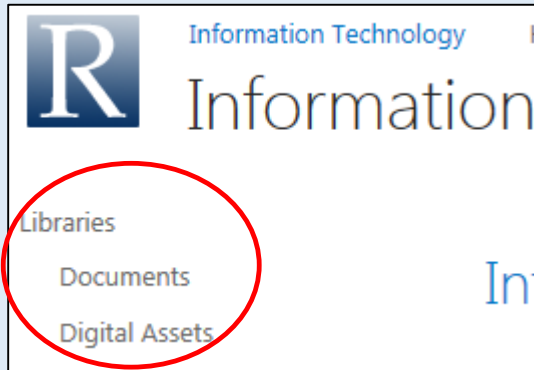


# Changing “Document Check-in/out”

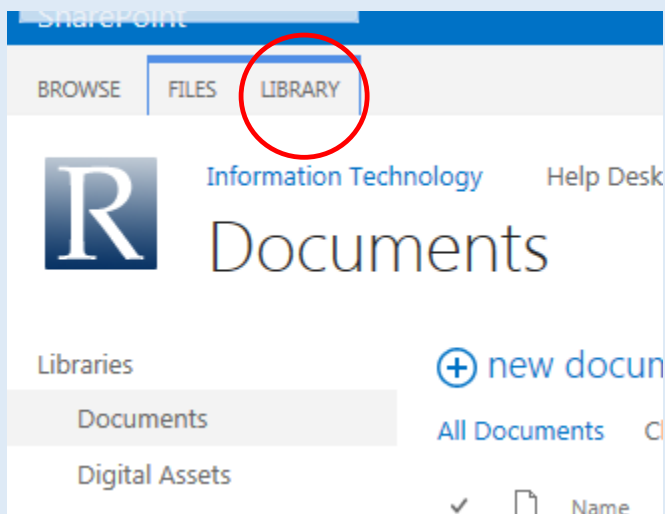
\*This turns on/off the requirement of checking documents out to edit them.

When Check out is turned on the document can only be edited by the person who has the document “checked out.”

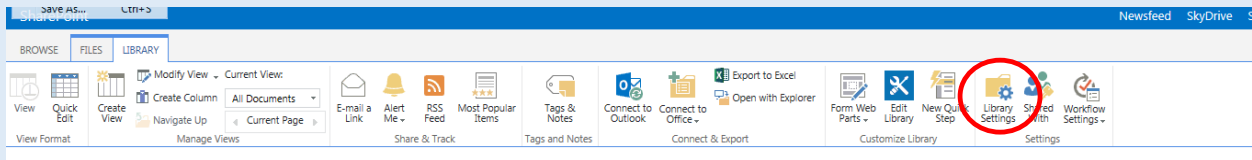
1. After signing in to SharePoint, click a link under Library in the left column



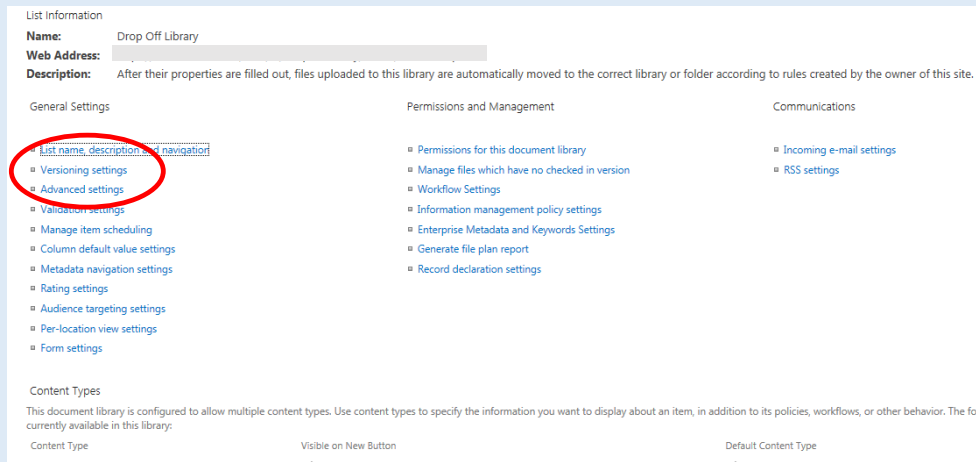
2. After making a selection, the Library tab will appear at the top of the screen. Click the library tab. This will open the Library Ribbon.



### 3. On the Library Ribbon, select Library Settings. This will take you to the Library Settings Page

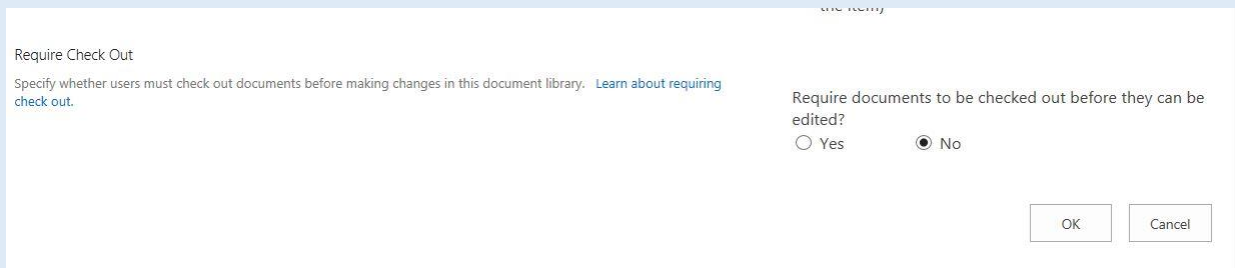


### 4. On the Library Settings page, select “Versioning Settings” link. This will open the Version Settings page.



### 5. Scroll to the bottom of the page and select “yes” to require document check out, and will only allow one person to edit the document.

\*If you do not require check out, it is a good idea to keep [versioning turned on](#)



6. As you can see, the version history is set to off. You can select which type of versions you would like to have (major versions, major and minor versions, or no versioning.)

The screenshot shows two sections of a settings page:

- Content Approval:** A section with a title and a description: "Specify whether new items or changes to existing items should remain in a draft state until they have been approved. [Learn about requiring approval.](#)" It includes a radio button for "Require content approval for submitted items?" with "Yes" unselected and "No" selected.
- Document Version History:** A section with a title and a description: "Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)" It includes a radio button for "Create a version each time you edit a file in this document library?" with "No versioning" selected. Below this are two unselected radio buttons: "Create major versions" (with example "1, 2, 3, 4") and "Create major and minor (draft) versions" (with example "1.0, 1.1, 1.2, 2.0").

Below the versioning options, there are two checkboxes for "Optionally limit the number of versions to retain:"

- Keep the following number of major versions: [input field]
- Keep drafts for the following number of major versions: [input field]

7. After selecting your preferred Version settings, be sure to click "OK" at the bottom of the page to save these settings.