

Lehnert Computer Services

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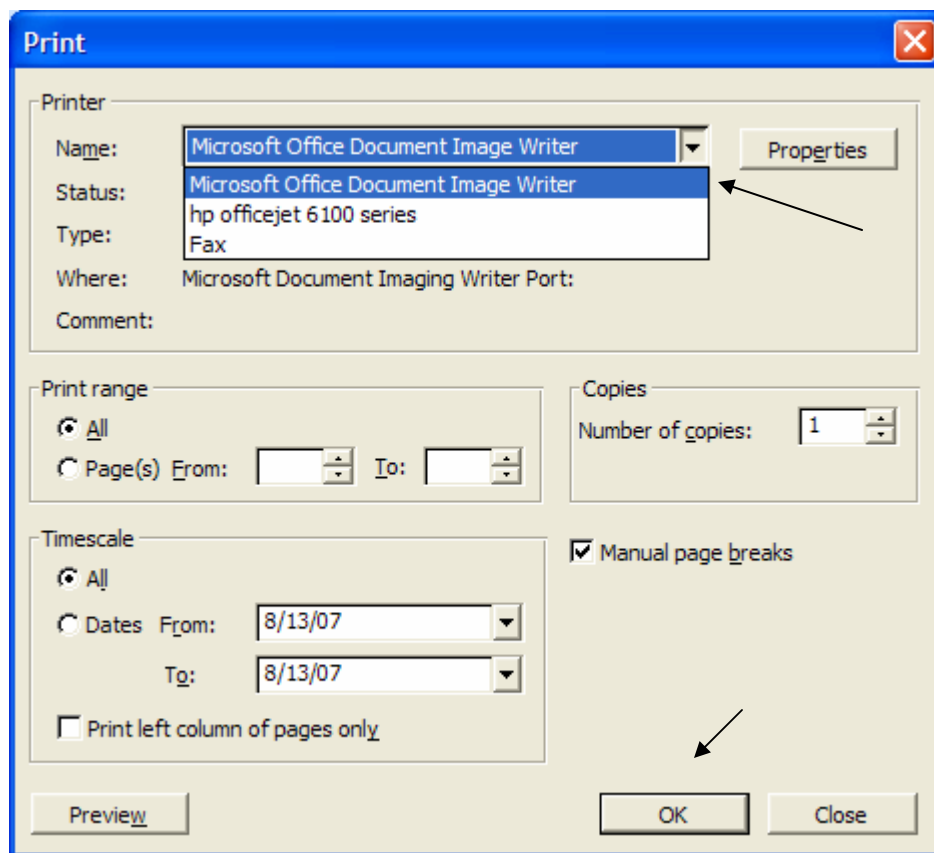
Article for MPA ezine – August, 2007
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Topic: Writing reports to a file in MS Project

Question: I would like to print reports to a file so I can email them, upload them to a Sharepoint site or post them on a website. How would I do this?

Answer: This is something many people have asked about in my classes. Microsoft Office has a tool that comes with the Office applications called Microsoft Office Document Image Writer. Because this tool comes from Office, it is available to all applications. To utilize the MS Office Document Image Writer take just a few easy steps – see below:

1. Open MS Project
2. File → Print
3. Select Microsoft Office Document Image Writer in the Name box as below



4. Click OK to close the form.

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I have found that the option to change printers is not always available once you have print previewed a report. The printer choice will now stay there and be available to print all reports to an .mdi file. This format is similar to a .pdf format. You, of course, can also write reports to .pdf or "save as a webpage" which is HTML format. You might have to reset this printer choice in future sessions of MS Project.