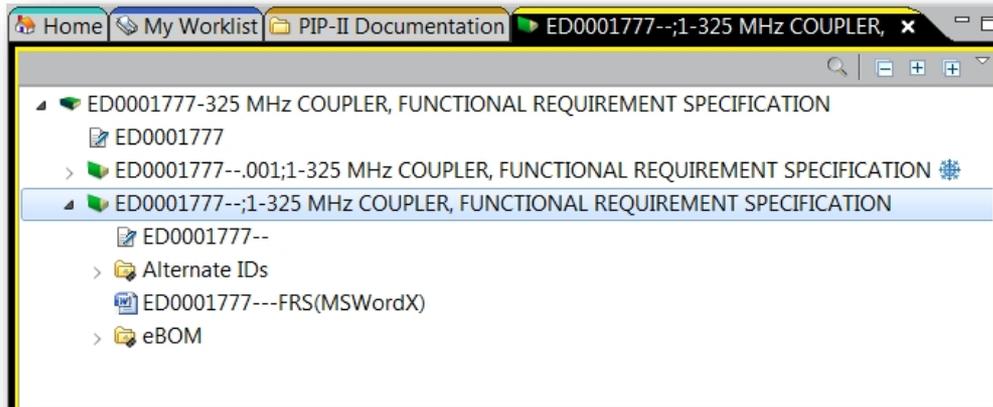
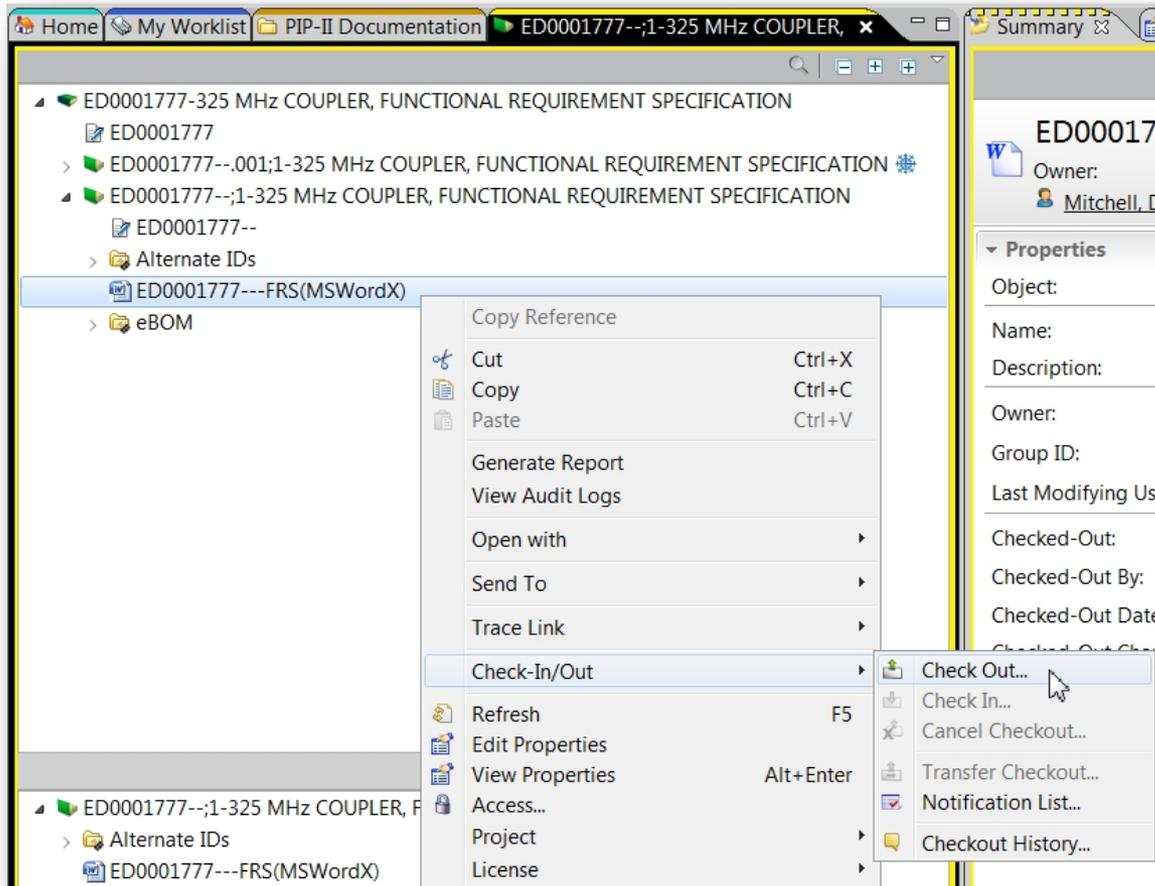


# PIP-II Document Management: Alternate Method for Saving MS Documents in Teamcenter

This is an alternate method for people having difficulties Saving WORD documents in Teamcenter

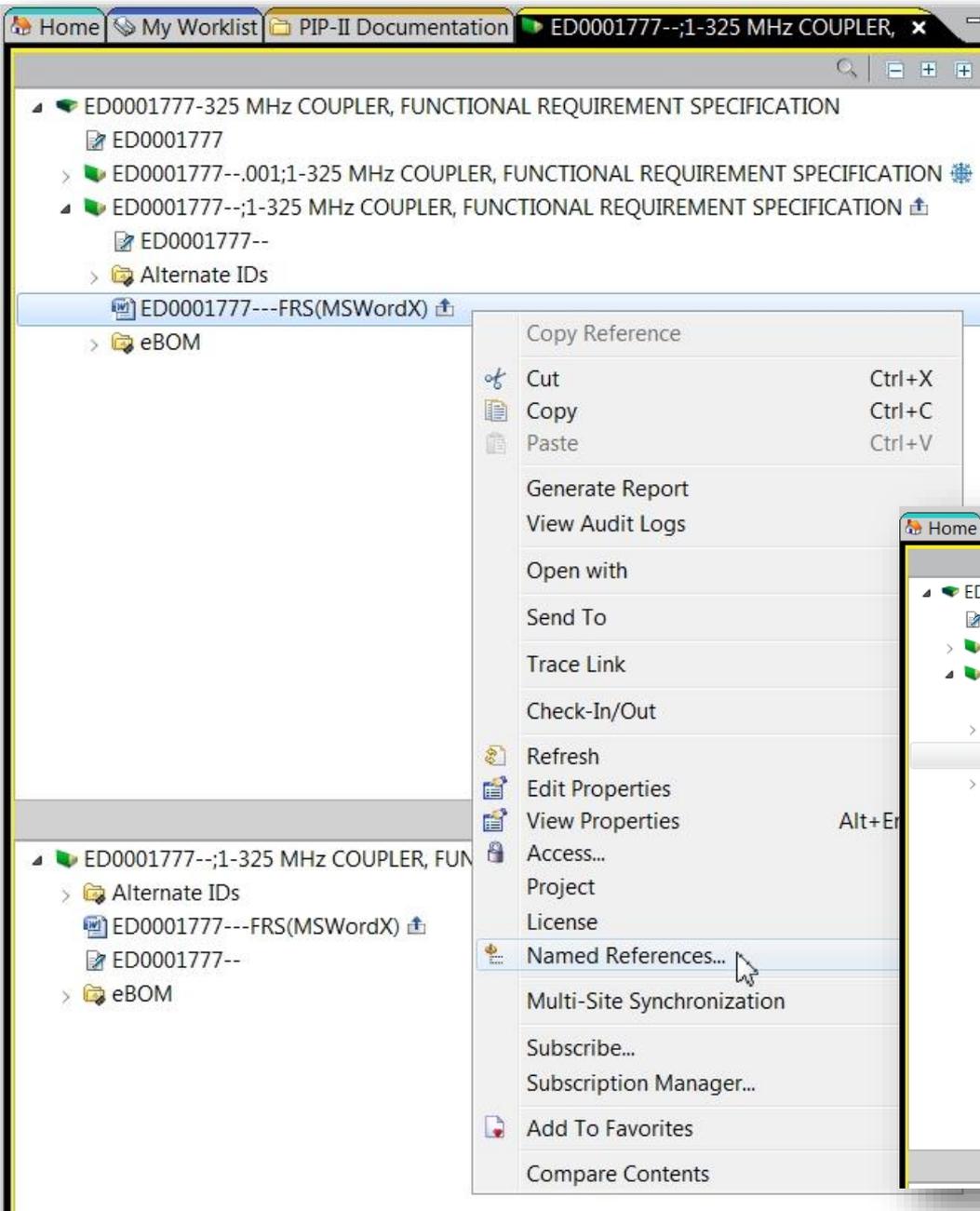


This is an alternate method (not preferred) for checking out, editing, and saving your Microsoft documents to Teamcenter.



Select the *dataset* that you want to work with.

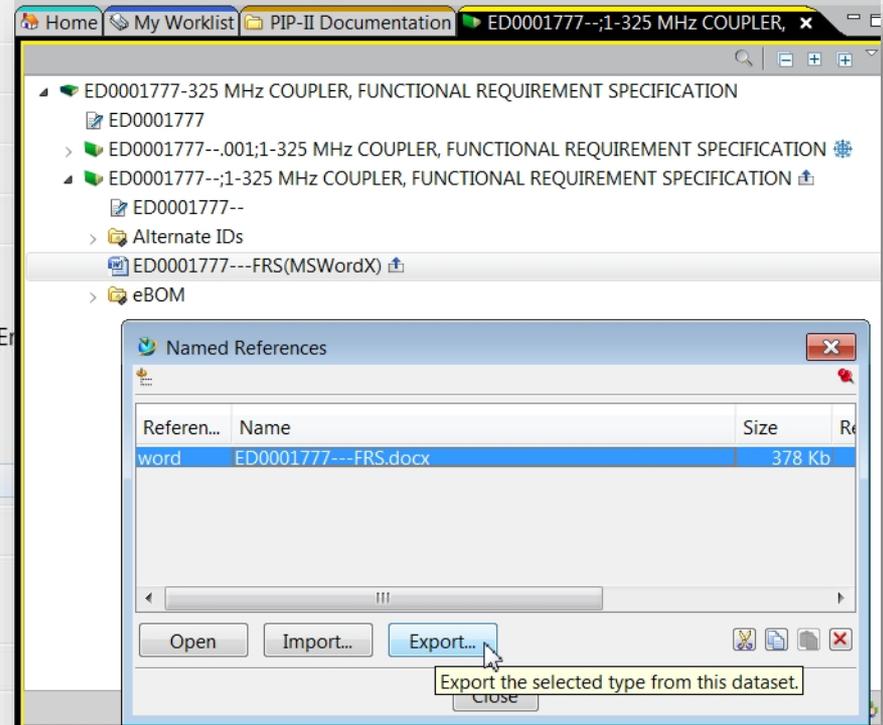
Right-Click and select *Check Out*

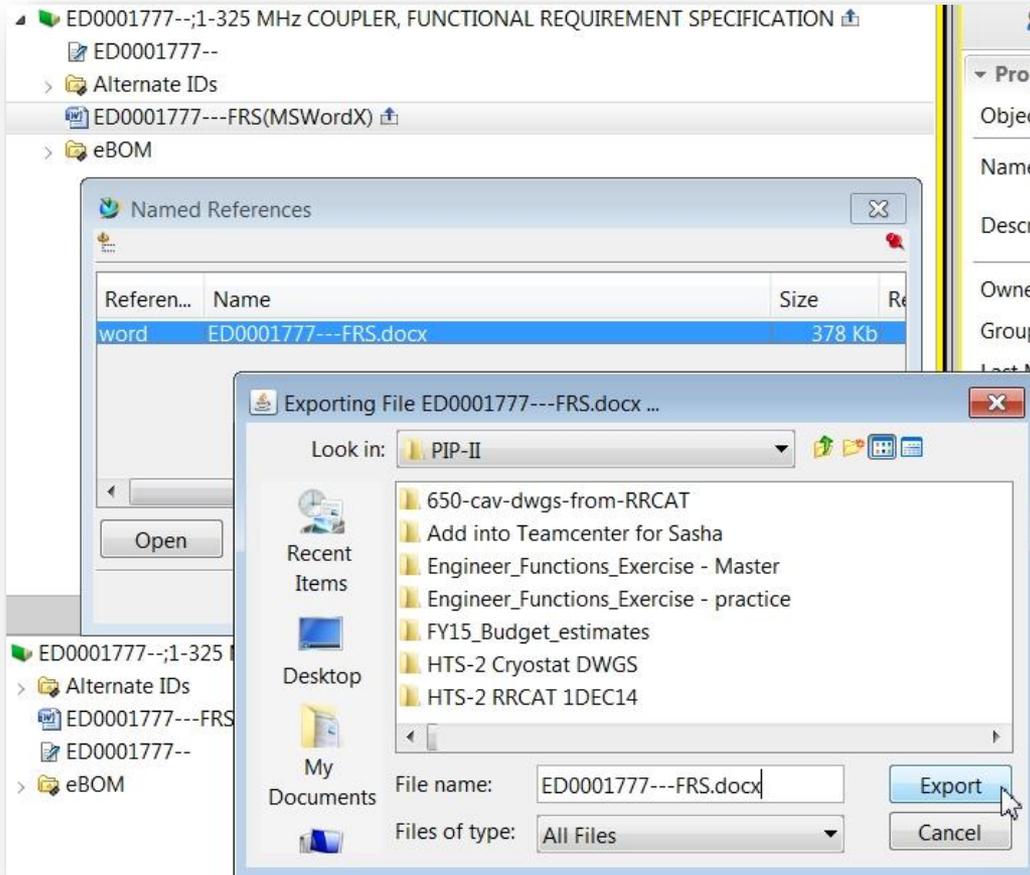


Select the *dataset* that you want to work with.

Right-Click and select *Named References...*

Select the file in the form and click on *Export*.



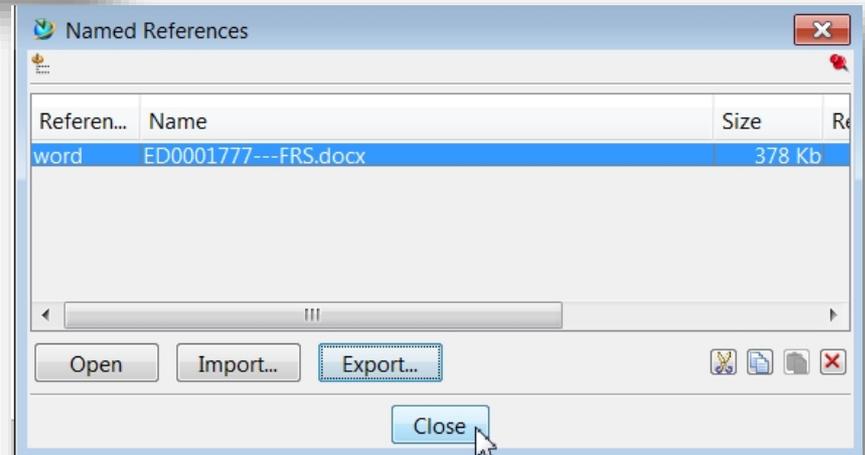


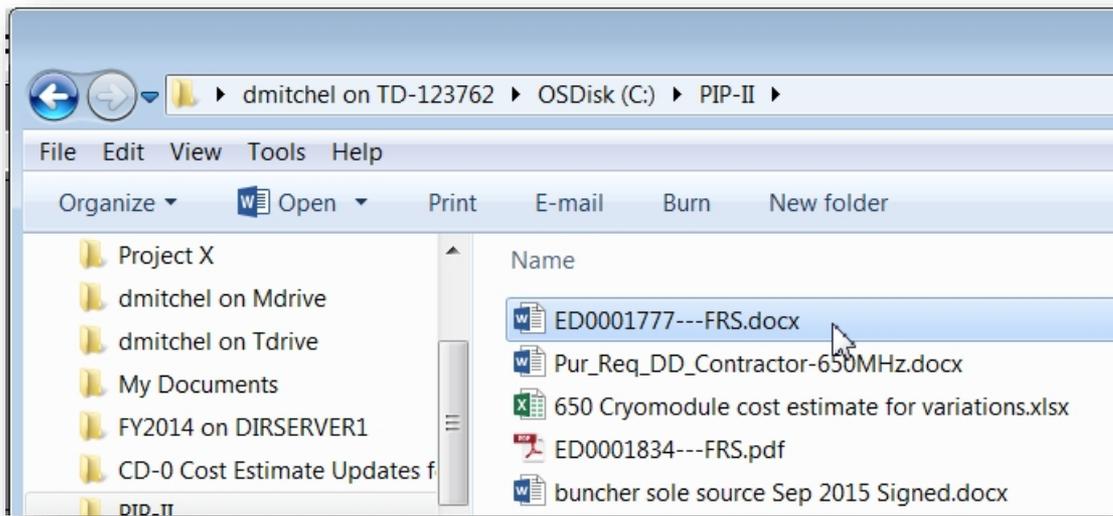
Select a folder on your PC.

Export the file to this location.

Use the Teamcenter name provided.

Close the Named References form when complete.

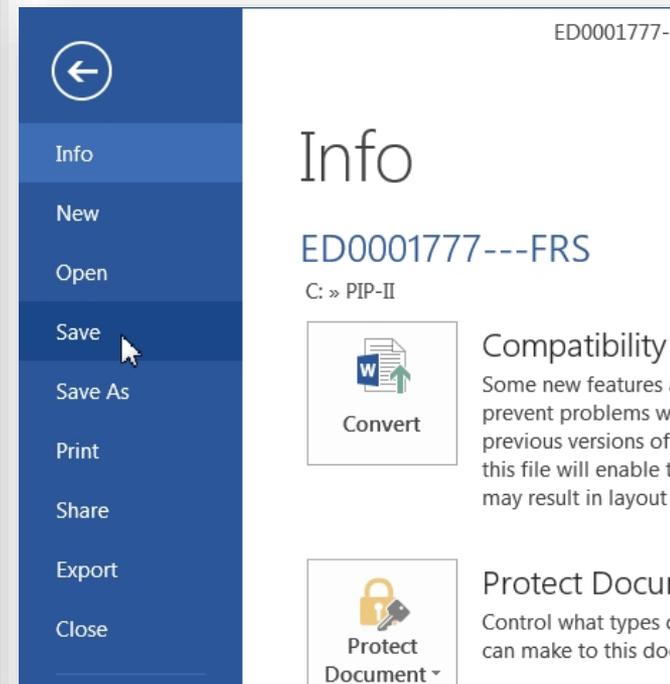
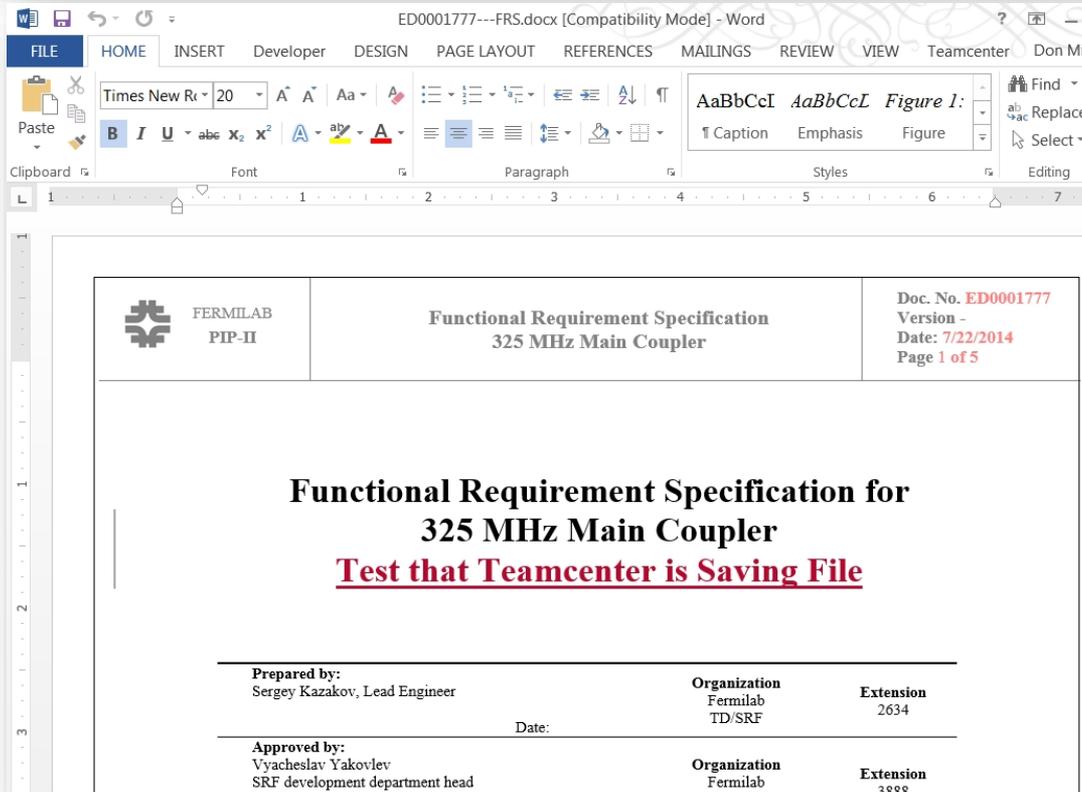




Find the file on your local PC.

Edit as you would normally edit any file.

Save the file to your local PC.  
(NOT to Teamcenter)



To import the file back into Teamcenter, you reverse the process.

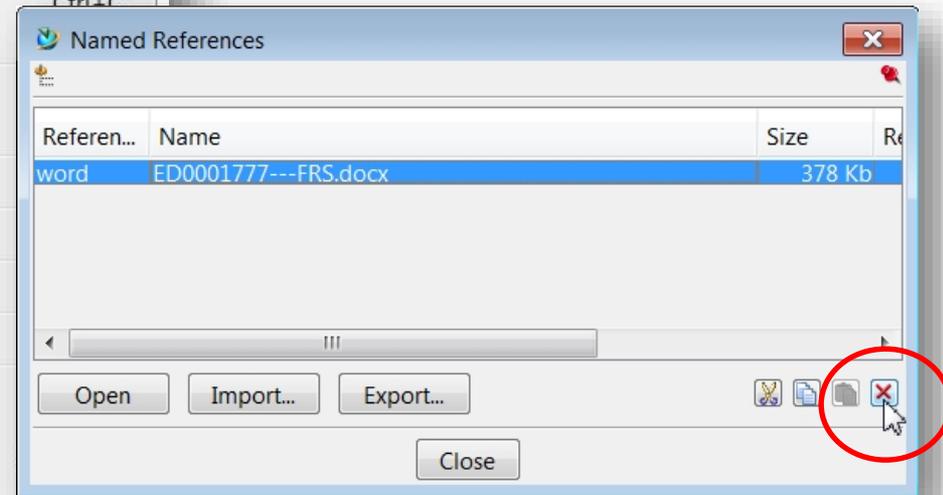
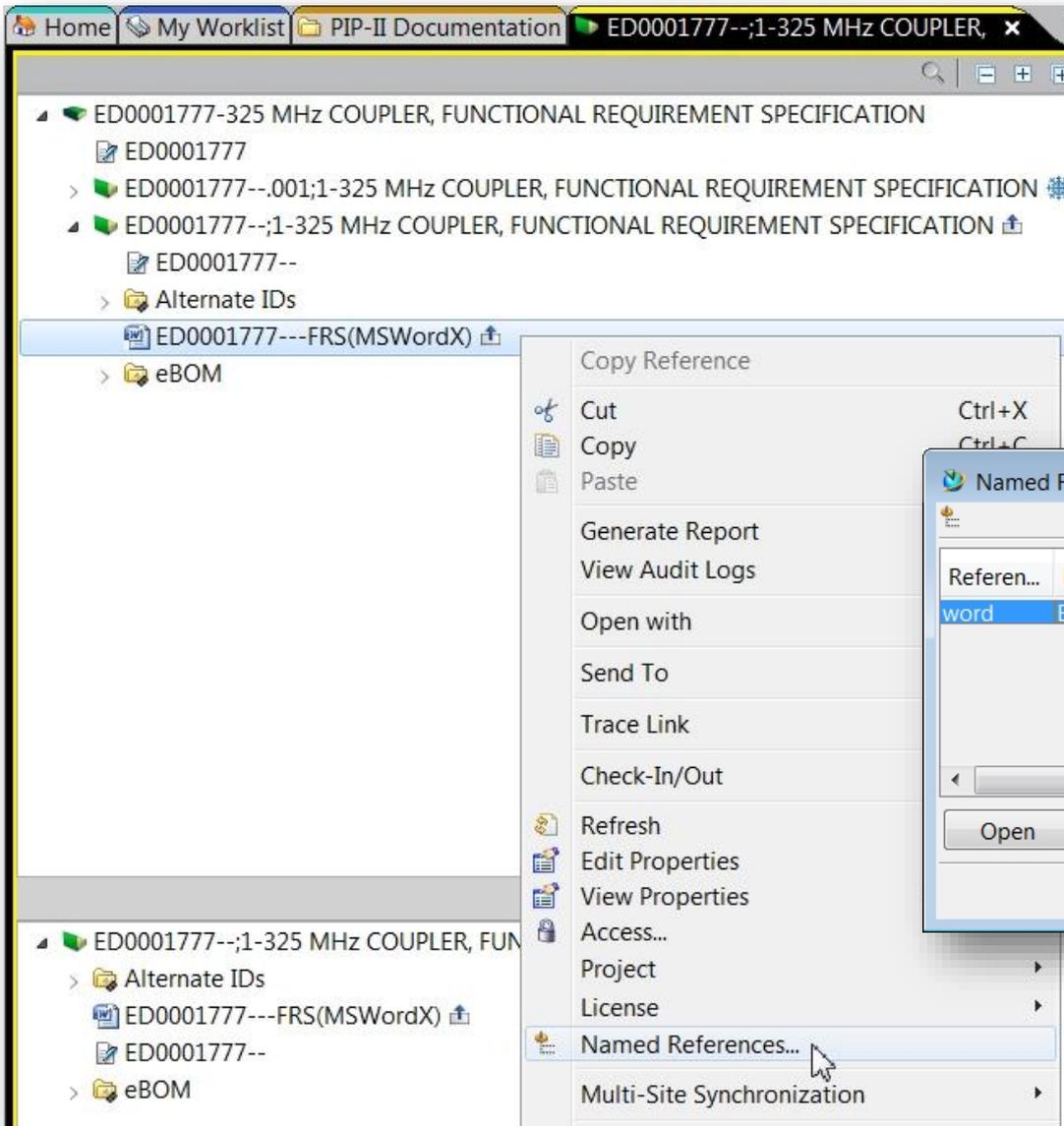
First, you must Delete the existing Teamcenter dataset.

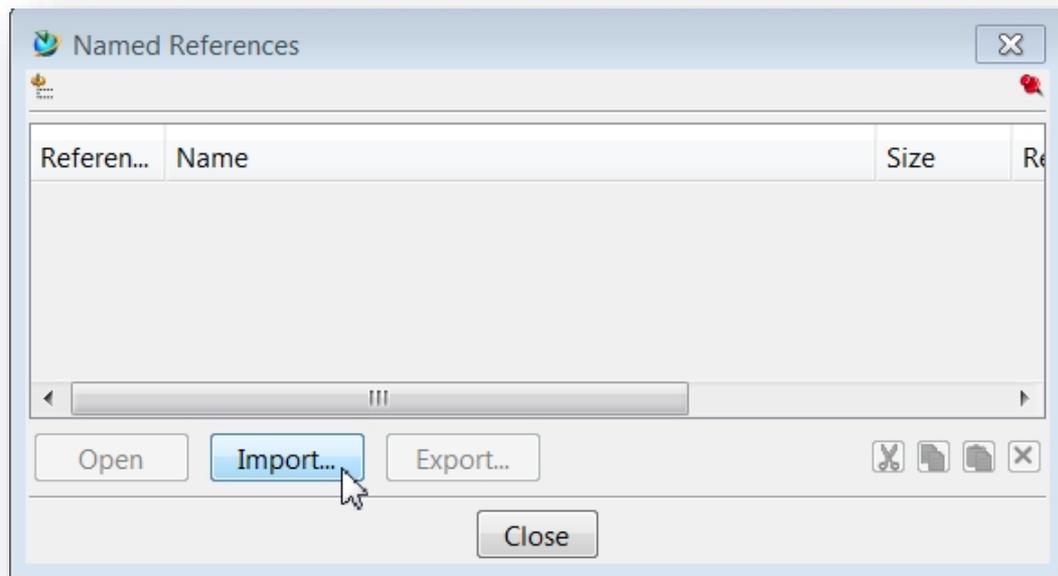
Select the dataset.

Right-Click on *Named References...*

Select the file and click on the **Red X**.

Accept the deletion.



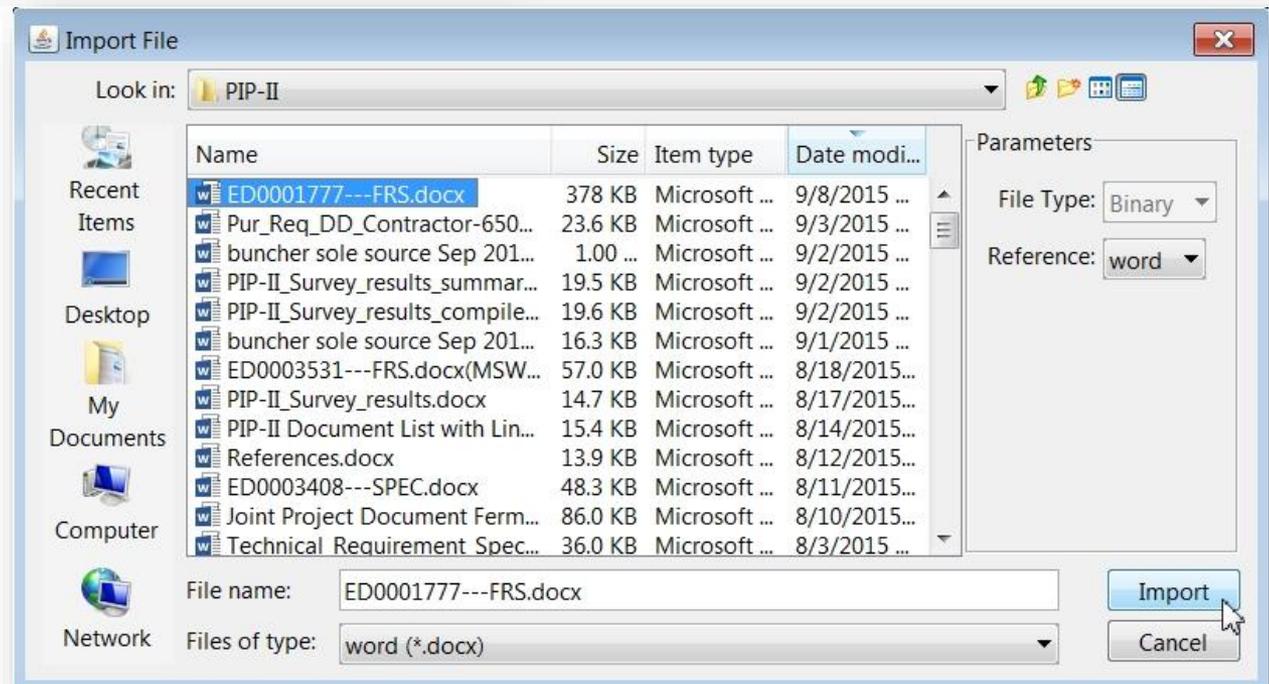


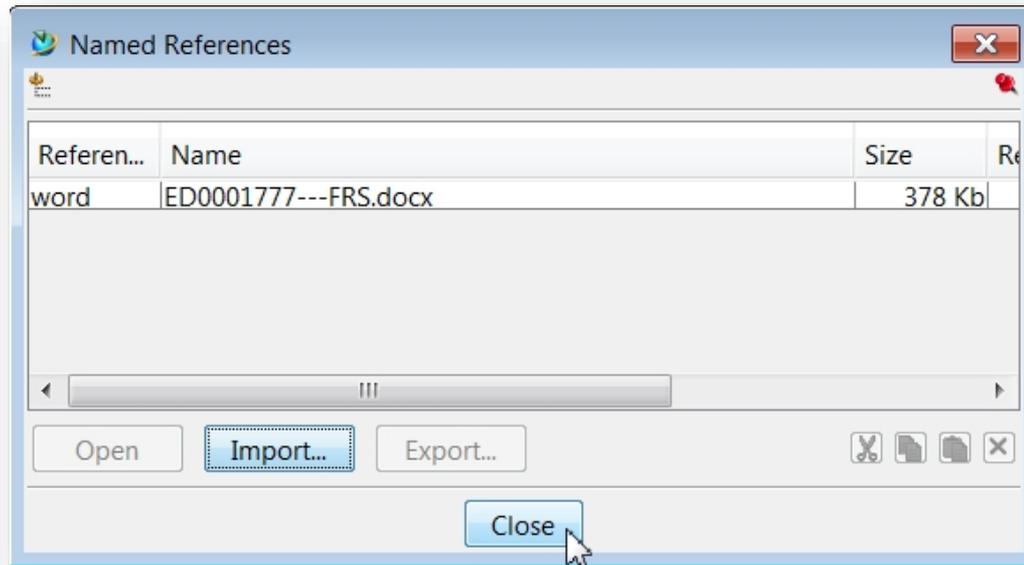
With the Teamcenter dataset deleted, you can now import your local file back into Teamcenter.

With *Named References...* open, click on *Import*.

Select your local PC file.

Click *Import*.





When you are done importing your local file back into Teamcenter:

Close the Named References... form

Check-In your dataset.

Confirm that the changes are now in Teamcenter (Look at the file with the Viewer window within Teamcenter)