

Unpublish an article

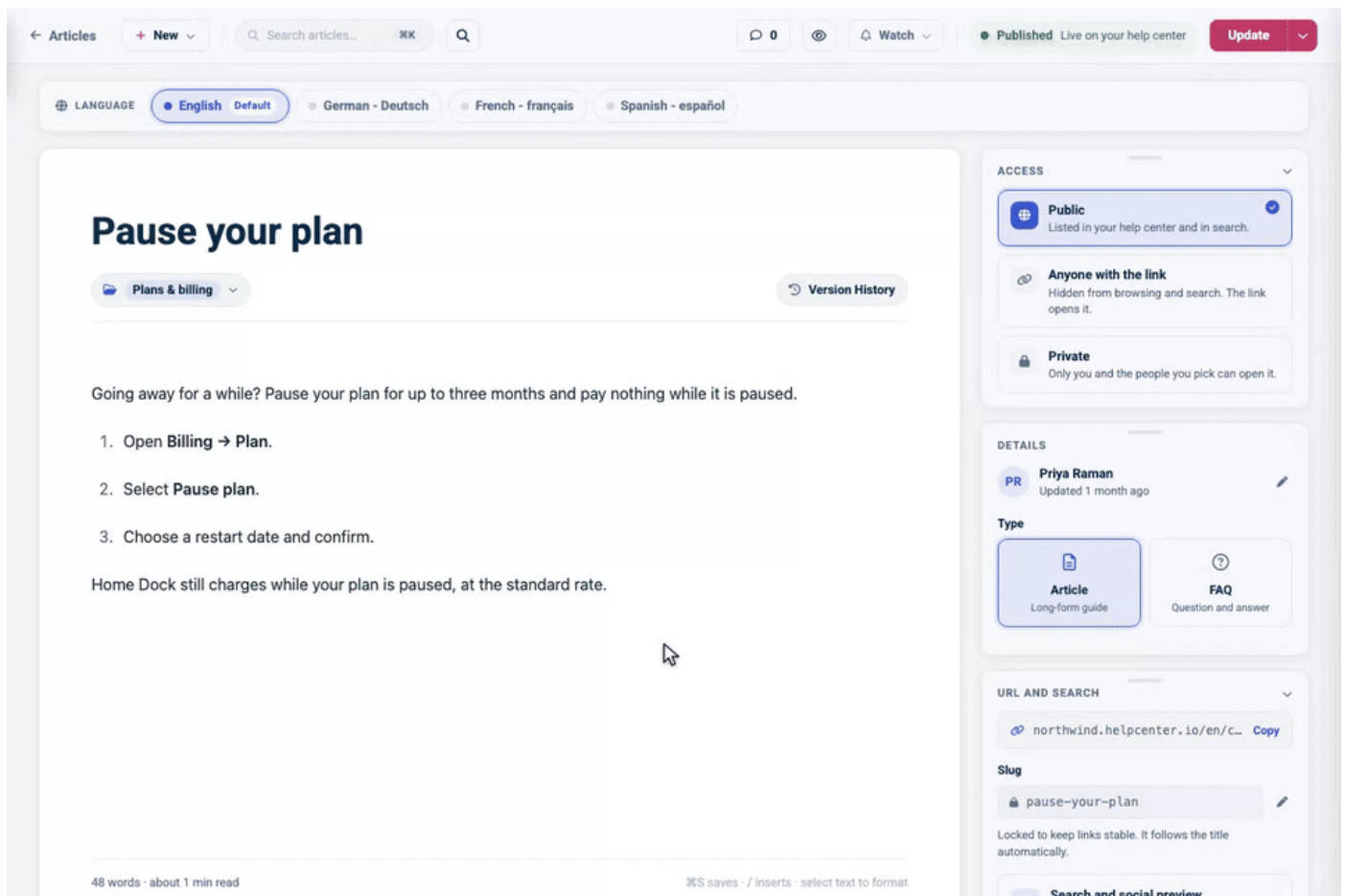
Organize and publish

Unpublish an article to take it off your help center without deleting it. It goes back to being a draft with everything intact, so you can fix it and publish it again later.

Who can do this: Owners, Admins and Editors · **Plans:** All plans

Unpublish from the editor

1. Open the article from **Articles**.
2. Click the arrow next to **Update** and choose **Unpublish (back to draft)**.
3. Under **Reason (optional)**, tell your team why, for example "Out of date since the new billing page". Then click **Unpublish**. If you'd rather not give a reason, click **Skip** : it unpublishes the article too.



1 Open the menu next to **Update**

The reason is for your team. Readers never see it.

You'll see "Unpublished. Back to draft." Readers stop seeing the article right away.

Unpublish from the Articles page

- **One article:** open the ... menu on its row and choose **Unpublish**, or click the article and then **Unpublish** in **Article details**.
- **Several articles:** tick them and click **Unpublish** in the bar at the bottom.

These ways don't ask for a reason.

What changes for readers

- The article's address shows a not-found page.
- It disappears from its category, from search, from the widget and from AI Answers.
- It's removed from your help center's sitemap.

Your team still finds it on the **Articles** page under the **Unpublished** tab, marked **Unpublished**. Click that label to see who took it down, when, and the reason they gave.

Send readers somewhere else

Links to the article from other articles, emails or bookmarks now lead to a not-found page. To send visitors to a replacement page instead, add a redirect from the article's address. See [Redirect old links to the right page](#).

Unpublish or delete?

	Unpublish	Delete
What readers get	A not-found page	A not-found page
Where the article goes	Stays on the Articles page as a draft	Moves to Trash
How to bring it back	Click Publish	Restore it from Trash

Best for

Articles you'll fix or reuse

Articles you no longer
need

See [Delete and restore articles](#).

Publish it again

Open the article and click **Publish**. It goes live again at the same address.

Related articles

- [Publish an article](#)
- [Delete and restore articles](#)
- [Redirect old links to the right page](#)