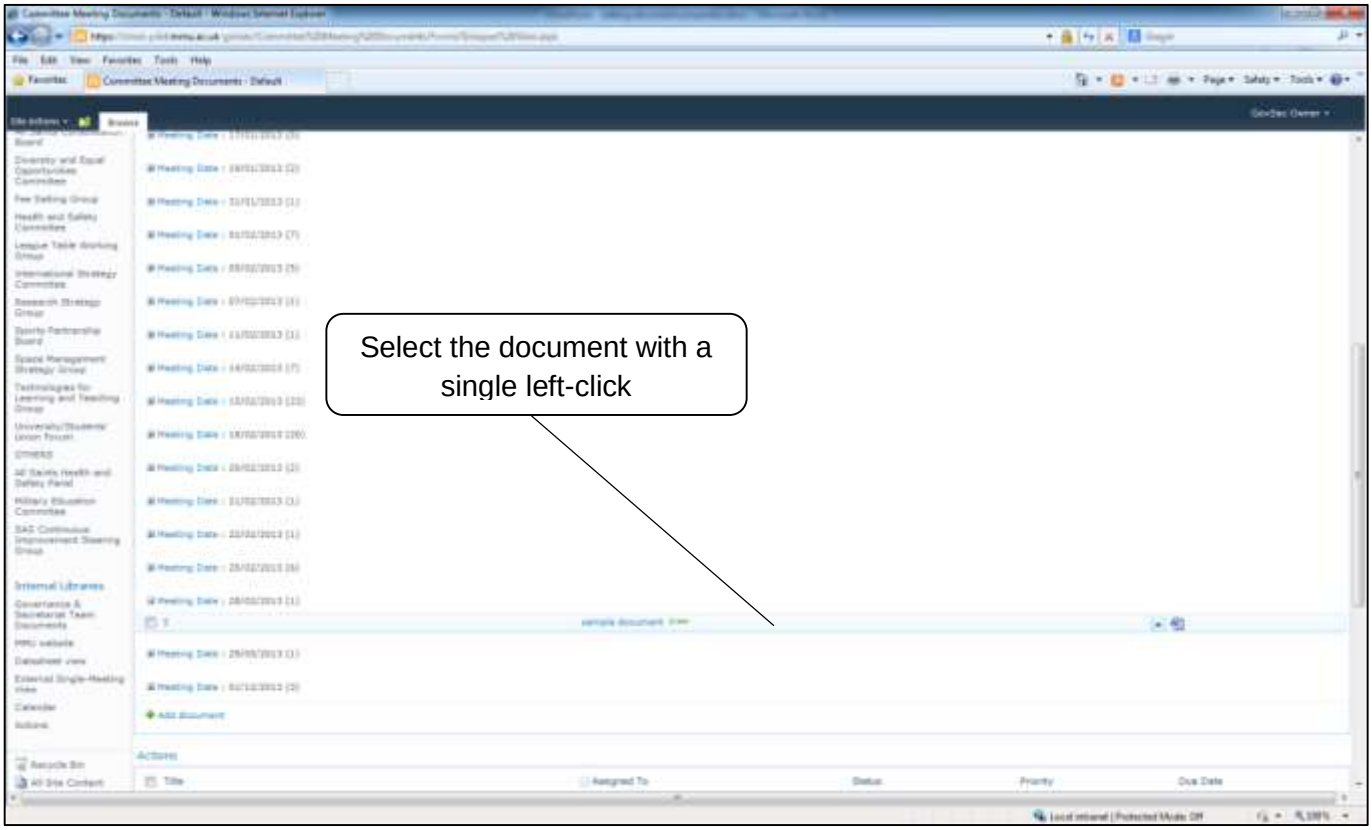
SharePoint – Editing document properties

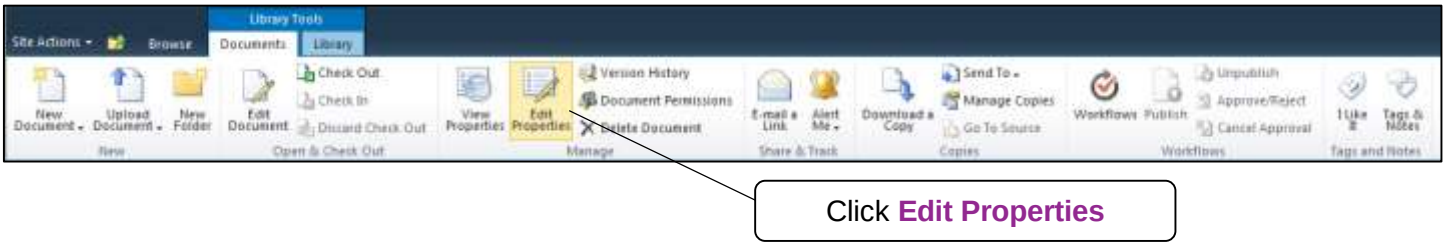
Although the document properties or metadata have to be entered as the document is being uploaded it is possible to edit the document properties of documents that have been uploaded. This can be useful when adding more subject keywords to make a document and its content more searchable or if an amendment needs to be made to any of the properties entered during the uploading process.

To edit the document properties:

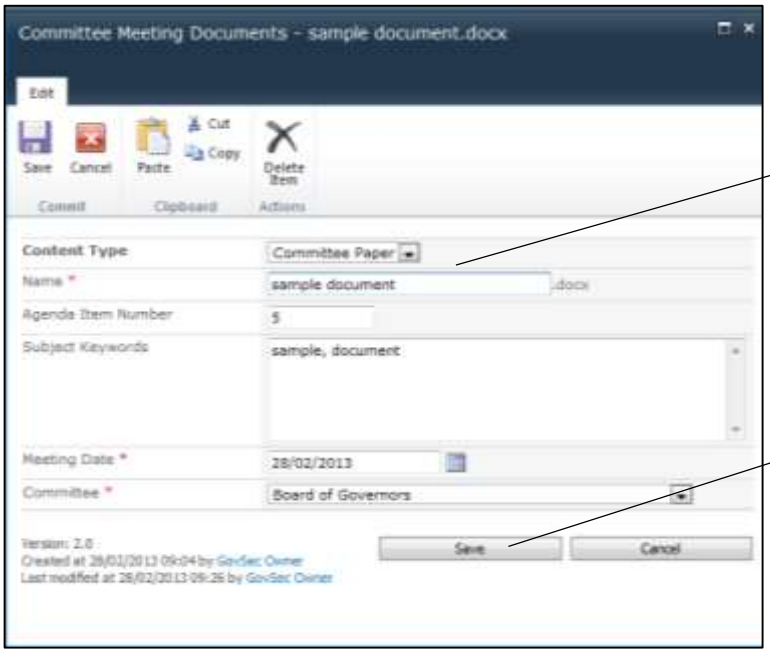
- Browse to the document for which you want to edit the properties
- Single click the document to select edit, the documents tab will appear on the ribbon at the top of the page
- On the documents tab, click the **edit properties** button which is within the **manage group**
- The document properties dialogue box will appear, you can now amend the document properties
- When you are happy with any changes click **save**



The documents tab will now appear at the top of the screen:



The document properties dialogue box will now appear:



Edit any of the document properties

When you are happy with any changes click **Save**

The changes you have made to the document properties have now been saved.

You can find out lots more about how to use iCred by visiting Lynda.com

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