

# Locking and Unlocking Files and Folders

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Though Subversion integration enables you to successfully modify and merge files, changed by different team members, sometimes it makes sense to lock files (for example, images) to avoid overwriting changes.

## To lock a file

1. Select the desired file or open it in the editor.
2. Choose **VCS | Subversion | Lock** on the main menu or **Subversion | Lock** on the context menu of the selection.
3. In the [Lock File](#) dialog box that opens specify the lock name.

To forcibly break the lock set by somebody else, select the **Steal Existing Lock** check box.

## To remove lock from a file

1. Select the desired file or open it in the editor.
2. Choose **VCS | Subversion | Unlock** on the main menu or **Subversion | Unlock** on the context menu of the selection.

## See Also

Procedures:

- [Handling Differences](#)

Reference:

- [Lock File Dialog \(Subversion\)](#)
- [Version Control Reference](#)
- [Changes Tool Window](#)

Web Resources:

- [Developer Community](#) 