

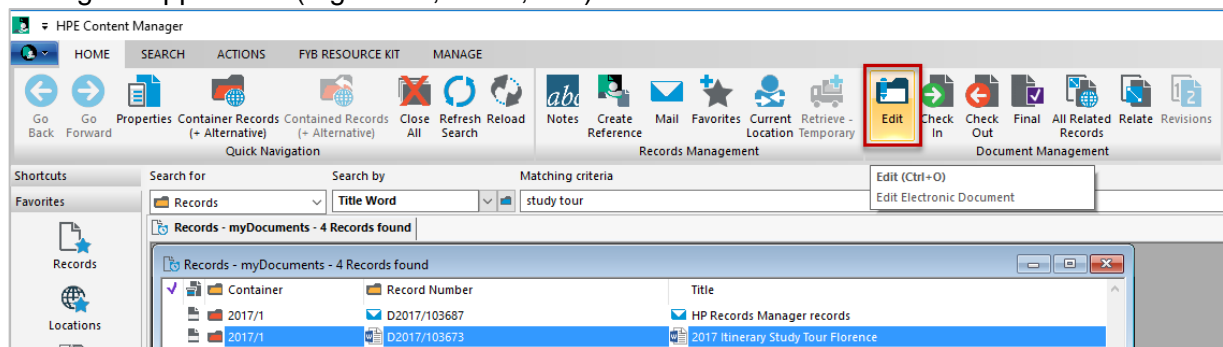
# Editing documents

## Introduction

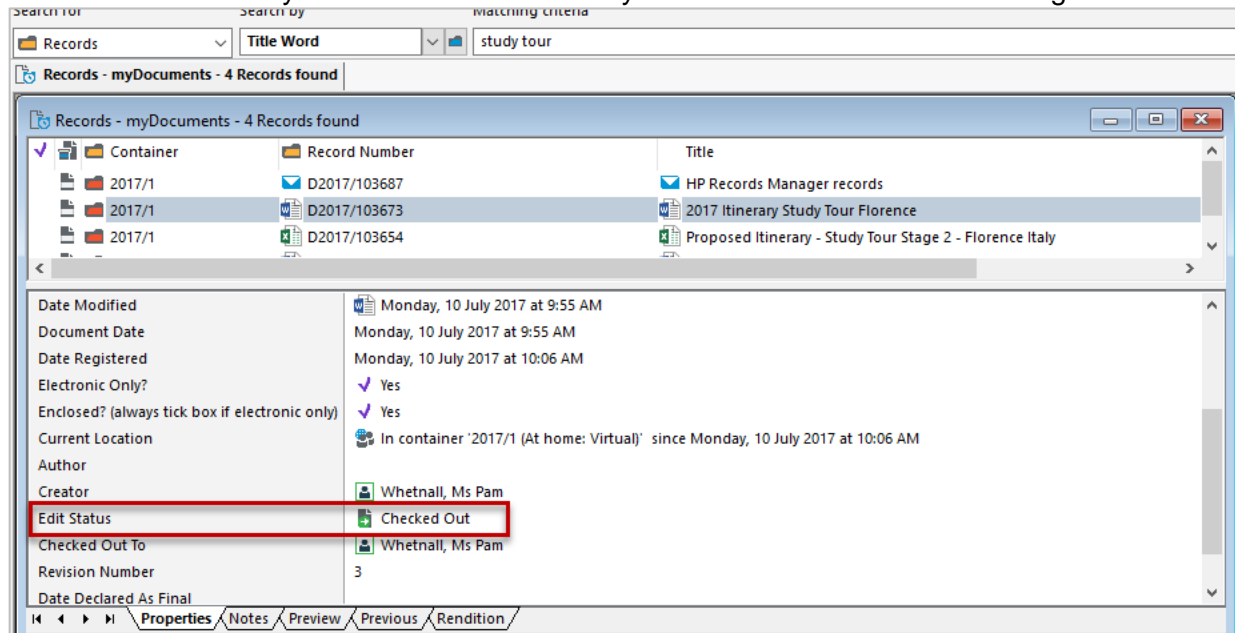
Double clicking on a document in HPE Content Manager opens it as a (Read Only) Version. It's fine if you only want to preview a document but you cannot edit it there.

## Procedure

1. In HPE Content Manager, select the document you wish to edit. It will be highlighted in blue.
2. On the **Home** tab on the ribbon, click **Edit**. The document will open in an editing enabled mode in its original application (e.g. Word, Excel, etc.).



When a document is open for editing, the **Properties** view pane displayed at the bottom of screen will show that the document has an Edit Status of **Checked Out**. No other user will be able to simultaneously edit the document while you have it checked out for editing.



3. When editing is complete, click the **Save** button in the application you are working in (e.g. Word, Excel, etc.) and close the document.

The newly edited document will automatically be checked in to Content Manager as a new revision.

Edit Status	<input checked="" type="checkbox"/> Checked In
Checked Out To	
Revision Number	3
Date Declared As Final	
<input type="button" value="Properties"/> <input type="button" value="Notes"/> <input type="button" value="Preview"/> <input type="button" value="Previous"/> <input type="button" value="Rendition"/>	

Documents can be left checked out if the Word, Excel, PowerPoint document has not been closed after saving.

**Note:** Emails cannot be edited in HPE Content Manager and are finalised on creation.

## Contact Us

For further support or questions, please contact Records Services on **8313 5334** or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)