



# How to Change the Author of a Guide

This guide demonstrates how to change the author of a guide.

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## INTRODUCTION

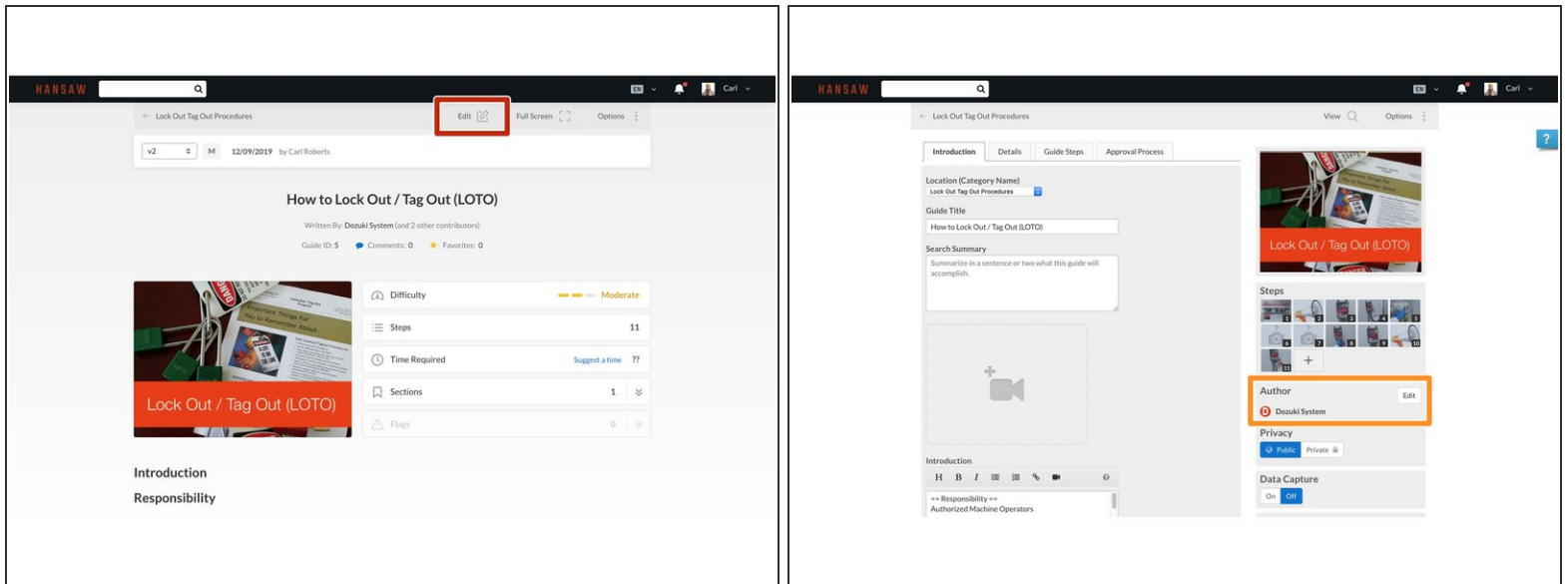
This guide demonstrates how to change the author of a guide.

## Reminders

Only Admins can change the author of a guide.

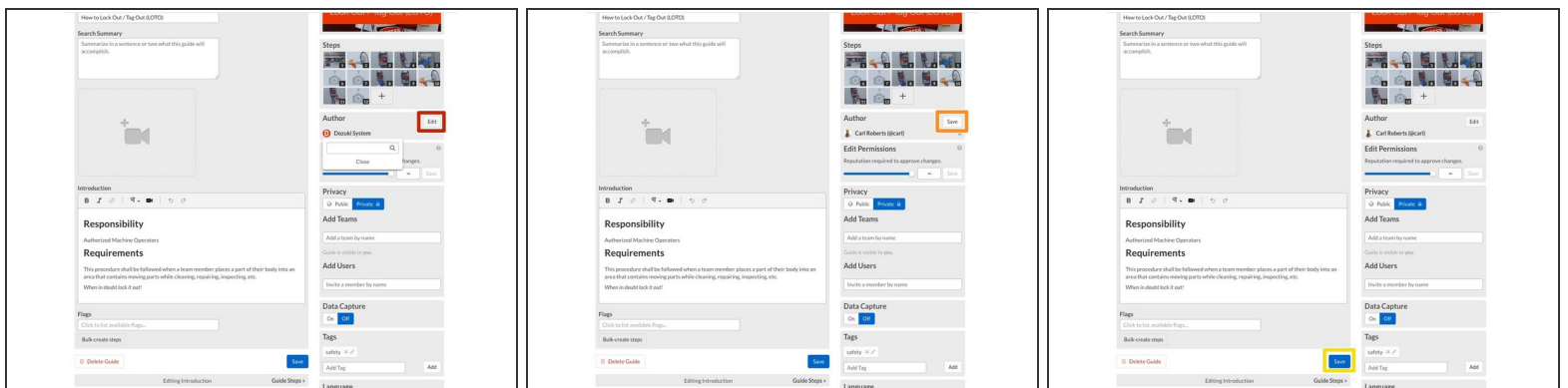
*Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.*

## Step 1 — In Guide "Edit"



- Navigate the guide you wish to update and click on the **Edit** tab in the top-right of the page, just beneath the site header.
- Scroll down to the **Author** section on the right side of the page.

## Step 2 — Edit Author Setting



- Click on the **Edit** button and type in the new author's name in the drop-down field.
  - ❗ The field is not case sensitive.
- Click on the **Save** button above the **Author** name.
- Click on the **Save** button at the bottom of the page.

