

How to Share Documents within LiveText

Sharing a document allows another LiveText user to access the document. Documents can be shared for viewing or editing. Documents can be shared with LiveText users, LiveText groups, visitor's passes, or shared as a public URL or web address. A person with view access can view, copy, and print the document. A person with edit access can modify the document as well as view, copy, and print it. Visitors cannot be added as editors. They can only be added as viewers.

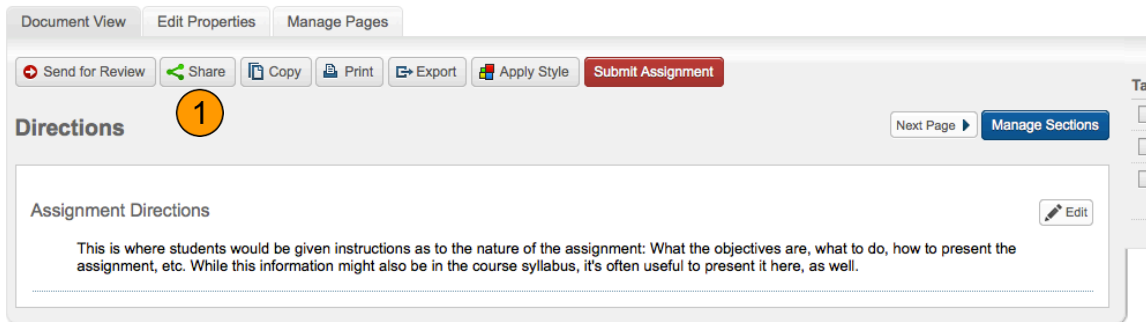
- Sharing a document does not create a copy of the document.
- Each person that is given access to the document has access to the original document.
- If a shared document is modified then all users with shared access will be able to view the modifications.
- If a shared document is deleted, that document is also deleted for all users with shared access.

To Share a Document

1. From within the document, click the **Share** button. The **Share** button is located above the page title in the center.

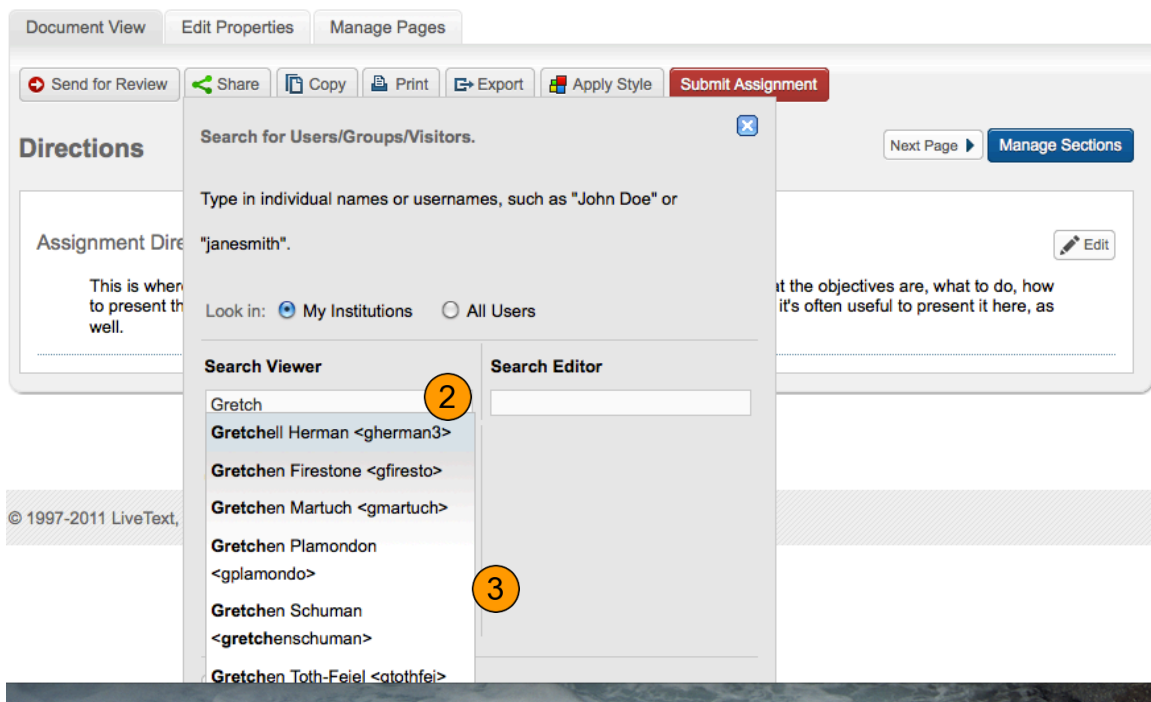
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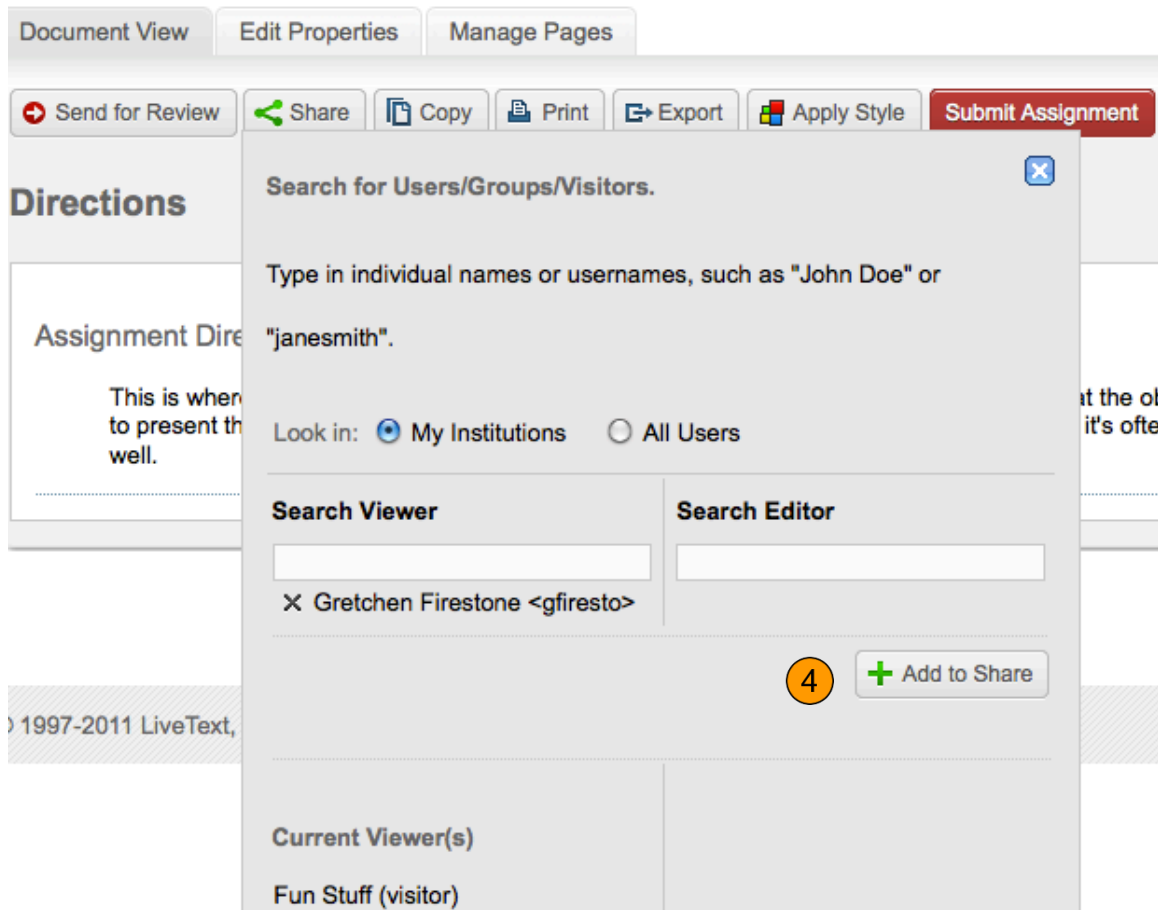


2. Enter the LiveText username, group, visitor's pass, or the first and last name in the **Search Viewer** text box.

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3. Based on the first few letters of text entered, LiveText's **Autocomplete Share Mechanism** predicts the name or username of the LiveText member with whom the user wants to share. The system will display the first 15 matches below the search text box. If the user is not listed, the system was not able to identify the user. There were either no matches or several matches. Revise your entry, and try again.
4. Click the **Add to Share** button when you find the user(s) with whom you want to share.



5. The user's name will be added to the **Current Viewers** list. Once the document has been shared with another LiveText user as an editor, the user can access the document from his/her Inbox. The image below lists one **Visitor Pass** and the user most recently added. Viewers listed as visitors cannot make changes to the document.

