

THCS Group Helpdesk

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Editing Files in Synology

Juan Rivas - 2026-04-24 - [Comments \(0\)](#) - [Synology](#)

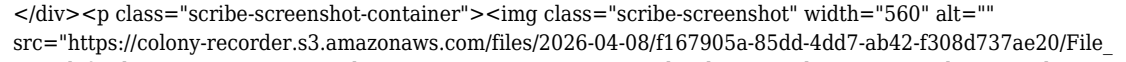
Editing Files in Synology Drive

Made by Juan Rivas with Scribe

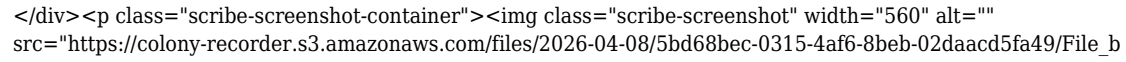
Learn how to efficiently create new folders and documents within your shared Synology Drive environment. This guide provides a clear walkthrough for managing, saving, and renaming files to keep your collaborative workspace organized.

Editing Files in Synology

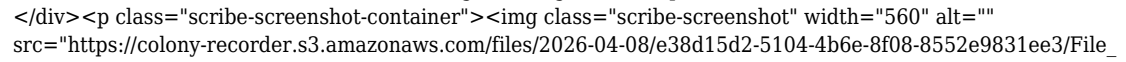
1. Unlike some other platforms, Synology does not offer a "Save As" function. This means that if you want to preserve the original file while making changes, you must first create a copy of the file you wish to edit. Once you have duplicated the file, you can make any necessary edits to the new version. This practice ensures the original file remains unchanged and prevents accidental modifications or data loss.



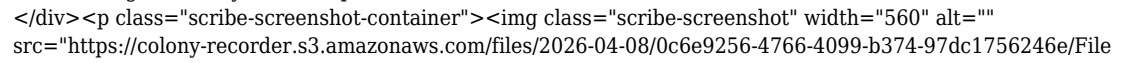
2. If you prefer, you can also rename the copied file to help distinguish it from the original.



3. Double-click (2nd File Created) to begin editing the file.



4. Begin to edit your file.



Made with Scribe

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