

Publishing a Page

Publishing a Page Overview

Pages and other content within OU Campus are edited on a staging server. They must be published in order to be viewable on the World Wide Web. By default, all user levels can publish content, but this can be restricted by an administrator with the use of access settings. If an approval workflow is in place for a site, a user may see a Submit button rather than a Publish button. In this case, the user should send the page to the approver or other user if applicable, for review and publishing.

Publishing a page or other content can be as simple and easy as clicking the Publish Now button. There are quite a few other features related to publishing that may or may not be enabled for a site.

Publishing a page can be a method to reuse content. For example, at the time of a page publish, an RSS feed can be updated with a new feed item, as well as posting content to Facebook, Twitter, and/or a blog.

Page publish can also include publishing to multiple outputs and alternative publish targets, or can involve scheduling a publish for the future.

Additionally, at the time of publish various qualitative reviews of a page such as to check the spelling, check compliance to an accessibility standard, checking for broken links, and to validate to the W3 standard for HTML can be configured by an administrator to run automatically before publish.

Binary file types also must be published to the production server if under management with the Binary Management and Dependency Manager features.

Publish create_new_page.pcf

Final Check | Schedule | Social Media

html ▶ ▶ Run All

Spell Check Language
English ▶

ABC Spelling
Links
W3C Valid
Accessibility

Publish Target:
Rainbow_University (default) ▶

Also Publish Unpublished Dependencies
This page depends on files that have changed since they were last published to the selected target.

Version Description:
 0/256
Add an optional description of the changes that were made to the file.

Cancel Publish Now

Publishing a Page

A page may be published in any of three ways:

















1. A page can be published immediately after editing and saving the page by clicking the **Publish** button in the page actions toolbar. The button is only shown if the user has publishing rights.



2. A checked-out page can be published by navigating to the **Pages List** view and hovering over **Publish** on the page row, which is only shown if the user has publishing rights.

<input type="checkbox"/>	car-show.pcf	3.5K	8/5/2013 3:38 PM		Edit ▶	Review ▶	Publish ▶	File ▶
<input type="checkbox"/>	current-events.pcf	1.9K	7/1/2013 2:55 PM				Publish Schedule Submit for Approval Expire	
<input type="checkbox"/>	index.pcf	2.1K	7/1/2013 2:15 PM					
<input type="checkbox"/>	tomorrow.pcf	3.6K	8/5/2013 12:57 PM					
<input type="checkbox"/>	untitled.pcf	3.4K	7/1/2013 2:54 PM					
<input type="checkbox"/>	ventura-county-fair.pcf	3.6K	8/5/2013 2:41 PM					

3. Multiple pages can be selected for simultaneous publish. Simply check the boxes in front of the pages to be published, and click the **Publish** option at the top of the page list view.

3 Files		 Publish	 Move	 Copy	 Move to Recycle Bin
<input type="checkbox"/>	 _leftnav.inc	433B	1/28/2013 2:50 PM		
<input type="checkbox"/>	 _properties.inc	644B	1/3/2012 5:21 PM		
<input checked="" type="checkbox"/>	 coursesnew.pcf	3.4K	8/5/2013 12:03 PM		
<input checked="" type="checkbox"/>	 index.pcf	5.3K	12/6/2011 8:11 PM		
<input checked="" type="checkbox"/>	 index_old.pcf	3.3K	12/19/2012 11:14 AM		
<input type="checkbox"/>	 whygu.pcf	3.6K	12/13/2011 9:39 AM		

Clicking the Publish button displays a publish dialog. Within this screen the following tools may be found:

- **Final Check:** This tab includes a set of checks that can be run manually by the user or can be set to automatically run by the system administrator.
- **Output Selector:** If more than one output is created by the template configuration (e.g., both an HTML page and a CSV are created) and the alternate is a type on which the checks can be run, the selector can be used.
- **Run All:** Click to run all available checks on the selected output. See [Final Check](#).
- **Spell Check Language:** The default language (as determined by the Locale setting) for the spell check dictionary is shown, but a different dictionary can be selected by which to run the spell check against.
- **Spelling:** Checks the spelling on a page in the given language selected in the Spell Check Language box.
- **Links:** Checks for broken links on the page. Links may be broken due to unpublished dependencies. If available, the **Also Include Unpublished Dependencies** checkbox can be selected to publish files that have been linked to, but not yet published. See [Dependency Manager](#).
- **W3C Valid:** Checks a page for valid HTML and XHTML markup, depending on the schema setting.
- **Accessibility:** Checks the accessibility of a page complies to the standard defined by an administrator (i.e., WCAG, Section 508, Stanca Act, or BITV).
- **Publish Target:** If available, a publish target other than the production server may be selected.
- **Also Include Unpublished Dependencies:** This checkbox allows a user to publish all unpublished dependencies for the page at the time of publish. When enabled, the Dependency Manager reports at the time of page publish if there is dependent content that has not been published to the target server. This includes content that is linked or referred to by the page that is being published. This prevents broken links and images from occurring on the current page being published. This option only works if [Dependency Manager](#) is enabled, dependency tags

are being used on the page being published, and one or more of the dependency tags in use refer to files that have not been published to the current target.

- **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.
- **Schedule:** This tab allows for a scheduled publish, rather than an immediate publish, of the page. A user can select the date and time of publish, and choose to repeat the publish according to a schedule if desired. A user is also notified of publish, and can choose to be notified in the user's OU Campus Inbox only or also to the user's external email if configured in the user's settings.
- **Social Media:** This tab provides options for the user to include a publish to Twitter or Facebook with the page publish. A shortened URL for the page can be added by clicking the **Add URL** link beneath the respective social media fields.
- **Twitter:** If one or more Twitter accounts have been configured, the system sends a tweet to the selected Twitter accounts upon publish. A shortened URL can be added that directs to the published page. Tweets may be up to 140 characters in length.
- **Facebook:** If one or more Facebook pages have been configured, the system sends a post to the selected Facebook pages upon publish. A user may add a shortened URL that directs to the published page. Posts may be up to 420 characters in length.
- **Publish:** Allows a user to publish the page.

If a user does not have publishing rights, they will not be able to access the Publish dialog as no Publish item will be available.

Selecting a Publish Target

If Multi-Target Publish has been enabled for the site and alternative publish targets defined, users with the proper access rights can publish to it. The defined publish targets are available in a drop-down menu. When within the Pages view of the site, the available servers, including the staging, production, and additional publish targets, are shown in tab view.

[SHOW RESULTS](#) [SHOW RESULTS](#)

Publish Target:

Version Description:

0/256

Add an optional description of the changes that were made to the file.

For more information regarding Multi-Target Publish, please see:

[Publish Targets](#)

Viewing the Publish Notes

Once a file has been published, the message input before the file is published can be viewed within the versioning system. To view the notes, check out a page from Content > Pages. Hover over Review on the page row and choose Versions. This will present a log of the publishes and backups, including any messages.

Preview
Edit
Source
Properties
Versions
✓
📄
💡
Publish

Versions (5)
Compare Current to Live

Version	Date	User	Description	Options
5(Live)	8/14/2013 2:55 PM	jculton		<i>Live on publish target: Gallena_University</i>
4	8/14/2013 2:51 PM	jculton		
3	8/3/2013 12:00 AM	jculton9	OU Campus Publish Notification	
2	6/26/2013 9:43 AM	jculton	Version notes test	
1	4/29/2013 2:19 PM	zz-omniupdate		

UT Tyler Support 

UT Tyler Web Communications Support: uttyler.edu/web/

UT Tyler OU Campus support: uttyler.edu/oucampus/

Contacting the UT Tyler Web Team: web@uttyler.edu