When you add materials and change content will need to **publish** the page. If you do not publish the pages, no one (but you) will see changes you have made. The site autosaves as you make changes but you must remember to **manually click the "publish pages" option each time you add or change anything**. There are numerous ways to publish your pages.
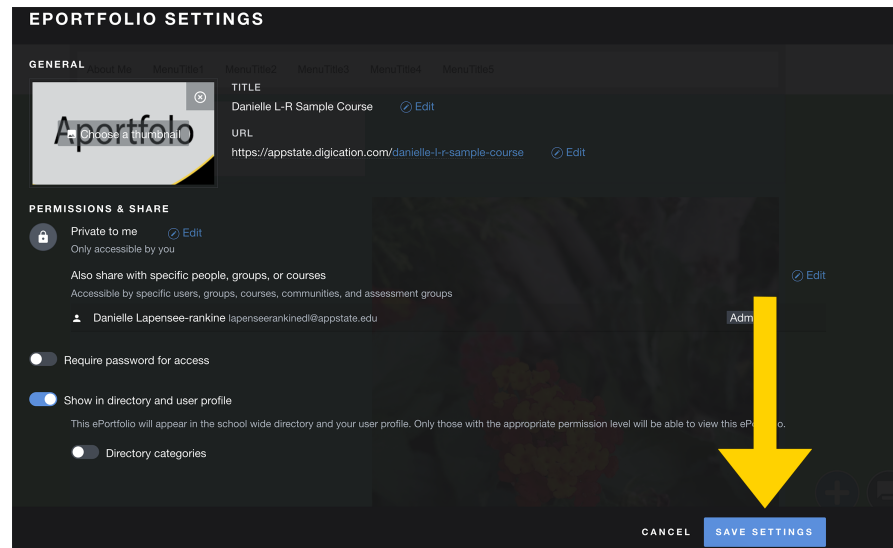
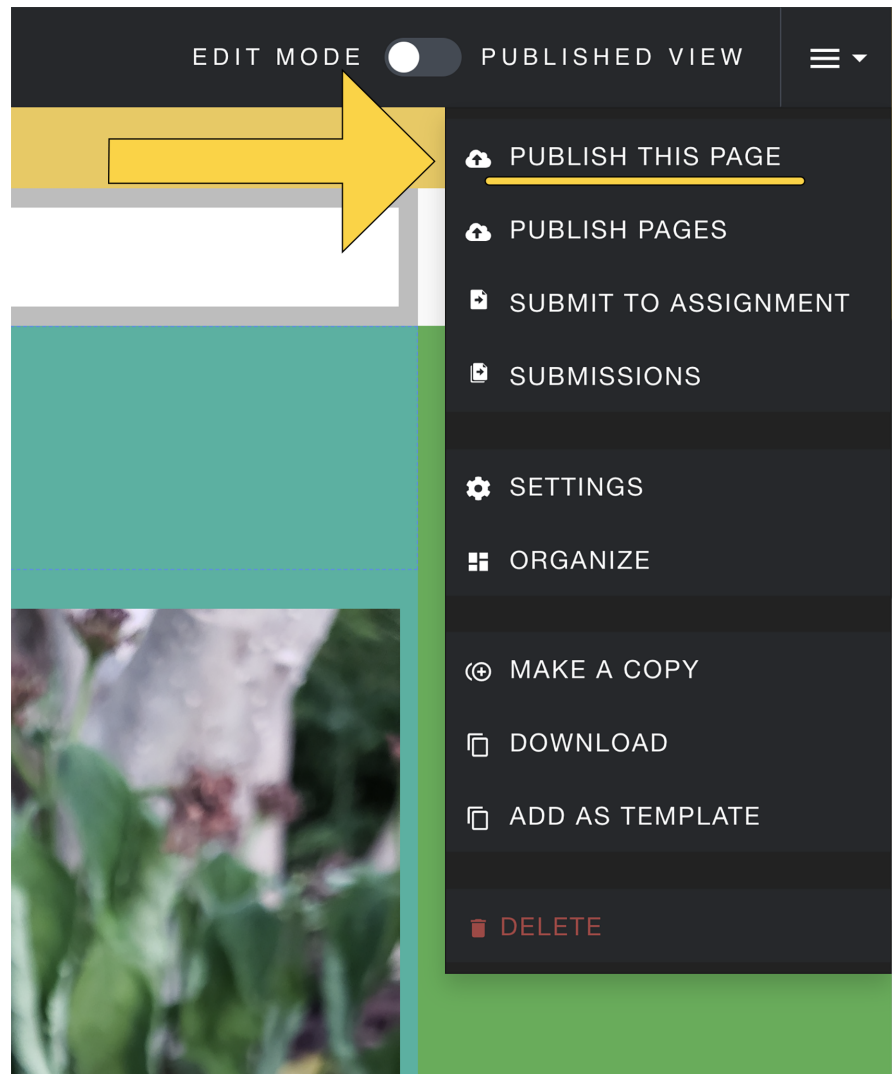|	
Step 1 To publish your page, click the settings menu, in the upper right-hand corner.	
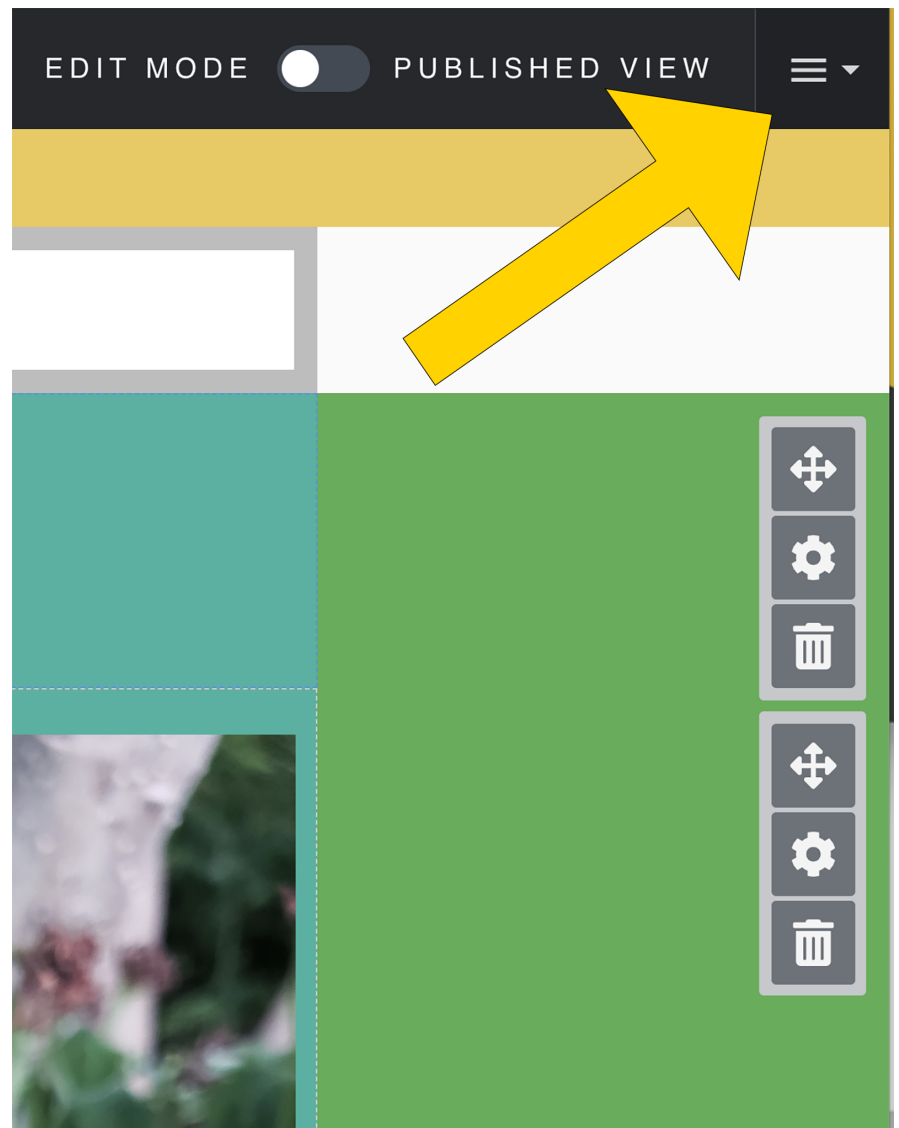
Step 2

If this is your first time publishing, you will see a popup of your Aportfolio settings. This is a good time to double-check that all of your settings are correct.
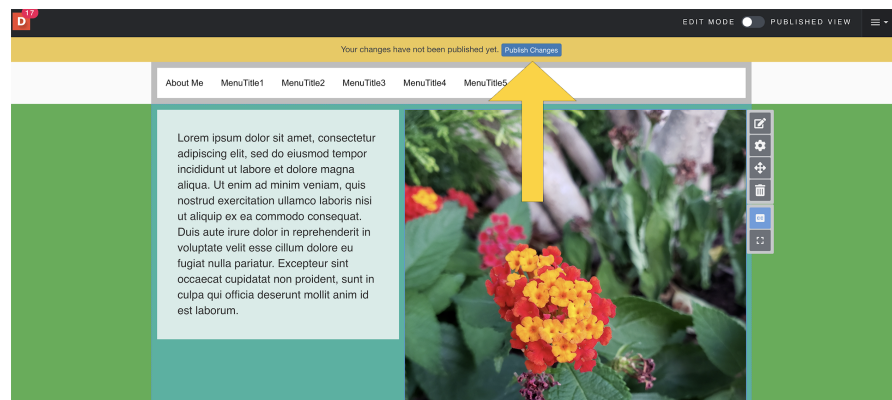Once you have looked over them, select Save Settings.
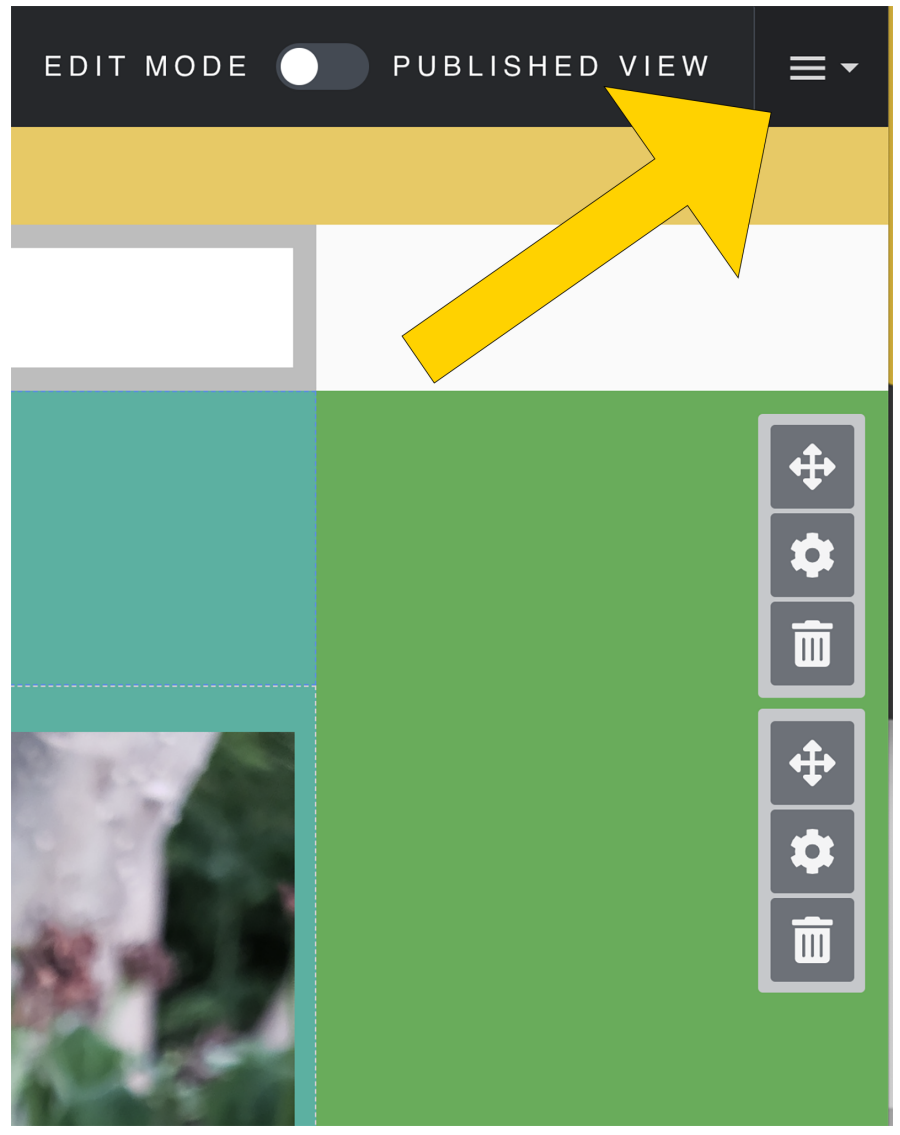
Step 3

Select publish this page.

EDIT MODE ○ PUBLISHED VIEW ☰ ▾

☁ PUBLISH THIS PAGE

☁ PUBLISH PAGES

⎙ SUBMIT TO ASSIGNMENT

⎙ SUBMISSIONS

⚙ SETTINGS

▦ ORGANIZE

⊕ MAKE A COPY

❐ DOWNLOAD

❐ ADD AS TEMPLATE

🗑 DELETE

Step 4

Alternatively, you can click publish changes in the yellow bar at the top of your page.

EDIT MODE ○ PUBLISHED VIEW ☰ ▾

Your changes have not been published yet. Publish Changes

About Me   MenuTitle1   MenuTitle2   MenuTitle3   MenuTitle4   MenuTitle5

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Step 5

If you would like to publish numerous pages at the same time, click on the settings menu.

EDIT MODE ⬤ PUBLISHED VIEW ☰ ▾

Step 6

Select publish pages.

EDIT MODE ⬤ PUBLISHED VIEW ☰ ▾

☁ PUBLISH THIS PAGE

☁ PUBLISH PAGES

⊡ SUBMIT TO ASSIGNMENT

⊡ SUBMISSIONS

⚙ SETTINGS

⊞ ORGANIZE

⊕ MAKE A COPY

⊡ DOWNLOAD

⊡ ADD AS TEMPLATE

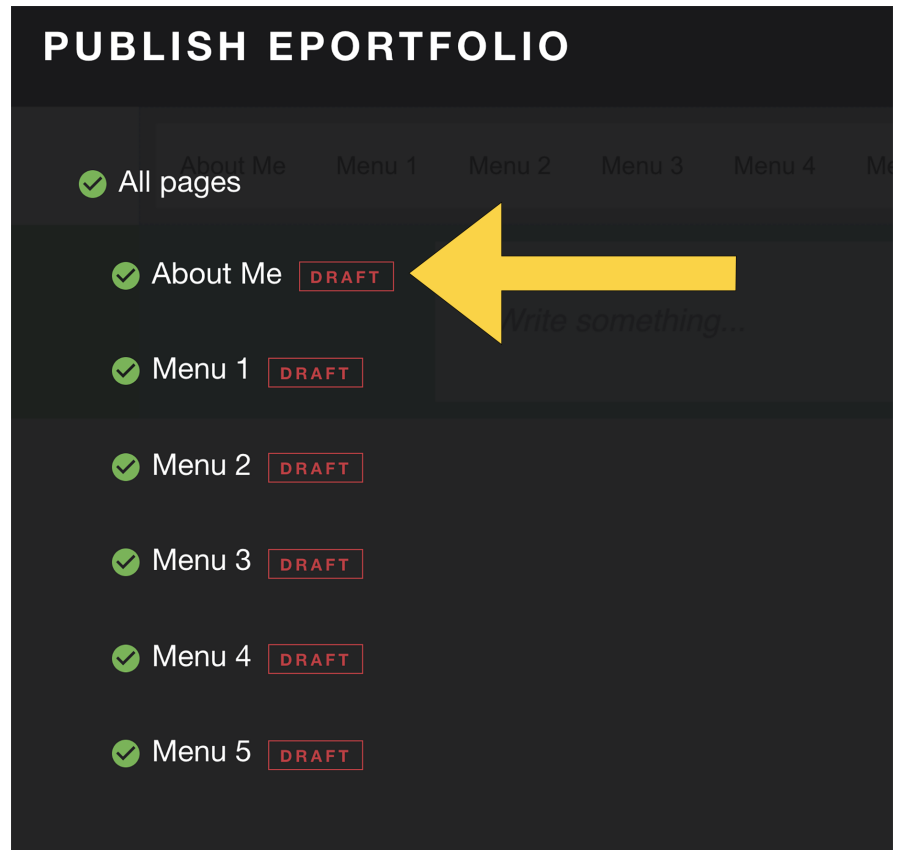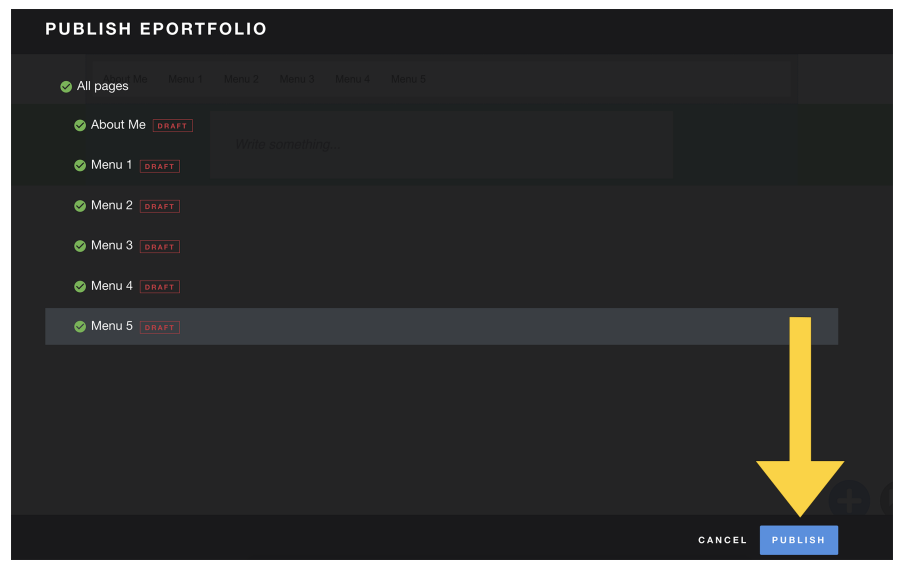🗑 DELETE
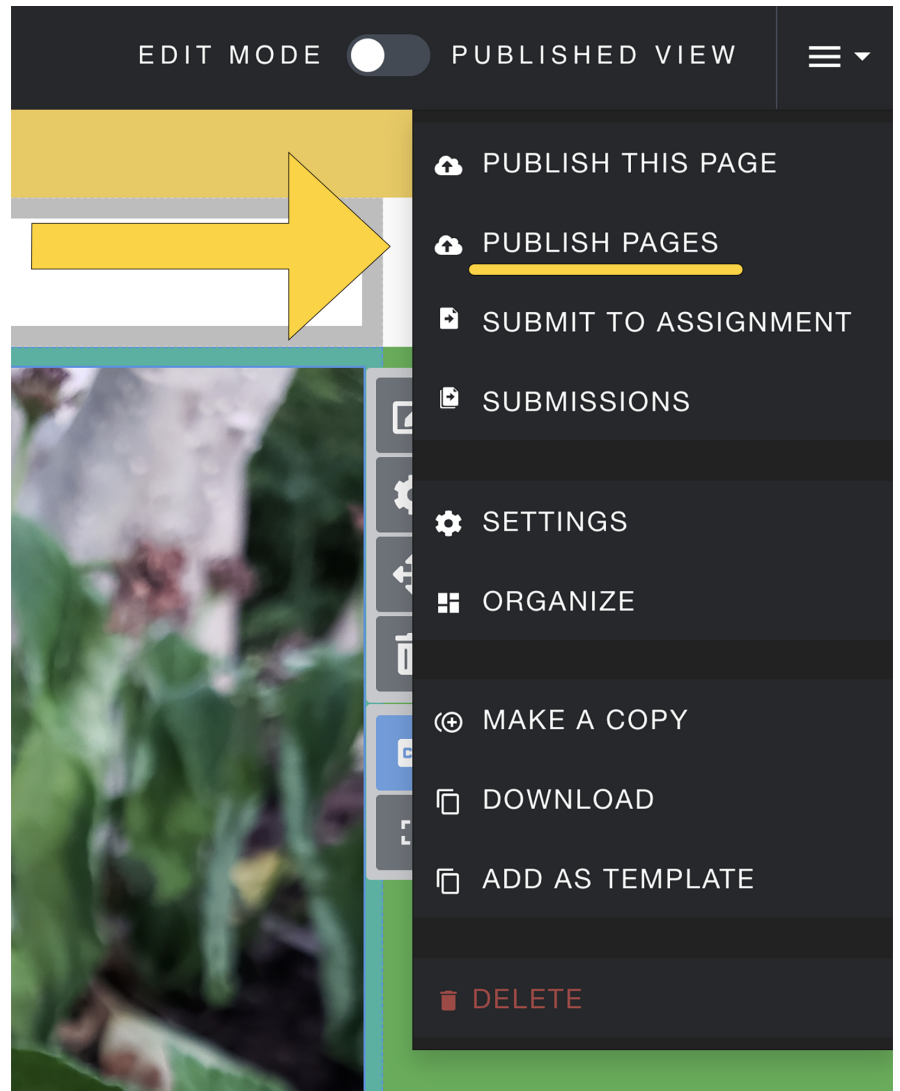
Step 7

Pages that have a red draft bar next to them have not been published.

Unpublished pages are automatically selected to be published. You can choose not to publish a page by clicking on the green check. Only pages with a green check next to them will be published.

PUBLISH EPORTFOLIO

About Me   Menu 1   Menu 2   Menu 3   Menu 4   Me

✅ All pages

✅ About Me   DRAFT

✅ Menu 1   DRAFT

Write something...

✅ Menu 2   DRAFT

✅ Menu 3   DRAFT

✅ Menu 4   DRAFT

✅ Menu 5   DRAFT

Step 8

Once you have selected all the pages you wish to publish, click publish.

PUBLISH EPORTFOLIO

About Me   Menu 1   Menu 2   Menu 3   Menu 4   Menu 5

✅ All pages

✅ About Me   DRAFT

✅ Menu 1   DRAFT

Write something...

✅ Menu 2   DRAFT

✅ Menu 3   DRAFT

✅ Menu 4   DRAFT

✅ Menu 5   DRAFT

CANCEL   PUBLISH

Step 9 Your page is now published. If you would like to preview your page, click on the publish view.	EDIT MODE ⬤ PUBLISHED VIEW ☰ ▾
Step 10 When you are ready to begin editing again, click the edit button here.	EDIT MODE ⬤ PUBLISHED VIEW