Milestones PROFESSIONAL® TUTORIALS

Lesson 8
Symbol HyperLinks and Symbol Links

In this lesson you will learn how to:

- Add and remove symbol and task row HyperLinks
- Activate symbol and task row HyperLinks
- Add a symbol link between schedules

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 Lesson*. The Open a Sample Chart dialog displays.
3. Under Select a Folder below to Open select *Lessons*. Pick *Lesson 08 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.
5. Follow the instructions above to open and save *Lesson 08 Web Site Project.mlq*, for use later in the tutorial.
6. For this tutorial to go back and forth between schedules go to *View| Window Controls | Switch Window*.

A Hyperlink is a link from any symbol, task row, picture and Freeform text on the schedule to another schedule, a document, or aweb page.

Master Schedule
Completion Dates for all Projects

Lesson 8 Starter Schedule

Department	2020		
	January	February	March
Marketing	Web Project 1/11	Brochures	Interactive CD
Sales	Trade Show 1/11	C	
Information Systems	Spreadsheet 1/17		
Research & Development	Beta Software Test 1/14		

Low Priority Medium Priority

Web Site Project

Lesson 8 Web Site Project

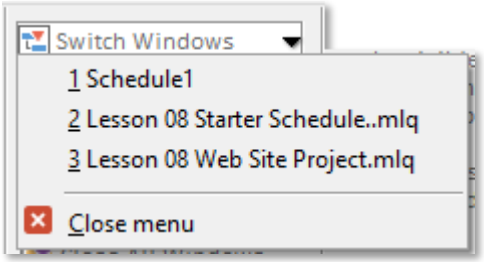
Task	2019 December	2020 January	Duration
Design Page	12/9 – 12/16		8d
Create Animated Gifs	12/18 – 12/31		14d
Publish Product Specs.	12/27 – 1/6		11d
Implement Changes	1/8 – 1/20		13d
Targeted Completion	1/24		1d

Start Progress End

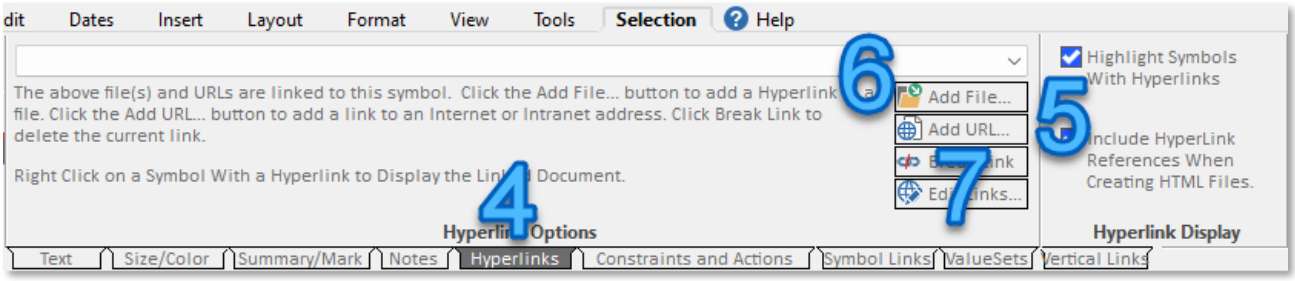
Milestones supports “symbol links.” With symbol links a symbol’s date on one schedule can be based on a symbol’s date on the same schedule or another schedule.

Symbol Hyperlink

Add a symbol Hyperlink to open another file or URL



1. Choose the toolbar *View tab*. In the Window Controls section, choose *Switch Windows* then pick *Lesson 08 Starter Schedule.mlq* to make it the active schedule.
2. Click ↖ (*the toolbox Arrow tool*.)
3. In the Marketing task row click the *Web Project red star symbol*. The toolbar will change to the Selection tab with Current Object: Symbol making it active for the symbol.

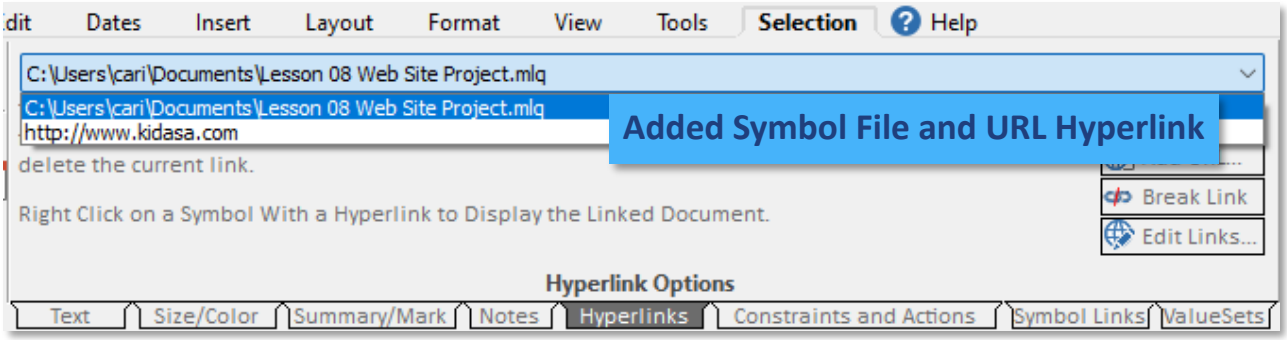


4. At the bottom of the toolbar choose the *Hyperlinks* tab.
5. In the Hyperlink Display section ☑ *Highlight Symbols With Hyperlinks*.
6. Click *the Add File* button. The Select the Document File to Link dialog box displays.
7. Locate your saved *Lesson 08 Web Site Project.mlq* and select it, then choose *Open*. The file path is now in the Hyperlinks drop down list and the Web Project symbol is highlighted with a Hyperlink icon.



8. Now click 

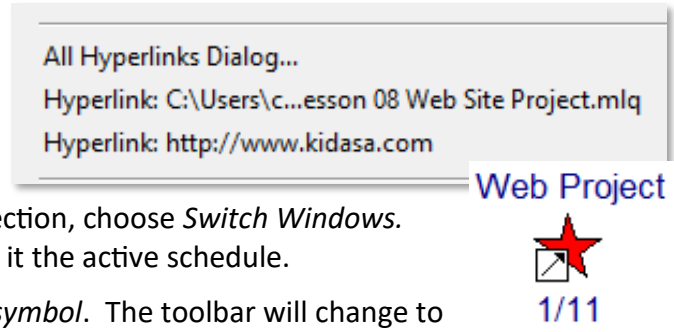
the Add URL button. This displays the Add Internet or Intranet URL dialog box.
9. Type in *http://www.kidasa.com* and press *OK*. The URL is now in the Hyperlinks drop down list.



Symbol Hyperlink (continued)

Activate a file or URL which has been Hyperlinked to a symbol

1. The Lesson 08 Starter Schedule.mlq should still be the active schedule. (If not, use *View | Window Controls |Switch Windows* .)
2. Click ↖ *(the toolbox arrow tool*.)
3. Right-click on the *Web Project symbol* which has a Hyperlink icon. This shows the right-click menu.
4. In the All Hyperlinks Dialog section, choose *Hyperlink: Lesson 08 Web Site Project* to launch the *Lesson 08 Web Site Project schedule*.
5. Right click the *Web Project* symbol again. In the All Hyperlinks Dialog section choose *Hyperlink: http://www.kidasa.com* to launch the KIDASA Software, Inc's web site.



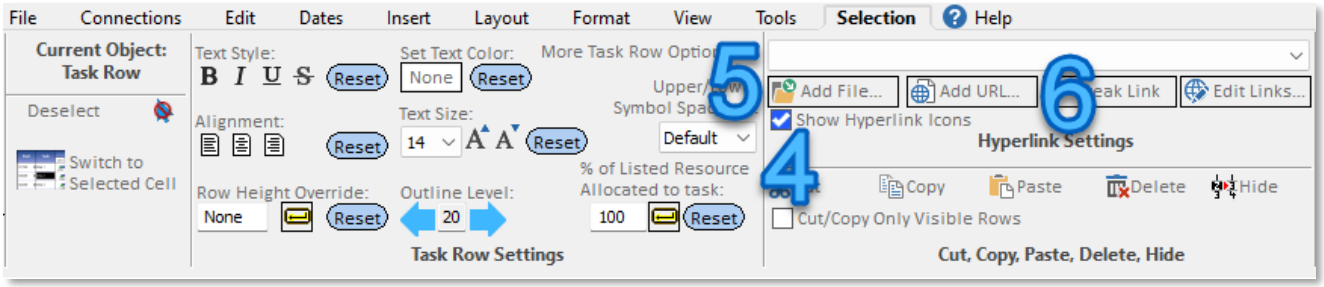
Remove Hyperlinks from a symbol

1. Choose the *View* tab. In the Window Controls section, choose *Switch Windows.* Then choose *Lesson 08 Starter Schedule* to make it the active schedule.
2. In the Marketing task row click the *Web Project symbol*. The toolbar will change to the Selection tab with properties for that symbol.
3. At the bottom of the toolbar choose the *Hyperlinks tab*.
4. In the Hyperlinks Option section select *Lesson 08 Starter Schedule.mlq* from the drop down list.
5. Click the *Break Link* button to remove the link. Now Lesson 08 Starter Schedule.mlq path is no longer shown in the drop down.
6. Select the *http://www.kidasa.com hyperlink*.
7. Click the *Break Link button* to remove the link. Now the http://www.kidasa.com path is no longer shown in the drop down and the Web Project symbol does not have the Hyperlink icon any longer.

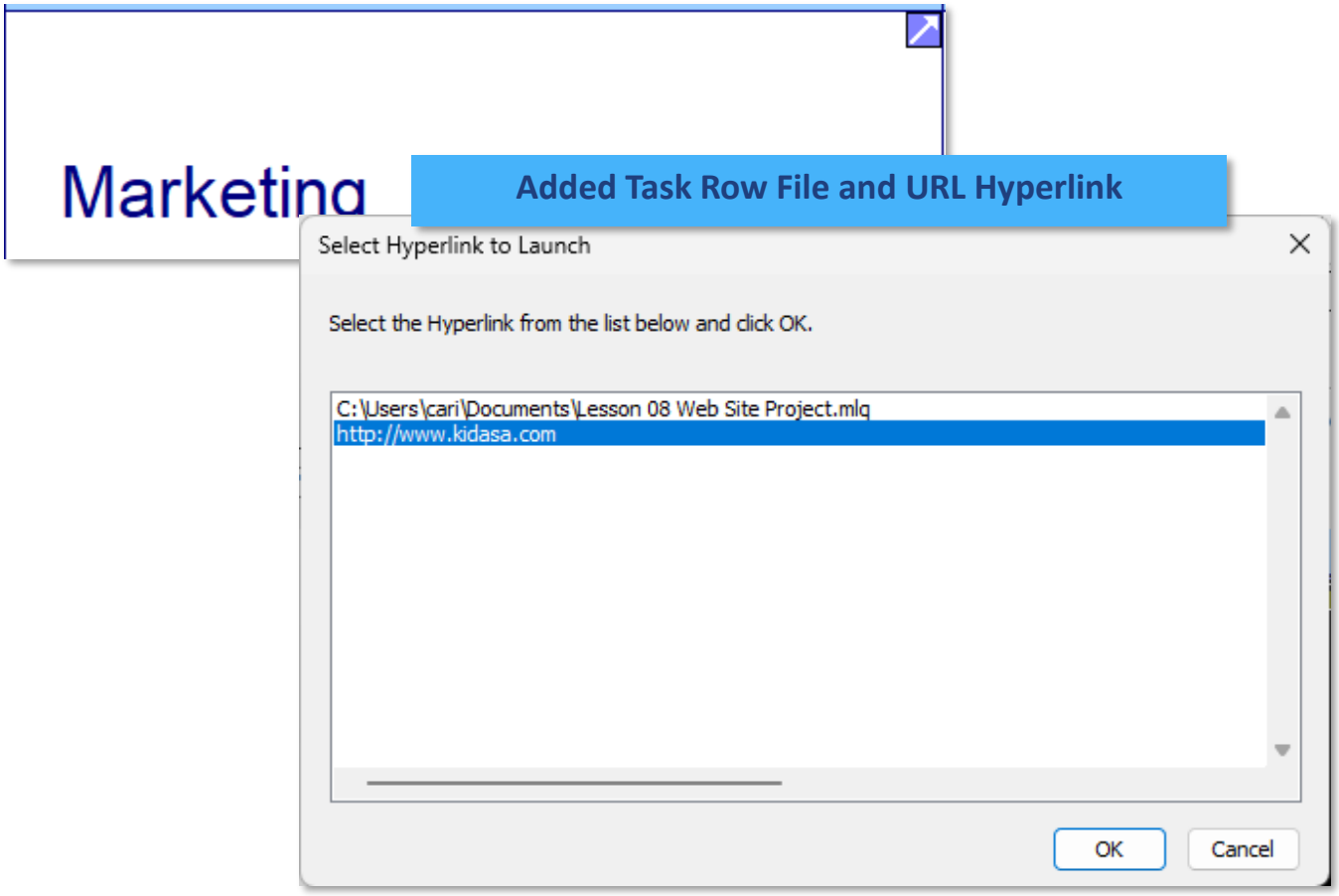
Task Row Hyperlink

Add a Task Row Hyperlink to open another file or URL

1. The Lesson 08 Starter Schedule.mlq should still be the active schedule. (If not, use View | Window Controls |*Switch Windows* .)
2. Click ↖ (*the toolbox Arrow tool*.)
3. In the Department column click the word *Marketing*. The task row will highlight. The toolbar will change to the Selection tab with Current Object: Task Row.



4. In the Hyperlink Settings section, ☑*Show Hyperlink Icons*.
5. In the Hyperlink Settings section, choose *the Add File button*. This brings up the Select the Document File to Link dialog box.
6. Locate where you saved *Lesson 08 Web Site Project.mlq* and select it. The file path is now in the drop down list and the *Hyperlink* icon is now displayed in the task row.
7. Choose *the Add URL button*. This brings up the Add Internet or Intranet URL dialog box.
8. Type in *http://www.kidasa.com* and press *OK*. The URL will now show up the Hyperlinks list.



Task Row Hyperlink (continued)

Activate a schedule or URL that has been Hyperlinked to a task row

1. The Lesson 08 Starter Schedule.mlq should still be the active schedule. (If not, use *View | Window Controls |Switch Windows* .)
2. Click ↖ (*the toolbox Arrow tool*.)
3. Click ↗ (*the Hyperlink icon)* in the Marketing task row. The Select Hyperlink to Launch dialog box displays, showing all Hyperlinks.
4. Choose *Lesson 08 Web Site Project's file path* to open *Lesson 08 Web Site Project.mlq* schedule or http://www.kidasa.com to open KIDASA Software, Inc's website. Click *OK* to launch the selected Hyperlink.

Remove a Hyperlink from a task row

1. Choose the *View* tab. In the Window Controls section, choose *Switch Windows.* Then choose *Lesson 08 Starter Schedule* to make it the active schedule.
2. Click (↖) *the Arrow tool* in the toolbox.
3. Click the word *Marketing.* The task row will highlight. The toolbar changes to the Selection tab with Current Object: Task Row.
4. In the Hyperlink Settings section *choose the down arrow* to show list of hyperlinks for the task row. Select *the Hyperlink to remove*.
5. Click *the Break Link button* to remove the selected Hyperlink.
6. When all links are removed the Hyperlink icon will no longer appear in the task row.

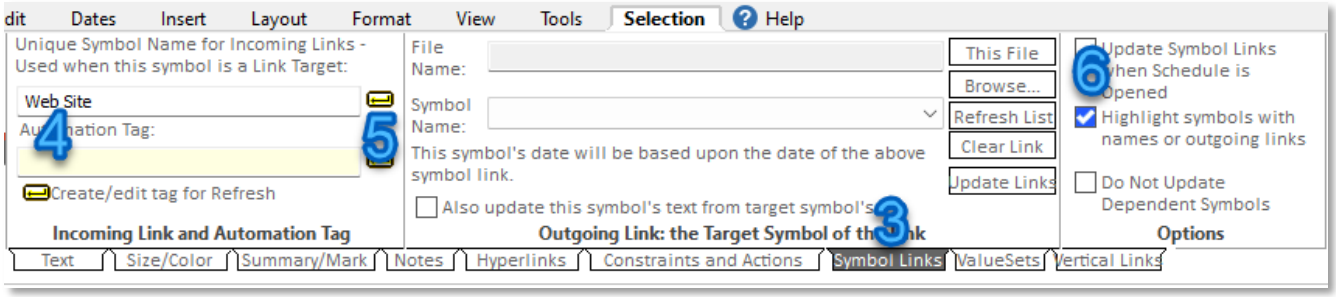
Freeform Text and Pictures can have a single URL or File Hyperlink.
Add the Hyperlink by selecting either the Freeform Text or the Picture. The toolbar is now active for the object selected. In the toolbar, in the **Hyperlink** field, type in the URL or File path. Important: press the update button.
Right click the Picture to select and then launch the Hyperlink.
☑ *Auto Launch* option (in the toolbar near the Hyperlink field) to have the Hyperlink activate when the Freeform text is clicked.

Add a symbol link between schedules

Name the Target Symbol

The date of this target symbol will drive the date of any symbol whose outgoing link points to this target symbol.

1. Choose the *View* tab. In the Window Controls section, choose *Switch Windows* and then choose *Lesson 08 Web Site Project* to make it the active schedule.
2. In the task row Targeted Completion click on the *red checkmark dated 1/24*.
3. The toolbar changes to the Selection tab with Current Object: Symbol making it active for the symbol. At the bottom of the toolbar choose the *Symbol Links tab*.



4. In the Incoming Links and Automation Tag section under Unique Symbol Name for Incoming Links- Used when this symbol is a Link Target (white blank space), type in *Web Site* to name the symbol link.
5. Press *the Apply button*.
6. In the Options section ☑*Highlight symbols with names or outgoing links*. This attaches an icon to all symbols involved in symbol linking.

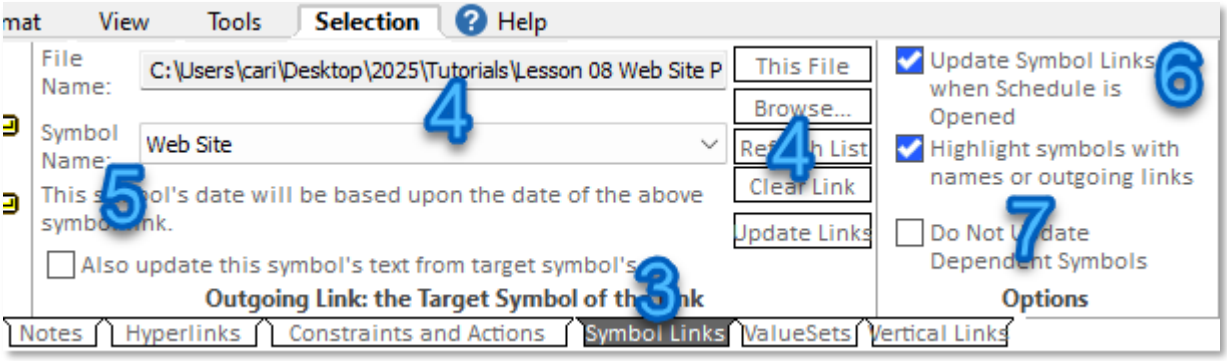
Targeted Completion		1/24	1d

7. Save *Lesson 08 Web Site Project*. (Important!). Proceed to the next page.

Add a symbol link between schedules

Establish the link

1. Choose the toolbar *View* tab. In the Window Controls section, choose *Switch Windows* and then choose *Lesson 08 Starter Schedule* to make it the active schedule.
2. In the Marketing task row, click *the Web Project on 1/11 symbol*.
3. The toolbar will change to the Selection tab with Current Object: Symbol making it active for the symbol. At the bottom of the toolbar choose the *Symbol Links tab*.



4. In the Outgoing Link: the Target Symbol of the Link section, choose the *Browse* button. Browse to where you saved *Lesson 08 Web Site Project.mlq* and select it. Select *Open*. The file path will now appear in the File Name box.
5. The Symbol Name box will expand. If it doesn't, click the down arrow and choose *Web Site* (the name given for the target symbol).
6. ☑*Update Symbol Links when Schedule is Opened*. Now, when a schedule with outgoing links is opened, those links are automatically updated with the latest target symbol dates.
7. ☑*Highlight symbols with names or outgoing links*. This attaches an icon to all symbols involved in symbol linking.

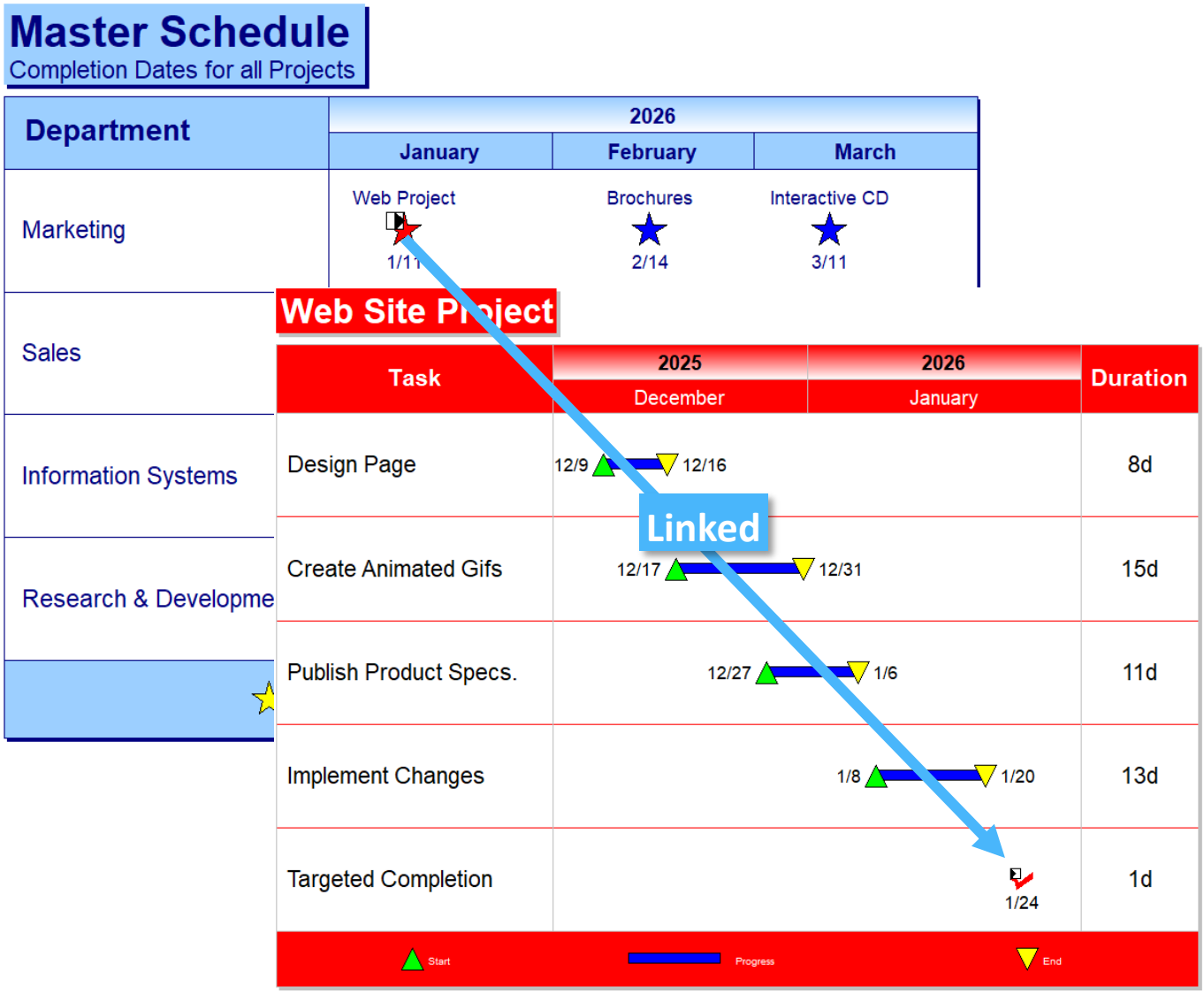


If Dependency mode is turned on all dependent symbols of the linked symbol will also update unless *Do Not Update Dependent Symbols* (in the Options section of the toolbar) is selected for that linked symbol.
Note that dependency mode is not turned on in the schedules being used for this tutorial.

If the target symbol has symbol text associated with it and the linked symbol should reflect the target symbol's text. ☑*Also update this symbols text from the target symbol's text* in the Outgoing Link: the Target Symbol of the Link section for the toolbar.

Update the link

Now that Web Project star symbol on 1/11 (outgoing link) in Lesson 08 Starter Schedule.mlq file is linked to the red checkmark symbol on 1/24 (incoming link) in Lesson 08 Web Site Project.mlq file, the Lesson 08 Starter Schedule.mlq file can be updated. The update will move the Web Project star symbol on 1/11 to 1/24 (The date of the red checkmark symbol on in Lesson 08 Web Site Project.mlq).



1. Choose the toolbar *View tab*. In the Window Controls section, choose the ▾ down arrow next to *Switch Windows* and choose *Lesson 08 Starter Schedule* to make it the active schedule.
2. Choose the toolbar *File tab*.
3. In the Master/Update section click the *Update Master Schedule, Linked Symbols* button.
4. From the list, choose *Linked Symbols*.
5. The Symbol Links Update Results dialog box appears.

   In the **Symbol Links Update Results** dialog box all successfully updated symbols will have an **Updated Successfully** notation next to the target name.

6. Press *Ok* to close the box. Now in Lesson 08 Starter Schedule.mlq Web Project star symbol has been updated to 1/24.

Update the link (continued)

Result

Master Schedule

Completion Dates for all Projects

Department	2026		
	January	February	March
Marketing	Web Project 1/24	Brochures 2/14	Interactive CD 3/11
Sales	1/11	2/10	Training 3/7
Information Systems	Spreadsheet 1/17	Upgrades 2/12	Software Purchases 3/13
Research & Development	Beta Software Test 1/14	Bug Fixes 2/8	Beta Survey 3/10

Schedule with Updated Symbol

Low Priority Medium Priority Critical Priority