How to Edit a Document Offline

TI version 10.6
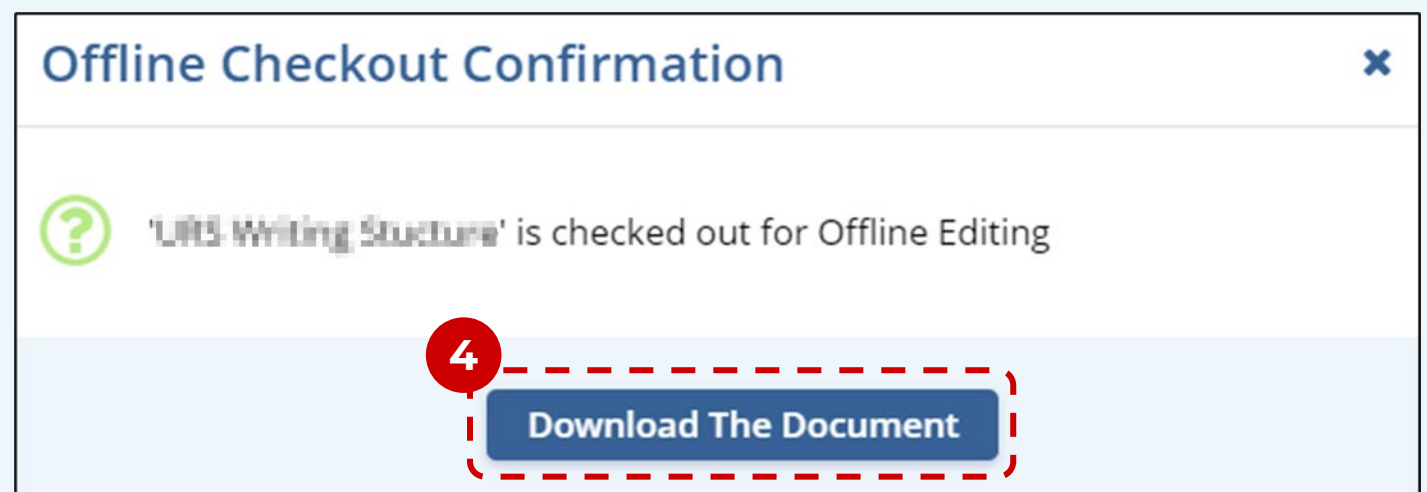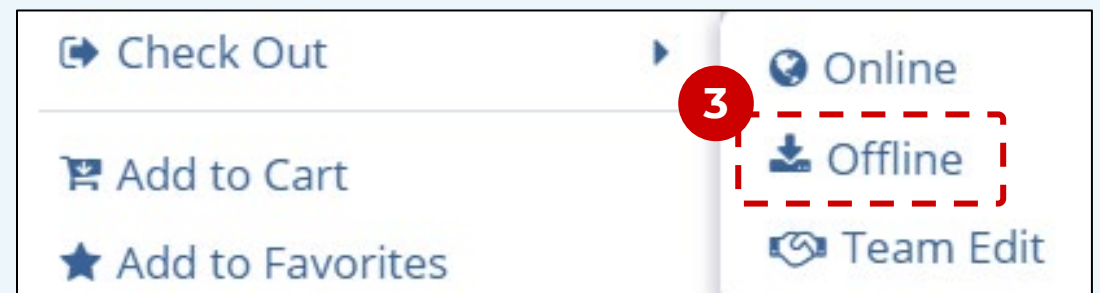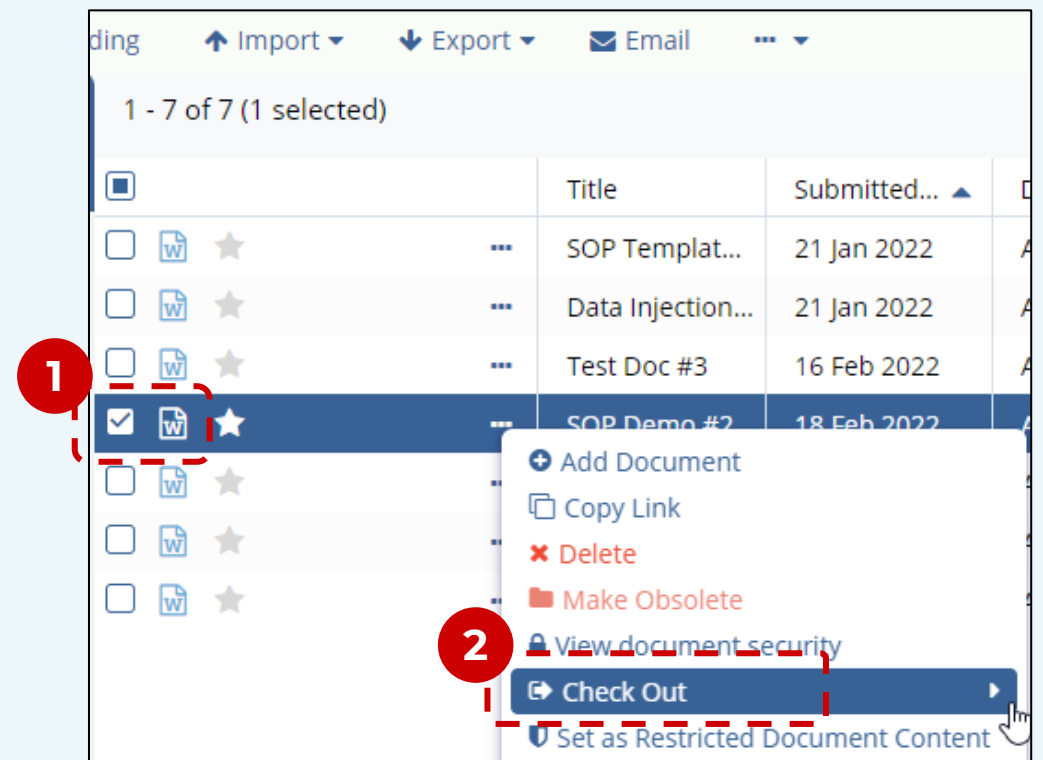
TRIAL INTERACTIVE

APPLICABLE TO:

- ● Admin
- ● Manager
- ● Editor
- ○ Reader

- ● Collaborate
- ● eISF

1 Locate the document you wish to edit in the Documents Library.

**2** Open the **Document Action Menu** and expand the selection for **Check Out**.

3 Select **Offline**.

4 A window confirms the document **is locked**. You may **download** a copy of it to work on.

TRANSPERFECT
LIFE SCIENCES
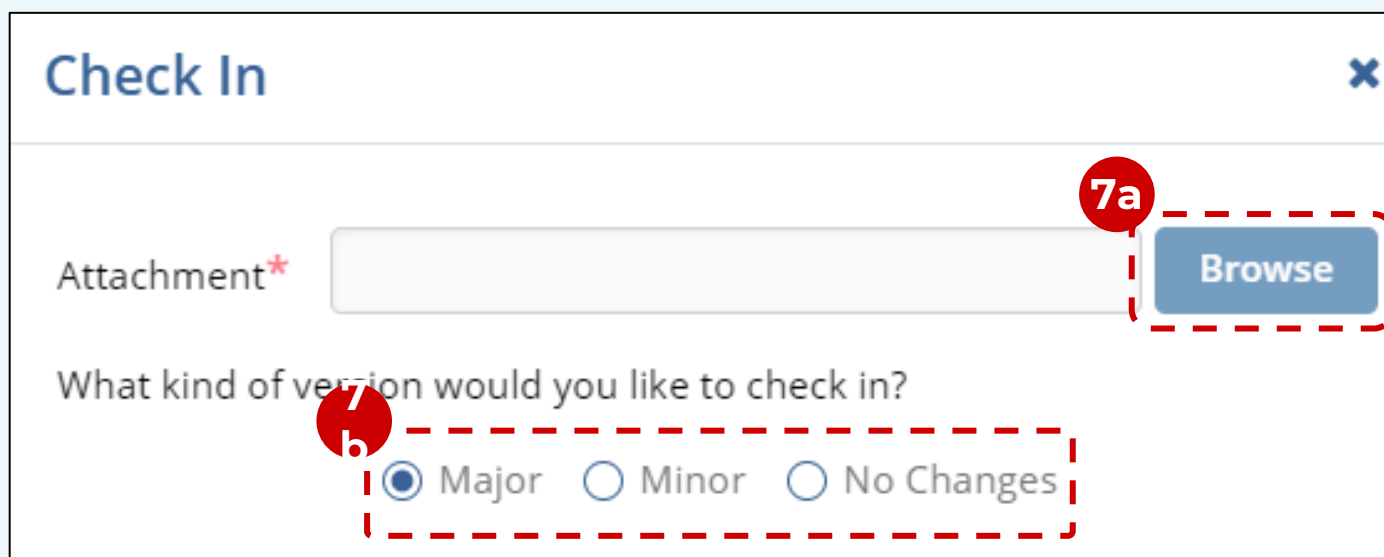
TRIAL INTERACTIVE

5 Edit the document locally, using your preferred software.

6 After editing the document, it needs to be checked in. Locate it in TI once again; expand the Document Actions menu; click Check In.

➔] Check In

🛒 Add to Cart
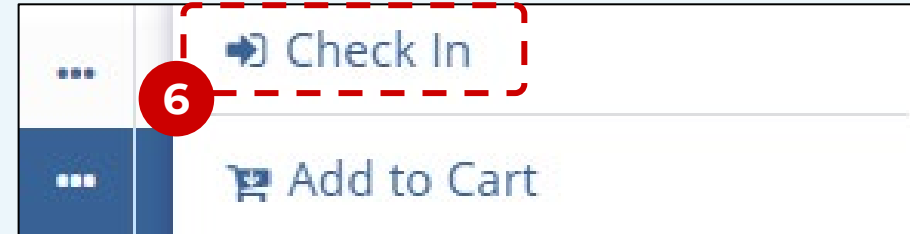
7 Attach the edited documents through **Browse**. Select the type of update:
Major will create a new version (x.0);
Minor will create an interim revision (0.x) ;
No Changes requires no attachment, and will return the document to the initial state.

Check In ✕

Attachment* [   ] Browse

What kind of version would you like to check in?

◉ Major   ○ Minor   ○ No Changes

8 Use the <u>Comments</u> space to provide information about the edit (optional).
Click **Save** to finalize.

Comments [   ]

Cancel   Save