

Using the Block Editor

Create@USQ User Guide

Last Updated: March 2023



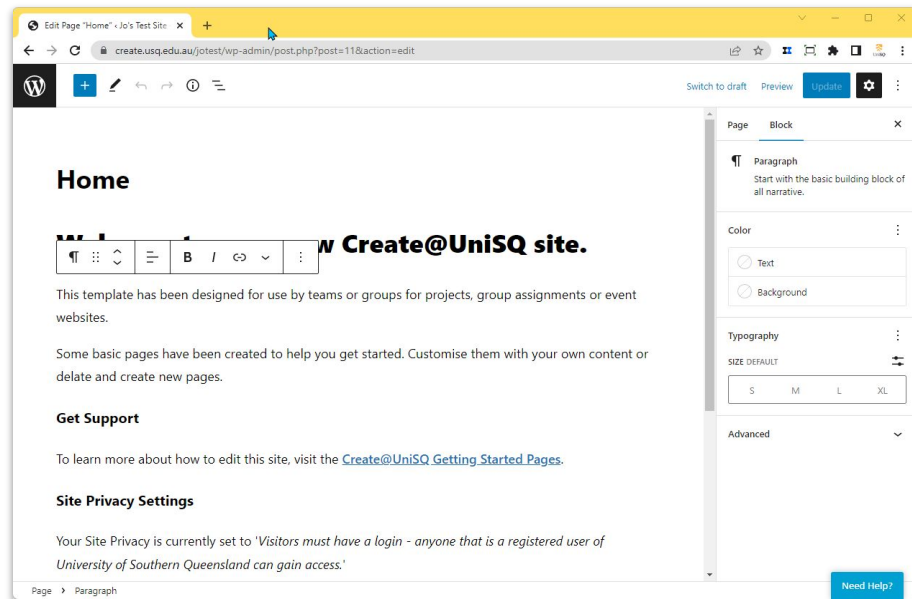
University of
**Southern
Queensland**



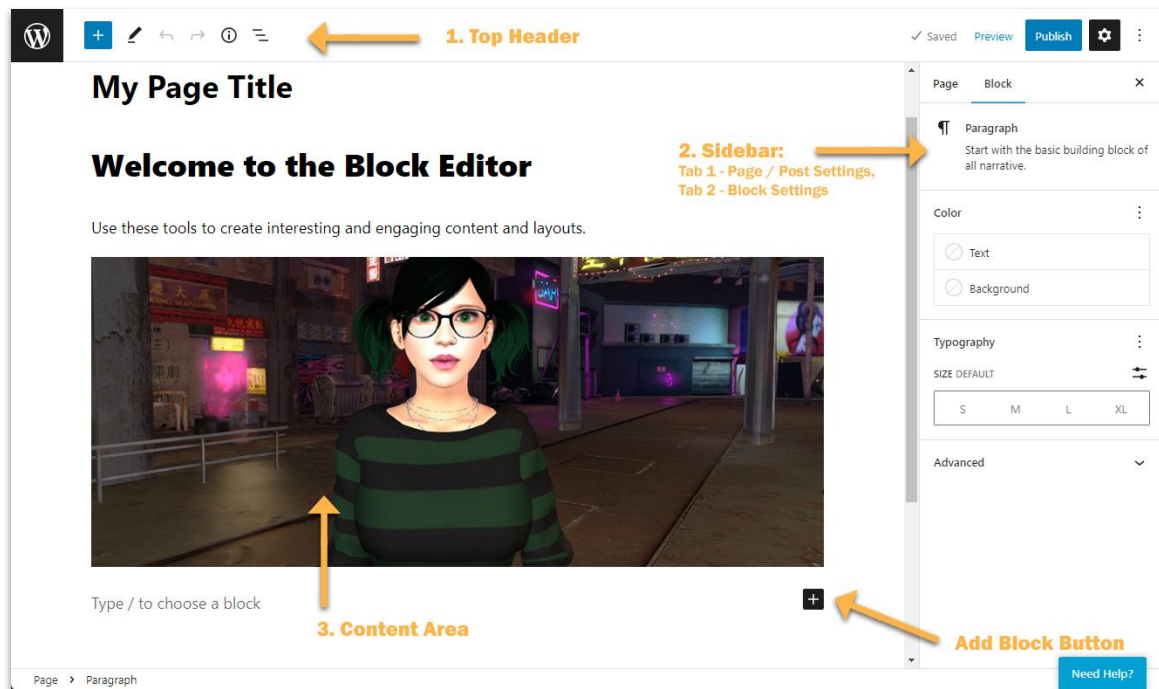
About the Block Editor

The **Block Editor** also called the WordPress block editor, WordPress editor or Gutenberg editor is the **interface** you use to **edit posts and pages** on your Create@UniSQ site.

It provides tools for adding and formatting, text, images, videos and multimedia.



About the Block Editor



The screenshot shows the WordPress Block Editor interface. At the top, there is a toolbar with various icons for editing and saving. The main content area displays a page titled "My Page Title" with a subtitle "Welcome to the Block Editor" and a paragraph of text. Below the text is a large image of a woman with glasses and pigtails. The right sidebar contains settings for the selected "Paragraph" block, including options for color, typography, and advanced settings. Three orange arrows point to specific features: one to the top header area, one to the sidebar, and one to the "Add Block Button" at the bottom right.

1. Top Header

2. Sidebar:
Tab 1 - Page / Post Settings,
Tab 2 - Block Settings

3. Content Area

Add Block Button

The Block Editor has three main sections:

1. **Top Header:** Access tools to add and edit content on your page or post
2. **Sidebar:** Manage Page / Post settings and block settings
3. **Content Area:** Use this area to create your content.

Top Toolbar

The Top Toolbar provides access to a range of important functions as detailed below:

The diagram shows the WordPress Top Toolbar with the following components and callouts:

- 1. Exit the Editor**: Click here to return to your site dashboard. (Callout points to the WordPress logo icon)
- 2. Add Block Button**: Add blocks of content to your page or post. (Callout points to the plus sign icon)
- 3. Tools**: Select, navigate and edit blocks. (Callout points to the pencil icon)
- 4. Undo and Redo**: Undo an action, or redo an undone action. (Callout points to the undo and redo arrows)
- 5. Details**: Page details including word count and document outline. (Callout points to the information icon)
- 6. List View**: A list of all of the blocks on the page. Useful for navigating. (Callout points to the list view icon)
- 7. Save draft, Preview, Publish Buttons**: Managing the state of your page or post during the publishing process. (Callout points to the Save draft, Preview, and Publish buttons)
- 8. Settings**: Toggle the Settings Sidebar open and closed. (Callout points to the gear icon)
- 9. Options**: Options including screen modes, editors, plugins, and tools including reusable blocks and keyboard shortcuts. (Callout points to the vertical ellipsis icon)

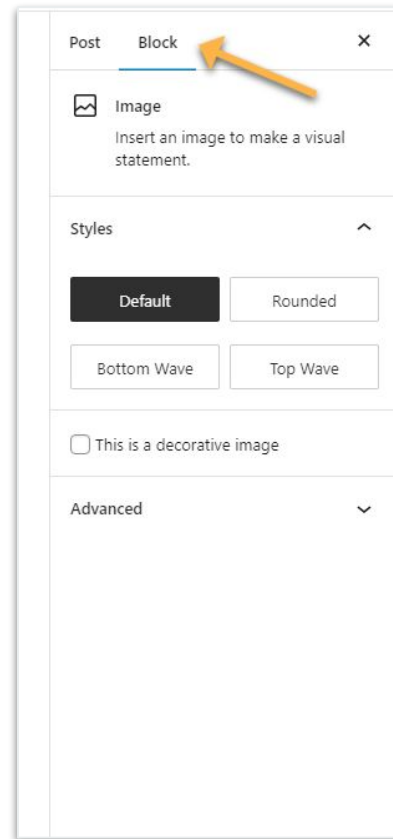
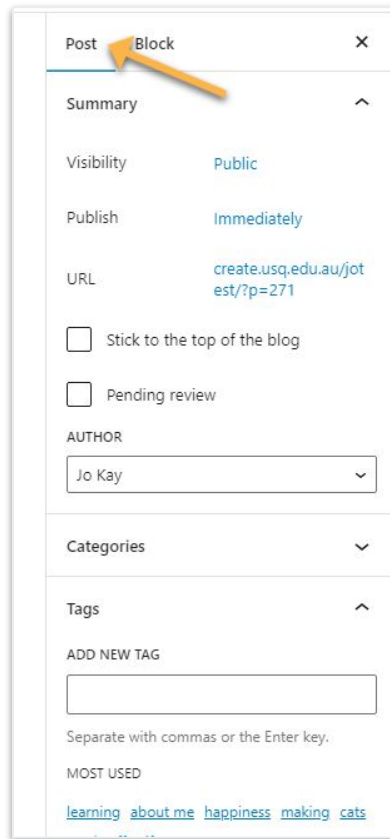
Block Editor Sidebar

This sidebar section provides access to **Post / Page settings**:

Set the visibility of the post or page, the publication date, author, categories and tags here.

You can also **toggle to access settings for each Block** on your page or post via the sidebar and customise appearance and settings as appropriate.

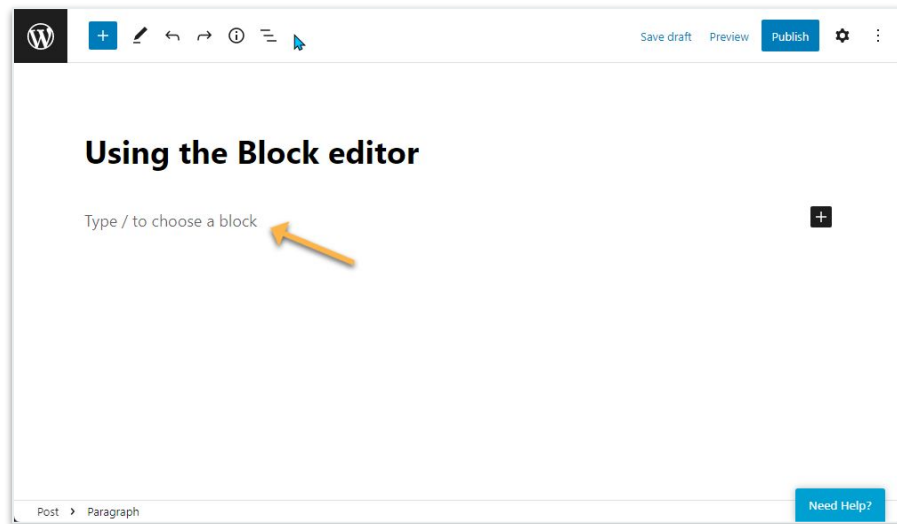
For example you can add alt-text for an image in the sidebar block settings.



Getting Started with the Block Editor

By default, the block underneath the post/page title is a paragraph block that you use for regular text.

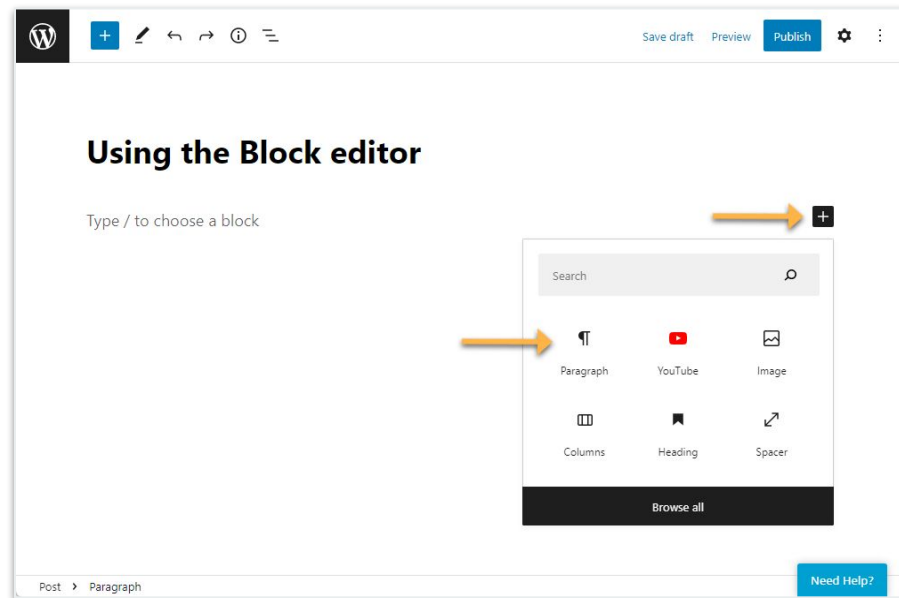
This default is designed to allow users to start writing straight away.



Adding a Block

To **add a new block** you click on the **+ icon** at the left of any empty block or at the top left of the editor.

Search for the block you want to add or click on **Browse All** to explore all block options.

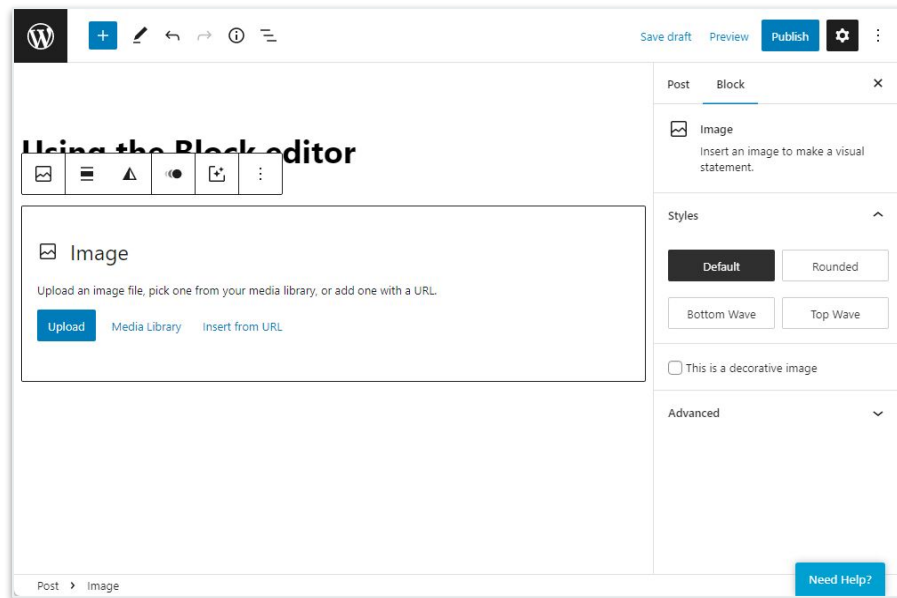


Configure A Block

Each block provides its own specific tools to add and manage content, and **customise settings**.

Toolbar varies depending on block type and has been streamlined to only include the formatting options required for the content type you're adding/editing.

For example check out the **Image Block** here.



All About Blocks

There's a wide range of blocks available, including:

- Audio
- Button
- Categories
- Code
- Columns
- Cover Image
- Embeds
- File
- Gallery
- Heading
- Image
- Latest Posts
- List
- Paragraph
- Pullquote
- Quote
- Read more
- Separator
- Spacer

