

# How to Edit a Document Offline

TI version 10.8

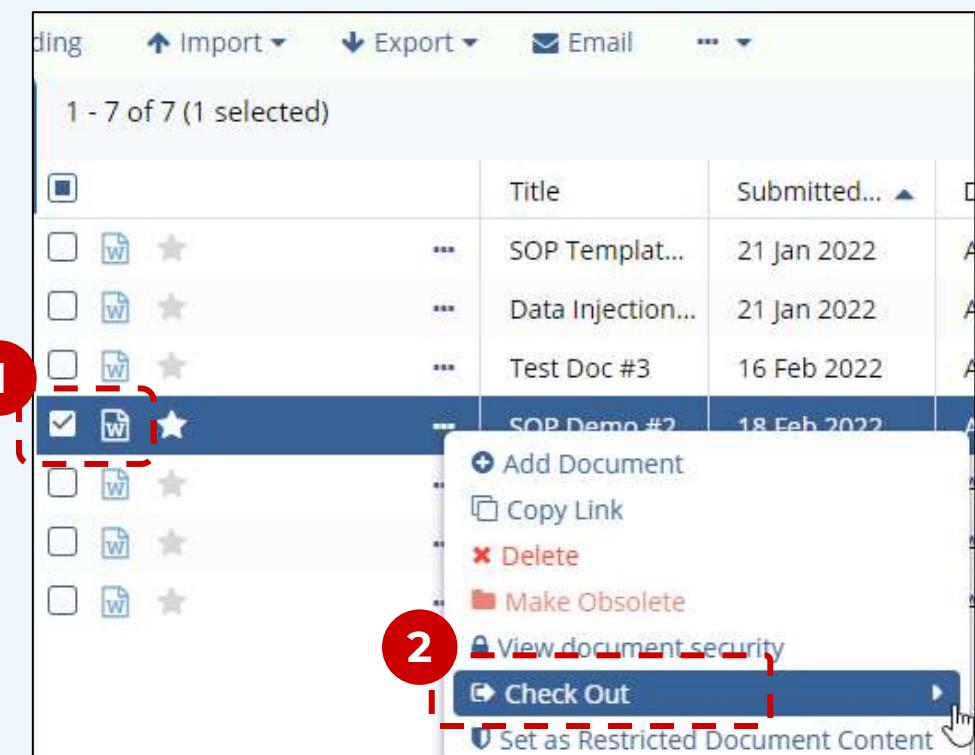
## APPLICABLE TO:

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

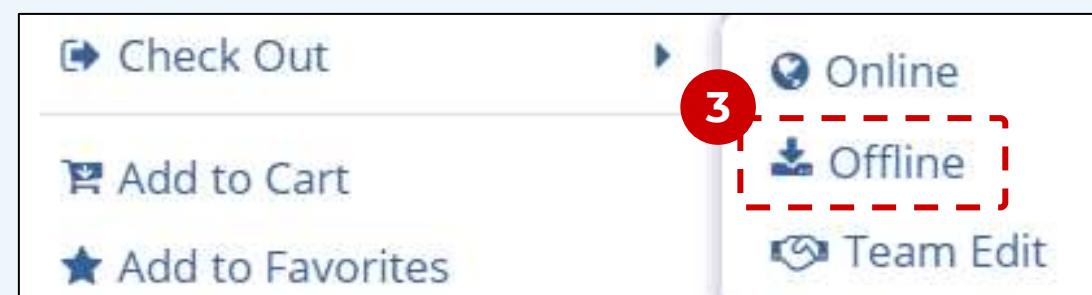
In Collaborate-based rooms, documents can be checked out for editing in different manners.

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.

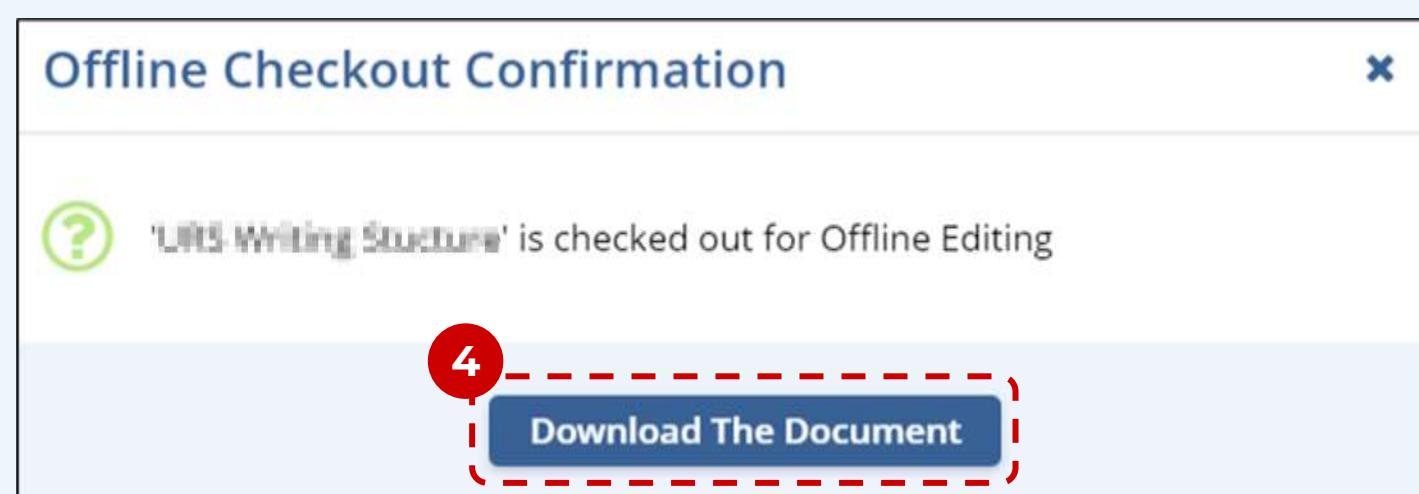


- 2 Open the **Document Action Menu** and expand the selection for **Check Out**.



- 3 Select **Offline**.

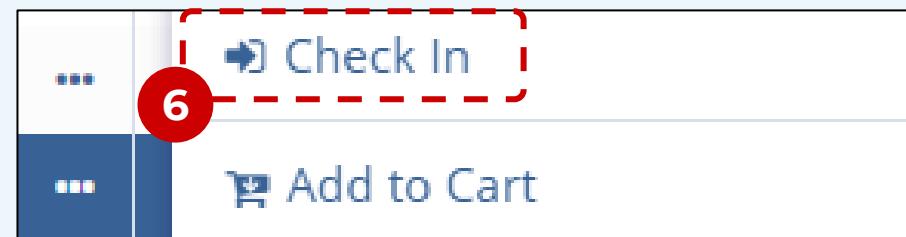
- 4 A window confirms the document **is locked**. You may **download** a copy of it to work on.



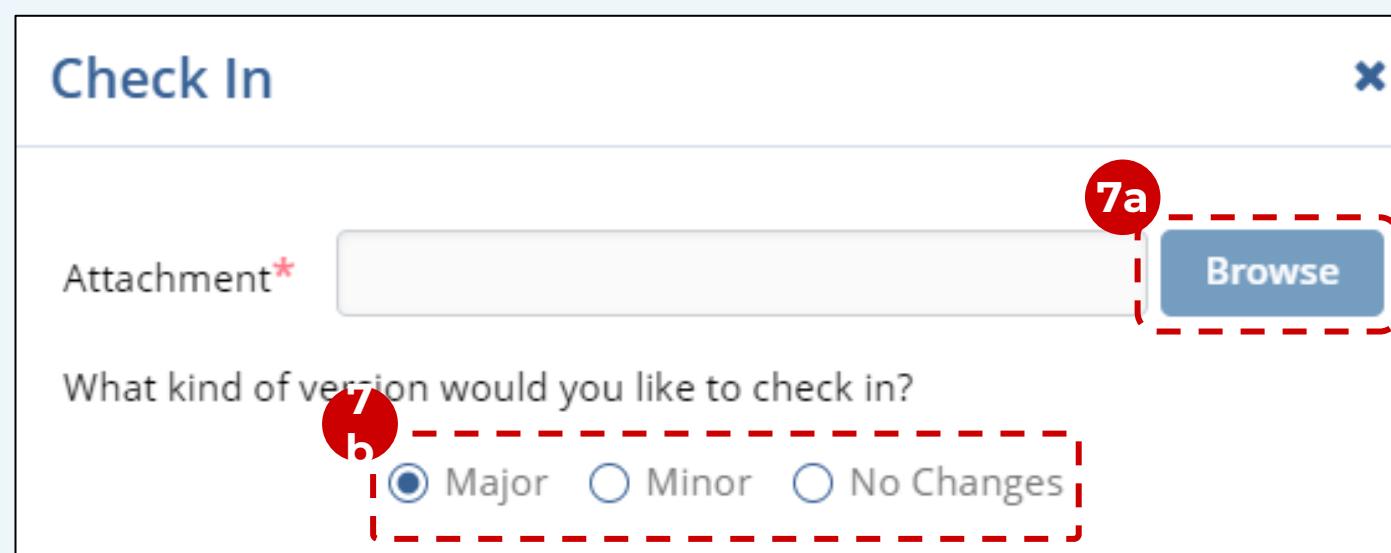
# How to Edit a Document Offline

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.



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

