



# Operating

Manuals for Merlin Project on iOS

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## Operating - As of November 2020

Outline	1
Columns	2
Gantt	4
Time scale	5
Multiple selection	5
Zooming	6
Undo/Redo	6
Undo/Redo on iPhone...	6
Undo/Redo on the iPad...	7
Keyboards	8

This manual shows how to use Merlin Project on iOS devices.

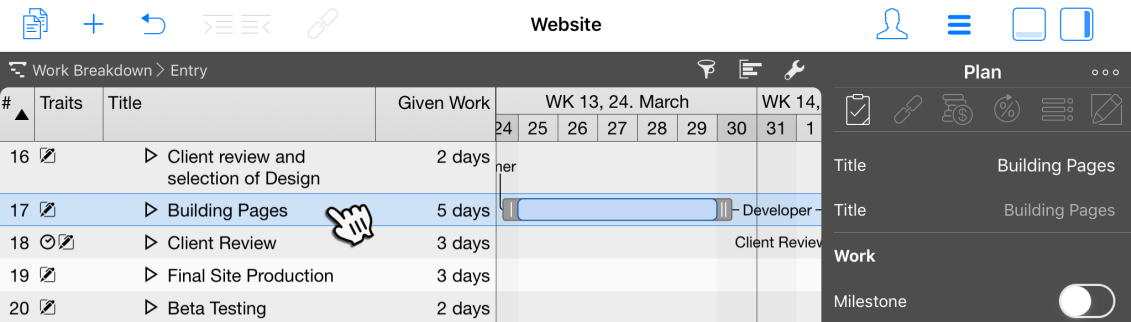


The iPad is listed below as a representative of all iOS devices. The usage and functionality is the same on all iOS devices.

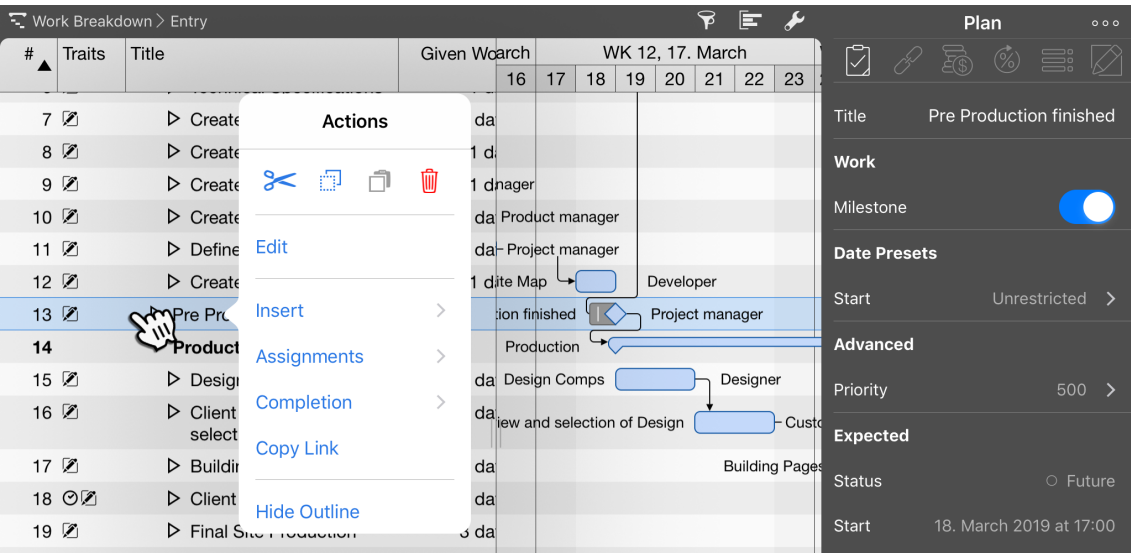
The operating of Merlin Project on iOS devices is completely adapted to gestures.

## Outline

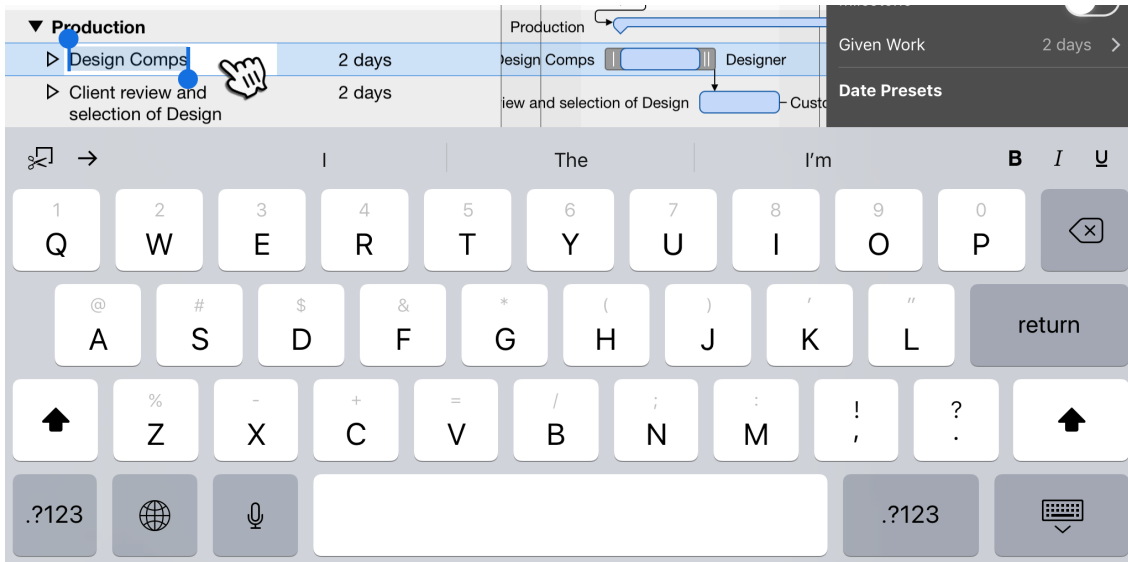
To select content, tap a line once.



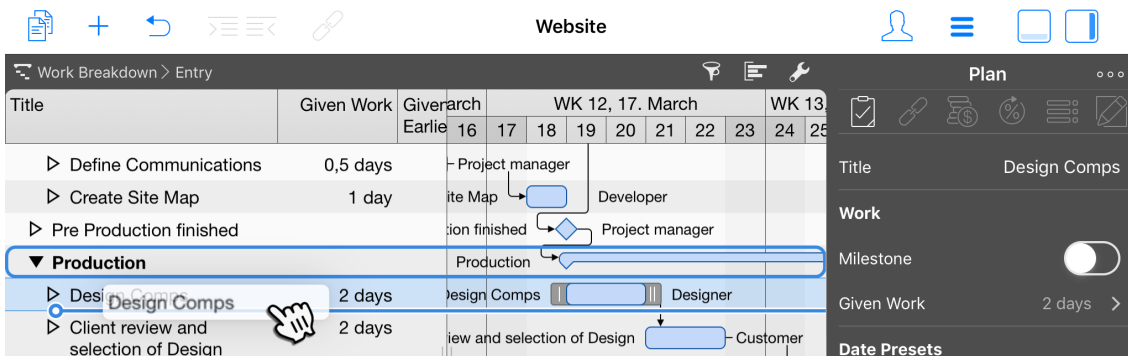
If you tap on an already selected line again, the context menu opens. It contains various options for editing the contents.



With a double tap on a content, the appropriate keyboard appears for the input.

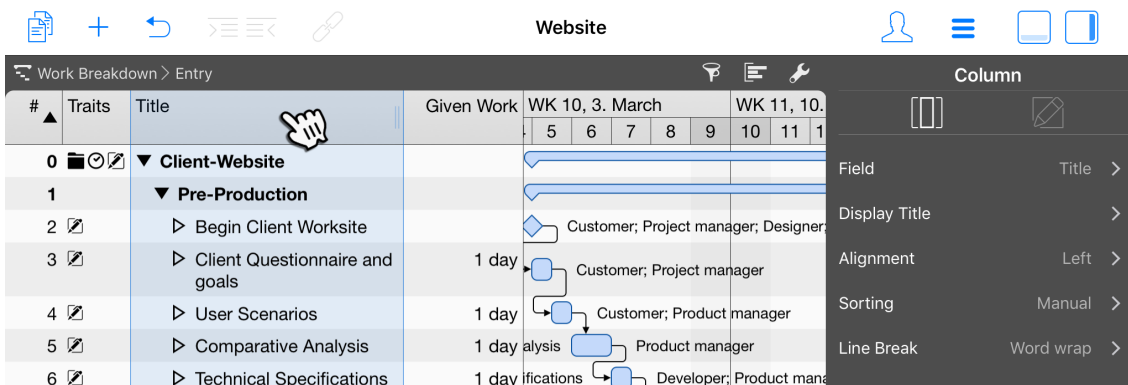


The contents can be moved with one touch. Simply leave your finger on a line that has already been marked and wipe it.



## Columns

Touch the column header to select the entire column.



The width of the column is changed by moving the handle on the right side of the column.

#	Traits	Title	Given Work	WK 10, 3. March	WK 11, 10.
0	📁	▼ Client-Website		5 6 7 8 9	10 11 1
1		▼ Pre-Production			



With a double tap on the column header, the width of the column automatically adjusts itself optimally to the contents in the column.

#	Traits	Title	Given Work	WK 10, 3. March	WK 11, 10.
0	📁	▼ Client-Website		5 6 7 8 9	10 11 1
1		▼ Pre-Production			
2	📄	▷ Begin Client Worksite		Customer; Project manager; Designer	
3	📄	▷ Client Questionnaire and goals	1 day	Customer; Project manager	
4	📄	▷ User Scenarios	1 day	Customer; Product manager	

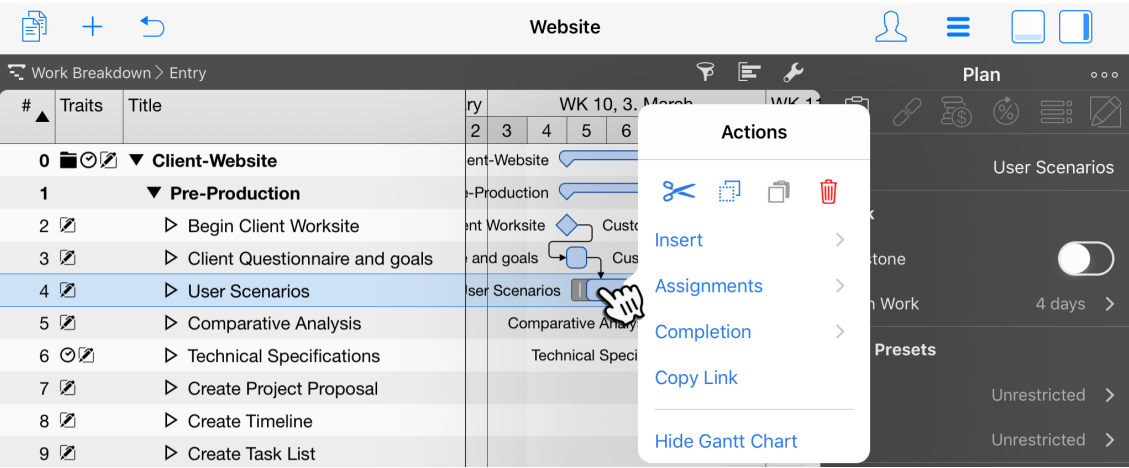
If you hold down an active column and wipe to the right or left with your finger, the columns can be arranged differently.

#	Traits	Title	Given Work	WK 10, 3. March	WK 11, 10.
0	📁	▼ Client		5 6 7 8 9	10 11 1
1		▼ Pre			
2	📄	▷ B		Customer; Project manager; Designer	
3	📄	▷ C		Customer; Project manager	
4	📄	▷ U		Customer; Product manager	
5	📄	▷ C		Product manager	
6	📄	▷ T		Developer; Product man	
7	📄	▷ C		Project Proposal	
8	📄	▷ C		Create Timeline	
9	📄	▷ C		Create Task List	
10	📄	▷ C		Create Content C	
11	📄	▷ D		Define Co	
12	📄	▷ C			
13	📄	▷ Pre			
14		▼ Production			

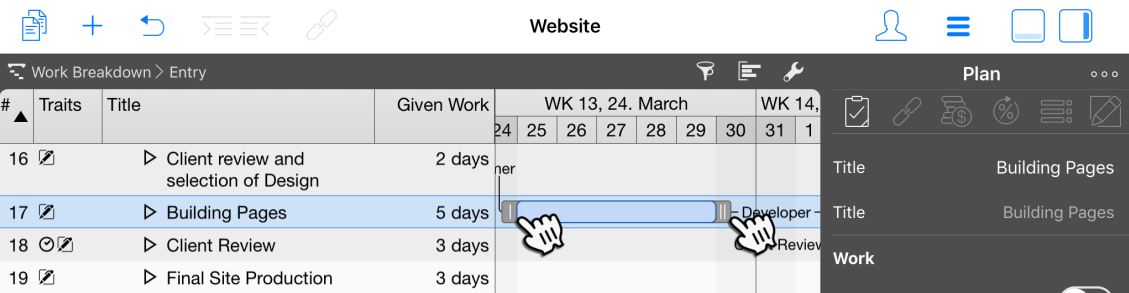
A tap on an already activated column opens the context menu "Action". It contains various options for editing the column, creating a new column, hiding the column, column sets and hiding the entire outline.

# Gantt

Bars in the Gantt chart can be activated by tapping them. Touch again to display the context menu.



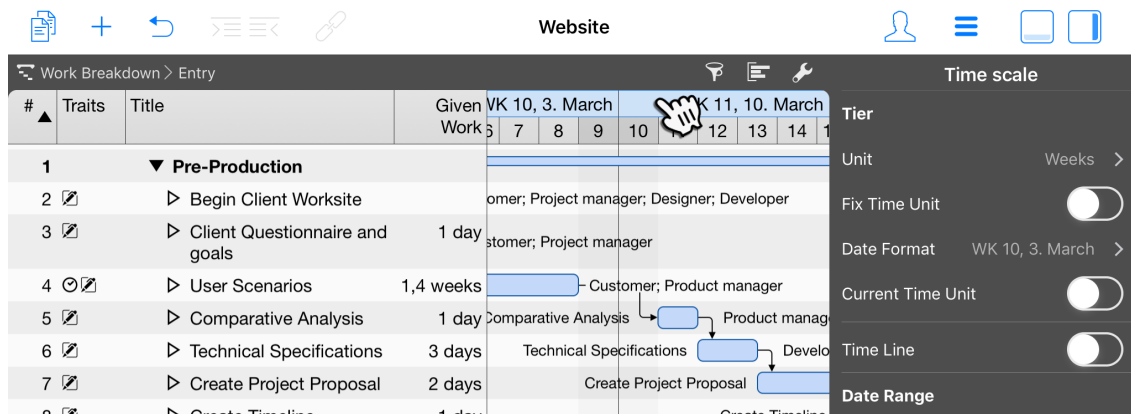
Two handles are available for moving the bar. If you move the first handle (left with a vertical line), the bar is moved in the time scale.



If you move the second handle (on the right with two vertical lines), the length of the bar and thus the work will be changed.

## Time scale

Tap on the time scale to display the time scale inspector. There you will find various options for editing the time scale and other related functions.

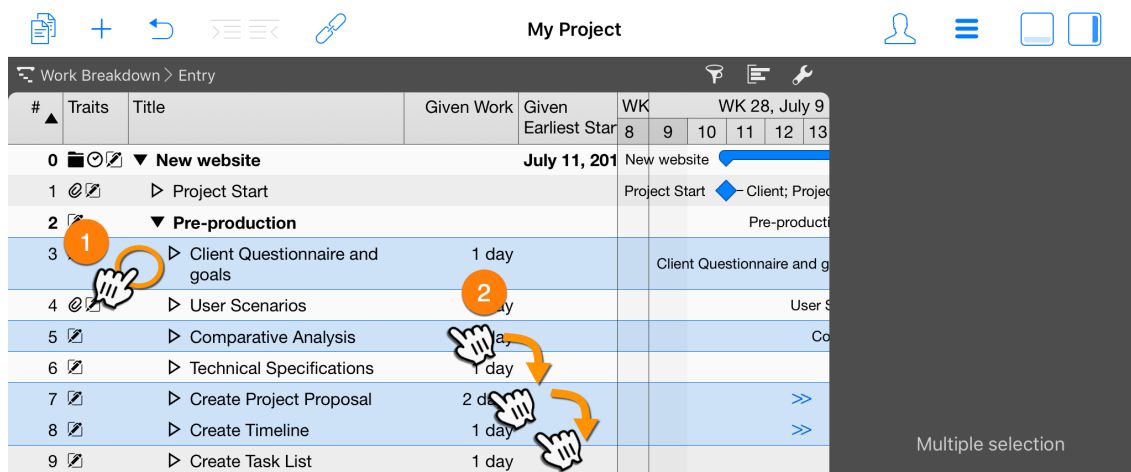


To change the time scale, wipe it to the left (longer time units) or to the right (shorter time units) with your finger.

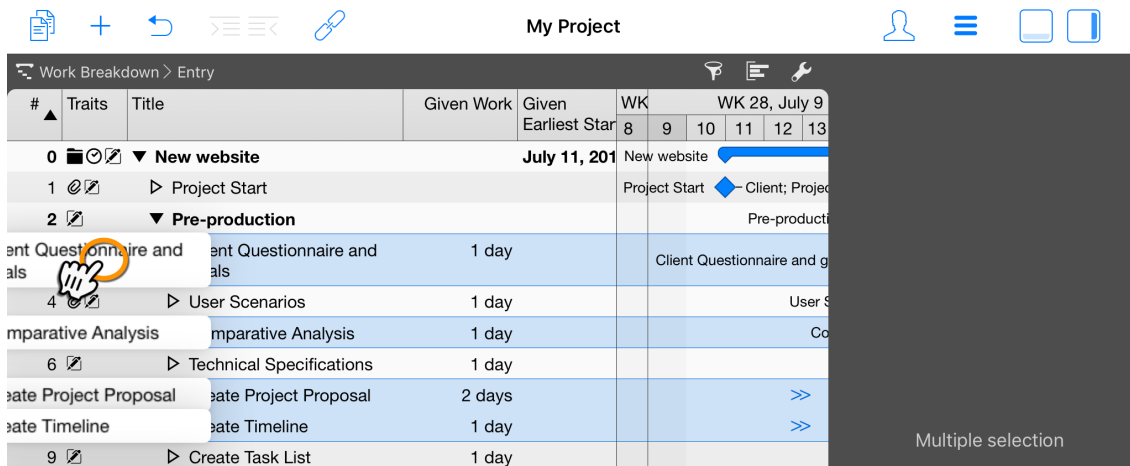
## Multiple selection

Multiple selection makes it easier for you to work with several selected objects at the same time.

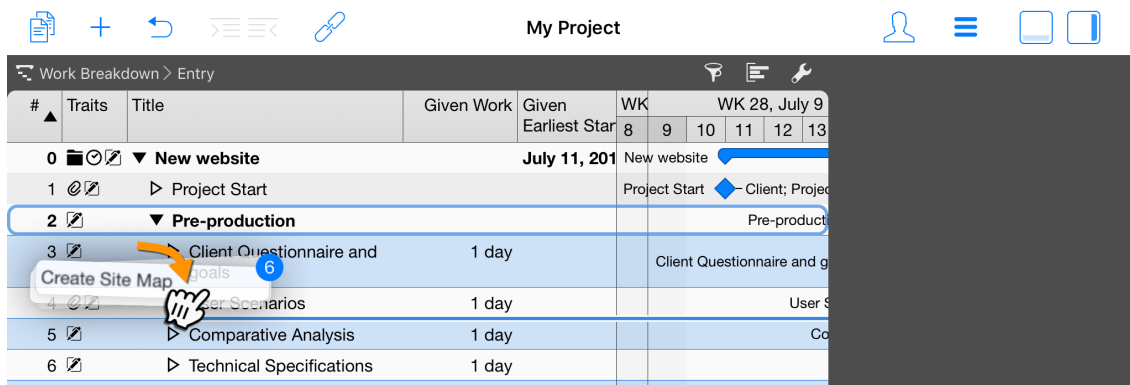
Touch an object and hold it with one finger (1), touch other objects with another finger (2).



This is useful, for example, to edit the selection made at the same time or to move several objects within the project at the same time.



Tap and hold on one of the selected objects and move the selection, the number of all selected objects will appear.



## Zooming



With the pinch gesture (two fingers) you can enlarge or reduce the views and their contents.

## Undo/Redo

**Merlin Project on iOS** supports persistent **Undo**.

That means, you can at any given time point undo all your actions back to document creation.

## Undo/Redo on iPhone...

To undo an action shake the iPhone.



## Undo/Redo on the iPad...

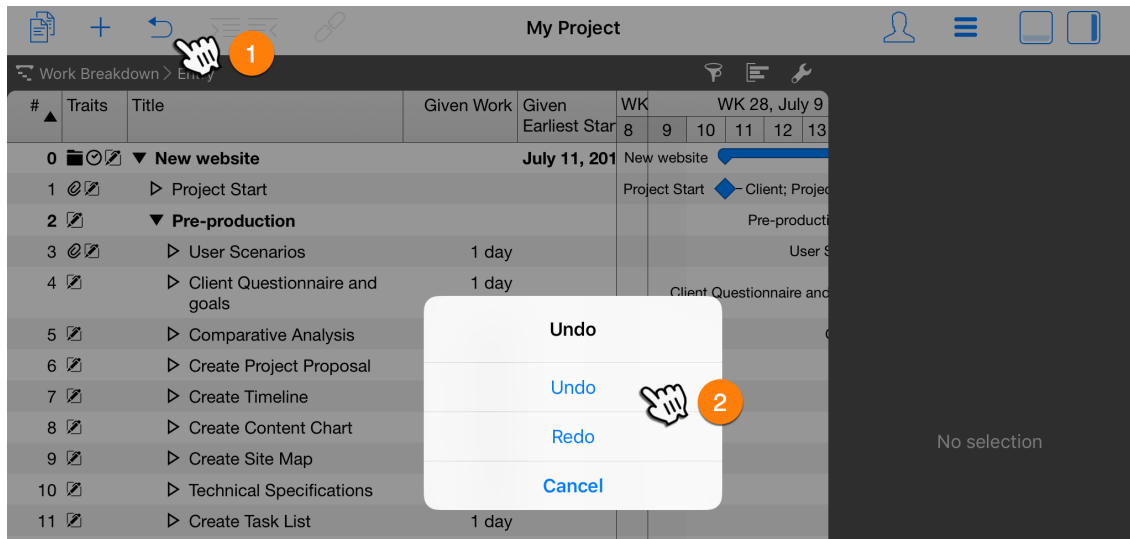
To undo an action, tap the arrow icon (1) or shake the iPad (2).

To redo, tap and hold the arrow icon.



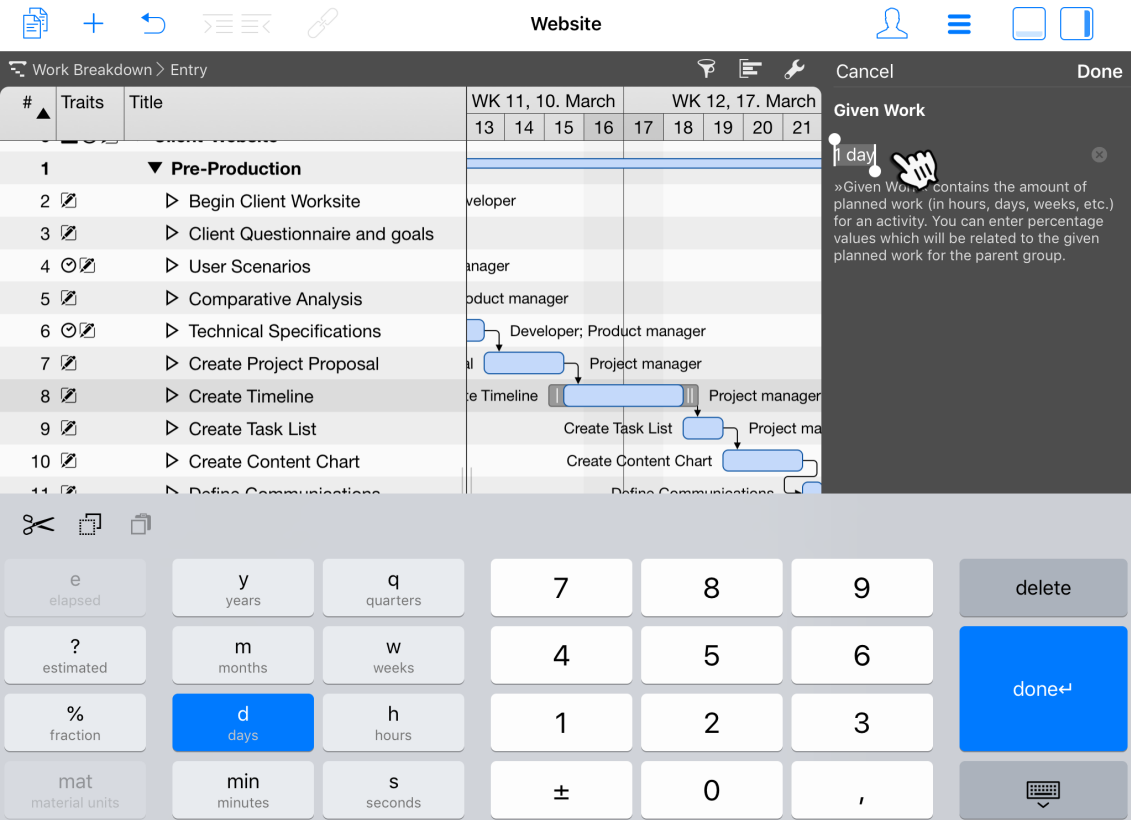
You'll need to call at least once 'Undo', for the 'Redo' to be offered.

After shaking, a window will appear giving you one or both options to choose from.

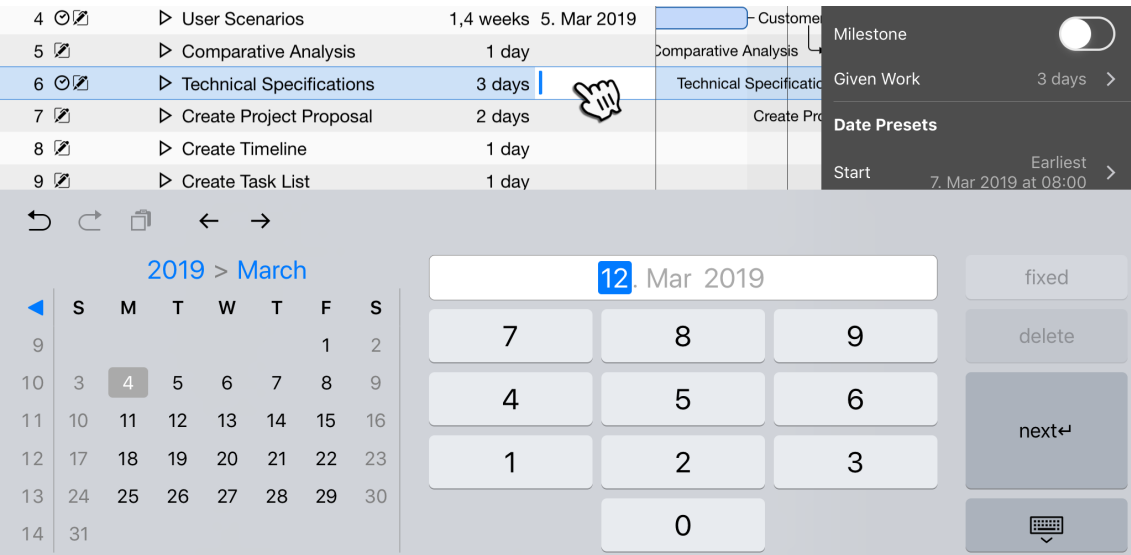


# Keyboards

Depending on the input value, Merlin Project displays its own keyboards. This is the case, for example, with date values or time specifications.



If you select a text field in the Inspector, the appropriate keyboard appears as shown. In the upper left corner there are symbols for options such as "Cut" (scissors), "Copy" (two rectangles) or "Paste" (clipboard).



Use the arrows to the left of the keyboard to jump between individual column entries.

The curved arrows control the Undo and Redo options. The symbol in between is for pasting information from the clipboard.