

Installing and Using Microsoft Project on a Network

The Microsoft Project program files that you install on your computer's hard disk can also be placed in a network directory. You can then run Microsoft Project on any computer that has access to the network directory. For information on restrictions about network use, see your Microsoft Project license agreement.

For the Setup program to install Microsoft Project on a network, you must have read-write access to the network directory. For information on read-write access, see your network documentation.

To Install Microsoft Project on a Network

1. Connect to the network on which you want to install Microsoft Project.
2. Run the Setup program.
3. Select the hard drive to which you connected in step 1.
4. After setup is complete: If more than one user will be running Microsoft Project from the network, you need to change the attributes for the following Microsoft Project files to read-only: WINPROJ.EXE, WINPROJ.DLG, WINPROJ.HLP, DEWPROJ.EXE, and the files in the WPROJCBT.CBT directory. To change the attributes, use the Change Attributes command on the File menu in the File Manager or a DOS or network utility.
5. If users will be running Microsoft Windows from their own hard disk and Microsoft Project from the network, copy the files REGLOAD.EXE and WINPROJ.REG from the disk to the Microsoft Project directory on the network and then decompress REGLOAD.EXE. These files are needed by the users to set up their systems to use object linking and embedding. For information about the location of the files on the disks and about decompressing the files, open the file PACKING.LST.

If you are running Microsoft Project from a network, but running Microsoft Windows from your hard drive, you need to do the following before running Microsoft Project:

1. If you are running Microsoft Windows version 3.0, copy the following files from the network to your Windows System directory:
COMMDLG.DLL
DDEML.DLL
OLECLI.DLL
OLESVR.DLL
SHELL.DLL
SMALLE.FON

If you want to use object linking and embedding, also copy the files WINPROJ.REG and REGLOAD.EXE.

2. If you want to use Microsoft Graph with Microsoft Project, copy the following files to the WINDOWS\MSAPPS\MSGGRAPH directory:
GRAPH.EXE
MSGGRAPH.HLP
3. If you want to use the spelling checker in Microsoft Project:
 - Copy the following files to the WINDOWS\MSAPPS\PROOF directory:
MSSPELL.DLL
mssp_am.lex
 - Add the following lines to the WIN.INI file:
[MS Proofing Tools]
Spelling 1033,0=c:\windows dir\MSAPPS\PROOF\mspell.dll, c:\windows dir\MSAPPS\PROOF\mssp_am.lex
4. If you want to use object linking and embedding to link information between Microsoft Project and other applications:
 - Open the file WINPROJ.REG in any word processing application. Change the path

for Microsoft Project to its location on the network. If you want to use Graph, change the path to Microsoft Graph to WINDOWS\MSAPPS\MSGRAPH. When you save the file, be sure to save it as an ASCII or text file.

- In Windows, choose Run from the File menu, and type **reload winproj.reg** to register Microsoft Project.

Using your Own Preferences, View, and Calendar Files

You can run Microsoft Project on a network and still maintain your personal preferences for screen colors, date format, default work units, and other features, as well as using your own view and calendar files. Microsoft Project stores settings for these preferences in a special preferences file (WINPROJ.INI). Whenever you start Microsoft Project, the program checks this file and uses the settings it finds there. If the program doesn't find a preferences file, it uses the default preferences.

To run Microsoft Project on the network but use your own default settings, you create a personal preferences file in a directory on your hard disk. This directory should also contain your view and calendar files. For more information on default settings, see the "Preferences" topic in the *Microsoft Project User's Reference*.

The procedures for Windows 3.0 and for Windows 3.1 or later are different. Use the section appropriate for your version of Windows.

Using Personal Files with Microsoft Project and Windows 3.0

When you use a personal preferences file with Microsoft Project on a network, you must do two things, the first one once, and the second one every time you run Microsoft Project:

- In the Windows Program Manager, choose Properties from the File menu, and change the text in the Command Line box. In this box, you want to indicate that the WINPROJ.EXE file is in the same directory as your personal preferences file even though it is actually on the network. When you do this, you will see a message that the path is not valid because Windows cannot locate WINPROJ.EXE in your local directory. Ignore this message. Because the path containing Microsoft Project is included in your PATH, Microsoft Project will be found when you start it, but your preferences file will be used instead of the one on the network. You do this step only once.
- Before you run Microsoft Project, you must connect to the network and add the network drive to the PATH. You can do this automatically in your AUTOEXEC.BAT file, or manually by connecting to the drive and then changing your path each time you start your computer. For more information, see your MS-DOS documentation.

If you only want to use your own view and calendar files, you can just change the Command Line in the Properties dialog box to include the path to the WINPROJ.EXE file on the network, followed by the path and filenames of your view and calendar files.

To Use Personal Preferences, View, and Calendar Files in Microsoft Project

1. Connect to the network directory where Microsoft Project is installed.
2. Copy the WINPROJ.INI file from the network directory to your personal directory. If there is no WINPROJ.INI file on the network, start Microsoft Project and then quit. The file is created when you quit.
3. In the Program Manager, select the Microsoft Project icon.

4. From the File menu, choose Properties.
5. In the Command Line box, type the path to the directory containing your WINPROJ.INI file. Following the path, type **\winproj.exe** and then the names of the view and calendar files. If the view and calendar files are in the same directory as your WINPROJ.INI file, they will be opened automatically and you don't need to include their names after WINPROJ.EXE. For example, if your preferences, view, and calendar files are on drive C, in the directory PROJECT, you would type **c:\project\winproj.exe**
6. Choose the OK button.
7. You will see a message that the path is not valid. Choose the OK button.
8. From the File menu, choose Properties.
9. Choose the Change Icon option button.
10. In the File Name box, type the path to the WINPROJ.EXE file on the network. For example, if WINPROJ.EXE is on the network Z:\CORP\PROJECTS, you would type **z:\corp\projects\winproj.exe**
11. Choose the OK button twice.
12. You will see a message that the path is not valid. Choose the OK button.

To Use a Network Preferences File but Personal View and Calendar Files in Microsoft Project

1. In the Program Manager, select the Microsoft Project icon.
2. From the File menu, choose Properties.
3. In the Command Line box, add the view and calendar path and filenames after WINPROJ.EXE. For example, if your view and calendar files are on drive C, in the directory PROJECT, and winproj.exe is on the network Z:\CORP\PROJECTS, the text in the Command Line box would be **z:\corp\projects\winproj.exe c:\project\myviews.mpv c:\project\mycals.mpc**
4. Choose the OK button.

Using Personal Files with Microsoft Project and Windows 3.1 or later

When you use a personal preferences file with Microsoft Project on a network, do the following:

- In the Windows Program Manager, choose Properties from the File menu. Make sure the text in the Command Line box points to WINPROJ.EXE on the network. In the Working Directory box, type the path to the directory containing your personal preferences file, and your view and calendar files.

Before you run Microsoft Project, make sure you are connected to the network.

To Use Personal Preferences, View, and Calendar Files in Microsoft Project

1. Connect to the network directory where Microsoft Project is installed.
2. Copy the WINPROJ.INI file from the network directory to your personal directory. If there is no WINPROJ.INI file on the network, start Microsoft Project and then quit. The file is created when you quit.
3. In the Program Manager, select the Microsoft Project icon. If you don't have a Microsoft Project icon, create one using the New command on the Program Manager File menu.
4. From the File menu, choose Properties.
5. In the Command Line box, type the path to the directory on the network containing WINPROJ.EXE. For example, if WINPROJ.EXE is on the network Z:\CORP\PROJECTS, you would type **z:\corp\projects\winproj.exe**
6. In the Working Directory box, type the path to the local directory containing your WINPROJ.INI file and your view and calendar files. For example, if your preferences,

view, and calendar files are on drive C, in the directory PROJECT, you would type
c:\project

7. Choose the OK button.

Using Shared Projects

A network allows many users to share and print information from the same files. When projects are shared on a network, there are several ways you can use and protect them.

- Open the project with "read-only" access, which means you can open the project, but you can't edit it.
- Open the project with "read-write" access, which means you can open the project and edit it. To prevent multiple users from making changes to the project at the same time, only one user at a time can open a project with read-write access.

In a shared data environment such as a network, it's a good idea to open a file with read-only access unless you need to edit the project. If you do not specify read-only and you are the first to open a file, you will have read-write access to the file; if the file is already in use, you can open it with read-only access.

To use the following procedure, you must be connected to the network computer containing the project you want to use.

To Open a Project File

1. From the File menu, choose Open.
2. Select or type the name of the project. If the project is in a directory other than the current one, include the full path.
3. To open the project with read-only access, select the Read Only check box. To open the project with read-write access, clear the Read Only check box.
4. Choose the OK button.

Note

If you try to open a project with read-write access while another user with read-write access is using the project, Microsoft Project displays a message indicating that the project can be opened as read-only. Choose the OK button to open the project with read-only access; choose the Cancel button to cancel the command.

Protecting Shared Projects

When you store a project on the network and want to limit those who can read and edit it, save the project with a password. To do this, you choose the Save As command from the File menu, and then choose the Options button. There are three things you can do to protect a file when you save it:

- Save the project with a password by typing a password in the Password box. This project can be opened only if the user has the password.
- Save the project with a write-reserved password by typing the password in the Write Reserved Password box. Any one can open this project, but changes can be saved only if the password was entered when the project was opened.
- Recommend that a file be opened with read-only access by selecting the Read Only Recommended check box. When some one opens this file, a dialog box appears encouraging them to open the file with read-only access, although they do have the option to open with read/write access.

If you use passwords, be sure to give the password to authorized users only.

For more information on using a password, see the "Password Protection" topic in the *Microsoft Project User's Reference*.

Using Printers on a Network

The procedures for printing from a network are generally the same as regular printing procedures. If you have more than one printer set up to use with Microsoft Project, you use the Print Setup command on the File menu to specify the printer you want to use. You also use the Print Setup command to change printer settings, no matter how many printers are set up.

For more information on printing and printer setup, see the "Printing and Plotting" topic in the *Microsoft Project User's Reference*. Also see your operating environment documentation.

Note

Your network software may require you to issue a command to make a network printer available to your computer. For specific procedures that apply to your network, see your network documentation.