

How to Edit a Document Online

TI version 10.6

APPLICABLE TO:

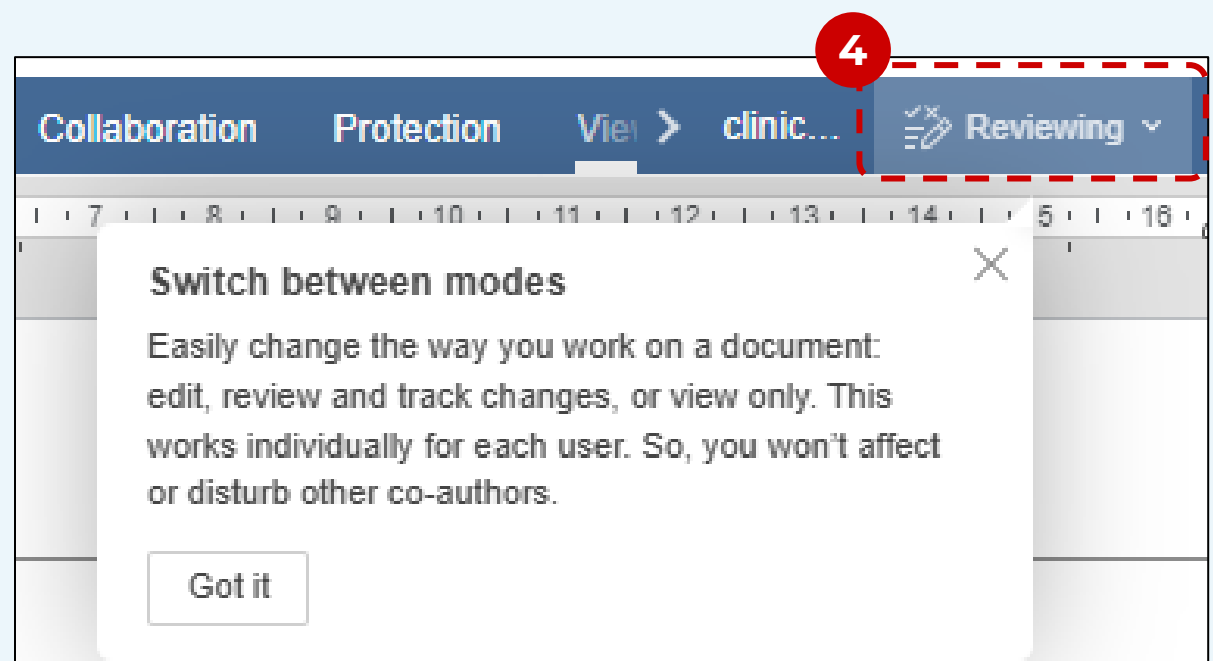
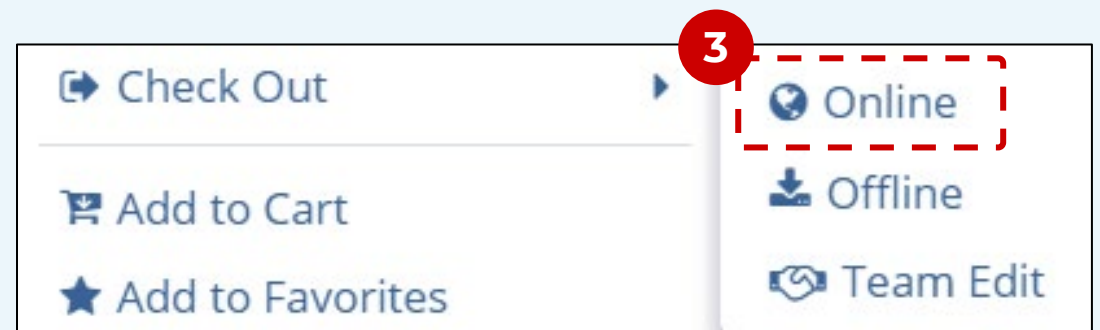
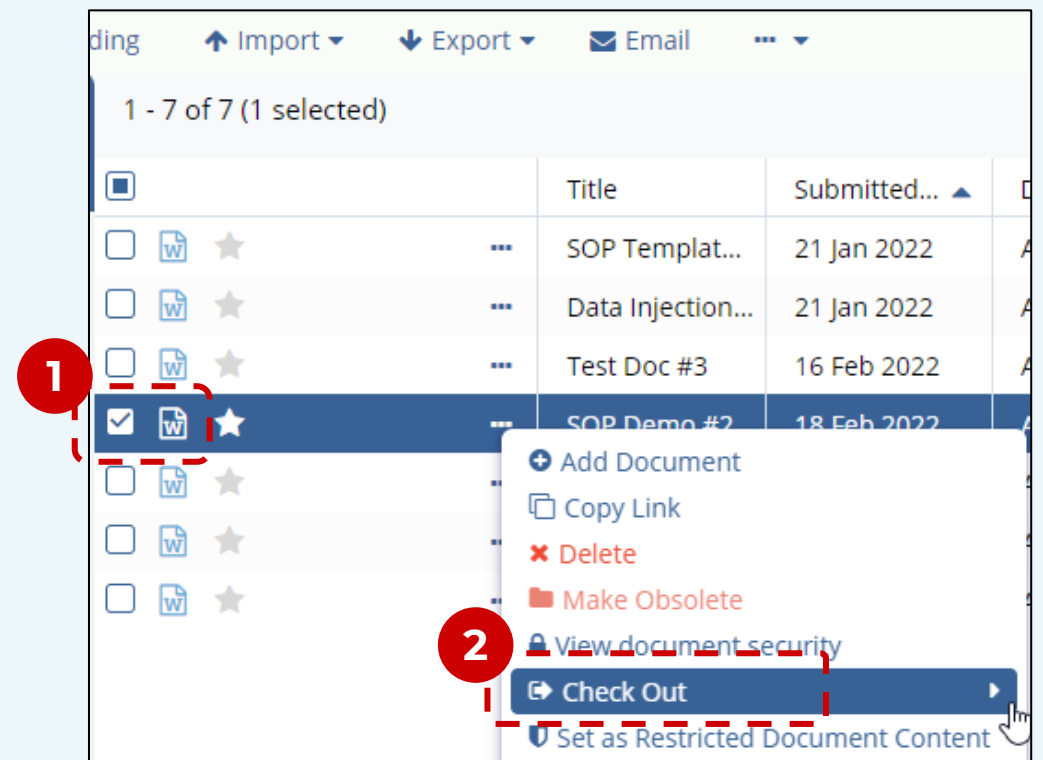
- Admin
- Manager
- Editor
- Reader
- Collaborate
- eISF

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

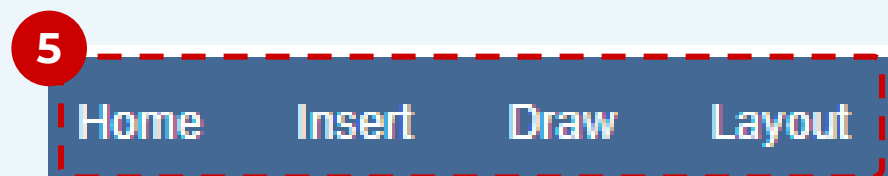
2 Open the **Document Action Menu** and expand the selection for **Check Out**.

3 Select **Online**.

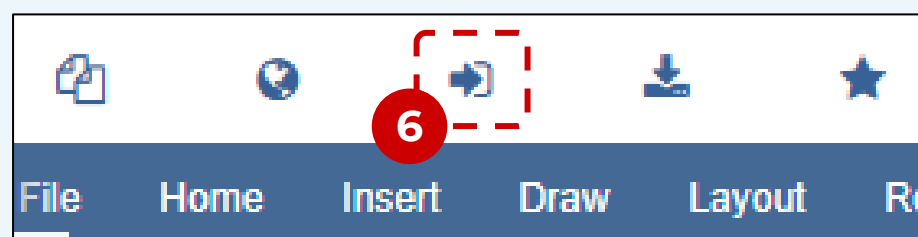
4 Switch user mode to **Editing**.



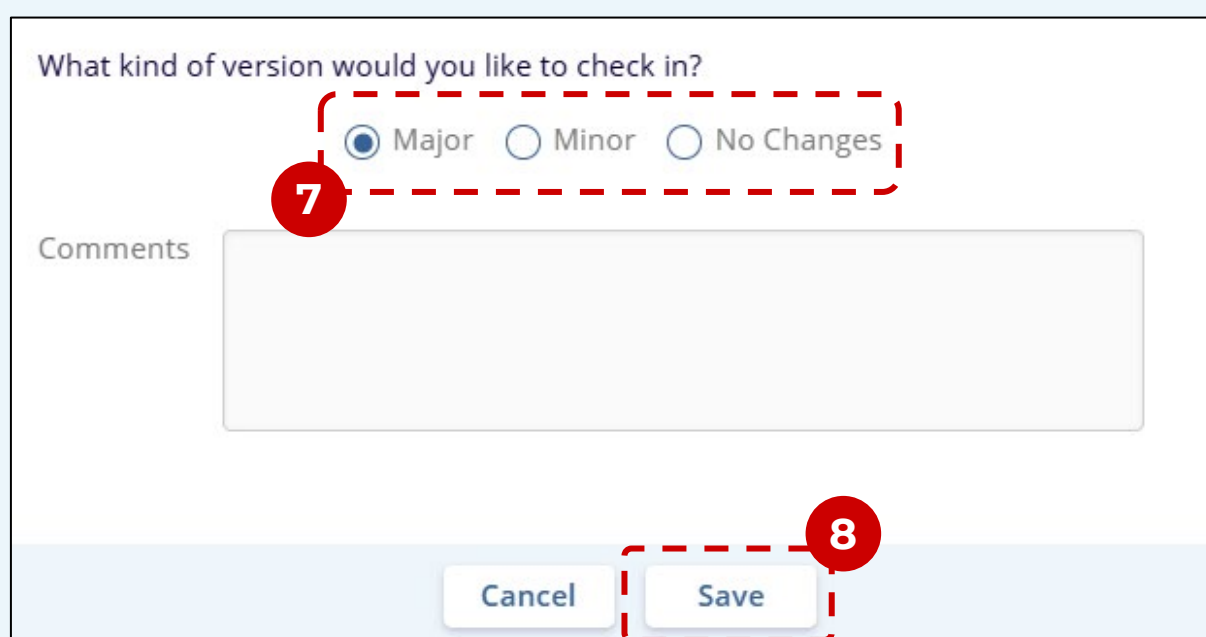
5 Edit the document by writing/ changing content and use **formatting tools** In the ribbon.



6 To finalize the edit click the **Check In button**.



7 Select the type of update:
Major will create a new version (x.0);
Minor will create an interim revision (0.x) ;
No Changes will return the document to the initial state.



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