

Creating a project structure

Guides for Merlin Project Express

© 2018 - ProjectWizards GmbH

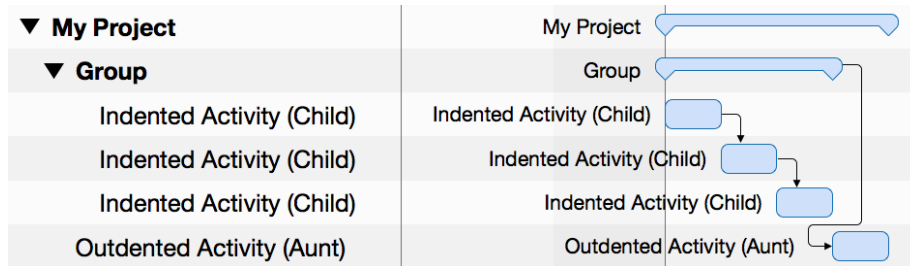
Creating a project structure - as of December 2018

Grouping activities	1
Indent	1
Outdent	1

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.

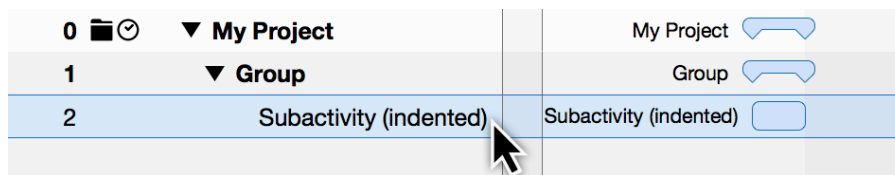


Indent



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**.



A project is always a group and, like all groups, can be expanded and collapsed using the small **triangle**.

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 + ←**.