

Step-by-Step Guide to Publishing Notes in Ideolve



Users belonging to a workspace are allowed to publish notes owned by them or to which they have [publish permissions](https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#workspace-level-controls) (<https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#workspace-level-controls>).

1. Select the note.
2. The note contents will be displayed in the **Note view**. From the drop-down menu of the **Note Header**, select **Publish**.
3. In the pop-up, turn on the option for **Publicly available**.
4. A link will be generated. Copy the link by clicking on the **Copy** icon next to the link.
5. Share the link via email or a website.
6. To un-publish a note, simply turn off the option for **Publicly available**. The link will stop showing the note content.

Note: The contents of the note are now made public. Anyone with access to the link has read-only access to the note content can view the note contents.