



Direct Links / Sharing Documents

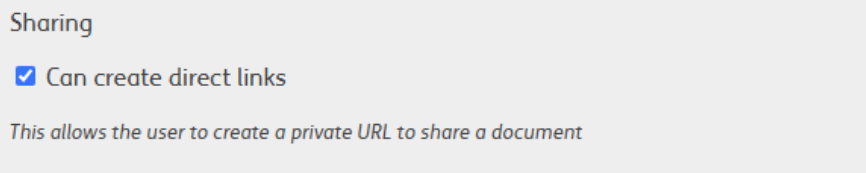
About

It is possible to share a document with someone to view online. This can be useful under specific circumstances, particularly in cases where you're sharing a document with someone who does not have an account.

Prerequisite

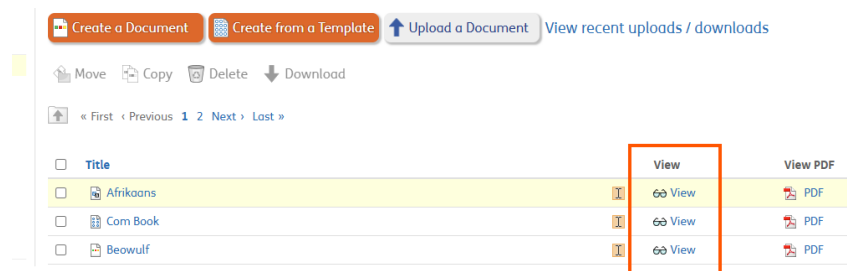
Before you're able to share a document in Widgit Online, you'll need to have the "Direct Links" feature enabled by an administrator of your account.

This can be done within the "Group Settings" of the account and done on a user-by-user basis.



How to Share a Document

1. Click **View** next to the file you wish to share



2. Once the document loads in View, scroll to the bottom of the page and in the bottom left click **Direct Link**.



3. You can then choose how long you want the document to be shared for and if you want to download it. Then click **Create Direct Link**

Direct Link x

You can enable a direct link web address for any of your documents.

Anyone who knows this direct link can use it to view the document, regardless of whether or not it is published.

You can turn off the direct link at any time, preventing anyone from using it to view your document.

Set expiry date on link 30 days ▾

Download document when link is clicked

Create direct link

4. Once the link is created, you can copy it and share it with other users.

Set expiry date on link 30 days ▾

Download document when link is clicked

Create direct link

| Expires | Download | Direct Link | |
|---------------|----------|---|--------|
| 13 March 2025 | - | https://widgitonline.com/doc/0520a5d9054a805e92ca8f6bcb50c620 | Remove |

5. To delete a link and stop the document being viewable, click **Remove**

<https://widgitonline.com/doc/0520a5d9054a805e92ca8f6bcb50c620> **Remove**