

# WordPress Block Editor – Archives Block

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 [wptrainingmanual.com/wordpress-tutorials/archives-block](https://wptrainingmanual.com/wordpress-tutorials/archives-block)

June 10, 2020

# WordPress Block Editor: Archives Block

WordPress Training

## Tutorial Contents



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

- To learn more about using the WordPress block editor interface, go here: [The WordPress Block Editor – Content Area](#)
- To learn more about using blocks, see this tutorial: [How To Use WordPress Content Editor Blocks](#)

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## Archives Block – Description

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The *Archives block* lets you organize your previously published posts by month, allowing users to browse your older content.



The screenshot shows a WordPress editor interface. At the top, there is a toolbar with icons for adding blocks, undo, redo, help, and a menu. On the right, there are buttons for "Switch to draft", "Preview", and "Update". The main content area features a large heading "Lorem Ipsum" followed by several paragraphs of placeholder text. A list of two items, "November 2020" and "October 2020", is displayed. A red arrow points from the text "Archives Block" to the list. Below the list is another paragraph of placeholder text. An image of a desk with a laptop, keyboard, mouse, and a small potted plant is also visible.

Add monthly post archives to your site using the Archives Block.

## How To Use The Archives Block

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In this section, we'll cover:

- How to add an Archives block to your content.
- How to edit and configure your Archives block and block settings.
- How to remove the Archives block from your content.

For more details on using blocks (e.g. how to move blocks around your content), see this tutorial: [How To Use Blocks](#).

## Adding An Archives Block

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To add an *Archives block* to your content:

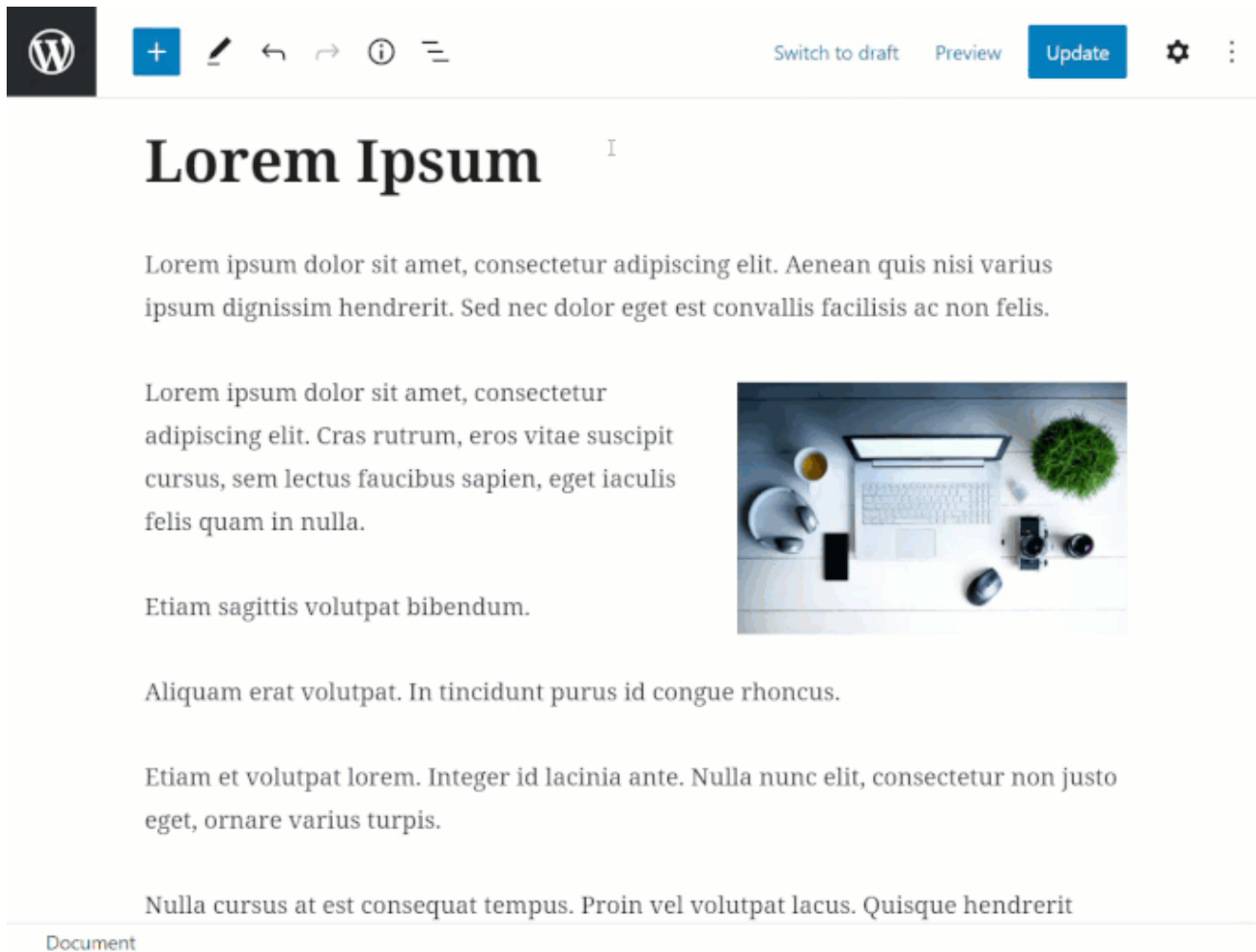
- Either:
  - Click on the Add Block tool in the **Editing Toolbar** section and select an Archives block (in *Most Used* or *Widgets* section), or
  - Add the Archives block in the **Content Area**.

- Use the tools in the *Archives Block Editor* or *Block Settings* section to edit or configure your archives.

Let's go through the above steps.

First, create a new post or page or open an existing post or page and either:

Click on the 'Add Block' tool and select an 'Archives' block...



Add an Archives block to your posts or pages using the Add Block Tool.

Or, select an Archives block using the **Insertion tool** in the Content Area.



Switch to draft

Preview

Update



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Aliquam erat volutpat. In tincidunt purus id congue rhoncus.

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Nulla cursus at est consequat tempus. Proin vel volutpat lacus. Quisque hendrerit varius nibh, id blandit purus venenatis interdum. Etiam et mi in turpis pharetra

Use the Insert tool to add an Archives block to your posts or pages in the Content Area.

After adding an Archives block, you can:

- Edit and configure the block settings,
- Save, publish, or update your post or page.

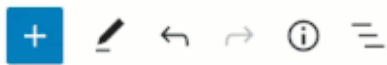
## How To Edit An Archives Block

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To edit an Archives block:

- Click inside the Archives block to select it.
- Use the *Block Editor* tools to change block alignment (left, center, right).
- Use the *Block Settings* to configure block settings (display as dropdown, show post counts).

Change the block alignment



Switch to draft

Preview

Update



felis quam in nulla.



Aliquam erat volutpat. In tincidunt purus id congue rhoncus.

- [November 2020](#)
- [October 2020](#)

Etiam et volutpat lorem. Integer id lacinia ante. Nulla nunc elit, consectetur non justo eget, ornare varius turpis.

Nulla cursus at est consequat tempus. Proin vel volutpat lacus. Quisque hendrerit varius nibh, id blandit purus venenatis interdum. Etiam et mi in turpis pharetra

Change block alignment.

Edit the Archives Block settings

The screenshot shows the WordPress editor interface. On the left, the main content area displays a block with a list of months: [November 2020](#) and [October 2020](#). Above the list is a toolbar with icons for alignment, list, link, bold, italic, and more options. The right sidebar shows the 'Block' settings panel for the 'Archives' block. The panel includes a title 'Archives' with a description 'Display a monthly archive of your posts.' Below this, there are two toggle switches: 'Display as dropdown' (which is currently turned off) and 'Show post counts' (which is currently turned on). At the bottom of the settings panel, there is an 'Advanced' section with a downward arrow.

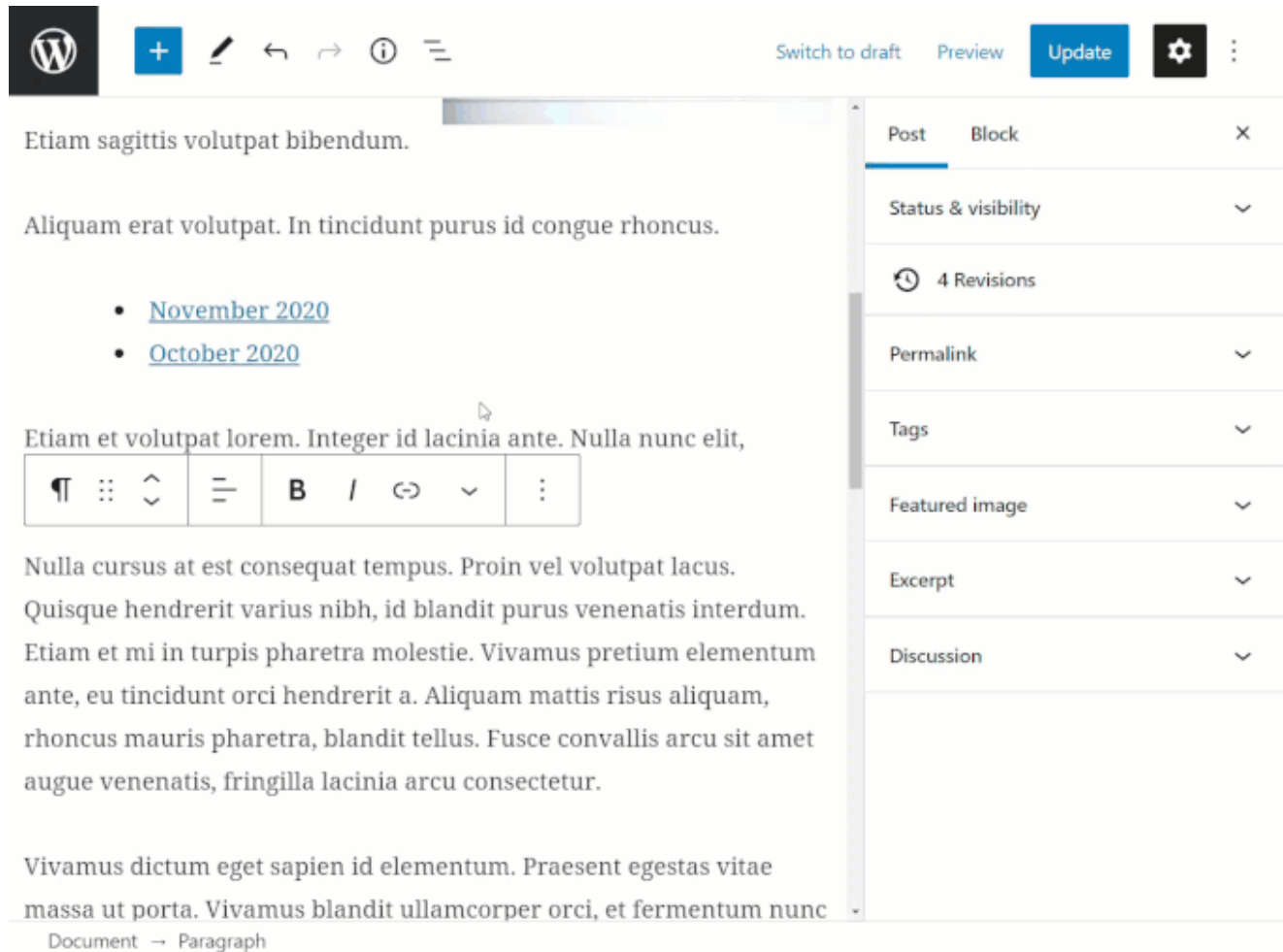
Edit the Archives block settings.

Update and publish your post or page to save your settings.

## How To Remove An Archives Block

To delete or remove an Archives block from your content:

- Click inside the Archives block to select it.
- Select the 'More Options' tool in the Block Editor.
- Click on 'Remove Block'.
- The block will be removed from your post or page.



Removing an Archives block.

*Additionally...*

- You can reposition the block using the 'Move Up' and 'Move Down' arrows or the Drag and Drop tool (see our [How To Use Blocks](#) tutorial if you need help with this step).
- You can also convert an Archives block into a [Reusable block](#).

## Archives Block Tools, Options & Settings

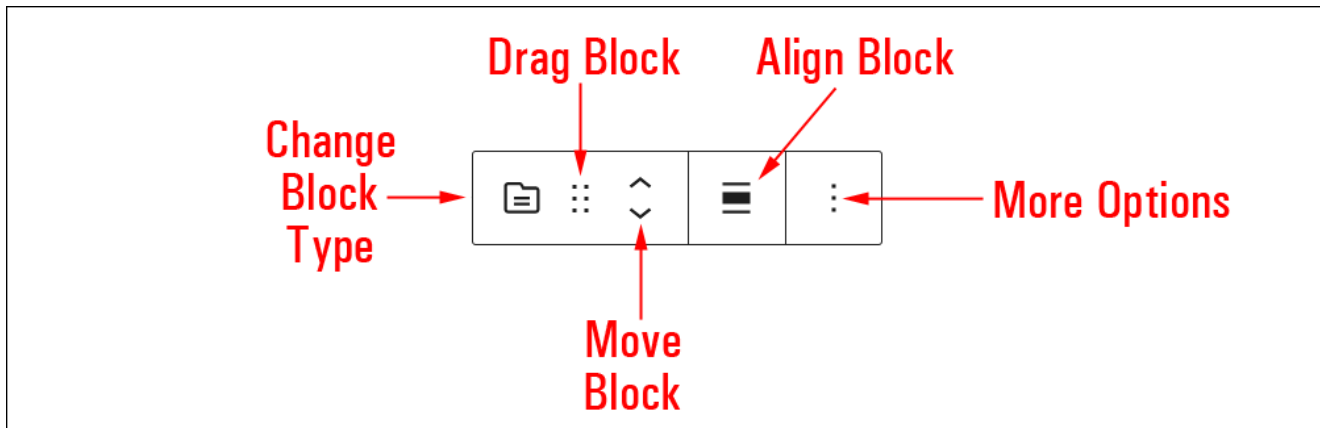
The *Archives block* includes tools, options, and settings for:

- Archives Block Editor

- Archives Block Settings

## Archives Block Editor

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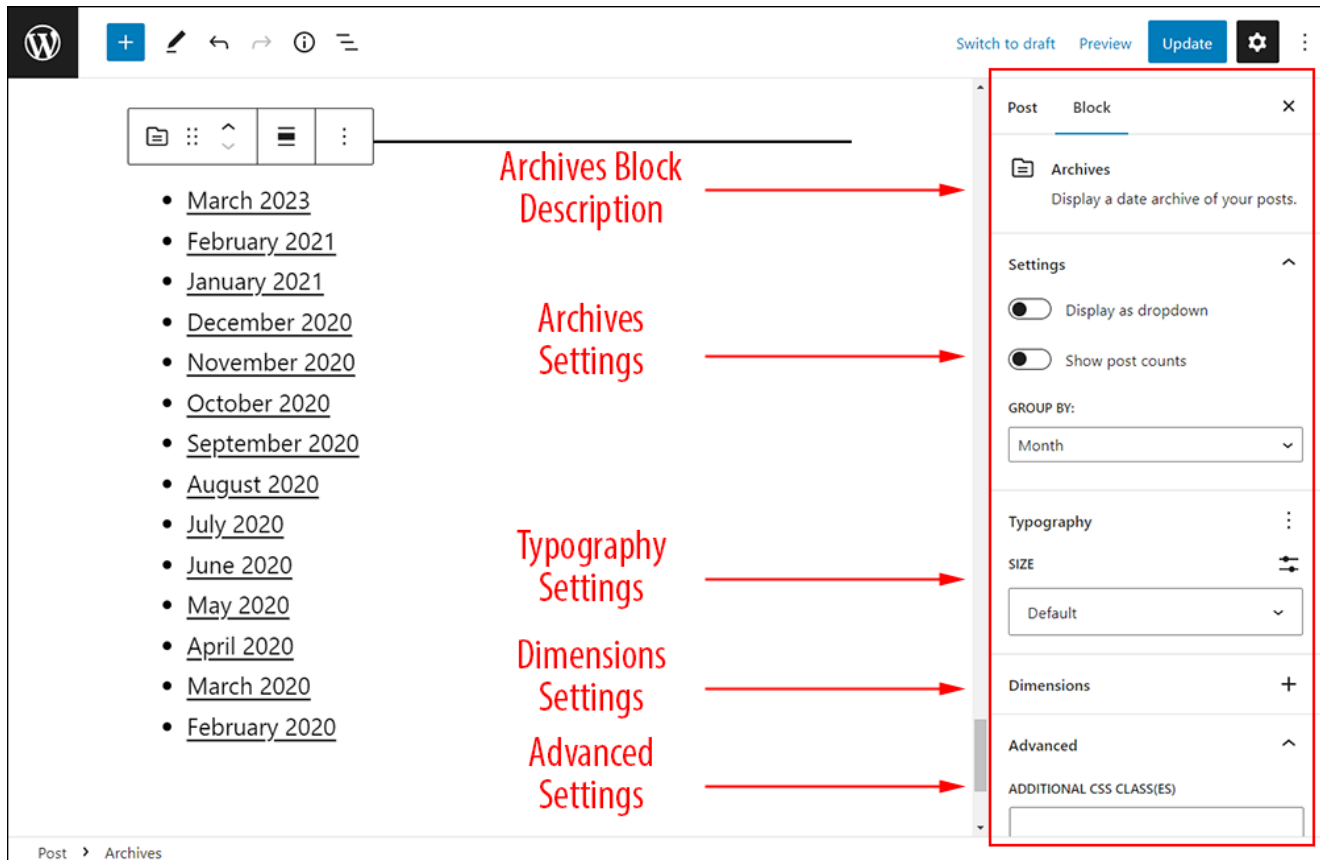
Archives block editor.

The *Archives Block Editor* includes tools that let you perform the following operations:

- **Display Block Type** (See ‘*Archives Block – Additional Info*’ section below.)
- **Change Alignment Tool**
  - Align left
  - Align center
  - Align right
  - Wide width – makes the block stick out on either side of regular content.
  - Full width – makes the block stretch over the entire width of the browser window (regular content remains within margins on either side).
- **More Options** – See [How To Use Blocks](#) to learn how to use this section.

## Archives Block Settings

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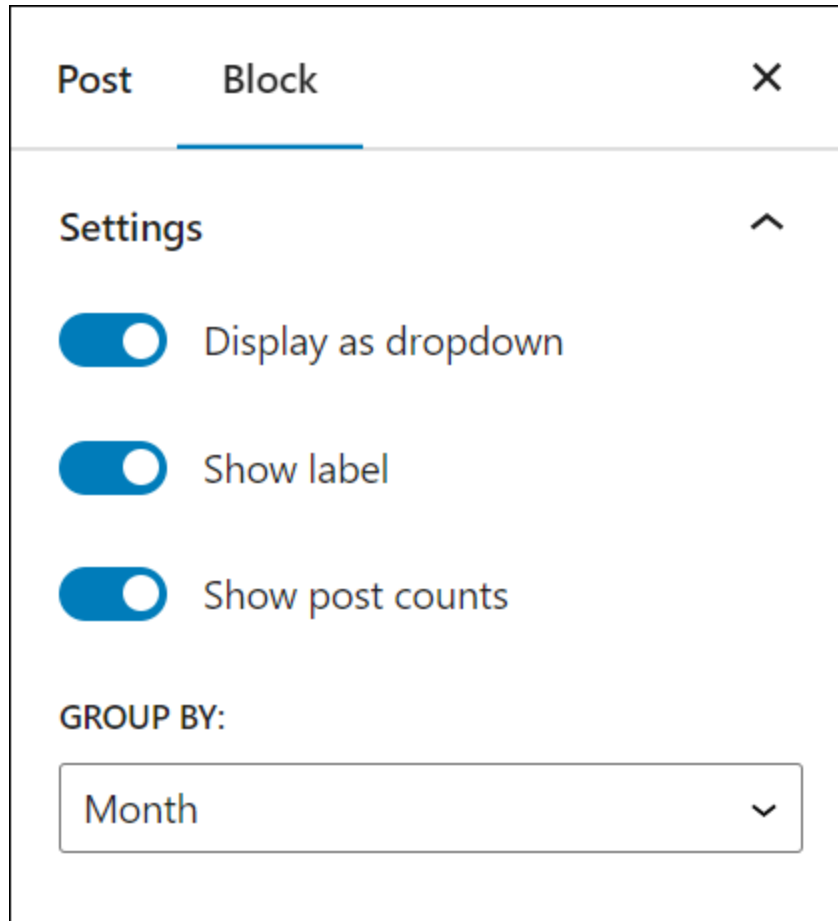
Archives block settings.

Archives block settings include:

- **Block description area**
- **Archives Settings**
  - Display as Dropdown – Turn your list of archived items from a default bulleted list into a dropdown menu.
  - Show Post Counts – Display how many posts are included in each archived period.
  - Group By: – Select whether to group the published posts by:
    - Year
    - Month
    - Week
    - Day

## Archives Settings



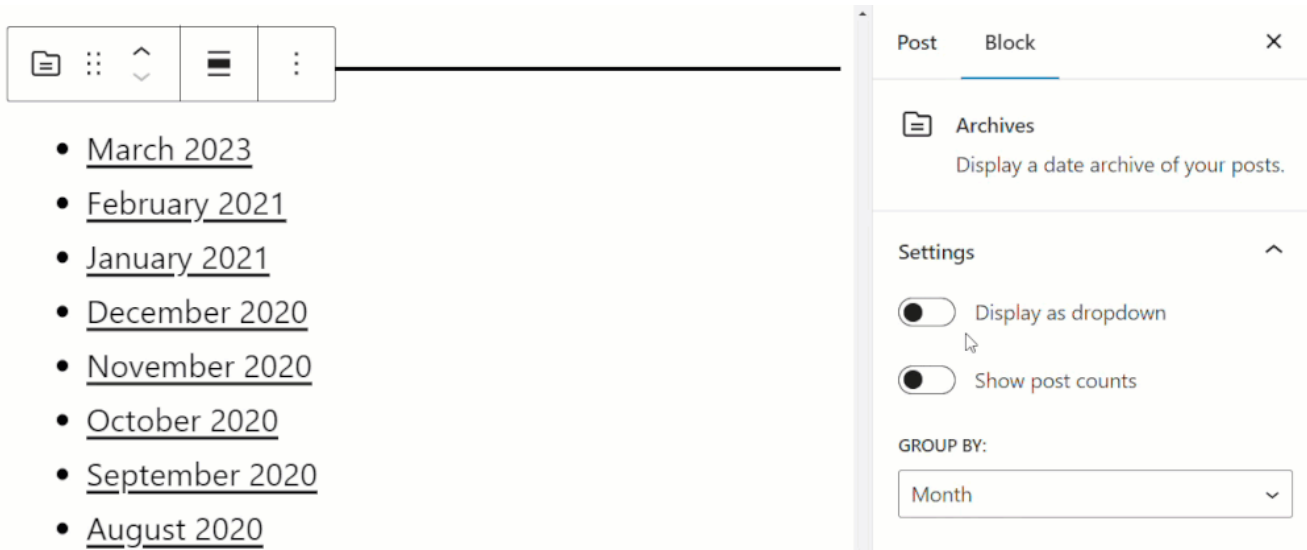


Archives Block Settings

Display Settings

Options:

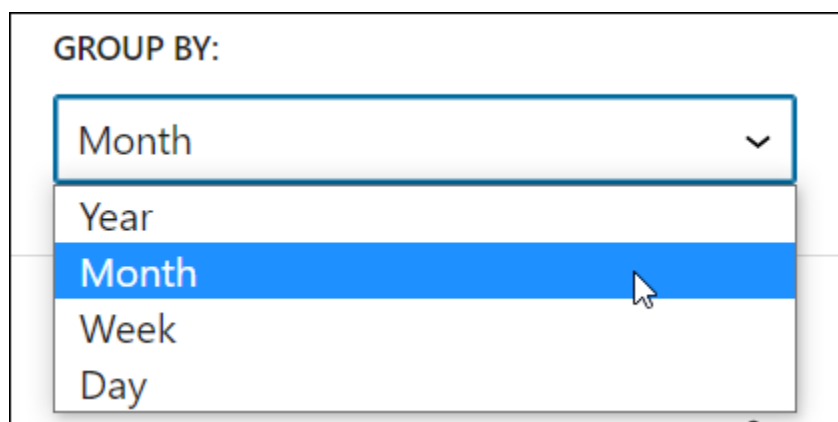
- **Display as Dropdown**  
**Show label** – If *Display as dropdown* toggle is switched to “on” you have the option to show or hide the dropdown menu label.
- **Show Post Counts**



Archives Block Settings – Display Settings

### Group Settings

Select whether to group your published posts by day, week, month, or year.



Group published posts by day, week, month, or year.

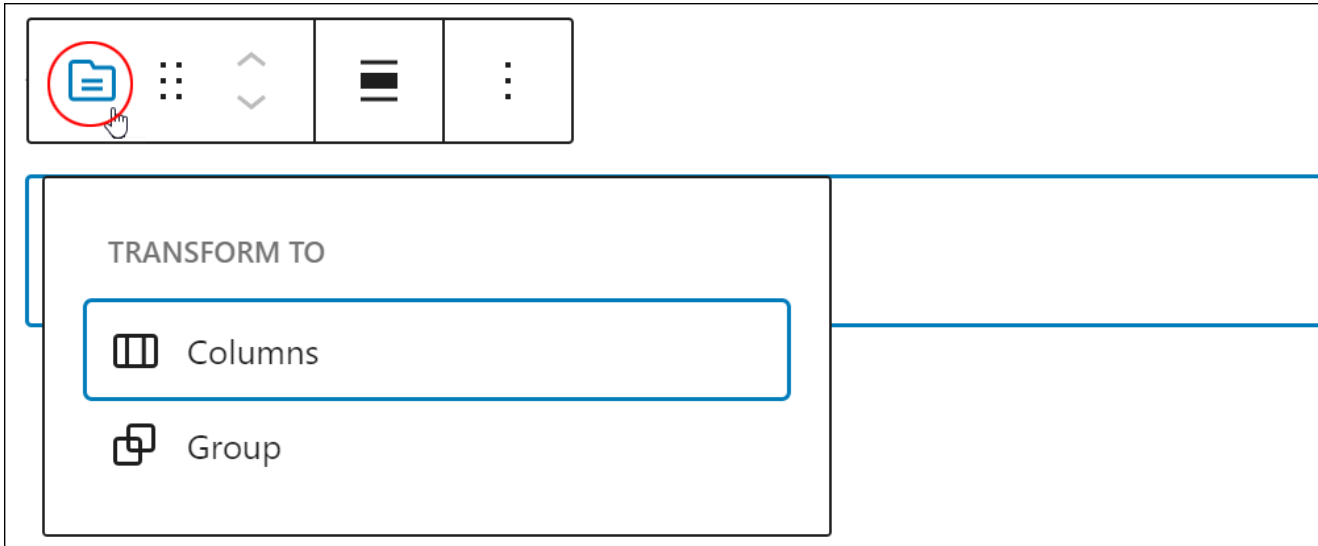
For additional settings available for the Archives block click on the links below:

- [Typography](#)
- [Dimensions](#)
- [Advanced Settings](#)

## Archives Block – Additional Info

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The *Archives block* can be converted into the following block types:



Transform an Archives block.

*Note:* Installing **plugins** or **themes** on your site may also add new functionality, options, or settings to the Archives block.

# Lorem Ipsum

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Etiam sagittis volutpat bibendum.



- [November 2020](#)
- [October 2020](#)

WordPress Block Editor – Archives Block

Congratulations! Now you know how to use the WordPress content editor’s **Archives block**.

For tutorials on how to use other blocks, go here: **[WordPress Block Editor – How To Use Blocks](#)**

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Updated: April 8th, 2023