

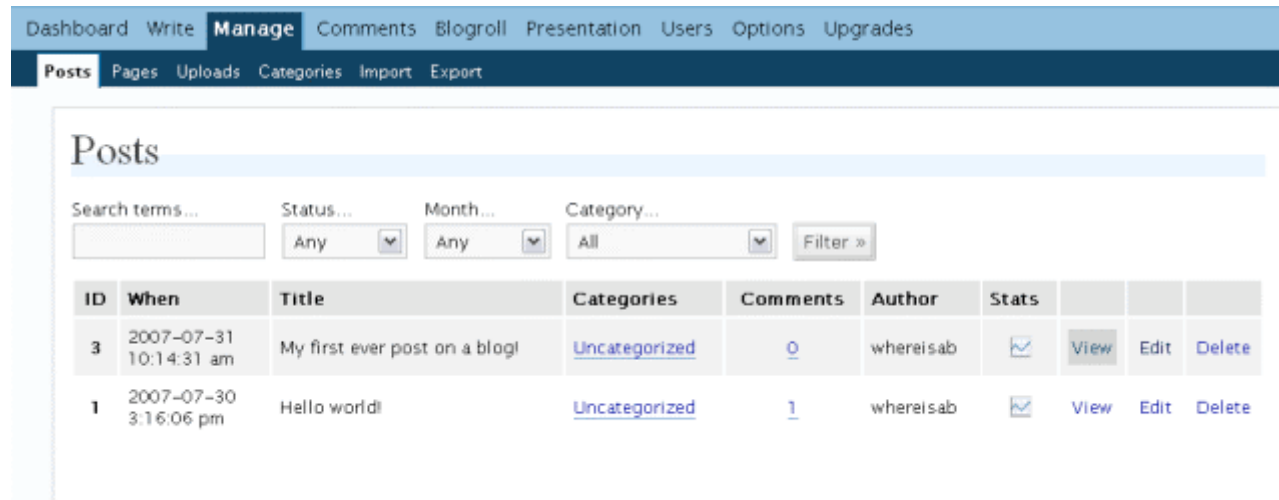
Editing or Deleting a Post

Chances are, you may wish to edit or even delete a post you have made. You may have noticed an error when you published it, or you may wish to add or alter something in it. Fortunately, this couldn't be easier to do.

On the dashboard, **click** the **'Manage'** tab.

If it is not already selected, **click** the **'Posts'** sub-tab.

A list of all your posts is given. The more you blog, the longer this list will become. Near the top of this screen you can **'Search Posts...'** or **'Browse Month...'** to find the post you wish to edit.



The screenshot shows the WordPress dashboard with the 'Manage' tab selected. The 'Posts' sub-tab is active, displaying a list of posts. The interface includes a search bar, filter options for status, month, and category, and a table of posts with columns for ID, When, Title, Categories, Comments, Author, and Stats. Each post row has 'View', 'Edit', and 'Delete' links.

| ID | When | Title | Categories | Comments | Author | Stats | | | |
|----|---------------------------|-------------------------------|-------------------------------|----------|-----------|-------------------------------------|----------------------|----------------------|------------------------|
| 3 | 2007-07-31 10:14:31 am | My first ever post on a blog! | Uncategorized | 0 | whereisab | <input checked="" type="checkbox"/> | View | Edit | Delete |
| 1 | 2007-07-30 3:16:06 pm | Hello world! | Uncategorized | 1 | whereisab | <input checked="" type="checkbox"/> | View | Edit | Delete |

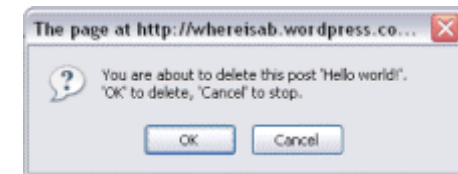
An Introduction to WordPress

Once you've found the post you wish to edit, on the right of the screen are three options – 'view', 'edit' and 'delete'.

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

'**View**' will simply show you the post in your blog.

'**Delete**' will delete the post. Be careful with this one – you can't change your mind later!



A dialog box will open, asking you if you are sure.

'**Edit**' will allow you to edit the post. **Clicking 'Edit'** will take you back to the 'Write Post' page, this time with the post you want to edit filled in.

Make any changes you wish and **click 'Save'** – the changes will be reflected in the post.

