

To resolve resource overallocations by using resource leveling

1. In the top pane of a combination view, display a task view.
2. In the bottom pane of a combination view, display a resource view.
3. In the top pane, select a task for which a resource that you want to level is assigned.
4. In the bottom pane, select the resource you want to level.
5. From the Tools menu, choose Resource Leveling.
6. In the Resource Leveling dialog box, choose Level Now.
7. In the Level Now dialog box, select the Selected resources option button.
8. Choose OK.
9. Repeat steps 3 to 8 for all resources you want to level.

To identify the critical path

1. On the View bar, click the More Views icon.
2. From the More Views dialog box, from the Views list, select a Detail Gantt.
or
2. From the More Views dialog box, from the Views list, select a Tracking Gantt.
3. Choose Apply.

To reduce the critical path

1. Identify and select the critical task you want to modify.
2. Make the necessary changes.

To use the Print dialog box

1. From the File menu, choose Print.
2. In the Print dialog box, select options.
3. Choose OK.

To use print preview

1. From the File menu, choose Print Preview.
or
1. On the Standard toolbar, click the Print Preview button.

To zoom in or out on an area of the previewed project

1. In the Print Preview window, click an area of the project.
2. If desired, scroll to view other areas of the project.
3. In the Print Preview window, click an area of the project again to restore the page size.

To move between pages of the previewed project

1. On the Preview window toolbar, click the appropriate arrow button.