## Reviewing and Publishing Articles

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Publish News Articles</strong> page. Click the <strong>Content Management</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Publish Articles</strong> link.</td>
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<tr>
<td>3.</td>
<td>Use the <strong>Publish News Articles</strong> page to select articles for publishing, rework, or rejection. This page lists articles pending publication in your assigned publication sections. Prior to taking an action on an article you can click the title to preview the article or click the <strong>Properties</strong> link to view and modify article properties such as the viewers, associated image, locations, and so on. After reviewing an article, select it for publishing, rework, or rejection. In this example, as a user with publisher privileges for several news publications, you will review several articles and select appropriate actions. In particular, you will move one article from the system-generated Submitted Articles section to another section of your publication to allow for publishing.</td>
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<tr>
<td>4.</td>
<td>Select an article that requires rework. Click the <strong>1013</strong> option.</td>
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<tr>
<td>5.</td>
<td>Click the <strong>Rework</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>Select an article to be rejected. Click the <strong>1001</strong> option.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Reject</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>Notice that the selection box for this article is unavailable. You cannot select this article to publish it or to take any other action. This article is in the system-generated Submitted Articles section, which indicates that the article was submitted by a user through the publication’s homepage pagelet. Before you can publish this article, you need to move it to an appropriate section of the news publication.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Properties</strong> link.</td>
</tr>
</tbody>
</table>
### Step 10
Click the **Locations** link.

### Step 11
Use the **Article Locations** page to select the locations where the article can be published.

In this example, the article must be removed from the system-generated Submitted Articles section and added to another section of your publication to allow for publishing.

### Step 12
Remove the article from the Submitted Articles section.

Click the **Submitted Articles** option.

### Step 13
Add the article to another section of your publication.

Click the **Information Technology News** option.

### Step 14
Default publication and expiration dates appear based on the settings for the selected section.

### Step 15
Click the **Return** button.

### Step 16
Publish the article, which saves your changes.

Click the **Publish** button.

### Step 17
Click the **Return to Publish News Articles** link.

### Step 18
Notice that the article, “Interactive Classroom,” no longer appears in the list because it has been published.

### Step 19
You can also publish an article directly from this page.

Click the **1517** option.

### Step 20
Click the **Publish** button.

### Step 21
You have completed reviewing and publishing articles for news publications.

*End of Procedure.*