

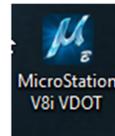
ProjectWise Job Aid - Opening Microstation

You should notice two differences on your desktop after the ProjectWise Migration is complete.

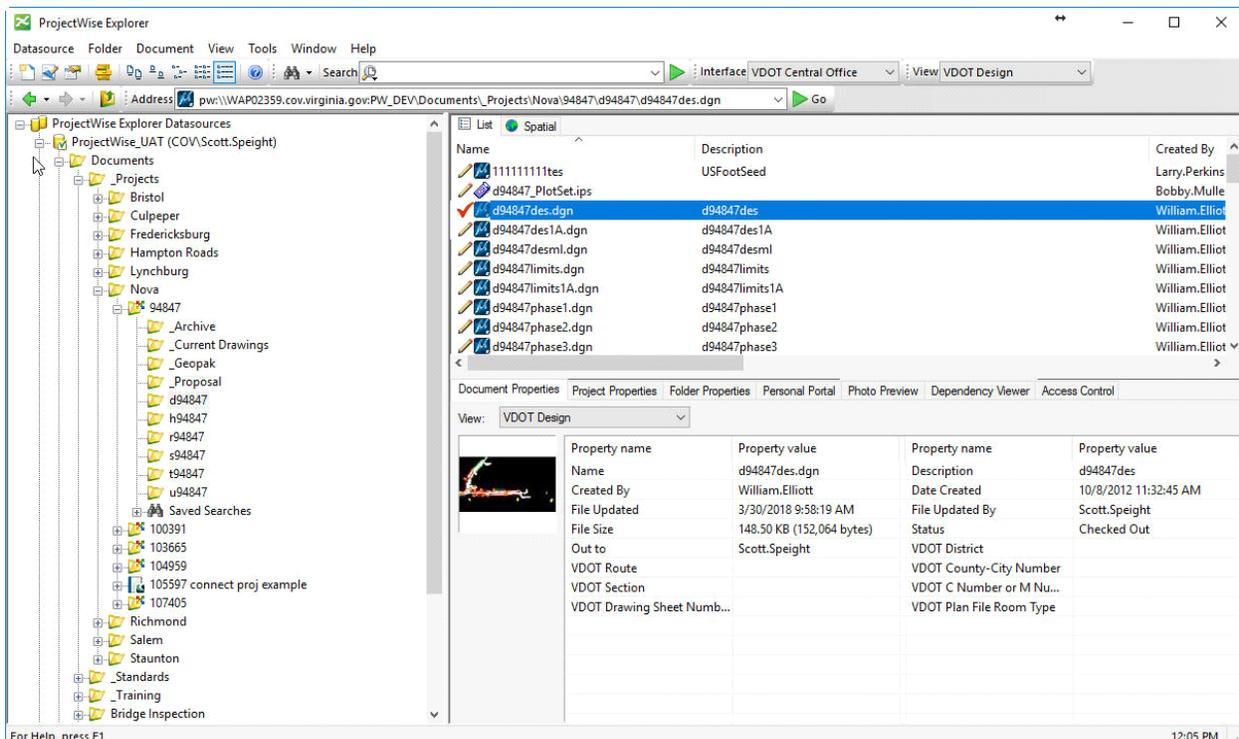
1. There is an icon for ProjectWise Explorer.



2. Your Microstation icon is no longer there.

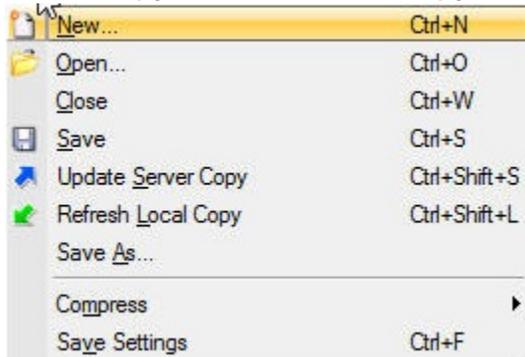


ProjectWise Explorer is the preferred way to open any project related file. If you are opening a file in Microstation, simply open up ProjectWise Explorer, navigate to your file and double click on it or right click and choose Open. This will open it in Microstation with ProjectWise linked for other file operations.

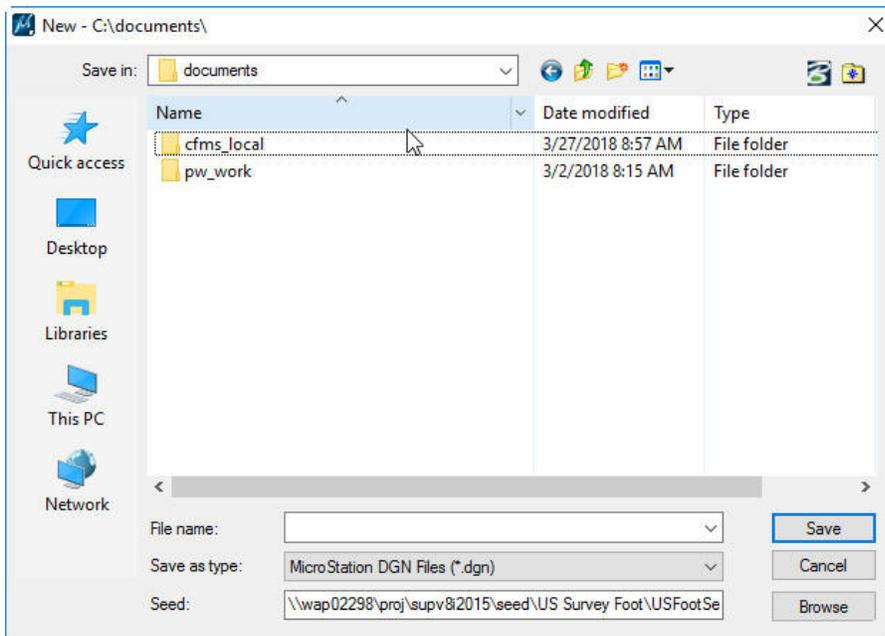
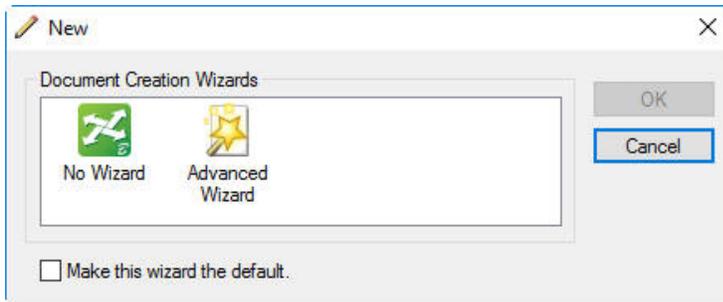


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Once linked, you will notice two additional menu choices under the File menu. Update server copy & Refresh local copy.

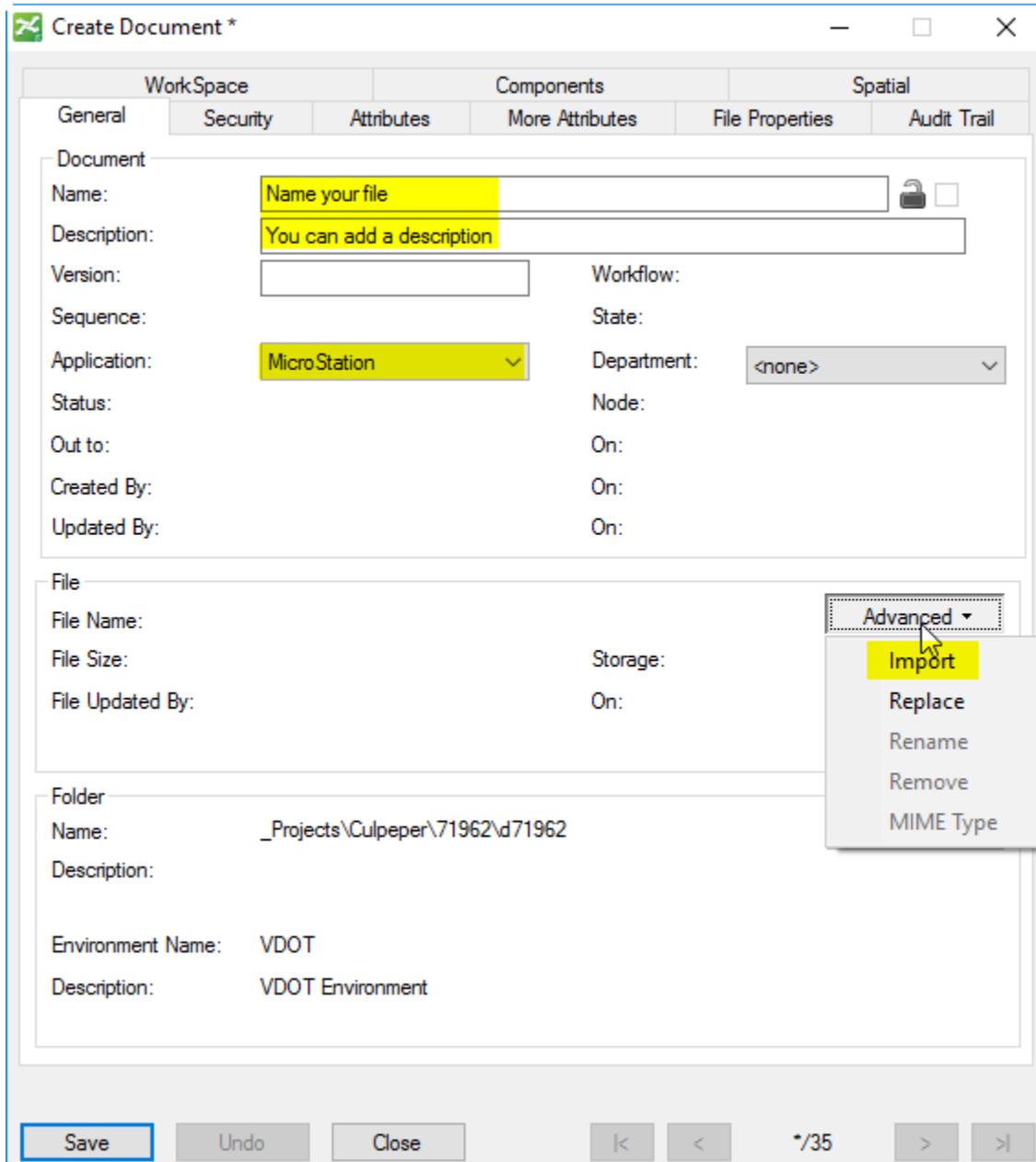


Creating a new file in Microstation: Click on File, New, the ProjectWise Document Creation Wizard will pop up. You can use this to create the file in ProjectWise or click cancel to be directed to your local hard drive.



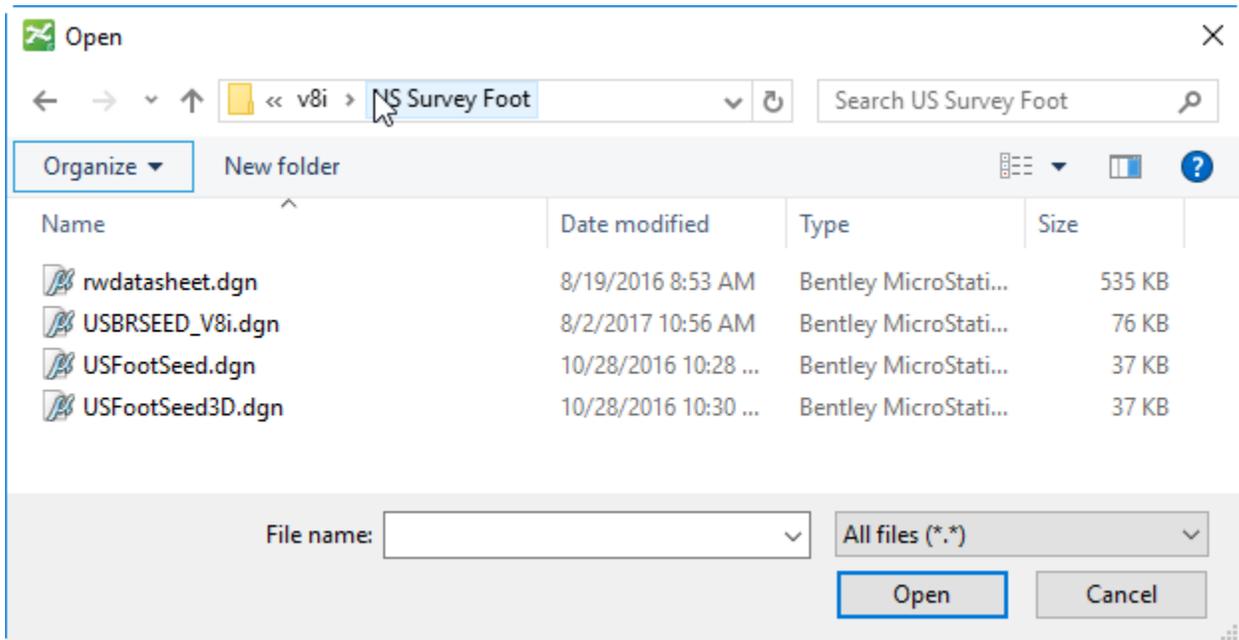
ProjectWise Job Aid - Opening Microstation

Creating a new file in ProjectWise: Click on Document, New, Document, again the ProjectWise Document Creation Wizard will pop up. After the wizard, fill out the Create Document by entering a Filename & Description. Set the Application to Microstation. In the File section, click on the Advanced tab and choose Import. This will allow you to pick your Seed File.

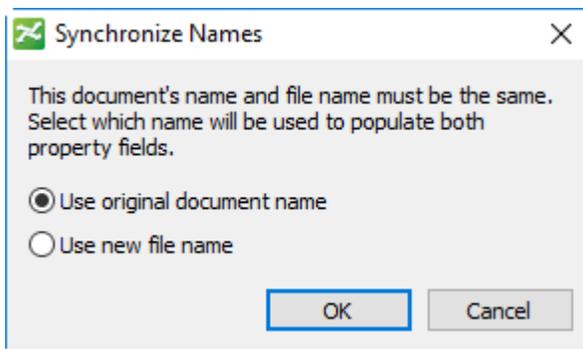


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Navigate to the seed file folder (\\wap02298\proj\seedfiles\v8i\US Survey Foot) and select the appropriate file.



In the Synchronize Names dialog, choose Use original document name to keep the file name you gave it. (Use new file name changes your file name to the seed file name)

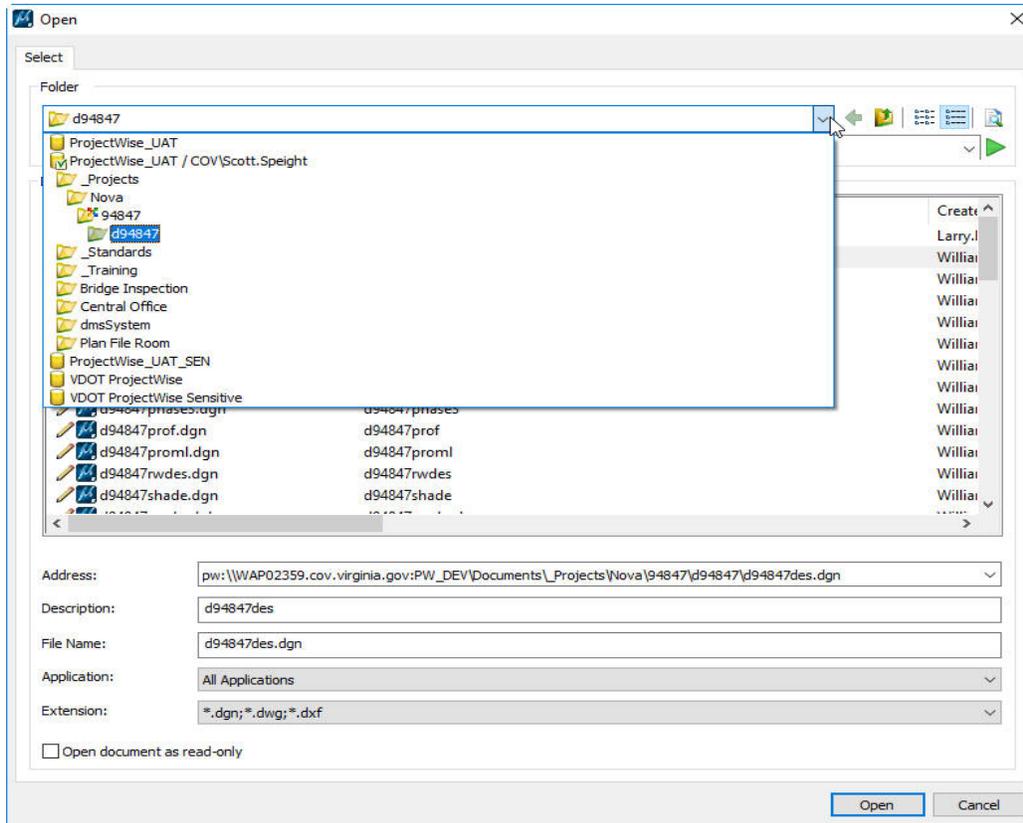


Click Save and the new file is added to ProjectWise.

ProjectWise Job Aid – Opening Microstation

Opening a File from Microstation

In addition, when you want to Open another file, it takes you to the last project folder you were in in ProjectWise. Again, Cancel takes you to your local hard drive.



If you choose to Open another file or if you Exit Microstation, you will be prompted to Check In the opened file.

