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# Ceredigion

## Hwb<sup>+</sup>

Override Checkout  
Caused by not Publishing



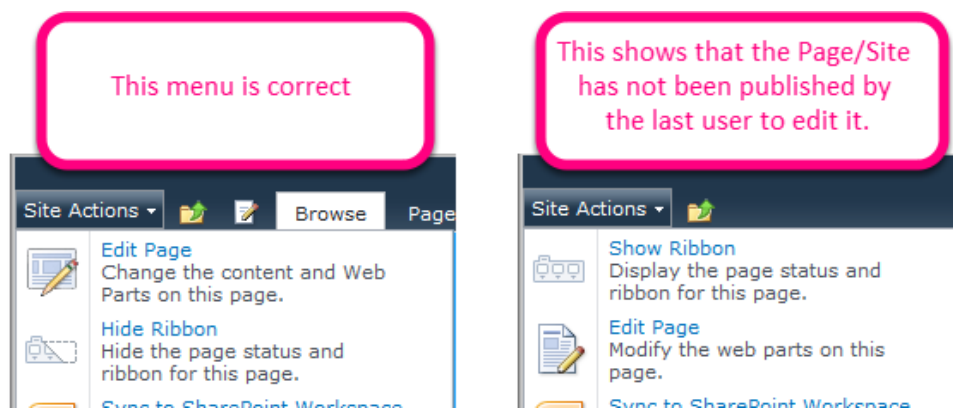
# Override Checkout

After editing a site or page in Hwb+, you must ensure that you click the **Save & Close** button followed by the **Publish** button.

If a page has not been published, the next time another user tries to edit the page or site, the **Site Actions** menu will look different.

The **Site Actions** menu should show **Edit Page** at the top followed by **Hide Ribbon**.

If **Show Ribbon** is the first item in the menu, you will have to carry out the following steps.



Click **Site Actions**

**Show Ribbon** appears at the top of the menu which shows that the page has not been published.

Click **Edit Page**.





The page will appear to go into edit mode. Changes you make now will not be saved.



Whilst in edit mode, go to [Site Actions](#) again and click [Show Ribbon](#).

*You must be in edit mode for this step.*

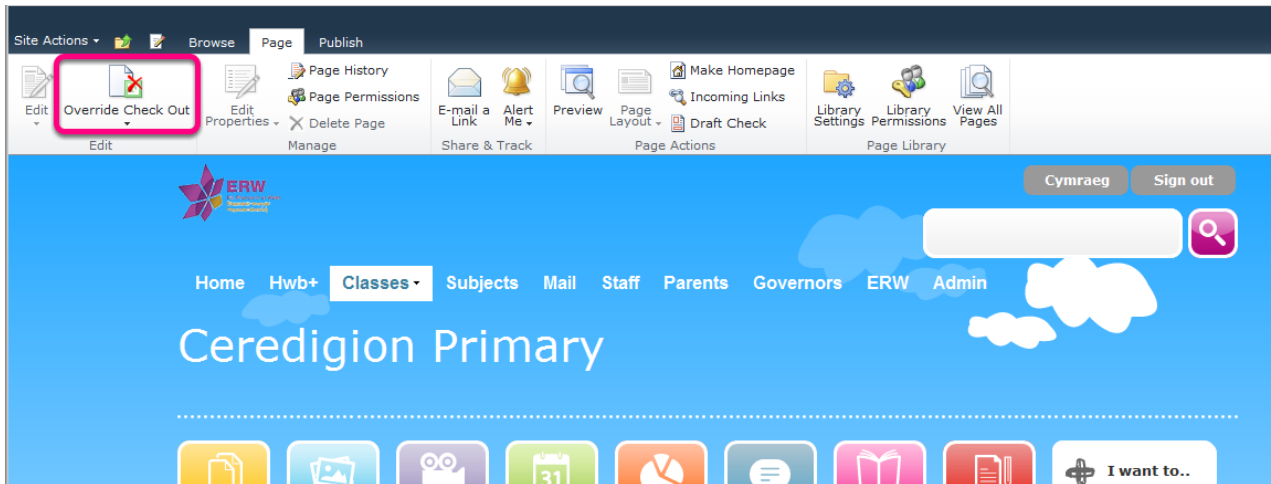




The page ribbon will appear at the top of the page.

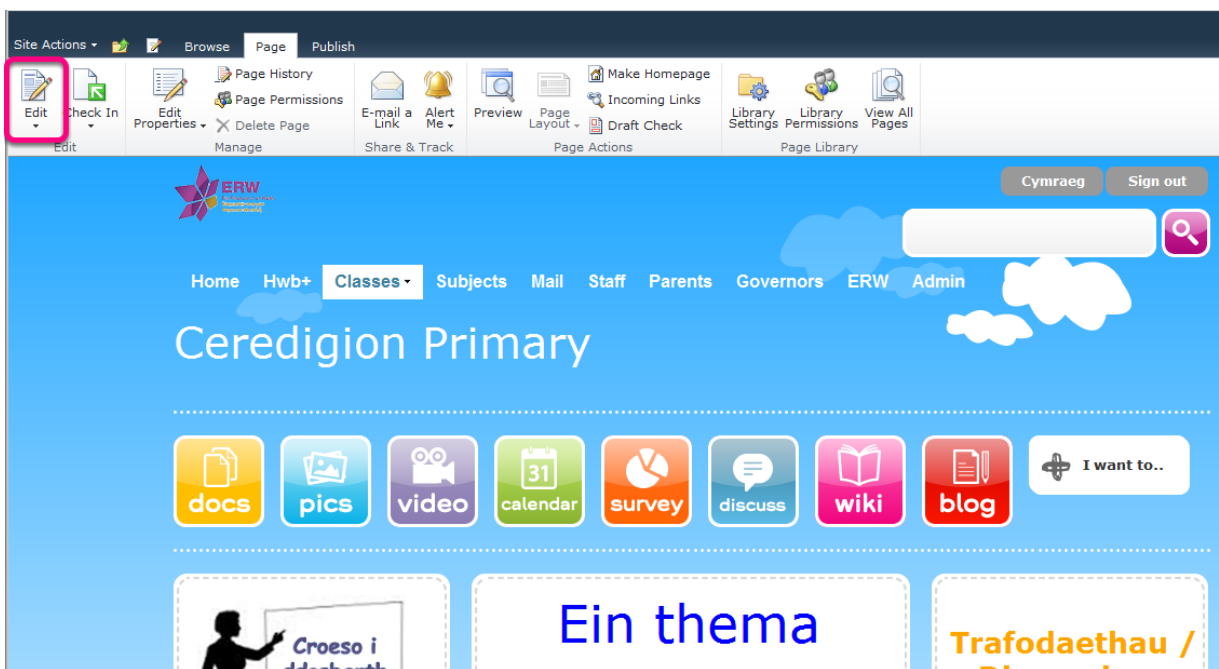
Click the **Override Check Out** button.

Please note that the **Override Check Out** button may be greyed out until the page has finished loading.



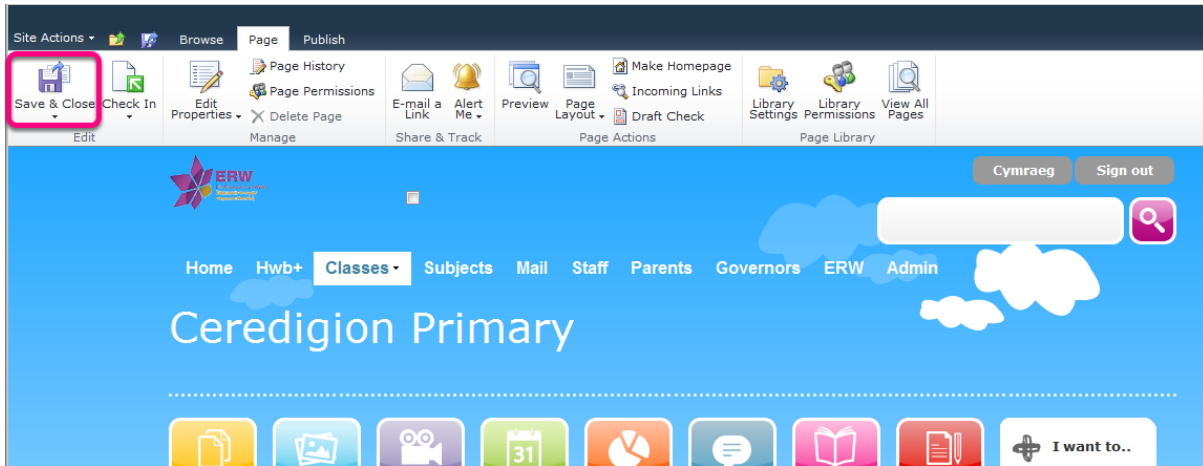
The page is now checked out to you.

Click **Edit** to continue.

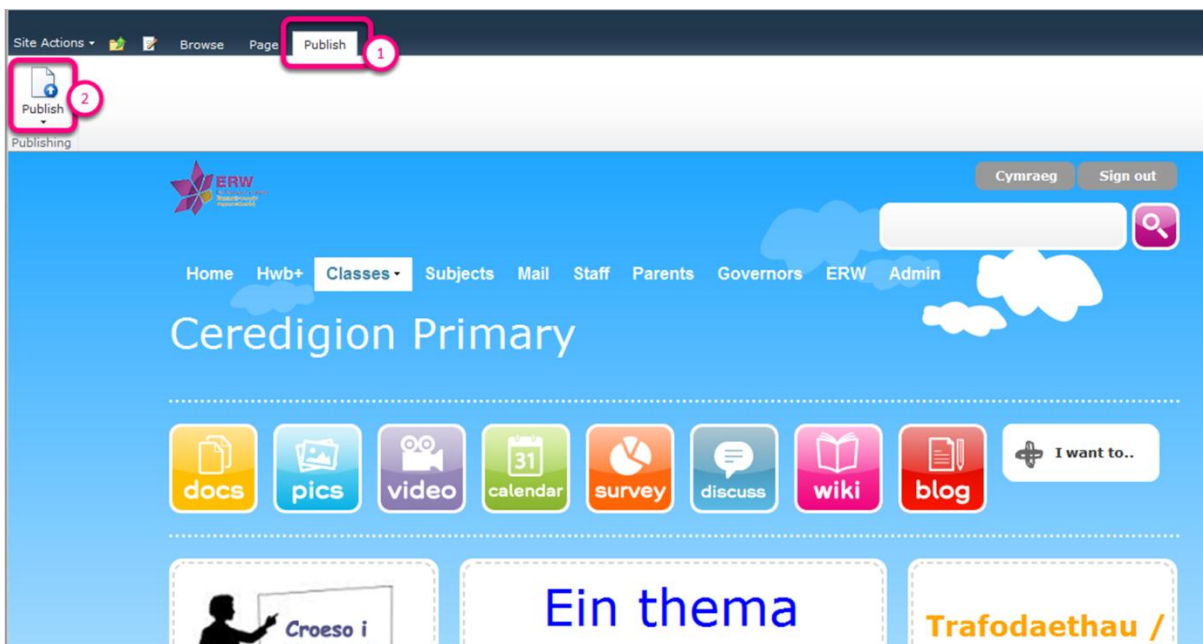




Once you have finished, click **Save & Close**



Then publish your changes by clicking the **Publish** tab in the ribbon, then **Publish**.



Click **Continue** to finish.

