

How to Publish in WCMS

Whenever you make a change to your website in WCMS, the change does not appear on the actual web site until you publish the page that was changed.

- You can publish a page immediately after you make the change or you can do it later. The easiest thing to do is to publish immediately.
- You can publish a page, a folder or an entire web site. Please do not publish more than necessary as it can the response time for others if you publish a very large number of pages.

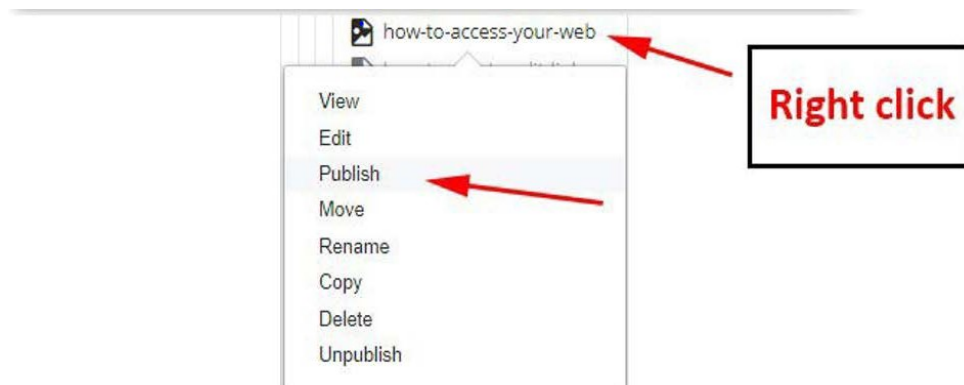
Until your changes are published, they will not appear on the web page itself.

Two ways of publishing an asset

Option 1

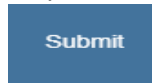
To publish an assets, in the folder list(assets tree) to the left of the screen, right click on the asset's filename.

In the pop-up content menu, click **Publish**.




Login to WCMS using Firefox or Chrome at: <http://wcms.iu.edu>

The destination should already be selected for “**iunhome-production**”. This the productions server. To publish the assets, click the “Submit” button at the top right of the screen.



Publish page
IUN-REGIONAL-CAMPUS.main: /spea/graduate/index

Cancel Publish


 index will be published to **iunhome-production**.

Hide Publish Settings




View & Publish Related Content
You will be taken to the relationships section to publish those after publishing this asset.

Generate a publish report
Send a summary of items published (including errors) to your notifications

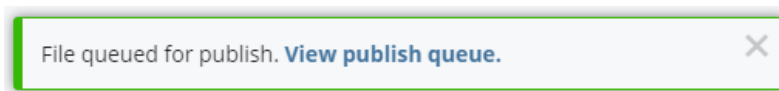
Select one or more of the outputs to publish to the destinations selected below:

Output	Publish
<input checked="" type="checkbox"/>  htm	All Destinations

Destination

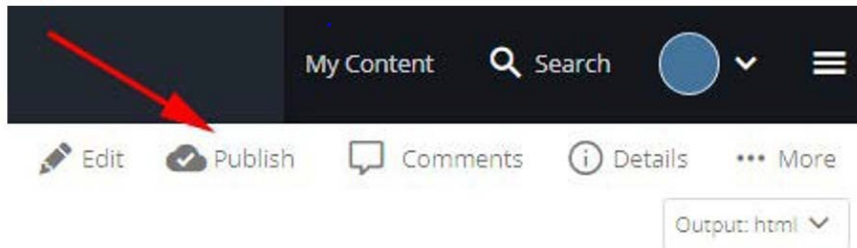
<input checked="" type="checkbox"/>  iunhome-production
<input type="checkbox"/>  iunhome-webtest
<input type="checkbox"/>  staging-iun

A green outlined publish message will appear at the bottom of the screen informing you the “**File is queued for publish. View publish queue.**”

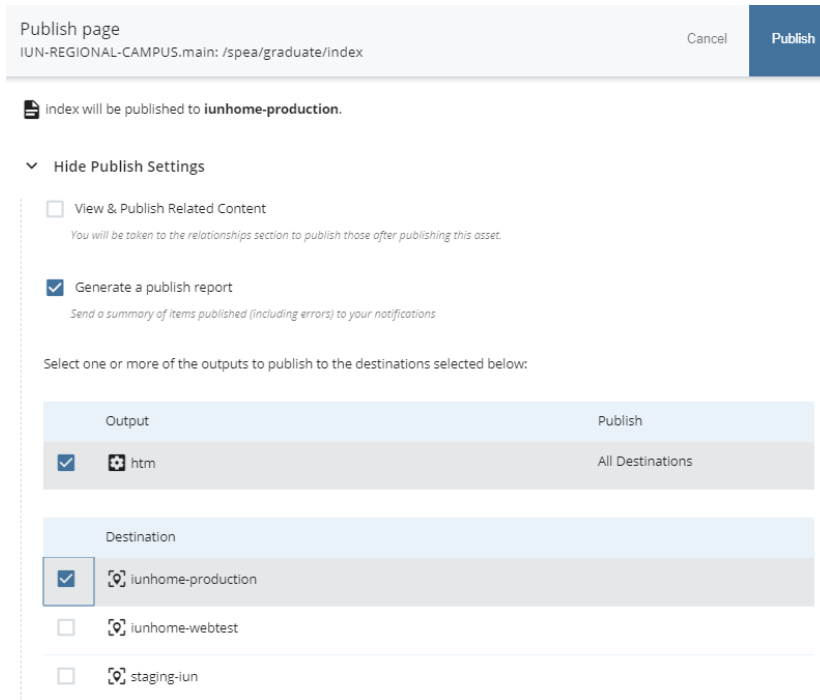


Option 2

To publish, in **View** mode, click **Publish** at the top of the page. The destination should already be selected for “**iunhome-prdocution**”. This the productions server.

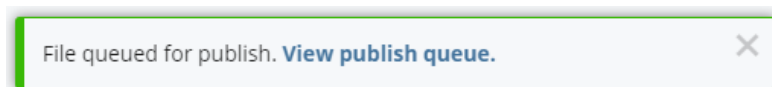


To publish the asset, click the “Submit” button at the top right of the screen.



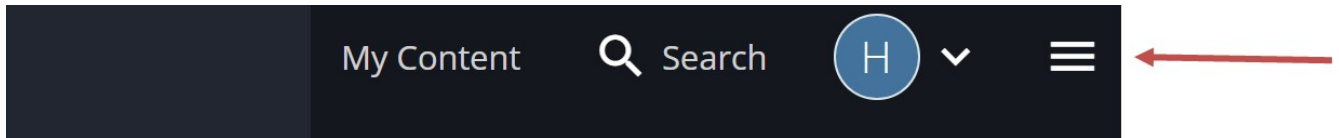
A green outlined publish message will appear at the bottom of the screen informing you the “**File is queued for publish. View publish queue.**”

You can click the linked text “View publish queue”, to view the publishing queue.

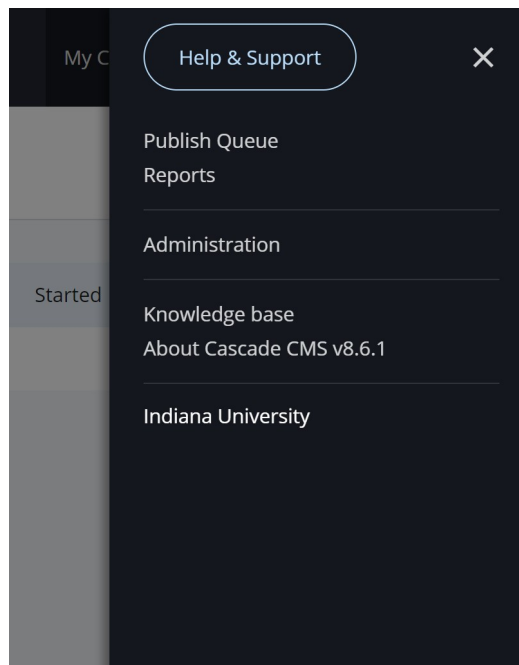


Viewing the Publishing queue

To view the publishing Queue. Click the three horizontal lined menu button (*hamburger menu*) at the top right of the screen.



A menu appears. Click the text "Publish Queue".



Now you should be able to see the Publishing Queue.

