

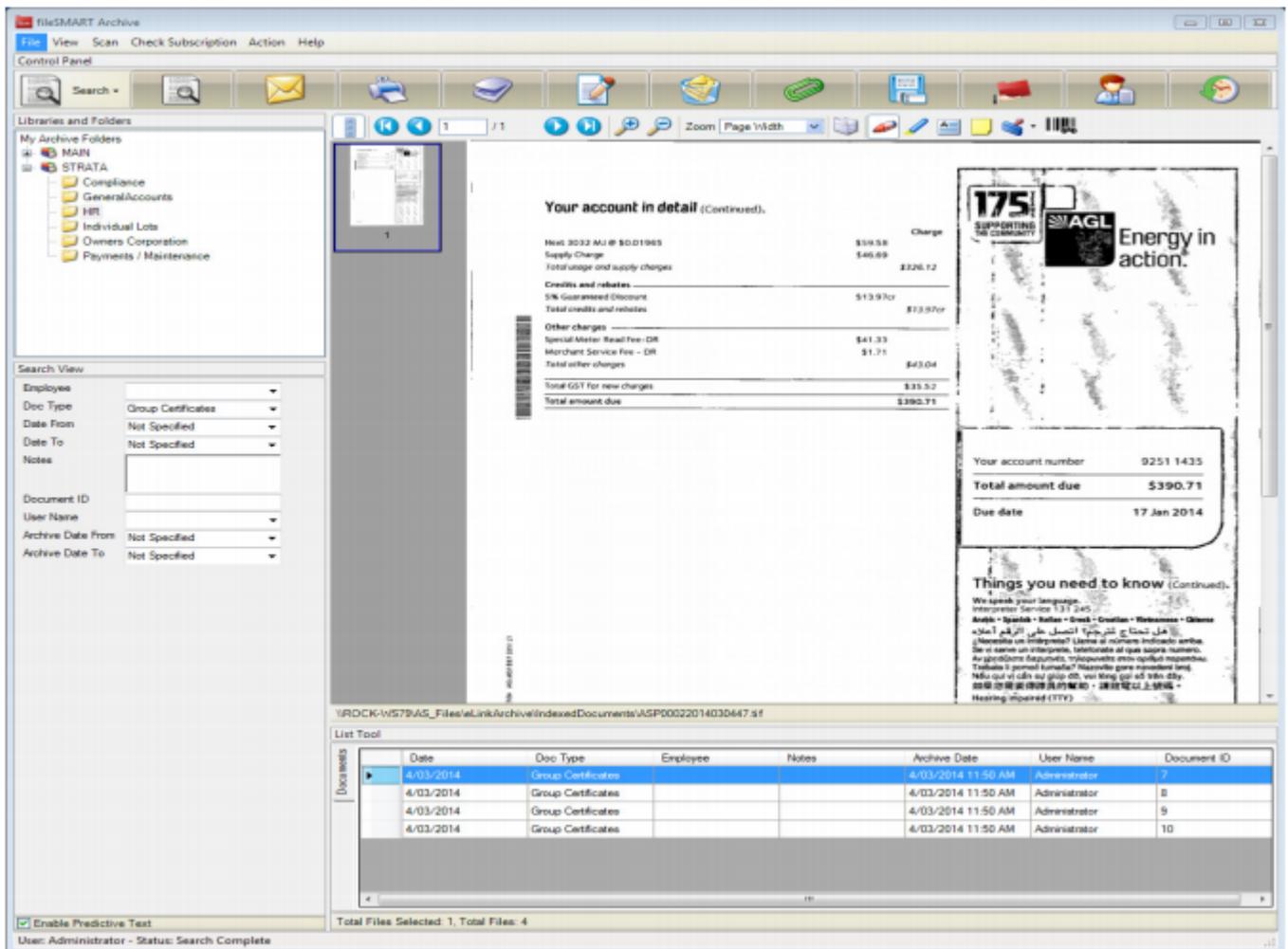
fileSMART Share User Guide

fileSMART Share enables the fileSMART user to search for documents within Rockend’s fileSMART program and to export those documents to a portable media (CD/DVD/USB). The documents are contained on the portable media within a ‘lite’ version of fileSMART which the recipient of the media can use to search for then view or print the documents.

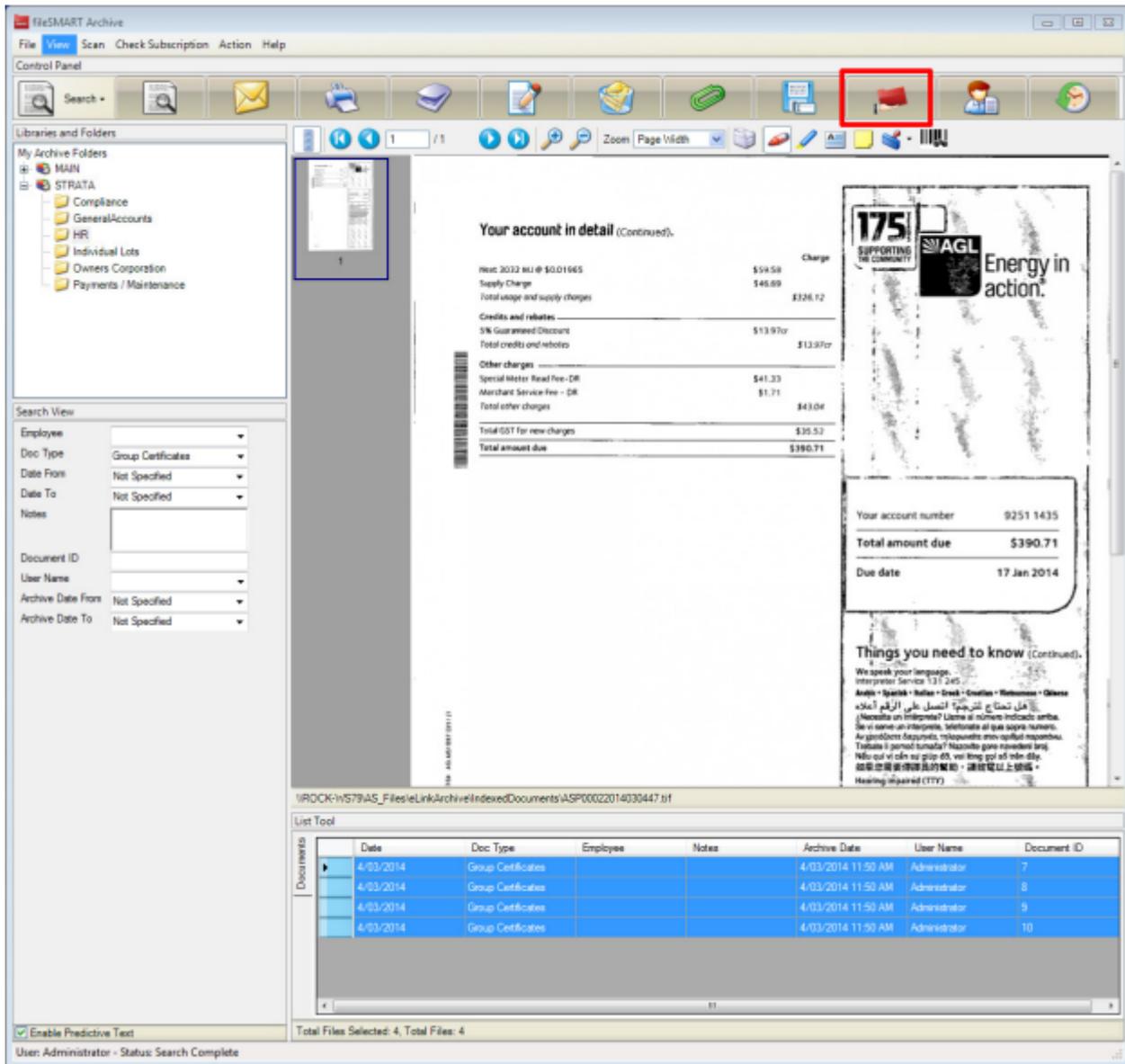
Creating a fileSMART Share

Searching for Documents to share

1. In fileSMART, perform a search for the documents you wish to share, using the usual search method.

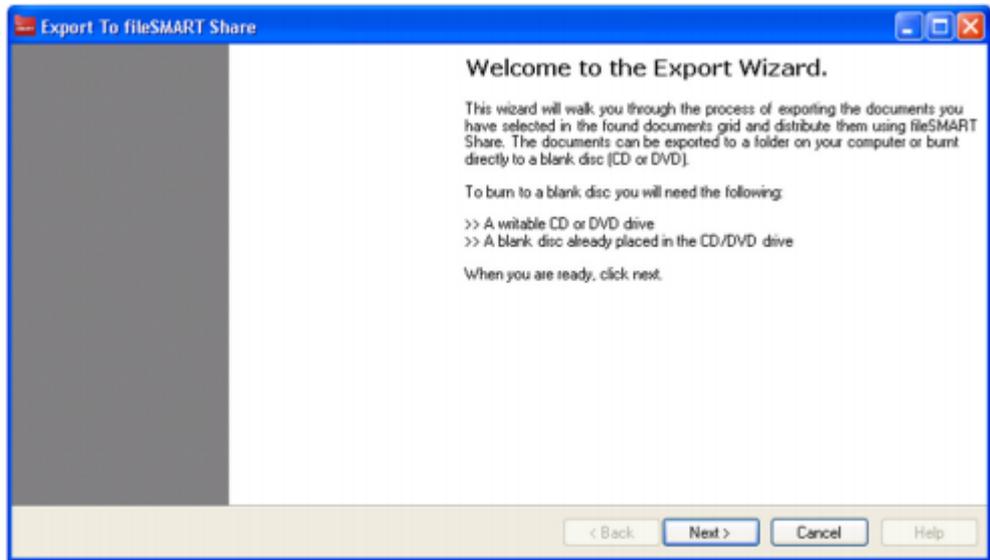


2. In the Found Documents search results, highlight the documents you wish to share. Then click Share.



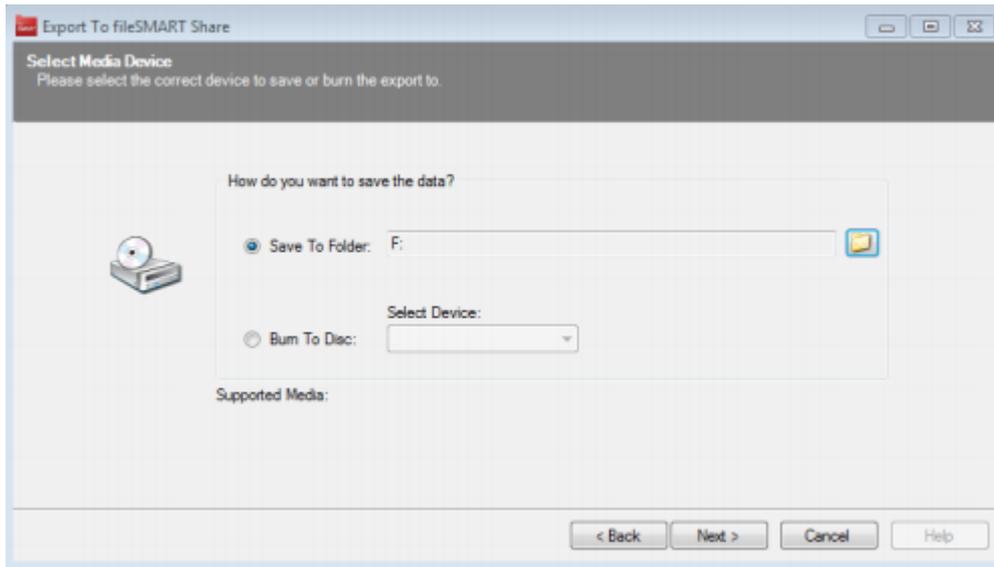
Creating the fileSMART Share Disc

3. You will see the Export Wizard pop up. Click Next.

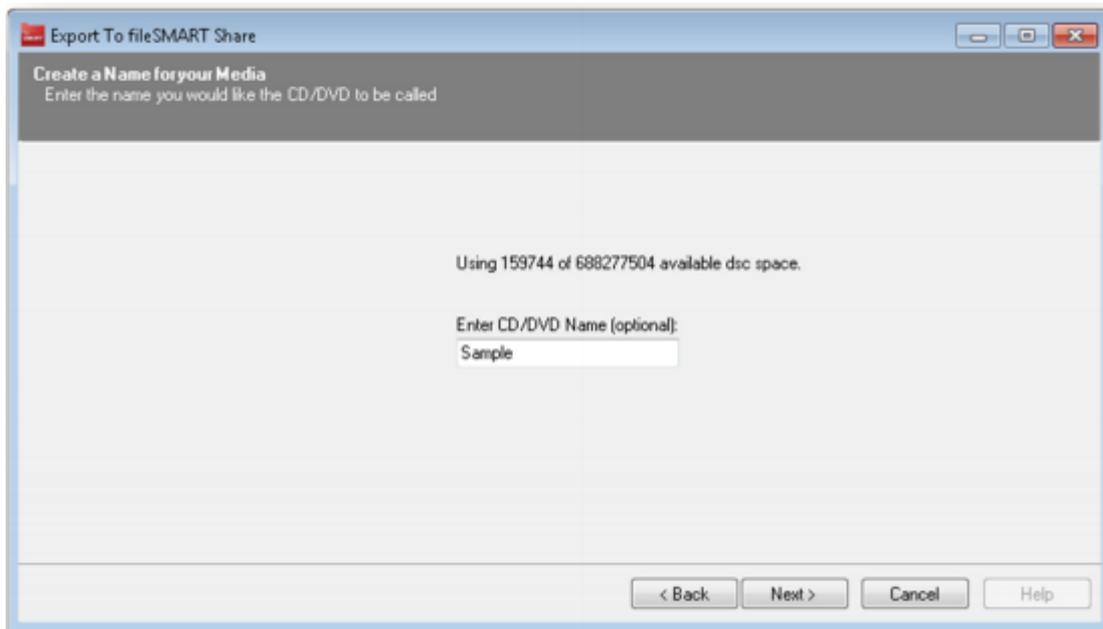


4. Select the location you would like to export to

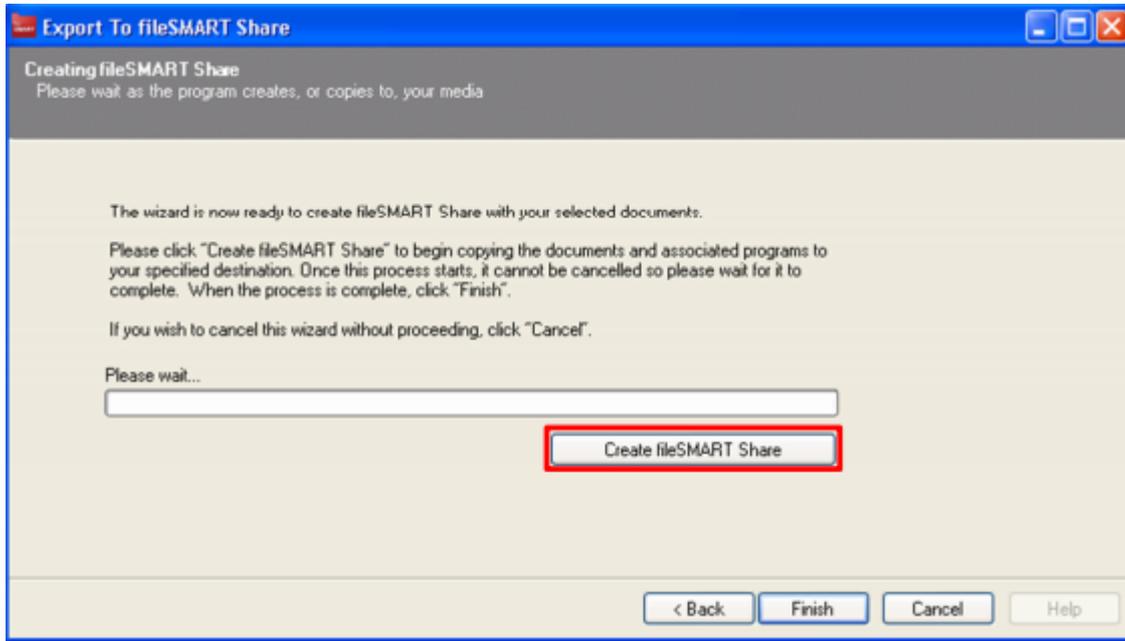
- a. For a local folder or USB, select Save to Folder and browse to the folder location, or
- b. For a disc, select Burn to Disc and select the disc location, then click Next.



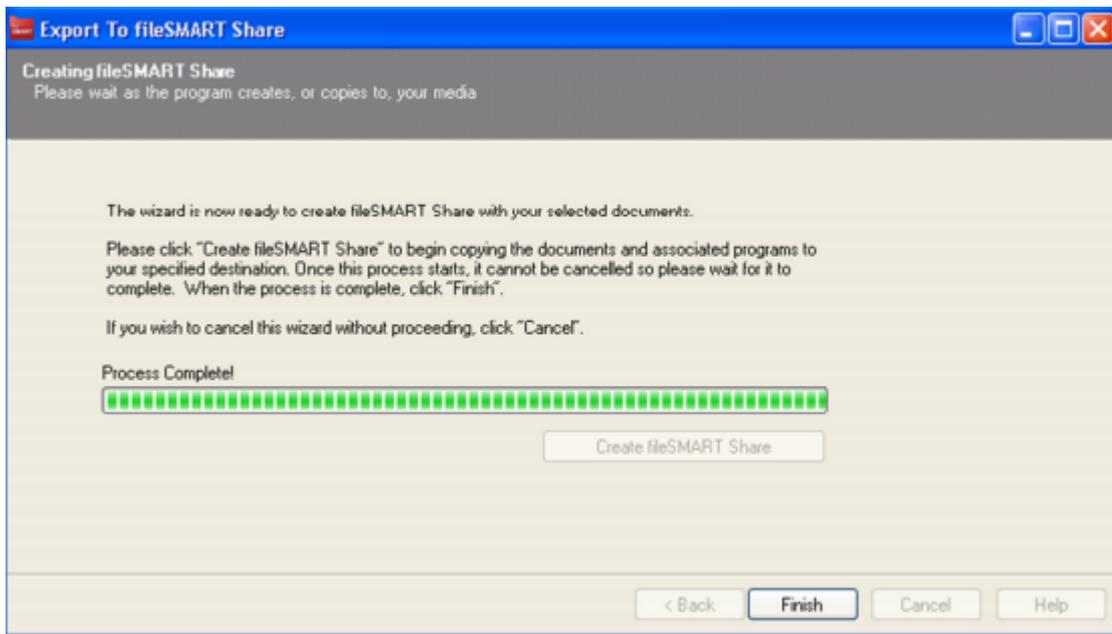
5. Name the Disc volume if required.



6. Confirm you wish to create the disc by clicking Create fileSMART Share.



7. Click Finish to exit the wizard.



8. You can now use the fileSMART Share CD/DVD/USB to distribute documents to other parties.

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