

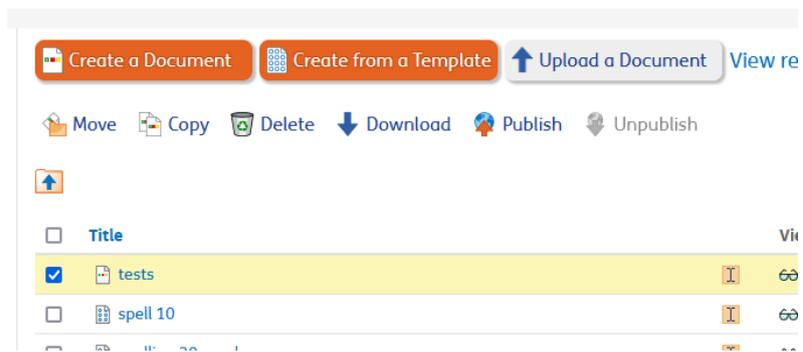


The Publish Documents Feature

It is possible to publish a document making it publicly available to view online. This can be useful under specific circumstances but should be used with care. A published document is **fully publicly available** to anyone who searches the internet. Users should therefore **not** publish anything that includes sensitive information, such as names, photographs or other personal identifiers. Publishing this type of information would contravene Data Protection rules and could result in an entire account being locked / taken down. For this reason, account Admins have the ability to turn publishing on and off for other users / managers.

How to Publish a Document

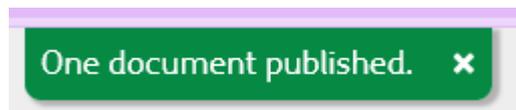
1. Tick the box next to the file you want to publish.



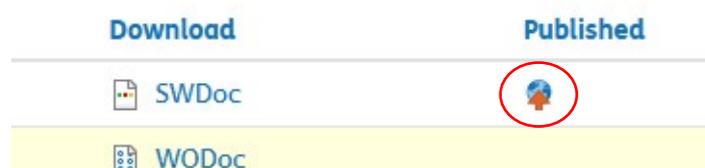
2. Click the icon to publish.



3. A pop-up will appear at the top of the page.



4. You can also see that a document is published in the list of your documents.



Viewing and Sharing Published Documents

1. To view published documents click **Browse Published** at the top of the page.

Documents [Browse All](#) [Browse Published](#) [Extras](#)

2. You can now see your published files and folders.

Home  My files  Shared files  Other users' files

Vicky's documents



Test Items



Cat stickers

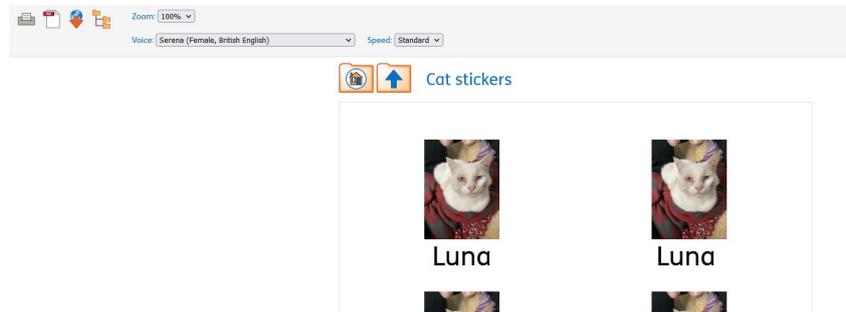


group symbols



phonic test

3. Click on the file you want to view / create a link for; this will open the file.



4. To share a link to the file, scroll to the bottom of the document and click the **Direct Link** button.

[Direct link](#)

[Back to Vicky's public documents](#)

5. You can choose options for sharing in the pop-up – set an expiry date and select if you want the link to trigger a download. Click the **Create direct link** button.

Direct Link

You can enable a direct link web address for any of your documents.

Anyone who knows this direct link can use it to view the document, regardless of whether or not it is published.

You can turn off the direct link at any time, preventing anyone from using it to view your document.

Set expiry date on link

Download document when link is clicked

[Create direct link](#)

[OK](#)

6. This will show a link you can copy. **Click OK** when you are finished.

The screenshot shows a control panel for creating a direct link. At the top, there is a dropdown menu for 'Set expiry date on link' set to 'None'. Below it is a checkbox for 'Download document when link is clicked' which is currently unchecked. An orange button labeled 'Create direct link' is on the right. Below this is a table with three columns: 'Expires', 'Download', and 'Direct Link'. The 'Expires' and 'Download' columns contain dashes. The 'Direct Link' column contains a URL: <https://widgitonline.com/doc/94cc82027037ec225a5223f1e728db5>. To the right of the URL is a 'Disable' button. At the bottom right of the panel is an 'OK' button.

7. The person you have shared the link with will see the full document, with options to download, print and hear read aloud.

The screenshot shows the document viewer interface. At the top left is the 'Widgit Online' logo. Below it are icons for print, download, and read aloud. To the right are controls for 'Zoom: 100%' and 'Voice: Serena (Female, British English)'. Below these is a section titled 'Cat stickers' which contains a small image of a white cat.

How to Unpublish

It is possible to unpublish a published document, to make it private again, but anyone who downloaded it when it was in a published state will still have access to the document.

8. From within the viewed document, you can click the **Unpublish Icon**. You can also select unpublish from the home page.

This screenshot is similar to the previous one, showing the document viewer interface. The 'Unpublish Icon' (a globe with a downward arrow) is circled in red to indicate it is the focus of the instruction.

9. You will be asked to confirm this in a pop-up – click **OK**.

The screenshot shows a 'Confirm action' pop-up dialog. The title bar says 'Confirm action' with a close button (X) on the right. The main text asks: 'Are you sure you want to unpublish the document?'. At the bottom right are two buttons: 'OK' and 'Cancel'.

How to Restrict Publishing (Admins Only)

It is possible for account admins to restrict who can and cannot publish documents. We recommend that the feature is switched off as a default for most users / managers.

1. Click on **Settings**.



2. Click on **Group Settings**.



3. **Scroll** to see the current settings and **click** on a user's name.

Users New User

Users can have their own folders. You can specify if they have publishing rights, and they can be assigned a manager.

| Name | Publish | Own Docs | Manager | Email | Creation Date | Make Manager |
|---------------------------|---------|----------|-----------------------|--------------------------|---------------|--------------|
| fred | | | Brian | | 22 May 2018 | |
| Stan | | | None | stan@widgit.com | 01 Aug 2018 | |
| test2 | | | None | test2@widgit.com | 27 Oct 2015 | |
| TestUser2 | | | None | | 18 Sep 2019 | |
| vicky | | | None | vicky.kingsley@gmail.com | 13 Sep 2022 | |

4. **Scroll** down to **tick/untick** the **Can publish documents** box.

Telephone is optional

Permissions

- Has their own 'My Documents' folder
- Can publish documents
- Can change their own email address

Telephone is optional

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- Has their own 'My Documents' folder
- Can publish documents
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