

# SharePoint® win

## Protect your edits by checking files in and out

When you check out a file from a library on a Microsoft® SharePoint® 2010 Services site, you can edit, save, close and reopen the file – but **no one else can edit the file or see the changes until you check it back in.** Checking out a file prevents multiple people from making changes at the same time, which helps to avoid conflicts and confusion over changes. Checking files in and out also gives you more control when you track versions, because a version is created only when you check a file in, not each time that you open and close the file.

### To check out a file for editing:

1. If the library is not already open, click its name on the Quick Launch. If the name of your library does not appear, click **View All Site Content**, and then click the name of your library.
2. To check out a document, point to the file name, click the arrow that appears, and then click **Check Out**.
- 2a. In a picture library, click the file, and then in the properties that appear, click **Check Out**.

### To check in a file:

1. Locate the document that you want to check in on the SharePoint site.
2. Point to the document, click the arrow and then click **Check In**.

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3. On the Check In page, do one of the following:
  - Select **Check in document**.
  - Select **Check in changes saved to this document**, but keep the document checked out.
  - Select **Discard changes and undo check out**.
4. Enter any comments in the text box under Check In comments, and then click **OK**.

## Life win

### DOUBLE CHECK

Sometimes when we rush to get things done, we make mistakes or fail to proofread properly. So before you send that email or declare a project complete, go over everything one last time to check for errors. Taking a few minutes to catch a little mistake now could save hours - or days - down the road!