Project Options Reference

Project management comes in all shapes and sizes depending on factors like how your organization operates, the industry you're in, and the size of your project. For example, you might use Microsoft Project 2013 to manage a giant construction project with scads of integrated components that have to fit together. On the other hand, you might opt to manually schedule the handful of tasks involved in hosting a small event run by a few team members.

To accommodate different project-management approaches as well as your personal preferences, Project comes with dozens of options that tell the program how you want it to behave. When you install Project, it automatically picks options for you. Many of the out-of-the-box settings may be just what you need. But you can change some of Project's default settings, such as making new tasks automatically scheduled or specifying the folder where you want to store your Project files. As you dig deeper into Project's features, you can adjust more advanced options to match how you work.

You'll find descriptions of what the program's different options do and tips for when you might want to change the standard settings scattered throughout *Project 2013: The Missing Manual*. This PDF presents all the program's options and directs you to where you can find details in the book.

Project Options: The Basics

The Project Options dialog box (choose File→Options to open it) is command central for telling Project 2013 how you want it to behave. Several option categories appear on the left side of the dialog box (Figure D-1). Each category has several options, so finding the one that does what you want might be the biggest challenge.

To display the options within a category, click the appropriate entry in the category list. Project highlights the entry you clicked to indicate that it's selected. A few categories, like Schedule and Advanced, overflow with options. If necessary, use the scroll bar on the dialog box's right to reach the options you need.
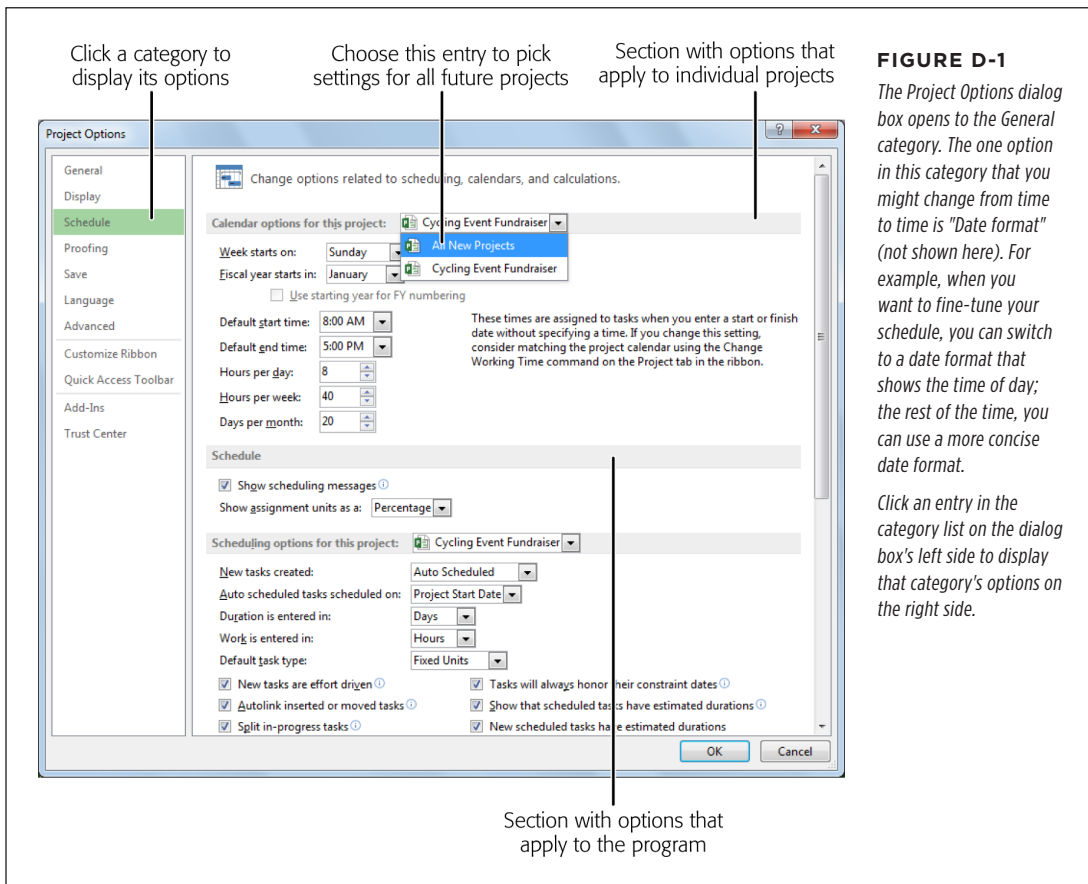
Click a category to
display its options

Choose this entry to pick
settings for all future projects

Section with options that
apply to individual projects

Section with options that
apply to the program

FIGURE D-1

The Project Options dialog box opens to the General category. The one option in this category that you might change from time to time is "Date format" (not shown here). For example, when you want to fine-tune your schedule, you can switch to a date format that shows the time of day; the rest of the time, you can use a more concise date format.

Click an entry in the category list on the dialog box's left side to display that category's options on the right side.

The Project Options dialog box groups related options below headings. Some headings include the words "for this project" (for example, "Calendar options for this project," labeled in Figure D-1) and a box where you can choose a project. That's Project's way of saying that you can choose different settings for each project you work on. Initially, the box to the heading's right displays the active project. If

you have several projects open and want to change a different file's settings, click the box's down arrow and choose the project you want. If you want to specify the settings for all future projects, in the drop-down list, choose All New Projects, and then choose the settings you want. If a heading *doesn't* include the words "for this project," the options in that section apply to the program, not a specific Project file. When you change one of these options, the setting you choose applies to all Project files you open.

The rest of this chapter explains each set of options. They're listed here in the order they appear in the Project Options dialog box. You'll also find options mentioned throughout the book where they apply to specific project-management tasks.

▪ The General Category

This category includes options for specifying the view and date format you use for projects. You can also change settings that apply to *all* of your Microsoft Office programs, such as your user name and initials.

The "User Interface options" Section

Despite its plural heading, this section contains only one option: "ScreenTip style." Here's what each choice in the "ScreenTip style" drop-down list does:

- **Show feature descriptions in ScreenTips**. This setting is selected out of the box and it's great for getting to know Project. With this setting selected, the program shows ScreenTips for just about everything it has to offer. For example, if you point your cursor at the Task tab's Insert Summary button, a ScreenTip (a.k.a. tooltip) tells you that the command inserts a new summary task to help you organize your task list and that any selected tasks will be indented below the newly created summary task. ScreenTips also provide descriptions and formulas for fields when you point at a field's header in a table. ScreenTips tell you what icons represent, such as those for Auto Scheduled and Manually Scheduled tasks that appear when you insert the Task Mode field into a table. In addition, if you point at an indicator icon in a table's Indicators column (the Entry table, for example), a ScreenTip identifies what the icon represents.

- **Don't show feature descriptions in ScreenTips**. With this setting selected, the program still shows ScreenTips for fields and indicator icons, but it doesn't display ScreenTips when you point at commands in the ribbon. If you're familiar with Project's features, choose this setting.

- **Don't show ScreenTips**. If you're tired of ScreenTips popping up wherever you move the cursor, choose this setting. It makes Project hide ScreenTips for features on the ribbon, fields in tables, and icons like those for the Task Mode field. However, ScreenTips still appear when you point at an icon in the Indicators column.

The "Project view" Section

This section contains options for specifying the view and date format you see:

- **Default view**. Out of the box, Project displays the Gantt Chart view with the Timeline view above it, which lets you look at your project schedule, adjust the date range, and highlight key tasks. If you prefer to see a different view when you first create a project, in the "Default view" drop-down list, choose the view you want

- **Date format**. Project comes with numerous date formats, from verbose to concise. When space is at a premium, use abbreviated formats like 1/28. For more detail, choose a format like Wed Jan 28, '09 (yes, the format examples in Project are based on the year 2009). You can also choose several formats that include the date *and* time, such as 1/28/09 12:33 PM.

The "Personalize your copy of Microsoft Office" Section

The options in this section apply to all the Microsoft Office programs you install, including Project, Word, Excel, PowerPoint, and so on.

- **User name**. You usually don't have to change the value in this box, because Project automatically grabs the name you entered when you installed Microsoft Office or Microsoft Project. But if there's a typo in your user name, you can correct it here. Project automatically adds your user name to the Author field in files you create. (To see who's the author of a particular file, choose File→Info, click the down arrow to the Project Information heading's right, and then click Advanced Properties. In the "[file name] Properties" dialog box—where "[file name]" is the name of the active project—the Summary tab lists the author.)

- **Initials**. Project also grabs the initials you entered when you installed Microsoft Office or Microsoft Project and automatically associates them with files you create.

- **Always use these values regardless of sign in to Office**. This option is new in Project 2013 and is turned off initially, which is usually what you want. With this setting turned off, Project gets your user name, initials, Office Background, and Office Theme from the Microsoft Account you use to sign into Office (page 732). If you want to associate a *different* user name and initials with the files you create, enter those values in the "User name" and Initials boxes above and turn on this checkbox.

- **Office Background**. This option (new in Project 2013) specifies the eye-candy design that appears at the Project window's top right.

- **Office Theme**. New in Project 2013, this option's drop-down list lets you change the color of several areas of the Project window: the title area above the ribbon, the headings in a view's table and timescale, the status bar at the bottom of the Project window, and the left border of a view (where the view name appears). You can choose from white, light gray, and dark gray.

The "Start up options" Section

This section heading is plural, but the section contains only the "Show the Start screen when this application starts" checkbox. It's turned on initially, which means that when you launch Project, it displays the Start screen with a list of recently opened projects on the left and templates icons on the right. With this checkbox turned off, when you launch Project, the program creates and displays a new, blank file.

■ The Display Category

The options in this category control how Project displays information, such as the calendar and currency you use.

The Calendar Section

This section contains the Calendar Type box. It's initially set to Gregorian Calendar, which is the most commonly used calendar. The other choices are Hijiri Calendar (the Islamic calendar) and Thai Buddhist Calendar.

The "Currency options for this project" Section

Project initially fills in these options (described on page 220) with your Windows' currency settings. If you occasionally work on a project that uses a different currency, you can change the following options for that project (choose the project in the drop-down list next to this heading, and then change these options):

- **Symbol**. Most of the time you don't have to change this setting. Simply choose the currency you want in the Currency box (described below) and Project fills in the Symbol box with the commonly used symbol for the currency you selected.

- **Placement**. When you choose a currency in the Currency box, Project fills in this box with the typical placement of the symbol for that currency. However, you can position the currency symbol before or after the value, and with or without a space between the symbol and value.

- **Decimal digits**. This option is initially set to 2 digits, but you can change the number of digits if needed.

- **Currency**. When you choose the currency for the project from this drop-down list, Project automatically changes the values in the Symbol and Placement boxes to match the typical display for the currency you selected. For example, if you choose EUR (euros) in the Currency box, Project changes the Symbol to €, and Placement to "1 €."

The "Show indicators and options buttons for" Section

These options (described on page 59) control when Project displays Smart Tags to help you accomplish what you're trying to do, whether it's adjusting resource assignments, editing task dates, or changing other task values. They're turned on

initially, which is usually what you want, because editing tasks can be confusing even to Project experts. Here are the options and what they do:

- **Resource assignments**. With this checkbox turned on, Smart Tags appear when you edit its resource assignments so you can tell Project how to adjust a task, such as shortening duration or increasing work.

- **Edits to start and finish dates**. This checkbox controls the Smart Tags that ask whether you want to apply a date constraint when you change a task's date.

- **Edits to work, units, or duration**. The Smart Tags associated with this checkbox appear when you edit a task's work, duration, or units and Project needs to know what you're trying to accomplish so it can adjust other fields accordingly.

- **Deletions in the Name columns**. The Smart Tags that appear when this check-box is turned on ask if you want to delete the task name or the entire task when you select a Task Name cell and then press the Delete key.

The "Show these elements" Section

This section contains the "Entry bar" checkbox (page 133). It's turned off initially, so the Entry bar is hidden. Turn this checkbox on to display the Entry bar between the ribbon and the current view. That way, when you select a cell in a table, you can edit the text in the Entry bar.

■ The Schedule Category

The options in this category control scheduling features, such as calendars and tasks, and how Project calculates schedules. Some option sections apply to the whole program, while others can be changed for individual projects.

The "Calendar options for this project" Section

The project calendar you assign in your Project file specifies working days and times for the project. Calendar options (page 105) specify other aspects of the project's work schedule, such as when your workweek starts, when the typical workday starts and ends, and how to convert durations for those working times into hours of work. If your organization follows a typical 8-to-5 work schedule with an hour for lunch, Project's out-of-the-box calendar options are probably set the way you want. Calendar options and calendar work times have to match, so you can set calendar options for individual projects.

Here are the calendar options you can set and what each one does:

- **Week starts on**. This option specifies the first workday in your work week and is initially set to Sunday. You can change the starting day to match the start of the workweek in your corporate time-tracking system, for example.

- **Fiscal year starts in**. This option is initially set to January, which means the fiscal year and the calendar year are the same. If your corporate fiscal year starts in a month other than January *and* you want to produce fiscal-period reports in Project, choose the month in which the fiscal year begins. When you do that, the Gantt Chart timescale displays the fiscal year. For example, if the fiscal year begins in July, then September 30, 2013 appears under the 2014 fiscal year.

- **Use starting year for FY numbering**. If you set the "Fiscal year starts in" box to a month other than January, this checkbox becomes active. It's initially turned off, which tells Project that the fiscal year is determined by the calendar year in which the fiscal year *ends*. For example, if the fiscal year starts in July, fiscal year 2014 begins in July 2013 (and ends June 30, 2014). Turning on this checkbox sets the fiscal year to the calendar year in which the fiscal year *begins*. For example, with this checkbox turned on and the fiscal year set to start in July, July 2013 marks the beginning of fiscal year 2013.

- **Default start time**. The time in this box affects a task's start time only if two conditions are true: you create a task with a start date but no start time *and* the task doesn't have a predecessor. This option is set to 8:00 a.m. initially. Change the value in this box if your workday starts at a different time.

- **Default end time**. The time in this box sets the finish time for a task only when you specify a task's finish date without specifying a finish time. This box is set to 5:00 p.m. initially. Change the value in this box if your workday ends at a different time.

- **Hours per day**. This box is set initially to 8, which tells Project that the typical workday represents 8 hours of work. With this value in place, Project calculates 40 hours of work for a task with 5-day duration (with a single resource assigned full time).

- **Hours per week**. This box specifies the number of working hours in one week and is set to 40 initially. With this setting in place, a task with 2-week duration represents 80 work hours. If you change "Hours per week" to 35, Project calculates 70 hours of work for a 2-week task.

- **Days per month**. This option tells Project how to convert between days and months and is set to 20 workdays (4 weeks each with 5 workdays) per month initially.

The Schedule Section

The options in this section control the display of messages and assignment units. They apply to the whole program, not individual projects.

- **Show scheduling messages**. This checkbox is turned on initially, which is what you want because it makes Project highlight scheduling inconsistencies like a successor task that starts before its predecessor finishes (for example, because of a date constraint).

- **Show assignment units as a**. Initially, this box is set to Percentage, so Project displays assignment units as percentages; for example, 100% for full-time. Choose Decimal if you want to see assignment units as decimal values instead, such as 1.0 for a full-time assignment.

The "Scheduling options for this project" section

The options in this section (described on page 65) control Project's scheduling behaviors. You can set them for individual projects. Here's what they do:

- **New task created**. In this drop-down list, choose the task mode you want Project to assign to new tasks. Initially, this box is set to Manually Scheduled, which isn't what most project managers want. If you want new tasks to be automatically scheduled so Project can calculate the schedule for you, choose Auto Scheduled instead.

- **Auto scheduled tasks scheduled on**. In this drop-down list, choose the date you want Project to use for new auto-scheduled tasks. Initially, this option is set to Project Start Date, which is usually what you want. With this setting in place, Project schedules the start of new auto-scheduled tasks on the project's start date. Then, when you add task dependencies between the task and other tasks, the program recalculates the task's start date based on its dependencies. If you choose Current Date, Project creates an auto-scheduled task with a date constraint so the task starts on today's date.

- **Duration is entered in**. This setting specifies the time unit Project assigns if you enter a value without a time unit in a Duration field. It's set to Days initially. For example, if you type *2* in a Duration field, Project changes the value to "2 days" when you press Enter or click away from the cell.

- **Work is entered in**. This setting specifies the time unit Project assigns if you type a value without a time unit in a Work field. It's set to Hours initially, so if you type *8* in a Work field, Project changes the value to "8 hrs" when you press Enter or click away from the cell.

- **Default task type**. This box is initially set to Fixed Units (see page 260), which is almost always what you want. However, if you want all new tasks set to Fixed Duration or Fixed Work, choose the appropriate entry in the drop-down list.

- **New tasks are effort driven**. This setting (page 258) is turned on initially, which is almost always what you want. With this checkbox turned on, Project automatically turns on the "Effort driven" checkbox for every new task you create, so that the total work for a task remains the same when you add or remove resources. You can turn this setting off if most of your tasks work like meetings do—adding resources to a task increases the number of work hours and removing resources from a task decreases the number of work hours.

- **Autolink inserted or moved tasks**. This setting (page 185) is turned off initially, which means that Project doesn't add or remove links between tasks as you create, move, or delete tasks. That's usually what you want, because autolinking tasks can introduce dependencies you don't want, so if you aren't watching closely, you might not notice that task dependencies have been added or removed.

- **Split in-progress tasks**. With this setting turned on as it is initially, Project can split tasks to accurately show when work occurs, for example, to reschedule the incomplete portion of a task to after the *status date* (the date through which you've collected status information). You usually want this setting turned on.

- **Tasks will always honor their constraint dates**. Although this checkbox (page 191) is initially turned on, it's a good idea to turn it off. Here's why: Suppose a task has an inflexible date constraint and a finish-to-start task dependency; if the predecessor task runs late, Project can't obey both the date constraint and the task dependency. When this setting is turned on, Project honors the date constraint, which means the two tasks overlap instead of following each other, but you *don't* get a warning that the overlap exists. By turning this checkbox off, Project maintains the task dependency so the tasks follow one another. If a delay in the predecessor pushes the successor past its date constraint, Project warns you with a Missed Date indicator if the Indicators column is included in a table.

- **Show that scheduled tasks have estimated durations**. When this checkbox is turned on as it is initially, Project adds a question mark to estimated duration values. The question marks are your cue that those tasks need confirmed durations. You can turn this checkbox off if you typically create tasks with the durations you want and don't need to see question marks for estimated durations.

- **New scheduled tasks have estimated durations**. If you keep the "Show that scheduled tasks have estimated durations" checkbox turned on, then you'll also want to keep this setting turned on as it is initially. With this setting turned on, Project automatically puts "1 day?" in the Duration fields of new auto-scheduled tasks.

- **Keep task on nearest working date when changing to Automatically Scheduled mode**. When this setting is turned off (as it is initially) and you switch a task from manually scheduled to auto scheduled, Project changes the task's start date based on the selection in the "Auto scheduled tasks scheduled on" box (described above): the project start date or the current date. If you turn this checkbox on and then switch a task from manually scheduled to auto scheduled, Project reschedules the task to start on the nearest work day if its Start date falls on a non-working day.

The Schedule Alerts Options Section

The options in this section control whether Project tells you about schedule problems or opportunities for improvement.

• **Show task schedule warnings**. This option is initially turned on, which is what you want. That way, Project displays squiggly red lines (page 307) to highlight potential schedule problems like a manually scheduled task that doesn't honor its task dependencies.

• **Show task schedule suggestions**. Initially, this option is turned off, so Project *doesn't* display squiggly green lines to flag places where you might be able to improve your schedule, such as a task that could start earlier. If you're new to project scheduling, turn this checkbox on to see Project's suggestions.

The Calculation Section

There's only one option in this section: "Calculate project after each edit." The On radio button is selected initially, which means that Project recalculates the schedule each time you edit a value in the current file. The only time you might want to turn this setting off is when your Project file is ginormous and you don't want to wait while the program recalculates values.

The "Calculation options for this project" Section

The options in this section relate to how Project calculates schedule and some cost values, and you can adjust these settings for individual projects. Here are the options and what they do:

• **Updating Task status updates resource status**. This setting (page 396) is turned on initially. If you obtain status updates at the task level, this setting is what you want. With this setting turned on, Project distributes task status values you enter to the task's resource assignments. For example, if you enter 40 hours of work for a task with two resources assigned full time, each assignment gets 20 hours of work. Turn this setting off if you obtain and enter status information for individual assignments.

• **Inserted projects are calculated like summary tasks**. This option (page 517) is turned on initially, which tells Project to calculate a single critical path for the entire file, including any inserted subprojects. If you create a master project to track *unrelated* projects, turn this checkbox off to make Project calculate a separate critical path for each subproject.

• **Actual costs are always calculated by Project**. This checkbox is turned on initially, which means Project calculates actual costs based on actual work hours and quantities you enter. If you obtain actual costs from another source, turn this checkbox off. Then, you have to edit the values in actual cost fields.

- **Edits to total actual cost will be spread to the status date**. If you turn off the "Actual costs are always calculated by Project" checkbox, this checkbox becomes active. It's turned off initially, which means that Project assigns actual costs that you enter to the first time period after the last period with actual cost information. If you turn this checkbox on, then Project distributes actual costs equally over time periods after the previous actual costs you enter. For example, if you increase a task's actual cost by $5,000 and five workdays have passed since your previous update, Project assigns $1,000 to each day.

- **Default fixed cost accrual**. This option is set to Prorated initially, which means that Project spreads fixed costs over the duration of the corresponding task. You can choose Start or End if you want the program to record fixed costs at the task start or task finish, respectively. For example, if you use fixed costs to represent subcontractor's work and you pay the subcontractor at the end of the assignment, choose End.

■ The Proofing Category

If you've used Microsoft Word's proofing tools, like AutoCorrect, the options in this section should be familiar, because they're the same as the ones in other Microsoft Office programs. However, Project has one additional section of checkboxes that lets you tell Project which fields in your Project files to spell check.

The "AutoCorrect options" Section

Just like it does in other Office programs, AutoCorrect corrects text as you type. Click the AutoCorrect Options button to open the AutoCorrect dialog box. All the checkboxes in the dialog box are turned on initially, so Project corrects things like two initial capital letters or uncapitalized first letters in sentences. The table at the bottom of the dialog box includes pairs of values: common typos and other text shortcuts that you type and their replacement values, such as "aboutt," which Project automatically replaces with "about."

The "When correcting spelling in Microsoft Office programs" Section

The options in this section specify text to correct or ignore as well as a few other settings, such as ignoring words in uppercase or text that contains numbers.

The "When correcting spelling in Project" Section

This section includes a list of checkboxes for Project fields that contain text, such as the task-oriented Name and Notes fields, as well as all the custom text fields. The checkboxes are all turned on initially, so the program will check all the fields for spelling. You can turn off checkboxes if you don't want Project to spell-check a particular field, such as a custom text field that includes a lookup table of values.

■ The Save Category

This category includes options that control where, how, and how often you save Project files. There are also settings here that let you tell the program where you keep Project templates and how you want to store Project data when you work offline. In addition, because of Project 2013's new features for working with files stored in the cloud, this section includes a few new options related to opening and saving files.

The "Save projects" Section

This section lets you tell Project which file format to use and where to store your Project files. And to keep your work safe, you can tell the program to automatically save your work every so often. Here are the options in the "Save projects" section and what they do:

- **Save files in this format**. Project initially fills in this box (page 94) with "Project (*.mpp)," which means the program saves files in the current Project file format. If you work with folks who use earlier versions of Project, you can choose a different format in this box's drop-down list, such as Microsoft Project 2007 (*.mpp) or Microsoft Project 2000 - 2003 (*.mpp).

- **Default File location**. This option (page 94) is particularly helpful when you don't save files in Backstage view. (You'll learn about the "Don't show the Back-stage when opening or saving files" checkbox shortly). If you specify a folder in this box, and then later press F12 to open the Save As dialog box, Project automatically displays the contents of the folder you specify here.

- **Auto save every _ minutes**. This checkbox (page 95) is turned off initially, which means that you're in complete control of when you save your Project files. If you want the program to save your files from time to time without any action on your part, turn on this checkbox, and then type the number of minutes between saves in the box.

- **"Save active project only" and "Save all open projects."** Project selects the "Save active project only" option (page 95) initially, which saves only the file you're actively working on. If you keep several files open simultaneously and jump between them to make changes, select the "Save all open projects" option instead. With that option selected, Project saves *all* open projects when it saves files automatically.

- **Prompt before saving**. This checkbox is turned on initially, although it's grayed out unless you turn on the "Autosave every _ minutes" checkbox. When both the "Autosave every _ minutes" checkbox and this one are turned on, Project asks you if you want to save your files before it saves them automatically, which is usually what you want. That way, you can click Yes or No to tell the program to save or skip saving, respectively.

- **Don't show the Backstage when opening or saving files**. Initially, this check-box is turned off (page 95), which means that Project takes you to the Open or Save As pages of Backstage view when you choose File→Open or File→Save As, respectively. If you store your files on your computer, opening and saving files is faster when you jump directly to the Open or Save As dialog boxes. To do that, turn this checkbox on. From then on, pressing Ctrl+O jumps straight to the Open dialog box, and pressing F12 or Ctrl+S jumps to the Save As dialog box if you're saving a new file.

- **Show additional places for saving, even if sign-in may be required**. Out of the box, this checkbox (page 96) is turned on, which is usually what you want. With this setting on, Backstage view's Save As page shows *every* location you've set up for file storage, even if you have to sign in to access it.

- **Save to your computer**. Initially, this checkbox (page 96) is turned off, which means that Project 2013 selects your SkyDrive location automatically when you save a file. If you store your files on your computer, turn on this checkbox. That way, when you jump to Backstage view's Save As page, the program automatically selects Computer instead.

The "Save templates" Section

This section includes the "Default personal templates location" box (page 88) and a Browse button to help you fill in the location where you store your templates. When you fill in this box with your template folder, the templates in that folder appear when you click the Personal heading on Backstage view's New page.

The Cache Section

The options in this section (page 96) include settings for saving projects locally to a cache if you're disconnected from Project Server or SharePoint.

- **Caches size limit (MB)**. This box is initially set to 50, which allocates 50MB of space for offline storage. If you need more space, type a larger value in this box.

- **Cache location**. Click Browse to select the folder where you want to keep the cache files.

- **View Cache Status**. Click this button to see your cache's status, such as whether projects are checked in or saved to Project Server.

- **Clean up Cache**. Click this button to remove projects from your cache.

■ The Language Category

When you install Project, it fills in the language options in this section with the language selected in your computer's operating system. This category includes options for changing or adding languages to Microsoft Office programs.

The Choose Editing Languages Section

Initially, the Editing Language table contains the language set in your operating system, which means you edit your Project (and other Office program) files using that language.

- **Add additional editing languages**. To add another editing language (if, for example, some of your Project files are in English and others are in French), choose the language in this box's drop-down list, and then click Add. The language then appears in the Editing Language list.

- **Remove**. To remove a language, select it in the Editing Language List, and then click Remove.

- **Set as Default**. If you have more than one language listed in the Editing Language table, you can change the language that Project (and other Microsoft Office programs) initially selects for new files by selecting a language in the list, and then clicking the "Set as Default" button.

- **Let me know when I should download additional proofing tools**. This checkbox is turned on initially, which is what you want. That way, Project notifies you when you need to download proofing tools for the languages you've selected.

The "Choose Display and Help Languages" Section

If you added other languages to the Editing Language table, you can specify the language you want Project and other Office programs to use on buttons, tabs, and in the Help system.

- **Display Language**. The labels on buttons and tabs are written in the language you select here. To change the priority order of the languages in this table, select a language and then click the up or down arrow button to move the language up or down in the list, respectively. That way, if the labels aren't available in your default language, Project will display them in another language based on the priority order you specify.

- **Help Language**. Help content appears in the language selected here. To change the priority order of the languages in this table, select a language and then click the up or down arrow button to move the language up or down in the list, respectively. If Help isn't available in your default language, Project will display Help content in another language based on the priority order you specify.

- **Set as Default**. If you want to change the default language in either table, select the language you want to use, and then click the "Set as Default" button below the corresponding table. You can also make a language the default language by selecting it in the list, and then clicking the up arrow button until the language is the first one in the list.

■ The Advanced Category

This category includes tons of options that affect all sorts of Project behaviors from the number of undo levels that are available to the labels for time units to how the program schedules complete and incomplete work when you update tasks.

The General Section

This section includes options that control several handy Project behaviors.

- **Set AutoFilter on for new projects**. This checkbox is turned on initially, so you can click down arrows to the right of each column heading to sort, group, or filter the column contents (see page 653).

- **Prompt for project info for new projects**. This checkbox is turned off initially, which means you have to remember to open the Project Information dialog box to fill in key values for a new project (page 90). If you turn on this checkbox, Project opens the Project Information dialog box as soon as you create a new project.

- **Show add-in user interface errors**. This checkbox is off initially, but turn it on if you want to see error messages for add-ins that you've installed that integrate with Project.

- **Open the last file you worked on when Project launches**. If you work on only one project at a time, turn on this checkbox. That way, when you launch Project, it automatically opens the last file you worked on.

- **Undo level**. This box is set to 20 initially, which means you can undo up to 20 actions that you've performed in Project (see page 311). If you want to change the number of undoable actions (up to a maximum of 99), type the value you want in this box.

The Project Web App Section

This section includes only one option: the "Allow team members to reassign tasks" checkbox, which is grayed out if you don't use Project Web App. If you *do* use Project Web App to connect to Project Server, you can turn this checkbox on to give team members permission to reassign tasks assigned to them to someone else.

The Planning Wizard Section

This section includes checkboxes for specifying how much advice you want Project to provide. All the checkboxes in this section are turned on initially, which is usually what you want. That way, the Planning wizard can offer suggestions. (You don't have to follow its advice.) Here are the options and what the types of advice represent:

- **Advice from Planning Wizard**. This checkbox is turned on initially, which tells Project to offer project-planning advice.

- **Advice about using Project**. With this checkbox turned on, the Planning wizard displays dialog boxes with suggestions for using Project effectively. For example, when you try to save a Project file to an earlier format, the Planning wizard opens a dialog box that describes the features you lose by saving to that format and gives you the choice of saving to the most recent Project file format instead.

- **Advice about scheduling**. With this checkbox turned on, the Planning wizard jumps into action if a scheduling action you perform could cause a problem. For example, if you add a date constraint to a task, the Planning wizard opens a dialog box with several options, such as Cancel to skip setting a constraint or Continue to add the constraint.

- **Advice about errors**. This checkbox, also turned on initially, tells Project whether to display Planning Wizard dialog boxes to notify you of scheduling problems. For example, if you create an auto scheduled task and then fill in a specific start date, Project displays several options, such as keeping the date constraint, removing it, or creating the task with different settings (such as Manually Scheduled task mode).

The "General options for this project" Section

This section includes a few options that you might want to set:

- **Automatically add new resources and tasks**. This checkbox is turned on initially, which means that Project automatically creates a new resource if the name you type in a Resource Name cell doesn't exist in the Project file's Resource Sheet (page 207). Similarly, if you type a task name that doesn't exist while assigning a resource to a task, Project creates a new task. To prevent Project from automatically creating new resources or tasks, turn off this checkbox.

- **Default standard rate**. Initially, this box is set to $0.00/hr ($0 per hour). If most of your resources cost the same amount per hour, enter that hourly rate in this box. That way, when you create resources, Project automatically sets their Standard Rate fields to this value (page 219).

- **Default overtime rate**. This box (page 219) is also initially set to $0.00/hr ($0 per hour). Most of the time, you can leave this box as is. However, if you assign overtime hours in Project and most of your resources have the same overtime rate, enter that hourly rate in this box. That way, when you create resources, Project automatically sets their Overtime Rate fields to this value.

The Edit Section

The checkboxes in this section tell Project how you want it to behave when you're editing values (page 320). They're turned on initially, which usually works for most people. Here are the options and what they do:

- **Allow cell drag and drop**. With this checkbox turned on, you can drag values from selected cells into cells in other table rows. If you turn this checkbox off, you can't use your mouse to move or copy values.

- **Ask to update automatic links**. This setting (page 578) tells Project to ask if you want to update links to other files when you open a Project file that contains links like that.

- **Move selection after enter**. With this checkbox turned on, when you press Enter, the program automatically selects the cell below the current one. If you prefer to stay in the same cell when you press Enter, turn this checkbox off.

- **Edit directly in cell**. With this checkbox turned on, you can edit values directly in a table cell. If you turn this checkbox off, you can edit values only in fields within a dialog box like Task Information.

The Display Section

The options in this section affect what you see in Project, such as the number of recently opened projects listed in Backstage view, whether the status bar and scroll bars appear, and so on. Here are the options and what they do:

- **Show this number of Recent Projects**. Out of the box, this option is set to 5, so Backstage view's Open page displays the five most recently opened projects (page 48). To open one of these files, simply click its name in the list.

- **Quickly access this number of Recent Projects**. This box is initially set to 4, which means that the four most recently opened Project files appear at all times at Backstage view's bottom-left. To see more or fewer files in that list, change the value in this box.

- **Show this number of unpinned Recent Folders**. This box is set to 5 initially, which means that, when you click Computer on Backstage view's Open page, any pinned folders and the five most recently accessed folders appear on the page's right side.

- **Show status bar**. This checkbox is turned on initially, so the status bar (page 56) appears along the bottom edge of the Project window.

- **Show windows in Taskbar**. This checkbox is turned on initially, which means that the Project icon in the Windows taskbar indicates the number of Project files that are open. When you put your cursor over the icons, Project displays icons for each file. Simply click one of the icons to make that file active.

- **Show scroll bars**. This checkbox is turned on initially, so scroll bars appear within the Project window.

- **Show OLE links indicators**. With this checkbox turned on, as it is initially, a small gray triangle appears at a cell's bottom-right if the value in the cell is paste-linked to another cell in the Project file or to another file, such as an Excel spreadsheet. If you turn this checkbox off, the program doesn't display gray triangles, which means you can't tell which cells contain OLE links (page 567).

- **Use internal IDs to match different-language or renamed Organizer items between projects**. This checkbox is turned on initially, which is usually what you want. That way, Project identifies elements in the Organizer (page 702) by their internal IDs, not their names. For example, the same view (with the same internal ID) might appear in the Organizer with a different name if you work on a Project file that uses a different language.

- **Automatically add new views, tables, filters, and groups to the global**. Initially, this check box is turned on, which tells Project to add new elements you create to your global template (page 599). If you want to control which new elements are added to the global template, turn this checkbox off, and then use the Organizer to copy elements from your Project files to the global template (page 702).

- **Disable hardware graphics acceleration**. The only time you might choose to turn this checkbox off is when you see flickering or other visual issues in the Project window, or the program crashes. These symptoms can be due to incompatible graphics configuration settings, in which case, turning off graphics acceleration might correct the issue.

The "Display options for this project" Section

These options control additional display settings, such as the labels for time units and whether the project summary task is visible. The options in this section apply to individual projects.

- **Minutes box through Years boxes**. Project includes six boxes for specifying time unit abbreviations, including "min" for minutes, "hr" for hours, and "day" for days. If you want to use different abbreviations, type them in the corresponding boxes.

- **Add space before label**. This checkbox is turned on initially, which means that a space appears between a time value and its label, such as "5 hrs." To eliminate the space (for example, to show time as "5hrs"), turn this checkbox off.

- **Show project summary task**. With this checkbox turned on, Project displays a top top-level task that summarizes the entire project (page 147). Turn the checkbox off to hide the project summary task. You can also hide or display the project summary task by turning off or on the Project Summary Task checkbox in the Show/Hide section of a task view's Format tab.

- **Underline hyperlinks**. This checkbox is turned on initially, which means that Project underlines hyperlinks. Turn the checkbox off to hide underlining. If you turn this checkbox off, be sure to choose a hyperlink color (as explained next) so you can spot hyperlinks in your Project file.

- **Hyperlink color**. Out of the box, this option is set to blue, so hyperlinks appear in blue as they do in many programs and files. Click the button's down arrow and choose a different color if you wish.

- **Followed hyperlink color**. Out of the box, this option displays followed hyperlinks in purple. Click the button's down arrow and choose a different color if you wish.

The "Cross project linking options for this project" Section

The options in this section relate to task dependencies between tasks in different projects. Here's what each one does:

- **Show external successors**. Initially, this checkbox is turned on, which means that Project includes a row for a successor task from another Project file (page 523). If you turn the checkbox off, the program doesn't include a row for an external successor in the task list. However, external successors do appear in Task Form view when you select the predecessor task in the task list.

- **Show external predecessors**. Initially, this checkbox is turned on, which means that Project includes a row for a predecessor task from another Project file. If you turn the checkbox off, you have to open the Task Information dialog box or display Task Form view to see external predecessors.

- **Show 'Links Between Projects' dialog box on open**. This checkbox is turned on initially, which tells Project to open the Links Between Projects dialog box when you open a Project file that contains external task dependencies. That way, you can refresh or repair the links. If you don't want that dialog box to open automatically, then turn off this option.

The "Earned Value options for this project" Section

This section includes two options for specifying how you want to calculate earned value for a project (page 447–448). You can choose different settings for individual projects.

- **Default task Earned Value method**. Initially, this option is set to % Complete, which isn't the approach that most project-management methodologies recommend. If you use a small set of percentages to reflect the work completed, then choose Physical % Complete from this drop-down list instead. Then, when you update task status, fill in the appropriate values in the tasks' Physical % Complete cells in a table column.

- **Baseline for Earned Value calculation**. Initially, Project uses values in the Baseline fields to calculate earned value. If you want to measure earned value based on the values in *another* baseline, choose the baseline in this drop-down list.

The "Calculation options for this project" Section

The options in this section control how Project reschedules complete and incomplete work (pages 397–399) when you update status. It also has a couple advanced options for calculating the critical path (page 302).

- **Move end of completed parts after status date back to status date**. This setting is turned off initially, but you usually want to turn it on (page 397) so that Project moves completed work to before the status date. In other words, this option makes the program record completed work in the past, which reflects what really happens.

    - **And move start of remaining parts back to status date**. If you turn on the "Move end of completed parts after status date back to status date" setting, this setting's checkbox becomes active, although it's turned off initially. That means that, after you enter status info, Project keeps any remaining work on the originally scheduled dates (page 397). Turn this checkbox on if you want Project to reschedule incomplete parts of tasks to start as of the status date.

- **Move start of remaining parts before status date forward to status date**. This setting is also turned off initially, but you should turn it on. That way, when you record task-status info, Project reschedules incomplete work to occur in the future, which is when it will actually occur (page 398).

    - **And move end of completed parts forward to status date**. If you turn on the "Move start of remaining parts before status date forward to status date" setting, the checkbox for this setting becomes active. It's turned off initially, which means that completed work you record remains on the currently scheduled dates. If you turn this setting on, then the task's completed work moves so it finishes on the status date.

- **Edits to total task % complete will be spread to the status date**. This setting is turned off initially, and the only time you should turn it on is if you enter values in the % Complete field. With this checkbox turned on (page 399), Project spreads progress evenly up to the status date.

- **Calculate multiple critical paths**. This setting (page 302) is turned off initially, which tells Project to display only one critical path—in this case, the overall critical path that affects the project's finish date. Turn this checkbox on if you want to see more than one critical path (for example, the critical path for each subproject in a master project.)

- **Tasks are critical if slack is less than or equal to _days**. Initially, this box (page 302) is set to 0, so tasks with Total Slack equal to 0 are critical. Date constraints, task links, working and nonworking time, and other factors can create gaps in the critical path. That is, tasks that are on the critical path have slack greater than zero. To remove the gaps in the critical path, change the value in this box.

■ The Trust Center

The settings in this category help you protect your Project files and information. On the left side of the Project Options dialog box, click Trust Center. Then, click the Trust Center Settings button.

The Macro Settings Category

This category includes a set of options that control how Project handles macros in Project files (page 721). Here are the options and what they do:

- **Disable all macros without notification**. With this option selected, Project won't run any macros and *doesn't* tell you that it's disabled them.

- **Disable all macros with notification**. This option is selected initially, which is a good choice. Project disables all macros, but notifies you that it's doing so.

- **Disable all macros except digitally signed macros**. If you select this option, Project runs macros only if they have digital signatures.

- **Enable all macros (not recommended; potentially dangerous code can run)**. This option's label says it all: If you select this option, Project runs *all* macros—including ones with malicious code.

The Legacy Formats Category

This category contains three settings that control whether Project will open older or non-default file formats (page 97). Here are the options and what they represent:

- **Do not open/save file with legacy or non-default file formats in Project**. This option is selected initially, which means that you can't work with existing files in older formats.

- **Prompt when loading files with legacy or non-default file formats**. If you select this option and then go to open a file that's in an older or non-default format, Project will ask you if you really want to open that file.

- **Allow loading files with legacy or non-default file formats**. Selecting this option means that Project opens older and non-default file formats without complaint. However, opening these files increases the risk of infecting your computer with a virus or other malware.

The Privacy Options Category

This category includes several checkboxes that help you protect your privacy. They're turned on initially, which is usually fine. For example, the "Allow Office to connect to the Internet" checkbox is turned on, so your Office files can do things like follow hyperlinks.

The "Remove personal information from file properties on save" checkbox is turned off initially. Turn it on if you want Project to remove the values in the Author, Manager, Company, and Last Save By properties whenever you save a file. (Page D-4 of this appendix explains how to view a file's properties.)