

Creating Files Through ProjectWise

There are several ways to create a New document in ProjectWise.

First of all, I will assume for this tutorial that you are attempting to create a .dgn file through MicroStation.

The first thing that we need to do is start ProjectWise Explorer.

Next, we need to select a MicroStation file to open. Preferably one similar to the type of sheet you want to create.

This will integrate MicroStation and ProjectWise.

You may either go to the "File" pulldown and select "New", or you can select the blank sheet of paper on the left side of your "Standard" Tool Bar.

This will invoke the "Document Creation Wizard" selection dialog box.

Select "No Wizard". Click "OK".

You can select the folder in which you want to place the file by clicking on the "Change" button, and navigating to the location you want the file to be created in.

You will give the document a name (with NO spaces in it). The "_" can be used in lieu of spaces. If you do put spaces in the name, the file will not print. You should include the ".dgn" extension at the end of the name as well.

You should also copy/paste the "Name" into the "File Name" box, as these need to match.

You can enter an optional description of the file (or project).

You must now choose a "source" file. This can be done by selecting the "Seed" button located to the right of this box. Navigate to the "Seed Files" directory. Choose the appropriate type ("Design-English" for this example). Navigate to the seed file you would like to select ("i_project_2d.dgn" for this example). Double left-click on this file.

You will get a popup box that states "Document is Read-Only" and will ask "Would you like to open the document in read-only mode?". You will click "Yes". This will bring you back to the "New" dialog box again. If you did not enter a description, the seed file name will populate the "description" box.

Verify that the information you entered is correct and click "OK"

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You will get an "Alert" that asks if you would like to save changes to the current file open to your local copy located on your d:\ drive. You can answer this accordingly (Yes if you want to save changes. No if you do not).

You will then be prompted to check in the file that was open when we began creating this document. You can select "OK"

You are done !