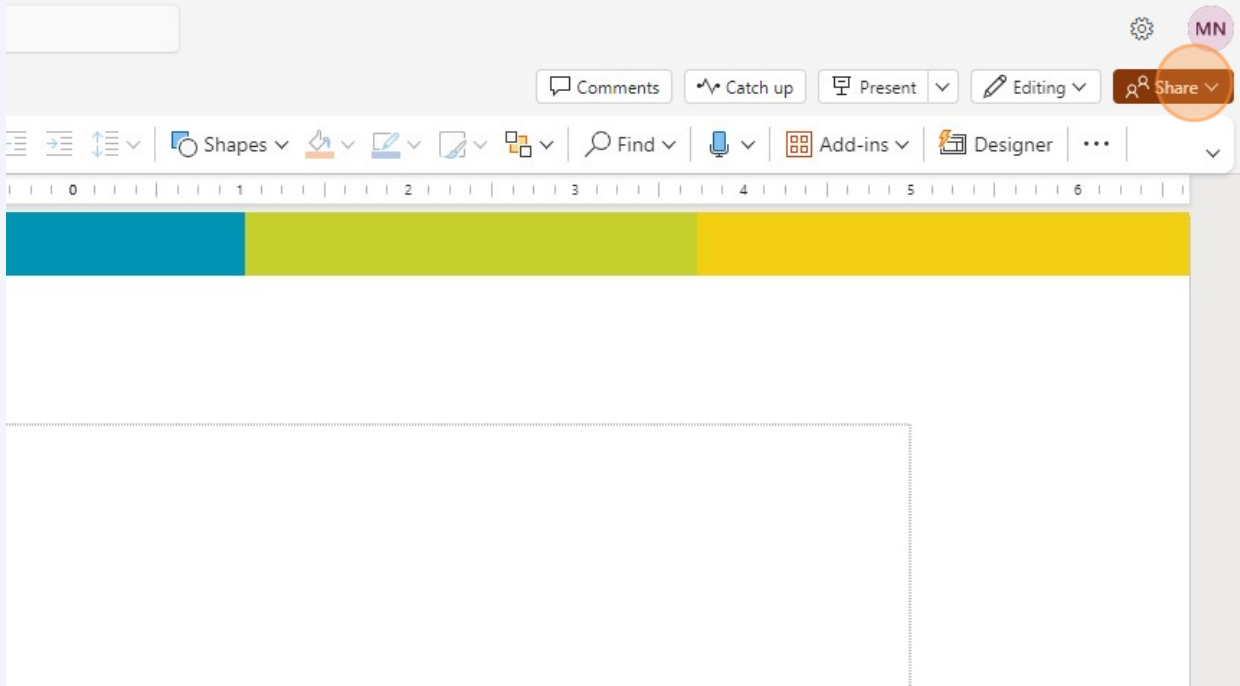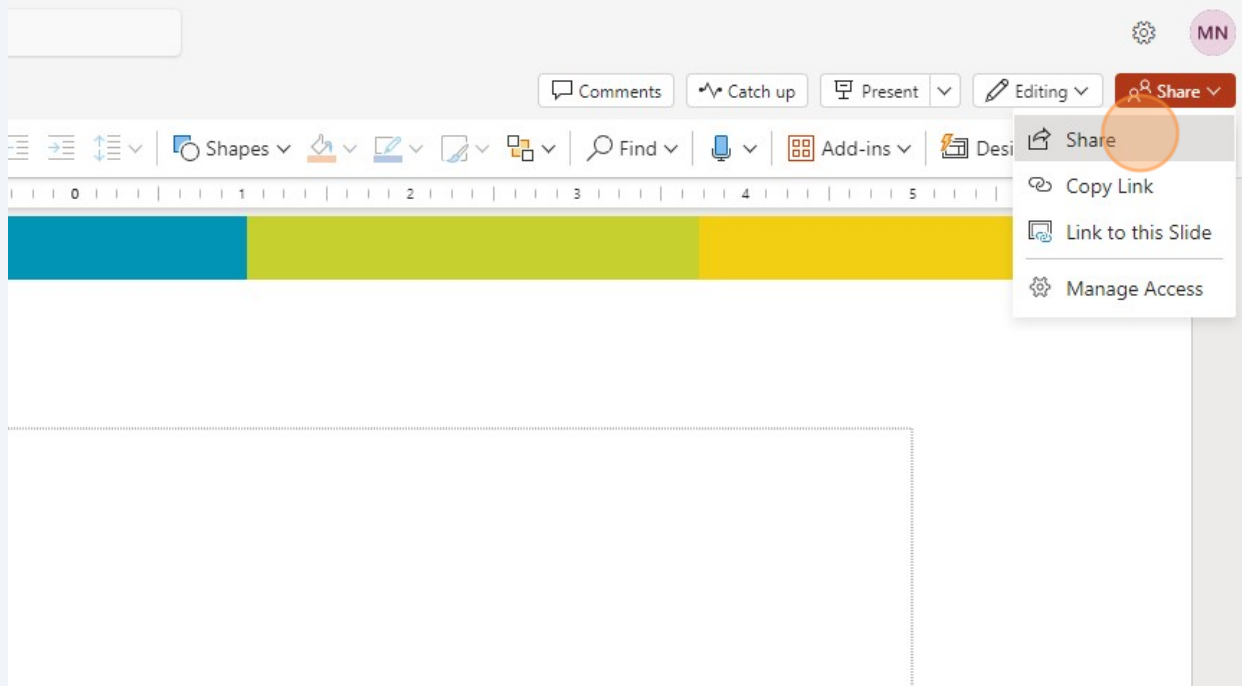# How to Share and Embed a File Inside the Application (Word, PP, Excel)
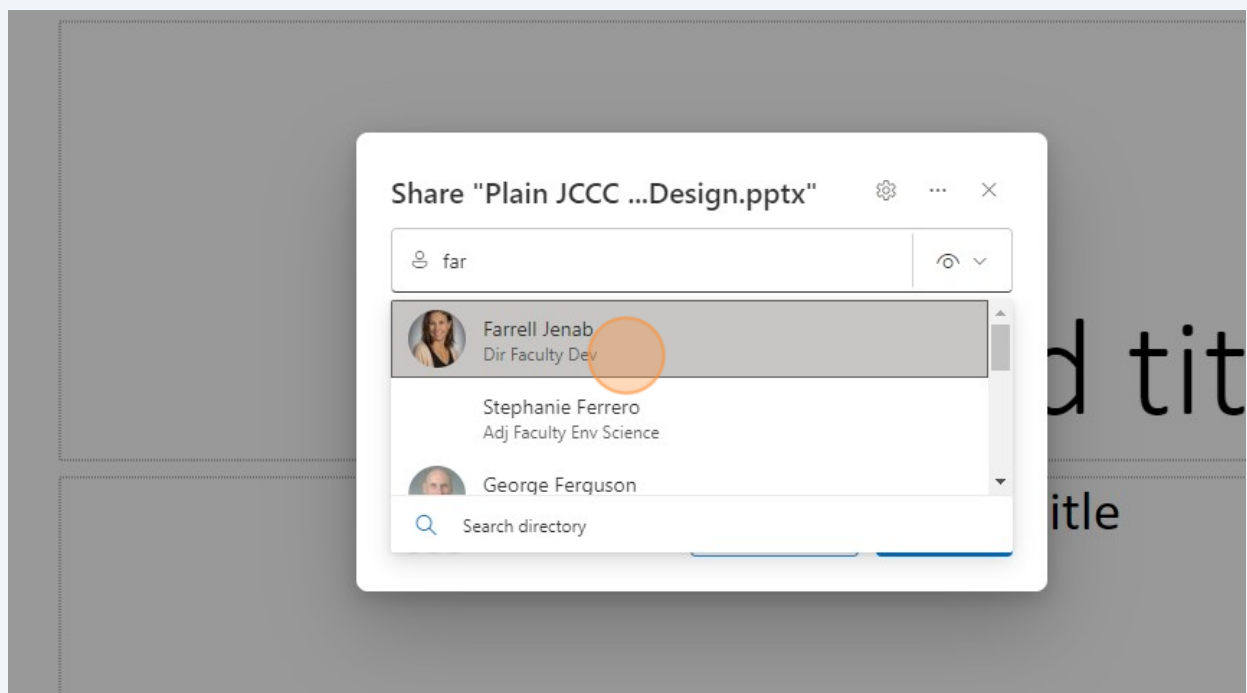
Scribe

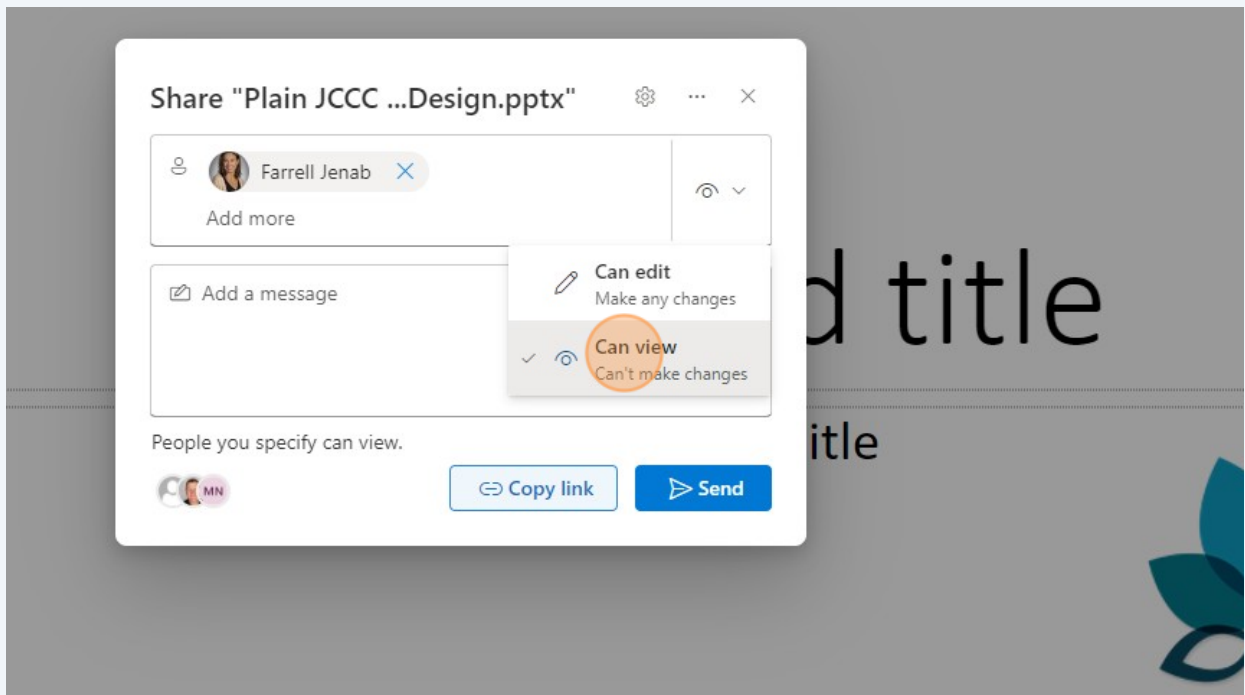**1** From your document Click "Share"
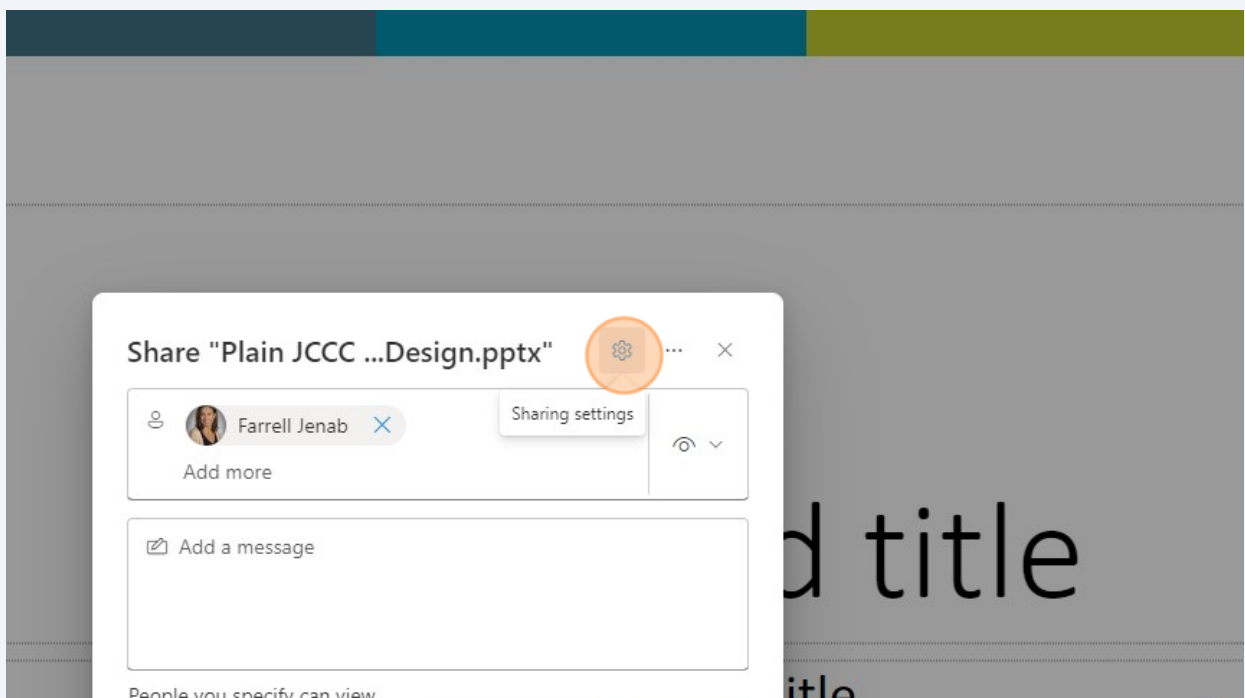
2 Click "Share" or "Copy Link"

3 To share with people, enter their names and then click on their entry
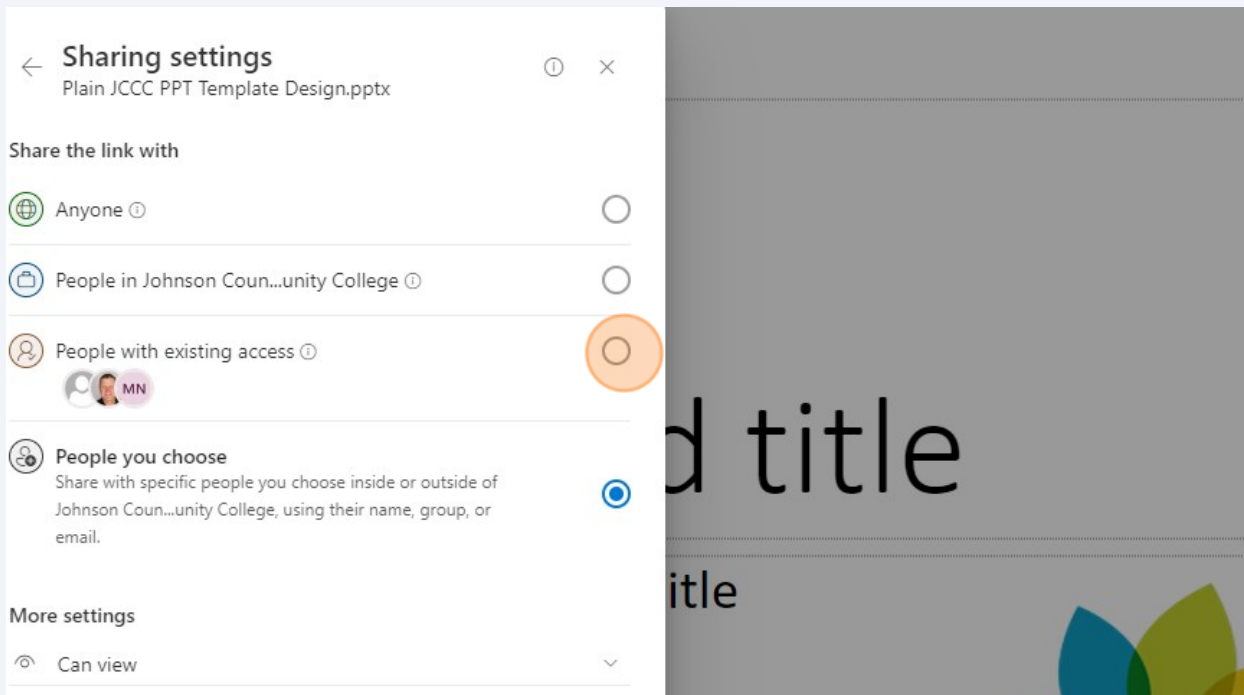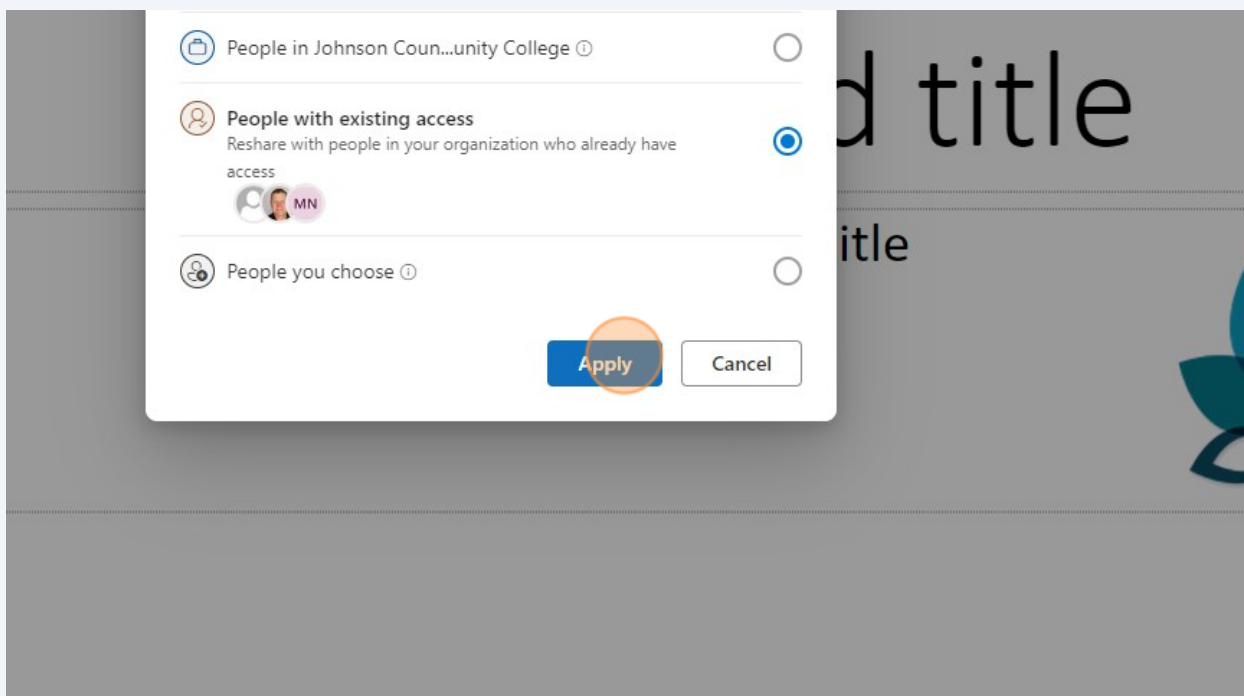
4   Choose if they can edit or view only

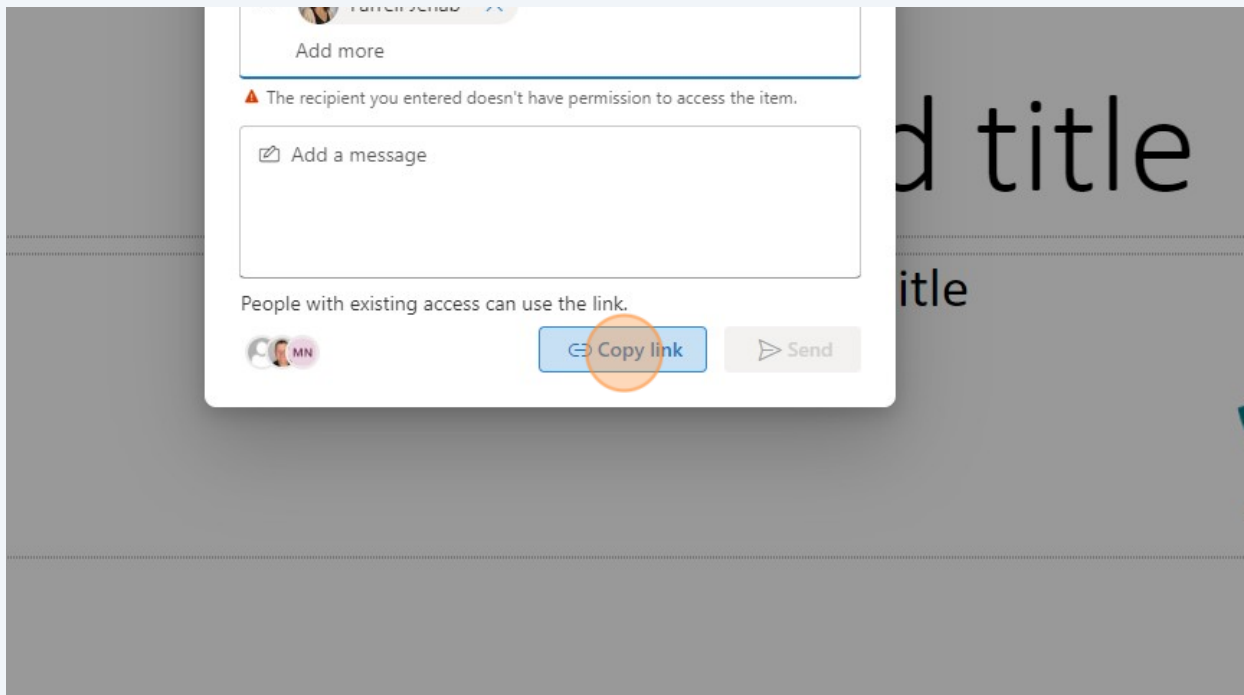**5**   To view all sharing settings or share with anybody, click on the gear icon
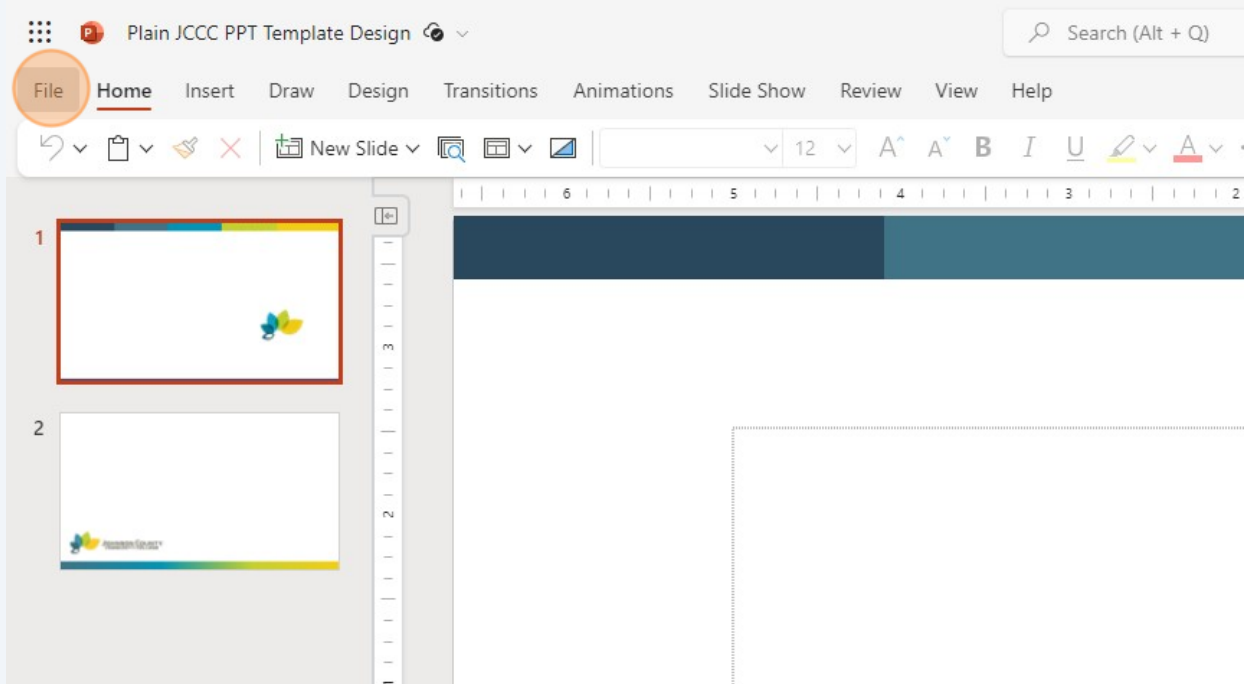
6 Choose settings as needed
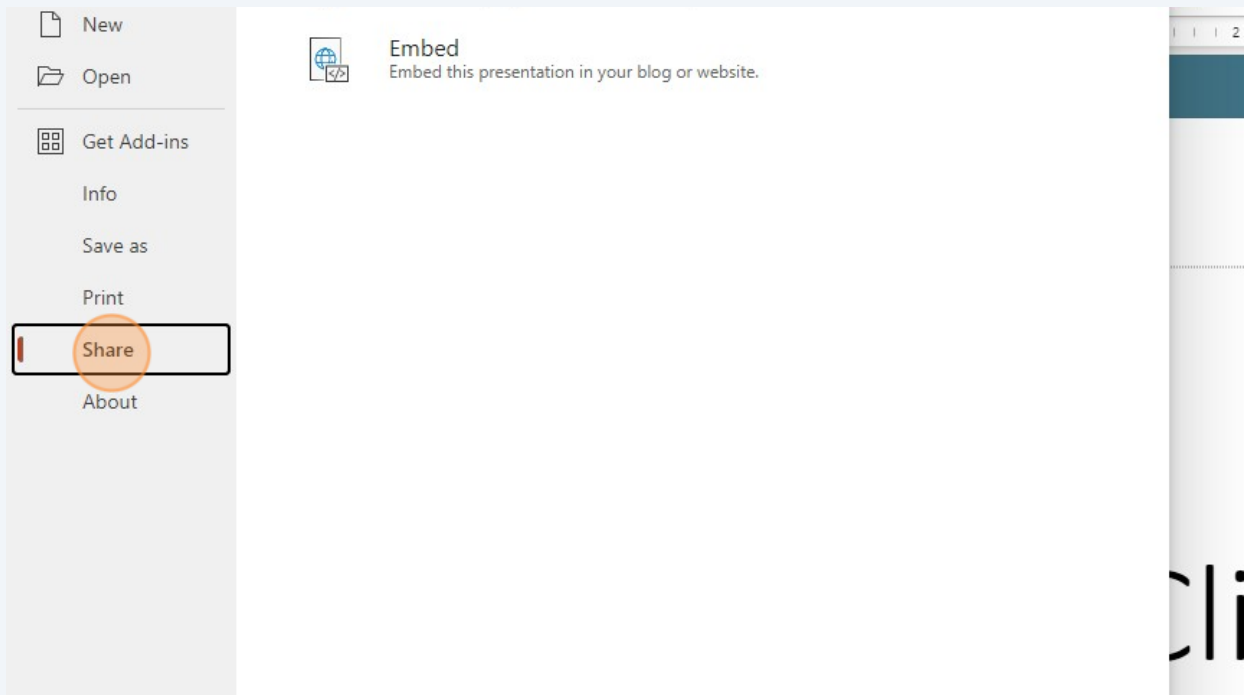

7 Click "Apply"

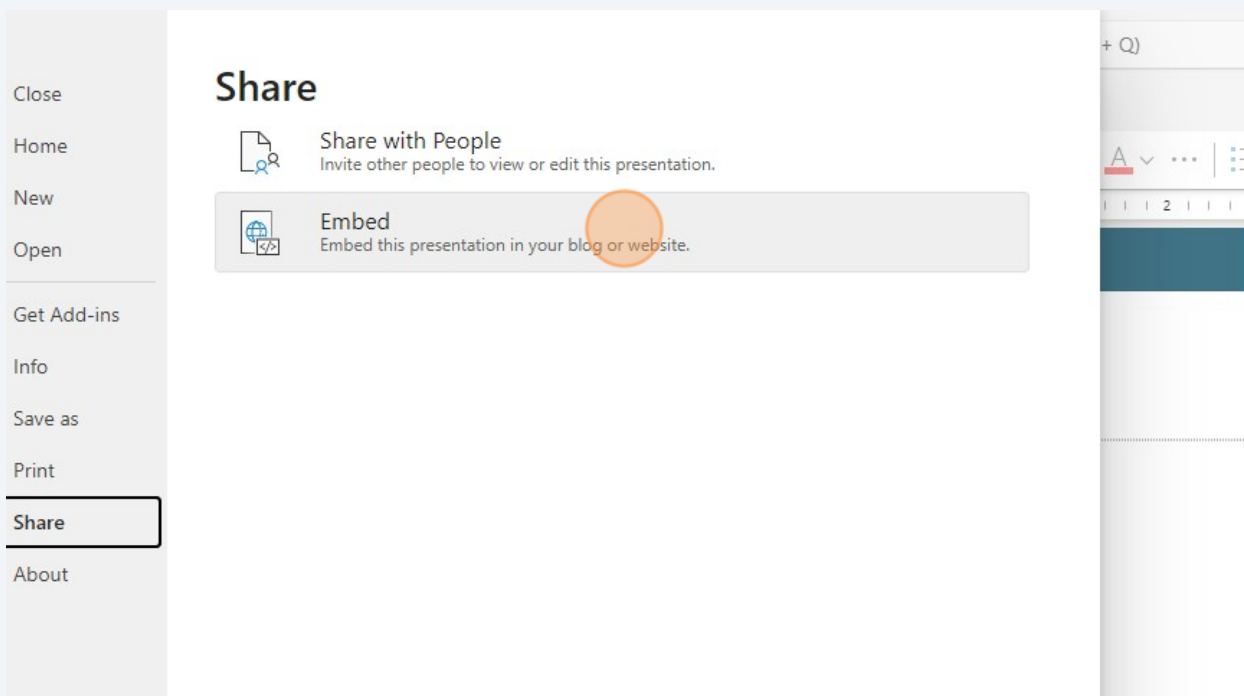**8**   Click "Copy link" to paste into custom email or "Send" for an automated message

9   To embed the file, click "File"

10 Click "Share"

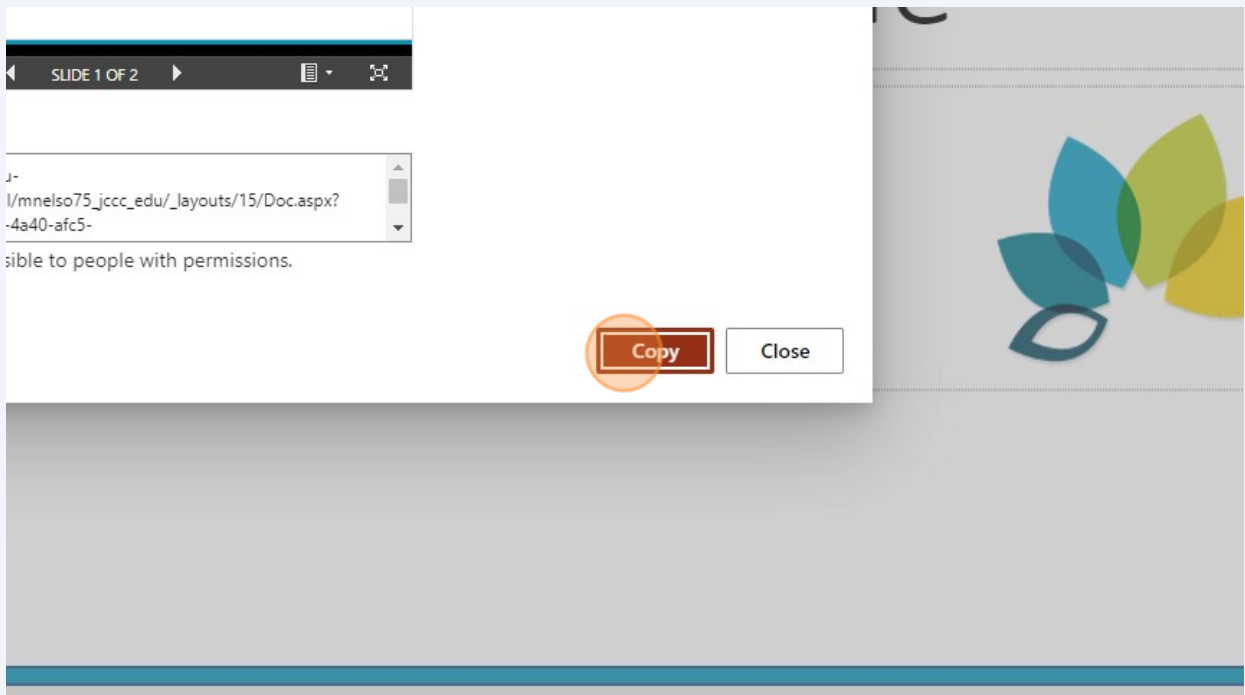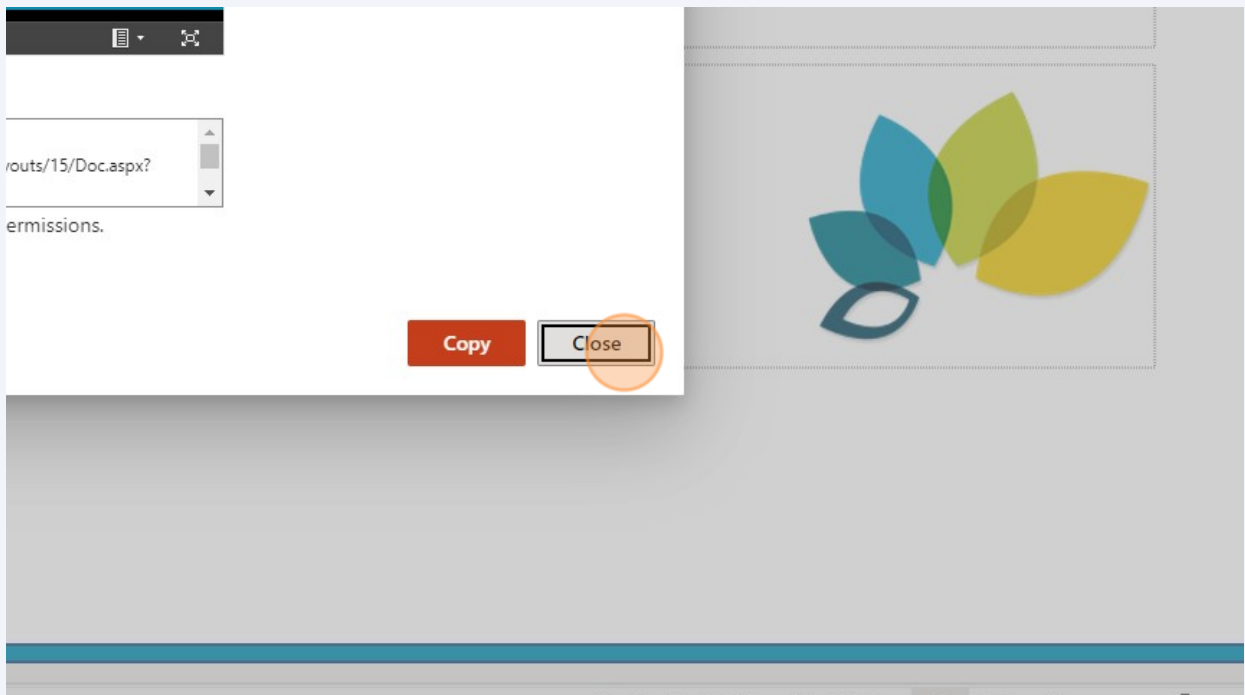**11** Click "Embed"

12 Click "Copy"

13 Click "Close"

14 Paste embed code where needed