

Preparing Version Access Sharing and Export Outcomes

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Checking which version you are preparing to share

Before you change any sharing or export setting in Atloria, open the version you plan to distribute and confirm you are on the correct version record. Start from the project's versions area, open the version details view, and look at the version name first. This is the quickest way to catch cases where you are still viewing an older release or a working draft with a similar label.

Next, check the status badge shown on the version record. If the badge shows a draft or another non-final state, pause before sharing it outside your team. If you expected to share a published or release-ready version, the badge should match that expectation. Also review the last updated timestamp so you can tell whether the version was changed recently. A recent update may mean content was still being edited after your last review.

If Atloria shows who last worked on the version, use that information to confirm whether another editor may still be making changes. This matters when you are preparing a share link or export for customers, stakeholders, or internal reviewers. You do not want to send a version that changes again a few minutes later.

Pay close attention to any labels or indicators related to sharing or export readiness. If the version already shows an access badge, visibility label, or export-related marker, compare that with your intended outcome before making changes.

1. Open the project and go to the version you want to share.
2. Confirm the version name in the version details view.
3. Check the status badge and last updated timestamp.
4. Review whether the version appears to be current, draft, or previously published.
5. Look for any sharing, visibility, or export indicators already attached to that version.

[SCREENSHOT: Version details view showing version name, status badge, last updated timestamp, and visibility label]

If you need a refresher on validating a version before release, use [Validating Version Access Before Public Release](#) before continuing.

Setting version visibility and access rules

Once you have confirmed the correct version, open its settings or sharing area and review the visibility control. In Atloria, this is where you decide whether the version stays private, is limited to a defined audience, or can be shared more broadly. Make this choice carefully, because the visibility state affects both the link behavior and what different readers can open.

When you switch the version to a more shareable state, open the sharing dialog and review the available access options. Focus on who can open the version link and whether readers must sign in first. If the version is meant only for internal review, keep sign-in requirements in place. If the version is intended for external readers, make sure the selected access option matches that goal.

Also review the permission labels shown in the same area. Atloria may distinguish between viewers, editors, and administrators. These labels help you confirm that people receiving the version will only have the level of access you intend. A reader who only needs to view the content should not receive editing access by mistake.

After making changes, save them and watch for confirmation in the interface. This may appear as a success message, an updated access badge, or a changed visibility label on the version record. Do not assume the change applied until you see that confirmation.

1. Open the selected version's settings or sharing panel.
2. Choose the correct visibility state for the version.
3. In the sharing dialog, review who can open the link.
4. Confirm whether sign-in is required.
5. Check the permission labels for viewers, editors, and administrators.
6. Save the changes and verify the updated badge or success message.

A good follow-up here is [Managing Version Visibility and Reader Access](#) if you need more help choosing the right access state.

Reviewing what readers will actually be able to see

After saving access settings, switch from the editing view to the reader-facing preview. This step is essential because the version details screen may still show information

that regular readers will never see. In Atloria, the preview helps you compare your working view with the final shared experience.

Look through the version page by page and confirm that hidden sections stay hidden. If your team uses internal notes, draft-only blocks, or unpublished edits, make sure they do not appear in the reader preview. This is especially important when a version has been reviewed by multiple people and still contains comments or internal-only material that should not leave the project workspace.

Check attachments, embedded media, and linked content one by one. A page may look correct at first glance, but a linked file or embedded item might still reveal something you did not intend to share. Open those items from the preview rather than from the editor so you can confirm the reader experience, not the author experience.

If your team shares versions with both internal and external readers, test both outcomes. A signed-in team member may be able to open more content than an external reader using the same link. Compare those experiences so you know exactly what each audience will see.

1. Open the reader preview or shared-view preview for the version.
2. Compare the preview with the editing view.
3. Confirm hidden sections, internal notes, and unpublished edits are excluded.
4. Test attachments, embedded media, and linked content from the preview.
5. Check how the version appears for internal signed-in users and external readers.

[SCREENSHOT: Reader preview beside the editing view, highlighting hidden content and visible shared content]

For a broader explanation of reader outcomes, see [Understanding Version Access Modes and Reader Outcomes](#).

Confirming export output matches the version you intend to distribute

If you plan to send a file instead of a link, open the export options directly from the version you selected earlier. The most common mistake at this stage is exporting from the wrong version, especially when a newer draft exists alongside the version you actually want to distribute. Before generating anything, confirm the export source is the same version name you already reviewed.

Next, check the export settings shown on the export screen. Pay attention to which sections are included, what file format you are generating, and whether restricted or

hidden content is excluded. If the export options show any inclusion choices, review them carefully instead of accepting them automatically.

Generate a test export before sending the final file. Open the exported file and compare it with the version preview inside Atloria. Check the title, headings, section order, and visible content blocks. If the export does not match the preview, return to the export options and review the source version and content inclusion settings again.

Do not stop at the first page. Scroll through the full file and inspect images, attachments, and formatting. A version can look correct in preview but still produce an export with missing assets, unexpected internal content, or layout changes that affect how recipients understand the material.

1. Open **Export** from the selected version.
2. Confirm the export source matches the intended version.
3. Review included sections, file format, and restricted-content handling.
4. Generate a test export.
5. Compare the exported file with the version preview.
6. Check for missing assets, internal-only content, or formatting problems.

If you need more detail on export decisions, use [Validating Export Readiness for Documentation Versions](#).

Using access outcomes to decide whether the version is ready

At this point, use the results of your testing to decide whether the version is truly ready to share. In Atloria, the most useful signals are the access outcomes you see during preview and link testing. These outcomes may appear as messages such as **can view**, **access denied**, **sign-in required**, or a restriction tied to permissions.

Treat each outcome as a clue. If a reader can view the version successfully, the current visibility and sharing settings are likely aligned. If the screen shows **sign-in required**, the version may still be limited to authenticated users. If you see **access denied**, the issue may come from the selected visibility state, the share link scope, or the reader's permission level. If content is missing even though the page opens, the cause may be unpublished material or hidden sections rather than a broken link.

Where possible, test with more than one account or role. Compare how a Documentation Manager and a Project Administrator experience the same version. This helps you catch cases where internal reviewers can see content that external

readers cannot, or where a version appears ready only because you tested it with elevated access.

Use a short readiness check before release:

Check	What to confirm
Version selected	The version name matches the one you intend to share or export
Visibility confirmed	The access badge and sharing settings match the intended audience
Preview reviewed	Reader preview excludes hidden, draft, and internal-only content
Export validated	Test export matches the preview and contains only intended material

If any one of these checks fails, revise the settings before distributing the version. For related testing guidance, see [Managing Version Access and Sharing Outcomes](#).

Fixing common sharing and export mistakes before release

Most release problems come from a small set of avoidable mistakes. If a shared link opens the wrong content, return to the share dialog and verify which version was selected when the link was created. It is easy to copy a link from another version, especially when you have several versions with similar names. Open the version details view again and compare the version name against the link you plan to send.

If readers see less or more content than expected, compare the reader preview with the editing view. Check whether some sections are hidden, still unpublished, or only visible to certain roles. This is often the reason a team member says “it looks fine for me” while an external reviewer reports missing content.

When an export includes internal-only material, go back to the export options and review the inclusion settings. Then confirm the file was generated after the final visibility state was saved. If you changed access rules after creating the file, the export may no longer reflect the current version settings.

If an external user cannot open the version at all, review the sign-in requirement and any restricted audience settings attached to the share link. Also confirm that the link you sent is still the active one for that version.

- **Wrong version shared**

- Reopen the version record and confirm the version name.
- Create or copy the link again from that exact version.

- **Unexpected content visibility**

- Compare editor view and reader preview.
- Recheck hidden content, unpublished edits, and role-based access.
- **Export shows internal material**
 - Review export inclusion choices.
 - Generate a fresh export from the intended version.
- **External reader blocked**
 - Check whether sign-in is required.
 - Confirm the version is allowed for the intended audience.
 - Verify the shared link is still active.

Use [Controlling Version Sharing and Export Readiness](#) if you need to revisit the setup behind these issues.

Overview

Preparing a version for sharing or export in Atloria means checking more than just the content itself. You need to confirm that the correct version is selected, that its visibility settings match the audience, that the reader preview shows only the intended material, and that any exported file matches what readers are supposed to receive. This document focuses on that final preparation step before you distribute a version outside the editing workspace.

The process usually starts in the version details view, where you confirm the version name, status badge, and recent update information. From there, you move into the sharing or settings area to review visibility and sign-in requirements. After that, you test the reader-facing preview and, if needed, generate a test export to compare the file against the on-screen version.

This guide does not repeat the earlier validation work covered in [Validating Version Access Before Public Release](#). Instead, it helps you turn those checks into a final go-or-no-go decision for sharing links and exported files. It is especially useful when you are preparing a release for customers, internal stakeholders, or a mixed audience that includes both signed-in and external readers.

Use this guide when you are close to release and need to answer practical questions such as:

- Are you sharing the right version?
- Will readers see only the content intended for them?

- Does the export match the approved version?
- Do internal and external readers get the expected result?

In Atloria, these final checks help prevent outdated links, incorrect permissions, and exports that reveal draft or internal-only material.

Prerequisites

Before you work through the sharing and export checks in this guide, make sure you already have the right version open in Atloria and that the version is far enough along in the release process to test meaningfully. You do not need every release task to be finished, but you should be beyond early drafting and close to a version that could realistically be shared.

You should have:

- Access to the project and its versions area
- Permission to open the version details view
- Permission to change sharing settings or open the sharing dialog
- Permission to run or review exports for that version
- A version that has content ready for preview and access testing

It also helps if you have already completed the earlier validation work in [Validating Version Access Before Public Release](#). That earlier step is where you confirm the version is suitable for release. This guide assumes you are now focused on the final sharing outcome rather than basic release readiness.

For the smoothest review, gather these items before you begin:

- The exact version name you intend to distribute
- The intended audience for the version, such as internal readers or external readers
- A clear decision on whether readers should sign in
- A plan for whether you will share a link, an export, or both
- If possible, access to another user account or role for testing reader outcomes

If your team manages version access across several releases, you may also want the related guidance in [Managing Version Visibility and Reader Access](#) and [Validating Version Access Before Sharing or Export](#) nearby while you work.