



[blogs.ed.ac.uk](http://blogs.ed.ac.uk)

# How to pin a blog post

Workbook

Edition #1  
October 2019

Pinning a post to the top of your blog is a great way to get your readers to see what post is most important or relevant for the blog. You can easily pin or unpin your post to the top of your blog's post list by making the post 'sticky' within WordPress.

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# 1. How to pin a post to the top of your blog

- 1) Log into your blog via EASE from <https://blogs.ed.ac.uk>.
- 2) Click on **Posts** from the dashboard sidebar
- 3) Hover over the post you would like pinned to the top of your blog list and click on the **Quick Edit** option.
- 4) From there click the checkbox that says '**Make this post sticky**' and click **Update**.

The screenshot shows the WordPress dashboard for 'Academic Blogging Internship'. The 'Posts' section is active, displaying a list of posts. The 'Quick Edit' interface is open for the post 'My First Post — Draft'. The 'Status' is 'Published'. The 'Make this post sticky' checkbox is checked and highlighted with a red box. The 'Update' button is visible at the bottom right of the quick edit form.

Title	Author	Categories	Tags	Date
<input type="checkbox"/> My First Post — Draft	ascully	Uncategorised	—	Last Modified 2019/10/01

**QUICK EDIT**

Title:

Slug:

Date:

Author:

Categories:  Uncategorised

Tags:

Allow Comments:  Allow Pings:

Status:   Make this post sticky