Macro Commands

The following list summarizes the syntax of the commands used in macros as they are pasted into the Macro Definition dialog box. Following this list are all the commands used in macros along with their arguments and what type of value is expected. This information is the same as what you see in the Commands Used in Macros topics in online Help. For more information about writing and understanding macros, see the file MACROS.WRI. MACROS.WRI also contains a quick reference guide to all the commands.

- When you paste a command when creating a macro, the format is as follows:
  FileOpen .Name=[ ] // .ReadOnly=[ ]
  FileOpen is the command name, .Name=[ ] is a required argument,
  and .ReadOnly=[ ] is an optional argument.
- Argument names are preceded with a period. For example, .Name= is an argument for the FileOpen command; it specifies the name of the file to open. You type the name of the file after the equal sign.
- If an argument value has more than one word or contains the list separator character, you must include the value in brackets ([ ]) or quotation marks. When you paste the command with arguments, the brackets are included. If you want to include quotation marks in a message, type **""*text*""**, and replace *text* with the text you want in quotes.
- Required arguments are to the left of the two slashes (//); optional arguments are to the right. Everything to the right of the slashes is considered a comment.
- To use an optional argument, select the argument name, move it to the left of the slashes, and then type the value in the brackets after the equal sign. You can also delete the two slashes and all optional arguments except for those you want to use. You do not have to include all the preceding optional arguments or include placeholders for optional arguments because the argument name tells Microsoft Project what the argument value is for.
- Arguments are separated by a space. You can also use the list separator character, usually a comma or semicolon, specified in the Preferences dialog box to separate arguments.
- For argument values that are Yes or No, you can type **Yes**, **Y**, or **1** for Yes and **No**, **N**, or **0** for No.
- For commands that normally display a dialog box in Microsoft Project, if you don't include the required arguments, the dialog box is displayed.
- For commands that don't have a dialog box but do have required arguments, such as the CheckField or SendKeys command, the required arguments must be included. If you leave out a required argument, a message will appear that tells you to include the required arguments.

Alerts

Turns Microsoft Project messages on or off. When the messages are off, the default response is accepted without the message being displayed. This command is used only in macros.

Alerts // .Show=[Yes]

.Show=[Yes]

Optional; default is Yes. Replace Yes with No if you don't want to display messages.

Turns on or off the display of messages.

AppExecute

Specifies the window and the pane that you want to be active.

AppExecute // .Window=[ ] .Command=[ ] .Minimize=[No] .Activate=[Yes]

.Window=[ ]

Optional.

Specifies the name of an application window to make active. If the window exists, the window is activated and the Command argument is ignored.

In the brackets, type the exact text in the window title bar.

.Command=[ ]

Optional; used only if the Window argument is not used or the window does not exist.

Specifies the command line to start an application. If you don't include a path, looks in the current directory, the Windows directory, and the path line in the WIN.INI file.

In the brackets, type the command line.

.Minimize=[No]

Optional; default is No. Replace No with Yes if you want the application minimized.

Specifies whether the application is opened and then minimized.

.Activate=[Yes]

Optional; default is Yes. Replace Yes with No if you don't want the application activated.

Specifies whether the application is activated.

AppMaximize

Equivalent to the Maximize command on the application Control menu. Enlarges the Microsoft Project window.

AppMinimize

Equivalent to the Minimize command on the application Control menu. Shrinks the Microsoft Project window to an icon.

AppMove

Equivalent to the Move command on the application Control menu. Moves the Microsoft Project window. If you don't include the arguments, the position is unchanged.

AppMove // .Xpos=[ ] .Ypos=[ ]

.Xpos=[ ]

Optional.

Specifies the horizontal position of the Microsoft Project window measured in pixels from the left edge of the screen to the left side of the window.

In the brackets, type the measurement.

.Ypos=[ ]

Optional.

Specifies the vertical position of the Microsoft Project window measured in pixels from the top edge of the screen to the top of the window.

In the brackets, type the measurement.

AppRestore

Equivalent to the Restore command on the application Control menu. Restores the Microsoft Project window to its previous size and location.

AppSize

Equivalent to the Size command on the application Control menu. Changes the size of the Microsoft Project window. If you don't include the arguments, the size is unchanged.

AppSize // .Width=[ ] .Height=[ ]

.Width=[ ]

Optional.

Specifies the width of the Microsoft Project window in pixels.

In the brackets, type the width.

.Height=[ ]

Optional.

Specifies the height of the Microsoft Project window in pixels.

In the brackets, type the height.

CheckField

Checks the selected tasks or resources to see if they all meet the criterion you specify. If all selected tasks or resources meet the criterion, the command returns TRUE; if not all meet the criterion, the command returns FALSE.

CheckField .Field=[ ] .Value=[ ] // .Test=[Equals] .Op=[And] .Field2=[ ] .Value2=[ ] .Test2=[ ]

.Field=[ ]

Required.

Specifies the name of the field you want to search.

In the brackets, type the name of the field.

.Value=[ ]

Required.

Specifies the number or text you want to compare to the value in each field.

In the brackets, type the value you want to use.

.Test=[Equals]

Optional; default is Equals. Replace Equals with the test you want to use.

Specifies the test you want to use when comparing the value in the field with the value in the Value argument.

In the brackets, type a test: equals, not equals, greater, gtr or equal, less, less or equal, within, not within, contains, doesn't contain.

.Op=[And]

Optional; default is And. Replace And with Or if you want the command to return TRUE if either criterion is true.

Specifies the operator, AND or OR, to use to connect the two sets of criterion. Use only if you plan to use the Field2, Test2, and Value2 arguments.

.Field2=[ ]

Optional.

Specifies the name of the second field you want to search.

In the brackets, type the name of the field.

.Value2=[ ]

Optional.

Specifies the number or text you want to compare to the value in each field.

In the brackets, type the value you want to use.

.Test2=[ ]

Optional.

Specifies the test you want to use when comparing the value in the field in Field2 with the value in the Value2 argument.

In the brackets, type a test: equals, not equals, greater, gtr or equal, less, less or equal, within, not within, contains, doesn't contain.

ColumnBestFit

Equivalent to double-clicking a column border or choosing the Best Fit button in the Column Definition dialog box. Changes the width of the column so it best fits the information in the column.

ColumnBestFit // .Column=[ ]

.Column=[ ]

Optional.

Specifies the column whose width you want to change.

In the brackets, type the number of the column. For example, in the Entry table, the ID column is column 1, the Name column is 2, and so on.

ColumnEdit

Equivalent to double-clicking a column title or pressing ALT+F3 to display the Column Definition dialog box.

ColumnEdit // .Column=[ ]

.Column=[ ]

Optional.

Specifies the column whose definition you want to change.

In the brackets, type the number of the column. For example, in the Entry table, the ID column is column 1, the Name column is 2, and so on.

CreateMSGraph

Equivalent to clicking the graph button on the tool bar or pressing CTRL+F11. Displays the Create Graph Object dialog box.

CreateMSGraph // .Name=[ ] .Data=[ ] .ID=[ ] .Task=[ ]

.Name=[ ]

Optional.

Specifies the name of the graph.

In the brackets, type the name.

.Data=[ ]

Optional.

Specifies the data you want to include in the graph, using the format used when you create a link to another application in Microsoft Project. For a description of the syntax, see the Define Link dialog box Help topic or the "Transferring Information" topic in the Microsoft Project User's Reference.

In the brackets, type the data.

.ID=[ ]

Optional.

Specifies the ID number of the task or resource to which you want to attach the graph.

In the brackets, type the ID number.

.Task=[ ]

Optional.

Specifies whether you want to attach the graph to a task or resource.

In the brackets, type **0** for a resource or **1** for a task.

DDEExecute

Sends a command to another application. You must first use the DDEInitiate command to start a DDE conversation with the other application.

DDEExecute .Command=[ ] // .TimeOut=[5]

.Command=[ ]
Required.
Specifies the command you want to carry out in the other application.
In the brackets, type the command.

.TimeOut=[5]
Optional; default is 5. Replace 5 with the number of seconds Microsoft Project should wait.
Maximum time in seconds that Microsoft Project will wait for another application to complete the command before Microsoft Project decides it failed. If your macro causes a message to be displayed in the other application, use a large timeout value. For most commands, however, the default will be fine.

DDEInitiate

Starts a DDE conversation with another application.

DDEInitiate .Application=[ ] .Topic=[ ]

.Application=[ ]
Required.
Specifies the application with which you want to start a conversation.
In the brackets, type the name of the application.

.Topic=[ ]
Required.
Specifies the filename to use in the other application.
In the brackets, type the filename, including the path, or the topic, such as "system" if you want to connect to the system topic.

DDETerminate

Ends the active DDE conversation. If you don't include this command, Microsoft Project will terminate the DDE conversation when the macro ends.

DocClose

Equivalent to the Close command on the project Control menu. Closes the active window.

DocMaximize

Equivalent to the Maximize command on the project Control menu. Enlarges the active project to fit the Microsoft Project window.

DocMove

Equivalent to the Move command on the project Control menu. Moves the project window. If you don't include the arguments, the position is unchanged.

DocMove // .Xpos=[ ] .Ypos=[ ]

.Xpos=[ ]
Optional.
Specifies the horizontal position of the project window measured in pixels from the left edge of the Microsoft Project window to the left edge of the project window.
In the brackets, type the measurement.

.Ypos=[ ]
Optional.
Specifies the vertical position of the project window measured in pixels from the top edge of the Microsoft Project window to the top of the project window.
In the brackets, type the measurement.

DocRestore

Equivalent to the Restore command on the project Control menu. Restores the project window to its previous size and location.

DocSize

Equivalent to the Size command on the project Control menu. Changes the size of the project window. If you don't include the arguments, the size is unchanged.

DocSize // .Width=[ ] .Height=[ ]

.Width=[ ]

Optional.

Specifies the width of the project window in pixels.

In the brackets, type the width.

.Height=[ ]

Optional.

Specifies the height of the project window in pixels.

In the brackets, type the height.

EditAssignment

Equivalent to the Assignment command on the Edit menu. Adds, replaces, or removes resource assignments.

EditAssignment .Resources=[ ] // .Op=[0] .With=[ ]

.Resources=[ ]

Required.

Specifies the names of the resources you want to add, remove, or replace. If the resource name includes a space or you specify more than one resource, you must include quotation marks or brackets ([ ]) around the list of resources.

In the brackets, type the names of the resources. If you type more than one name, separate the names with the list separator character, usually a comma or semicolon.

.Op=[0]

Optional; default is 0 for Add.

Specifies whether you want to add, remove, or replace this assignment. Equivalent to the buttons in the Resource Assignment dialog box.

0 = Add

1 = Remove

2 = Replace

.With=[ ]

Optional; used only when replacing a resource.

Specifies the name of the new resource. Equivalent to using the Replace Resource dialog box.

In the brackets, type the name of the resource.

EditClear

Equivalent to the Clear command on the Edit menu. Clears the information in the selected fields.

EditCopy

Equivalent to the Copy command on the Edit menu. Copies the selected information and stores it on the Clipboard. The arguments apply to the Resource Usage view only.

EditCopy // .FromDate=[ ] .ToDate=[ ] .TableOnly=[ ]

.FromDate=[ ]

Optional; applies to the Resource Usage view only.
Specifies the beginning date for the information to be copied.
In the brackets, type the beginning date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

.ToDate=[ ]

Optional; applies to the Resource Usage view only.
Specifies the ending date for the information to be copied.
In the brackets, type the ending date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

.TableOnly=[ ]

Optional; applies to the Resource Usage view only.
Specifies whether to copy table information only from the Resource Usage view, or table and usage information.
In the brackets, type **Yes** to copy table information only or **No** to copy usage information and table information.

EditCopyPicture

Equivalent to the Copy Picture command on the Edit menu. Copies the view as an object or the selected information as a static picture.

EditCopyPicture .Object=[ ] // .ForPrinter=[No]

.Object=[ ]

Required.
Specifies whether the information is copied as an object or as a static picture.
0 = Copies selected information as a static picture; equivalent to selecting the Static Picture option button in the Copy Picture dialog box.
1 = Copies view as an object; equivalent to selecting the Linked Or Embedded Object option button in the Copy Picture dialog box.

.ForPrinter=[No]

Optional; used when copying information as a static picture; default is No.
Replace No with Yes to copy the picture for the printer.
Specifies whether selected information is copied for the screen or for the printer; equivalent to the For Printer check box in the Copy Picture dialog box.

EditCut

Equivalent to the Cut command on the Edit menu. Deletes the selected information and places it on the Clipboard.

EditDelete

Equivalent to the Delete command on the Edit menu. Deletes the selected information or object.

EditFillDown

Equivalent to the Fill Down command on the Edit menu. Copies the information in the top selected field to the remaining selected fields.

EditFind

Equivalent to the Find command on the Edit menu. Finds the next task or resource that meets the criterion you specify.

EditFind .Field=[ ] .Test=[ ] .Value=[ ] // .Next=[ ]

.Field=[ ]

Required.

Specifies the name of the field you want to search.

In the brackets, type the name of the field.

.Test=[ ]

Required.

Specifies the test you want to use when comparing the value in the field with the value in the Value argument.

In the brackets, type a test: equals, not equals, greater, gtr or equal, less, less or equal, within, not within, contains, doesn't contain.

.Value=[ ]

Required.

Specifies the number or text you want to compare to the value in each field.

In the brackets, type the value you want to use.

.Next=[ ]

Optional.

Specifies whether to find the next task or resource that meets the criterion or the previous task or resource; equivalent to choosing the Next button or Previous button in the Find dialog box.

In the bracket, type **Yes** for the Next button or **No** for the Previous button.

EditForm

Equivalent to the Form command on the Edit menu. Displays the Task Edit Form or Resource Edit Form, depending on whether a task or resource is selected when you use the command.

EditGoto

Equivalent to the Go To command on the Edit menu. Moves to the ID number or date you specify.

EditGoto // .ID=[ ] .Date=[ ]

.ID=[ ]

Optional.

Specifies the ID number to go to.

In the brackets, type the number of the task or resource.

.Date=[ ]

Optional.

Specifies the date to go to.

In the brackets, type the date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

EditInsert

Equivalent to the Insert command on the Edit menu. Inserts a blank row into a table or a node into the PERT Chart. If a column is selected, inserts a new column.

EditInsertObject

Equivalent to the Insert Object command on the Edit menu. Creates an object in the

application you specify and attaches it to the selected task or resource.

EditInsertObject // .Name=[ ]

.Name=[ ]

Optional.

Specifies the type of object you want to insert.

In the brackets, type the object type--either the name shown in the Insert Object dialog box or the class name.

EditLinkTasks

Equivalent to the Link Tasks command on the Edit menu. Links the selected tasks with finish-to-start relationships.

EditObject

Equivalent to the Object command on the Edit menu. If there is more than one action you can perform on the object, specifies the action you want.

EditObject // .Verb=[ ]

.Verb=[ ]

Optional.

Specifies the type of action you want to take on the object. When you choose this command in Microsoft Project, a dialog box appears if there is more than one action that you can take. The number you type matches the order of the actions listed in the dialog box, starting with 1 as the first action.

In the brackets, type a number.

EditPaste

Equivalent to the Paste command on the Edit menu. Inserts the information on the Clipboard into the project.

EditPasteLink

Equivalent to the Paste Link command on the Edit menu. Inserts the information on the Clipboard such that it is linked to the original information.

EditUndo

Equivalent to the Undo command on the Edit menu. Reverses the most recent command.

EditUnlinkTasks

Equivalent to the Unlink Tasks command on the Edit menu. Unlinks the selected tasks.

Error

Tells the macro how to handle an error message.

Error // .Halt=[ ]

.Halt=[ ]

Optional.

Specifies whether the macro continues or is halted when an error occurs. Type one of the following:

No = When an error occurs, accept the default value and continue running the macro.

Yes = When an error occurs, halt the macro and display a message.

ExtendSelection

Equivalent to pressing F8 to turn on or off Extend Selection mode. Extends the selection from the current location to the new location.

ExtendSelection // .On=[No]

.On=[No]

Optional; default is No. Replace No with Yes to turn on Extend Selection mode.
Specifies whether Extend Selection mode is on or off.

FileClose

Equivalent to the Close command on the File menu. Closes the active project.

FileClose // .Save=[2]

.Save=[2]

Optional; default is 2 for prompt for save.
Specifies whether a project with unsaved changes is saved or not saved.
0 = Don't save unsaved changes
1 = Save unsaved changes
2 = Prompt for save

FileCloseAll

Equivalent to the Close All command on the File menu. Closes all open projects.

FileCloseAll // .Save=[2]

.Save=[2]

Optional; default is 2 for prompt for save.
Specifies whether projects with unsaved changes are saved or not saved.
0 = Don't save unsaved changes
1 = Save unsaved changes
2 = Prompt for save

FileLinks

Equivalent to the Links command on the File menu. Displays the Links dialog box where you can create, update, and delete links, and open linked files and applications.

FileLoadLast

Equivalent to opening one of the files listed at the bottom of the File menu. Opens an existing project.

FileLoadLast // .Num=[1]

.Num=[1]

Optional; default is 1 to open the first file in the list. Replace 1 with 2 to open the second file, 3 to open the third file, or 4 to open the fourth file. The numbers match the order of the files listed at the bottom of the File menu.
Specifies the file to open.

FileNew

Equivalent to the New command on the File menu. Creates a new project.

FileOpen

Equivalent to the Open command on the File menu. Opens an existing project.

FileOpen .Name=[ ] // .ReadOnly=[No]

.Name=[ ]
Required.
Specifies the file to open.
In the brackets, type the name of the file, including the path if appropriate.
.ReadOnly=[No]
Optional; default is No. Replace No with Yes to open the file with read-only access.
Specifies whether the file is opened with read-only access.

FilePageSetup

Equivalent to the Page Setup command on the File menu. Specifies page formatting including headers, footers, margins, and legends. This command always displays the dialog box so you can select the options that are appropriate for your view or report.

FilePrint

Equivalent to the Print command on the File menu. Prints the active view.
FilePrint // .FromPage=[ ] .ToPage=[ ] .AllColumns=[No] .PageBreaks=[Yes] .Draft=[No] .Copies=[1] .FromDate=[ ] .ToDate=[ ] .OnePageWide=[No] .Preview=[No] .Color=[ ]
.FromPage=[ ]
Optional.
Specifies the first page to print.
In the brackets, type the first page number.
.ToPage=[ ]
Optional, unless you have entered a value for the FromPage argument.
Specifies the last page to print.
In the brackets, type the last page number.
.AllColumns=[No]
Optional; default is No. Change No to Yes to print all columns.
Specifies whether all columns are printed or only those visible on screen. Same as the Print All Sheet Columns check box in the Print dialog box.
.PageBreaks=[Yes]
Optional; default is Yes. Change Yes to No to ignore manual page breaks.
Specifies whether manual page breaks are used or ignored when printing. Same as the Manual Page Breaks check box in the Print dialog box.
.Draft=[No]
Optional; default is No. Change No to Yes to print in draft mode.
Specifies whether you want to print in draft mode. Same as the Draft Quality check box in the Print dialog box.
.Copies=[1]
Optional; default is 1. Replace 1 with the number of copies you want to print.
Specifies the number of copies to print. Same as the Copies box in the Print dialog box.
.FromDate=[ ]
Optional.
Specifies the first date to print.
In the brackets, type the starting date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".
.ToDate=[ ]
Optional, unless you have entered a value for the FromDate argument.

Specifies the last date to print.
In the brackets, type the ending date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

.OnePageWide=[No]

Optional; default is No. Replace No with Yes to print one page width of the view. Indicates you want to print one page width of the view. Same as the One Page Wide check box under Timescale in the Print dialog box.

.Preview=[No]

Optional; default is No. Replace No with Yes to preview the pages in the view. Specifies that you want to preview the pages instead of printing the view. Same as the Preview button in the Print dialog box.

.Color=[ ]

Optional.
In Microsoft Project for the Macintosh, specifies that you want to print in color on a color output device; has no effect in Microsoft Project for Windows. Same as the Print Using Color check box in the Print dialog box.
In the brackets, type **Yes** to print in color or **No** to print in black and white.

FilePrintPreview

Equivalent to the Print Preview command on the File menu. Displays a view as it will appear when printed.

FilePrintPreviewReport

Equivalent to selecting a report in the Print Report dialog box and then choosing the Preview button. Displays a report as it will appear when printed.

FilePrintPreviewReport .Name=[ ]

.Name=[ ]

Required.
Specifies the report to preview.
In the brackets, type the name of the report as it appears in the Print Report dialog box.

FilePrintReport

Equivalent to printing a report using the Print Report dialog box and the Print dialog box.

FilePrintReport .Name=[ ] // .FromPage=[ ] .ToPage=[ ] .PageBreaks=[Yes] .Draft=[No] .Copies=[1] .FromDate=[ ] .ToDate=[ ] .Preview=[No] .Color=[ ]

.Name=[ ]

Required.
Specifies the name of the report to print.
In the brackets, type the name of the report as it appears in the Print Report dialog box.

.FromPage=[ ]

Optional.
Specifies the first page to print.
In the brackets, type the first page number.

.ToPage=[ ]

Optional, unless you have entered a value for the FromPage argument.
Specifies the last page to print.
In the brackets, type the last page number.

.PageBreaks=[Yes]
Optional; default is Yes. Change Yes to No to ignore manual page breaks.
Specifies whether manual page breaks are used or ignored when printing. Same as the Manual Page Breaks check box in the Print dialog box.

.Draft=[No]
Optional; default is No. Change No to Yes to print in draft mode.
Specifies whether you want to print in draft mode. Same as the Draft Quality check box in the Print dialog box.

.Copies=[1]
Optional; default is 1. Replace 1 with the number of copies you want to print.
Specifies the number of copies to print. Same as the Copies box in the Print dialog box.

.FromDate=[ ]
Optional.
Specifies the first date to print.
In the brackets, type the starting date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

.ToDate=[ ]
Optional, unless you have entered a value for the FromDate argument.
Specifies the last date to print.
In the brackets, type the ending date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

.Preview=[No]
Optional; default is No. Replace No with Yes to preview the pages in the report.
Specifies that you want to preview the pages instead of printing the report. Same as the Preview button in the Print dialog box.

.Color=[ ]
Optional.
In Microsoft Project for the Macintosh, specifies that you want to print in color on a color output device; has no effect in Microsoft Project for Windows. Same as the Print Using Color check box in the Print dialog box.
In the brackets, type **Yes** to print in color or **No** to print in black and white.

FilePrintSetup

Equivalent to the Print Setup command on the File menu. Lists printers and options for the selected printer.

FilePrintSetup .Printer=[ ]

.Printer=[ ]
Required.
Specifies the printer, using the exact text that appears in the Print Setup dialog box. You must enclose the text in either quotation marks or brackets ([ ]). For example, FilePrinterSetup .Printer=[HP LaserJet+ on COM1:].
In the brackets, type the exact text.

FileResources

Equivalent to the Resources command on the File menu. Specifies whether the project should use its own resources or the resources stored in another project.

FileResources // .Share=[ ] .Name=[ ] .Pool=[ ]

.Share=[ ]
Optional.
Specifies whether the project should use its own resources or the resources stored in another project.
In the brackets, type **No** if the project should use its own resources, or **Yes** to use the resources stored in another project.

.Name=[ ]
Optional, unless the argument for Share is Yes. If you enter a name, Share is set to Yes.
In the brackets, type the name of the project containing the resources.

.Pool=[ ]
Optional.
Specifies whether the resource information in the project or in the resource pool takes precedence when the information is different. Equivalent to the Pool Takes Precedence On Conflict check box in the Resource Sharing dialog box.
In the brackets, type **0** if the information in the individual project takes precedence over the pool or **1** if the pool should take precedence.

FileSave

Equivalent to the Save command on the File menu. Saves the active project on the disk.

FileSaveAs

Equivalent to the Save As command on the File menu. Names or renames an existing project and saves it on the disk.

FileSaveAs .Name=[ ] // .Format=[0] .Backup=[No] .ReadOnly=[No]

.Name=[ ]
Required.
Specifies the name of the file to save.
In the brackets, type the name of the file, including the path if needed.

.Format=[0]
Optional; default is 0 for MPP.
Specifies a format for the file if you want to save it in other than normal MPP format. Same as the Save File As Type box in the Save As dialog box.
To change the format, type one of the following numbers:
0 = MPP
1 = MPX
2 = TXT
3 = CSV
4 = XLS
5 = WKS
6 = WK1
7 = WK3
8 = DB3
9 = DB4

.Backup=[No]
Optional; default is No. Replace No with Yes to make a backup each time you save.
Specifies whether a backup is made of the file each time you save it. Same as the Create Backup File check box in the expanded Save As dialog box.

.ReadOnly=[No]
Optional; default is No. Replace No with Yes to open the file with read-only access.

Specifies whether, when the file is opened, Microsoft Project displays a message recommending that the file be opened with read-only access. Same as the Read Only Recommended check box in the expanded Save As dialog box.

FileSaveWorkspace

Equivalent to the Save Workspace command on the File menu. Saves a list of the open files and the preferences in the Preferences dialog box as a workspace file on the disk.

FileSaveWorkspace .Name=[ ]

.Name=[ ]

Required.

Specifies the name of the file to save.

In the brackets, type the name of the file, including the path if needed.

Filter

Equivalent to using the Define Filters command to apply a filter. Applies an existing filter. If the filter is not in the open view file, applies the All Tasks or All Resources filter. To make sure the filter is available, include a ViewFileOpen command to open the appropriate view file before using this command.

Filter .Name=[ ] // .Highlight=[No] .Value1=[ ] .Value2=[ ]

.Name=[ ]

Required.

Specifies the filter to apply.

In the brackets, type the name of the filter.

.Highlight=[No]

Optional; default is No. Replace No with Yes to apply the filter as a highlighting filter.

Specifies whether the filter is applied as a highlighting filter.

.Value1=[ ]

Optional.

Specifies the value to use when applying an interactive filter.

In the brackets, type the value.

.Value2=[ ]

Optional.

Specifies the second value to use when applying an interactive range filter.

In the brackets, type the value.

FilterDefineFilters

Equivalent to the Define Filters command on the Filter menu. Displays the Define Filters dialog box so you can apply, create, copy, or edit a filter.

FindNext

Equivalent to choosing the Next button in the Find dialog box or pressing F7. Finds the next task or resource that contains information meeting the test and value specified in the Find dialog box.

FindPrevious

Equivalent to choosing the Previous button in the Find dialog box or pressing SHIFT+F7. Finds the previous task or resource that contains information meeting the test and value specified in the Find dialog box.

Form
Equivalent to using the Custom Forms command on the Options menu to display a form. Displays an existing form. To make sure the form is available, include a ViewFileOpen command to open the appropriate view file before using this command.
There is also a Form command for every form in the view file. The form name follows Form, for example, Form [Tracking].
Form .Name=[ ]
.Name=[ ]
Required.
Specifies the form to display.
In the brackets, type the name of the form.

FormatAvailability
Equivalent to the Availability command on the Format menu for the Resource Graph or Resource Usage view. Displays the amount of work for which a resource is available.

FormatBorders
Equivalent to the Borders command on the Format menu for the PERT Chart. Displays the Borders dialog box so you can change the borders on the PERT nodes.

FormatCost
Equivalent to the Cost command on the Format menu for the Resource Form, Resource Graph, or Resource Usage view. Shows cost information for resources.

FormatCumulativeCost
Equivalent to the Cumulative Cost command on the Format menu for the Resource Graph or Resource Usage view. Displays the cumulative cost for resources.

FormatCumulativeWork
Equivalent to the Cumulative Work command on the Format menu for the Resource Graph or Resource Usage view. Displays the cumulative work for resources.

FormatGridlines
Equivalent to the Gridlines command on the Format menu. Displays the Gridlines dialog box so you can change the gridlines in the active view.

FormatLayout
Equivalent to the Layout command on the Format menu for the PERT Chart. Displays the Layout dialog box so you can change the lines, arrows, and page-break sensitivity in the PERT Chart.

FormatLayoutNow
Equivalent to the Layout Now command on the Format menu for the PERT Chart. Arranges the PERT nodes.

FormatNotes
Equivalent to the Notes command on the Format menu for the Resource Form or Task

Form. Displays the Notes box at the bottom of the form.

FormatObjects
Equivalent to the Objects command on the Format menu for the Resource Form or Task Form. Displays the Objects box at the bottom of the form.

FormatOutline
Equivalent to the Outline command on the Format menu for the Gantt Chart or Task Sheet. Displays the Outline dialog box so you can change the outline format in the active view.

FormatOverallocation
Equivalent to the Overallocation command on the Format menu for the Resource Graph or Resource Usage view. Displays the amount of work for which a resource is allocated to work over capacity.

FormatPageBreaks
Equivalent to the Page Breaks command on the Format menu for the PERT Chart. Displays the page breaks on the PERT Chart.

FormatPageBreaks // .Show=[ ]

.Show=[ ]

Optional.

Specifies whether page breaks are shown or not shown.

In the brackets, type **Yes** to show the page breaks or **No** to hide them.

FormatPalette
Equivalent to the Palette command on the Format menu for the Gantt Chart, PERT Chart, or Resource Graph. Displays the Palette dialog box so you can change the format, placement, alignment, and color of information.

FormatPeakUnits
Equivalent to the Peak Units command on the Format menu for the Resource Graph or Resource Usage view. Displays the peak units for resources during the time period.

FormatPercentAllocation
Equivalent to the Percent Allocation command on the Format menu for the Resource Graph or Resource Usage view. Displays the percentage that a resource is allocated for the time period.

FormatPredecessorsSuccessors
Equivalent to the Predecessors & Successors command on the Format menu for the Task Form. Displays the predecessors and successors fields at the bottom of the form.

FormatRemoveAllPageBreaks
Equivalent to the Remove All Page Breaks command on the Format menu. Removes all manual page breaks in the project.

FormatRemovePageBreak
Equivalent to the Remove Page Break command on the Format menu. Removes the manual page breaks above the selected task or resource.

FormatResourceCost
Equivalent to the Resource Cost command on the Format menu for the Task Form. Displays the resource cost fields at the bottom of the form.

FormatResourceSchedule
Equivalent to the Resource Schedule command on the Format menu for the Task Form. Displays the resource schedule fields at the bottom of the form.

FormatResourcesPredecessors
Equivalent to the Resources & Predecessors command on the Format menu for the Task Form. Displays the resources and predecessors fields at the bottom of the form.

FormatResourcesSuccessors
Equivalent to the Resources & Successors command on the Format menu for the Task Form. Displays the resources and successors fields at the bottom of the form.

FormatResourceWork
Equivalent to the Resource Work command on the Format menu for the Task Form. Displays the resource work fields at the bottom of the form.

FormatSchedule
Equivalent to the Schedule command on the Format menu for the Resource Form. Displays the schedule fields at the bottom of the form.

FormatSelectedTasks
Equivalent to the Selected Tasks Only command on the Format menu for the Resource Usage view. When the Resource Usage view is on the bottom of a combination view, displays usage information for just the tasks selected in the top view.

FormatSelectedTasks // .Show=[ ]

.Show=[ ]

Optional.

Specifies whether resource information is shown for all tasks or for selected tasks only.

In the brackets, type **Yes** to show information for the selected tasks only or **No** to show information for all tasks to which the resource is assigned.

FormatSetPageBreak
Equivalent to the Set Page Break command on the Format menu. Inserts a manual page break above the selected task or resource.

FormatSort
Equivalent to the Sort command on the Format menu. Displays the Sort dialog box so you can sort the tasks or resources in the active view.

FormatSort .Key1=[ ] // .Ascending1=[Yes] .Key2=[ ] .Ascending2=[Yes] .Key3=[ ] .

Ascending3=[Yes] .Renumber=[No] .Outline=[Yes]

.Key1=[ ]

Required.

Specifies the field on which you want to sort.

In the brackets, type the field name.

.Ascending1=[Yes]

Optional; default is Yes. Replace Yes with No to sort in descending order.

Specifies whether you sort in ascending or descending order.

.Key2=[ ]

Optional.

Specifies the second field on which you want to sort.

In the brackets, type the field name.

.Ascending2=[Yes]

Optional; default is Yes. Replace Yes with No to sort in descending order.

Specifies whether you sort in ascending or descending order.

.Key3=[ ]

Optional.

Specifies the third field on which you want to sort.

In the brackets, type the field name.

.Ascending3=[Yes]

Optional; default is Yes. Replace Yes with No to sort in descending order.

Specifies whether you sort in ascending or descending order.

.Renumber=[No]

Optional; default is No. Replace No with Yes to renumber.

Sorts and sequentially renumbers tasks or resources based on the new sort order.

.Outline=[Yes]

Optional; default is Yes. Replace Yes with No if you don't want to maintain the outline structure.

Specifies whether the outline structure is maintained.

FormatText

Equivalent to the Text command on the Format menu. Displays the Text dialog box so you can change the text in the active view.

FormatTimescale

Equivalent to the Timescale command on the Format menu. Displays the Timescale dialog box so you can change the timescale in the active view.

FormatWork

Equivalent to the Work command on the Format menu for the Resource Form. Displays the work fields at the bottom of the form.

FormatZoom

Equivalent to the Zoom commands on the Format menu for the PERT Chart. Zooms the PERT Chart in or out.

FormatZoom // .In=[ ]

.In=[ ]

Optional.

Specifies either full-sized nodes or small nodes.

In the brackets, type **No** to zoom out or **Yes** to zoom in.

GotoNextOverAllocation
Equivalent to clicking the go to next overallocation button on the tool bar or pressing ALT+F5. Moves to the next overallocation on a view with a timescale.

GotoTaskDates
Equivalent to scrolling the timescale to display the selected task.

HelpIndex
Equivalent to the Index command on the Help menu. Displays the Help index.

HelpPlanningWizards
Equivalent to the PlanningWizards command on the Help menu. Starts PlanningWizards.

HelpPlanningWizards // .Wizard=[ ]

.Wizard=[ ]

Optional.
Specifies the name of the lesson you want.
In the brackets, type the lesson number.

HelpTutorial
Equivalent to the Tutorial command on the Help menu. Starts the Tutorial.

Macro
Equivalent to selecting a macro in the Define Macro dialog box and then choosing the Run button. Runs an existing macro. To make sure the macro is available, include a ViewFileOpen command to open the appropriate view file before using this command.
There is also a Macro command for every macro in the view file. The macro name follows Macro, for example, Macro [Search Notes].

Macro .Name=[ ]

.Name=[ ]

Required.
Specifies the macro to run.
In the brackets, type the name of the macro.

MacroDefineMacros
Equivalent to the Define Macros command on the Macro menu. Displays the Define Macros dialog box.

Message
Displays a message.

Message .Message=[ ] // .Type=[0] .YesText=[Yes] .NoText=[No]

.Message=[ ]

Required.
Specifies the message to display. If the message is more than one word, it must be enclosed in quotation marks or brackets ([ ]).
In the brackets, type the message. To indicate a new line in the message when the message is displayed, type **^n**

.Type=[0]

Optional; default is 0 for OK button only.

Specifies the buttons to include in the message dialog box.
0 = OK button only
1 = OK and Cancel buttons
2 = Yes and No buttons
3 = Yes, No, and Cancel buttons

.YesText=[Yes]

Optional; use only if used 2 or 3 as the Type argument value. Default is "Yes".
Specifies the text on the Yes button.
In the brackets, replace Yes with whatever text you want on the button.

.NoText=[No]

Optional; use only if used 2 or 3 as the Type argument value. Default is "No".
Specifies the text on the No button.
In the brackets, replace No with whatever text you want on the button.

OptionsBaseCalendars

Equivalent to the Base Calendars command on the Options menu. Displays the Base Calendars dialog box so you can change the working days and hours in the base calendar you select.

OptionsCalculateNow

Equivalent to the Calculate Now command on the Options menu. Calculates the open projects.

OptionsCalculateProject

Equivalent to the Calculate Project command on the Options menu. Calculates the active project.

OptionsCalculation

Equivalent to the Calculation command on the Options menu. Specifies automatic or manual calculation of the schedule.

OptionsCalculation .Auto=[ ]

.Auto=[ ]

Required.
Specifies whether calculation is automatic or manual.
In the brackets, type **0** for manual or **1** for automatic.

OptionsCustomForms

Equivalent to the Custom Forms command on the Options menu. Displays the Custom Forms dialog box.

OptionsLeveling

Equivalent to the Leveling command on the Options menu. Specifies automatic or manual leveling and other leveling options.

OptionsLeveling // .Auto=[ ] .DelayInSlack=[ ] .RemoveDelay=[ ] .Order=[ ]

.Auto=[ ]

Optional.
Specifies automatic or manual leveling.
In the brackets, type **Yes** to use automatic leveling or **No** to use automatic leveling.

.DelayInSlack=[ ]

Optional.

Specifies whether the project can be slipped out beyond the finish date or if it should be delayed only within the slack time available.
In the brackets, type **Yes** to specify that the finish date can slip or **No** if the finish date cannot slip.

.RemoveDelay=[ ]

Optional.
Specifies whether delay is removed before leveling.
In the brackets, type **Yes** to remove delay before leveling or **No** to specify that delay not be removed.

.Order=[ ]

Optional.
Specifies the criteria Microsoft Project uses to determine which task it should level to resolve a resource conflict.
0 = ID only
1 = Standard
2 = Priority, Standard.

OptionsLevelNow

Equivalent to the Level Now command on the Options menu. Levels resources to resolve resource conflicts.

OptionsLevelNow // .All=[Yes]

.All=[Yes]

Optional; used only when a resource view is active; default is Yes, all resources are leveled. Replace Yes with No to level selected resources.
Specifies whether all resources or selected resources are leveled.

OptionsPreferences

Equivalent to the Preferences command on the Options menu.

OptionsPreferences // .DurationUnits=[ ] .FixedDuration=[ ] .WorkUnits=[ ] .Hours/Day=[ ]
.Hours/Week=[ ] .StandardRate=[ ] .OvertimeRate=[ ] .DefaultView=[ ] .StartOnCurrentDate=[ ] .DialogColor=[ ] .FormColor=[ ] .StatusBar=[ ] .EntryBar=[ ] .Toolbar=[ ] .ScrollBar=[ ] .CriticalSlack=[ ] .GanttBarRounding=[ ] .ScheduleMessages=[ ] .AutoAddResources=[ ] .AutoTrackResources=[ ] .AutoLink=[ ] .AutoSplit=[ ] .LastFile=[ ] .CalendarFile=[ ] .ViewFile=[ ] .StartYearIn=[ ] .DateOrder=[ ] .DateFormat=[ ] .BarTextDateFormat=[ ] .12HourTimeFormat=[ ] .DefaultTime=[ ] .DateSeparator=[ ] .TimeSeparator=[ ] .AMText=[ ] .PMText=[ ] .CurrencySymbol=[ ] .SymbolBefore=[ ] .CurrencyDigits=[ ] .ThousandsSeparator=[ ] .DecimalSeparator=[ ] .ListSeparator=[ ] .EnterMovesDown=[ ]

.DurationUnits=[ ]

Optional.
Specifies the unit of time used if you do not type a unit when typing a duration.
In the brackets, type **0** for minutes, **1** for hours, **2** for days, or **3** for weeks.

.FixedDuration=[ ]

Optional.
Specifies whether the default task duration is fixed or resource-driven.
In the brackets, type **0** for no or **1** for yes.

.WorkUnits=[ ]

Optional.
Specifies the unit of time used if you do not type a unit when typing work.
In the brackets, type **0** for minutes, **1** for hours, **2** for days, or **3** for weeks.

.Hours/Day=[ ]

Optional.
Specifies the work hours in each day.
In the brackets, type the number of hours per day.

.Hours/Week=[ ]

Optional.
Specifies the work hours in each week.
In the brackets, type the number of hours per week.

.StandardRate=[ ]

Optional.
Specifies the standard rate used if you do not enter a rate.
In the brackets, type a valid rate including currency and time period, such as $10/h.

.OvertimeRate=[ ]

Optional.
Specifies the overtime rate used if you do not enter a rate.
In the brackets, type a valid rate including currency and time period, such as $10/h.

.DefaultView=[ ]

Optional.
Specifies the view displayed when you start a new project.
In the brackets, type the name of a view.

.StartOnCurrentDate=[ ]

Optional.
Specifies whether new tasks start on the project start date or on the current date. If tasks start on the current date, they are given a Start No Earlier Than constraint with the current date as the constraint date.
In the brackets, type **0** for tasks start on project start date or **1** for tasks start on current date.

.DialogColor=[ ]

Optional.
Specifies the color for the dialog box background.
In the brackets, type the name of an available color.

.FormColor=[ ]

Optional.
Specifies the color for the form background.
In the brackets, type the name of an available color.

.StatusBar=[ ]

Optional.
Specifies whether the status bar is displayed or not.
In the brackets, type **0** for not displayed or **1** for displayed.

.EntryBar=[ ]

Optional.
Specifies whether the entry bar is displayed or not.
In the brackets, type **0** for not displayed or **1** for displayed.

.ToolBar=[ ]

Optional.
Specifies whether the tool bar is displayed or not.
In the brackets, type **0** for not displayed or **1** for displayed.

.ScrollBar=[ ]

Optional.
Specifies whether the scroll bars are displayed or not.
In the brackets, type **0** for not displayed or **1** for displayed.

.CriticalSlack=[ ]

Optional.
Specifies the number of days of slack that make a task critical.
In the brackets, type the number of days.

.GanttBarRounding=[ ]

Optional.
Specifies whether durations as shown by Gantt bars are rounded (either to days, if the minor timescale is one day or greater, or to the minor timescale unit if less than one day) or not rounded.
In the brackets, type **0** for not rounded or **1** for rounded.

.ScheduleMessages=[ ]

Optional.
Specifies whether scheduling messages are displayed when Microsoft Project finds inconsistencies in the schedule.
In the brackets, type **0** for no messages or **1** for messages.

.AutoAddResources=[ ]

Optional.
Specifies whether Microsoft Project adds a new resource to the resource pool without first asking if you want to add it and then displaying the Resource Edit Form dialog box.
In the brackets, type **0** for ask or **1** for add resource without asking.

.AutoTrackResources=[ ]

Optional.
Specifies whether the duration tracking fields determine the values in the resource work and cost tracking fields.
In the brackets, type **0** for no, changes in percent duration complete do not change actual and remaining work and cost, or **1** for yes, changes in percent duration complete do change actual and remaining work and cost.

.AutoLink=[ ]

Optional.
Specifies whether tasks are automatically linked after moving or copying.
In the brackets, type **0** for no or **1** for yes.

.AutoSplit=[ ]

Optional.
Specifies whether remaining duration is automatically rescheduled after progress is posted and actual information shows the task behind schedule.
In the brackets, type **0** for no or **1** for yes.

.LastFile=[ ]

Optional.
Specifies whether the last file used should be opened when you start Microsoft Project.
In the brackets, type **0** for no or **1** for yes.

.CalendarFile=[ ]

Optional.
Specifies whether changes made to the default calendar file are automatically saved.
In the brackets, type **0** for don't save, **1** for save, or **2** for prompt for save.

.ViewFile=[ ]

Optional.
Specifies whether changes made to the default view file are automatically saved.
In the brackets, type **0** for don't save, **1** for save, or **2** for prompt for save.

.StartYearIn=[ ]

Optional.
Specifies the month in which the fiscal year should start.

In the brackets, type the name of the month in any acceptable format.

.DateOrder=[ ]

Optional.

Specifies the order of the day, month, and year in dates and in date list boxes.

In the brackets, type **0** for month/day/year, **1** for day/month/year, or **2** for year/month/day.

.DateFormat=[ ]

Optional.

Specifies the format for the date. The options change depending on the format selected for the DateOrder argument. In the list below, the order of dates in each option corresponds to DateOrder 0, 1, and 2, respectively.

In the brackets, type the number for the format you want:

0 =1/31/92 12:33pm or 31/1/92 12:33pm or 92/1/31 12:33pm1 =1/31/92 or 31/1/92 or 92/1/31

2 =January 31,1992 12:33pm or 31 January 1992 12:33pm or 1992 January 31 12:33pm

3 =January 31,1992 or 31 January 1992 or 1992 January 31

4 =Jan 31 12:33pm or 31 Jan 12:33pm or Jan 31 12:33pm

5 =Jan 31 '92 or 31 Jan '92 or '92 Jan 31

6 =January 31 or 31 January or January 31

7 =Jan 31 or 31 Jan or Jan 31

8 =Fri 1/31/92 12:33pm or Fri 31/1/92 12:33pm or Fri 92/1/31 12:33pm

9 =Fri 1/31/92 or Fri 31/1/92 or Fri 92/1/31

10 = Fri Jan 31, '92 or Fri 31 Jan, '92 or Fri '92 Jan 31

11 = Fri 12:33pm

12 = 1/31 or 31/1 or 1/31

13 = 31

14 = 12:33pm

.BarTextDateFormat=[ ]

Optional.

Specifies the format for dates on the Gantt bar chart. The options change depending on the format selected for the DateOrder argument. In the list below, the order of dates in each option corresponds to DateOrder 0, 1, and 2, respectively.

In the brackets, type the number for the format you want:

0 = 1/31/92 12:33pm or 31/1/92 12:33pm or 92/1/31 12:33pm

1 = 1/31/92 or 31/1/92 or 92/1/31

2 = January 31,1992 12:33pm or 31 January 1992 12:33pm or 1992 January 31 12:33pm

3 = January 31,1992 or 31 January 1992 or 1992 January 31

4 = Jan 31 12:33pm or 31 Jan 12:33pm or Jan 31 12:33pm

5 = Jan 31 '92 or 31 Jan '92 or '92 Jan 31

6 = January 31 or 31 January or January 31

7 = Jan 31 or 31 Jan or Jan 31

8 = Fri 1/31/92 12:33pm or Fri 31/1/92 12:33pm or Fri 92/1/31 12:33pm

9 = Fri 1/31/92 or Fri 31/1/92 or Fri 92/1/31

10 = Fri Jan 31, '92 or Fri 31 Jan, '92 or Fri '92 Jan 31

11 = Fri 12:33pm

12 = 1/31 or 31/1 or 1/31

13 = 31

14 = 12:33pm

.12HourTimeFormat=[ ]

Optional.

Specifies whether times are shown in 12-hour or 24-hour format.
In the brackets, type **0** for no (24-hour format) or **1** for yes (12-hour format).

.DefaultTime=[ ]

Optional.
Specifies the time used when you do not enter a time.
In the brackets, type the number of minutes after midnight.

.DateSeparator=[ ]

Optional.
Specifies the character used to separate the day, month, and year in abbreviated date formats.
In the brackets, type the character.

.TimeSeparator=[ ]

Optional.
Specifies the character used to separate the hours from the minutes.
In the brackets, type the character.

.AMText=[ ]

Optional.
Specifies the text used to indicate morning hours when you are using the 12-hour format.
In the brackets, type the text.

.PMText=[ ]

Optional.
Specifies the text used to indicate evening hours when you are using the 12-hour format.
In the brackets, type the text.

.CurrencySymbol=[ ]

Optional.
Specifies the symbol used to indicate units of currency.
In the brackets, type the symbol.

.SymbolBefore=[ ]

Optional.
Specifies whether the currency symbol goes before or after the amount of money.
In the brackets, type **0** for no (after) or **1** for yes (before).

.CurrencyDigits=[ ]

Optional.
Specifies the number of digits displayed after the decimal separator.
In the brackets, type **0** for zero digits, **1** for one digit, or **2** for two digits.

.ThousandsSeparator=[ ]

Optional.
Specifies the character used to separate the hundreds, thousands, and millions digits.
In the brackets, type the character.

.DecimalSeparator=[ ]

Optional.
Specifies the character used to separate the whole number from the fractional part of a decimal number.
In the brackets, type the character.

.ListSeparator=[ ]

Optional.
Specifies the character used to separate entries in a list, such as in the Predecessors field or Resource Names field.
In the brackets, type the character.

.EnterMovesDown=[ ]

Optional.
Specifies whether the same field stays active after you press ENTER or if the field below becomes active.
In the brackets, type **0** for same field stays active or **1** for field below becomes active.

OptionsProjectInfo

Equivalent to the Project Info command on the Options menu. Specifies general information about the project.

OptionsProjectInfo // .Project=[ ] .Company=[ ] .Manager=[ ] .Calendar=[ ] .Current=[ ] .Start=[ ] .Finish=[ ] .Notes=[ ]

.Project=[ ]
Optional.
Equivalent to the Project box in the Project Information dialog box.
In the brackets, type the name of the project.

.Company=[ ]
Optional.
Equivalent to the Company box in the Project Information dialog box.
In the brackets, type the name of the company.

.Manager=[ ]
Optional.
Equivalent to the Manager box in the Project Information dialog box.
In the brackets, type the name of the manager.

.Calendar=[ ]
Optional.
Equivalent to the Calendar box in the Project Information dialog box. If the calendar isn't found, Standard is used. To make sure that the calendar is available, include a FileOpen command to open the appropriate calendar file before this command.
In the brackets, type the name of the project calendar.

.Current=[ ]
Optional.
Equivalent to the Current Date box in the Project Information dialog box.
In the brackets, type the current date if you want to use a date other than the system date.

.Start=[ ]
Optional.
Equivalent to the Start box in the Project Information dialog box. If you enter a start date, the project is scheduled from start. If neither a start date nor finish date is entered, the project is scheduled from start.
In the brackets, type the start date for the project.

.Finish=[ ]
Optional.
Equivalent to the Finish box in the Project Information dialog box. If you enter a finish date, the project is scheduled from finish.
In the brackets, type the finish date for the project.

.Notes=[ ]
Optional.
Equivalent to the Notes box in the Project Information dialog box.
In the brackets, type notes about the project.

OptionsProjectStatus

Equivalent to the Project Status command on the Options menu. Displays the scheduled, planned, and actual start and finish dates; the duration, work, and cost totals; and the duration and work percent complete for the project.

OptionsRemoveDelay

Equivalent to the Remove Delay command on the Options menu. Removes the delay from all tasks or selected tasks.

OptionsRemoveDelay .All=[ ]

.All=[ ]

Required.

Specifies whether delay is removed for selected tasks or all tasks.

In the brackets, type **Yes** to remove delay for all tasks or **No** to remove delay for selected tasks.

OptionsResourceCalendars

Equivalent to the Resource Calendars command on the Options menu. Opens the Resource Calendars dialog box so you can change the working days and hours in a resource calendar you select.

OptionsSetActual

Equivalent to the Set Actual command on the Options menu. Records progress on specified tasks.

OptionsSetActual // .All=[ ] .UpdateDate=[ ] .Action=[ ]

.All=[ ]

Optional.

Specifies whether actual information is recorded for all tasks or selected tasks.

In the brackets, type **Yes** to set actual information for all tasks or **No** to set actual information for selected tasks.

.UpdateDate=[ ]

Optional.

Specifies the update date to use to indicate progress.

In the brackets, type the date in any acceptable date format. If there is a chance that when the macro is run, the date format settings in the Preferences dialog box will be different from the date format you use here, precede the date with "@".

.Action=[ ]

Optional.

Specifies the actual information you want to record. These options correspond to the options under For Tasks Before Update Date in the Set Actual dialog box.

0 = Set actual start and finish dates only

1 = Set percent complete to update date

2 = Schedule remainder to start on update date

OptionsSetPlan

Equivalent to the Set Plan command on the Options menu. Creates a baseline plan using current dates for selected tasks or all tasks.

OptionsSetPlan // .All=[ ] .Copy=[ ] .Into=[ ]

.All=[ ]

Optional.

Specifies whether the plan is set for all tasks or selected tasks.

In the brackets, type **Yes** to set the plan for all tasks or **No** to set the plan for selected tasks only.

.Copy=[ ]

Optional.
Specifies the set of schedule information you want to copy.
To indicate the information you want to copy, type one of the following numbers in the brackets:
0 = Scheduled Start/Finish
1 = Planned Start/Finish
2 = Start1/Finish1
3 = Start2/Finish2
4 = Start3/Finish3
5 = Start4/Finish4
6 = Start5/Finish5

.Into=[ ]

Optional.
Specifies the set of plan or interim plan dates where you want the schedule information transferred.
To indicate the fields into which you want the information transferred, type one of the following numbers in the brackets:
0 = Planned Start/Finish
1 = Start1/Finish1
2 = Start2/Finish2
3 = Start3/Finish3
4 = Start4/Finish4
5 = Start5/Finish5

OptionsSpelling

Equivalent to the Spelling command on the Options menu. Starts the spelling checker.

OptionsSpellingOptions

Equivalent to the Spelling Options command on the Options menu. Displays the Spelling Options dialog box so you can change the options used when checking spelling.

OutlineCollapse

Equivalent to clicking the collapse button on the entry bar or pressing ALT+SHIFT+MINUS SIGN (on the numeric keypad). Collapses the selected summary tasks.

OutlineDemote

Equivalent to clicking the demote button on the entry bar or pressing ALT+SHIFT+RIGHT ARROW. Demotes the selected tasks.

OutlineExpand

Equivalent to clicking the expand button on the entry bar or pressing ALT+SHIFT+PLUS SIGN (on the numeric keypad). Expands the selected summary tasks.

OutlineExpandAll

Equivalent to clicking the expand all button on the entry bar or pressing ALT+SHIFT+* (asterisk on the numeric keypad). Expands all the summary tasks.

OutlinePromote
Equivalent to clicking the promote button on the entry bar or pressing ALT+SHIFT+LEFT ARROW. Promotes the selected summary tasks.

PaneClose
Equivalent to double-clicking the split box or pressing SHIFT+F4. Closes the bottom pane in a combination view.

PaneCreate
Equivalent to splitting a single-pane window. The Task Form is placed in the bottom view if the original view was a task view. The Resource Form is placed in the bottom view if the original view was a resource view.

PaneNext
Equivalent to clicking the pane that is not active or pressing F6. Moves to the next pane.

SelectAll
Selects all the tasks or resources in the project.

SelectBeginning
Equivalent to pressing CTRL+HOME. Moves to the first unlocked column in the first row of the view.

SelectBeginning // .Extend=[No]

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection. Specifies whether everything is selected between the active field and the beginning of the project.

SelectCellDown
Selects a field below the active field.

SelectCellDown // .NumCells=[1] .Extend=[No]

.NumCells=[1]

Optional; default is 1. Specifies the field to be selected by indicating the number of fields below the currently selected field. If the value you enter is greater than the number of fields available below the active field, then Microsoft Project selects the bottom field in the column.

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection. Specifies whether everything is selected between the active field and the field specified in NumCells.

SelectCellLeft
Selects a field to the left of the active field.

SelectCellLeft // .NumCells=[1] .Extend=[No]

.NumCells=[1]

Optional; default is 1. Specifies the field to be selected by indicating how far to the left it is of the currently selected field. If the value you enter is greater than the number of fields

available to the left, then Microsoft Project selects the first unlocked field.

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection.
Specifies whether everything is selected between the active field and the field specified in NumCells.

SelectCellRight

Selects a field to the right of the active field.

SelectCellRight // .NumCells=[1] .Extend=[No]

.NumCells=[1]

Optional; default is 1.
Specifies the field to be selected by indicating how far to the right it is of the currently selected field. If the value you enter is greater than the number of fields available to the right, then Microsoft Project selects the last unlocked field.

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection.
Specifies whether everything is selected between the active field and the field specified in NumCells.

SelectCellUp

Selects the field above the active field.

SelectCellUp // .NumCells=[1] .Extend=[No]

.NumCells=[1]

Optional; default is 1.
Specifies the field to be selected by indicating the number of fields above the currently selected field. If the value you enter is greater than the number of fields available above the active field, then Microsoft Project selects the top field in the column.

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection.
Specifies whether everything is selected between the active field and the field specified in NumCells.

SelectColumn

Equivalent to pressing CTRL+SPACE. Selects the column containing the active field.

SelectEnd

Equivalent to pressing CTRL+END. Moves to the last field in the last row that contains information.

SelectEnd // .Extend=[No]

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection.
Specifies whether everything is selected between the active field and the end of the information.

SelectRow

Equivalent to pressing SHIFT+SPACE. Selects the row containing the active field.

SelectRowEnd

Equivalent to pressing END. Moves to the last field in the current row.

SelectRowEnd // .Extend=[No]

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection.
Specifies whether everything is selected between the active field and the last field in the row.

SelectRowStart

Equivalent to pressing HOME. Moves to the first field in the current row.

SelectRowStart // .Extend=[No]

.Extend=[No]

Optional; default is No. Replace No with Yes to extend the selection.
Specifies whether everything is selected between the current field and the first field in the row.

SendKey

Equivalent to pressing a key on the keyboard. Specifies keys to send to Microsoft Project.

SendKey .Keys=[ ]

.Keys=[ ]

Required.
Specifies the key or key combination to send to Microsoft Project.
In the brackets, type the keys. You can also specify characters that aren't displayed when you press the key. The keys you can use are listed below. Be sure to type them as indicated, including the brackets ({ }).
{BACKSPACE} or {BS}
{BREAK}
{CAPSLOCK}
{CLEAR}
{DELETE} or {DEL}
{DOWN}
{END}
{ENTER} or {RETURN} or ~ (tilde)
{ESCAPE} or {ESC}
{HELP}
{HOME}
{INSERT}
{LEFT}
{NUMLOCK}
{PAGEDOWN} or {PGDN}
{PAGEUP} or {PGUP}
{PRINTSCREEN} or {PRTSC}
{RIGHT}
{TAB}
{UP}
{F1} through {F16}
To specify a key combination that begins with SHIFT, precede the key code with + (plus sign). For example, type **.keys=+{f1}** to send the key combination for SHIFT+F1 to start Help so you can click what you want help on.
To specify a key combination that begins with CTRL, precede the key code with ^ (carat). For example, type **.keys=^c** to use the Copy command to copy the selection.
To specify a key combination that begins with ALT, precede the key code with % (percent). For example, to choose the FormatOutline command and select or clear

the Outline Number check box, type **.keys=[%ron{return}]**. The "%ro" displays the Outline dialog box, "n" selects or clears the Outline Number check box, and "{return}" closes the dialog box and carries out the command.
To repeat a key sequence, type the number of times you want the sequence repeated following the key code. For example, type **.keys=[{right 3}]** to move right three fields.

SetField

Used to enter a value in the field you specify.

SetField .Field=[ ] .Value=[ ] // .Create=[No]

.Field=[ ]

Required.
Specifies the name of the field for which you want to specify a value.
In the brackets, type the name of the field.

.Value=[ ]

Required.
Specifies the value to place in the field.
In the brackets, type the value.

.Create=[No]

Optional; default is No. Replace No with Yes to create new tasks or resources.
Allows a task or resource to be created by entering a value in a blank task or resource row.

SetMatchingField

Equivalent to the combination of filtering the tasks or resources, selecting the filtered list, and then setting a field in these tasks or resources to a certain value.

SetMatchingField .Field=[ ] .Value=[ ] .CheckField=[ ] .CheckValue=[ ] // .CheckTest=[Equals] .CheckOp=[And] .CheckField2=[ ] .CheckValue2=[ ] .CheckTest2=[ ]

.Field=[ ]

Required.
Specifies the name of the field for which you want to specify a value.
In the brackets, type the name of the field.

.Value=[ ]

Required
Specifies the value to place in the field.
In the brackets, type the value.

.CheckField=[ ]

Required.
Specifies the name of the field you want to search.
In the brackets, type the name of the field.

.CheckValue=[ ]

Required.
Specifies the number or text you want to compare to the value in each field.
In the brackets, type the value you want to use.

.CheckTest=[Equals]

Optional; default is Equals. Replace "Equals" with the test you want to use.
Specifies the test you want to use when comparing the value in the field with the value in the CheckValue argument.
In the brackets, type a test: equals, not equals, greater, gtr or equal, less, less or equal, within, not within, contains, doesn't contain.

.CheckOp=[And]

Optional; default is And. Replace And with Or.if you want the command to return

TRUE if either criterion is true.
Specifies the operator, AND or OR, to use to connect the two sets of criterion. Use only if you plan to use the CheckField2, CheckTest2, and CheckValue2 arguments.

.CheckField2=[ ]

Optional.
Specifies the name of the second field you want to search.
In the brackets, type the name of the field.

.CheckTest2=[ ]

Optional.
Specifies the test you want to use when comparing the value in the field in CheckField2 with the value in the CheckValue2 argument.
In the brackets, type a test: equals, not equals, greater, gtr or equal, less, less or equal, within, not within, contains, doesn't contain.

.CheckValue2=[ ]

Optional.
Specifies the number or text you want to compare to the value in each field.
In the brackets, type the value you want to use.

Table

Equivalent to applying a table by using the Define Tables command on the Table menu. Applies an existing table. If the table is not in the open view file, applies the default table. To make sure that the table is available, include a ViewFileOpen command to open the appropriate view file before using this command.

Table .Name=[ ]

.Name=[ ]

Required.
Specifies the table to apply.
In the brackets, type the name of the table.

TableDefineTables

Equivalent to the Define Tables command on the Table menu. Displays the Define Tables dialog box.

TimescaleZoomIn

Equivalent to clicking the timescale zoom in button on the tool bar or pressing CTRL+/ (slash on the numeric keypad). Shows more detail by displaying a smaller period of time on the timescale.

TimescaleZoomOut

Equivalent to clicking the timescale zoom out button on the tool bar or pressing CTRL+* (asterisk on the numeric keypad). Shows less detail by displaying a greater period of time on the timescale.

UpdateDDELinks

Equivalent to choosing the Update button in the Links dialog box. Updates all links.

View

Equivalent to displaying a view by using the Define Views command on the View menu. Displays an existing view. If the view is not in the open view file, displays the view listed in the Default View option in the Preferences dialog box. To make sure that the view is available, include a ViewFileOpen command to open the appropriate

view file before using this command.

View .Name=[ ] // .SinglePane=[No] .Toggle=[No]

.Name=[ ]

Required.

Specifies the view to display.

In the brackets, type the name of the view.

.SinglePane=[No]

Optional; default is No. Replace No with Yes if you want a single-pane view.

Specifies whether the view is displayed as a single-pane view.

.Toggle=[No]

Optional; default is No. Replace No with Yes if you are displaying a single-pane view and want replace it with a combination view or vice versa.

Equivalent to holding down SHIFT as you choose a view from the View menu.

ViewDefineViews

Equivalent to the Define Views command on the View menu. Displays the Define Views dialog box.

ViewFileOpen

Equivalent to choosing a view file to open using the Define Views command on the View menu. Opens a new view file.

ViewFileOpen .Name=[ ] // .Merge=[No] .Views=[ ] .Tables=[ ] .Filters=[ ] .Reports =[ ] .Macros=[ ] .Toolbar=[ ]

.Name=[ ]

Required.

Specifies the view file to open.

In the brackets, type the name of the view file to open.

.Merge=[No]

Optional; default is No. Replace No with Yes to merge the two view files.

Specifies whether the view file you are opening should replace the existing view file or if the two files should be merged.

.Views=[ ]

Optional.

Specifies whether the views in the two files should be merged.

In the brackets, type Yes to merge the views or No to use the original views.

.Tables=[ ]

Optional.

Specifies whether the tables in the two files should be merged.

In the brackets, type Yes to merge the tables or No to use the original tables.

.Filters=[ ]

Optional.

Specifies whether the filters in the two files should be merged.

In the brackets, type Yes to merge the filters or No to use the original filters.

.Reports=[ ]

Optional.

Specifies whether the reports in the two files should be merged.

In the brackets, type Yes to merge the reports or No to use the original reports.

.Macros=[ ]

Optional.

Specifies whether the macros and custom edit forms in the two files should be merged.

In the brackets, type Yes to merge the macros and custom edit forms or No to use

the original macros and custom edit forms.

.Toolbar=[ ]

Optional.
Specifies whether the tool bar should come from the current file or the new file.
In the brackets, type Yes to use the tool bar in the new file or No to keep the original tool bar.

ViewFileSave

Equivalent to saving a view file with the same name using the Define Views command on the View menu.

ViewFileSaveAs

Equivalent to saving a view file using the Define Views command on the View menu. Saves a view file with the name you specify.

ViewFileSaveAs .Name=[ ]

.Name=[ ]

Required.
Specifies the name of the view file to save.
In the brackets, type a name for the view file.

WindowActivate

Specifies the window and the pane you want to be active.

WindowActivate // .WindowName=[ ] .TopPane=[ ]

.WindowName=[ ]

Optional.
Specifies the window to make active.
In the brackets, type the exact text in the window title bar.

.TopPane=[ ]

Optional.
Specifies which pane in the active view should be active.
In the brackets, type Yes if you want the top pane to be active or No if you want the bottom pane active.

WindowArrangeAll

Equivalent to the Arrange All command on the Window menu. Resizes and rearranges the open windows so all are visible.

WindowHide

Equivalent to the Hide command on the Window menu. Hides the active window.

WindowMoreWindows

Equivalent to the More Windows command on the Window menu. Displays the Window Activate dialog box so you can select the window you want to be the active window.

WindowNewWindow

Equivalent to the New Window command on the Window menu. Opens another window on the active project or combines multiple projects in one window.

WindowNewWindow // .Projects=[ ] .View=[ ] .AllProjects=[No]

.Projects=[ ]

Optional.
Specifies the projects to place in the new window. If you specify more than one project, you must include quotation marks or brackets ([ ]) around the project names.
In the brackets, type the names of the projects. If you type more than one project name, separate the projects with the list separator character. If you include a project that is not open, it is skipped.

.View=[ ]

Optional; default is Task Sheet.
Specifies the view to be used.
In the brackets, type the name of the view. If the view is not in the active view file, the default view is used.

.AllProjects=[No]

Optional; default is No. Replace No with Yes if you want to place all projects in the new window.
Specifies that all open projects are placed in the new window.

WindowNext

Equivalent to pressing CTRL+F6 when more than one window is open. Moves to the next window.

WindowNext // .NoWrap=[ ]

.NoWrap=[ ]

Optional.
Specifies whether, when you reach the last window, you next move to the starting window.
In the brackets, type **Yes** if you don't want to wrap or **No** if you do.

WindowPrev

Moves to the previous window.

WindowPrev // .NoWrap=[ ]

.NoWrap=[ ]

Optional.
Specifies whether, when you reach the last window, you next move to the starting window.
In the brackets, type **Yes** if you don't want to wrap or **No** if you do.

WindowUnhide

Equivalent to the Unhide command on the Window menu. Makes a hidden window visible.

WindowUnhide .Name=[ ]

.Name=[ ]

Required.
Specifies the window to make visible.
In the brackets, type the name of the hidden window.