CANDIDATE INSTRUCTIONS: LIVETEXT DOCUMENTS
Sharing files with faculty members (not through course based assignment)

Documents

About Document 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, Visitor 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.

Share a Document for Viewing

1. From within the document, click the Share button. The Share button is located above the page title.
2. Enter the LiveText username, group, Visitor Pass, or the first and last name in the Search text box.
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.

Advanced Sharing Options

While sharing a document for viewing or editing, there is a link within the share window for Advanced sharing options. This link enables users to view the list of the document viewers, editors, and visitors. Advanced options also include the ability to search for LiveText users, share and remove users from shared access.

There is also an Advanced Access Options link located in the top right of the advanced sharing options area. In this area, the document’s shared access may be set to private, shared or public:

Private: Documents may be set for only the creator to see or modify.
Shared: Documents may be set for viewers to see and editors to modify.
Public: Documents may be set for anyone to see, given that they have been provided a link or the URL (web address) of the document. Only editors can modify.
Library: Documents may be placed in the LiveText Library for all LiveText members to view. Only editors can modify.