



1. To create a **Project Timeline Layout** by scratch, simply drag a project frame shape onto the drawing page. The wizard prompts you to answer basic questions, expediting the process.

2. **Percentage Complete** can be adjusted by dragging the control handle out from the left edge of any task.

3. The **Gantt chart task bars** are adjusted by either specifying the dates in the date columns, or by dragging the task bars directly. Because these two entities are connected, they automatically update each other. A start date and a duration may also be used in combination to automatically set the task bar and end date.

4. **Linking** is accomplished by highlighting the tasks to be linked, right-clicking the mouse, and selecting the the "link tasks" command. This feature automatically adjusts the dates so that the linked tasks do not overlap. Moving linked items will adjust the others accordingly.

5. **Summary tasks** are created by highlighting the sub-tasks, right-clicking the mouse, and choosing Demote Task.

6. The **timeline task information** was easily entered by double-clicking on the appropriate boxes.

For existing timeline data use the **Project Timeline Wizard**, which generates a project timeline from a data file in Microsoft Excel (.xls), comma- or tab-delimited text, or Microsoft Project Exchange (.mpx) format, or generates a project timeline structure into which you can enter data.

Tools > Macro > Business Diagram > Project Timeline Wizard

Project Timeline