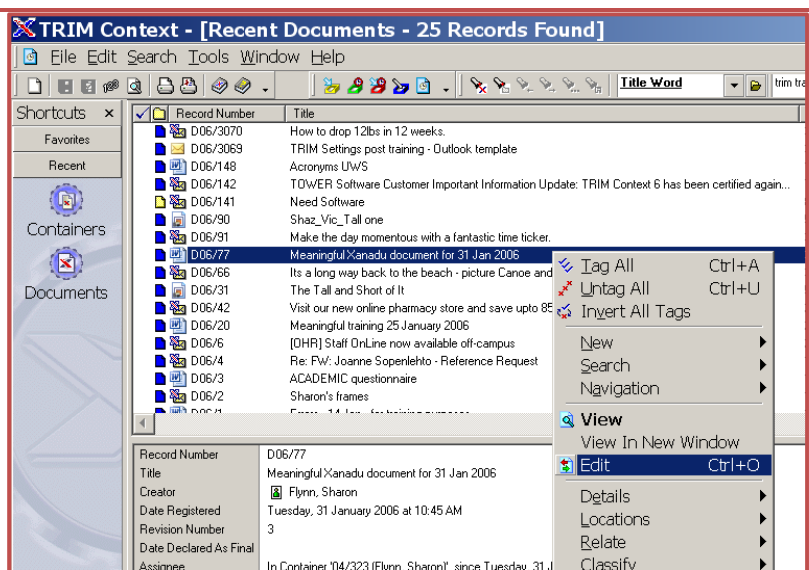# WESTERN SYDNEY
UNIVERSITY

TRIM:
Edit a Document (new revision)
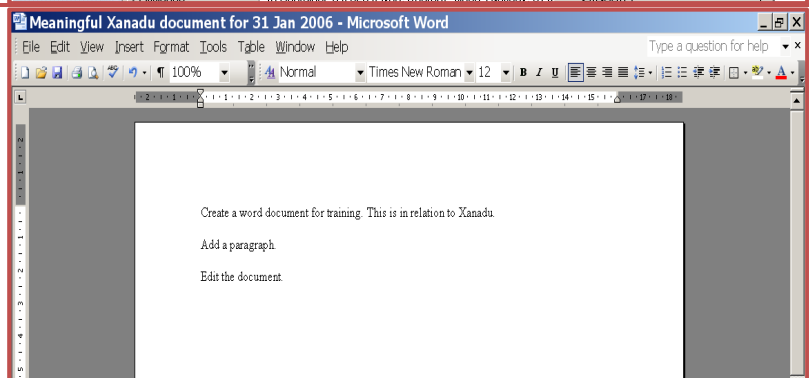
Edit a document in TRIM, creating a new revision.

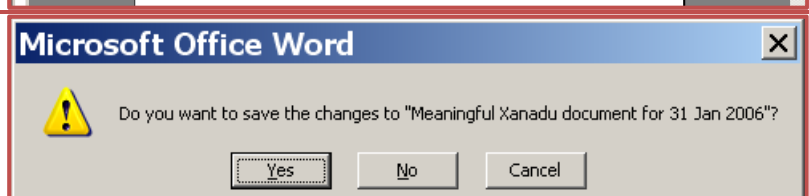|	
Right-click on the document and select *Edit*	
The document will open in its native application *(MS Word in this case)* Edit the document as necessary	
Close the document Click *Yes* to save changes	

NOTE: *If you wish to* **replace** *the document with the edited document, you must use the Edit a Document (replace current revision) method explained in the next exercise.*
NOTE: *You cannot edit a document that has been made final.*
NOTE: *You cannot edit a document that is already checked out.*