

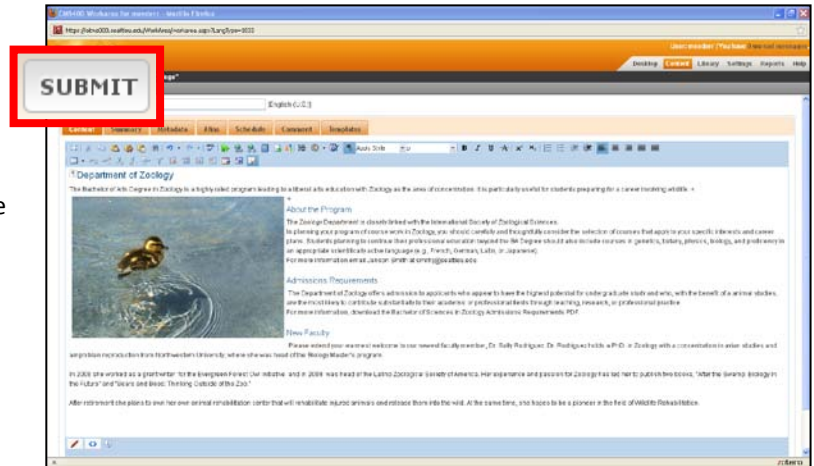
How to Save a Web Page

After editing your content, a webpage can be saved in several different ways. All buttons are located on the top left-hand side of the Workspace Editor.

Submit Content



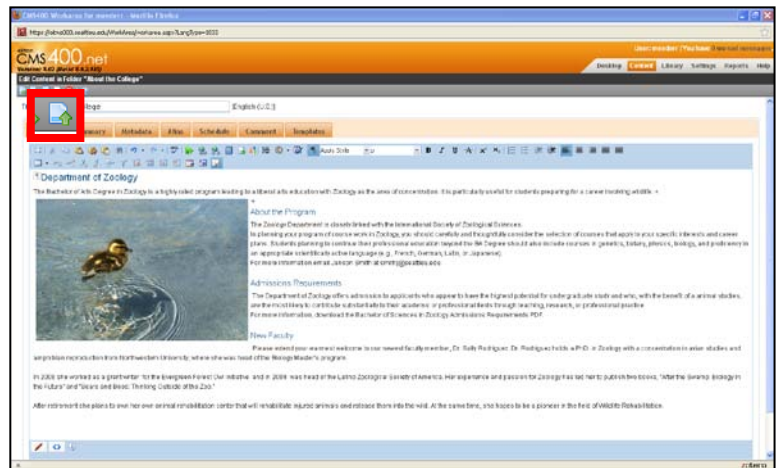
If you do not have publishing rights after you finishing editing content, you can still submit the page for approval. By clicking the *Submit* Button, another stage version is created in the system. This staged version is available for editors and approvers to preview. Also, by submitting the content approvers receive an email notification. Once you click *Submit*, you exit out of editing mode.



Checkin



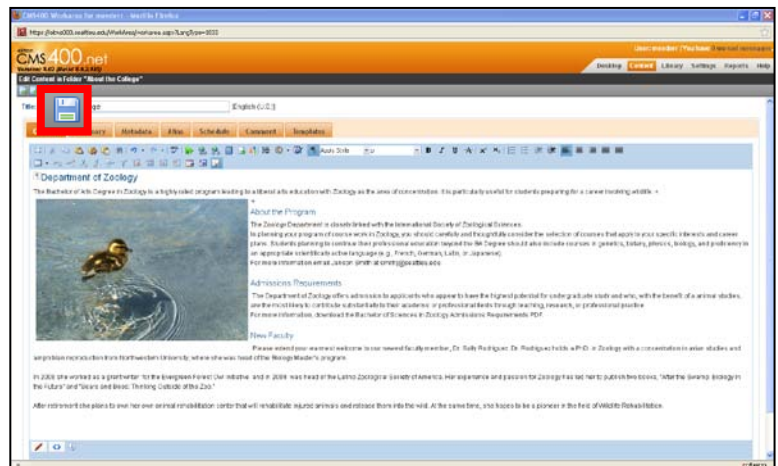
Checkin content saves the content in the database and creates a staged version in the system. This staged version is available for you and other content editors to preview and continue to work on. The staged version is not available for outside viewers to see. When you click *Checkin*, you exit out of editing mode.



Save Content



While you are creating the content, you can hit the *Save* button to save your work. But at the end of the day, do a *Checkin* or *Submit*, as the *Save* function only saves a temporary file on the server, not in the database.



Check Out

Checking Out content saves the content and does not allow other editors to edit the page until you *Checkin* again. To *Check Out* a page, simply close the page without saving.

