



# Editing an item after publication

## Introduction

You can revisit and edit items after you've made them publicly available. Some changes may [trigger a new version](#).

## Procedure

1. Go to **My data**.
2. To edit a published item, hover over the item you want to edit and click on the edit pen that appears on the right hand side.

STATUS ▾	TYPE ▾	CREATION ... ↓	SIZE
	DATASET	14.7.2023 13:34	186.99 kB

3. The metadata editing form will open and you can edit any of the fields.

You can also batch edit items that have been published.

1. Go to **My data**.
2. Select the items you want to edit.

<input type="checkbox"/>	Actions ▾	3 selected (8 items in total)	STATUS ▾	TYPE ▾	CREATION ... ↓	SIZE
<input checked="" type="checkbox"/>	Example 3		PRESENTATION	28.7.2023 12:25	25.59 kB	
<input checked="" type="checkbox"/>	Example 2		POSTER	28.7.2023 12:24	15.24 kB	
<input checked="" type="checkbox"/>	Example 1		DATASET	28.7.2023 12:22	10.35 kB	

3. Under the **Actions** menu, choose *Edit in batch*.

<input type="checkbox"/>	Actions ▾	3 selected (8 items in total)	STATUS ▾	TYPE ▾	CREATION ... ↓	SIZE
<input checked="" type="checkbox"/>	Example 3		PRESENTATION	28.7.2023 12:25	25.59 kB	
<input checked="" type="checkbox"/>	Example 2		POSTER	28.7.2023 12:24	15.24 kB	
<input checked="" type="checkbox"/>	Example 1		DATASET	28.7.2023 12:22	10.35 kB	

Actions ▾

- Edit in batch
- Move to/from project
- Publish



4. Select the metadata fields you want to edit and save your changes.

3 items selected

Prepend to all  Append to all

Title

Authors

Categories

Item type

Keywords

Description

Funding

References

Licence

Embargo

Add to title

Please make it more descriptive

5. You will need to open each item and republish them to make the changes publicly visible.

## Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>