

Creating a project structure

Guides for Merlin Project Express

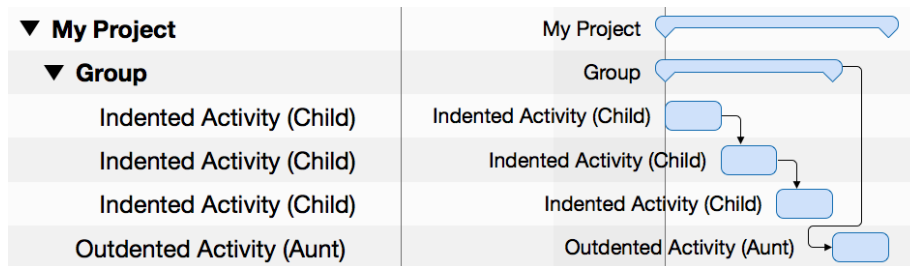
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Creating a project structure - as of September 2020

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This guide shows you the first steps behind creating the project structure in Merlin Project Express.

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

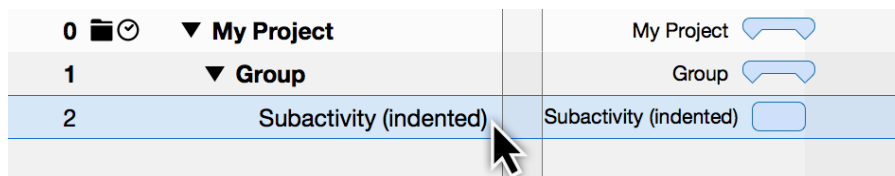


Indent

The **indention** 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 + ←**.