

Unpublish content items



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If you don't need a content item anymore but you don't want to delete it altogether, archive it. You archive an item by moving it to the Archived workflow step. That's one of the [workflow steps](#) like Draft or Scheduled/Published.

When you archive a published item, it also gets unpublished. This means it's no longer available via the Delivery API. If done by accident, unpublishing may lead to a page not found error in your app, for example.

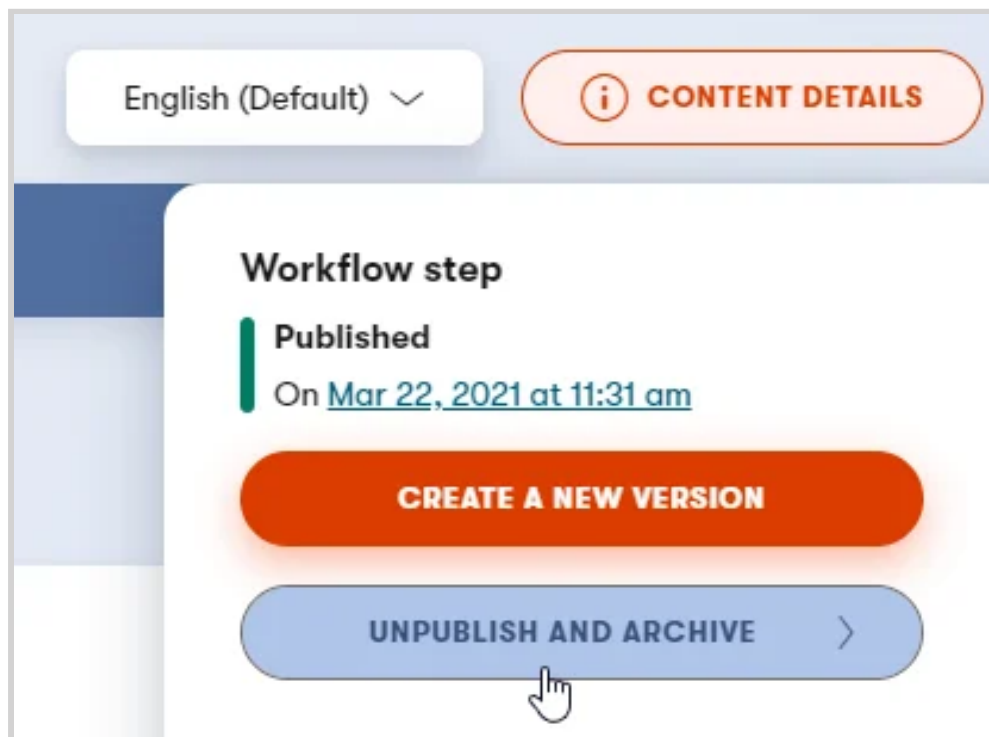
Keep in mind that changing a workflow step depends on your [role permissions](#) and your project's [workflow setup](#).

Unpublish and archive a content item

1. In  **Content & assets**, open a published item you want to unpublish and archive.
2. In  **Content details**, click **Unpublish and archive**.
3. Confirm the action by clicking **Unpublish and archive** in the popup.

Archived content items are read-only. You can't edit them just like you can't edit a published item.



If you archived an item by accident, you can [restore it](#).



 **Archive an item that isn't published**

To archive an item that hasn't been published yet, [change its workflow step](#) to *Archived*. This transition needs to be allowed in your [workflow setup](#).

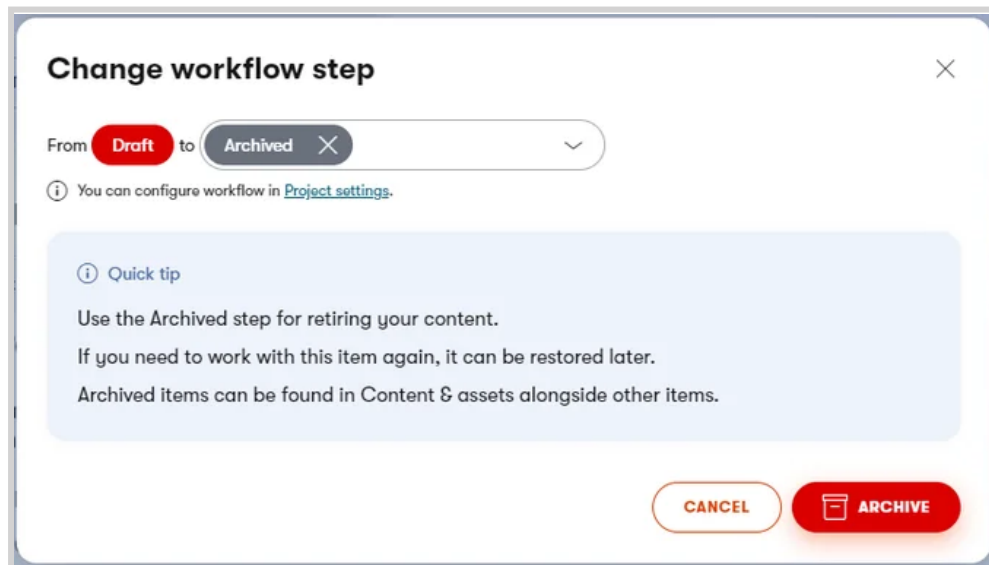
Unpublish and archive multiple content items

1. In  **Content & assets**, select published content items you want to unpublish and archive.
2. Click  > **Unpublish and archive**.
3. Click **Unpublish and archive** in the popup.

If you also selected items that haven't been published yet, you'll see them highlighted in yellow because they didn't get archived. To archive these items, [change their workflow step](#) to *Archived*. Your [workflow](#) setup needs to allow the transition for all the selected items.


Archived content items are read-only. You can't edit them just like you can't edit a published item.

If you archived some items by accident, you can [restore them](#).



Restore an archived content item

To work with an archived content item again, you need to restore it. When you restore an item, it always goes to the first workflow step that's available to you.



1. Go to  **Content & assets**.
2. (Optional) [Filter content items](#) by the *Archived* workflow step.
3. Open the archived item you want to restore.
4. In the notification bar at the top, click **Restore to Draft**.
— The button text may differ if your first workflow step name isn't Draft.

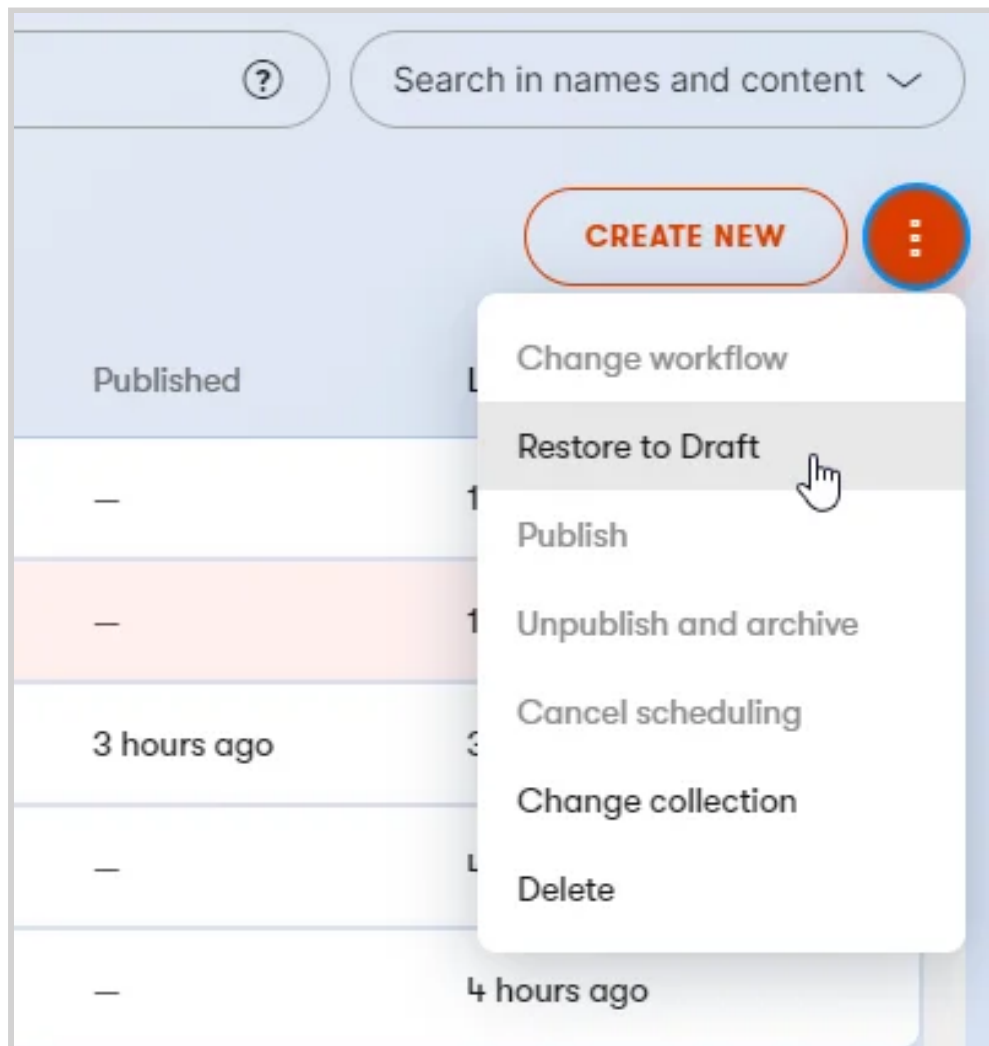


Restore to an older version

You can restore a content item to any previous version in its history. The process is the same as with [restoring an older version of any other item](#) – compare the archived item's versions, select the version you want to restore, and click **Restore older version**.

Restore content items in bulk

1. Go to  **Content & assets**.
2. (Optional) [Filter content items](#) by the *Archived* workflow step.
3. Select all the items you want to restore.
4. Click  > **Restore to Draft**.
 - The button text may differ if your first workflow step name isn't Draft.
5. In the popup that opens, assign a contributor.
6. Click **Restore**.



What's next?

- You can still [preview](#) content items after you archive them.
- [Create a new version](#) of a content item to update it while keeping the current version published.
- [Schedule expiration](#) for time-limited content.
- [Set up roles](#) for users in your project.
- Configure [role permissions](#) in your project so everyone can do exactly what they need.