

# Coded Summary Chart:

## Coded Symbols

Coded Summary is a customizable format that allows you to tag tasks to roll-up together in your Milestones schedule. You can customize the look and placement of each symbol through custom tags in your MS Project schedule.

### In your Microsoft Project Office file set-up:

- A **text field** that will contain the **row names** by which tasks will be grouped.
- A **number field** that will contain the **level** for each Milestone (1, 2, 3). On a task row Milestones allows symbols to be placed at three levels 1=top of the row, 2=middle of the row, 3=Bottom of the row.
- A **number field** that will contain appropriate **Symbol Date Placement** (1 through 13)
- A **number field** that will contain the appropriate **Symbol Text Placement** (1 through 13)

### Symbol Date and Text Placement

- |   |               |    |             |
|---|---------------|----|-------------|
| 1 | center middle | 8  | right top   |
| 2 | center top    | 9  | right botom |
| 3 | center bottom | 10 | bar middle  |
| 4 | left middle   | 11 | bar top     |
| 5 | left top      | 12 | bar bottom  |
| 6 | left bottom   | 13 | hide        |
| 7 | right middle  |    |             |

- A **number field** that will contain the desired **Symbol Size** (0.25 through 5.0)
- A **number field** that will contain the **Toolbox Symbol Type** (1 through 32)
- A **number field** that will contain the desired **Symbol Color Number** (0 through 18)

**Note:** Coded Summary: Coded Symbols import option can not be saved as a custom import option.

### Toolbox Symbol Type 1-32

### Symbol Color Number 0-18

The toolbar contains 32 numbered icons for symbol types, ranging from simple shapes to complex task symbols. The color legend lists 19 colors: 0 White, 1 Aqua, 2 Fuschia, 3 Blue, 4 Yellow, 5 Lime, 6 Red, 7 Silver, 8 Gray, 9 Teal, 10 Purple, 11 Navy, 12 Olive, 13 Green, 14 Maroon, 15 Lt. Yellow, 16 Lt. Green, 17 Lt. Blue, 18 Black.

	Unique ID	#10 Text Placement	#9 Date Placement	#8 Size	#7 Symbol Color	#6 Symbol	#5 Level	Text1	Finish
	1	11	0	0	0	0	0		Mon 10/01/01
	2	1	2	3	0.75	3	1	1 Engineering	Wed 08/15/01
	3	2	2	3	0.75	3	1	1 Engineering	Fri 08/31/01
	4	3	2	3	0.75	5	2	2 Software	Mon 10/01/01
	5	13	0	0	0	0	0		
	6	4	2	3	0.75	5	2	2 Software	
	7	5	2	3	0.75	5	2	2 Software	
	8	6	2	3	1	6	3	3 Production	

**Project to Milestones Wizard - Coded Symbols**

Row Name (Text1-30):

Column Heading:   Show Bar

Milestone Level (1-3):

Symbol Size (0.25 - 5.0):

Toolbox Symbol Type (1-32):

Symbol Date Placement (1 - 13):

Symbol Color (1-18):

Symbol Text Placement (1 - 13):

### Coded Milestones - Coded Symbols

