



Searching

Guides for Merlin Project Express

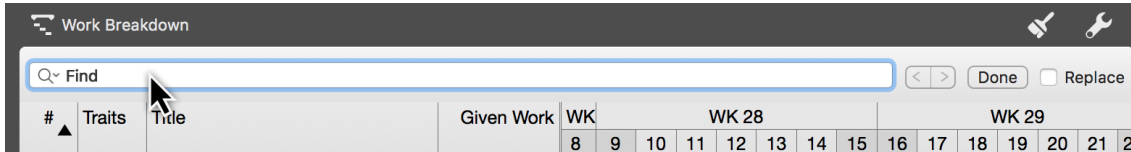
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Searching - as of September 2020

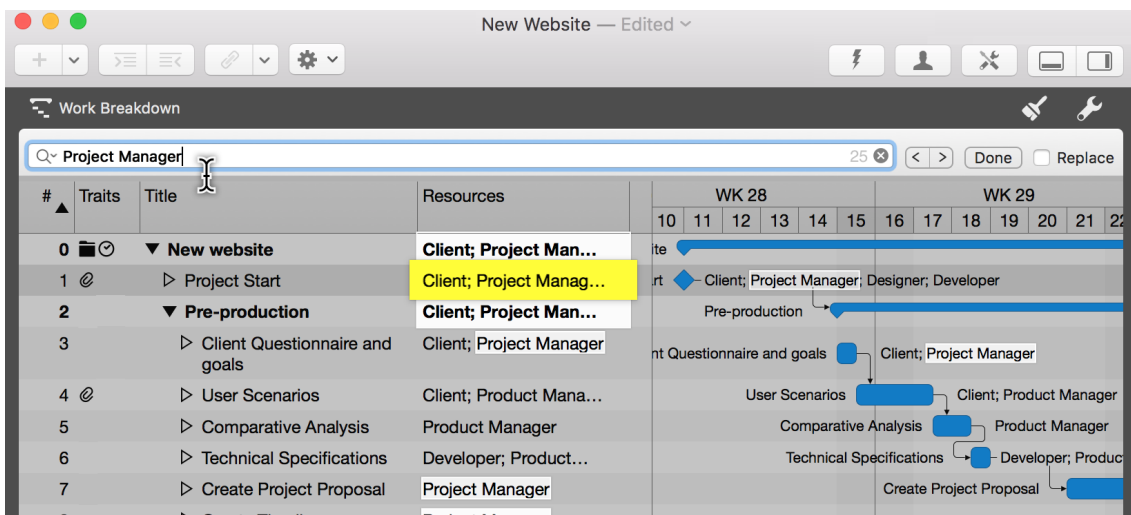
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Merlin Project Express offers you a built-in **Find** function to search for **content** within projects.

Use the keyboard shortcut **cmd + F** to open the **search box** at the top of the **active view**.

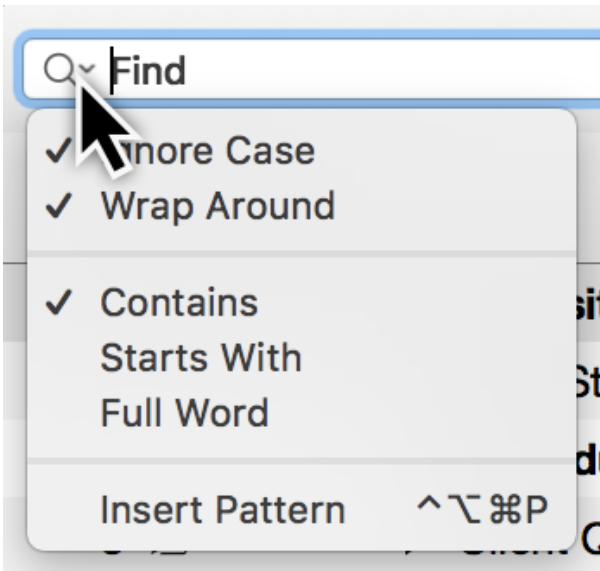


You will find all the **search options** together with the relevant **keyboard shortcuts** under the menu item **Edit** → **Find**.

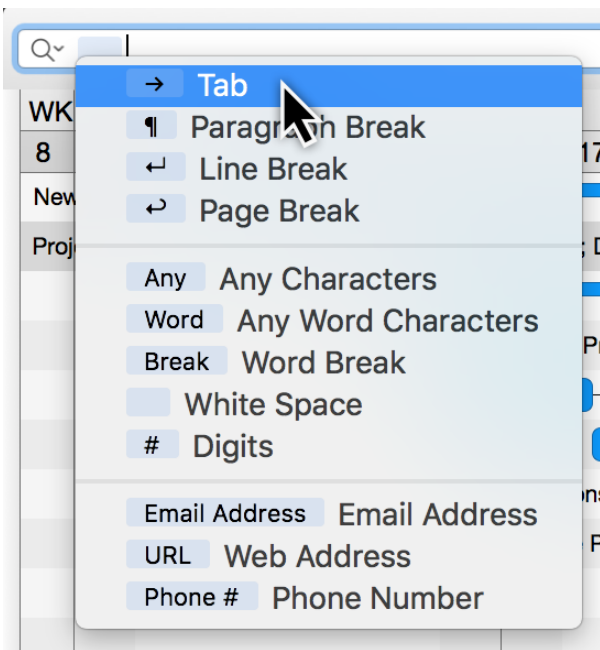


If you enter a **term** in the **search box**, **all hits** will be **highlighted** automatically in the view, making them easy to spot.

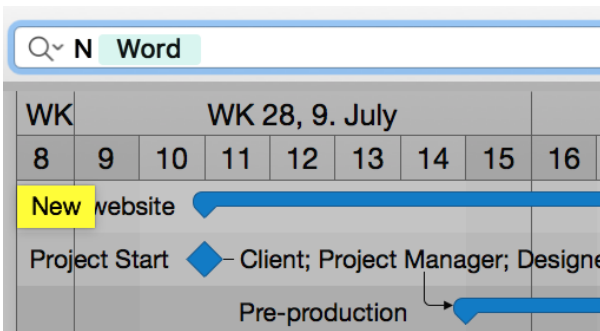
You will find the **magnifying glass icon** on the left in the **search box**. Click it and a **menu** will appear with the options shown.



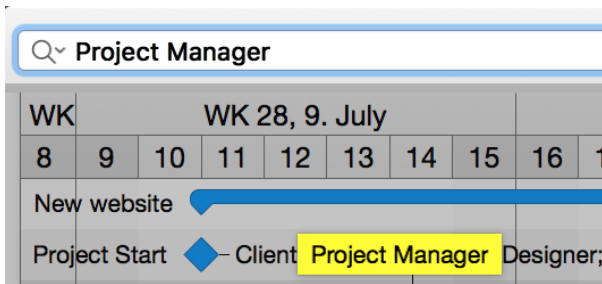
Click **Insert Pattern** and a further menu will open. There you will find a selection of **pre-defined patterns**. These **patterns** make it easier to **search**.



For example, if you select the option **Word**, individual **characters of a word** are marked automatically as **hits**.



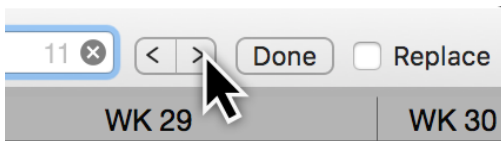
If you enter a **letter** before the **word**, e.g. an **N**, **all words** starting with **N** will be found in the project.



The right-hand corner of the search box **displays** the **number of search hits** and includes an **x** to delete the current **search**.

To the right of the **search box** are **buttons** for **navigating** the **search results**.

If there is more than one **search hit**, use the **arrows** to the left and right. This takes you to the **next** (→) or **previous** (←) search hit.

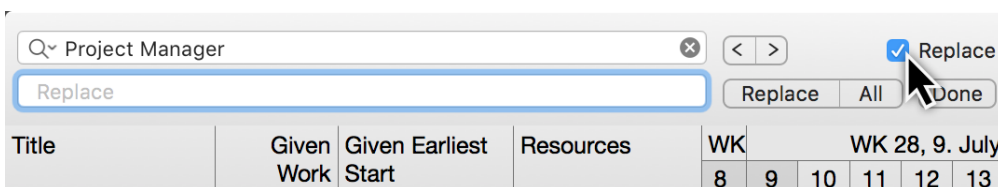


Click the **Done** button to exit the search and hide the **search box** again.

If you tick the checkbox next to the option **Replace**, another box appears. Now you can **find** and **replace** terms in the project.

Replace

The **Replace** function is very easy to use. Enter the word(s) to **replace** in the **upper search box**. In the lower box, enter the word you want to replace the **hits** with.

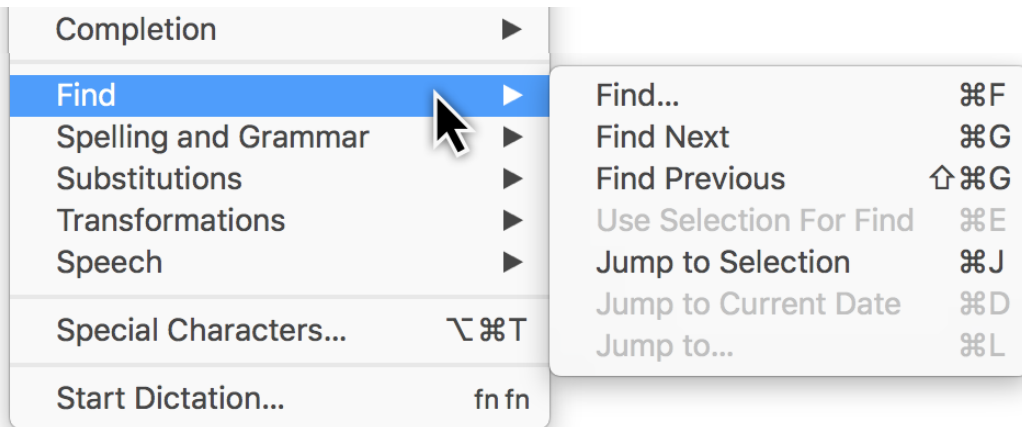


On the right next to the **Replace box** you will find three buttons:

- **Replace** (replaces search terms step by step)
- **All** (replaces all search terms at once)
- **Done** (finishes replacing)

Find menu

In the menu item **Edit** → **Find** you will find all the search options described above as well as the following ones.



Using a selection for searching

Use Selection For Find lets you additionally search through hits.

Use the **keyboard shortcut** **cmd + E** for the option.

Jump to Selection

Jump to Selection lets you jump to a previously made selection, such as a selected activity or several items of selected content in the project.

Use the **keyboard shortcut** **cmd + J** for the option.

Jump to Current Date

Jump to Current Date lets you find the current day in the project quickly.

Use the keyboard shortcut **cmd + D** keys for the option.

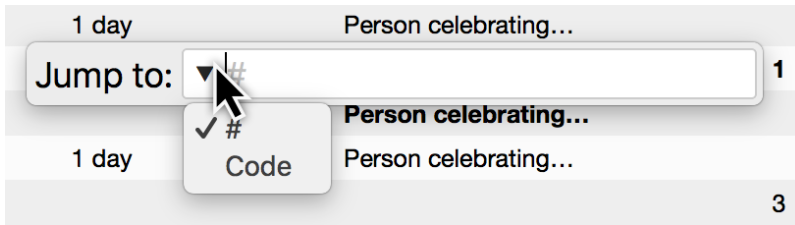
Jump to...

Jump to... lets you jump quickly to individual project rows.



This feature is particularly useful for very large projects.

Use the keyboard shortcut **cmd + L** keys for the option.



The **Jump to** box will appear in the active **view**. Enter the desired **row number** into the box.

By clicking the **triangle** you set your preferred **numbering**:

- #
- Code
- WBS Code



If you also use custom **Code** or **WBS Code** in addition to the default **#** numbering, you should display the corresponding columns.