

How To Use The WordPress Quick Edit Feature

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](#)

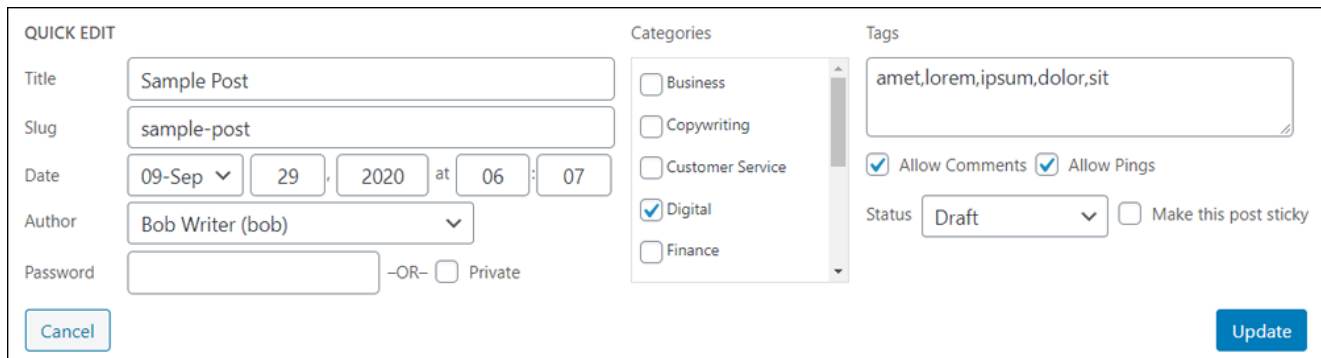
WordPress Quick Edit – Overview

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.

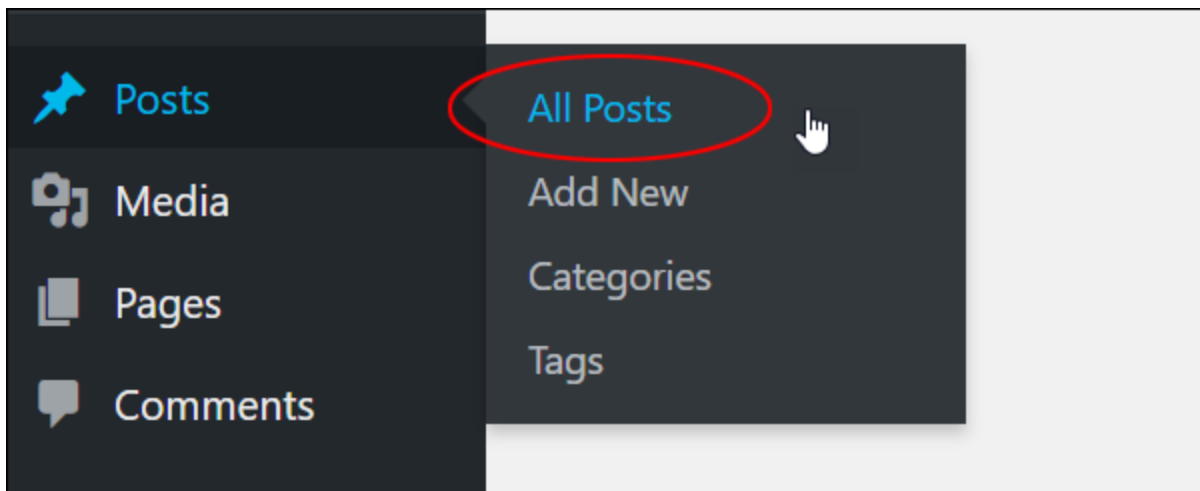
Just use the *Quick Edit* feature of WordPress.

A screenshot of the WordPress Quick Edit interface. It is divided into three main sections. The left section, titled 'QUICK EDIT', contains fields for Title (Sample Post), Slug (sample-post), Date (09-Sep 29, 2020 at 06:07), Author (Bob Writer (bob)), and Password (with a Private checkbox). The middle section, titled 'Categories', lists Business, Copywriting, Customer Service, Digital (checked), and Finance. The right section, titled 'Tags', contains a text input with 'amet,lorem,ipsum,dolor,sit', checkboxes for Allow Comments and Allow Pings (both checked), a Status dropdown set to Draft, and a Make this post sticky checkbox. 'Cancel' and 'Update' buttons are at the bottom.

WordPress Quick Edit feature.

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

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.

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

Title	Author	Categories
Et distinctio ipsa rerum — Scheduled	Bob Writer	Business, D
Sample Post — Draft	Bob Writer	Digital

Below the 'Sample Post' title, the following links are visible: Edit, Quick Edit, Trash, Preview. The 'Quick Edit' link is circled in red.

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:

The screenshot shows the 'QUICK EDIT' interface for a WordPress post. It includes fields for Title, Slug, Date, Author, Password, Categories, Tags, Status, and checkboxes for comments and pings. Numbered callouts are placed over various elements: 1 (Title field), 2 (Slug field), 3 (Date time picker), 4 (Author dropdown), 5 (Password field), 6 (Categories list), 7 (Tags field), 8 (Allow Comments/Pings checkboxes), 9 (Status dropdown), 10 (Make this post sticky checkbox), 11 (Cancel button), and 12 (Update button).

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.

This screenshot shows the 'QUICK EDIT' interface with a different title: 'Et aut - voluptatem: Ullam nemo @ Laudantium Explicabo!'. The slug field is highlighted in yellow and contains the text 'et-aut-voluptatem-ullam-nemo-laudantium-explicabo', demonstrating how WordPress automatically generates a slug from the title by removing symbols, converting to lowercase, and adding hyphens. The 'Categories' list on the right shows 'Business' is selected.

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).

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.

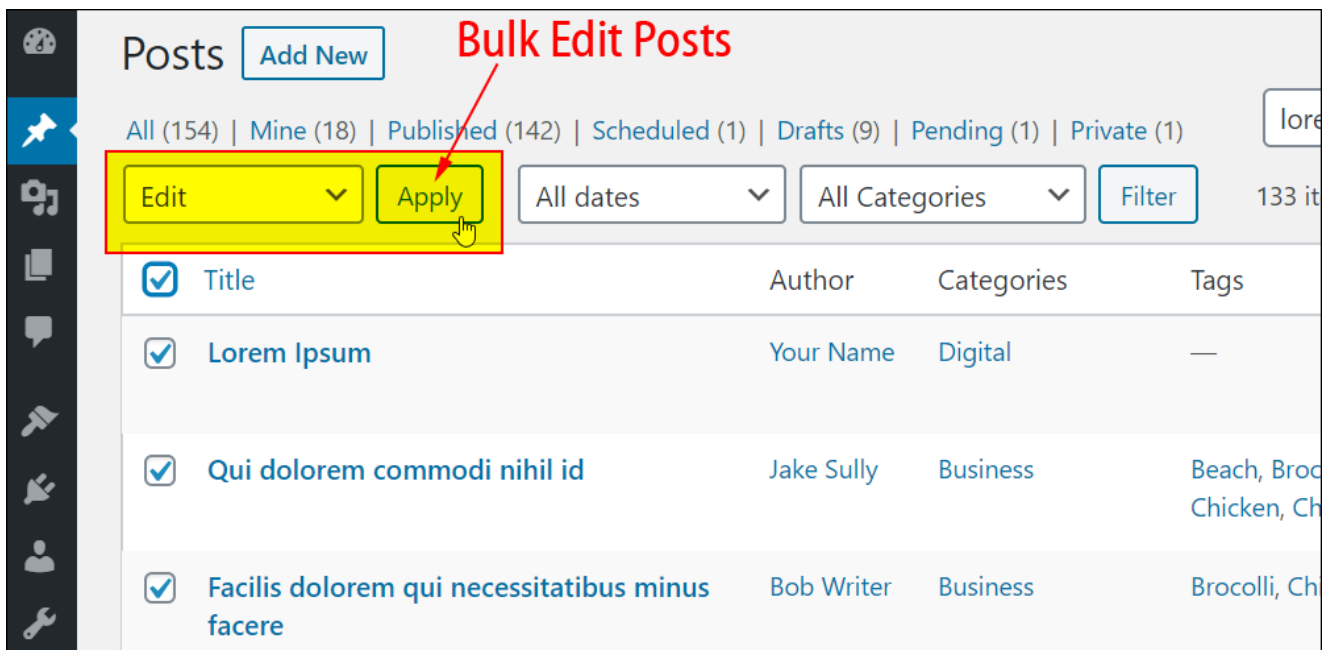
[12] ***Update Button*** – Click this button to save your changes and update your post settings.

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

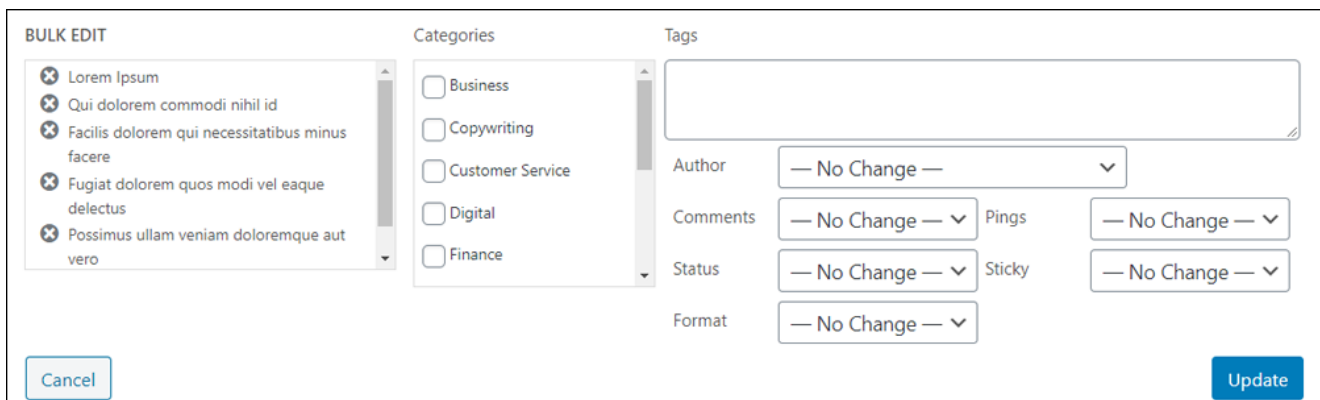
In addition to making changes to posts individually, you can also bulk edit post settings using the Quick Edit feature.

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.

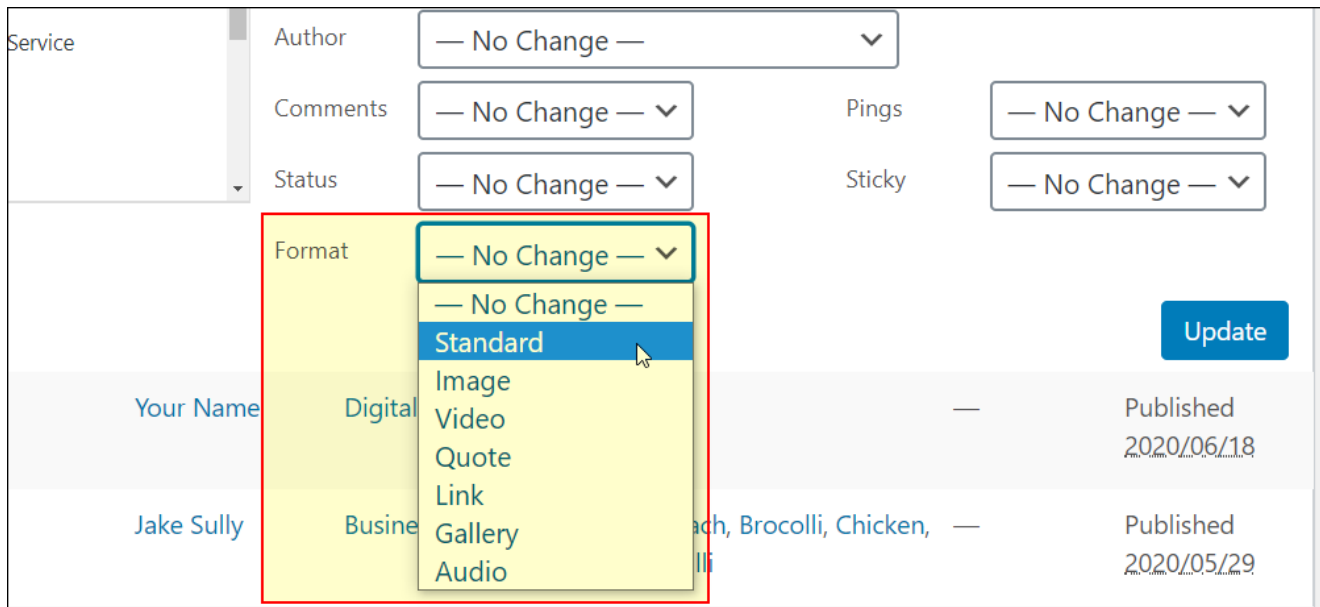
The Bulk Edit inline editor will expand and display the bulk editing options for your posts.



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.

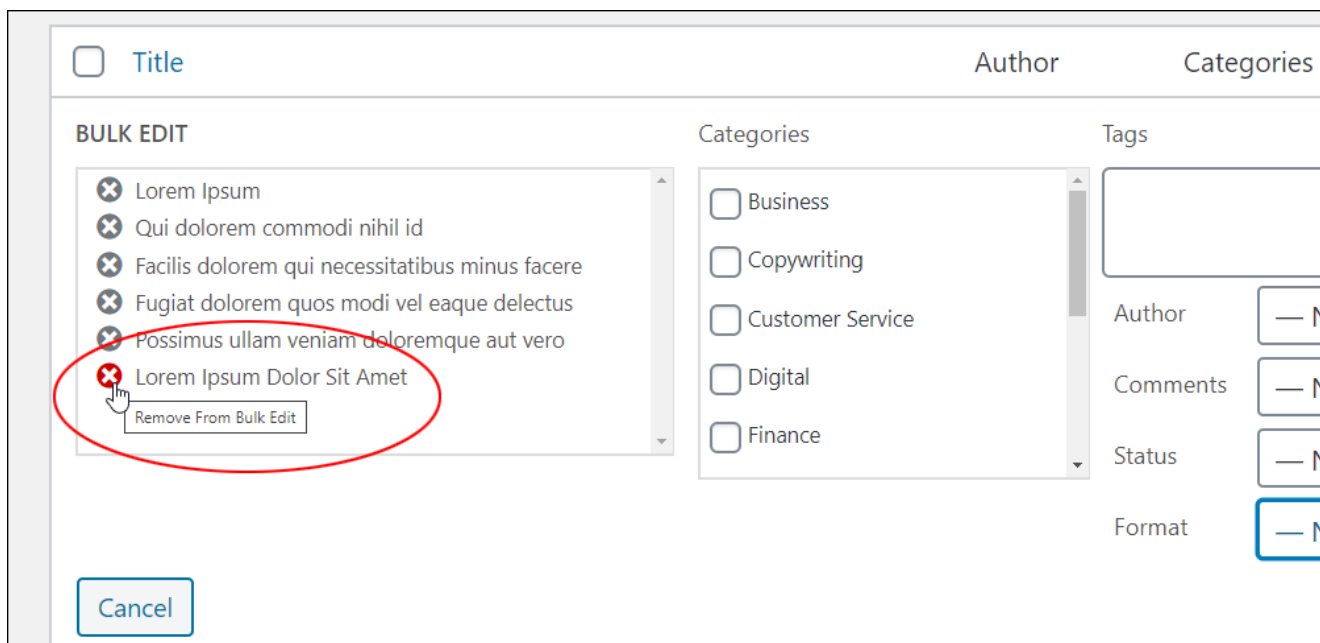
For example, depending on your active WordPress theme, you may or may not see a *Format* option. If this option displays in your Bulk Edit screen, use the dropdown menu to change the format of your posts (e.g. Standard, Aside, Image, Video, Audio, Quote, Link, Gallery, etc.)



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.

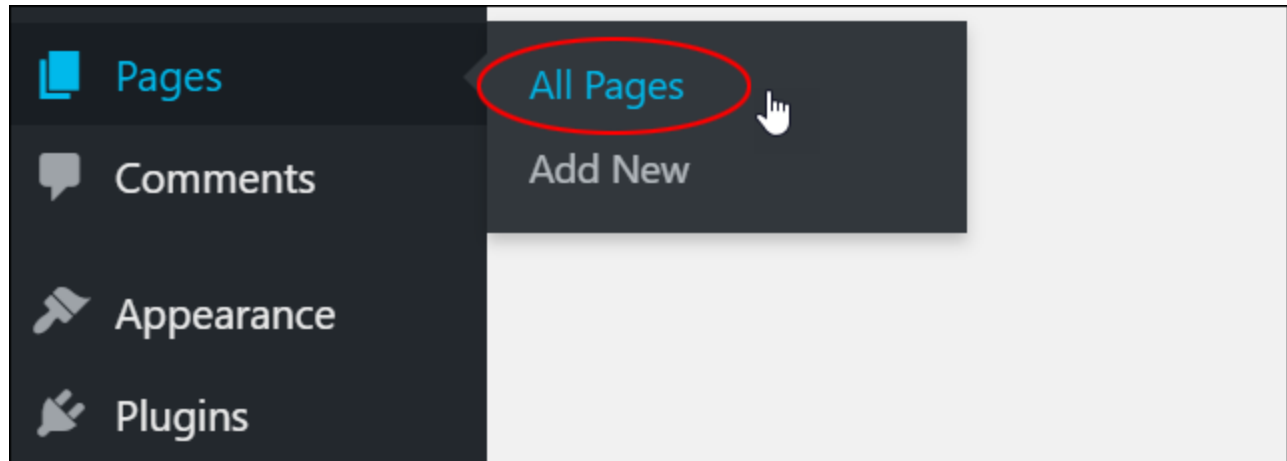
How To Use The WordPress Quick Edit Feature To Edit Page Settings



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.

The screenshot shows the WordPress dashboard with the 'Pages' menu selected. The main content area displays a table of pages. The table has columns for 'Title', 'Author', a status icon, and 'Date'. The pages listed are:

Title	Author	Status	Date
Blog — Posts Page	Jake Sully	—	Last Modified 2020/02/06
Categories	Bob Writer	—	Published 2020/06/22
Claim Listing (listing)	Jake Sully	—	Published 2020/02/04
Contact Us	Jake Sully	—	Last Modified 2020/02/08
Create Listing	Your Name	—	Last Modified 17 mins. ago
Edit Listing	Jake Sully	—	Published 2020/02/15
Edit Profile	Your Name	—	Published 2020/06/22
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.

The screenshot shows the same WordPress dashboard, but now the 'About Us — Draft' page is selected. The 'Quick Edit' link in the row's action menu is circled in red, and a mouse cursor is pointing at it. The action menu also includes 'Edit', 'Trash', and 'Preview' links.

Click on the Quick Edit menu link.

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

QUICK EDIT

Title

About Us

Parent

Main Page (no parent) ▼

Slug

about-us

Order

0

Date

02-Feb ▼

06

2020

at

11

:

49

Template

Default Template ▼

Author

Bob Writer (bob) ▼

☒ Allow Comments

Password

-OR-

☐ Private

Status

Draft ▼

Cancel

Update

Quick Edit – Page edit options.

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

QUICK EDIT

Title

About Us

Parent

Main Page (no parent) ▼

Slug

about-us

Order

0

Date

02-Feb ▼

06

2020

at

11

:

49

Template

Default Template ▼

Author

Bob Writer (bob) ▼

☒ Allow Comments

Password

-OR-

☐ Private

Status

Draft ▼

Cancel

Update

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)

QUICK EDIT

Title: About Us

Slug: about-us

Date: 02-Feb 06, 2020 at 11:49

Author: Bob Writer (bob) (dropdown menu open showing: Bob Writer (bob), Buster (zoie66), Donnie (hill.oral), Emmalee (aokeefe), Geovany (chills), Guest Author (Guest Author), Jake Sully (jakesully))

Parent: Main Page

Order: 0

Template: Default

☒ Allow Comments

Status: Draft

Cancel

☐ Analyt

Post/Page Authors

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.

The screenshot shows the 'Quick Edit' form for a page. The 'Parent' dropdown is set to 'Main Page (no parent)'. The 'Order' field contains the number '0'. The 'Template' dropdown is open, showing options: 'Default Template' (selected), 'Blog-Page', 'Contact-Page', 'Full-Width', and 'Left-Sidebar'. The 'Allow Comments' checkbox is checked. The 'Status' dropdown is not open. An 'Update' button is at the bottom right.

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.)

The screenshot shows the 'Quick Edit' form with the 'Status' dropdown menu open. The 'Status' dropdown is highlighted with a red box. The dropdown options are: 'Draft', 'Published' (selected), 'Pending Review', and 'Draft'. A red arrow points from the text 'Page Status' to the 'Published' option. The 'Update' button is at the bottom right.

Page Status dropdown menu.

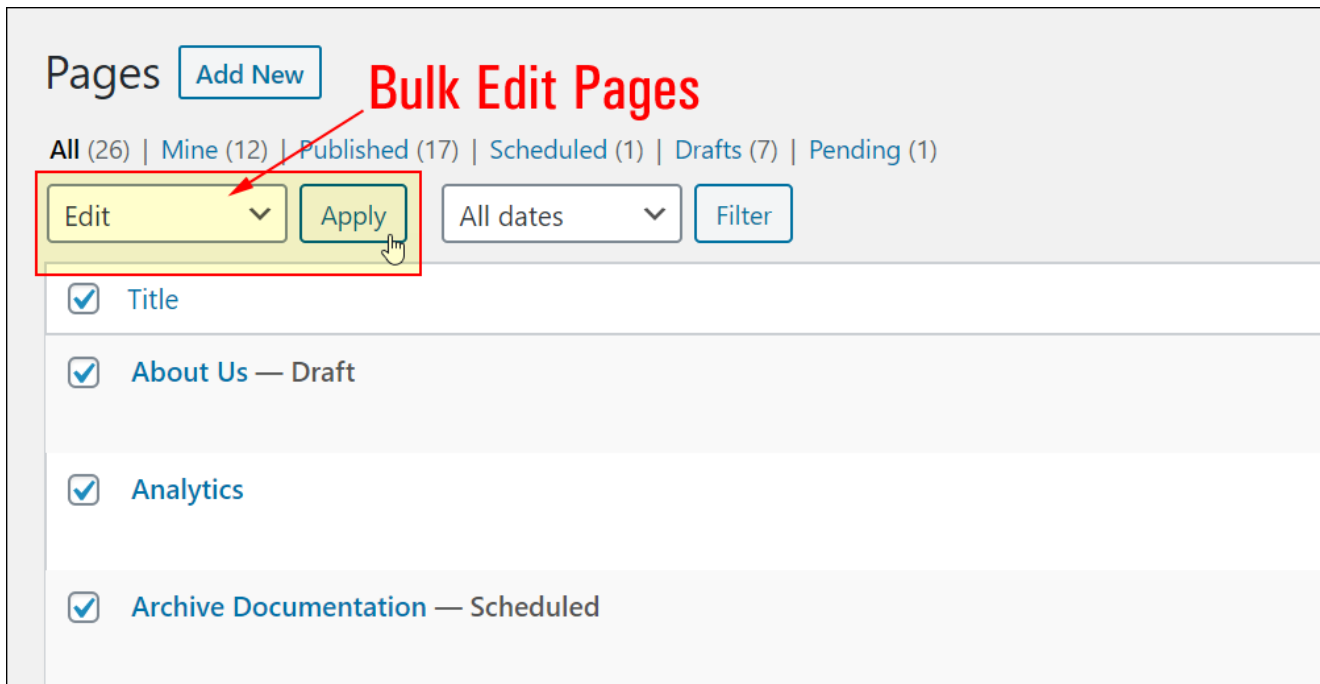
[11] **Cancel Button** – Click this button to cancel your page information edits and leave any changes unsaved.

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

Bulk Editing Page Settings Using The Quick Edit Feature

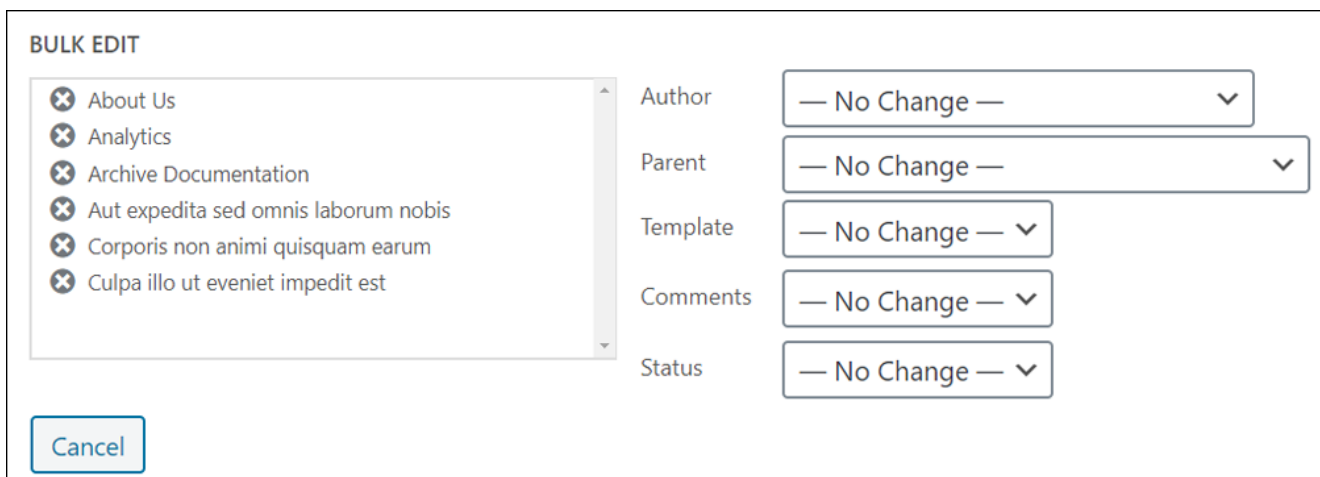
In addition to editing pages individually, you can also make bulk changes to page settings using the Quick Edit feature.

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.

☐ Title

BULK EDIT

- ✕ About Us
- ✕ Analytics
- ✕ Archive Documentation
- ✕ Aut expedita sed omnis laborum nobis
- ✕ Corporis non animi quisquam earum
- ✕ Culpa illo ut eveniet impedit est

Author — No Change — ▾

Parent — No Change — ▾

Template — No Change — ▾

Comments — No Change — ▾

Status — No Change — ▾

Cancel

Allow

Do not allow

Bulk Edit – Comments dropdown menu.

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

BULK EDIT

- ✕ About Us
- ✕ Analytics
- ✕ Archive Documentation
- ✕ Aut expedita sed omnis laborum nobis
- ✕ Corporis non animi quisquam earum
- ✕ Culpa illo ut eveniet impedit est

Author — No Change — ▾

Parent — No Change — ▾

Template — No Change — ▾

Comments — No Change — ▾

Status — No Change — ▾

Cancel

☒ About Us — Draft

Published

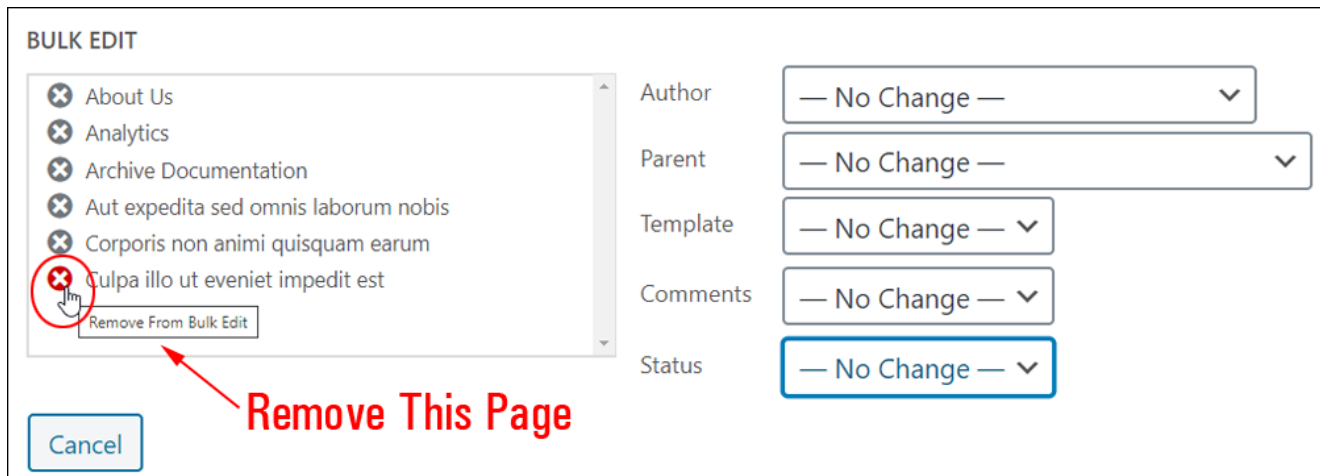
Private

Pending Review

Draft

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.



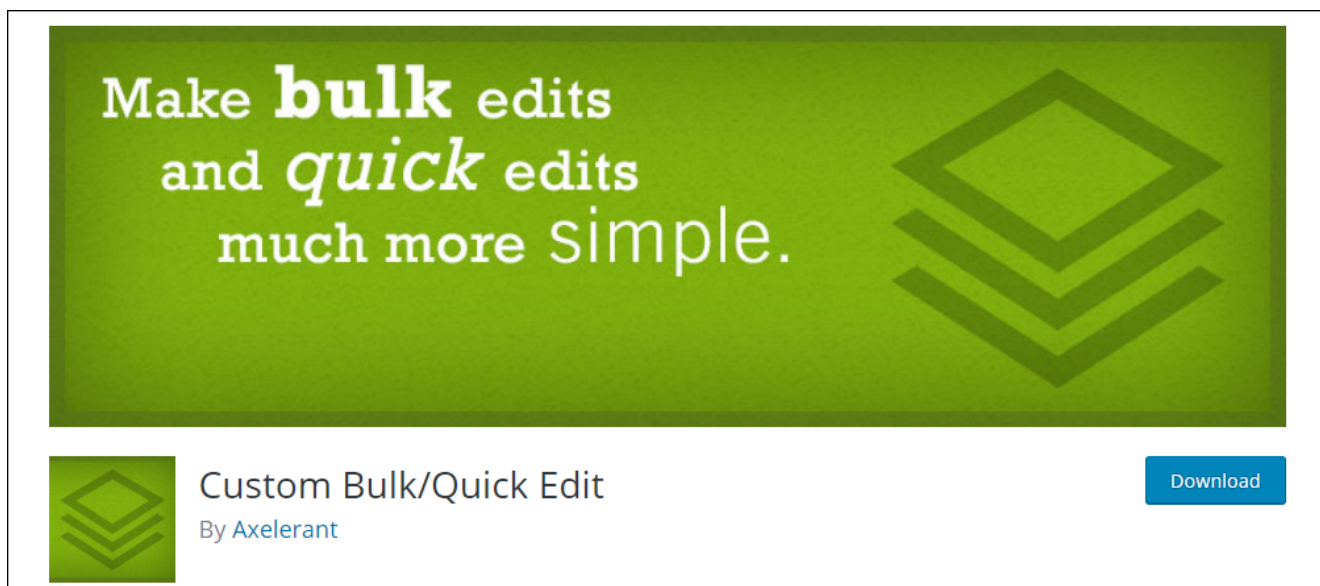
Remove Pages From Bulk Edit.

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:

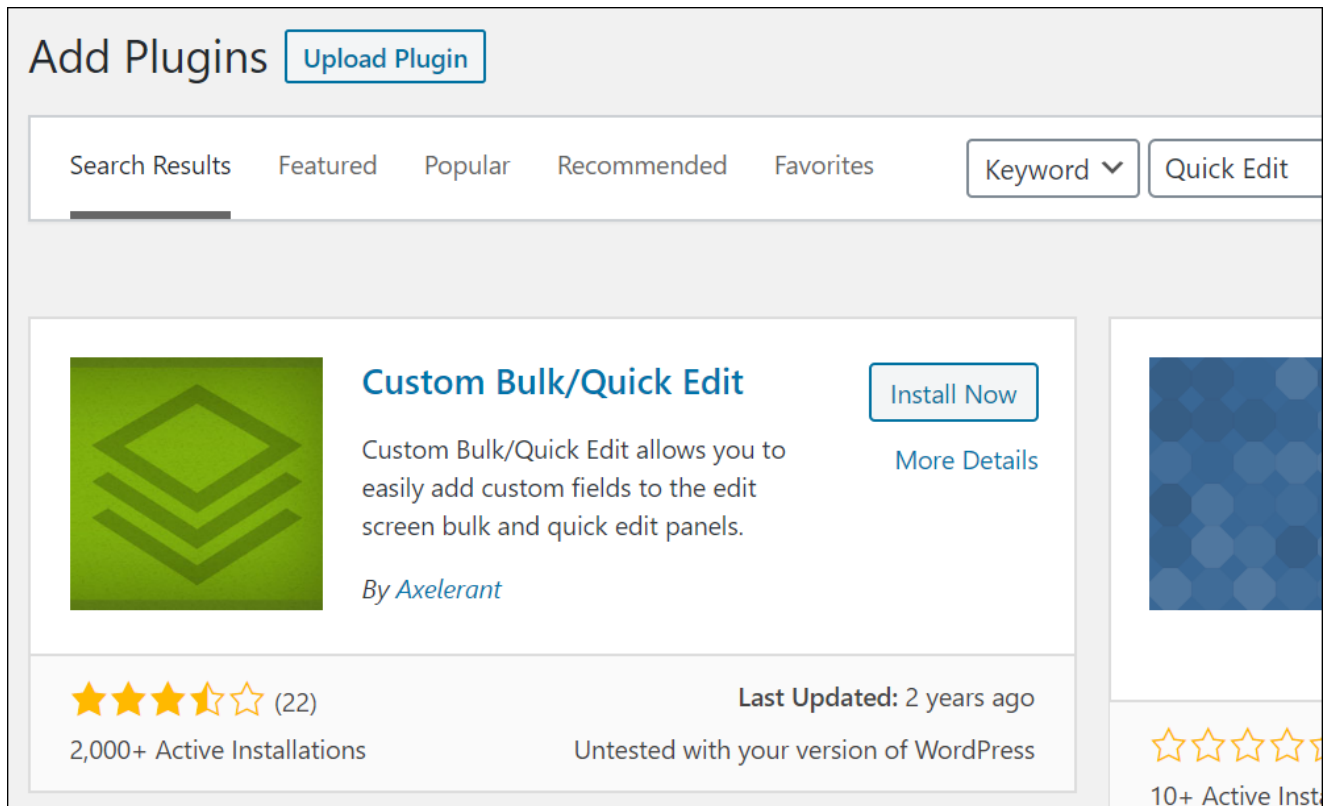
Custom Bulk/Quick Edit



Custom Bulk/Quick Edit plugin for WordPress.

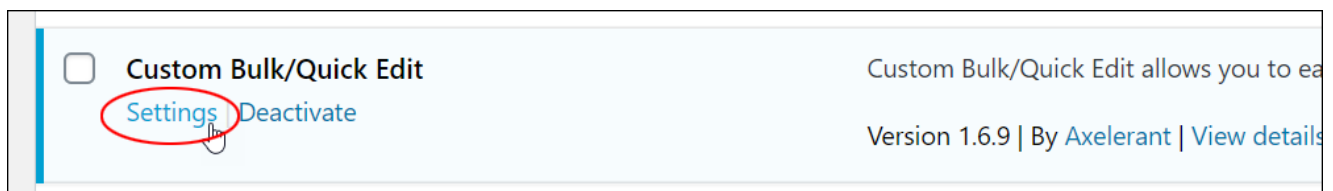
The **Custom Bulk/Quick Edit** plugin lets you add additional custom options to your post and page Bulk/Quick Edit features.

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?

Like categories

▼

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?

Like tags

▼

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.

19/22

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 — ▾

Pings

— N

Sticky

— N

Title

Excerpt

Tags

☐ Delete "Excerpt"

Cancel

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](#)

WordPress Quick Edit – FAQs

Here are frequently asked questions about the WordPress quick edit feature:

What is the WordPress quick edit feature?

The WordPress quick edit feature allows users to make basic edits to posts and pages directly from the Posts or Pages screen in the WordPress admin dashboard. It offers a convenient way to modify essential details without opening each individual post or page.

How do I access the quick edit feature in WordPress?

To access the quick edit feature, navigate to the Posts or Pages screen in the WordPress admin dashboard. Hover over the post or page you want to edit, and then click on the “Quick Edit” option beneath the post or page title.

What can I edit using the quick edit feature?

With the quick edit feature, you can edit the post or page title, slug, date, author, categories, tags, status, and more. It provides a streamlined interface for making these changes without loading the full post or page editor.

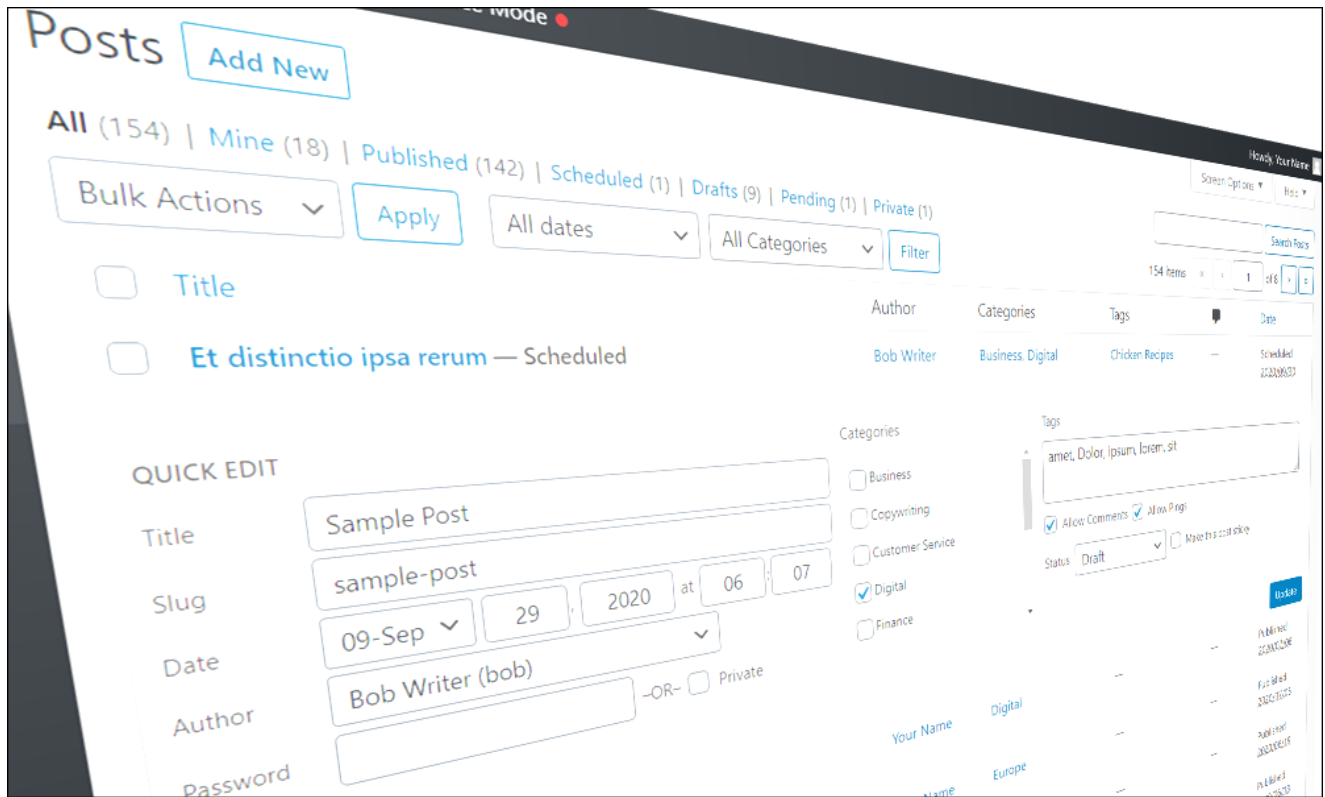
Can I use quick edit for bulk changes?

Yes, you can make bulk changes using the quick edit feature. Simply select multiple posts or pages from the Posts or Pages screen, then click on the “Bulk Actions” dropdown menu and choose “Edit.” This allows you to modify common attributes for multiple items at once.

Are there any limitations to the quick edit feature?

While the quick edit feature is convenient for basic edits, it has some limitations compared to the full post or page editor. Advanced formatting, adding media, and other complex changes require using the regular editor.

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.

Updated: April 23rd, 2024