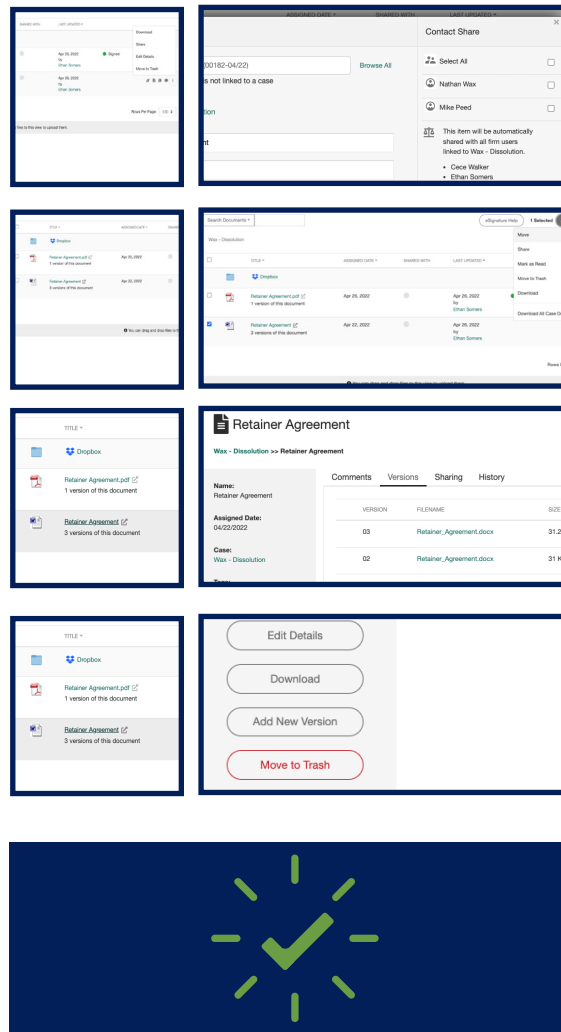


This is just a quick instructional guide on managing files in MyCase. Once a file is in MyCase it can be organized, shared, the version history is tracked, and more! Follow the steps below to see how to keep that process ticking along! You can also watch this guide here: [joneslawcolorado.com/dashboard](https://joneslawcolorado.com/dashboard)

## Steps to Follow

- Sharing a File: click the three dots on the right, click share, then select who you want to share with.
- Moving a File: tick the box on the left of the file, click actions on the right, then move, then where.
- Version History: Click the name of the file, versions, and voila! Click comments to see the conversation.
- Uploading a New Version: Click the name of the file, then scroll down and on the left click add new version.
- That's that! Good job!



## Concluding Thoughts

This is just a quick overview, there are many more options for files, like sending for signature, making copies, assigning documents, and more! Check out the other help docs for some of those topics, or just roll up your sleeves and get down dirty with those documents.