

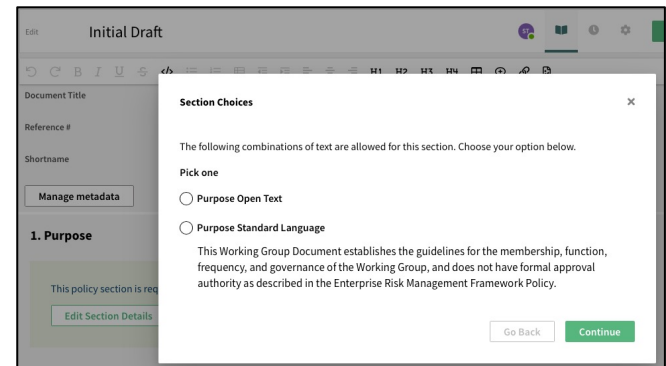
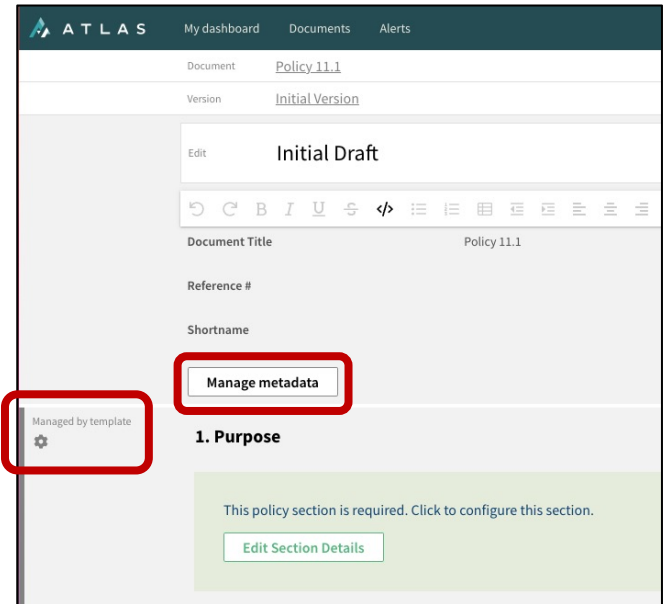


# Edit a document version

If you are working in the [New Document](#) template you can simply begin writing.

If you selected another template:

- Click on any section's [Managed by template](#) gear, then select [Configure section](#)
- Click in any other open space as applicable
- Begin writing / selecting pre-set text choices
  - To insert hyperlinks (e.g. to other documents), select the target content to enable the editor link icon
- Click [Manage metadata](#) to update metadata.



Note there is no 'Save' button; Atlas auto-saves every keystroke. To pause / step away, just close the browser tab. To resume editing after a break:

- From [My dashboard](#) click on your draft file name in the [In progress](#) section
- or
- From [Documents](#) click the document name
- On the next screen, in the [Versions in progress](#), click on the draft file name (see right)

