

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



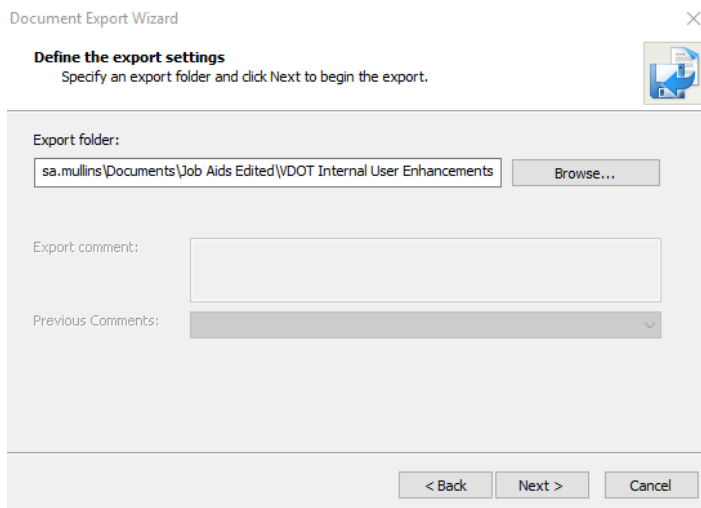
# ProjectWise – Exporting/Importing a File

## Send to Folder

- You will use the 'Send to Folder' option if you need to send a file to an external email address.

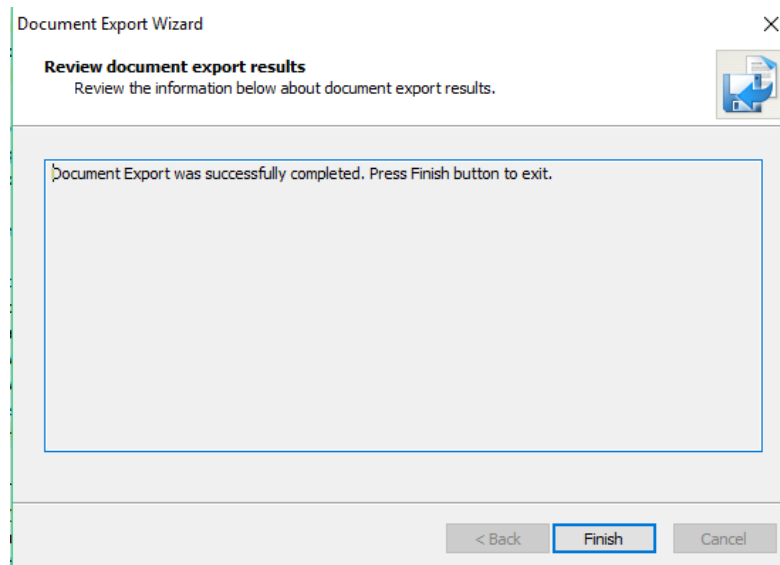


- You will choose where you want to Export/Save the file to on your computer



- Click Next - you will get a message stating that the 'Document Export was successfully completed. Press finish button to exit'

# ProjectWise – Exporting/Importing a File



- Click Finish
- Your file is now saved where you Exported the document

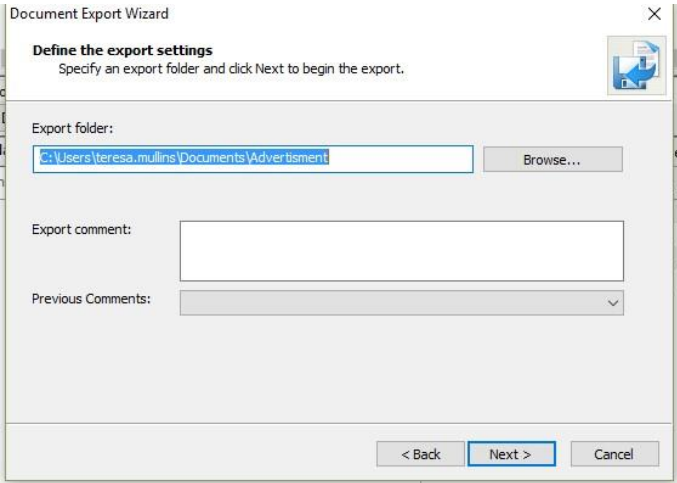
## Export

- You will chose 'Export – Locks file, changes can be re-imported' option if you need to update a document that is already in ProjectWise

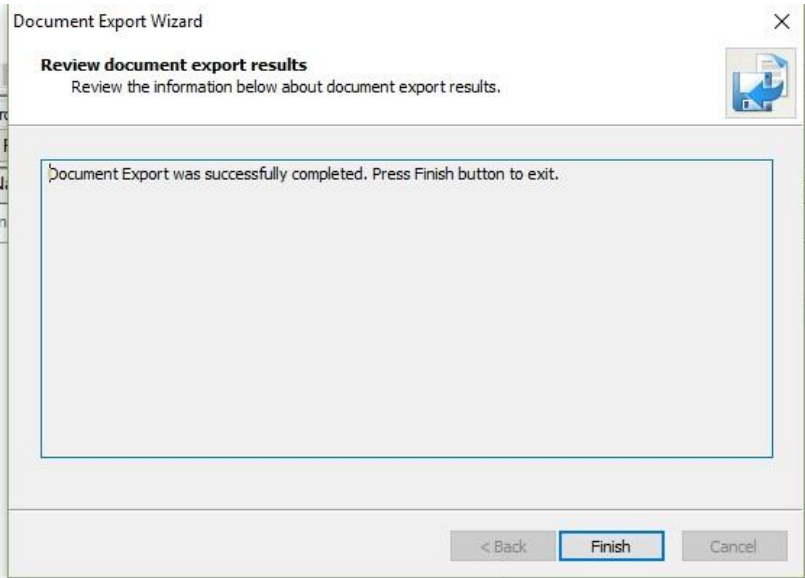


- You will choose where to export the file to on your computer

# ProjectWise – Exporting/Importing a File



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

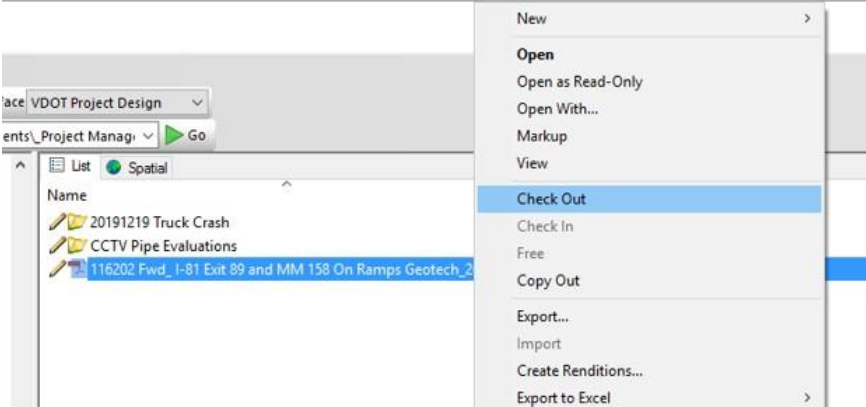


- The file will show a disk icon while someone has the file exported; this will let the users know that it is being edited.



# ProjectWise – Exporting/Importing a File

- 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



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

