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Question: I noticed when I use the copy picture function; the image gets distorted when I paste it to Word or PowerPoint and try to size it. Is there a better way to take a picture of a Gantt Chart and show it in these two programs?

Answer: In the 2003 level a new feature called “Copy Picture to Office Wizard” was added to help with this problem. This feature may be found on the Analysis toolbar. This feature will allow you to select several options concerning your image and add fields to a title box. After you have created the image, you will have the opportunity to size it to your needs with minimal distortion. I believe this shows a better image without as much distortion as the copy picture feature.

Question: Sometimes my relationship arrows seem to go up instead of down. Is this a problem and how did they get this way.

Answer: I am glad you noticed this because it can be a problem. When tasks are selected for linking the task you select **first** will be the **predecessor** task and the task that you select **second** will be the **successor** task. For example, if you select the higher number task first then you select a lower number task; the arrow will go up instead of down. This is also how you end up getting a circular relationship. It is important to have relationships correct because the relationship linking will establish the critical path calculation. In other words, if the relationships are not correct, your ending date might not be correct. I always recommend after building a schedule that all relationships are double checked for correctness.