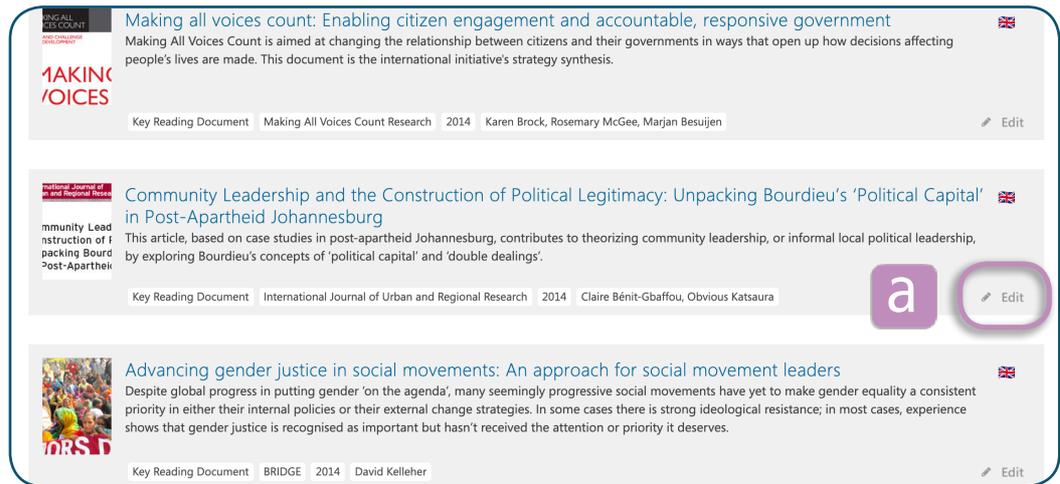


Once you have uploaded a document, you might decide that you want to add it to another page, or change its description, or replace it with an updated version. Here is how to do this:

1

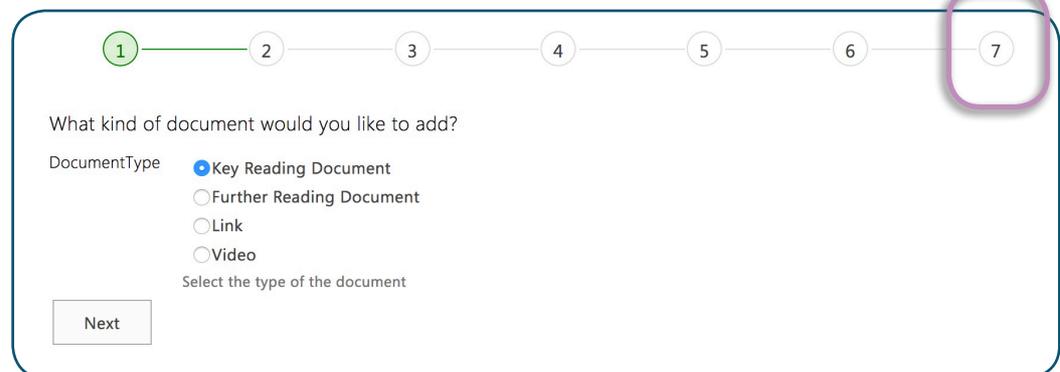


The screenshot shows a list of three documents in a SharePoint library. Each document entry includes a thumbnail, title, description, and metadata. The 'Edit' button for the second document, 'Community Leadership and the Construction of Political Legitimacy...', is highlighted with a purple circle and labeled 'a'.

- Document 1:** 'Making all voices count: Enabling citizen engagement and accountable, responsive government'. Metadata: Key Reading Document, Making All Voices Count Research, 2014, Karen Brock, Rosemary McGee, Marjan Besuijen.
- Document 2:** 'Community Leadership and the Construction of Political Legitimacy: Unpacking Bourdieu's 'Political Capital' in Post-Apartheid Johannesburg'. Metadata: Key Reading Document, International Journal of Urban and Regional Research, 2014, Claire Bénéit-Gbaffou, Obvious Katsaura.
- Document 3:** 'Advancing gender justice in social movements: An approach for social movement leaders'. Metadata: Key Reading Document, BRIDGE, 2014, David Kelleher.

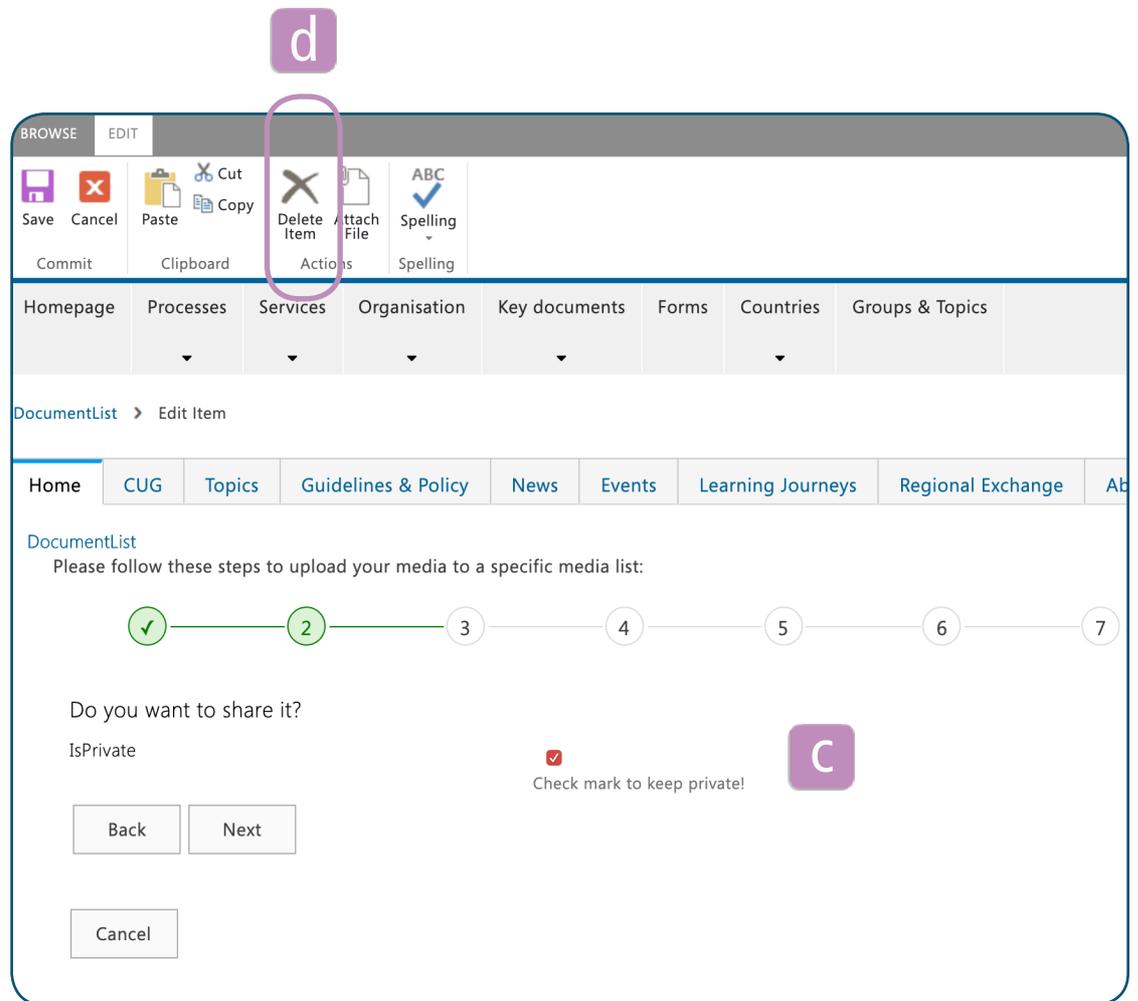
a) Find your document and click on **Edit**.

b



The screenshot shows a document upload mask with a progress bar at the top containing seven numbered steps. Step 7 is circled in purple. Below the progress bar, the text 'What kind of document would you like to add?' is followed by a 'DocumentType' section with four radio button options: 'Key Reading Document' (selected), 'Further Reading Document', 'Link', and 'Video'. Below these options is the instruction 'Select the type of the document' and a 'Next' button.

b) The document upload mask appears. You can now change any attribute in the document and save at step 7.



c) If you want to change your document from private to public or from public to private, you need to create a new entry. This is because the document needs to be uploaded to a different ShareWeb place. One that is either accessible to the general public or one that is accessible only to members..

d) In this case, you need to delete this entry: Click [Delete item](#). This will delete the document for the entire ShareWeb page. For all other changes you don't have to upload the document again.

Progress: 1 ✓ 2 ✓ 3 4 5 6 7

Add a description

Title:

Upload a new document: No file chosen Overwrite existing file

Or choose an existing document

Name	Modified	Modified By
WhatisTrust_181211	25 minutes ago	<input type="checkbox"/> Bures Hynek
UrsulaKeller	Yesterday at 9:10 AM	<input type="checkbox"/> Bures Hynek
Checklist_Governance Policy Marker_HynekTest02	Monday at 10:16 PM	<input type="checkbox"/> Bures Hynek
Checklist_Governance Policy Marker_HynekTest01	Monday at 10:15 PM	<input type="checkbox"/> Bures Hynek
Property Taxation Tom	August 9	<input type="checkbox"/> Bures Hynek

DocumentUrl:

Abstract:

Language: EN DE FR IT ES

Buttons: Back, Next, Cancel

- e) You can overwrite the existing document with a new document from your computer. Click [choose file](#) and select your document on your computer.
- f) Click the [Overwrite existing file](#) box, and click on [Insert](#).

Remember, these fields are mandatory: Title, DocumentUrl, Language
Without those, you will not be able to save your changes properly.

g) At the end (step 7) you can save your changes.

h) You can save your changes at any time with the **Save** button on top of the page. But if some fields are missing, this save button will not let you know where you made a mistake. Use this button when you are more experienced with the document edit mask.



i) The changes you have done might take up to 5 minutes before they become visible on ShareWeb. This is due to the internal update mechanism.