The screenshot shows the WordPress Publishing panel for a post titled "Spaceflight". The panel is divided into two main sections. The top section contains a "Publish" button and a message: "Click the *Publish* button again to Publish your content." Below this, there are two dropdown menus: "Visibility: [Public](#)" and "Publish: [Immediately](#)". The bottom section contains a message: "To turn off these pre-publish checks, simply untick the checkbox. Once turned off, the *Publish* button will publish your content immediately, in the same way it did prior to WordPress 5.0." At the bottom of this section, there is a checkbox labeled "Always show pre-publish checks." which is currently checked.

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 *Options* menu option under the *Show more tools & 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.

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.

The screenshot shows the WordPress 'Categories' management page. On the left is a sidebar with navigation options like Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main area is titled 'Categories' and includes an 'Add New Category' button. Below the button are form fields for Name, Slug, Parent Category, and Description, each with explanatory text. A table on the right lists existing categories with columns for Name, Description, Slug, and Count. A tooltip points to the 'Add New Category' button in the table, indicating that hovering over it shows various options.

Name	Description	Slug	Count
aciform	—	aciform	1
— sub	—	sub	1
antiquarianism	—	antiquarianism	2
arra	—	arrangement	1
asm	—	asmodeus	1
Blog	—	blogroll	1
broder	—	broder	1
buying	—	buying	1
Cat A	—	cat-a	1
Cat B	—	cat-b	1
Cat C	—	cat-c	1
championship	—	championship	1

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** – 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 adding or editing your Post, 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.

The screenshot shows the WordPress post editor interface. On the left is a dark sidebar with navigation options like Dashboard, Posts, Media, and Settings. The main content area has a text editor with a paragraph of text: "It suddenly struck me that that tiny pea, pretty and blue, was the Earth. I put up my thumb and shut one eye, and my thumb blotted out the planet Earth. I didn't feel like a giant. I felt very, very small." Below the text is a "Categories" panel with a list of categories: antiquarianism, arrangement, asmodeus, Blogroll, broder, buying, Cat A, and Cat B. The "arrangement" and "antiquarianism" categories are checked. A blue callout box titled "Add Existing Category" points to the checkboxes, stating: "To add an existing Category, tick the checkbox(es) next to the appropriate Categories to assign them to the Post." Below the list is a "+ Add New Category" link, an empty input field, a "Parent Category" dropdown menu, and another "Add New Category" button. A second blue callout box titled "Add New Category" points to the "+ Add New Category" link, stating: "To add a new Category, click the + Add New Category link and type in the Category name. Select the Parent Category from the list if appropriate. Click the Add New Category button to assign it to the Post." At the bottom right, there is a "Featured Image" section with a small image of a satellite in space.

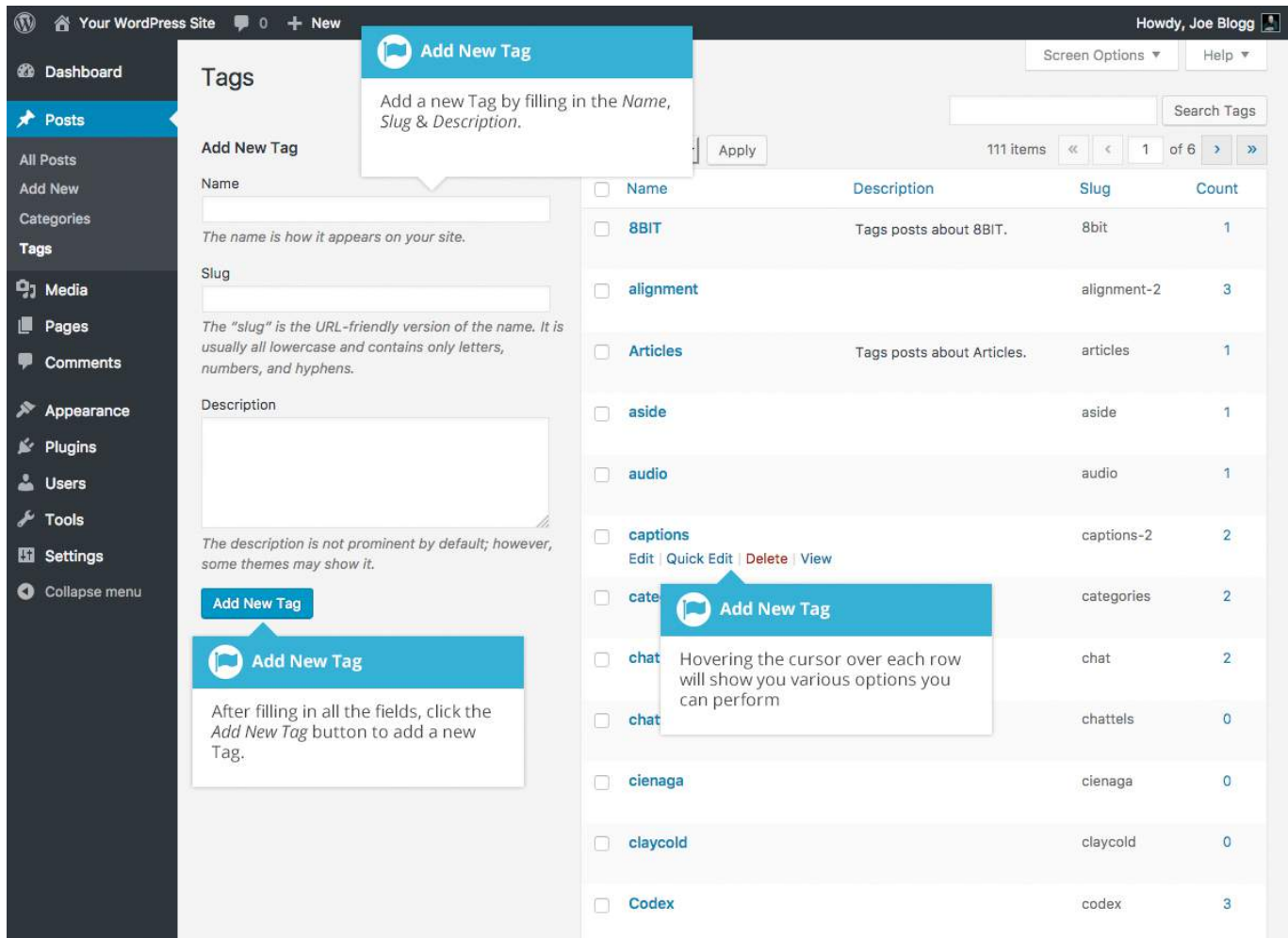
If you would like to create a new Category and assign it to the Post at the same time, click the **+ Add New Category** link. Two fields will then appear. Type the name of the Category that you'd like to add into the empty input field. If you'd like the new Category to have a Parent, select it from the *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's 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'll be shown a list of Tags that have already been added, along with some blank fields that allow you to add a new Tag. A list of *Popular Tags* is also displayed in 'cloud' format. That is, the Tags are displayed in alphabetical order and the more often a Tag has been used, the larger the font it's displayed in.



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 adding or editing your Post, 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's 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.

Your WordPress Site 0 + New View Post Howdy, Joe Blogg

Dashboard

Posts

All Posts

- Add New
- Categories
- Tags

Media


- Pages
- Comments
- Appearance
- Plugins
- Users
- Tools
- Settings
- Collapse menu

Add Media

Visual Text

Paragraph B I [List Icons] [Link Icon] [Table Icon]

ABE - A [Color Picker] [Link Icon] [Undo Icon] [Redo Icon] [Help Icon]



Add New Tag

To add a new Tag, write the Tag or Tags (separated with commas) into the edit field & then click the *Add* button to assign it to the Post.

It suddenly struck me that that tiny pea, pretty and blue, was the Earth. I up my thumb and shut one eye, and my thumb blotted out the planet Earth. I didn't feel like a giant. I felt very, very small.

Add Existing Tag

To add an existing Tag, click the *Choose from the most used tags* link and click the appropriate Tag or Tags from the list to automatically assign it to the Post.

+ Add New Category

Tags

Separate tags with commas

Articles jetpack Nailed It

Choose from the most used tags

BBIT alignment Articles aside audio captions categories chat Codex comments content css dowork edge case embeds excerpt Fail featured featured image formatting FTW Fun gallery html image jetpack layout link lists Love markup

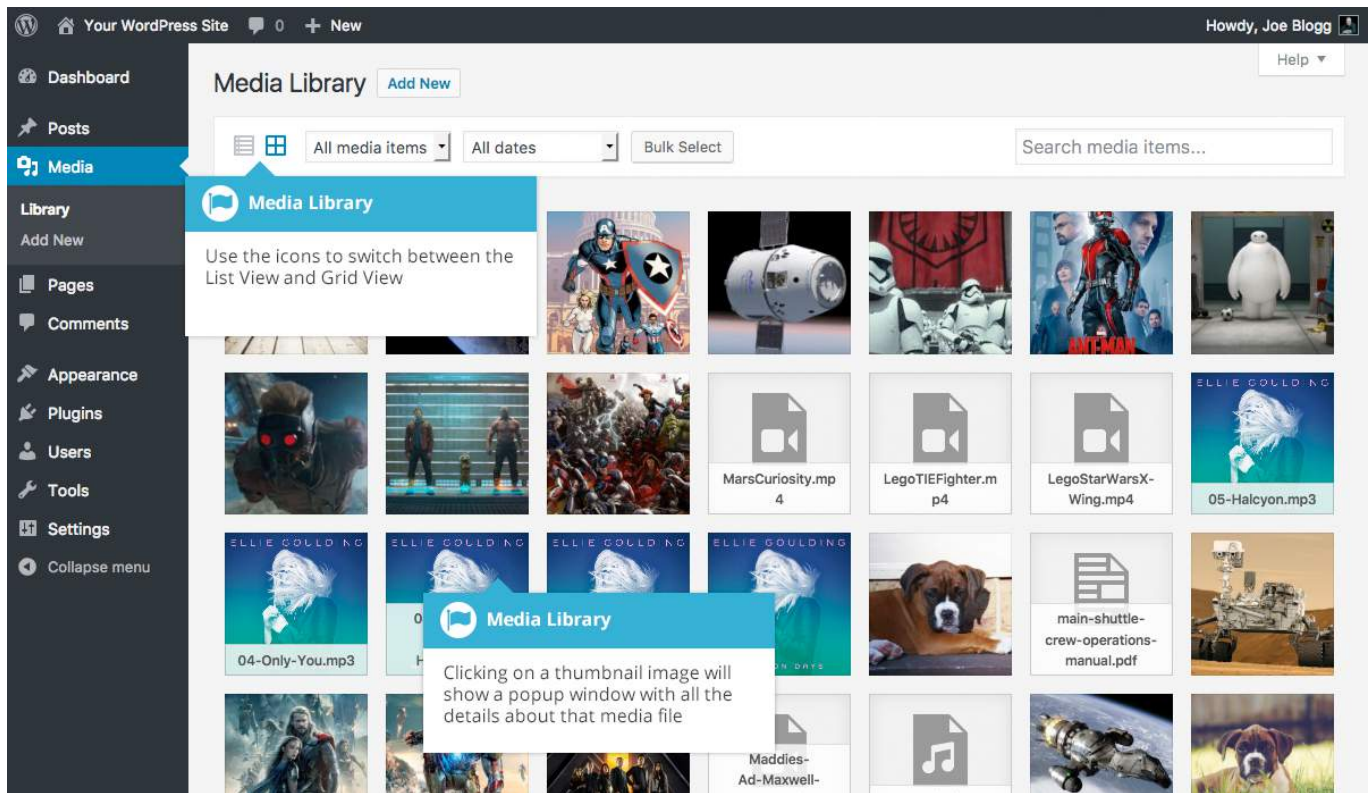
Word count: 92 Last edited by Joe Blogg on December 3, 2017 at 4:56 pm

Featured Image

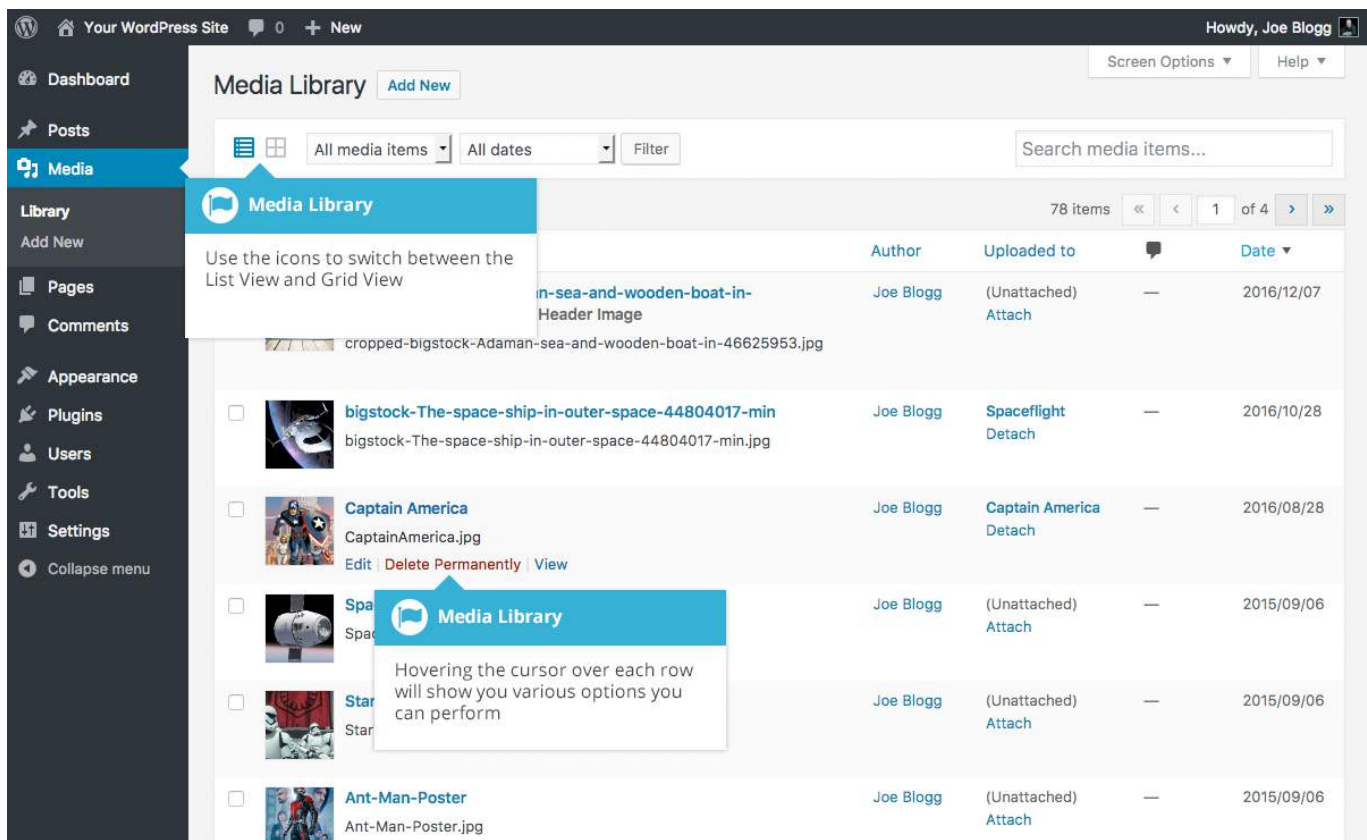
Media Library

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 (田) to view your images in a Grid layout.

The Grid View will display a grid of thumbnail images for each of your media files. The Grid View employs infinite scrolling, rather than displaying your images over multiple pages. To view more images, simply scroll to the bottom of the page and more thumbnails are automatically loaded.



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.

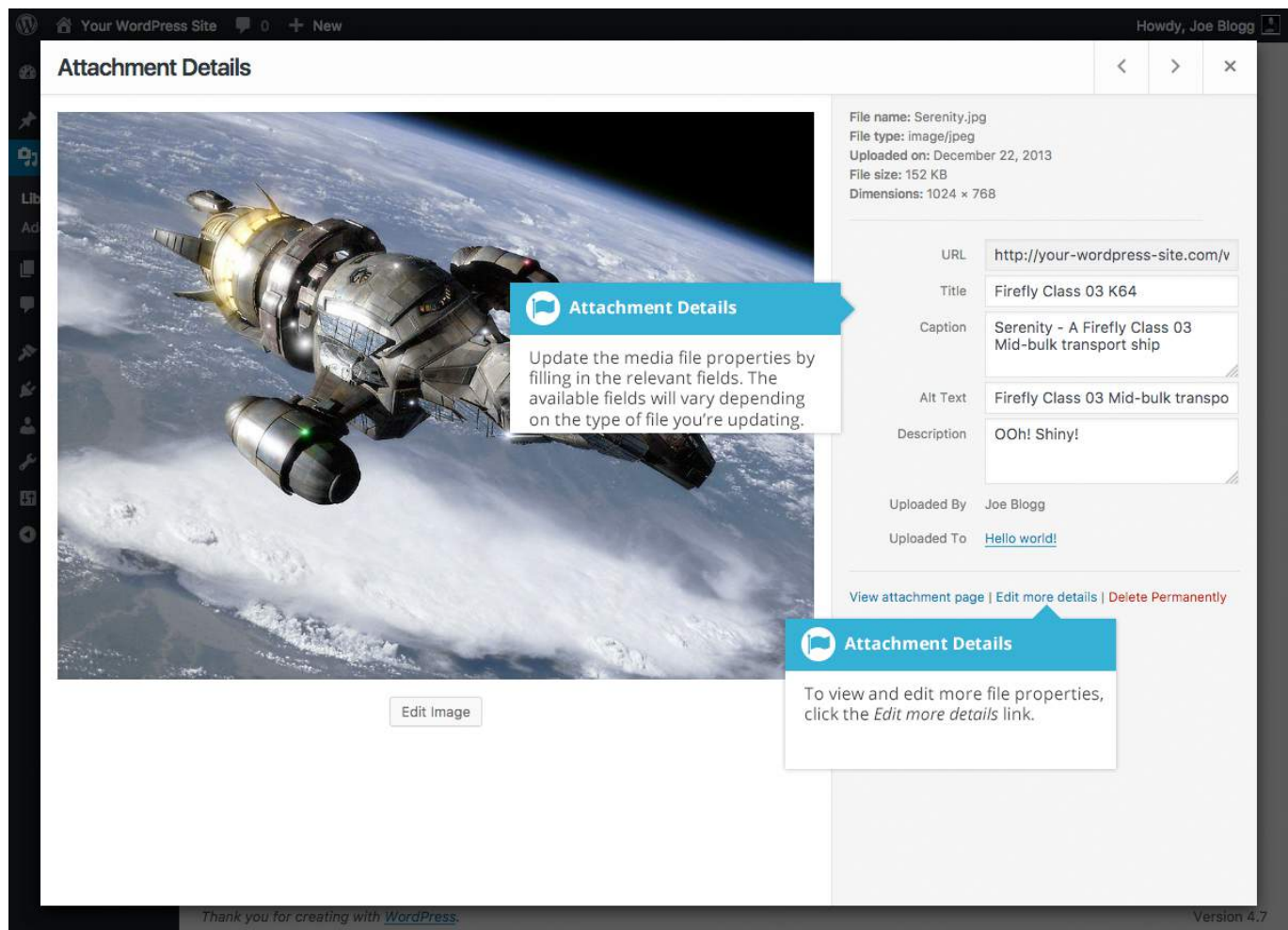
When hovering your cursor over each row in the List View, a few links will appear beneath the file name.

- **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 PDF's or Word Documents, there is a link to view the attachment page which in turn has a link to the actual file.



The screenshot shows the WordPress Media Library interface. At the top, it says "Your WordPress Site" and "Howdy, Joe Blogg". The main content area is titled "Attachment Details" and features a large image of a Firefly Class 03 Mid-bulk transport ship in space. Below the image is an "Edit Image" button. To the right of the image is a form with the following fields:

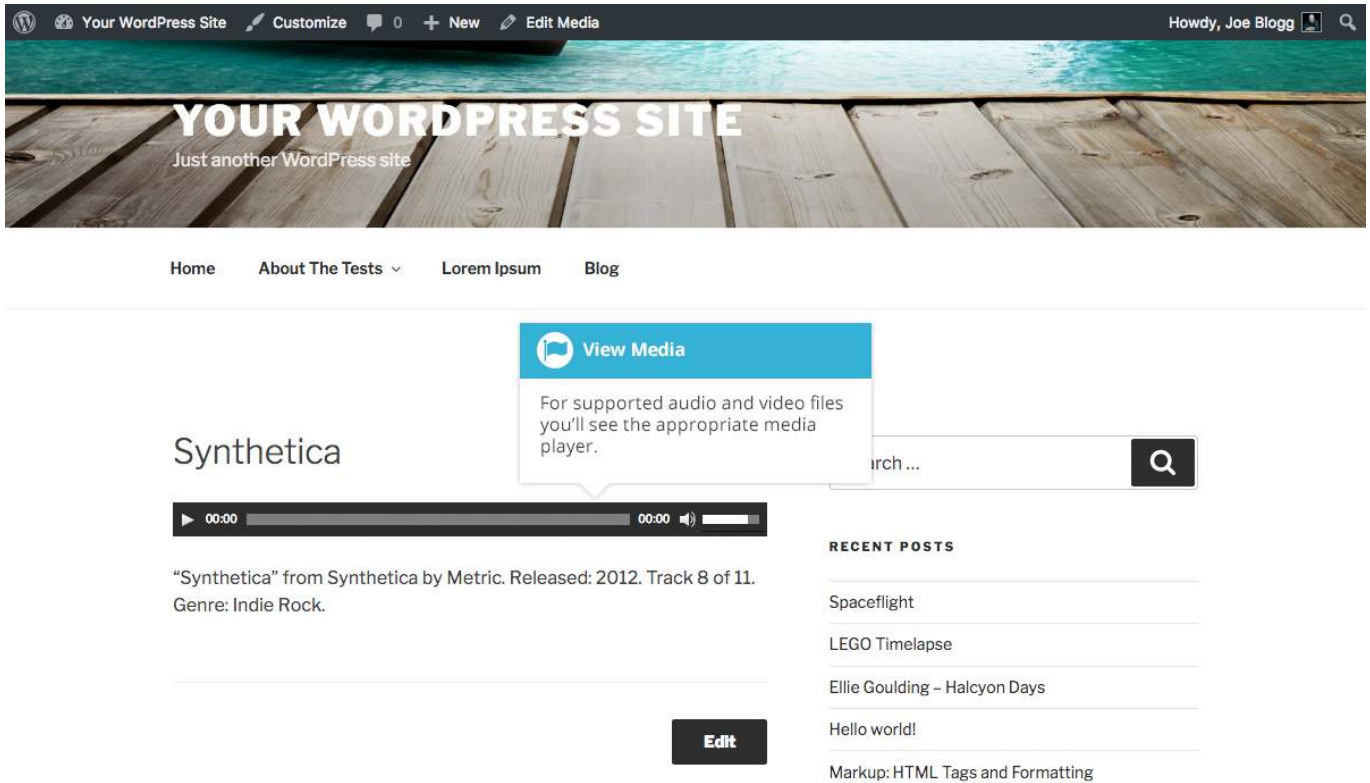
- File name: Serenity.jpg
- File type: image/jpeg
- Uploaded on: December 22, 2013
- File size: 152 KB
- Dimensions: 1024 x 768
- URL:
- Title:
- Caption:
- Alt Text:
- Description:
- Uploaded By: Joe Blogg
- Uploaded To: [Hello world!](#)

At the bottom of the form are three links: "View attachment page", "Edit more details", and "Delete Permanently". Two callout boxes provide instructions: one says "Update the media file properties by filling in the relevant fields. The available fields will vary depending on the type of file you're updating." and the other says "To view and edit more file properties, click the Edit more details link."

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 PDF's or Word Documents, you'll simply see the file properties along with a button to view 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.

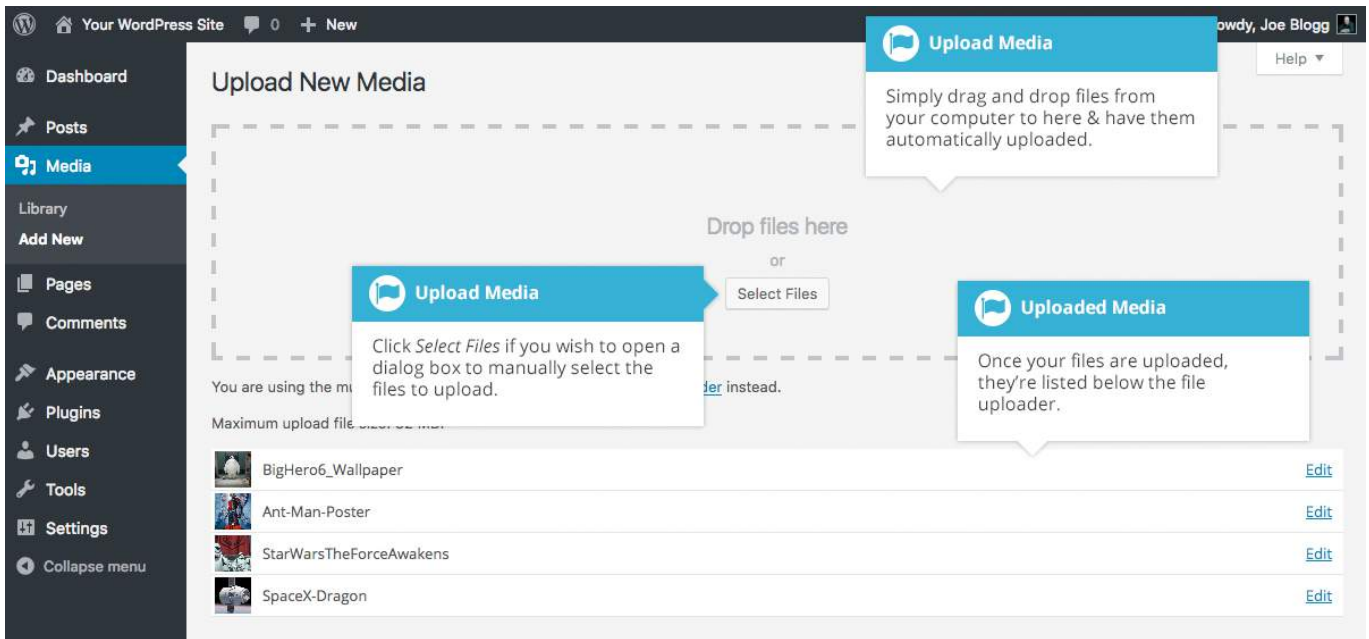


Adding a File to the Media Library

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

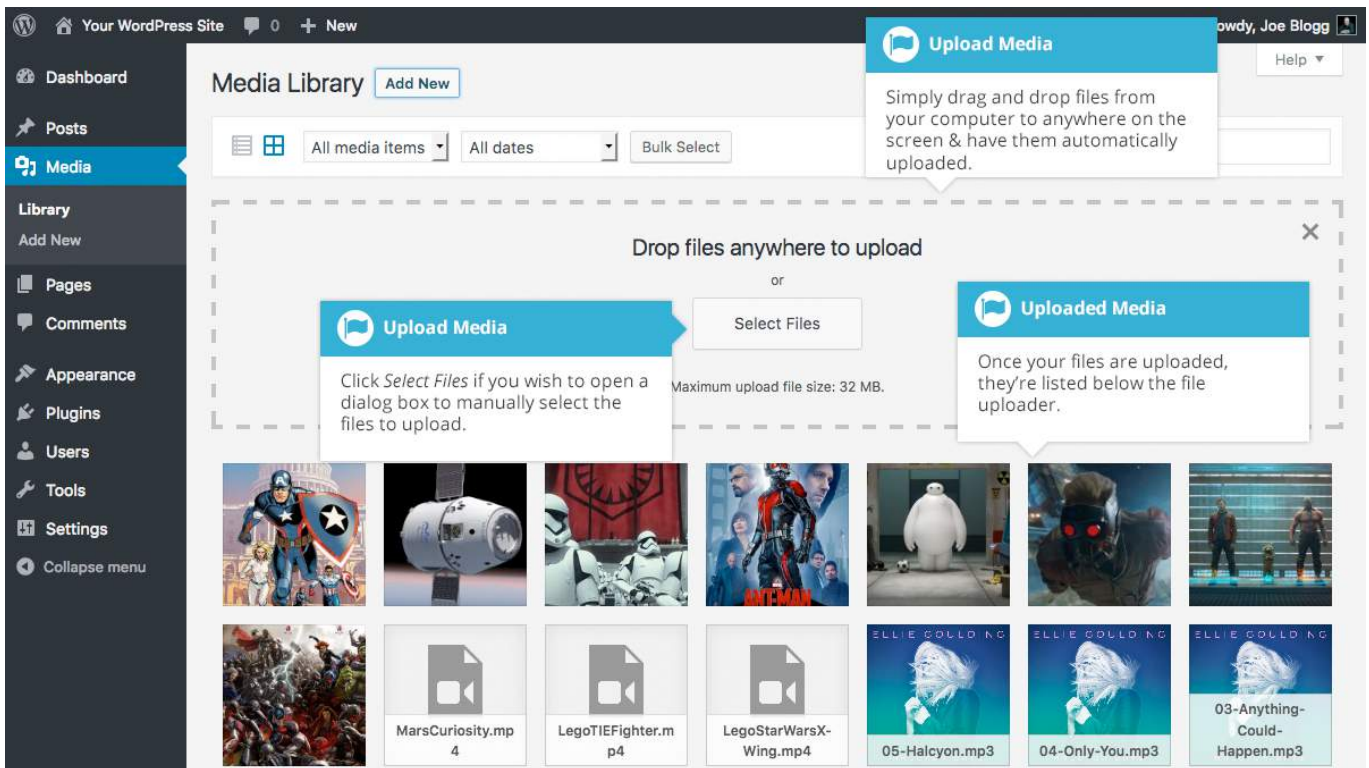
If you click the *Add New* button when you're viewing the Media Library in the *List View*, or click the *Add New* link in the menu, simply drag your images from wherever they are on your computer, into the area marked *Drop files here*. Your file(s) will be automatically uploaded.

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 click the *Add New* 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.

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

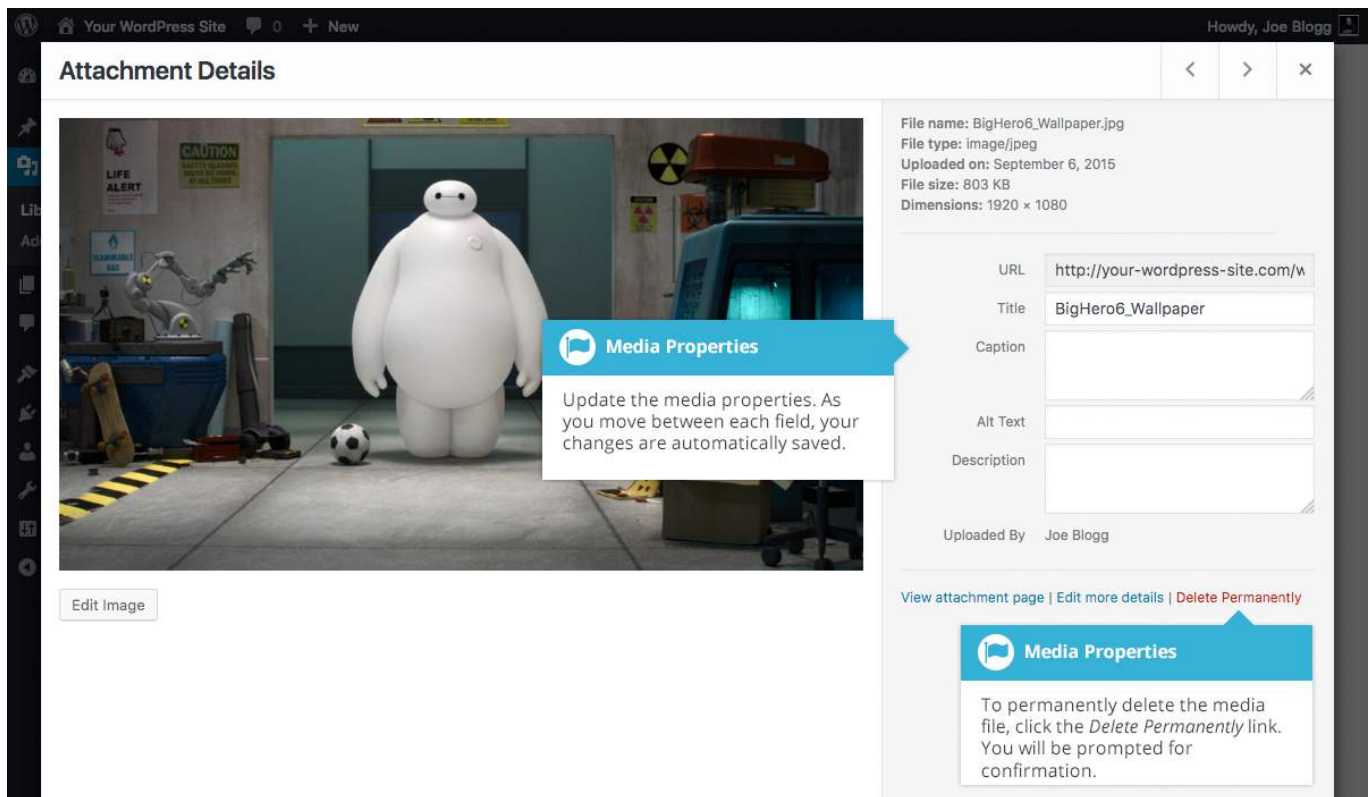


When uploading files, you can also click the *Select Files* button and then select the files that you'd like to upload, using the dialog window that is displayed.

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.

The screenshot shows the WordPress 'Edit Media' interface. At the top, the title 'BigHero6_Wallpaper' is displayed. Below the title is the Permalink: http://your-wordpress-site.com/bighero6_wallpaper/. The main image is a white, inflatable character (Baymax) in a laboratory setting. To the right of the image is a 'Save' panel with the following information: Uploaded on: Sep 6, 2015 @ 01:08; File URL: <http://your-wordpress-site.com/wp-c>; File name: BigHero6_Wallpaper.jpg; File type: JPG; File size: 803 KB; Dimensions: 1920 x 1080. There are 'Delete Permanently' and 'Update' buttons. Below the image is a 'Caption' field, an 'Alternative Text' field, and a 'Description' field with a rich text editor toolbar. A tooltip over the image says 'Media Properties' and 'Update the media properties. You'll only be shown properties that are relevant for that particular file.' Another tooltip on the right says 'Media Properties' and 'After updating the media properties, click the Update button to save your changes.'

- **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.

Attachment Details

Editing an Image

The image editing buttons allow you to perform basic image editing functionality such as cropping, rotating & flipping.

Editing and Image

You can scale & crop your image by entering the appropriate values in their respective input fields.

Editing an Image

You can apply your updates to *All images sizes, Thumbnail or All sizes except Thumbnail.*

SCALE IMAGE

Original dimensions 1920 × 1080

New dimensions: 1920 × 1080 **Scale**

IMAGE CROP

Aspect ratio: [] : []

Selection: 1650 × 930

THUMBAIL SETTINGS

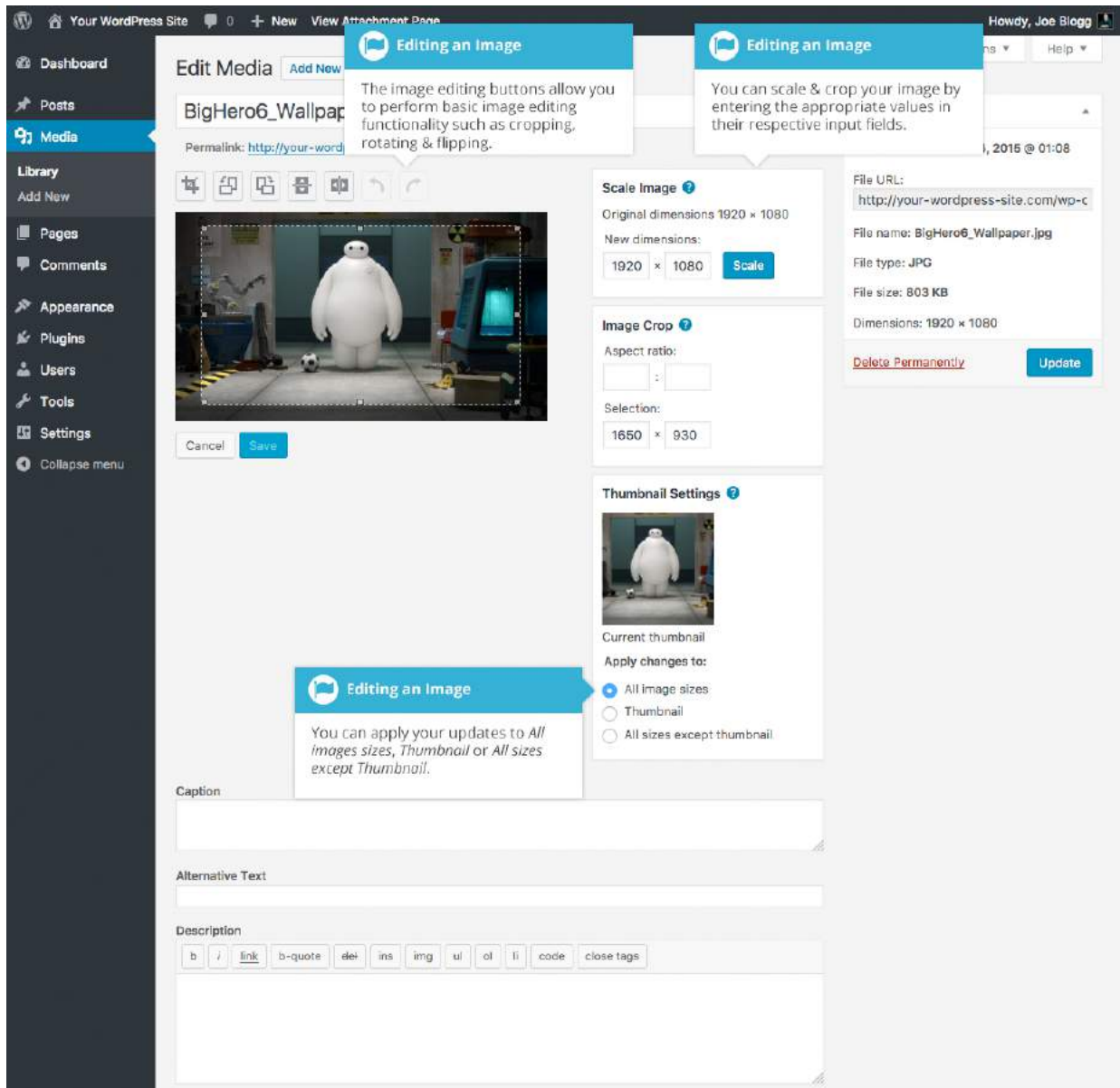
Current thumbnail

Apply changes to:

- All image sizes
- Thumbnail
- All sizes except thumbnail

Thank you for creating with WordPress. Version 4.6

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'll 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



Rotate counter-clockwise – Rotate the image 90° counter-clockwise



Rotate clockwise – Rotate the image 90° clockwise



Flip vertically – Flip the image vertically



Flip horizontally – Flip the image horizontally



Undo – Undo the last change



Redo – Redo the last change

To scale your image to a new size, simply enter the *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's 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. The easiest is to 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 hold down the *shift* key and 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.

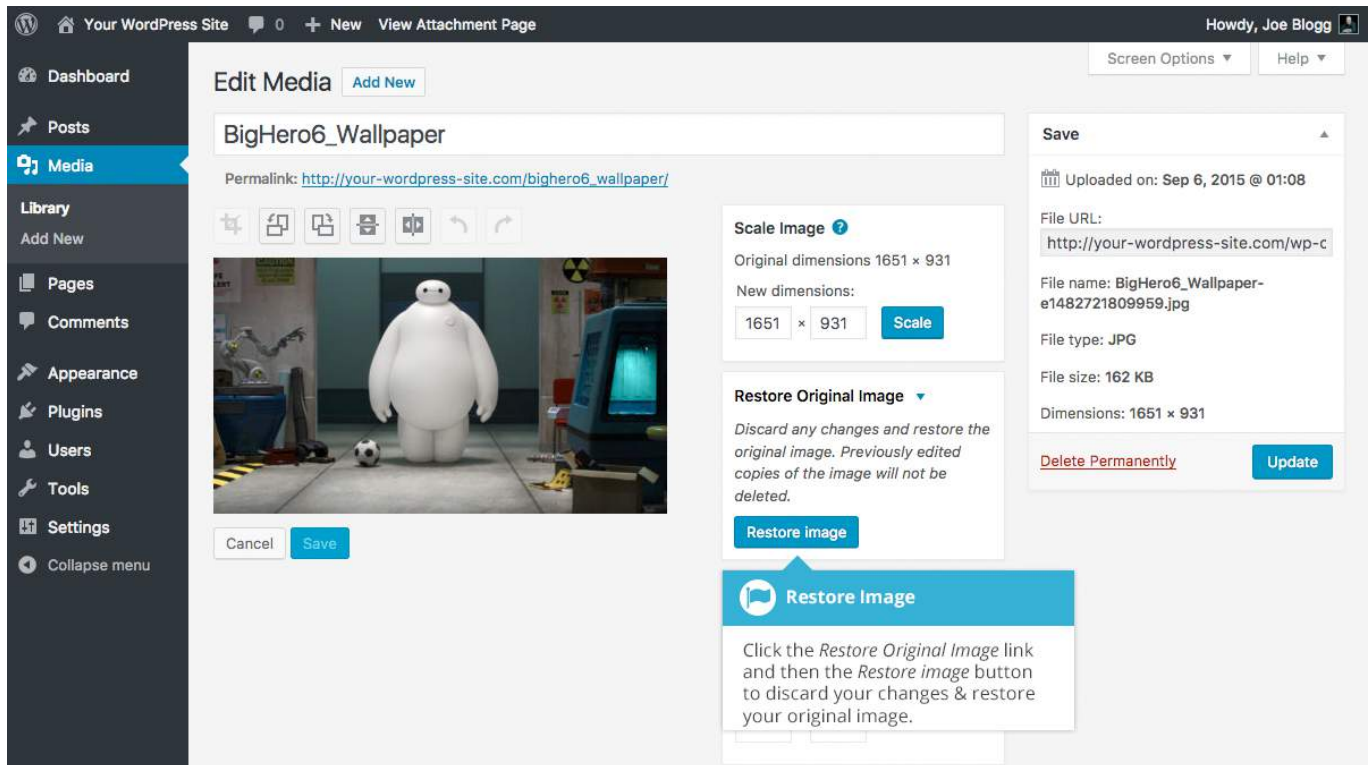
Whenever the selection box is adjusted, the dimensions are displayed in the *Selection* input fields. You can also manually enter the dimensions of the selection box (in pixels) by entering values into these two fields. Once your selection box is adjusted, simply click the *Crop* button just above the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

By selecting one of the options in the *Thumbnail Settings* panel, you have the option to apply your changes to *All image sizes*, just the *Thumbnail* image or *All sizes except Thumbnail*.

Click the *Save* button to save your changes.

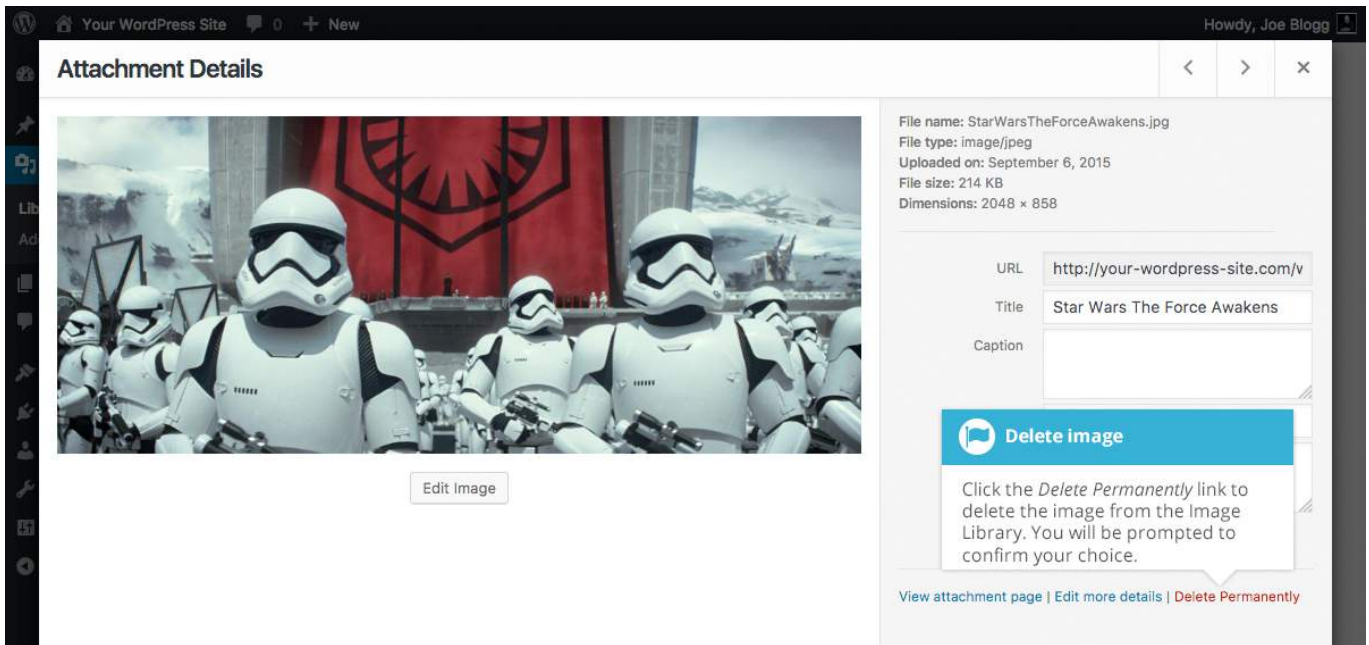
Click the *Update* button to return to the main Media Library page.

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* link is displayed just below the *Scale Image* link. Click the *Restore Original Image* link and then click the *Restore image* button to discard your changes and restore your original image.

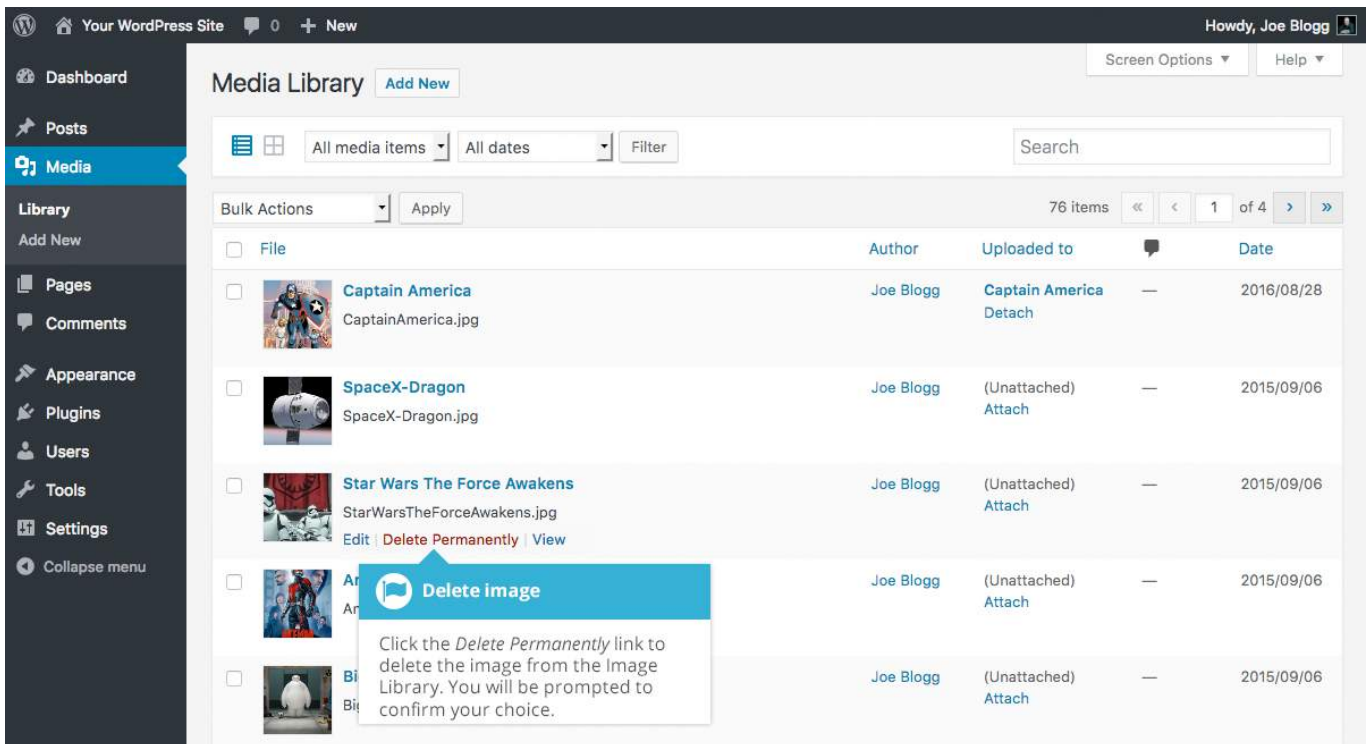


Deleting a File from the Media Library

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.



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.

The screenshot shows the WordPress dashboard's 'Comments' section. At the top, there are navigation links for 'All (30)', 'Pending (0)', 'Approved (30)', 'Spam (2)', and 'Trash (0)'. Below this is a 'Bulk Actions' dropdown menu and a 'Search Comments' input field. The main content area displays a list of comments with the following columns: 'Author', 'Content', 'In Response To', and 'Submitted On'. The first comment is from 'Mr WordPress' with the content 'st's comments. There you'. The second comment is from 'John Doe' with the content 'Having no content in the post should have no adverse effects on the layout or functionality.'. The third comment is from 'Jane Doe' with the content 'This comment st'. The fourth comment is from 'Jane Doe' with the content 'Thanks for all the comments, everyone!'. Two callout boxes are present: one for the 'Bulk Actions' dropdown menu, which says 'Allows you to filter the Comment list to only show the comments that are Pending, Approved, Marked as Spam or in the Trash.', and another for the 'Comments' icon in the 'In Response To' column, which says 'Hovering the cursor over each row will show you various options you can perform.'

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](#).

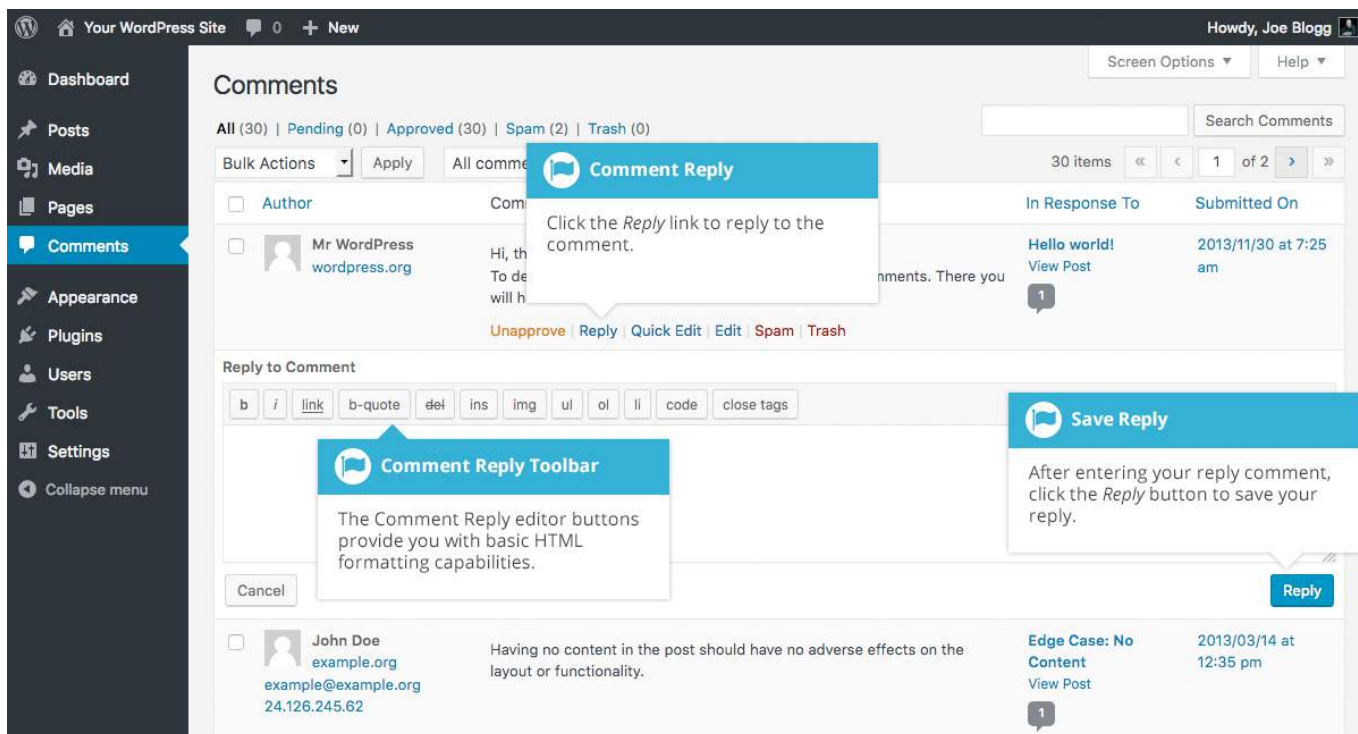
When hovering your cursor over each row in the list of Comments, a few links will appear beneath the comment.

- **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.

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`'.



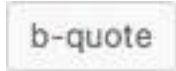
Bold – Bold text



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

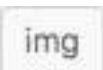


Image – Used to insert an image into the comment. When the button is clicked a pop-up window will appear where you type in the URL of the image that you would like inserted



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



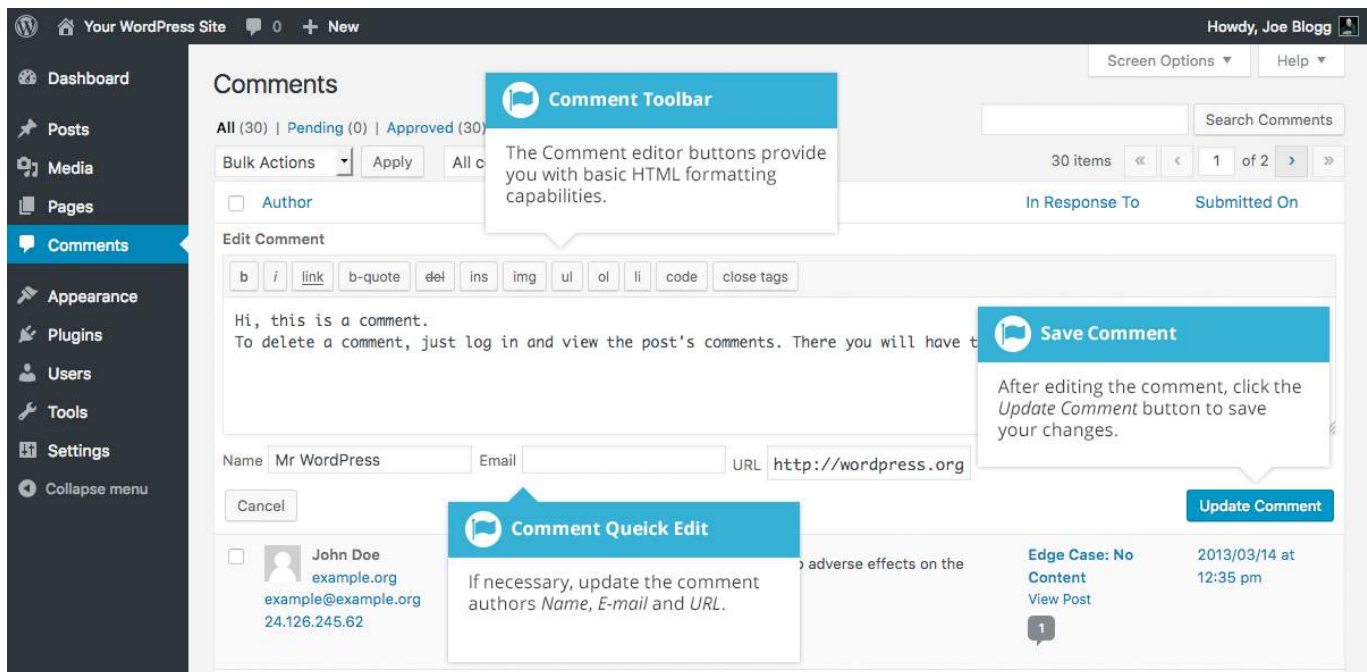
Close Tags – Used to close open tags. If for example, you clicked both the *Bold* and *Italic* buttons to insert their opening tags, clicking the close tags button will insert both of the matching closing tags, in the correct order

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

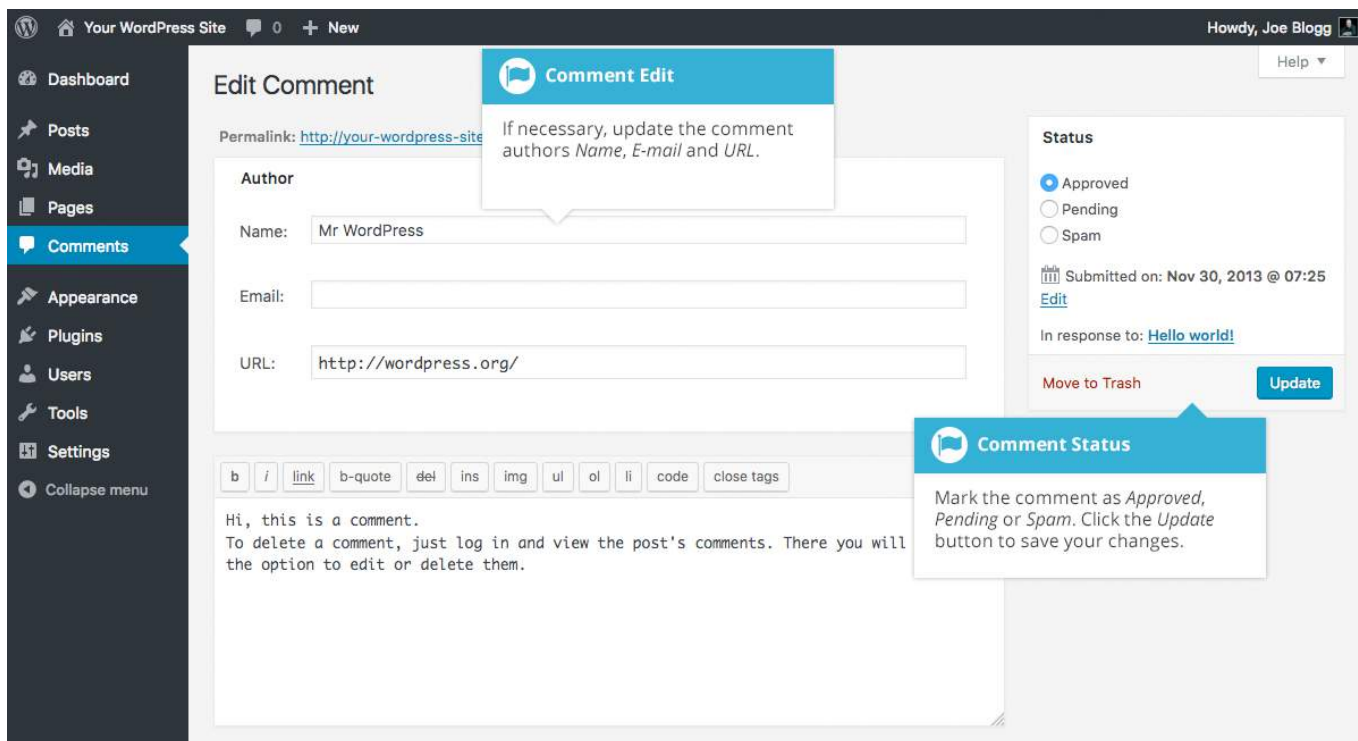
Clicking *Quick Edit* will replace the comment with an editor that allows you to update the comment, the comment authors name, email address and URL.



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.



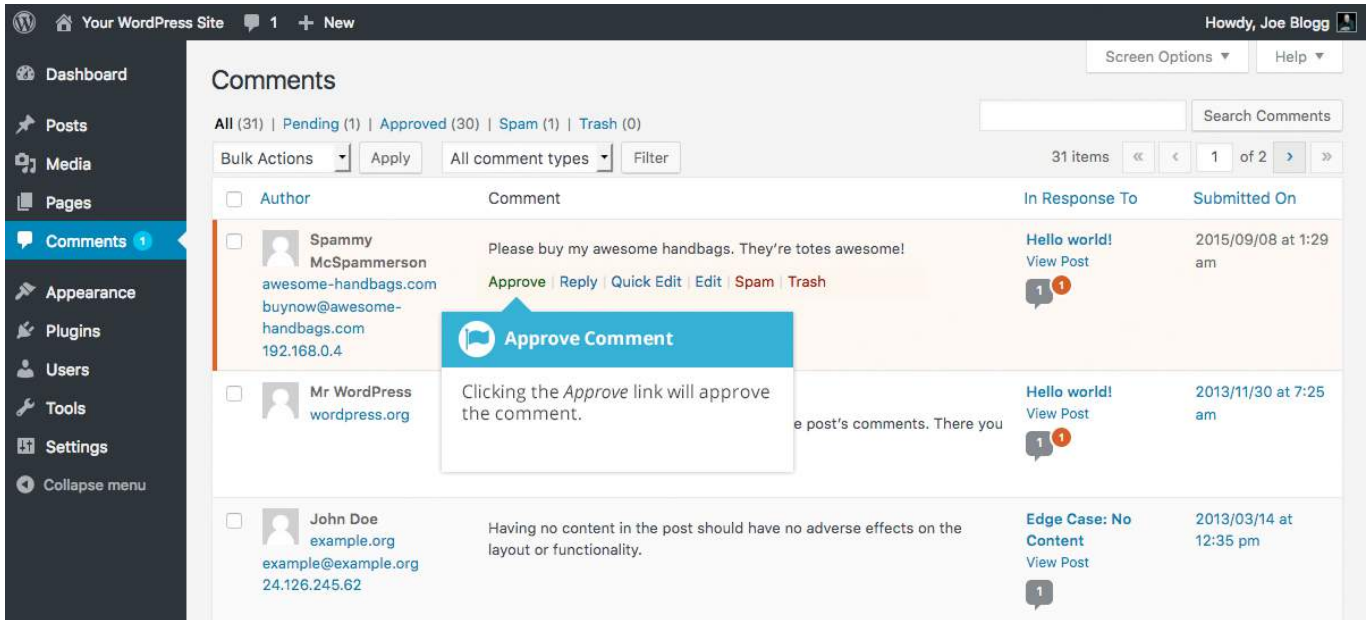
You can change the date and time that the comment was submitted by clicking on the *Edit* link next to the date and time. After clicking *Edit*, several fields appear below the original date and time. Update the fields if required and click the *OK* button to save the new date and time.

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.

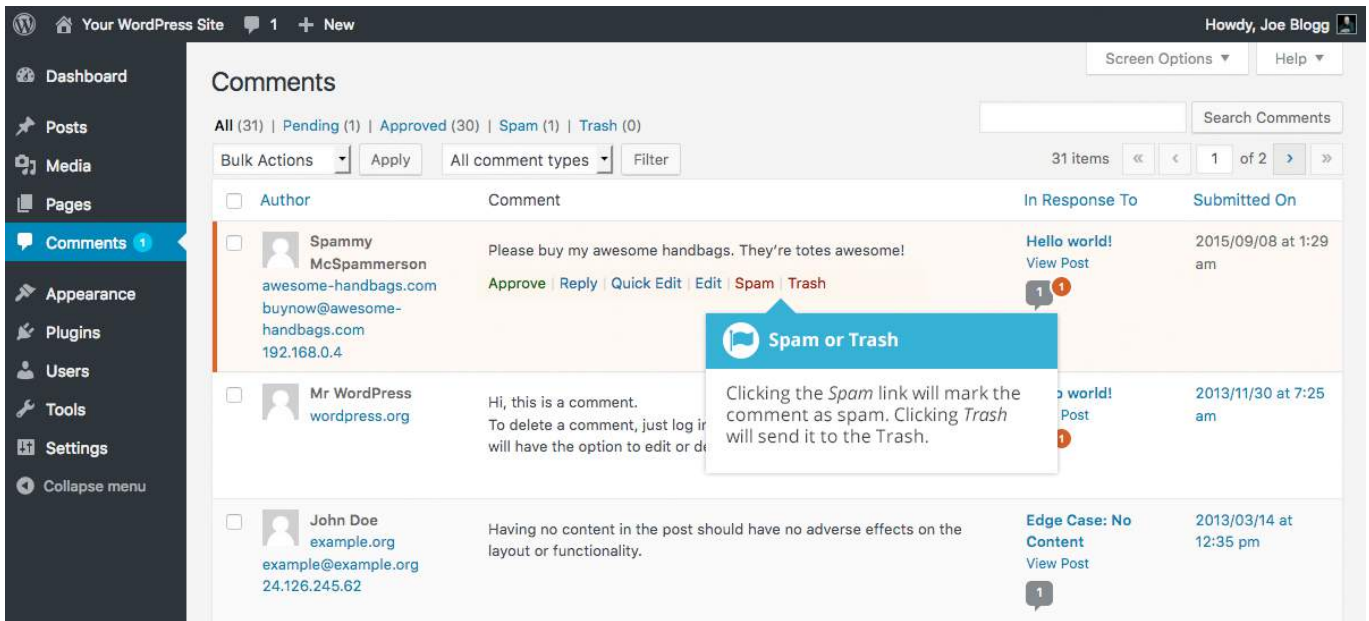
Comments that are already Unapproved will be displayed with a different coloured background within your list of comments. They will also be highlighted with a red vertical bar down the left side of the row. Hovering your cursor over the comment will display an *Approve* link instead of an *Unapprove*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

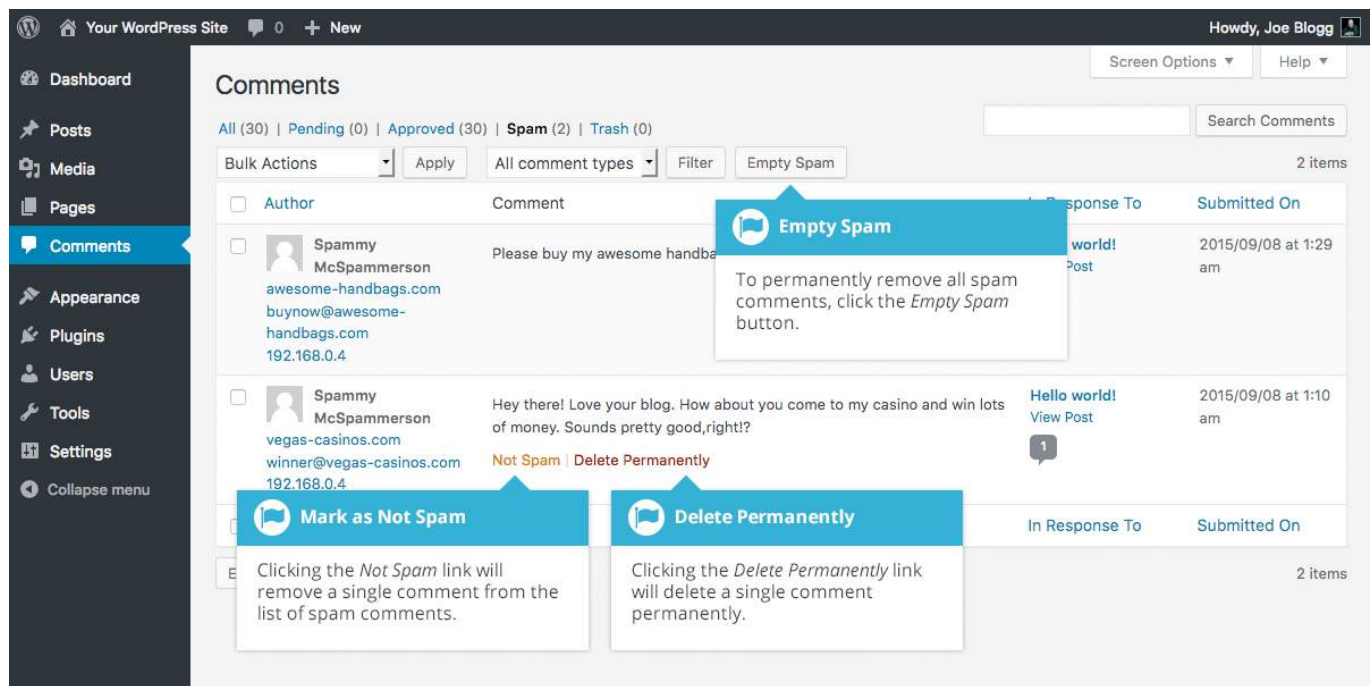
If you simply want to remove a comment, hover your cursor over it and click the *Trash* link.



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 spam 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.



The screenshot displays the WordPress dashboard's 'Comments' section. At the top, there are filters for 'All (30)', 'Pending (0)', 'Approved (30)', 'Spam (2)', and 'Trash (0)'. Below these are bulk action buttons: 'Bulk Actions' (a dropdown menu), 'Apply', 'All comment types' (a dropdown menu), 'Filter', and 'Empty Spam'. The main area shows a table of comments. Two spam comments are visible, both from 'Spammy McSpammerson'. The first comment has a blue tooltip for 'Empty Spam' that says: 'To permanently remove all spam comments, click the Empty Spam button.' The second comment has two blue tooltips: 'Mark as Not Spam' (with text: 'Clicking the Not Spam link will remove a single comment from the list of spam comments.') and 'Delete Permanently' (with text: 'Clicking the Delete Permanently link will delete a single comment permanently.'). The table columns include 'Author', 'Comment', 'Response To', and 'Submitted On'. The 'Submitted On' column shows dates like '2015/09/08 at 1:29 am' and '2015/09/08 at 1:10 am'. A 'Hello world! View Post' link is visible next to the second comment, with a '1' in a speech bubble icon.

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.