



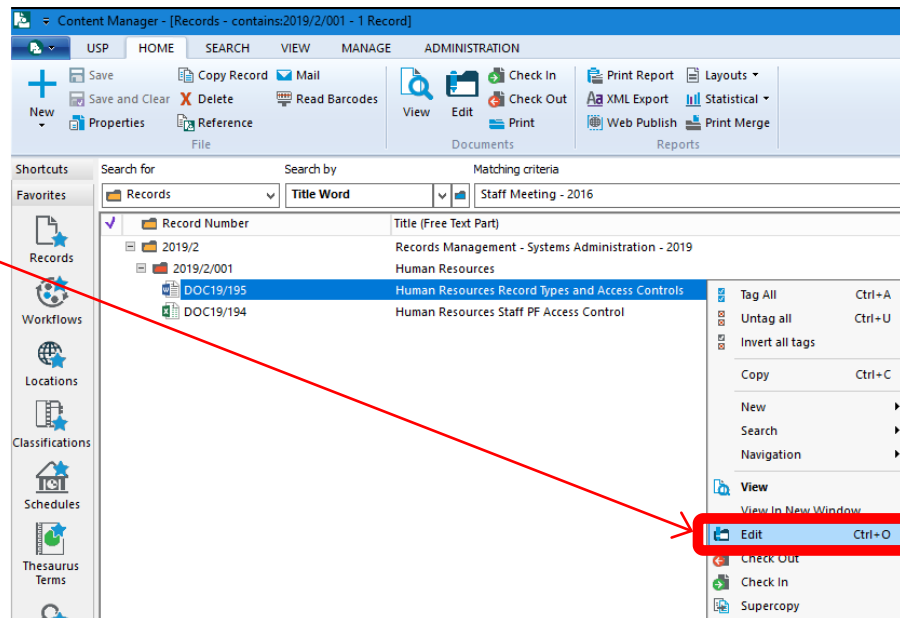
EDITING A DOCUMENT

Documents saved in Content Manager (CM) may be edited and a new revision or version created if you have permission to do so.

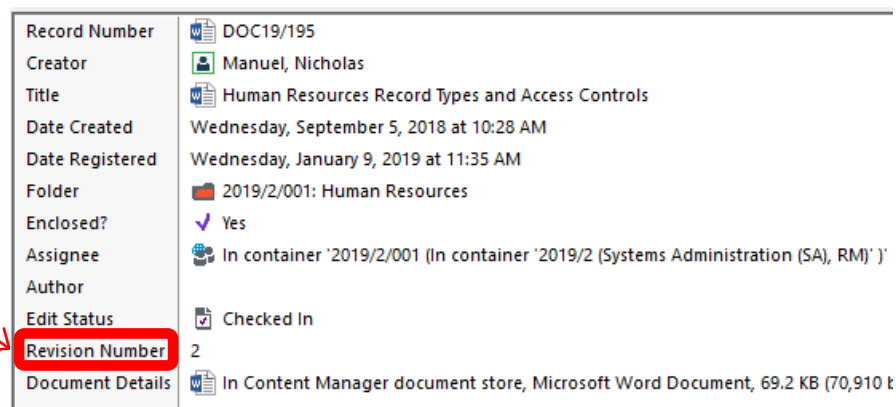
To edit or make changes to a document:

1) Right click on the document that you want to edit. Select **Edit** from the drop down menu.

2) The document will open in its native format. Edit the document and once changes are made, click on the Save icon and close the document.



3) When you click on the document in CM, you will see in the record view pane that the **Revision Number** has changed.



For further information or for advice please do not hesitate to contact the Records Management office.

Micro Focus
Content Manager

Enterprise Content Management (ecm)
solution that provides electronic
document & records management



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INFORMATION SHEET