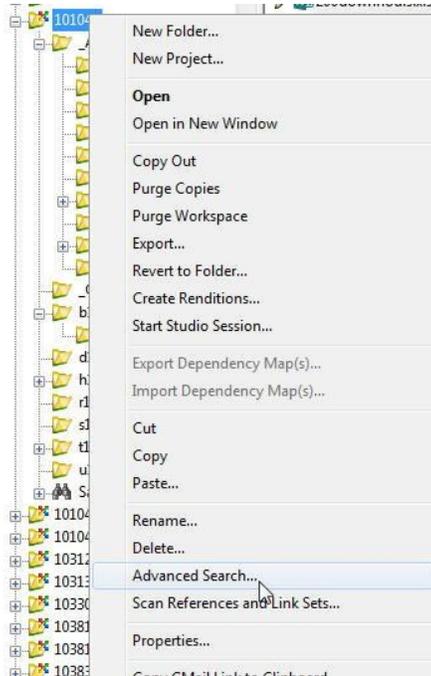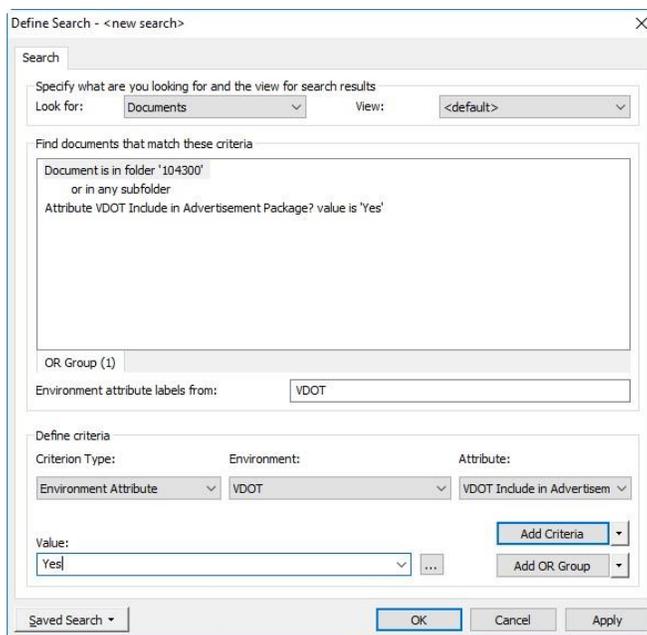# ProjectWise – Creating Index of Files

- Highlight the UPC for which you'd like to create an index of files
- Right click
- Scroll down to 'Advanced Search'

- Select Search Builder in the Select Search Builder Dialog
- Fill out the box in the 'Define' criteria section like it is shown here
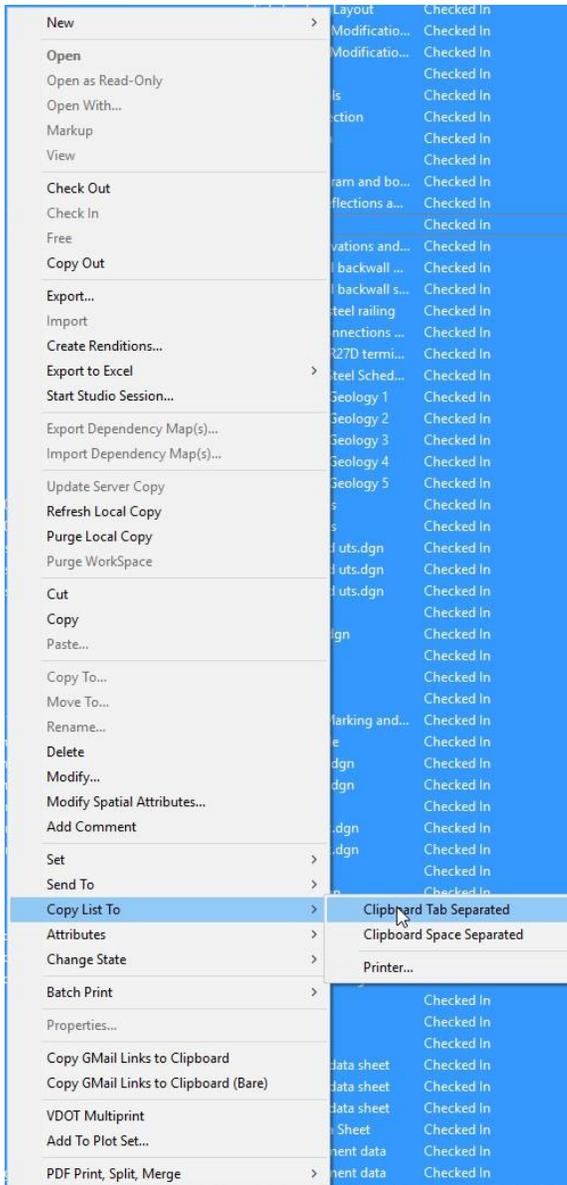- Click on 'Add Criteria'

Your files will need to already be set to **'Include in Advertisement Package'**.

On your search result

- Click on a file
- Press Ctrl + A on your keyboard
- Right click
- Choose 'Copy list To'
- Choose Clipboard Tab Separated

- Open Excel
- Paste the data

ProjectWise – Creating Index of Files

You can delete all columns except A&B (reference files are no longer included). This gives you a spreadsheet with the file names and descriptions. Save the file as UPC#_index_of_files.xlsx. Remember this file is outside of PW, so just drag and drop this file in ProjectWise in the "d"UPC folder or Project Design/Roadway folder if using the new folder structure.