

Checking SharePoint 2013 Documents In or Out

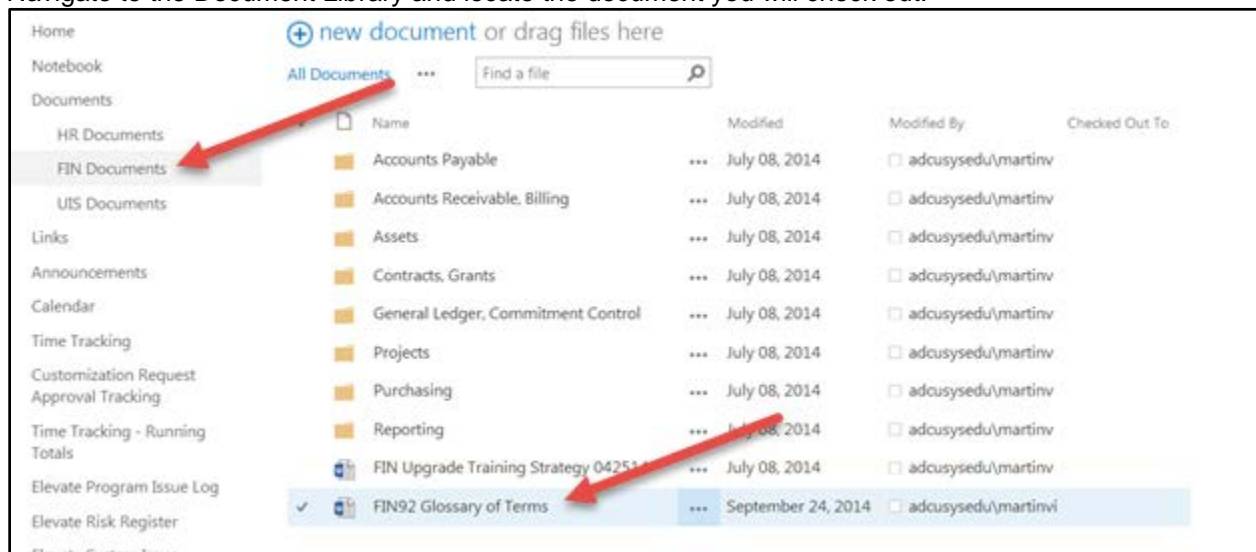
There are several ways to check out a document in SharePoint. The following are the two most efficient ways to check out and work in documents.

Important! You can work on checked out documents on your desktop and save changes locally until you are ready to check the documents back in and share your changes. Users with permission to access the documents will see the unmodified version until you check the documents back in.

Double-Clicking on the Document

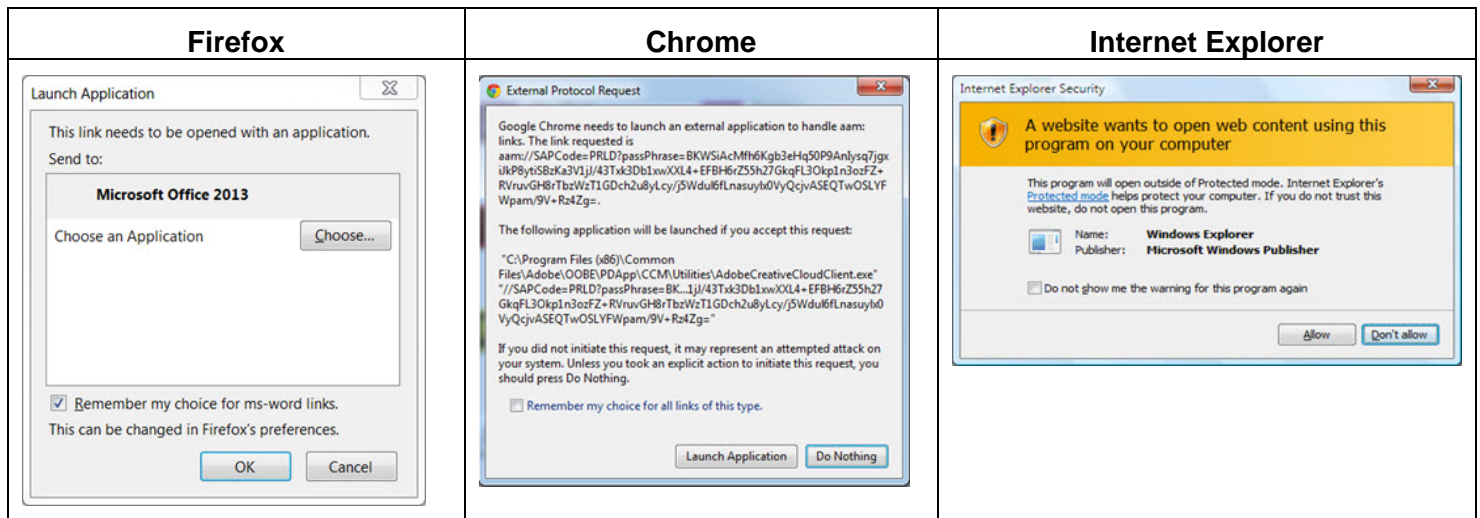
The easiest way to check out a document is to open it directly from the Document Library.

1. Navigate to the Document Library and locate the document you will check out.



2. Double-click the document name.

Important: You may receive a pop-up asking which application you want to use to open the document. Select the appropriate response for your browser to remember your choice. Examples appear below:



When your document opens, you will see a banner notifying you that check-out is required:



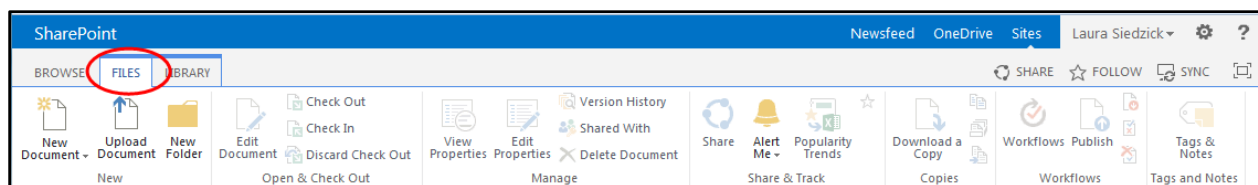
3. Click **Check Out**.

Important: If you are using Internet Explorer, a dialog box may appear asking you to check the document out for editing or to open it in read-only mode instead of the check-out banner above. If this occurs, perform the steps in the following section, *Use the Ribbon to Manage a Document*.

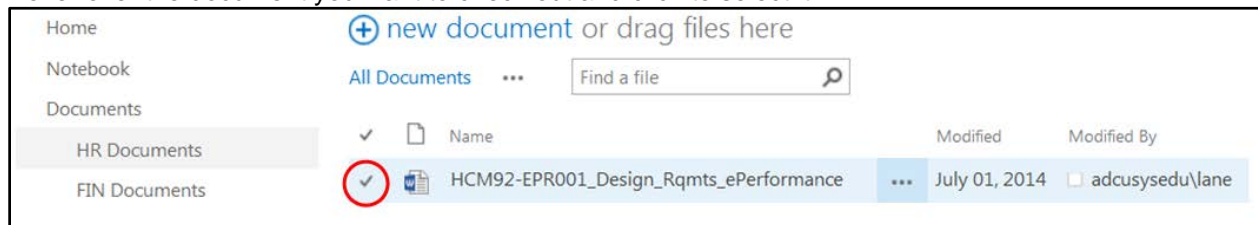
Use the Ribbon to Manage a Document

Another option is to use the Ribbon, which is the top menu bar of options in SharePoint. The Ribbon offers all options for working with documents.

1. Click the **Files** tab to open the document Ribbon.

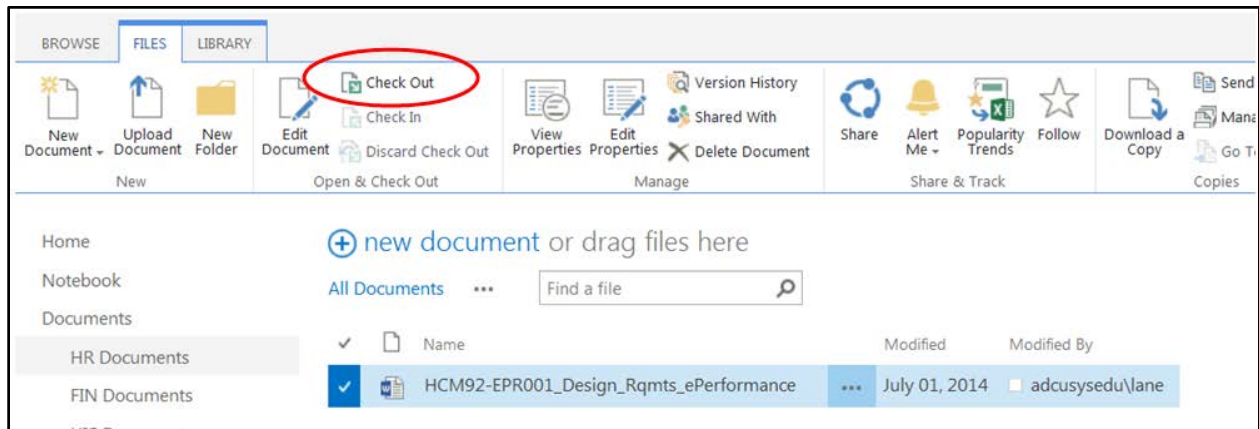


2. Hover over the document you want to check out and click to select it.



Notice that the Check Out icon is now available in the Ribbon.

3. Click **Check Out**.



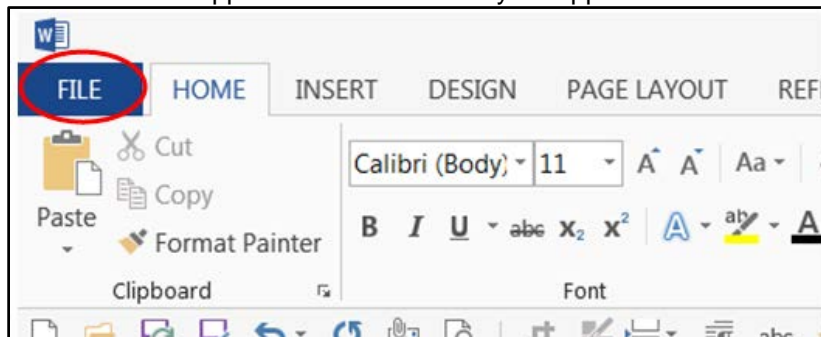
4. Click the document name to open it and begin work.

Checking Documents In

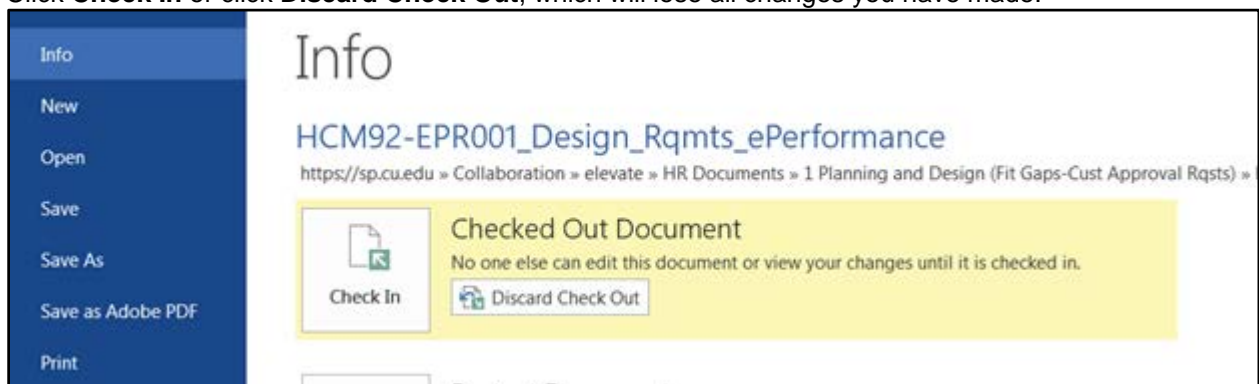
Remember to check documents back in when you complete your updates; otherwise your users will not see the changes you've made.

To check documents in (or discard changes):

1. Click **File** in the upper left-hand corner of your application.

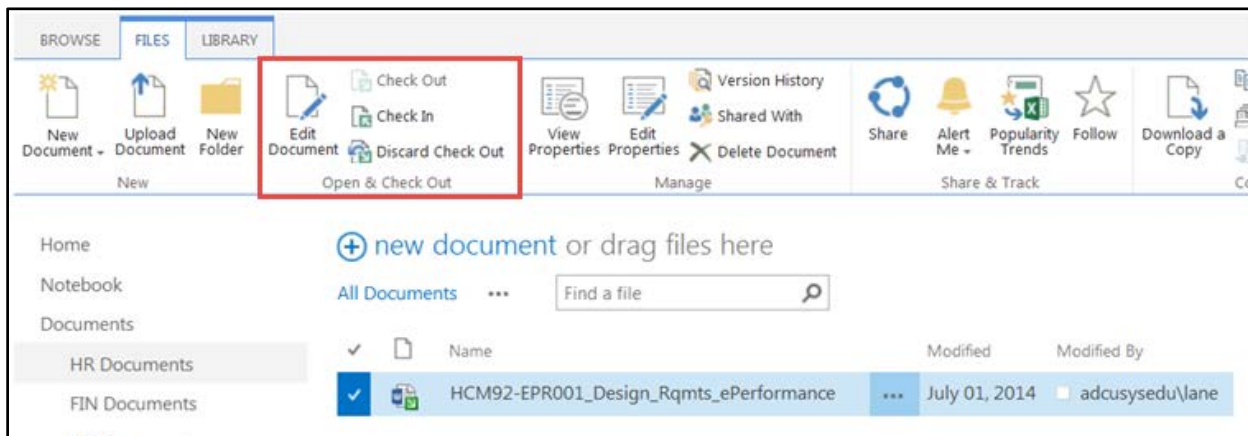


2. Click **Check In** or click **Discard Check Out**, which will lose all changes you have made.



Remember, you can also use the Ribbon in SharePoint to check documents back in or discard the check out.

Important! You must place a check next to the document you want to check in or discard check out for and click the appropriate icon. If you do not select the document, the icons will not be available (they will appear greyed out).



Questions: Do you have questions about documents and plug-ins in SharePoint?
Contact the UIS Service Desk at help@cu.edu or 303-860-HELP (4357).