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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Applicant(s): MARK E. SWEAT, MICHAEL W. CALLAHAN, CYRUS M. KAMADA,  
CHRIS A. VOGELSBURG, and JOHN W. EAST  
Docket: 30566.79USP1  
Title: CAD DRAWING COLLABORATION VIA WEB-BASED SYSTEMS

CERTIFICATE OF MAILING UNDER 37 CFR 1.10

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I hereby certify that this paper or fee is being deposited with the United States Postal Service 'Express Mail Post Office To Addressee' service under 37 CFR 1.10 and is addressed to the Assistant Commissioner for Patents, Washington, D.C. 20231.

By: *Isabell Ogata*  
Name: Isabell Ogata

BOX PROVISIONAL PATENT APPLICATION

Assistant Commissioner for Patents  
Washington, D.C. 20231

Dear Sir:

This is a request for filing a PROVISIONAL APPLICATION FOR PATENT under 37 C.F.R. 1.53(c) on behalf of the following inventors:

|     |                         |                                                 |                                        |                                                     |
|-----|-------------------------|-------------------------------------------------|----------------------------------------|-----------------------------------------------------|
| (1) | Full Name Of Inventor   | Family Name<br>SWEAT                            | First Given Name<br>MARK               | Second Given Name<br>EDWARD                         |
|     | Residence & Citizenship | City<br>Encinitas                               | State or Foreign Country<br>California | Country of Citizenship<br>U.S.A.                    |
|     | Post Office Address     | Post Office Address<br>4165 Manchester Avenue   | City<br>Encinitas                      | State & Zip Code/Country<br>California 92024/U.S.A. |
| (2) | Full Name Of Inventor   | Family Name<br>CALLAHAN                         | First Given Name<br>MICHAEL            | Second Given Name<br>WILLIAM                        |
|     | Residence & Citizenship | City<br>San Diego                               | State or Foreign Country<br>California | Country of Citizenship<br>U.S.A.                    |
|     | Post Office Address     | Post Office Address<br>3931 Mt. Brundage Avenue | City<br>San Diego                      | State & Zip Code/Country<br>California 92111/U.S.A. |
| (3) | Full Name Of Inventor   | Family Name<br>KAMADA                           | First Given Name<br>CYRUS              | Second Given Name<br>MASAYUKI                       |
|     | Residence & Citizenship | City<br>Encinitas                               | State or Foreign Country<br>California | Country of Citizenship<br>U.S.A.                    |
|     | Post Office Address     | Post Office Address<br>152 4th Street           | City<br>Encinitas                      | State & Zip Code/Country<br>California 92024/U.S.A. |

(PTO TRANSMITTAL - NEW FILING)

DROPBOX, INC., ET AL.  
EXHIBIT 1007

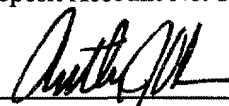
|     |                                    |                                                    |                                               |                                                                     |
|-----|------------------------------------|----------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------|
| (4) | <b>Full Name Of Inventor</b>       | <b>Family Name</b><br>VOGELSBERG                   | <b>First Given Name</b><br>CHRIS              | <b>Second Given Name</b><br>ALAN                                    |
|     | <b>Residence &amp; Citizenship</b> | <b>City</b><br>Langley                             | <b>State or Foreign Country</b><br>Washington | <b>Country of Citizenship</b><br>U.S.A.                             |
|     | <b>Post Office Address</b>         | <b>Post Office Address</b><br>5001 S. Bayview Road | <b>City</b><br>Langley                        | <b>State &amp; Zip Code/Country</b><br>Washington 98260-9775/U.S.A. |
| (5) | <b>Full Name Of Inventor</b>       | <b>Family Name</b><br>EAST                         | <b>First Given Name</b><br>JOHN               | <b>Second Given Name</b><br>WILLIAM                                 |
|     | <b>Residence &amp; Citizenship</b> | <b>City</b><br>San Diego                           | <b>State or Foreign Country</b><br>California | <b>Country of Citizenship</b><br>U.S.A.                             |
|     | <b>Post Office Address</b>         | <b>Post Office Address</b><br>6643 Fisk Avenue     | <b>City</b><br>San Diego                      | <b>State &amp; Zip Code/Country</b><br>California 92122/U.S.A.      |

Enclosed herewith are the following application parts:

- ☒ Transmittal sheet, in duplicate, containing Certificate Of Mailing Under 37 CFR 1.10.
- ☒ Provisional Patent Application: 108 page(s) of a specification.
- ☒ Our Check No. 1756 in the amount of \$150.00 to cover the Filing Fee.
- ☒ Return postcard.

Please charge any additional fees or credit overpayment to Deposit Account No. 50-0494 of Gates & Cooper.  
A duplicate of this sheet is enclosed.

**GATES & COOPER**  
Howard Hughes Center  
6701 Center Drive West, Suite 1050  
Los Angeles, CA 90045  
(310) 641-8797

By:   
Name: Anthony J. Orler  
Reg. No.: 41,232  
Initials: AJO/io



## About ProjectPoint

ProjectPoint is a project hosting service that you access with a web browser, so all you need is access to the Web and a Browser, and you're up and running. You can communicate and collaborate with all the members in your design team or construction project. ProjectPoint lets you share CAD drawing files (DWG and DWF), text files, or any other file. You can add comments or reply to discussion threads about a file or any other aspect of the project.

ProjectPoint easily installs on your computer and works inside Microsoft Internet Explorer. It requires Internet access, Microsoft Windows and minimum [system requirements](#).

You can view or download files from anywhere in the world to work on them. It's easy to prevent others from overwriting files while you are working on them. All you need to do is lock the file and other project members are notified that you are changing it. When you are done, you can upload and unlock the file, while simultaneously notifying other project members of the change by email.

**Note:** If you have Administrator access, you decide who can view, edit, or change any project. This gives you security over vital information and total control of access to confidential data.

## ProjectPoint Help

Use this help system to understand how to use ProjectPoint to your best advantage. If you have Administrator access, start with the [Quick Start for Project or Site Administrators](#) section. If you have just been invited to join a project team, start with [Essentials for Project Members](#).

If you want to learn more about terms and definitions or how to best use the ProjectPoint Navigation Tools, start by reading these sections:

[Understanding the Navigation Tools](#)

[Using Drag and Drop](#)

[Using the Standard Toolbar](#)

[Using the ProjectPoint Bar](#)

[Using the Right-Click Menu](#)

[Glossary](#)



# System Requirements

## Software

- Windows NT 4.0, Windows 95 or Windows 98
- Microsoft Internet Explorer 4.01

## RAM and Hard Disk Space

- 32 MB of RAM (minimum) 64 MB of RAM recommended
- 50 MB of hard disk space (minimum)
- 64 MB of disk swap space (minimum)
- 20 MB of free disk space during installation only - this space is used for temporary files that are removed when installation is complete

## Hardware (Required)

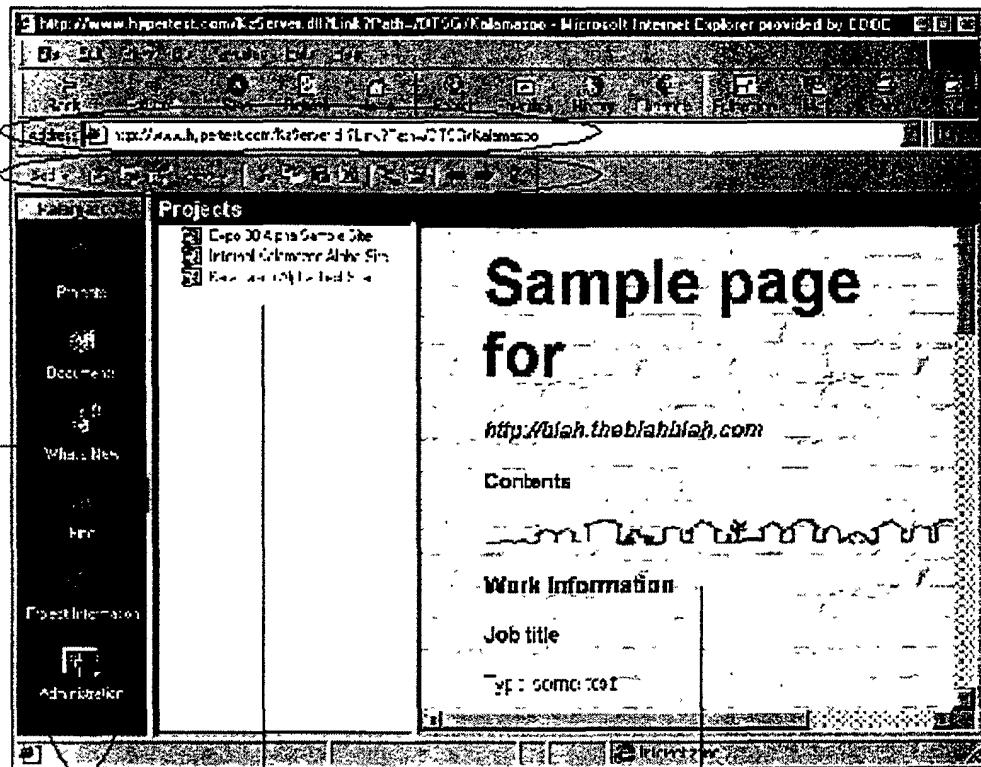
- Intel 486, Pentium (recommended), or better, or compatible processor
- 800 by 600 VGA video display (1024 by 768 recommended)
- Windows-supported display adapter
- Mouse or other pointing device
- CD-ROM drive (if you are installing ProjectPoint from a CD-ROM)

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Address  
(URL) for  
Design Team  
Home

Toolbar

Taskbar



Project List, when **Projects** is  
selected in the Taskbar.

When **Documents** is selected, this  
displays the Document List.

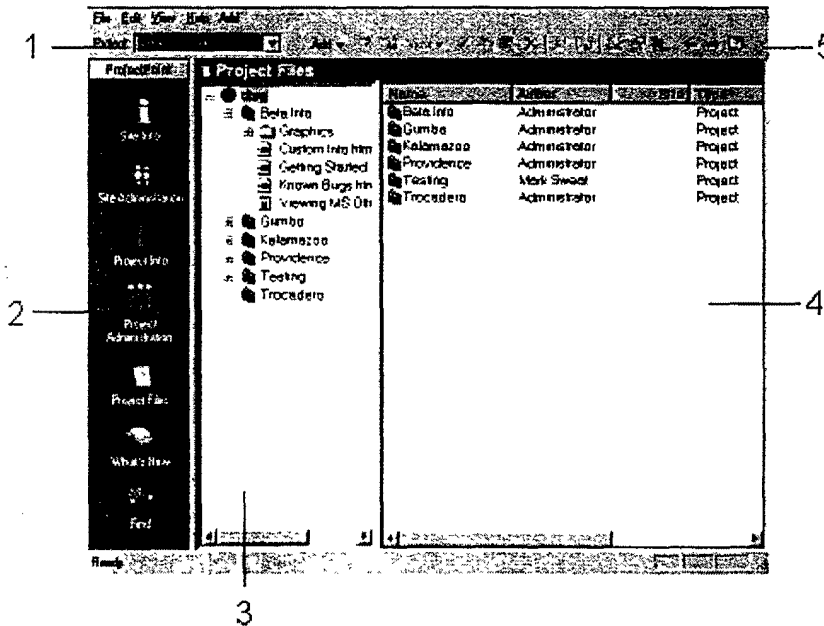
Project Team home page.

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# Navigation Tools

It's easy to navigate throughout ProjectPoint. Features are organized in different "regions" in the main window based on their purpose. You can navigate to any component with a click of the mouse. For example, when you're in the Details view and the display tabs are showing, you simply click the tab that corresponds to the panel that you want to use and it appears on top of the other tabs.



1 = The **Project Selection Bar** provides a list of all projects in your Site. Choose *Select All* to see the Site and all Projects displayed in the hierarchial Tree view.

2 = The **ProjectPoint Bar** provides a way to get to the tasks and activities you use most often.

3 = The **Tree View** contains a hierarchial list of all projects in the site. Click + and – to show or hide the levels in the Tree.

4 = The **Details View** displays the content of a selected file. You choose among the tabs located along the top of the work area to specify the information you want to view and work with.

5 = The **Standard Toolbar** provides a shortcut to the commands you use most often (Add, Edit, Update, and so on).

If you want to learn more about how to navigate around ProjectPoint, start by reading the following sections:

[Using the Standard Toolbar](#)

[Using the ProjectPoint Bar](#)

[Using the Right-Click Menu](#)

[Using Drag and Drop](#)

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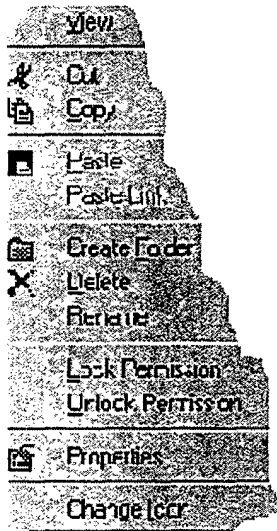
***To drag and drop***

- Use the Tree View to navigate through the project hierarchy. The + and - reveal levels contained within each parent folder. (Similar to the Microsoft Windows Explorer Tree View).

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# Using the Right-Click Menu

Your permission level and the selected file determine what's available in your right-click menu (items vary).



## To use the right-click menu

- Place the mouse on the item that you want to work with, press the right mouse button, and then select an option from the menu.

Many of the right-click menu options are available depending on the type of file you select and your access level.

## Right Button Commands

|                |                                                                                                                                              |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| View in Window | Opens the item for viewing in a new window.                                                                                                  |
| Review         | Not currently implemented.                                                                                                                   |
| Edit           | Locks, downloads, and opens the selected file.                                                                                               |
| Download       | Copies the file to your local computer. <i>Does not lock or open the file.</i>                                                               |
| Go To          | Follows the selected shortcut or link.                                                                                                       |
| Cut            | Moves the selected item and saves it to the Windows clipboard. Once you've pasted in the clipboard, the item is deleted in the old location. |
| Copy           | Copies the selected item to the Windows clipboard.                                                                                           |
| Paste          | Pastes the selected item to the Windows clipboard.                                                                                           |
| Delete         | Removes the selected item.                                                                                                                   |
| Rename         | Allows you to rename the selected item.                                                                                                      |
| Mark as Read   | Marks the selected item as read, so it no longer appears in What's New.                                                                      |
| Lock           | Locks the selected file.                                                                                                                     |

|                    |                                                                                                                                                  |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change Icon</b> | Allows you to change the way the Project, Folder and File icons look. You can choose from several styles, or, use your own custom icon graphics. |
| <b>Properties</b>  | Displays the properties for the selected item. Allows you to modify the Access rights for individual folders or project files.                   |

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# Using the Standard Toolbar

The Standard Toolbar is located at the top of the window in ProjectPoint (just below the Browser controls), and provides a fast way to get to the tasks and activities you use most often.



## To use the Standard Toolbar

- Click the button on the toolbar that corresponds with the option that you want to use.

Many of the toolbar options are available depending on the type of file you select and your access level.

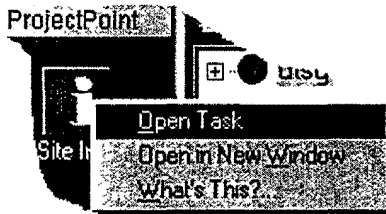
## Buttons

|                          |                                                                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add</b>               | Allows you to add a drawing, file, note, link, folder, or project.                                                                                                                               |
| <b>Edit</b>              | Opens the <i>Save File to Edit As</i> dialog box. Save the file to a folder of your choice on your local computer. <b>This button is not available if you have only List or View permission.</b> |
| <b>Reply to Comment</b>  | Creates a new reply, which is connected to the original comment. Not available to those with View or List permission.                                                                            |
| <b>Update File</b>       | Opens the <i>Update File</i> wizard to update a file that you previously locked and worked with.                                                                                                 |
| <b>View</b>              | Choose <b>Document</b> , <b>Discussion</b> , or <b>Version</b> .                                                                                                                                 |
| <b>Cut</b>               | Moves the selected item and saves it to the Windows clipboard.                                                                                                                                   |
| <b>Copy</b>              | Copies the selected item to the Windows clipboard.                                                                                                                                               |
| <b>Paste</b>             | Pastes the item from the Windows clipboard.                                                                                                                                                      |
| <b>Delete Selected</b>   | Deletes the selected item(s).                                                                                                                                                                    |
| <b>Refresh Hierarchy</b> | Updates the hierarchy view.                                                                                                                                                                      |
| <b>Properties</b>        | Displays the properties for the selected item. Allows you to view and modify the Permission levels for individual folders or Project Files.                                                      |
| <b>Go Back</b>           | Returns to the previous item that you were viewing. Only active when viewing something in a Web Browser control where you can go forward and back.                                               |
| <b>Go Forward</b>        | Returns to the next item you were viewing. Only active when viewing something in a Web Browser control where you can go forward and back.                                                        |
| <b>Help</b>              | Opens the help Table of Contents or correct help page, depending on where you are in ProjectPoint.                                                                                               |

# Using the ProjectPoint Bar

The ProjectPoint Bar is located along the left side of the main window, and provides easy access to the tasks and activities you use most often. When you select one of the ProjectPoint Bar icons, different options (in a tabbed format) are displayed. Similarly, each time you select a tab, a different set of options is available.

If you want to open the task icon, open in a new window, or learn more about the task, just select the icon, right-click, and then make a choice from the menu.



Depending on your assigned permission level, you can get to the following activities:



**Site Info** Provides a page to display important information about your Site to all members. You can easily change the information displayed in this screen according to the communication need.



**Site Administration** For the Site Administrator, this button provides a fast way to get to frequently used administrative tasks and activities, including adding members and groups for the first time, and changing permissions.



**Project Info** Provides easy access to important information about your project, and a project member directory list. If you have Administrator permission, you can change the information displayed in these screens to reflect important project information, according to the project communication needs.



**Project Administration** Provides the Project Administrator a way to get to frequently used administrative tasks and activities, including adding members and groups, changing permissions, and accessing a log of all project activities.



**Project Files** Provides a hierarchical Tree View, similar to Explorer, of all the files in the project. This is the main working area in ProjectPoint, and where you perform tasks such as adding, viewing, editing, updating and discussing the file information stored with your project(s).

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Provides a list of everything you have not viewed or read across all projects in the site, or in individual projects.



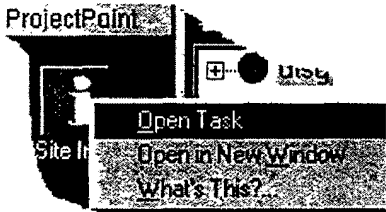
Provides a way to locate files across the whole site, or in individual projects. You can limit or expand your search by including search criteria such as text, author, and date.

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## Using the ProjectPoint Bar

The ProjectPoint Bar is located along the left side of the main window, and provides easy access to the tasks and activities you use most often. When you select one of the ProjectPoint Bar icons, different options (in a tabbed format) are displayed. Similarly, each time you select a tab, a different set of options is available.

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**Project Info** Provides easy access to important information about your project, and a project member directory list. If you have Administrator permission, you can change the information displayed in these screens to reflect important project information, according to the project communication needs.



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Provides a list of everything you have not viewed or read across all projects in the site, or in individual projects.



Provides a way to locate files across the whole site, or in individual projects. You can limit or expand your search by including search criteria such as text, author, and date.

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## Site Info



provides a page to display important information about your Site to all site and project members. You can easily change the information displayed in this screen according to your communication needs.

To change the site information display, see the [Site Administration Options](#) section.



The Site Information tab provides important information about your site. You can easily change the information displayed in this screen according to your communication needs (just create a link to anything that has its own URL).

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Site Administration[illegible]

## Site Administration Groups Tab

The Groups tab is used to add, edit or remove groups from a site.

For example, you can easily create a group of members, and add the group to a project with a single step. Then, each time a new member is added to an existing group, the group list is updated and distributed throughout all projects (folders and files).

If there are a large number of members assigned to projects, and if permission levels vary, it is a good idea to create and use Groups to assign members.

For detailed instructions, see the [Creating a Group for the First Time](#) and [Adding a Group to a Project](#) sections.



## Site Administration Members

The *Members* tab is used to:

- Add or remove members from a site.
- Change members permission levels.
- Notify members that they have been added or removed from a site, or, that there is a change in their assigned permission level.

For detailed instructions, see [Adding Members to a Site](#).

To learn more about permission levels (including definitions), read the [Understanding Permission Levels](#) section.

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## Site Administration Options Tab

The *Site Administration Options* Tab is used to:

- Change the site name.
- Determine the "not to exceed" limit on file versions that are saved with each file in the site.
- Create a link (URL address) to the Site Information page.
- Create a link (URL address) to the Site Directory.

### ***To rename a site***

1. Select the current name in **Site Name**, and then enter a new one.

### ***To specify a number of file versions***

1. Use the arrows in **Versions** to indicate the maximum number of file versions to be saved.

### ***To create a link to the Site Information page***

1. In **Information** click the right arrow, and then choose one of the following:
  - Default - accepts the current URL address.
  - Browse in Home - provides a directory of all ProjectPoint files.
  - Browse - provides a directory of all the files on your local computer and the Internet.

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## Project Information Tab

The *Project Information* tab displays important information about your project to all members. You can easily change the information displayed in this screen according to your communication needs (just create a link to anything that has its own URL).

To change the information displayed in this screen, see [Project Administration Options](#).

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## Project Directory Tab

The Project Directory tab provides a complete list of all project members which is available to everyone who is assigned to the project. You can view directory information in a number of different ways by sorting according to last name, first name, company, work city and home city.

You can also use this page to display other vital project information (just create a link to anything that has its own URL).

To change the information displayed in this screen, see [Project Administration Options](#).

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# Project Administration



**Project Administration** provides the Project Administrator (or Project Manager) with easy access to frequently used administrative tasks and activities. You can name the project, indicate a "not to exceed" version limit to the files in the project, add members and groups, change permissions and access a log of all project activities.

The administration tabs appear in the *Details* view to the right of the ProjectPoint Bar.

To learn more about working with the information in each of the tabs, see [Options](#), [Members](#), and [Activity Log](#).

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| demographic |      | employment |     | education |          | income |     | marital status |     | children           |      | health |     | other |                  |        |        |     |        |                |     |     |   |   |                    |     |     |   |   |                 |     |     |   |   |               |     |     |   |   |              |     |     |   |   |
|-------------|------|------------|-----|-----------|----------|--------|-----|----------------|-----|--------------------|------|--------|-----|-------|------------------|--------|--------|-----|--------|----------------|-----|-----|---|---|--------------------|-----|-----|---|---|-----------------|-----|-----|---|---|---------------|-----|-----|---|---|--------------|-----|-----|---|---|
| variable    | mean | sd         | min | max       | variable | mean   | sd  | min            | max | variable           | mean | sd     | min | max   | variable         | mean   | sd     | min | max    |                |     |     |   |   |                    |     |     |   |   |                 |     |     |   |   |               |     |     |   |   |              |     |     |   |   |
| age         | 38.5 | 10.5       | 18  | 65        | gender   | 0.5    | 0.5 | 0              | 1   | years of schooling | 12.5 | 2.5    | 8   | 16    | household income | 15,000 | 10,000 | 0   | 50,000 | marital status | 0.5 | 0.5 | 0 | 1 | number of children | 1.5 | 1.5 | 0 | 5 | physical health | 0.5 | 0.5 | 0 | 1 | mental health | 0.5 | 0.5 | 0 | 1 | other health | 0.5 | 0.5 | 0 | 1 |

For detailed information, see Working with Activity Logs.

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The *Members* tab is used to:

- Add or remove members from a project.
- Change members permission levels.
- Notify members that they have been added or removed from a project, or, that there is a change in their assigned permission level.

For detailed instructions, see [Adding a Site Member to a Project](#).

To learn more about permission levels (including definitions), read the [Understanding Permission Levels](#) section.



## Project Administration Options

The *Project Administration Options* Tab is used to:

- Change the project name.
- Determine the "not to exceed" limit on file versions that are saved with each file in the project.
- Create a link (URL address) to the Project Information page.
- Create a link (URL address) to the Project Directory.

### ***To rename a project***

1. Select the current name in **Project Name**, and then enter a new one.

### ***To specify a number of file versions***

1. Use the arrows in **Versions** to indicate the maximum number of file versions to be saved.

### ***To create links to the Project Information and Directory pages***

1. In **Information** (or **Directory**) click the right arrow, and then choose one of the following:
  - Default - accepts the current URL address.
  - Browse in Home - provides a directory of all ProjectPoint files.
  - Browse - provides a directory of all the files on your local computer and the Internet.

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## Project Files



Provides a hierarchial list (a Tree View, similar to Explorer) of all the folders and files in the project. To reveal or hide levels, click the + and - symbol to the left of the folder in the list.

When you select an item in the *Tree* View, the details (organized in four tabs) appear in the Details view to the right.



To learn more about working with the information in the tabs, see [General](#), [View](#), [Discussions](#), and [Versions](#).

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## Discussion Tab

The *Discussion* tab is used to display all the discussion threads relating to the selected project file. Discussions are especially useful if you want to chain messages together to exchange information and make decisions as a team. Discussion threads are organized and stored along with the related file.

Project Members do not have to be active participants in discussions to review the information contained in them.

For detailed procedures, see the [Starting a Discussion Thread](#) and [Replying to a Discussion Thread](#) sections.



## Project File General Tab

The *General* Tab is used to:

- View and change the Project name.
- Determine the "not to exceed" limit on file versions that are saved with each file in the project.
- Change a link (URL address) to the Project Information page.
- Change a link (URL address) to the Project Directory.

### *To rename a project*

1. Select the current name in **Project Name**, and then enter a new one.

### *To specify a number of file versions*

1. Use the arrows in **Versions** to indicate the maximum number of file versions to be saved.

### *To create a link to the Project Information page*

1. In **Information** click the right arrow, and then choose one of the following:
  - Default - accepts the current URL address.
  - Browse in Home - provides a directory of all ProjectPoint files.
  - Browse - provides a directory of all the files on your local computer and the Internet.



## Project File Versions Tab

The *Versions* tab provides a list of all versions associated with the currently selected file. You can easily open and view any file version from this tab.

### *To open a previous version*

1. Select the version you want, right-click, and then choose **View**.

**Note:** When you choose **View in Window**, the file will open and be displayed in a separate window outside of ProjectPoint and your browser.

To learn more about creating a new file version or editing a version, read the [Creating a New Version](#) and [Editing a Version](#) sections.



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Figure 1 consists of 12 bar charts, each representing a different demographic or marital category. The x-axis for all charts represents age groups: 18-24, 25-34, 35-44, 45-54, 55-64, and 65+. The y-axis represents the percentage of respondents, ranging from 0 to 100. The categories are: 1. Total, 2. Male, 3. Female, 4. White, 5. Black, 6. Hispanic, 7. Asian, 8. Pacific Islander, 9. Other, 10. Married, 11. Single, and 12. Divorced. The charts show varying trends across age groups, with some categories showing a steady increase or decrease, while others show more complex patterns.

For detailed procedures, see the [Viewing a File](#) section.

## About What's New



Provides a list of everything you have not read in the currently selected project.

The list of unread files appears on the left. When you click a file name in the list, the contents of the file appear in the *Details* view to the right.

For details, see [Using What's New](#) and [Understanding Unread Marks](#).

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## About Find



Provides a way to easily search for files in the currently selected Project. You can limit or expand your search by including search criteria such as text, author, and date.

Files that match your search criteria appear in the bottom left panel. When you click a file name in the list, the contents of the file appear in the *Details* view to the right.

For details, see [Using Find](#).



## Quick Start for Project or Site Administrators

Each Site is assigned one Administrator when it is created. The Administrator can add site members who can also function as administrators (usually at the project level), if they are given the proper permissions.

The ProjectPoint software easily installs on your computer and runs over the Internet (works inside Microsoft Internet Explorer). All you need is access to the Web and a Browser, and you're up and running.

### *To login to your Site*

1. Launch Microsoft Internet Explorer, enter your Site URL address in the *Address* field, and then press **Enter**.
2. Enter the user name and password supplied to you.

Once you are logged in, you can add site members and projects. It is easier to add all the members to a site first and then create the project(s). After you create a project, you can assign the project members to it, giving them the permissions they need to participate in the project.

Project members see only the project(s) to which they belong. If a user is not assigned to any project, they will not see any projects when they log in. This gives you complete control of security for any sensitive material. Assign permissions carefully - once the user has edit permission for a project, they have the ability to overwrite files.

Many project members need just read-only permission (View or List permission). Note that a member can have read-only permission for one project and edit permission for another project. It is up to you as the Administrator to decide who gets permission for each project, folder, and document.

To get started right away, read these sections:

[Understanding Permission Levels](#)

[Adding a Member to a Site](#)

[Creating a Project](#)

[Adding a Member to a Project](#)

[Creating a Group for the First Time](#)

[Adding a Group to a Project](#)

[Inviting Members to Join a Team](#)

## Essentials for Project Members

When you join a project, your project Administrator assigns you one of four permission levels: Edit, Review, View or List. An Administrator can change your permission level at any time over the life of the project, according to your role and the needs of the project, and can override the permissions for an individual folder or document. When new folders and project files are added to a project, the permission list is "inherited" according to the permission list and levels of access assigned at the project (top) level.

If you find that you need different accessibility to project information, contact your Project Administrator.

If you have **Edit** permission, you can add, edit, update, rename, or delete project folders and files, and share all information with other project members. Project files include drawings, folders, notes, comments, links, and external files, such as Images and Microsoft Word files.

If you have **Review** permission, you can view all the files in a project and can redline drawings and add or edit notes, comments, and links.

If you have **View** permission, you can view project files, but cannot add, edit, or delete them.

If you have **List** permission, you can see a list of folders in each project, but cannot view them. Sometimes, you are also assigned a different permission level at a particular folder or file level so you can access and interact with that particular item.

To get started right away, read these sections first:

[Navigating Around](#)

[Adding Files to Projects](#)

[Locking a File](#)

[Using Find](#)

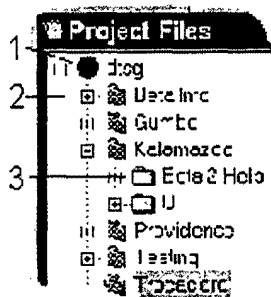
[Using What's New](#)

[Understanding Permission Levels](#)

[Glossary](#)

## About Folders

A project folder is automatically generated when you create a project, and by default, appears in the Tree view. The project folder is used to store all additional (standard) folders, project files, drawings, links and notes that are associated with the project. Project folders are easy to spot because they always appear beneath the Site level, but at the outermost level in the hierarchical Tree view.



1 = Site level

2 = Project folder

3 = Standard folder

**Note:** Project folders cannot be nested in other folders.

### Standard Folders

You create and use standard folders to organize and store project information (text files, drawings, links and notes) to best advantage for your work environment.

Depending on the permission level you have been assigned, you can move standard folders from project to project. You can also drag files into a folder, or create files within a folder.

**Note:** You cannot move folders or project files from one ProjectPoint Site to another. For example, it won't work to open two browsers (and two separate Sites), and then drag files between the two sites.

For detailed procedures, read:

[Adding a New Folder](#)

[Deleting A Folder](#)

## Permission Levels and Lists

Control over access to project information is a central function of ProjectPoint. *Permission levels* identify the access and use of folders and files for every member assigned to project(s) in the Site. See below for permission level definitions.

*Permission lists* contain individuals and groups of people, each assigned with the access level needed to work with project folders and files across the Site. You may only add members to permission list(s) if you are given Administrator permission.

When you add a new folder to a project, it "inherits" the permission list contained in the folder above it. Usually, these permissions remain unchanged for every folder or file in the project(s). An Administrator or Editor can override the permissions for an individual project, folder, or file by modifying the properties for that item, should the need arise.

There are a couple of ways to assign and modify permission lists in ProjectPoint. To learn about assigning permissions at the project level, read the Permissions at the Project Level section. For more information about assigning permissions at the folder or file level, see the Permissions at the Folder or File section.

### Permission Level Definitions

|                      |                                                                                                                                                                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>No Access</b>     | Keeps the Project Members from seeing the project (unless an Administrator gives them permission to view a folder or file).                                                                                                                                  |
| <b>List</b>          | Project Members can see a list of project folders, but cannot view or edit them. This permission level is assigned so a member has the ability to navigate through several levels within a project, and then see and interact with a single file, as needed. |
| <b>View</b>          | Project Members can view project files, but cannot add, edit, or delete them.                                                                                                                                                                                |
| <b>Review</b>        | Project Members can view all files in a project and can redline drawings and add or edit notes, comments, and links.                                                                                                                                         |
| <b>Edit</b>          | Project Members can add, edit, or delete files for a project. These files include drawings, folders, notes, comments, links, and external files, such as images and Microsoft Word files.                                                                    |
| <b>Administrator</b> | Project Members have full rights to a project, including adding or removing other Project Members and assigning permission levels.                                                                                                                           |

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Locking a permission set is different than locking a file! For details about locking a file, read the [Locking and Unlocking a File](#) section.

## Permissions at the Folder or File Level

Occasionally, permission levels can be changed to allow project members to view and interact with individual folders or project files in an exceptional way.

For example, if you want a project member with View permission to be able to edit all files within a particular folder, or edit a single file, just change the project member's permission level to Edit (within the Properties for that folder or file). It is then available to the project member for editing.

To modify permission levels at the folder or file level, follow the procedures in the Assigning Permissions at the Folder or File Level section.

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| Table 1. Demographic characteristics of the study population |             |
|--------------------------------------------------------------|-------------|
| Age (years)                                                  | 50.0 ± 10.0 |
| Gender                                                       |             |
| Male                                                         | 50.0%       |
| Female                                                       | 50.0%       |
| Education                                                    |             |
| High school                                                  | 50.0%       |
| University                                                   | 50.0%       |
| Marital status                                               |             |
| Married                                                      | 50.0%       |
| Single                                                       | 50.0%       |
| Occupation                                                   |             |
| White collar                                                 | 50.0%       |
| Blue collar                                                  | 50.0%       |
| Unemployed                                                   | 50.0%       |
| Health status                                                |             |
| Good                                                         | 50.0%       |
| Poor                                                         | 50.0%       |
| Smoking status                                               |             |
| Smoker                                                       | 50.0%       |
| Non-smoker                                                   | 50.0%       |
| Alcohol consumption                                          |             |
| Drinker                                                      | 50.0%       |
| Non-drinker                                                  | 50.0%       |
| Family size                                                  |             |
| 1-2                                                          | 50.0%       |
| 3-4                                                          | 50.0%       |
| 5 or more                                                    | 50.0%       |
| Income (TL/month)                                            |             |
| 1000-2000                                                    | 50.0%       |
| 2000-3000                                                    | 50.0%       |
| 3000-4000                                                    | 50.0%       |
| 4000-5000                                                    | 50.0%       |
| 5000 or more                                                 | 50.0%       |

**Note:** If a Folder contains Unread Project Files, it is also marked "Unread".

You can quickly check to see if there is any new information in a project by logging in to ProjectPoint and looking for Unread Marks on the Project folder  in the *Tree* view.

**Note:** The only Project Member who does not receive "Unread Mark" notification is the person who added or changed a file.

## Use What's New

## Add a Member to a Site

Site Members are people in your organization who will be assigned to one or more projects. It is a good idea to add them to your site first, and then assign them to a project when it is created.

### **To add a site member**

1. In the ProjectPoint Bar, click **Site Administration**.
2. Click the *Site Members* tab.
3. Click **Add** to display the *Add Member* dialog box.
4. Enter the *Name* , *Password* , and *Email Address* for the new member. **Note:** These three fields are required.
5. Enter other information as desired, and then click **OK**.
6. Add other members until everyone in your workgroup is included by repeating steps 3 - 5.

### **To change member information**

1. In the member list, select a name, and then click **Edit**.
2. Change the information, and then click **OK**.

**Tip:** You can also create a group of members, then add the group to a project with a single step. Then, each time a new site member is added to an existing group, the group list is updated throughout all folders and files in the project.

---

See Also:

[Creating a Project](#)

[Adding a Member to a Project](#)

[Creating a Group for the First Time](#)

[Adding a Group to a Project](#)

[Understanding Permission Levels](#)

## Create a Group for the First Time

With ProjectPoint, you can quickly create a Group of members and then add the Group to a single project, or, to all projects across the Site. Then, each time a new member is added to an existing group, the Group list is updated throughout all folders and files in all projects where the Group is assigned.

**Note:** If there are a large number of members assigned to projects, and if permission levels vary, it saves lots of time to create and use Groups to assign members.

### *To create a Group*

1. In the ProjectPoint Bar, click **Site Administration**.
2. Click the *Groups* tab.
3. Click **Add Groups** to display the *Add Groups/Edit Groups* dialog box.
4. Enter a Group Name.

**Note:** Group Names can contain up to 32 characters and spaces.

1. Click one or more project member's name(s).
2. Click **Add**.
3. Click **Close**.

**Tip:** You can select more than one name by using the **Shift** and **Ctrl** keys. When you hold down the **Shift** key and click another name, all the names between the two names are selected. When you hold down the **Ctrl** key and select another name, that name is added to the select list. When you add multiple members, they must all have the same permission level.

---

See Also:

[Adding a Group to a Project](#)

# Create a Project

In ProjectPoint, you create a project to organize and hold all related folders and files, people, and administrative information. All of the projects you create are organized and stored in your Site.

## To create a project

1. In the ProjectPoint Bar, click **Project Files**.
2. In the Standard Toolbar, Click **Add**, and then select **Project**.
3. Name the project, and then click **OK**.

A project folder  appears in the hierarchical Tree view.

**Tip:** You can also use the right-click menu to create a project. In the *Tree* view, right-click, and then select **Create Project**.

---

## See Also:

[Adding a Member to a Site](#)

[Adding a Site Member to a Project](#)

[Creating Groups for the First Time](#)

[Adding a Group to a Project](#)

[Understanding Permission Levels](#)

[Assigning and Changing Permission Levels](#)

# Add a Site Member to a Project

As Project Administrator, you are the only person who can get to a newly created project. When you add members to a project, those you have added can also access the project information. The tasks and activities available to members depends on their assigned permission.

## To add a site member to a project

1. In the ProjectPoint Bar, click **Project Administration**  
  
or
  - In the Standard Toolbar, click **Project**.
1. Select the *Members* tab.
2. Click **Add Members** to display the *Add Members and Groups* dialog box.
3. Click a member's name, and then click **Add**.
4. From the Permission list, choose a permission level for the user(s). See [Understanding Permission Levels](#) for more information.
5. Click **OK** to place the name in the *Add Names* list.
6. Click **Add**.
7. When you are done adding members, click **Close**.
8. **Optional:** To automatically notify project members that they have been added to the project, or, if you have changed a permission level, select the *Email Added Members* checkbox.
9. Click **Apply Changes**.

**Tip:** You can select more than one name by using the **Shift** and **Ctrl** keys. When you hold down the **Shift** key and click another name, all the names between the two names are selected. When you hold down the **Ctrl** key and select another name, only that name is added to the select list. When you add multiple members, they must all have the same permission level.

---

See Also:

[Adding a Group to a Project](#)

[Inviting Members and Groups to Join a Project](#)

## Add a Group to a Project

With ProjectPoint, you can save lots of time by adding a Group to a single project, or, to all projects across the Site with a single step. Then, each time a new member is added to an existing group, the Group list is updated throughout all folders and files in projects where the Group is assigned.

**Note:** If there are many project members assigned to projects, and if permission levels vary, it is a good idea to create and use Groups to assign members.

1. In the ProjectPoint Bar, click **Project Administration**.
2. Select the *Members* tab.
3. Click **Add Groups** to display the *Add Members and Groups* dialog box.
4. Click a Group name, and then click **Add**.
5. From the Permission list, choose a permission level for the group(s). See [Understanding Permission Levels](#) for more information.
6. Click **OK** to place the name in the *Add Groups* list.
7. **Optional:** To automatically notify Project Members that they have been added to the Project, or, if you have changed a permission level, select the *Email Added Members* checkbox.
8. Click **Add**.
9. When you are done adding Groups, click **Close**.
10. Click **Apply Changes**.

**Tip:** You can select more than one group by using the **Shift** and **Ctrl** keys. When you hold down the **Shift** key and click another name, all the names between the two names are selected. When you hold down the **Ctrl** key and select another name, only that name is added to the select list. When you add multiple groups, they must all have the same permission level.

See Also:

[Inviting a Group to Join a Project](#)

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### ***To invite a member to join a project***

- Here's an example automatic email:

by: Administrator

*Your user name is: \*\*\*\*\**

Your password is: \*\*\*\*\*

Your permission level is: Admin

The project URL is: (for example, [Http://www.hypertest.com/kzclient/DTSG/ProjectPoint](http://www.hypertest.com/kzclient/DTSG/ProjectPoint))

To login, the project member enters the URL, User Name and Password. The ProjectPoint software is automatically installed on the project member's computer.

## See Also

## Add a Member to a Site

## Add a Site Member to a Project

# Assign Permissions at the Project Level

When you assign the permission level for a member at the project level, the permission list is updated and distributed through every folder and file in the project. When new folders and project files are added, the permission list is "inherited" according to the permission levels you assigned at the project (top) level.

## *To assign or change permission levels at the project level*

1. In the Project Selection Toolbar, verify that you have selected the project you want.
2. In the ProjectPoint Bar, click **Project Files**.
3. In the Tree view, select (highlight) the folder or file you want to work with, right-click, and then choose **Properties** from the menu

or

- Select the folder or file you want to work with, and then in the Standard Toolbar, click **Properties**.
3. Click the *Security* tab, select a member's name from the list, and then assign or change the permission level in *Permission* .

**Note:** The default assignment for all members is **View**.

4. **Optional:** To notify a project member via email that they have been added or removed from the permission list for the project, check the E-Mail box before you leave the *Members* tab.

**Note:** You can also assign and preserve a different permission level for a project member at the folder or file level. All you need to do is lock the permission set for the folder or file. Then, even if permission levels change elsewhere in the project, the locked item is "skipped" and the permission set remains unchanged.

For details about locking permission sets, read the [Locking and Unlocking Permission Sets](#) section.

See Also:

[Understanding Permission Lists](#)

[Permissions at the Folder or File Level](#)

## Assign Permissions at the Folder or File Level

When you assign the permission level for a member at the folder or file level, the updated permission list is applied to all the sub-folders and project files throughout all subordinate levels in the project.

When new folders and project files are added, permission lists are "inherited" according to where you place the new folder or file within the project hierarchy.

For example, if you want a project member with View permission to be able to edit all files within a particular folder, or work with a single file, just change the project member's permission level to Edit (within the Properties for that folder or file). It is then available to the project member for editing.

### *To assign or change permission levels at the folder or file level*

1. In the Project Selection Toolbar, verify that you have selected the project you want.
2. In the ProjectPoint Bar, click **Project Files**.
3. Use the mouse to select (highlight) the folder or file you want to work with, right-click, and then click **Properties** from the menu.
5. Click the *Security* tab, and then select the name you want from the list.
6. Select the desired permission level in *Permission* .

### *To change a member's permission level*

1. Click **Add**, select the name you want from the list, and then select the desired permission level in *Permission* .

**Optional:** To notify a project member via e-mail that they have been added or removed from the permission list for the folder or file, check the E-Mail box before you leave the *Security* tab.

**Note:** You can also assign and preserve a different permission level for a project member at the folder or file level. All you need to do is lock the permission set for the folder or file. Then, even if permission levels change elsewhere in the project, the locked item is "skipped" and the permission set remains unchanged.

For details about locking permission sets, read the [Locking and Unlocking Permission Sets](#) section.

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See Also:

[Understanding Permission Levels](#)

[Permissions at the Project Level](#)

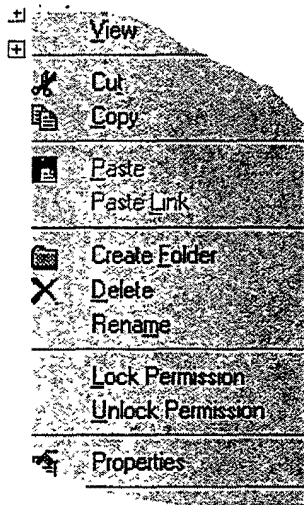
[Locking and Unlocking a Permission Set](#)

# Lock and Unlock a Permission Set

From time to time, you may want to lock a single folder or file permission set. By doing so, the current permission list remains unchanged, regardless of changes that are made to permission lists elsewhere in the project hierarchy.

## *To lock and unlock a permission set (folder or file)*

1. In the Project Selection Toolbar, verify that you have selected the project you want.
2. In the ProjectPoint Bar, click **Project Files**.
3. In the Tree view, select (highlight) the folder or file you want to work with, right-click, and then choose **Lock Permission Set** or **Unlock Permission Set** from the menu.



When a permission set is locked, you see a symbol in the Tree view next to the locked item. When the permission set is unlocked, the symbol in the Tree view disappears.

**Note:** When you lock a permission set, you are locking the *entries* you see in the Permission list. The list may include a combination of individual members and groups. If you lock a permission set, and then add a new member to a Group that is in the locked permission list, the new member will have access to the folder or file.

For absolute security, do not add new members to Groups when a permission set is locked.

# Add a New Folder

Folders contain all the files (including text files, drawings, links and notes) associated with a project.

## To add a new folder

1. In the ProjectPoint ProjectPoint Bar, select **Project Files**. In the Tree view, select the parent or project folder.
2. In the Toolbar, click **Add/Folder**

or

- Select a project or parent folder, right-click, and then choose **Create Folder**.

A new Folder  appears in the Tree View.

3. Enter a name to replace the *New Folder* default.

**Tip:** You can cut, copy, move paste and delete folders in the Tree and Detail views by dragging them to the correct location, just as you are able to do in Microsoft Explorer.

Depending on the permission level you have been assigned, you can also move folders from project to project by dragging files into a folder.

---

## See Also

[Understanding Permission Levels](#)

[Assigning and Changing Permission Levels](#)

[Deleting a Folder](#)

## Delete a Folder

To delete a folder

1. In the *Tree* View, select the folder you want to delete.
2. In the Toolbar, click **Delete**

or

Right-click, and then choose **Delete**.

When you delete a Folder, all contents (including nested folders) are removed.

**Caution:** The Undo feature is not available when you delete a folder, and there is no Recycle bin — delete folders with care!

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# Add a File

After you set up a new project, you can add files to it. File types include drawings, redlines, text files, links and notes. The ability to view them in ProjectPoint depends on your browser and the plug-ins that you have installed on it. By default, you can view HTML files and text files. AutoCAD drawing files can be viewed in ProjectPoint if you have Whip, View and DWG-X installed .

When you add a file to your project, you select a file from your local computer which is uploaded across the Web and placed inside a project folder within your ProjectPoint Site. The file is stored on the ProjectPoint server and is available to other project members (level of interaction depends on the assigned permission).

## To add a file

1. In the Project Selection field, make sure you have selected the project you want.
2. In the Tree view, select a "target" folder.
3. In the Standard Toolbar, choose **Add/File**. The *Add File* Wizard opens  
or
  - Drag the existing file(s) from your computer to a folder in ProjectPoint. The *Add/File* Wizard opens.
1. In the first screen, click **Browse**. Use the *Open* dialog box to select a file, and then click **Open**.
2. Continuing in the *Add File* Wizard, click **Next**.
3. **Optional:** You can add a subject line and a comment, which becomes the first discussion item for this file. Then, click **Next**.
4. **Optional:** You can send an email notification about this file. To copy the subject line and comment from the previous screen into the email, click **Copy comment**. To select an email recipient from the list of Project Members, click **To**.
5. To add the file, click **Finish**. This also adds the comment and sends the email notification.

**Note:** You can click **Finish** at any time to copy the file to ProjectPoint, without adding comments or email.

## To rename a file

1. In the *Name* field, select the name and enter a new one  
or
  - Select the file, right-click, and then choose **Rename**.

Similar to the way your web browser works, no two project files in the same folder are allowed the same name. If a file is added to a folder, and a file of the same name already exists, you are given a choice to update the current file or cancel the operation. To learn more about updating files, read the [Creating a New Version](#) section.

See Also:

[Viewing a File](#)

[Editing a File](#)

[Locking and Unlocking a File](#)

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## Add a Note

Notes are text files that are created and stored with folders or files in a project. When you create a note, you are creating a stand-alone file (similar to a read me file) that can be edited or updated. There are some simple formatting options (font, point size, etc.) available when you create a note, similar to the way Microsoft Word works.

There are lots of useful ways to use Notes. For example, you can create a note about the specifics of a folder or file, or, simply record your thoughts. Then, email the appropriate project member(s), and include the URL address to the corresponding note in the body of the email.

Each note is stored with the associated project file. Unlike Comments (and Discussion threads) you cannot chain notes together.

**Note:** If you want to create and chain together messages to exchange information, read the [Starting a Discussion Thread](#) section.

### To add a note

1. In the Tree view, select the "target" folder or file.
2. In the Standard Toolbar, choose **Add/Note**
3. In the *Add File-Create Note* Wizard window, enter your note and format it as desired.
4. Click **Next**.
5. **Optional:** You can add a subject line and a comment, which becomes the first discussion item for this file. Then, click **Next**.
6. **Optional:** You can send an email notification about this file. To copy the subject line and comment from the previous screen into the email, click **Copy comment**. To select an email recipient from the list of Project Members, click **To**.
7. Click **Finish** to add the note. This also sends the email notification.

**Tip:** You can also create a hyperlink within the body of your note which will save time for everyone. Then, all it takes is a click to go to anyplace on the internet to check out a new idea, or, to reference important information.

**To create a hyperlink**, highlight the text, click the globe icon, and enter the URL in the address field.

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See Also:

[Viewing a File](#)

[Editing a File](#)

[Locking a File](#)

[Deleting a File](#)

## Add a Link

A link is a shortcut to a Web site or to another file location in your project or site. You can create a link to anything that has its own URL. Links make it easy to add a reference to a file when the referenced information isn't stored in the same location as the related files.

For example, you can add a link to provide other project members with a way to quickly get to a new project home page. Having a link near the related files also makes it easy to view the information at the link location in the same context as the other files.

A fast way to view a link without leaving a specific location is to double-click the link symbol in the *Tree* view. The linked page is displayed in the *Details* view.

### To add a link

1. In the Standard Toolbar, choose **Add/Link**.
2. In the *Title* field, enter the name of the link. This is the name that appears in the project folder.
3. In the *Address* field, enter the entire URL for the web page. For example: <http://www.autodesk.com>

**Tip:** Go to the page you want to link to, and copy its URL out of the Address or Location box at the top of your browser. Then, paste the URL in the Address field.

4. Click **Finish** to add the link, or click **Next** to add a comment or send an email notification.

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See Also:

[Viewing a File](#)

[Editing a File](#)

[Locking a File](#)

[Deleting a File](#)

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**To view a link**

- or**

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|  | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397 | 2398 | 2399 | 2400 | 2401 | 2402 | 2403 | 2404 | 2405 | 2406 | 2407 | 2408 | 2409 | 2410 | 2411 | 2412 | 2413 | 2414 | 2415 | 2416 | 2417 | 2418 | 2419 | 2420 | 2421 | 2422 | 2423 | 2424 | 2425 | 2426 | 2427 | 2428 | 2429 | 2430 | 2431 | 2432 | 2433 | 2434 | 2435 | 2436 | 2437 | 2438 | 2439 | 2440 | 2441 | 2442 | 2 |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|---|
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Here's what you see when you try to view a file without a viewer installed.

1. In the *Details* view, select the file you want to view.
2. In the Standard Toolbar, click **View/File**

**or**

- Select the file you want to view, right-click, and then choose **View** from the menu.

## Adding a File

## Editing a File

## Locking a File

## Deleting a File

## Working with Multiple Files

## Work with Multiple Project Files

From time to time, it is helpful to reference the task and activity options you use most often, and work with several project files at the same time. There are a couple of ways to work with multiple project files. Choose from one of the following options, according to your viewing needs.

- **View in New Window** - Use this option to open a selected file in the Details view (so you have access to all the tabbed options) in a separate window. Then, you can view any number of details about two files at the same time.

For example, if you want to view a file, but you also need to reference a discussion related to the file, select a file from the list in the Tree view, right-click, and then choose **View in New Window**. The selected file appears in the Details view in a separate window. You see the contents of the file (View tab) and you also have access to all the other tabbed options (General, Discussion and History).

Then, navigate to ProjectPoint, open the discussion related to that drawing, and review both project files at the same time.

- **Open in New Window** - Use this option as a convenient work tool to locate the task and activity options you use most often (Site Administration, Project files, What's New, etc.) in a separate window from the main Browser.

For example, if you are working in a particular file, but want to reference the Project Information page, right-click the Project Info task, choose **Open in New Window**, and select the *Project Information* tab. The project information is displayed in a separate window from your browser, and you haven't lost your place with the work you are doing in ProjectPoint.

For detailed procedures, read:

[Viewing Multiple Project Files](#)

# View Multiple Project Files

## *To open and view multiple project files*

1. In the *Tree* view, select the file you want to open and view.
2. Right-click, and then choose one of the following options:

- **View in New Window**

Use this option to open a selected file in the Details view (so you have access to all the tabbed options) in a separate window. Then, you can view any number of details about two files at the same time.

or

- **Open in New Window**

Use this option to conveniently locate the task and activity options you use most often (Site Administration, Project files, What's New, etc.) in a separate window from the main Browser.

The file is now open and displayed. For more information and examples of each of the options, read the [Working with Multiple Files](#) section.

3. Repeat steps 1 and 2 until you have opened all the project files you want to view.

You can use the mouse to re-size and position each separate window to see more than one file at the same time.

## Edit a File

You can edit drawings, redlines, project files, links and notes from within ProjectPoint.

When you click Edit, the selected file (stored on the server) is locked so that other project members cannot change the file at the same time you are working with it.

**Note:** A locked file can still be viewed.

If you have Administrator or Edit permission, and attempt to download or edit a locked file, a message appears to let you know about the existing lock and asks if you still want to continue the operation. If you continue, the file is downloaded and saved to your computer, but will remain locked by the person who locked the file to start with.

After the file is downloaded, the application registered as the file type's editor with Microsoft Windows opens the file on your computer (if a document is a redline, link or a note, it is edited within ProjectPoint). If you want to change the registered application, you can make the change at this point.

### Working In a Collaborative Environment

To make sure the exchange of information goes smoothly, and that edited files are not accidentally overwritten, you may want to establish some basic team communication guidelines. Sharing project files and working collaboratively works most effectively if you decide how you want to work together as a team, set up the ground rules, and then let all project members know right from the start. Here are some suggestions to consider as you set up project communication guidelines.

- Notify the person who originally locked the file before you download the same locked file to your local computer for editing.
- Use ProjectPoint's [Discussion](#) feature to let others know that you are downloading a file for editing, or, to communicate about folders and files in general.
- Use email to keep others informed as changes to folders and files start, continue, and finish.
- After you make changes to your version of the file, rename it, and then upload it to the ProjectPoint server. Send an email or attach a discussion item to let others know about the name change.
- Assign one person with primary responsibility for keeping edited files organized, named, and backed up to a local computer.

#### To edit a File

1. In the *Details* view (or Tree view), select the file you want to edit.
2. In the Standard Toolbar, click **Edit/File**.

After you complete an editing session, it's a good idea to save the file to your local computer. If the file is ready to be shared with other project members, the updated version can be copied back to the ProjectPoint server using the *Update File* Wizard (In the Standard Toolbar, click the Update File icon). The current version of the file is replaced by the updated version, and the file is unlocked. Otherwise, you can continue to edit the file until you are ready to share the changes with others.

**Optional:** You can also Drag and Drop or use Cut/Copy/Paste from the Microsoft Windows Desktop to update a file in ProjectPoint. If a file with the same name exists in the "target" folder, ProjectPoint assumes that you want to update the existing file.

**Note:** When you use the Cut/Copy/Paste method to add or update a file, the item is not locked.

The ProjectPoint server maintains previous versions of project files. For more information about working with multiple versions, read the [Creating Versions](#), [Editing Versions](#), and [Viewing Previous Versions](#) sections.

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See Also:

[Adding a File](#)

[Locking a File](#)

[Deleting a File](#)

[Updating a File](#)

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## Update a File

In ProjectPoint, you can update a file after you are finished editing it. The updated version is copied from your local computer back to the ProjectPoint server by using the *Update File* Wizard. The current version of the file is replaced by the updated version, and the file is unlocked.

**CAUTION:** Be careful when you update a file that you do not overwrite changes made by another member who may have edited and then updated the same file between the time you downloaded and updated! For tips about sharing project file information effectively, read the Working in a Collaborative Environment section.

### *To update a file*

1. In the Tree view, select the "target" folder.
2. In the Standard Toolbar, click the **Update File** icon.

The *Update File* Wizard appears.

3. Select the (updated) file(s) you want to move back to the ProjectPoint server. Click **Browse** to choose files as needed, and then click **Next**.
4. **Optional:** You can add a subject line and a comment, which becomes the first discussion item for this document. Then, click **Next**.
5. **Optional:** You can send an email notification about this file. To copy the subject line and comment from the previous screen into the email, click **Copy comment**. To select an email recipient from the list of Project Members, click **To**.
6. To add the file, click **Finish**. This also adds the comment and sends the email notification.

**Note:** You can click **Finish** at any time to copy the file to ProjectPoint, without adding comments or email.

**Optional:** You can also Drag and Drop or use Cut/Copy/Paste from the Microsoft Windows Desktop to update a file in ProjectPoint. If a file with the same name exists in the folder where information is moved to, ProjectPoint assumes that you want to update the existing file.

**Note:** When you use the Cut/Copy/Paste method to add or update a file, the item is not locked.

|  | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397 | 2398 | 2399 | 2400 | 2401 | 2402 | 2403 | 2404 | 2405 | 2406 | 2407 | 2408 | 2409 | 2410 | 2411 | 2412 | 2413 | 2414 | 2415 | 2416 | 2417 | 2418 | 2419 | 2420 | 2421 | 2422 | 2423 | 2424 | 2425 | 2426 | 2427 | 2428 | 2429 | 2430 | 2431 | 2432 | 2433 | 2434 | 2435 | 2436 | 2437 | 2438 | 2439 | 2440 | 2441 | 2442 | 2 |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|---|
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## Lock a File

63

## Delete a File

There are a couple of ways to delete files in ProjectPoint, but the main point to remember is that your permission level determines what type of file you can delete. If you have been assigned Edit or Administrator permission, you can delete all file types. If you have View permission, you can delete link and note files.

**CAUTION:** You cannot move or delete files that are locked. If you try to do this, an error message is displayed. For example, if you try to delete a folder that contains a locked file, you see the error message, the folder remains (with the single locked file in it), and all other unlocked files are deleted from the server.

### **To delete a file**

1. In the *Details* view (or Tree View), select the file you want to delete.
2. In the Toolbar, click **Delete**

or

- Select the file you want to delete, right click, and then choose **Delete** from the menu.

ProjectPoint asks for confirmation before deleting the file from the server. If you change your mind, there is no Restore command, so delete with care!

## Use Find

You can easily search for files located in your site, the currently selected project or a specific folder. You can limit or expand your search by including search criteria such as text, author, and date.

### *To use Find*

1. In the Tree view, Select the Site, Project or folder that you want to search.
2. In the ProjectPoint Bar, select **Find**.
3. In the *Text to find* field, enter the name of the file.
4. Optional: Choose one of the constraints, such as Author or Date to limit the search.
5. Click **Search**. The search results are displayed below the *Search* window.
6. Optional: If you want to find information in the body of a file, click **Full Content Search**.

**Caution:** Use **Full Content Search** carefully. When you select this option, all text in every document on the server is searched.

If your search does not produce any matches, make sure you have selected the right project and then broaden your search criteria. To search for all files, leave the *Text to find* field blank and click **Search** (no wild cards are needed).

**Note:** A general search includes the Document title and Description fields only.

## View a Version

### To view a version

1. In the *Tree* View, select the file you want to view.

The file is opened and displayed in the *Details* View.

2. In the *Details* View, click the *Versions* tab.



3. Select the version you want, right-click, and then choose **View**.

**Note:** When you choose **View in New Window**, the selected file is opened in the Details view. You also have access to all the tabbed options (in case you want to select from the other tabs) in a separate window. Then, navigate to ProjectPoint, open any other file and view a variety of details about two files at the same time.

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# Work with Activity Logs

With ProjectPoint, it is possible to customize and view data at the project level by choosing from a series of "filters" that show or hide information according to what you want to view. So, you can view a broad array of information, or, zero in on a very specific piece of data according to Date, Users, Actions, or Types.

**Note:** The Activity Log is only available to those with Administrator or Edit permission.

## To access activity log information

1. In the ProjectPoint Bar, click **Project Administration**.
2. Click **Activity Log**, and the tab moves to the front of the tabbed panels.

The Activity Log tab contains three options:

**Dates** - displays all events according to the date choices you enter.

**List Options** - displays information according to the User(s), Action(s) or Type(s) you select.

**Refresh List** - use to manually update all actions that have occurred since the last time you selected the *Activity Log* tab or the **Refresh List** button. It's a good idea to use the refresh option periodically when you have been logged in to ProjectPoint for a long time.

3. In the *Dates* field, choose from Between, After, Any, Before or Between, and then enter the date you want.
4. Optional: Click **Refresh List** to manually update all actions that have occurred since the last time you selected the Activity Log tab or the **Refresh List** button.

**Note:** You can sort information by Name, Date, Action, or Type Item by clicking in the corresponding title bar located across the top of the table.

## To specify types of activity log information

1. In the *Activity Log* tab, click **List Options**.
2. Click the box(s) next to the type of event you wish to view from the following options:
  - Choose **Users** to specify the members to be included in your Activity Log view.
  - Choose **Actions** to specify the ProjectPoint task(s) or activities (such as Read, Delete, Download, Change Permission, and so on) to be included in your Activity Log view.

**Tip:** All login and logout events are recorded, and they are not project specific. If you want to filter out (hide) these events from your Activity Log view, choose **List Options/Actions**, and then click the Login and Logout boxes.

- Choose **Types** to specify the type of ProjectPoint file or activity (such as Comments, Folders, Link, Project, and so on) to be included in your Activity Log view.

Select All.

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|  | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | 2048 | 2049 | 2050 | 2051 | 2052 | 2053 | 2054 | 2055 | 2056 | 2057 | 2058 | 2059 | 2060 | 2061 | 2062 | 2063 | 2064 | 2065 | 2066 | 2067 | 2068 | 2069 | 2070 | 2071 | 2072 | 2073 | 2074 | 2075 | 2076 | 2077 | 2078 | 2079 | 2080 | 2081 | 2082 | 2083 | 2084 | 2085 | 2086 | 2087 | 2088 | 2089 | 2090 | 2091 | 2092 | 2093 | 2094 | 2095 | 2096 | 2097 | 2098 | 2099 | 2100 | 2101 | 2102 | 2103 | 2104 | 2105 | 2106 | 2107 | 2108 | 2109 | 2110 | 2111 | 2112 | 2113 | 2114 | 2115 | 2116 | 2117 | 2118 | 2119 | 2120 | 2121 | 2122 | 2123 | 2124 | 2125 | 2126 | 2127 | 2128 | 2129 | 2130 | 2131 | 2132 | 2133 | 2134 | 2135 | 2136 | 2137 | 2138 | 2139 | 2140 | 2141 | 2142 | 2143 | 2144 | 2145 | 2146 | 2147 | 2148 | 2149 | 2150 | 2151 | 2152 | 2153 | 2154 | 2155 | 2156 | 2157 | 2158 | 2159 | 2160 | 2161 | 2162 | 2163 | 2164 | 2165 | 2166 | 2167 | 2168 | 2169 | 2170 | 2171 | 2172 | 2173 | 2174 | 2175 | 2176 | 2177 | 2178 | 2179 | 2180 | 2181 | 2182 | 2183 | 2184 | 2185 | 2186 | 2187 | 2188 | 2189 | 2190 | 2191 | 2192 | 2193 | 2194 | 2195 | 2196 | 2197 | 2198 | 2199 | 2200 | 2201 | 2202 | 2203 | 2204 | 2205 | 2206 | 2207 | 2208 | 2209 | 2210 | 2211 | 2212 | 2213 | 2214 | 2215 | 2216 | 2217 | 2218 | 2219 | 2220 | 2221 | 2222 | 2223 | 2224 | 2225 | 2226 | 2227 | 2228 | 2229 | 2230 | 2231 | 2232 | 2233 | 2234 | 2235 | 2236 | 2237 | 2238 | 2239 | 2240 | 2241 | 2242 | 2243 | 2244 | 2245 | 2246 | 2247 | 2248 | 2249 | 2250 | 2251 | 2252 | 2253 | 2254 | 2255 | 2256 | 2257 | 2258 | 2259 | 2260 | 2261 | 2262 | 2263 | 2264 | 2265 | 2266 | 2267 | 2268 | 2269 | 2270 | 2271 | 2272 | 2273 | 2274 | 2275 | 2276 | 2277 | 2278 | 2279 | 2280 | 2281 | 2282 | 2283 | 2284 | 2285 | 2286 | 2287 | 2288 | 2289 | 2290 | 2291 | 2292 | 2293 | 2294 | 2295 | 2296 | 2297 | 2298 | 2299 | 2300 | 2301 | 2302 | 2303 | 2304 | 2305 | 2306 | 2307 | 2308 | 2309 | 2310 | 2311 | 2312 | 2313 | 2314 | 2315 | 2316 | 2317 | 2318 | 2319 | 2320 | 2321 | 2322 | 2323 | 2324 | 2325 | 2326 | 2327 | 2328 | 2329 | 2330 | 2331 | 2332 | 2333 | 2334 | 2335 | 2336 | 2337 | 2338 | 2339 | 2340 | 2341 | 2342 | 2343 | 2344 | 2345 | 2346 | 2347 | 2348 | 2349 | 2350 | 2351 | 2352 | 2353 | 2354 | 2355 | 2356 | 2357 | 2358 | 2359 | 2360 | 2361 | 2362 | 2363 | 2364 | 2365 | 2366 | 2367 | 2368 | 2369 | 2370 | 2371 | 2372 | 2373 | 2374 | 2375 | 2376 | 2377 | 2378 | 2379 | 2380 | 2381 | 2382 | 2383 | 2384 | 2385 | 2386 | 2387 | 2388 | 2389 | 2390 | 2391 | 2392 | 2393 | 2394 | 2395 | 2396 | 2397 | 2398 | 2399 | 2400 | 2401 | 2402 | 2403 | 2404 | 2405 | 2406 | 2407 | 2408 | 2409 | 2410 | 2411 | 2412 | 2413 | 2414 | 2415 | 2416 | 2417 | 2418 | 2419 | 2420 | 2421 | 2422 | 2423 | 2424 | 2425 | 2426 | 2427 | 2428 | 2429 | 2430 | 2431 | 2432 | 2433 | 2434 | 2435 | 2436 | 2437 | 2438 | 2439 | 2440 | 2441 | 2442 | 2 |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|---|
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Each time you add or edit a file, ProjectPoint keeps track of those files, including each file component (versions, discussions and redlines), creates a list, and sends an email notification to all project members. Then, ProjectPoint displays an "Unread Mark" next to all unread items in the *Tree View*.

If you click **What's New** in the ProjectPoint Bar and nothing is displayed, then you are current with the project, or, the only unread project files are items you created or edited. If there are files shown, you can view or edit them, or, mark them as read.

1. In the Project Selection toolbar, select the desired project.
2. In the ProjectPoint Bar, click **What's New**.

- v- indicates a new version has been added
- r- indicates a new redline has been added
- d- indicates a discussion item has been added

3. Select the file in the Tree view, and then look at the portion of the document that has changed since the last time you reviewed it.

1. Select the item, right-click, and then choose **Mark as Read** from the menu.

# Add a New Drawing

You add drawing files to any project folder in ProjectPoint to share files with others and to collaborate and exchange ideas about the contents, or allow others to edit drawing files. ProjectPoint recognizes .dwg or .dwf file types.

When you add a drawing file to your project, you select a file from your local computer which is uploaded across the Web and placed inside a project folder within your ProjectPoint Site. The file is stored on the ProjectPoint server and is available to other project members (level of interaction depends on the assigned permission).

**Note:** You can launch the *Add Drawing* Wizard from ProjectPoint or AutoCAD. You do not have to open a Browser and run ProjectPoint to add drawings to the server.

## To add a new drawing

1. In the Tree View (or Details view), select the destination folder for the drawing file.
2. In the Standard Toolbar, choose **Add/Drawing**. The *Add File* Wizard opens.
3. In the first screen, click **Browse**. Use the *Open* dialog box to select the desired file, and then click **Open**.
4. Click **Next**.
5. **Optional:** You can add a subject line and a comment, which becomes the first discussion item for this file. Then, click **Next**.
6. **Optional:** You can send an email notification about this file. To copy the subject line and comment from the previous screen into the email, click **Copy Comment**. To select an email recipient from the list of project members, click **To**.
7. To add the file, click **Finish**. This also adds the comment and sends the email notification.

**Note:** You can click **Finish** at any time, without adding comments or email.

**Optional:** You can also Drag and Drop or use Cut/Copy/Paste from the Microsoft Windows Desktop to add a drawing in ProjectPoint. If a drawing with the same name exists in the "target" folder, ProjectPoint assumes that you want to update the existing drawing.

# Edit a Drawing

You can edit .dwg drawing files from within ProjectPoint (.dwf files are read only).

When you click Edit, the selected drawing file (stored on the server) is locked so others cannot edit the file at the same time you are working with it. Then, you choose a "target" location for the selected file on your local computer.

**Note:** A locked file can still be viewed.

If you have Administrator or Edit permission, and attempt to download or edit a locked file, a message appears to let you know about the existing lock and asks if you still want to continue the operation. If you continue, the file is downloaded and saved to your computer, but will remain locked by the editor who locked the file to start with.

After the file is downloaded, the application registered as the file type's editor with Microsoft Windows opens the file on your computer (if a document is a redline, link or a note, it is edited within ProjectPoint). If you want to change the registered application, you can make the change at this point.

To make sure the exchange of information goes smoothly, and that edited files are not accidentally overwritten, you may want to establish some basic communication guidelines. A collaborative work environment works most effectively if you decide how you want to work together as a team, set up the ground rules, and then let all project members know right from the start.

## To edit a drawing

1. In the Details view, select the drawing file you want to edit.
2. In the Standard Toolbar, click **View/File**.

After you complete an editing session, it's a good idea to save the drawing to your local computer. If the file is ready to be shared with other project members, the updated version can be copied back to the ProjectPoint server using the *Update File* Wizard (In the Standard Toolbar, click the *Update File* icon). The current version of the file is replaced by the updated version, and the file is unlocked. Otherwise, you can continue to edit the file until you are ready to share the changes with others.

**Optional:** You can also Drag and Drop or use Cut/Copy/Paste from the Microsoft Windows Desktop to update a drawing in ProjectPoint. If a drawing file with the same name exists in the "target" folder, ProjectPoint assumes that you want to update the existing drawing file.

**Note:** When you use the Cut/Copy/Paste method to add or update a drawing, the item is not Locked.

The ProjectPoint server maintains previous versions of drawings.

To learn more about updating drawings, see the Updating a File section.

# View a Drawing

You must install the appropriate viewer to view drawing files. The ProjectPoint client uses the same plug-ins and ActiveX controls that your Browser uses to display files. If you can't see this type of file when you load it into your Browser, you will not be able to view it in ProjectPoint.

**Note:** To view DWG files, install View and DWG-X. To view DWF files, install Whip 3.1 or later.

Here's what you see when you try to view a file without a viewer installed.

## To view a drawing

1. In the *Tree view* (or *Details view*), select the drawing file you want to view.
  2. In the Standard Toolbar, click **View/File**
- or
- Select the file you want to view, right-click, and then choose **View** from the menu.

## To view a versioned drawing

1. In the *Tree View*, select the file you want to view.  
The file is opened and displayed in the *Details View*.
2. At the top of the *Details View*, click the *Versions* tab.



3. Select the version you want, right-click, and then choose **View**.

**Note:** When you choose **View in New Window**, the selected file is opened in the *Details view*. You also have access to all the tabbed options (in case you want to select from the other tabs) in a separate window. You can then navigate to ProjectPoint, open any other file, and view a variety of details about two files at the same time.

See Also:

[Adding a File](#)

[Editing a File](#)

[Locking a File](#)

[Releasing a File](#)

[illegible]

**To view a drawing**

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## Start a Discussion Thread

With ProjectPoint, you can start and chain together messages to exchange information and make decisions as a team. Discussion threads are organized and stored along with the related file. Discussions can be read by members with Edit, View, or Review permission.

**Note:** Project Members do not have to be active participants in discussions to review the information contained in them.

### *To start a discussion thread*

1. In the *Tree* View, select the desired file.

When you select a file, you also identify the item the discussion thread will be stored with.

2. In the Standard Toolbar, click **Add/Note**.

An untitled comment appears in the *Discussions* tab (in the Details view).

3. Double-click the untitled comment, and then enter the comment text.
4. Click **OK**.

---

See Also

[Replying to a Discussion Thread](#)

625220" 02732709

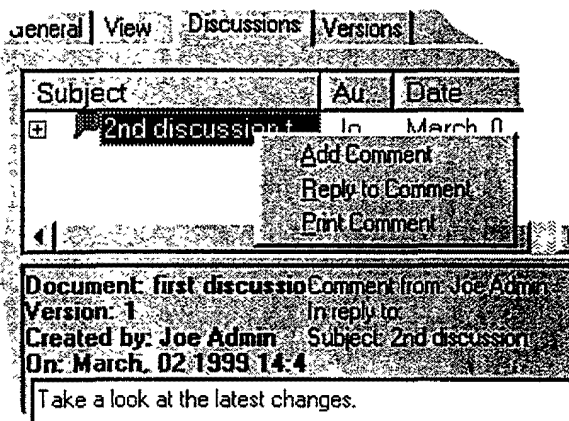
# Reply to a Discussion Thread

With ProjectPoint, you can reply to a comment as a way to keep a discussion going, exchange information and make decisions as a team.

**Note:** Project Members do not have to be active participants in discussions to review the information contained in them.

## To reply to a Discussion Thread

1. In the *Details* view, select the *Discussion* tab.
2. Select the comment you want to respond to, and do one of the following:
  - Right-click, and then choose **Reply to Comment** from the menu
  - or
  - In the Standard Toolbar, click **Reply Comment**



The original comment appears in the *Discussions* tab (in the *Details* view).

3. Enter the reply text, and then click **OK**.

Your reply appears beneath the original comment in the *Details* view.

# Work with Properties

The *Properties* command is used to add vital information to related projects, folders and files.

## To get to the *Properties* command

1. In the Tree view (or Details view), right-click the item you want to work with, and then choose **Properties** from the menu

or

- In the Tree View, select the desired item, and then in the Standard Toolbar, click **Properties**.

Three tabbed options appear, as follows:



### General

Select this tab to view "home page" information about the Site or Project, including author, file type (text, drawing, or note), selected URL address for home page display, file size, date the Site or Project was created, and file description.

To modify the information you view in the *General* tab, see the [Site Administration Options](#) or [Project Administration Options](#) sections.

### Security

Select this tab to add members or groups, change member and group permission levels, and to notify project members that they have been added to or removed from the corresponding Site or Project.

**Note:** In ProjectPoint, you can lock a single project folder or file. By doing so, the current permission list remains unchanged, regardless of changes that are made to permission lists elsewhere in the project hierarchy. For details about how to lock permission sets, read the [Locking and Unlocking a Permission Set](#) section.

To complete the tasks in the *Security* tab, see:

[Adding Members to a Site](#)

[Adding a Site Member to a Project](#)

[Creating a Group](#)

[Adding a Group to a Project](#)

### History

Select this tab to display a list of all the actions (such as Read, Download, Change Permission, and so on) that

name of the author.

**Note:** If you have Administrator or Edit permission, you can view and customize data by choosing from a series of "filters" that show or hide information according to Date, Users, Actions, or Types. For detailed procedures, see the Working with Activity Logs section.

Secured by DocuSign

# Getting More Out of Help

Here are some tips on how to find more information when using ProjectPoint Help:

- To link to another topic, a Web page, a list of other topics, or a program, click the colored, underlined words.
- To view topics that contain related information, look for the words, "See Also," which may appear at the end of a topic, and then click the title of the topic you want.
- To see if a word or phrase contained in a topic is in the index, select the word, and then press F1.
- If you are viewing content from the Web in the Topic pane, you can click **Stop** or **Refresh** on the toolbar to interrupt a download or refresh a Web page.
- Right-click the **Contents** tab or Topic pane for shortcut menu commands.

---

See Also

[Using Full-Text Search](#)

[Finding Topics with the Toolbar Button](#)

[Using Accessibility Shortcuts in the Help Viewer](#)

See Also

[illegible]

In the Navigation pane, click one of the following tabs:

- To browse through a table of contents, click the **Contents** tab. The table of contents is an expandable list of important topics.
- To see a list of index entries, click the **Index** tab, and then type a word or scroll through the list. Topics are often indexed under more than one entry.
- To locate every occurrence of a word or phrase that may be contained in a help file, click the **Search** tab, and then type the word.

**Note:** Click the contents entry, index entry, or search results entry to display the corresponding topic.

## See Also

### Using full-Text Search

## Finding Topics with the Toolbar Button

## Getting Help in a Dialog Box



# Copying a Help Topic

1. In the Topic pane, right-click the topic you want to copy, and then click **Select All**.
2. Right-click again, and then click **Copy**. This copies the topic to the Clipboard.
3. Open the document you want to copy the topic to.
4. Position your cursor where you want the information to appear.
5. In the *Edit* menu, click **Paste**.

**Note:** If you want to copy only part of a topic, select the text you want to copy, right-click, and then click Copy.

---

See Also

[Printing the Current Help Topic](#)

[Getting More Out of Help](#)

[Finding a Help Topic](#)



| Table 1. Demographic characteristics of the study population |             |
|--------------------------------------------------------------|-------------|
| Age (years)                                                  | Mean (SD)   |
| Male                                                         | 55.2 (10.5) |
| Female                                                       | 56.8 (11.2) |
| Marital status                                               |             |
| Married                                                      | 78%         |
| Single                                                       | 22%         |
| Education level                                              |             |
| High school or above                                         | 65%         |
| Below high school                                            | 35%         |
| Occupation                                                   |             |
| Professional                                                 | 45%         |
| Managerial                                                   | 30%         |
| Technical                                                    | 15%         |
| Service                                                      | 10%         |
| Unemployed                                                   | 5%          |
| Income (USD/month)                                           |             |
| < 1000                                                       | 15%         |
| 1000-2000                                                    | 35%         |
| 2000-3000                                                    | 25%         |
| > 3000                                                       | 25%         |
| Health insurance                                             |             |
| Yes                                                          | 85%         |
| No                                                           | 15%         |
| Comorbidities                                                |             |
| Hypertension                                                 | 40%         |
| Diabetes                                                     | 25%         |
| Cholesterol                                                  | 30%         |
| Smoking status                                               |             |
| Current smoker                                               | 15%         |
| Former smoker                                                | 25%         |
| Non-smoker                                                   | 60%         |

- Right-click a topic, and then click **Print**.

**Note:** If you print from the *Contents* tab (by right-clicking an entry, and then clicking **Print**) you will see options to print only the current topic, or the current topic and all subtopics.

## See Also

## Copying a Help Topic

## Getting More Out of Help

## Finding a Help Topic



| Table 1. Demographic characteristics of the study population |               |
|--------------------------------------------------------------|---------------|
| Characteristic                                               | Frequency (%) |
| Age (years)                                                  |               |
| < 18                                                         | 10 (10.0)     |
| 18-24                                                        | 20 (20.0)     |
| 25-34                                                        | 30 (30.0)     |
| 35-44                                                        | 20 (20.0)     |
| 45-54                                                        | 10 (10.0)     |
| 55-64                                                        | 10 (10.0)     |
| 65-74                                                        | 10 (10.0)     |
| 75-84                                                        | 10 (10.0)     |
| 85-94                                                        | 10 (10.0)     |
| ≥ 95                                                         | 10 (10.0)     |
| Gender                                                       |               |
| Male                                                         | 50 (50.0)     |
| Female                                                       | 50 (50.0)     |
| Ethnicity                                                    |               |
| White                                                        | 30 (30.0)     |
| Black                                                        | 20 (20.0)     |
| Hispanic                                                     | 10 (10.0)     |
| Asian                                                        | 10 (10.0)     |
| Other                                                        | 10 (10.0)     |
| Marital status                                               |               |
| Married                                                      | 30 (30.0)     |
| Single                                                       | 20 (20.0)     |
| Divorced                                                     | 10 (10.0)     |
| Widowed                                                      | 10 (10.0)     |
| Never married                                                | 10 (10.0)     |
| Education level                                              |               |
| High school or less                                          | 20 (20.0)     |
| Some college                                                 | 10 (10.0)     |
| Bachelor's degree                                            | 10 (10.0)     |
| Master's degree                                              | 10 (10.0)     |
| Doctoral degree                                              | 10 (10.0)     |
| Professional degree                                          | 10 (10.0)     |
| Other                                                        | 10 (10.0)     |
| Occupation                                                   |               |
| Unemployed                                                   | 10 (10.0)     |
| Retired                                                      | 10 (10.0)     |
| Student                                                      | 10 (10.0)     |
| Healthcare worker                                            | 10 (10.0)     |
| Other                                                        | 10 (10.0)     |
| Income level                                                 |               |
| < \$10,000                                                   | 10 (10.0)     |
| \$10,000-\$19,999                                            | 10 (10.0)     |
| \$20,000-\$29,999                                            | 10 (10.0)     |
| \$30,000-\$39,999                                            | 10 (10.0)     |
| \$40,000-\$49,999                                            | 10 (10.0)     |
| \$50,000-\$59,999                                            | 10 (10.0)     |
| \$60,000-\$69,999                                            | 10 (10.0)     |
| \$70,000-\$79,999                                            | 10 (10.0)     |
| \$80,000-\$89,999                                            | 10 (10.0)     |
| \$90,000-\$99,999                                            | 10 (10.0)     |
| ≥ \$100,000                                                  | 10 (10.0)     |

**To get help in a dialog box**

- Click the question mark  in the upper-right corner of the dialog box, and then click an item in the dialog box.

## Notes

- To close the pop-up window, click anywhere on the screen.
- If the dialog box does not have the , click **Help**, or press F1.
- You can also get help on an item by right-clicking it.
- Not all dialog boxes include dialog box help.

## See Also

## Getting More Out of Help

## Finding a Help Topic

## Finding Topics with the Toolbar Button



# Finding Topics Using the Toolbar Buttons

There are five navigational buttons that can be located on the toolbar in the Help Viewer. You can click these buttons to find help topics.

## *To find topics using the toolbar buttons*

- **Back** displays the last topic you viewed.
- **Forward** displays the next topic in a previously displayed sequence of topics.
- **Next** displays the next topic listed in the table of contents.
- **Previous** displays the previous topic listed in the table of contents.
- **Home** displays the Home page topic for the help file you are viewing.
- **Refresh** updates Web content that is currently displayed in the Topic pane.
- **Stop** stops downloading file information. Click this button to stop a Web page from downloading.

**Note:** The toolbar in your Help Viewer may not contain all of these navigational buttons.

---

### See Also

[Hiding or Showing the Navigation Pane](#)

[Getting More Out of Help](#)

[Finding a Help Topic](#)



# Hiding or Showing the Navigation Pane

## *To hide or show the Navigation pane*

- On the toolbar, click **Hide** or **Show** to close or display the Navigation pane, which contains the **Contents**, **Index**, **Search**, and **Favorites** tabs.

**Note:** If you close the Help Viewer with the Navigation pane hidden, it will appear that way when you open the Help Viewer again.

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# Using Accessibility Shortcuts in the Help Viewer

The following keyboard shortcuts can be used for navigation in the HTML Help Viewer.

For more information about accessibility features and services, visit the [Microsoft Accessibility and Disabilities Web site](#).

For the Help Viewer:

| To                                                                                                                                                                                                                                                                   | Press                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Close the Help Viewer.                                                                                                                                                                                                                                               | ALT+F4                                            |
| Switch between the Help Viewer and other open windows.                                                                                                                                                                                                               | ALT+TAB                                           |
| Display the Options menu.                                                                                                                                                                                                                                            | ALT+O                                             |
| Change Microsoft Internet Explorer settings. The <b>Internet Options</b> dialog box contains accessibility settings. To change these settings click the <b>General</b> tab, and then click <b>Accessibility</b> .                                                    | ALT+O, and then press I                           |
| Hide or show the Navigation pane.                                                                                                                                                                                                                                    | ALT+O, and then press T                           |
| Print a topic.                                                                                                                                                                                                                                                       | ALT+O, and then press P, or right-click in the    |
| Move back to the previous topic.                                                                                                                                                                                                                                     | ALT+LEFT ARROW, or ALT+O, and then press B        |
| Move forward to the next topic (provided you have viewed it just previously).                                                                                                                                                                                        | ALT+RIGHT ARROW, or ALT+O, and then press F       |
| Turn on or off search highlighting.                                                                                                                                                                                                                                  | ALT+O, and then press O                           |
| Refresh the topic that appears in the Topic pane (this is useful if you have linked to a Web page).                                                                                                                                                                  | F5, or ALT+O, and then press R                    |
| Return to the home page (help authors can specify a home page for a help system).                                                                                                                                                                                    | ALT+O, and then press H                           |
| Stop the viewer from opening a page (this is also useful if you are linking to the Web and want to stop a page from downloading).                                                                                                                                    | ALT+O, and then press S                           |
| Jump to a predetermined topic or Web page. The help author who builds a compiled help (.chm) file can add two links, on the <b>Options</b> menu, to important topics or Web pages. When you select a <b>Jump</b> command you go to one of those topics or Web pages. | ALT+O, and then press 1 or 2                      |
| Switch between the Navigation pane and the Topic pane.                                                                                                                                                                                                               | F6                                                |
| Scroll through a topic.                                                                                                                                                                                                                                              | UP ARROW and DOWN ARROW, or PAGE UP and PAGE DOWN |
| Scroll through all the links in a topic or through all the options on a Navigation pane tab.                                                                                                                                                                         | TAB                                               |

For the **Contents** tab:

| To                               | Press                                                   |
|----------------------------------|---------------------------------------------------------|
| Display the <b>Contents</b> tab. | ALT+C                                                   |
| Open and close a book or folder. | PLUS SIGN and MINUS SIGN, or LEFT ARROW and RIGHT ARROW |
| Select a topic.                  | DOWN ARROW and UP ARROW                                 |
| Display the selected topic.      | ENTER                                                   |

For the **Index** tab:

| To                            | Press                         |
|-------------------------------|-------------------------------|
| Display the <b>Index</b> tab. | ALT+N                         |
| Type a keyword to search for. | ALT+W, and then type the word |
| Select a keyword in the list. | UP ARROW and DOWN ARROW       |
| Display the associated topic. | ALT+D                         |

For the **Search** tab:

| To                                                                                                                   | Press                                   |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Display the <b>Search</b> tab.                                                                                       | ALT+S                                   |
| Type a keyword to search for.                                                                                        | ALT+W, and then type the word           |
| Start a search.                                                                                                      | ALT+L                                   |
| Select a topic in the results list.                                                                                  | ALT+T, and then UP ARROW and DOWN ARROW |
| Display the selected topic.                                                                                          | ALT+D                                   |
| The following options are only available if full-text search is enabled.                                             |                                         |
| Search for a keyword in the result list of a prior search.                                                           | ALT+U                                   |
| Search for words similar to the keyword. For example, to find words like "running" and "runs" for the keyword "run." | ALT+M                                   |
| Only search through topic titles.                                                                                    | ALT+R                                   |

## Notes

- There are also shortcut menu commands that can be accessed through the keyboard.
- Shortcut keys also work in secondary and pop-up windows.
- Every time you use a shortcut key in the Navigation pane, you lose focus in the Topic pane. To return to the Topic pane, press F6.
- The **Match similar words** check box, on the **Search** tab, will be selected if you used it for your last search.



## Using the Shortcut Menu

There are several commands on the shortcut menu that you can use to display and customize information.

| Command                                                                 | Description                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Right-click in the table of contents, and then click <b>Open All</b> .  | Opens all books or folders in the table of contents. This command only works if the <b>Contents</b> tab is displayed.                                                                                                                                                |
| Right-click in the table of contents, and then click <b>Close All</b> . | Closes all books or folders. This command only works if the <b>Contents</b> tab is displayed.                                                                                                                                                                        |
| Right-click, and then click <b>Print</b> .                              | Prints the topic.                                                                                                                                                                                                                                                    |
| Right-click in the table of contents, and then click <b>Customize</b>   | Opens the Customize Information Wizard, which allows you to customize the documentation. If the help file was built with information types, you can use this wizard to select a subset of topics to view. For example, you could choose to see only overview topics. |

**Note:** These commands can be accessed through the keyboard. You can click SHIFT+F10 to display the shortcut menu, and then click the appropriate shortcut keys.



# Using Full-Text Search

A basic search consists of the word or phrase you want to find. You can use wildcard expressions, nested expressions, boolean operators, similar word matches, a previous results list, or topic titles to further define your search.

The basic rules for formulating queries are as follows:

- Searches are not case-sensitive, so you can type your search in uppercase or lowercase characters.
- You may search for any combination of letters (a-z) and numbers (0-9).
- Punctuation marks such as the period, colon, semicolon, comma, and hyphen are ignored during a search.
- Group the elements of your search using double quotes or parentheses to set apart each element. You cannot search for quotation marks.

**Note:** If you are searching for a file name with an extension, you should group the entire string in double quotes, ("filename.ext"). Otherwise, the period will break the file name into two separate terms. The default operation between terms is AND, so you will create the logical equivalent to "filename AND ext."

## To use full-text search

1. Click the *Search* tab, and then type the word or phrase you want to find.
2. Click **List Topics**, select the topic you want, and then click **Display**.

---

See Also

[Getting More Out of Help](#)



[illegible]

- ## Notes

- ## See Also

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## About Advanced Full-Text Search

Advanced full-text search allows you to search using boolean, wildcard, and nested expressions. You can also limit the search to previous results, match similar words, or search topic titles only. When advanced full-text search is enabled, the **Search** tab in the Help Viewer is enhanced.

This help file does not have advanced full-text search enabled because the help topics included in this file are relatively uncomplicated. To see an example of advanced full-text search in a more complex help file, open the the help for HTML Help Workshop, and then click the **Search** tab.

---

### See Also

[Using Full-Text Search](#)

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| Variable            | Mean | SD   | Median | Mode | Range    | Skewness | Kurtosis | Normality |
|---------------------|------|------|--------|------|----------|----------|----------|-----------|
| Age                 | 35.2 | 12.5 | 32.0   | 30.0 | 20-55    | 0.15     | 3.2      | 0.95      |
| Gender              | 0.5  | 0.5  | 0.5    | 0.5  | 0-1      | 0.0      | 3.0      | 0.99      |
| Marital Status      | 0.7  | 0.7  | 0.7    | 0.7  | 0-1      | 0.0      | 3.0      | 0.99      |
| Education           | 12.5 | 2.5  | 12.0   | 12.0 | 9-16     | 0.1      | 3.1      | 0.96      |
| Income              | 1500 | 500  | 1200   | 1000 | 500-3000 | 0.2      | 3.3      | 0.94      |
| Occupation          | 1.5  | 1.5  | 1.5    | 1.5  | 1-5      | 0.0      | 3.0      | 0.99      |
| Religion            | 0.3  | 0.3  | 0.3    | 0.3  | 0-1      | 0.0      | 3.0      | 0.99      |
| Political Party     | 0.2  | 0.2  | 0.2    | 0.2  | 0-1      | 0.0      | 3.0      | 0.99      |
| Health Status       | 0.8  | 0.8  | 0.8    | 0.8  | 0-1      | 0.0      | 3.0      | 0.99      |
| Smoking Status      | 0.4  | 0.4  | 0.4    | 0.4  | 0-1      | 0.0      | 3.0      | 0.99      |
| Alcohol Consumption | 0.1  | 0.1  | 0.1    | 0.1  | 0-1      | 0.0      | 3.0      | 0.99      |
| Exercise Frequency  | 0.5  | 0.5  | 0.5    | 0.5  | 0-1      | 0.0      | 3.0      | 0.99      |
| Dietary Habits      | 0.6  | 0.6  | 0.6    | 0.6  | 0-1      | 0.0      | 3.0      | 0.99      |
| Stress Level        | 3.5  | 1.5  | 3.0    | 3.0  | 1-5      | 0.1      | 3.1      | 0.96      |
| Sleep Quality       | 2.5  | 1.0  | 2.0    | 2.0  | 1-4      | 0.1      | 3.1      | 0.96      |
| Mental Health       | 1.5  | 1.0  | 1.0    | 1.0  | 1-3      | 0.1      | 3.1      | 0.96      |
| Physical Health     | 2.5  | 1.0  | 2.0    | 2.0  | 1-4      | 0.1      | 3.1      | 0.96      |
| Life Satisfaction   | 3.0  | 1.0  | 3.0    | 3.0  | 1-5      | 0.1      | 3.1      | 0.96      |
| Overall Well-being  | 2.0  | 1.0  | 2.0    | 2.0  | 1-4      | 0.1      | 3.1      | 0.96      |

**To find information with advanced full-text search**

1. Click the **Search** tab, and then enter the word or phrase you want to find.
2. Click  to add boolean operators to your search.
3. Click **List Topics**, select the topic you want, and then click **Display**.
4. To sort the topic list, click the Title, Location, or Rank column heading.

## Notes

- You can precisely define a search by using wildcard expressions, nested expressions, and boolean operators.
- You can request similar word matches, search only the topic titles, or search the results of a previous search.
- You can set the Help Viewer to highlight all instances of search terms that are found in topic files. Click the Options button, and then click Search Highlight On. This feature only works with Internet Explorer 4.0 or later.

## See Also

## Searching for Help Topics

## Searching for Words in the Titles of HTML Files

## Searchinig for a Help Topic

A basic search consists of the word or phrase you want to find. You can use wildcard expressions, nested expressions, boolean operators, similar word matches, a previous results list, or topic titles to further define your search.

The basic rules for formulating queries are as follows:

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- You may search for any combination of letters (a-z) and numbers (0-9).
- Punctuation marks such as the period, colon, semicolon, comma, and hyphen are ignored during a search.
- Group the elements of your search using double quotes or parentheses to set apart each element. You cannot search for quotation marks.

**Note:** If you are searching for a file name with an extension, you should group the entire string in double quotes, ("filename.ext"). Otherwise, the period will break the file name into two separate terms. The default operation between terms is AND, so you will create the logical equivalent to "filename AND ext."

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See Also

Defining Search Terms

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# Searching for Words or Phrases

You can search for words or phrases and use wildcard expressions. Wildcard expressions allow you to search for one or more characters using a question mark or asterisk. The table below describes the results of these different kinds of searches.

| Search for           | Example                              | Results                                                                                                                                                                                                                                                                        |
|----------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A single word        | select                               | Topics that contain the word "select." (You will also find its grammatical variations, such as "selector" and "selection.")                                                                                                                                                    |
| A phrase             | "new operator"<br>or<br>new operator | Topics that contain the literal phrase "new operator" and all its grammatical variations.<br><br>Without the quotation marks, the query is equivalent to specifying "new AND operator," which will find topics containing both of the individual words, instead of the phrase. |
| Wildcard expressions | esc*<br>or<br>80?86                  | Topics that contain the terms "ESC," "escape," "escalation," and so on. The asterisk cannot be the only character in the term.<br><br>Topics that contain the terms "80186," "80286," "80386," and so on. The question mark cannot be the only character in the term.          |

Note: Select the Match similar words check box to include minor grammatical variations for the phrase you search.

See Also

[Searching for Help Topics](#)

[Defining Search Terms](#)

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## Defining Search Terms

The AND, OR, NOT, and NEAR operators enable you to precisely define your search by creating a relationship between search terms. The following table shows how you can use each of these operators. If no operator is specified, AND is used. For example, the query "spacing border printing" is equivalent to "spacing AND border AND printing."

| Search for                                    | Example          | Results                                                                    |
|-----------------------------------------------|------------------|----------------------------------------------------------------------------|
| Both terms in the same topic.                 | dib AND palette  | Topics containing both the words "dib" and "palette."                      |
| Either term in a topic.                       | raster OR vector | Topics containing either the word "raster" or the word "vector" or both.   |
| The first term without the second term.       | ole NOT dde      | Topics containing the word "OLE," but not the word "DDE."                  |
| Both terms in the same topic, close together. | user NEAR kernel | Topics containing the word "user" within eight words of the word "kernel." |

**Note:** The |, &, and ! characters don't work as boolean operators (you must use OR, AND, and NOT).

See Also

[Searching for Help Topics](#)

# Using Nesting Expressions When You Search

Nested expressions allow you to create complex searches for information. For example, "control AND ((active OR dde) NEAR window)" finds topics containing the word "control" along with the words "active" and "window" close together, or containing "control" along with the words "dde" and "window" close together.

The basic rules for searching help topics using nested expressions are as follows:

- You can use parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.
- If a query does not contain a nested expression, it is evaluated from left to right. For example: "Control NOT active OR dde" finds topics containing the word "control" without the word "active," or topics containing the word "dde." On the other hand, "control NOT (active OR dde)" finds topics containing the word "control" without either of the words "active" or "dde."
- You cannot nest expressions more than five levels deep.

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See Also

[Defining Search Terms](#)

[Searching for Help Topics](#)

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## Searching for Words in the Titles of HTML Files

*To search for words in the titles of HTML files*

1. Click the **Search** tab, type the word or phrase you want to find, and then select the Search titles only check box.
2. Click **List Topics**, select the topic you want, and then click **Display**.

**Note:** If you use this option, all HTML topic files will be searched, including any that are not listed in the table of contents.

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## To Search Only the Last Group of Topics You Searched

This feature enables you to narrow a search that results in too many topics found. You can search through your results list from previous search by using this option.

### *To search only the last group of topics you searched*

1. On the *Search* tab, select the Search previous results check box.
2. Click **List Topics**, select the topic you want, and then click **Display**.

### Notes

- If you want to search through all of the files in a help system, this check box must be cleared.
- The Search tab will open with this check box selected if you previously used this feature.

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## Finding Words Similar to Your Own Search Item

This feature enables you to include minor grammatical variations for the phrase you search. For example, a search on the word "add" will find "add," "adds," and "added."

### *To find words similar to your search term*

1. Click the **Search** tab, type the word or phrase you want to find, and then select the Match similar words check box.
2. Click **List Topics**, select the topic you want, and then click **Display**.

**Note:** This feature only locates variations of the word with common suffixes. For example, a search on the word "add" will find "added," but it will not find "additive."

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# Glossary

A B C D E F G H I J K

L M N O P Q R S T U V W X Y Z

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## A

### **Add**

To create or upload a project file to a Site. Adding a file to a folder that contains a file of the same name provides the option of handling it as a new version of the existing file.

## C

### **Client**

The software that is installed on your computer. The browser embedded interface that project members use to collaborate on design projects.

### **Comment, Discussion**

A text-only file that is associated with and dependent on some other project file. For example, a note may have a comment attached to it. A comment can have any number of replies creating a discussion trail.

## D

### **Download**

To copy a project site file to the client's local machine.

### **Drawing (Drawing File)**

An AutoCAD drawing in DWG or DWF format. AutoCAD files are stored as drawings (DWG) files. The Drawing Web Format (DWF) is Autodesk's open format for storing and transmitting AutoCAD drawings on the worldwide web.

## F

### **File**

Any document type that can be stored with the project that isn't a drawing, note, or link. The file may or may not have an in-browser viewer, but always has some associated editor (although it may not be installed on a member's machine).

### **Folder**

A container for organizing project Project Files and other folders.

## L

### ***Link***

An address or shortcut reference to a ProjectPoint managed document, Internet address such as a web page, or email address.

### ***Locked***

Temporary state of restriction placed on a document while it is being edited. When you have locked a document, other Project Members can view it, but not edit it.

## N

### ***Note***

An independent text only document that can be created and added using ProjectPoint.

## P

### ***Permission Levels***

Each Project Member is assigned a permission level which can vary from project to project (permissions can also be assigned to individual Folder and Project Files in a Project). Permission levels are assigned by the Project Administrator. Depending on your permission level, you have access to the files in a project in the following ways:

- ***Administrative, Administrator***

Access to create new member accounts, new project folders, change permissions and ability to access all projects and folders in ProjectPoint. Access to add, edit or delete all project Project Files.

- ***Edit, Editor***

Access to add, edit or delete all project Project Files (unless a document or folder has special access settings).

- ***Review, Reviewer***

Access to view all project Project Files (unless a document or folder has special access settings). Access to add and edit Project Files limited to: Notes, Comments, Redlines, and Links.

- ***View, Viewer***

Access to only view all Project Files in a project (unless a document or folder has special access settings).

- ***Selective, List***

Access to see all project folders (unless a folder has special access settings) and to only view Project Files to which access has been given, or Project Files that have a Selective access permission level. All non-Selective Project Files are not listed in folder contents.

## ***Project***

A project is the collection of all project files, people, and administrative information.

## ***Project Administrator***

The person (or persons) granted administrative rights over a project(s). A Project Administrator creates new member accounts and new project folders, changes permissions (access) to all projects and folders in the project(s).

## ***Project File***

Any project document. These files can be in the Autodesk drawing format (DWG or DWF), Microsoft Office files, or virtually any other file type.

## ***Project File List***

Each Project has Project Files associated with it. When you select the Project Files button in the ProjectPoint Bar, all the Project Files are shown in a Details View to the right of the ProjectPoint Bar.

## ***Project Member***

An individual working on a given project. A Project Member may be assigned to more than one project.

## ***R***

## ***Reviewed, Read***

State of a document that has been viewed by a project member.

## ***S***

## ***Server***

Computer that hosts the ProjectPoint service. This remote computer, database, and file storage system stores project information and provides access to it over the Web. The server manages this access using requests from a client.

## ***Site***

An internet accessible storage and collaboration point for a team of people developing projects. That team may be a company, a division within a company, or a team within a division. A single server may house one or more project sites.

## ***Site Administrator***

The person (or persons) granted administrative rights over a Site. A Site Administrator creates new member accounts and new project folders, changes permissions (access) to all projects in a Site.

A person involved in and given access to a Site. For the AEC space this would be members of an architecture firm, owners or clients, electrical engineers, plumbing engineers, construction engineers, etc.

## T

### ***Transmittal Set, Package***

A file that contains a set of Project Files, including all associated Project Files and maintaining the original folder hierarchy. This is useful for exchanging drawings (with XREFs and embedded images, etc.) and whole or partial projects.

## U

### ***Unlocked***

State in which a document is free to be edited.

### ***Unread, Not Reviewed***

State of a file that is new and/or has not yet been viewed by a Project Member.

### ***Update***

To choose a local document and add it to the project site as a new version of the currently selected document. The local document does not have to have the same name as the document it is updating.

### ***Upload***

This is the same as adding a local file to the project site, so the term "Add" will be used generically to cover this.

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### 9.3 GET

The GET method means retrieve whatever information (in the form of an entity) is identified by the Request-URI. If the Request-URI refers to a data-producing process, it is the produced data which shall be returned as the entity in the response and not the source text of the process, unless that text happens to be the output of the process.

The semantics of the GET method change to a "conditional GET" if the request message includes an If-Modified-Since, If-Unmodified-Since, If-Match, If-None-Match, or If-Range header field. A conditional GET method requests that the entity be transferred only under the circumstances described by the conditional header field(s). The conditional GET method is intended to reduce unnecessary network usage by allowing cached entities to be refreshed without requiring multiple requests or transferring data already held by the client.

The semantics of the GET method change to a "partial GET" if the request message includes a Range header field. A partial GET requests that only part of the entity be transferred, as described in section 14.36. The partial GET method is intended to reduce unnecessary network usage by allowing partially-retrieved entities to be completed without transferring data already held by the client.

The response to a GET request is cachable if and only if it meets the requirements for HTTP caching described in section 13.

### 9.4 HEAD

The HEAD method is identical to GET except that the server MUST NOT return a message-body in the response. The metainformation contained in the HTTP headers in response to a HEAD request SHOULD be identical to the information sent in response to a GET request. This method can be used for obtaining metainformation about the entity implied by the request without transferring the entity-body itself. This method is often used for testing hypertext links for validity, accessibility, and recent modification.

The response to a HEAD request may be cachable in the sense that the information contained in the response may be used to update a previously cached entity from that resource. If the new field values indicate that the cached entity differs from the current entity (as would be indicated by a change in Content-Length, Content-MD5, ETag or Last-Modified), then the cache MUST treat the cache entry as stale.

### 9.5 POST

The POST method is used to request that the destination server accept the entity enclosed in the request as a new subordinate of the resource identified by the Request-URI in the Request-Line. POST is designed to allow a uniform method to cover the following functions:

- o Annotation of existing resources;
- o Posting a message to a bulletin board, newsgroup, mailing list, or similar group of articles;



reflected in the different meaning of the Request-URI. The URI in a POST request identifies the resource that will handle the enclosed entity. That resource may be a data-accepting process, a gateway to some other protocol, or a separate entity that accepts annotations. In contrast, the URI in a PUT request identifies the entity enclosed with the request -- the user agent knows what URI is intended and the server MUST NOT attempt to apply the request to some other resource. If the server desires that the request be applied to a different URI, it MUST send a 301 (Moved Permanently) response; the user agent MAY then make its own decision regarding whether or not to redirect the request.

A single resource MAY be identified by many different URIs. For example, an article may have a URI for identifying "the current version" which is separate from the URI identifying each particular version. In this case, a PUT request on a general URI may result in several other URIs being defined by the origin server.

HTTP/1.1 does not define how a PUT method affects the state of an origin server.

PUT requests must obey the message transmission requirements set out in section 8.2.

#### 9.7 DELETE

The DELETE method requests that the origin server delete the resource identified by the Request-URI. This method MAY be overridden by human intervention (or other means) on the origin server. The client cannot be guaranteed that the operation has been carried out, even if the status code returned from the origin server indicates that the action has been completed successfully. However, the server SHOULD not indicate success unless, at the time the response is given, it intends to delete the resource or move it to an inaccessible location.

A successful response SHOULD be 200 (OK) if the response includes an entity describing the status, 202 (Accepted) if the action has not yet been enacted, or 204 (No Content) if the response is OK but does not include an entity.

If the request passes through a cache and the Request-URI identifies one or more currently cached entities, those entries should be treated as stale. Responses to this method are not cachable.

#### 9.8 TRACE

The TRACE method is used to invoke a remote, application-layer loop-back of the request message. The final recipient of the request SHOULD reflect the message received back to the client as the entity-body of a 200 (OK) response. The final recipient is either the origin server or the first proxy or gateway to receive a Max-Forwards value of zero (0) in the request (see section 14.31). A TRACE request MUST NOT include an entity.

TRACE allows the client to see what is being received at the other

end of the request chain and use that data for testing or diagnostic information. The value of the Via header field (section 14.44) is of particular interest, since it acts as a trace of the request chain. Use of the Max-Forwards header field allows the client to limit the length of the request chain, which is useful for testing a chain of proxies forwarding messages in an infinite loop.

If successful, the response SHOULD contain the entire request message in the entity-body, with a Content-Type of "message/http". Responses to this method MUST NOT be cached.

## 10 Status Code Definitions

Each Status-Code is described below, including a description of which method(s) it can follow and any metainformation required in the response.

### 10.1 Informational 1xx

This class of status code indicates a provisional response, consisting only of the Status-Line and optional headers, and is terminated by an empty line. Since HTTP/1.0 did not define any 1xx status codes, servers MUST NOT send a 1xx response to an HTTP/1.0 client except under experimental conditions.

#### 10.1.1 100 Continue

The client may continue with its request. This interim response is used to inform the client that the initial part of the request has been received and has not yet been rejected by the server. The client SHOULD continue by sending the remainder of the request or, if the request has already been completed, ignore this response. The server MUST send a final response after the request has been completed.

#### 10.1.2 101 Switching Protocols

The server understands and is willing to comply with the client's request, via the Upgrade message header field (section 14.41), for a change in the application protocol being used on this connection. The server will switch protocols to those defined by the response's Upgrade header field immediately after the empty line which terminates the 101 response.

The protocol should only be switched when it is advantageous to do so. For example, switching to a newer version of HTTP is advantageous over older versions, and switching to a real-time, synchronous protocol may be advantageous when delivering resources that use such features.

### 10.2 Successful 2xx

This class of status code indicates that the client's request was successfully received, understood, and accepted.

#### 10.2.1 200 OK

The request has succeeded. The information returned with the response

is dependent on the method used in the request, for example:

GET an entity corresponding to the requested resource is sent in the response;

HEAD the entity-header fields corresponding to the requested resource are sent in the response without any message-body;

POST an entity describing or containing the result of the action;

TRACE an entity containing the request message as received by the end server.

#### 10.2.2 201 Created

The request has been fulfilled and resulted in a new resource being created. The newly created resource can be referenced by the URI(s) returned in the entity of the response, with the most specific URL for the resource given by a Location header field. The origin server MUST create the resource before returning the 201 status code. If the action cannot be carried out immediately, the server should respond with 202 (Accepted) response instead.

#### 10.2.3 202 Accepted

The request has been accepted for processing, but the processing has not been completed. The request MAY or MAY NOT eventually be acted upon, as it MAY be disallowed when processing actually takes place. There is no facility for re-sending a status code from an asynchronous operation such as this.

The 202 response is intentionally non-committal. Its purpose is to allow a server to accept a request for some other process (perhaps a batch-oriented process that is only run once per day) without requiring that the user agent's connection to the server persist until the process is completed. The entity returned with this response SHOULD include an indication of the request's current status and either a pointer to a status monitor or some estimate of when the user can expect the request to be fulfilled.

#### 10.2.4 203 Non-Authoritative Information

The returned metainformation in the entity-header is not the definitive set as available from the origin server, but is gathered from a local or a third-party copy. The set presented MAY be a subset or superset of the original version. For example, including local annotation information about the resource MAY result in a superset of the metainformation known by the origin server. Use of this response code is not required and is only appropriate when the response would otherwise be 200 (OK).

#### 10.2.5 204 No Content

The server has fulfilled the request but there is no new information to send back. If the client is a user agent, it SHOULD NOT change its document view from that which caused the request to be sent. This response is primarily intended to allow input for actions to take

place without causing a change to the user agent's active document view. The response MAY include new metainformation in the form of entity-headers, which SHOULD apply to the document currently in the user agent's active view.

The 204 response MUST NOT include a message-body, and thus is always terminated by the first empty line after the header fields.

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"Express Mail" mailing label number EL140909769US  
Date of Deposit MARCH 25 1999  
I hereby certify that this paper or fee is being de-  
posited with the United States Postal Service "Express  
Post Office to Addresses" service under 39 CFR 1.104-40  
the date indicated above and is addressed to:  
Assistant Commissioner for Records, Washington, D.C. 20535.  
ISABELL OGATA  
(printed name)  
Isaell Ogata  
(Signature)