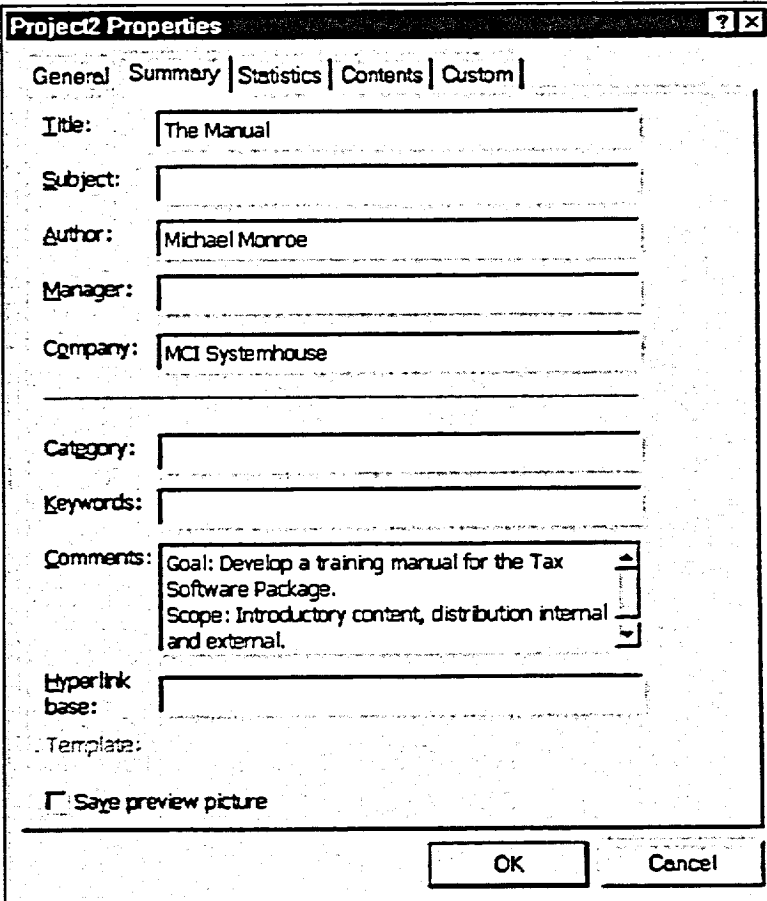


Recording Project Information

You can enter descriptive information about your project, such as the project goals and scope, directly into your project file by using the Properties dialog box, shown in Figure 1-7. Adding this information into your project file will help you and others to stay focused as the project plan develops. In addition, as your project progresses, you can refer back to the original goals and scope if it is necessary to reevaluate them.



The screenshot shows a dialog box titled "Project2 Properties" with a standard Windows-style title bar (minimize, maximize, close buttons). The dialog has several tabs: "General", "Summary", "Statistics", "Contents", and "Custom". The "General" tab is selected. It contains the following fields and controls:

- Title:** Text box containing "The Manual".
- Subject:** Empty text box.
- Author:** Text box containing "Michael Monroe".
- Manager:** Empty text box.
- Company:** Text box containing "MCI Systemhouse".
- Category:** Empty text box.
- Keywords:** Empty text box.
- Comments:** A text area containing:
Goal: Develop a training manual for the Tax Software Package.
Scope: Introductory content, distribution internal and external.
- Hyperlink base:** Empty text box.
- Template:** Empty text box.
- Save preview picture

At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Figure 1-7: The Properties Dialog Box