WordPress with JAWS for Windows

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# Introduction

Add and manage Pages and Posts in the WordPress Dashboard.

The “All Pages” and “All Posts” Dashboard pages include controls to filter, search, edit, delete, and take bulk actions on your content.

Add links to WordPress pages, media, outside websites, or email addresses using the “Insert Link” dialog.

These fundamental skills form the foundation of your website.

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# Edit WordPress Documents

WordPress Pages and Posts are edited the same way. They’re located in different Dashboard pages but share the same layout and controls.

The Settings Sidebar has contextual panes based on the open document.

Fully edit a document by opening it, or use the Dashboard “Quick Edit” controls.

Quick Edit allows you to modify basic details like title, status, tags, and categories without opening the full editor.

## Review All Pages or Posts

Review all Pages or Posts in the WordPress Dashboard.

To open the “All Pages” or “All Posts” Dashboard page:

* Open the WordPress Dashboard
* Open the JAWS Links List
* Activate “All Pages” or “All Posts”

The “All Pages” or “All Posts” page opens. Manage documents in the Content Area.

To access the Content Area, activate the “Skip to Main Content” skip link in the JAWS Links List.

The page is divided into two sections:

* Document management and filter controls are at the top of the page
* A “Pages” or “Posts” table is at the bottom

Navigate the form controls and review Pages or Posts in the table.

## Page and Post Management

Manage pages or posts on the “Pages” or “Posts” webpage. Delete, revise, unpublish, enable comments, and more in the Pages or Posts webpage.

There are two actions you can take after opening the webpage:

Activate the “Main Content” skip link to access the Content Area. The first link is “Add Page” or “Add Post.”

Activate the link in the Links List to open a new page or post, or Move To the link to explore the Content Area

There may be plugin alerts between the “Add Page” or “Add Post” button and the remaining document controls.

A list of links filters the documents table at the bottom of the page. Move focus to the list with JAWS list navigation:

* Focus in the Content Area
* Navigate to the next list
* Or, use the JAWS Lists List dialog box

There are two links available. More links are added as you create drafts and develop your site. Drafts are unpublished items stored in the “Drafts” folder.

The page filter links are:

* All: The table shows all pages or posts
* Published: Show published pages or posts

Search for a page or post with the Search edit box:

* Insert a search string
* Search Pages/Posts: Activate this button to execute the search
* Search results are listed in the table

Combo boxes above the pages table further filter the page table:

* Bulk Action: Select a bulk action to take on the selected table items
* Apply: Apply the bulk action
* Filter by date: Select the date range of the pages you want to review
* Filter: Apply the date filter:

The Posts page has a “Categories” combo box that filters the pages by category.

Activate a link, execute a search, or select a date range and apply the filter. Related pages or posts are listed in a table at the bottom of the window. Navigate the table using table navigation.

## The Page or Post Table

WordPress documents are in a table at the bottom of the page.

Post columns may include:

* Title
* This column has a checkbox
* Check the checkbox and all posts are selected for a bulk action
* Author
* Categories
* Tags
* Comments
* Date

Page columns may include:

* Title
* This column has a checkbox
* Check the checkbox and all pages are selected for a bulk action
* Author
* Comments
* Date

Pages or Posts are in rows beneath the column headers.

Some column headers sort the table in ascending or descending order. Activate a link to sort the documents.

* Navigate the table with JAWS table navigation.
* Each Page or Post has a checkbox. Bulk Actions may be executed on checked items.
* Navigate checkboxes with JAWS Navigation Quick Keys or the checkbox list.
* Navigate once from a checkbox to focus on a page or post title.

Links are beneath the title:

* Edit: Open the Page or Post in edit mode
* Quick Edit: Page or Post controls open
* Trash: Move the Page or Post to the trash. A dialog confirms deletion
* View/Preview: View the Page or Post in the same tab

Edit and view overwrite the focused tab. I recommend opening them in a new tab.

Let’s discuss Quick Edit.

## Page Quick Edit

Quick Edit expands the table to show document properties.

Navigate the controls to configure Quick Edit options.

This page introduces “Slugs.” Slugs are custom text that can be used in a URL to open the page.

A page named: an-immersion-into-windows-11 becomes “windows11” with a slug. The page is accessed by adding the slug to your domain: [www.yourdomain.com/windows11](http://www.yourdomain.com/windows11).

WordPress automatically creates a slug. Fine-tune it in Quick Edit. Slugs are recognized by search engines and make web pages easier to remember and share.

Parent pages are a top-level hierarchical structure. Like folders and subfolders, parent pages become part of child page URLs. Hierarchical structures can have unlimited levels.

The Pages webpage shows child pages under parent pages in the table. This keeps related pages together.

Page order determines the order child pages are displayed in menus when automatic sorting is enabled. Custom configurations overwrite this setting.

By default, each page order value is zero. 0 is displayed first. Assign order values in the sequence you want pages listed in menus and the Dashboard: 0, 1, 2, 3, etc.

Activate a Page “Quick Edit” link to edit page properties and status in the table.

The Quick Edit controls are:

* Title: Edit the title as needed
* Slug: Edit the slug
* Date: Change the page publish date to postpone publication
  + Month: Select a month
  + Day: Insert a day
  + Year: Insert a year
  + Hour: Insert an hour
* Author: Select a page author
* Password: Add a password in this edit box
  + A password prompt opens when the page opens
  + Share the password to allow access
* Private: Make the page private
* Only Administrators and Editors can access the page
* When Private is enabled, the password edit box is disabled
* Move to Trash: Move the page to the trash
  + Pages are permanently deleted after 30 days
* Parent: Select a parent page
* Order: Insert a page order value
* Template: Select a template in this combo box
  + Templates are Theme-specific
  + Some Themes don’t include templates
  + If no templates are available, this control is disabled
* Allow comments: Toggle this control to enable comments
  + Please don’t enable this until you have investigated the consequences
* Status: Select a page status

Activate “Update” to save the page with the Quick Edit changes and exits Quick Edit mode.

Activate “Cancel” abandons the changes and exits Quick Edit mode.

## Post Quick Edit

Quick Edit expands the table to show document properties.

Navigate the controls to configure Quick Edit options.

Activate a post “Quick Edit” link to edit post properties and status in the table.

The Quick Edit controls are:

* Title: Edit the post title
* Slug: Input a post slug
* Date: Select a post publish date
  + Month: Select a month in this combo box
  + Day: Insert a date in this edit box
  + Year: Insert a year in this edit box
  + Hour: Insert an hour in this edit box
* Author: Select a post author
* Password: Add a password in this edit box
  + A password prompt opens when the post is accessed
* Private: Make the post private
* Only Administrators and Editors can view the post
  + When Private is enabled, the password edit box is disabled
* Tags: Add or change tags in this edit box
  + We’ll explore Tags in detail later
* Allow comments: Toggle to enable or disable comments
  + Don’t enable this until you have spam safeguards in place
* Allow pings: Toggle to allow or block incoming pings
  + Pings are test messages sent to your site from other websites
  + Sites respond with a “Pong” to confirm the connection
  + While useful for uptime checks, pings may attract spam traffic
* Status: Select a post status
* Make this post sticky: Keep this post at the top of the blog page

Activate “Update” to save the changes and exit Quick Edit mode.

Activate “Cancel” to abandon changes and exit Quick Edit mode.

# Bulk Actions

Take an action on all or multiple documents with “Bulk Actions” controls.

The “Bulk Action” combo box and related controls are just above the document table.

Each Page or Post is preceded by a checkbox. Use JAWS Navigation Quick Keys to navigate checkboxes.

The first checkbox selects all documents.

JAWS echoes each document name. To select a document for a bulk action, check its checkbox.

The controls are:

* Bulk Action: Select a bulk action to perform on all selected pages or posts
* Edit: Open the Quick Edit dialog for all selected documents
* Move to Trash: Move all selected documents to the Trash
* Apply: Apply the selected bulk action to the checked items

## Bulk Edit

The Bulk Edit option configures document properties for all checked pages or posts.

To Bulk Edit pages or posts:

* Open “All Pages” or “All Posts” in the JAWS Links List
* Select two or more pages or posts by checking the related checkboxes
* Navigate to the “Bulk Action” combo box, and select “Edit”
* Activate “Apply”

The “Bulk Edit” controls open at the top of the Pages or Posts table.

Page Bulk Edit controls are:

* Selected Pages list: Activate a link to remove a page from the Bulk Edit list
* Combo boxes configure page properties and status:
* Author: Select an author
* Parent Page: Like folders in Windows, pages can have a hierarchy. Select a parent page
* Template: If the WordPress Theme has page templates, select a template
* Comments: Toggle page comments on the page
  + Allow: Enable comments
  + Don’t Allow: Disable comments
* Status: Change the page status

Post Bulk Edit controls are:

* Selected Posts list: Activate a link to remove a post from the Bulk Edit list
* Categories: Checkboxes down the center of the Bulk Edit panel
* Tags: Tags organize posts and help visitors find content
  + More on tags later
* Author: Select an author
* Template: If the WordPress Theme has templates, select a template
* Comments: Allow or disable comments
  + Allow: Enable comments
  + Don’t Allow: Disable comments
* Status: Change the post status
* Pings: WordPress alerts you when another site links to your post. The ping may generate a comment with a reciprocal link
* Sticky: Pins the post to the top of the blog page

Activate “Update” to apply the changes. Focus returns to the Pages or Posts table.

Activate “Cancel” to exit the dialog and close the controls.

# Links

Navigate to Internet resources, download files, and visit web pages with links.

Links are specially formatted passages of text. When text is formatted as a link, it becomes a “Hyperlink.”

Search for a page on your website or insert a link to another Internet location.

In WordPress, you can link to:

* WordPress Pages and Posts
* Other Internet locations
* Email addresses
* Documents and media for which you have a URL

We’ll discuss the “Media Library” shortly.

Create links with the Link button. Add links to Pages or Posts using the Link Settings Toolbar.

The Link Settings Toolbar includes a search interface that locates WordPress documents.

Let’s add a link.

## Add a Link

Links are activated with ENTER in Browse Mode or in the JAWS Links List. They are a fundamental web page element that moves focus from one web resource to another.

To add a link:

* Open the webpage to add a link
* Focus at the location to insert a link
* Insert or select the text to link
* For example:
* Visit my blog
* Email me
* Sign up for my mailing list

Insert the link with the “Insert Link” toolbar: Open the Insert Link toolbar in the Block Toolbar or with a WordPress keyboard accelerator.

The Block Toolbar:

* Select text
* Focus on the Top Toolbar
* Navigate to the Block Toolbar
* Press RIGHT and LEFT ARROW to navigate toolbar controls
* Activate “Link”

Use the WordPress keyboard accelerator:

* Select the text to hyperlink
* Press CTRL-K

The Link Settings Toolbar opens. Focus is on the edit-combo box.

Input a URL or select a WordPress page.

To input a URL:

* Type or paste the URL into the edit-combo box
* Activate the Submit button

The link is inserted. The selected text is hyperlinked. Remove selection.

To link to a WordPress page:

* Open the Link Toolbar
* Focus is on the edit-combo box
* Insert a text string

WordPress processes the search.

* Navigate the search results
* Select the Page or Post to link
* Activate the Apply button

The Link Toolbar closes:

* The link is inserted into the web page
* The selected text is hyperlinked
* Remove selection

To link to an email address, input the email syntax:

Mailto: followed by the email address, with no spaces

<mailto:cathy@blind.training>

<mailto:cathy@blindtraining.com>

Etc.

These email links work for desktop mail applications. If a visitor uses Gmail, Outlook.com, or other online email service, these links won’t work.

A checkbox is at the bottom of the Link Toolbar:

The “Open in New Tab” checkbox:

* When the checkbox is checked, the linked content opens in a new browser tab
* When the checkbox is unchecked, the linked content opens in the same browser tab

Activate “Apply.” The Link Toolbar closes, and the link is inserted.

The selected text is hyperlinked. Remove selection.

Tap ESCAPE to cancel the link.

## Edit a Link

Edit a link in the “Link Settings” Toolbar:

* Focus anywhere in hyperlinked text
* Open the “Link Settings” Toolbar in the Block Toolbar or press CTRL-K
* Search for a new WordPress document or insert a new URL

Press ENTER to update the link. The link is updated.

The “Link Settings” Toolbar closes.

## Remove a Link

Remove a link from a hyperlink with a WordPress keyboard accelerator:

* Focus anywhere in the linked text
* Press CTRL-SHIFT-K

You can also use the block toolbar but this is easy to remember and execute.

The link is removed. Focus returns to the text.

## Delete Linked Text

To delete linked text, select the text and press DELETE. The text and hyperlink are deleted.

# Conclusion

Thoroughly explore and get to know the “All Pages” and “All Posts” WordPress Dashboard pages.

These pages are the central hub for managing, reviewing, and editing WordPress documents. Every major change to your content begins here.

Practice adding links to external websites and other WordPress pages. Links are the most-used element on the web, and one of the most powerful. They connect your readers to resources, support, and deeper content. Mastering links is a critical skill.

Use the skills you’ve learned to:

* Add Pages and Posts
* Edit pages
* Add and manage blocks
* Navigate the “All Pages” and “All Posts” Dashboard pages
* Quick Edit a page or post
* Link to outside content
* Link to WordPress pages

Pages and posts bring your website to life. Links guide your visitors forward, one breadcrumb at a time, into the world you’ve built in WordPress.

---END---