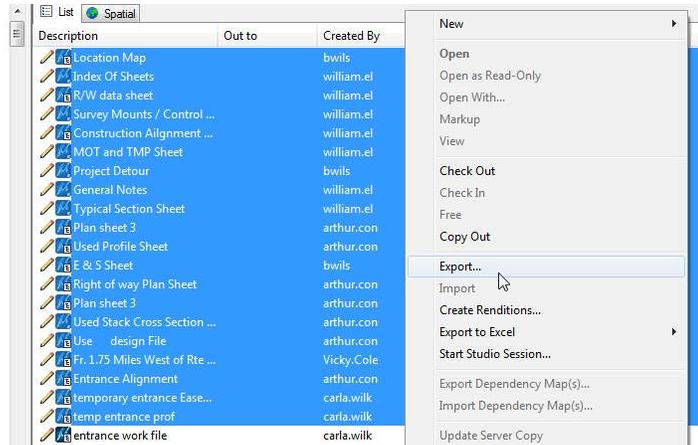


Revising Multiple CADD Files in ProjectWise

If CADD drawings are being revised outside of ProjectWise (**NOT RECOMMENDED**), there is a proper procedure for updating the files. Deleting all the files and re-adding those files breaks the reference links and causes issues. Using the Export/Import tool in ProjectWise will prevent those links from being broken.

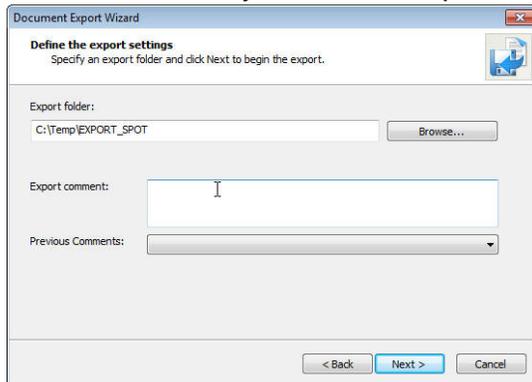
Select the files that will be revised.



Right click and select *Export*. The window below will appear:

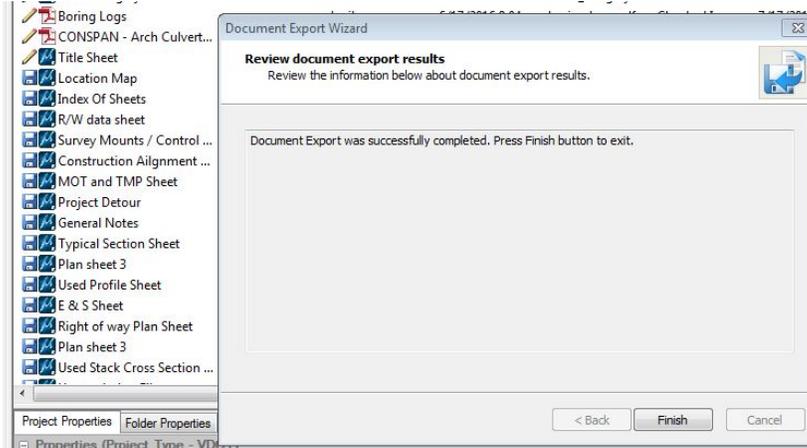


Choose the top radio button, **Export** (so you can reimport) then the *Next* button. The screen below will appear. This is the export location selected by you so the files can be easily located for update.



ProjectWise Job Aid – Revising Multiple CADD Files

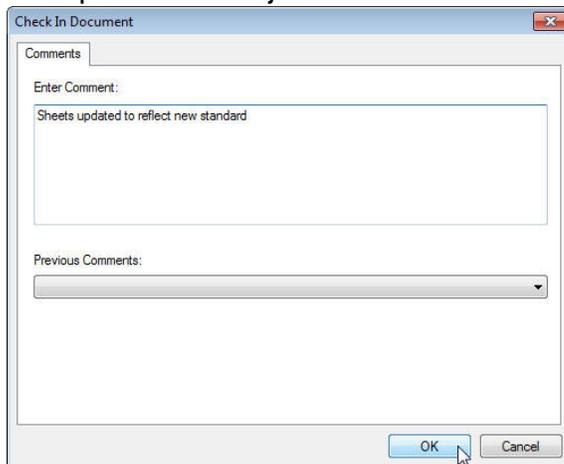
Click *Next* and the files are exported. Notice the “Floppy Disk” icon on the image below. Those files are ready to be updated. They’re exported onto your computer. Click *Finish*.



The next step is to copy the files from your computer and update the ones at the exporting location you chose. Please note the file name must be an exact match to update. Go back to ProjectWise, highlight the files, right click and *Import*.



The box below appears. Add a comment if you would like. Click *OK*. The files are updated in ProjectWise and the references link are still intact.



It is the Departments objective to have all work done inside of VDOT's ProjectWise Datasource.