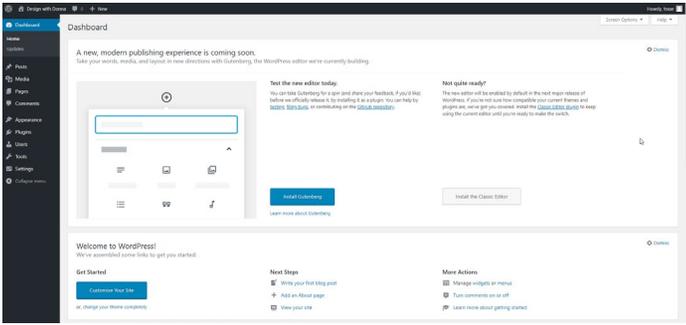


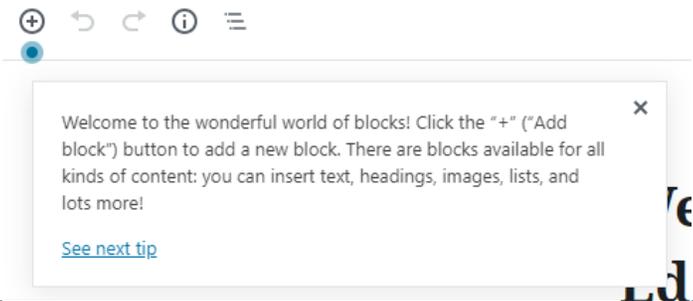
SCRIPT: Switching Your WordPress Site to Gutenberg

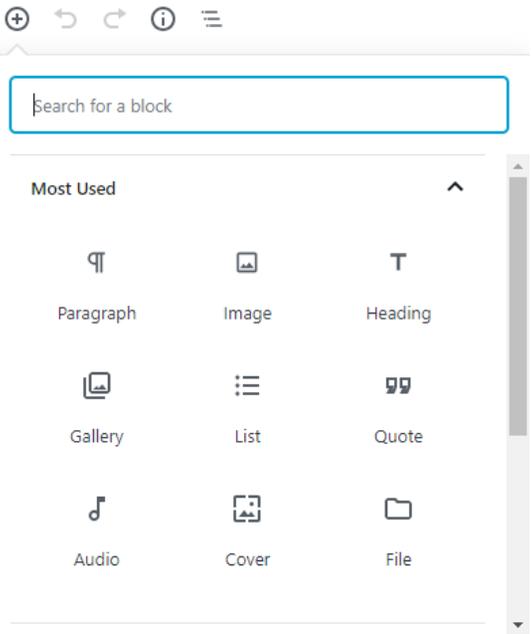
Donna K. Fitch, IDTE 556

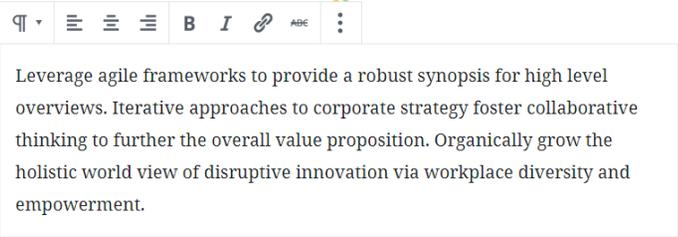
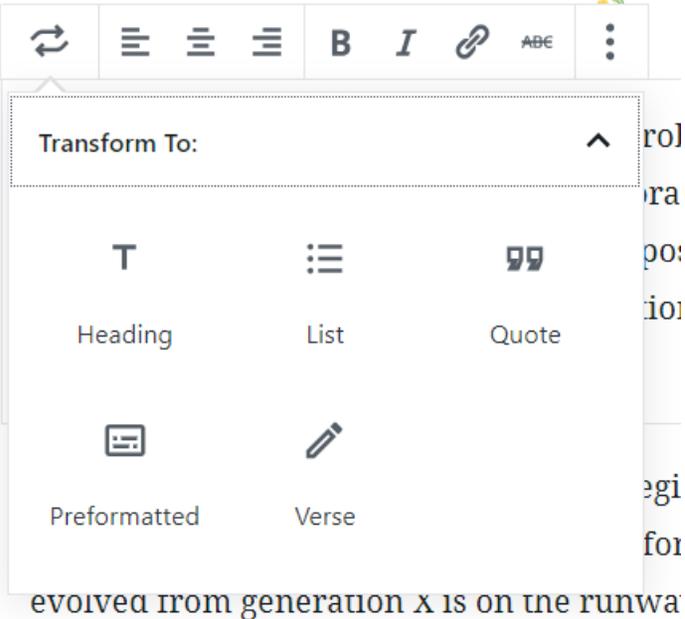
Before you begin recording, open PowerPoint, open the website, hide toolbars, disable notifications and alerts.

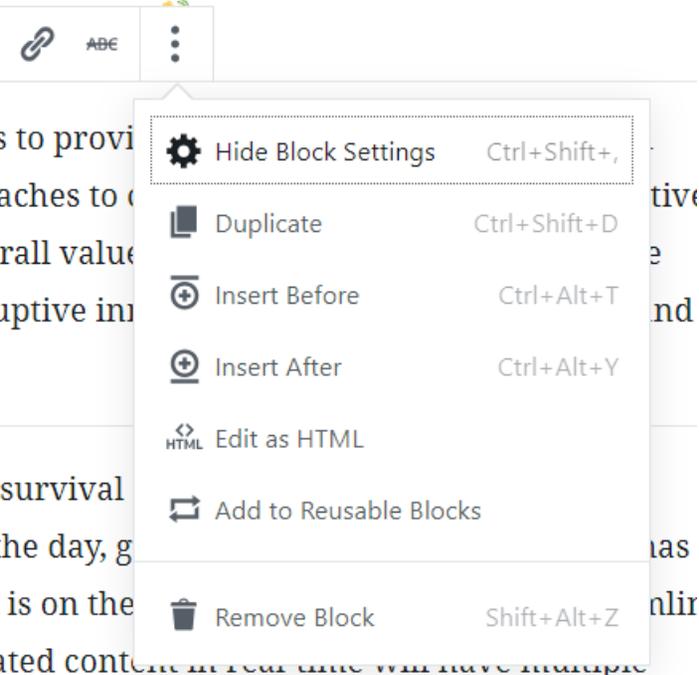
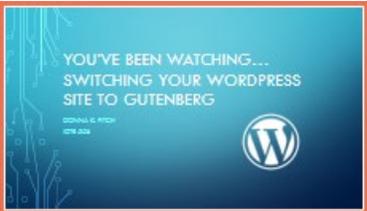
Step	Action on Screen	Narration
1	AUDIO: Upbeat music fades in, fades out by end of narration. VISUAL: Title slide in PowerPoint: Switching Your WordPress Site to Gutenberg – IDTE 556 – Donna K. Fitch 	Hello and welcome to this video tutorial on how to switch your WordPress site to Gutenberg. I'm your host, Donna K. Fitch.
2	AUDIO: Narration only. VISUAL: PPT slide: homepage screen captures of .COM and .ORG side by side 	In this video, I assume you know that WordPress is a blogging platform and content management system for websites, the most commonly used one in the world. WordPress comes in two versions, WordPress.com and WordPress.org. The .COM version is hosted by WordPress and lives on their servers. The .ORG version is also known as the self-hosted version, because the site must reside on your own web server. We will focus on the WordPress self-hosted version for this video.
3	AUDIO: Narration only. VISUAL: PPT slide: homepage screen capture of wordpress.org/Gutenberg	Gutenberg is the new WordPress editor, currently scheduled to release Nov. 19, 2018. Gutenberg is intended to more easily display rich media and make the content editing experience more flexible.

		
4	<p>AUDIO: Narration only. VISUAL: PPT slide: Learning Objectives</p> 	<p>Upon completion of this video, you will be able to: Install Gutenberg editor in your WordPress site Use a block to create content Format text in a block</p>
5	<p>AUDIO: Narration only. VISUAL: WordPress dashboard. Arrow points to blue button. Cursor clicks on Install Gutenberg button.</p> 	<p>Now let's switch over to WordPress and see how to do it. This is a new WordPress site I created. On the Dashboard, you'll see a box that says, "A new, modern publishing experience is coming soon." You'll also see two buttons. One says Install Gutenberg, and the other says Install the Classic Editor. Click Install Gutenberg.</p>
6	<p>AUDIO: Narration only. VISUAL: Zoom to button reading Activate Gutenberg. Cursor clicks on button.</p>	<p>Once you click the button, you'll see a circling arrow and the word "Installing." When complete, the button changes to "Activate Gutenberg." Click the button again.</p>

		
7	<p>AUDIO: Narration only. VISUAL: “Welcome to the Gutenberg Editor” screen</p> 	<p>After a few moments, the screen will refresh, and you’ll see the message, “Welcome to the Gutenberg Editor.” You’ve installed the new editor! Let’s zoom in on a few important details.</p>
8	<p>AUDIO: Narration only. VISUAL: Zoom in to callout box in upper left corner. Arrow points to pulsing blue circle. Click on the plus sign button when the narration calls for it.</p> 	<p>The upper left corner gives you important information about how to use the Gutenberg editor. Everything in Gutenberg is a block. The instructions in the tip box say to click the plus sign to add a new block. Note the pulsing blue circle beneath the plus sign. Click the button.</p>
9	<p>AUDIO: Narration only. VISUAL: Continuing the zoom. Click the X to close the tip box. Click on Paragraph.</p>	<p>Click the X in the tip box. You’ll see a list of the most used blocks available to you, including paragraph, image, heading, gallery, list, etc. Let’s click on Paragraph, to create a paragraph of text.</p>

		
10	<p>AUDIO: Narration only. VISUAL: Zoom in to blinking cursor. Paste in sample text from cipsum.com.</p> 	<p>Your blinking cursor appears at the bottom of the document that already exists, next to another plus button. Type in your content, just as you normally would. I'm pasting in content from a random text generator.</p>
11	<p>AUDIO: Narration only. VISUAL: Zoom to view the completed text.</p>	<p>Note the toolbar that appears above the paragraph. This allows you to format the text as you wish.</p>

	 <p>Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.</p> <p>Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.</p>	
12	<p>AUDIO: Narration only. VISUAL: Click the paragraph symbol to show dropdown. Zoom as needed.</p>  <p>Transform To:</p> <ul style="list-style-type: none">HeadingListQuotePreformattedVerse <p>evolved from generation X is on the runwa</p>	<p>Besides the typical word processing buttons of aligning text left, right and center, bold, italics, create a link, and cross through text, the paragraph button allows you to change the paragraph into a heading, list, quote, preformatted (for showing code), or verse.</p>
13	<p>AUDIO: Narration only. VISUAL: Zoom to the More button and click on it.</p>	<p>Click on the button with three dots to see additional things you can do with the block. One of the most useful options is Add to Reusable Blocks. Reusable blocks are a huge</p>

		<p>timesaver if you have text you repeatedly use, such as contact information at the end of a post, or a quotation that is your unique sign-off phrase. Clicking the menu item will save the current block, where it becomes a choice next time you want to create a new block.</p>
14	<p>AUDIO: Music fades in under narration, swells after “Thanks,” then fades out. VISUAL: Switch back to PPT for conclusion slide.</p> 	<p>That’s just a taste of what you can do with the new WordPress Gutenberg editor. You’ve learned how to install the editor plugin, how to add blocks, and how to format text within a paragraph block. Have fun experimenting, and you’ll be ready when Gutenberg becomes the default editor. Thanks for watching!</p>