

Un-Publishing Content

Unpublishing removes items from the web server so they are no longer available online.

To un-publish an asset:

1. Navigate to the asset
2. Click the Publish tab
3. For pages only: select the checkboxes for the configurations to un-publish
4. Check the boxes corresponding with the destinations to unpublished the content from.
5. Click the Un-publish radio button:

The screenshot shows a dialog box with a tabbed interface. The 'Publish' tab is selected. Under the 'Destination' section, three items are listed with checked checkboxes: 'WEB.tamu-commerce.edu/WEB.tamu-commerce.edu', 'WEB.tamu-commerce.edu/Includes/Includes', and 'WEB.tamu-commerce.edu/XML/XML'. Under the 'Options' section, 'Generate a publish report message' is checked, and 'Un-publish' is selected as the 'Publish Mode'. 'Submit' and 'Cancel' buttons are at the bottom.

6. Click Submit
7. This page no longer exists on the internet, but remains in Cascade for editing and future publishing.

Preventing something from Publishing

This can be useful if you do not want a page you're building in Cascade to be on your website now, but you will want it there in the future.

1. Select the asset (Note: actions applied to a folder, apply to everything within that folder)
2. Click the Edit tab (for individual pages, you will also need to click the System sub-tab)
3. Un-check the Include when publishing checkbox.
4. When you're ready for the page to be published, re-check the Include when publishing checkbox.