

How To Edit And Delete WordPress Posts - 2

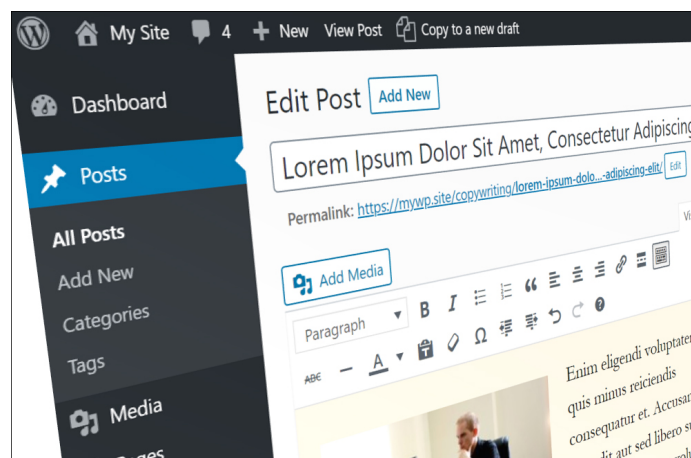
wptrainingmanual.com/wordpress-tutorials/edit-delete-wordpress-posts-2

June 10, 2020

How To Edit & Delete WordPress Posts - Part 2

WordPress Training

How To Edit And Delete WordPress Posts – Part 2



This is Part 2 of the tutorial on how to edit and delete posts in WordPress.

In **Part 1**, we looked at the built-in features and functions of the WordPress Table of Posts.

In this tutorial, you will learn:

- How to edit and delete individual and multiple posts in WordPress,

- How to perform single and bulk post edits and deletions
- Practical and time-saving tips for creating content using posts.

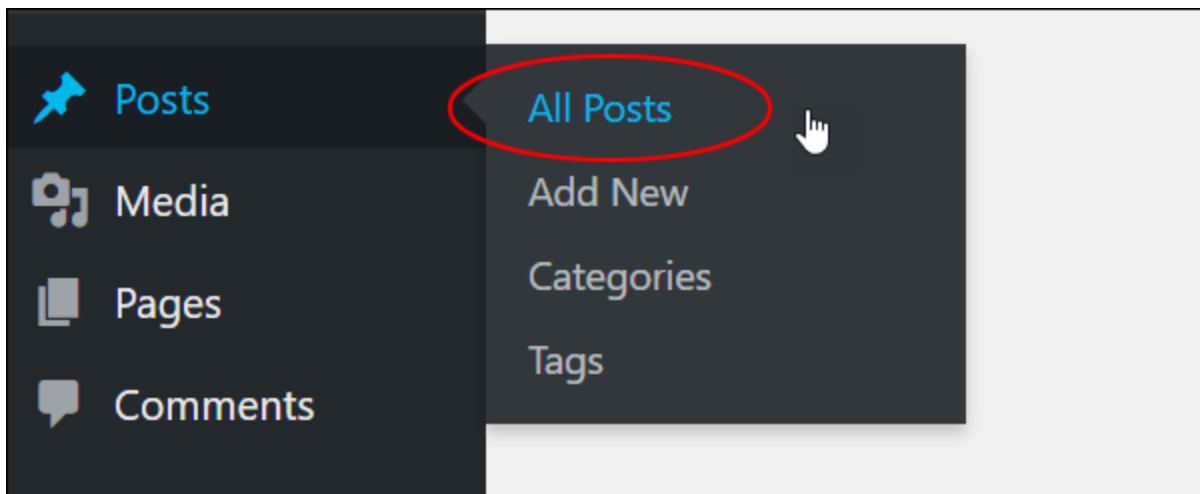


This tutorial uses the [WordPress classic editor](#).

Learn how to use the WordPress Block editor in this tutorial: [The WordPress Block Editor](#)

The WordPress Posts Screen

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.

<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, Lanzarote 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 2020/05/06
<input type="checkbox"/>	Best Ways To Avoid Jetlag	William Shakespeare	Cruises	—	—	Published

WordPress Posts screen.

Here, you can:

- **Create a new post.**
- **Sort, search, or filter posts** using various filters and options.
- Edit single/multiple posts.
- Delete posts individually or in bulk.

Let's begin by looking at how to edit your posts.

How To Edit Posts In WordPress

WordPress lets you edit posts individually or make bulk changes to multiple posts.

How To Edit Single Posts In WordPress

To edit a single post in WordPress, locate the post in the Table of Posts, then hover over the post title to display your post management options menu, and click on the **Edit** link.

Posts [Add New](#)

All (105) | Mine (3) | Published (86) | Scheduled (13) | Drafts (4) | Pending (1) | Private (1) | Trash (6)

Bulk Actions All dates All Categories

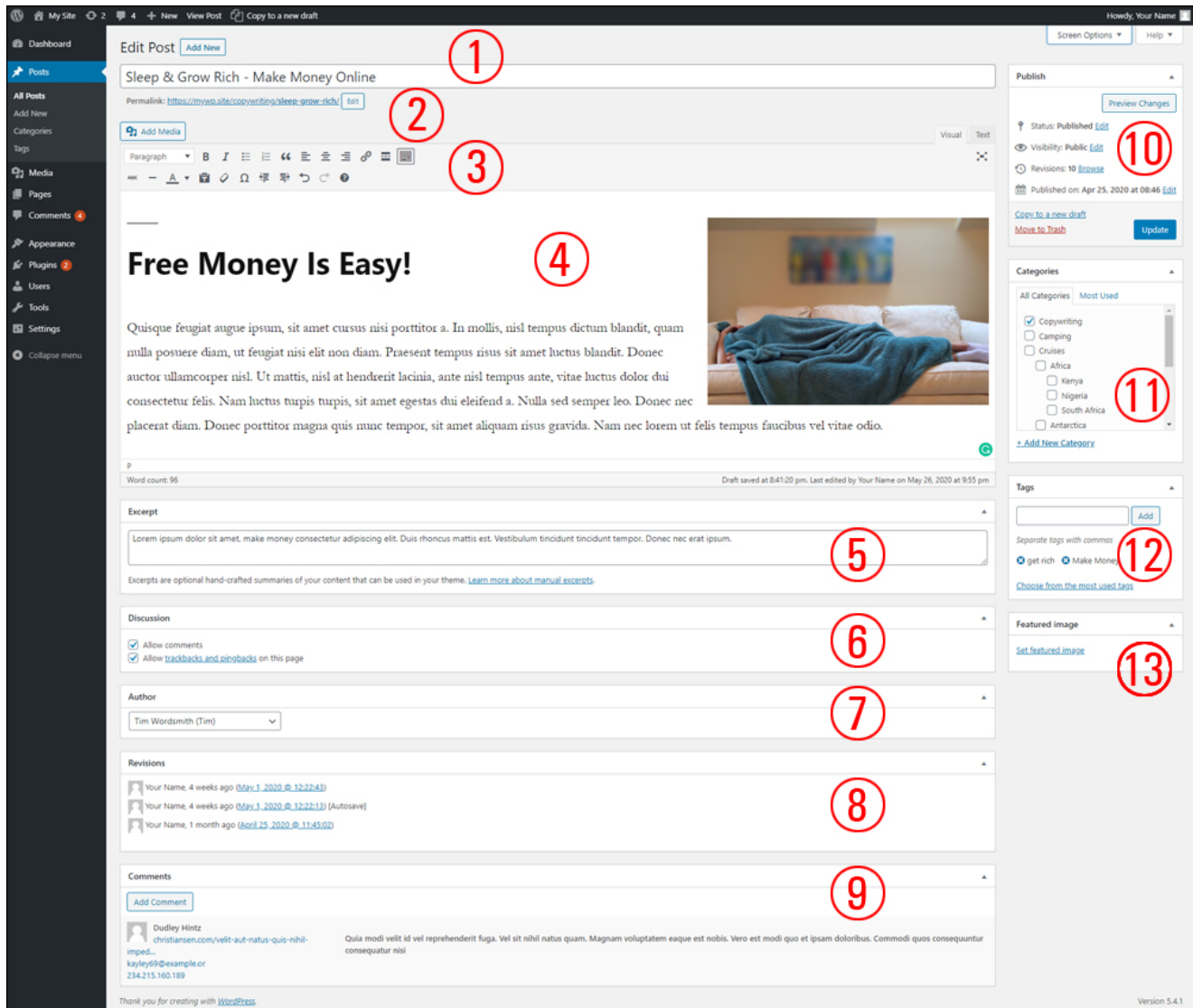
<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> Sleep & Grow Rich – Make Money Online Edit Quick Edit Trash View Clone New Draft	Tim Wordsmith	Copywriting
<input type="checkbox"/> Title	Author	Categories

Bulk Actions

Click the Edit link to edit your post.

The post will open in the **Edit Post** screen.

Depending on which editor you are using (i.e. **Classic Editor** vs **Block Editor**), which options are enabled/disabled in the **Screen Options Tab**, and which theme you have installed on your site, a typical Edit Post screen might look like this:



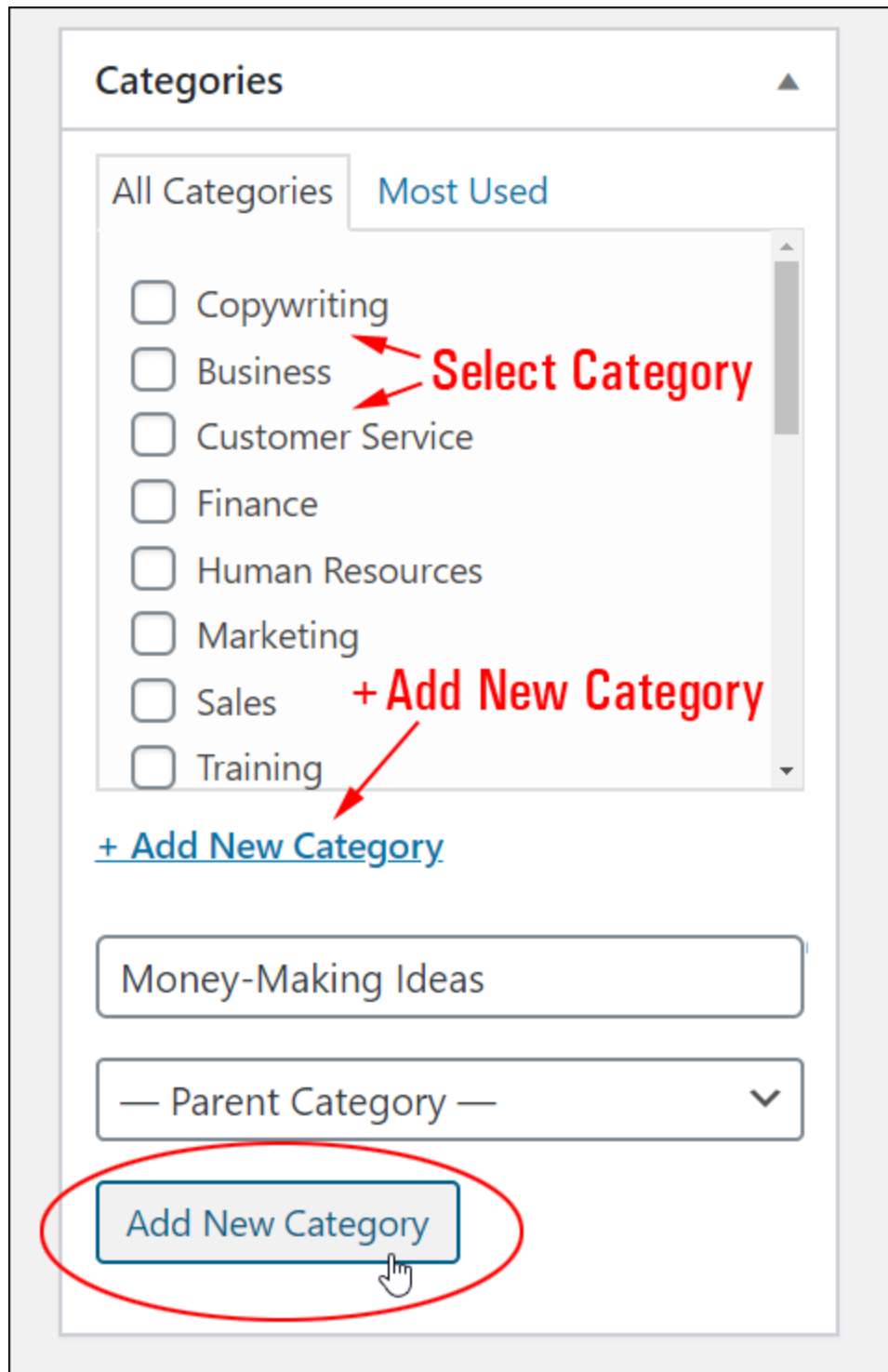
Edit Post screen (WordPress Classic Editor)

Here, you can edit the following sections of your post:

1. **Post Title** – Add/change your post title or article headline.
2. **Permalink** – Change your post slug (the words that appear in your post URL).
3. **Visual/Text Editor Menu** – The WordPress Classic Editor provides menu buttons with all the features and functions you need to edit and format your content. These menu buttons let you add, edit, or delete text, insert and delete images, add videos and media, etc. Additionally, installing certain plugins on your site can add new functions and buttons to the editor menu.
4. **Content Area** – This is where you edit the content of your post.
5. **Post Excerpt**– Add/edit a custom post excerpt.
6. **Discussion** – You can enable/disable discussion options and override global discussion settings on a post-by-post basis.
7. **Post Author** – Change the post author (if you have multiple authors or users with author privileges).

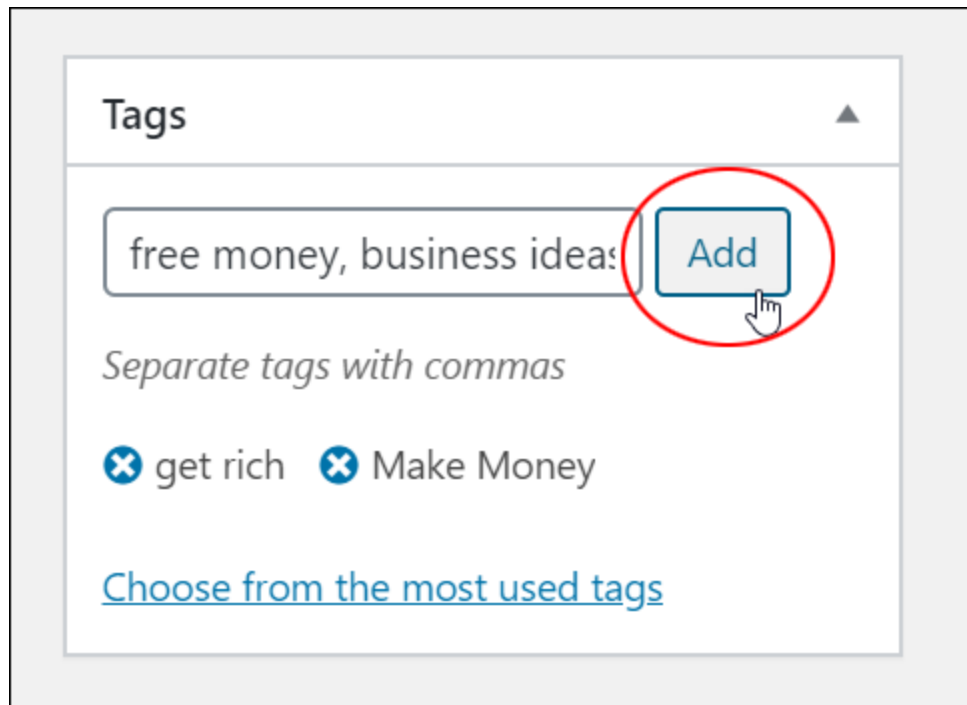
8. **Post Revisions** – Go back to view or restore earlier revisions and saved versions of your post.
9. **Comments** – View and manage all comments left on your posts by site visitors, readers, members, users, etc.
10. **Post Publish Box** – Edit your post publish settings here. For example, you can **make your post sticky, private or password-protected**, or **schedule it** to publish at a later date.

11. **Post Categories** – Edit your post categories in this section by selecting, deselecting, or adding new categories. To add a new category to your post click on the ‘+ Add New Category’ link.



Post Categories section.

12. **Post Tags** – Add or delete post tags here. To add tags to your post, type in your tags separated by commas into the Tag field and click on the ‘Add’ button (see the example below).



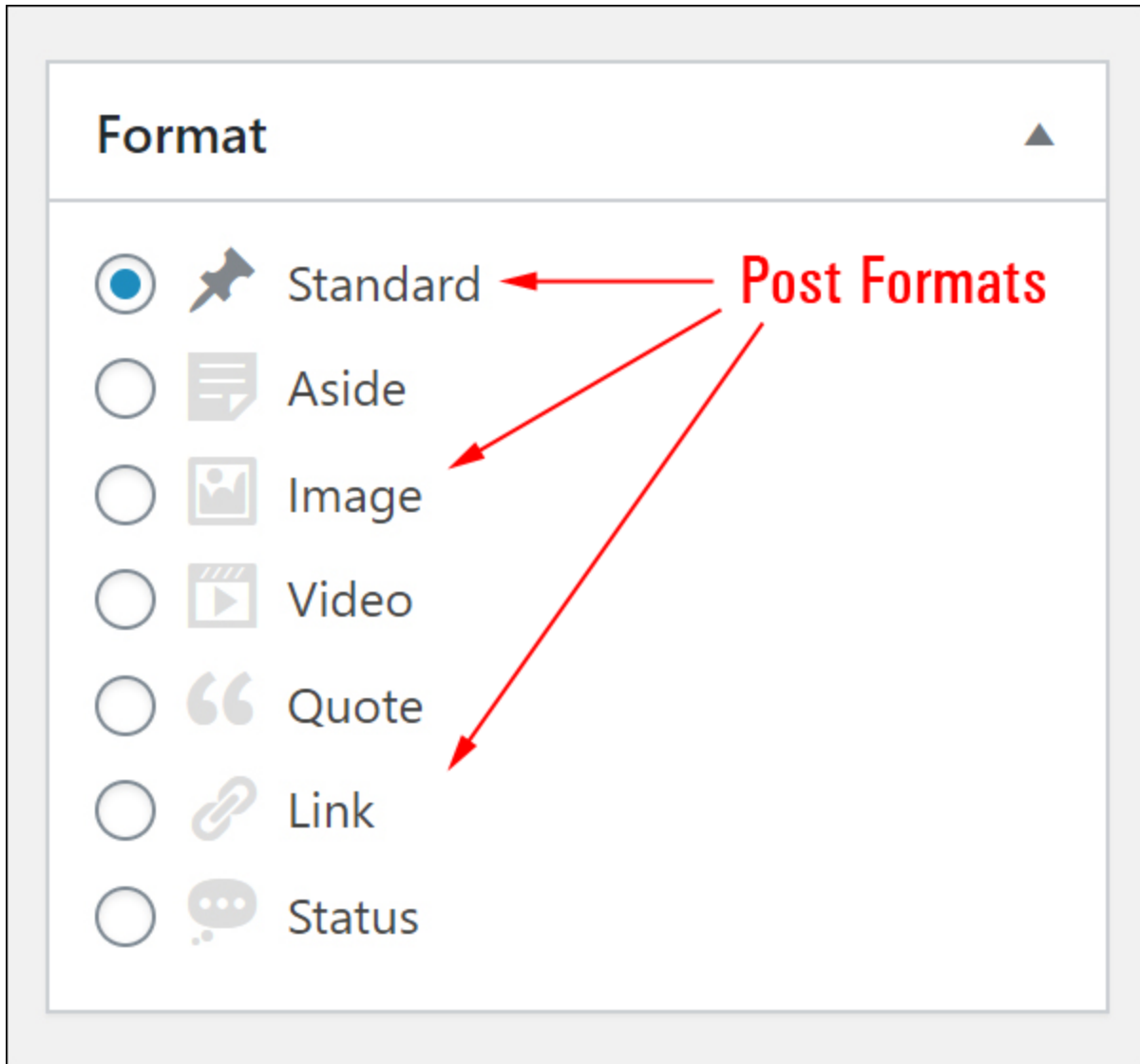
Post Tags section.

13. **Featured Image** – Add or replace a featured image for your post.



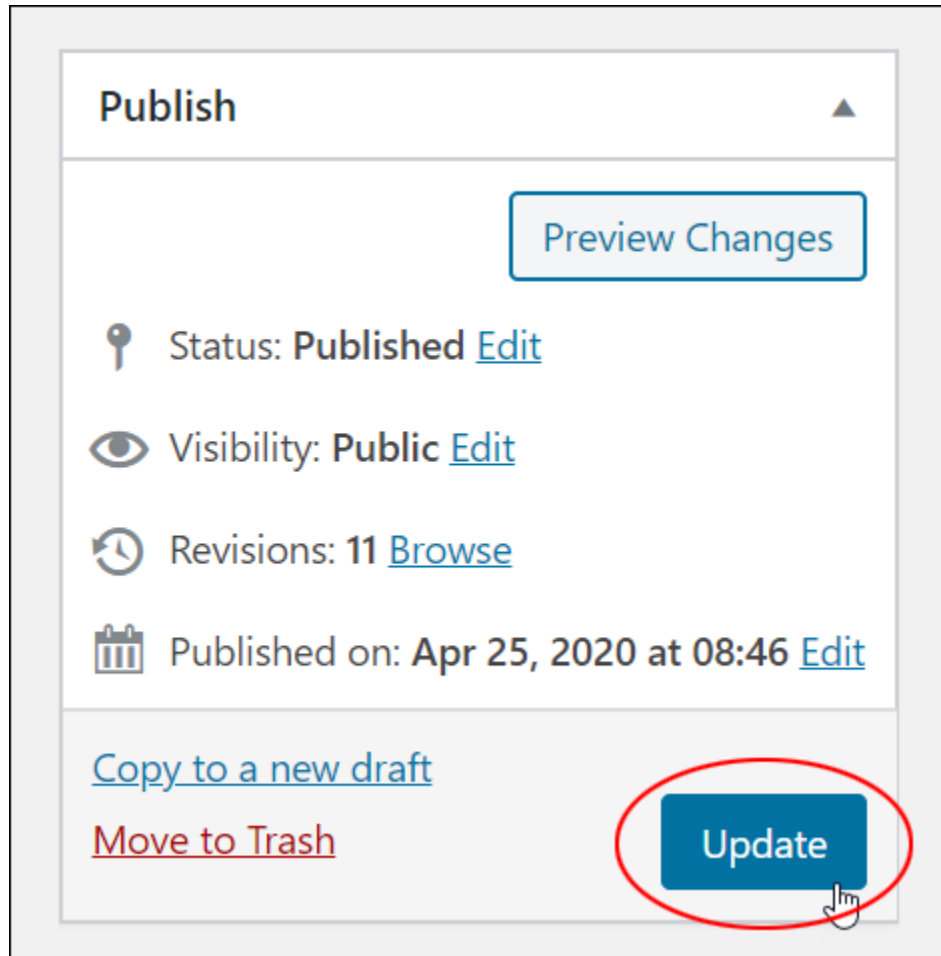
Note: You can display or hide the feature boxes below the content area in the **Screen Options Tab** and reorder these on your screen using drag and drop.

Depending on your WordPress theme, you may also be able to edit your **post format**.



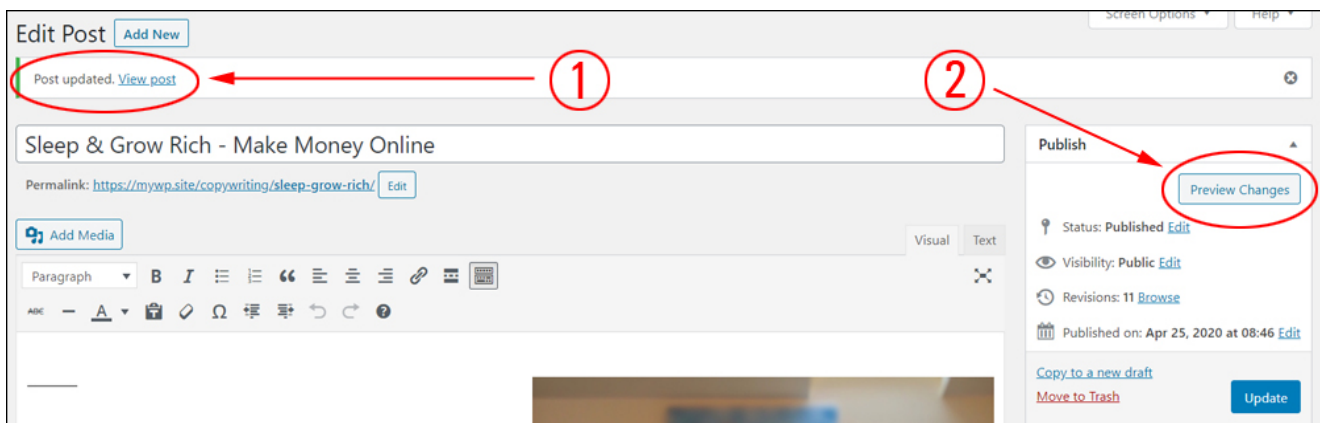
Post Format section.

After editing your content or making changes to your posts settings, click on **Publish > Update** to save your post edits.



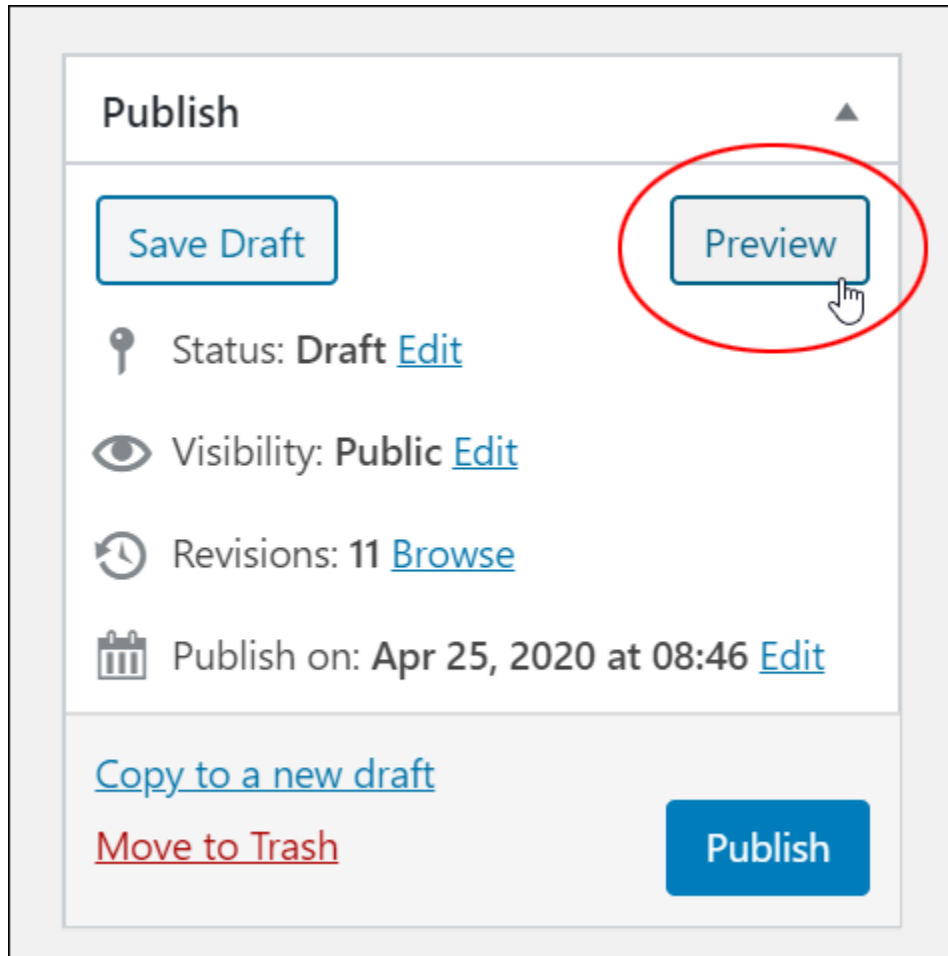
Click the Update button to save your post changes.

After editing your post and saving your changes, you can view these by clicking either on the 'Post Updated. View post' link (1) or the 'Preview Changes' button (2).



View the changes after saving your post edits.

Note: You can also view any edits you make to draft posts while working in the Edit Post screen without publishing your post by clicking on the 'Preview' button in the Publish section.



Click the Preview button to view edits to draft posts.

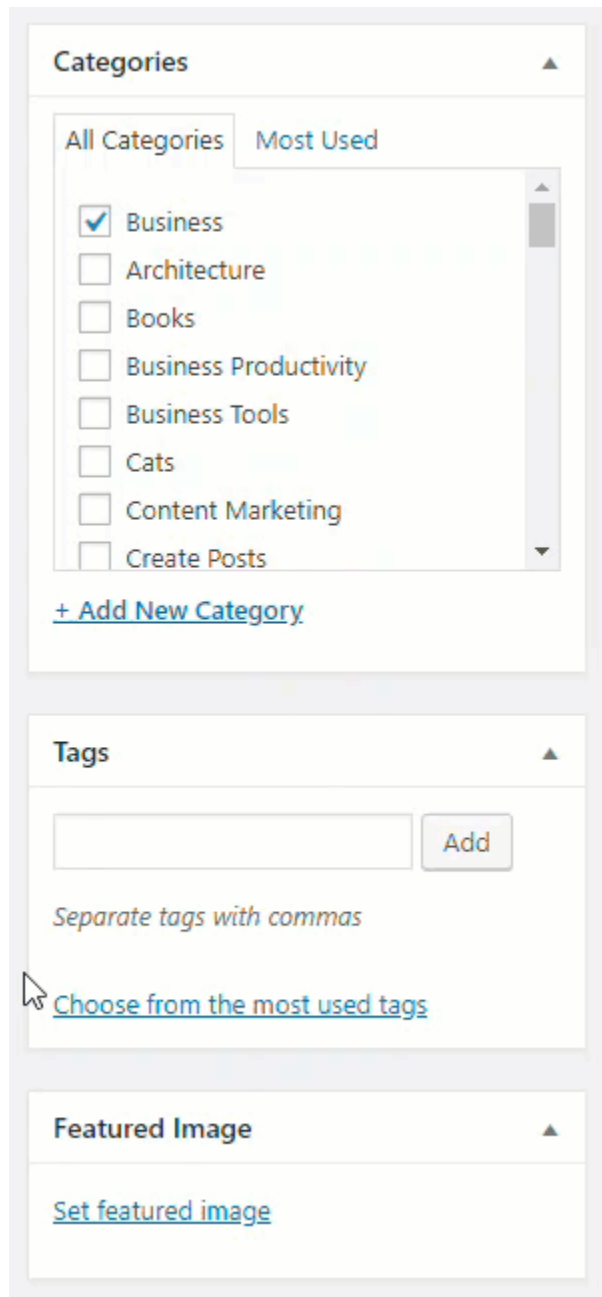


A feature that is often overlooked is that post edit screen features can be easily reconfigured on your Post Edit screen to help you work more efficiently when editing posts.

To:

- Hide/display, enable/disable Post Edit screen features, use the Screen Options Tab.
- Collapse or expand feature boxes, click the little triangles next to the feature titles.
- Rearrange different features and sections on your screen, use drag and drop.

For example, you may want the Featured Image section to be located higher up on your screen or reorder the post tags or post categories features to display above the post formats feature.



Reorganize features in your Edit Post screen sidebar.

Similarly, you may want to view your Post Excerpt box immediately below your content area and move the Post Author section below your Comments or Discussions boxes.

Pellentesque interdum lectus a lorem luctus finibus. Maecenas ornare nunc tortor.

P

Word count: 471 Last edited by Your Name on May 29, 2020 at 11:29 pm

Excerpt

Lorem ipsum dolor sit amet, make money consectetur adipiscing elit. Duis rhoncus mattis est. Vestibulum tincidunt tincidunt tempor. Donec nec erat ipsum.

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Discussion

Allow comments
 Allow [trackbacks and pingbacks](#) on this page

Author

Tim Wordsmith (Tim)

Revisions

- Your Name, 1 day ago (May 28, 2020 @ 21:13:45)
- Your Name, 1 day ago (May 28, 2020 @ 20:50:39) [Autosave]
- Your Name, 4 weeks ago (May 1, 2020 @ 12:23:55)
- Your Name, 4 weeks ago (May 1, 2020 @ 12:23:34)
- Your Name, 4 weeks ago (May 1, 2020 @ 12:22:43)
- Your Name, 1 month ago (April 25, 2020 @ 11:45:02)
- Your Name, 1 month ago (April 25, 2020 @ 11:31:53)
- Your Name, 1 month ago (April 25, 2020 @ 09:42:28)
- Your Name, 1 month ago (April 25, 2020 @ 09:37:50)

You can also reorganize the sections below the content area.

Now that you know how to edit a post in WordPress, let's look at how to delete your posts.

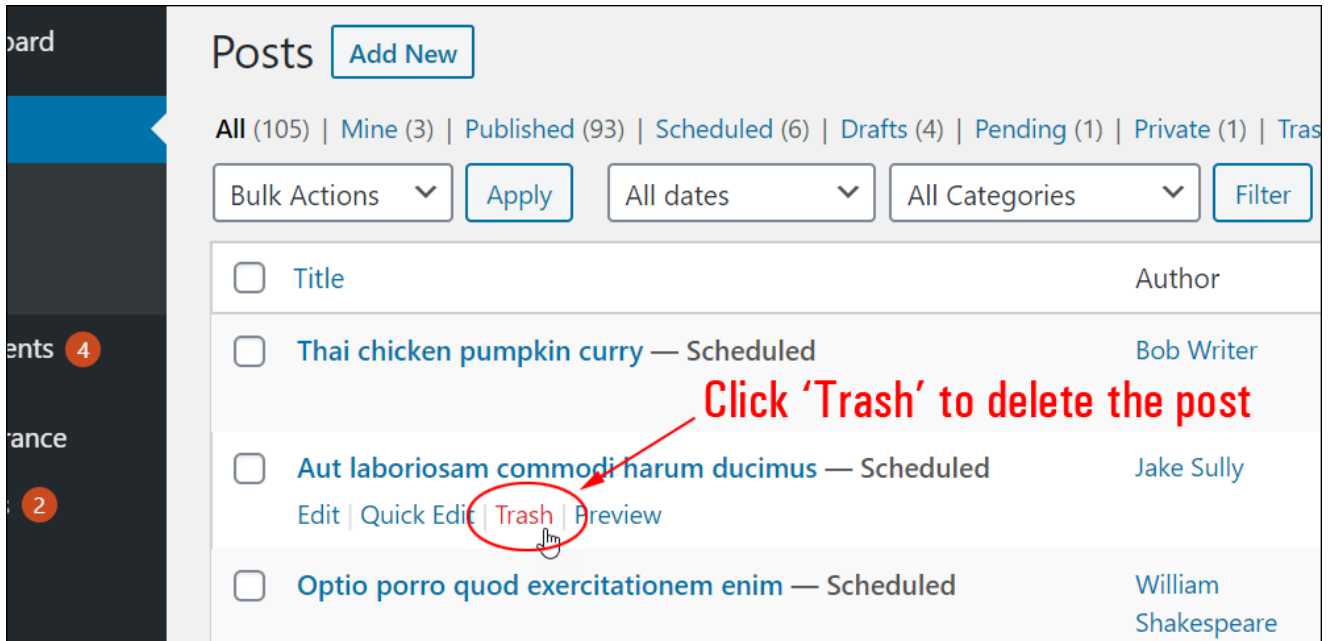
How To Delete Posts In WordPress

WordPress lets you delete a single post or make bulk post deletions.

This section shows you how to delete single and multiple posts in WordPress.

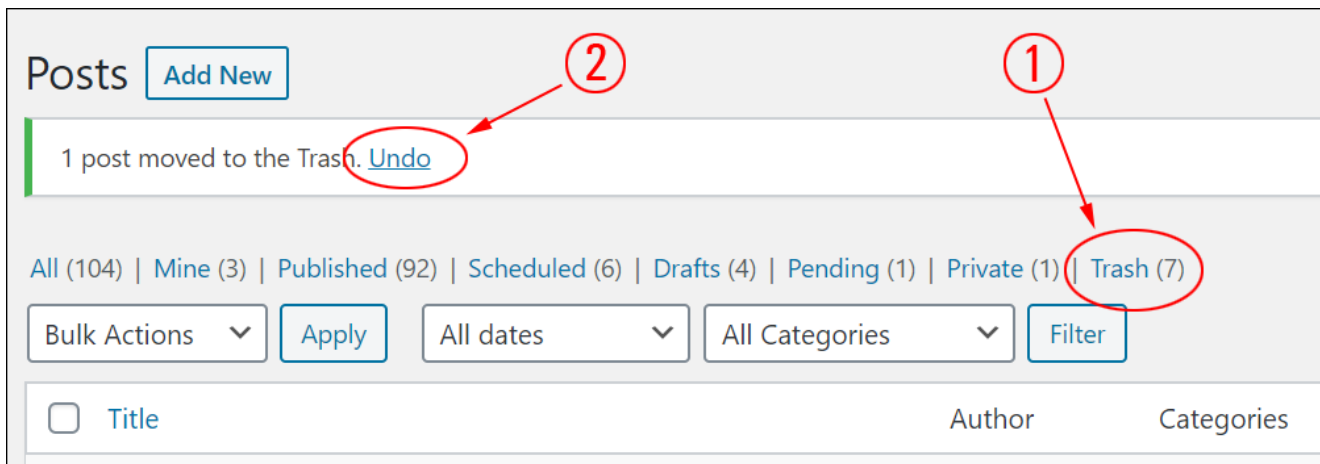
How To Delete Single Posts In WordPress

In the Table of Posts, locate the post you want to delete, then hover your cursor over the post title to display your post management options and click on the 'Trash' link.



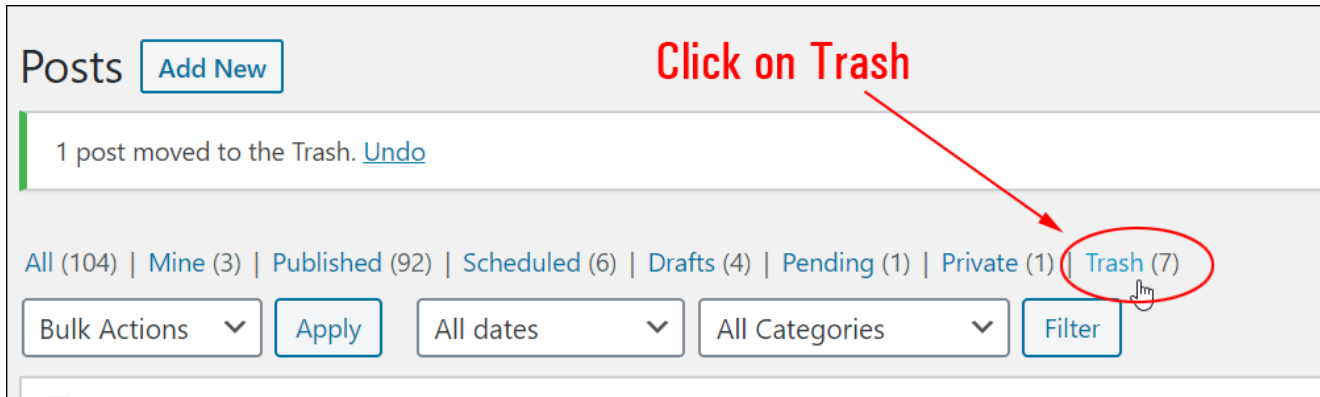
Click Trash to delete the post.

Your post will be moved to the Trash (1). Posts can be restored to the Table of Posts by clicking on the 'Undo' link (2) immediately after sending items to the trash.



Posts screen – Trash options.

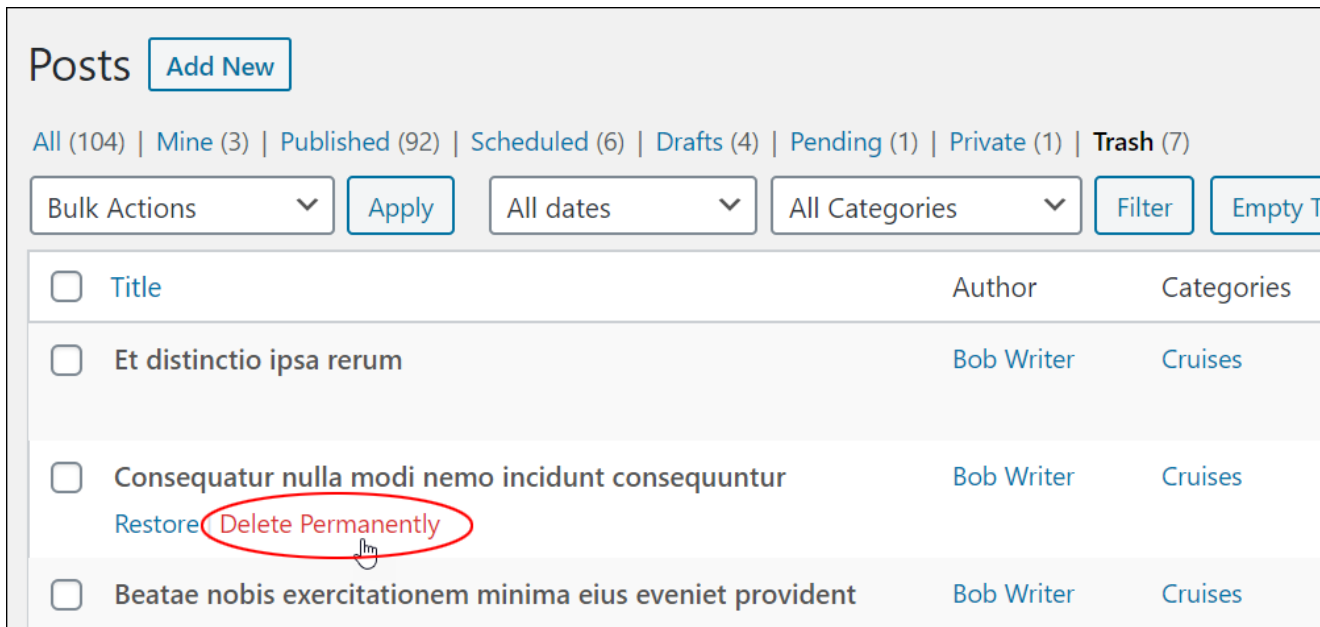
To delete the post permanently, click on the 'Trash' link on the post status menu.



Posts Screen – Trash menu.

This displays all the items you've sent to the Trash. Hover over the post title to display your trash post options and click on the following:

- **Restore** – restores your post to the Table of Posts
- **Delete Permanently** – deletes your post permanently.



Delete your post permanently.

If you click 'Delete Permanently,' a message will display on your screen confirming that the post has been permanently deleted.

The screenshot shows the WordPress dashboard interface. On the left is a dark sidebar with navigation options: 'Dashboard', 'Posts' (highlighted), 'All Posts', 'Add New', and 'Categories'. The main content area is titled 'Posts' and includes an 'Add New' button. A green notification box displays the message '1 post permanently deleted.' Below this, there are filters for 'All (104)', 'Mine (3)', 'Published (92)', 'Scheduled (6)', 'Drafts (4)', 'Pending (1)', and 'Private'. At the bottom of the main area are three dropdown menus: 'Bulk Actions' with an 'Apply' button, 'All dates', and 'All Categories'.

Confirmation message – post permanently deleted.



You can also delete posts while working in the *Post Edit* screen by clicking on the 'Move to Trash' link in the *Publish* section.

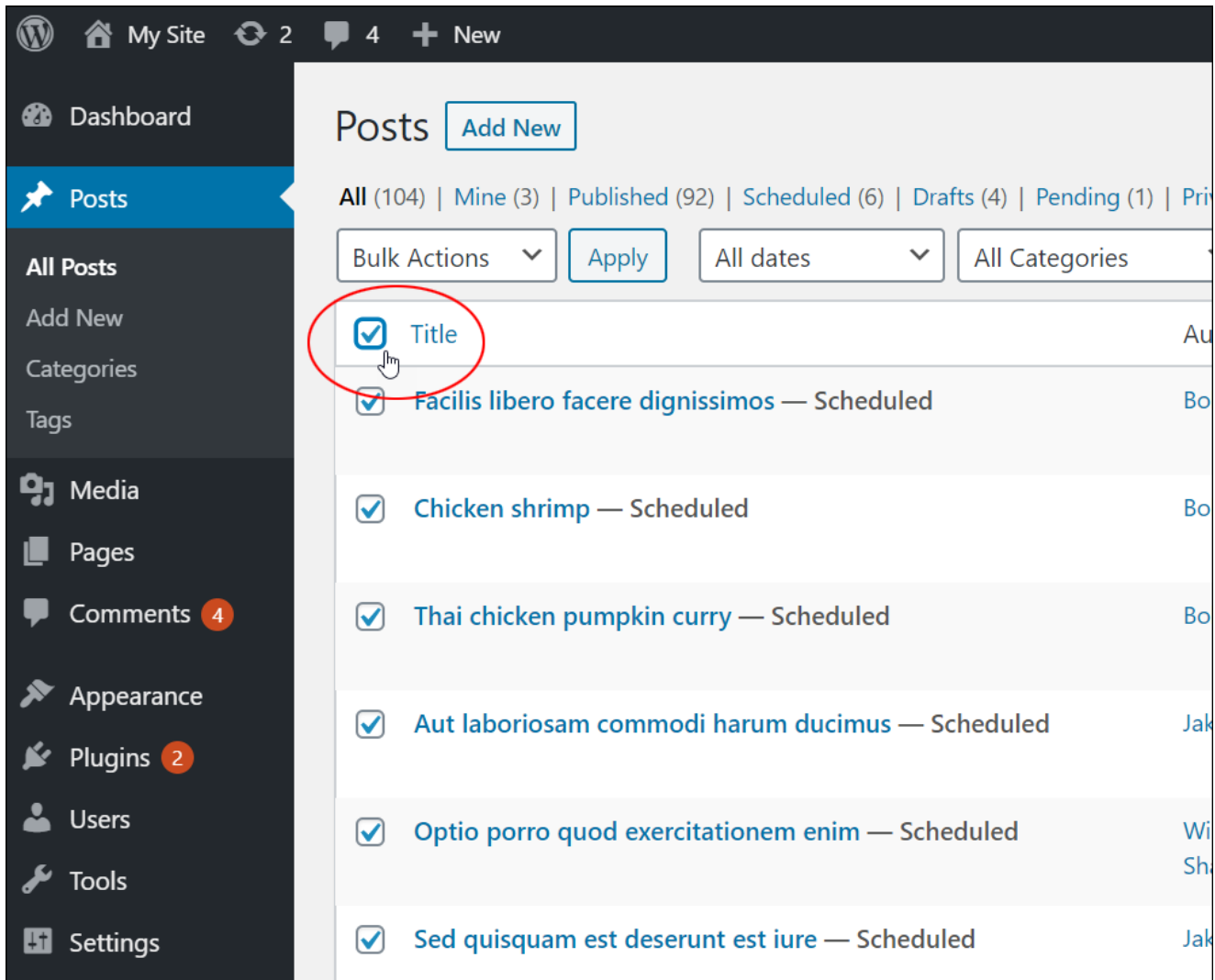
This screenshot shows the 'Publish' section of the WordPress post editor. It features a 'Preview Changes' button at the top right. Below it, the post's status is shown as 'Published' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. The publication date and time are 'May 24, 2020 at 20:09', also with an 'Edit' link. At the bottom, there is a red oval around the 'Move to Trash' link, with a mouse cursor pointing at it. To the right of this link is a blue 'Update' button.

Trash posts while editing by clicking on 'Move to Trash'.

Bulk Editing And Deleting Posts In WordPress

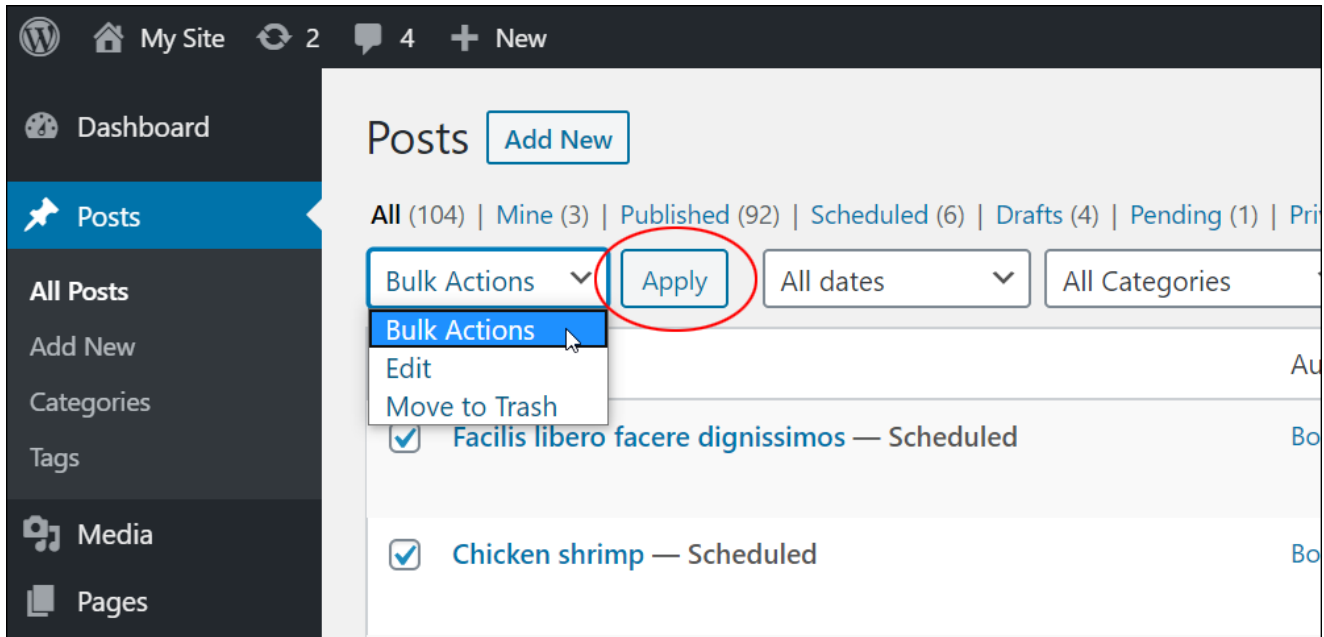
You can edit and delete multiple posts in WordPress. This is a useful feature for performing bulk administration tasks like removing old or unwanted posts or making bulk edits to post meta information.

To bulk edit or delete posts, select the posts from the Table of Posts list. You can select multiple posts by clicking on the checkbox next to each post or select all posts by clicking on the checkbox next to the main Title column header, then deselect individual posts.



Bulk select posts to edit or delete.

After selecting posts, choose the option to either 'Edit' or 'Move to Trash' from the Bulk Actions dropdown menu and click the Apply button.

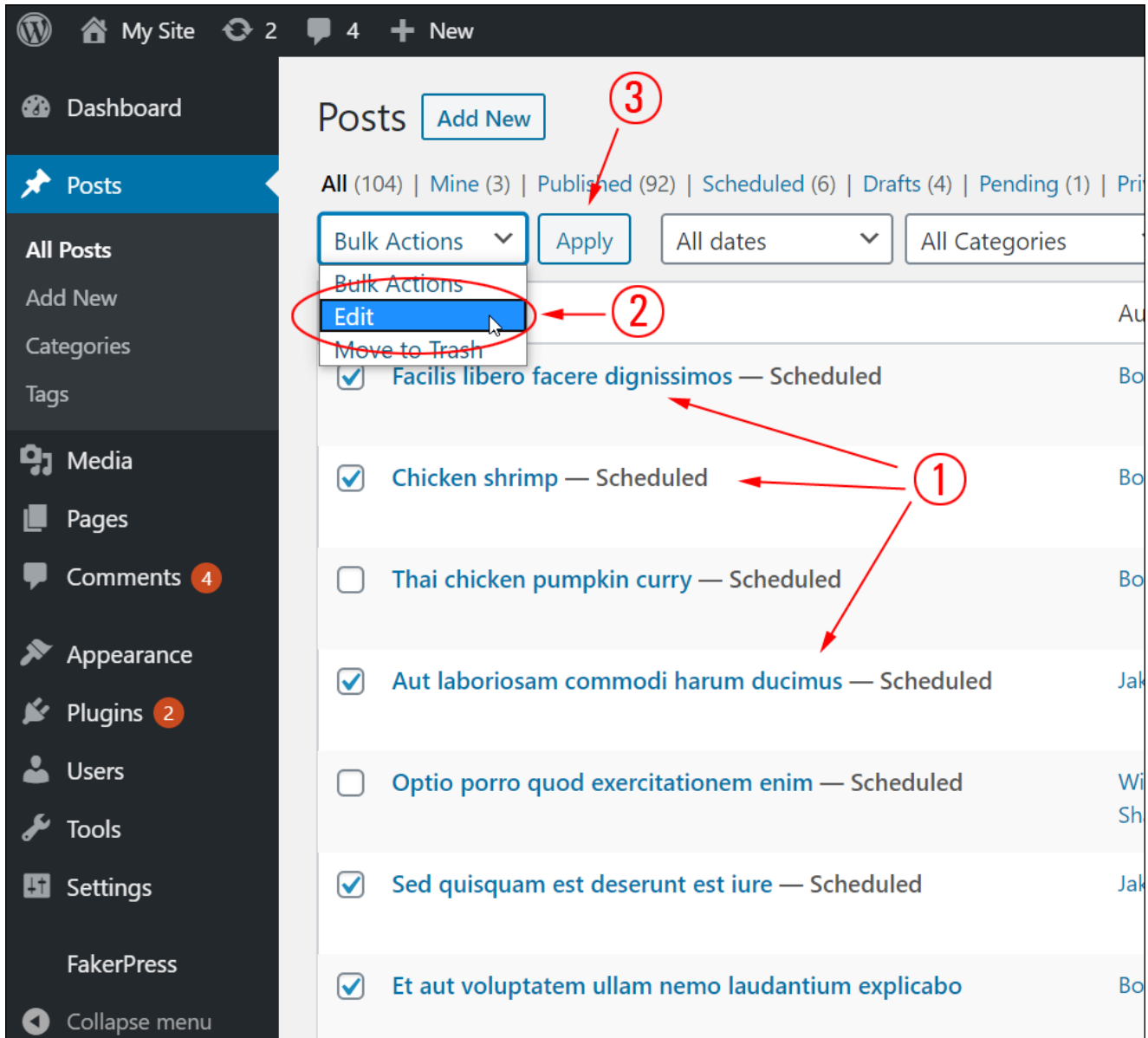


Select an option from the Bulk Actions menu and click Apply.

How To Bulk Edit Posts In WordPress

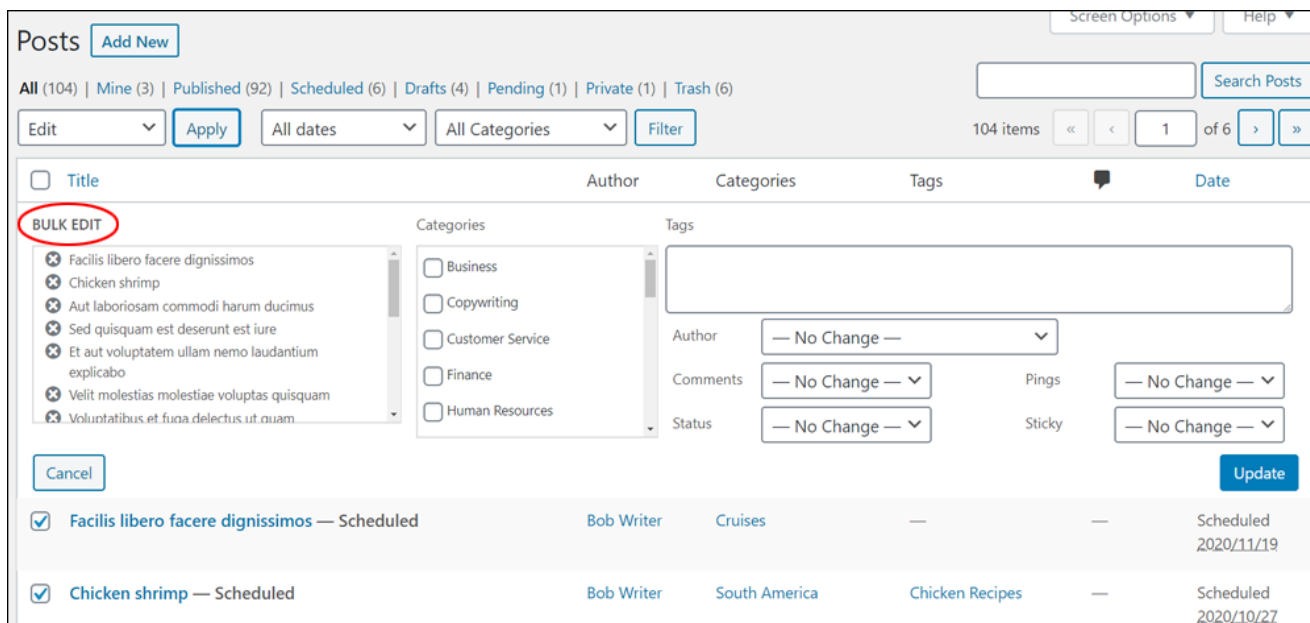
To bulk edit posts:

1. Select one or more posts,
2. Choose 'Edit' from the *Bulk Actions* dropdown menu,
3. Click **Apply**.



Bulk editing posts.

When you select Bulk Actions > Edit, various options display in the inline **bulk editor** feature.



WordPress inline bulk editor.

The Bulk editor lets you edit the following in your selected posts:

- **Categories** – You can ADD one or more categories to multiple posts, but you cannot CHANGE or DELETE categories for the selected posts using the bulk editor feature.
- **Tags** – You can ADD one or more tags to multiple posts, but you cannot CHANGE or DELETE tags for the selected posts using the bulk editor feature.
- **Author** – Change (reassign) the post author for all selected posts.
- **Comments** – Use the dropdown menu to enable/disable comments for all selected posts.
- **Status** – Use the dropdown menu to change the status of all selected posts (e.g. Published, Private, Pending Review, Draft).
- **Format** – Use the dropdown menu to change the **Post Format** of all selected posts (e.g. Standard, Aside, Gallery, Link, Image, Quote, Status). *Note:* this option depends on the theme you are using and may not display in the bulk editor.
- **Pings** – Use the dropdown menu to enable/disable pinging for all selected posts. If “Do not allow” pings is selected, no one will be able to post pingbacks or trackbacks to those posts. Pinging is configured in your WordPress Discussion settings (Settings > Discussion).
- **Sticky** – Use the dropdown menu to change all selected posts to either *sticky* or *not sticky*. To learn more about making WordPress posts sticky, [see this tutorial](#).

After you have finished bulk editing your posts, click the ‘Update’ button to save your new post settings and return to the Table of Posts or click the ‘Cancel’ button to exit from the Bulk Edit screen without saving your changes.

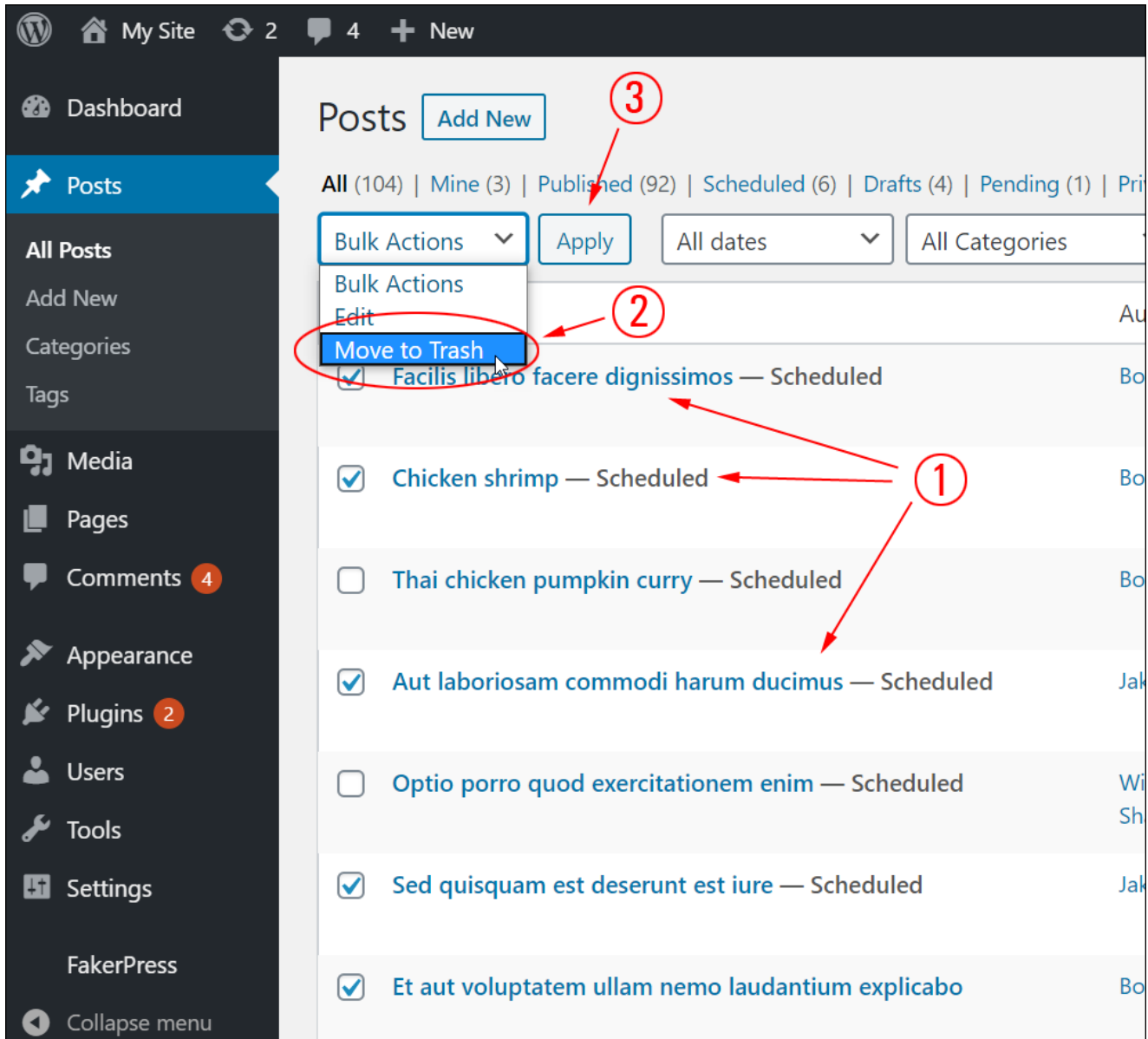
<input type="checkbox"/> Title	Author	Categories	Tags		Date
BULK EDIT					
<input checked="" type="checkbox"/> Facilis libero facere dignissimos <input checked="" type="checkbox"/> Chicken shrimp <input checked="" type="checkbox"/> Aut laboriosam commodi harum ducimus <input checked="" type="checkbox"/> Sed quisquam est deserunt est iure <input checked="" type="checkbox"/> Et aut voluptatem ullam nemo laudantium explicabo	<input type="checkbox"/> Business <input type="checkbox"/> Copywriting <input type="checkbox"/> Customer Service <input type="checkbox"/> Finance <input type="checkbox"/> Human Resources	<input type="text"/> Author: <input type="text" value="— No Change —"/>			
		Comments: <input type="text" value="— No Change —"/>	Pings: <input type="text" value="— No Change —"/>		
		Status: <input type="text" value="— No Change —"/>	Sticky: <input type="text" value="— No Change —"/>		
<input type="button" value="Cancel"/>	Cancel editing		Save changes		<input type="button" value="Update"/>

Cancel bulk editing or save your changes.

How To Bulk Delete Posts In WordPress

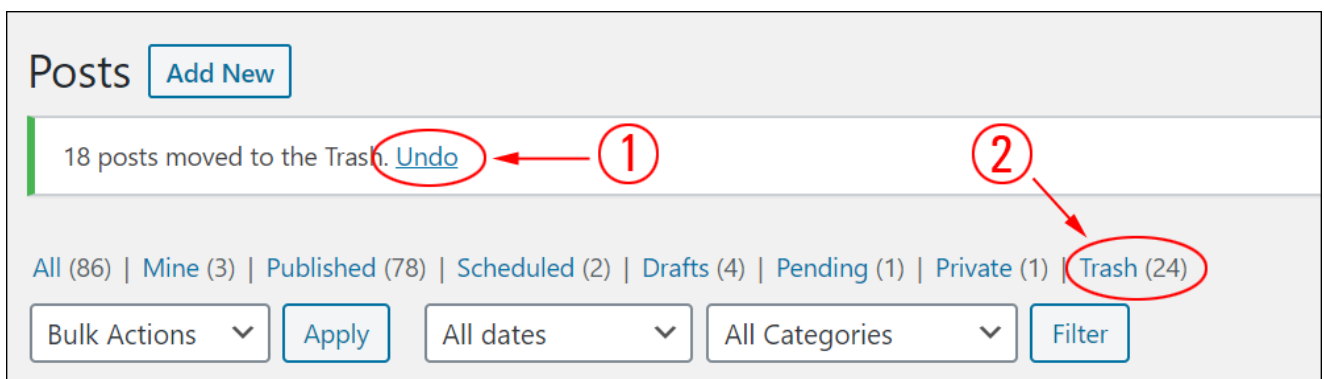
To delete multiple posts in WordPress at once:

1. Select one or more posts,
2. Choose 'Move to Trash' in the *Bulk Actions* dropdown menu,
3. Click the 'Apply' button.



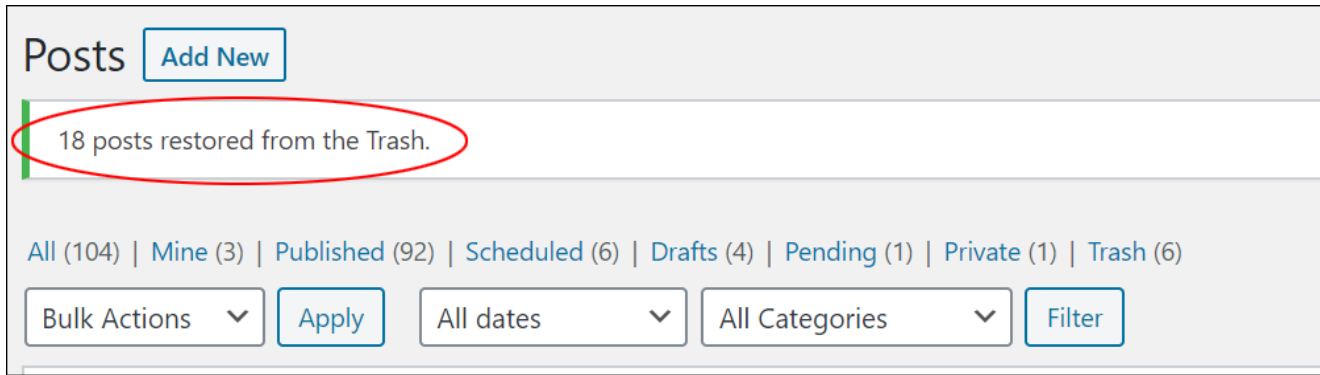
Bulk delete posts using the Bulk Actions menu.

When you select Bulk Actions > Move to Trash, your posts will be moved to the Trash (2). Posts can be restored to the Table of Posts by clicking on the 'Undo' link (1) immediately after sending items to the trash.



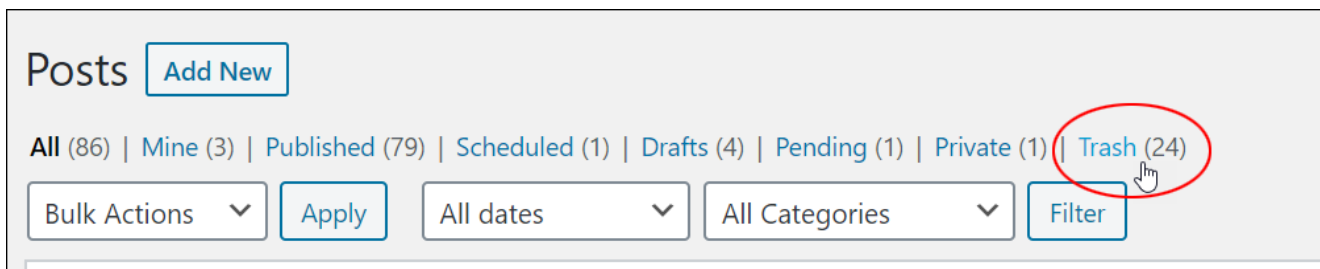
Post screen – Trash options.

Clicking on the 'Undo' link restores your trashed posts to the Table of Posts.



Posts restored from the Trash -confirmation message.

To delete your posts permanently, click on the 'Trash' link on the Post Status menu.



Click on trash to view deleted posts.

This lets you see a list of all the posts you've sent to the Trash. Select post(s) by ticking the checkboxes next to their post title, then go to the *Bulk Actions* dropdown menu and choose either:

- **Restore** – restores your post(s) to the Table of Posts
- **Delete Permanently** – deletes your post(s) permanently.

Posts [Add New](#) **Select a bulk action**

All (86) | Mine (3) | Published (79) | Scheduled (1) | Drafts (4) | Pending (1) | Private (1) | Trash (24)

<input checked="" type="checkbox"/>	Bulk Actions	Author	Categories
<input checked="" type="checkbox"/>	Facilis libero facere dignissimos	Bob Writer	Cruises
<input checked="" type="checkbox"/>	Chicken shrimp	Bob Writer	South America
<input checked="" type="checkbox"/>	Et distinctio ipsa rerum	Bob Writer	Cruises
<input checked="" type="checkbox"/>	Consequatur nulla modi nemo incidunt consequuntur	Bob Writer	Cruises
<input checked="" type="checkbox"/>	Beatae nobis exercitationem minima eius eveniet provident	Bob Writer	Cruises
<input checked="" type="checkbox"/>	Aut laboriosam commodi harum ducimus	Jake Sully	Cruises

Trashed posts – Bulk Actions menu.

You can also delete all posts permanently by clicking on the ‘Empty Trash’ button’.

Posts [Add New](#)

All (86) | Mine (3) | Published (79) | Scheduled (1) | Drafts (4) | Pending (1) | Private (1) | Trash (24)

<input checked="" type="checkbox"/>	Title	Author	Categories
<input checked="" type="checkbox"/>			

Click on ‘Empty Trash’ to delete your posts permanently.

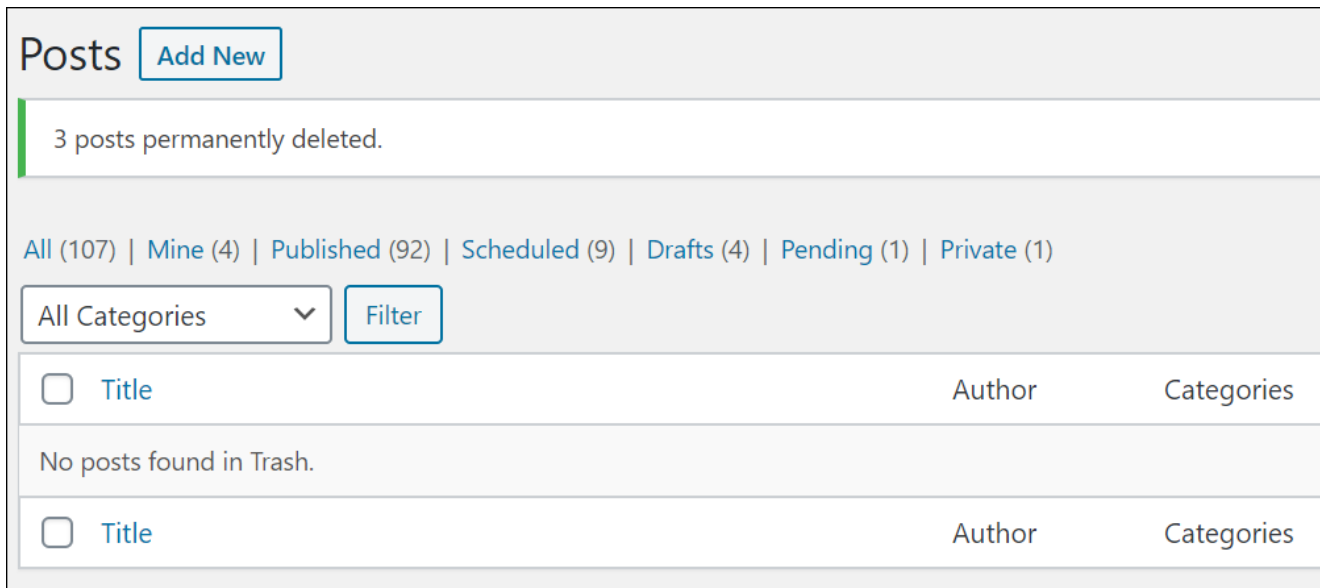
If you chose ‘Restore’ from the *Bulk Actions* dropdown menu, your posts will be restored to the Table of Posts from the Trash.

Posts [Add New](#)

3 posts restored from the Trash.

Posts restored from Trash.

If you choose 'Delete Permanently' from the *Bulk Actions* dropdown menu, your posts will be permanently deleted.



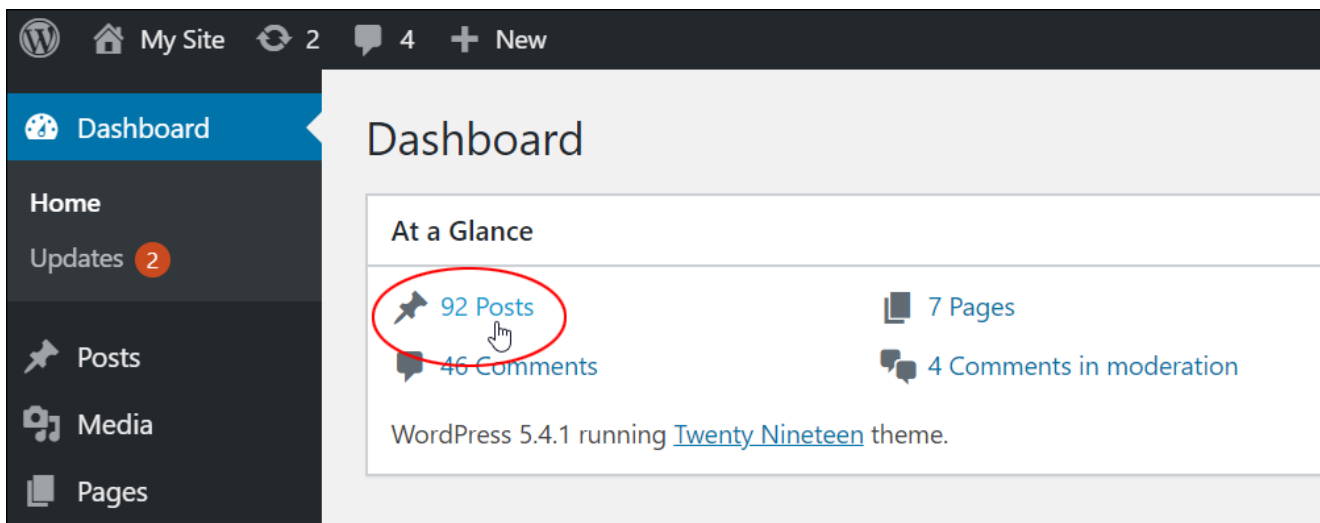
The screenshot shows the WordPress 'Posts' management interface. At the top, there is a 'Posts' header with an 'Add New' button. Below the header, a green notification bar states '3 posts permanently deleted.' Underneath, there are filters for post status: 'All (107) | Mine (4) | Published (92) | Scheduled (9) | Drafts (4) | Pending (1) | Private (1)'. A dropdown menu is set to 'All Categories' with a 'Filter' button. The main content area shows a table with columns for 'Title', 'Author', and 'Categories'. The table is currently empty, with the message 'No posts found in Trash.' displayed in the center.

Trashed posts permanently deleted.

Editing And Deleting Posts In WordPress – Useful Tips And Additional Information



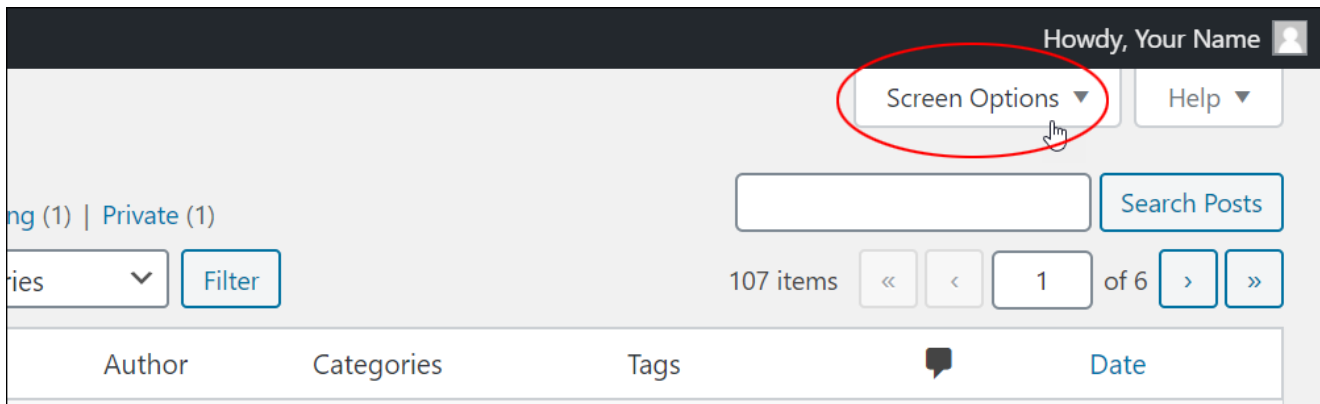
Tip #1: You can access the Posts screen from your Dashboard by clicking on the 'Posts' link in the *At a Glance* panel.



The screenshot shows the WordPress Dashboard. The top navigation bar includes 'My Site', a refresh icon with '2', a comment icon with '4', and a '+ New' button. The left sidebar contains menu items: 'Dashboard', 'Home', 'Updates' (with a red badge showing '2'), 'Posts', 'Media', and 'Pages'. The main content area is titled 'Dashboard' and features an 'At a Glance' widget. This widget displays statistics: '92 Posts' (with a red circle around the number and a mouse cursor pointing to it), '7 Pages', and '46 Comments'. Below these statistics, it states 'WordPress 5.4.1 running [Twenty Nineteen](#) theme.'

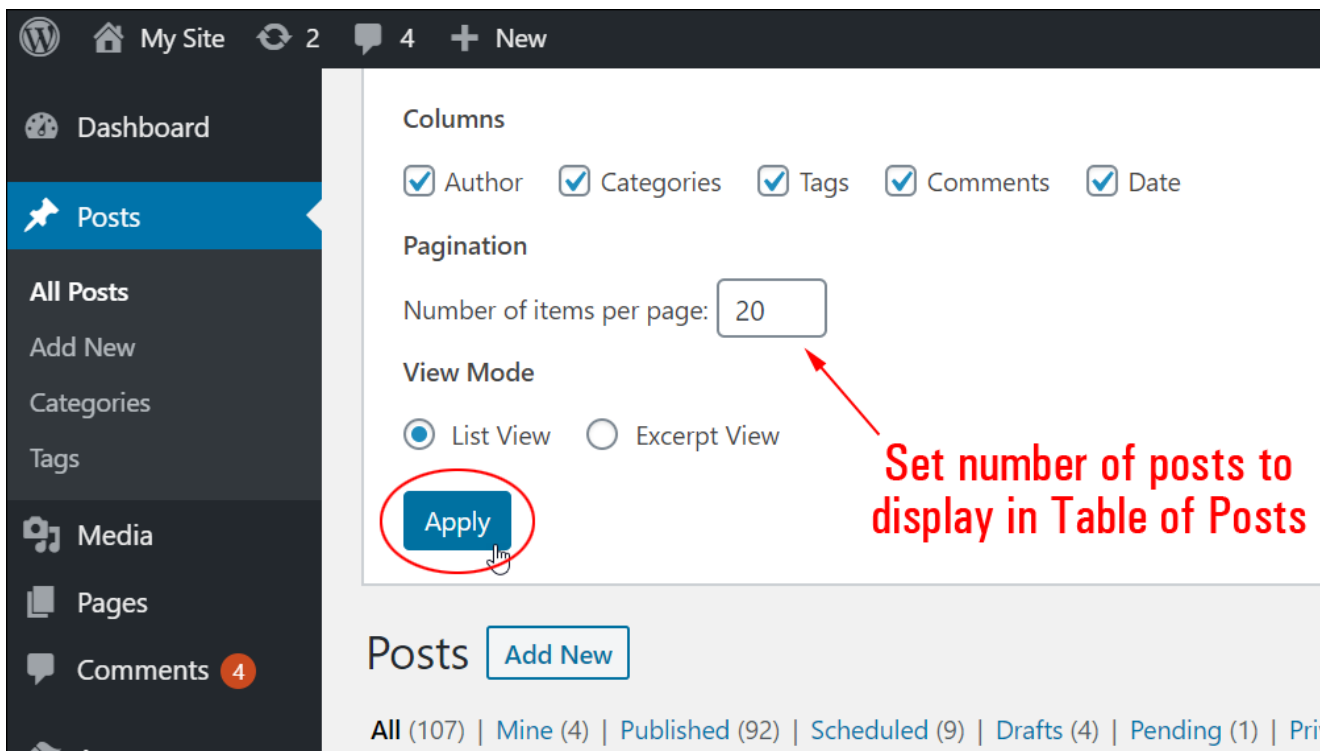
At a Glance – Posts.

Tip #2: You can set the number of posts to display in the Posts screen by clicking on the 'Screen Options' tab near the top right-hand corner of your screen.



Click on the 'Screen Options' tab to view additional Post screen settings.

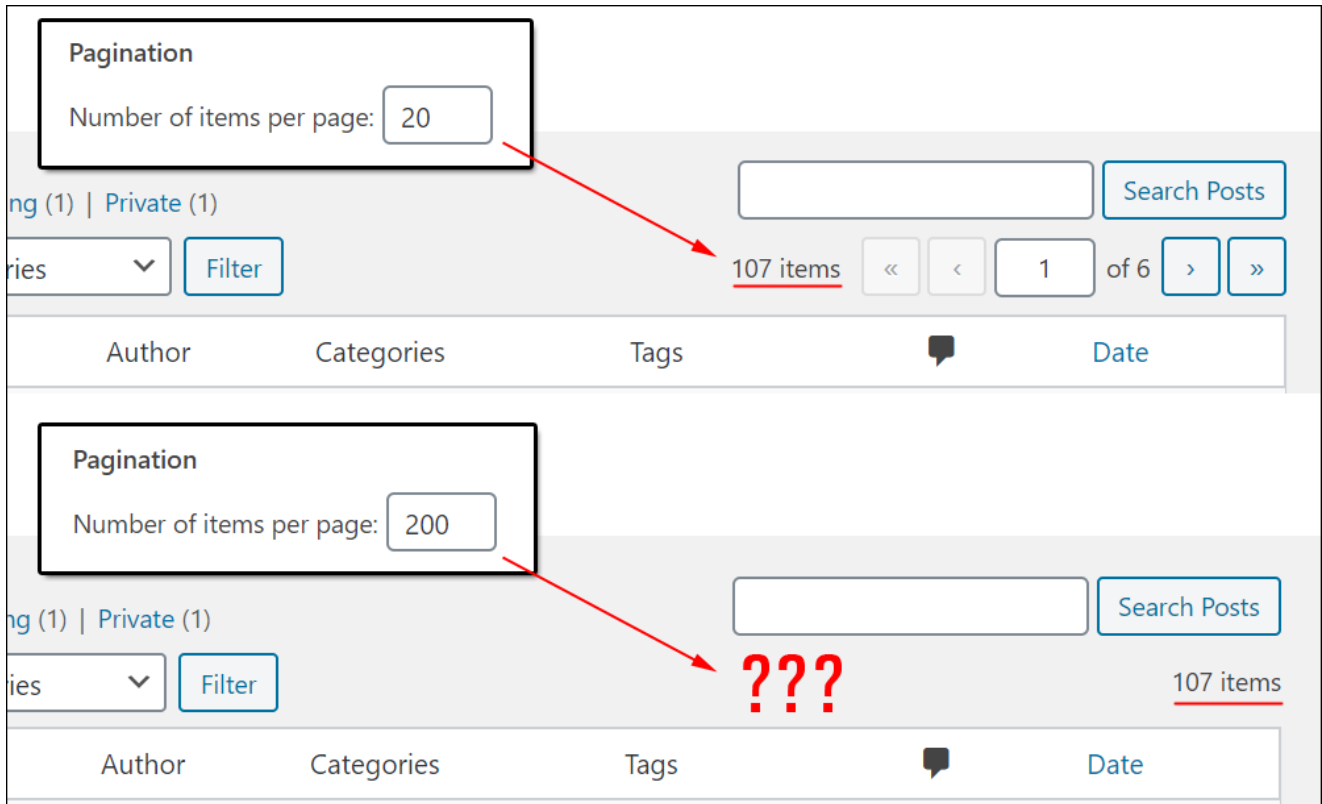
Enter the number of posts to display in the Pagination > Number of items per page field and click **Apply**.



Screen Options – Pagination settings.

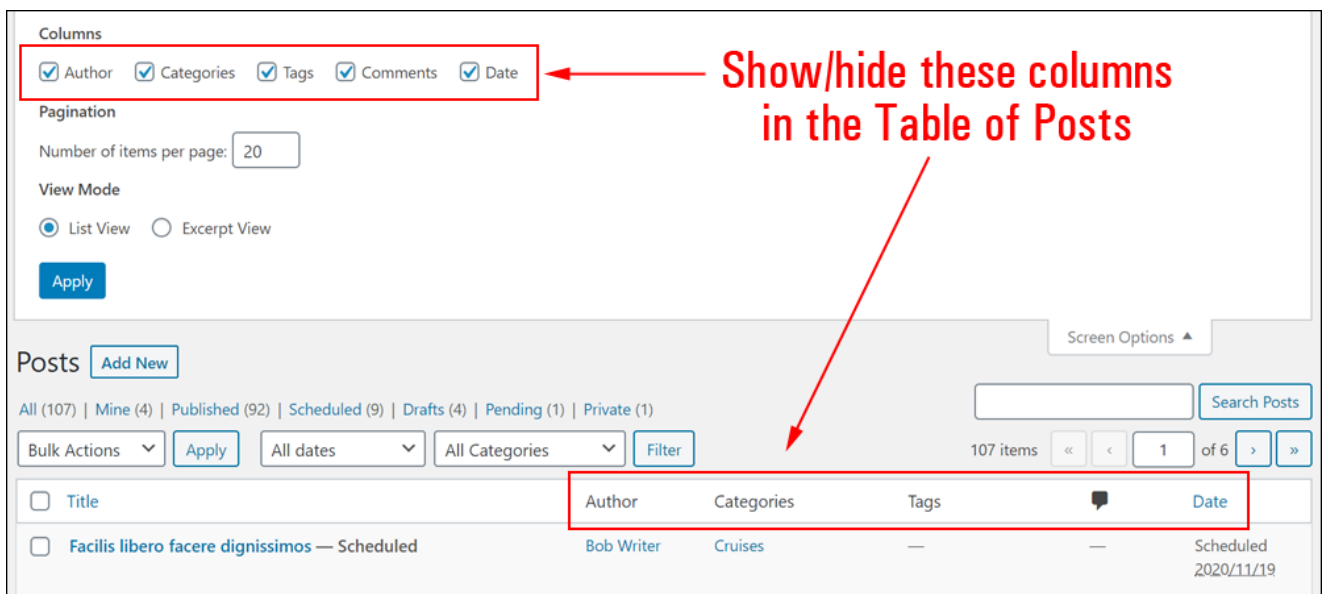
WordPress pagination features display depending on how many posts per page you specify.

Depending on how many posts you have set to display per page, you may or may not see the pagination feature on your screen (i.e. if all your posts can fit on one page, then there's no need for pagination).



WordPress pagination feature.

Tip #3: The Screen Options section also lets you display/hide specific columns in the Table of Posts.



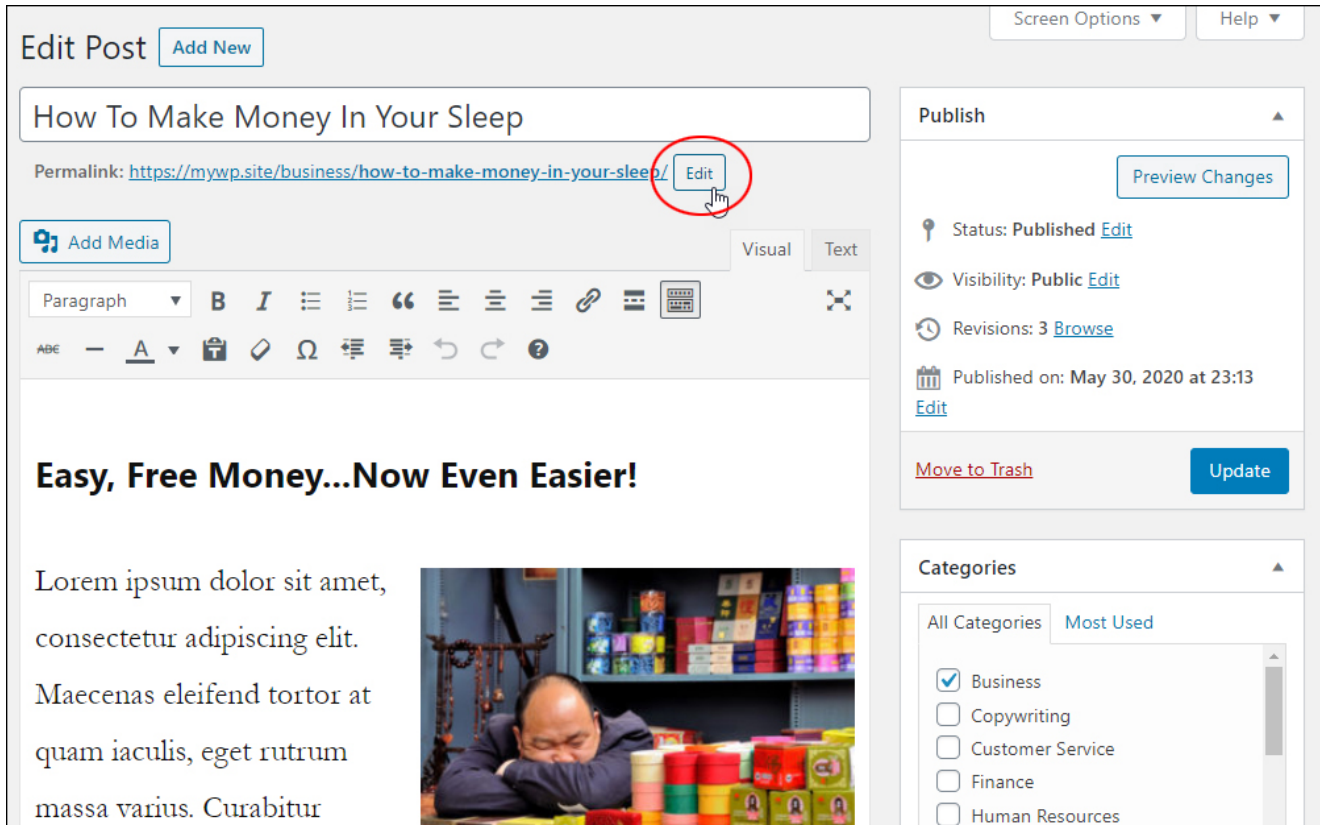
Show/hide columns in the Table of Posts.

For example, here is a screenshot of the Table of Posts with all column options disabled...

The screenshot shows the WordPress 'Posts' screen. At the top left, the 'Columns' section has a red box around the 'Author', 'Categories', 'Tags', 'Comments', and 'Date' checkboxes, all of which are unchecked. A red arrow points from the text 'All columns disabled' to this box. Below this, the 'Pagination' section shows 'Number of items per page' set to 20 and 'View Mode' set to 'List View'. An 'Apply' button is present. The main content area shows a list of posts with a search bar and pagination controls. A red arrow points from the 'All columns disabled' text down to the table area. The table has a 'Title' column and several rows of post titles, all of which are truncated. Large red '???' is overlaid on the table area.

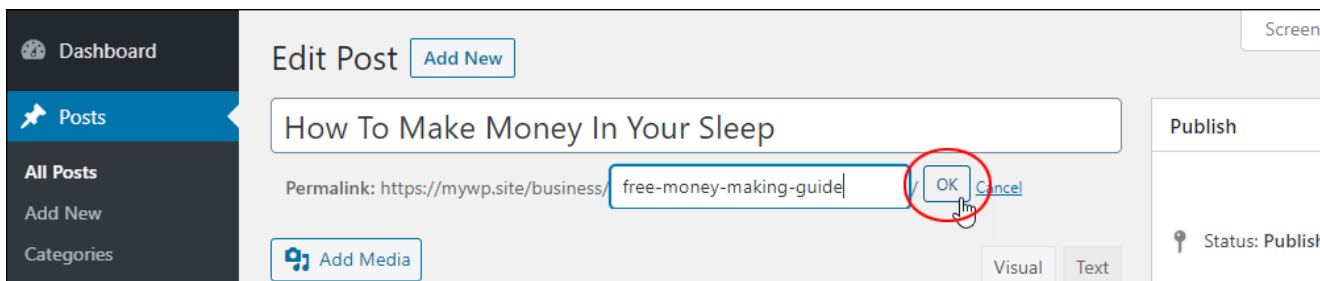
Table of Posts – All columns disabled.

You can also enable/disable options in the Edit Post screen while editing individual posts.



Consider editing the post slug if you change the post title.

When editing the post slug, make sure to type all letters in lowercase (use “a-z” and “0-9” only) and separate words with a hyphen (like-the-words-used-in-this-example). Click ‘OK’ when done to save your new Permalink settings.



You can change the post slug to make your posts more appealing to users.

You can also do the following:

- Paste the title of your post into the Permalink: > Edit field and let WordPress automatically format your post slug correctly, or
- Delete everything inside the Permalink: > Edit field and click the OK button. WordPress will automatically enter the new post title into this field and format the post slug correctly.

Edit Post [Add New](#)

How To Make Money In Your Sleep

Permalink: <https://mywp.site/business/free-money-making-guide/> [Edit](#)

WordPress offers different ways to edit your post slugs.

Remember to update/republish your post to save your changes.



When you change the post category and/or the post slug on your published posts, WordPress automatically updates its database to reflect this change and redirects internal links pointing to the old URL to the new URL.

Tip #5: To filter posts by a specific category, click on a category in the 'Categories' column, or select a category from the 'All Categories' dropdown menu.

Posts [Add New](#)

All (108) | Mine (5) | Published (99) | Scheduled (3) | Drafts (4) | Pending (1) | Private (1)

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

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> Facilis libero facere dignissimos — Scheduled	Jake Sully	Finance
<input type="checkbox"/> Chicken shrimp — Scheduled	Emmalee	Copywriting
<input type="checkbox"/> Et distinctio ipsa rerum — Scheduled	Bob Writer	Business, Digital
<input type="checkbox"/> How To Make Money In Your Sleep	Your Name	Business

Filter posts by category

The image shows a screenshot of the WordPress 'Posts' table. A dropdown menu is open for the 'All Categories' filter, with 'Business' selected and circled in red. A red arrow points from the text 'Filter posts by category' to the 'Business' category in the dropdown. Another red arrow points from the same text to the 'Business' category in the 'Categories' column of the table, which is also circled in red.

Filter posts by category.

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

Posts [Add New](#)

All (108) | Mine (5) | Published (99) | Scheduled (3) | Drafts (4) | Pending (1) | Private (1)

Bulk Actions All dates

Posts filtered by category

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> Et distinctio ipsa rerum — Scheduled	Bob Writer	Business, Digital
<input type="checkbox"/> How To Make Money In Your Sleep	Your Name	Business
<input type="checkbox"/> Sed quisquam est deserunt est iure	Jake Sully	Business
<input type="checkbox"/> Et aut voluptatem ullam nemo laudantium explicabo	Bob Writer	Business
<input type="checkbox"/> Voluptatibus et fuga delectus ut quam	William Shakespeare	Business
<input type="checkbox"/> Qui dolorem commodi nihil id	Jake Sully	Business
<input type="checkbox"/> Nobis assumenda incidunt repudiandae illo placeat nam	William Shakespeare	Business
<input type="checkbox"/> Iusto voluptas minima est repudiandae	Bob Writer	Business

Posts filtered by category.

Clicking on a post category is like performing a bulk category sort. To return your Table of Posts to the default state, do the following:

1. Select 'All categories' from the dropdown menu, then
2. Click on the 'Filter' button.

Posts [Add New](#)

All (108) | Mine (5) | Published (99) | Scheduled (3) | Drafts (4) | Pending (1) | Private (1)

Bulk Actions All dates

<input type="checkbox"/> Title	Author	Categories
<input type="checkbox"/> Et distinctio ipsa rerum — Scheduled	Bob Writer	Business, D
<input type="checkbox"/> How To Make Money In Your Sleep	Your Name	Business
<input type="checkbox"/> Sed quisquam est deserunt est iure	Jake Sully	Business
<input type="checkbox"/> Et aut voluptatem ullam nemo laudantium explicabo	Bob Writer	Business

Select 'All Categories' to restore the Table of Posts to display all posts.

Tip: You can also restore all posts in the Table of Posts by clicking the 'All' Posts status menu link (below the 'Posts' screen title) or selecting All Posts in the main menu.

Tip #6: To filter posts containing only specific tags, click on the tag from the 'Tags' column...

Posts [Add New](#) Screen Options

All (138) | Mine (5) | Published (129) | Scheduled (3) | Drafts (4) | Pending (1) | Private (1) Search

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

Filter posts by tags

138 items << < 1 of 3 > >>

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Rerum rerum excepturi aut aliquid Edit Quick Edit Trash View	Jake Sully	Digital	Cheap Accommodation, Cruises, ipsum	8	Published 2020/02/11
<input type="checkbox"/>	Aspernatur reprehenderit impedit eius nihil — Draft	Jake Sully	Business	Cruises	6 ¹	Last Modified 2020/05/22
<input type="checkbox"/>	How To Make Money In Your Sleep	Bob Writer	Business, Finance	attract wealth, free money, get rich, make money online	2 ¹	Published 2020/05/22
<input type="checkbox"/>	Consectetur provident laborum dolor culpa architecto	Bob Writer	Digital	Budget Travel	2	Published 2020/04/22
<input type="checkbox"/>	Quia repellendus nisi exercitationem dignissimos labore fugit	Emmalee	—	Beach, Broccoli, Et consequatur	2	Published 2020/05/11

Filter posts by tags.

A list of all the posts associated with that tag will display in the Table of Posts.

Posts [Add New](#)

All (138) | Mine (5) | Published (129) | Scheduled (3) | Drafts (4) | Pending (1) | Private (1)

Bulk Actions All dates All Categories

Posts filtered by tag

<input type="checkbox"/> Title	Author	Categories	Tags
<input type="checkbox"/> Facilis libero facere dignissimos — Scheduled	Jake Sully	Finance	Dolor, Et consequatur, ipsum, lorem
<input type="checkbox"/> Quam quis eligendi consequatur ducimus quis	Emmalee	Digital	CMS, Deserunt tempora, Dolor, Et consequatur, free money, ipsum
<input type="checkbox"/> Est distinctio explicabo eaque velit id dolore	Joanne	Digital	Budget Travel, Ea et, ipsum
<input type="checkbox"/> Lorem Ipsum Dolor Sit Amet	Bob Writer	Copywriting	Dolor, ipsum, lorem
<input type="checkbox"/> Eum voluptatem facere deleniti sint architecto vitae	Guest Author	Digital	Consequuntur dolore, Cum ipsa, Deserunt tempora, Ea et, ipsum, lorem
<input type="checkbox"/> Earum neque doloribus voluptas harum sit consectetur	Emmalee	Digital	Deserunt tempora, Et consequatur, free money, ipsum
<input type="checkbox"/> Vel veritatis facilis voluptatem et	Savanah	Digital	Budget Travel, Cum ipsa, Et consequatur, ipsum, lorem
<input type="checkbox"/> Rerum rerum excepturi aut aliquid	Jake Sully	Digital	Cheap Accommodation, Cruises, ipsum
<input type="checkbox"/> Non ut dolorum aperiam	Emmalee	Digital	Budget Travel, CMS, Ea et, ipsum, lorem
<input type="checkbox"/> Eaue consequatur et officiis temporibus voluptates ipsum	Jody	Digital	Consequuntur dolore, Et consequatur, ipsum, lorem
<input type="checkbox"/> Ab dolor voluptatem asperiores autem iure	Tim Wordsmith	Digital	Deserunt tempora, Ea et, ipsum

Posts filtered by tags.

Tip #7: By default, posts display in the Table of Posts in reverse chronological order.

Posts [Add New](#) Screen Options ▾ Help ▾

All (138) | Mine (5) | Published (130) | Scheduled (2) | Drafts (4) | Pending (1) | Private (1) Search Posts

Bulk Actions ▾ [Apply](#) All dates ▾ All Categories ▾ [Filter](#) 138 items « < 1 of 7 > »

<input type="checkbox"/> Title	Author	Date
<input type="checkbox"/> Chicken shrimp — Scheduled ←	Emmalee	Scheduled 2020/10/27
<input type="checkbox"/> Et distinctio ipsa rerum — Scheduled	Bob Writer	Scheduled 2020/09/30
<input type="checkbox"/> How To Make Money In Your Sleep	Your Name	Published 2_hours_ago
<input type="checkbox"/> Sed quisquam est deserunt est iure	Jake Sully	Published 5_hours_ago
<input type="checkbox"/> Et aut voluptatem ullam nemo laudantium explicabo	Bob Writer	Published 2020/05/29
<input type="checkbox"/> Voluptatibus et fuga delectus ut quam	William Shakespeare	Published 2020/05/29
<input type="checkbox"/> Qui dolorem commodi nihil id	Jake Sully	Published 2020/05/29

Posts ordered in reverse chronological order (default)


Posts ordered in reverse chronological order (default).

To order the list of posts in alphabetical (or reverse alphabetical) order, click on the little black triangle icon next to the 'Title' column header.

Posts [Add New](#)

All (138) | Mine (5) | Published (130) | Scheduled (2) | Drafts (4) | Pending (1) | Private (1)

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

Title 

(no title) — Draft

"Easy As 1-2-3, & = To 1|2|3?" Let's See @ 1:00pm!!

10 Yoga Principles For Business Flexibility

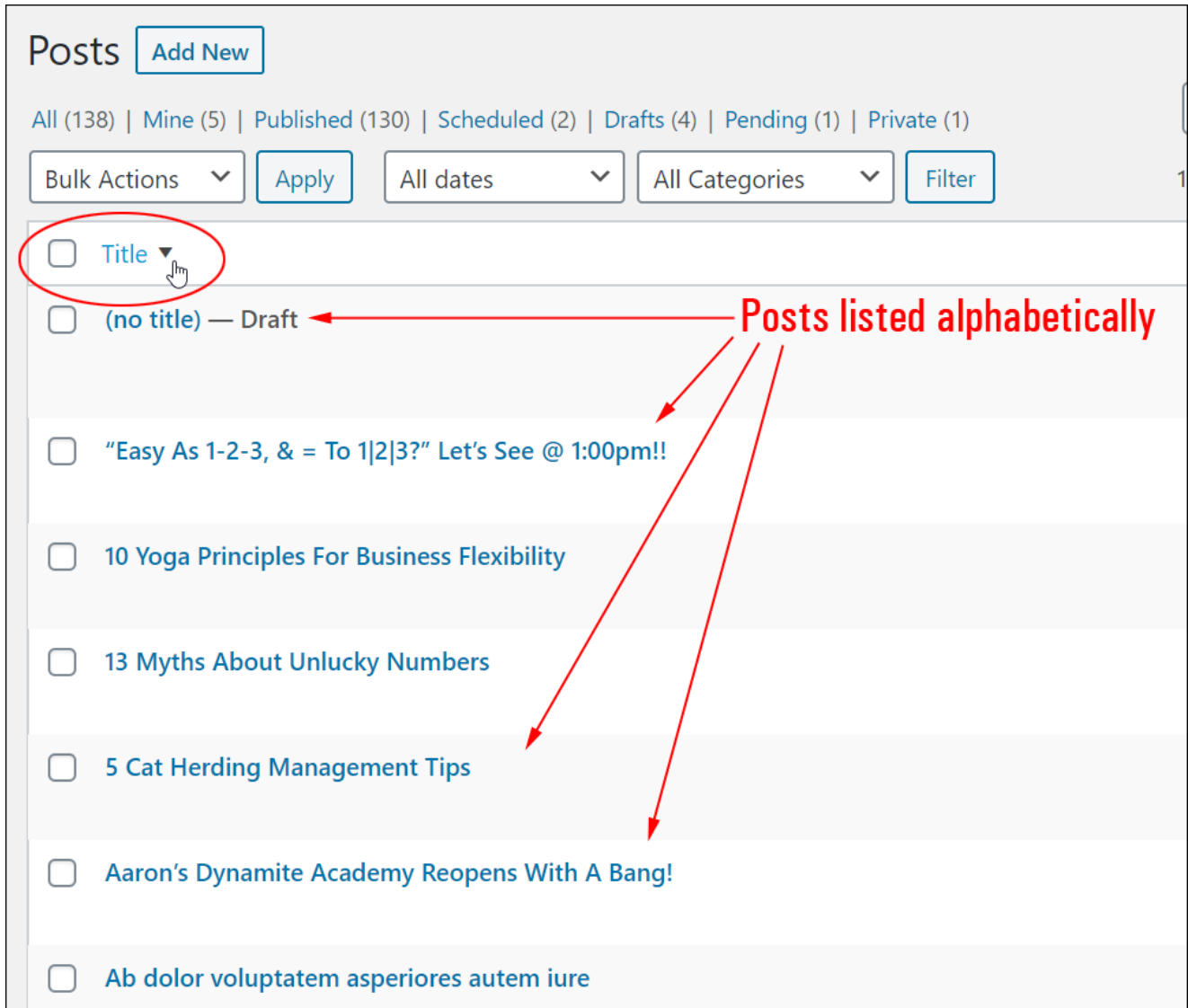
13 Myths About Unlucky Numbers

5 Cat Herding Management Tips

Aaron's Dynamite Academy Reopens With A Bang!

Ab dolor voluptatem asperiores autem iure

Posts listed alphabetically



Posts listed alphabetically.

You can do the same to reorder posts by date and comments.

Published (2) | Drafts (4) | Pending (1) | Private (1)

▼

138 items
<<
<
1
>
>>

	Author	Categories	Tags		Date ▼
	Your Name	Digital	—	—	Last Modified 2020/03/02
ee @ 1:00pm!!	Your Name	Digital	—	—	Published 2020/04/25
ility	Jake Sully	Finance	Dolor, Et consequatur, ipsum, lorem	—	Published 2018/11/19

Reorder posts in the Table of Posts by clicking on the column titles.

Congratulations! Now you know how to edit and delete posts in WordPress.

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 the tutorials below:



Edit and delete your posts in WordPress.

Updated: April 8th, 2023