# Using the WordPress Formatting Toolbar (WordPress 4)

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. **Preformatted styles** – Use this button to switch between headings and paragraph styles. The resulting look of your headings will be determined by the styles set by your web designer.

2. **Bold**

3. **Italic**

4. **Bulleted list** – Recommended for any lists

5. **Numbered list** – 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 by your web designer.

7. **Align left,** 8 **centre &** 9 **right** - Should be rarely used as your website styles should determine this automatically in most cases.

10. **Insert/edit Link** – Use whenever possible to link text to another web page, etc..

11. **Remove link** – removes a link

12. **Insert *Read 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. **Toolbar Toggle** – Simply turns on and off the display of the second row of buttons. We recommend keeping the second row permanently displayed.

**Toolbar Row 2**

14. **Strikethrough** (cross out)

15. **Horizontal line** Added to break up content on a page (e.g. for a shift of topic). Best added in a blank paragraph on its own.

16. **Text colour** – use sparingly or you may damage the consistent look of your website.

17. **Paste as text** (*toggle*) – When switched on (recommended), pasted content will always be stripped of formatting. You can then format the text within WordPress yourself.

18. **Clear formatting** – does exactly what it says. Handy for *clearing all the formats* from selected text in one go.

19. **Special character** – handy for adding unusual text characters such as copyright symbols and letters with accents.

20. **Decrease indent** (Outdent) - decreases the indent level of a paragraph

21. **Increase indent** – Increases the indent level of a paragraph

22. **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 ever, the invaluable keyboard shortcut CTRL + Z works too**.

23. **Redo** – the opposite of 24 above.

24. **Keyboard Shortcuts** – rather than reaching for your mouse to click on the toolbar, use these handy shortcut keys instead.

**The Add Media button**
(above the editing toolbars)

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

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