Removing or Unpublishing Onesheets

If you have any outdated or obsolete Onesheets. You can remove those onesheets so your agents don't see them anymore! Also, if you have seasonal one sheets (Like the pumpkin spice latte letter) you can unpublish those sheets and keep them for next year!

Removing Onesheets

1. Select the Actions button next to the Page in your Presentation Admin.

Templates	Pages > Test Onesheets				
Pages	roges > resi onesileets	+ NEW FOLDER	CREATE PAGE		
Report Page Titles	Title	Description	Status		
	= 🖹 Sample LF 2	Onesheet		1 PUBLISH	
	= 🖹 Sample LF	Onesheet		Published	
	= 🖹 Header Footer Test	Places to Eat			
	= 🖹 The One Thing To Remember	r1789_PDF		Published	
	= 🖹 Test Weidel Page	Onesheet		Published	

2. From the Actions menu, select **Delete.**

Templates	Pages > Test Onesheets	
Pages		New FOLDER CREATE PAGE
Report Page Titles	Title Description	Status
	= Sample LF 2 Onesheet	★ PUBLISH
	= 🖹 Sample LF Onesheet	Published
	= 🖹 Header Footer Test Places to Eat	Delete
	= The One Thing To Remember1789_PDF	Edit
	= E Test Weidel Page Onesheet	^F Duplicate
		Move
		Unpublish

3. Confirm that you would like to delete the page (See below).



Un-publishing Onesheets

1. From the Pages tab of the Presentation Admin.

Pages Title Description Status = 6 Sample LF 2 Onesheet •••• = 6 Sample LF 2 Onesheet •••• = 6 Sample LF 2 Onesheet Published •••• = 6 Sample LF 2 Onesheet Published ••• = 6 Sample LF 2 Onesheet Published ••• = 6 Sample LF 2 Onesheet Published ••• = 6 The One Thing To Remember1789_PDF Published ••• = 6 Test Weidel Page Onesheet Published •••	Templates	Pages > Test Onesheets					
Report Page Titles Title Description Status = Sample LF 2 Onesheet Published = Sample LF Onesheet Published = Header Footer Test Places to Eat Published = The One Thing To Remember1789_PDF Published = Test Weidel Page Onesheet Published	Pages				NEW FOLDER	CREATE PAGE	
■ Image: Sample LF 2 Onesheet PUBLSH ■ Image: Sample LF Onesheet Published ■ Image: Header Footer Test Places to Eat Published ■ Image: The One Thing To Remember1789PDF Published ■ Image: Test Weidel Page Onesheet Published	Report Page Titles		Title	Description	Status		
= B Sample LF Onesheet Published = Image: Header Footer Test Places to Eat Published = Image: The One Thing To Remember1789_PDF Published		- 8	Sample LF 2	Onesheet		1 PUBLISH	
Image: Second		- 8	Sample LF	Onesheet		Published	
Image: Second		- 6	Header Footer Test	Places to Eat		Published	
E Test Welde Page Onesheet Published ***		- 8	The One Thing To Remember	1789_PDF		Published	
		- 8	Test Weidel Page	Onesheet		Published	

2. From the Actions menu, select **Unpublish** (see below).

Templates	Pages > Test Onesheets	NEW FOLDER	REATE PAGE	
Report Page Titles	Title	Description	Status	
	= 🖹 Sample LF 2	Onesheet		1 PUBLISH
	= 🖺 Sample LF	Onesheet		Published •••
	= 🖹 Header Footer Test	Places to Eat		Published
	= 🖹 The One Thing To Rememb	er1789_PDF		FDelete
	= 🖹 Test Weidel Page	Onesheet		Edit
				Duplicate
				Move
		_		Unpublish

3. Confirm Unpublish!

