

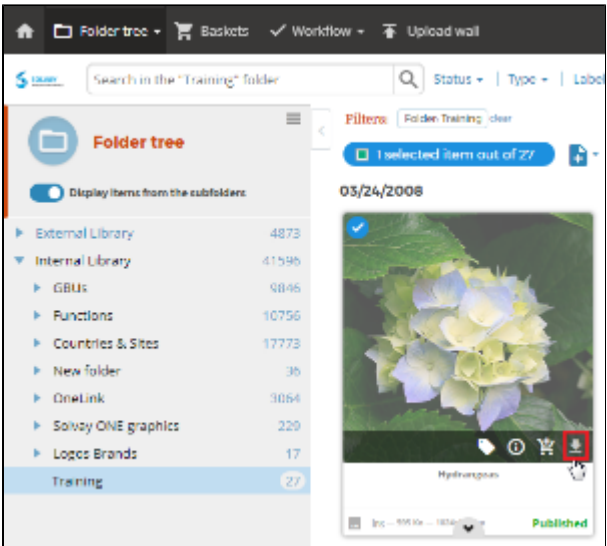
Share and Export Media

 This page includes steps on how to share and export your media files in Keepeek.

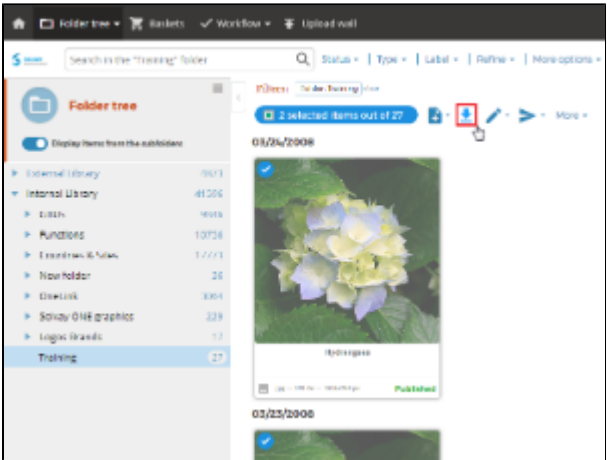
 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

 [Keepeek tips](#)

When having **one file selected** you can **click the download icon**.



When having a **selection of files selected**, click the **arrow** on the top icons menu.



A pop up will appear in which you need to specify the intended use of the download and also in which format to download.

Download

Uses *

Intended use of the download...

Enter a short description of the intended use of the download.

☐ I fully accept the specific terms and conditions of use

Express download

With the express download, you can immediately download the default format for your item selection.

Download size: 595 Ko

Number of items: 1

Express download

Custom formats

With the custom download, you can download your item selection in preset formats.

Custom formats

Select the file(s) then in the icons menu at the top, click the arrow icon and choose the option to send by email.

Workflow Upload wall

folder

Filters: Folder: Training clear

1 selected item out of 27

03/24/2008

4873

41596

9846

10756

17773

36

3064

229

17

27

Hydrangeas

jpg — 595 Ko — 1024x768 px

Published

Send by email

Send by FTP

Alert users

Complete all the requested information in the pop up that appears and send.

Send 2 items by email

Recipients

Message

Choose a format for the images

Original files

File original format. Use for High Definition printers.

Uses *

Intended use of the download...

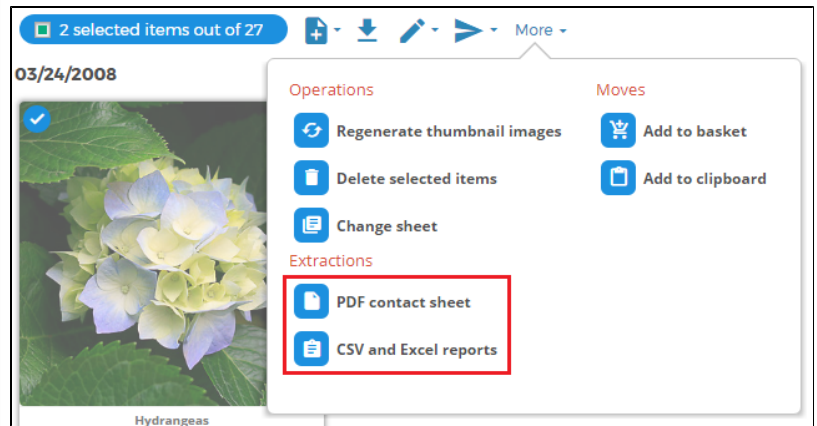
Enter a short description of the intended use of the download.

☐ I fully accept the specific terms and conditions of use

Cancel

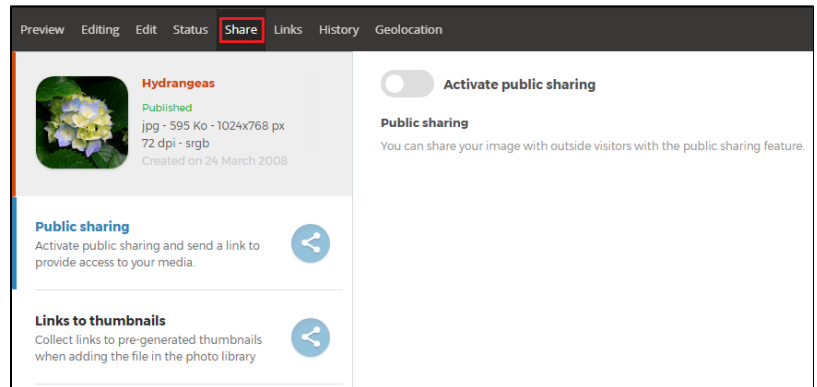
Send

Select the file(s) then in the icons menu at the top, click the more option and choose the extraction format desired.



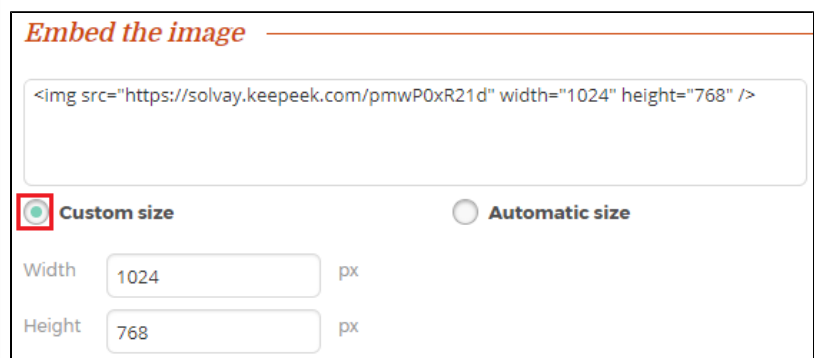
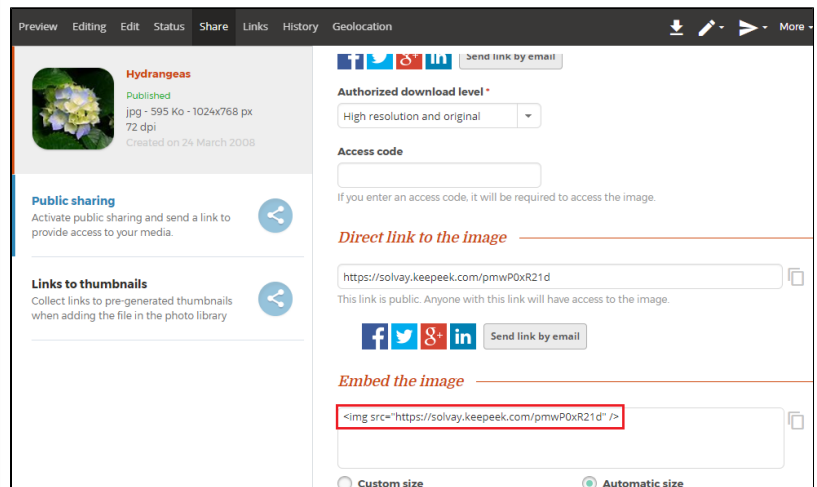
Open the file, at the top menu choose the tab share and activate the option to public share.

The links generated are public, anyone can see your file if you provide the link.



To embed, at the bottom, copy the code and use it on the website.

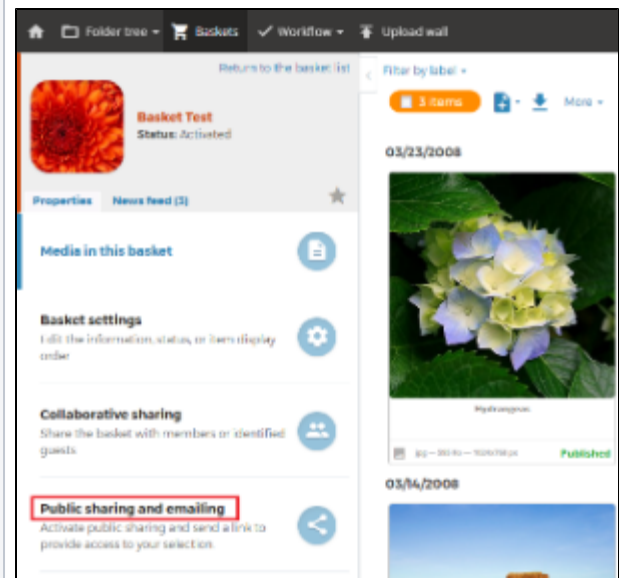
You should update the sizing to avoid having it be too big/small in your page using the custom size option.



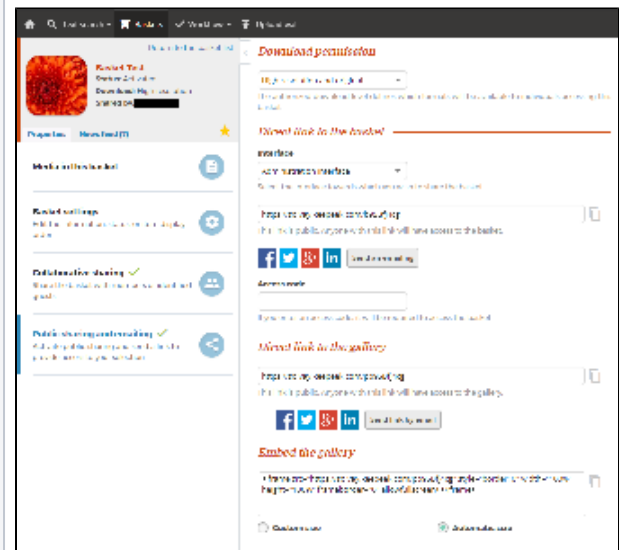
You also have option to share the link in social networks or by email.



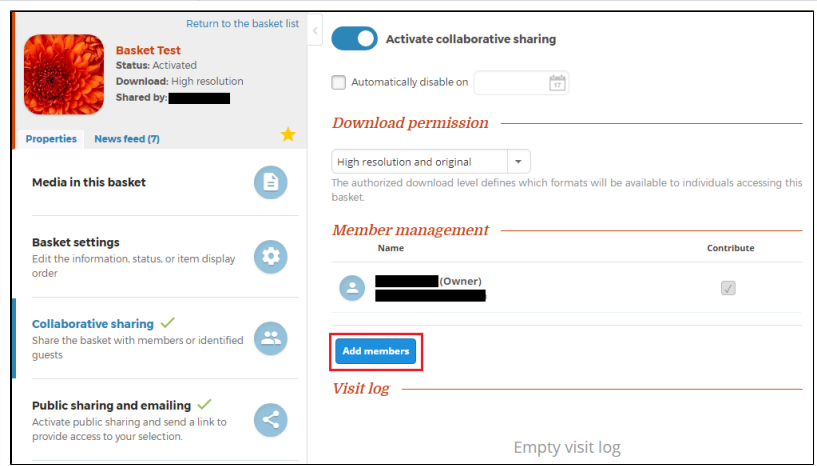
Add all files into a basket ([how to](#)), open the basket and activate the option to public sharing and emailing.



You will be given the option to share through a link, embed, email or social networks, while still being able to fully customize.



Inside your basket, select the collaborative sharing, activate it and add people that you want to share your basket with.



You can **enter their emails** and **choose the permissions** they should have.

- View - can not edit
- Contribute - can edit

Add members to the collaborative basket

Search for a user

Enter the names or email addresses of people with whom you would like to share this basket.

[Add a list of email addresses](#)

Permissions

View

Choose the permissions to add.

View

Contribute

Add a message (optional):

Cancel

Add