

Editing a Library Document?

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Question

Why am I having trouble editing and saving a library document?

Answer

Microsoft® Office® documents that are stored in the eICS library can be edited from within eICS if the relevant Microsoft Office application is installed on your computer. Then, using Internet Explorer® or most common browsers, you can check out, edit and check in the revised version from with eICS.

Accessing and updating a document this way means that a temporary copy of the file will be saved locally while the document is open. By default, the temporary file is usually saved in the Microsoft Office file cache. For direct access and updates to work, the user must have rights to edit the file location or cache. However, in some organizations users are not allowed to edit this file cache.

Use these links to [check out and edit](#) a file, and then, [check in the revised version](#). If you encounter any issues updating Microsoft Office files with this process, it may be that you do not have the right to edit the cache or location where the document is temporarily saved. In that case, perform the procedure below on all Microsoft Office applications you use with eICS to establish a different location for the default file save.

To select a different file save location

1. Open the Microsoft Office application.
2. Click **File**.
3. Click **Options**. The *Options* window opens.
4. On the left, click **Save**.
5. In the *Offline editing options for document management server files* section, select **The server drafts location on this computer**.
6. To the right of **Server drafts location**, click **Browse**.
7. Locate and select the location where you want temporary drafts to be saved and click **OK**.
8. Click **OK** in the *Word Options* window.

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