

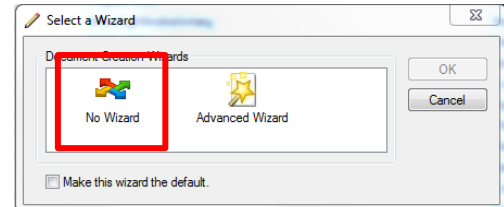
Importing and exporting files

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Importing existing file

If you have an existing file you want to add to ProjectWise, you can Drag'n Drop the file to the desired location in ProjectWise.

Once you have done this, a window opens in which you have to select whether you want to create the file with or without the Wizard.



Select 'No Wizard' and click 'OK' unless you want to give the file a new file name.

Exporting existing file

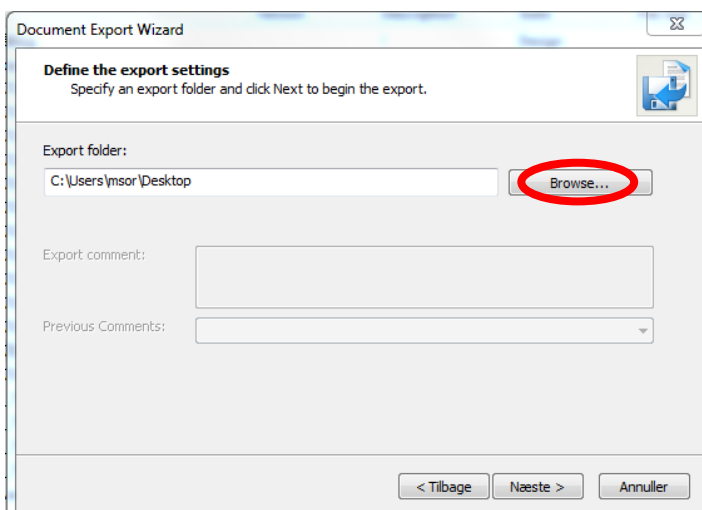
If you have a file you need to use outside ProjectWise, you can export the file.

Right-click on the file and select 'Export...'



A window opens, in which you mark the field 'Send to Folder'.

Click on 'næste' (next)



In this window, select 'Browse'.

Select the location in Windows to which you want to export the file.

Click on 'næste' (next).

The file is now exported to the selected location in Windows.

Click on 'udfør' (finish).

DISCLAIMER

The translation into English of Quality Management Systems is to be regarded entirely as a service. In the event of any discrepancy or shortcomings in the translation, the Danish version will prevail. At any time the Danish versions of Quality Management Systems are those in force.