Unpublish a page

Overview

If you published by mistake in Live an Editorial, you can easily un-publish it from the Live site. Only condition: it mustn't be linked with any other content on other published pages.

If it does, please, remove every links in Live or contact the support (Web support contact).

If it does not, just follow this process.

> **This will not restore an previous version of a page**
>
> This operation will make the page unreachable. If a page need to be restored to a previous version, you have to use the history to roll-it-back, then re-publish it.

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Step-by-step

Step 1: reach the Editorial detailed page

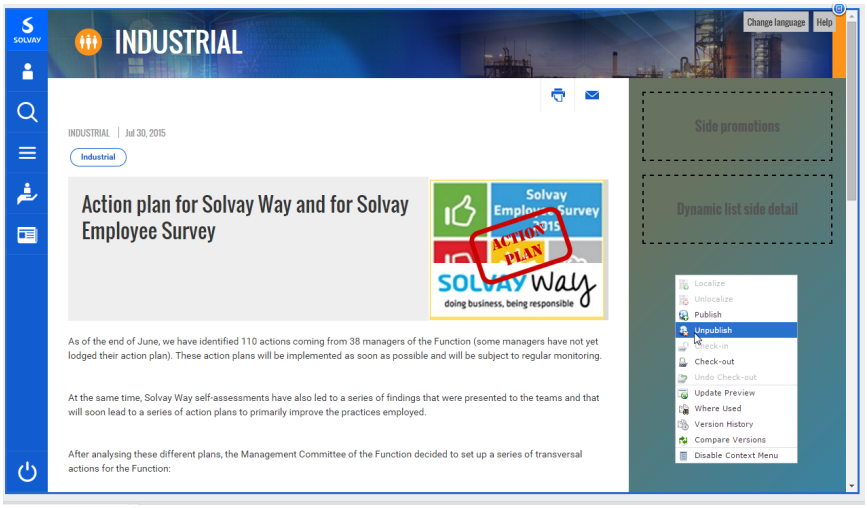
From the Staging site, choose the "English" language and display your editorial in full page (clicking in its title when it is displayed from a news stream)

Now it should be displayed like beside:

Step 2: Unpublish the page

Right click on the page, out of any content (no one border should appear, except the one all around the whole page.

Select "Unpublish" from the menu.

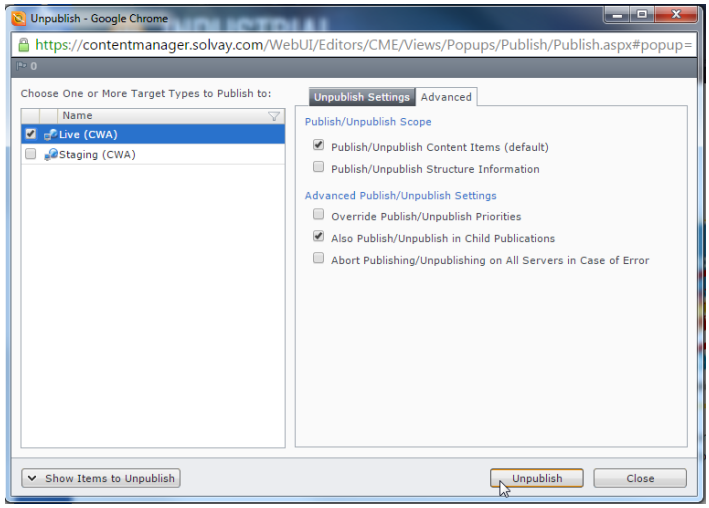


Thick "Live", un-thick "Staging"

> **What if you doesn't un-thick "Staging"?**
>
> If you miss to un-thinck "Staging", the page will be unavailable from the Staging environment too, so you will not be able to publish it later.

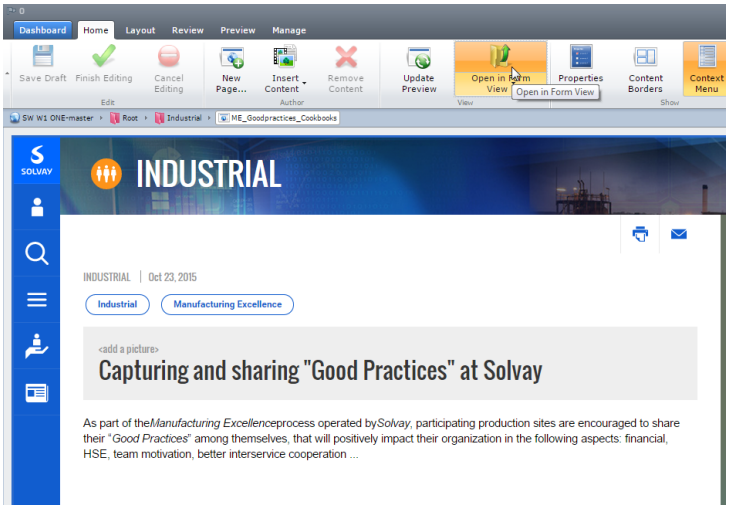
From "Advanced" tab, thick "Also publish / unpublish in Chile publications"

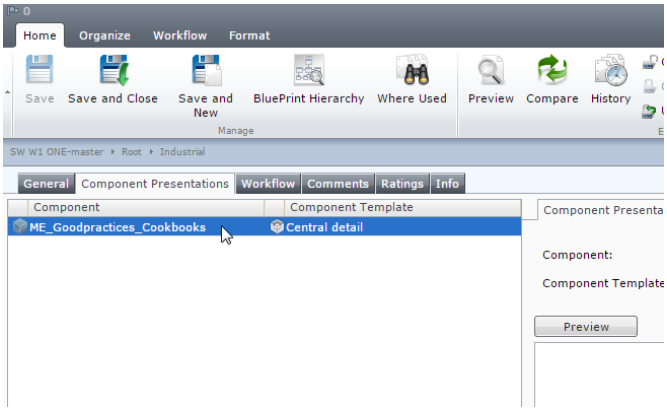
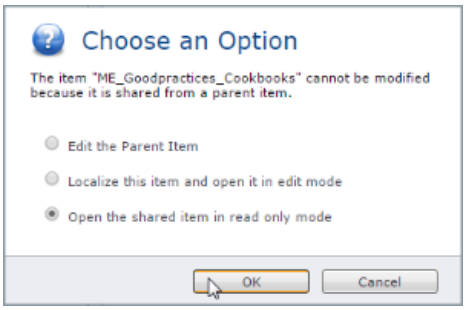
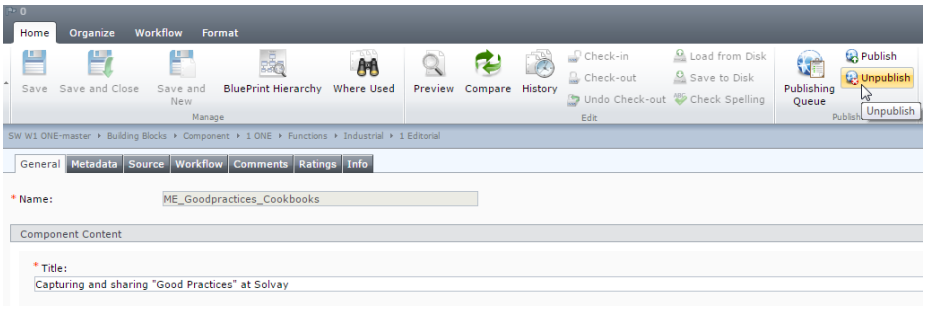
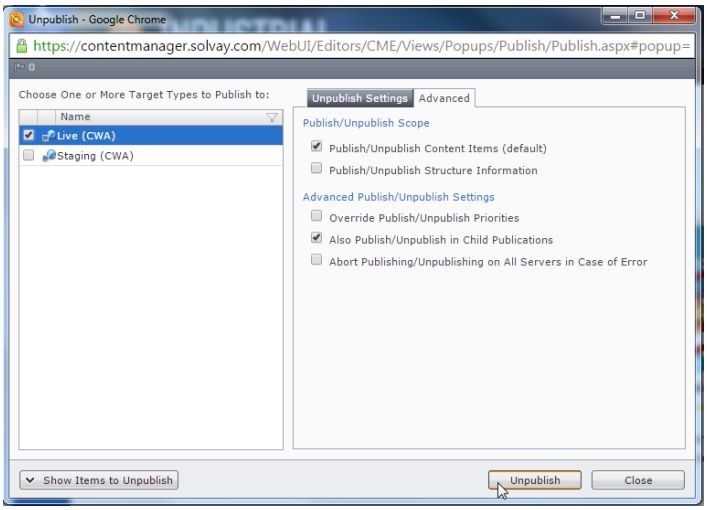
Press "Unpublish"



Step 3: Unpublish the Editorial

Press 'Open in Form view'



Reach the 'Component presentations' tab, Double click the first item in the components list.	
Select 'Open the shared item in read only mode', then press 'OK'.	
Press 'Unpublish'	
Ensure "Live" is thicked and "Staging" is un-thicked. **What if you doesn't un-thick "Staging"?** If you miss to un-thinck "Staging", the content will be unavailable from the Staging environment too, so you will not be able to publish it later. From "Advanced" tab, thick "Also publish / unpublish in Child publications" Press "Unpublish"	

Related articles

Related docs

Can't find information?

- Web support contact