

Update a Publication

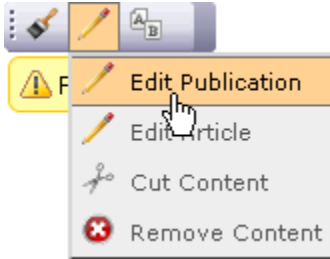
Once you [create a publication](#), you can regularly update it with new articles and release dates. That same area of the web page will automatically display new articles. This lets you keep fresh content on your Web site without constantly making changes in the Layout Manager. Suppose, for example, you create and post a publication named "Weekly Schedule." Originally, it contained four articles that listed each week's events for the first month; these cycled into the space weekly. Now the end of the first month is approaching, and you need articles for the second month. Someone already [created the articles](#), and they are in the article manager. You just need to make them part of the publication.

▼ To add new articles to an existing publication


1. Point to **Site**, then click **Layout Manager**.
2. Locate the publication.




3. Point to the Edit button, then click **Edit Publication**.



4. In the Edit Publication window, click the **Schedule** tab.

5. At the top of the Schedule tab, click **Add** . The Add Article window opens.
6. Click the first article you want to add.

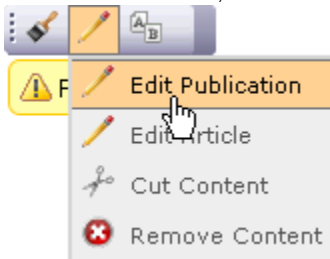
7. In the **Release Date** field, enter the date that you want to publish the article. To select the date from a calendar, click . **Note:** If you do not enter release dates, Extend assigns a release date and time of midnight tomorrow to the first article that you add; additional articles are assigned release dates and times based on the frequency that you select on the Settings tab. All release times are ET.
8. Click **Submit**. To add more articles, return to step 5.
9. If you are a site or network administrator, click **Save & Approve**. Otherwise, click **Save**.
10. If the **Approve** tab displays, approve the publication for the roles that you are assigned. For more information, see [Saving and Approving Articles](#).

▼ To change the release date of an article


1. Point to **Site**, then click **Layout Manager**.
2. # Locate the publication.



3. Point to the Edit button, then click **Edit Publication**.



4. In the Edit Publication window, click the **Schedule** tab.
5. Select the article.

6. At the top of the page, click **Edit** .
7. Click and enter the new release date and time. Use the format mm/dd/yyyy 00:00:00 AM/PM.
8. Click **Save**.
9. If you are a site administrator or network administrator, click **Save & Approve**. Otherwise, click **Save**.
10. If the Approve tab displays, approve the publication for the roles that you are assigned. For more information, see [Saving and Approving Articles](#).