

ReadSpeaker TextAid Instructions for Admins: Sharing Materials, 22 January 2025

# ReadSpeaker TextAid Instructions for Admins: Sharing Materials

This guide has instructions on how to share documents and folders and how to remove a share. It also shows how the shared information looks from the user's perspective.

## Sharing

Sharing documents and folders with other users is a great way to share an accessible textbook, project information, etc. The sections below will examine how to share documents and folders, remove shares, and what users see when the material is shared.

### Sharing Documents

Administrators, coordinators, and teachers can share materials with users, and Group Owners can share materials with other group members. Let's examine the process of sharing a document. In the next section, we will look at sharing folders.

• Begin by navigating to your **Library** from either the left-hand menu or your name's dropdown menu.



• Locate the **document** that you wish to share.

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• Click on the **dropdown arrow** on the right-hand side of the document.

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- If preferred, you can select restricted dates and times for the document's share.
- Type in the user's name in the Add User box.

• Click on Save Settings.

Share Docu	iment	×	
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Schedule	0	Select Dates	
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• When you hover over the **Shared icon**, you can see who you have shared the document with and the share length.

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#### Sharing Folders

Administrators, coordinators, and teachers can share materials with users, and Group Owners can share materials with other group members. Let's examine the process of sharing a folder.

• Begin by navigating to your **Library** from either the left-hand menu or your name's dropdown menu.



- Locate the **folder** that you wish to share.
- Click on the **dropdown arrow** on the right-hand side of the folder.

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Type File Name	ook Demo	Size	Date Last Modified	Actions for the selected files	
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- If preferred, you can restrict the shared folder **dates and times**.
- Type in the **user's name** in the **Add User box**.

• Click on Save Settings.



• When you hover over the **Shared icon**, you see who you have shared the folder with and the share length.

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#### Removing a Share from a Document or Folder

You can remove a document or folder's share just like you can share a document or folder. The process is described below.

- In the Library, **navigate** to the document or folder where you wish to remove the share.
- Click on the **dropdown menu** to the right of the document or folder.

- Click on **Share Document** or **Share Folder**. (See the images in previous sections.)
- You now see the **Share Document** or **Share Folder screen**. Scroll to the bottom of the screen and click on the **Trash Can** to the right of the user or users from which you want to remove the share.
- Click on **Save Settings**.

Share Document								
☐ This is an exam								
Schedule								
Make this document availa	able							
From: MM/DD/YYYY	/ H:MM AM/PM							
To:	H:MM AM/PM							
Leave the time field emp are inclusive.	oty if you want the item to be available all day. Dates							
Leave the From and/ any time after or befo	Click on the							
	Trash Can							
Groups Users	to remove the share							
Add User: Type name or e	email							
Name	Email							
Awesome Student	awesome_student@yahoo.com	â						
Click on Save	Settings	ngs						

• The share is no longer available for the user.



#### User View of a Shared Document or Folder

When users log into their accounts, and a document or folder has been shared, they will see a message indicating the share. Clicking on the message will take the user to the shared item. Let's look at how to access the shared documents or folders.

• Click on the **Shared Document** or **Folder** message. This message appears only the first time you log into your account after the document or folder has been shared.



 A second way to access the shared document or folder is to navigate to your library. Click on Library from the left-hand menu or your name from the dropdown menu, and then click on Library.



- Click on the second tab from the left, **Shared with me**.
- Under this tab, you will see the documents and folders shared with you. Notice that you cannot share the document or folder with others.

ReadSp	eaker TextAid	0	Click on Shared with	me Awe	esome Student +
<b>Libr</b> My librar	y 3/100 Shared with me •	Concer Fold	Google Drive	BookShare	T
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Туре	File Name 1 - OER Textbook Demo	Size	Date Last to doc	cument.	Sharing Information
A	Accessibility Test Document.pdf	87.90 KB	08/07/2024 12:55 PM		2 Sharing Information

• Click on the desired document or folder. It opens in the complete TextAid platform. You now have all your tools, such as a Page Mask, Reading Ruler, Annotations, Highlighting, etc. Depending on the type of document, you may see different available tools. If a tool is not available, it will be grayed out.