

# Getting Started with Milestones Project Companion

## Create Presentation Schedules from MS Project Files

(MS Project must be installed on your computer):

1. Choose **File | Open | MS Project MPP File**.
2. Find your **MPP** file, the file will then open and our **MS Project Wizard** will start.
3. Choose from a variety of schedule types, including: Milestone, Gantt, Summary, Performance, Resource, Earned Value, Coded Summary and Custom.
4. Then choose from a list of distinct schedule formats based on the type of schedule you chose.
5. The wizard will then lead you through formatting options unique to each schedule.



## Visually enhance your schedule:

Apply a color theme:

1. Choose **Format | Color Themes**.

Add schedule background color and effects:

1. Choose **Format | Frame, Border, Background**.

Add gridline color and effects:

1. Choose **Format | Gridlines....**

Add curtains:

1. Choose **Format | Gridlines....| Curtains**

## Print a Schedule:

Milestones allows you a variety of printing options.

Change the output size:

1. Choose **File | Printing Options | General tab | Specify Output Size**

Print a specific date range:

1. Choose **File | Printing Options | Print tab | Date Range Adjustment...**

Exclude column(s) when printing:

1. Choose **File | Printing Options | Exclude Columns** tab.

## Distribute your Schedule:

Free Milestones Viewer:

1. Download from **www.kidasa.com**.

Create PDF:

1. Choose **File | Save As PDF**.

Copy all pages to PowerPoint:

1. Choose **Edit | Copy All Pages to PowerPoint**.

Copy and paste to Word and other products:

1. Choose **Edit | Copy Metafile to Clipboard**.
2. In other product, choose **Edit | Paste**.

Publish your schedule to the Internet:

1. Choose **File | Internet Publishing**.
2. The Wizard will guide you!

For MORE Help:Choose **Help | Milestones Project Companion Help Topics** within Project Companion or check out our **Support** page at **www.kidasa.com**.

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## Update a Milestones chart when MS Project Dates have changed:

1. Choose **File | Milestones Project Refresh** and make selections to update your chart from your MS Project schedule.

## Add a Column:

Choose **Insert | Column** and pick from available column types.

## Add an MS Project Field to a Milestones Chart previously imported via the Wizard:

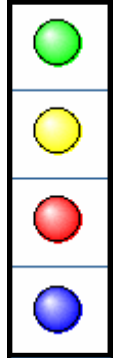
1. Choose **Insert | Column** and pick **MS Project Column**.
2. Select the MS Project field to add.
3. **Save** the Milestones chart.
4. Choose **File | Milestones Project Refresh**. Be sure to select the option to update the column text.

## Make a custom template:




1. Import an MPP file using one of the standard formats in the Project wizard.
2. Customize the schedule.
3. Choose **File | Save As Custom Project Import Template** and save the schedule in a common folder.
4. To use, from within the wizard, choose the **Custom** chart type.
5. Choose the template name saved in #3.

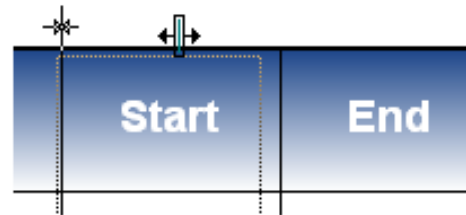
## Add Stoplight Column:

1. Choose **Insert | Column | Stoplight**.
2. Choose **Standard Stoplight** or **Custom Stoplight**.



## Move a Column:

1. Select the Toolbox **Arrow Tool**: 
2. Move the cursor on top of the column heading's border. The cursor changes to: 
3. Click and drag to the new location, as shown by the insertion pointer: 



## Add Percent Complete Pie Column:

1. Choose **Insert | Column | Percent Complete**.
2. Choose **Show symbol only**.
3. If the **Change Symbol Type** dialog box appears choose **Yes**.



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## To send a schedule to MS Project:

1. Choose **File | Export Data | Direct to MS Project**:
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## Change the Chart Title:

Choose **Insert | Chart Title**.

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## Change the Schedule Start and End Dates:

Click the Toolbar **Calendar icon**: 

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## Change the Schedule Layout (height, width, number of columns and rows):

Click the Toolbar **Page Layout icon**: 

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## Change the Date Headings:


Click the Toolbar **Date Heading icon**: 

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## Hide/Show All Symbol Dates and/or Text

1. Choose **View | Override Symbol Date and Text Display**.
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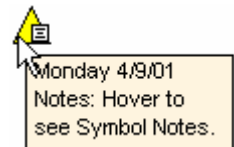
## Add Freeform Text:

1. Select the Toolbox **Text Tool**: 
  2. Click anywhere on the schedule, and start typing.
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## Add Symbol Notes:

1. Select the Toolbox **Arrow Tool**: 
2. Double-click a symbol on your schedule.
3. In the **Symbol Properties** dialog box, select the **Notes** tab and enter the text.


This text is embedded in the symbol and appears when the cursor hovers over the symbol.



## Print Symbol Notes:

1. Choose **Tools | Reports | Symbol Symbol Notes**.
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## Add Symbol Text:

1. Select the Toolbox **Arrow Tool**: 
  2. Double-click the symbol on the schedule.
  3. On the **Symbol Properties** dialog box click the **Text** tab.
  4. Enter up to 3 lines of text in the Symbol Text Line 1, 2, or 3.
  5. Under **Text Placement**, select the positioning of the text.
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