Unpublishing & deleting pages

These instructions cover:

- unpublishing a page
- deleting a page

"Unpublishing" a page makes it invisible on the live website. You as the editor can still see it and edit it, but external visitors cannot see the page until you publish it again.

You might need to unpublish a page because the content needs to be significantly revised, or you might need to delete a page because the content is no longer be relevant.

It is good practice to unpublish a page before deleting it; this gives you a chance to get some or all of the content back if you realize you need it.

Unpublishing a page

1. On the SharePoint ribbon select PUBLISH and click Unpublish.

2. Your page will now no longer be visible on the website.

Note: If you see the message "This control is currently disabled", you do not have editing rights to unpublish pages. Contact an editor in your section to get your page unpublished.

Deleting a page

Deleting a page permanently removes it from the live website and your section, and moves it into the Sharepoint recycling bin. Before you delete a page, you should be absolutely certain that you no longer need the content. (To retrieve an item that you deleted, see Restore from Recycle Bin in Undoing mistakes on **The Basics** page.)

1. Navigate to the page you want to delete.
2. On the SharePoint ribbon, select PAGE and click Delete Page
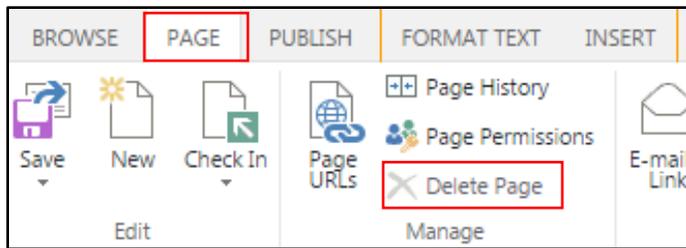
3. You will see a confirmation pop-up window appear. If you are sure, click OK. Your page will be moved to the recycle bin and will no longer be visible on the live site or in your section.
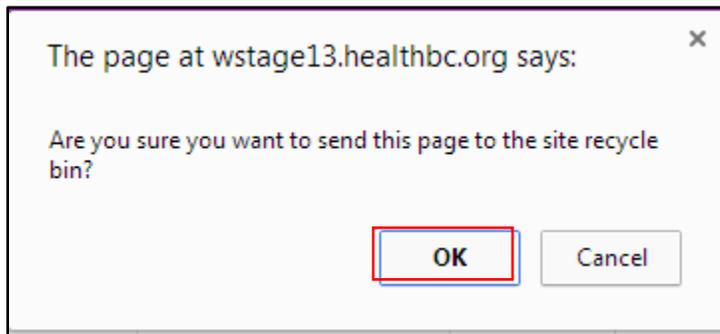
Note: Authors do not have the editing rights to delete pages. Only Editors can delete.