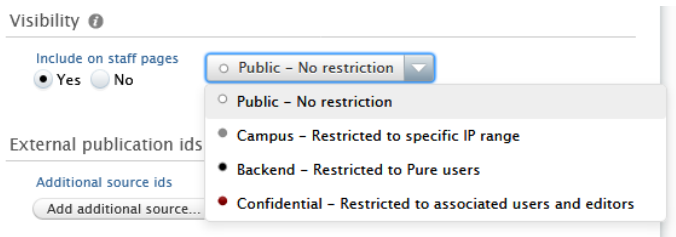








## A Guide to Visibility Settings in Pure

Within Pure there are several visibility options which can be selected for your publications.



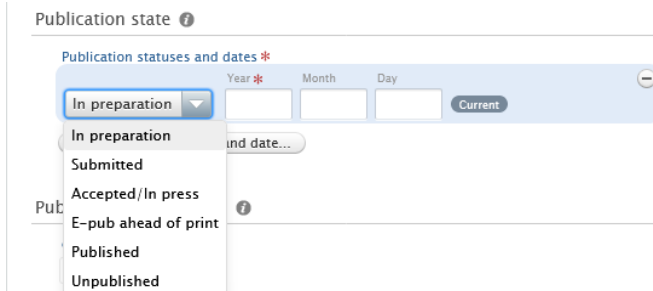
The table below shows the most common combinations and provides a description of when to use them.

|   | Include on Staff Pages | Public Visibility (include on Public portal) | Description:  |
|---|------------------------|--|---|
|    | Yes                    | Public - No Restriction                      | Your work is displayed on the <a href="#">staff pages</a> and on the <a href="#">public portal</a> .  |
|    | No                     | Public - No Restriction                      | If you use your staff pages to display only selected publications, you may choose to use this combination to remove older publications from your staff pages while leaving them visible on the public portal.   |
|   | No                     | Backend - Restricted to Pure Users           | This combination should be used if the publication is not yet ready to be displayed publically, for example the work has been added to Pure as an "In Preparation" or "unpublished" item. (You will need to update the 'Include on staff pages' button once your publication has been accepted or published). |
|  | Yes                    | Backend – Restricted to Pure Users           | This combination is not recommended - publications which are not ready to be made public should not be displayed on either the staff pages or the public portal as both websites are publically accessible.   |
|   | Yes /No                | Campus - Restrict to IP Range                | The new public portal no longer supports the Campus visibility option: Items should be marked as Public, Backend or Confidential.   |
|  | No                     | Confidential - Authors & Editors only        | This combination should be used if the publication is confidential. (You will need to update both radial buttons once your publication is ready to be made public).   |
|  | Yes                    | Confidential - Authors & Editors only        | This combination is not recommended - publications which are confidential should not be displayed on either the staff pages or the public portal as both websites are publically accessible.  |

Default Settings: There are some default settings in Pure which you should be aware of:

**Include on Staff Pages:** This radial button defaults to Yes, so if your publication is not ready to be made public or it is confidential you will need to change this button to No.

### Publication State:



Some Publication states will automatically change the visibility settings when you add them to Pure. Adding the Publication state "Accepted/In Press", "E-Pub ahead of Print", or "Published" will change your visibility settings to "Public – No Restriction". Adding the publication status of "In preparation", "Submitted" or "Unpublished" will change the visibility to "Backend - Restricted". Keep an eye on your visibility settings if you want to make sure that the relevant publications are displayed on your staff pages and the public portal.