How to Configure Essential Blocks Quick Action Toolbar in Gutenberg Editor?

FAQ · https://essential-blocks.com/docs/essential-blocks-quick-action-toolbar/

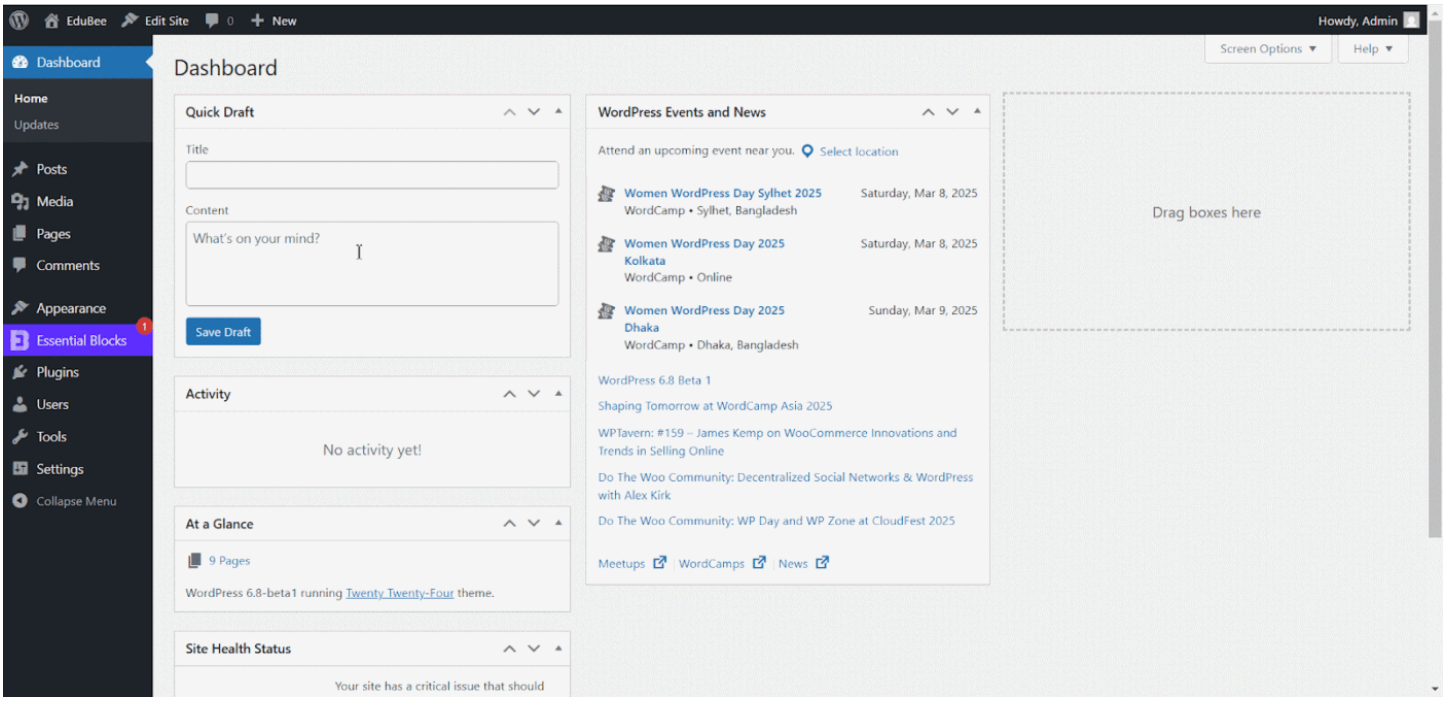
The Quick Action Toolbar in **Essential Blocks** allows you to add, organize, and access your most-used blocks with a single click right in your Gutenberg editor. Whether building a page or designing a post, this extension ensures a smoother, more efficient editing experience in WordPress.

Follow the step-by-step guidelines below to learn how to use the Essential Blocks extension on your Gutenberg Editor using Essential Blocks for Gutenberg.

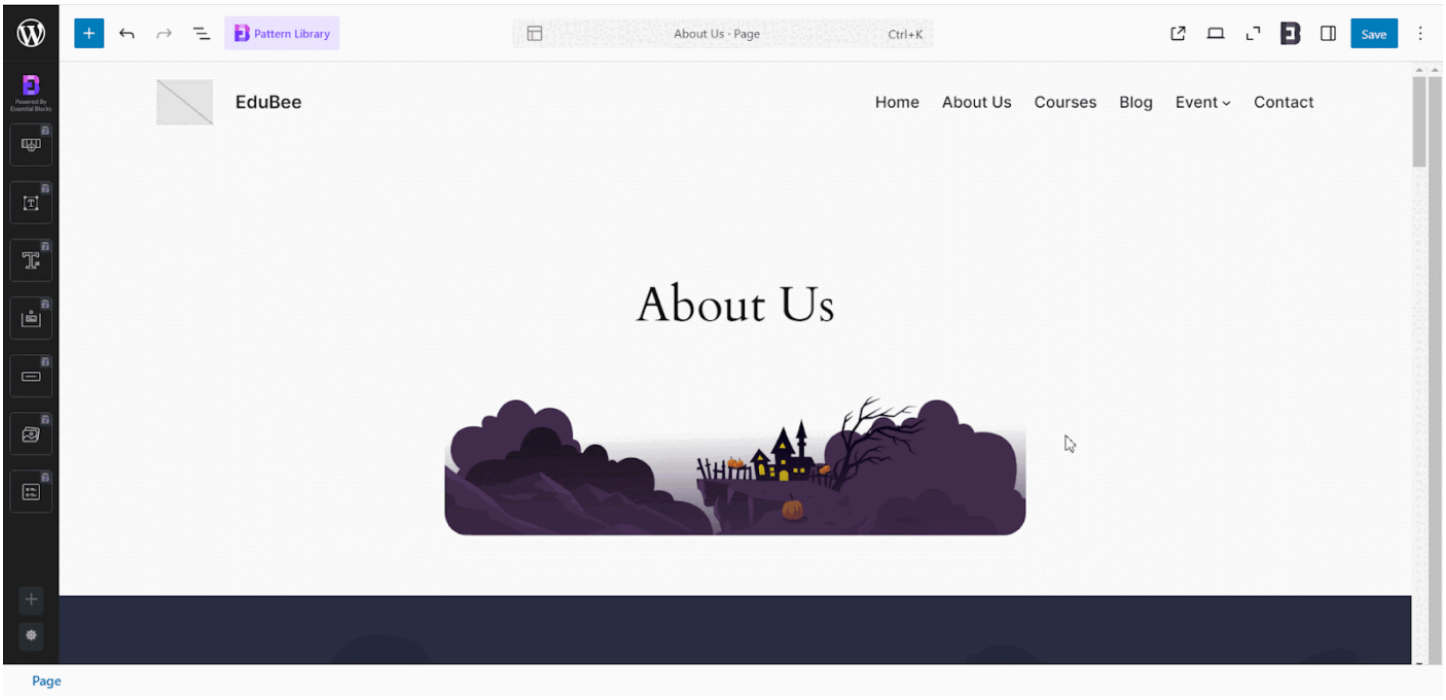
How to Configure Essential Blocks Quick Action Toolbar in Gutenberg?

If you have the Essential Blocks plugin installed and activated on your website, the Quick Action Toolbar will automatically activate. Let’s explore this extension in the Gutenberg editor.

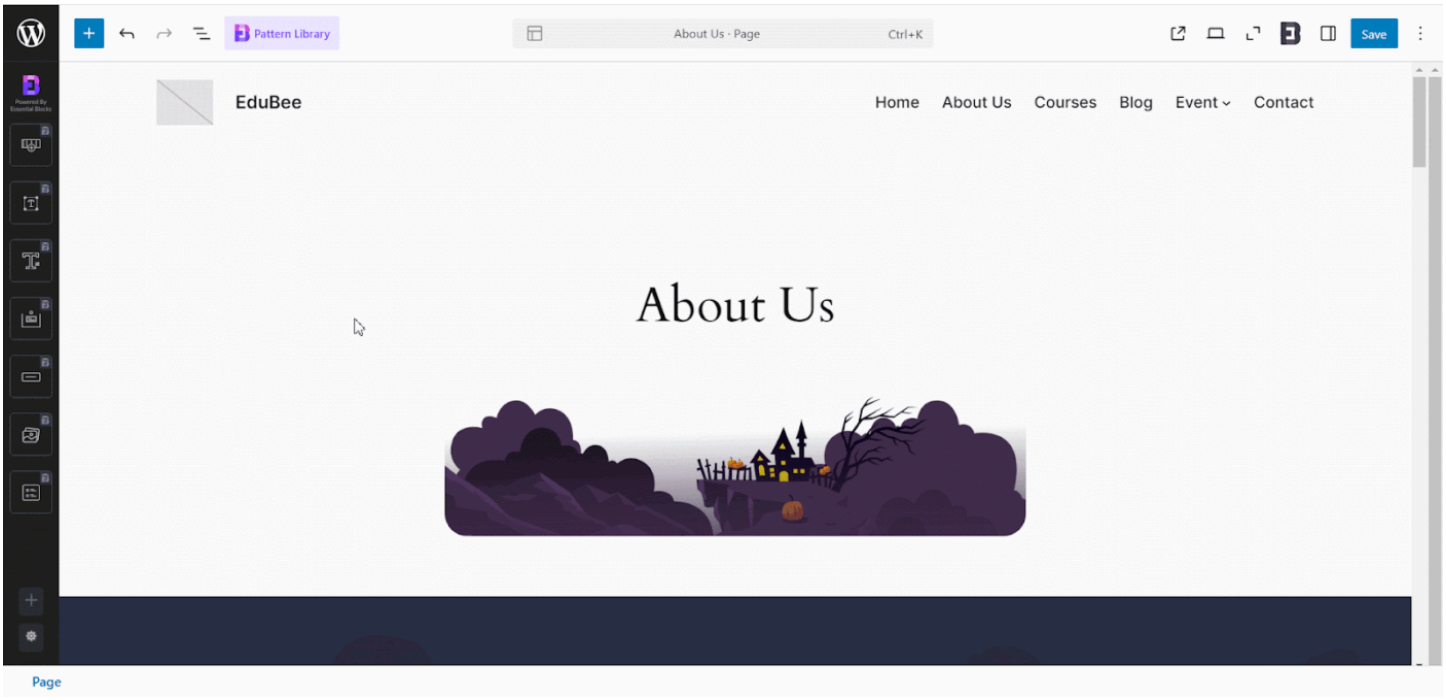
Step 1: From your WordPress dashboard, open to **Post** or **Page**, then click on **Edit** on a page or post to open the Gutenberg Editor. You can locate this extension in the editor's left panel.



This extension in the Gutenberg editor is only accessible in **Fullscreen Mode**. To do so, click on the ‘ **Three Dot**’ from the top bar and select ‘**Fullscreen mode**.’

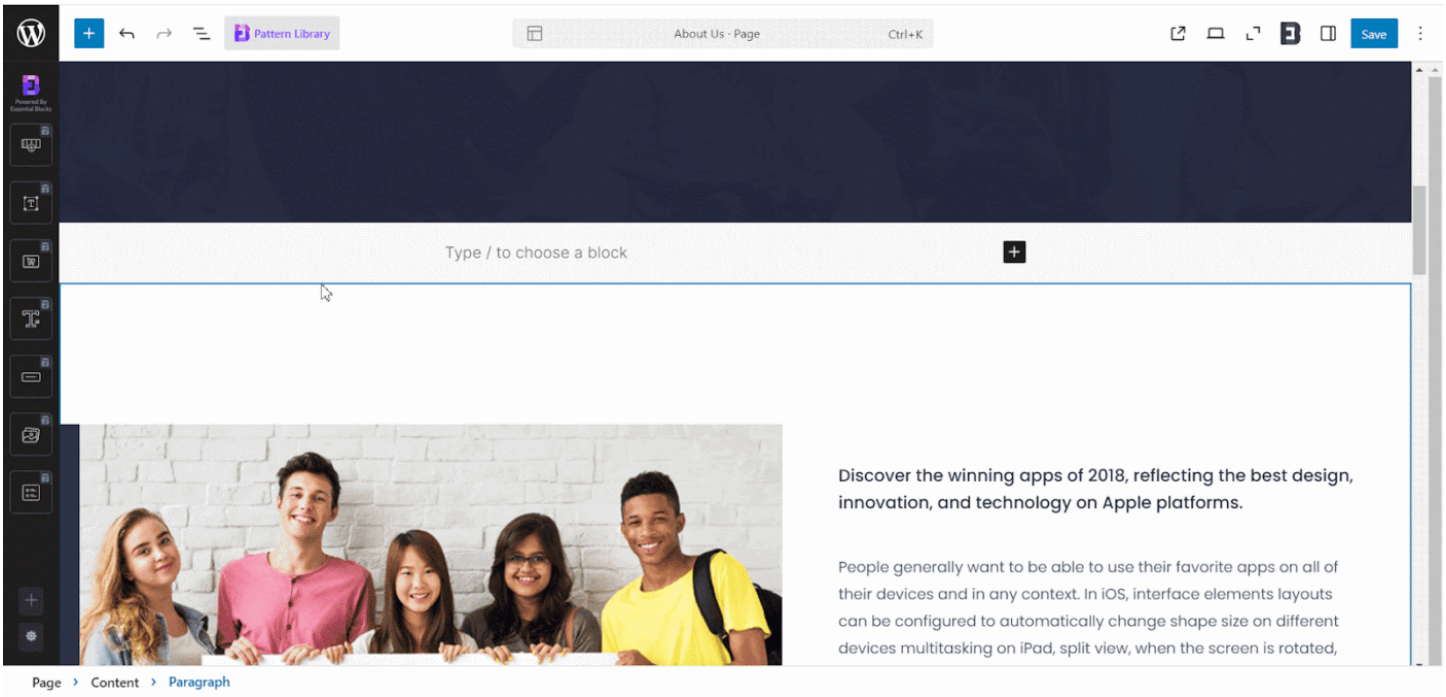


Step 2: In the Quick Action Toolbar, click on the **‘+’** plus icon to add a block to the bar. You can move the blocks by dragging them. To remove a block from the toolbar, hover over it and click the cross icon.



How to Disable Quick Action Toolbar?

When you do not need this feature on your editor, you can disable it anytime. Click on the settings icon on the bar, which will take you to the Essential Blocks dashboard setting, where you can toggle the button to disable this extension. Similarly, you can enable this feature again from this place when needed.



This is how easily you can configure the Quick Action Toolbar with your favorite blocks, which you use frequently.

Getting stuck? Feel free to **Contact Our Support** for further assistance.