

Getting Started with Milestones Simplicity

Create a new Schedule:

Use the default template.

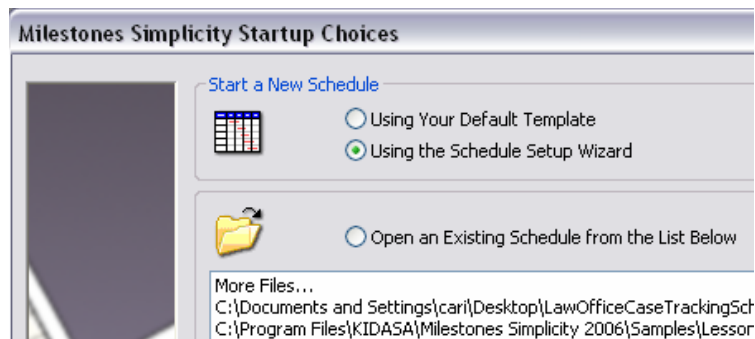
Or

Choose the Setup Wizard. (**File/New**).

Or

Choose a predesigned template.

NEXT: Follow the tips below.



Add a Chart Title:

Choose **Insert | Chart Title**.

Set the Schedule Start and End Dates:

Click the Toolbar **Calendar icon**:

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

Click the Toolbar **Page Layout icon**:

Change the Date Headings:

Click the Toolbar **Date Heading icon**:

Add a Column:

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

Change an Existing Column's Type:

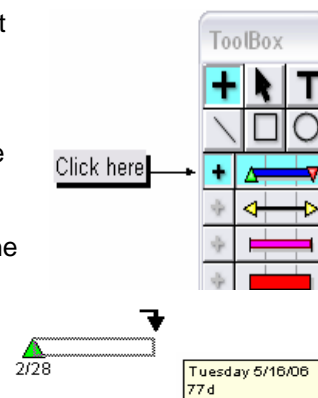
1. Select the Toolbox **Arrow Tool**:
2. Double-click the column heading cell.
3. Click the **Column Type (SmartColumn) Settings** tab.
4. On the **SmartColumn Definition** pull down menu, select a SmartColumn type.

Move a Column:

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

Add a Bar with Start/End Symbols:

1. In the Toolbox, select the small plus at the beginning of a row.
2. The entire row will be highlighted in blue.
3. Move the cursor to the schedule area. Click on the start date and drag horizontally then release the mouse button on the end date.



Add a single Milestone Symbol:


1. Click the Toolbox large **Plus Tool**:
2. Select a symbol in the Toolbox.
3. Move the cursor to the schedule area click and drag horizontally. Let go of the mouse button at the selected symbol date.

Add a Vertical Link Between Symbols:

1. Click the Toolbox large **Plus Tool**:
2. In the schedule area, click once on the symbol from which you want the vertical link to begin.
3. In the Toolbox, click once on the vertical link to be used.
4. In the schedule area, click once on the symbol that completes the link from the first symbol.

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Change a Symbol or Bar on the schedule:


1. Select the Toolbox **Arrow Tool**: 
2. In the schedule area, click once on a Symbol that you want to change; or the symbol to the left of the Horizontal Bar you want to change; or the symbol atop the Vertical Link that you want to change.
3. In the Toolbox, click once on a different symbol, horizontal bar or vertical link.

Customize a Symbol, Horizontal Bar, or Vertical Link in the Toolbox:


1. In the Toolbox, double click on a symbol, horizontal bar, or vertical link.
2. The **Symbol or Bar Options** box allows you to change the shape, fill color, text positioning, date positioning, and more.

The Symbol, Horizontal Bar, or Vertical Link in the Toolbox is changed, as well as all occurrences on the schedule.


Add Tasks and Column Text:

1. Select the Toolbox **Text Tool**: 
2. Click in any column's cell, and start typing.
3. Use your keyboard Down Arrow to move to the next row.

Add Freeform Text:

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

Add Symbol Text:

1. Select the Toolbox **Arrow Tool**: 
2. Double-click the symbol on the schedule.

3. In the **Symbol Properties** dialog box click the **Text** tab.
4. Enter up to 3 lines of text in Symbol Text Line 1, 2, or 3.
5. Under **Text Placement**, select the positioning of the text.

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 **Connections | Copy All Pages to PowerPoint**.

Copy and paste to Word and other products

1. Choose **Connections | 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 Simplicity Help Topics** within Milestones Simplicity or check out our **Support** page at www.kidasa.com.