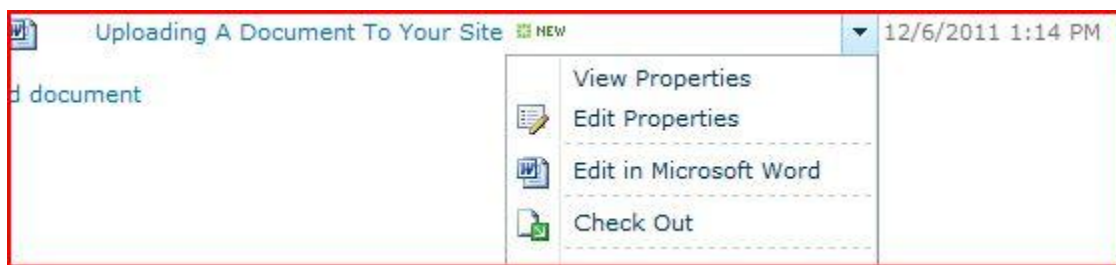


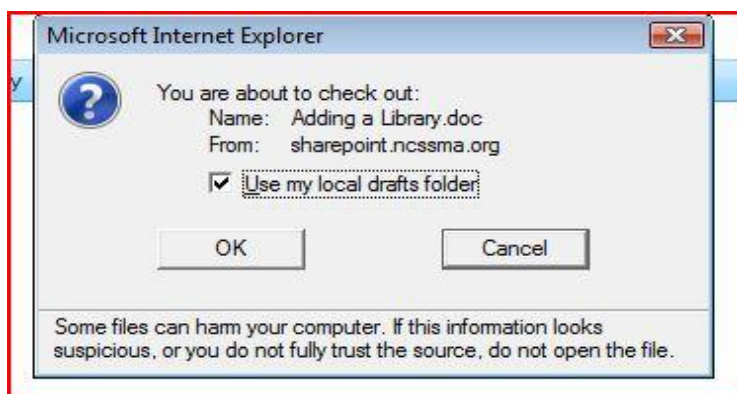
Editing a Document

SharePoint allows you to check documents in and out. You can check out a document, make any necessary changes and then check the document back in with the changes you made. Once you checked out a document then no one else can edit that document until you check it back in.

To check out a document, you go to the document library, select the document you want to edit, click on the arrow to the right of the document and select *Check Out*.

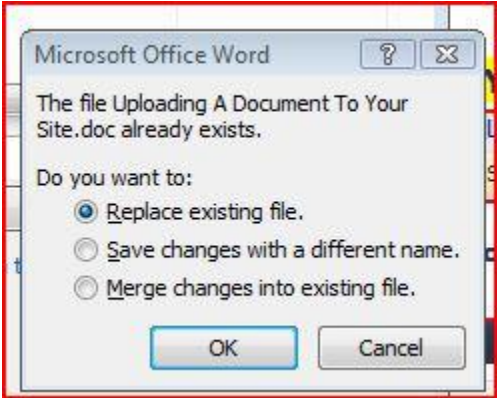


You want to open this document in edit mode. A box will come up stating you are about to check out this document. Once you check out a document in SharePoint, it will automatically create a folder on your P drive labeled *SharePoint Drafts*. This is where you can save your document.



SharePoint Drafts 12/6/2011 12:0... File Folder

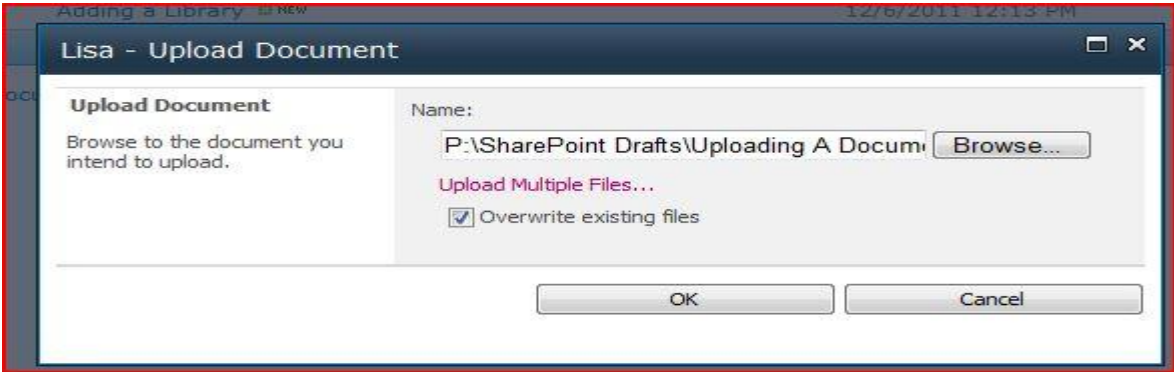
You would then make any changes that need to be made to the document and click on *Save*. You would save this new document to your *SharePoint Drafts* in your *P* drive. This box will appear you should click on *Replace existing file*.



You now need to check the document back in. Go back into the Document Library. From here, you would click on *Upload Document*.



This brings up the *Upload Document Box*. From here, browse your computer to go to your *P drive SharePoint Drafts folder* and click on the document you just saved.



Once you hit *Ok*, it will upload your document to the Library with your changes. Then click *Save* and the document will automatically be checked back in so that someone else can check it out and edit it