

CABB - How to download multiple files from ProjectWise

In order to download multiple files from the ProjectWise Web Server you **must** utilize Internet Explorer (IE). It uses Active X – Chrome and Firefox do not have this functionality. There are times when you may not be able to download multiple files even in IE.

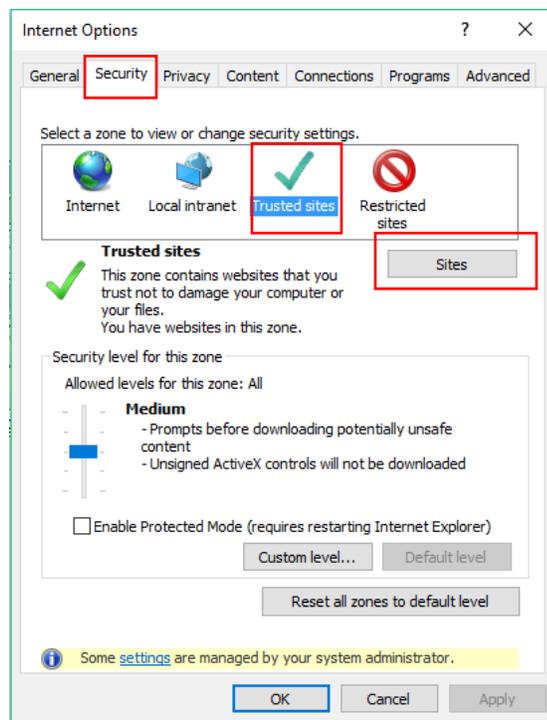
There are three settings that have to be in place in order for ProjectWise to function properly.

1. Security settings

- a. In Internet Explorer click on the gear in the upper right hand corner (Tools). You can also hold down your ALT key + X to bring the menu up.

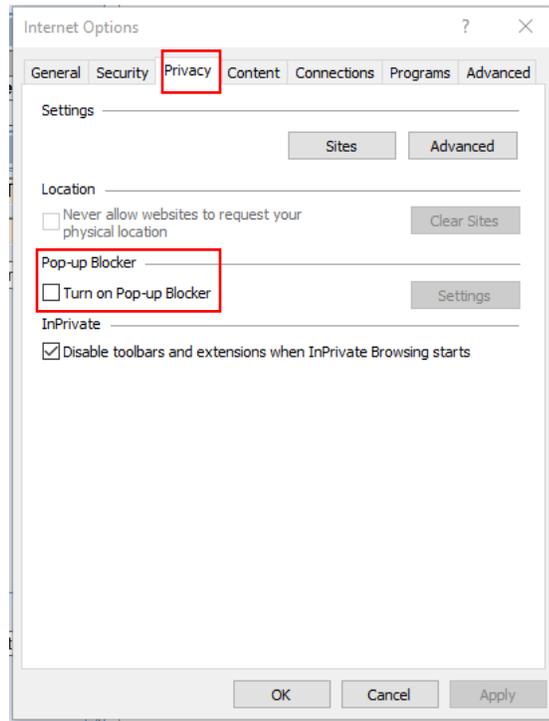


- b. Scroll down to Internet Options
- c. Click on the Security tab
- d. Select the Trusted sites zone
- e. Click the Sites button



- f. Place <https://projectwise.vdot.virginia.gov> in the ‘Add this website to the zone:’

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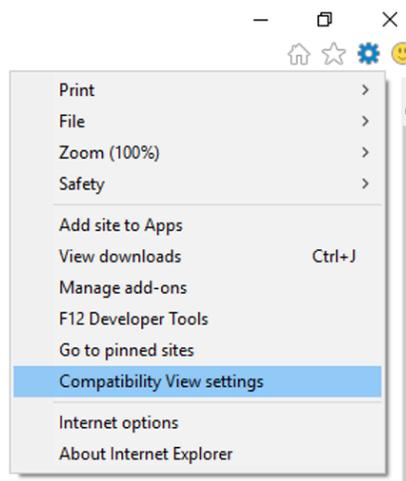


3. Compatibility View Settings

- a. In Internet Explorer click on the gear in the upper right hand corner (Tools). You can also hold down your ALT key + X to bring the menu up.



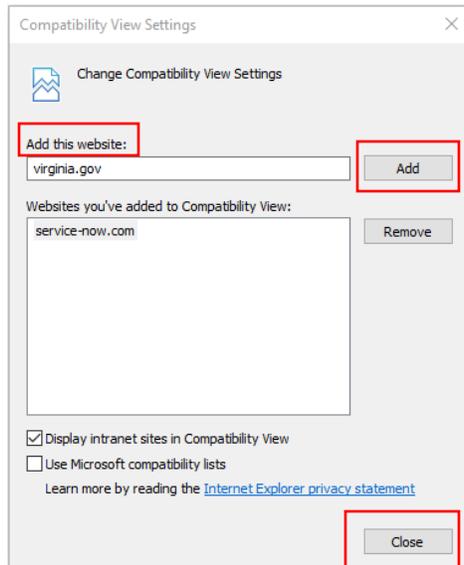
- b. Click Compatibility View settings



- c. Place Virginia.gov in the 'Add this website:'
- d. Click Add

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- e. Click Close



- 4. Close Internet Explorer in order for the changes to be saved and then return to ProjectWise. On occasion, the computer may need to be rebooted for these changes to be saved.