

# Configuration Guide

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## This Guide

This guide introduces you to various aspects of your blog and explains how to customise the appearance and start to use it.

Once you have completed your customisation, and before you 'go live', you should carry out the 'Before You Go Live' section, which will remove any unwanted pages and update the menu.

You should also review the Privacy Page, which currently contains some text provided by the Guild. You should customise this to your needs.

## Introduction to Your Blog

You can use your Blog to generate, share and preserve information you collect from your family history research or as part of your role with the Guild. You do this by creating blog posts, which you can think of as articles in a newspaper, newer articles are added on top of older ones. In addition, you can create static pages with information that you want to be easily found. An example might be an About page telling people more about you and the background to your research.

**Posts:** Posts appear on your Home page with the most recent first and older posts below it. As you add a new post, the others will move down the page, although you can select to stick a particular post to the top of the page. This has been done to keep the Welcome Post in view. It is up to you whether you keep it there, but it is important to remember this is the first thing a visitor to your site will see.

You can use your Posts to share stories and photographs, ask questions, make announcements, or simply record useful information. They can contain images and links to files and other web pages. Subscribers to your blog will be notified when you produce a new Post. You can also link to the posts from an email list or Facebook group.

**Pages:** Pages are used to present more static information, such as your biography, a summary of your study, or details of how to contact you. They are not replaced or moved when you add a new post. Normally, there will be a link to any static pages in your menu.

The creation of Posts and Pages is a very similar process. The difference is in how they are accessed. When you create and publish a Post, it will appear automatically on your Home page, whereas any Pages you create are accessed from the Menu Bar and you will need to set this up.

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**Comments and Share Buttons:** Visitors can Comment on your Posts and Pages and use the social media buttons to share them. You can disable or time limit this facility down to the individual Post or Page, if you wish.

**Media Library:** Your blog has a Media Library, which is a repository for images and files that you can include or link to in your Posts and Pages. It has simple facilities for uploading new files and carrying out basic editing of images.

## Customising Your Blog

This section covers the basic customisation and personalisation that all Guild members with a personal blog will be expected to carry out, such as changing the header image and colours. If you have a Guild Postholder's blog, please do not change any of these settings, as your blog should retain a standard look. There are five further sections that describe how your blog is set up and describe more advanced customisation and use for those that wish to do this. These sections are:

- Theme and Wordpress
- Widgets and Sidebar
- Plugins
- Subscriber Management
- Examples of Use

## Logging In & Accessing the Dashboard and Customisation Panel

Before you can customise your blog, you will need to log in. In the address bar of your browser, type `https://XXXXXXXX.one-name.blog/wp/wp-admin` (where XXXXXXXX is the name of your blog). Enter the username and password you have been given. Once you have logged in, select Dashboard under the name of your blog to open the Dashboard.

Your Blog is configured from the Administrators Dashboard. This includes a panel, in black, down the left hand side of the screen. Various items in this Dashboard lead to sub menus. Navigation to elements in this sidebar will be described as 'Dashboard *menu item* – *submenu item*'.

## Site Theme

The standard theme for your blog is Primer. This has been chosen as it is simple to customise and is a responsive theme that it can be viewed on many different devices – desktop computers, laptops, tablets, and phones. There

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are other themes that can be installed but these instructions cover customising Primer.

## Changing the Appearance

You can change a number of things to alter the appearance. Open the *Customisation* panel, either directly from the top menu, or from the **Dashboard** using *Dashboard Appearance - Customise*.

Start with the **Site Identity**, **Header Image**, and **Colours**. You can select these by clicking on the name of the attribute you want to change. When you have finished making changes to an attribute, click on the left arrow at the top to return to the Customisation panel.

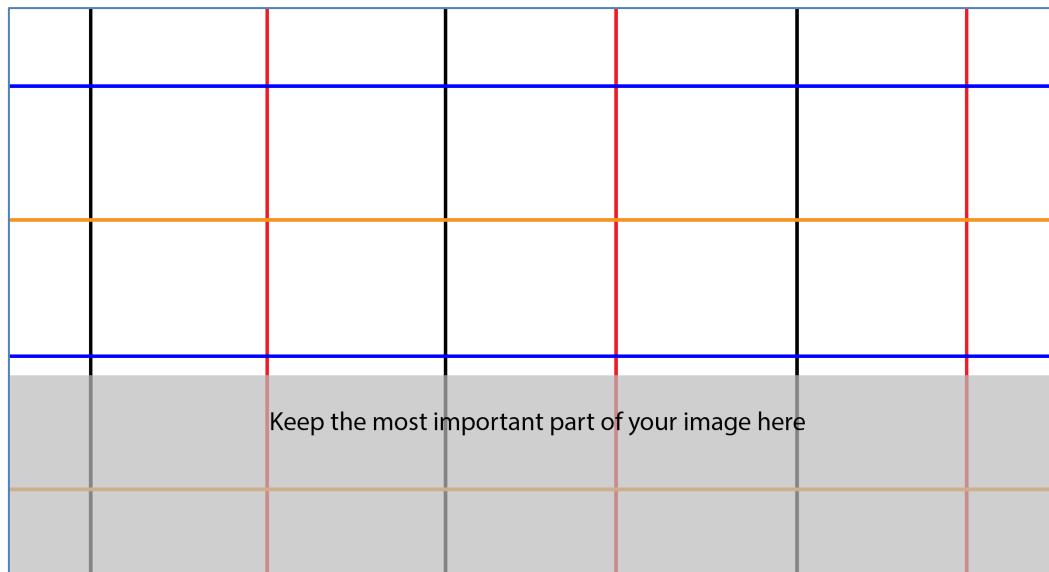
**Site Identity:** this is the text that appears over the image at the top of your blog. There is an optional tagline that appears beneath it. Type in the text that you want to display and select Publish to save it to your blog. Changes you make using this panel are not saved until they have been published.

**Footer Copyright Text:** The footer appears at the bottom of each page. It is pre-filled with “Copyright © 2020 POSTHOLDERS BLOG”. You need to update this to reflect your site title.

**Header Image:** select Header Media and scroll down to the Header Image section. You will see a number of possible images that have been pre-loaded into the Media Library. Select Add new image to be taken to the Choose Image window. Select the image you want to use, then the Select and Crop button in the bottom right of the screen. On the Crop Image window, choose Skip Cropping. You will see a preview of your chosen image on the right of the screen. It will not be installed on your blog until you select Publish at the top right of the Customisation panel.

You can try various images this way. If you want to upload your own image, it should preferably be 2400 pixels wide and at least 600 pixels deep. The preferred size for the Primer theme is 2400 px x 1300 px, but only the bottom of the image is normally shown – see the image guide below.

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Make sure you select **Publish** to add your chosen header image to your blog.

**Colours:** use the Colours tab to set the colours for your blog. The Colour Schemes option will automatically apply different colours to the background and text of your blog. You can try them out. Your changes will not be saved until you click Publish.

Once you have chosen your header image, select Colours - Header to set the colour of the Site Title and Tagline text to something that contrasts well with your image. You can see the effect immediately on your blog, but the colour will not be changed permanently until you select Publish.

One of the options under Header is Hero background and Hero Background Overlay. Selecting a colour for the Hero Background and adjusting the slider in Hero Background Overlay will allow you to apply a colour wash over your image. This may improve the contrast between your image and your site title.

Explore the other options to change the colour of the background, links, buttons etc. Be careful about using light or coloured text on a dark background as this can be hard to read apart from in headings or very short paragraphs.

**Fonts:** you can choose different fonts for your site title, headings and text in your blogs. Ensure you choose a clear readable font.

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## Setting Up Static Pages

Decide whether you want to have any static pages. It is a good idea to start with an About page with some information about yourself and your research. You may also want to have a Contact page with details of how those reading your blog can contact you. You can add further pages if you wish, or they can be added at a later date.

Select Dashboard *Pages - All Pages* to see the default pages that have been added, or *Pages – Add New* to add a new page. Beneath each of the existing pages you can see options to Edit, Quick Edit, Bin, or View. Quick Edit lets you change the Page Title, the slug (the last part of the URL for the page).

View the existing pages, make any changes that you require. Your changes will not be saved until you select Update.

Make sure you customise the Privacy Page to your requirements.

Delete the pages that you do not want to use.

### Writing an Introductory Post

From the Dashboard select Posts – All Posts to see the existing Welcome post. Edit this as you wish, then select Update to save your changes. When you want to add more posts, this is done with Posts – Add New.

### Customising the Menu

Once you have set up the pages you require, you need to make sure the menu is correct. From the Dashboard, select Appearance – Menus. If you have deleted some pages, remove the link to them in the Menu by clicking on small down-arrow next to the menu item and selecting Remove. If you have added any pages you can add them to the menu by selecting the checkbox next to the page name in the box on the left. You can move menu items up or down, and make them sub-menus.

Once you have made the changes you require, select Save Menu at the top right of the window.

### Replacing the Guild Badge with Your Name and Image

The blog is designed to have your photograph at the top of the right-hand sidebar. Readers like to see an image of the person who is writing the blog. Ideally you need a photograph of 180 x 180 pixels. Upload this to the Media Library from the Dashboard, using Media – Library – Add New.

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The image will be placed in what is called a widget. Select Dashboard, *Appearance – Widgets*. Look under Sidebar for Text: Member Name. If you cannot see this, click on the small down-arrow to open the contents of the Sidebar.

Click on the down-arrow next to Text: Member Name to open the Widget. Replace the title with your own name. Select the image of the Guild badge and then the small pencil (Edit) icon to open the Image Details window. Click on Replace to replace the badge with your own photograph. Select your photograph from the Media Library and then Replace. When you are back to the widget, click Save to save your changes.

Still in the widget, you will see text below the image. Replace the bracketed text where appropriate. If you prefer you can rewrite the complete text. Select Save to save all the changes to the widget.

### Before You Go Live

Once you have personalised your blog to your satisfaction, there are a few ‘housekeeping’ tasks you should complete before your blog goes live.

Towards the bottom of the Dashboard you’ll see Settings and clicking on it will open a submenu. Leave the settings as they are, except these:

**General:** Ensure the email address is set to the one you want to use and, Under Membership, ensure ‘Anyone can register’ is checked. The site Language is set to English (UK), and the Time Zone is set to London. You may need to change these to match your location.

**Writing:** The ‘Default Post Category’ is set to Post. Post is the only category defined. If you wish to categorise your Posts by subject, you can create Categories. Categories are set and managed from Dashboard *Post – Categories*.

**Reading:** Leave these settings unchanged.

**Discussion:** These settings define how Comments are handled. Leave the settings unchanged but it is important that you review them. The default settings state that you will be emailed whenever a Comment is received or held for moderation. Anyone can comment, but comments are held for moderation and only placed on the website when you Approve them. However, once you have Approved a Comment from a user, that user’s future comments will be accepted without being held.

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The final three settings groups, Media, Permalinks, and Privacy should be left unchanged. Make sure you have reviewed the Privacy Policy Page that was provided.

**Your Profile:** Dashboard *Users – Your Profile* will open your Profile. You should update this to give your email, name, nickname, photo, and biographical details as required. Only the email and nickname are required. Whatever is shown in the 'Display name publicly as' field will be your name on notifications of your Posts. The choices are limited to the administrators' nicknames.

**Cleanup Pages and Menus:** Once you have reviewed the sample Pages and decided on those you wish to keep you should delete all other Pages. From Dashboard *Pages - All Pages* select Pages you don't want and select Delete from the available actions. Then update your Menu. From Dashboard *Appearance - Menus* select the down arrow in the Page you wish to remove to expand it, and then select Delete. You should also check the sequence of any remaining Pages is to your satisfaction.

### Update the Welcome Post

From the Dashboard, select *Posts – All Posts*. There is one post provided, **The Welcome to My Blog** post. This post is defined as 'sticky' so it will always be at the top of your Home page. It is currently a welcome to you, the new blog owner, but if you wish to keep it you should select edit and turn it into your welcome to your visitors. It also uses a technique to show all the post in the Home page, rather than the first two lines. This method uses the Excerpt box and is described in detail in the **Examples of Use** section.

**Test Your Site:** Under the name of your blog there at the top left, select Visit Site. Check that your blog looks the way you want, and the menu works correctly.

## Using Your Blog

### Creating a New Post

From the Dashboard, select *Posts – Add New*. Give your post title and add the contents. The post is divided into 'blocks', which are of different types, such as heading, paragraph, list, image etc. You add a new block by selecting the small plus (+) sign to the right.

You will see a small Settings icon at the top right. Selecting this opens a panel on the right-hand side. Within this panel you will find options to stick the post to the top of your page, to set a permalink/slug to use, rather than just a

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post number, and also to select a Featured Image. Selecting a Featured Image will add this to the top of your post and the image is also used when you share a link to the post on social media. The image needs to be a suitable size.

If you want to share the post, for example on social media or in an email, you may find it helpful to give it an easily remembered URL. In the Document panel select Permalink. You can also set this by changing the slug under Quick Edit.

### Media

All images that you use on the blog are saved in Media Library. You access this from the Dashboard *Media - Library*. It currently contains several images and a PDF file containing a copy of this guide. Two of the images are the Guild banner and button, used to advertise the site as hosted by the Guild. These must be retained.

You will also see images that can be used for your Header Image which appears in the site banner. You can delete this image when you have provided your own header Image.

New images can be uploaded from your computer by selecting Add New.

### Featured Images for Posts

If you want to add a Featured Image to use in a post, the best size is 1200 x 628 pixels. Upload this to your Media Library and then add it to the post.

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## Theme and Wordpress

You will have already carried out the essential customisation of Wordpress and the Primer theme. This section goes into more detail on what is available.

Customisation of the Primer Theme offers the following options:

1. Site Identity. The following items can be set:
  - Site Title: The name of your blog.
  - Tagline: A subtitle for your blog.
  - Footer Copyright Text: This appears at the bottom of each page, and normally includes a copyright statement.
  - Site Icon: This is a symbol that will appear browser tabs, bookmark bars, and within the WordPress mobile apps. It has not been set.
  - Display theme author credit, and Display Privacy Policy link are checked.
2. Layout is set to Fluid to optimise for different sized screens.
3. Colours: This allows you to set a Colour scheme for the site, and to control the colours of the Header, Menu, Buttons, Content, Footer, and Block Editor (Colour Palette). The Content includes Heading text, Primary text, Secondary text, Link text, Page background and Content background. These can be adjusted to a style you feel comfortable with.
4. Fonts: Fonts can be set for various types of text. All are set to Open Sans unless you have already changed them.
5. Header Media: The Header Image is the photo that appears in your banner. You should have already set this, but you can update it whenever you wish. To do this you need to upload an image of your choice to the Media Library, crop it to the requisite size and then select it as the Header Image.
6. Background Image: This would place an image on you Pages, behind the content of the page. No image is set, but you could add one if you wish.
7. Menus. When you create Pages you can add these to menus and sub-menus that appear under your banner. They can be customised at any time from the Dashboard *Appearance – Menus*.

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8. Widgets: Widgets appear in your site Sidebar. These can be customised from the Dashboard *Appearance – Widgets*. The template Widget selection is discussed on the Widgets and Sidebar sub page.
9. Home page settings: Is the Home page the blog or a static Page? The default is to show Posts, with most recent first. There is a draft Welcome Post which is sticky, so it will always appear at the top of the Home page. It is also expanded so the whole post is shown, rather than the first 3 lines.
10. Additional CSS (own code). Not used. You are unlikely to need it for a standard Blog.

WordPress settings are accessed from Dashboard *Settings*. The Settings submenu includes a number of sections. The default settings, and the settings you have already made are adequate for most users but you free to review them and make changes if you think they are appropriate.

### Widgets and the Sidebar

The Sidebar sits on the right hand side of each Page of your site, unless you have chosen in Settings to move it to the right. It is present at all times so it is a useful place to put information you wish to be constantly visible. Its content consists of Widgets.

You can manage your Sidebar from the Dashboard *Appearance – Widgets*. The Widgets page has the current contents of your Sidebar down the right, and the available Widgets on the left. Some Plugins add additional widgets.

To place Widgets in the Sidebar simply drag them from the left to the right. You can also drag them up and down the Sidebar to reorder them. To edit a Widget in the Sidebar click on the downward arrow on the right side of the Widget and it will expand to allow editing.

The initial set of widgets is as follows:

- A Text Widget titled 'Member Name' containing the Guild button, and some examples of text that introduces the Blog and its owner. You should replace the Guild button with a photograph of yourself, and amend the wording as appropriate. Upload your photograph to the Media Library and then edit the Widget. The Add Media button will allow you to select your photograph from the Media library.
- A Custom HTML Widget containing the Guild logo and information about the Guild.

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- A Search Widget. This lets a visitor search your site for any keyword or phrase.
- A Subscribe Widget provided by the Subscribe2 Plugin. It provides Subscribe and Unsubscribe buttons. The associated wording can be edited. When you are logged on as an Administrator there is wording that your subscriptions are managed from your Profile. This is accessed via the Dashboard *Subscribe2 – Your subscriptions*. To see what a visitor would see access the site as a user.
- A Recent Posts Widget that lists your most recent Posts with the most recent at the top. The number shown is customisable, and set to 10.
- A Recent Comments Widget that shows the most recent Comments. The number shown is customisable, and set to 5.
- An Archive Widget that gives access to old posts. It is titled Old Posts by Month and is set to give a drop down showing the number of posts in each month. If you select a month the Posts for that month will show in your Home page.
- A Text Widget entitled Links showing how you could construct a list of links to related websites or parts of your site. The examples are a link to the Plugins page and a link to the Guild website. You should either repurpose this Widget, or remove it.
- There are three Counts widgets, one giving the number of Subscribers, one from the Page Visitor Count Plugin giving Visitor counts, and one from the Akismet Plugin giving a count of SPAMs blocked.
- A Meta Widget that gives some useful links.

You are free to add and remove Widgets as you wish, except for the first Text Widget with information about the site, the HTML Custom Widget with the Guild logo, and the Meta.

## Plugins

We have installed a set of WordPress Plugins to provide basic security and functionality for your Blog. We have also installed, but not Activated some additional Plugins you might wish to consider. There are numerous other Plugins available from WordPress you are free to use to expand your site, provided you remain within Guild guidelines.

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There follows a description of the installed Plugins, along with any options selected, and any outstanding actions required. The Plugins are:

## Security and Performance Plugins

**Akismet:** The purpose of Akismet is to protect your site from SPAM, particularly in the Comments that can be made on your Posts and Pages. Comments from new addresses will be held for moderation by you, but once you have Approved one Comment from an address, further Comments will be automatically Approved (note: these settings are customisable). Akismet will save you a lot of effort.

However you will need to activate Akismet and set up your own, free Personal non-Commercial Akismet account, and obtain your unique API key. The process is as follows:

- In the Dashboard *Plugins – Installed Plugins*. Select Akismet from the list and click on activate. You will see the Activate settings page with the old API key. Select the option Disconnect Account.
- You are now invited to Set up your Akismet Account. This takes you to an Akismet Account setup screen in a separate tab.
- Select Personal Account.
- Although a personal account is free but you will be asked for a voluntary payment of £27/year. There is a slider to adjust the amount. Move it all the way to the left so it says £0/year and the payment details fields disappear.
- Fill out the email, first and last name, and URL fields, and check the three boxes to confirm your site has no ads, doesn't sell products, and doesn't promote businesses. Then press Continue with Personal Subscription.
- A verification code will be sent to the email address you entered above. Copy and paste this into the box provided.
- A sign up complete screen is presented with further instructions. A further email will be sent with your API key.
- Return to the tab with your Akismet settings screen and select 'manually enter API key'.
- Copy and paste the key into the settings screen.

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- Make any other desired settings changes. You might want to check the box to show the number of approved Comments from each Comment author.
- Save the changes. Your Akismet is activated.

Should a SPAM comment get past Akismet you should mark it as SPAM so Akismet can learn. Also you should regularly (weekly) check your SPAM folder for any genuine comments and mark them as 'not SPAM'. This will make Akismet more accurate.

**Limit login attempts reloaded:** This limits the number of login attempts from an IP address allowed. The default settings are 4 attempts allowed before a lockout of 20 minutes. Four lockouts results in a 24 hour lockout. These can be altered but the defaults work OK. The only relevant logins are yours, and any associate administrators/publishers', to the WordPress Administrator's Dashboard. Registration and passwords for users are not implemented in the Template.

**LiteSpeed Cache:** This improves page caching performance. No action is required.

**Wordfence Security:** This provides a Firewall, and anti-virus, and anti malware scanning. A summary of threats it has encountered in the previous week is presented on the Dashboard. It also has its own Dashboard giving access to greater detail.

The only action necessary is to change the email address for Wordfence notifications to your own. This is found in Dashboard *Wordfence – All Options*.

**reCapture:** This puts a reCapture object on any form, including Comments, that users may use to communicate with you. It is in the form of a "I am not a Robot checkbox". It is installed but not Activated. You may wish to consider this if you add a Contact Form to your site (see **WP Forms Lite** in the Functional Plugins section).

### Backup Plugin

**Updraft Plus:** Your site will automatically be backed up daily, and backups will be kept for 31 days. However you may wish to keep your own backups in a safe place of your own choosing. Updraft Plus has been installed and activated, and can be accessed via the Dashboard Settings – UpdraftPlus Backups. Simply click the Backup Now button on the Backup/Restore (default) tab to perform a manual backup to the Guild's server.

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Your backup will be listed on the Backup/Restore page along with a Restore button, and access to the backup log. Simply press the Restore button to restore the backup. You will be offered a selection of components to restore. If in doubt check them all, click Next, and then click Restore. When the restore is complete and you are happy with it, click Delete Old Directories. Additional restores will not be possible whilst these exist.

If you wish to backup to your own storage, such as a Dropbox, select the Settings tab. Here you will be presented with a range of options. Select the one that represents the storage you have access to, and follow the instructions (these will vary depending on the storage you choose).

You can also use the Settings tab to set up scheduled backups.

### Functional Plugins

**Subscribe2:** Subscribe2 allows you to maintain a list of Subscribers to your Blog. It is described in detail on the **Subscriber Management** Page.

**WP Forms Lite:** This allows you to design forms to allow users to contact you, login to your site etc. It is installed but not activated. You can activate it if and when you wish.

**Sassy Social Share :** This Plugin provides sharing icons to provide links to social media. There is a large number of icons to chose. The initial set of links chosen is:

- Facebook
- WhatsApp
- Twitter
- LinkedIn
- Mail
- Print
- Facebook Like
- Tweet

There are options for a static and a floating set of icons. In the initial configuration the static icons are placed at the bottom of Pages and Posts, and the floating icons are disabled. Share counts are enabled. This can be reconfigured as you wish.

### Activity Plugins

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**Page Views Count:** This allows you to place a visitor count on each Post and Page, and a count of site visits in the Sidebar. It is set to show on Posts and Pages. This can be changed for Posts or Pages, and overridden for individual Posts or Pages.

## Subscriber Management

Subscriber functionality is provided by the **Subscribe2** Plugin. It includes functions to build a list of subscriber email addresses, allow users to subscribe to, and unsubscribe from the email list, and distribute notifications of Posts to subscribers.

Go to Dashboard *Subscribe2 – Settings* to manage the Subscribe2 settings. There are a number of tabs, and the current settings are as follows:

**Email Settings:** These settings control the sending of emails by the system. They are set so it will send you a notification whenever anyone subscribes or unsubscribes. Email notifications of new posts are sent daily (if there are new posts), and are from the Post Author. This will be the Display name set up by each author in his Profile.

**Templates:** These templates define the emails that are sent by the system to notify a new post, request confirmation of a subscription request, and a reminder to unconfirmed users. The only change to the default format is to hardwire the URL of Standard Template into the notification email. This will need to be updated to your site URL. You are free to amend the rest of the text if you wish.

**Registered Users:** Initially you will be the only Registered User, but if you allow users to register and login to your site, or you appoint a co-administrator, or additional Post authors, this list will grow. Then you can specify if they are to be offered the option to also be subscribers. The only option of interest initially is the second from last option, to place a subscribe option on the Comment form. This set to Yes, Before the Comment Submit Button.

**Appearance:** These settings control where the Subscribe tools appear. The three that are checked are:

- Show the Subscribe2 button on the Write toolbar. This gives the option, when writing a Post, to suppress the sending of an email.
- Enable Subscribe2 widget. This widget is then placed in the sidebar where it provides a Subscribe / Unsubscribe interface.

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- Enable Subscribe2 Counter widget. This widget can then be placed in the sidebar where it displays the number of subscribed users.

**Miscellaneous:** This area has some useful links, and an area to enter domains you wish to bar for public subscriptions.

In addition to settings the Subscribe2 heading in the Admin side bar gives access to three other pages:

**Your Subscriptions:** This allows you to manage your own subscriptions. If you continue with the preset option to send notifications emails daily you only have the option to turn them on and off. However if emails are sent for individual Posts then you can control what is received by Post Category. Only one Post Category is defined in the initial setup. This is called Post, and is the default category for all Posts. New Categories can be added from Post – Categories in the Dashboard.

**Subscribers:** This page provides lists of your Registered and Public Subscribers. You can also perform bulk actions such as add and delete subscribers, and for public subscribers you can toggle between confirmed and unconfirmed.

**Send Email:** Here you can compose an email and send it to any combination of public and registered subscribers, and users.

## Examples of Use

There are sample Posts, Pages, and Images on your Blog to demonstrate the various ways you can grow your content. This page will describe them.

### Media

The Media Library is accessed via the Dashboard *Media – Library*. It is where you collect images you wish to include in Posts, Pages or the Sidebar on your site, as well as those that support your customisation.

Two of the images are used in the page **Some Pictures** to demonstrate the inclusion of pictures in a Page or Post. They can be deleted once you have deleted, or changed that page.

### Posts

The Posts item in the Dashboard has 4 subheadings, All Posts, New Posts, Categories and Tags.

**All Posts:** This lists all posts on your site, and allows you to edit or delete them. There is only one post provided, **The Welcome to My Blog** post. You should have updated this to be a welcome to **your** blog.

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**Add Post:** This gives you access to the WordPress Block Editor where you can construct a new post.

**Categories:** You can define subject categories and assign Posts to different Categories. This is where you can manage those Categories. Only one Category, Post, has been defined, and it is the default.

**Tags:** You can also assign Tags to Posts. However none have been defined so far.

## Post Appearance

The premier theme places the first two lines of each post on your Home page, followed by a **Read More** button. If you would like more, or even all of a post (including any embedded media) to appear on the Home page you can achieve this as follows:

- Click on the three dots in the top right corner of the Post edit screen, and select the Code Editor from the resulting panel. This shows an HTML version of your post.
- Select and copy the portion of your Post you wish to appear on the Home Page.
- Select Document in the side panel, and scroll down to the Excerpt box.
- Paste the portion of your post into this box, and Publish your Post as normal.

## Block Editor

The Block Editor is standard WordPress editor for Posts and Pages. It provides different types of Blocks for you to construct your output, including headings, text, lists and images. There are tutorials on the web on using the Block Editor, such as [this](#). Here I will just introduce a couple of tricks.

**Code Editor:** If you click on the three dots in the top right corner of the editor screen you get a drop down that includes the ability to switch between the visual editor you normally work with, and a code editor which gives you access to the underlying HTML. If you are confident with HTML you can work at this level.

If you type / as the first character of a new block you will get a drop down of the available types of Block. One of the choices is the Classic Editor, which is the editor WordPress used before the introduction of the Block Editor.

## Pages

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The Pages item in the Dashboard has 2 subheadings, All Pages, and New Page. These behave much the same as the equivalent subheadings for Posts. There are also three existing Pages designed to demonstrate useful techniques.

## **Content Page**

This page gives two examples of linking to a PDF file. In each case the file must be in the Media Library.

## **Some Pictures**

This page shows a page with 2 pictures that have been included using an Image Block.

## **Configuration Page**

This Page links to its subpages using the link symbol in the top toolbar.