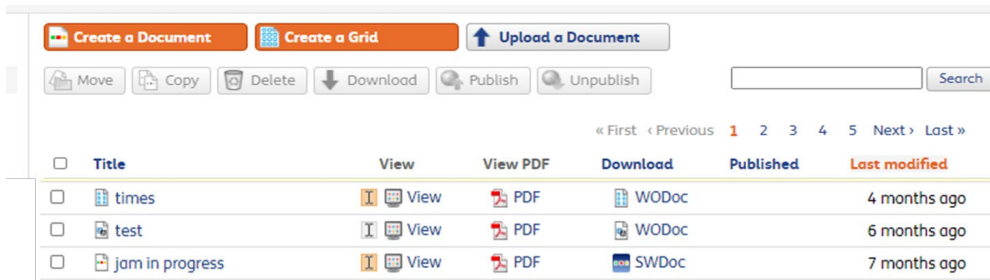




How to Manage Documents

You can see information about your documents and perform actions on them in the **Document List**.



You can also use the buttons above the **Document List** to perform various actions on your documents.



Select Tick the check boxes to select a document.



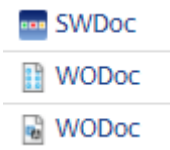
Title Click the title to open the document or grid in the editor.

Rename If documents or folders don't have a symbol icon, the Rename icon will be highlighted orange.

Rename Click the 'Rename' icon to rename your documents and folders, or to choose a symbol icon for them.

View Click the 'View' icon to read your document, listen to it and print or publish it.








View PDF Click the 'View PDF' icon to see your document in a PDF format that can be printed.



Download Click the 'Download' **SWDoc** icon to download documents to your PC, which can be opened on the PC for use with SymWriter 2, or sent to another Widgit Online user for them to upload to their account. You can also download grids (the **WODoc** icons) for back up purposes or to transfer them to another account.

Published Displays an icon for published documents.

Last Modified Shows the last time that the document was edited.

 <input type="text"/>	Search	You can search for specific files in the Documents List.
 Move	Move	Move documents to other folders.
 Copy	Copy	Copy documents to other folders.
 Delete	Delete	Delete documents (these are moved to the 'Trash' folder).
 Download	Download	Download documents to your computer.
 Publish	Publish	Publish documents to share with other people.
 Unpublish	Unpublish	Unpublish documents to make them private again.

NOTE: Group account users may find that they cannot perform all of these actions when accessing documents in **Shared Folders**. This will depend on the folder permissions granted to the User by their Manager or Administrator.