HELPFUL GUIDELINES TO SET UP THE PLAN

Setting the Timescale & Planning Canvas Area

NetPoint is a graphic planning tool with real-time calculation based on the tie between object location on the planning canvas and the date. Why? Each time unit requires one horizontal pixel for real-time calculation. This is based on printer and page setup, time unit, and project timespan/dates, all of which combine to define the planning canvas for each plan and are set in three easy steps as follows:
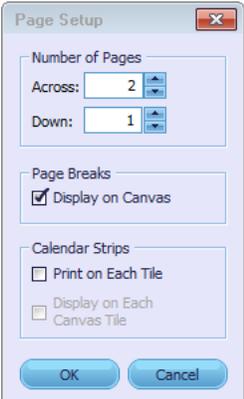
Set Up the Planning Canvas

Step 1. Print Setup: Select printer and page size.

1. Via **File > Print Setup**, select the printer.
2. Next select paper size. A wider page gives more pixels to allow a longer timescale per page or tile pages for more flexibility.
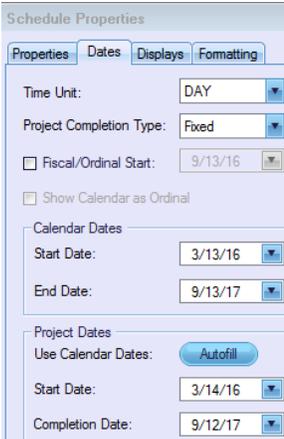
Step 2. Option to Tile the number of pages:

1. In Print Setup window via **File > Page Setup (Tiling …),** add horizontal times to increase available planning canvas timescale and adjust the proportion of objects on the plan.
2. See option to display page breaks on the live planning canvas.
3. Option to print calendar strip on the top of each tiled page.

Step 3. Set Timescale and Date Display:

1. In **Schedule Properties Dates** tab via schedule icon, set the time unit with day as the default and fully supported time unit.
2. See **Calendar Dates** to define the timespan/calendar strip dates. Also see new option to set **Fiscal/Ordinal Start**.
3. Set **Project Dates** at least one unit within Calendar Dates.
4. In **Displays** tab, set the calendar strips displayed and vertical canvas sightlines to delineate canvas time segments.

TIP: As the planning canvas is defined, NetPoint gives options to meet pixel/resolution needs if the current setup does not meet requirements.

Other Plan Set Up Considerations

- The resolution of the monitor, projector and printer can be adjusted to increase pixels.
- Use gray handles at canvas edge to adjust grid height and number of grids on the page.
- Day is the default time unit and is set in the **Schedule Properties Dates** tab. Conversion from larger to smaller time units is supported. See Polytime in the User Guide for details.
- Available print dimensions of the same page size may vary between printers.
- On printing to PDF, Adobe may slightly reset the print location of object text and data.