

Document No: SB004-P3

Revision No:

Last Updated: April 18, 2003

Software Version: P3 – Version 2.0 and Later

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### BRIEF

Have you ever wondered how the whole page or a portion of the P3 schedule graphics (could be a layout, plotout, Bar Charts, or Network Diagrams) was inserted into the word processing file? It is always eye-catching to place a miniature schedule graphics right next to the texts. See this article as an example. The following are the simplest ways to do it.

### SOLUTION

#### □ WYSIWYG Layout

#### Insert the whole page of the P3 Layout (schedule graphics) into the MS Word file

1. In P3, after you finalize the layout, choose menu option - **File, Preview Picture** to view the schedule graphics. Then save to files as Windows Metafile by clicking **Save** pushbutton. Each page of the schedule graphics will be saved as a .WMF file (**See Figure 1**).

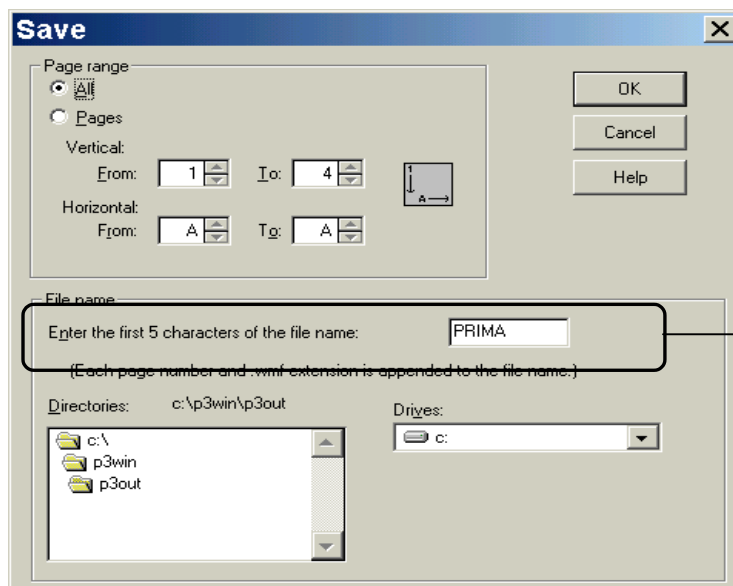


Figure 1

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- Switch to MS Word program, choose menu option – **Insert, Picture, From File**. You will be prompted to select a file. Select the Metafile file you just saved from P3. Once you finish the selection, you will see the graphic shown up on the page (**See Figure 2**).

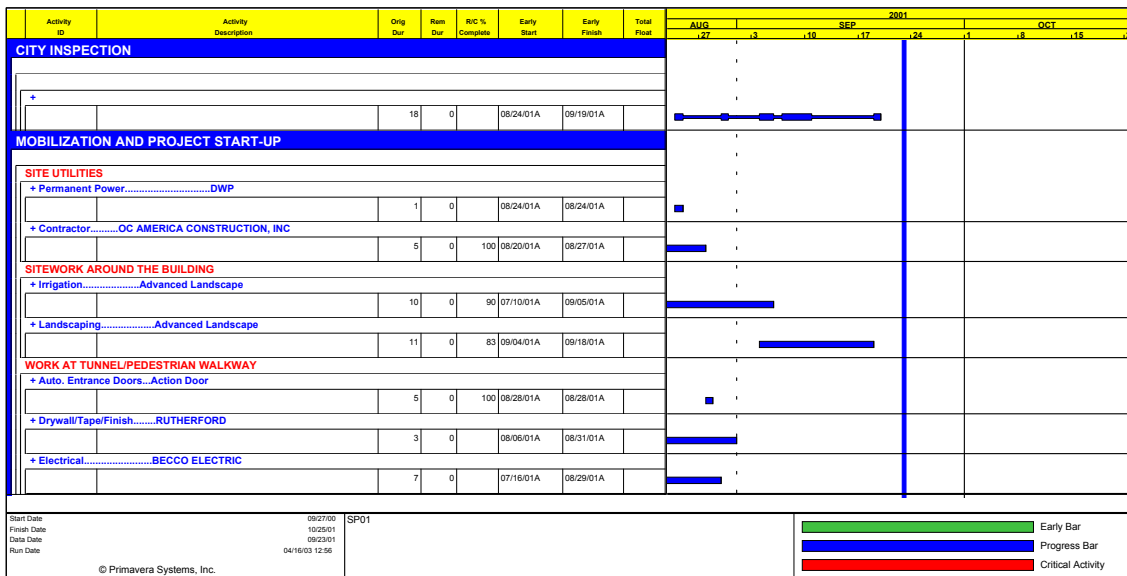


Figure 2

- Once the P3 schedule graphic is pasted, it can be resized. The graphic can also be frames in a Text Box so that it can be placed anywhere on the page, or add the border and shading, etc.

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### Insert a portion of the P3 Layout (schedule graphics) into the MS Word file

If you only want to insert a portion of the P3 Layout (schedule graphics) into the MS Word file, you need to use a different approach.

1. In P3, after you finalize the layout, choose menu option - **Edit, Copy Picture**. After that, you will notice the cursor has been switched to a camera-like icon. Drag your pointer by pressing left-button mouse from the upper left corner across the area of the window you want to copy, and then release the mouse.
2. Switch to MS Word program, choose menu option – **Edit, Paste**. Then, you will see the graphic shown up on the page (**See Figure 3**).

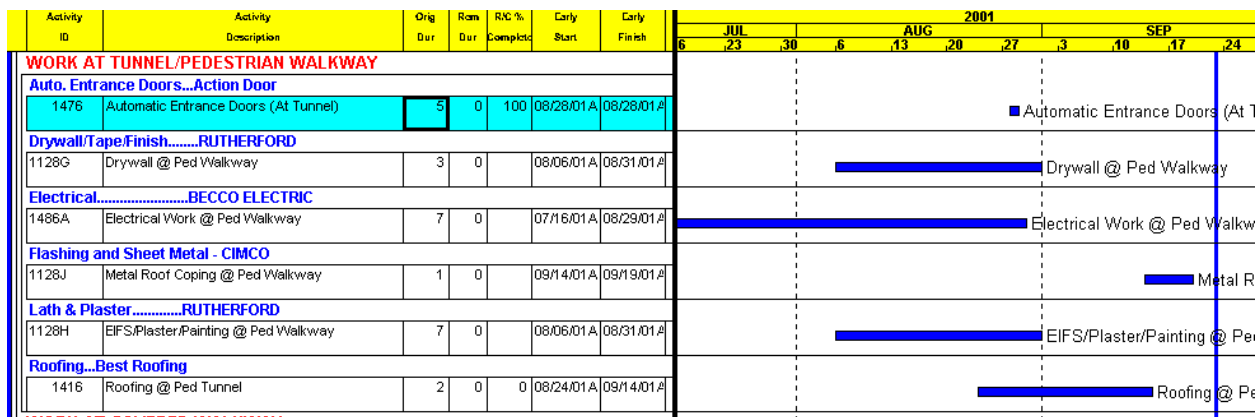


Figure 3

**Note:** You may notice that an activity row is highlighted. It is done simply by selecting that row before choosing menu option - **Edit, Copy Picture**.

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### □ **Graphic Plotout (or Printout)**

I often call them as P3 “DOS” Graphics (Reports) to distinguish them from the ones of P3 WYSIWYG layout since they were carried over from DOS version of P3. You can choose menu option – Tools, Graphic Reports, to access them.

To insert those graphics, you have to run the (graphic) report and view them on screen via P3 Look program, which is to print out graphics or reports as HP-GL format. Then, you cut and paste graphics across windows-based programs by using the features of P3 Look program.

### **Insert the whole page of the P3 DOS graphic into the MS Word file**

1. In P3, once you finalize the report (graphic), run the report and view them on screen. You will be taken to P3 Look program with the graphic shown on screen.
2. Choose menu option – **Edit, Select All**. You will see four handles shown up on the four corners of the graphic. The choose menu option – **Copy**.
3. Switch to MS Word program, choose menu option – **Edit, Paste Special** (Make sure not to choose Paste this time), and paste source as “Picture”. Then, you will see the graphic shown up on the page (**See Figure 4**).

### **Insert a portion of the P3 DOS graphic into the MS Word file**

1. The operation is similar to the one described above. You box the area you want to copy by dragging the pointer corner to corner across the area, then choose menu option – **Edit, Copy**.
2. Switch to MS Word program. Then, you paste them on the page by using the same steps as describe above. However, this approach is not really working well as you may have noticed that some vertical lines are missing (**See Figure 5**). Those lines are not copied over during the process. I think the attributes of those entities don't allow themselves to be “cut” in the middle.

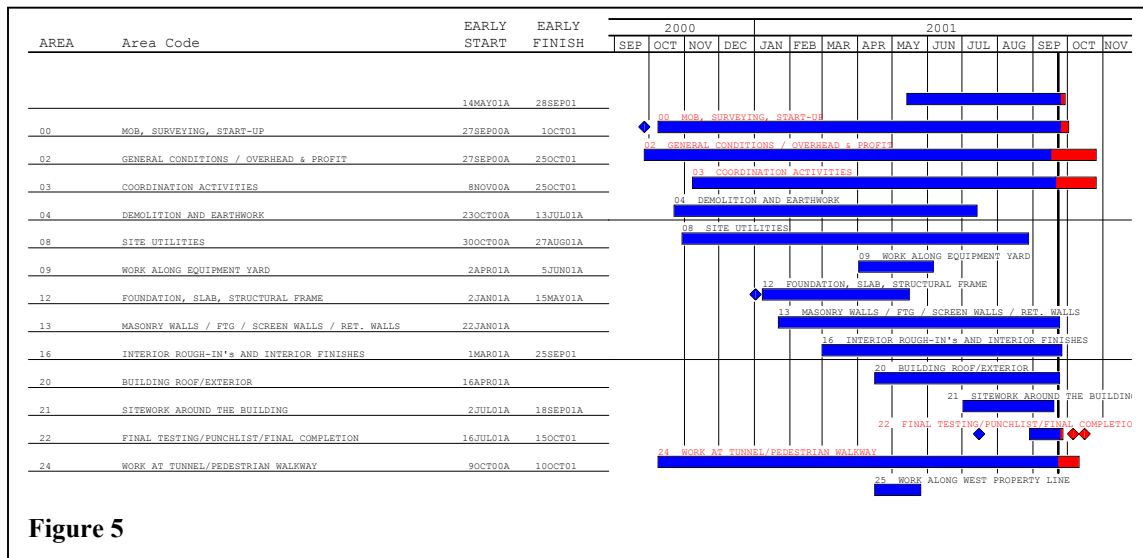
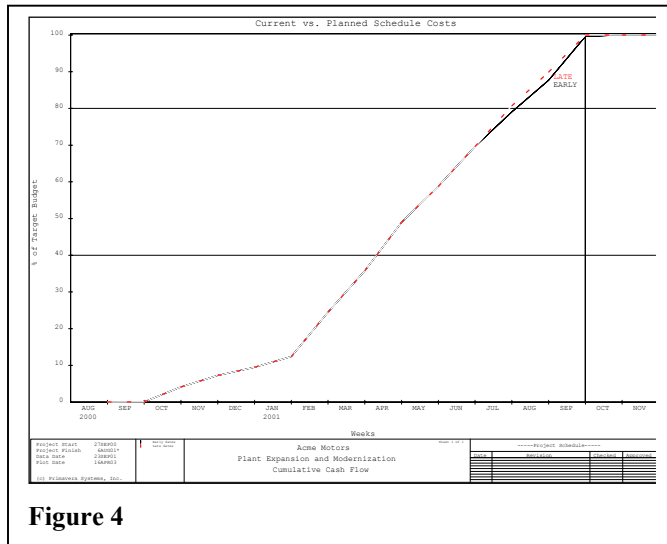
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**Final Words**

1. Those P3 schedule graphics can also be pasted into other application programs such as spreadsheet, database by using the similar steps.