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Publish Content And Make It Public

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Managing content visibility:

BrownSites has controls to manage the visibility of your website's content. All content is either "public" or a "draft". By default, a new page is in **draft mode** when it is first created.

Draft mode:

Drafts are **not visible to guests** who visit your BrownSite. While logged in as an editor, you may see all pages and news items, including those in draft mode. Content in draft mode can be found through your complete list of content. It is recommended that you always change content to a draft instead of deleting it.

Public mode:

Public content **is visible to all guests** who visit your BrownSite.

Changing the visibility of content:

1. When creating or editing a page or news item, look at the gray tabs near the bottom of the page. These are referred to as the "vertical tabs".
2. Find the "Workflow State" tab, and click it.
3. You'll be presented with the options "Public" and "Draft". Based on the description of these modes above, choose your option.
4. Optionally, you can add a comment which will be inserted into the workflow log. This is viewable from the "Workflow" tab.
5. Save the page or news item .

Tags:

Enter multiple tags as a comma separated list.

Custom Breadcrumbs	○ draft
Menu Settings Home	⦿ public
URL Path Settings Alias: home	**Schedule:**
Related Files 0 files	⦿ Immediately
Related Media 0 media files	○ Schedule for state change at:
Related Links 0 links	2011 Oct 25
Authoring Information By kdeblois on 2010-10-06 14:20:18 -0400	Please enter a time in 24 hour (eg. HH:MM) format. If no time is included, the default will be midnight on the specified date. The current time is: Tue, 2011-10-25 14:18
Revision Information New revision	**Comment:**
Workflow State public	
Publishing Options Published, Promoted to front page	A comment to put in the workflow log.

(Save) (Preview) (View changes) (Delete)