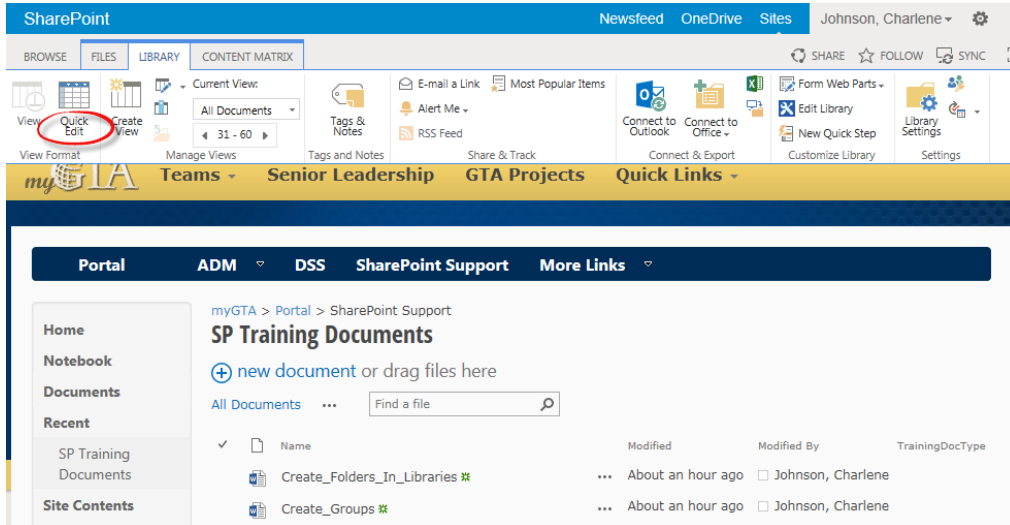


Quick Edit View

QUICK EDIT VIEW

1. Navigate to the document library. At the top of the page, click the library tab and then click **Quick Edit**.



2. The document library is displayed in a grid view where the columns are easily edited.

After you are finished editing, click **Stop editing this list** and your changes will be saved.

