

Configuring Publisher Settings

The 25Live Publisher is a tool that uses 25Live data to populate calendars that can then be customized to fit the functional and aesthetic needs of your institution.

These 25Live System Settings Publisher settings include the ability to set some system-wide defaults.

For more on using 25Live Publisher, see:

- [Using Publisher Within 25Live](#)
- [25Live Publisher Overview](#) (includes third party application settings)

How to Complete Publisher Settings



Note

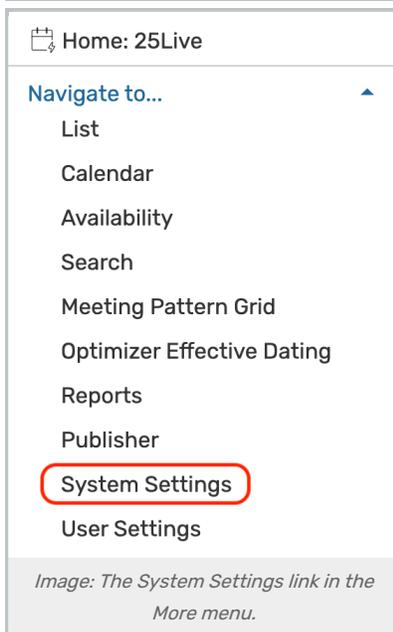
Adjustments to these settings will be applied to newly published calendars. Settings will not be applied retroactively to existing calendars.

1. Go to the System Settings View, and Access General Settings

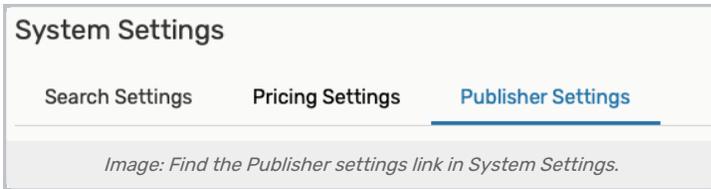
The **System Settings** section is accessible from the **More** menu in [the top navigation bar](#).



Image: The More menu in the top navigation bar has a link to the System Settings view.

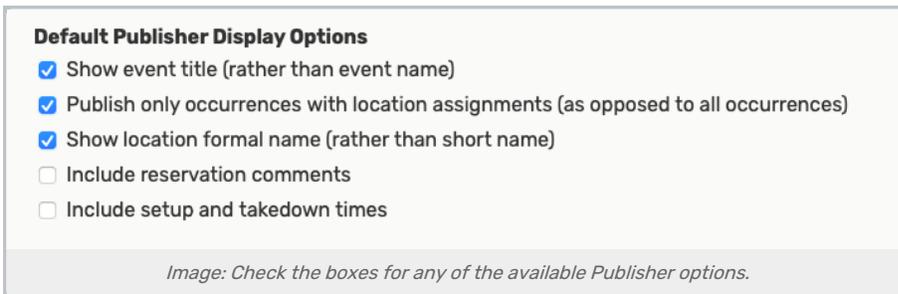


Within the the **System Settings** view, open the **Publisher Settings** section.



2. Set Default Publisher Display Options

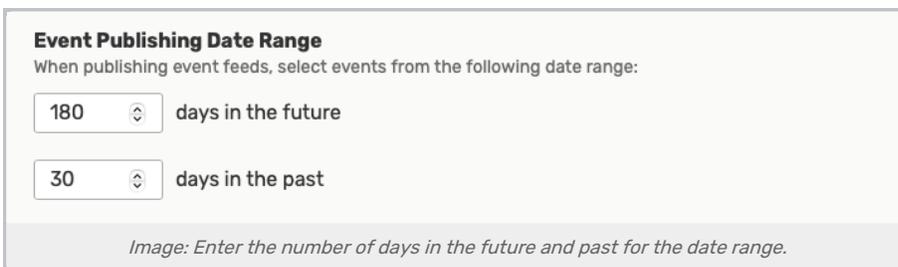
These feed options determine the display in the Send Events to 25Live Publisher view.



Check the **Default Publisher Display Options** checkboxes if you'd like to:

- Show event title (rather than event name)
- Publish only occurrences with location assignments (as opposed to all occurrences)
- Show location formal name (rather than short name)
- Include reservation comments
- Include setup and takedown times

3. Set Event Publishing Date Range



In the **Event Publishing Date Range** section, you can enter positive numeric values in the **days in the future** and **days in the past** fields to form the date range of events to include when publishing feeds.

Be careful setting especially large date ranges, as they may cause 25Live Publisher to update more slowly.

4. Set Events-By-Location Publishing Date Range

Events-By-Location Publishing Date Range
When publishing event feeds based on location, select events from the following date range:

180 days in the future

30 days in the past

Image: These settings form a different date range for feeds based on location.

If you have event feeds based on location, you can use these settings to form a different date range of events to include when publishing.

Enter positive numeric values in the **days in the future** and **days in the past** fields.

5. Save Your Settings

Save your choices and entries using the **Save** button.

The **Cancel** button will lose all checkbox choices and/or entries.