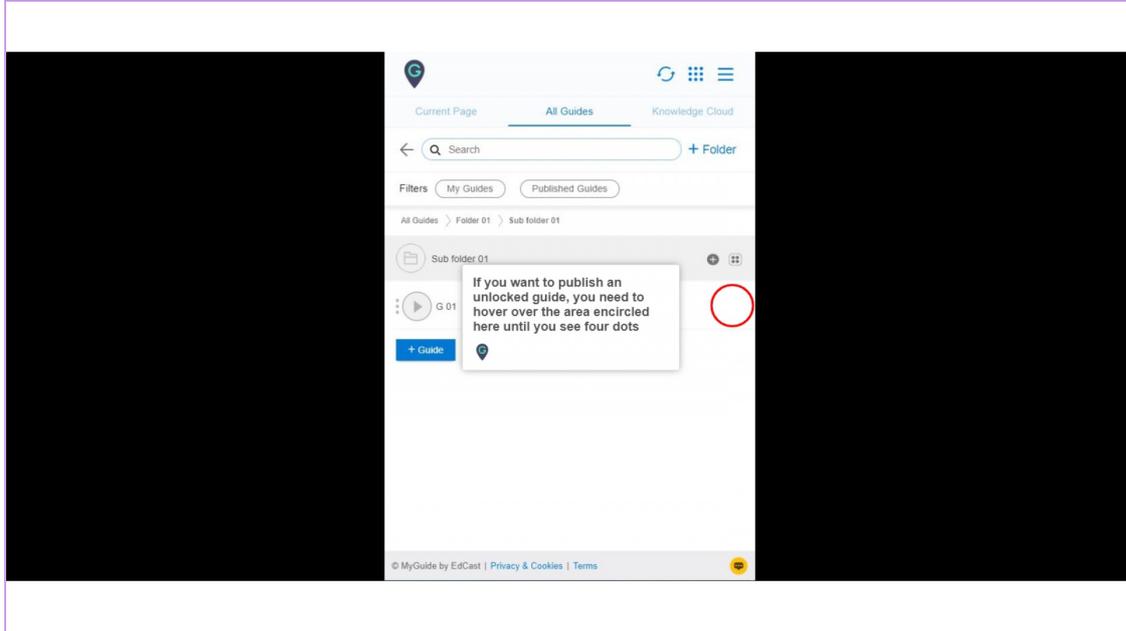




How to Publish and Unpublish a Guide

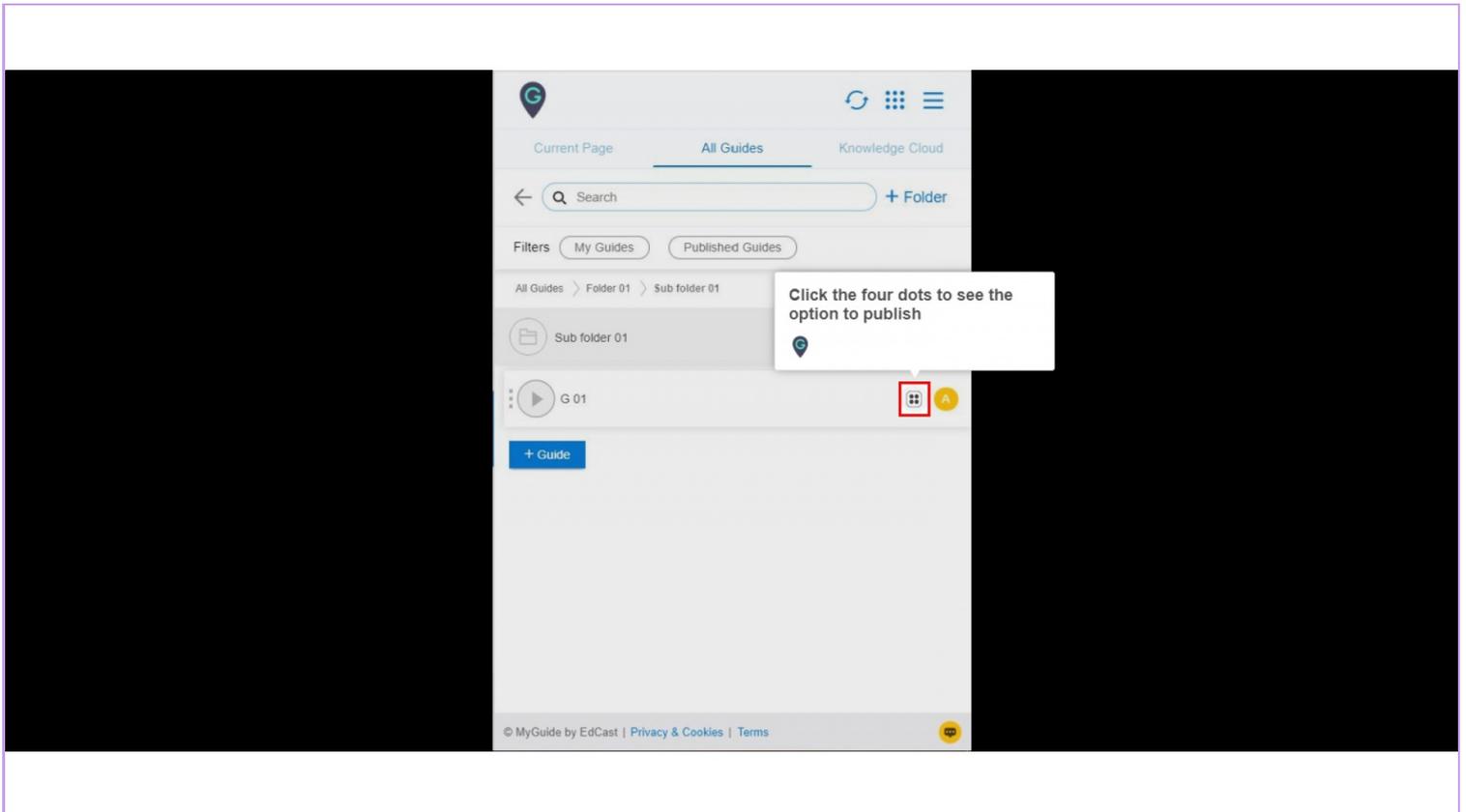
Step: 01

If you want to publish an unlocked guide, you need to hover over the area encircled here u



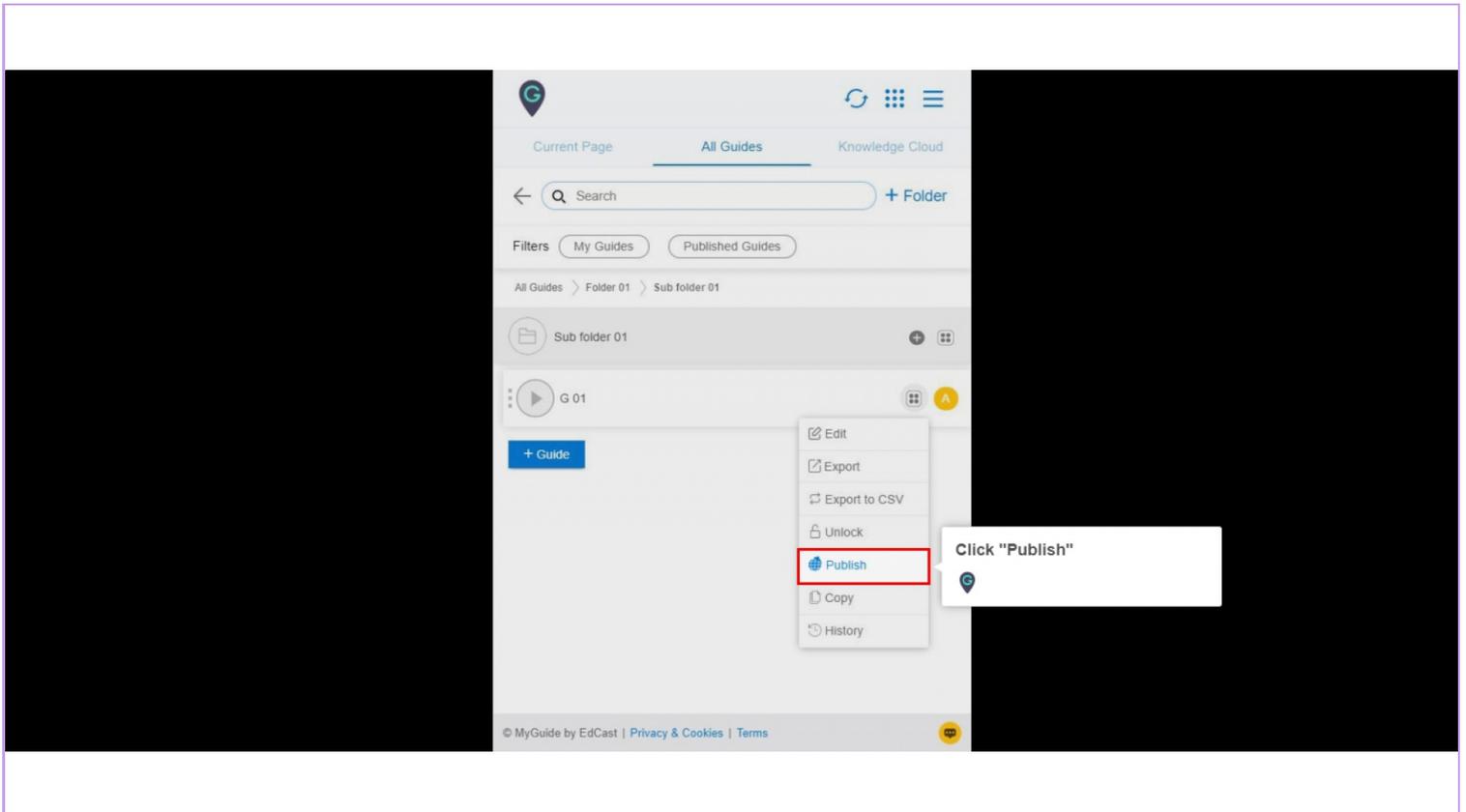
Step: 02

Click the four dots to see the option to publish



Step: 03

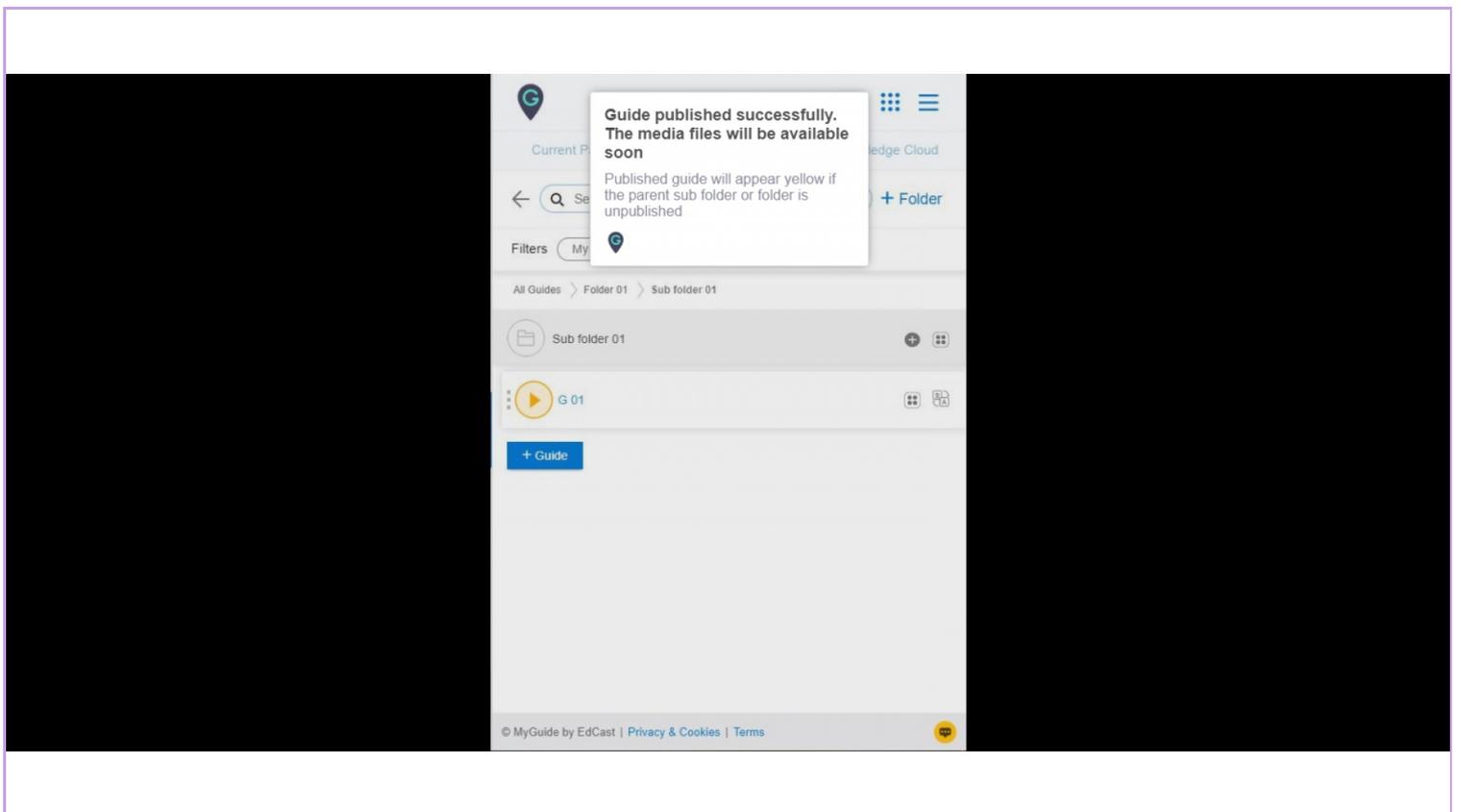
Click "Publish"



Step: 04

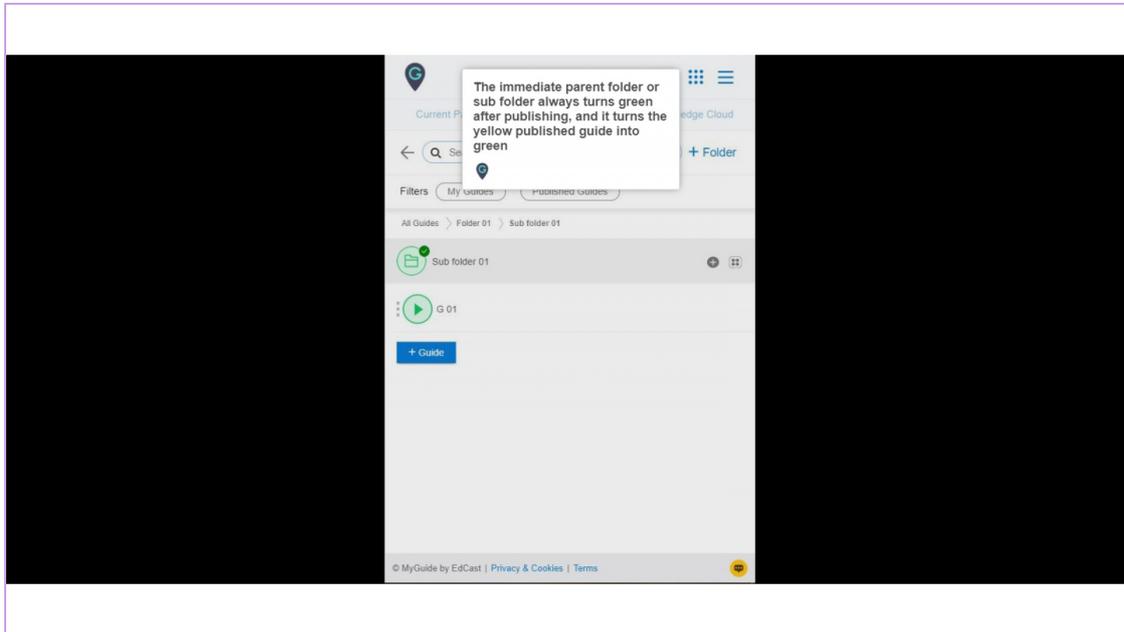
Guide published successfully. The media files will be available soon

Published guide will appear yellow if the parent sub folder or folder is unpublished



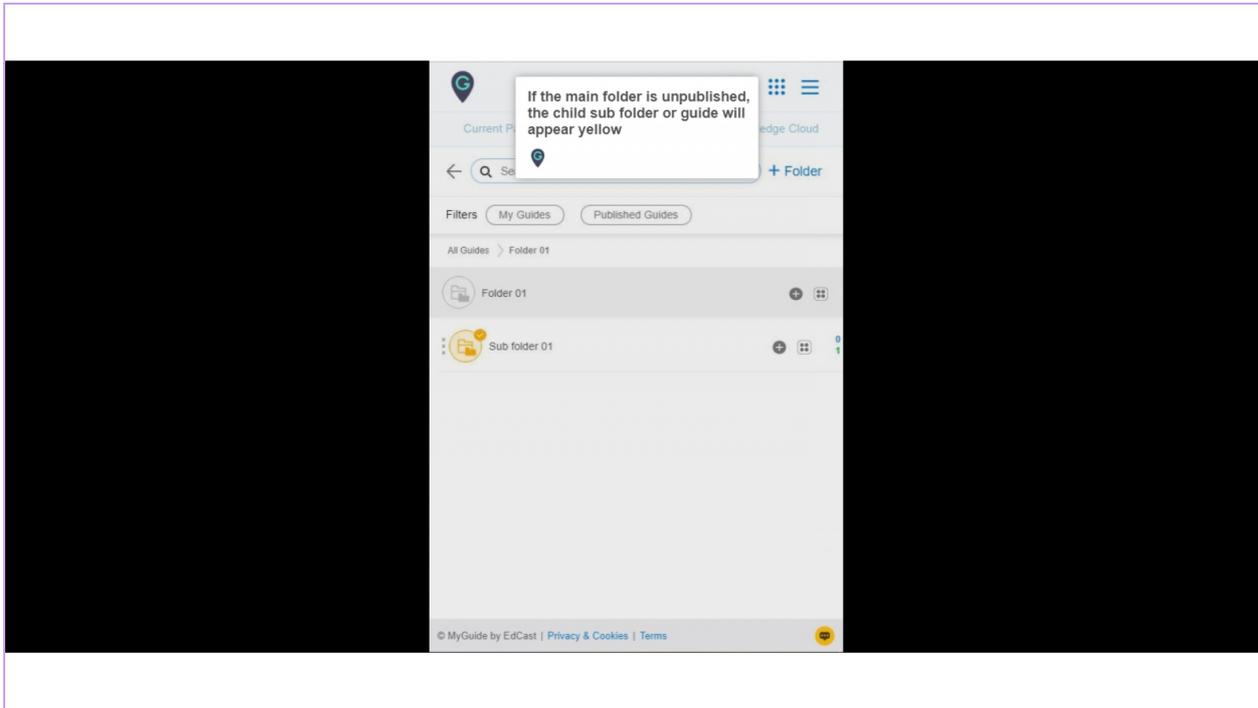
Step: 05

The immediate parent folder or sub folder always turns green after publishing, and it turns the yellow published guide into green



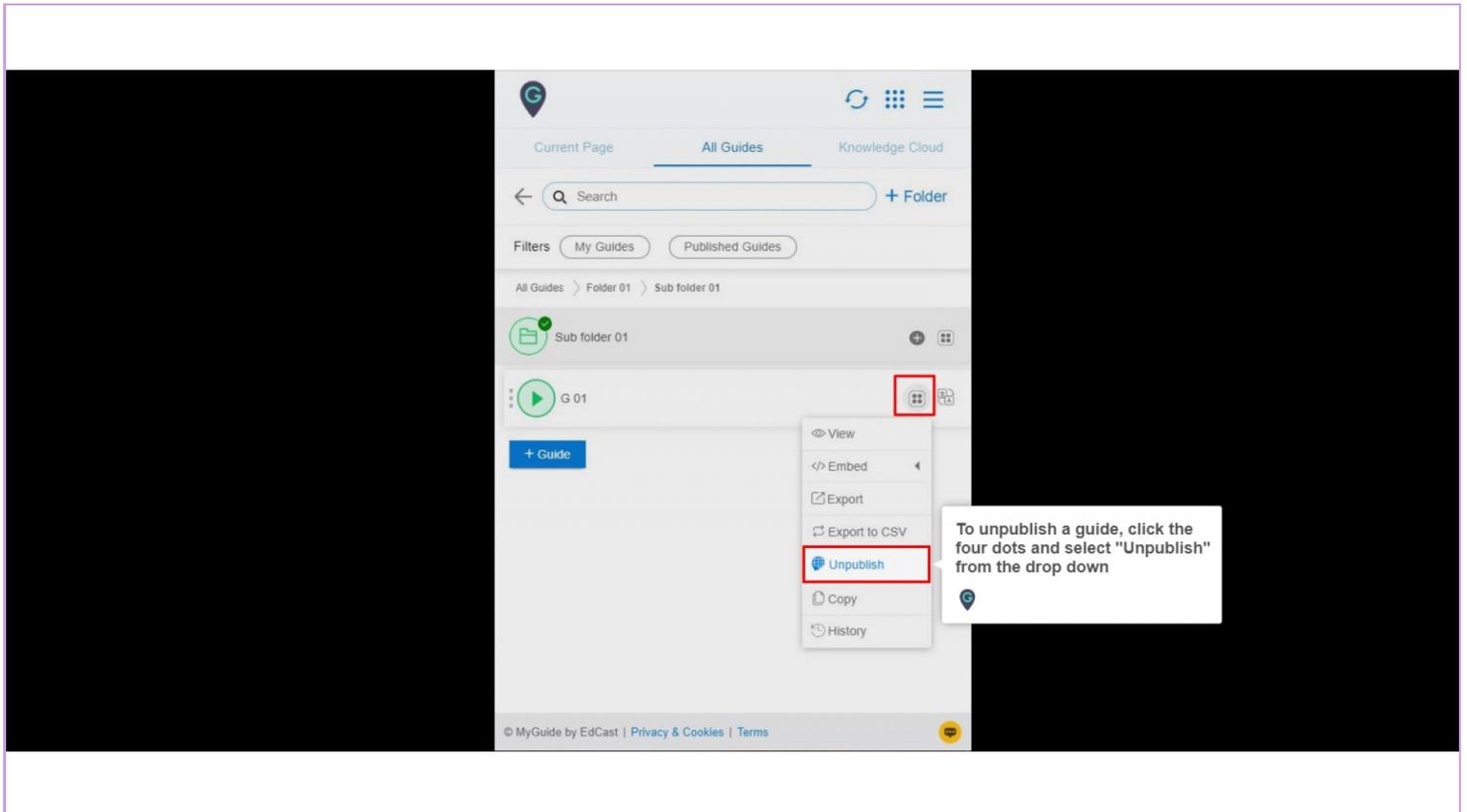
Step: 06

If the main folder is unpublished, the child sub folder or guide will appear yellow



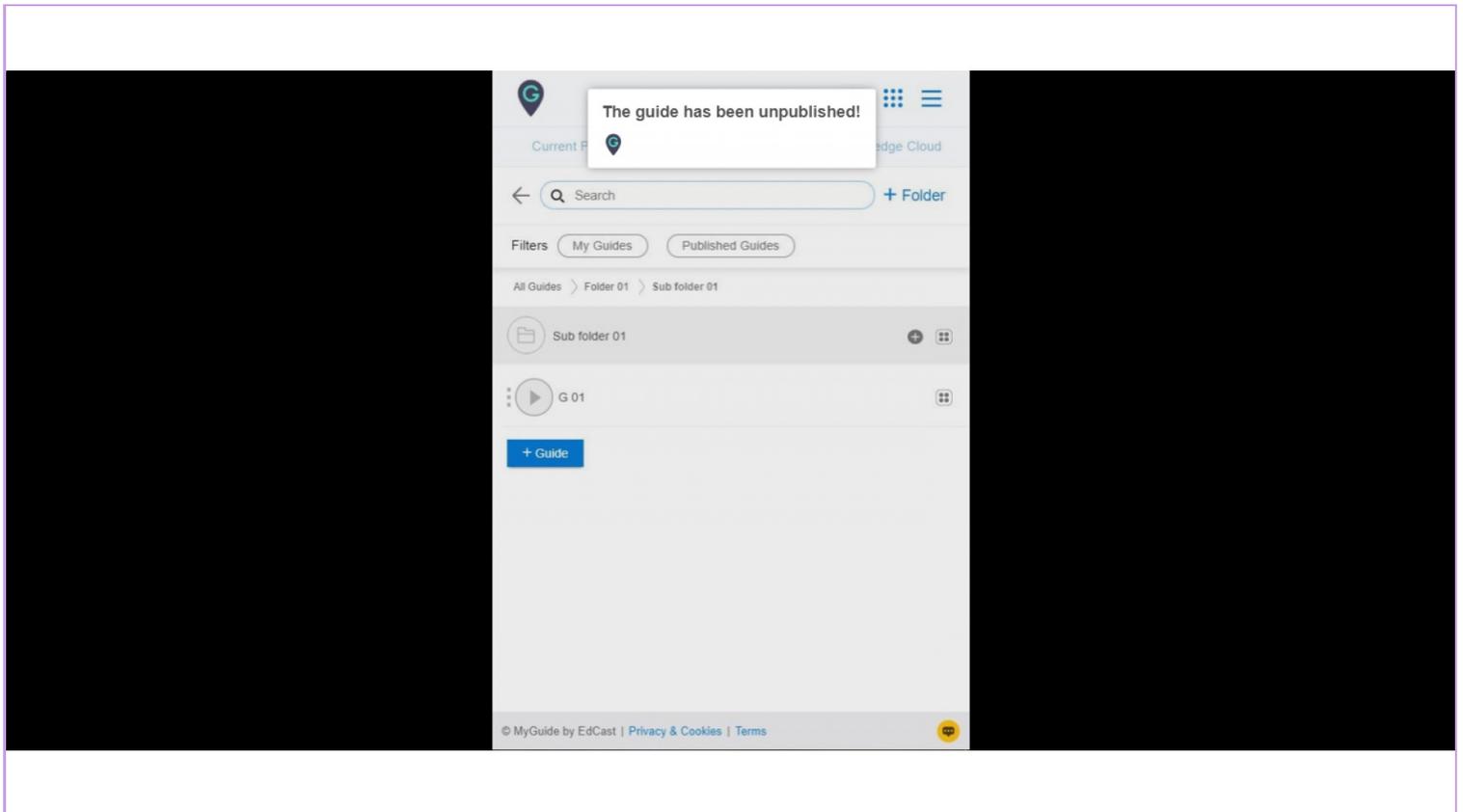
Step: 07

To unpublish a guide, click the four dots and select "Unpublish" from the drop down



Step: 08

The guide has been unpublished!



Thank You!

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