

**How to access shared workspace
for storing your own work or for collaborative projects...**

- 1. From the “Views – Cmap Tools” dialogue box select “Shared Cmaps in Places” from the left hand panel.**
- 2. Scroll down through the list and select IHMC Public Cmaps from list –double click to open. Be patience – there are many folder there and it takes a while to open.**
- 3. Scroll down to the folder titled “Cons Bio Shared Space” – double click to open.**
- 4. You can save or copy you work to this folder or create a folder for your own work (recommended so that resources and file names don’t get over written)**