

How to Edit a Document Offline

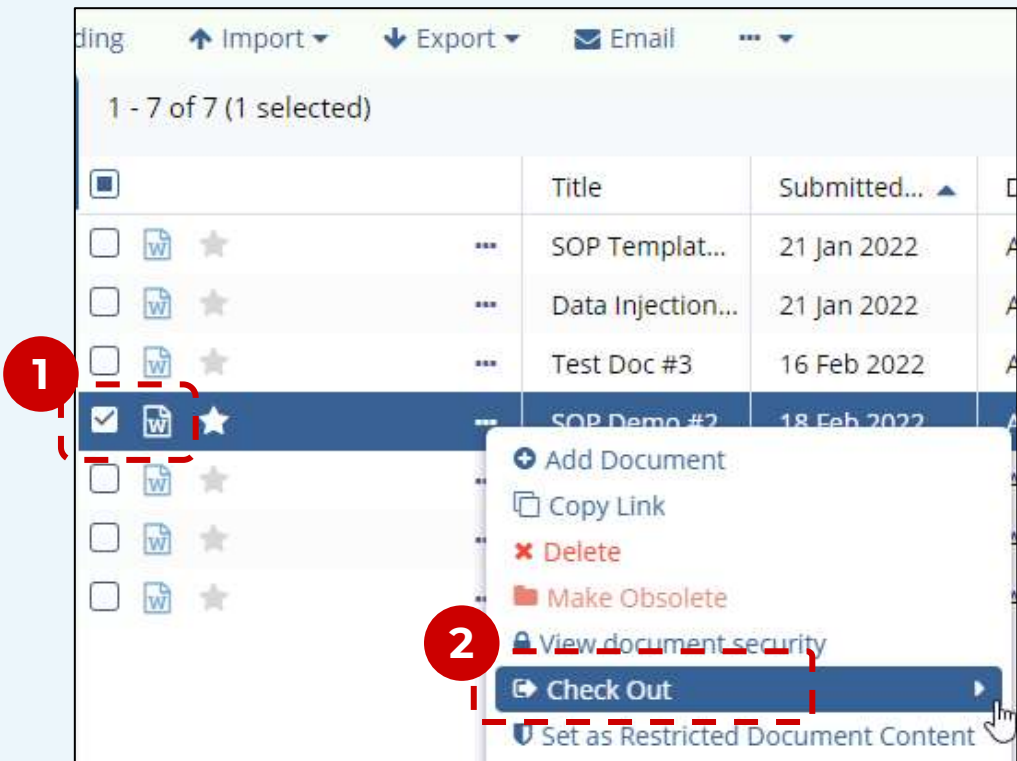
TI version 10.7

APPLICABLE TO:

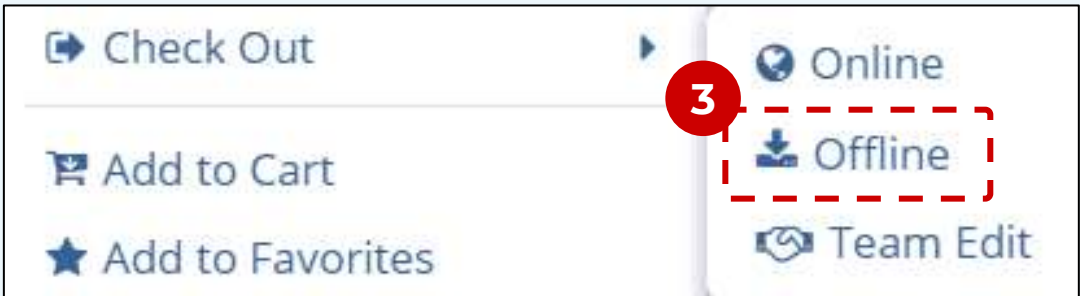
- Admin
- Manager
- Editor
- Reader
- Collaborate
- eISF

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

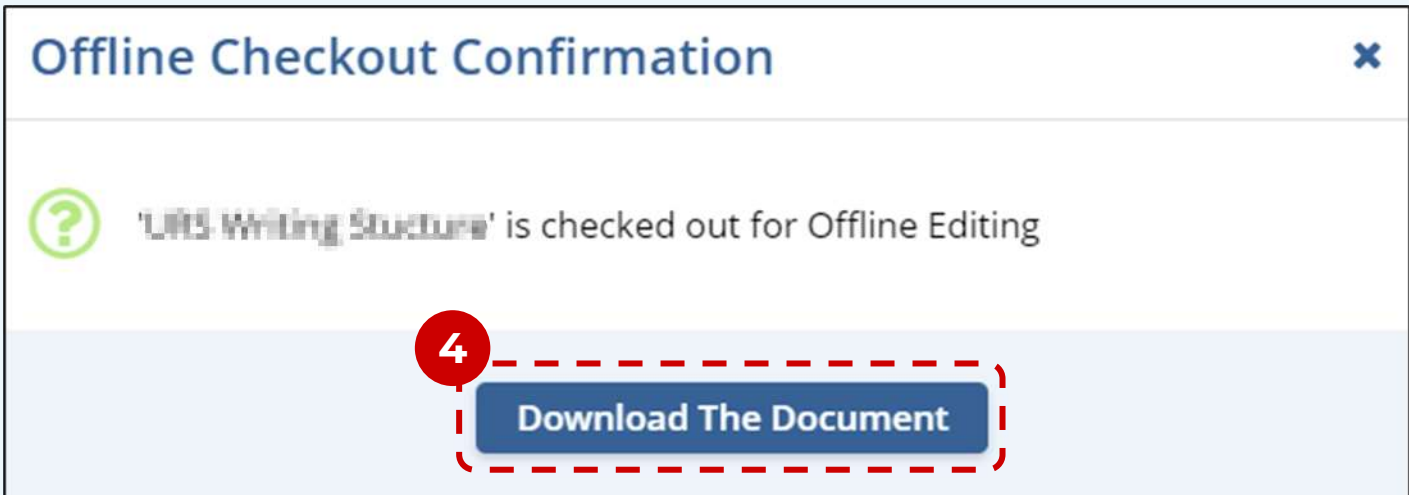
2 Open the **Document Action Menu** and expand the selection for **Check Out**.



3 Select **Offline**.



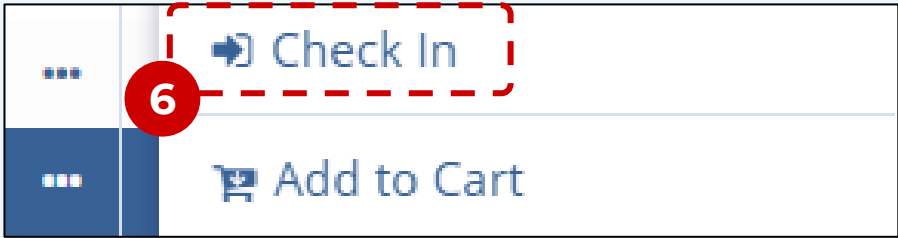
4 A window confirms the document **is locked**. You may **download** a copy of it to work on.



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- 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.



- 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.

A screenshot of a 'Check In' dialog box. The dialog has a title bar with 'Check In' and a close button. Inside, there is an 'Attachment*' label next to a text input field. A red dashed box highlights the 'Browse' button next to the input field, with a red circle '7a' next to it. Below the input field, there is a question 'What kind of version would you like to check in?'. Below this question, there are three radio button options: 'Major' (selected), 'Minor', and 'No Changes'. A red dashed box highlights these options, with a red circle '7b' next to it.

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

A screenshot of a 'Comments' section. It features a large text input field for comments. At the bottom of the section, there are two buttons: 'Cancel' and 'Save'. A red dashed box highlights the 'Save' button, and a red circle with the number '8' is placed next to it.