# Un-publishing Content

If you need to remove a post you've already published there are a few ways to do so. First you could always send the content straight to **trash** and delete it, or you can save the content for editing in the future. This is incredibly easy to do in WordPress with the draft or private post status.
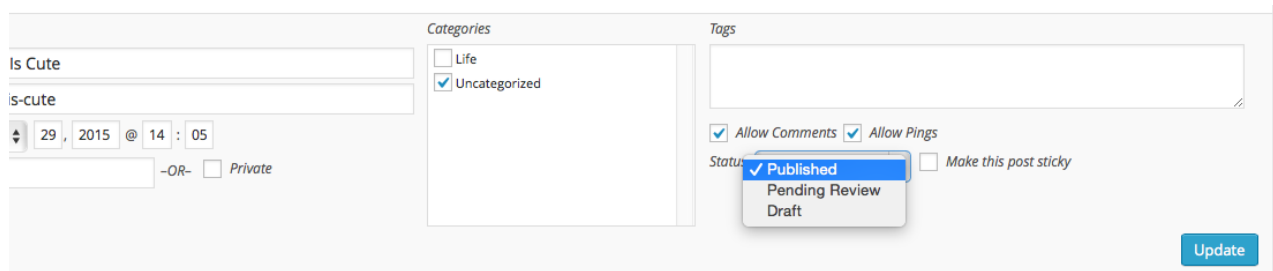
Draft Status

There are a couple differences between draft and private statuses. **Draft** removes the post from the published content completely and saves it in WordPress, while **Private** publishes the post but only allows users with **admin** or **editor** privileges to see the content on the posts page. You can read more about how **post visibility** works here.

To change a post that is already published into draft or private form is pretty simple. Start off by going into your **Dashboard** and selecting **Posts** -> **All Posts.**
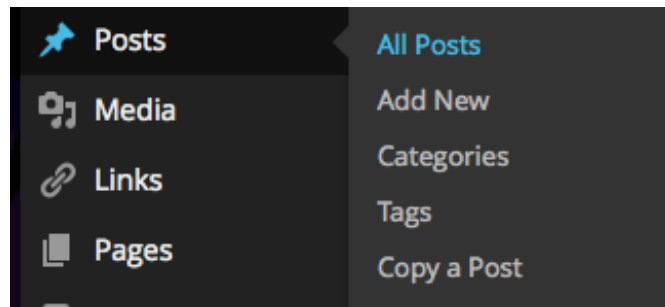

You'll see a list of all your published posts and from there, you can select **Quick Edit** and you'll be presented with options.


To save the post as a draft simply select **draft** and hit the **update button**. This will save the post for editing later, but remove it from the public part of your site where people would see it.

Alternately, you can edit the post directly and change its status from the options on the sidebar. By selecting the **Draft** option, the publish button on the bottom will change to "**Revert to Draft**".
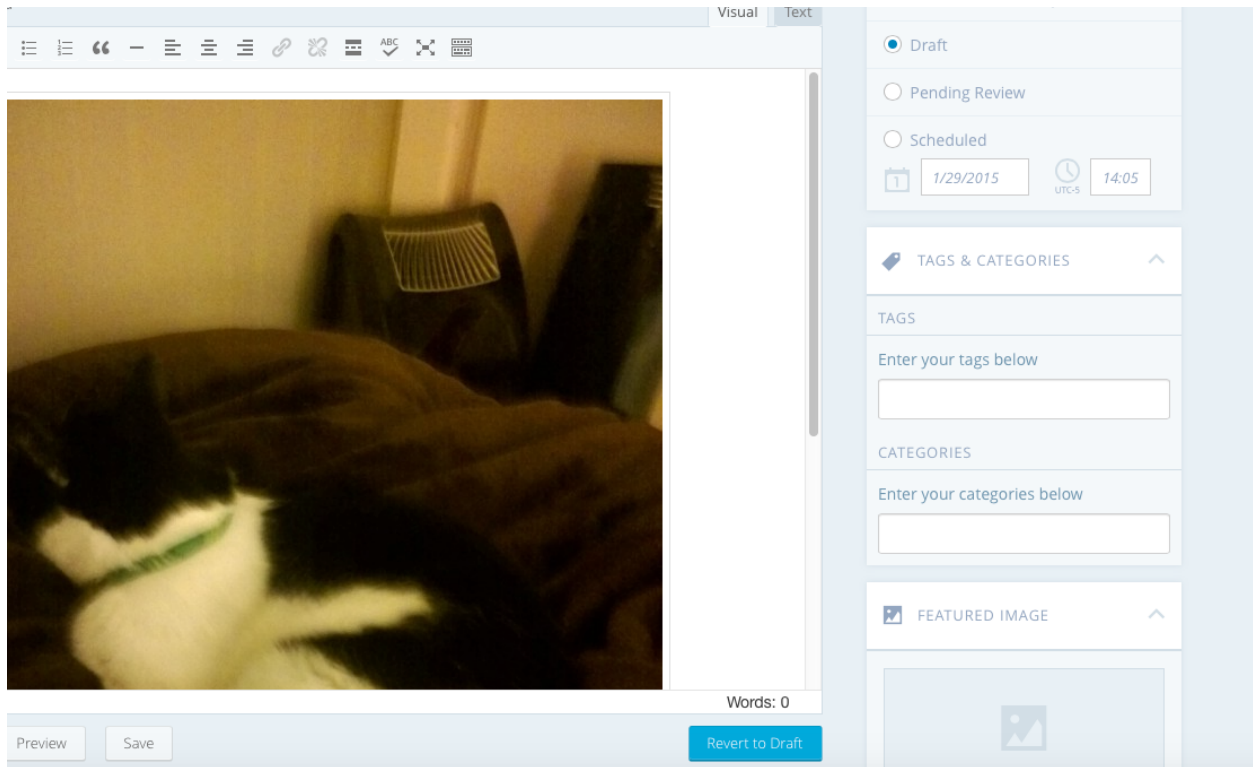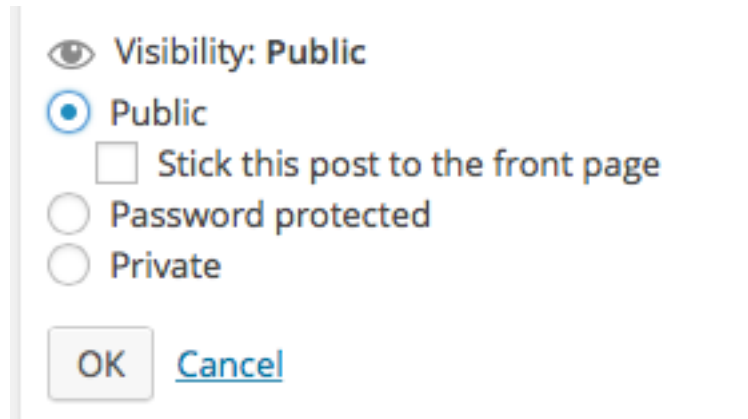

You may notice by going to the URL where the post was published, that you are still able to see the post. Don't worry this is only visible to you (or other admins)!

You can always test to make sure it's gone by logging out and checking the post URL again. When you're logged out and looking at the URL of a post that is a draft you should see a "Not Found" error message.
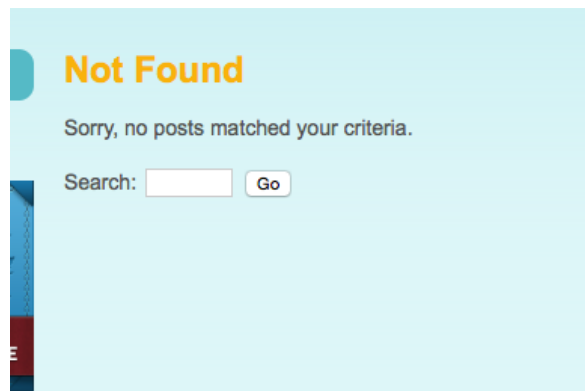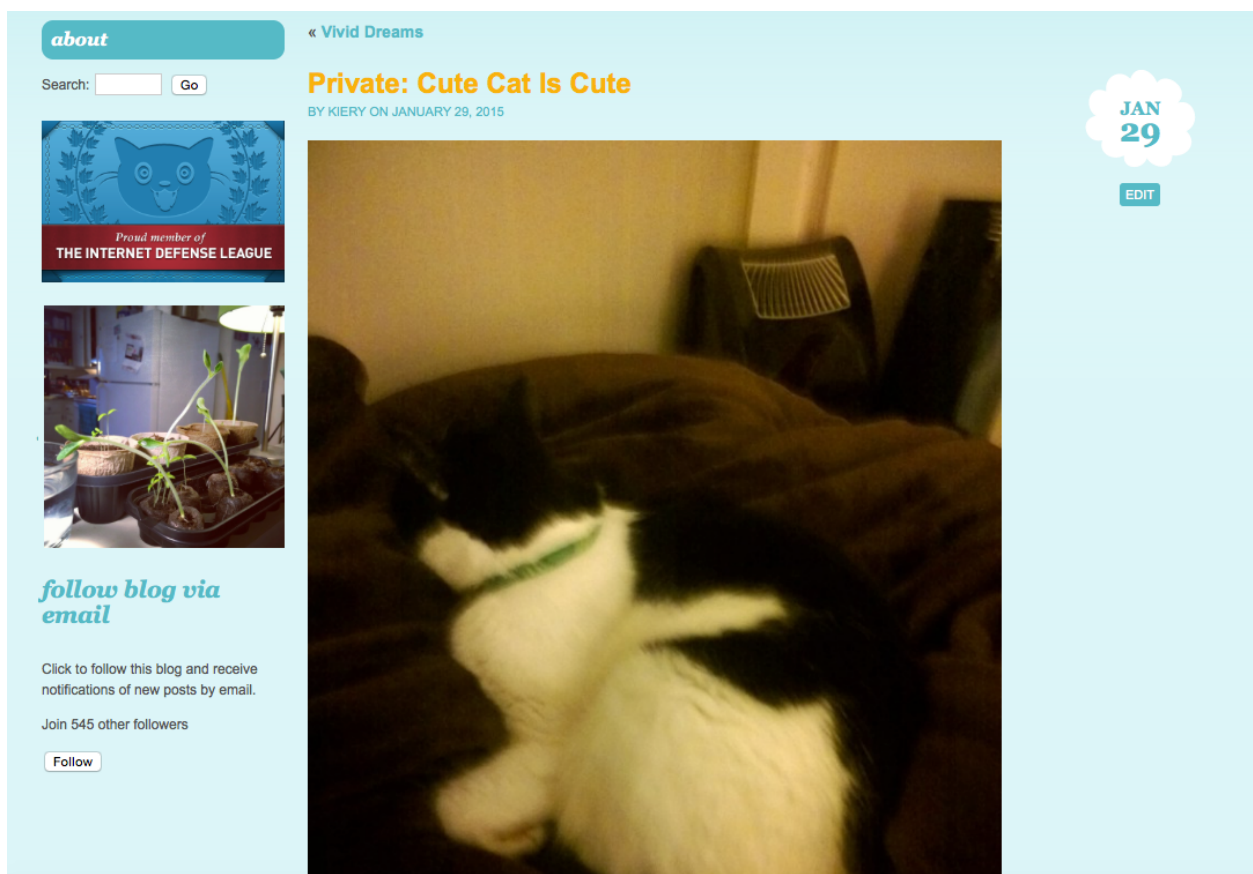
Private Status

If you want to be able to see the post on your site, but not allow it to be viewable by the public, you can change the post to "Private" by editing the post and selecting the **Private** option under the **Visibility Settings**.

Publishing your post privately will keep it live on your site but only visible to the admins and editors. It will also contain an indication of the private status of the post.

Public Visibility

If you log out of your account after either reverting the post to a draft, or publishing it privately, your public posts section should look as though the content you removed was never there.