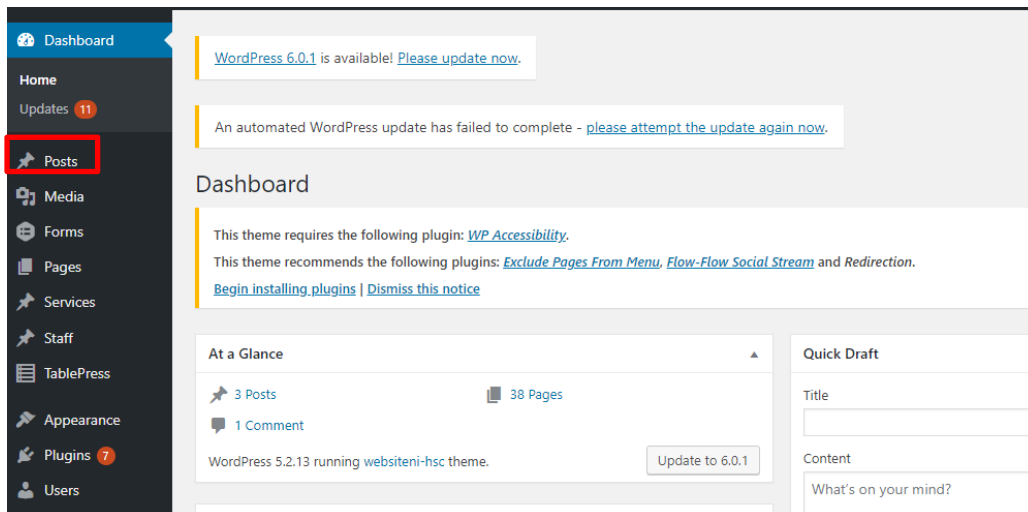# WordPress – Add, Edit & Delete Posts

This document will explain how to add, edit & delete pages on a website. This document assume you know how to log into the website and understand the admin area of your WordPress website.
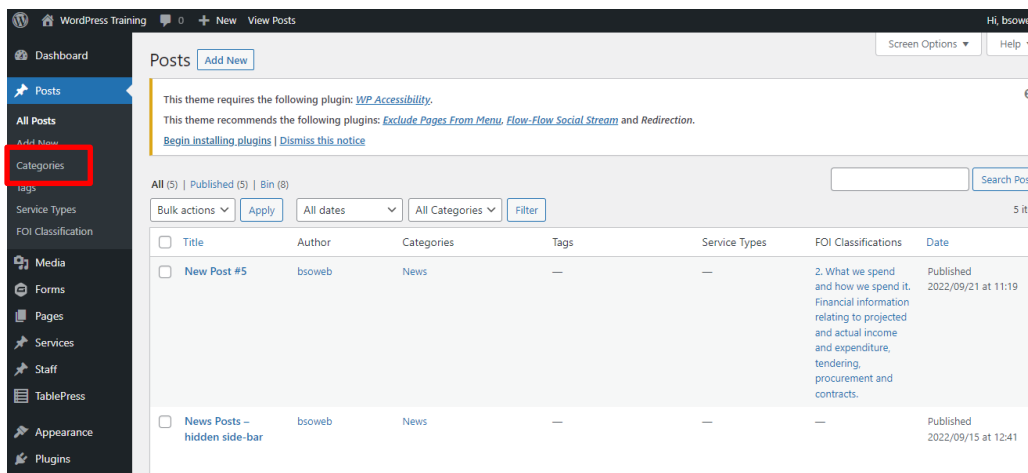
Add a category

Categories are used to create a category of posts. A common use for this is for setting up a news post category. This way when you create a news post and you have it set up on your website to pull posts from the news category, it will automatically update this content.

Step 1: Select "Post" on the left-hand side bar.

Step 2: Select "Categories"

Step 3: Fill in details on the left-hand side

Name - is the name of the category.

Slug - leave this blank as it will automatically fill out – this is for the url of the posts under this category e.g. news/post_name

Parent category – this is useful if you wanted to create a subcategory e.g. News is the parent of Business News.

Description – a description of what the category is to be used for.

Image – this is an image that will be used as a placeholder for all posts within this category. This can be over-ridden by setting a feature image on a post, more about this under adding a post.
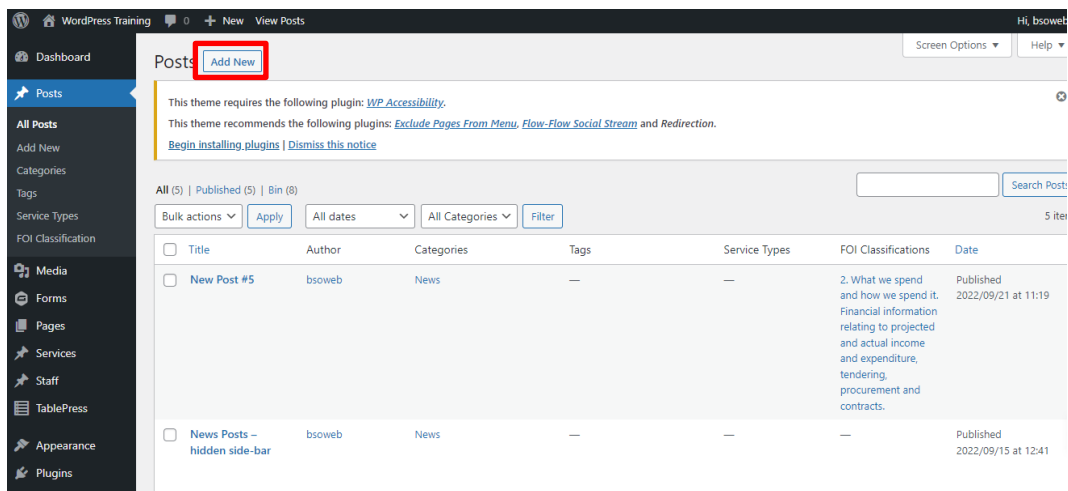
A list of all of your categories is on the right-hand side, you can delete or edit these by hovering over the title of the category.
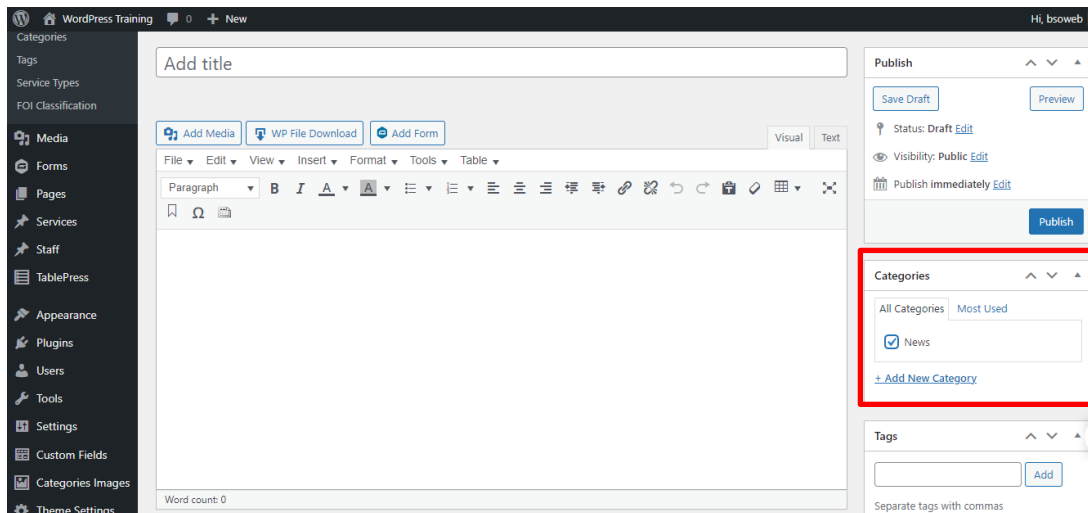
Add a post

**Step 1:** Select "Post" on the left-hand side bar.

Step 2: Select "Add New"

Step 3: Select your "category". Categories will be set up before creating a new post, if you have not set up your category, please see the Add a category section of this document.


Note: You my have multiple categories within this box, you can select multiple categories that you would like this post to appear in.

You can also use the FOI box within posts for creating your FOI publication. More information on this in the FOI publication guide.

Step 4: Add a title to your post and add content into the content box. This is very similar to how the 'pages' section looks. The only difference is the settings available down the right hand side.
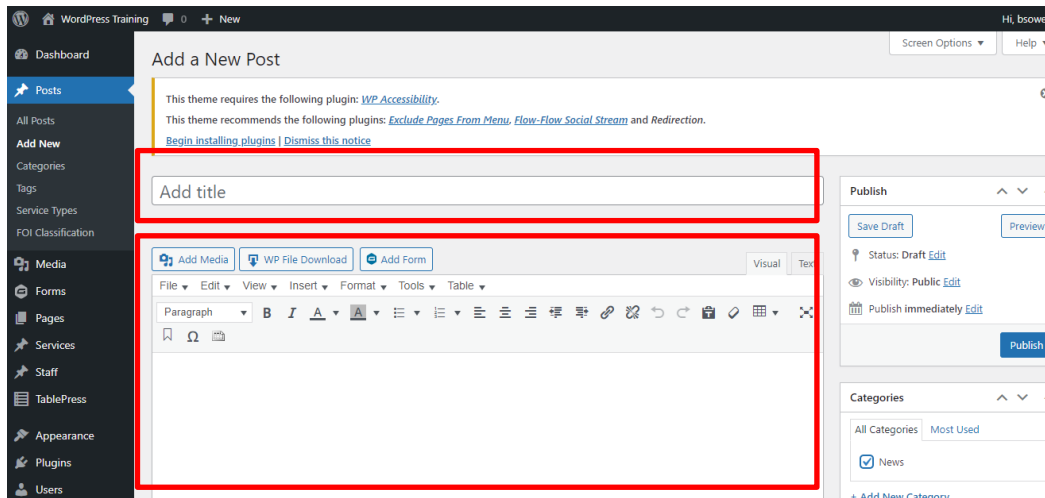
**Step 5**: Add media/files/forms to your web post if needed.
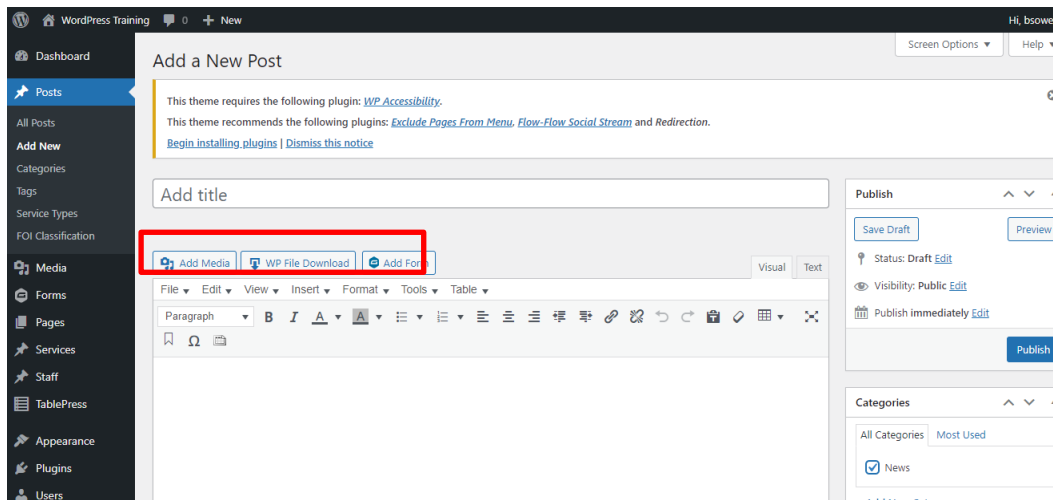
Step 6: Select the blue "Publish" button when you are happy with everything, and it will publish the post to the website. If you have a web page set up with the 'News/Blog Page Template' and it pulls the category selected, this will automatically update.
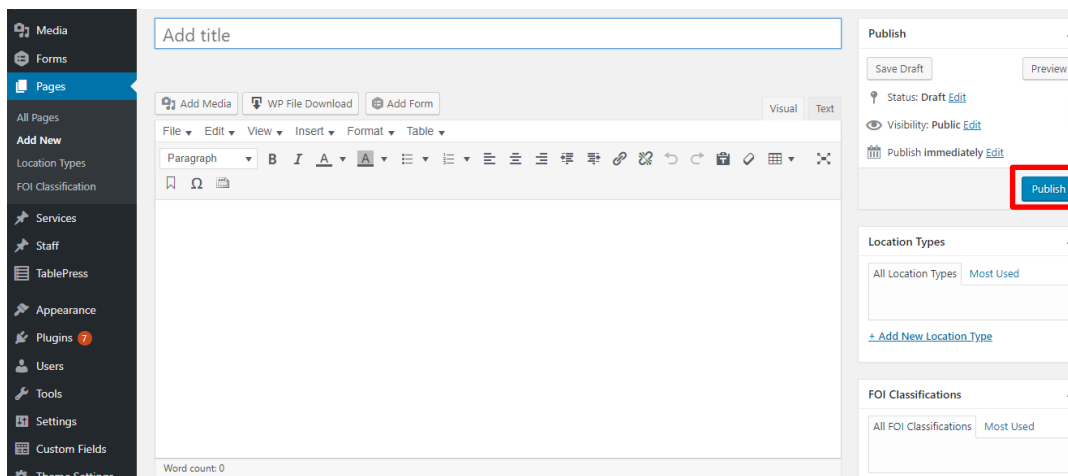
Note: There are some settings within Publish that you can change. You can set the status as a draft; this is useful if you have a post on the website you would like to take down until you review it. Visibility can be set as "Public", "Private" or "Password Protected". Password protected posts will require a password input to view the page. If you select password protected, it will ask you for a password for the post. Finally, you can choose when to publish the post, by default this is immediately, but if you have a post you want to launch at a specific time e.g., 10am then you can schedule the post to publish at that time.
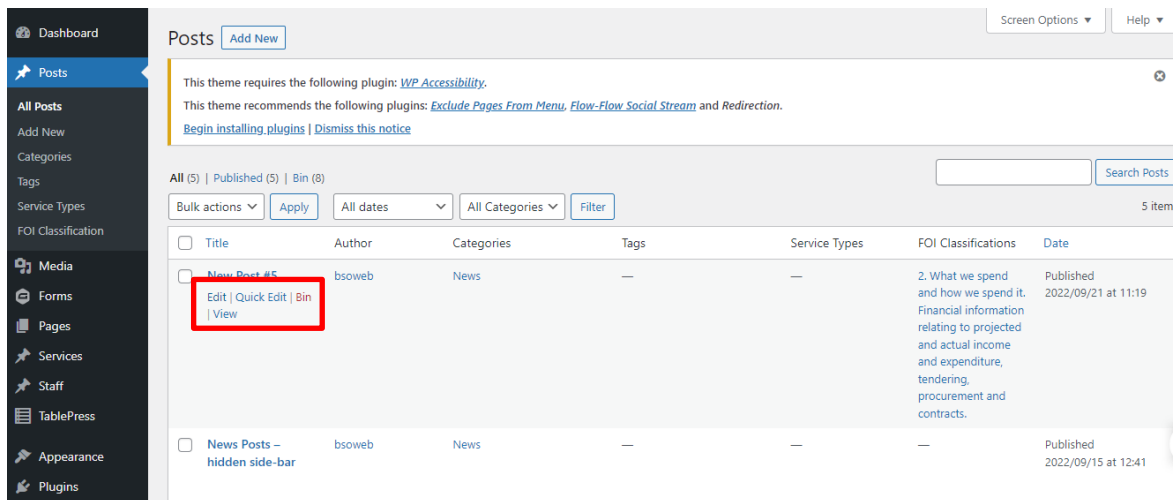
Edit a post

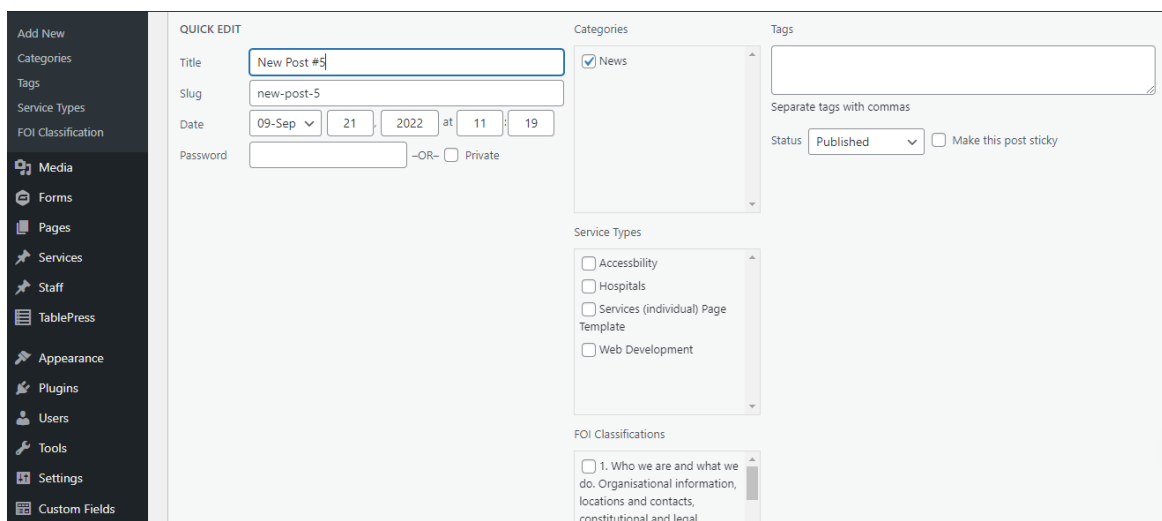**Step 1:** Select "Post" on the left-hand side bar.
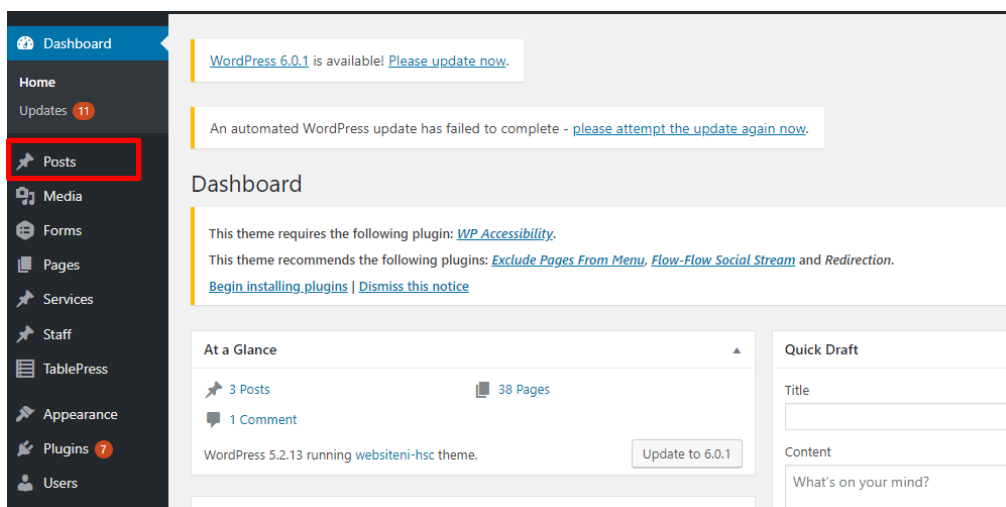
Step 2: Find the post you would like to edit. You can also use the search bar to put in the title of the post or use the arrows to look through page by page.
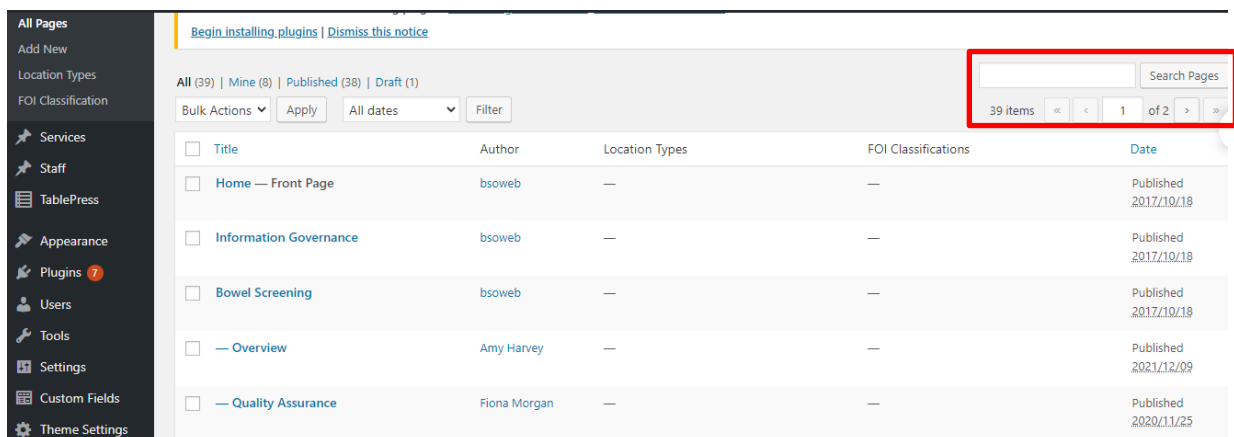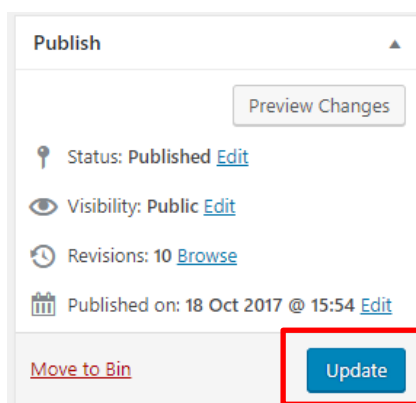
Step 3: Once you have found the post you would like to edit, hover over the post title with your mouse cursor and you will be given 4 options edit, quick edit, bin and view:

Note: Edit is for editing everything, the same page you used when creating the page. Quick Edit is used for changing some of the options such as page order, title etc. This is the quick edit option:
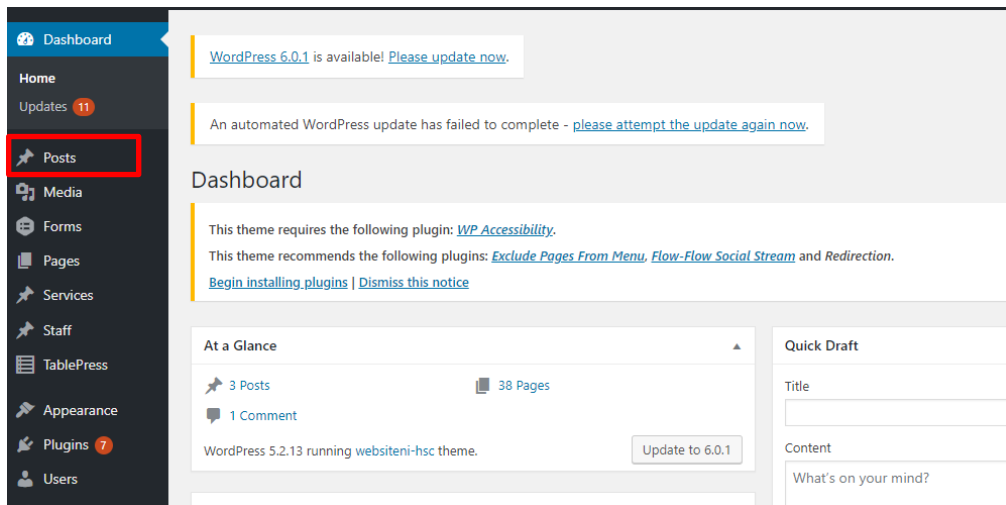

Step 4: select "Edit" and it will bring you through to your post. Make the changes you would like to make and select the blue "Update" button on the right-hand side.
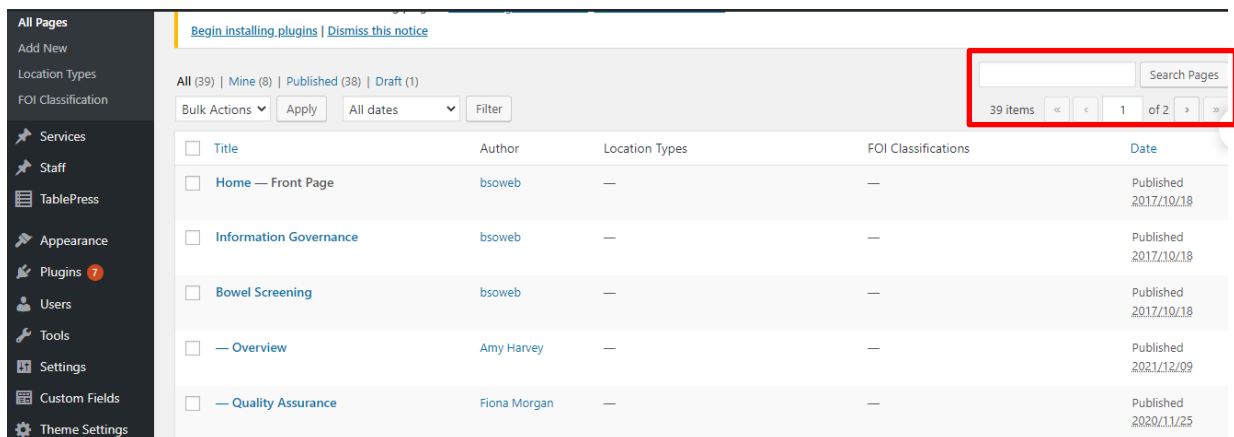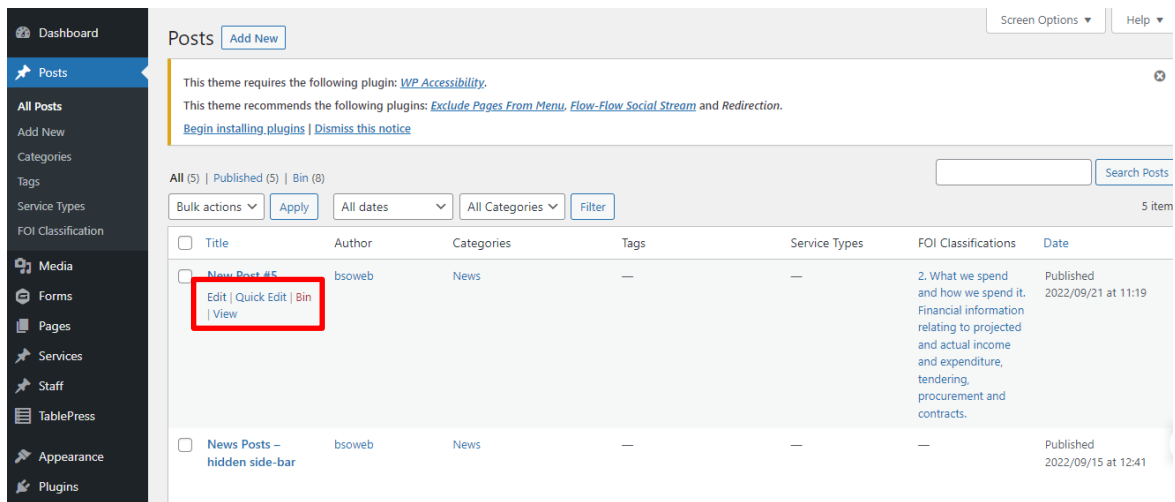
Delete a page

**Step 1:** Select "Post" on the left-hand side bar.

Step 2: Find the post you would like to edit. You can also use the search bar to put in the title of the post or use the arrows to look through page by page.

Step 3: Once you have found the post you would like to edit, hover over the post title with your mouse cursor and you will be given 4 options edit, quick edit, bin and view:

**Step 4:** Select the option "Bin" to delete the page.
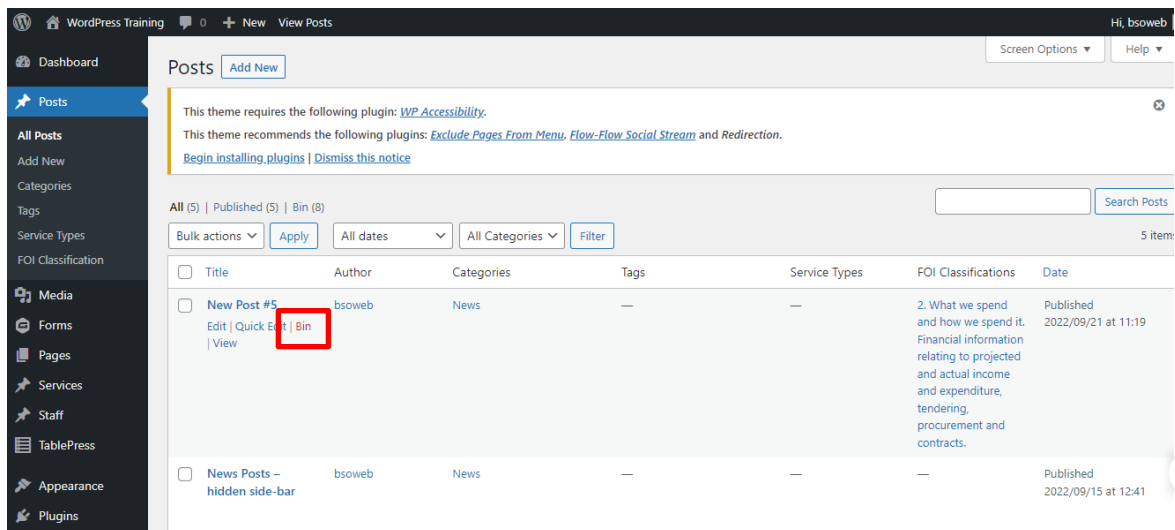
Note: This will not permanently delete the post, simply move it to a bin. From here you can restore the post or permanently delete it. Sometimes files on posts in the bin can still appear in searches on search engines, so it is important to remove the files or permanently delete the post.
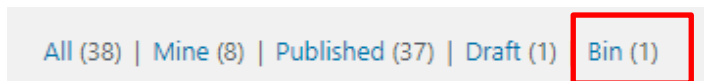
Step 5: To restore or permanently delete a page in the bin select the bin option shown above. Hover over the title of the webpage and you will be given 2 options:
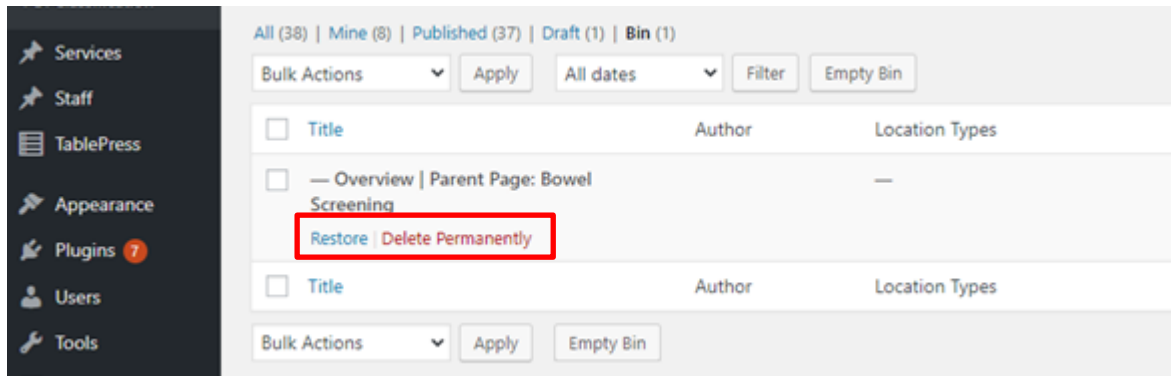
Note: Restore will restore the page back to its original place and connect to the categories set up for this post. Delete permanently will not be able to be recovered, so make sure you want to delete it.