



OnePager Pro Quick-Start Guide

Version 6.0

January 9, 2017

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NEED HELP? ASK US!

E-Mail Support: support@onepager.com

Phone Support (U.S.): +1.303.779.0344, option 2

(Outside the United States? Don't worry! E-mail us your question, and we will give you a toll-free number to call us, if you need to chat.)

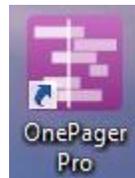
FAQs: <https://www.onepager.com/support/faq.php>

Video Tutorials:

https://www.onepager.com/support/video_tutorials/video_tutorials_opp.html

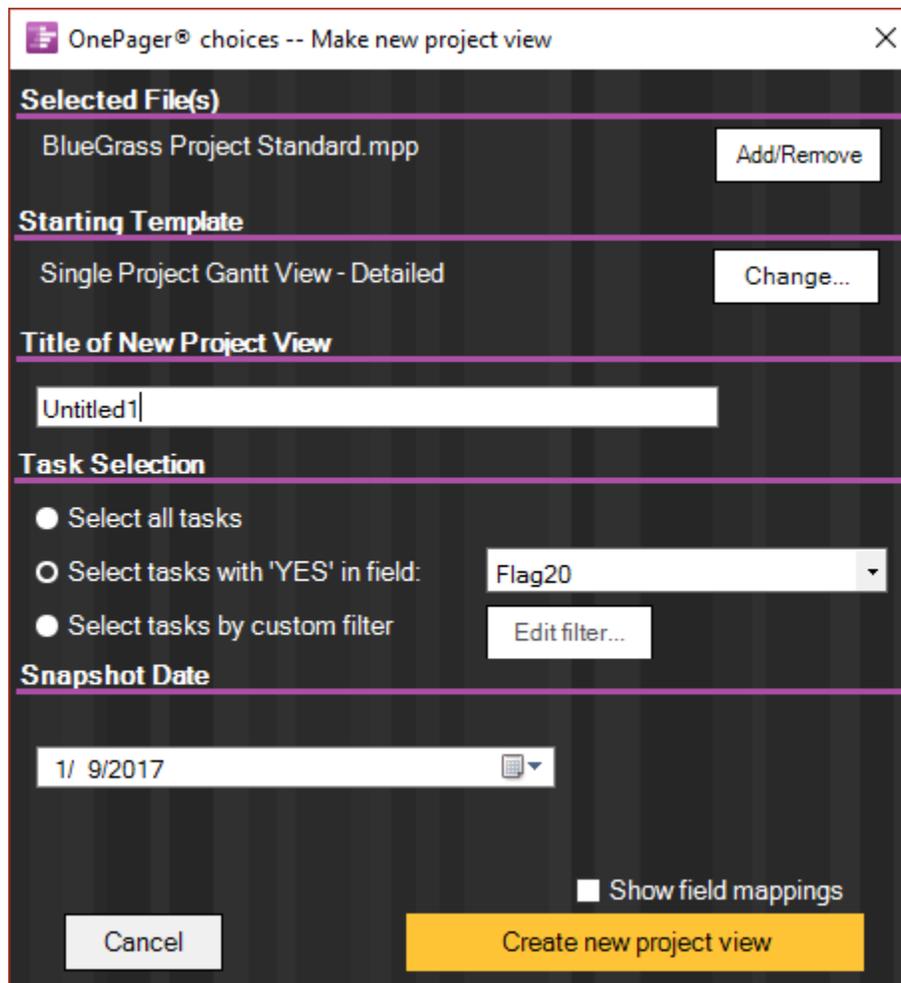
Installation

- (1) Find the **OnePager Pro V6.0.n.exe** file you downloaded from our website or e-mail. (Don't have the file or need a new one? E-mail support@onepager.com.)
- (2) Double-click on the exe file.
- (3) Follow the prompts of the installation wizard. Generally, you should only install OnePager on your own user account (**Just me**). Ask your system administrator if you are unsure.
- (4) Once the installation wizard completes, you will see a OnePager icon on your desktop:



Creating Your Project View

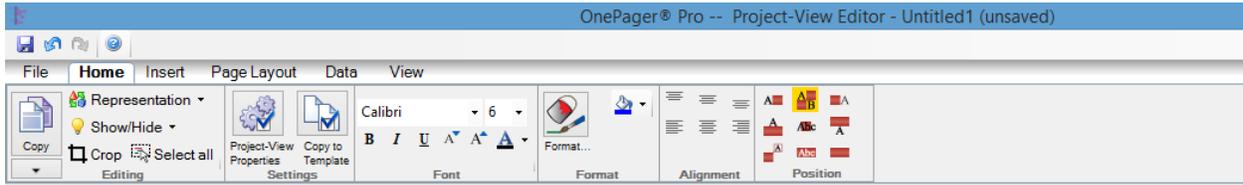
- (1) Double-click the OnePager icon on your desktop (see above).
- (2) Choose **New** from the Start screen to make a brand-new project view.
- (3) The **OnePager Choices Form** will appear. Select which Microsoft Project file you would like to use to create your project view by hitting the **Select...** button and browsing for the file.
- (4) Once a file is selected, the OnePager Choices Form will expand. Type a name for your new project view in the **Title of New Project View** box.



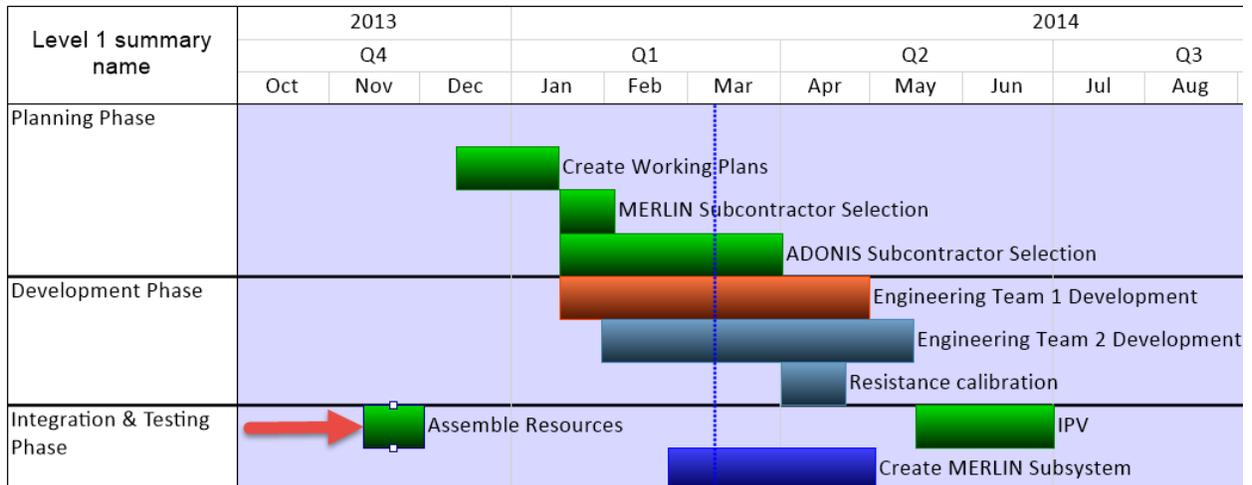
- (5) In the **Task selection** group, decide whether you want to **Select all tasks** from your Project file to display in your OnePager project view, or only some tasks. Here, we've chosen to display only those tasks with the value of **Yes** in the column **Flag20**. (To select a different column here, just use the dropdown menu.) You may also use the **custom filter** feature to set a conditional import rule, i.e. only display tasks that are less than 100% complete.
- (6) Choose a **Snapshot date**, the as-of date of your project plan. Today's date is probably a good start.
- (7) Finally, hit **Create new project view** at the bottom right. OnePager Pro will import your data and display your project view.

Editing your Project View

You can move task bars or milestones up or down by clicking and dragging them — just like in PowerPoint — or by clicking on them and using the up and down arrows on your keyboard.

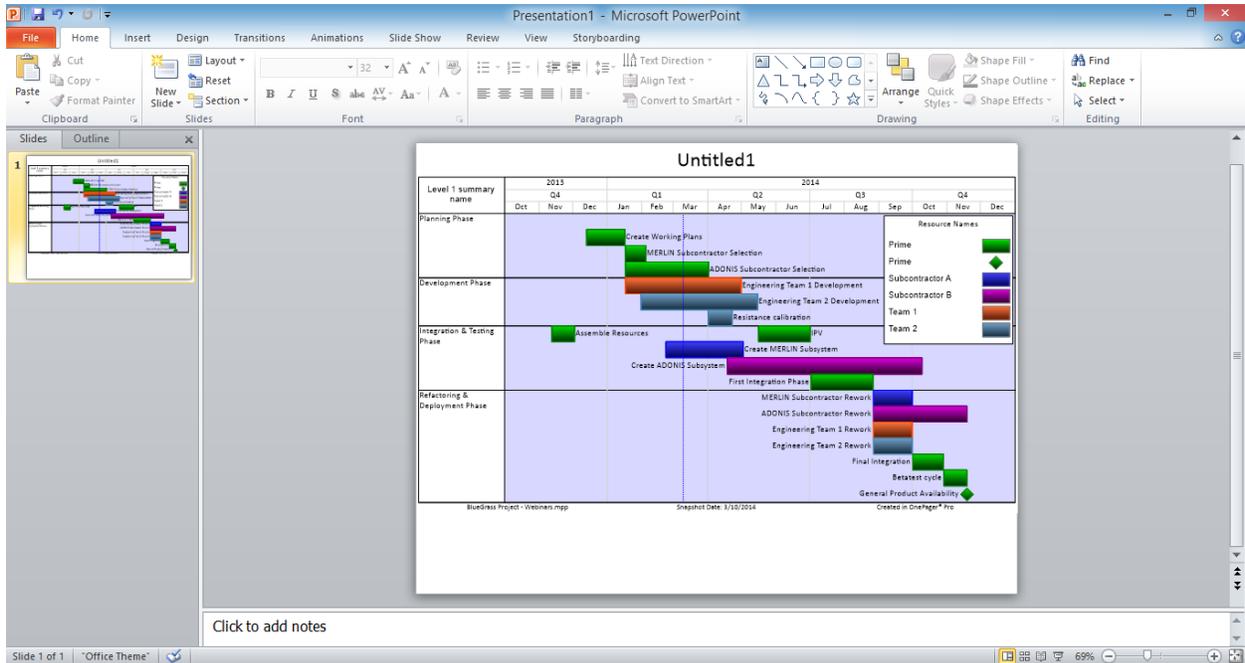


Untitled1



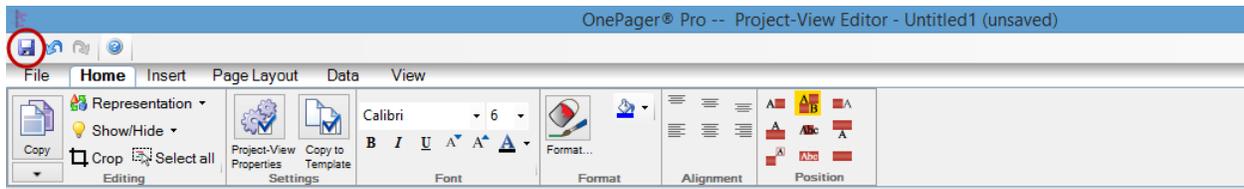
To change the colors of task bars or milestones, the fastest way is to use the **Legend**. Toggle your Legend on in the **View** tab (click the checkbox in the **Graphic Elements** group). Then, **double-click** on the name of a legend item to bring up the **Edit Legend Item** dialog box. Change the color to anything you want, and every task bar/milestone associated with that legend item will automatically recolor itself.

(2) Open **Microsoft PowerPoint**, make a new slide, and **paste (CTRL-V)** your project view as a resizable graphic into the slide. You're all set!

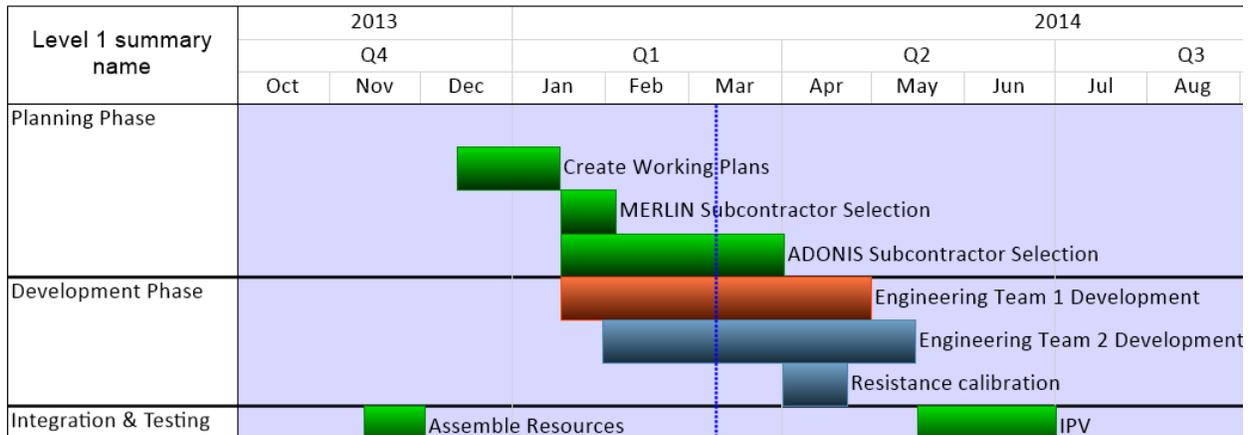


Saving and Coming Back to your Project View

To **Save** your project view with all the edits you have made to it, hit the blue disk icon in the upper left-hand corner. You will be prompted to name your file and choose a place to save it on your hard drive, or in a network location for easy sharing.



Untitled1



Now, if you want to reopen your project view to edit it later, browse for the file in your file system and double-click on it.

Further Assistance

We are eager to help you use OnePager Pro to its full potential. Please e-mail us with any questions at support@onepager.com, or call us at +1.303.779.0344 (option 2). (Non-U.S. customers, please e-mail first and we will provide you with a toll-free phone number for your country if needed.) You may also find our FAQ (<https://www.onepager.com/support/faq.php>) and video tutorial (https://www.onepager.com/support/video_tutorials/video_tutorials_opp.html) pages answer your questions.