

Terminology

Locking and Unlocking

When you lock a document, you prevent others from making changes to it. When you unlock a document, you allow others to make changes to it. Locking a document is useful when you want to ensure that the content remains accurate and consistent. Unlocking a document is useful when you want to allow others to collaborate on the document.

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Saving vs. Save/Publish

When you save a document, you store the current version of the document. When you save and publish a document, you store the current version of the document and make it available to others. Saving a document is useful when you want to ensure that your work is not lost. Saving and publishing a document is useful when you want to share your work with others.

Status of Pages

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