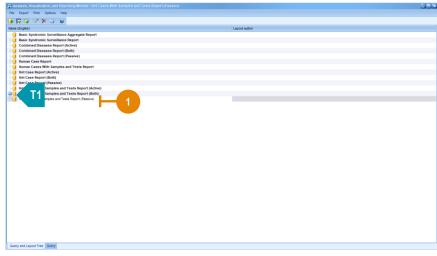# Publish a Query, Layout, or Folder

An EIDSS user with the appropriate permissions can publish items in the Analysis, Visualization, and Reporting (AVR) application. This quick guide presents the steps to publish a query, layout, or folder.
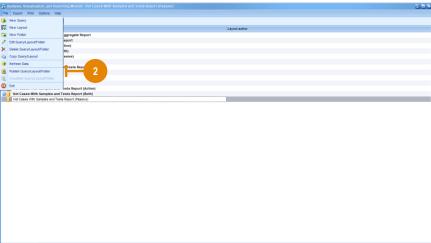
1. From the AVR **Query and Layout Tree,** highlight the query, layout, or folder you wish to publish. **Note:** Published queries and layouts are bolded.

   > **Tip 1:** To expand/collapse queries and folders, click the **+/-** icons.

   > **Tip 2:** If a query or layout similar to the published one is desired, make a copy and edit the copy as needed.

2. Choose **Publish Query/Layout/Folder** from the **File** drop-down menu. A confirmation dialog box appears.

3. Click **Yes.** The item is published and is bolded in the **Query and Layout Tree.**