Creating a project structure

Guides for Merlin Project Express

© 2018 - ProjectWizards GmbH
Creating a project structure - as of December 2018

<table>
<thead>
<tr>
<th>Grouping activities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indent</td>
<td>1</td>
</tr>
<tr>
<td>Outdent</td>
<td>1</td>
</tr>
</tbody>
</table>
This guide shows you the first steps behind creating the project structure in Merlin Project Express.

**Grouping activities**

It’s a good idea to group activities together to structure your project. This gives a clearer picture of the individual project phases.

**Indent**

The *indentation* of activities in the outline creates *groups* and, if required, further indented *child activities* (*children*) and *child groups* automatically.

Indenting to another level creates a *child activity* and a resulting *group* automatically.

The activity above the indented content becomes a *group* automatically, which is identifiable graphically by the *group bar*.

**Outdent**

The *outdent* icon moves activities out of a group and its child groups.

Select one or more activities and then click the *outdent* icon.

Outdenting is only active if the selected activities or milestones are already in a group. An
outdented activity is called an *aunt*.

You can indent multiple selected *activities/milestones*. Additionally, you can use your mouse to nest activities in other activities or *indent or outdent* activities in the levels using the *Structure → Indent* or *Structure → Outdent* menu item or the corresponding keyboard shortcuts *cmd + →* or *cmd + ←*. 