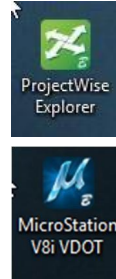# ProjectWise – Opening/Creating Documents via Microstation

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

- There is an icon for ProjectWise   Explorer.
- Your Microstation icon is no longer   there.
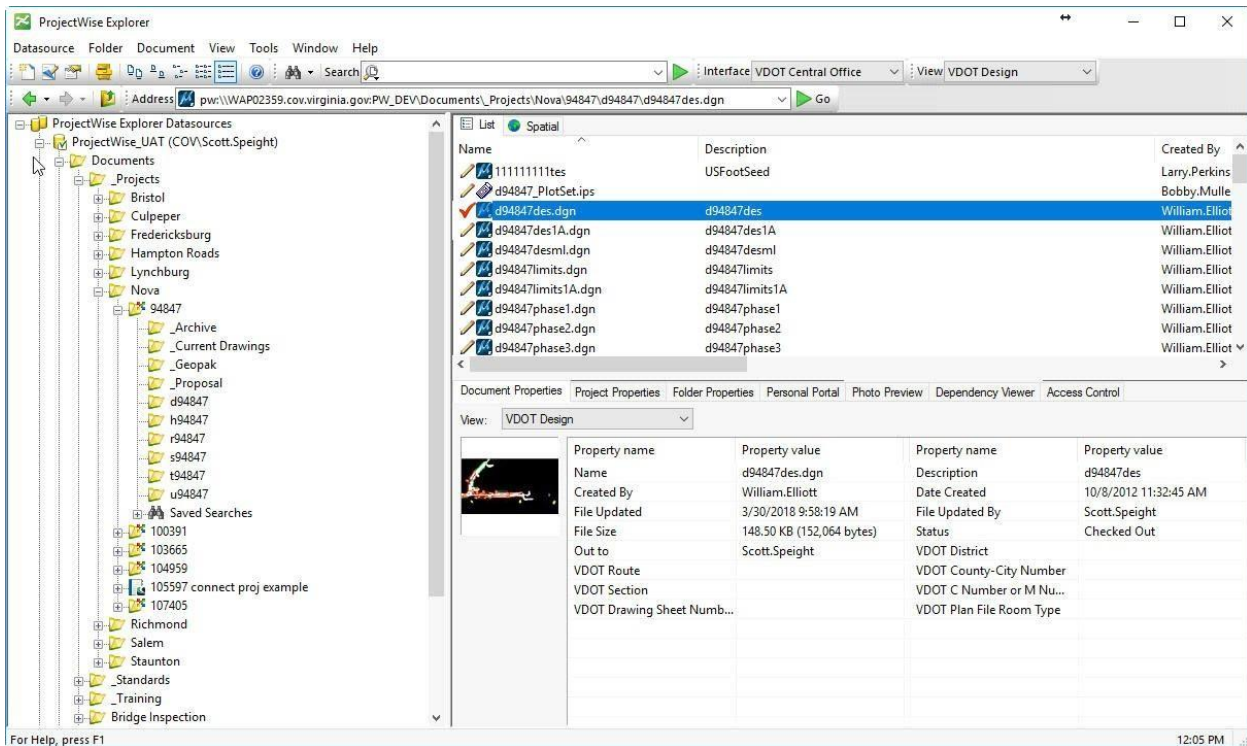
ProjectWise Explorer is the preferred way to open any project related file.
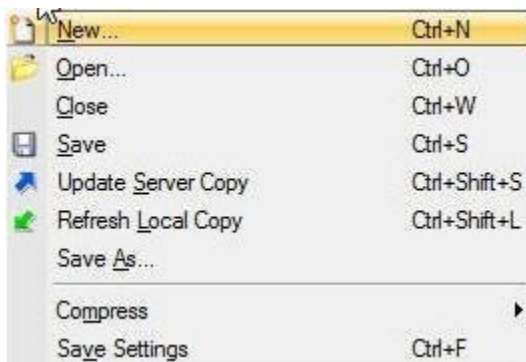
If you are opening a file in Microstation, simply open up ProjectWise Explorer.

- Navigate to your file
- Double click on it or right click

- Choose Open
    - This will open it in Microstation with ProjectWise linked for other file operations.

ProjectWise – Opening/Creating Documents via Microstation

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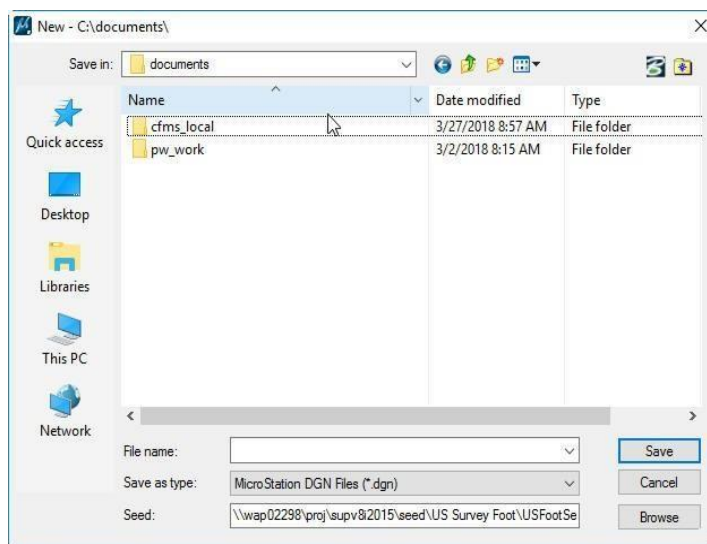   - Update server copy
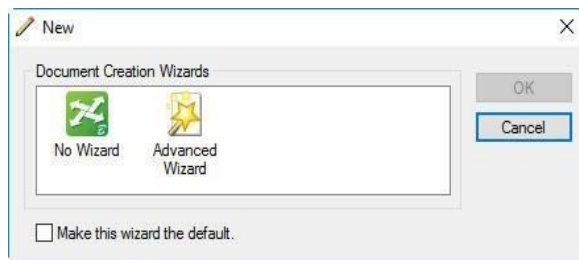   - Refresh local copy.

How to create a new file in Microstation

- Click on File

ProjectWise – Opening/Creating Documents via Microstation

- 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

How to create a new file in ProjectWise

- Click on Document
- New Document

Again the ProjectWise Document Creation Wizard will pop up
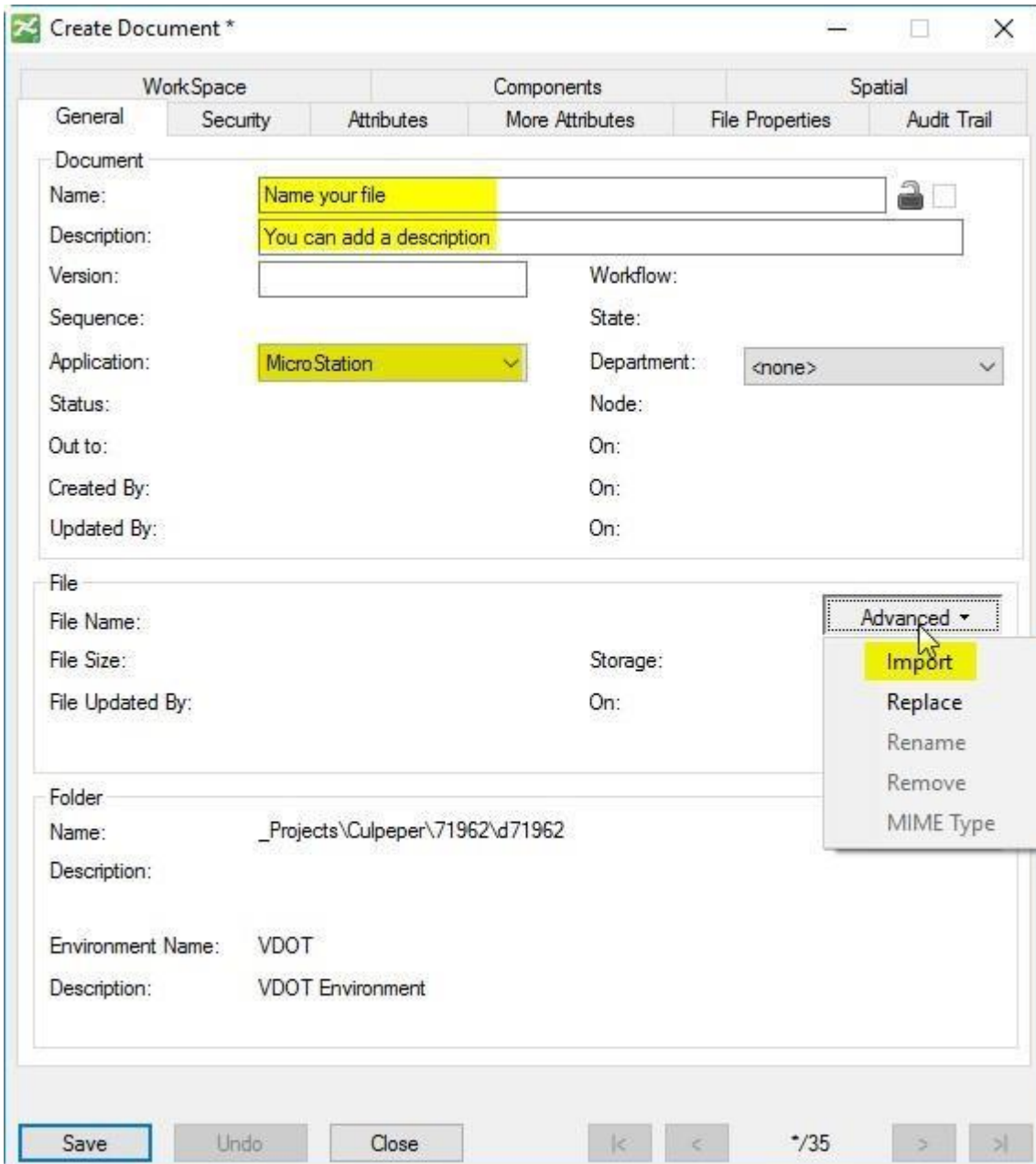
After the wizard fill out the Create Document by entering the below information

- Filename
- Description
- Set the Application to Microstation

In the File section

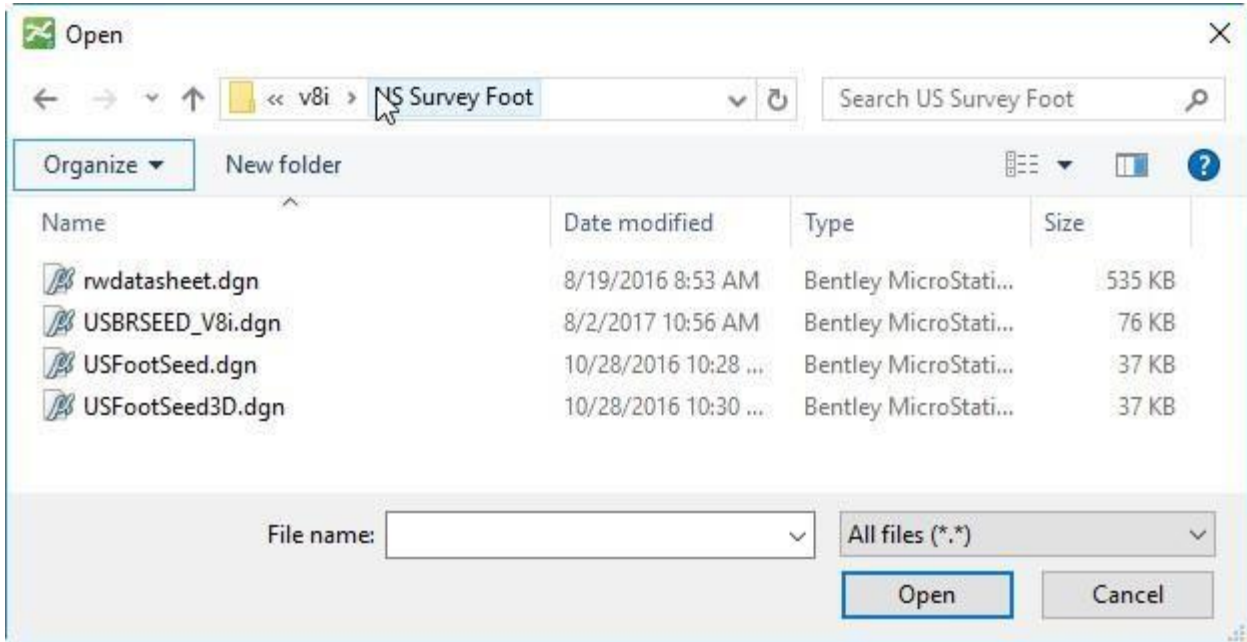# ProjectWise – Opening/Creating Documents via Microstation

- Click on the Advanced tab
- Choose Import
  - This will allow you to pick your Seed File

- Navigate to the seed file folder

ProjectWise – Opening/Creating Documents vi[a]
Microstation

- o \\wap02298\proj\seedfiles\v8i\US Survey Foot

- Select the appropriate file

In the Synchronize Names dialog

- Choose Use original document name to keep the file name you gave it
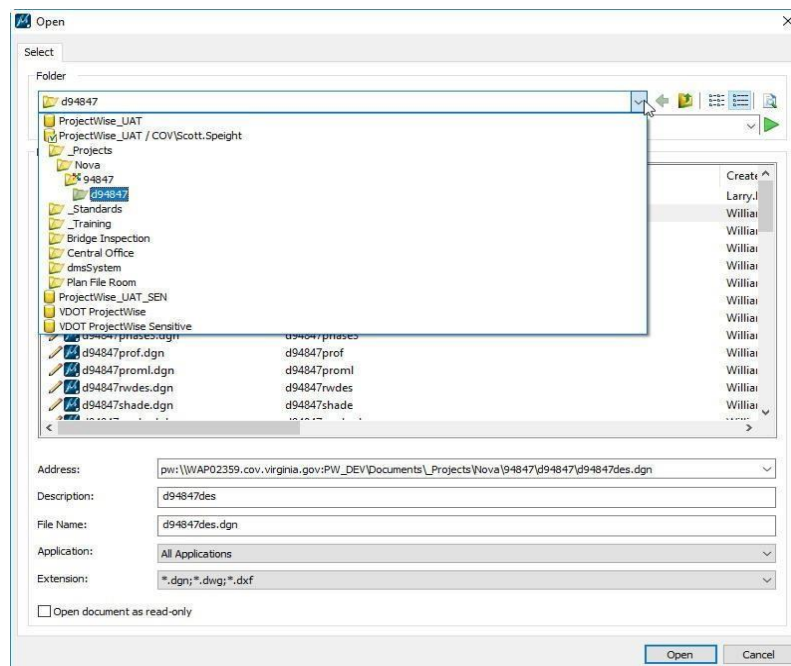 - o Use new file name changes your file name to the seed file name

- Click Save

The new file is added to ProjectWise

ProjectWise – Opening/Creating Documents v[...]
Microstation

Opening a File from Microstation

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.

ProjectWise – Opening/Creating Documents via Microstation