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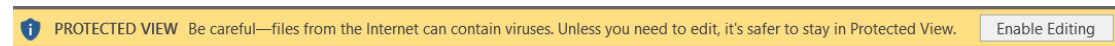
## Document Locking

Software Support - 2021-03-30 - [Documents](#)

Documents can be locked so that only the person who has locked it can upload a new version of the document. This is helpful if you've downloaded a document to work on it, and want to stop someone else changing it before you upload your changed version. (You don't have to lock a document to edit it if you think it's unlikely anyone else will be making changes at the same time). Alternatively, you could lock a document to stop others editing it if you want to compile feedback and then make the changes yourself, rather than letting them update the document directly.

With using the '[Edit in Office](#)' feature, the document is automatically locked when you open it to edit and unlocked when you save it - please read below.

**Tip:** Please remember when using the 'edit' feature to 'enable editing' via the document once it's opened otherwise it will not lock via Kahootz.



### Related Content

- [Adding or Editing a Document](#)
- [Document Version Control](#)
- [Direct "Edit In Office" for Documents](#)
- [Document management](#)
- [Getting started with documents](#)