

## Course Marketing: Make changes to a publishing plan

How to make changes to a publishing plan

This guide is intended for staff who are responsible for managing/maintaining course marketing information for their Faculty or School.

This guide explains how to make changes to a single publishing plan (see [Make bulk updates to plans](#) for guidance on making changes to multiple plans).

To make changes to a publishing plan:

1. Navigate to **Student Recruiting/Publishing Plans/Marketing Information**.
2. Search for the publishing plan you require (see [Search for a publishing plan](#)).
3. Change the **Publishing Status** to *Draft*.



You will notice that the version number will change when you change the status to Draft. For example, the version number will go from 1.000 to 1.001. When you publish the changes, it will become version 2.000.

4. Click on the **Save** button at the bottom of the page.
5. For fields with a look up list, click on the **magnifying glass** to reveal the list of options.
6. For fields with a free text box, click on the **notepad** icon to open the HTML editor. Click on the **save icon** (disk image). You will then be taken back to the previous page.



Some of the text fields have pre-defined blocks of text that you can use. Click on the **magnifying glass** to display the options. The pre-defined text block is useful in cases where the content is standard, e.g. How to Apply. You can also create your own text blocks if you use the same block of text in a number of publishing plans, see [Create Text Blocks](#).

7. Click on the **Save** button at the bottom of the page to save all of your changes.

8. Click on the **preview icon** (the sheet of paper with a pair of glasses in front) to see a preview of the webpage with the changes you have just made.
9. When you are happy with your amendments, change the **Publishing Status** to *Approved* and click **Save**. The changes will now need to be published, see [Approve changes to a publishing plan](#).