



Jagmedia Wordpress Tips

Jagmedia.net

3 Wordpress Efficiency Tips

There's no doubt about it, Wordpress can be time consuming, so here's 3 efficiency tips from Jagmedia that will save time + energy!

1- Quick Edit

For both Pages + Posts: especially valuable with Posts

Click on the **All Posts** link in the dashboard that displays a list of all posts.

Mouseover a post title and click Quick Edit.

Change and/or click on additional post categories, change the date of the post, click on/off of Page Comments, Change Page Status (can be set to draft mode, pending, published, etc). It's quicker than waiting for an individual page or post to load and edit.

Examples of use: say you have a post, that you want displayed at the top of your blog, changing the date is quick and easy. Or you may want to temporarily put a post in Draft Mode then change it later to Published Mode. When it comes to Pages, you may want to turn Comments Off.

2- Find Your Pages & Posts Quickly

For both Pages + Posts

Click on the **All Posts** or **All Pages** link in the dashboard that displays a list of all posts.

Above all page or post titles, see Links for Title, Author Categories, Date, etc.

Click on Title to see all title in alphabetical order; click on it again for reverse order.

Also click on Date to find by date. This is helpful when you have a lot of pages and posts.

3- Find Your Images Quickly

Media Library

Click on the Media Library to see your images and click an image.

In the **Title field**, type in a title that describes what the image is, for example: Jagmedia Logo. Once you start accumulating a lot of images, which happens quickly) it's much easier to find images this way. Use the **Search Box** in the upper right of the Media Library and type in your search words. You will find your images much quicker!