



## When your team members don't have MS Project

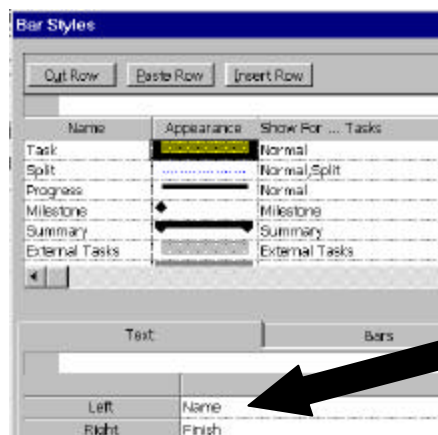
Not all your team members, sponsors or extended team members may have MS-Project much less be able to easily read and understand a project plan you send them. Consider also that good communication is focused. It leads viewers directly to the story you want your data to tell.

You can capture images of you MS Project schedule with the Copy Picture

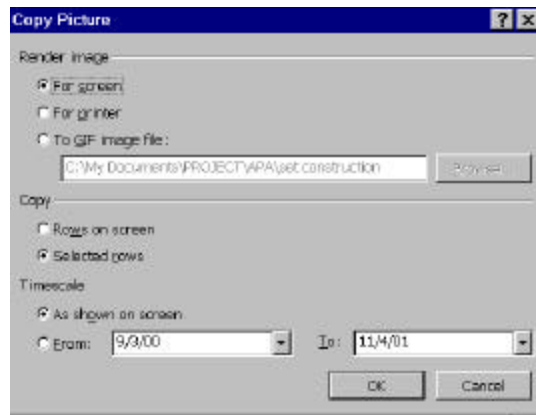


feature, the little camera icon at the right end of the Standard toolbar: It allows you to take a snapshot of any part of your Gantt chart and produce a graphics file you can send independently or create images in desktop software like Word or PowerPoint.

To use this tool most effectively, decide what story (or stories) you want to tell and, using filters, display a limited number of tasks on the screen that tell that story. To further prepare, from the menu bar choose Format: Bar Style and, after choosing Task, click on the Text tab. We usually like to see just the Task Name and Finish Date on either side of the Gantt bar.



To see the largest Gantt chart screen area available, drag the vertical split bar as far to the left as possible, covering up the task spreadsheet. Select the tasks you want to show and click on the Copy Picture icon.



We generally Render Image for the Screen and then paste the image into PowerPoint where we then can manipulate the size, crop the edges to make it neat, add accompanying text and insert bold arrows to direct the viewer. We then send it off as a lone attachment or as part of a large presentation or document.