# User Guide

## Contents

The information within this guide was based on the following links. Please refer to the links below for the most up to date content within this guide.

https://support.office.com/en-us/article/Upload-files-to-a-library-da549fb1-1fcb-4167-87d0-4693e93cb7a0

https://support.office.com/en-us/article/Check-out-check-in-or-discard-changes-to-files-in-a-library-7e2c12a9-a874-4393-9511-1378a700f6de

# Upload files from Explorer to your Sites library

1. Open the SharePoint site library.
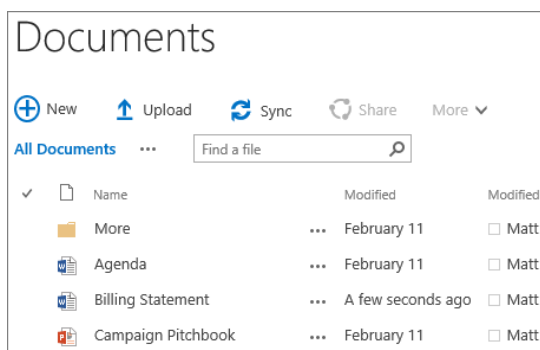


2. Click **Upload** at the top of the documents library
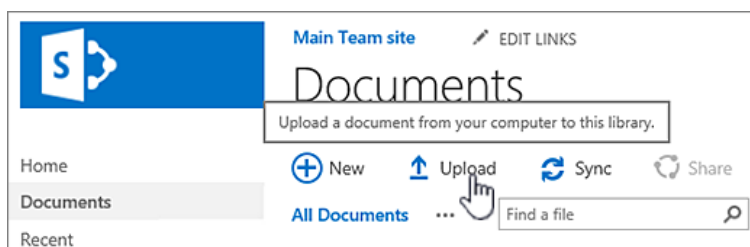


3. In the **Add a document** dialog box, you can click **Browse** to upload an individual file. Depending on the version of SharePoint you're using, you may also be able to upload multiple files by holding down either the CTRL or Shift key, and selecting more than one file.
4. When you've selected the file or files to upload, click **OK**.

# Check out, check in, or discard changes to files in a library

If you want to make changes to a file on a site and you want to make sure no one else can edit it, check out the file. When you have the file checked out, you can edit it online or offline, and save it—multiple times, if necessary. This topic shows how to check out, check in, and discard changes you make to files in SharePoint libraries. See Top questions about check out, check in, and versions for answers to common questions.
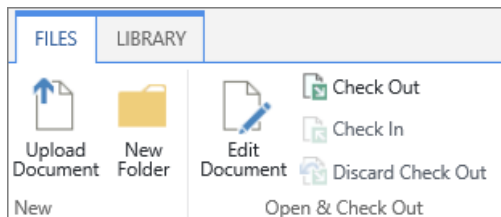


When you finish editing and check the file back into the library, other people can see your changes and edit the file, if they have permission. And, if you decide not to make or keep any changes in the file, you can simply discard your checkout so you don't affect version history.

When you want to check out and edit a document, whether it's working online, or downloading, do it in the following sequence:

- Check out the document
- Download or open the document in an online app
- Edit the document
- Upload the document or save it from the online app
- Check in the document

## A few noticeable changes in 2016

- Some sites may no longer show the breadcrumb (depending on how they were setup in 2007 or below).
- Subsite will be shown on across the top of the site for those sites you have permission to.
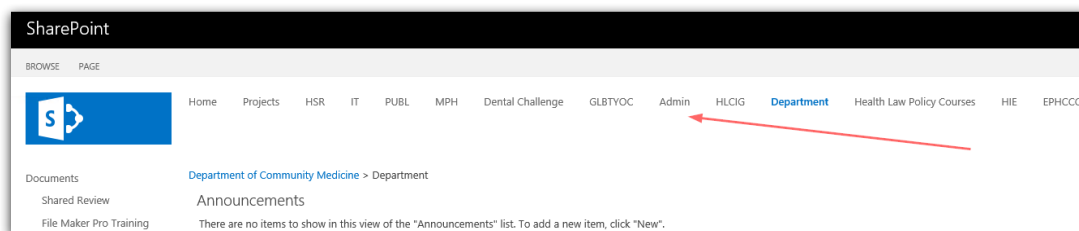


- Lists and libraries are displayed on the left side of the page in what is called the left navigation bar

# SharePoint

Documents
  Shared Review
  File Maker Pro Training
Lists
  Calendar
  Library
Discussions
  Team Discussion
Sites
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