

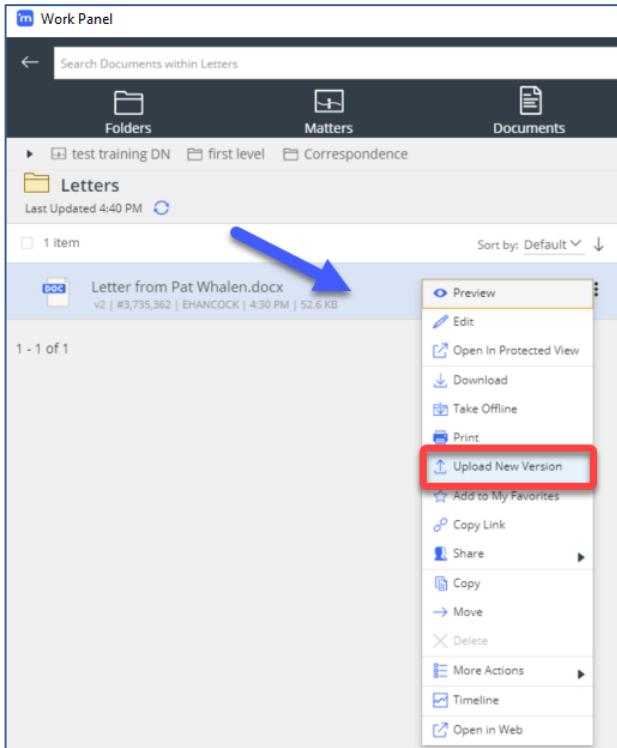
Uploading a new version to an iManage Document Quick Reference Guide

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

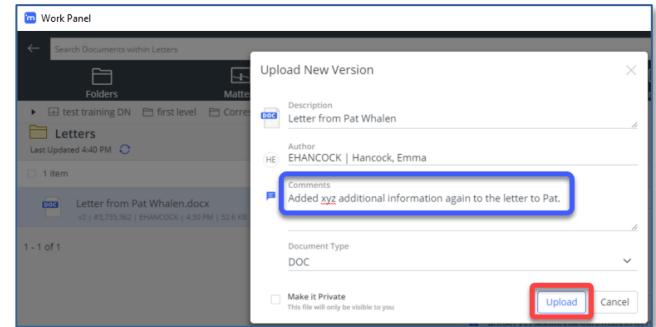
- A. Pull from the **Work 10 Panel** in Outlook
- B. Pull from **File Site**
- C. Push from an **Email Attachment**
- D. Push from the local file within **Microsoft Word**

A. Pull from the Work 10 Panel in Outlook:

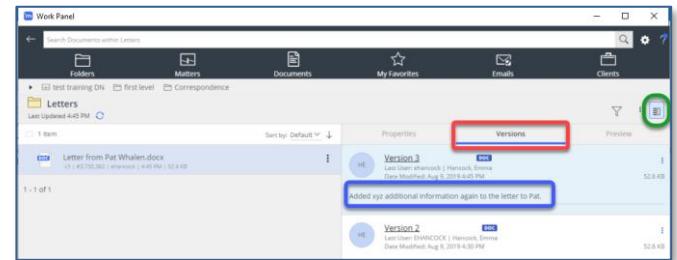
1. Right-click the document and choose **Upload New Version**



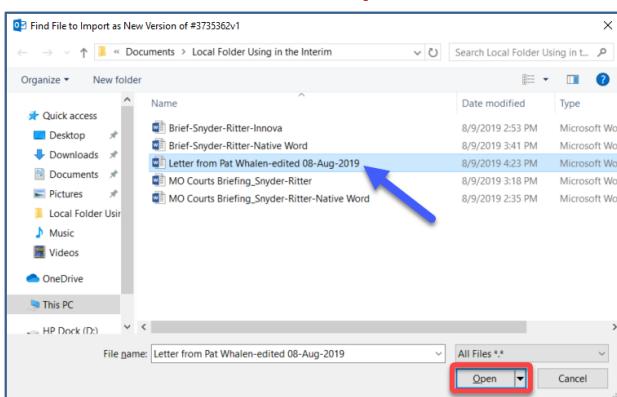
3. Type **comments on the changes** made and choose **Upload**



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



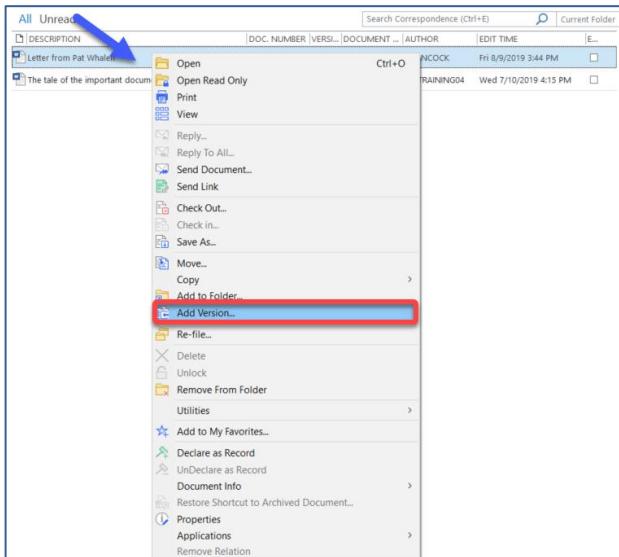
2. Browse to the folder on your local drive, **select the file**, and choose **Open**



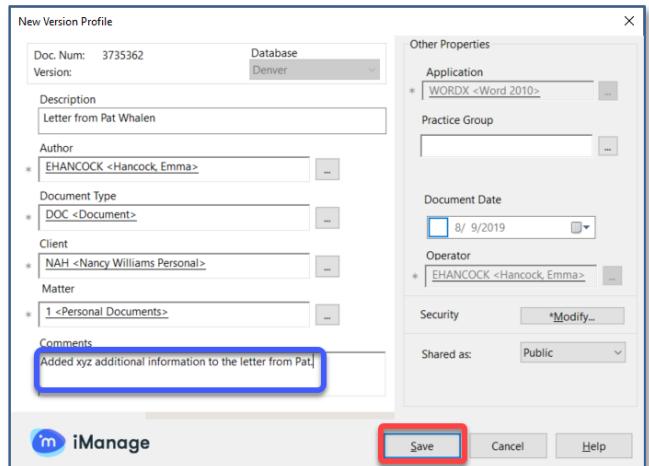
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B. Pull from FileSite

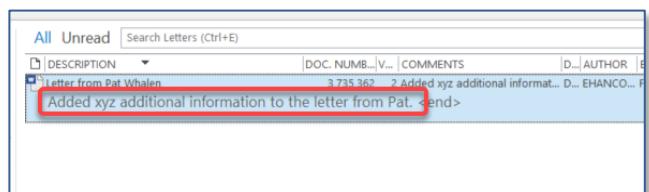
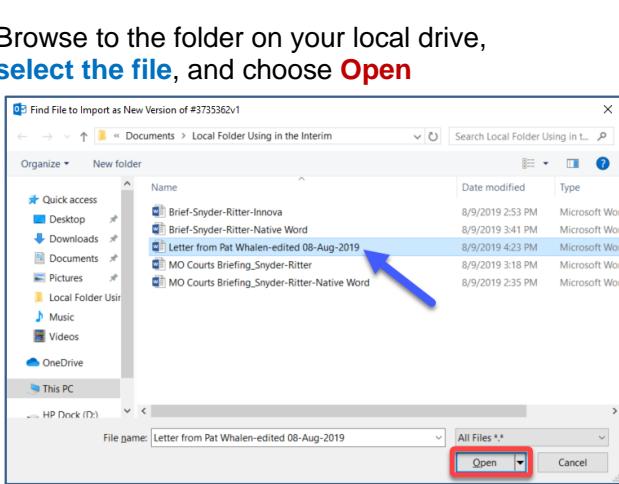
1. Right-click the document and choose Add Version...



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



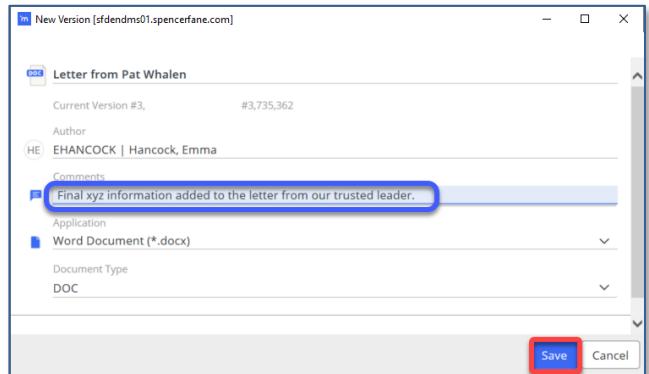
Uploading a new version to a document in iManage Quick Reference Guide

C. Push from an Email Attachment

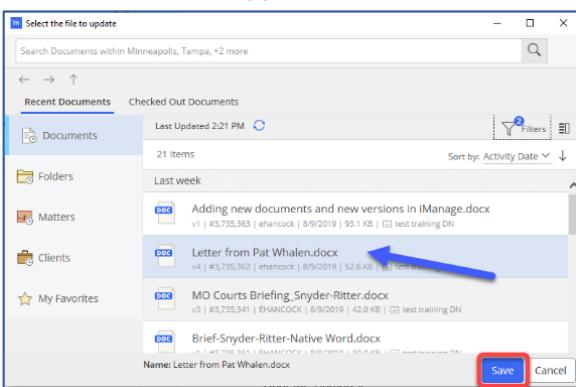
1. Open the email, choose the **iManage Save Attachments button**, hover over the name of the document and choose **New Version**



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

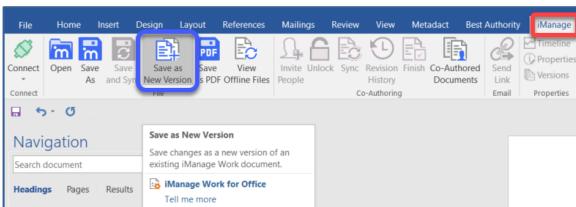


2. Browse to the location **select the row** of the file on iManage, and choose **Save** (a *click directly on the file name will also trigger Save*)



D. Push from the local file within Microsoft Word

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



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



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*)

