

Mouse and keyboard

Guides for Merlin Project Express

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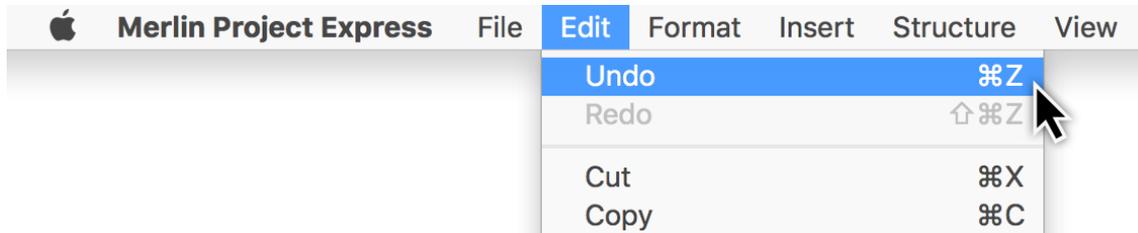
Mouse and keyboard - as of September 2020

Mouse	1
Context menus	2
Move (Drag & Drop)	3
Creating a group using »drag & drop«	3
Changing the project structure sequence	4
Keyboard	6
Important keys	6
Keyboard shortcuts	7

This guide provides basic information on using Merlin Project Express.

Both the mouse and keyboard are useful when using Merlin Project Express.

Many commands can be accessed directly and quickly with **keyboard shortcuts**; other tasks are accomplished easily using the **mouse**.



The **keyboard shortcuts** are displayed next to the commands in the menus.

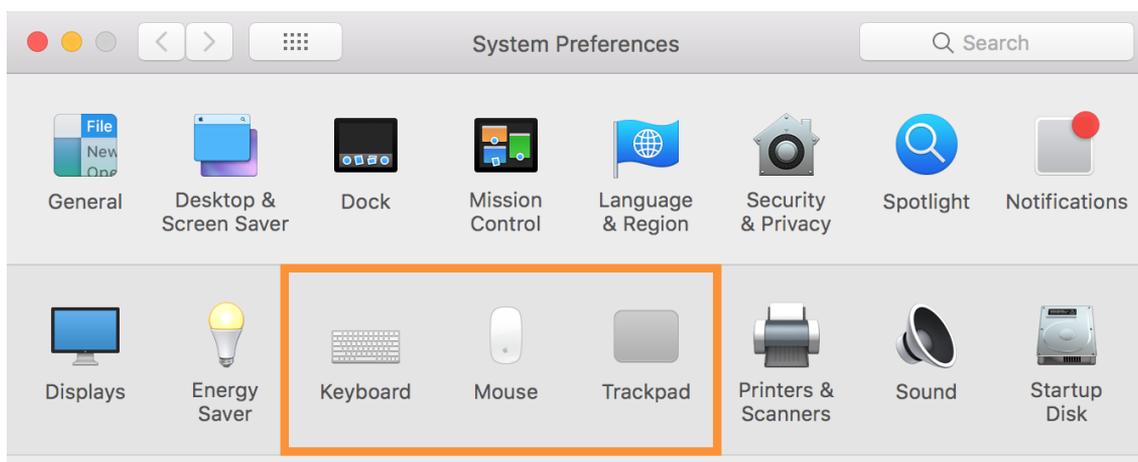
Mouse

The **mouse** is a device used to control the **mouse pointer**. For laptops, this can be the **trackpad**.

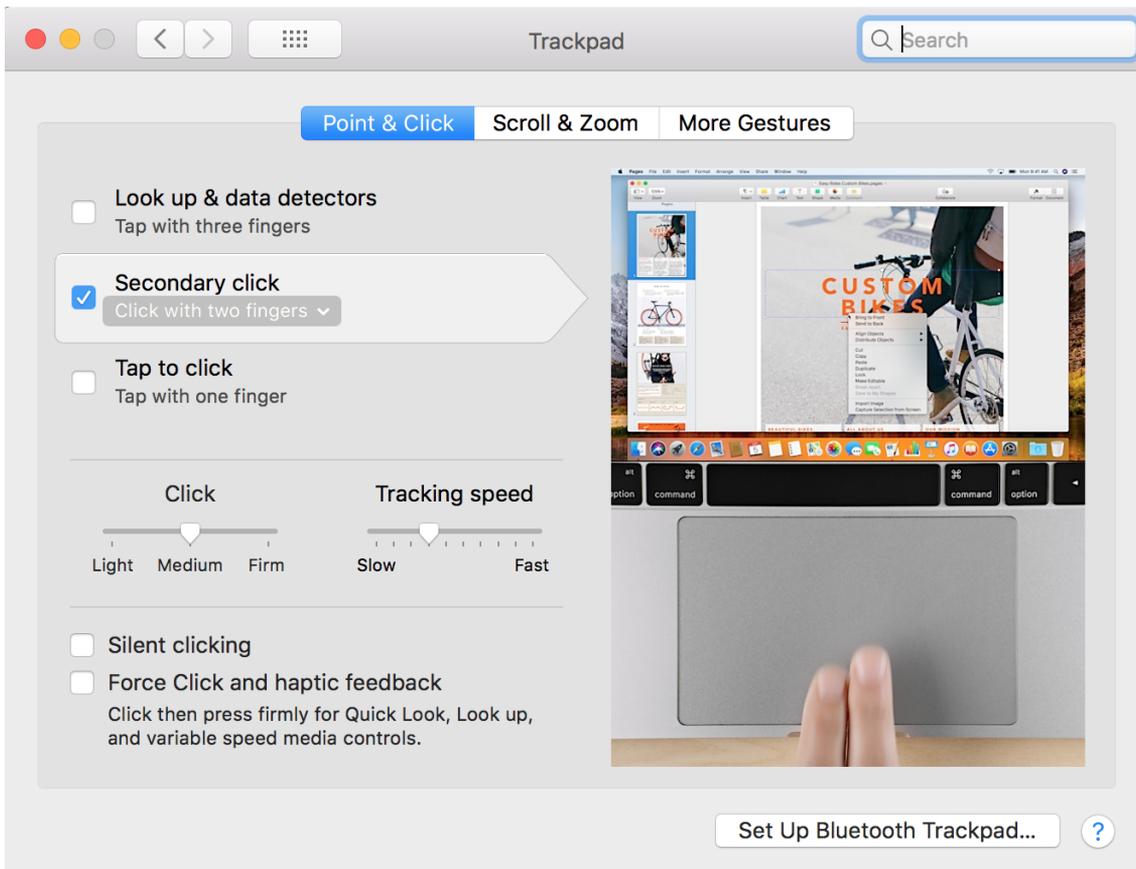


The latest Macs support a wide variety of **input devices** (*mouse, trackpad, pen tablet, etc.*).

For videos explaining the different **gestures** you can use with **mice** and **trackpads**, go to **System Preferences** in **macOS**.



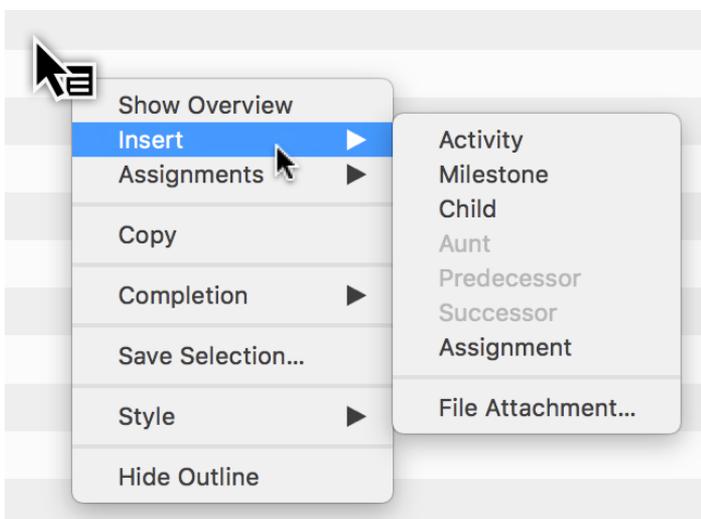
There you will also find options such as the **secondary click** (also known as the **right-click** in Windows).



In **System Preferences** → **Trackpad** under the **Point & Click** tab you will find options for controlling the input gestures for your trackpad.

Context menus

Perform a secondary-click to open **context menus** in Merlin Project Express. This provides you with additional options for the clicked content.



Move (Drag & Drop)

You can **drag & drop** content using your input device. This lets you move content with ease.



This function lets you create new **groups**, arrange the **sequence** of project **content** in the Outline, assign **resources** to activities, and create **attachments**.

The procedure is always the same:

1. **Select object(s)**
2. **Move the selection while keeping the mouse button held depressed**
3. **Drop the selection over an object by releasing the mouse button**

Creating a group using »drag & drop«

New groups are created using this technique in Merlin Project Express. You can drag several activities and drop them on another activity.

The activity the content is to be dropped on will be highlighted in blue. Once you release the mouse button it will turn into a **group** (*bold*) automatically and the activities will become its **child activities** (*indented*).

1. **Click a selection and keep the mouse button held depressed**

# ▲	Traits	Title	Given Work
0	📁🕒	▼ My Project	
1		Activity A	1 day ?
2		Activity B	1 day ?
3		Activity C	1 day ?
4		Activity D	1 day ?
5		Activity E	1 day ?

2. **With the mouse button held depressed, drag the mouse pointer to an object - in this example an activity (don't release the mouse button yet)**

# ▲	Traits	Title	Given Work
0	☰ ☺	▼ My Project	
1		Activity A	1 day ?
2		Activity B	1 day ?
3		Activity C	1 day ?
4		Activity D	1 day ?
5		Activity E	1 day ?

3. Release the mouse button to drop the selection

# ▲	Traits	Title	Given Work
0	☰ ☺	▼ My Project	
1		▼ Activity A	
2		Activity B	1 day ?
3		Activity C	1 day ?
4		Activity D	1 day ?
5		Activity E	1 day ?

Changing the project structure sequence

In Merlin Project Express, you can re-sort the sequence of activities, groups, and milestones. To do so, drag several activities and drop them between other activities.

When doing this, blue line with a circle appears to mark the position between the content.

1. Click a selection and keep the mouse button held depressed

# ▲	Traits	Title	Given Work
0	☰ ☺	▼ My Project	
1		Activity A	1 day ?
2		Activity B	1 day ?
3		Activity C	1 day ?
4		Activity D	1 day ?

2. Move the mouse pointer between two objects, in this example between "Activity A" and "Activity B", with the mouse button held depressed (do not release the mouse button yet)

# ▲	Traits	Title	Given Work
0	📁🕒	▼ My Project	
1		Activity A	1 day ?
2		Activity B	1 day ?
3		Activity C	1 day ?
4		Activity D	1 day ?

3. Release the mouse button to drop the selection

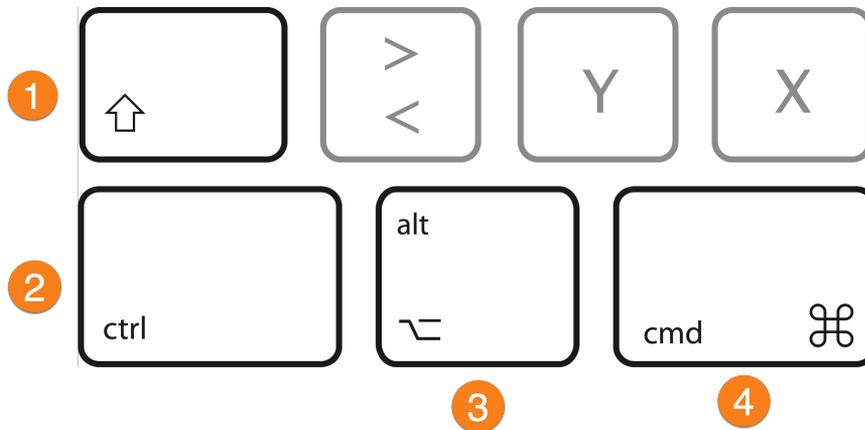
# ▲	Traits	Title	Given Work
0	📁🕒	▼ My Project	
1		Activity A	1 day ?
2		Activity C	1 day ?
3		Activity B	1 day ?
4		Activity D	1 day ?

Activity C now appears between **Activity A** and **Activity B**.

Keyboard

The following keys are the important ones on a Mac for using keyboard shortcuts.

Important keys



Keys and their descriptions:

1. **Shift key** (*shift*) → upper-case key
2. **Control key** (*control*) → corresponds to Ctrl.
3. **Option key** (*option*) → corresponds to Alt/Alt Gr
4. **Command** (*command*) → corresponds to Windows

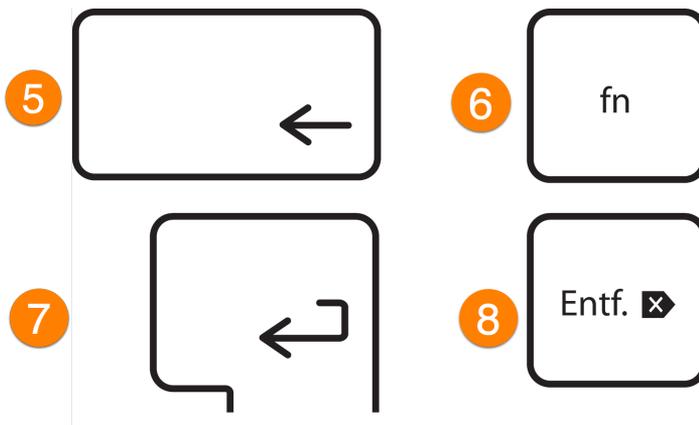


In the menus, the **ctrl** key is represented by the ^ icon.

The **command** key is abbreviated to **cmd**.

For instance, the **Enter/Exit Full Screen** option under the menu item **Window** is controlled using the keyboard shortcut **ctrl + cmd + F**.

To edit content, the following keys are especially useful.

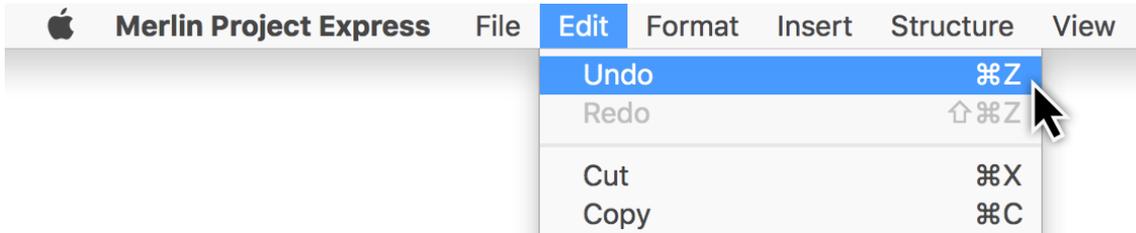


1. **Delete key** (*backspace*) → backspace key 2. **Function key** → (*Function*) → no corresponding key with Windows 3. **Enter** (*Return*) → Enter 4. **Delete** (*Delete*) → DEL

Keyboard shortcuts

Merlin Project Express uses a host of **keyboard shortcuts**.

Keyboard shortcuts consist of several keys pressed simultaneously, for example, saving projects is performed with **cmd + S**. **F** keys (**F1**, **F2**, etc.) are available on all newer Apple keyboards using the **fn** function key.



Most **menu entries** are provided with the corresponding **keyboard shortcuts**. They are located directly next to the individual menu entries. This lets you access these menu entries quickly and easily using the keyboard.