

To link tasks in a (SS), (FF), or (SF) dependency

1. In the Task Name column, double-click the task to be linked.
2. In the Task Information dialog box, select the Predecessors tab.
3. On the Predecessors page, in the ID column, type the row heading of the predecessor task.
4. In the Type column, from the Type field drop-down list, select the dependency type.
5. Choose OK.

To unlink tasks

1. Select the tasks to be unlinked.
2. On the Standard toolbar, click the Unlink Tasks button.
or
2. From the Edit menu, choose Unlink Tasks.

Note: You can select all tasks by selecting the Task Name column heading.

Exercise

In the following exercise, you will link and unlink tasks.

- | | |
|---|--|
| 1. If necessary, select the Task Name column heading | <i>The entire column is highlighted.</i> |
| 2. On the Standard toolbar, click the Link Tasks button | <i>All tasks are linked.</i> |
| 3. Examine the linked tasks by scrolling through the chart pane | |
| 4. Select Chapter 2 and Chapter 3 | |
| 5. On the Standard toolbar, click the Unlink Tasks button | <i>Chapter 3 is no longer dependent on Chapter 2. Chapter 3 starts at the same time as the Writing Phase summary task.</i> |
| 6. Select Chapter 1, press and hold CTRL and then, select Chapter 3 | <i>Chapters 1 and 3 are selected.</i> |
| 7. On the Standard toolbar, click the Link Tasks button | <i>Chapters 2 and 3 are now both dependent on Chapter 1.</i> |
| 8. Select Chapter 4 through Chapter 6 | <i>Chapters 4, 5, and 6 are selected.</i> |