



# Editing a Workspace

Use the Properties editor to change the general characteristics of a workspace and to edit the style and content of any of its views. You can delete or restore the original version of an edited workspace through the File menu.

To edit a workspace, your user ID must have Workspace Author Mode permission.

To edit a workspace:

1. Open the workspace that you want to edit, then click  **Properties**. The Properties editor opens. The tree on the left shows the workspace name selected, with the workspace properties on the right.
2. Make any changes to the **Workspace Identity** and **Workspace Options**. You can always return to the general workspace properties by clicking the name of the workspace at the top of the Properties tree.
3. If you want to edit the properties for a particular view, select the view from the Properties tree.
4. When you are finished editing the workspace or view, do one of the following:
  - Click **Apply** to save your changes, then select another view to edit from the Properties tree.
  - Click **OK** to save your changes and close the Properties editor.
5. If you want to keep the changes you made for future work sessions, do one of the following:
  - Click  **Save** to update the workspace properties with the changes you just made.
  - Click **File > Save Workspace As** to save this as a new workspace and leave the original workspace unchanged.

Changes you make to a workspace are available only to your user ID; no other users will see your changes. The exception is when you are in workspace administration mode, where any workspace customization you do will be available to all users.