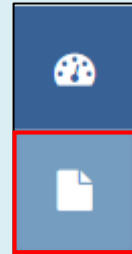


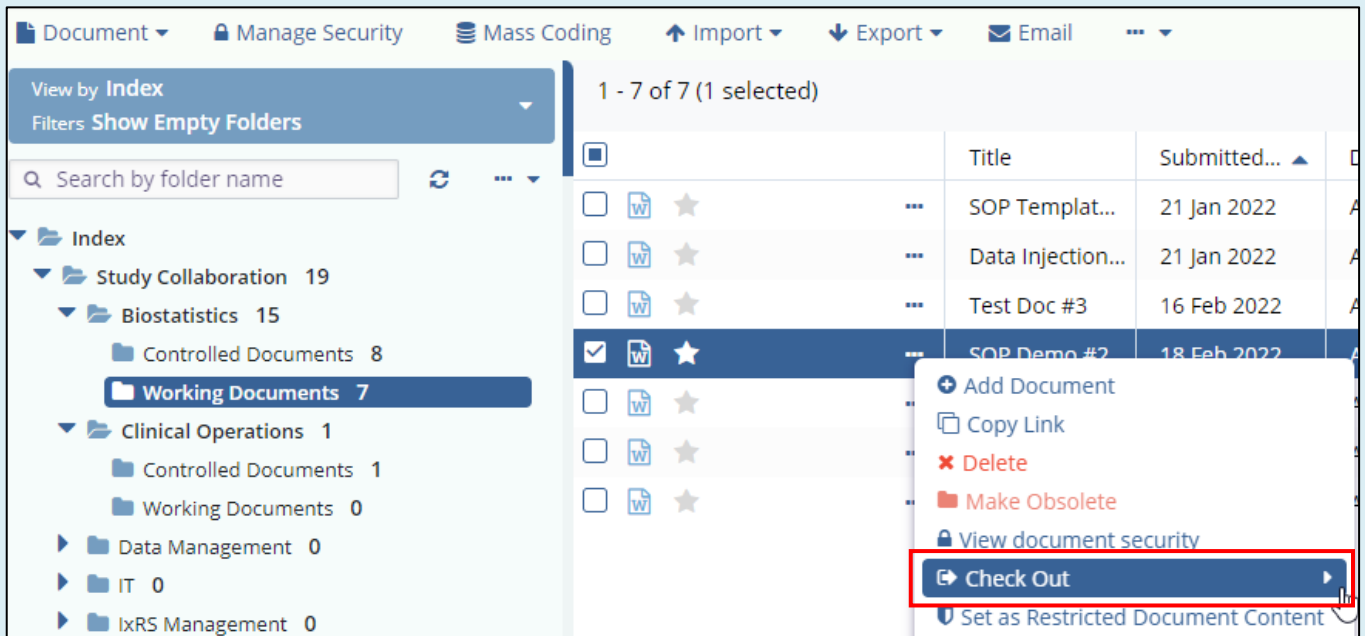
APPLICABLE TO:

- Administrators
- Collaborate
- Room Managers
- Editors
- eISF
- Readers

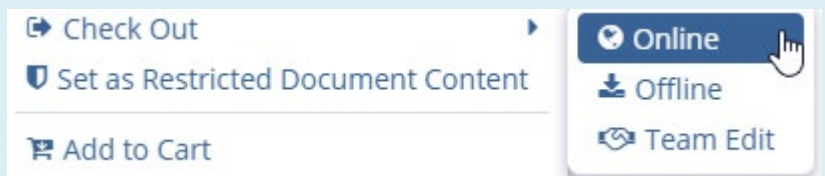
1. Locate the document you wish to edit in the Documents Library



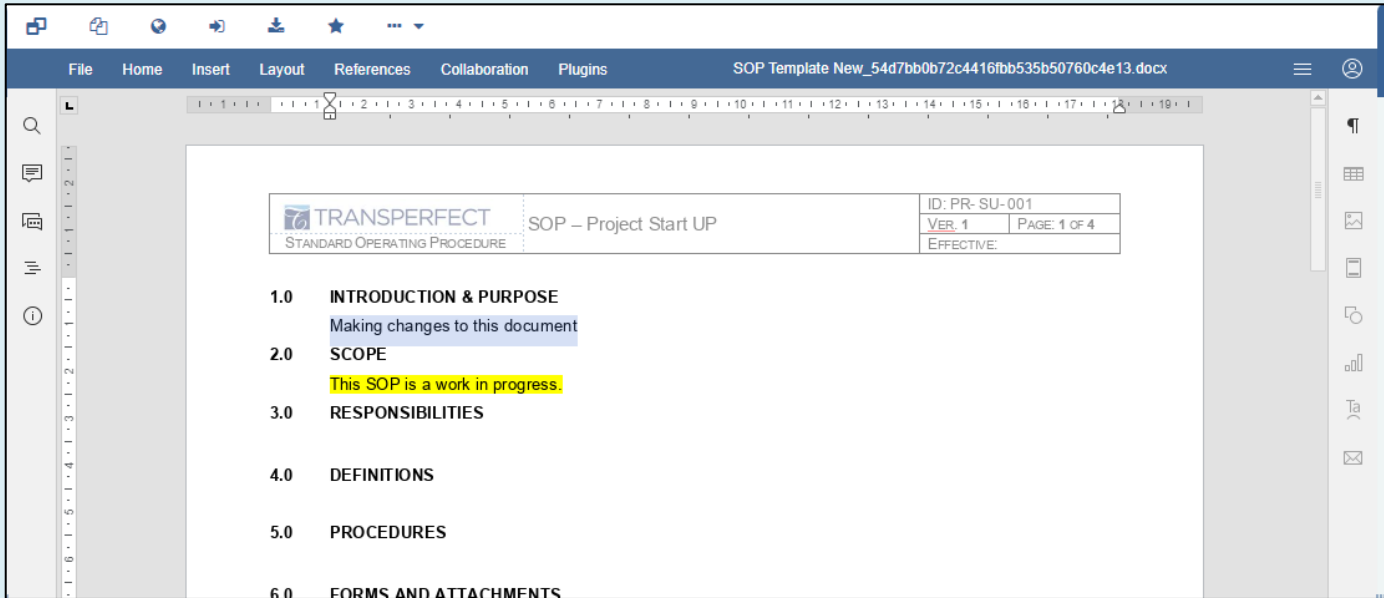
2a. Click on the **Document Action Menu** and expand the selection for **Check Out**



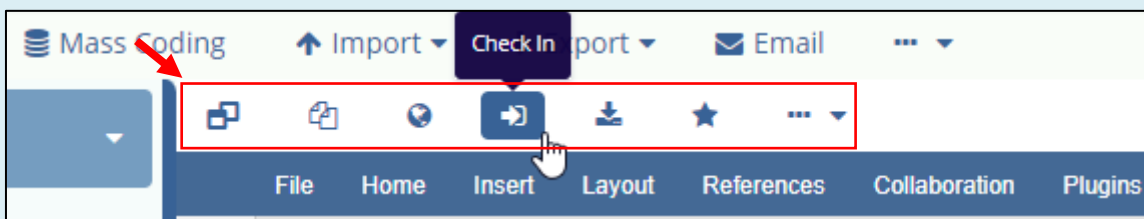
2b. Select **Online** Edit




3. The built-in document editor will open in Document View. You are now able to make changes directly on the document



4. When you are satisfied with the changes you made, go to the Document View action bar and select **Check In**



 While checked out, the document stays locked preventing others from making changes to it until it is checked in.

5. When you are satisfied with the changes you made, go to the Document View action bar and select **Check In**