# 2019

# SWurl New WordPress Editor

Southwest Kansas
Library System

Serving the Libraries of Southwest Kansas

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SWKLS

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# Contents

# SWurl Working Day – New WordPress Editor

WordPress is the software most of our library websites use.

## Your Library's Website Info:

Website Address:

Admin Address:

Username:

Password:

## How to single space:

If you're writing a post or page and want it be single spaced instead of double spaced, hold Shift + Enter.  This will insert a single space instead of a double space.
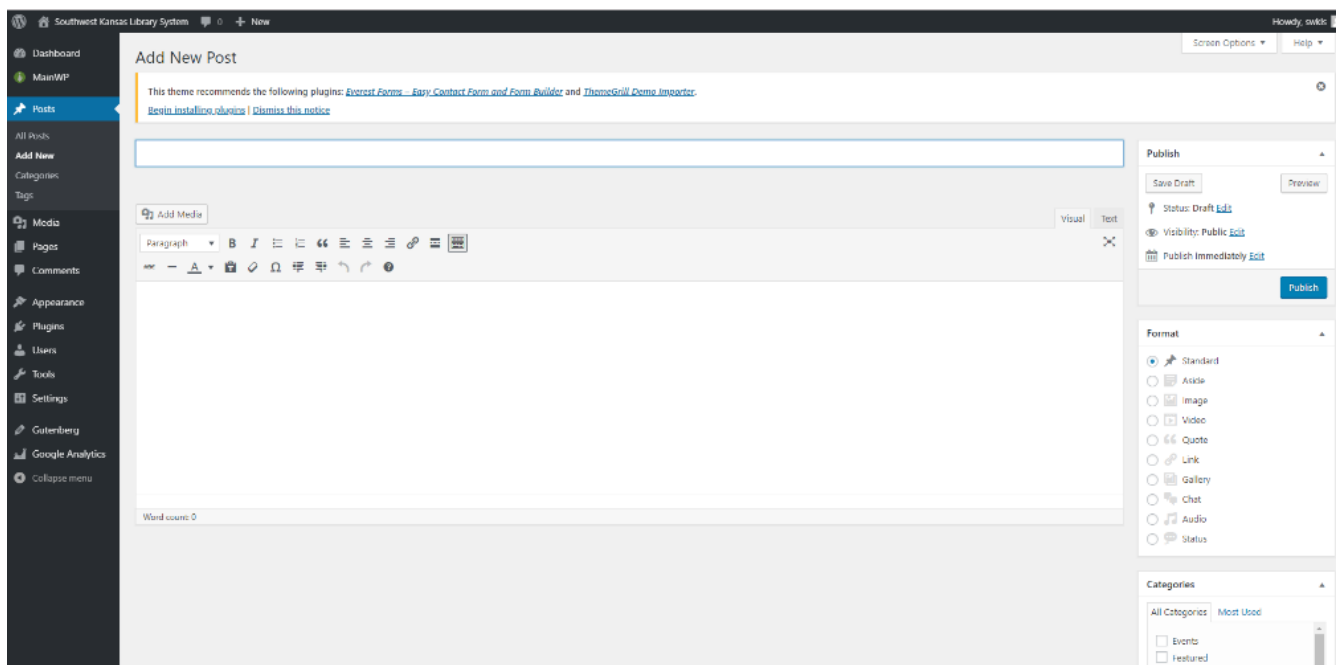
## Some SWKLS Example Sites:

http://www.montelib.info/

http://cimarroncitylibrary.org/

http://www.sclibrary.info/

http://ashlandlibrary.info/

https://www.syracuselibrary.info/

http://www.minneolalibrary.info/

# New Gutenberg Editor:

The new WordPress editor is called Gutenberg (named after the inventor of the printing press). The editor is the tool you use to create posts and pages in WordPress. https://wordpress.org/gutenberg/
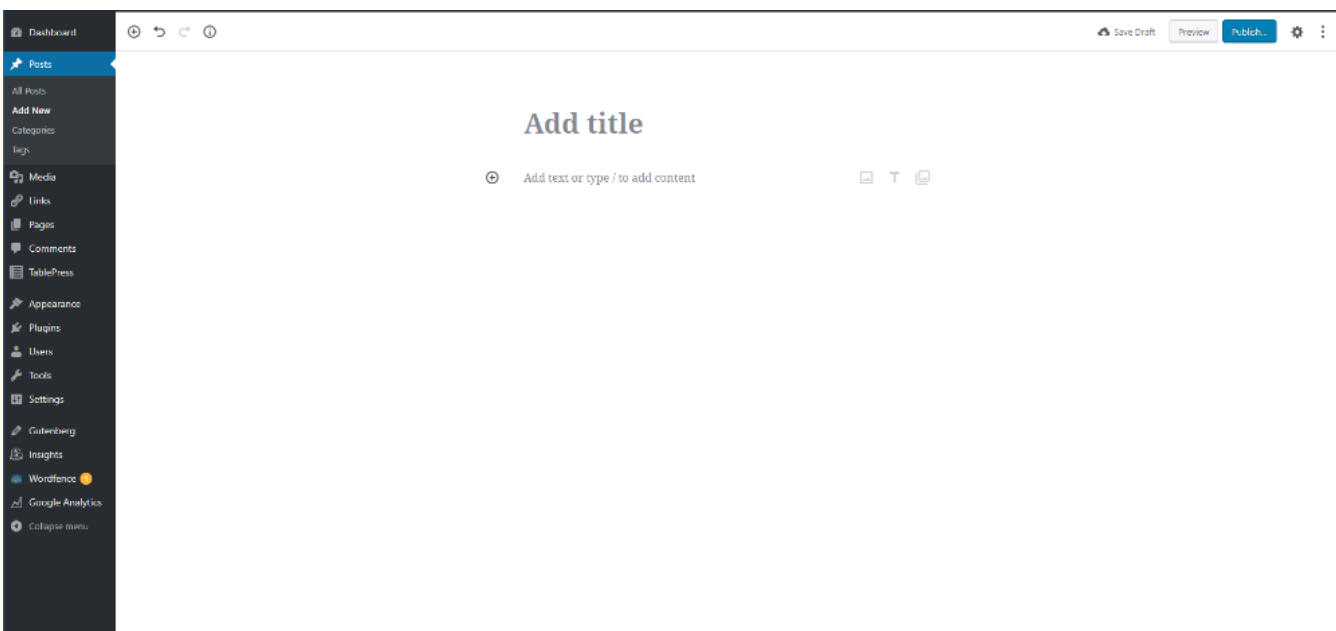
Why a new editor? The editor hasn't had any major revisions since WordPress was released in 2003, so it has been awhile! The new editor:

- Is more flexible
- Is more modern
- Will work across all screen sizes and devices
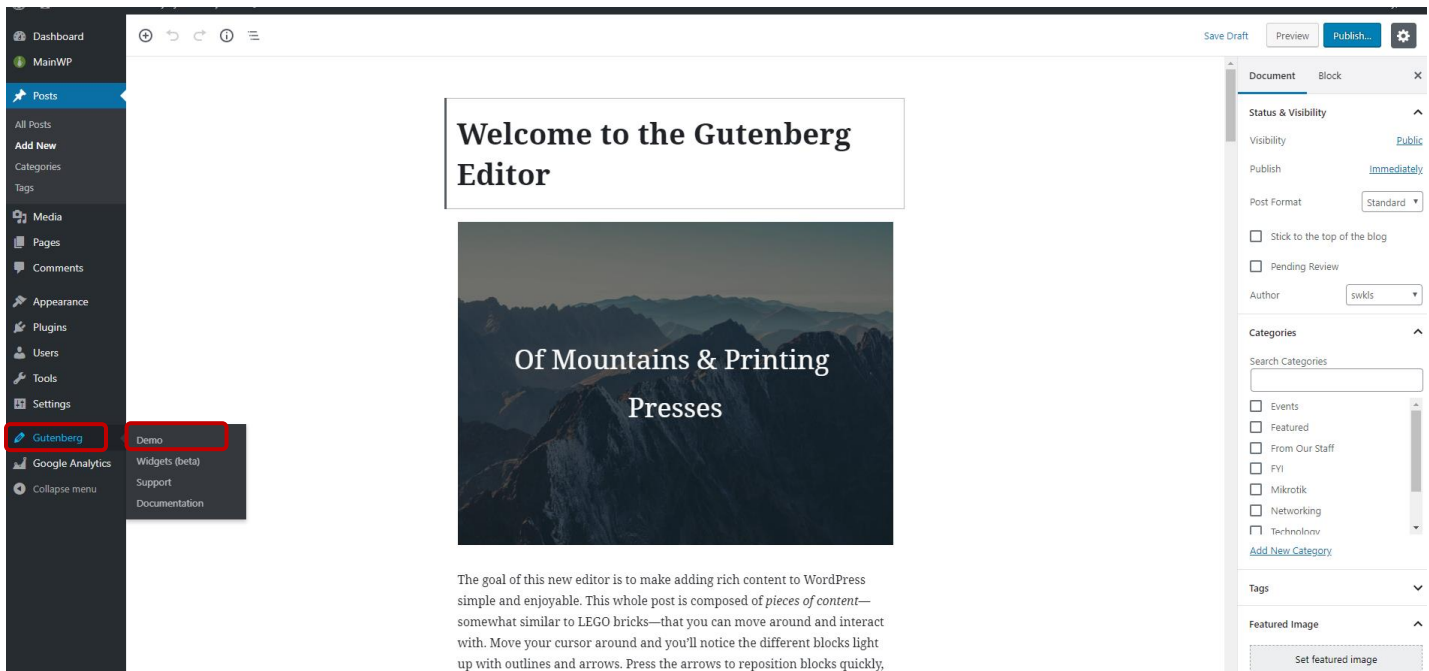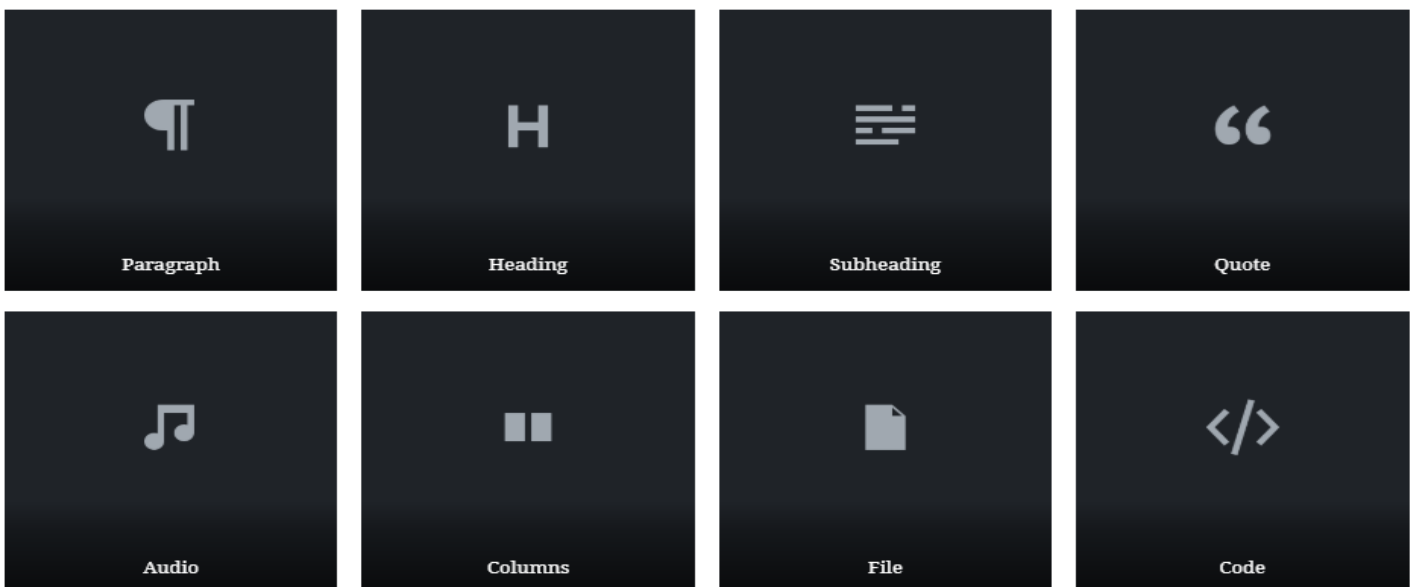- Will reflect more of what your website will look like when you're creating a page or post (https://wordpress.org/gutenberg/)

## New Editor vs Old Editor



Old



New

3

## Gutenberg Handbook from WordPress.org
Basic usage tips, troubleshooting, etc.  https://wordpress.org/support/article/wordpress-editor/
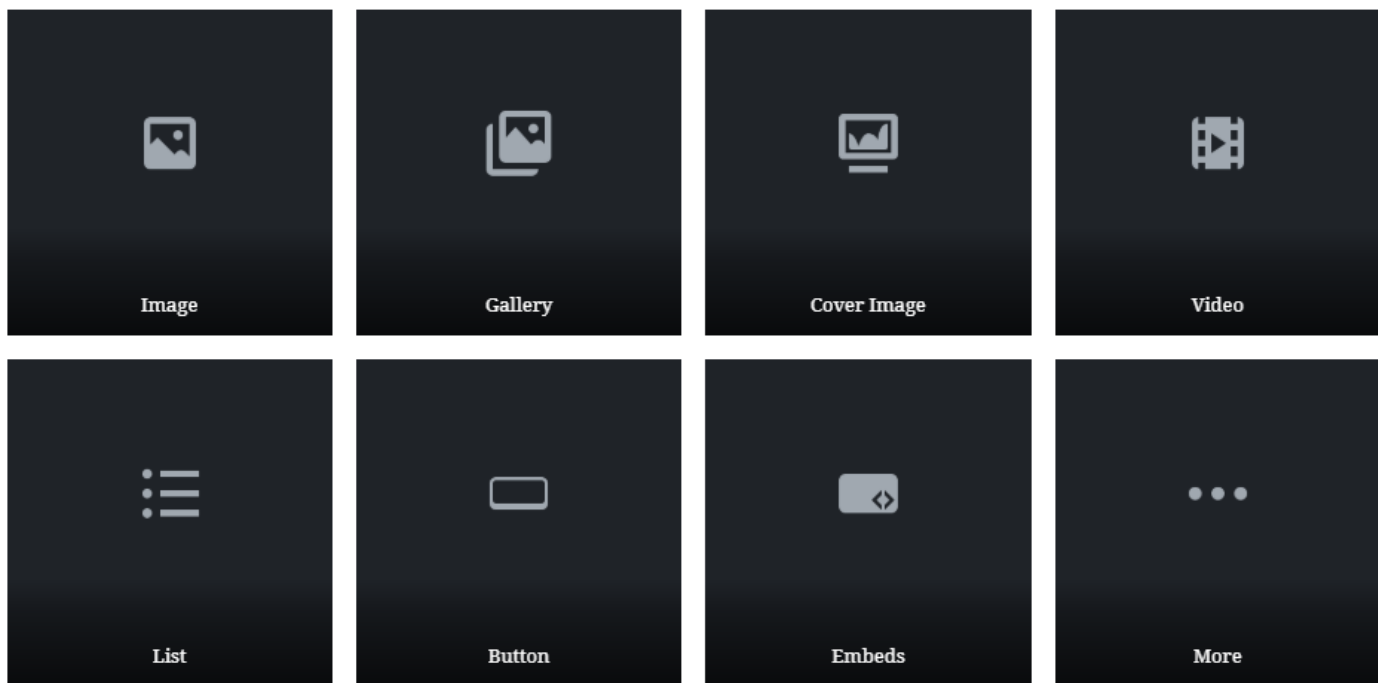
## Blocks in the new WordPress
The new editor uses blocks.  More about the new blocks and the different types can be found here:
https://wordpress.org/support/article/blocks/

## Gutenberg Layout



Title of your article or Post, goes here.

Click on the plus sign to add a new block. The default type is a paragraph. You can also hit enter or the retun key to add a new block.
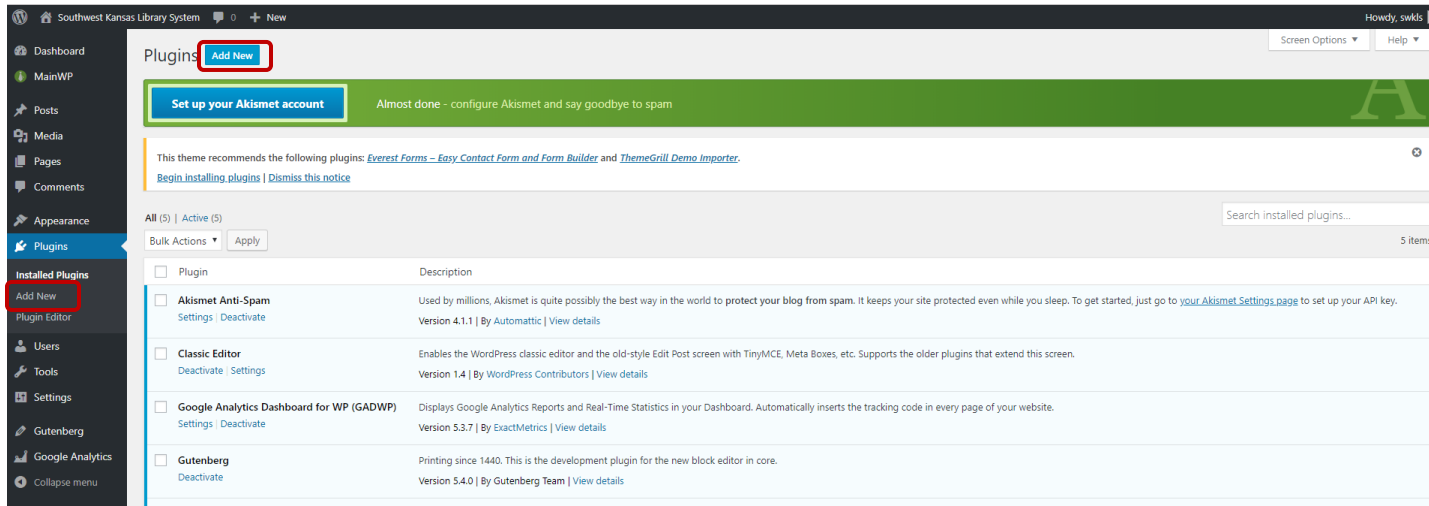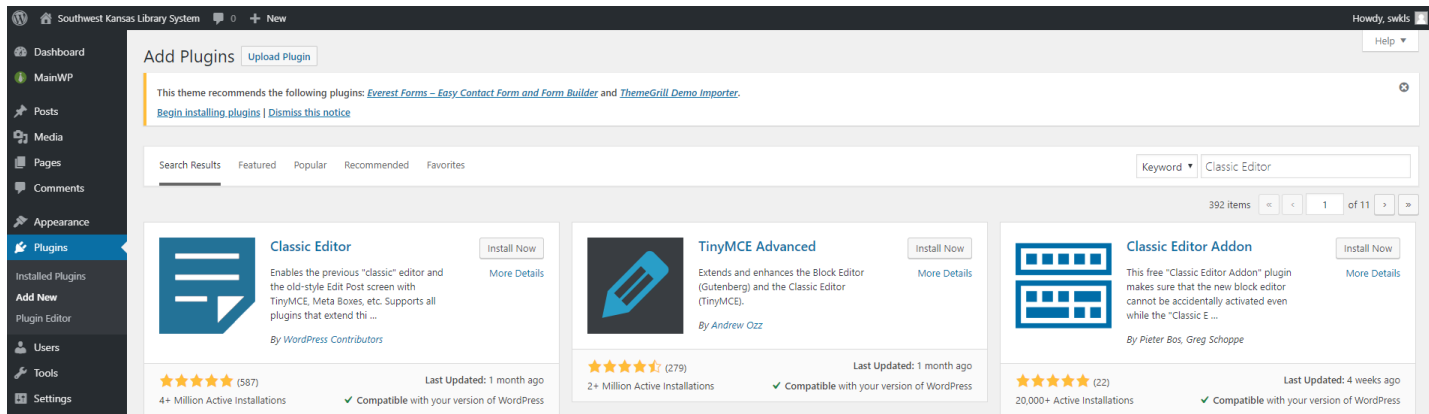
## Can I switch back to the Classic Editor?

Yes, you can.  However, if you're fairly new to using WordPress I recommend trying to use the new editor.  I also recommend trying the new editor on at least some of your posts.  But… if it's driving you nuts or you're in a hurry you can turn the old editor back on.  Here's how.
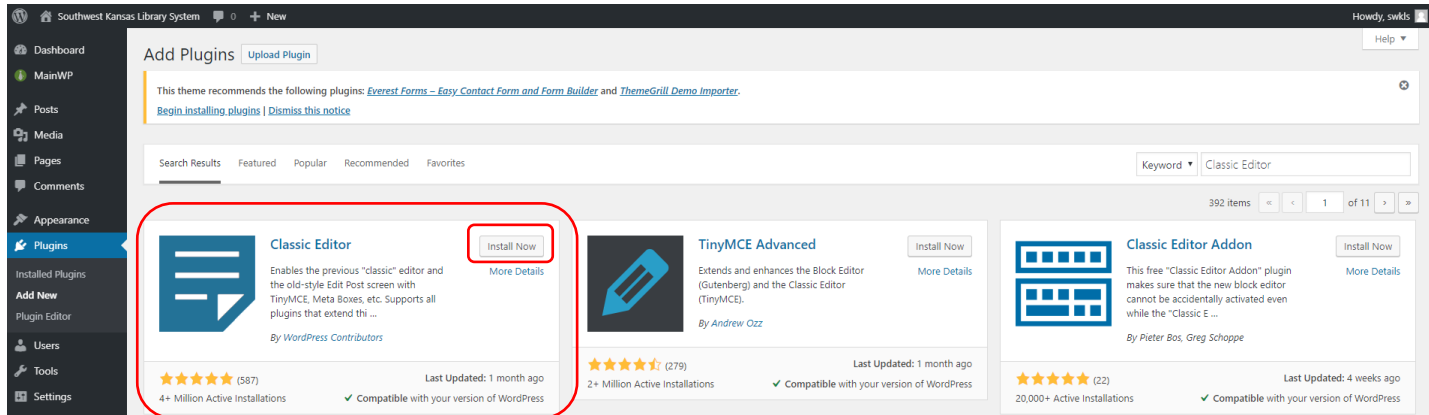
1.  Go to Plugins in the Dashboard of your website.
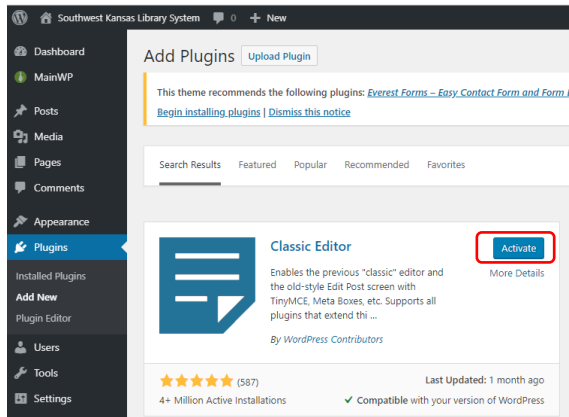2.  Click on Add New



3.  Search for Classic Editor



4.  Click on Install Now next to the Classic Editor.  (Make sure it's the one by WordPress Contributors).  It should look like the picture below.

5. Once it's installed, click on Activate.



6. The default editor will now be the Classic Editor.

**7.** Note:  When you have the Classic Editor Plugin installed you can switch back and forth between editors so you can always try out the new one and then switch back if you want to experiment.  To turn this functionality on, you'll need to go to **Settings** | **Writing** inside of your Dashboard and click on **Yes** next to **Allow users to switch editors.  Make sure to click on Save Changes at the bottom of the screen.**