

Using the WordPress Formatting Toolbar (WordPress 3.3)



Colour Key for button usage:

Recommended, **Sometimes useful**, **Usually avoid**, **Mostly avoid**

The buttons explained...

As in word processing, it is essential to carefully **select the text** or to **position the cursor** before using any particular button. Note that some formats are applied to entire paragraphs only (buttons 4, 5, 6, 7, 8, 9, 6 and 18).

Toolbar Row 1

1. **Bold**
2. **Italic**
3. **Strikethrough** (crossed out)
4. **Bullets** – Recommended for lists
5. **Numbering** – Recommended for ordered lists
6. **Blockquote** (applied to paragraphs) Primarily used to indicate a block of quoted text or similar. By default paragraphs will usually become indented.
7. **Left**, (8) **Centre** & (9) **Right Align** - Should be rarely used as your website style should determine this in most cases.
10. **Insert/Edit Link** – Use whenever possible to link text to another web page
11. **Unlink** – use to remove a link

12. **Insert More tag** – Useful for shortening the display long blog posts, by displaying a 'Read more' link to view the full post.
13. **Turn on/off spellchecker** – When turned on WordPress will underlined possible misspellings with a red squiggly underline. Right click misspelt words for suggestions.
14. **Use fullscreen mode** – enlarges the editing area to fill the browser window. The toolbar remains accessible. Press the same button to exist fullscreen mode.
15. **Show/Hide Kitchen Sink** – A strangely named button. It simply turns on and off the display of the second row of buttons. We recommend keeping the second row displayed.

Toolbar Row 2

16. **Preformatted styles** – Use this button to apply heading and paragraph styles. The resulting look of your headings will be determined by the styles set by your web designer.
17. **Underline** – Avoid using as underlined text usually indicates linked text.
18. **Align full (justify)** - Aligns text to both the left and right margins, adding extra space between words as necessary – a popular style used by newspaper columns. Usually avoid this button (as with 7, 8 & 9) as your website style usually determines alignment.
19. **Text colour** – use very sparingly or you may damage the consistent look of your website.
20. **Paste as Plain Text** – We recommend always using this button to copy and paste content from elsewhere. It will strip out all formatting and extra code, resulting in plain text which you can then format yourself within WordPress.
21. **Paste from Word** – intended for pasting content from *Microsoft Word*. Not recommended as this usually brings along lots of undesirable Word formatting code. Use button 20 instead.
22. **Remove Formatting** – does exactly what it says. Handy for clearing all

the formats from selected text in one go.

23. **Insert Custom Character** – handy for adding unusual text characters such as copyright symbols and letters with accents. Note that this feature does not appear to work in all browsers. If so, try a different browser instead.
24. **Decrease Indent (Outdent)** - decreases the indent level of a paragraph (see 25)
25. **Increase Indent** – Increase the indent level of a paragraph
26. **Undo** – a very useful button! Whilst editing, actions can be reversed. Note that actions cannot be undone once the post or page is published or updated. As with other software packages, the invaluable keyboard shortcut CTRL + Z also works.
27. **Redo** – the opposite of 26 above.
28. **Help** – an explanation of how the editing feature operates, with a list of useful shortcut keys (hotkeys).

The Add Media button

Above the toolbars is the **Add Media** button. Use this for inserting images and PDF documents into your content.

