

NSO WEB ADMINISTRATORS SEPTEMBER 2019 WORKSHOP

PART VIII – GUTENBERG EDITOR (BASICS)


EDITING

“Editing and selectivity are processes that provide the first steps in determining and conveying content.”

Gerald Boomer

GUTENBERG EDITOR (Basics)

- What is Gutenberg?
 - New default WordPress “block” editor
 - Uses blocks to build more complex designs
 - It allows you to add different types of content without the use of a separate plugin



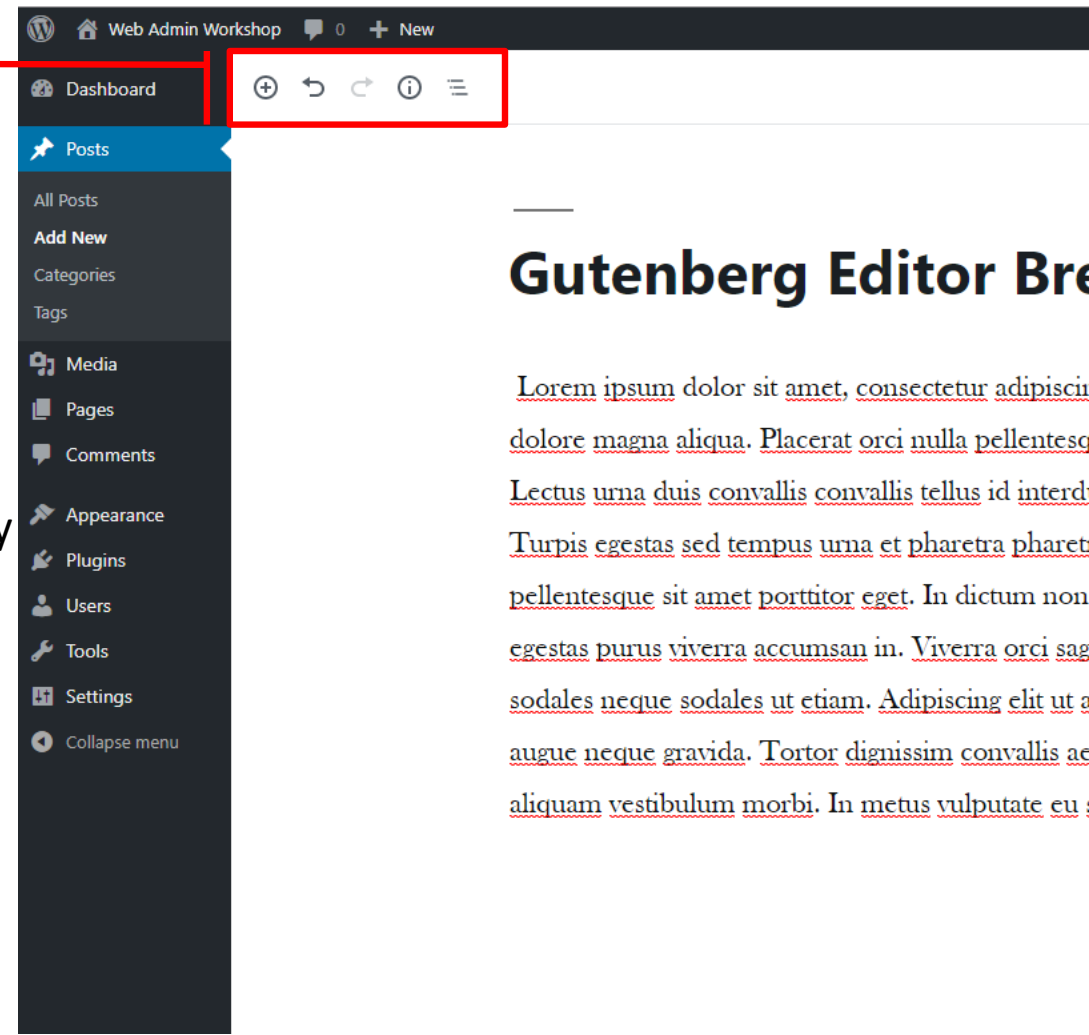
The screenshot displays the WordPress Gutenberg 'Block' Editor interface. On the left is a dark sidebar menu with options: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main editor area has a title 'Gutenberg "Block" Editor' and a prompt 'Start writing or type / to choose a block'. At the top right of the editor are buttons for 'Save Draft', 'Preview', and 'Publish...', along with a settings gear icon. On the far right is a settings sidebar with sections: Document, Block, Status & Visibility, Permalink, Categories, Tags, Featured Image (with a 'Set featured image' button), Excerpt, and Discussion (with checkboxes for 'Allow Comments' and 'Allow Pingbacks & Trackbacks'). The top of the interface shows a 'Web Admin Workshop' header and a user profile 'Howdy, billys'.

GUTENBERG EDITOR (Basics)

- Editor Breakdown



- **Add block** - Allows you to add a new block
- **Undo** - Undo changes and edits
- **Redo** - Redo changes and edits
- **Content Structure** – Gives you a summary of what /how many many elements are used.
- **Block Navigation** – Shows you the hierarchical structure of elements used.



GUTENBERG EDITOR (Basics)

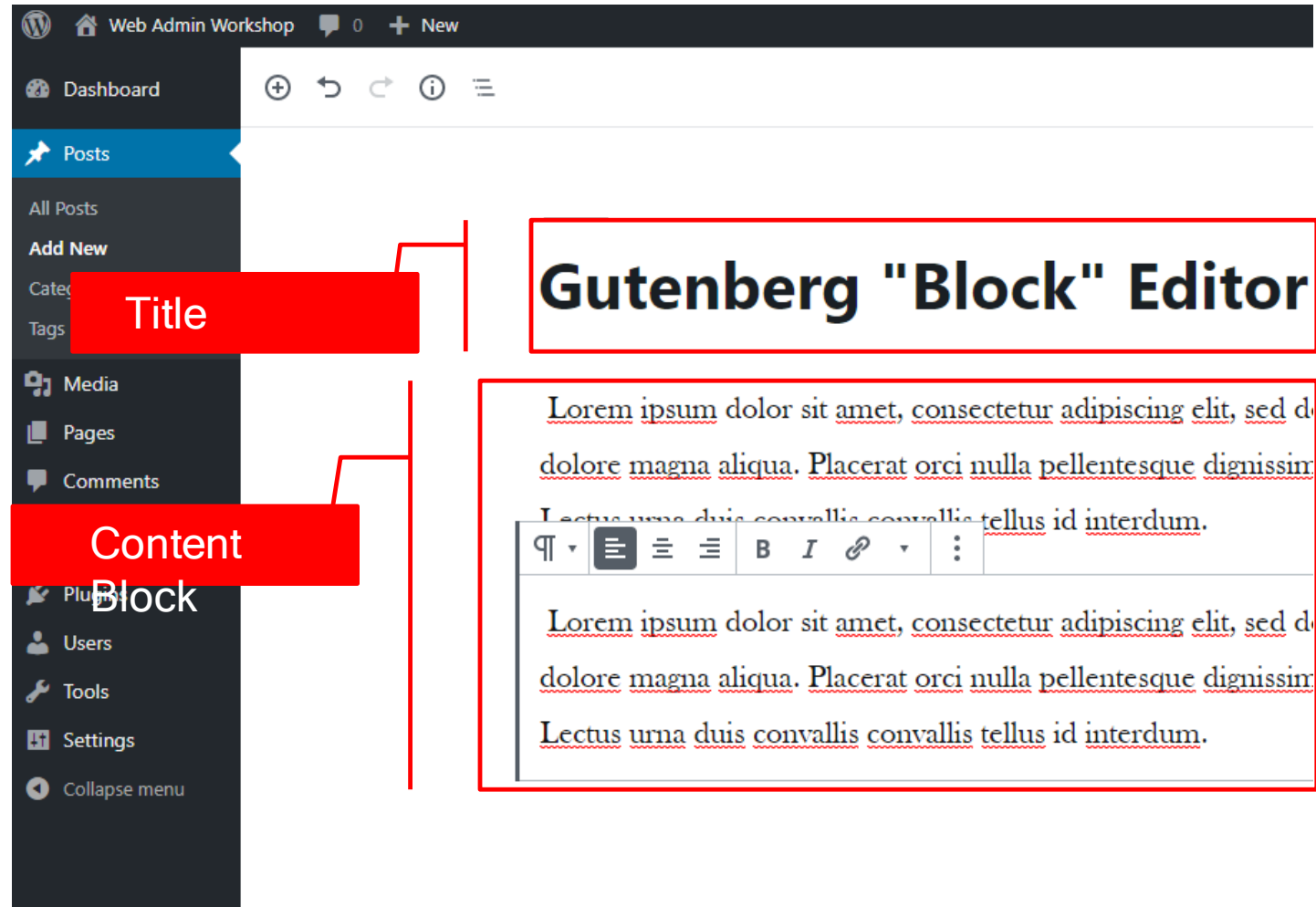
- Editor Breakdown

- Page/Post Title

- This is where you would give a title to your page/ post

- Content Block

- Structured immediately after the page/ post title.
- Where you would create layouts, and add contents.



The screenshot shows the WordPress Gutenberg editor interface. The left sidebar contains the following menu items: Dashboard, Posts (highlighted), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Plugins, Users, Tools, Settings, and Collapse menu. The main editing area is titled "Gutenberg 'Block' Editor". It contains two text blocks, each with the placeholder text: "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Placerat orci nulla pellentesque dignissim. Lectus urna duis convallis convallis tellus id interdum." A red box labeled "Title" points to the "Add New" link in the sidebar. Another red box labeled "Content Block" points to the first text block in the editor.

GUTENBERG EDITOR (Basics)

- **Editor Breakdown**

1. Visibility Options;

- Save Draft – Save without publishing
- Preview – Previews before publishing
- Publish – Publishes page/post

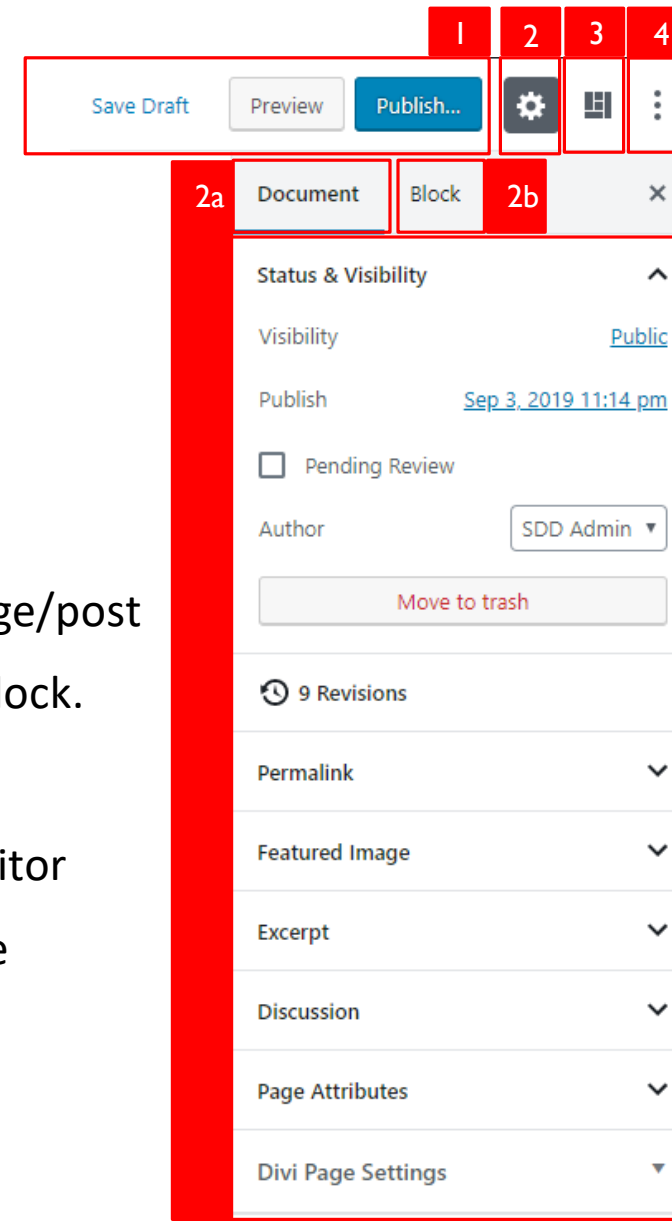
2. Setting;

- a) Document – Contains settings related to the page/post
- b) Block – Contains settings related to individual block.

3. Advance Gutenberg Settings

- Find added features and settings related to the Editor


4. More Options – Gives you extra options to customize the look and feel of your editor.

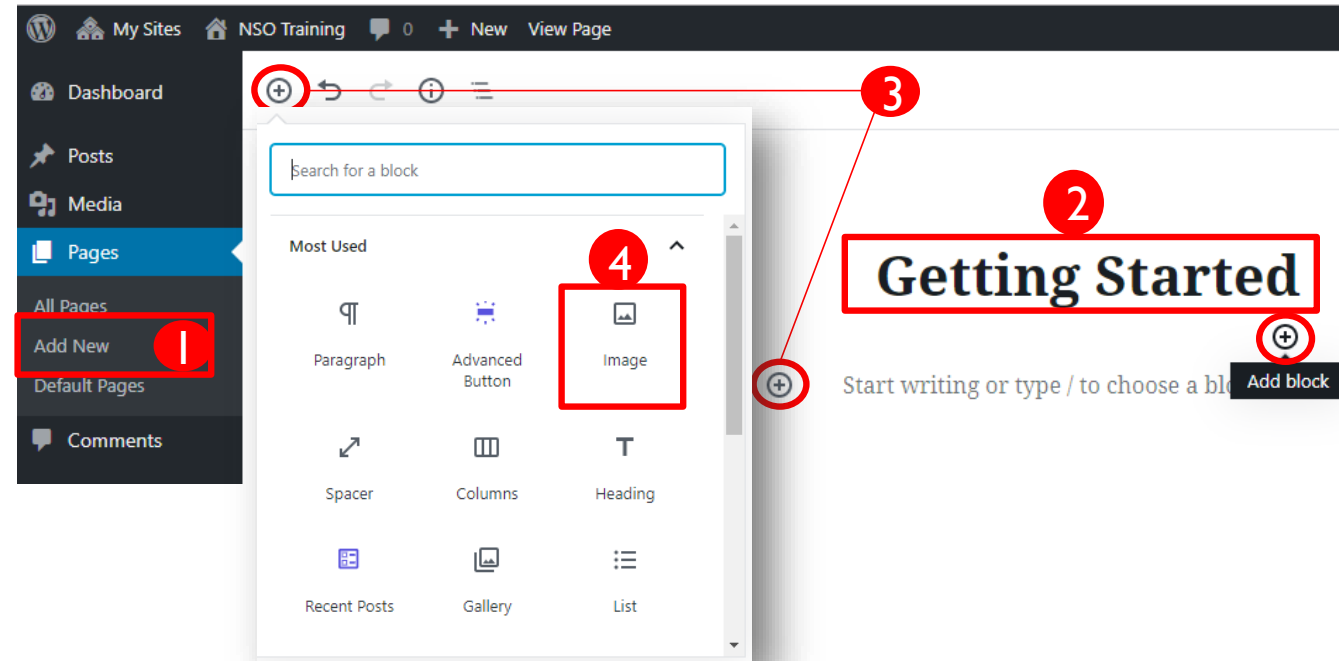


GUTENBERG EDITOR (Basics)

- **Getting Started**

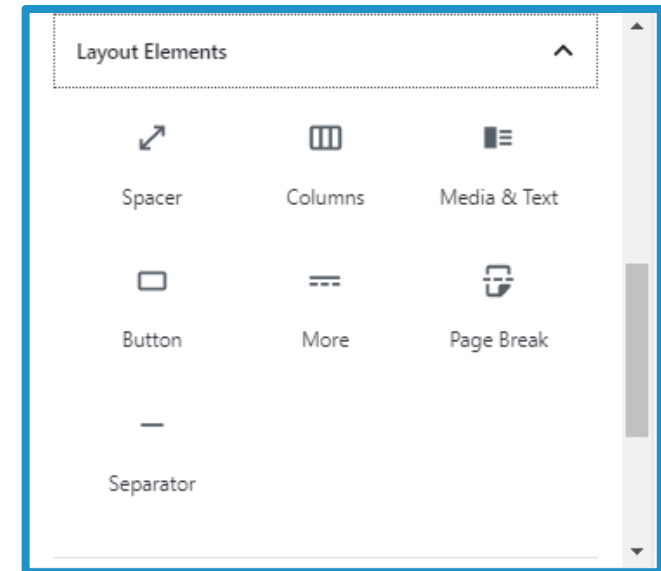
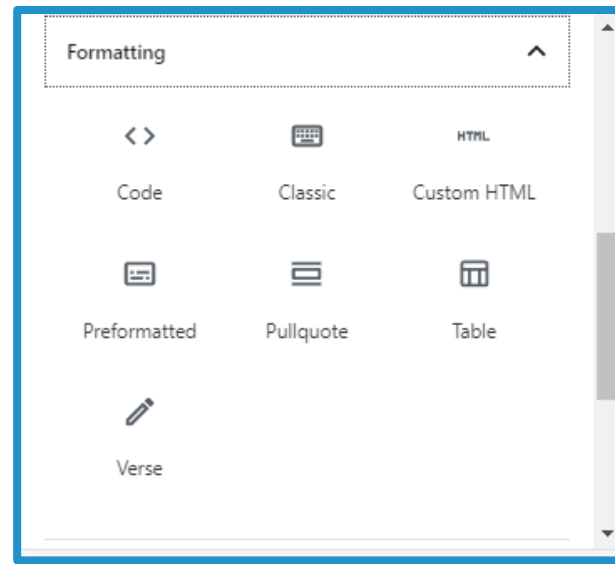
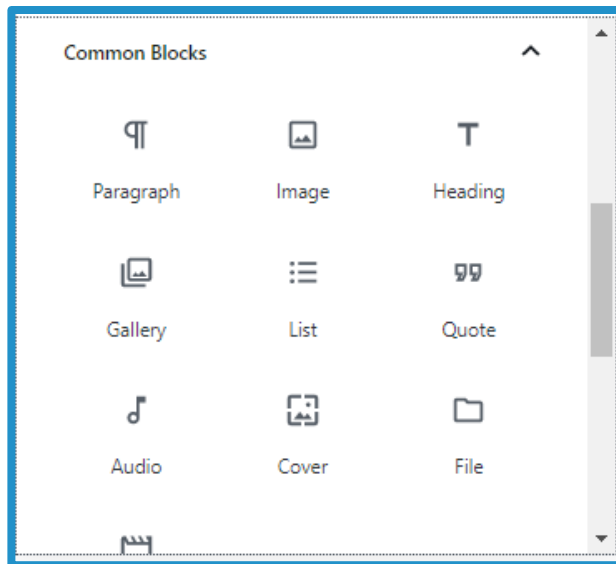
- How to add content blocks

1. Add new page/post
2. Give a descriptive title
3. Click on the  sign
4. On the Blocks Modal, select a type of block you want to add



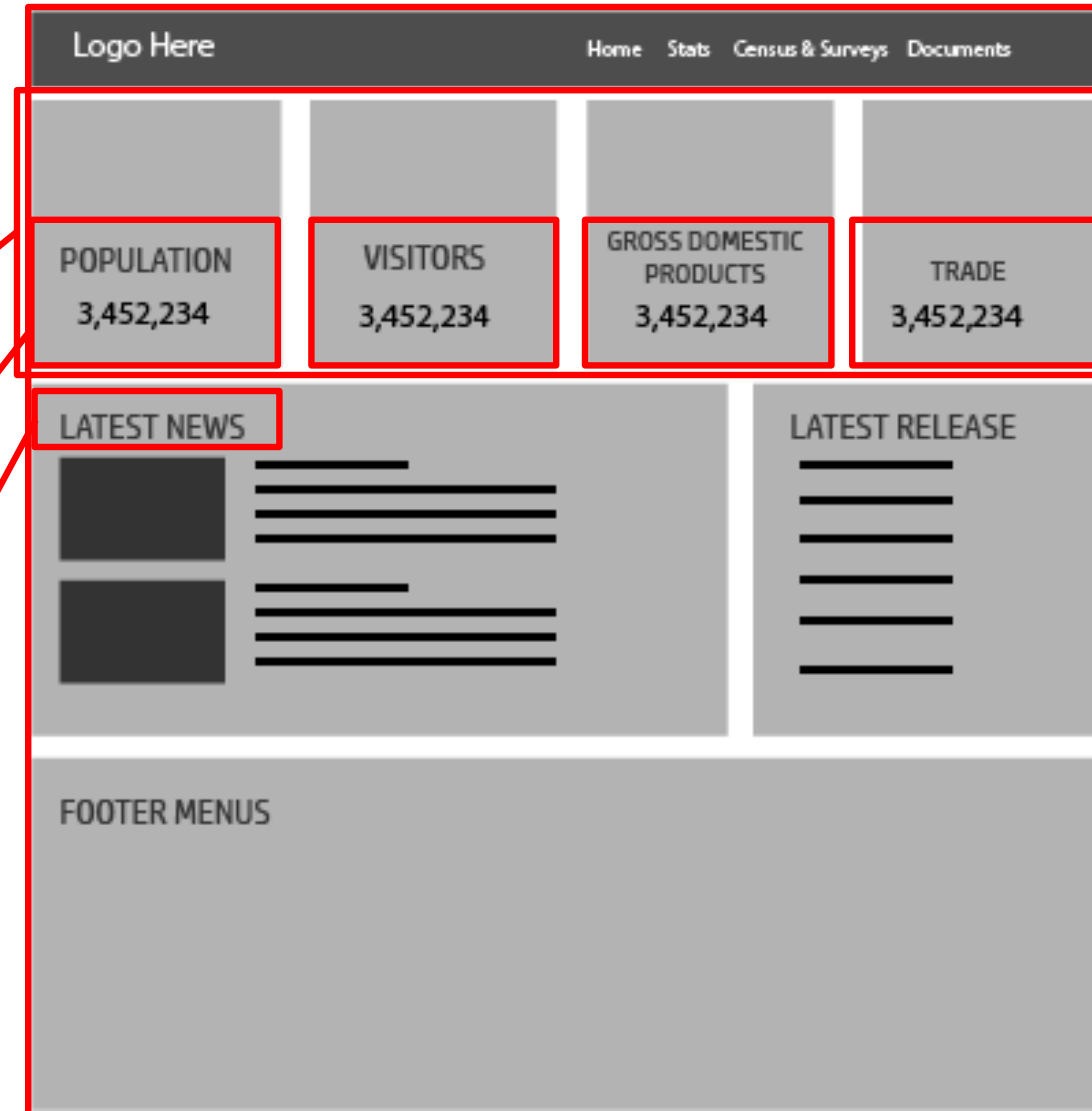
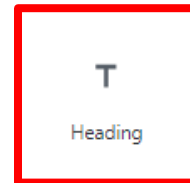
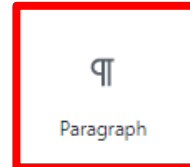
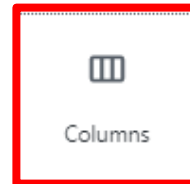
GUTENBERG EDITOR (Basics)

- **Getting Started**
 - Content Block
 - Grouped according to their features as shown below
 - Each block has its own specific settings



GUTENBERG EDITOR (Basics)

- **Creating a page layout**
 - When creating a page layout, always remember;
 - Base it on your original design
 - Know which content block to use



**Let's jump into the Gutenberg
Editor and create the layout**