

**Editing a Document**

**Important Information**

- After a document has been uploaded, you can change its title and/or replace the uploaded document.
- When you replace the uploaded document with a new document its version number will increment by one.
- Edit does not open the document to make changes.
- If you need a copy of the uploaded document, you can download the document and make necessary changes.

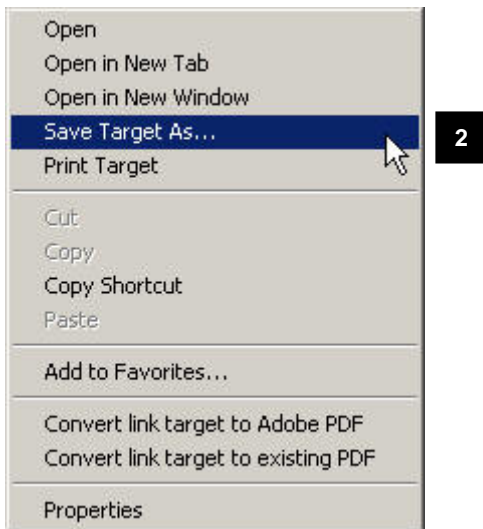
**Download a Document**

Add      Delete	
Name	Version
<input type="checkbox"/> [Edit] Test Document	0.01

1. If you need a copy of the document to edit, right-click the name of the document.

Skip to step 6 if you do not need to download a copy of the document.

**Save Document**



2. Click **Save Target As...**
3. Navigate to a location on your computer.
4. Click **Save** to save the document.
5. Make needed document changes.

**Edit Document**

Add      Delete	
Name	Version
<input type="checkbox"/> [Edit] Test Document	0.01

6. Click **[Edit]**.

**Note:** Edit does not open the document to make changes. See steps 1-5 above if you need to download a copy of the document to make changes to it.

**Note:** In this example the version number of the document is “0.01”. The version number of the document will change any time you change a document’s title or upload a new version of a document.

## Submit a Document

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Add		Delete	
Name	Version		
<input type="checkbox"/> [Edit] Test2	0.02		

12

## View Revision History

Add		Delete	
Name	Version		
<input type="checkbox"/> [Edit] Test2	0.02		

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7. If you need to change the document's title, enter the new document title.

**Note:** Since uploaded documents are listed in alphabetical order, you may find it helpful to use the following naming conventions:

- Use a meaningful title.
- Use a number to differentiate similar titles (e.g., Consent1, Consent2, Consent3).
- Include version date.
- Make sure the title you use for the uploaded document matches the file name of the document on your computer.

8. If you need to replace the uploaded document with a new document, click **Browse...** to locate the document on your computer.

9. Select the file to upload.

10. Click **Open**.

11. Click **OK**.

**Note:** The document has been added to the submission and replaced the original uploaded document.

12. Verify the document name and new version number.

**Note:** In this example the version number changes from "0.01" to "0.02".

13. If you would like to view the document's revision history, click **View revision history**.

**Resource History**

**Resource History for Test2** Help

Title: Test2  
 File: 17b\_editae.doc  
 Owner: Ingrid Investigator  
 Author: Ingrid Investigator  
 Content Type: Document  
 Version: 0.02  
 Description:

**History:**

#	Date	Version	Person	Action	Notes	Uploaded File
1	8/14/07 11:32 AM	0.01	Ingrid Investigator	Created		<a href="#">17b_editae.doc</a>
2	8/14/07 11:32 AM	0.02	Ingrid Investigator	Edited		<a href="#">17b_editae.doc</a>

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14. Click on the **Upload File** link if you would like to view one of the versions of the document.
15. Click **OK** to return to the **Submit a Document** page.