

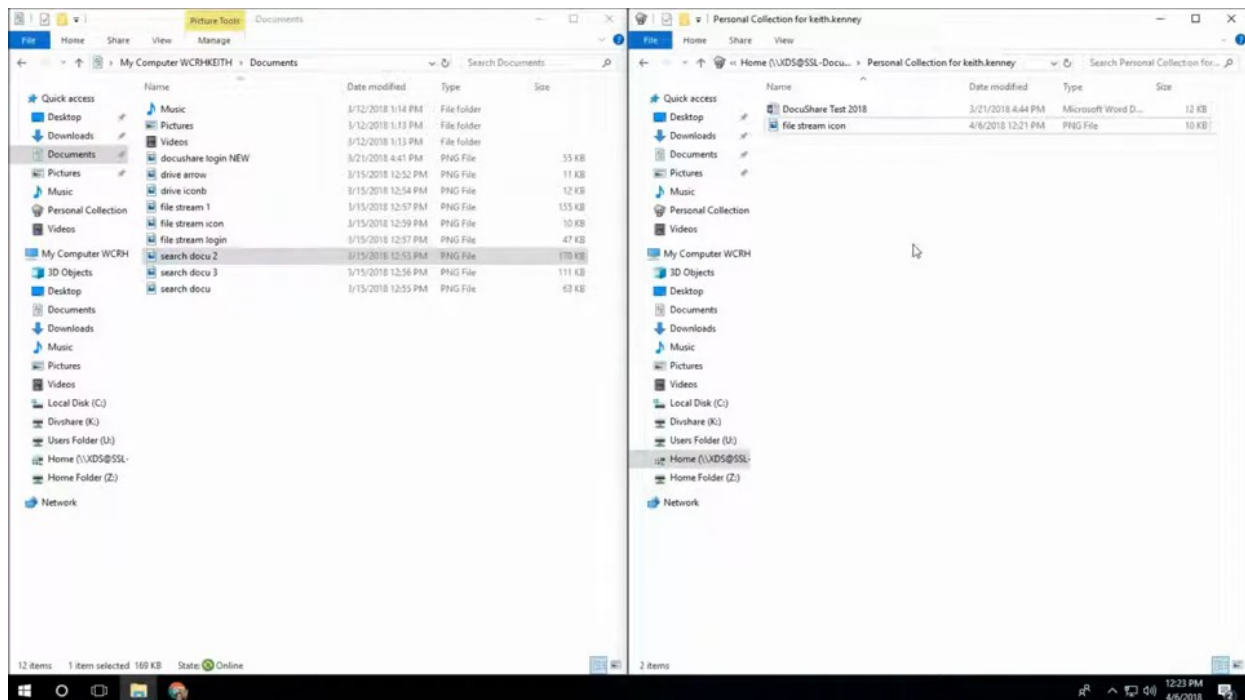
# Browse, Check Out, and Update a File

Use DocuShare Drive from Windows File Explorer

**Important:** Check out a shared file before editing it so another user cannot overwrite your changes.

## STEP 1 Browse to the file

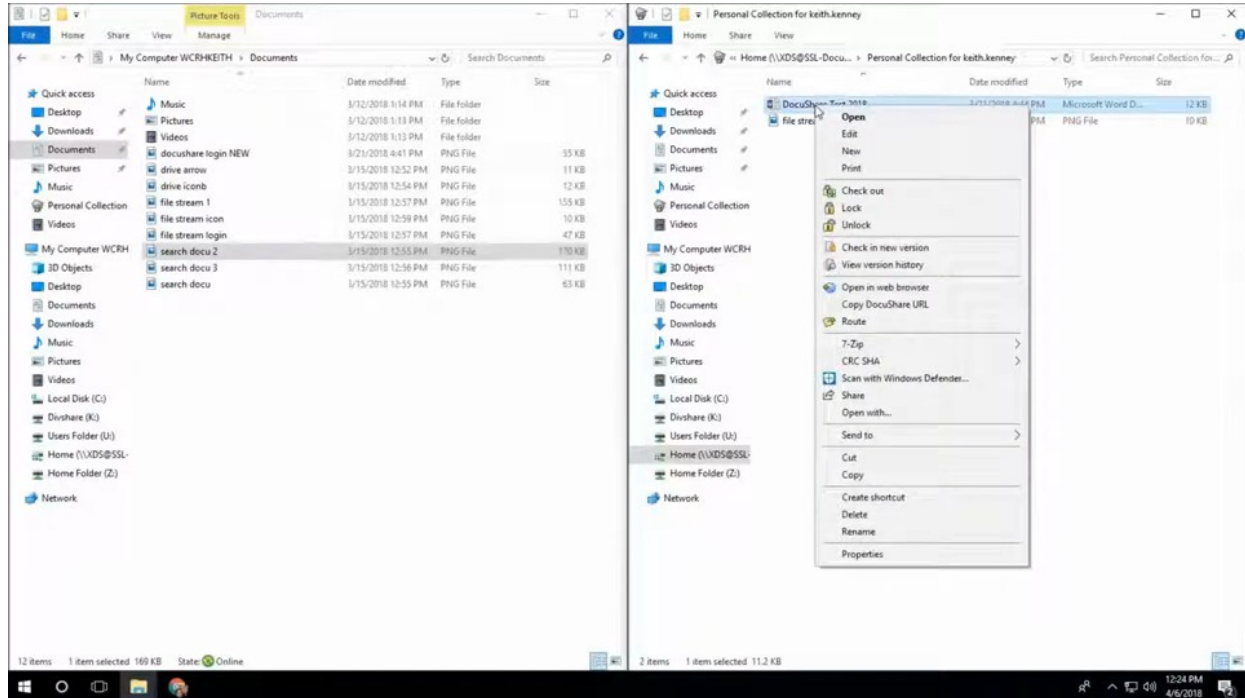
Open DocuShare Drive in File Explorer and browse to the folder containing the file.



*Browse to the file in DocuShare Drive.*

## STEP 2 Check out the file

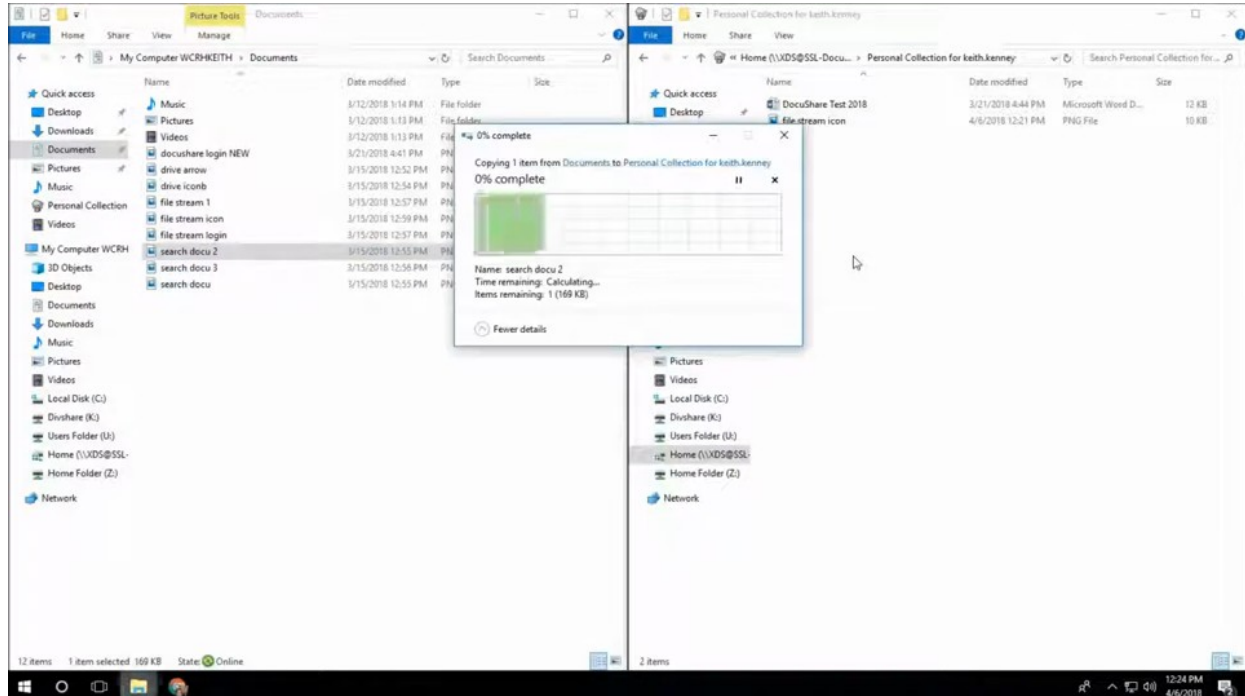
Right-click the file and select the DocuShare check-out option.



*Right-click the file and choose the check-out action.*

### STEP 3 Edit and save

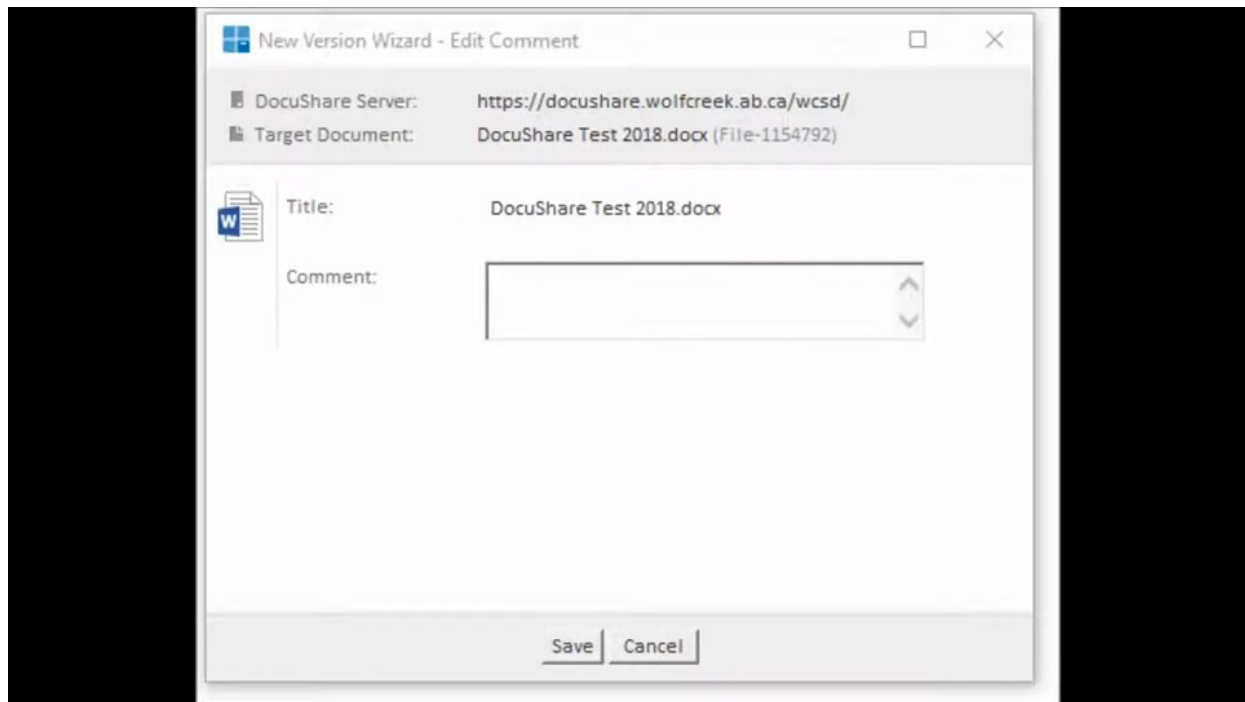
Open the checked-out file, make your changes, save it, and close the application.



*Edit and save the checked-out file.*

## STEP 4 Check in the update

Right-click the file again and select the DocuShare check-in option. Add a comment if required and save the new version.



*Complete the check-in window to return the updated file.*

## Finished

The file is updated and available to other users again.