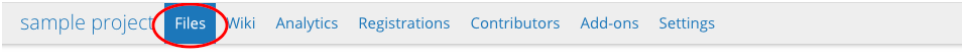
mtl.how/osf cheatsheet (Updated 2019_12_27)

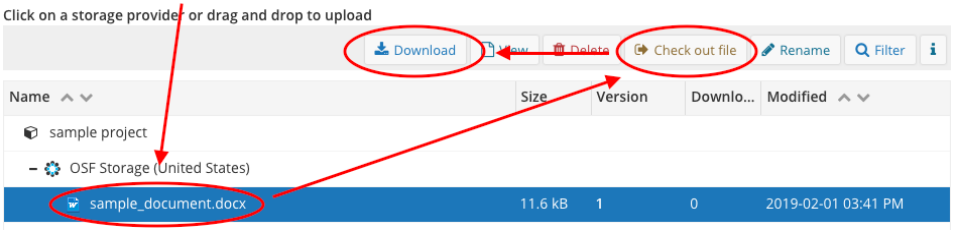
How to check files in/out of OSF

1. Look for the manuscript name under “Title”

2. Click on “Files” at the top next to the manuscript name

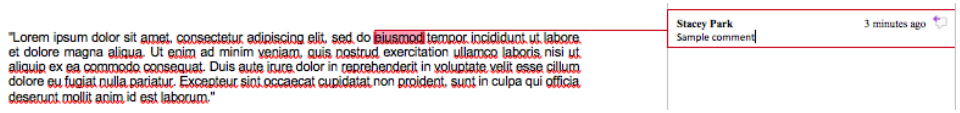


3. Click on file (under OSF Storage), check out file, and



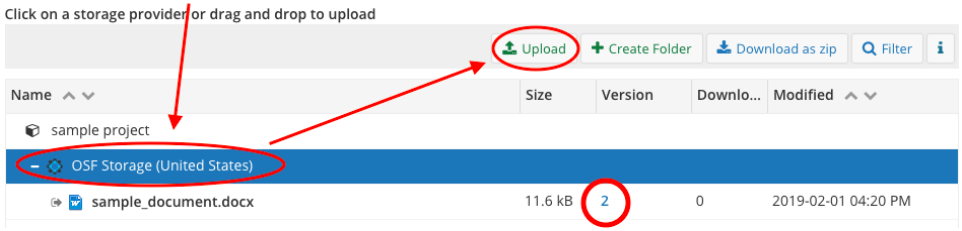
Note: DO NOT post any manuscripts drafts under the “GitHub” section. This section is PUBLIC and updates in real time. Manuscripts CANNOT be public until official publication.

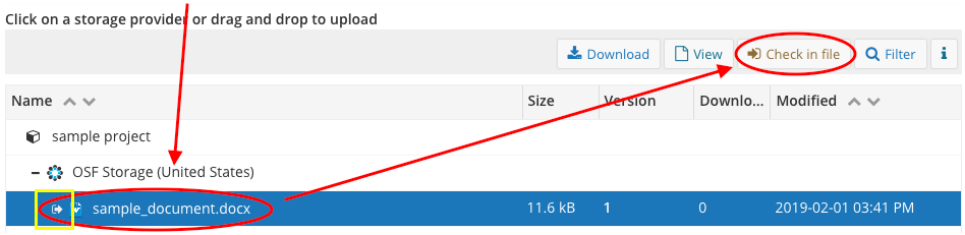
4. Open manuscript and make edits with track changes on



5. Click on OSF Storage and upload file

Note: OSF does automatic version control so do not rename the file. Notice how it says “2” under “Version”.



6. Click on file name and check in file

Note: Arrow symbol indicates file is checked out. It will disappear once the file is checked in.