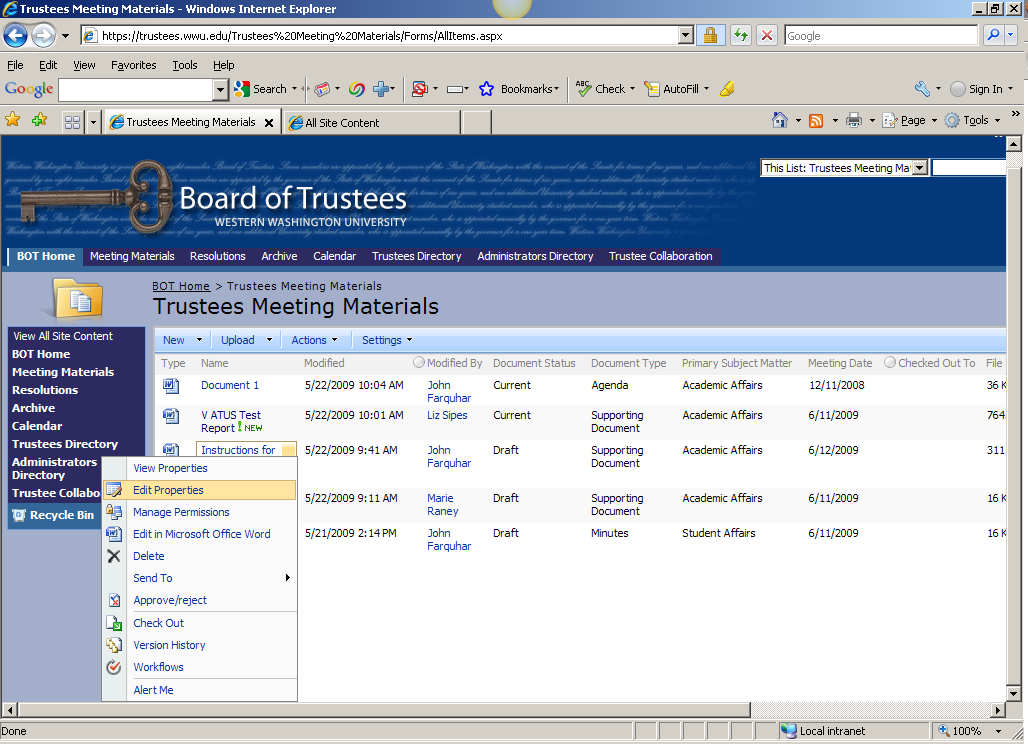
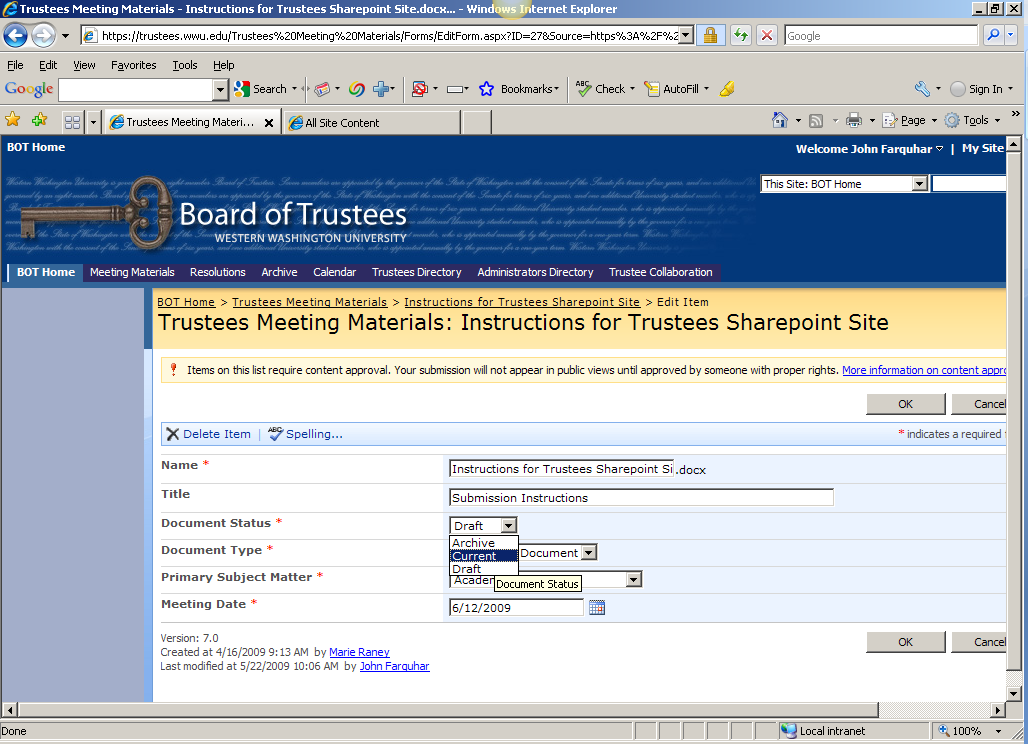
Making Documents Visible to All Viewers of the Trustees SharePoint Site

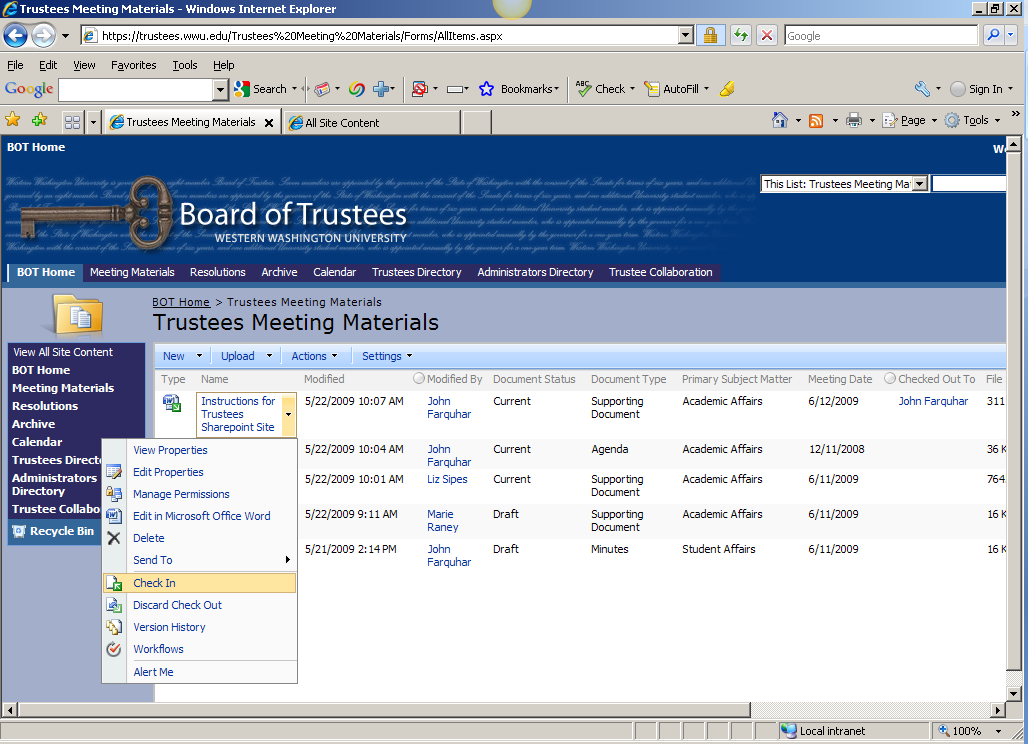
1. Go to [https://trustees.wwu.edu](https://trustees.wwu.edu/) and login.
2. Under the link “View All Site Content” select the appropriate document library such as “Trustees Meeting Materials”
3. For the document that you wish to publish, hover your mouse over the document title to select “Edit Properties:



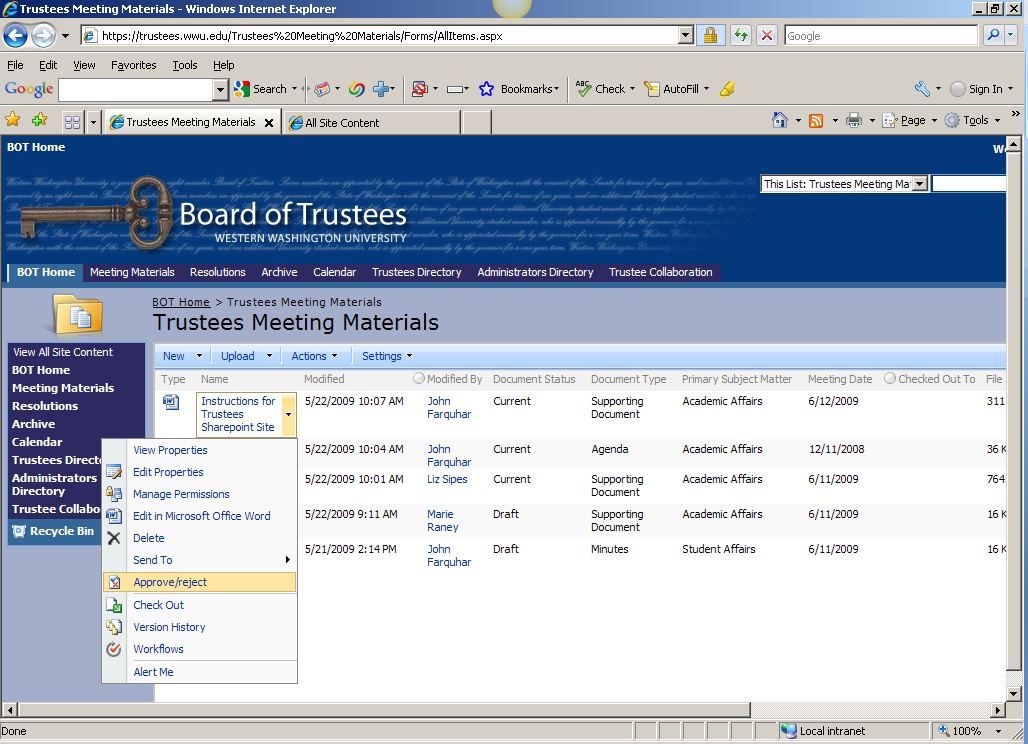
1. Follow the dialog to check out the item.
2. Set the document status (e.g. from Draft to Current).



1. Again, hover your mouse over the document title to reveal the menu for “Checking the Document In.”



1. At the dialog for “keep the document checked out after checking in this version?” Say: No
2. For one final time, hover your mouse over the document title and select “Approve/reject”



1. Select Approved. This item will become visible to all users.

