

Athena Documents: Editing a Document: Organize Tab

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

1. Edit the applicable *units* as desired.

The screenshot shows the 'Edit Document: Test Document' interface. At the top, there is a teal header bar with the title 'Edit Document: Test Document'. Below this is a navigation bar with four tabs: 'Info', 'Organize' (which is highlighted in dark grey), 'Usage', and 'Admin'. Under the 'Organize' tab, there is a section titled 'Organize Tags'. This section contains two main areas: 'Units' and 'Selected Items'. The 'Units' area has a search bar and a list of units: 'Asian American + Asian Studies', 'Athletics', 'Blugold Beginnings', 'Blugold Camps', 'Blugold Card Services', 'Blugold Central', 'Blugold Commitment', 'Blugold Family Connection', and 'Blugold Fellowship'. The 'Asian American + Asian Studies' unit is highlighted in yellow. The 'Selected Items' area has a list with 'Biology' highlighted in yellow. Below these sections is a 'Keywords and Categories' section with a 'Selected' field.

2. Add/remove *Categories* and *Keywords* as desired.
3. Click **Save**.

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.