

How to Edit a Document Offline

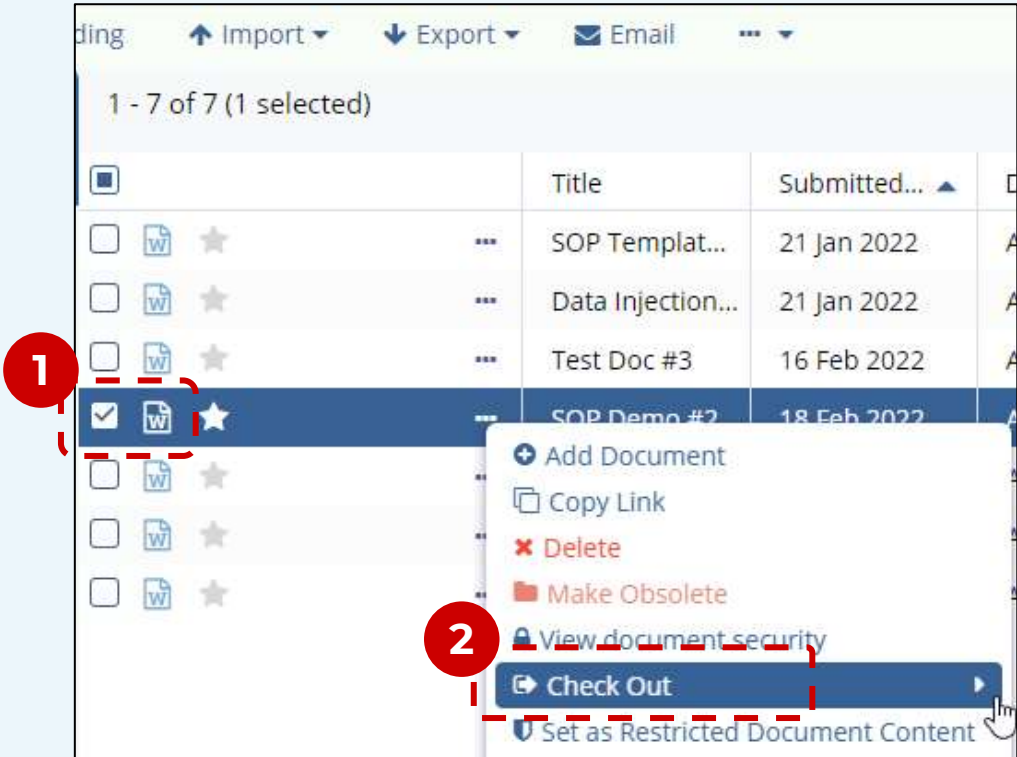
TI version 10.8

APPLICABLE TO:

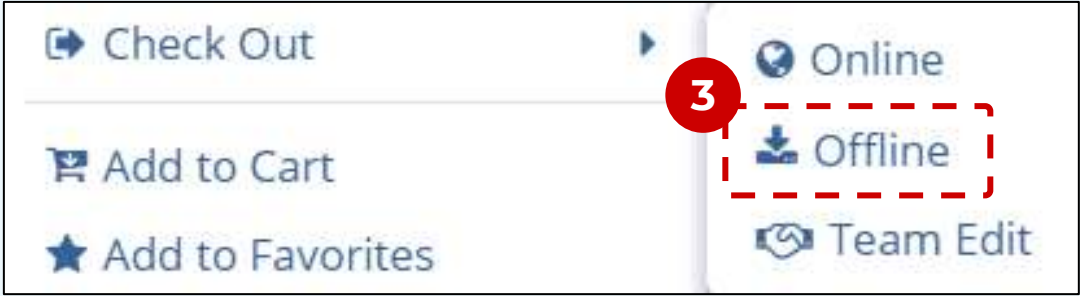
- Admin
- Manager
- Editor
- Reader
- Collaborate
- eISF

In Collaborate-based rooms, documents can be checked out for editing in different manners.
The Offline mode is recommended when the aim is to edit a document on desktop apps like MS Office.

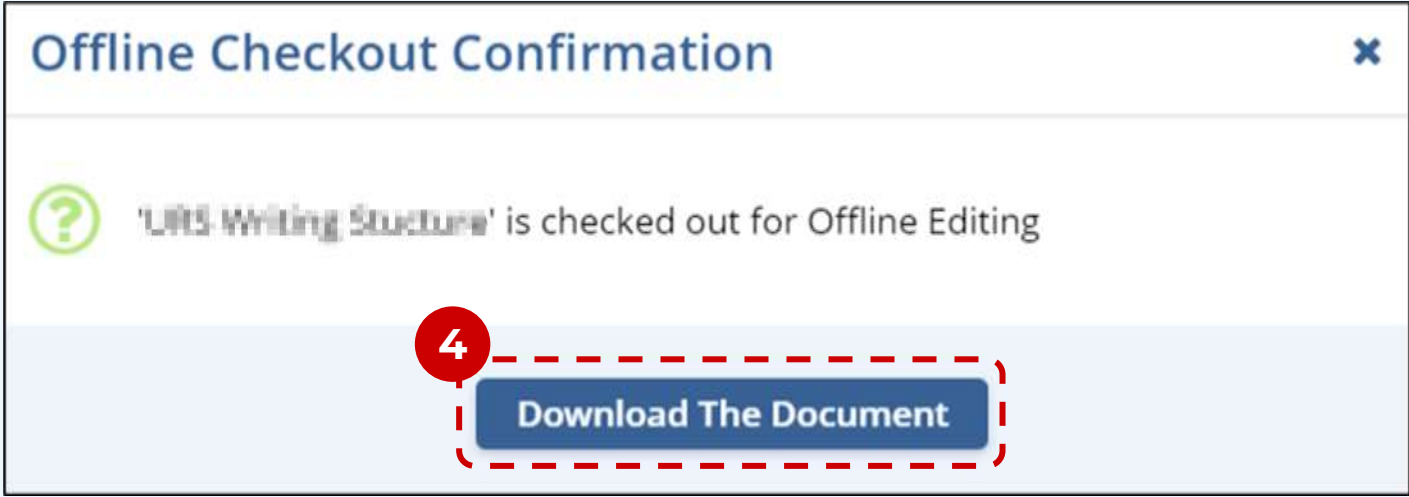
- 1 Locate the document you wish to edit in the Documents Library.
- 2 Open the **Document Action Menu** and expand the selection for **Check Out**.



- 3 Select **Offline**.

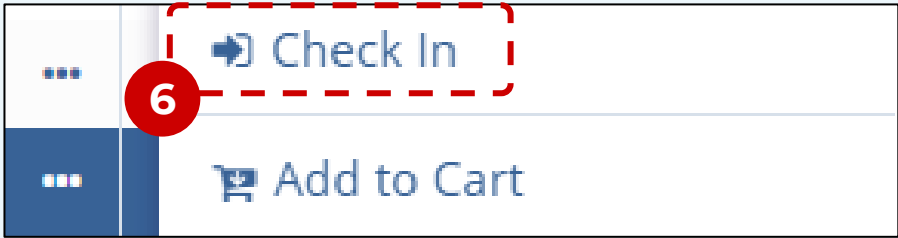


- 4 A window confirms the document **is locked**. You may **download** a copy of it to work on.

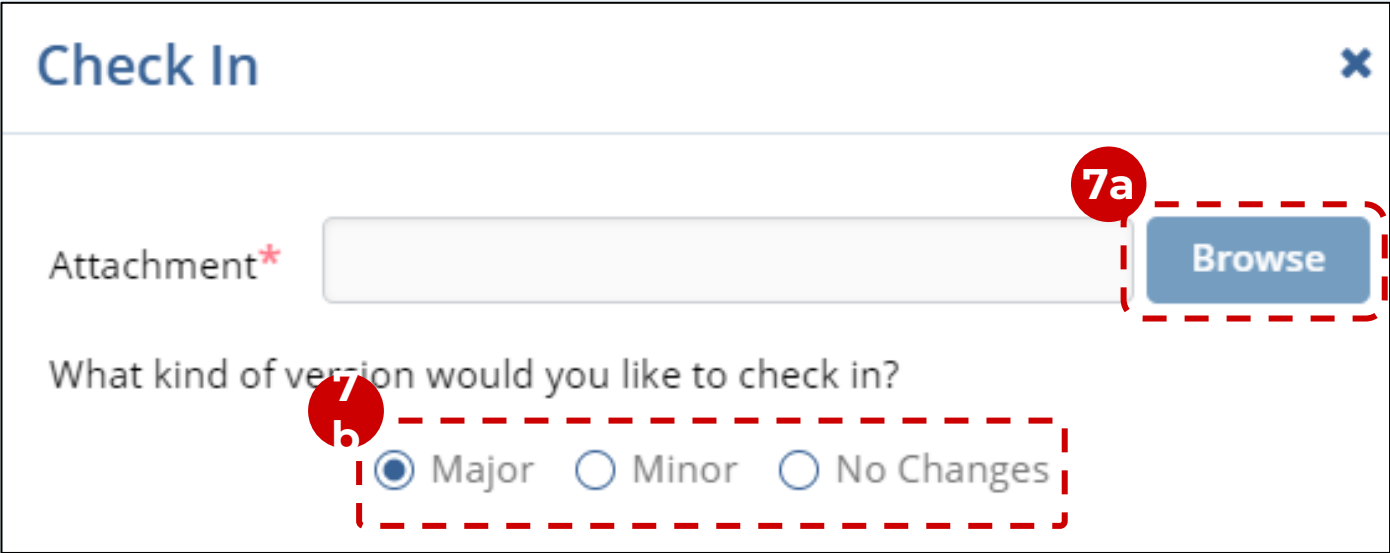


5 Edit the document locally, using your preferred software.

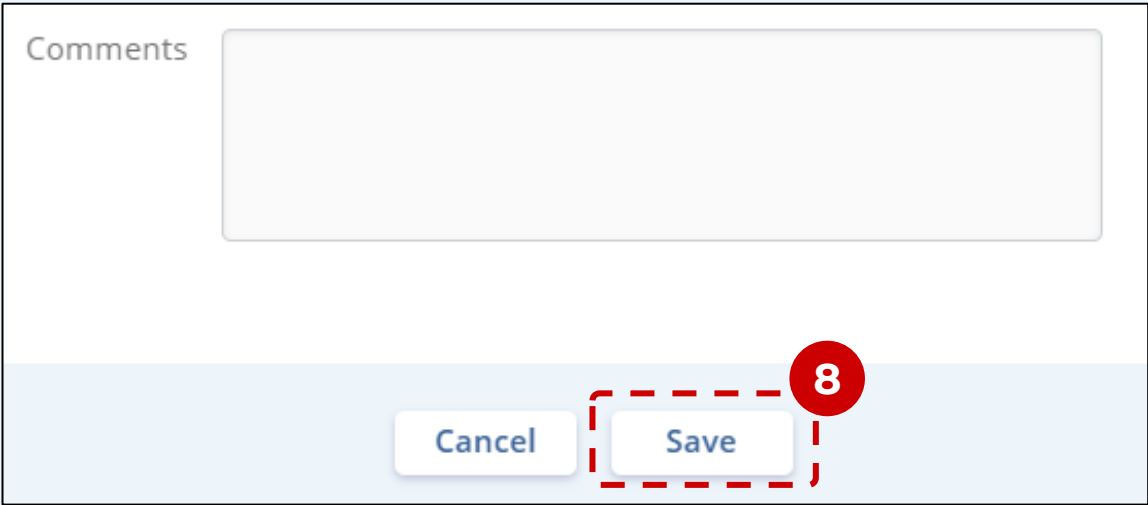
6 After editing the document, it needs to be checked in. Locate it in TI once again; expand the Document Actions menu; click Check In.



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 its 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 a text input field labeled 'Attachment*' with a red asterisk. To the right of the input field is a blue button labeled 'Browse', which is highlighted with a red dashed box and a red circle labeled '7a'. Below the input field is a question: 'What kind of version would you like to check in?'. Below this question are three radio button options: 'Major' (selected), 'Minor', and 'No Changes'. These options are grouped within a red dashed box, and a red circle labeled '7b' is placed next to the 'Major' option.

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

A screenshot of the 'Comments' section of the dialog box. It features a large text area for entering comments. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red dashed box and a red circle with the number '8'.