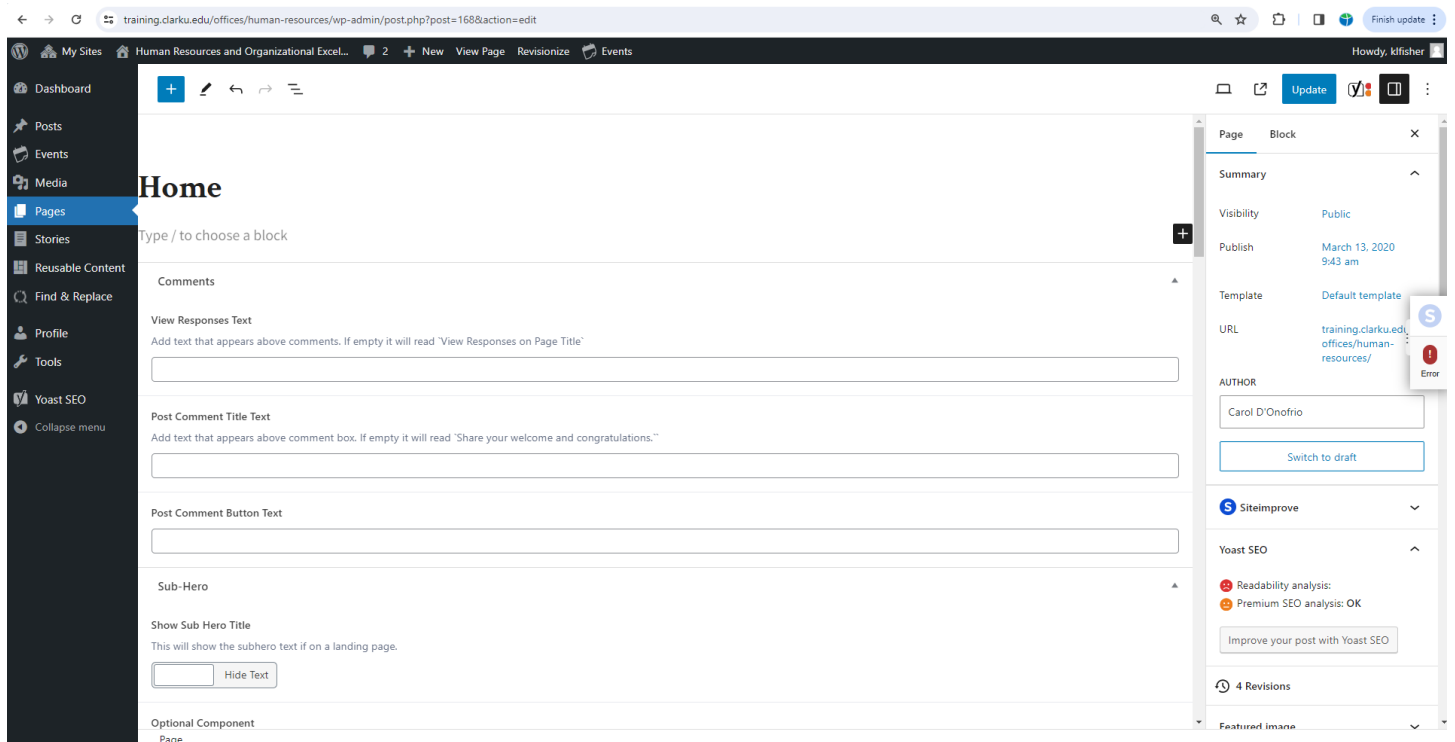


Introduction to the New Block Editor with Existing Components

Clark is beginning the process of upgrading its WordPress editing tools from our existing components system to WordPress blocks. The goal is to provide a Wordpress editing experience that makes it fast and easy to create web pages at Clark.

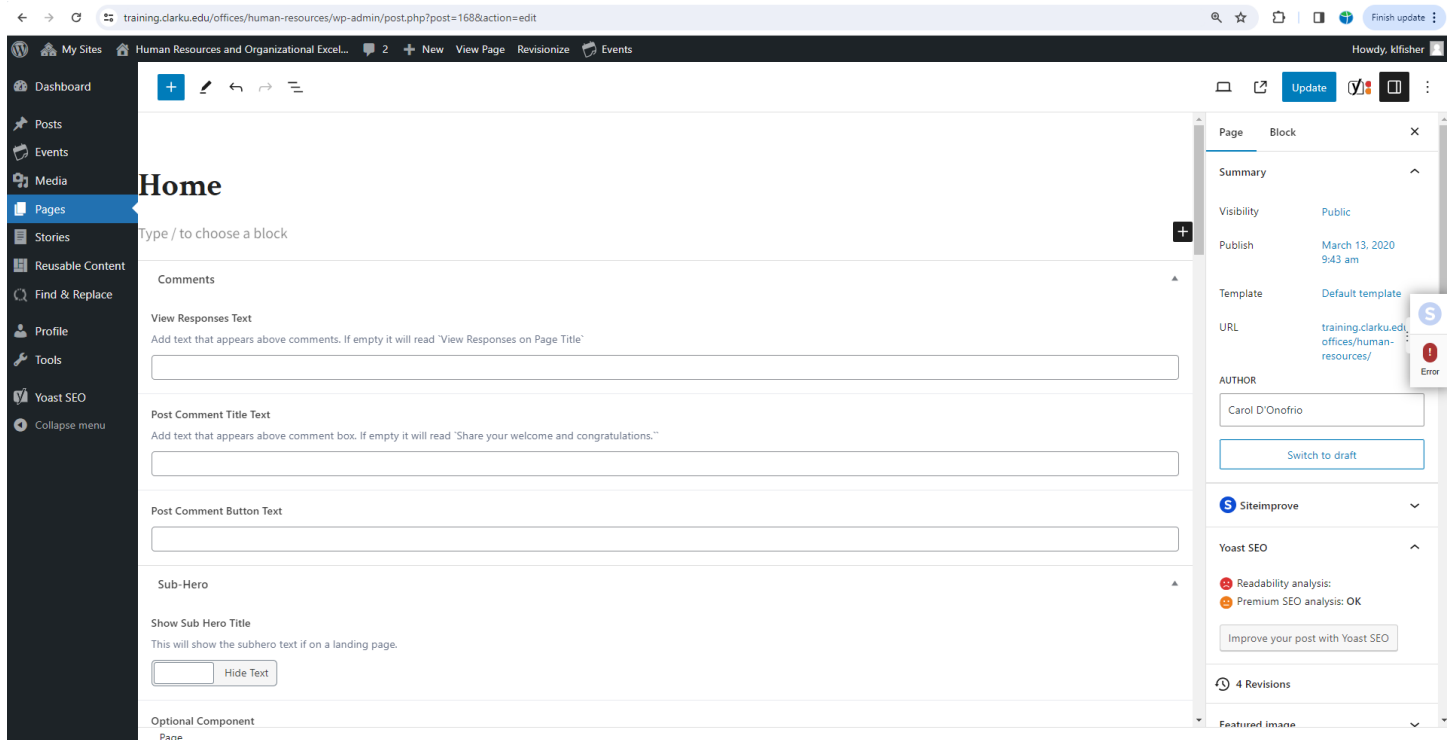
The first step is to introduce the block editor. The block editor replaces the WordPress "body" field, but most pages at Clark do not use that field, they use components instead. Components still work the same way that they always have, so all your pages that are built using components are unchanged. However, the editing interface is a little bit different. Most of the functionality is the same as before, it just has a new look to it.



Introduction to New Template

- [Introduction to New Look for Template](#)
- Sidebar: [Introduction to Page/Block Settings](#)
- Top Toolbar: [Introduction to Document Overview](#)
- Top Toolbar: [Introduction to Toggle Block Inserter](#)
- Top Toolbar: [Introduction to Tools](#)
 - [Toolbar Glossary](#)

When opening your page to edit it, you will notice it has a different look to the template than what you are used to.



The first thing you want to do is take it out of **“Full Screen mode.”** That option is in the far top right corner with the three little dots. Click on **“Options.”**

Page Block X

Summary ^

Visibility Public

Publish March 13, 2020 9:43 am

Template Default template

URL training.clarku.edu/offices/human-resources/



AUTHOR

Carol D'Onofrio

Switch to draft



Siteimprove v

Yoast SEO ^

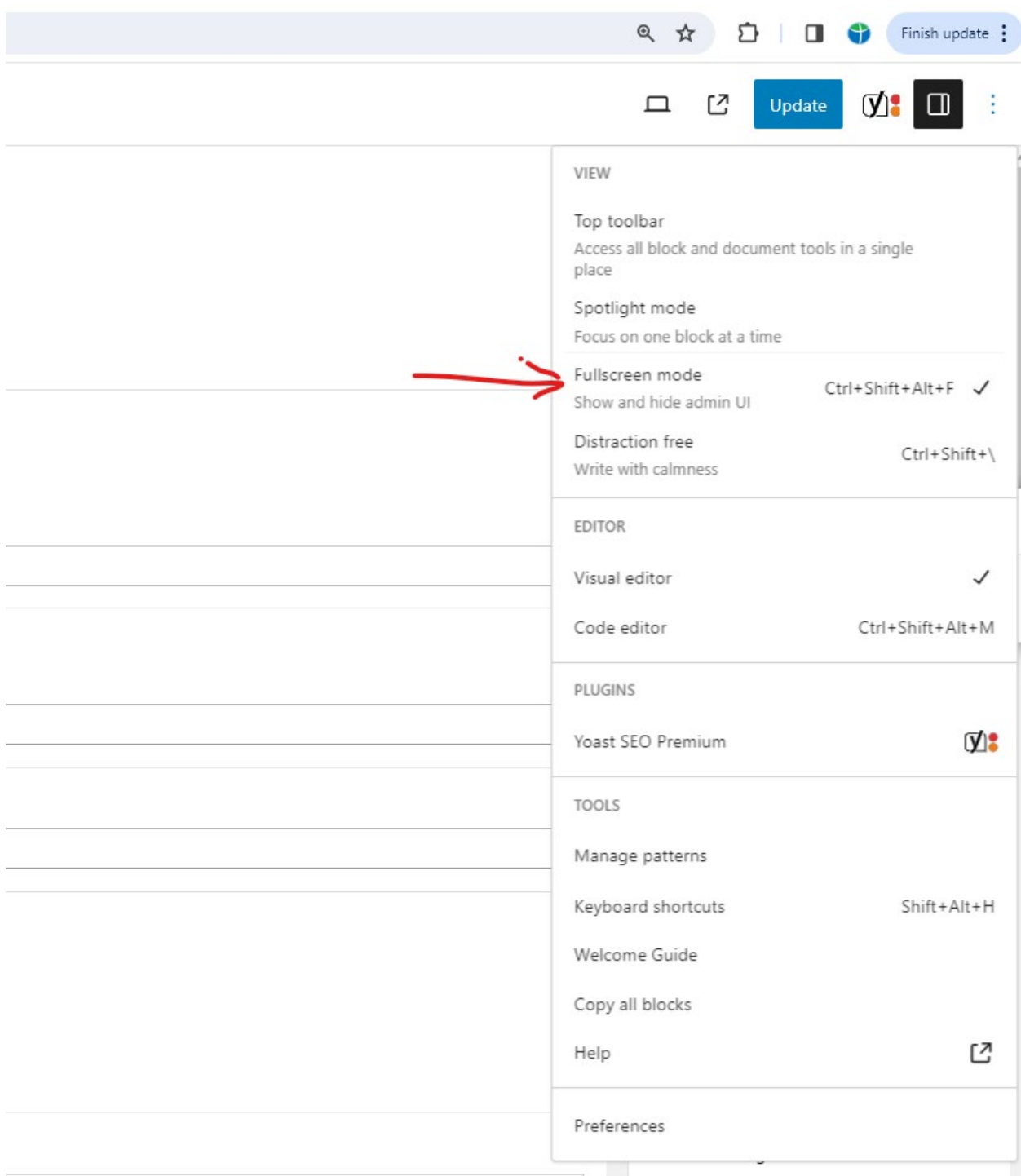
Readability analysis:  Premium SEO analysis: OK 

Improve your post with Yoast SEO

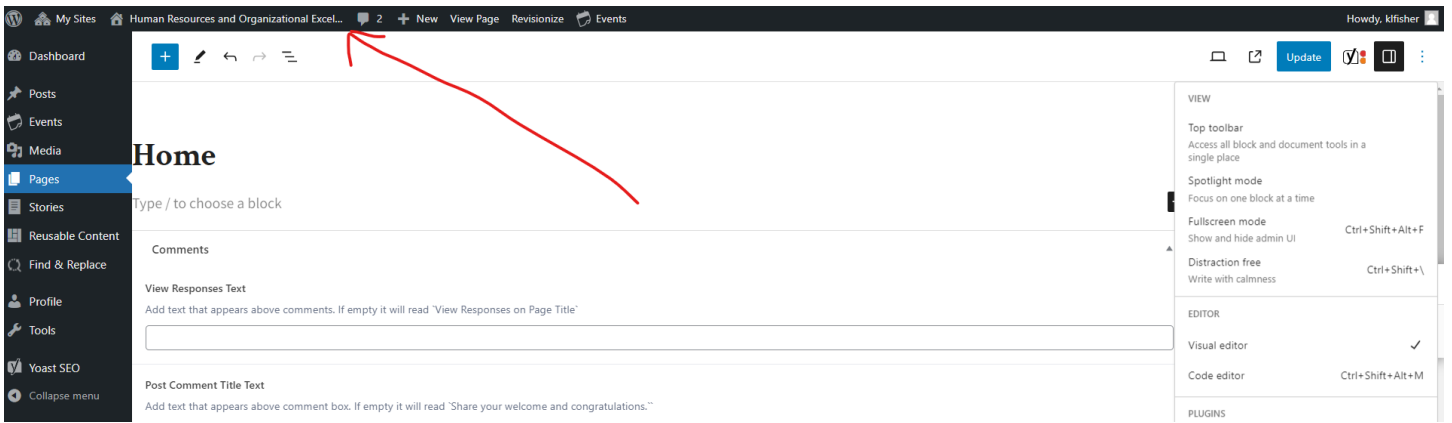
4 Revisions

  Error

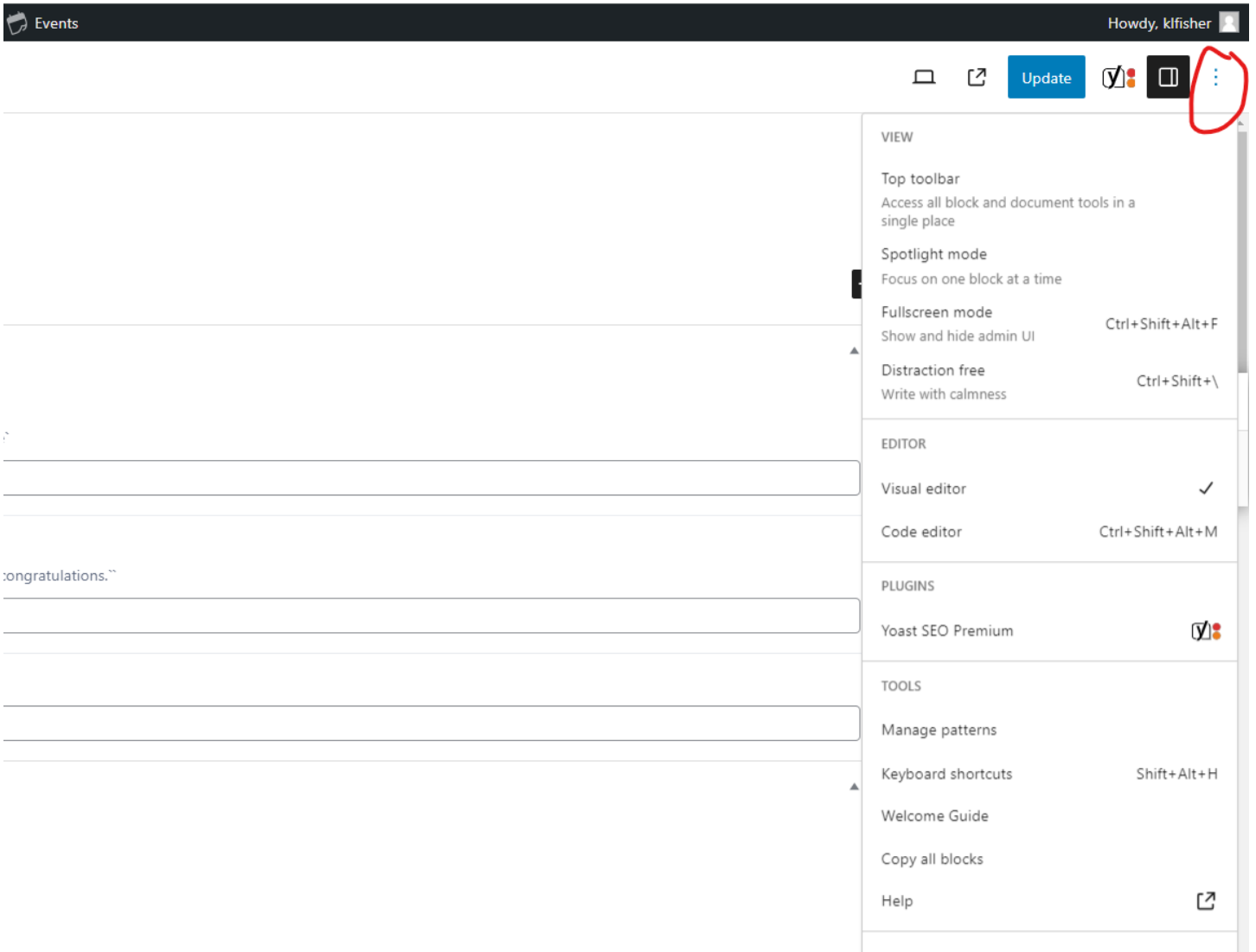
Check OFF that option:



When you shut off that feature, you will get the normal black horizontal administration bar at the top of your page and the action menu on the left side of the template, which you are normally used to. You are welcome to toggle on/off as you would like.



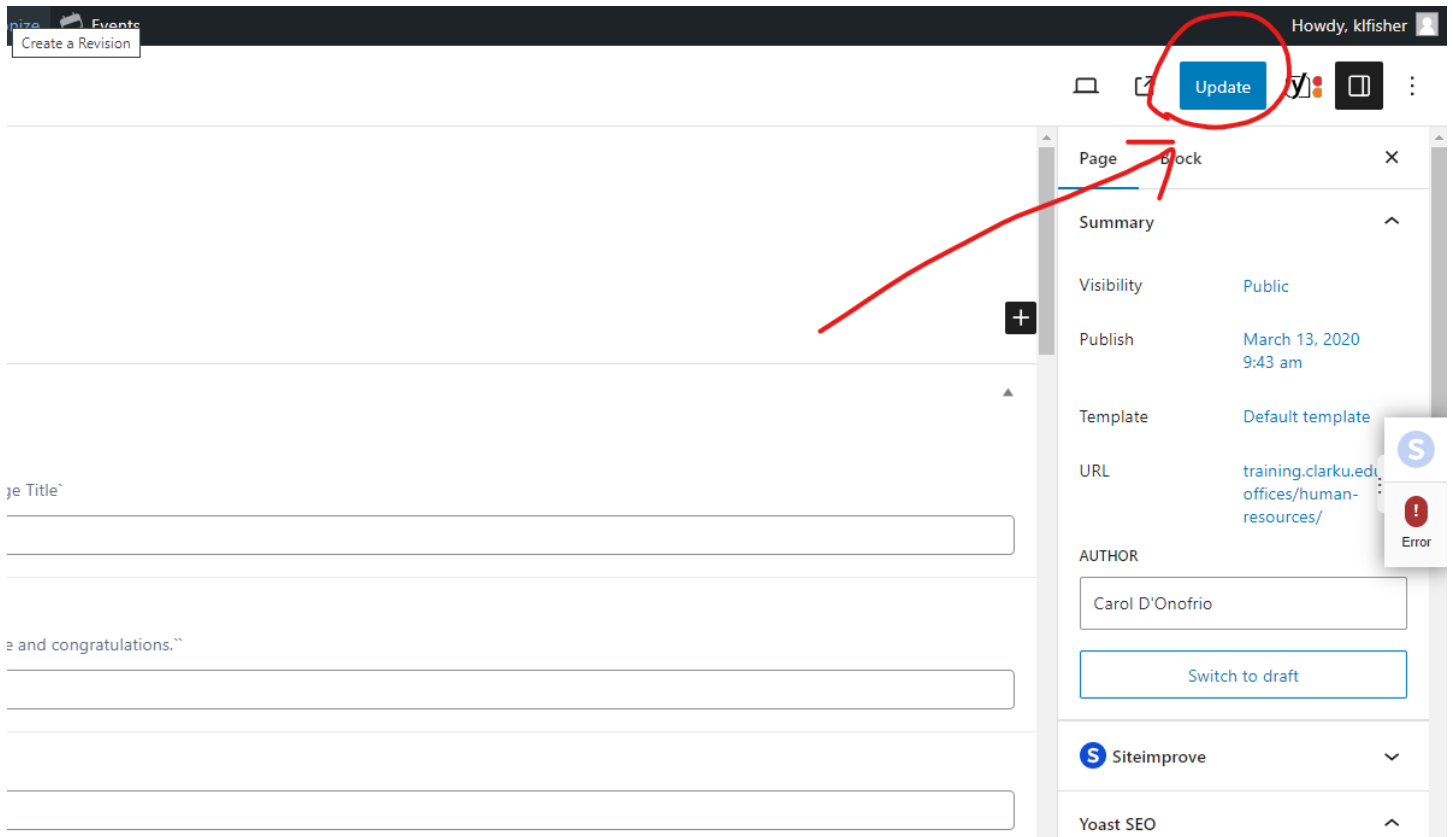
To close out those options, just go back and hit the three dots again in the far-right corner:



Introduction to Page/Block Settings

On the far-right corner of the template, you will notice a “Page / Block” box. Some of these options should be familiar to what you have used in the past template such as: updating a page, revisions, featured images, or switching the page back to draft mode, author, and other options.

Page settings:

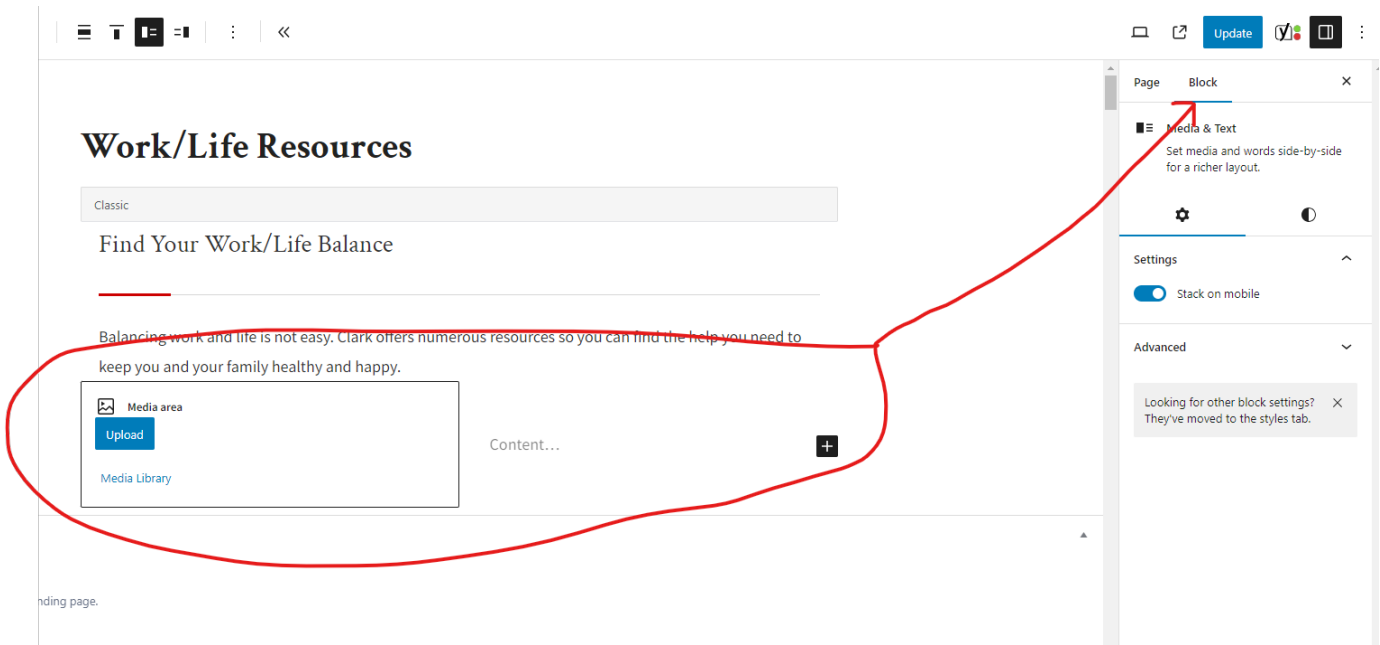


The screenshot shows the WordPress page editor interface. At the top right, the user's name 'Howdy, kfisher' is visible. Below the header, there are several icons and a blue 'Update' button, which is circled in red. A red arrow points from the 'Update' button to the 'Page / Block' header of the settings panel on the right. The settings panel includes sections for 'Summary', 'Visibility' (Public), 'Publish' (March 13, 2020 9:43 am), 'Template' (Default template), 'URL' (training.clarku.edu/offices/human-resources/), 'AUTHOR' (Carol D'Onofrio), and a 'Switch to draft' button. At the bottom of the settings panel, there are sections for 'Siteimprove' and 'Yoast SEO'. An 'Error' notification is visible in the bottom right corner of the settings panel.

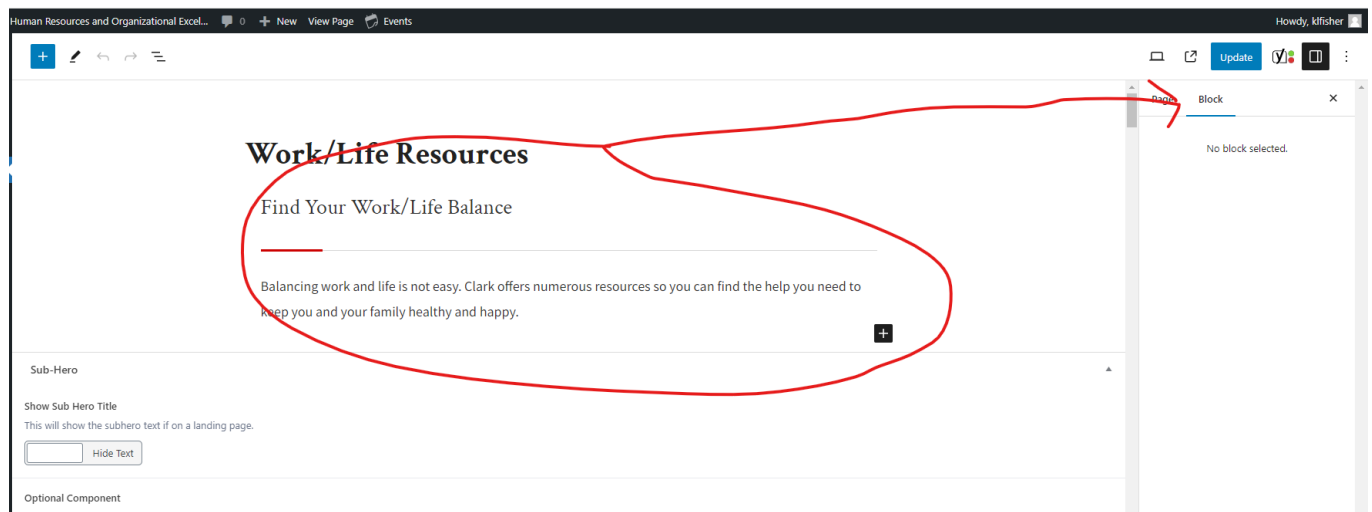
Should we lock down Page Attributes, Discussions, Page Options (vertical padding) and Sidebar options?

Block Settings:

Block settings will only show up when you are using one of the newer Gutenberg Blocks. Otherwise, if you are on an older Clark-built block/component – then nothing will show up. This will only show up on the new blocks.



VS.

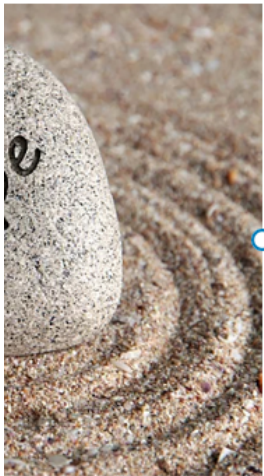


For the newer blocks, these settings allow you to change some styles or options related to that block or parts of that block.

In the below instance, this is a **Media & Text** block, when I choose the heading – you will see it gives you limited options to add an anchor or additional classes, by clicking on the “Advanced” tab.

The image shows a CMS editor interface. On the left, a preview of a page features a red-bordered toolbar with icons for list, heading, bold, italic, link, and more. Below the toolbar, the heading "Media & Text" is circled in red. The main content area contains the text "Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups." and a red "LEARN MORE" button. On the right, a configuration panel is open, showing the "Block" tab. The "Heading" section is active, displaying the heading text and a description. Below this, the "Advanced" section includes an "HTML ANCHOR" field with the value "h-media-amp-text" and an "Error" message: "Enter a word or two — without spaces — to make a unique web address just for this block, called an 'anchor.' Then, you'll be able to link directly to this section of your page." A link "Learn more about anchors" is provided, followed by an "ADDITIONAL CSS CLASS(ES)" field and the instruction "Separate multiple classes with spaces."

vs. the image itself:



Media & Text

Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups.

LEARN MORE

place
lance

lark offers numerous resources so you can find the help you need to keep you

Page Block

Media & Text

Set media and words side-by-side for a richer layout.

Settings

- Stack on mobile
- Crop image to fill entire column

ALTERNATIVE TEXT

SDAFF

[Describe the purpose of the image.](#)

Leave empty if decorative.

RESOLUTION

Full Size

Select the size of the source image.

MEDIA WIDTH

50

Advanced

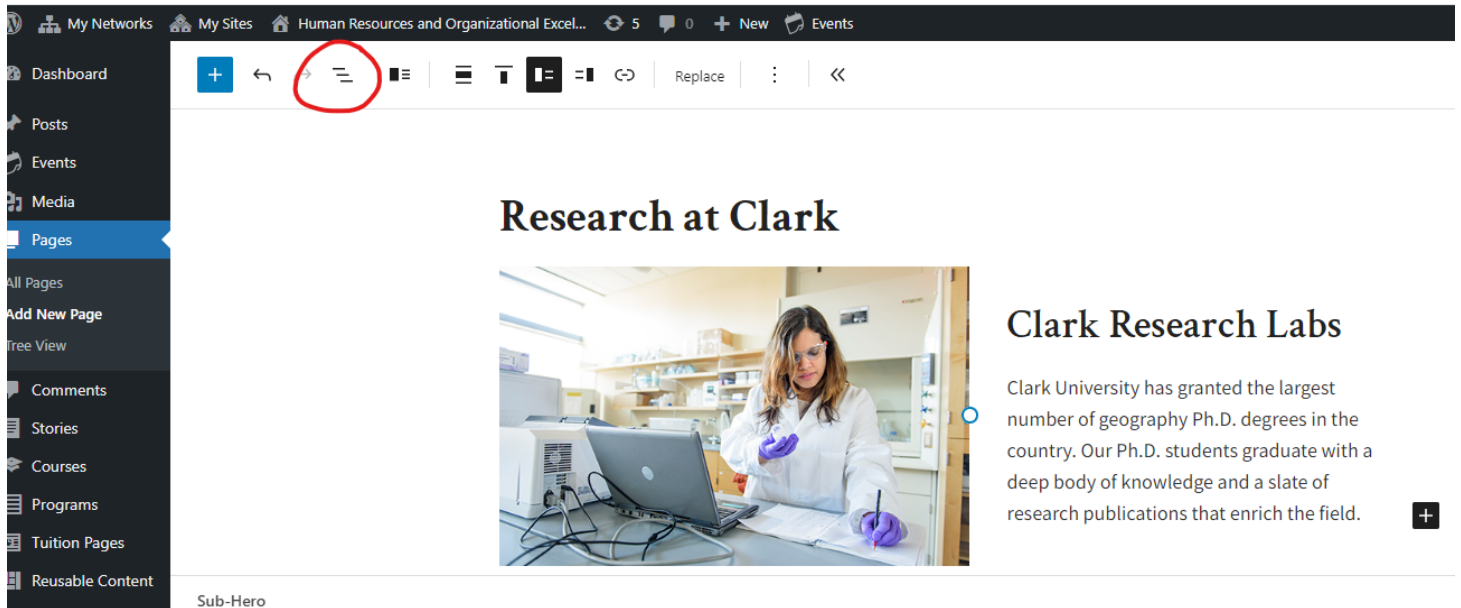
Each item will have different settings to be able to change.

Introduction to Document Overview

The Document Overview lists the different content blocks on your page and allows you to do the following:

- Quickly identify each block and quickly allow you to click on that block and make a simple change.
- Move blocks up and down.
- Add a block before or after each block.
- And quickly identify a block to delete.

Click on the item that looks like three lines on the top-left side of the template.



The screenshot shows a document editor interface. At the top, there's a navigation bar with 'My Networks', 'My Sites', and 'Human Resources and Organizational Excel...'. Below that is a toolbar with various icons, including a red circle around the 'List View' icon (three horizontal lines). The main content area displays a page titled 'Research at Clark'. The page has a hero section with a photo of a woman in a lab coat and a text block titled 'Clark Research Labs'. The text block contains the following text: 'Clark University has granted the largest number of geography Ph.D. degrees in the country. Our Ph.D. students graduate with a deep body of knowledge and a slate of research publications that enrich the field.' The left sidebar shows navigation options like 'Dashboard', 'Posts', 'Events', 'Media', 'Pages', 'All Pages', 'Add New Page', 'Tree View', 'Comments', 'Stories', 'Courses', 'Programs', 'Tuition Pages', and 'Reusable Content'.

When you click on those three lines a new box will appear on the left identifying each block that is on your page. There are two options to view the content on your page, List View vs. Outline View.

List View: This allows you to see the different blocks on your pages, as well as the options to build that block, such as a header, image, or link.

You can click on the arrows to expand that block to see what features are offered. In the instance below you can see that within a **Media & Text** block, there is a heading and a paragraph:

My Networks My Sites Human Resources and Organizational Excel... 5 0 + New Events

Dashboard

Posts

Events

Media

Pages

All Pages

Add New Page

Tree View

Comments

Stories

Courses

Programs

Tuition Pages

Reusable Content

Staff

Projects

Find & Replace

Appearance

Plugins

Users

List View Outline X

Media & Text

Clark Research Labs h-clark-res...

Paragraph


Media & Text

Master's Research h-master-s...

Paragraph

Paragraph

Research at Clark

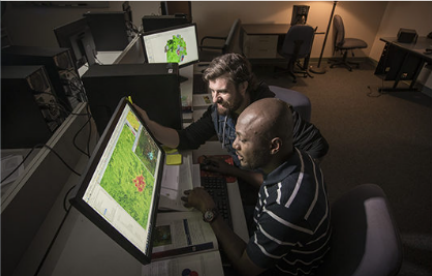


Clark Research Labs

Clark University has granted the largest number of geography Ph.D. degrees in the country. Our Ph.D. students graduate with a deep body of knowledge and a slate of research publications that enrich the field.

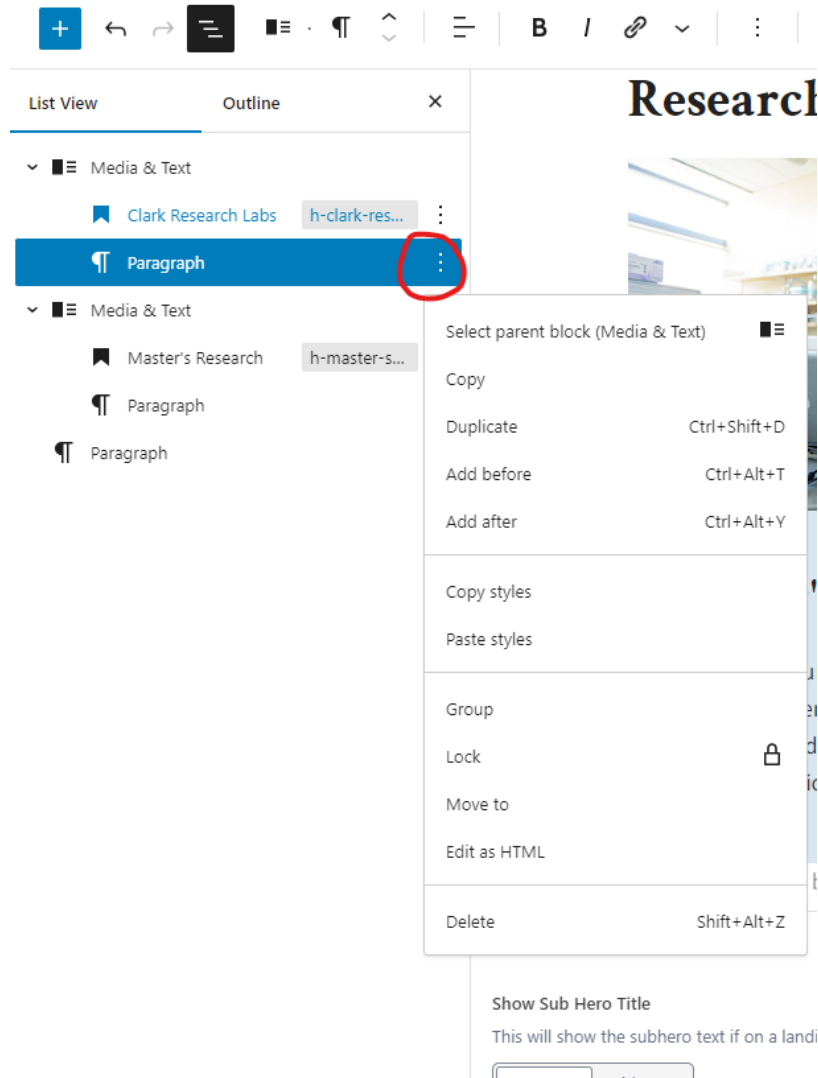
Master's Research

Students in our M.S. programs apply their GIS and remote sensing skills to research issues ranging from drought in Costa Rica to declining ice in the Arctic.



Type / to choose a block

If you would like to add a new block before or after an item, then click on the three dots:



Please note that you also can copy a block, delete it, move it, or even edit the block in html. There are many options here for you to work with that block.

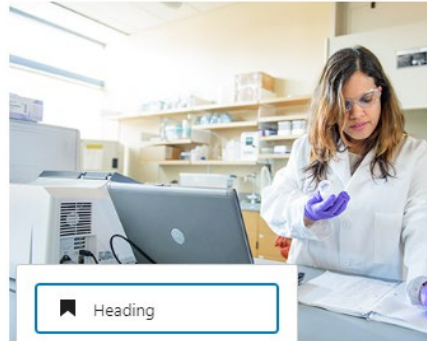
When adding a new block, it will place a default option of the paragraph block, however, you can click within that block and type a "/" to see the different options of blocks that you can choose from to add.

List View Outline ×

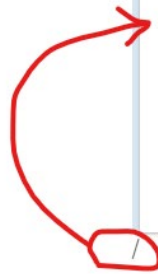
- Media & Text
 - Clark Research Labs h-clark-res...
 - Paragraph
 - Paragraph
- Media & Text
 - Master's Research h-master-s...
 - Paragraph

Paragraph

Research at Clark



- Heading
- Media & Text
- Group
- Image
- Quote
- Table
- Gallery
- List
- Columns

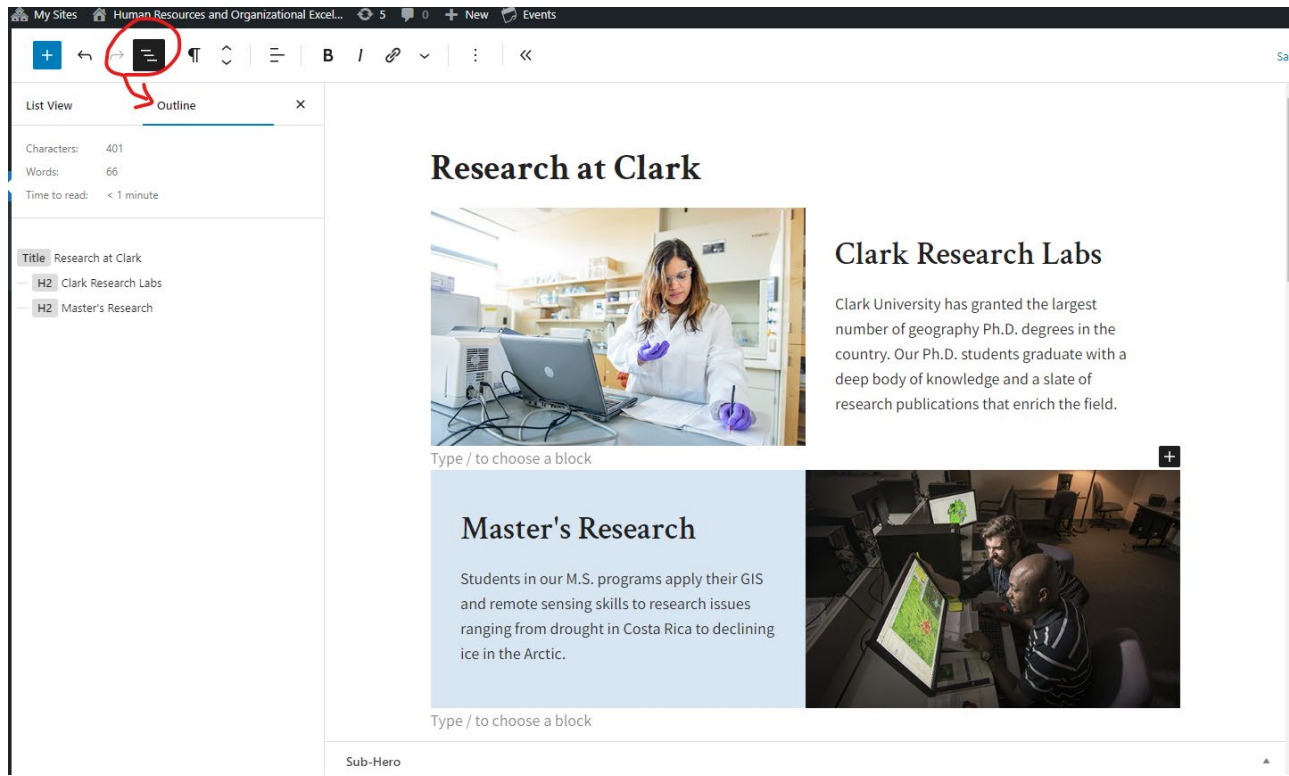


Sub-Hero

Show Sub Hero Title

Outline View:

Outline View provides an outline of your content based on a title and headings used to populate your post or page. You must use headings on webpages to keep your content not only organized but also help screen readers for those who are reading the content with assistive technology.



The screenshot shows a web editor interface with a top navigation bar and a main content area. The left sidebar is titled 'List View' and contains an 'Outline' tab. The outline shows the following structure:

- Title: Research at Clark
- H2: Clark Research Labs
- H2: Master's Research

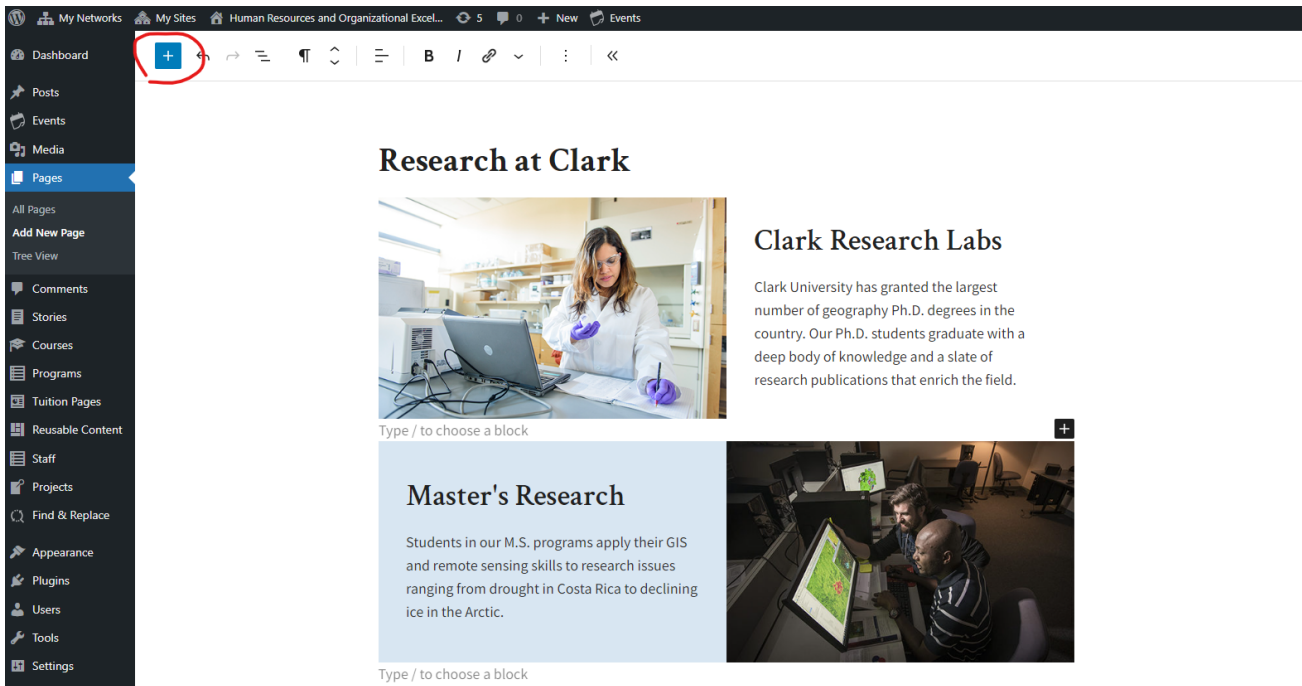
The main content area displays the page layout. The title 'Research at Clark' is at the top. Below it is a section for 'Clark Research Labs' featuring an image of a scientist in a lab coat and text: 'Clark University has granted the largest number of geography Ph.D. degrees in the country. Our Ph.D. students graduate with a deep body of knowledge and a slate of research publications that enrich the field.' Below this is a section for 'Master's Research' with text: 'Students in our M.S. programs apply their GIS and remote sensing skills to research issues ranging from drought in Costa Rica to declining ice in the Arctic.' The bottom of the page is labeled 'Sub-Hero'.

Please note there is not much that needs to be done here, it is just a simple view for you to ensure that you are following heading structures properly.

Introduction to Toggle Block Inserter

PLEASE NOTE THAT THIS IS JUST TO INTRODUCE THIS FEATURE TO YOU. We will go into detailed training on this section in PHASE 2 of this project. This is just to simply acknowledge this section exists.

The Toggle Block Inserter is at the top-left corner of the template. This not only allows the users to add a new block to their page, but it also displays the full list of all the blocks that are available for you.



Click on the blue “+” bar to open the full listing of all the blocks that are available for you to use.

There are three folders:

- Blocks (standard blocks)
- Patterns (customized blocks that Clark builds)
- Media (this is your Media Library) appears just like your Media Library on the Black Action Menu on the far left of your screen.

Below is an example: Please ignore the Pattern section – this will be introduced later.

- Dashboard
- Posts
- Events
- Media
- Forms 1
- Pages**
- All Pages
- Add New Page
- Comments
- Stories
- Courses
- Programs
- Tuition Pages
- Reusable Content
- Staff
- Projects
- Appearance
- Plugins
- Users
- Tools
- Settings
- ACF
- Site Settings
- Authorizer
- Yoast SEO

WordPress Block Editor interface showing the 'Blocks' tab selected. A search bar is at the top. The main area displays a grid of block options categorized into TEXT, MEDIA, and DESIGN.

Blocks | Patterns | Media

Search

TEXT

- Paragraph
- Heading
- List
- Quote
- Table

MEDIA

- Image
- Gallery
- Media & Text
- Video

DESIGN

- Columns
- Group
- Row
- Stack

WordPress navigation bar: My Networks, My Sites, Transportation, 8, 0, + New, View Page, Events

Left sidebar menu:

- Dashboard
- Posts
- Events
- Media
- Forms 1
- Pages**
- All Pages
- Add New Page
- Comments
- Stories
- Courses
- Programs
- Tuition Pages
- Reusable Content
- Staff
- Projects
- Appearance
- Plugins
- Users
- Tools
- Settings
- ACF
- Site Settings
- Authorizer
- Yoast SEO

Main content area:

Search: [Search] 🔍

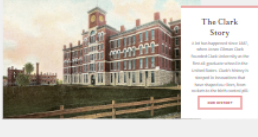




Navigation: Blocks | **Patterns** | Media

Left sidebar (Patterns):

- All patterns >
- Uncategorized >
- Explore all patterns

Right sidebar (All patterns):

All patterns

-  The Clark Story
-  You could be the recipient of a prestigious scholarship
-  The Clark Story
-  Choosing Your Major or Minor
-  List of resources

5 items

Page

The screenshot displays the WordPress media library interface. On the left is a dark sidebar with navigation options: Dashboard, Posts, Events, Media, Forms (1), Pages (selected), All Pages, Add New Page, Comments, Stories, Courses, Programs, Tuition Pages, Reusable Content, Staff, Projects, Appearance, Plugins, Users, Tools, Settings, ACF, Site Settings, Authorizer, and Yoast SEO. The main content area has a top navigation bar with 'My Networks', 'My Sites', 'Transportation', and '8' notifications. Below this is a search bar and tabs for 'Blocks', 'Patterns', and 'Media'. The 'Media' tab is active, showing a list of images. A search bar labeled 'Search images' is at the top right of the image list. The image list contains three thumbnails: a large brick building, a red graphic with the word 'CLARK' and birds, and a group of people. At the bottom of the image list is a button labeled 'Open Media Library'. The word 'PAGE' is visible at the bottom left of the main content area.

Just drag the block or image from your media library over to the area you want to insert it into the page.

My Sites Human Resources and Organizational Excel... + New View Page Events

Dashboard Posts Events Media Pages

All Pages Add New Page Tree View Comments Stories Courses Programs Tuition Pages Reusable Content Staff Projects Find & Replace Appearance Users Tools Settings ACF Site Settings Yoast SEO NS Cloner

Search

There is an autosave of this post that is more recent than the version below. [View the autosave](#)

Blocks Media

TEXT

Paragraph **Heading** List

Quote Table

MEDIA

Image Gallery Media & Text

Video

DESIGN

Columns Group Row

Stack Separator

Work/Life Resources

Find Your Work/Life Balance

Balancing work and life is not easy. Clark offers numerous resources so you can find the help you need to keep you and your family healthy and happy.

Sub-Hero

Show Sub Hero Title

This will show the subhero text if on a landing page.

Hide Text

Optional Component

1 Image + -

Select Component

Below Content Area

Below Content Area

Page B

Parag Start v all nar

Color

Text Back

Typography

SIZE

S

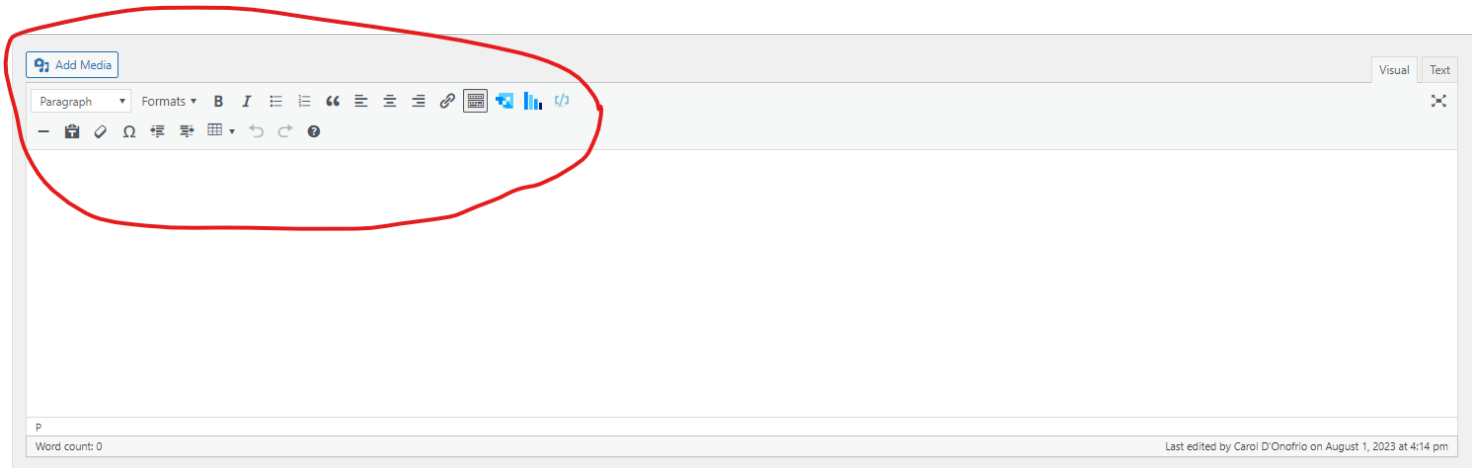
Dimensions

Advanced

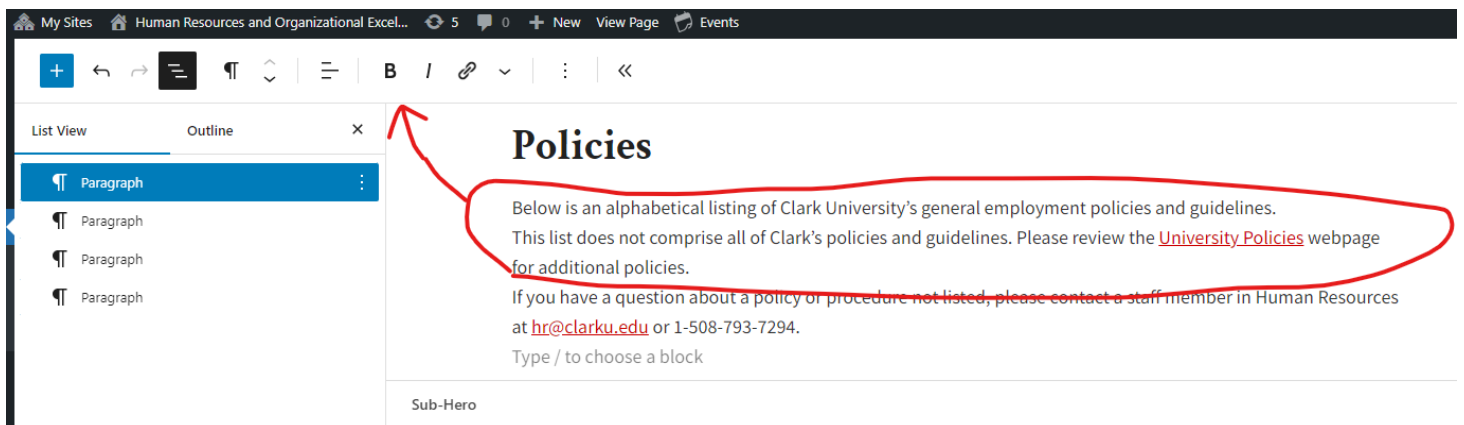
Introduction to Tools

Tools provide different interactions for selecting, navigating, and editing blocks. Depending on what type of block you are using these tool options will change. This is similar to when you see the tools in the old text editor:

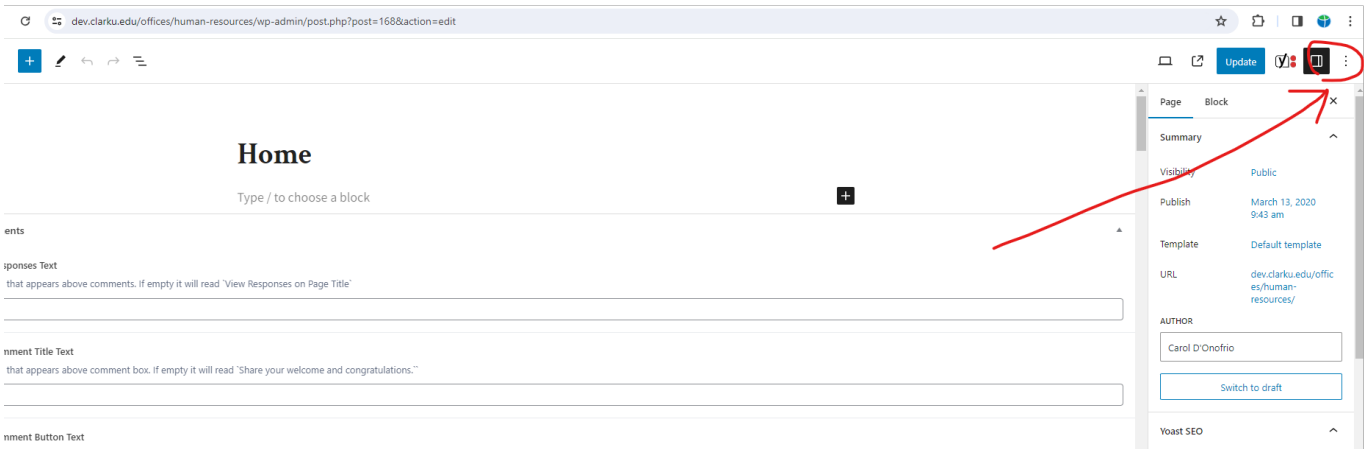
Old Text Editor



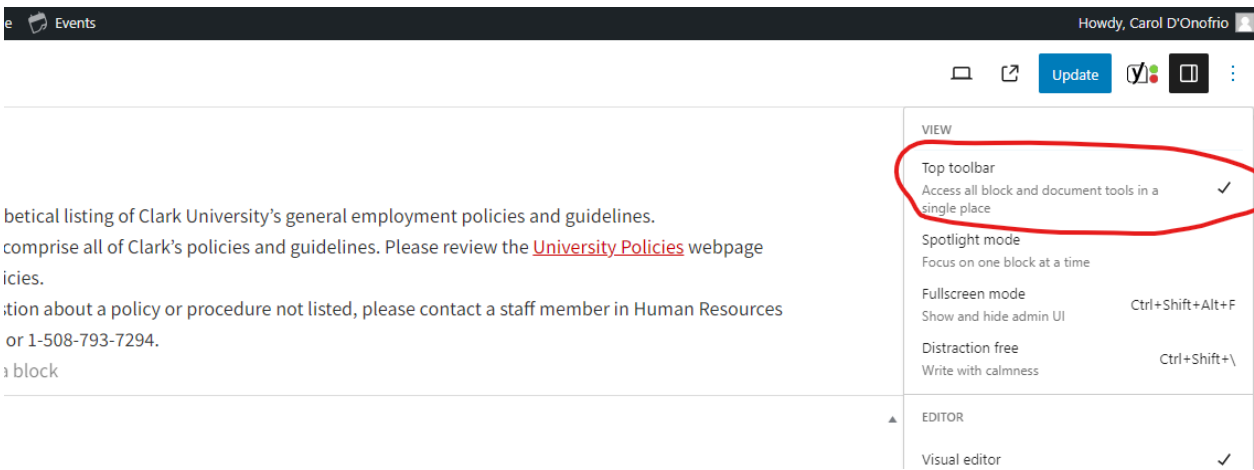
vs. New Text Editor



Please note there is an option where you can have a “floater” toolbar to go above each block that you are working on, or you can leave it locked in place. If you would like a floater toolbar, click on “Options” or the three dots in the far-right corner of your page.

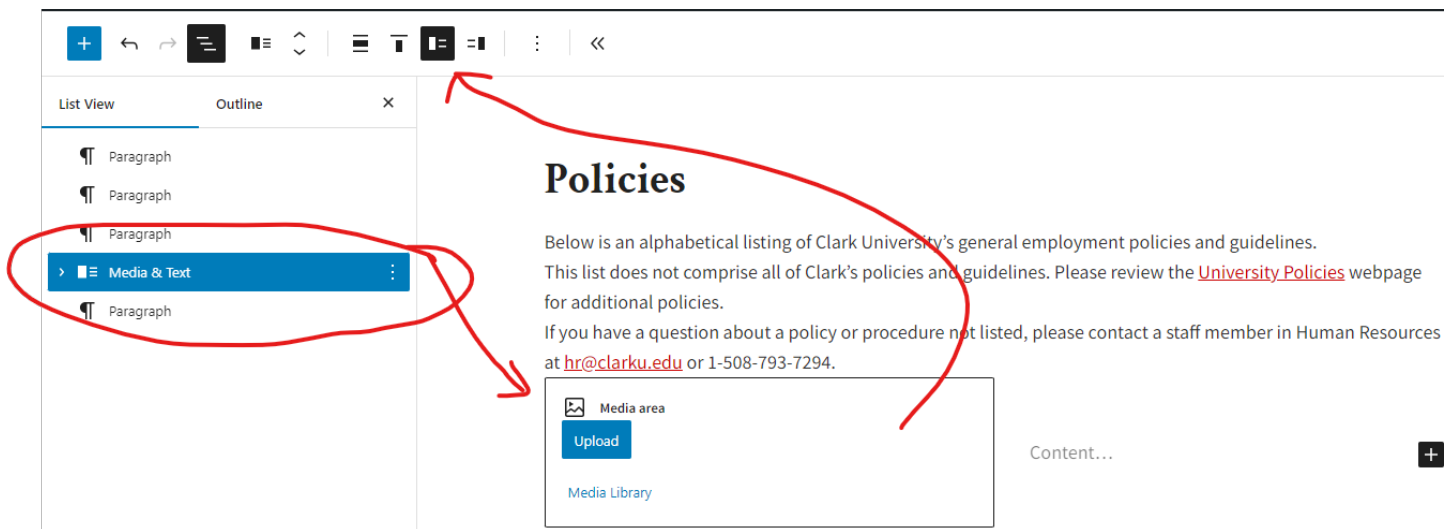


Uncheck the Top toolbar:

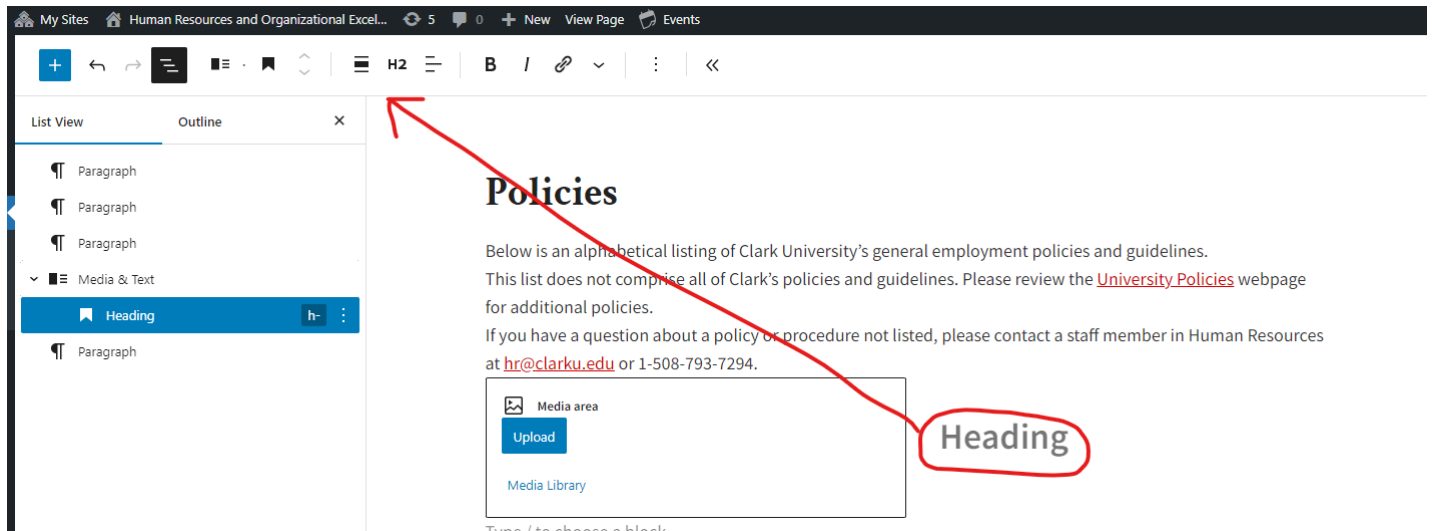


Again, depending on what type of block you have different options. Below example is a Media & Text Block. When setting up the image you will notice the options are different than setting up the text or a headline.

Image Example:



Heading example:



The screenshot shows a web editor interface. At the top, there is a navigation bar with 'My Sites', 'Human Resources and Organizational Excel...', and 'Events'. Below this is a toolbar with various icons, including a plus sign, a list icon, and a heading icon labeled 'H2'. A red arrow points from the 'H2' icon in the toolbar to the heading 'Policies' in the main content area. On the left side, there is a 'List View' panel with a search bar and a list of block types: Paragraph, Media & Text, and Heading. The 'Heading' block is highlighted in blue. Below the main content area, there is a 'Media area' section with an 'Upload' button and a 'Media Library' link. A red circle highlights the word 'Heading' in the 'Media area' section.

See our [Toolbar Glossary](#) for the complete listing of tool options that are available.

Preview: Gives you the option to view your page on different devices: Desktop, Tablet, or Mobile. Also allows you to preview your page before saving it. However, to be safe, I would recommend that you hit the “Update” button first before previewing your page. This option is no different than what you are used to.



- Desktop ✓
- Tablet
- Mobile
- Preview in new tab

Update [checkmark icon] [document icon] [three dots icon]

Block ×

mary ^

ility Public

ish February 20, 2020 11:08 am

Template Landing Page (No...

URL dev.clarku.edu/offices/human-resources/policies/

AUTHOR

Carol D'Onofrio

Switch to draft

Vs.

The image shows a user interface for a content management system. On the left, there are several horizontal panels, some with expand/collapse arrows and tabs labeled 'Visual' and 'Text'. On the right, a 'Publish' sidebar is visible. The 'Preview Changes' button in this sidebar is circled in red. Below it, the status is 'Published', visibility is 'Public', and there are 3 revisions. The content was published on April 20, 2023, at 14:36. There are also buttons for 'Duplicate This', 'Revisionize', 'Update', and 'Move to Trash', along with a 'Siteimprove Recheck' button. A small 'Error' notification is visible on the right side of the sidebar.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: 3 [Browse](#)

Published on: Apr 20, 2023 at 14:36

[Duplicate This](#)

[SEO](#): Not available

[Readability](#): Not available

[Revisionize](#)

[Move to Trash](#) [Update](#)

[Siteimprove Recheck](#)

S

!
Error

Settings: Allows you to see the settings for the page or the block.

The screenshot shows the WordPress settings interface. At the top, a dark header displays the user name "Howdy, klfisher" with a profile icon. Below this is a toolbar with icons for a laptop, a share icon, a blue "Update" button, a checkmark icon, a document icon (circled in red), and a vertical ellipsis menu. A red arrow points from the document icon to the "Block" tab in the settings panel. The settings panel has two tabs: "Page" (selected) and "Block". The "Page" tab contains the following settings:

- Summary** (with an expand/collapse arrow)
- Visibility**: Public
- Publish**: February 20, 2020 11:08 am
- Template**: Landing Page (No...)
- URL**: dev.clarku.edu/offices/human-resources/policies/
- AUTHOR**: Carol D'Onofrio
- Switch to draft** button















The **Yoast SEO** section (with an expand/collapse arrow) shows:















- Readability analysis: Good (with a green smiley icon)
- Premium SEO analysis: OK (with an orange frowny icon)
- Improve your post with Yoast SEO** button




At the bottom of the settings panel, there are sections for **4 Revisions** (with a refresh icon) and **Featured image** (with a dropdown arrow).

Toolbar Glossary

Toolbar Glossary for Icons:

TERM	ICON	WHERE USED or PURPOSE	PURPOSE
Add Caption		Images	Adding a caption to an image.
Alignment		Paragraphs, Buttons	Aligning text, images, or buttons
Align (width)		Images, Blocks	This is used to choose a format for your block to be default format, wide format, or full width format.
Apply Duotone Filter		Image	Creates a two-tone color effect by adding a shadow or highlights to an image.
Bold Text	B	Paragraphs, Headings, Buttons	Bolding text within content.
Change items justification		Info Box	Justify items left, center, right or stretch items across block.
Change Vertical Alignment		Images, buttons	Allows you to change vertical alignment to top, middle, bottom
Columns		Columns	Transforms columns to Groups
Crop Image		Images	Crop an image to a particular size.
Document Overview		Every toolbar	Option to list blocks in a list view or Outline View.
Full Width		Media & Text	Change format of block to be full width (straight across the page).
Header Styles	H2	Headings	Adding Header styles to headings.
Hide Tools		Every toolbar	Hide Tools Area
Insert Link		Images	Insert a link on an image.
Italicize Text	<i>I</i>	Paragraphs, Headings, Buttons	Italicizing text on headings, paragraphs, or buttons.
Link		Paragraphs, Headings, Buttons	Creating links within text content, buttons.
Media Alignment - Left		Images	Allows you to align image left of the content.

TERM	ICON	WHERE USED or PURPOSE	PURPOSE
Media Alignment - Right		Images	Allows you to align image right of the content.
More Options		Most toolbars	Displays the following options: Footnote, Highlight, Inline Code, Inline Image, Keyboard Input, Language, Strikethrough, Subscript, Superscript <i>I recommend we lock these down and only leave Subscript and Superscript for authors and editors. most of</i>
Move	 	Every toolbar.	Move a block up or down
Move	 	Every toolbar.	Move block to left or right.
Options		Every toolbar.	Displays the following options: Copy, Duplicate, Add before, Add after, Copy styles, Paste styles, Group, Lock, Move to, Edit as HTML, Delete
Paragraph		Every toolbar.	Option to transform Paragraph into a heading, list, quote, columns, or a group.
Preview		Every toolbar.	Preview your changes so you can QA.
Preview with different Devices		Every toolbar.	Allows you to preview your changes to content and allows you to view in different devices such as desktop, mobile or tablet.
Redo (Ctrl Y)		Every toolbar.	Redo the last change on that block.
Replace	Replace	Images	Replace image with another image.
Select Column		Columns	Allows you to add more blocks to that column.
Select Group		Groups	Groups consist of several blocks that are tied together.
Select Quote		Quotes	Allows you to add more blocks to the quote area.

TERM	ICON	WHERE USED or PURPOSE	PURPOSE
Settings		Every toolbar.	Allows users to get to the page / block settings.
Settings On		Every toolbar.	Allows users to get to the page / block settings – toggle off.
Undo (Ctrl Z)		Every toolbar.	Undo your latest change on that block.