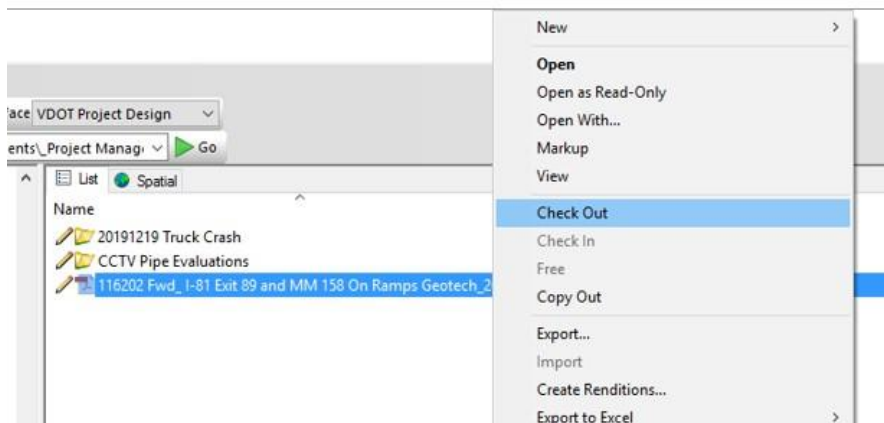


# ProjectWise – How to Open or Edit a File

When working with documents inside of ProjectWise you may need to edit a File. Other times you may just need to view the file.

There are multiple ways to open a file to edit it.

- Double click on the file to check it out
- Right click on the file that you want to edit
- Click Check Out



- While you have the file checked out other users are only able to open the file as 'Read-Only'. It will show a red checkmark and show who the file is checked out to.

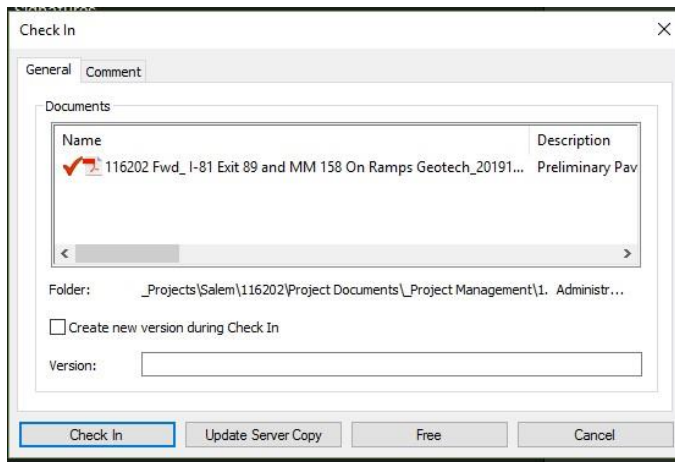
A screenshot of the ProjectWise software interface showing a table of files. The table has columns for 'Name', 'Description', 'File Updated', 'Status', and 'Out to'. The file '116202 Fwd...I-81 Exit 89 and MM 158 On Ramps Geotech\_20191...' is highlighted. It has a red checkmark in the 'Name' column, a description of 'Preliminary Pavement Design', a file update date of '12/10/2019 7:17:27 AM', a status of 'Checked Out', and is checked out to 'Teresa.Cantrell'.

Name	Description	File Updated	Status	Out to
20191219 Truck Crash				
CCTV Pipe Evaluations				
116202 Fwd...I-81 Exit 89 and MM 158 On Ramps Geotech_20191...	Preliminary Pavement Design	12/10/2019 7:17:27 AM	Checked Out	Teresa.Cantrell

- When you have completed your changes and go to close your file you will be prompted to save your work.
- After saving your work you will be prompted to check the file back in.

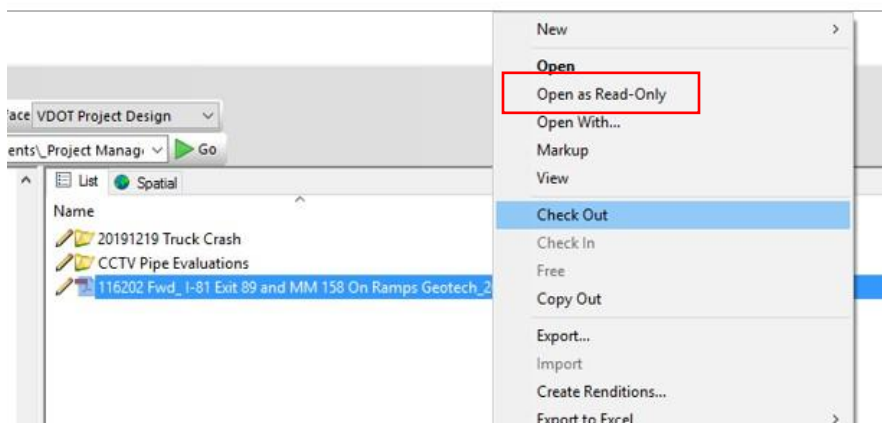
# ProjectWise – How to Open or Edit a File

- Click Check In.



To Open a file as Read-Only you will follow the below instructions

- Right click on the file that you want to view
- Click Open as Read-Only



- Once you have reviewed the file you can just exit the document