**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 Check the boxes corresponding with the destinations to unpublished the content from.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:

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.