Configure - space tools

Overview

You can configure options for publishing pages and blog posts in a space.

Content publishing can be undertaken for a whole space and for a single page. Publishing will be from the source space to a chosen target space.

Publishing options include

- choice of content type (pages, blog posts or both) to publish in a space
- choice of data to include such as labels, page-level restrictions
- publishing based on a content sync-label (a value set by a global administrator)
- publish using a Comalatech workflow final state

Configure publishing

Open the space tools Publishing dashboard

Publish Space   Copy Space

This Space (*Documentation Draft*) is published to Documentation Public.

> ℹ️   **Space Publishing Status**
>
> Last whole space synchronisation on 15/02/22 13:53

Publish   👁 View Changes   ✏ Configure

Choose the **Configure** button

You can use Comala Publishing to

Need Help?

- publish a single document using a button on the page
- to synchronize the whole space content
- integrate it with the Comala Document Management app to only publish approved pages

See documentation

Target

Documentation Public ⌄

ⓘ **Space Publishing Status**

Last whole space synchronisation on 15/02/2022, 13:53:18

Single Page Publish

🟢 **Show "Publish" button on each page**
Users can publish individual pages to the target space

Settings

› **CONTENT OPTIONS**

› **DISPLAY OPTIONS**

› **SPACE PUBLISHING OPTIONS**

Save   Cancel

Configure publishing options

You must configure a target space for publishing. You can link the two spaces either by choosing a target space when in the source space or set the target space from the source space.

ⓘ Once the two spaces are linked all further configuration is only done in the target space.

A space admin can disable single-page publishing for a space by moving the green tick slider in the Configure screen.

- Target space — Configure target space for publishing content
- Single page publish — Set the option to display the option on a page for a user to publish an individual page
- Content options - Settings — Configure options for publishing content, what data to include such as content properties and labels; what date to set on publishing the content and how the sync-label is used for publishin
- Display options - Settings — Configure option to display a publishing lozenge on the published content; display draft watermark on source space logo
- Space publishing options - Settings — Configure options when publishing content from the Publish option in the space tools Publishing dashboard.
- Configure Settings Summary — Summary table of the Comala Publishing Configuration Settings options in a space

When configuring publishing options in **Configure**

- Content Options and Display Options will apply to content published via both space **Publish** and single-page publishing
- Space Publishing Options will only apply when using the space tools Publishing dashboard to publish content.

Publishing dashboard

- Publish - space tools
- View changes - space tools
- Configure - space tools