

# Milestones PROFESSIONAL<sup>®</sup> TUTORIALS

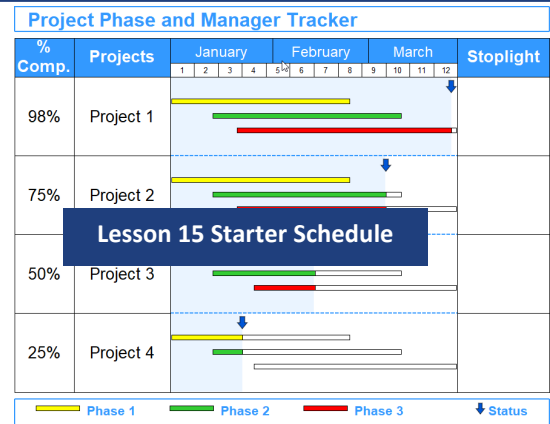
## Lesson 15 - Stoplight Columns

In this lesson you will learn how to:

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

### Open and save the schedule for this lesson

1. On the toolbar, choose **File**.
2. In the **Files and Templates: Open and Save Options** section select **Open Samples or Lessons**. The **Open a Sample Chart** dialog displays.
3. Under **Select a Folder below to Open**, select **Lessons**. The Lesson schedules will display in the window to the right.
4. Pick **Lesson 15 Starter Schedule.mlj**.
5. Save the schedule to an accessible folder on your computer. Choose the **File** tab. In the **Files and Templates: Open and Save Options** section, choose **Save As...** In the menu that displays choose **Chart**. Name, then save the 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 (none) dropdown arrow in the field showing (none). 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 the (T) **Text** tool in the toolbox. Move the cursor to first cell under the word **Stoplight** click, then type **1**.
6. Click the keyboard's down arrow to move to the second cell, the 1 in the first cell is now a green stoplight. Type **2**.
7. Click the keyboard's down arrow to move to the third cell, the 2 in the second cell is now a yellow stoplight. Type **3**.
8. Click the keyboard's down arrow to move to the fourth cell, the 3 in the third cell is now a yellow stoplight. Type **4**. After entering 4 do not choose enter, **click out of the cell**. This prevents creating a new page and the 4 fourth cell is now a blue stoplight.

**Stoplight Options**

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

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

**Standard Stoplight**

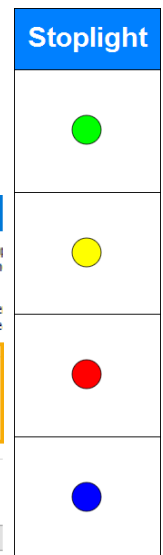
Numbers 1 - 4: 1 = Green, 2 = Yellow, 3 = Red, 4 = Blue

Include G, Y, R, B Text

**Custom Stoplight**

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

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



### Fill the cell with color instead of 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 Properties... button. The **Stoplight Options** dialog box displays.
3. Leave **Standard Stoplight** selected. Check on **Fill the cell with color instead of displaying a symbol**.
4. Click **OK**. The cells that once showed stoplights now show cells filled with the stoplight color.

**Stoplight Options**

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

After defining a Stoplight column, use the Toolbox Text tool to enter 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] [Reset]

Fill the cell with color instead of displaying a symbol

Stoplight symbol size: 2.00 [OK]



## Set up custom stoplights

- 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**.
- In the **Column Type and Format** section click the **Properties...** **Properties** button. The **Stoplight Options** dialog box displays.
- Uncheck **Fill the Cell with color instead of displaying a symbol**.
- Change **Stoplight symbol size** to **4.0**.
- Under **Custom Stoplight** choose **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 scroll and choose the **red oval**.
- For **Color** pick **Lime**.
- For **Text** type in **Ahead**.
- Click **OK**. The stoplight column will appear empty, however it still has the numbers 1-4 in the cells.
- Right click the **Stoplight column heading** and choose **Clear Column Text**.

- Click the (T) **Text** tool in the toolbox. Move the cursor to first cell under the word **Stoplight** click, then type **10**.
- Click the **keyboard's down arrow** to move to the second cell. The 10 in the first cell is now a red star with Finish. Type **8**.
- Click the **keyboard's down arrow** to move to the third cell. The 8 in the second cell is now a lime oval with Ahead. Type **9**.
- Click the **keyboard's down arrow** to move to the fourth cell. The 9 in the third cell is now a blue arrow pointing left with Behind. Type **9**. After entering 9 do not click enter. **Click out of the cell**. This prevents creating a new page and the 9 in the fourth cell is now a blue arrow pointing left with Behind.

Project Phase and Manager Tracker														
% Comp.	Projects	January				February				March				Stoplight
		1	2	3	4	5	6	7	8	9	10	11	12	
98%	Project 1													
75%	Project 2													
50%	Project 3													
25%	Project 4													

Phase 1
  Phase 2
  Phase 3
 ↓ Status