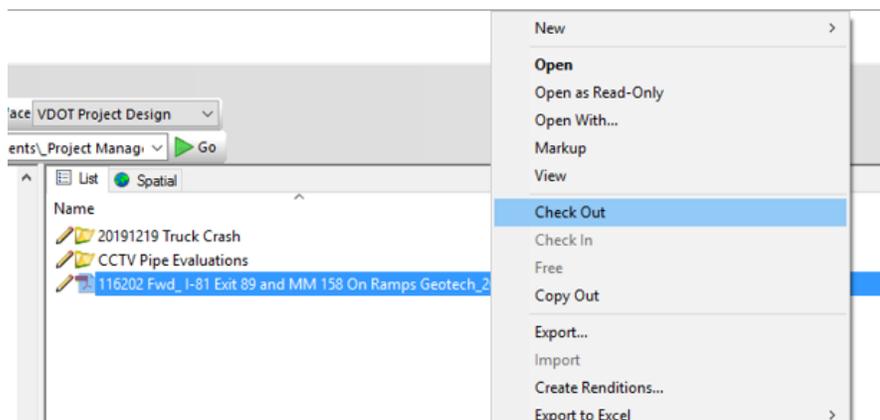


Basic Functionality

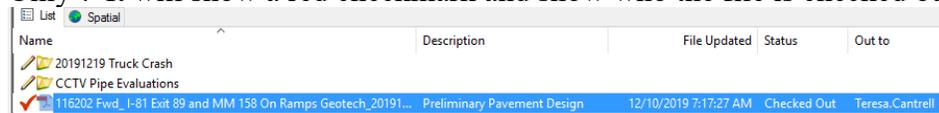
When working with documents inside of ProjectWise you may need to edit a file. Other times you may just need to view the file.

How to open a file to Edit (There are multiple ways)

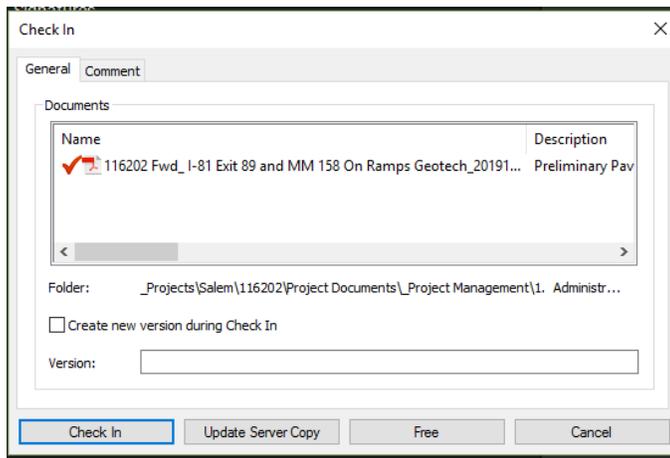
- You can double click on the file to check the file out.
- **or**
- Right click on the file that you want to edit
- Click Check Out



- 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.

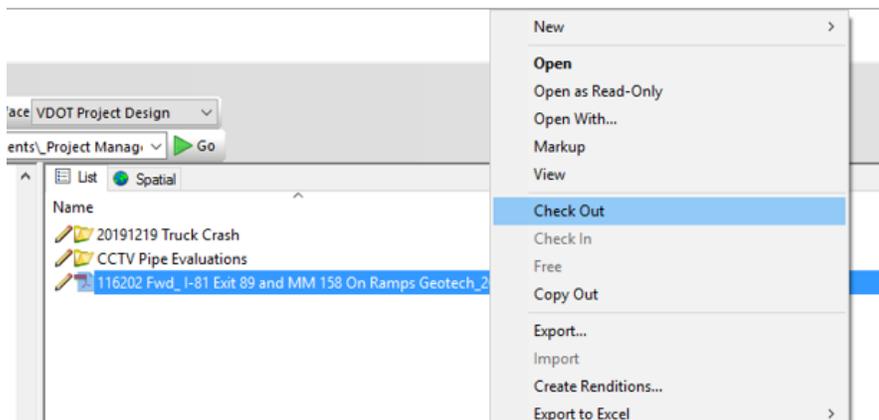


- Once you have made changes to your file when you close it you will be prompted to save your work. After saving your work you will be prompted to check the file back in. Click Check In.



How to open a file as Read-Only

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



- Once you have reviewed the file you can just close the document.

Double Clicking a File

You can change what double clicking a file does. You can learn about this via the Job Aid [ProjectWise - Changing the Double Click Action.pdf](#) in the Job Aids folder under ProjectWise.