

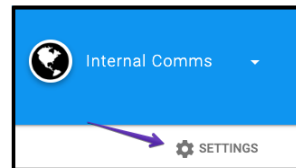
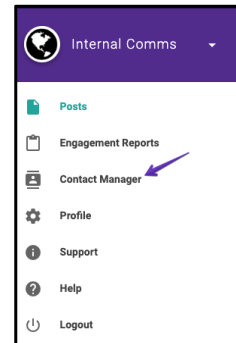
Publishing Public and Private Posts

Interested in publishing Posts as “public” or “private” content? Or emailing your Posts with documents as attachments? Follow our easy step-by-step instructions!

Setting Default File Permissions

Step #1: Locate File Permissions Settings

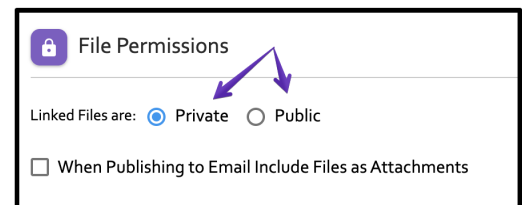
1. In backstitch Studio, *click* the **Contact Manger** section under the dropdown menu in the upper right corner.
2. Once in **Contact Manager**, *select* **[Settings]**
3. *Locate* the **File Permissions** section.



From here, you can establish the default settings for publishing Posts!

Step #2: Determine the Default Permissions Settings

1. Let's go over the difference between Public and Private Permissions settings:
 - **Private:** This option only allows users that have access to your App to view the files.



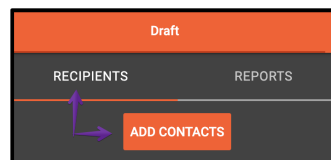
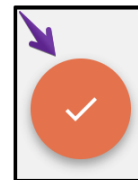
- **If they are opening the file from a Device that is not logged into your App:** they are taken to a login screen. Once they have logged in, the file downloads and is available for viewing.
- **If they are opening the file from a Device that is currently logged into the App:** no further action is required and the file is available for downloading and viewing immediately.
- **Public:** This option allows anyone to view the file via the link in an email or Post. No login is required. This is a perfect option for newsletters, general information, and upcoming events that users can share with others!

2. Select preferences for Private or Public file permissions.
3. **Optional:** Check the option “When Publishing to Email Include Files as Attachments” for email attachments. Documents included in the Post as links within the web App are included as attachments in the published email.
 - If this option is checked, the files are available in a hyperlink or as a PDF download (not both). Attachments are never private and can be opened by any recipient who received the email.
 - If this option is not checked, the files are available via a hyperlink displayed in the Post. Private and public settings apply.
4. Your default settings for File Permissions for publishing Posts are now set!

Setting File Permissions when Publishing Individual Posts

Step #1: Publish the Post

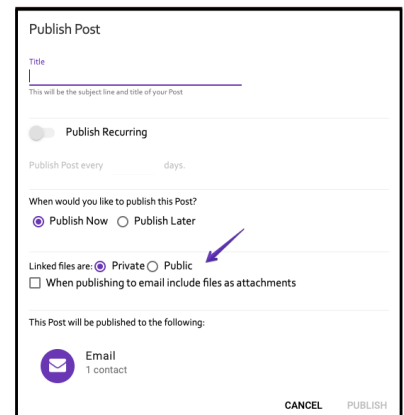
1. After you have created your Post, you can begin the Publishing process by *selecting* the orange **[Publish]** arrow in the lower right corner.
2. **Select [Add Contacts]**
3. From here, you can choose how to Publish your Post! Once you have determined the recipients, **[Close]** the Publish window.
4. **Select** the purple **[Publish]** arrow.



Step #2: Determine the File Permissions for this Individual Post

1. On the Publish Post screen, view the default File Permissions settings.
2. You can alter the settings for this individual Post by *clicking* the settings you would like to have.

Note: This change is only effective for Publishing the Post this one time. If you republish the same Post, it will revert back to the default settings.



The screenshot shows the 'Publish Post' interface. At the top, there is a 'Title' field with a placeholder text 'This will be the subject line and title of your Post'. Below this, there is a toggle for 'Publish Recurring' which is currently turned off. Underneath, it says 'Publish Post every' followed by a blank space and 'days'. The next section asks 'When would you like to publish this Post?' with two radio buttons: 'Publish Now' (which is selected) and 'Publish Later'. A blue arrow points to the 'Public' radio button in the 'Linked files are:' section, which also has a 'Private' option. Below that is a checkbox for 'When publishing to email include files as attachments'. At the bottom, it says 'This Post will be published to the following:' and lists 'Email' with '1 contact' next to it. There are 'CANCEL' and 'PUBLISH' buttons at the bottom right.