

How To Change Post Authors In WordPress

wptrainingmanual.com/wordpress-tutorials/post-authors

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How To Change Post Authors In WordPress

WordPress Training

Tutorial Contents



In this tutorial, you will learn:

- Why change post authors
- How WordPress assigns posts to authors
- How to change post authorship
- Other methods for reassigning posts to other authors

Why Change Post Authors?

While managing your website or blog, there may be instances where you may need to reassign one or more posts to different authors.

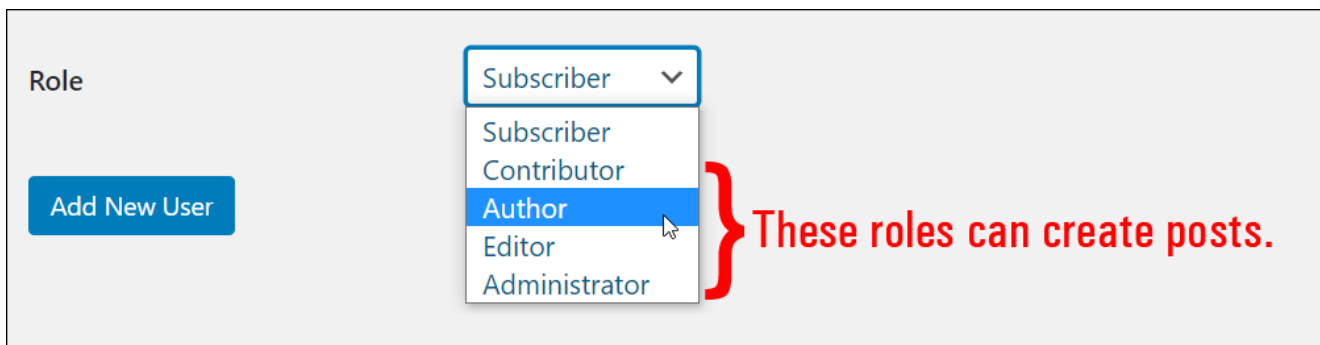
For example:

- The name associated with published posts changes. This commonly happens where the assigned author's name is something like *admin*, *guest author*, *editor*, etc.
- Your business employs content writers to publish posts and reply to users' comments on behalf of your company or department. A staff writer leaves and is no longer available to reply to comments, etc. so you decide to reassign their posts to another team member or staff writer.
- You import posts written by ghostwriters, freelancers, or outsourced article writers into your site to be published under your name or another user's name.
- You remove or delete an author from your site and need to transfer their content and its authorship to another user.

Whatever your reasons are for reassigning posts on your site from one author to another, the tutorial below will show you how to easily do this.

How Posts Are Assigned To Users

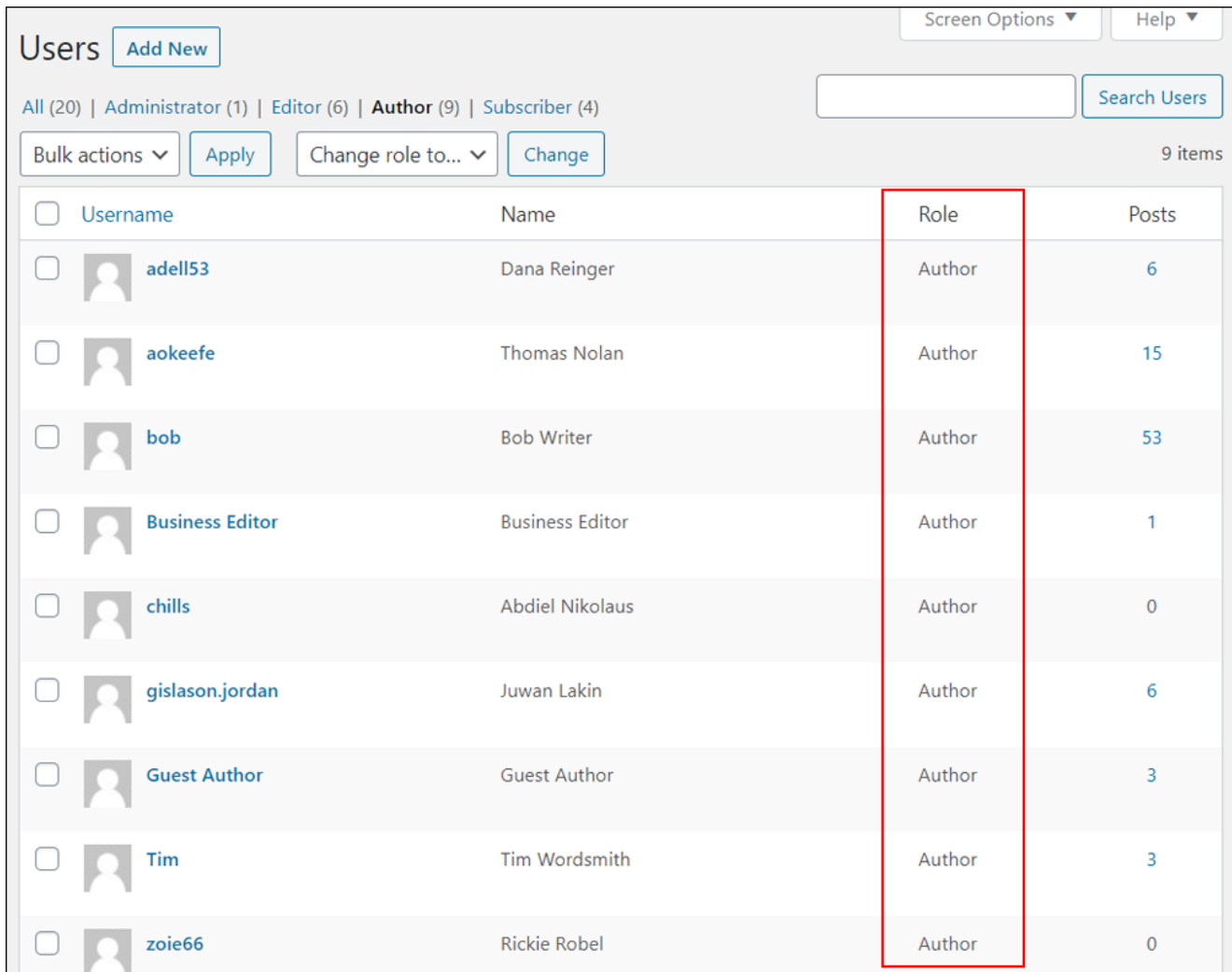
WordPress comes with a number of default **user roles**. Some user roles do not have the capabilities of authoring posts on your site.



Some user roles cannot author posts on your site.

For a user to be able to create and publish their own posts, the minimum user level they should be given is the role of *Author*.

You can add new authors to WordPress in the *Users* screen (**Users > Add New**).



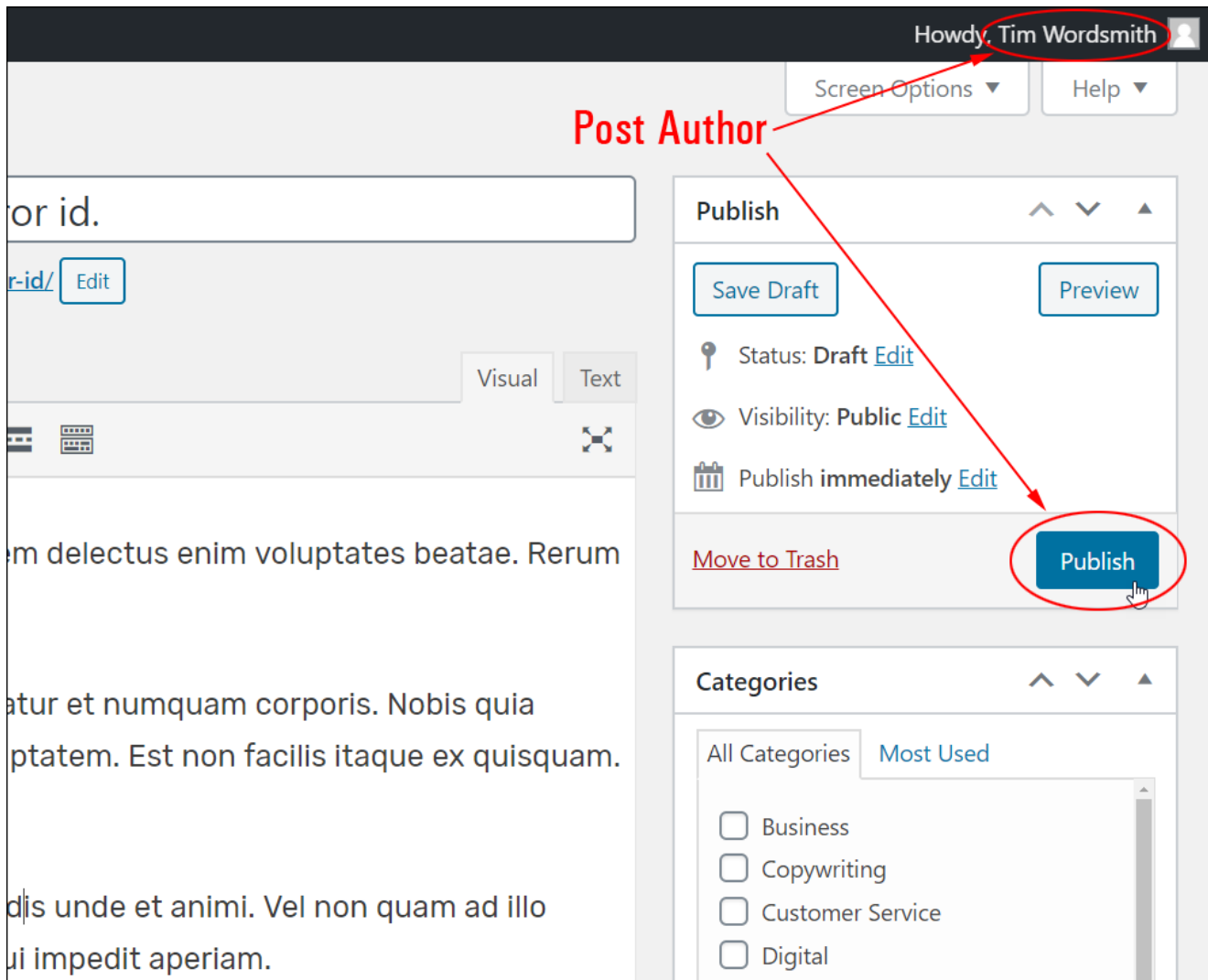
The screenshot shows the WordPress Users management interface. At the top, there's a 'Users' header with an 'Add New' button. Below it, a filter bar shows 'All (20) | Administrator (1) | Editor (6) | **Author (9)** | Subscriber (4)'. A search box and 'Search Users' button are on the right. Below the filter bar, there are buttons for 'Bulk actions', 'Apply', 'Change role to...', and 'Change'. The main content is a table with 9 items, all of whom are assigned the role of 'Author'. The 'Role' column is highlighted with a red box.

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	adell53	Dana Reinger	Author	6
<input type="checkbox"/>	aokeefe	Thomas Nolan	Author	15
<input type="checkbox"/>	bob	Bob Writer	Author	53
<input type="checkbox"/>	Business Editor	Business Editor	Author	1
<input type="checkbox"/>	chills	Abdiel Nikolaus	Author	0
<input type="checkbox"/>	gislason.jordan	Juwan Lakin	Author	6
<input type="checkbox"/>	Guest Author	Guest Author	Author	3
<input type="checkbox"/>	Tim	Tim Wordsmith	Author	3
<input type="checkbox"/>	zoie66	Rickie Robel	Author	0

WordPress Users screen – List of users assigned the role of Author

To learn more about user roles and capabilities, see this tutorial: **[How To Manage WordPress Users](#)**

When a user with post creating and publishing capabilities logs into your WordPress site and creates a new post, they are automatically assigned the authorship of that post.



WordPress normally assigns authorship of a post to the user that created it.

If you need help creating posts in WordPress, see this tutorial: [How To Create A Post In WordPress](#)

Changing Post Authors In WordPress – Different Methods

As explained earlier, there may be reasons for reassigning a post created by one user to another author.

In this section, you will learn how to change post authors in WordPress using the following methods:

- Keep the same post author but change the 'published by' display name.
- Change authorship of single posts using the Post Editor screen.
- Change authorship of single posts using the Quick Edit feature.
- Change authorship of multiple posts using the Bulk Editor feature.
- Assign posts to authors when importing content.
- Transfer posts from deleted users to another author.

Let's go through each of these methods.

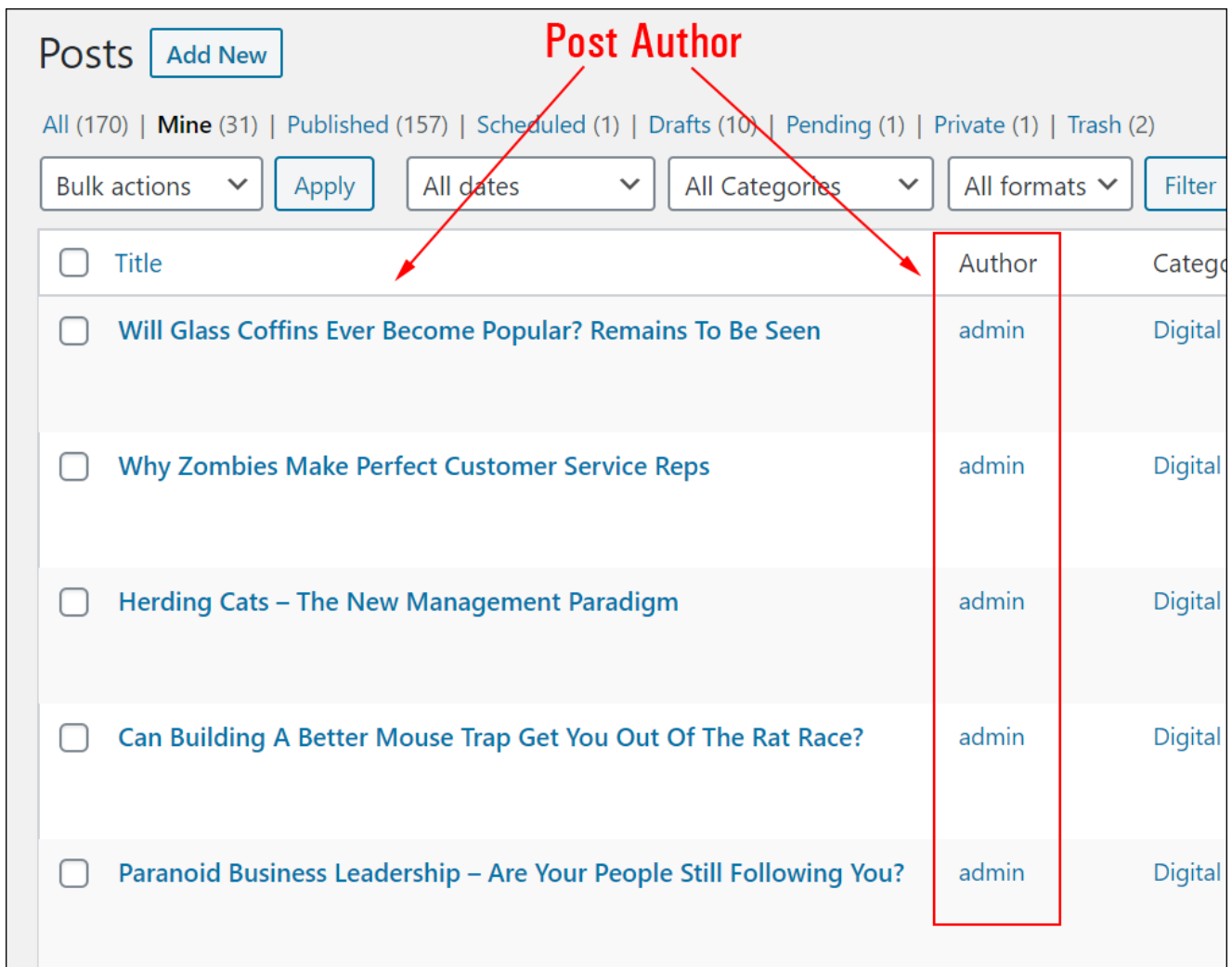
How To Keep The Same Post Author But Change The 'Published By' Display Name

Note: this method will change the author's name displayed on all your posts.

Let's say that you've authored several posts on your site and decide to change the name displayed on your site for your user account. You may want to do this because:

- You were initially set up with a display name like *admin* or *editor*, and you want your published posts to display your real name.
- You want to publish posts under an alias (i.e. a pen name).
- You decide to change your display name.

So, for example, let's say that all your published posts look like the screenshot below, where the author is assigned as *admin*...



The screenshot shows the WordPress 'Posts' table. At the top, there is a 'Posts' header with an 'Add New' button. Below it, there are filters for 'All (170)', 'Mine (31)', 'Published (157)', 'Scheduled (1)', 'Drafts (10)', 'Pending (1)', 'Private (1)', and 'Trash (2)'. There are also buttons for 'Bulk actions', 'Apply', 'All dates', 'All Categories', 'All formats', and 'Filter'. The table has columns for 'Title', 'Author', and 'Category'. The 'Author' column is highlighted with a red box, and the text 'Post Author' is written in red above it with two red arrows pointing to the 'Author' column header and the 'admin' entries in the rows.

<input type="checkbox"/>	Title	Author	Category
<input type="checkbox"/>	Will Glass Coffins Ever Become Popular? Remains To Be Seen	admin	Digital
<input type="checkbox"/>	Why Zombies Make Perfect Customer Service Reps	admin	Digital
<input type="checkbox"/>	Herding Cats – The New Management Paradigm	admin	Digital
<input type="checkbox"/>	Can Building A Better Mouse Trap Get You Out Of The Rat Race?	admin	Digital
<input type="checkbox"/>	Paranoid Business Leadership – Are Your People Still Following You?	admin	Digital

WordPress Table of Posts – Post Author

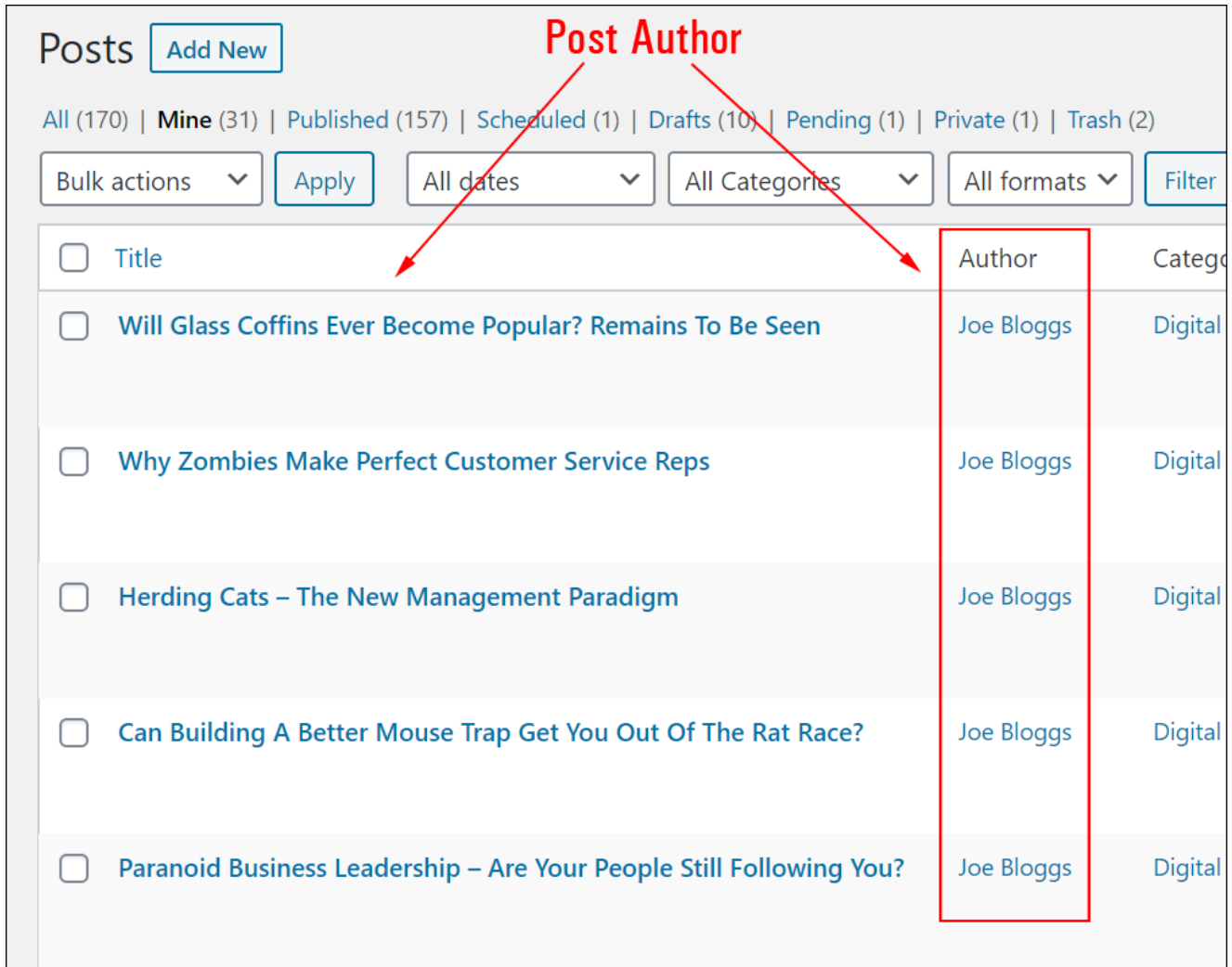
Now, let's say that you would like to change your post author name to reflect your position or job title, e.g. *Business Editor*...

The screenshot shows the WordPress Posts management interface. At the top, there is a 'Posts' header with an 'Add New' button. Below this, there are filters for 'All (170)', 'Mine (31)', 'Published (157)', 'Scheduled (1)', 'Drafts (10)', 'Pending (1)', 'Private (1)', and 'Trash (2)'. There are also buttons for 'Bulk actions', 'Apply', 'All dates', 'All Categories', 'All formats', and 'Filter'. The main content is a table of posts. The 'Author' column is highlighted with a red box, and red arrows point from the text 'Post Author' above to the 'Author' column header and the first row's author name.

<input type="checkbox"/>	Title	Author	Category
<input type="checkbox"/>	Will Glass Coffins Ever Become Popular? Remains To Be Seen	Business Editor	Digital
<input type="checkbox"/>	Why Zombies Make Perfect Customer Service Reps	Business Editor	Digital
<input type="checkbox"/>	Herding Cats – The New Management Paradigm	Business Editor	Digital
<input type="checkbox"/>	Can Building A Better Mouse Trap Get You Out Of The Rat Race?	Business Editor	Digital
<input type="checkbox"/>	Paranoid Business Leadership – Are Your People Still Following You?	Business Editor	Digital

Maybe you want all posts to be published under your job title.

Or maybe you just want all published posts to display under your real name or an alias, like this...

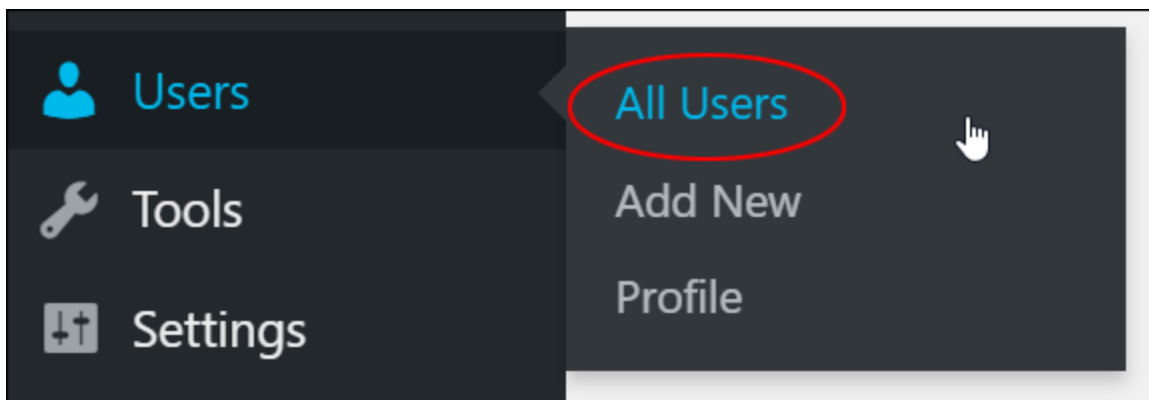


Or maybe you want to change all of your posts to your real name or an alias.

To change how the author name displays on all the posts you have authored, all you have to do is change your *nickname* (your public display name) in your **User Profile**.

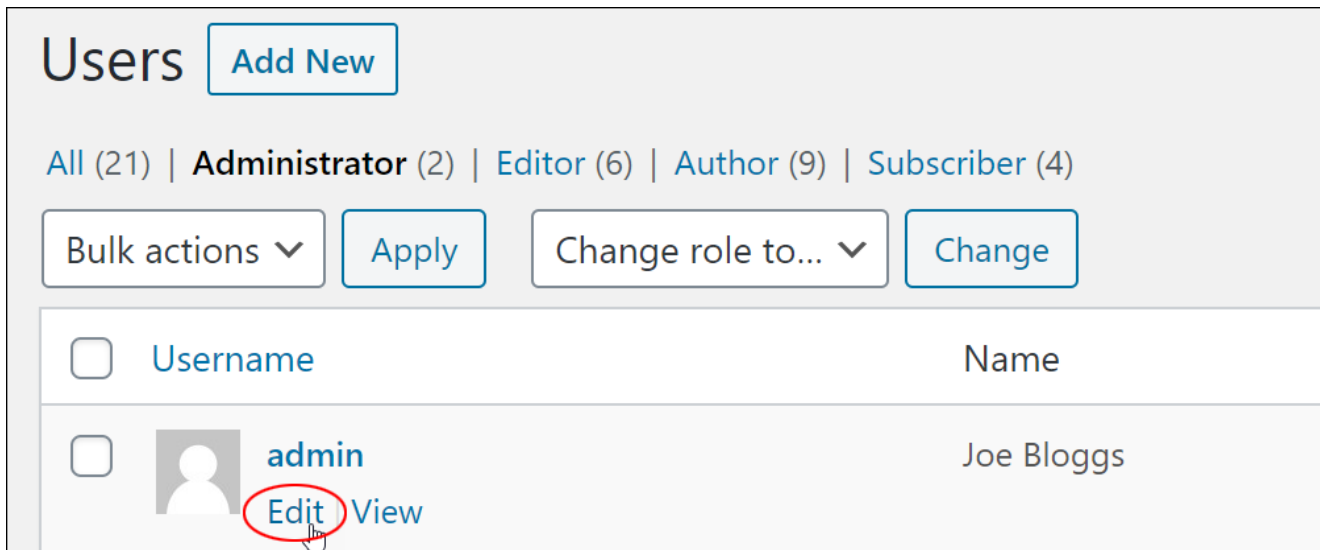
You can access your **Profile** screen in several ways:

#1 – You can log into your WordPress Admin section and click on **Users > All Users**.



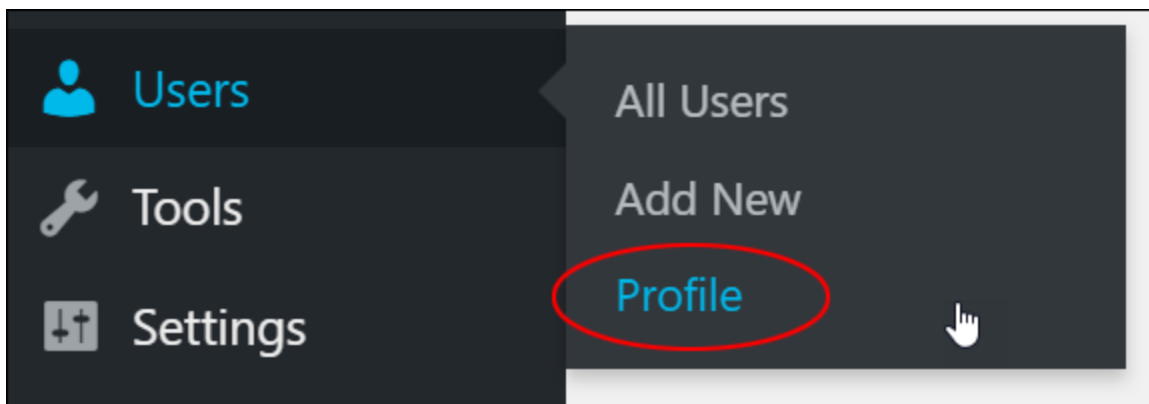
WordPress Users Menu – All Users

Next, hover over your username and click **Edit**.



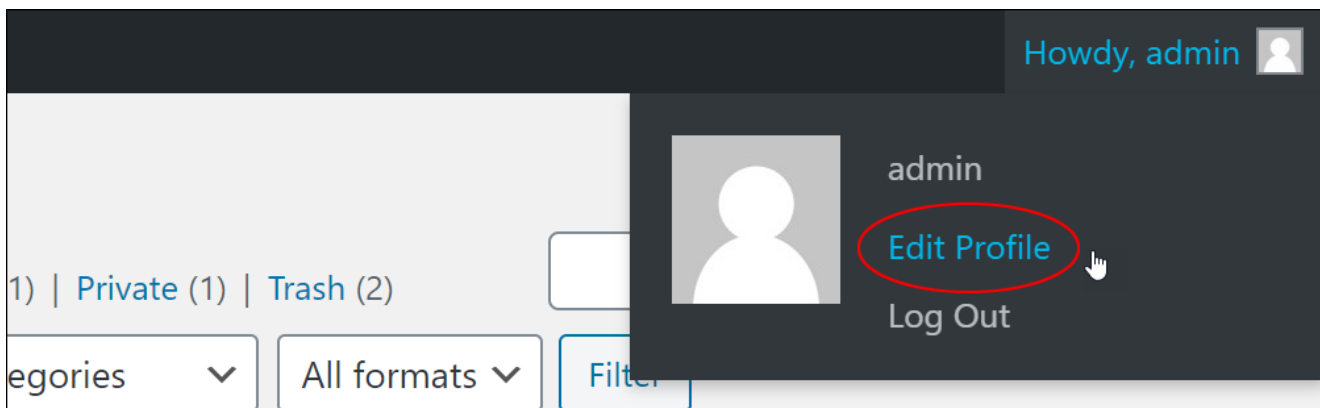
Click the Edit link under your username.

#2 – You can also click on **Users > Profile** in your WordPress Admin area.



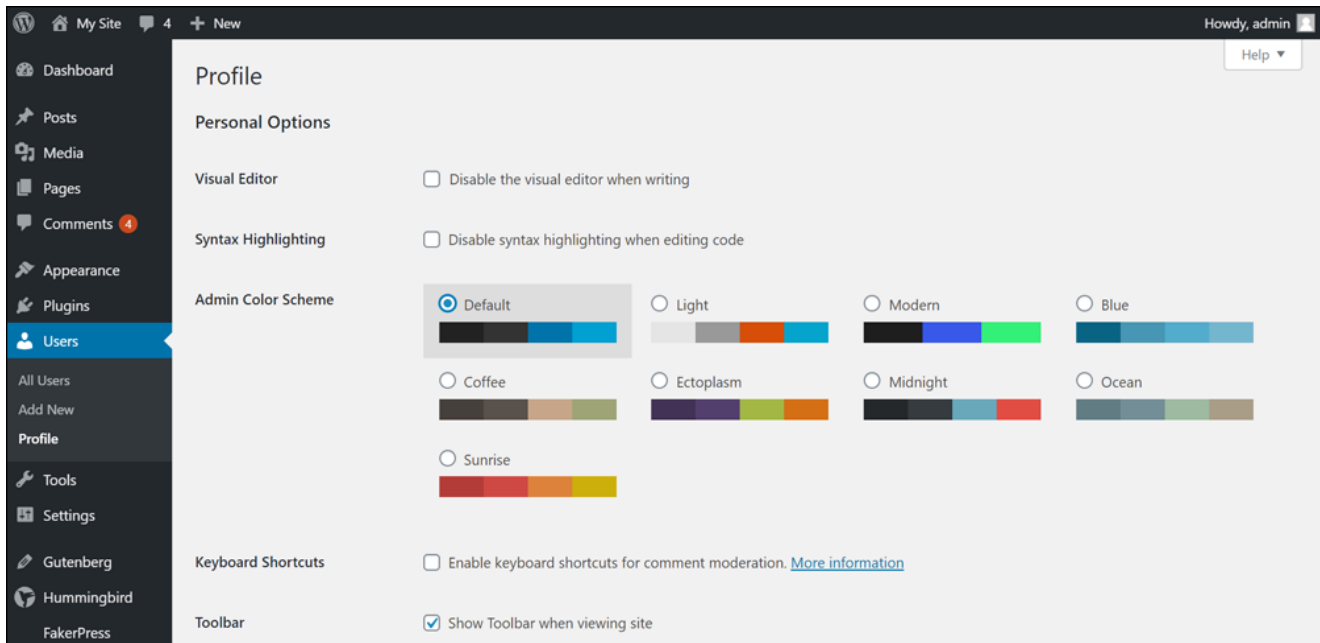
WordPress Users Menu – Profile

#3 – You can also click on the 'Howdy, *Your Site Name*' tab on the top right-hand corner of your administration screen and select **Edit Profile** from the dropdown menu.



Select Edit Profile.

All the above methods will bring you to the *Profile* screen.



WordPress User Profile screen.

In the *Profile* screen, change the name in the *Nickname* field to whatever name you would like to display as your new post author name (1) and select the new nickname you've just created from the drop-down menu in the *Display name publicly as* field (2).

Name

Username Usernames c

First Name

Last Name

Nickname (required) **1**

Display name publicly as **2**

Contact Info

Email (required)

admin
admin
Joe
Bloggs
Joe Bloggs
Bloggs Joe
Business Editor

Select a new nickname.

Remember to click the 'Update Profile' button to save your new settings.

Account Management

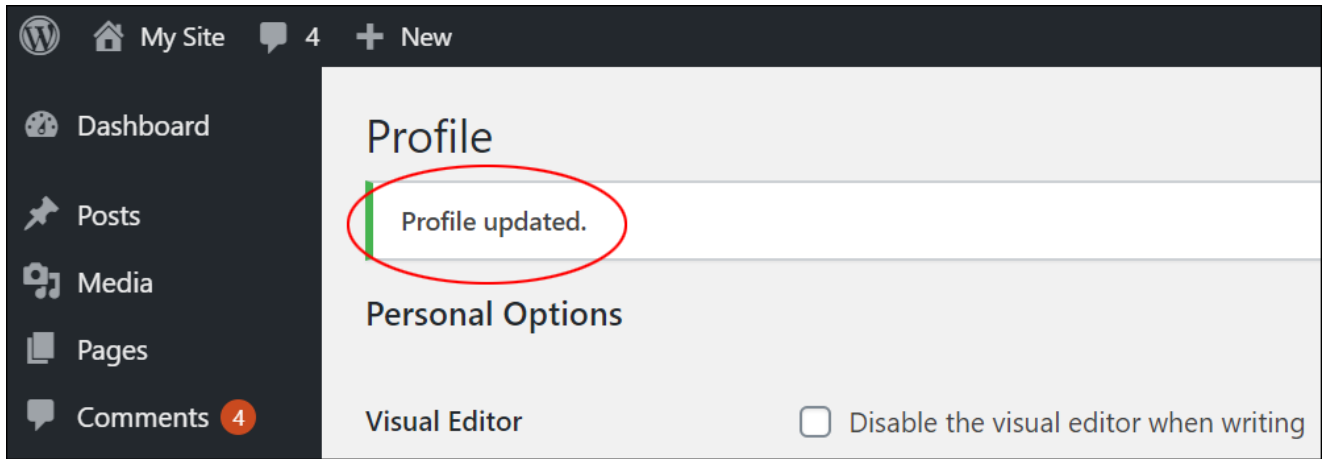
New Password

Sessions

You are only logged in at this location.

Save your settings.

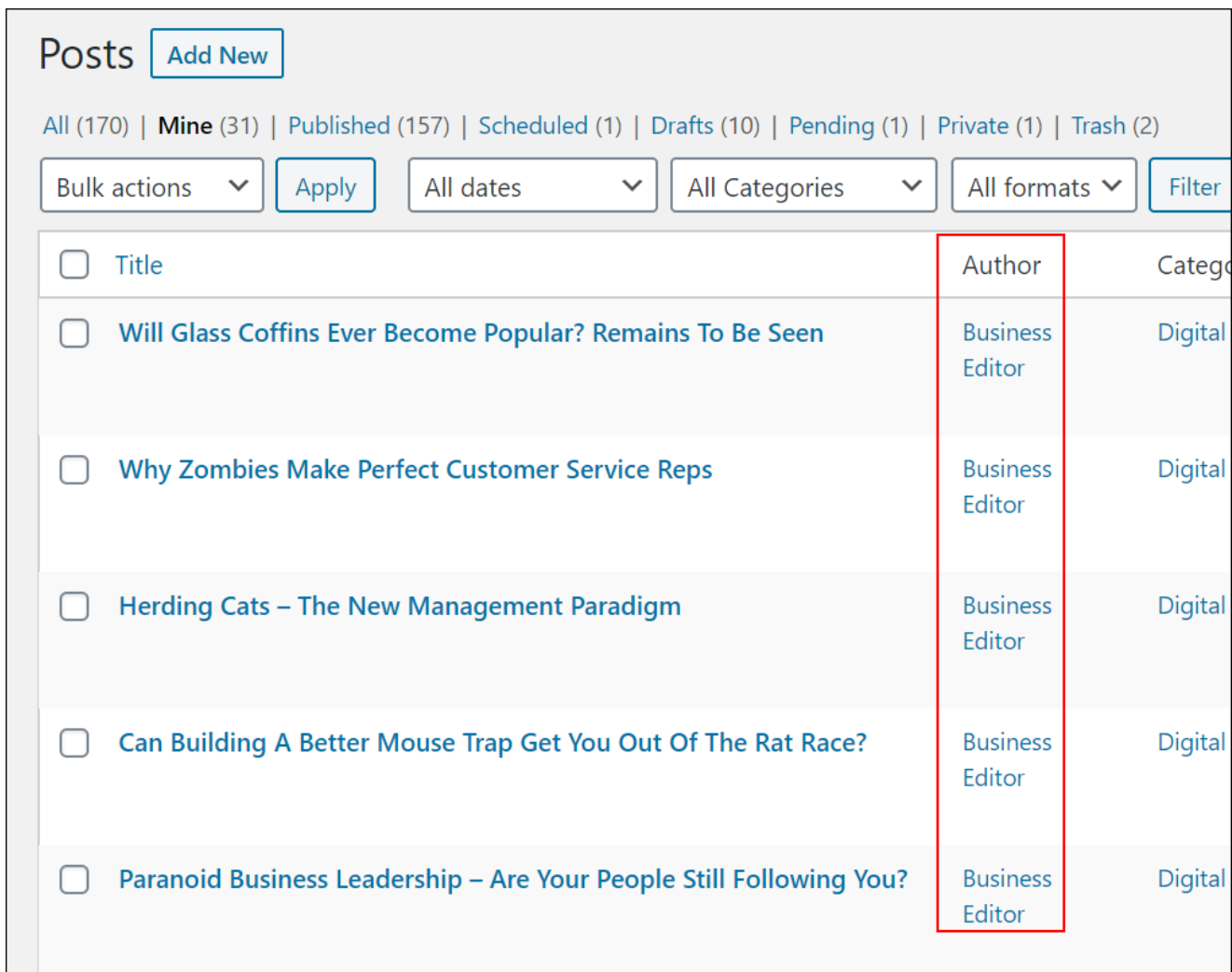
Your profile will update with your new nickname.



Your new profile changes have been updated.

To learn more about editing your user profile, see this tutorial: [How To Edit Your WordPress User Profile](#)

Once you have updated the nickname in your profile, go back to the [Table of Posts](#) and you should see that all the posts you have authored are now listed under your new nickname.



The posts you have authored now display under your new nickname.



Tip: Usernames cannot be easily changed in WordPress, so we recommend using this method to change the name associated with your posts if you were originally assigned a username like *admin*.

Name

Username Usernames c

First Name

Last Name

Usernames cannot be easily changed in WordPress.

How To Change Authorship Of Single Posts Using The Post Editor Screen

If you plan to allow multiple users to publish content on your WordPress site, then you can assign post authorship to other users as follows:

First, make sure that whoever you intend to assign posts to as the new author:

- Is a registered site user,
- Has a *User Profile* already set up, and
- Has been assigned a role higher than *Subscriber* (e.g. *Contributor*, *Author*, *Editor*, *Administrator*, etc.).

Role

Subscriber ▾

Instructor

Subscriber

Contributor

Author

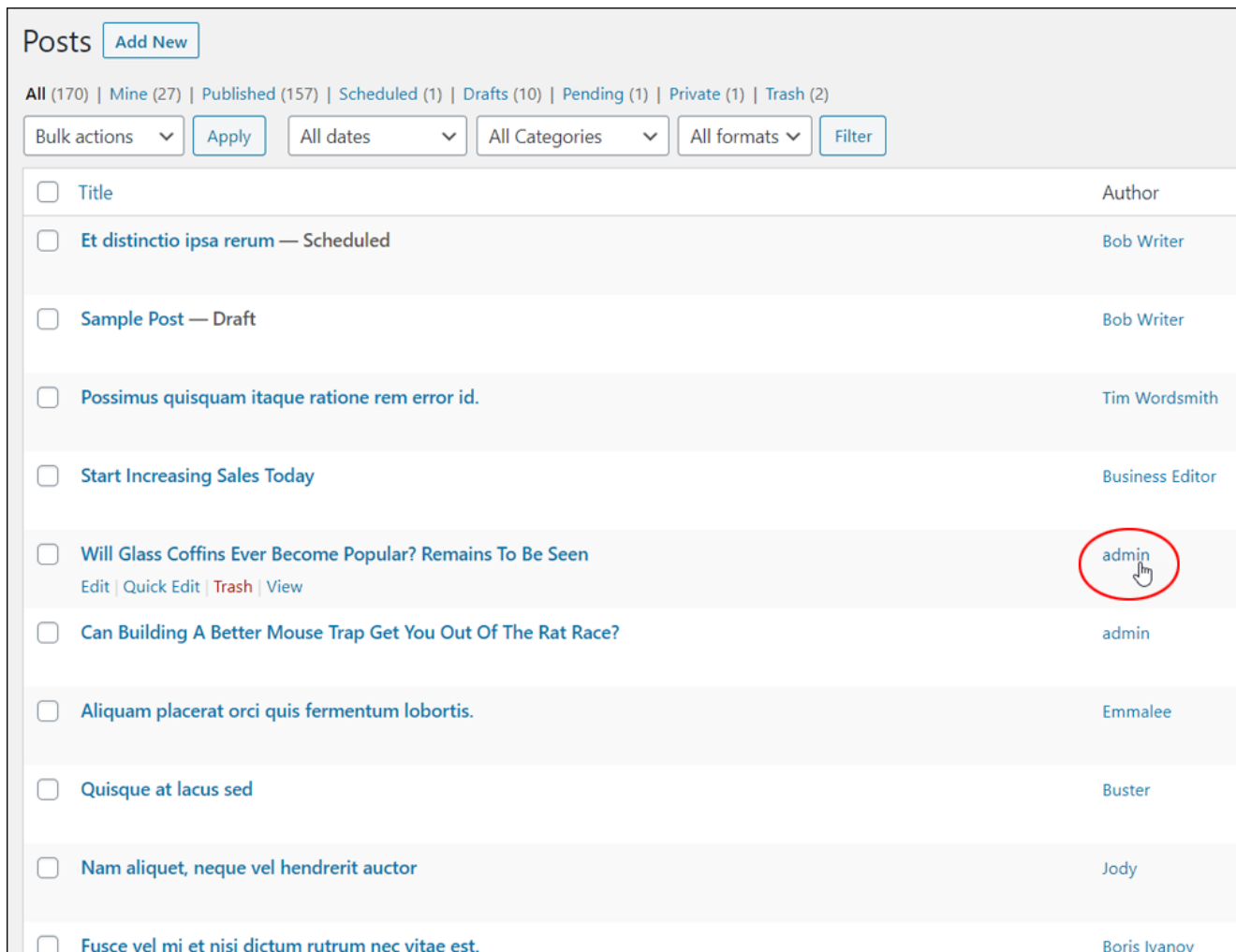
Editor

Administrator

Make sure the user has been assigned a role higher than Subscriber.

How To Make Bulk Changes To Post Authors

In your Posts screen, find the author name of the posts you plan to make changes to and click on it.



The screenshot shows the WordPress 'Posts' screen. At the top, there is a header with 'Posts' and an 'Add New' button. Below the header, there are filters for 'All (170)', 'Mine (27)', 'Published (157)', 'Scheduled (1)', 'Drafts (10)', 'Pending (1)', 'Private (1)', and 'Trash (2)'. There are also buttons for 'Bulk actions', 'Apply', 'All dates', 'All Categories', 'All formats', and 'Filter'. The main content area is a table of posts. The first row is a header with 'Title' and 'Author'. The second row is 'Et distinctio ipsa rerum — Scheduled' by 'Bob Writer'. The third row is 'Sample Post — Draft' by 'Bob Writer'. The fourth row is 'Possimus quisquam itaque ratione rem error id.' by 'Tim Wordsmith'. The fifth row is 'Start Increasing Sales Today' by 'Business Editor'. The sixth row is 'Will Glass Coffins Ever Become Popular? Remains To Be Seen' by 'admin', with a red circle around the author name and a mouse cursor pointing to it. The seventh row is 'Can Building A Better Mouse Trap Get You Out Of The Rat Race?' by 'admin'. The eighth row is 'Aliquam placerat orci quis fermentum lobortis.' by 'Emmalee'. The ninth row is 'Quisque at lacus sed' by 'Buster'. The tenth row is 'Nam aliquet, neque vel hendrerit auctor' by 'Jody'. The eleventh row is 'Fusce vel mi et nisi dictum rutrum nec vitae est.' by 'Boris Ivanov'.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Et distinctio ipsa rerum — Scheduled	Bob Writer
<input type="checkbox"/>	Sample Post — Draft	Bob Writer
<input type="checkbox"/>	Possimus quisquam itaque ratione rem error id.	Tim Wordsmith
<input type="checkbox"/>	Start Increasing Sales Today	Business Editor
<input type="checkbox"/>	Will Glass Coffins Ever Become Popular? Remains To Be Seen Edit Quick Edit Trash View	admin
<input type="checkbox"/>	Can Building A Better Mouse Trap Get You Out Of The Rat Race?	admin
<input type="checkbox"/>	Aliquam placerat orci quis fermentum lobortis.	Emmalee
<input type="checkbox"/>	Quisque at lacus sed	Buster
<input type="checkbox"/>	Nam aliquet, neque vel hendrerit auctor	Jody
<input type="checkbox"/>	Fusce vel mi et nisi dictum rutrum nec vitae est.	Boris Ivanov

Click on the author name.

This will bring up a filtered list of all the posts assigned to that author.

Posts [Add New](#)

All (170) | **Mine** (27) | Published (155) | Scheduled (3) | Drafts (10) | Pending (1) | Private (1) | Trash (2)

Bulk actions All dates

<input type="checkbox"/> Title	Author
<input type="checkbox"/> How To Make Money In Your Sleep — Scheduled	admin
<input type="checkbox"/> How to Set Your Cat Among Your Pigeons — Scheduled	admin
<input type="checkbox"/> Will Glass Coffins Ever Become Popular? Remains To Be Seen	admin
<input type="checkbox"/> Why Zombies Make Perfect Customer Service Reps	admin
<input type="checkbox"/> Herding Cats – The New Management Paradigm	admin
<input type="checkbox"/> Can Building A Better Mouse Trap Get You Out Of The Rat Race?	admin
<input type="checkbox"/> Paranoid Business Leadership – Are Your People Still Following You?	admin
<input type="checkbox"/> Dog Training Tips	admin
<input type="checkbox"/> (no title) — Draft	admin
<input type="checkbox"/> Symbolism	admin

Posts assigned to this author

List of posts filtered by Author.

Select all the posts you would like to assign to a different author from the Table of Posts, either by ticking the checkbox next to individual post entries or by clicking the main checkbox on the column header to select all items at once.

Posts [Add New](#)

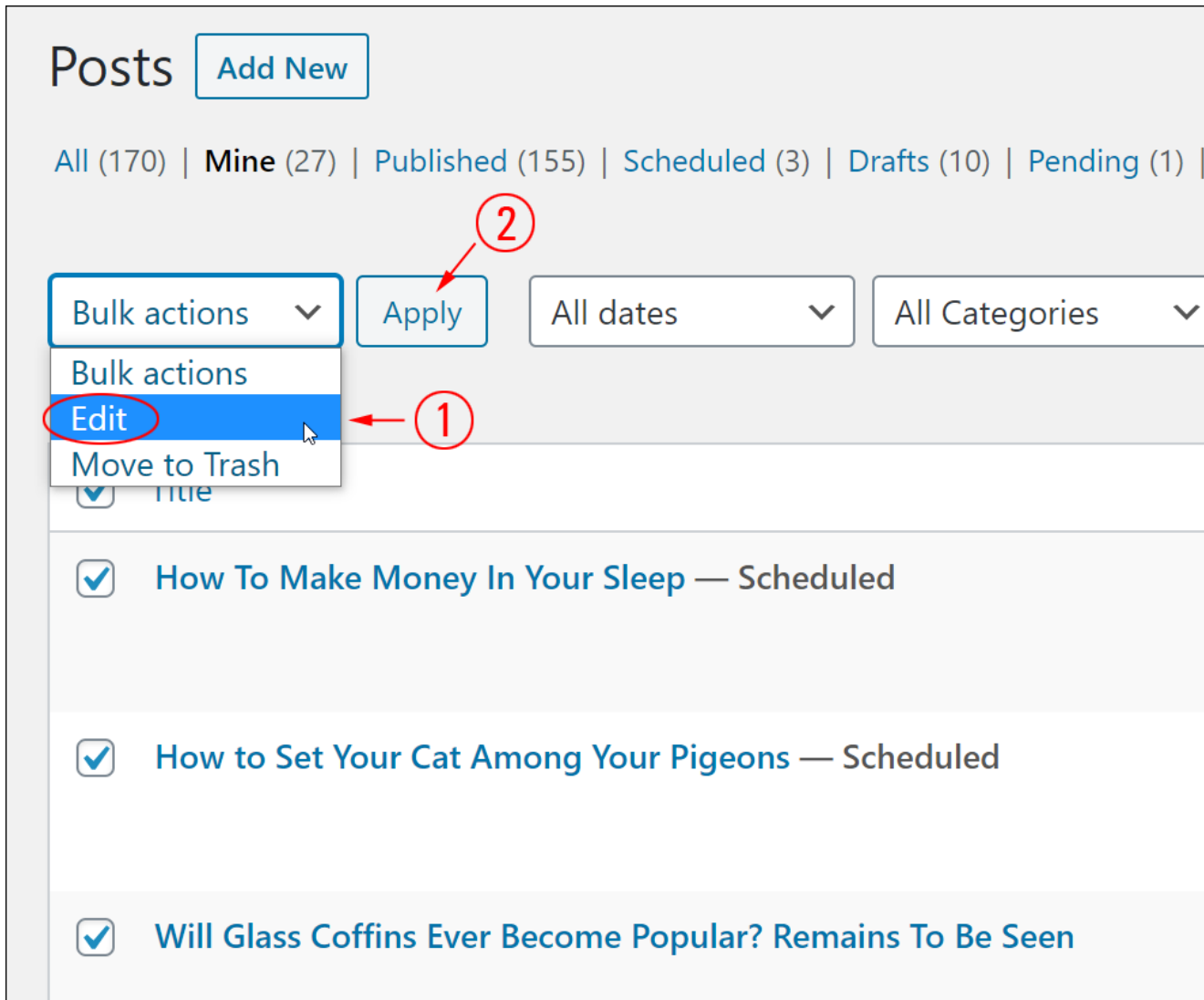
All (170) | Mine (27) | Published (155) | Scheduled (3) | Drafts (10) | Pending (1) | Private (1) | Trash (2)

Bulk actions ▾ [Apply](#) All dates ▾ All Categories ▾ All formats ▾ [Filter](#)

<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> How To Make Money In Your Sleep — Scheduled
<input checked="" type="checkbox"/> How to Set Your Cat Among Your Pigeons — Scheduled
<input checked="" type="checkbox"/> Will Glass Coffins Ever Become Popular? Remains To Be Seen
<input checked="" type="checkbox"/> Why Zombies Make Perfect Customer Service Reps
<input checked="" type="checkbox"/> Herding Cats – The New Management Paradigm
<input checked="" type="checkbox"/> Can Building A Better Mouse Trap Get You Out Of The Rat Race?
<input checked="" type="checkbox"/> Paranoid Business Leadership – Are Your People Still Following You?

Select all the posts you would like to assign to another author.

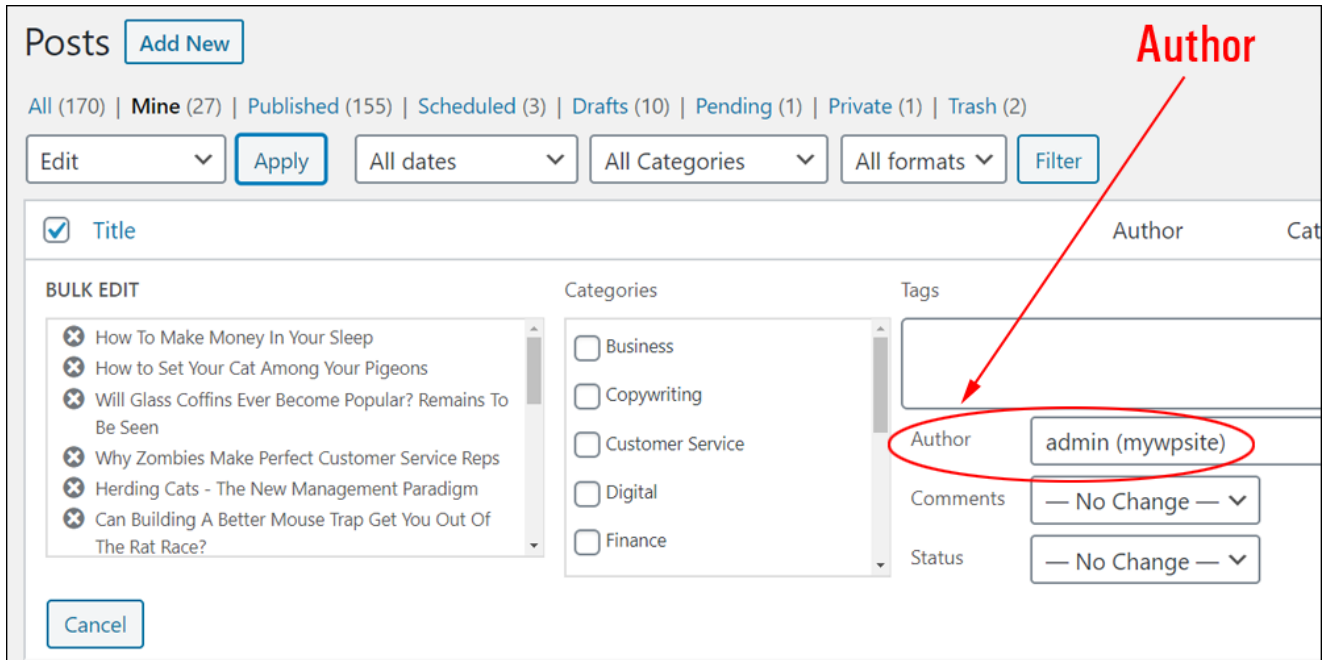
Select 'Edit' from the *Bulk Actions* dropdown menu (1) and click the 'Apply' button (2).



Select Edit then click apply to bulk edit posts.

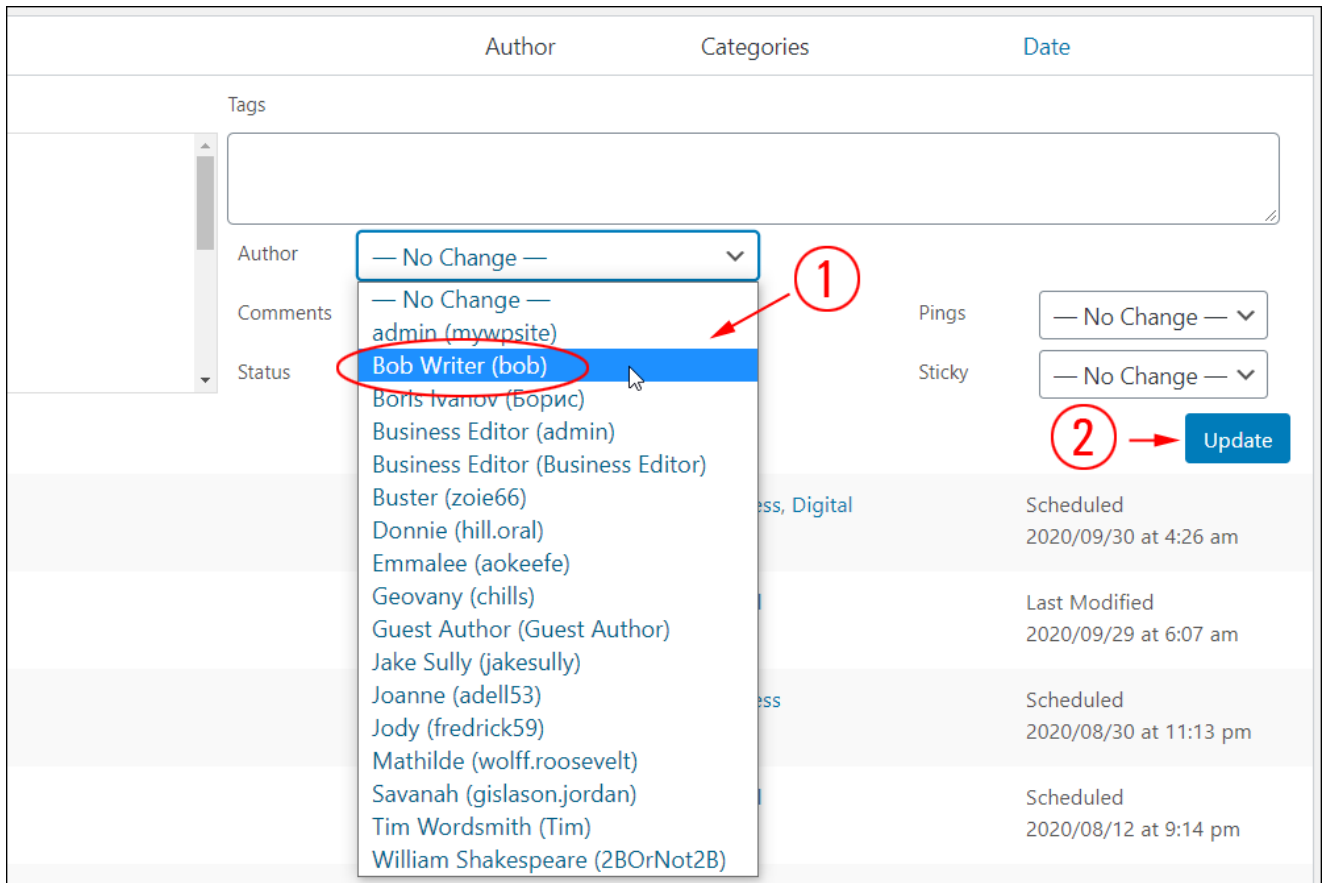
The **Bulk Edit** feature will expand and display various inline post-editing options.

Locate the *Author* section.



Locate the Author section.

Next, select the author you would like to assign the selected posts to (1), then click the 'Update' button to save your new settings (2).



This will change the author of all selected posts.



If you cannot find the user that you want to assign as the new post author in the dropdown menu, then make sure that you have assigned a user role for that person higher than *Subscriber*.

The new post author's name should now display for all the posts you have selected and edited.

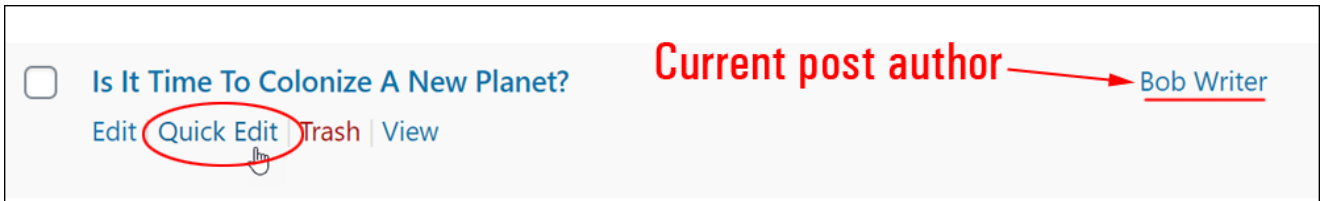
<input type="checkbox"/>	Ut aliquid et sunt	<u>Bob Writer</u>
<input type="checkbox"/>	Quia et voluptas architecto	Emmalee
<input type="checkbox"/>	Placeat dolor a qui corrupti commodi sint	Jody
<input type="checkbox"/>	Ullam eaque tempore non perferendis	<u>Bob Writer</u>
<input type="checkbox"/>	How To Make Money In Your Sleep	<u>Bob Writer</u>
<input type="checkbox"/>	Ad numquam sunt odio nam ipsum	Joanne
<input type="checkbox"/>	Quae occaecati in iusto et numquam	Jake Sully
<input type="checkbox"/>	Animi fugit recusandae incidunt distinctio voluptate facere	Jake Sully
<input type="checkbox"/>	Commodi voluptatibus eum autem illum similique	<u>Bob Writer</u>
<input type="checkbox"/>	Aspernatur reprehenderit impedit eius nihil — Draft	Jake Sully
<input type="checkbox"/>	Facilis dolorem qui necessitatibus minus facere	<u>Bob Writer</u>
<input type="checkbox"/>	Modi et eum in necessitatibus — Pending	Jake Sully

Post Author changed

Post author changed on multiple posts.

How To Change Authors On Single Posts In WordPress

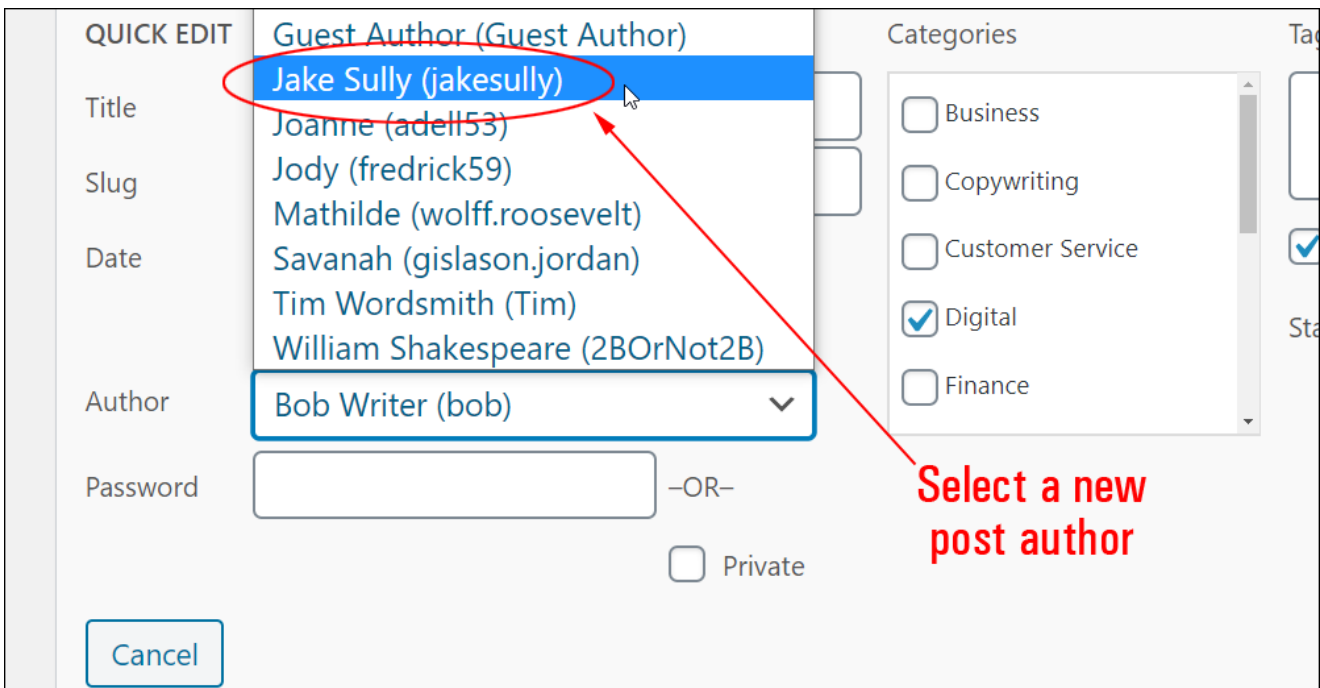
To change post authorship for a single post, select the entry from your Table of Posts and click on **Quick Edit**.



Click on Quick Edit to change the current post author.

The inline editor expands to display all the options for editing your post.

Select a new post author from the *Author* dropdown menu and click the 'Update' button to save your new settings.



Select a new post author from the dropdown menu.

The new post author's name should display for the post you have selected and edited.



This post has a new author.

You can also change post authors in WordPress while creating or editing posts by scrolling down to the bottom of your Post editor screen and selecting a different author from the users listed in the *Author* dropdown menu.

finibus at sodales auctor, hendrerit vitae neque. Aenean sodales est vel dictum euismod. Donec ac lobortis ligula. Praesent maximus quam augue. Vivamus in placerat augue. Aenean lobortis quam non justo molestie elementum.

P

Word count: 443

Draft saved at 12:09:54 pm. Last edited

Author

- Bob Writer (bob) ▾
- admin (mywpsite)
- Bob Writer (bob)
- Boris Ivanov (Борис)
- Business Editor (admin)
- Business Editor (Business Editor)
- Buster (zoie66)
- Donnie (hill.oral)
- Emmalee (aokeefe)
- Geovany (chills)
- Guest Author (Guest Author)
- Jake Sully (jakesully)
- Joanne (adell53)
- Jody (fredrick59)
- Mathilde (wolff.roosevelt)
- Savannah (gislason.jordan)
- Tim Wordsmith (Tim)**
- William Shakespeare (2BOrNot2B)

Change post authors in the Post Editor screen

You can change post authors while creating or editing posts in the Post editor screen.

Your selected user will be assigned authorship of this post. Remember to save or publish to update your settings.


Discussion

Allow comments

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

Slug

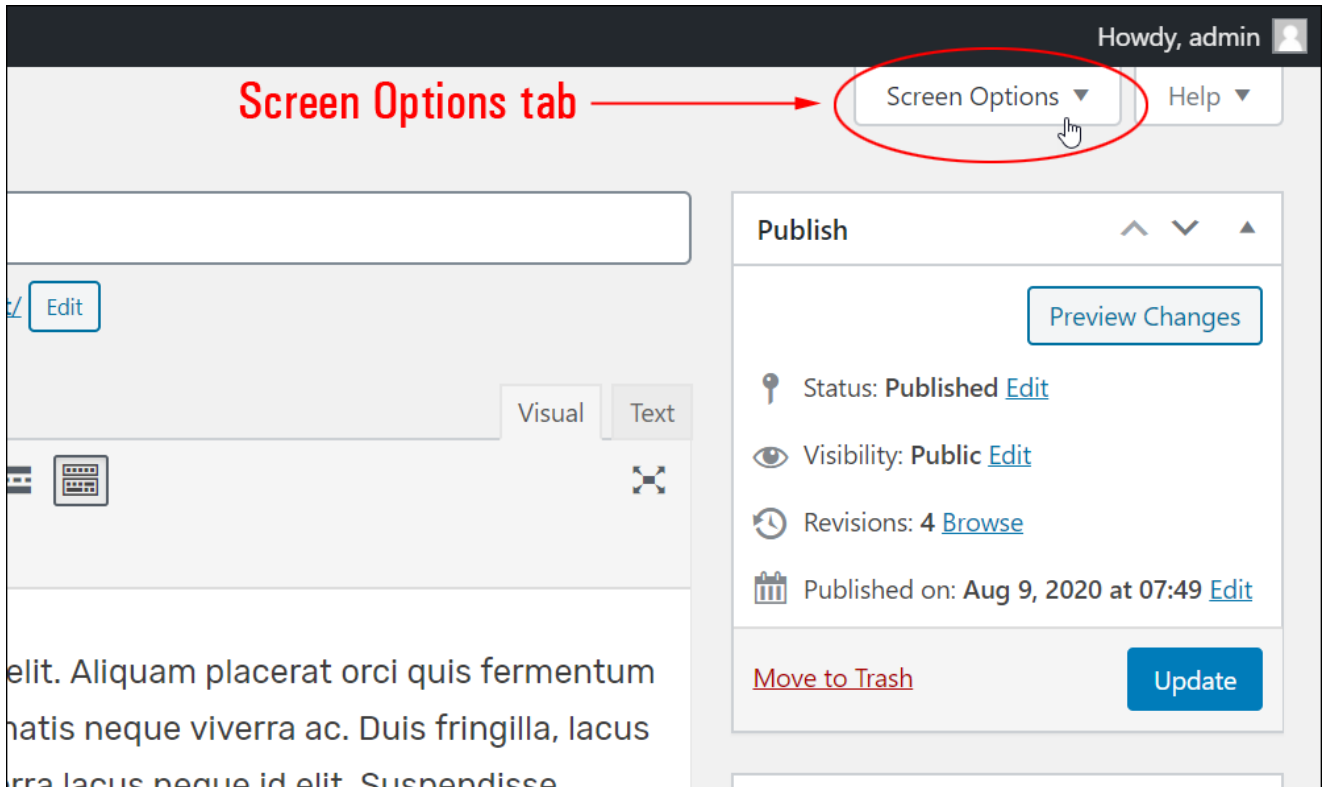
Author

Tim Wordsmith (Tim) 

Selecting a new post author in the Post Editor screen is easy.

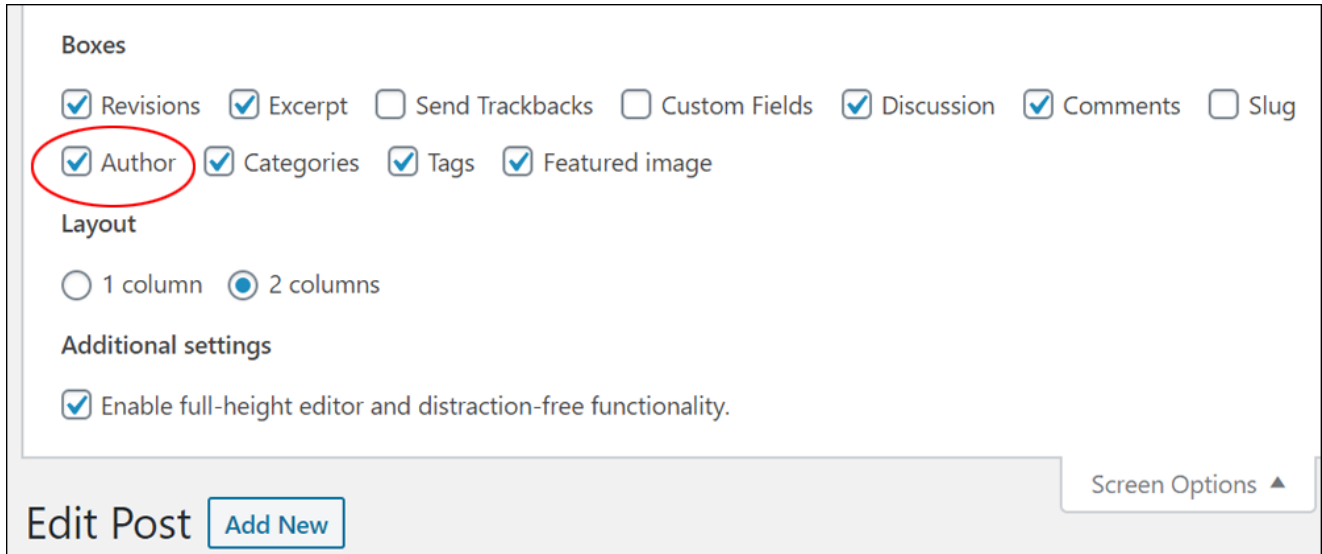


Tip: If you cannot see the *Author* box below your post editor area, click on the **Screen Options** tab in the top right-hand corner of the “Edit Post” screen.



Click on the Screen Options tab if you can't see the Author box below your post editor area.

Check the *Boxes* > *Author* checkbox to enable the Author Box.



Tick the Author box to display it on your Post editor.


The *Author* box should now display below the content area.


finibus at sodales auctor, hendrerit vitae neque. Aenean sodales est vel dictum eu
ac lobortis ligula. Praesent maximus quam augue. Vivamus in placerat augue. Aene
quam non justo molestie elementum.

P

Word count: 443 Draft saved at 12:09:54 pm. Last edited by admin on August 12

Author

Bob Writer (bob) 

Author box 

Excerpt

Discussion

Revisions

Author box

If you need help with this section, see the following tutorials:

How To Assign Posts To Another User When Importing Content From An XML File

WordPress has a built-in import/export feature in the **Tools** menu section that lets you import posts exported from another WordPress site, or from a special content file (called a WordPress XML file).

This is useful if you plan to employ content writers (e.g. freelance article writers) but don't want to give them access to your site.

Writers can create content on a WordPress site of their own, then export an XML file with the content already formatted for WordPress.

You then simply import this file into your own WordPress site, assign it to one of your users, and publish the post as your own.

WordPress gives you a couple of options when importing a WordPress XML file:

- Import the content and assign it to a new user (you will create the new users on the spot)
- Import the content and assign it to an existing user.

Import WordPress

Assign Authors

To make it simpler for you to edit and save the imported content, you may want to reassign the author of the imported item to an existing user of this site, such as your primary administrator account.

If a new user is created by WordPress, a new password will be randomly generated and the new user's role will be set as subscriber. Manually changing the new user's details will be necessary.

1. Import author: Dana Reinger (adell53) ← **Original post author**

or create new user with login name: ← **Assign posts to a new user**

or assign posts to an existing user: **- Select -** ↓

- Select -
- Andre Dubus (andre)
- Antawn Jamison (antawn)
- Bobby Roberts (Bobby)
- Cecelia Cichan (cecelia)
- Chynna Phillips (chynna)** ← **Assign posts to existing user**
- Dan Cortese (dan)
- Jason Chaffetz (jason)
- John Caius (john)
- Justin Duchscherer (justin)
- Keir Dullea (keir)
- Kiki Cuyler (kiki)
- MaliVai Washington (malivai)
- Mamah Cheney (mamah)
- Matraca Berg (matraca)
- Michellie Jones (michellie)
- Monta Ellis (monta)
- Picabo Street (picabo)
- Ralph Fiennes (ralph)
- Ron Faucheux (ron)

Import Attachments

Download and import file attachments

Import content from other WordPress sites as a WordPress XML file and assign a user of your choice.

For more details on how to import and export content from WordPress, see this tutorial: [**How To Use The WordPress Tools Menu**](#)

How To Assign Posts From A Deleted User To Another User

If you delete users from your site (e.g. ex-staff members who no longer work in your business), what happens to their posts?

Users [Add New](#)

All (21) | Administrator (2) | Editor (6) | **Author (9)** | Subscriber (4)

[Bulk actions](#) [Apply](#) [Change role to...](#) [Change](#)

<input type="checkbox"/>	Username	Name
<input type="checkbox"/>	adell53	Dana Reinger
<input type="checkbox"/>	aokeefe	Emmalee O'Keefe

[Edit](#) [Delete](#) [View](#)

What happens to a user's posts when the user is deleted?

WordPress asks you what to do with the content owned by the user. You can delete the content or attribute (assign) it to another user.

To assign all content from the user you are about to delete from your site to another user, select the *Attribute all content to:* radio button and choose a new author from the dropdown menu.

Delete Users

You have specified this user for deletion:

ID #4: aokeefe

What should be done with content owned by this user?

Delete all content.

Attribute all content to: [admin \(mywpsite\)](#)

- admin (mywpsite)
- Alfonzo (xborer)
- Bethel (nicolas.justus)
- Bob Writer (bob)**
- Boris Ivanov (Борис)
- Business Editor (Business Editor)

[Confirm Deletion](#)

Before deleting a user from your site, WordPress lets you select another user to assign their content to.

Click the **Confirm Deletion** button.

Delete Users

You have specified this user for deletion:

ID #4: aokeefe

What should be done with content owned by this user?

Delete all content.

Attribute all content to:

Confirm Deletion

Click the button to delete the old user and attribute all their content to the new user you have selected.

All post content from the deleted user will be transferred to the selected user. They will now be assigned as that content's author.

Users

[Add New](#)

User deleted.

User deleted confirmation notice.

Congratulations! Now you know how to change post authors in WordPress.

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

All (20) | Administrator (2) | Editor (6) | **Author (8)** | Subscriber (4)

Bulk actions ▾ [Apply](#) [Change role to... ▾](#) [Change](#) [Search Users](#)

8 items

<input type="checkbox"/>	Username	Name	Role	Posts
<input type="checkbox"/>	bob	Bob Writer	Author	83
<input type="checkbox"/>	Business Editor	Business Editor	Author	0
<input type="checkbox"/>	chills	Abdiel Nikolaus	Author	0
<input type="checkbox"/>	gislason.jordan	Juwan Lakin	Author	0
<input type="checkbox"/>	Guest Author	Guest Author	Author	0
<input type="checkbox"/>	jakesully			

Change post authors In WordPress.

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