

Workflow PW 5 - Populating Document Attributes

You can populate document attributes by either 1) using the **Attributes** and/or **More Attributes** tabs in the **Document Properties** dialog box, or 2) using the **Document > Modify...** command. If you want to enter the same attribute values for multiple documents at a time, you must use the **Modify...** command.

Modify attributes for an individual document:

1. **Right-click** on a file and choose **Properties...** from the menu (near the bottom of the list).
2. Select the **Attributes** tab.

Note: As a reminder, the attributes shown on the Attributes tab are controlled by the active Interface which is set using the Interface toolbar. **For this example, verify the active Interface is set to CDOT.** If the Interface toolbar is not visible, right-click in the toolbar area of the ProjectWise Explorer and select the Interface toolbar.

3. Locate the attribute you want to modify. Based on the type of attribute, choose either a value from the respective pull-down menu, such as for the Discipline attribute, or type in the value manually, such as for the Sheet Title attributes.

Note: Some attribute values are tied to the project code and as such you cannot modify the values for those attribute. Also, there are additional attributes that you can add/modify on the **More Attributes** tab.

4. After modifying the attribute values, select **Close**. This will save the new attribute values for the document and close the Properties dialog box.

Modify attributes for multiple documents at one time:

1. Select all the documents for which you wish to add/modify attributes.

Note: You may want to use one of the Search tools to make it easier to select the documents you want to change.

2. **Right-click** on one of the documents you selected and choose **Modify...** from the menu.
3. Select the **CDOT General Environment** tab. This will produce a list of all the attributes that exist in the CDOT environment.

Note: Advantages of this method are that this is a comprehensive list of all attributes within the CDOT environment and is independent of the active Interface.

4. Use the scroll bar on the right to locate the attribute you want to modify.
5. Based on the type of attribute, choose either a value from the respective pull-down menu or type in the value manually.
6. Click **OK**. This will save the new attribute for all the documents and close the **Modify** dialog box.

7. Spot check a couple of the documents you modified to verify the changes you entered were actually made to the document.