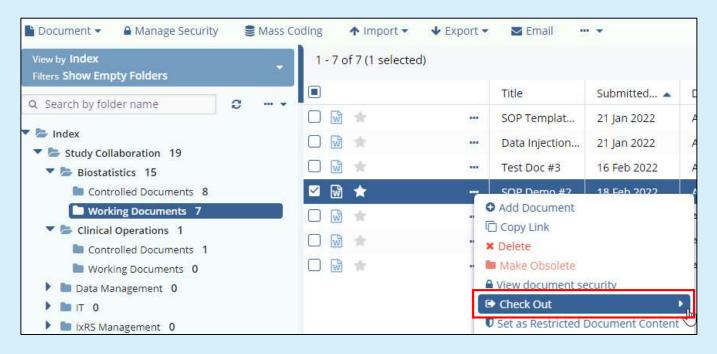


1. Locate the document you wish to edit in the Documents Library.



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



2b. Select Online Edit.



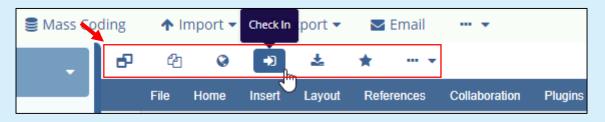
TRANSPERFECT



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

File Home	Insert Layout	References	Coluboration Plugins	SOP Template New_54d7bb0b72c4410lbb535b50760c4e13 docx	≡ @
L.	LATE DE LE	· (&· · · 2 · ·] · · 3		ere generale en are els estas en al construction de la calencia de la calencia de la calencia de la calencia de	1
1 - 6 -	11 J			0. PR-SU-001	
		TRANSPE			E
	1.01			Empone.	c.
	1.0	100000000000000000000000000000000000000	TION & PURPOSE		
	2.0	Making char SCOPE	nges to this document		
	2.0	Sec. 2017	a work in progress		3
	3.0	RESPONSI			3
	4.0	DEFINITION	ıs		5
	5.0	PROCEDU	RES		
	6.0	FORMS AN	DATTACHMENTS		

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.**

