Publishing to an Existing Space

Publish to existing space means that the content of a version is published to a space with existing content. This has two benefits:

1. You can add additional pages in the target space and they will be left untouched.
2. You can update content in the source space and publish the new version to the target space.

In order to do so, publish to existing space will match the pages from source space and the target space by an internal ID. If a matching page was found, it will get a new page version in the target space. If no matching page was found, it will create a new page in the target space. This also means, that you can reorder pages in the target space and this order will be kept.

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

To publish a version to an existing 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 Existing Space screen is displayed.

5. 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 key** – Enter the SpaceKey of the space you want to publish to.
   - **Version dropdown** – Select a version to export.
     - Per default the initial version is selected.
   - **Variant dropdown** – Select a variant to export.
     - Per default no variant is selected and all pages are exported.
   - **Language dropdown** – Select a language to export. (Only available if Scroll Translations is installed and activated).
     - Please make sure that all published languages also exist in your target space.
   - **Keep permalinks check box** – Select this check box to keep the permalink of the original language in the existing space. (Only available if Scroll Translations is installed and activated).
     - When you select this check box, the Confluence page title in the existing space will be the one from the original language. When you do not select the check box, the title of the published language is used.
     - When changing the selection of this check box, all pages will be renamed.
   - **Copy personal labels** – Select this check box to copy the space and the personal labels of all pages to the new space.
   - **Keep Authors and dates** – Select this check box to use the original authors, creation dates, and modification dates for 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.
     - When selecting this check box, the hierarchy in the target space might get changed.
     - Please have a look at the page Concept Information about Publish Hierarchy for further details.
   - **Send Notification check box** – Deactivate this checkbox to not send email notifications to the watchers.
     - If a mail server is properly set up on your Confluence system, all watchers of the target space get a notification for every changed page.

6. Click **Preview**.
   - 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.
   - Pages with links to other pages that will not be published are displayed.
   - If there are pages with the same page title, but different page IDs, messages regarding conflicting page titles 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 have the opportunity to customize the viewed details:
   - **Expand all** – All pages in the space are displayed.
   - **Collapse all** – Only the home page of the space is 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 greyed-out in the list view.
• **/x/y/WARNINGS /x/y/MESSAGES Show** – The preview message with all pages not in status 'Complete' and all pages with conflicting page titles is displayed.

**Tree View**

**List View**

9. If all pages are in status 'Complete', click **Publish**.
   - You can easily check for Complete status. Click **Hide Complete** and Scroll Versions displays only pages that are not in status 'Complete'.

   ![Warning]
   - You can publish versions even if **not** all pages are in status 'Complete'. Check the status carefully.
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.