

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.