

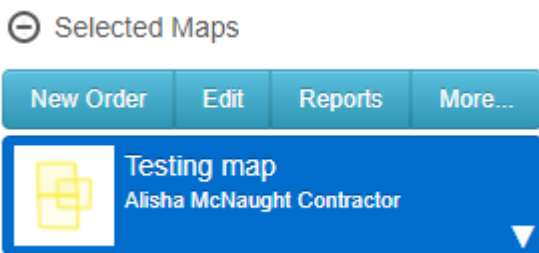
# HOW TO SHARE A MAP

This document covers how to share a map within TracMap online, if you are looking to share your map with someone who doesn't have TracMap online you will need to look at the document "How to download maps".

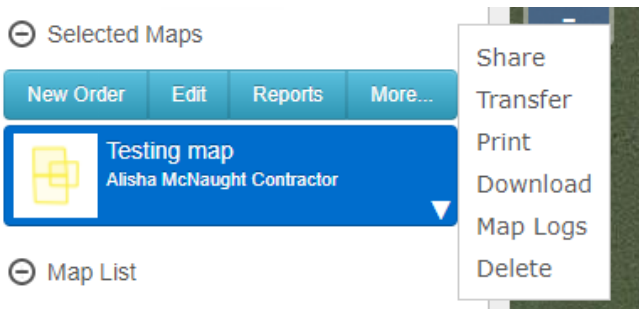
Note: There is a difference between "sharing" and "transferring" your maps. "Sharing" is letting another user look at the map and use it for ordering purposes. "Transferring" is when you give the user the map, therefore they can edit the map and share it how they please. For this example we will use the share function, as it is the suggested option.



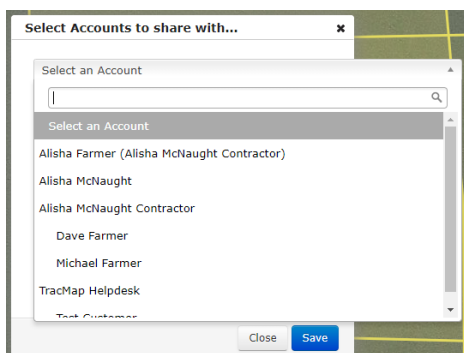
1. Login to TracMap online and navigate to the "MAPS" tab at the top left corner of the page.



2. Find the relevant map then select it so it appears in dark blue up the top left corner of the page.



3. Click on the light blue "More.." button and a drop down list will appear, from here you can click on the "Share" option.



4. A pop up will appear with "Select Accounts to share with..", from here you can select the drop down and pick the account to share it with. Then click "save".