

Access your documents

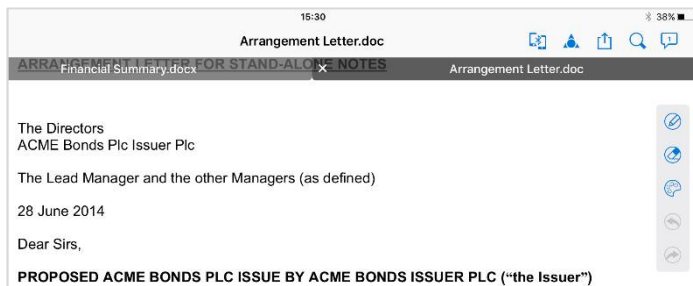
Files uploaded to Workshare are available in **Folders**, **Groups** or **Briefcase**.

- **Folders** - Organize your content in familiar folders that you can share or keep private.
- **Groups** - Share content in dynamic groups where you can have conversations and exchange versions.
- **Briefcase** - Access files that you have chosen to store locally for offline access.



File Preview

To preview a file, first access your documents, then select the folder you're working in. Next, select the document you wish to open.



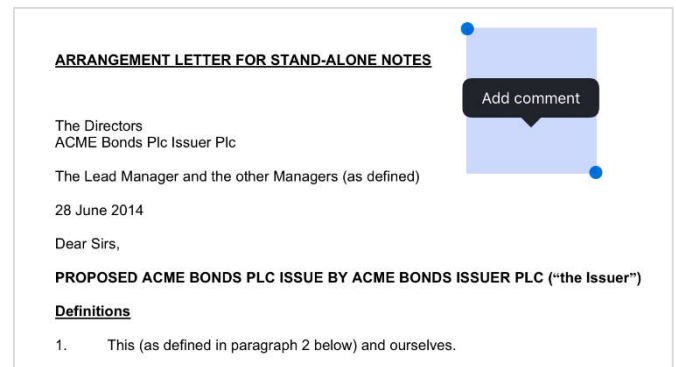
File Preview menu

- Use Bluetooth to share your files with other Workshare mobile app users nearby
- Select different files to compare or compare versions of the same file
- Share your files to a group
- Search
- Add comments

Add comments

To comment on a certain part of the document, long press outside of the text. This creates a positional comment box that you can move anywhere. You can drag the comment box to make it bigger.

Tap **Add comment** to bring up the on-screen keyboard.



A long press on text gives you the options to comment, highlight or copy the text.



All members of the folder will be notified by email with a direct link to the comment and the document.

Review comments

To review your document, tap the **Comments** icon. You can **Reply** to comments or add a new comment using the **+** icon.

