DOZUKI

How to Edit an Attached Document

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Written By: Dozuki System
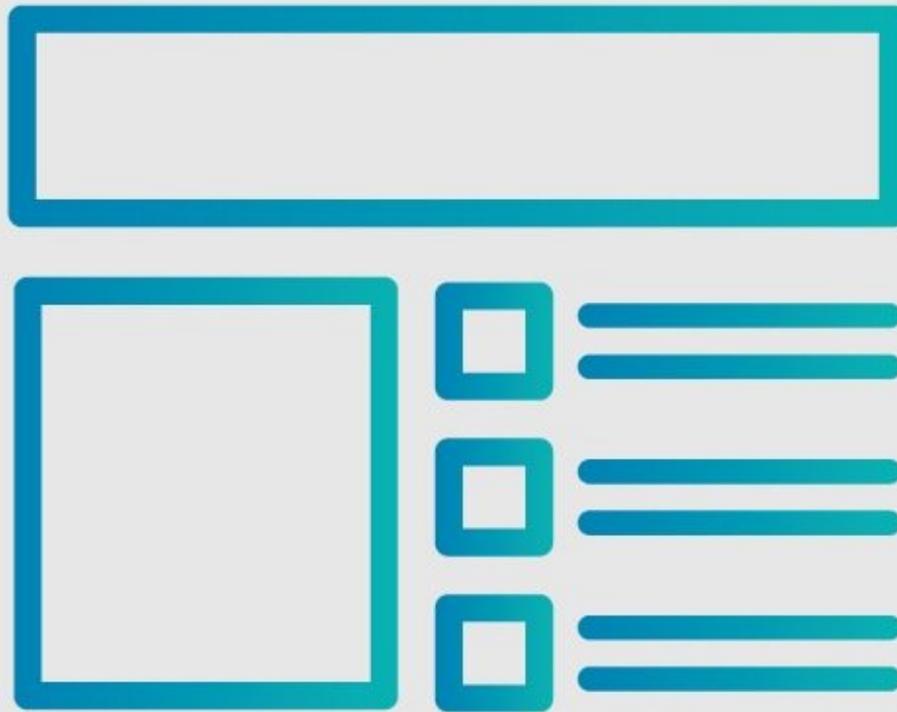
INTRODUCTION

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

Reminder

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

Step 1 — Edit the Guide
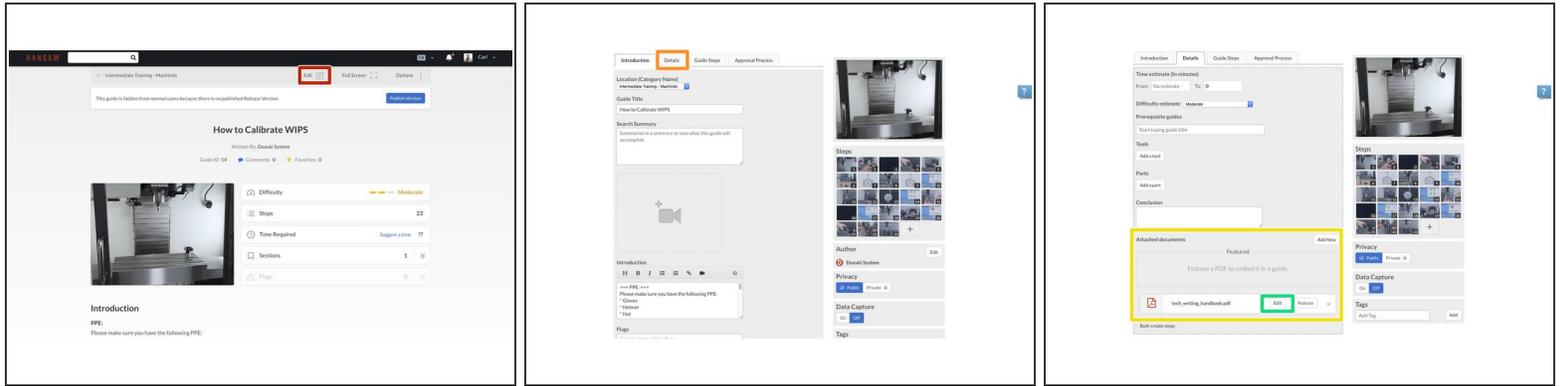
- Open the guide with the attachment that needs editing.

- 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
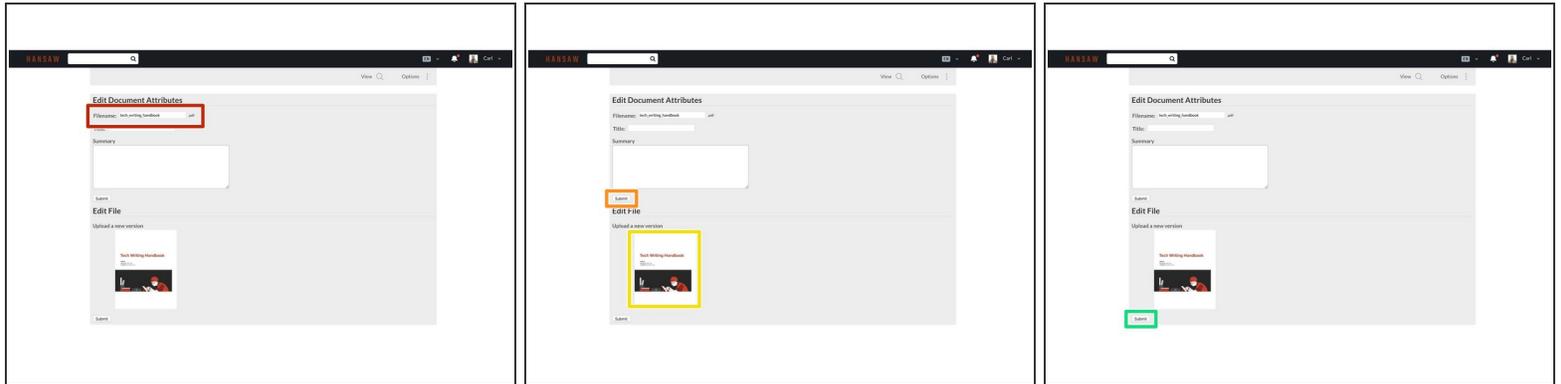
- To edit the filename, click in the **Filename** field beneath **Edit the Filename** and enter the file name.

- Click on the **Submit** button to save your changes.

- To upload a new file or different version of the existing file, click on the file icon that opens the **Media Manager**.
    - Now you can upload the new file or a new version of the existing file.

- Click on the **Submit** button to save the new version.

Step 3 — View Changes
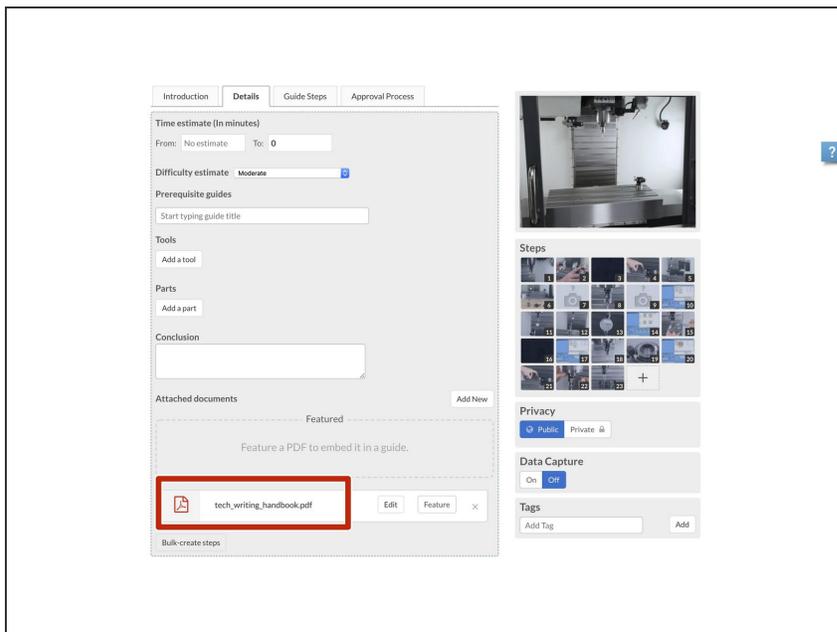
- Return to the guide to confirm the changes.

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