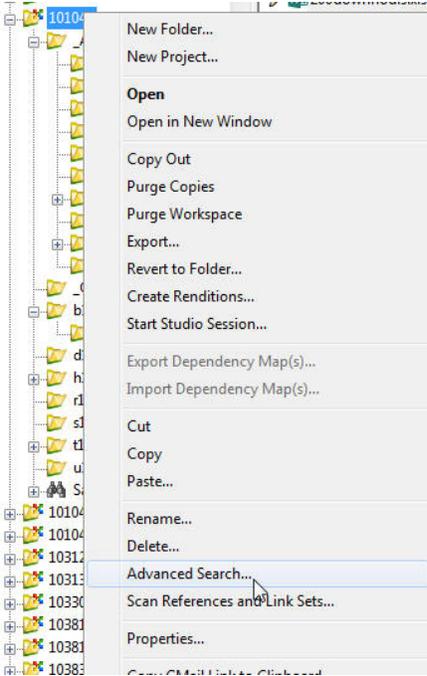


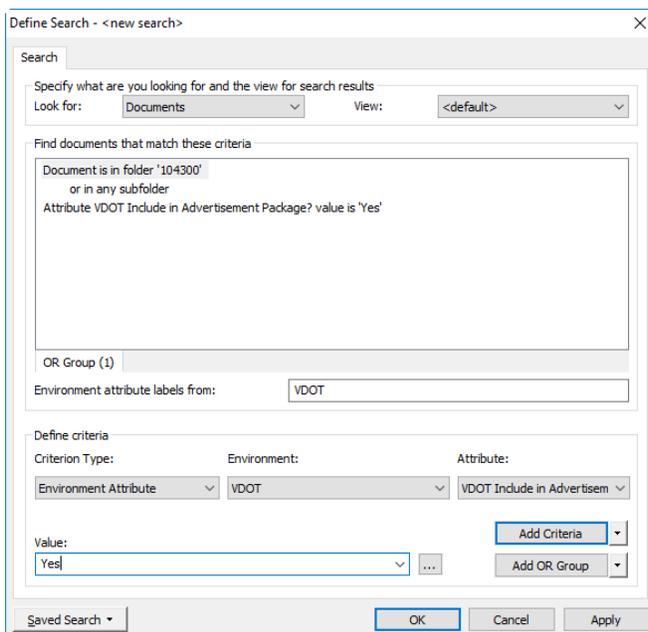
Archiving Files in ProjectWise

Highlight the UPC for which you'd like to create an index of files and right click and scroll down to *Advanced Search*.



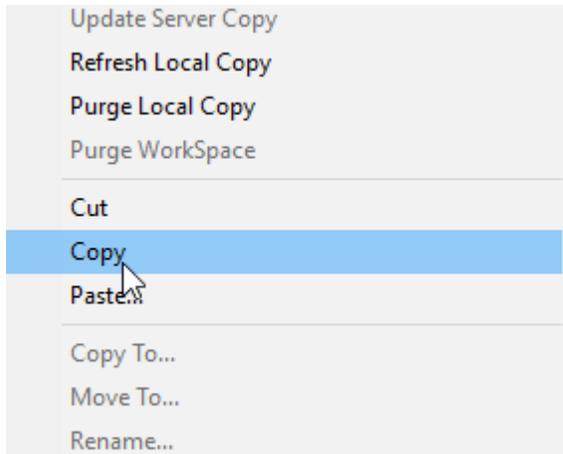
Select Search Builder in the Select Search Builder Dialog.

Fill out the box in the Define criteria section like it is shown here and click on **Add Criteria**. Your files will need to already be set to **Include in Advertisement Package**. [VDOT Mass Update Document Properties in ProjectWise.pdf](#)



On your search result, click on a file and press Ctrl + A on your keyboard to select all.

Then right click and choose Copy.



Navigate to your Archive stage folder and Right Click, Paste.

Last Step is to turn of the Include in Advertisement Package field. Archived files should not have this.

In the Archive folder, click on a file and press Ctrl + A on your keyboard to select all.

Right click on a file and click on Modify. Follow the instructions in [VDOT Mass Update Document Properties in ProjectWise.pdf](#) to set The Include in Advertisement Package to No.