How to Edit a Document Online

TI version 10.8

TRIAL INTERACTIVE

APPLICABLE TO:
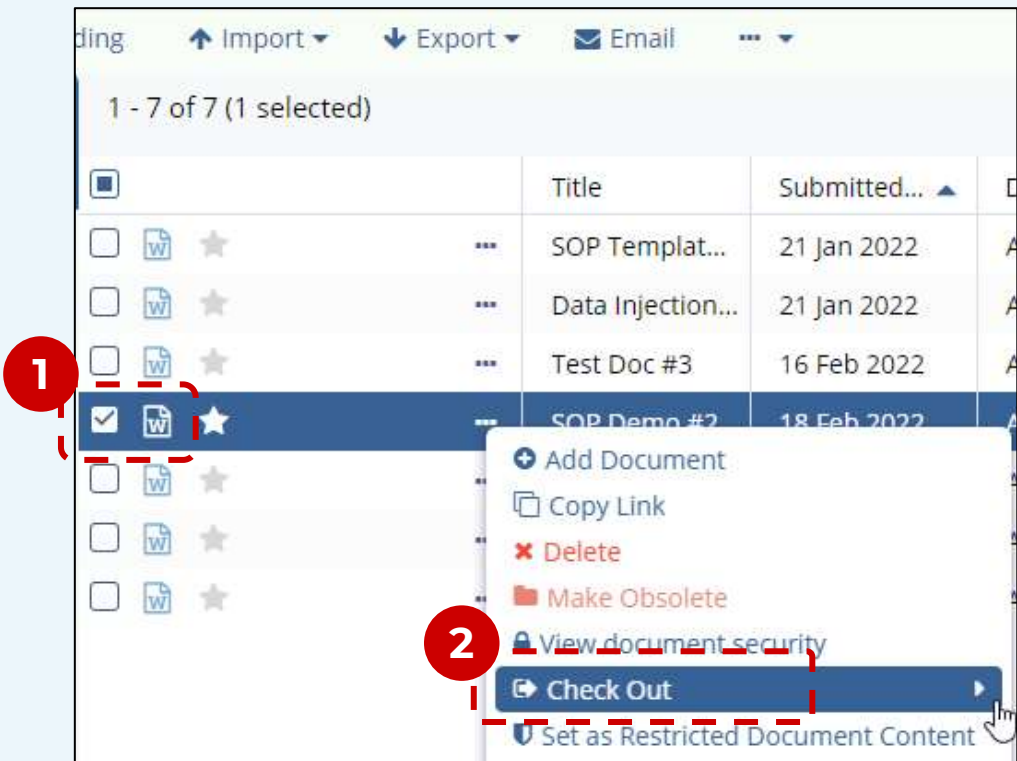
- ● Admin
- ● Manager
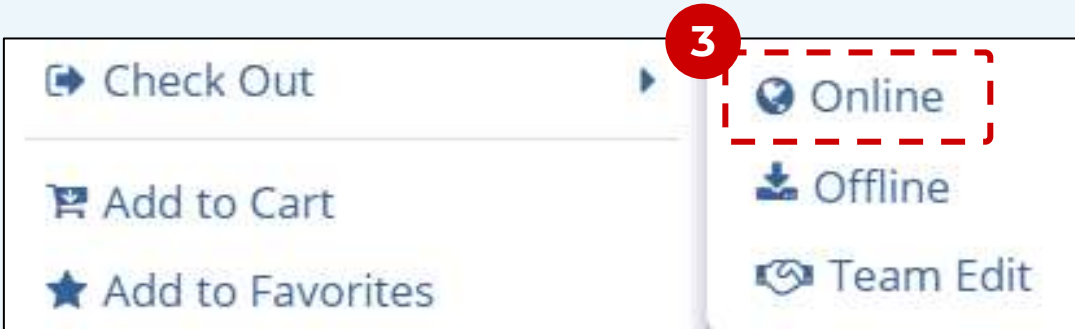- ● Editor
- ○ Reader

- ● Collaborate
- ● eISF

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

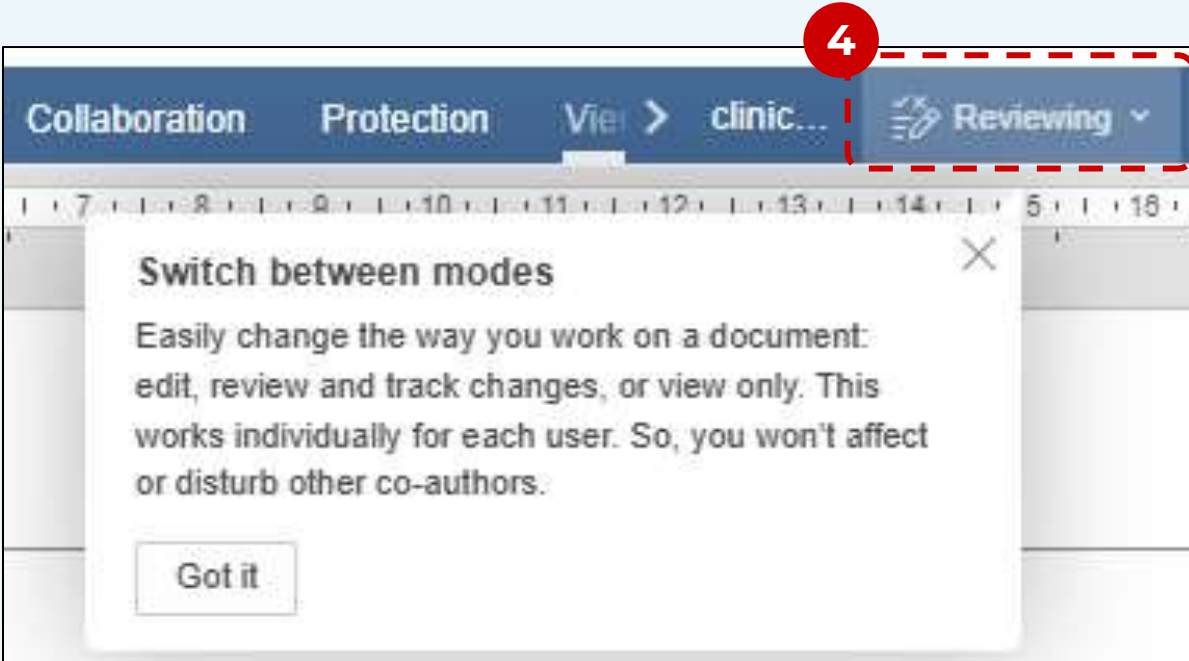**2** Open the **Document Action Menu** and expand the selection for **Check Out**.
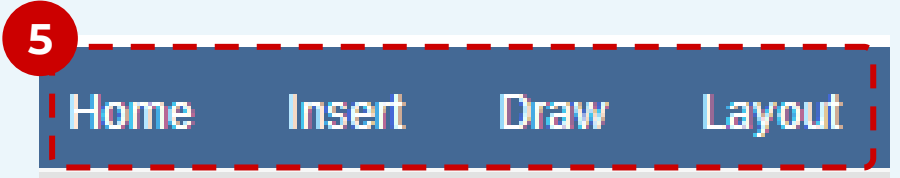
3 Select **Online**.

4 Switch user mode to **Editing**.
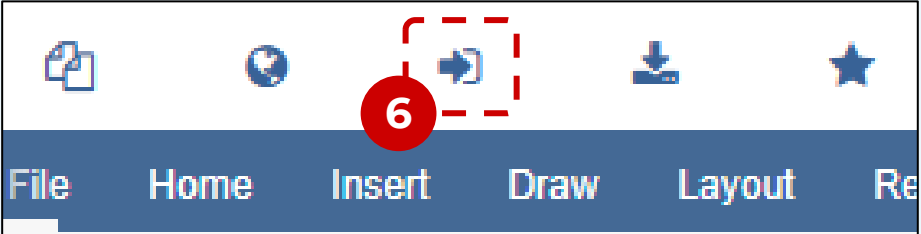
TRANSPERFECT
LIFE SCIENCES

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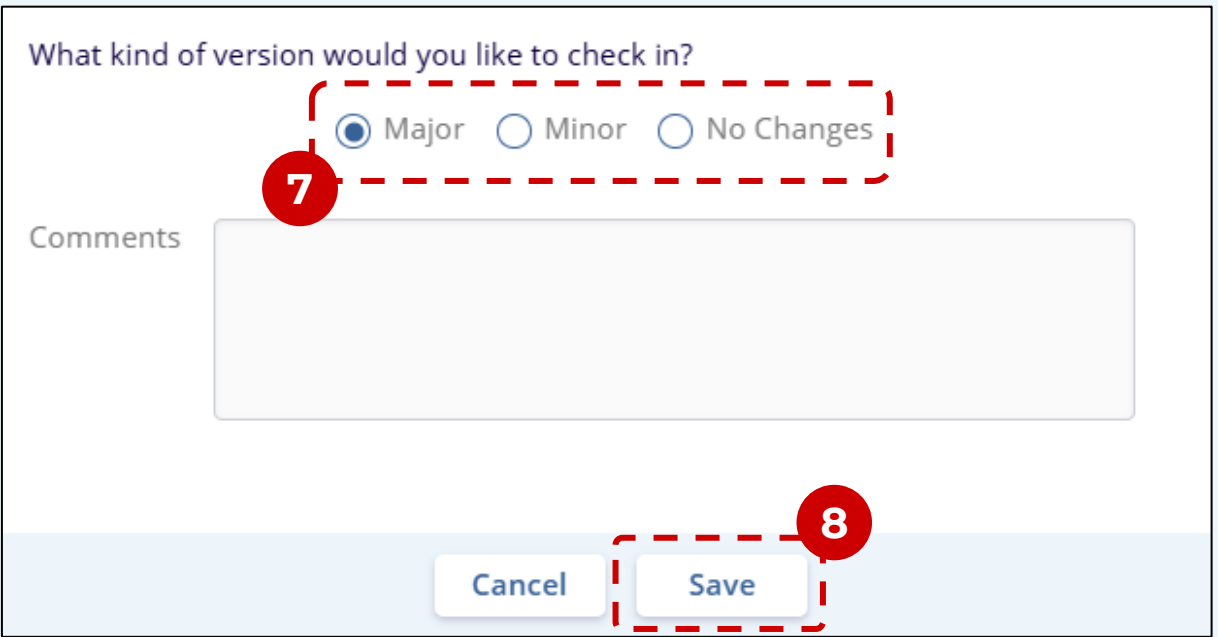
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5 Edit the document by writing/ changing content and use **formatting tools** In the ribbon.

6 To finalize the edit click the **Check In button**.

7 Select the type of update:
Major will create a new version (x.0);
Minor will create an interim revision (0.x) ;
No Changes will return the document to the initial state.

What kind of version would you like to check in?

○ Major   ○ Minor   ○ No Changes

Comments

Cancel   Save

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