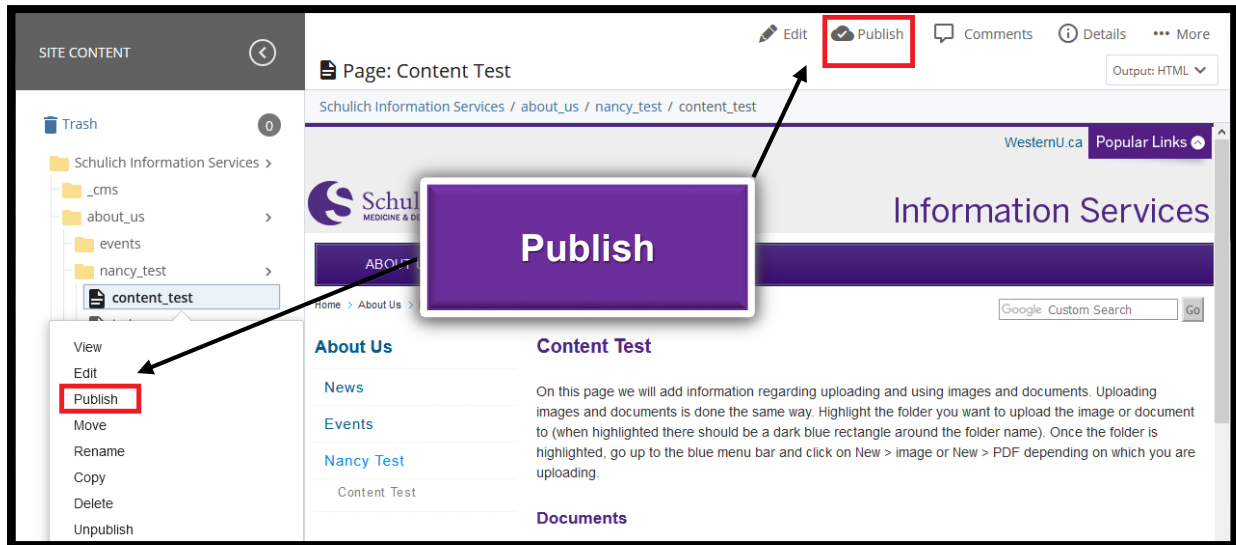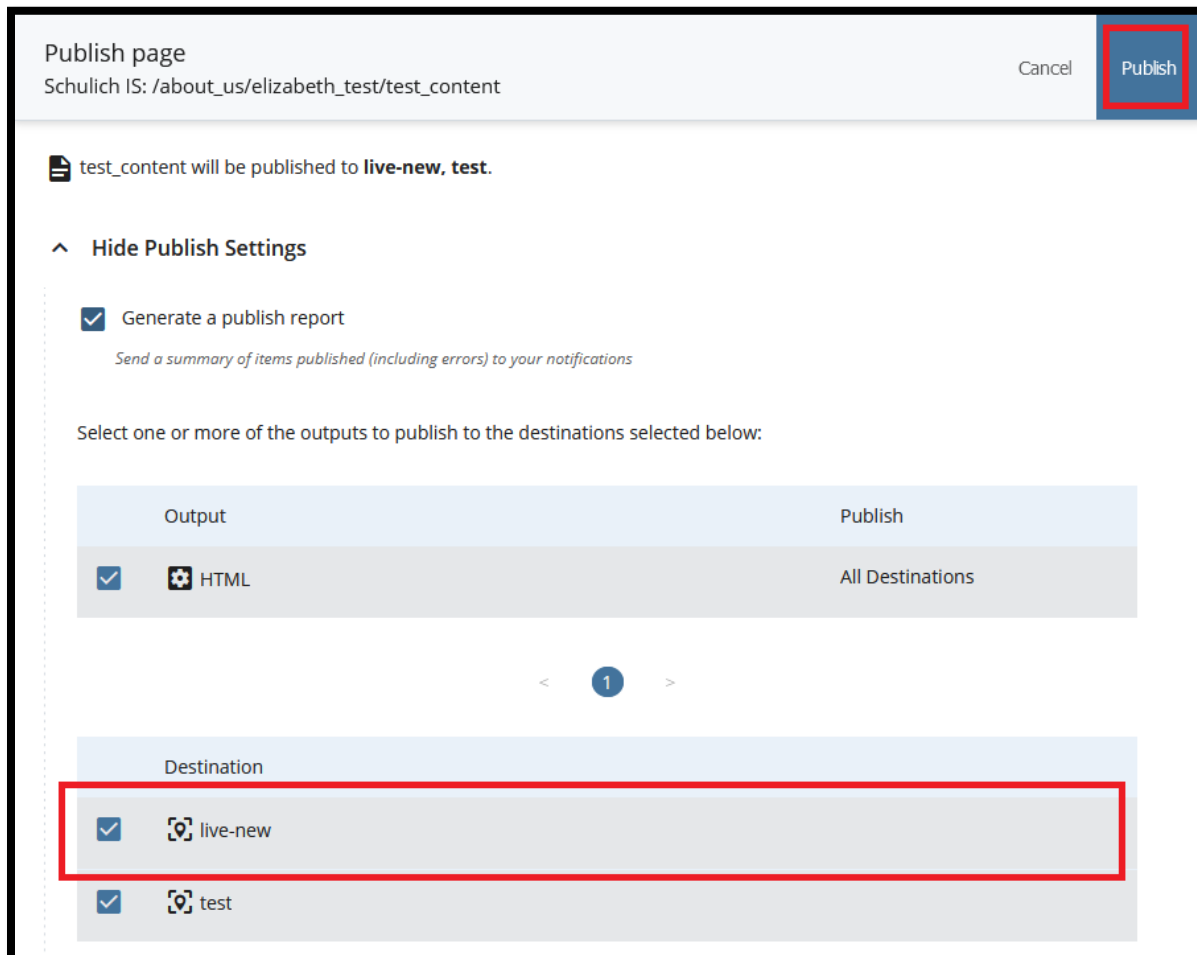# Publishing

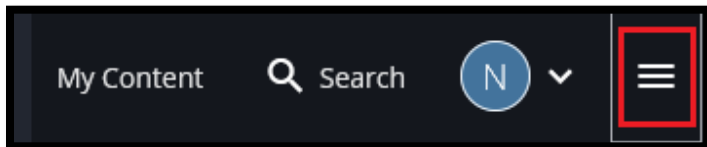You can find the "Publish" button in two locations:
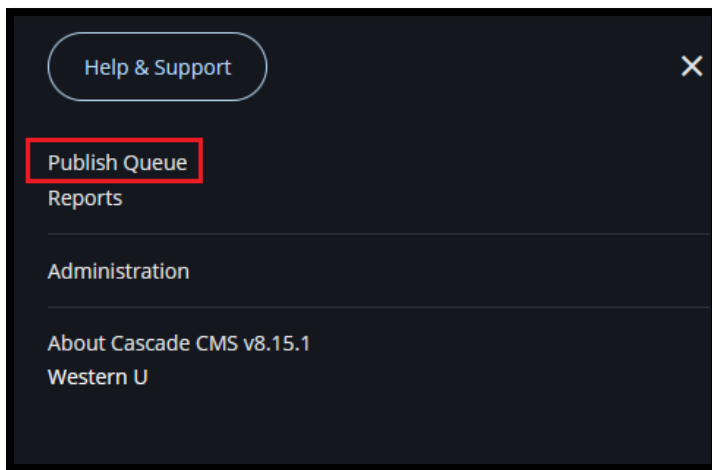

The following screen appears:

Click on the **Publish** button. A message box will appear at the bottom right screen. You can click "View publish queue" to view the publishing queue.

Page queued for publish. **View publish queue.**

If you miss the message, you can also view the publishing queue by clicking on the hamburger menu in the topbar.

My Content   Search   N   ≡

The following screen will appear:

Help & Support

×

Publish Queue
Reports

Administration

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Once you go to the publishing queue, you will see a page like this where you can track the file's progress:

	Name	Who	Added	Started	% Done
○	contact_us	nfedyk	Today 9:01 AM	Today 9:01 AM	

You can view the status of your publishing job including the name of the page or folder you published, when you published and when the job was started, and what percentage is done.

Important

You need to publish every page affected by any changes you make. For example, if you create a new page that appears in the drop-down menu of one of your top navigation items, you will need to publish your homepage as well as all menu items.

Publishing Times

Publishing a page or folder can be done at any time.

NEVER publish your ENTIRE site between 8 a.m. and 4 p.m. Monday-Friday. If a change requires you to publish your entire site (i.e. substantial changes or sub navigational changes) publishing will need to be done before or after business hours (before 8 a.m. or after 4 p.m. Monday – Friday) or during the weekends. Following these procedures will help ensure that other Cascade users do not experience a slower response time across campus.

How Do I… Un-publishing and why would 1?

Once a page is published it is on the web, deleting it in Cascade will not remove it from the web - allowing viewers the ability to be able to access the page from searches or previously made bookmarks. In order to remove this content permanently from the web, content will need to be un-published. Un-publishing content can be done by clicking the "More" icon in the top right corner and click "Unpublish".
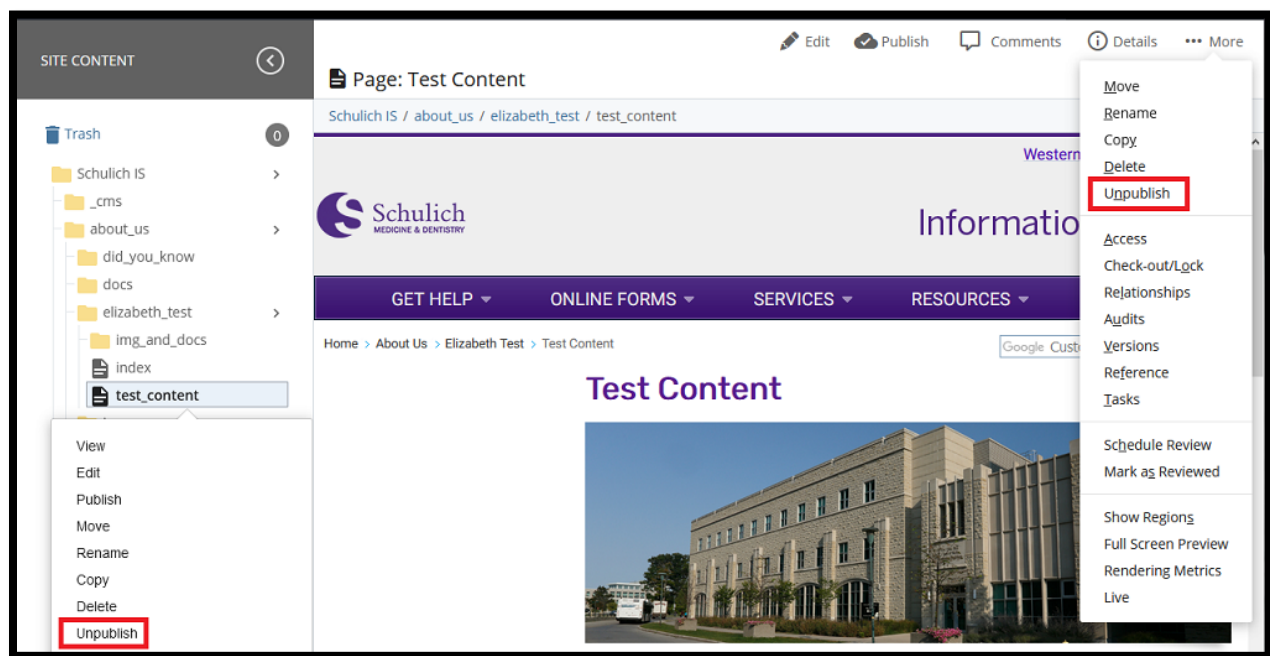
You need to publish every page affected by any changes you make. For example, if you delete a page that appears in the drop-down menu of one of your top navigation items, you will need to publish your homepage as well as all the menu items.

The same holds true for renaming or moving pages and/or folders. Previously published versions of the asset will remain on the webserver with the old path unless unpublished. Unpublishing from the remote server will delete the out of date content from the chosen Destinations.

Alternatively, you can set your "user preferences" so "Unpublish Content" is checked by default (see below for step-by-step instructions).