

SOCA Website Block Editor

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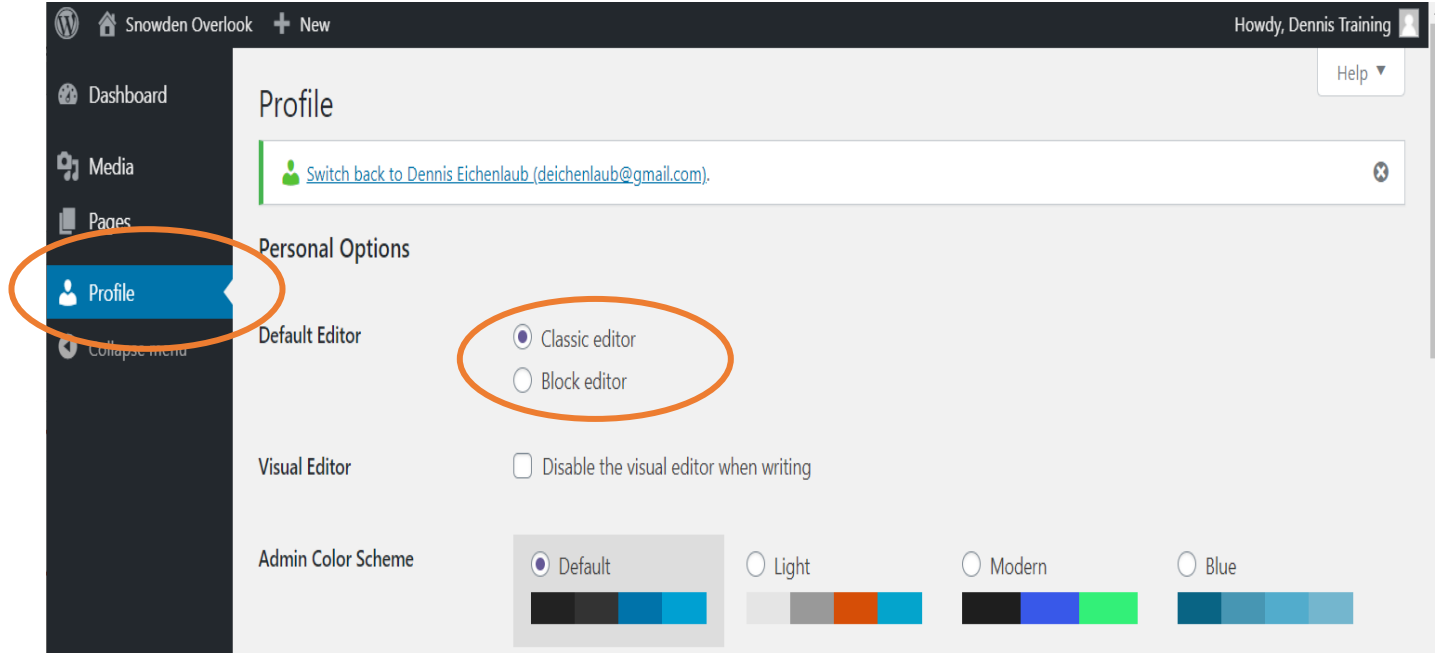
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What are we Changing?

- Classic Editor
 - This is what we are using now
 - Requires a special plugin
 - Used on less than half of all WordPress sites
- Block Editor
 - Sometimes called Gutenberg
 - Feature rich for complex page layouts
 - Easy use for simple pages
 - Very easy for adding content such as minutes

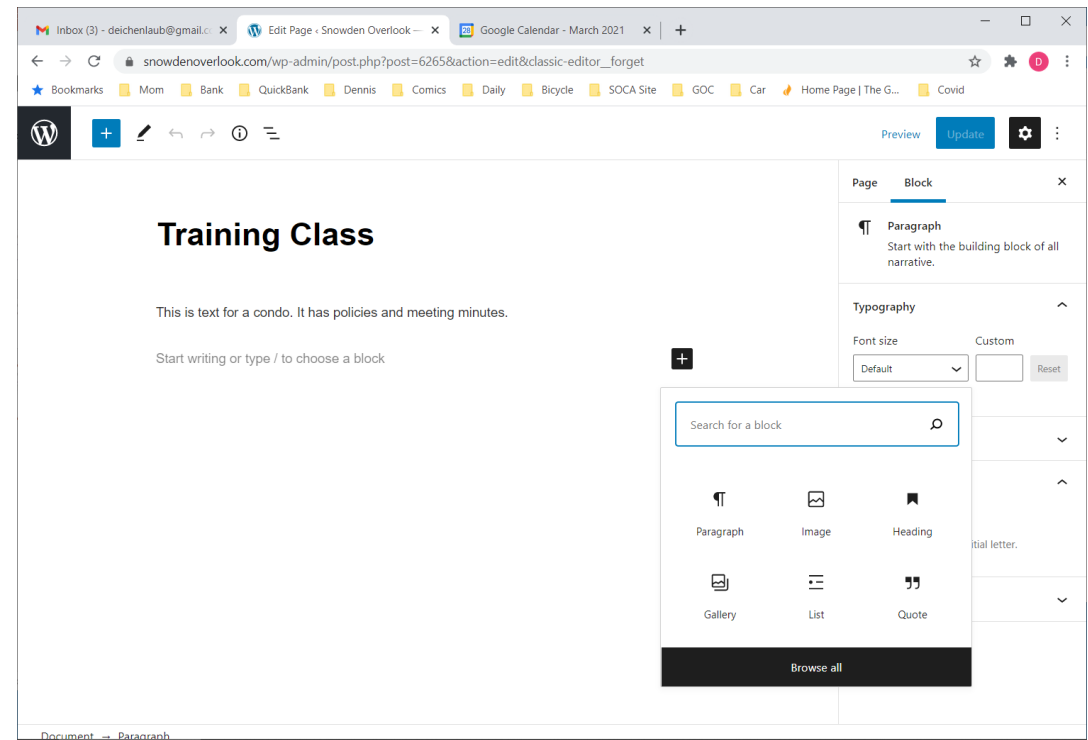
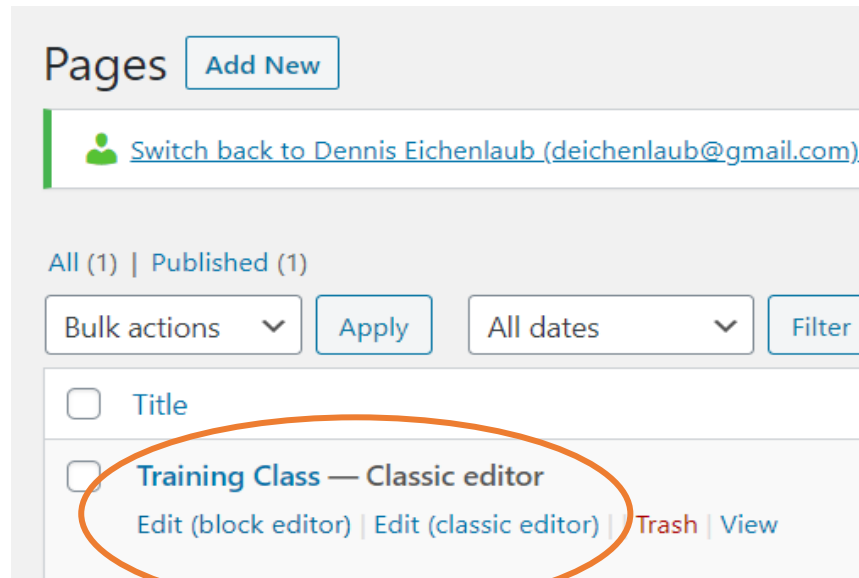
How to Select your Editor

Select Profile, then choose your editor



How to add Content

- When you open a page, you can choose either editor
- Click on the page, then click the black “+”, choose the block you want.



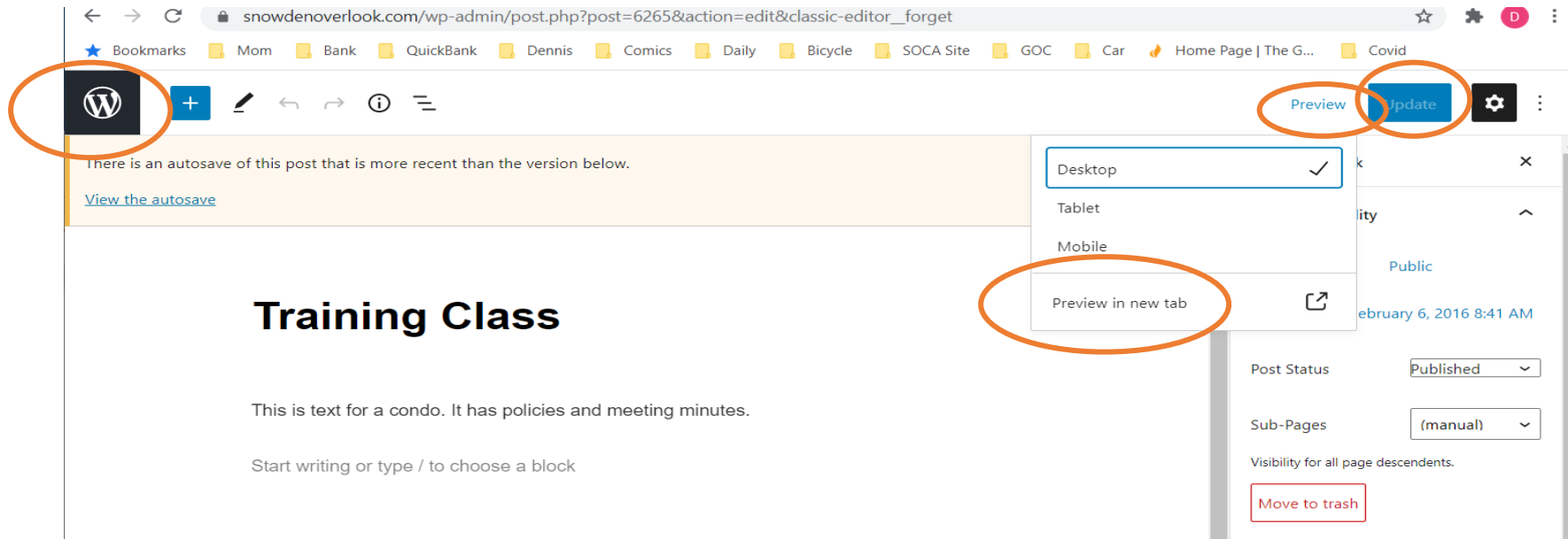
Adding Documents

- Set up the document (file type, size, name, etc.)
- Drag the document into your page
- For options, click the Cog, then “Page” or “Block”
- On the right, select Open in new tab **On**, Show download button **Off**

The screenshot shows a Windows File Explorer window on the left, displaying a folder named 'Security Assessment Nov 2019'. A file named 'SOCA-Security-Review-Checklist-2020-01-13-1' is selected and being dragged into the WordPress editor. The editor shows a page titled 'Training Class' with a text block containing 'meeting minutes.' and a 'Copy URL' button. The right-hand sidebar shows the settings for the 'Block' type. The 'Page' tab is selected, and the 'Block' tab is also highlighted. The 'Open in new tab' toggle is turned on, and the 'Show download button' toggle is turned off. The settings panel is circled in orange, as are the 'Page' and 'Block' tabs and the settings cog icon in the top right corner of the editor.

Preview

- Click Preview / Preview in new tab
- When ready, click Update
- Use the “W” button to return to dashboard



The screenshot displays the WordPress Classic Editor interface. The browser address bar shows the URL: `snowdenoverlook.com/wp-admin/post.php?post=6265&action=edit&classic-editor_forget`. The top navigation bar includes a WordPress logo (circled in orange), a plus sign, and navigation icons. On the right side of the navigation bar, the 'Preview' and 'Update' buttons are circled in orange. A dropdown menu is open from the 'Preview' button, with the 'Preview in new tab' option circled in orange. The main content area shows a post titled 'Training Class' with the following text: 'This is text for a condo. It has policies and meeting minutes.' and 'Start writing or type / to choose a block'. The right sidebar contains the 'Post Status' (Published), 'Sub-Pages' ((manual)), and 'Visibility for all page descendants' (Public) settings, along with a 'Move to trash' button.