

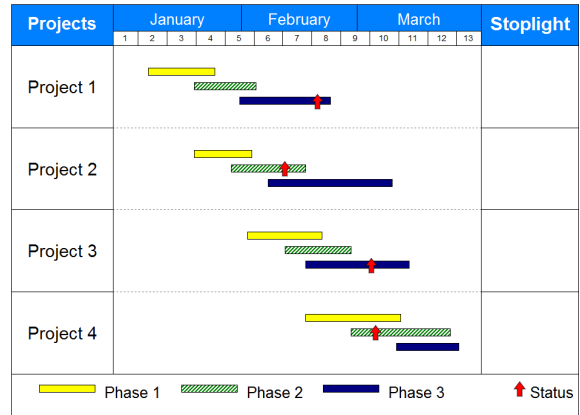
In this lesson you will learn how to:

- Create a column with standard stoplights.
- Fill cells with color.
- Set up custom stoplights.

Open the schedule for this Lesson.

1. On the toolbar choose the **File** tab.
2. In the **Files and Templates: Open and Save Options** section, click the ▼ next to **Open**.
3. Choose **Lesson Chart**.
4. Select **Lesson 15 Starter Schedule.mlg**.
5. Save the schedule to an accessible folder on your hard drive, such as your **Documents** folder. Choose **File**. In the **Files and Templates: Open and Save Options** section, click the ▼ next to **Save As ...** Then choose **Chart**. Save the schedule.

Project Phase and Manager Tracker



Lesson 15 Starter Schedule

Create a column with standard stoplights

1. Using **↔** (the **Arrow** tool) in the toolbox, click the **Stoplight** column heading. The toolbar will change to the **Selection** tab with **Current Object: Column Heading**. Choose **Switch to Column**.
2. In the **Column Type and Format** section click the ▼ down arrow next to the **Properties** button. Scroll and choose **Stoplight**. The **Stoplight Options** dialog box displays.
3. Choose **Standard Stoplight**.
4. Click **OK**. There will be no change in the schedule.
5. Click **T** (the **Text** tool) in the toolbox. Move the cursor to first cell under the word **Stoplight**, and click the mouse. The cursor will now be in the cell. Type **1** in the cell.
6. Click the down arrow on the keyboard to move to the next cell. The 1 in first cell will now have a green stoplight. The cursor is flashing in the next cell and a 2 can be entered to get a yellow stop light.
7. Continue with the directions in step 6, only enter a 3 in the third cell to get a red stoplight and a 4 in the fourth cell to get a blue stoplight.

Stoplight	Stoplight
1	1
2	2
3	3
4	4

1-4 Standard Stoplights

Fill the cell with color instead of stoplights

1. Follow steps 1 and 2 directly above to have the **Stoplight Options** dialog box display.
2. Leave **Standard Stoplight** selected. Check on **Fill the cell with color instead of displaying a symbol**.
3. Click **OK**. The cells that once showed stoplights now show cells filled with the stoplight color.

Stoplight Options [?] [X]

Use this screen to define up to ten stoplight symbols. For more complex stoplights, based upon different values or results of calculations, use a Calculation/Indicator SmartColumn or a Values SmartColumn.

After defining a Stoplight column, use the Toolbox Text tool to enter numbers in the column, such as 1, 2, 3, 4, etc. to make the various stoplights appear.

Standard Stoplight

Numbers 1 - 4: 1 = Green, 2 = Yellow, 3 = Red, 4 = Blue

Include G, Y, R, B Text

Custom Stoplight

Custom. Pick your own numbers, symbols, colors, and text.

Number: [1] = Symbol: [Red Circle] Color: [Green] Text: []

Fill the cell with color instead of displaying a symbol








Stoplight symbol size: [2.00]

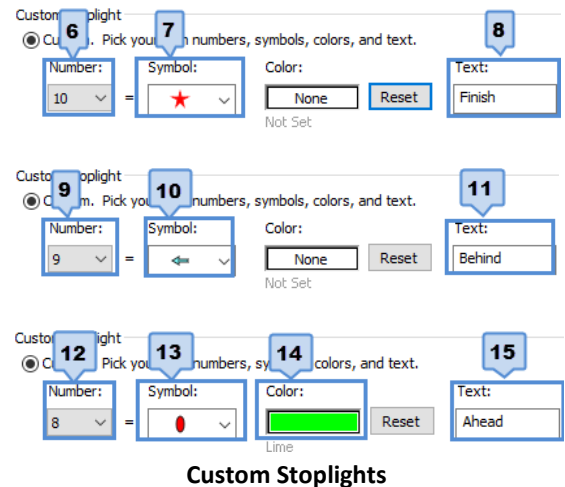
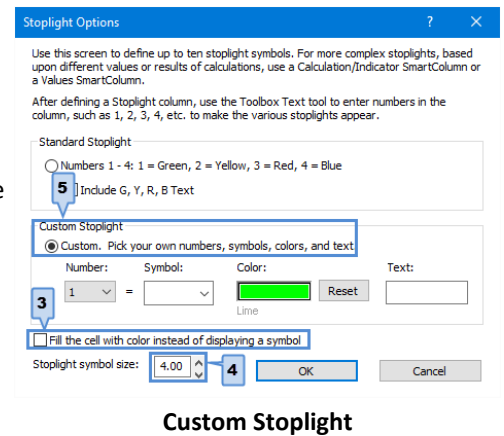
[OK] [Cancel]

Fill Cell with Color

Stoplight



Set up custom stoplights

- Using click the **Stoplight** column heading. The toolbar will change to the **Selection** tab with **Current Object: Column Heading**. Choose **Switch to Column**.
- In the **Column Type and Format** section click the  down arrow next to the **Properties** button. Scroll and choose **Stoplight**. The **Stoplight Options** dialog box displays.
- Uncheck **Fill the Cell with color instead of displaying a symbol**.
- Change **Stoplight symbol size** to **4.0**.
- Choose **Custom Stoplight \Custom Pick your own numbers, symbols, colors, and text**.
- For **Number** click the  down arrow choose **10**.
- For **Symbol** click the  down arrow choose the **red star**.
- For **Text** type in **Finish**.
- For **Number** click the  down arrow choose **9**.
- For **Symbol** click the  down arrow choose the **blue arrow pointing left**.
- For **Text** type in **Behind**.
- For **Number** click the  down arrow choose **8**.
- For **Symbol** click the  down arrow choose the **red oval**.
- For **Color** pick **Lime**.
- For **Text** type in **Ahead**.
- Click **OK**. You will not see any change in your schedule



- Click **T** (the **Text** tool) in the toolbox. Move the cursor to first cell of the **Stoplight** column click, a 1 will display in the cell, highlight and delete it. Type in a **10**
- Click the **down arrow** on the keyboard to move to the next cell (the 10 in the first cell will now be a red star with Finish) a 2 will display in the cell, highlight and delete it. Type in an **8**.
- Click the **down arrow** on the keyboard to move to the next cell, (the 8 in the second cell will now be a lime oval with Ahead) a 3 will display in the cell, highlight and delete it. Type in a **9**.
- Click the **down arrow** on the keyboard to move to the next cell, (the 9 in the third cell will now be blue arrow pointing left with Behind) a 4 will display in the cell, highlight and delete it. Type in an **9**. Click your mouse outside of the cell so you will not move to the next page (the 9 in the third cell will now be blue arrow pointing left with Behind).

Project Phase and Manager Tracker

Projects	January				February				March				Stoplight	
	1	2	3	4	5	6	7	8	9	10	11	12		13
Project 1		Phase 1												Finish
Project 2			Phase 1											Ahead
Project 3				Phase 1										Behind
Project 4														Behind
													 Status	

Custom Stoplight Schedule