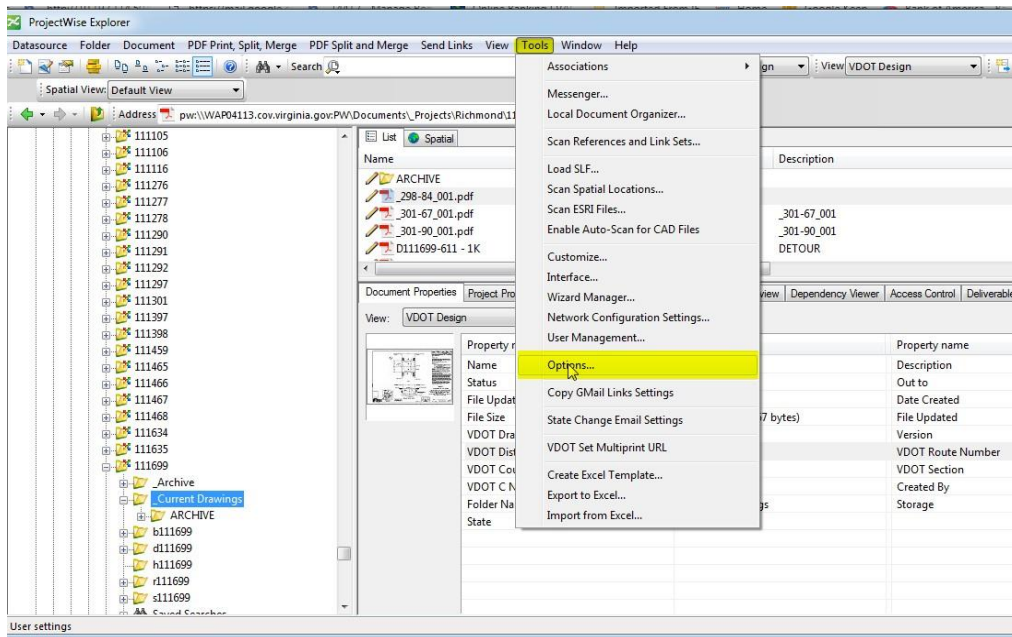


# ProjectWise – Changing Double Click Option

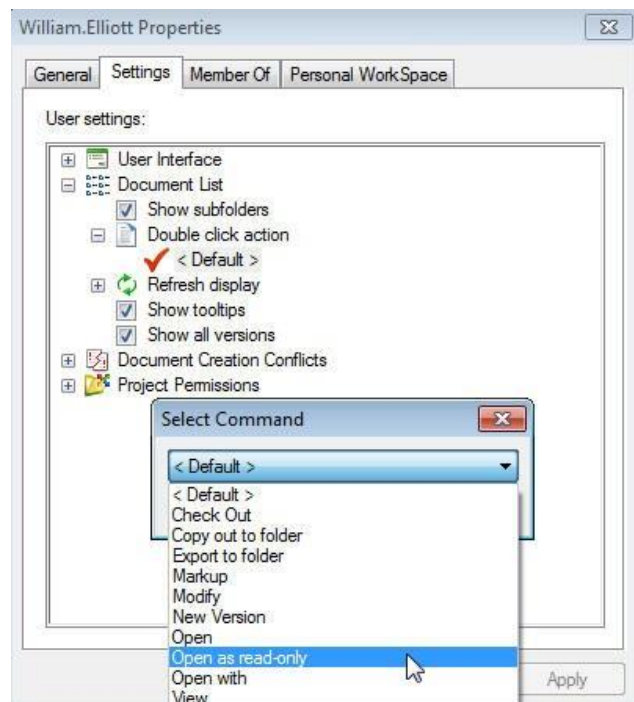
The default action for double clicking on files in ProjectWise is Open/Checkout.

If you would like to change the default action to Read-Only then follow the below steps.

- Open ProjectWise Explorer
- Click on Tools
- Scroll down to Options



- On the Properties box, click on the 'Setting' tab
- Click on the '+' beside 'Document List'
- Click the '+' beside 'Double Click Action'
- Double click on the 'Red Check'
- Scroll down to 'Open as read-only'
- Click Ok



The double click option has been updated to Read-Only