

Creating an alias

You can place an alias in a project that points to a master element stored in another folder within the same project, another project, or a library. You can also place an alias in a library, but it can point only to a master element stored in another folder within the same library or another library.

Requirements:

- For the project or library in which you want to place the alias, you must be assigned a role that includes the Arrange/Modify user right.
- For the project or library where the master element is stored, you must be able to see elements in the **Elements** view.
- If the master element is kept in a project, you must be assigned a project role that includes the View Elements Tab user right.
- If the master element is kept in a library, you must be assigned a library role with at least one user right.

1. Select **Alias > Create Alias**.
2. In the Select Alias Destination dialog box, select the project or library where you want to place the alias, select **Elements**, and, if needed, select a folder.
3. Click **Create**.
The alias is created in the destination location.
4. Remove alias from the file name so that it matches the file name of the master element.
If you do not remove alias, when you upload a new revision of the element to the alias location, the uploaded file appears as a new element instead of a revision of the alias.

After you create an alias, you must maintain the referenced element in one location only. When you upload a new revision of the referenced element, the alias is automatically updated.

Note: When you create an alias to a master element that has multiple revisions, you cannot view the revisions of the master element by viewing the alias.