
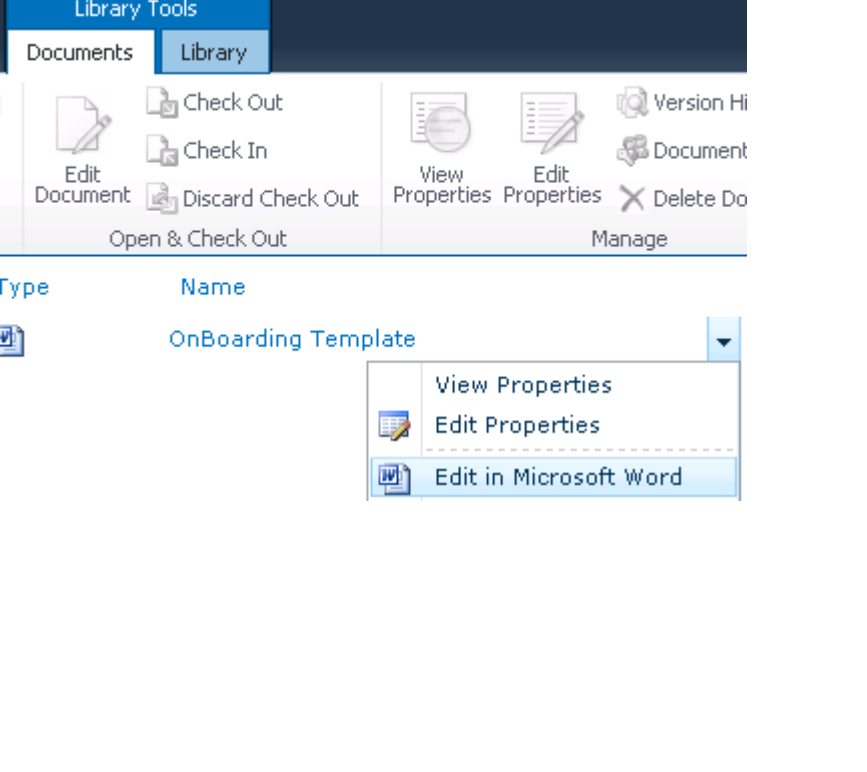


## SharePoint 2010 How to Modify Existing Documents

Follow the steps below to modify documents in a document library. These steps can also be used to change the name of a folder.

<p>1. From the site where the document library is located click Site Actions -&gt; View all Site Content then under Document Libraries click on the desired name of the document library on the page to which content should be modified.</p>	
<p>2. From the Documents or Library view hover the mouse over the desired document. Click on the drop-down arrow that appears to the right of the document.</p> <p>From the menu, select the “Edit in Microsoft Office &lt;application&gt;” option.</p> <p>This option will change depending on the Office application that is</p>	

# KEVIN O'NEILL

<p>related to the document.</p> <p>The document will open in the correct application. Make any necessary changes and click the save button. Changes will be saved to the site.</p>	
--	--

NOTE: If a user simply clicks on a document, the document will open and the user will be able to make changes, but the changes will not be saved to the site. When a user opens a document by simply clicking on the document, they open a Read-Only copy of the document. They can save their changes to their desktop, file share or network server but the changes will not be saved into the document library for others to see.