Edit or remove an article's scheduled publication or archival
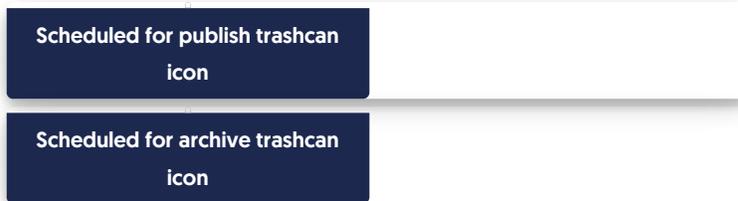
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If you've scheduled an article to be published or scheduled an article to be archived, the only way to edit that schedule is to remove it entirely and create a new one.

You might also want to remove the article's schedule completely.

In both situations, you'll first need to remove the existing schedule. To do so:

1. Open the article in the article editor.

2. Look for the text in the righthand column that provides details on the scheduled archival/publication. The wording is slightly different for each, but the format and location are the same, directly underneath the **Publishing Status** dropdown.

3. Select the trashcan icon to the right of the "Scheduled for..." statement:

4. This will automatically remove the scheduled archival or publication from the article.

5. If you'd like to set a new schedule, you can follow the steps to add one. See Schedule an article to be published and Schedule an article to be archived, respectively.