

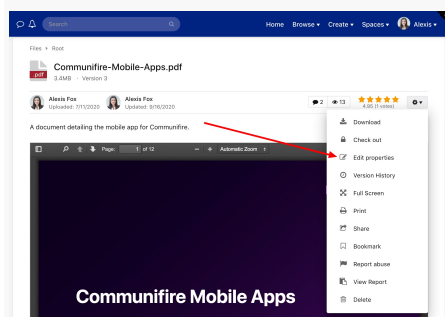
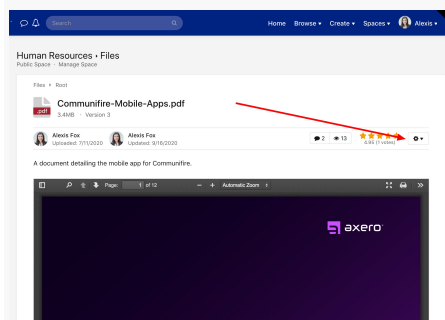
Edit File Properties

Version 9

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You can edit the title, description, expiration date, and tags of a file. This does not edit the file itself, only the file info displayed throughout the site to users. You can also feature a file or make it required reading. Editing file properties doesn't create a new version of the file in [File Version History](#).

To learn how to update files, see [Update File](#).



- **Title:** A name for the file.
- **Description:** A description of the file
- **Options:**
 - **Featured:** Make the file featured.
 - **Required reading:** Require users to mark the file as read.
 - **Allow comments:** Allow users to comment on the file.
 - **Allow likes:** Allow users to like the file and like comments on the file.
 - **Allow ratings:** Allow users to rate the file and rate comments on the file.
- **Expiration date:** Set the file to expire at a certain time and date. Check **Show content after expiry** to make the file available after its expiration.
- **Add tags:** Keywords that can help others find your entry. Use spaces to separate tags. Use an underscore or dash to combine separate words into one tag (e.g., Vacation-Policy). Click to see Popular Tags and Tag Groups.



EDIT FILE PROPERTIES

Title *

CommuniFire-Mobile-Apps.pdf

Description

A document detailing the mobile apps for CommuniFire.

Options

Featured

Required Reading

Allow comments

Allow likes

Allow ratings

Expiration date

Expiration date

Add tags

Add tags



Update

Cancel

tags : member