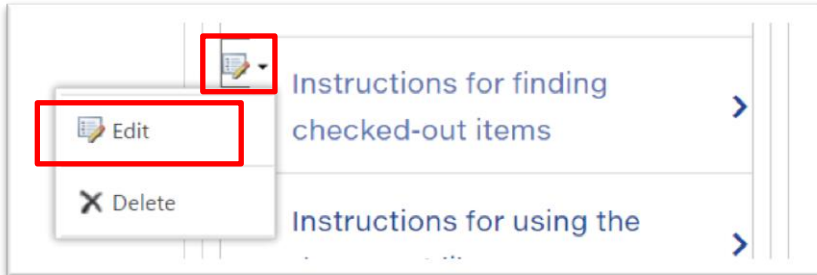
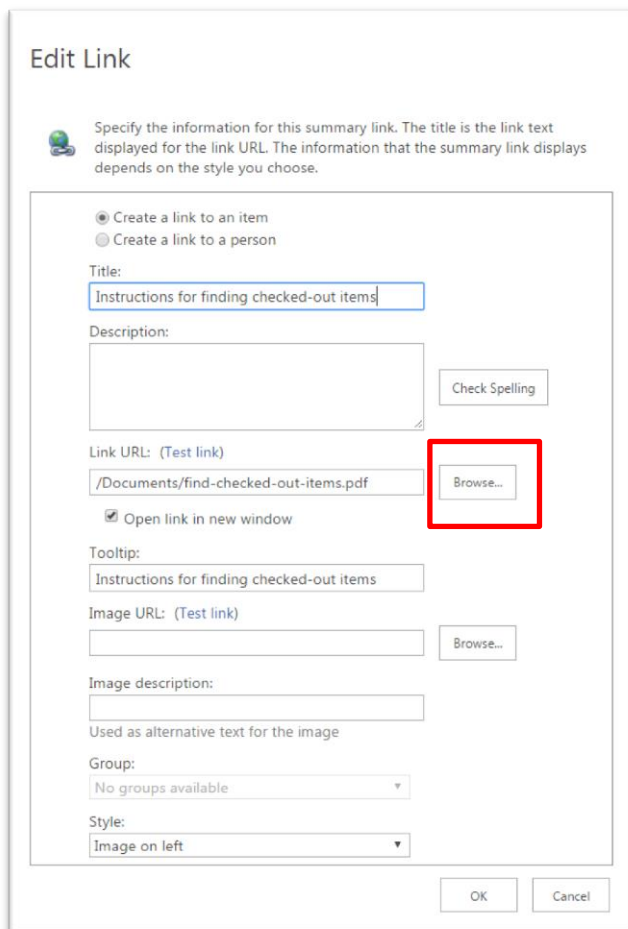


Replacing a document in a summary links web part

1. In the Summary Links web part, click the down arrow to the left of the document link and click Edit.



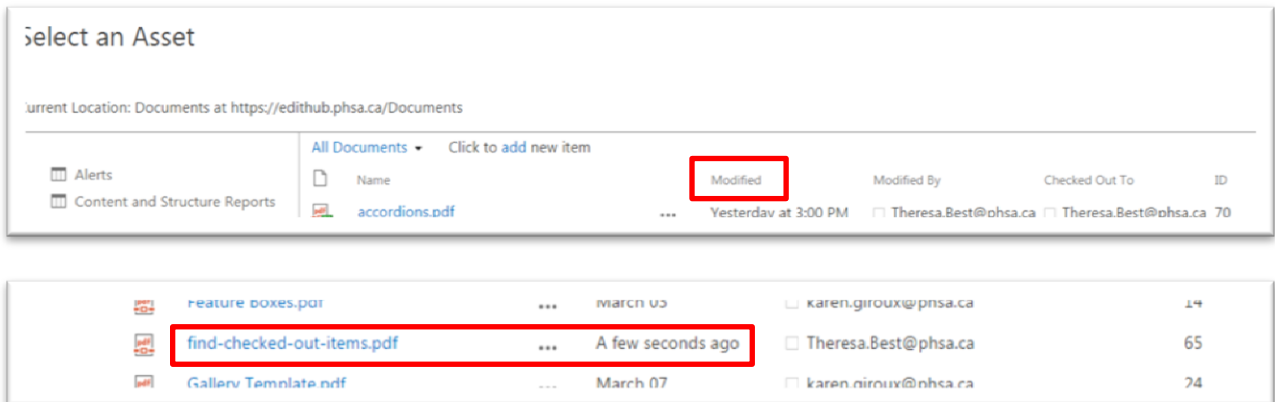
2. The Edit link box will appear, showing the document title and link URL (document location and file name). In this example, the document file name is **find-checked-out-items**. Click Browse.

A screenshot of the "Edit Link" dialog box. The title is "Edit Link". Below the title is a globe icon and a paragraph: "Specify the information for this summary link. The title is the link text displayed for the link URL. The information that the summary link displays depends on the style you choose." There are two radio buttons: "Create a link to an item" (selected) and "Create a link to a person". The "Title:" field contains "Instructions for finding checked-out items". The "Description:" field is empty, with a "Check Spelling" button to its right. The "Link URL: (Test link)" field contains "/Documents/find-checked-out-items.pdf", and the "Browse..." button next to it is highlighted with a red box. There is a checked checkbox for "Open link in new window". The "Tooltip:" field contains "Instructions for finding checked-out items". The "Image URL: (Test link)" field is empty, with a "Browse..." button to its right. The "Image description:" field is empty, with the text "Used as alternative text for the image" below it. The "Group:" dropdown menu shows "No groups available". The "Style:" dropdown menu shows "Image on left". At the bottom are "OK" and "Cancel" buttons.

- The Select an Asset box will appear. Click Add to upload the document to Sharepoint. In Windows Explorer, navigate to your document and click Okay. The Documents box will pop up. Click Save.



- The Select an Asset box will appear, with your new document listed. You can confirm that it is the new document by looking at the text in the Modified column. If the new document is the one you just uploaded, this column will say "a few seconds ago."



- Select your new document (this will make it appear in the Location URL field) and click Insert.



- The Edit Link box will appear again, showing the document title and link URL (document location and file name). **Note:** Because you have uploaded a document with exactly the same file name (find-checked-out-items), the text in the Edit Link box will be exactly the same as it was when you started. Click OK.

Link URL: (Test link)

Open link in new window

Tooltip:

Image URL: (Test link)

Image description:

Used as alternative text for the image

Group:

7. Your new document has now replaced your old document in the Summary Links web part.