

Successfully Distribute & Share Milestones Schedules

Share schedules with anyone, anywhere.

Choose from a variety of distribution methods

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.

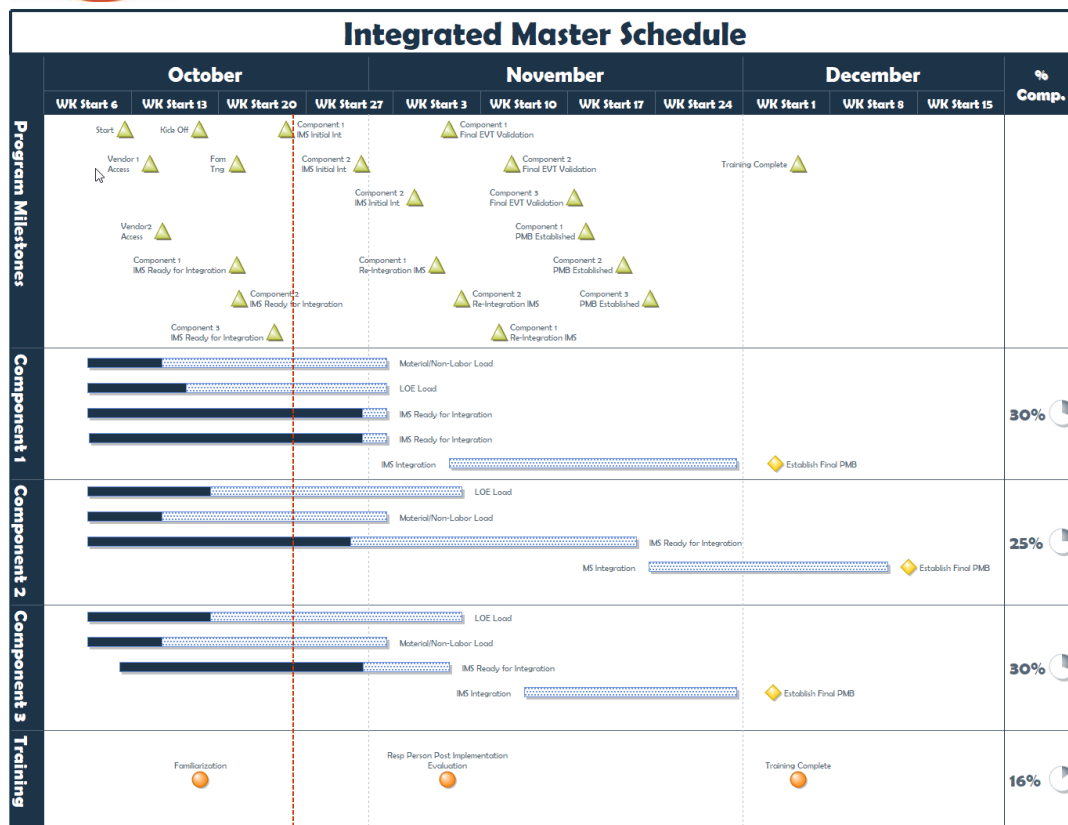
Create a PDF



Copy all pages to
PowerPoint



Free
Milestones Viewer



Copy and Paste
into a document



Publish as a single
HTML page



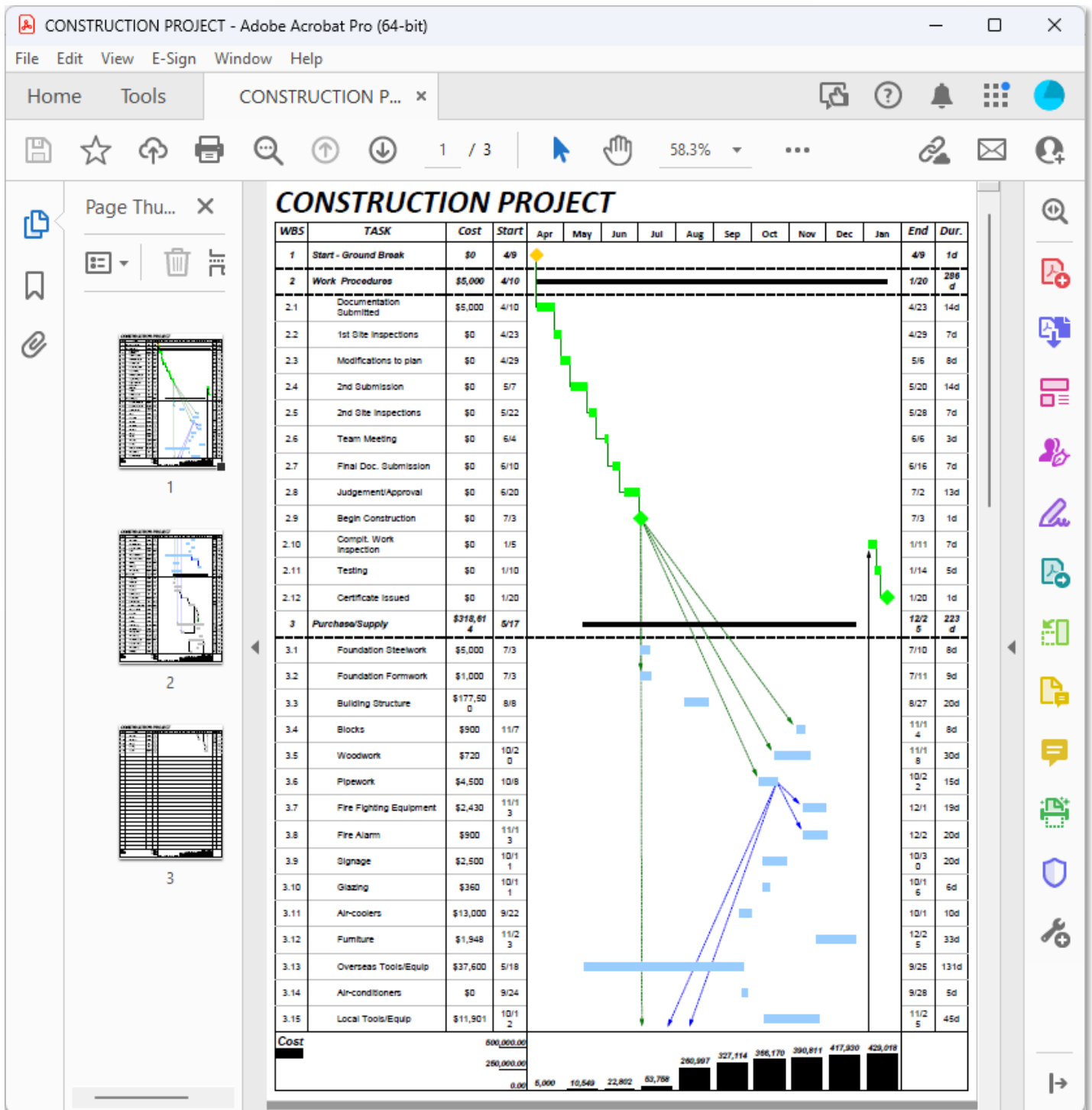
Publish as a set of HTML
pages complete with
"hotspots" for drilldown



Successfully Distribute & Share Milestones Schedules

Save as PDF

Adobe's PDF has become a universal document exchange format. Within Milestones Professional, it's easy to create a PDF. Just select **File | Save as PDF** and enter a file name. If the schedule has bookmarks, the PDF file will include a bookmark section and optional buttons for hyperlinks.



Successfully Distribute & Share Milestones Schedules

Copy all Pages to Power Point

Another easy way to share a schedule is to use PowerPoint. Just choose **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.

AutoSave Off Presentation2 - PowerPoint Search Sign in

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Acrobat Record

Undo Paste Slides Font Paragraph Drawing Editing Create and Share Adobe PDF Dictate Designer

1

2

3

4

Slide 1 of 10

Click to add notes

Notes

73%

RESIDENTIAL CONSTRUCTION PLAN
MORGAN RESIDENCE 75 Charlotta Lane COMPLETION SCHEDULE 10/18/23

Page 1 of 10

Finish Tasks-By Room	Star	End	Total Days	%	Q3	Q4	Budget	Actual	Var	Resp	Contrac	Phone	Comments	
					17	24	1	8	15	22	29	5	12	19
1. PROJECT SUMMARY	10/1/23	11/1/23	281d	47%										
1.1. Plaster	10/4/23	10/3/23	2d	100%										
1.2. Cable + Satellite	11/1/23	11/2/23	2d	0%										
1.3. Audio Visual	11/2/23	11/2/23	2d	0%										
1.4. Gas	10/19/23	11/2/23	16d	6%										
1.5. BEDROOM 1	10/1/23	11/1/23	31d	31%										
1.5.1. Light Fixtures	11/1/23	11/1/23	1d	0%										
1.5.2. Paint Touchup	11/1/23	11/1/23	1d	0%										
1.5.3. Hang Doors and Hardware	10/19/23	10/19/23	4d	100%										
1.5.4. Carpet Installation	11/1/23	11/2/23	2d	0%										
1.5.5. Window Hardware	10/22/23	10/22/23	3d	0%										
1.5.6. Dressroom after cab install	10/19/23	10/21/23	3d	50%										
1.5.7. Electric: Term Install	10/1/23	10/1/23	1d	100%										
1.5.8. Install Smoke Detector	10/4/23	10/4/23	2d	100%										
1.5.9. Wall Paper	10/22/23	11/4/23	11d	0%										
1.6. BEDROOM 2	10/1/23	11/1/23	31d	38%										
1.6.1. BATHROOM	10/1/23	11/1/23	40d	40%										
1.6.1.1. Cabinet Install	10/1/23	10/1/23	1d	100%										
1.6.1.2. Plumbing Fixtures and Tiles	11/1/23	11/1/23	1d	0%										
1.6.1.3. Vanity Mirrors	10/22/23	11/1/23	11d	0%										

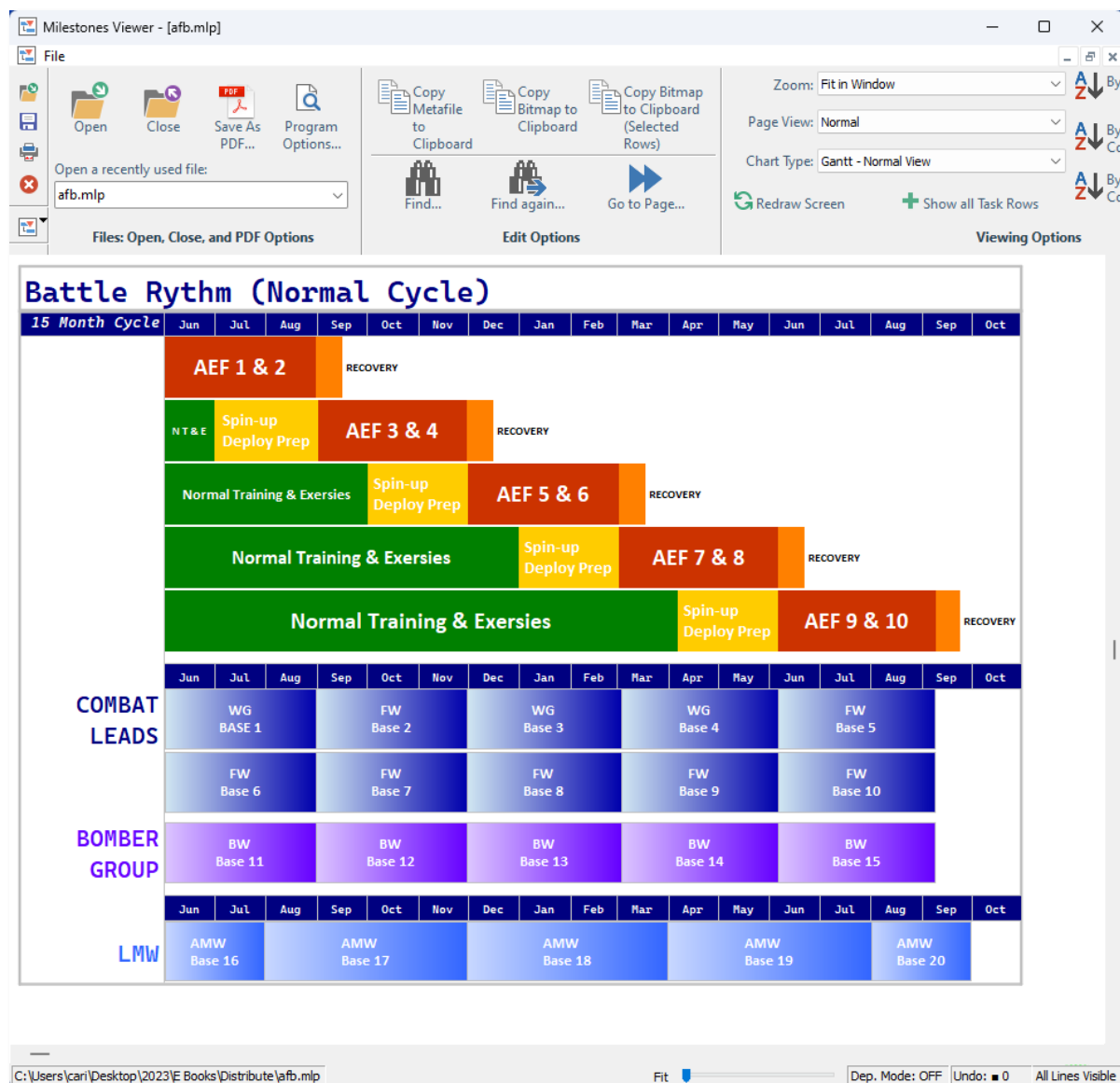
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Free Milestones Viewer

If your colleagues and clients don't own a copy of Milestones, they can download the **free Milestones Viewer**. Viewer users 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.

It is recommended that, if Milestones Professional is installed, the Viewer should not be installed. It is intended only for those who do not have Milestones Professional.

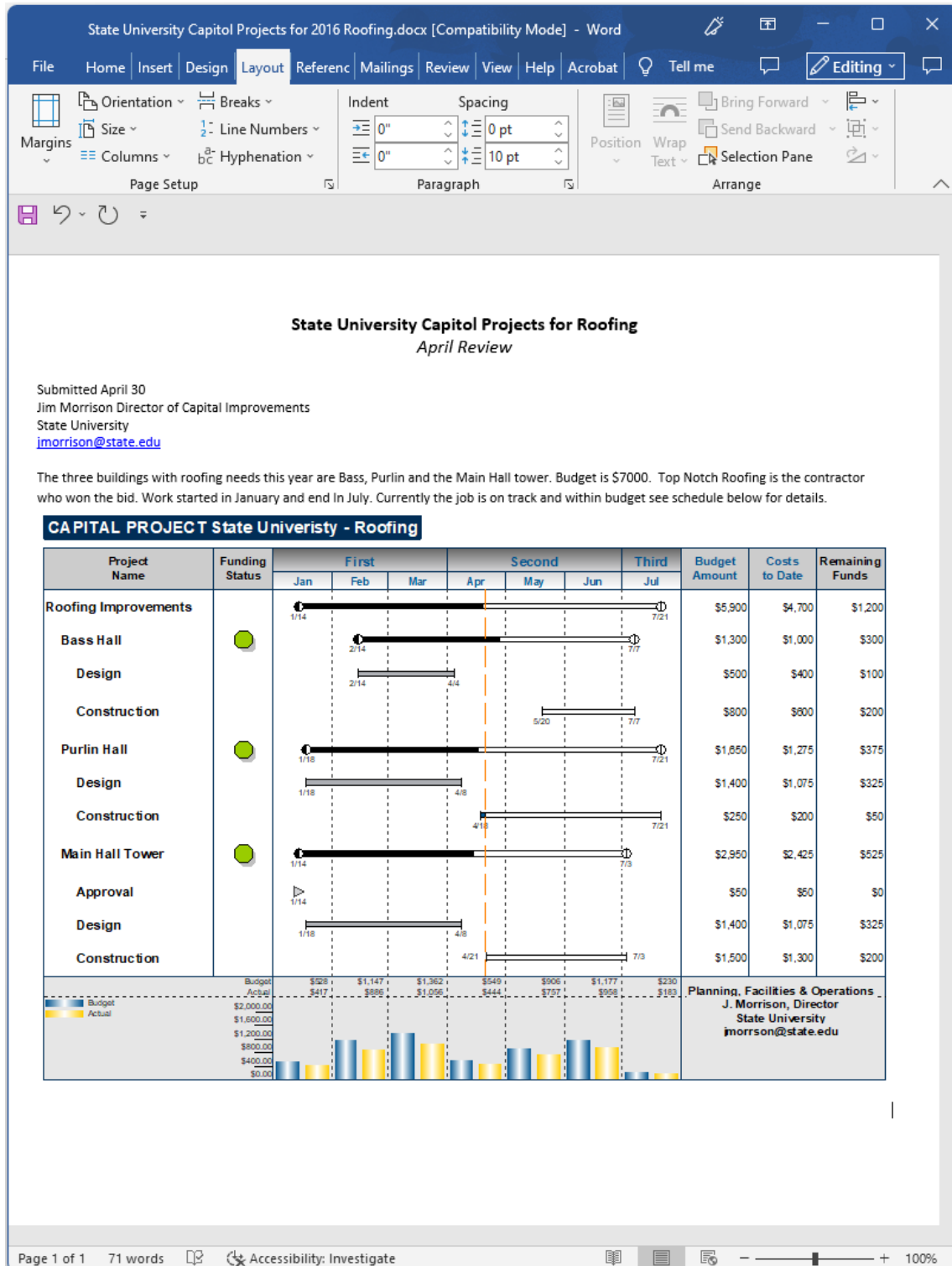
1. Viewer User: Download Free Viewer.
<http://www.kidasa.com/download/downloadfreeviewer.html>
2. Milestones user: Send the chart via e-mail attachment.
3. Viewer User: Receives email, then clicks on the Milestones icon to start the Milestones Viewer .



Successfully Distribute & Share Milestones Schedules

Copy and Paste into a document

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 or other applications, choose **Paste** on the **Edit** menu.



Successfully Distribute & Share Milestones Schedules

Publish as HTML Pages for Internet or 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.

The screenshot illustrates the workflow for publishing Milestones schedules. The main window shows a 'Published Milestones Schedule with HOT SPOTS' page. This page contains a Gantt chart and several hotspots with labels like 'CLICK to VIEW Project's WEBSITES', 'CLICK to VIEW AI Combat Project', 'CLICK to VIEW Drone SWARM Project', 'Click to View Budget EXCEL Spreadsheet', 'CLICK to VIEW AI Combat Project WORD', and 'CLICK to VIEW Drone SWARM'. Arrows point from these hotspots to other windows. One window shows the 'AI Combat Project' HTML page, which has a similar Gantt chart. Another window shows the 'Drone SWARM Project' HTML page. A third window shows an Excel spreadsheet titled 'Budget AI DRONE (1).xlsx' with the following data:

	A	B	C	D
	Project	Budget	Actual	Cost Variance
1	AI Combat Project	\$2,650,000	\$3,040,000	-\$390,000
2	Design	\$800,000	\$850,000	-\$50,000
3	Build	\$1,000,000	\$1,250,000	-\$250,000
4	Test	\$100,000	\$120,000	-\$20,000
5	Field	\$750,000	\$820,000	-\$70,000
6	AI Combat Project	\$3,650,000	\$3,561,000	\$89,000
7	Design	\$1,000,000	\$1,000,000	\$0
8	Build	\$1,500,000	\$1,400,000	\$100,000
9	Test	\$200,000	\$210,000	-\$10,000
10	Flight	\$950,000	\$951,000	-\$1,000

Successfully Distribute & 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.

Original file before Tiered Published.

OUTLINE LEVEL	PROJECTS	Feb	Mar	Apr	May
1	301 Sunspot				
2	Excavate				
2	Plumbing				
3	Pool Plumbing				
3	Hook-up Water				
2	Masonry				
1	455 Tombstone				
2	Excavate				
2	Plumbing				
3					
3					
2					

Published-Click to see 301 Sunspot's next level tasks.

Published Milestone Schedule with HOT SPOTS

OUTLINE - Swimming Pool Construction

OUTLINE LEVEL	PROJECTS	Feb	Mar	Apr	May
1	301 Sunspot				
1	455 Tombstone				

Click to see 301 Sunspot's Plumbing tasks.

OUTLINE - Swimming Pool Construction

OUTLINE LEVEL	PROJECTS	Feb	Mar	Apr	May
1	301 Sunspot				
2	Excavate				
2	Plumbing				
2	Masonry				

301 Sunspot's Plumbing tasks.

OUTLINE - Swimming Pool Construction

OUTLINE LEVEL	PROJECTS	Feb	Mar	Apr	May
1	301 Sunspot				
2	Plumbing				
3	Pool Plumbing				
3	Hook-up Water				

Successfully Distribute & 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	NO	User need PDF reader
Copy All Pages to PowerPoint	Send user a PowerPoint file	NO	Users need PowerPoint
Copy to other documents like Word, Excel	Send user the document file	NO	Users need document software
Internet Publish - Single Page	Send a 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
Print	N/A	N/A	Traditional method, still common and often desirable.