How to Create a My Projects Area in Projectwise

1. In the Custom Folder area right click on the Personal Folders and select Create:

![Creating a Personal Folder](image.png)

Figure 1 - Creating a Personal Folder
2. Give the new folder a name and description and then click OK. For example, “My Projects”.

3. Next to add projects to your Personal Folder, right click on that folder and select “Add Folder”
4. Next browse out to the applicable project, select that project and click OK. This will have to be done one at a time for each project you want to add to your personal folder.

![Select Project and click OK]

Figure 4 - Adding a Project to a Personal Folder

5. After you have added a couple projects the My Projects area will look like this:

![My Project Area]

Figure 5 - My Project Area