

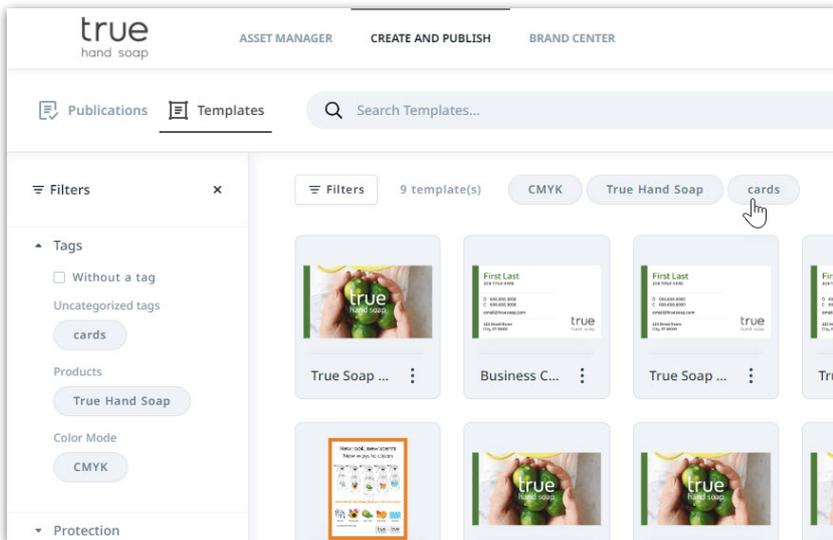
# Publications

Published on 07/06/2022

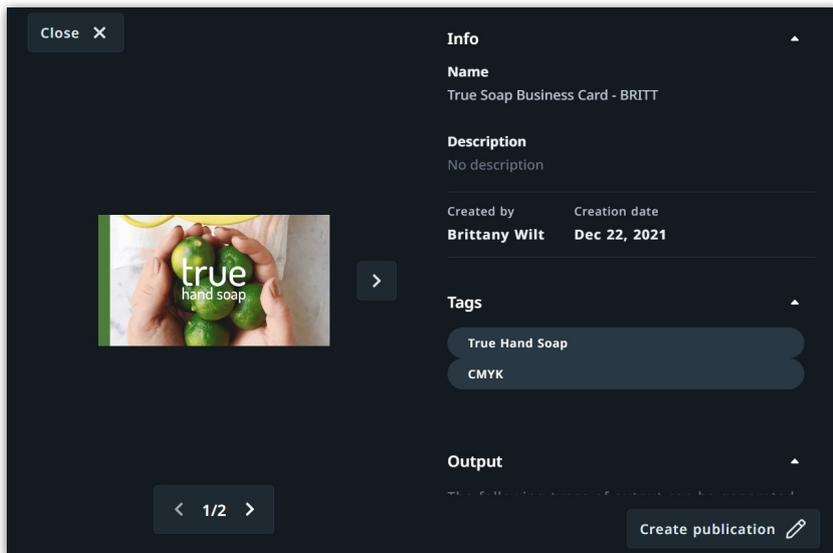
A publication is a version of a filled-in template. Templates can be used over and over again to create as many publications as you need.

## Getting Started

Within Create and Publish you'll find all of the templates that are available to you. You can use the search bar, filter panel, and tags to find the template you need.

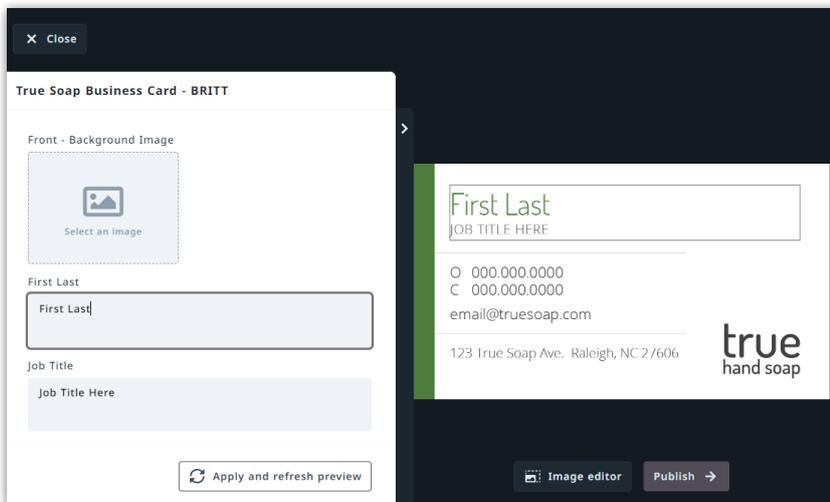


Select a template to view the details including name, description, tags, and available output types. Select **Create publication** to begin editing the template.

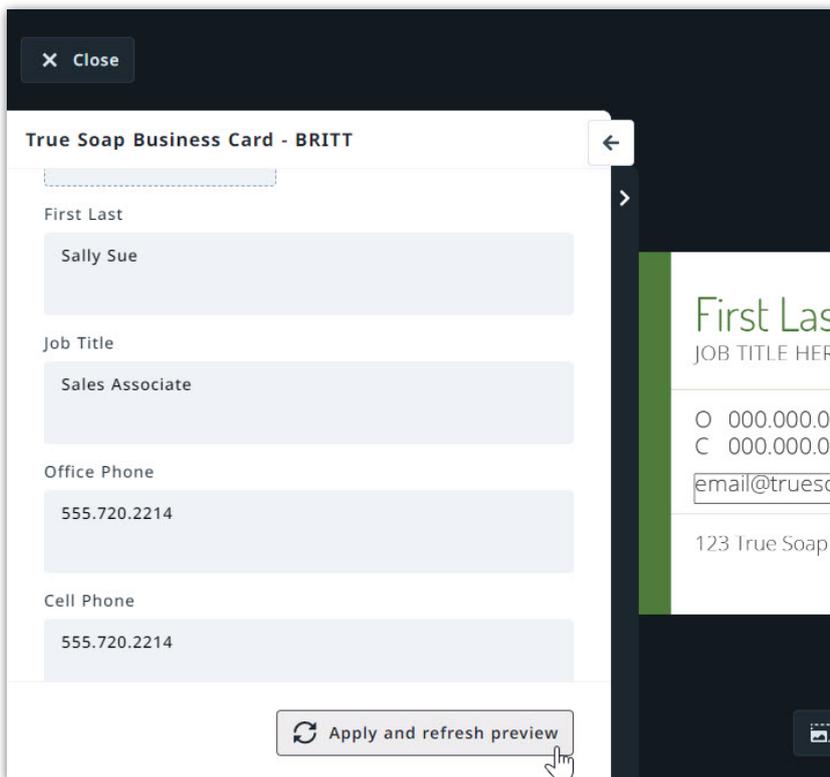


## Creating Publications

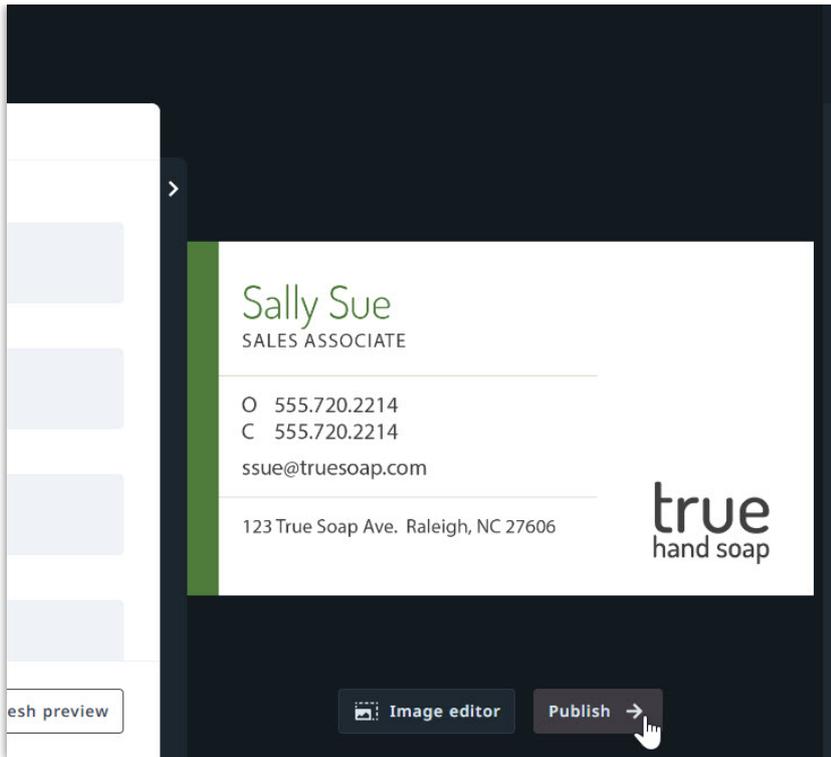
Once you select a template and click **Create publication**, an input screen will appear. The left side will show any text and/or image fields that you can adjust yourself.



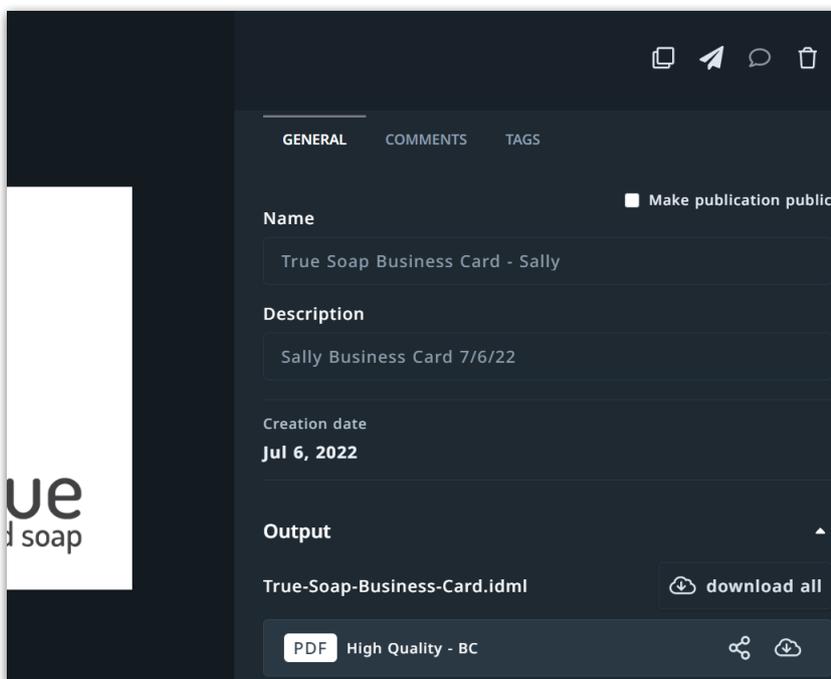
When you have filled in and adjusted all fields, you can view your creation by clicking **Apply and refresh preview**.



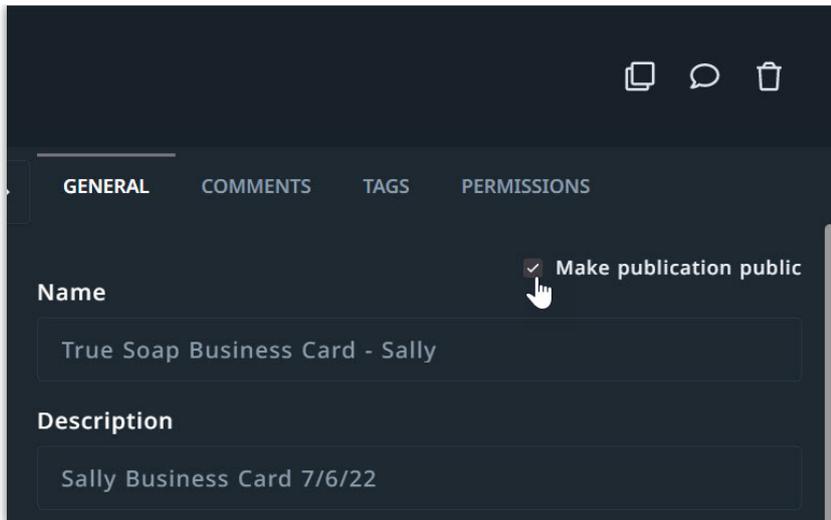
Once you are satisfied, click **Publish**.



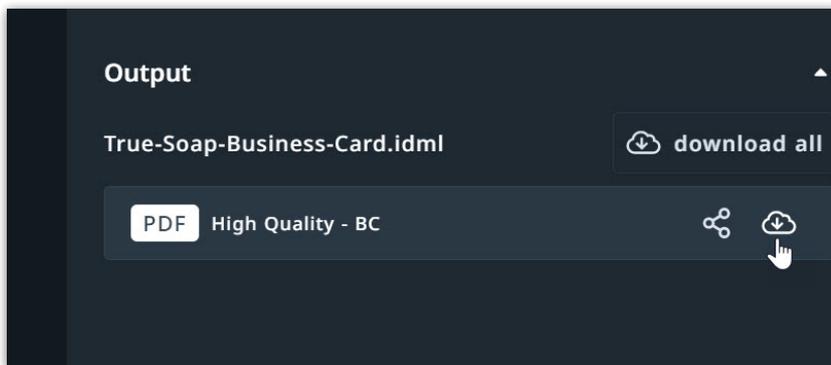
From the **GENERAL** tab, choose whether to make the publication public or private, give your output a name and description, and if applicable choose which format you want to generate. Select **COMMENTS** to add any additional comments to your publication. Select **TAGS** to add tags that will help you locate your publication in the future.



When selecting **Make publication public** you'll be prompted to add tags. Tags are highly recommended to help locate your publication. You'll also see a new tab to add Permissions.



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