

ProjectWise – Creating Shortcuts

WSDOT Datasource

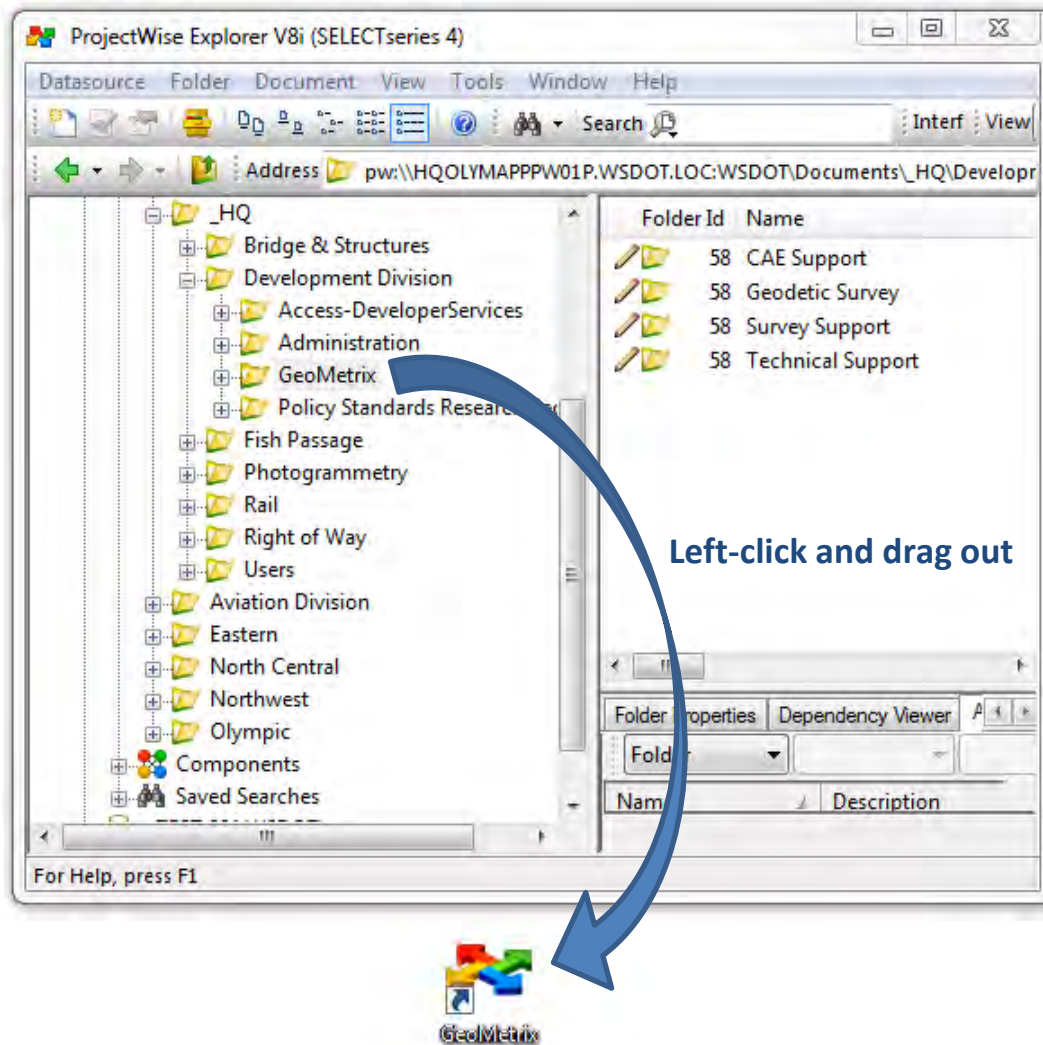
Overview

This tech note describes how to create a shortcut in ProjectWise to a file or folder within ProjectWise.

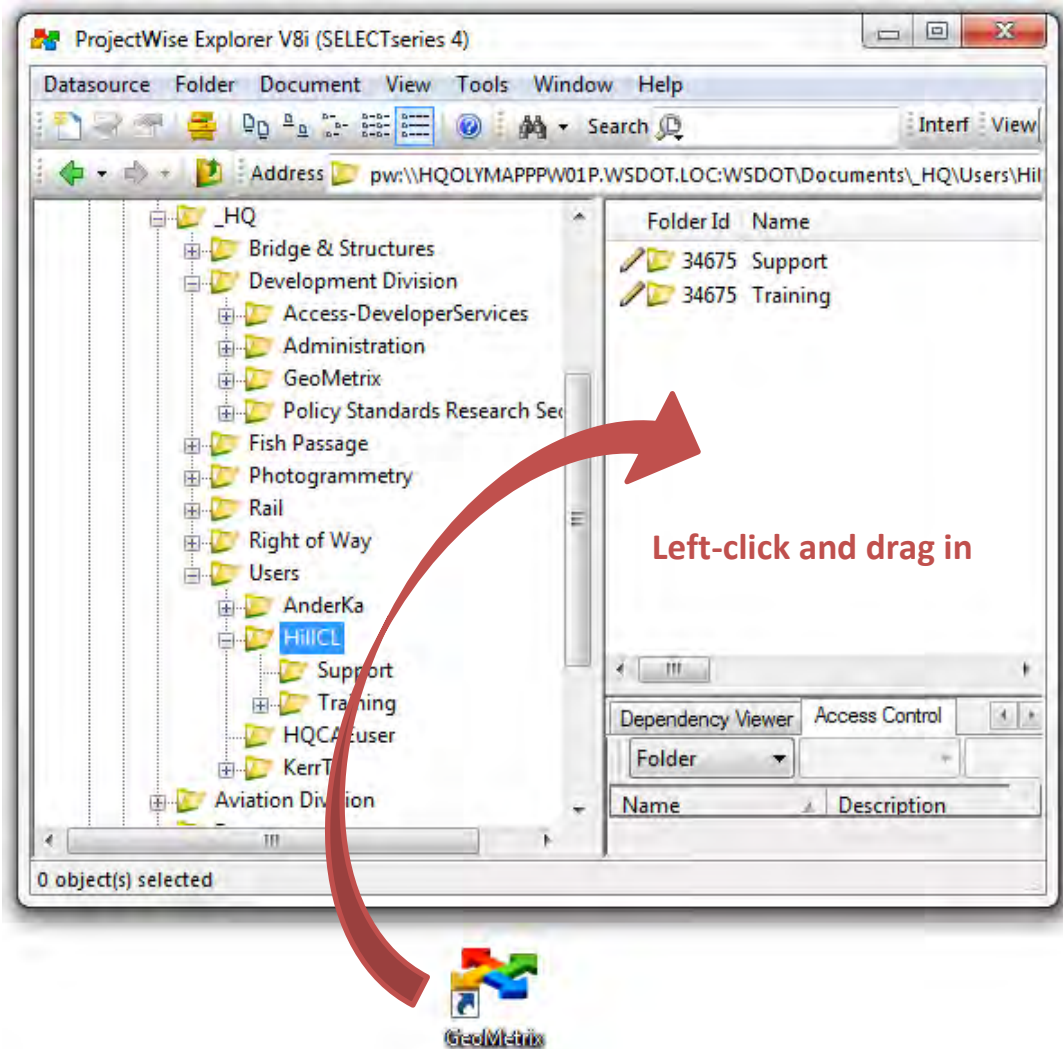
Workflow

1. In ProjectWise, browse to the file or folder you wish to create a shortcut to.
2. Left-click and drag that file or folder to your Windows desktop.

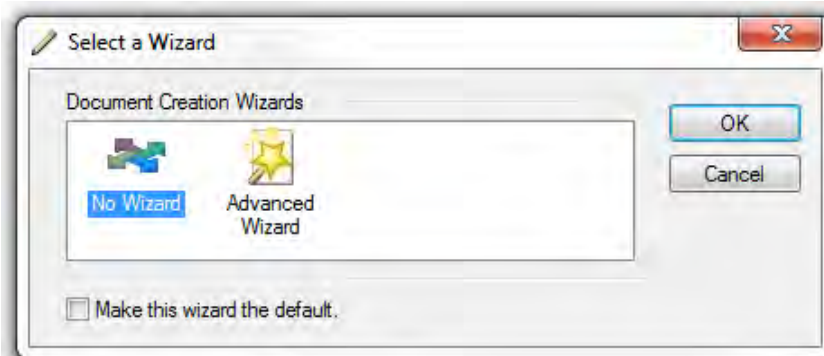
Note that it turns into a shortcut with the lower left corner arrow.



3. In ProjectWise, browse to the folder you wish to place the shortcut in.
4. Left-click and drag the desktop shortcut into the folder contents pane.



The Select a Wizard dialog will display:

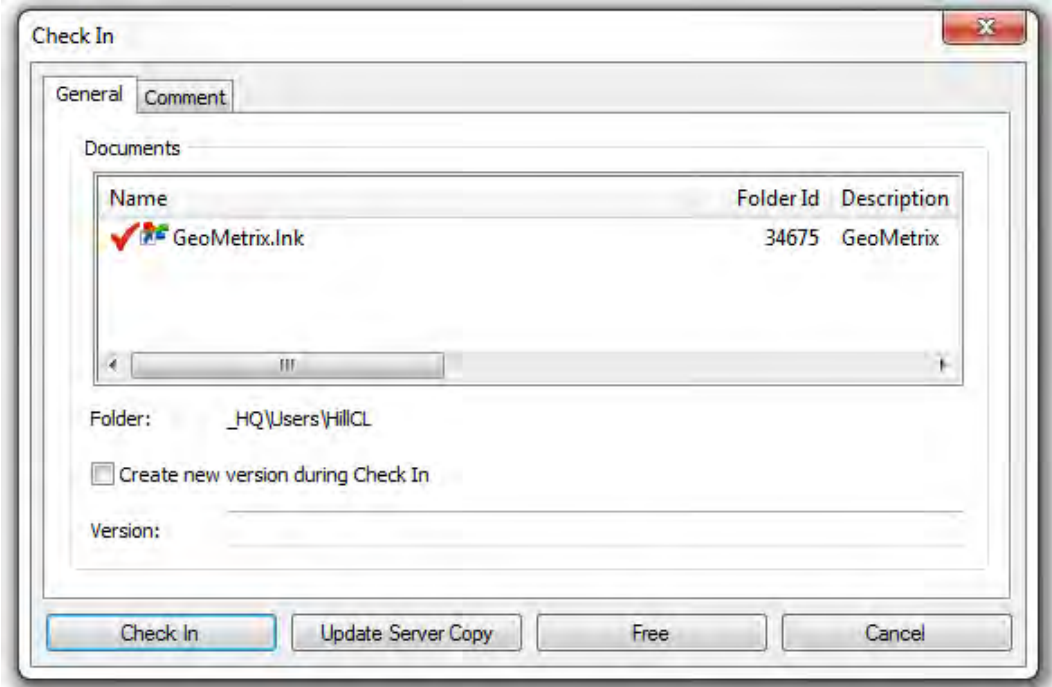


5. Select **No Wizard** and click **OK**.

Alternatively, you may double-click the option.

6. Double-click on the resulting ProjectWise shortcut to test it out.

The shortcut will behave like any other document when opening. It is checked out on open, jumps to the target location, then closes. It then needs to be checked back in to ProjectWise.



7. Click **Check In** or **Free** to release the shortcut.

For questions or comments on this tech note, contact your regional CAE Support Coordinator or the WSDOT CAE Help Desk at (360) 709-8013.