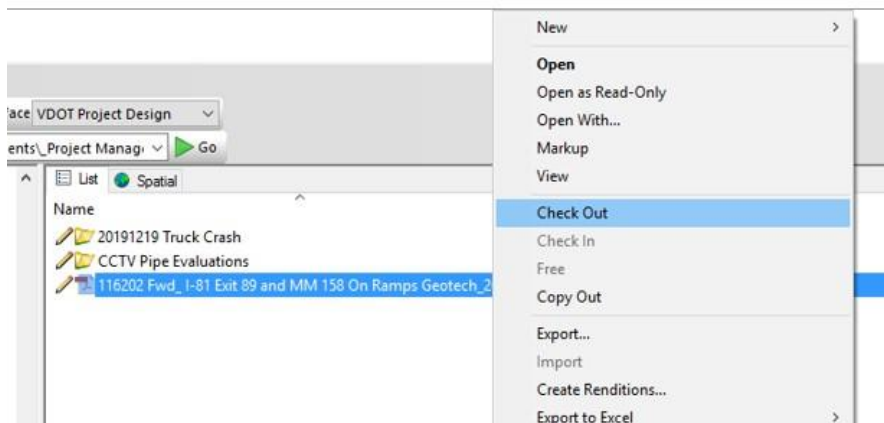# ProjectWise – How to Open or Edit a File
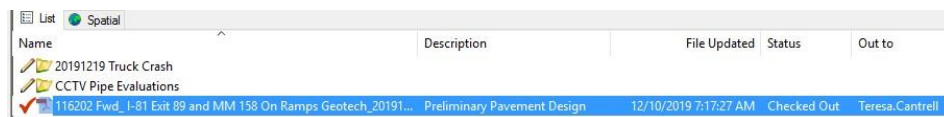
When working with documents inside of ProjectWise you may need to edit a File. Other times you may just need to view the tile.

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.
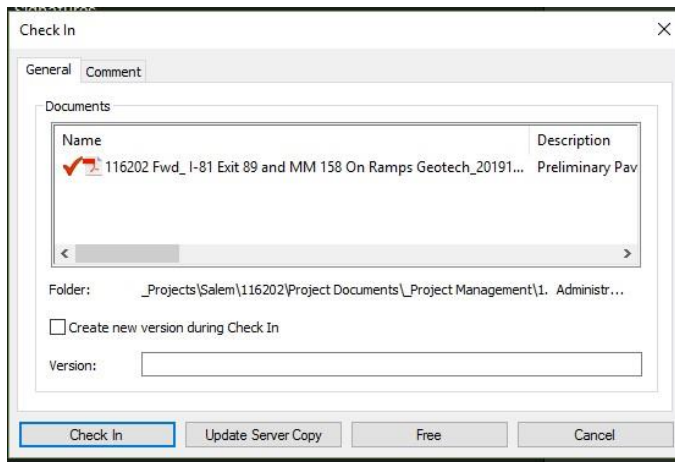

- When you have completed your changes and go to close your file you will be prompted to save your work.

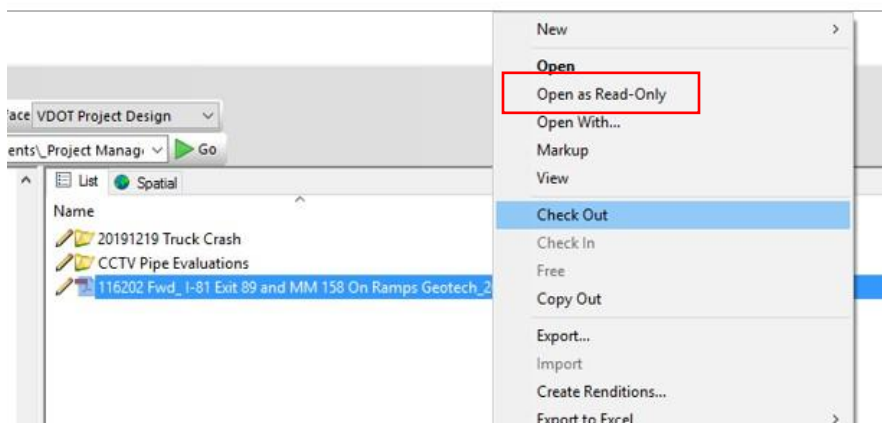- After saving your work you will be prompted to check the file back in.

- 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