

Article for MPA ezine – November, 2006

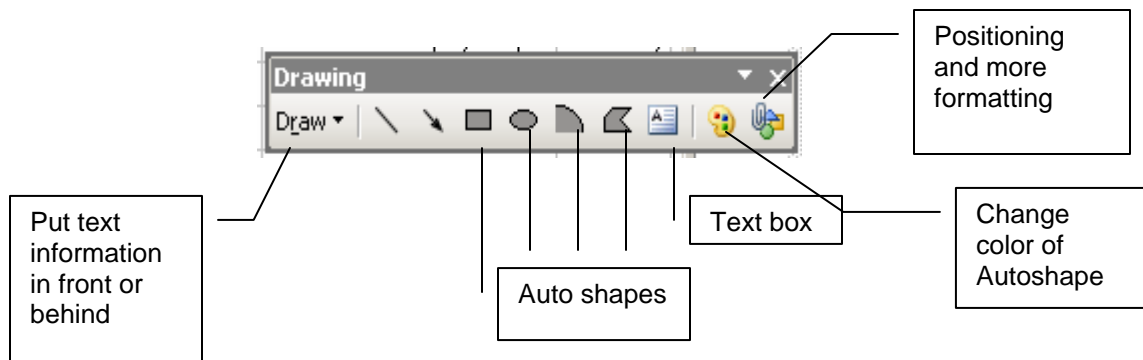
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Topic: Drawing toolbar

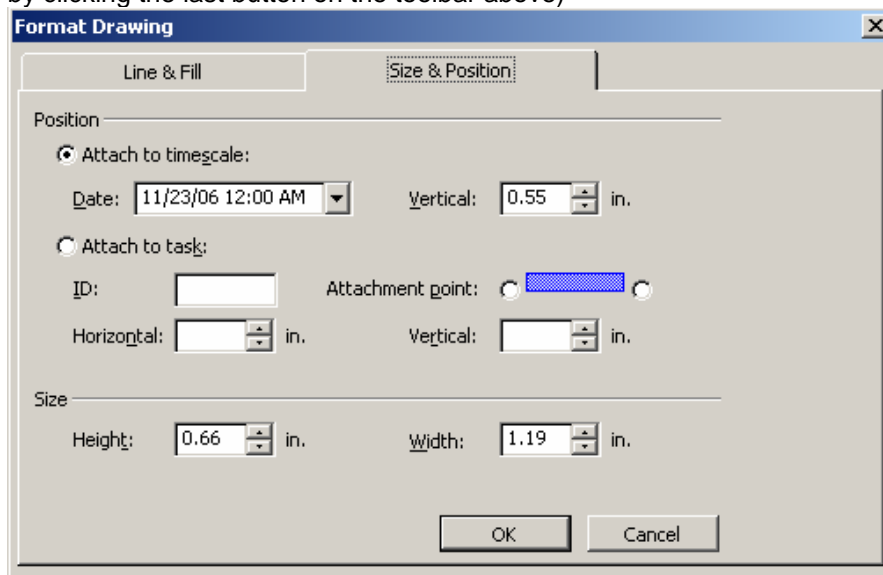
Question: It would be useful if I could make notes on the Gantt Chart itself that could be shown during a meeting or printed out. I want these notes to be able to point out unique features or important points concerning the project schedule. Is this possible?

Answer: It is very possible and easy to do. Many users have asked for this feature and it is one that is standard with any version of MS Project.

The first step – get out the Drawing toolbar. To show the toolbar: **View → Toolbars → Drawing.**



Drawing objects may be free floating or attached to Gantt bars: (See form below which is accessible by clicking the last button on the toolbar above)

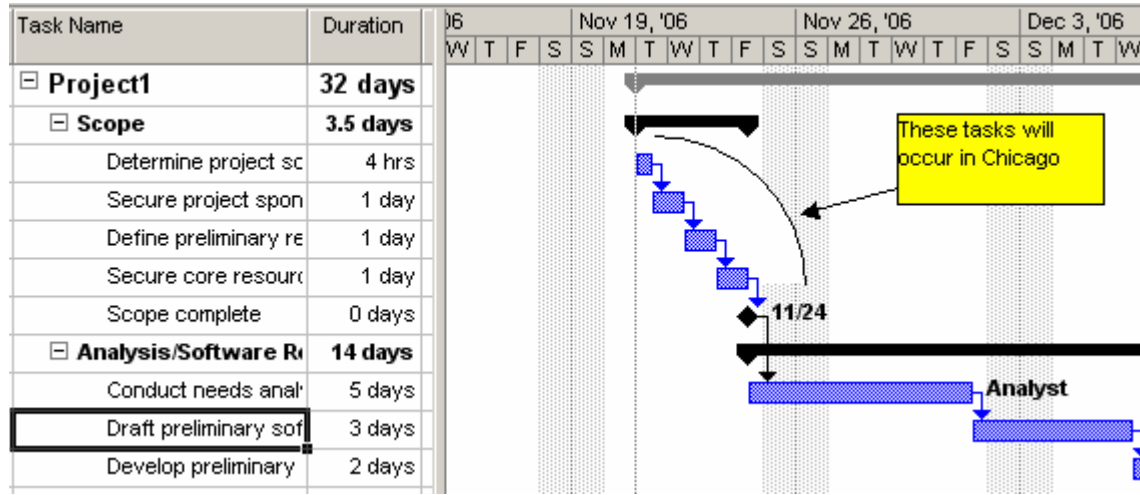


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Using the form above you have the ability to attach an object to a Gantt bar or to the time line (a date). If the object is attached to the Gantt bar as the timeline changes, the note will move with the Gantt bar.

Use the arch to indicate that a note will apply to several tasks. See below:



NOTE: There is a trick to using the Arch feature – after clicking the tool button, start to the right of the last task bar and draw up to the first task bar – the arch will be going in the right direction as shown above. You will also have to click on the "Draw" button and "send to back" to place the arch behind the Gantt bars.

More detailed keystrokes for using the Drawing Toolbar may be obtained through the Help feature within Microsoft Project.