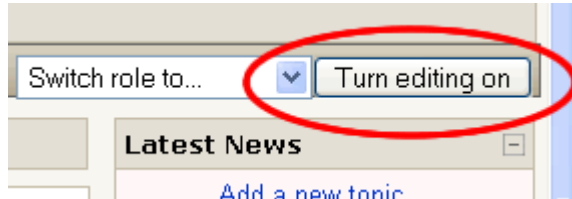


**Purpose:**

To edit a Moodle resource that is a MS Word (.doc, .txt, .rtf) file.

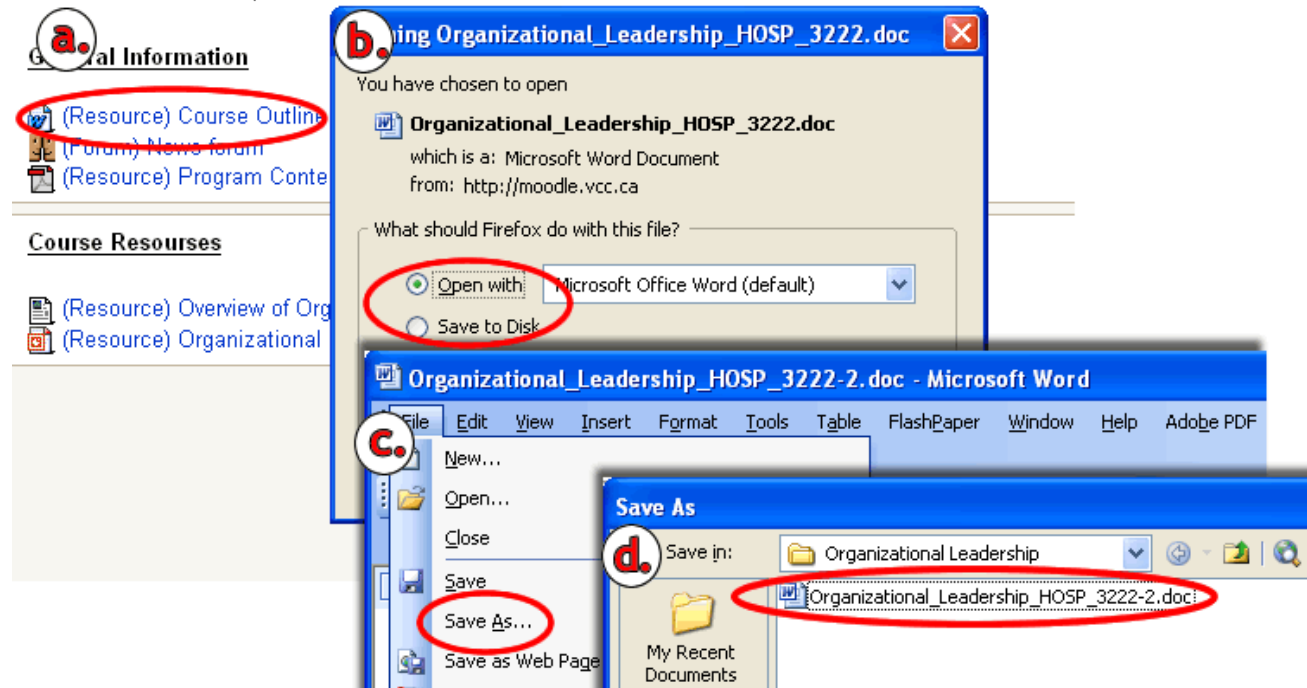
**Procedure:**

1. Log into your course and select "Turn editing on" at the top right corner of the page.

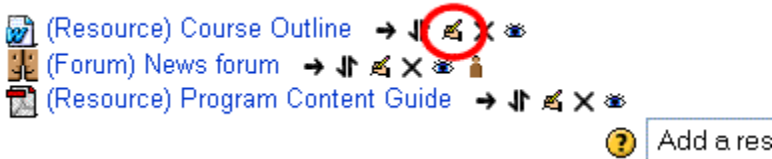


2. Open a copy of the document that you wish to edit from your computer. If you don't have a copy on your computer follow these steps:

- a. In your Moodle course page select the link to the document.
- b. If prompted, open the document.
- c. Make the desired edits to the document and save it to your computer.



4. From your Moodle course page, locate the resource that you edited and select the update icon as shown below.



5. Replace the existing document with the newly edited version:
  - a. In the "Updating Resource" window, select the "Choose or upload a file" button.
  - b. From the Moodle Files directory, select the "Upload a file" button.
  - c. Select "Browse" to open an explore window.
  - d. locate and upload the previously edited file.
  - e. Select the "Choose" link for the file
  - f. scroll to the bottom of the page and select the "Save changes" button.

