

A man in a white shirt stands in a meeting room, pointing at a whiteboard. Three other men are seated on a blue sofa, looking at him. The whiteboard has columns for 'Story', 'To Do', 'In Progress', 'Done', and 'Goals'. The 'Goals' section lists 'Create Post Data Model & Corresponding API' and 'MVP - Connect API to existing data to review what we have about product history'.

How to Properly Publish Pages

Utilizing the full potential of your Content Management System

Site Structure

It's important to consider how your site is structured. Since the majority of our sites utilize Adobe Experience Manager, this guide will assist you in understanding some best practices when it comes to publishing content.

Benefits

- Understanding your site structure
- Learn how to publish & unpublish single/multiple pages
- Keep within branding guidelines to convey proper messaging

Understanding how AEM publishing works

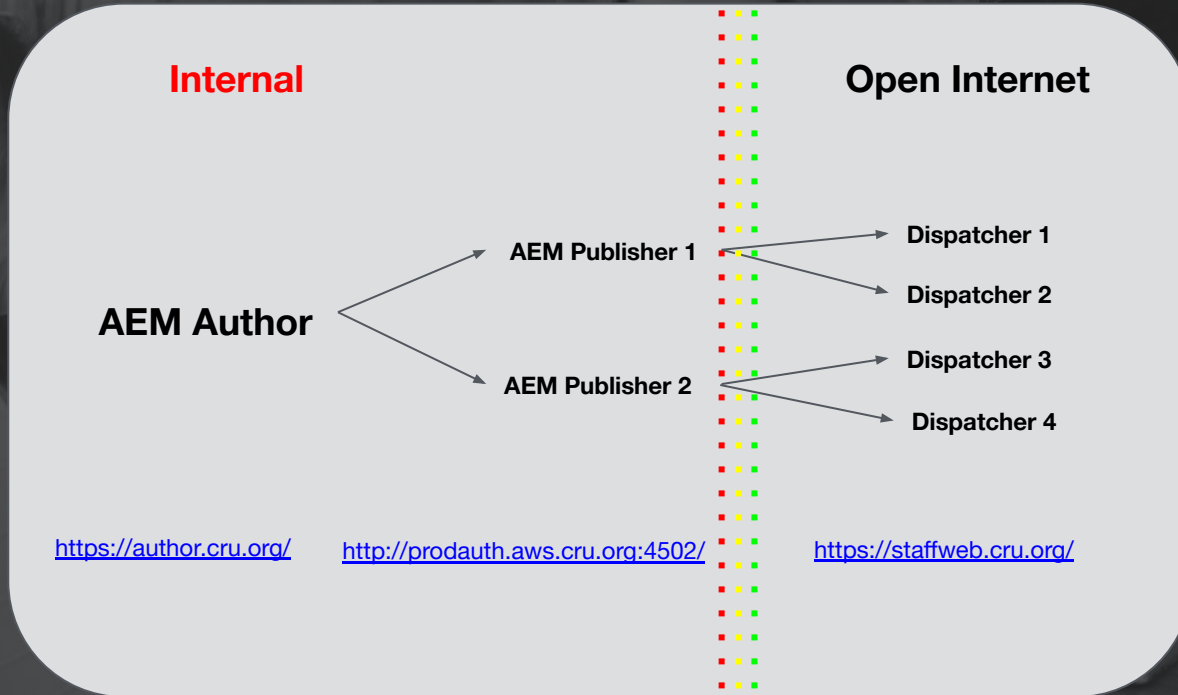


When you edit content as an AEM author, you are on a server that is only intended for internal staff. All of the work you do -- creating pages, editing pages, managing images and other assets -- takes place on the **AEM Author server**.



For others to see your work, you must “Activate” or “Publish” your pages and assets. Publishing triggers a workflow that moves your content to the **AEM Publisher 1** and **AEM Publisher 2**. From there, your content automatically gets pushed to **Dispatcher 1, 2, 3, and 4**. The dispatchers are the “live” site that website visitors actually interact with.

Visual Representation of Publisher



Publishing your Content

There are many ways to publish content within AEM

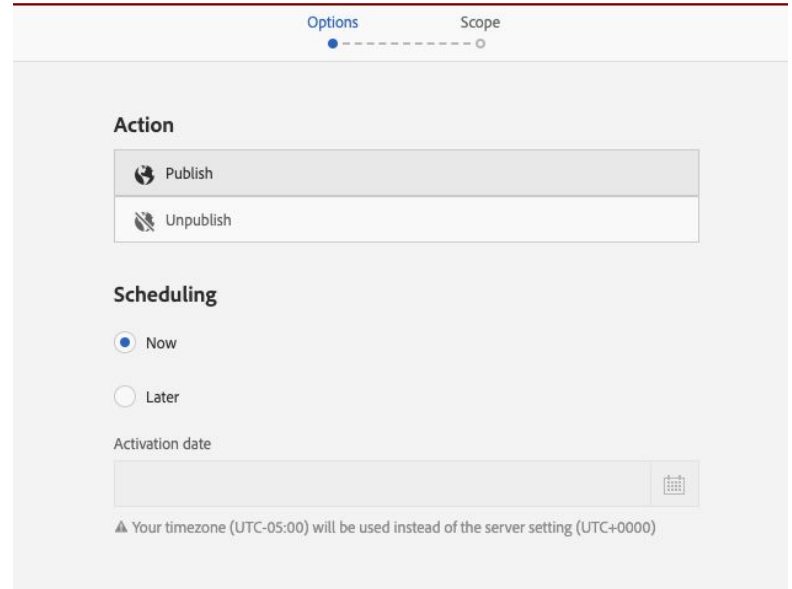
- Clicking “Quick Publish” or “Manage Publication” when a node is selected will allow you to edit the status
- You must click on the image, that way a checkmark will show up with the options available above

The screenshot displays the AEM interface with the following elements:

- Toolbar:** Contains icons for Create, Edit (e), Properties (p), Lock, Copy (⌘+c), Move (m), Quick Publish, Manage Publication, and Delete (backspace). The 'Quick Publish' and 'Manage Publication' buttons are circled in red.
- Navigation:** A breadcrumb path shows 'How to Know God' selected.
- Content Grid:** A grid of content nodes is visible, including 'How to Know God', 'Train & Grow', 'Communities', 'Opportunities', 'About', 'Blog', 'Cru Press', 'Give', 'Inner City', and 'metadata'. A red arrow points to the 'How to Know God' node, which has a checkmark icon.
- Right Sidebar:** Displays metadata for the selected node 'What is Christianity?'. The 'Modified' date is 'Dec 2, 2019' and the 'Published' date is 'Dec 2, 2019', both underlined in red.

Manage Publication

- Manage publication gives you more options including **scheduling** your publication as well as being able to **unpublish** your content
- You are able to click on multiple pages to publish/unpublish at the same time
- If you are creating a new site, **Publishing** your page does not make it go live on the internet, that is a configuration the US team helps with
 - It publishes the content on the author instance, but the production instance must be connected by our team



The screenshot displays a user interface for managing a publication. At the top, there are two tabs: "Options" (selected) and "Scope". Below the tabs, the "Action" section contains two buttons: "Publish" (with a globe icon) and "Unpublish" (with a trash can icon). The "Scheduling" section features two radio buttons: "Now" (selected) and "Later". Below this is an "Activation date" field with a calendar icon. A warning message at the bottom states: "⚠ Your timezone (UTC-05:00) will be used instead of the server setting (UTC+0000)".



Publishing Pages - Adobe Support

- Going to the Adobe support page, you will find detailed instructions on all the ways you can publish your content:
<https://docs.adobe.com/content/help/en/experience-manager-65/authoring/authoring/publishing-pages.html>



Cru's Google Drive Documentation

- You may also find some documentation on our Google Drive:
https://drive.google.com/open?id=1ofLMP8wVR9OXtJdJ_ezHVITe1EQ3jEPYL1ji5Nhojlk

THANK YOU

Questions? Please contact aem@cru.org