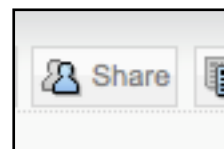


Share Documents

Document sharing is a great way to collaborate on keep projects or keep users informed. Think secure newsletter or electronic bulletin board. Once a document is shared, the editor* (usually the author of the document) is able to make changes which appear to the shared users each time they open the document. Consider creating a classroom newsletter to share information, images and resources.

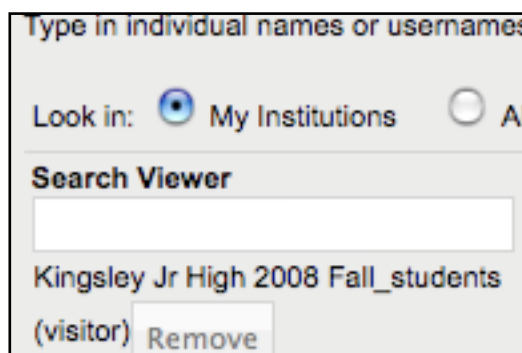
1. In the document, click on the **Share** button located above the page title on the center left side.



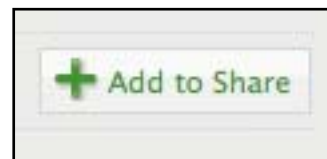
2. Type in the name of the user you are sharing your document with in the **Search Viewer** field.

3. **Enter** to show the list of users.

4. 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.



5. Click the **Add to Share** button when you find the user(s) you want to share your documents with.



* If you share a document with another user as an editor, keep a copy of the original document as a backup. Changes in LiveText are not tracked (unless you are attaching MSW documents). If one of the editors makes a change, it is changed in all shared versions of the document.