



## Checking-Out & Checking-In Folders in DocMoto

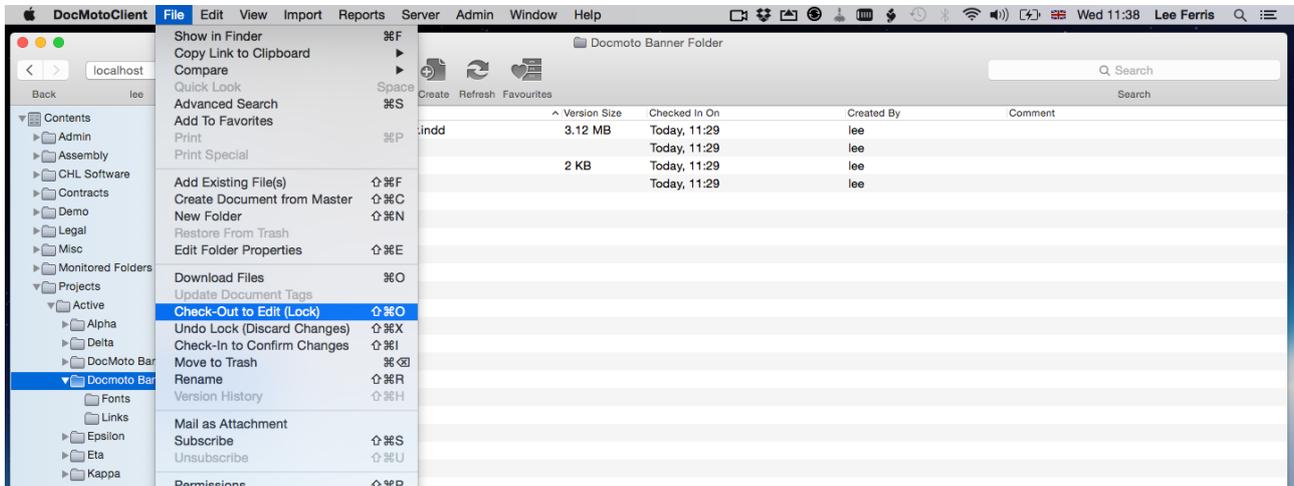
### Introduction:

This document will outline how users can work with folders in the DocMoto system. DocMoto allows users to check-out and check-in hierarchical folder structures, this is especially useful for users of Adobe InDesign.

### Checking-Out Folders:

1. Navigate to the parent folder of the structure that needs to be worked upon. Select the “**Check-Out**” option from the “**File**” menu (OR right-mouse click menu OR use the short-cut “**shift+cmd+o**” OR the toolbar. As shown below in **Fig 1**.

**Fig 1. Checking-Out parent folder.**



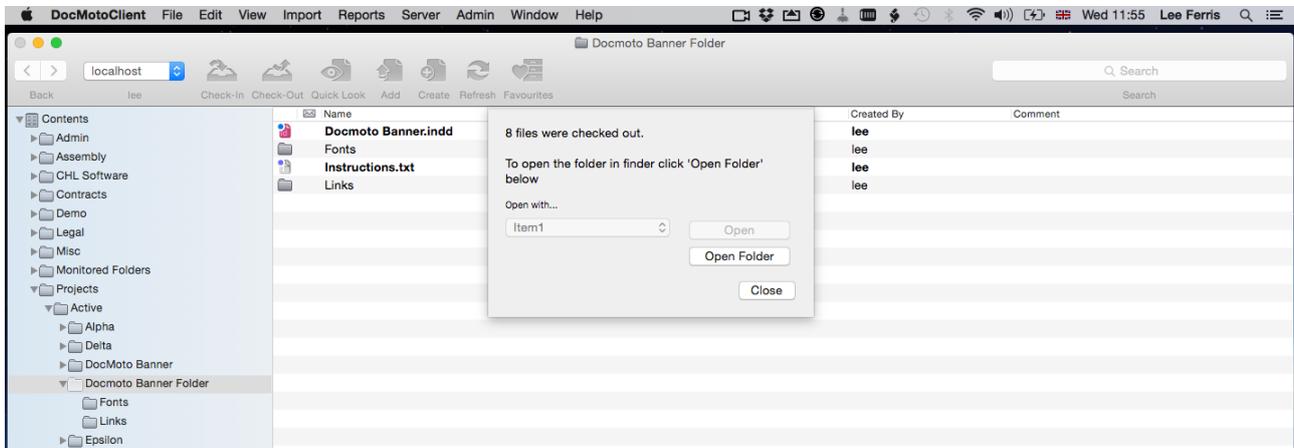
In this example the folder “**DocMoto Banner Folder**” has been “**checked-out**”.

**Process:** DocMoto will place a write lock on all of the files contained within the folder structure (to prevent other users from potentially editing files at the same time) and then subsequently transmit a WIP (Work-In-Progress) copy of the folder structure to the user’s local DocMoto folders.

**Notes:** DocMoto monitors user’s local DocMoto folders for any changes to files. The monitoring system can only detect save routines NOT documents/files which have been closed.

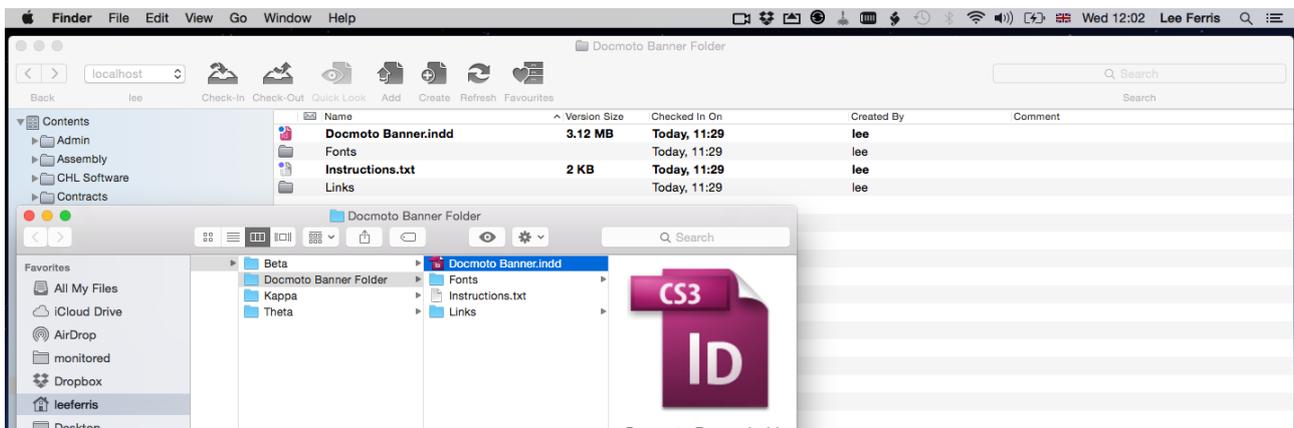
The user will be presented with a dialog enabling them to open the local WIP (Work-In-Progress) copy of the folder structure which has been “Checked-Out” – “DocMoto Banner Folder” in this example. As shown below in Fig 2.

Fig 2. Opening the WIP copy.



2. Select the “Open Folder” option. DocMoto will open the folder structure within the Finder application. As shown below in Fig 3.

Fig 3. Local DocMoto Folders.



3. Open the InDesign Project file – in this example “DocMoto Banner Folder.indd”.

The user can now interact with the InDesign project as they would normally within the file system (Finder) and make any amendments/edits and additions to the InDesign project as necessary. In this example an image “b0645.jpg” and an illustrator file “DocMoto Icon from Print.ai” have been manipulated. The InDesign project file “DocMoto Banner.indd” has been subsequently saved.

As per the Notes in section 1 – DocMoto will pick up the changes made to the structure through the folder monitoring. DocMoto reflects these changes through notifications on the DocMoto icon. As shown below in Fig 4.

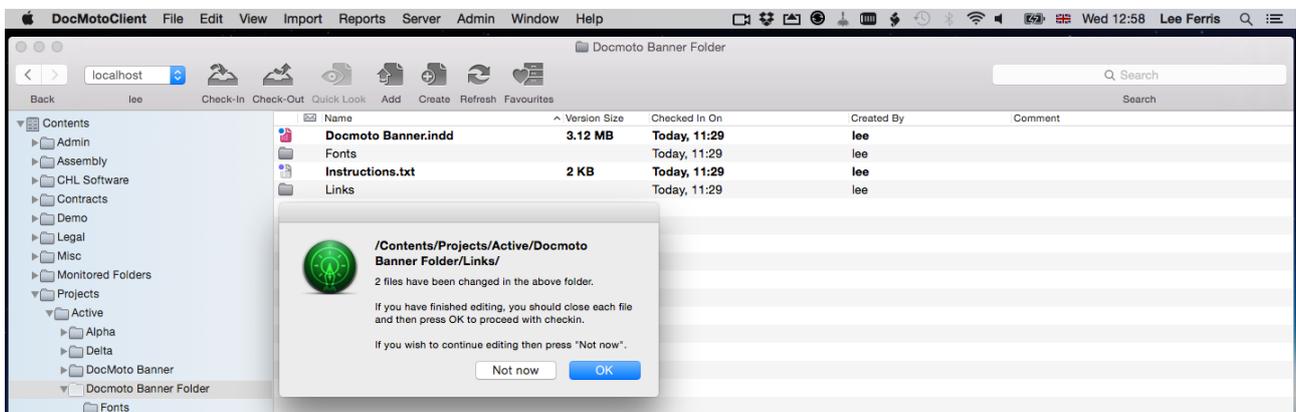
**Fig 4. Notifications – 3 changes have occurred within the “DocMoto Banner Folder” structure.**



1. The image – “b0645.jpg”
2. The illustrator file – “DocMoto Icon from Print.ai”
3. The InDesign project file – “DocMoto Banner.indd”

As soon as the user selects either the DocMoto icon within the Apple Dock or anywhere on the DocMoto Client interface – DocMoto will present a dialog prompting the user to whether they want to confirm their changes and transmit the work-in-progress copies back to the DocMoto Server (share/repository). As shown below in Fig 5.

**Fig 5. Confirmation Dialog**



- 2 files changed in the folder – “DocMoto Banner Folder/Links/“
- 1 file changed in the folder – “DocMoto Banner Folder/“

At this stage DocMoto has prompted the user to put back all files which have been edited/amended. The system will version control the items that have changed and subsequently remove the lock on the files. The files that have not been edited/amended are still in a “checked-out” status.

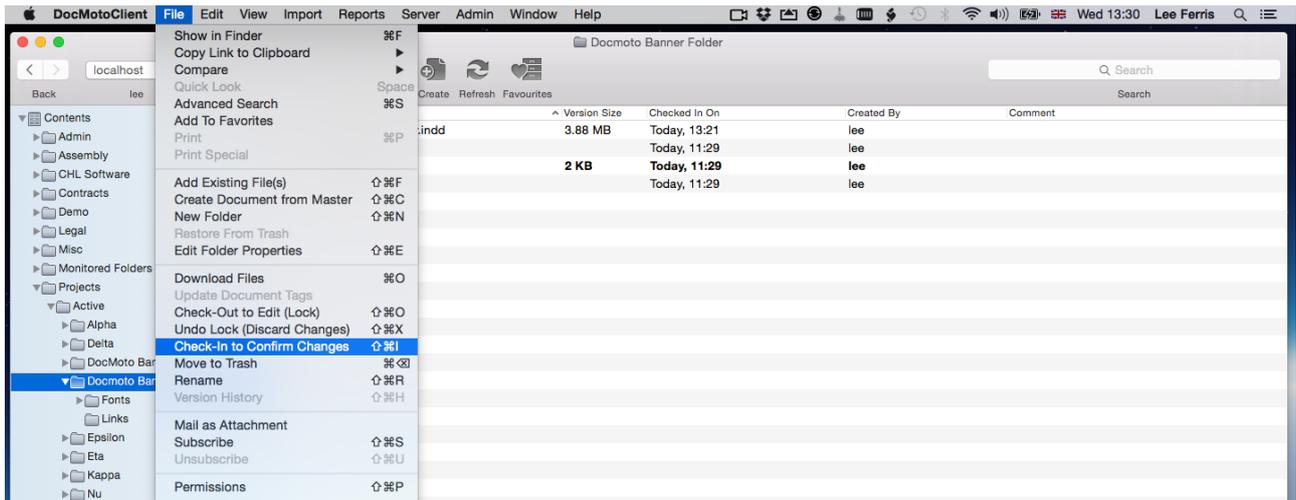
**Reminder:** DocMoto can only monitor files which have been saved, it cannot monitor for files which have been closed.

The next section deals with how to release the locks on the files within the folder structure.

### Releasing the locks:

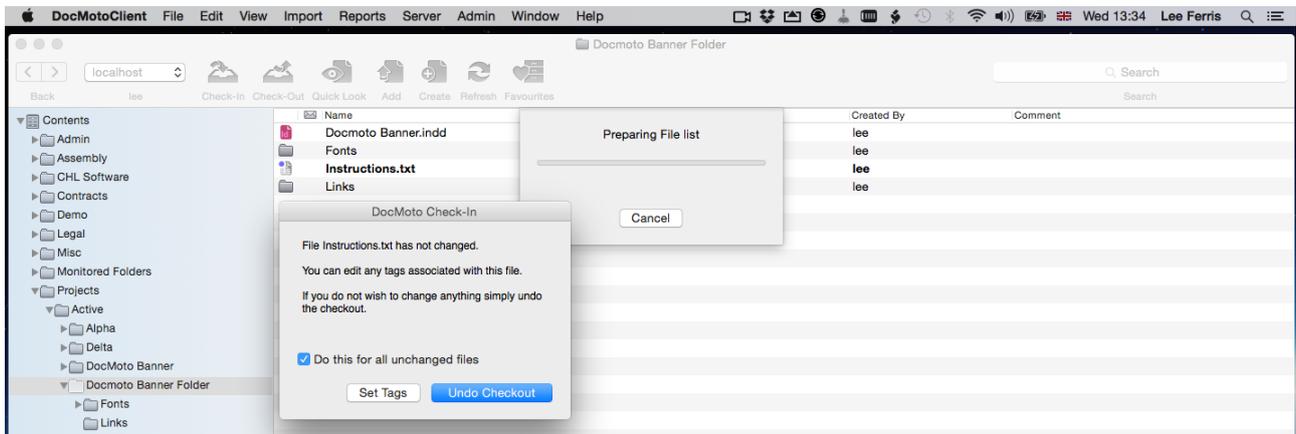
1. Ensure the parent folder is selected (in this example – “DocMoto Banner Folder”). Select the “Check-In” option from the “File” menu (OR right-mouse click menu OR use the short-cut “shift+cmd+o” OR the toolbar). As shown below in Fig 6.

Fig 6. Checking In Folders.



DocMoto will recurse through the local WIP (Work-In-Progress) DocMoto folders (in this example – “**DocMoto Banner Folder**”), checking any file for changes. If no changes are found a dialog is posted to the user, informing them of this fact. As shown below in Fig 7.

Fig 7. Nothing Changed?



The dialog states the “**Instructions.txt**” file has not been changed does the user want to release the lock on the file (and subsequently NOT version control it) or set tags (i.e. change a status on the file). In the example above the user has chosen to “**Undo Checkout**” and selected the checkbox “**Do this for all unchanged files**” to ensure all files which have not changed are unlocked.

### End Summary:

All edited/amended files within the folder structure “**DocMoto Banner Folder**” have been version controlled. All unedited/unchanged files within the folder structure “**DocMoto Banner Folder**” have had the locks released to allow other users to potentially edit.