

Publishing

Key to symbols

- Locked by you
- Not locked
- Locked by someone else



blue text = new
red text = changed
black text = unchanged



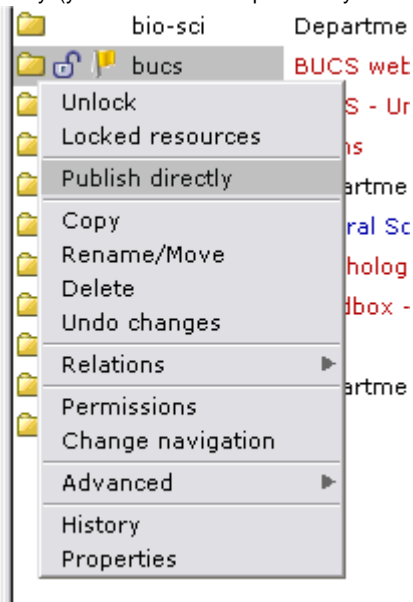
- index.html** Page not closed properly after editing
- ~index.html** Backup file not deleted due to editor not being closed properly

To publish everything you have permissions for

- Click on the publish button on the menu bar

To publish specific files

- Right- or left-click on the file or folder you wish to publish and select 'Publish directly' (you can select multiple files by holding down Ctrl or Shift)



- You will then see a report. Select 'Publish all resources in the folder' if you want to publish everything in it. Always make sure that 'Publish related resources' is ticked, otherwise you will get broken links.




Please note: you cannot publish a folder unless you own all the resources in it, or all the resources in it are unlocked. This is why it is important to make sure that you close the editor properly so that the file you are editing is automatically unlocked.






















Unable to render {include} The included page could not be found.

Publish resource: /bucs/

Resources to be published

These resources will get published (307)

 Related resources  Print 

I	L	S	Name	Title
			bucs/	BUCS website
			bucs/aboutbucs/guidelines/index.html	Computing Services
			bucs/aboutbucs/index.html	Computing Services
			bucs/aboutbucs/levelsofsupport/index.html	Computing Services
			bucs/aboutbucs/organisationchart/index.html	Computing Services
			bucs/.../policies/acceptableusepolicy/index.html	Computing Services
			bucs/.../applicationsoftwaresupport/index.html	Computing Services

- Publish all siblings
- Publish all resources in the folder
- Publish with related resources

Do you really want to publish the selected resources?

Click OK.