

## Why should I know about the Edit/Preview/Publish feature of my e-Portfolio?

When you are building your e-Portfolio, you can view your content in three main areas:

**Edit:** The Edit area is where you can make changes to your e-Portfolio. Use the Edit area to add Sections, Pages, and Modules.

**Preview:** In the Preview area, you can view any content you've added to the Edit area. The Preview area allows you to see what your e-Portfolio will look like for viewers.

**Publish:** In the Publish area, you can see the content that has been published and made available to your viewers.

## What information is included in this guide?

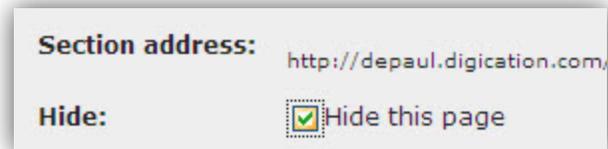
- How do I publish a Module?
- How do I publish all of the changes I've made?

## What do I need to know before I use the Edit/Preview/Publish feature?

If you want to make any changes to your e-Portfolio, you must make those changes in the Edit area. The Preview and Published areas will not allow you to make changes to your e-Portfolio.

## How should I use the Edit/Preview/Publish feature?

It's a good idea to establish a consistent workflow. You can hide Sections or Pages until you are ready for viewers to see them.



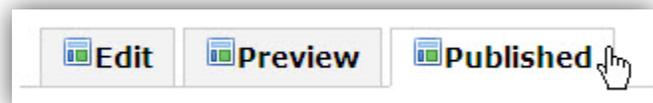
You can also choose not to publish content until it is ready for your audience.

By creating a consistent workflow, you can avoid the mistake of making unpolished content available to your audience. Choosing not to publish content until it is audience-ready is the easiest way to establish this type of workflow.

The Preview area is key in establishing this workflow. Whenever you add content, use Preview to check how it looks and test any audio or video elements. Once the Preview area has confirmed that your content looks exactly as you want it, you can then Publish your content.

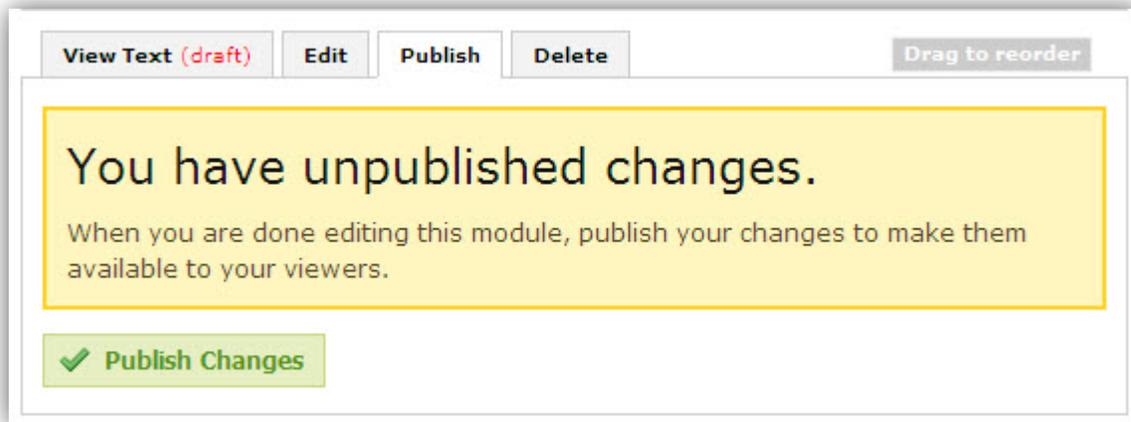
## An Important Reminder

Your content will not be visible to anyone who visits your e-Portfolio until you publish it. If someone is viewing your portfolio and notes that you are missing some content, the first place you should check is the Publish area of your e-Portfolio. If your content is not visible in the Publish area, then it is not visible to your audience.



## How do I publish a Module?

1. Go to the Module you'd like to publish.
2. Click the **Publish** tab and click **Publish Changes**.



**Note:** The red “draft” text next to the “View Text” tab indicates that the module hasn’t been published yet.

3. You will get a confirmation message that says “Your changes have been published.”

## How do I publish all of the changes I’ve made?

1. Go to the page where you'd like to publish all of your changes.
2. Click **Publish All**.



3. Click **Publish All Changes**.



4. You will get a confirmation message that says “All modules have been published.” To view your published information, click the **Published** tab.

