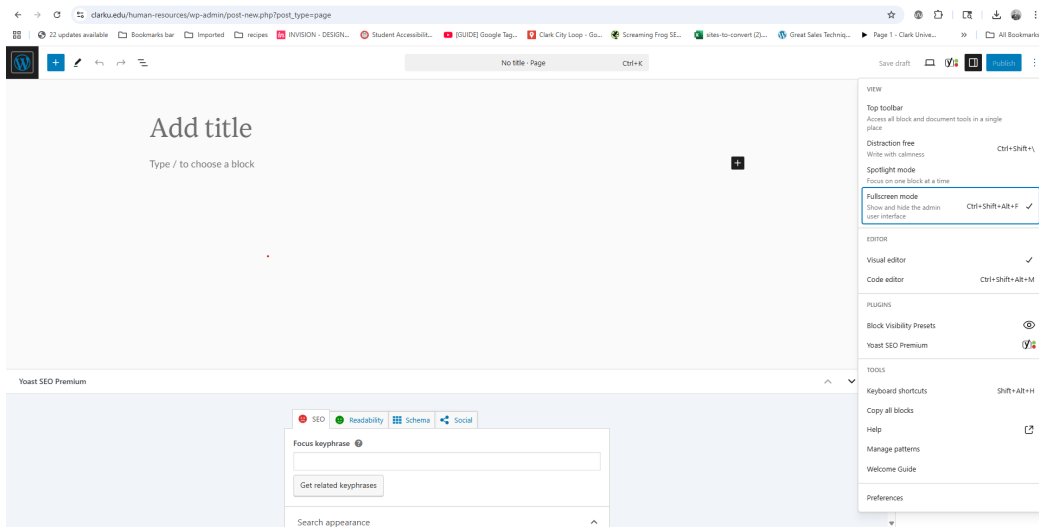


Tools / Settings

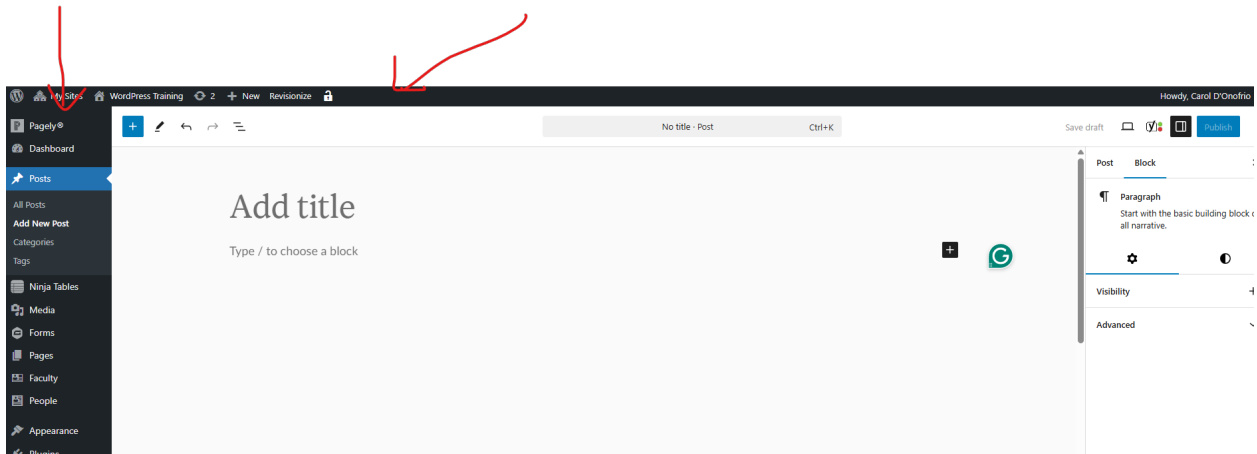
Some handy tools allow you to quickly access Call To Action items or to view your settings within a block or page. Some of these tools allow you to view additional configurations you might now easily see for your blocks or page within the system quickly. Below are instructions on how to find all those options.

Black Administrative Bar/Sidebar

If you are use to seeing the black horizontal administrative bar (which allows you to access CTA items or view a page quickly) and not seeing it.

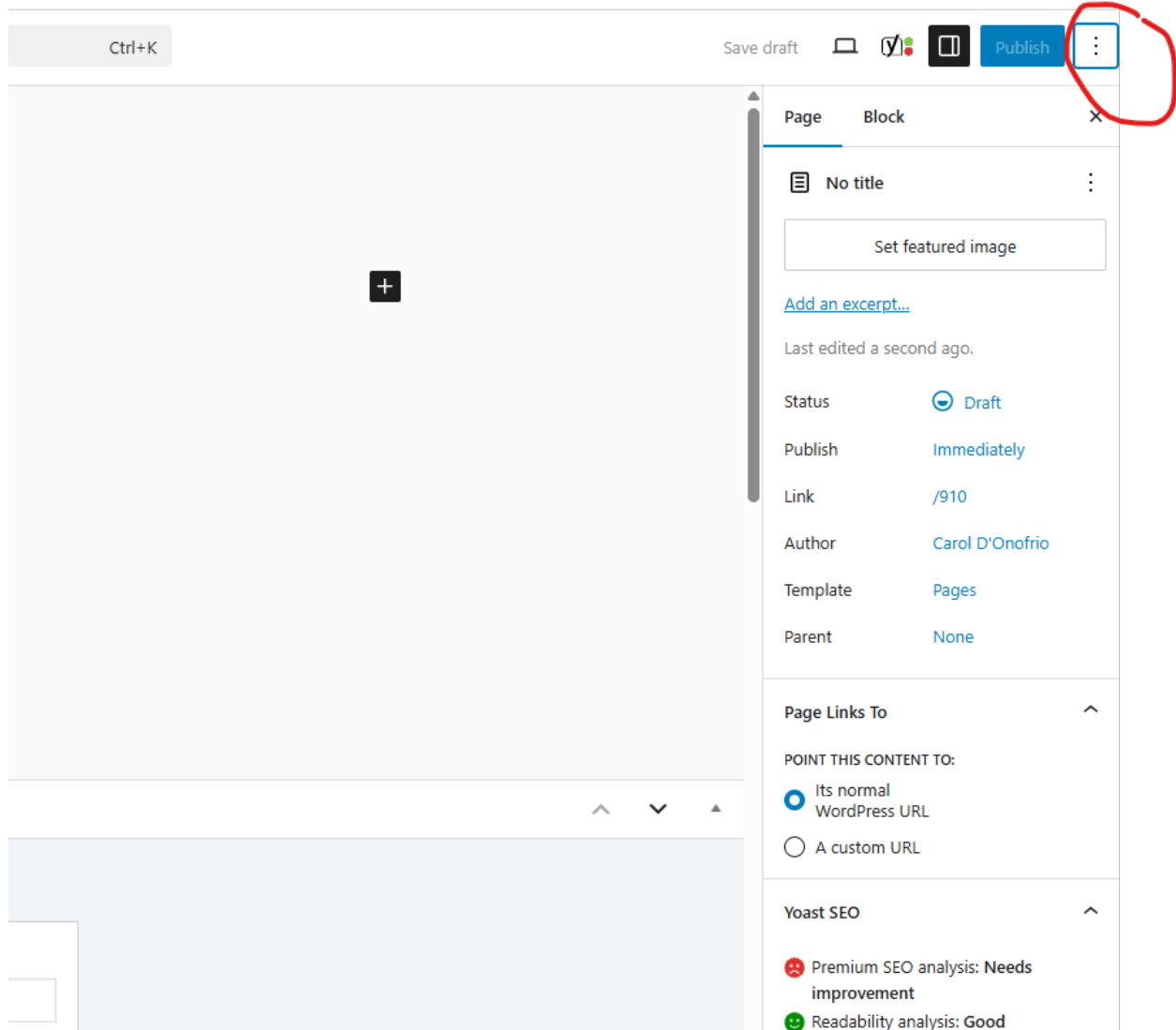


Vs.

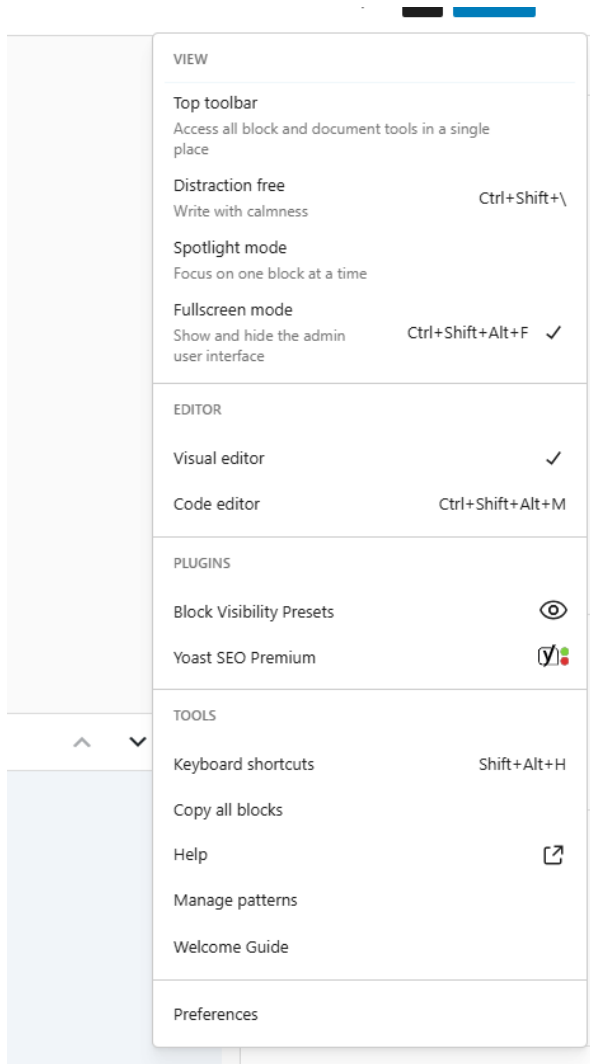


Here's how to set up the system so you can either display or hide the horizontal black admin bar at the top and sidebar.

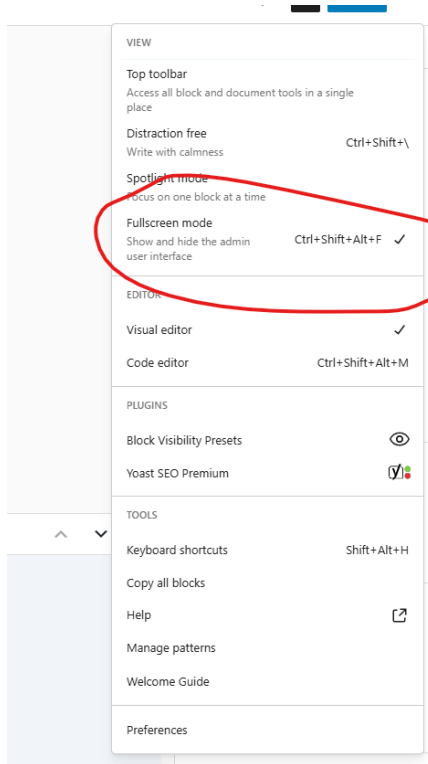
On the right top corner you will see three stacked dots:



Click on that, and it will expose several view tools that you can turn on:

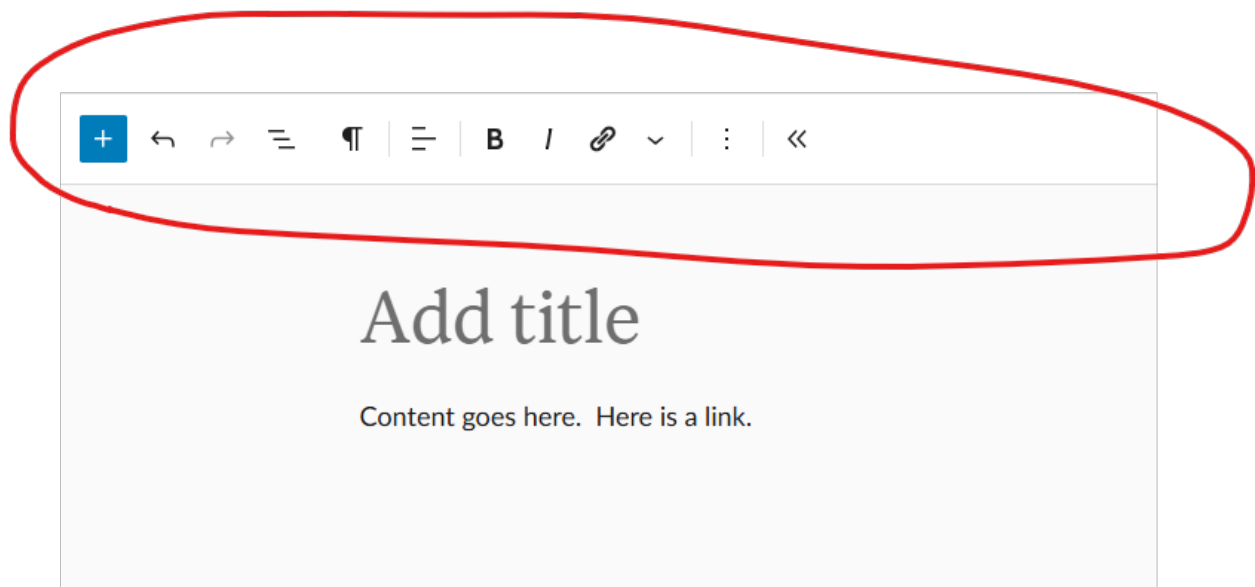


The above shows “Fullscreen mode” turned on. This hides that black administrative bar at the top and sidebar. Click it off to display those areas (recommended).



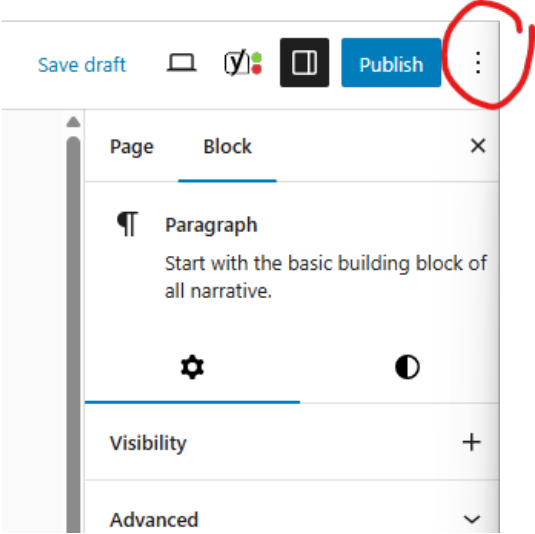
Toolbar (additional options for a block)

Depending on what type of block you are on, there may be additional configurations for that block. For instance, if I had a paragraph block, I might want to bold something, align it center, etc. In the below instance, I was working with just a plain paragraph block.

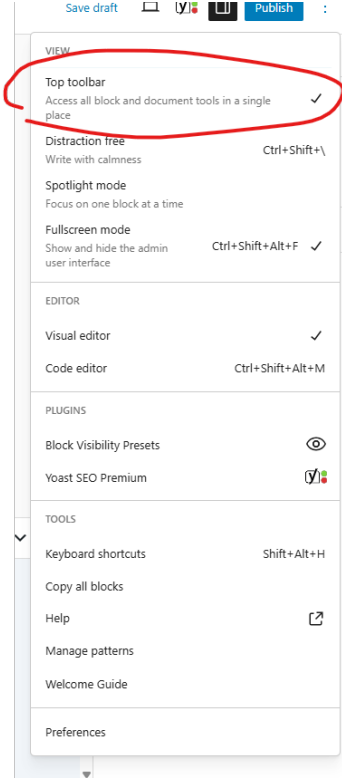


The toolbar maybe turned “on or set” for it to appear at the very top of your page. You may find it easier to have the toolbar show up just above each block you are working on.

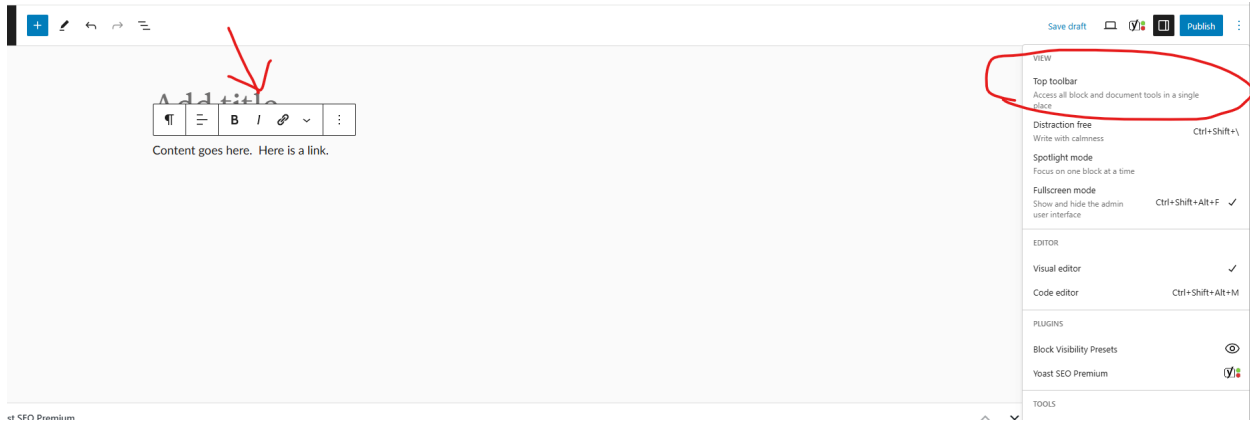
To turn the feature on to lock it on the top or have it show above each block is also located with those settings with the stacked three dots in the far top-right corner of your page.



If the Top toolbar is checked that means it’s locked in place at the very top of your page. If you want the toolbar to appear above each block that you are working on. Uncheck it:



Here you can see that I unchecked that, so that my bar shows up just above the content block I am working on:

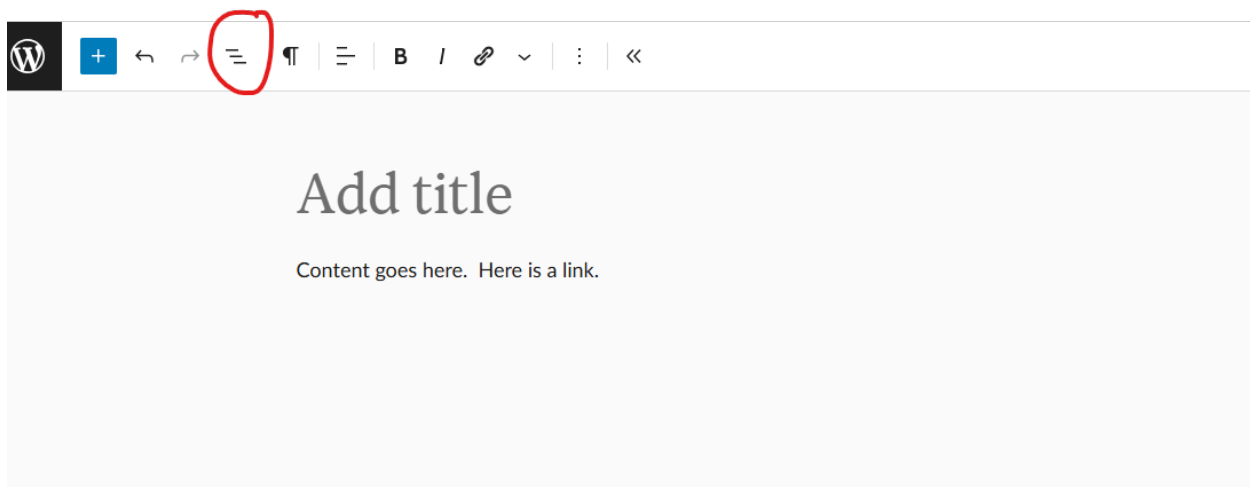


There are some additional features within that block that you may find useful as well. Play around with each so you fully understand how it works. If you checked a feature on and you don't like how it reacts, then just simply hit the three stacked dots, and check it off.

Document Overview

This feature is very handy when you have a very long page or if you have a block within a block group (or nested blocks). Knowing where you are within a document, may help you add an additional block in between blocks or having the ability to duplicate a block, copy a style from one block to another block or even simply just deleting the right block.

That feature is in the top-left corner of the page.



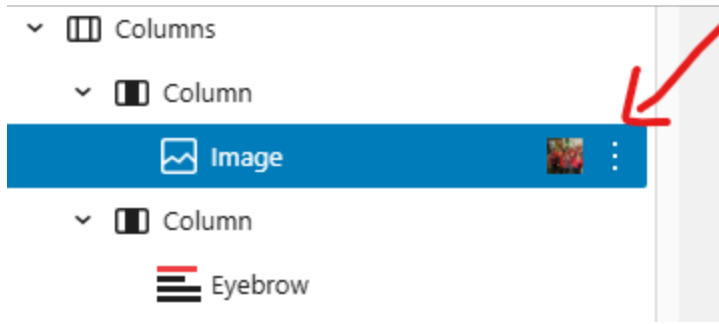
When you click on that feature, you'll see a listing of the different blocks you have for the page layout. You may have a group block that is holding additional blocks.

The screenshot shows the WordPress Gutenberg editor interface. On the left, the 'List View' sidebar is open, displaying a list of available blocks: Media & Text, Spacer, Related Links, Group, Columns, CTA Bar, and Intro Copy. A red circle highlights this list. The main editor area shows a 'Home' page layout. It includes a title 'Home', a paragraph of text describing the Office of Human Resources and Organizational Excellence, an image of a Clark University sign, and a section for 'Employment opportunities' featuring a group photo and a 'JOIN THE CLARK TEAM' header.

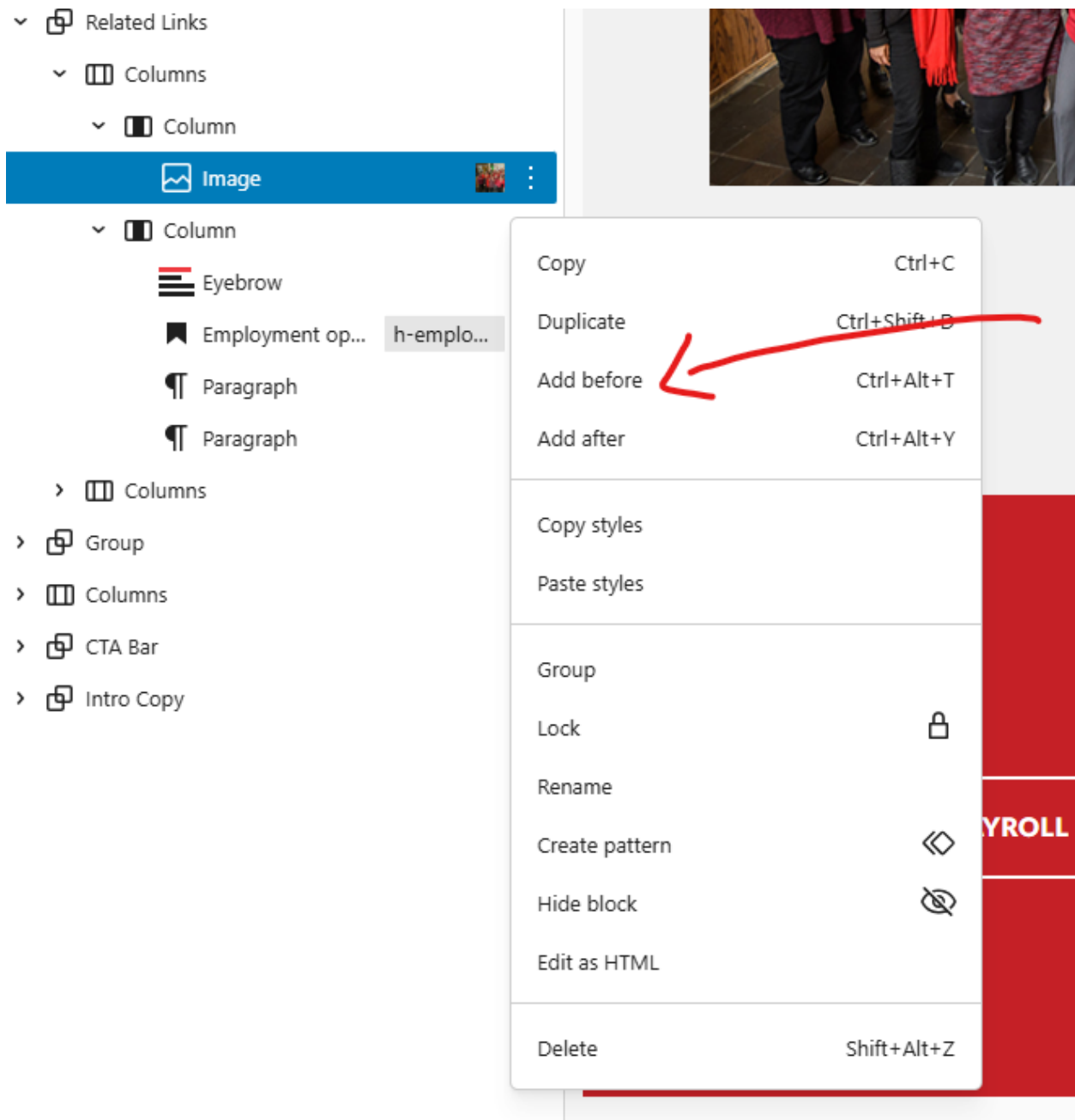
You can click on each block to show the nested blocks and then easily add/delete/move a block:

This screenshot shows the WordPress Gutenberg editor with the block list expanded. The 'Columns' block is selected, showing its nested content: 'Image', 'Column', 'Eyebrow', 'Employment op...', 'Paragraph', and 'Paragraph'. Red arrows point to the 'Image' block and its nested content. The main editor area shows a 'Home' page layout with a group photo, a 'JOIN THE CLARK TEAM' header, and a 'Browse openings >' link. At the bottom, there are buttons for 'OUR BENEFITS' and 'PERKS SHOWCASE', and a red banner for 'Employee resources'.

If I wanted to add a block before/after, copy a block, copy styles of a block or even delete a block, simply just make sure your block is highlighted in "blue", and hit the three stacked dots.



Then choose your option:



I find this a very useful tool so I know exactly where I am and able to quickly move something or add something. I recommend that you have this feature on when building or a page.

Page/Block settings

On the far right, you will notice two tabs (Page/Block). These views allow you to configure your page or block with additional settings, like styles, or where a page might belong within the structure of your site (navigation).

Employment opportunities

career in higher education? Looking for a job with benefits? Check out the employment opportunities at /.

gs >

WCASE

ces

Clark University.

Y CALENDAR

CUWEB

TITLE IX

Page Block

Home Homepage



The Office of Human Resources and Organizational Excellence is responsible for non-student employment processes and issues of affirmative action,...

[Edit excerpt](#)

202 words, 1 minute read time.

Last edited a month ago.

Status Published

Publish December 31, 2024 3:55 pm UTC+0

Link <https://www.clark...>

Author (No author)

Template Page No Title

Revisions 20

Parent None

Move to trash

Page Links To

Page/Post Settings

I don't recommend that you make any changes within page settings, as web options have already set up the proper template, page link, status, etc. If you make any changes to this area, there is a possibility that you will break your page or break a link on your site. Changing the link can affect your menu navigation or pages that have a link to this page. If you change the status

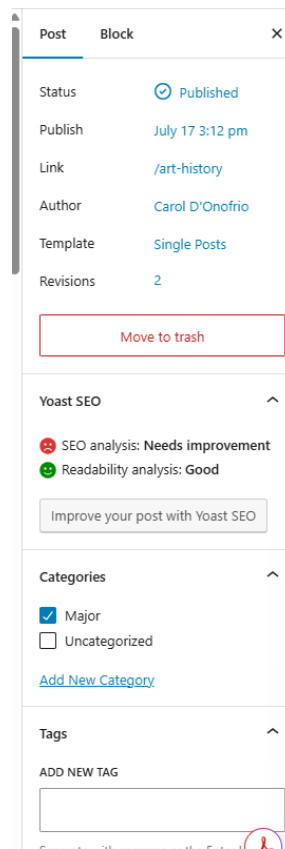
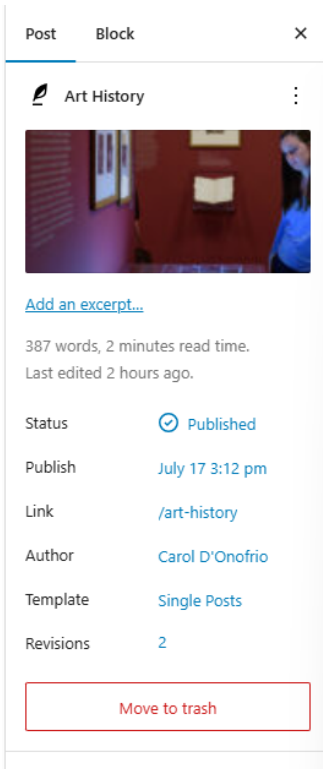
from published to draft, you can also bring down your page on the site for your web visitors from being able to view that page.

The screenshot shows a page editor interface. At the top, there are tabs for 'Page' and 'Block'. Below this, the page title is 'Home' with a sub-label 'Homepage'. A featured image shows a brick building with a red banner that says 'CLARK UNIVERSITY'. Below the image is an excerpt: 'The Office of Human Resources and Organizational Excellence is responsible for non-student employment processes and issues of affirmative action,...'. There is a link to 'Edit excerpt' and text indicating '202 words, 1 minute read time.' and 'Last edited a month ago.' A red circle highlights the metadata section, which includes: Status: Published (with a checkmark icon); Publish: December 31, 2024 3:55 pm UTC+0; Link: https://www.clark...; Author: (No author); Template: Page No Title; Revisions: 20; Parent: None. At the bottom of the highlighted section is a red button labeled 'Move to trash'. Below the metadata section, there is a section for 'Page Links To' with an upward arrow icon.

But you may want to change the featured image at the top or an excerpt.

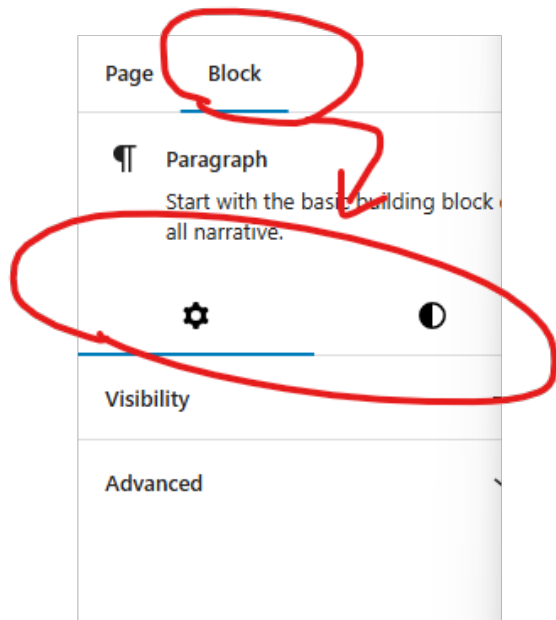
Post Settings

You may want to change something within a post. For example, add a category or change a category of a post or change a featured image on that post, etc.



Block Settings

Additional features for your content block can be found within the Block Setting area, such as adding styles or configuration settings to help setup that block. The features can change depending on what type of content block you are working with.



The wheel above is for configuration on the block. Such as Visibility – do you want to schedule that block to show up at a particular date and time? Advanced area allows you to add additional style classes to change the look of a block. You can find those at:

<https://www.clarku.edu/wordpress/design-elements/advanced-class-names/>

The ½ moon button is for adding styles on how you want the content block to look like:

Page Block ×

Paragraph
Start with the basic building block of all narrative.

⚙️

Styles ^

Default Intro

Color ⋮

Text

Background

Typography ⋮

SIZE ↔

S M L XL



Dimensions +

Border +

Again, depending on what type of content block you are using, these styles will vary. The above is for a paragraph block. The below image shows the styles for a Media & Text block:

Home

Working collaboratively with leaders across the campus, the Office of Human Resources and Organizational Excellence establishes, implements, and communicates policies, procedures, and systems to support a high-performing, positive, diverse, and inclusive environment and culture across the campus in support of the University's mission.



JOIN THE CLARK TEAM
Employment opportunities

Page Block

Paragraph
Start with the basic building block of all narrative.

Styles
Default Intro

Color
Text Background

Typography
SIZE S M L XL

Dimensions +

Border +

Play around and choose different types of styles and settings to get comfortable with the designs.