

FORS Gutenberg editor guide

September 2021

Since 2018, wordpress has been gradually switching from it's classical editor to a more modern one called «Gutenberg», and from december 2021 onwards, wordpress has planed to stop the support of the classical editor. We then have no choice but to follow this change.

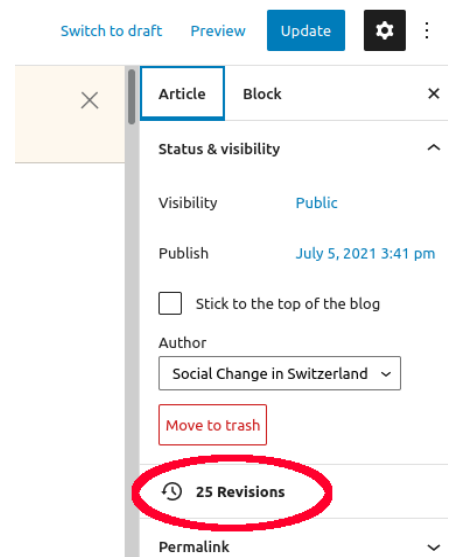
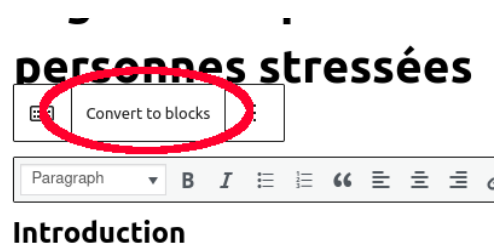
We produced this guide in order to facilitate this switch of editor that will impact everyone that is editing pages or posts on our websites.

Abandon the classic editor

«Classic» block

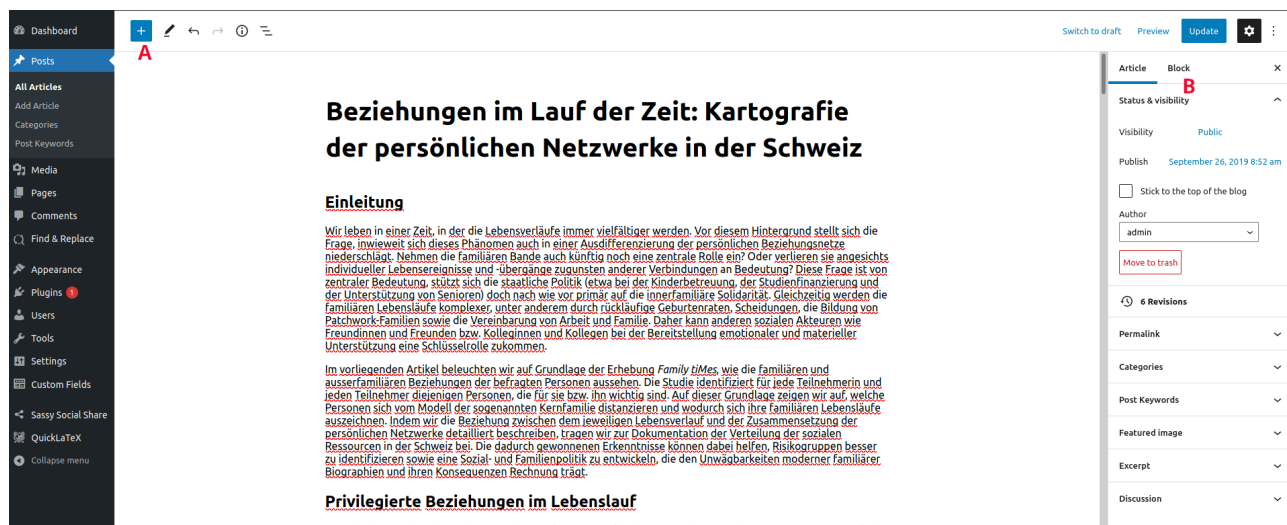
When switching to Gutenberg, wordpress will automatically put all the previous content in a unique «Classic» block. While it's possible to keep using this block for edition, wordpress is advising against such practice. We therefore recommand to convert the page with the «convert to blocks» action appearing on the top when you select the block. This should keep page front end appearance while converting the backend edition to the new system.

If you have any problem while performing this action, don't hesitate to contact FORS webmaster at webmaster@forscenter.ch to get help in the process or to let us report any bug that would have happened in the process. Note that wordpress keep saves of all revision of the pages, so it's always possible to revert your actions if something went wrong.



The basics of Gutenberg

General interface

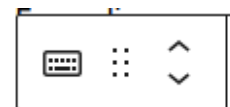


On the top left corner, you will find the «+» button (A) that will allow you to create new blocks. You can also create new blocks with plus buttons inside the document.

On the right side you have two separate tabs (B). In «Article» or «Page» you'll have the options that concern the whole document, like publication settings, author or permalink. In the «Block» tab, you'll find the settings of the block that is actually selected.

Moving the blocks

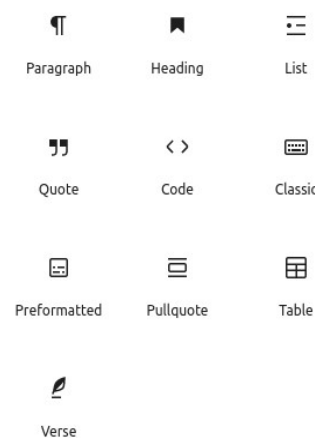
In Gutenberg, you can move blocks by drag and drop or with the arrows up and down.



Basic blocks

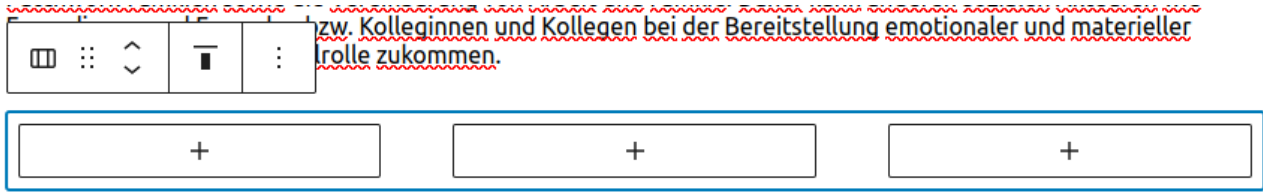
In Gutenberg, each element should be a separated block. A heading is a block, a paragraph is a bloc, a bullet point list is a block and so on. Several paragraphs in a row are several different blocks. This is the most important thing to understand to use Gutenberg, since some options can be unavailable if you are in the wrong block type. For instance, bullet point lists won't be available in a paragraph block.

I wont go into detail for each one of these block types since the settings you will find in each one of them are quite standard. But of course if you have difficulties to use them, feel free to ask your question at webmaster@forscenter.ch or to pass by in room 5632.



Please refrain to use the classic block, unless absolutely necessary.

Columns



The «Column» block is used to divide your page vertically. It can be a little confusing because it's composed of two blocks types. The «Columns» block (container) contain several «column» blocks. By selecting the container, you can change the number of columns.

Other features

External medias

One of the most usefull features of the new Gutenberg editor is it's compatibility with a lot of external media services like Twitter, Youtube, Spotify and many other. You can find them under the «Embeds» section of the blocks. Feel free to use them as they are directly supported by Wordpress core and should work without any problem.

