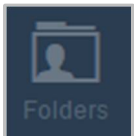




When you save or share your Redlines to Workshare Connect, they'll be accessible to you whenever you need them – even when you're on the go.

You can save your Redline directly to **My Files** or share it to a **Group** on Connect, right from the Workshare Compare toolbar. When you do, your Redline will be accessible to you anytime when you log into **my.workshare.com**.



My Files

My Files is a secure area where you can keep files you need to access but don't want to share. You'll find this under **Folders**. When you're ready to work with others, you can share a copy to a group.

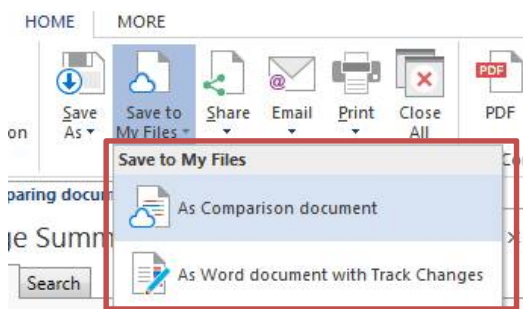


Groups

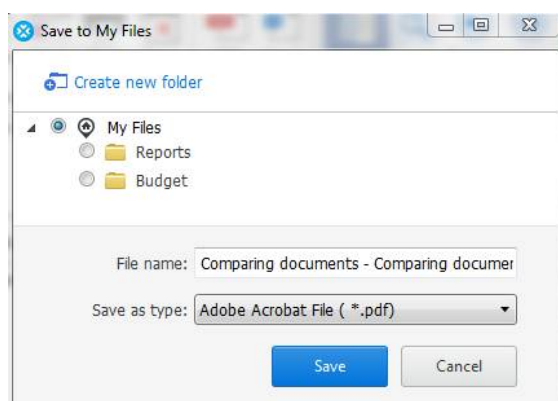
Groups are workspaces where you can share files with people inside and outside your company. Evolve content in a place where everyone can see the right version of the file and they can share ideas, suggestions and reviews.

Save to My Files

Click **Save to My Files**. Next, choose whether your Redline will be saved as a comparison document or a Word document with track changes.



A dialog will open so you can confirm the file name and location. If you've chosen to save it as a comparison document, you can also choose the document type.

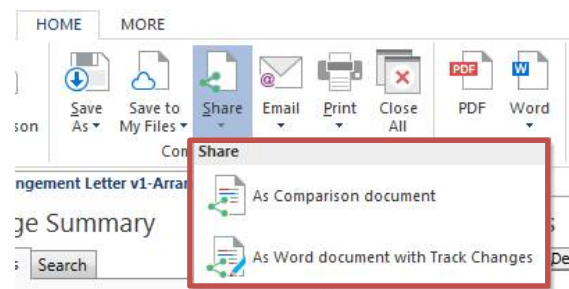


By default, your document will be saved at the top level of **My Files**, but if you want, you can select an existing folder from the list or create a new folder.

When you're ready, click **Save**. Your documents are instantly available from any browser.

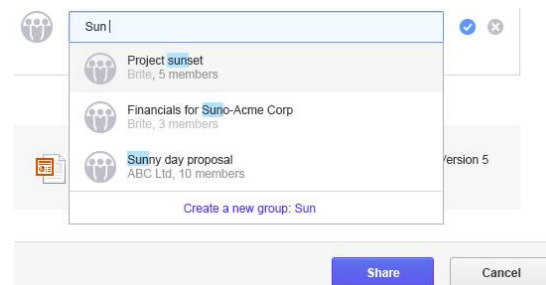
Share to Groups

Click **Share**. Next, choose whether your Redline will be saved as a comparison document (PDF) or a Word document with track changes (DOCX).



A dialog will open so you can choose a group for the document. This will be where others see and share it.

When you start typing the name, groups will be suggested to you. If you want one of the suggested groups, select it, or keep typing the name and select **Create a new group**.



Click **Share** and the document will be added to the group on Connect.

A confirmation dialog will appear with the option to send an email or go to the group. Clicking **Send email** opens a new email in Outlook that includes a link to the group. You can invite people to your group by sending this email to them. Clicking **Go to group** takes you straight there so you can see your files and set the group permissions.

Access your documents in Connect

Now that your Redline is in Connect, you can access it anywhere you are by going online. Just log into **my.workshare.com**.

You can also access and review your content from your tablet or mobile if you're using Workshare's mobile app. You can get the app free from **iTunes**.