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.