

Check in Check out



Check out a file

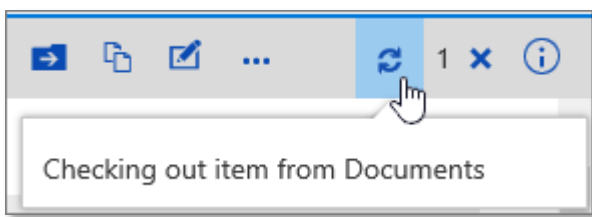
If you want to make changes to a file and make sure no one else can edit it in the meanwhile, check out your file:

1 Open the library with the file you want to check out

2 Select the file

3 Click the ellipses

4 Select Check out



A note is displayed while the file is being checked out. If you click on the icon, you can see the progress of the checkout.

When a file is checked out, the document's icon will have a green arrow over it.



TIPS

Click on it to see who has the file checked out

Check in a file

Check your file back in to make your files and any changes now available to others.

NOTE

If you downloaded your document to work locally, you'll want to upload it before checking it.

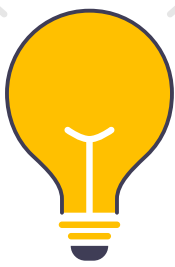
To check in a file:

1 Open the library with the file you want to check out

2 Select the file

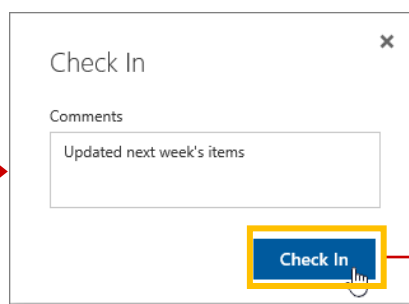
3 Click the ellipses

4 Select Check in



TIPS

In the Comments area, describe the changes you made. It is especially helpful when several people work on a file.



Click Check in when you're done

If you try to check in a document you haven't made changes on, this message will appear

