

# How To Edit And Delete Pages In WordPress

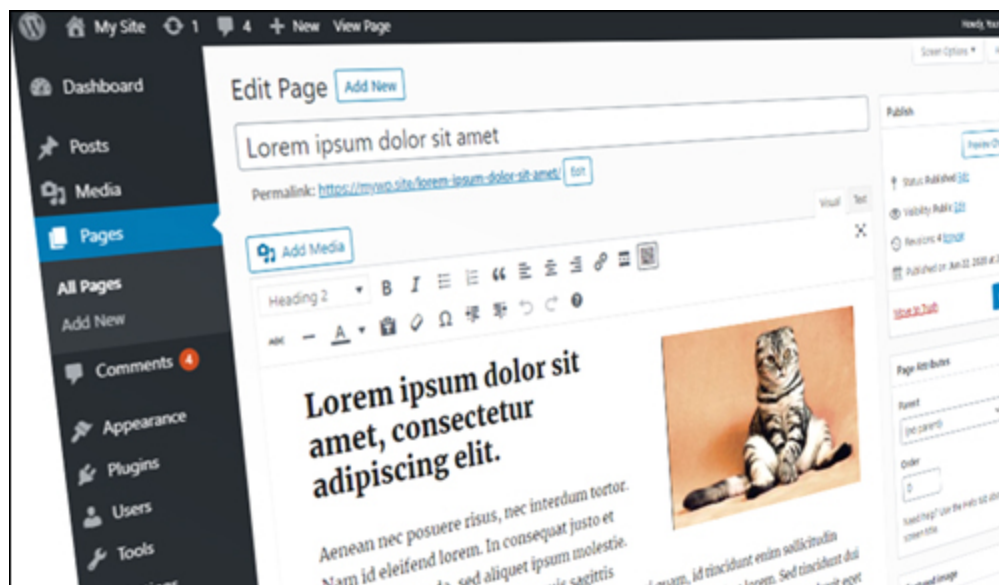
[wptrainingmanual.com/wordpress-tutorials/edit-delete-wordpress-pages](https://wptrainingmanual.com/wordpress-tutorials/edit-delete-wordpress-pages)

June 10, 2020

# How To Edit & Delete Pages In WordPress

WordPress Training

## Tutorial Contents



In this tutorial, you will learn:

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

- How to use the features of the WordPress Table of Pages to perform bulk page edits and deletions, and
- Useful and time-saving tips when using and editing pages.

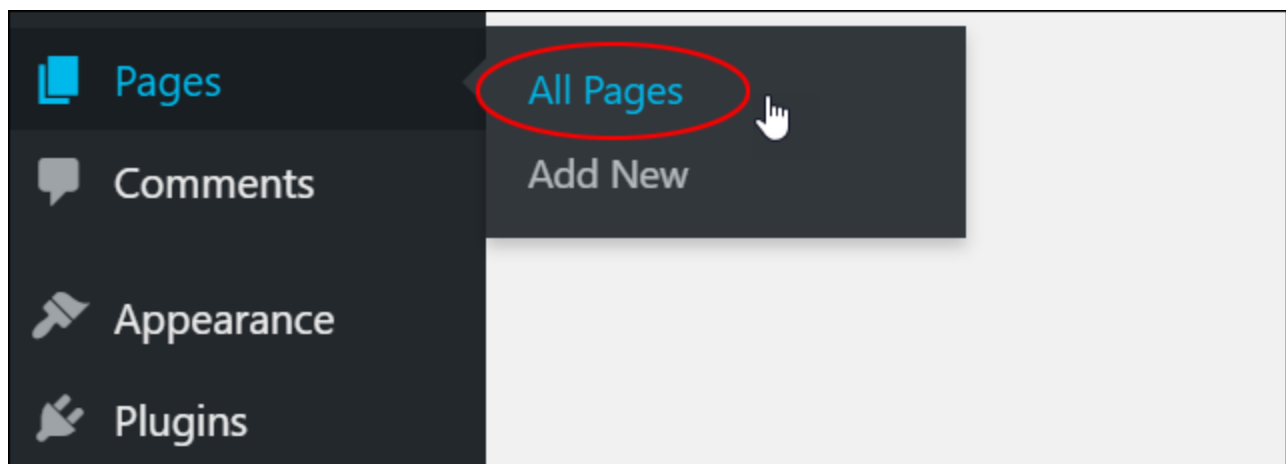
Notes:

- Editing and deleting pages in WordPress is like **editing and deleting posts**.
- If you need help creating a new page in WordPress, see this tutorial: **How To Create Pages In WordPress**
- The screenshots in this tutorial show you how to edit and delete pages in WordPress using the **WordPress Classic Editor**.
- You can also edit and delete pages in WordPress using the **WordPress Block Editor**.

## How To Edit Single Pages In WordPress

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To edit a page in WordPress, **log into** your site's admin area, and select **Pages > All Pages** from the main WordPress menu.

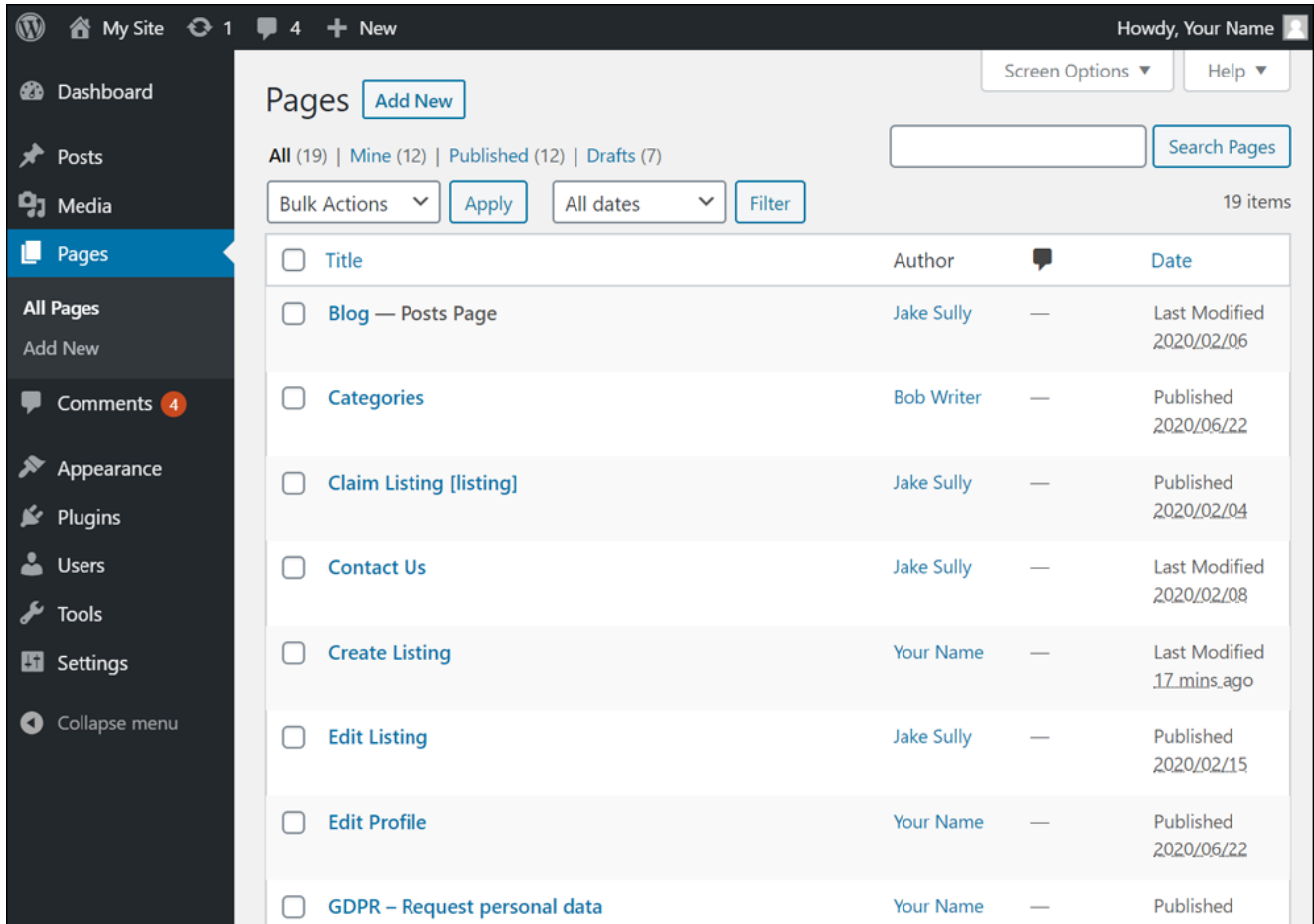


Pages – All Pages menu.

This brings up the 'Pages' screen, which displays a table of all the pages you have added to your site.

This table includes:

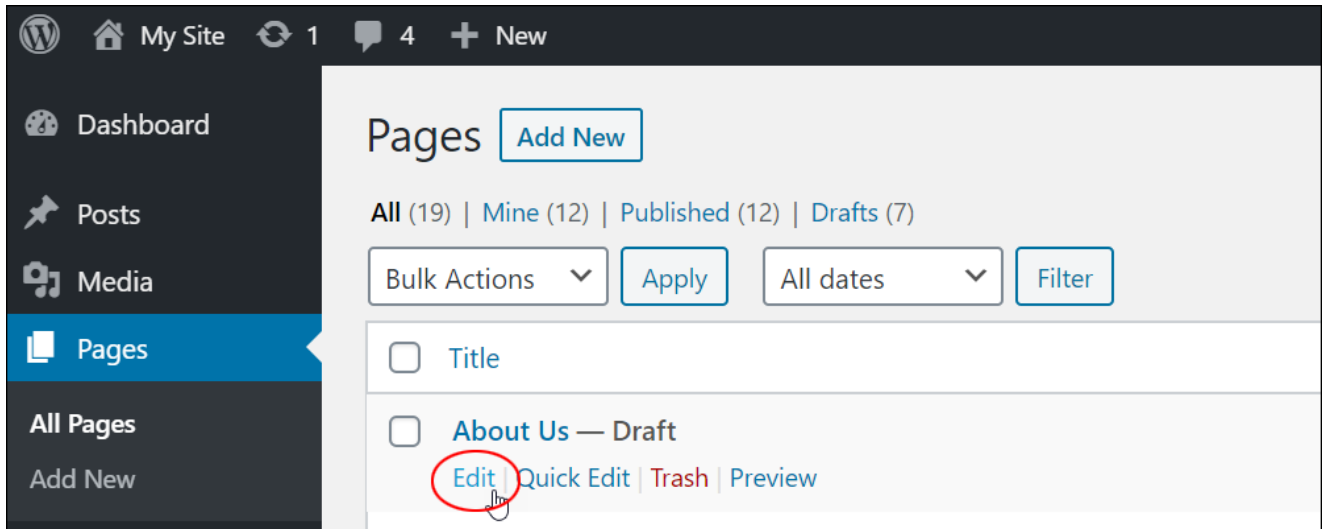
- Pages that have already been published,
- Pages that are scheduled for publishing,
- Draft pages (not yet published), and
- Pages pending review (pages that need to be approved by an administrator before being published).



WordPress Table of Pages.

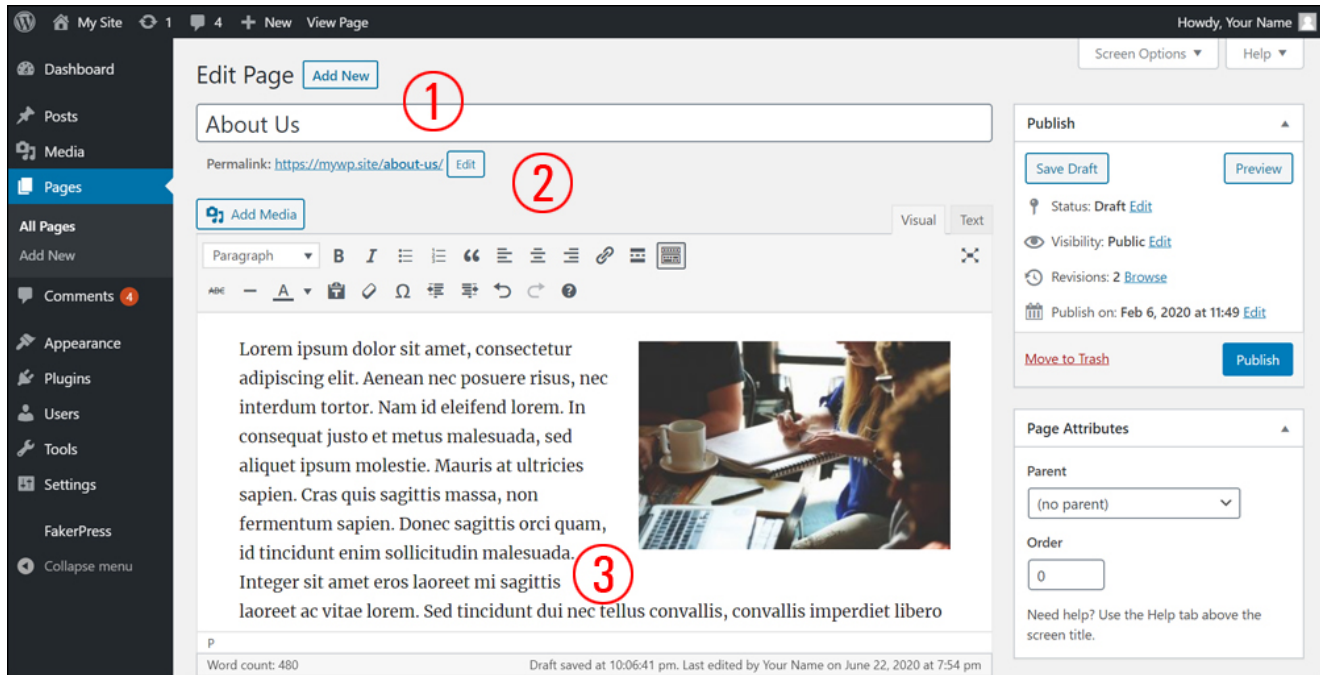
*Note:* All the features of the Table of Pages are explained in the next section below.

In the 'Pages' screen, find the Page you want to edit, then either click on the title or hover your mouse over the page title to display the options menu and click on **Edit**.



Edit Page menu link.

The page you have selected will open in the **Edit Page** screen.

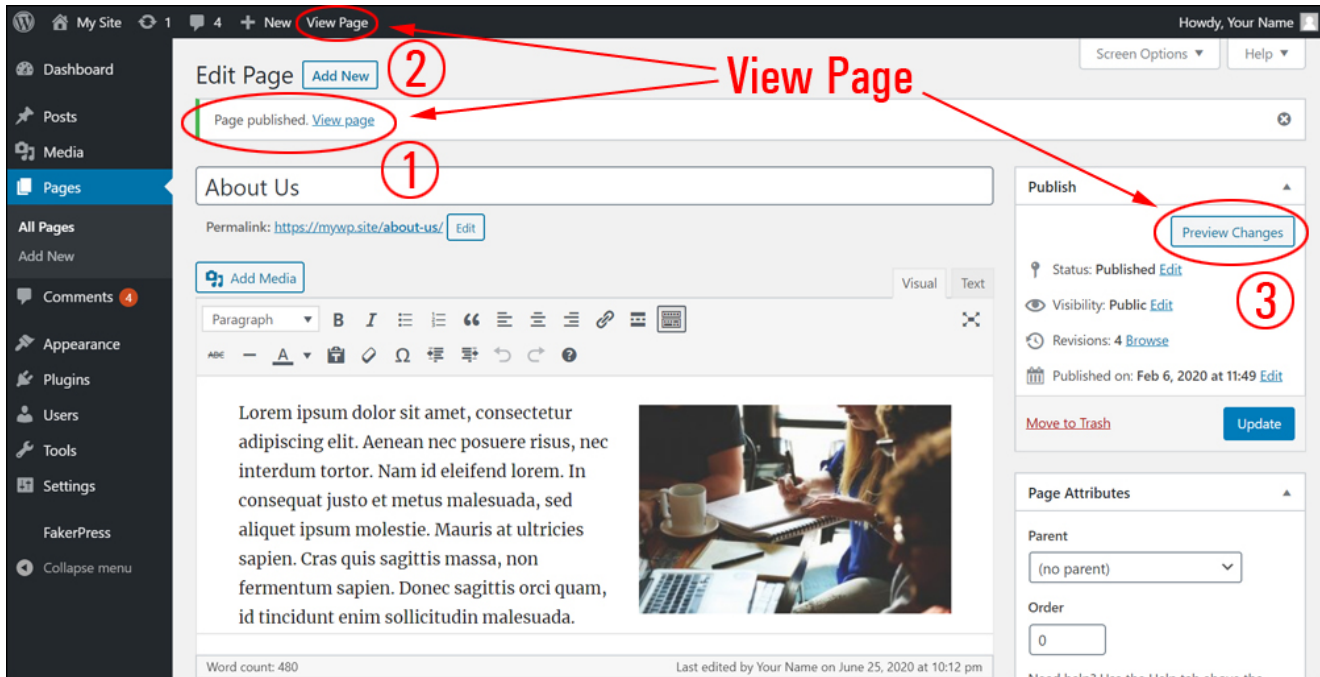


The Edit Page screen.

The screenshot above shows the more common areas of a WordPress page that you will typically want to edit:

1. **Page Title** – Change the title of your page here.
2. **Permalink** – Change the page slug here (this affects the URL of your page).
3. **Content Area** – Edit your page content here. You can add, edit or delete text, insert and delete images, videos, and other media, etc. using the **Visual Editor** and/or the **Text Editor**.

After saving your changes, you can view your edited page by clicking on the “**Page published. View page**” link [1].



WordPress provides different options to view your Pages.

*Note:* You can also view your page while working in the Edit Page screen by clicking on the **View Page** link in the Admin toolbar [2] and previewing any changes you make by clicking on the **Preview Changes** button in the 'Publish' box [3].

## WordPress Table of Pages

The table of pages lists all your pages.

Pages <a href="#">Add New</a>	
All (19)   Mine (12)   Published (12)   Drafts (7)	
Bulk Actions <span>▼</span>	<a href="#">Apply</a>
All dates <span>▼</span>	<a href="#">Filter</a>
<input type="checkbox"/>	Title
<input type="checkbox"/>	About Us — Draft
<input type="checkbox"/>	Analytics
<input type="checkbox"/>	Archive Documentation
<input type="checkbox"/>	Box Dimensions
<input type="checkbox"/>	Commercial Licenses — Draft

Example of pages listed in the WordPress Table of Pages.

Let's go through the main features of the Table of Pages:

Pages can be selected for bulk editing or processing by clicking on the checkbox next to each page.

Pages [Add New](#)

All (19) | Mine (12) | Published (12) | Drafts (7)

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

<input type="checkbox"/>	<a href="#">Title</a>
<input type="checkbox"/>	<a href="#">About Us</a> — Draft
<input type="checkbox"/>	<a href="#">Analytics</a>
<input checked="" type="checkbox"/>	<a href="#">Archive Documentation</a>
<input type="checkbox"/>	<a href="#">Box Dimensions</a>
<input checked="" type="checkbox"/>	<a href="#">Commercial Licenses</a> — Draft <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">Preview</a>
<input type="checkbox"/>	<a href="#">Contact Us</a> — Draft
<input checked="" type="checkbox"/>	<a href="#">Ingredients</a>

**Select checkboxes to bulk edit pages**

Select pages for bulk editing by ticking their checkboxes.

**Title Column** – The Title of each Page is displayed as a clickable link. Clicking on the Title link lets you edit the Page.

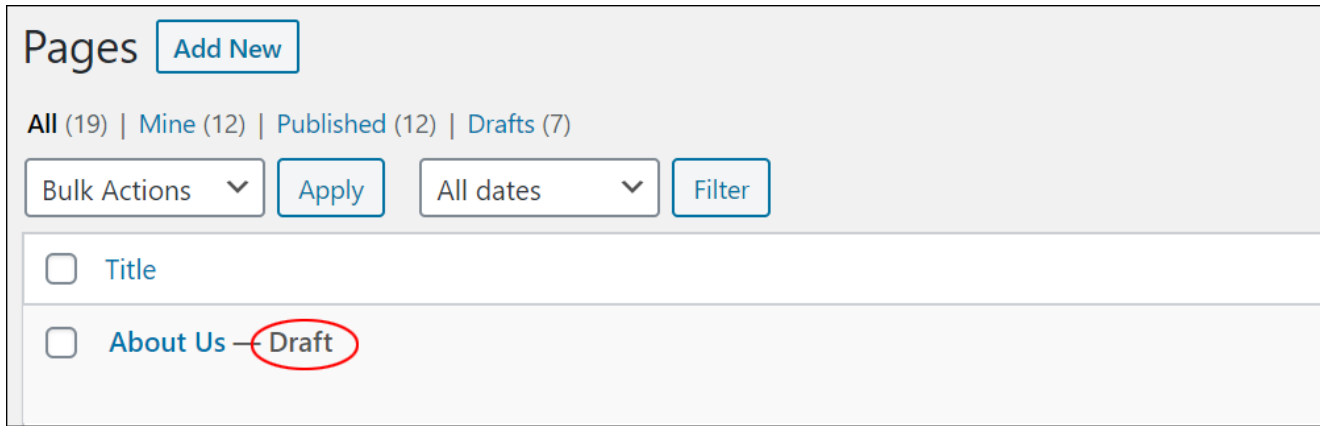
*Note:* Hovering over the page title also lets you edit the page and see other page options.

<input type="checkbox"/>	<a href="#">Recipes</a> <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>
--------------------------	---

**Page options**

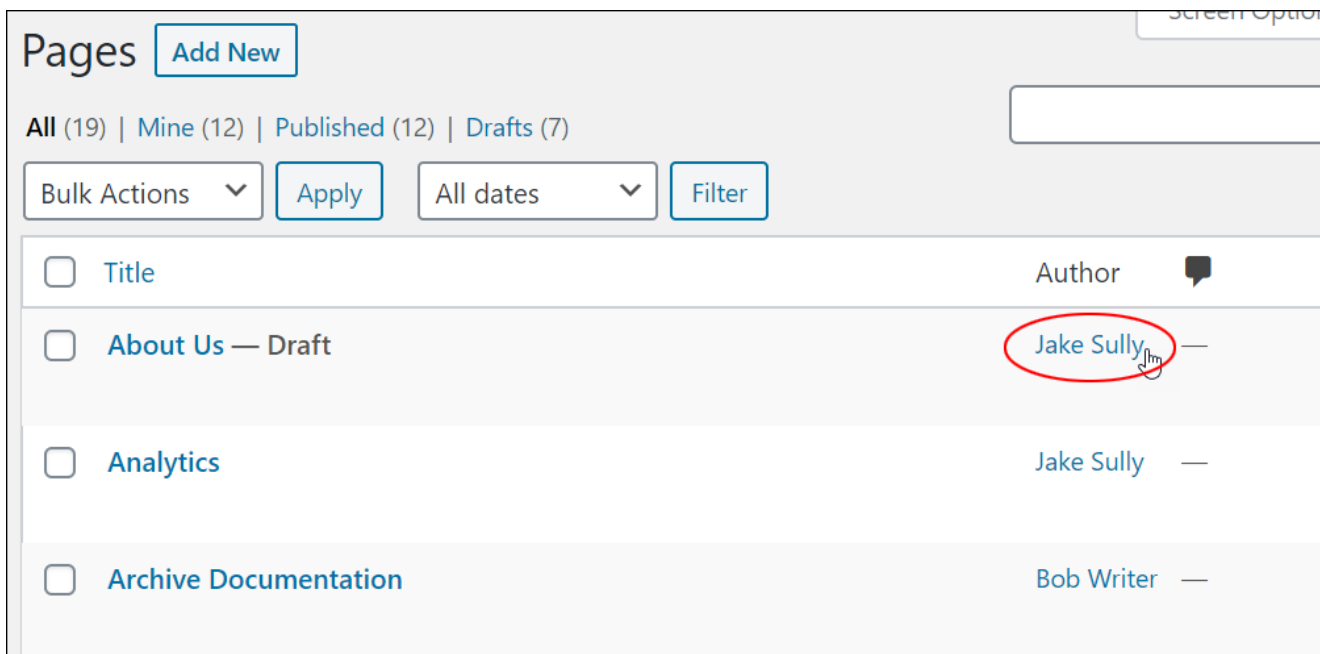
Hover over a page to view its options menu.

A bold text next to the Page Title will display if your Page has been saved as a *Draft*, *Private*, *Pending Review*, or *Password Protected* page.



Page status.

**Author** – The Page author is displayed in the Author column. If your site has multiple authors, then clicking on an author name will display all pages authored by that user in the Table of Pages.



Page Author column.

**Comments** – The column with the “comment bubble” displays the number of comments for each page. If any pages have comments, the number of comments will be displayed in the comment bubble for that page.


You can view page comments by clicking on the comment bubble.



Pages [Add New](#)

All (19) | Mine (12) | Published (12) | Drafts (7)

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

<input type="checkbox"/> Title	Author
<input type="checkbox"/> <a href="#">About Us</a> — Draft	Jake Sully —
<input type="checkbox"/> <a href="#">Analytics</a> <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	Jake Sully 
<input type="checkbox"/> <a href="#">Contact Us</a> — Draft	Jake Sully —
<input type="checkbox"/> <a href="#">Ingredients</a>	Jake Sully —
<input type="checkbox"/> <a href="#">Recipes</a>	Jake Sully —
<input type="checkbox"/> <a href="#">Travel Destination</a> — Draft	Jake Sully —


Page comments column.

*Note:* Clicking on the comment bubble brings up the Comments screen, allowing you to moderate comments (learn more here: [How To Manage Comments In WordPress](#)).

Comments on "[Analytics](#)"

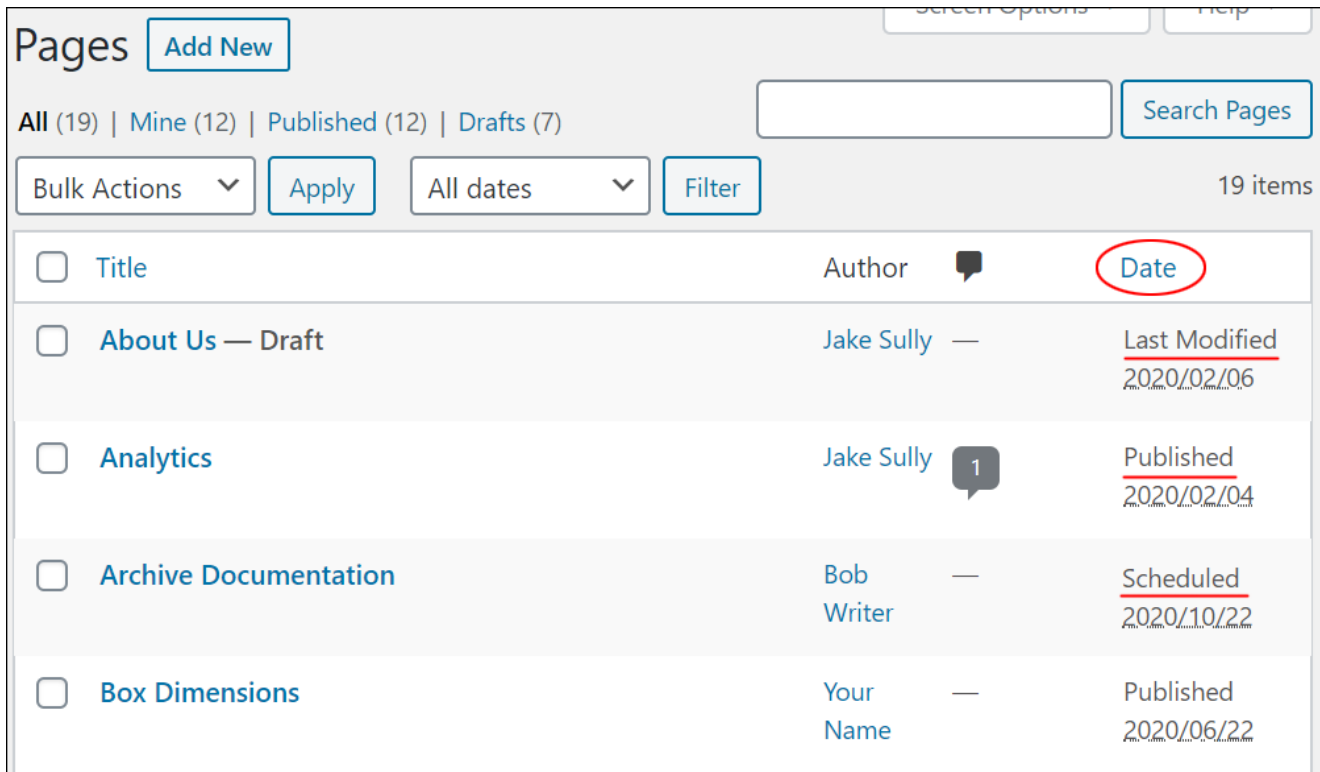
All (1) | Mine (1) | Pending (0) | **Approved** (1) | Spam (0) | Trash (0)

Bulk Actions [Apply](#) All comment types [Filter](#) [Search Comments](#) 1 item

<input type="checkbox"/> Author	Comment	Submitted On
<input type="checkbox"/>  Your Name martin@yugot mail.com 58.166.214.243	Vel velit aperiam et aliquid. Aut et aut id sint incidunt ut illo. Cumque esse eligendi ea quibusdam voluptatum dolorem totam vel <a href="#">Unapprove</a>   <a href="#">Reply</a>   <a href="#">Quick Edit</a>   <a href="#">Edit</a>   <a href="#">Spam</a>   <a href="#">Trash</a>	2020/06/26 at 12:37 pm
<input type="checkbox"/> Author	Comment	Submitted On

Click on the comments bubble in the Table of Pages to view comments left on your pages.

**Date** – The Date column for each Page shows the *Published Date* for published pages, the *Last Modified Date* for unpublished pages (e.g. Draft Pages), and the *Scheduled Date* for pages set for publishing at a **later date**.



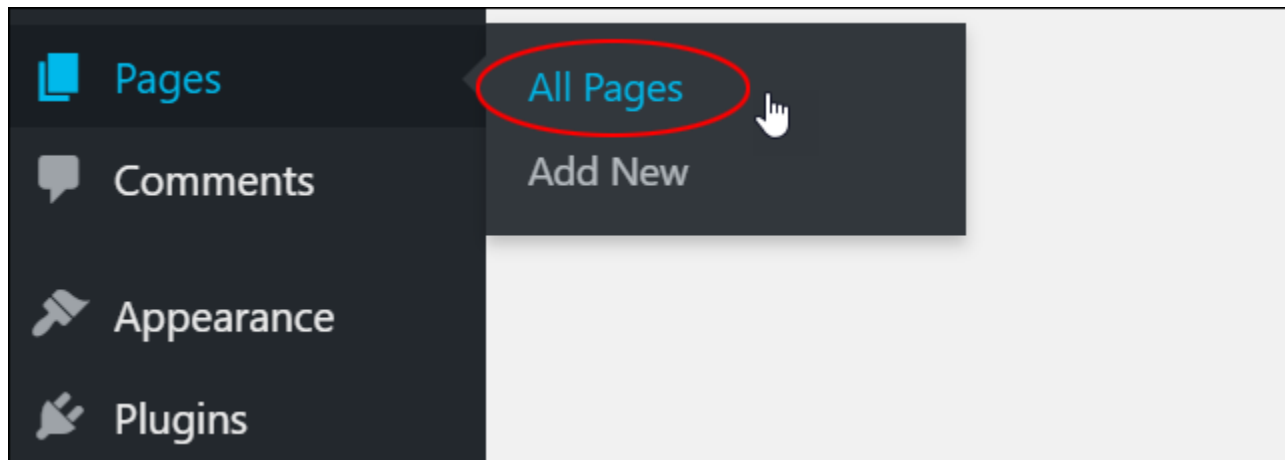
<input type="checkbox"/>	Title	Author	<b>Date</b>
<input type="checkbox"/>	About Us — Draft	Jake Sully	<u>Last Modified</u> 2020/02/06
<input type="checkbox"/>	Analytics	Jake Sully	<u>Published</u> 2020/02/04
<input type="checkbox"/>	Archive Documentation	Bob Writer	<u>Scheduled</u> 2020/10/22
<input type="checkbox"/>	Box Dimensions	Your Name	Published 2020/06/22

Date column.

Now that you know how to edit a WordPress page, the next step is to complete the step-by-step tutorial below to learn how to delete your WordPress pages.

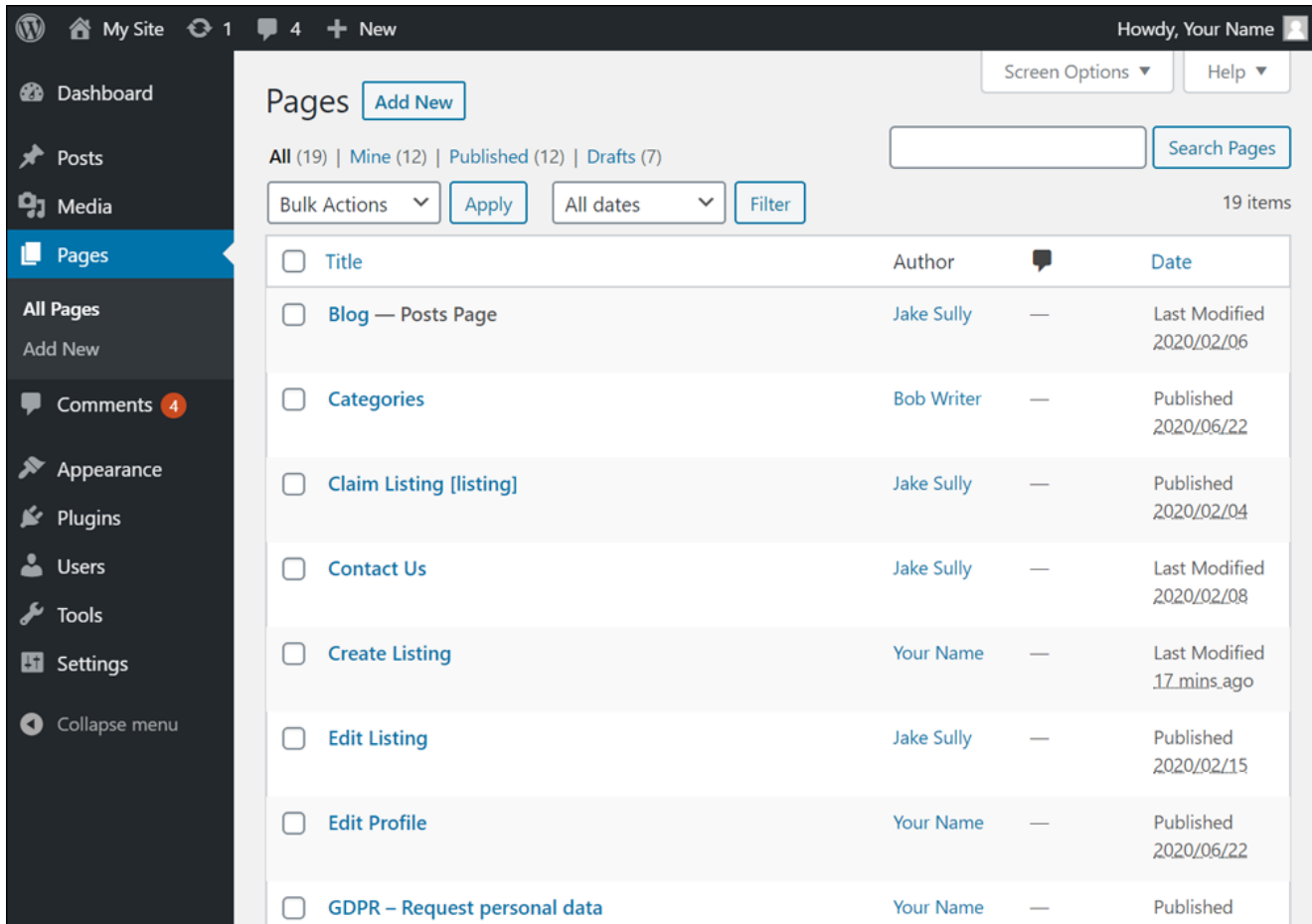
## How To Delete Individual Pages In WordPress

To delete a page in WordPress, select **Pages > All Pages**.



Pages – All Pages menu.

This brings up the 'Pages' screen and displays your Table of Pages.

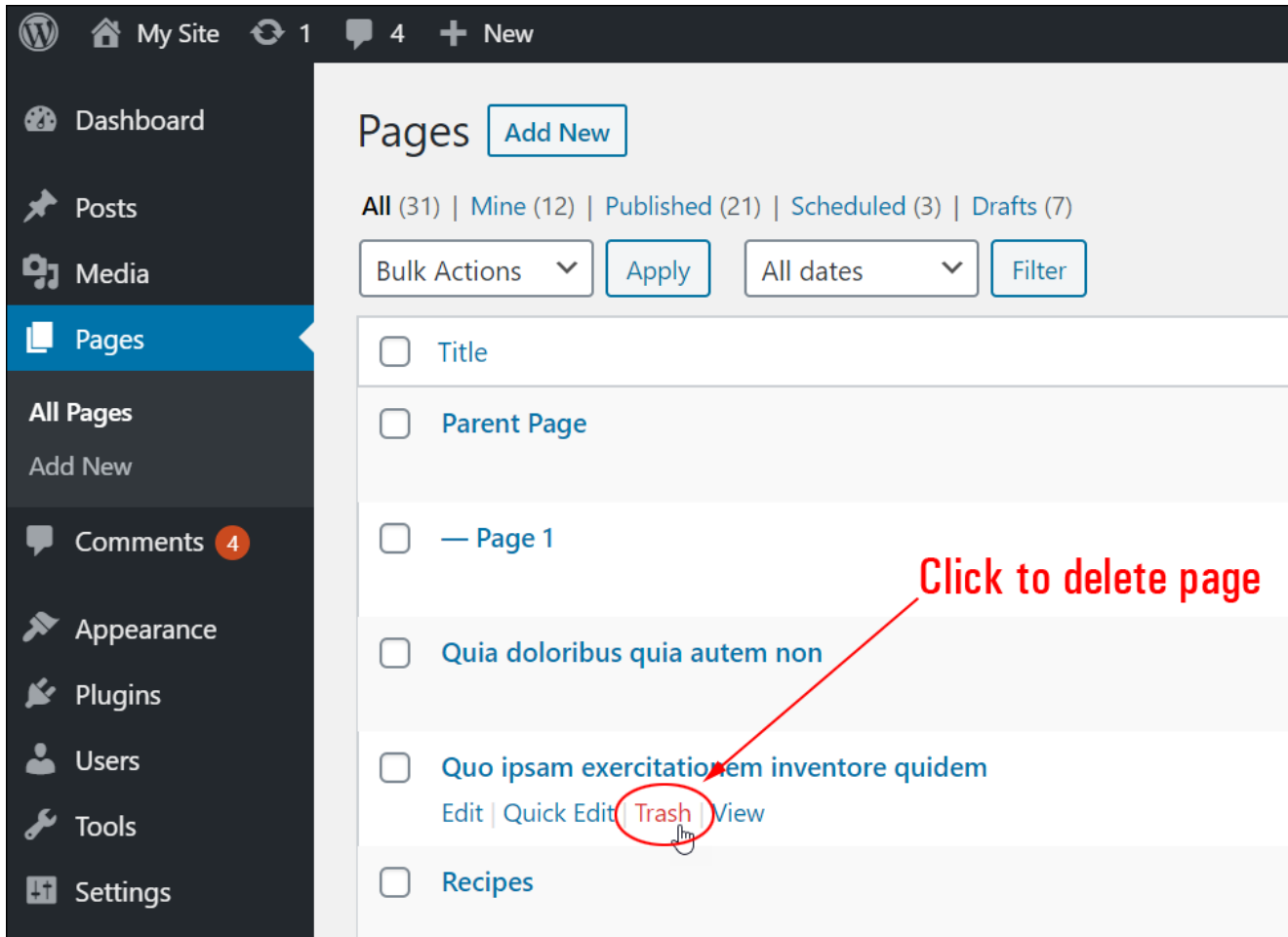


The screenshot shows the WordPress dashboard's 'Pages' section. On the left is a dark sidebar with navigation options: Dashboard, Posts, Media, Pages (highlighted), All Pages, Add New, Comments (4), Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area is titled 'Pages' and includes an 'Add New' button. Below the title are filters for 'All (19)', 'Mine (12)', 'Published (12)', and 'Drafts (7)', along with a search box and a 'Search Pages' button. A toolbar contains 'Bulk Actions', 'Apply', 'All dates', and 'Filter' buttons. The page count '19 items' is shown in the top right. The main table lists pages with columns for checkboxes, Title, Author, a comment icon, and Date. The pages listed are: 'Blog — Posts Page' (Author: Jake Sully, Date: Last Modified 2020/02/06), 'Categories' (Author: Bob Writer, Date: Published 2020/06/22), 'Claim Listing [listing]' (Author: Jake Sully, Date: Published 2020/02/04), 'Contact Us' (Author: Jake Sully, Date: Last Modified 2020/02/08), 'Create Listing' (Author: Your Name, Date: Last Modified 17\_mins\_ago), 'Edit Listing' (Author: Jake Sully, Date: Published 2020/02/15), 'Edit Profile' (Author: Your Name, Date: Published 2020/06/22), and 'GDPR – Request personal data' (Author: Your Name, Date: Published).

<input type="checkbox"/>	Title	Author		Date
<input type="checkbox"/>	Blog — Posts Page	Jake Sully	—	Last Modified 2020/02/06
<input type="checkbox"/>	Categories	Bob Writer	—	Published 2020/06/22
<input type="checkbox"/>	Claim Listing [listing]	Jake Sully	—	Published 2020/02/04
<input type="checkbox"/>	Contact Us	Jake Sully	—	Last Modified 2020/02/08
<input type="checkbox"/>	Create Listing	Your Name	—	Last Modified 17_mins_ago
<input type="checkbox"/>	Edit Listing	Jake Sully	—	Published 2020/02/15
<input type="checkbox"/>	Edit Profile	Your Name	—	Published 2020/06/22
<input type="checkbox"/>	GDPR – Request personal data	Your Name	—	Published

The WordPress Table of Pages.

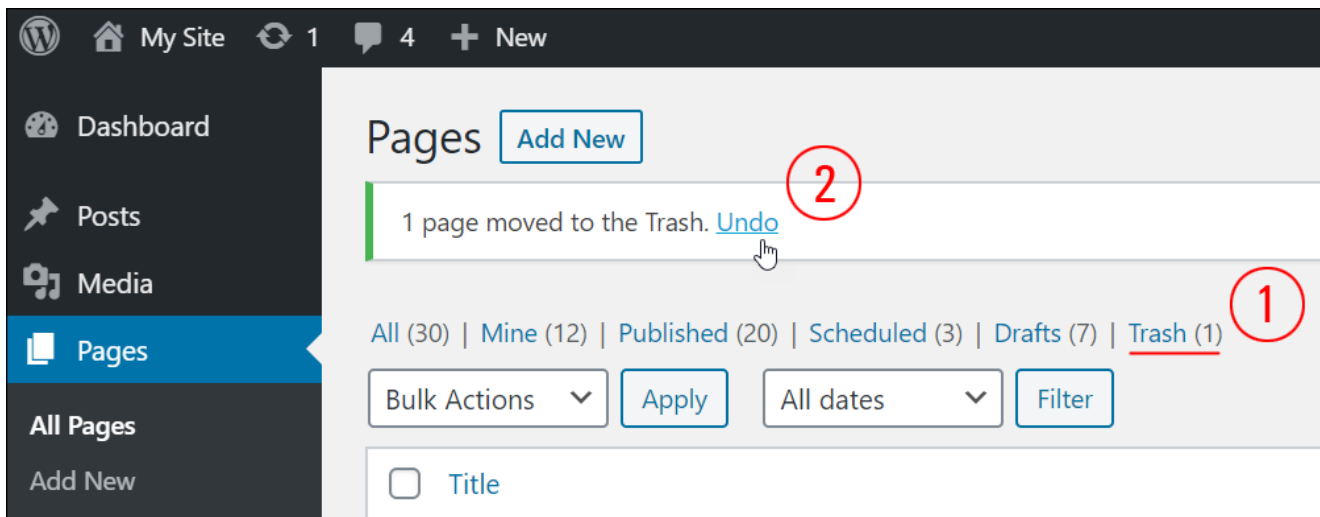
In the 'Pages' screen, locate the page you want to delete, then hover over the page title to display the options menu and click on **Trash**.



Click on the Trash menu link to delete a page.

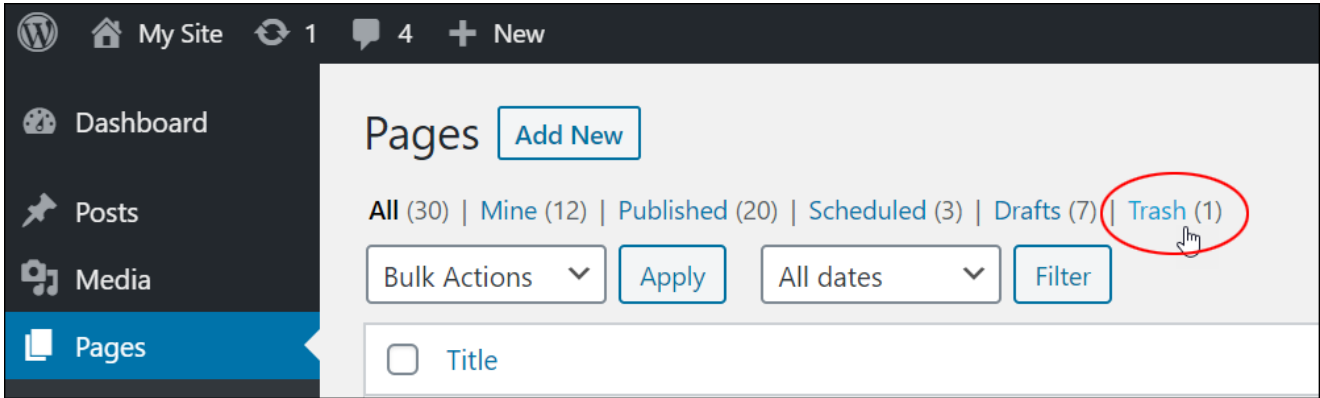
Your Page will be moved to the Trash [See (1) below].

*Note:* You can restore a page to the Table of Pages by clicking on the **Undo** link [See (2) below] immediately after being sent to the trash.



You can undo trashed pages.

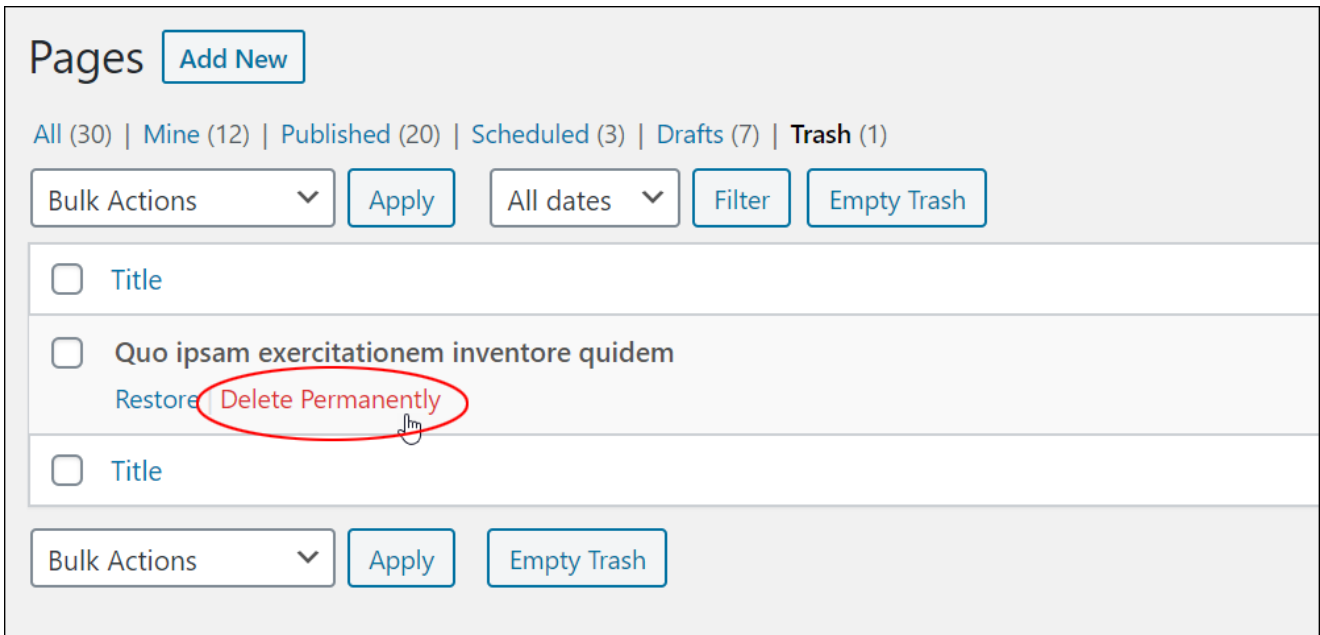
To permanently delete a page, click on the Trash link.



Click on the Trash menu link to view trashed items.

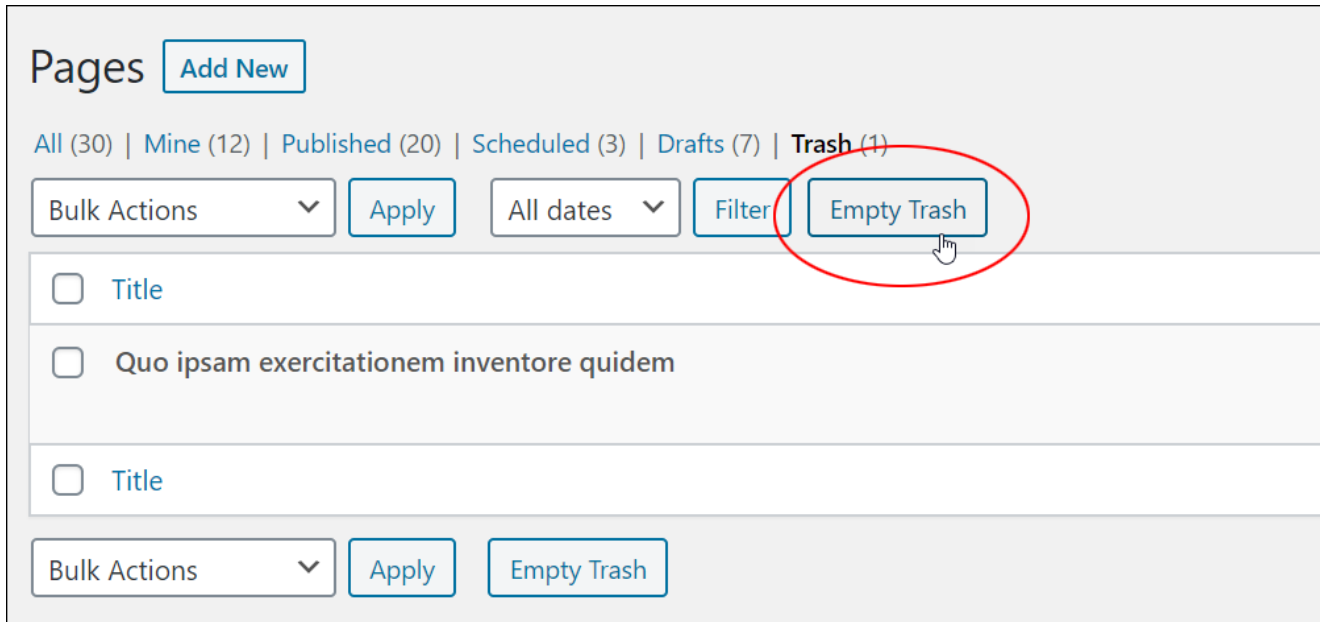
The contents of the trash will display in the Table of Pages.

Hover over the title of the page you want to permanently delete and click on either the 'Restore' link to restore the page to the Table of Pages or click the 'Delete Permanently' link to permanently delete the page.



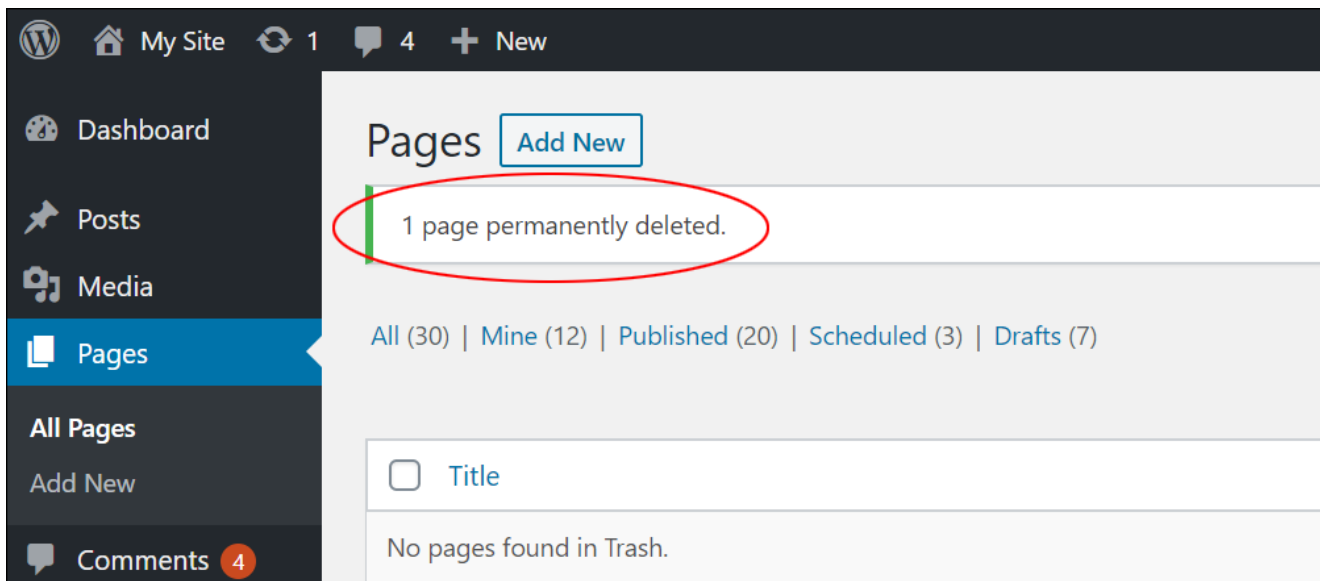
Click Delete Permanently link to delete trashed pages.

You can also permanently delete pages by clicking on the Empty Trash button.



Click on the Empty Trash button to permanently erase trashed pages.

Your page will be permanently deleted.



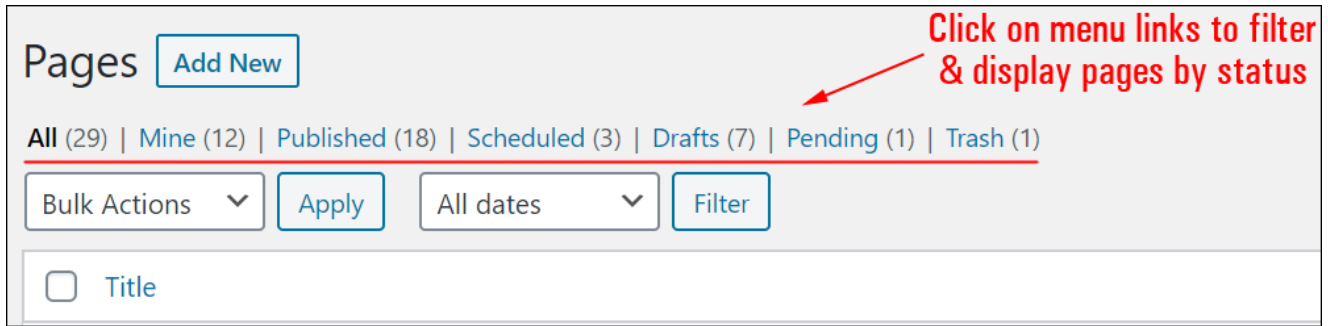
Page permanently deleted message.

## WordPress Pages – Filtering Options

WordPress offers options to filter and display selected Pages.

Above the Table of Pages, you will see links (e.g. *All*, *Published*, *Scheduled*, *Draft*, *Pending*, *Private*, *Trash*, etc.) displayed with the number of pages assigned to each status.

Click on any of these links to display only the pages assigned to that status.



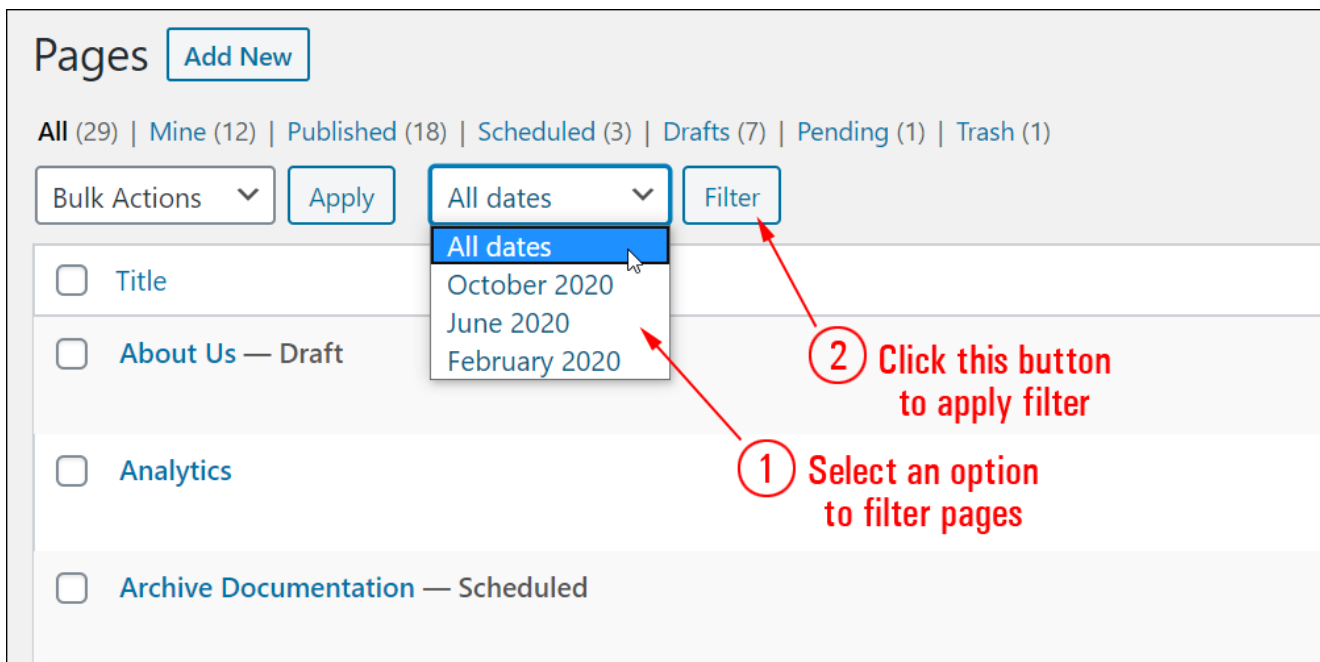
Page menu links.

*Note:* If no pages are assigned a status, the menu link for that status will not display.

Below this section, next to the Bulk Actions dropdown menu and Apply button, are two additional Filtering options:

### Show all dates

Use this dropdown menu and then click the **Filter** button to select and display pages by date.

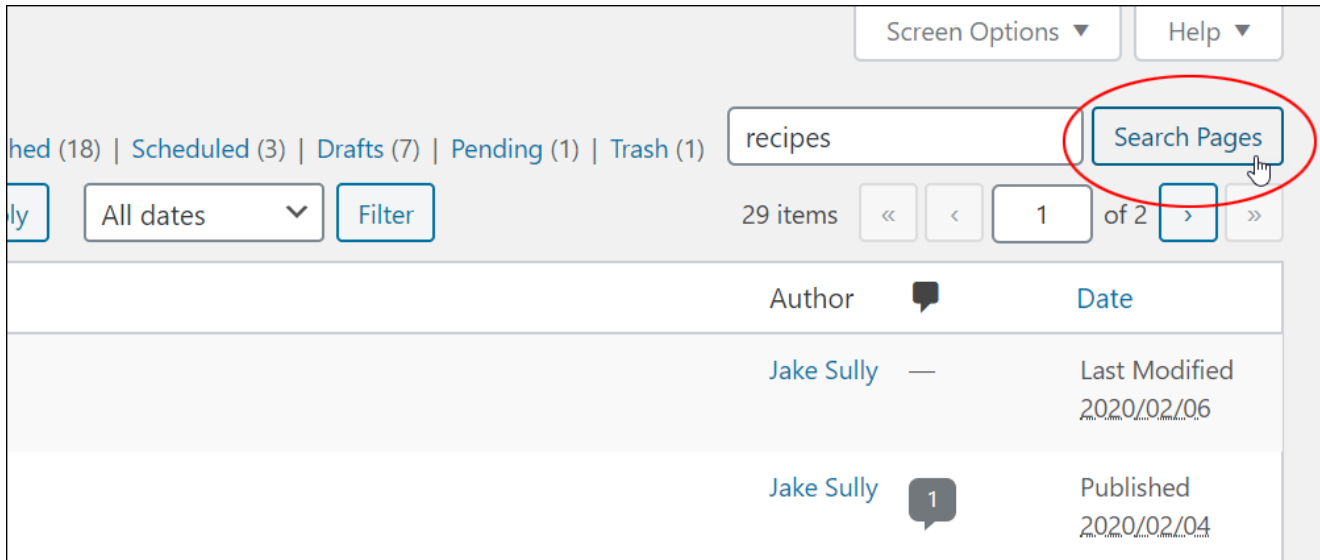


Use the Filter Pages by date function to view pages published within a specific period.

By default, “Show all dates” is selected and all pages are displayed.

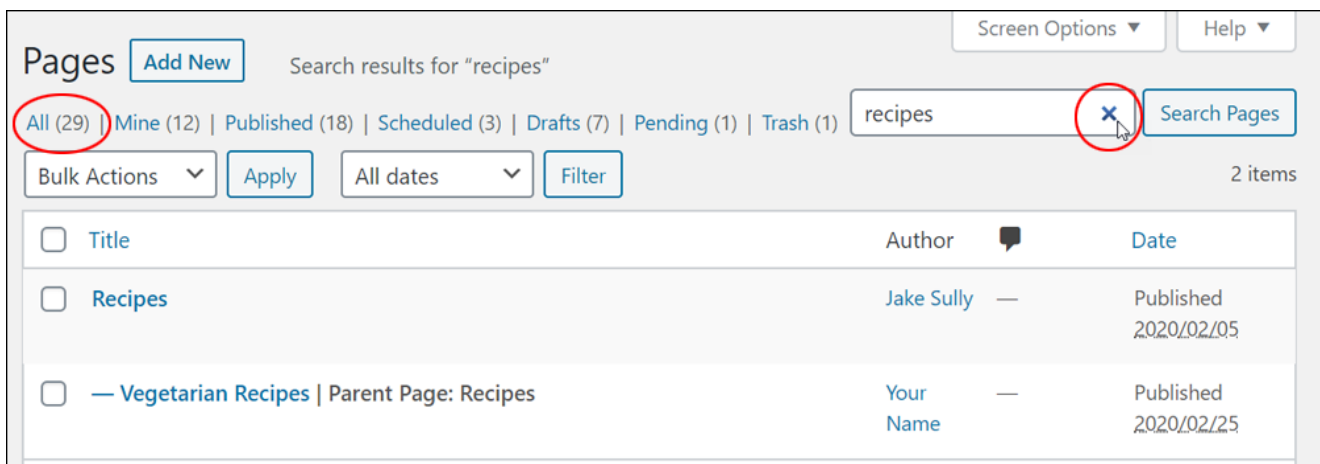
### Search Pages

You can also use the **Search Pages** function inside your ‘Pages’ screen to filter and display only the pages that contain the search words you have entered in the search field.



If your site has lots of pages, use the Search Pages function to easily find a page.

To remove the search filter and view all pages again, click on the **All** link at the top of your page screen.



Restore all pages by removing search filtering options.

## How To Bulk Edit And Delete Pages In WordPress

WordPress also allows you to edit and delete multiple WordPress pages.

This is useful if you are performing WordPress management or bulk administration tasks such as removing old or unwanted pages, or if you would like to make bulk changes to specific sections of multiple WordPress pages.

Select the pages that you would like to bulk edit or delete from the Table of Pages.

You can select one page at a time by clicking on its checkbox or select all pages at once by clicking on the main checkbox in the Table of Pages column heading.



Pages [Add New](#)

All (29) | Mine (12) | Published (18) | Scheduled (3) | Drafts (7) | Pending (1) | Trash (1)

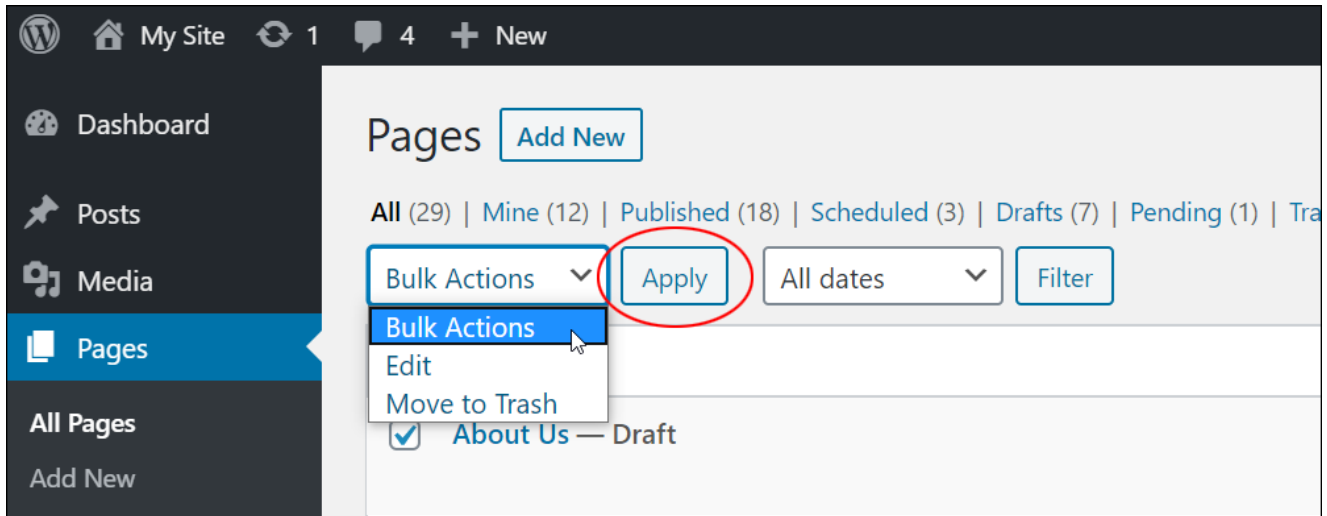
Bulk Actions  All dates

<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> About Us — Draft
<input checked="" type="checkbox"/> Analytics
<input checked="" type="checkbox"/> Archive Documentation — Scheduled
<input checked="" type="checkbox"/> Aut expedita sed omnis laborum nobis
<input checked="" type="checkbox"/> Box Dimensions
<input checked="" type="checkbox"/> Commercial Licenses — Draft
<input checked="" type="checkbox"/> Contact Us — Draft

**Click here to select all pages**

Select the Title column checkbox to select all pages.

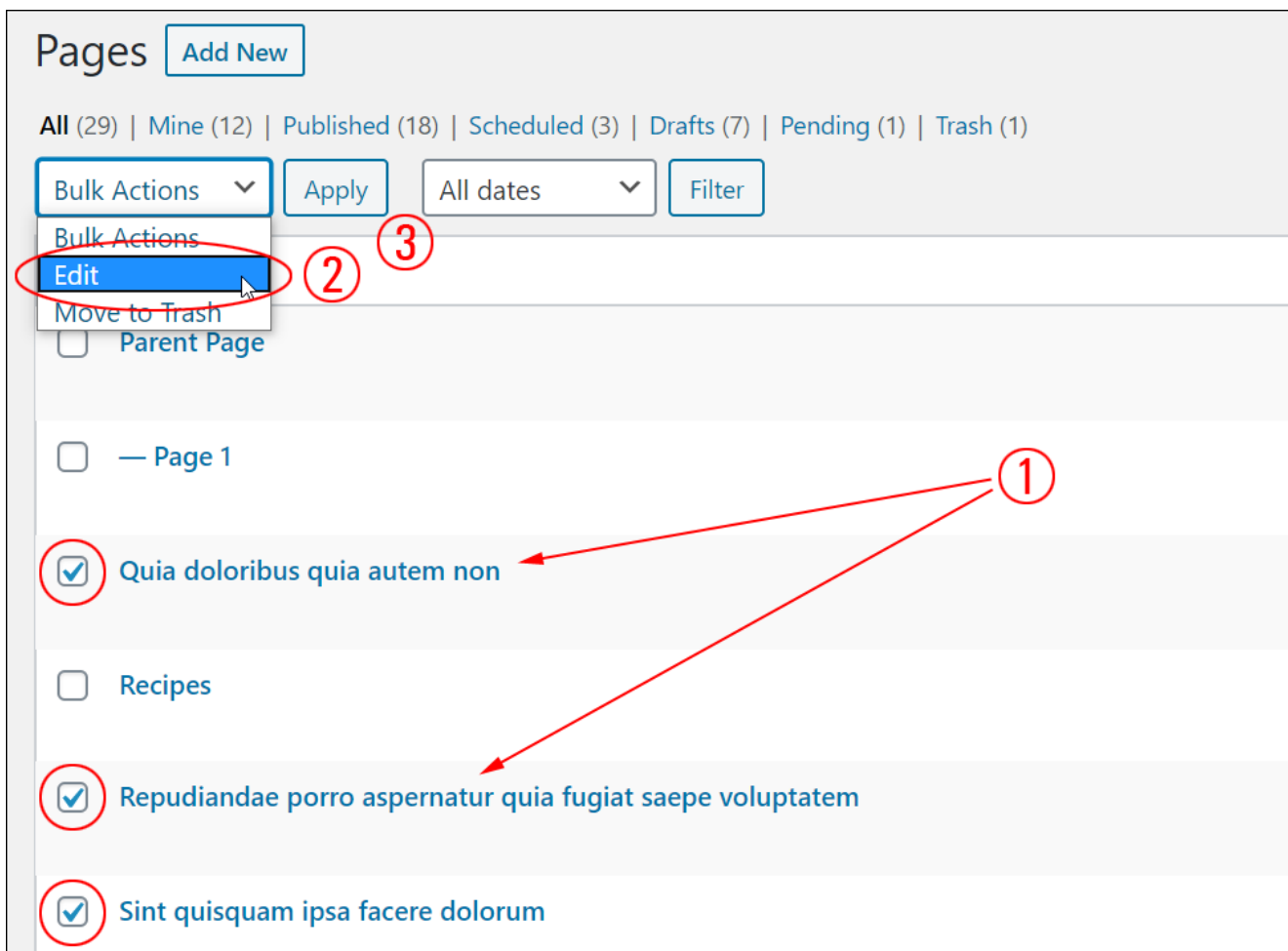
Once you have selected your pages, choose either **Edit** or **Move to Trash** from the 'Bulk Actions' dropdown menu and click the **Apply** button to begin processing your selection.



The Bulk Actions dropdown menu lets you bulk edit pages.

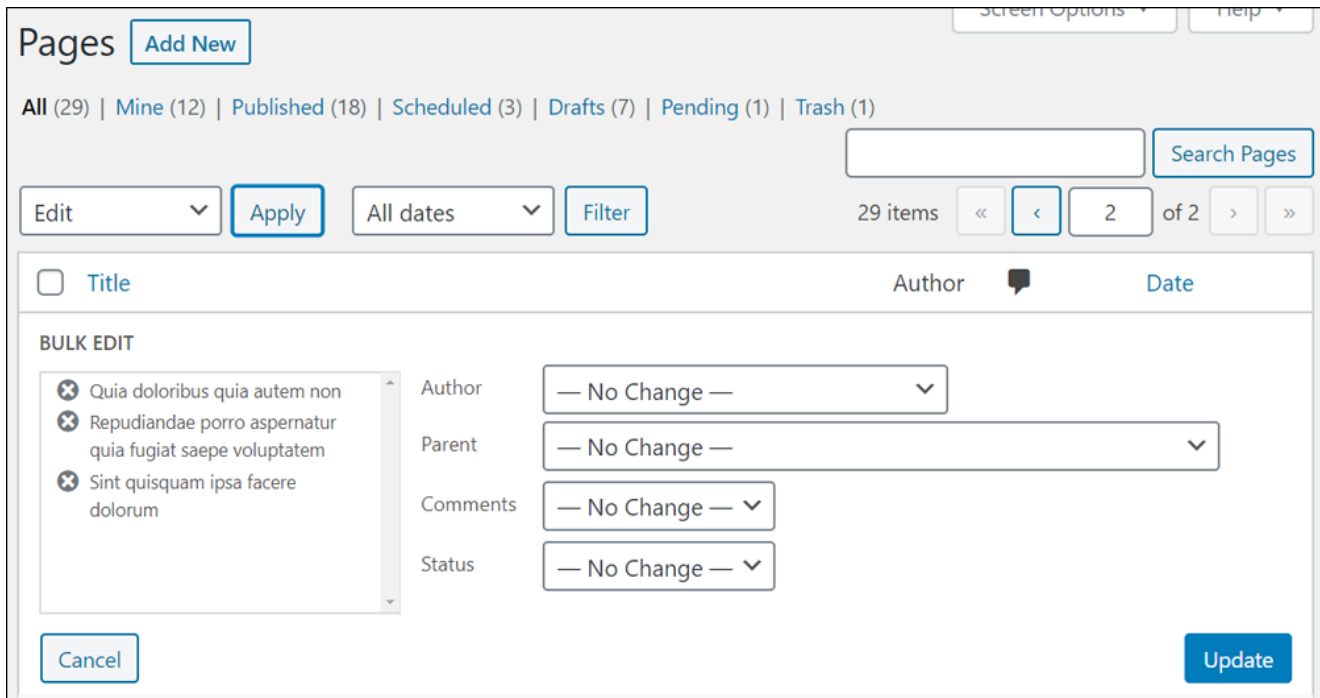
## How To Bulk Edit Pages In WordPress

Select **Edit** from the 'Bulk Actions' dropdown menu [2]...



Select Bulk Actions – 'Edit' to bulk edit pages.

Then select the pages you want to edit [1] and click on the **Apply** button [3] to bring up a number of Bulk Edit options in the **WordPress Quick Editor** and display these below the Column headings section.



Use the WordPress Quick Editor to make bulk changes to multiple pages.

The 'Bulk Edit' screen allows you to bulk edit the following fields for all selected pages:

- *Author* – Use the dropdown menu to change the Author for all selected pages.
- *Parent* – Use the dropdown menu to select a new Parent Page for your selected pages.
- *Template* – Use the dropdown menu to select a new template for your pages
- *Comments* – Use the dropdown menu to allow / not allow comments for all selected Pages.
- *Status* – Use the dropdown menu to change the status of all selected pages to *Published*, *Private*, *Pending Review*, or *Draft*.

Click the **Cancel** button to cancel and exit the Bulk Edit screen or click **Update** after making changes to save your new page settings.

Pages [Add New](#)

All (29) | Mine (12) | Published (18) | Scheduled (3) | Drafts (7) | Pending (1) | Trash (1)

[Search Pages](#)

Edit  All dates  29 items << < 2 of 2 > >>

Title Author Date

**BULK EDIT**

- Quia doloribus quia autem non
- Repudiandae porro aspernatur quia fugiat saepe voluptatem
- Sint quisquam ipsa facere dolorum

Author

Parent

Comments

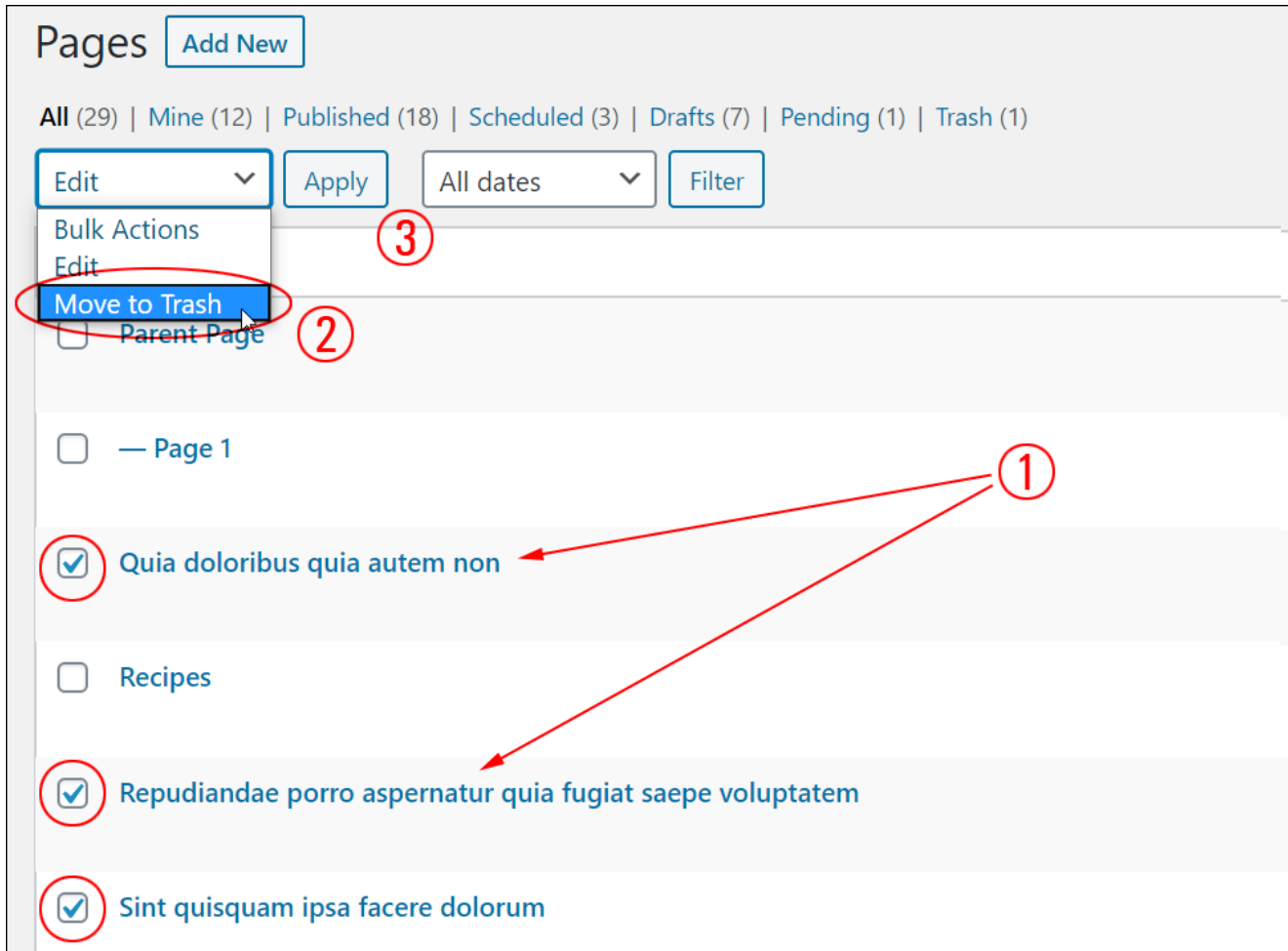
Status

← **Cancel bulk edits** **Save bulk edits** →

WordPress Quick Editor – Cancel and Save bulk editing buttons.

## How To Bulk Delete Pages In WordPress

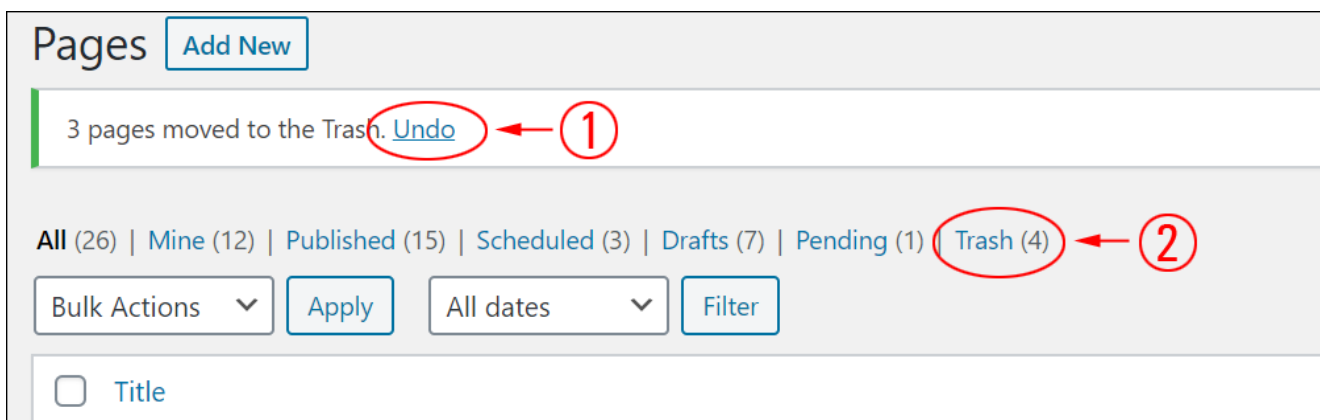
Select **Move to Trash** in the 'Bulk Actions' dropdown menu [2]...



Select Bulk Actions – ‘Move to Trash’ to bulk delete pages.

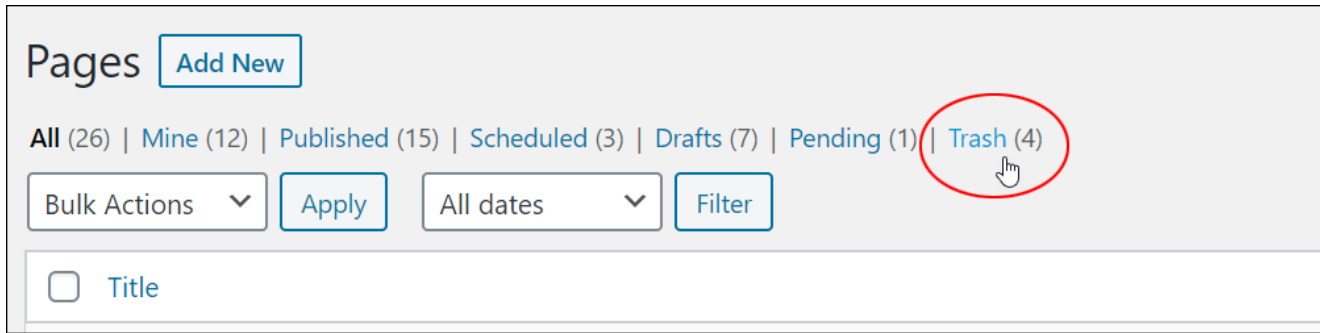
Your pages will be moved to the trash after selecting your pages to be deleted [1] and clicking the **Apply** button [3].

*Note:* Pages can be restored immediately after sending them to the trash by clicking on the **Undo** link [see (1) below].



WordPress lets you undo your trashed pages.

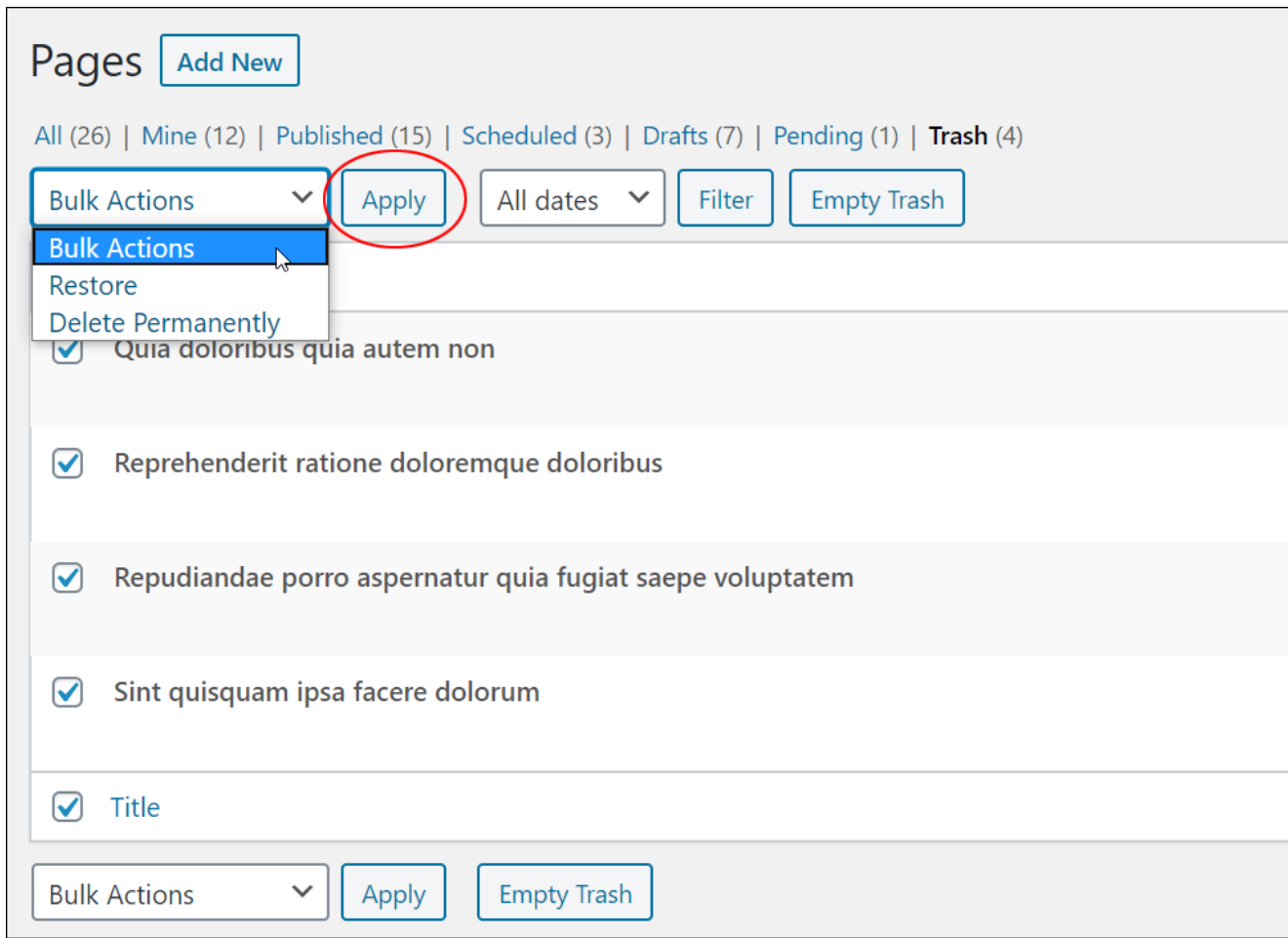
To permanently delete your pages, click on the **Trash** link [see (2) above or refer to the screenshot below].



Click the Trash menu link to view your deleted pages.

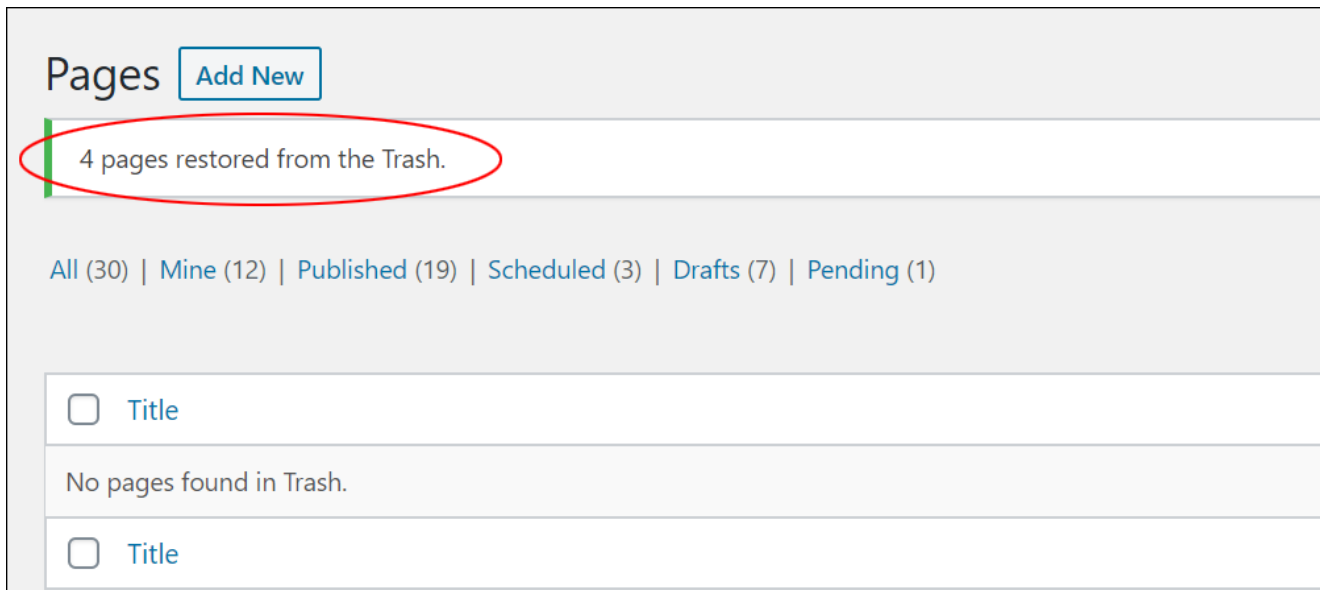
The contents of the trash will display on your screen.

Select the page(s) you want to permanently delete by ticking the checkboxes next to their page title, then using the 'Bulk Actions' dropdown menu, select either the **Restore** options to restore your pages or the **Delete Permanently** link to completely delete all selected pages.



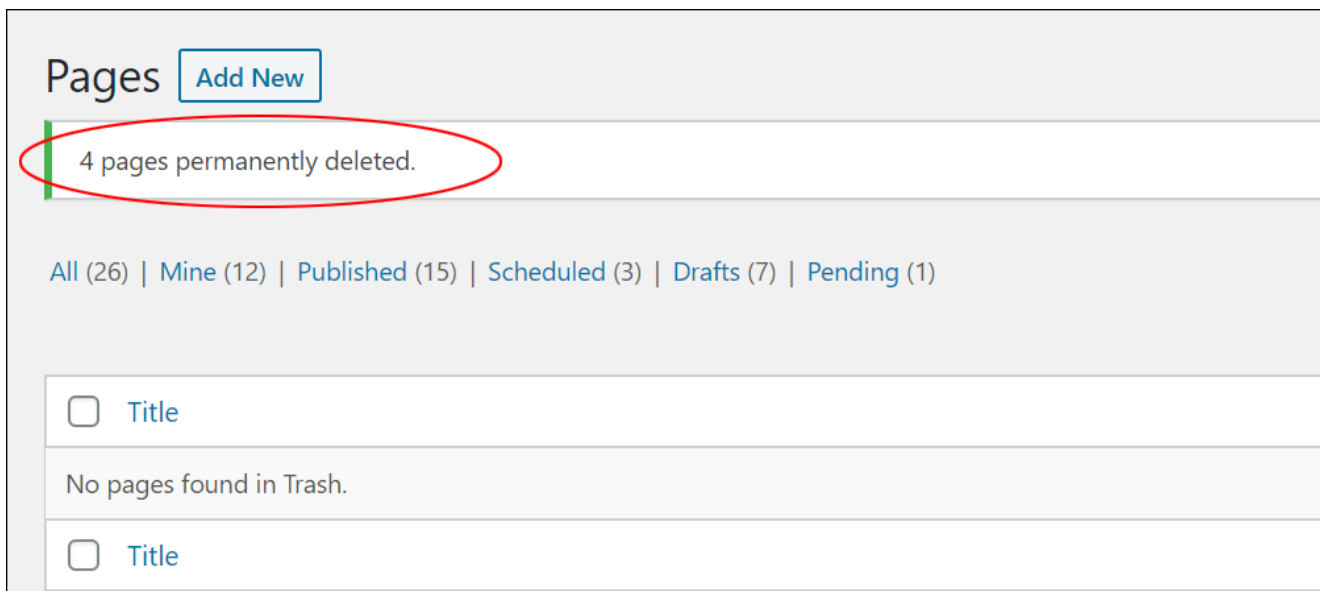
Select an option from the Bulk Actions menu and click the Apply button to perform the task.

If you select **Restore** from the 'Bulk Actions' dropdown menu, your pages will be restored from the trash.



WordPress displays a notification message confirming the number of pages you have restored.

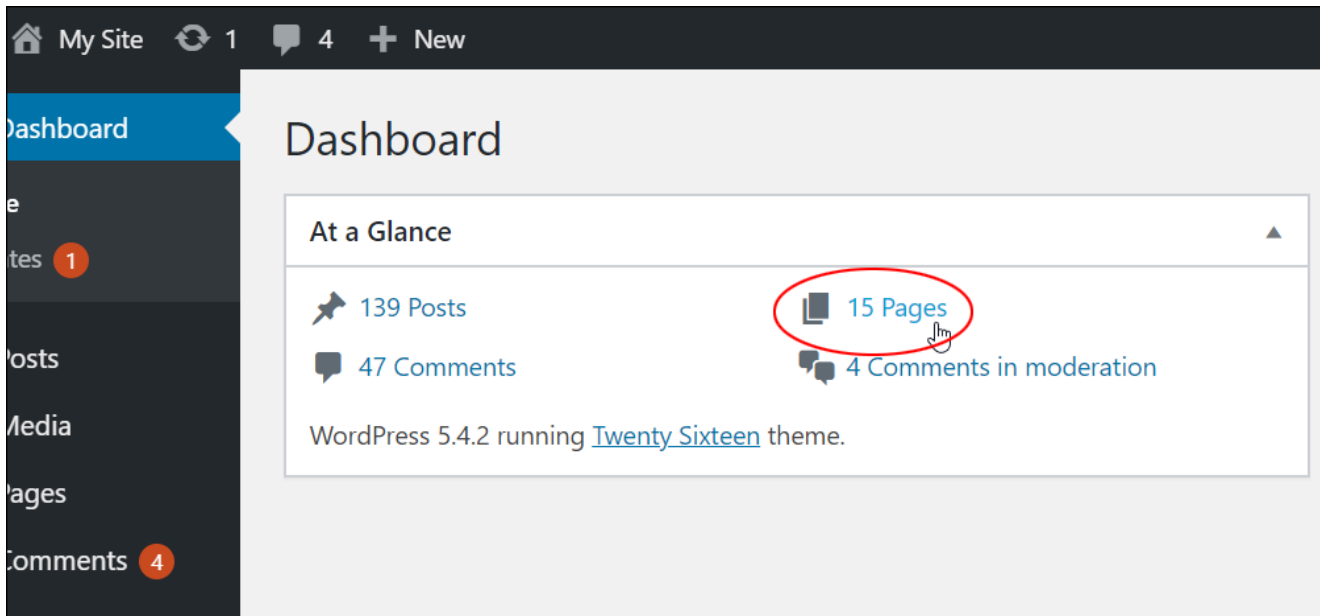
If you select **Delete Permanently** from the 'Bulk Actions' dropdown menu, your pages will be permanently deleted.



WordPress displays a notification message confirming the number of pages you have deleted.

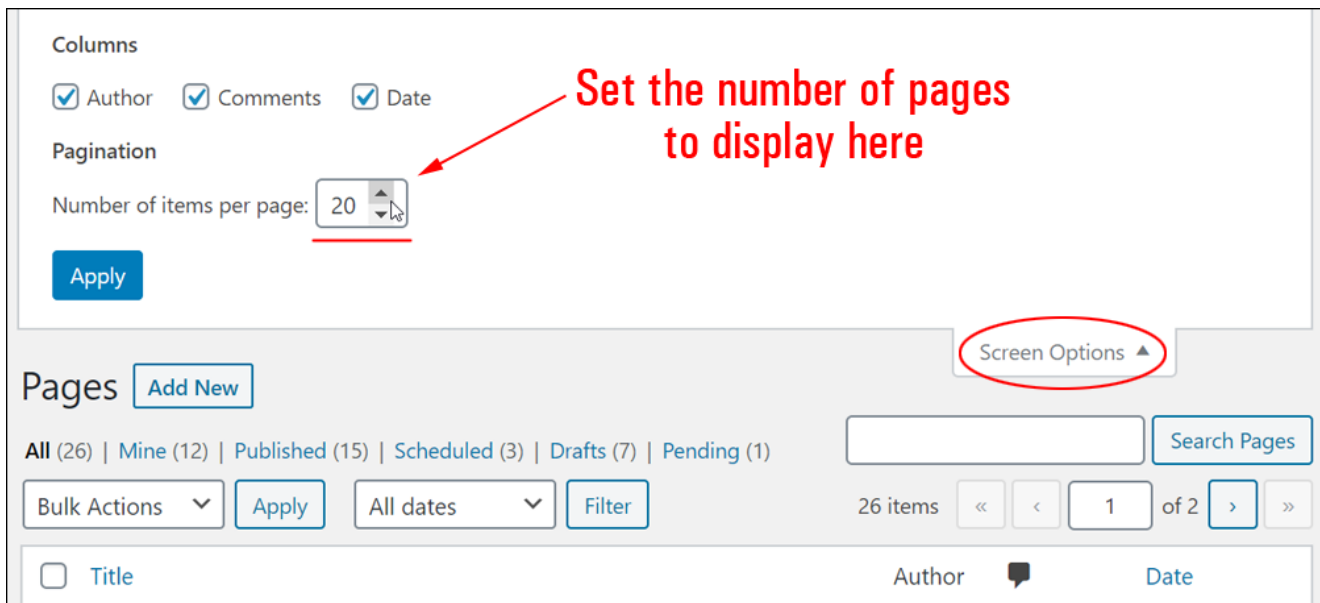
## Editing And Deleting Pages In WordPress – Useful Tips

**Tip #1:** You can access the Pages screen from your dashboard by clicking on **Pages** inside the 'Right Now' box.



Dashboard – 'At a Glance' panel: Pages link

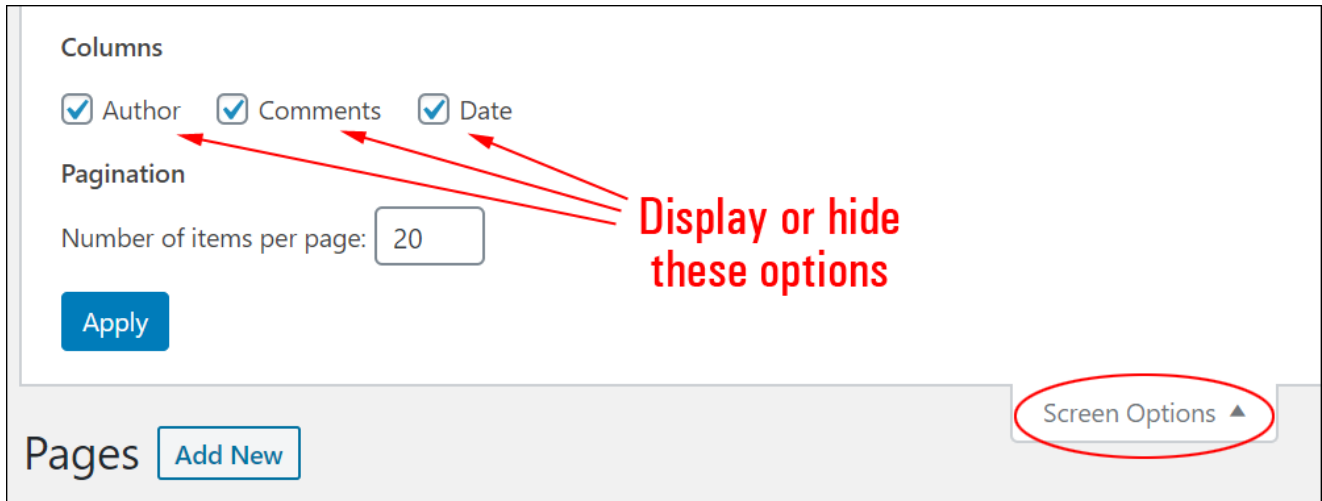
**Tip #2:** You can set the number of pages to display in the Pages screen by clicking on the *Screen Options* tab at the top of the page, then entering the number of pages to display in the *Pages* field and clicking the **Apply** button.



Set the number of pages to display in your Pages screen in the Pages Screen Options tab.

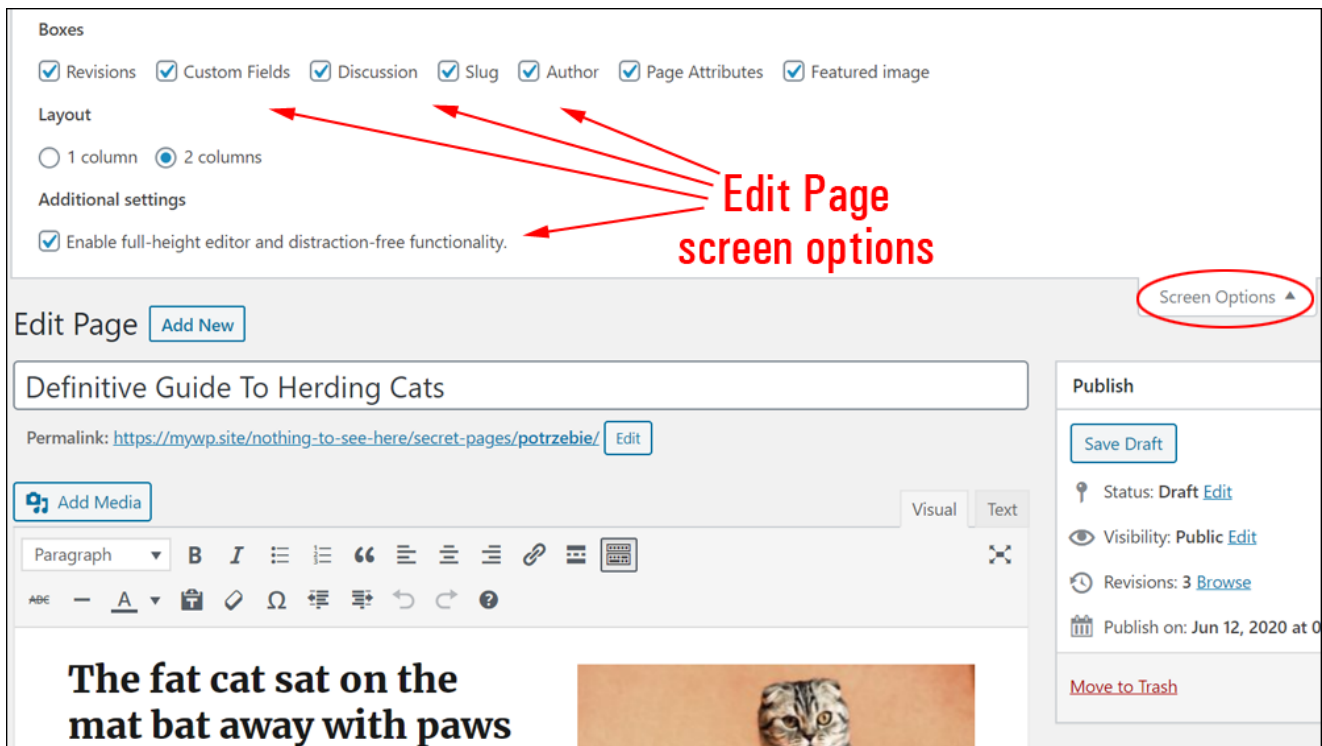
**Tip #3:** The *Screen Options* area also allows you to display or hide certain features in the Pages screen.





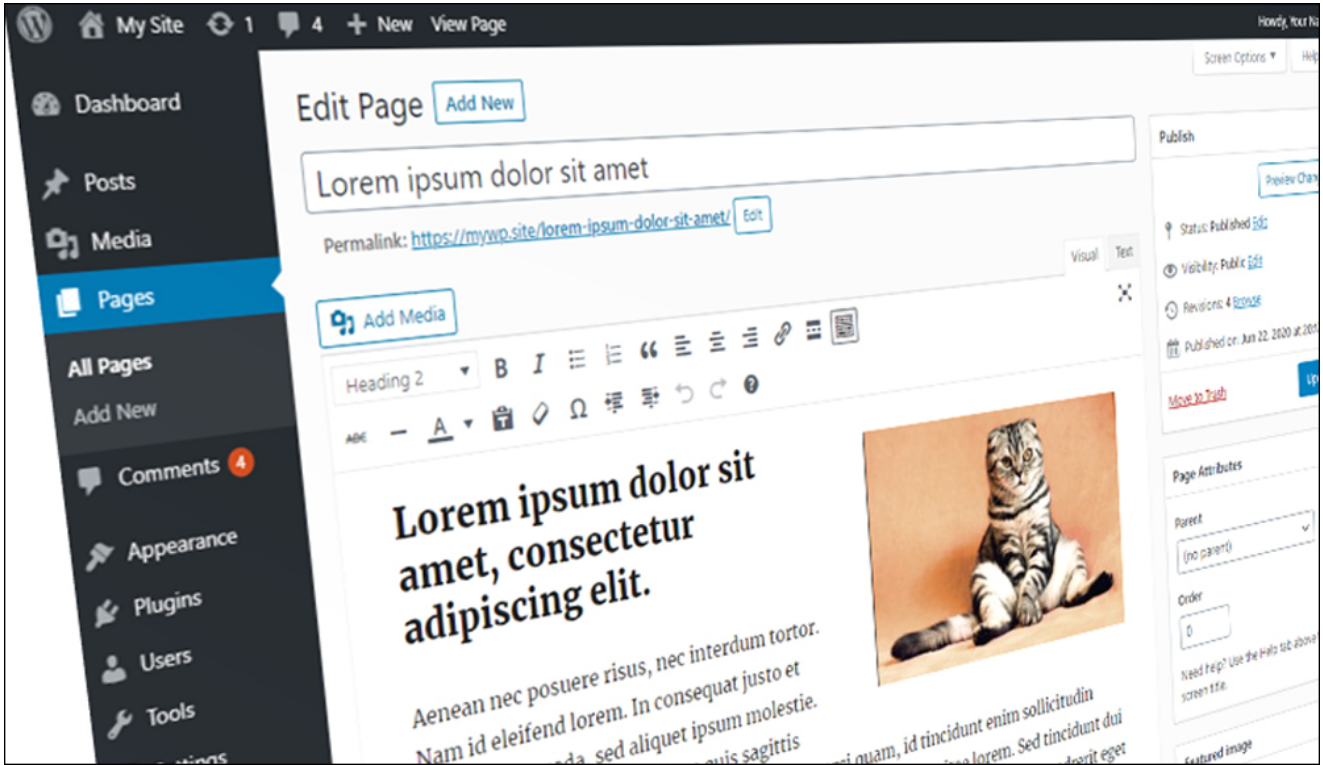
Display or hide page options in the Pages Screen Options tab.

And in the Edit Page screen when editing a single page.



Display or hide page options in the Edit Page Screen Options tab.

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



WordPress Edit Page screen.

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Updated: April 8th, 2023