

PUBLISHING CONTENT*

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Connexions

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Abstract


How to publish a module or collection in Connexions.

To make any unpublished changes to an existing module or collection viewable by anyone on the Internet, you must publish the content in Connexions. To publish content, use the following steps:

1. Click on the "Publish" tab. The "Publish Module" (Figure 1) (or "Publish Collection") screen displays. This screen contains a list of reminders for you to check before you publish the content, as well as a reminder of the terms of the license agreement.
2. Type a brief description of your new changes to the content in the "Description of Changes" text box.
3. Click **Publish**. Your changes to the content are entered into the Connexions Content Repository as a new version of the existing content (version 1.1 if the content is being published for the first time). Once in the Content Repository, anyone with Internet access can view the new version module or collection.

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[†]<http://creativecommons.org/licenses/by/3.0/>

✕ **Module: How to Use the Collection Composer** 

In: [Connexions Documentation](#)

Edit Files Metadata Roles Links Preview Publish

Publish module

Before you publish, did you remember to:

- Edit the [metadata](#), adding keywords and a summary
- Verify that the [roles](#) are correct
- Add related [links](#)
- Make sure all [files](#) (images, applets, etc.) are uploaded
- Check that the [online](#) and [print](#) versions of the module are correct
- Verify that the links in your module are not broken

Description of Changes ■

Please enter a description of the changes you've made to the module

Initial publication.

Publish

Figure 1: The "Publish" tab on a module.

A new module or collection would not necessarily have editing changes, so in the "Description of Changes" text box you might enter a comment like "Created a new module" or "Created a new collection".

NOTE: Once published, a module or collection may not be "unpublished" or removed from the Content Repository. Therefore, **use the Preview¹ feature** to preview what the module or collection will look like once published; only publish when you are sure you have a draft that you don't mind making public.

¹"Previewing a Module" <<http://cnx.org/content/m38209/latest/>>