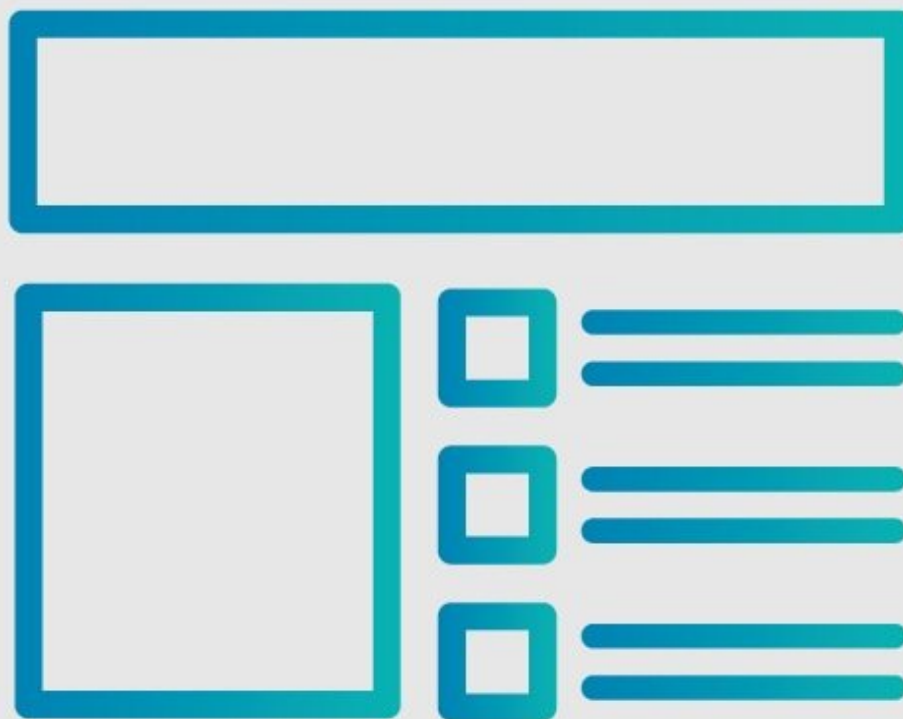




# How to Edit an Attached Document

How to Edit an Attached Document

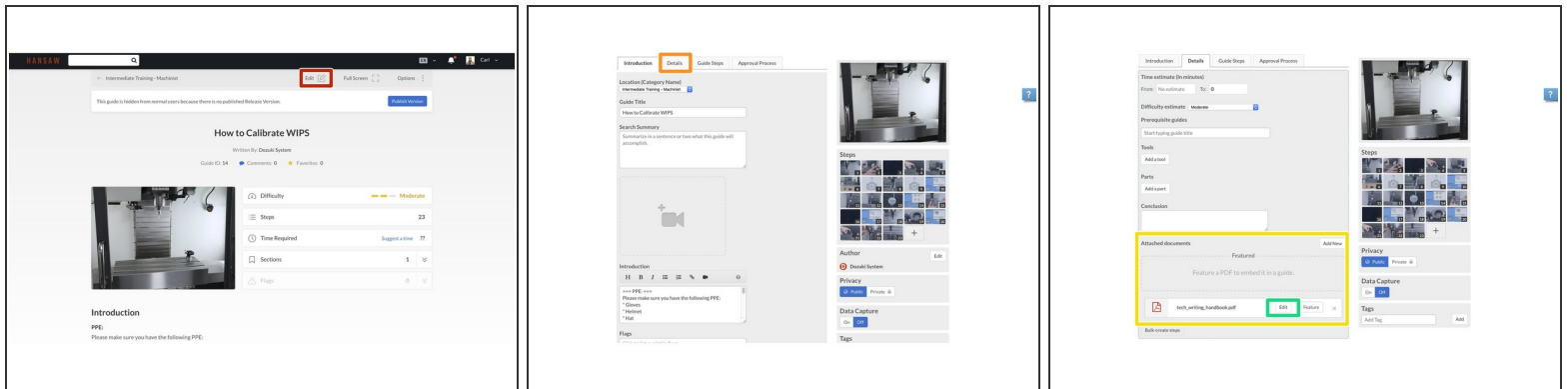
Written By: Dozuki System



## INTRODUCTION

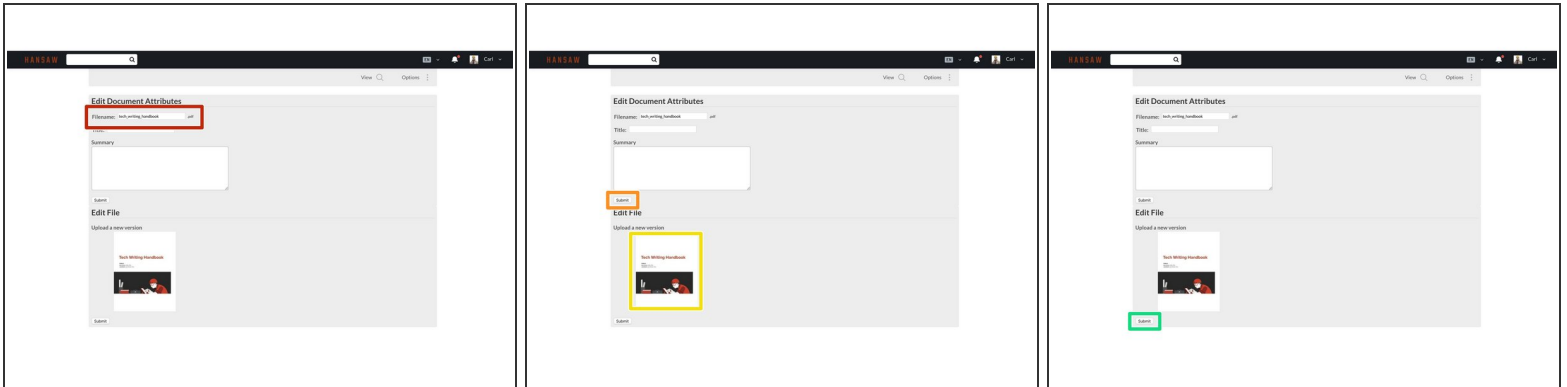
This guide demonstrates how to edit a document that is attached to a Dozuki guide.

## Step 1 — Edit the Guide



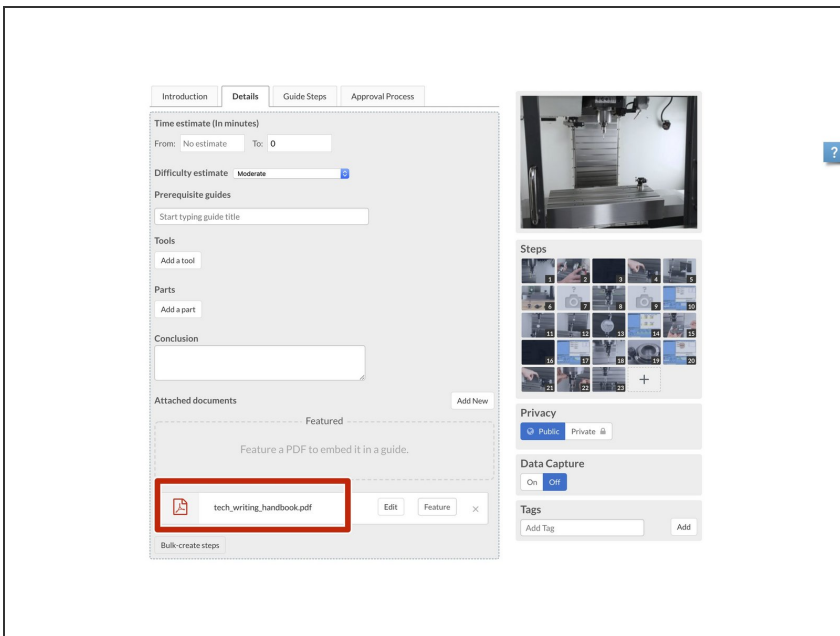
- Open the guide with the attachment(s) that need editing. Click on the **Edit** button in the top-right of page, just beneath the site header.
- Click on the **Details** tab at the top of the page.
- Scroll down to the **Attached Documents** section.
- Click on the **Edit** button to edit the document.

## Step 2 — Edit the Document



- To edit the filename, click in the **Filename** field beneath **Edit the Filename** and enter the file name.
- Click **Submit** to save your changes.
- To upload a new file or different version of the existing file, click on the file icon which will open the **Media Manager**. Now you can upload the new file or a new version of the existing file.
- Click **Submit** to save the new version.

## Step 3 — View Changes



- Return to the guide to confirm the changes.

