

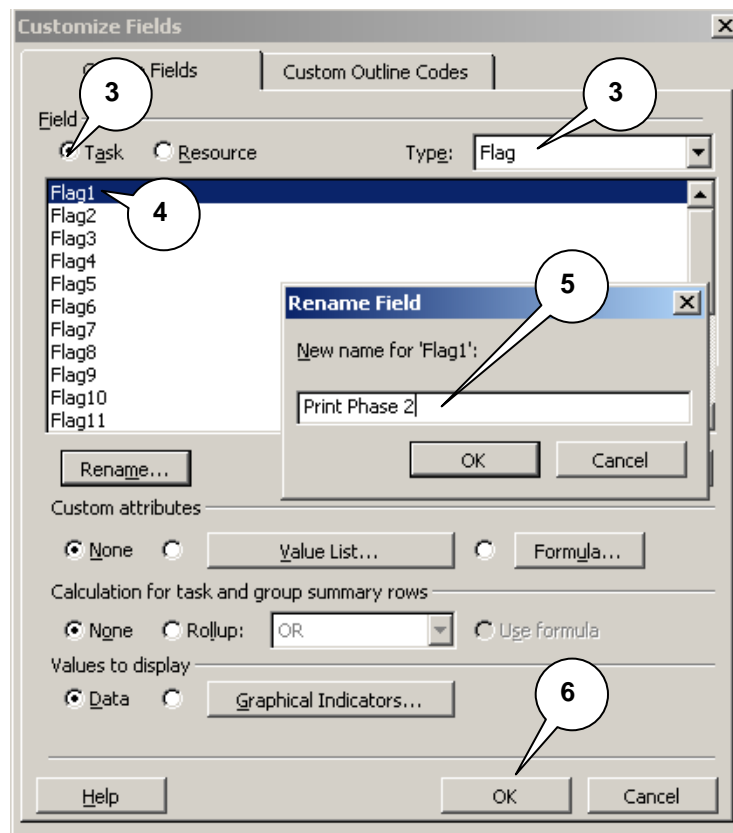
Article for MPA ezine – May 1, 2008
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Subject: Printing sections of a Project Schedule

Brenda of Lincolnshire, IL and Tonya of Ann Arbor, MI asked: I want to print sections or phases of a project schedule. What is the best way to do this?

Answer: If you are repeatedly printing sections of a schedule, you can easily section it off and only print the sections you are interested in printing. Let's say you want to print only Phase 2 of your project schedule. Follow the instructions below:


1. Select a customizable flag field, change the name to "Print Phase 2"
2. Tools → Customize → Fields
3. Task will be selected on the left, select a flag field in Type on the right
4. Select an unused Flag field
5. Click Rename, enter Print Phase 2 and click OK
6. Click OK to close the form



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7. Select a task table in which to insert the new column
Right click on a column heading
Select insert column
Click "P" on the keyboard
Scroll down to find "Print Phase 2" and click OK
8. Scroll down the column and change the "No" value to "Yes" for all tasks that would be printed on a Phase 2 report
9. Click the auto filter on. The icon looks like this:  and it is found on the formatting toolbar
10. When you are ready to print the report, Click on the auto filter button in the Print Phase 2 column header and select "Yes". All tasks except Phase 2 will be hidden.
11. To remove the filter either turn off the auto filter or click on F3

When you click on Print Preview, you will see only the Phase 2 tasks. Repeat this process for different phases and sections of a project schedule. Brenda wanted to use this function to print selected tasks that will be high level reports for clients. I also believe that this could have multiple other uses. Create as many different filters as necessary to meet all of your needs.

If you don't want the "Print Phase 2" column to appear on the report, filter the schedule in one table and then switch to another table to print your information. Another option is to hide the "Print Phase 2" column behind the Gantt Chart.

NOTE: You have created a custom field. By default this field is resident and only available in the project you are creating it in. To make sure that this field is available to you in other projects, copy the field in the Organizer to your Global.mpt. Instructions below:

1. Tools → Organizer
2. Select Fields
3. Select your new field on the right side of the form
4. Click on "copy" the center
5. Click OK to close the form