



# Time scale

Guides for Merlin Project Express

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## Time scale - as of February 2021

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This guide provides basic information on using **time scales** in Merlin Project Express.

## What is the time scale

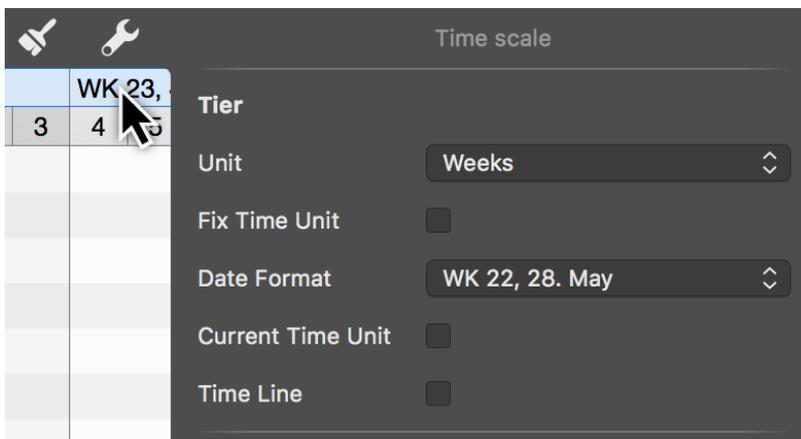
The **time scale** is the display of time in the Gantt chart. The default time scale contains two **tiers**, the upper and the lower one.

In the time scale Inspector, you can make a range of adjustments to the time units and other options.

## Time scale Inspector

Click a row in the **time scale** to open the corresponding Inspector.

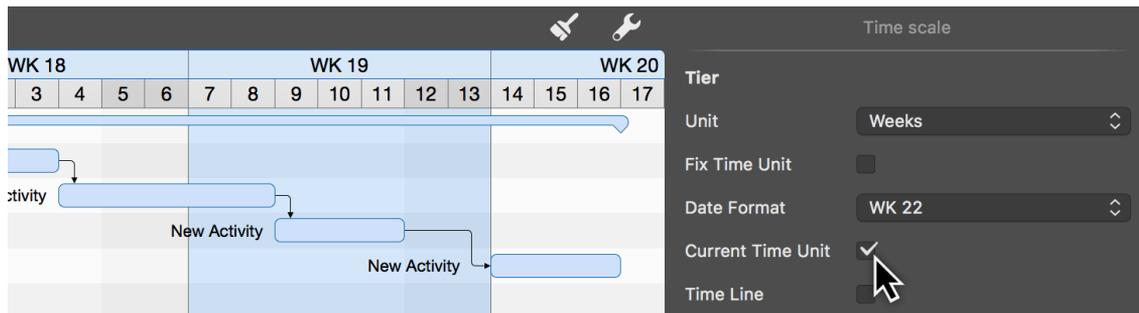
There you will find a range of options for adjusting the clicked time scale and settings for **Non-working Time**.



The selected time scale is shaded blue. The options only apply to this selected tier of the time scale.

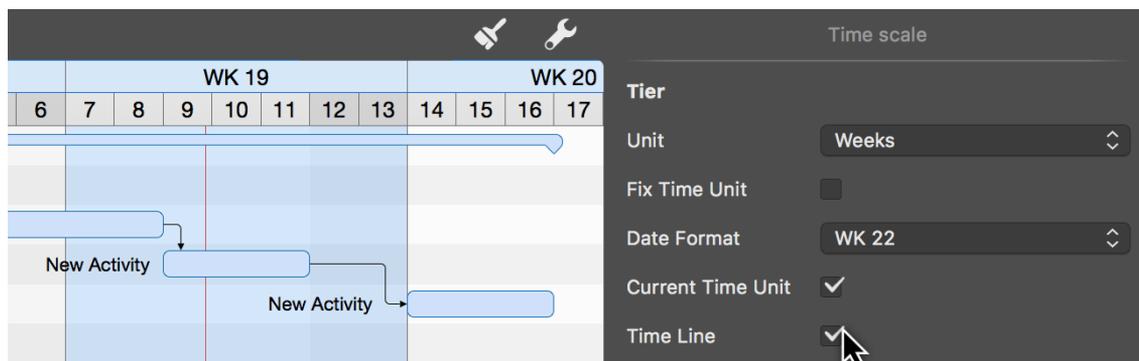
- **Unit** (Minutes / Hours / Days / Weeks / Months / Quarters / Years)
- **Fix Time Unit** (fixes the selected Gantt unit and preserves it even when zooming the view)
- **Date Format** (absolute and relative formats for displaying the units, e.g. from project start or end)

## Current Time Unit



If you enable the **Current Time Unit** option the time unit in the Gantt chart which contains the [status date](#), will be shaded **blue**. This gives you an additional highlight on the Gantt of the project, to quickly visually identify the tasks that are due during this period.

## Time line



Similar to the **Current Time Unit** option, the **Time Line** option allows you to add a vertical marker to the Gantt chart.

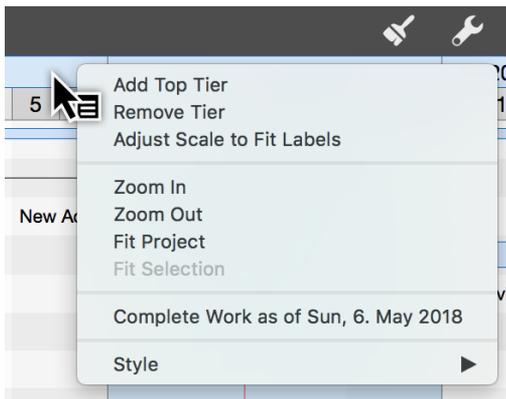
If you check the **Time Line** option, the [status date](#) will appear as a **thin red line** on the project Gantt.



The [status date](#) updates automatically by default and shows the macOS date and time, but can also be set in the [project settings](#) if required.

## Time scale context menu

Secondary-click the **time scale** to display the context menu.



### Add Top Tier

The **Add Top Tier** option lets you insert one more tier to the time scale.



The time scale can show up to four tiers.

### Remove Tier

The **Remove Tier** option lets you remove the selected tier from the time scale.



The time scale requires at least one tier.

### Adjust Scale to Fit Labels

The **Adjust Scale to Fit Labels** option adjusts the width of all active time scale columns automatically.

The available space on the time scale is set automatically to the best width.

### Zoom In / Out

The time scale is enlarged or reduced according to the selection.

The content of the time scale grows or shrinks with it. The time units are adjusted automatically as required.

### Fit Project

The **Fit Project** option adapts the time scale to the project.

The entire project is zoomed into until it fits into the visible area. The time scale grows automatically with it.

## Fit Selection

The **Fit Selection** option adapts the time scale to the activities selected in the project.

The selection is zoomed into until it fits into the visible area. The time scale grows or shrinks automatically with it.



At least one activity, group, or milestone must be selected in the project for this option to be active.

## Complete Work as of

The **Complete Work as of** sets all activities contained in the project to the status **Completed** up to the date clicked in the time scale.

This makes it easy to determine the progress of the project just by clicking.

## Style

The **Style** option changes the graphical appearance of the time scale.



For more information on style options, see the **Styles and contents** guide.