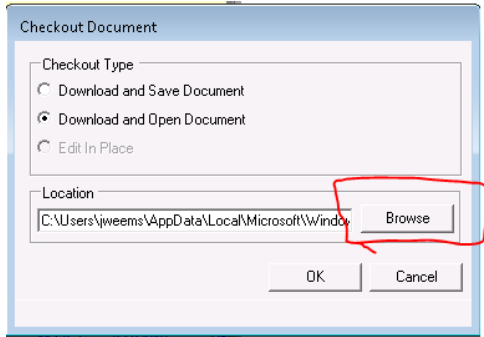
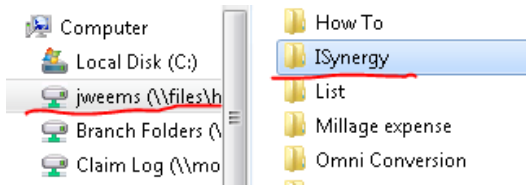


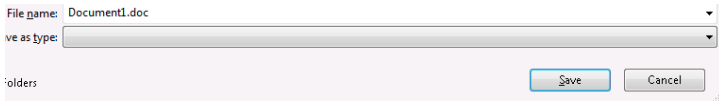
- Right click on the document you want to edit
- Click “Checkout”



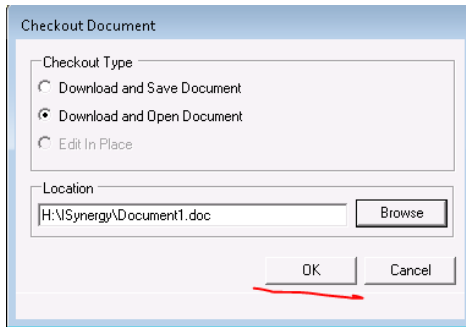
- The “Checkout Document” dialog box will appear
- The first time you do this every day you will have to ****Click “BROWSE”****



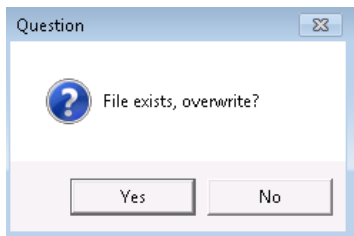
- In the left column, click on your Home Folder
- In the right pane, double click on “ISynergy” folder



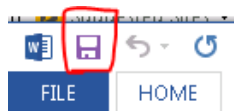
- Leave the default name and click Save



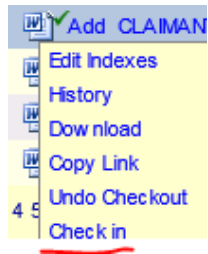
- Click OK to download the document and open it with Word



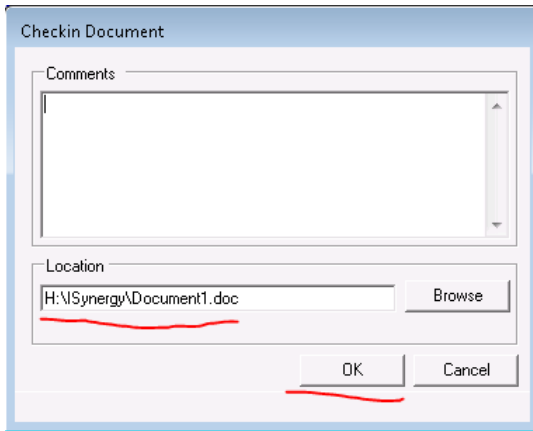
- If you see a “File exist, overwrite?” box, click Yes



- After making the required changes to the document, click the save icon
- Close the Word document



- In isynergy, right click the document and select "Check in"



- In the "Checkin Document" box
- Leave the default location and click OK.