

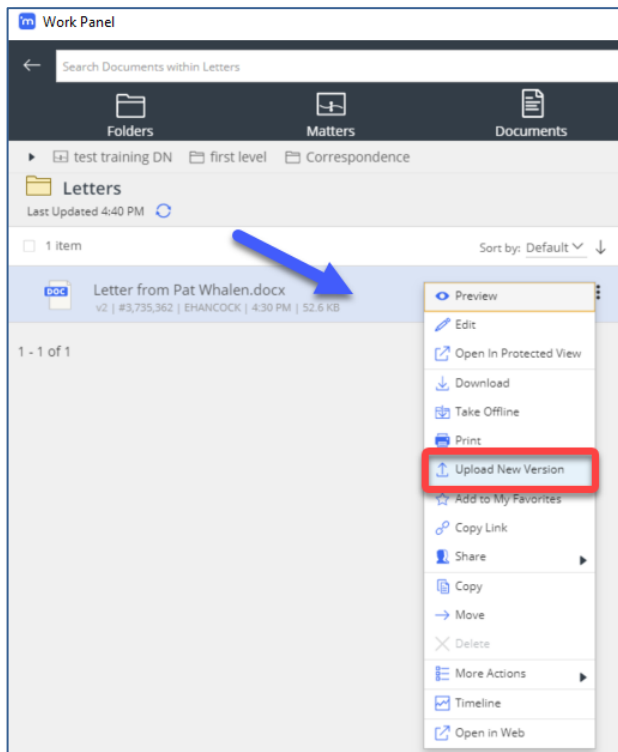
# Uploading a new version to an iManage Document Quick Reference Guide

This Quick Reference Guide covers 4 methods of uploading a local file as the next version of an iManage document:

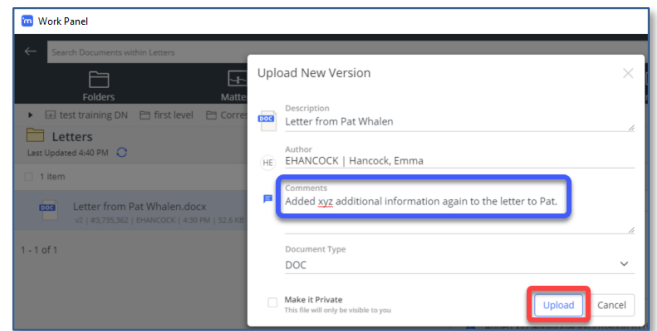
- A. Pull from the **Work 10 Panel** in Outlook
- B. Pull from **File Site**
- C. Push from an **Email Attachment**
- D. Push from the local file within **Microsoft Word**

## A. Pull from the Work 10 Panel in Outlook:

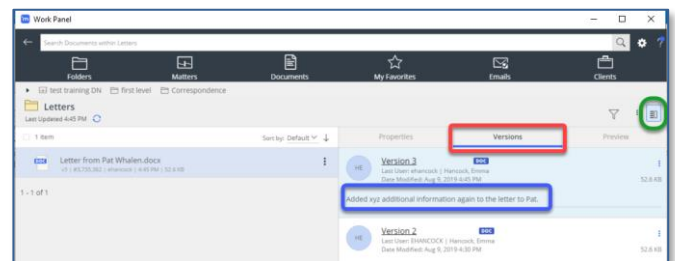
1. **Right-click the document** and choose **Upload New Version**



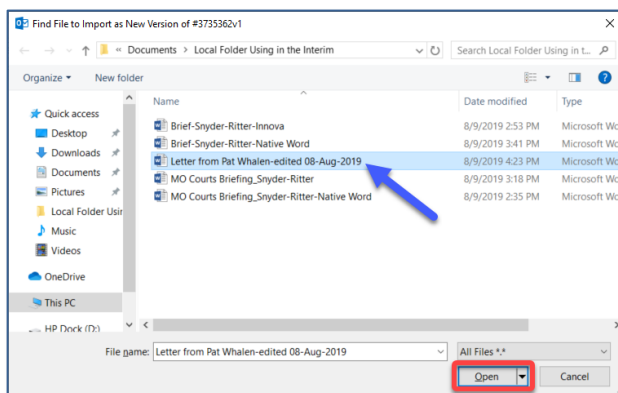
3. Type **comments on the changes** made and choose **Upload**



4. Open the **Details pane** to the **Versions** tab and the **comments will be shown below** the corresponding version of the document



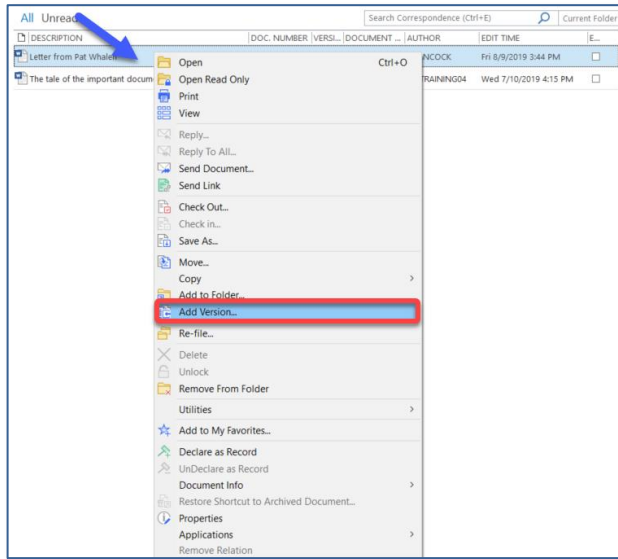
2. Browse to the folder on your local drive, **select the file**, and choose **Open**



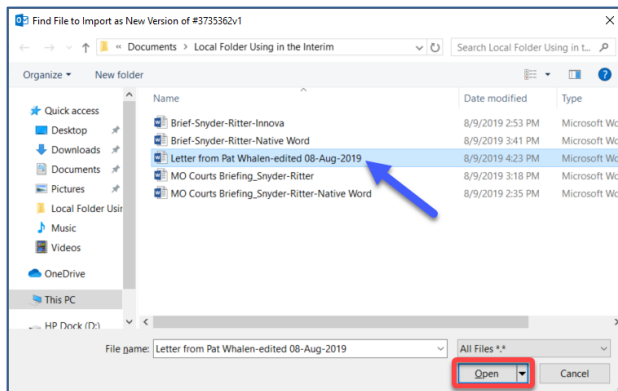
# Uploading a new version to an iManage Document Quick Reference Guide

## B. Pull from FileSite

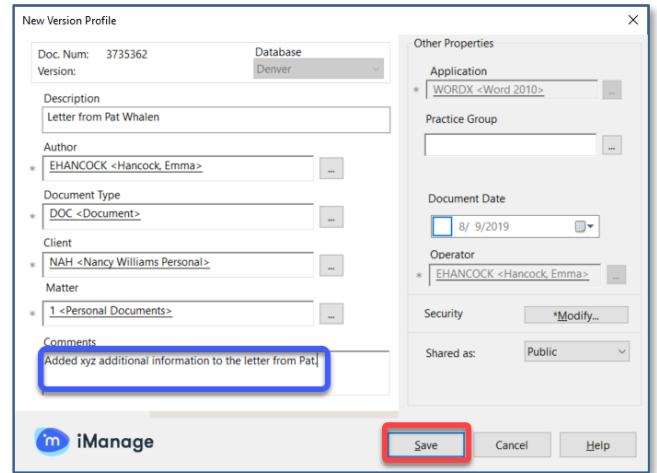
1. Right-click the document and choose **Add Version...**



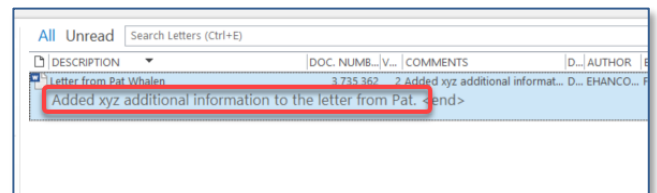
2. Browse to the folder on your local drive, **select the file**, and choose **Open**



3. In the Profile box, type **comments on the changes made**, and choose **Save**



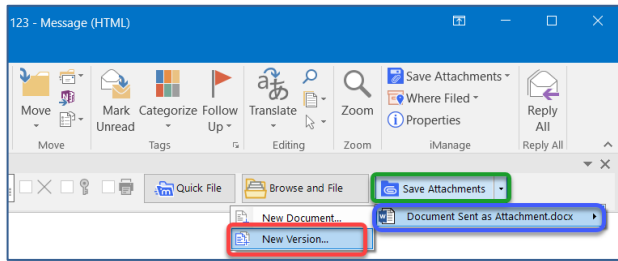
4. The comments will be **shown below the name of the document**



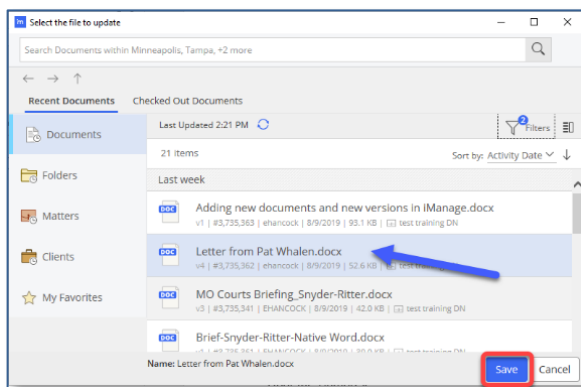
# Uploading a new version to a document in iManage Quick Reference Guide

## C. Push from an Email Attachment

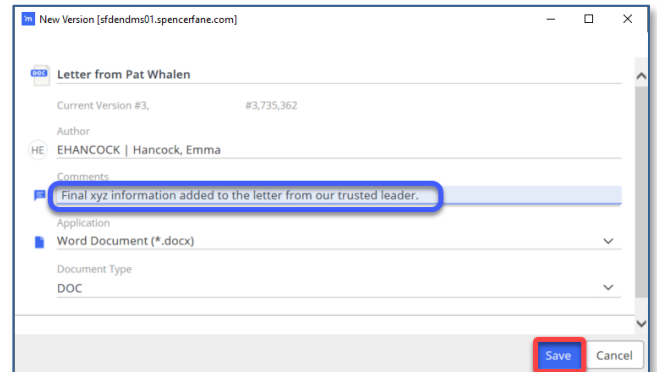
1. Open the email, choose the **iManage Save Attachments** button, hover over the name of the document and choose **New Version**



2. Browse to the location **select the row** of the file on iManage, and choose **Save** (a click directly on the file name will also trigger **Save**)

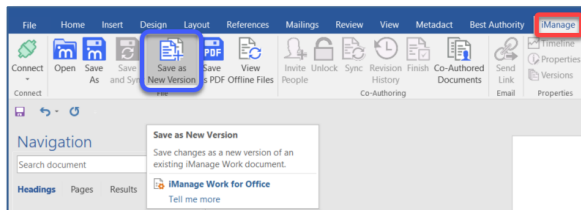


3. Type **comments on the changes made** and choose **Save**

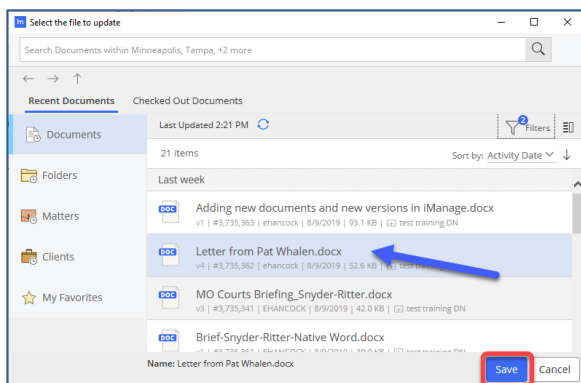


## D. Push from the local file within Microsoft Word

1. From the **iManage ribbon tab**, choose **Save as New Version**



2. Browse to the location **select the row** of the file on iManage, and choose **Save** (a click directly on the file name will also trigger **Save**)



3. Type **comments on the changes made** and choose **Save**

