

Brown and Caldwell is using ProjectWise to manage project documents. This document outlines the method to use basic workflows with ProjectWise that provides simplicity, consistency, efficiency and scalability to assisting in sharing work between different locations. Adherence to the workflow described below will help you be successful in delivering your projects on budget and on time.

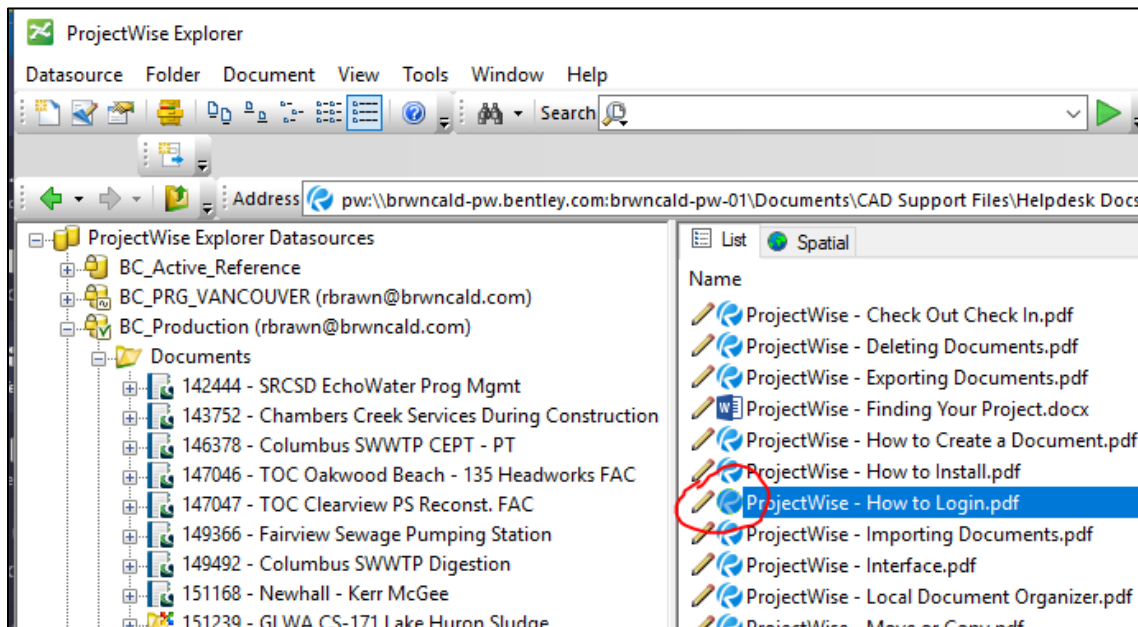
Summary

This document describes how to manage the application that will be used to open a document from ProjectWise. An application association is the default version-specific application that will be used to open a document when you double click on it in ProjectWise. Double click will take the default action which is normally to open the document using the assigned application.

How to Find the Application Association

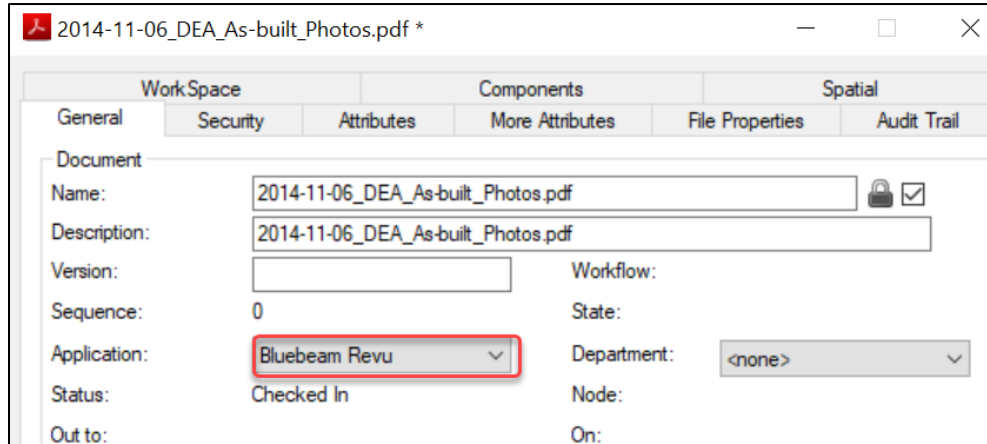
Note: Be mindful of the version of ACAD, C3D or Revit you want to use. Look at the “Open With” menu when opening the file. It will list all the versions of application that is installed on the local client.

If you are unsure of the application association of a document, pay attention to the icon in ProjectWise. In the image below, you will see the Bluebeam Revue icon indicating that the PDF is associated with Bluebeam. If the PDF was associated with Adobe Acrobat, you would see that icon instead.



If you don't recognize the icon or want to make changes to the association, select the document and press the space bar or right click and select properties to open the properties

form. You can use the properties form to confirm or change the application association

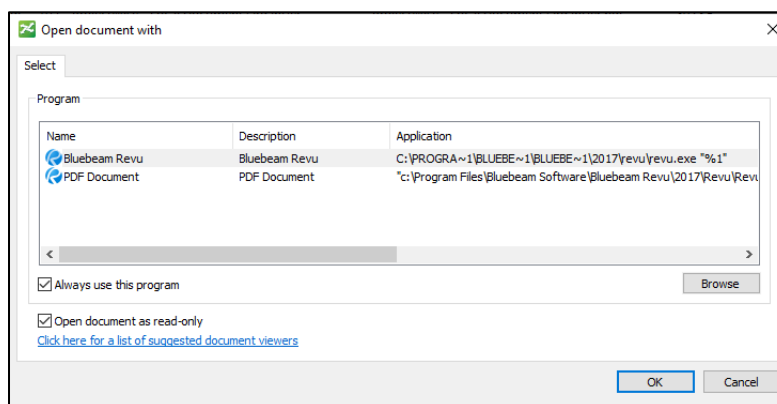


Select the correct application and corresponding version (if applicable) then click the close button at the bottom.

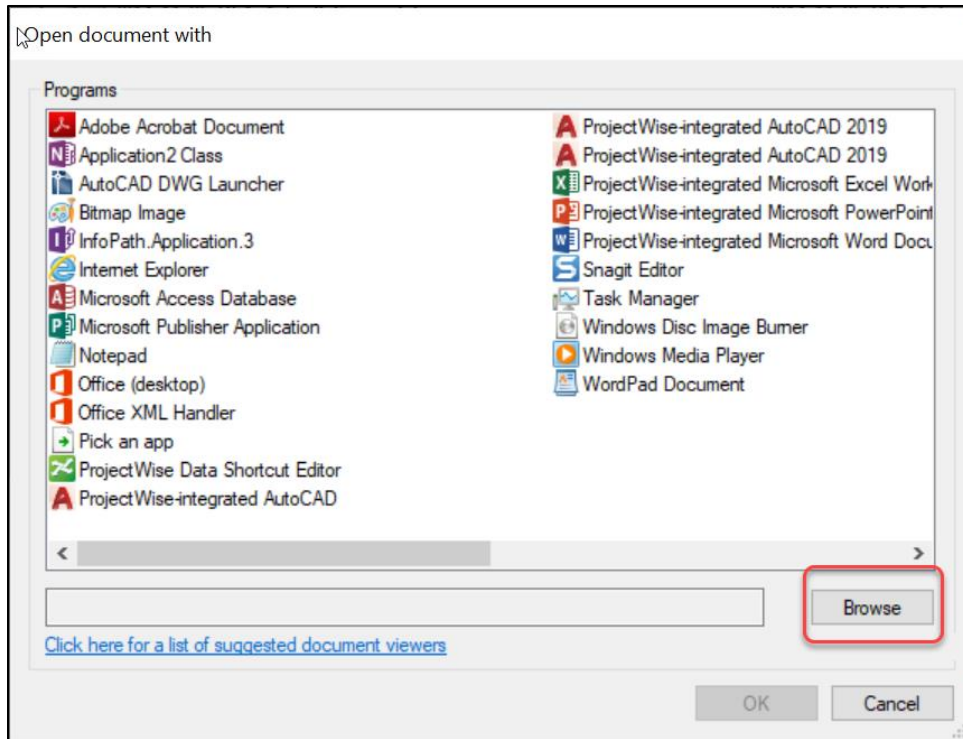
Best Workflow for Opening Documents

When in doubt about the default application association or if you are unsure of the default action, the safe way to open a document is to use Right Click and Select "Open With...". The Open With option allows you to specify the application, application version and if the document should be opened read-only. If you are opening a drawing file (DWG) make sure that file is compatible with the application version, you are opening with. Be cautious of opening with an older version of a CAD application because it might corrupt the file if not mindful.

1. Select the document you want to work with, right click and select Open With.... You will see the form below.



2. If the application you want to use is not listed, select the browse button. You will be able to pick other applications installed on your computer. Choose the application you want to use for this document



3. Select the Open document as read-only toggle if you want the default to view the document and not check it out.
4. Press OK to apply the changes.
5. Now that you have changed the association, the specified application will now open when you double click documents of that type.