



GCdocs16



Job aid

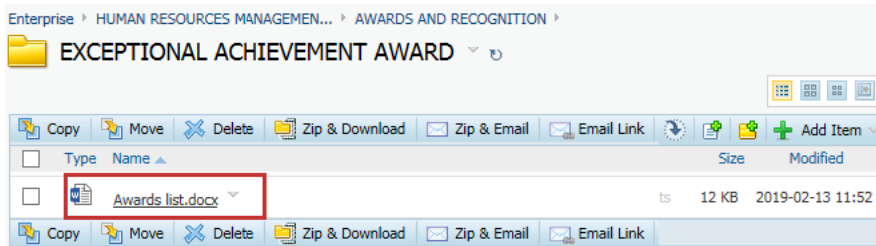
Working with documents and items

How to access documents

Classic View

Access documents from the Overview page

1. Navigate to the document

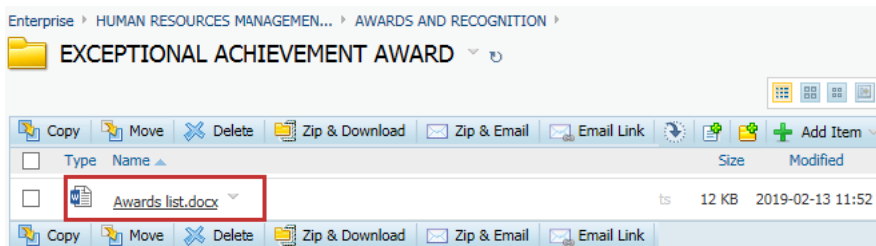


2. Select the document
3. Select either **Open**, **Download** or **Edit** :

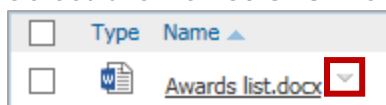
- **Edit:** Will open the document in its native application and allow you to make the changes and save a new version
- **Open:** Will open a read-only copy in its native application
- **Download:** Lets you save a copy of the document locally

Access documents from the Functions menu

1. Navigate to the document



2. Select the **Functions** menu of the document



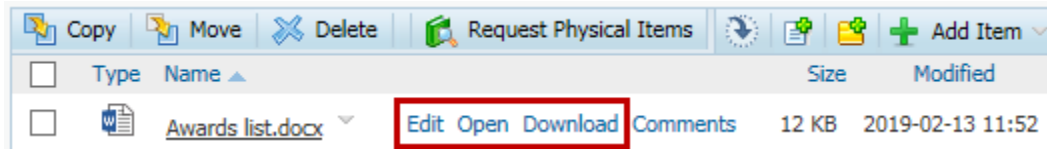


3. Select from the options available such as:

- **Download** 
- **Open** 
- **Edit** 

Access documents from the Folders and Documents List

1. Select one of the options to the right of the document



Open and **Download** are all read-only actions. Use **Edit** to revise a document.