Remove a Page from Public View

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Content Visibility

BrownSites has controls to manage the visibility of your website's content. All content is either "published" or a "unpublished." By default, when a new page is created it is in "published" mode.

'Published' mode

Published content is visible to all guests who visit your BrownSite.

'Unpublished' mode

Unpublished pages are not visible to guests who visit your BrownSite. While logged in as an editor, you may see all pages and news items including those in 'unpublished' mode. Content that is not published can be found through your complete list of content. If you do not want content visible to the public, it is recommended that you always change content to 'unpublished' instead of deleting it.

Changing the visibility of content:

**Individual Pages**

1. When creating or editing a page or news item, look to the tools near the bottom of the page.
2. Find "Publishing options" in the list, and click it.
3. You'll be presented with the option to check or uncheck whether or not the item is "Published." Based on the description of these modes above, choose your option.
4. Save the page or news item.

**Bulk Changes**

1. From the administration menu, select "Content."
2. Select the pages and/or news items whose status you wish to change. (You may wish to filter the content to find the pages and news items more easily.)
3. Find UPDATE OPTIONS in the array of drop-down menus. Operations performed from this drop-down menu will apply to all items you selected in step 2.
4. Select the kind of change you want to make to the content you selected:

1. Select "Publish selected content" and then click "Update" to make selected items available for viewing on your BrownSite.

1. Select "Unpublish selected content" and then click "Update" to make selected items only viewable to your site's administrators.

2. A new page will load that will confirm your changes.

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