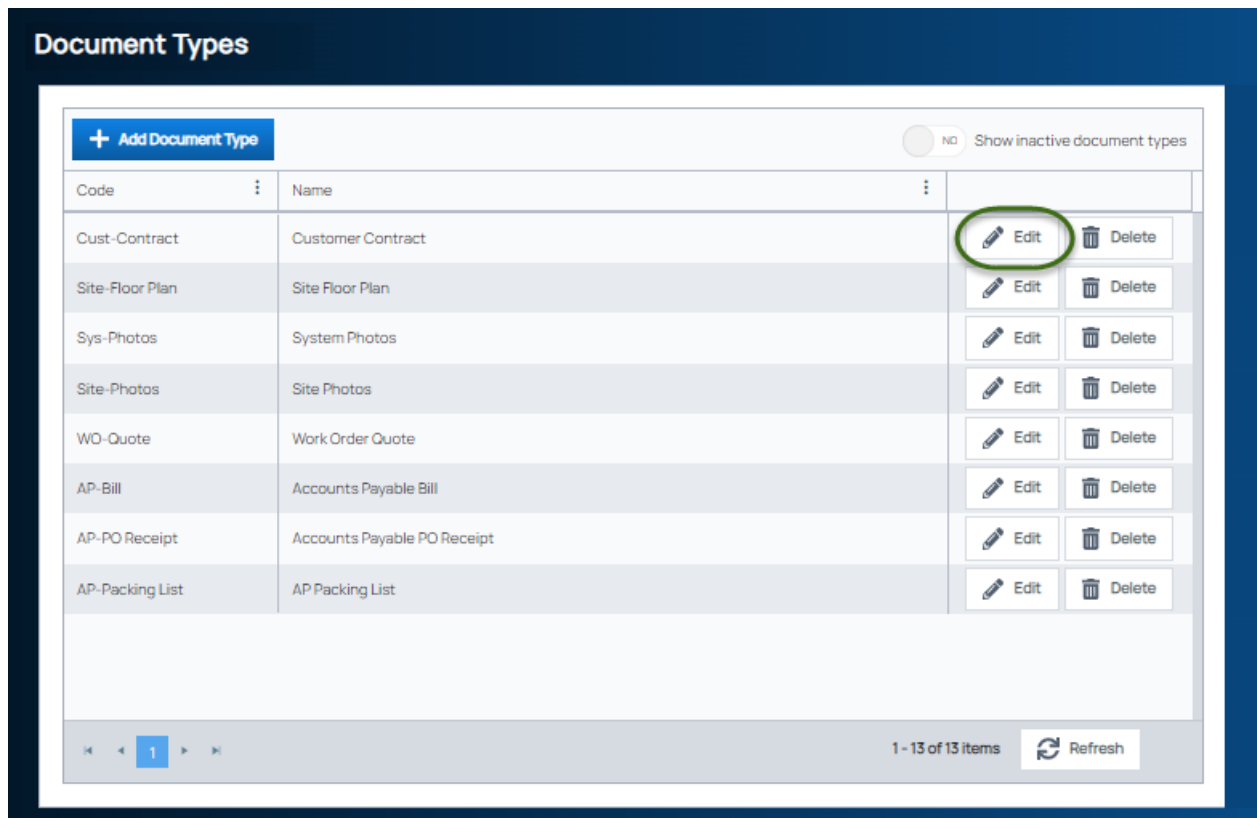# Edit a Document Type

Last Modified on 04/27/2022 7:52 pm EDT

To edit a Document Type, from the main menu, arrive at the Document Types setup with this path: Setup > Other > Document Types.

The Document Types list will be displayed. Locate the Document Type you want to edit, and then click on the Edit button (pencil icon).

⚠ If the document type code or name is changed, this will affect all previously attached documents that were saved with the original document type.

The Document Type Edit form will be displayed. Make the necessary changes, and then click the Save button when finished.