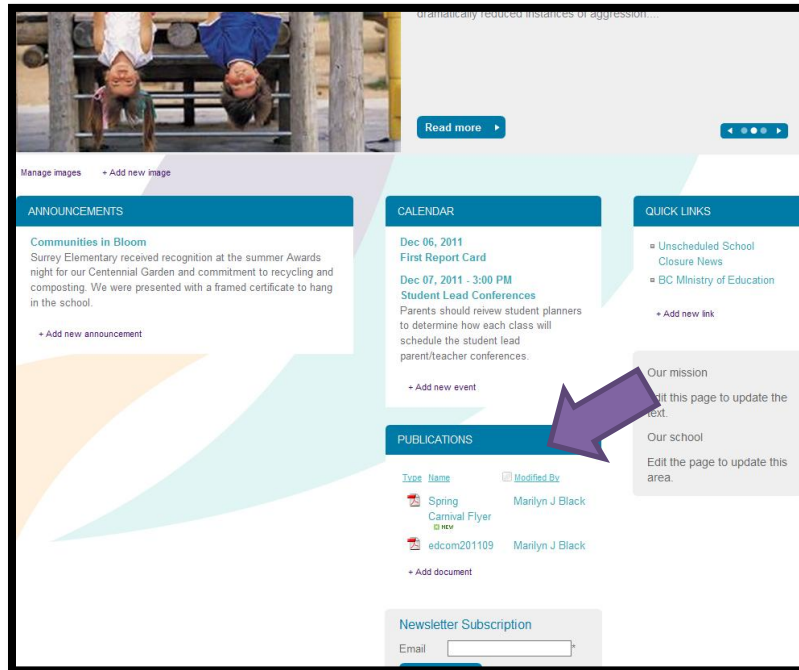


How to Delete the a Publication

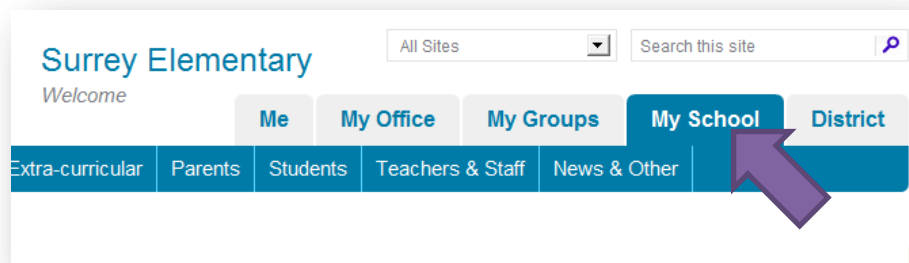
- This document will guide you through deleting a publication from the publication list on the school home page.
- Publications can be found in the bottom middle of your school home page.



- Publications allow you to share documents with visitors of your school website.

Note: Only staff that have permissions to delete a publication will be able to delete publications on the school home page.

1. Once you have signed into SurreySchools.ca select the **MySchool** tab in the top right corner of your page to begin work on your school website.



2. Click on the **PUBLICATIONS** title.

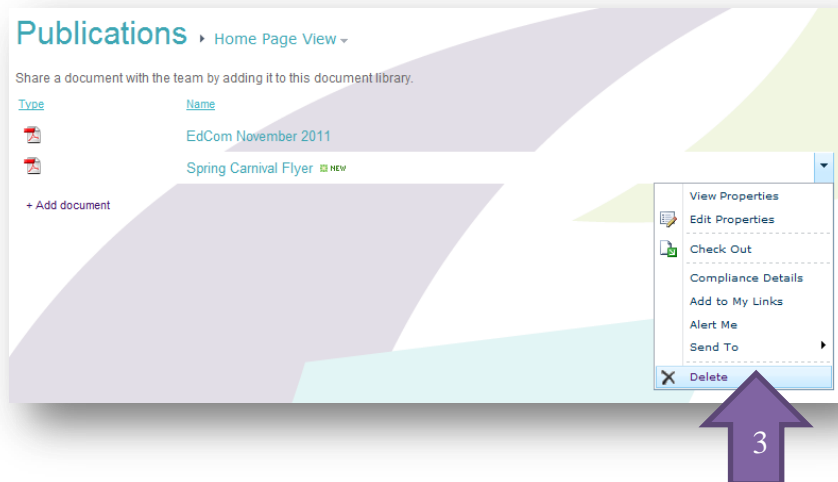
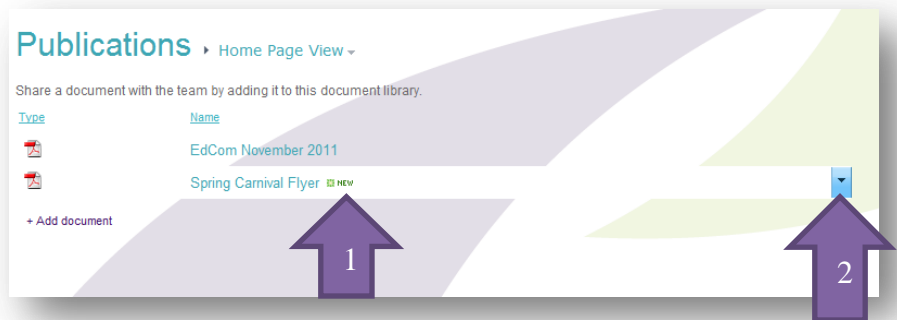


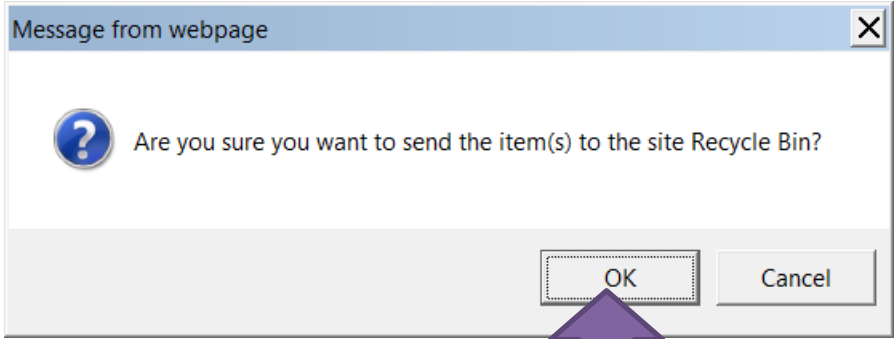
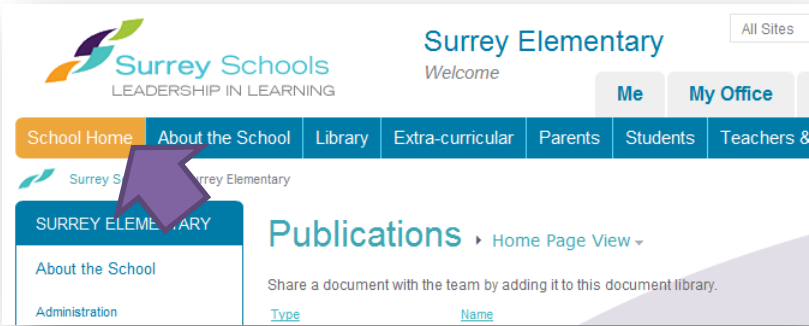
3. The publications page will appear and list the documents currently uploaded as publications on your school home page.

Point to the publication you would like to delete.

The title of the publication will be highlighted and a drop down arrow for a menu will appear to allow you to open a menu to edit properties of a publication. **Click** on the arrow.

Click on **Delete** in the menu that appears.



<p>4. A message window will appear confirming you would like to delete the selected item.</p> <p>Click on OK to delete the publication.</p>	
<p>5. You will be returned to the publications list. Click on School Home to return to your school home page.</p>	
<p>6. The updated publication list should not include the publication you have deleted.</p>	