

# SharePoint Editing Documents

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SharePoint - Editing Documents

Windows SharePoint Services includes document management and version control functionality.

When you check out a document, other users cannot edit the document or see your changes to the document. If you later decide to check in the document without saving your changes you can use the **Discard changes and undo check out** option in **Check in** page. You lose any changes made while you checked out the document. The document reverts to the last checked-in version, and no version history is kept for the unsaved changes.

1. From the menu bar, go to **Documents and Lists** and find a document library to use and click on its name.
2. Move the cursor over the document you want to edit. A drop down will appear. Click the down arrow of the drop-down box and select **Edit in ...** To edit directly in SharePoint.
3. The document will open in the appropriate application; go to **File, Check out**. This will check the document out to you and no other author will be able to modify the document.
4. Once you have completed editing the document, click **Save** and then go to file and click **Check-in**

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