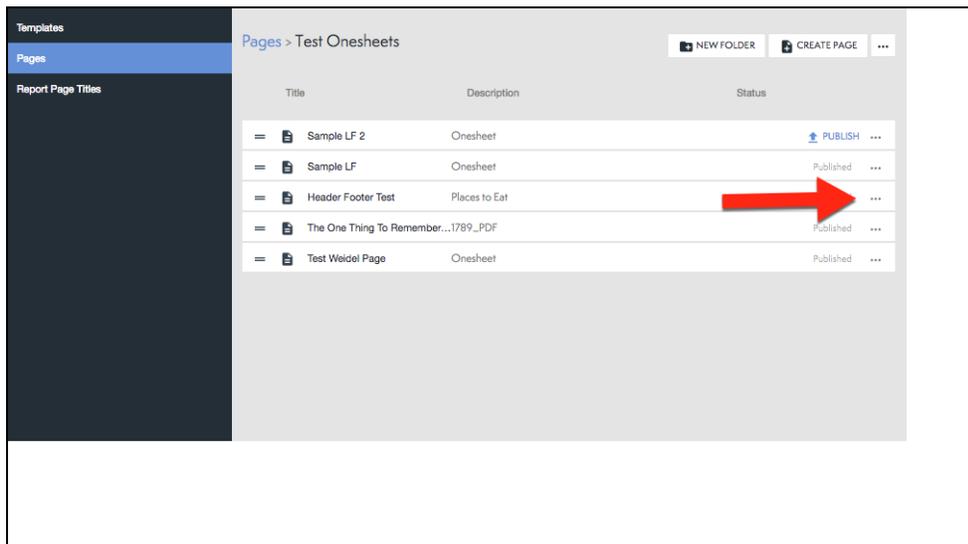


Removing or Unpublishing Onesheets

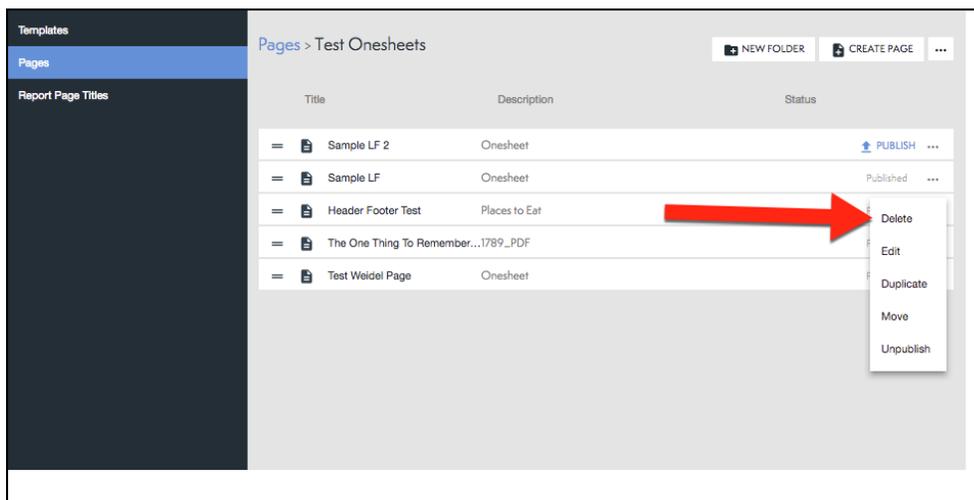
If you have any outdated or obsolete Onesheets. You can remove those onesheets so your agents don't see them anymore! Also, if you have seasonal one sheets (Like the pumpkin spice latte letter) you can unpublish those sheets and keep them for next year!

Removing Onesheets

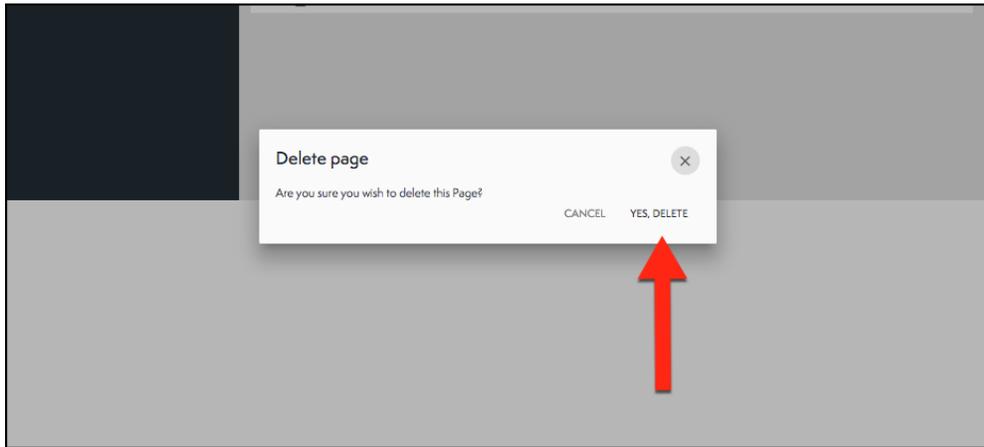
1. Select the Actions button next to the Page in your Presentation Admin.



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

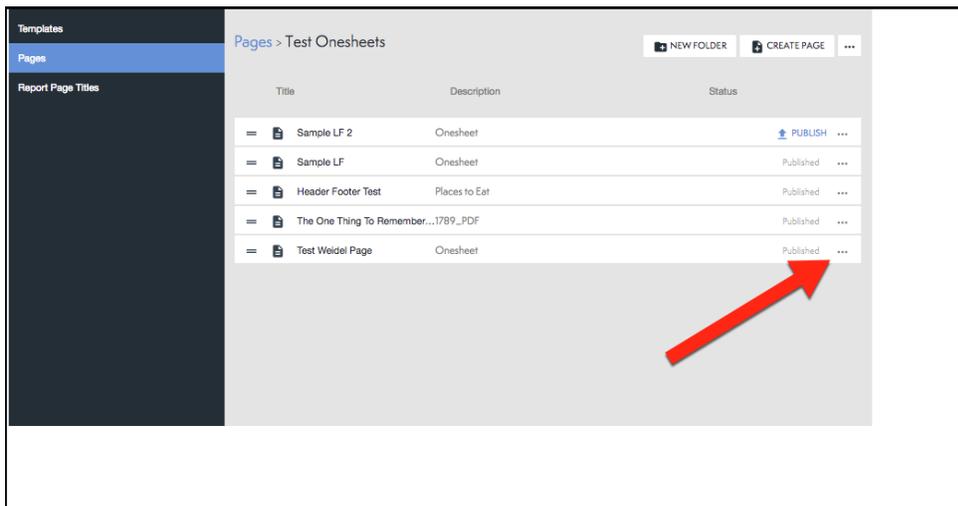


3. Confirm that you would like to delete the page (See below).

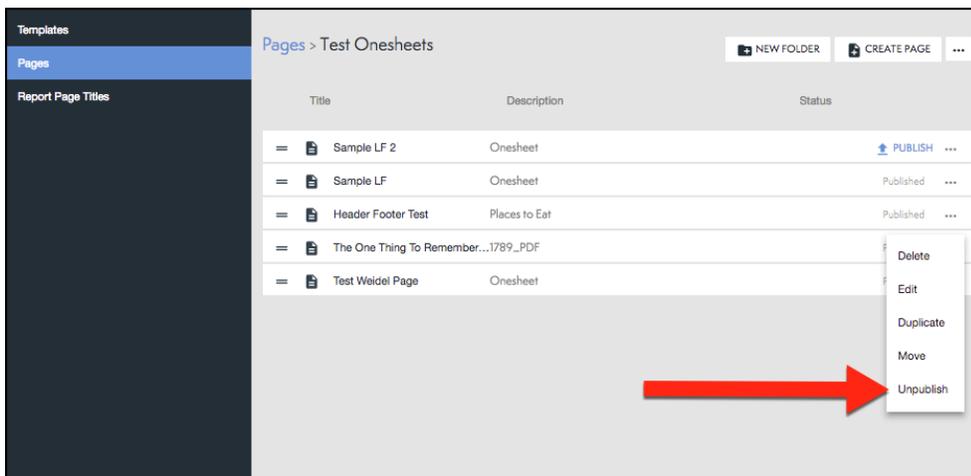


Un-publishing Onesheets

1. From the Pages tab of the Presentation Admin.



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



3. Confirm Unpublish!

