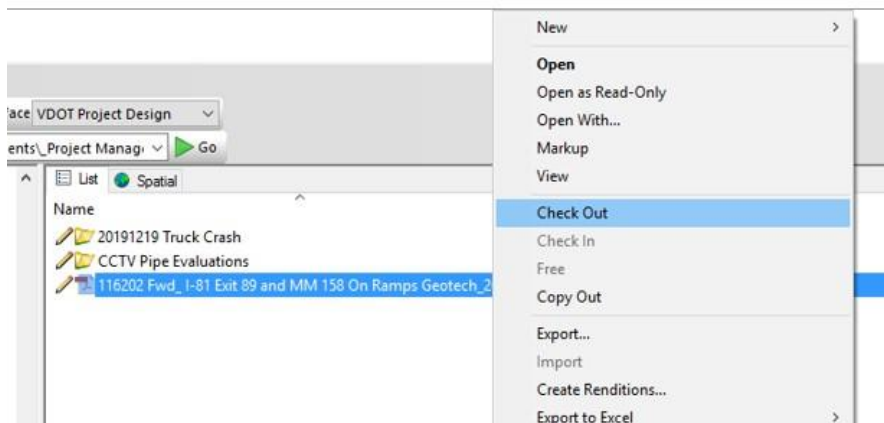


ProjectWise – How to Open or Edit a File

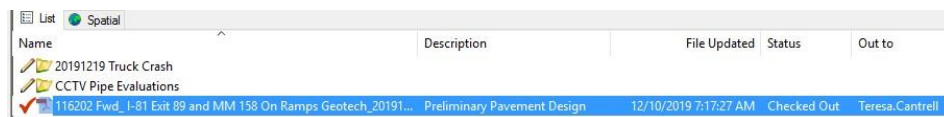
When working with documents inside of ProjectWise you may need to edit a File. Other times you may just need to view the file.

There are multiple ways to open a file to edit it.

- Double click on the file to check it out
- Right click on the file that you want to edit
- Click Check Out



- While you have the file checked out other users are only able to open the file as 'Read-Only'. It will show a red checkmark and show who the file is checked out to.



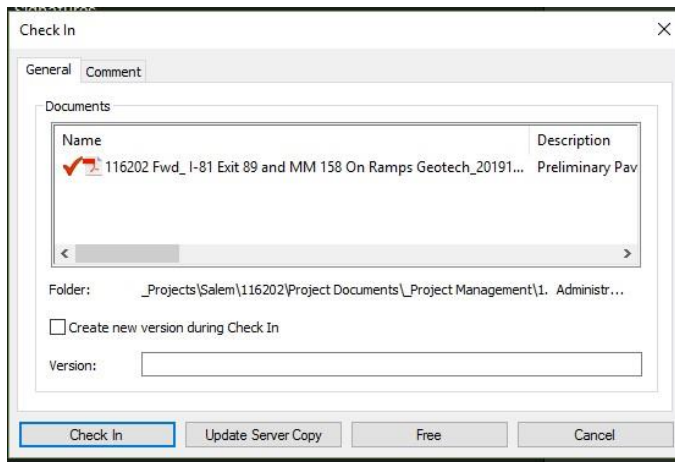
The screenshot shows a table of files in the ProjectWise interface. The table has columns for 'Name', 'Description', 'File Updated', 'Status', and 'Out to'. The first two rows are folders: '20191219 Truck Crash' and 'CCTV Pipe Evaluations'. The third row is a file: '116202 Fwd. I-81 Exit 89 and MM 158 On Ramps Geotech_20191... Preliminary Pavement Design'. This file has a red checkmark in the 'Status' column, indicating it is checked out. The 'Out to' column for this file contains the name 'Teresa.Cantrell'.

Name	Description	File Updated	Status	Out to
20191219 Truck Crash				
CCTV Pipe Evaluations				
116202 Fwd. I-81 Exit 89 and MM 158 On Ramps Geotech_20191... Preliminary Pavement Design		12/10/2019 7:17:27 AM	Checked Out	Teresa.Cantrell

- When you have completed your changes and go to close your file you will be prompted to save your work.
- After saving your work you will be prompted to check the file back in.

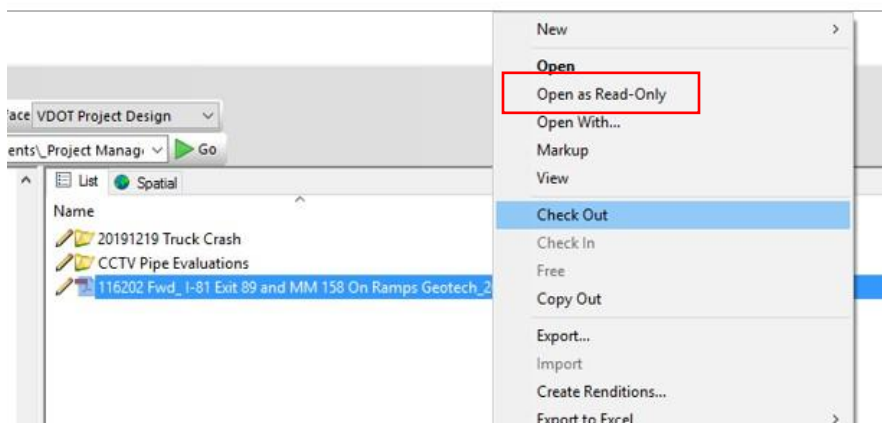
ProjectWise – How to Open or Edit a File

- Click Check In.



To Open a file as Read-Only you will follow the below instructions

- Right click on the file that you want to view
- Click Open as Read-Only



- Once you have reviewed the file you can just exit the document