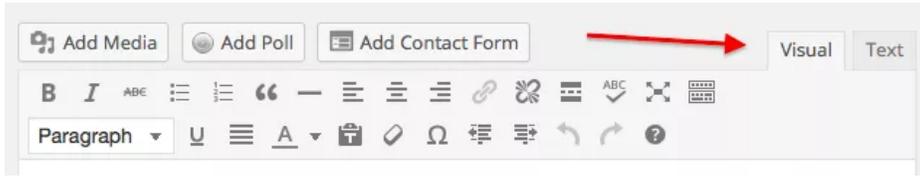# WordPress Visual Editor

The visual editor provides a semi-WYSIWYG (What You See is What You Get) content editor that allows you to easily create, edit, and format your blog content in a view similar to that of a word processor.

There are two (2) rows of editing icons contained within the visual editor. You can find out what any icon means or does by hovering over it with your mouse – a small tooltip will appear describing the icon and its purpose.

Row 1

When initially opened, the visual editor will display a single row of icons:

1. **Bold**
2. *Italic*
3. ~~Strike-through~~
4. Unordered list (bullet points):
   - Item 1
   - Item 2
5. Ordered list
   1. Item 1
   2. Item 2
6. Blockquote (a way of displaying quoted text; each theme will style this differently.)

   > Always forgive your enemies; nothing annoys them so much.

7. Horizontal line
8. Align Left
9. Align Center
10. Align Right
11. Insert/edit link
12. Unlink
13. Insert More tag
14. Proofread/Spell Check
15. Toggle Distraction Free Writing
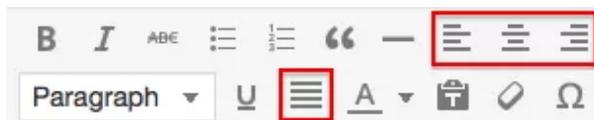16. Toolbar Toggle (enables the second row of editing icons)

Row 2

To display the second row of icons, select the **toolbar toggle** icon

1. [Style](#) – various formatting styles defined by your theme
2. Underline
3. Justify
4. [Select text color](#) – change the text color
5. [Paste as Text](#)
6. [Clear formatting](#)
7. [Insert special character](#)
8. [Outdent](#) – move text further left
9. [Indent](#) – move text further right
10. Undo – undo your last action
11. Redo – redo your last action
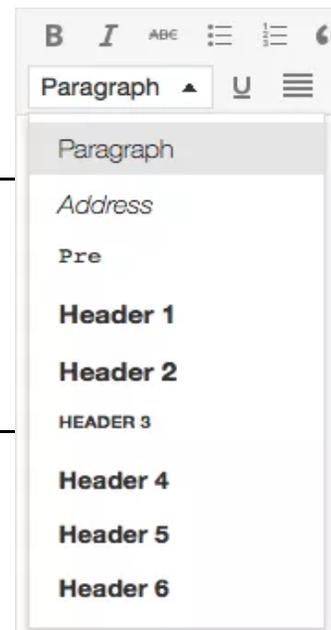12. Help – display some information about using the editor, as well as [keyboard shortcuts](#).

Alignment

Both text and images can be aligned using the appropriate icons:

Styles

The style drop-down menu allows you to change the formatting of any selected text. This includes various headings and other pre-defined styles built into your theme.

Spacing

Hitting the Enter (Return) key will end the paragraph you are writing and start a new one. If you want to start a new line without creating a new paragraph, press the Shift key while hitting Enter.

Pasting Text

If you copy and paste text from somewhere else, you may discover that it does not always appear exactly as you would expect. If you use the **Paste as text** button then a special cleanup process will run to remove any special formatting and HTML tags that may otherwise change your text.

Remove Formatting

The remove formatting button, as you would expect, removes all formatting (bold, italic, colors etc) from a highlighted section of text. First select your text:

This is *my* **formatted** bit of text.

When the button is clicked, all the formatting will be removed:

This is my formatted bit of text.