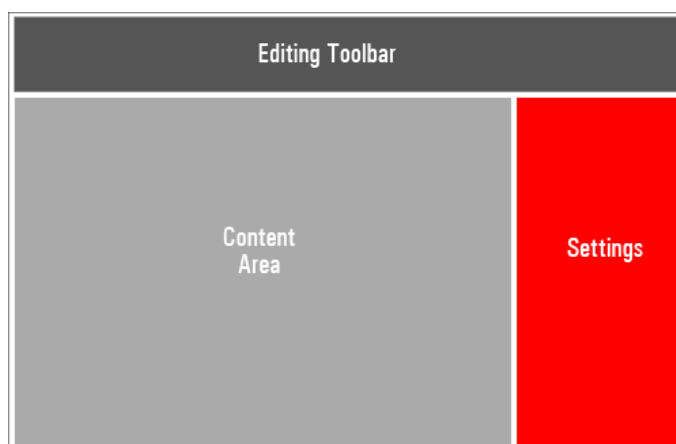


WordPress Block Editor – Settings Section

WordPress Block Editor Settings Section

WordPress Training



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**
2. **Content Area**

3. Settings Section *(you are here)*

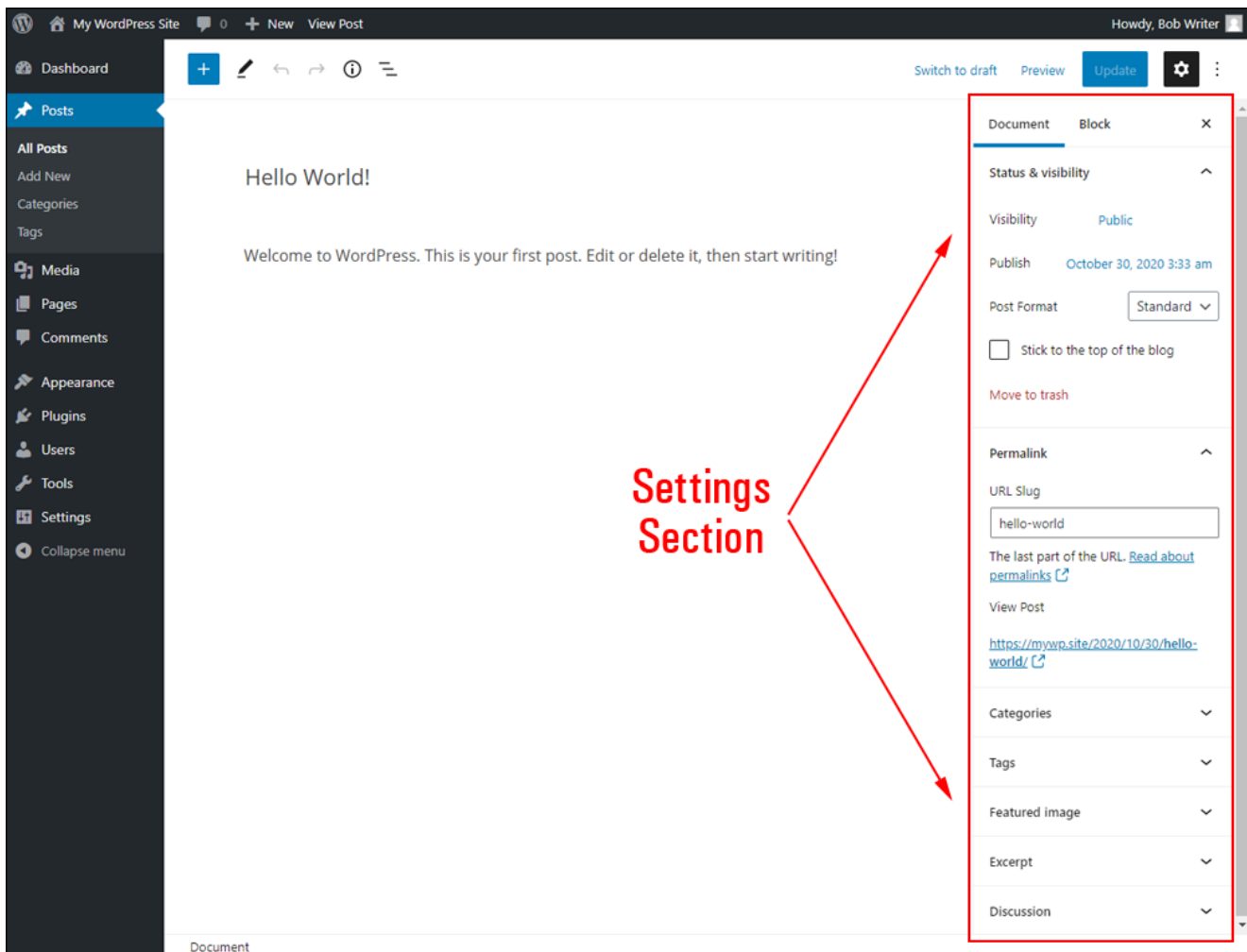
In this tutorial, you will learn how to use the **Settings Section** of the WordPress block editor.

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

WordPress Content Editor: Settings Section

The Gutenberg content editor interface contains a ‘Settings’ section for:

- Documents (e.g. Posts, Pages)
- Blocks

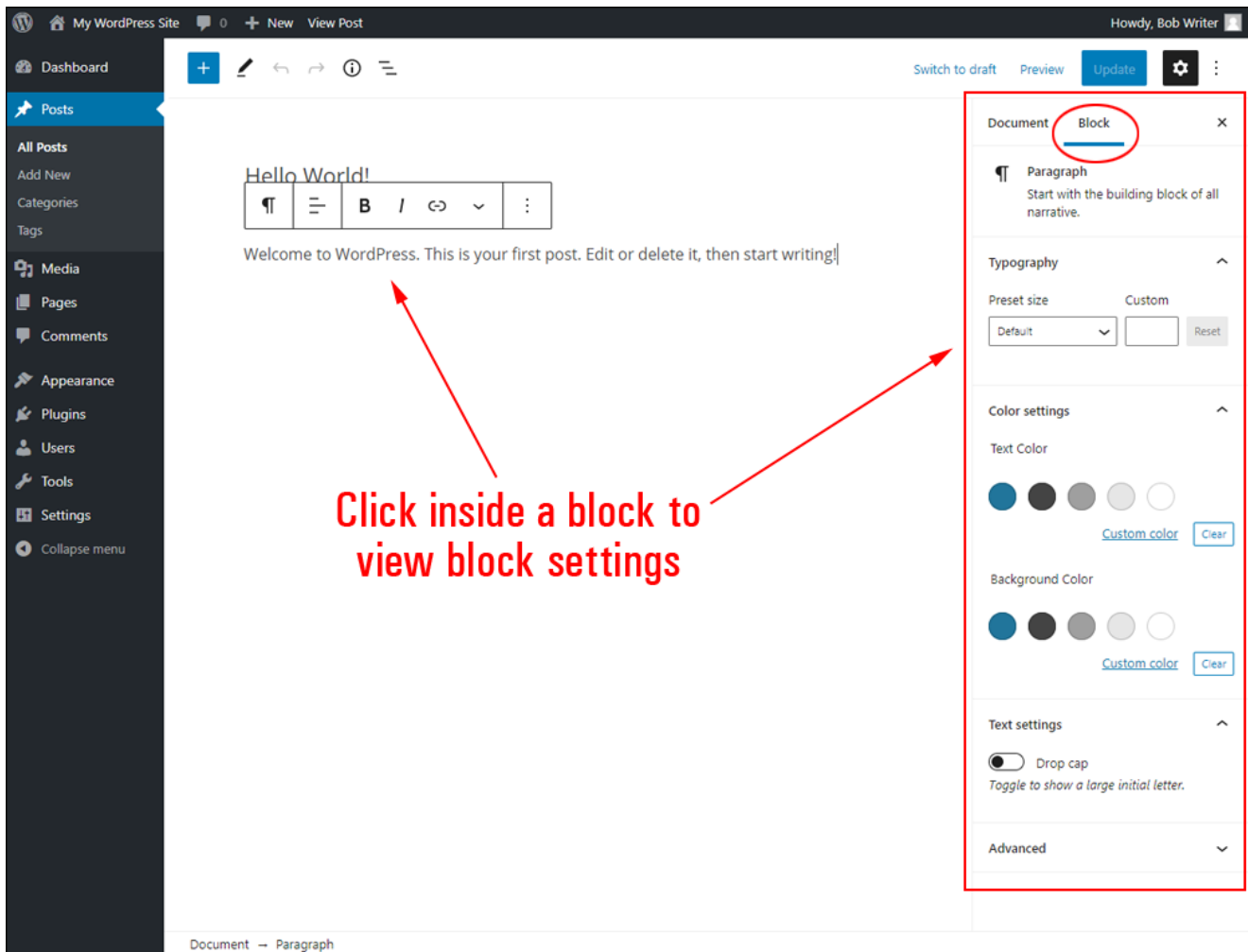


WordPress Block Editor – Settings Section.

Block Settings

The *Block Editor* (located above each block in the **content area**) includes most of the settings you need to configure your blocks.

The *Block Settings* on the right-hand content editor sidebar let you configure additional settings and options that are specific for each block type.



Click inside a block to view block settings.

- To learn more about using blocks, see this tutorial: [WordPress Block Editor – How To Use Blocks](#)
- To learn how to configure common block settings, see this tutorial: [WordPress Block Editor: Block Settings](#)

Document Settings

Document Settings apply to the entire post or page that you are working on.

In other words, think of these as your 'Post' or 'Page' settings rather than individual block settings.

WordPress. This is your first post. Edit or delete it, then

Switch to draft Preview Update

Document Block ×

Status & visibility ^

Visibility Public

Publish October 30, 2020 3:33 am

Post Format Standard ▾

Stick to the top of the blog

Move to trash

Permalink ^

URL Slug

hello-world

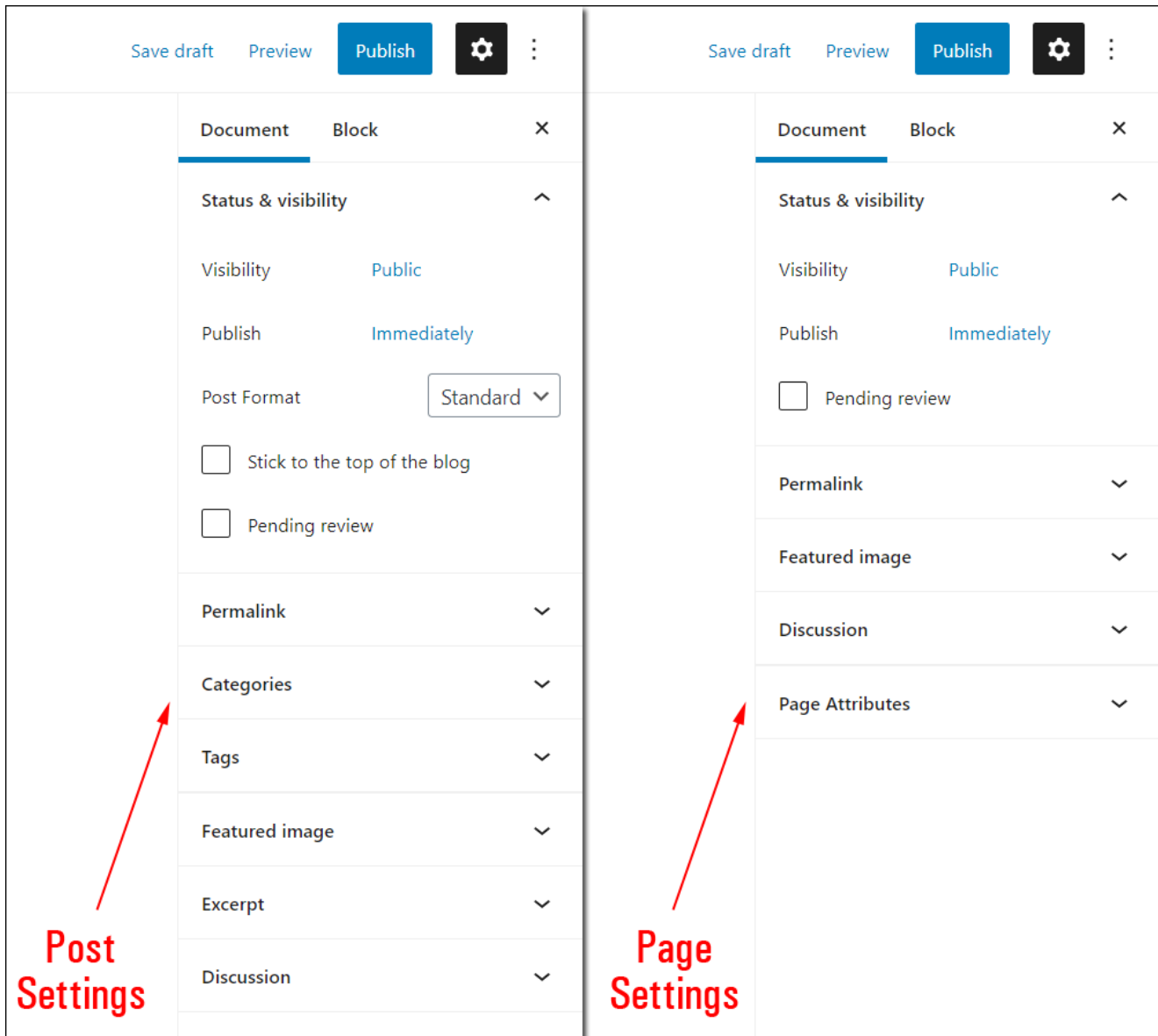
The last part of the URL. [Read about permalinks](#) ↗

View Post

Document Settings apply to your entire post or page.



Different settings will display in the Settings section of the content editor depending on whether you are working on a Post or a Page.



Document Settings – Posts vs Pages

Post and Page settings are explained in more detail further below.



If you need help understanding the main differences between WordPress Posts and Pages (and when to use which type), see this tutorial: [**WordPress Posts vs WordPress Pages Explained**](#)

To learn more about creating and editing *Posts* in WordPress, see the tutorials below:

To learn more about creating and editing *Pages* in WordPress, see the tutorials below:

Post Settings

Post settings include:

- Status & Visibility
- Revisions
- Permalink
- Categories
- Tags
- Featured Images
- Excerpt
- Discussion

Page Settings

Page settings include:

- Status & Visibility
- Featured Images
- Discussion
- Page Attributes

Each of these sections is covered below.

Status & Visibility



Not sure what the different statuses of your post or pages mean? The list and sections below will hopefully help you.

Page/Post Status

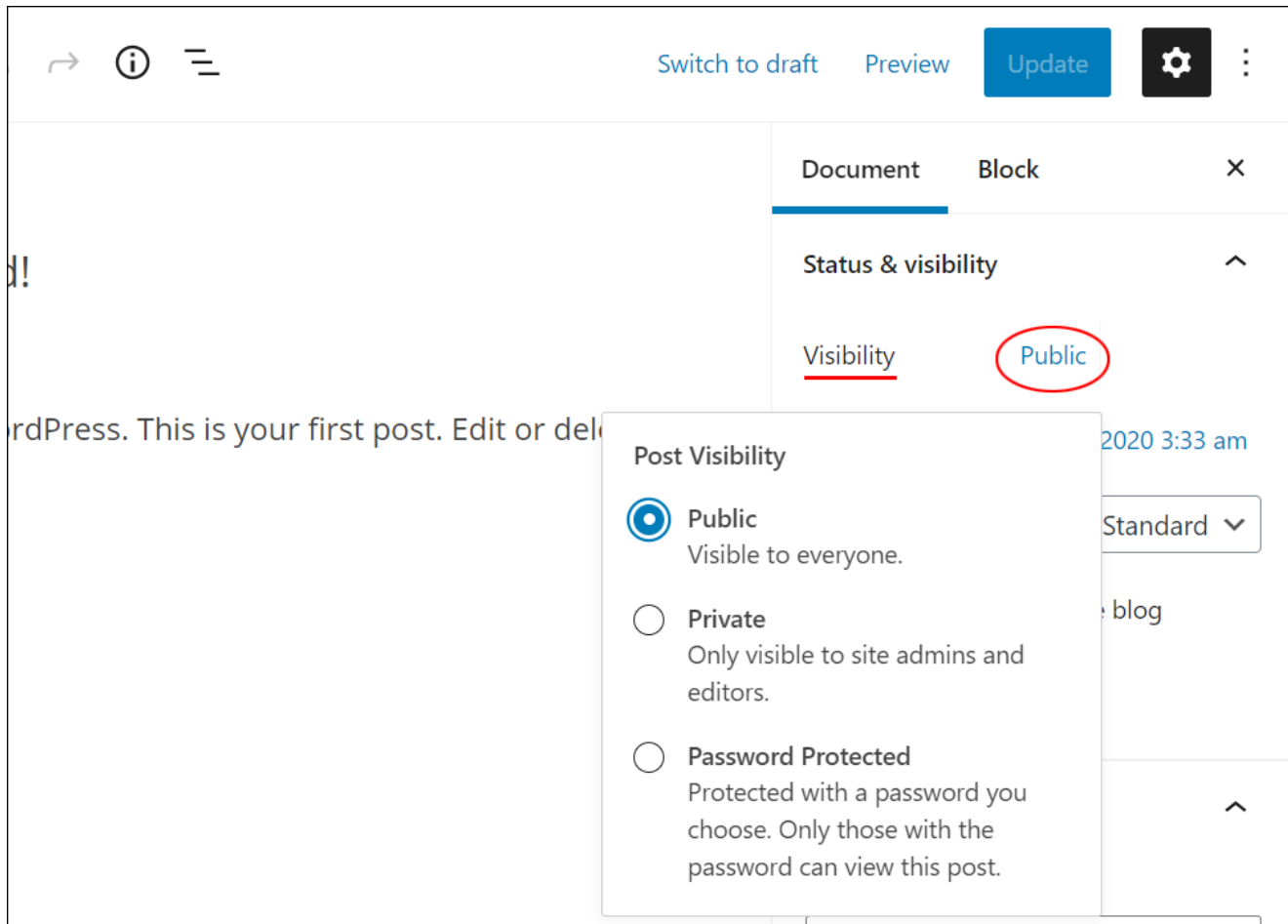
In WordPress, Posts and Pages can be assigned the following status:

- **Published:** Published posts and pages display to everyone who visits your site unless they're set as 'Private' or 'Password-Protected' (see *Visibility Settings* below).
- **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 how to assign user permissions in WordPress, see this tutorial: [How To Manage WordPress Users](#)

Page/Post Visibility

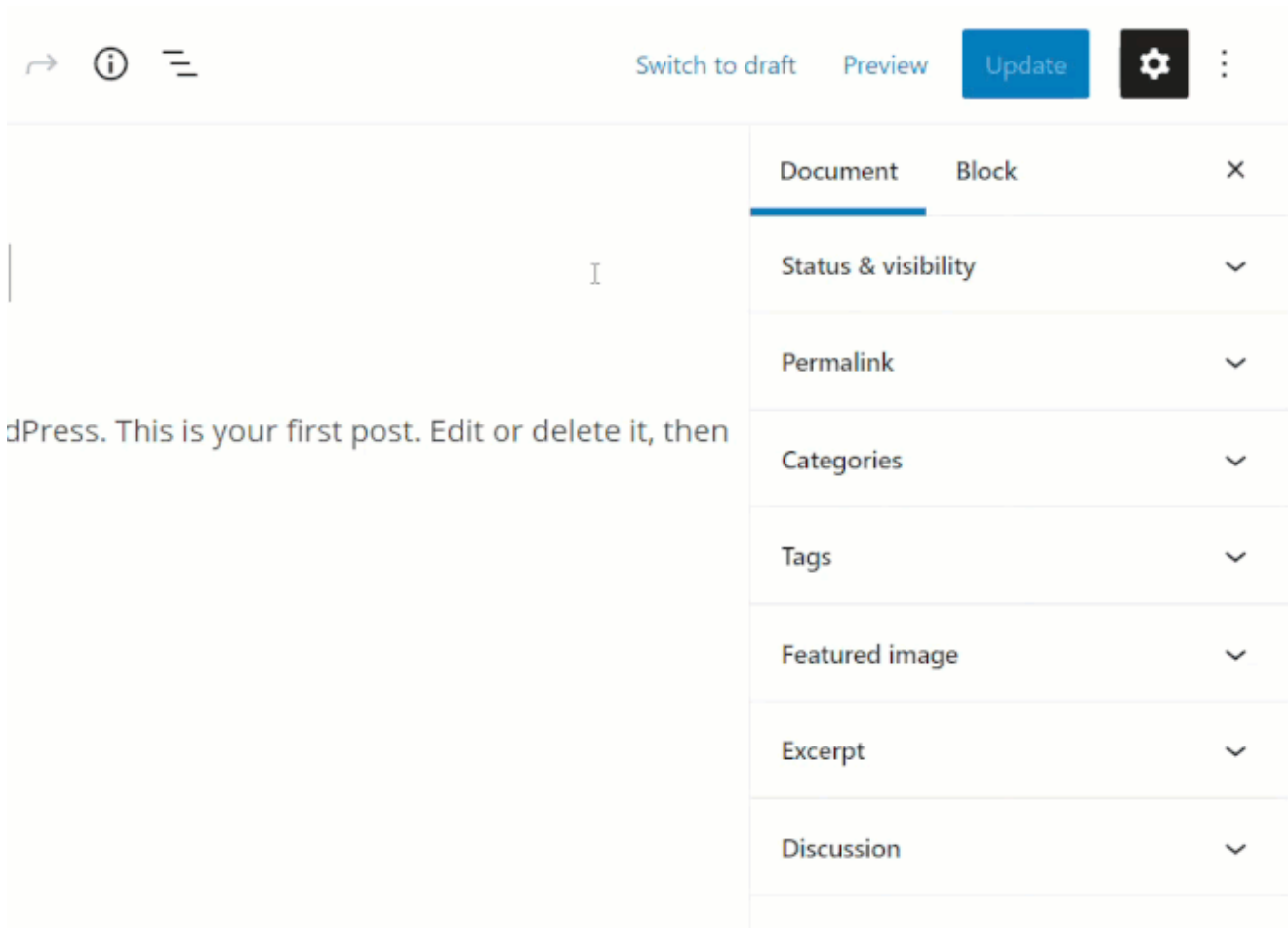
This section lets you specify the status and visibility settings of your post or page.



Document Settings – Status & visibility settings.

You can select the following visibility settings for your posts and pages:

- **Public:** Setting a post to 'Public' makes it visible to all visitors after the post or page has been published.
- **Private:** A 'Private' post is only visible to you (if you are the site administrator) and/or users with editor or administrative privileges. You must be logged into your site to view a private post.
- **Password Protected:** Password-protecting a post or page means that your post or page content can only be viewed by users with the correct password.

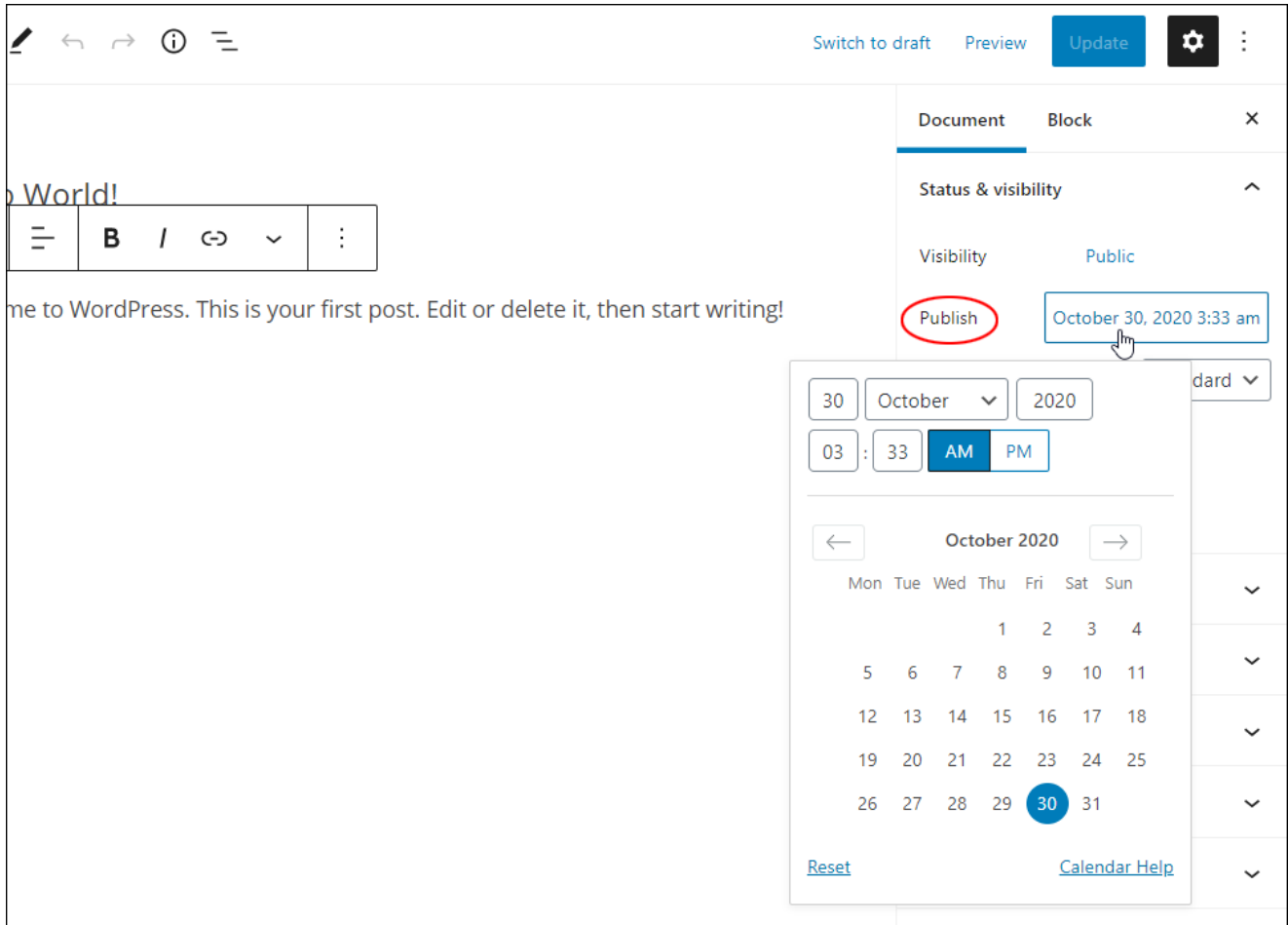


Using Post Status & visibility settings.

The *Status & Visibility* section includes the following additional settings:

Page/Post Publishing

You can modify your post/page publishing dates and times in the 'Publish' settings section.



Edit your post or page's Publish settings.

Note: You can select publishing options by clicking through the various features on your screen and navigating through the calendar using various keyboard shortcuts.

World!

☰	B	/	↻	∨	⋮
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me to WordPress. This is your first post. Edit or delete it, then start writing!

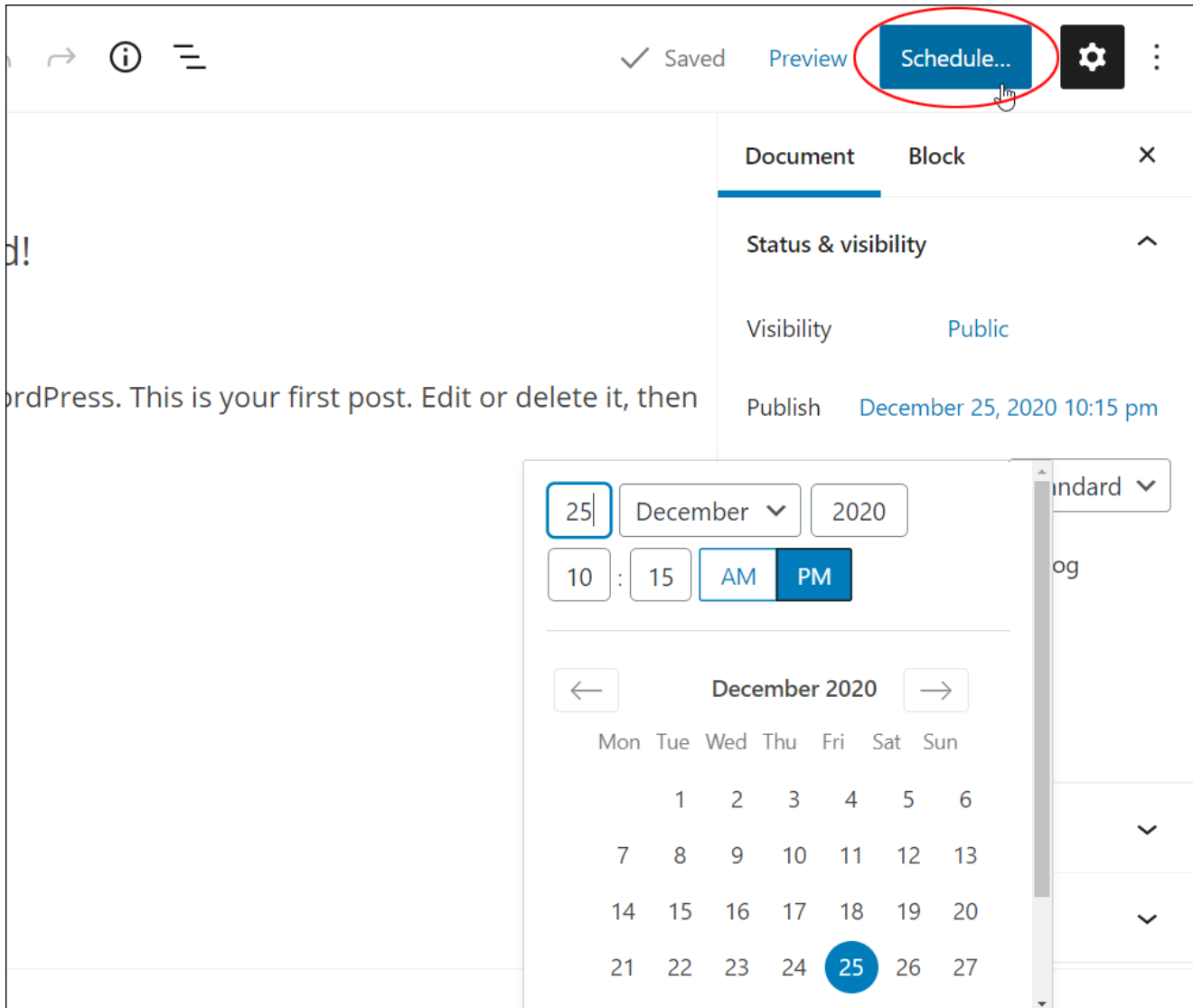
I

Document	Block	×
Status & visibility		
Visibility	Public	
Publish	November 8, 2020 10:15 pm	
Post Format	Standard ∨	
<input type="checkbox"/>	Stick to the top of the blog	
Move to trash		
Permalink ∨		
Categories ∨		
Tags ∨		
Featured image ∨		
Excerpt ∨		
Discussion ∨		

Status & visibility settings Publishing options.

Page/Post Scheduling

You can **schedule your posts or pages** to be published at a later (or earlier) date or time.

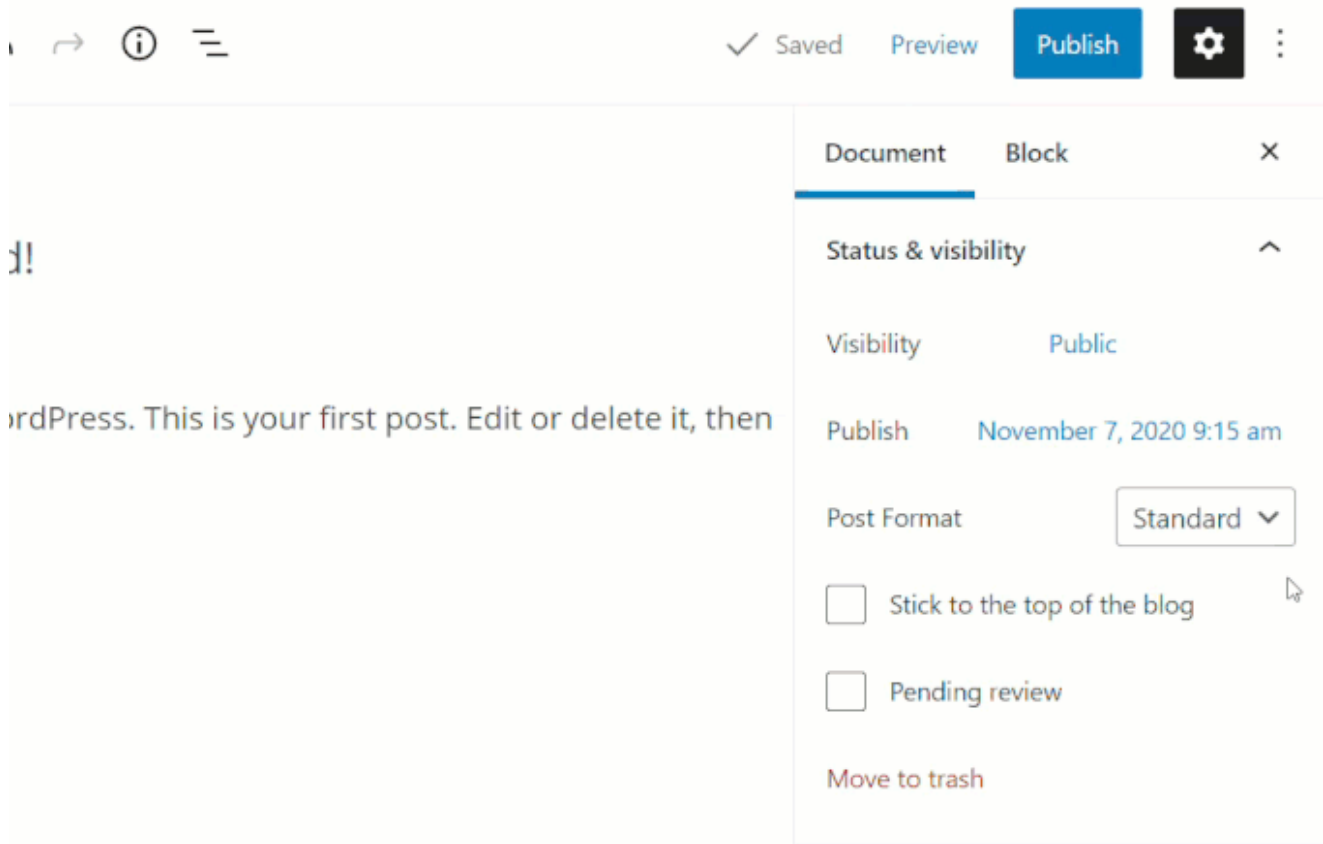


Schedule your posts and pages to publish at a later (or earlier) date.

To learn more about scheduling posts/pages, see this tutorial: [**How To Schedule WordPress Posts & Pages**](#)

Post Format

Depending on the active theme installed on your site, you may see a 'Post Format' option displayed, allowing you to select a format for your post from a dropdown menu.

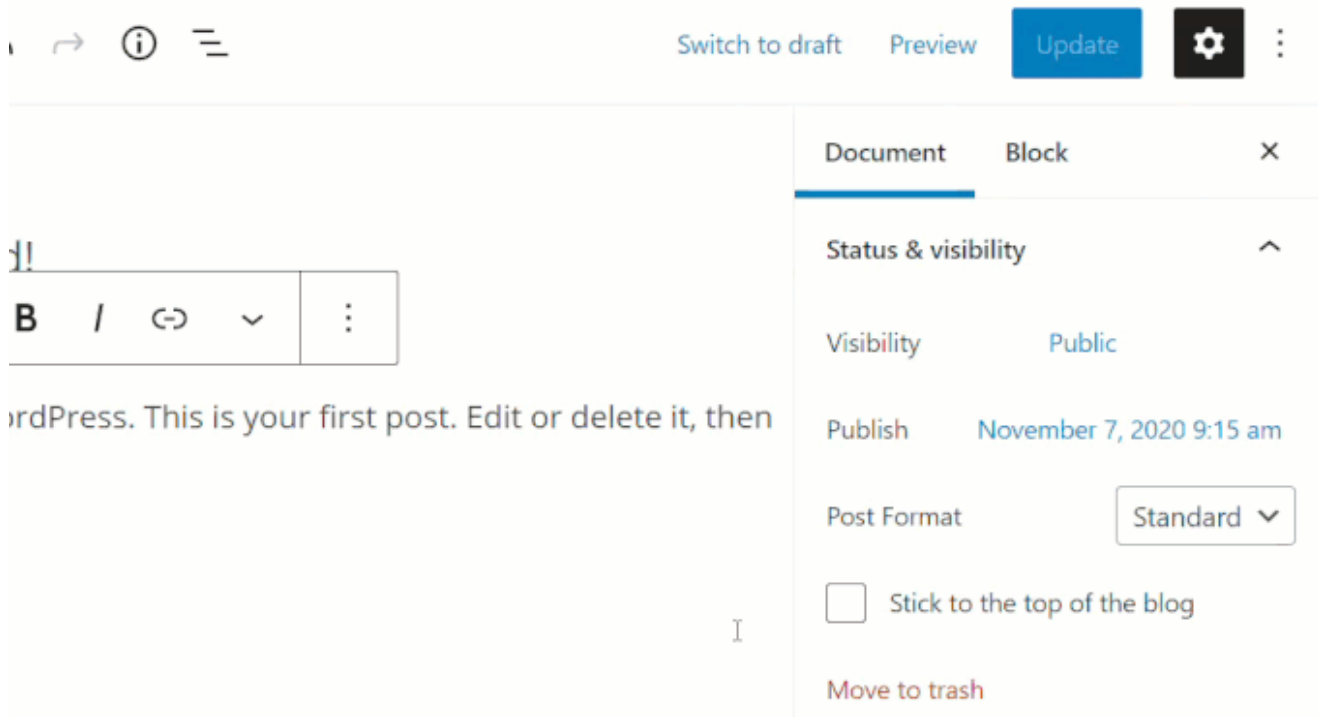


Using Post Formats.

To learn more about using posts formats, see this tutorial: [**WordPress Post Formats Explained**](#)

Create Sticky Posts

You can create **sticky posts** by ticking the 'Stick to the top of the blog' checkbox.

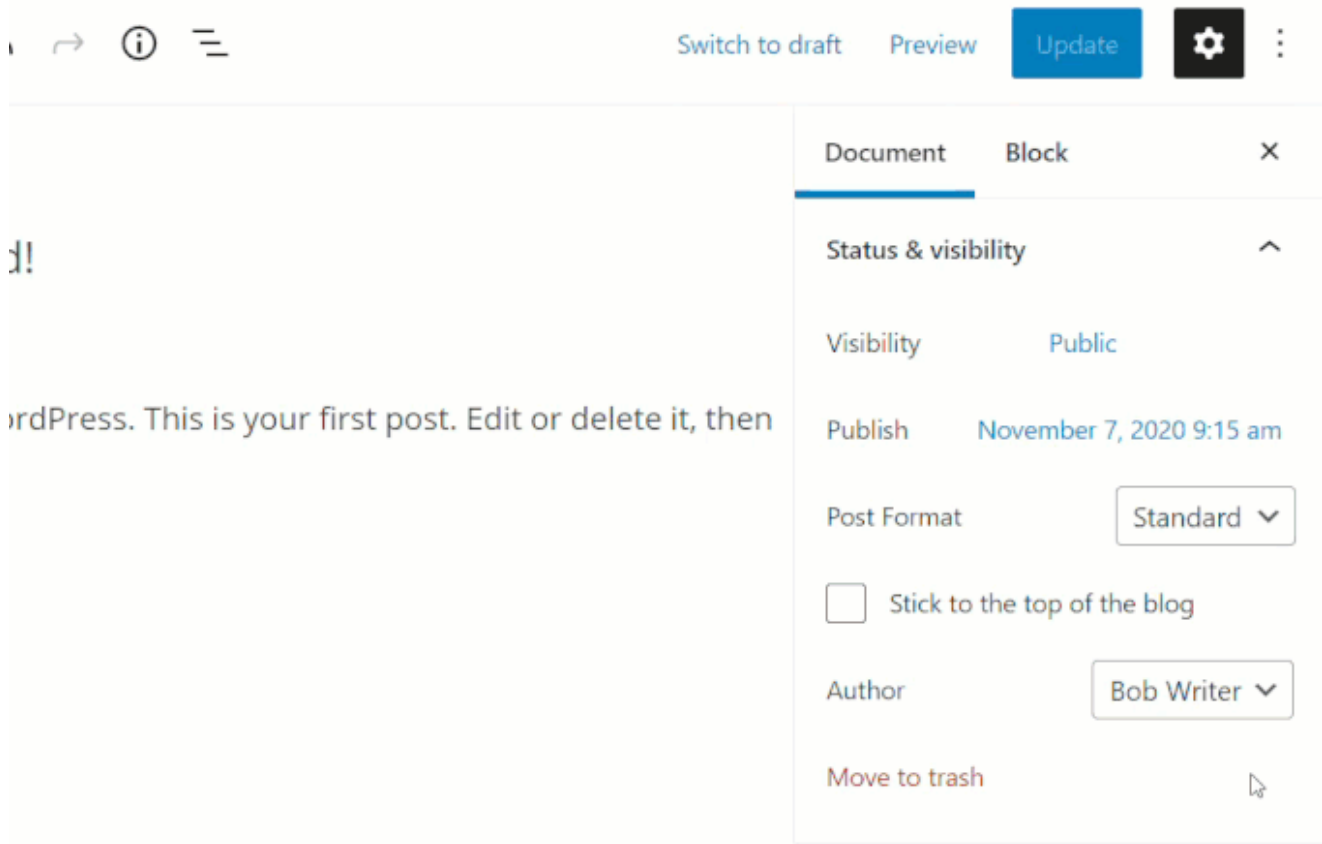


Create a sticky post.

To learn more about making posts 'sticky' in WordPress, see this tutorial: [**How To Create Sticky Posts In WordPress**](#)

Change Post Author

You can assign/reassign your post or page to a different author if your site has more than one user with a minimum user privilege of *Author*.



Change A Post author.

To learn more about changing post authors, see this tutorial: [**How To Change A Post Author In WordPress**](#)

Pending Review

You can set draft documents to 'Pending Review' by ticking the *Pending Review* checkbox.

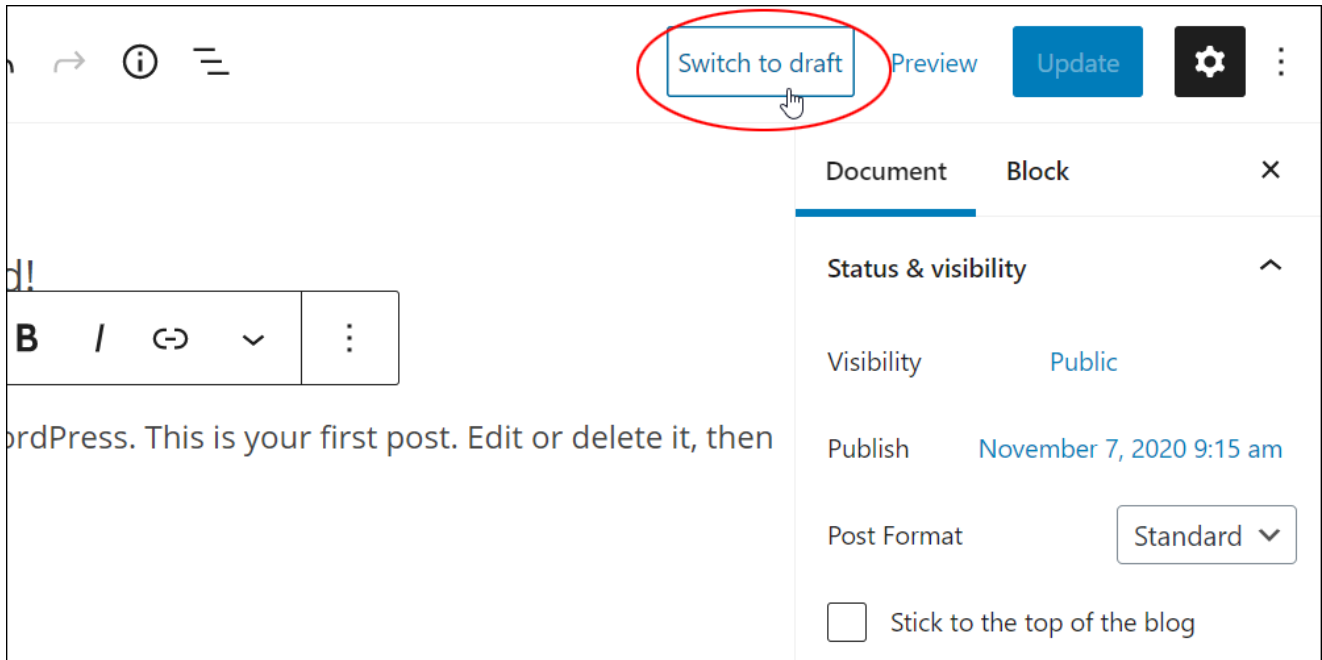
The screenshot shows the WordPress post editor interface. At the top, the 'Save as pending' button is circled in red. Below it, the 'Preview' and 'Publish' buttons are visible. The main content area on the left contains the text 'WordPress. This is your first post. Edit or delete it, then'. On the right-hand sidebar, the 'Status & visibility' section is expanded, showing 'Visibility' set to 'Public', 'Publish' date as 'November 7, 2020 9:15 am', 'Post Format' set to 'Standard', and a checkbox for 'Stick to the top of the blog'. The 'Pending review' checkbox is checked and circled in red. Below it, the 'Author' is set to 'Bob Writer' and a 'Move to trash' link is visible.

Set your posts to Pending Review.



Note: The 'Pending Review' checkbox will not display if you have already published your post or page.

To view the 'Pending Review' settings, save your published post or page as a draft first by clicking on 'Switch to Draft' (see the **Editing Toolbar** section for details).



Switch to draft before saving your post as Pending Review.

Move To Trash

You can delete your posts or pages by sending them to the trash.

WordPress. This is your first post. Edit or delete it, then

Delete post/page

Document Block ×

Status & visibility ^

Visibility Public

Publish November 7, 2020 9:15 am

Post Format Standard ▾

Stick to the top of the blog

Author Bob Writer ▾

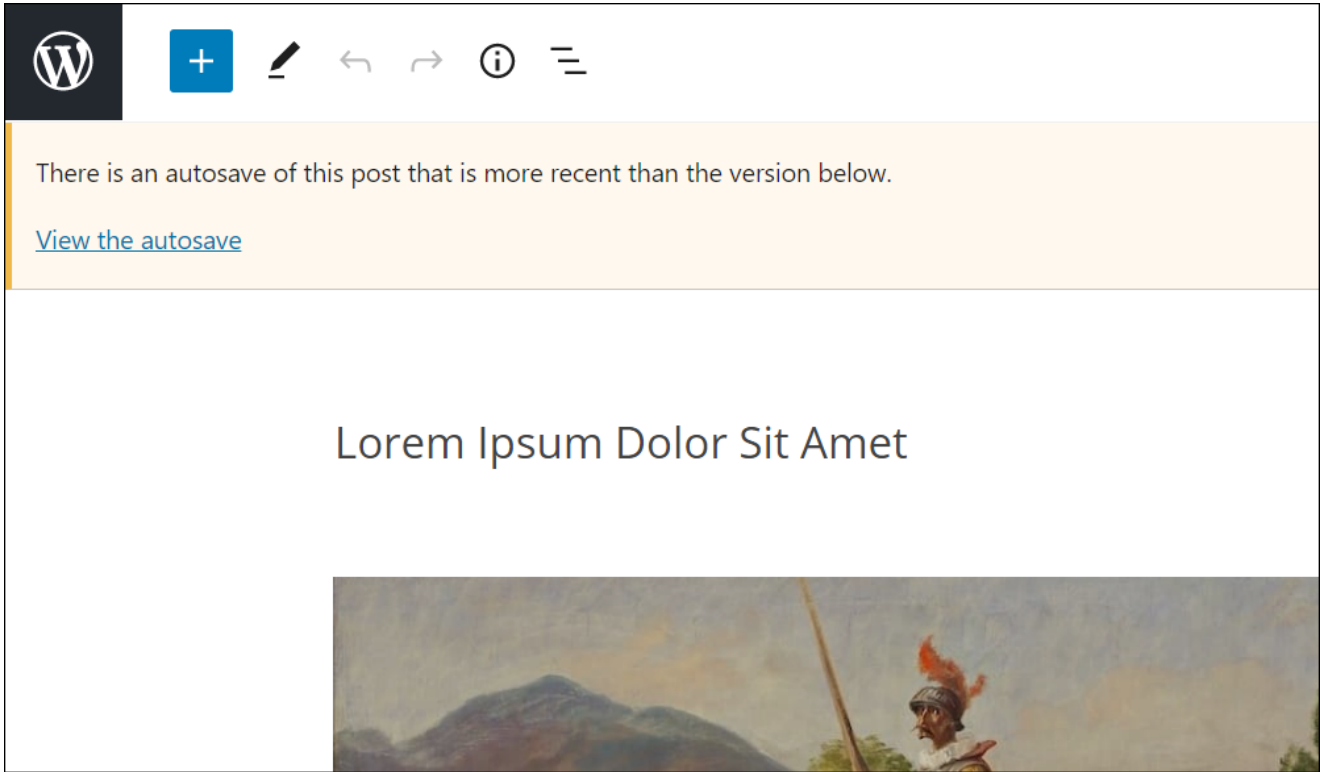
Move to trash

Permalink ▾

Delete your posts and pages by trashing them.

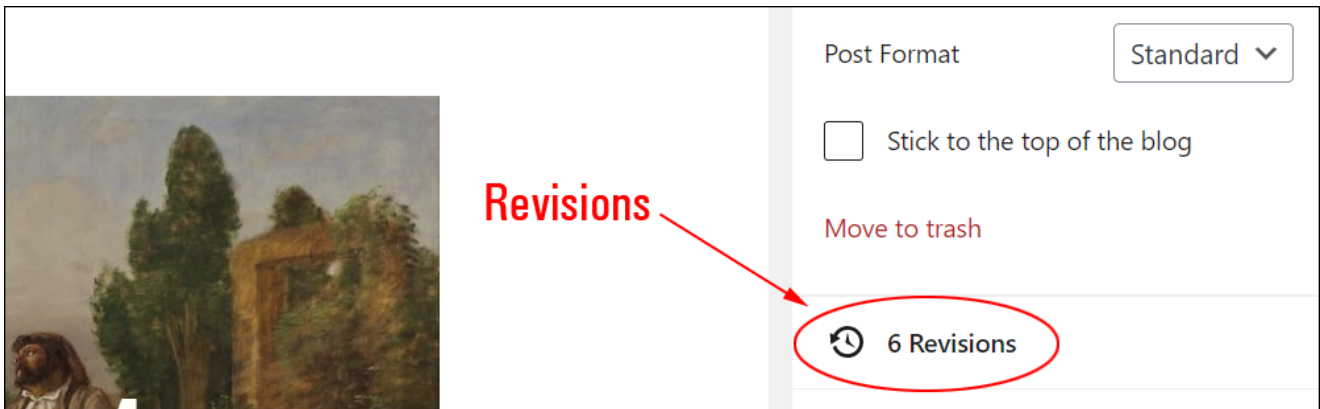
Revisions

Autosaving is automatically enabled for all WordPress posts and pages and does not overwrite your published content.



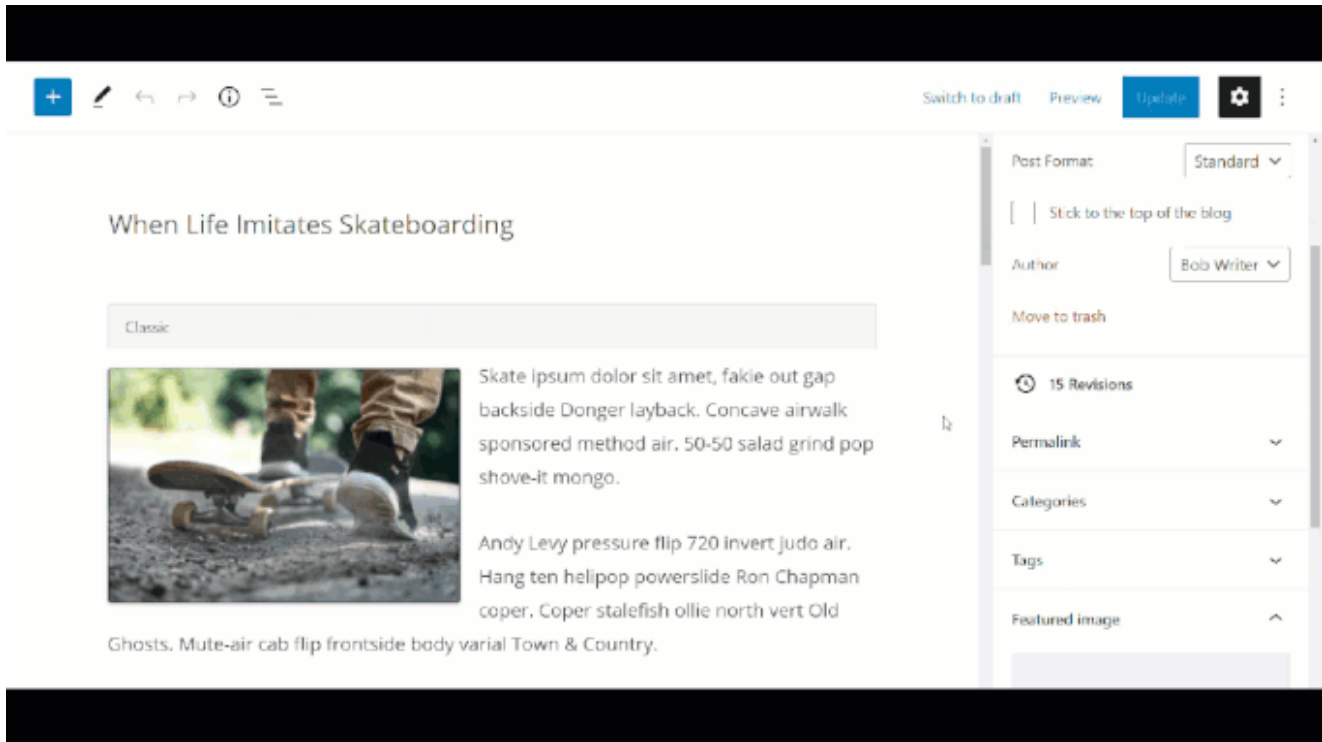
WordPress autosaves your content at regular intervals.

Also, every time you save your content, WordPress stores a revision in your database.



Document Settings – Revisions.

The WordPress revisions feature lets you go back and compare different versions of your post or page if you need to recover previously written content.

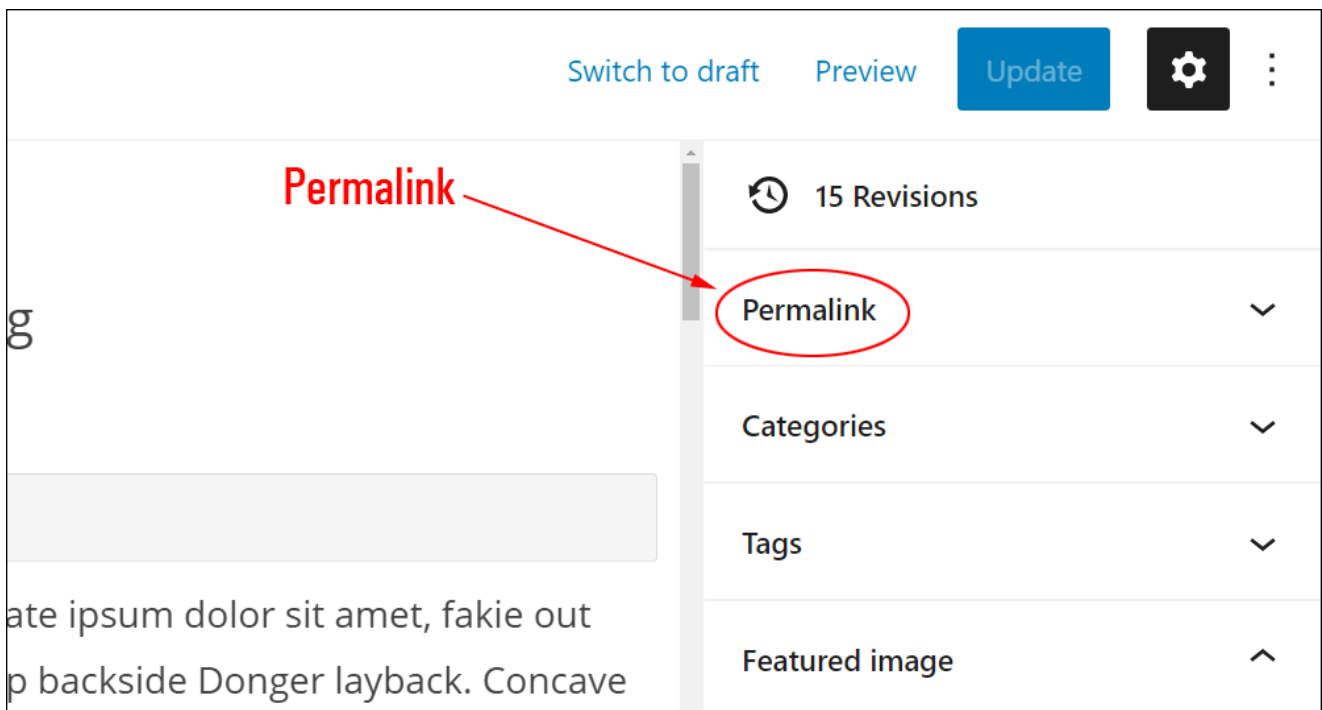


Document Settings – Post Revisions.

To learn more about using WordPress Autosave and Post Revisions, see this tutorial: [WordPress Autosave & Post Revisions](#)

Permalink

The Permalink settings section lets you edit your post or page slug.



Document Settings – Permalink

About *Permalink* settings:

- Permalink stands for “permanent link.” It is also referred to as a user-friendly URL, SEO-friendly URL, or pretty links.
- WordPress automatically creates permalinks for your posts and pages based on their title. Note: This feature must be configured in your site’s *Permalink settings* (*Settings > Permalinks*)
- Punctuation marks such as commas, quotes, apostrophes, and invalid URL characters are removed, and spaces are substituted with dashes to separate each word in your post or page URLs.
- When you set a permalink URL for a post or page, WordPress makes sure that all links on your site will point to the correct URL, even if you edit the *slug*, change the *category* (posts), or set a different parent page.



Change your URL Slug in the Permalink settings section.

WordPress automatically creates a permalink as soon as you save or publish a new post or page based on their title.

You can manually change your permalink URL without editing your post or page title simply by editing the post or page slug.

. Edit or delete it, then start writing!

I

Document Block X

Status & visibility V

Permalink ^

URL Slug

The last part of the URL. [Read about permalinks](#) ↗

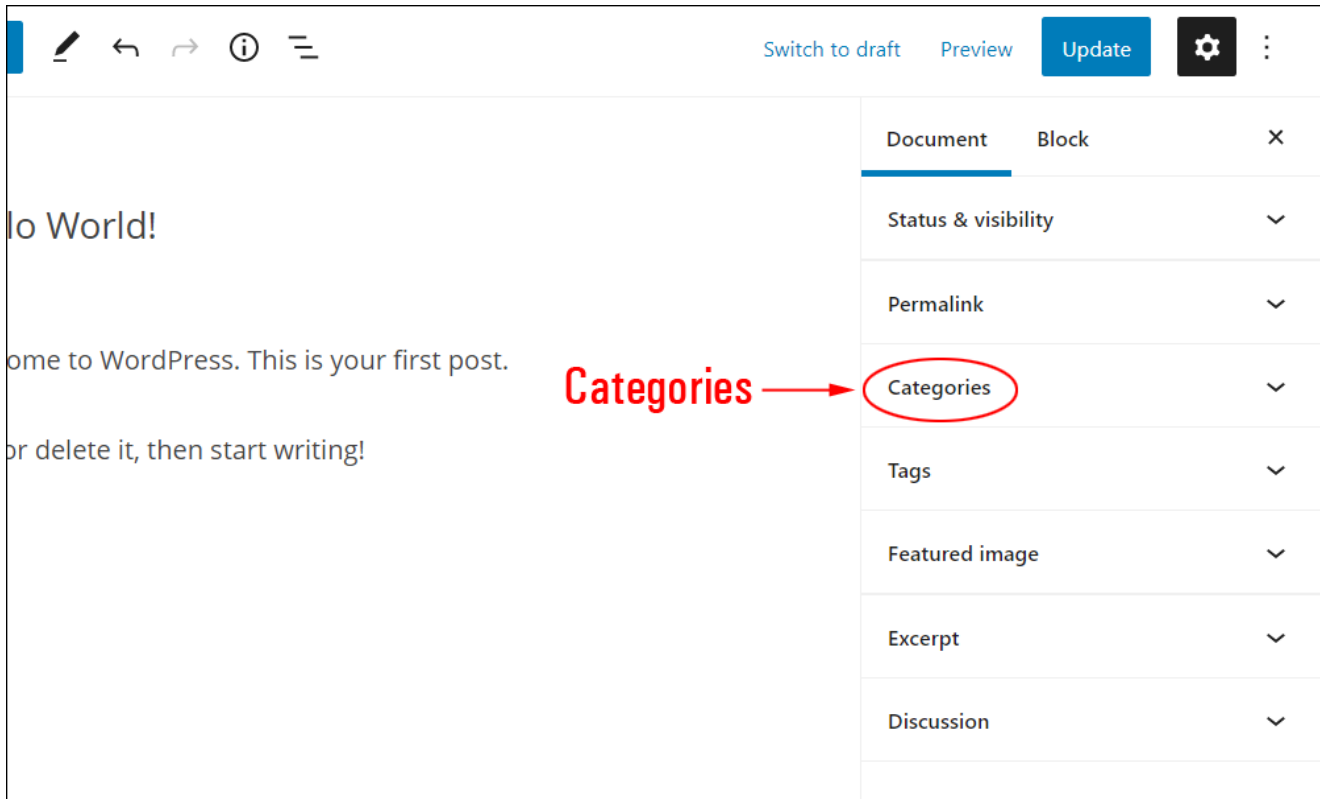
View Post

<https://mywp.site/2020/11/07/hello-world/> ↗

Change your URL Slug and the View Post URL updates automatically.

Post Categories

The Categories settings section lets you add and change your post categories.

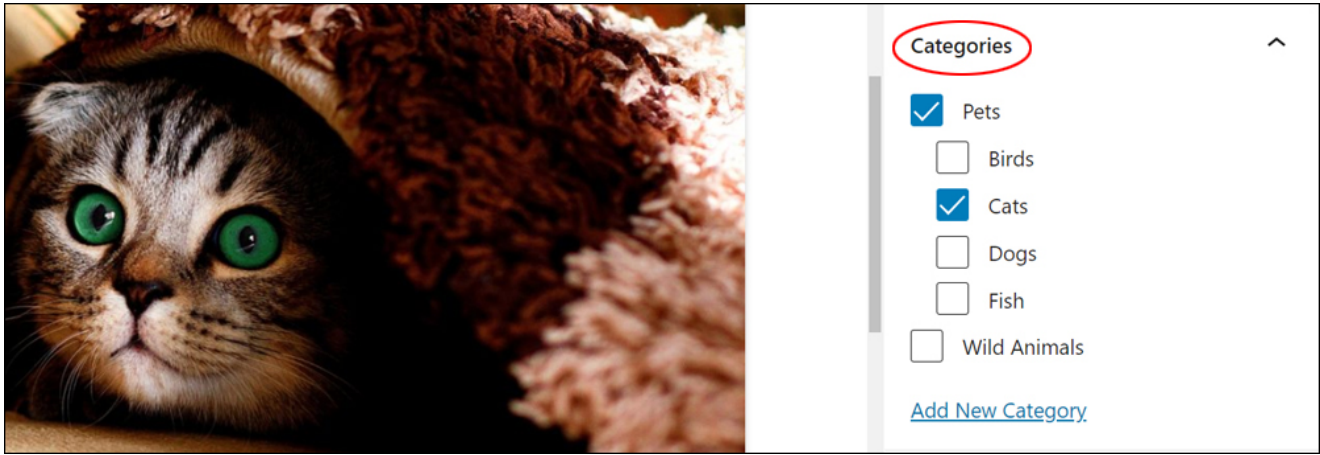


Document Settings – Post Categories.

About *Categories* settings:

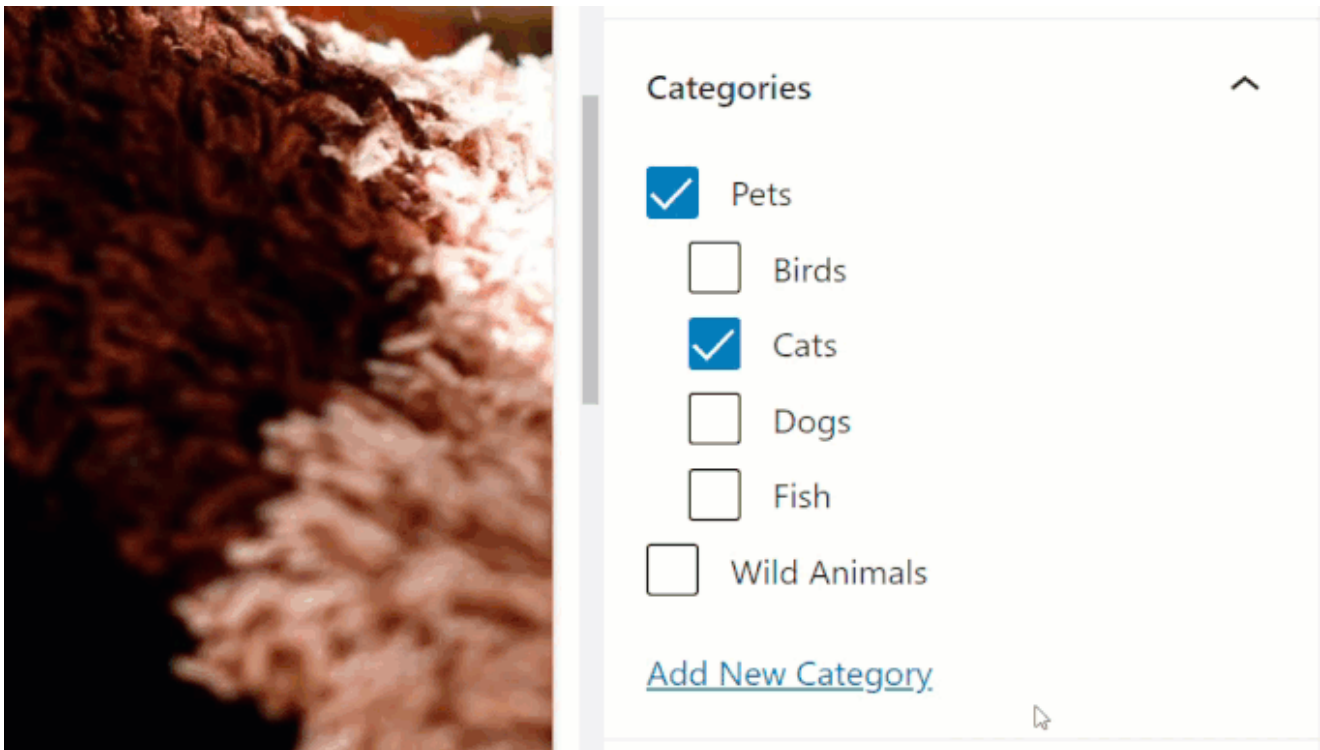
- Categories allow you to classify your website's posts into related topics. This helps to keep your content organized for your site visitors and search engines.
- Assigning categories to your posts also helps your site users navigate your content more easily and find what they are looking for quicker.
- WordPress provides category features for sorting and grouping your content (e.g. 'Post Archive' pages).
- You can assign posts to existing categories and add new categories when creating new posts.
- You can assign multiple categories to posts.
- You can also create and manage your categories by selecting *Posts > Categories* in your administration menu.

You can assign categories to posts in this section.



Assign categories to your posts.

You can also add new categories 'on the fly' while creating or editing your posts.



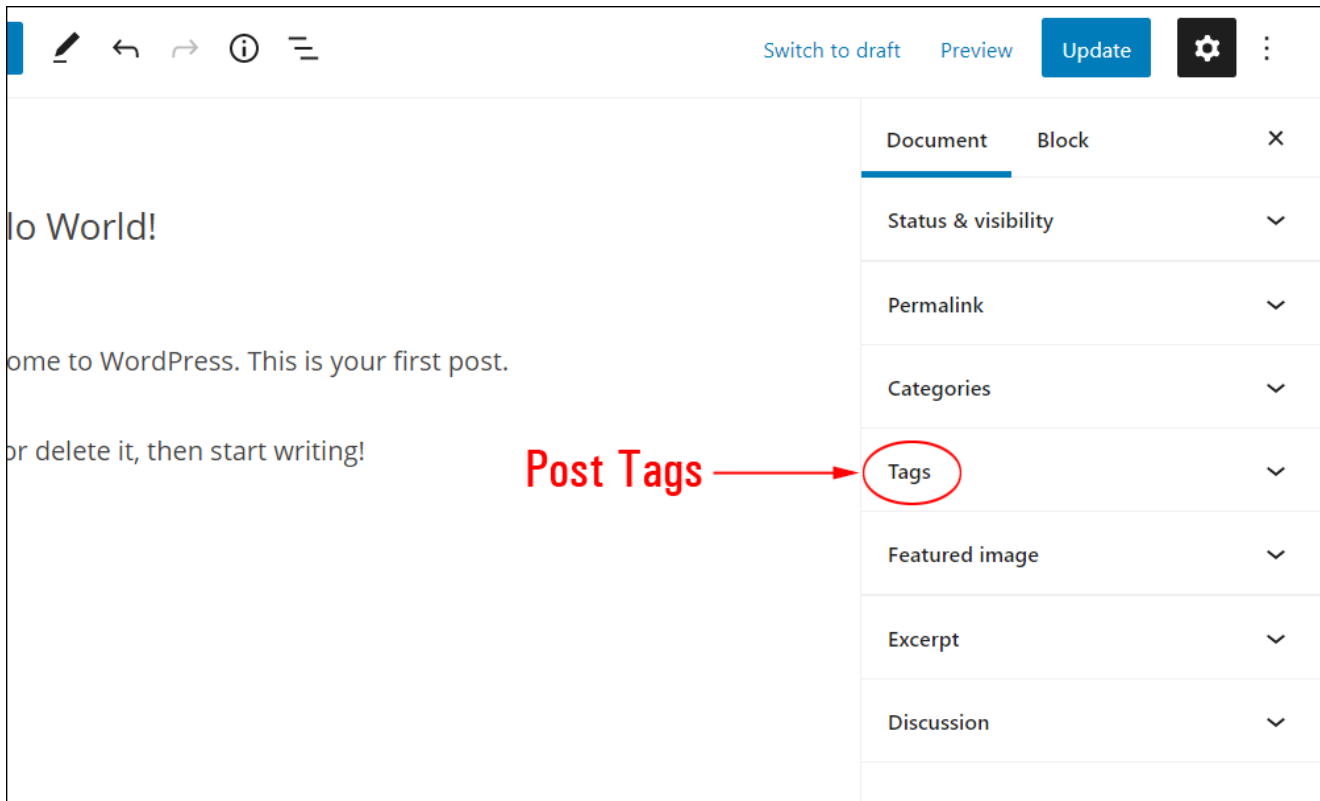
Using Post Categories.

Note: If your content editor's settings section is not displaying the 'Categories' section, check that this panel is enabled in your 'Options' settings (*Options > Options > Panels*).

To learn more about setting up and using categories, see this tutorial: [**Using Post Categories In WordPress**](#)

Post Tags

The Tags settings section lets you add tags to your posts.



Document Settings – Tags

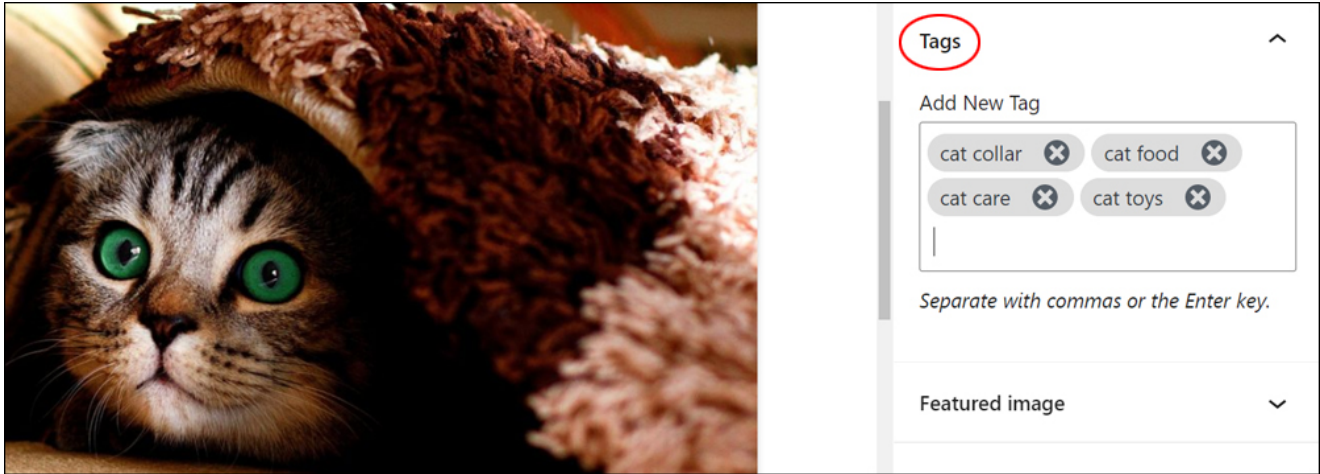
About *Tags* settings:

- Post tags provide a way to help organize your content at a more granular level than categories.
- Tags are like index entries for your posts.
- If your site displays a tag cloud, visitors can click on a tag and bring up a list of posts assigned to that tag.
- Your theme, theme styles, or page layout control how tags display on your site.

Depending on how these elements are configured:

- Tags may or may not display on your posts,
- Tags may display differently on your site (e.g. by using different styles),
- Tags may appear in different sections of your site or in different areas of your page.

To add new tags to your posts, type your tags into the 'Add New Tag' field separated by commas, or press the 'Enter' key.

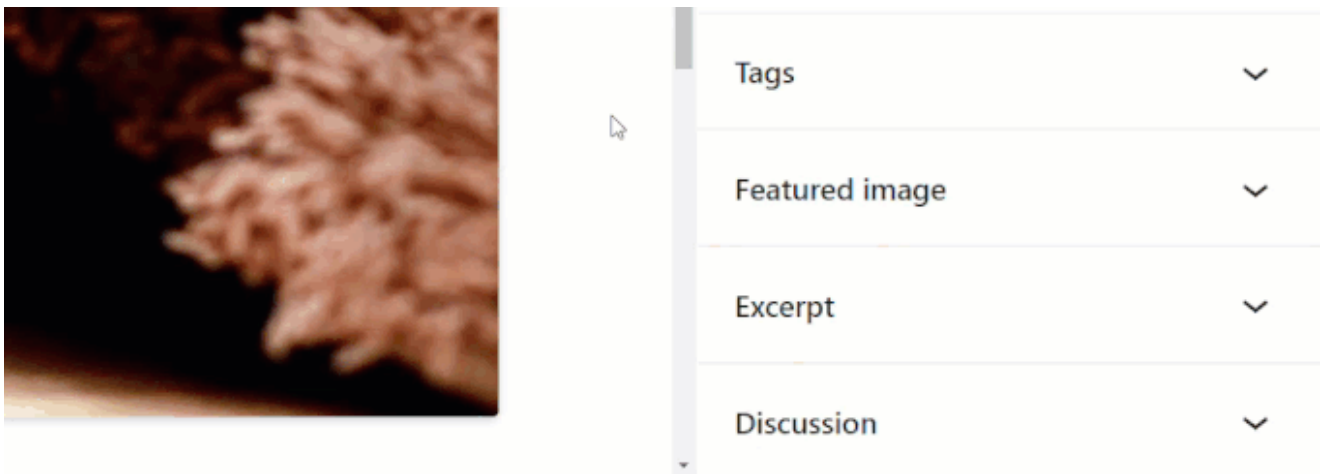


Add new tags to your post in the Tags field.

The Tags feature will suggest existing tags as you type or enter tags into this section.

This lets you keep your posts tightly grouped around the same tags.

To accept and add the auto-suggested tag to your post, just click on an item from the dropdown list.



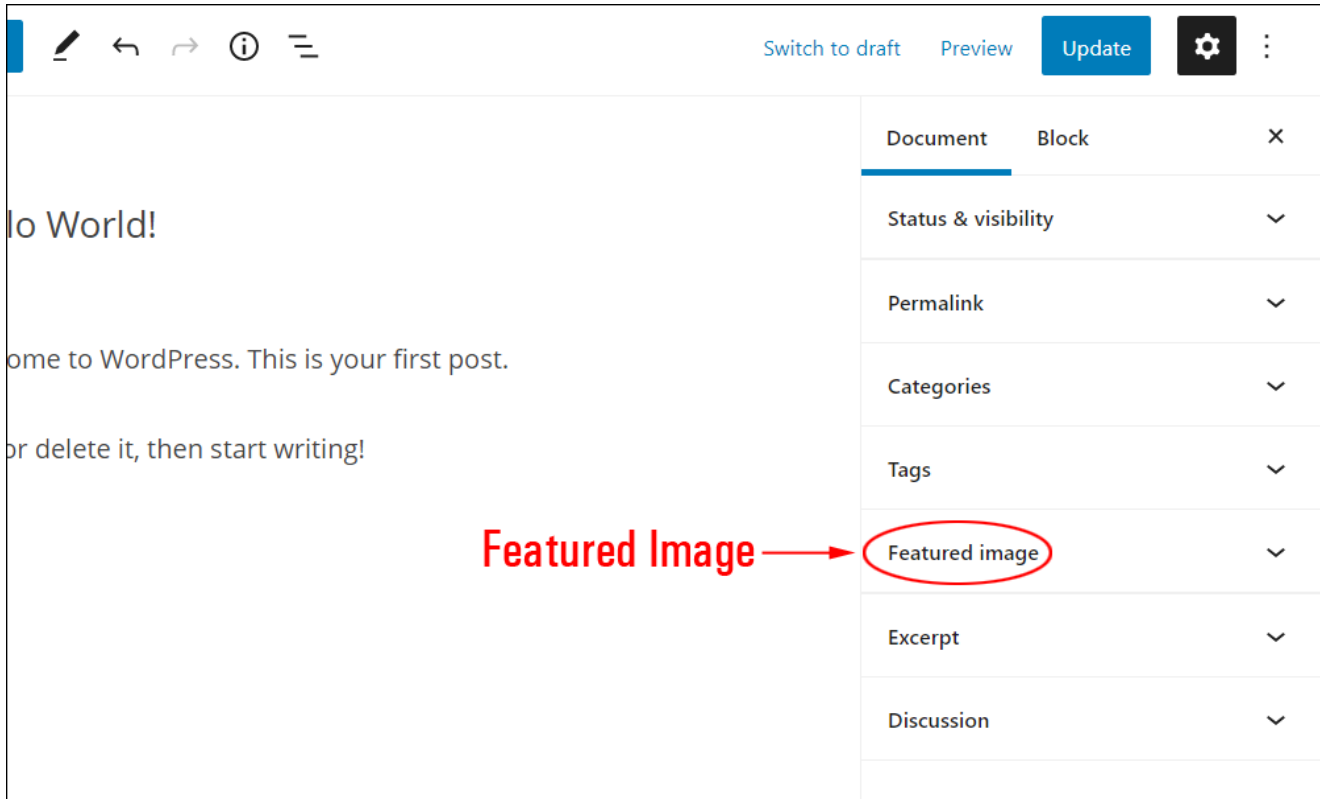
Enter new tags or select from an automated list of existing post tags.

Note: If your content editor's settings section is not displaying the 'Tags' section, check that this panel is enabled in your 'Options' settings (*Options > Options > Panels*).

To learn more about using tags, see this tutorial: [Using Post Tags In WordPress](#)

Featured Image

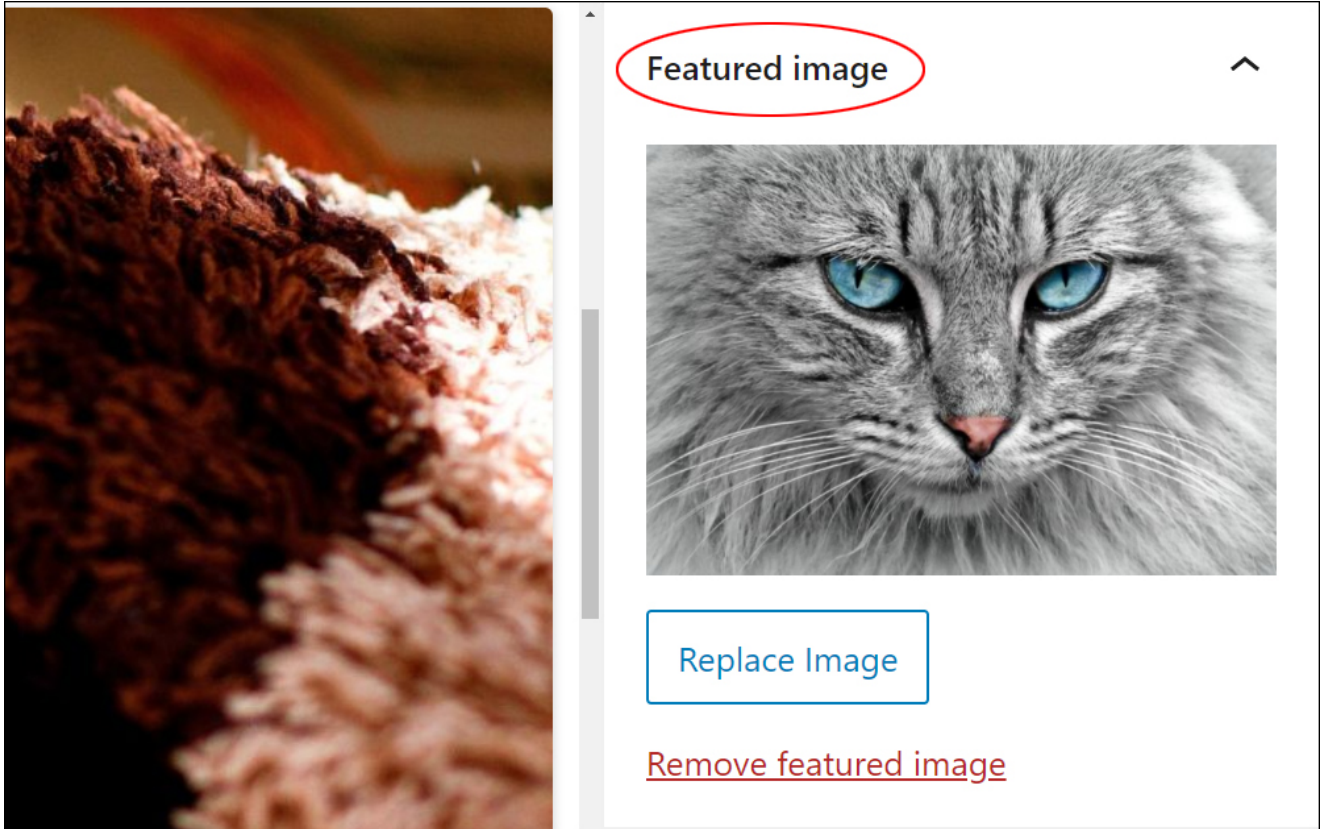
This section lets you add, replace, or remove a featured image on your posts and pages.



Document Settings – Featured Image.

About *Featured Images* settings:

- You can add featured images to Posts and Pages.
- Your Theme and theme styles control how featured images display on your site.
- Featured images use images stored in your **WordPress Media Library**.
- You can add, replace, and remove featured images from your posts and pages using the Featured Image settings section.



Featured Image settings.

With the Featured Image settings section, you can select an existing image stored in the **WordPress Media Library** or upload an image, then select it as your featured image.

WordPress editor interface showing a post titled "Cat Training Secrets". The post content includes a quote from Dr. Seuss: "I know it is wet and the sun is not sunny, but we can have lots of good fun that is funny." followed by "Dr. Seuss - The Cat In The Hat". Below the quote is the text "Cats are not dogs. Nor are they fish, birds, or axolotls. Cats are cats." and a featured image of a kitten with green eyes peeking out from a brown, fuzzy hood. A sidebar on the right shows the "Featured image" section selected in the settings menu.

Using the Featured Images settings section.

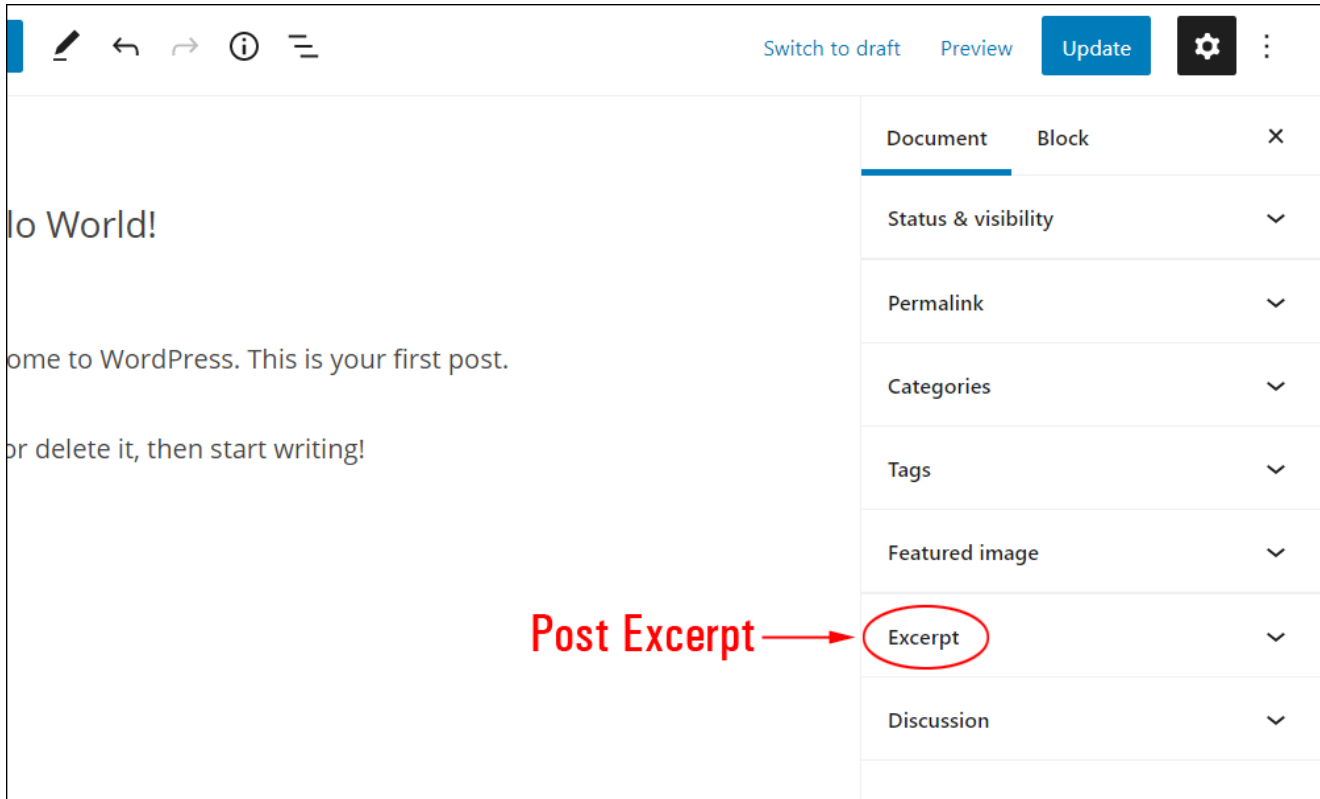
Notes:

- If your content editor's settings section is not displaying the 'Featured Image' section, check that this panel is enabled in your 'Options' settings (*Options > Options > Panels*).
- If you can't see featured images displayed on your site after adding a featured image, check that:
 - Your theme supports the use of *Featured Images*.
 - Your theme's *Featured Image settings* have been configured properly.

To learn more about using featured images in your posts and pages, see this tutorial: [**Using Featured Images In WordPress**](#)

Post Excerpt

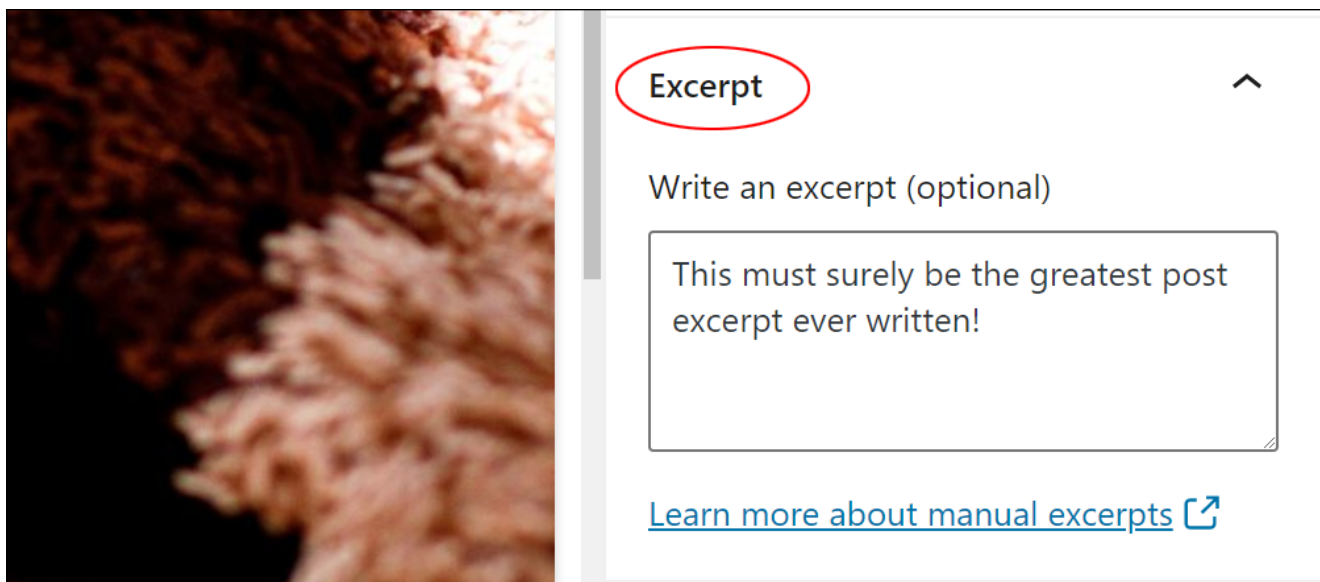
This section lets you add, edit, or delete your **post excerpt**.



Document Settings – Excerpt.

About *Excerpts* settings:

- By default, Post Excerpts are a feature of WordPress Posts. You can add excerpts to Pages by installing certain plugins.
- Excerpts let you craft a concise description for your posts (e.g. add a brief “teaser”) that will display in selected areas of your website, such as your **blog page**, category pages, post archives pages, **RSS feed**, search results pages, etc.



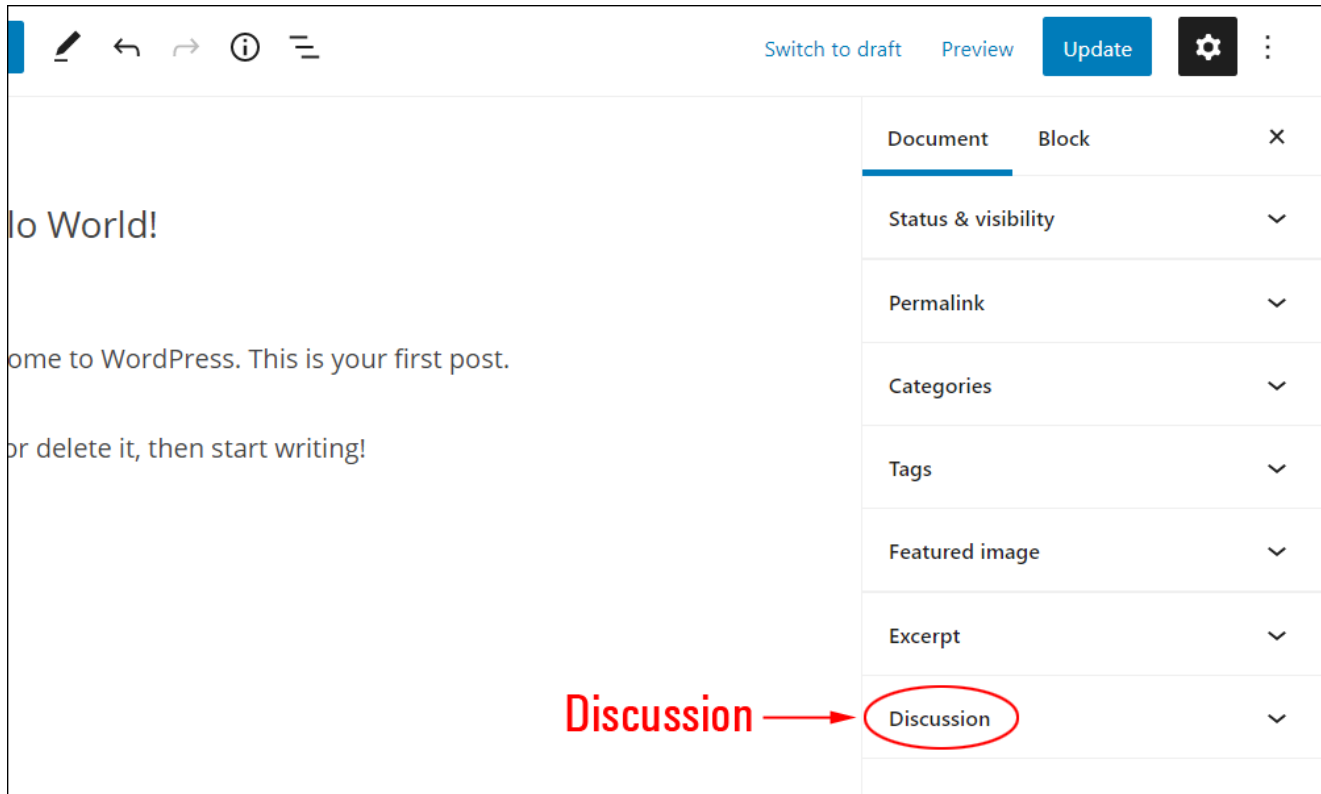
Excerpt settings.

Note: If your content editor's settings section is not displaying the 'Excerpts' section, check that this panel is enabled in your 'Options' settings (*Options > Options > Panels*).

To learn more about using post excerpts, see this tutorial: [Using Post Excerpts In WordPress](#)

Discussion

This section lets you specify whether to allow **comments, pingbacks, and trackbacks** on your posts and pages.

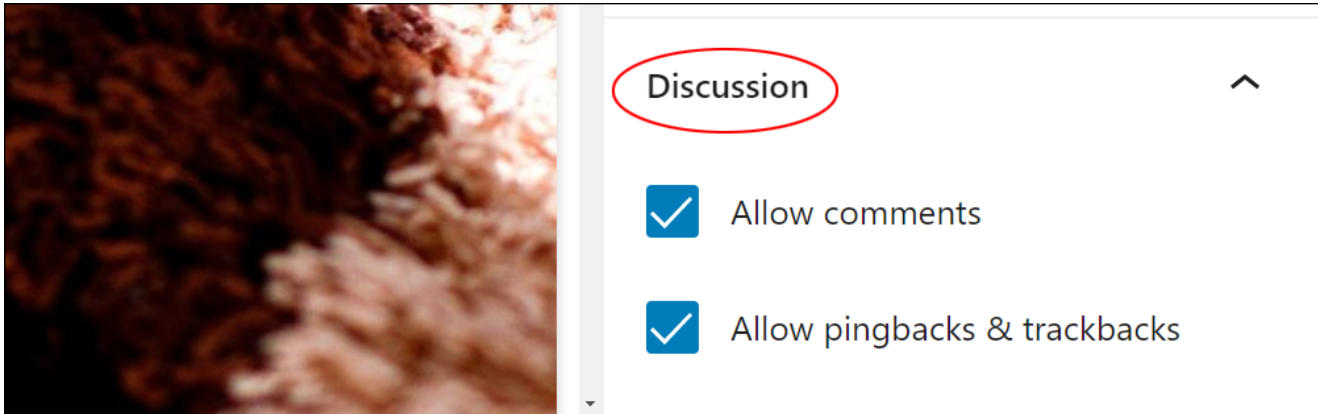


Document Settings – Discussion.

About *Discussion* settings:

- WordPress provides commenting and discussion features that allow your visitors and users to engage and interact on your site. You can specify global settings for these features in your site's *Discussion Settings* (*Settings > Discussion*) and then turn these on or off for individual posts and pages in the Discussion settings panel.
- Your site's commenting and discussion features can be enhanced and extended using various plugins.

You can allow or disallow visitors from commenting on your posts and pages and allow or disallow Pingbacks and Trackbacks by selecting or deselecting the checkboxes in the Discussion settings panel.



Discussion settings.

Pingbacks & Trackbacks

- *Trackbacks* let you notify legacy blog systems that you have linked to them in your post.
- If you link to other WordPress sites or blogs, they'll be notified automatically using *pingbacks*.

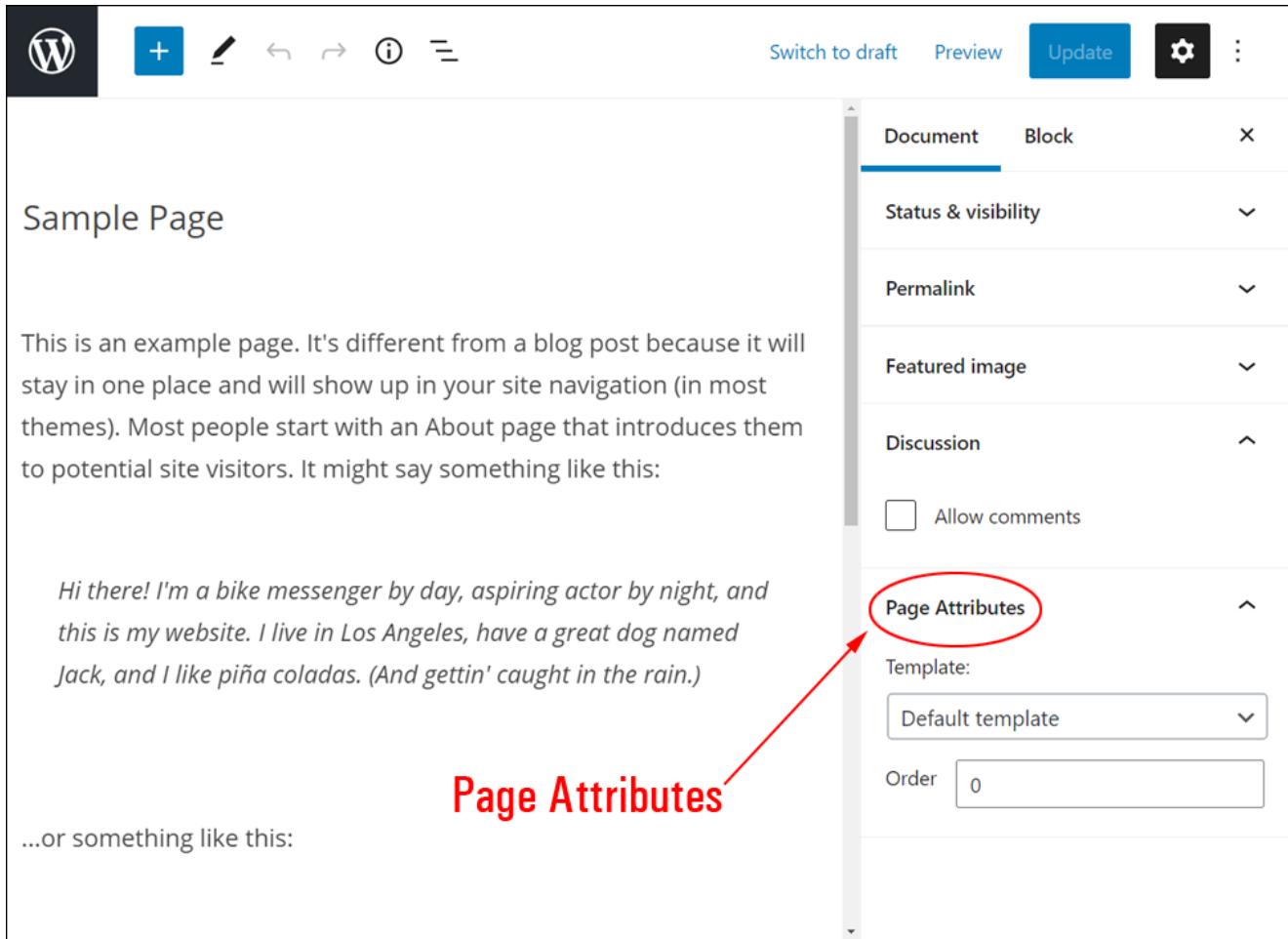
Note: If your content editor's settings section is not displaying the 'Discussion' section, check that this panel is enabled in your 'Options' settings (*Options > Options > Panels*).

Learn more about managing comments on your site here: [**How To Manage User Comments In WordPress**](#)

Page Attributes

As mentioned earlier, the WordPress content editor settings are the same for Posts and Pages, with some minor differences.

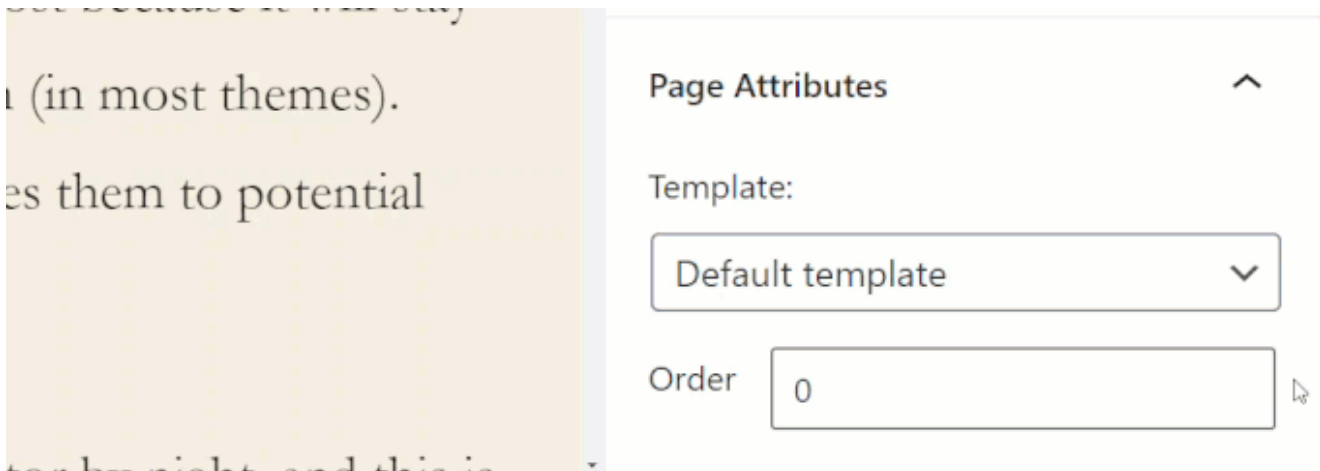
If you are working on a new or existing Page, you will also see a *Page Attributes* section in your Document settings.



Document Settings – Page Attributes.

Depending on the active theme installed on your site, the 'Page Attributes' panel lets you configure additional options for your pages such as:

- *Page Template* (e.g. Full-width, Boxed-width, No sidebars, etc.)
- *Parent Page* (this lets you create hierarchical/nested page structures)
- *Page Order*, etc.



Specify additional page attributes in the Page Attributes settings section.

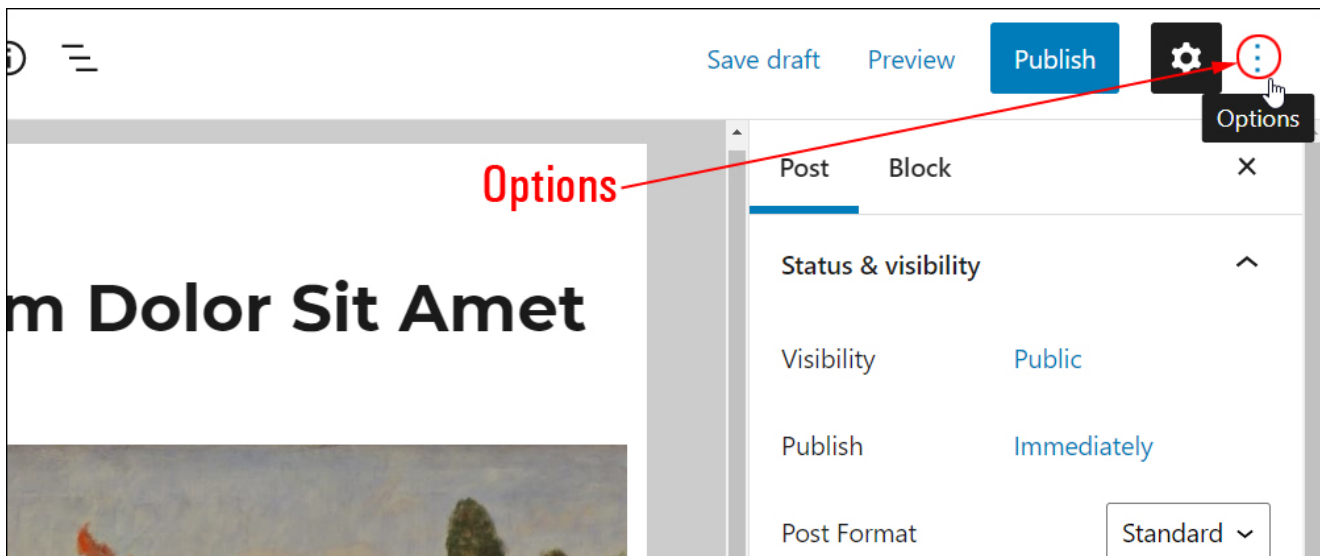
Notes:

- Installing certain plugins on your site can also enhance or extend the functionality of your Page Attributes settings.
- If your content editor's settings section is not displaying the 'Page Attributes' section, check that this panel is enabled in your 'Preference' settings (*Options > Preferences > Panels*).

Options Settings

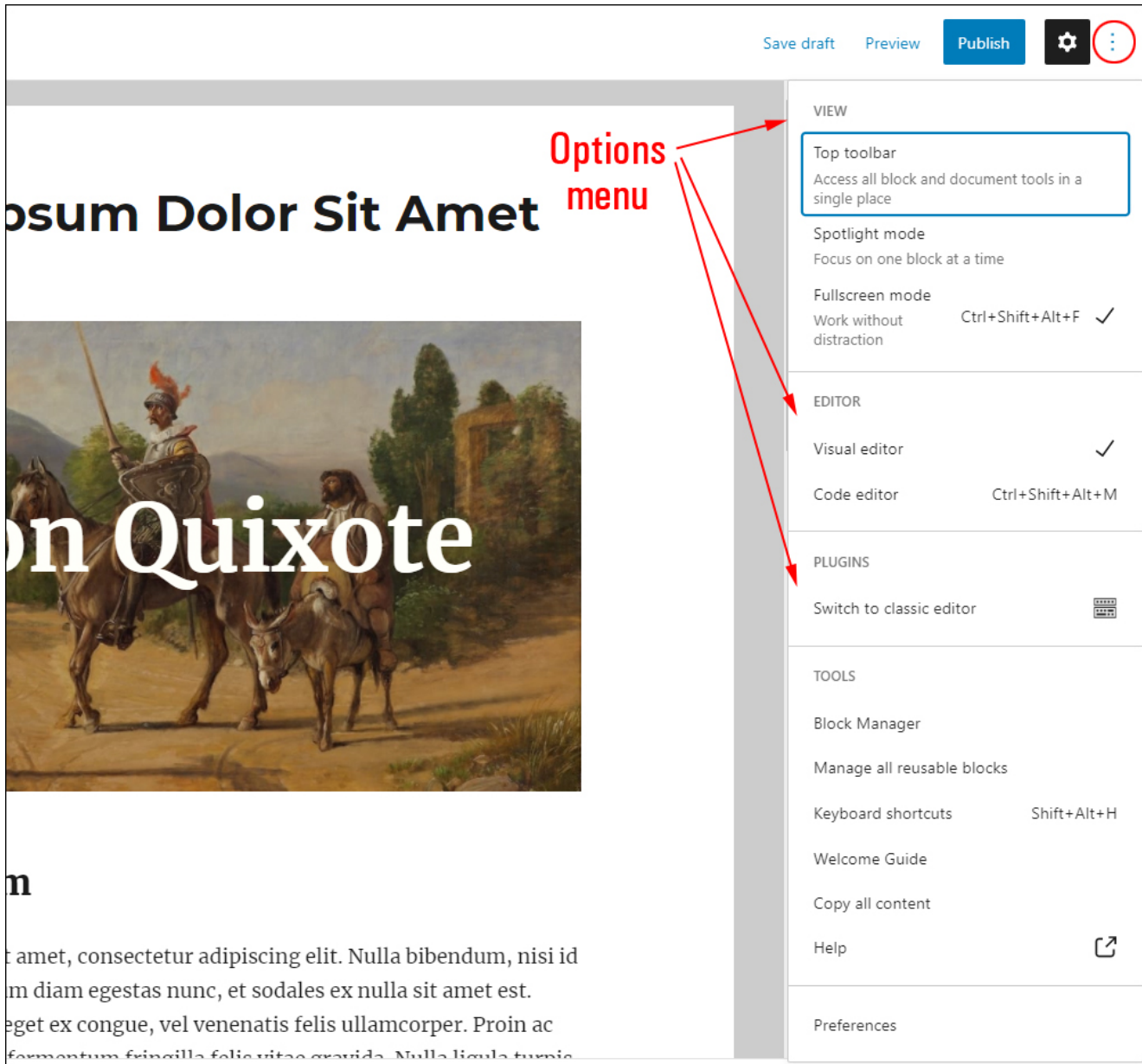
The block content editor includes a section called *Options*. This section lets you access and configure various miscellaneous settings for your posts and pages.

To access the *Options* settings section, click on the vertical ellipsis (three dots) icon in the **Editing Toolbar**.



Click the three dots to access the Options settings section.

This brings up a menu with additional content editing tools and options.



Options menu.

These settings are divided into the following sections:

- **View**
- **Editor**
- **Tools**
- **Options**

Let's go through each of these sections:

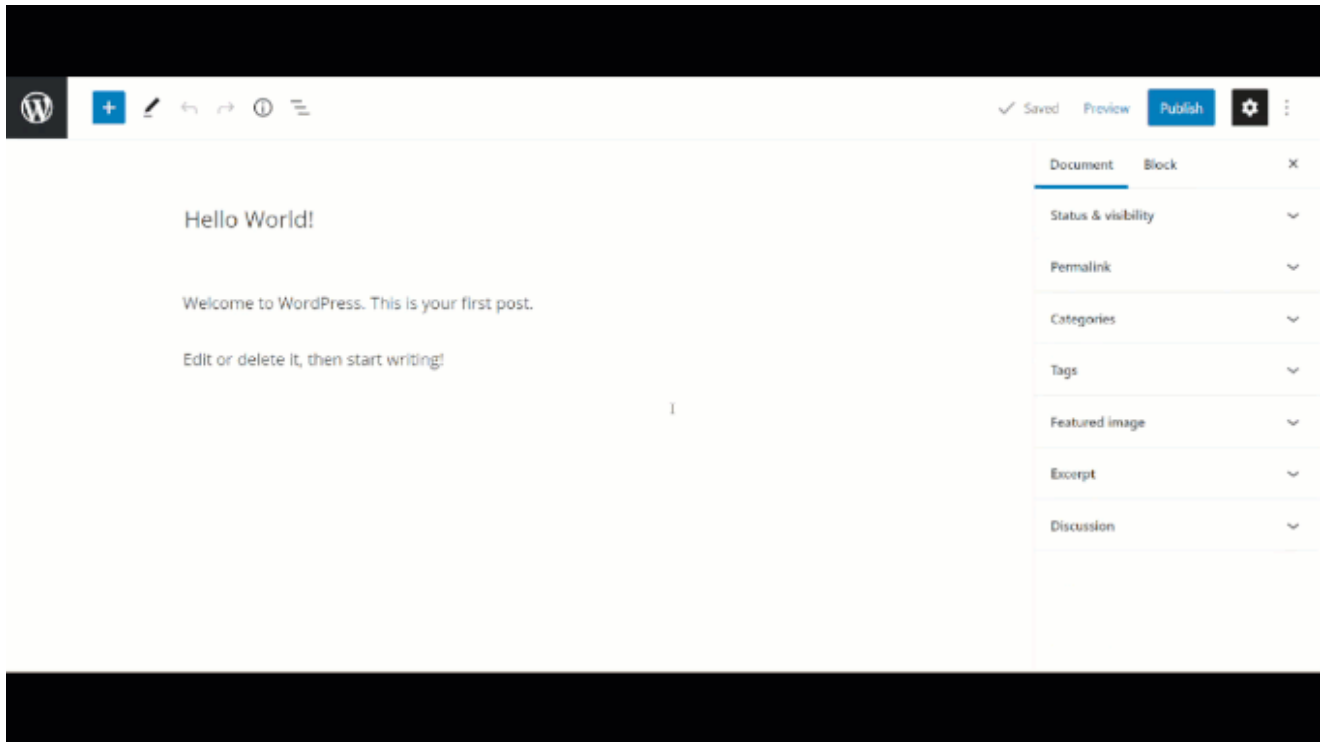
View

This section lets you configure the following options to help you work more efficiently on your content:

- Top Toolbar
- Spotlight Mode
- Fullscreen Mode
- Distraction-Free Mode

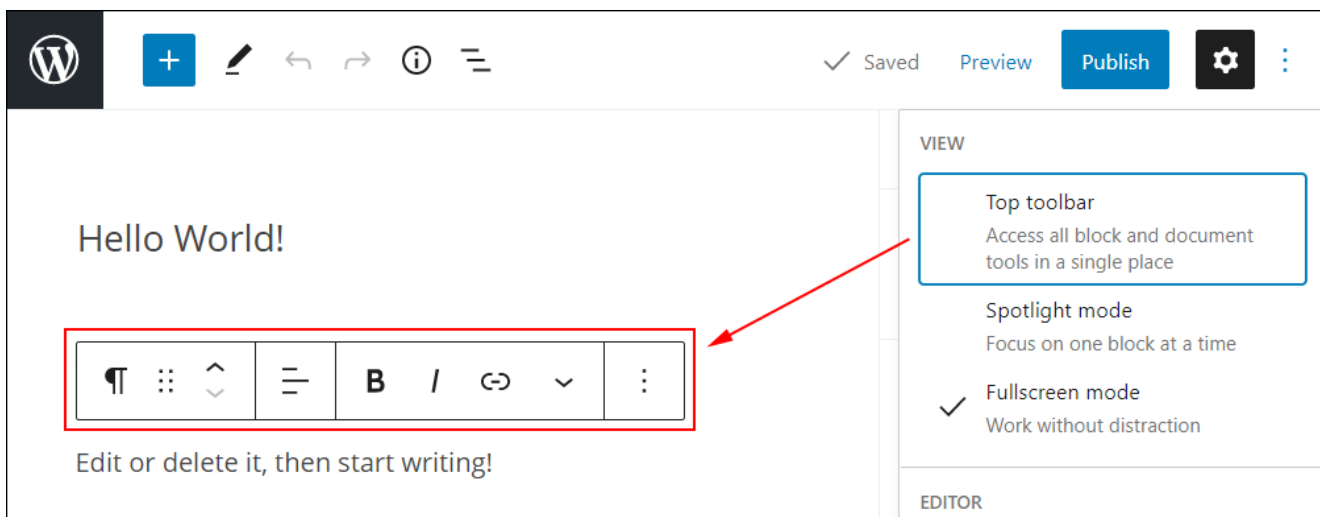
Top Toolbar

Make this section active to access all block and document tools from a single place.



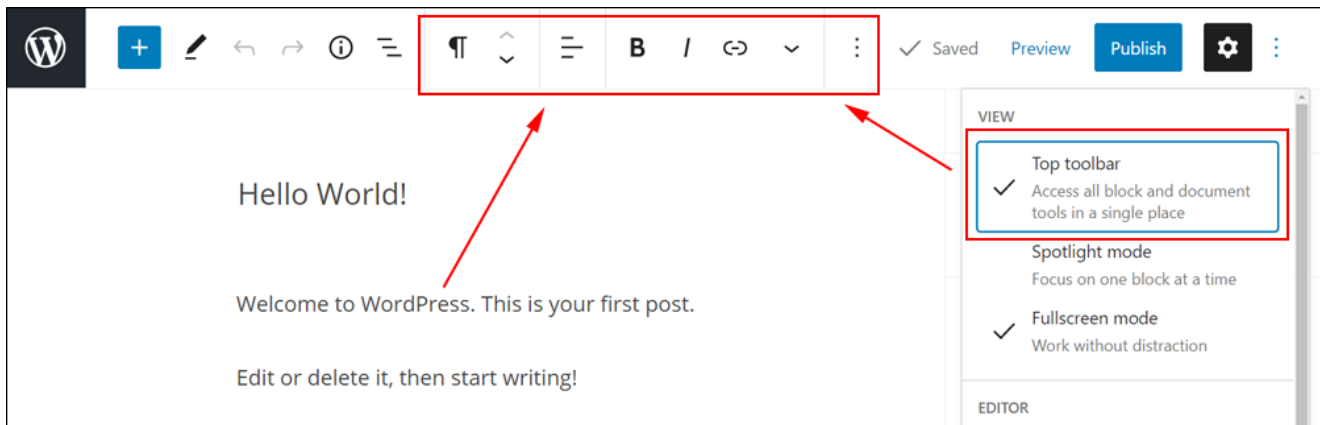
The top toolbar lets you access all block and document tools in a single place.

To view the Block Editor settings inside a selected block, leave the 'Top Toolbar' option unselected.



Leave the Top toolbar option unselected to view block editors inside blocks.

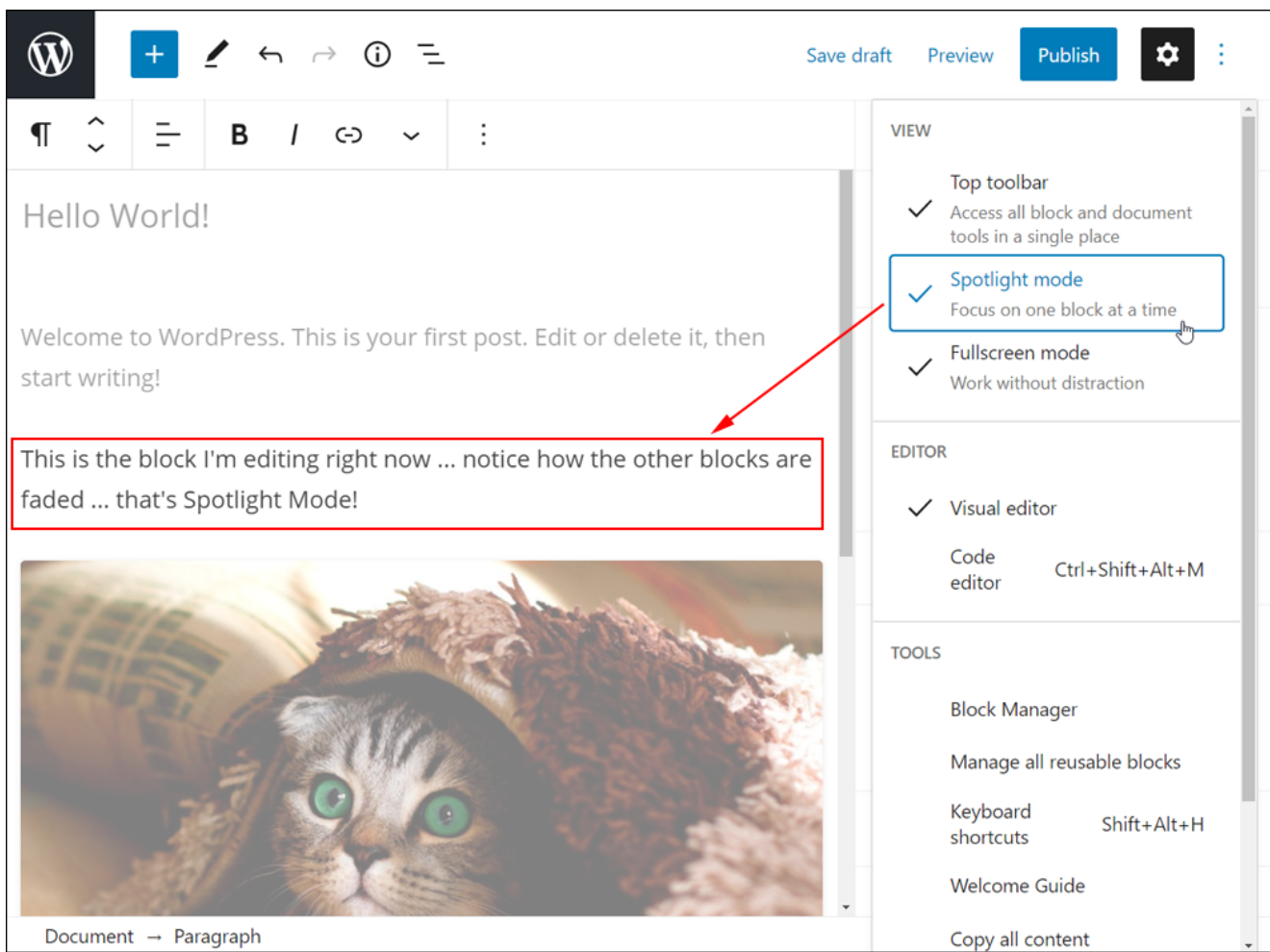
Turning on the 'Top Toolbar' option places the Block Editor at the top of your content editor screen.



Select the Top toolbar option to view block editors in the Editing Toolbar section.

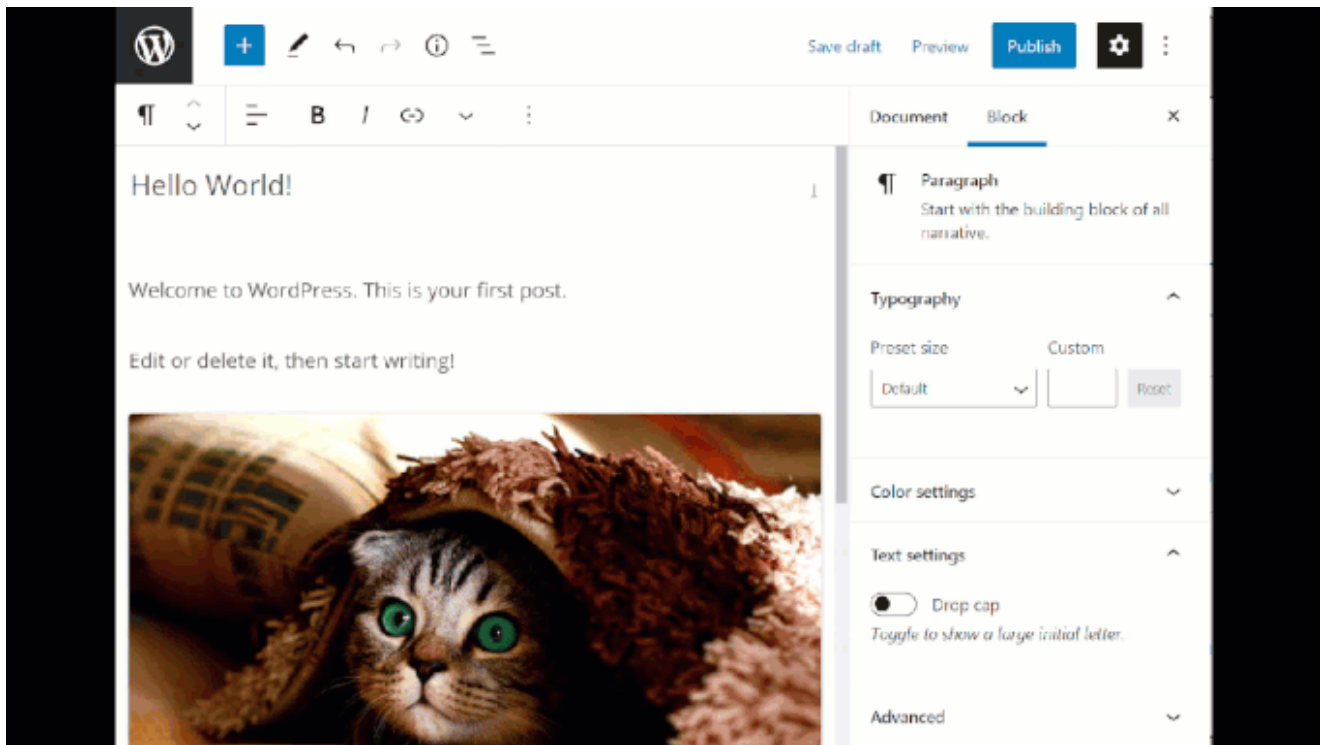
Spotlight Mode

Spotlight Mode lets you focus on one block at a time.



Spotlight mode lets you focus on one block at a time.

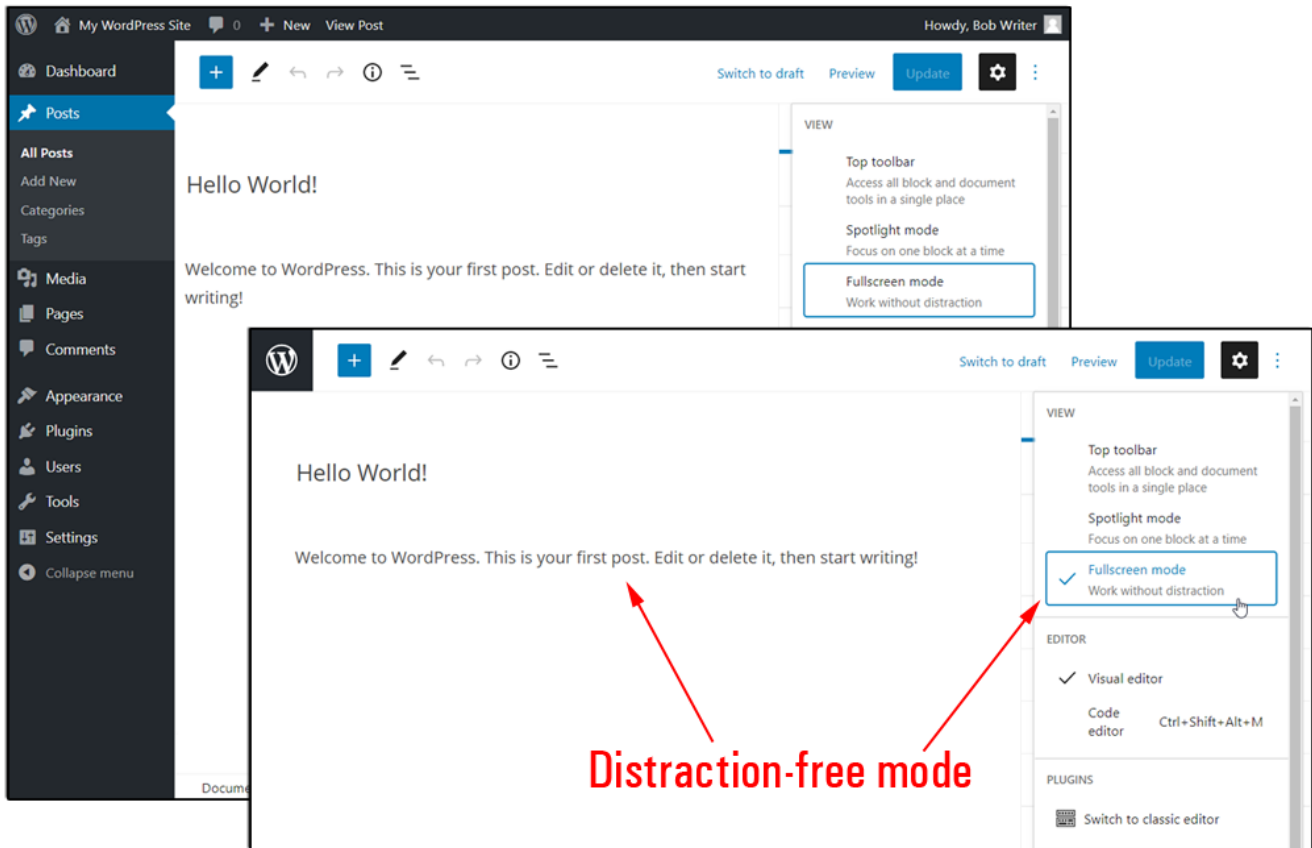
When Spotlight Mode is turned on (i.e. selected), the blocks you are not working on fade out, allowing you to focus more on the selected block.



Spotlight mode on.

Fullscreen Mode

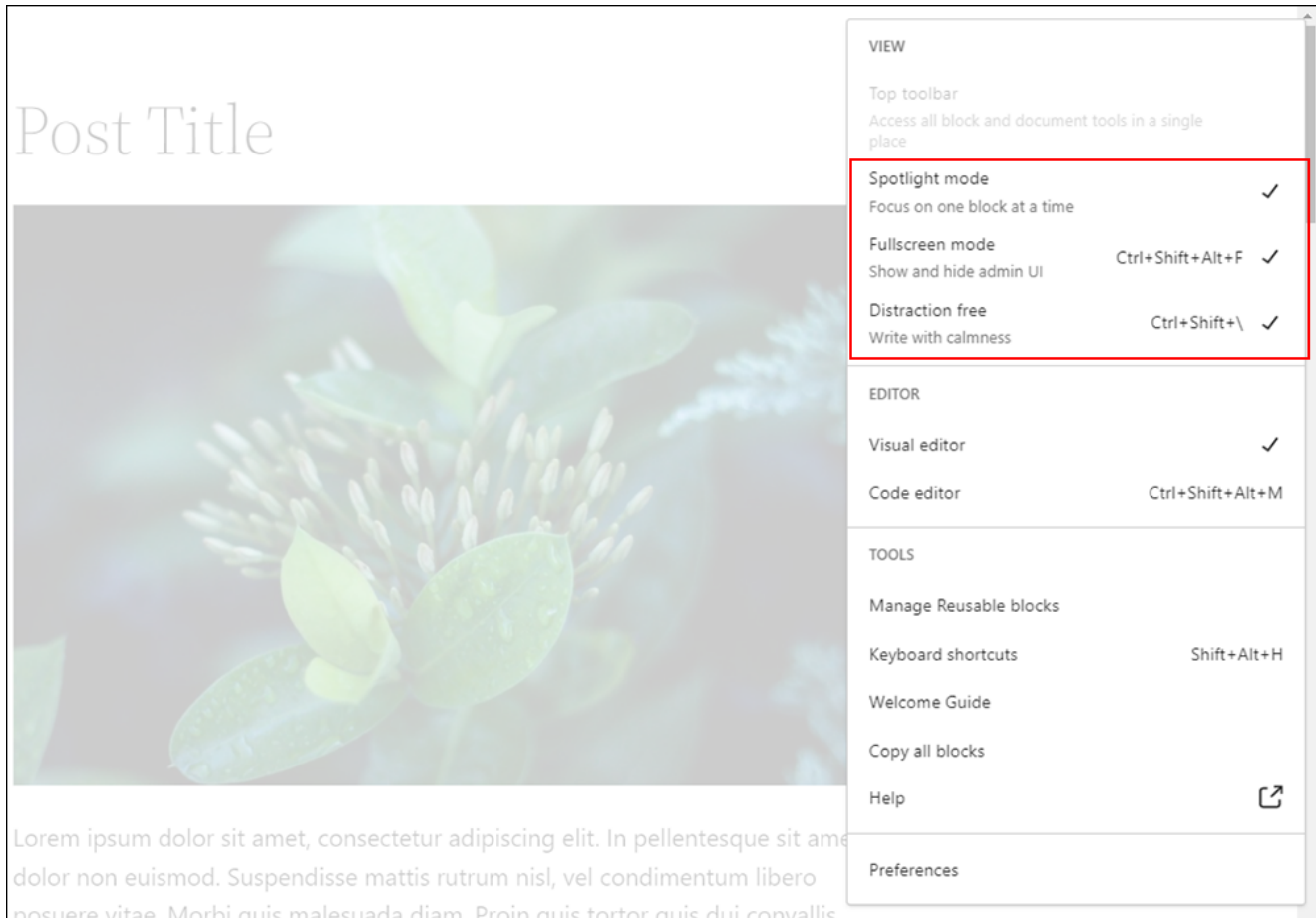
Fullscreen Mode lets you work without distraction by hiding the dashboard menu and Admin toolbar from the content editor screen.



Difference between post editors with Fullscreen mode on and off. Fullscreen mode lets you work without distracting menus.

Distraction-Free Mode

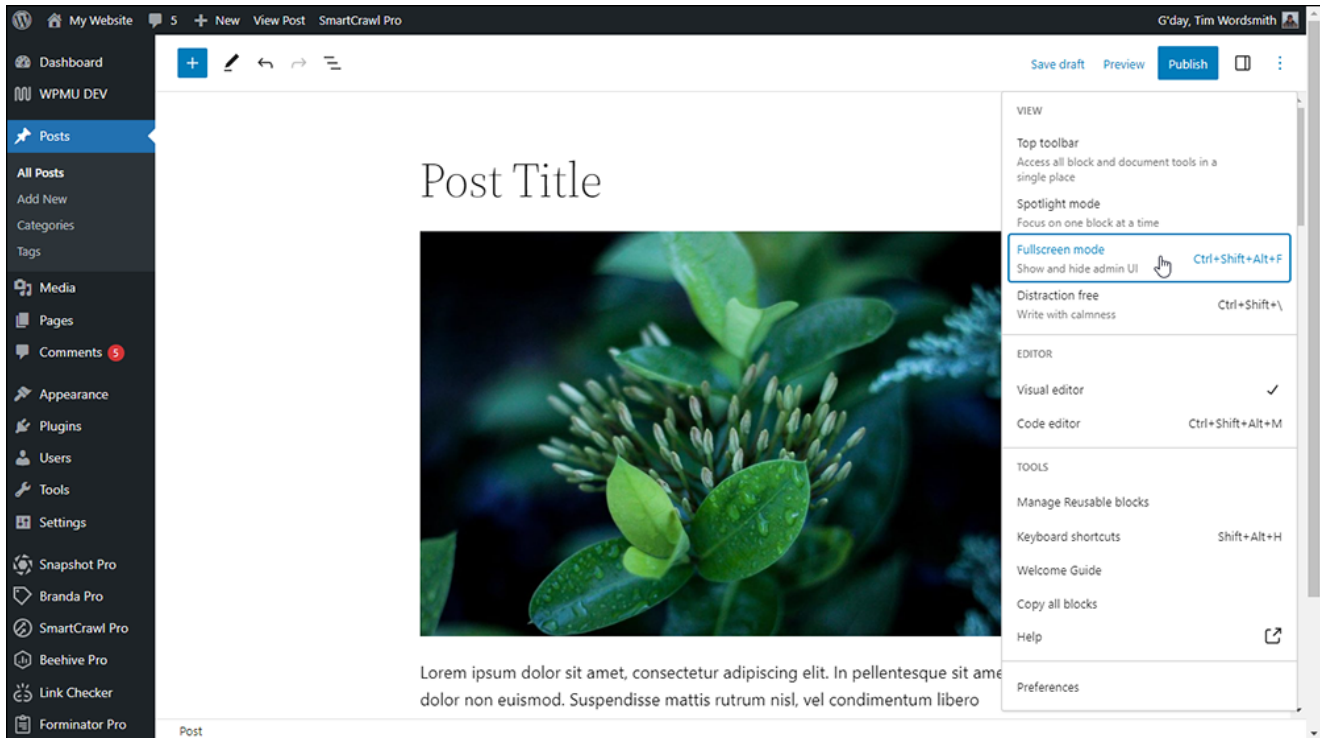
In **version 6.2**, WordPress introduced a *Distraction-Free mode* to the View section.



View Settings: Spotlight mode, Fullscreen mode, and Distraction-Free mode

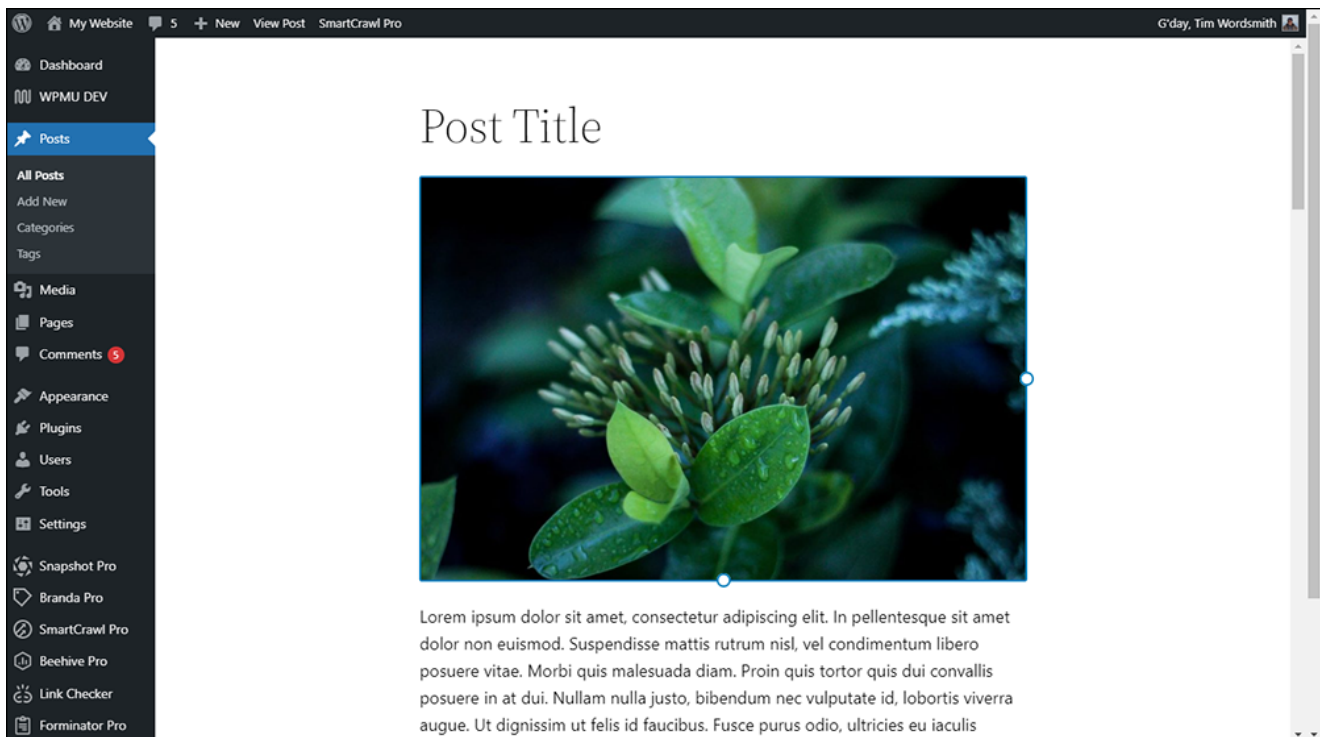
When combined with the other View options, Distraction-free mode put you in complete control of your working environment and allows you to determine how focused you want your working area to be.

For example, here's a working area with *Fullscreen mode* activated, displaying the admin menu and all other page menus...



Fullscreen mode active

Here's a working area with *Fullscreen mode* activated and *Distraction-free mode* enabled. The admin menu displays, but not the page menus or other page elements...



Fullscreen mode active, Distraction-free mode active

Here's a working area with *Fullscreen mode* inactive and *Distraction-free mode* enabled. The page does not display the admin menu nor the page menus or other page elements...

Post Title

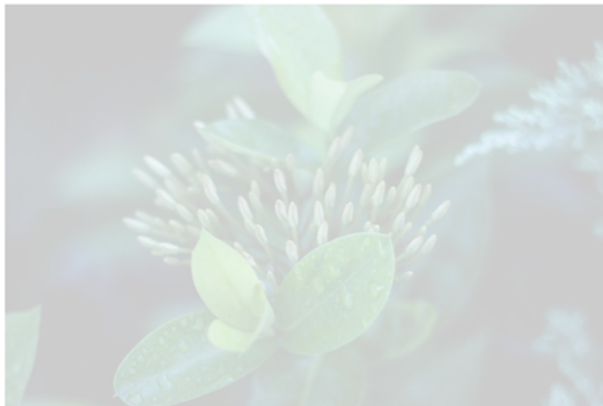


Lorem ipsum dolor sit amet, consectetur adipiscing elit. In pellentesque sit amet dolor non euismod. Suspendisse mattis rutrum nisl, vel condimentum libero posuere vitae. Morbi quis malesuada diam. Proin quis tortor quis dui convallis posuere in at dui. Nullam nulla justo, bibendum nec vulputate id, lobortis viverra augue. Ut dignissim ut felis id faucibus. Fusce purus odio, ultricies eu iaculis egestas, scelerisque sit amet ante. Duis vitae sem eget est finibus rutrum ac eu

Fullscreen mode inactive, Distraction-free mode active

Here's a working area with *Fullscreen mode* inactive, *Distraction-free mode* enabled, and *Spotlight mode* activated. This combination of settings provides maximum focus on the content you are working on.

Post Title



Lorem ipsum dolor sit amet, consectetur adipiscing elit. In pellentesque sit amet dolor non euismod. Suspendisse mattis rutrum nisl, vel condimentum libero posuere vitae. Morbi quis malesuada diam. Proin quis tortor quis dui convallis posuere in at dui. Nullam nulla justo, bibendum nec vulputate id, lobortis viverra augue. Ut dignissim ut felis id faucibus. Fusce purus odio, ultricies eu iaculis egestas, scelerisque sit amet ante. Duis vitae sem eget est finibus rutrum ac eu

View settings: Fullscreen mode inactive, Distraction-free mode active, and Spotlight mode active provide maximum content writing focus with minimal distractions.

For more information on using Distraction-free mode, see this tutorial: [WordPress Block Editor: Content Area](#)

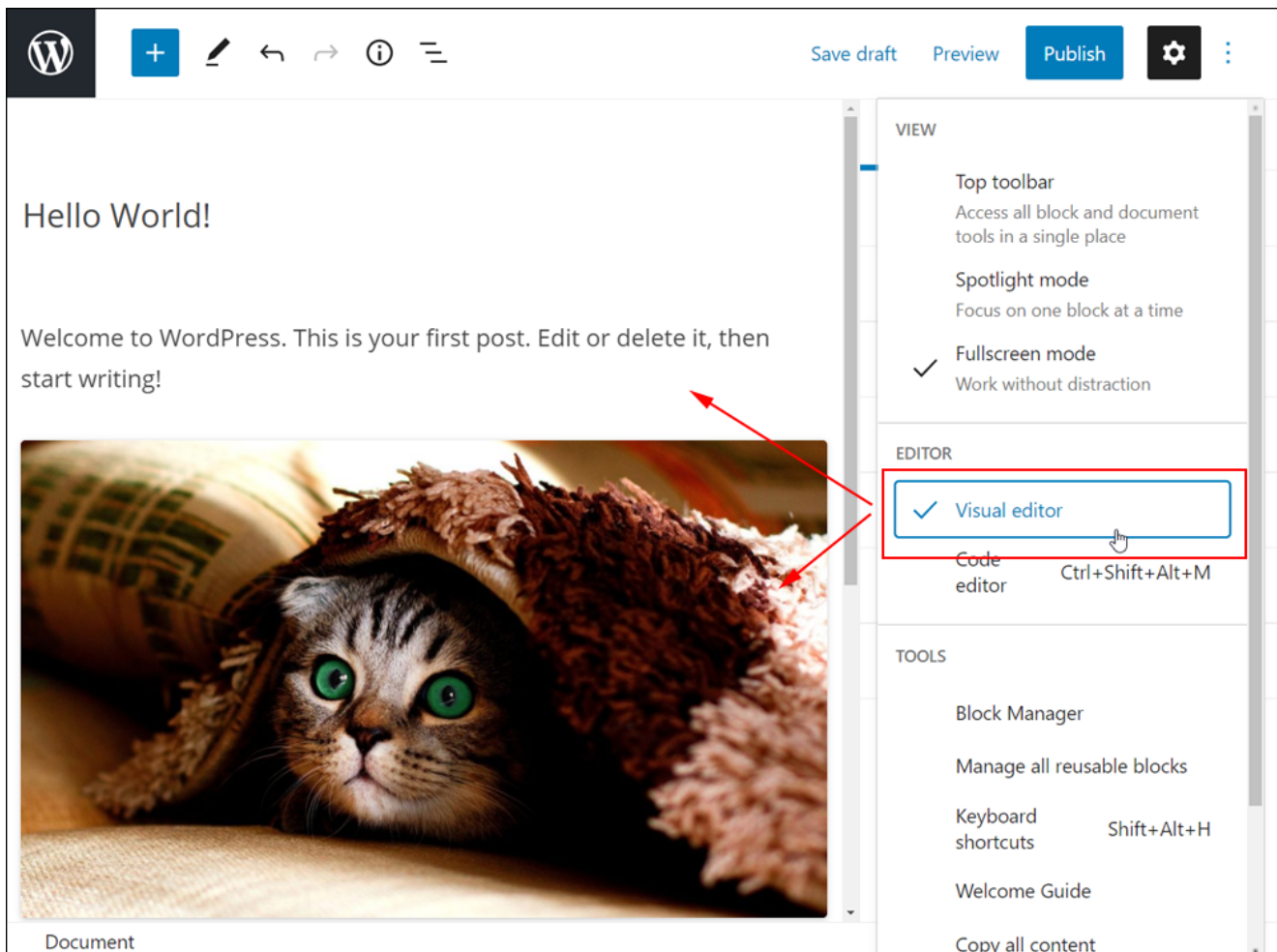
Editor

The Editor section of the 'Options' feature lets you choose the Editor 'mode' for the content editor:

- Visual Editor, or
- Code Editor

Visual Editor

Visual Editor is the default mode. With Visual Editor mode selected, the content editor lets you see and work on your content in WYSIWYG (What You See Is What You Get) format.



Visual editor selected.

Code Editor

Selecting 'Code Editor' mode lets you work on your content with the code and HTML formatting displayed...

Editing code Exit code editor

```
Hello World!
```

```
<!-- wp:paragraph -->  
<p>Welcome to WordPress. This is your first post. Edit or  
delete it, then start writing!</p>  
<!-- /wp:paragraph -->
```

```
<!-- wp:image {"id":7,"sizeSlug":"large"} -->  
<figure class="wp-block-image size-large"></figure>  
<!-- /wp:image -->
```

VIEW

- Top toolbar
Access all block and document tools in a single place
- Spotlight mode
Focus on one block at a time
- Fullscreen mode
Work without distraction

EDITOR

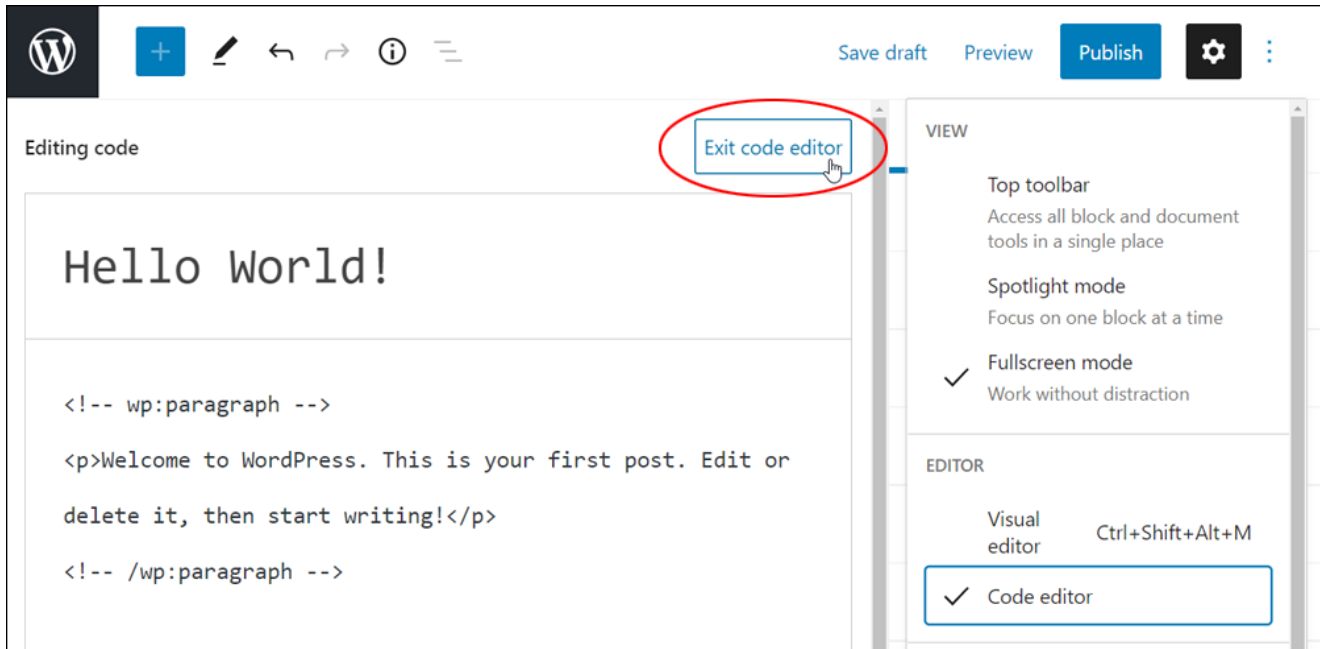
- Visual editor Ctrl+Shift+Alt+M
- Code editor

TOOLS

- Block Manager
Manage all reusable blocks
- Keyboard shortcuts Shift+Alt+H
- Welcome Guide
- Copy all content

Code editor selected.

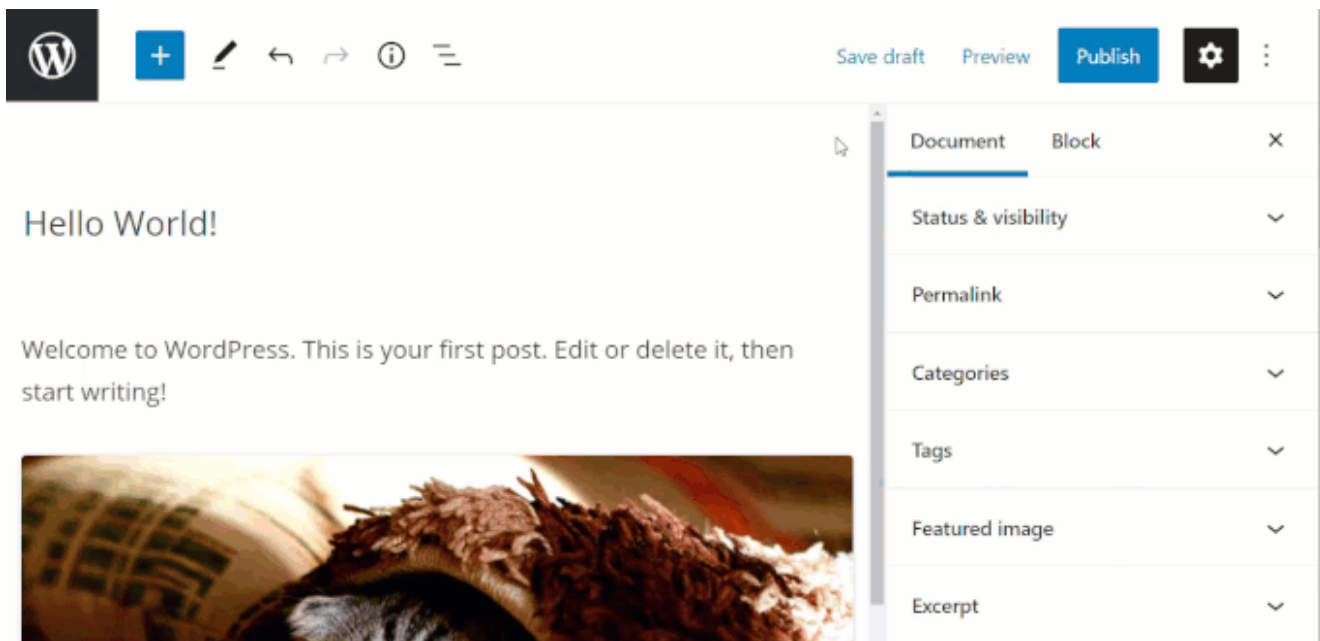
To switch from Code editor to Visual editor mode, click on the 'Exit code editor' button or select *Visual editor* from the 'Options' menu.



Click on the Exit code editor button to return to the Visual editor.

You can easily switch back and forth between the Visual and Code editor modes. This is useful for things like:

- Working in Visual mode but viewing the formatting code for a section of your content when required.
- Pasting content into a block as HTML.
- Copying the content's HTML inside a block to paste into another block or application.



Easily switch between Visual & Code editor modes.



Note: The Block Editor saves your content differently than the **Classic Editor**.

In the Classic Editor, WordPress saves all content as plain **HTML**. The Block Editor also saves the underlying content of your posts and pages as HTML but adds special comment tags around the content to specify the different blocks being used.

While you can still edit the HTML in the Code editor mode within the Block Editor, it's important not to delete or edit any of the HTML comments that surround your content, as this will cause errors in your blocks when you switch back to the Visual editor mode, resulting in content not displaying correctly or even loss of content.

A safer alternative to editing the Block HTML in Code editor mode is to use the *Edit as HTML* option (located under the 'More Options' section of each individual Block).

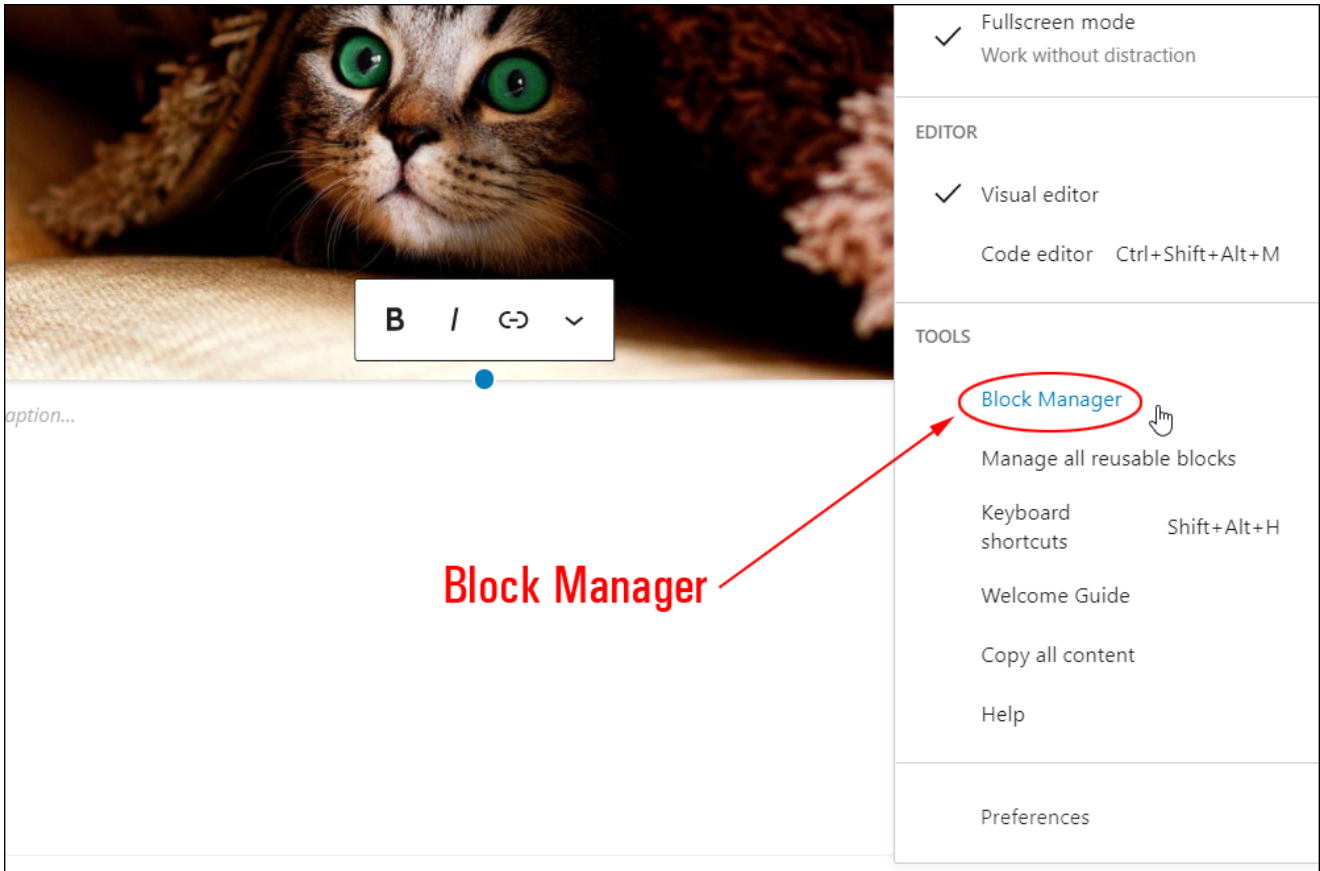
Tools

This section provides various useful content editor tools and functions.

Block Manager

The Block Manager option lets you view all the active blocks installed on your content editor.

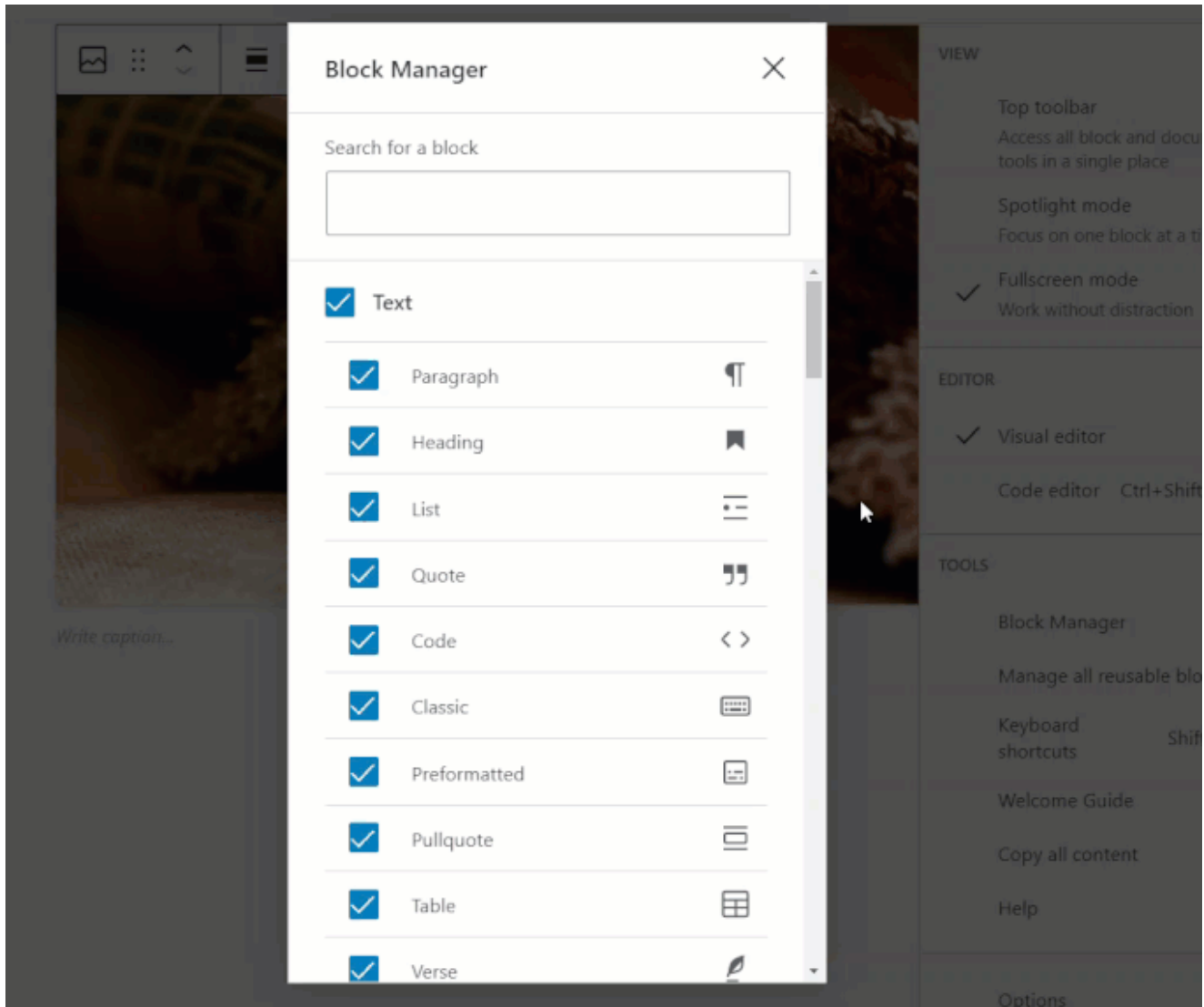
To view this list, click on the Block Manager link...



Tools – Block Manager.

This brings up a pop-up window listing all the blocks you have access to in your content editor.

You can scroll or search for blocks, and activate or deactivate blocks listed here.

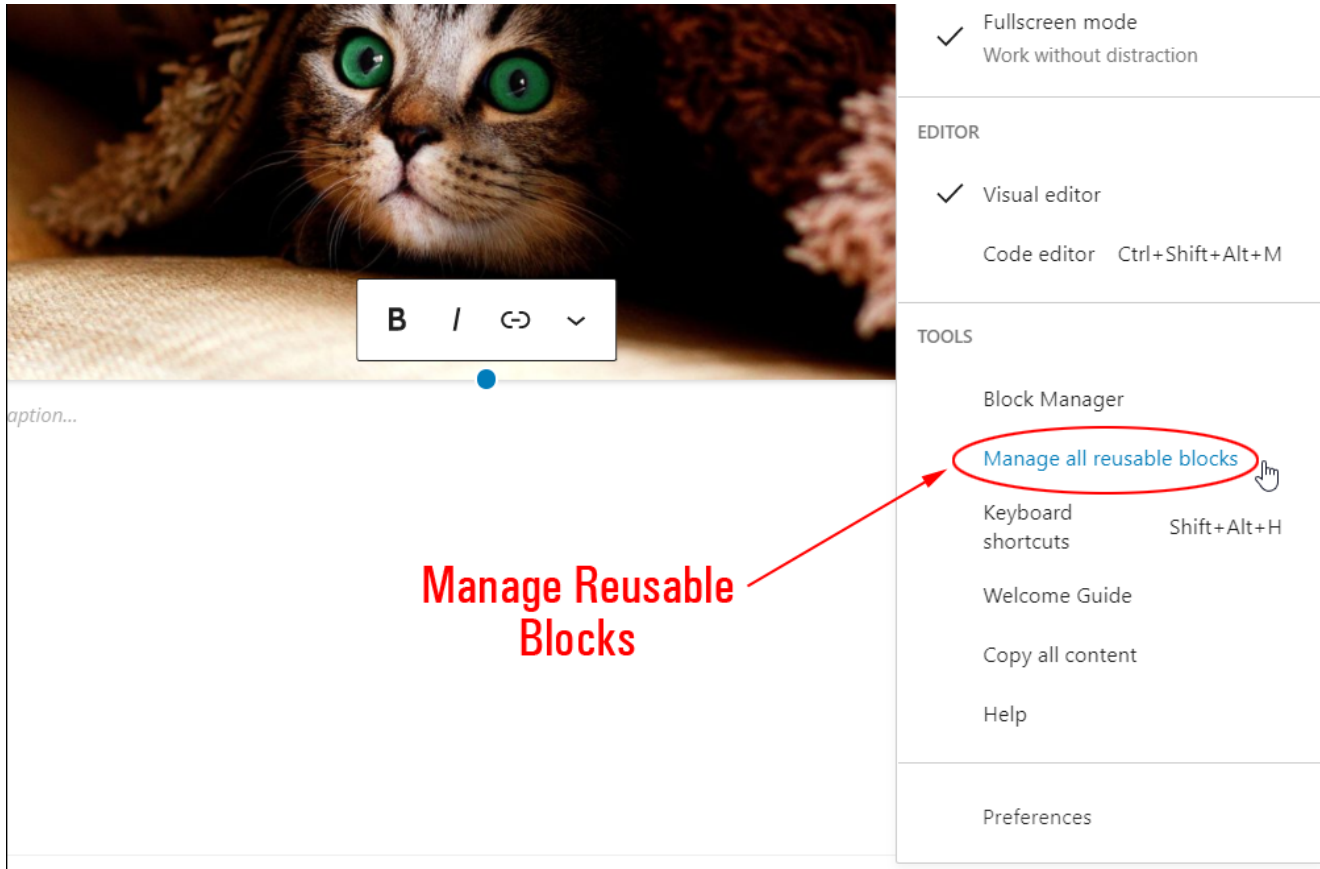


The Block Manager lists all the blocks available in your content editor.

Manage All Reusable Blocks

The WordPress block editor lets you create custom content blocks that can be reused throughout your site on other posts or pages.

This tool lets you manage all the Reusable Blocks that you have created.



Tools – Manage all reusable blocks.

Select *Tools > Manage All Reusable Blocks* from the 'Options' menu to bring up the **WordPress Blocks library**.

Here, you can view, edit, and manage all your Reusable Blocks.

Blocks [Import from JSON](#) [Add New](#)

All (4) | Published (4)

Bulk actions All dates

- Title
- Testimonials
- Subscribe To Newsletter
- Price List
- Untitled Reusable Block
- Title

Bulk actions

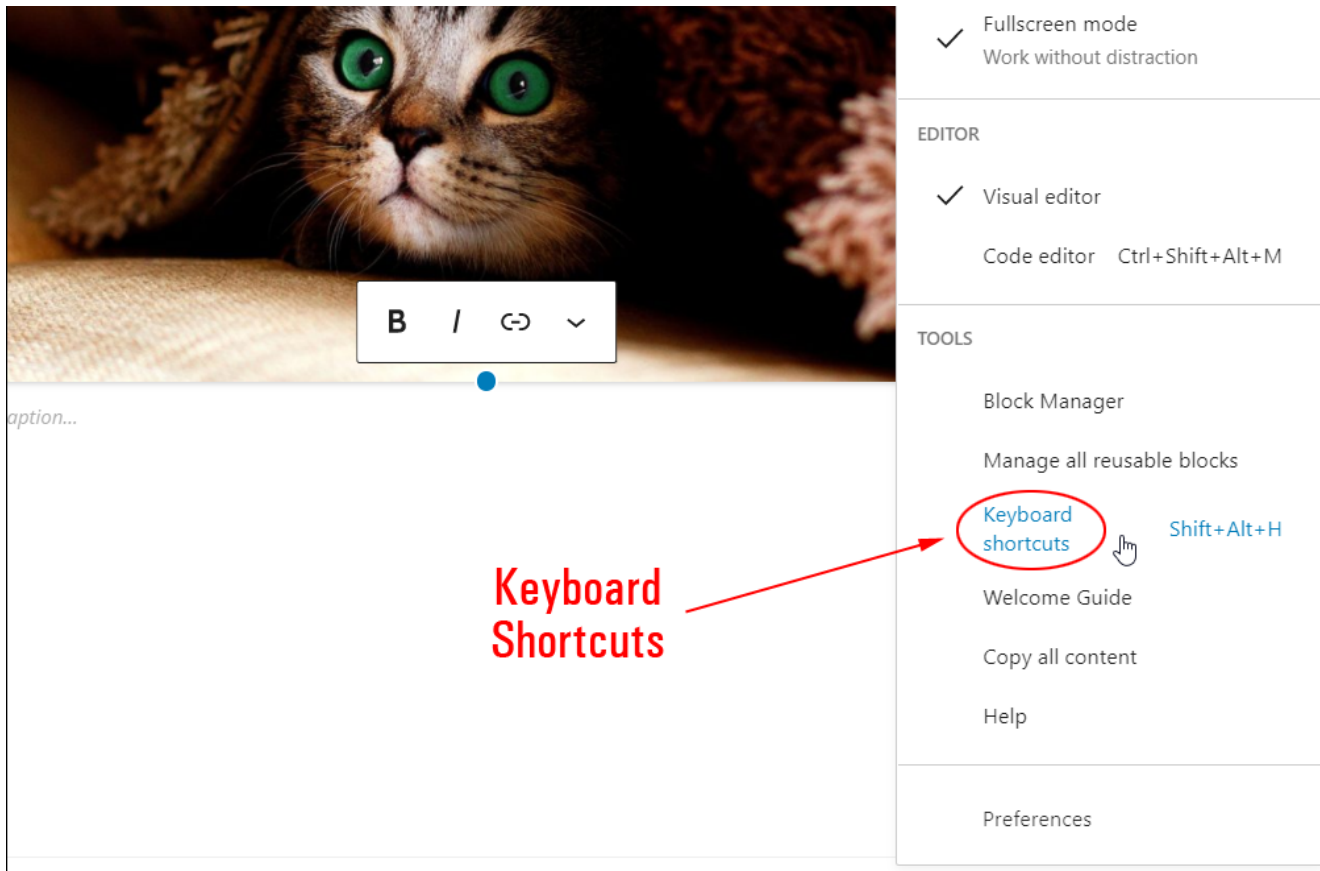
WordPress Blocks library.

For a detailed tutorial on how to create, use, and manage Reusable Blocks, go here:

[WordPress Blocks – Reusable Blocks](#)

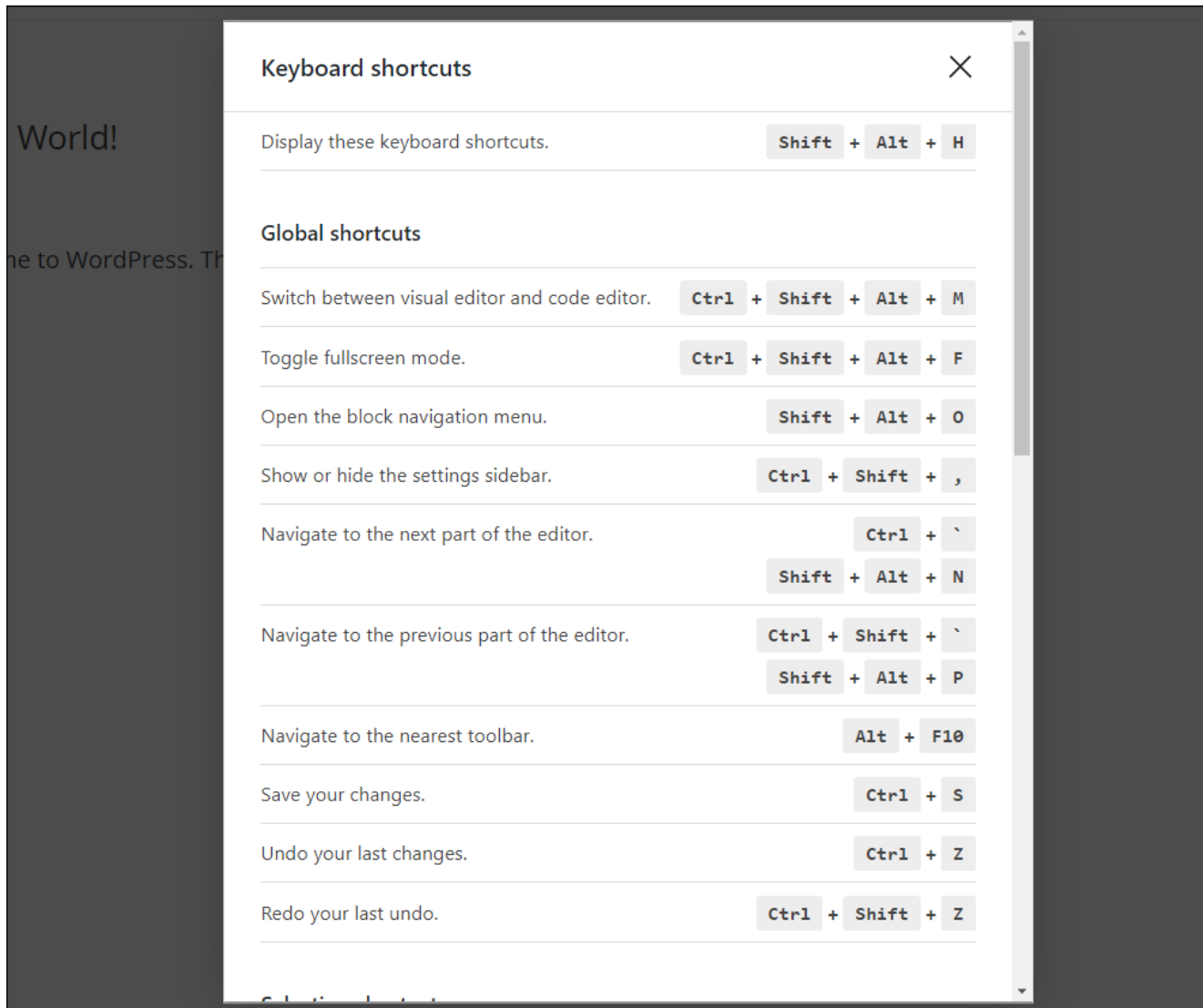
Keyboard Shortcuts

The WordPress block content editor provides many convenient and time-saving keyboard shortcuts to help you perform certain functions faster and speed up your content editing or formatting tasks.



Tools – Keyboard shortcuts.

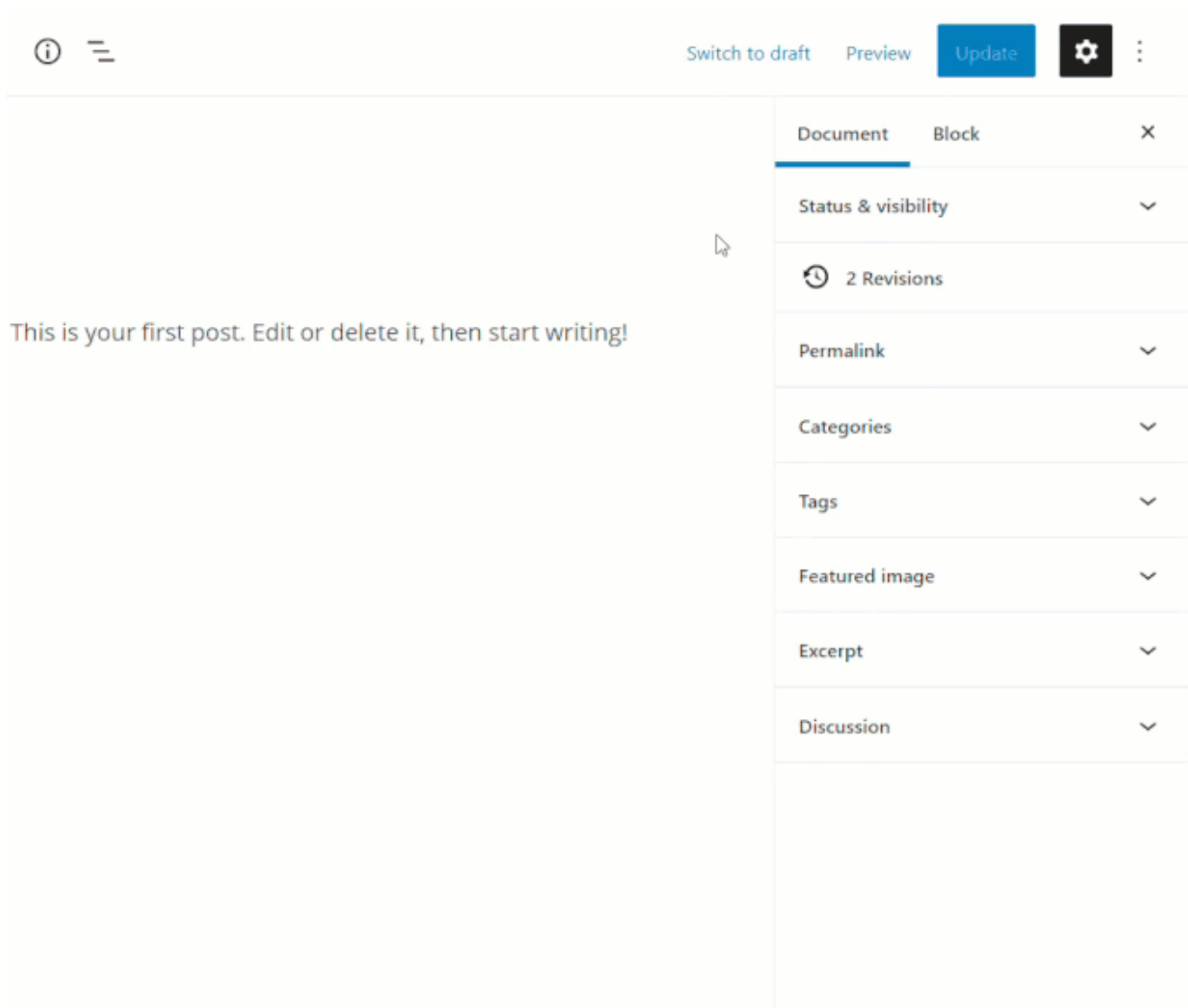
Selecting *Tools > Keyboard Shortcuts* from the 'Options' menu brings up a list of all the keyboard shortcuts you can use when working in the block editor.



WordPress Block Editor – Keyboard shortcuts.

Quite appropriately, you can also bring up the list of keyboard shortcuts when working in the block editor using keyboard shortcuts.

Type in **Alt + Shift + h** (Windows) or **Option + Control + h** (Mac) to bring up this list.

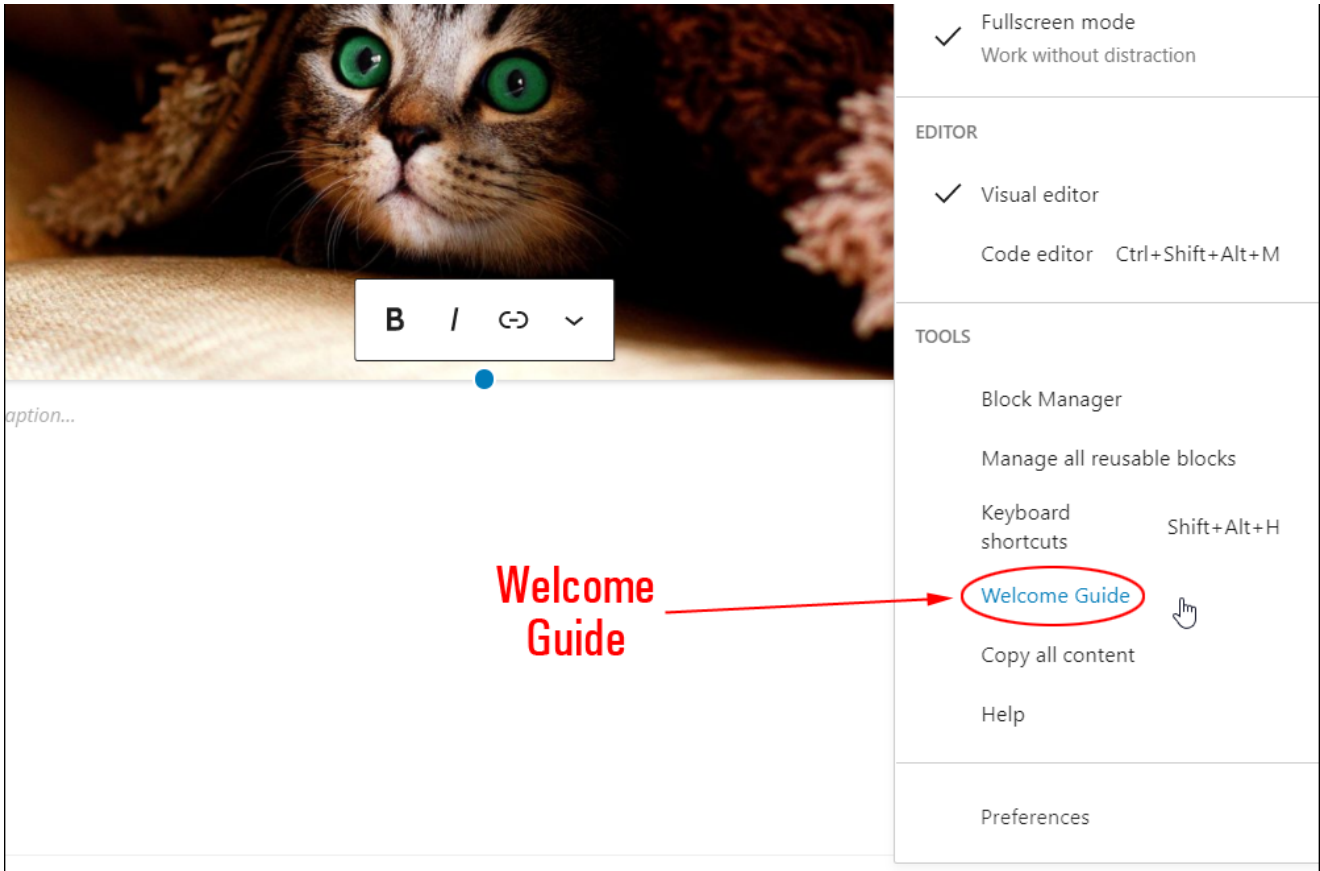


Work faster and more efficiently using these keyboard shortcuts.

For more details, see this tutorial: [**WordPress Content Editor – Keyboard Shortcuts**](#)

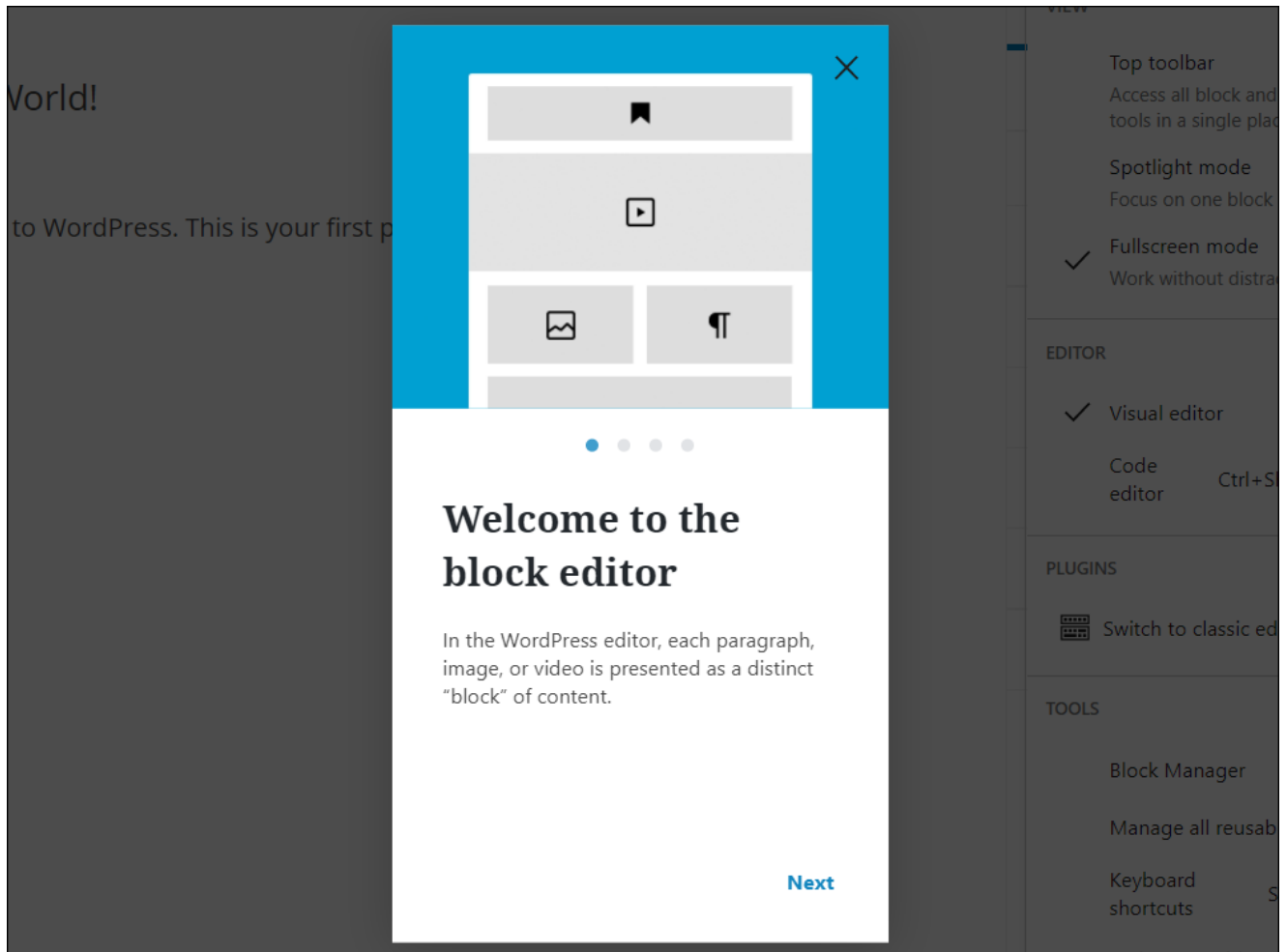
Welcome Guide

WordPress provides a built-in Welcome Guide giving new users a brief tour of the Block Editor.



Tools – Welcome Guide.

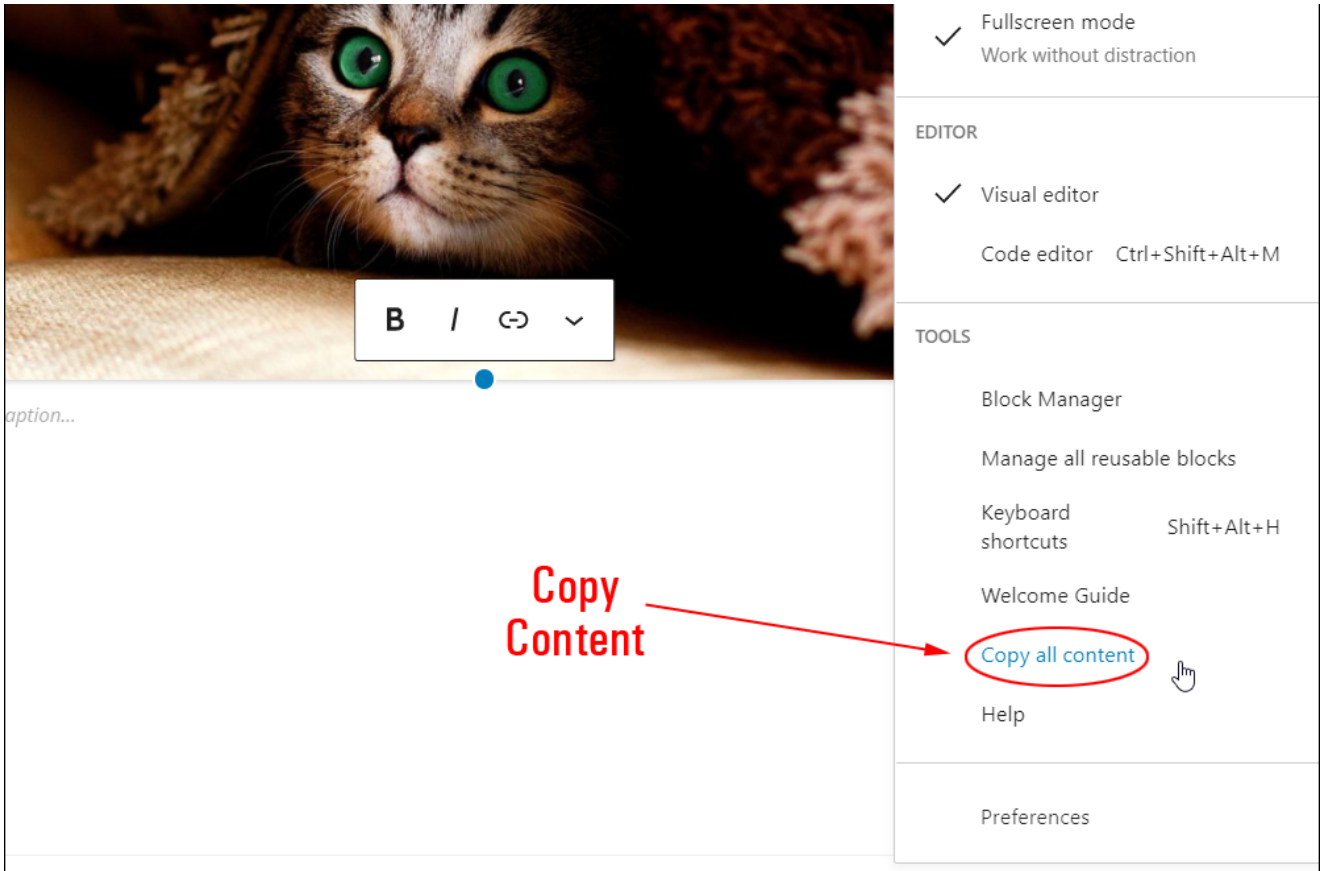
Click on the *Welcome Guide* link to bring up this feature.



WordPress Block Editor – Welcome Guide

Copy All Content

This tool lets you copy everything in your **Content Area** to your clipboard.




**Copy
Content**

Tools – Copy all content.

To use this tool, click inside any block in the Content area, select the 'Options' menu, and click on 'Copy All Content'.

When Life Imitates Skateboarding

Classic



Skate ipsum dolor sit amet, fakie out gap backside Donger layback. Concave airwalk sponsored method air. 50-50 salad grind pop shove-it mongo.

Andy Levy pressure flip 720 invert judo air. Hang ten helipop powerslide Ron Chapman coper. Coper stalefish ollie north vert Old Ghosts. Mute-air cab flip frontside body varial Town & Country.

Kickturn Supersonic Skate Camp invert fakie out poseur. Slap maxwell Skull and Sword slappy sketchy betty.

Ron Chapman bruised heel half-flip alley oop trucks indy grab pressure flip 540. Flail rock and roll pressure flip griptape poseur finger flip hand rail. Ho-ho snake bank tail shinner Wes Humpston pivot wheels.

Document

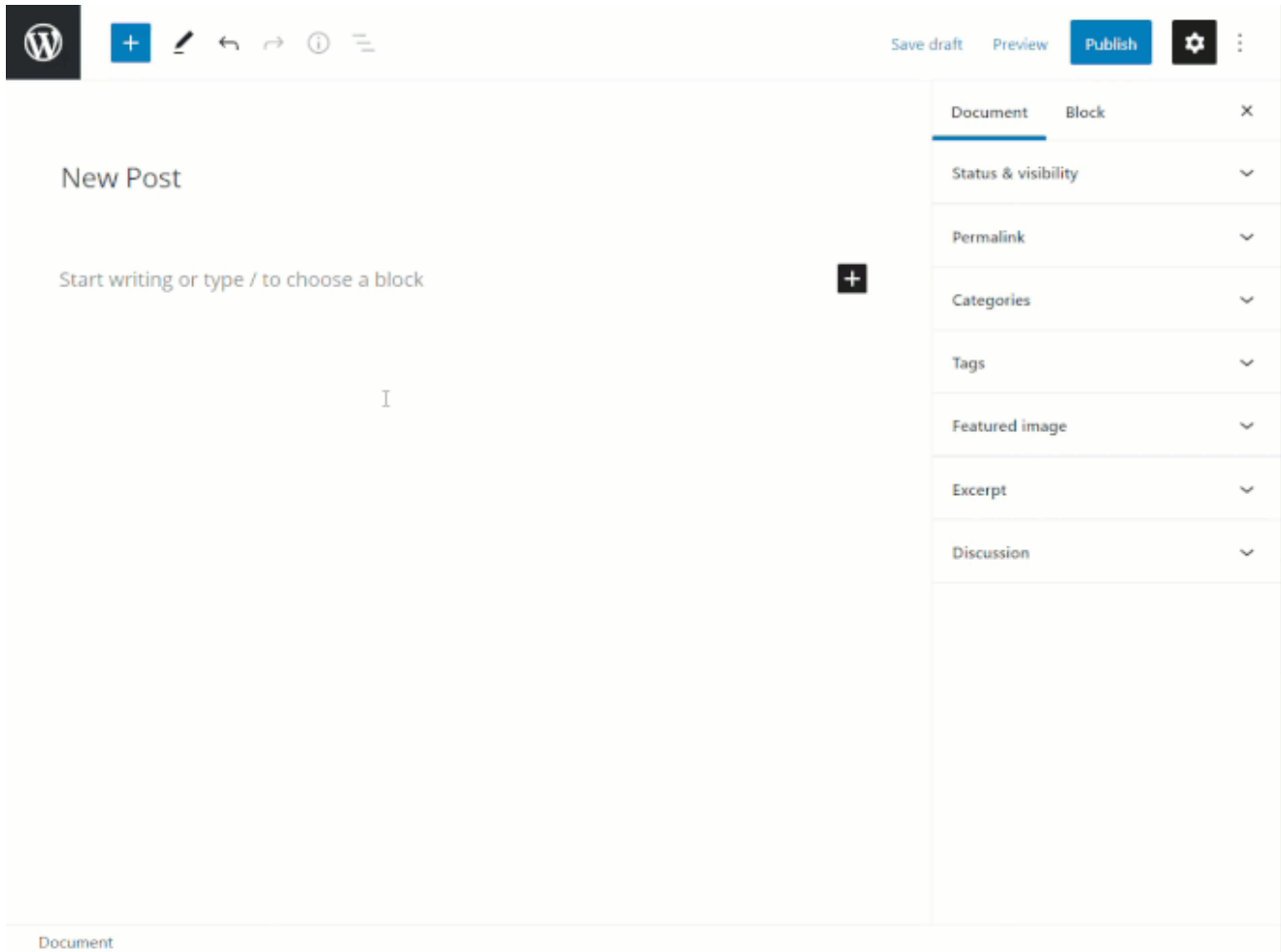
Using the Copy all content feature.

All content will be selected and copied to your clipboard.



To copy all content from an existing post or page and paste it into a new post or page:

- Click inside any block in the Content area
- Select the 'Options' menu
- Click on 'Copy All Content'
- Create a new post or page
- Add a new block to the Content area
- Select 'Code Editor' mode ('Tools' > 'Editor' > 'Code Editor')
- Click inside the new block and paste your content
- Select 'Visual Editor' mode ('Tools' > 'Editor' > 'Visual Editor')
- All content will be copied from your previous post or page.



How to copy and paste content from one post or page into another.

Note: If you paste content from one site to another, you may see errors if the pasted-in content contains custom blocks (e.g. Reusable blocks).

For example, you may see the message “Block has been deleted or is unavailable.”

Add title

Reusable block missing

Block has been deleted or is unavailable.

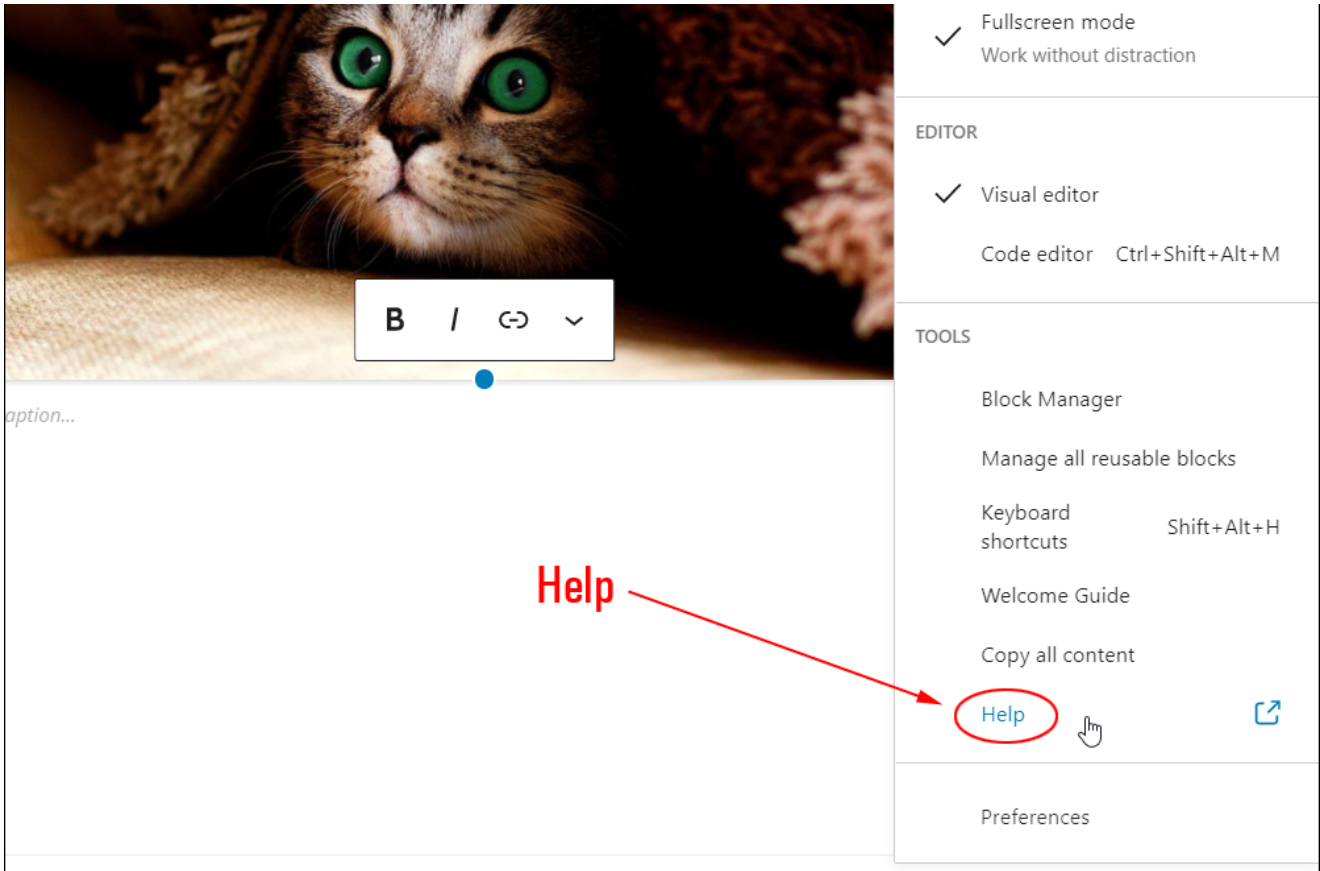
Cats are not dogs. Nor are they fish, birds, or axolotls. Cats are cats.



Reusable block missing from pasted-in content.

Help

Click on the *Help* link in the Options menu...



Tools – Help.

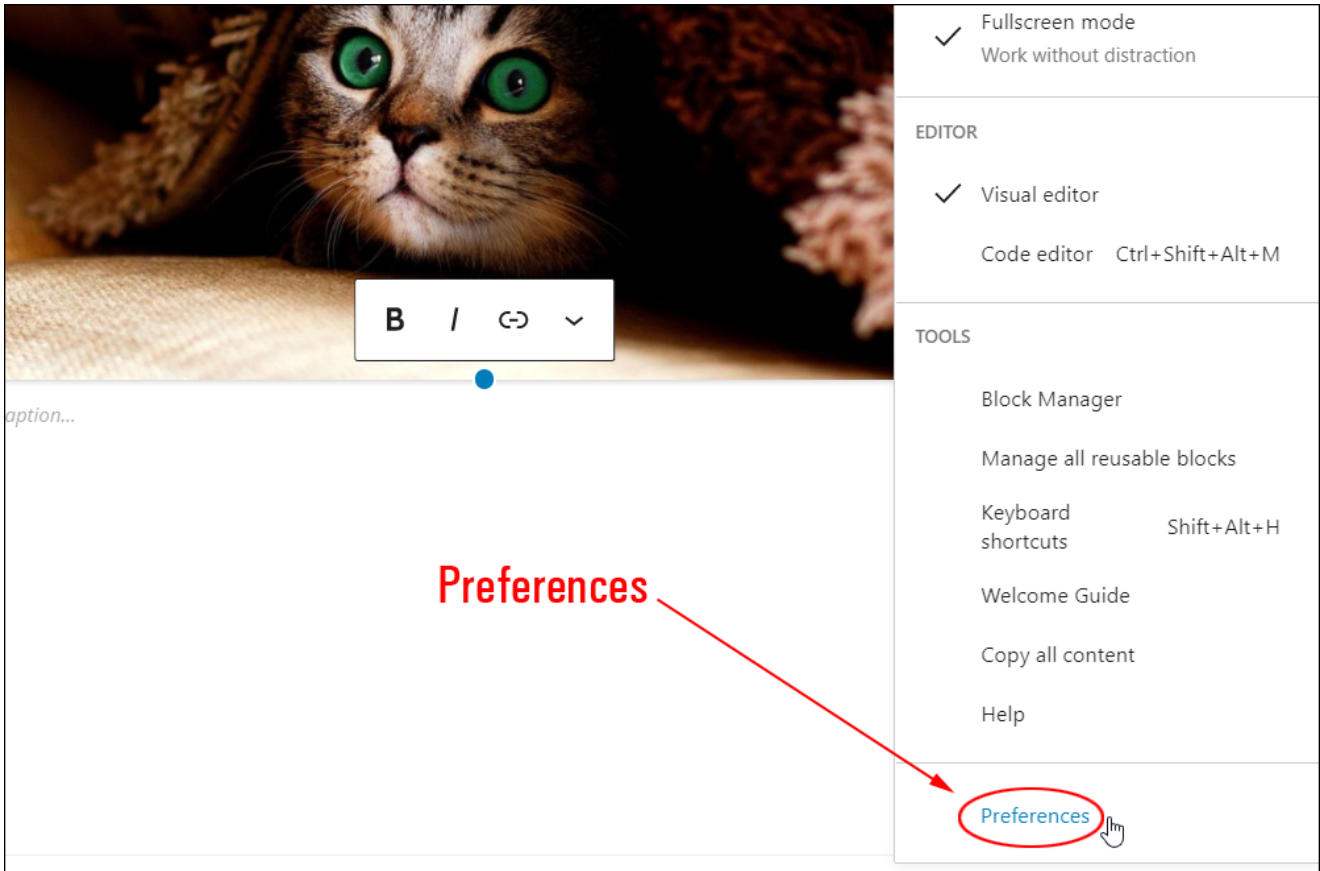
...and you will be taken to the section of the [official WordPress](#) site for the Block Editor.

The screenshot shows the WordPress.org Support page for the WordPress Editor. The page has a dark header with the WordPress logo and navigation links like 'Showcase', 'Themes', 'Plugins', 'Mobile', 'Support', 'Get Involved', 'About', 'Blog', and 'Hosting'. A search bar is present in the top right. Below the header is a blue 'Support' banner with sub-links for 'Forums', 'Guidelines', 'Documentation', and 'Get Involved', along with a 'Search forums' input field. The main content area is white and features a 'Categories' sidebar on the left with links such as 'Getting Started', 'Installing WordPress', 'Basic Usage', 'Basic Administration', 'Customizing', 'Maintenance', 'Security', 'Advanced Topics', and 'Troubleshooting'. The main heading is 'WordPress Editor'. The text describes the editor as a new publishing experience where elements are controlled via blocks. It mentions that every element has its own block and that users can focus on creating content. A section titled 'New in WordPress 5.5: #' lists updates: 'Block Directory', 'Preview enhancements', 'How to move blocks on your document (Keyboard + Drag & Drop)', 'Block Pattern', and 'Inline Image Editing'. A note at the bottom states: 'Note: We are working on the documentation and will update this page, once the pages are available.' On the right side, there is a 'TOPICS' box with sub-sections: 'New in WordPress 5.5:', 'The Editor's Workspace' (with sub-points: 'How to access the Admin Menu?', 'How to switch-off Fullscreen mode?'), and 'How Does the Block editor Work?' (with sub-points: 'Blocks', 'The Anatomy of a Block', 'Adding a Block').

WordPress provides a section on their site containing information about the Block Editor.

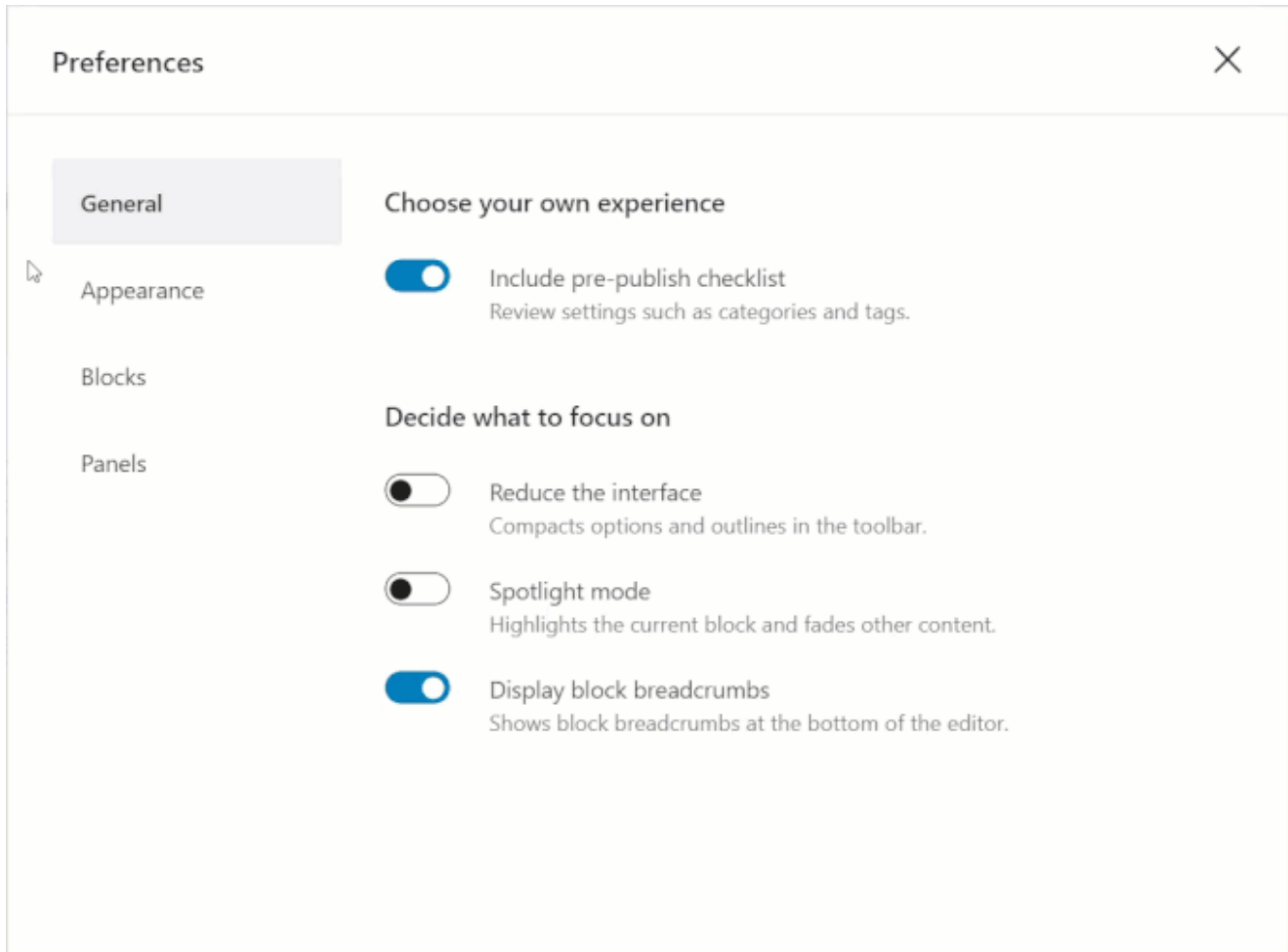
Preferences

This section provides additional options for the content editor.



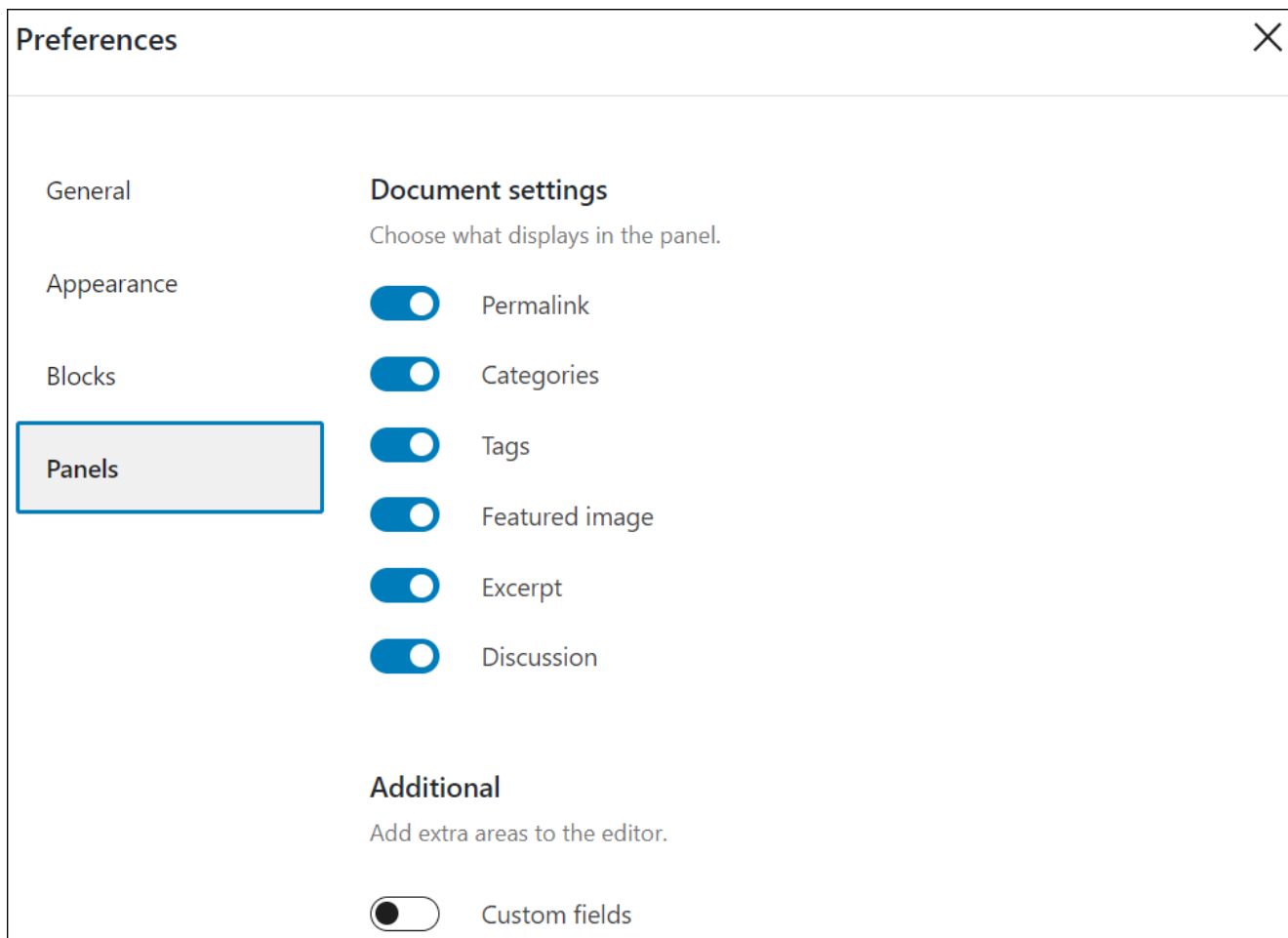
Tools – Preferences.

The features in this section can be turned on or off by selecting or deselecting various options.



Select or deselect options here to display or hide sections of the content editor like Panels.

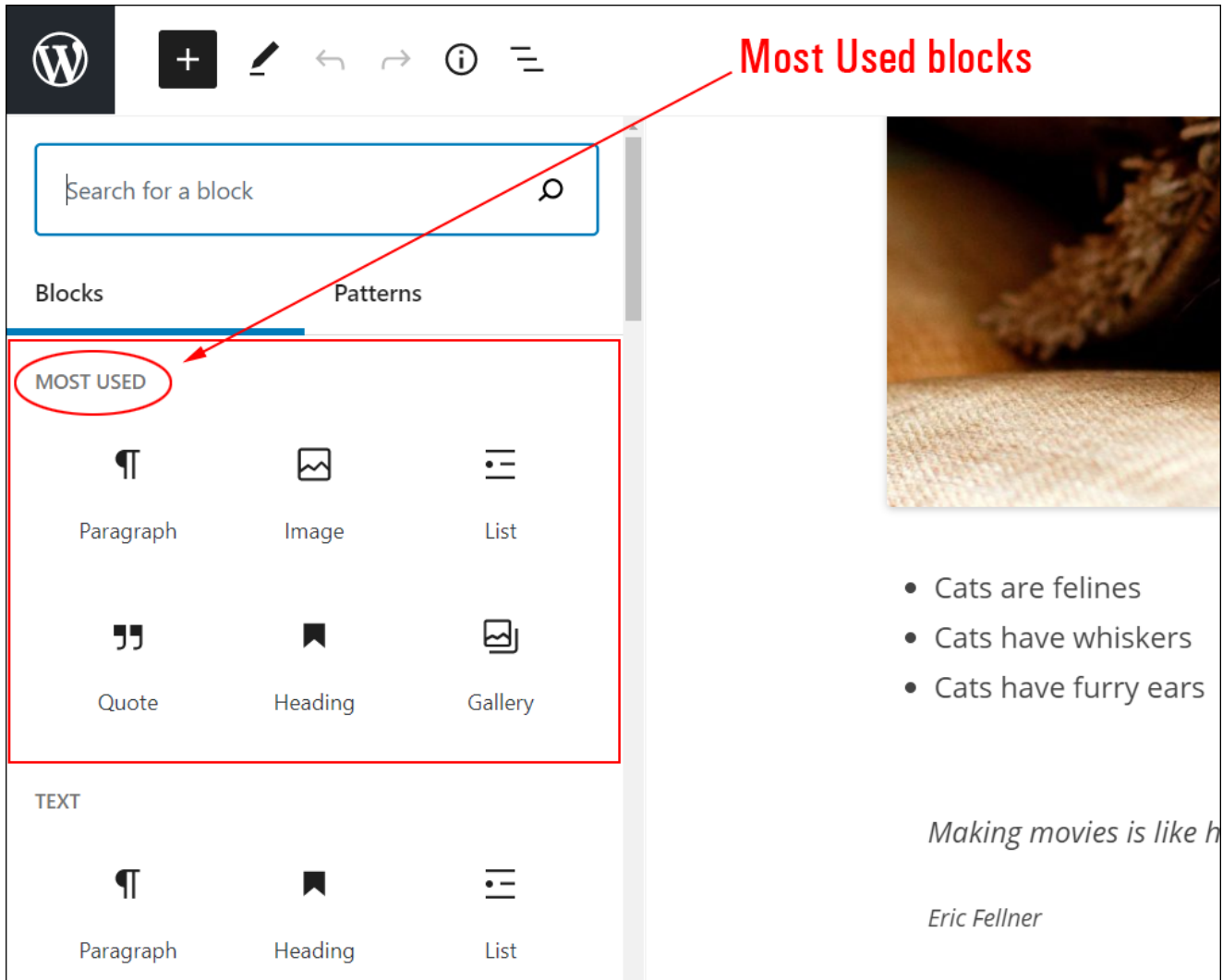
Click on the *Preferences* link in the 'Options' menu to enable or disable your post or page options.



Enable or disable panels in the Preferences – Panels section.

General

- **Enable pre-publish checklist:** Displays a pre-publish checklist and reminders to review settings such as categories and tags before publishing your post/page.
- **Show most used blocks:** Places the most frequent blocks in the block library and displays these under the Most Used Blocks category in the Add Block tool.



Most Used Blocks section enabled.

Keyboard Options

Contain text cursor inside block – Aids screen readers by stopping text caret from leaving blocks.

Appearance

Enable or disable default preferences for various appearance settings.

- **Reduce the interface:** Compacts options and outlines in the toolbar.
- **Spotlight mode:** Highlights the current block and fades other content.
- **Display button labels:** Shows text instead of icons in the toolbar.
- **Use theme styles:** Make the editor look like your theme.

Panels

Select or deselect the options in this section to choose which panel to display or hide in your content editor.

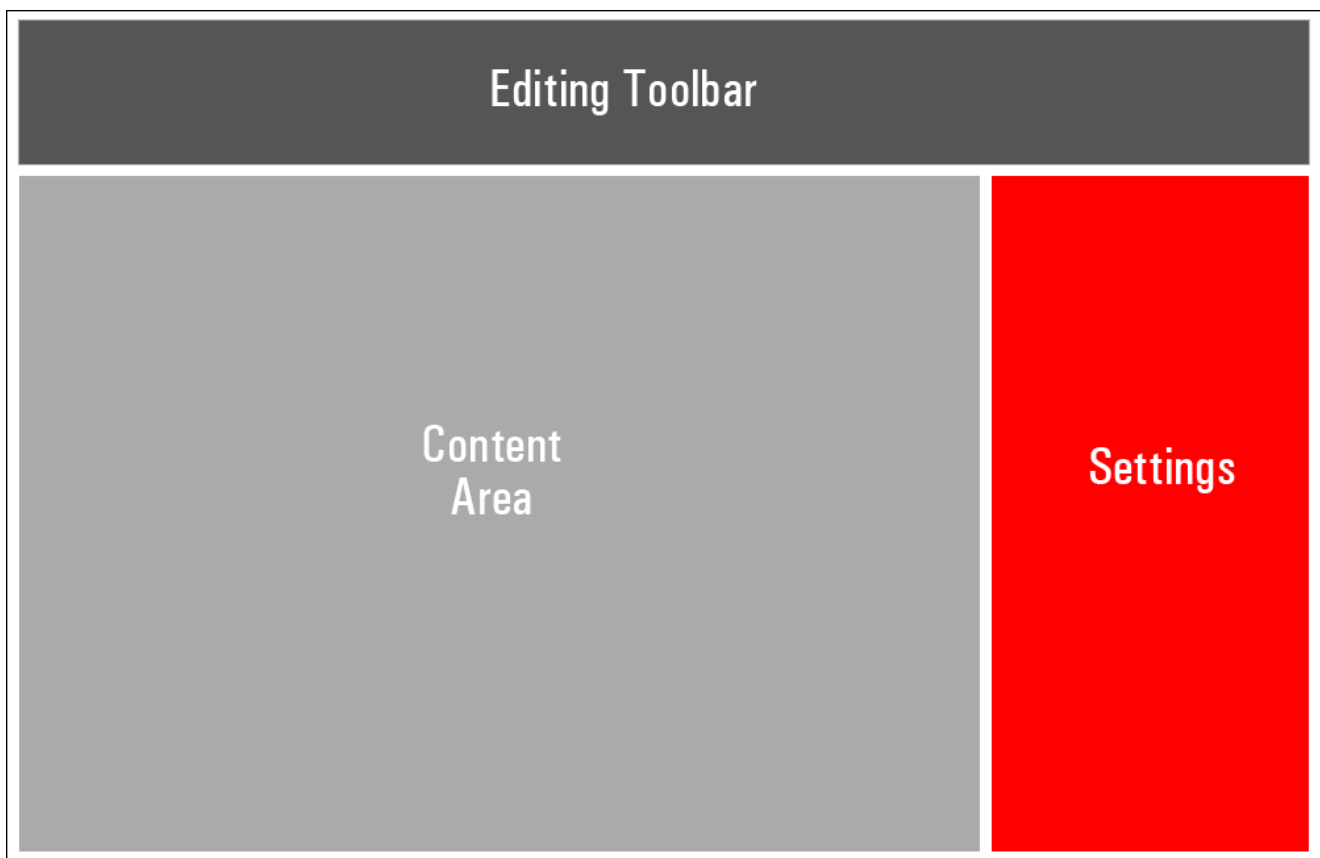
- **Permalink** (Posts & Pages)

- **Categories** (Posts only)
- **Tags** (Posts only)
- **Featured Image** (Posts & Pages)
- **Excerpt** (Posts only)
- **Discussion** (Posts & Pages)
- **Page Attributes** (Pages only)

Advanced Panels

Custom Fields – Select or deselect options in this section to display or hide custom fields. Note: If you enable this, you will need to reload your page for the change to take effect. Make sure your content is saved before reloading.

Congratulations! Now you know how to use the WordPress block editor settings section!



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

Updated: April 12th, 2023