

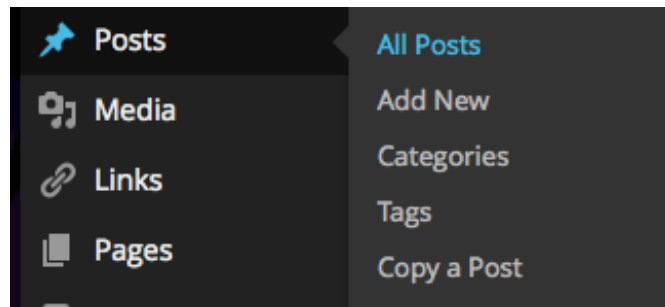
Un-publishing Content

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.

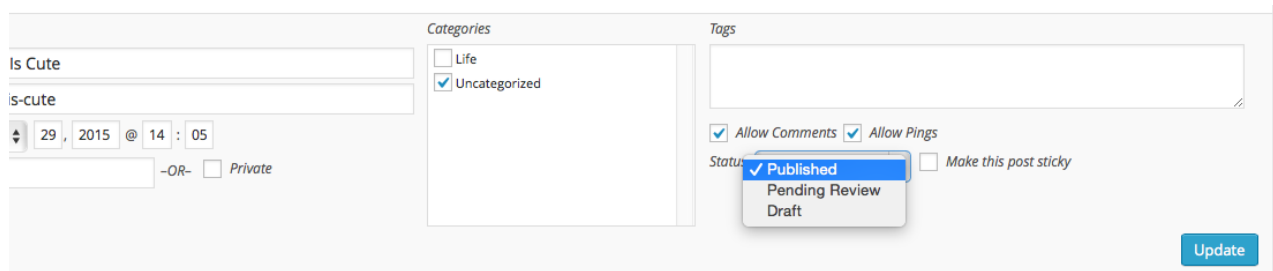
Draft Status

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**.

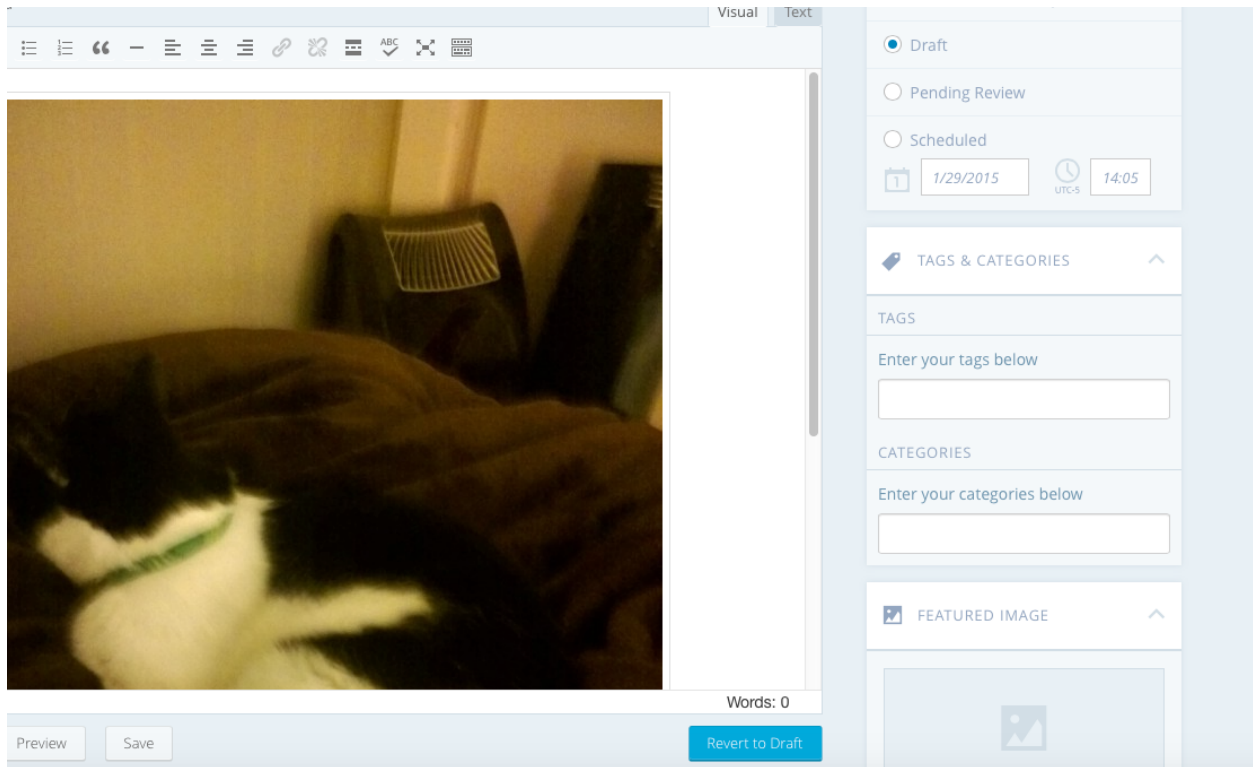


You'll see a list of all your published posts and from there, you can select **Quick Edit** and you'll be presented with options.



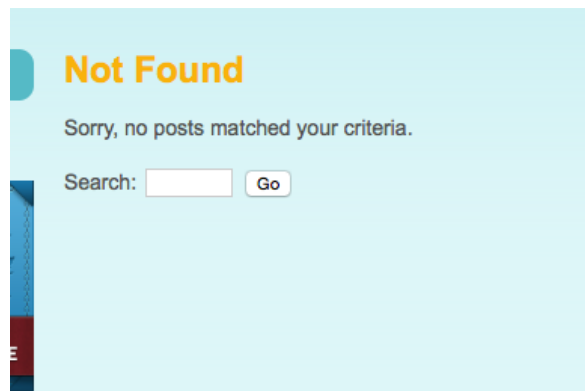
To save the post as a draft simply select **draft** and hit the **update button**. This will save the post for editing later, but remove it from the public part of your site where people would see it.

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**”.



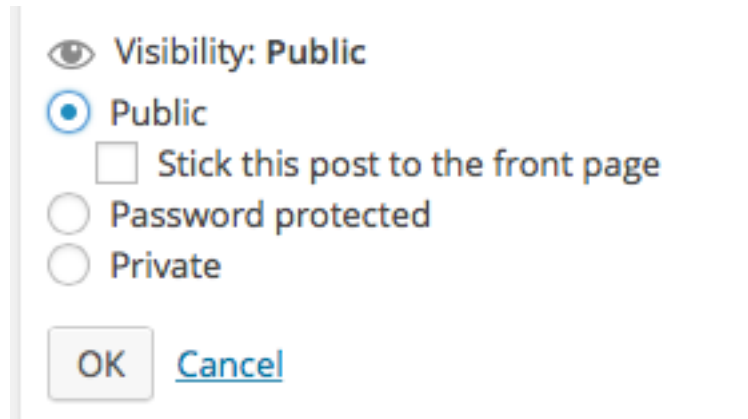
You may notice by going to the URL where the post was published, that you are still able to see the post. Don't worry this is only visible to you (or other admins)!

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.



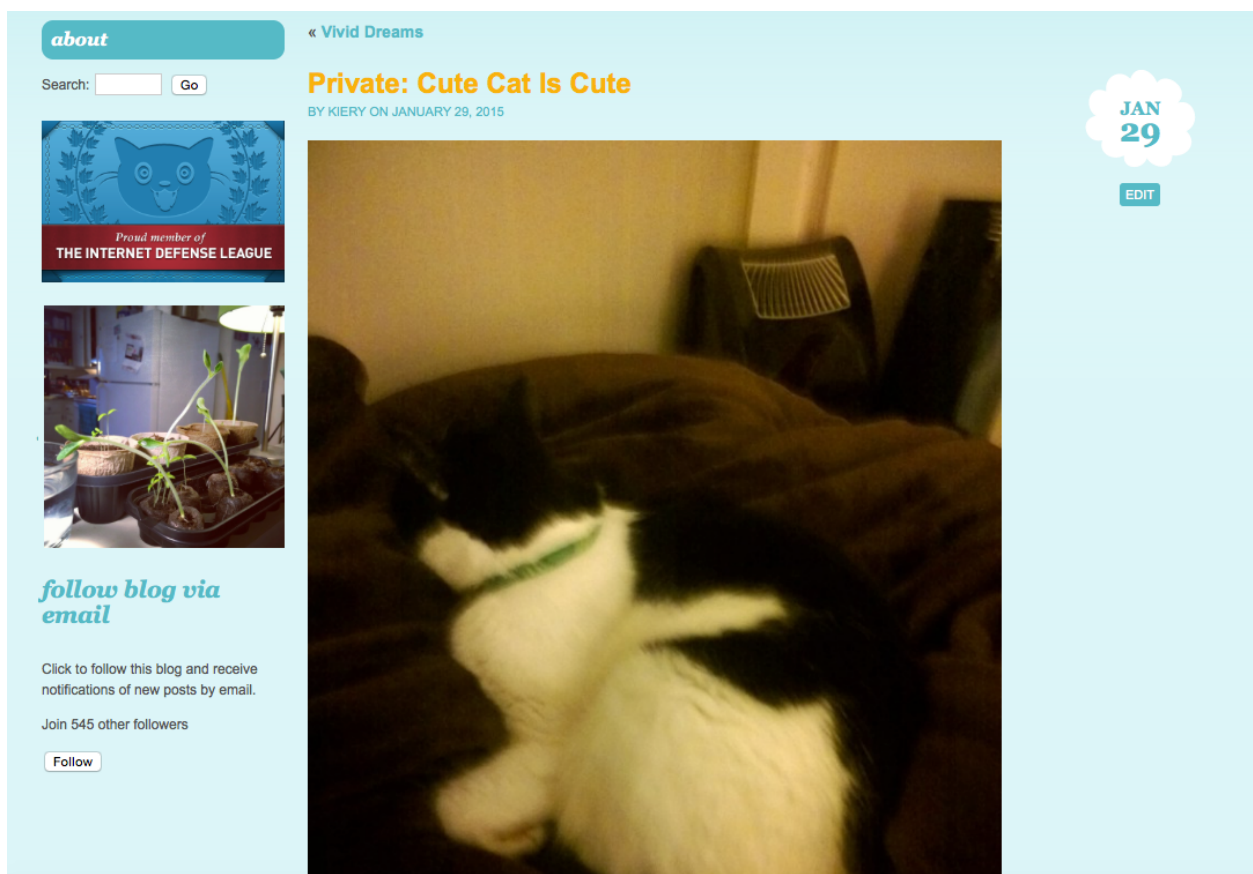
Private Status

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**.



The screenshot shows a 'Visibility Settings' dialog box. At the top, it says 'Visibility: Public' next to an eye icon. Below this are four radio button options: 'Public' (which is selected), 'Stick this post to the front page' (with an unchecked checkbox), 'Password protected', and 'Private'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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.



The screenshot shows a blog interface. On the left is a sidebar with an 'about' tab, a search bar, a 'Proud member of THE INTERNET DEFENSE LEAGUE' badge, a photo of seedlings, and a 'follow blog via email' section. The main content area shows a post titled 'Private: Cute Cat Is Cute' by Kiery on January 29, 2015, featuring a photo of a black and white cat. On the right, there is a date badge for 'JAN 29' and an 'EDIT' button.

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.


what is this land you call "this land"?

A micro-blog by Kiery

about

Search:





follow blog via email

Vivid Dreams


BY KIERY

I've been taking Lexapro for a little over a week now, and all of my dreams are super vivid. You know, the kind that stick with you well after you wake up, and the kind that make you think you're awake when you're not?

Thankfully for me, I suppose, I sometimes have pretty fantastical dreams; So even waking up stressed, at least I wake up in a reality where giant purple energy zombies that explode aren't real things, and I don't have to escape them.

LIFE

LEAVE A COMMENT »



JAN 29

EDIT

JAN 28

EDIT