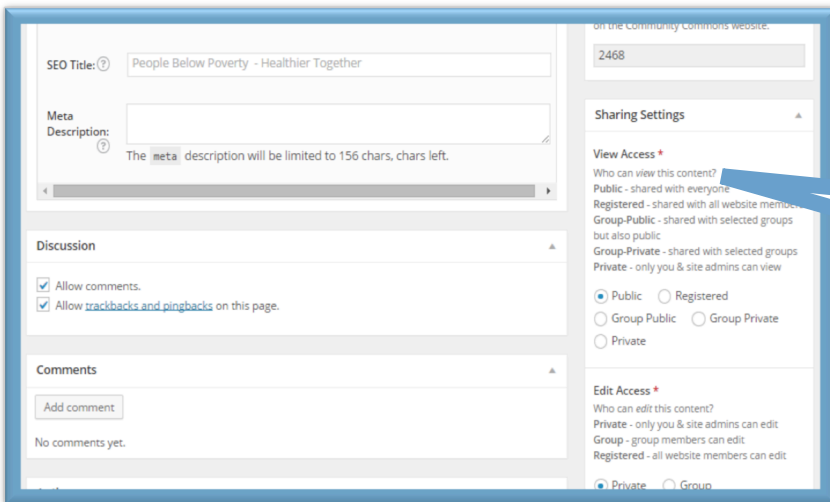


1. When viewing a piece you created, click

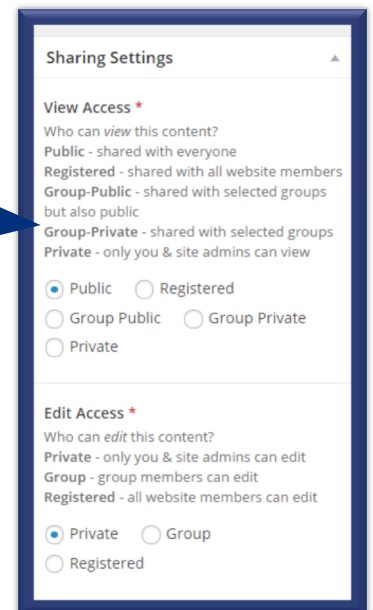
EDIT SHARING SETTINGS



2. Scroll down to find Sharing Settings.

3. View Access controls who sees your content. The viewing options are:

- **Public:** Anyone who visits HealthierTogetherPBC can view your piece.
- **Registered:** Only visible to registered, logged-in users.
- **Group Public:** Your piece will be visible to anyone and also displayed on specified group pages.
- **Group Private:** Your piece is only visible to members of specified groups.
- **Private:** Viewable only to you & administrators.



4. Edit Access controls who can edit your content:

- **Private:** Only you and site administrators can edit. In general, this is the recommended setting.
- **Group:** Only users in specific groups are able to edit the content. This is useful if you are working collaboratively on a map, story, or report.
- **Registered:** Any registered user will be able to edit the content.