Milestones PROFESSIONAL®

TUTORIALS

Lesson 20
A Group as an Alternate Legend

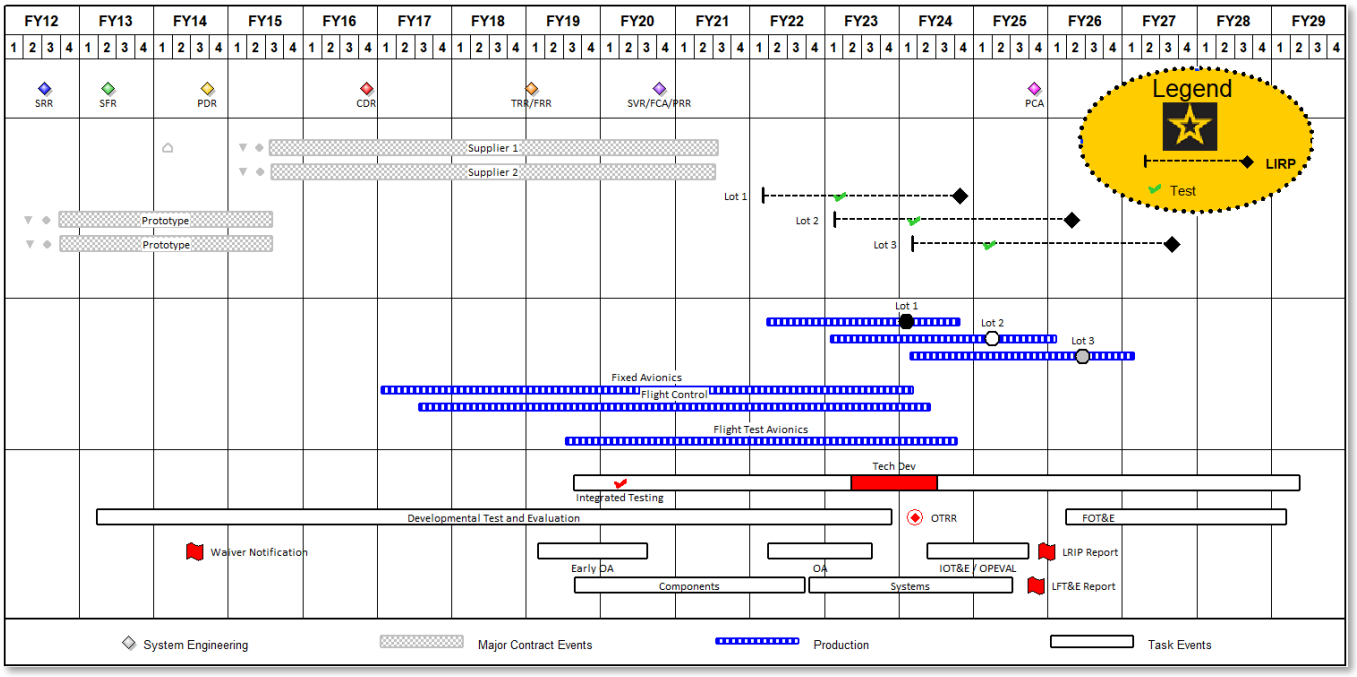
In this lesson you will learn how to:

- Add a box with a legend entry, then add it to a group (for an Alternate Legend)
- Add a picture to the group (the Alternate Legend)
- Add freeform text to the group (the Alternate Legend)
- Encircle the added objects, then add the circle to the group (the Alternate Legend)

The schedule shown here has two legends. The bottom legend is the legacy built-in legend.

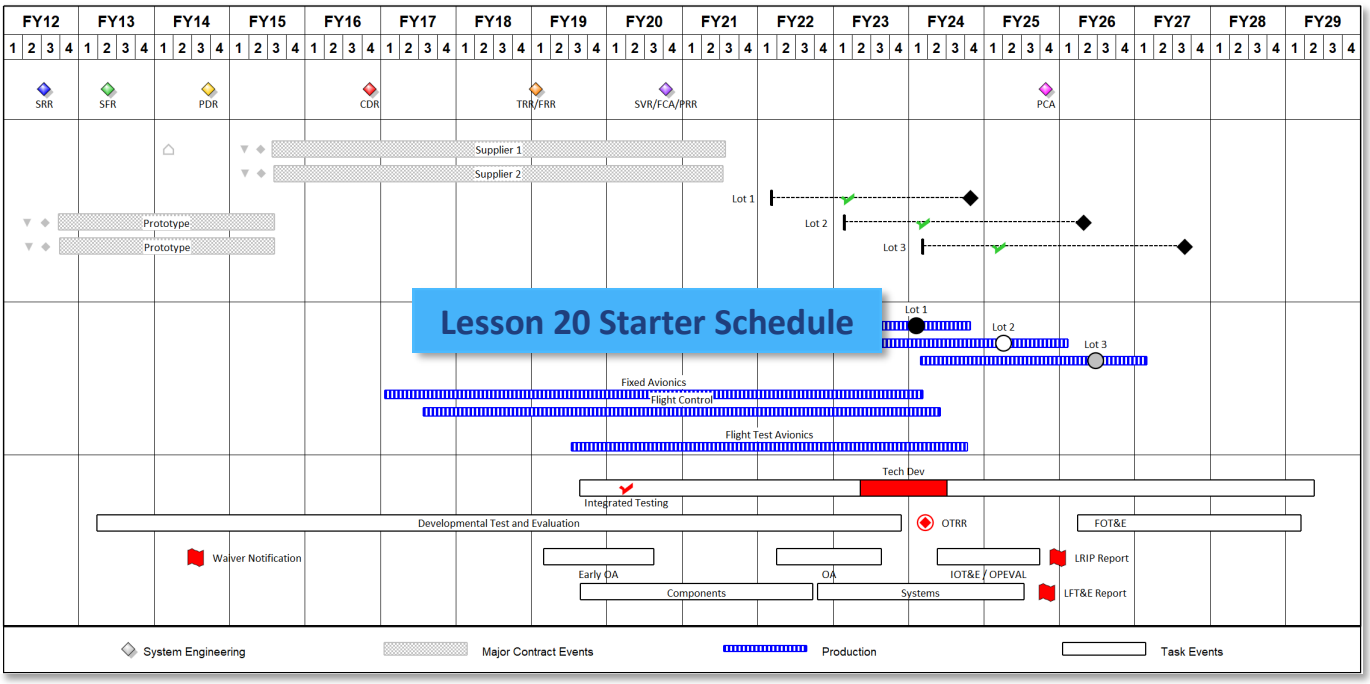
The yellow circle construct is a group which can also be considered a legend. Groups have a lot of flexibility and can make some really interesting legends. Once created, groups can be moved anywhere on the schedule. Boxes can be created which contain two symbols and a bar. Several boxes can be added to a group. Groups can also include pictures, freeform text, circles, and lines.

This lesson will show you how to create a simple group "legend".



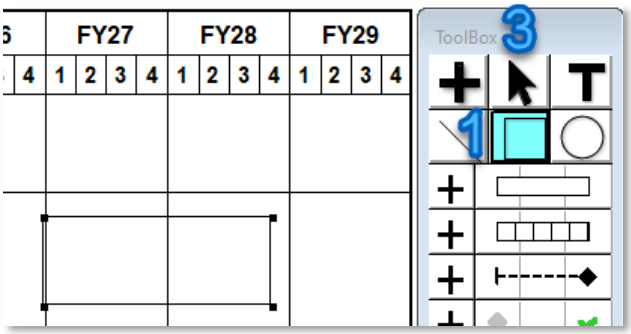
Open the schedule for this Lesson

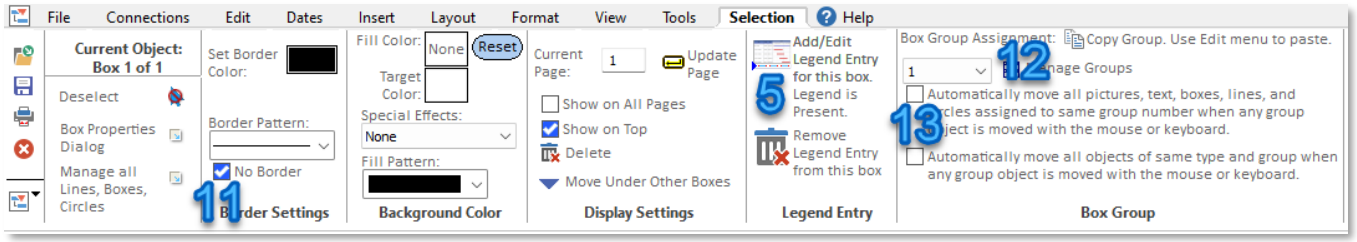
1. Choose the toolbar *File tab*.
2. In the Files and Templates: Open and Save section select *Open Samples or Lessons*. The Open a Sample Chart dialog displays.
3. Under Select a Folder below to Open, select *Lessons*. Pick *Lesson 20 Starter Schedule.mlq*.
4. Save the schedule to an accessible folder on your computer. On the File tab, in the Files and Templates: Open and Save section, choose *Save As…*. In the menu that displays choose *Chart*. Name, and then save the schedule.



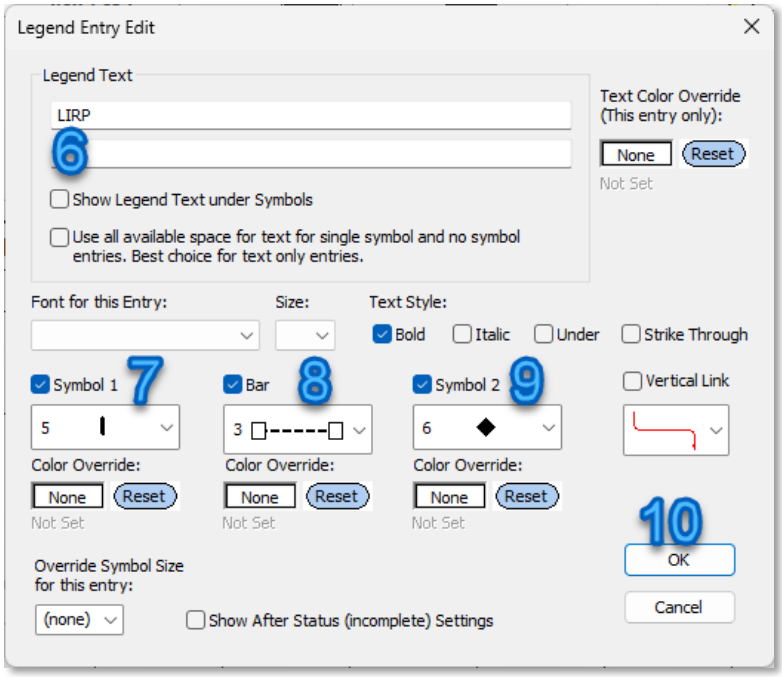
Add a box with a legend entry then add it to a group (for an alternate legend)

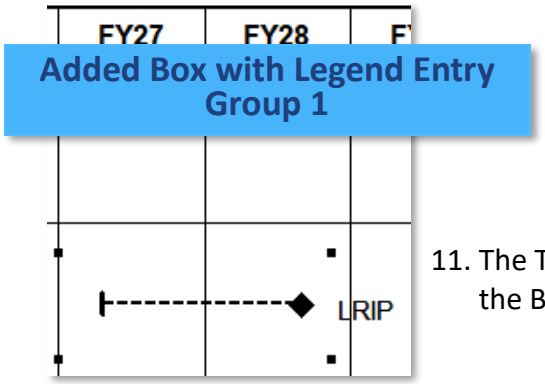
1. Select ☐ *(the toolbox Box tool.)*
2. On the second task row under FY27 and FY28 *draw a box in the schedule*.
3. Select ↖ *(the toolbox arrow tool.)*
4. *Select the box* you just placed on the schedule. The Toolbar at the top of the Milestones' window is now active for that box.





5. In the Legend Entry section choose *Add/Edit Legend Entry for* this box. The Legend Entry Edit dialog displays.
6. Under Legend Text enter *LRIP*.
7. ☑*Symbol 1*, Then, select the *vertical dash symbol #5*.
8. ☑*Bar*. Then, select the *dashed horizontal Bar # 3*.
9. ☑*Symbol 2*, then select the *black diamond symbol #9*.
10. Choose *OK*.



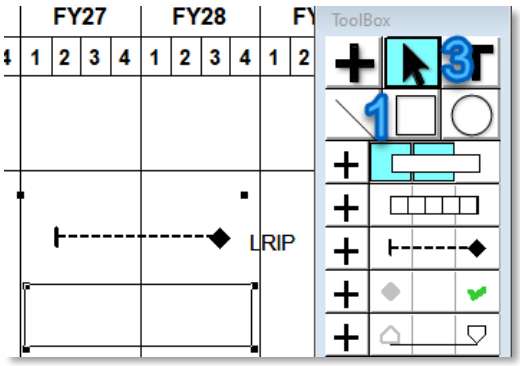


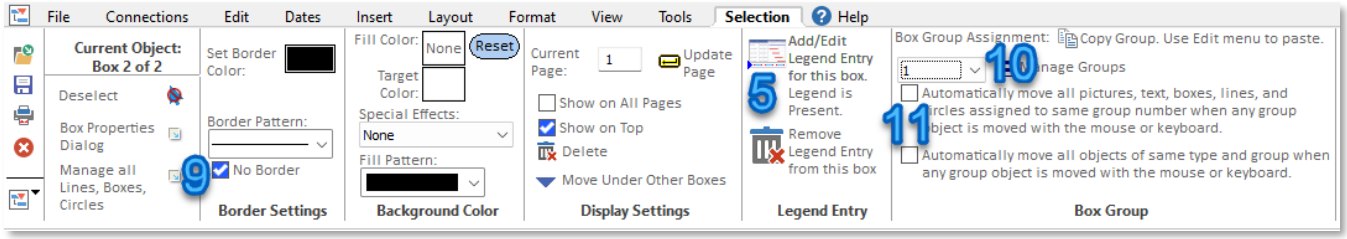
11. The Toolbar is still active for the box with the new LRIP legend. In the Border Settings section ☑*No Border*.
12. In the Box Group section, select the drop down arrow and choose 1 to assign this box to Group 1**.** Group 1 will be an alternate legend.
13. Uncheck both Automatically move**…** options. This will allow independent moving of this box. Once other objects are added to the group, then the automatically move options can be selected to move items as a group.

Go to the next page to continue to add objects to create the rest of **Group 1**(the alternate legend.)

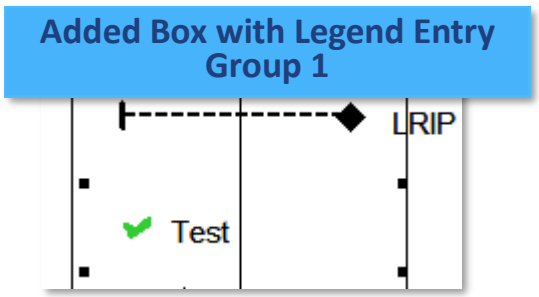
Add a second box with a Legend Entry, then add it to the Group (the alternate legend) (continued)

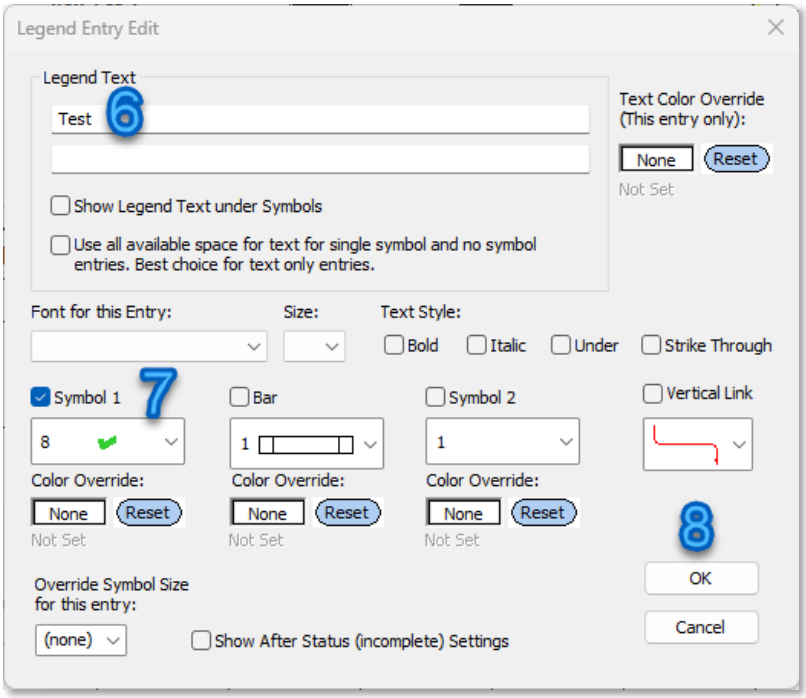
1. Select ☐ (*the toolbox Box tool*.)
2. On the second task row under the box containing legend entry LIRP, *draw a box* in the schedule.
3. Select ↖ *(the toolbox Arrow tool*.)
4. *Select the box* you just placed on the schedule. The Toolbar at the top of the Milestones' window is now active for that box.
5. In the Legend Entry section choose *Add/Edit Legend Entry for* this box. The Legend Entry Edit dialog displays.





6. Under Legend Text enter *Test*.
7. ☑ *Symbol 1*, and then pick the *green checkmark symbol #8*.
8. Choose *OK*.
9. The Toolbar is still active for the new box. In the Border Settings section ☑ *No Border*.



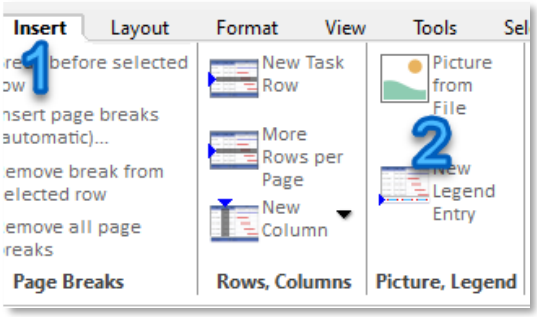


10. In the Box Group section, select the *drop down arrow* and choose *1* to assign this box to *Group 1* (the alternate legend).
11. Note both *Automatically move...* options are still unchecked. These are global settings for all grouped objects. Therefore when working with groups select any object within a group to check or uncheck the *Automatically move...* option necessary to work with the current group.

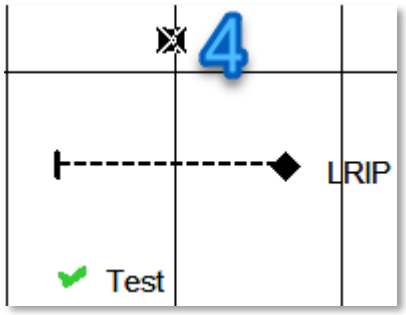
Go to the next page to continue to add objects to create the rest of Group 1 (the alternate legend.)

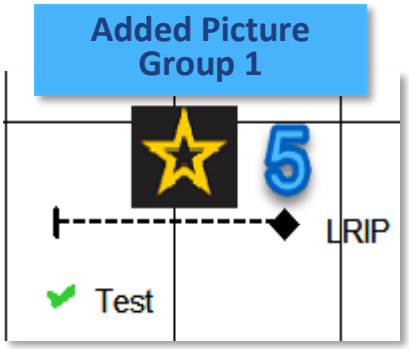
Add a Picture to Group 1 (the alternate legend)

1. Select the toolbar *Insert tab.*
2. In the Picture, Legend section click *Picture from File*.
3. Browse to Program Files\KIDASA\Milestones Professional 2025\Samples\Lessons folder. Select *Star.png*, then *Open*.



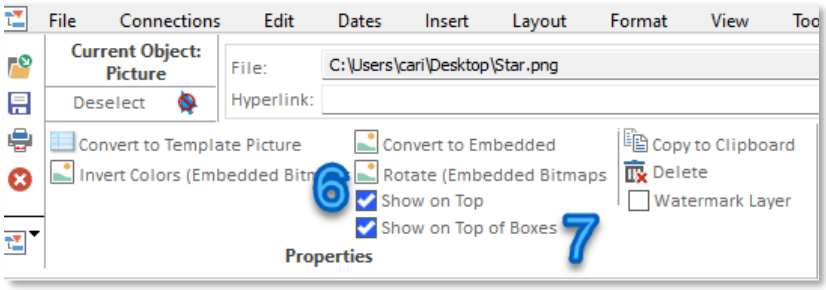
4. The Milestones' cursor icon changes to the Picture Insertion icon. Move the curser to above the box containing the LRIP legend entry. *Click the left mouse button* to insert the Star picture.



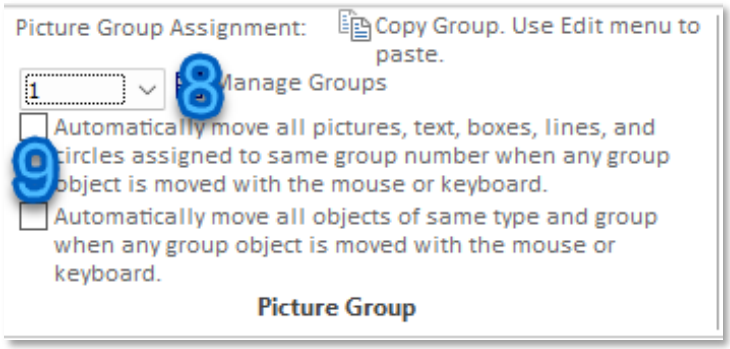


Use the arrow tool to move the picture or adjust the size (adjust from corners) of the picture.

5. Using ↖ (*the toolbox Arrow tool)*, select the *Star* picture you just placed on the schedule. The Toolbar at the top of the Milestones' window is now active for the Star picture.



6. In the Properties section ☑ *Show on Top*.
7. In the Properties section ☑ *Show on Top of Boxes*.
8. In the Picture Group section select the *drop down arrow* and choose *1* to assign this box to *Group 1* (the alternate legend)
9. Note both *Automatically move...* options are still unchecked. These are global settings for all grouped objects. Therefore when working with groups select any object within a group to check or uncheck the *Automatically move...* option necessary to work with the current group.



Go to the next page to continue to add objects to create the rest of Group 1 (the alternate legend.)

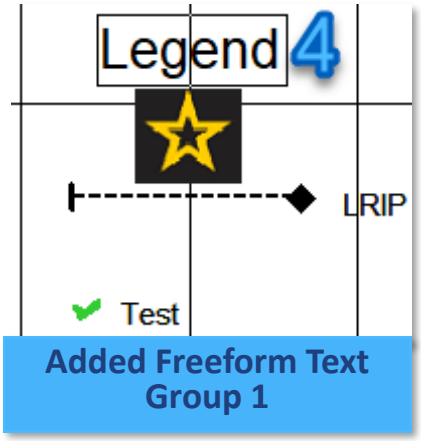
Add Freeform text to the Group (the Alternate Legend)

1. Select T (*the toolbox Text tool*.)
2. Move the curser to above the star picture. Click the left mouse button to get the flashing cursor. Type in *Legend*.

   In the **ToolBox,** select the (↖) **Arrow** tool to move ***Legend*** text.

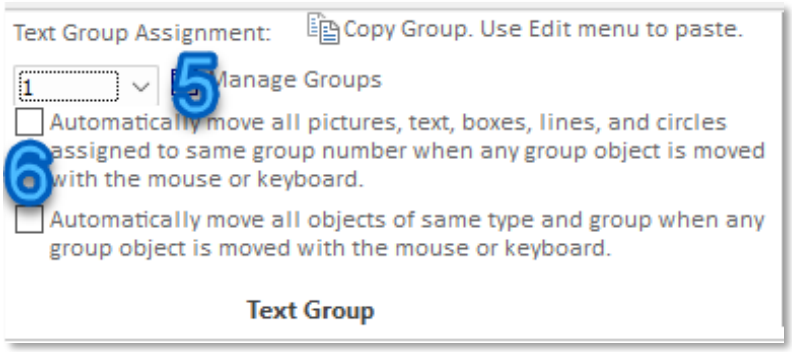
3. Select ↖ (*the toolbox Arrow tool*.)
4. Select the word *Legend*, added in step 2. The Toolbar at the top of the Milestones' window is now active for freeform text .

   Note that the Toolbar when active for the Freeform text allows changing of other Freeform text attributes.



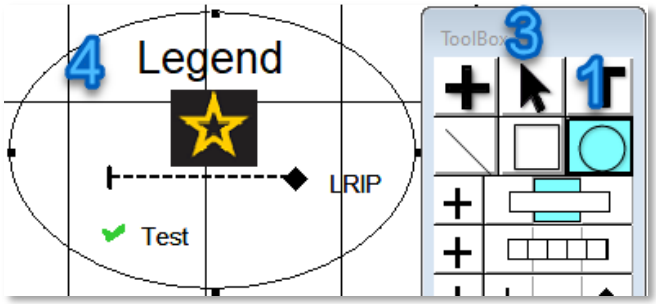
Added Freeform Text Group 1

5. In the Text Group section select the drop down arow and choose *1* to assign this Freeform text to *Group 1* (the alternate legend.)
6. Note both *Automatically move...* options are still unchecked. These are global settings for all grouped objects. Therefore when working with groups select any object within a group to check or uncheck the *Automatically move...* option necessary to work with the current group.

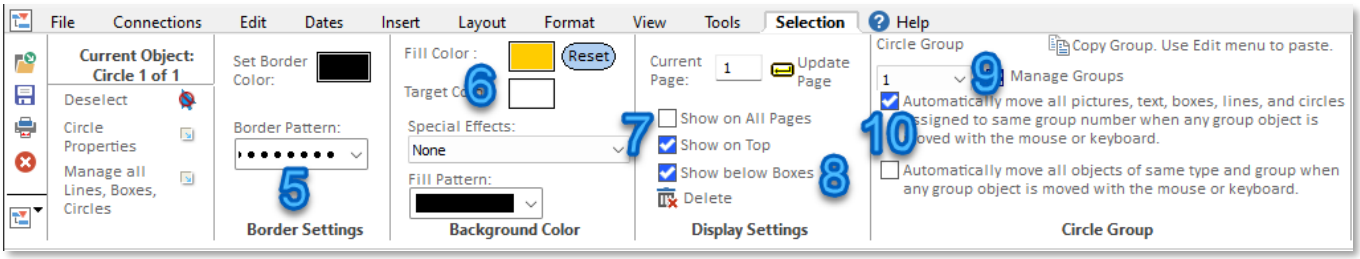


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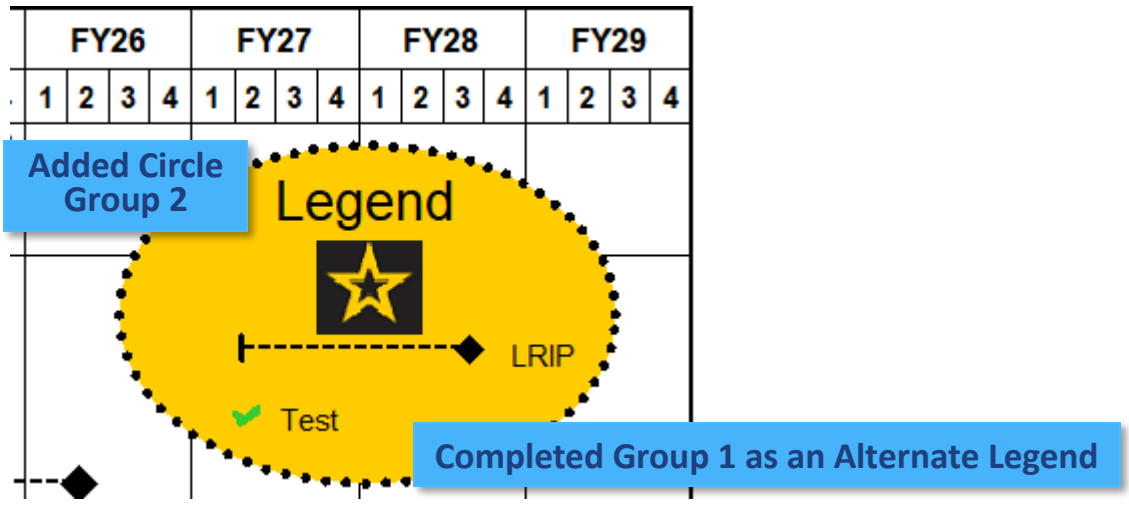
Encircle the added Objects, then add the Circle to the Group (the Alternate Legend)



1. Select O (*the toolbox Circle tool.*)
2. Draw a circle around the alternate legend. Use ↖ *(the toolbox Arrow tool)* to move the objects and resize the objects to make the legend look similar to the one on the right.
3. Select ↖ *(the toolbox Arrow tool.)*
4. *Select the circle* added in step 2. The Toolbar at the top of the Milestones' window is now active for that circle.
5. In the Border Setting section under Border Pattern select the *8th option from the top, the dotted pattern*.



6. In the Background Color section for Fill Color and choose *gold*.
7. In the Display Settings section ☑ *Show on Top*.
8. In the Display Settings section ☑ *Show below Boxes*.
9. In the Circle Group section, select the drop down arow and choose *1* to assign this circle to *Group 1* (the alternate legend.)
10. ☑ *Automatically move all pictures, text, boxes, lines and circles assigned to the same group number when any group object is moved with the mouse or keyboard.* Now the entire group (alternate legend) can be moved anywhere on the schedule.



11. With ↖ *(the toolbox Arrow tool),* try selecting and dragging any object within the group to a new location on the schedule. This will move all *Group 1* objects.