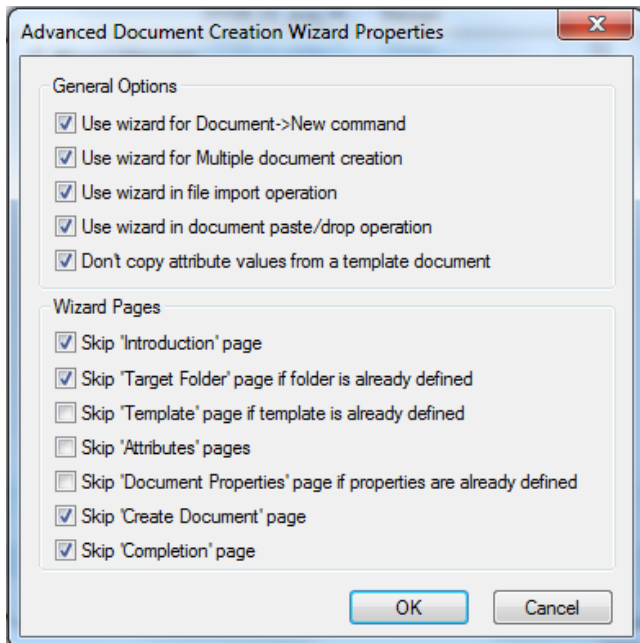


Tips & Tricks

- [Making the creation of files faster](#)
- [Seeing the attributes of a file quickly](#)

Making the creation of files faster

When you want to create new files in ProjectWise, the process can be reduced significantly by this small trick.



Click on 'Tools'-> 'Wizard Manager'

Mark the icon 'Advanced Wizard' and click on 'Properties'

Now tick the following fields:

- Skip 'Introduction' page
- Skip 'Target folder' page if.....
- Skip 'Create Document' page
- Skip 'Completion' page

Now click 'OK' and 'Close' .

This makes the creation of files much faster and there are fewer things you need to consider.

Seeing the attributes of a file quickly

When you have marked a file, press the space button on the keyboard.

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.