



Content

Guides for Merlin Project Express

© 2018 - ProjectWizards GmbH

Content - as of December 2018

Importing	1
File → Open	1
Drag & drop using the mouse	1
Creating content	1
»Insert« menu item	1
Attachments	2
Activities and resources	2
Content from templates	3

This guide provides basic information on using documents and content in Merlin Project Express.

A project needs content. This content can be imported into Merlin Project Express from different documents or created from templates and content.

Importing

Merlin Project Express imports many types of document format, including **Microsoft Project**, **CSV (Excel)**, **OPML**, **XML**, and **Mind Maps**.

File → Open

The **File** → **Open...** menu item opens and imports existing documents. If the selected **format** is supported, Merlin Project Express opens the content in a new program window.

Drag & drop using the mouse

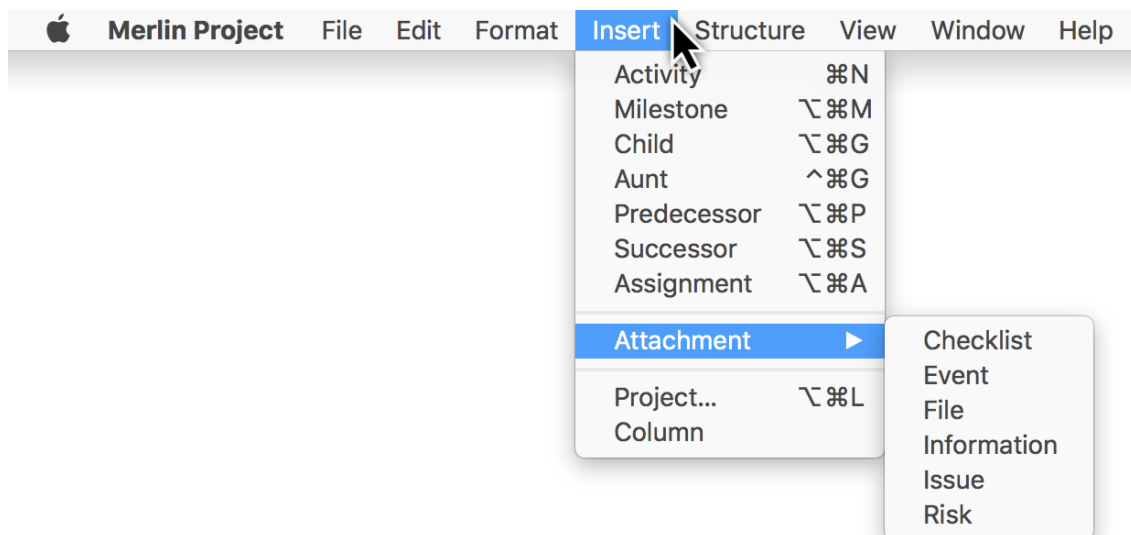
You can drag & drop a document directly onto the Merlin Project Express program icon or an open blank project.

Creating content

You can create content quickly using the **Insert** menu item.

»Insert« menu item

Different types of content are available in the **Insert** menu item. With the keyboard shortcuts shown next to the options, you can insert content into the project using the keyboard.

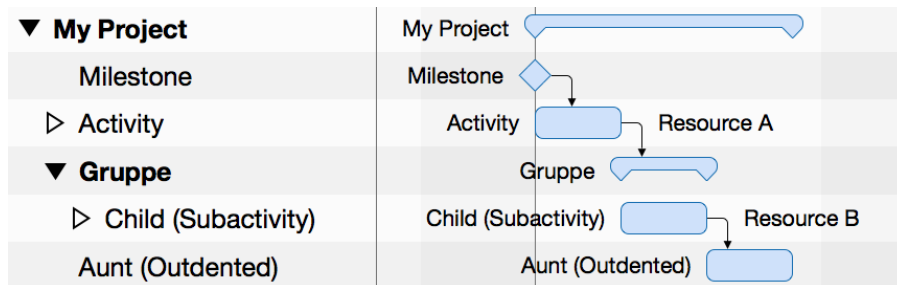


Attachments

External and additional content can be added as **attachments** to the project. These include, for example, all common file types. Use the **File** attachment type.

Activities and resources

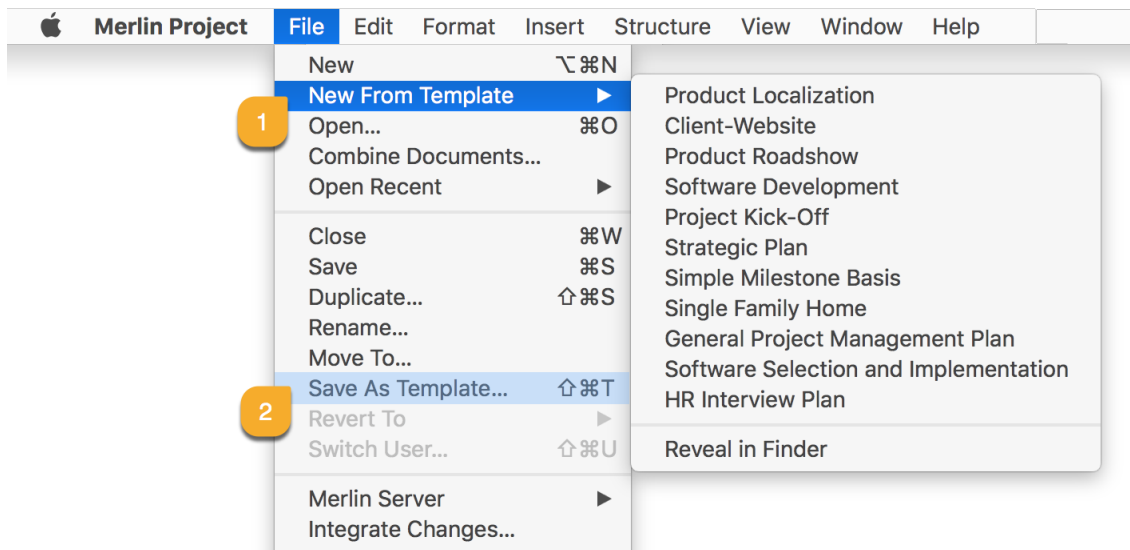
A project can also be populated with new **activities, milestones, groups, and resources**.



More information about these types of content can be found in the **First steps with new projects** guide.

Content from templates

The supplied **project templates** are perfect for creating a new project quickly. A large number of templates can be found in the **File** → **New From Template** (1) menu item.



Templates make working with recurring content very easy and facilitates the process of working with many similar projects.

Custom projects can be saved for later use as **templates**. You can create a custom **template** from a project using the **File** → **Save As Template...** (2) menu item.