

11. Editing your Microsoft documents offline

The Edit Offline feature enables you to download an item from the repository to your computer to edit it with the appropriate desktop application. This process automatically locks the repository version of the content item to prevent editing conflicts.

The process for editing a content item offline will vary depending on your User Profile setup.

1. Navigate to the space containing the content item you want to edit.
2. Click **Edit Offline** for the content item of interest (see 1 below).

The screenshot shows the Alfresco Share interface in Internet Explorer. The main content area displays a document titled "New External Staff IT Request Form.doc" with a preview of a form. The form includes fields for "SURNAME", "FIRST NAME", "EXTERNAL JOB TITLE", "WHICH DEPARTMENT (S) HE/SHE ARE THEY WORKING WITH?", "WHICH CAMPUS ARE THEY WORKING FOR?", "INTERNAL EXTENSION NUMBER (IF KNOWN)", "START DATE OF CONTRACT", and "EMAIL ACCOUNT REQUIRED". The "Document Actions" panel on the right contains several options, with "Edit Offline" highlighted in a red box and a red number "1" next to it. Other actions include Download, Edit Metadata, Upload New Version, Edit Online, Edit Offline, Copy to..., Unpublish, Re-publish, Manage Aspects, and Change Type. The metadata section shows details like Name, Title, Description, Mimetype, Author, Size, Creator, Created Date, Modified Date, and Categories. The permissions section lists Managers, Collaborators, Contributors, Consumers, and Everyone. The version history section shows a single version (0.1) created on Tue 15 Nov 2011 15:57:06 by James Davies.

If your preferences indicate automatic download, the file begins to download automatically and you are prompted to specify a file destination. When the automatic download feature is not enabled, the selected item is simply locked in the current space and you can use the **Download** feature at your convenience to place a copy of the item on your computer.

3. At the prompt (when automatic download is enabled), save the item to the desired location on your computer.
4. Click **Close** on the **Download** page.

The **Content Items** pane displays both the original item (locked) and a working copy of the item.

5. On your computer, open the file with the relevant desktop application and make the necessary changes.

At any time, you can click **Cancel Editing** to release the lock on the item without saving any edits.