

# How to Edit a Document Online

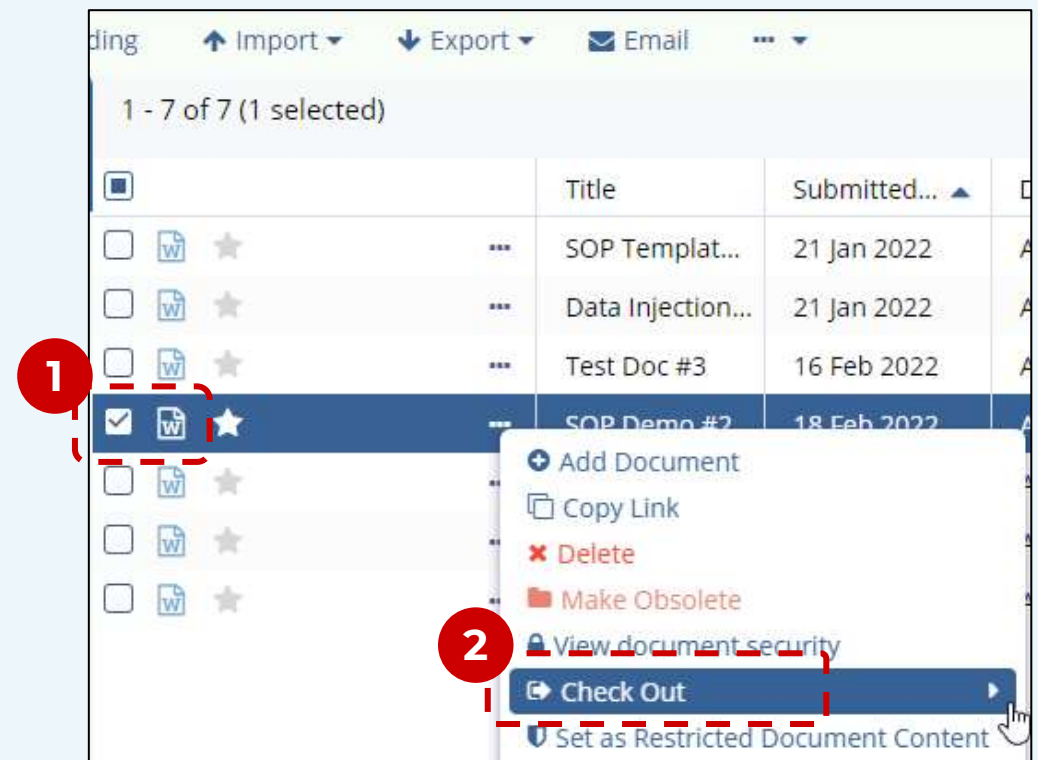
TI version 10.8

## APPLICABLE TO:

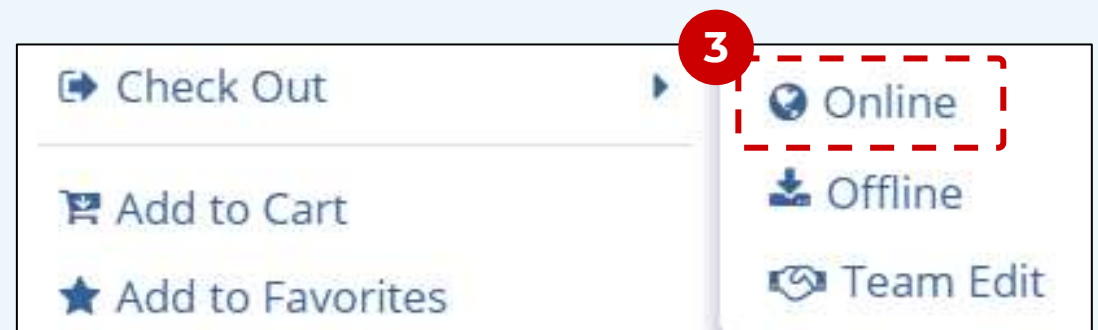
- Admin
- Manager
- Editor
- Reader
- Collaborate
- eISF

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

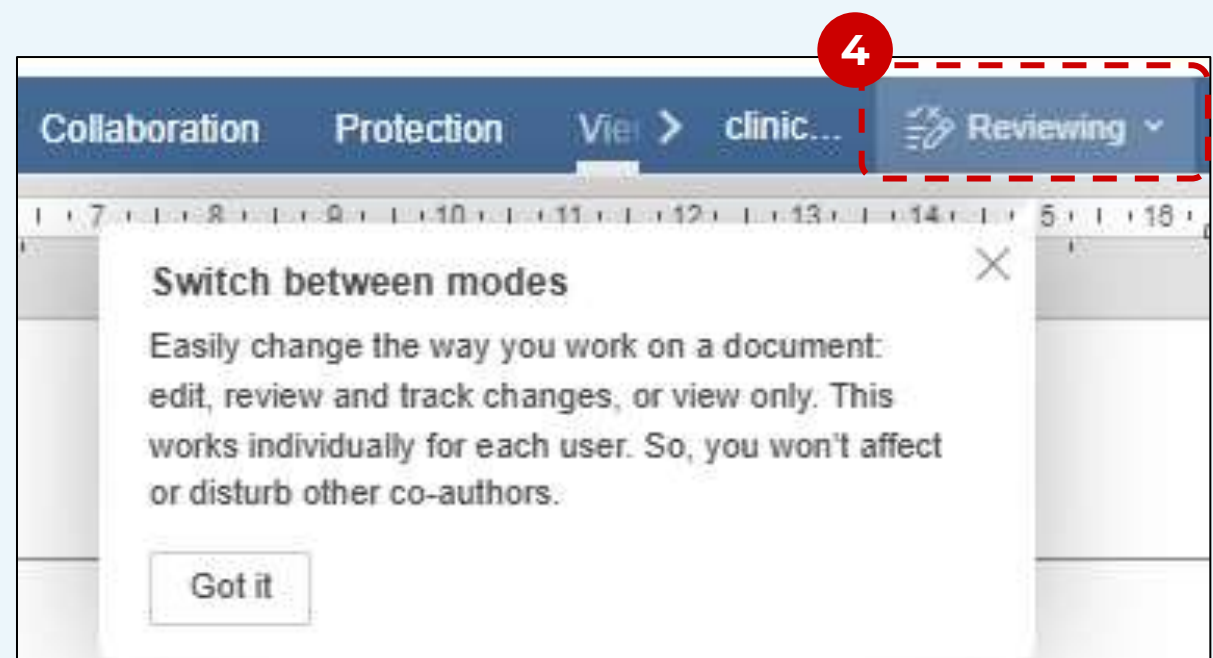
**2** Open the **Document Action Menu** and expand the selection for **Check Out**.



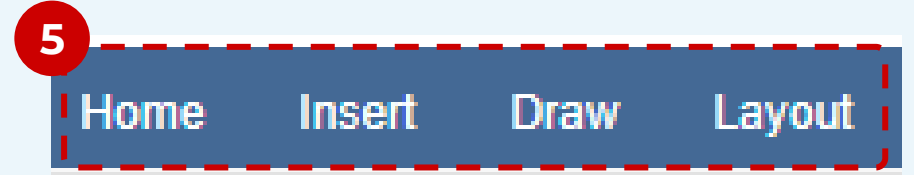
**3** Select **Online**.



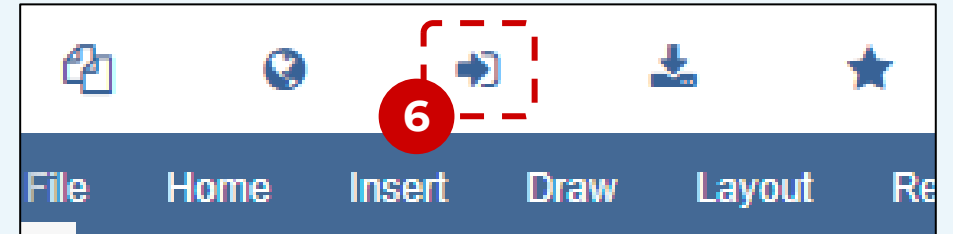
**4** Switch user mode to **Editing**.



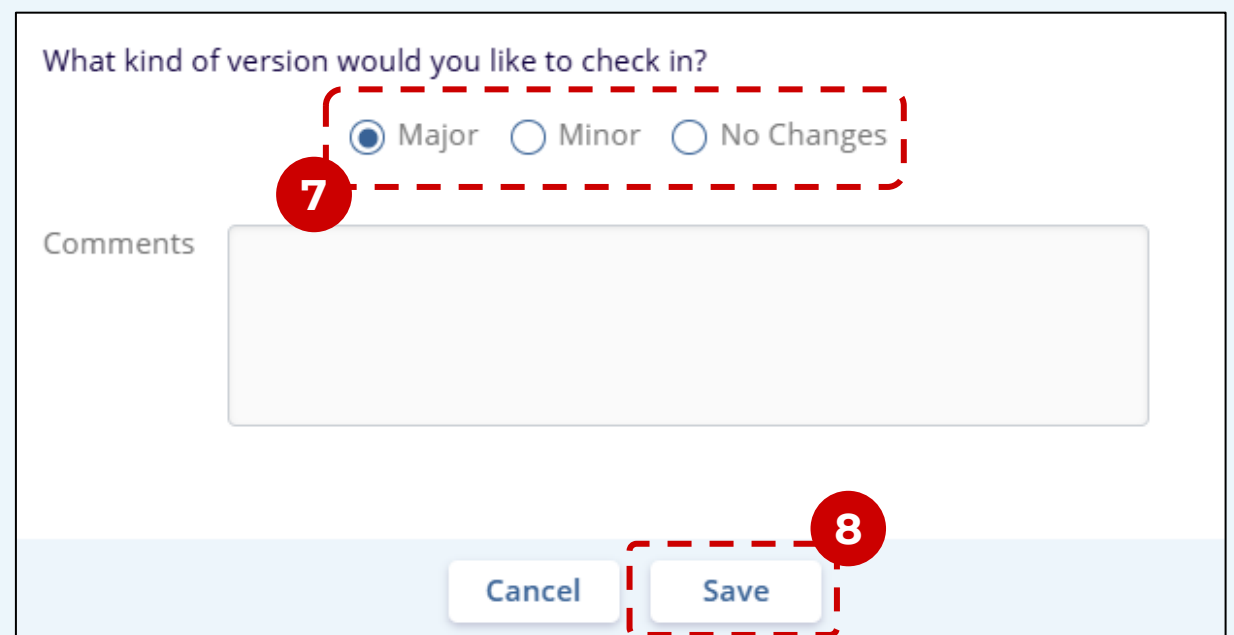
**5** Edit the document by writing/ changing content and use **formatting tools** In the ribbon.



**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.



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