Publishing Pages

Once a page has been edited, it can either be sent to another user for approval, or it can be published directly to the site.

Note: prior to your site going live for the first time, all pages/changes, etc. will be published to the test site by default. Once your site has launched, you will have the option of publishing to either the test site or the live site.

The ability to publish pages is based on permissions.

To access the publish options from the folder structure, click on the "Publish" drop down menu under the Options column.

Publish Now

A "Publish" button will appear at the top of the page.

To publish the page, simply click on this button. After completing the elements described below, click the "Publish" button that appears at the bottom of the publishing screen.

Clicking the "Publish" button will bring up a publish screen. Within this screen the following tools may be found:

- **Final Check** – This allows a final spell check, link check, and page validation to be completed before publishing the page. The available tools will vary based on the administrator settings. Simply click on the button(s) for the type of check you would like to run.

- **Publish Target** – This provides the option to publish to the live (production) site or the test site. **This menu only appears after your site has been launched**. Prior to that, all pages are automatically published to your test site.

- **Version Description** – This will allow a version description to be included in order to indicate what was updated and why the page is being published. This can be used when choosing previous versions in which to revert.

- **Publish button**

Once the publish is complete, the system will present a success message, which includes a link to view the published page in a new window.

It is also possible to publish multiple pages within a directory simultaneously. Keep in mind that doing this does not allow for:

- • Final Check
- • Version Description(s)

From within the folder structure, simply check the boxes next to the page(s) to be published, and click "Publish" found at the top of the screen. Keep in mind that the system will only allow pages to be published that do not require approval and are not checked out to another user. If a warning is displayed, simply uncheck the page(s) indicated in the warning, and click "Publish" again.