



Creating project content

Guides for Merlin Project Express

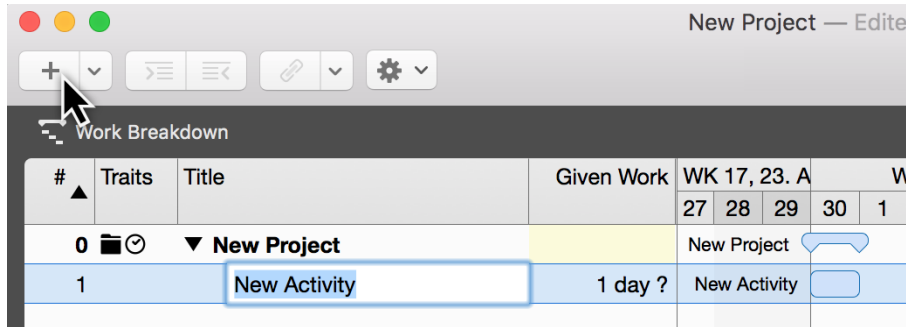
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Creating project content - as of December 2018

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Below you will learn how to create project content (activities, milestones and more) in Merlin Project Express.

Plus icon



The easiest way to create new activities is to click **New** (the *plus icon* in the toolbar) or even faster with the keyboard shortcut **cmd + N**.

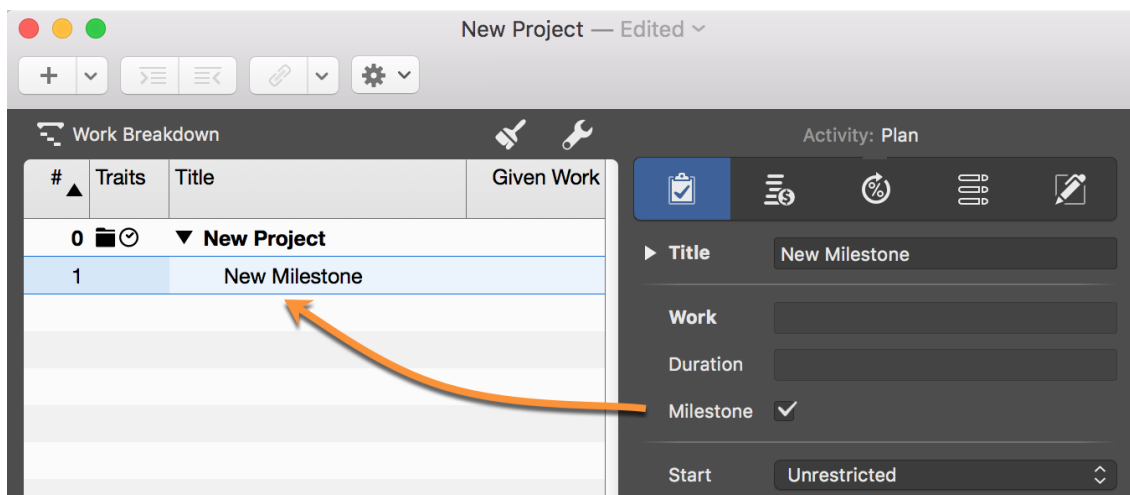


If you repeat the step several times, the activities appear in chronological order.

Newly created content is activated and ready to be named. Add a **title** to the activity.

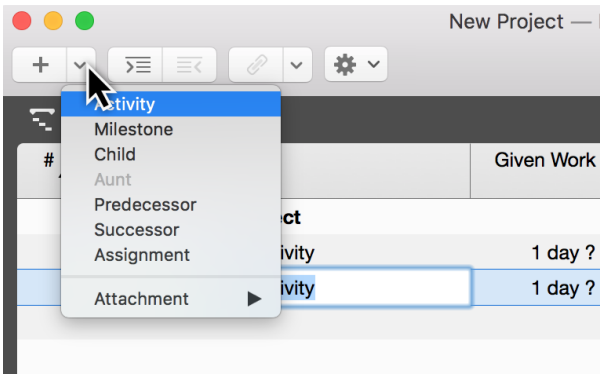


You can quickly convert an activity into a milestone. To do this, tick the checkbox next to the **Milestone** option in the Inspector. If you uncheck the box, a milestone will become an **activity** again.



Insertion options

If you click the **arrow** to the right of the **plus icon**, a menu appears with further content for selection.



Depending on your current selection, you can create the following content:

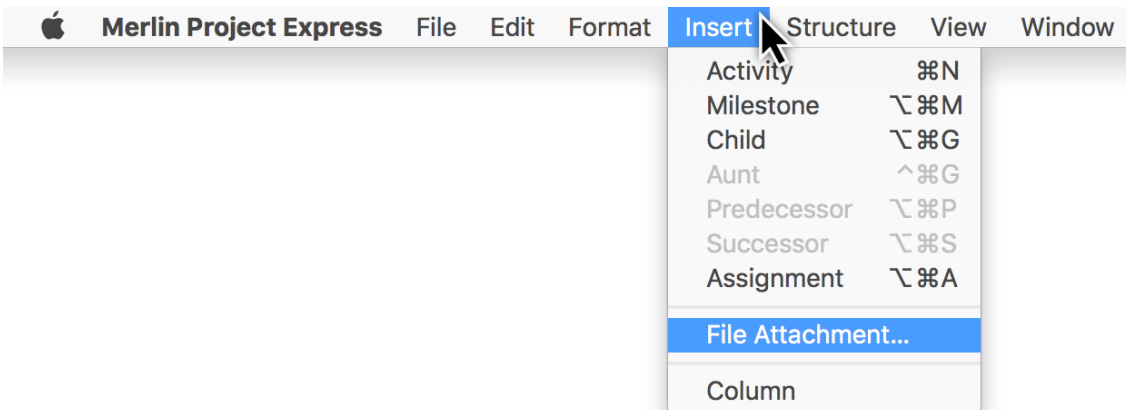
- **Activity** (creates an activity)
- **Milestone** (creates a milestone)
- **Child** (creates an indented activity)
- **Aunt** (creates an outdented activity)
- **Predecessor** (creates a link to the successor)
- **Successor** (creates a link to the predecessor)
- **Assignment** (creates an assigned resource)
- **File Attachment** (allows you to attach a file)
- **Column** (inserts a column into the outline)



The **aunt** option remains grayed out until an indented activity is selected at least one level down. Only then will an outdented activity be created using the *aunt* option.

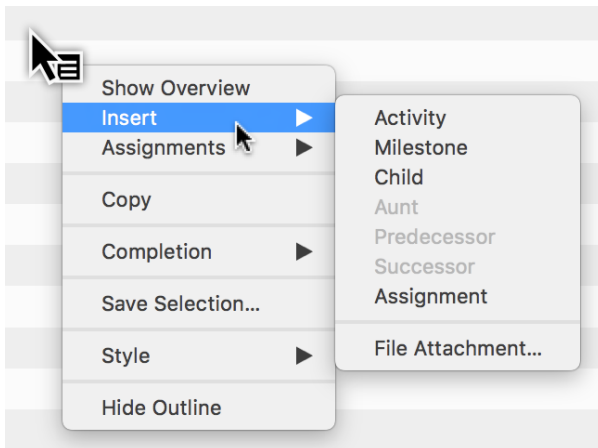
Insert menu item

You can also create the content listed above using the **Insert** menu item.



Insert option in the context menu

In addition, the **context menu** shown can be called up in the view by performing a secondary-click. Among other things, it includes the ***Insert*** option.



New content is created beneath the *current selection*. If nothing is selected in the main area, new content is created *beneath the last row* at the end of the project.