

# Workflow of Publication

## Publish date



The publish date is only mandatory for Press Releases, News and Stories. It is optional for other type of content.

It will be displayed:

- beneath the title in the banner on detail page (all types of content)
- in the newsroom list, on teaser mode (for Press Releases, News and Stories)

The publication date and hour will be default in a brand new page.

If you do not want the publish date to be displayed, just click on the X next to the date.

When modifying the node, the publish date won't be automatically modified, it requires an action from the editor.

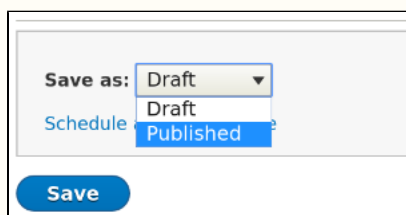
## Publish a node

Once you have filled in the content, go to the bottom of the page where you will find the button for saving and publishing.



By default, when creating a new content or cloning one, the page is in "Draft" mode. It is not visible on the live website. To push it live, you will need to publish it manually, simply select "Published" from the selector and then click the save button.

Your page is live.



## Unpublish a node

Once a node is published, you can unpublish it selecting "Archived" state from the selector and clicking the save button. The page is not live anymore but still present in the back office.

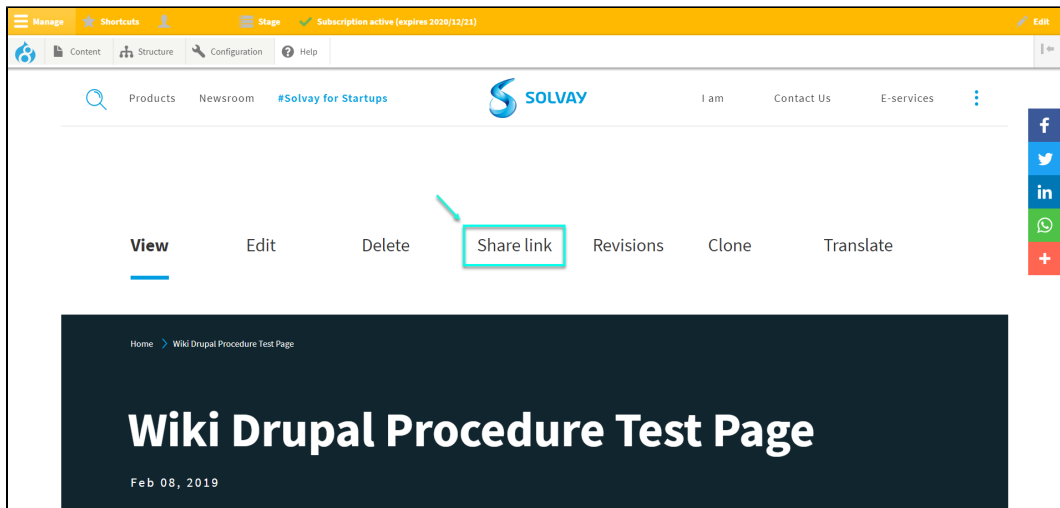
[blocked URL](#)

Note that the "delete" button is only visible for contributors with the specific permissions.

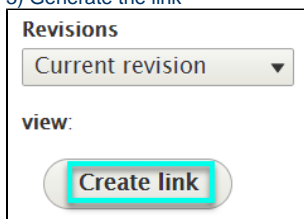
## Share a draft link with someone that does not have access

Before pushing your content live, you may need to have it validated by people without a Drupal account.


- 1) Create content and save it as "Draft"
- 2) Once your content is saved, a new tab appears at the top, choose the option "Share link"



### 3) Generate the link



You can now share the link. the person will have access to your draft but will not be able to edit.

 Note that the link will automatically be deleted after 30 days.

## Scheduled publication

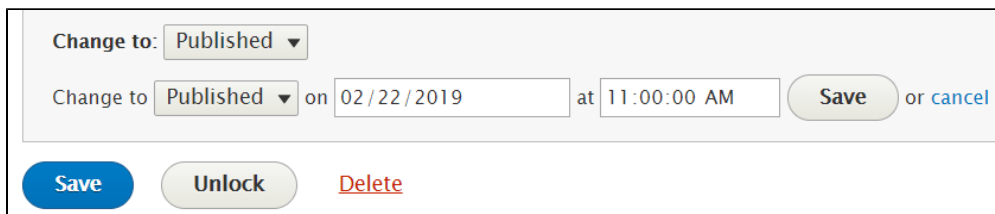
You may need to schedule publication for any kind of content, not only press releases or articles.

*Example:* You have to publish a Press Release at 6 in the morning. You schedule the publication, using the "Schedule a status change" link.

When editing or creating content, click on the link Schedule a status change (at the bottom of the page, where submit buttons are).



This setting form will appear:



Once you choose the Status, Date and Time click "Save" and save the page.

# Revisions

You can follow the different status and modifications of your page, in the "Revisions" tab.

Each time you do a modification on your content, a new "Revision" is created, no matter the state of the page (Draft, Published or Archived). For each page, you can have access to the changes history and/or revert an older version.

Go to your page, then click on "Revisions".

You will access to an interface in which you can see all changes made to the page. Author, date and hour of changes are specified.

### Revisions for *Wiki Drupal Procedure Test Page*

[View](#) [Edit](#) [Delete](#) [Share link](#) **Revisions** [Clone](#) [Translate](#)

[Home](#) » [Wiki Drupal Procedure Test Page](#) » [Share link](#)

Revisions allow you to track differences between multiple versions of your content, and revert to older versions.

REVISION	OPERATIONS
<a href="#">02/13/2019 - 15:06</a> by	<i>Current revision</i>
<a href="#">02/13/2019 - 15:04</a> by	<a href="#">Revert</a> ▼
<a href="#">02/13/2019 - 14:37</a> by	<a href="#">Revert</a> ▼
<a href="#">02/13/2019 - 14:25</a> by	<a href="#">Revert</a> ▼
<a href="#">02/13/2019 - 12:55</a> by	<a href="#">Revert</a> ▼
<a href="#">02/13/2019 - 12:46</a> by	<a href="#">Revert</a> ▼

- When you click on the Date of the change, it will open the content of the related modified version (how to page looked at the time)
- You may return to a previous version by clicking on "revert", this will push the version Live instead of the current one
- You can also delete a version if needed

**i** You can add a revision message directly when editing the node to inform of applied changes.

**Published**  
*Last saved: 02/13/2019 - 15:06*  
**Author:**  
 Create new revision  
Revisions are required.

**Revision log message**  
Added a revision log message

Briefly describe the changes you have made.

This will appear in the revision board once the page is saved.

REVISION	OPERATIONS
02/14/2019 - 12:10 by Added a revision log message	<i>Current revision</i>
02/13/2019 - 15:06 by	Revert
02/13/2019 - 15:04 by	Revert
02/13/2019 - 14:37 by	Revert
02/13/2019 - 14:25 by	Revert
02/13/2019 - 12:55 by	Revert