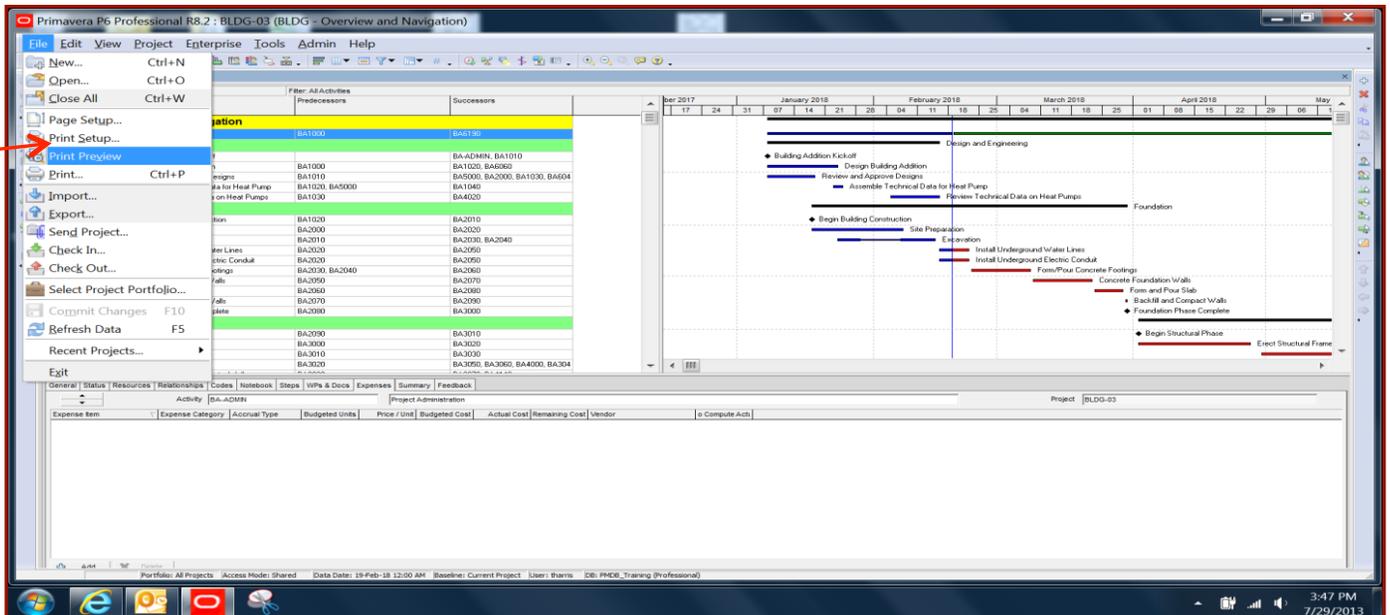


TECH TIP

CUSTOMIZING HEADERS AND FOOTERS ORACLE PRIMAVERA P6 PROFESSIONAL

In the file menu you will find the print preview icon, this is where you will customize the headers and footers



CUSTOMIZING HEADERS AND FOOTERS

In the upper left hand corner, click on the white 'Page Setup' Icon (see arrow below)

The screenshot shows a 'Print Preview' window with a toolbar at the top. A red arrow points to the 'Page Setup' icon (a white square with a diagonal line) in the top-left corner of the toolbar. The main content is a table titled 'BLDG - Overview and Navigation' with columns for Activity ID, Activity Name, Predecessors, and Successors. The table is organized into sections: Design and Engineering, Foundation, Structure, and Mechanical/Electrical Systems. A legend at the bottom left shows 'Remaining Level of Effort' (green bar) and 'Actual Level of Effort' (blue bar). The bottom right shows 'Page 1 of 6' and 'TASK filter: All Activities'.

BLDG - Overview and Navigation		Classic WBS	
Activity ID	Activity Name	Predecessors	Successors
BLDG - Overview and Navigation			
BA-ADMIN	Project Administration	BA1000	BA6190
Design and Engineering			
BA1000	Building Addition Kickoff		BA-ADMIN, BA1010
BA1010	Design Building Addition	BA1000	BA1020, BA6060
BA1020	Review and Approve Designs	BA1010	BA5000, BA2000, BA1030, BA60
BA1030	Assemble Technical Data for Heat Pump	BA1020, BA5000	BA1040
BA1040	Review Technical Data on Heat Pumps	BA1030	BA4020
Foundation			
BA2000	Begin Building Construction	BA1020	BA2010
BA2010	Site Preparation	BA2000	BA2020
BA2020	Excavation	BA2010	BA2030, BA2040
BA2030	Install Underground Water Lines	BA2020	BA2050
BA2040	Install Underground Electric Conduit	BA2020	BA2050
BA2050	Form/Pour Concrete Footings	BA2030, BA2040	BA2060
BA2060	Concrete Foundation Walls	BA2050	BA2070
BA2070	Form and Pour Slab	BA2060	BA2080
BA2080	Backfill and Compact Walls	BA2070	BA2090
BA2090	Foundation Phase Complete	BA2080	BA3000
Structure			
BA3000	Begin Structural Phase	BA2090	BA3010
BA3010	Erect Structural Frame	BA3000	BA3020
BA3020	Floor Decking	BA3010	BA3030
BA3030	Concrete First Floor	BA3020	BA3050, BA3060, BA4000, BA30
BA3040	Erect Stairwell and Elevator Walls	BA3030	BA3070, BA4140
BA3050	Concrete Basement Slab	BA3030	BA3070
BA3060	Concrete Second Floor	BA3030	BA3070
BA3070	Structure Complete	BA3040, BA3050, BA3060	BA5060, BA5070
Mechanical/Electrical Systems			
BA4000	Set Mechanical and Electrical Equipment	BA3030	BA4010
BA4010	Rough-In Phase Begins	BA4000	BA4060
HVAC			

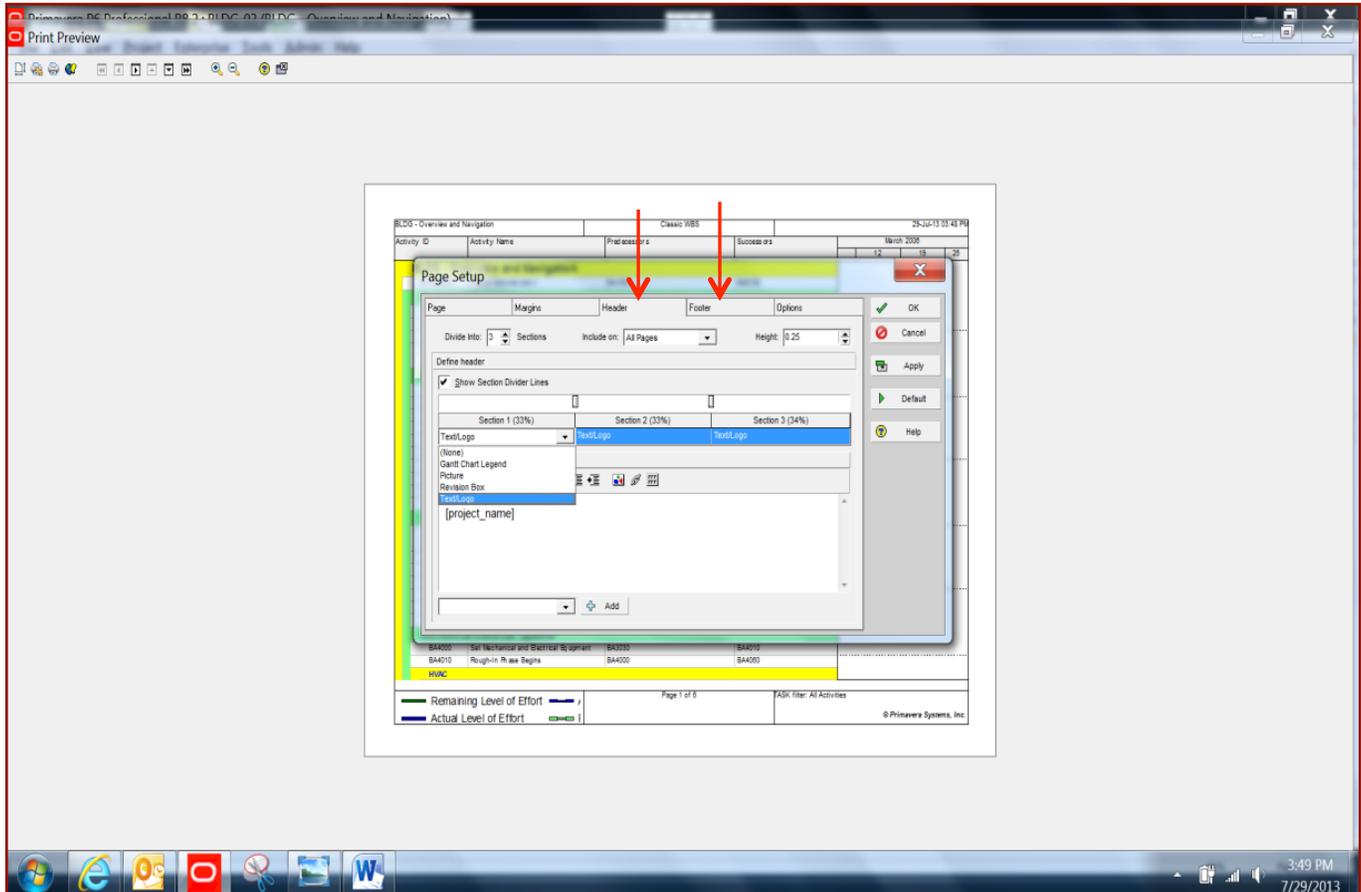
Legend:
█ Remaining Level of Effort █ Actual Level of Effort
█ Actual Level of Effort █ Remaining Level of Effort

Page 1 of 6 TASK filter: All Activities

CUSTOMIZING HEADERS AND FOOTERS

Page Setup Options

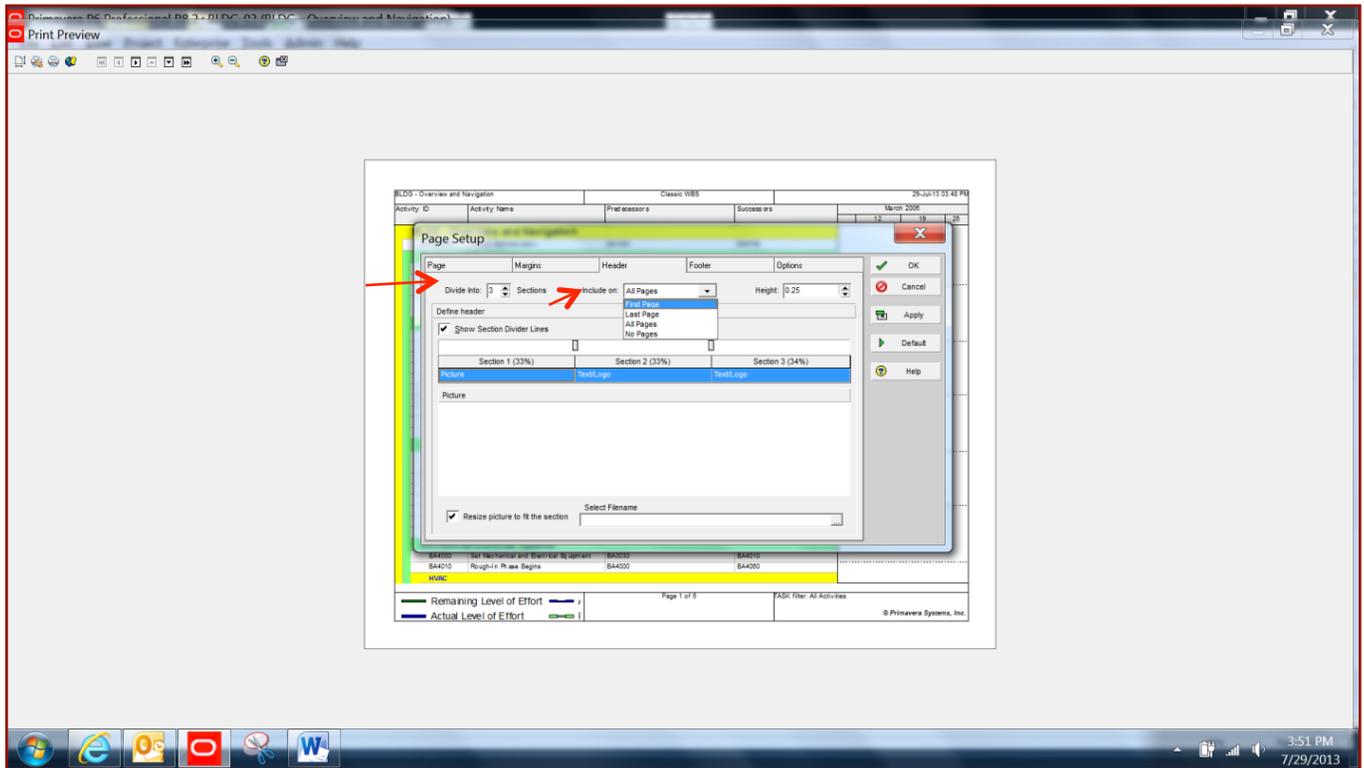
After clicking page setup you will see your page setup options that will allow you to customize the page, margins, header, footer and options.



Customizing the Header

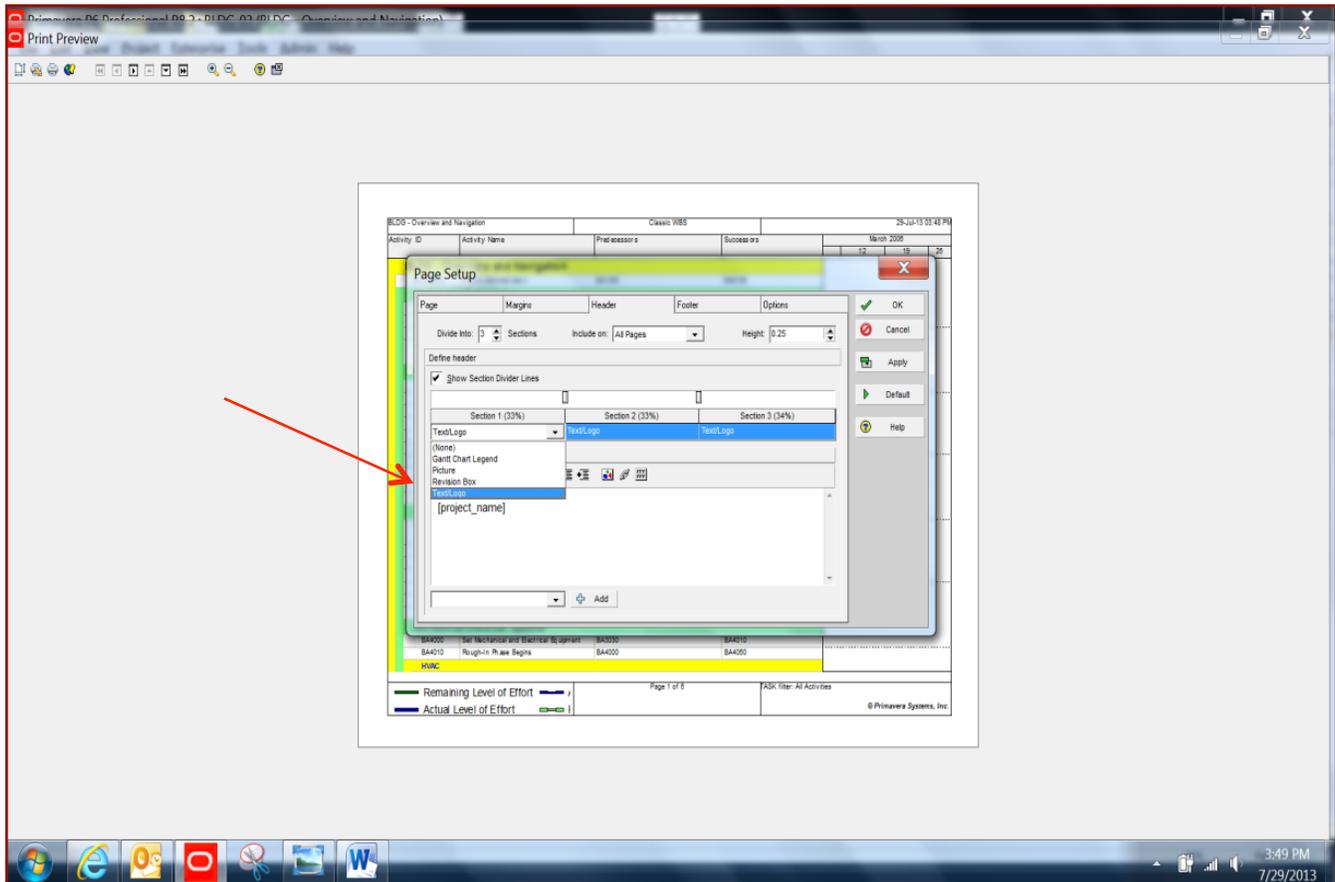
Adding company logo to the header. You have the option to include on first page, last page or all pages. You can divide the headers up to 5 sections. This example is showing 3 sections

CUSTOMIZING HEADERS AND FOOTERS



CUSTOMIZING HEADERS AND FOOTERS

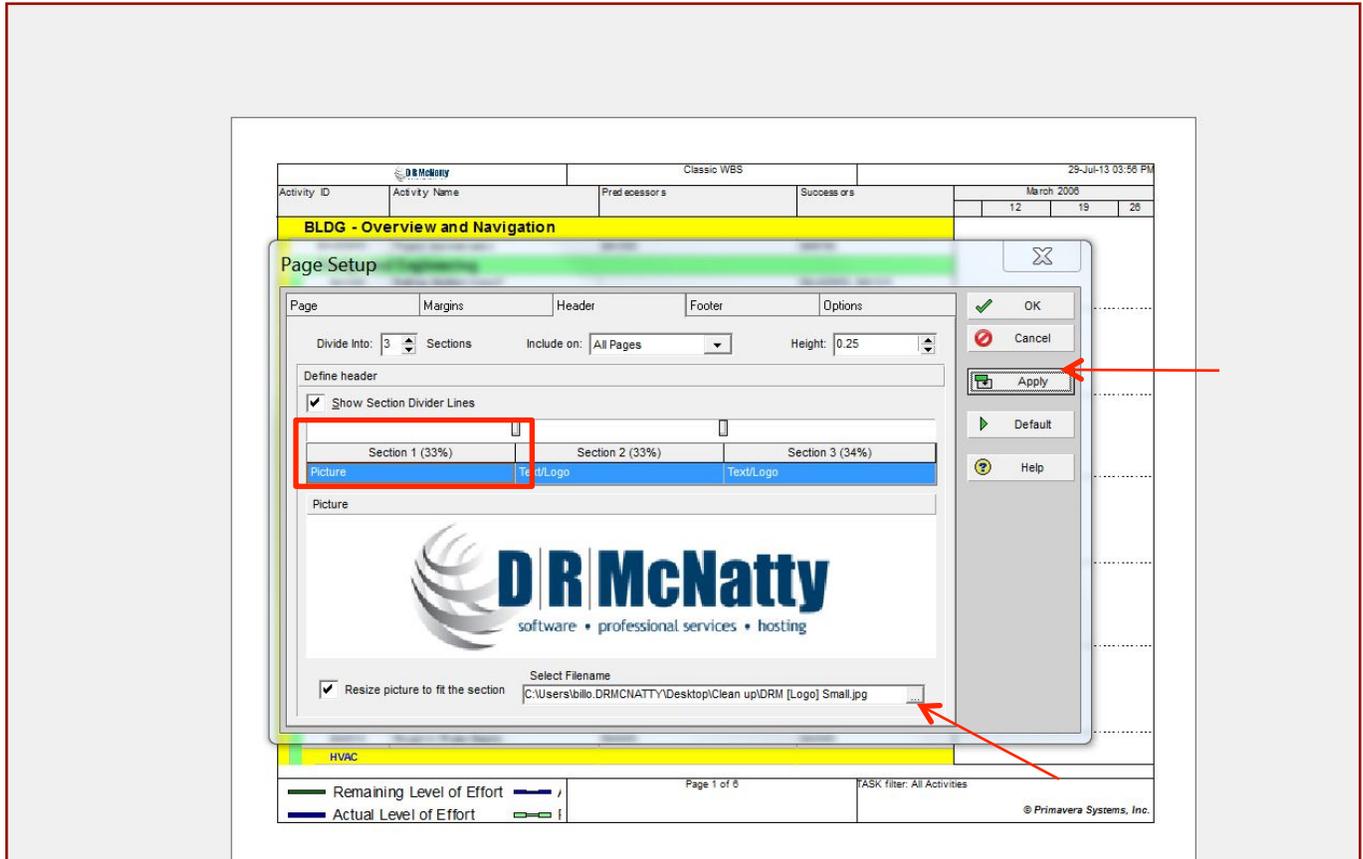
Select the section you want to add the picture from the drop down menu



CUSTOMIZING HEADERS AND FOOTERS

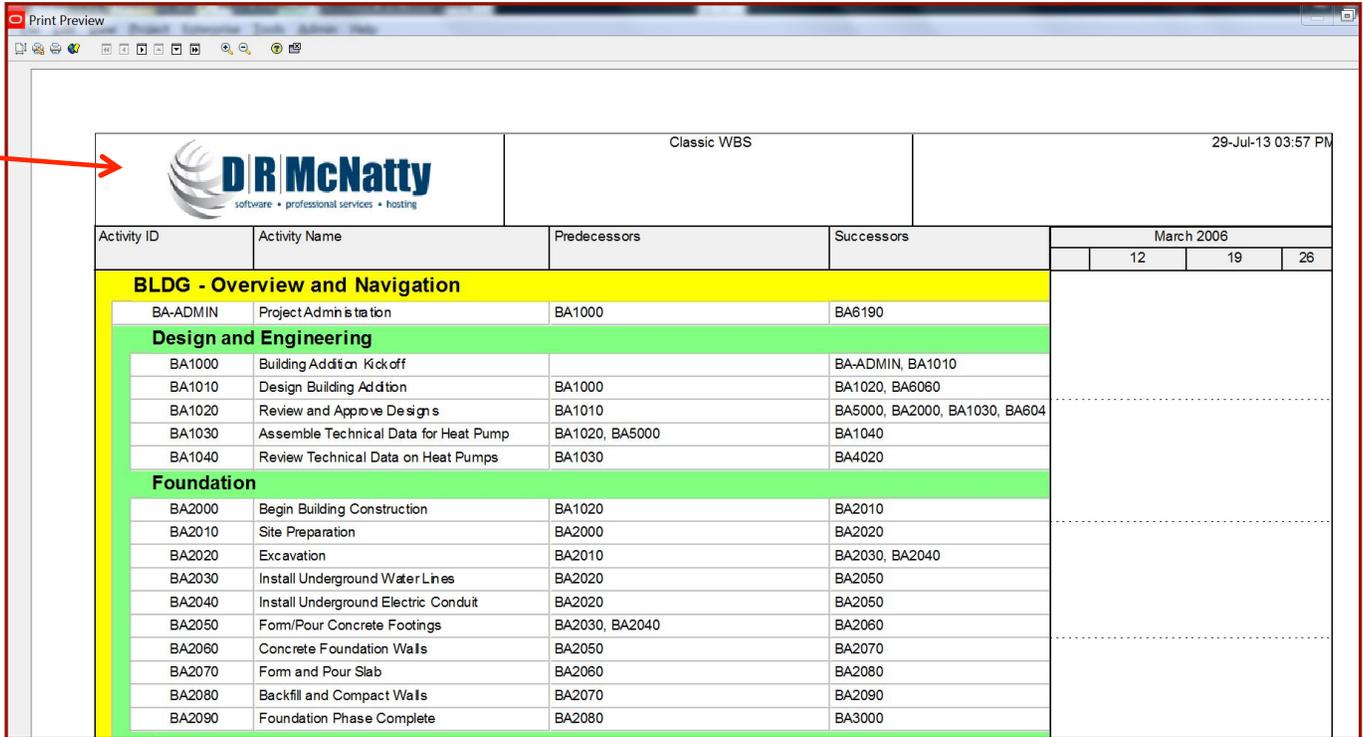
Adding Picture/Logo

Find location of your picture then click apply to add your changes



CUSTOMIZING HEADERS AND FOOTERS

Logo is now added to the layout in section 1



Print Preview

Classic WBS 29-Jul-13 03:57 PM

Activity ID	Activity Name	Predecessors	Successors	March 2006		
				12	19	26
BLDG - Overview and Navigation						
BA-ADMIN	Project Administration	BA1000	BA6190			
Design and Engineering						
BA1000	Building Addition Kick off		BA-ADMIN, BA1010			
BA1010	Design Building Addition	BA1000	BA1020, BA6060			
BA1020	Review and Approve Designs	BA1010	BA5000, BA2000, BA1030, BA604			
BA1030	Assemble Technical Data for Heat Pump	BA1020, BA5000	BA1040			
BA1040	Review Technical Data on Heat Pumps	BA1030	BA4020			
Foundation						
BA2000	Begin Building Construction	BA1020	BA2010			
BA2010	Site Preparation	BA2000	BA2020			
BA2020	Excavation	BA2010	BA2030, BA2040			
BA2030	Install Underground Water Lines	BA2020	BA2050			
BA2040	Install Underground Electric Conduit	BA2020	BA2050			
BA2050	Form/Pour Concrete Footings	BA2030, BA2040	BA2060			
BA2060	Concrete Foundation Walls	BA2050	BA2070			
BA2070	Form and Pour Slab	BA2060	BA2080			
BA2080	Backfill and Compact Walls	BA2070	BA2090			
BA2090	Foundation Phase Complete	BA2080	BA3000			

CUSTOMIZING HEADERS AND FOOTERS

Footer

In Section 3- I added my company website and my name with my company phone number. After adding the information in the text box, click apply to see the changes you made.

The screenshot shows the 'Page Setup' dialog box with the 'Footer' tab selected. The footer text is: <http://drmcnatty.com> and Bill Owczarczak 949-367-7990. Red arrows point to the 'Apply' button and the footer text. The background shows a Gantt chart with activity names like 'Design a', 'Foundation', and 'Structure'.

Activity ID	Activity Name	Predecessors	Successors
BA-ADMIN			
BA 1000			
BA 1010			
BA 1020			
BA 1030			
BA 1040			
BA 2000			
BA 2010			
BA 2020			
BA 2030			
BA 2040			
BA 2050			
BA 2060			
BA 2070			
BA 2080			
BA 2090			
BA 3000			
BA 3010			
BA 3020			
BA 3030			
BA 3040	Erect Stairwell and Elevator walls	BA 3030	BA 3070, BA 3140
BA 3050	Concrete Basement Slab	BA 3030	BA 3070
BA 3060	Concrete Second Floor	BA 3030	BA 3070

Page 1 of 6

<http://drmcnatty.com>
Bill Owczarczak 949-367-7990

CUSTOMIZING HEADERS AND FOOTERS

Footer

See lower right of page- DRMcNatty website link with my name and contact info is now added to the layout.

BA1040	Review Technical Data on Heat Pumps	BA1030	BA4020	
Foundation				
BA2000	Begin Building Construction	BA1020	BA2010	
BA2010	Site Preparation	BA2000	BA2020	
BA2020	Excavation	BA2010	BA2030, BA2040	
BA2030	Install Underground Water Lines	BA2020	BA2050	
BA2040	Install Underground Electric Conduit	BA2020	BA2050	
BA2050	Form/Pour Concrete Footings	BA2030, BA2040	BA2060	
BA2060	Concrete Foundation Walls	BA2050	BA2070	
BA2070	Form and Pour Slab	BA2060	BA2080	
BA2080	Backfill and Compact Walls	BA2070	BA2090	
BA2090	Foundation Phase Complete	BA2080	BA3000	
Structure				
BA3000	Begin Structural Phase	BA2090	BA3010	
BA3010	Erect Structural Frame	BA3000	BA3020	
BA3020	Floor Decking	BA3010	BA3030	
BA3030	Concrete First Floor	BA3020	BA3050, BA3060, BA4000, BA30	
BA3040	Erect Stairwell and Elevator Walls	BA3030	BA3070, BA4140	
BA3050	Concrete Basement Slab	BA3030	BA3070	
BA3060	Concrete Second Floor	BA3030	BA3070	
Remaining Level of Effort		Actual Level of Effort		<p>Page 1 of 6</p> <p>http://drmcnatty.com</p> <p>Bill Owczarczak 949-367-7990</p>
Actual Work		Remaining Work		
C.		M.		
S.				

CUSTOMIZING HEADERS AND FOOTERS

Revision Box

You have the option of adding a revision box when changes are made to the schedule. I added one revision line with. This gives you the ability to highlight specific's of the schedule. My example below shows how easy you can add this.

The screenshot shows a 'Page Setup' dialog box in Primavera software. The dialog box is titled 'Page Setup' and has tabs for 'Page', 'Margins', 'Header', 'Footer', and 'Options'. The 'Footer' tab is selected, and the 'Define footer' section is active. A checkbox labeled 'Show Section Divider Lines' is checked. Below this, there are three sections: 'Section 1 (27%)', 'Section 2 (50%)', and 'Section 3 (24%)'. The 'Section 2' dropdown menu is open, showing 'Revision Box' selected. Below the sections, there is a table for defining the revision box content:

Date	Revision	Checked	Approved
17-Jul-13	Made Changes to Foundation	Bill O	Don M

At the bottom of the dialog box, there are buttons for 'Add', 'Delete', and 'Exit'. The background shows a Gantt chart with a legend at the bottom. The legend has columns for 'Date', 'Revision', 'Checked', and 'Approved'. The row corresponding to the revision box is highlighted in red in the legend.