



Project Structures

Guides for Merlin Project

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Project Structures - as of June 2017

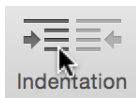
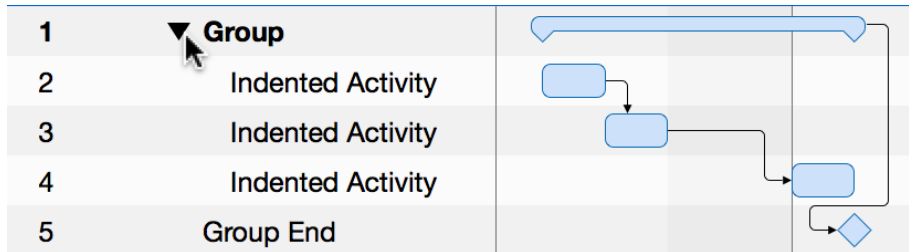
Grouping activities (indent and outdent)

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This manual shows you the first steps behind changing the project structures in Merlin Project.

Grouping activities (indent and outdent)

It's a good idea to group activities together to structure your project. This lets you replicate individual project phases better.



Indenting activities in the Outline automatically creates groups and other indented groups.

Indenting an activity into another level automatically creates a *sub-activity* and a resulting *group*.

#	▲	Traits	Title
0	📁🕒	▼	My Project
1		▼	Group
2			Activity (indented)

The activity above the indented content will be made automatically into a group.



You can indent multiple selected activities/milestones. Additionally, you can use your mouse to nest activities in other activities or indent/outdent activities in the levels using the »Structure > Indent« or »Structure > Outdent« menu, or the corresponding keyboard shortcuts »cmd + >« or »cmd + <«.



Outdenting activities releases them from a group and the child groups. To do this, select one or more activities. Now click the indent or outdent icon. Outdenting is only enabled if the selected activities or milestones are already part of a group.