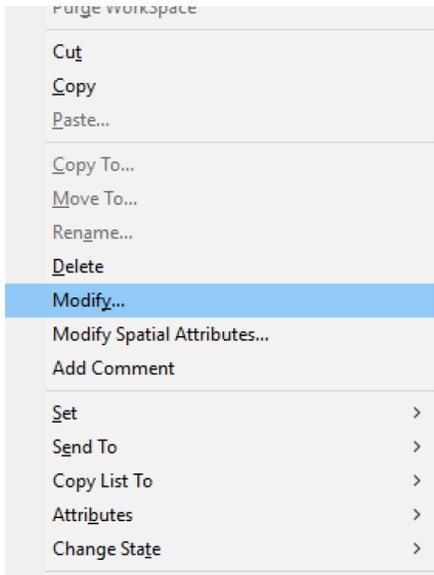
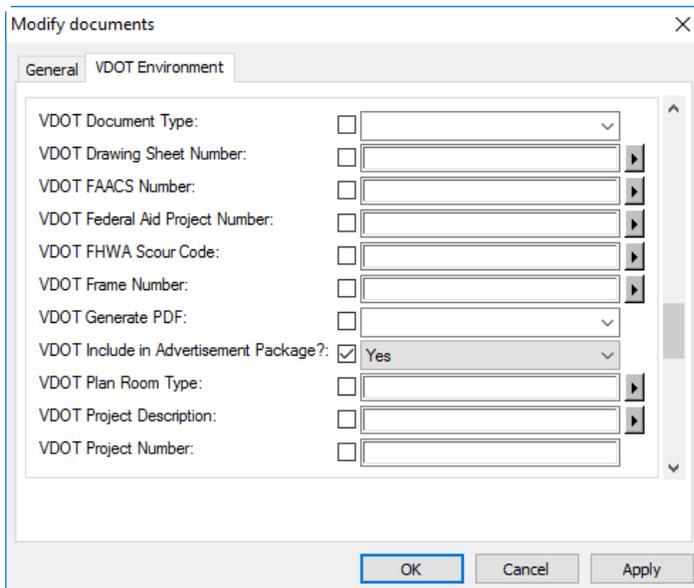


Mass Update Document Properties in ProjectWise

Select all the documents that you want to update, right click on a selected document and choose *Modify*. For this example, we will be setting the status for later use in creating an index of sheets for advertisement & Archiving. You can set any of these properties for multiple documents using this method.



Select the VDOT Environment tab and scroll to the property you want to update. To include the document in the Advertisement Package & Index of Files, scroll to the VDOT Include in Advertisement Package field and set to **Yes**. (If this field says Index, change it to **Yes**)



Click OK and you're done.