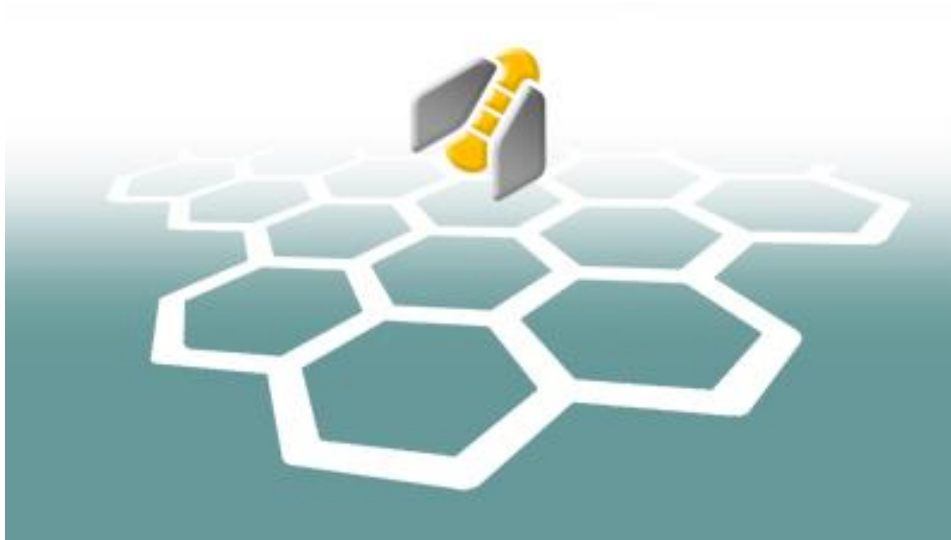


GanttProject User Guide



Release 2.8

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Introduction

This user guide describes how to use GanttProject, which is a project management software application. You can use it to create a schedule of tasks, assign resources to them, and track the progress of a project. GanttProject is similar to Microsoft Project but has fewer features and is simpler. Also, it is open-source software and has been in existence since 2003.

What's new

New GanttProject features and enhancements are summarized in the following table.

GanttProject Release	Description
2.8	The use of all functionality in this release is described in the first version of this guide.

Feedback

If you have comments on this document, please send them to santos.r@husky.neu.edu.

Get started

To start using GanttProject, you first need to download and install it. Then, to quickly get oriented with it, it helps to understand the overall layout of the task and resource screens, which are the two main screens and are similar. Lastly, before starting to use GanttProject, it helps to understand the main steps needed to create a project in it.

Downloading and installing GanttProject

Before you can use GanttProject, you first need to download and install it and the Java Runtime Environment (JRE), which it requires.

To download and install GanttProject and JRE

1. Go to www.ganttproject.biz.
2. Select the large **Download new** button.



3. For option one, select an operating system, or, for option two, select the **Free Download** link.
4. Follow the on-screen instructions to download the installation software, which will be in an executable file with a .exe extension.
5. GanttProject requires the Java Runtime Environment (JRE). If you do not have JRE on your device, then download and install it by doing the following:
 - a. Select the provided Java link on the GanttProject webpage.
 - b. At the Java site, follow the on-screen instructions to download the JRE software, which will be in an executable file with a .exe extension.

- c. Run the downloaded JRE software by double-clicking it.
- d. Follow the instructions in the **Java Setup** screens.
6. Run the downloaded GanttProject installation software by double-clicking it.
7. Follow the instructions in the setup wizard.

Screen layout

Figure 1 and 2 below show example screenshots of the tasks in a project and the associated resources in that project, respectively. Many display options are available for these screens, especially for tasks, so you can change the information displayed in them. These two screenshots are from the project in the file `HouseBuildingSample.gan`. This file is in the folder named `GanttProject-X.Y`, which is named after a specific version of GanttProject and is created when GanttProject is installed. You may want to open this file to learn more about the ways GanttProject can be used to schedule and track a project.

Both screenshots in the figures contain a panel on the left for the tasks or resources in the project and a corresponding chart in the area on the right. This house building project runs for about 20 weeks, but only the first 7 weeks are shown in the charts. Some additional explanatory information is provided in the callouts on the screenshots.

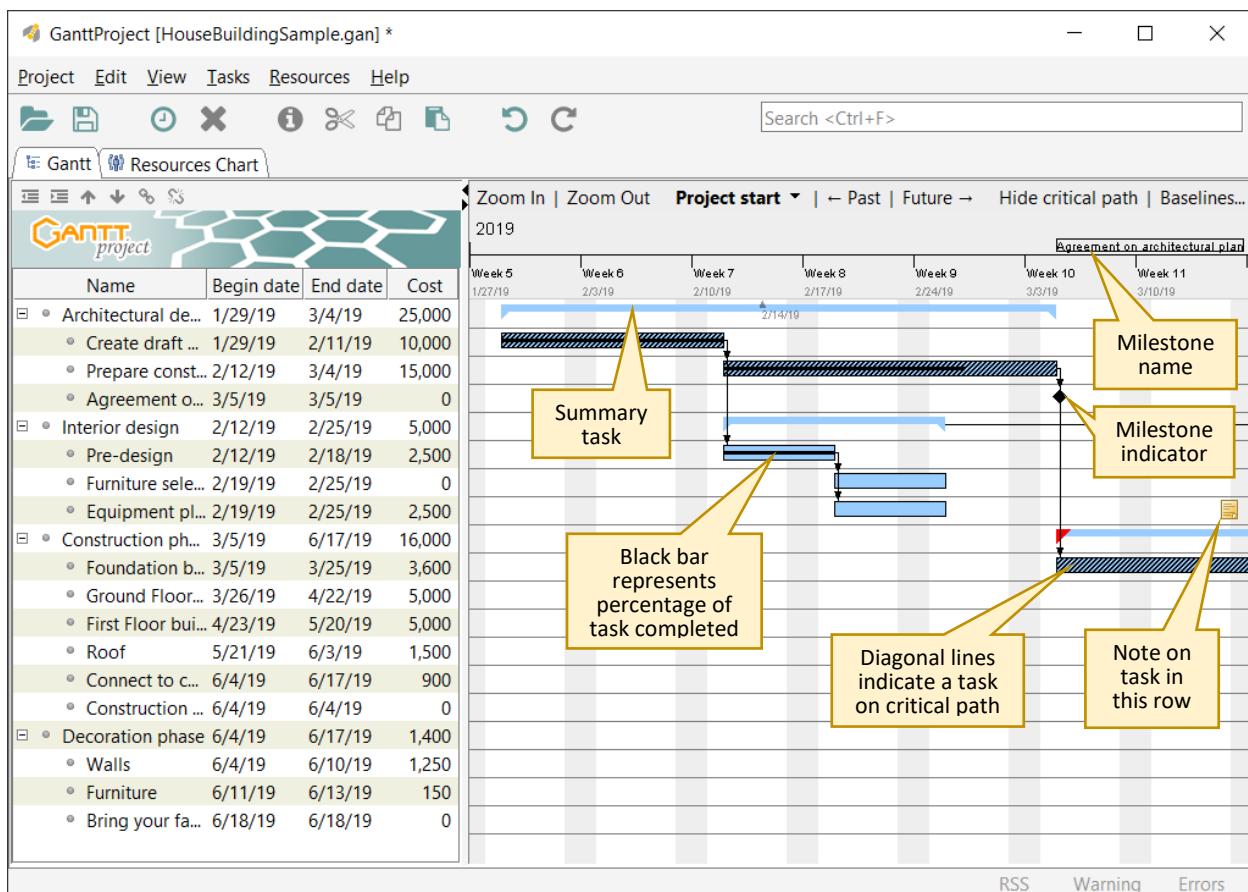


Figure 1 Tasks in a Project

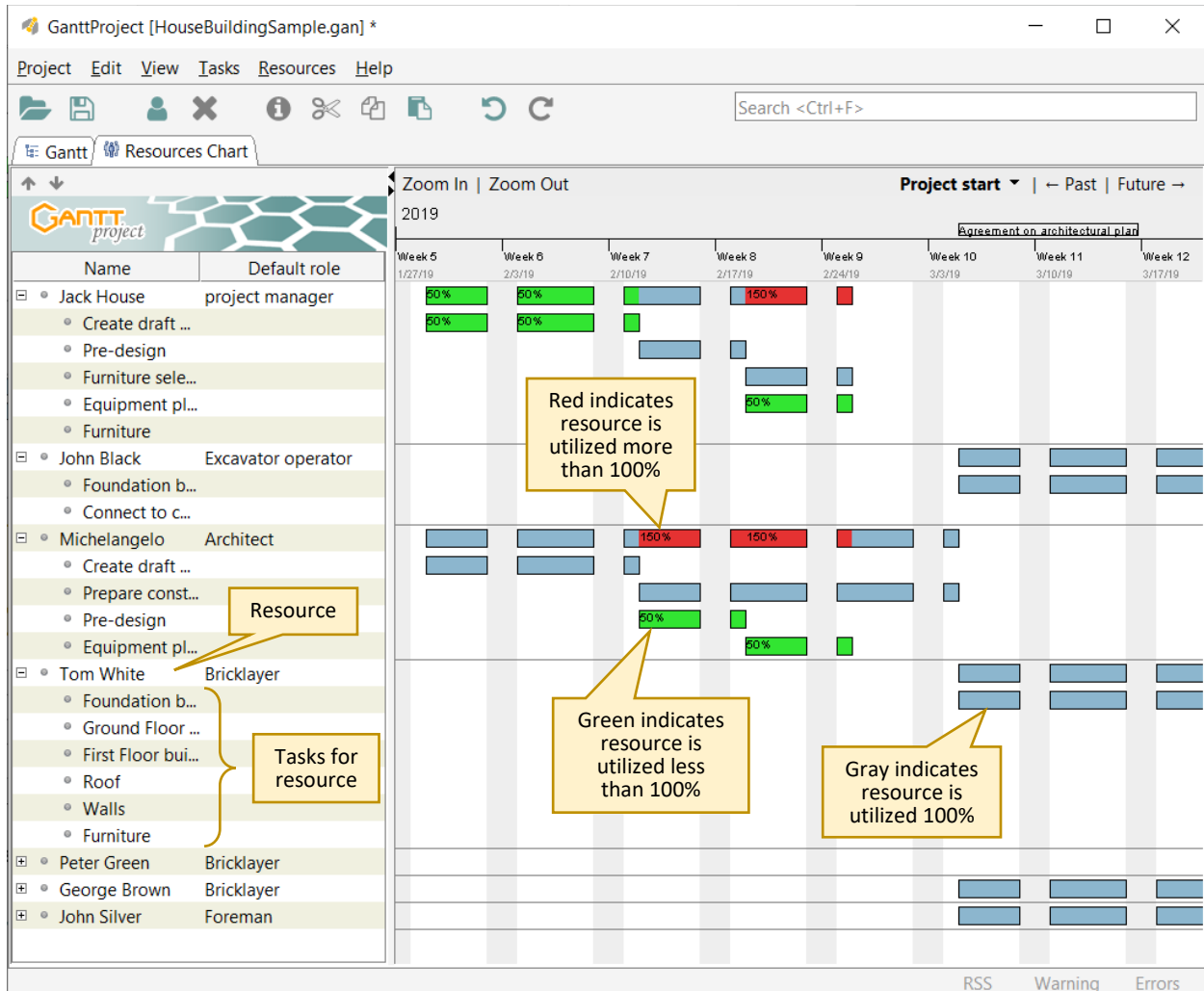


Figure 2 Resources in a Project

Overview of creating a project and adding tasks and resources

The recommended main steps for creating a project and adding tasks and resources to it are presented here. Note that resources are typically used for people who complete tasks but could be for things, such as equipment or materials, that are needed for tasks.

1. **Project:** Create a project, as described in [To create a project](#).
2. **Resource roles:** If you want to assign roles, such as developer and tester, to resources, then first add them to the project, as described in [To add resource roles](#).
3. **Resources:** If you want to assign resources to tasks, then add resources, as described in [To add a resource](#).
4. **Tasks:** Add tasks, as described in [To create a task](#). You can create links between tasks when you create them or afterward in the following step.

5. **Links:** If you did not add all needed links in the previous step, then link tasks, as described in [To link tasks](#).

Projects

Before creating a task schedule and associated needed resources, you first create a project that will contain them. In a project, you can also create resource roles, such as developer and tester, which you can assign to resources. Also, you can create a calendar of holidays and nonwork days. After creating a project, you then save this information in a project file.

Creating a project

You can create a project that contains the name of the project, resource roles, which you can assign to resources, and a calendar of holidays and nonwork days. Later you can add tasks and associated resources to the project.

To create a project

1. Select **Project > New** or **Ctrl+N**.
2. In the dialog box, enter a name for the project and other information as needed.
3. Select **Next**.
4. (Optional) Select from available role sets to add the included roles to the project. You can hover over a role set to see the included roles.
5. Select **Next**.
6. Configure holidays and nonwork days for the project as needed.
 - ✓ **Tip:** You can also import a holiday calendar, as described in [To import a holiday calendar in an iCalendar file](#).
7. Select **OK**.

Changing project properties

You can change a project's name and various items used in a project. This includes resource roles, such as developer and tester, and a calendar of holidays and nonwork days.

To change project name and description

1. Go to **Project > Properties**.
2. Change the **Name**, **Description**, and other items as needed.
3. Select **OK**.

To change project calendar

1. Go to **Project > Properties**.
2. Go to the **Calendar** tab.
3. Change information on nonwork days, including weekends and holidays, as needed.
 - ✓ **Tip:** You can also import a holiday calendar, as described in [To import a holiday calendar in an iCalendar file](#).
4. (Optional) Change the project start date.
5. Select **OK**.

To add resource roles

1. Go to **Project > Properties**.
2. Go to the **Resource roles** tab.
3. Select the row at the bottom that contains *Type new role name here*.
4. Enter the name of the role, such as developer or tester, and then select the **Enter** key. To enter additional roles, repeat this step.
5. Select **OK**.

To delete resource roles

1. Go to **Project > Properties**.
2. Go to the **Resource roles** tab.
3. Select the role that you want to delete.

Warning: To avoid errors, do not attempt to simultaneously delete multiple roles.

4. Select **Delete**.
5. If you want to delete more roles, repeat the previous two steps.
6. Select **OK**.

Opening and saving a project

You can open or save a project file in your file system. Project files are stored in GanttProject files, which have a .gan suffix, or XML files, which have a .xml suffix.

To open a project

- Go to **Project > Open**.

To save a project

- Select **Project > Save** or **Project > Save As**.

Resources

Resources are typically used for people who complete tasks but could be for things, such as equipment or materials, that are needed for tasks. You can create resources and roles for them, such as developer and tester. Later, when you create tasks, you can assign these resources to them.

Resource roles


You can create resource roles, such as developer and tester, and then assign these roles to resources. These roles are maintained in a project's Properties. For information on adding and deleting resource roles, see the subsections on roles in [Changing project properties](#).

Adding, modifying, deleting, and e-mailing a resource


You can add, modify, and delete resources. Also, you can initiate the creation of an e-mail message to a resource from within GanttProject.

To add a resource

1. Go to the **Resources Chart** tab.

2. Do one of the following:
 - Select **New Resource** , **Ctrl+H**, or **Resources > New Resource**.
 - Right-click in the resource panel and then select **New Resource**.
3. Enter the name of the resource.
4. Enter other information as needed, including for the following:
 - **Default role**: Select a role for the resource.


Note: For information on adding roles to a project, see [To add resource roles](#).
 - **Standard rate**: Enter a daily pay rate for the resource. A currency value is not defined, and it is recommended that you consistently use the same currency in a project.


Note: The calculated cost of a task, which is partially based on the rates of resources, is displayed in the Properties for a task in the Resources tab.
5. (Optional) To enter days that the resource will be unavailable, select and then populate the **Days off** tab.
6. (Optional) To create custom columns that will be displayed in the resource panel, go to the **Custom Columns** tab and then do the following:
 - a. Select **Manage columns**.
 - b. Select **Add**.
 - c. Enter the name of the column and then select the **Enter** key.
 - d. (Optional) Change the **Column type** and enter a **Default value**.
 - e. (Optional) Add more columns by repeating the previous three steps.
 - f. Select **OK**.
7. Select **OK** to complete the addition of the resource.
8. (Optional) To move the new resource up in the list of resources, select **Move resource up**  in the upper left part of the resource panel.

To modify a resource

1. Go to the **Resources Chart** tab.
2. Double-click the resource that needs to be modified.
3. Change the contact information, role, pay rate, days off, and other information as needed.
4. Select **OK**.

To delete a resource

1. Go to the **Resources Chart** tab.
2. Select the resource to delete.
3. Select **Delete resource**  or the **Delete** key.

Warning: There is not a confirmation step for this delete operation. However, if a resource is accidentally deleted, you can restore it by selecting **Undo** .



To e-mail a resource

1. Go to the **Resources Chart** tab.
2. Select the resource to e-mail.
3. Right-click on the selected resource and select **Send an e-mail**. A message composition window will open using your default e-mail program. Note that the e-mail address used is taken from the Mail entry in the resource's Properties.

Changing the listed order of a resource

You may want to list the resources in the resource panel in a specific sequence, such as alphabetically, or group them based on roles. To do this, you can change the order of resources.

To change the listed order of a resource

1. Go to the **Resources Chart** tab.
2. Select the resource to move.
3. In the upper left part of the resource panel, select **Move resource up**  or **Move resource down**  as many times as needed.


Tasks

You can create and link tasks that you want to track in a project. Also, to organize tasks and better visualize projects that contain many tasks, you can create summary tasks that contain subtasks. Additionally, you can show the critical path through the tasks in a chart to see the tasks that determine when a project completes. You can also create baselined copies of a chart and then later display a comparison of one to a changed version of the chart, such as after some tasks are delayed.

Creating a task

When you create a task, you can select dates for it, such as for starting and completing the task, create links from other tasks, and select resources needed for the task.

To create a task

1. Go to the **Gantt** tab.
2. If you want to create the task directly below an existing task in the task panel, select that task. Otherwise, the task will be created at the bottom of the current list of tasks.
3. Do one of the following:
 - Select **New task** , **Ctrl+T**, or **Tasks > New Task**.
 - Right-click in the task panel or chart and select **New task**.
4. Enter the name of the task and then select the **Enter** key.
 - ✓ **Tip:** If you select **Alt+Enter** here instead of **Enter**, you can skip the next step.
5. Double-click the new task to open it.

General tab: Enter dates and general task information

6. Change values as needed, including for the following:
 - **Milestone:** Select if this task is a milestone task. A milestone task is displayed as a diamond in the task chart, and its name is displayed immediately above the milestone's date on the timeline at the top of the task chart. Additionally, the Duration for a milestone is set to 1 and cannot be changed. Note that you may want to use a unique color for a milestone by using the Colors control, as described in this subsection on the General tab.
 - **Scheduling options in this dialog box:** Select this link to choose whether the Begin date, End date, or Duration is calculated. You enter values for the two items not calculated. Duration is in days.

- **Earliest begin:** Select if there is a restriction on the earliest date the task can start. Also, select the associated **Copy begin date** link to use the value of the task's Begin date.
- **Priority:** Select the priority of the task. The priority can be displayed as a small colored circle in the Priority column in the task panel. The priority colors are as follows:

Priority	Color Displayed in Priority Column
Lowest and Low	Green
Normal	Blue
High and Highest	Red

For information on displaying the Priority column, see [To show or hide task or resource columns](#).

- **Progress:** Enter a value from 0 to 100 to indicate the percentage of the task that has been completed. In the task chart, a horizontal black bar is displayed inside the task, and the length of the bar corresponds to this percentage.
 - **Show in timeline:** Select to display the task name immediately above the task's start date on the timeline at the top of the task chart.
 - **Shape:** To make a task appear unique, select a pattern to fill the task bar in the task chart.
 - **Colors:** To make a task appear unique, select the **Choose** link to set the color of the task in the chart. In this dialog box, multiple color models are available to specify a color, as indicated by the tab names. Select a color in one of the tabs and then select **OK**.
7. Enter values in the remaining tabs or select **OK** if done.

Predecessors tab: Create links from other tasks

- To create links from other tasks, go to the **Predecessors** tab.
- Select **Add**.
- Select the **Task name** of the predecessor or other task.
- Change other values as needed:
 - **Type:** To change the type of link, select the default value in the **Type** cell, and then select a link type from the list. The following types are available, and the descriptions are for the case when the Delay is at its default value of 0.

Link Type	Description
Finish-Start	The added task must finish at the same time or before the task being created starts. This is the default and is typical.
Finish-Finish	The added task must finish at the same or before the task being created finishes.
Start-Finish	The added task must start at the same time or before the task being created finishes. Note that this is rare.
Start-Start	The added task must start at the same time or before the task being created starts.

- **Delay:** To change the delay (or lag time) between the added task and the task being created, double-click the default delay value and enter the number of days for the delay. This time can be a positive or negative value. A negative value can be used, for example, to have the task being created start a specified number of days before the added task finishes.

- **Link hardness:** To change the amount of flexibility in the time between the tasks, select the default value in the **Link hardness** cell, and then select a value from the list. The following values are available:

Link hardness	Description
Strong	There is no flexibility in the time between tasks. For example, if the Type of link is Finish-Start and the Delay is 2 days, then the task being created must start exactly 2 days after the added task finishes. Solid lines are used for Strong links in the task chart.
Rubber	There is flexibility in the time between tasks. For example, if the Type of link is Finish-Start and the Delay is 2 days, then the task being created can start 2 or more days after the added task finishes. This also means that the added task can finish 2 or more days before the start of the task being created. Dashed lines are used for Rubber links in the task chart.

Note: The default value for Link hardness is configured in GanttProject's settings, as described in [To change Gantt chart settings](#).

12. (Optional) Add more linked tasks by repeating the previous three steps.
13. Enter values in the remaining tabs or select **OK** if done.

Resources tab: Select resources needed for task

14. To select resources needed for the task, go to the **Resources** tab.
15. Select **Add**.
16. Select the **Resource name** of the resource.
17. Change other values as needed:
 - **Unit:** Enter the percentage of time that a resource, such as a person, will spend on the task. Note that if a value over 100 is entered, the resource will be displayed as overloaded in the resource chart.
 - **Coordinator:** Select if the resource is the coordinator for a task. This can be significant in cases in which multiple people are resources for a task.
 - **Role:** To change the role of the resource, select the default value in the **Role** cell, and then select a role from the list.

Note: For information on adding roles to a project, see [To add resource roles](#).

- **Task cost:** Select the way the task cost is determined. The Calculated method displays a cost that is the sum of all the costs of the resources supporting the task. The cost of a resource is calculated using the following formula:

$$\text{Resource Cost} = \text{Task Duration} \times \text{Resource Pay Rate} \times \text{Percent of Resource Time}$$

The source of the terms used in this formula are as follows:

Task Duration: The value of Duration, which is in days, is in the task's General tab.

Resource Pay Rate: The value of Standard rate is in the Properties of the resource.

Percent of Resource Time: The value of Unit is in this tab on Resources.

A currency value is not defined for costs and resource rates, and it is recommended that you consistently use the same currency in a project.

- ✓ **Tip:** You can display a Cost column in the task panel that contains costs for tasks. For more information, see [To show or hide task or resource columns](#).

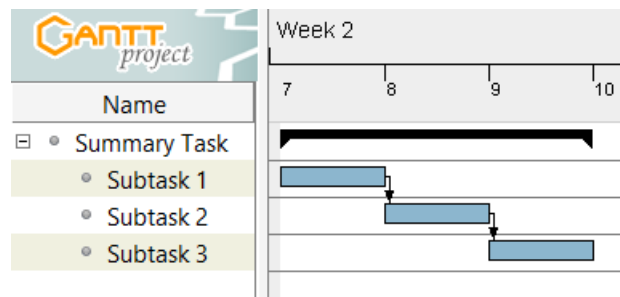
18. (Optional) Add more resources by repeating the previous three steps.
19. Enter values in the remaining tab or select **OK** if done.

Custom Columns tab: Create custom task columns for task panel

20. To create custom columns that will be displayed in the task panel, go to the **Custom Columns** tab.
21. Select **Manage columns**.
22. Select **Add**.
23. Enter the name of the column and then select the **Enter** key.
24. (Optional) Change the **Column type** and enter a **Default value**.
25. (Optional) Add more columns by repeating the previous three steps.
26. Select **OK** to complete the creation of the columns.
27. Select **OK** to complete the creation of the task.



Creating a summary task

If you have a group of related tasks, you can create a summary task that contains them. A summary task can be expanded or collapsed in the task panel and can contain other summary tasks. Consequently, you can use summary tasks to organize and better visualize projects that contain many tasks. An example summary task that contains three subtasks is shown here.



To create a summary task containing subtasks

1. Go to the **Gantt** tab.
2. Go to **Tasks > New Task**.
3. Enter the name of the summary task and then select the **Enter** key.
4. Do one of the following, depending on whether you prefer to drag subtasks to the summary task or select subtasks and indent them under the summary task.
 - **Drag method:**
 - a. Select one or more tasks that you want to have as subtasks. Use and continue to hold **Shift** and click to select two or more consecutive rows, or use and continue to hold **Shift, Ctrl**, and click to select two or more non-consecutive rows.
 - b. Drag the selected task or tasks to the summary task.
 - **Indent method:**

- a. Select **Move task up**  as many times as needed until the summary task is right above the task or tasks that are to be subtasks.
- b. Select the task or tasks below the summary task that are to be subtasks. Use **Shift** and click to select two or more consecutive rows.
- c. In the upper left part of the task panel, select **Indent** .

Modifying or deleting tasks

You can modify a task or delete tasks. If you want to change the dates or duration of a task, then you need to consider if they are constrained by links to other tasks. If they are, you need to change the dates for the other tasks or change the Link hardness for links to Rubber. Link hardness is specified in a task's Properties in the Predecessors tab.

To reschedule a task or change its duration

1. Go to the **Gantt** tab.
2. Do one of the following, depending on whether you prefer to make the change in the task chart or task properties:
 - **Task chart:** Select **Ctrl** and drag the task to the left or right to reschedule it, or select the right edge of the task and drag it to the left or right to change its duration.
 - **Task properties:**
 - a. Double-click the task that needs to change.
 - b. Change the **Begin date**, **End date**, or **Duration** as needed. Note that as per the **Scheduling options in this dialog box** link, either Begin date, End date, or Duration is calculated based on values you enter for the other two. Duration is in days.
 - c. Select **OK**.


To change the resources needed for a task

1. Go to the **Gantt** tab.
2. Double-click the task that needs to change.
3. Go to the **Resources** tab.
4. Do one of the following, depending on whether you want to add, change, or delete a resource:
 - **Add resource:**
 - a. Select **Add**.
 - b. Select the **Resource name** of the resource.
 - c. (Optional) Change other attributes as needed. For information on these attributes, see the subsection on the Resources tab in [To create a task](#).
 - **Change resource:**
 - a. In the row of the resource to change, select the resource in the **Resource name** cell, and then select a new resource.
 - b. (Optional) Change other attributes as needed. For information on these attributes, see the subsection on the Resources tab in [To create a task](#).
 - **Delete resources:**
 - a. Select one or more resources. Use **Shift** and click to select two or more consecutive rows, or use **Shift, Ctrl**, and click to select two or more non-consecutive rows.
 - b. Select **Delete**.
5. Select **OK**.

To change task properties

1. Go to the **Gantt** tab.
2. Double-click the task that needs to change.
3. Change the priority, progress, predecessor links, and other information as needed. For information on the description of items in a task, see [To create a task](#).
4. Select **OK**.



To delete tasks

1. Go to the **Gantt** tab.
2. Select the task or tasks to delete. Use **Shift** and click to select two or more consecutive rows, or use **Shift, Ctrl**, and click to select two or more non-consecutive rows.
3. Select **Delete task**  or the **Delete** key.

Changing the listed order of tasks

To better organize tasks listed in the task panel, you can change their order.


To change the listed order of tasks

1. Go to the **Gantt** tab.
 2. Select the task or tasks to move. Use **Shift** and click to select two or more consecutive rows.
 3. In the upper left part of the task panel, select **Move task up**  or **Move task down**  as many times as needed.
- ✓ **Tip:** To sort all tasks by date, select the column heading of Begin date or End date in the task panel.

Linking and unlinking tasks


You can link tasks by adding them to the Predecessors tab in a task's Properties when you create a task, as described in [To create a task](#). Also, you can link tasks after you have created them without using this tab, as described here.

To link tasks

1. Go to the **Gantt** tab.
2. Do one of the following, depending on whether you prefer to create the link by drawing it in the task chart or selecting tasks in the task panel:
 - **Task chart:** Click on a task and drag the link arrow to another task.
 - **Task panel:**
 - a. Select two or more tasks that are currently not linked to each other. Use **Shift** and click to select two or more consecutive rows, or use **Shift, Ctrl**, and click to select two or more non-consecutive rows.
 - b. Select the link button  at the top of the task panel.

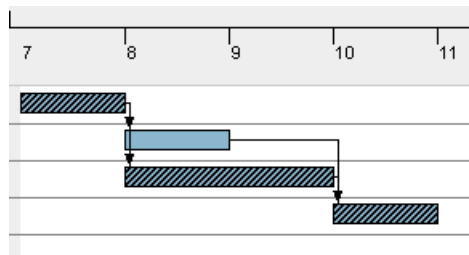
To unlink tasks

1. Go to the **Gantt** tab.

2. Select two or more tasks that are currently linked to each other. Use **Shift** and click to select two or more consecutive rows, or use **Shift, Ctrl**, and click to select two or more non-consecutive rows.
3. Select the unlink button  at the top of the task panel.

Displaying critical path through tasks

You can display the critical path in a task chart, which shows the path through the linked tasks in it that takes the longest amount of time and determines when a project completes. This can help you understand which tasks are the most important, so you can work to ensure they complete on schedule so the project will complete on time. When a critical path is displayed in a task chart, tasks in the path are shown with a diagonal line pattern in them, as shown in the figure here.



To show or hide the critical path through tasks

1. Go to the **Gantt** tab.
2. In the upper right of the window, select **Show critical path** or **Hide critical path**.

Baselining task dates to see schedule changes

You can create a baselined copy of a task chart, which contains the schedule for all tasks in the chart. Then, after changes are made to the schedule, such as after some tasks are delayed, you can display a comparison of the changed version of the chart with the baselined version of it. Also, you can create and save multiple baselined versions of a chart at different times throughout a project and then view a comparison of the current schedule with any one of the baselined versions.

For example, Figure 3 below shows the original version of a schedule that was baselined. Figure 4 below it shows the schedule later after some changes were made. In Figure 4, for tasks that have changed, colored bars show them in their originally scheduled positions. Using default colors, green is used to indicate tasks that will complete earlier than originally scheduled, and red is used to indicate tasks that will complete later.

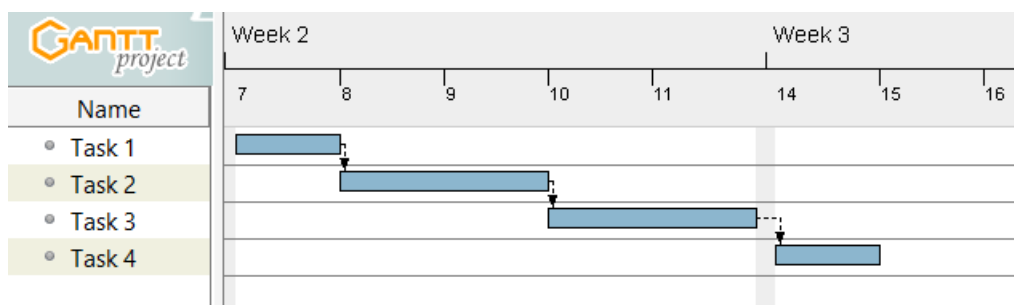


Figure 3 Originally Baselined Schedule

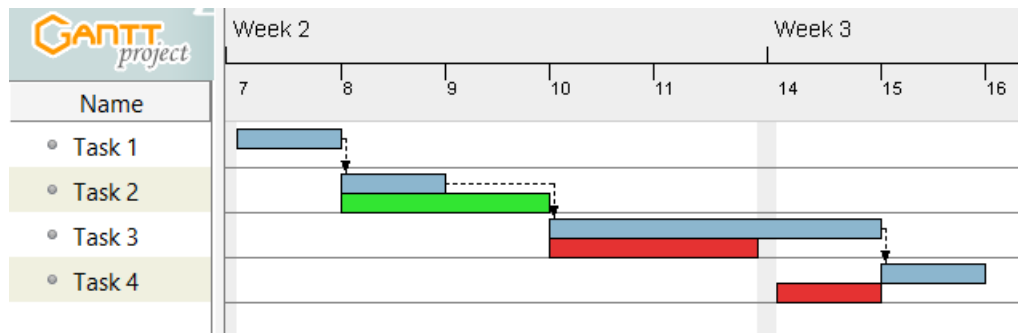


Figure 4 Revised and Baselined Schedules

To create a baseline of task dates

1. Go to the **Gantt** tab.
2. In the upper right of the window, select **Baselines**.
3. Select **Add** and then enter the name of the baselined version.
4. (Optional) Select one of the **Choose** links to change the bar color used in the display of the baselined version of the schedule.
5. Select **OK**.

Note: If you now make changes to the dates of a task, a colored bar below it in the task's originally scheduled position is displayed.

To delete a baseline of task dates

1. Go to the **Gantt** tab.
2. In the upper right of the window, select **Baselines**.
3. Select the baseline version that you want to delete.
4. Select **Delete**.
5. Select **OK**.

To show or hide baseline dates

1. Go to the **Gantt** tab.
2. In the upper right of the window, select **Baselines**.
3. Do one of the following:
 - **Show baseline:** Select the baseline version that you want to display.
 - **Hide baseline:** Select **Hide baselines**.
4. Select **OK**.

Common operations

You can perform common operations on tasks and resources, including searching, cutting, copying, pasting, undoing, redoing, and printing.

Searching for a task or resource

You can search for tasks and resources in a project using one of two methods. One method searches task and resource names and task notes, and the other searches text in the columns in the task or resource panel.

To search task and resource names and task notes

1. In the upper right of the GanttProject window, enter a search term, and then select the **Enter** key.
2. Do one of the following to complete the search:
 - Select a search result and then select **Enter**.
 - Double-click on a search result.


To search columns in task or resource panel

1. In the task or resource panel, select a task or resource.
2. Select **Ctrl+F**.
3. Enter a search term, and select search options as needed.
4. Select **Find** as many times as needed.
5. Select **Close**.


Cutting, copying, and pasting tasks and resources

You can cut, copy, and paste tasks or resources in the task or resource panel.


To cut tasks or resources

1. Select one or more rows in the task or resource panel. Use **Shift** and click to select two or more consecutive rows, or use **Shift, Ctrl**, and click to select two or more non-consecutive rows.
2. Select **Cut** , **Ctrl+X**, or **Edit > Cut**.



To copy tasks or resources

1. Select one or more rows in the task or resource panel. Use **Shift** and click to select two or more consecutive rows, or use **Shift, Ctrl**, and click to select two or more non-consecutive rows.
2. Select **Copy** , **Ctrl+C**, or **Edit > Copy**.

To paste tasks

1. Select a row in the task panel to specify the row after which tasks will be pasted.
2. Select **Paste** , **Ctrl+V**, or **Edit > Paste**.

To paste resources

1. In the Resources Chart tab, select **Paste** , **Ctrl+V**, or **Edit > Paste**. Note that resources are pasted at the bottom of the resource panel.
2. (Optional) To move a pasted resource up in the list of resources, select the resource and then select **Move resource up**  in the upper left part of the resource panel.

Undoing and redoing operations

You can undo and redo various operations, including deleting, cutting, and pasting.

To undo an operation

- Select **Undo** , **Ctrl+Z**, or **Edit > Undo**.


To redo an operation

- Select **Redo** , **Ctrl+Y**, or **Edit > Redo**.

Printing tasks and resources

You can print the task or resource columns and associated chart in a project.

To print a project's tasks or resources

1. Go to the **Gantt** or **Resources Chart** tab.
2. Select **Project > Print** or **Project > Print Preview**.
3. Select options and enter values as needed.
4. Select the **Print** button, or, in the print preview window, select **Print**  in the upper left part of the window.

Viewing GanttProject version, license, and software libraries

You can view information on the GanttProject version and development team, the GanttProject software license, and the software libraries and versions used in GanttProject.

To view GanttProject version, license, and software libraries

1. Go to **Help > About**.
2. Go to the **Summary**, **License**, or **Libraries** tab to view information on the GanttProject version and development team, the GanttProject software license, or the software libraries and versions used in GanttProject.
3. Select **OK**.

Workspace, FTP, and CSV settings

You can change the workspace and various settings in GanttProject. This enables you to, for example, better view information in task and resource charts, change the columns displayed in the task and resource panels, and customize the user interface. Also, you can configure access settings for a File Transfer Protocol (FTP) server for exported files and configure the task and resource fields that are included in exported files that contain comma-separated values (CSV).

Changing days visible in a task or resource chart

To better view a task or resource chart, you can zoom in or out of it or go to a specific time in it, such as a specific day or week.

To change days visible in a task or resource chart

- Do one of the following, depending on whether you want to zoom in or out of a chart or go to a specific time, such as a day or week, in a chart:
 - **Zoom chart:**
 - Move the pointer to inside the chart, and then select **Ctrl** and rotate the mouse wheel.
 - Select **Zoom In** or **Zoom Out** in the upper left of the chart.
 - **Go to a time in chart:**
 - Drag the chart left or right.

- At the top of the chart, select a value from the list, which is in bold and has a default value of **Today**.
- Select **Past** or **Future** in the upper right of the chart.

Managing task and resource columns

In the task and resource panels, you can change the columns displayed and even create new custom columns.

To show or hide task or resource columns

1. Right-click a task or resource column heading, such as **Name**, and select **Manage columns**.
2. Select one or more column names.
3. Select **Show selected** or **Hide selected**.
4. Select **OK**.

To create custom task or resource columns

1. Right-click a task or resource column heading, such as **Name**, and select **Manage columns**.
2. Select **Add**.
3. Enter the name of the column and then select the **Enter** key.
4. (Optional) Change the **Column type** and enter a **Default value**.
5. (Optional) Add more columns by repeating the previous three steps.
6. Select **OK**.

To change the order of task or resource columns

- Drag a task or resource column heading, such as **Name**, left or right to the desired position.

To resize task or resource columns

- Drag the vertical separator line between two task or resource columns to the desired position.

User interface, chart, and other settings

You can change multiple settings that GanttProject uses, including ones for the user interface and for task and resource charts. Also, you can configure access settings for a File Transfer Protocol (FTP) server for exported files and configure the task and resource fields that are included in exported files that contain comma-separated values (CSV).

Customizing user interface

You can change settings for the user interface, such as for fonts, language, and date format. Also, you can choose whether to get news on updates to GanttProject.

To customize user interface

1. Go to **Edit > Settings**.
2. Change the settings as needed, including for the following:
 - **Logo file:** To change the logo file, specify the file that contains the desired logo. The logo is displayed in the user interface and in task and resource reports and print outs. Also, for reference, the default GanttProject logo is 1024 pixels wide and 47 pixels high.
3. Select **OK**.

Changing chart settings

For task charts, you can change multiple settings, including for default task names and information displayed near task bars in charts. For both task and resource charts, you can change the colors used for bars in them.

To change Gantt chart settings

1. Go to **Edit > Settings**.
2. Go to the **Gantt chart** tab.
3. Change the settings as needed, including for the following:

Defaults section: Select task names, colors, and links

- **Name pattern for task copies:** To change the default suffix used in the names of newly created tasks, enter a pattern for the suffix.
- **Link hardness:** Select to change the default for the amount of flexibility in the time between linked tasks. The following values are available:

Link hardness	Description
Strong	There is no flexibility in the time between linked tasks. For example, if the Type of link is Finish-Start and the Delay is 2 days, then a task must start exactly 2 days after a predecessor task finishes. Solid lines are used for Strong links in task charts.
Rubber	There is flexibility in the time between linked tasks. For example, if the Type of link is Finish-Start and the Delay is 2 days, then a task can start 2 or more days after a predecessor task finishes. Dashed lines are used for Rubber links in task charts.

Task details section: Select task bar display information

- **Above, Below, Left, and Right:** To change information that is displayed near task bars in Gantt charts, select values for these attributes.
4. Select **OK**.

To change resource chart settings for bar colors

1. Go to **Edit > Settings**.
2. Go to the **Resource chart** tab.
3. Change the colors as needed.
4. Select **OK**.

Configuring FTP server settings for file exports

You can configure settings that GanttProject will use to access a File Transfer Protocol (FTP) server when you want to export files and HTML reports to one. For information on exporting files and HTML reports, see [Exporting MS Project, CSV, and image files](#) and [To create a project report in HTML files](#).

To configure FTP server settings for file exports

1. Go to **Edit > Settings**.
2. Go to the **FTP** tab.

3. Enter values as needed.
4. Select **OK**.

Changing fields in CSV project file exports

You can change the task and resource fields that GanttProject includes in project files that you export that contain comma-separated values (CSV). Also, you can change the delimiter used between values in these files. For information on exporting projects in CSV files, see [To export a project in a Microsoft Project or CSV file](#).

To change fields in CSV project file exports

1. Go to **Edit > Settings**.
2. Go to the **CSV** tab.
3. Change the settings as needed, including for the following:
 - **Quote text with:** Select to change the type of quotation marks used in CSV files to surround a value that contains a delimiter, such as a Note in a task that contains a comma.
4. Select **OK**.

Reports, imported files, and exported files

You can create reports and export different types of files that contain information on the tasks and resources in a project. Also, you can import different types of files that contain similar information into new or existing projects. Additionally, you can import a calendar of holidays and nonwork days into a project.

File types that GanttProject supports include Microsoft Project and comma-separated values (CSV). Note that many spreadsheet programs, such as Microsoft Excel, can open and save CSV files.

Creating a project report

You can create a report in a PDF file or HTML files that contains information on the tasks and resources in a project. This information includes values from the columns in the task and resource panels and images of the associated charts.

To create a project report in a PDF file

1. Go to **Project > Export**.
2. Select **PDF report** and then select **Next**.
3. Change the attributes as needed.
4. Select **OK**.

To create a project report in HTML files

1. Go to **Project > Export**.
2. Select **HTML report** and then select an **HTML Theme**.
3. Select **Next**.
4. Change the name and location of the primary report file if needed.
5. To output report files to an FTP server, select **Publish files on FTP**. For information on configuring access to an FTP server, see [To configure FTP server settings for file exports](#).

6. Select **OK**.

Importing MS Project, CSV, and other files

You can import files that contain project information, such as tasks and resources, into a new or existing project. The following four types of files are supported:

- Microsoft Project
- GanttProject
- Comma-separated values (CSV)
- Text

Of these, text files are the simplest, and they just contain a list of task names, with one name per line.

Also, you can import a calendar of holidays and nonwork days into a project. Calendar files must comply with the iCalendar standard, and files of this type have a .ics suffix.

To import a Microsoft Project, CSV, GanttProject, or text file

1. Go to **Project > Import**.
2. Select the type of file to import and then select **Next**.
3. Identify the file to import and select options as needed. Note that the imported file will be loaded into the currently open project.
4. Select **OK**.

To import a holiday calendar in an iCalendar file

1. Go to **Project > Import**.
2. Select **iCalendar file** and then select **Next**.
3. Identify the file to import and then select **Next**.
4. Modify calendar entries as needed.
5. Select **OK**.

Exporting MS Project, CSV, and image files

You can export information in a project, including the tasks and resources in it, in a Microsoft Project file or a comma-separated values (CSV) file. Note that many spreadsheet programs, such as Microsoft Excel, can open CSV files. Also, you can export an image of the information in a project's task or resource columns and the associated chart.

To export a project in a Microsoft Project or CSV file

Note: For CSV files, you can specify which task and resource fields are included. For more information, see [To change fields in CSV project file exports](#).

1. Go to **Project > Export**.
2. Select **Microsoft Project file** or **Comma-Separated Values file**.
3. Select **Next**.
4. Change attributes as needed, including for the following:
 - **Publish files on FTP:** Select to output the project file to an FTP server. For information on configuring access to an FTP server, see [To configure FTP server settings for file exports](#).
5. Select **OK**.

To export an image of a project's tasks or resources

1. Go to the **Gantt** tab or **Resources Chart** tab.
2. Go to **Project > Export**.
3. Select **Raster image file** and then select a **File format**.
4. Select **Next**.
5. Change attributes as needed, including for the following:
 - **Publish files on FTP:** Select to output the image file to an FTP server. For information on configuring access to an FTP server, see [To configure FTP server settings for file exports](#).
6. Select **OK**.

PERT charts

You can view a program evaluation and review technique (PERT) chart of the tasks in a project to see an alternative visualization of them. Figure 5 below shows the first part of a PERT chart. In these charts, tasks on the critical path are shown in yellow, and summary tasks, which contain subtasks, are shown with a red border. This example was taken from the project in the file HouseBuildingSample.gan. This file is in the folder named GanttProject-X.Y, which is named after a specific version of GanttProject and is created when GanttProject is installed.

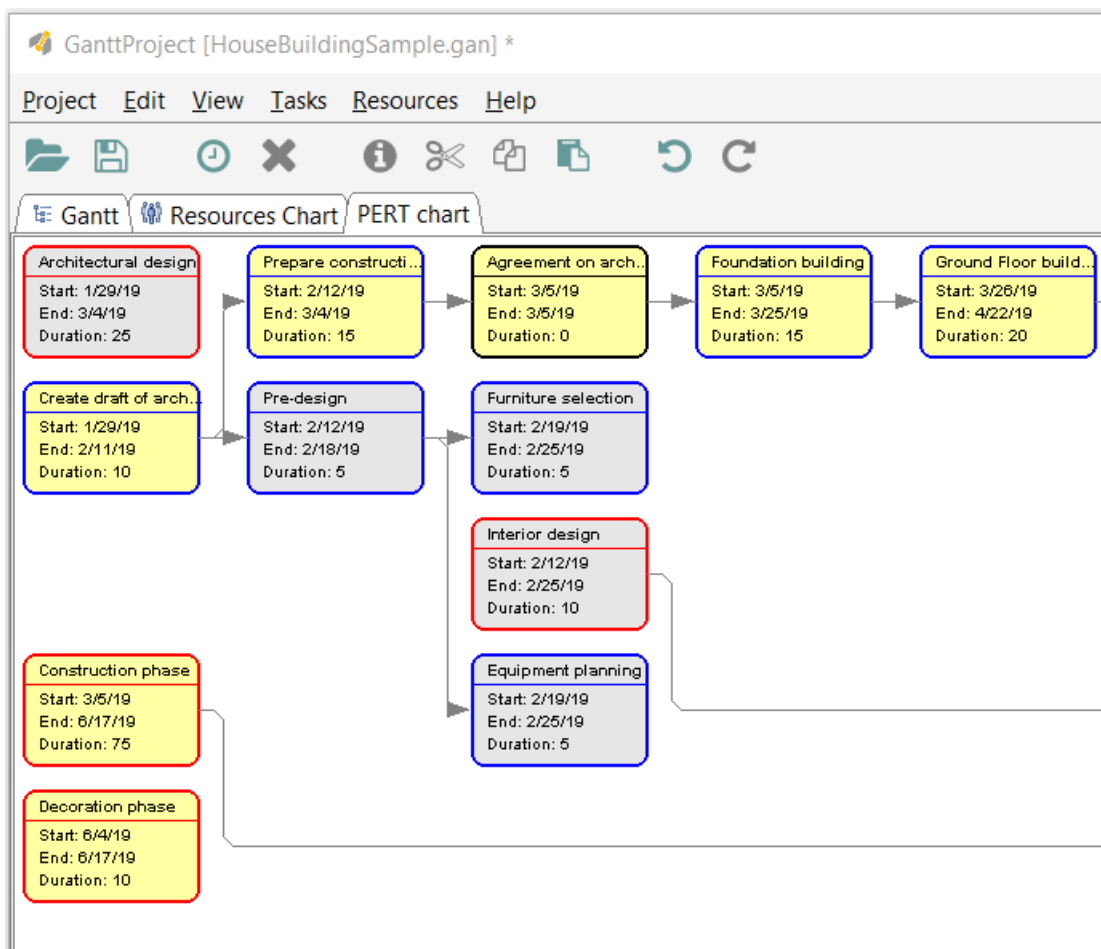


Figure 5 PERT Chart

Viewing PERT chart of project tasks

You can view a PERT chart of the tasks in a project to see an alternative visualization of them.

To view a PERT chart of a project's tasks

- Go to **View > PERT chart**.

Troubleshooting

GanttProject provides two options that can help you resolve errors and recover from malfunctions. First, you can view information about errors in the GanttProject log file. This information may help you understand the cause of an error and how to resolve it. Alternatively, after a malfunction occurs, you can retrieve an earlier version of a project file that GanttProject automatically saved. This earlier version may not have been affected by the malfunction.

Getting information on errors from log file

If an error occurs in GanttProject or it displays an error message, you may be able to get additional information on the error in GanttProject's log file that will help you resolve it.

To get information on errors from log file

1. Go to **Help > View log**.

Note: Log entries are made chronologically, with the most recent events logged at the end of the file.

2. To copy the contents of the log, select **Ctrl+A** and then **Ctrl+C**.
3. Select **Close**.
4. Using a word processor, paste the log contents in a file.
5. Search the log for the words *warning* and *exception* to view information on warnings and errors.

Recovering automatically saved file after malfunction

As you make changes to a project file, GanttProject automatically saves instances of it so that you can retrieve an earlier version if needed, such as after a malfunction.

To recover an automatically saved file after a malfunction

1. Go to **Help > Recover**.
2. (Optional) To retrieve to an earlier version of the project file, select **Skip** one or more times.
3. Select **OK**.

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