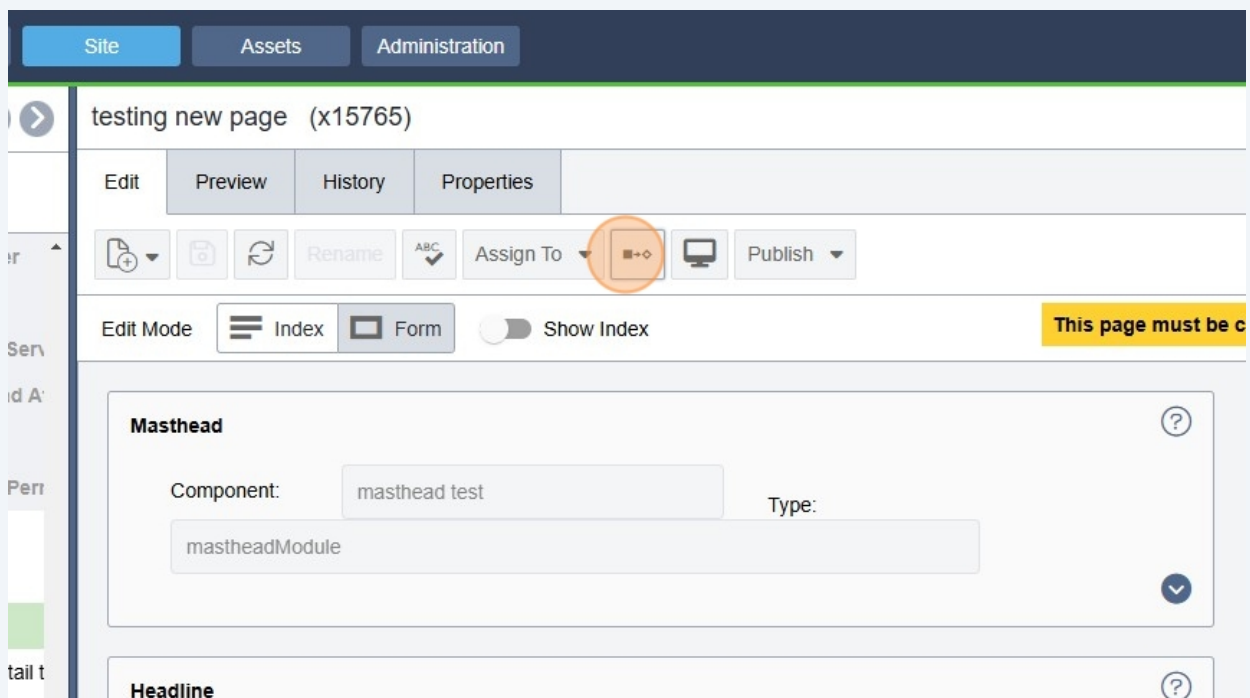


Publishing a Page/Component Yourself (Self-Publish Workflow)

For a page/component to be self-published, it must be in a different workflow than standard. Generally, pages that are frequently updated and/or need to be updated on short notice will be put in this workflow. There is no required proofreading or review in this workflow. Contact Josh Leiboff for information.

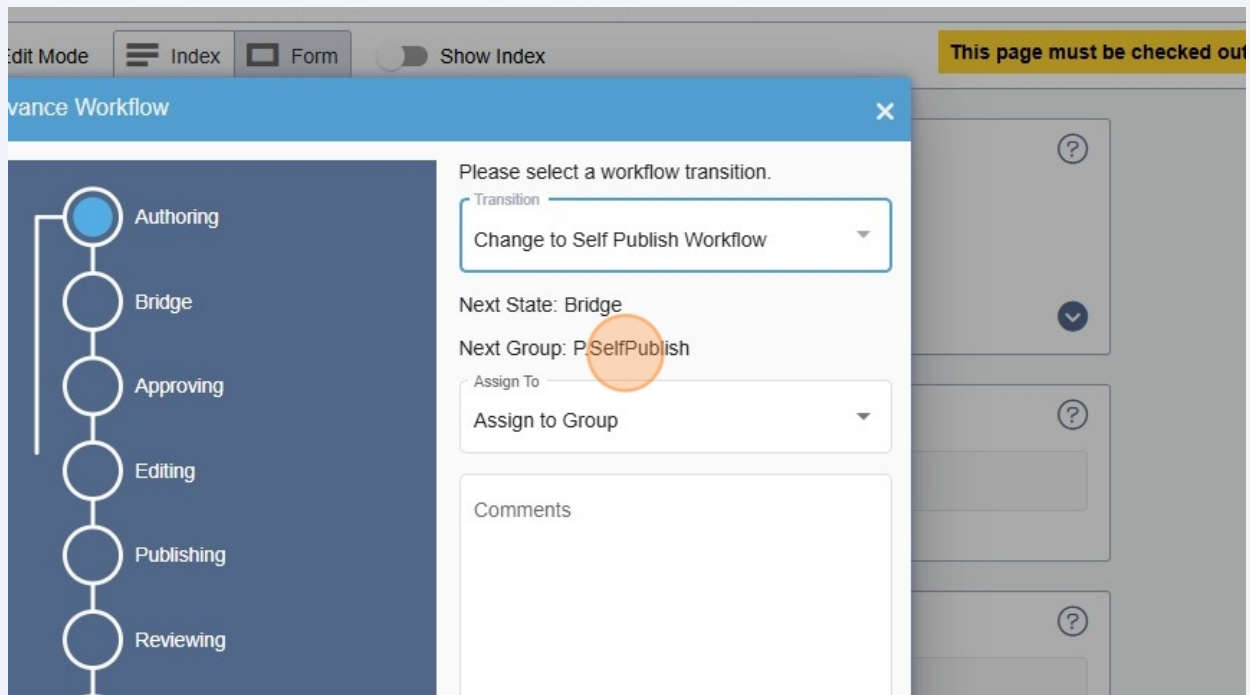
1 Changing a Page's Workflow from Standard to Self Publish

Select the page you want to change in the site tree. On the icon toolbar, click the Advance in Workflow icon.



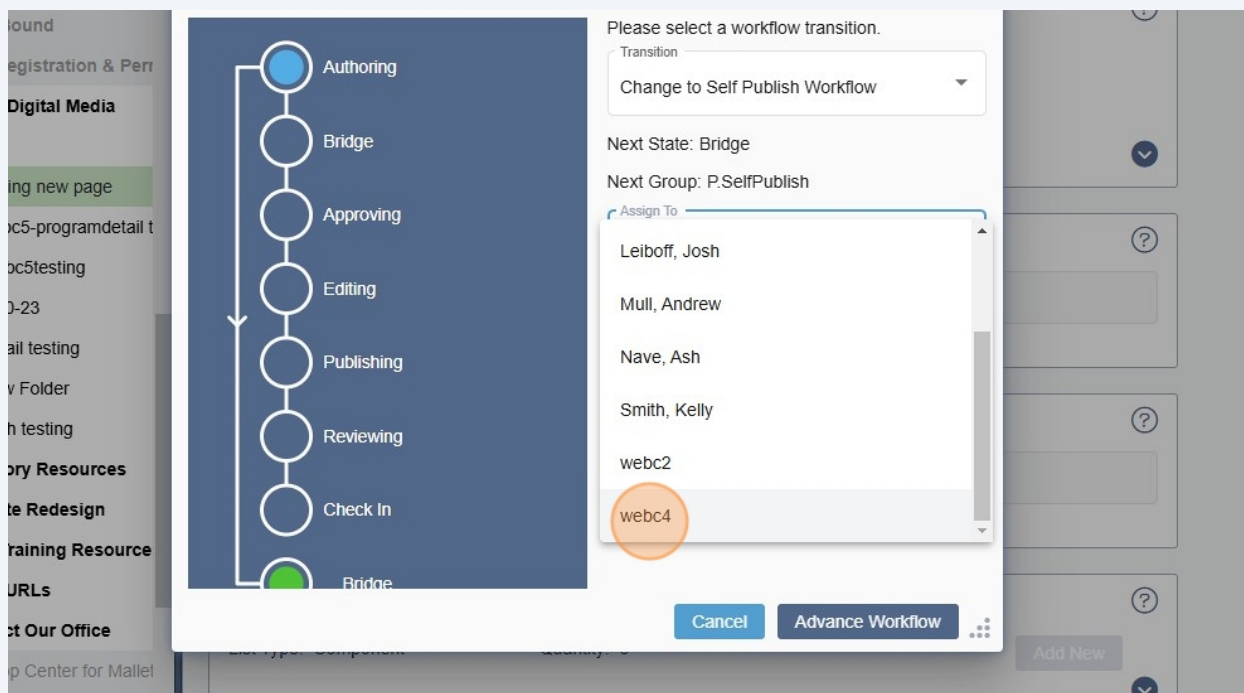
2

In the Advance Workflow window, select the transition box. Select **Change to Self-Publish Workflow**.

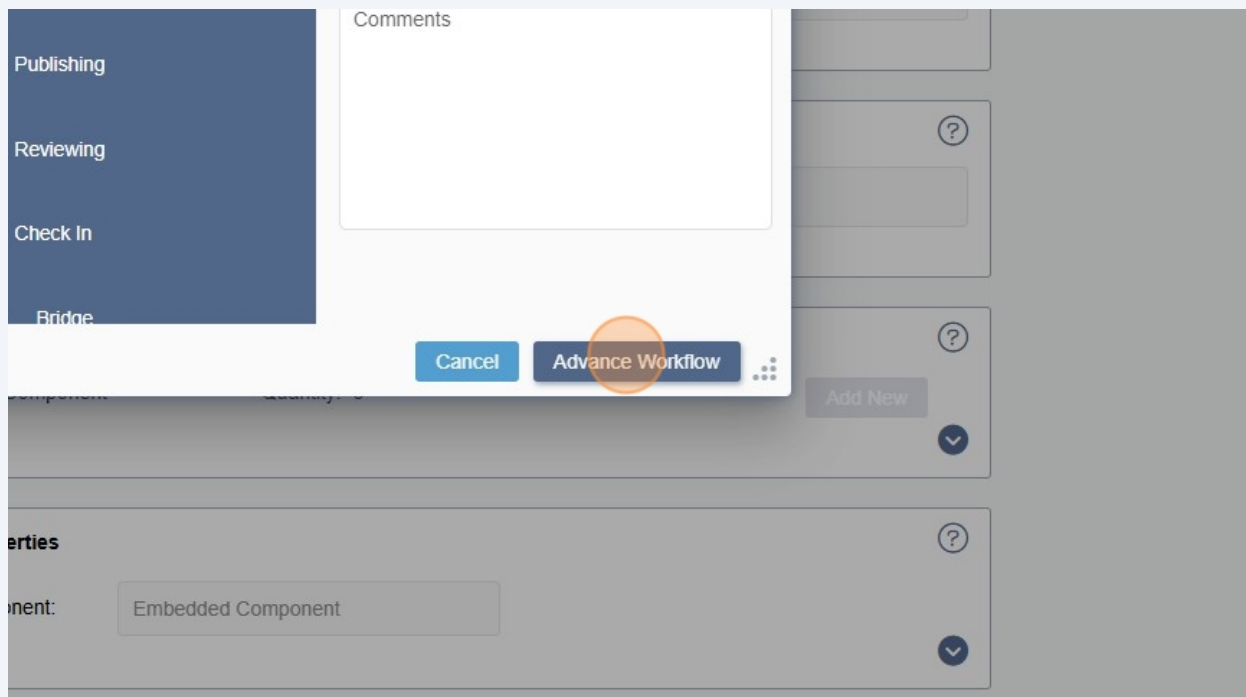


3

In the Assign To box, select yourself from the list of users.

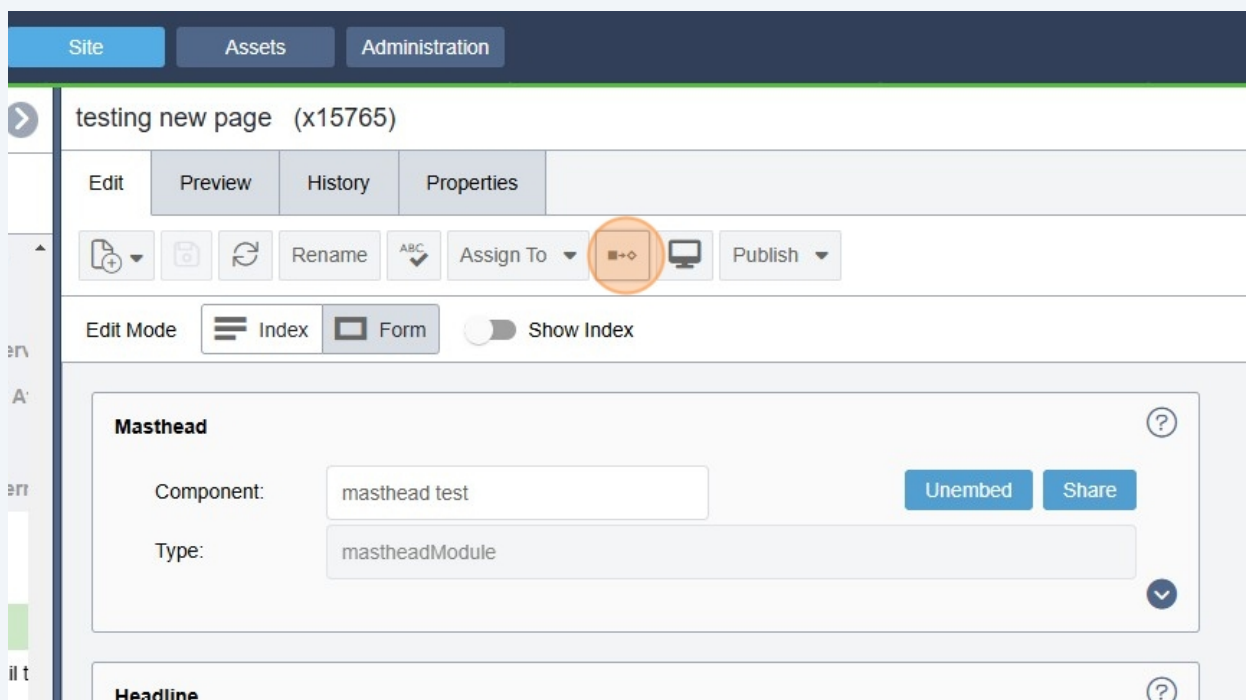


4 Click "Advance Workflow"



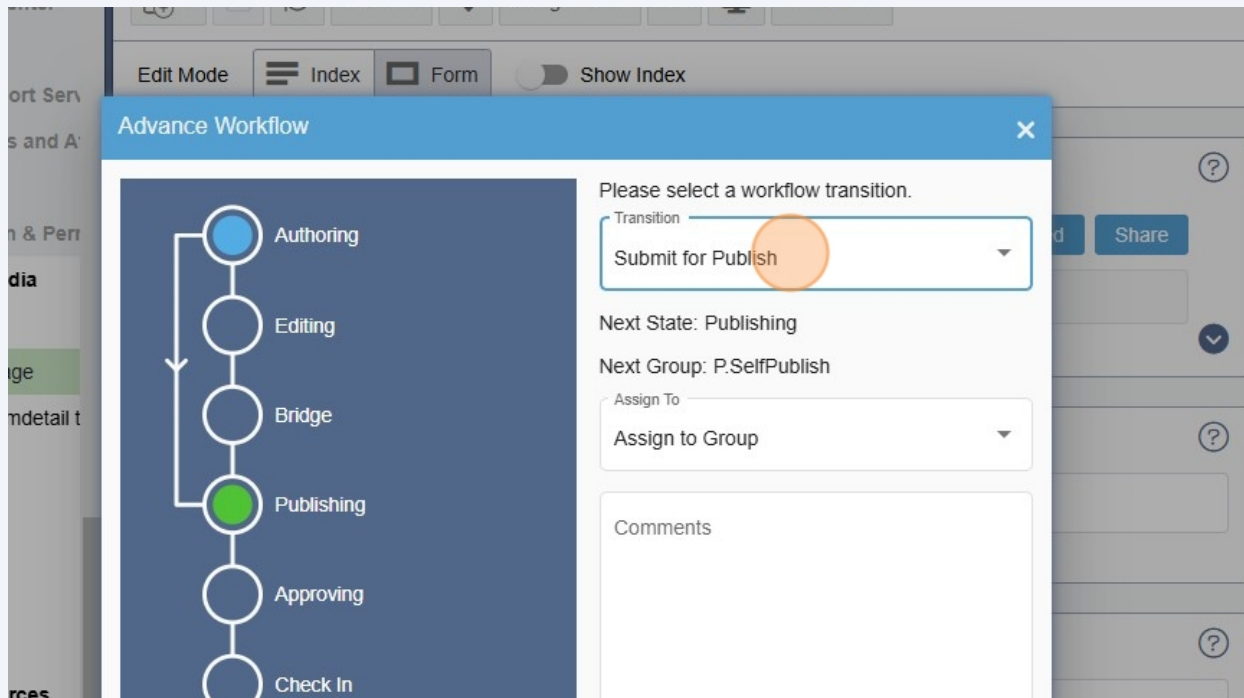
5 Advancing through the Self-Publish workflow to publish a page/component.

Click the Advance in Workflow icon.



6

In the Transition Window, Submit for Publish is pre-populated. But there are optional choices.



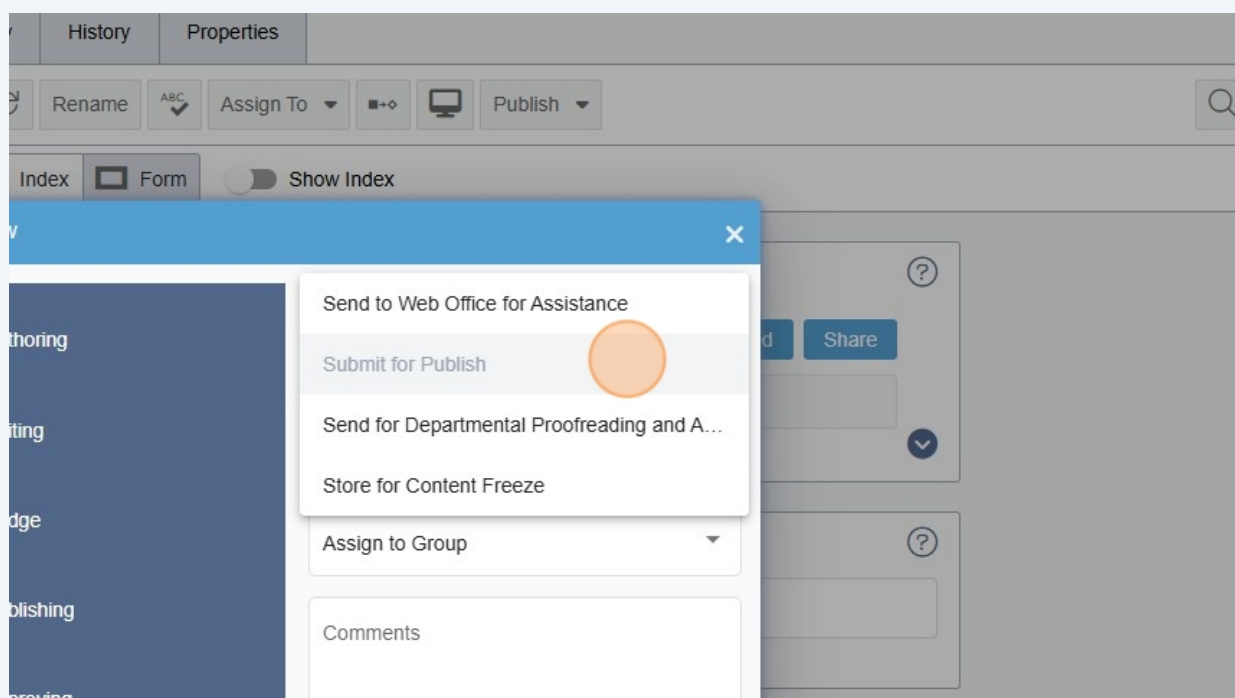
7 Choose the appropriate transition.

Send to Web Office for Assistance: Use this to send to Web office for assistance if you are having trouble with something on the page.

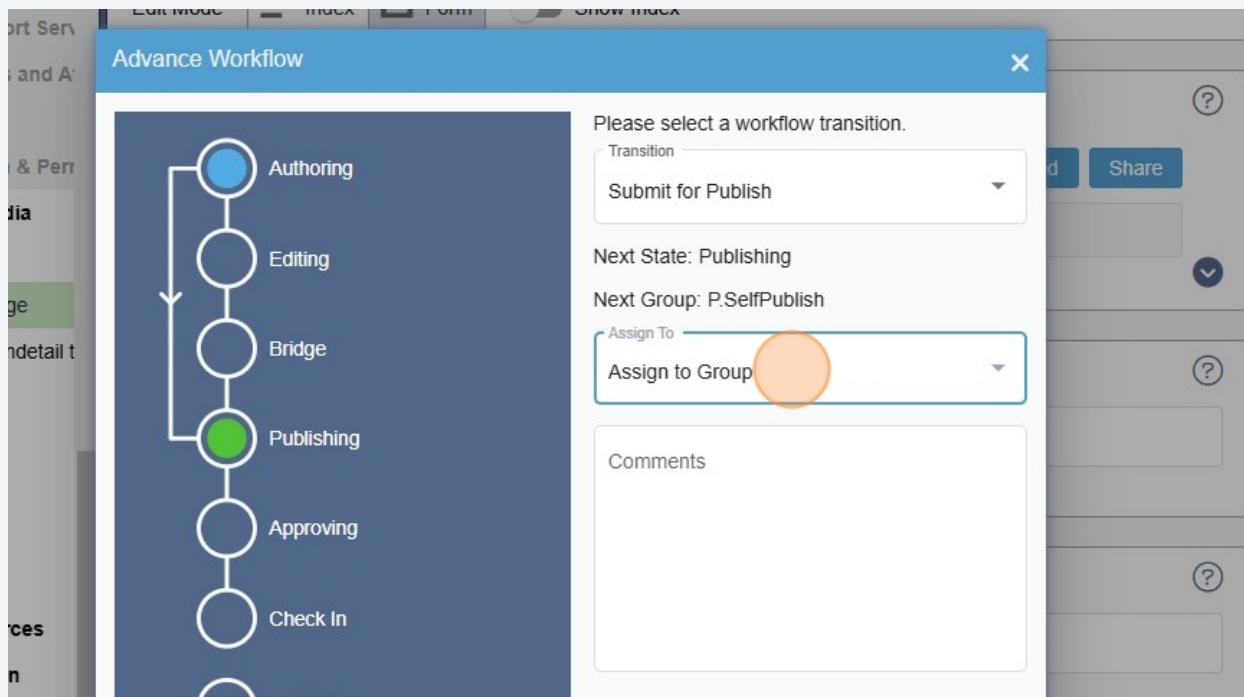
Submit for Publish: use when ready to publish.

Send for Department Proofreading and Approval: If you are working with something who you want to proofread their work, have them use this step to send to you.

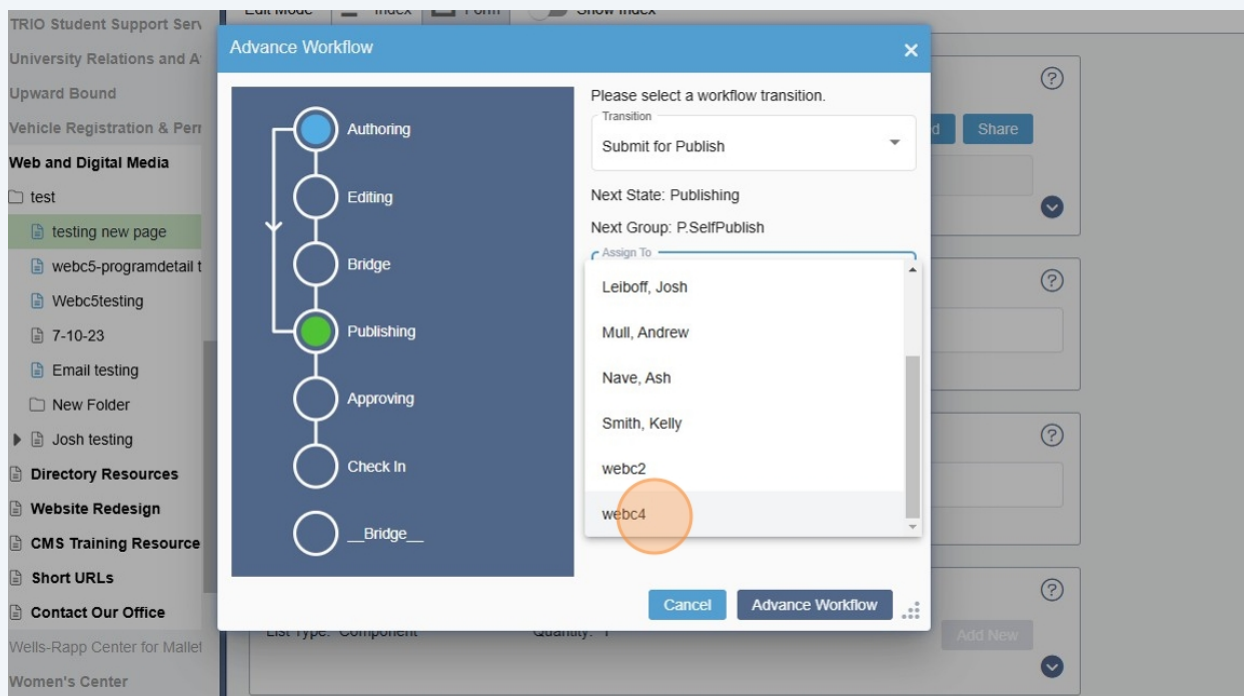
Store for Content Freeze: The Web office will periodically freeze content and lock out users to perform maintenance upgrades. All pages that have been worked on should go through this step to ensure that your work is not lost during the freeze.



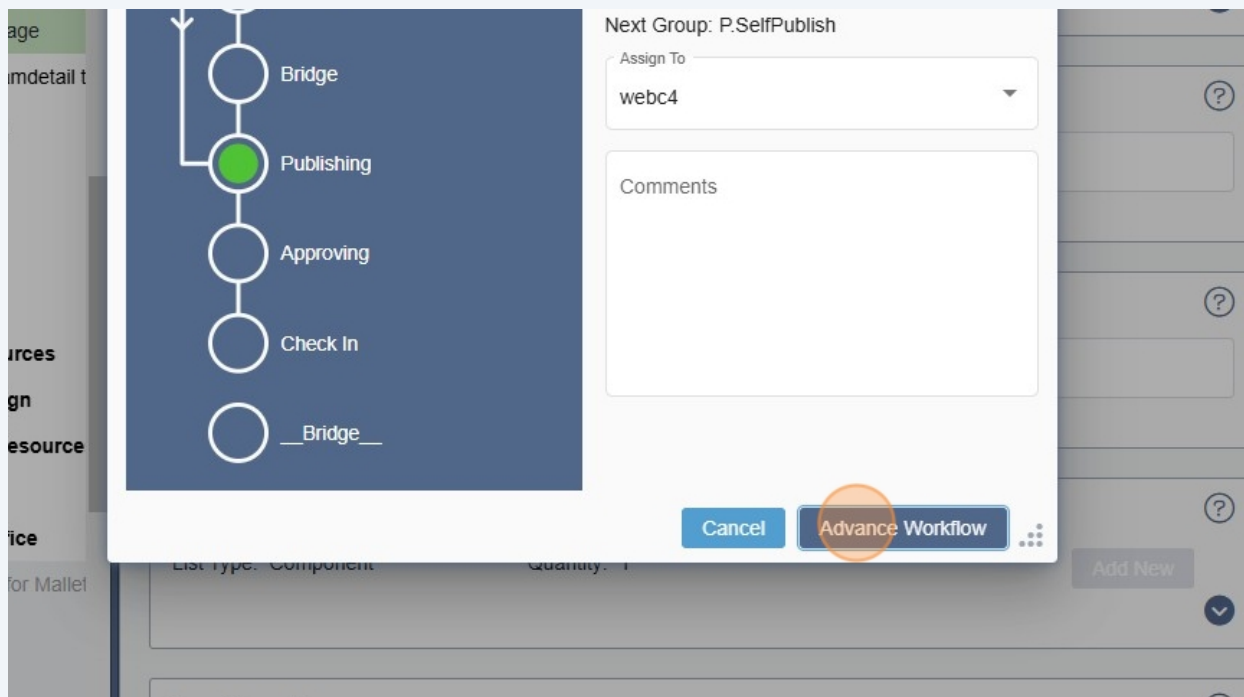
8 Use Advance Workflow window to select Assign To box.



9 In the Assign To box, select yourself in the list of users.

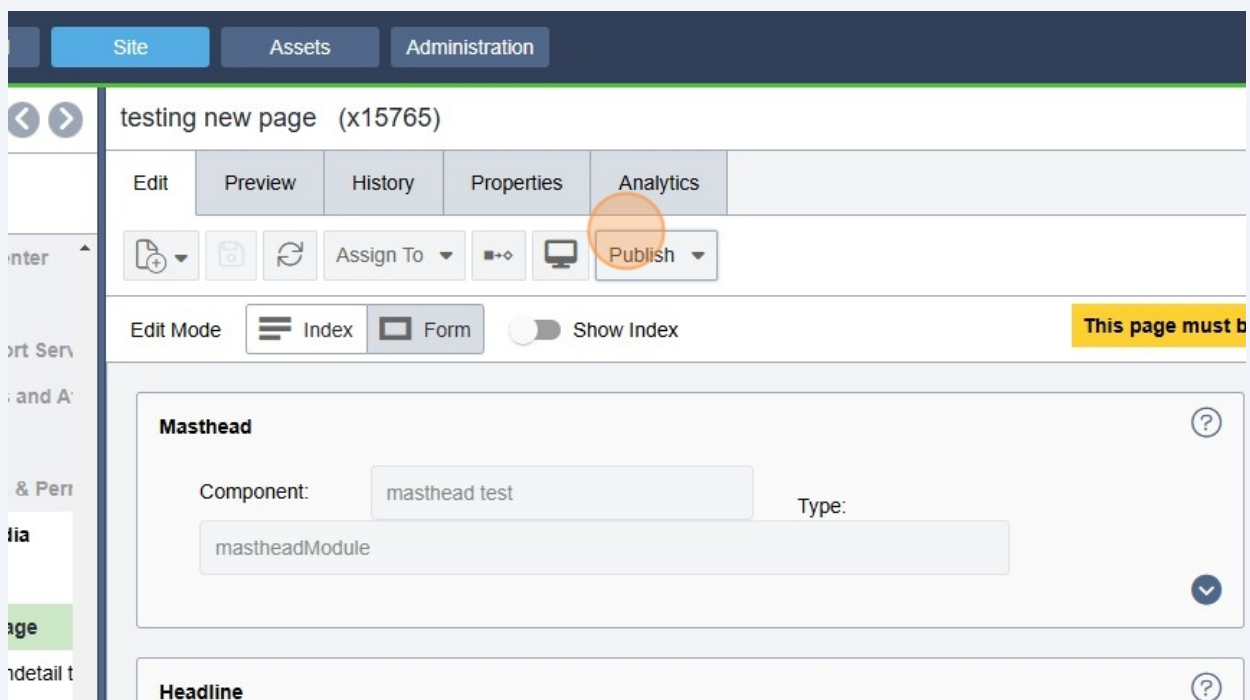


- 10 Click "Advance Workflow" button to send through the selected transition.



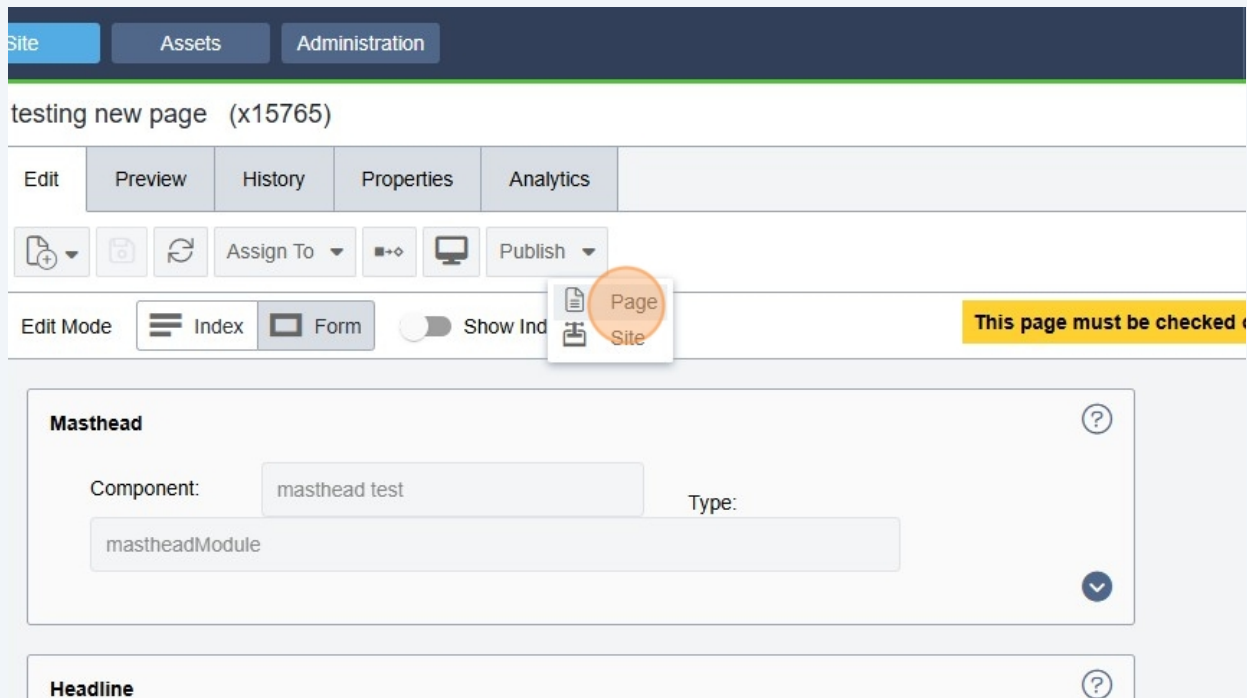
- 11 Publishing your Completed Pages/Components

When you are ready to publish, Click the **Publish** button in the toolbar.



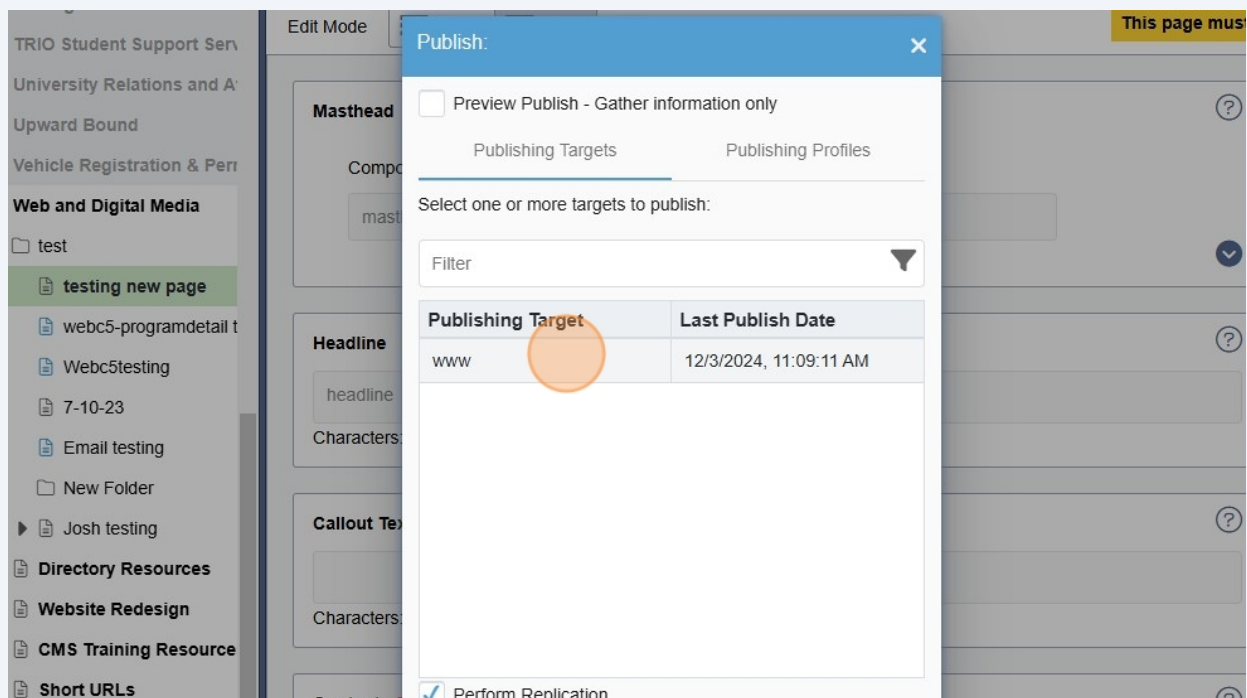
12

From the publish menu, select **Page** for just this one page/component, or **Site** to publish all pages/components that are ready to be published.

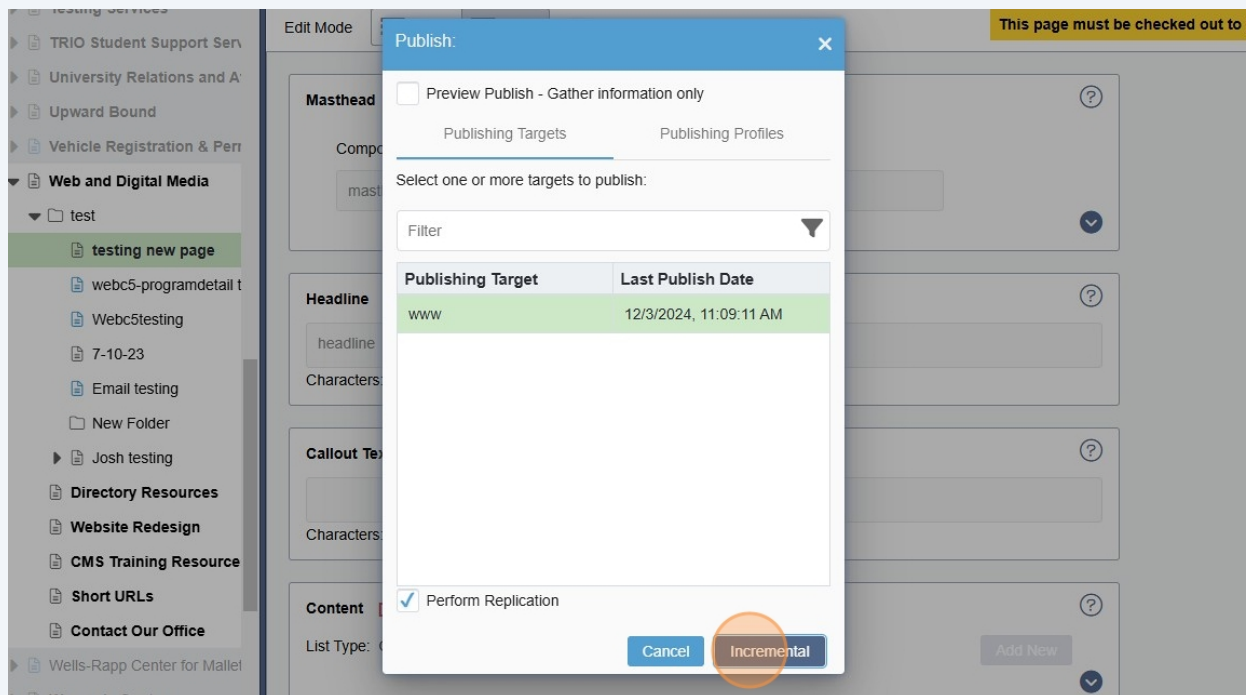


13

In the Publish Window, select the **WWW** Publishing target (the only option).



14 In the Publish window, select "Incremental" button.



15 A Publish Submitted window will open, you can either monitor the publish, or close. The publish will complete shortly.

