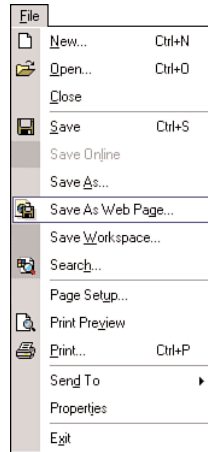WEB **1**

PUBLISHING PROJECTS ON THE WEB

In this chapter

1

AN OVERVIEW OF PROJECT 2002'S INTERNET FEATURES

Many powerful features integrate Project 2002 with the Internet. Consistent with Word, PowerPoint, Excel, and Access, Microsoft Project includes a Save As Web Page feature that lets you save a project as a Hypertext Markup Language (HTML) document that can be published to an Internet Web site or corporate intranet (see Figure 1).

Figure 1
You can select Microsoft Project 2002's Save As Web Page menu item to save a project as a Web document.

File		
New...	Ctrl+N	
Open...	Ctrl+O	
Close		
Save	Ctrl+S	
Save Online		
Save As...		
Save As Web Page...		
Save Workspace...		
Search...		
Page Setup...		
Print Preview		
Print...	Ctrl+P	
Send To	▶	
Properties		
Exit		

In addition, Project 2002's includes the following Web features:

- The capability to create an Import/Export map, which allows you to select the specific task, resource, and resource assignment fields to be included in an HTML document.
- The capability to set up templates so that Microsoft Project Web pages can include graphics for your company logo, custom backgrounds and colors, and fonts that you specify.
- The capability to communicate project information via the Internet or a corporate intranet, using the Project 2002 Web Client.
- The capability to save a project as a Microsoft Project Database (MPD) file, which can be used to generate Web pages that contain dynamic content from a project plan.

The remainder of this chapter describes in detail each of these topics, and it includes many real-world examples of how you can integrate Microsoft Project 2002 with the Internet.

EXPORTING PROJECT DATA TO WEB PAGES

This section steps through several examples of saving a project as an HTML document. After you complete each example, you'll see the resulting HTML file in Internet Explorer so you can immediately see what it would look like if it were published on the Web.

Each of the following examples uses the `New Product.mpp` file that is included in the Microsoft Project 2002 Examples section of `www.quehelp.com`.
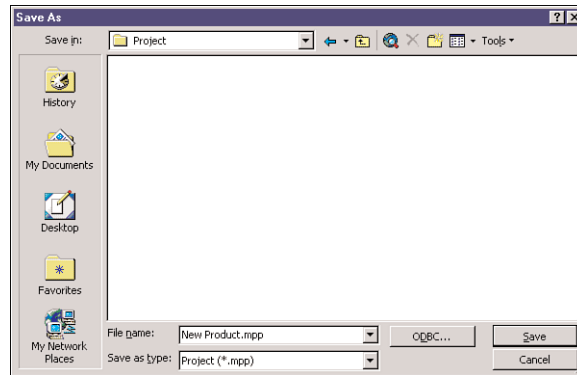
If you prefer, you can use one of your Project files for these examples.

SAVING A PROJECT AS AN HTML DOCUMENT
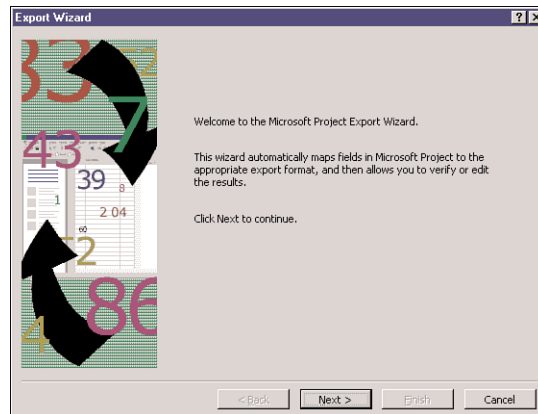
To save a project as an HTML document, follow these steps:

1. Open the Project file and select File, Save As Web Page. The Save As dialog box opens (see Figure 2).

Figure 2
The Microsoft Project Save As dialog box allows you to save a project as an HTML document.

2. Navigate to the directory where you want to save the document and type the name of the HTML document in the File Name field. The document is automatically assigned the `.html` extension.

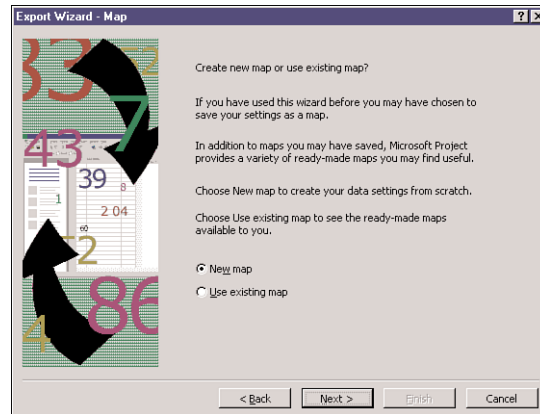3. Click the Save button, and the Export Wizard opens (see Figure 3).

Figure 3
Microsoft Project 2002's Export Wizard allows you to create or select an Import/Export map on which to base an HTML document.

1

4. Click the Next button, and the next dialog box of the wizard asks you if you want to define a new map or use an existing map to export your data to an HTML file (see Figure 4). Select the New Map option, and click the Next button to continue. The Export Wizard – Map Options dialog box appears (see Figure 5).

Figure 4
The Export Wizard - Map dialog box allows you to specify whether you want to create a new map or use an existing map to export project data to an HTML document.
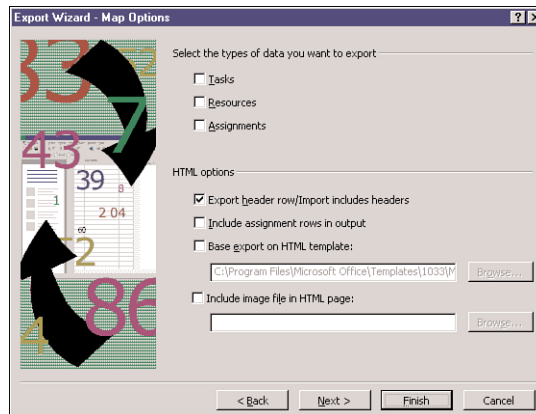

NOTE

An *Import/Export map* allows you to define the type of information to be included in an HTML document. You can create an Import/Export map that exports task data, resource data, resource assignment data, or any combination of the three. After you select which type of data to export, you select the specific fields you want to export to the HTML document.

Figure 5
The Export Wizard - Map Options dialog box allows you to define the type of project data (tasks, resources, and assignments) you want to export to an HTML document.
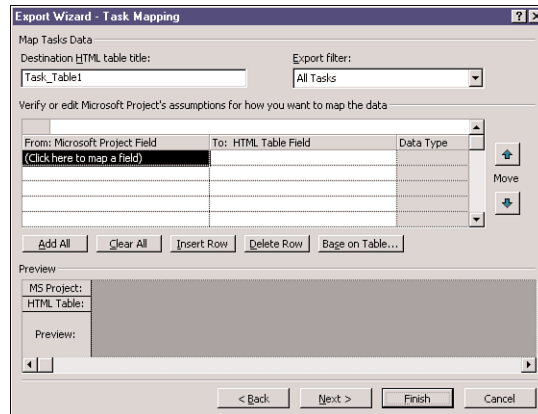

5. In the Select the Types of Data You Want to Export section, select one or more check boxes for the type of data you want to include in the HTML document (refer to Figure 5).

NOTE

For each type of project data (tasks, resources, or assignments) you select in the Export Wizard - Map Options dialog box, the wizard includes a separate step to select the specific fields for each type of project data you want to export.

6. Click the Next button, and an Export Wizard mapping dialog box displays for the first project data type you selected in step 5. For example, if you selected Tasks as a project data type in step 5, the Export Wizard – Task Mapping dialog box appears (see Figure 6).

Figure 6
The Export Wizard – Task Mapping dialog box allows you to define the specific task fields you want to export to an HTML document.

NOTE

Each type of data you export (tasks, resources, and assignments) is displayed in a separate table in the HTML document.
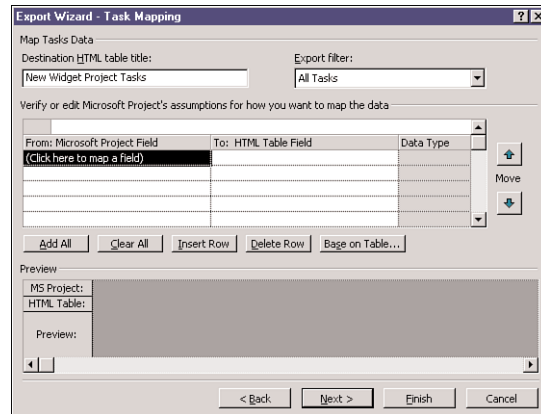
7. In the Destination HTML Table Title field, type a descriptive name for the table, which will be generated in the HTML file for this data type. For example, if you are defining task fields to be exported for a new widget development project, you could type the name `New Widget Project Tasks`. This descriptive name is displayed above the corresponding table in the HTML file (see Figure 7).

8. From the Export Filter drop-down list, select the filter to be used for the tasks or resources you are exporting to an HTML file. If you want to export all the tasks or resources from a project, select the corresponding filter (All Tasks or All Resources).

NOTE

The Export filter applies only to Task Mapping and Resource Mapping because filters do not exist for assignments in Microsoft Project.

1

Figure 7
The Destination HTML Table Title text box shows the title New Widget Project Tasks, which displays above the task table in an HTML document.

TIP

> If you have not yet created the task or resource filter to be used with the Export Wizard, you can click the Next button to advance to the next step in the wizard, save your Export map as prompted, create the filter, and select Save As Web Page once again to continue where you left off.
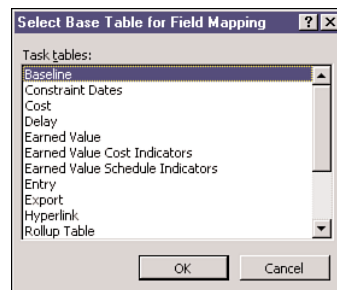
9. The next step is to define which fields you want to export to the HTML document. For example, to create a task schedule table, you would most likely select the ID, Name, Start, Finish, and Duration fields to be exported to the HTML document.

TIP

> If you have an existing Microsoft Project table that contains the same fields that you want to export to the HTML document, click the Base on Table button and select the existing table on which you want to base the HTML table (see Figure 8).

Figure 8
The Select Base Table for Field Mapping dialog box allows you to select an existing Microsoft Project table on which to base an HTML table.
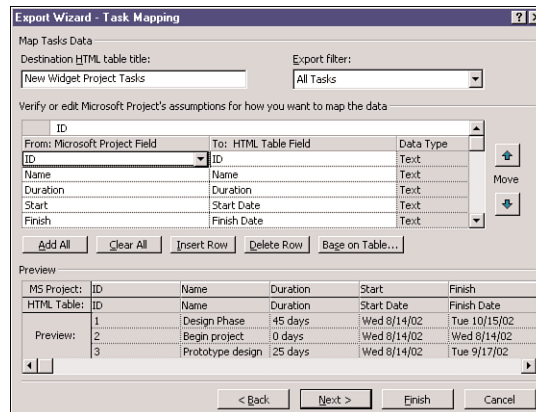

10. In the From: Microsoft Project Field column, click the (Click Here to Map a Field) cell. From the drop-down list, select the first field you want to include in the table.

TIP

> A quick way to select the field you want from the drop-down list is to type the first letter of the field name after you have clicked the list. This takes you directly to the fields that start with that letter, so you don't have to scroll down the entire list. This technique works on any drop-down list in a Windows application.

11. You can display a header for this field that differs from the Microsoft Project field name in the HTML document. To do so, click the To: HTML Table Field column and type the new name you would like to use. For example, if the field name in the HTML document is ID, but you want to display Task ID as the column header, you would type `Task ID`.

12. Repeat steps 10 and 11 for each field you want to export to the HTML document (see Figure 9). You can also change the order of the fields in the table by clicking the Move Up and Move Down arrows on the right side of the dialog box.

Figure 9
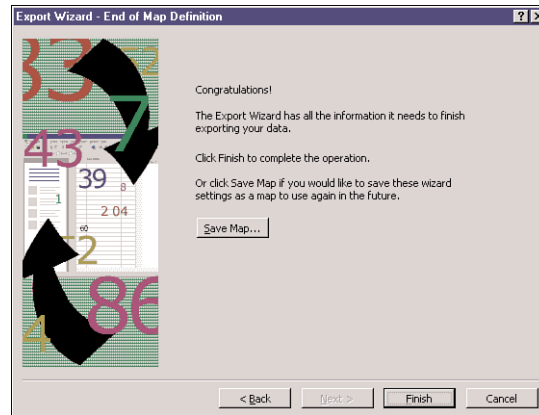In the Export Wizard – Task Mapping dialog box, you can select task-related fields.

NOTE

> As you build a table, you can use the Insert Row and Delete Row buttons to add fields to and delete fields from the table. Or, you can use the Add All button to add to the table every field for the corresponding data type. Although this sounds intriguing, it is unlikely that you will want to create a huge table in an HTML document that contains every field available in Microsoft Project for that data type. If you did, a considerable amount of scrolling across the Web page would be needed to view all the data.

13. After you have selected the fields you want to export for this data type, click the Next button. For each of the project data types (tasks, resources, and assignments) you selected previously, you are presented with a mapping step. Repeat steps 7 through 12 for each of the other data types you are exporting.

14. After you have completed each of the mapping steps in the wizard, click the Next button, and the Export Wizard – End of Map Definition dialog box appears (see Figure 10).
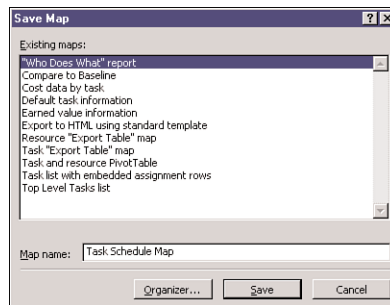
Figure 10
In the Export Wizard –
End of Map Definition
dialog box, you can
click Finish to save
project data to an
HTML document.

15. If you want to save all the information entered in the wizard as an Export map that can be used again, click the Save Map button. The Save Map dialog box appears (see Figure 11). In the Map Name text box, type a descriptive name for the Export map. For example, if this map will contain task schedule information, type `Task Schedule Map` in this field and click Save.

Figure 11
The Save Map dialog
box allows you to
save all the informa-
tion you entered in
the wizard to a map
that can be reused.

16. Click Finish, and the project data is exported to an HTML document.

NOTE

The Import/Export map is automatically saved in your `GLOBAL.MPT` file, and it is available for all your future projects.

VIEWING A PROJECT AS AN HTML DOCUMENT

To view the HTML file you created in a Web browser, follow these steps:

1. Start up your Web browser. This example uses Internet Explorer, but Netscape works similarly.

2. Select File, Open, and the Open dialog box opens. Click the Browse button to navigate to the HTML file, and then click Open.

3. From the Open dialog box, click the OK button (see Figure 12), and the Web browser displays the HTML document you created in Microsoft Project (see Figure 13).

NOTE

You can double-click the HTML file from Windows Explorer to view the file in your browser.

Figure 12
The Microsoft Internet Explorer Open dialog box allows you to open a Web document by referring to the document's Internet address or filename.
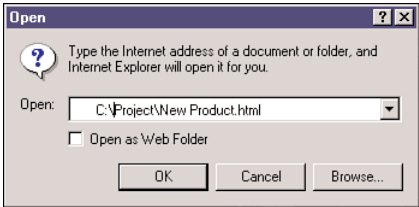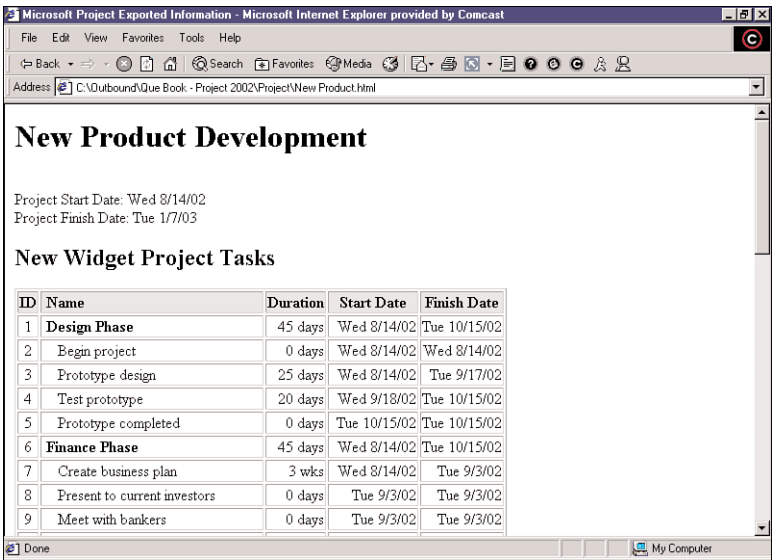

Figure 13
Microsoft Internet Explorer can display HTML documents created in Microsoft Project.

DEFINING IMPORT/EXPORT MAP HTML OPTIONS
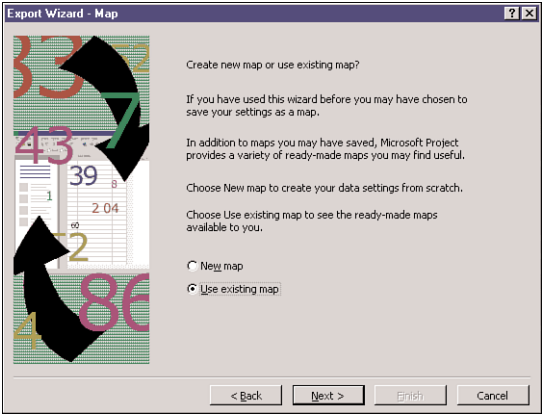
Now that you have created an HTML document from Microsoft Project, let's examine some of the other available options you can choose when exporting a project:

1. Open a plan in Microsoft Project, and select File, Save As Web Page.

2. From the Save As dialog box, navigate to the directory in which you want to save the document.

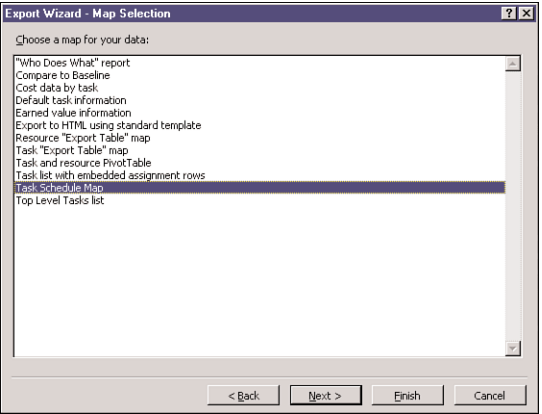3. Type the name of the HTML document in the File Name field.

4. Click the Save button, and the Export Wizard appears. Click the Next button, and on the Export Wizard - Map dialog box, select the Use Existing Map option (see Figure 14).

Figure 14
The Export Wizard - Map dialog box allows you to create a new map, or select an existing Export map on which to base an HTML document.

5. Click the Next button, and from the Export Wizard – Map Selection dialog box, select the Task Schedule Map used in the previous example and click the Next button (see Figure 15). The Export Wizard – Map Options dialog box appears.

Figure 15
The Export Wizard – Map Selection dialog box allows you to select an existing Export map on which to base an HTML document.

NOTE

If you prefer to keep your original map intact, you can save the selected map with a new name in the last step of the wizard.

6. The Export Header Row/Import Includes Headers option exports the HTML file field names to the first row of the table in the HTML document (see Figure 16). If you do not check this option, the first row of the table will contain the actual data (see Figure 17).

Figure 16
The HTML document is displayed with the task field names in the first row of the table (for example, Task ID, Task Name) because the Export Header Row option was checked in the wizard.

Figure 17
The HTML document is displayed without the task field names in the first row of the table because the Export Header Row option was not checked in the wizard.

7. If you want to include the resources assigned to each task directly below the task row in an HTML document, check the Include Assignment Rows in Output option in the Export Wizard – Map Options dialog box. Figure 18 shows the results of selecting this option in Internet Explorer.

1

Figure 18
The task table in an
HTML document is
displayed with re-
source assignments
below each task.

8. Microsoft Project includes several HTML templates on which you can base HTML
   documents. These templates contain formatting and other information that determine
   how documents display in Web browsers.

   The Base Export on HTML Template option on the Export Wizard – Map Options
   dialog box allows you to select the HTML template on which to base an HTML
   document. To select a template for an HTML document, check the Base Export on
   HTML Template option. Then, click the Browse button to select the template you
   want to use for your HTML document.

   N O T E

   > If you have installed the English version of Microsoft Project 2002, these templates are
   > typically stored in the `Program Files\Microsoft Office\Templates\1033\`
   > `Microsoft Project` Web directory on your computer.

9. After you have selected the appropriate options in the Export Wizard – Map Options
   dialog box, click Next to continue through the wizard. On the last step click Finish to
   save your project data to an HTML document.

MODIFYING PROJECT'S HTML TEMPLATES

This section explores some of the ways you can change the HTML templates that come
with Microsoft Project 2002. You can actually modify the HTML code that is contained
within a template to change several characteristics of the template's appearance, including
the following:

- The background color of the HTML document
- A background graphic for the template
- Graphic images, such as a company logo, on a Web page
- The text that appears in the title bar of a browser when displaying the Web page
- Hyperlinks to other pages on the Internet or your corporate intranet
- The capability to send an email directly from the Web page

Each of the following examples walks through the process of modifying the Centered Mist Dark.html template that comes with Project 2002. The Centered Mist Dark.html template is a text document that can be edited in any text editor (such as Notepad), a Web design program (such as Microsoft FrontPage), or a word processor (such as Microsoft Word).

As you proceed through each of the following examples, you will continue to add modifications to the Centered Mist Dark.html template to create a highly customized, professional-looking Web page.

Changing the Background Color of a Web Page

In this section, you will change the background color of the Centered Mist Dark.html template to light blue. Follow these steps:

1. From your text editor, open the Centered Mist Dark.html file, which is typically located in the Program Files\Microsoft Office\Templates\1033\Microsoft Project directory (see partial code in Listing 1).

LISTING 1   HTML Code from the Centered Mist Dark.html File

```
<!--    MICROSOFT PROJECT HTML EXPORT TEMPLATE

    TEMPLATE NAME      : Centered Mist Dark.html
    TEMPLATE STYLE     : Centered
    COLOR SCHEME       : Mist Dark
    IMAGE PLACEHOLDER  : Yes
    TABLE PLACEHOLDERS : Task/Resource/Assignment
-->


<HTML>
<HEAD>
<META HTTP-EQUIV="Content-Type" CONTENT="text/html; charset=windows-1252">
<TITLE>Microsoft Project Exported Information</TITLE>
</HEAD>

<!-- ******* BACKGROUND, LINK, AND FONT COLORS ******* -->

<BODY BGCOLOR="#336666" TEXT="#336666" LINK="#ADA990" VLINK="#D6E0E0"
ALINK="#ADA990"
TOPMARGIN="30" LEFTMARGIN="5">
<DIV ALIGN="CENTER">

<!-- ******* PROJECT TITLE ******* -->
```

1

LISTING 1   CONTINUED

```
<FONT COLOR="#ADA990" SIZE="7" FACE="Arial Narrow">
<B>
<!--MSProjectTemplate_ProjectTitle-->
</B>
</FONT>
<BR><BR>
<HR NOSHADE WIDTH="75%" COLOR="#ADA990">
```

2. From your text editor, save this file with the name `Export Project with Custom Options.html` or any other name you want.

3. In the HTML template, look for the section that begins with the heading `<!-- ******* BACKGROUND, LINK, AND FONT COLORS ******* -->`. Immediately following this heading, you will see a line that begins with the text `<BODY BGCOLOR="#336666"`. Change the `BGCOLOR` setting from `"#336666"` to `"#CCFFFF"`.

N O T E

> The `BGCOLOR=` parameter tells a Web browser the background color to use when displaying the HTML document. If you leave out the `BGCOLOR=` parameter, a browser will typically display the Web document with a gray background. The `#CCFFFF` used in step 3 is the hexadecimal representation of the light blue color for the background of the Web page.

T I P

> A great way to figure out the hexadecimal value for a background color is to create a new document using Microsoft Word (version 97 or later), and save it as a Web page. Then, select Format, Background, and Word displays a dialog box that allows you to graphically select a background color for the document. After you have selected the background color, select View, HTML Source. Microsoft Word displays the source for the HTML document. Here is an example of the source from a Microsoft Word XP HTML document:
>
> `<body bgcolor=fuchsia lang=EN-US style='tab-interval:.5in'>`
>
> From the line `<body bgcolor="#99ccff" lang=EN-US style='tab-interval: .5in'>`, copy the hexadecimal value or the name of the `BGCOLOR` setting and set `BGCOLOR` in the Microsoft Project template equal to the same value.

4. After you select a background color for the HTML document, save and close the file in your text editor.

5. Open the project you want to save as an HTML file in Microsoft Project and select File, Save As Web Page.

6. From the Save As dialog box, navigate to the directory where you want to save the document.

7. Type the name of the HTML document in the File Name field.

8. Click the Save button, and the Export Wizard opens.

9. From the wizard, select the Task Schedule Map used in the section "Saving a Project as an HTML Document."

10. From the Export Wizard – Map Options dialog box, select the Base Export on HTML Template check box and click the Browse button to select the template you created in step 2.

11. Click the Next button to advance through the wizard. Click Finish on the last step of the wizard to save the project data to an HTML document.

12. Start up your Web browser and open the HTML document you created in this example. The Web page now displays with the custom background color you selected.

Defining a Background Graphic for a Template

In this example, you will modify the template you created in the previous example by adding a background graphic. A background graphic can be used instead of a background color to give a Web page a rich, textured look. The Microsoft Office XP CD includes several GIF files that can be used as background graphics for a Web page. These graphic files are typically installed in the `Program Files\Microsoft Office\Office10\Bitmaps\Styles` directory.

To add a background graphic to a Project template, follow these steps:

1. Copy the file you want to use for the background graphic into the same directory where you will save the HTML document. In this example, use the file `Acsndstn.gif` as the background graphic.

2. From your HTML editor, open the customized Microsoft Project HTML template you created in the previous section (or open any other Project HTML template you want to modify).

3. About six lines down from the top of the code, locate the text `<BODY...` (the exact text after the word `BODY` will vary, depending on any other changes you might have already made to the template; see the partial code in Listing 2).

LISTING 2   HTML Code from the `Centered Mist Dark.html` File

```
<!-- ******* BACKGROUND, LINK, AND FONT COLORS ******* -->

<BODY BGCOLOR="#336666" TEXT="#336666" LINK="#ADA990" VLINK="#D6E0E0"
ALINK="#ADA990" TOPMARGIN="30" LEFTMARGIN="5">
<DIV ALIGN="CENTER">
```

4. Change the text inside the brackets (<>) to `<BODY BACKGROUND="xxxxxx.gif">`, where `xxxxxx.gif` represents the name of the background graphic file you want to display on the Web page. In this example, set the text inside the brackets to `<BODY BACKGROUND= " Acsndstn.gif">`.

5. Save the template and close the file in your text editor.

6. In Microsoft Project, open the project you want to save as an HTML file and select File, Save As Web Page.

7. From the Save As dialog box, navigate to the directory where you want to save the document.

8. Type the name of the HTML document in the File Name field.

9. Click the Save button, and the Export Wizard opens.

10. From the wizard, select the Task Schedule Map used in the section "Saving a Project as an HTML Document."

11. From the Export Wizard – Map Options dialog box, select the Base Export on HTML Template check box and click the Browse button to select the customized Project HTML template.

12. Click the Next button to advance through the wizard. Click Finish on the last step of the wizard to save the project data to an HTML document.

13. Start up your Web browser and open the HTML document you created in this example (see Figure 19). The Web page now displays with the custom background graphic you selected.

Figure 19
This HTML document displays a custom background graphic.

DISPLAYING A GRAPHIC IMAGE IN A PROJECT TEMPLATE

Microsoft Project allows you to easily include a graphic image in your template without having to make any modifications to the HTML source code. For example, you might want to include a company logo or another graphic to enhance the appearance of a Web page.

To add a graphic to a Project HTML template, do the following:

1. In Microsoft Project, open the project you want to save as an HTML file and select File, Save As Web Page.

2. From the Save As dialog box, navigate to the directory where you want to save the document.

3. Type the name of the HTML document in the File Name field.

1

4. Click the Save button, and the Export Wizard opens.

5. From the wizard, select the map you want to use for this export (or create a new map).

6. From the Export Wizard – Map Options dialog box, select the Base Export on HTML Template check box, and then click the Browse button to select the Project HTML template you want to use for this export.

7. Select the Include Image File in HTML Page check box and click the Browse button to select the graphic you want to use in the template.

8. Click the Next button to advance through the wizard. Click Finish on the last step of the wizard to save the project data to an HTML document.

9. Start up your Web browser and open the HTML document you created in this example (see Figure 20). The Web page now displays with the graphic you selected.

Figure 20
The HTML document now displays with a graphic image.

CHANGING THE TITLE BAR TEXT

Another way you can customize a Microsoft Project Web page is to change the text that displays in the title bar of the Web browser when the page is opened. By default, Microsoft Project displays the text `Microsoft Project Exported Information` in the title bar of the browser.

To change the HTML template so that a browser displays your company name or the name of your project in the title bar text of your Web browser, do the following:

1. From your HTML editor, open the Microsoft Project HTML template that you customized in the previous section (or any other Project HTML template you want to modify).

2. About three lines down from the top of the code, locate the text `<TITLE>Microsoft Project Exported Information</TITLE>`. Replace the text `Microsoft Project Exported Information` with the text you want to display in the title bar of the Web browser. For example, you could change the title bar text to display `ABC Corporation New Widget Project`. Be careful not to change the `<TITLE>` and `</TITLE>` tags that surround the title bar text.

3. Save the template and close the file in your text editor.

4. In Microsoft Project, open the project you want to save as an HTML file. Select File, Save As Web Page.

5. From the Save As dialog box, navigate to the directory where you want to save the document.

6. Type the name of the HTML document in the File Name field.

7. Click the Save button, and the Export Wizard opens.

8. From the wizard, select the map you want to use for this export (or create a new map).

9. From the Export Wizard – Map Options dialog box, select the Base Export on HTML Template check box and click the Browse button to select the Project HTML template you want to use for this export.

10. Click the Next button to advance through the wizard. Click Finish on the last step of the wizard to save the project data to an HTML document.

11. Start up your Web browser and open the HTML document you created in this example (see Figure 21). The Web page now displays the text `ABC Corporation New Widget Project` in the title bar of the window.

Custom title bar text

Figure 21
The HTML document now has the custom title bar text `ABC Corporation New Widget Project`.

N O T E

> You can easily change the project title in Microsoft Project by selecting File, Properties, and typing the new project title in the Title field on the Summary tab. If you do not select the project title yourself, Microsoft Project automatically uses the name of the file as the project title.

ADDING HYPERLINKS TO A PROJECT HTML TEMPLATE

Another useful customization you can make to a Project HTML template is to include hyperlinks to other Web pages. For example, you can include a link that takes visitors to your company's home page on the Internet or Microsoft's Internet Explorer home page. You can also use a link to allow a visitor to download a demo file that describes your company's products or services. Another type of hyperlink you can add provides visitors to your site the ability to send an email to the Webmaster of your Web site or to the president of the company. This type of hyperlink is referred to as a *mail link*.

To add hyperlinks to a Microsoft Project HTML template, do the following:

1. From your HTML editor, open a customized Microsoft Project HTML template (or any other Project HTML template you want to modify).

2. Toward the bottom of the HTML code, locate the section that begins with the comment `<!-- ******* MICROSOFT LINKS ******* -->`, which is shown in Listing 3.

LISTING 3   HTML CODE FROM THE CUSTOMIZED PROJECT HTML TEMPLATE THAT INCLUDES A HYPERLINK

```
<!-- ******* MICROSOFT LINKS ******* -->

<P ALIGN="CENTER">
<BR>
<FONT FACE="Arial" SIZE="1">
<A HREF="http://www.microsoft.com/isapi/redir.dll?prd=msft&plcid=
0x0409&ar=home">
Microsoft Home Page
</A>
<BR>
<A HREF="http://www.microsoft.com/isapi/redir.dll?
prd=msproject&sbp=&plcid=0x0409&pver=8.0&ar=home">
Microsoft Project Home Page
</A>
</FONT>
</P>
```

N O T E

> The templates that come with Microsoft Project 2002 include hyperlinks to the Microsoft Project home pageand the Microsoft Corporation home page. Here is the syntax of a hyperlink:
>
> `<A HREF="xxxxxxxx">yyyyyyyy</A>`
>
> *xxxxxxxx* represents the address of the site you want to navigate to, and *yyyyyyyy* represents the displayed text that the visitor will click to navigate to the site.

1

3. Add to the Project HTML template an additional hyperlink that navigates to ABC Corporation's home page on the Internet. Directly below the link to the Microsoft Project home page and above the </FONT> tag toward the bottom of the Project HTML template, add the following:

```
<A HREF="http://www.abc-corporation.com"><B>ABC Corporation
Home Page</B></A>
```

The HTML code should now appear as shown in Listing 4.

LISTING 4   HTML CODE WITH A HYPERLINK TO ABC CORPORATION'S HOME PAGE

```
<A HREF="http://www.microsoft.com/isapi/redir.dll?
prd=msproject&sbp=&plcid=0x0409&pver=8.0&ar=home">
Microsoft Project Home Page
</A>
<BR>
<A HREF="http://www.Projectassistants.com/isapi/redir.dll?
prd=msproject&sbp=&plcid=0x0409&pver=8.0&ar=home">
Project Assistants Home Page
</A>
```

It is very common to give a visitors home page the ability to send an email message to someone in the organization, such as the Webmaster of the Web site or a technical support engineer. When a visitor to the home page clicks this hyperlink, it automatically starts up the visitor's email application and creates a new email message addressed to this individual.

An email hyperlink (also referred to as a *mail link*) uses the syntax
`<A HREF="mailto:xxxxxxx">yyyyyyyy</A>`, where *xxxxxxx* represents the email address you want to send mail to, and *yyyyyyyy* represents the displayed text that the visitor will click to start his or her email application with the new email message.

To create a mail link that creates an email to the Webmaster of ABC Corporation when the visitor clicks it, follow these steps:

1. Directly below the link to the ABC Corporation home page and above the </TABLE> tag, toward the bottom of the Project HTML template, add the following:
```
<TD ALIGN=CENTER>
<A HREF="mailto:webmaster@abc-corporation.com"><B>Click
here to send email to the ABC Corporation
Webmaster</B></A></TD>
```

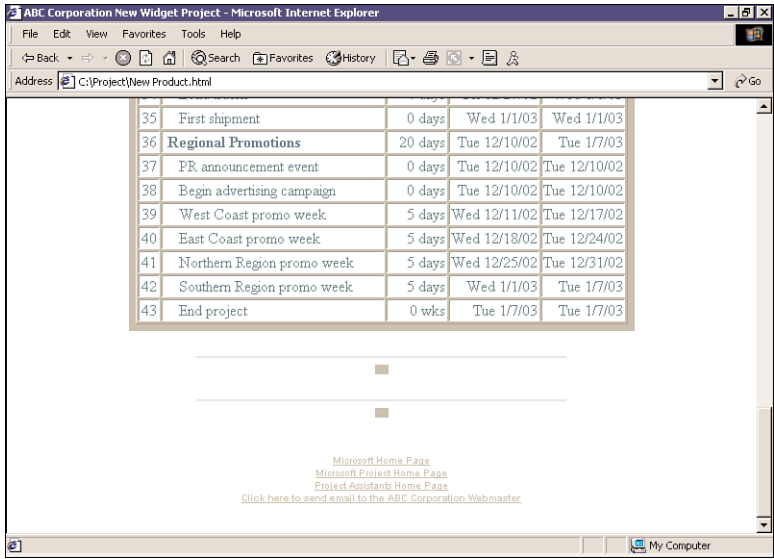The HTML code should now look as shown in Listing 5.

LISTING 5   HTML CODE WITH AN EMAIL HYPERLINK

```
<BR>
<A HREF="http://www.Projectassistants.com/isapi/redir.dll?
prd=msproject&sbp=&plcid=0x0409&pver=8.0&ar=home">
Project Assistants Home Page
</A>
<BR>
```

```
<A HREF="mailto:webmaster@abc-corporation.com"><B>Click
here to send email to the ABC Corporation
Webmaster</B></A>
```

2. Save the template and close the file in your text editor.

3. In Microsoft Project, open the project you want to save as an HTML file and select File, Save As Web Page.

4. From the Save As dialog box, navigate to the directory in which you want to save the document.

5. Type the name of the HTML document in the File Name field.

6. Click the Save button, and the Export Wizard opens.

7. From the wizard, select the map you want to use for this export (or create a new map).

8. From the Export Wizard – Map Options dialog box, select the Base Export on HTML Template check box and click the Browse button to select the Project HTML template you want to use for this export.

9. Click the Next button to advance through the wizard. Click Finish on the last step of the wizard to save the project data to an HTML document.

10. Start up your Web browser and open the HTML document you created in this example (see Figure 22). Scroll down to the bottom of the Web page, and you see the two new hyperlinks you added to the Project HTML template.

Figure 22
This HTML document has hyperlinks to ABC Corporation's home page and a mail link to the Webmaster of ABC Corporation.
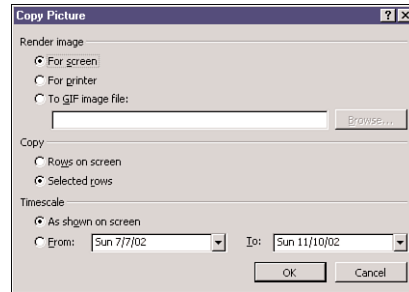

DISPLAYING A GANTT CHART IMAGE IN A PROJECT WEB PAGE

In addition to publishing project data to an HTML file, you might also want to include a picture of the project's Gantt chart with your Web page. This section walks through all the steps that allow you to accomplish this.

To add a picture of a project's Gantt chart to an HTML file, do the following:

1. In Microsoft Project, open the project you want to save as an HTML file.

2. Click the Select All button to highlight every task in the project or you can apply the same filter that your export Map uses and then click the Select All button. Then, click the Copy Picture button in the Standard toolbar. The Copy Picture dialog box appears (see Figure 23).
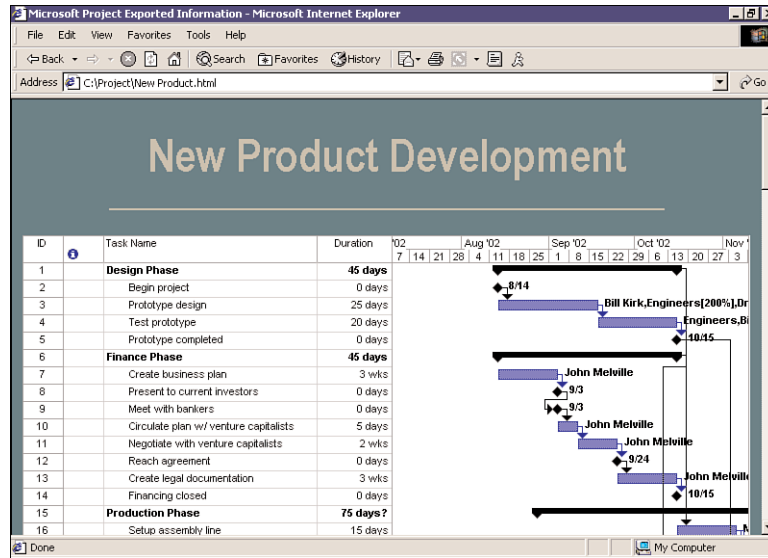
Figure 23
The Copy Picture dialog box allows you to create a graphic of a project's Gantt chart to display on a Web page.

3. In the Copy Picture dialog box, set the Render Image option to To GIF Image File. By default, Microsoft Project sets the path for the image to be the same location as where you saved the project file. The filename for the image is set to the name of the project, with the extension `.gif`. You can change the name and location for the file, but the default path and filename should be fine as is.

4. Because you selected all rows in step 2, if you want to create a picture of the Gantt chart that displays every task in the project, select the Copy Selected Rows option. If you want to display only the tasks that are visible on the screen, select the Rows on Screen option.

5. To include the timescale that is currently displayed on your screen, from the Timescale option, select As Shown on Screen. If you want to display the timescale for a particular date range, set the From and the To dates to the desired dates.

6. Click OK, and Microsoft Project creates a GIF image file of the Gantt chart.

7. Select File, Save As Web Page. The Save As dialog box appears.

8. From the Save As dialog box, navigate to the directory in which you want to save the HTML document. Type the name of the HTML document in the File Name field, and click the Save button. The Export Wizard opens.

9. From the wizard, select the map you want to use for this export, or create a new map.

10. From the Export Wizard – Map Options dialog box, select the Base Export on HTML Template check box and click the Browse button to select the Project HTML template you want to use for this export.

11. Select the Include Image File in HTML Page check box and click the Browse button to select the graphic of the Gantt chart.

12. Click the Next button to advance through the wizard. Click Finish on the last step of the wizard to save the project data to an HTML document.

13. Start up your Web browser and open the HTML document you created in this example (see Figure 24). The Web page now displays with the Gantt chart graphic you selected.

Figure 24
The HTML document displays with a graphic image of the Gantt chart.

PUBLISHING WEB DOCUMENTS

After you have created Web assets (for example, HTML documents, graphic files), the next step is to publish those assets on the Internet or corporate intranet.

If the Web documents will be viewed from a corporate intranet, all you need to do is copy the files to the required location on a server (as specified by your intranet administrator). If your files will be viewed from an Internet Web site, you need to upload the files to the Web server of the Internet service provider. As your Project HTML documents change over the course of a project, you will need to copy the latest files to the server to refresh the content.

TROUBLESHOOTING

USING THE BOOKMARK FEATURE WHEN CREATING A HYPERLINK

I am trying to reference a bookmark within a Word document when creating a hyperlink to a task. When I click the Bookmark button and enter the name of the bookmark, I receive the message "Microsoft Project could not open this file or could not parse a file of this type." What am I doing wrong?

In Project 2002, you can use the Bookmark button only to create a bookmark reference to a Microsoft Project file. For example, you can create a hyperlink that references a particular task or resource within another project file. If you want to reference a bookmark within a Word document or a named range within an Excel spreadsheet, you need to append the name of the file with a pound sign (#), followed by the name of the bookmark or named range. For example, if you were using a bookmark named `CurrentAccomplishments` to reference a Word document named `Status Report.doc` in a documents folder, you would enter the following text in the Type the File or Web Page Name field:

`C:\My Documents\Status Report.doc#CurrentAccomplishments`

PROBLEMS WITH THE COPY PICTURE FEATURE

When I try to use the Copy Picture feature of Microsoft Project to capture an image of my Gantt chart, I am not seeing all my tasks in the image. What am I doing wrong?

To include all your tasks in the image of your Gantt chart, first you must select all of your project's tasks by clicking the Select All button in the upper-left corner of the Gantt chart. After you have selected all the tasks, click the Copy Picture button on the Standard toolbar. Then, in the Copy Picture dialog box, select the Selected Rows option. Because you have selected all the rows in the project, the entire task list is included in the Gantt chart.