



Content

Guides for Merlin Project

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This guide provides basic information on inserting content into Merlin Project documents.

A project needs content. In Merlin Project this content can be [inserted manually](#), copied from a template, the library or imported from different documents.



The **Library** is a feature existing only in Merlin Project, not in Merlin Project Express.

Import

Merlin Project imports many types of document format, including **Microsoft Project**, **CSV (Excel)**, **OPML**, **XML**, and **Mind Maps**.

There are various ways to import new content:

- [File > Open](#)
- [Drag & drop using the mouse](#)

File > Open

Call the **File** → **Open...** menu item. It opens existing documents. If the format of the selected document is supported, Merlin Project imports the content and opens it in a new document.

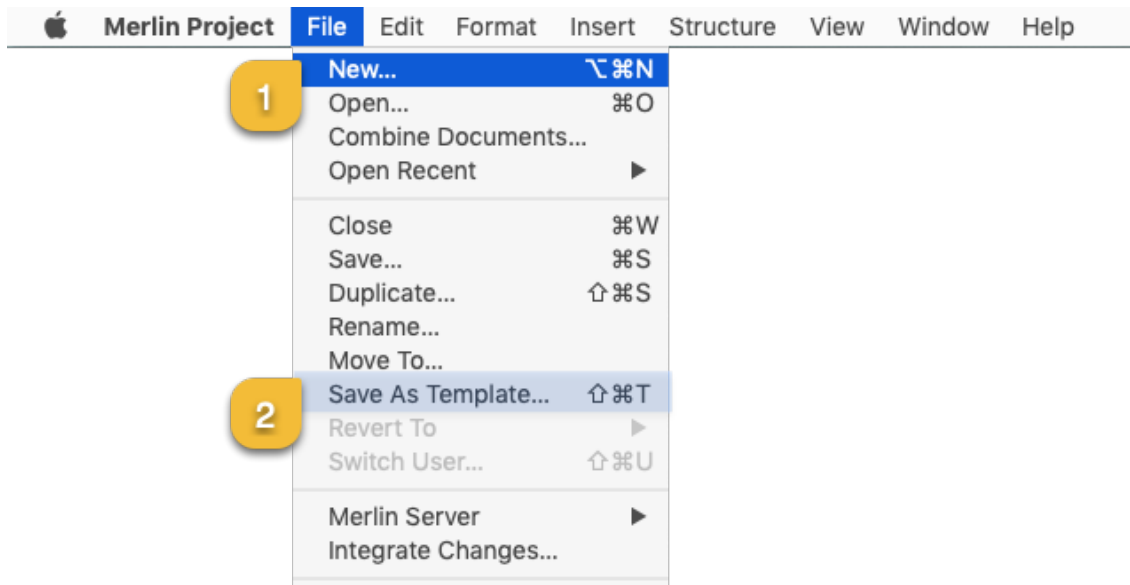
Drag & drop using the mouse

You can drag & drop a document directly onto the Merlin Project application icon or onto an existing project. Latter, imports the document into the existing project.

Content from templates

Project templates make working with recurring content easier. They are perfect for starting new projects quickly.

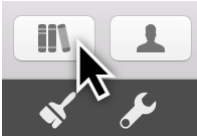
A large number of templates can be found in the **File** → **New...** (1) menu item.



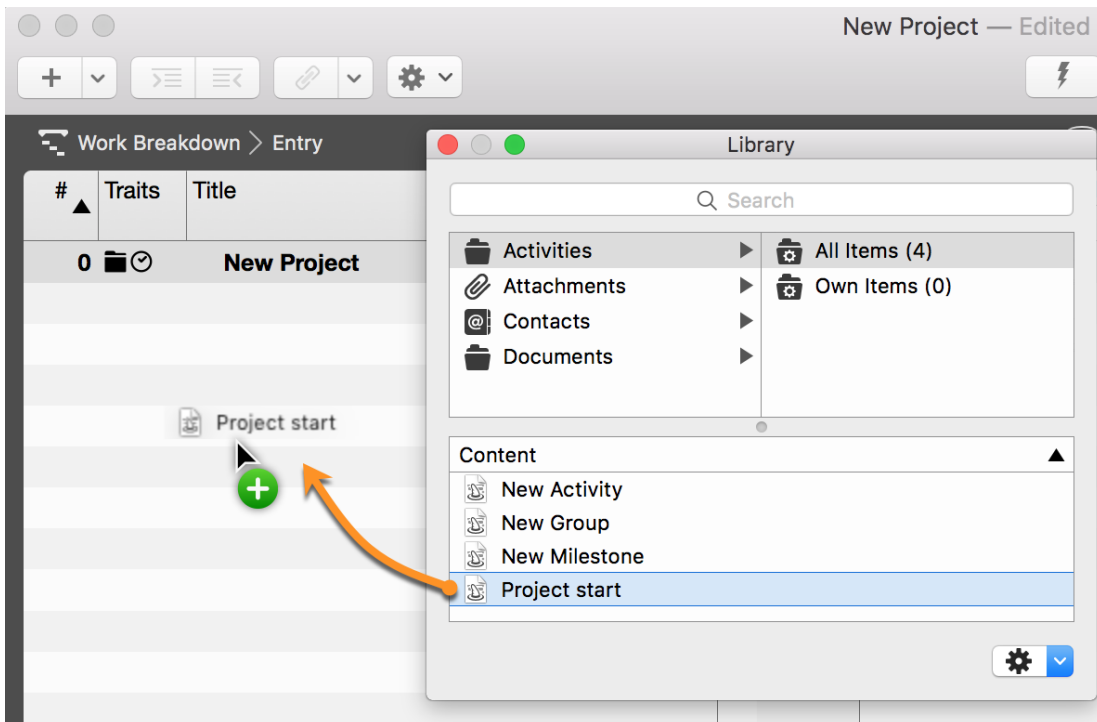
You can save existing projects for later use as templates. To create a template of your own from a project, call the **File** → **Save As Template...** (2) menu item.

Library content

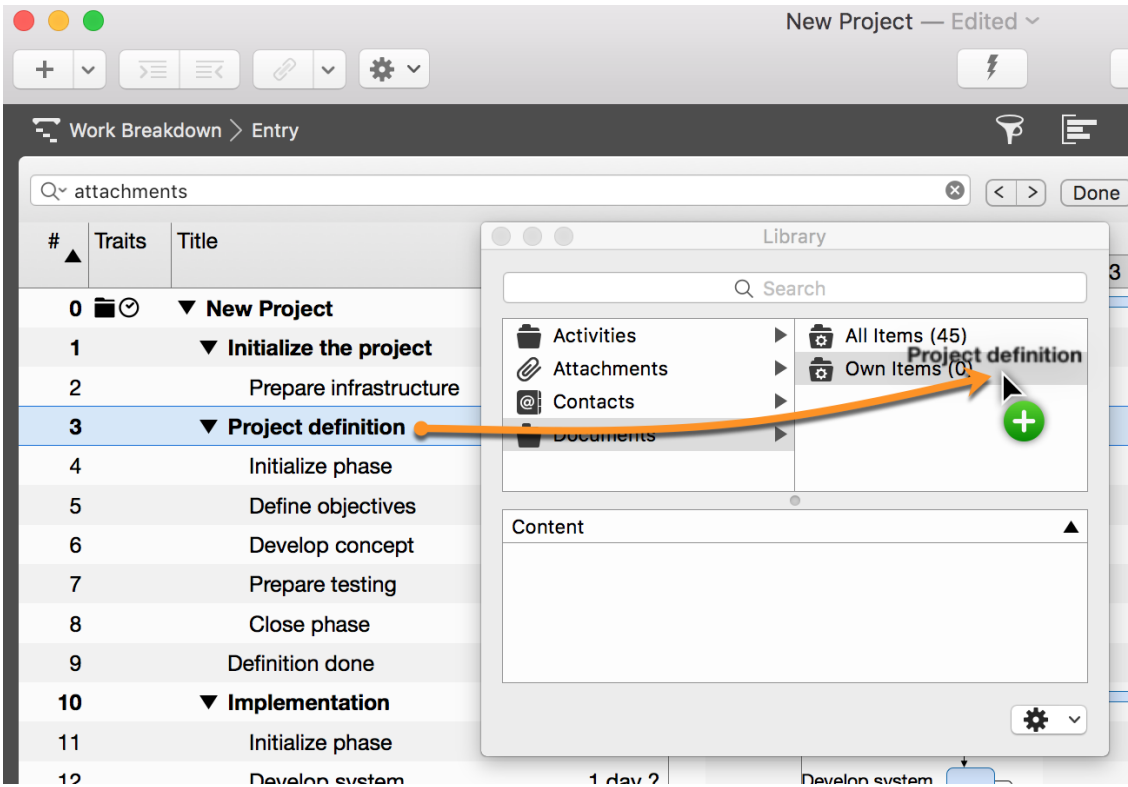
The **Library** contains content suitable for the modular creation of projects. Furthermore, you can store custom content in the **Library** and use it in any project whenever you want.



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



You drag & drop custom **activity groups** into the Library using the mouse pointer. This content is saved automatically in the Library for later use.



More information on this topic can be found in the [Library](#) guide.