How To Use The WordPress Mobile App - Posts & Pages

June 12, 2020

How To Use The WordPress Mobile App – Posts And Pages

This tutorial is part of a series on how to post content to your WordPress site using your mobile device and the WordPress Mobile App.

This series includes the following tutorials:

In this tutorial, you will learn how to add, edit, and delete posts and pages on your WordPress site using the WordPress Mobile App.

You should have already set up your WordPress App. If you haven't set it up yet, **see this tutorial**

Notes:

- For this tutorial, we'll use the **WordPress For Android** version of the WordPress mobile app. The process explained below is similar for iOS devices (e.g. iPhone, iPod Touch, or iPad). For more information about WordPress For IOS, go here: **WordPress For iOS**
- While the screenshots in this tutorial use an earlier version of the WordPress App and android mobile device, the process described below for installing and using the app is the same.

The following tutorials will also help you gain a better understanding of the areas covered in this tutorial:

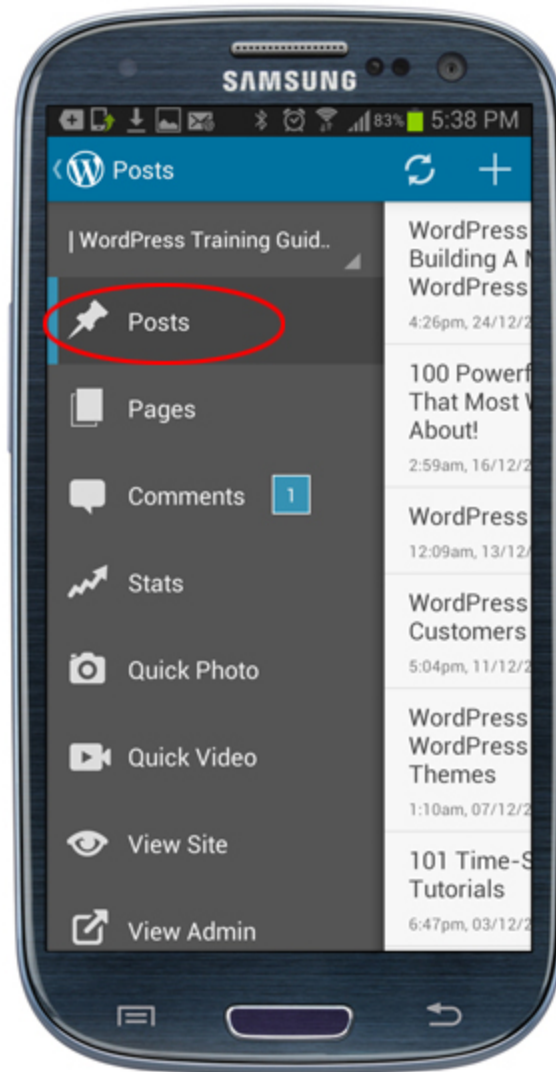***

The WordPress Mobile App – Posts And Pages

Tap on your WordPress app icon to log into your account.
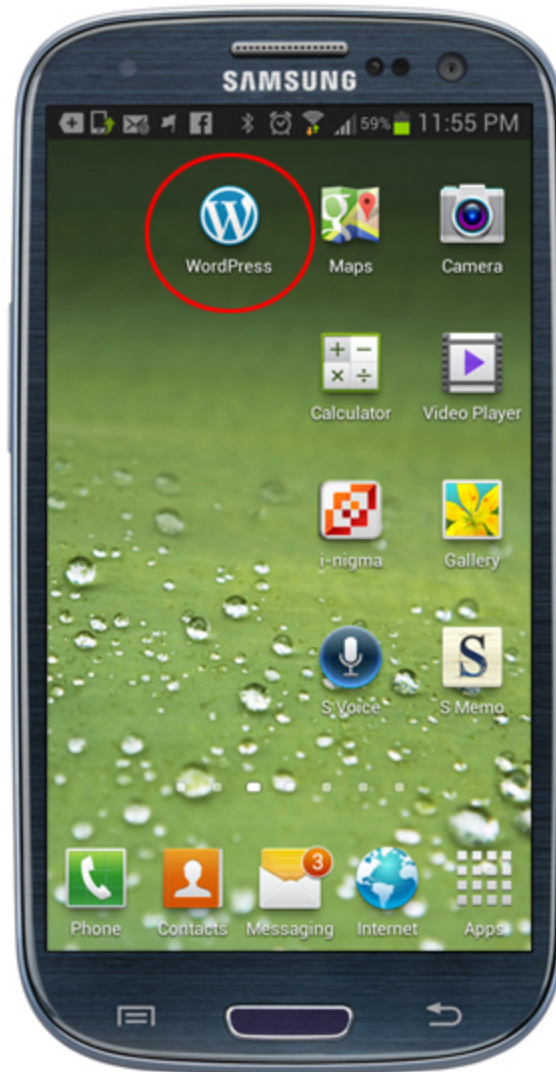
Select the WordPress App to launch the
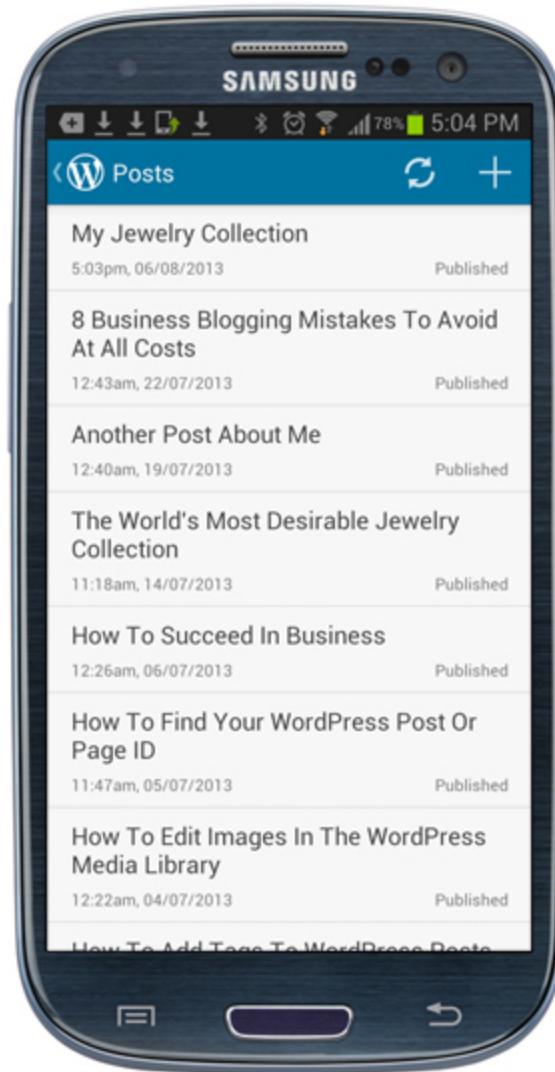application on your mobile device.

Posts

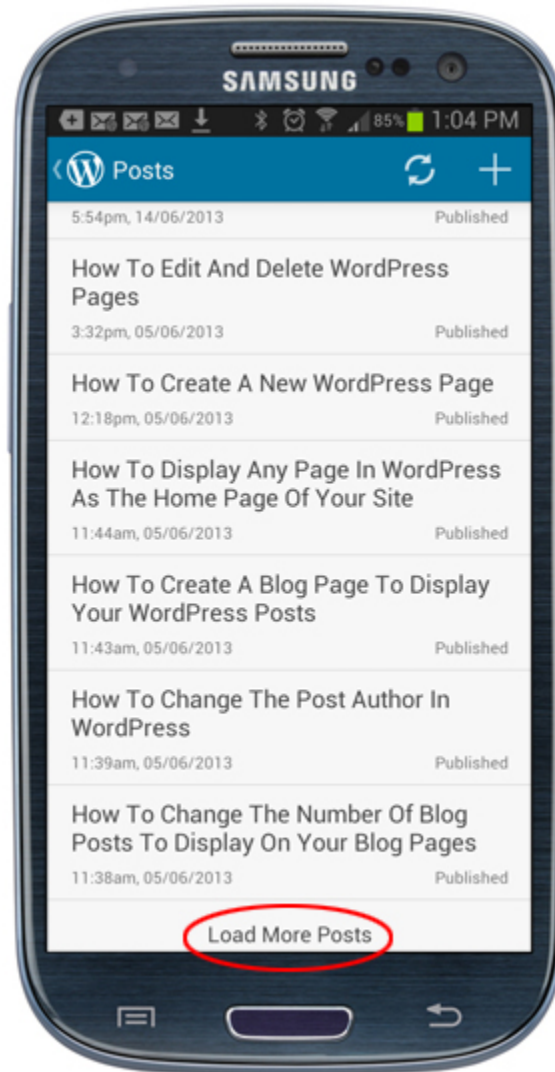To access and manage your posts, tap on the **Posts** menu.

Select Posts from the menu.
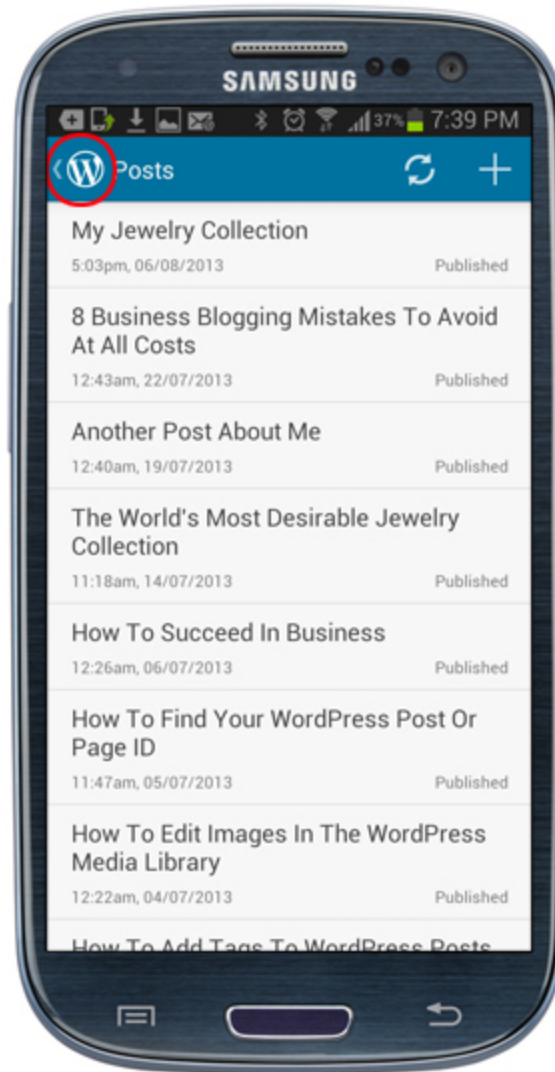
A list of your posts will display on your screen.

View a list of all your posts.

You can access more posts by scrolling down to the bottom of your screen and tapping on **Load More Posts**.
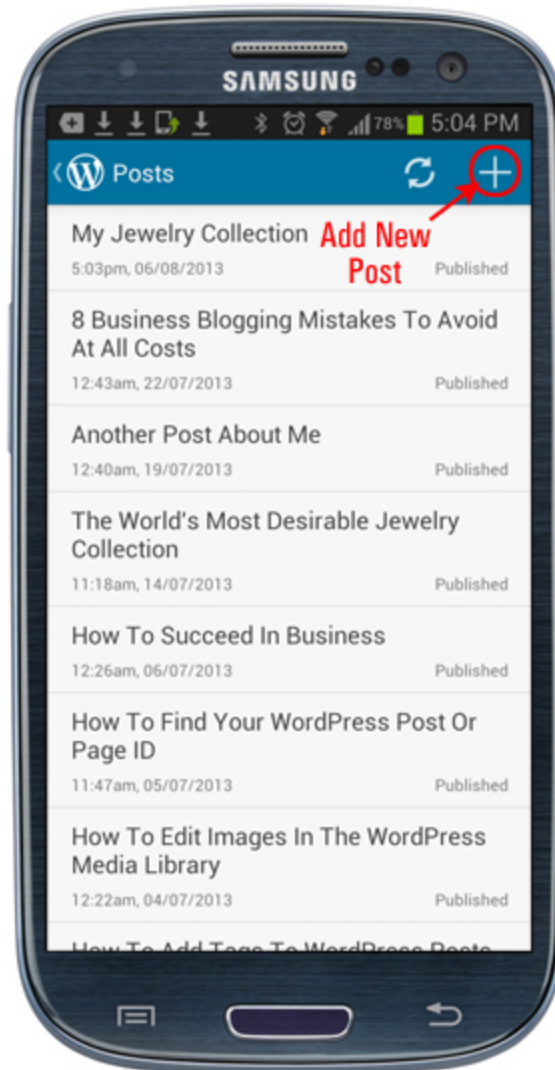
Load More Posts.

To return to your main menu section, tap on the icon at the top of your screen.

Click the WordPress icon to return to your
Dashboard screen.

Posts – New Posts

To create a new post, tap on the "**+**" symbol at the top of your screen.

Add a new post.

The **New Post** screen allows you to:

- Add a **Post Title**
- Add **content** to your post
- Add comma-separated **Tags**
- Select or add a new **Post Category**
- Select your **Post Status**
- Select your **Post Format**
- Specify a date and time to **publish** your post
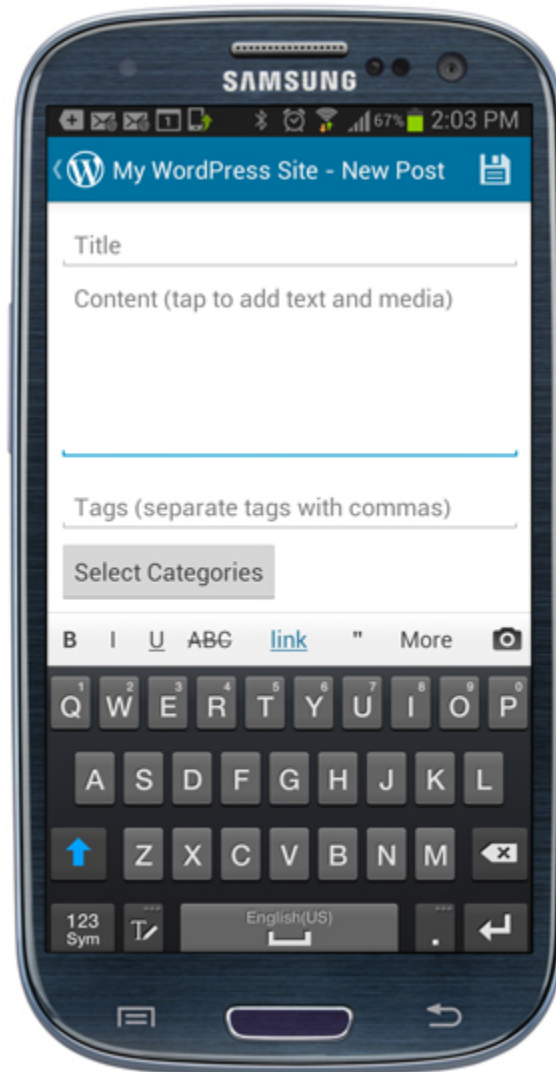- **Password-protect** your post
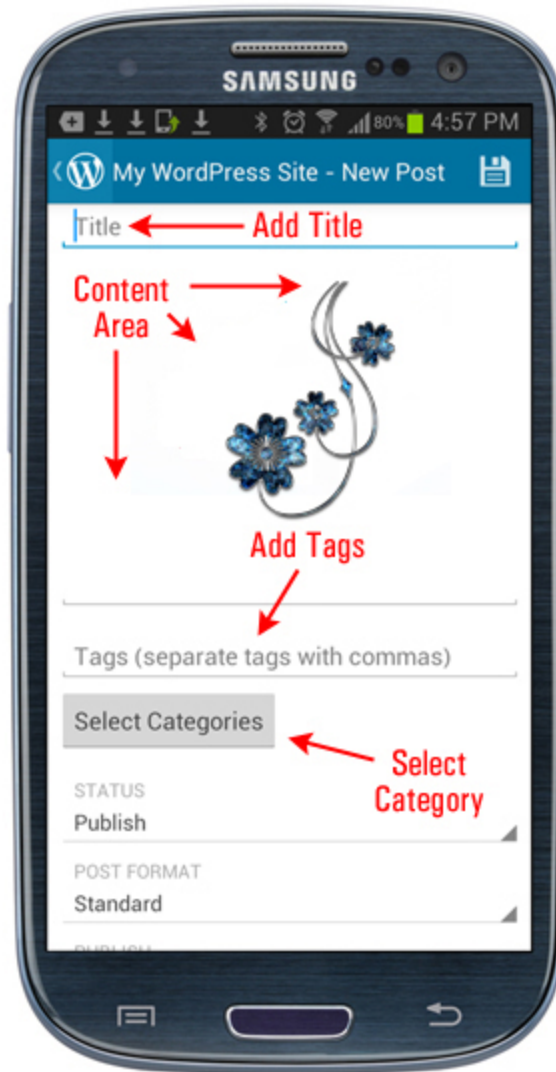
Add our content in the Add New Post screen.

To add a title and content to your new post, tap on the **Title** and **Content** fields.
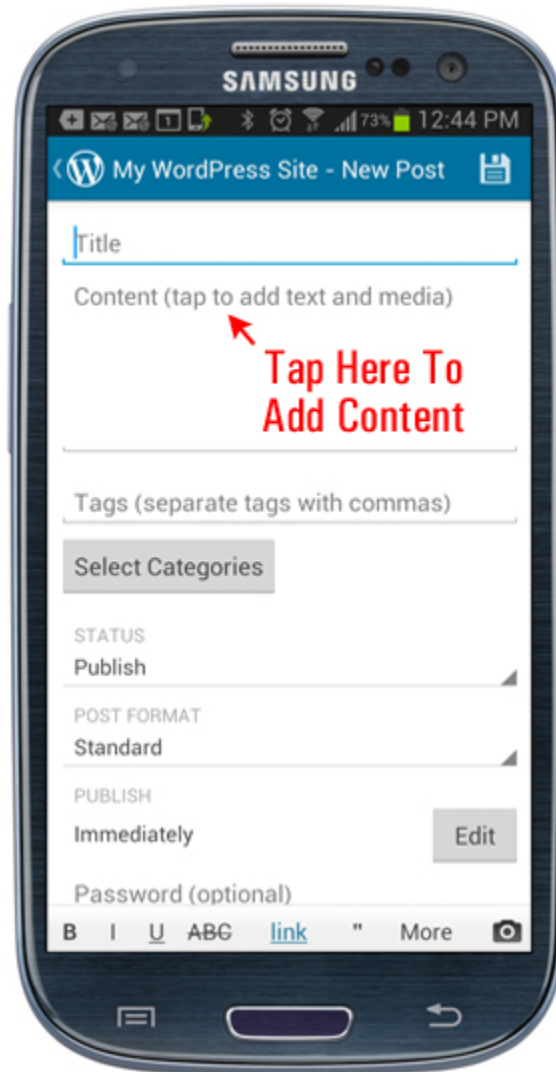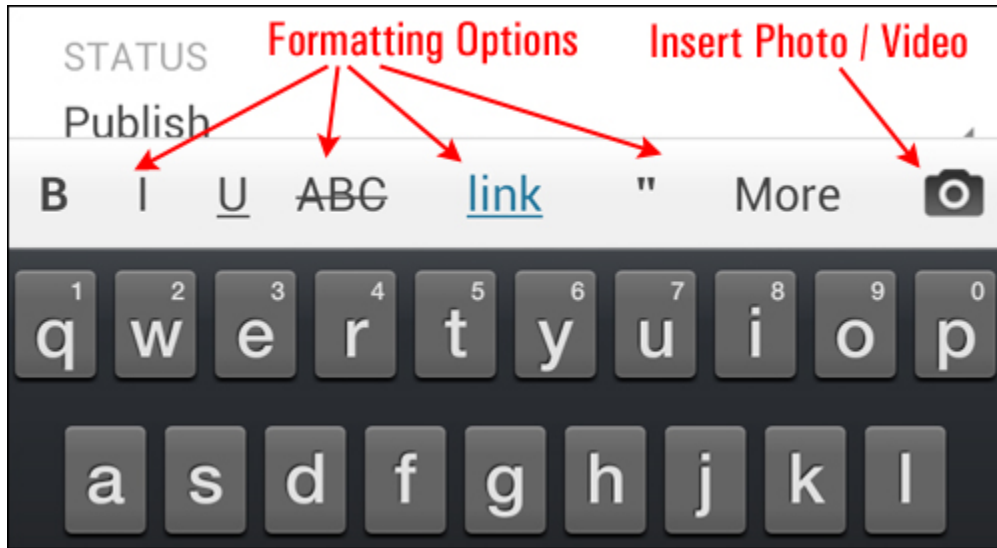
Tap the Content Area to add new content.

Tap into the **Content** area to add text and media.

Add content to your site from your mobile device
using the WordPress App

Note the row of formatting options and buttons at the bottom of your screen. Use these to format your text and insert media into your content.

Use the buttons to format your content and insert images.

Click on the camera icon to **add media** like photos and videos into your content.
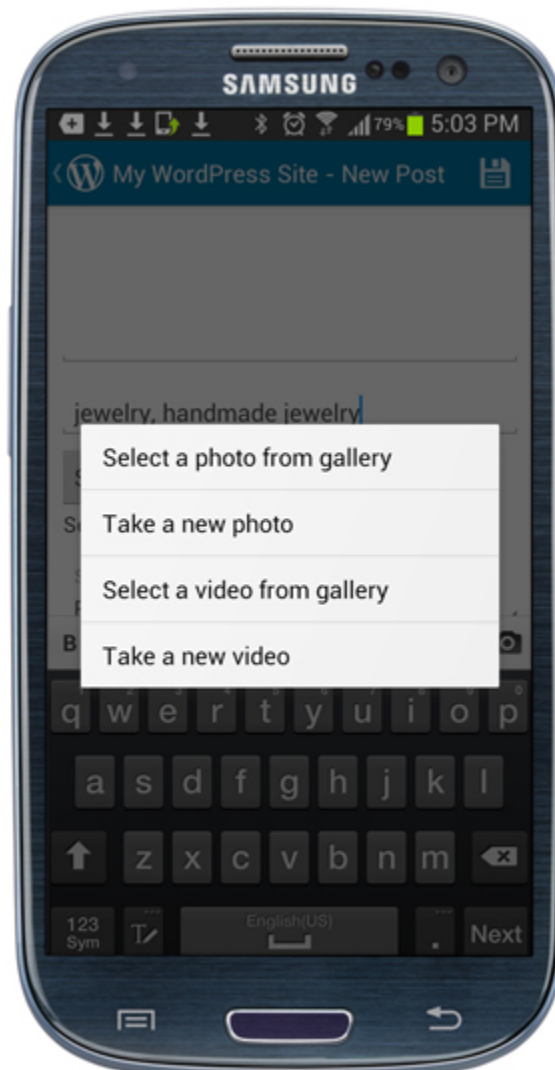
Mobile App – add media options.

After adding an image to your post, you can adjust the image settings by tapping on the image. This brings up the **Image Settings** screen.
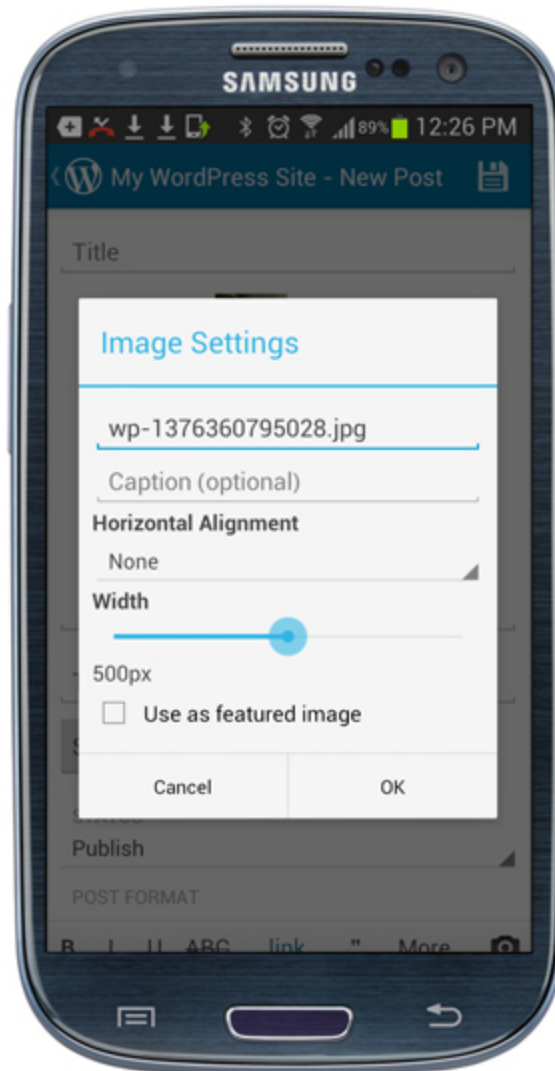

Image Settings screen.

The **Image Settings** screen allows you to edit the following settings on your image:

- **Image filename** – Change your image filename.
- **Image caption** – Add an image caption. This field is optional.
- **Horizontal alignment** – Choose from the following options: *None*, *Left*, *Center*, and *Right*.
- **Width** – Use the slider to adjust the image width.
- <u>**Use as featured image**</u> – Check the box in this field to set your image as a featured image.

After adjusting your settings, click on **OK** to save your new settings, or **Cancel** to exit the Image Settings screen without saving your settings.

To learn more about adding media to your posts, see this tutorial: **How To Use The WordPress Mobile App – Media**
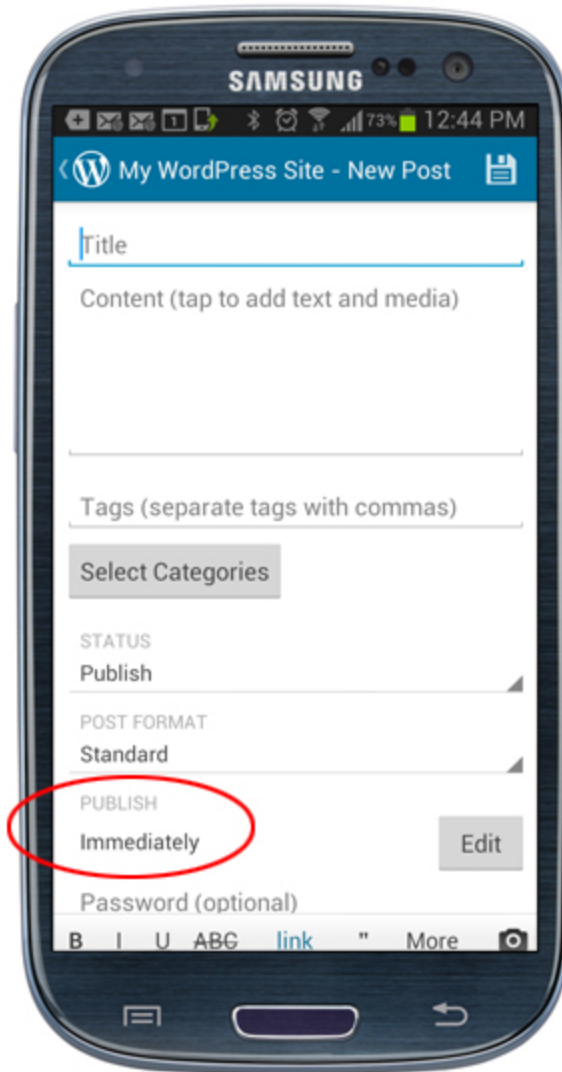
Whether your post is published after saving or not, depends on the following:
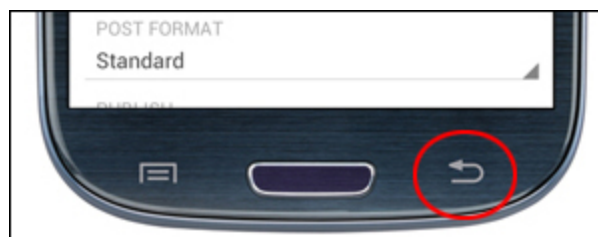
1 – Your **Publish Status**.
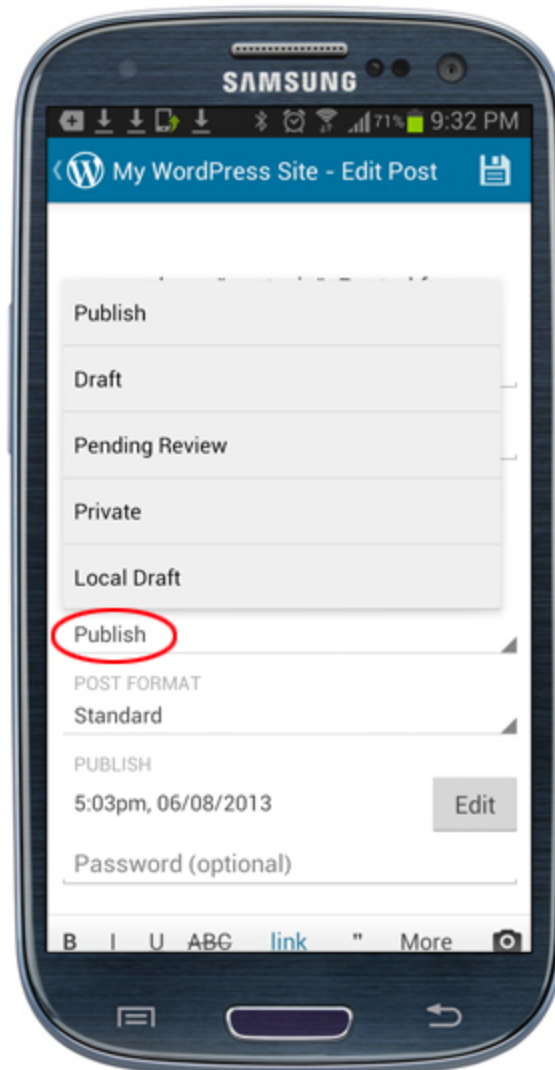
Mobile App – Publish settings.

2 – Your **Publish Settings** (i.e. whether you have specified your post to publish immediately, or schedule a past or future date and time).
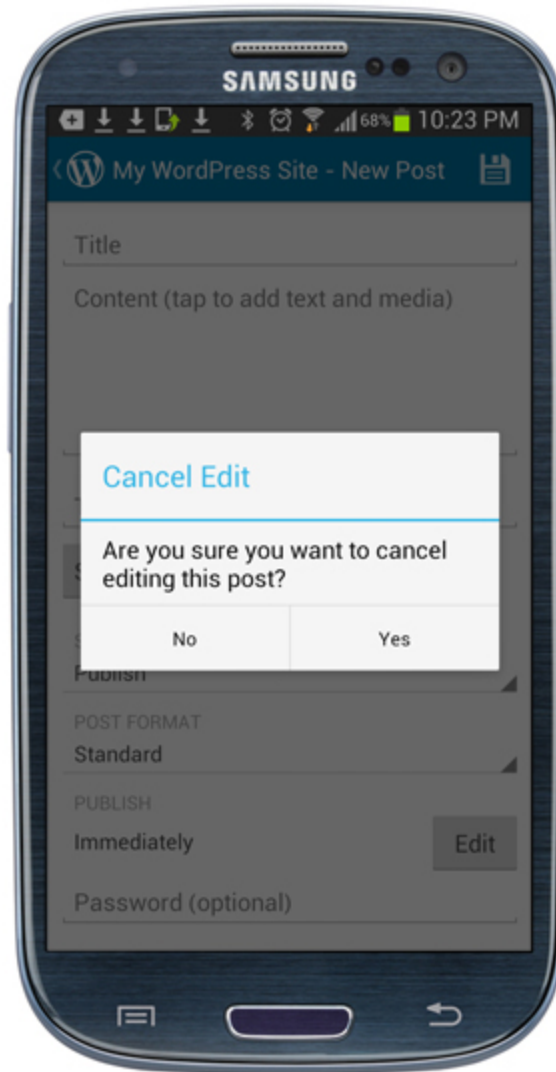
Mobile App – Publish settings – Publish
Immediately.

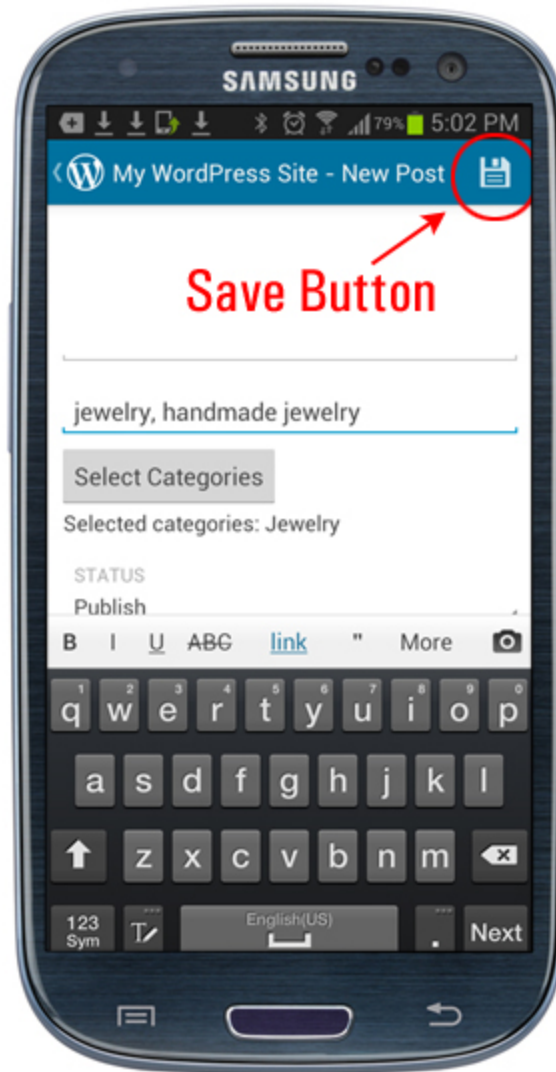To cancel editing your new post, click on your device's back key.

Click on the return button to cancel your task.

You will be asked to confirm whether to cancel editing your post or not.

Choose whether to cancel or continue editing
your post.

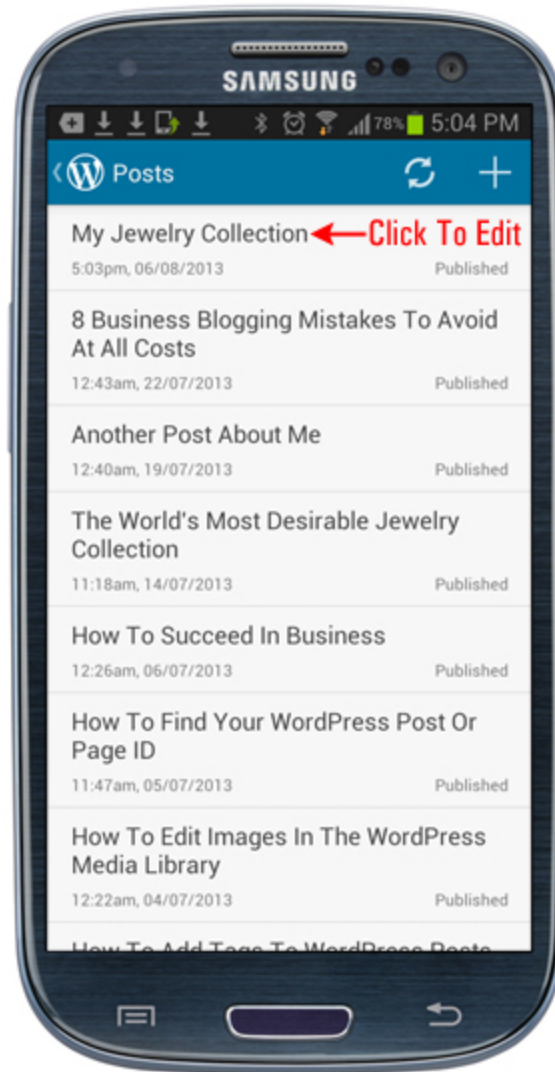To save and publish your new post, tap the **Save** icon at the top of your screen.

Click the Save button to update your settings.

Your new post will be saved.

Posts – Edit Posts

To edit a post, select the post you want to edit from your Posts list, and tap on the **Post Title**.

Click the post title to edit your post.

The selected post will load and display on your screen.

Post loaded on mobile screen browser.

At the bottom of your screen, you will see a row of option buttons:

- **Delete** – Delete your post
- **Preview** – Preview your post
- **Share** – Provides a range of options for sharing your post
- **Comment** – Write a comment, or reply to an existing comment left on your post
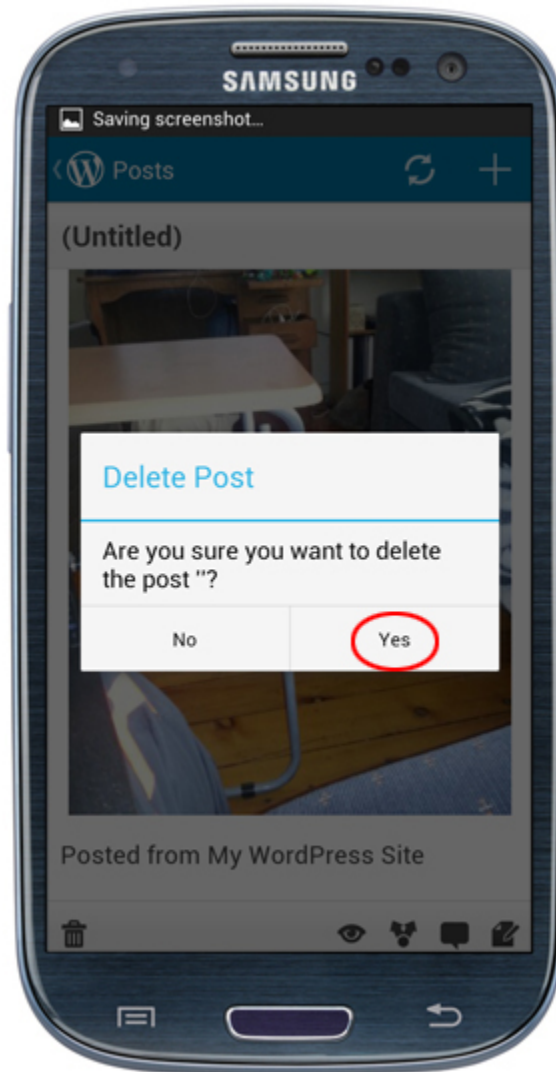- **Edit** – Edit your post

Post editing menu buttons.

Delete Post

To delete a post, tap on the *Trash Can* icon at the bottom of your screen.
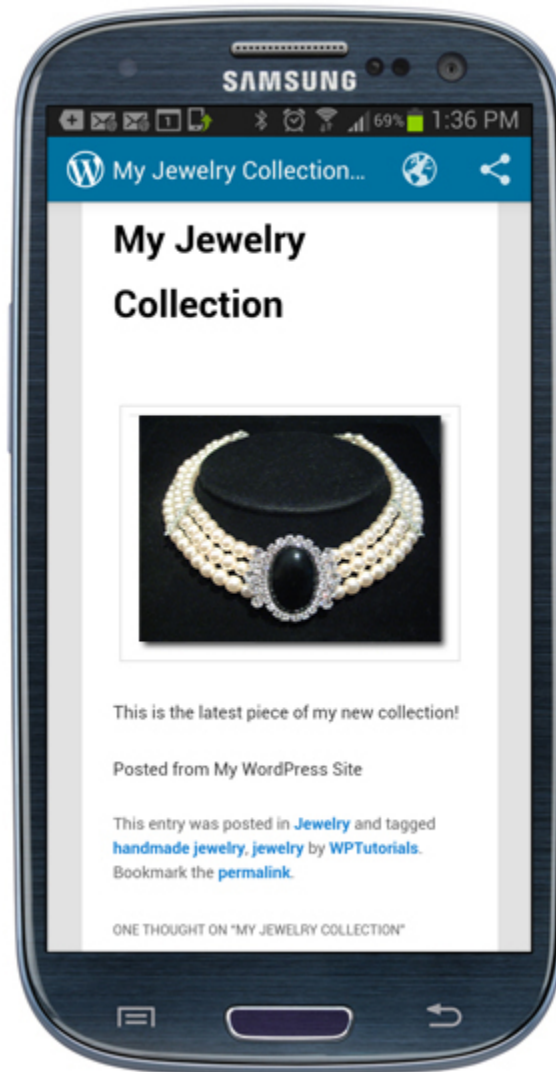
Click on the trash icon to delete a post.

You will be asked to confirm whether to delete the post or not. Tap *Yes* to delete your post, or *No* to cancel the delete action.

Confirm whether to delete your post or not.
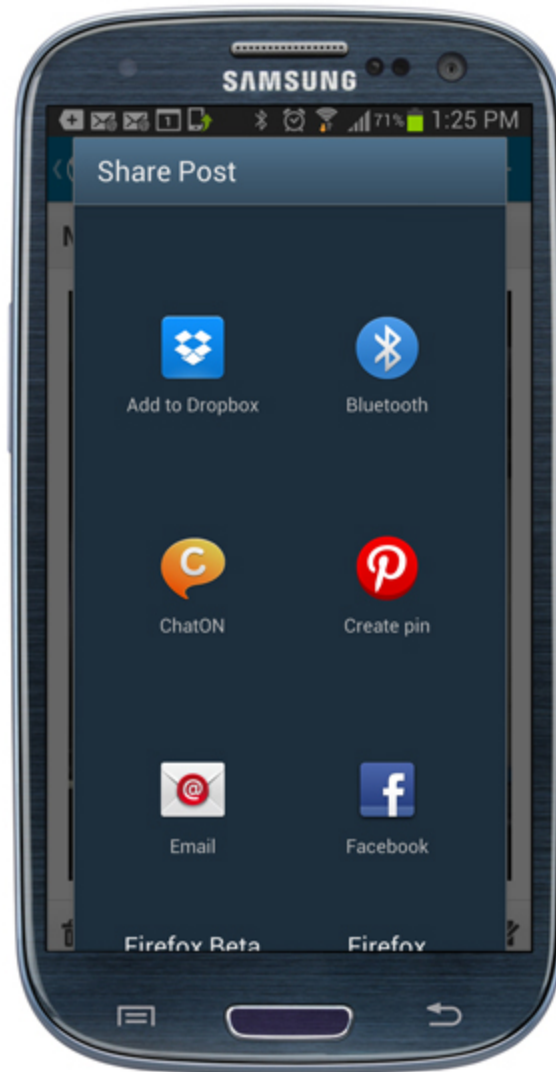
Preview Post

Tap on the *Preview* icon to load your post into your mobile device's browser.
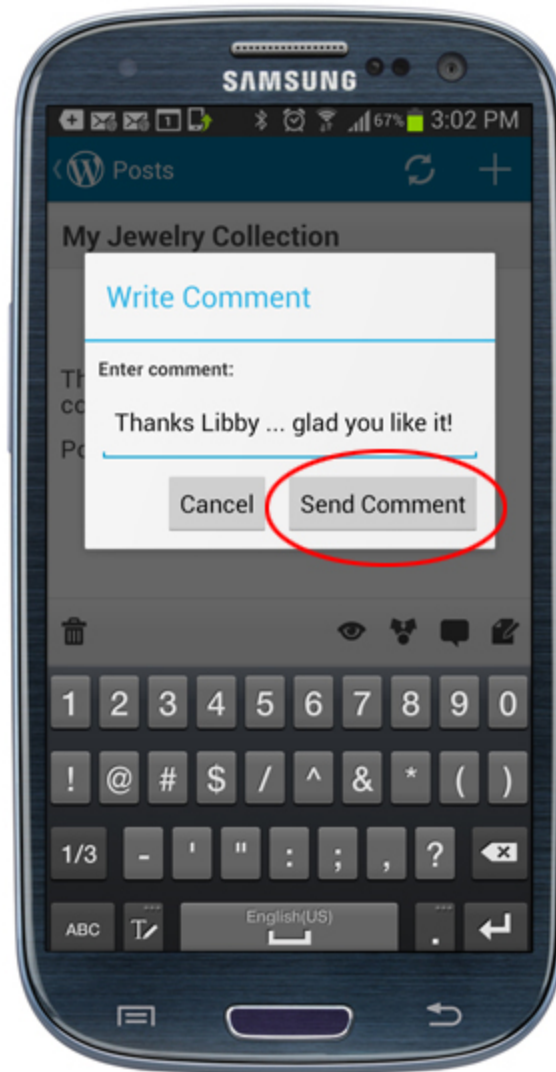
Preview your post.

Share Post

Tap on the *Share Post* icon to bring up a range of options for sharing your post online.
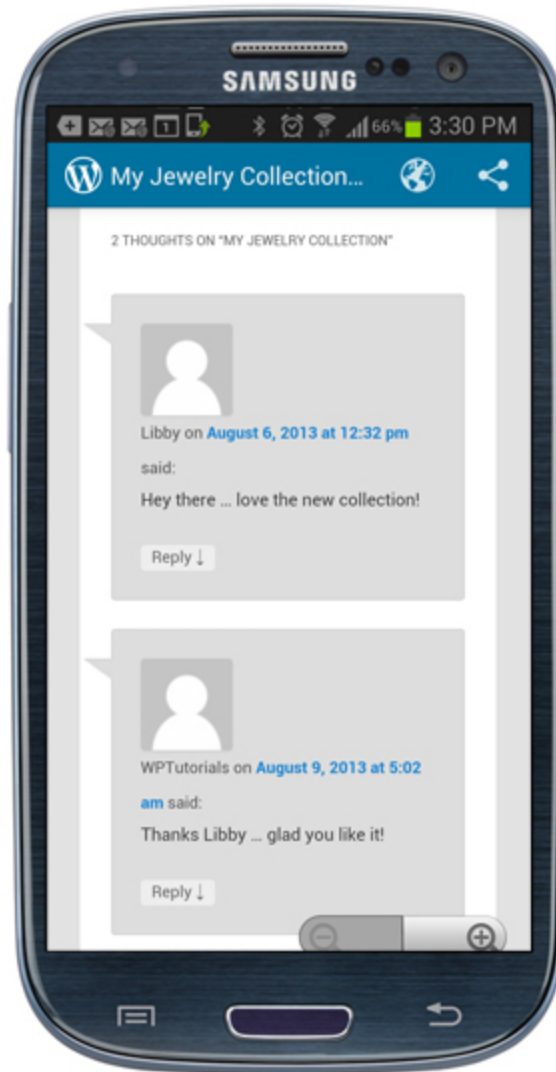
Share your post online.

Write Comment

Tap on the *Comment* icon to add a comment to your post and then tap on the *Send Comment* button.

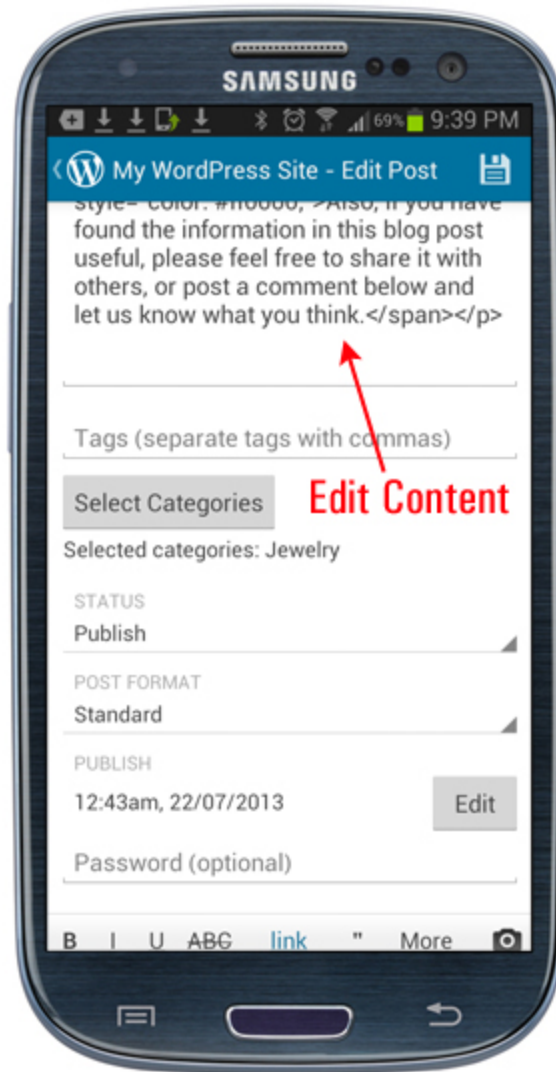You can write and send a comment to your post
from your mobile device.

Your comment (or reply to someone else's comment) will be published on your WordPress site.
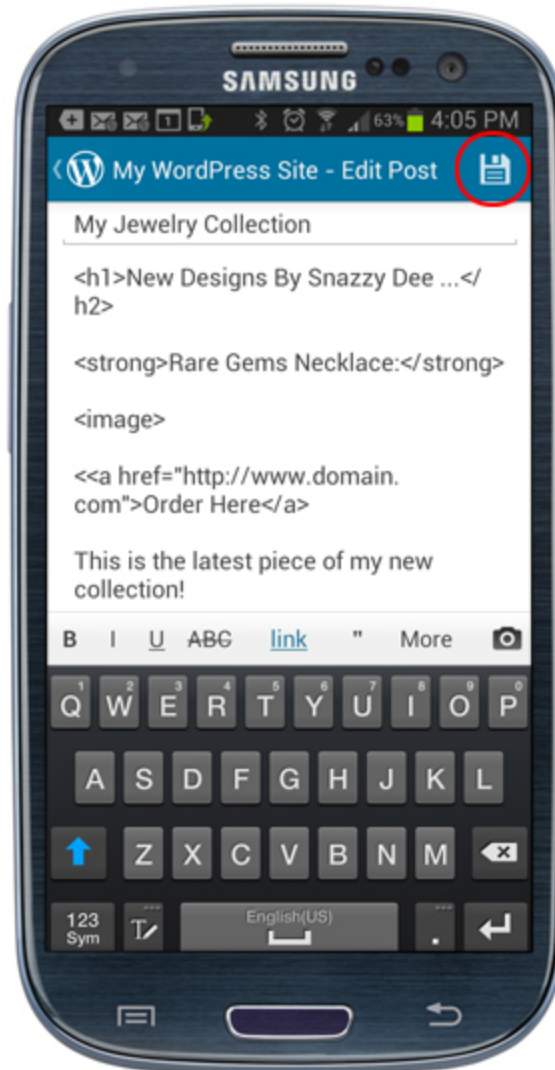
Mobile App – Post comments screen.

Edit Content

To edit the content of your post, tap on the *Edit* icon.

Edit content from your mobile device.

After editing your content, tap on the *Save* icon to update your post.
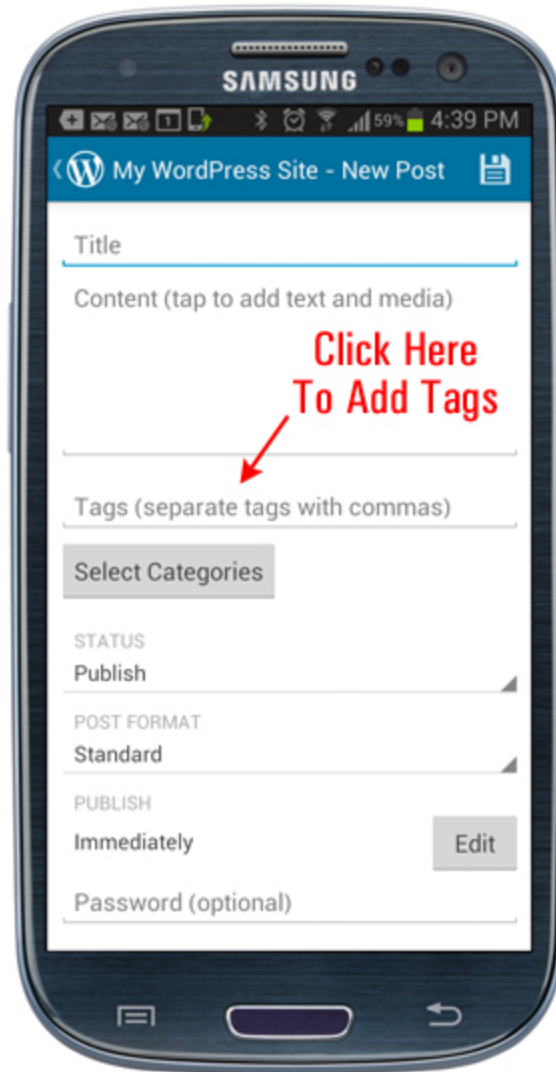
Save or update your post.

Your content will be saved and updated on your WordPress site.

Other Post Options

In addition to editing your content, you can specify the following post options when creating or editing your posts:
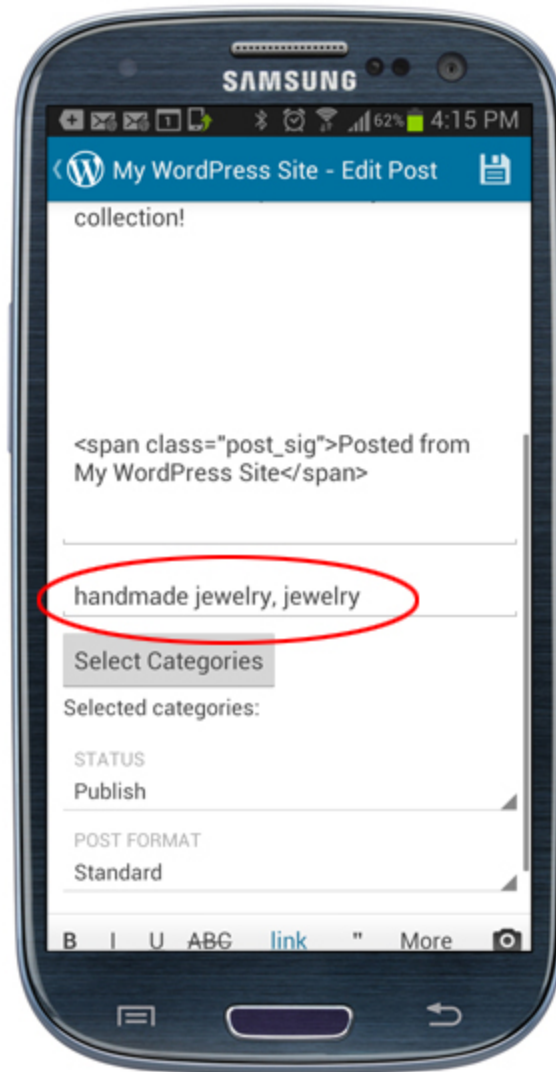
Post Tags

Tap in the *Tags* field to add, edit, or delete your post tags.
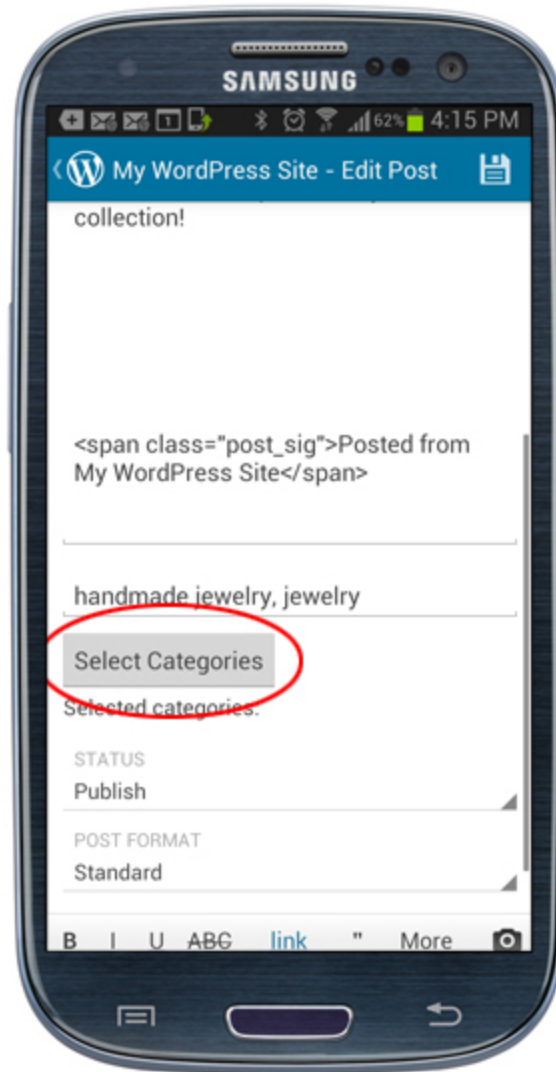
Add post tags using your mobile device.

Type your tags into this field separated by a comma.
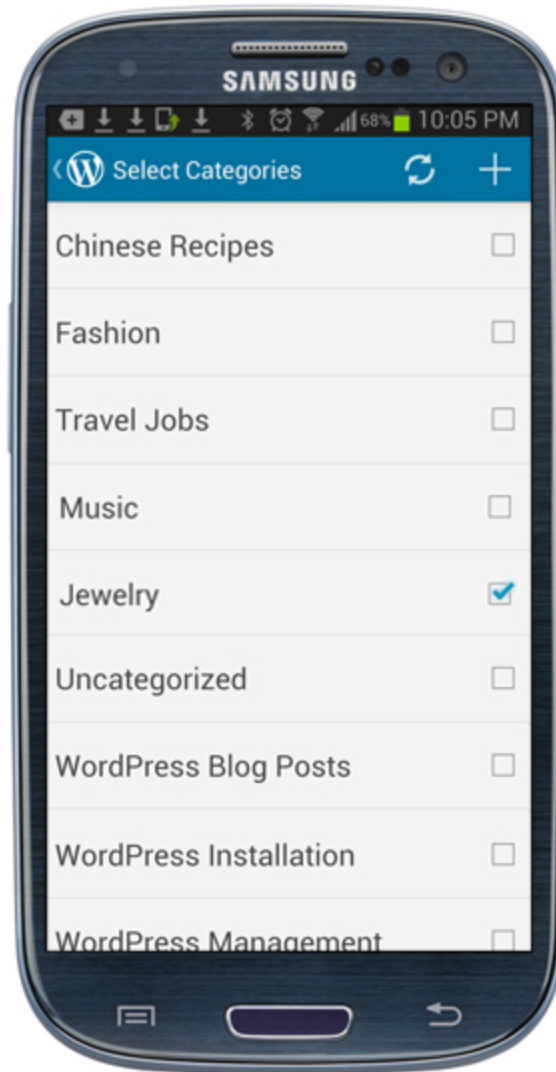
Separate your tags using commas.

Post Category

Tap on the *Select Categories* button to add your post category.
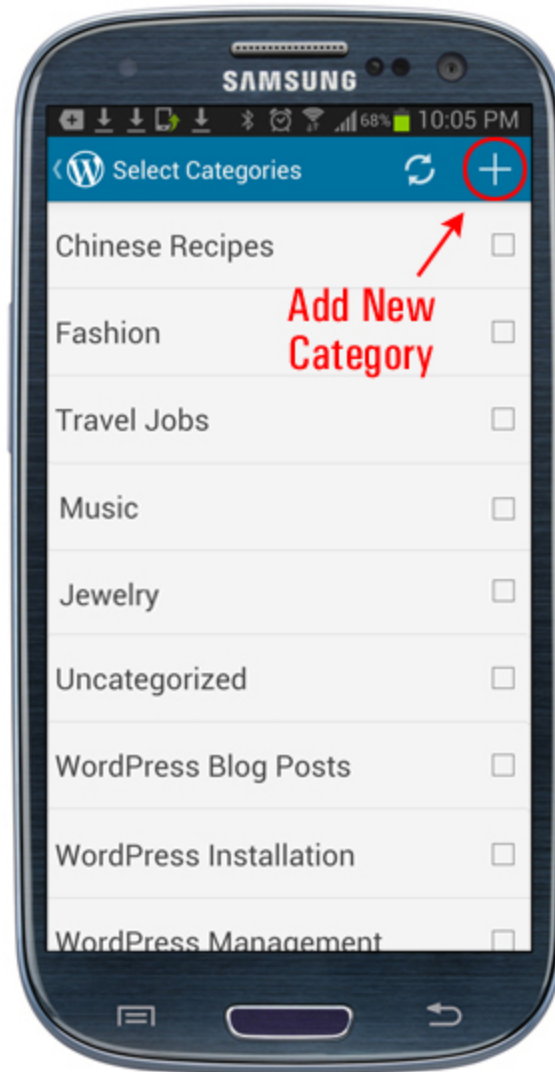
Select categories for your posts.

A list of categories will display on your screen. Tick the category you want to be associated with your post.

Select the category(ies) for your post.

Note: To add a new post category, tap on the "**+**" icon at the top of your screen.
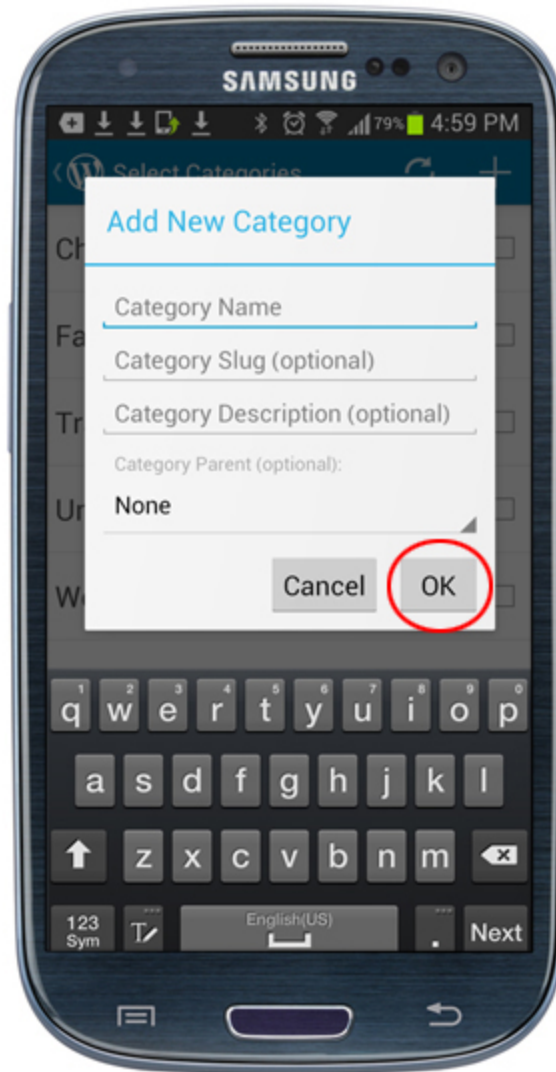
Add a new category to your posts.

The **Add New Category** screen displays on your screen.
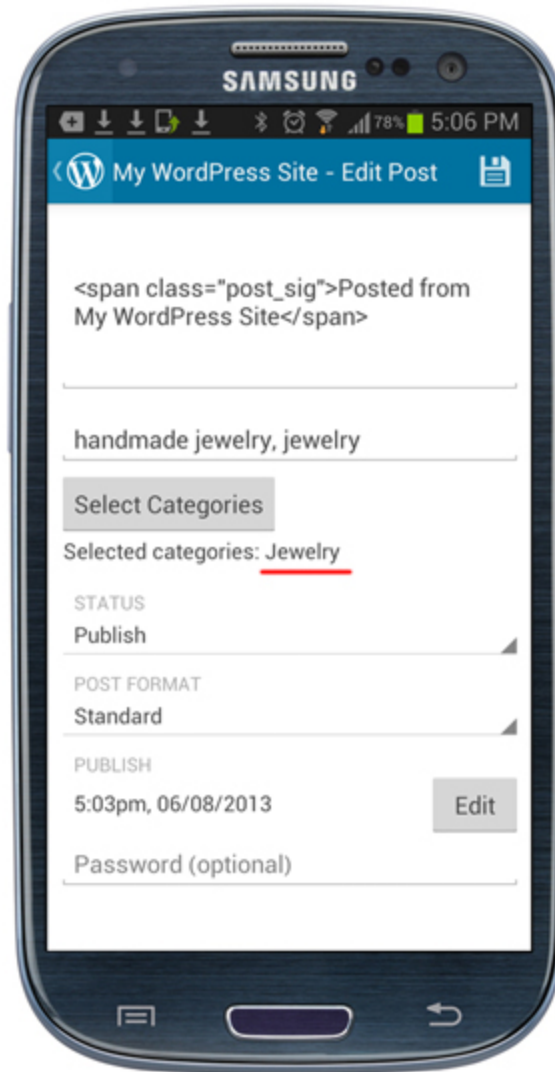
Type in the following:

- *Post Category*
- *Category Slug* (optional – make sure that your slug is added in lower case letters and separate words with hyphens instead of spaces)
- *Category Description* (optional)
- *Category Parent* (optional)

And tap on the OK button when done.

Click OK when done.
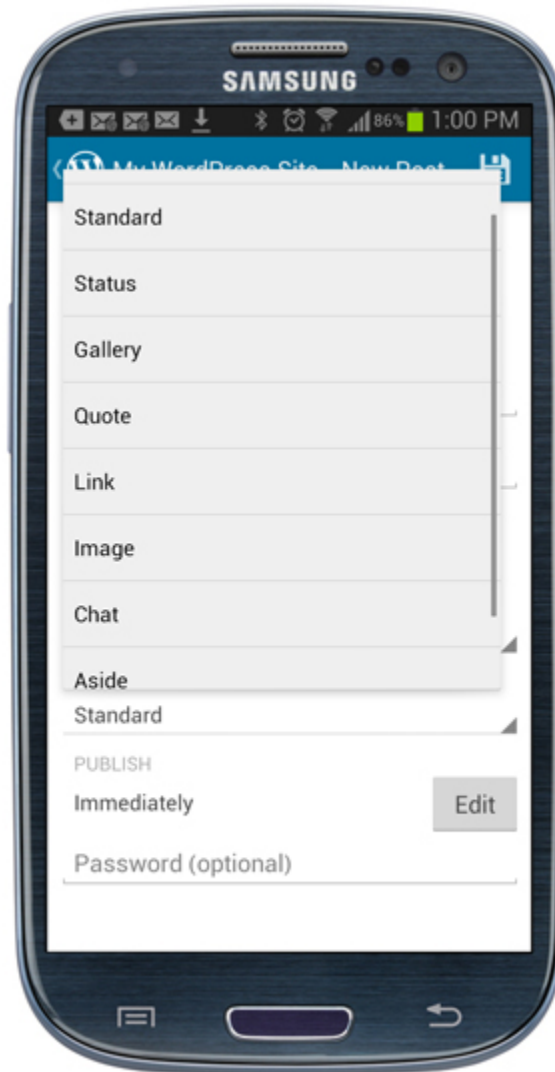
The category you have selected will be added to your post.

Your post will be assigned your selected
category(ies).

Post Format

If you want, you can select a *Post Format* from the drop-down menu. Posts are set to
*Standard* by default.

Select a format for your post using your mobile device.

Publish Status

Select a *Publish Status* from the drop-down menu:

- **Publish** – Update your WordPress site and set your post to P*ublished* status
- **Draft** – Update your WordPress site and set your post to *Draft* status
- **Pending Review** – Update your WordPress site and set your post to *Pending Review* status
- **Private** – Update your WordPress site and set your post to *Private* status
- **Local Draft** – Update your WordPress site and set your post to *Local Draft* status.
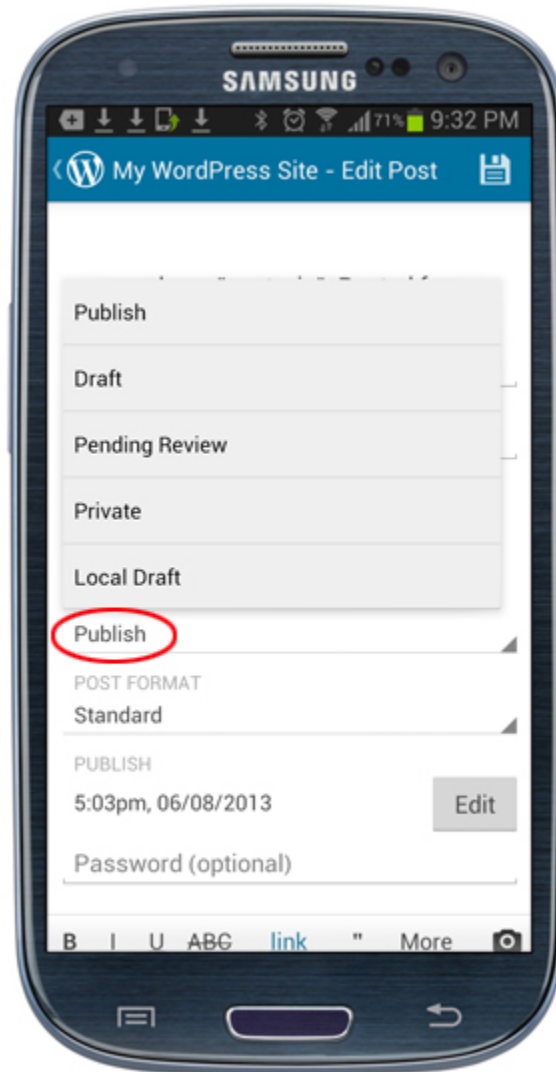
Select a publishing status for your post.

Note: When set to *Local Draft*, your content will be stored as a draft post on your mobile device only. No content will be transferred to your WordPress site.
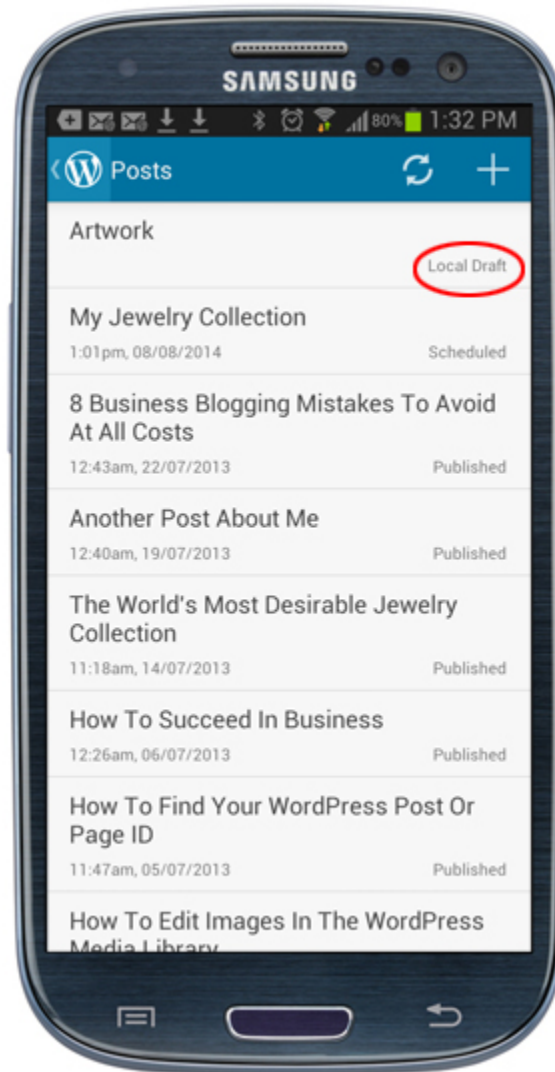
Local Draft posts remain on your mobile device
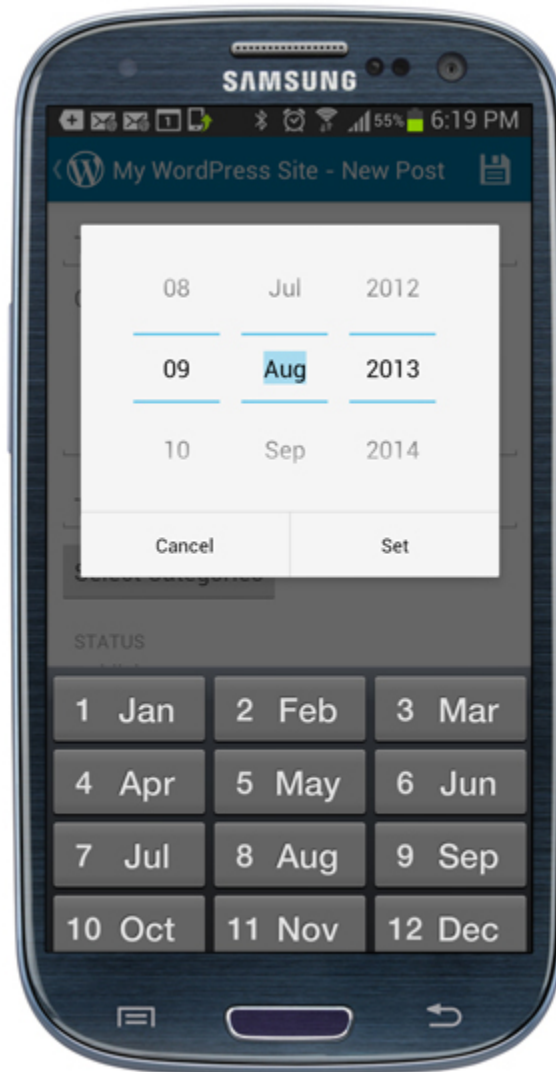until they're published.

Publish Settings

By default, posts publish immediately after saving/updating. To change your post dates, or schedule your posts for publishing in the future, tap on *Edit*.
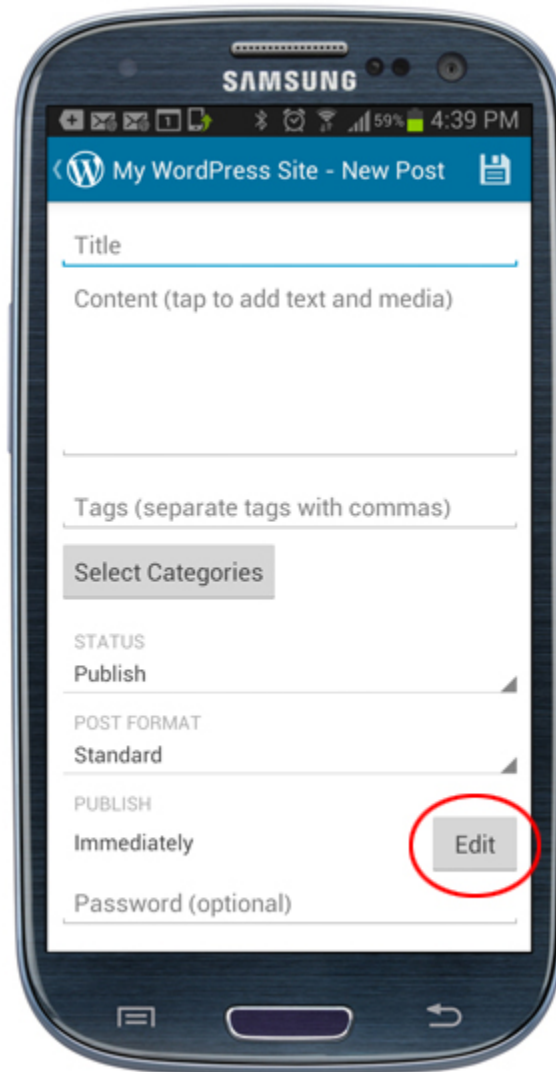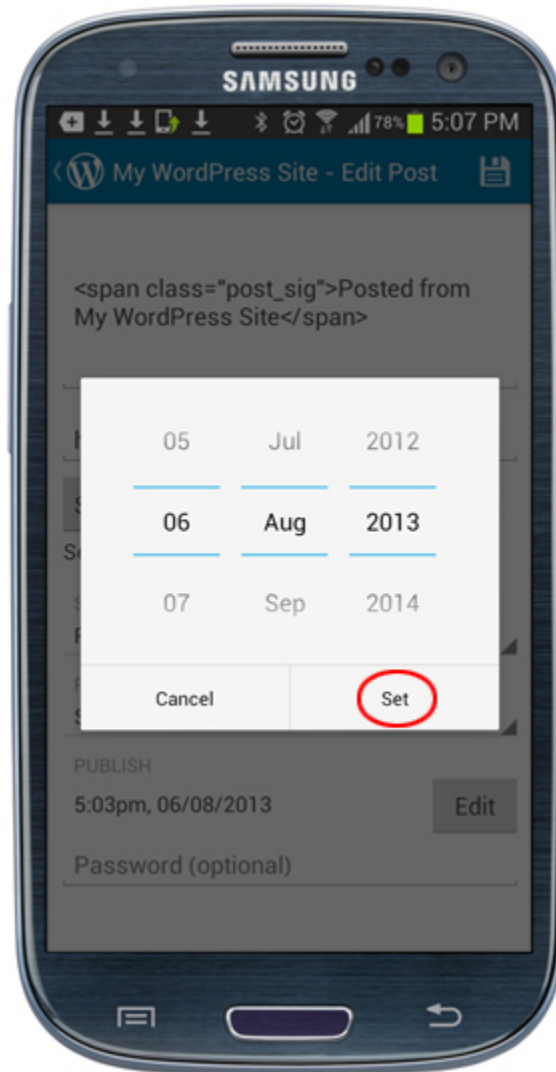
Edit your post status.

The *Publish Date* screen pops up. Select the date you want to set as your post's publish date.
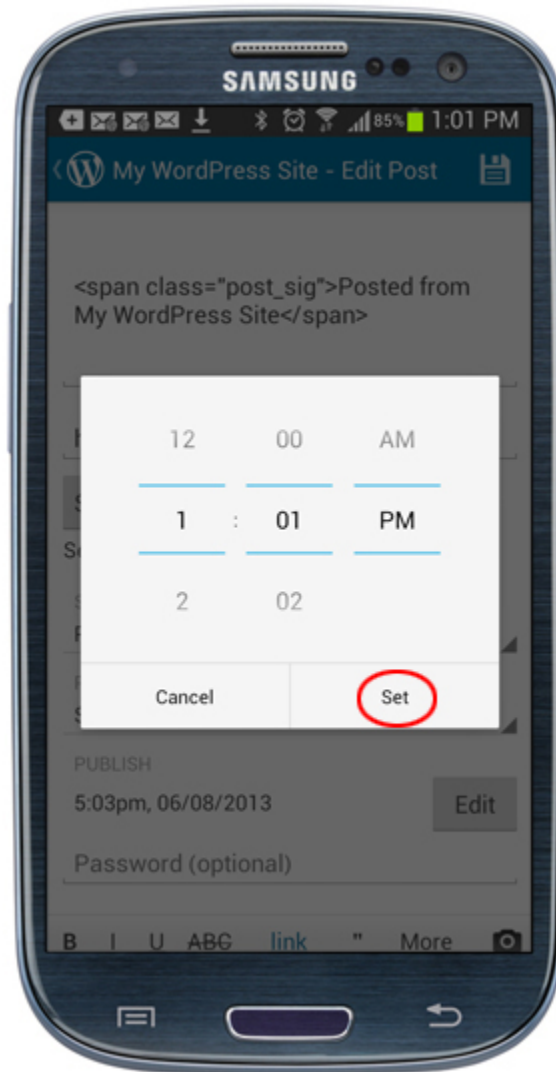
Select your Post publishing dates.

After selecting the publish date, tap *Set* to continue.

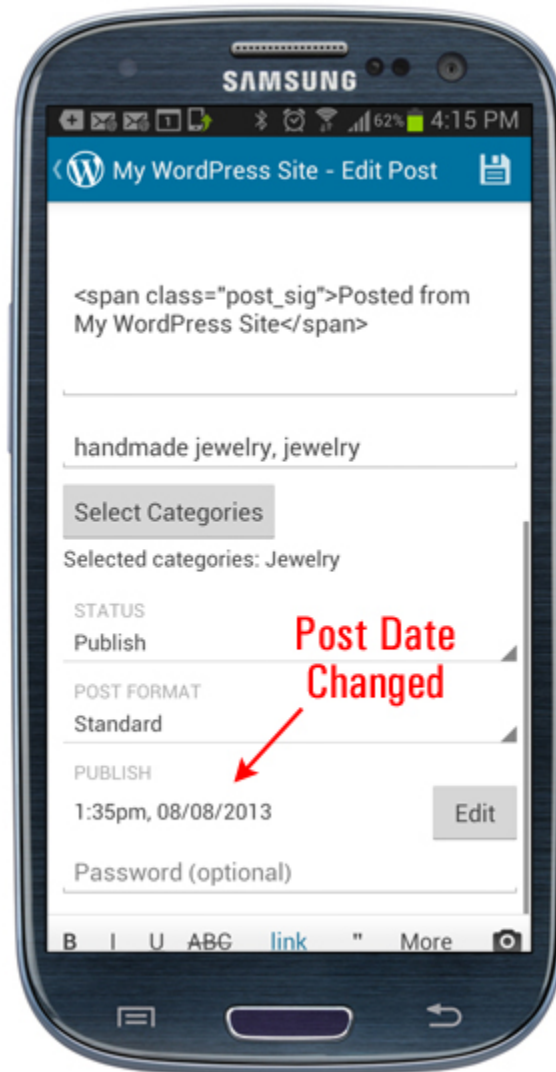Click Set to continue.

The *Publish Time* screen pops up. Select the time you want to set for your post's publish settings and tap on the *Set* button to finish editing this section.
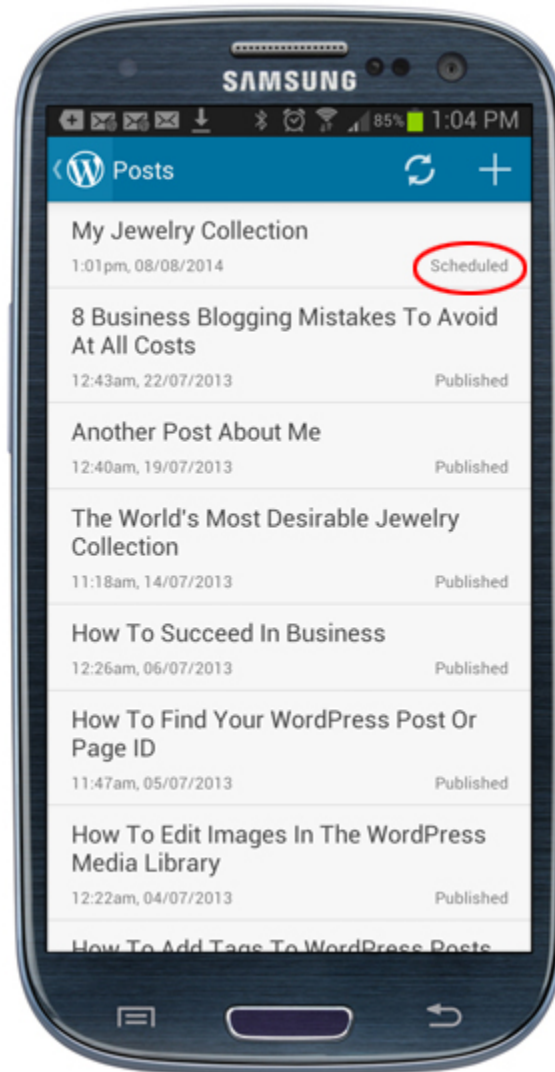
Select the time to publish your posts/pages.

Your *Post date* will be changed.

Edit and change your post publishing dates and
times.

If you set posts to publish at a future date, your posts will be marked as *Scheduled*.

You can schedule posts to publish at a later (or earlier) date.
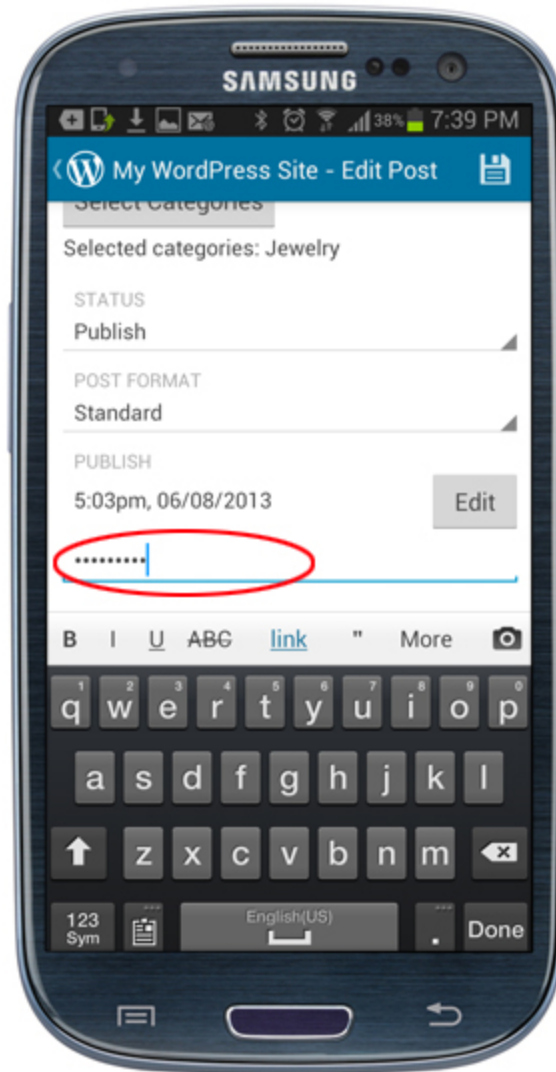
Password Protection

You can password protect your posts. This restricts who can view your post content to those who have access to the password.

To password protect your post, tap into the *Password (optional)* field.
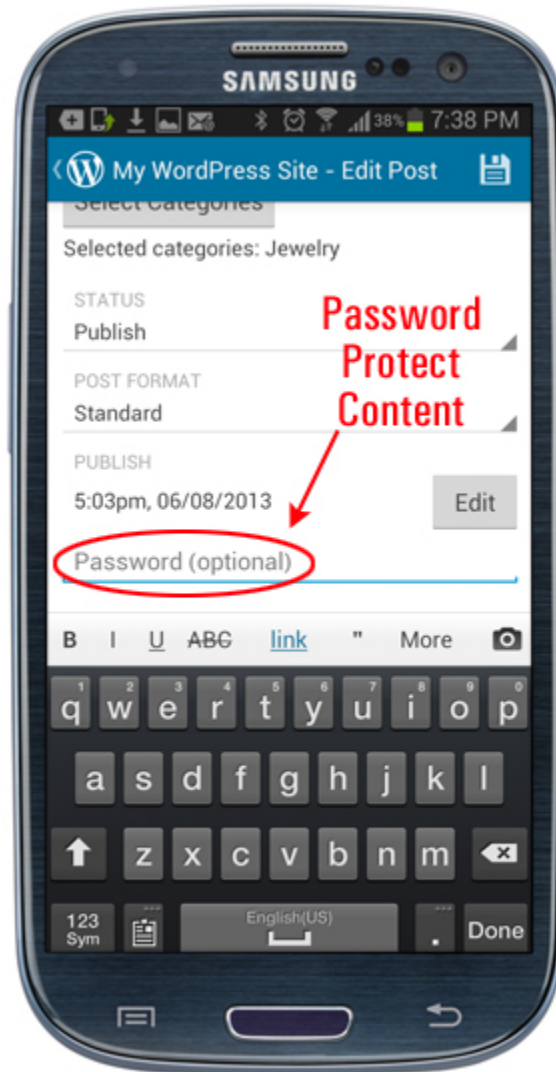
You can password protect your content using
your mobile device.

Enter your password.

Enter your password.

Save your post to finish password-protecting it.
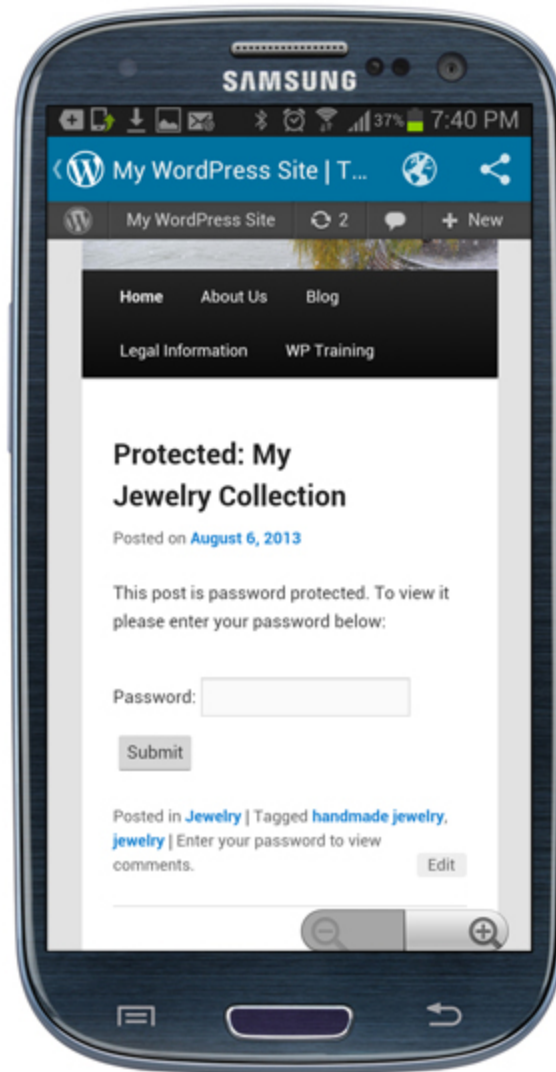
This post is password-protected.

To learn how to protect content on your WordPress posts and pages, see this tutorial: **How To Protect Content In WordPress**

Pages

To access and manage your pages, tap on the **Pages** menu.

WordPress Mobile App – Pages Menu.

A list of all your pages displays on your screen.

View a list of all your site's pages on your
mobile device.
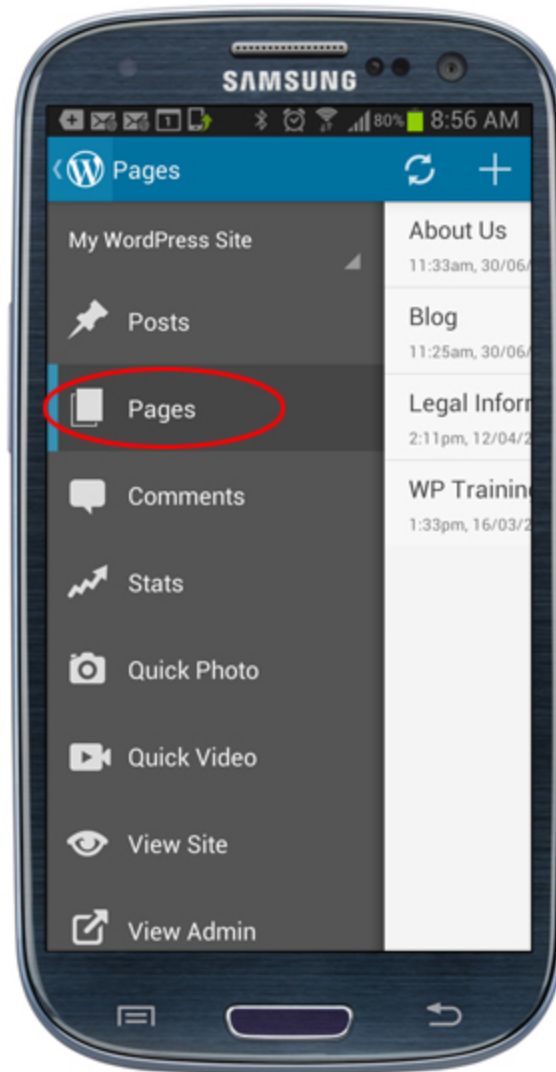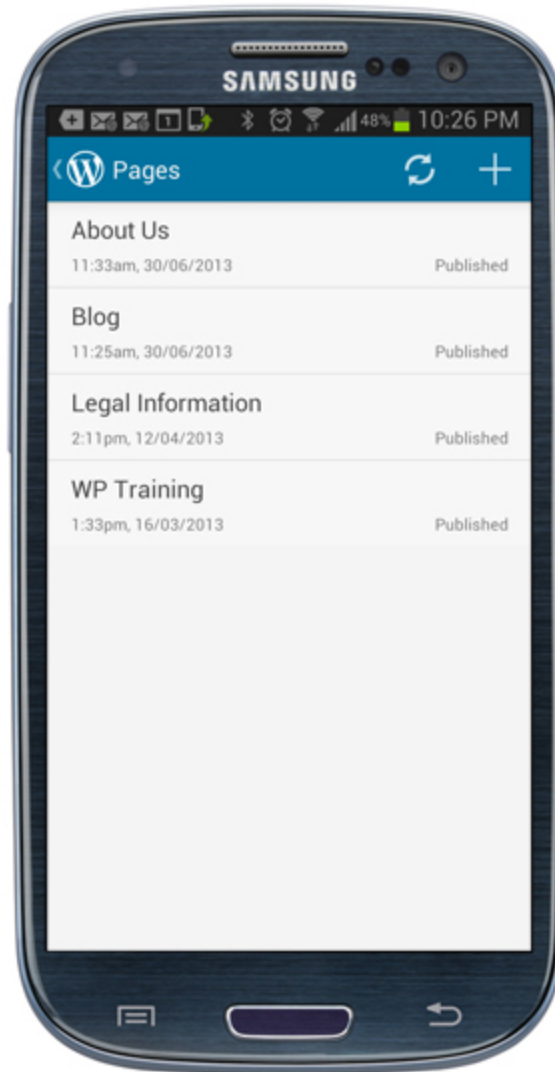
Pages work in a similar way to posts, with only some minor differences. Refer to the tutorials on using posts above for creating, adding, and deleting pages using the WordPress App on your mobile device. To learn the difference between Posts and Pages, see this tutorial: **WordPress Posts vs WordPress Pages Explained**
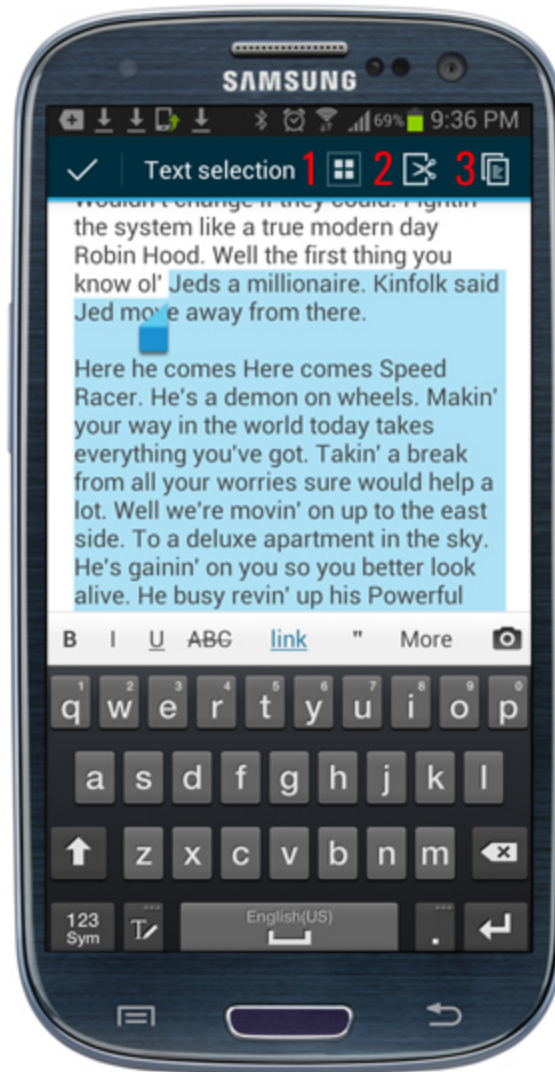
Additional Information

Your mobile device can provide additional functions when working with posts and pages.

For example, if you select a portion of text on your screen when editing posts and pages, a menu may display at the top of your screen proving you the following options:

1. Select all content
2. Cut selected text
3. Copy content to your clipboard

WordPress Mobile App – Content Editing
Options.

Select a portion of text on your screen and a new menu appears with the following options:

- **Share** – Share your selected text through a range of online sharing services
- **Find** – Find a word or text on your screen
- **Web Search** – Search your selected text online

WordPress Mobile App – Content Editing
Options Menu.

Select **Find** allows you to search for a specific word or keyphrase in your content.

WordPress Mobile App: Content Editing Options
Menu – Find.

A search field appears. Type in the word a portion of text and the Find function will highlight all instances where this particular text appears in your content.

Search text on your content.

Use the scroll buttons to navigate through the highlighted text on your page.
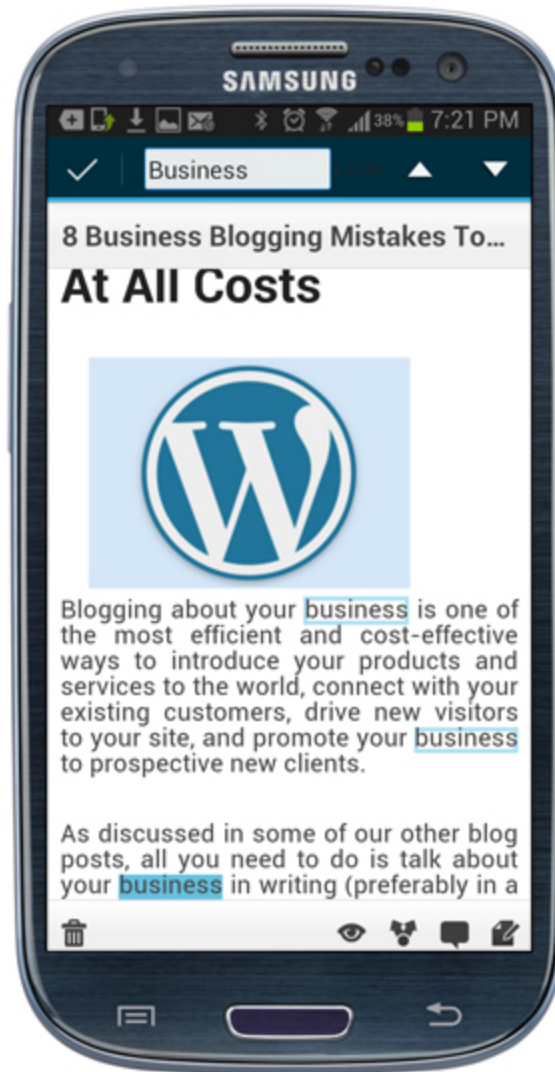
Content Editing – Search Scroll Option.

Congratulations! Now you know how to use the WordPress Mobile App to add, edit, and delete posts and pages on your WordPress site via a mobile device.

Next Step:

Now that you know how to use the 'Posts and Pages' section of the WordPress Mobile App, the next step is to learn how to use the 'Media' section of the App.

See this tutorial: **How To Use The WordPress Mobile App – Media**

See Also …

Learn how to use the WordPress App on your mobile device.

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Updated: April 9th, 2023