Introduction

When utilizing a Medium site, content on the site can be categorized in the following three ways – (1) Draft (2) Published and (3) Unlisted. This handout will explain the difference between these categories and how content in each category is viewed by visitors to the site.

Locating the Publication Settings

1. After logging into Medium, click the user icon found in the top right portion of the screen.

2. A drop down menu will appear.

3. Click the “Publications” link in the drop down menu.

Selecting a Publication

A screen with all of the Publications you have access to is listed. To the right of the publication name is the role you have been assigned for that Publication, for example, Owner, Editor.
Publication Settings Overview for Medium

Click the Publication you would like to manage – for this example the **Digital Scholarship Lab @Marquette Raynor** will be used.

1. Click the publication icon (it is to the right of the user icon in the top right corner of the page).

2. From the drop down menu, click the “Stories” link.

**Setting Publication Category for a Story**

The Stories page contains a series of four tabs. Clicking on a tab will show Stories on the site that fall within each category. Except for Scheduled, each category offers different levels of visibility.

1. **Drafts and Submissions** – Stories marked as Draft are only visible to Editors and Owners of the site. Visitors to the Medium site who are not Editor or Owners WILL NOT be able to view a story marked as Draft. Items marked as Draft are not searchable on Medium or any Internet search engine such as Google, Bing, etc.

2. **Published** – Stories marked as Published are visible to anyone who visits the Medium site and will be searchable on Medium and any Internet search engine. **Before marking a story as published please be sure you intend for it to be viewed by anyone and everyone.**

3. **Unlisted** – Stories marked as Unlisted will not appear in the home feed, profile page, tag page, or search on Medium. However, anyone who has the URL can view the story, and share the URL. Unlisted is not password protected.