

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

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These tech tips are offered free of charge in the spirit of sharing knowledge with others. They do not include technical support, should you have a problem with them. We are always interested in how they can be improved, please do not hesitate to email us your comments. These tips have been thoroughly tested by our consultants in a variety of environments. Please read these tech tips thoroughly and be sure that you understand them before trying to use them. We can not be responsible for issues that evelop because of the configuration of your hardware, technical environment or application of the tech memos. If you are not sure, then we urge you contact Oracle technical support or your local support consultant for assistance.

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

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BLDG - Overview and	Navigation	Classic WBS		
Activity ID	Activity Name	Predecessors	Successors	
BLDG - Ov	erview and Navigation			
BA-ADMIN	Project Administration	BA 1000	B46190	
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BA 1020	Assemble Technical Data for Heat Dump	BA1020 BA5000	BA1040	-
BA 1030	Review Technical Data on Heat Pumps	BA 1020, BA 3000	BA4020	
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BA2000	Site Desperation	BA 1020	BA2010	+
BA2010	Sile Preparation	BA2000	BA2020	-
BA2020	Excavation	BA2010	BA2030, BA2040	-
BA2030	Install Underground Electric Conduit	BA2020	BA2050	-
BA2040	Earm/Days Capacita Eastings	BA2020	BA2050	-
BA2050	Concrete Footings	BA2030, BA2040	BA2060	
BA2060	Concrete Foundation walls	BA2050	BA2070	
BA2070	Point and Pour Slab	BA2000	BA2000	
BA2000	Envolation Dhane Complete	BA2070	BA2090	-
Structure	Poundation Phase Complete	BA2000	DASUUU	
BA 3000	Begin Structural Phase	BA 2090	BA3010	
BA 3010	Frect Structural Frame	BA 3000	BA3020	
BA 3020	Eloor Decking	BA 3010	BA3030	-
BA3030	Concrete First Floor	BA3020	BA3050 BA3060 BA4000 BA30	
BA 3040	Erect Stairwell and Elevator Walls	BA 3030	BA3070, BA4140	-
BA 3050	Concrete Basement Slab	BA 3030	BA3070	+
BA3060	Concrete Second Floor	BA 3030	BA3070	1
BA 3070	Structure Complete	BA3040, BA3050, BA3060	BA5060, BA5070	1
Mechanic	al/Electrical Systems			
BA 4000	Cat Machanical and Electrical Environment	BA 2020	R64010	4
BA 4000	Develo la Disea Regine	DA 3030	DA4010	+
BA4010	Rougn-in Phase Begins	BA4000	DA4060	E.
HVAC				
Remain	ning Level of Effort - A.	Page 1 of 6	TASK filter: All Activit	ies
Actual				



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



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

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Adding Picture/Logo

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	Activity ID	Activity Name	Predecessors	Successors	March 2006
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	BA-ADMIN	Project Admin is tra tion	BA1000	BA6190	-
	Design an	d Engineering			
	BA1000	Building Addition Kick off		BA-ADMIN, BA1010	
	BA1010	Design Building Addition	BA1000	BA1020, BA6060	_
	BA1020	Review and Approve Design s	BA1010	BA5000, BA2000, BA1030, BA6	04
	BA1030	Assemble Technical Data for Heat Pump	BA1020, BA5000	BA1040	
	BA1040	Review Technical Data on Heat Pumps	BA1030	BA4020	
	Foundatio	on			
	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	



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.

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Footer

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

	BA1040	Review Techri cal Data on Heat Pumps	BA1030	BA4020	
	Foundatio	'n			
	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	
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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.

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