

[? CELINE WINN: ?] Hello, everyone. This is Celine [? Winn ?] with the ePlanning support team. In this video, I'm going to show you how to edit your NEPA documents in Microsoft Word.

First, locate the file you want to edit in your document list widget. Right click on the document and click on Edit.

The document will download to your computer, and you will see it at the bottom of the window. You will now notice a green padlock icon to the left of your document, which means it is checked out and locked and no one else can edit it.

Now click the document on your download bar to open it in Microsoft Word. Add, edit or delete content in the document as necessary.

With team lead or editor privileges, you can use track changes to keep track of edits among your team.

Make sure to save the document as you make changes. Once you've made all your edits, hit Save in Word, then exit out of the program.

You'll notice the document is still checked out in D2 because it has that padlock next to it. To check the document back in, you will right click on it and select Check In.

Then choose the Options tab. You have to choose the file to check in, so click on the ellipsis icon that says Browse.

Find your downloads in your file browser. The easiest way to find the document is to check the time stamp because it will be the most recently edited file. Select that file and click Open.

It's important to select the correct version of the file that you saved. Then hit OK on the Check In window. It will close and take you back to the document list where you will now see that your document no longer has the padlock icon next to it.

Now your document has been checked out, edited, and checked in.

Thank you for watching, and please remember, if you have any questions, submit a remedy ticket, or visit our [? KRC ?] and SharePoint sites for additional supporting documentation.