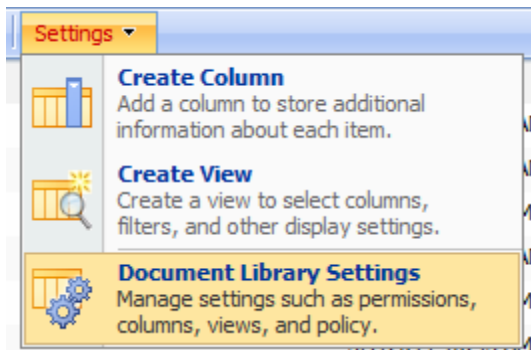# KEVIN O'NEILL

SharePoint 2007 - Managed Checked Out Files

Sometimes it is useful to know what files are checked out by a said user. Thus, those that have administrative access to a said site – can review the out of the box document library settings.

Thus from within a document library select Settings -> Document Library Settings:

Then under Permissions and Management select Manage checked out files:
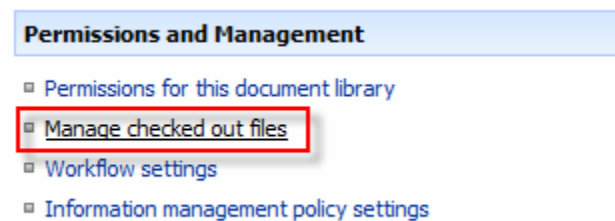
Then if desired one can select the said file and Take Ownership of it by checking the checkbox next to the file and selecting Take Ownership of Selection: