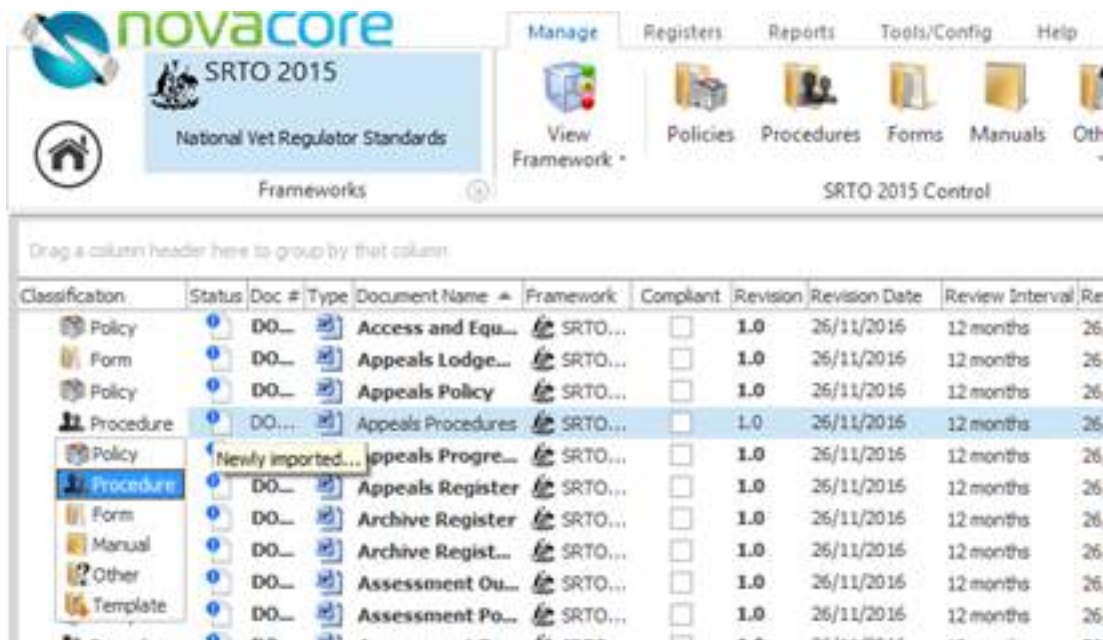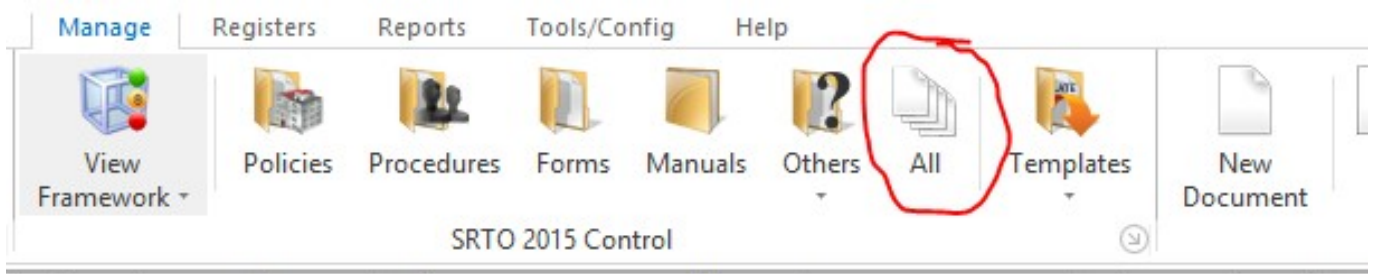# General

How do I change the classification of a document?

1. Click on the **All** documents classification button as shown below.
2. Choose the classification near the document you want to change.
3. Once you choose the classification, a dropdown menu will appear and then you can change the classification from one to another as shown in the screenshots below.

Unique solution ID: #1013
Author: NovaCore
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