

Another way to edit a file is by exporting the file from ProjectWise to your computer.

- Right click on the file that you want to edit
- Click Export
- In the 'Welcome to the Document Export Wizard' you have two options
  - Send to Folder Creates unmanaged local copy
    - This file is saved to your computer at the location that you choose
  - Export Locks file, changes can be re-imported
    - This file you can change and re-import into ProjectWise with all of your changes

	Welcome to the Document Export Wizard			
	Export - Locks file, changes can be re-imported			
	Send to Folder - Creates unmanaged local copy The Cond to Folder action will developed unmanaged local copies of the			
	selected documents so they can be sent out for review.			
	Rack Next > Cancel			



### Send to Folder

• You will use the 'Send to Folder' option if you need to send a file to an external email address.

Document Export Wizard	Welcome to the Document Export Wizard Choose an action to perform Export - Locks file, changes can be re-imported Send to Folder - Creates unmanaged local copy The Send to Folder option will download unmanaged local copies of the selected documents so they can be sent out for review.	×
	< Back Next > Canc	el

• You will choose where you want to Export/Save the file to on your computer

ocument Export Wizard		×
Define the export se Specify an export f	ttings folder and click Next to begin the export.	
Export folder:		
sa.mullins\Documents\	Job Aids Edited\VDOT Internal User Enhanceme	ents Browse
Export comment:		
Previous Comments;		~
	< Back	Next > Cancel

• Click Next - you will get a message stating that the 'Document Export was successfully completed. Press finish button to exit'



Do	cument Export Wizard <b>Review document export results</b> Review the information below about document export results.	×
	Document Export was successfully completed. Press Finish button to exit.	
	< Back Finish	Cancel

- Click Finish
- Your file is now saved where you Exported the document

#### Export

• You will chose 'Export – Locks file, changes can be re-imported' option if you need to update a document that is already in ProjectWise



• You will choose where to export the file to on your computer



Export folder:			
C:\Users\teresa.mullins	S\Documents\Adverti	isment	Browse
Export comment:			
revious Comments:			~

• Once you hit Next you will get a message stating that the 'Document Export was successfully complete. Press Finish button to exit.'

Review do	cument export	t <b>results</b> elow about docu	ment export re	sults.	
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• The file will show a disk icon while someone has the file exported; this will let the users know that it is being edited.

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🔚 🔁 116202 Fwd_ I-81 Exit 89 and MM 158 On Ramps Geotech_20191	Preliminary Pavement Design



- Once you have made your changes you will need to right click on the file and click Import
- File must be in the same folder path location as to where you exported the document

	New	>
ace VDOT Project Design v ents\Project Managi v 🔊 Go	<b>Open</b> Open as Read-Only Open With Markup	
<ul> <li>▲ List ● Spatial</li> <li>Name</li> <li>▲ 20191219 Truck Crash</li> </ul>	View Check Out Check In	
CCTV Pipe Evaluations 2116202 Fwd_ I-81 Exit 89 and MM 158 On Ramps Geotech_2	Free Copy Out	
	Export Import	
	Create Renditions Export to Excel	>

• You may enter any comments in the 'Enter Comment' box and then click 'OK'

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Enter Comment:	
No changes made	
'revious Comments:	~