

# Edit a File Description (HR)

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Files can be attached from multiple Campus tools depending on where the administrator has enabled the file attachment feature.

To edit a description, complete the following steps.

1. Click the **Attach Files** button or the upload button  .

## Result

The Document Attachments window appears.

2. Change the text in the **Description** column.

Document List						
	ATTACHED BY	STATUS	DATE ATTACHED	FILE NAME	DESCRIPTION	SIZE
✕	Administrator, System D	Attached	03/17/2016 11:53 AM	Certification.pdf	<input type="text" value="New Description"/>	5.2 KB

Drag files here to upload

Max File Size: 3 MB

I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the District and Infinite Campus.

3. Click **Save**.

## Result

The new description is saved.