

**Editing/Stacking 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.
- **Upload Revision** 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.

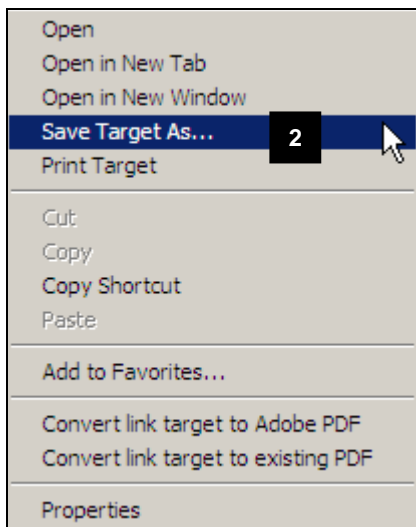
**Download a Document**



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**

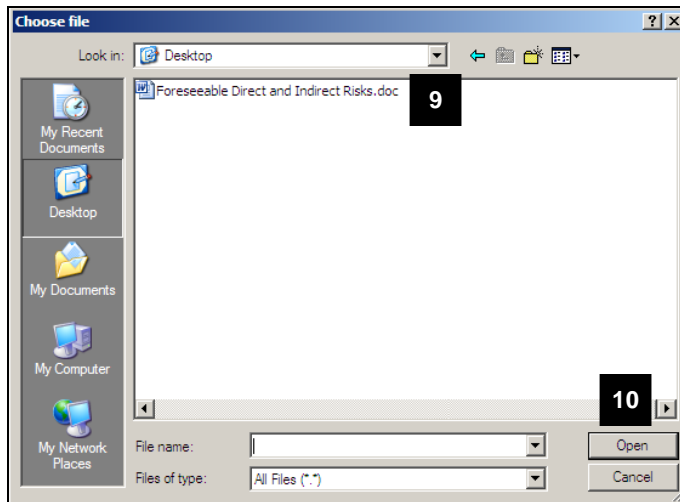
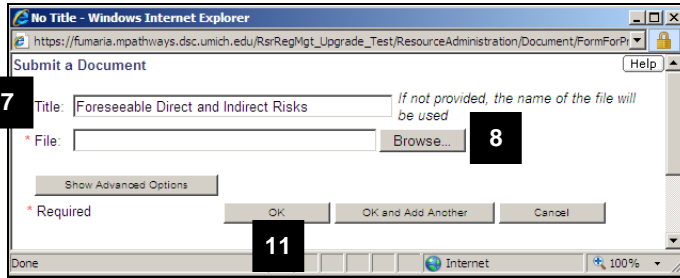


6. Click **Upload Revision**.

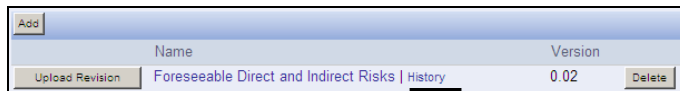
**Note:** **Upload Revision** does not open the document to make changes. See steps 1-5 above if you need to download a copy of the document to make changes to it.

**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



## View Revision History



- 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.

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

- Select the file to upload.

- Click **Open**.

- Click **OK**.

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

- Verify the document name and new version number.

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

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

**Resource History**



14. Click on the **Uploaded 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.