

Share Link Types

When creating external share links, you can choose different link types based on what you want recipients to be able to do with the document.

Download Links

Download links let recipients download a copy of the document.

Features

- recipients get a copy on their device
- there is no need to view the file in the browser
- the file can be downloaded for offline use
- the shared document remains separate from the downloaded copy

Use Cases

- distributing final documents
- sharing files for offline use
- providing copies recipients can keep

View-Only Links

View-only links let recipients read the document in their browser without changing it.

Features

- the document opens in a web viewer
- recipients can navigate and read the file online
- they cannot edit the document
- downloading may still be allowed, depending on the link settings

Use Cases

- sharing reports for review
- distributing reference documents
- providing read access without edit risk

Edit Links

Edit links let recipients modify the original document through the shared link.

Features

- recipients can edit the original document
- changes are saved to the original file
- users can collaborate in real time
- changes can appear in version history

Use Cases

- collaborating with external partners
- collecting feedback directly in the file
- co-authoring with clients or contractors

Comparing Link Types

Each link type supports a different level of access.

Download

- recipients get a separate copy of the file
- changes made to the downloaded file do not affect the original
- real-time collaboration is not used

View

- recipients can read the document online
- the original file stays unchanged
- editing is not allowed

Edit

- recipients can modify the original file
- changes are saved back to the shared document
- real-time collaboration is available

Choosing the Right Type

Choose the link type based on what the recipient needs to do.

Choose Download When:

- the recipient needs a permanent copy
- the document is final and should not change
- offline access is needed

Choose View When:

- the recipient only needs to read the document
- you want to prevent edits
- the file may continue to be updated later

Choose Edit When:

- the recipient needs to make changes
- you are collaborating together
- feedback should happen directly in the document

Security Considerations

- download links create copies you cannot control afterward
- view links keep the original content on your server
- edit links allow changes to the original document
- use expiration dates when possible for time-limited access

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