Publishing Within the Same Space

To make a version visible to the Wiki-Users, you must publish it. Unpublished versions are not visible to Wiki-Users. By publishing a version within the same space, Scroll Versions overwrites the master page with the content of the specific version. It is then visible for the Wiki-Users. For more information, see Public Master Space.

Before you begin: Before you publish a version, you must log in with Doc-Admin permissions.

If you've activated the Variant Management functionality, please make sure that you've defined a default variant.

To publish a version within the same space:

1. Open the space where you want to publish a version.
2. Click Browse > Scroll Content Management or click Manage / Publish in the Working Version dropdown. The Scroll Content Management Dashboard is displayed.
3. Click Publish. The Publish Content screen is displayed.
4. Click within same space. The Publish to Same Space screen is displayed.
5. You have several options to customize the publication:
   - **Version dropdown** – Select a version to export.
     - Per default the initial version is selected.
• **Copy personal labels check box** – Activate this check box to copy the labels of all pages and the space itself to the space.

• **Keep Authors and dates check box** – Activate this check box to use the original authors, creation dates, and modification dates for the space.

• **Remove Attachments check box** – Activate this check box to remove historical and deleted versions of attachments. Only the latest versions of attachments are published.

• **Only pages in workflow status "Complete" check box** – Activate this check box to publish only pages in status "Complete". Please have a look at the page [Concept Information about Publish Complete](#) for further details.

• **Send Nofication check box** – Deactivate this checkbox to not send email notifications to the watchers.

6. Click **Preview**.

   ![Image](image_url)

   If the Workflow Management is activated, and there are pages not in page status 'Complete', the message "There are x pages that are published, but are still not in workflow state 'Completed'" is displayed.

7. Click **Close**.

   The space is displayed in a tree-view. If you click a specific page, the page is displayed in a new tab in your browser.

8. You can customize the viewed details.

   • **Expand all** – All pages in the space are displayed.

   • **Collapse all** – Only the top level pages of the space are displayed.

   • **Hide Complete** – All pages with status 'Complete' are hidden.

   • **Hide Added** – All pages added in the working version are hidden.

   • **Hide Removed** – All pages removed in the working version are hidden.

   • **Hide Unchanged** – All pages with no changes in the working version are hidden.

   • **Tree** – The pages are displayed hierarchical in a tree view.

   • **List** – The pages are displayed in a list.

   ![Image](image_url)

   **Tree View**

   • **List View**

9. If all pages are in **status 'Complete'**, click **Publish**.

   ![Image](image_url)

   You can easily check for Complete status. Click **Hide Complete** and **Scroll Versions** displays only pages that are not in status 'Complete'.

   ![Image](image_url)
You can publish versions even if not all pages are in status 'Complete'. Check the status carefully or activate the check box Only pages in workflow status "Complete".

The Performing Publishing screen is displayed with a progress bar.

When the publish process is finished, the message 'Successfully published to: [space name]' is displayed.

Done! The version of the documentation is published and is visible to all Wiki-Users. To see the new space, click the space name. If you've activated the variant management functionality, all variants have been published and Wiki-Users can select the wanted variant in the variant dropdown.