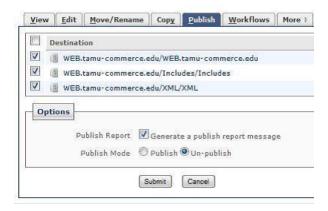
Un-Publishing Content

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
- 4. Check the boxes corresponding with the destinations to unpublished the content from.
- 5. Click the Un-publish radio button:



- 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.