



# Create project structure

Guides for Merlin Project

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## Create project structure - as of June 2018

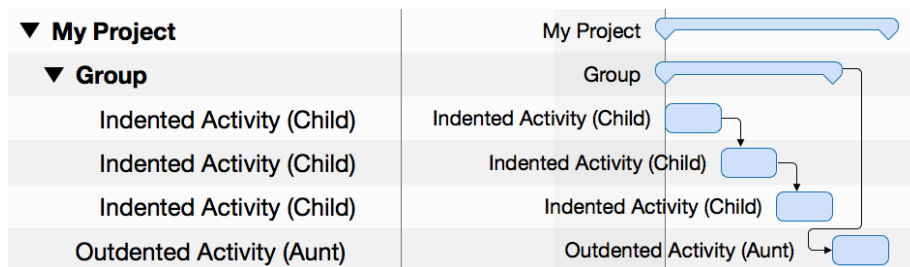
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## Create project structure

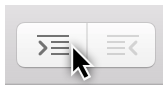
This tutorial shows you the first steps how to create the project structure in Merlin Project.

## Group activities

You can structure the project by grouping activities together. This allows individual phases in the project to be mapped more clearly.

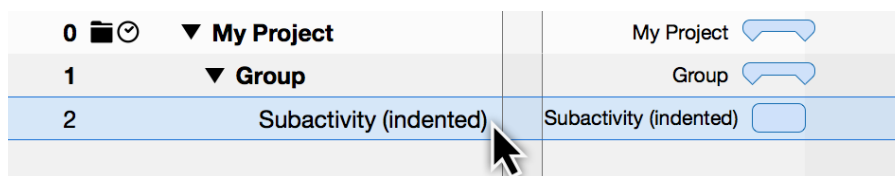


## Indentation



The **indentation** of activities in the outline automatically generates **groups** and, if required, further indented **subactivities** (*children*) and **subgroups**.

The result of an indentation in another level is the creation of a **sub-activity** and automatically a resulting **group**.

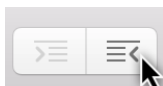


The process above the indented content automatically becomes a **group** graphically recognizable by the **group bar**.



A project is always a group and, like all groups, can be expanded and collapsed with the small **triangle**.

## Outdenting



The **outdent** symbol moves activities out of a group and its subordinate groups.

Select one or more activities and then click on the **outdent** symbol.

Disengaging is only active if the selected activities or milestones are already in a group. An outdented process is called **Aunt**.



The indentation can be applied to several **activities/milestones** selected simultaneously. In addition, activities can be nested into other activities using the mouse or via the menu **Structure > Indent** or **Structure > Indent** and the corresponding keyboard shortcuts **cmd + →** or **cmd + ←** in the *in* or *outdent* levels.