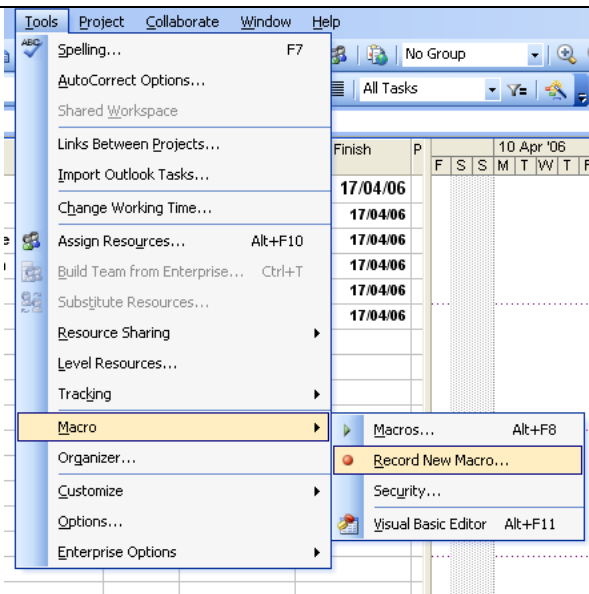




The View Zoom Entire Project Macro and Toolbar button Fact Sheet

As you build your schedule or swap between views you may sometimes be unable to see the overall time-span of your project or the timephased data at all. Zooming in and out using the toolbar buttons conforms to the intervals defined by the software and this may not always result in the most appropriate level of detail when viewing timephased data. Using the View>Zoom>Entire Project option is great as it fits the time-scaled data to the visible screen. However repeating this approach on a regular basis can eventually be an irritant, this document illustrates how to automate this process by creating a macro and assigning it to a toolbar button.

In Microsoft Project go to the Tools menu and select Macro>Record New Macro





In the Record New Macro dialogue box give the macro a name and if you wish provide a description. Don't assign the macro a shortcut key unless you can remember a key that is free.

The Macro will be stored in the Global File, this is important.

Don't worry about the row and column reference values.

Click the OK button, you are now recording your macro.

Go to the View Menu and select the Zoom command.

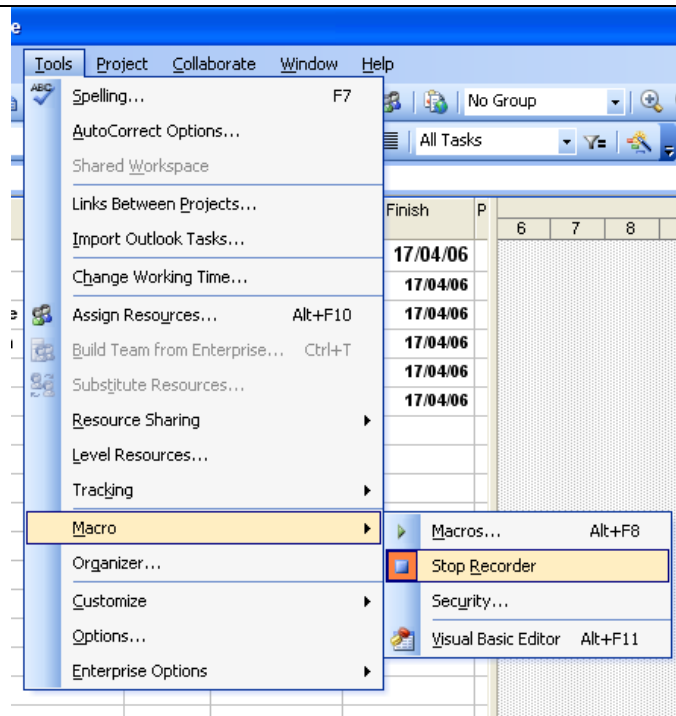
In the Zoom dialogue box select the "Entire Project" radio button and then click the OK button.



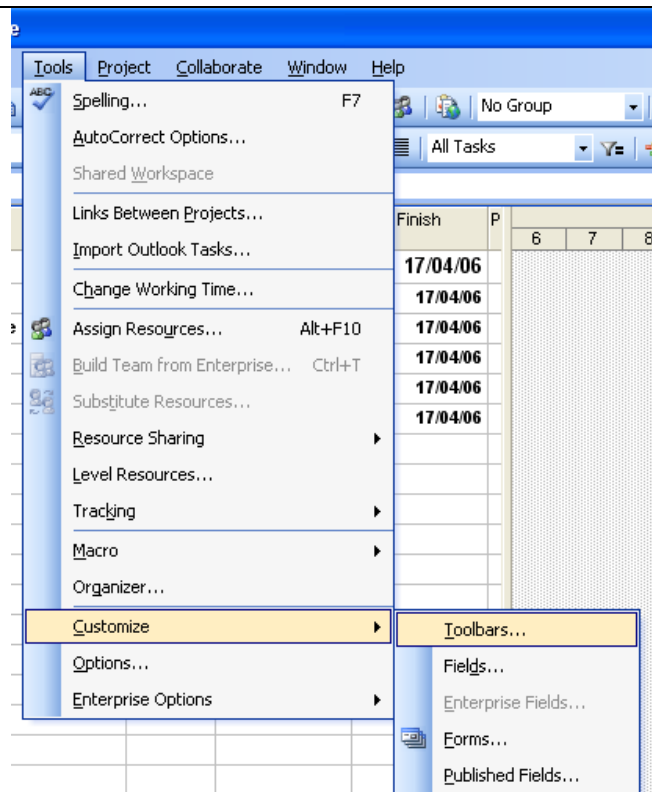
Go back to the Tools menu and select Macro>Stop Recorder.

You have now created the Macro.

The next step is to assign it to a toolbar button.



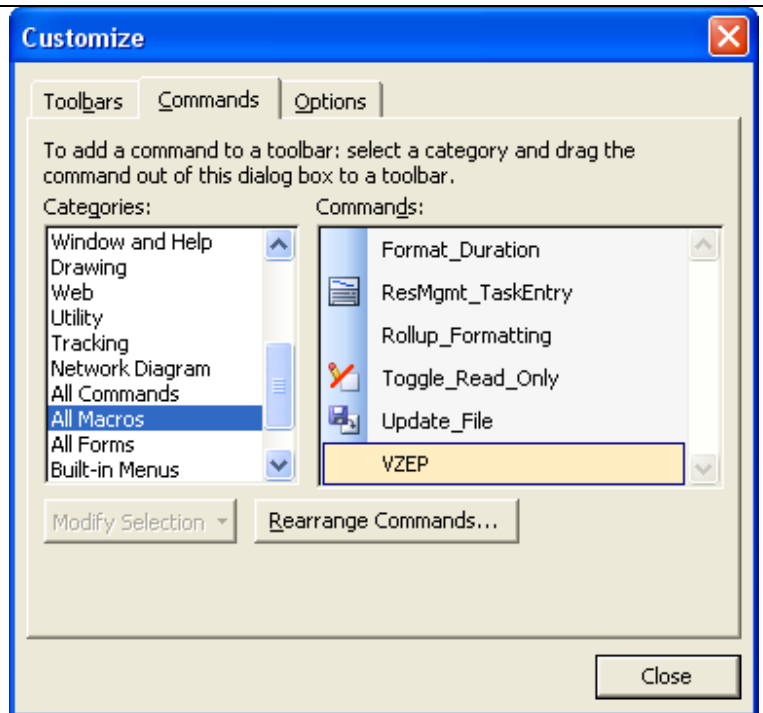
Go back to the Tools menu and select Customize and from the submenu displayed select the Toolbars option.



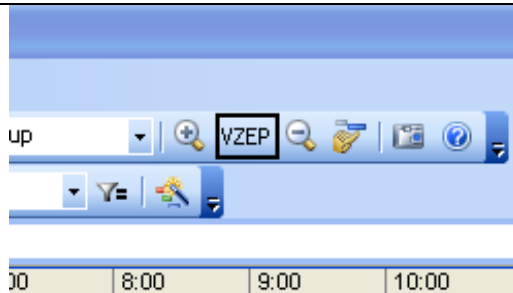


In the Customize dialogue box make sure you are showing the Commands Tab. Scroll down the list of categories on the left hand side until you find the "All Macros" category and then select it.

In the commands pane on the right hand side of the dialogue box scroll down and find the VZEP macro. When you place your cursor and left click and hold on its name your cursor will display a small grey rectangular shape. With the left mouse button still held drag this item on to the top toolbar. I tend to favour placing it between the two magnifying glass buttons.

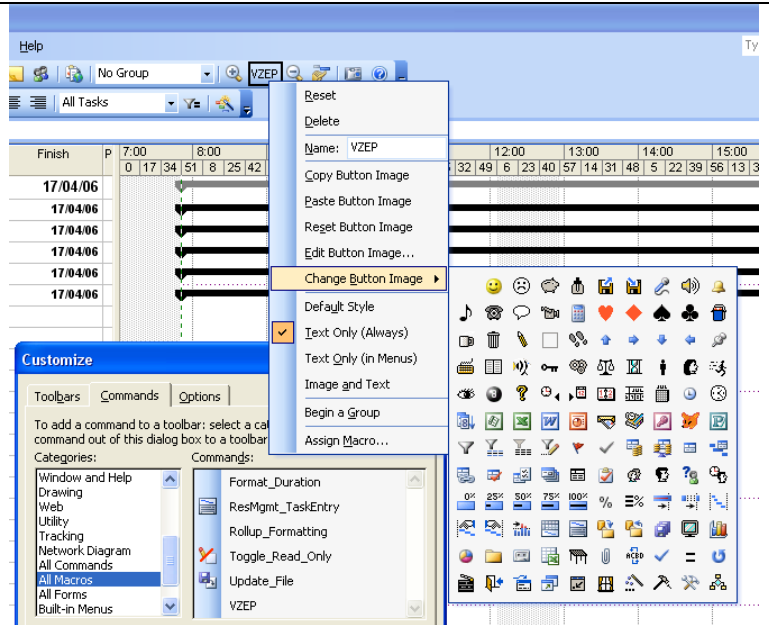


When you release the left mouse button the VZEP macro is shown as a new toolbar button between the two magnifying glass buttons.

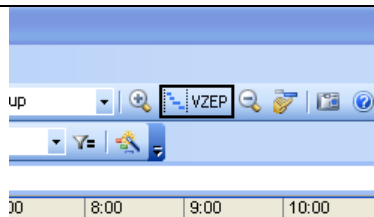




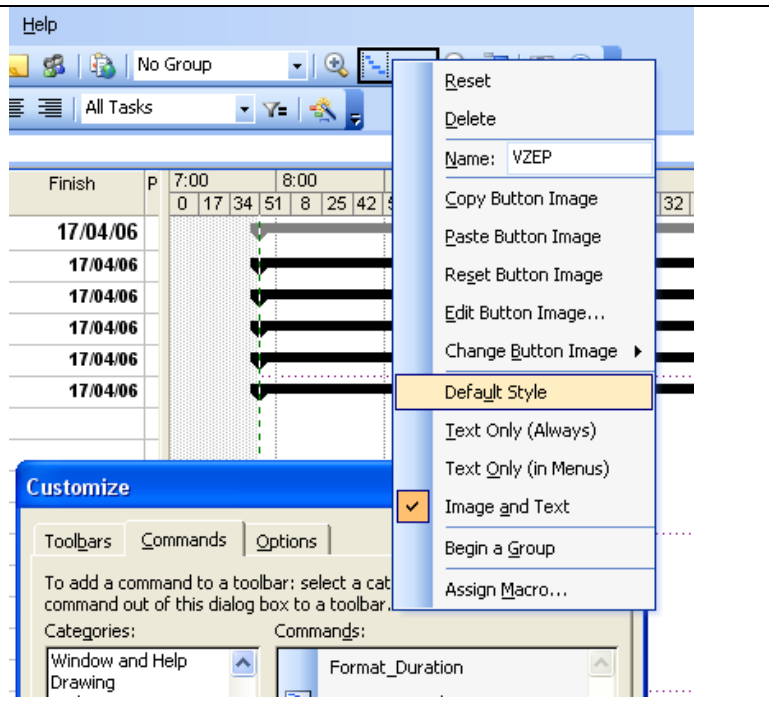
With the Customize dialogue box still open right click on the newly inserted button on the toolbar. A submenu is displayed. Select the Change Button image option to display a large number of buttons, you can chose whichever one you wish.



When you have selected a new button image it will display along with the macro name.

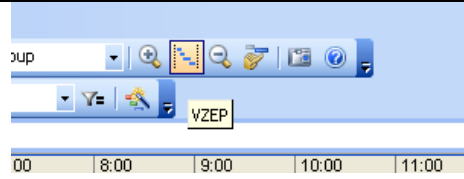


Right click on the new button for a second time and from the submenu displayed select the "Default Style" option.

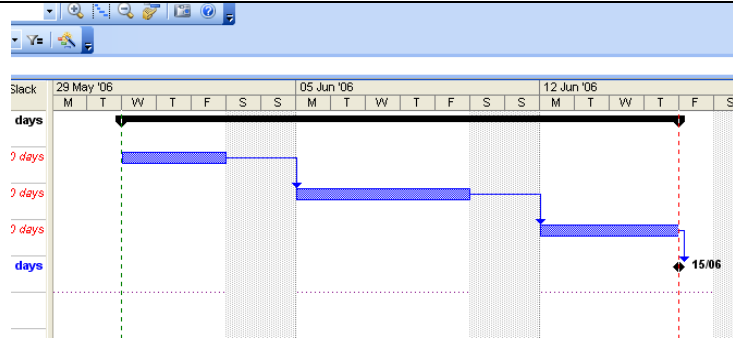




Close the Customize dialogue box and your new button will be displayed – if you pass your cursor over it the macro name is displayed.



Click on it and check to make sure that it does fit the timescale to the screen.



This macro will fit any timephased view to the visible part of the screen. It does not work in the network diagram view as that is not timephased.

One last thing, the Macro has been recorded and resides in the Global.MPT file. In order to ensure that the macro and toolbar button will be available for future use close your instance of Microsoft Project, this will “commit” the macro and toolbar button to the saved copy of your local Global.MPT file. If for any reason Microsoft Project were to crash before you had closed in the session in which you created the macro it would be lost and you would have to repeat these steps once more.

Happy Planning.