

Managing posts

How to manage a Post?

Go to your Dashboard and click on the Posts link in the menu on the left. You will see a list of all posts which you've made.

You can customize the display of this screen in a number of ways:

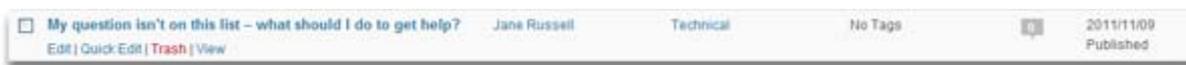
- You can hide/display columns based on your needs and decide how many posts to list per screen using the Screen Options tab.
- You can filter the list of posts by post status using the text links in the upper left to show All, Published, Draft, or Trashed posts. The default view is to show all posts.
- You can view posts in a simple title list or with an excerpt. Choose the view you prefer by clicking on the icons at the top of the list on the right.
- You can refine the list to show only posts in a specific category or from a specific month by using the dropdown menus above the posts list. Click the Filter button after making your selection. You also can refine the list by clicking on the post author, category or tag in the posts list.

1. Go to Dashboard

2. Select "Posts"

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	myblog.arts updated	admin	Announcement, Site updates	announcement, new feature, update	—	Published 2015/07/14
<input type="checkbox"/>	myblog.arts maintenance – 14th July 2015	admin	Announcement, Maintenance, Site updates	announcement, maintenance, update	—	Published 2015/07/13
<input type="checkbox"/>	myblog.arts network issues	admin	Announcement	maintenance, network	—	Published 2015/05/14
<input type="checkbox"/>	myblog.arts and UAL network issues	admin	Announcement, Maintenance	—	—	Published 2015/04/29
<input type="checkbox"/>	myblog.arts – Terms and Conditions updated	admin	Announcement, Support	accounts, blog lifecycle, export, terms and conditions	—	Published 2015/04/14

- Hovering over a row in the posts list will display action links that allow you to manage your post. You can perform the following actions:
- Edit takes you to the editing screen for that post. You can also reach that screen by clicking on the post title.
- Quick Edit provides inline access to the metadata of your post, allowing you to update post details without leaving this screen.
- Trash removes your post from this list and places it in the trash, from which you can permanently delete it.
- Preview will show you what your draft post will look like if you publish it. View will take you to your live site to view the post. Which link is available depends on your post's status.



You can also edit multiple posts at once. Select the posts you want to edit using the checkboxes, select Edit from the Bulk Actions menu and click Apply. You will be able to change the metadata (categories, author, etc.) for all selected posts at once. To remove a post from the grouping, just click the x next to its name in the Bulk Edit area that appears.

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at elearning-support@arts.ac.uk



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