

# How to Edit a Document Offline

TI version 10.8

- APPLICABLE TO:
- Admin

Manager

Editor

Reader

Collaborate

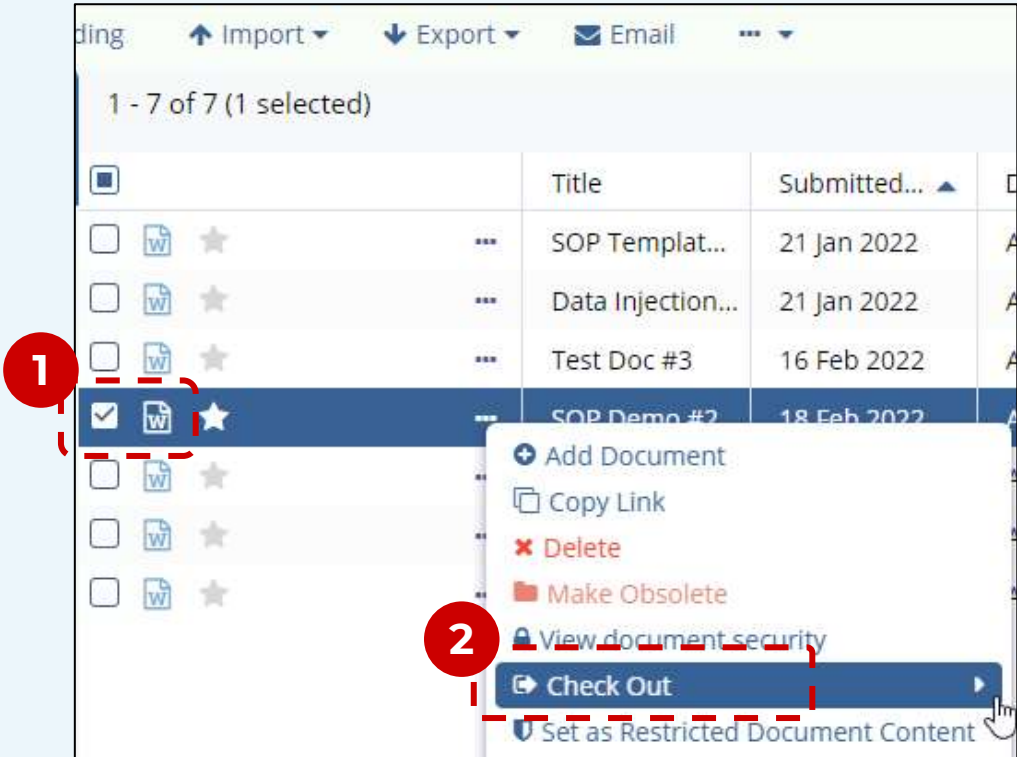
eISF

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

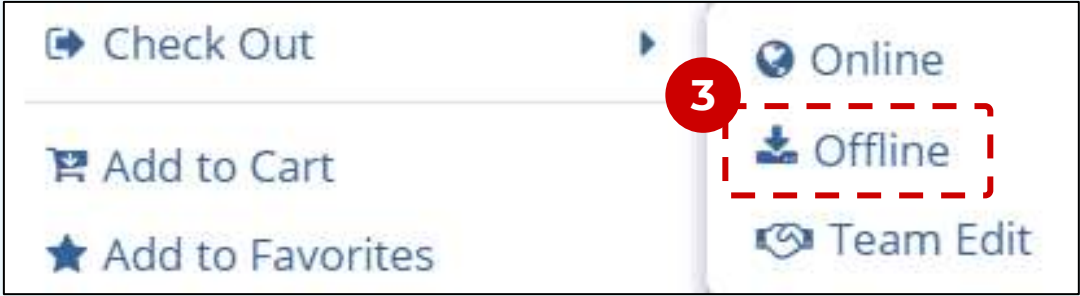
Locate the document you wish to edit in the Documents Library.
- 2

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



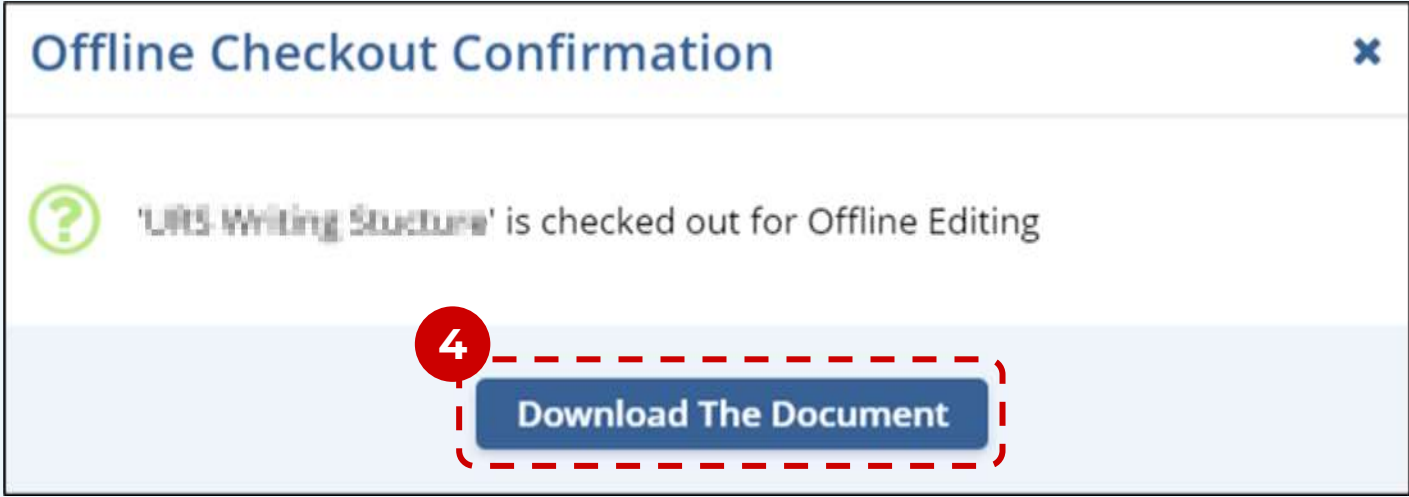
- 3

Select **Offline**.



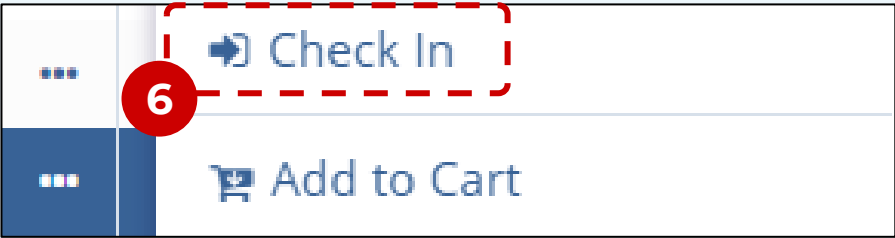
- 4

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

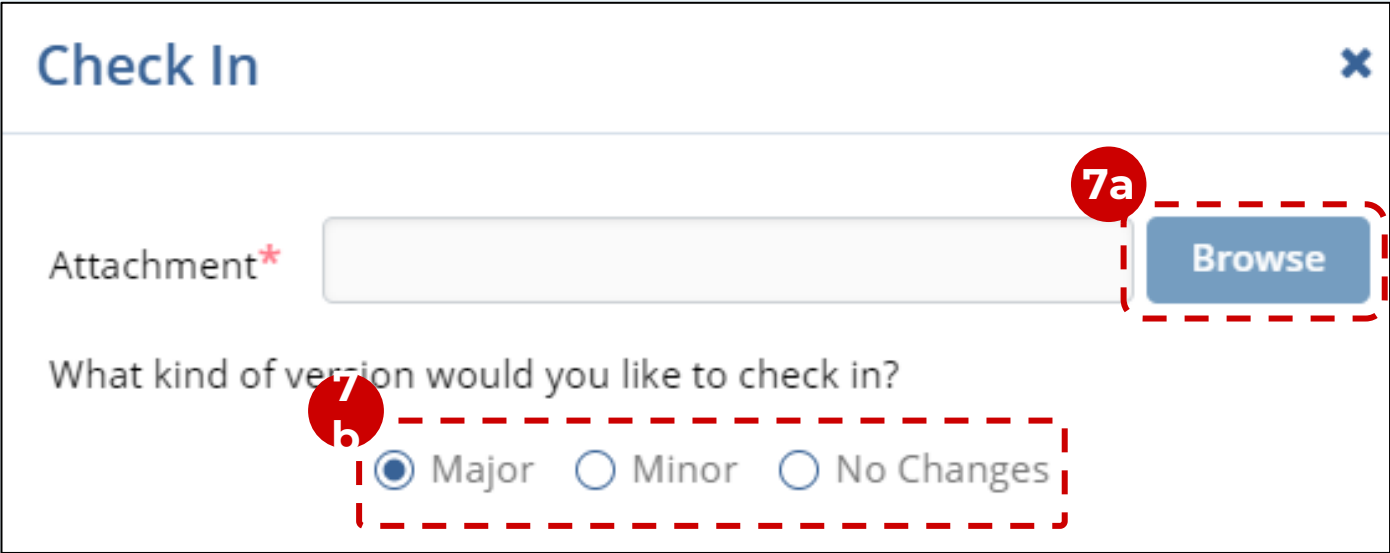


**5** Edit the document locally, using your preferred software.

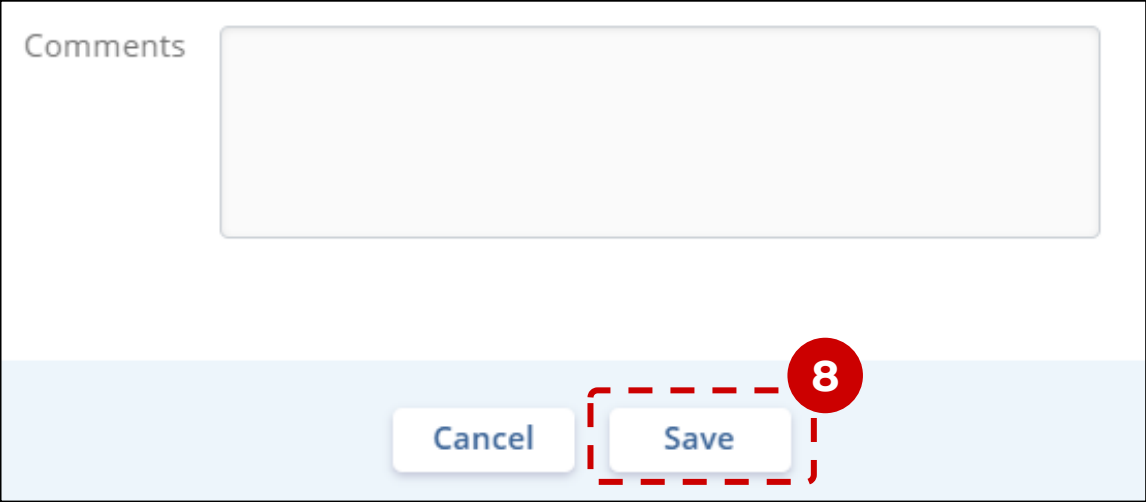
**6** After editing the document, it needs to be checked in. Locate it in TI once again; expand the Document Actions menu; click Check In.



**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'.