

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

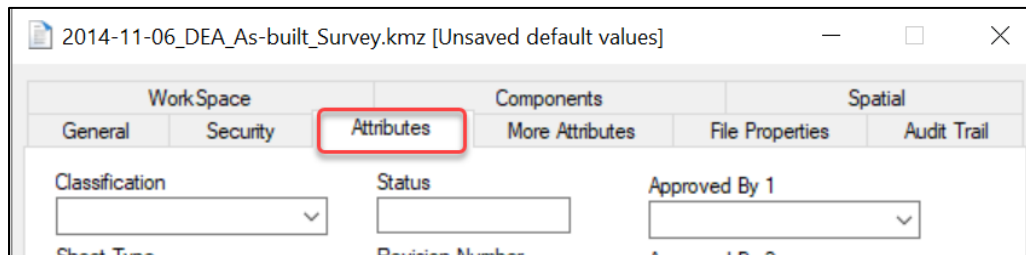
This document describes how to edit document properties. Document properties are important because they specify the meta data used for searches and contain properties used in title blocks.

Properties are stored in an environment. Environments are applied to a folder. If the environment has no attributes you will not be able to edit document properties. See your BIM Lead if you believe the environment is not properly set up.

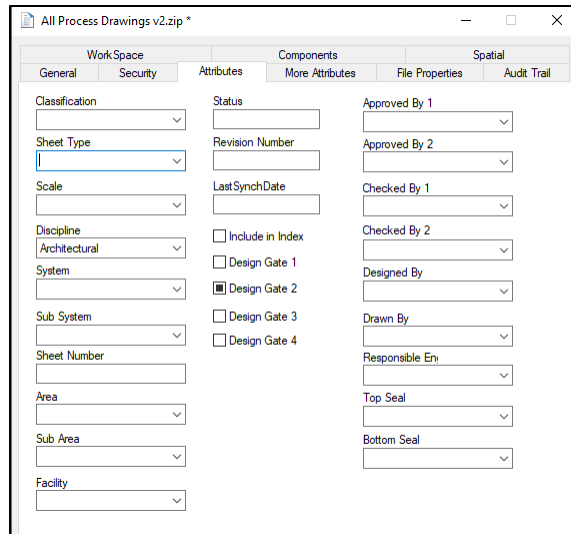
The visible document properties are controlled by an interface. An environment may have more than one interface depending on use (e.g. CAD title block, document control, etc.). You may need to select the desired interface to see the attributes you are interested in.

## Editing Document Properties

1. Select the document where you want to edit the properties and press the space bar or right click properties.
2. Select the attributes tab.



3. Enter the values you want to edit and press ok to save the changes. If you selected more than one document, you can use the next and previous arrows at the bottom of the form to scroll through them.



- If you do not see the attributes you expect, you may need to change the interface. Use the ProjectWise toolbar to change the interface. If you do not see the interface tool, select Tools | Interface... to make change the interface.

