

# Athena Documents: Editing a Document: Info Tab

Last Modified on 04/27/2022 2:38 pm CDT

*NOTE: If you are looking to activate or deactivate an already created item [click here](#).*

### Edit Document: AthenaTrainingTest

<b>Info</b>	Organize	Usage	Admin
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File Info

<b>File Name</b> Lecture-2-OSI-model.pdf	<b>Upload Date</b> 4/29/2020 at 3:52pm
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Title + Upload

<b>Title</b> AthenaTrainingTest
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**Replace File**

<input type="button" value="Choose File"/> No file chosen
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This will DELETE the old file and replace it using the same file name.

1. Edit the *Title* as desired.

*NOTE: The title will be used for searching within the Athena apps and may also be displayed to end users in some scenarios. **Limit of 50 Characters***

2. Click **Replace File** to upload a new version of the file, if desired.

*NOTE: This will replace the old version with the new version of the file by deleting the original, renaming the new version to the same filename as the original, and uploading the file—resulting in the new version of the file at the same URL, thus preventing broken links. Therefore, it is not necessary to ensure the filename of the new version be identical to the original.*

**IMPORTANT:** *The Filename cannot be altered by the contributor once a document has been created; if you think it needs to be altered, contact the Help Desk for guidance.*

3. Click **Save**.
4. Proceed to the [Organize tab](#).

**Still need help?**

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).

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