# Tip #10: Sharing

One of the most powerful features of LabArchives is the ability to share data within the lab, with outside collaborators, or even, if you'd like make something open to everyone. Sharing can be done at any level: You can share a single Entry, a group of Entries, a Page, a Folder (or sub-folder), or even your entire Notebook. You can allow your collaborators to edit data (of course, LabArchives stores all versions of all Entries), or simply allow them to view (and Comment, if you'd like).

To share a single Entry, simple place the cursor over the desired data and choose "share" from the menu that appears at the top:
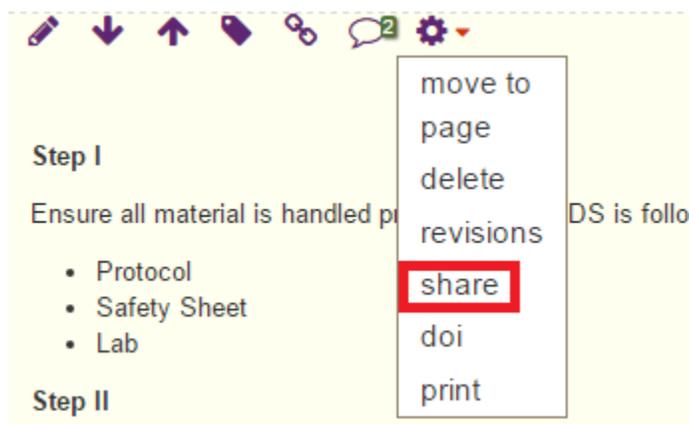
Doing so will bring up a dialogue similar to the following:
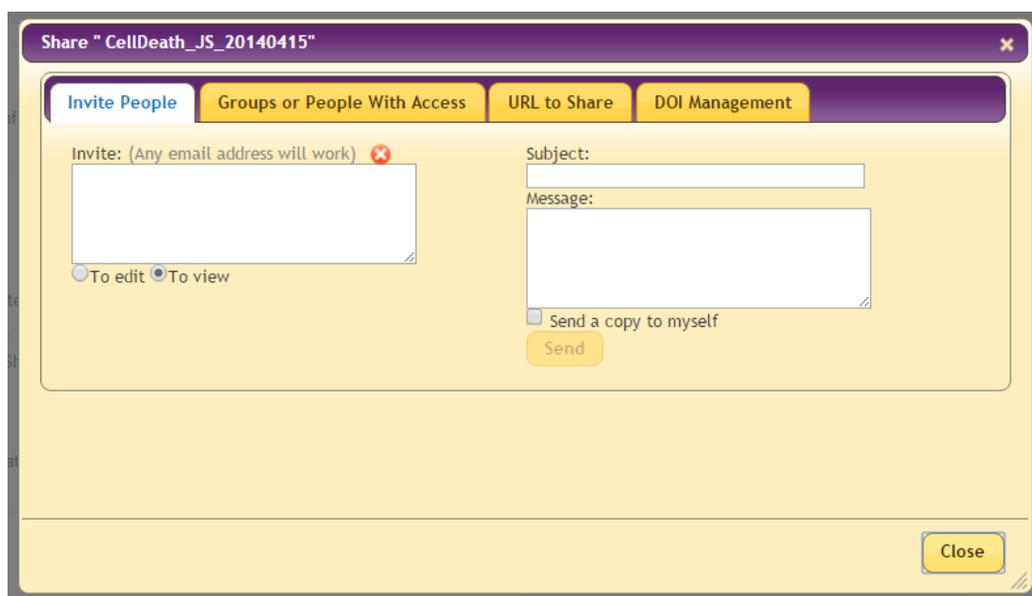
The first tab ("Invite People") enables you to enter the e-mails of anyone with whom you would like to share these data. You can include a Subject and e-mail Message, and then click on "Send" to notify your collaborator. Note you can also select whether you want to enable this person to edit, or only to view, the data (the default is to view).

Very importantly, your collaborator need not have an existing LabArchives account. If they do, the portion of your Notebook that you have shared will become visible to them in their Notebook Navigator; if not, it will create a Free account for them (if they do not have a paid subscription, the Editing feature will be available for 60 days at which time they will revert to View only).

The other tabs allow you to view current permissions, obtain the URL of these data and to assign a DOI (Digital Object Identifier) which is a persistent URL (more about DOI's is in our Help Notebook).

As we mentioned, you can also share Pages, Folders and Notebooks. To do so, simply right-click (or Ctrl-click on a Mac) on the desired "node" in the Notebook navigator on the left side of the screen and click "Share". The rest is the same.

Read more about Sharing in our Knowledge Base, or contact us with questions. We are here to help!