Edit a File

With SharePoint, you can edit files in a library without downloading them to your computer.

1. Navigate to the library.
2. Click the ellipsis next to the name of the file, and click **EDIT** in the callout.
or
Click the name of the file.

3. If you receive a warning about trusting the file, click **OK**.

4. Depending upon various settings, you may be prompted to open the file, check out the file, enable editing, and/or log in.
Office documents open on your computer using your local Office applications (Word, Excel, PowerPoint).
5. When your work is complete, click the **File** tab in the Office application, and click **Save** to save the file in the same library.



You can use **Save As** instead of **Save** to save the file in another library.