

File Check-In / Check-Out System

IMPORTANT: Since two different team members may need to work on the same file, it is important to make sure they do not overwrite each others' changes. **Check In / Check Out** ensures that only one person is working on a file at the same time and that you are updating the latest version of the file

When a team member wants to edit a file, he or she can **Check it Out** from the server. This downloads the most recent version of the file from the server and prevents anyone else from modifying it. When a person is done editing the file, he or she then **Checks** it back In. This uploads the modified version of the file to the server, and allows others access to it.

Enabling Check In/Check Out (You only need to do this once for a website)

- Under the **Site** menu, select **Manage Sites**.
- Then in the **Remote Info** category, select the **Enable Check In/Check Out** option.
- Each team member, as well, indicates a Check Out Name and an e-mail address.
- After these options have been activated, the **Check In** and **Check Out** icons appear in the

site window interface: 



Checking out (Do this EVERY time you work on a file)

To download a file, a user selects the file in the Site window and clicks **Check Out**. This will download the latest version of the file from the server. If other users try to check out the file while it is checked out, they will be warned that the file is already in use.

Checking in (Do this EVERY time you've finished working on a file)

After editing the file, a user can select the file in the Site window and click **Check In**. This uploads the edited version to the server. After it has been checked in, other users will be allowed to check out the file. Note: Checking in a file to the server also sets the local copy of that file to read-only status. **This reminds users to check a file out before working on it.**

Symbols: Dreamweaver displays icons in both the local and remote sides of the Site window to indicate the status of each file.

- **No icon:** A file with no icon next to the name has not yet been checked in and has never been checked out. When Check In/Check Out is first enabled, many files will appear this way. As soon as a file is checked in or checked out, it will have an icon indicating its status.
-  A file with a padlock next to the name has been checked in to the remote site. The padlock also indicates that the file is read-only locally.
-  A green check mark indicates that the file is checked out to the user (YOU) viewing the Site window.

- ✓ A red check mark indicates that the file is checked out by some user other than (YOU) the user who is viewing the Site window.