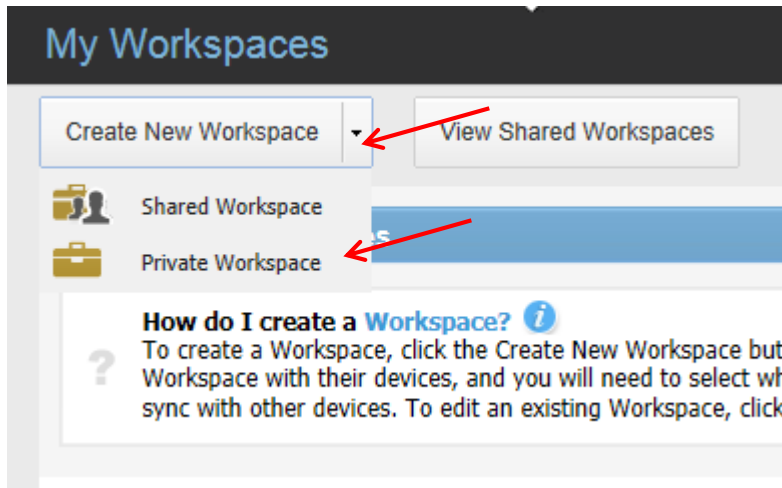


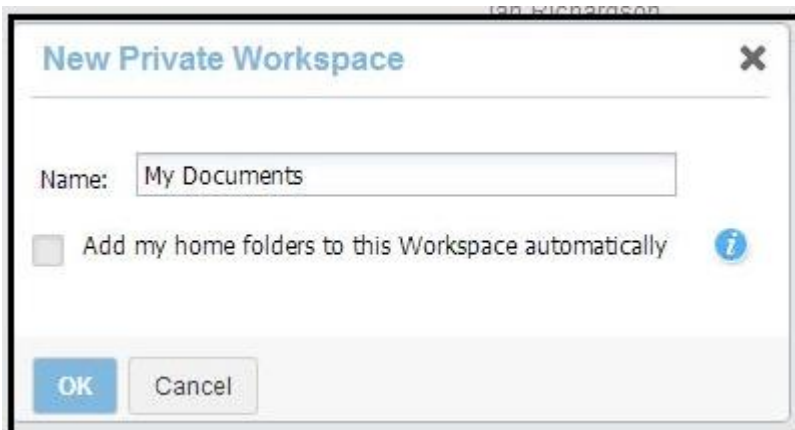
## Synchronising Folders

Go to <https://datanywhere.liv.ac.uk> and login with your MWS username and password.

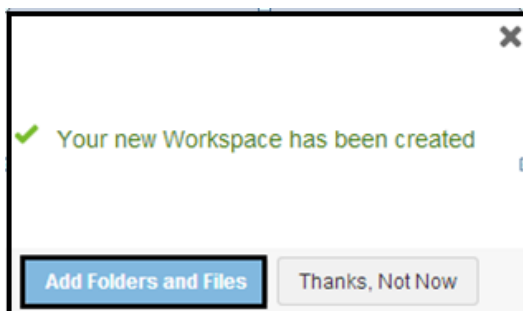
In the **Workspaces** tab, click the arrow next to **Create New Workspace** and select **Private Workspace**



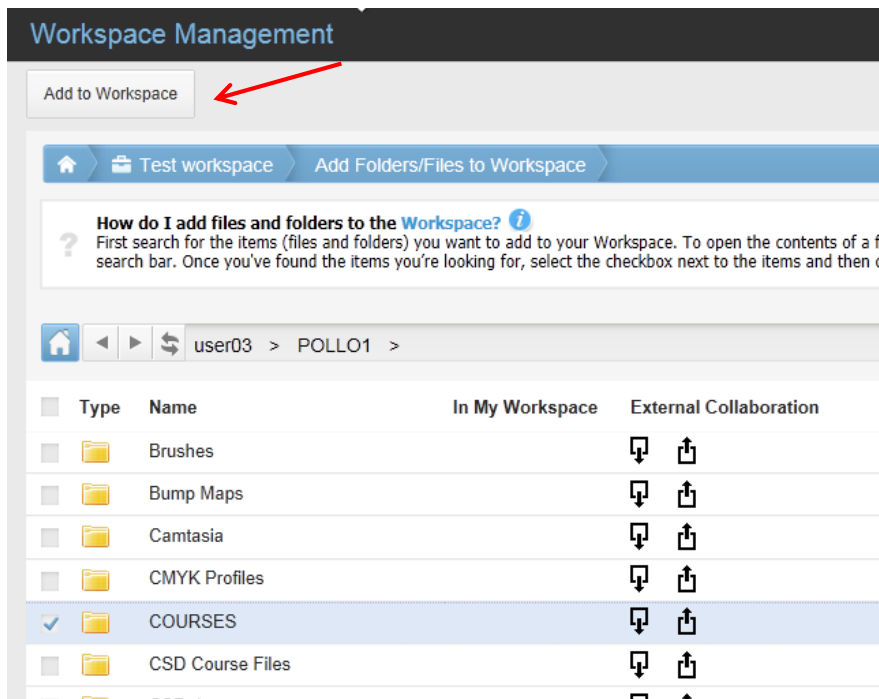
In the box that appears, type a name for the new workspace then click on **OK**



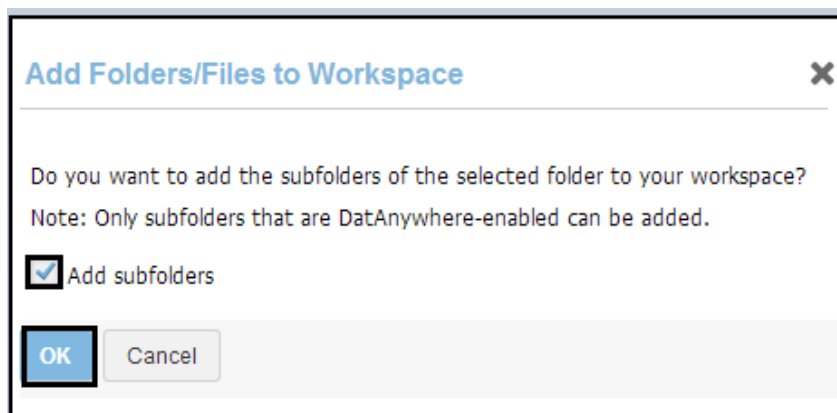
You should now see a pop-up saying **Your Workspace has been created**. To link selected folders click **Add Folders and Files**



When you see your username appear click on this and then tick the box next to the folder (or folders) you wish to synchronise and click on **Add to Workspace**



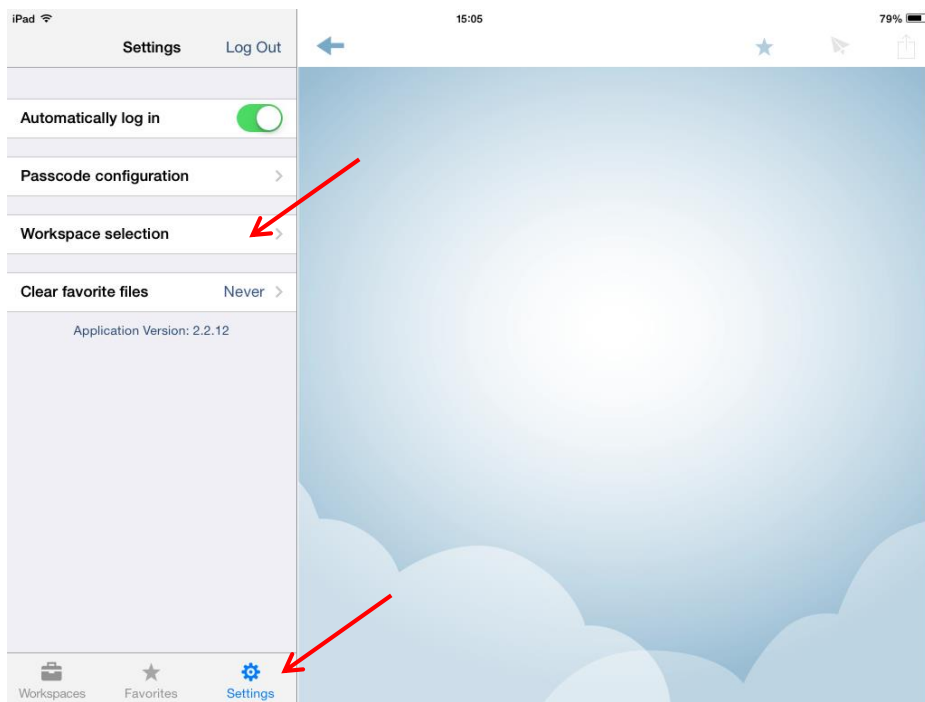
If prompted for adding sub folders, select the tick box as appropriate then click **OK**



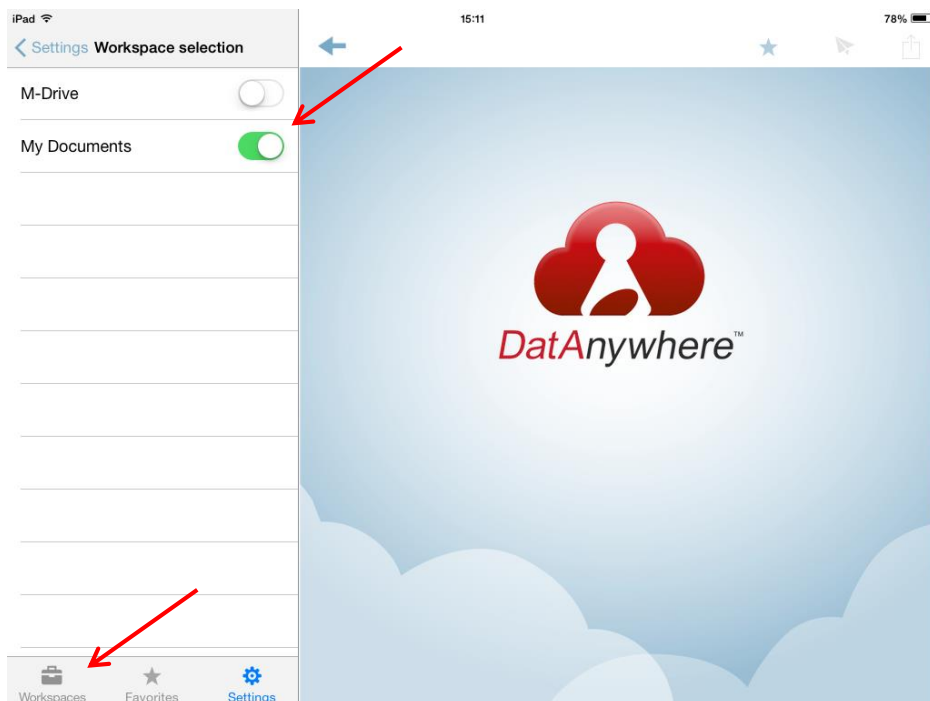
Once this has been completed you are ready to synchronise on your device

## iPad and iPhone

Tap **Settings** and choose **Workspace selection**



Swipe **ON** for the workspace you created



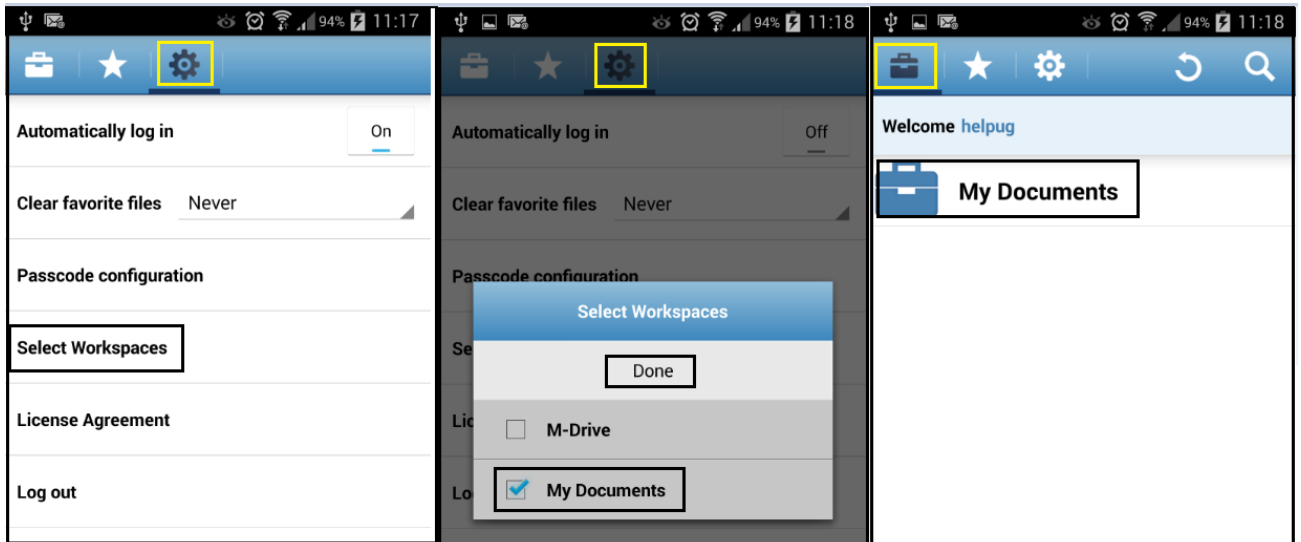
Tap **Workspaces** and then tap the workspace you created to access the data.

## Android

Tap **Settings** and choose **Select Workspaces**

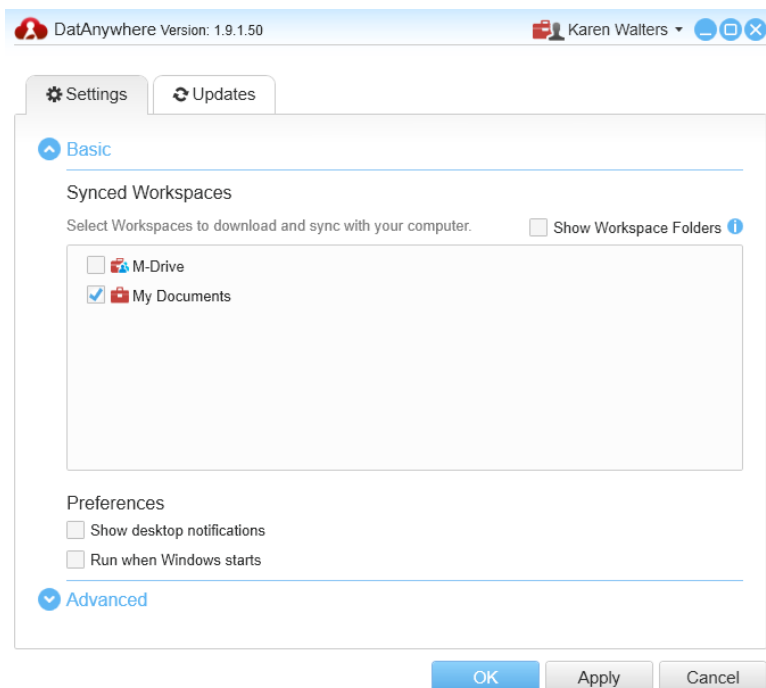
Tick box on the workspace you created, My Documents in this example.

Tap **Workspaces** and then tap the workspace you created to access the data.



## Windows

Click the DatAnywhere icon in the system tray. Choose **Settings | Basic** and tick the workspace you have created then click **OK**.



## Mac

Click the DatAnywhere icon in the menu bar. Choose **Workspaces** and tick the workspace you have created. Within a few minutes synchronisation will start.

