Tutorial-Update Populi Files

Populi

December 18, 2019

# Introduction

Follow the steps to download the original Word file, delete the old file, and upload the new updated document.

# Steps

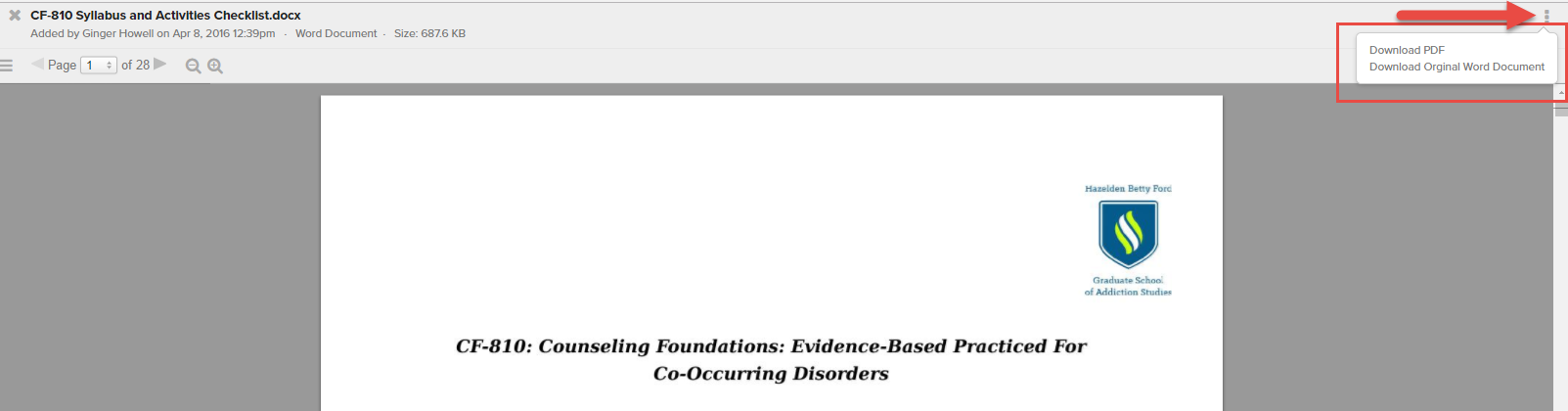
## Locate Document-

First, click on the document.



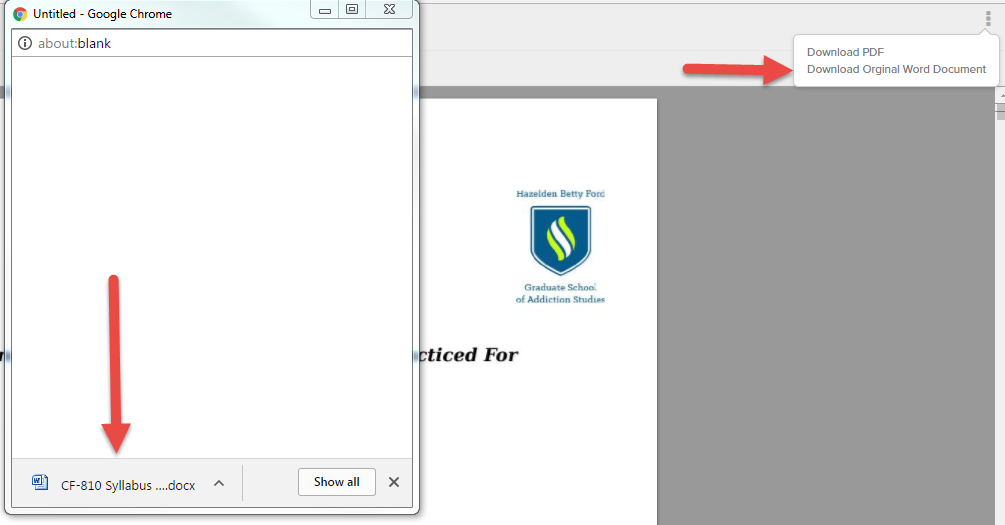
In the upper right hand corner of the document, click the three dots. You’ll be given a pop-up window that will give you the following options:

* Download PDF
* Download Original Word Document



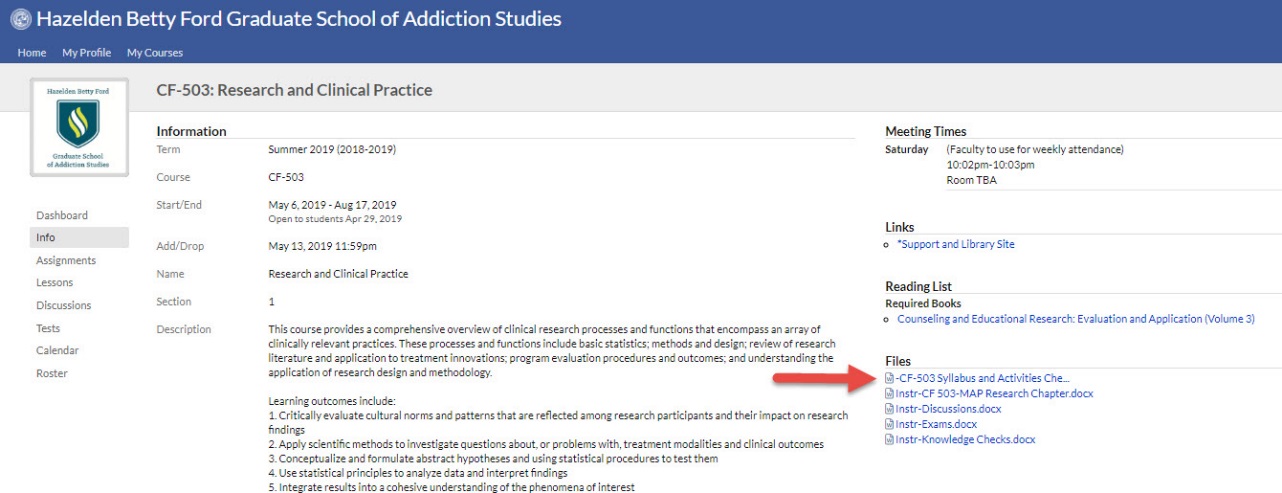
## Download Word File-

If you chose to download the original word file, the document will be shown in a pop-up window. You can open the document there, or drag and drop the document on your desktop.

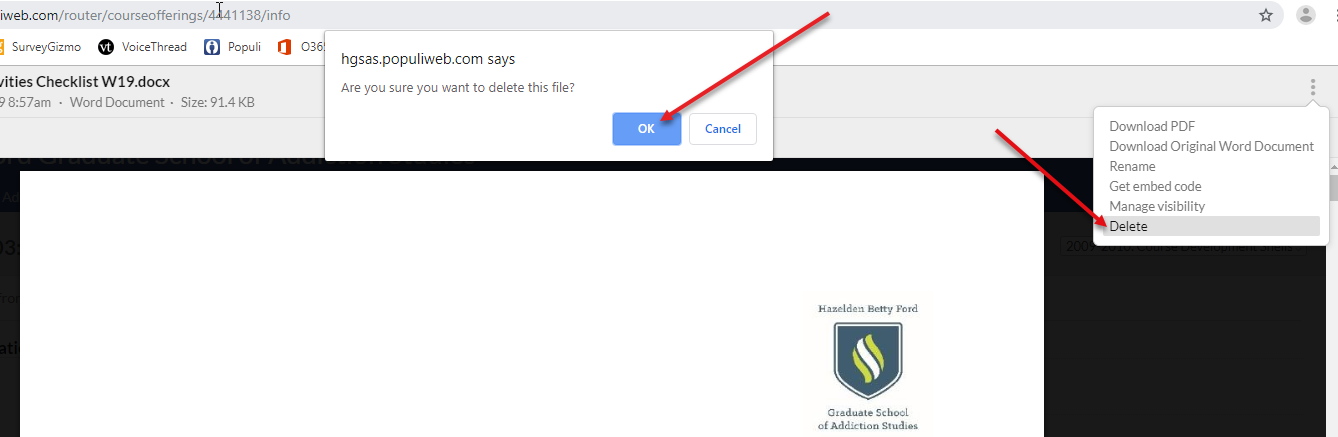


## Delete the Old Document-

First, click on the document.



In the upper right hand corner of the document, click the three dots. You’ll be given a pop-up window that will give you the option to delete. Click delete and then confirm the deletion.



## Upload the Word file-

To upload the new file, click “add” to the right of the Files section. Then, drag and drop the files into the pop-up window. Click “Done” when the files have been uploaded.

