



# Project content

Guides for Merlin Project

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## Project content - as of June 2017

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## Note for Merlin Project Express Users



Some of the following functions are only available in [Merlin Project](#).

### Basic principles

This manual provides basic information on using documents and content in Merlin Project.

### Creating and editing content

A project needs to be populated with content. This content can either be imported into Merlin Project from existing documents or created using templates.

#### Importing content

Merlin Project imports many document formats. These include MS Project, CSV (Excel) OPML, XML, and Mindmaps.

#### File > Open

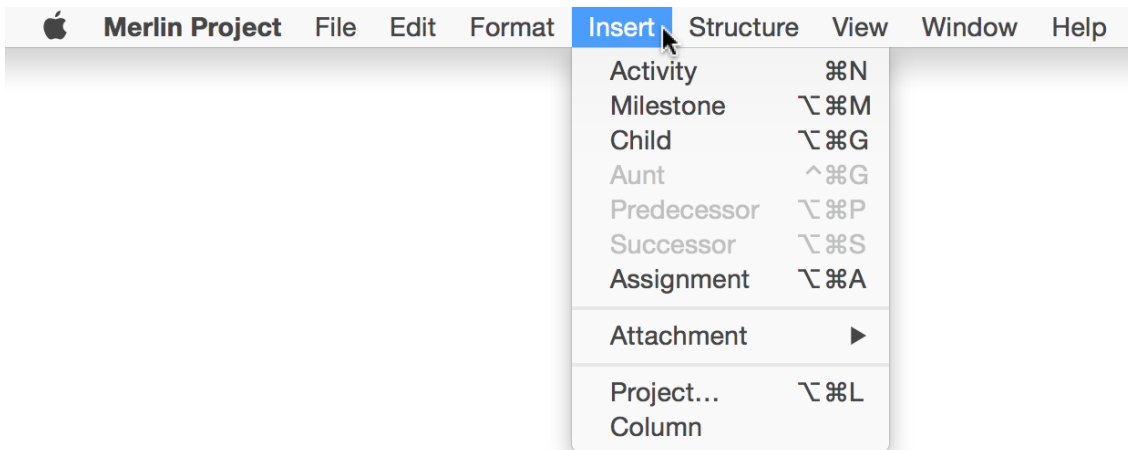
To import content, click the menu option »File > Open«, select a document, and if the format is supported, the file will open in Merlin Project in a new program window.

#### Drag & drop

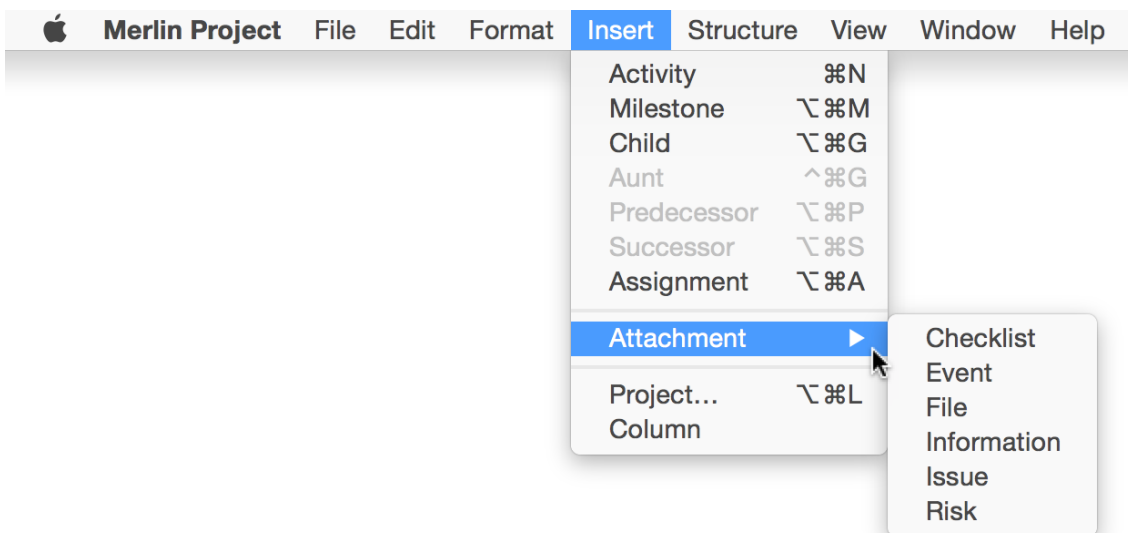
You can drag & drop a document directly onto the Merlin Project program icon or an open blank project.

#### Menu option »Insert«

The menu option »Insert« offers assorted content. Using the keyboard shortcuts listed alongside the options, you can create content using the keyboard.



External and additional content are created as »Attachments« in the project.



## Creating content manually

A new project can be populated with new activities, milestones, groups, resources, and attachments manually. For further information, see »First Steps«.

## Content from templates

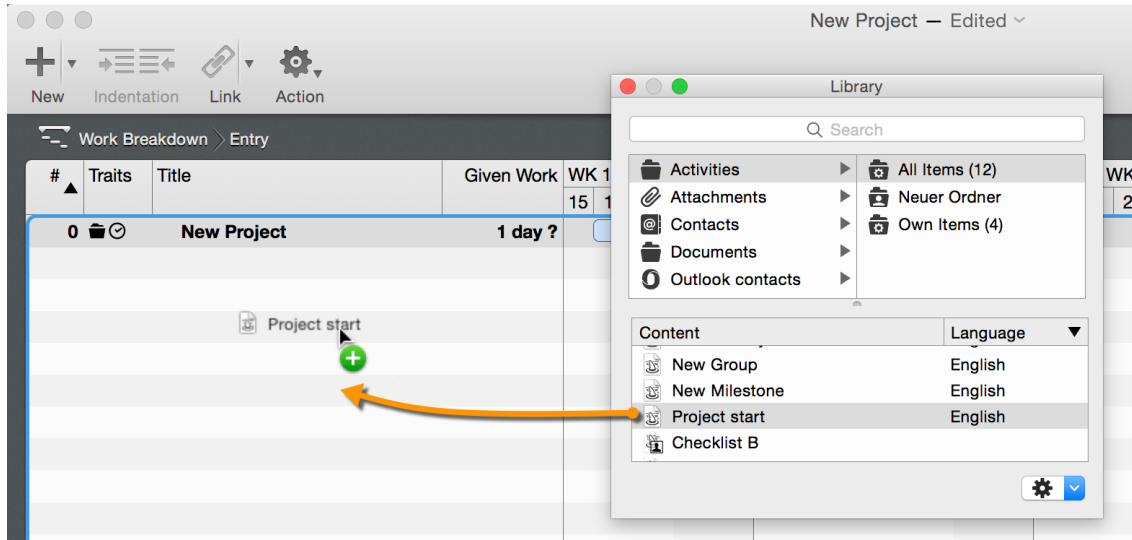
The supplied project templates are perfect for creating your own project quickly. You can also save your own projects as templates for later use. Templates make it very easy to work with recurring content, and it makes working with projects much easier for you.

## Content from the library

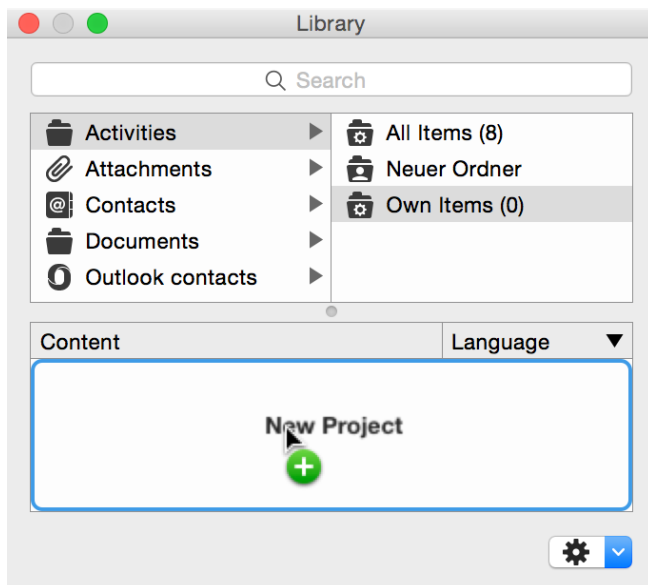


This function is only available in [Merlin Project](#).

The library includes content for creating projects.



You can drag & drop your own activities into the library.



## Importing content

To import content, click the menu option »File > Open« or drag & drop the files directly into Merlin Project.

If the document is recognized, Merlin Project will open it in a new project window.

