Using the WordPress Formatting Toolbar (WordPress 3.8)

Colour Key for button usage: **Recommended**, **Sometimes useful**, **Usually avoid**, **Mostly avoid**

The buttons explained…

As in word processing, it's essential to carefully **select the text** or to **position the cursor** first.
Note that some formats are applied to *entire paragraphs* only (e.g. button 15).

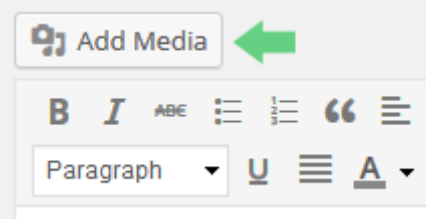
Toolbar Row 1

1. **Bold**
2. **Italic**
3. **Strikethrough** (cross out)
4. **Bullets** – Recommended for lists (unordered)
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. Special styles can be designed for this.
7. **Left,** (8) **Centre &** (9) **Right Align** - Should be rarely used as your website design should determine this automatically 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 of long blog posts on the blog summary page, by displaying a 'Read more' link to view the full post.
13. **Distraction Free Writing mode** – enlarges the editing area to fill the browser window. Look for the 'Exit fullscreen' text link to exit this mode. Hover and move your mouse above your post if you can't find the Exit link.
14. **Show/Hide Kitchen Sink** – Simply turns on and off the display of the second row of buttons. We recommend keeping the second row permanently displayed.

Toolbar Row 2

15. **Preformatted styles** – Use this button to switch between heading and paragraph styles. The resulting look of your headings will be determined by the styles set by your web designer.
16. **Underline** – Mostly avoid because underlined text often suggests l*inked text*. (Linked text will automatically be styled by your website theme).
17. **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 automatically.
18. **Text colour** – use sparingly or you may damage the consistent look of your website.
19. **Paste as Plain Text** – When pasting text from elsewhere, this button will strip out all formatting and extra code, resulting in plain text which you can then format yourself within WordPress.
20. **Paste from Word** – intended for pasting content from *Microsoft Word* (brings formatting too). Not always successful though!
21. **Remove Formatting** – does exactly what it says. Handy for *clearing all the formats* from selected text in one go.
22. **Insert Custom Character** – handy for adding unusual text characters such as copyright symbols and letters with accents.
23. **Decrease Indent** (Outdent) - decreases the indent level of a paragraph
24. **Increase Indent** – Increases the indent level of a paragraph
25. **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!
26. **Redo** – the opposite of 25 above.
27. **Help** – further explanation of how the editing feature operates, with a list of useful shortcut keys (hotkeys).

The Add Media button
(above the editing toolbars)

Use this for inserting images and PDF documents into your content.

See our separate online guides for further information about adding media to your posts and pages.