

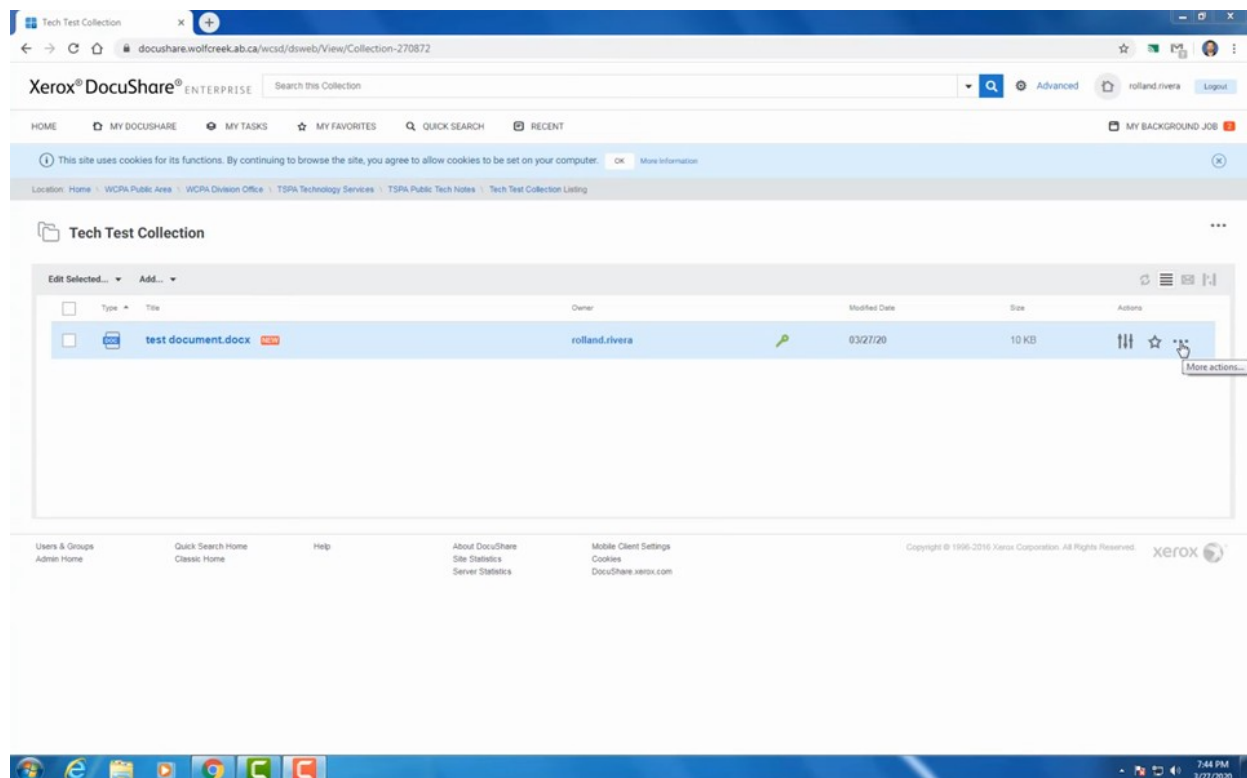
Check Out a File in DocuShare Web

Edit a file safely and return the updated version

Why check out?: Checking out prevents other users from changing the same file while you are editing it.

STEP 1 Select the file

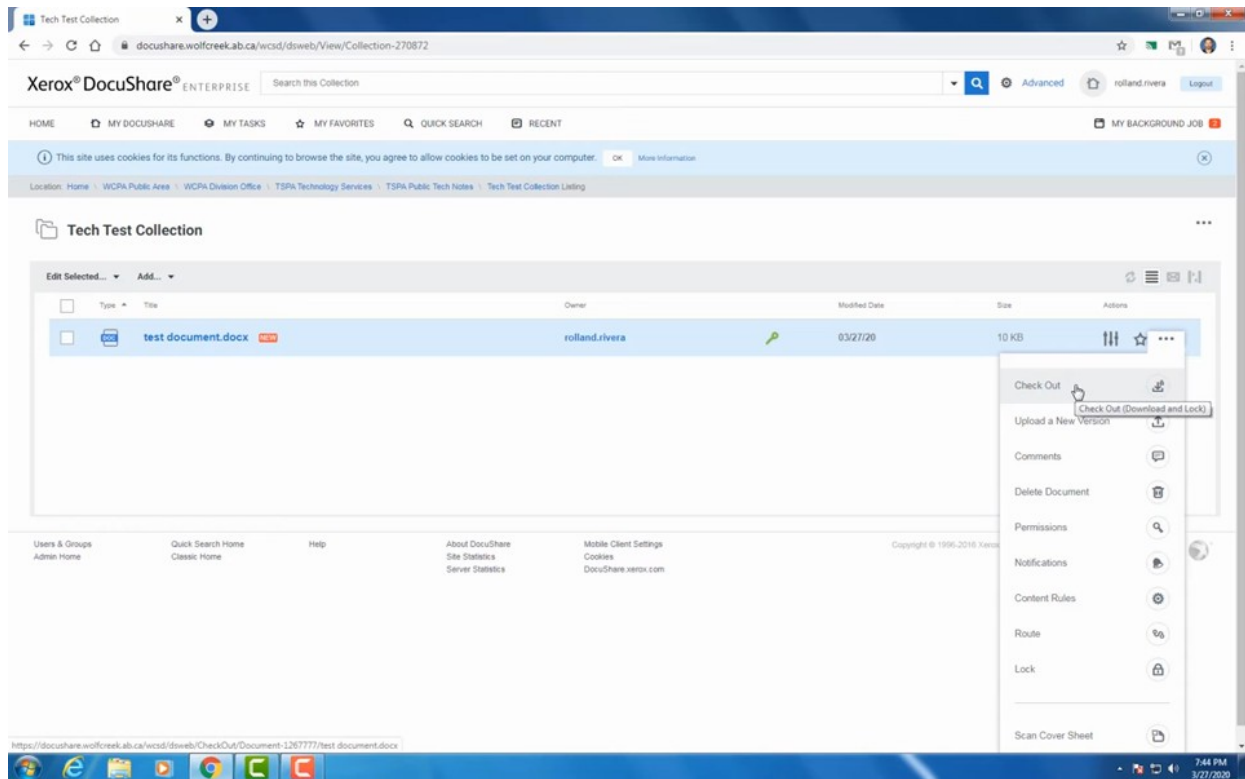
Open the correct DocuShare collection and select the checkbox beside the file you want to edit.



Select the file in its DocuShare collection.

STEP 2 Check out the file

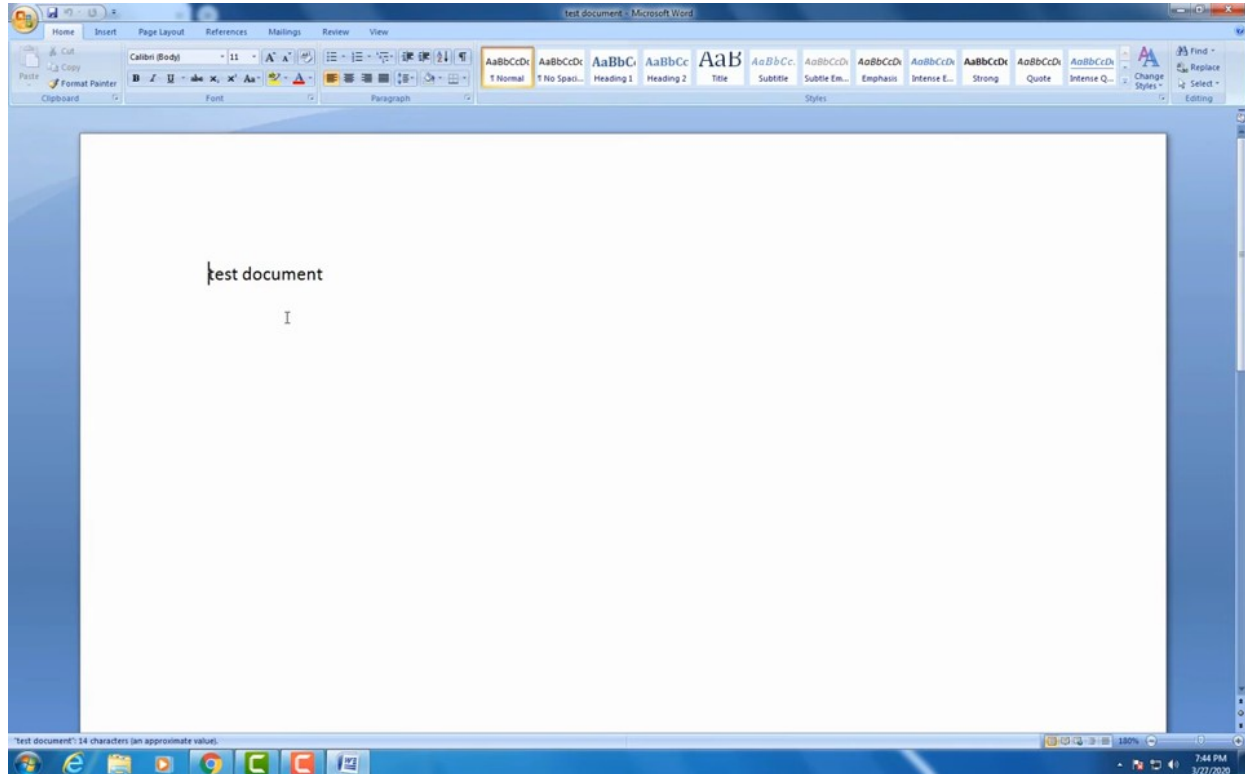
Open the file actions menu and select Check Out. Save or open the downloaded working copy when prompted.



Choose Check Out from the file actions menu.

STEP 3 Edit and save the working copy

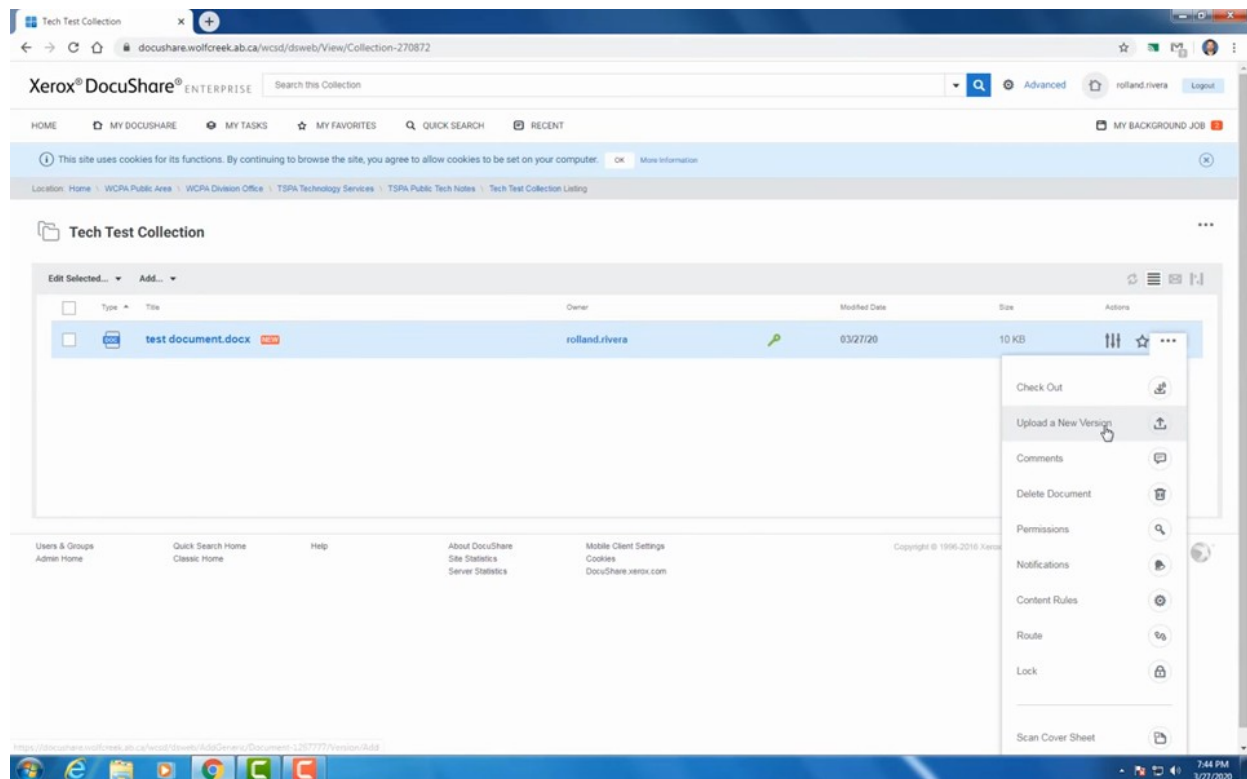
Make the required changes in the desktop application, then save and close the file.



Edit and save the checked-out working copy.

STEP 4 Return the updated file

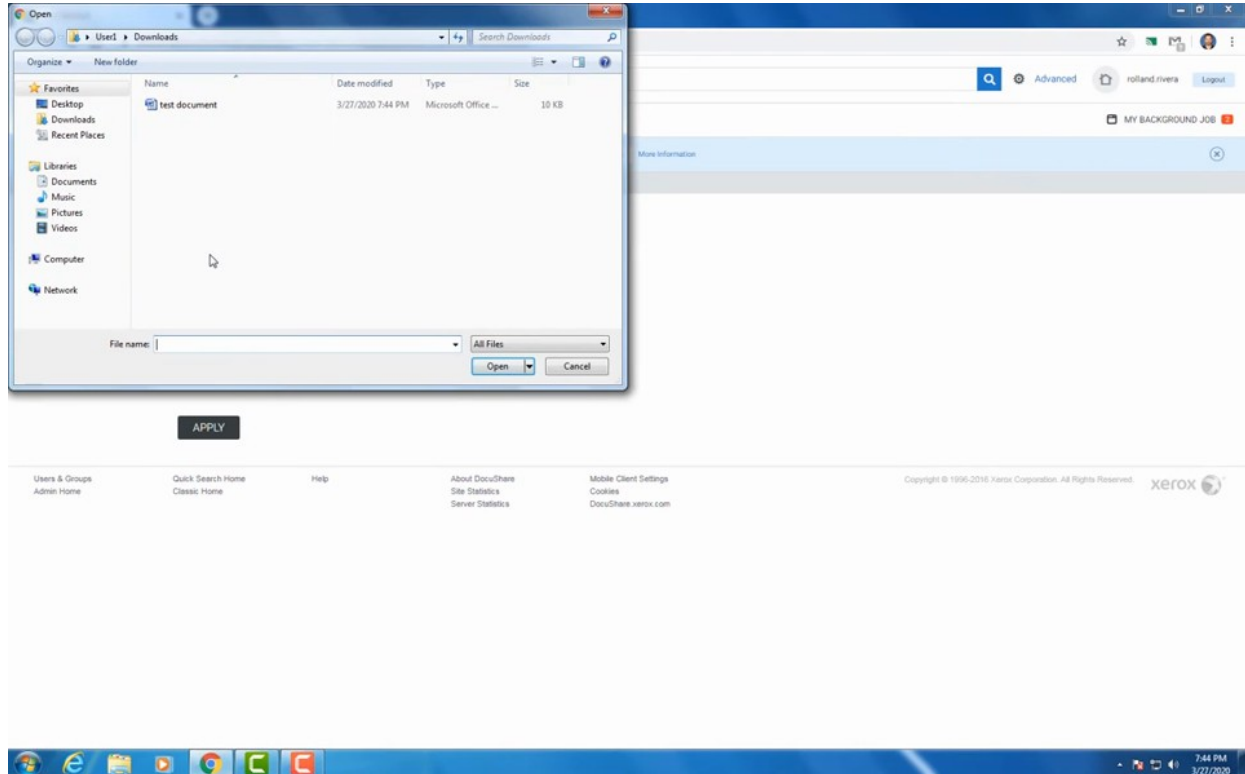
Back in DocuShare, open the file actions menu and choose the option to check in or add a new version.



Open the file actions menu to return the updated version.

STEP 5 Choose the saved file

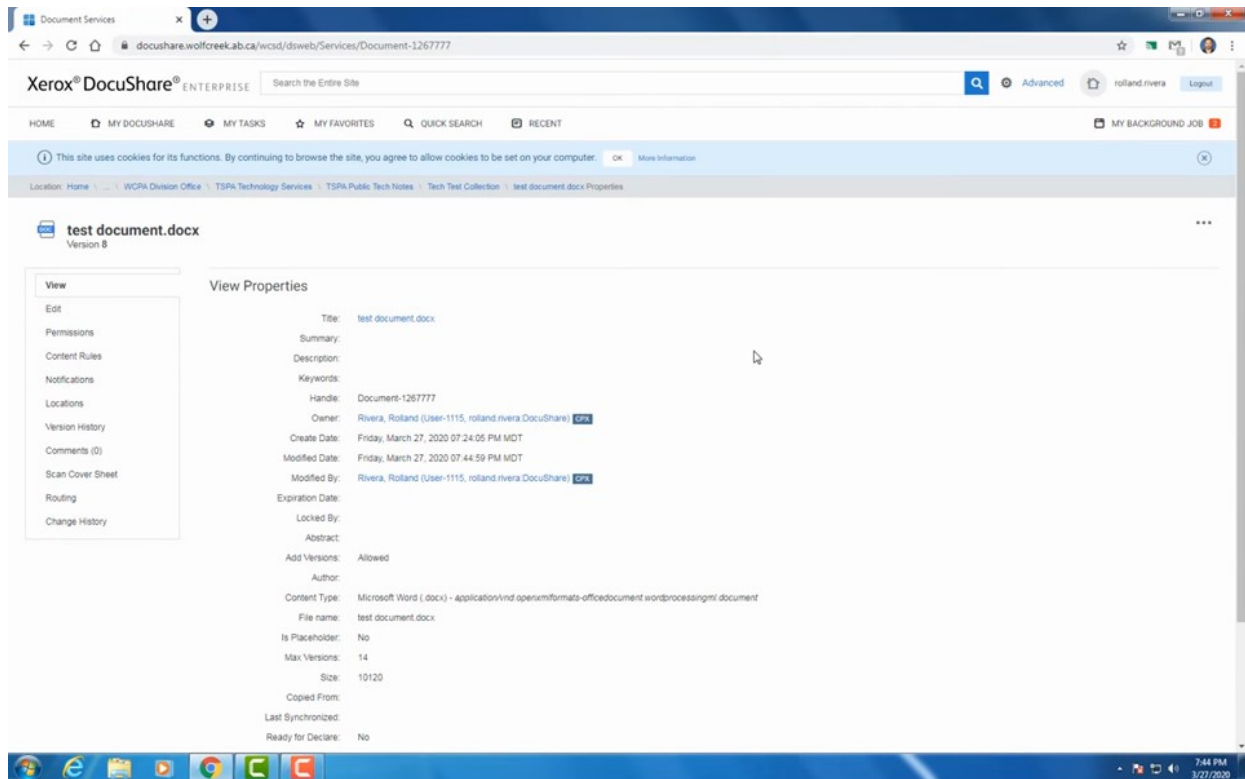
Browse to the updated working copy on your computer and select it.



Select the updated file from your computer.

STEP 6 Complete the new version

Confirm the file and version information, then save the new version. Verify that the file is no longer shown as checked out.



Confirm the updated version in DocuShare.

Finished

The updated file is now available to other DocuShare users.