

WordPress Block Editor Toolbar - WPTrainingManual.com

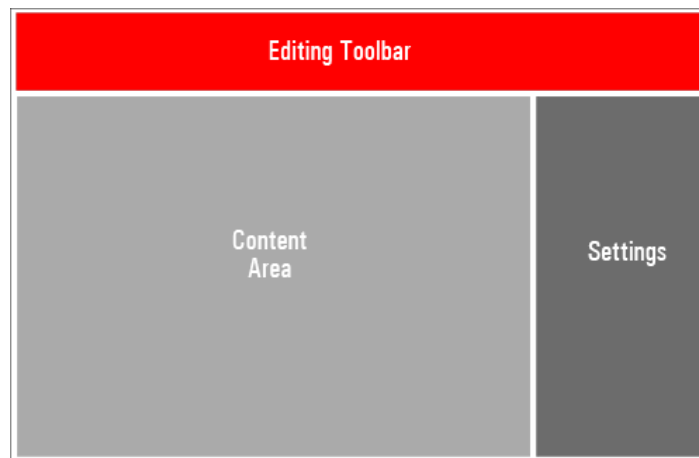
wptrainingmanual.com/wordpress-tutorials/block-editor-toolbar

June 10, 2020



WordPress Block Editor – Editing Toolbar

Tutorial Contents



Editing Toolbar

This tutorial is part of our series on [How To Use The WordPress Block Editor \(Gutenberg\)](#).

The WordPress block content editor interface is divided into three main sections:

1. **Editing Toolbar** (*you are here*)
2. **Content Area**
3. **Settings Section**

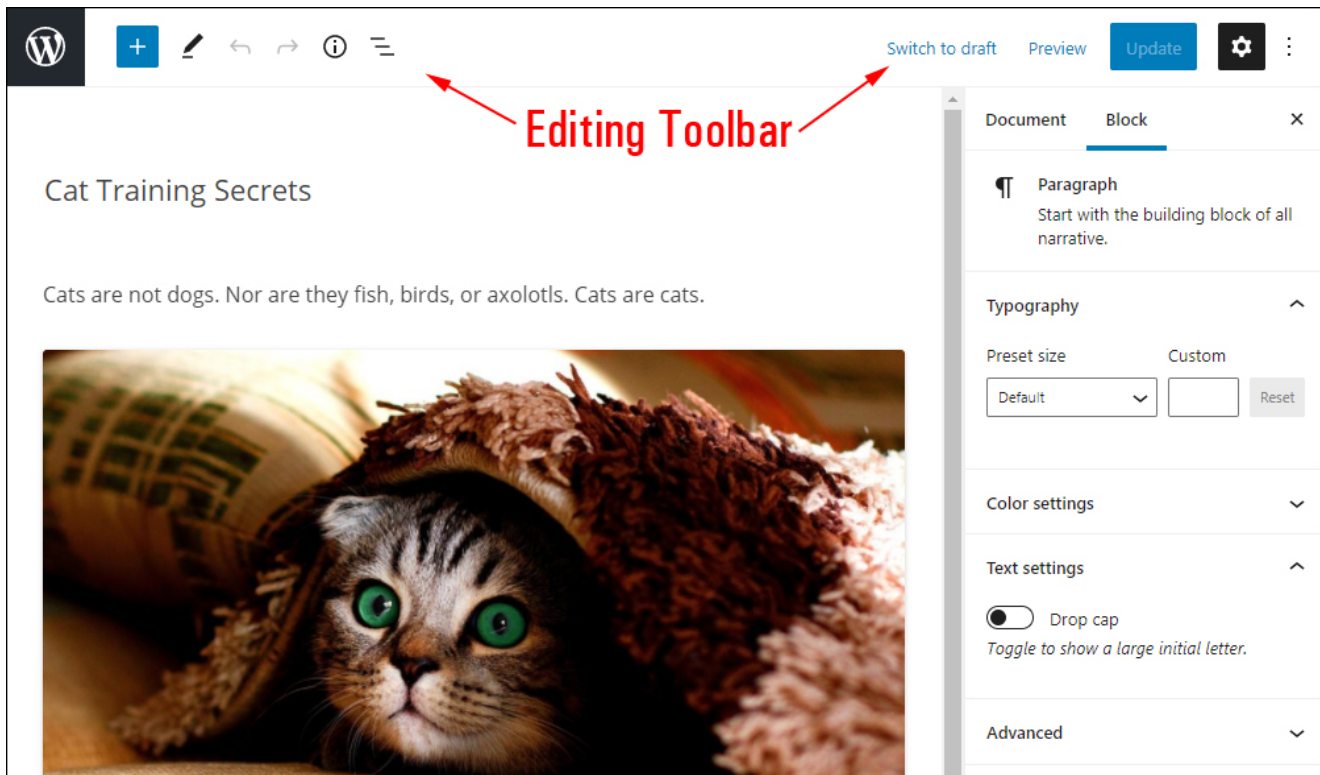
In this tutorial, you will learn how to use the **Editing Toolbar** section of the WordPress block editor.

For a complete understanding of how to use the WordPress Block Editor, see the other tutorials in this series:

- [How To Use The WordPress Block Editor Content Area](#)
- [How To Use The WordPress Block Editor Settings Section](#)
- [How To Use WordPress Blocks](#)

WordPress Content Editor: Editing Toolbar

The uppermost section of the WordPress block editor is called the Editing Toolbar.



The Editing Toolbar is the section at the top of the WordPress block editor.

The Editing Toolbar features run across the entire width of the content editor screen.

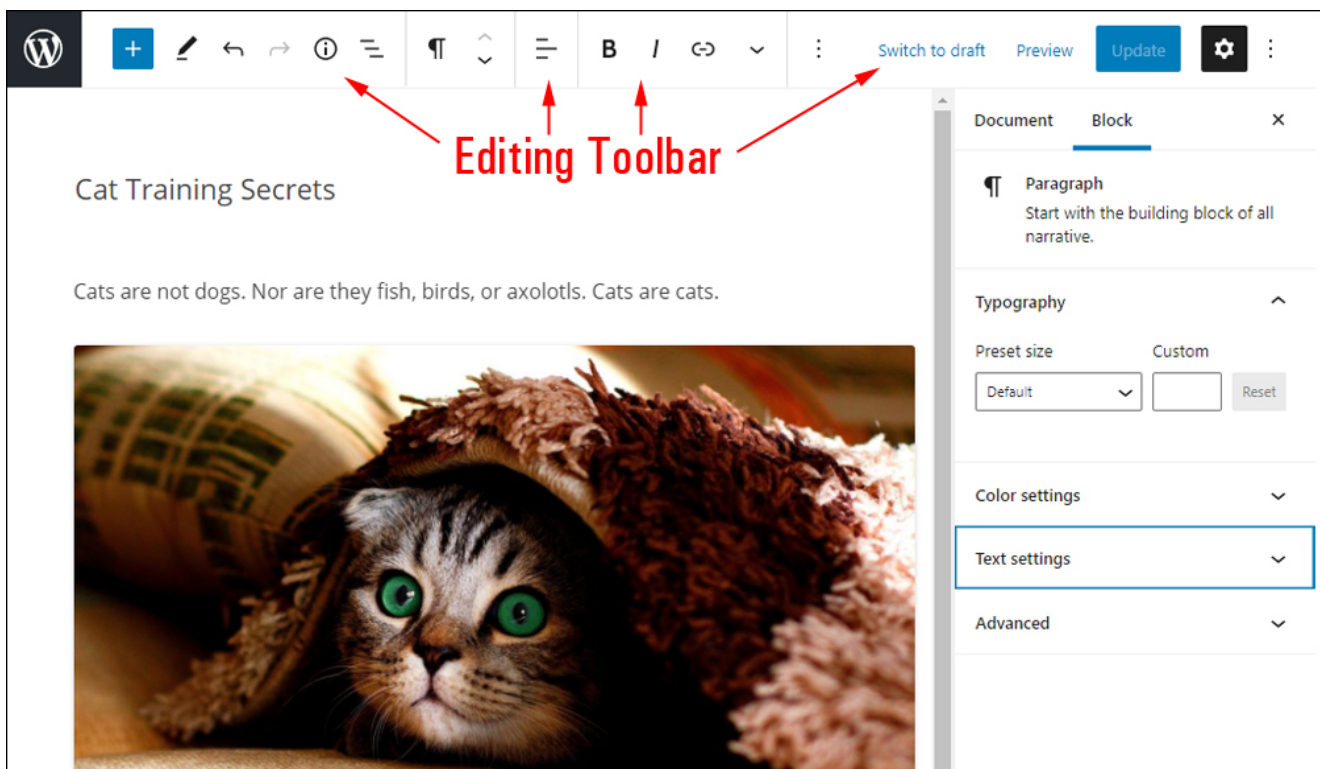


The Editing Toolbar.

The editing toolbar allows you to perform various functions, including:

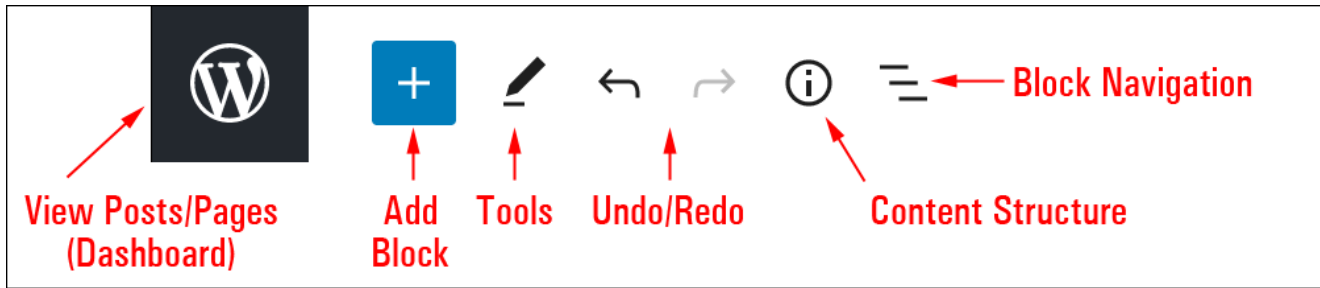
- Add a new block in your content area
- Undo/Redo changes
- View content structure information
- View block navigation information
- Save changes (and view saved and auto-saved confirmations)
- Change Post/Page status from 'draft' to 'published' and vice-versa
- Preview your post or page
- Publish/update your post or page
- Show/Hide the 'Settings' section
- Show 'Options' section

This section can also display additional information depending on how your settings are configured, such as fixing the block toolbar to the top of the screen (see 'Options' section below).



The Editing Toolbar with an embedded block editor.

The section on the top left corner of the Editing Toolbar contains the following functions:



Features of the Editing Toolbar.

View Posts/Pages

Click on View Posts (or View Pages if working with Pages) to return to your Table of Posts (*Posts > All Posts*) or Table of Pages (*Pages > All Pages*).



Click on View Posts/ Pages to view the Table of Posts/Pages.

Add Block

Clicking on the 'Add Block' [+] tool brings up a menu containing a list of all the available blocks you can use.

Cat Training Secrets

Cats are not dogs. Nor are they fish, birds, or axolotls. Cats are cats.



Editing Toolbar – Add Block tool.

Tools

The Tools button specifies how you interact with blocks (i.e. block selection & editing).

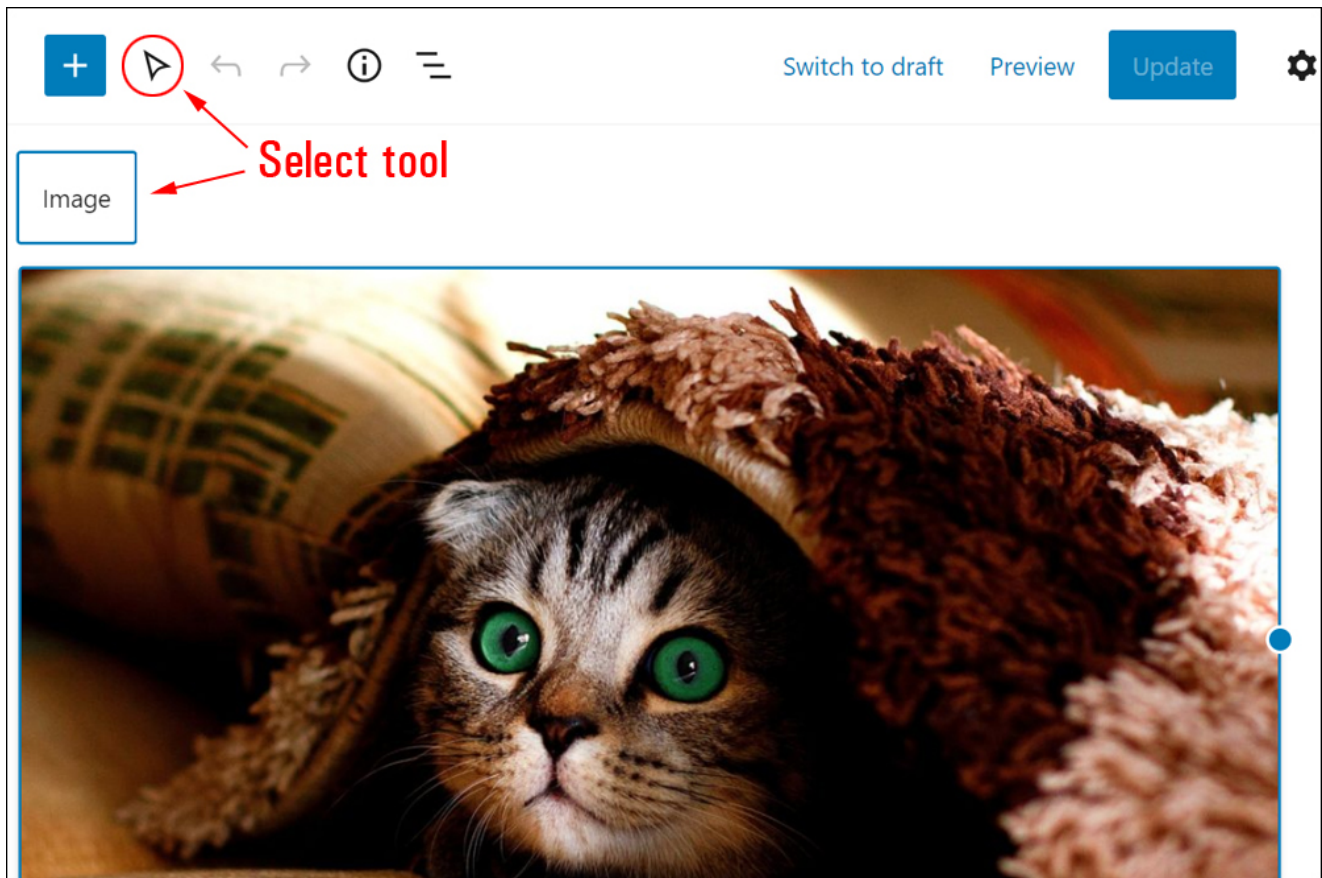
Currently, you have the option of using two tools:

- Edit
- Select

The screenshot shows the WordPress editing toolbar. The 'Tools' button, represented by a pencil icon, is circled in red. A dropdown menu is open below it, showing two options: 'Edit' (with a pencil icon and a checkmark) and 'Select' (with a mouse cursor icon). Below the menu, a text box explains: 'Tools offer different interactions for block selection & editing. To select, press Escape, to go back to editing, press Enter.'

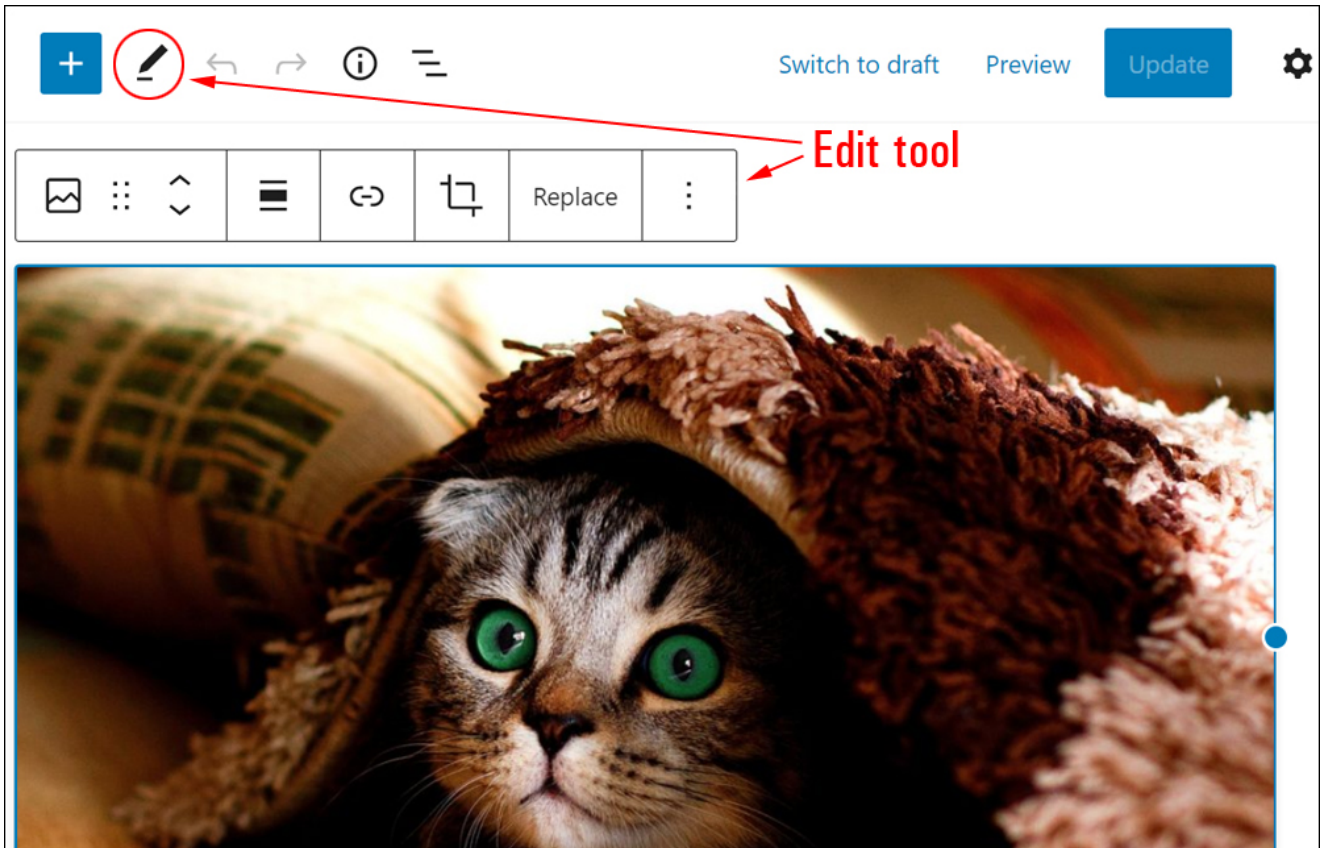
Editing Toolbar – Tools.

Use the Select tool to select a block. (*Tip: Press the *Escape* key to switch to the Select tool.*)



Editing Toolbar – Select tool.

Once a Block is selected, press the *Enter* key to return to the Edit tool.



Editing Toolbar – Edit tool.

Undo & Redo

Clicking on the 'Undo' or 'Redo' buttons while adding or editing content before saving your changes:

- Restores previous actions when typing content.
- Restores the position of any blocks that have been rearranged.



Editing Toolbar – Undo and Redo buttons.

Content Structure

Clicking on the 'Content Structure' icon displays information about your content like:

- Number of Words
- Number of Headings
- Number of Paragraphs
- Number of Blocks
- Document Outline (like a Table of Contents)

Content structure

Words	Headings	Paragraphs	Blocks
27	1	1	4

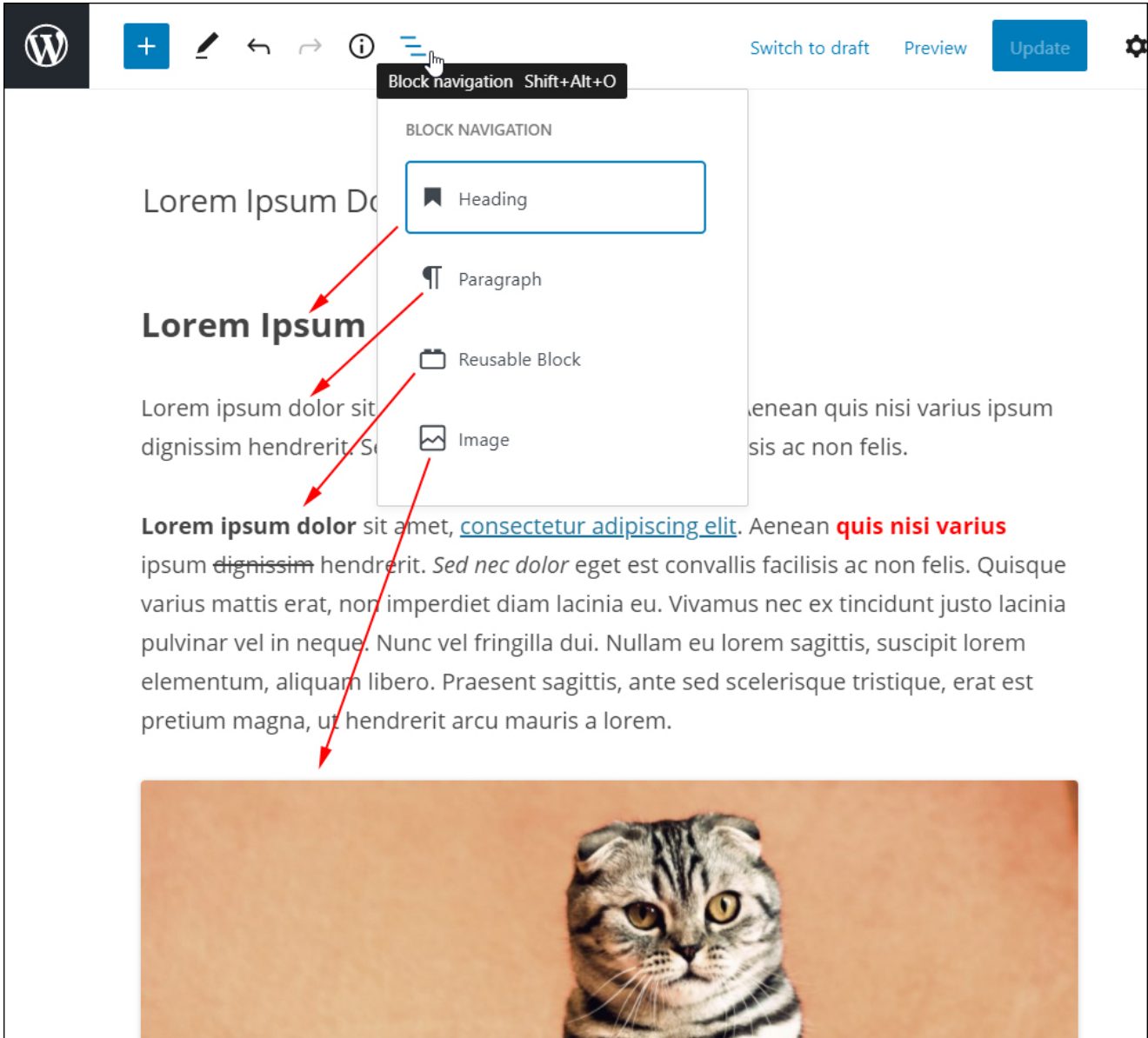
Document Outline

- Title** Lorem Ipsum Dolor Sit Amet
- H1** Lorem Ipsum
(Your theme may already use a H1 for the post title)

Editing Toolbar – Content structure.

Block Navigation

Click on the 'Block Navigation' icon to display the structure and layout of your content blocks.



Editing Toolbar – Block navigation.

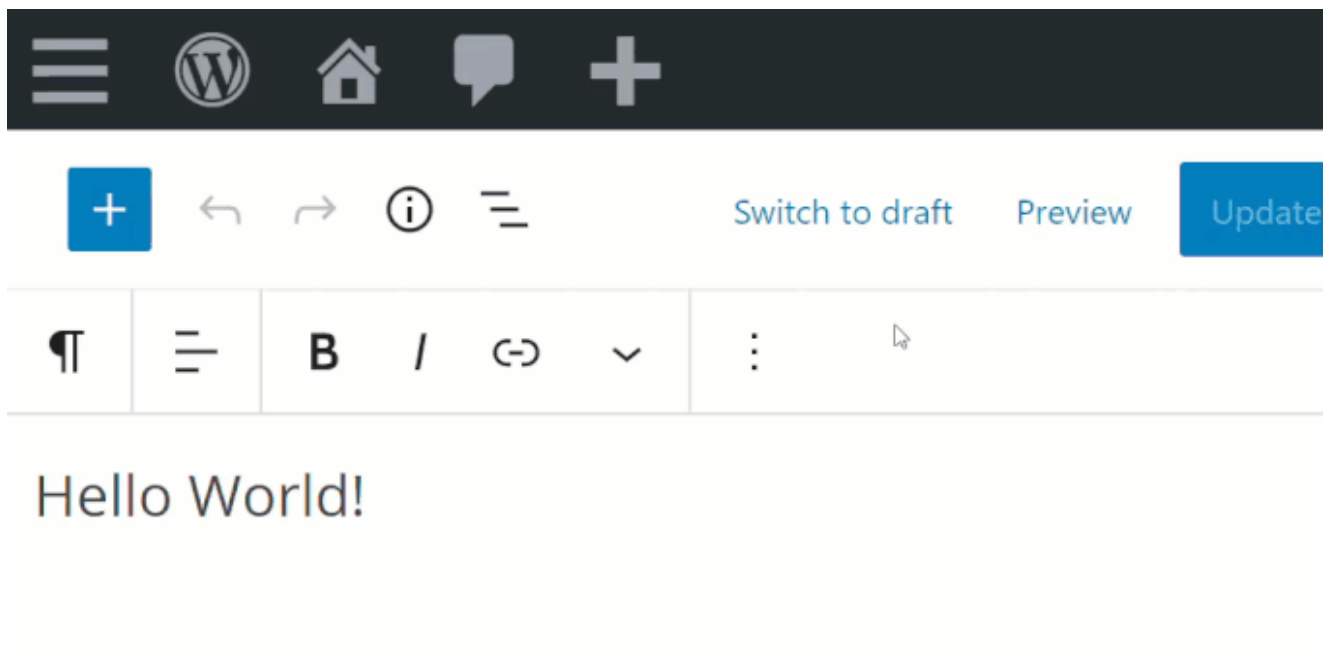
Switch To Draft

Click on the 'Switch to Draft' link to convert a published post or page into a draft document.



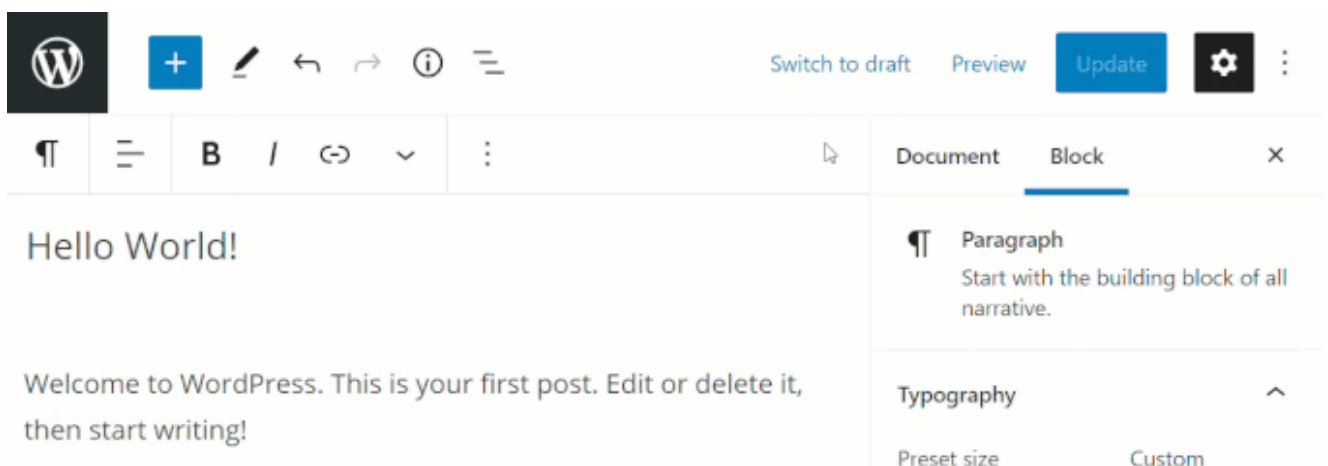
Editing Toolbar – Switch to draft.

When asked to confirm your choice, click 'OK' to revert your published post/page to 'Draft' status, otherwise click 'Cancel' to keep the current status of your post/page.



Using Switch to draft.

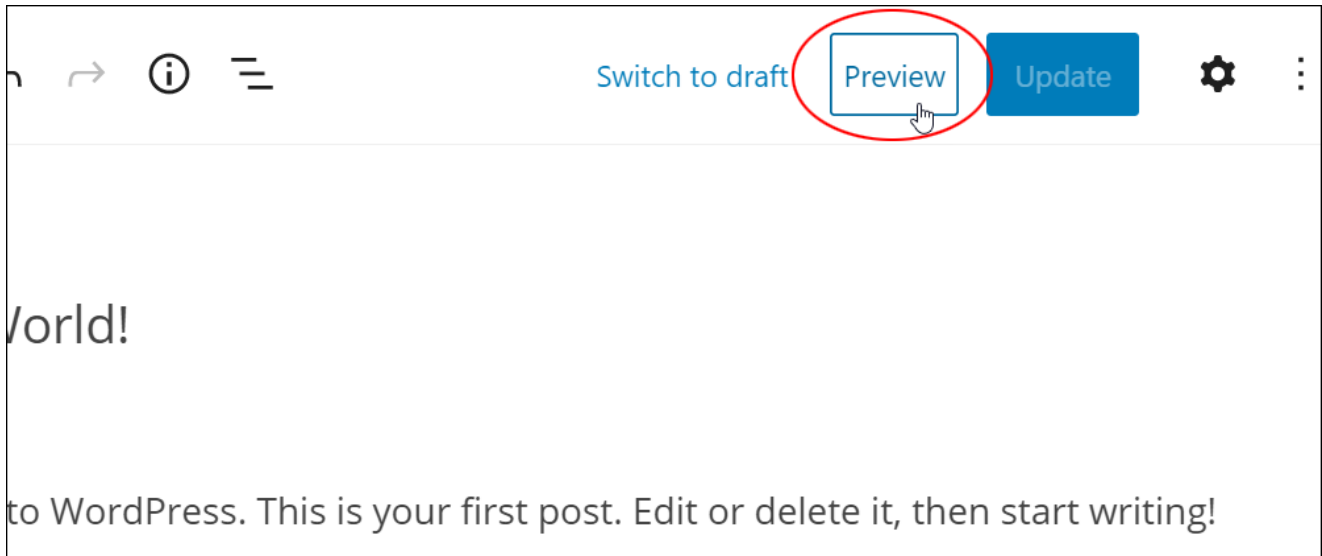
You can switch posts/pages from 'Draft' to 'Published' status and vice-versa at any time.



Switch between Draft and Publish mode as often as you like.

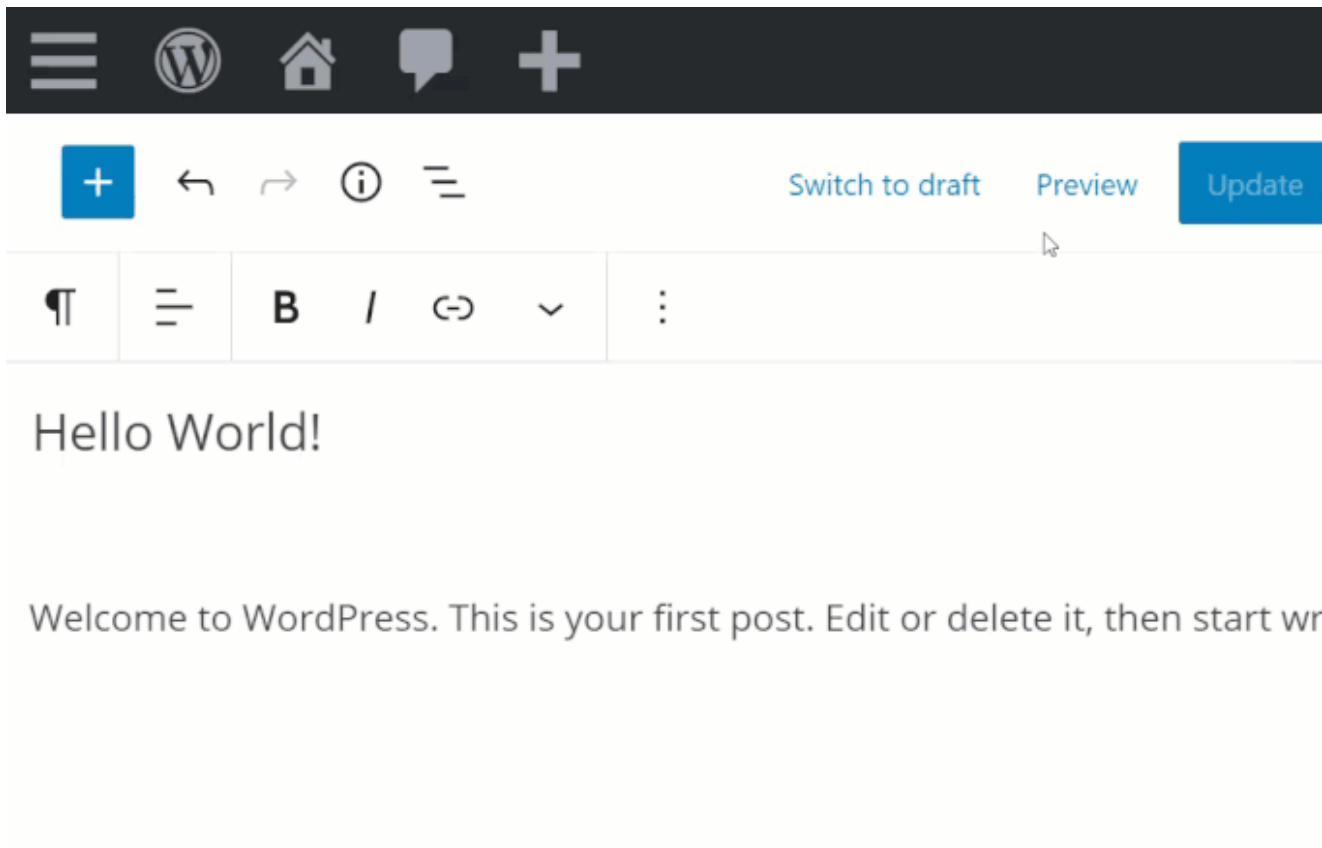
Preview

To see what visitors will see when they visit your post/page, click the 'Preview' button.



Editing Toolbar – Preview button.

You can preview your post/page as it will display on a desktop, tablet, or mobile device screen, or open the preview window in a new tab.

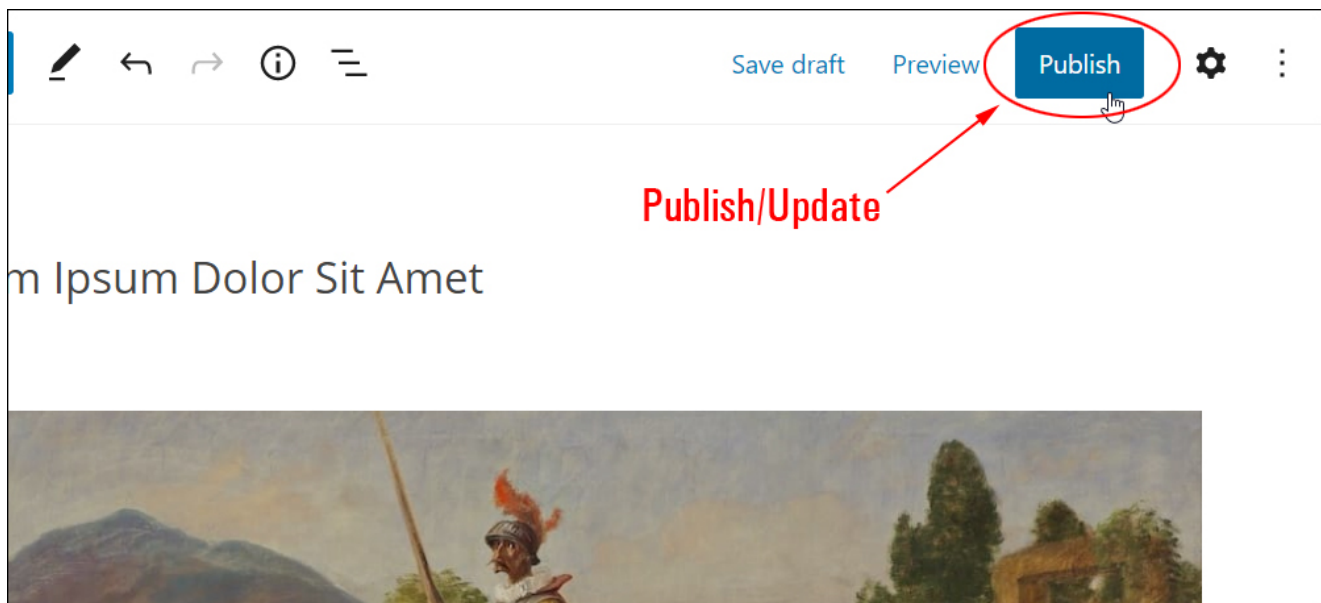


Preview your post/page in different modes.

Publish/Update

The 'Publish' section lets you publish new posts/pages and update existing posts/pages.

To publish your post or page, click on the 'Publish' button (or 'Update' if editing an existing post or page).



Publish/Update button.

The block editor provides an optional pre-publishing check function that reminds you to double-check your settings and confirm before publishing.

The screenshot displays the WordPress publishing interface. At the top left is the WordPress logo. To its right are several icons: a plus sign, a pencil, a left arrow, a right arrow, an information icon, and a hamburger menu icon. On the top right, there are two buttons: a blue 'Publish' button and a white 'Cancel' button. Below these buttons, a red text label 'Pre-publishing checks' has three red arrows pointing to the 'Publish' button, the 'Are you ready to publish?' section, and the 'Visibility' dropdown. The main content area shows the text 'Lorem Ipsum Dolor Sit Amet' above a large image of Don Quixote on a horse. The image has the text 'Don Quixote' overlaid in large white letters. To the right of the image is a sidebar with publishing settings: 'Are you ready to publish?' with a subtext 'Double-check your settings before publishing.', 'Visibility: Public' with a dropdown arrow, 'Publish: November 2, 2020 7:51 pm' with a dropdown arrow, and 'Suggestion: Add tags' with a dropdown arrow. At the bottom of the sidebar is a checked checkbox labeled 'Always show pre-publish checks.' At the bottom left of the interface, it says 'Document → Paragraph'.

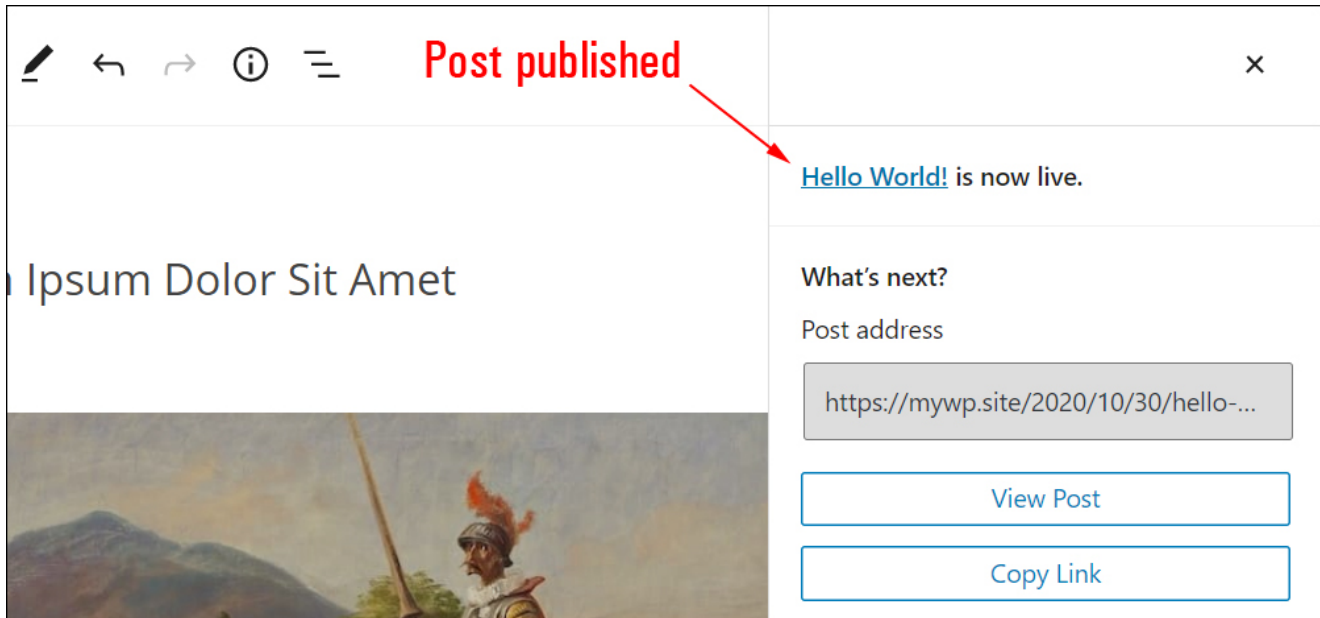
Pre-publishing checks make sure that you've completed all the steps prior to publishing your post/page.

Edit your publishing settings, then click the 'Publish' button again to proceed.

WordPress interface showing a post titled "Don Quixote" and the "Publish" settings panel. The post content includes "Lorem Ipsum Dolor Sit Amet" and "Don Quixote". The "Publish" settings panel shows "Are you ready to publish?", "Visibility: Public", "Publish: November 2, 2020 7:51 pm", and a calendar view for November 2020. A red text annotation "Edit your publishing settings" with arrows points to the "Visibility" and "Publish" sections.

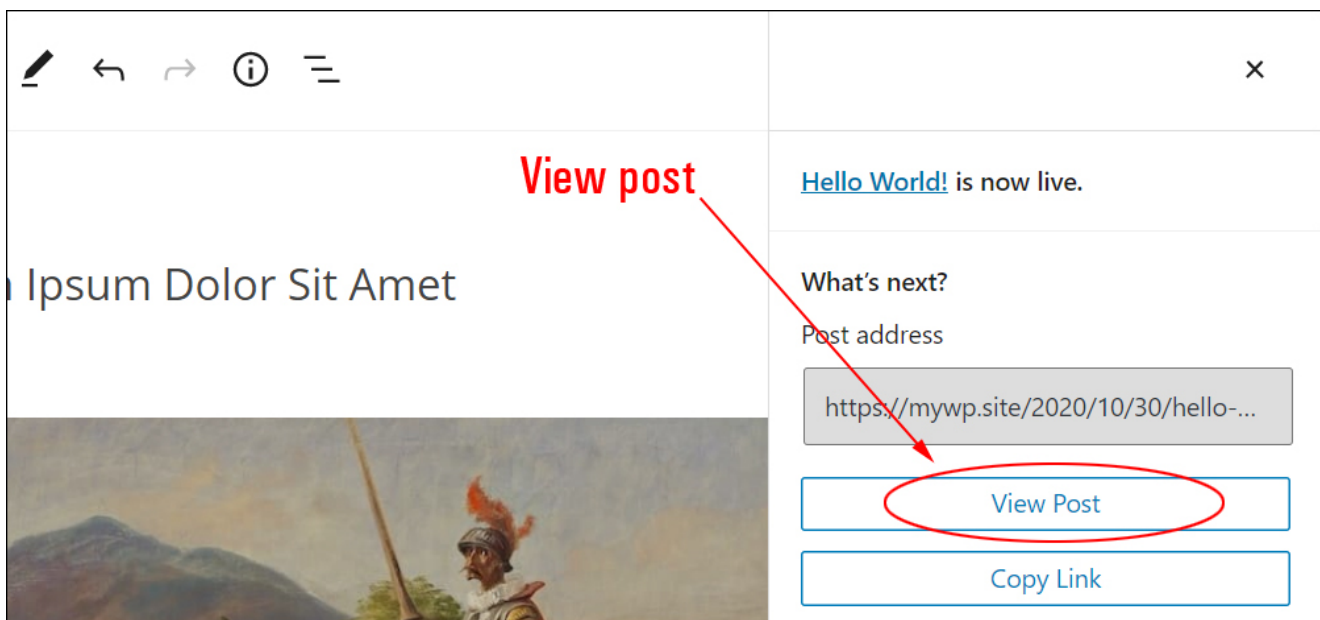
Edit your publishing settings.

Your post/page will be published.



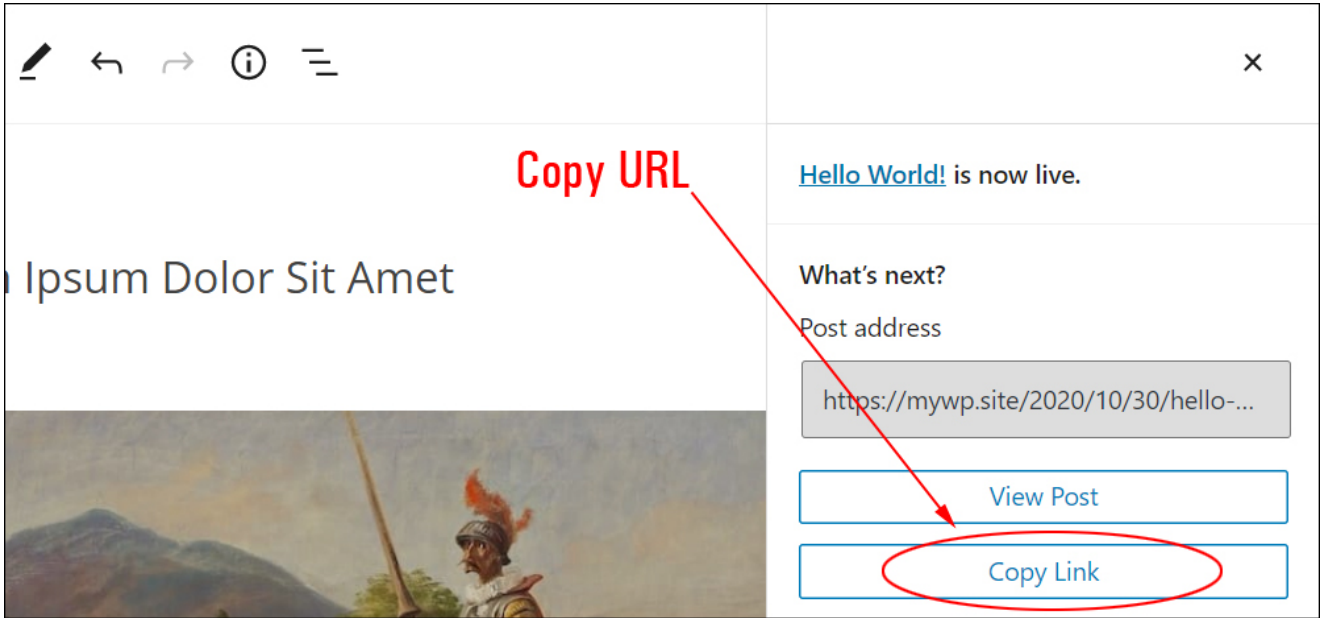
Your post/page is now live!

After your post/page has been published you will be given a couple of options like viewing your post/page...



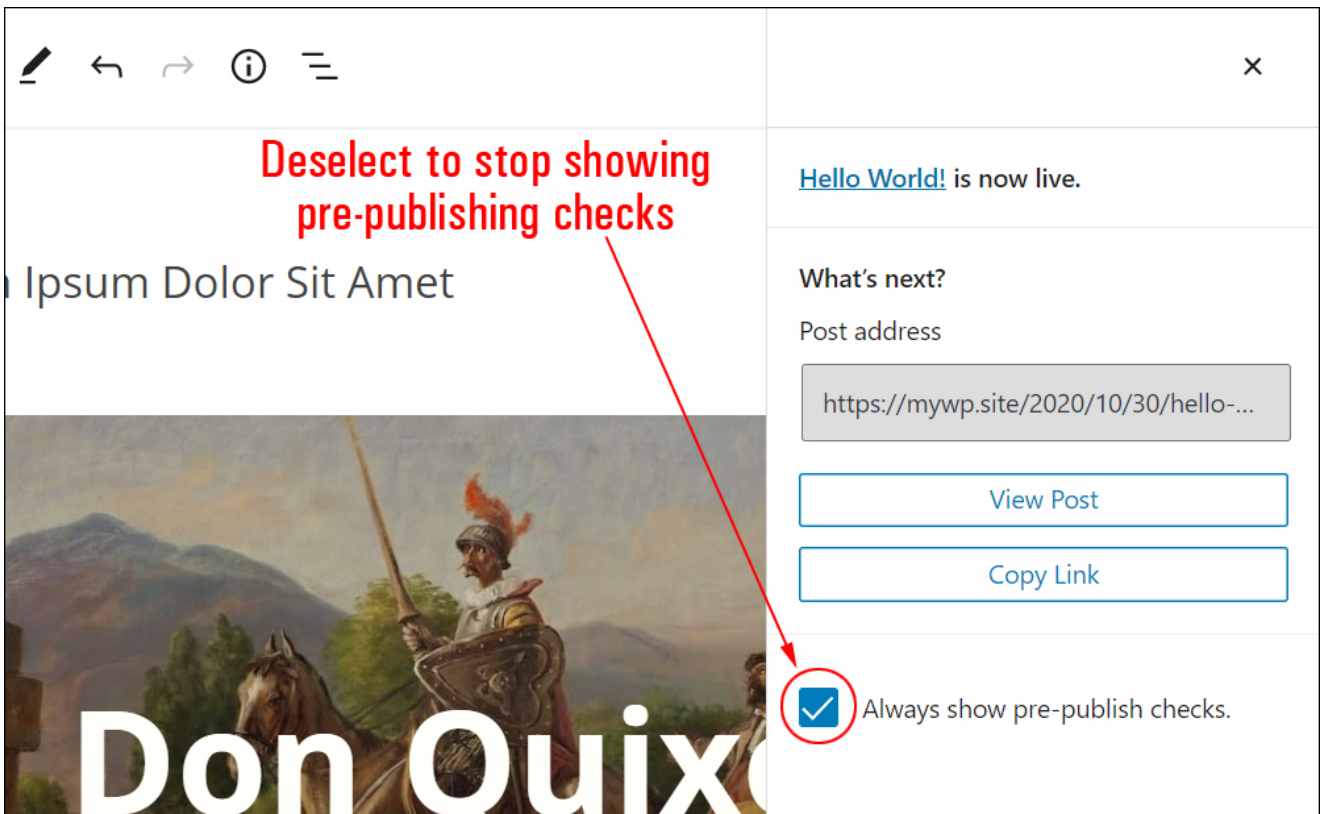
View your published post.

Or copying your post/page URL to your clipboard...



Copy your post/page URL to your clipboard.

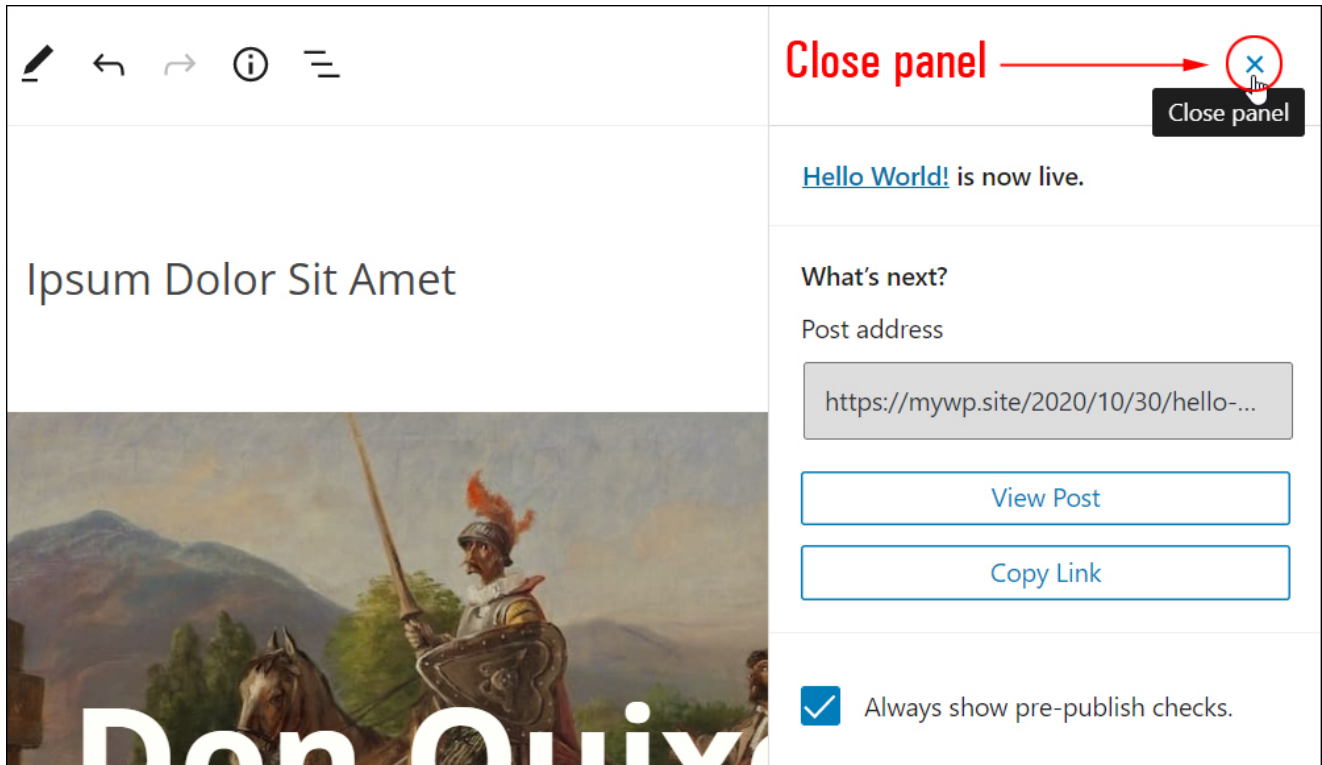
To turn off this option deselect the 'Always show pre-publish checks' checkbox.



Deselect Always show pre-publish checks box to stop showing these.

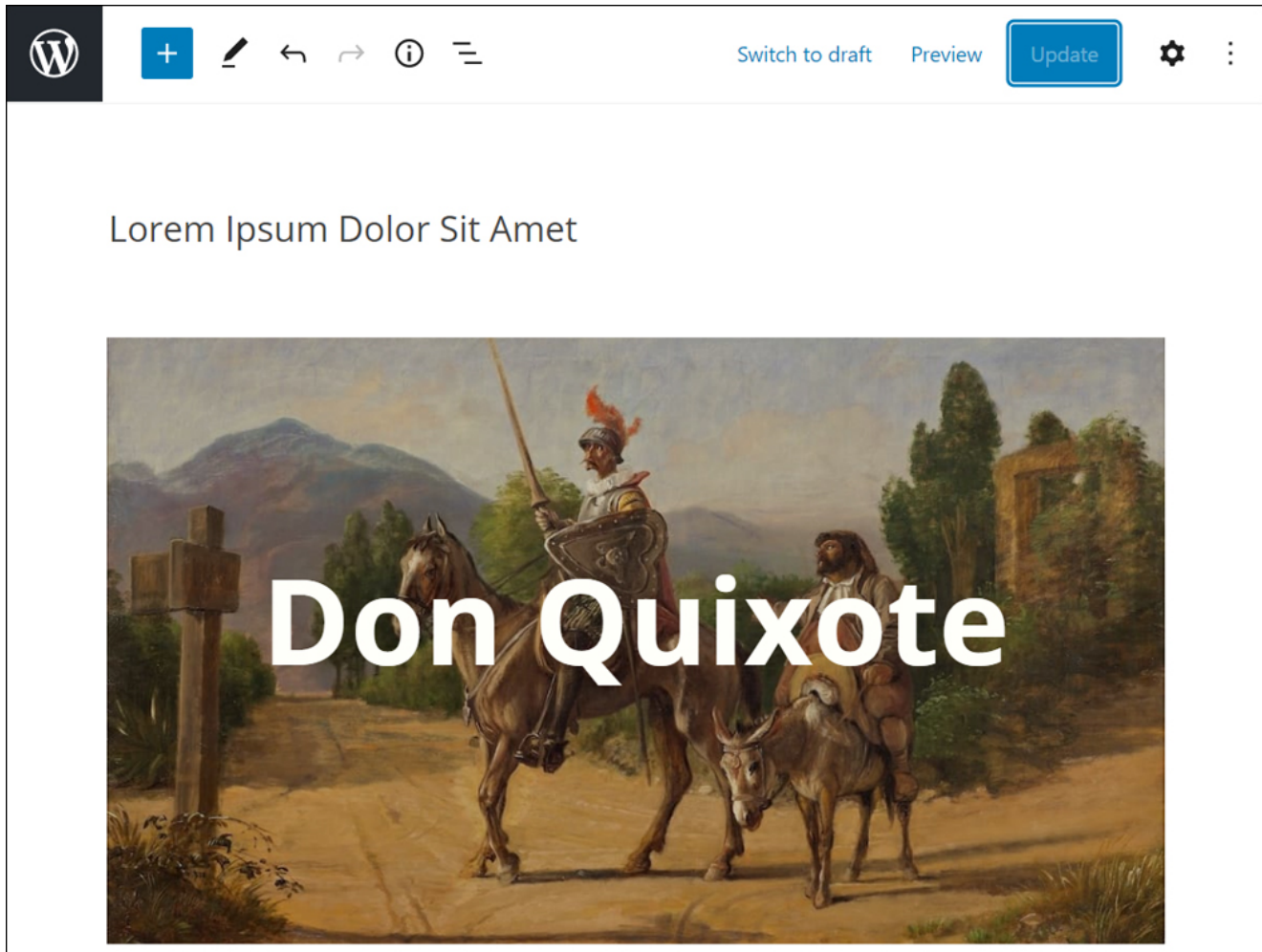
Note: you can also deselect this option in the 'Options' screen (see **Block Editor Settings** section).

After publishing, close the panel to continue working inside the content editor.



Close the publishing panel after publishing your post/page.

You will return to the main content editor screen.



The WordPress Block Editor Content Area.



If you're not sure what different post or page statuses mean, this will help you:

Page/Post Status

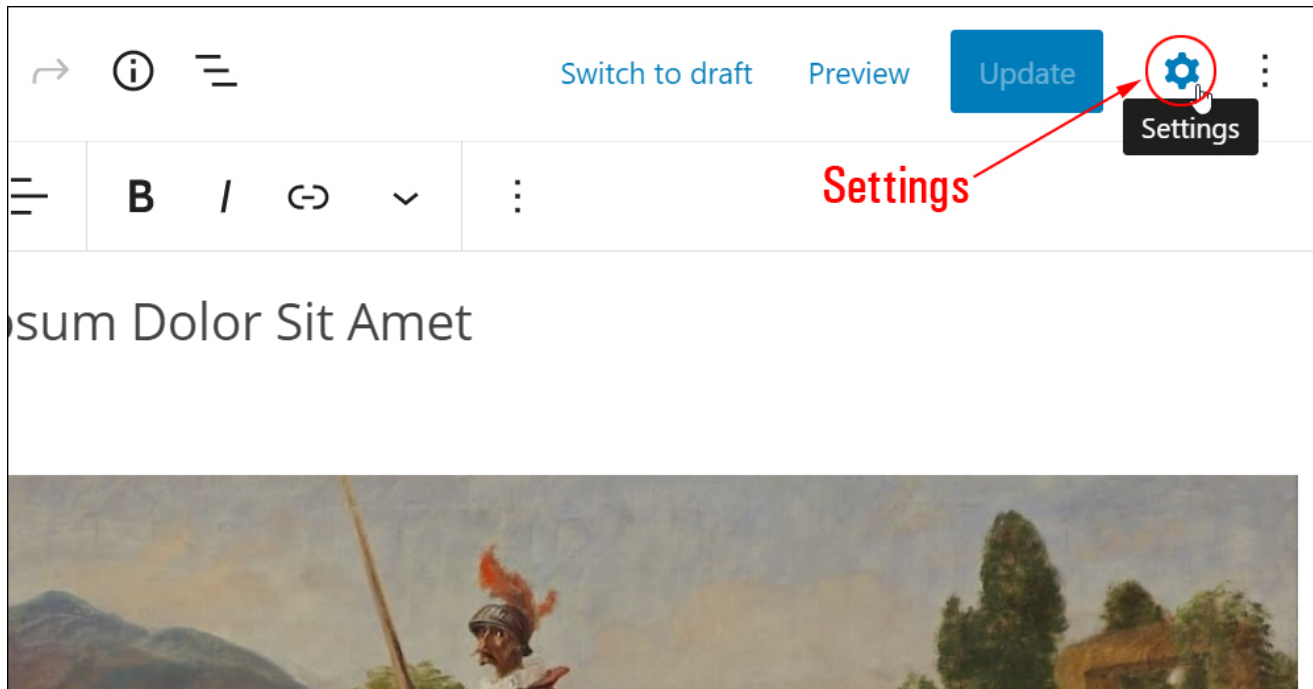
In WordPress, Posts and Pages can be assigned the following status:

- **Published:** Published posts and pages display to everyone who visits your site unless they're set as 'Private' or 'Password-Protected' (see 'Visibility Settings' in the **Block Editor Settings** tutorial).
- **Draft:** A draft post is not visible to your site visitors and registered members or users unless they are a site administrator.
- **Pending Review:** A post marked as 'Pending Review' is similar to a draft post but needs to be reviewed and approved for publication by a user with a minimum permission-level of *Editor*.

To learn about assigning user permissions in WordPress, see this tutorial: [How To Manage WordPress Users](#)

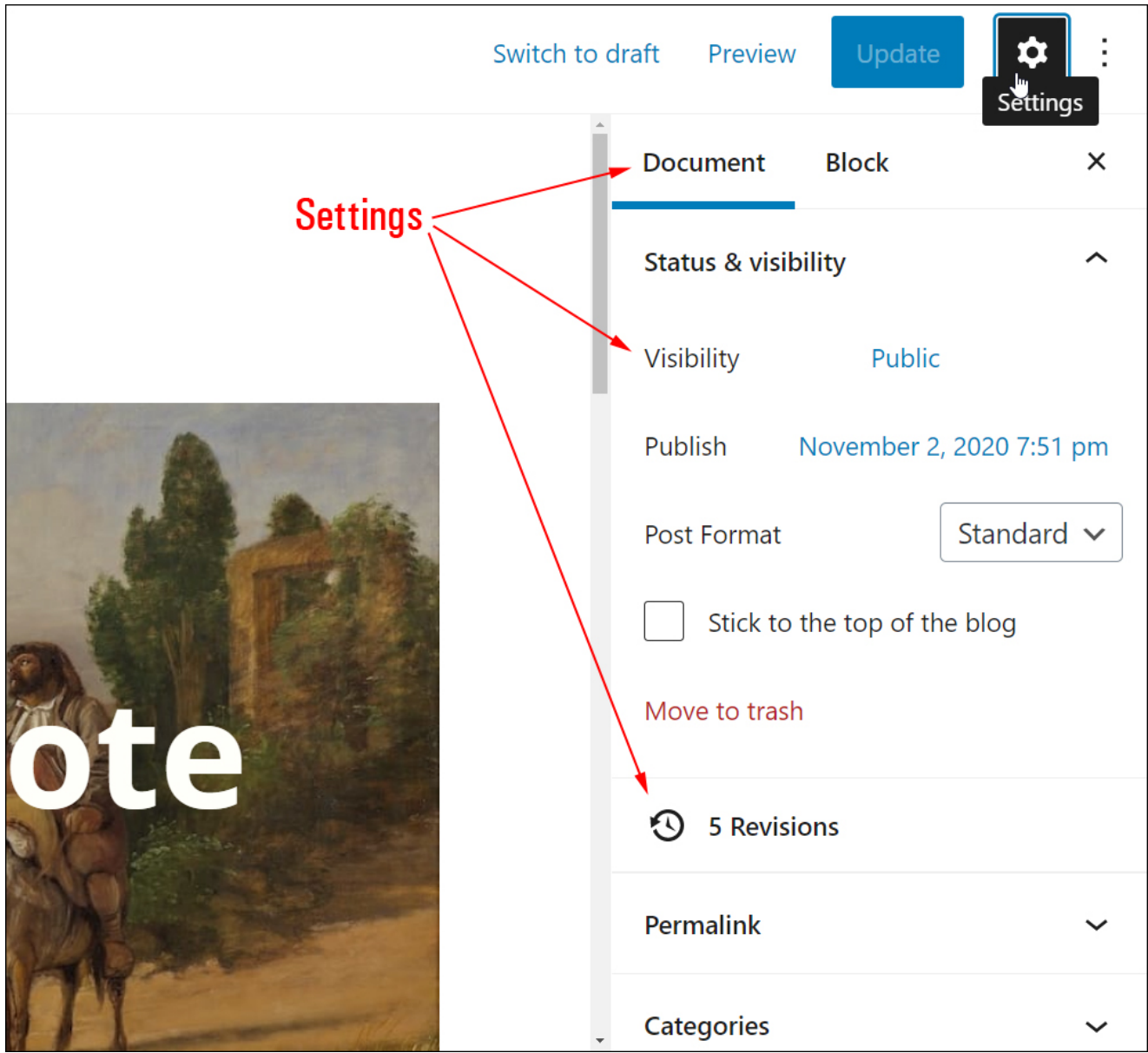
Hide/Display Settings

Click on the Gear icon to bring up your post or page [Settings section](#).



Editing Toolbar: Settings button.

Clicking on the 'Settings' icon alternates between displaying and hiding the Settings section.



Click the Settings button to display or hide your post and page settings.

You can also hide the Settings section by closing the sidebar (X).



Switch to draft

Preview

Update



Lorem Ipsum Dolor Sit Amet

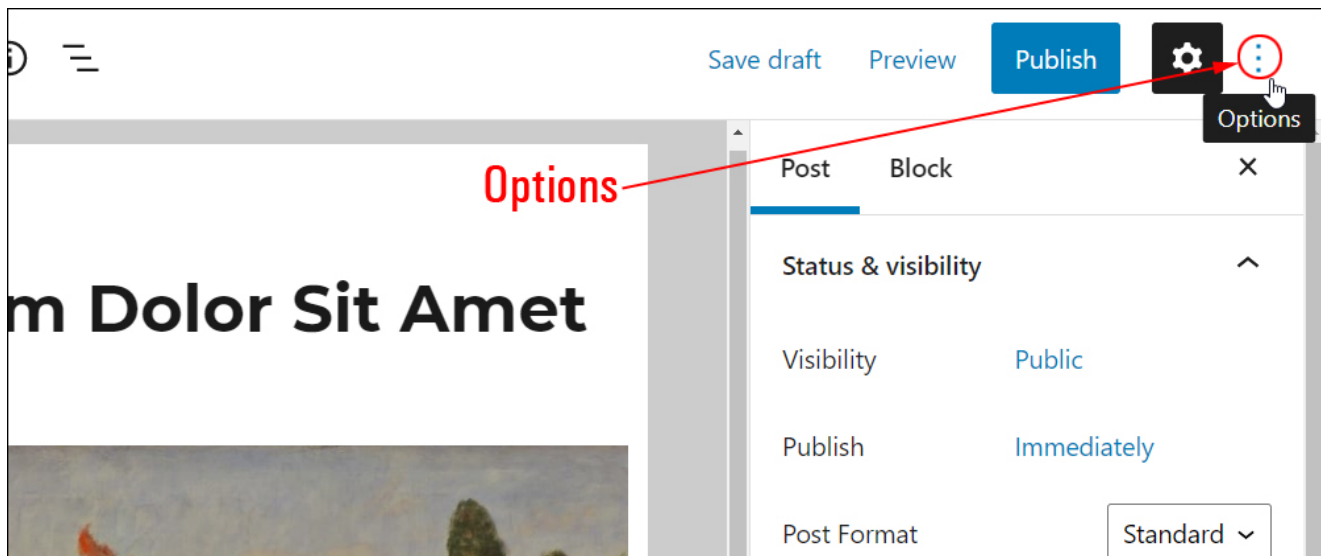


Using the Settings button to display/hide your post/page settings.

Options

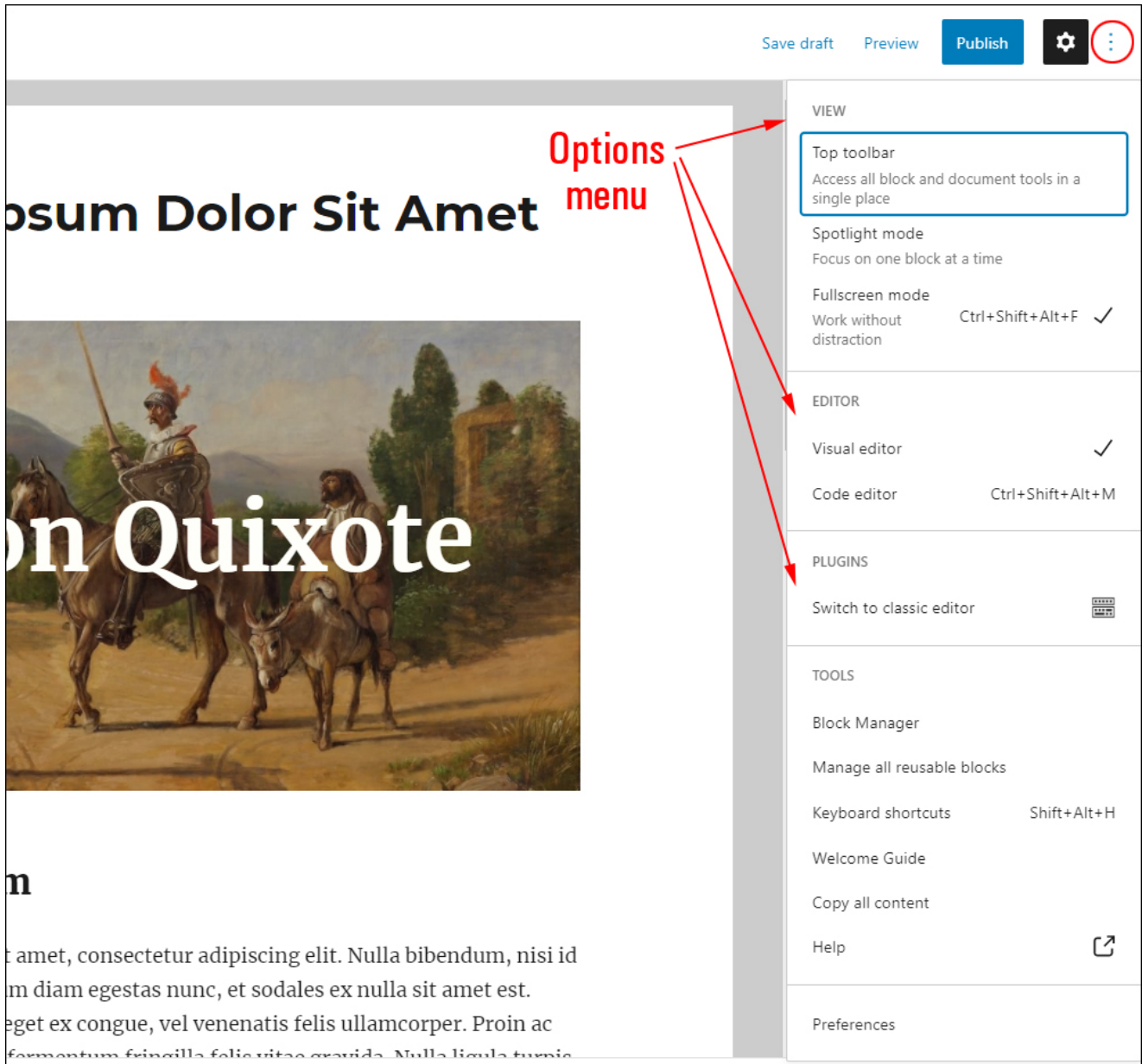
WordPress has added a new feature to the block content editor called 'Options'.

Click on the vertical ellipsis (three dots) icon to display the 'Options' menu.



Editing Toolbar – Options.

Using the Options section is covered in this tutorial: [WordPress Block Editor Settings](#)

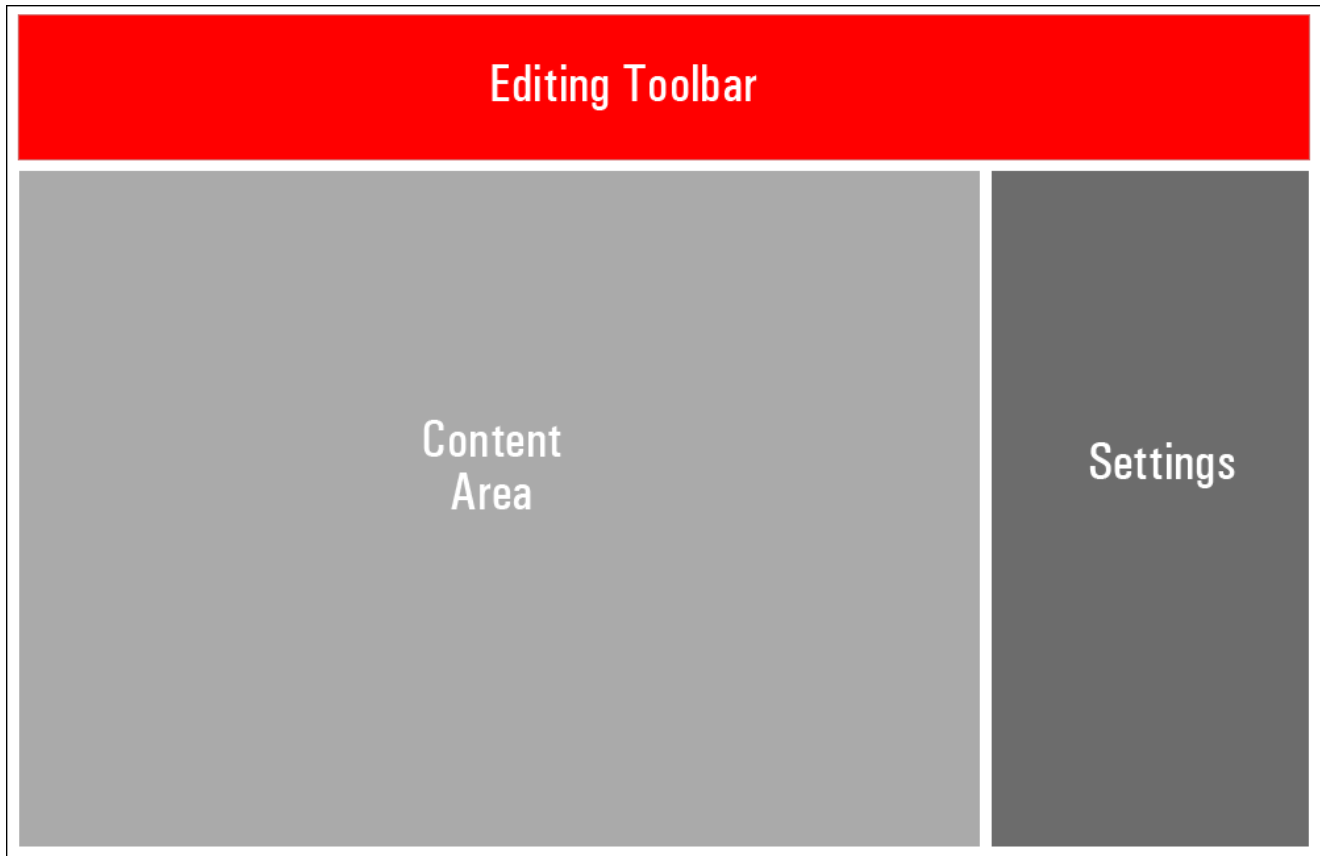


Options menu.

Note: The *Editing Toolbar* section can display additional information depending on how your site's settings are configured and what additional plugins you have installed on your site.

Congratulations! Now you know how to use the Editing Toolbar of the WordPress block content editor.

The next step is to learn about the WordPress block editor's **Content Area**.



The WordPress Block Editor's Editing Toolbar.

For more tutorials about using the block editor, go here:

Updated: April 8th, 2023