



## Collaborating in Pixie

Pixie supports team-building and organization skills through real-time collaborative projects.

### Share a project

Before you can share a Pixie project, you must save it.

Click the **Save** button on the toolbar.

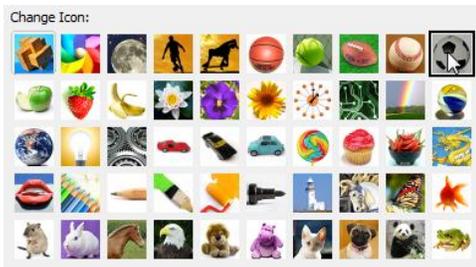


To share the project, click the **Share** button on the toolbar.



At the Share Project dialog, choose an icon for the project.

This will help others identify which project they are trying to join.



Click the **OK** button.

Other people on your network can join your project and collaborate with you once you approve them.



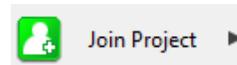
They can add information and media, and even make changes to existing information.

### Join a project

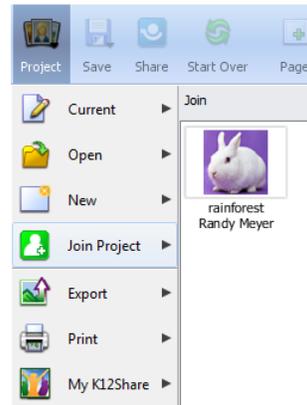
To join a shared project, click the **Project** button on the toolbar.



Choose the **Join Project** option.

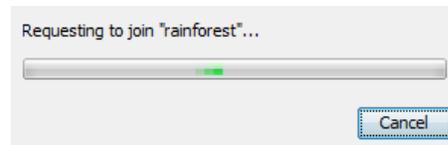


You will see a list of shared projects in the sub-panel.



Click the project you want to join.

The project owner will have to approve your request to join the project.



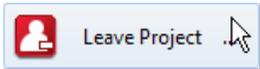
The project will open when they have approved your request.



### Leave a project you have joined

You can leave a shared project you have been editing.

Click the **Project** button on the toolbar and choose the **Leave Project** option.



The project will close.

You will see a dialog asking if you want to share a copy of the project before you leave. Save a copy or make sure that the person sharing the project saves the work the team has done!

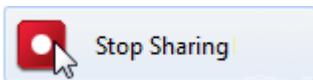
### Stop sharing a project

You can stop sharing a project you are sharing with a team.

Click the **Save** button on the toolbar to save all of the changes the team has made to the project.



Click the **Project** button on the toolbar and choose the **Stop Sharing** option.



The project will no longer be available to other users.

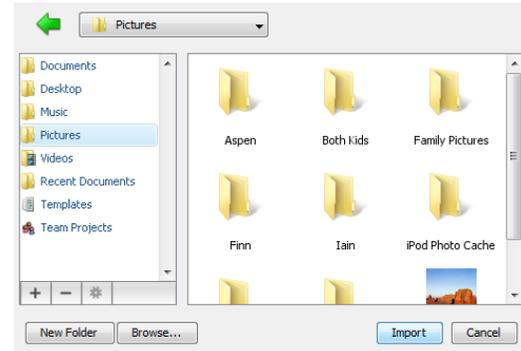
### Pixie also works great for Cooperative Learning!

You can import pages from a folder of files on your computer. This works great to combine individual student work in Pixie into a class project.

Click the **Import** button on the toolbar.



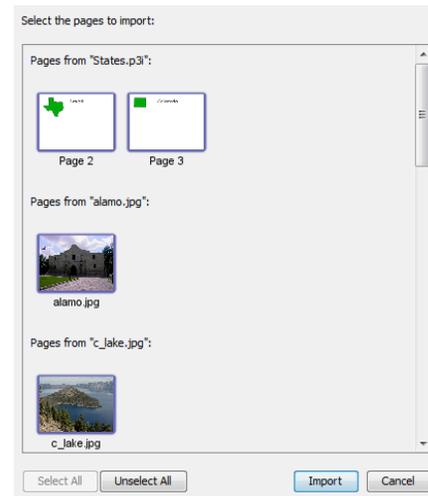
You will see the Import Pages dialog.



Find and select the folder you want to import.

Click the **Import** button.

If the folder contains files that have multiple pages, such as Pixie files, you will see the Import Pages dialog.



Click the pages you want to import.

Press and hold the Ctrl key on the keyboard to select multiple pages.

Click the **Import** button.

The selected pages will be added to your project.