



# Content

Guides for Merlin Project Express

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## Content - as of September 2020

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This guide provides basic information on inserting content into Merlin Project Express documents.

A project needs content. This content can be [inserted manually](#), copied from a template, the library or imported from different documents.



The **Library** is a feature existing only in Merlin Project, not in Merlin Project Express.

## Import

Merlin Project Express can open various file formats:

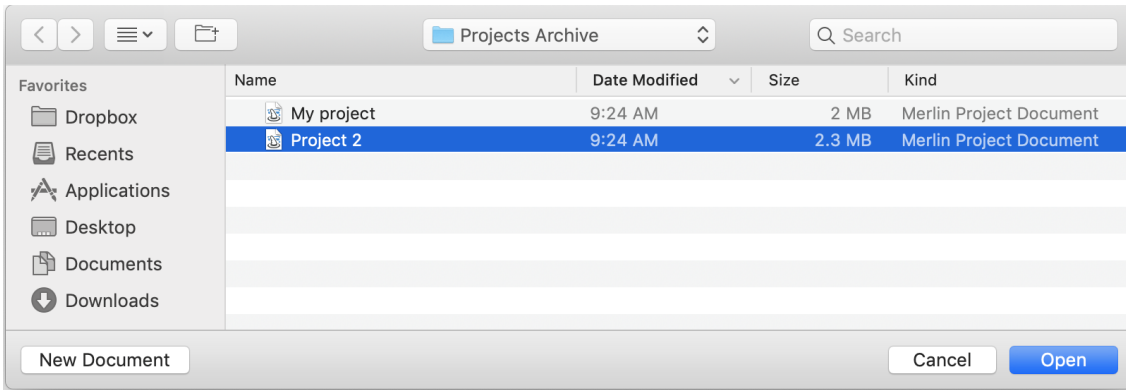
- CSV text (recommended for import of EXCEL sheets)
- ics (iCalendar files)
- Merlin 2
- Microsoft Project (.mpp files from MS Project 2003, 2007, 2010, 2013 and 2016 as well as XML and MPX)
- MindManager / FreeMind / NovaMind 4 & NovaMind 5
- Omniplan 2
- OPML
- Merlin Project XML

There are two ways to import new content:

- [File > Open](#)
- [Drag & drop using the mouse](#)

### File > Open

Call the **File** → **Open...** menu item. It opens existing documents. If the format of the selected document is supported, Merlin Project Express imports the content and opens it in a new document.



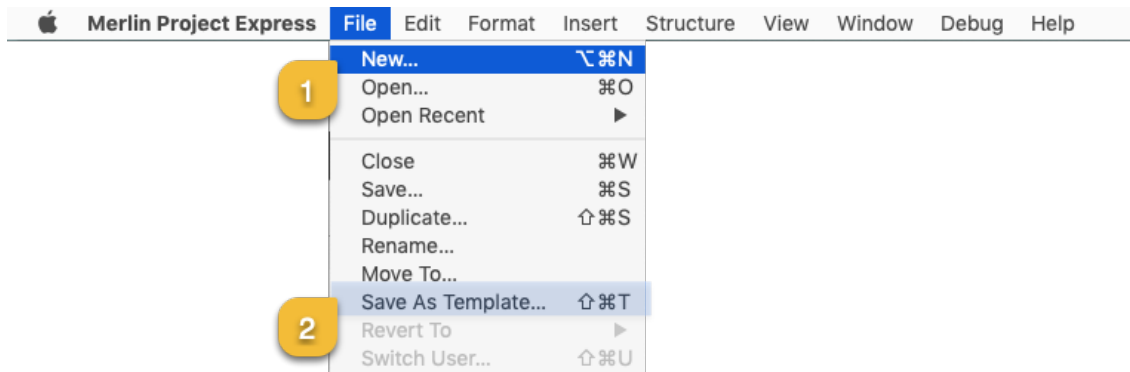
## Drag & drop using the mouse

You can drag & drop a document directly onto the Merlin Project Express application icon or onto an existing project. Latter, imports the document into the existing project.

## Content from templates

**Project templates** make working with recurring content easier. They are perfect for starting new projects quickly.

A large number of templates can be found in the **File** → **New...** (1) menu item.



You can save existing projects for later use as templates. To create a template of your own from a project, call the **File** → **Save As Template...** (2) menu item.