

Edit or unpublish a blog post

Fix a typo, update a post, take it off your site without losing it, or delete it, one post at a time or several together.

You can change a post at any time, and take one off your site when it's out of date. Unpublishing hides a post. Deleting removes it. If you aren't sure which you want, unpublish.

Edit a post

1. Log in to your site editor.
2. In the side panel, click **Blog**, then **Manage Posts**.
3. Click the **Edit** icon next to the post.
4. Make your changes. Click the text to change it, or add or move pictures and widgets, as on a page.
5. Publish the post again so visitors see the change. If you don't see a **Publish** or **Republish** button, tell us and we'll publish it for you.

To change the post's title, author, tags or main picture, click the **Post Settings** icon. Here you can also change the post's web address, change its publish date, or click **Unpublish** or **Republish**. The publish date decides where the post sits in your list, so changing it moves the post.

Unpublish or delete one or more posts

1. In the side panel, click **Blog**, then **Manage Posts**.
2. Tick the box next to each post you want to change.
3. Click **Unpublish** or **Delete**.

Which one?

- **Unpublish** when a post is out of date but you may want it again, for example a seasonal special.
- **Delete** when you're sure you won't need it. Please don't delete a post you might want later. Ask us first if you're unsure.

Tips

- If we wrote the post for you, you can ask us to update or remove it. See [How your site posts work](#).
- Check a page that lists your posts after you unpublish one. See [Show your latest posts on a page](#).
- If a post's address changed and an old link to it is out there, tell us so we can send the old link to the right place. See [Send an old link to a new page](#).

Need a hand?

Email hello@zossoz.com with your business name, the post title and what you'd like done, and we'll take care of it. It counts as one of your small changes for the month. We reply within one business day. See [Request a change](#).

Related guides: [Write and publish a blog post](#) · [Schedule a blog post for later](#) · [How your site posts work](#) · [Request a change](#)

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