How to Use Editor Features

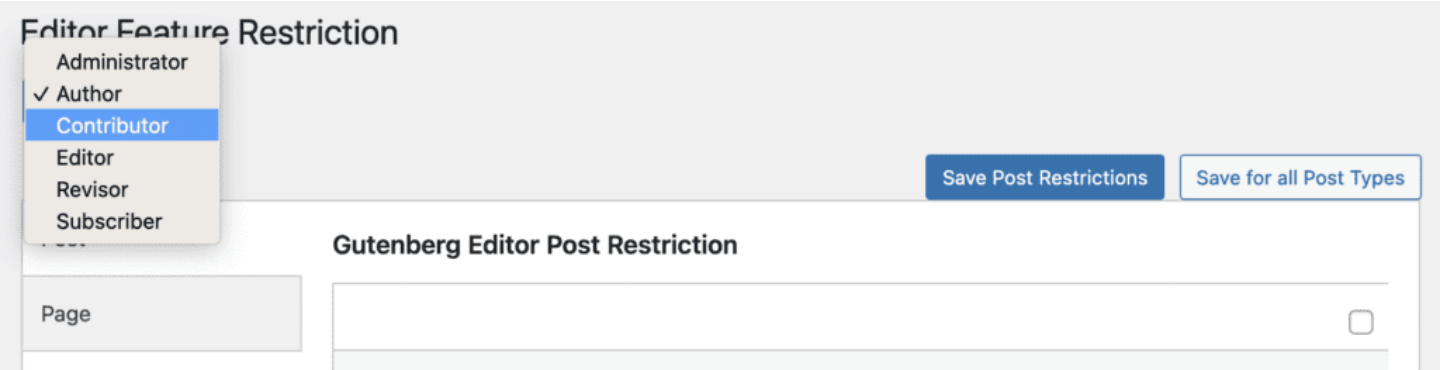
Editor Features · https://publishpress.com/knowledge-base/editor-features/

This guide will show you how to use the “Editor Features” screen in the PublishPress Capabilities plugin."Editor Features" allows you to remove elements from the post editing screen. You can decide what users see when they're writing posts.

This feature is available in both the Free and Pro version of PublishPress Capabilities. The Pro version also enables you to hide metaboxes created by plugins and themes.

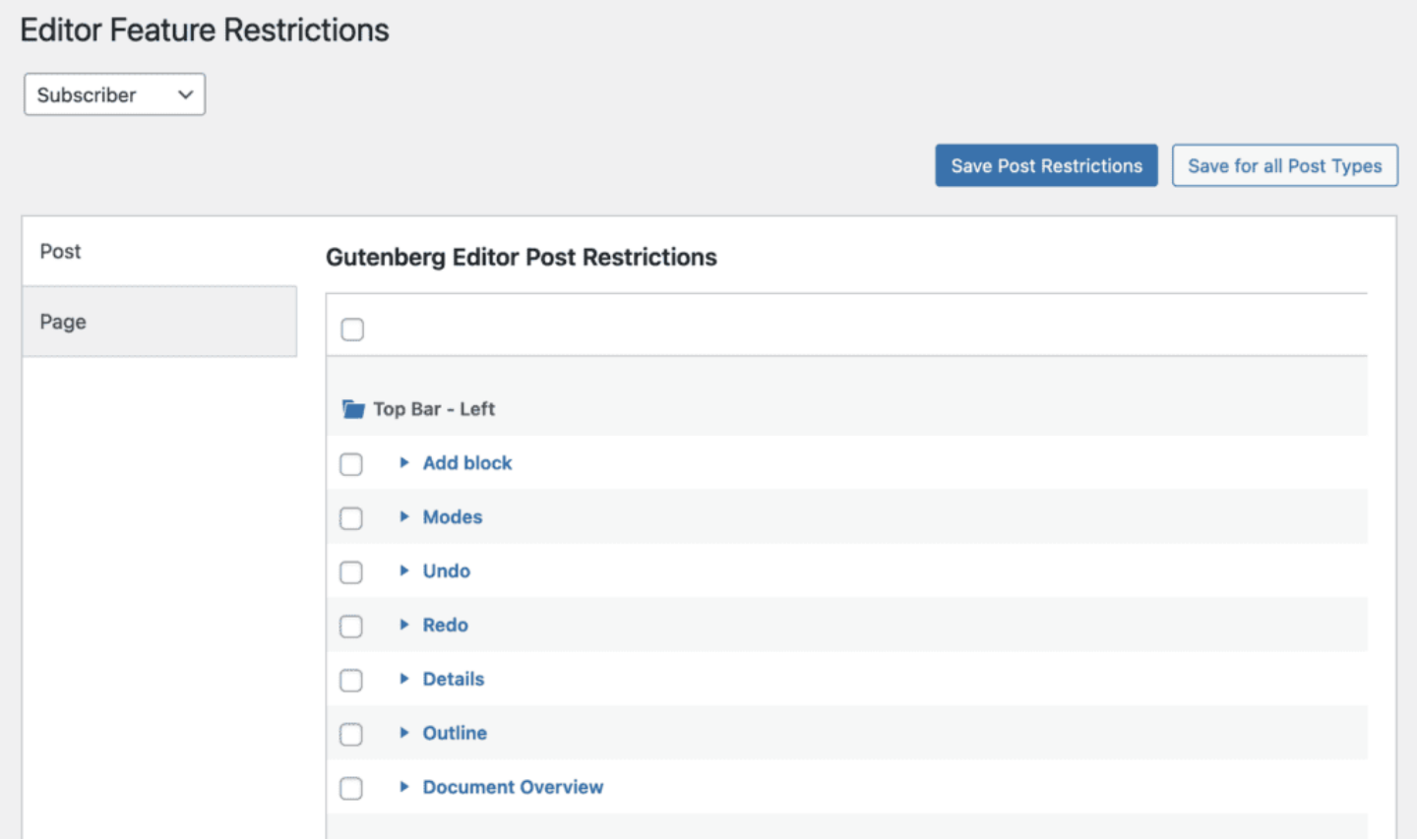
Getting Started With Editor Features

- To start changing the post editing screen, go to “Capabilities”, then “Editor Features” in your WordPress admin menu.
- Look in the top-left corner for the user role you want to edit:



On this screen, you'll be able to choose which features to hide for different user roles:

- Choose "Post", "Page", or another post type in the left sidebar.
- Scroll down the screen and you can place a red X for every feature you want to hide.

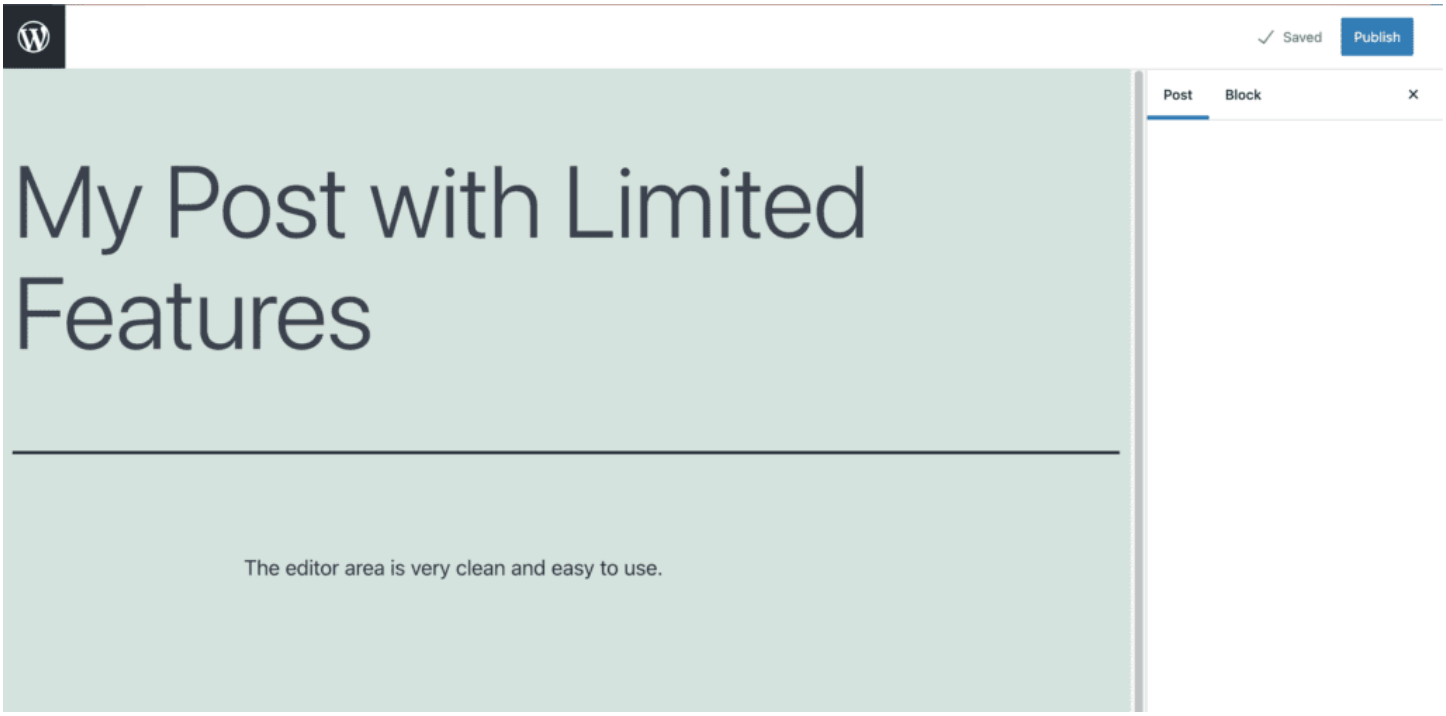


Editor Features Screen 1

Examples of how to use Editor Features

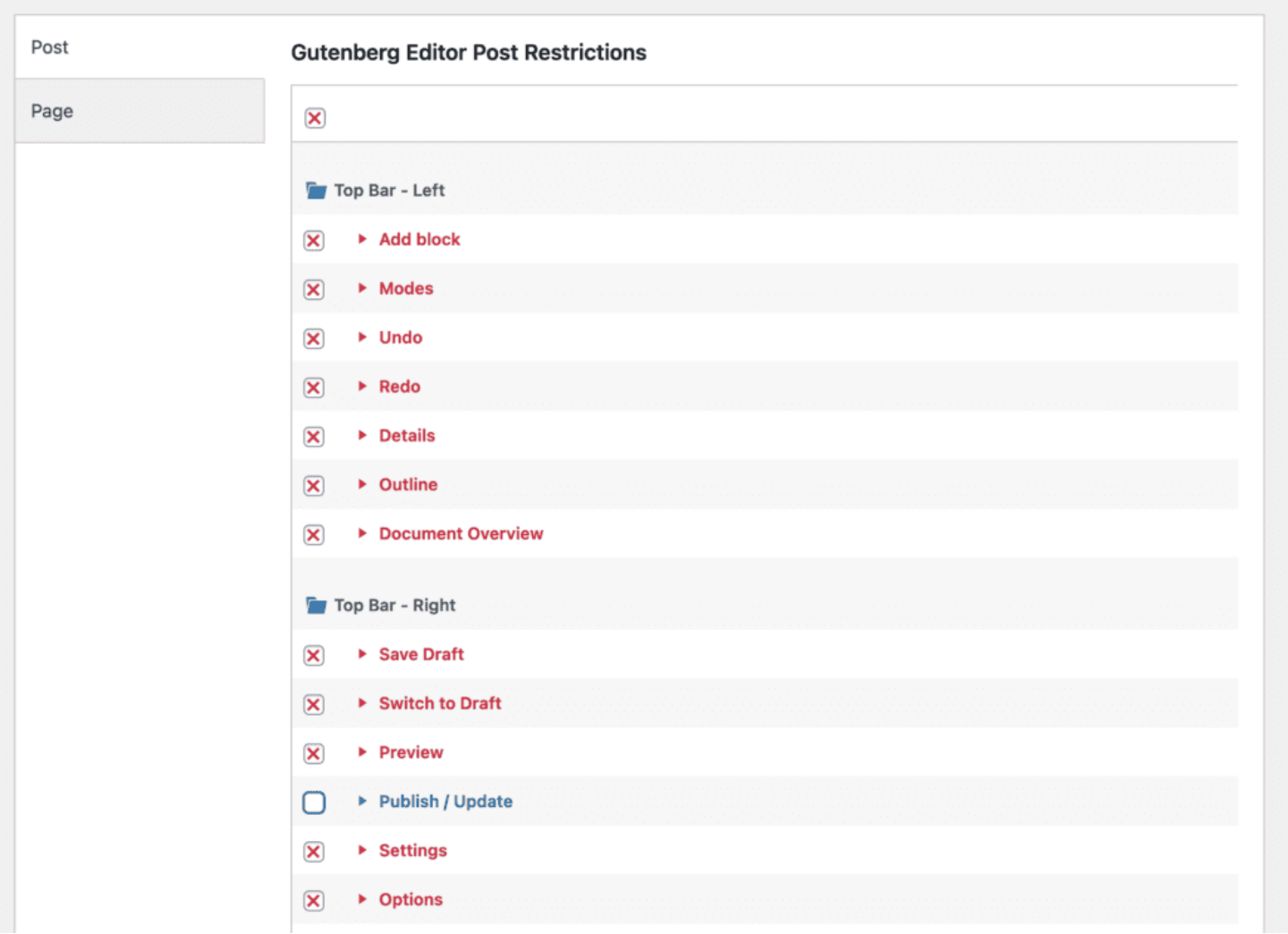
Let's show you some examples of what "Editor Features" can do.

Take a look at the screenshot below which was set up using "Editor Features". This is the normal Gutenberg Editor but the PublishPress Capabilities plugin has been used to hide many features. The user can write the post as normal, but they have no access any of the extra settings. All they can do is save the post as a "Draft" or click "Publish".



Clean Screen Gutenberg

This is possible using the settings in the screenshot below. There is a red X in almost every box except for "Publish / Update".



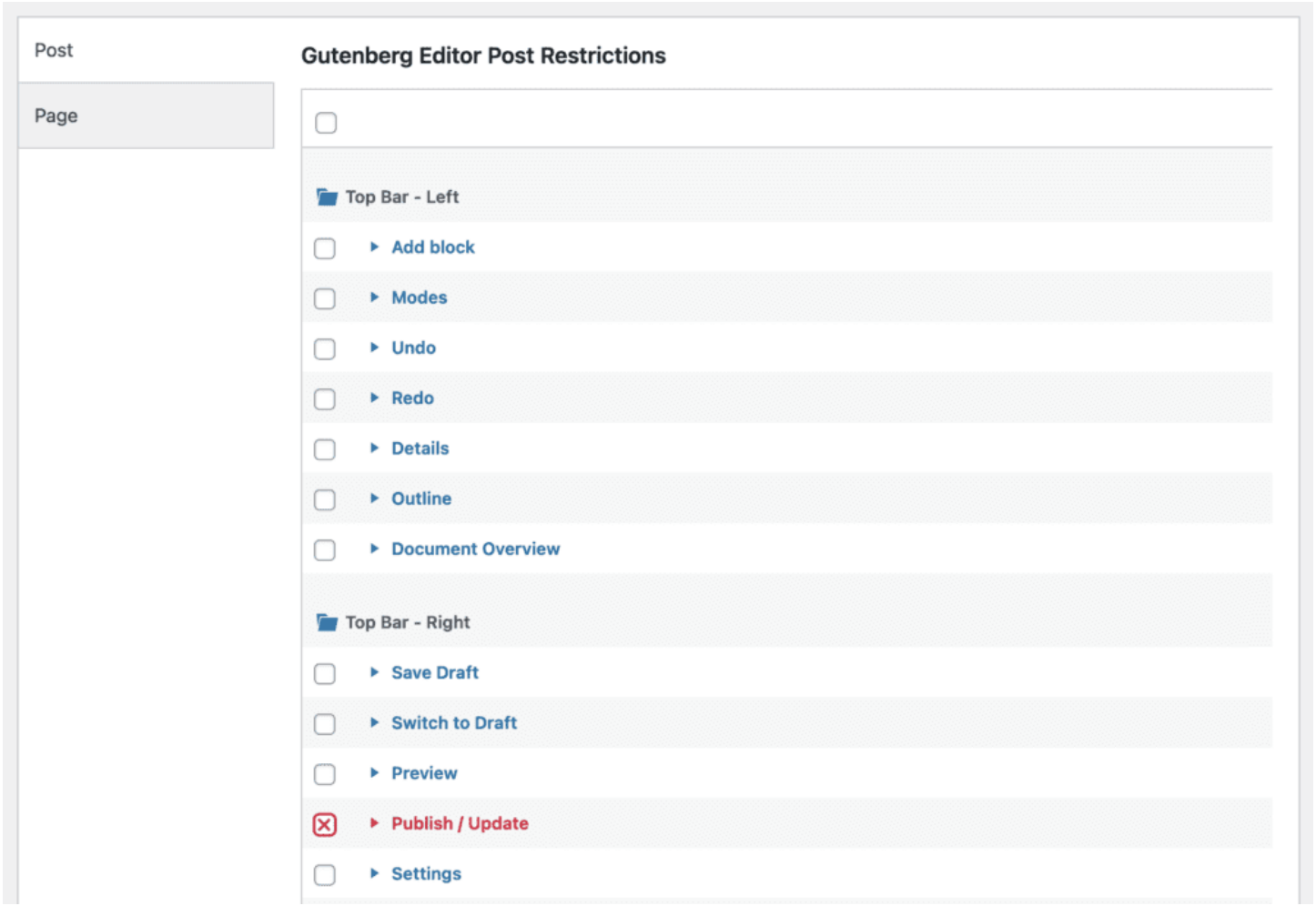
Only Publish

You can also use "Editor Features" to do exactly the opposite. You can give users access to every setting *except* for the "Publish" button. In the screenshot below, the user can manage everything about this post, but they can't change the status or publish it. All they can do is save new drafts.



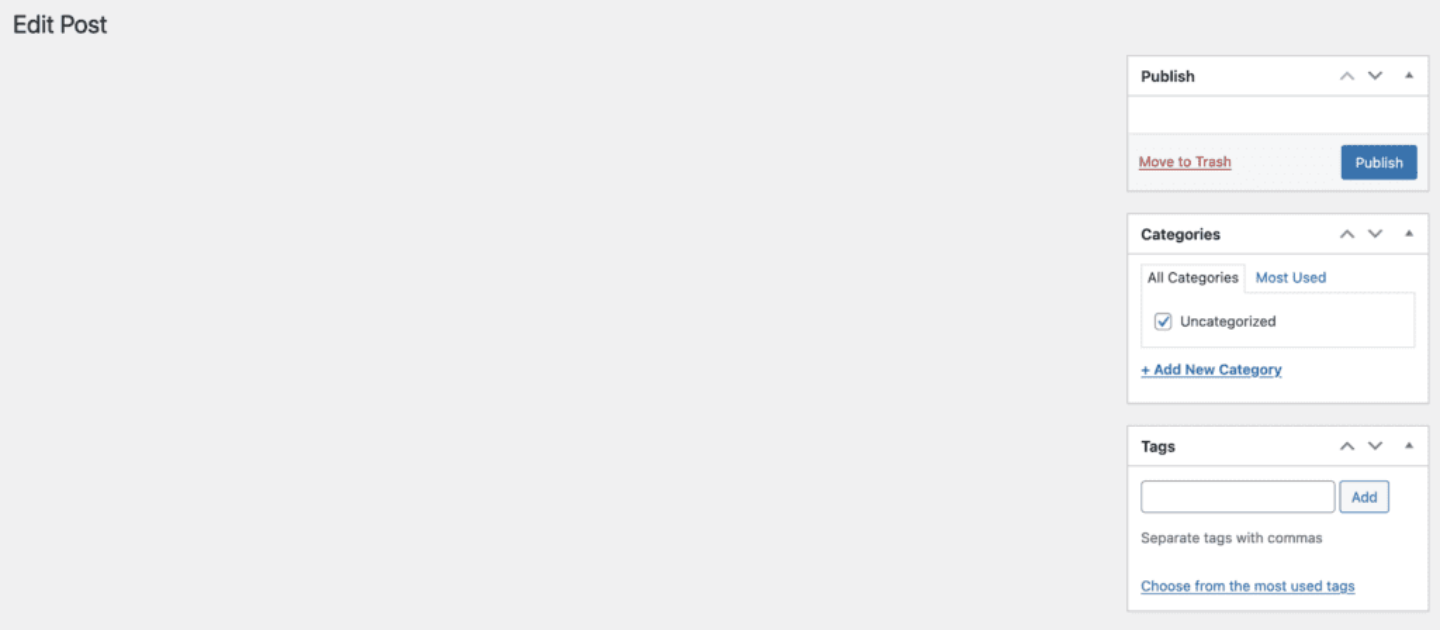
Gutenberg No Publish

If you want to remove access to the "Publish" button, you can do that using the settings in the screenshot below:



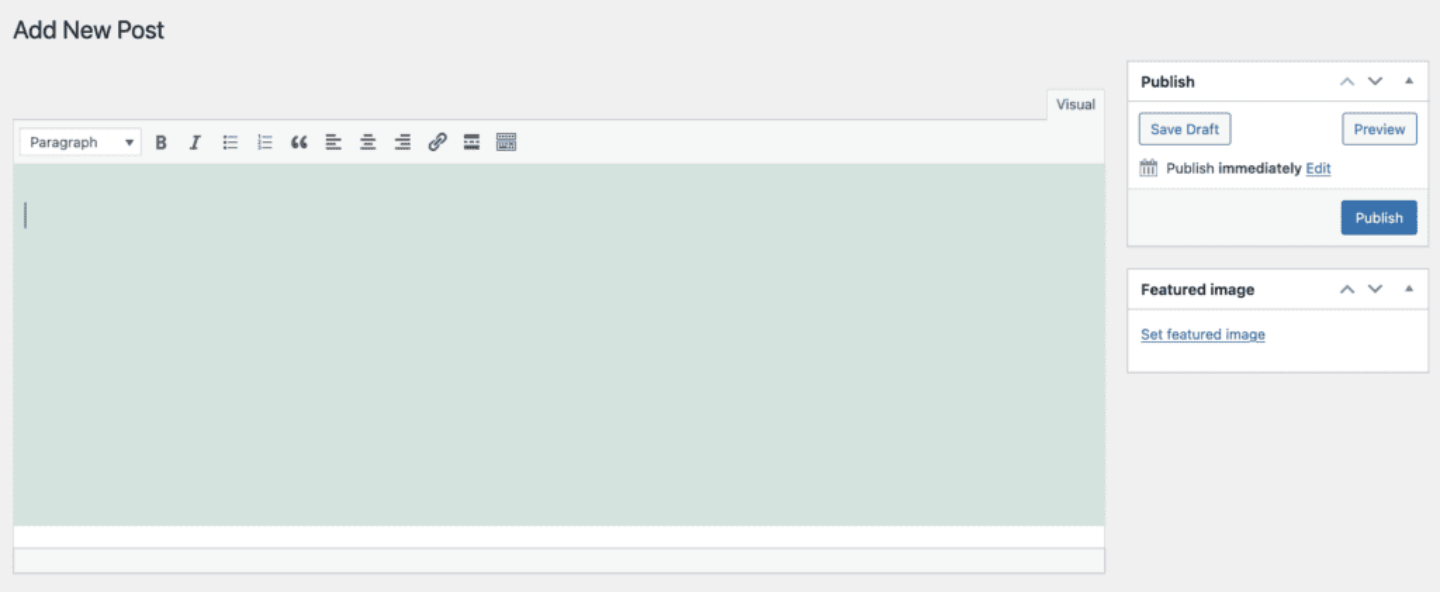
No Publish

"Editor Features" works with Classic Editor also. You could set up your site so that user can't see anything about the post. All they can do is add Categories and Tags.



Classic Editor Cats

Alternatively, you can allow a user to have access to the body of a post, plus the "Featured image" box:



Featured Image Title