How to Properly Publish Pages

Utilizing the full potential of your Content Management System

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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
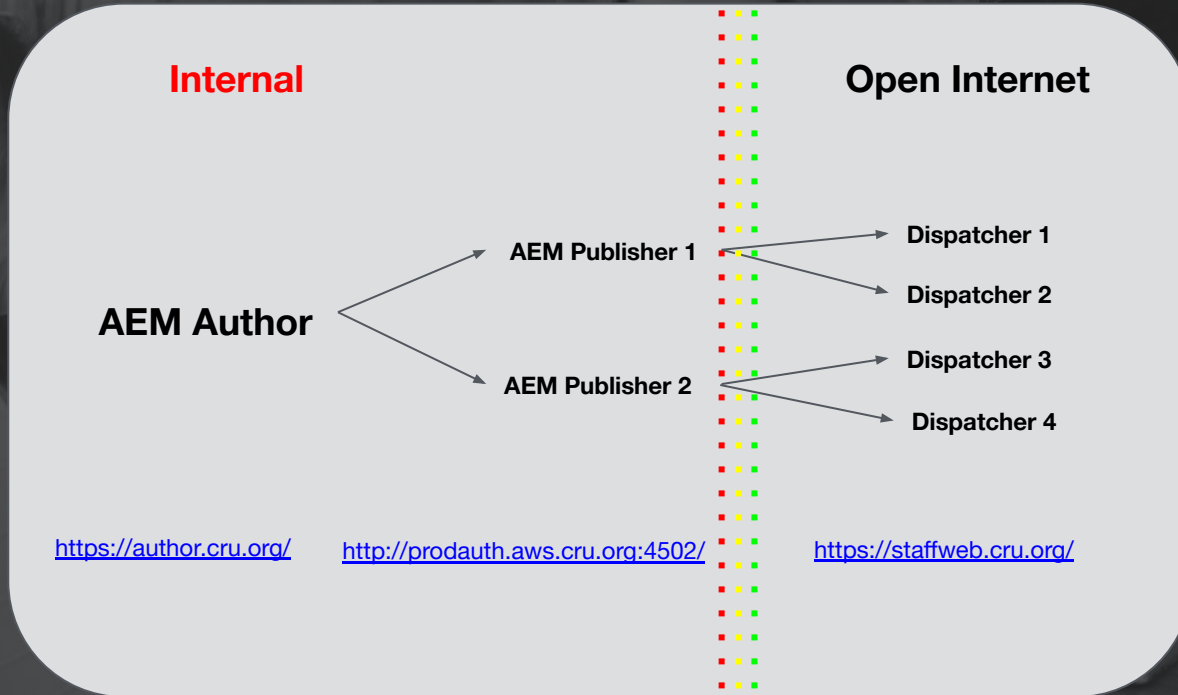
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Understanding how AEM publishing works

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.

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Visual Representation of Publisher

Internal

Open Internet

AEM Publisher 1 → Dispatcher 1

Dispatcher 2

AEM Author

AEM Publisher 2 → Dispatcher 3

Dispatcher 4

https://author.cru.org/   http://prodauth.aws.cru.org:4502/   https://staffweb.cru.org/

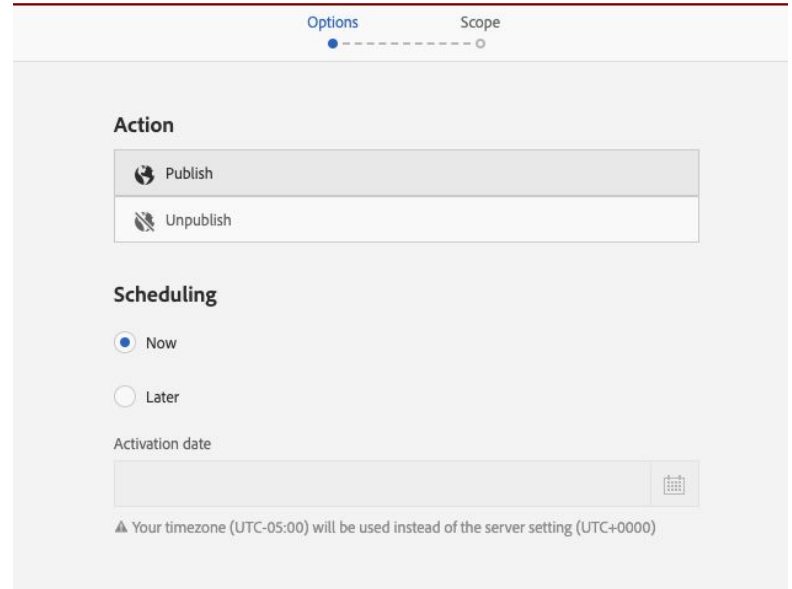# Publishing your Content

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

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

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Resources

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

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