

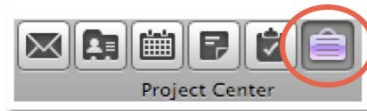


# Entourage Project Center

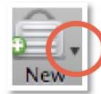
Entourage Project Center enables you to manage a class project by collecting and helping you keep track of all of your project information. This includes project documents, email messages, due dates and tasks that need to be completed.

## Create a Project

1. From the Entourage tool bar, click on the *Project Center* icon.



2. Click the **arrow** next to *New*, then click *New Project*.



3. The *New Project Wizard* window will appear. Fill in the following fields to define your project:

- **Name** - Type in a name for your class project in the Name field. For example, if the project is for English, you might type in "English Project Name" i.e. *English Potiki Group Project*.
- **Notes to Self** - Type in any notes related to your project.
- **Due Date** - Click on the **Calendar icon** to select the due date of the project.
- **Picture** - Add a picture to represent your project by dragging it on top of the picture cell
- **Color** - Select a color that will represent your project.



Click on the right arrow to continue the project setup.



- **Project Watch Folders** - Entourage creates a project "watch" folder that stores documents related to the project. In the *Project Watch Folders* option, select whether to have Entourage automatically create a folder or manually define where your project folder will be located.

Next, select existing Categories and Projects to import items from.

Click on the right arrow to continue the project setup.



## Create a Project (continued)

- *Rules* - You can define rules that will link e-mail messages to your project based on email contacts you associate to your project and messages that contain defined text in the subject line.

For example, if you associate your project members' email addresses to your project, all messages you receive from them will appear in the project center window. Messages that contain defined text in the subject line will also automatically appear in the project center window.

Click on the *Rules* checkboxes to enable this feature.

- *Finder Tools* - Check whether to add a project watch folder shortcut to your Desktop. This will enable you to easily view and place files in your project folder.

Click on the right arrow twice to complete the project setup.



## The Project Center Window

The *Project Center Window* includes seven options for viewing components related/linked to your project. The *Overview* screen displays all events, tasks, email and files linked to your project.

### Project Center View Options

Project Title & Due Date

Project Count Down

View Notes Related to Project

List of Tasks Linked to Project

List of Email Messages Linked to Project

List of Files Linked to Project

Click Backup to Export the Project

-Click Properties to Change the Project Setup

Click Add/Remove to Add/Remove Files, Tasks, Events & Email

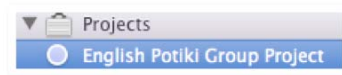
Click the Watch Folders to View, Place &/or Remove Files

## Add a Task to a Project

A task provides a reminder of something that you need to complete, related to a Project, such as a homework assignment or an errand. Each task can be assigned a start date, due date, priority and an option for checking off the task once it has been completed. Notes can also be added to the task.

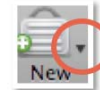
To Add a Task to a Project

1. From the Entourage toolbar, click the *Project Center* icon.



2. In the left panel, click on the Project Name.

3. From the Project Center toolbar, click the **arrow** next to *New*, then click *New Task*.



4. The *New Task* window will appear. Fill in the following fields:

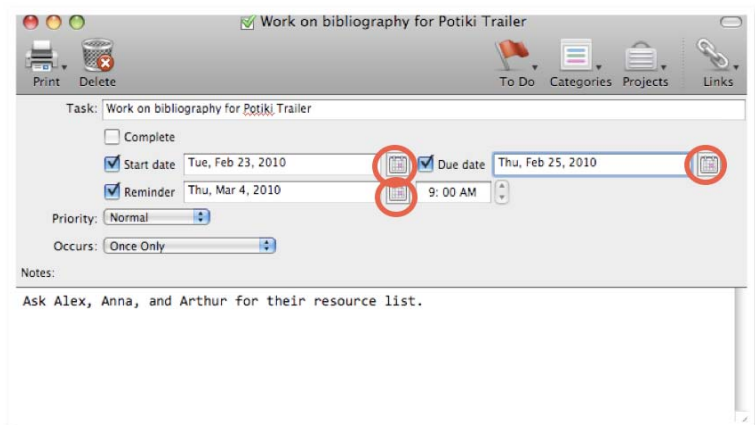
*Task* - Type in a description of the task to complete.

*Start, Due, Reminder Date* - Click on the check boxes to add a Start, Reminder &/or Due Date, then click on the Calendar icon to select a date.

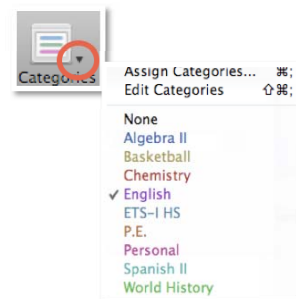
*Priority* - Select a priority level from the pop up menu. A priority icon will appear next to a task with a priority other than Normal.

*Occurs* - Select an option for when you want a task to recur from the pop up menu.

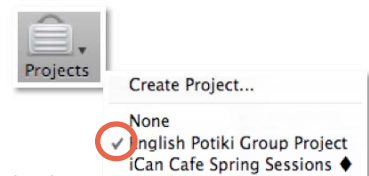
*Notes* - Use this area to type in any details related to the task.




5. From the Tasks toolbar, click on the arrow next to *Categories* and select the Course that the Project is related to.



6. From the Tasks toolbar, click on *Projects* and verify that the project name is selected. (There will be a **check mark** next to the project name.)



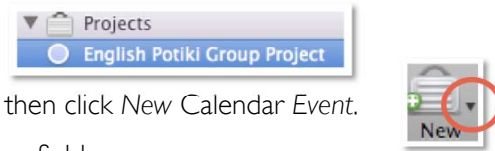
7. Click on the *Close* button  then click *Save*. The saved task will appear in the Project window.

## Add a Calendar Event to a Project

A calendar event provides a reminder of a due date, appointment or meeting, related to a Project. Each event can be assigned a start & end date and occurrence. Notes can also be added to the event.

To Add an Event to a Project

1. From the Entourage toolbar, click the *Project Center* icon.
2. In the left panel, click on the Project Name.
3. From the Project Center toolbar, click the **arrow** next to *New*, then click *New Calendar Event*.
4. The *New Calendar Event* window will appear. Fill in the following fields:

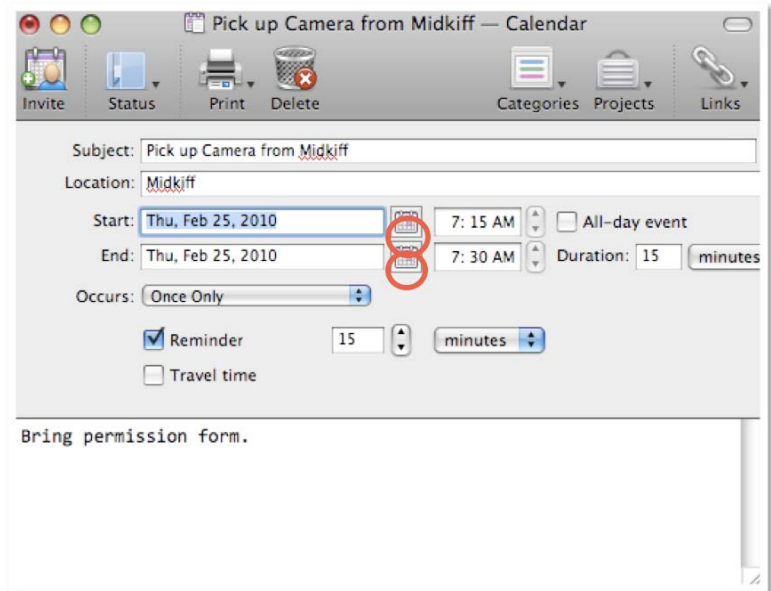


*Subject* - Type in a description of event that will take place.

*Start & End Date* - Click on the **Calendar icon** to select a start & end date. Type in a start & end time.

*Occurs* - Select an option for when you want a task to recur from the pop up menu.

*Notes* - Use this area to type in any details related to the task.

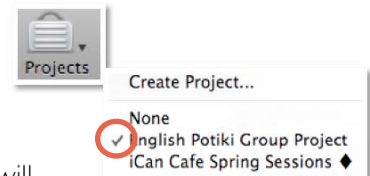


Subject: Pick up Camera from Midkiff  
Location: Midkiff  
Start: Thu, Feb 25, 2010 7: 15 AM  
End: Thu, Feb 25, 2010 7: 30 AM  
Occurs: Once Only  
Reminder: 15 minutes  
Travel time:

5. From the Calendar Event toolbar, click on the arrow next to *Categories* and select the Course that the Project is related to.



6. From the Calendar Event toolbar, click on *Projects* and verify that the project name is selected. (There will be a **check mark** next to the project name.)



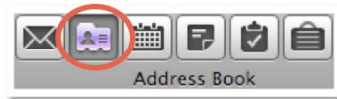
7. Click on the Close button,  then click Save. The saved calendar event will appear in the Project window.

## Add Contacts from the Address Book to a Project

You can add contacts to your project o quickly and easily communicate with contacts that are involved with your project.

To Add a Contact to a Project

1. Click the *Address Book* icon.



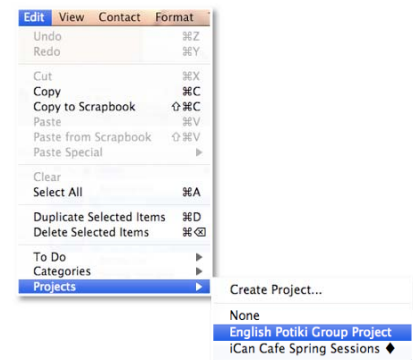
2. In the left panel, click on the folder that contains the contacts that you want to add.



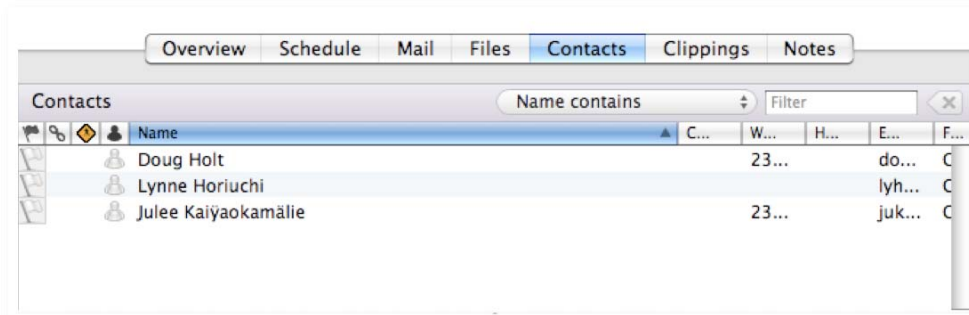
3. Hold down the command key  $\text{⌘}$  then click the names of the contacts to add.



4. From the menu bar, click *Edit > Projects...* then select the project to add the contacts to.



5. From the Entourage tool bar, click on the *Project Center* icon. In the left panel, click on the name of the project you added contacts to. Click on the *Contacts* tab to view the list of contacts linked to the project.

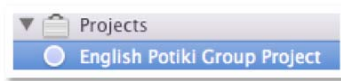


## Add a Document to a Project Watch Folder

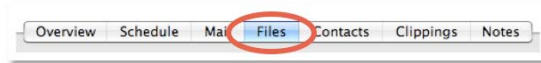
In the Entourage Project Center, you can add any file to your project.

To Add a Document to a Project

1. Click the Project Center icon.
2. In the left panel, click on the Project Name.




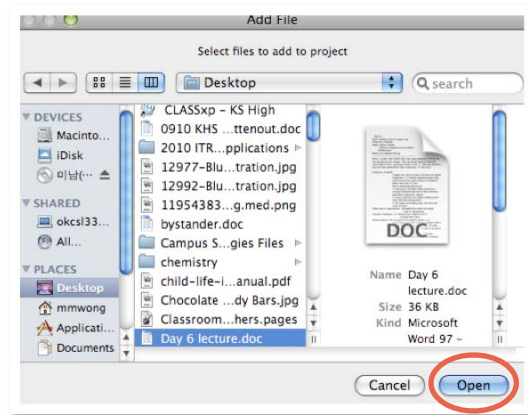
3. Click the *Files* tab.



4. Click the *Add* button. The Add File window will appear.



5. Locate and select the file to add, then click *Open*.  
(To add multiple files, hold down the command key  then click the file names.)



6. The selected file(s) will appear in the Project file list.

