Publishing to a new 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 Unpublished versions are not visible to Wiki-Users.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 to a new space, you can have multiple versions of your product in multiple spaces. The Wiki-Users can choose which space, and therefore which version, they want to read. For more information, see Private Master Space.

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

To publish version to a new 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 to new space.
   The Publish to New Space screen is displayed.
By default, Scroll Versions automatically fills the fields Name and Key. You can edit the fields manually.

5. Depending on your activated modules, you have several options to customize the publication:
   - **System** – Select the Confluence system you want to publish to. Please have a look at the page Publishing to another Confluence system for further details.
   - **Space name** – Enter the space name of the new space.
   - **Space key** – Enter the space key of the new space.
   - **Version drop-down** – Select a version to export.
   - **Variant drop-down** – Select a variant to export. Per default no variant is selected and all pages are exported.
   - **Language drop-down** – Select a language to export. (Only available if Scroll Translations is installed and activated).
     - Per default All Languages is selected and all languages are exported (they are not visible as long as you do not activate Scroll Translations in the new space).
     - Keep permalinks check box – Select this check box to keep the permalink of the original language in the new space. (Only available if Scroll Translations is installed and activated).
   - **Copy personal labels check box** – Select this check box to copy the space and the personal labels of all pages to the new space.
   - **Remove Attachments check box** – Select 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** – Select this check box to publish only pages in status "Complete". This check box can only be selected if the check box "Only pages in workflow status "Complete"" is selected.
     - Please have a look at the page Concept Information about Publish Complete for further details.
   - **Publish hierarchy check box** – Select this check box to publish the pages in the same hierarchy to your target space.
   - **Send Notification check box** – Deactivate this checkbox to not send email notifications to the watchers.

6. Click Preview.
   - If the Workflow Management is activated, and there are pages not in status 'Complete', the message "There are x pages that are published, but are still not in workflow state 'Completed'" is displayed.
   - Pages with links to other pages that will not be published are 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.
     - Expand all and Collapse all are grayed-out in the list view.
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   - **/x/y/WARNINGS Show** – The preview message with all pages not in status 'Complete' is displayed.

   - **Tree View**
8. If all pages are in status 'Complete', click Publish.

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

- 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.