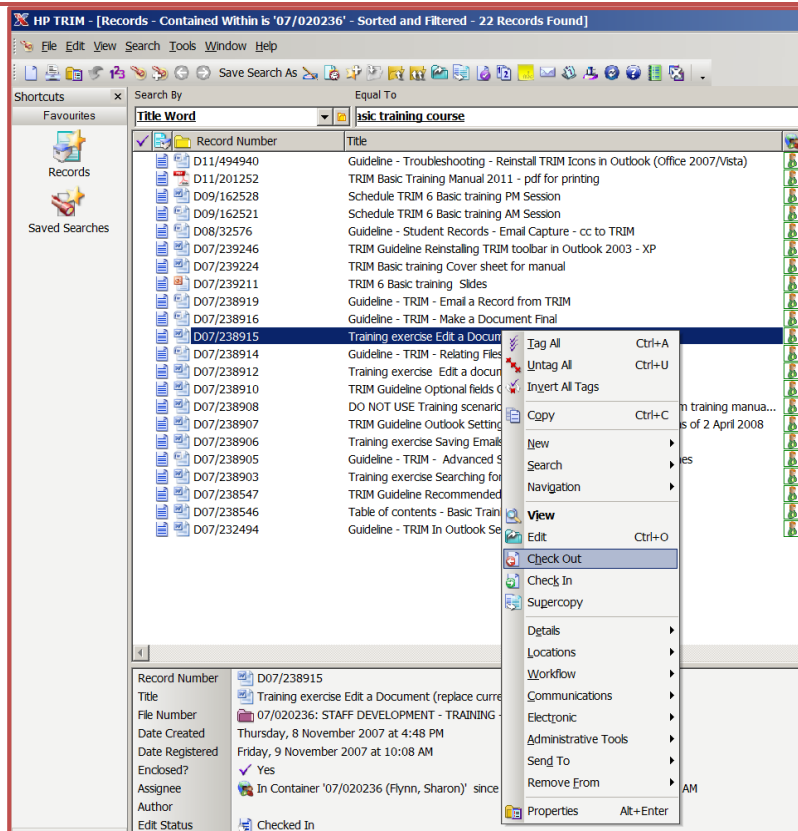# WESTERN SYDNEY
UNIVERSITY

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TRIM
Edit a Document (replace revision)

This user guide takes you through the process of *editing a document* and replacing the revisions currently saved in TRIM

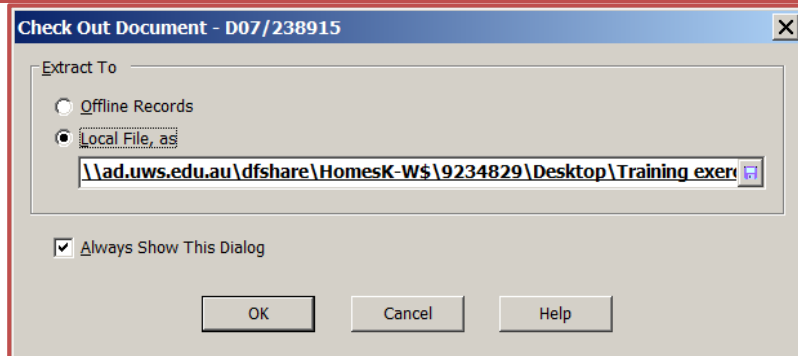|	
Select the document in TRIM that is to be replaced with a new version. Right-click on the document and select *Check Out* *If Check Out is unavailable, it means the document is either 'checked out' to someone else, or has been made Final.*	
Select *Extract To* • *Local File, as* (choose a path to your Desktop or My Documents)	

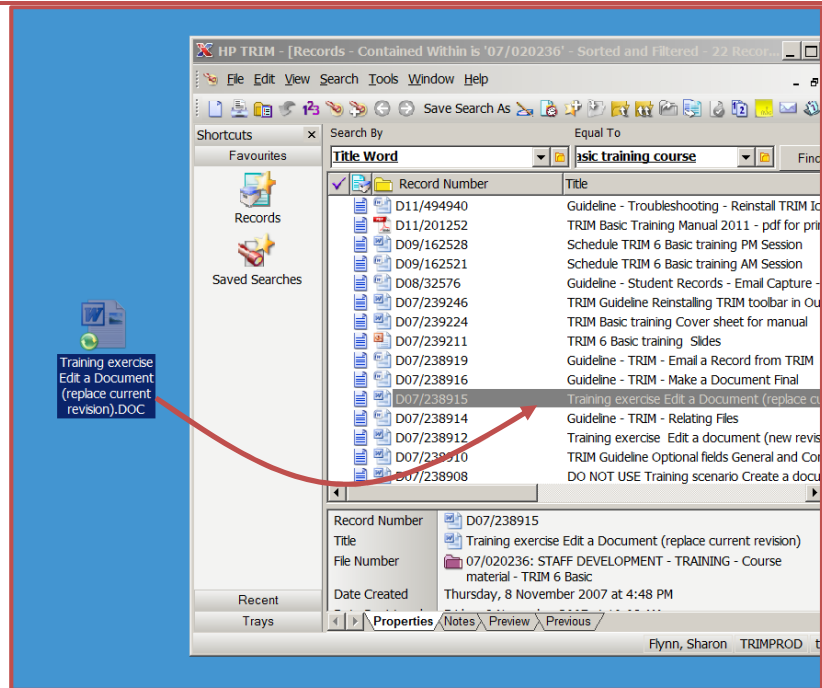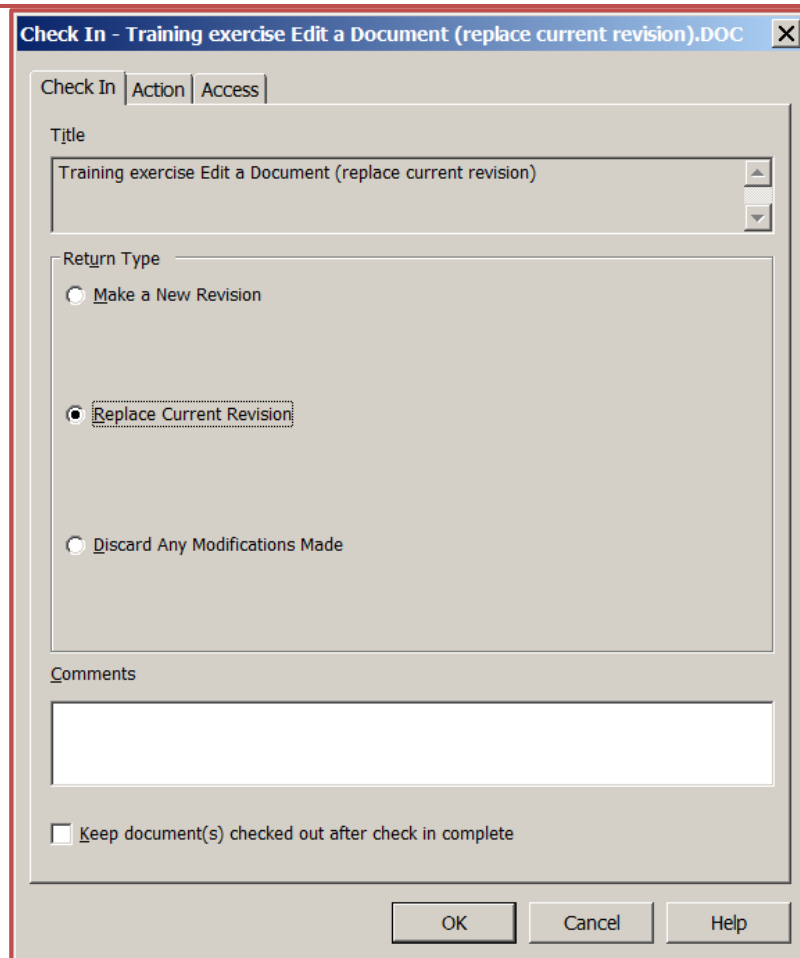|	
Find the document *(Desktop or My Documents)* Edit the document as necessary and close Now **Check in** the document to TRIM Highlight the record in TRIM, then **Drag and Drop** the document onto the record in TRIM *(Alternatively, highlight the record in TRIM, right-click and select **Check In**)*	
You now have 3 options to **Check in** the document • **Make a New Revision** • **Replace Current Revision** (overwrites what was in TRIM) • **Discard Any Modifications Made** (don't save changes)	
Delete the document from your Desktop or My Documents to avoid duplication and confusion later	