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Guides for Merlin Project

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Contents - as of June 2018

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Contents

In this manual you will find basic information about handling documents and content in Merlin Project.

A project needs content. This content can be imported from different documents in Merlin Project or created from templates and content.

Import

Merlin Project imports many document formats. Among others **Microsoft Project**, **CSV (Excel)**, **OPML**, **XML** and **Mindmaps**.

File → Open

The menu **Shelf** → **Open...**, opens and imports existing documents. If the selected **format** is supported, Merlin Project opens the contents in a new program window.

Move with the mouse

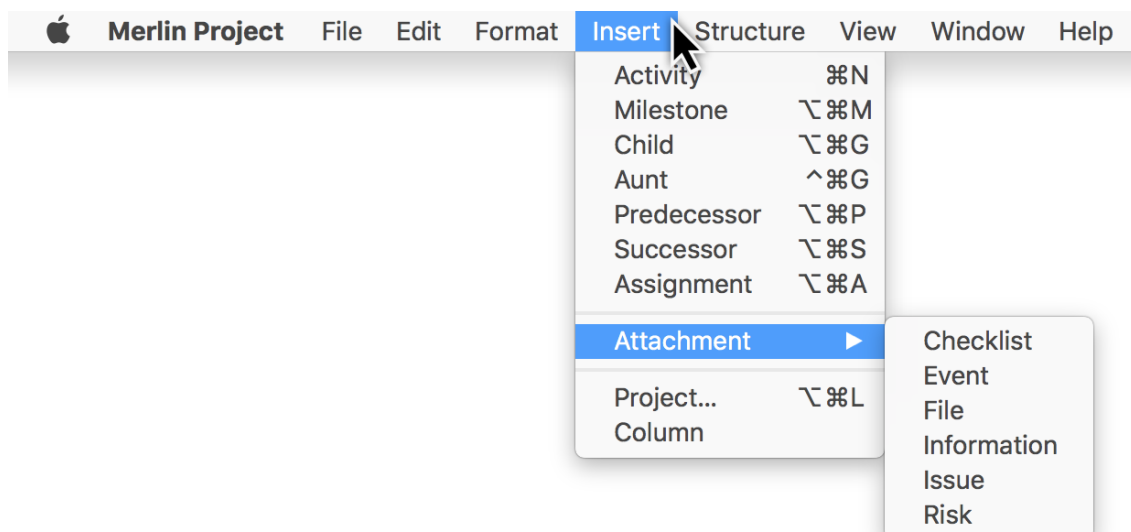
Move an existing document directly to the Merlin Project program icon or an already opened empty project.

Create Contents

Create content quickly using the Paste menu.

"Insert" menu

Different contents are available in the **Paste** menu. With the keyboard shortcuts listed behind, the contents are inserted into the project using the keyboard.

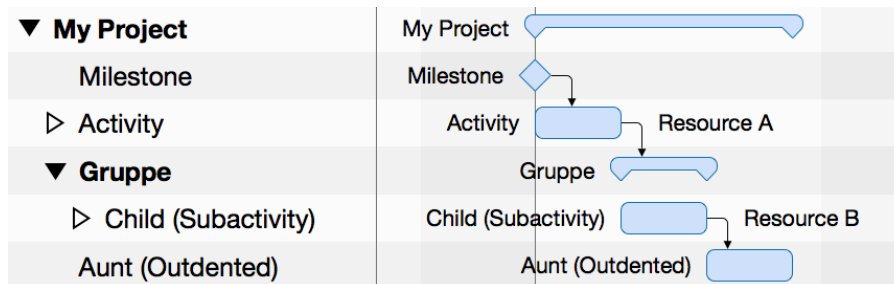


Attachments

External and additional content can be added as **attachments** in the project. These include, for example, all common types of files. Use the attachment type **Datei**.

Activities and resources

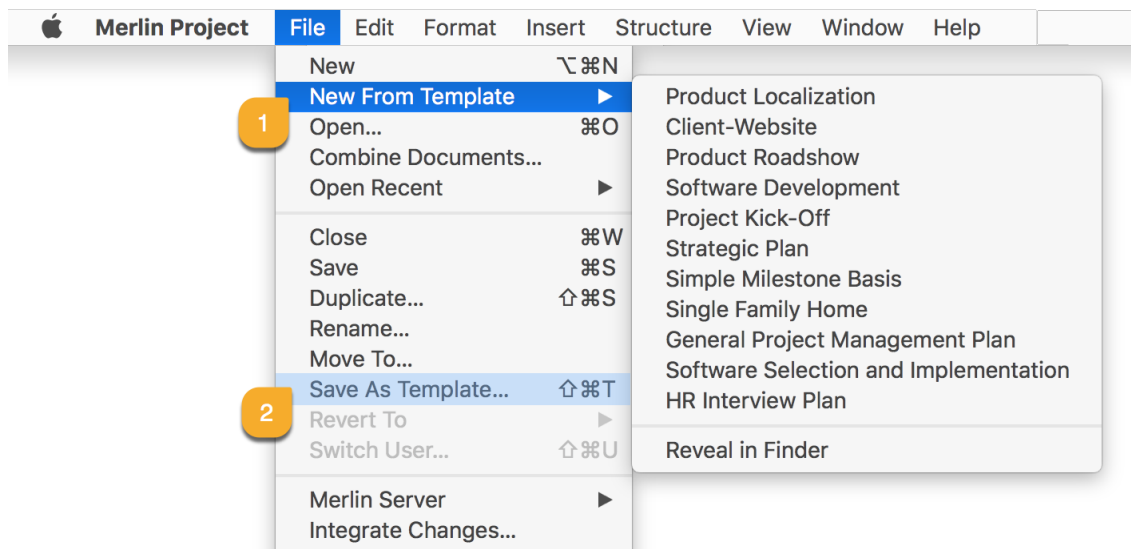
A project can also be filled with new **activities, milestones, groups** and **resources**.



More information about the contents can be found in the instructions **First steps in the project**.

Contents from templates

Supplied **project templates** are suitable for the quick creation of a new project. A large number of templates can be found in the menu **Storage** → **New from template** (1).

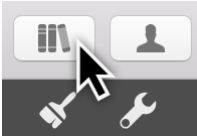


With **Templates**, working with recurring content is very easy and facilitates work with many similar projects.

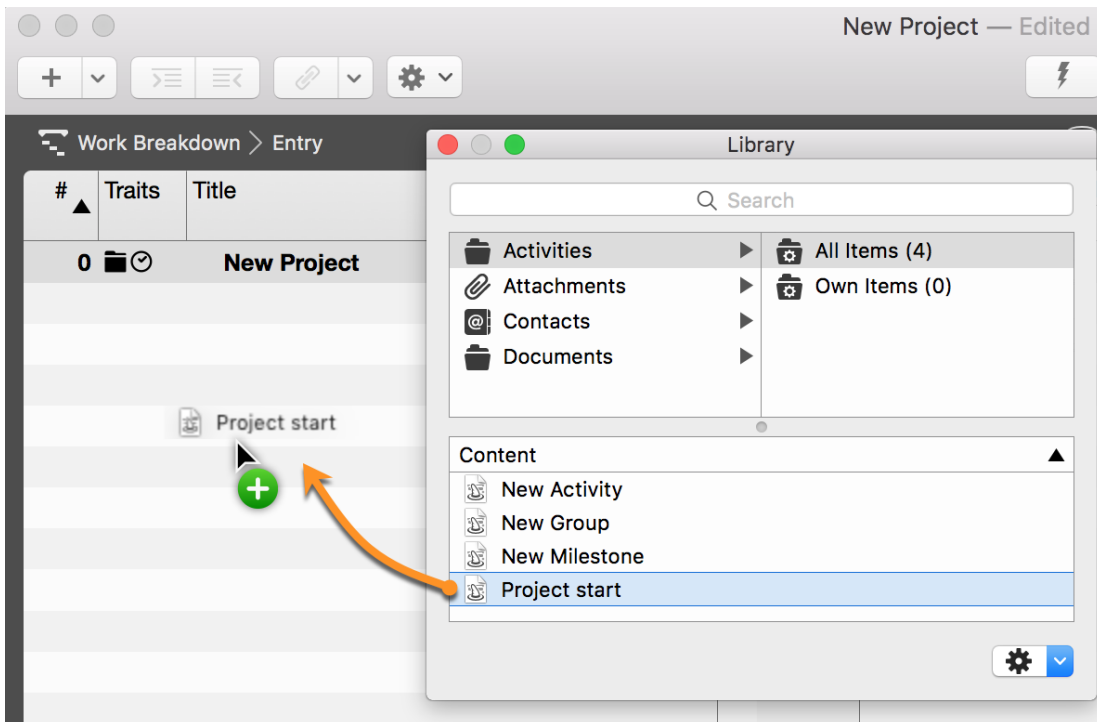
Self-created projects can be saved for later use as **templates**. The menu **Storage** → **Save as template ...** (2) creates its own **template** from a project.

Contents from the library

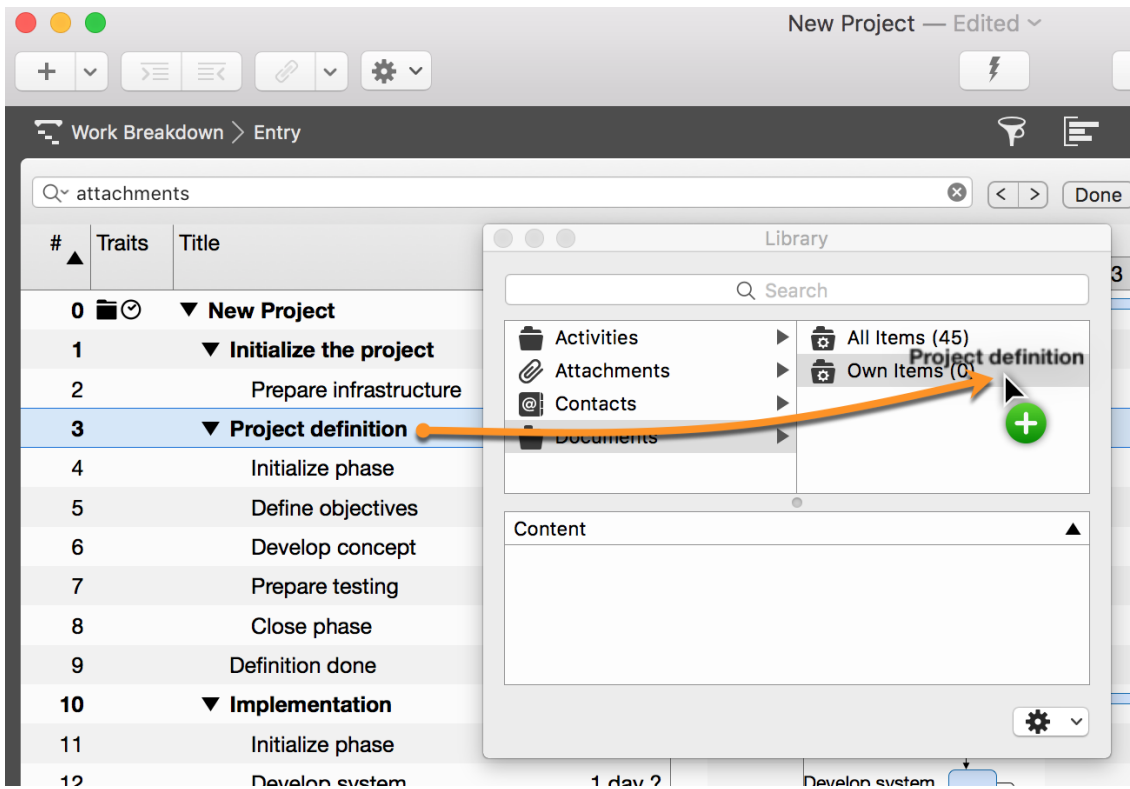
The **Library** contains content suitable for the modular creation of projects. Furthermore, you can store your own content in the **Library** and use it in all projects at any time.



Click the **Library** icon on the toolbar or **Windows** → **Library** on the menu to open the **Library**.



You move your own **activity groups** into the library using the mouse pointer. This content is automatically saved in the library for later use.



More information on this topic can be found in the *Library* manual.