Mouse and Keyboard
Guides for Merlin Project

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Mouse and Keyboard - as of June 2018

Mouse and Keyboard 1
Mouse 1
   Contextual menus 2
Move (Drag & Drop) 3
   Create a group using "Drag & Drop" 3
   Change the order of the project structure 4
Keyboard 6
   Important keys 6
   Keyboard shortcuts 7
Mouse and Keyboard

In this manual you will find basic information about Merlin Project.

For the use of Merlin Project both the mouse and the keyboard are helpful.

Many commands can be called directly and quickly with keyboard shortcuts, other tasks are easily done with the mouse.

The Keyboard shortcuts can be found next to the commands in the menus.

Mouse

By Mouse we mean the input device for controlling the mouse pointer. On mobile Macs, for example, this could be the Trackpad.

All current Macs support a variety of input devices (mouse, trackpad, pen tablet, etc.).

The special gestures for the use of mouse and trackpads can be found in the system preferences of macOS, where you will find the instruction videos to illustrate the respective gesture.

For example, it contains the options for the secondary click, also known as right mouse click under Windows.
In System Preferences → Trackpad under the Point & Click tab you will find the options for controlling the input gestures for the trackpad.

**Contextual menus**

Open contextual menus in Merlin Project by a secondary mouse click. This provides additional functions for the clicked content.
Move (Drag & Drop)

Moving content using an input device is called **Drag & Drop**. This controls the process of **moving and releasing**.

This way you can create new **groups**, arrange **order of contents** of the project in the outline, **assign** resources to activities or create **attachments**.

The procedure is the same:

- **select object(s)**
- Move the selection with the mouse button pressed down simultaneously.
- Drop the selection to an object by releasing the mouse button.

Create a group using "Drag & Drop"

In Merlin Project new groups are created with this technique. Several activities are moved via "Drag & Drop" and stored on another activity.

The activity on which the contents are stored appears highlighted in blue and automatically becomes a **group** (bold) and the activities for its **sub-activities** (indented) after releasing the mouse button.

1. **Click on selection with a mouse click and keep the mouse button pressed**.

2. **Move the mouse pointer with the mouse button pressed on an object, in this example on an activity (do not release the mouse button yet)**.
3. Release the mouse button to complete the insertion of the selected activities into that other activity

Change the order of the project structure

In Merlin Project transactions, groups and milestones are sorted in their order. Several activities are moved via "Drag & Drop" and stored between other activities.

A blue line appears with a circle to mark the position between the contents.

1. Click on selection with a mouse click and keep the mouse button pressed.

2. Move the mouse pointer between two objects, in this example between "activity A" and "activity B" with the mouse button pressed down (do not
release the mouse button yet).

The Activity C is now between the activities Activity A and Activity B.

3. release mouse button to confirm the new order
Keyboard

The following keys are important on the Mac for using keyboard shortcuts.

Important keys

1. **shift key** (shift) → upper case key
2. **Control_key** (Control) → Corresponds to Ctrl.
3. **Option** (Option) → Corresponds to Alt/Alt Gr
4. **command** (Command) → Corresponds to Windows

In the menus the ctrl key is displayed with the ^ symbol.

The **command** key is abbreviated to **cmd**.

For example, the **Full Screen On/Off** option in the **Window** menu is controlled with the keyboard shortcut **ctrl + cmd + F**.

The following keys are particularly suitable for editing content.
5. **delete_key** (*backspace*) → backspace key

6. **Function_key** → No corresponding key under Windows

7. **Enter** (*Return*) → Enter

8. **Remove** (*Delete*) → DEL

**Keyboard shortcuts**

Merlin Project uses a variety of **keyboard shortcuts**.

The **Keyboard shortcuts** consist of several keys pressed simultaneously, for example, saving projects is performed with **cmd + S**. **F**-keys (F1, F2 etc.) are available on all newer Apple keyboards using the fn function key.

Most **menu entries** are provided with the corresponding **keyboard shortcuts**. They are directly behind the individual menu entries. This allows these menu entries to be called up quickly and efficiently using the keyboard.