



GUTENBERG- THE NEW WORDPRESS EDITOR

Copyright © All rights reserved worldwide.

YOUR RIGHTS: This book is restricted to your personal use only. It does not come with any other rights.

LEGAL DISCLAIMER: This book is protected by international copyright law and may not be copied, reproduced, given away, or used to create derivative works without the publisher’s expressed permission. The publisher retains full copyrights to this book.

The author has made every reasonable effort to be as accurate and complete as possible in the creation of this book and to ensure that the information provided is free from errors; however, the author/publisher/ reseller assumes no responsibility for errors, omissions, or contrary interpretation of the subject matter herein and does not warrant or represent at any time that the contents within are accurate due to the rapidly changing nature of the Internet.

Any perceived slights of specific persons, peoples, or organizations are unintentional.

The purpose of this book is to educate and there are no guarantees of income, sales or results implied. The publisher/author/reseller can therefore not be held accountable for any poor results you may attain when implementing the techniques or when following any guidelines set out for you in this book.

Any product, website, and company names mentioned in this report are the trademarks or copyright properties of their respective owners. The author/publisher/reseller are not associated or affiliated with them in any way. Nor does the referred product, website, and company names sponsor, endorse, or approve this product.

COMPENSATION DISCLOSURE: Unless otherwise expressly stated, you should assume that the links contained in this book may be affiliate links and either the author/publisher/reseller will earn commission if you click on them and buy the product/service mentioned in this book. However, the author/publisher/reseller disclaim any liability that may result from your involvement with any such websites/products. You should perform due diligence before buying mentioned products or services.

This constitutes the entire license agreement. Any disputes or terms not discussed in this agreement are at the sole discretion of the publisher.



LIKE OUR FACEBOOK PAGE:
<https://www.facebook.com/enterpriseXdesign/>

TABLE OF CONTENTS

Gutenberg,4

The New WordPress Editor4

What is Gutenberg?.....5

Test Drive Gutenberg6

Writing a Post or Page in Gutenberg8

Post, Page and Block Settings in Gutenberg.....9

The Top Toolbar10

Edit the HTML11

Advantages of the Gutenberg Editor.....12

Gutenberg Hurdles.....13

Revert To The Classic Editor14

In Conclusion.....16



JOIN OUR FACEBOOK GROUP:
<https://www.facebook.com/groups/YourBusinessByDesign/>



GUTENBERG, THE NEW WORDPRESS EDITOR

If you pay any attention to the WordPress community you may have heard some rumblings about something new coming soon. Something that is going to change the way you use WordPress. Something that is going to change the face of WordPress. That something is Gutenberg.



Gutenberg
By Gutenberg Team

Download

WHAT IS GUTENBERG?

Matt Mullenweg, the co-founder of WordPress, said, "It's time for WordPress' next big thing, the thing that helps us deal with our challenges and opportunities. The thing that changes the world. Gutenberg."

Gutenberg is a new project in the WordPress community that has a lot of people excited and a lot more people apprehensive. Gutenberg is a new visual editor for WordPress that will allow you to drag and drop element blocks into your posts and pages. It is a significant change from the current editor and has received mixed reactions from WordPress users, developers, and designers.

The Gutenberg visual editor is named after Johannes Gutenberg, the man who in 1439 was the first European to use movable type. He is credited with the invention of a process for mass-producing movable type; the use of oil-based ink for printing books; adjustable molds; mechanical movable type; and the use of a wooden printing press.

The purpose of Gutenberg is to help those with little tech experience to easily and simply create different formatted types of content. The Gutenberg visual editor will be released in WordPress 5.0, which doesn't have a firm release date yet but the beta roll-outs began in October 2018.

- Read the latest projected dates at <https://gutenbergtimes.com/mullenweg-on-gutenberg-roll-out-plan/>

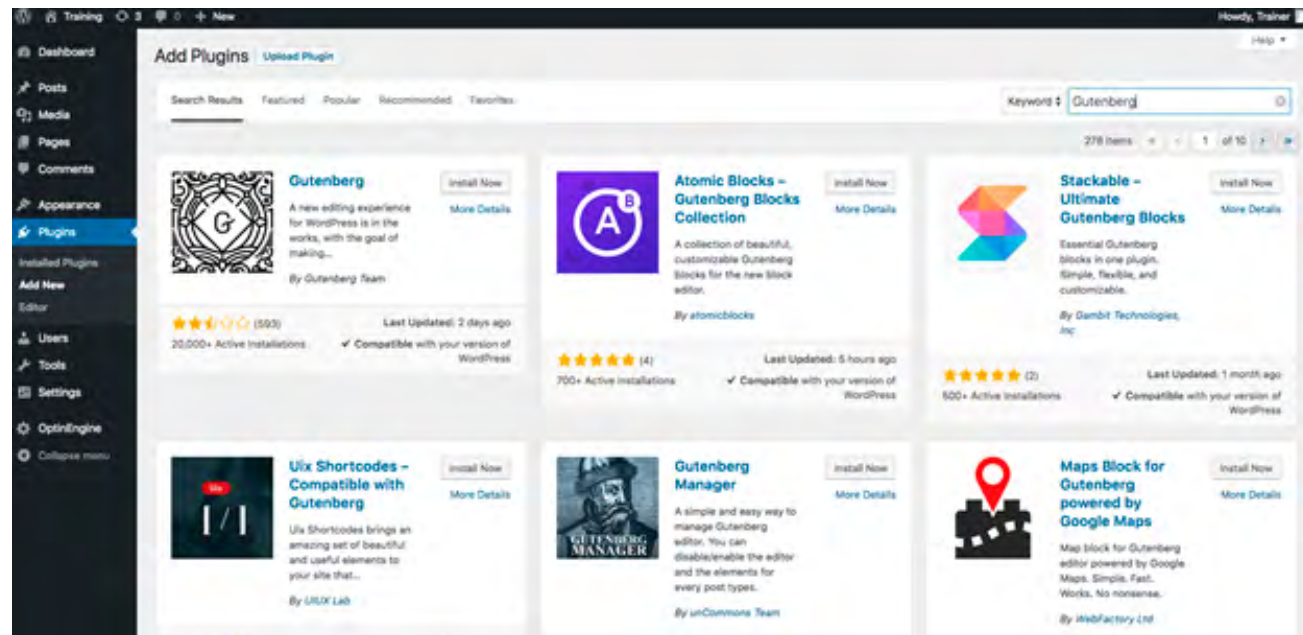
You may be wondering why a new visual editor is even needed. The current editor works just fine and everyone is used to it, so why change it? The current editor is very old and has limitations. If you want to format the content extensively you have to do in the text editor with HTML, edit the CSS, or even edit theme files. Advanced formatting is impossible with the editor as it currently stands. While Gutenberg doesn't fix all these issues initially, it eventually will.

JOIN OUR FACEBOOK GROUP:
<https://www.facebook.com/groups/YourBusinessByDesign/>



TEST DRIVE GUTENBERG

If you want to give Gutenberg a test drive before it is officially released in WordPress 5.0 you can do so by downloading and activating the Gutenberg plugin from the WordPress plugin repository. I highly recommend giving Gutenberg a try before its release in WordPress 5.0 so you know what to expect and you won't be surprised by the changes.

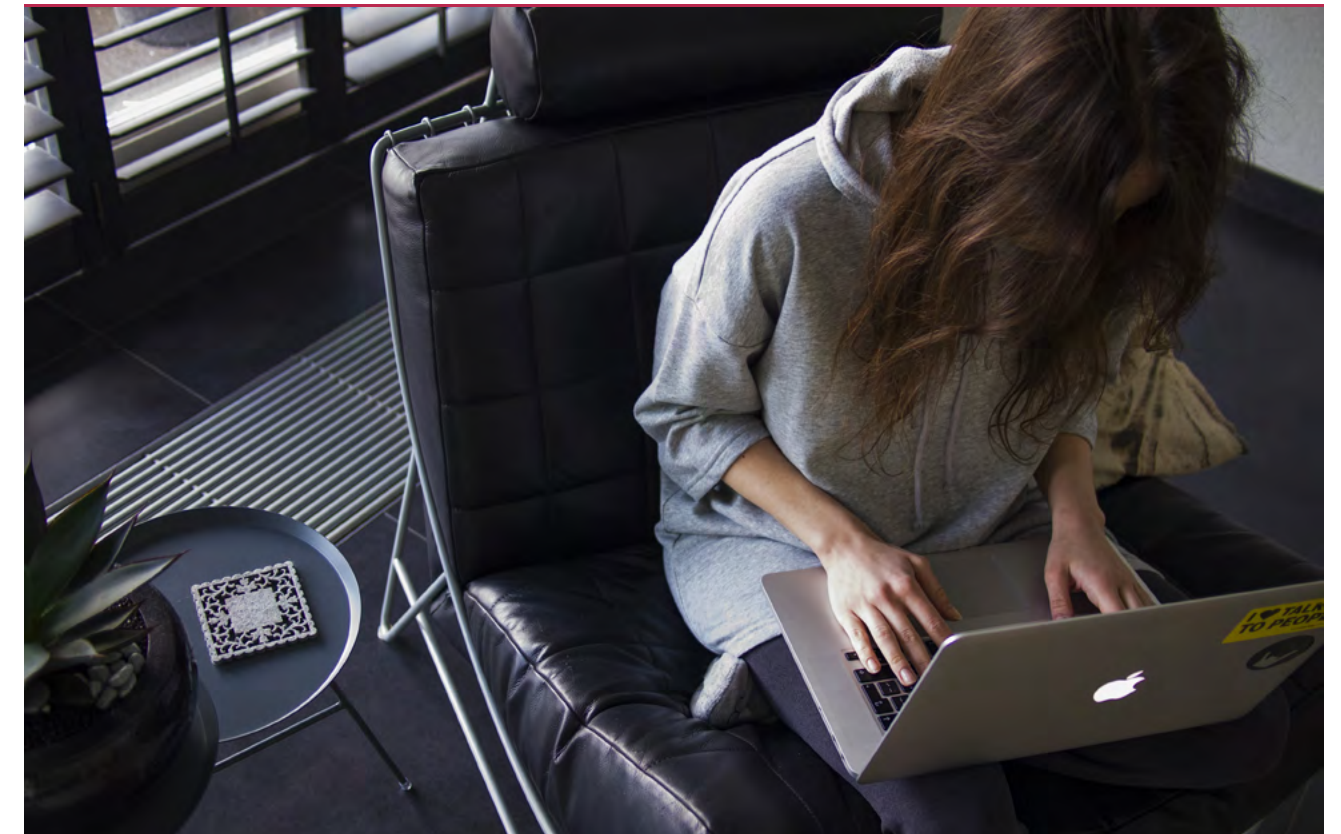
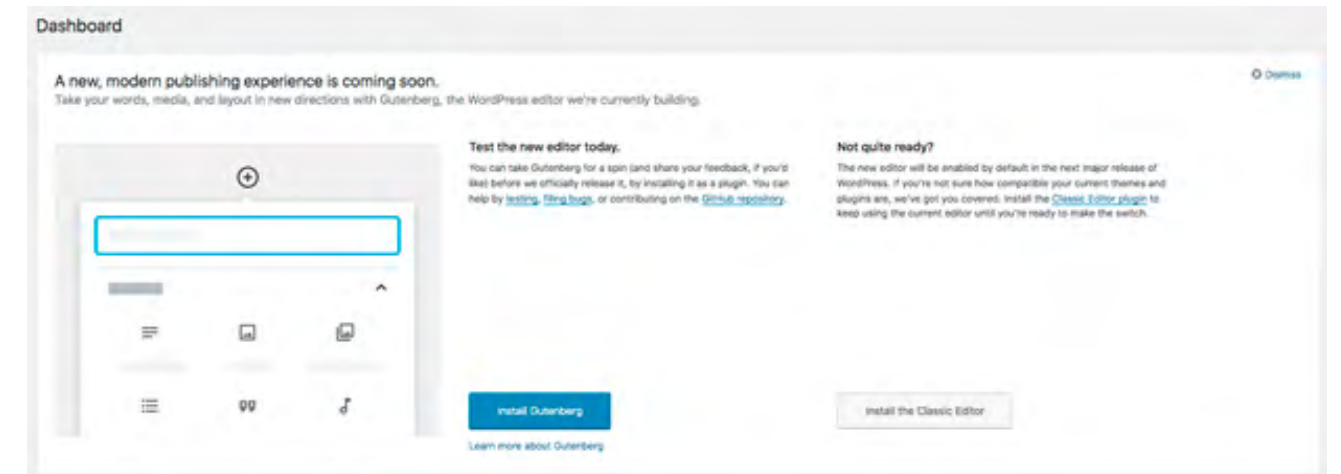


Follow the steps below to install and setup the Gutenberg plugin:

1. Login to your WordPress administration dashboard with administrative privileges.
2. Go to the "Add New Plugin" page (Found in the menu under Plugins).
3. In the top right hand corner search bar type in Gutenberg.
4. The Gutenberg plugin will be the first plugin in the results.
5. Click on the Install Now button. This will download the plugin to your Wordpress site.
6. Click on the Activate button. This will turn the plugin on.

Once you have activated the Gutenberg plugin you will see a new menu option on your dashboard, aptly named Gutenberg. While there are no settings you need to set, the options allow you to see a demo of the plugin in action, a link for support, a link to leave your feedback, and documentation.

Alternately you can login into the dashboard of your site & click the big blue button to install it.



LIKE OUR FACEBOOK PAGE:
<https://www.facebook.com/enterpriseXdesign/>



JOIN OUR FACEBOOK GROUP:
<https://www.facebook.com/groups/YourBusinessByDesign/>

WRITING A POST OR PAGE IN GUTENBERG

When using Gutenberg to write a post or page you need to understand what blocks are and how they are used to format your content.

Blocks represent the different types of data you can insert into your content. The blocks are broken down into categories as listed below (also check out the video from wordpress at <https://wordpress.org/gutenberg/>)

Most Used Blocks Include:

Paragraph	Image	List
Cover Image	Heading	Gallery
Quote	Audio	File

Common Blocks Include:

Cover Image	Subheading	Video
-------------	------------	-------

Formatting Blocks Include:

Code	Classic	Custom HTML
Preformatted	Pullquote	Table
Verse		

Layout Blocks Include:

Button	Columns (Beta)	More
Page Break	Separator	Spacer

Widget Blocks Include:

Shortcode	Archives	Categories
Latest Comments	Latest Posts	

Embed Blocks Include:

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



To add a block to your post or page click on the circle + icon on the top toolbar and then choose which block to add. To remove a block, select the block in your content you wish to remove and click on the three vertical dots that appear to the right and choose remove. You can also move the blocks around easily by clicking and dragging them or clicking on the up and down arrows to the left of the block.

One of the great things to come from Gutenberg is reusable blocks. If you find yourself using the same data on multiple pages you can save the block and reuse it on other pages. No need to recreate it every single time. This works for posts too. If you create the reusable block when writing a post, you can then use that reusable block when writing a page as well.

POST, PAGE AND BLOCK SETTINGS IN GUTENBERG

The post and page settings in Gutenberg have changed extensively. They are much more streamlined and appear more modern looking. No longer do you have separate sections on the right side and bottom of the post content area. The settings are now in a menu format to the right of the editor with the ability to move it out of the way if needed by simply clicking on the gear icon. This allows you to focus more on writing.

- Categories - Set or assign a new category for the post.
- Tags - Assign tags for the post.
- Featured Image - Assign the featured image for the post.
- Excerpt - Write the excerpt for the post.
- Discussion - Set your comments options.

The top portion of the settings menu has two tabs - Document and Block. These tabs let you easily switch between settings. The Document tab allows you to edit and set options for the post or page such as category, featured image, scheduled date, etc. The Block tab allows you to edit and set options for each individual block you use such as image, paragraph, and lists.

Block Tab Settings

The settings available for each block will vary with each block. The most common block settings are listed below for your review.

Paragraph - You can easily set the text size, format the text with a drop cap, change the paragraph background and text color, and add additional css selectors.

Image - Set the alt text, image size, link settings, and any additional css selectors here.

Document Tab Settings

Status and Visibility - The settings for scheduling a post, setting the post or page status to draft, pending, or published, the post format, who can see the post or page, and the option to make a post stay on the front page are found here. If there is more than one author account on your WordPress install, the ability to change post author is here too.



Cover Image - Chose weather the the image should be in a fixed position or not and adjust the background opacity which determines the transparency of the image.

Columns - Choose the number of columns needed.

Heading - Set the heading level to H1, H2, H3, H4, H5, or H6, and the alignment of the headline.

Keep in mind when writing or editing text a bar will popup where you can perform basic formatting such as bolding, alignment, italics, and links.

Something you might notice missing is the ability to change the slug or permalink of a post or page while editing it. Don't worry, it's still there. Click on the title block and the option to change the permalink will appear.

The screen settings link at the top of the editor is also been removed as it is no longer needed.

THE TOP TOOLBAR

Above the editor lays a toolbar as shown in the image below that deals with the document as a whole.



Circle + Icon: Adds a block to your document.

Left Arrow Icon: Undo the step you just performed.

Right Arrow Icon: Redo the step you just performed.

Circle i Icon: When you click on this icon you get some stats on your content. It will show you the number of words, headings, paragraphs, and blocks used. Helpful information if you are attempting to meet certain writing goals.

Save Draft: If you have not previously published the post or page yet, you have the option to save it as a draft. If the post or page has already been published this option will not appear on the toolbar.

Switch to Draft Button - Allows you to unpublish a previously published post or page.

Preview - View a preview of your content in a new tab or window as if it was published.

Publish - If the post or page has not yet been published the Publish button will appear allowing you to publish the content or schedule it for later.

Update - Save any changes made to your post or page.

Gear Icon - Shows or hides the settings menu on the right side of the editor.

3 Vertical Dots - Menu that allows you to switch between the visual and HTML editor, fix the formatting toolbar to the top (bold, italics, alignment, etc.), display tips when creating a new post, and to copy all the content.

- will Edit the HTML fit under?

EDIT THE HTML

Want to edit the HTML of a page or post directly? With Gutenberg the Text tab in the editor is removed. You can now access the new code editor by clicking on the three vertical dots in the upper right hand corner next to the gear icon. You will see some new code though, so be prepared for that, but it is normally just HTML comments and helps to find the different blocks in the code. Alternatively, you can also use the shortcut Ctrl + Shift + Alt + M to switch between editors.

You can also edit the HTML on a per block basis. When you select a block click on the 3 vertical dots that appear and choose the Edit as HTML option. This lets you edit just one section of your content in HTML.

If you need to quickly add just a HTML snippet, then simply use the Custom HTML block and add the HTML code there.

Keyboard Shortcuts

Many of the keyboard shortcuts that work in the classic editor still work in Gutenberg. However Gutenberg does add some new shortcuts that will help you navigate the editor quicker.

- Enter - Simply pressing the enter key will automatically add a new paragraph block.
- / - The slash key is a shortcut for adding blocks. After you press the enter key press the slash key. A list of available blocks will appear. Use your arrow keys to choose the block you want to add. Alternatively you can start typing the name of the block after the /. For example: /heading will add a heading block.
- CTRL + Shift + ALT + M - Windows only shortcut to switch between the code editor and the block editor.

- Cmd + Shift + ALT + M - Mac only shortcut to switch between the code editor and the block editor.
- CTRL-Del - Windows only shortcut to delete a block.
- CMD-Backspace - Mac only shortcut to delete a block.



LIKE OUR FACEBOOK PAGE:
<https://www.facebook.com/enterpriseXdesign/>



JOIN OUR FACEBOOK GROUP:
<https://www.facebook.com/groups/YourBusinessByDesign/>

ADVANTAGES OF THE GUTENBERG EDITOR

While Gutenberg may seem like a big change from the classic editor you have grown accustomed to, Gutenberg does come with many advantages.

The advantages include:

- Easy for non techies and beginners to use. It much easier for a new to WordPress person to learn to drop and drag blocks for content rather than to edit everything via HTML or to install multiple plugins to get the desired layout. While there will undoubtedly still be a learning curve it should be much smaller. Plus is just fun to drop and drag blocks around.
- Mobile Friendliness - Gutenberg is mobile friendly right out of the gate! It is so much easier to write or edit a post or page from your phone with Gutenberg.
- Helps writers to visualize their content because what you see is what you will get.
- Reusable blocks - No more copy and pasting the same data over and over again. You can save your most used blocks to use again.
- Extendability - Plugin and theme authors have the ability to create new blocks that can be used within the Gutenberg editor.
- Less distractions for writing - If you write your content directly in the WordPress editor, the slimline design of Gutenberg will have less items to distract you plus you have the ability to hide the settings menu.
- No more copying and pasting lengthy embed codes. With Gutenberg you can embed most video, audios, documents, etc. from other websites with only the URL.
- Widgets in your documents! Have you ever wanted a list of pages or featured posts in your content? Before you could not do it without custom code or a plugin. In Gutenberg you can simply use a widget anywhere in your document.
- / Shortcut - This keyboard shortcut allows you to quickly add new blocks.



LIKE OUR FACEBOOK PAGE:
<https://www.facebook.com/enterpriseXdesign/>

GUTENBERG HURDLES

Of course with any new features there are going to be some bumps and hurdles and Gutenberg has it fair share. Below are some of the disadvantages of using Gutenberg:

- Backward compatibility with plugins and themes will be an issue. Plugins and themes that add meta boxes or use custom fields may not initially work with Gutenberg. YoastSEO is one that is ready to go and works nicely with the new editor. Any plugin that adds options to the editor, such as YoastSEO, will still appear at the bottom of the editor.
- Currently the custom fields options are not enabled in Gutenberg. Many themes and plugins rely on these fields to customize the content. The custom field data is still there you just cannot edit it or add new custom fields. In order to work with custom fields you will need to install a plugin such as the Gutenberg Custom Fields plugin.
- It is something else you need to learn. If you run your business on a WordPress based website then learning a visual editor is just another item on your to do list.

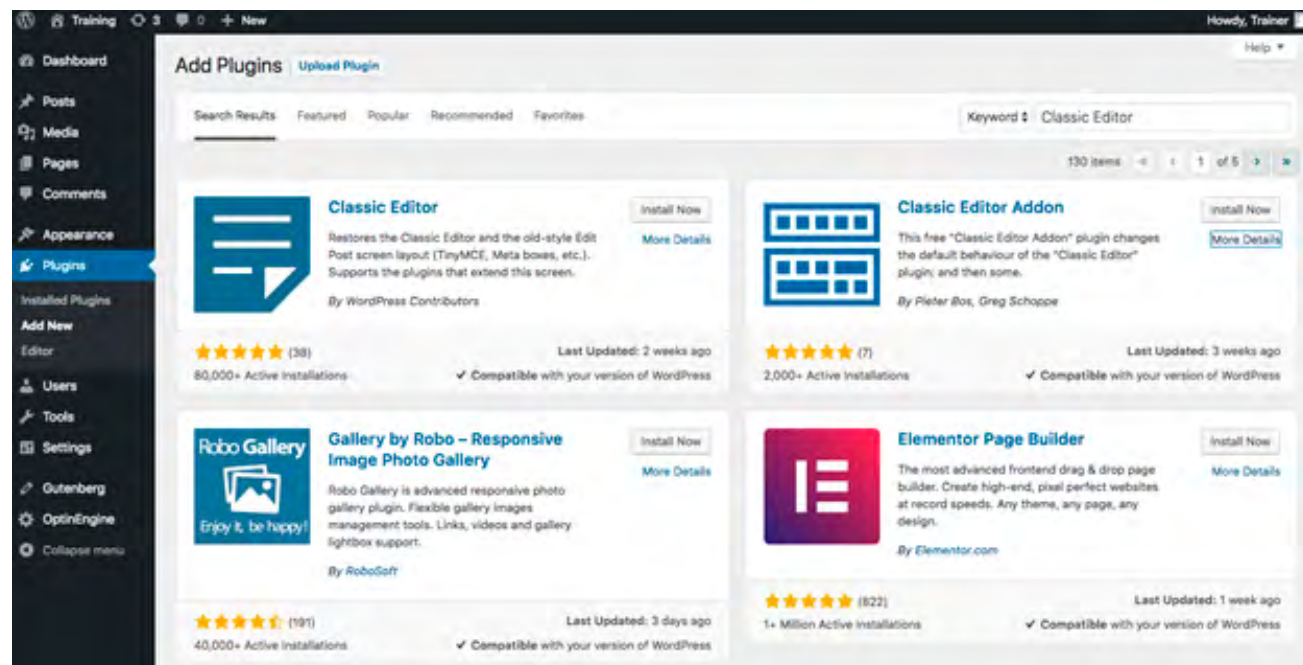
One thing you need to remember about Gutenberg is that while it resembles a page builder it is not a true page builder yet. It sure seems to heading that way in the future. For now though, it only allows you to edit and format the post with blocks not the entire page. For example if you have your blog posts setup to display with the sidebar on the right side, you can not change the position of the sidebar using the Gutenberg editor.



JOIN OUR FACEBOOK GROUP:
<https://www.facebook.com/groups/YourBusinessByDesign/>

REVERT TO THE CLASSIC EDITOR

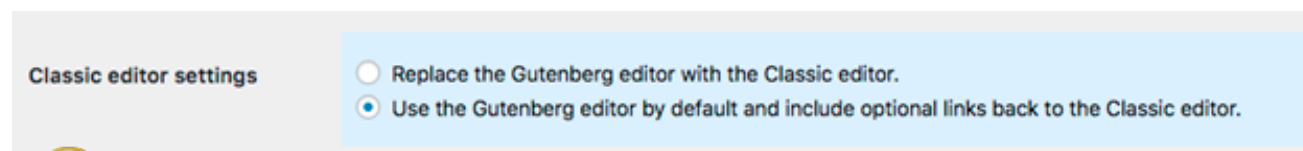
When Gutenberg is released with WordPress 5.0 the old classic editor will go away. It will no longer be included in the WordPress core. If you don't want to use the new Gutenberg editor then you will need to download and install the new Classic Editor plugin.



This plugin will allow you to use the editor you are used to and when you are ready to switch over to Gutenberg all you have to do is deactivate the plugin.

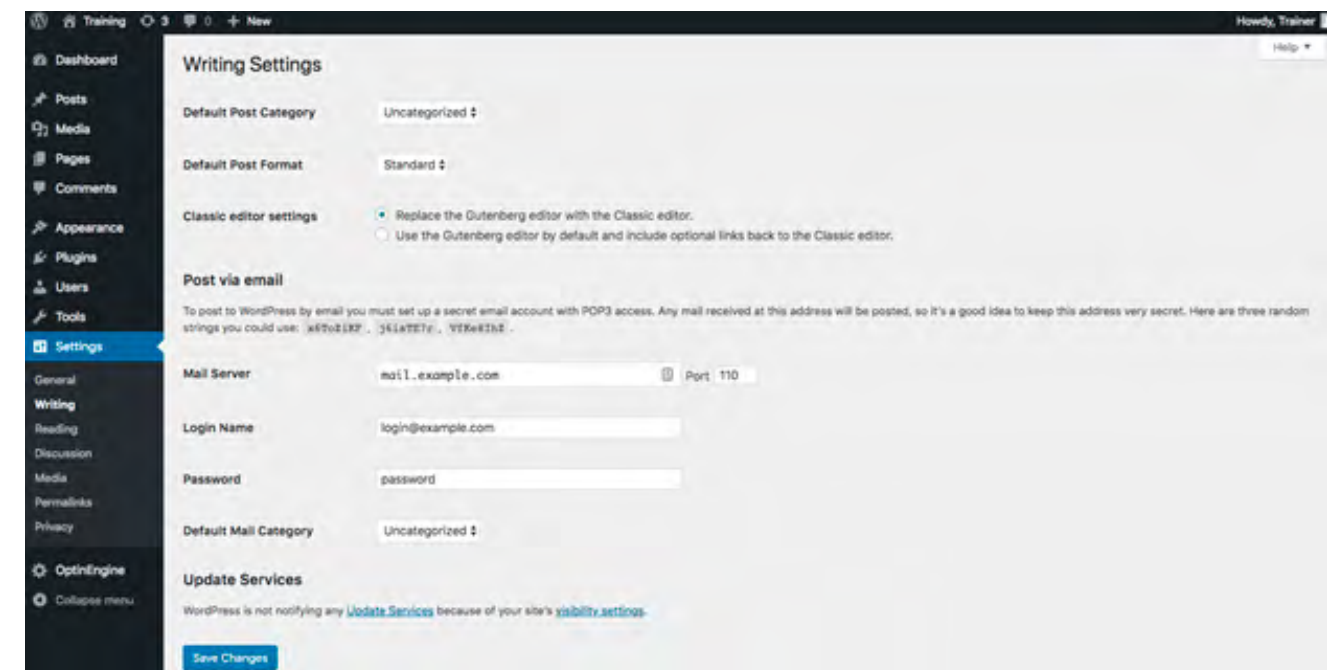
By default the Classic Editor plugin will remove all traces of Gutenberg. When then plugin is activated it will be like Gutenberg never existed. This will be a great option for those who don't have the time or energy in learning the new editor, just don't want to, or have plugin or theme conflicts.

The Classic Editor plugin also allows you to run the classic editor along side of the new Gutenberg editor. In the Classic Editor plugin settings, if the "Use the Gutenberg editor by default and include optional links back to the Classic editor." is chosen will add an extra link on your posts and pages listings that will allow you to use the Classic editor and if you chose the edit link, the Gutenberg editor.



To install The Classic Editor do the following:

1. Login to your WordPress administration dashboard with administrative privileges.
2. Go to the "Add New Plugin" page (Located in the Menu Under Plugins).
3. In the top right hand corner search bar type in Classic Editor.
4. The Classic Editor plugin will be the first plugin in the results.
5. Click on the Install Now button. This will download the plugin to your Wordpress site.
6. Click on the Activate button. This will turn the plugin on.
7. Go to the "Writing" settings page (Located in the Menu under Settings)
8. Choose the Classic editor settings you wish to use
 - a. Replace the Gutenberg editor with the Classic editor, or
 - b. Use the Gutenberg editor by default and include optional links back to the Classic editor.
9. Save changes.



LIKE OUR FACEBOOK PAGE:
<https://www.facebook.com/enterpriseXdesign/>



JOIN OUR FACEBOOK GROUP:
<https://www.facebook.com/groups/YourBusinessByDesign/>

IN CONCLUSION

The best way to prepare for Gutenberg in the WordPress 5.0 release is to install both the Gutenberg plugin and the Classic Editor plugin. Start using both so you are used to them. While many plugins and themes have already become Gutenberg friendly, many have not, and many are still in the process. Using both the Gutenberg editor and the Classic editor now will allow you to test plugins and themes for compatibility and you won't waste any time trying to figure stuff out when Gutenberg officially replaces the classic editor.

Just remember that Gutenberg is still in active development and bugs and issues will still be found and fix. If you need some help or want to get involved here are some important links:

- Report bugs at <https://core.trac.wordpress.org/newticket>
- Get support at <https://wordpress.org/support/plugin/gutenberg>
- Contribute at <https://core.trac.wordpress.org/tickets/good-first-bugs>
- Leave feedback at <http://wordpressdotorg.polladdy.com/s/gutenberg-support>
- Find more information at <https://wordpress.org/gutenberg/handbook/>

Some people will love the new Gutenberg visual editor and some people will hate it. While having the option to fall back to the classic editor via a plugin is nice, Gutenberg is here to stay. If you will be using WordPress for any amount of time in the future you need to take the time to learn all the ins and outs to get the most of Gutenberg.



LIKE OUR FACEBOOK PAGE:
<https://www.facebook.com/enterpriseXdesign/>



APPLY IT!

go ahead and apply what you have
learned throughout this e-book
in your own business!

I'd love to have you join my [facebook group](#) where
I share lots of tips & tricks about design, branding &
navigating the world of small business.

ENTERPRISEBYDESIGN.COM.AU