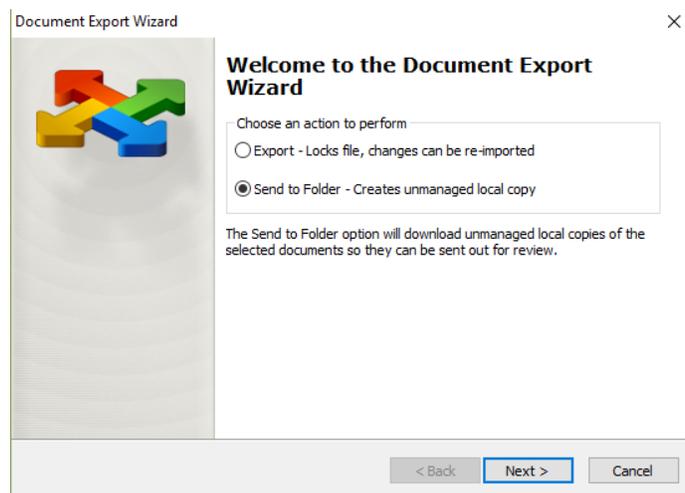


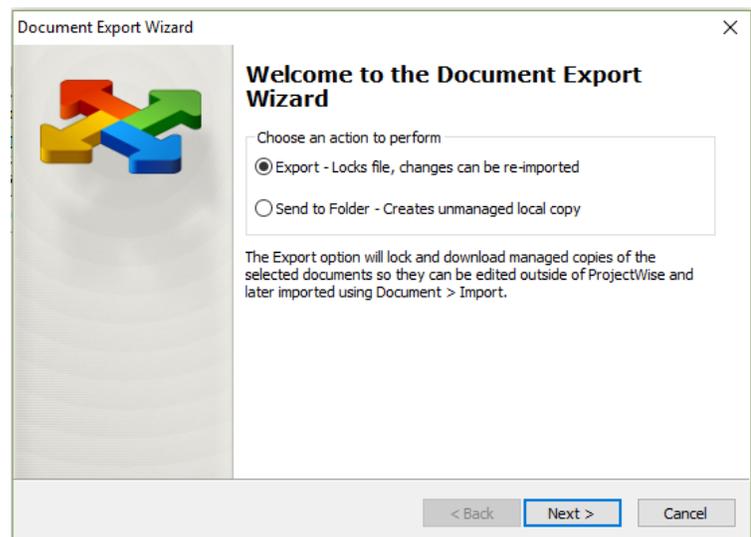
Exporting/Importing a File

Another way to edit a file is by exporting the file from ProjectWise to your computer.

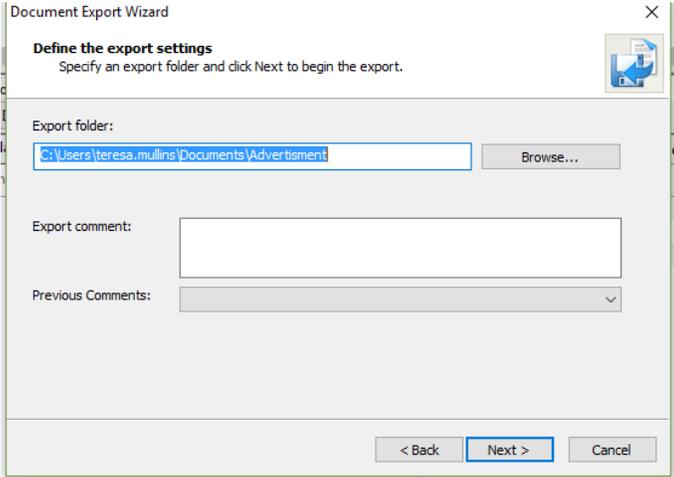
- Right click on the file that you want to edit
- Click Export
- In the ‘Welcome to the Document Export Wizard’ you have two options
 - Send to Folder – Creates unmanaged local copy
 - This file is saved to your computer at the location that you choose
 - You will use this option if you need to send a file to an external email address.



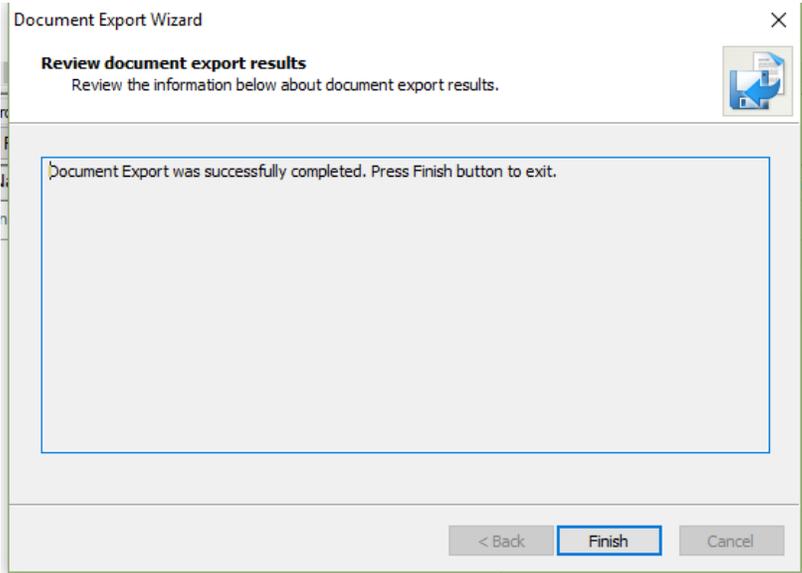
- Export – Locks file, changes can be re-imported
 - This file you can change and re-import in ProjectWise with all your changes



- You will choose where to export the file to on your computer



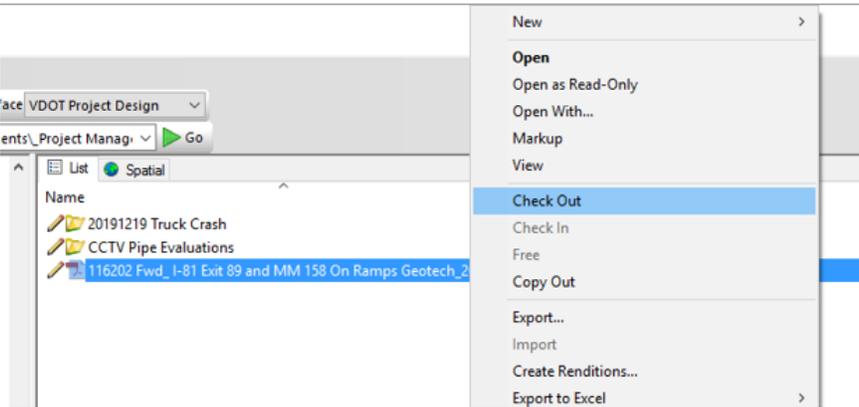
- Once you hit Next you will get a message stating that the 'Document Export was successfully complete. Press Finish button to exit.'



- The file will show a disk icon while someone has the file exported; this will let the users know that it is being edited.



- Once you have made your changes you will need to right click on the file and click Import.
 - File must be in the same folder path location as to where you exported the document to



- You may enter any comments in the 'Enter Comment' box and then click 'OK'

