



Sharing Documents

Guides for Merlin Server

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Sharing Documents - as of April 2020

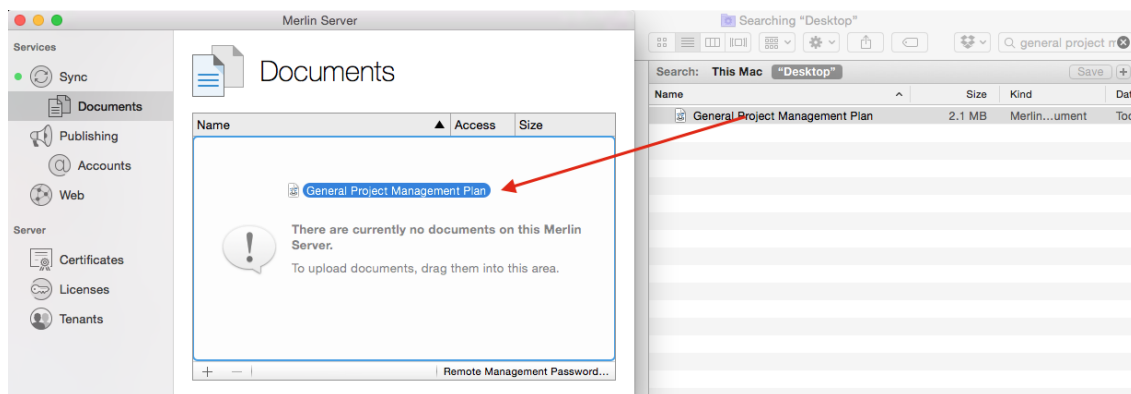
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This quick guide explains how to share documents with Merlin Server.

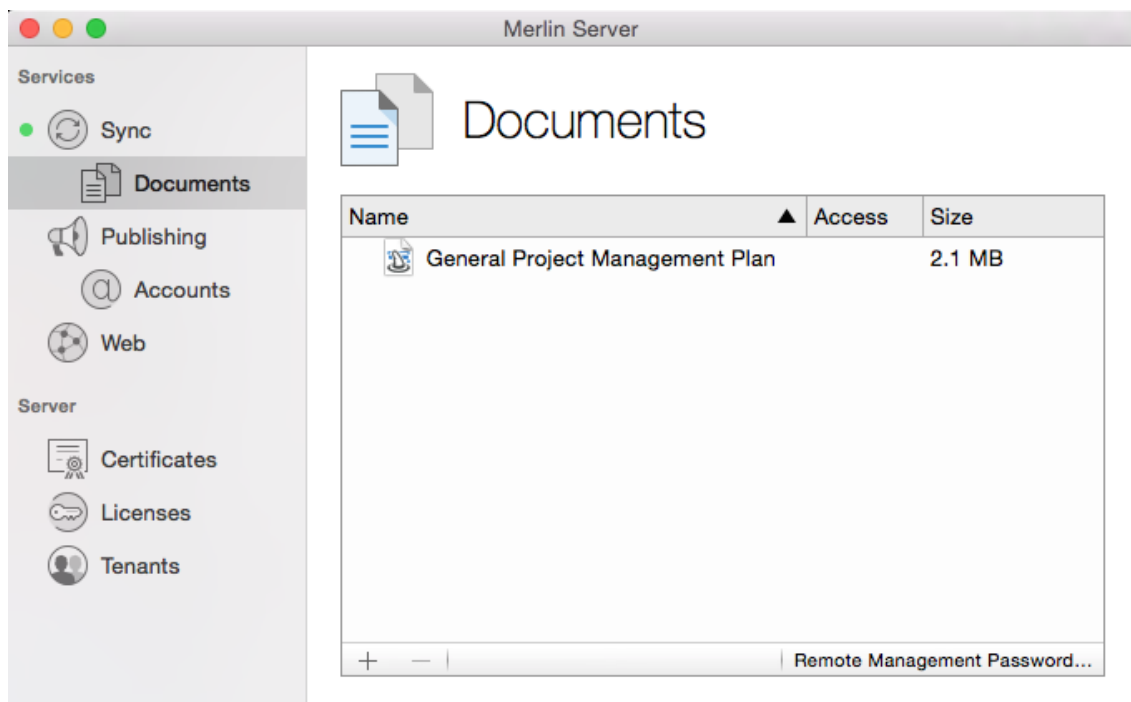
Merlin Server allows you to share documents created using Merlin Project 4.0 or later. There are two ways to share a project: One by using Merlin Project, another by using Merlin Server's functionality.

Sharing over Merlin Server's application windows

If you have a Merlin Project file that you created using Merlin Project and need to share it, start the 'Sync' service in Merlin Server. Locate the file in the Finder and drag it onto the 'Sync > Documents' window of Merlin Server.



It will be uploaded to Merlin Server, can be subscribed to by any Mac or an iOS device, or viewed in a web browser (if you enable the 'Web' service).

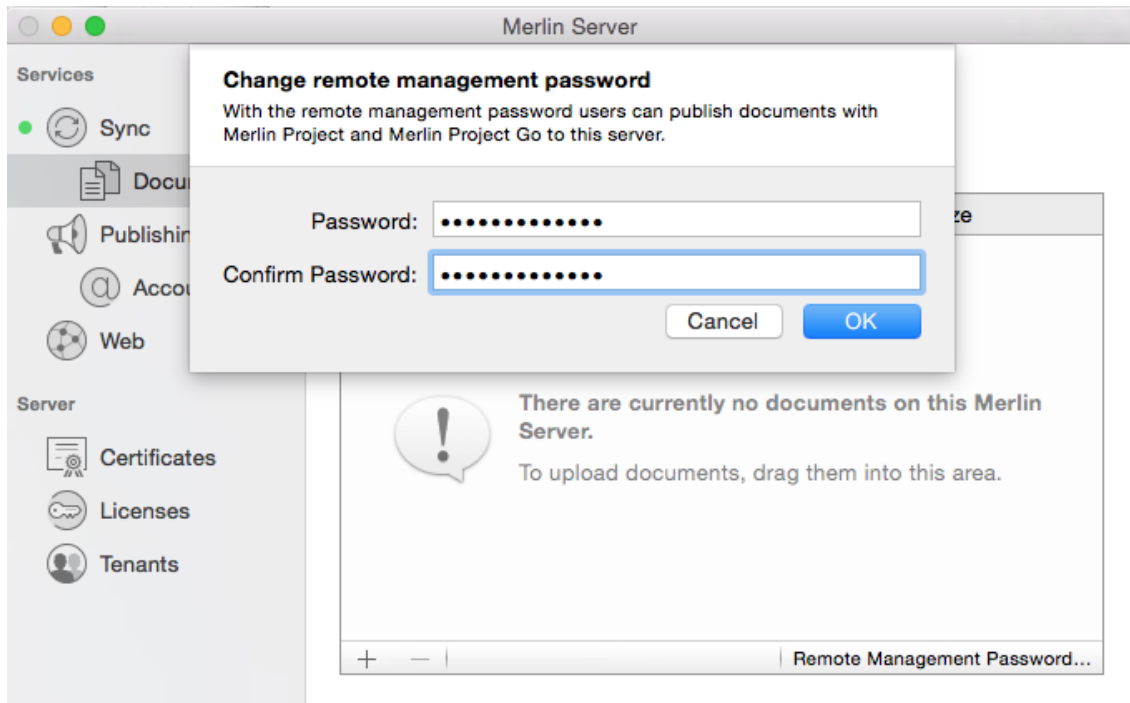


The file in the Finder window can be deleted, as Merlin Server doesn't require it anymore.

Sharing over Merlin Project's macOS application

If the admin of Merlin Server wants to allow users of Merlin Project to share projects on Merlin Server, the admin can enter a **Remote Management Password** and forward this information to those users.

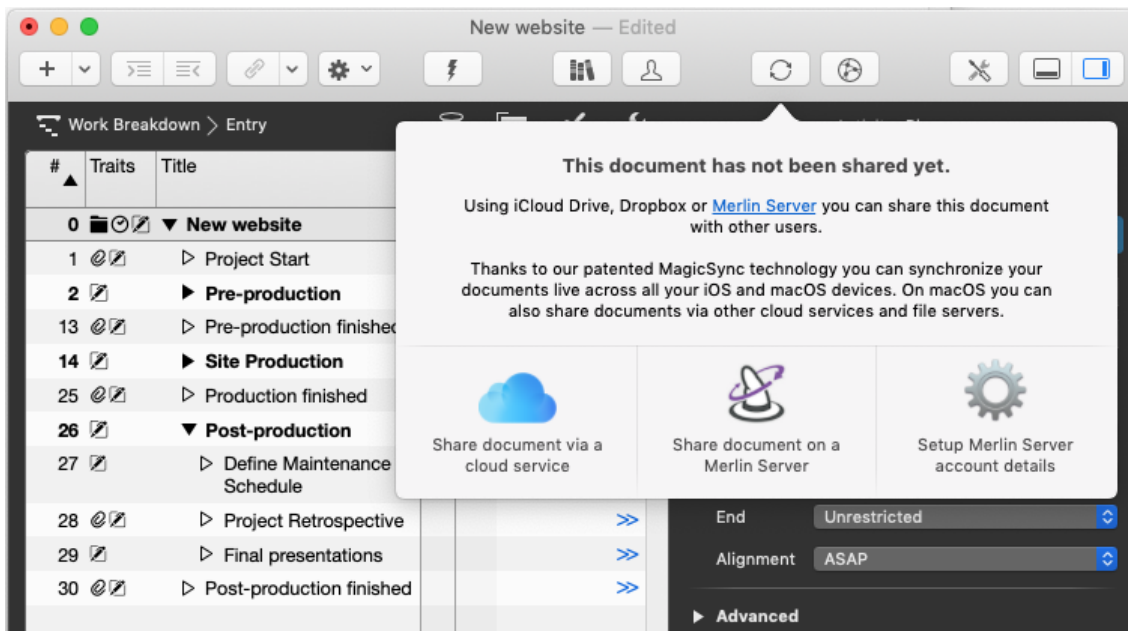
To set the **Remote Management Password**, click the relevant button in Merlin Server's 'Document' window.



Forward the **Remote Management Password** to the Merlin Project user whom you allow to share files on Merlin Server.

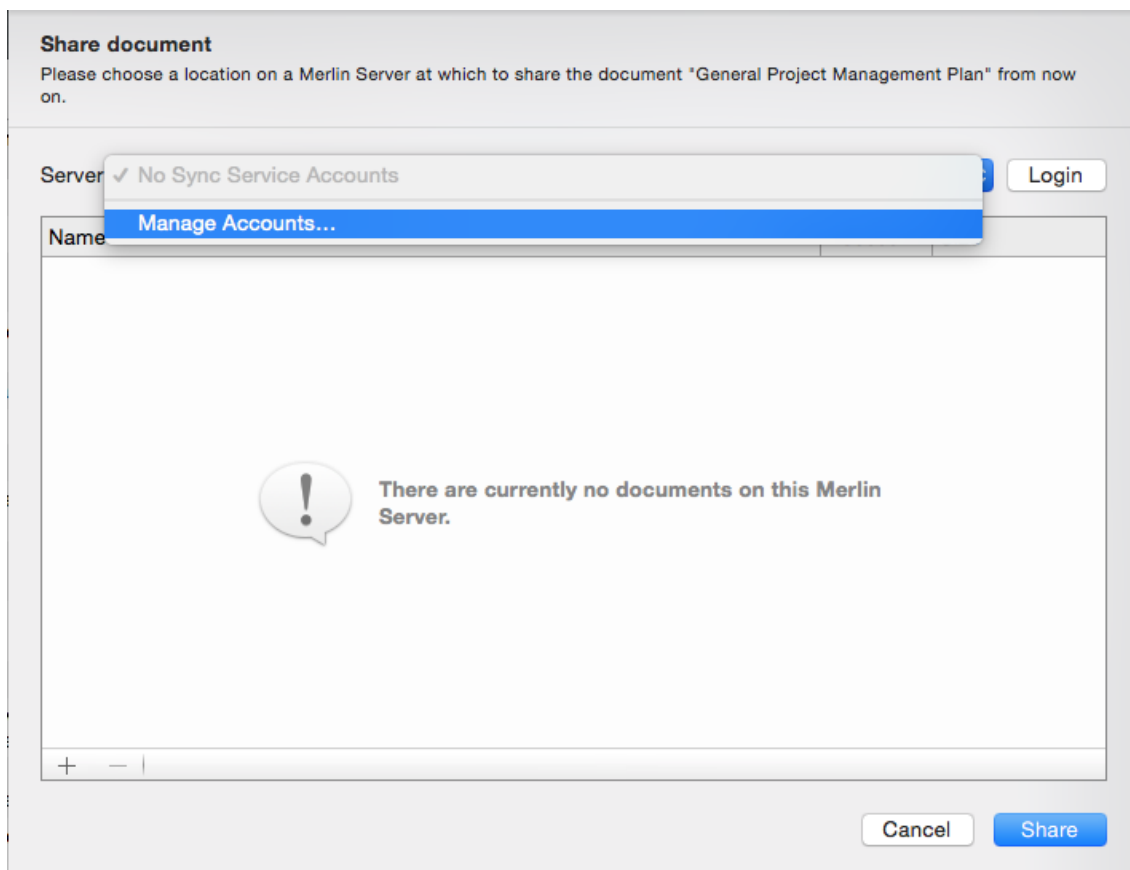
To share a project over the Merlin Project macOS application:

- Start Merlin Project on a mac and open an existing file first.
- Share the project using the option 'Sync > Share Document on Merlin Server',

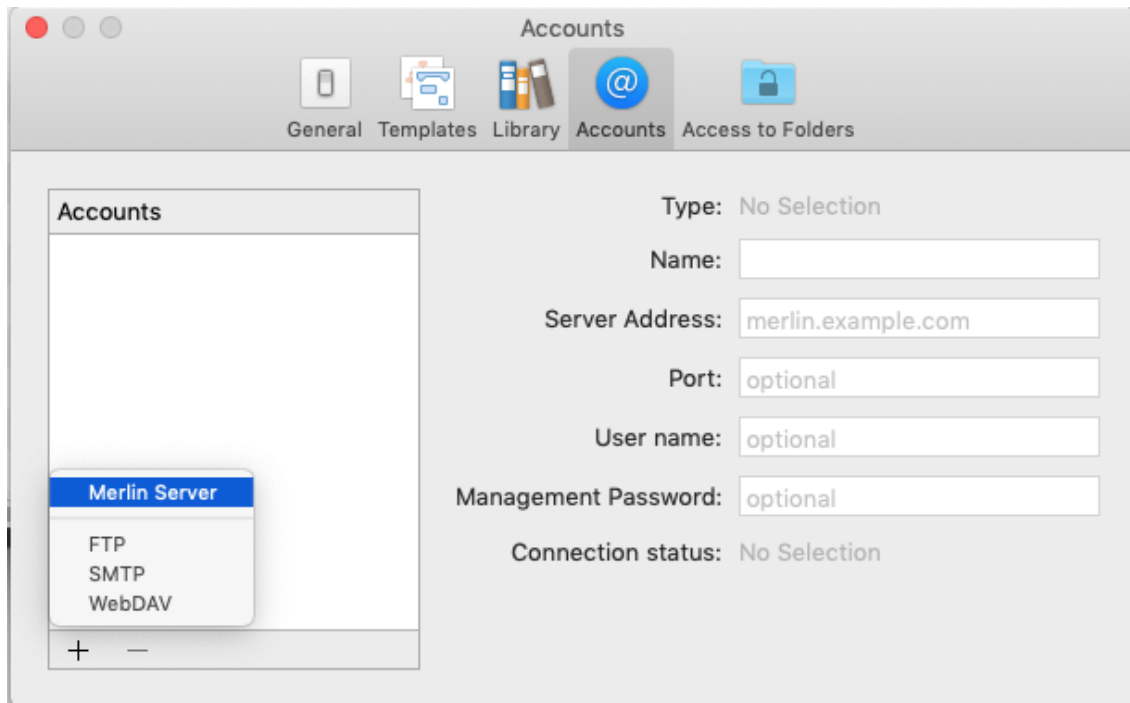


- and select the Merlin Server account.

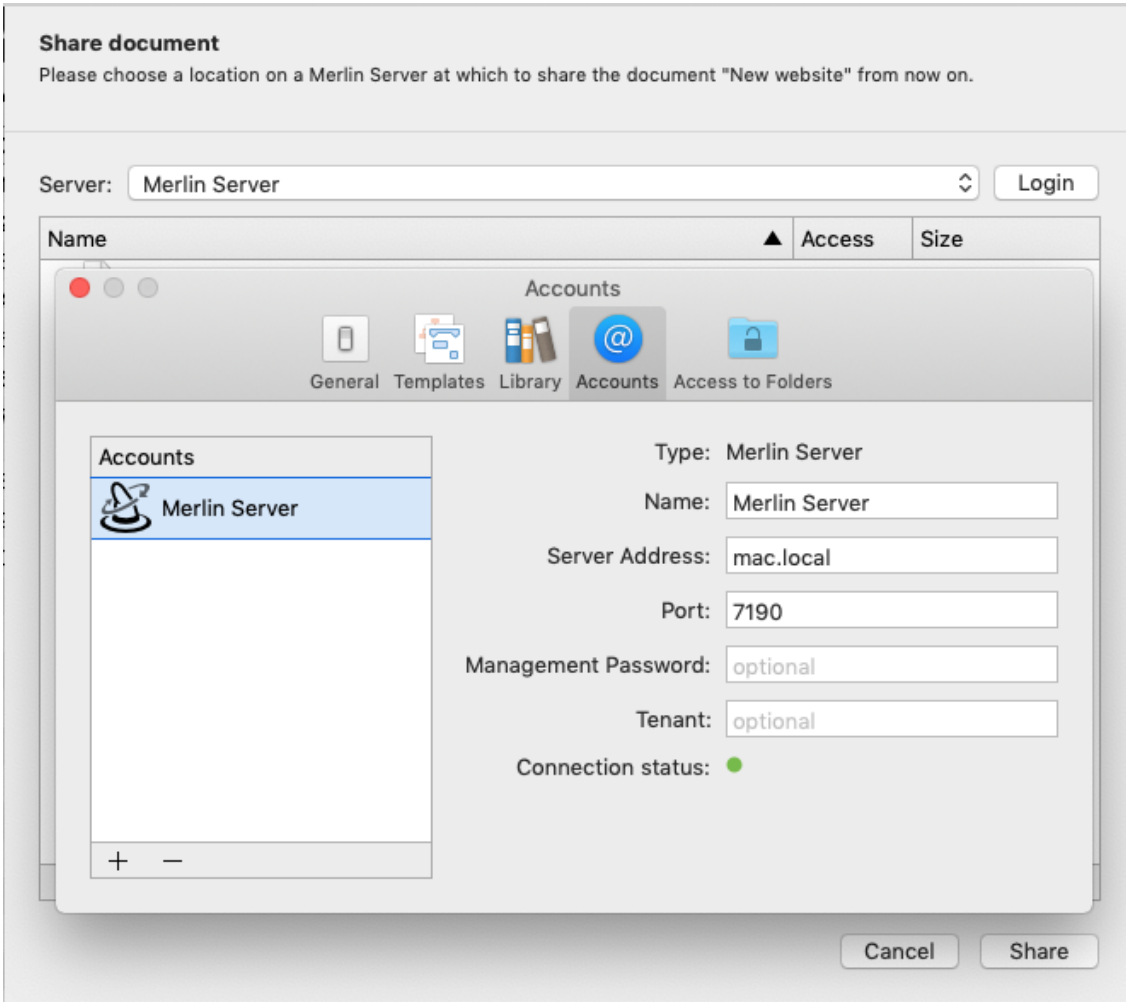
If the Merlin Server installation isn't located within the LAN and not automatically discovered by Bonjour, a new Merlin Server account needs to be created first. To do so, go to 'Manage Accounts...'



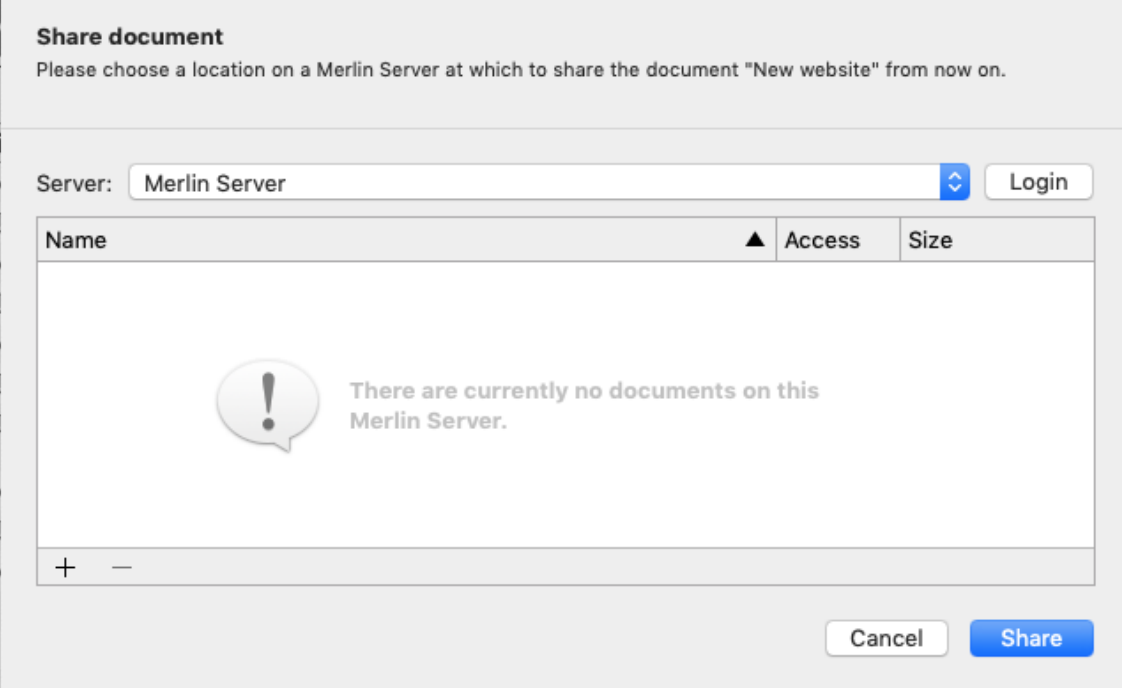
and add a Merlin Sync Server.




Only a Merlin Server with a green connection status allows you to connect to the Merlin Server account.




Once a Merlin Server account is selected, click the 'Share' button



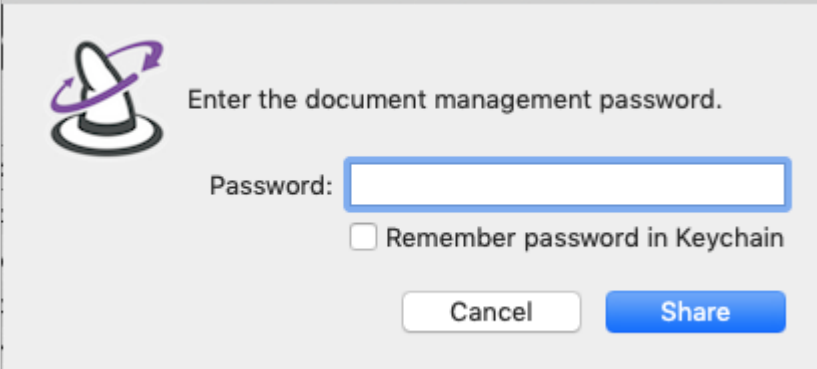
Share document
Please choose a location on a Merlin Server at which to share the document "New website" from now on.


Server: 

Name	▲	Access	Size
 There are currently no documents on this Merlin Server.			

+ -

and enter the Remote Management Password to confirm your authorization to share the file on that Merlin Server.

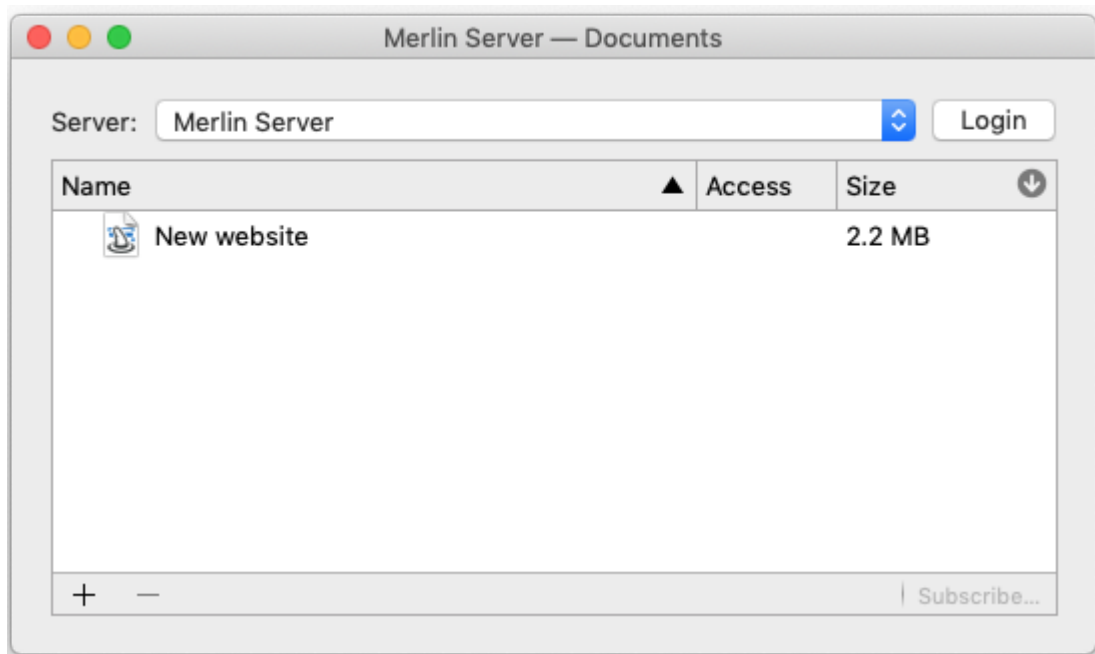


 Enter the document management password.

Password:

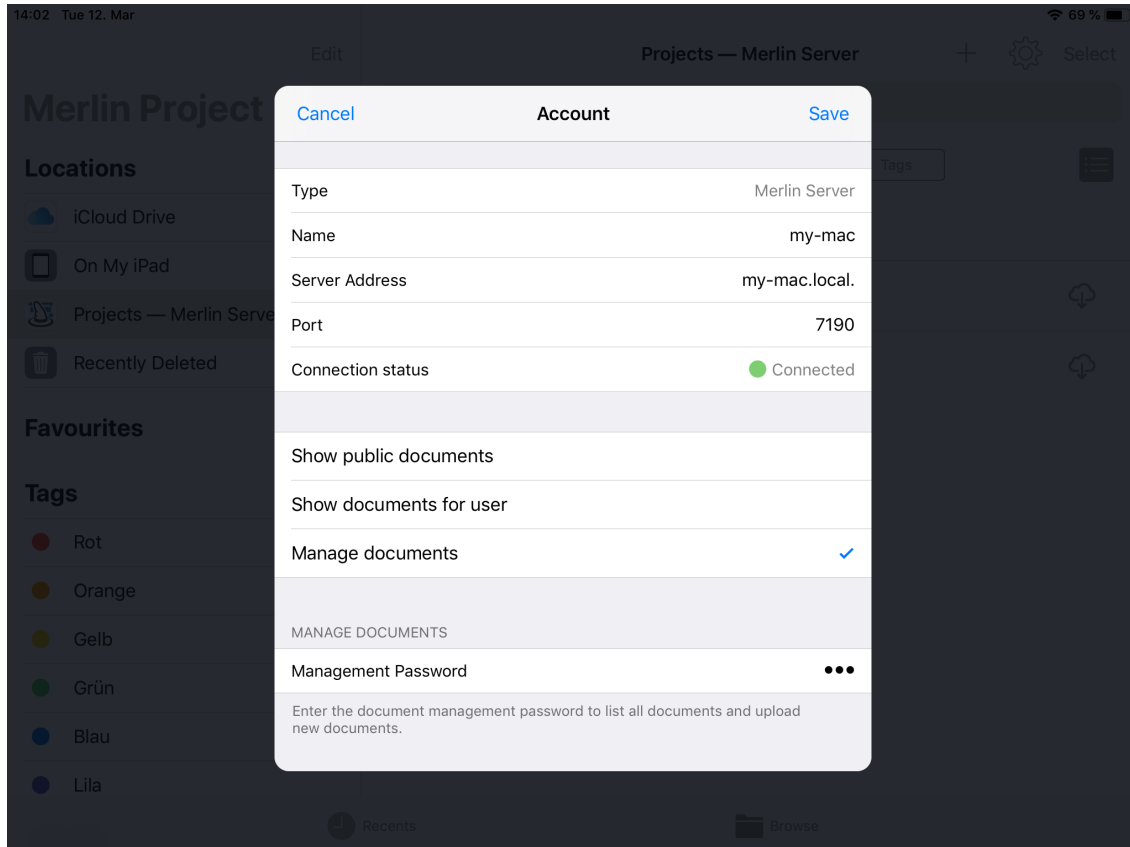
☐ Remember password in Keychain

From now on Merlin Server will list the document for other users to subscribe to. You can keep on working with the file you are currently editing in Merlin Project. It will be shared on the server and published at once from that server. There is no need to re-subscribe from that Mac.



Sharing over Merlin Project's iOS app windows

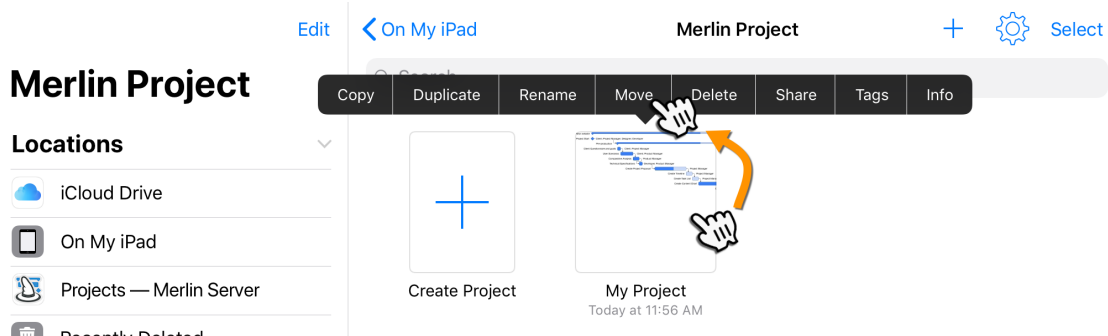
To share a project over your Merlin Project iOS app, you need to know the 'Remote Management Password' of the Merlin Server installation and to enter it in the Merlin Server Account information.



If the Merlin Server installation isn't located in the LAN and not automatically discovered by Bonjour, [a Merlin Server account needs to be added first](#).

Once a Merlin Server account exists, to share a project over your Merlin Project iOS app use the options the iOS app offers in the locations area.

Locate the file in its current location, tap and keep on pressing until the contextual menu appears, tap on 'Move' and select a Merlin Server location.



Once a Merlin Server location is selected, you can share the project by tapping the 'Copy' button.

