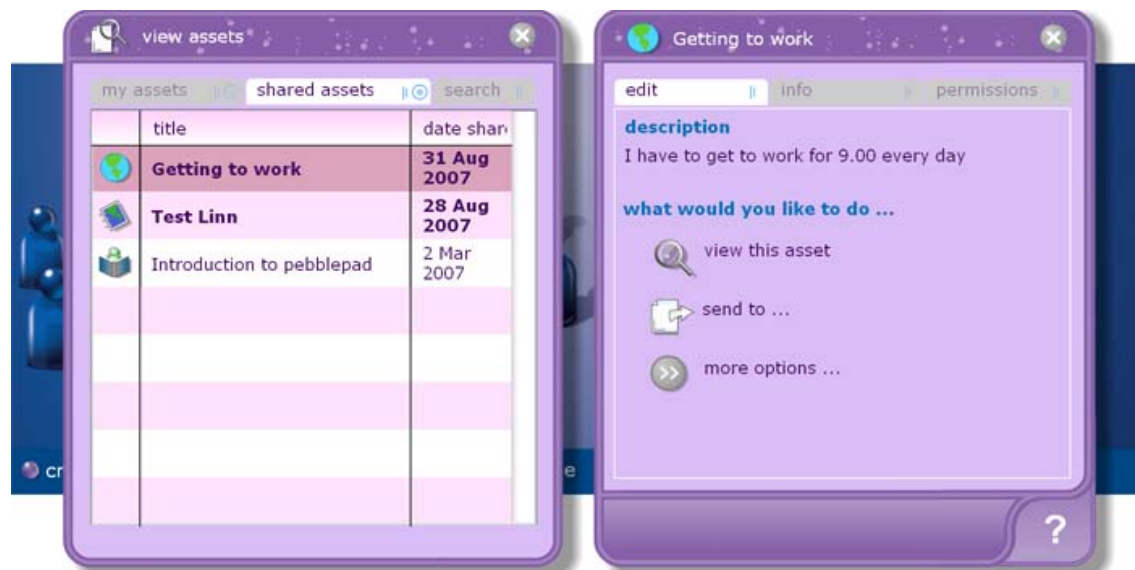


View Shared Items

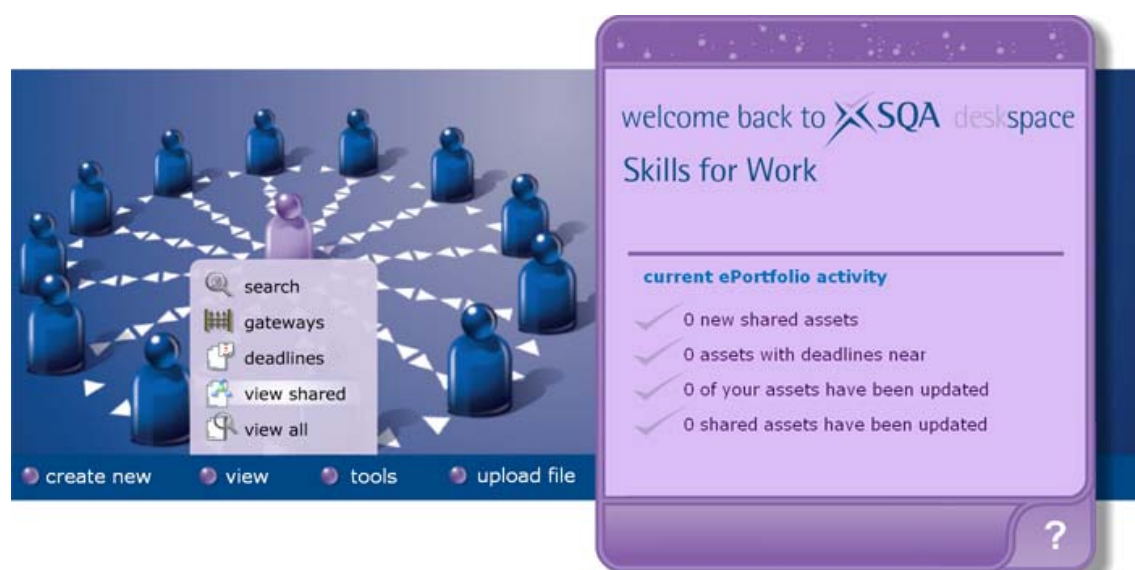
Sharing allows you to show your assets or collections to selected people. When you share with others you can choose the level of access they have to your work through permissions.

There are two ways to view the assets that have been shared with you.

- **Firstly** you can click on the **View** in the main desktop window. Then click on **View all**, this will then open your assets grid. Click on the **shared assets** tab at the top middle of the pad. This will give you the full listing of all the assets that have been shared with you.



- The **second** method is to click on **View** in the main desktop window, then click on **View Shared**. This will give you the full listing of all the assets that have been shared with you.



Both of these methods will access your **shared assets** pad. When you select a shared **asset** a pad will open up on the right given you a set of options. The options will be restricted depending on what permissions the sharer has given you. If the sharer has given you full access to an asset you will see these options.

- View Asset
- Edit this record
- Send to...
- More options...

If the sharer gives you collaborate permission you can modify the **asset** as if it were your own, however it will change the sharer's original **asset**.

If the user gives you copy permission you can take a copy of the item and it will appear in your own asset store where you will be able to edit it.

If the sharer restricts certain permissions when sending you an asset, you will notice that some of the options will not be available to you.