

Editing Posts

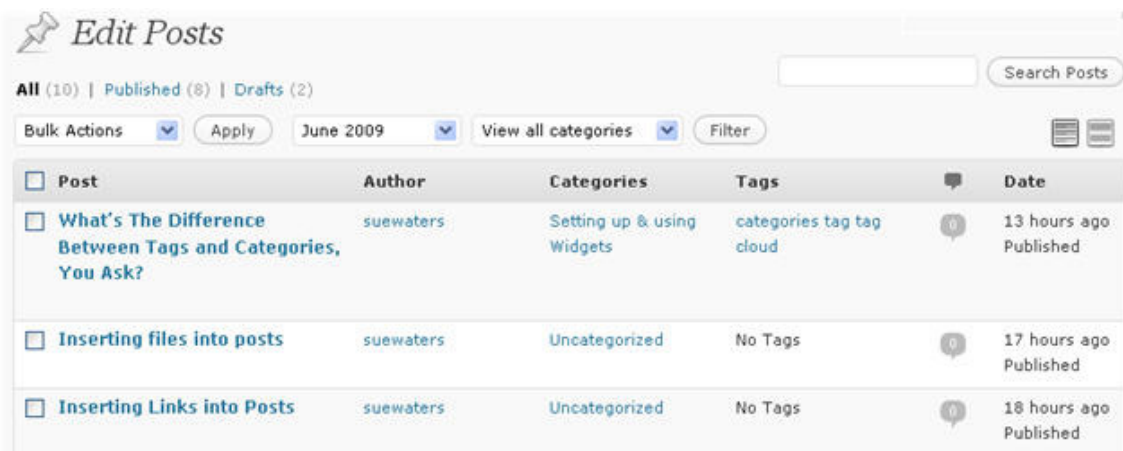
There are occasions where you'll want to go back to previous posts to edit aspects such as correct spelling, grammatical errors, add updates, amend tags and categories.

To locate the post you want to edit you use the **Edit Post** Screen via **Post > Edit**.



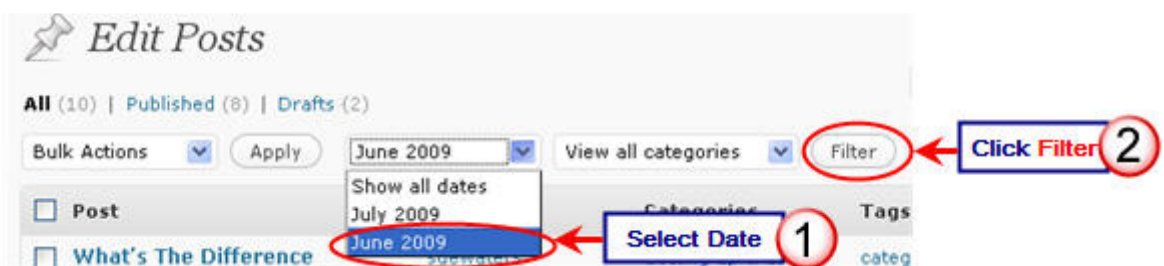
Brief Overview of Your Edit Post Screen

This is the area in your administration panel where you see a listing of all the saved posts, 20 posts per page, which you've written on your blog. In this screen you can search for posts by date, category and tag. Once posts are located you can either edit the posts or delete posts.

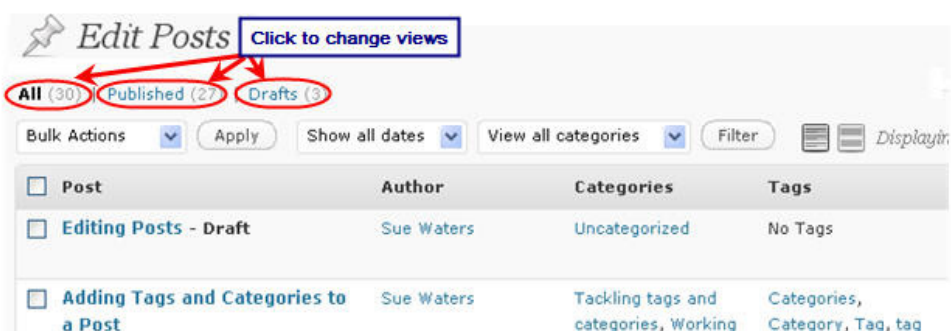


To locate all posts by date or category just:

1. Select your desired date or category from the Show All dates drop down menu and/or View All Categories drop down menu.
2. Click Filter



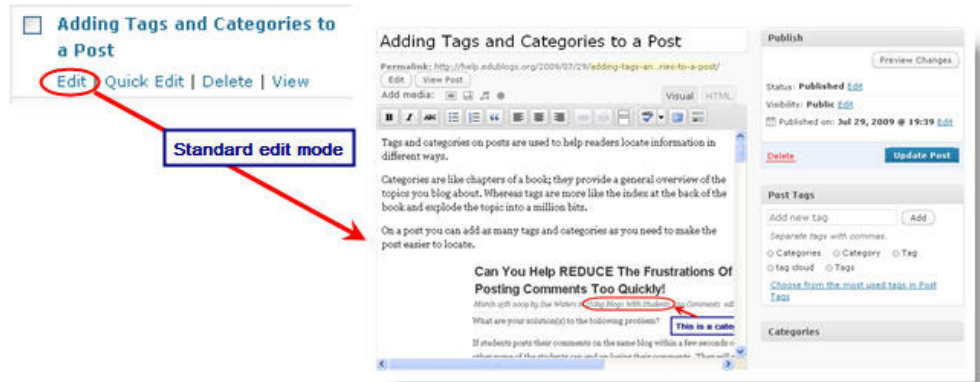
You can also choose to view all posts, only those that have been published or your drafts only.



Hovering your mouse over the title of a post brings up four action links:

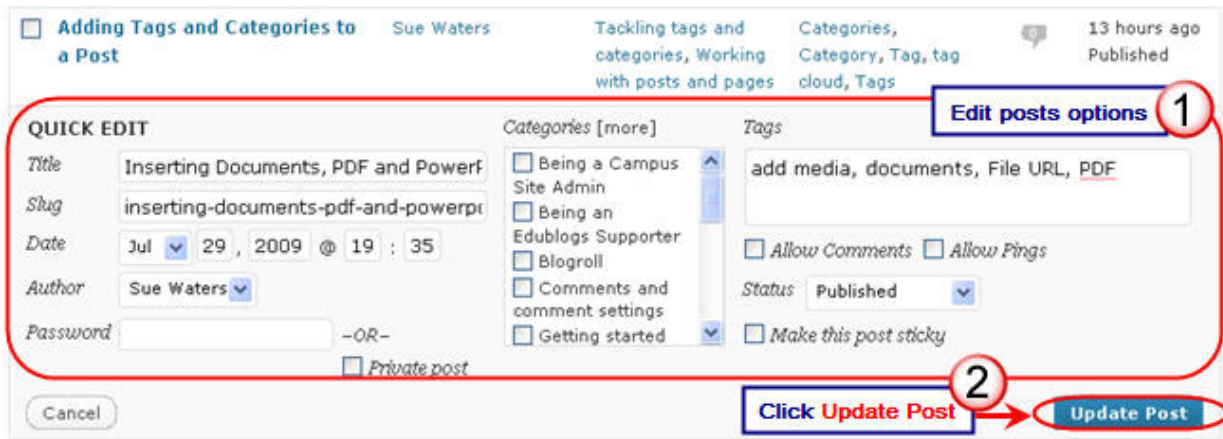
Edit

Clicking the action link **Edit** opens the post into full edit mode where you can edit the post and/or configure post options such as passwords, categories, tags and the timestamp.



Quick Edit

Clicking the action link **Quick Edit** opens the post options letting you configure features such as title, status, passwords, categories, tags comments and the timestamp without having to edit the full post.



Delete

Used when you want to delete a post on your blog



View

Takes you to your blog where you can see what the post looks like when viewed on your blog.

