

# Working with blocks

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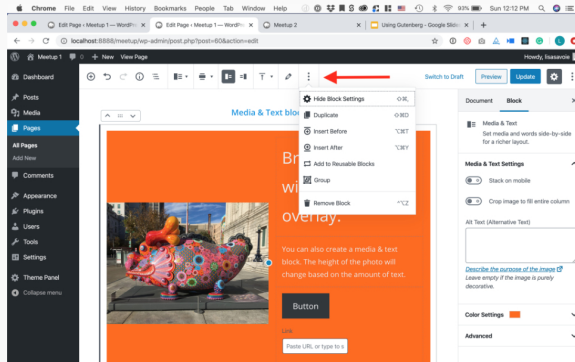
Can go to <https://wordpress.org/gutenberg/> to play inside an editor  
To view screenshots of the pages go to [lscodes.com](https://lscodes.com)

## Accessing Customization Options

### Toolbar

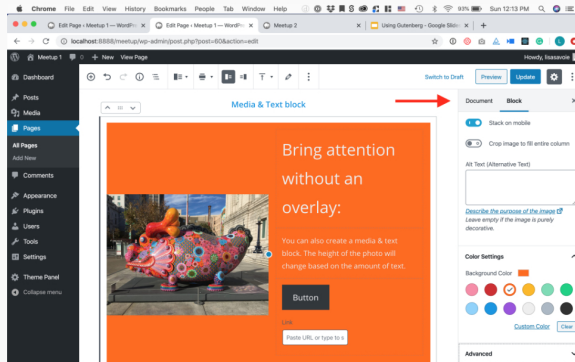
The block toolbar can be at the top of the page or at the top of the block.

- Set in the "More Tools & Options" dropdown.



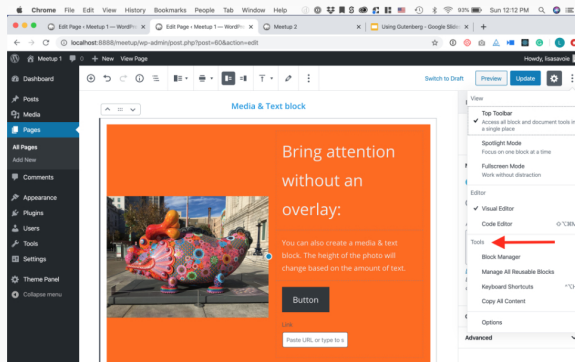
### Inspector

Can set a CSS class for an element.



### More Tools & Options

- Keyboard shortcuts menu
  - Mac: ctrl + option + h
  - PC: shift + alt + h

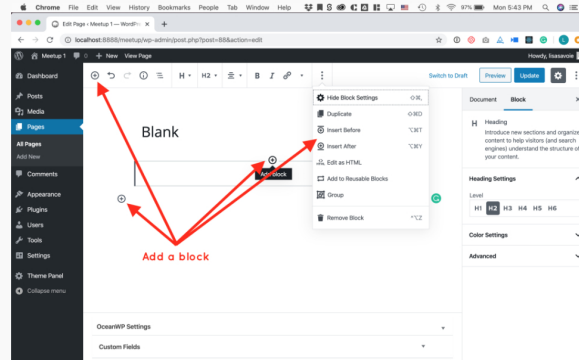


# CONTENT

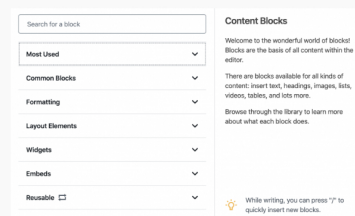
## Adding Blocks

There are multiple ways to add a block.

- Anywhere there is a circle with a plus sign
  - upper left corner
  - the left side
  - at the top of a block
- Also if you choose the menu in the toolbar, there's an option to add a block above or below.
- You can also "return" after a block to get the next block.
- You can duplicate a block – will keep the settings.
- Can drag/drop a photo into the editor to create an image block. Or several to create a gallery.
- You can "copy all content" and then paste it on a new page.



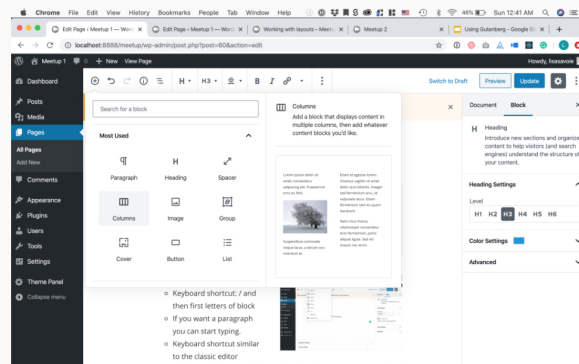
## Choosing block type



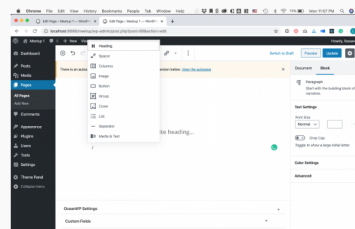
After selecting circle/+:



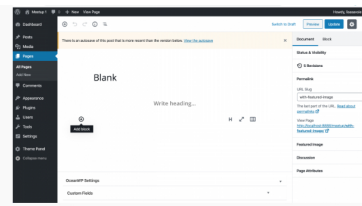
- Scroll or search to choose a block
- Hovering over a block will show info about the block.



- If in the editor screen:
  - Keyboard shortcut: / and then first letters of block
  - If you want a paragraph you can start typing.
  - Keyboard shortcut similar to the classic editor
    - ##(space) give you an h2 and so forth

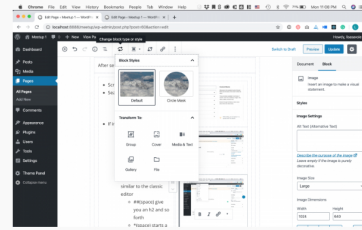


- \*(space) starts a list
- Hover over the next block and some options appear to the right



Select a block by changing the block:

- You can change this list
- to a paragraph
- very easily
- by choosing the selected block icon and changing block type



Dropping photo(s) into the editor creates a block and chooses the image or gallery block.

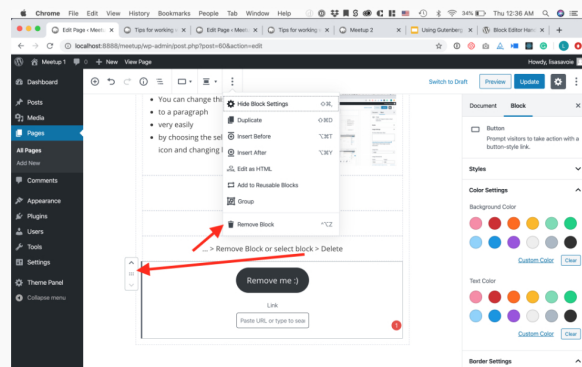
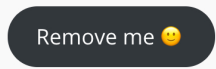
Copy & Paste a doc creates blocks and chooses the block type.

## Removing blocks

... > Remove Block

Select block > Delete

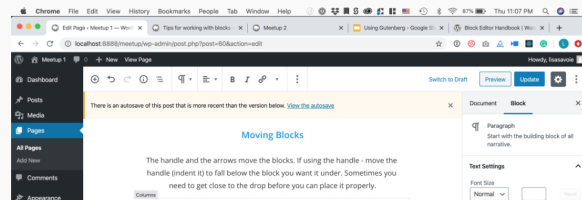
- If you're trying to delete an element within a reusable block use "Delete" rather than "Remove Block"



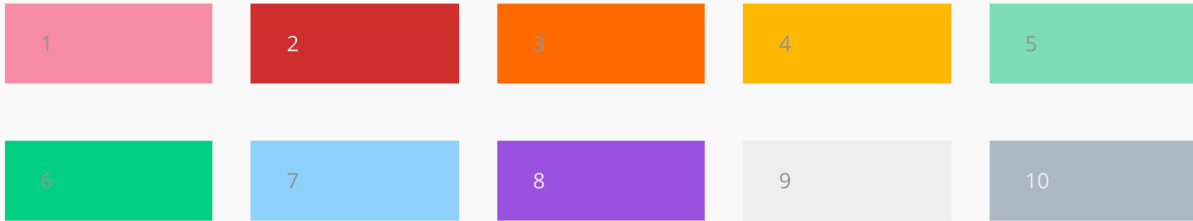
## Moving Blocks

The handle and the arrows move the blocks.

- If using the handle – move the handle (indent it) to fall below the block you want it under.



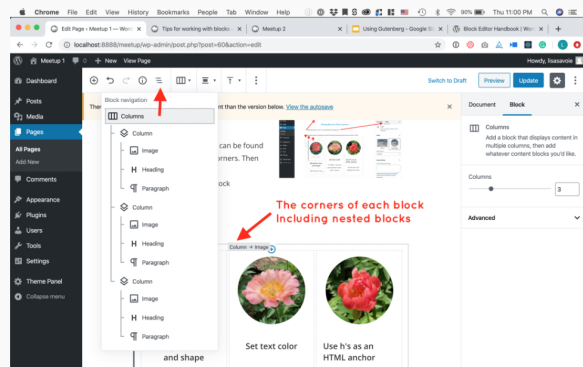
- Sometimes you need to get close to the drop before you can place it properly.



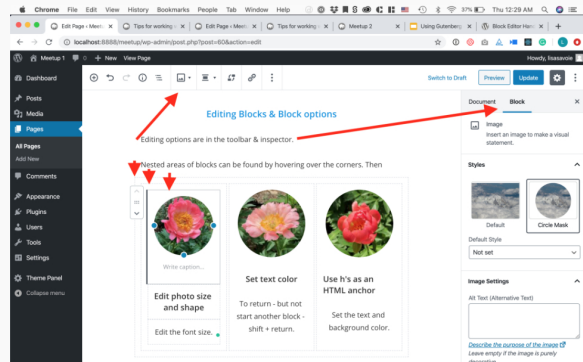
## Editing Blocks & Block options

Select the block to edit by:

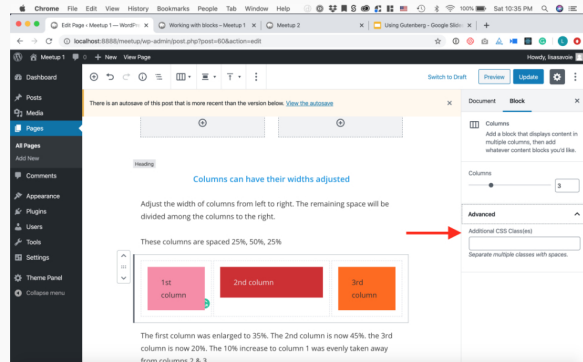
- selecting the block
- hovering over the corner – including the corner of nested blocks.
- using the Block Navigation in the toolbar.



Editing options are in the toolbar & inspector.



Can add CSS classes to target an element for styling.

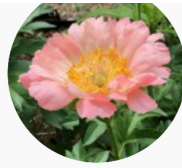






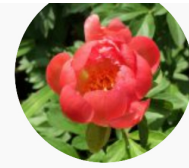
Edit photo size and shape

Edit the font size.



Set text color

To return – but not start another block – shift + return.



Use h's as an HTML anchor

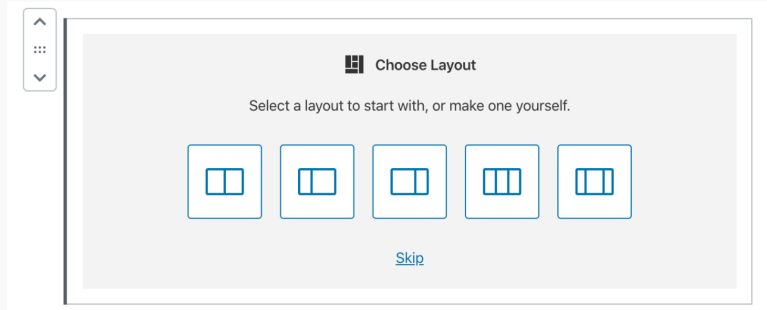
Set the text and background color.

## LAYOUT

### Adding Columns

Columns are Blocks

Columns of various widths and amounts can be added. The columns can contain any other block.



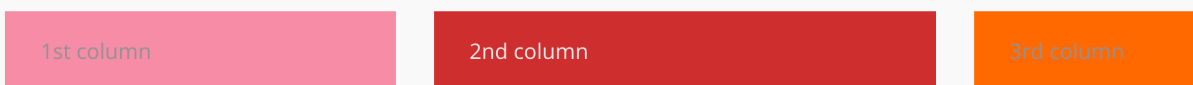
### Adjusting Column Widths

Adjust the width of columns from left to right. The remaining space will be divided among the columns to the right.

These columns are spaced 25%, 50%, 25%



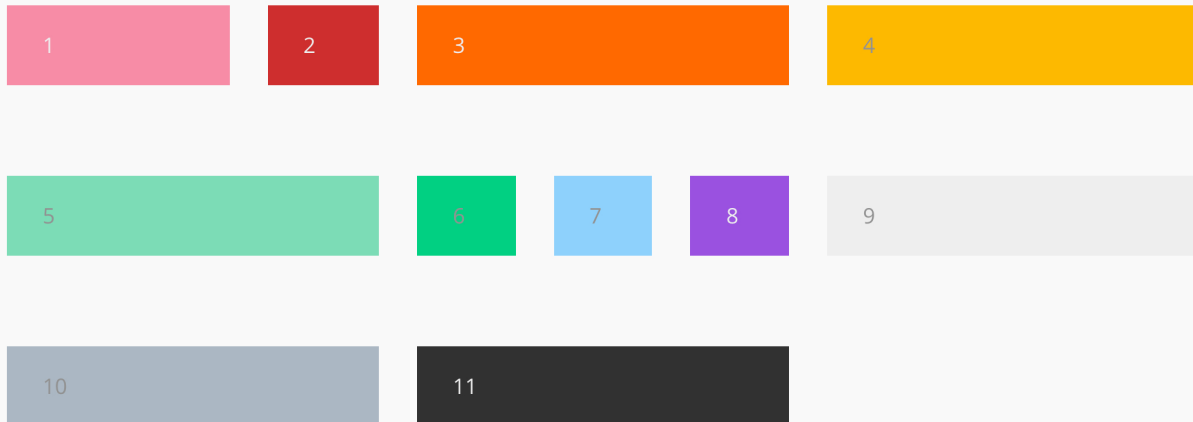
The first column was enlarged to 35%. The 2nd column is now 45%. the 3rd column is now 20%. The 10% increase to column 1 was evenly taken away from columns 2 & 3.



## Layering Blocks

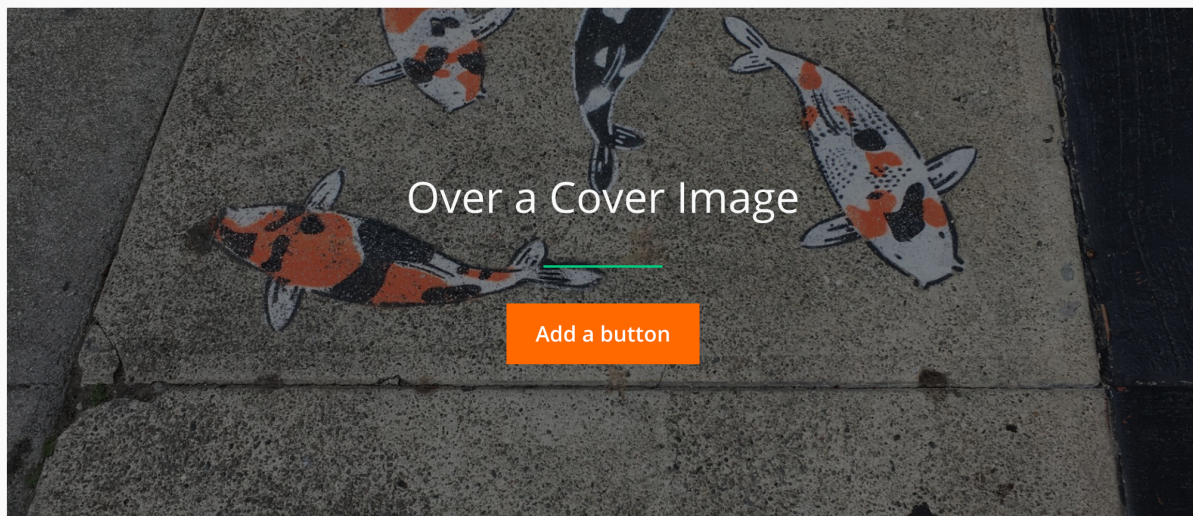
### Columns can be layered over columns

This is a 3 column layout with additional columns layered within the 3 columns.

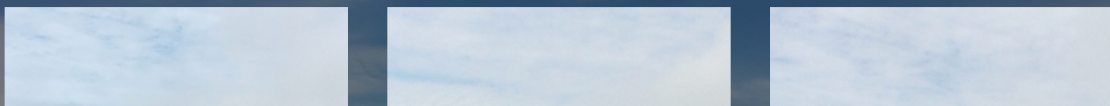


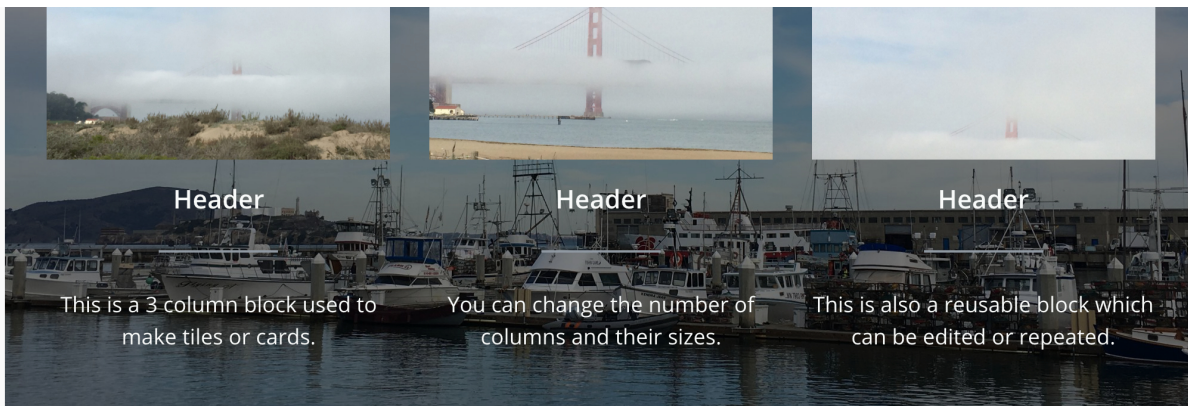
If you leave an open spot it holds the space.

### Blocks can be layered over cover blocks



Layer a reusable block over a cover image w/spacer





The overlay on cover block photos can be edited  
Can also add a fixed background for a parallax effect

## Combining Blocks within Columns



### Use Text Settings to Change Font Sizes

- Change vertical alignment to match your design.
- Change overlay text to white to be able to see the text.

Button

Media & Text block is designed to be layered



### Bring attention without an overlay:

You can also create a media & text block.  
The height of the photo will change based on the amount of text.

Button

Only block that allows a background color for an entire column

Only block that allows a background color for an entire column.

Remember to “stack on mobile” Media & Text blocks.

## FLEXIBILITY

### You or a plugin developer can create reusable blocks

Use as templates or as elements repeated throughout your site. Keeps any CSS class added to the blocks.



#### Header

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This is a 3 column block used to make tiles or cards.



#### Header

---

You can change the number of columns and their sizes.



#### Header

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This is also a reusable block which can be edited or repeated.