

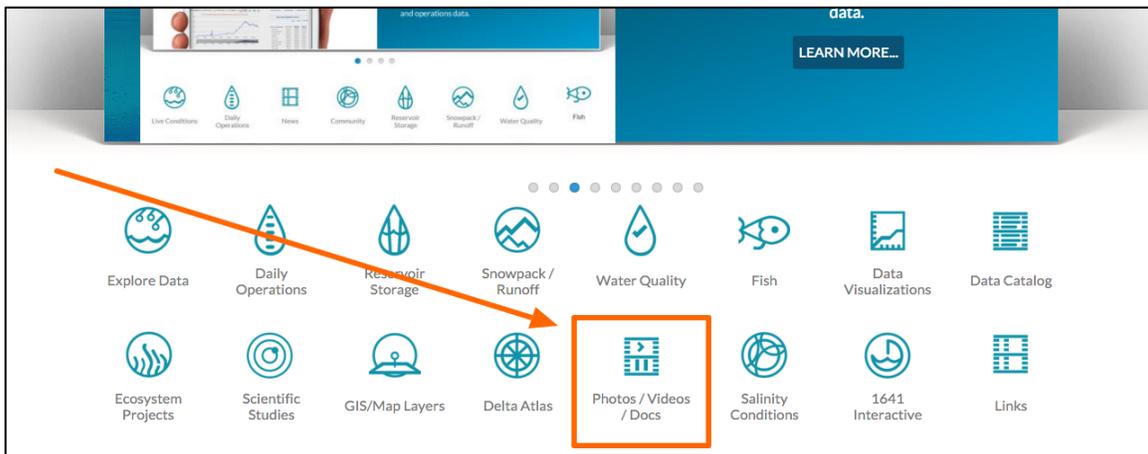


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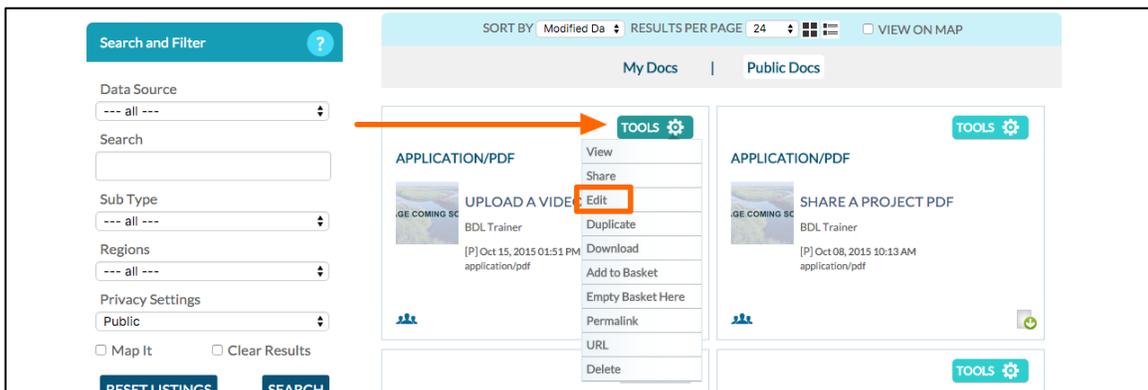
EDIT OR DELETE A PHOTO/VIDEO/DOCUMENT

Editing a Photo, Video, or Document:

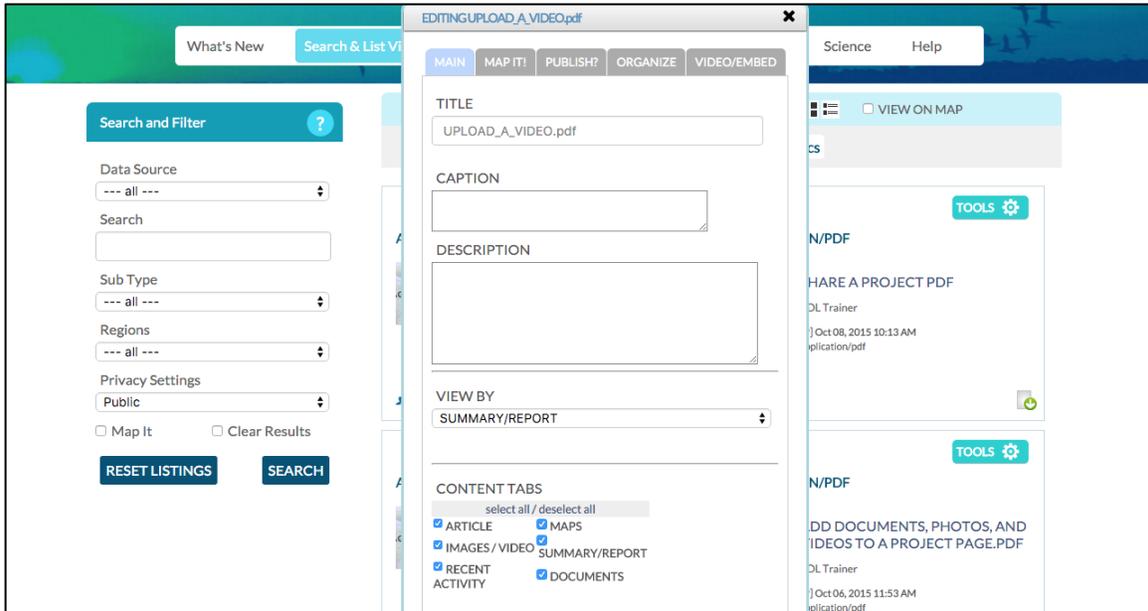
First, find the item you want to edit in the document library.



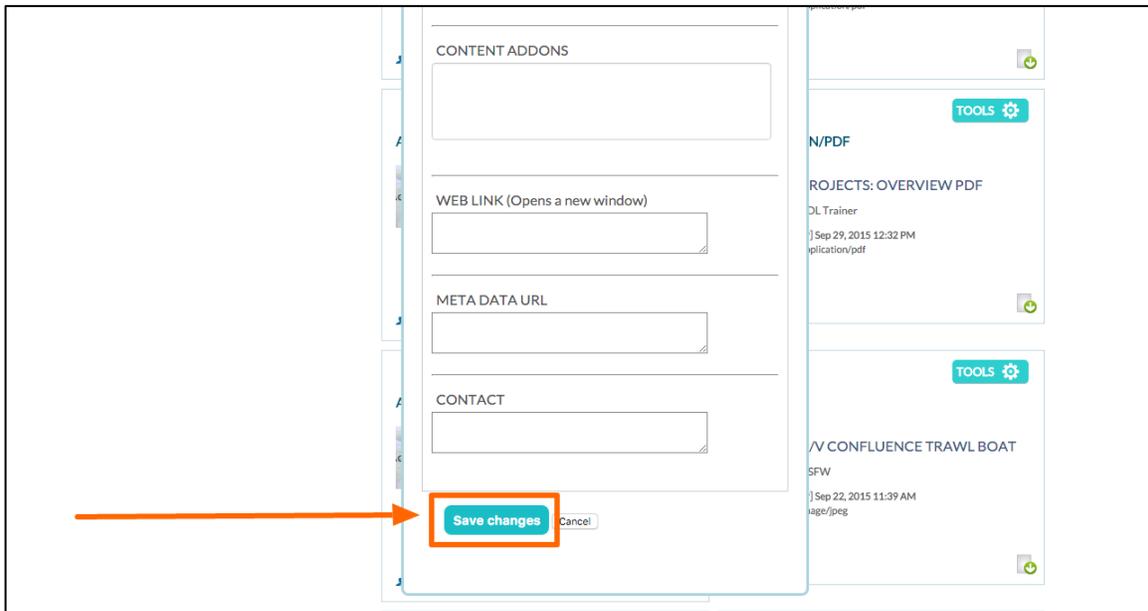
Then, hover over the TOOLS menu for that item. Choose, "Edit."



The editor form will appear and you can edit any of the item's information.



Once you are done click, "save changes."

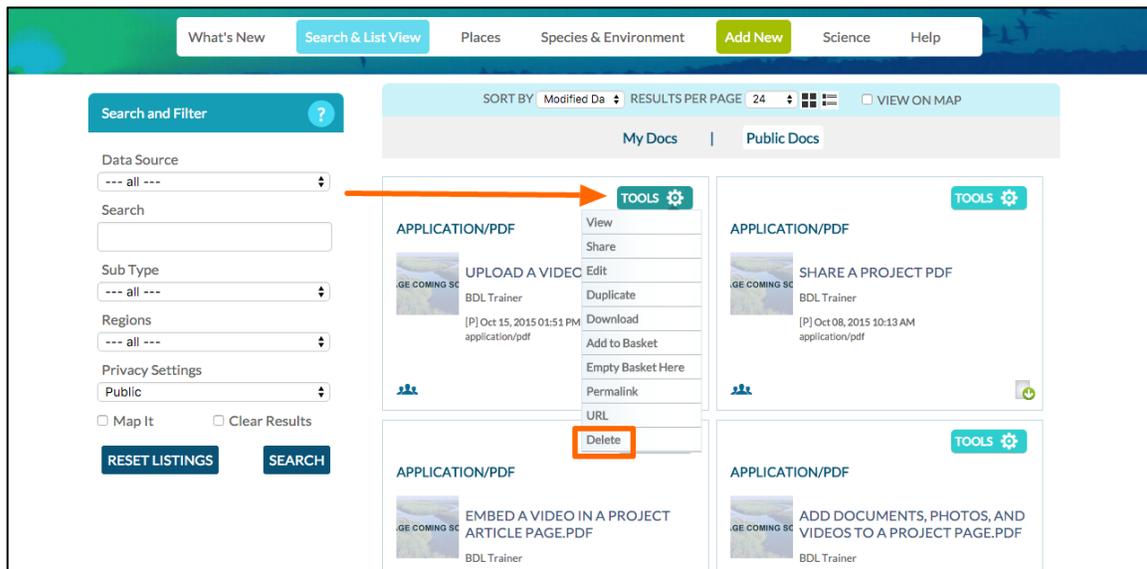


Remember, you can go back and edit the information at any point.

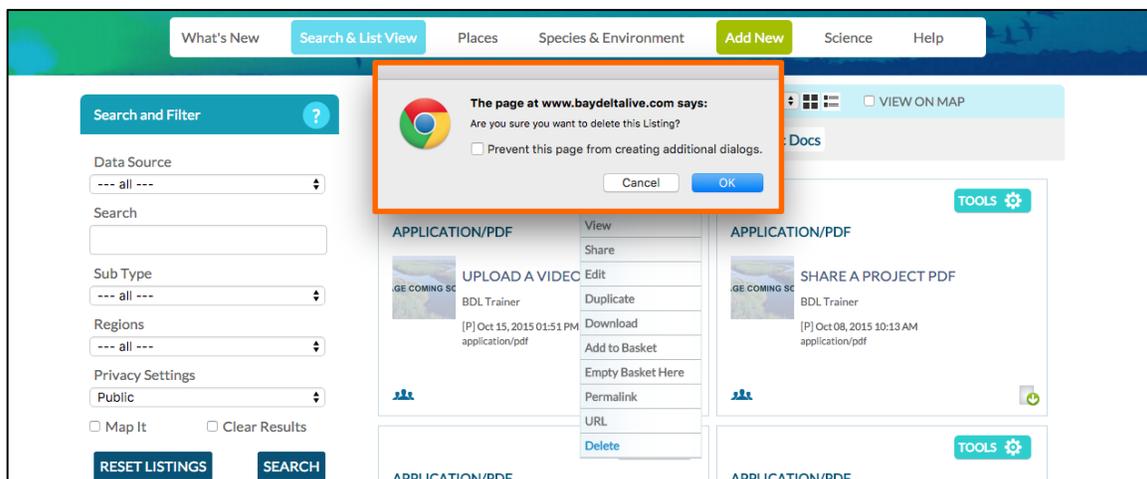
Deleting a Photo, Video, or Document:

Find the item you want to delete in the document library.

Hover over the TOOLS menu and choose, “delete.”



A pop-up appears that asks you if you're sure you want to delete the item. Click, “OK” and the item will be deleted.



This concludes the tutorial on how to edit or delete a photo, video, or document.