# SOLIDWORKS FILE MANAGEMENT

## PREREQUISITES
- General experience with the SolidWorks software and Windows Operating System.

## LENGTH
1 Day

## DESCRIPTION
- SOLIDWORKS File Management teaches you how to manage files within SOLIDWORKS. This course should be taken before any of the SOLIDWORKS PDM courses, and is also ideal for any SOLIDWORKS user not using SOLIDWORKS PDM. It includes explanations of the SOLIDWORKS file structure, file references, file associativity, and how to manage a multi-user environment.

## SOLIDWORKS FILE STRUCTURE
- Understanding SOLIDWORKS Files
- SOLIDWORKS File Structure
- Case Study: Reducing File Size
- Methods for Reducing File Size
- Case Study: External References
- File References
- File Reference Example
- SOLIDWORKS File Conversion
- Case Study: File Conversion
- Opening Files
- Case Study: RAM Resident
- Reload
- Case Study: Quick View
- Case Study: Read-only
- Exercise 1: File Conversion

## FILE REFERENCES
- External Reference Search Order
- Case Study: Searching for References
- Recursive Searches
- Changing References
- Case Study: In-context Features
- Locking and Breaking References
- SOLIDWORKS Explorer
- Case Study: SOLIDWORKS Explorer
- Exercise 3: Change Document Names
- Exercise 4: SOLIDWORKS Explorer

## SAVING FILES
- Saving Files
- Case Study: Save Options
- Editing References
- Automatic File Backup
- Case Study: Backup/Recover
- File Properties
- Property Tab Builder
- Case Study: File Properties
- Additional Data
- Exercise 2: Change a Reference

## SHARED FILES
- Working in a Collaborative Environment
- Production Files
- Case Study: Sharing Files
- Reload
- Ancillary Files
- Case Study: Shared File Locations
- SOLIDWORKS Add-Ins
- Toolbox
- Case Study: Toolbox Parts
- Exercise 5: Establish File Locations

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