



THE ULTIMATE GUIDE TO WORDPRESS 5.0 &

# THE GUTENBERG EDITOR

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# INTRODUCTION

**W**ordPress 5.0 with the new Gutenberg Editor will transform the way you edit WordPress pages and posts.

If you're like most people, you probably have a ton of questions about the new WordPress editor and may even be a little nervous about the changes it brings to WordPress.

In this guide to WordPress 5.0 and the new Gutenberg Editor, we hope to answer all of your questions and hopefully settle your nerves about the update.

Let's get started with some of the basics of the new Gutenberg Editor in WordPress 5.0.



**GETTING  
STARTED WITH  
WORDPRESS  
5.0 & THE NEW  
GUTENBERG  
EDITOR**

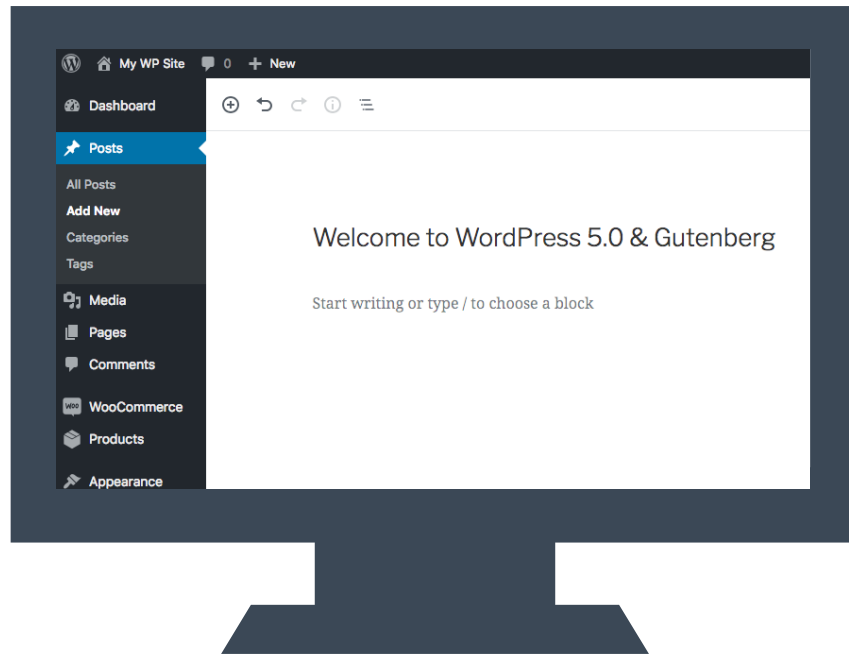
# BEFORE YOU UPDATE TO WORDPRESS 5.0

Because WordPress 5.0 is a major version release, planning for the update is important. Use this checklist to help you prepare:

- ☐ **IMPORTANT:** Make a complete backup of your entire WordPress website. Backup the database and all the files in your installation.
- ☐ Confirm that your current theme has support for the new Gutenberg WordPress Editor.
- ☐ If you are using plugins that insert shortcodes into the content area of posts or pages, confirm they will still work in WordPress 5.0.
- ☐ **ADVANCED:** If possible, test 5.0 in a [WordPress staging](#) environment to see if you want to use blocks throughout your site, just on new posts or to confirm if you'd rather continue to use the Classic Editor.
- ☐ Alert other users that compose or edit posts and pages on your website about the changes in 5.0 (Tip: Send them this ebook!)

**TIP:** Use a [WordPress backup plugin](#) to make a complete backup of your website before upgrading to WordPress 5.0.

**Store your backup file safely off-site in a secure, remote destination (not on your server).**



# WHAT IS GUTENBERG?

*Gutenberg* is the project name for the new WordPress editor slated for release in WordPress 5.0. The *Gutenberg WordPress Editor* will replace the classic WordPress editor, so it will be a very significant change in the way you edit the content area of posts and pages.

With the new Gutenberg editor, you can add multiple types of media while editing a WordPress post or page, and then arrange the layout of the content directly within the editor using Gutenberg *blocks*.

**The Gutenberg WordPress Editor will replace the classic WordPress editor, so it will be a very significant change in the way you edit posts and pages in WordPress.**

# WHY OVERHAUL THE WORDPRESS EDITOR?

The new WordPress Gutenberg Editor is the byproduct of an effort to make building a WordPress blog or website even more approachable to non-coders.

From the Focus Tech and Design Leads post that first previewed the new WordPress editor:

“The [Gutenberg] editor will endeavor to create a new page and post building experience that makes writing rich posts effortless, and has “blocks” to make it easy what today might take shortcodes, custom HTML, or “mystery meat” embed discovery.

- Matt Mullenweg,  
WordPress Founder

“Gutenberg is an important step forward for WordPress. Gutenberg enables WordPress to build content layouts, not just write articles. It is one of the many transitions happening in WordPress toward a more simplified user experience.”

— Zack Katz,  
speaking at  
WordCamp  
Denver 2017

# WHAT HAPPENS TO THE CLASSIC WORDPRESS EDITOR?

With WordPress 5.0, what happens to the Classic WordPress Editor? Is it going away? The short answer is no, not completely.

The new Gutenberg Editor includes the **Classic WordPress Editor block**, so you can continue composing with the previous Editor's formatting options. (We'll go over blocks in more detail on page 6.)

If you prefer not to use the new Gutenberg Editor at all, you can **install the WordPress Classic Editor as a separate plugin**.

Note: The [Classic Editor plugin](#) will only be officially supported until December 31, 2021.

The new Gutenberg Editor includes a block for the Classic Editor.

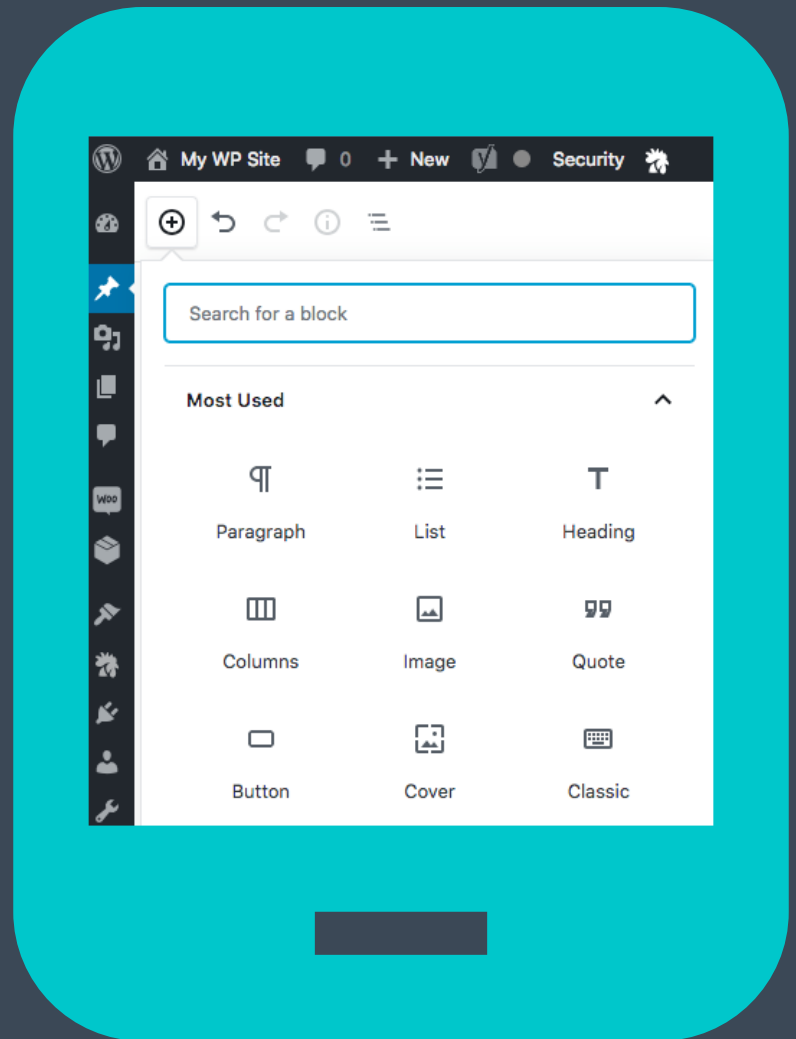
If you prefer not to use the new Gutenberg Editor at all, you can install the WordPress Classic Editor as a separate plugin.

# INTRODUCING BLOCKS: A NEW WAY TO EDIT IN WORDPRESS

The Gutenberg Editor is built on the concept of *blocks*.

Gutenberg's blocks allow you to add multiple types of content to your posts and pages.

You can insert text, headings, images, lists and lots more. From paragraph text, images, video, buttons and widgets, if you can think of it, Gutenberg's blocks can add it to your content.



**Gutenberg *blocks* allow you to add multiple types of content to your posts and pages. You can insert text, headings, images, lists and lots more.**



# WHAT BLOCKS ARE INCLUDED?

The following is a list of the current blocks that can be added to the content area of a post or page using the Gutenberg Editor. Blocks are organized into several categories:

## COMMON BLOCKS

Common blocks are listed first in the Gutenberg Editor. If you've already been using WordPress, these blocks will probably look familiar:

- **Paragraph** - Adds basic paragraph text.
- **List** - Adds a bulleted or numbered list.
- **Image** - Insert an image to make a visual statement.
- **Heading** - Adds heading text (h2, h3, h4, h5, h6) to introduce new sections and organize content to help visitors (and search engines) understand the structure of your content.



- **Quote** - Give quoted text visual emphasis.
- **Cover** - Add an image or video with a text overlay — great for headers.
- **Gallery** - Display multiple images in a rich gallery.
- **Audio** - Embed a simple audio player.
- **File** - Add a link to a downloadable file.
- **Video** - Embed a video from your media library or upload a new one.

## FORMATTING BLOCKS

Formatting blocks provide elements related to formatting your post or page.

- **Classic** - Use the classic WordPress editor.
- **Pullquote** - Give special visual emphasis to a quote from your text.
- **Table** - Insert a table. Perfect for sharing charts and data.
- **Verse** - Insert poetry. Use special spacing formats. Or quote song lyrics.



- **Code** - Display code snippets that respect your spacing and tabs.
- **Custom HTML** - Add custom HTML code and preview it as you edit.
- **Preformatted** - Add text that respects your spacing and tabs, and also allows styling.

## LAYOUT ELEMENT BLOCKS

Layout Element blocks allow you to have more control over the layout of your content.

- **Columns** - Add a block that displays content in multiple columns, then add whatever content blocks you'd like.
- **Button** - Prompt visitors to take action with a custom button.
- **Media & Text** - Set media and words side-by-side for a richer layout.
- **More** - Want to show only an excerpt of this post on your homepage? Use this block to define where you want the separation.



- **Page Break** - Separate your content into a multi-page experience.
- **Separator** - Create a break between ideas or sections with a horizontal separator.
- **Spacer** - Add white space between blocks and customize its height.

## WIDGET BLOCKS

Widget blocks add the functionality of several WordPress widgets to the content area of a post or page.

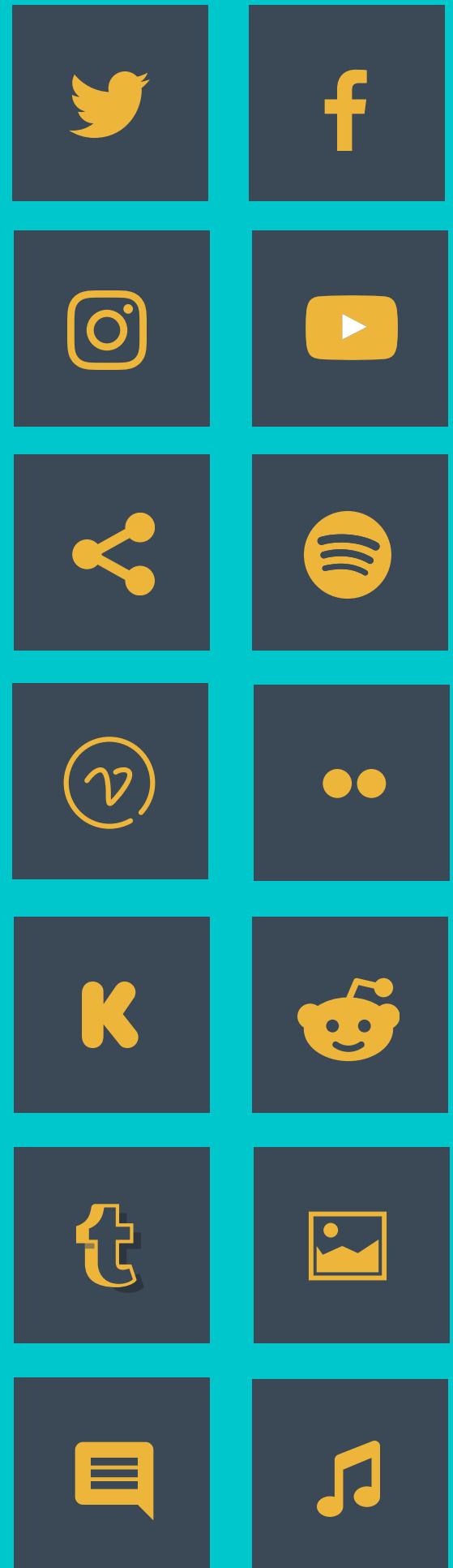
- **Shortcode** - Insert additional custom elements with a WordPress shortcode.
- **Archives** - Display a monthly archive of your posts.
- **Categories** - Display a list of all categories.
- **Latest Comments** - Display a list of your most recent comments.
- **Latest Posts** - Display a list of your most recent posts.



## EMBED BLOCKS

Embed blocks allow you to embed videos, images, tweets, audio and other content from external sources. In addition to the standard Embed Block, Gutenberg includes embed support for dozens of platforms, apps and websites.

- Twitter
- YouTube
- Facebook
- Instagram
- WordPress
- SoundCloud
- Spotify
- Flickr
- Vimeo
- Animoto
- Cloudup
- CollegeHumor
- Imgur
- Issuu
- Kickstarter
- Meetup.com
- Mixcloud
- Photobucket
- Polldaddy
- Reddit
- ReverbNation
- Screencast
- Scribd
- Slideshare
- SmugMug
- Speaker Deck
- TED
- Tumblr
- VideoPress
- WordPress.tv



## ADDITIONAL PLUGIN BLOCKS

Depending on the plugins you have installed on your website, you may see additional Gutenberg block options.

For example, if you're using the Yoast SEO plugin, you'll see Yoast Structured Data blocks, including a How-to Block and FAQ block.

## BLOCKS FOR DEVELOPERS

WordPress has created the Block API to allow third-party developers to create their own blocks. As WordPress 5.0 adoption spreads, you'll likely see even more block options.

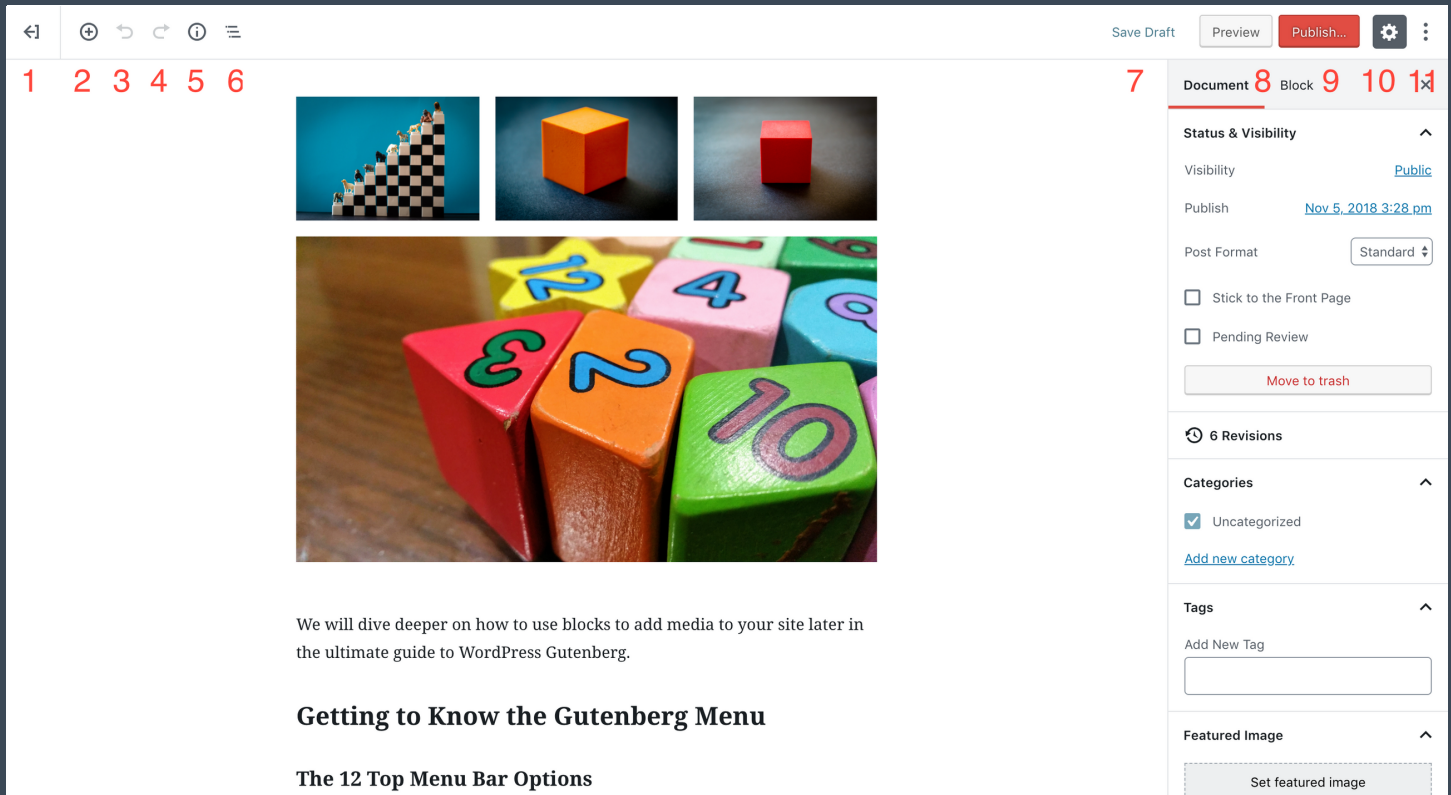


**For an in-depth overview of all the blocks available in the Gutenberg Editor, check out this tutorial:**

**How To Use  
WordPress Gutenberg  
Blocks**

# GETTING TO KNOW THE GUTENBERG EDITOR MENU

Let's dive into the Gutenberg Editor by starting with the options in the top menu.



## THE 11 TOP MENU BAR OPTIONS

Located at the top of the screen, you'll see a menu bar with 11 options:

- |              |            |               |              |          |
|--------------|------------|---------------|--------------|----------|
| 1. Back      | 4. Redo    | 6. Block      | 8. Preview   | 11. More |
| 2. Add Block | 5. Content | Navigation    | 9. Publish   | Options  |
| 3. Undo      | Structure  | 7. Save Draft | 10. Settings |          |

## 1. BACK

Pressing the Back button will take you back to either the edit all posts or pages page depending on which you are currently editing.

## 2. ADD BLOCK

The Add Block option is where you will find the assortment of Gutenberg's Blocks and embeds you can add to your post and page. You can use the search bar or scroll through the options available on the screen.

The Gutenberg Editor's "Most Used" Block options include:

- Paragraph
- Heading
- List
- Gallery
- Image
- Quote
- Spacer
- Video
- Cover

## 3. UNDO

Undo the last change you made.

## 4. REDO

Redo your last undo.

## 5. CONTENT STRUCTURE

The Content Structure option gives you a quick overview of the content in your current WordPress post or page, including the word count, the number of headings, paragraphs and the number of Blocks.

You can also see a Document outline, which is handy for seeing the way your WordPress post or page is structured with headings.

Headings (h1, h2, h3, h4, h5, h6) are a great way to divide your content into sections, giving readers a better way to scan the information. Headings are also important for SEO. Search engines also use headings to better index your content, so use them wisely.

## 6. BLOCK NAVIGATION

Block Navigation allows you to quickly jump between the Gutenberg Blocks in your WordPress post or page.

## 7. SAVE DRAFT

This Save Draft Link is how you can save the current version of your draft. Note that WordPress Gutenberg will constantly auto-save your work, so you may not use the Save Draft button very often.



## 8. PREVIEW

The Preview button will show you what your post or page will look like on the front end of your site once it is published.

## 9. PUBLISH

Clicking the Publish button will make your WordPress post or page available to the public

## 10. SETTINGS

The Settings wheel toggles the right settings menu on and off.

## 11. MORE TOOLS & OPTIONS

Use the icon with the three vertical dots to display the More Tools & Options menu.

From this menu, you'll see some additional choices you have for the Gutenberg editor, including the View, Editor options and more Tools.

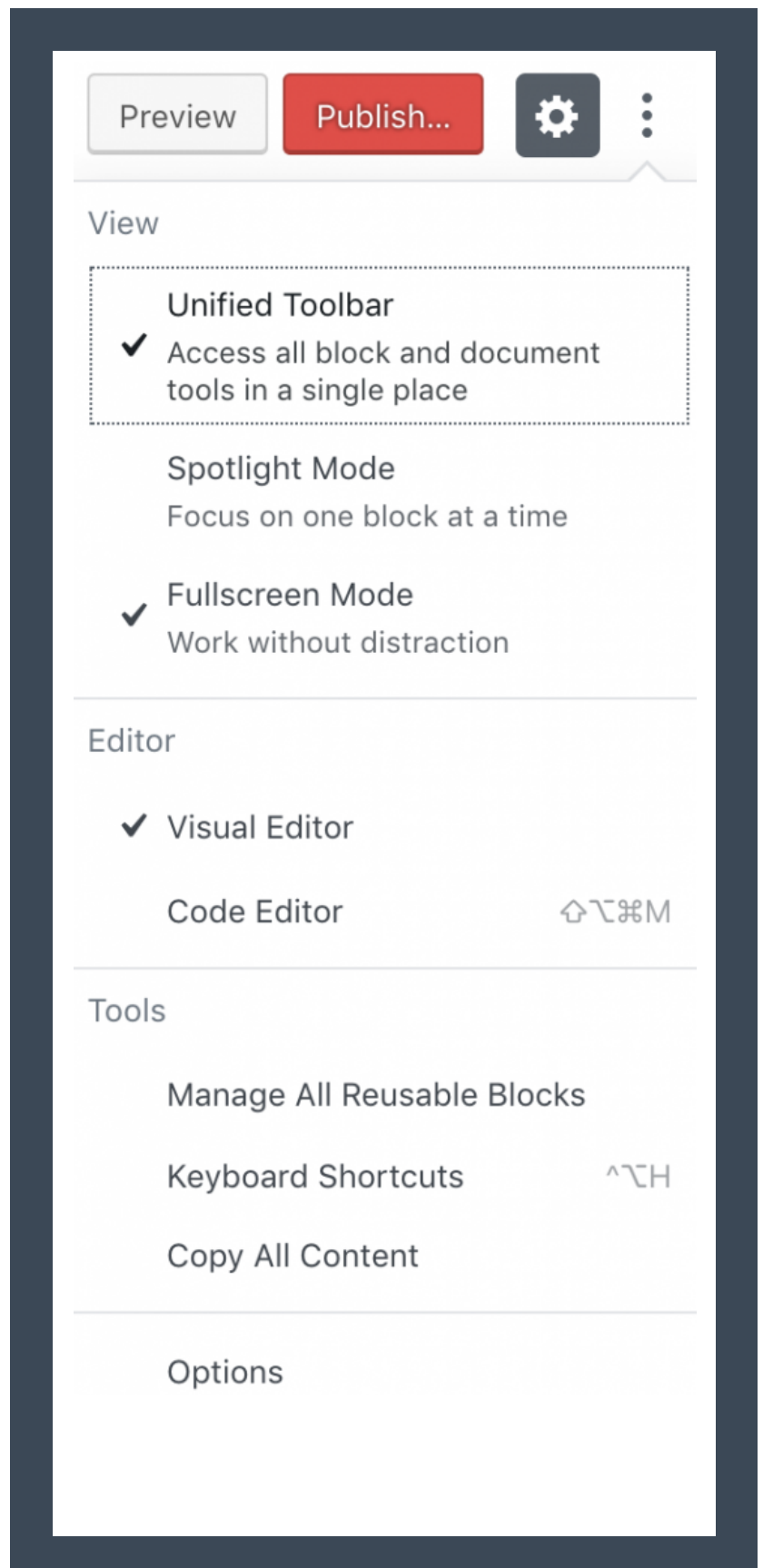
Views include the Unified Toolbar, Spotlight Mode, Fullscreen mode.

- The **Unified Toolbar** allows you to access all block and document tools in a single place.
- **Spotlight Mode** allows you to focus on one block at a time.
- **Fullscreen Mode** allows you to work without distraction by removing unnecessary menu items

You can also switch between the **Visual Editor** and Code Editor from the Editor section.

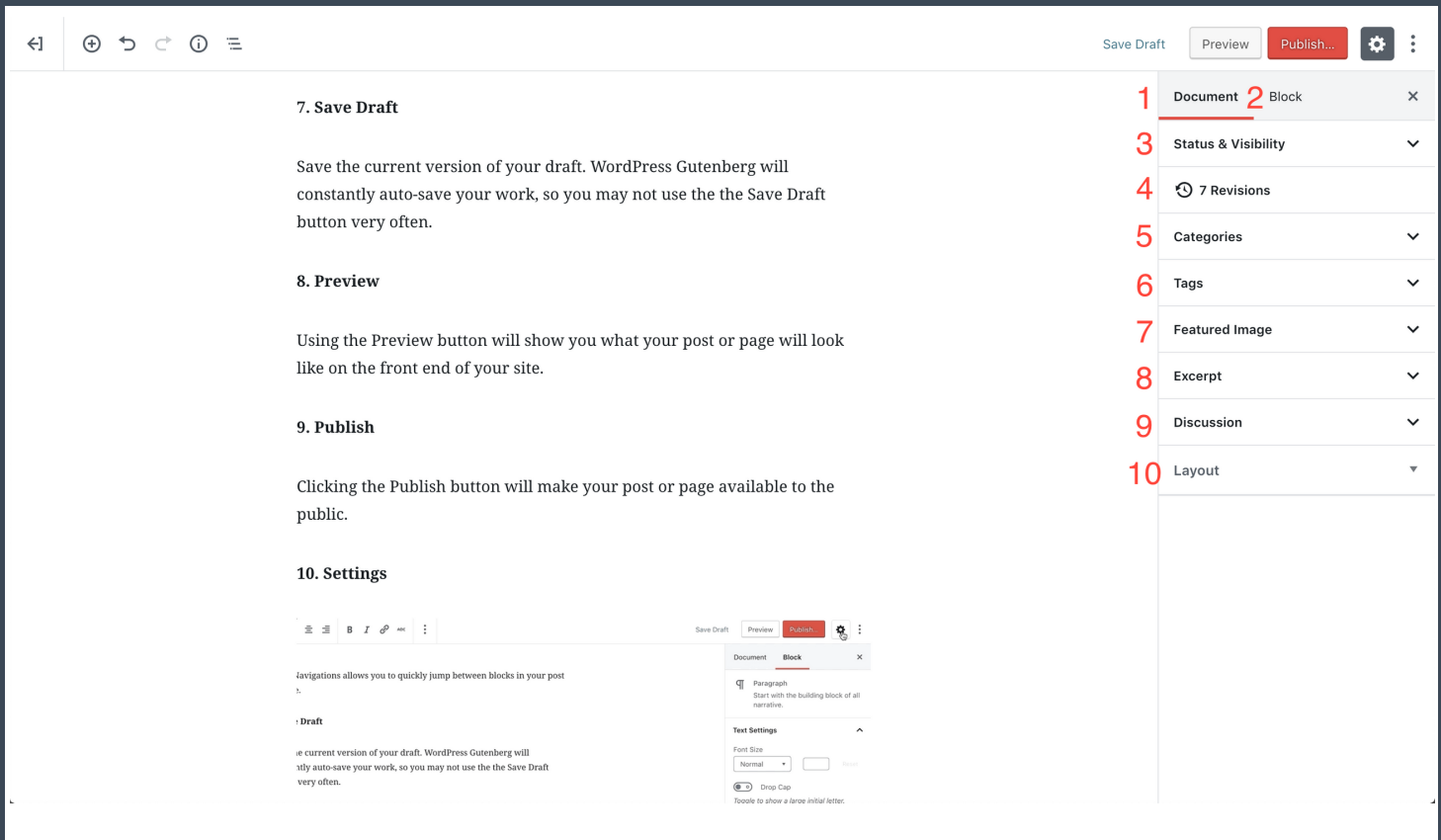
Switching between these views can be helpful for more advanced users if you would like to see the current code generated by the content.

In the Tools section, you can Manage All Reusable Blocks, configure Keyboard Shortcuts and Copy All Content.



# DOCUMENT SETTINGS

WordPress 5.0 introduces new Document Settings, settings that were previously organized in the former "Publish" box of the Page/Post editor screen. You'll see 10 different options for formatting your "document," or the content in your WordPress post or page.



## THE 10 DOCUMENT SETTINGS

- |                        |               |             |               |
|------------------------|---------------|-------------|---------------|
| 1. Document            | 4. Revisions  | 7. Featured | 9. Discussion |
| 2. Block               | 5. Categories | Image       | 10. Layout    |
| 3. Status & Visibility | 6. Tags       | 8. Excerpt  |               |

# 1. DOCUMENT

This tab toggles the right menu to display the Document settings.

# 2. BLOCK

Toggle the right tab to display the Block settings.

# 3. STATUS & VISIBILITY

The Status and Visibility section gives an overview of the current status of your post or page.

- **Visibility** – The Post Visibility option allows you to choose who can see a WordPress post or page once it is published. You can select between Public, Password protected or Private.
- **Publish** – You can use the Publish option to schedule your post to publish automatically. To schedule a post, select the date and exact time you want your new post or page to go live.
- **Post Format** – The Post Format link allows you to select the format of your post, including Aside, Link, Image, Quote, Standard or Video.
- **Stick to Front Page** – Check this box to have a link to your post added to the front page of your site.

- **Pending Review** – Select this option and save the post to change the post status to pending.

## 4. REVISIONS

Clicking the Revisions link will take you to the different versions of your post. You will be able to compare two versions side by side to see the changes that were made and who made them. You can revert your post to an older version from the Revisions page.

## 5. CATEGORIES

Select a current category or create a new one for your post.

## 6. TAGS

Select a current Tag or create a new one for your post.

## 7. FEATURED IMAGE

Add a Featured Image to your post.

## 8. EXCERPT

Create a summary or description for your post. The WordPress Excerpt is an optional summary or description of your post.

## 9. DISCUSSION

Control whether you want to allow users to comment on your WordPress post or page. You can also select if you want to allow Pingbacks & Trackbacks.

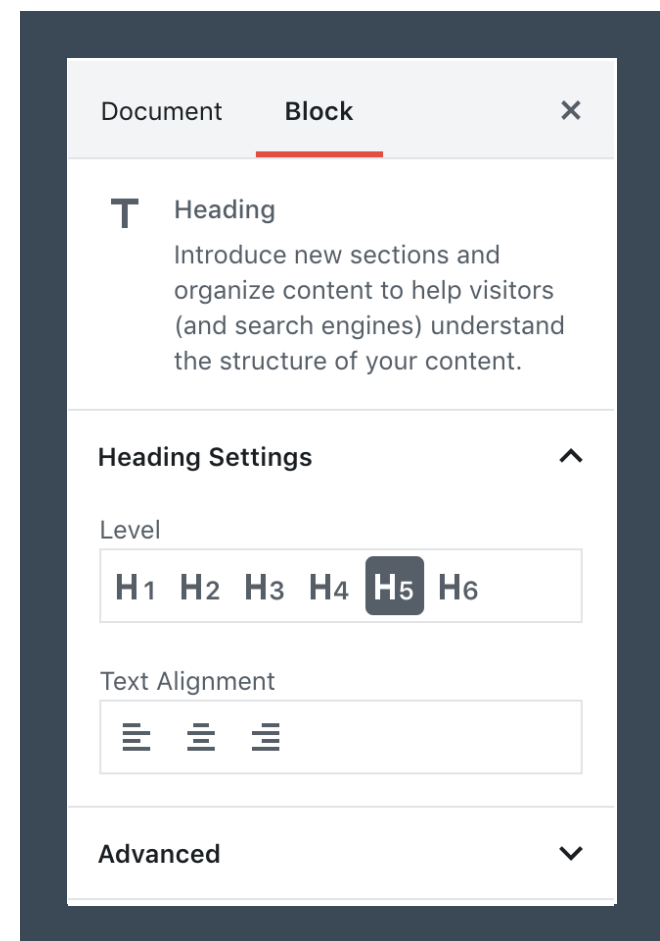
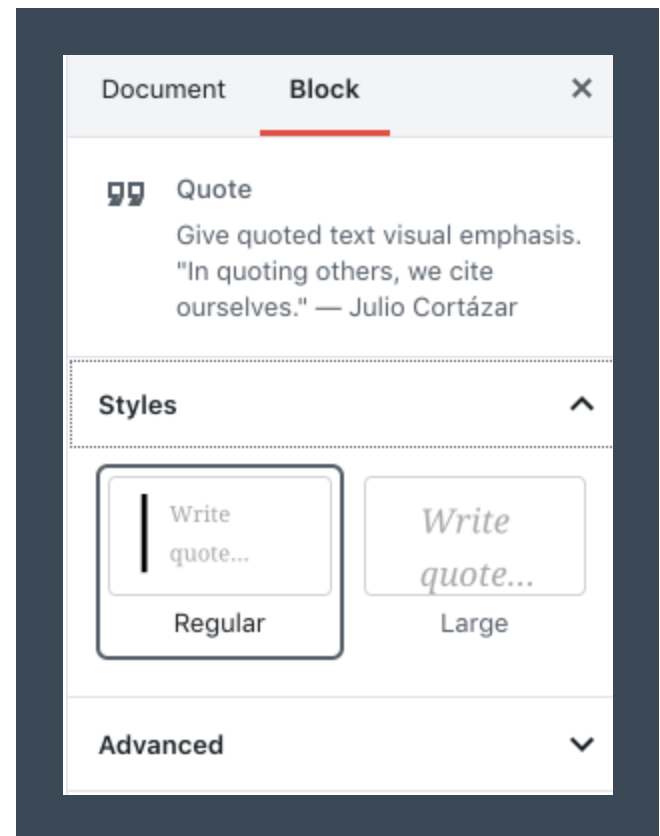
Trackbacks and pingbacks are methods for alerting blogs that you have linked to them, so they provide a type of “remote” commenting system.

- A **pingback** is a type of comment that’s created when you link to another blog post where pingbacks are enabled. Pingbacks are automated and don’t send any content.
- **Trackbacks** are a way to notify legacy blog systems that you’ve linked to them. Trackbacks must be created manually, and send an excerpt of the content.

# GUTENBERG BLOCK MENU OPTIONS

The Block tab on the right side of the screen gives you several options for formatting the Blocks you've used. You'll first need to select the Gutenberg Block you wish to format. The Block Settings allow you to customize each block individually.

As you select a Gutenberg Block, the options in this panel will change. Most Gutenberg Block options have to do with formatting and styles. The customizations settings that are available will vary with Block type, but you can see there are tons of options for applying styles and other settings to the Block.

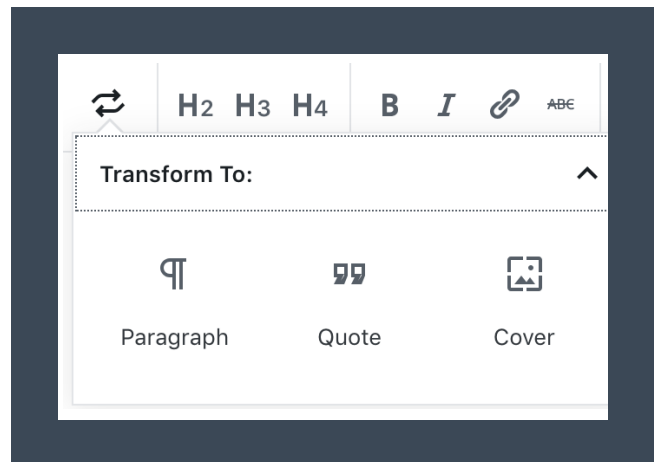


## ADVANCED GUTENBERG BLOCK SETTINGS

The Advanced setting allows you to add an additional CSS class to the selected Block. CSS classes can be used by your theme to add additional styles to the Block.

## CHANGE BLOCK TYPE

Each Block has an option to change the type. By clicking on a Block you have added and then hovering over the icon on the left, you can change the current Block Type to one of the pre-selected blocks provided to you.



## EDIT CURRENT BLOCK

Use this option to change the block type. You will have different quick edit options depending on the type of block that is selected.

# MORE GUTENBERG OPTIONS

Each Gutenberg Block contains additional options that can be revealed by clicking the icon on the far right side of the menu for the Block.

These additional settings include:

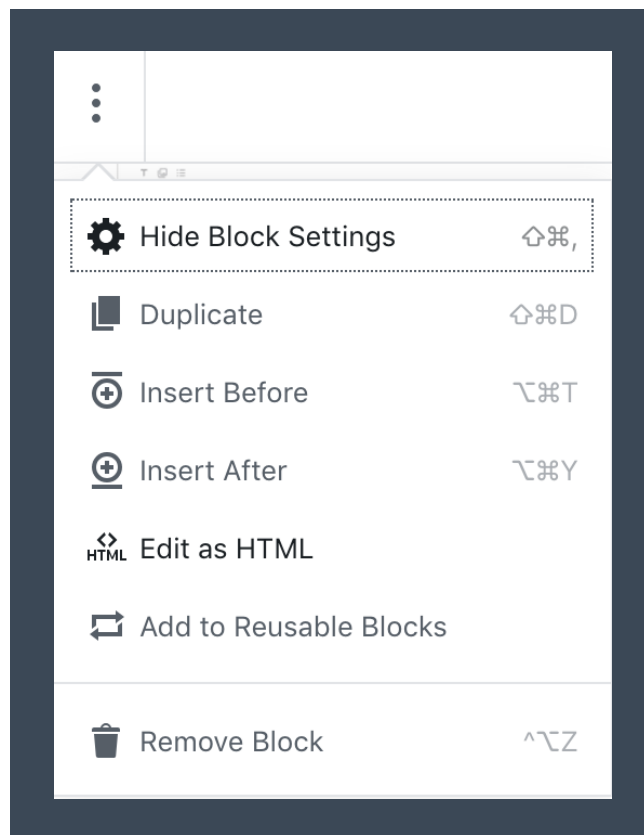
- Hide Block Settings
- Duplicate
- Insert Before
- Insert After
- Edit at HTML
- Add to Reusable Blocks
- Remove Blocks

## HIDE AND SHOW BLOCK SETTINGS

This option allows you to switch between hiding and showing the right sidebar Block settings. This is helpful if you want to quickly clear up your editing screen.

## INSERT BEFORE

This is where you can insert a new block above the block that is currently selected.





## INSERT AFTER

Use this button to insert a new block below the block that is currently selected.

## EDIT AS HTML/EDIT VISUALLY

This option allows you to switch between editing views, either in HTML or Visually. Editing as HTML could be helpful if you want to see or alter the HTML code output of the Block, such as the div classes or inline styles applied to the block. Switching back to the Edit Visually will return to the default editing screen.

## ADD REUSABLE BLOCK

With this option, you can save the current Block to use later. This option could be incredibly useful if you use the same text, images or even buttons frequently.

## REMOVE BLOCK

Use this to delete the current block from your page or post.

# GUTENBERG KEYBOARD SHORTCUTS

Keyboard shortcuts can reduce time in your workflow, especially when it comes to composing content on your website. The Gutenberg Editor includes several keyboard shortcuts to streamline the process of editing posts and pages. Here are just a few:

SHORTCUT	MAC	WINDOWS/LINUX
Display Shortcut	Cmd+Option+H	Shift+Alt+H
Show/Hide the Settings Sidebar	Shift+Cmd+,	Shift+Cmd+,
Open the Block Navigation Menu	Ctrl+Option+O	Shift+Alt+O
Navigate to the Next Section of the Editor	Ctrl+` or Shift+Options+N	Ctrl+` or Shift+Alt+N
Navigate to the Previous Section of the Editor	Ctrl+Shift+` or Shift+Option+P	Ctrl+Shift+` or Shift+Option+P
Navigate to the Nearest Toolbar	Option+F10	Alt+F10
Switch between Visual Editor and Code Editor	Cmd+Shift+Option+M	Ctrl+Shift+Alt+M

*Note: you can display more keyboard shortcut options in the More Options Panel > Keyboard Shortcuts.*

# MORE WORDPRESS 5.0 & GUTENBERG RESOURCES

CHECK OUT MORE TUTORIALS & HELP AT  
[ITHEMES.COM/GUTENBERG-HELP](https://ithemes.com/gutenberg-help)

## ESSENTIAL TOOLS FOR YOUR WORDPRESS WEBSITE

- **BackupBuddy** - The original 3-in-1 [WordPress backup plugin](#)
- **iThemes Security Pro** - The #1 [WordPress security plugin](#) to secure and protect your site.
- **iThemes Sync** - [Manage multiple WordPress sites](#) from one dashboard
- **iThemes Hosting** - Simple yet smarter [WordPress hosting](#)

GET THEM ALL AT [ITHEMES.COM](https://ithemes.com)



THIS EBOOK IS  
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