

# Gutenberg quick-start guide

This cheat sheet will help you get over the learning curve with WordPress' new block-based editor. Keyboard shortcuts, definitions, lists of available blocks - we have it all!

- See complete resource at <https://www.codeinwp.com/blog/wordpress-5-0-cheat-sheet/>
- *Written by Colin Newcomer and Karol K for the CodeinWP blog.*

---

## General definitions

- **Block** - any element that you use to build your content.
- **TinyMCE editor** - the "old" WordPress editor.
- **Settings toolbar** - the sidebar where you can configure post/block details.
- **Block Navigation** - a quick look at all the blocks in your post.
- **Visual Editor** - the default WYSIWYG editor.
- **Code Editor** - lets you work with HTML and block formatting.
- **Unified toolbar** - attaches the formatting toolbar to the top of the editor.
- **Spotlight Mode** - fades all blocks except the active block.

---

## General tips

- Insert blocks with the **+** icon
- Each paragraph is a separate block
- Quick change blocks with **/** to save time
- Move blocks with drag-and-drop or arrows
- Check for extra blocks from your plugins
- Configure global options in **Document** sidebar
- Configure individual blocks in **Block** sidebar
- Drag image files into Gutenberg from your desktop
- Learn keyboard shortcuts to save time
- Click the **Information icon** to view word count
- Gutenberg automatically saves your draft
- Create reusable block templates to save time

  
 Gutenberg keyboard shortcuts

## Block shortcuts

- Duplicate selected block - **Ctrl + Shift + D**
  - Delete selected block - **Shift + Alt + Z**
  - Insert new block (before) - **Ctrl + Alt + T**
  - Insert new block (after) - **Ctrl + Alt + Y**
  - Change block type - / + **"Name of block"**
- 

Text formatting  
shortcuts

- Select all content in block - **Ctrl + A**
  - Select all content in post - **Ctrl + A x2**
  - Clear selection - **Esc**
  - Insert link - **Ctrl + K**
  - Bold - **Ctrl + B**
  - Italics - **Ctrl + I**
  - Underline - **Ctrl + U**
  - Strikethrough - **Shift + Alt + D**
  - Monospaced font - **Shift + Alt + X**
- 

Editor interface  
shortcuts

- Save draft - **Ctrl + S**
- Show/hide settings toolbar - **Ctrl + Shift + ,**
- Switch between Visual/HTML editor - **Ctrl + Shift + Alt + M**
- Undo last changes - **Ctrl + Z**
- Redo last undo - **Ctrl + Shift + Z**
- Open block navigation menu - **Shift + Alt + O**
- Move to next part of editor - **Ctrl + ' OR Shift + Alt + N**
- Move to previous part of editor - **Ctrl + Shift + ' OR Shift + Alt + P**
- Move to nearest toolbar - **Alt + F10**

---

## How to access old editor

Use the official Classic Editor plugin to 100% disable Gutenberg

**OR**

Use the **Classic** block to insert the TinyMCE editor inside Gutenberg

## How to edit raw HTML

Use the **Ctrl + Shift + Alt + M** keyboard shortcut to edit entire post

**OR**

Click **three dots** icon and select **Edit as HTML** to edit individual block

**OR**

Insert **Custom HTML** block to add HTML as a single block

---

## Default available blocks

### Basic Content Blocks

- Paragraph - regular text
- Image
- Heading
- Gallery
- List
- Quote
- Audio
- Cover image
- File
- Video
- Button

### Formatting Blocks

- Classic - TinyMCE editor
- Code - Display code
- Custom HTML - Insert HTML
- Preformatted
- Pullquote
- Table
- Verse - for poetry

## Layout Blocks

- Columns
- More
- Page Break
- Separator
- Spacer
- Media & Text - side-by-side

## Widget Blocks

- Archives
- Categories
- Latest Comments
- Latest Posts

## Embed Blocks

- YouTube
- Twitter
- Facebook
- Instagram
- Vimeo
- Imgur
- Tumblr
- SoundCloud
- Flickr
- Spotify
- Animoto
- Cloudup
- CollegeHumor
- Dailymotion
- Funny or Die
- Hulu
- Issuu
- Kickstarter
- Meetup.com
- Mixcloud
- Photobucket
- Polldaddy
- Reddit
- ReverbNation
- Screencast
- Scribs
- Slideshare
- SmugMug
- Speaker Deck
- TED
- VideoPress
- WordPress.TV
- WordPress.com

  


## Third-party blocks plugins

- Otter Blocks - <https://wordpress.org/plugins/otter-blocks/>
  - Stackable - <https://wordpress.org/plugins/stackable-ultimate-gutenberg-blocks/>
  - Atomic Blocks - <https://wordpress.org/plugins/atomic-blocks/>
  - Orbit Fox - <https://wordpress.org/plugins/themeisle-companion/>
  - WooCommerce Gutenberg Products Block - <https://wordpress.org/plugins/woo-gutenberg-products-block/>
  - Advanced Gutenberg - <https://wordpress.org/plugins/advanced-gutenberg/>
- 



## Themes built for the block-based editor

- Twenty Nineteen - the new default theme in WordPress
- Neve - <https://wordpress.org/themes/neve/>
- Atomic Blocks - <https://wordpress.org/themes/atomic-blocks/>
- Editor Blocks - <https://wordpress.org/themes/editor-blocks/>

---

  


## Learn more about the new block-based editor / Gutenberg:

- [Ultimate WordPress Gutenberg Guide](#) - literally everything you need to know about the new block-based editor
- [How Plugin and Theme Authors Are Addressing the Transition to Gutenberg](#)
- [Best Gutenberg-Compatible WordPress Themes](#)
- How to Adapt Your Plugin for Gutenberg: [Part 1 \(Block API\)](#) and [Part 2 \(Sidebar API\)](#)