

Sitecore Resources: Submitting Pages for Publication

For each page you want published:

Step One: Select the page you want to submit in the content tree (the left-side pane of the Content Editor).

The screenshot shows the Sitecore Content Editor interface. On the left is the Content Tree, where the 'Biology' page is selected and circled in red. The right pane shows the Properties for the 'Biology' page, including a warning that the item is locked by 'ad\tlin', a 'Quick Info' section, and fields for 'Menu Title' (Biology) and 'Browser Title' (Biology at North Park University).

Step Two: Click on the drop-down arrow in the Home-Edit button.

The screenshot shows the Sitecore Content Editor interface with the Home-Edit button circled in red. The context menu is open, showing options like 'Edit', 'Check In', 'Submit as External Content', 'Submit as Internal Faculty Staff Content', and 'Submit as Internal Students Content'. The right pane shows the Properties for the 'Biology' page, including a warning that the item is locked by 'ad\tlin'.

Step Three: Click on "Submit as External Content"

