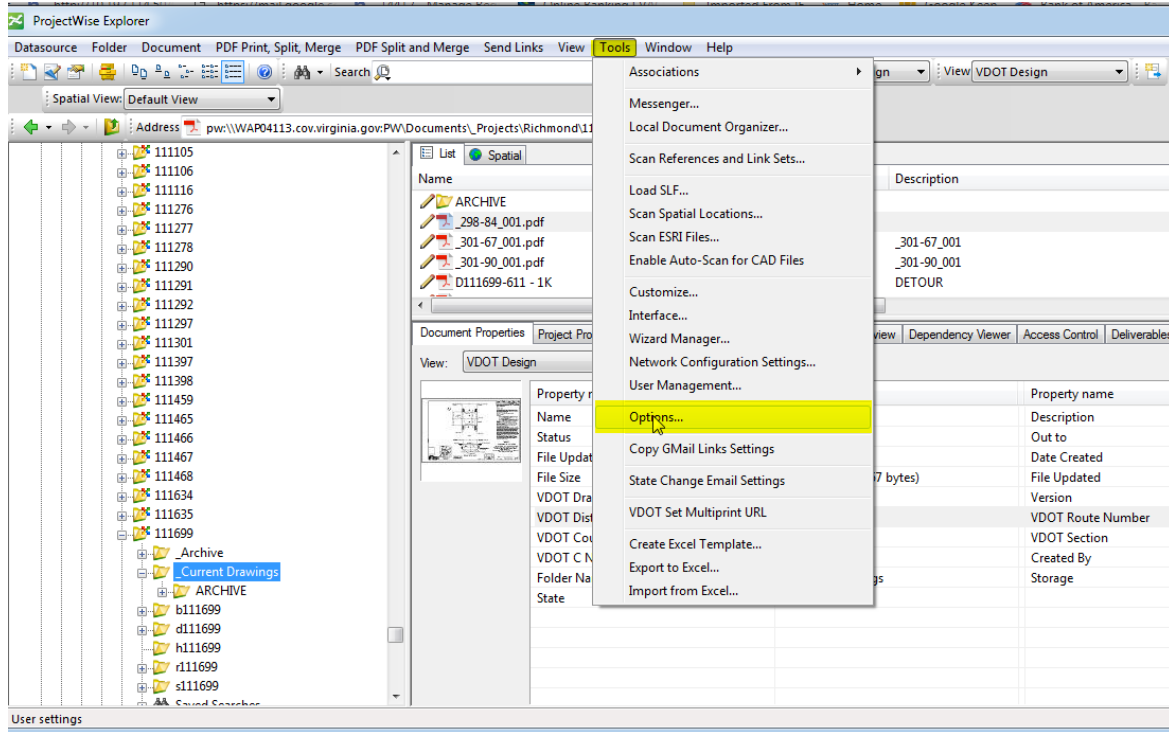


ProjectWise Job Aid – Change Double Click Option to Open as Read-Only

The default action for double clicking on files in ProjectWise is Open/Checkout. If you would like to change that default action to Read-Only here is how to do so. In ProjectWise Explorer click on *Tools* and scroll down to *Options*. (Image below)



The Properties box appears. Click on the *Settings* Tab then click on the “+” beside *Document List* and the “+” beside *Double Click Action*. Double Click on the “Red Check” and scroll down to *Open as read-only* and Click *OK*. The double click option has been changed.

