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over the master copy, incrementally increasing the master copy version identifier number, and setting the one user's user version identifier number equal to the master copy version identifier number as the edits of the one user are saved.

17. A networked computer system for accessing and editing a master copy of a document stored in a shared memory, the document capable of being accessed and edited by a plurality of users simultaneously, comprising:

- a. a file server having a server processing unit;
- b. a shared memory storage device coupled to the server processing unit;
- c. a network bus coupled to the server processing unit;
- d. at least one local computer having a local processor coupled to the network bus;
- e. an input device coupled to the local processor;
- f. a pixel-based display device coupled to the local processor;
- g. a local memory storage device coupled to the local processor; and
- h. the local processor being operative to:
 - i. creating a multi-user control file in the shared memory that is associated with a master copy of the document when a first user of the plurality of users accesses the document in the shared memory from a local computer;
 - ii. assigning the master copy of the document a master copy version identifier number when the first user of the plurality of users accesses the document in the shared memory;
 - iii. creating a local copy of the document for editing by the user on the user's local computer, which first local copy duplicates the master copy, when the user accesses the document in the shared memory;
 - iv. assigning the local copy of the document a user version identifier number when the user accesses the document in the shared memory;
 - v. initiating a save operation by the user;
 - vi. when the user saves any edits made to the document, comparing the user version identifier number for that user to the master copy version identifier number; and
 - vii. based on that comparison, reconciling the master copy and the user's local copy of the document by determining whether any conflicts exist between the master copy and the local copy being saved by the user, presenting any of said conflicts to the one user, and resolving those conflicts based on input from the user.

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18. The networked computer system of claim 17, wherein the local processor further performs the step of updating the master copy version identifier number and the user's user version identifier number after the reconciliation step.

19. The networked computer system of claim 17, wherein during the reconciliation step, users other than the user involved in the reconciliation step are denied access to the master copy and the multi-user control file.

20. The networked computer system of claim 17, wherein the local processor further performs the step of creating a record file within the multi-user control file for the master copy and for the user accessing the master copy wherein the user record files include the user version identifier number and the name of the user, creating a duplicate local copy of the user record file on the user's respective local computer, and updating the user's record file as part of the reconciliation step.

21. The networked computer system of claim 20, wherein the local processor further performs the step of recovering from a failure of the shared memory comprising the steps of:

- a. locating the multi-user control file in the shared memory after the shared memory is restarted; and
- b. recreating the multi-user control file from the duplicative local copy of the record file on the user's local computer.

22. The networked computer system of claim 20, wherein local processor further performs the step for manually removing a user from the multi-user control file comprising the steps of:

- a. accessing a multi-user editing control screen;
- b. selecting an active users list;
- c. selecting specific users to be removed; and
- d. causing the multi-user control file to clear the respective record file of the user.

23. The networked computer system of claim 17, wherein the reconciliation step comprises saving the master copy over the user's edited local copy after all conflicts are resolved while preserving the edits in the user's edited local copy.

24. The networked computer system of claim 23, wherein the step of reconciling further comprises the steps of saving the user's edited local copy having the preserved edits over the master copy, incrementally increasing the master copy version identifier number, and setting the user's user version identifier number equal to the master copy version identifier number as the edits of the user are saved.

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