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Linking businesses & citizens to government

Removing Old Documents from Pacific

If you remove a document from the page or node you originally uploaded it onto, but the document still exists on a previous Page/Node Revision, removing the document will not prevent users from viewing it if they have the URL. Hyperlinks to the document will also continue to work.

Follow the steps below to permanently remove your document from Pacific. Remember to update any internal links to the document after you remove it as the link(s) will be broken.

TIP: If you know that you will want to remove a document from the web, do not create a Node Revision. This will allow you just to remove the document and save your changes to permanently remove the file from Pacific (Steps 1–2), rather than needing to delete revisions (Step 3).

Step 1: Locate the Node to Which the File was Originally Uploaded

The screenshot shows a web page with a blue header for the 'Department of Terrific Nonsense'. Below the header is a navigation menu with links for 'Home', 'Haunted Sites', 'Meet The Team!', 'Contact Us', and 'Image replacement text page 1'. The main content area is titled 'Ghosts of Colorado' and contains three entries: 'The Stanley Hotel' and 'Macky Auditorium'. Each entry has a short paragraph of text and a photograph. At the bottom of the page, there is an attachment section with a table showing a PDF file named 'Training Exercises for Pacific.pdf' with a size of 240.97 KB. A red box with white text is overlaid on the page, pointing to the PDF attachment, and contains the text: 'Deleting an uploaded document from a page will not prevent users from finding it with the URL.'

Step 2: Remove the Document from the Page

Edit the page that the document you want to remove from Pacific was originally uploaded to. Remove the document from the *Files* section and click *Save*.

The screenshot shows the 'Edit Page' interface for 'Ghosts of Colorado'. The 'FILES' section is expanded, showing a file named 'Training Exercises for Pacific.pdf (240.97 KB)'. A red box highlights the 'Remove' button in the 'OPERATIONS' column. Another red box highlights the 'Save' button in the bottom left corner of the interface.

The screenshot shows the live page 'Training Exercises for Pacific' on the Colorado.gov website. A red box highlights a broken link at the bottom of the page that says 'Click here to link to a sample document.' Another red box highlights the 'Save' button in the CMS interface from the previous screenshot, with an arrow pointing to the broken link.

Step 3: Delete Any Revisions that the Uploaded Document Was On

In this example, the document was only uploaded on the two most recent revisions (excluding the revision we just made during Step 1). Delete all revisions that included the document.

Using the Revisions tab, delete all versions of the page that had your old document attached to it.

REVISION	OPERATIONS
5/13/2014, 9:31AM by kharrison	current revision
5/13/2014, 9:02AM by kharrison	Revert Delete
5/13/2014, 9:01AM by kharrison	Revert Delete
5/6/2014, 3:06PM by kharrison	Revert Delete
4/21/2014, 3:53PM by kharrison	Revert Delete
4/3/2014, 12:09PM by jlojsty	Revert Delete
2/24/2014, 11:06AM by kharrison	Revert Delete
Copy of the revision from 2/21/2014, 3:41PM.	Revert Delete
2/24/2014, 11:06AM by kharrison	Revert Delete
2/21/2014, 3:41PM by kharrison	Revert Delete
2/21/2014, 1:48PM by kharrison	Revert Delete

Users will no longer be able to access your old document with the URL or an external link.

Click here to link to a sample document.

Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit <https://www.colorado.gov/goingpacific> or follow us on Twitter [@Coloradosipa](https://twitter.com/Coloradosipa) or Facebook [/Coloradosipa](https://facebook.com/Coloradosipa).

