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UNIVERSITY INFORMATION SYSTEMS

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.
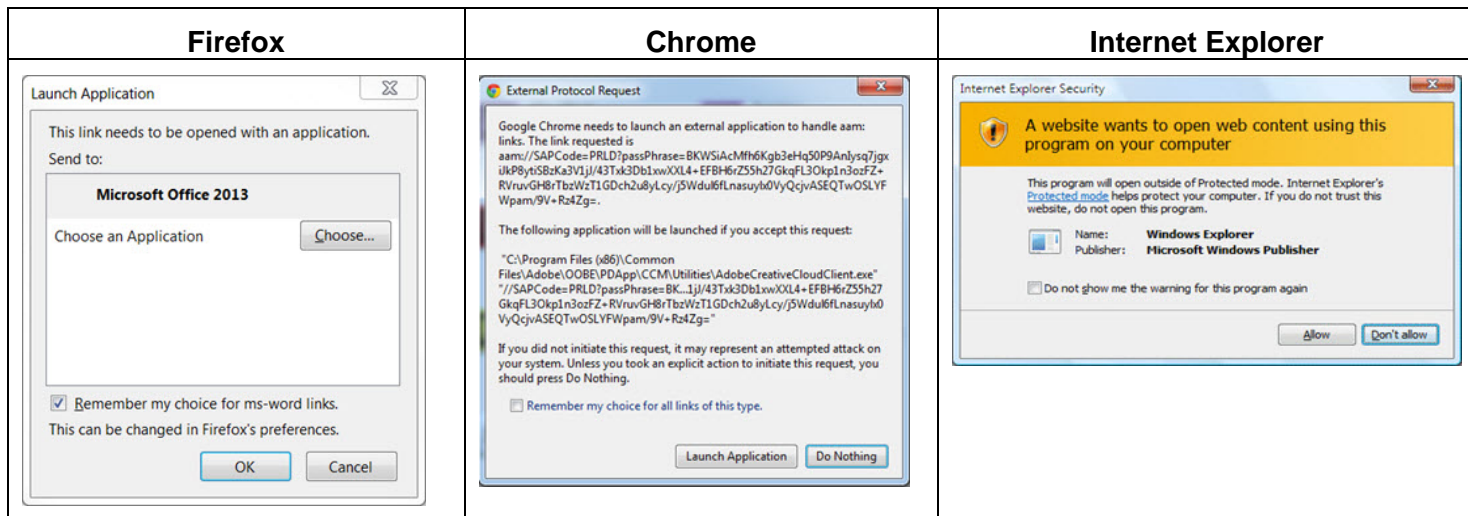
Double-Clicking on the Document

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.
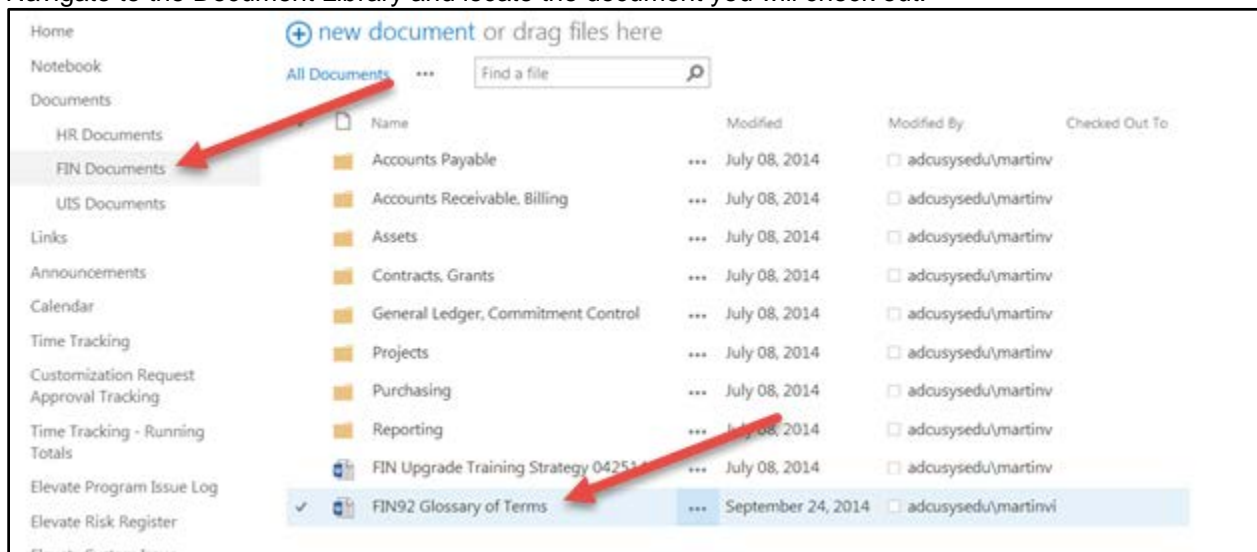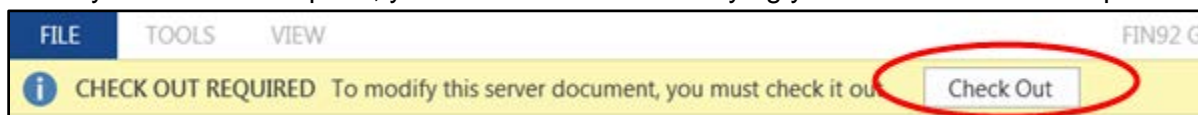

2. Double-click the document name.

    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:

Firefox	Chrome	Internet Explorer
Launch Application ✕ This link needs to be opened with an application. Send to: **Microsoft Office 2013** Choose an Application Choose... ☑ Remember my choice for ms-word links. This can be changed in Firefox's preferences. OK Cancel	**External Protocol Request** ✕ Google Chrome needs to launch an external application to handle aam: links. The link requested is aam://SAPCode=PRLD?passPhrase=BKWSiAcMfh6Kgb3eHq50P9Anlysq7jgx iJkP8ytiSBzKa3V1jJ/43Txk3Db1xwXXL4+EFBH6rZ55h27GkqFL3Okp1n3ozFZ+ RVruvGH8rTbzWzT1GDch2u8yLcy/j5Wdul6fLnasuylx0VyQcjvASEQTwOSLYF Wpam/9V+Rz4Zg=. The following application will be launched if you accept this request: "C:\Program Files (x86)\Common Files\Adobe\OOBE\PDApp\CCM\Utilities\AdobeCreativeCloudClient.exe" "//SAPCode=PRLD?passPhrase=BK...1jJ/43Txk3Db1xwXXL4+EFBH6rZ55h27 GkqFL3Okp1n3ozFZ+RVruvGH8rTbzWzT1GDch2u8yLcy/j5Wdul6fLnasuylx0 VyQcjvASEQTwOSLYFWpam/9V+Rz4Zg=" If you did not initiate this request, it may represent an attempted attack on your system. Unless you took an explicit action to initiate this request, you should press Do Nothing. ☐ Remember my choice for all links of this type. Launch Application Do Nothing	**Internet Explorer Security** ✕ ⚠️ **A website wants to open web content using this program on your computer** This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program. 🖥️ Name: **Windows Explorer** Publisher: **Microsoft Windows Publisher** ☐ Do not show me the warning for this program again Allow Don't allow

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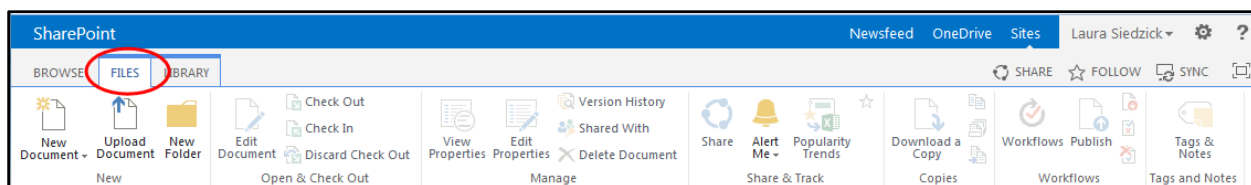

3. Click **Check Out**.

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*.
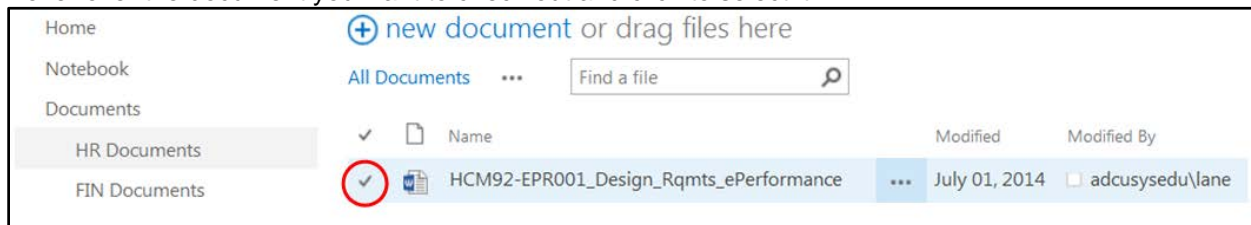
Use the Ribbon to Manage a Document

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.

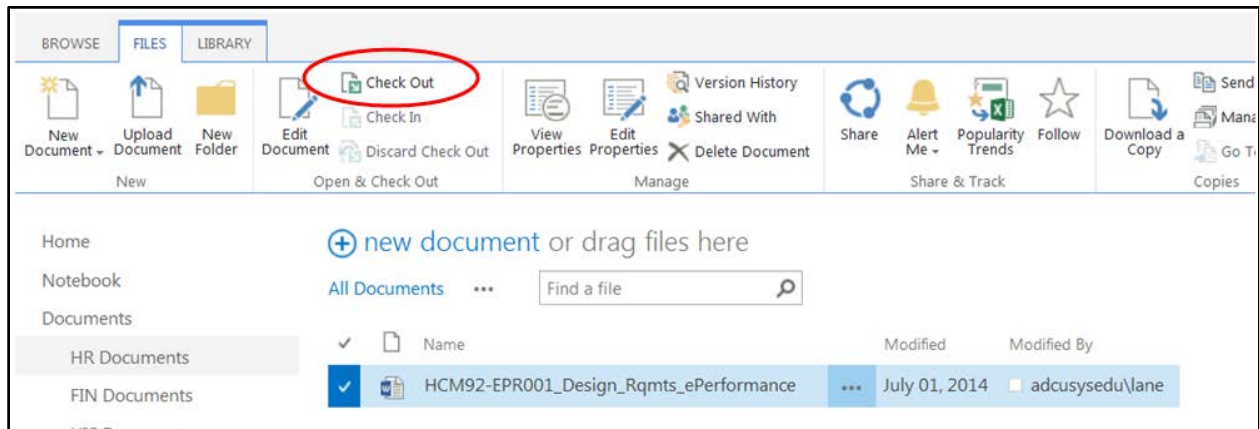1. Click the **Files** tab to open the document Ribbon.

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.
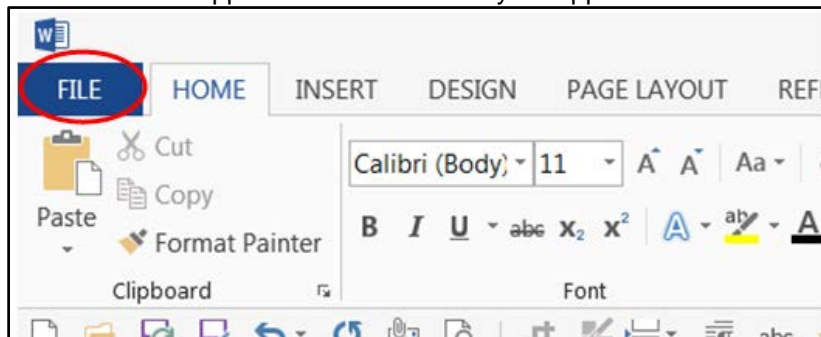
3. Click **Check Out**.

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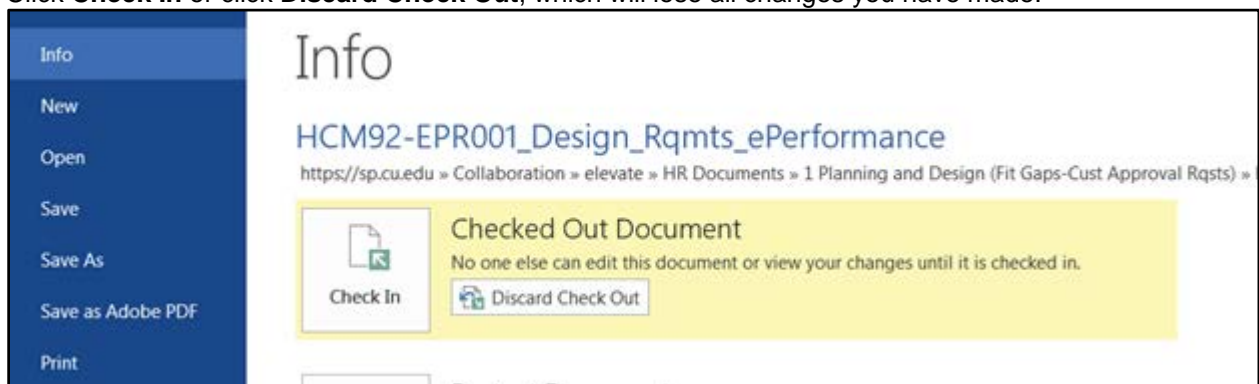
Checking Documents In

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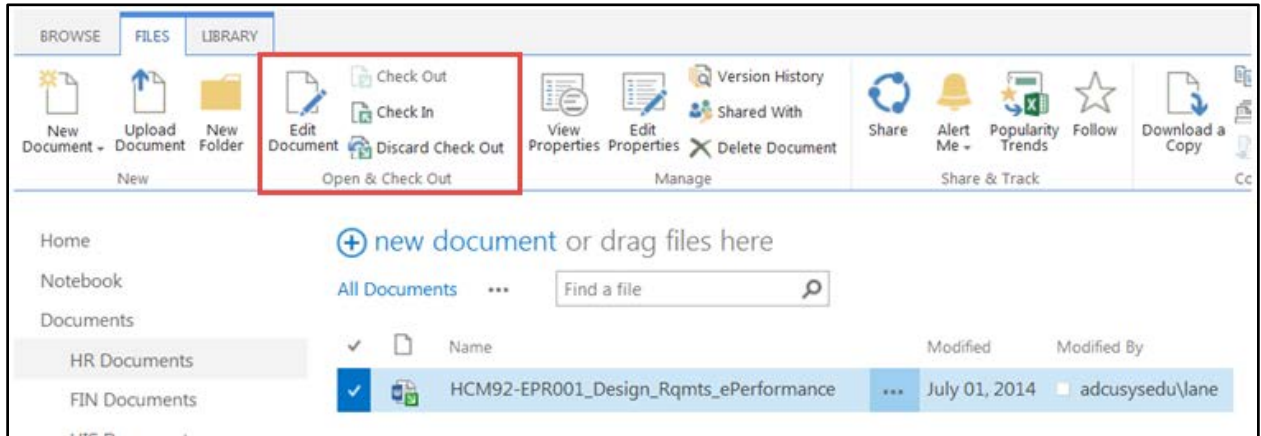
Questions: Do you have questions about documents and plug-ins in SharePoint?
Contact the UIS Service Desk at help@cu.edu or 303-860-HELP (4357).