



# First steps with new projects

Guides for Merlin Project Express

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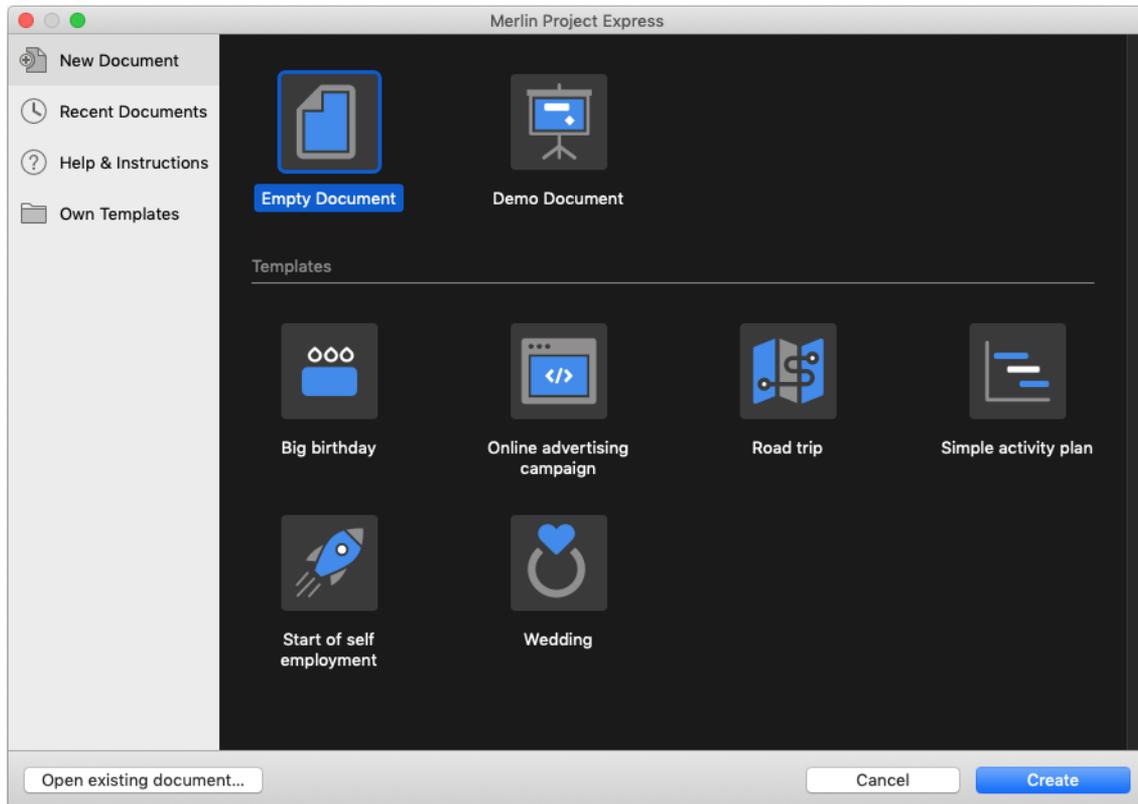
## First steps with new projects - as of September 2020

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The following guide will help you get started with new projects.

## Opening a new project

When Merlin Project Express starts without an open project, or when you call *File > New...* following window will be displayed:

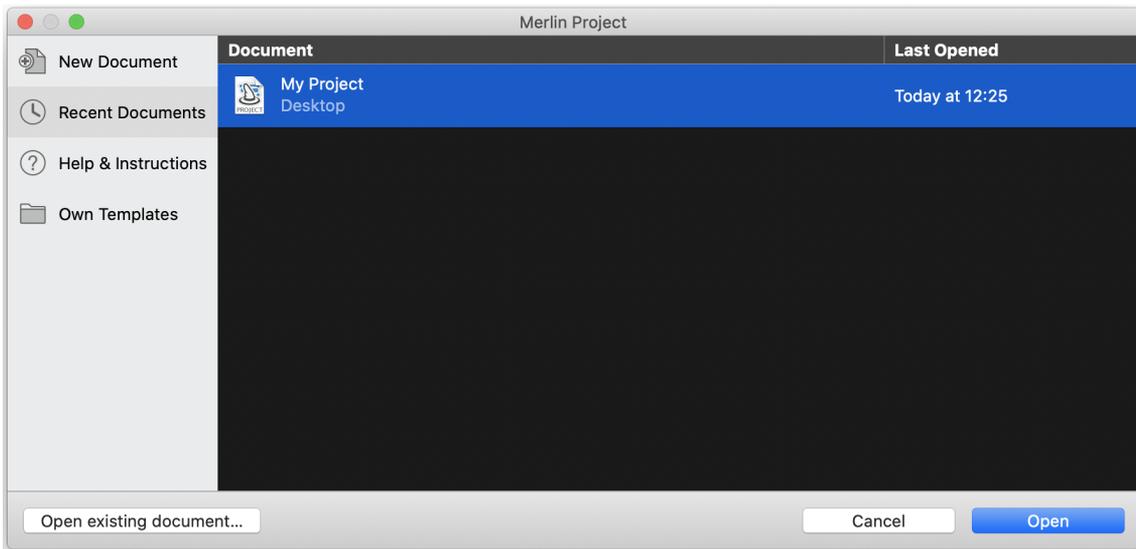


To create a new empty project, click the **Empty Document** button.

To start a project out a specific template, select the template and click the **Create** button.

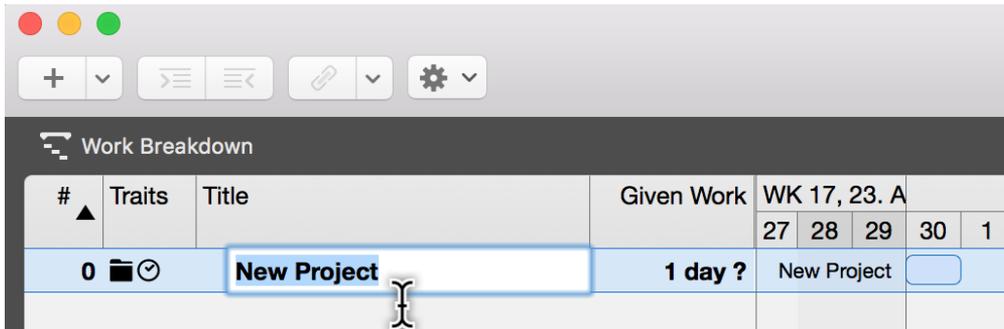
To open an existing project, click the **Open existing document** button and select the file.

Recently opened files are listed in the **Recent Documents** area.



## Naming your project

Name your project. To do this, double-click *New Project* in row #0 of the outline and give your project a new title.

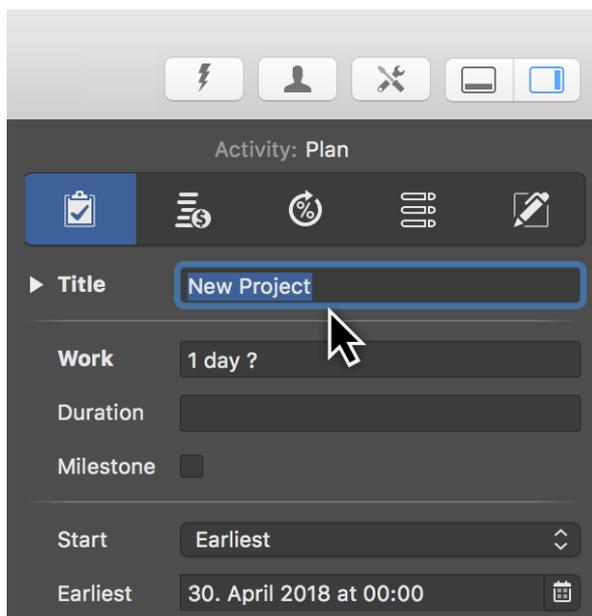


## Project Inspector

Display the Inspector by clicking *row #0* (the project). It contains a number of options for the selected project. Here you can also change the title and start date of the project.

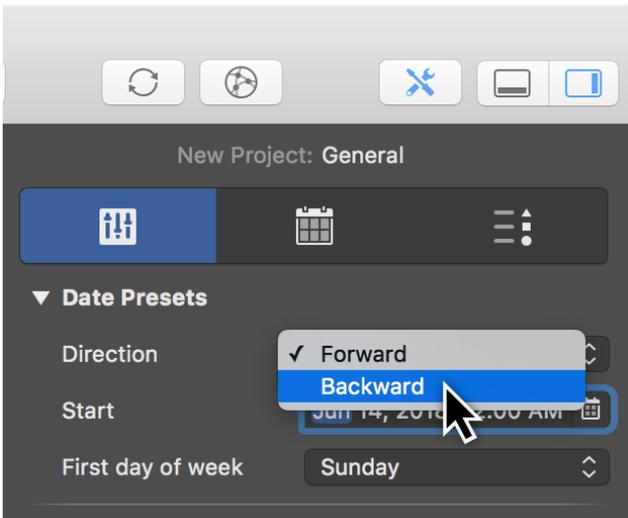


Each Inspector has multiple tabs containing further options. When you select elements, as in this case *row #0*, the corresponding Inspector always appears.



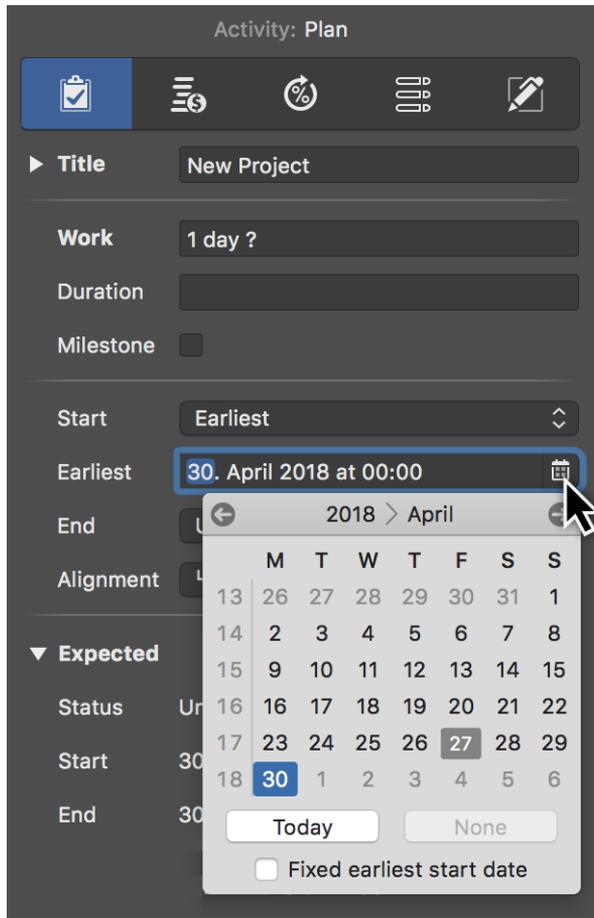
## Setting the project's direction

You can plan a project forwards or backwards. If you've already got a fixed end date for the overall project, you can also take a backward-looking approach. To do this, in your project click Settings and set the Direction to »Backward«.



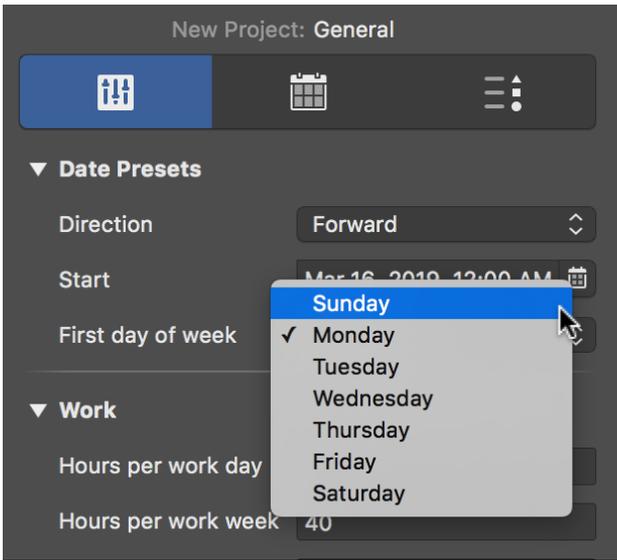
## Start Date

In the Inspector, click the **Calendar icon** in the **Start > Earliest** field. Use the calendar to set the earliest planned start for the project.



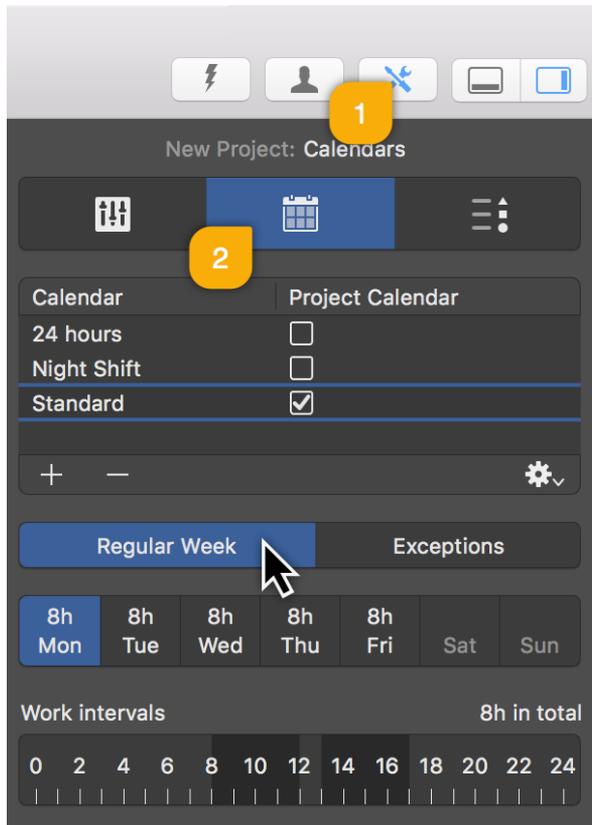
## First day of week

Per default you'll find Sunday to be the first day of week for new projects. To change it, just select another day in the **Settings > General > Date Presets**. You may need to do this for projects taking place abroad, for instance.



## Regular working times

Working times are configured in the settings for each project. Click the **Settings** icon (1) and then the **Calendar** tab (2).



The Inspector shown here contains **calendars** for the **Regular Week** and **Exceptions**, such as *vacation time* and *extra working time*.

Click the **Regular Week** tab:

The **default** calendar is active (checkbox ticked). Further calendars are available in the list and can be configured as project calendars.



By clicking the **plus** or **minus** icons you can create new calendars or delete existing ones.

Click one or more (while holding down the **cmd** key) **weekdays** and then click the **Work intervals** to change the calendar settings.



The calendar settings have a direct impact on project planning and the working time in the active project.

The exceptions work according to the same principle. Read more about this in the **Non-working Time** guide.