

# Integrating Project Mentor within Microsoft Project

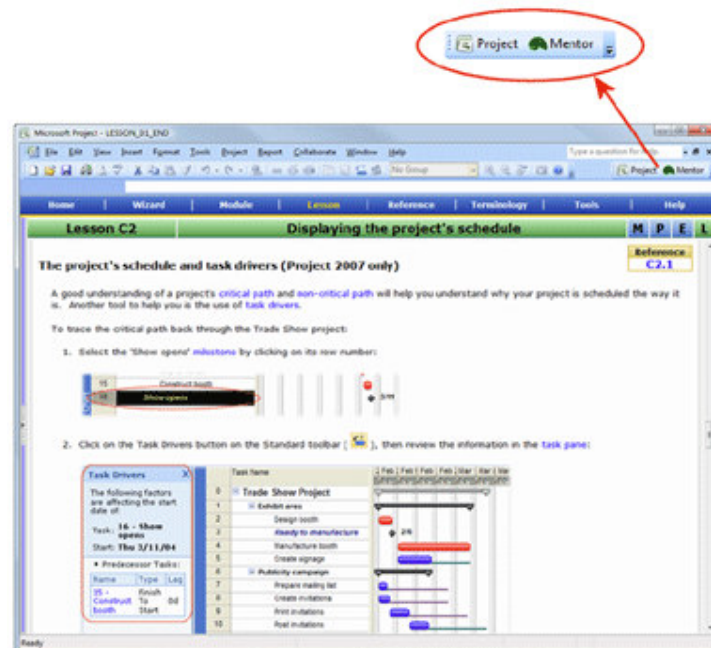
## Introduction

The following instructions will integrate Project Mentor within the Microsoft Project Standard or Microsoft Project Professional interface. Once integrated, you can seamlessly switch between Lessons, References and Exercises whilst experiencing for real your results within Microsoft Project itself.

Please note that Project Mentor MUST be installed into a default location (installer default is 'C:\Program Files\projectlearning.net\Mentor\_MSP\') for the integration to be successful. Using install option (B) will ensure the correct installation location is used.

If you are upgrading Project Mentor from a previous major version (for example 1.x), please follow the integration instructions within the Project\_Mentor\_Integrate\_Update.PDF document on the Project Mentor CD or downloaded from the Project Learning website.

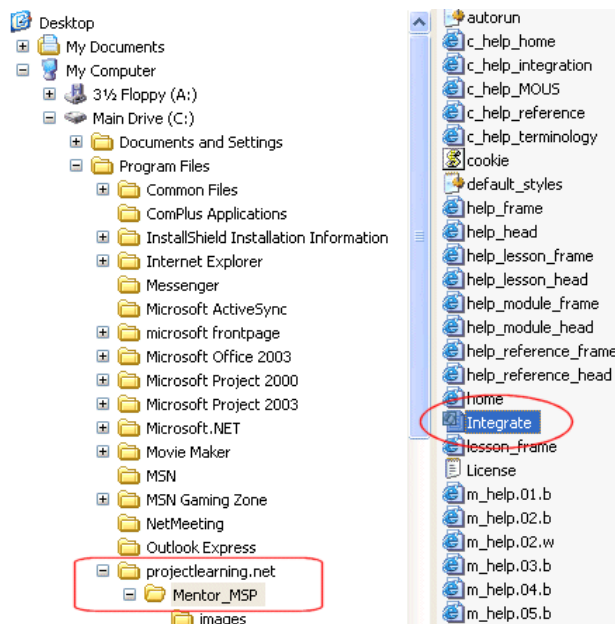
**Please note that integration is not possible in Microsoft Project 2000 or older Microsoft Project versions.**



## Running the integration macro

To start the integration process:

1. Ensure Microsoft Project version 2002 or later is installed onto your computer.
2. Start Microsoft Project.
3. If you are using Microsoft Project version 2003 or later, temporarily change the macro security as follows:
  - (a) From the Tools menu, select Macro, followed by Security.
  - (b) Choose the Medium option, followed by OK.
4. Within the Mentor\_MSP folder is a project file called 'Integrate.MPP':

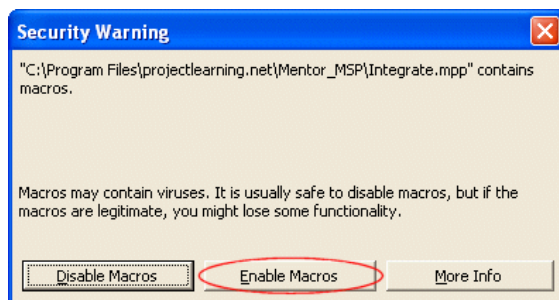


The default path and file name is:

C:\Program Files\projectlearning.net\Mentor\_MSP\Integrate.MPP

5. Open this file from within Microsoft Project either:
  - By double clicking on the file within Windows Explorer
  - Or by starting Microsoft Project, selecting Open from the File menu and then navigating to the Mentor\_MSP folder and then selecting the file.

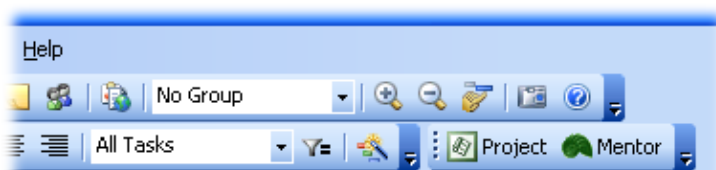
- When the Integrate.MPP file opens it will attempt to run a Macro. If your system is protected against macro viruses then you will see the following warning:



You will need to override the macro warning using the 'Enable Macros' button for the integration to proceed.

**NOTE:** This integration procedure only needs to be run once, thereafter any macro warnings that occur when opening any other project file should be treated with caution.

- When the Mentor toolbar appears the integration is complete and you can then close the Integrate.MPP project file. You do not need to save changes back to it.



- If you are using Microsoft Project 2003 or later, you can revert your macro security to its previous setting.

**DO NOT run the Integrate.MPP macro more than once.**

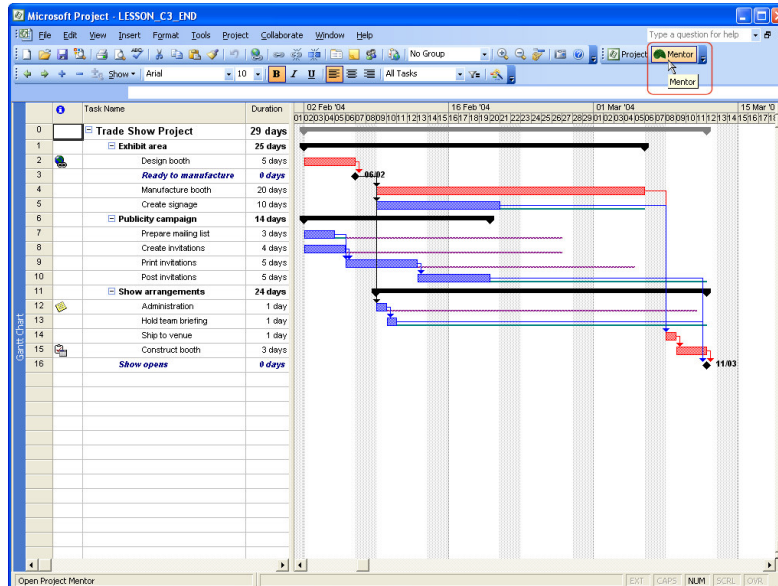
**If you do this, the macro will be corrupted and it will need to be manually edited.**

Please see the Project\_Mentor\_Integrate\_Update.PDF document for instructions on how to manually edit the integration macro.

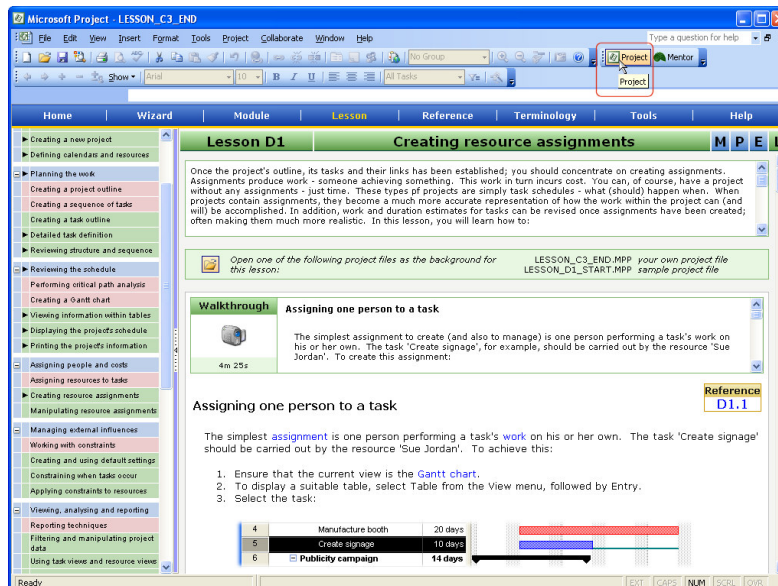
# Using Project Mentor within Microsoft Project

To switch between the Microsoft Project and Project Mentor interface simply select the relevant button on the Mentor toolbar.

1. With a Microsoft Project view displayed (as below), click the Mentor button on the Mentor toolbar to switch to the Project Mentor interface:



2. With Project Mentor displayed instead of the Microsoft Project view, simply click the Project button on the Mentor toolbar to switch back to the Microsoft Project interface.



Note that when you switch between Project Mentor and Microsoft Project, the currently active module, lesson or reference will not change. The content within the navigator pane (to the left of screen) may change to reflect the level of detail displayed within the current mode (module or lesson or reference).



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## Accessing the PLP from within Microsoft Project

To access your Personal Learning Plan (PLP) when using Project Mentor within Microsoft Project version 2002 or later, you must firstly identify the web site that contains the PLP database as a "Trusted" site. If you do not do this, you will get the following error message if you attempt to access your PLP:

The page is attempting to display information from the site <http://www.jgaconsult.co.uk/plp/login.php>. You have not identified this site as a trusted site in Internet Explorer.

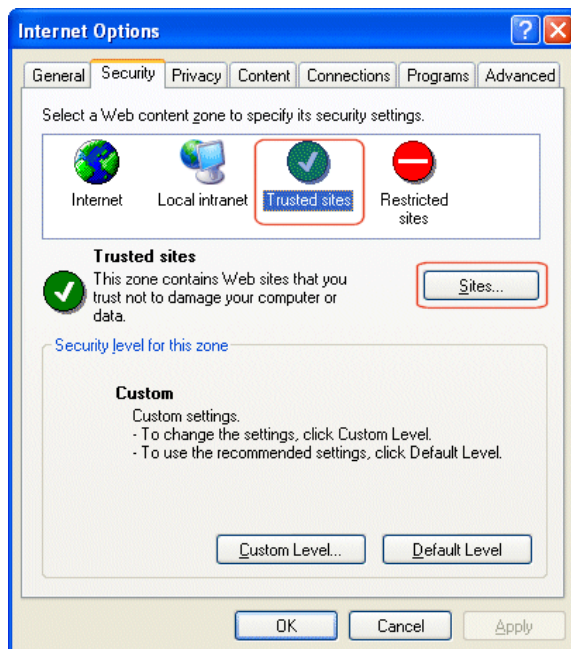
Microsoft Project cannot display pages from untrusted sites. If you want to access your PLP from within Microsoft Project, you should make the following site:

<http://www.jgaconsult.co.uk>

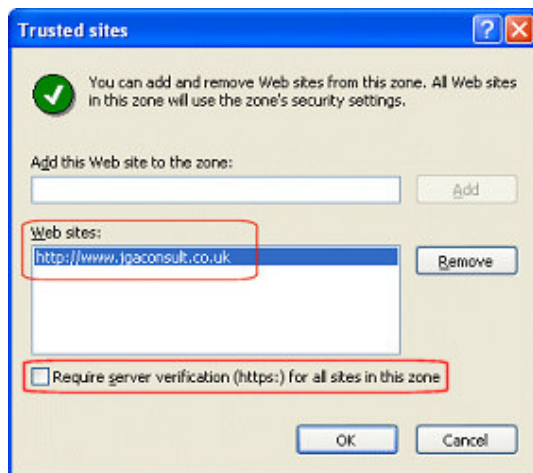
a trusted site within Internet Explorer.

To identify the site containing the PLP database as trusted, simply:

1. Within Internet Explorer, select Internet Options from the Tools menu.
2. Within the Security tab, click on the Trusted sites option, then click Sites:



3. Temporarily clear the 'Require server verification (https:)...' check box.



4. Then enter the following site within the entry box:

`http://www.jgaconsult.co.uk`

5. Next, use the Add button to add the site to the trusted sites list:
6. Click OK, followed by OK to confirm the change.

Please note that the web site above only contains the PLP database. There are no other programs or databases on that site. Once you have successfully created the trusted site entry, you can change the 'Require server verification (https:)...' check box back to its default selected state.

If your security setup prohibits you from creating or accessing trusted sites, you should access your PLP using Internet Explorer. Please see the following documents on your Project Mentor CD for further instructions:

- Install\_within\_XP\_SP2.txt (for Windows XP service Pack 2 or later and Windows Vista).
- Non\_XP\_SP2\_Install.txt (for versions of Windows prior to Windows XP SP2).