

### Create a new Schedule:

Use the **Default Template**.

**OR**

Choose the **Schedule Setup Wizard**.

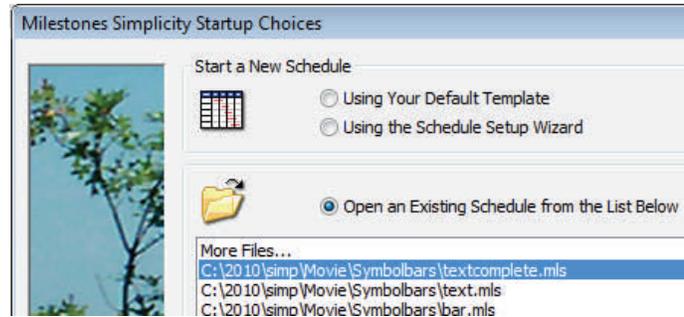
Create a schedule **Step-by-Step**

**or**

**Select Predesigned Template**

**OR**

Choose an **Existing Schedule**.



With the new context sensitive toolbar you may simply click on specific areas in the Milestones window to change and add attributes to your schedule.

### Set the Schedule Start and End Dates:

1. On the toolbar, click **Dates**.
2. In the **Start and End Dates** section, enter the **Displayed Start Date** and the **Displayed End Date**:
3. Click the apply button: 

### Change the Date Headings:

Click the actual date heading. The context sensitive toolbar will change to show the many attributes of the date headings. Make your selections.

### Change the Schedule Layout (height, width, rows and legend):

1. On the toolbar, click **Layout**.
2. Choose the attributes to be added or changed.

### Add Tasks and Column Text:

1. In the toolbox, select the **T** (text) tool: 
2. Click in any column's cell, and start typing.
3. Use the keyboard **Down Arrow** to move to the next line.

### Add a Chart Title:

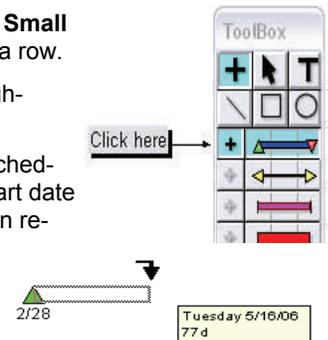
1. On the toolbar, click **Insert**.
2. In the **Title** section, click on **Insert/Edit Chart Title**.
3. Type in a title then choose the attributes to be added or changed.

### Add a Single Milestone Symbol:

1. In the toolbox, select the **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 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 Vertical Link Between Symbols:

1. In the toolbox, click the 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 vertical link.

### Change a Symbol or Bar on the Schedule:

1. In the toolbox, select the **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 Symbol Text:

1. Click the symbol on the schedule. The context sensitive help toolbar will change to the **Selection** tab filled with the changeable attributes of that symbol.
2. In the **Text** section, choose the **Text** tab enter up to 3 lines of text in the **Text Line 1, 2, or 3**.
3. Under the **Text Placement** section, select the positioning of the text.

## Add Freeform Text:

1. In the toolbox, select the **T** (text) tool: 
2. Click anywhere on the schedule, and start typing.

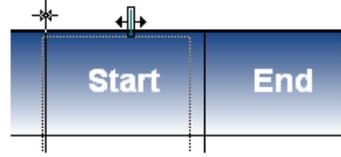
## Add a Column:

1. On the toolbar, click **Insert**.
2. In the **Rows,Columns** section, choose **New Column**. Pick from available column types.

## Change an Existing Column's Type:

1. In the toolbox, select the **Arrow** tool: 
2. Click the column heading cell.
3. In **Current Object Column Heading** section, click the **Switch to Column** icon: 
4. In the **Column Type and Format** section, choose the scroll arrow in the selection box.

## Move a Column:

1. In the toolbox, select the **Arrow** tool: 
2. Move the cursor to the top of the column heading's border (cursor  changes to  )
3. Click and drag to the new location, as shown by the insertion pointer  then release the mouse.

## Print a Schedule:

Milestones allows you a variety of printing options.

### Change the output size:

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

### Print a specific date range:

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

### Exclude column(s) when printing:

1. Choose **File | Printing Options | Exclude Columns** check columns to be excluded.

## Distribute your Schedule:

### Free Milestones Viewer

1. Download from [www.kidasa.com](http://www.kidasa.com).

### Create PDF

1. Choose **File | PDF**.

### Copy all pages to PowerPoint

1. Choose **Connections | Copy all pages to PowerPoint**.

### Copy and paste to other products

1. Choose **Connections | Copy Metafile (Picture) 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:** Within Milestones Simplicity choose **Help | Help Files | Help Topics** or check out our **Support** page at [www.kidasa.com](http://www.kidasa.com).