

Publish Issue

The **Publish Issue** tool, available from the Website Administration main menu, is only to be used in rare circumstances – for instance, if you need to manually change the current date on your website. **However, running Publish Issue can have serious repercussions on your site.** If you change the current date, for example, it may appear to your readers that there are no stories on your site. For this reason it is recommended that you contact an Our-Hometown representative to make the desired change, unless you have been specifically trained to do it yourself.

Insert	Next Issue	Index	Archive	RSS	Email	Ads	.htm	Date	Next Date	Paper	Employee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				04/16		The True Citizen	test
Complications/Notes:		<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>									
<input type="button" value="Process"/>											
<p>Rules</p> <p>Insert: Adds stories into Phasell database. Used in production for Phasell papers</p> <p>Next Issue: Creates the folder for the next issue.</p> <p>Index: Creates a searchable index for the publisher. This is run for every publisher during production</p> <p>Archive: Creates a Archive.html file in the /common/ of the paper. This is run for every publisher during production</p> <p>RSS: Creates xml RSS feed</p> <p>Email & Ads Sends out the papers Newsletter. These are generally ran together. Make sure you run this before using Next</p> <p>.htm creates email.htm Newsletter file from /common/sections.cfg and DB</p> <p>Date: Updates Frame++ with newly published paper's date. This is run for every publisher during production</p> <p>Next date: This is the Next weeks issue date, so publishers can upload stories early. Run for every publisher</p>											

The window above shows the Publish Issue options you have access to as a publisher. Each element will be described below.

Next Issue:

If this box is checked, a new dated folder will be created for the next issue (i.e. for the date noted in the Next Date field) when Publish Issue is run. This folder will include empty subfolders for each of your news categories (which new stories can then be saved into from the editor).

Index:

If this box is checked, any new stories on your site will be added to the searchable index of stories when Publish Issue is run (i.e. readers will now be able to find these stories by entering an appropriate search term in your website's search form).

Archive.html:

If this box is checked, the date of the issue you are publishing will be added to your paper's Archive page.

RSS:

If this box is checked, an XML RSS feed will be generated for the issue you are publishing.

Date:

The date of the issue you wish to publish must be entered here.

Next Date:

The date of the next issue of the paper must be entered here. Generally this will be one week from the date in the Date field.

Complications/Notes:

A note explaining why you are publishing the issue can be entered here but is not required.

Process:

Click this button after entering the required information above to publish the issue.