

KeyWallPRO QuickStart Guide

- File Management and Saving -



This QuickStart guide is intended to help the User understand the project file system employed by KeyWallPRO and how to protect project data.

KeyWallPRO operates differently than many design software programs in that it utilizes its own internal database system to store project information rather than using conventional Windows Open and Save dialog boxes and the Windows Explorer to locate and manipulate files on a hard drive.

Saving information to its internal database allows KeyWallPRO to:

- Save and sort projects by Client vs. file name.
- Save revisions within the project file avoiding multiple file creation.
- Save input data as entered, no need to manually save files or lose data if a crash occurs before saving a project.
- Retain all project related information in a database so that older files will be recreated exactly as saved with archived data.

Note: KeyWallPRO saves data as you enter it so there is no ability to exit a project without saving or trying "what if" scenarios without saving the changes. However, creating a revision will copy the project information and permit modifications without affecting the original data.

While this method has advantages, it is extremely important to backup data on the computer C: drive where the program database resides. As an additional safeguard, KeyWallPRO requires that a file backup path be established for each project so that a project backup file will be saved to an external drive, network drive, or "cloud" storage site. This backup saving occurs when changing projects or when closing the program where a dialog box is presented that allows user to save the backup file or not.

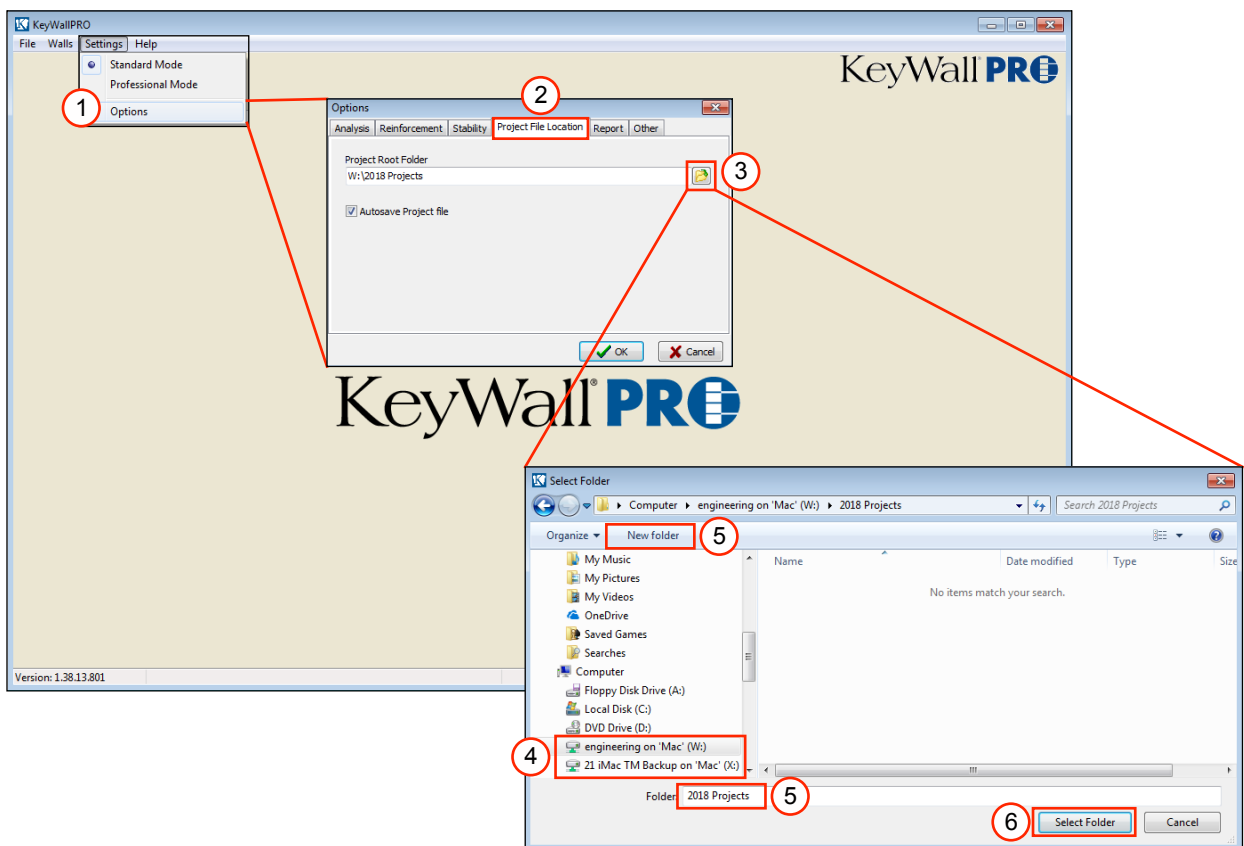
Note: The actual project database is saved in the User's AppData folder that is typically hidden in most Windows file display screens. Backing up the User folder is recommended.

The basic principals of the project file database system are outlined on the following pages.

Setting Up the Default Backup Directory

The first time KeyWallPRO is started, it is best to setup an external device or location as a place for the project backup files that will be automatically saved when changing projects or exiting the program. The default file path set when beginning a project becomes the starting point for saving project specific backup files. The steps are:

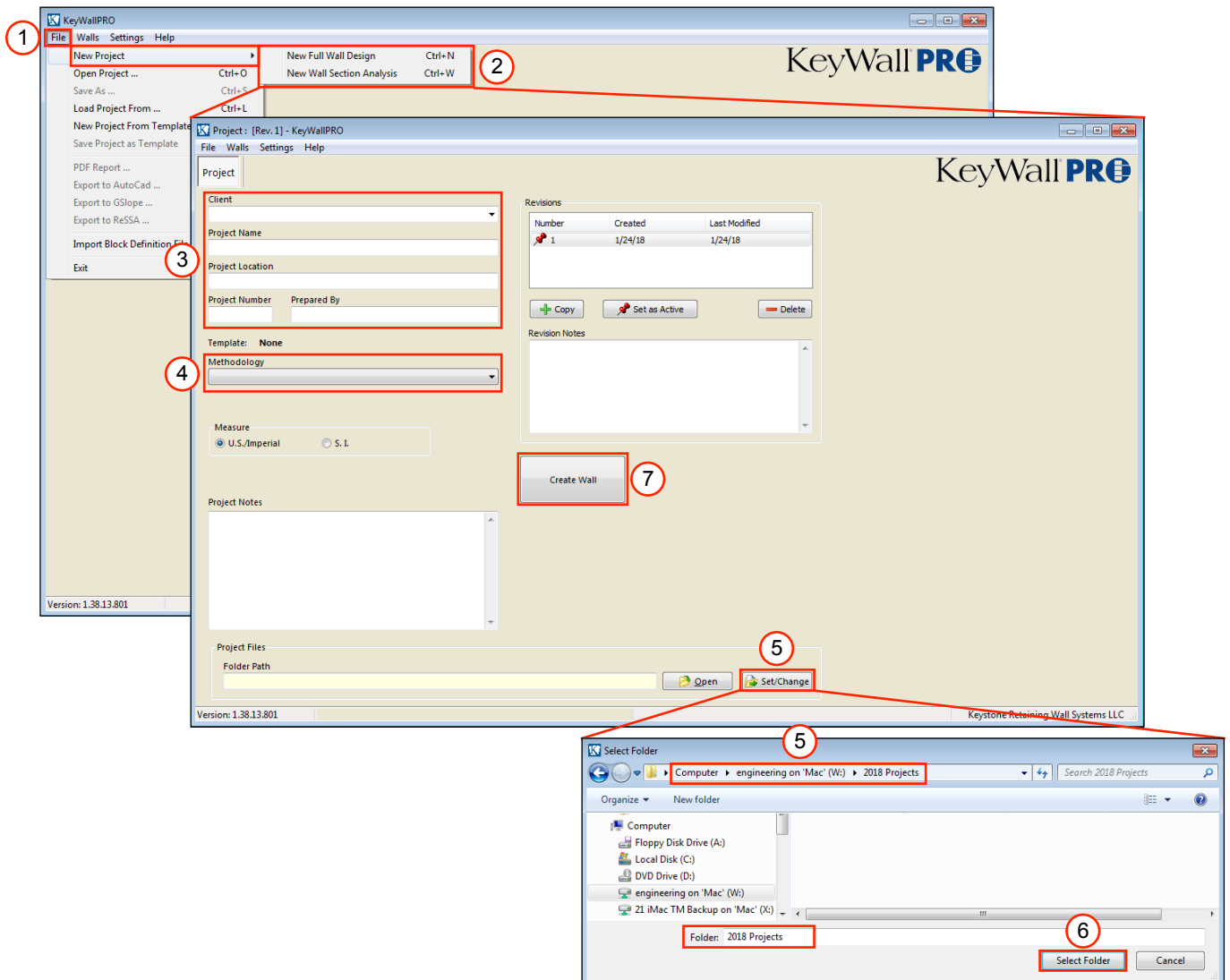
1. Go to the **Settings** dropdown menu and select **Options**.
2. Select the **Project File Location** tab.
3. Click on the **File Explorer** button to bring up the Windows directory structure box;
4. Locate an external device, network location, or cloud drive for backup files (engineering network directory, W:, in this example).
5. Create a **New Folder** for saving backup files (**2018 Projects** in this example).
6. Click on **Select Folder** to set as Default.
7. Project backup files will be saved in the format: **Project Name_Rev#.vks**



Setting Up New Project

After setting the Default Backup location, creating a New Project is the next logical progression which is accomplished following these steps:

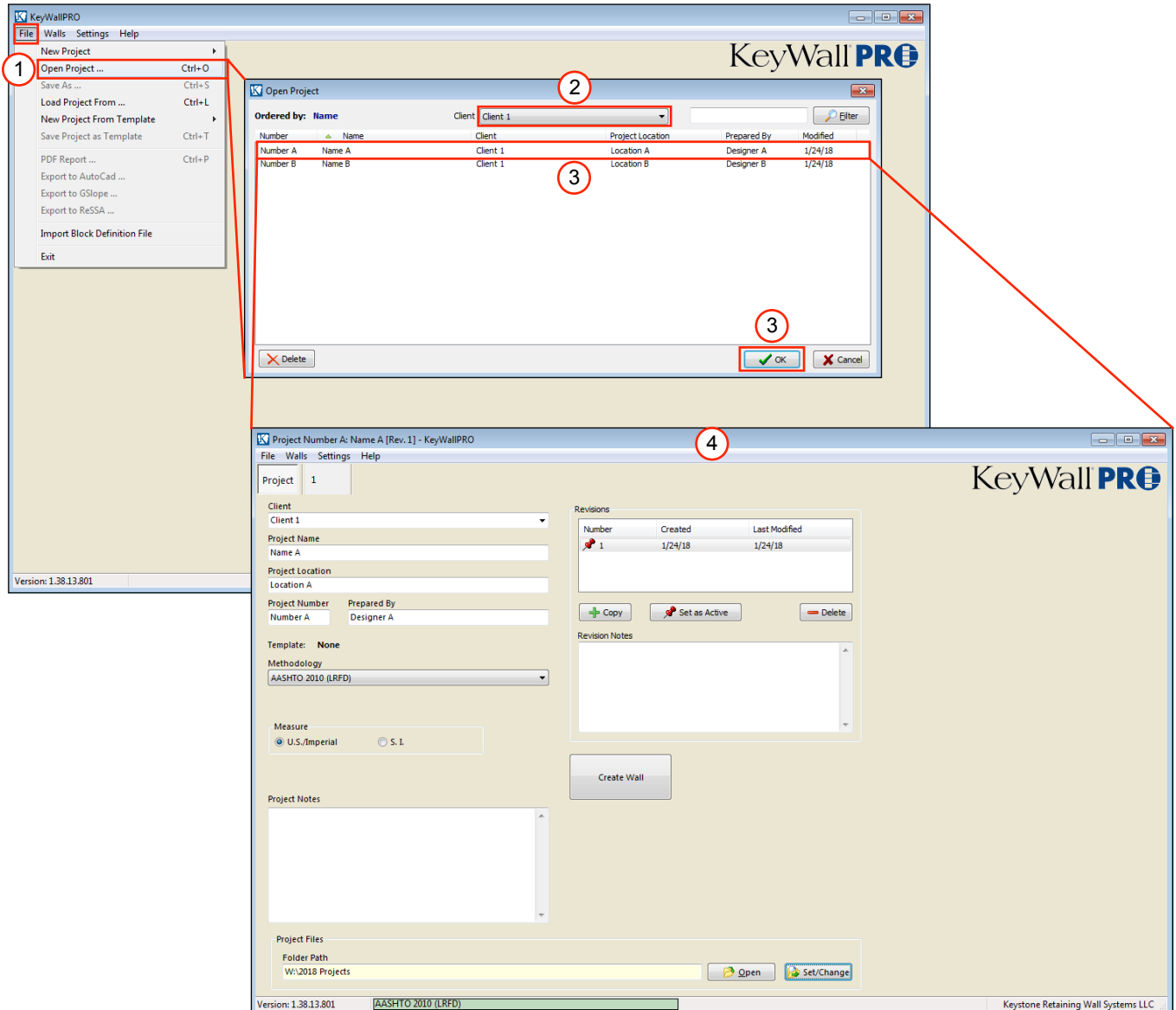
1. Go to the **File** dropdown menu and select **New Project**. This will bring up a terraced sub menu with two methods of wall design/analysis.
2. Select **New Full Wall Design** or **New Wall Section Analysis**.
3. The **New Project** setup screen will then appear. Enter the **Client** name and all project related information (program will not continue without key information).
4. Select a **Design Methodology** from the pulldown menu.
5. Set or confirm the **Project File Folder Path** backup location.
6. Select the **Default Backup** Directory Location if desired (press **Select Folder**) or create a folder within the Directory for more specific project file saving needs.
7. After the project information and backup path are set, a wall design can be created. KeyWallPRO operating instructions are in a separate QuickStart guide and Help files.



Open Project...

Opening an existing project is accomplished by following these steps:

1. Go to the **File** dropdown menu and select **Open Project...** which will open the **Open Project** navigator window.
2. Select **Client** from the Client pulldown menu.
3. Select a **Project** from the list presented for selected **Client**, open file by double-clicking project line or pressing **OK**.
4. All file information is retrieved including the backup file path saved.

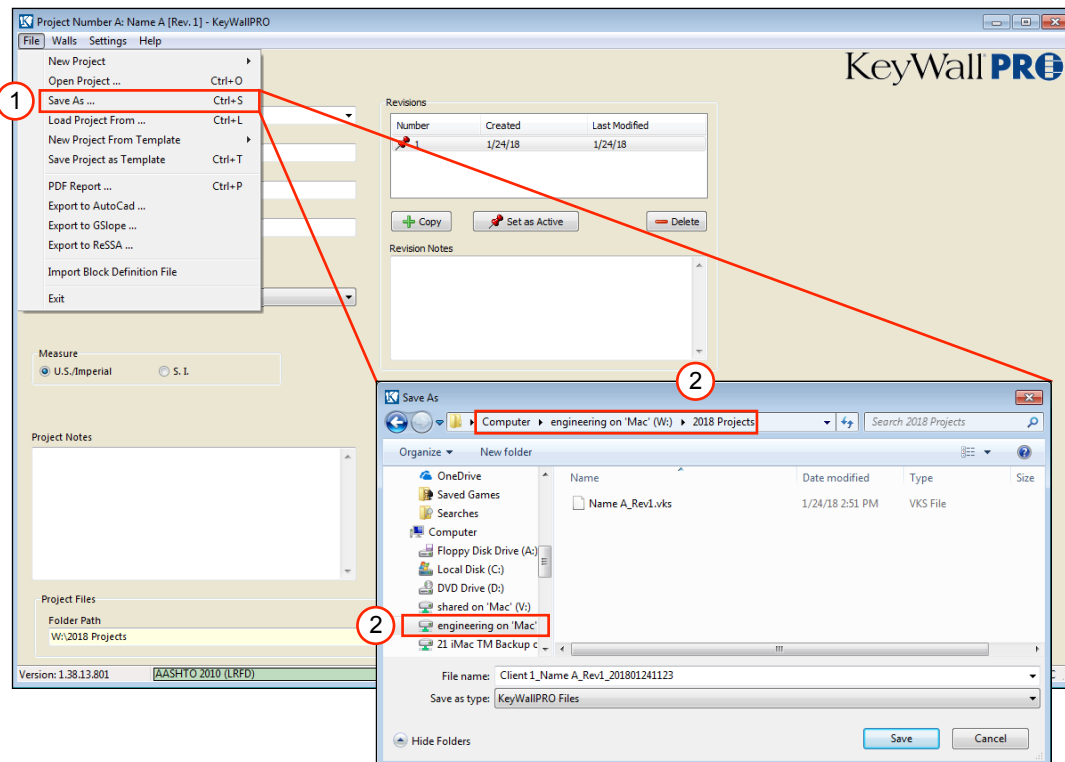


Save As...

KeyWallPRO automatically saves project information as entered thus there is no Save option in the program. However, sometimes it is necessary to save a file to send to another user, create a special backup file, or send to Keystone for assistance. To manually save project information, follow these steps:

1. Go to the **File** dropdown menu and Select **Save As...** which brings up the Windows directory structure dialog box.
2. Select a location to **Save** project file (engineering network directory, W: and folder "2018 Projects" in this example).
3. Use program default name (**Client Name_Project Name_Rev Number_Date Stamp.vks**) or rename saved file as needed including .vks suffix.

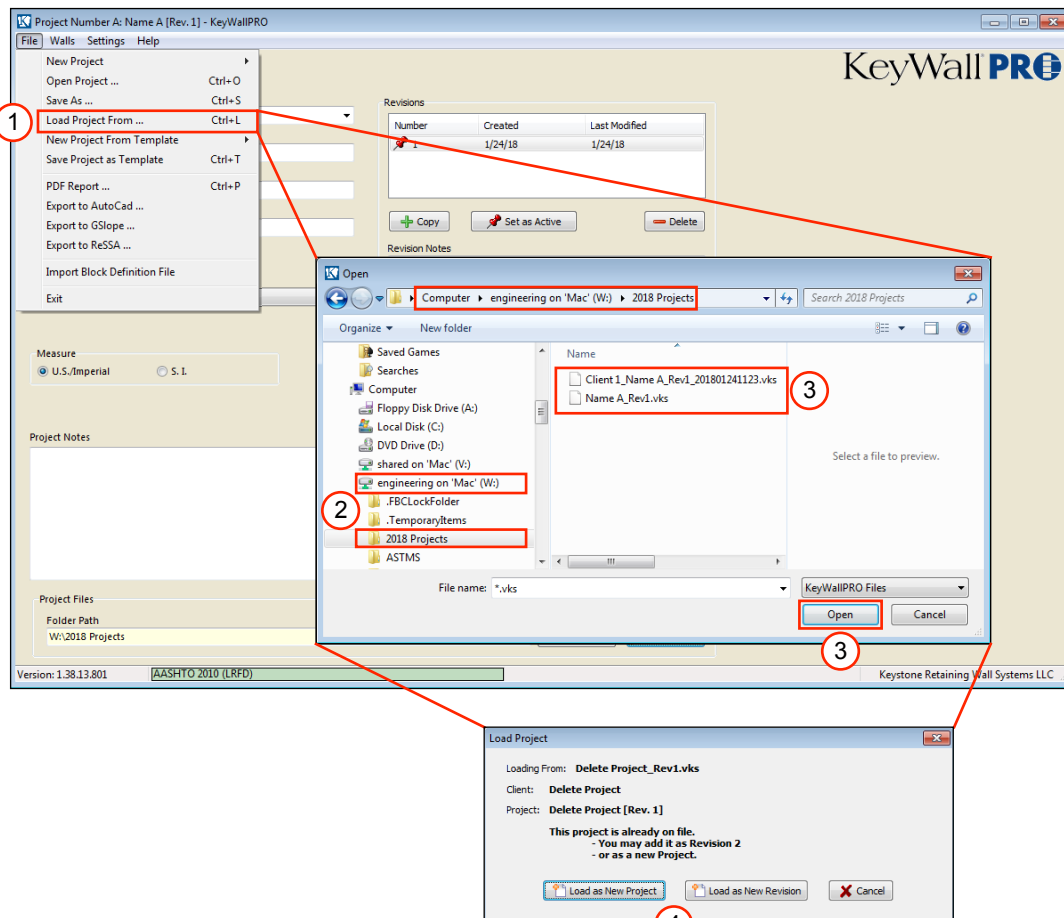
Note: Prior to manually saving, ensure that the wall design and analysis data is not left in an incomplete state for best results with a saved file (make sure all walls have been generated, analyzed, etc, before saving).



Load Project From...

Loading a backup or manually saved project file is accomplished following these steps:

1. Go to the **File** dropdown menu and select **Load Project From...** from which brings up the Windows directory structure dialog box.
 2. Select a location where the saved project file resides (engineering network directory, W: and folder "2018 Projects" in this example).
 3. Select any file with **.vks** suffix and open file by double-clicking the selected project line or pressing **Open**.
 4. If the selected file is already in the User's database, a dialog box will appear that offers the choice of **Loading as a New Project** or **Load as New Revision** to an existing file.
- Note:** a new project created this way will have the same name as an existing file so the project should be renamed immediately to avoid duplicate file names.



Exit Program (or Open/New Project)

KeyWallPRO will ask the User to confirm the automatic backup file process when:

1. Selecting Exit from the File Menu when a current project is open.
2. Selecting New Project or Open Project when a current project is open.

Selecting Yes will save and replace the previous backup copy for the current project. Selecting No will not replace the backup copy if desired by the User.

This provision is to ensure that a backup file copy would not be accidentally overwritten by another User using or reviewing a backup file on a network or shared directory with the same backup file path. It also notifies the User that this backup process is occurring when quitting or changing projects.

