

# Lehnert Computer Services

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1482 Gone Away Ct.  
Wheaton, IL 60187  
(630)260-4770

E-Mail: [ellen@lehnertcs.com](mailto:ellen@lehnertcs.com)

Ask the teacher – April, 2005

By Ellen Lehnert, PMP

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**Question:** I routinely need information from several project plans. What is the easiest way to do this?

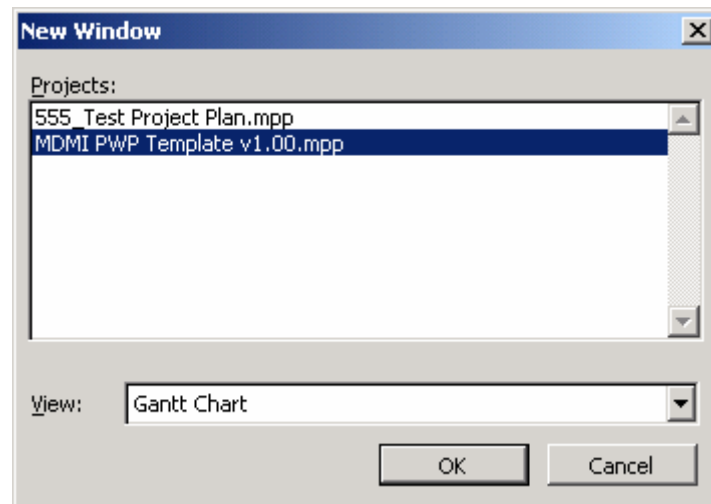
**Answer:** You actually have a few options. This may be performed whether or not you are using Project Server. If you are using Project Server, the workspace file will save offline.

1. Open all the project plans that you would routinely open together. Make sure any extra project plans are closed.
2. File → Save Workspace; name the workspace and click OK.

When you would like to use the project files:

Open the workspace file – all member projects will automatically open.

To accumulate all the project files into one file so that the tasks may be sorted, filtered or grouped select Window → New window



Hold down the CTRL key and select all project plans that you would like to accumulate into one temporary project file and click OK. A new file will open and it will contain all the selected project plans. You are now free to report as needed. When you are finished with the files, close the temporary project file. If you are using Project Server, do not make changes to the files and publish the changes back to the server.