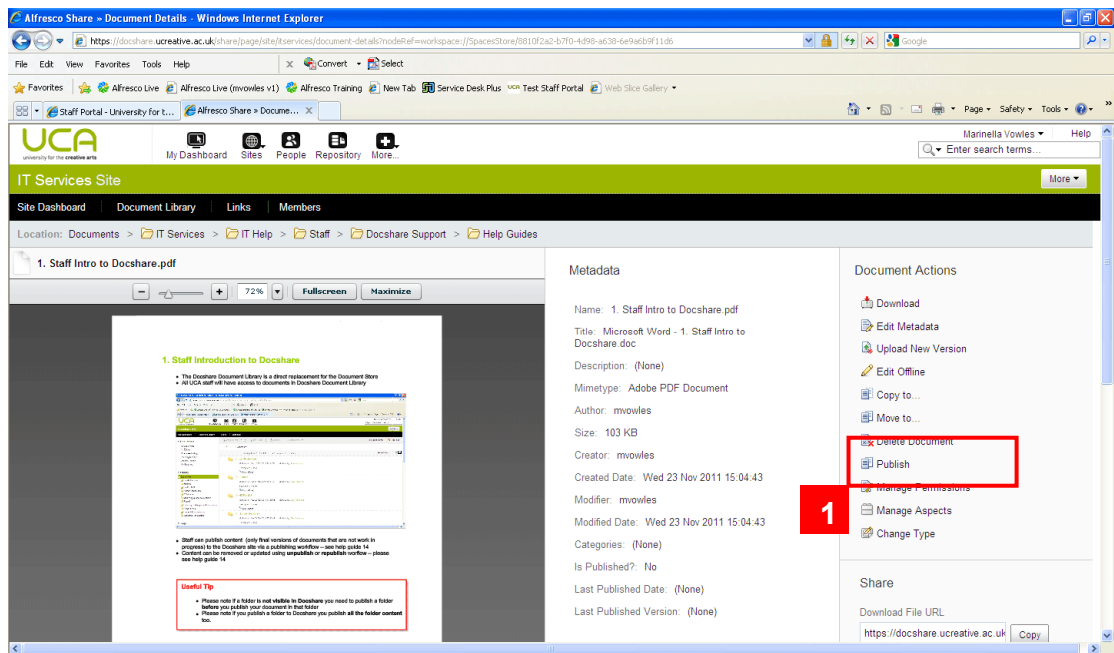


15. Publish a document for linking from the UCA website

As part of the Publish to Docshare workflow you can create a link for linking from the UCA website. Please see below how to do this.

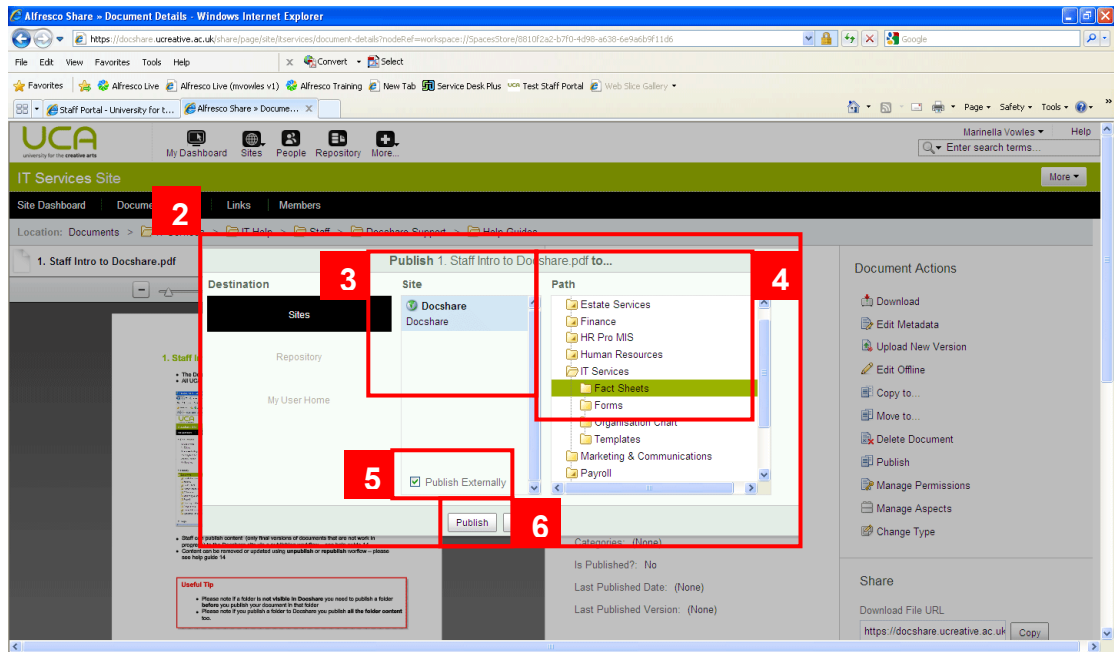
Publish to Docshare

1. In your departmental site(s) click on Document Library
2. Navigate to the document you want to publish to Docshare
3. Click on the document title to preview the document
4. In the Document Actions click **Publish** (see 1 below)

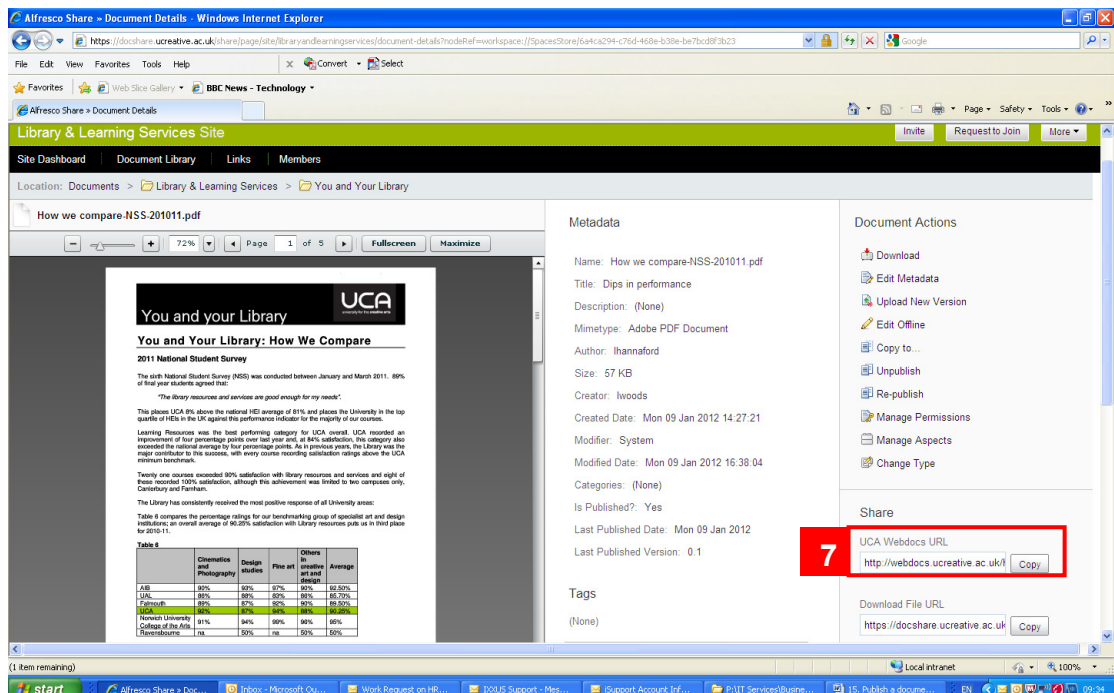


The screenshot shows the Alfresco Share interface in a Windows Internet Explorer browser. The page title is "Alfresco Share - Document Details". The URL is <https://docshare.ucreative.ac.uk/share/page/site/it/services/document-details?nodeRef=workspace://SpacesStore/8810f2a2-b7f0-4d98-a638-6e9a3b9f11d6>. The page displays the document "1. Staff Intro to Docshare.pdf" with a preview of the document content. The document content includes a heading "1. Staff Introduction to Docshare" and a list of bullet points. A red box highlights a "Useful Tip" section at the bottom of the document preview. On the right side of the page, the "Document Actions" menu is visible, and the "Publish" button is highlighted with a red box and a red number "1". The "Metadata" section on the right shows details such as Name, Title, Description, Mimetype, Author, Size, Creator, Created Date, Modified Date, Categories, Is Published?, Last Published Date, and Last Published Version. The "Share" section at the bottom right shows the "Download File URL" as <https://docshare.ucreative.ac.uk>.

- The **Publish to... window** appears (see 2 below)
- Under **Site** select Docshare (see 3 below)
- Under **Path** navigate to the folder in Docshare where you want to publish your document (see 4 below)
- To make your document available on the UCA website, tick the **Publish Externally** (see 5 below) check box. This action will create a UCA webdocs link for you to copy in iCM or other website.
- Click **Publish** (see 6 below)



- Refresh the screen after few minutes and see the UCA Webdocs URL link (see 7 below). You can now click on the Copy button and paste in the iCM body text.



Useful Tip

Please wait few minutes and refresh the screen for the UCA Webdocs URL link to appear.