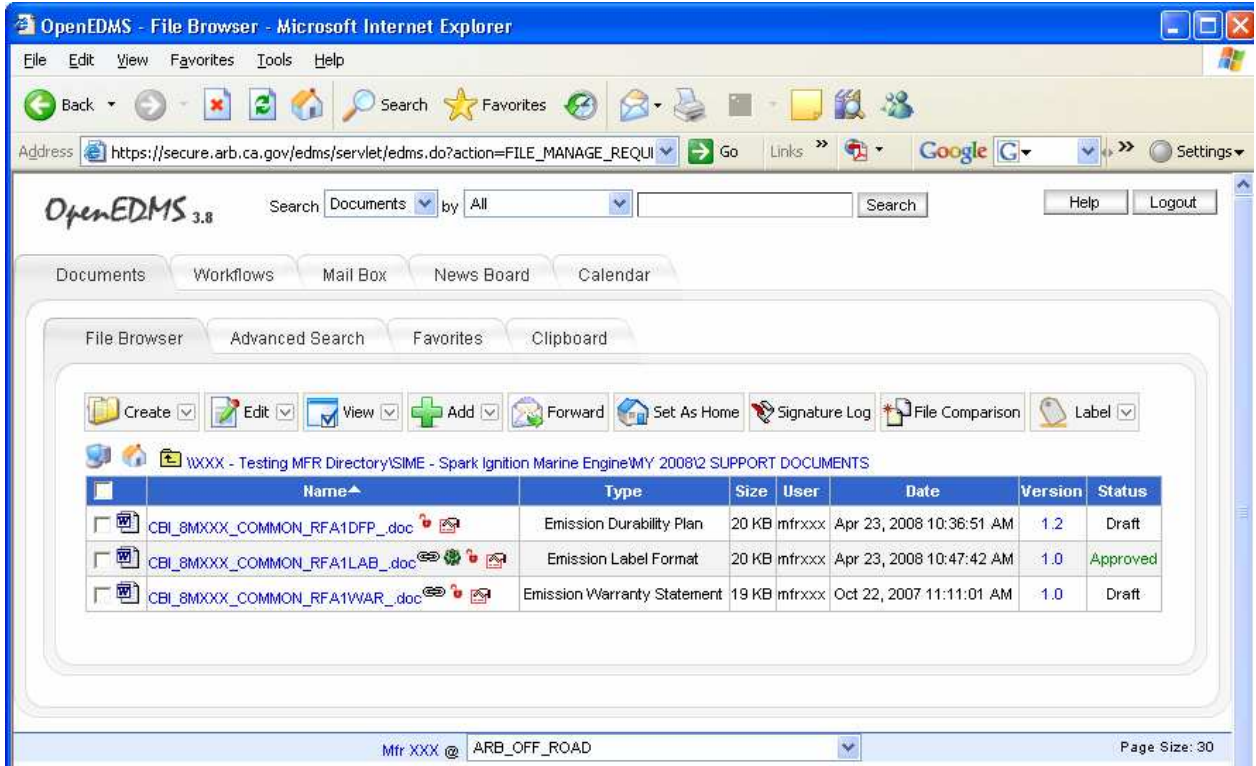
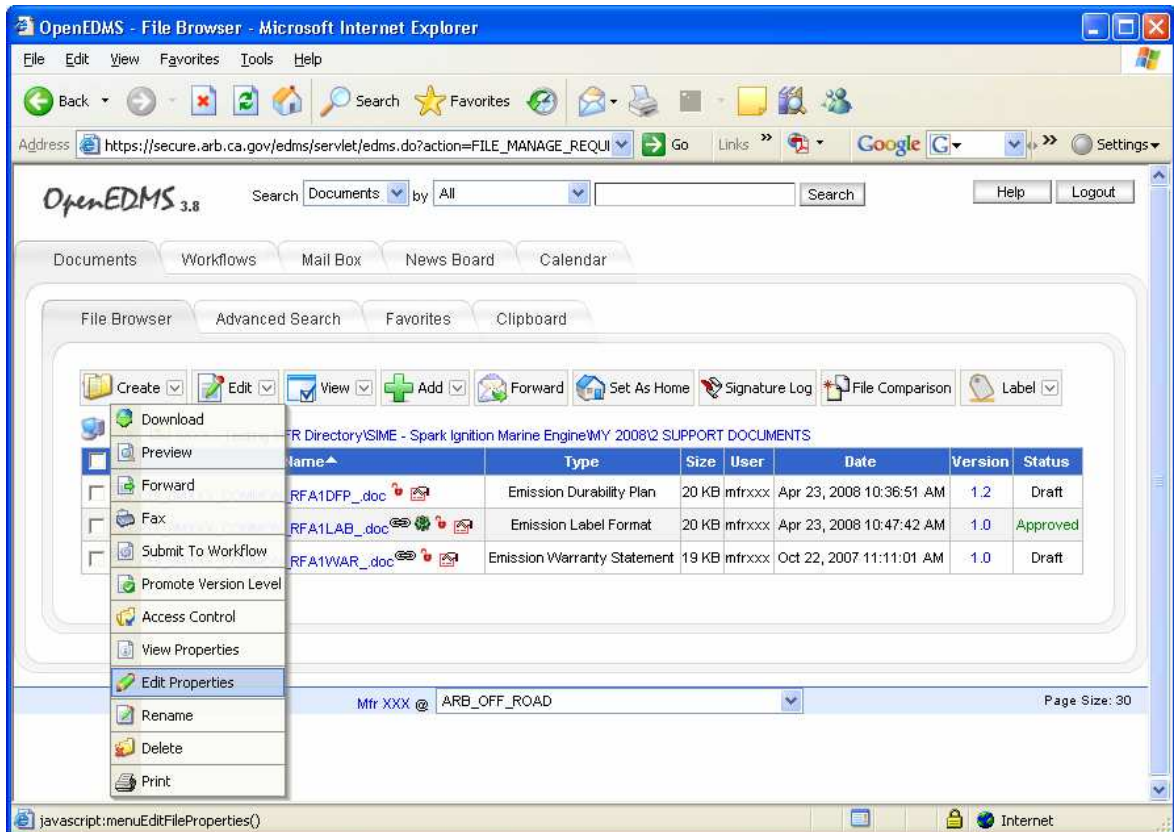


## 9. How can I edit the properties of a document?

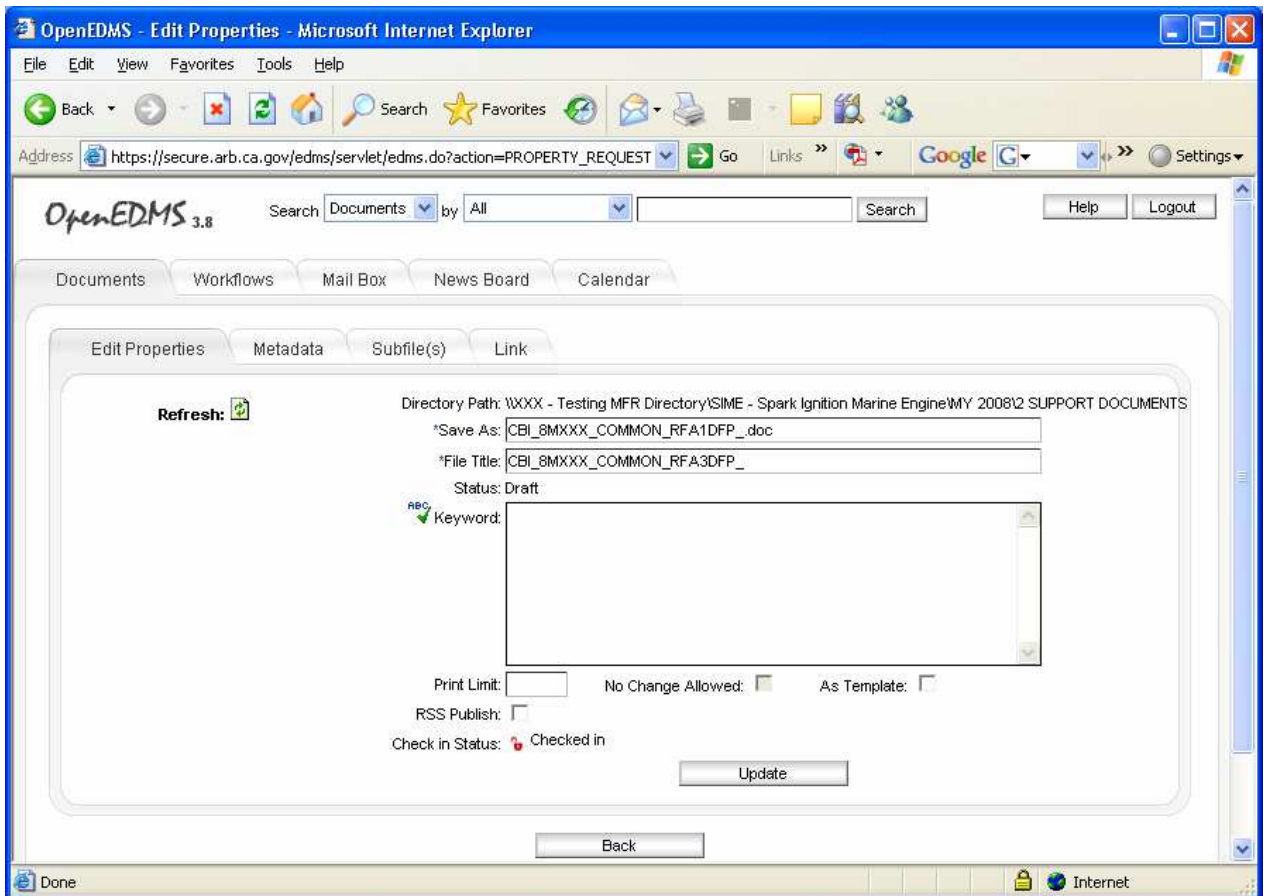
- 1) On the left side of the document name, there is a document icon. Left click on the **"icon"** of the document that you want to edit the properties.



2. from the pull-down menu **"click"** on **Edit Properties**.



3. Update the necessary information and save your changes.



You can add/update keywords and metadata, or link files.