

# How To Use The WordPress Quick Edit Feature

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

June 10, 2020

# How To Use The WordPress Quick Edit Feature

WordPress Training

## Tutorial Contents

QUICK EDIT

Title

Slug

Date   ,  at  :

Author

Password  -OR-  Private

In this tutorial, you will learn how to use the *WordPress Quick Edit* inline editor to quickly edit your Post/Page information and settings.

If you need help editing and deleting Posts and Pages in WordPress, see the tutorials below:

- [How To Edit And Delete Posts In WordPress](#)
- [How To Edit And Delete Pages In WordPress](#)

## WordPress Quick Edit – Overview

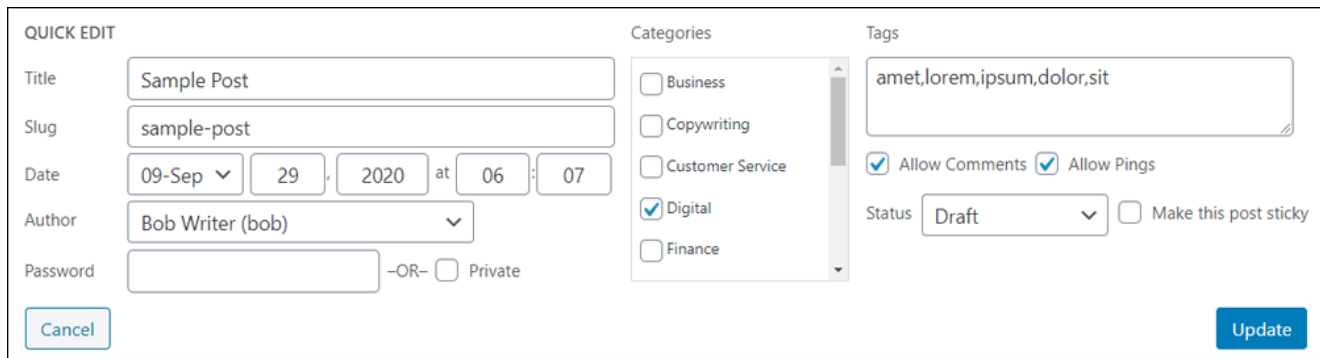
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WordPress doesn't just store the content of your Posts and Pages in its database, it also stores the following information and settings about your posts and pages:

- Post/Page *Title*
- *Slug* (the words that display in the post/page URL)
- Post/Page publishing *date*
- Post/Page *Author*
- Post/Page *Status* (e.g. Draft, Pending Review, Private, Published, etc.)
- Post/Page *Privacy Settings* (e.g. Password-protected, Private)
- Post *Categories* and *Tags*
- Post/Page *allow comments* enabled/disabled
- Page *Order* number
- etc.

If you would like to modify any of the above settings for a post or page (not the actual content), then you don't need to open the post or page itself.

Just use the *Quick Edit* feature of WordPress.



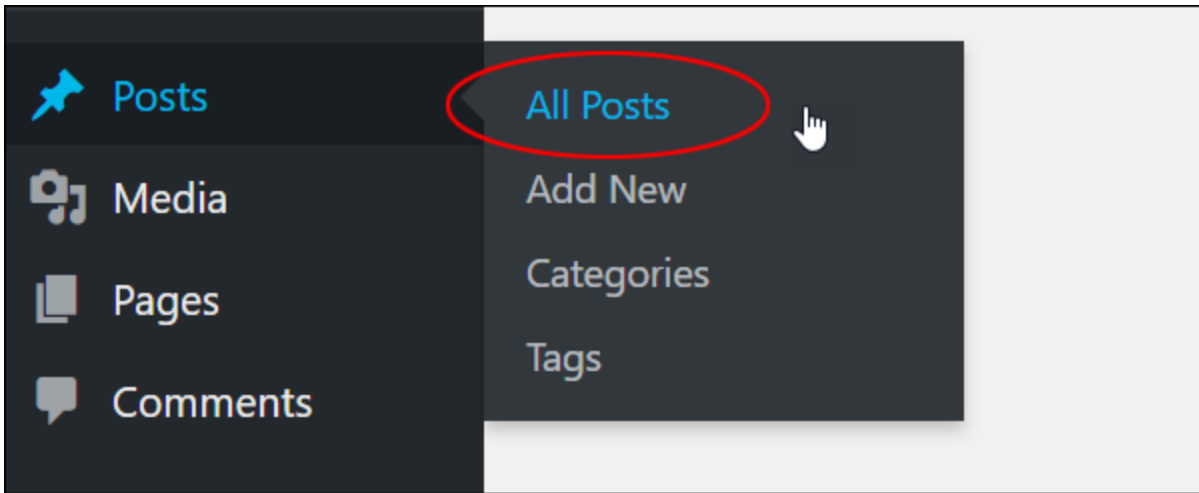
The screenshot shows the 'QUICK EDIT' interface in WordPress. It is divided into three main sections: 'Title', 'Categories', and 'Tags'.  
- **Title:** A text input field containing 'Sample Post'.  
- **Slug:** A text input field containing 'sample-post'.  
- **Date:** A date and time picker showing '09-Sep', '29', '2020', 'at', '06', and '07'.  
- **Author:** A dropdown menu showing 'Bob Writer (bob)'.  
- **Password:** A text input field with a '-OR-' radio button and a 'Private' checkbox.  
- **Categories:** A list of checkboxes for 'Business', 'Copywriting', 'Customer Service', 'Digital' (checked), and 'Finance'.  
- **Tags:** A text input field containing 'amet,lorem,ipsum,dolor,sit'.  
- **Comments:** Two checked checkboxes for 'Allow Comments' and 'Allow Pings'.  
- **Status:** A dropdown menu showing 'Draft' and a 'Make this post sticky' checkbox.  
- **Buttons:** A 'Cancel' button on the left and an 'Update' button on the right.

WordPress Quick Edit feature.

## How To Use The WordPress Quick Edit Feature To Edit Post Settings

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To modify post settings using the Quick Edit feature, log into your WordPress admin and select **Posts > All Posts** from the main menu.



WordPress Main Menu – Posts – All Posts

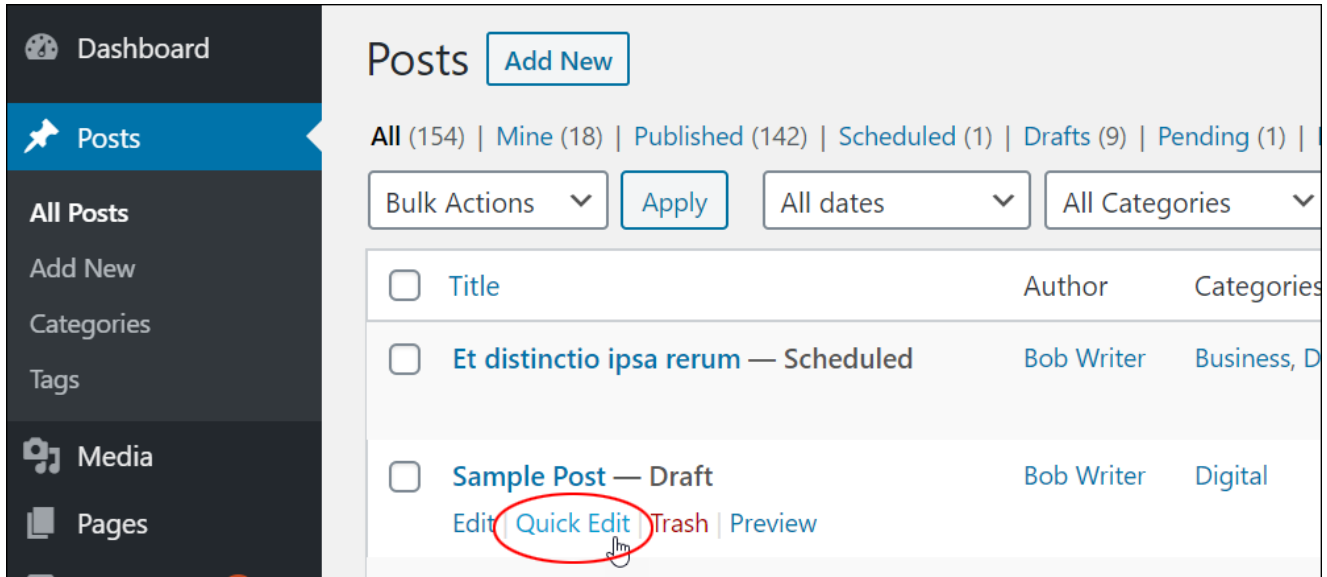
This brings up the Posts screen a list of all your posts.

The screenshot shows the WordPress Posts screen. The table has the following columns: Title, Author, Categories, Tags, and Date. The table contains 15 rows of posts, including scheduled and published posts.

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

WordPress Table of Posts

Locate the post you would like to modify, then hover over the post title to view the options menu and click on the 'Quick Edit' link.



Click on the Quick Edit menu link.

The Quick Edit inline editor expands below the post title and displays the following options for editing information about your posts:

Quick Edit Post options.

## Quick Edit – Post Options

[1] **Title** – Use this field to edit your post title. *Note:* You can have a different post title than the URL of your post (which is controlled by the post slug – see below).

[2] **Slug** – Use this field to modify your post slug and change the URL of your post.

*Notes:*

- When editing post slugs, use letters and numbers only (e.g. "a-z" and "0-9"). WordPress removes symbols from the slug.
- Separate words with hyphens (e.g. "like-this-example-url").
- WordPress automatically converts all letters to lowercase and adds hyphens to spaces between words.
- WordPress will automatically create a slug for your post if you leave this field blank.

**QUICK EDIT**

Title:

Slug:

Date:   2020 at  :

Author:

Password:  -OR-  Private

**Categories**

- Business
- Copywriting
- Customer Service
- Digital
- Finance

WordPress automatically converts your title into a post slug if you leave the field blank.



If you change the post slug (or plan to change several post URLs), you may need to add a redirection tool to prevent visitors from experiencing error pages if they click on links pointing to the old post URL.

[3] **Date** – This field lets you edit the date and time of your post.

*Note:* You can schedule your post to publish at a later date using this feature. To learn more, see this tutorial: [\*\*How To Schedule Posts In WordPress\*\*](#)

[4] **Author** – If your site has multiple post authors, you can use the *Author* dropdown menu to assign a different author to your post.

*Note:* If your site contains only one author, this option will not display in the Quick Edit screen. For more information about changing post authors, go here: [\*\*How To Change Post Authors In WordPress\*\*](#)

[5] **Password -OR- Private** – This section lets you password-protect your Post or make it private (hidden from visitors).

For more information about protecting content in WordPress, see this tutorial: [\*\*How To Protect Your Content In WordPress Posts & Pages\*\*](#)

[6] **Categories** – Use this field to add or change your post categories.

*Note:* Quick Edit lets you add and change post categories, but you cannot delete categories via the inline editor.

To learn how to add, edit, and delete post categories in WordPress, see this tutorial: [\*\*How To Use Categories In WordPress\*\*](#)

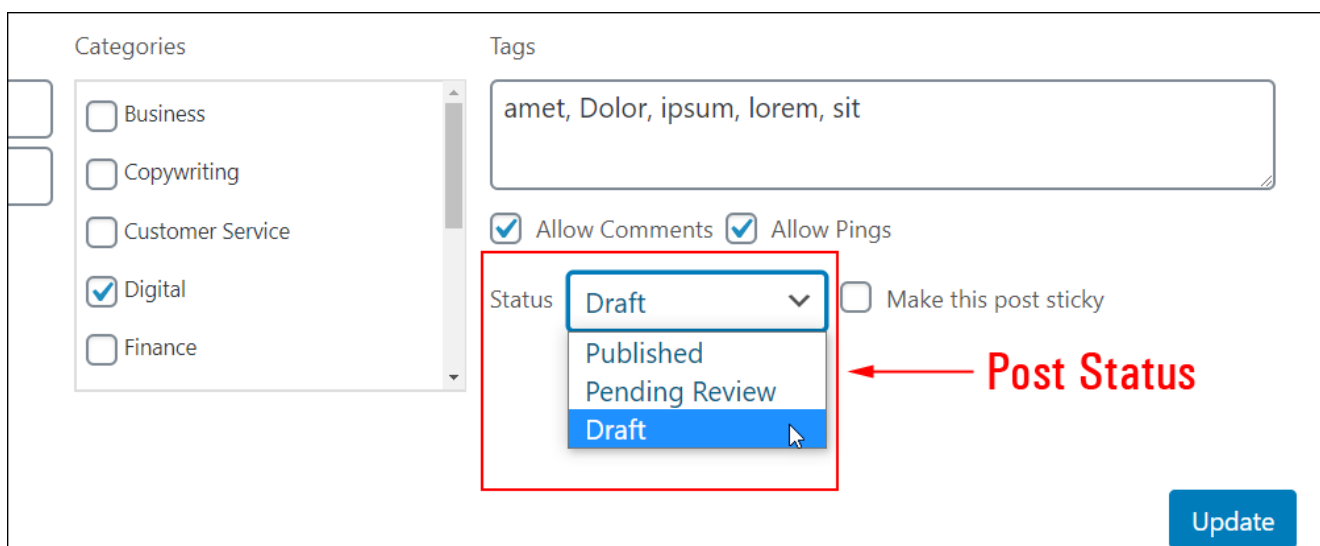
[7] **Tags** – Use this field to edit your post tags.

To learn how to add, edit, and delete post tags in WordPress, see this tutorial: [How To Use Tags In WordPress](#)

[8] **Allow Comments / Allow Pings** – Check/uncheck the boxes in this section to allow/disallow comments/pinging on your posts.

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

[9] **Status** – Use the dropdown menu to change your *Post Status* (Published, Pending Review, Draft).

The image shows a screenshot of the WordPress 'Quick Edit' interface for a post. On the left, there is a 'Categories' section with a list of categories: Business, Copywriting, Customer Service, Digital (checked), and Finance. To the right of the categories is a 'Tags' text input field containing the text 'amet, Dolor, ipsum, lorem, sit'. Below the tags field are two checked checkboxes: 'Allow Comments' and 'Allow Pings'. Further right is an unchecked checkbox labeled 'Make this post sticky'. The 'Status' dropdown menu is open, showing four options: 'Draft' (selected), 'Published', 'Pending Review', and 'Draft'. A red arrow points from the text 'Post Status' to the dropdown menu. At the bottom right of the interface is a blue 'Update' button.

Quick Edit – Post status options

[10] **Make this post sticky** – Check or uncheck the box in this section to make your post 'sticky'.

Learn more about using this feature here: [How To Create Sticky Posts In WordPress](#)

[11] **Cancel Button** – Click this button to cancel your post information edits and leave any changes unsaved.

[12] **Update Button** – Click this button to save your changes and update your post settings.

Click the 'Cancel' button to exit the Quick Edit section or click 'Update' to save your post settings.

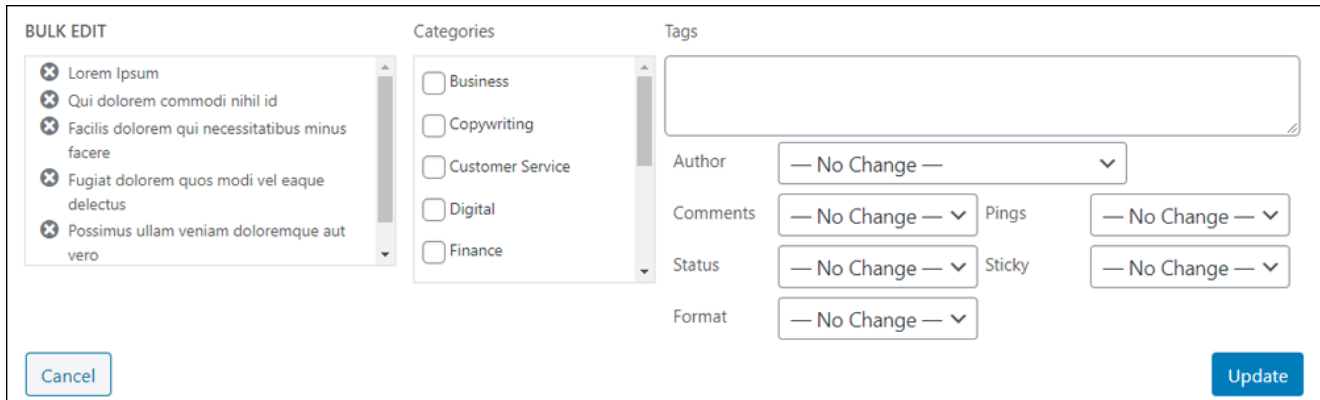
## Bulk Editing Post Settings Using The Quick Edit Feature

In addition to making changes to posts individually, you can also bulk edit post settings using the Quick Edit feature.

To make bulk changes to posts using the inline editor, select the posts you would like to edit ticking their checkboxes in your table of posts, then choose 'Edit' from the 'Bulk Actions' drop-down menu and click the 'Apply' button.

Select posts to bulk edit from the Table of Posts.

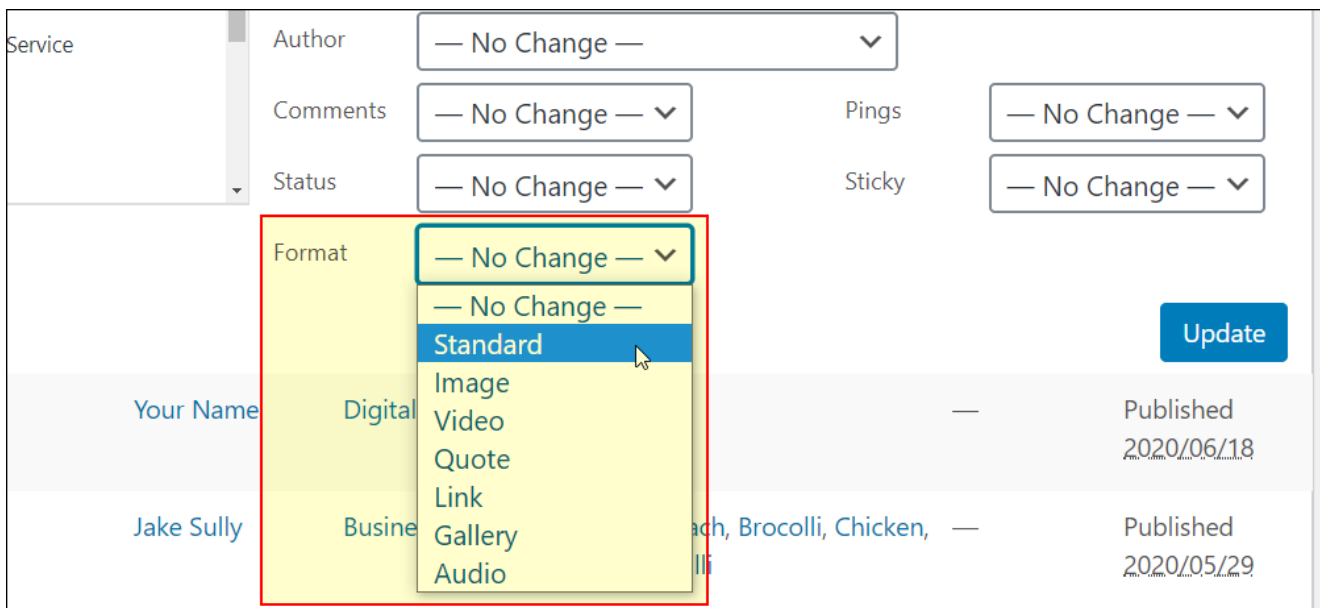
The Bulk Edit inline editor will expand and display the bulk editing options for your posts.



Bulk Edit screen.

Most of the bulk edit options you will see on this screen are the same as the Quick Edit screen with some minor differences.

For example, depending on your active WordPress theme, you may or may not see a *Format* option. If this option displays in your Bulk Edit screen, use the dropdown menu to change the format of your posts (e.g. Standard, Aside, Image, Video, Audio, Quote, Link, Gallery, etc.)

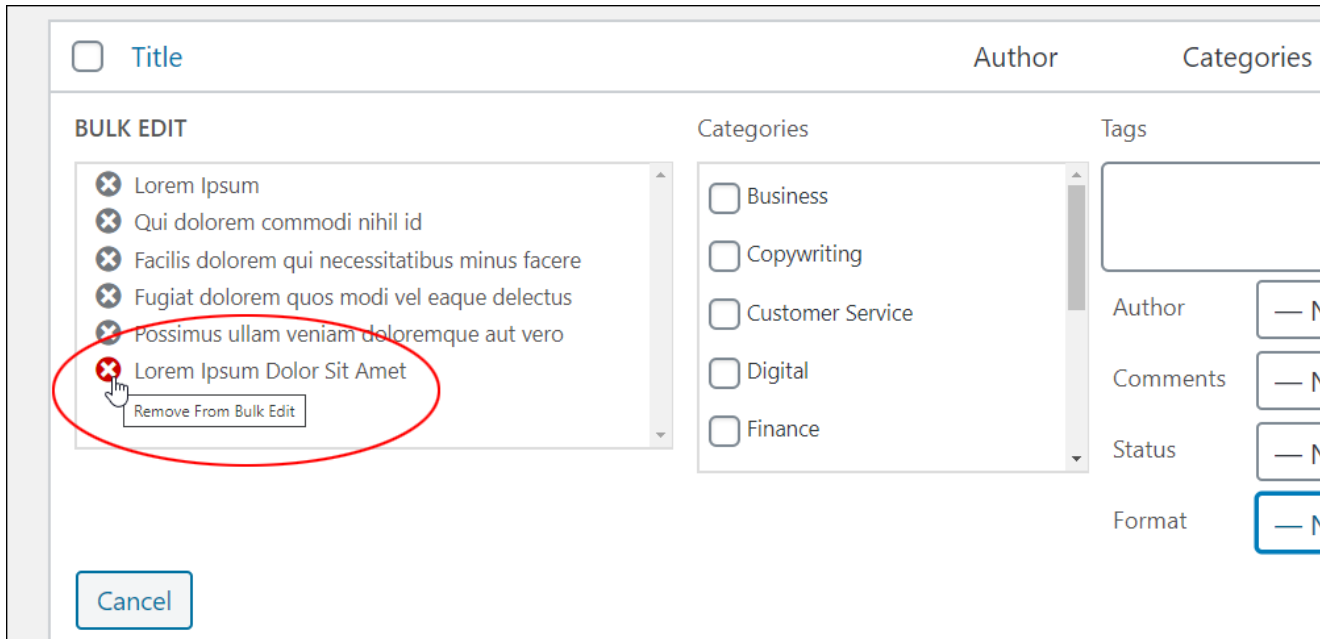


Bulk Edit screen – Post Formats

For a detailed tutorial on WordPress post formats, go here: [\*\*WordPress Post Formats Explained\*\*](#)

You can also remove selected posts from the bulk editor screen by clicking on the delete icon next to the post title.





Removing posts from the bulk editor.

Now that we've looked at using the Quick Edit feature with posts, let's take a look at using the inline editor to edit information about your Pages.

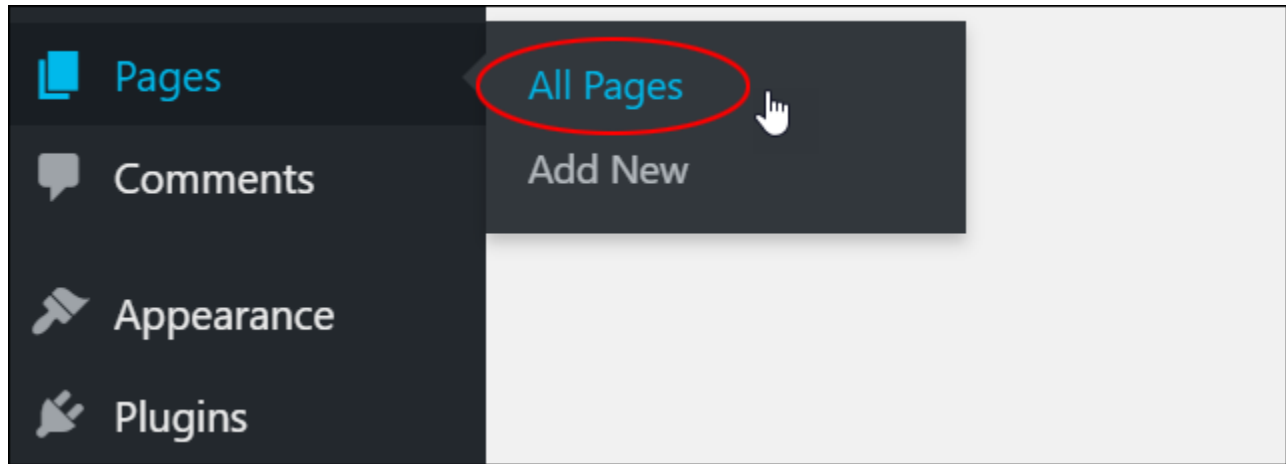
## How To Use The WordPress Quick Edit Feature To Edit Page Settings



WordPress Posts and Pages share similar features, but there are some differences.

To learn about these differences, see this tutorial: [WordPress Posts vs WordPress Pages Explained](#)

In your WordPress menu, select **Pages > All Pages**.



Select All Pages from the Pages menu.

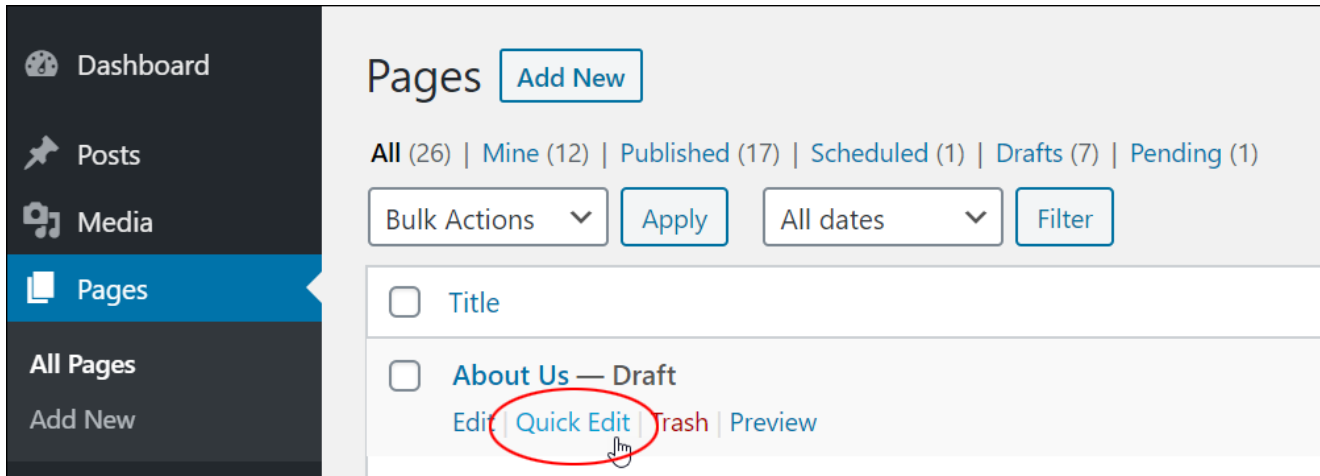
This brings up your Pages screen with the Table of Pages.

A screenshot of the WordPress 'Pages' screen. The left sidebar shows the 'Pages' menu item selected. The main content area displays a table of pages. At the top, there are filters for 'All (19)', 'Mine (12)', 'Published (12)', and 'Drafts (7)'. Below the filters are buttons for 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. A search bar labeled 'Search Pages' is also present. The table has columns for 'Title', 'Author', and 'Date'. The table contains 19 items, with the following visible rows:

<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

Pages Screen – Table of Pages

Find the page that you would like to edit information about, then hover over the page title to view the options menu and click on the 'Quick Edit' link.



Click on the Quick Edit menu link.

The inline editor will expand and display your page editing options.

Quick Edit – Page edit options.

Here, you can edit the following information about your page:

Quick Edit Page options.

[1] **Title** – Edit your page title. (Same as Post)

[2] **Slug** – Edit your page slug. (Same as Post)

[3] **Date** – Edit your Page’s date and time settings. (Same as Post)

[4] **Author** – If your site has multiple page authors, use the Author dropdown menu to assign a different author to your selected page. (Same as Post)

The image shows a 'QUICK EDIT' interface for a page titled 'About Us'. The 'Author' dropdown menu is open, displaying a list of authors. A red box highlights the dropdown menu, and a red arrow points to it with the text 'Post/Page Authors'. The authors listed are: Bob Writer (bob), Buster (zoie66), Donnie (hill.oral), Emmalee (aokeefe), Geovany (chills), Guest Author (Guest Author), and Jake Sully (jakesully). The current author is 'Bob Writer (bob)'. Other fields visible include Title (About Us), Slug (about-us), Date (02-Feb 06, 2020 at 11:49), Parent (Main Pa), Order (0), Template (Default), Allow Comments (checked), and Status (Draft).

Use the Post/Page Authors dropdown menu to change page author.

Note: If your site only has one author, this option will not display.

[5] **Password -OR- Private** – Use this section to password-protect your page or make it private and hidden from visitors. (Same as Post)

[6] **Parent** – Use the dropdown menu to set your page as a 'main' page (displays as a top-level page) or the 'child' page (subpage) of another page or subpage (see image below).

## Parent Page (Main Page)

### - Child Page 1 (SubPage)

- *Child Page 1a (SubPage)*

- *Child Page 1b (SubPage)*

- *Child Page 1c (SubPage)*

### - Child Page 2 (SubPage)

- *Child Page 2a (SubPage)*

- *Child Page 2b (SubPage)*

- *Child Page 2c (SubPage)*

### - Child Page 3 (SubPage)

- *Child Page 3a (SubPage)*

- *Child Page 3b (SubPage)*

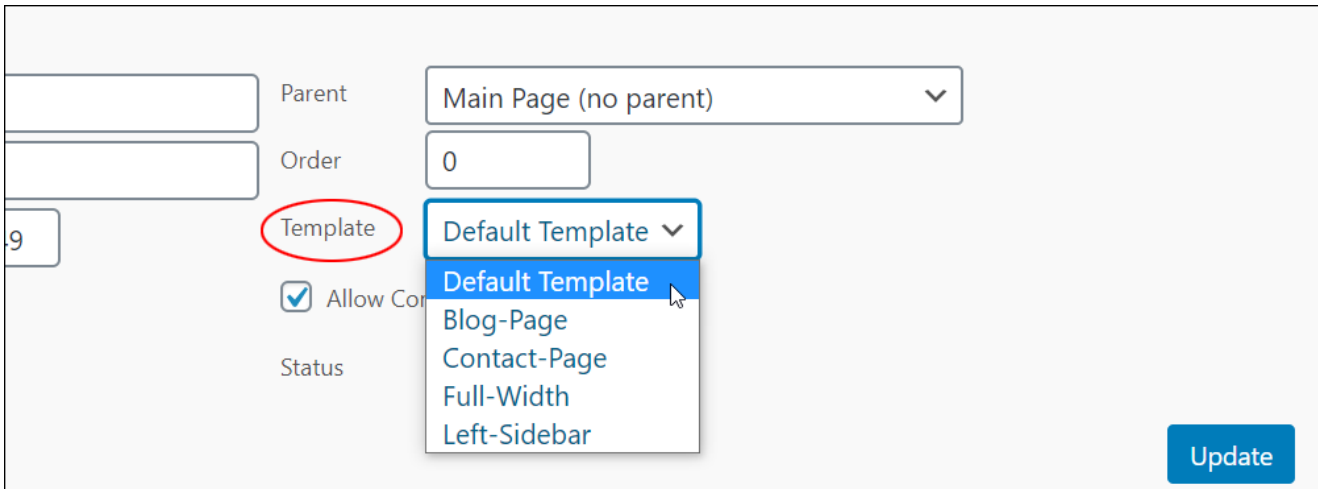
- *Child Page 3c (SubPage)*

Nested Pages (Parent and Child Pages).

[7] **Order** – Use this function to order and reorder your pages. This affects how pages display in page lists, menus, etc.

Note: Enter a numerical value into this field. For example, a page assigned a value of “1” will display before a page with a value of “2”.

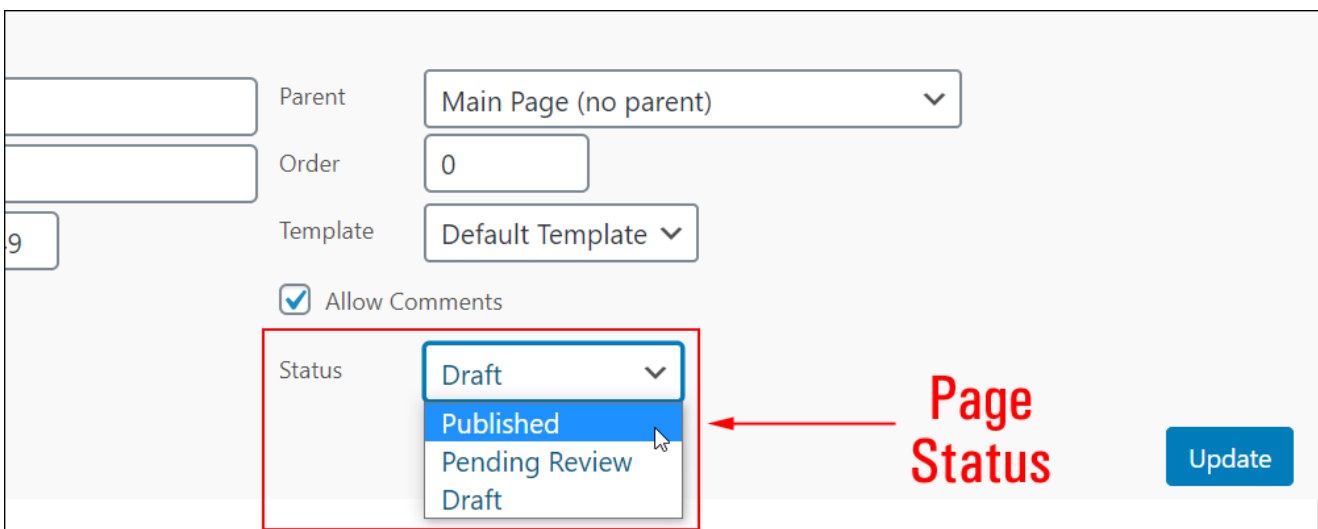
[8] **Template** – If your theme includes different page templates, you can change it here by selecting a new one using the dropdown menu.



Quick Edit – Page template dropdown menu.

[9] **Allow Comments** – Check/uncheck the box in this section to allow/disallow comments on your Page.

[10] **Status** – Use the dropdown menu to change your Page Status (Published, Pending Review, Draft, etc.)



Page Status dropdown menu.

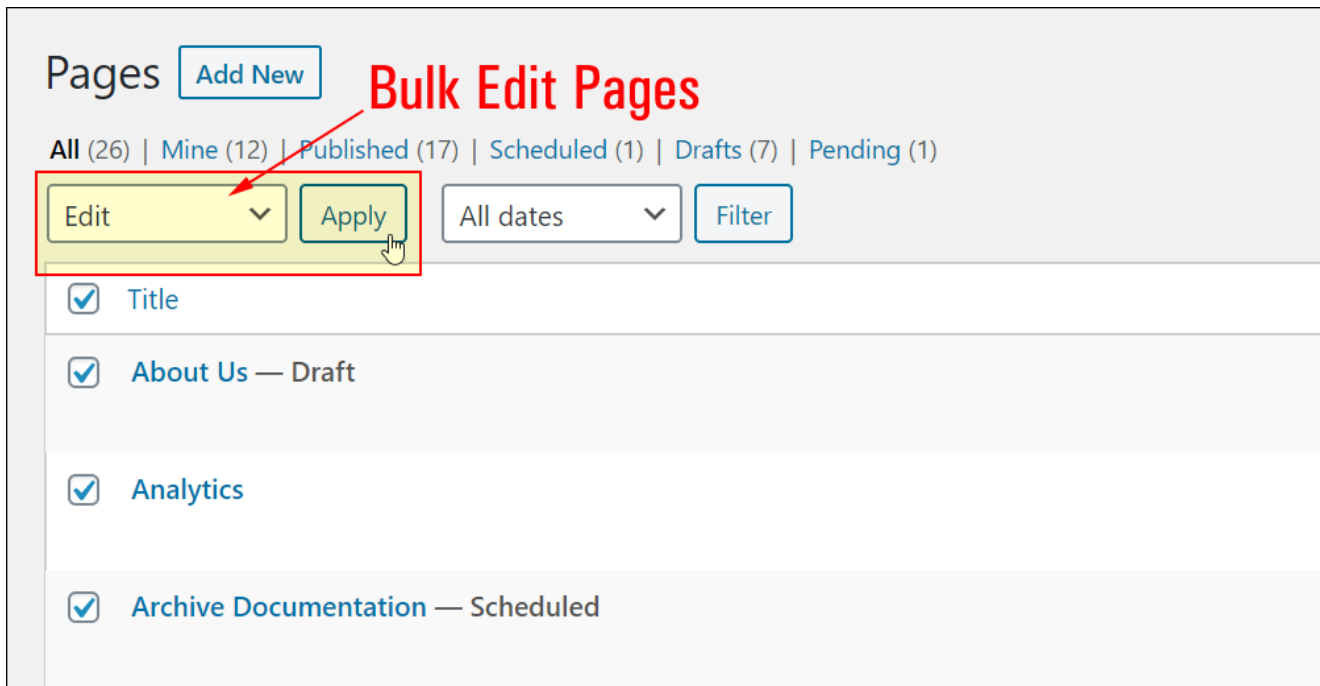
[11] **Cancel Button** – Click this button to cancel your page information edits and leave any changes unsaved.

[12] **Update Button** – Click this button to save your changes and update your page settings.

## Bulk Editing Page Settings Using The Quick Edit Feature

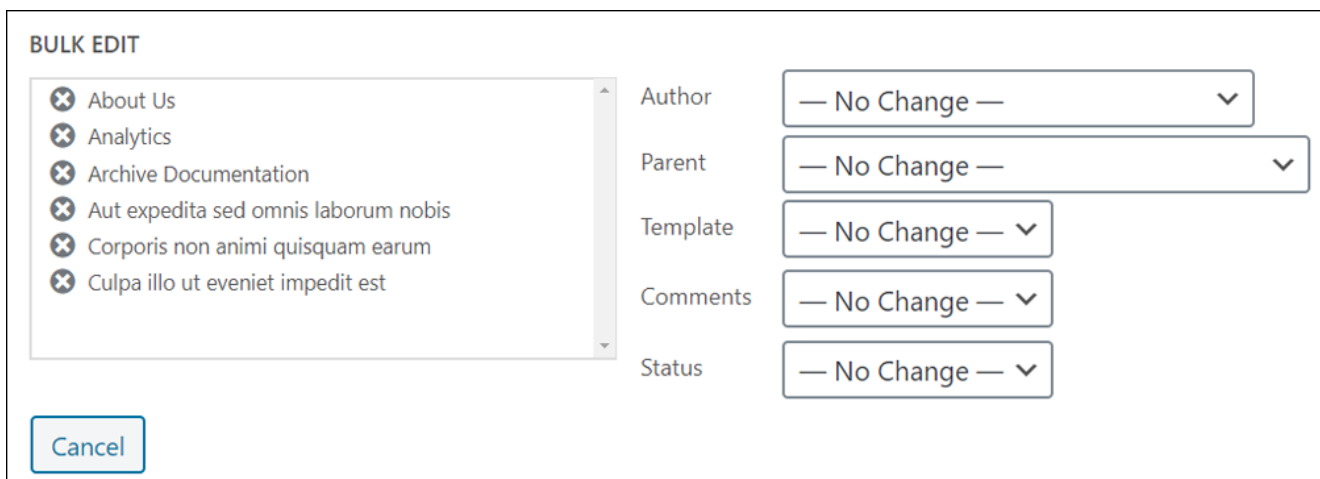
In addition to editing pages individually, you can also make bulk changes to page settings using the Quick Edit feature.

To make bulk changes to pages using the inline editor, select the pages you would like to edit ticking their checkboxes in your table of pages, then choose 'Edit' from the 'Bulk Actions' drop-down menu and click the 'Apply' button.



Bulk Edit Pages

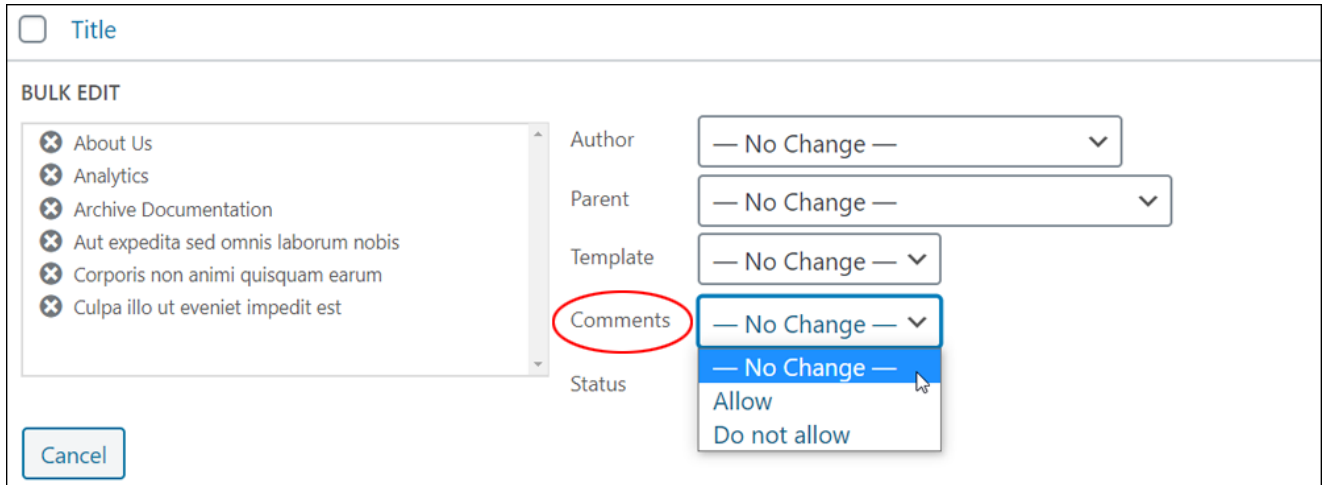
The inline editor will expand and display your page editing options.



Bulk Edit – Page editing options screen.

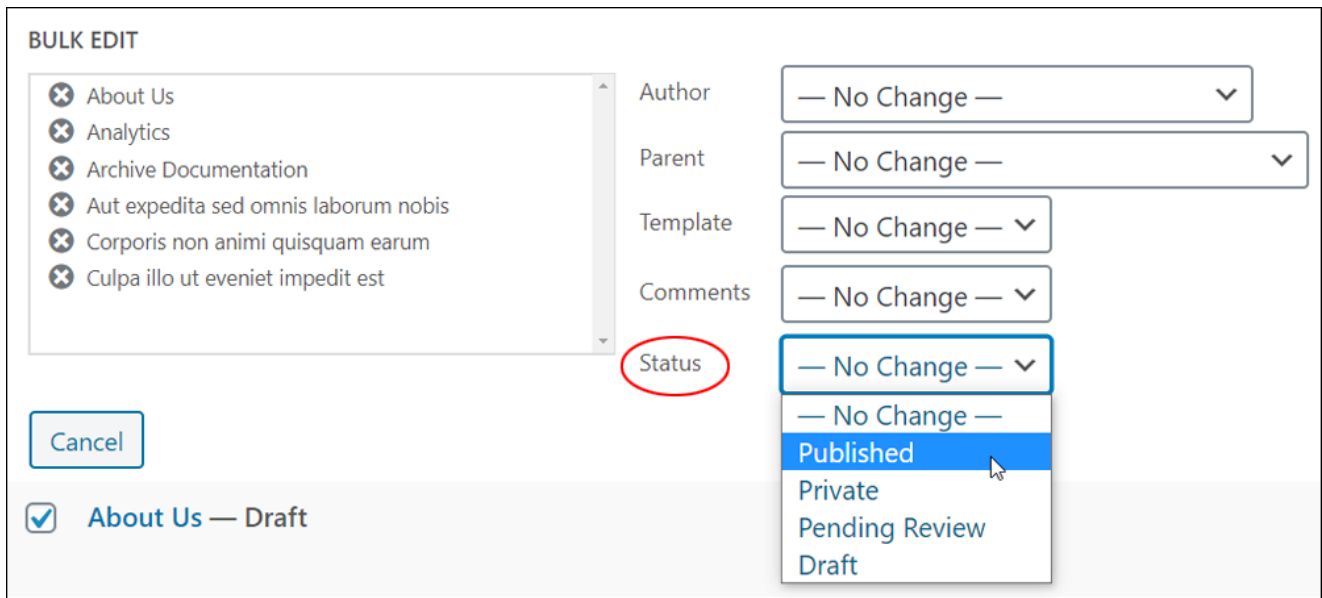
Most of the bulk edit options you will see on this screen are the same as the Quick Edit screen with some minor differences.

For example, the *Comments* feature changes from a checkbox to a dropdown menu.



Bulk Edit – Comments dropdown menu.

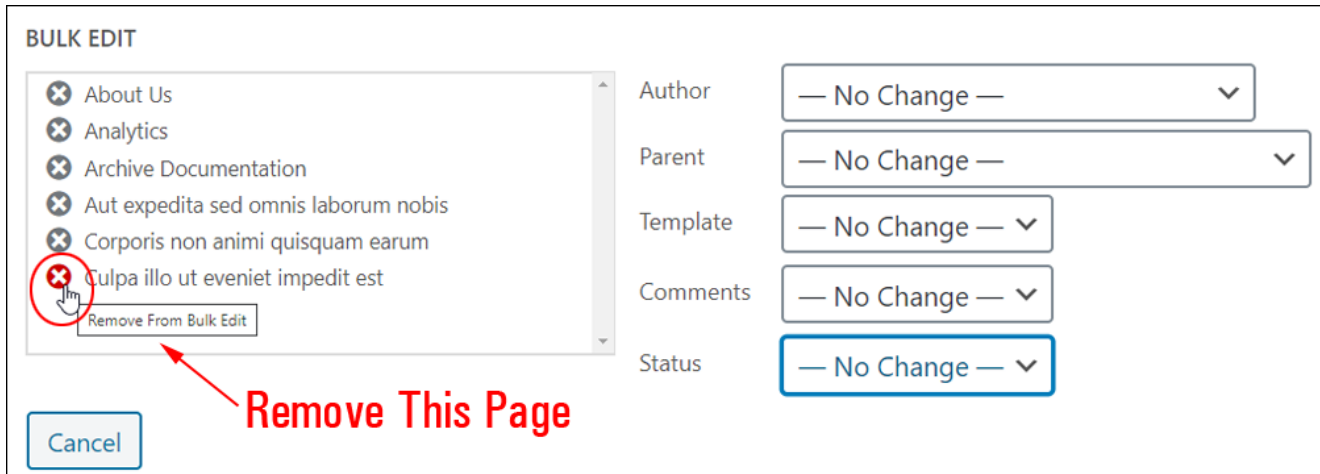
Make bulk changes to your page settings by selecting options from the dropdown menus.



Bulk Edit options – Status dropdown menu.

You can also remove any pages from the Bulk Editor by clicking the remove icon next to their title.





Remove Pages From Bulk Edit.

## Customizing The Quick Editor With Plugins

You can customize the Quick Edit and Bulk Editor using **plugins**.

Here, for example, is a plugin you can use to customize the Quick editor and Bulk editor features:

### Custom Bulk/Quick Edit

Make **bulk** edits  
and *quick* edits  
much more simple.

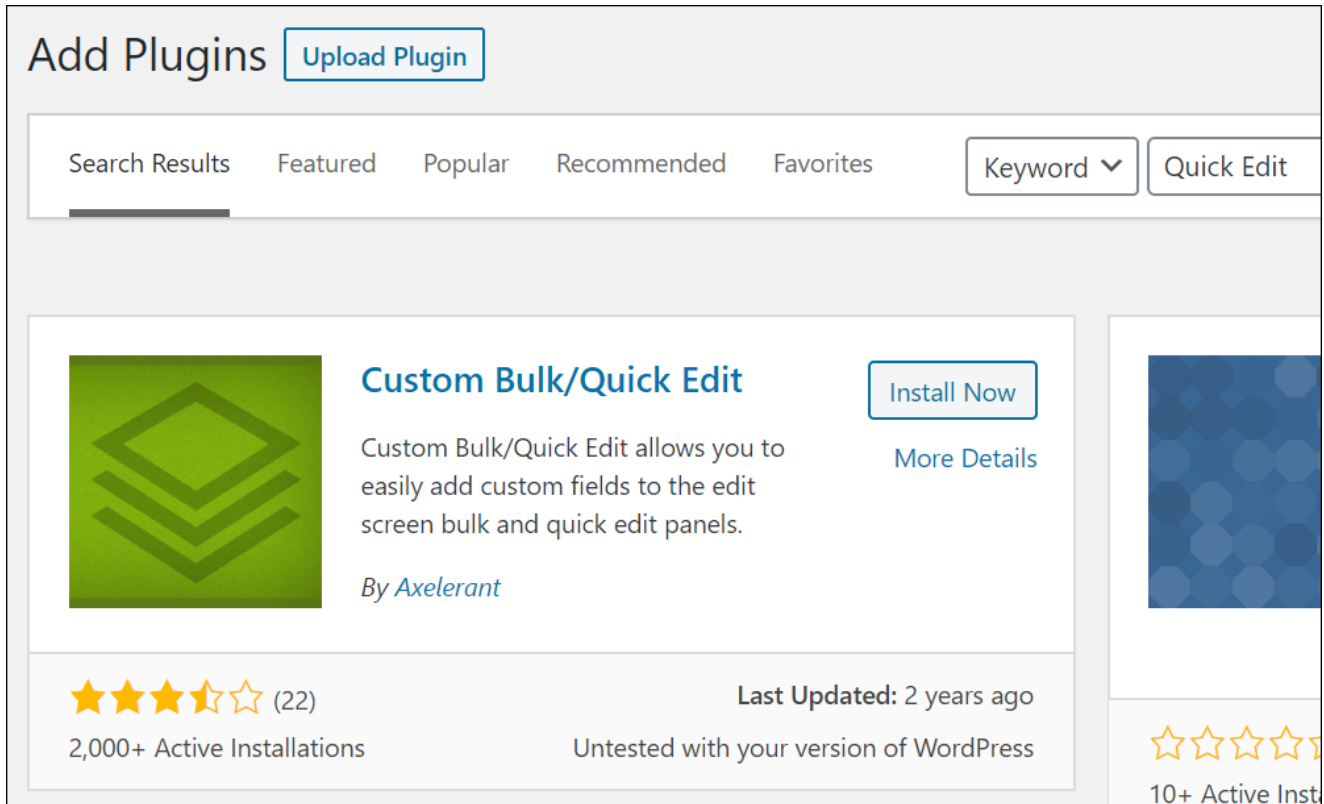
Custom Bulk/Quick Edit  
By Axelerant

Download

Custom Bulk/Quick Edit plugin for WordPress.

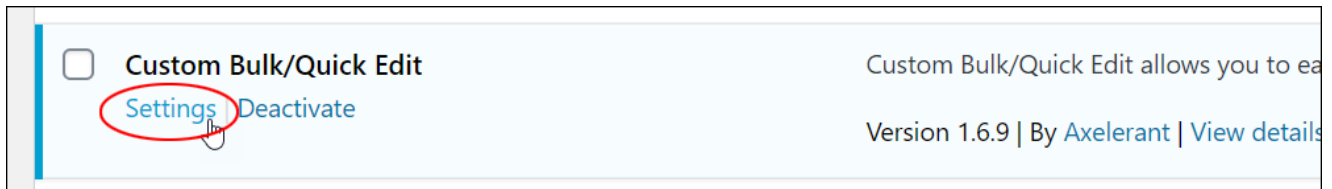
The **Custom Bulk/Quick Edit** plugin lets you add additional custom options to your post and page Bulk/Quick Edit features.

You can search and install the plugin directly from your admin area (search for keywords like *Quick Edit*, *Bulk Edit*, *Inline editor*, etc.).



Install the 'Custom Bulk/Quick Edit' plugin from your WordPress Dashboard.

After installing and activating the plugin, click on Settings.



Configure your Custom Bulk/Quick Edit plugin settings.

This brings you to the Custom Bulk/Quick Edit Settings screen. Navigate and go through the tabs to configure the plugin's settings.

## Custom Bulk/Quick Edit Settings

Posts Pages Reset About

**Enable "Title"?**  *Enable bulk editing of Posts' title.*

**Enable "Excerpt"?**  *Enable editing of Posts' excerpt.*

**Delete "Excerpt"?**  *During bulk editing, easily delete Posts' excerpt.*

**Edit "Categories" taxonomy?**  *Force making Categories an editable taxonomy field like checked categories or free-text tags.*

**Remove Selected "Categories" Relations?**  *During bulk editing, easily remove selected Categories' relationships.*

**Reset "Categories" Relations?**  *During bulk editing, easily remove all of the Categories' prior relationships and add new.*

**Edit "Tags" taxonomy?**  *Force making Tags an editable taxonomy field like checked categories or free-text tags.*

Configure your Custom Bulk/Quick Edit plugin settings.

After configuring the plugin's settings, you should see new custom edit fields display in your Bulk/Quick Edit screens.

**BULK EDIT**

- Et distinctio ipsa rerum
- Sample Post
- Best European River Cruise Vacations
- My Amazing Post

Categories

- Business
- Copywriting
- Customer Service
- Digital
- Finance

Author — No Change —

Comments — No Change — ▾

Status — No Change — ▾

Title

Excerpt

Tags

Delete "Excerpt"

Custom Bulk Edit Fields

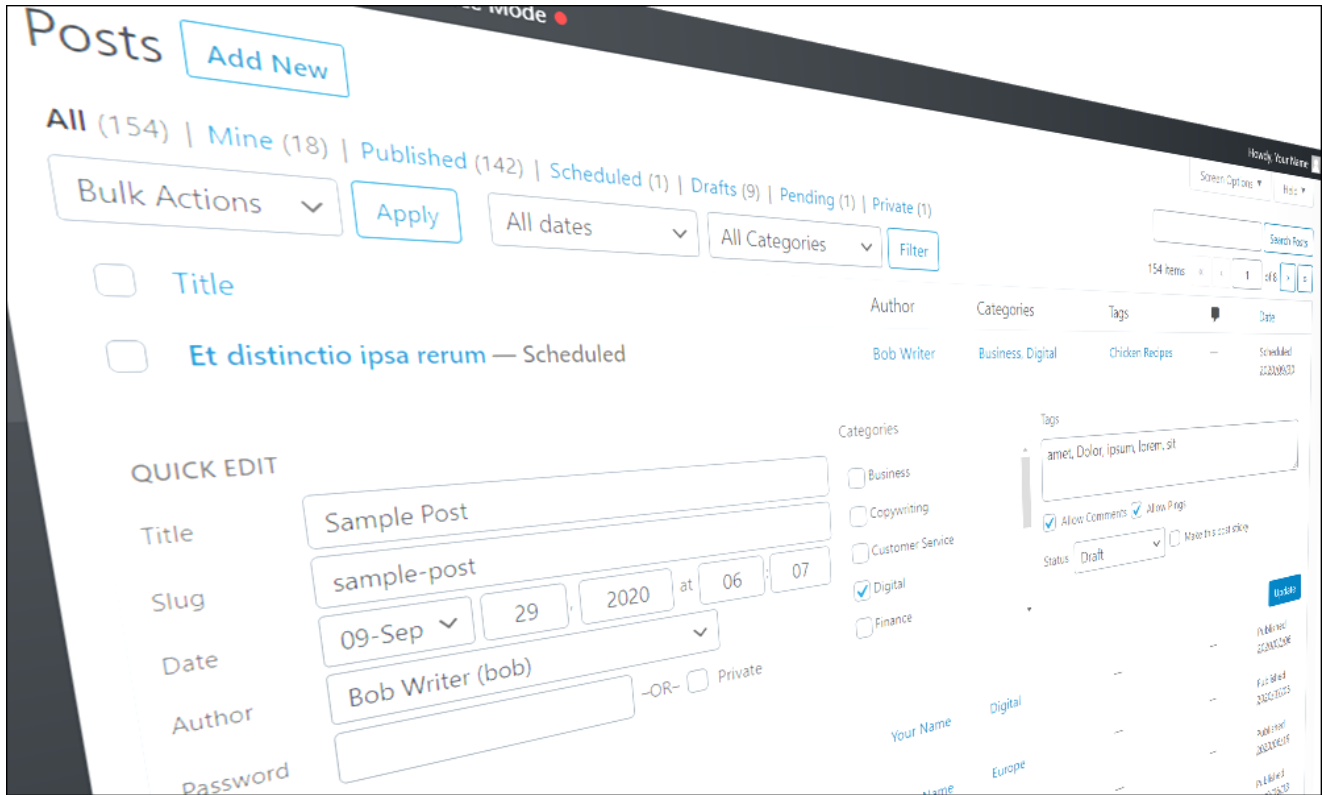
Custom Bulk Edit fields.



*Note: When we last checked, this plugin hasn't been updated for a while, but we've installed and tested it and it works fine.*

To download or learn more about this plugin, go here: [\*\*Custom Bulk/Quick Edit Plugin\*\*](#)

Congratulations! Now you know how to use the WordPress Quick Edit feature to quickly edit information about your posts and pages.



WordPress Quick Edit screen.

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Updated: April 8th, 2023