

## About Sharing

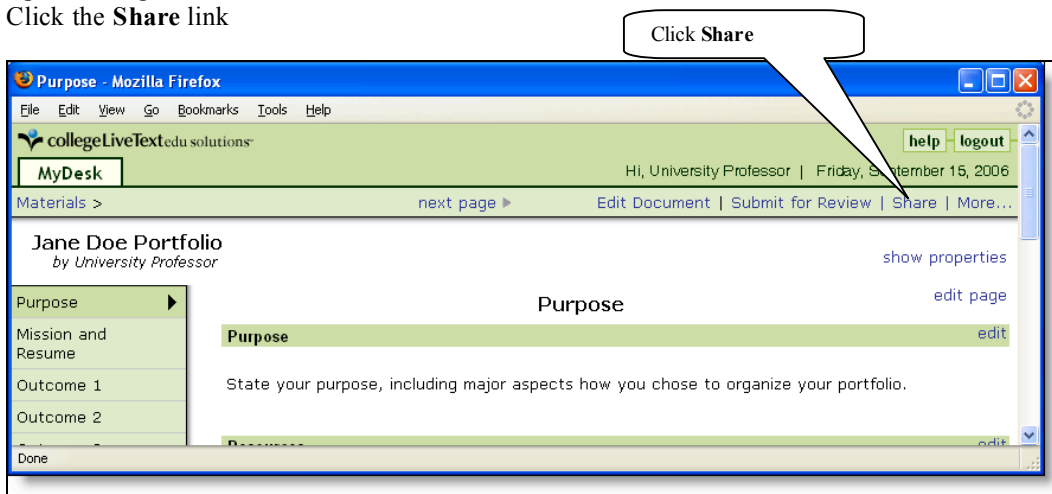
Sharing a document allows another LiveText user to access the document. Documents can be shared for viewing or editing. Documents can be shared with LiveText users, LiveText groups, or visitor's passes. A person with view access can view, copy, and print the document. A person with edit access can modify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

### Note

- 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 see the modifications.
- If a shared document is deleted then that document is deleted for all users with shared access.

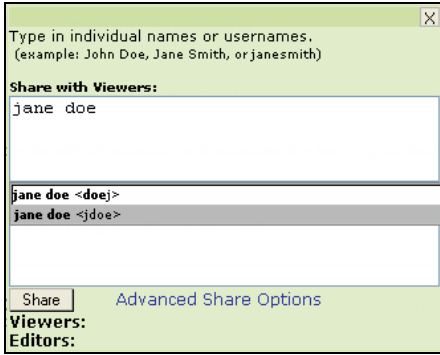
## To Share a Document

1. Open the target document
2. Click the **Share** link



3. Enter the LiveText username, group, visitor's pass, or the first and last name for the viewer or editor. Separate multiple entries with a comma or semicolon, or enter multiple entries on separate lines. As you type, the system will begin to search, refining the search as you enter more characters. The system will display the first seven matches for the text that you have entered. You can select the appropriate match from the list at any time.

**Note:** This search is limited to all users in your domain. A domain is often, but not always, synonymous with a school. To search for LiveText users in other domains, click the "Advanced Share Options" link.



4. Click the **Share** button. If the user is listed under **Viewers** or **Editors** then the share succeeded. If not then the system was not able to identify the user. There were either no matches or several matches. Revise your entry and try again.



## To Unshare a Document

1. Open the target document
2. Click the **Share** link
3. Click the **Advanced Share Options** link
4. Click the appropriate tab
5. Check the checkbox for the appropriate users
6. Click the **Remove** button

