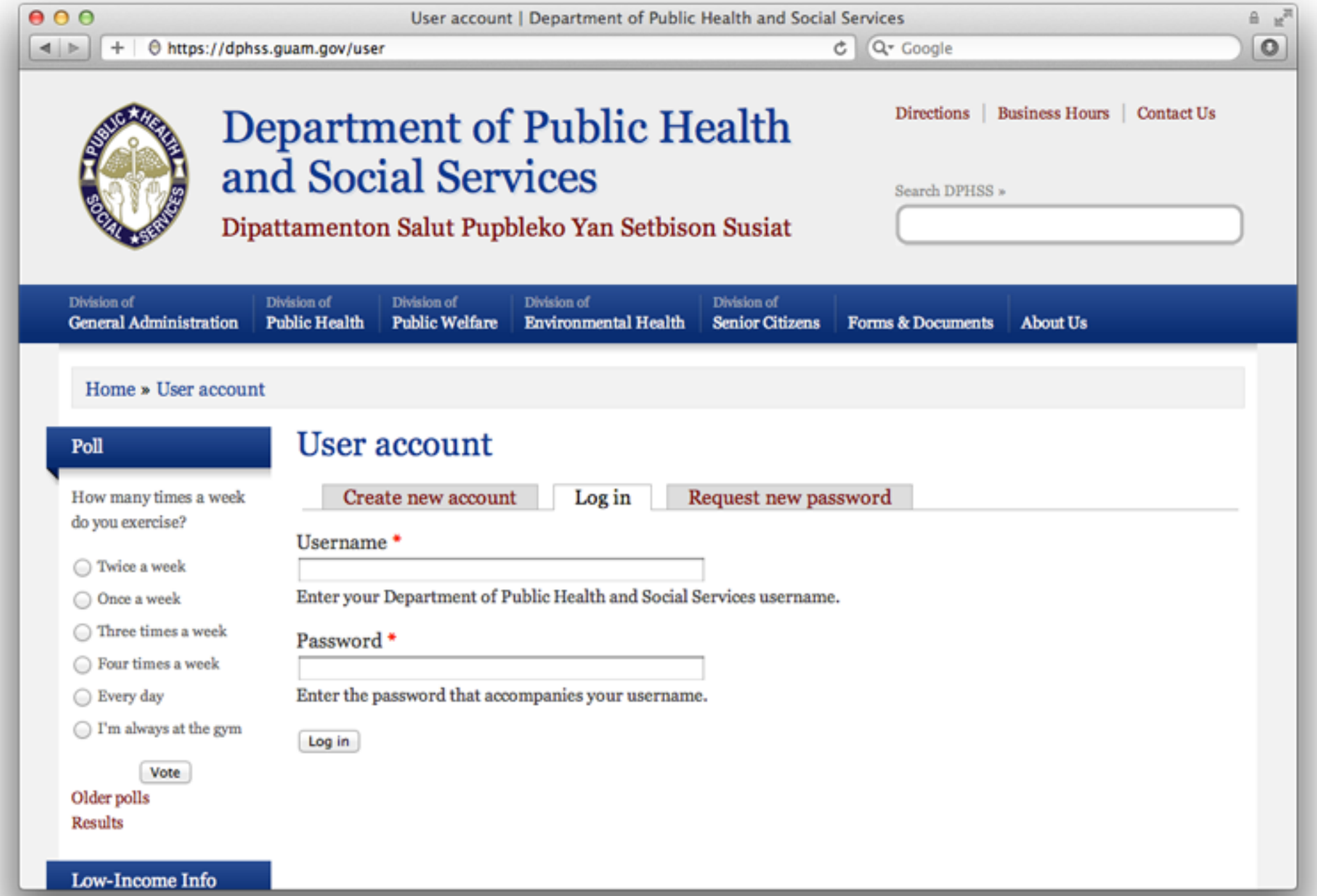
DPHSS Website Administration Tutorial

Publisher Role - Publishing Documents and Articles

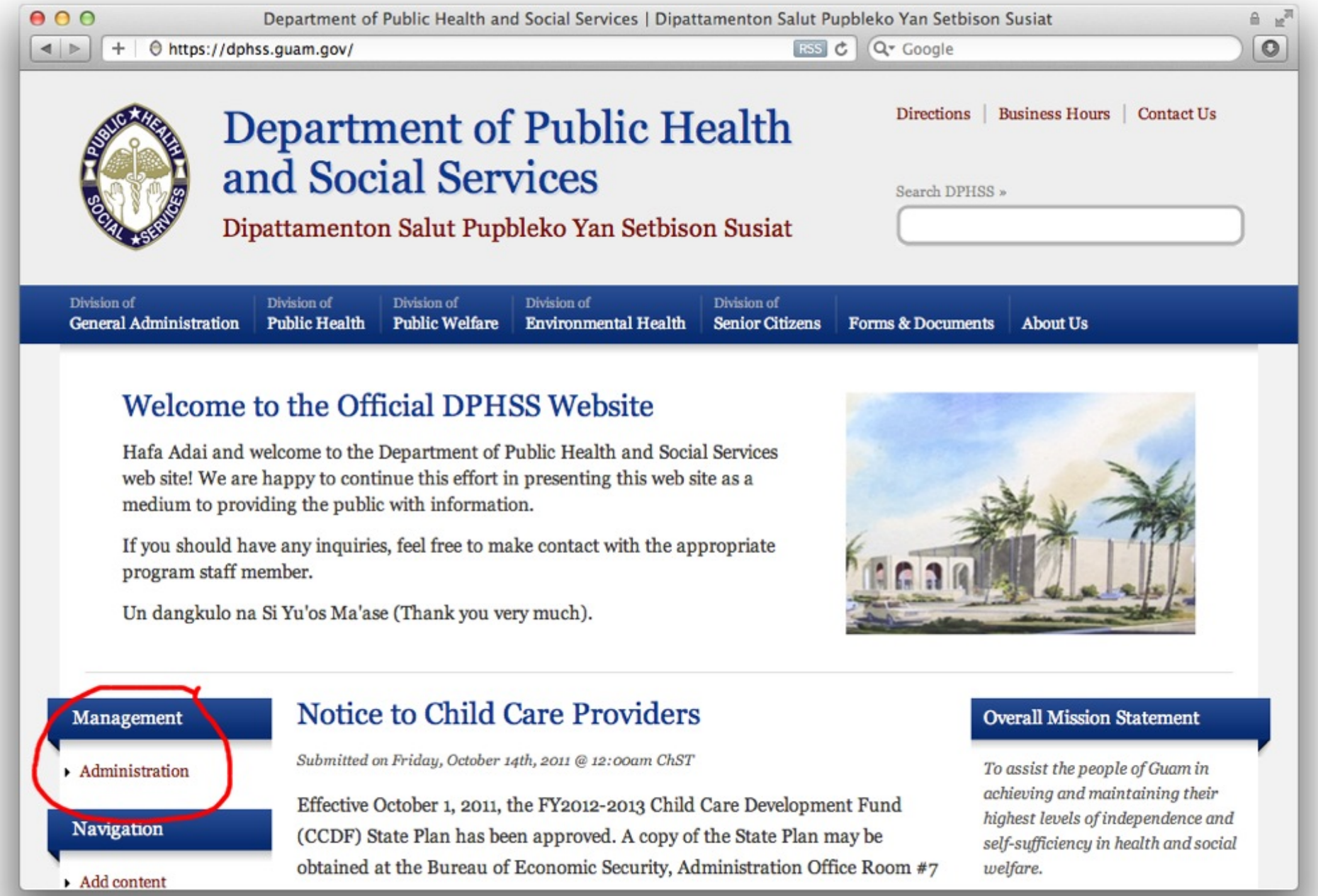
What can a "Publisher" do?

- Create Content (Articles, Documents, Polls, FAQs, etc)
- Publish, Unpublish, and Edit All Content (submitted by anyone)
- This tutorial covers publishing Documents and Articles.



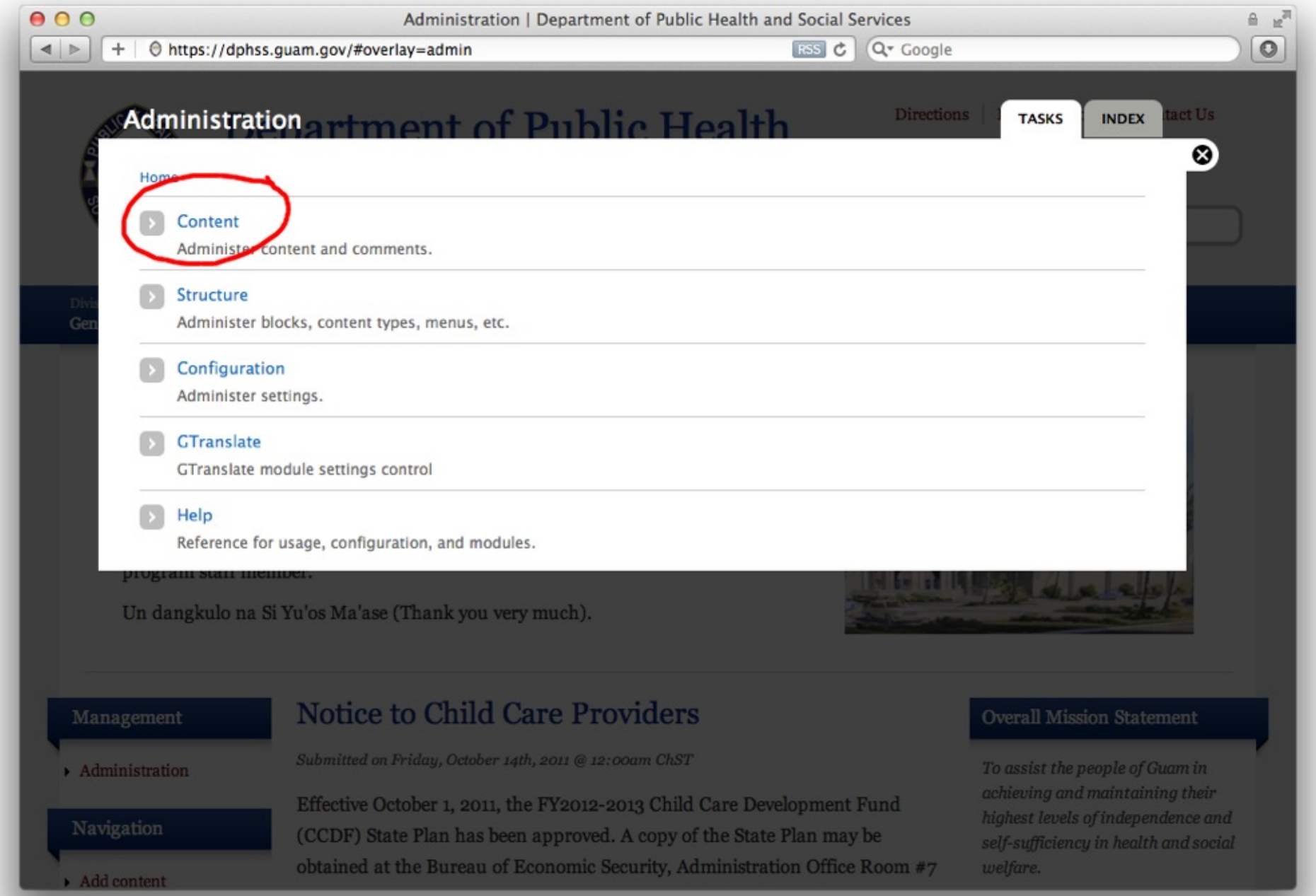
Login - https://dphss.guam.gov/user

Your Username and Password is the same as your Active Directory login information.



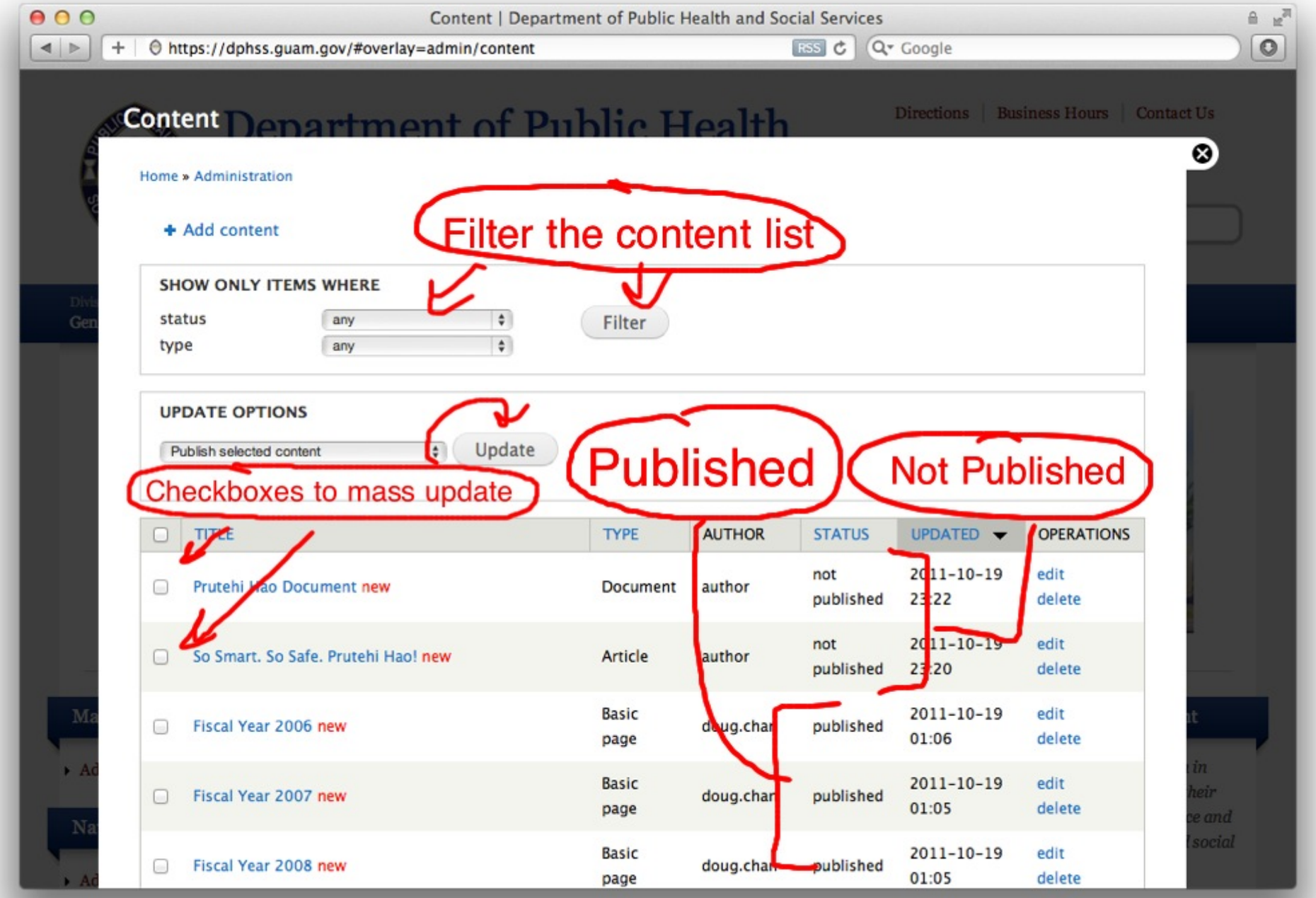
How To Administer Content

Click Administration



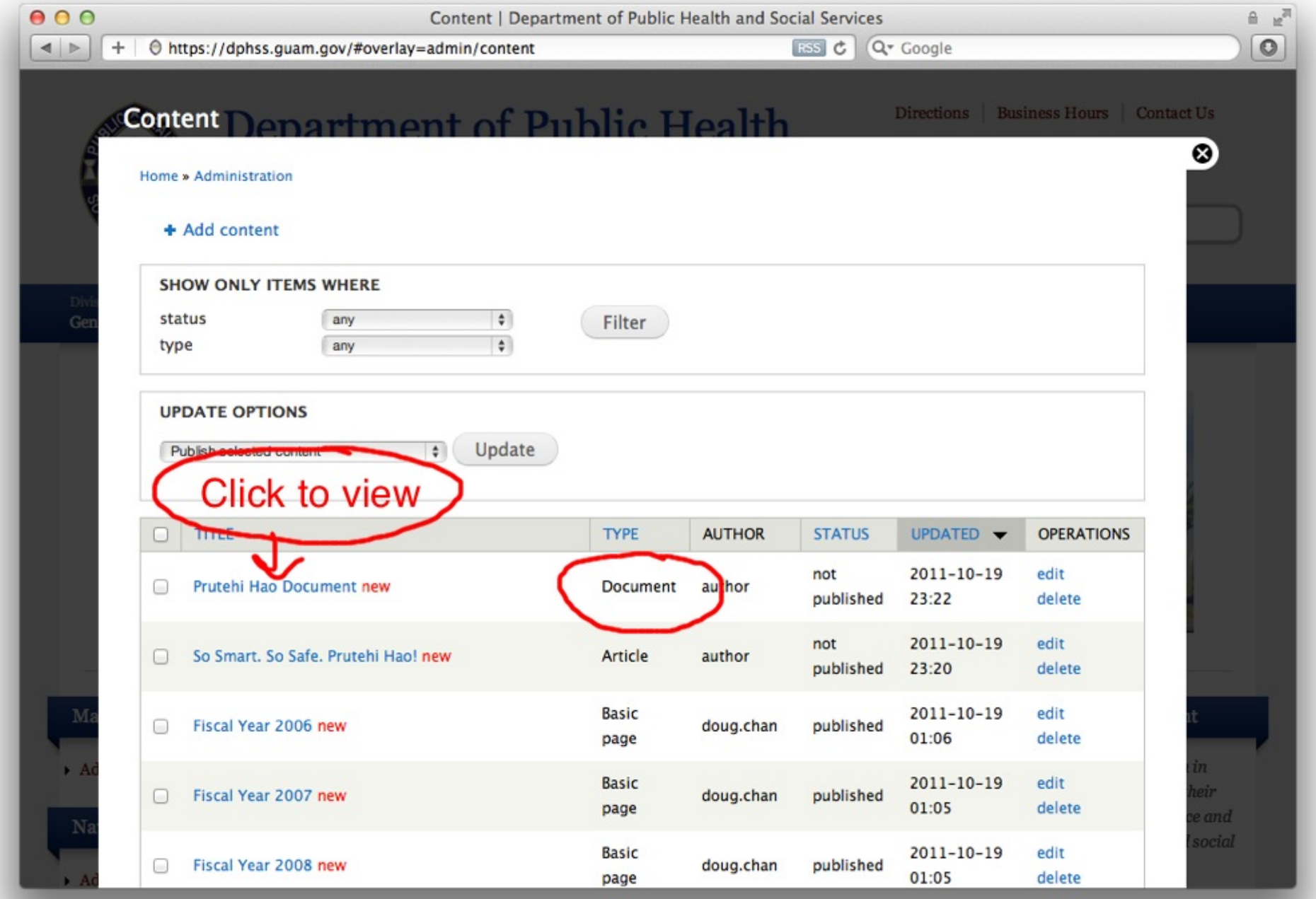
How To Administer Content

Click Content



Content List

You can view all content and make changes here.



Let's Publish Some Content

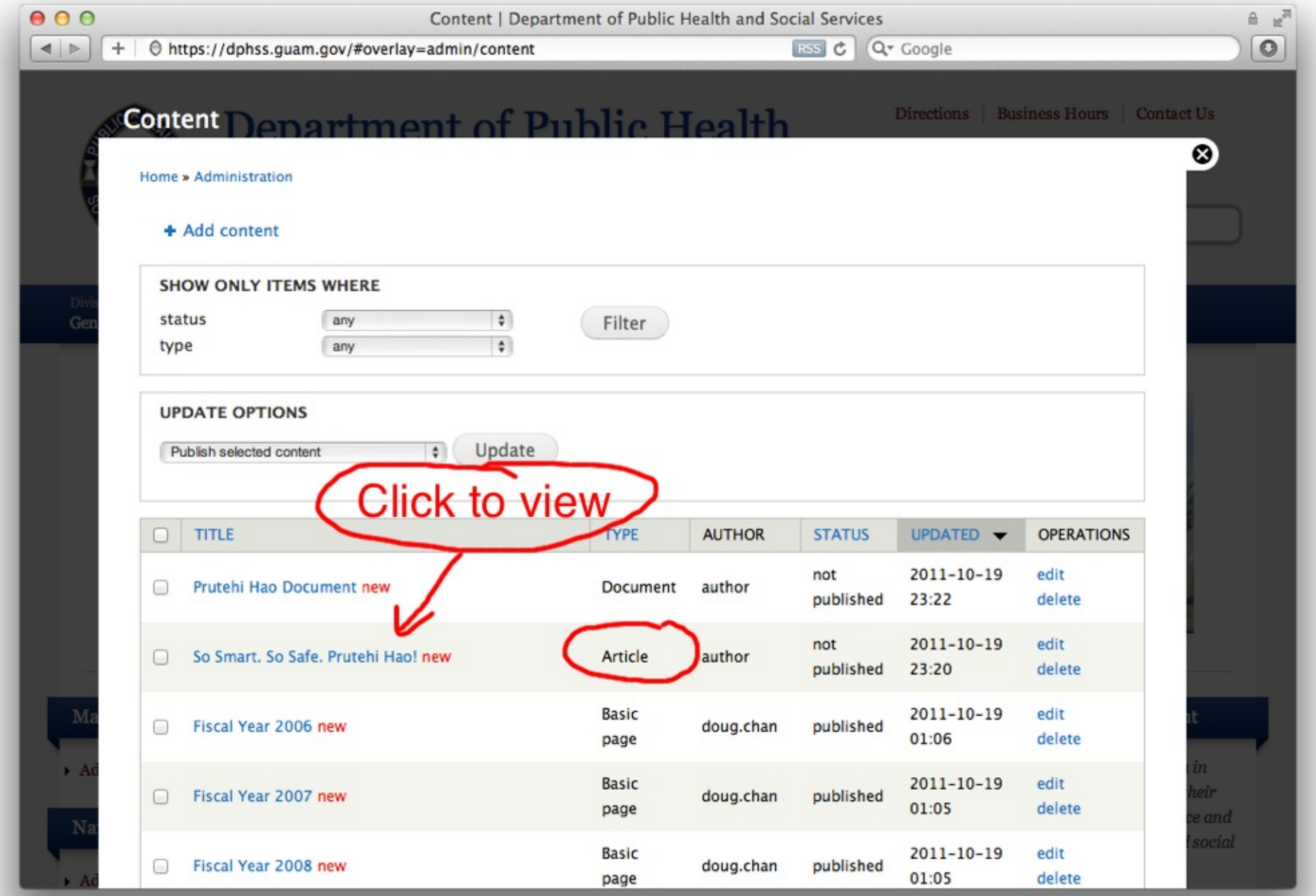
If there are unpublished documents, you should review and publish them first.

Review Before Publishing

If everything looks good, click the publish button.

Review More Content

Go back to the Administration Page and review the Article.

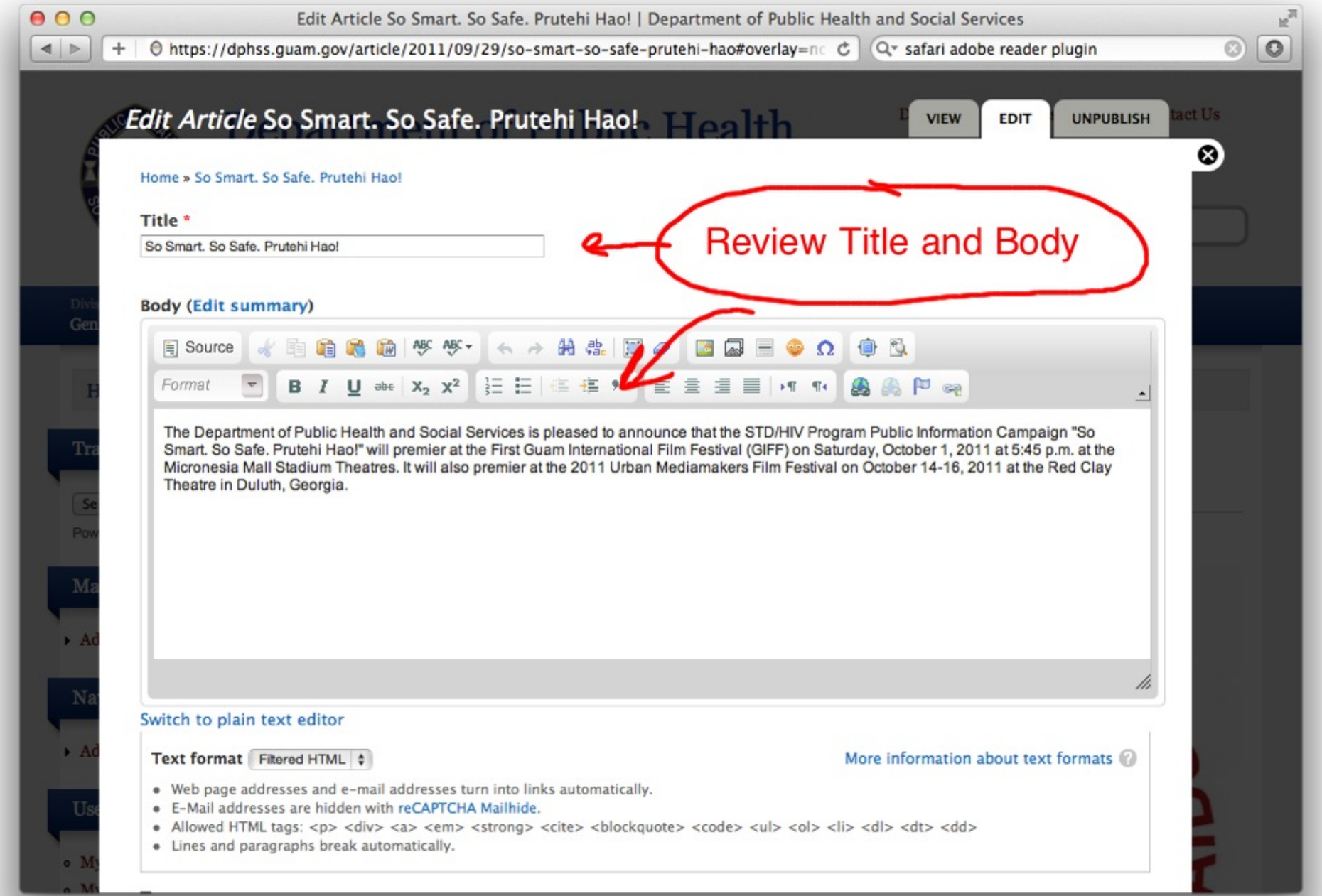


Let's Review the Article

Click the Article's title to view, edit, and publish.

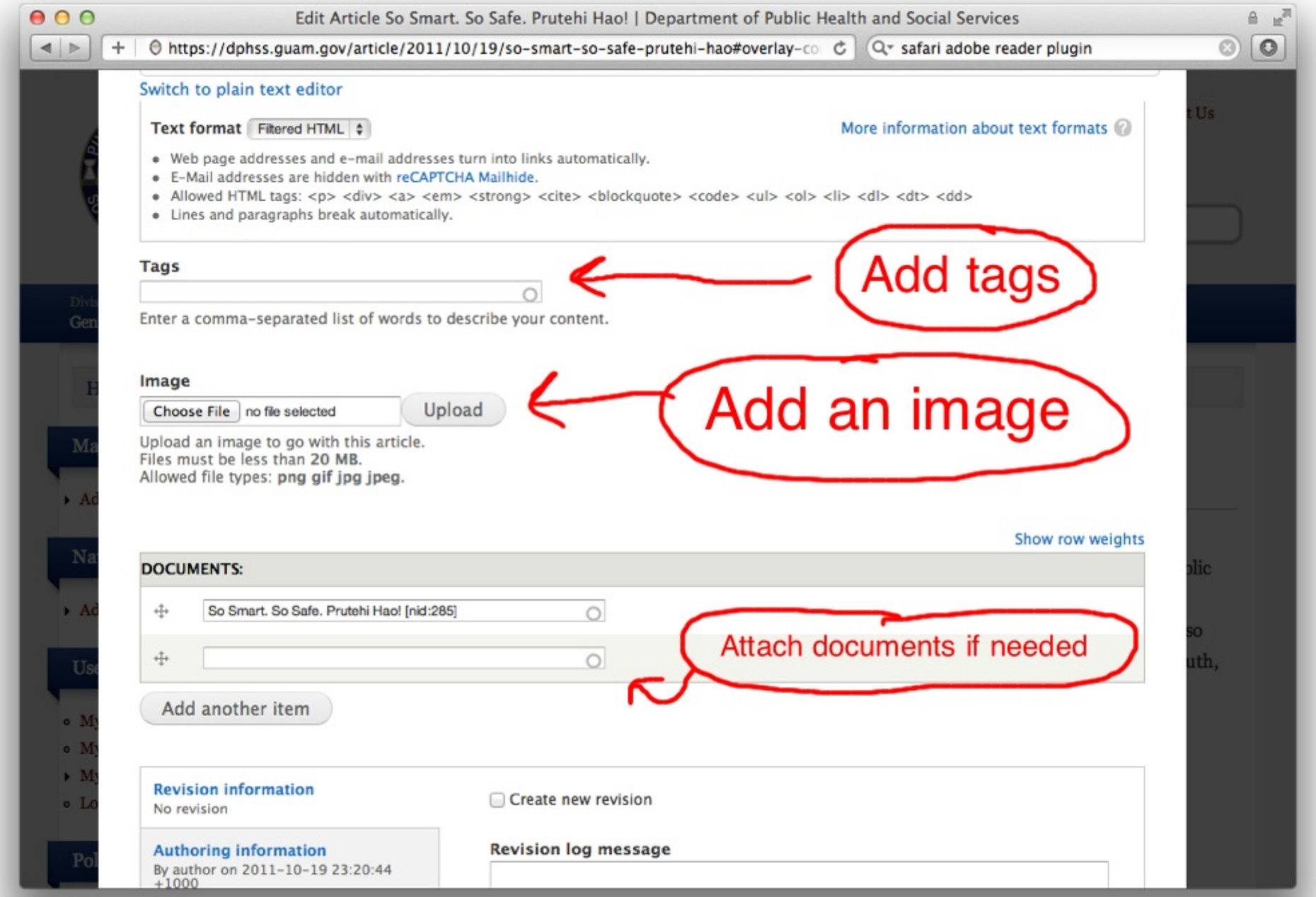
Unpublished Article

Click Edit to make changes if needed.



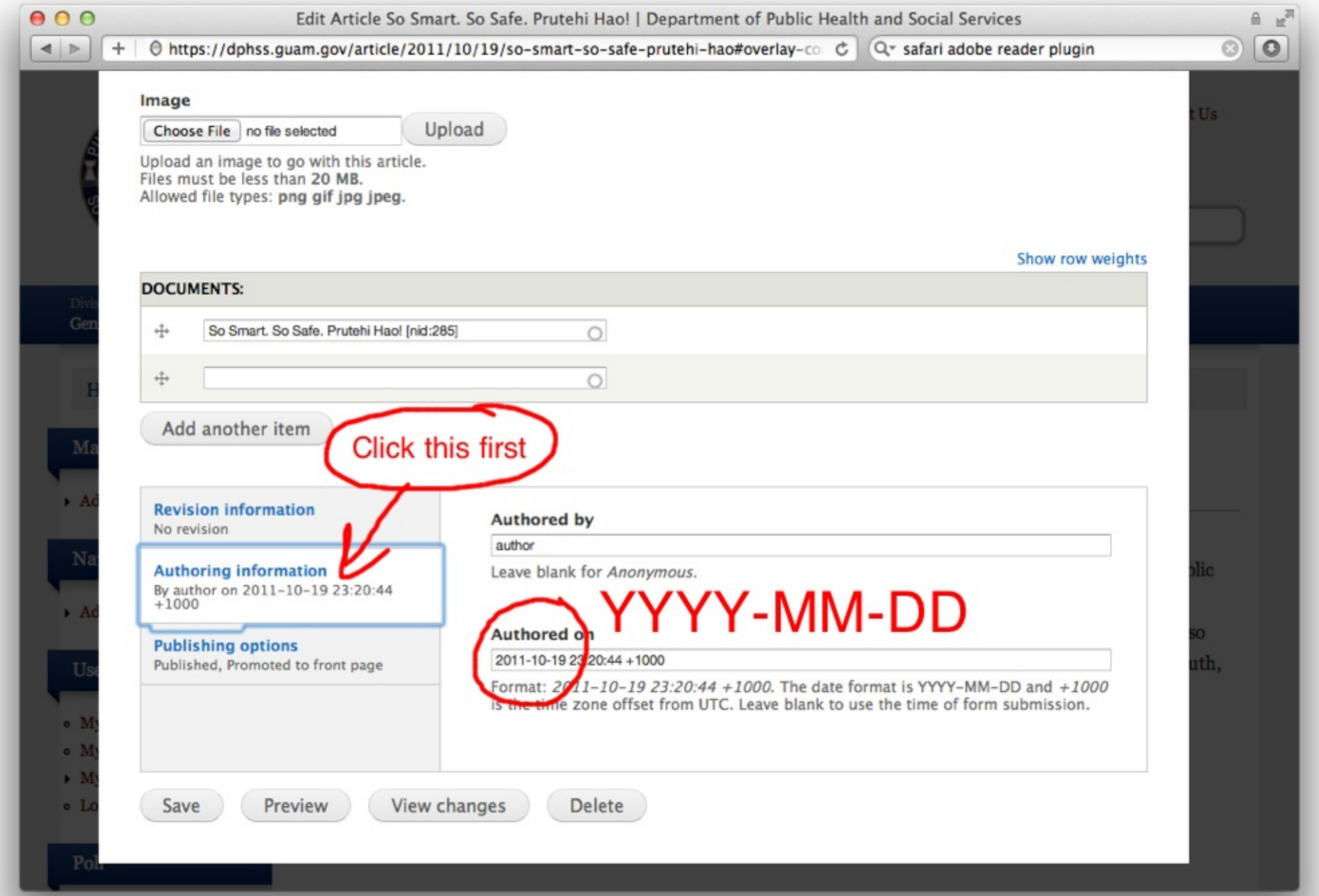
Article - Required Fields

Check for completeness and for things like spelling errors.



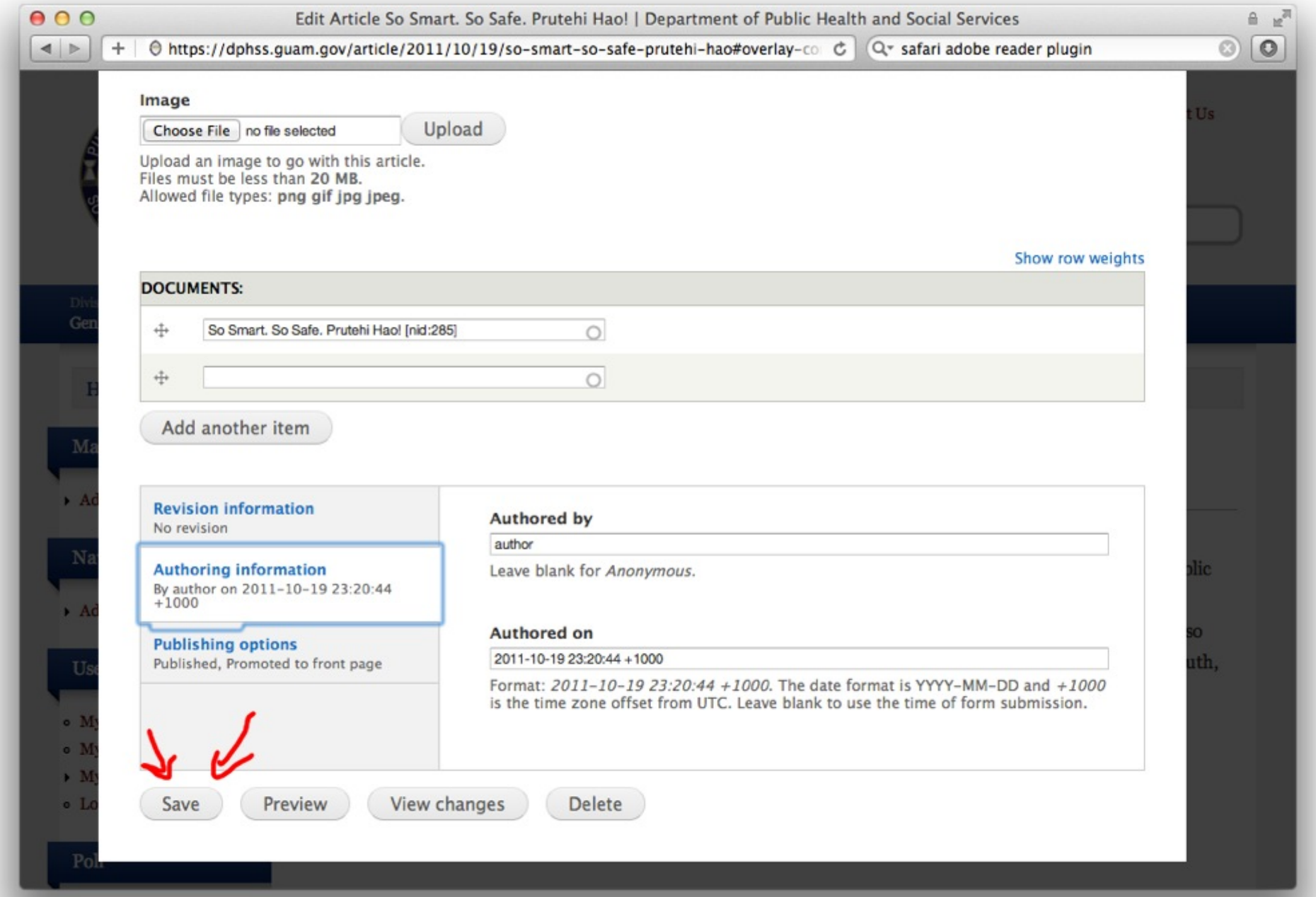
Article - Optional Fields

It's highly recommended to enter as much information into these fields if possible if the Author didn't.



Almost Done - Review the Date

You may want to change the date of the Article to match the date of the Press Release Document.

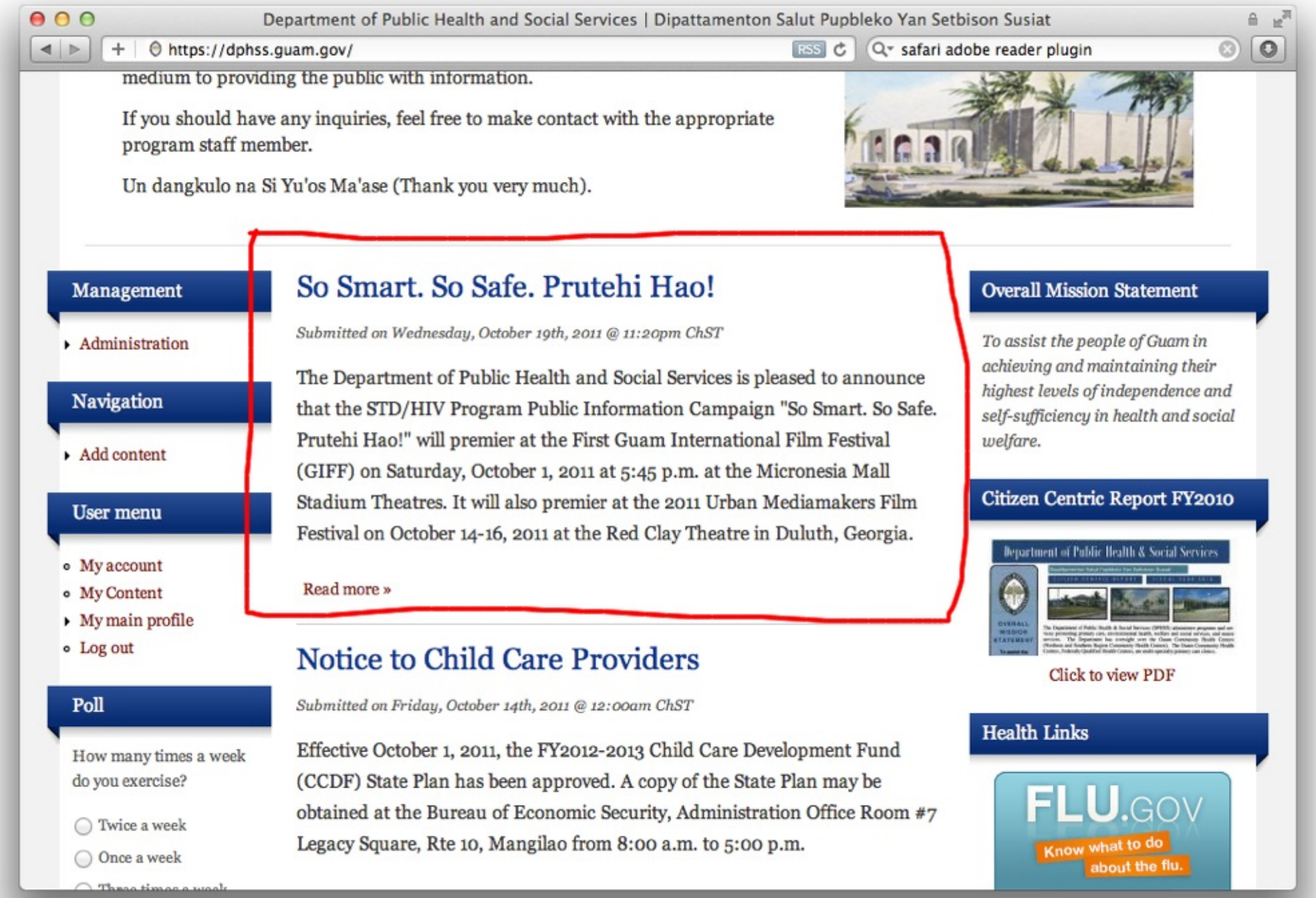


Click Save

Once you're done reviewing, click save. You may also choose to click "Preview" to review your changes.

Click Publish

Once everything looks good, just click publish to make it show on the front page.



Front Page

That's all there is to it!

Summary

- Publishing an Article is a 2 step process if there is a Document (PDF)
- Publish Documents First
- Publish Articles Afterwards
- Be sure to check for things like spelling errors, tags, images, and correct dates.