

# How To Edit And Delete WordPress Posts - 1

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June 10, 2020

# How To Edit & Delete WordPress Posts - Part 1

WordPress Training

## How To Edit And Delete WordPress Posts – Part 1

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In this tutorial, you will learn:

- How to edit and delete single and multiple posts in WordPress
- How to use the WordPress Table of Posts to perform bulk post edits and deletions.
- Useful and practical tips to help you save time editing your posts in WordPress.

Parts 1 and 2 of this tutorial cover the following topics:

- **How To Use The WordPress Table Of Posts**
  - Screen Options
  - Sorting And Filtering Options
- **How To Edit Posts In WordPress**
  - How To Edit Single Posts In WordPress
  - How To Edit Multiple Posts In WordPress (Bulk Editing)
- **How To Delete Posts In WordPress**
  - How To Delete Single Posts In WordPress
  - How To Delete Multiple Posts In WordPress (Bulk Deletion)
- **Editing And Deleting Posts In WordPress – Additional Tips And Information**



This tutorial uses the [WordPress classic editor](#).

WordPress introduced a new content editor in [version 5.0](#) called the **Gutenberg or Block Editor**.

To learn how to use the new editor, see this tutorial: [The WordPress Gutenberg Editor](#)

For other tutorials related to using posts in WordPress, go here:

- [Differences Between WordPress Posts vs WordPress Pages](#)
- [How To Create A New Post In WordPress – Part 1](#)
- [How To Create A New Post In WordPress – Part 2](#)

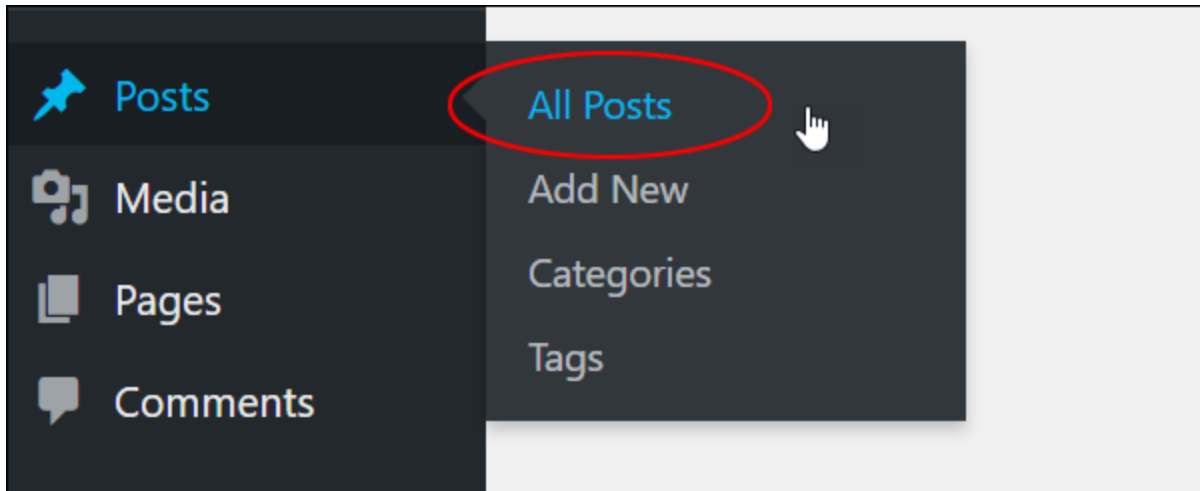
## The WordPress Posts Screen

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WordPress makes editing and deleting content in posts simple.

Editing posts is done in the **Edit Post** screen and there are several ways to delete posts in WordPress, which we will cover later in this tutorial.

To access the WordPress Posts section, log into your WordPress admin then go to the main navigation menu and select **Posts > All Posts**.



Select WordPress Posts Menu > All Posts

This brings up the Posts screen with the WordPress Table of Posts.

A screenshot of the WordPress 'Posts' screen. The interface shows a table of posts with columns for Title, Author, Categories, Tags, and Date. The table contains 15 rows of posts, including titles like 'Chicken saltimbocca', 'Chicken nachos', and 'Facilis libero facere dignissimos'. The table also includes a 'Bulk Actions' dropdown, 'Apply' button, and filters for 'All dates' and 'All Categories'. The page shows 49 items, with 1 of 3 items displayed on the current page.

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Chicken saltimbocca — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/12/20
<input type="checkbox"/>	Chicken nachos — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/12/24
<input type="checkbox"/>	Facilis libero facere dignissimos — Scheduled	Bob Writer	Cruises	—	—	Scheduled 2020/11/19
<input type="checkbox"/>	Chicken shrimp — Scheduled	Bob Writer	Recipes	Chicken Recipes	—	Scheduled 2020/10/27
<input type="checkbox"/>	Thai chicken pumpkin curry — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/06/18
<input type="checkbox"/>	How To Make Money In Your Sleep	Bob Writer	WordPress Training	attract wealth, free money, get rich, make money online		Published 21.hours.ago
<input type="checkbox"/>	Aspernatur reprehenderit impedit eius nihil	Jake Sully	Cat Toys, Dog Toys	Cruises		Published 2020/05/22
<input type="checkbox"/>	Modi et eum in necessitatibus	Jake Sully	Cat Training	Caribbean, Ocean Views		Published 2020/05/21
<input type="checkbox"/>	Travel Post	Your Name	Cruises	Beach, Beach Resort, Caribbean, Hot Tub, Lanzarote Villas, Luxury Villa, Ocean Views, Sunset Dinners	—	Published 2020/05/17
<input type="checkbox"/>	Chicken KeKou	Bob Writer	Camping	5-Star Hotels, Family Holidays, Honeymoon Destinations, New York, Sweet & Sour, Travel Tips, Valet Service	—	Published 2020/05/13
<input type="checkbox"/>	Coconut chicken lettuce cups	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Published 2020/05/13
<input type="checkbox"/>	Winter Camping Tips – The 7 Essential Tools To Pack For A Safe Winter Camping Adventure	William Shakespeare	Winter Camping 2	—	—	Published 2020/05/05
<input type="checkbox"/>	Best Ways To Avoid Jetlag	William Shakespeare	Cruises	—	—	Published

WordPress Posts screen.

Here is where you can add, edit, and delete posts on your WordPress site.

We cover **how to create posts in WordPress** in step-by-step detail in a separate and comprehensive 2-part tutorial.








In this section, you will learn how to use the different features of the WordPress Table of Posts.

## WordPress Table Of Posts – Post Management Features

The WordPress Table of Posts displays all the information you need to effectively manage your posts. These include:

- Your published posts
- Draft posts (posts that are not yet published)
- **Scheduled Posts**
- **Private and password-protected posts**
- **Sticky posts**
- Pending posts (posts that need to be approved by an **administrator or editor** before these can be published).

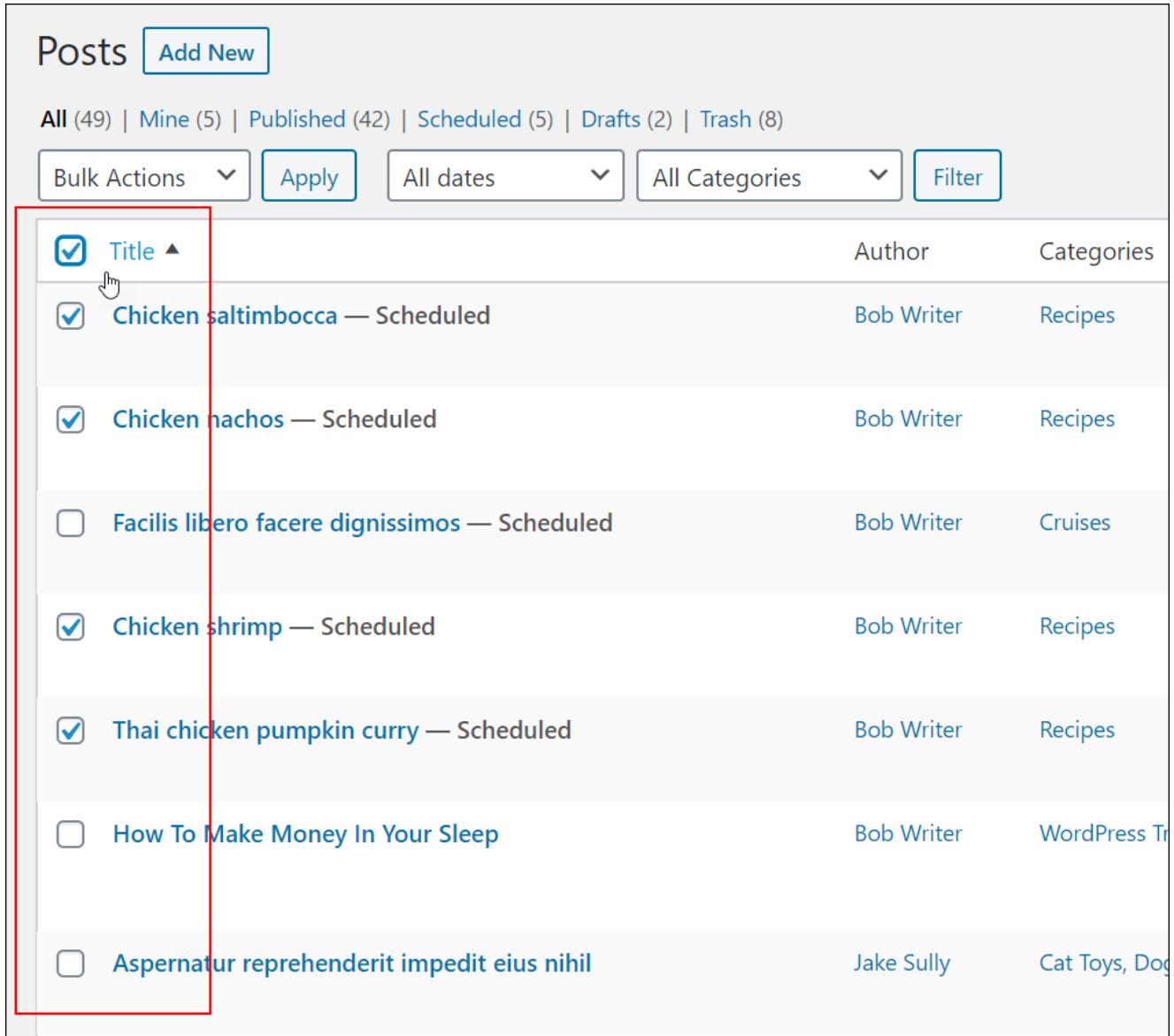
The Table of Posts displays a list of all your posts with the most recent posts listed at the top in reverse chronological order (i.e. most recent posts show up at the top.)

Author	Categories	Tags		Date
Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/12/30
Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/12/24
Bob Writer	Cruises	—	—	Scheduled 2020/11/19
Bob Writer	Recipes	Chicken Recipes	—	Scheduled 2020/10/27
Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/06/18
Bob Writer	WordPress Training	attract wealth, free money, get rich, make money online	 	Published 21 hours ago
Jake Sully	Cat Toys, Dog Toys	Cruises	 	Published 2020/05/22
Jake Sully	Cat Training	Caribbean, Ocean Views	 	Published 2020/05/21
Your Name	Cruises	Beach, Beach Resort, Caribbean, Hot Tub, Lanzarote Villas, Luxury Villa, Ocean Views,	—	Published 2020/05/17

Your most recent posts display at the top of your Table of Posts in reverse chronological order.

Note that Scheduled posts take priority over Published posts on the list. This allows you to see which posts are coming up next for publishing.

You can bulk edit and/or bulk delete posts in the Table of Posts by ticking/unticking checkboxes in the Posts Title column. This is covered in detail in **Part 2 of this tutorial**.



The screenshot shows the WordPress 'Posts' management interface. At the top, there's a 'Posts' header with an 'Add New' button. Below it, filters for 'All (49)', 'Mine (5)', 'Published (42)', 'Scheduled (5)', 'Drafts (2)', and 'Trash (8)' are visible. A control bar includes 'Bulk Actions', 'Apply', 'All dates', 'All Categories', and 'Filter'. The main table has columns for 'Title', 'Author', and 'Categories'. A red box highlights the 'Title' column, where several posts have their checkboxes checked. A mouse cursor is hovering over the first checked checkbox. The posts listed are: 'Chicken saltimbocca — Scheduled', 'Chicken nachos — Scheduled', 'Facilis libero facere dignissimos — Scheduled', 'Chicken shrimp — Scheduled', 'Thai chicken pumpkin curry — Scheduled', 'How To Make Money In Your Sleep', and 'Aspernatur reprehenderit impedit eius nihil'.

<input checked="" type="checkbox"/> Title ▲	Author	Categories
<input checked="" type="checkbox"/> <a href="#">Chicken saltimbocca</a> — Scheduled	Bob Writer	Recipes
<input checked="" type="checkbox"/> <a href="#">Chicken nachos</a> — Scheduled	Bob Writer	Recipes
<input type="checkbox"/> <a href="#">Facilis libero facere dignissimos</a> — Scheduled	Bob Writer	Cruises
<input checked="" type="checkbox"/> <a href="#">Chicken shrimp</a> — Scheduled	Bob Writer	Recipes
<input checked="" type="checkbox"/> <a href="#">Thai chicken pumpkin curry</a> — Scheduled	Bob Writer	Recipes
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a>	Bob Writer	WordPress Tr
<input type="checkbox"/> <a href="#">Aspernatur reprehenderit impedit eius nihil</a>	Jake Sully	Cat Toys, Dog

Select checkboxes to bulk edit or bulk delete posts.

## WordPress Table Of Posts – Columns

### Post Title Column

Each post title displays in the Title column as a clickable link.

Clicking on a post title lets you edit the post content in the Edit Posts screen.

Posts [Add New](#)

All (49) | Mine (5) | **Published** (42) | Scheduled (5) | Drafts (2) | Trash (8)

Bulk Actions  All dates  All Categories

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a>	Bob Writer	WordPress Tra
<input type="checkbox"/> <a href="#">Aspernatur reprehenderit impedit eius nihil</a>	Jake Sully	Cat Toys, Dog
<input type="checkbox"/> <a href="#">Modi et eum in necessitatibus</a>	Jake Sully	Cat Training
<input type="checkbox"/> <a href="#">Travel Post</a>	Your Name	Cruises

WordPress Table of Posts – Post Title Column.

Hover over any row in the list of posts and several menu options will display.

Posts [Add New](#)

All (49) | Mine (5) | **Published** (42) | Scheduled (5) | Drafts (2) | Trash (8)

Bulk Actions  All dates  All Categories

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a> <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	Bob Writer	WordPress Tra

Hover your cursor over a row to view post menu options.

This lets you perform the following post management tasks inside the Table of Posts:

- **Edit** takes you to the Post Edit screen and content editor. Clicking on the post title itself also brings up the Post Edit screen for that post.
- **Quick Edit** gives you access to the inline editor where you can quickly edit and update various metadata settings for your post (i.e. you can edit details about your post but not the content). We have written a separate step-by-step tutorial on [How to Use the WordPress Quick Edit Feature](#).

- **Trash** removes your post from the Table of Posts and places it in the trash. From there, you can permanently delete it.
- **Preview/View**. The link displayed here depends on the status of your post. If your post status is set to 'Draft,' the menu will display a 'Preview' link. Clicking on this link will show you what your draft post will look like once it is published. If your post has already been published, the menu will display a 'View' link. Clicking on 'View' will take you to your site where you can view your live post.

Post status indicators next to the post title let you quickly see if your posts have been saved as Draft, Private, Pending, Sticky Post, Password-Protected, etc.

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a>	Bob Writer	WordPress Tra
<input type="checkbox"/> <a href="#">Aspernatur reprehenderit impedit eius nihil</a> — <u>Draft</u>	Jake Sully	Cat Toys, Dog
<input type="checkbox"/> <a href="#">Modi et eum in necessitatibus</a> — <u>Pending</u>	Jake Sully	Cat Training
<input type="checkbox"/> <a href="#">Travel Post</a> — <u>Private</u>	Your Name	Cruises
<input type="checkbox"/> <a href="#">Chicken KeKou</a> — <u>Password protected</u>	Bob Writer	Camping
<input type="checkbox"/> <a href="#">Coconut chicken lettuce cups</a>	Bob Writer	Recipes

WordPress displays the status of all posts in the Table of Posts. Published posts display no status.

## Post Author Column

Posts authors display in the **Author** column.

Posts [Add New](#)

All (49) | Mine (5) | **Published** (42) | Scheduled (5) | Drafts (2) | Trash (8)

Bulk Actions [Apply](#) All dates [Filter](#)

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a>	<a href="#">Bob Writer</a>	WordPress Tr
<input type="checkbox"/> <a href="#">Aspernatur reprehenderit impedit eius nihil</a> — Draft	Jake Sully	Cat Toys, Dog
<input type="checkbox"/> <a href="#">Modi et eum in necessitatibus</a> — Pending	Jake Sully	Cat Training
<input type="checkbox"/> <a href="#">Travel Post</a> — Private	Joanne	Cruises
<input type="checkbox"/> <a href="#">Chicken KeKou</a> — Password protected	Bob Writer	Camping

WordPress Table of Posts – Author column.

Author links are clickable. If your site allows multiple authors to publish content, click on the author’s name to view all posts published by that author.

Posts [Add New](#)

All (49) | Mine (5) | **Published** (42) | Scheduled (5) | Drafts (2) | Trash (8)

Bulk Actions [Apply](#) All dates [Filter](#)

<input type="checkbox"/> Title	Author	Category
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a> <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	<a href="#">Bob Writer</a>	WordPre

Click on the author link to display a list of all posts published by that author.

The Table of Posts then filters and displays only a list of posts authored by that user.



Posts [Add New](#)

All (49) | Mine (3) | Published (38) | Scheduled (5) | Drafts (4) | Pending (1) | Private (1) | Trash (8)

Bulk Actions [Apply](#) All dates [Filter](#)

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> <a href="#">Chicken saltimbocca</a> — Scheduled	Bob Writer	Recipes
<input type="checkbox"/> <a href="#">Chicken nachos</a> — Scheduled	Bob Writer	Recipes
<input type="checkbox"/> <a href="#">Facilis libero facere dignissimos</a> — Scheduled	Bob Writer	Cruises
<input type="checkbox"/> <a href="#">Chicken shrimp</a> — Scheduled	Bob Writer	Recipes
<input type="checkbox"/> <a href="#">Thai chicken pumpkin curry</a> — Scheduled	Bob Writer	Recipes
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a>	Bob Writer	WordPress Tra
<input type="checkbox"/> <a href="#">Chicken KeKou</a> — Password protected	Bob Writer	Camping

**Posts Filtered By Author**

View a list of posts filtered by author.

To learn how to assign posts to different authors, see this tutorial: [How To Change Post Authors In WordPress](#)

### Post Categories Column

This column lets you see all the categories that you have assigned to your posts.

Category links are clickable. Click on a category in this column...

Posts [Add New](#)

All (49) | Mine (3) | Published (38) | Scheduled (5) | Drafts (4) | Pending (1) | Private (1) | Trash (8)

Bulk Actions ▼ [Apply](#) All dates ▼ All Categories ▼ [Filter](#) 37 items

<input type="checkbox"/> Title	Author	Categories	Tags
<input type="checkbox"/> <a href="#">Chicken saltimbocca</a> — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Chicken nachos</a> — Scheduled <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">Preview</a>	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Facilis libero facere dignissimos</a> — Scheduled	Bob Writer	Cruises	—
<input type="checkbox"/> <a href="#">Chicken shrimp</a> — Scheduled	Bob Writer	Recipes	Chicken Recipes
<input type="checkbox"/> <a href="#">Thai chicken pumpkin curry</a> — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">How To Make Money In Your Sleep</a>	Bob Writer	WordPress Training	attract wealth, fre money, get rich, r money online
<input type="checkbox"/> <a href="#">Chicken KeKou</a> — Password protected	Bob Writer	Camping	5-Star Hotels, Fan Holidays, Honeym Destinations, New York, Sweet & Sou Travel Tips, Valet Service
<input type="checkbox"/> <a href="#">Coconut chicken lettuce cups</a>	Bob Writer	Recipes	Chicken, Chicken Recipes

Click on a category to display a list of all posts assigned to it.

A list of all posts assigned to that category will display in the Table of Posts.

Posts [Add New](#)

All (49) | Mine (3) | Published (38) | Scheduled (5) | Drafts (4) | Pending (1) | Private (1) | Trash (8)

Bulk Actions  All dates  Recipes 21 items

<input type="checkbox"/> Title	Author	Categories	Tags
<input type="checkbox"/> <a href="#">Chicken saltimbocca</a> — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Chicken nachos</a> — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Chicken shrimp</a> — Scheduled	Bob Writer	Recipes	Chicken Recipes
<input type="checkbox"/> <a href="#">Thai chicken pumpkin curry</a> — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Coconut chicken lettuce cups</a>	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Chicken tortillas with lemon aioli</a>	Bob Writer	Recipes	Chicken
<input type="checkbox"/> <a href="#">Singapore noodles with chicken</a>	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Air fried Korean bbq chicken</a>	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">One-pot Italian chicken</a>	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/> <a href="#">Chicken dhansak</a>	Bob Writer	Recipes	Chicken, Chicken

**Posts Filtered By Category**

View a list of all posts filtered by category.

To learn how to use categories in WordPress posts, see this tutorial: [How To Use Categories In WordPress](#)

### Post Tags Column

This column lets you see all the tags associated with your posts.

Click on any tag in this column...

posts [Add New](#)

(104) | Mine (3) | Published (80) | Scheduled (18) | Drafts (4) | Pending (1) | Private (1) | Trash (8)

Bulk Actions [Apply](#) All dates [Filter](#) All Categories [Filter](#) 104 items

<input type="checkbox"/>	Title	Author	Categories	Tags
<input type="checkbox"/>	<a href="#">Facilis libero facere dignissimos</a> — Scheduled	Bob Writer	Cruises	—
<input type="checkbox"/>	<a href="#">Chicken shrimp</a> — Scheduled	Bob Writer	Recipes	Chicken Recipes
<input type="checkbox"/>	<a href="#">Thai chicken pumpkin curry</a> — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes
<input type="checkbox"/>	<a href="#">Aut laboriosam commodi harum ducimus</a> — Scheduled	Jake Sully	—	—
<input type="checkbox"/>	<a href="#">Optio porro quod exercitationem enim</a> — Scheduled	William Shakespeare	—	Chicken, Chilli
<input type="checkbox"/>	<a href="#">Sed quisquam est deserunt est iure</a> — Scheduled <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">Preview</a>	Jake Sully	—	Beach, Broccoli, <b>Chicken</b> , Chilli, Et consectetur
<input type="checkbox"/>	<a href="#">Et aut voluptatem ullam nemo laudantium explicabo</a> — Scheduled	Bob Writer	—	Beach, Chicken

WordPress Table of Posts – Tags column.

And the Table of Posts returns a list of all posts that include this tag.

Posts [Add New](#)

All (104) | Mine (3) | Published (80) | Scheduled (18) | Drafts (4) | Pending (1) | Private (1) | Trash (8)

Bulk Actions  All dates  50 items  of 3

<input type="checkbox"/>	Title	Author	Categories	Tags	<input type="button" value="🗨️"/>	Date
<input type="checkbox"/>	<a href="#">Thai chicken pumpkin curry</a> — Scheduled	Bob Writer	Recipes	<a href="#">Chicken</a> , <a href="#">Chicken Recipes</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Optio porro quod exercitationem enim</a> — Scheduled	William Shakespeare	Recipes	<a href="#">Chicken</a> , <a href="#">Chilli</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Sed quisquam est deserunt est iure</a> — Scheduled	Jake Sully	Recipes	<a href="#">Beach</a> , <a href="#">Broccoli</a> , <a href="#">Chicken</a> , <a href="#">Chilli</a> , <a href="#">Et consequatur</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Et aut voluptatem ullam nemo laudantium explicabo</a> — Scheduled	Bob Writer	Recipes	<a href="#">Beach</a> , <a href="#">Chicken</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Voluptatibus et fuga delectus ut quam</a> — Scheduled	William Shakespeare	Recipes	<a href="#">Chicken</a> , <a href="#">Chilli</a> , <a href="#">Et consequatur</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Qui dolorem commodi nihil id</a> — Scheduled	Jake Sully	Recipes	<a href="#">Beach</a> , <a href="#">Broccoli</a> , <a href="#">Chicken</a> , <a href="#">Chilli</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Nobis assumenda incidunt repudiandae illo placeat nam</a> — Scheduled	William Shakespeare	Recipes	<a href="#">Beach</a> , <a href="#">Broccoli</a> , <a href="#">Chicken</a> , <a href="#">Chilli</a> , <a href="#">Et consequatur</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Iusto voluptas minima est repudiandae</a> — Scheduled	Bob Writer	Recipes	<a href="#">Broccoli</a> , <a href="#">Chicken</a> , <a href="#">Chilli</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Aut incidunt ut qui</a> — Scheduled	Emmalee	Recipes	<a href="#">Broccoli</a> , <a href="#">Chicken</a> , <a href="#">Et consequatur</a>	—	Sched 2020/0
<input type="checkbox"/>	<a href="#">Id ut quia rerum voluptatem quae</a> — Scheduled	William Shakespeare	Recipes	<a href="#">Beach</a> , <a href="#">Chicken</a> , <a href="#">Chilli</a> , <a href="#">Et consequatur</a>	—	Sched 2020/0

View a list of posts filtered by tags.

To learn how to use tags in WordPress, see this tutorial: [How To Use Tags In WordPress](#)





## Post Comments Column

The Post Comments column displays the number of comments left on your posts inside the post's comment bubble. Note: Your WordPress Discussion settings (Settings > Discussion) must be configured to allow users to leave comments on your posts.

The number of approved comments displays inside the post's comment bubble.


Drafts (4) | Pending (1) | Private (1) | Trash (8)  Search Posts

All Categories  104 items << < 1 of 6 > >>

Author	Categories	Tags		Date
Jake Sully	Cat Toys, Cat Training	Cheap Accommodation, Cruises		Published <a href="#">2020/02/14</a>
Jake Sully	Cat Toys, Dog Toys	Cruises		Last Modified <a href="#">2020/05/22</a>
Jake Sully	Cat Training	Caribbean, Ocean Views		Last Modified <a href="#">2020/05/21</a>

Click on the comments bubble to view comments left on posts.

Clicking on the comments bubble will take you to the Comments section screen, where you can approve or disapprove comments left by visitors on your posts.




My Site  4  New Howdy, Your Name

Dashboard  
Posts  
Media  
Pages  
**Comments 4**  
Appearance  
Plugins  
Users  
Tools  
Settings  
FakerPress  
Collapse menu

Comments on "[Rerum rerum excepturi aut aliquid](#)" Screen Options Help

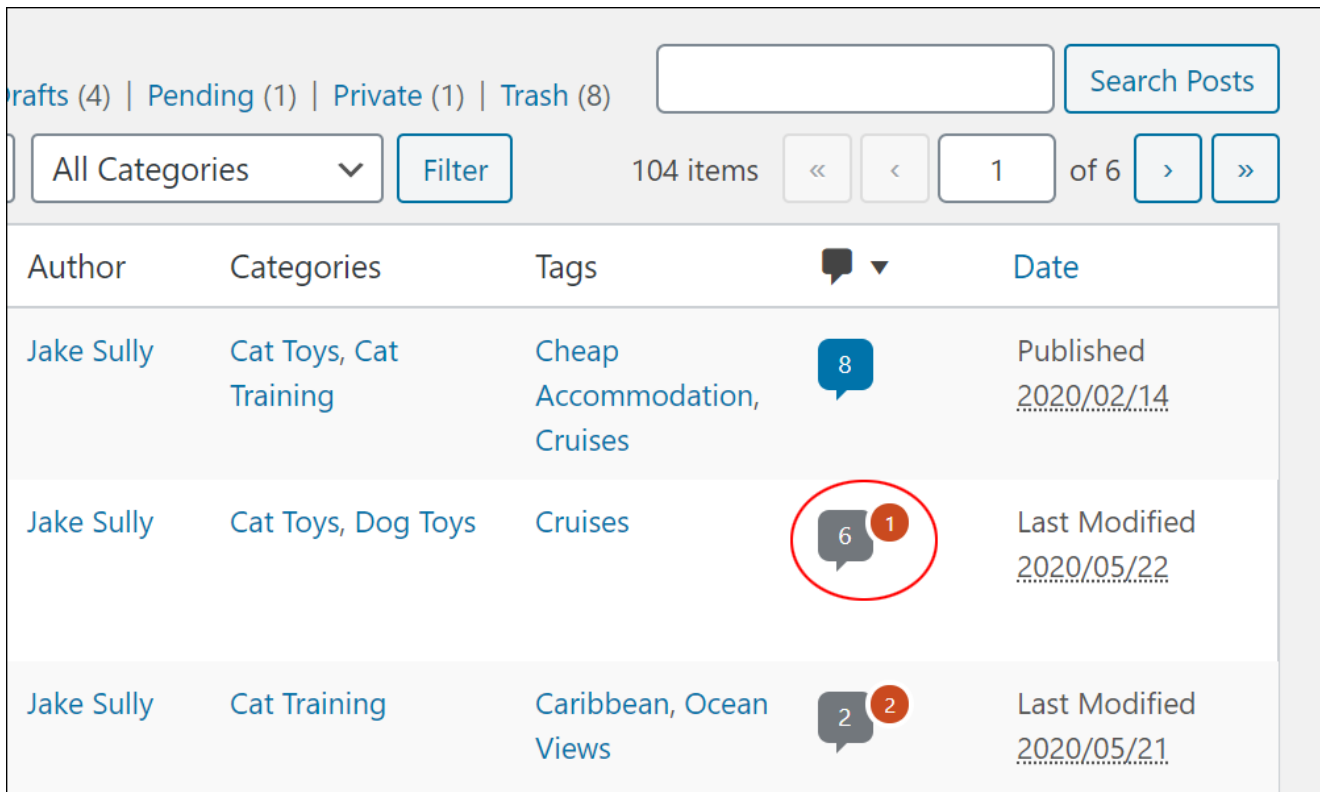
All (8) | Mine (0) | Pending (0) | **Approved (8)** | Spam (0) | Trash (0)  Search Comments

Bulk Actions  All comment types  8 items





<input type="checkbox"/>	Author	Comment	Submitted On
<input type="checkbox"/>	 Adrian Aufderhar kunde.net/adipisci-cumque-enim-aliquid-et-perspici... isai.ritchie@example.or 75.21.96.7	Ad repellendus vero aut qui laborum. Cumque culpa ducimus modi alias. Aliquid repellat nihil eos. Aliquid ut repudiandae fugit rerum natus. Facilis sit id tempora repellat sint rem. Et unde dolores saepe corrupti. Voluptatem dicta illo ipsum facere porro temporibus officiis quia. Aut quae nesciunt id assumenda dignissimos. Atque iusto exercitationem quidem. Unde magnam porro distinctio ex. Dignissimos amet alias cum quia consequuntur. Molestiae veniam cupiditate blanditiis ad occaecati voluptatem qui id. Amet ad nam asperiores nam. Recusandae eligendi ullam numquam placeat asperiores quia commodi. Eum recusandae dignissimos cupiditate qui sint quo. Molestiae fugiat consequatur laborum dolorem aliquam corporis aut. Ex quidem dignissimos qui quibusdam voluptates et similique. Suscipit et cum magni ullam. Labore enim iste vero quae omnis eos consequatur. Harum aut ipsam dignissimos dolorem et earum repudiandae. Ab sit tenetur rerum ratione corporis. Accusamus delectus non dolorem amet nobis. Debitis tenetur ut blanditiis necessitatibus porro sint fugit eos.	2020/05/24 at 11:48 am
<input type="checkbox"/>	 Prof. Palma Willms V towne.com/ullam-a-et-mollitia-eum-architecto-dele... zkertzmann@example.co 89.118.193.110	<b>Repellat sunt maiores tenetur non voluptas. Esse optio quas voluptatibus esse. Nihil sapiente iure voluptate minus. Minus a ducimus praesentium soluta</b>	2020/02/17 at 10:54 pm
<input type="checkbox"/>	 Nikko Williamson lakin.com ledner.river@example.or 222.190.134.180	<ul style="list-style-type: none"> <li>• Aut harum dignissimos in</li> <li>• Quidem dolor placeat</li> </ul>	2020/02/17 at 10:54 pm

Approve, disapprove, edit, and moderate comments left by users in the WordPress Comments section.

If posts have pending comments (i.e. comments that need approval by an administrator before they can be published), the number of comments awaiting moderation will display next to the comment bubble icon for that post.



The screenshot shows a WordPress interface for managing posts. At the top, there are filters for 'Drafts (4)', 'Pending (1)', 'Private (1)', and 'Trash (8)'. A search bar and a 'Search Posts' button are also visible. Below the filters, there is a 'Filter' button and a pagination control showing '104 items' and '1 of 6' pages. The main content is a table with columns for Author, Categories, Tags, a comment bubble icon, and Date. The table contains three rows of posts. The second row, for a post by Jake Sully with categories 'Cat Toys, Dog Toys' and tag 'Cruises', has a comment bubble icon with a red circle around it and a red badge with the number '1', indicating one pending comment. The other two rows have comment bubble icons with red badges showing '8' and '2' pending comments respectively.

Author	Categories	Tags		Date
Jake Sully	Cat Toys, Cat Training	Cheap Accommodation, Cruises		Published <a href="#">2020/02/14</a>
Jake Sully	Cat Toys, Dog Toys	Cruises		Last Modified <a href="#">2020/05/22</a>
Jake Sully	Cat Training	Caribbean, Ocean Views		Last Modified <a href="#">2020/05/21</a>

Pending comments.

**Note:** Clicking on the comments bubble will take you to the Comments screen, where you can approve or disapprove comments left by visitors on your posts.

The screenshot displays the WordPress Comments section for pending comments. At the top, there's a navigation bar with 'New' and 'Howdy, Your Name'. Below this, the 'Comments' section is titled, and there are filters for 'All (50)', 'Mine (3)', 'Pending (4)', 'Approved (46)', 'Spam (0)', and 'Trash (0)'. There are also buttons for 'Bulk Actions', 'Apply', 'All comment types', and 'Filter'. A search bar and 'Search Comments' button are also present. The main content area shows a table of comments with columns for 'Author', 'Comment', 'In Response To', and 'Submitted On'. Two pending comments are visible: one from 'Your Name' (martin@yugotmail.com) and one from 'Leland O'Connell' (adams.com/fuga-officia-...).

WordPress Comments section – pending comments.

To learn more about moderating comments in WordPress, see this tutorial: [How To Manage WordPress Comments](#)

## Post Date Column

The Date column shows the dates for each post as follows:

- The *Published* date of all your published posts,
- The *Last Modified* date of all unpublished posts (e.g. posts set to 'draft' status), and
- The *Scheduled* date for all posts set to publish later.



	Author	Categories	Tags		Date
uled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/06/18
	Emmalee	—	Beach, Chilli	—	Published 2020/05/23
is	Bob Writer	Recipes	Broccoli, Chicken, Chilli, Et consequatur	1	Published 2020/05/23
	Bob Writer	WordPress Training	attract wealth, free money, get rich, make money online	2 <sup>1</sup>	Published 2020/05/23
	Jake Sully	Recipes	Beach, Chicken, Chilli, Et consequatur	—	Published 2020/05/22
nctio voluptate facere	Jake Sully	—	—	—	Published 2020/05/22
um similique	Bob Writer	—	Broccoli	—	Published 2020/05/22
is nihil — Draft	Jake Sully	Cat Toys, Dog Toys	Cruises	6 <sup>1</sup>	Last Modified 2020/05/22
us facere	Bob Writer	Recipes	Broccoli, Chicken	—	Published 2020/05/22
ding	Jake Sully	Cat Training	Caribbean, Ocean Views	2 <sup>2</sup>	Last Modified 2020/05/21
tationem rem voluptatum	Emmalee	—	—	—	Published 2020/05/21

WordPress Table of Posts – Date column.

In addition to listing posts using the default 'List' view, the Table of Posts can also display your posts in 'Excerpt' view.

Posts [Add New](#)

All (104) | Mine (3) | Published (81) | Scheduled (17) | Drafts (4) | Pending (1) | Private (1) | Trash (8)

Bulk Actions  All dates  All Categories

<input type="checkbox"/>	Title	Author	Categories	Tags
<input type="checkbox"/>	<b>Facilis libero facere dignissimos</b> — Scheduled Totam iste ex enim voluptatem accusantium qui possimus iste consequatur architecto impedit odit cumque nulla fugiat dolores atque voluptatem repudiandae id nihil et qui distinctio minima accusantium tempore numquam quae veniam est enim tenetur officiis aut tempora magni sunt sed qui est eligendi temporibus saepe libero ab eveniet amet iusto quia.	Bob Writer	Cruises	—
<input type="checkbox"/>	<b>Chicken shrimp</b> — Scheduled Necessitatibus vel reiciendis et ullam ad. Eos blanditiis neque ipsam illum assumenda numquam unde. A atque dolores quibusdam molestiae. Maiores rerum voluptate sint dicta animi ab sit possimus. Dolores soluta nisi facilis perferendis quia magni. Quia porro qui sit et laborum. Perferendis ut impedit molestiae eaque. Quisquam quo eum nesciunt reprehenderit nostrum voluptatem et ut. [...]	Bob Writer	Recipes	Chicken R
<input type="checkbox"/>	<b>Thai chicken pumpkin curry</b> — Scheduled Officia delectus ducimus aut harum numquam. Aut maiores illo qui veniam. Omnis molestiae ea velit itaque nihil. Et labore voluptatem ad suscipit earum vel. Voluptatem aut non quisquam beatae. Numquam ea amet aliquam eum est quia reprehenderit. Consequatur temporibus iure et labore. Rerum placeat sunt et omnis blanditiis. Ut modi quo harum sunt modi doloribus [...]	Bob Writer	Recipes	Chicken, Recipes

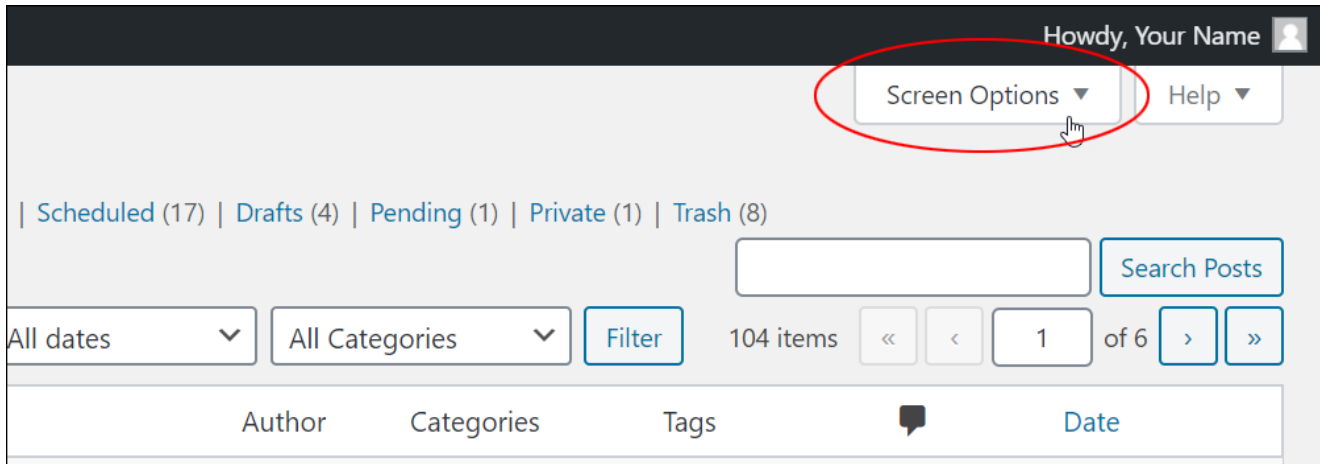
**Post Excerpt view**

Post Excerpt view.

See the section below to learn how to display posts in the Table of Posts in *Excerpt* view.

## WordPress Table of Posts – Screen Options

You can configure various options, such as displaying or hiding columns and view/pagination features in your Table of Posts by clicking on the ‘Screen Options’ tab near the top right-hand corner of your Posts screen.



Screen Options tab.

A section will expand at the top of your screen, revealing options for configuring your Table of Posts.

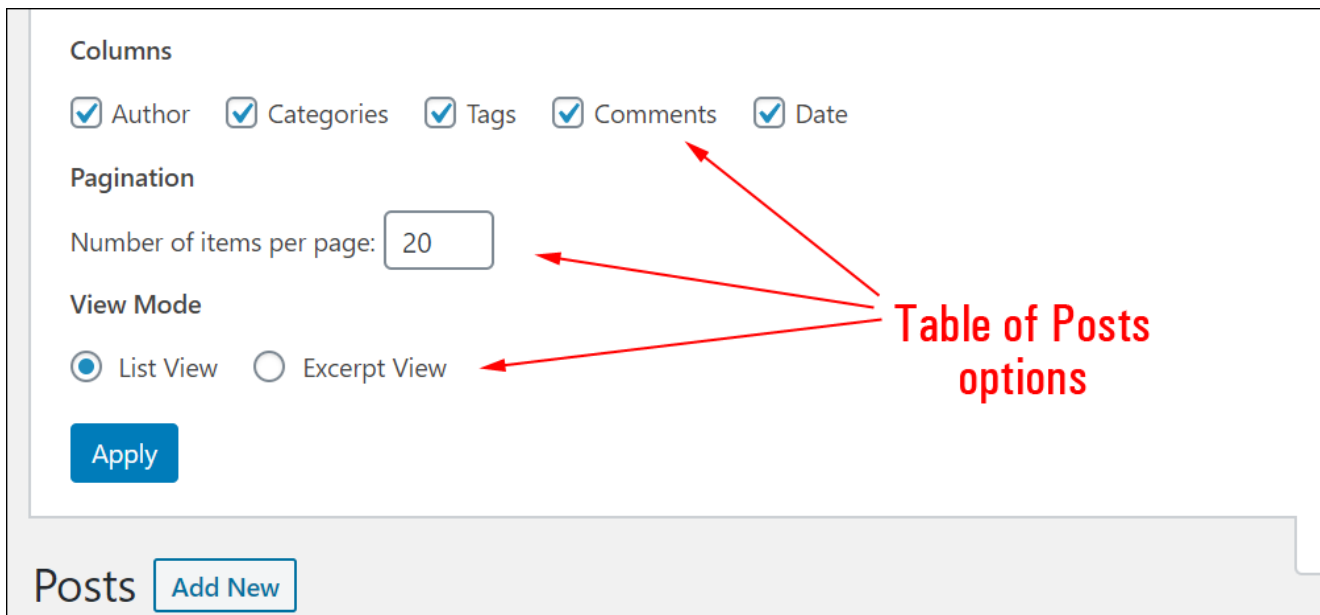
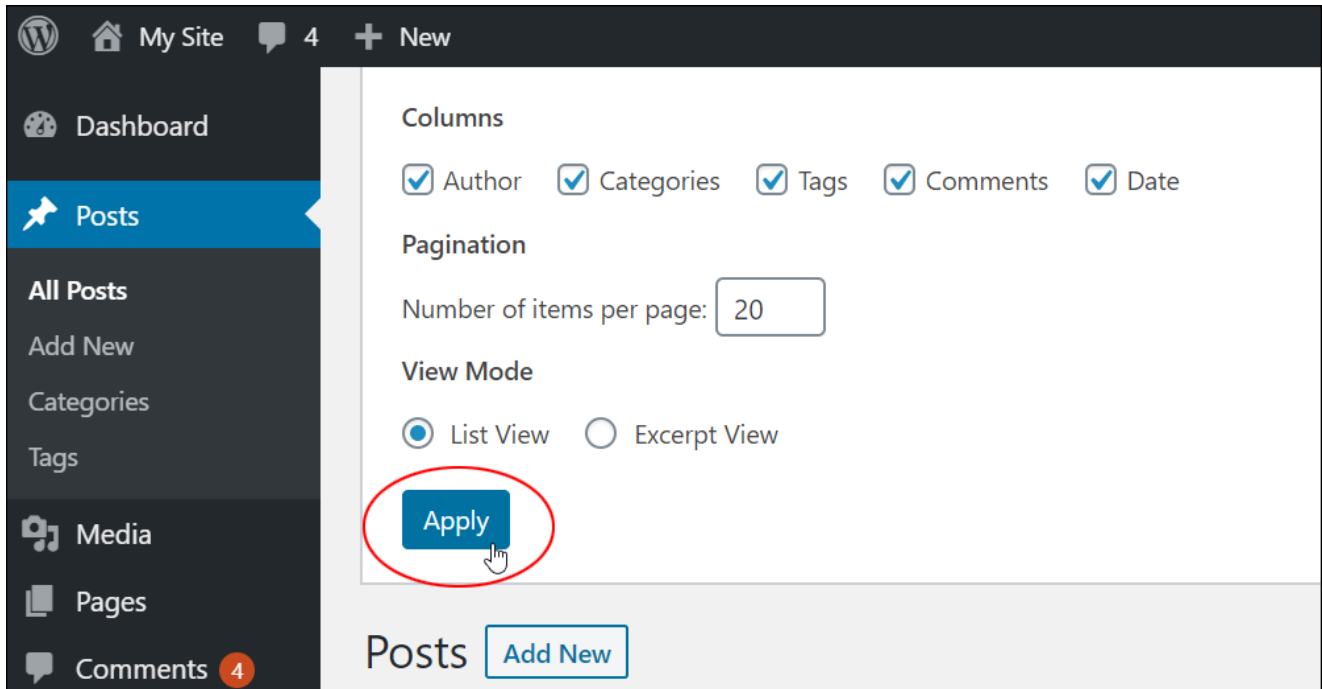


Table of Posts options.

Options are divided into the following sections:

- **Columns** – In this section, you can enable/disable or display/hide columns in your Table of Posts by ticking/unticking checkboxes.
- **Pagination** – Enter the number of post entries to display on each page of your Table of Posts. By default, WordPress displays 20 posts per page on your screen.
- **View Mode** – Select a radio button to specify whether posts should display in List View (default), or Excerpt View.

Remember to click the **Apply** button to save and update your settings.



Remember to save your new settings.

## WordPress Table Of Posts – Post Sorting, Searching, And Filtering Menus & Options

WordPress provides options and menu links that let you sort, search, filter, and display selected posts on your Table of Posts.

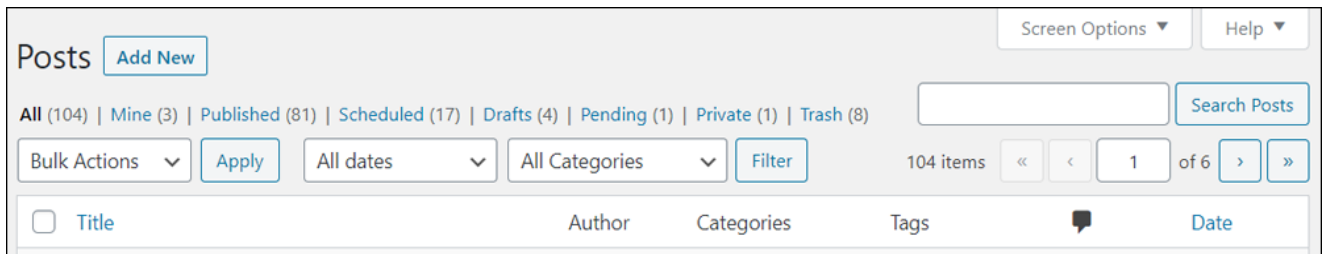
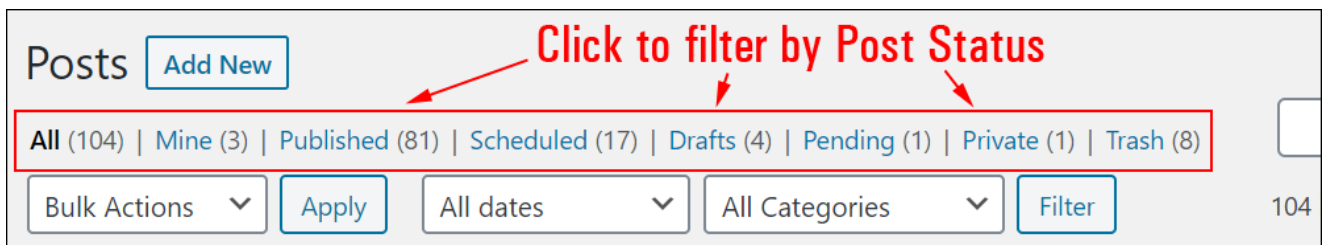


Table of Posts – Sorting, Searching, and Filtering options.

Let's go through each of these features.

### Filter Posts By Status



Click the menu links to filter posts by Post Status

Depending on the **user role you have been assigned** and the status of your posts, you will see different menu links (with the number of posts assigned to that status) in the menu section below the Posts screen page title.

Clicking on the menu links displays the following posts:

- **All** – All posts from all authors and all post statuses (you must be the site admin to view all posts on your site. Otherwise, you will only see posts that you have permission to view depending on your user role).
- **Mine** – Only posts that you have authored (or that you have been assigned as the author).
- **Published** – All posts set to ‘published’ status.
- **Scheduled** – All posts set to ‘scheduled’ status.
- **Draft** – All posts set to ‘draft’ status.
- **Pending** – All posts set to ‘pending’ status.
- **Private** – All posts set to ‘private’ status.
- **Trash** – All posts that have been discarded (i.e. set to ‘trash’ status).

Clicking on any of the above links is the easiest way to filter posts by status in the Table of Posts.

## Bulk Action Post Management Functions

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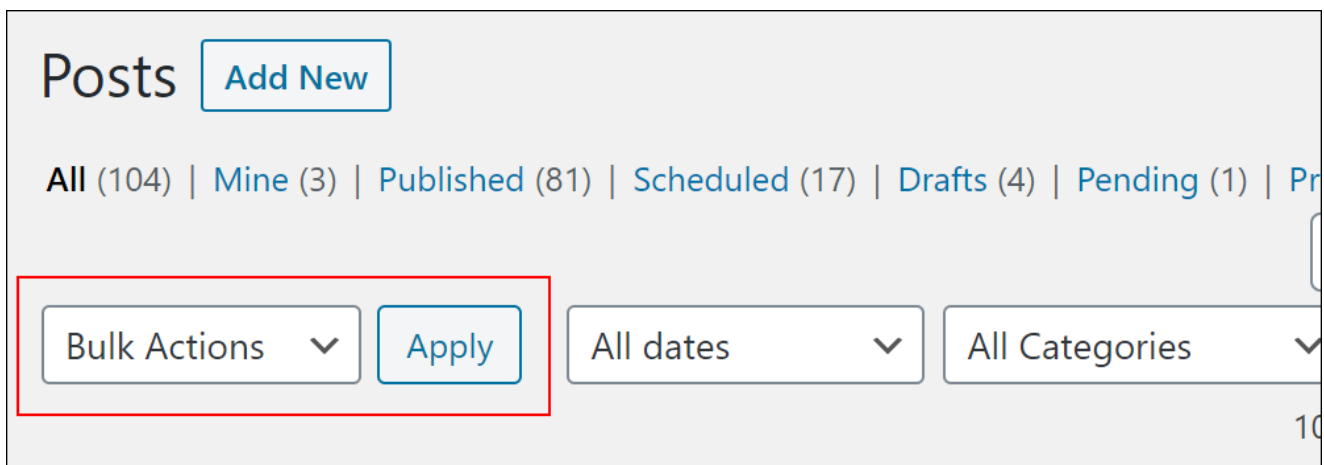


Table of Posts – Bulk Actions menu.

*Note:* This section is explained in detail in **Part 2 of this tutorial**.

## Post Sorting Features

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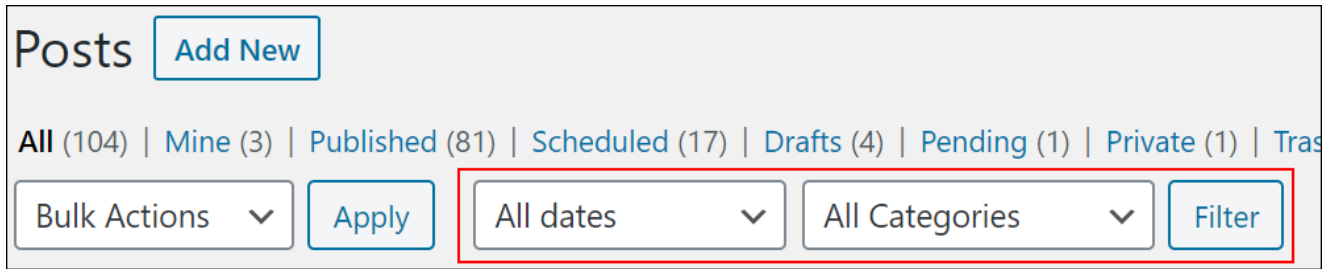


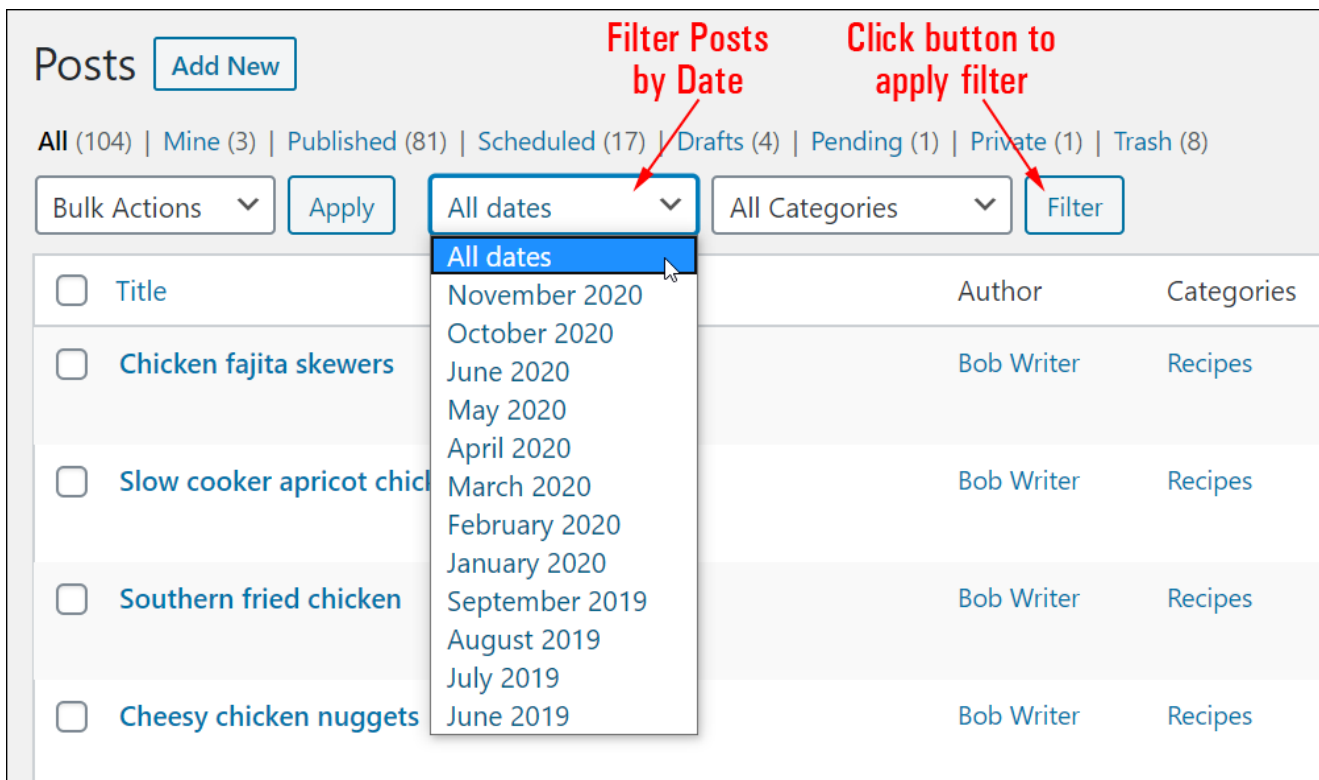
Table of Posts – Post filtering options.

Below the post status menu filtering section and next to the **Bulk Actions** dropdown menu and **Apply** button are two additional post filtering options:

### Filter Posts By Date – All Dates/Selected Months

The WordPress Table of Posts lets you filter posts by dates. *Show all dates* is selected by default and all your posts are listed.

To display only posts that have been time-stamped as being published or scheduled to publish within a particular date range, select the date period from the *All dates* drop-down menu and click the **Filter** button.

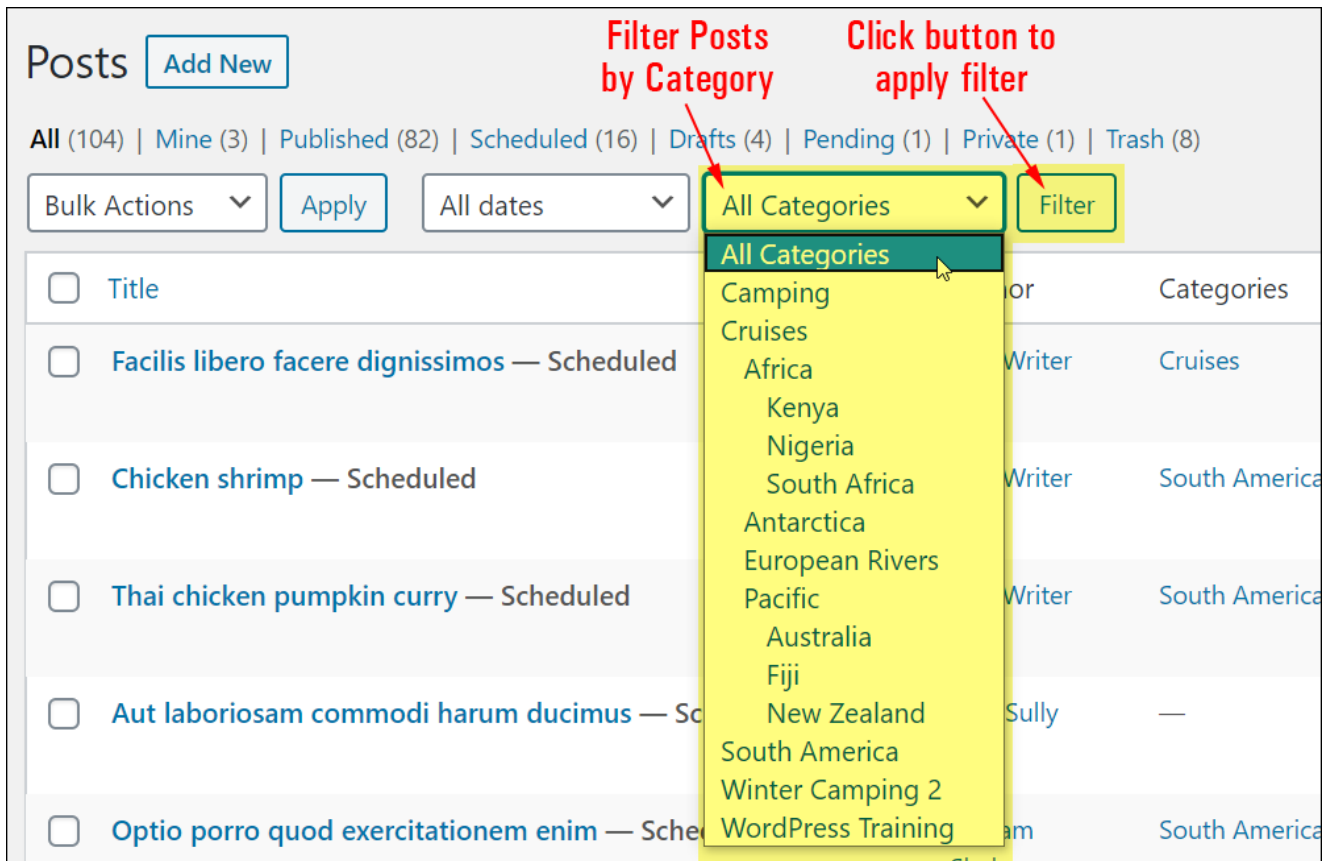


Filter posts by date.

### Filter Posts By Category – All Categories/Selected Categories

The Table of Posts also lets you filter posts by category. By default, *All Categories* is selected, and all posts are displayed.

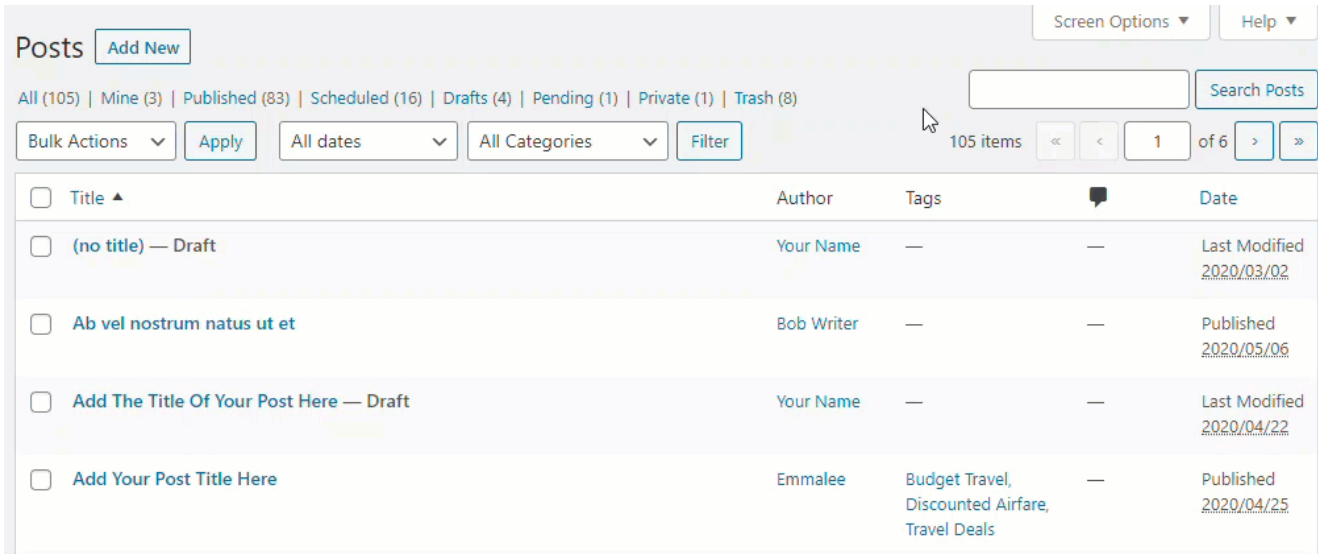
To display only posts assigned to a particular category, select the category from the All Categories drop-down menu and click the Filter button.



Filter posts by category.

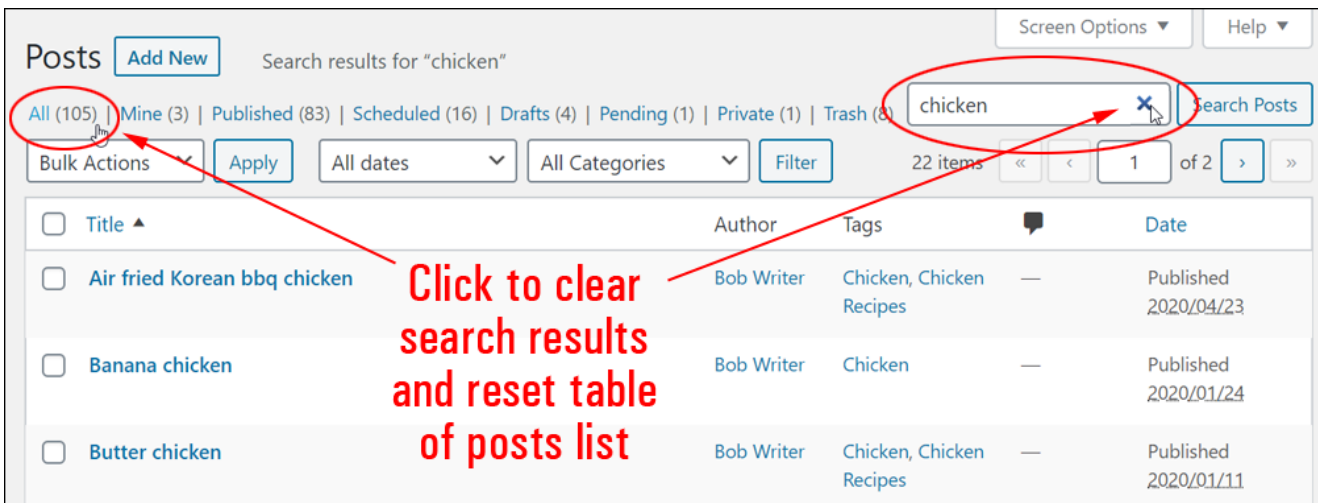
## Search Posts Feature

If your site has many posts spanning across several Post screen pages, you can use the *Search Posts* feature to filter and display only posts containing the terms entered into the search field.



WordPress Table of Posts – Search posts function

To clear the search filter results and restore the full list of posts in the Table of Posts, delete the search term and click the Search Posts button again (see image above), or click the **All** menu link in the Post Status menu section.



Click these to clear search results and reset your Table of Posts.

The search filter results will be cleared and a list of all posts in the Table of Posts will display once again.



<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Chicken saltimbocca — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/12/30
<input type="checkbox"/>	Chicken nachos — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/12/24
<input type="checkbox"/>	Facilis libero facere dignissimos — Scheduled	Bob Writer	Cruises	—	—	Scheduled 2020/11/19
<input type="checkbox"/>	Chicken shrimp — Scheduled	Bob Writer	Recipes	Chicken Recipes	—	Scheduled 2020/10/27
<input type="checkbox"/>	Thai chicken pumpkin curry — Scheduled	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Scheduled 2020/06/18
<input type="checkbox"/>	How To Make Money In Your Sleep	Bob Writer	WordPress Training	attract wealth, free money, get rich, make money online		Published 21 hours ago
<input type="checkbox"/>	Aspernatur reprehenderit impedit eius nihil	Jake Sully	Cat Toys, Dog Toys	Cruises		Published 2020/05/22
<input type="checkbox"/>	Modi et eum in necessitatibus	Jake Sully	Cat Training	Caribbean, Ocean Views		Published 2020/05/21
<input type="checkbox"/>	Travel Post	Your Name	Cruises	Beach, Beach Resort, Caribbean, Hot Tub, Lancelotte Villas, Luxury Villa, Ocean Views, Sunset Dinners	—	Published 2020/05/17
<input type="checkbox"/>	Chicken KaKou	Bob Writer	Camping	5-Star Hotels, Family Holidays, Honeymoon Destinations, New York, Sweet & Sour, Travel Tips, Valet Service	—	Published 2020/05/13
<input type="checkbox"/>	Coconut chicken lettuce cups	Bob Writer	Recipes	Chicken, Chicken Recipes	—	Published 2020/05/13
<input type="checkbox"/>	Winter Camping Tips – The 7 Essential Tools To Pack For A Safe Winter Camping Adventure	William Shakespeare	Winter Camping 2	—	—	Published 2020/05/05
<input type="checkbox"/>	Best Ways To Avoid Jetlag	William Shakespeare	Cruises	—	—	Published

WordPress Table of Posts.

## Next Step...

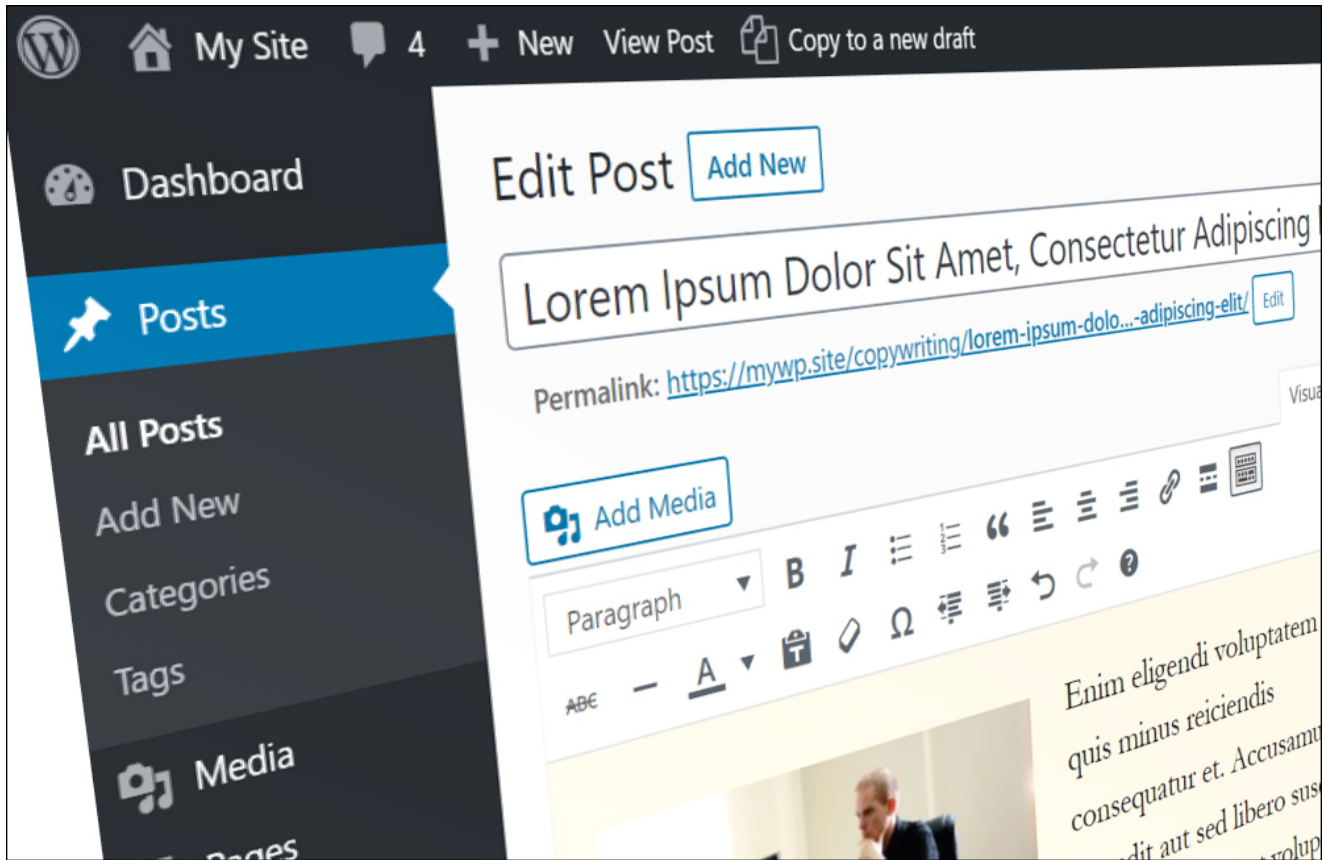
Now that you have a better understanding of what all the different sections and features of the Table of Posts do and how they work, the next step is to learn how to edit and delete your posts in WordPress.

**This is the end of part 1 of this tutorial.**

To continue this tutorial, click here: [How To Edit And Delete Posts In WordPress – Part 2](#)

## Related WordPress Tutorials

To get the most benefit from using the WordPress Table of Posts and improve your skills as a WordPress user, we recommend going through all of the tutorials below:



WordPress Edit Post screen.

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Updated: April 8th, 2023