



The Handbook

Codex

[http://codex.wordpress.org/Manage Posts SubPanel](http://codex.wordpress.org/Manage_Posts_SubPanel)

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Manage Posts SubPanel

Manage → Posts

Upon visiting the Manage Panel, WordPress defaults to this Posts SubPanel. On this SubPanel you can edit and delete existing posts.

Drafts

If you have any drafts started, they will be listed at the top of the page (so you have no excuse to forget about them!). Clicking on the title of a draft will load the post for further editing.

Table of Posts

When you first go to the Manage Posts SubPanel, the fifteen most recent posts are presented as rows in this table. The columns displayed are:

- **ID** - The post's ID number is the unique number WordPress' database uses to identify individual posts.
- **When** - The date and time the post was (or will be) published.
- **Title** - The title of your post.
- **Categories** - All of the categories of which your post is a member. Each category shown in this table links to a page on your blog which shows all of the posts in that category.
- **Comments** - The table tells you how many comments have been made regarding the post. The link in this column takes you to the [Manage Comments SubPanel](#) and allows you to edit or delete comments from this post.
- **Author** - Which user of the blog wrote the post.
- **View** - This link will display the post as the rest of the world sees it.
- **Edit** - Edits the post. This takes you back to the [Write Post SubPanel](#) and allows you to modify what you've written or change any of the post's option settings. You only have this option if you wrote the post or have a higher user level than the author.
- **Delete** - Deletes the post. You will get a warning, which is good since *posts cannot be undeleted*. You only have this option if you wrote the page or have a higher user level than the author.

You can instead choose to display posts from a specific month by selecting the desired month from the dropdown box and clicking 'Show Month'. Or you can use the 'Search Posts...' field; all of the matching posts will be displayed in the table after clicking the "Search" Button.