

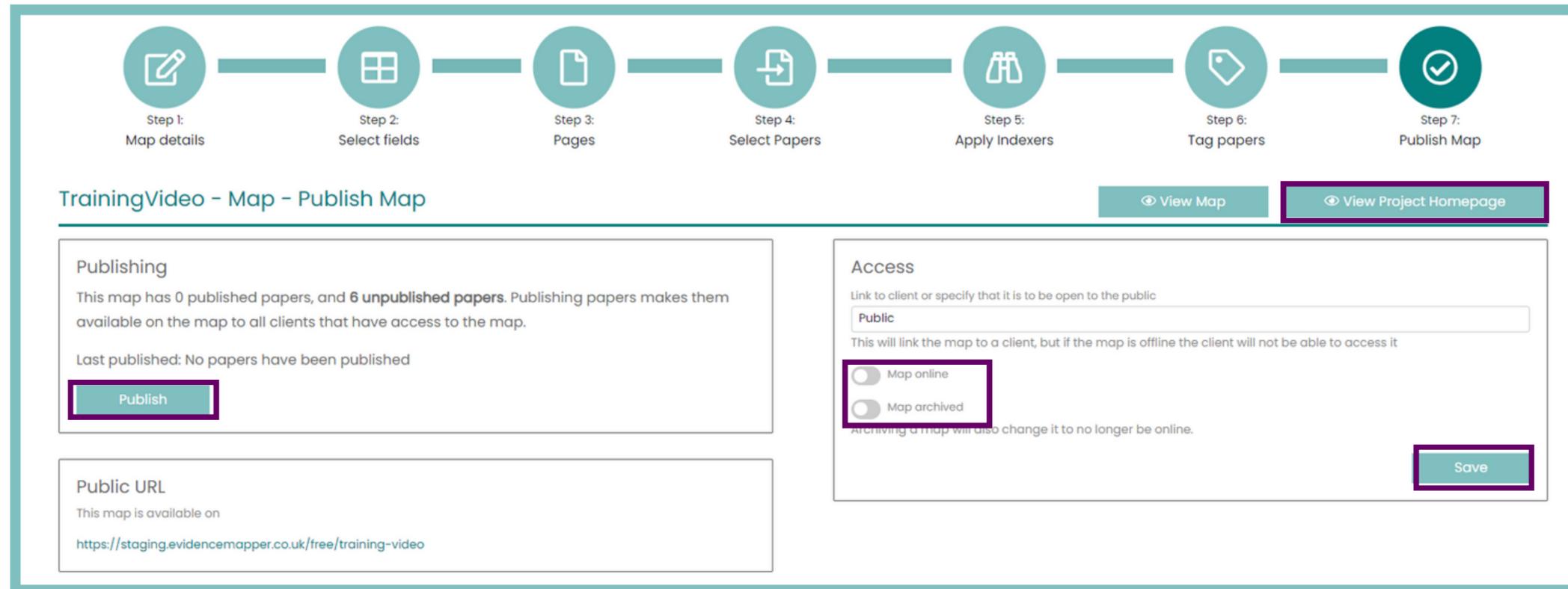
Publishing a map

When you have finished indexing the papers, click on “Continue to Publish” map. This will bring up Step 7 and you will be shown how many papers are to be published.

If it is a new map, there will be 0 published papers and all the new (unpublished) papers.

If this is an update to a map, it will have the number of already published papers and then a number of just the new papers being added.

Click on “Publish” to have the papers added to the map.



In the “Access” section, you can select which client to make the map visible for. Toggle the map to be online to make it accessible to your client. If the project has come to an end, you can archive the map to make it easier to track your live projects.

When you are happy with your settings, click “Save”. You will be given a link to the map which can be shared with your clients.