

Drafts

From **ADMIN**, browse to **Content Manger** (click “Content” in the left purple menu).

Click on the **Content Title or the edit icon** at the end of its row to edit that content item.

Click “**New Draft**” to create a Draft of the Content item. Once you are done editing the Content item, you can choose to “**Save Draft**” or “**Publish Draft**” using the buttons below the Content field.

- If you chose “**Save Draft**”, you must click “**Close Draft**” in the top actions toolbar.

To Publish a Saved draft:

- Browse to the Content item
- Click on the Content Title or the edit icon at the end of its row
- Click “**Manage Drafts**”, and then click the edit icon to Edit or Publish the Draft.
- (You can also delete the Draft from here.)