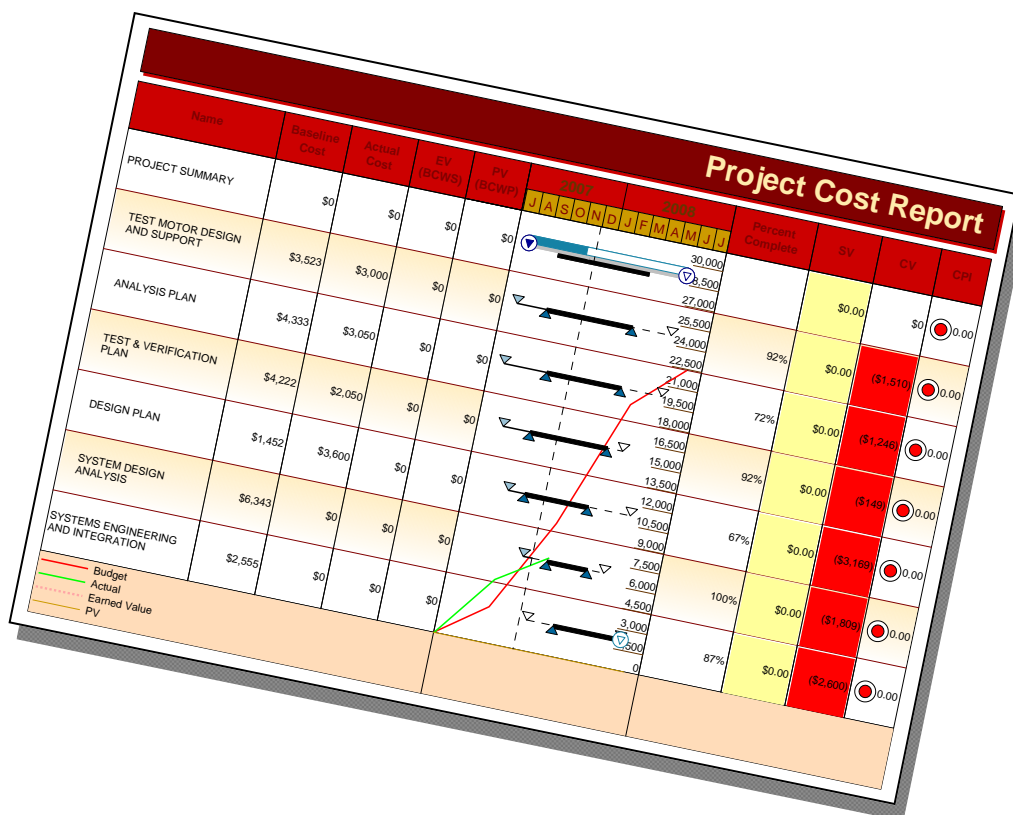


Distribute & Share Milestones Schedules

Distribute and Share schedules across the hall or across the world!



Make sure your colleagues and clients stay up to date on your projects by sending, sharing, and presenting your schedules. KIDASA's Milestones software makes sharing schedules easy by offering you a variety of distribution options.

The methods are user-friendly, and the results are presentation-perfect. Need help deciding which method works best for you? Keep reading. We've included each method along with step-by-step "how to" to get you started.

Choose one of the following methods:

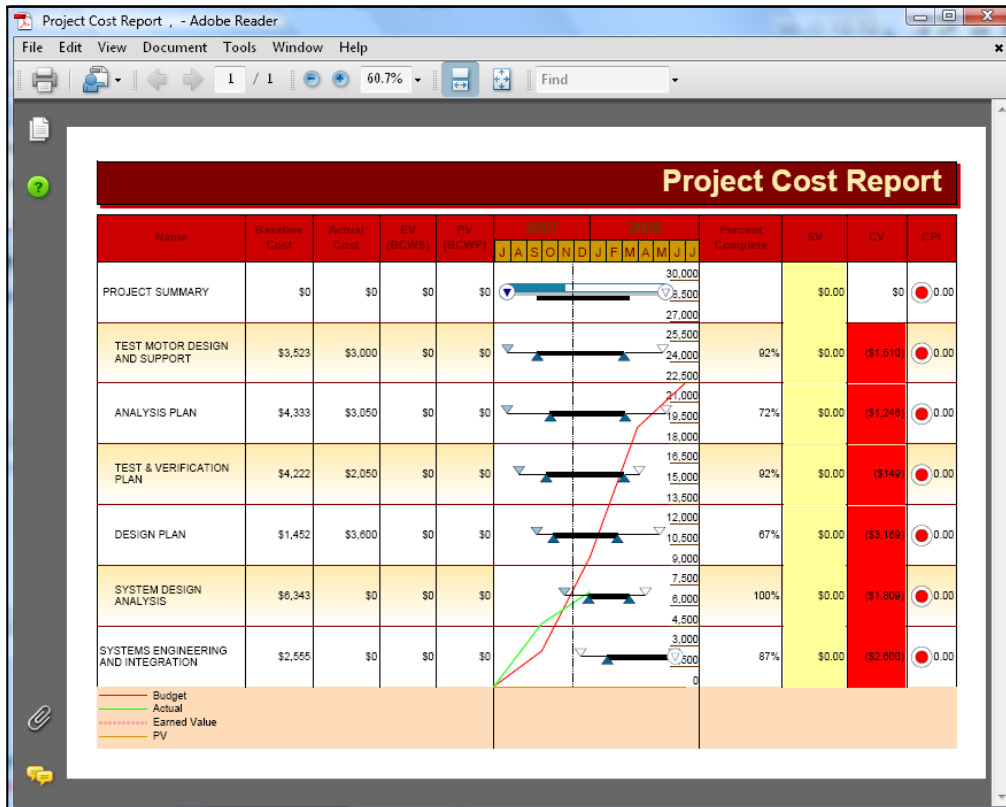
- Create a PDF.
- Use the Free Milestones Viewer.
- Publish as a single HTML page.
- Publish as a set of HTML pages complete with "hotspots" for drill-down.
- Copy and Paste into Word.
- Copy all pages to PowerPoint.

DISTRIBUTE AND SHARE MILESTONES SCHEDULES

Create a PDF File



KIDASA Milestones Professional and Milestones Simplicity software includes **Save As PDF**, a feature which enables Milestones to directly save to a PDF file. Just select **File | Save as PDF** and enter a file name; then when the file has been created, click OK to view the new PDF. The PDF file automatically includes a bookmark section made up of any bookmarks in the schedule, and optional buttons for hyperlinks.



DISTRIBUTE AND SHARE MILESTONES SCHEDULES

Use the free Milestones Viewer

If your colleagues and clients don't own a copy of Milestones, they can download the **free Milestones Viewer**. The Viewer allows anyone to view and print a Milestones schedule without making changes to it. Just e-mail your schedule as an attachment or keep schedules in a shared folder. Use the Viewer to open the Milestones file to see the latest schedule updates. The Viewer user can print the schedule, filter, zoom, view symbol notes, access other documents via symbol hyperlinks, toggle between Gantt and calendar views, copy the schedule to the clipboard and more. The viewer can open Milestones Simplicity and Milestones Professional schedules.

The Milestones Viewer is available for free here: www.kidasa.com/viewer

Step 1 Milestones user:

Send the chart via e-mail attachment.

Step 2 Viewer user:

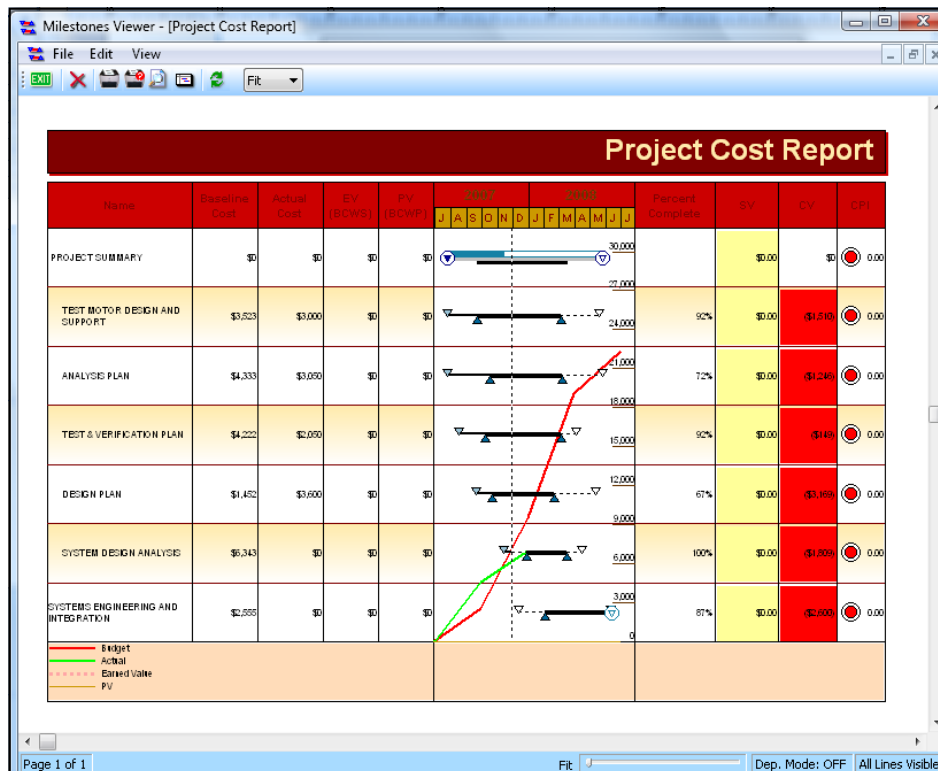
Receives the e-mail. The attachment has one of these icons:



The attachment has one icon:

Step 3 Viewer User:

Click on the icon and the viewer reads the chart.



DISTRIBUTE AND SHARE MILESTONES SCHEDULES

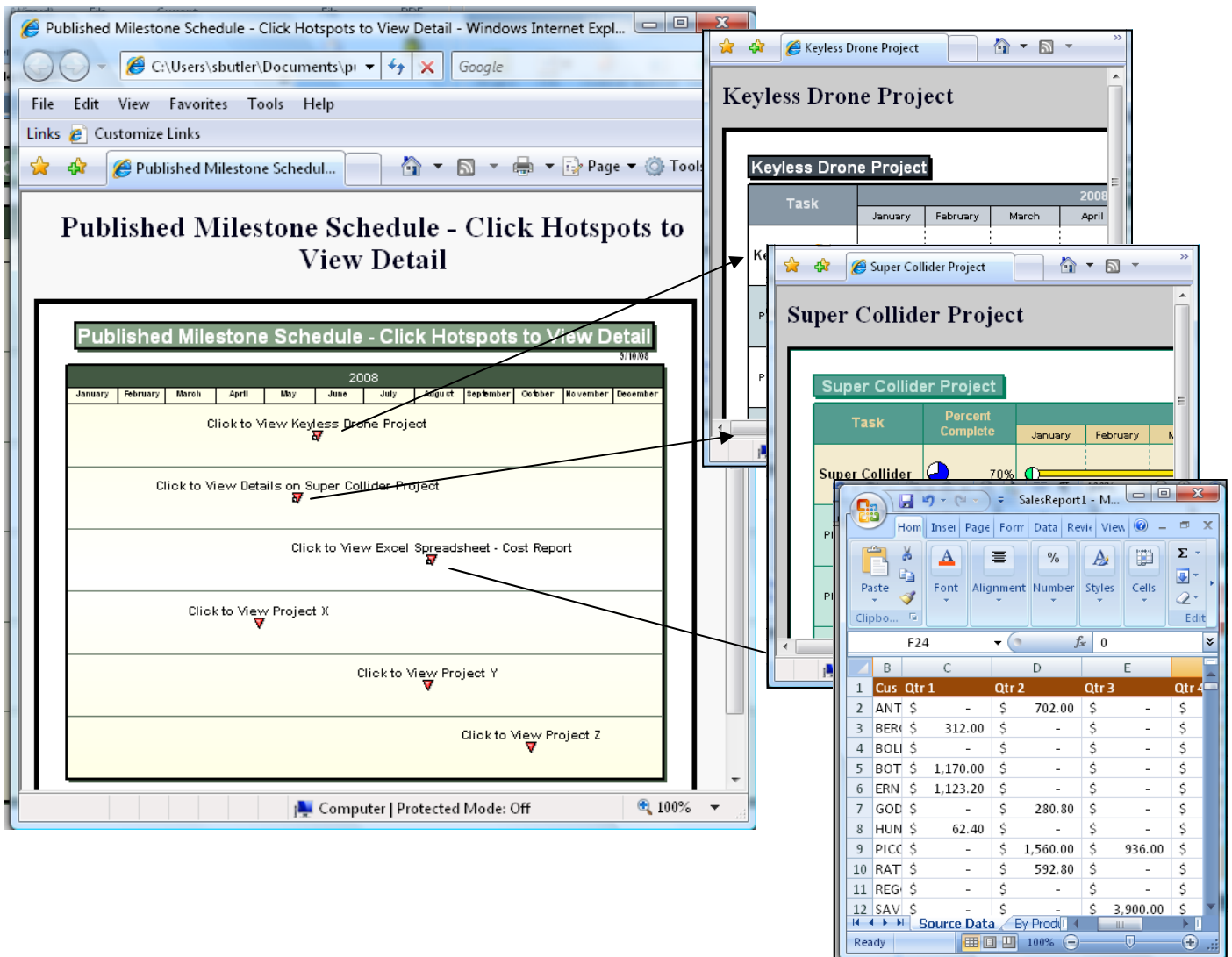
Publish as HTML Pages for Internet or a Local Intranet

Use **Milestones' Internet Publishing Wizard** to quickly and easily create schedule graphics and HTML pages-ready for your web site. And you don't have to know a thing about HTML.

Choose **Internet Publishing** on the **Connections** tab of Milestones Professional. The wizard will guide you through the process step by step.



Does your schedule have links to other schedules? If so, hyperlinks will be converted into web page *hotspots* with drilldown capabilities. Just publish the top-level schedule as HTML and all linked schedules become linked HTML pages as well. If your schedule has symbols with hyperlinks to web pages or other documents, hotspots will be created for these as well.



DISTRIBUTE AND SHARE MILESTONES SCHEDULES

Publish as HTML Pages (Continued)

Publish a Tiered Hierarchy

If your schedule is outlined, you can create a set of HTML pages called a “tiered hierarchy” with multiple HTML pages. On a tiered hierarchy set of HTML pages, the first HTML page generated is the top level, or summary schedule. When the summary bar is clicked, a second HTML page is opened which represents the level two tasks. If any of the level two tasks have underlying tasks, clicking any level two task will result in a subsequent HTML page. All of these HTML pages are generated automatically based on the outline schedule of the original Milestones Professional schedule.

Outlined Schedule

Outline Level	Task name	2007	2008	2009
1	PROJECT MANAGEMENT	[Gantt bar]		
1	SYSTEM ENGINEERING	[Gantt bar]	[Gantt bar]	
1	SPACECRAFT ENGINEERING		[Gantt bar]	[Gantt bar]

Click a top level task

Outlined Schedule

Outline Level	Task name	2007	2008	2009
1	SYSTEM ENGINEERING	[Gantt bar]	[Gantt bar]	
2	REQUIREMENTS		[Gantt bar]	
2	SYS. ENGINEERING DEV.		[Gantt bar]	[Gantt bar]

View Level 2 tasks.

Click to view lower level

Outlined Schedule

Outline Level	Task name	2007	2008	2009
1	SYSTEM ENGINEERING	[Gantt bar]	[Gantt bar]	
2	SYS. ENGINEERING DEV.		[Gantt bar]	[Gantt bar]
3	INTEGRATION		[Gantt bar]	
3	MISSION OPERATIONS		[Gantt bar]	
3	SYSTEM TEST PLANNING		[Gantt bar]	
3	System Engineering Complete			[Gantt bar]

DISTRIBUTE AND SHARE MILESTONES SCHEDULES

Copy and Paste to Microsoft Word

Schedules can be included in presentations, reports, proposals, spreadsheets, and more. Schedules can be easily pasted into Microsoft Word and other applications. Just choose **Copy** on the **Edit** tab. Then, in Word, choose **Paste** on the **Edit** menu.

Cash flow Summary

See report below for Meeting Talking Points

Project/Task	Jan07				Feb07		Income	Expense	Project Balance
	31	7	14	28	4	18			
Total Projects							\$ 150,000	(\$83,800)	\$66,200
Project A							\$ 150,000	(\$83,800)	\$66,200
Cash Intake	\$100,000.00			\$25,000.00		\$25,000.00	\$ 150,000		\$ 150,000
Overhead									
Labor									
Materials									
Freight									
Delivery									

Project Roadmap

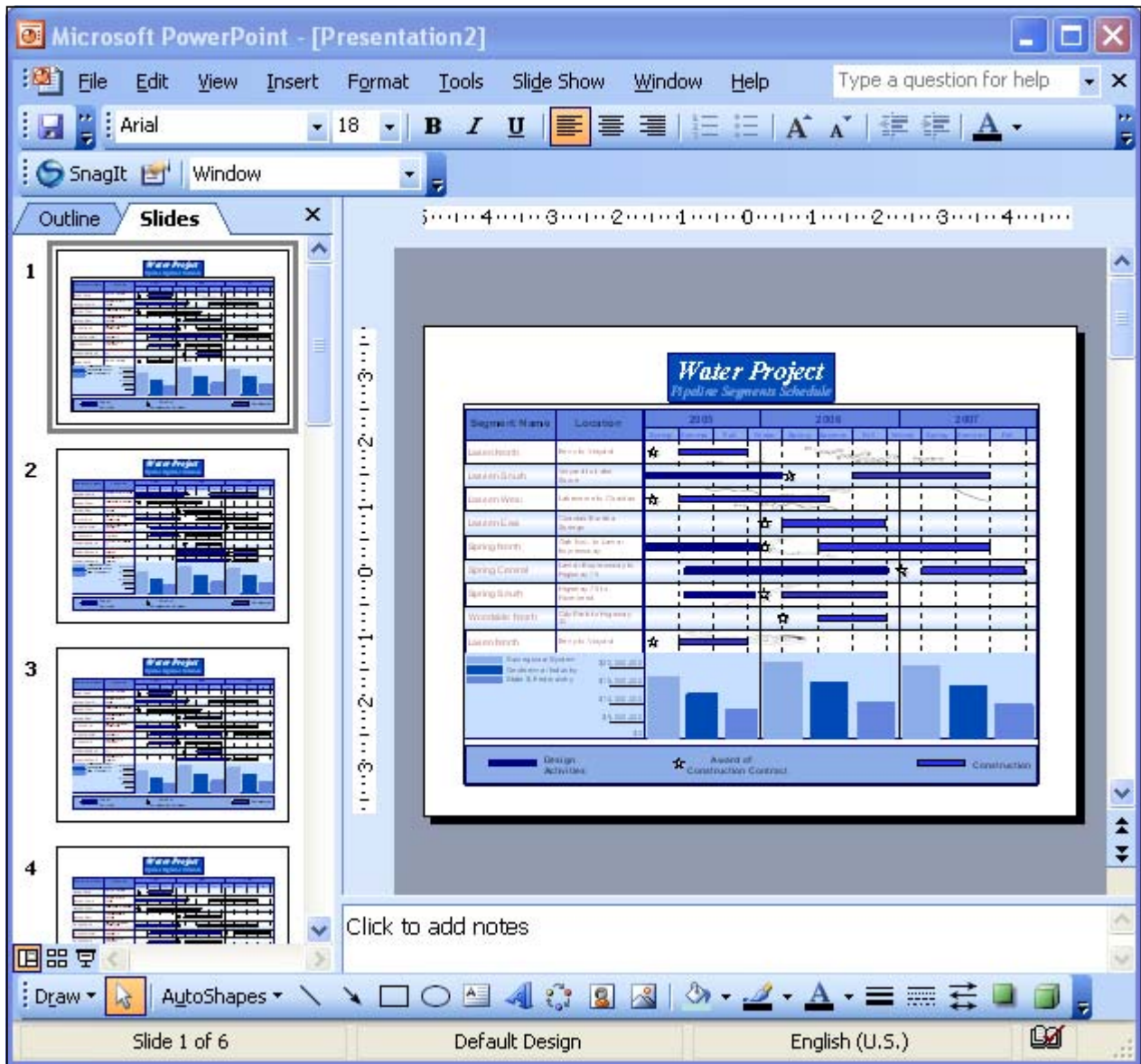
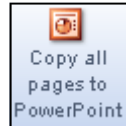
This is the project roadmap.

DISTRIBUTE AND SHARE MILESTONES SCHEDULES

Copy All Pages to PowerPoint

Perhaps the easiest way to copy your schedule into a presentation is by choosing **Copy All Pages to PowerPoint** on the Connections tab. With one click, your Milestones schedule is placed within Microsoft PowerPoint, ready for you to share, present, and distribute.

Connections



DISTRIBUTE AND SHARE MILESTONES SCHEDULES

Summary of Distribution Choices

DISTRIBUTION METHOD	EMAIL	FILTER, SORT, PRINT	COMMENTS
MILESTONE VIEWER	Send user the file	YES	Users need Milestones Viewer
PDF	Send user the PDF file	NO	Users need Adobe PDF Reader.
INTERNET PUBLISH - SINGLE PAGE	Send user a link	NO	Any Browser can be used.
INTERNET PUBLISH—TIERED	Send user a link	NO	Any Browser can be used.
INTERNET PUBLISH - HYPERLINKS	Send user a link	NO	Any Browser can be used.
COPY ALL PAGES TO POWERPOINT	Send user the Power-Point file	NO	Users need PowerPoint.
COPY TO WORD	Send user the Word file	NO	Users need Word.
PRINT	N/A	N/A	Traditional method, still common and often desirable.