Microsoft Project for Windows Version 3.0 README File

This file contains additional information for Microsoft Project for Windows, version 3.0. The following information is included:

- Files included with Microsoft Project
- Custom edit forms included with Microsoft Project
- Sample Microsoft Excel, Microsoft Visual Basic, and Microsoft Word macros
- Setting your default view, colors, and other options
- Additional printing information
- International Notes
- Notes for Microsoft Project version 1.0 users
- Receiving "Badly formed setup script" messages during installation

Files Included with Microsoft Project

When you run Setup from the Setup disk, all the files you need to run Microsoft Project for Windows are copied. Several sample projects and view files have been included. To look at a sample project, choose Open from the File menu and select one of the .MPP files. To open a sample view file, choose Define Views from the View menu, choose the Open button, and then select one of the .MPV files.

The following table lists additional documentation files included with Microsoft Project for Windows. When you run the Setup program, the files are installed in the WINPROJ directory, unless you specify another name. All files can be opened in Microsoft Write.

For information about	See	Disk or directory
All files included with Microsoft Project for Windows	PACKING.LST	Setup disk
Setting up Microsoft Project on a network	NETWORK.WRI	Setup disk
Common questions and answers about Microsoft Project	Q&A.WRI	WINPROJ directory
Commands used in macros	COMMANDS.WRI	WINPROJ directory
Writing macros	MACROS.WRI	WINPROJ directory
Using DDE in macros	DDEINFO.WRI	WINPROJ directory
Setting up plotters to work with Microsoft Project	PLOTTERS.WRI	WINPROJ directory
All task, resource, and resource assignment fields	FIELDS.WRI	WINPROJ directory
MPX file format	MPXFILE.WRI	WINPROJ directory
Sample macros from other Microsoft products	SAMPLES.WRI	SAMPLES.DDE directory
Microsoft Project for MS-DOS version 3.0 and 4.0 file conversion	CONVERT.WRI	WINPROJ directory
Sample view files included with Microsoft Project	SAMPVIEW.WRI	Library directory
Sample projects included with Microsoft Project	SAMPPROJ.WRI	Library directory

To save space on the disks, many files shipped with Microsoft Project are compressed. Compressed files are identified by a "$" in the file extension. These files cannot be used directly with Microsoft Windows or Microsoft Project; they must be decompressed before use. When you run Setup from the Setup disk, these files are automatically decompressed. For additional information about file compression, see the file PACKING.LST on your Setup disk.

Custom Edit Forms Included with Microsoft Project

Several custom edit forms are included with Microsoft Project in VIEW.MPV. These custom edit forms are listed in the Custom Forms dialog box. To display one of these forms, choose Custom Forms from the Options menu, select the form in the Forms box, and choose the Set button.

The following custom edit forms for tasks are included with Microsoft Project.

- Cost Tracking can be used to enter and view cost information, as well as task completion information.
- Earned Value displays the schedule variance, cost variance, and variance at completion in terms of earned value. To understand the abbreviations used in the dialog box, see the "Costs" topic in the *Microsoft Project User's Reference*.
- Entry can be used to enter task information, including duration, start and finish dates, and to mark a task to be rolled up to its summary task.
- Schedule Tracking lists the resources and the planned and scheduled start and finish dates for a task, as well as the variance between those dates. You can change the duration or enter a percent complete.
- Task Relationships has boxes so you can enter or view the predecessors and successors to a task.
- Tracking is for entering actual start and finish dates, actual, scheduled and remaining duration, and percent complete. You can display this form by clicking the tracking form button on the tool bar.
- Work Tracking is used to enter work information for tasks. You can enter total, actual, planned, remaining, and percent complete work. You can also enter the duration and % complete duration.

The following custom edit forms for resources are included with Microsoft Project.

- Cost Tracking can be used to view cost information, as well as task completion information.
- Entry can be used to enter resource information, including initials, group, maximum units and standard rate.
- Summary displays peak usage, percent complete, and work and cost information including variance. It includes a box for you to enter notes for the selected resources.
- Work Tracking can be used to view work information for the resource.

Sample Microsoft Excel, Microsoft Visual Basic, and Microsoft Word Macros

To help you use Microsoft applications together, sample macros from other Microsoft products are included with Microsoft Project. These are located in the SAMPLES.DDE directory in the directory where you installed Microsoft Project. For more information about running these macros, see the file called SAMPLES.WRI in the SAMPLES.DDE

directory.

Microsoft Excel macros:
 - INFLATE.XLA lets you enter and calculate inflation factors and pass the increased costs back to Microsoft Project as fixed task costs.
 - PROJPERT.XLM helps you estimate durations for tasks using the PERT method of averaging the best, worst, and expected durations.
 - PROJXTAB.XLM creates a "crosstab" report listing either each task followed by its resources, or each resource followed by its tasks.
 - TRACKING.XLM is similar to PROJXTAB.XLM but focuses on tracking resource work on a task-by-task basis. You can update actual work in Microsoft Excel and send it back to Microsoft Project.

 Microsoft Visual Basic applications:
 - ANALYZER.EXE finds and displays the task most behind schedule, the resource most over budget, and the resource most over worked in an open project.
 - LATEDATE.EXE helps you determine the cause of the Microsoft Project message that a task cannot be completed in the time available.

 Microsoft Word template:
 - PRJTABLE.DOT contains a macro called CreateTableFromProject that creates a table in Microsoft Word filled with Microsoft Project data. Because the information is linked back to Microsoft Project, when you change information in Microsoft Project, the table in Microsoft Word is also updated.

Setting Your Default View, Colors, and Other Options

Many of the preferences, including colors, default date and time formats, and default duration units, can be set by running the PlanningWizards. To use the PlanningWizards, choose PlanningWizards from the Help menu and then select what you want to do.

Setting the default view -- When you first start Microsoft Project for Windows, you see the Task Entry view, a combination view consisting of the Gantt Chart over the Task Form. You can easily customize Microsoft Project to start with whatever view you want. For example, you can set up Microsoft Project to start with a full screen Gantt Chart or PERT Chart. To do this, choose the Preferences command from the Options menu. Select the Default View option, and specify the view you want. You can either type the view name, or click the entry bar arrow or press ALT+DOWN ARROW to select a view from a list of available views. After you change this option, any project you open or create will use this view initially. Included with Microsoft Project is a macro called Change Startup View. This macro asks if you want the Gantt Chart or the Task Entry view as the default view for Microsoft Project. It displays the view and then changes it in the Preferences dialog box. For more information about using views, see the Microsoft Project Tutorial, the *Microsoft Project Feature Guide*, and the "Views" topic in the *Microsoft Project User's Reference.*

Setting other default values -- Choose the Preferences command from the Options menu to set other options, such as default values, date, time, and number formatting. For information about these options, see the "Preferences" topic in the *Microsoft Project User's Reference.*

Additional Printing Information

Because of the graphical nature of Microsoft Project for Windows, you should not print using the generic (TTY.DRV) text driver.

If you are using a two-pen plotter or a two-color (black and white) printer, you may want to create views that use only those colors available for your device.

International Notes

Using Microsoft Graph and settings in the Preferences dialog box - Microsoft Graph takes its country settings from the Control Panel in Microsoft Windows. In Microsoft Project, if you use the Preferences command on the Options menu to change information such as number formats or currency, the settings in the Preferences dialog box may conflict with the Control Panel settings for Microsoft Graph. Microsoft Graph displays a message if the settings conflict. To ensure that the settings are the same, change the settings in the Preferences dialog box to match the country set in the Control Panel.

Writing macros in different languages - For information about writing macros that can be used with different language versions of Microsoft Project, or with different country settings, see the MACROS.WRI file.

Controlling the day on which a week starts - The weeks on the timescale start on Sunday or Monday, depending on the country for which your system is set. If you want to change this, change the "Start Week On" line in the WINPROJ.INI file. To start on Sunday, type **0** following Start Week On; to start on Monday, type **1** following Start Week On. For more information, see the "Preferences" topic in the *Microsoft Project User's Reference.*

Notes for Microsoft Project Version 1.0 Users

All of the changes to version 1.0 are described in the *Microsoft Project Version 3.0 Update* book. This book is part of the package if you purchased an update to version 1.0.

The Task Form in Microsoft Project version 3.0 is simpler than in version 1.0. If you want to display the version 1.0 Task Form in the bottom of the Task Entry view, choose Define Views from the View menu, select Task Entry, and choose the Edit button. In the Bottom box, select Task Details Form and choose the OK button. This form will be displayed each time you use the Task Entry view.

You can open all of your .MPP, .MPV, .MPC, and .MPX files in Microsoft Project version 3.0. If you installed Microsoft Project version 3.0 in the same directory as Microsoft Project version 1.0, your default view file (VIEW.MPV) was renamed OLDVIEW.MPV. To use your views in version 3.0, open the OLDVIEW.MPV file. To do this, choose Define Views from the View menu, choose the Open button, and then select OLDVIEW.MPV.

If you have version 1.0 files that use resource sharing, you should disconnect all links between files and save them in version 1.0, before opening them in version 3.0.

Receiving "Badly Formed Setup Script" Messages During Installation

Badly Formed Setup Script C:\\WINDOWS\MSAPPS

The Microsoft Project Setup program expects Microsoft Windows to be in a subdirectory on a hard drive. If Windows is located in the root directory of a drive, you may receive this message while installing Microsoft Project. This situation usually occurs when a MAPROOT or SUBST command has been used to substitute a drive letter for the drive and directory where the Windows directory is located: for example, when X:\ has been substituted for the F:\USER\WINDOWS directory.

There are two ways to work around this situation.

1. Remove the MAPROOT or SUBST command from your AUTOEXEC.BAT file or network login script, so that the system recognizes the Windows directory to be in a subdirectory on a hard drive. The MAPROOT or SUBST command can be replaced after Microsoft Project is installed. See your network documentation for more information on the format of your network login script.

2. If you are running Windows from a network, install a user copy of Windows in a subdirectory of a hard drive, such as X:\WINDOWS. Run Windows from this subdirectory when you install Microsoft Project. When the installation is complete, follow the necessary steps in the NETWORK.WRI file (located in the directory where Project was installed) to complete the network installation.

Badly Formed Setup Script C:\windowsNOCOPY

When this message is received, the Setup program has received incorrect information during a step in the installation where it checks the versions of the currently installed Spelling and MS Graph files. These files are located in subdirectories of the \ *windows_dir*\MSAPPS directory.

If this message is encountered, removing certain files from this directory should solve the problem and allow the Setup program to continue without interruption. The files to remove are:

windows_dir\MSAPPS\MSGRAPH\GRAPH.EXE
windows_dir\MSAPPS\PROOF\MSSPELL.DLL

Once these files are removed, the Setup program should continue normally.