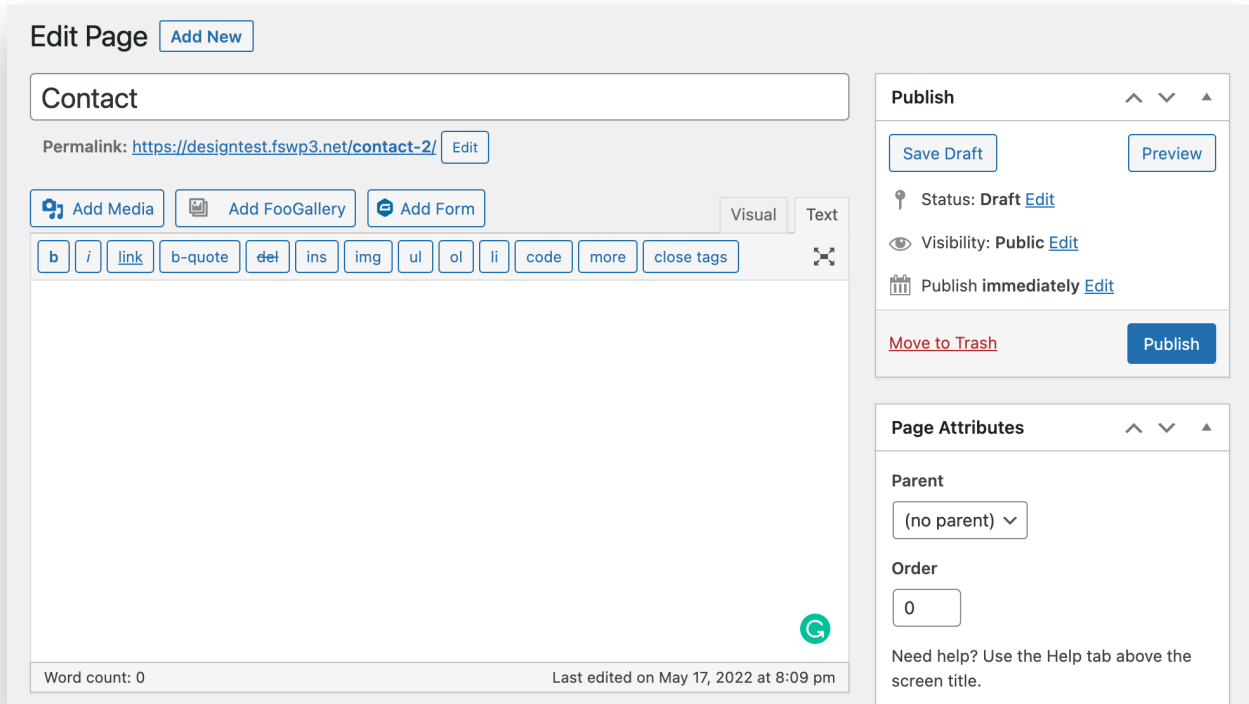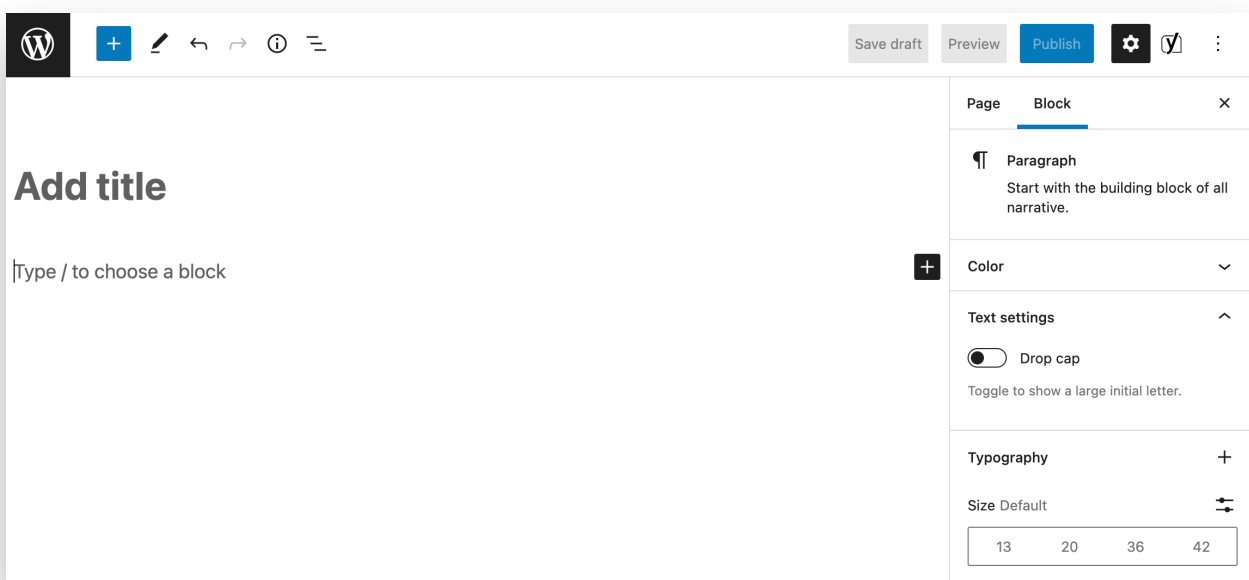There are two WordPress editors Classic and Block, examples of each can be seen in the screenshots below. In this document, we are going to review the newer option, the Block editor.

Classic Editor

Block Editor

Blocks are content elements that you add to the edit screen to create content layouts. Each item you add to your post or page is a block.

You can add blocks for each paragraph, image, galleries, lists, and more. There are blocks for all common content elements, and more.

You can move blocks (content elements) up and down, edit them as individual blocks, and easily create media-rich content.

The first block of every post or page is the page title.
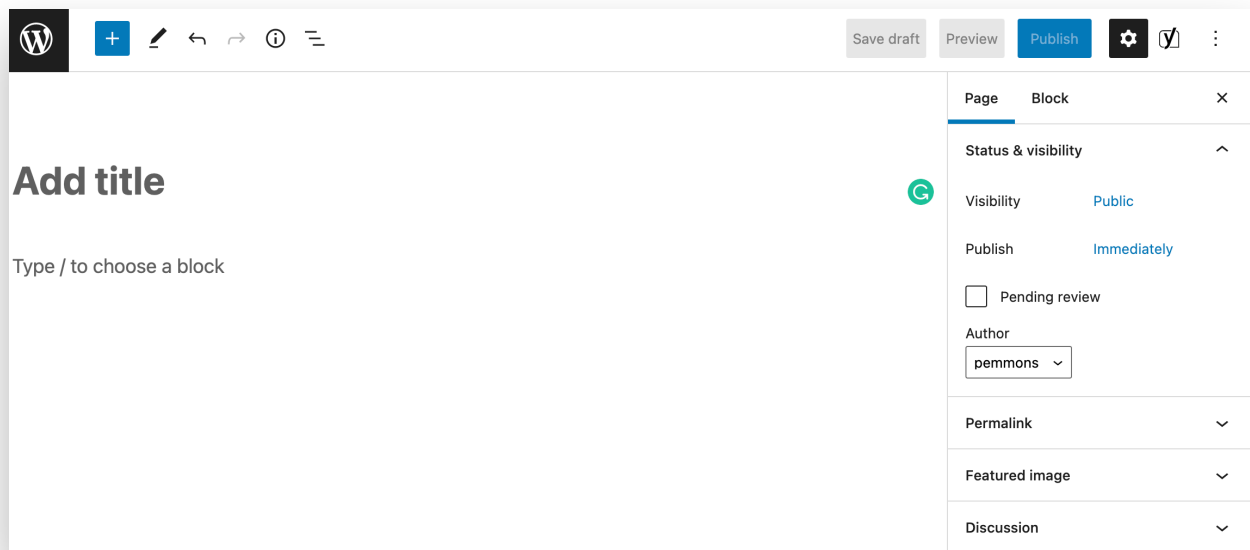
By default, the next block is a paragraph block. This allows users to start writing right away. However, if you want to add something different, then you can click on the add new block button (+) on the top left corner of the editor, below an existing block, or on the right side of a block.
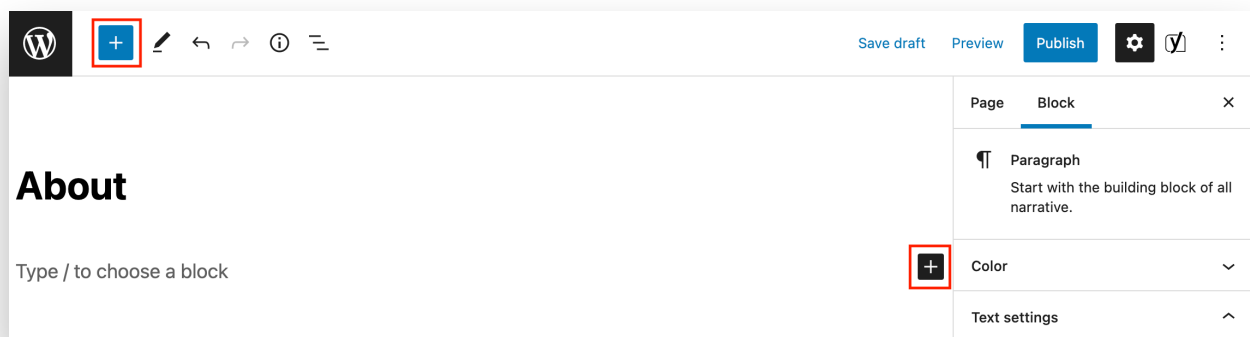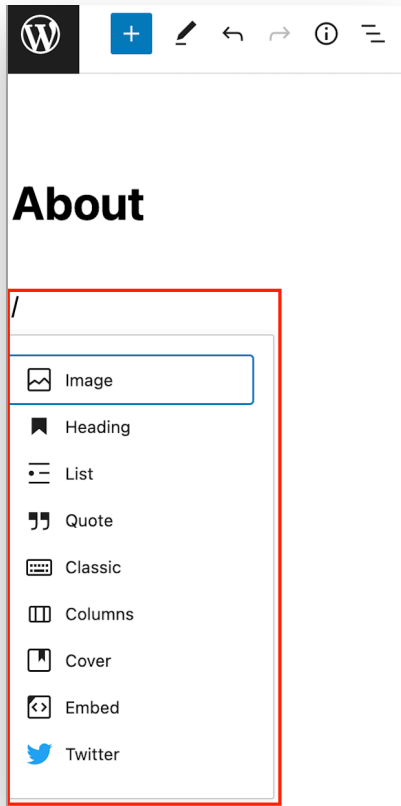
Clicking on the button will show the add block menu with a search bar on top and commonly used blocks below.
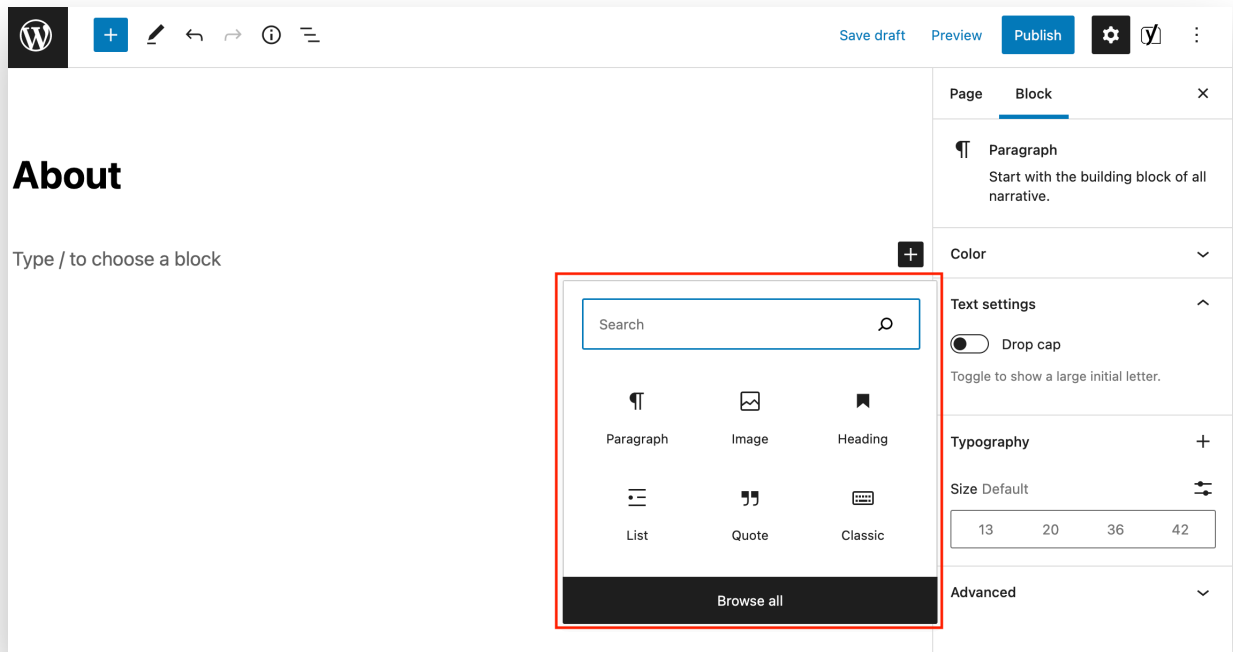
You can click Browse All to review all options or type in a keyword to quickly search for a block.
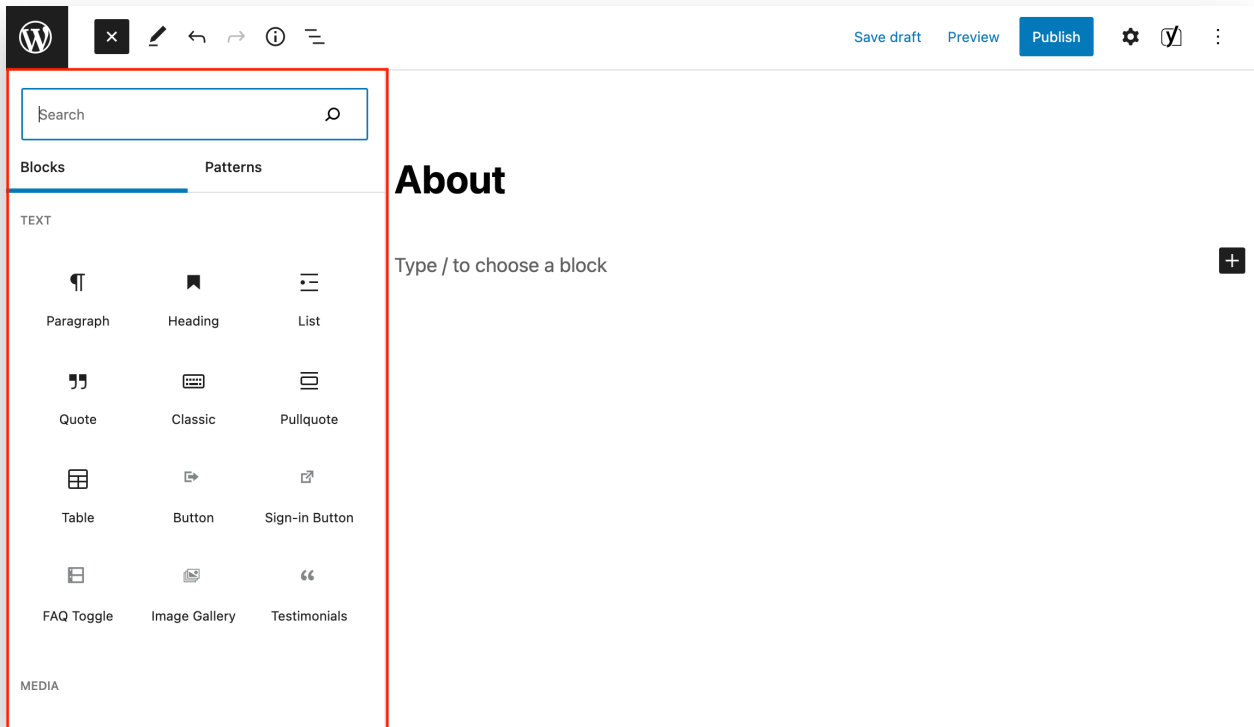
If you don't want to use a mouse to click on the button, then you can use a keyboard shortcut by typing / to search and add a block.

For example, typing "/image" would bring up the image block in the menu. Clicking "enter" or "return" on your keyboard would add the block to the page.

Working With Blocks

Each block has its own toolbar which appears on top of the block when a block is selected. The buttons in the toolbar change depending on the block you are editing.
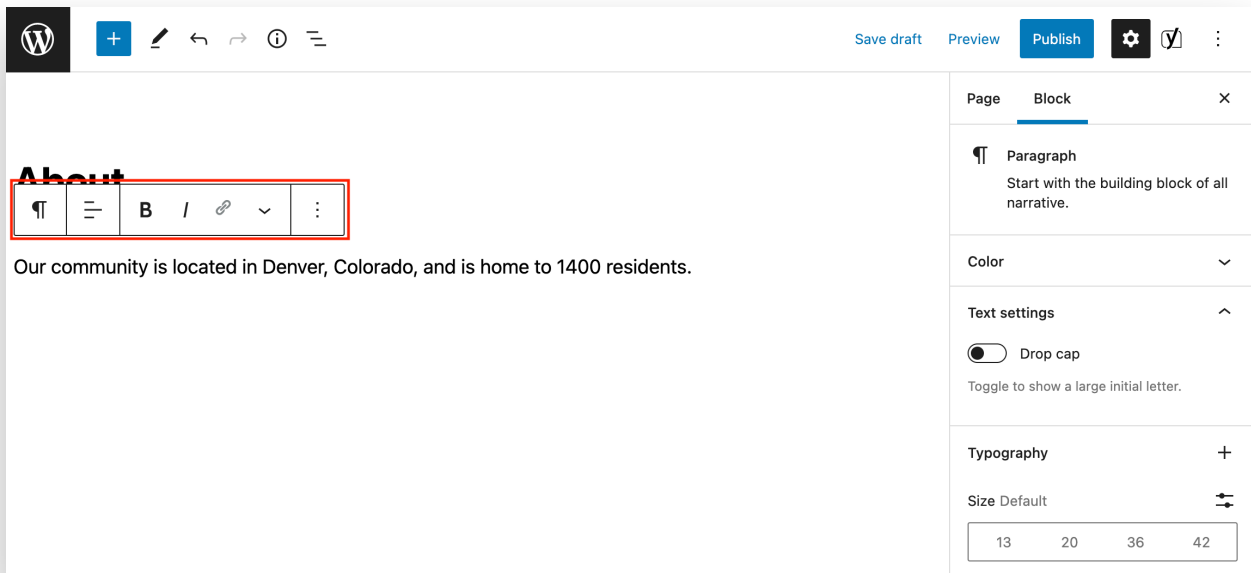
In the screenshot below, we are working in a paragraph block that shows basic formatting buttons like text alignment, bold, italic, insert link, and more.

Apart from the toolbar, each block can also have its own block settings which would appear in the right column of your edit screen.
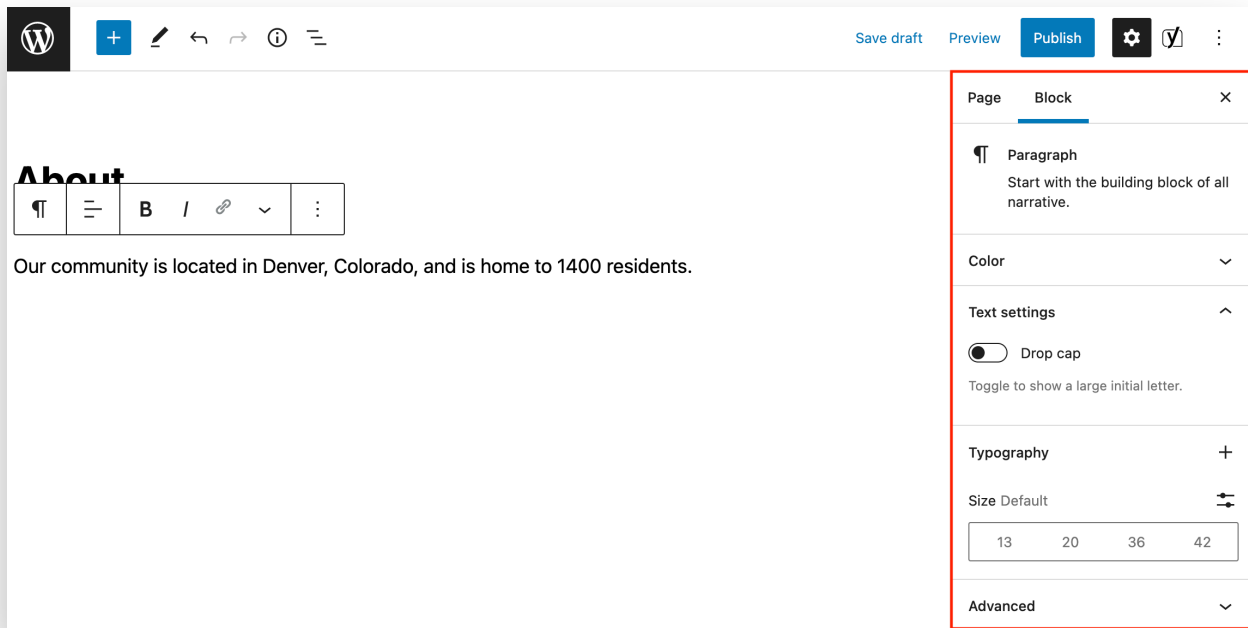
Quick Tip: If you find that the right editor column is hidden. Click the black gear icon found in the top, right corner to make it visible again.

FRONTST≡PS

Rearranging Blocks

You can move blocks up and down by clicking the six dots icon in the block toolbar and dragging them or by clicking the up and down buttons next to each block. Both buttons are outlined in red below.
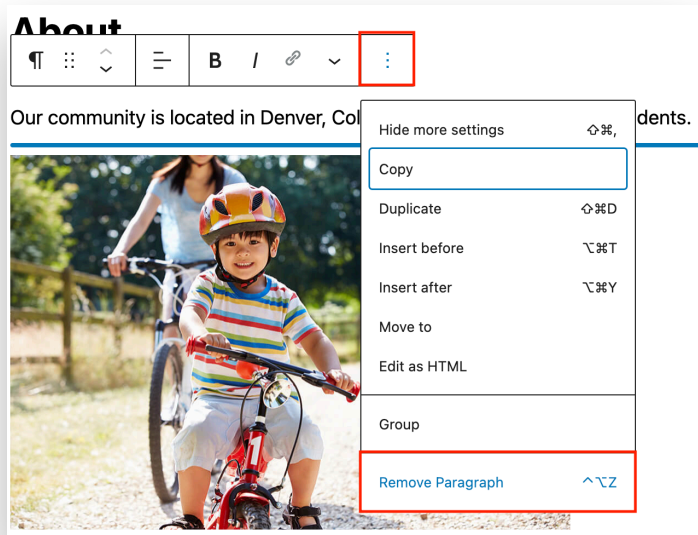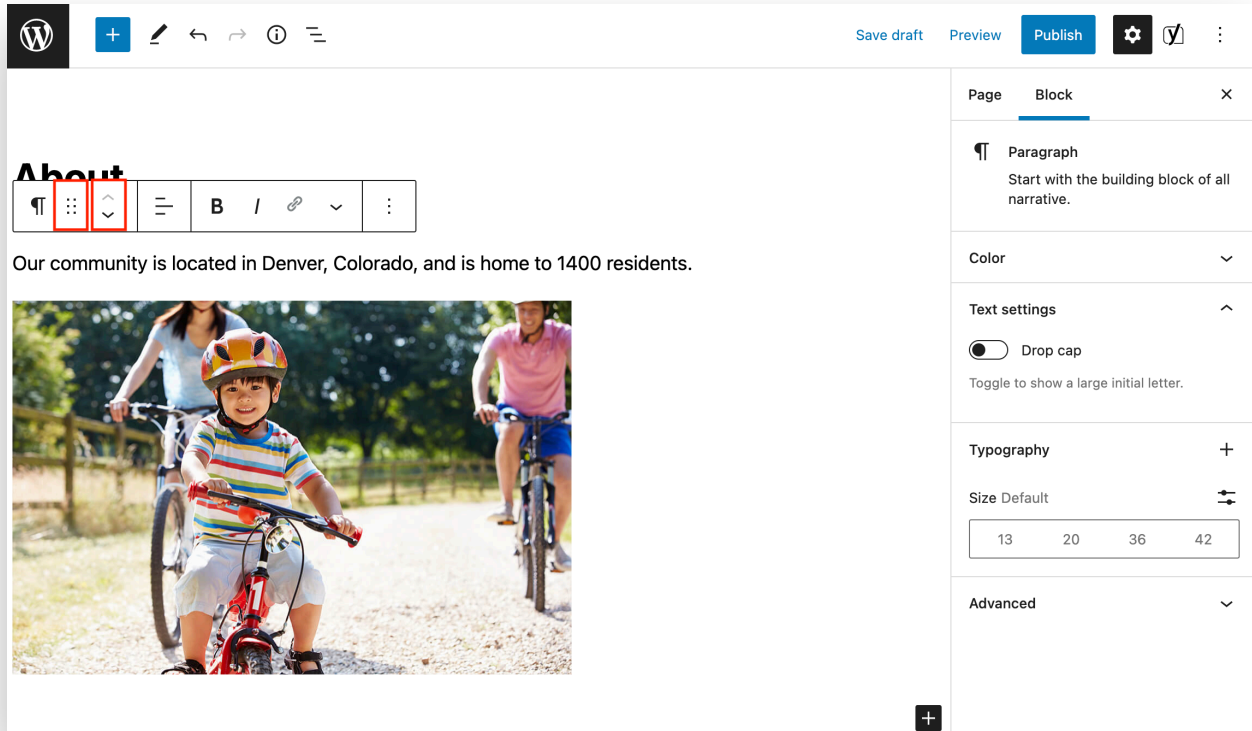

Removing Blocks

If you find that you'd like to remove a block entirely, click the block, then the three dots icon on the far right of the block toolbar. You will see the option to remove at the bottom of the list.

Organizing

The block editor comes with handy tools to manage and organize your content layouts.

After clicking the plus button to add a new block, the option to add a Group or Columns block can be found in the block menu. Group and Columns blocks can be filled with content to help organize your page.

If adding a Columns block, you will be presented with the option to choose the amount of columns along with the size ratio of them.
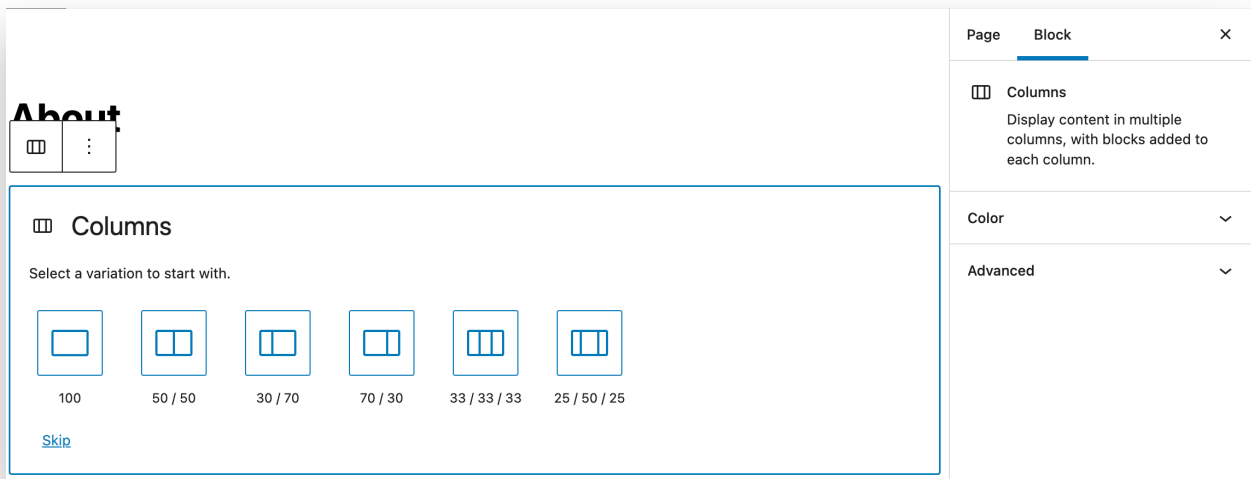
Drag existing blocks into the columns, or click the plus button to begin adding new blocks to each column. At any time, you can adjust the amount of columns in the right sidebar menu when selected on the column block.
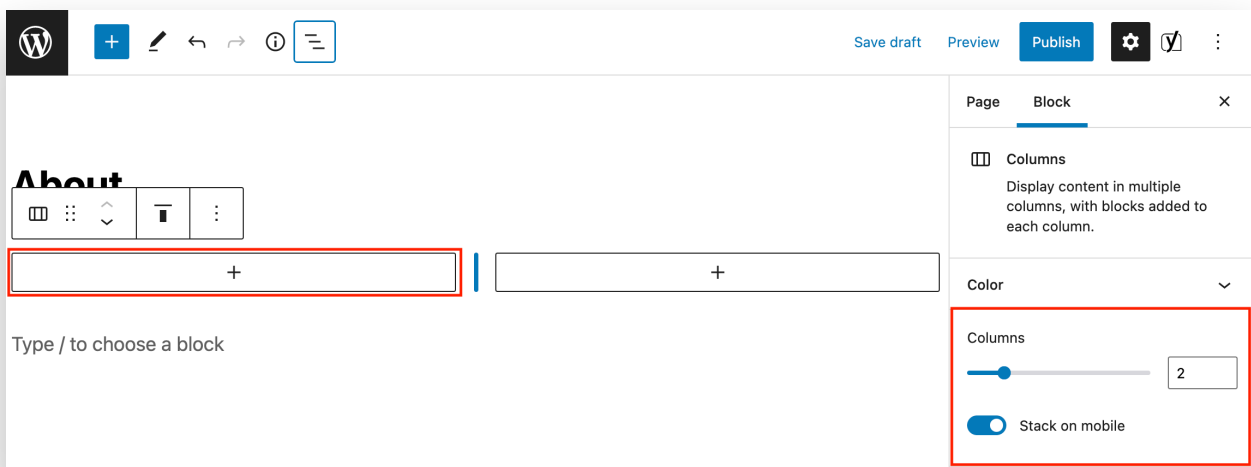
Adding Common Blocks

1. Adding an image

There is a ready-to-use image block in the WordPress block editor. Simply add the block and then upload an image file or select from the media library.
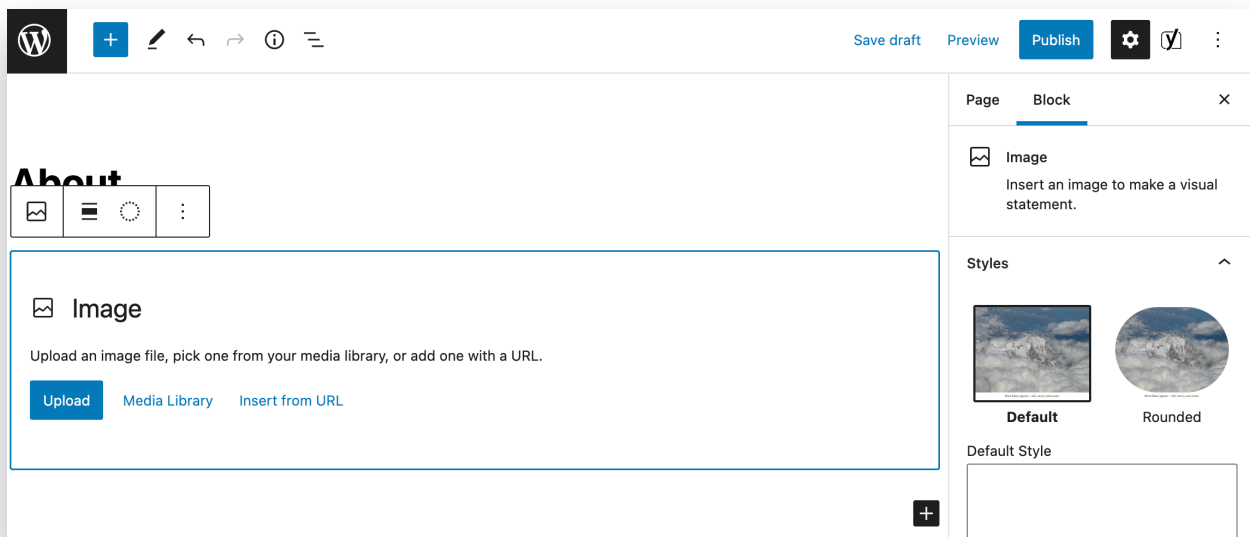

You can also drag and drop images from your computer, and the editor will automatically create an image block for it.

Once you have added an image, you will be able to see the block settings that you can scroll through on the right sidebar, where you can add metadata for the image like alt text, size, and add a link to the image.

2. Adding a hyperlink

The block editor comes with several blocks where you can add text. The most commonly used one is the paragraph block which comes with an insert link button in the toolbar.

Highlight the text you would like to make a link and click the add link icon in the block toolbar outlined in red below.
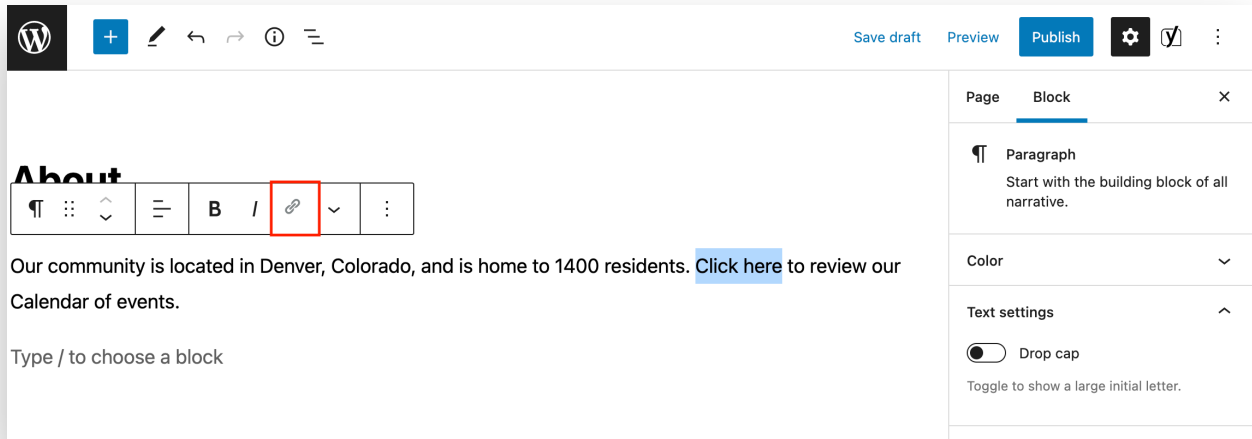

Customize the link settings using the switches below the URL field. Paste or type the URL you'd like the link to go to, then click "enter" or "return" on your keyboard to finish adding the link to the selected text.
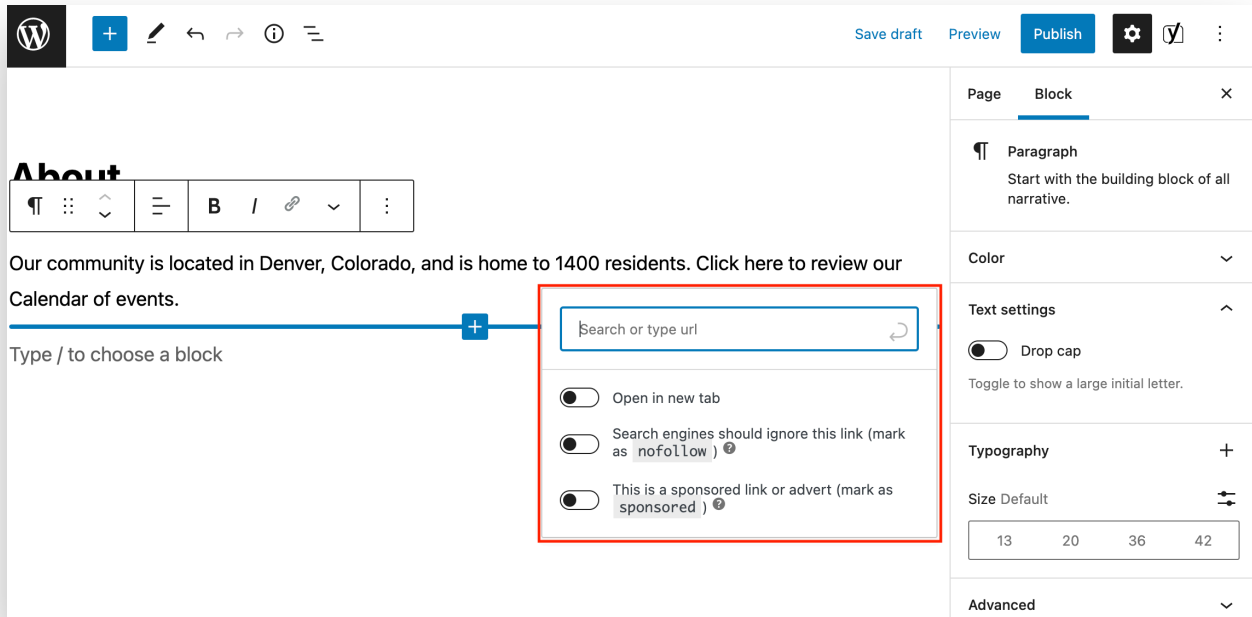
3. Adding a form

With Gravity Forms installed on all FRONTSTEPS WordPress sites, you can easily embed public forms you create onto a page. Simply choose the Form block from the block editor.
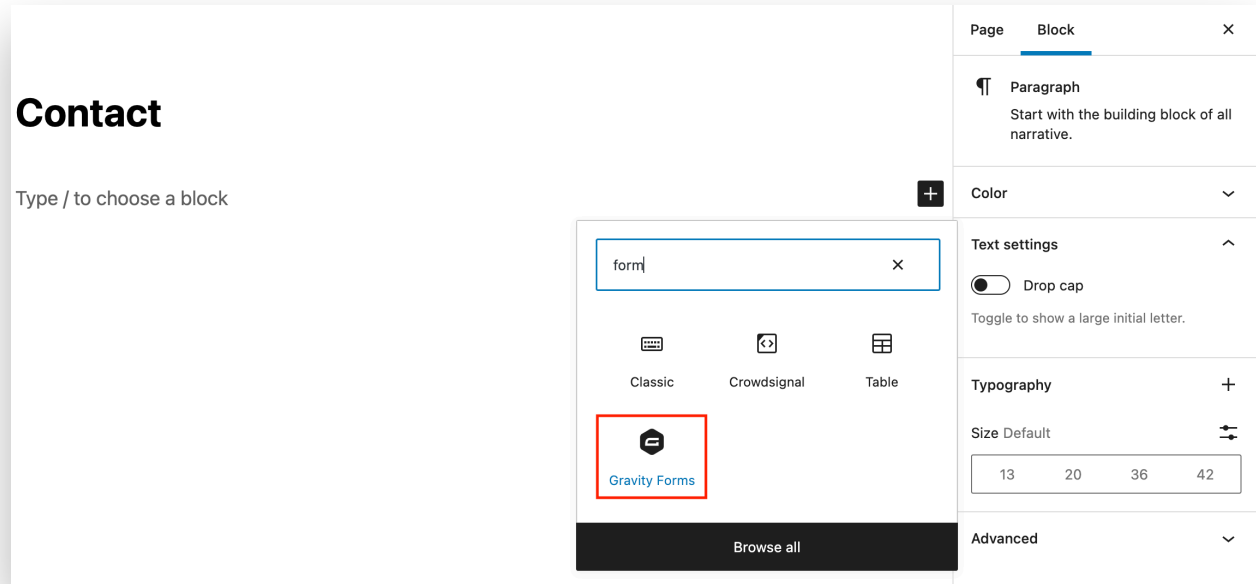
Then choose the form you have created and would like to display from the dropdown menu. The form will display and automatically update on the page any time you make adjustments to the form itself.

FRONTSTEPS
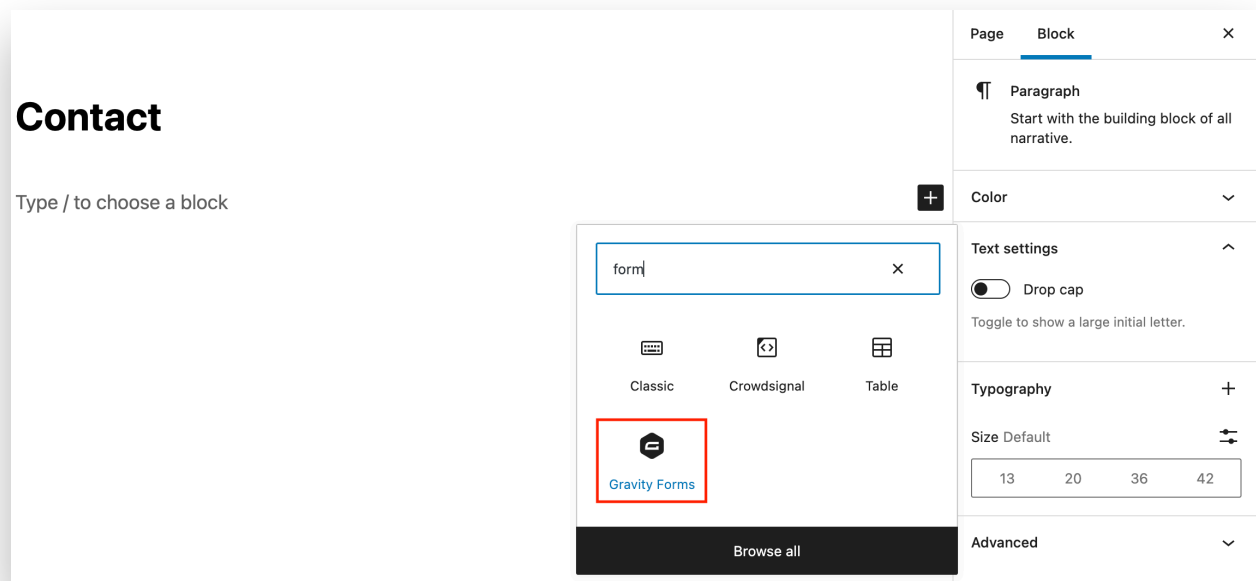
This is the end of the guide. If you have any further questions not covered here or need assistance understanding further topics, please reach out to our support team through our support site at https://kb.frontsteps.com/s/

Additional WordPress guides can be found at https://guides.frontsteps.net/