



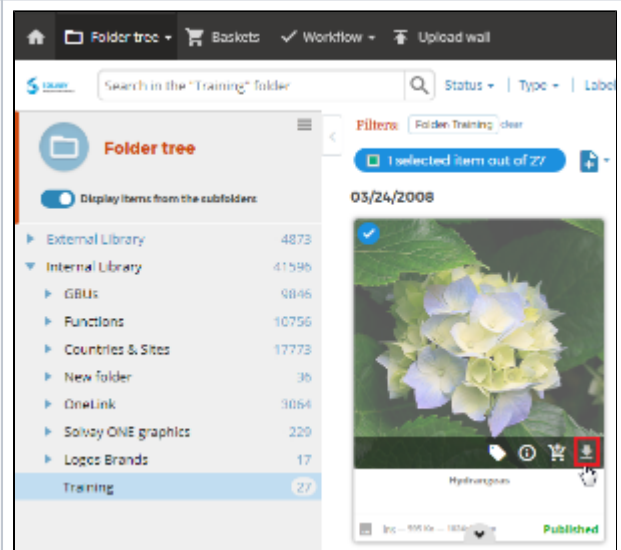
Share and Export Media

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

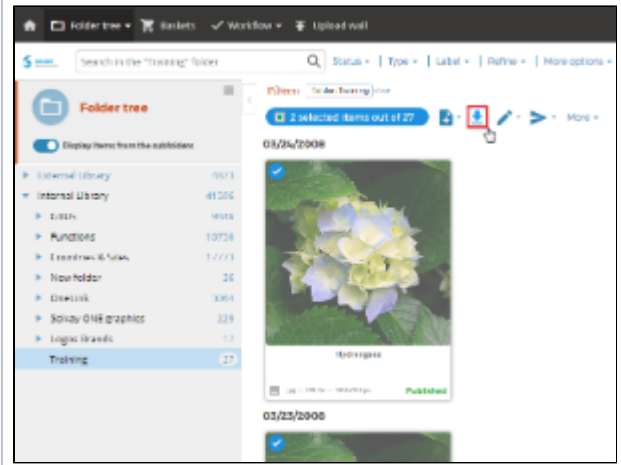
 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

 Keepeek tips

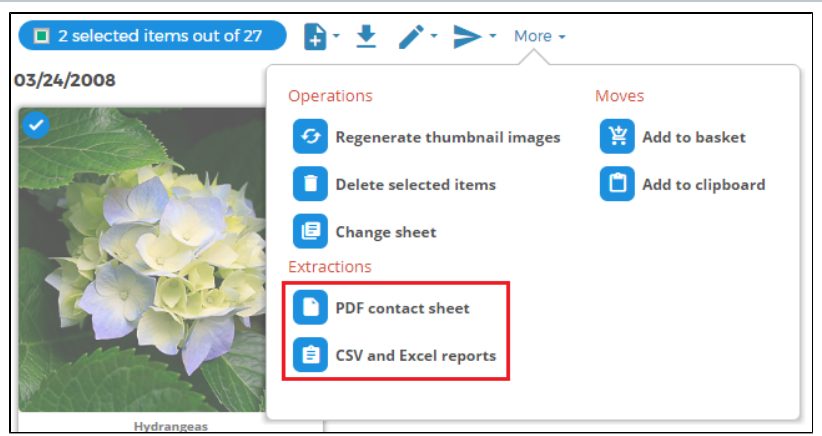
When having **one file selected** you can **click the download icon**.



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

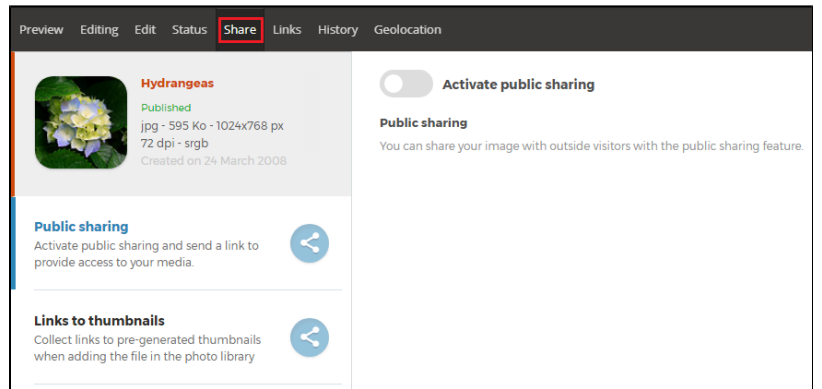


Select the file(s) then in the icons menu at the top, click the more option and choose the extraction format desired.



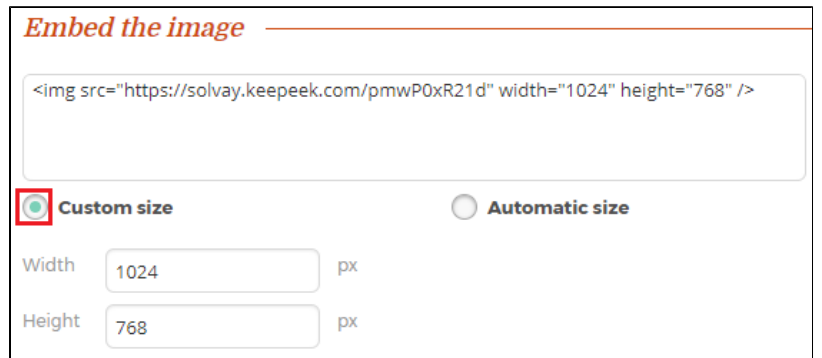
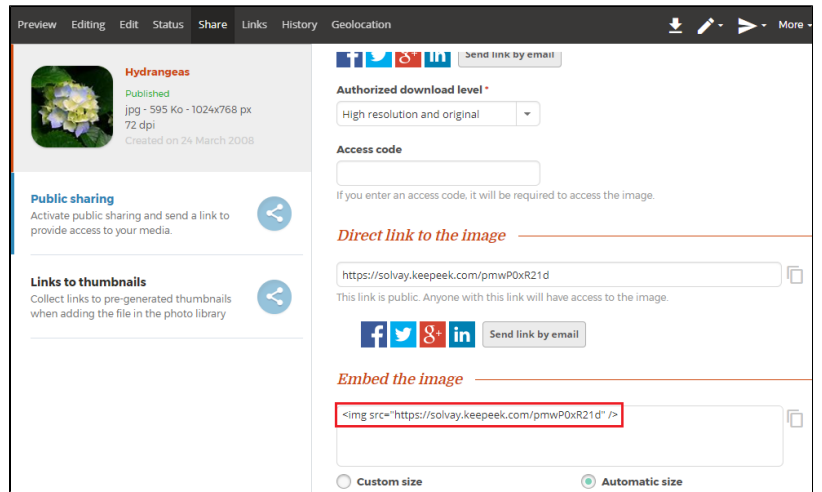
Open the file, at the top menu choose the tab share and activate the option to public share.

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.

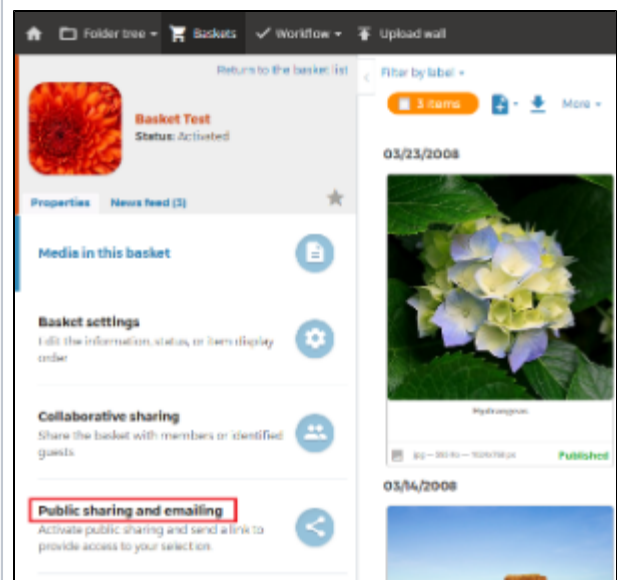
You should update the sizing to avoid having it be too big/small in your page using the custom size option.



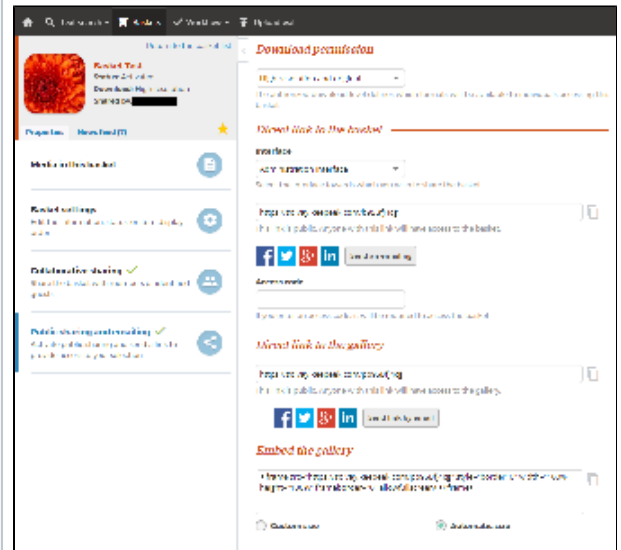
You also have option to share the link in social networks or by email.



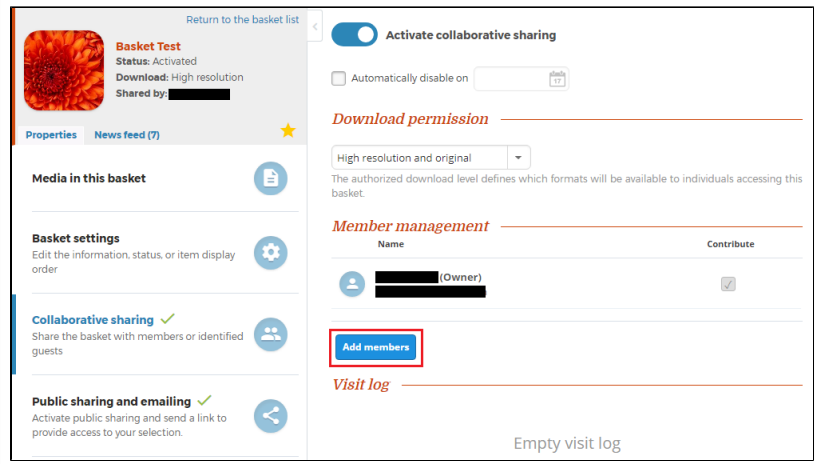
Add all files into a basket (how to), open the basket and activate the option to public sharing and emailing.



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
View
Contribute

Choose the permissions to add.

Add a message (optional):

Cancel

Add