

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."

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

Once you are done click, "save changes."

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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."

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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.

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