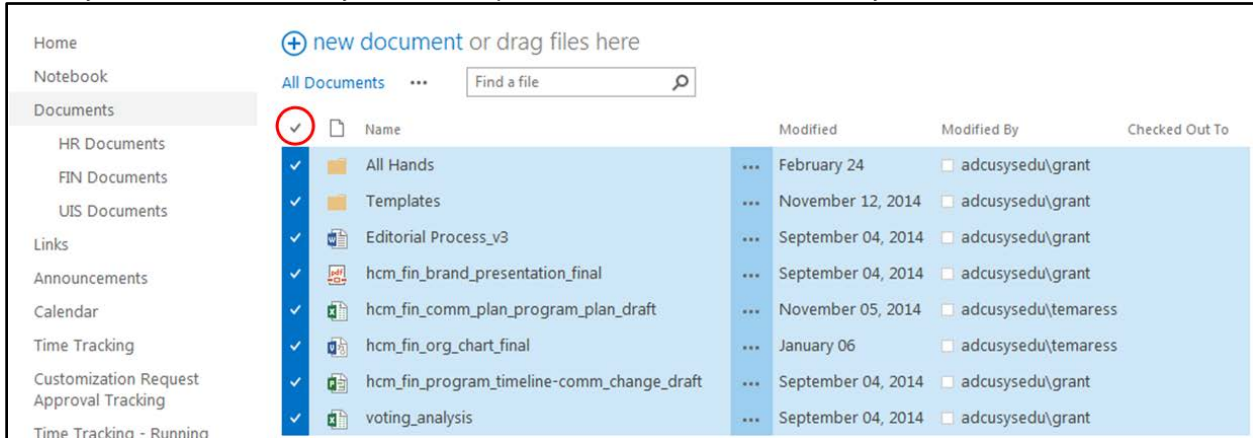




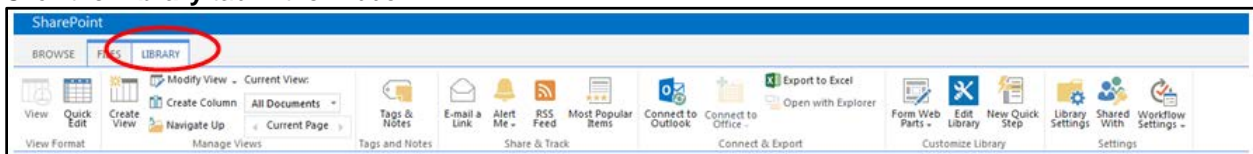
Versioning Settings for Site Owners

A document library in SharePoint can be set to require check-out before any editing takes place. Configure your Library using the following steps:

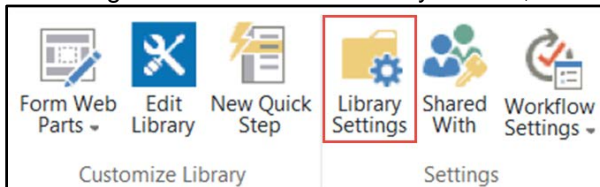
1. Within your Document Library, click the top-most check-mark of the Library to select all items.



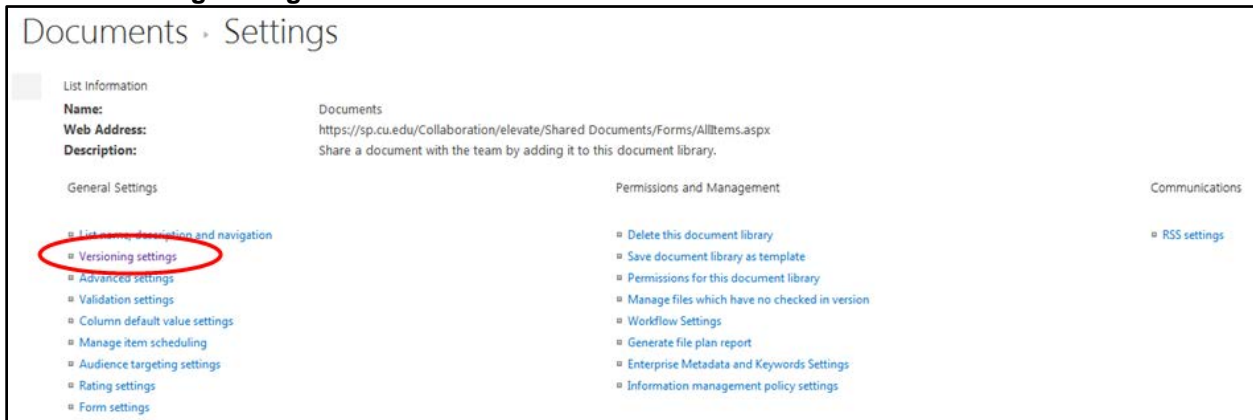
2. Click the **Library** tab in the Ribbon.



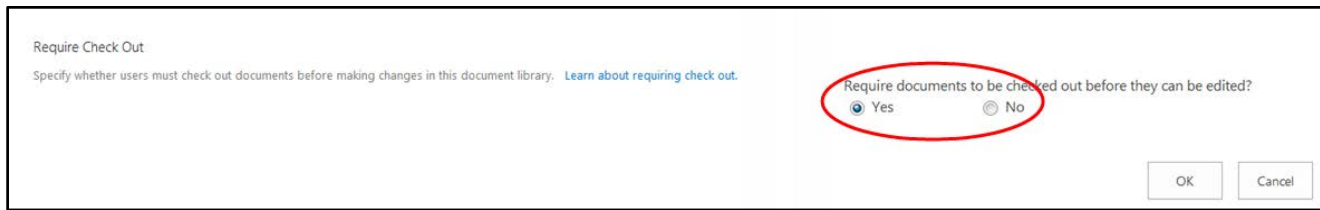
3. On the right-hand side of the Library Ribbon, click **Library Settings**.



4. Click **Versioning settings**.



5. Select **Yes** or **No** from the Require Check Out dialog box to turn versioning on or off, and click **OK**.



Require Check Out

Specify whether users must check out documents before making changes in this document library. [Learn about requiring check out.](#)

Require documents to be checked out before they can be edited?

☒ Yes ☐ No

OK Cancel

Documents with versioning turned on cannot be edited without first being checked 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).