



# Drag&drop

Guides for Merlin Project

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## Drag&drop - as of June 2017

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## Basic principles

This manual provides basic information on using Merlin Project.

### Drag & drop

Moving content using your input device is a process called »drag & drop«. This lets you move content with ease.



This function lets you create new groups, arrange the order of project content in the Outline, assign resources to activities, and create attachments.

The sequence is always the same:

1st Select objects 2nd Drag the selection with the mouse button held depressed 3rd Release the selection over an object by letting go of the mouse button

#### Example: Creating a group using drag & drop

New groups are created using this technique in Merlin Project. In doing so, multiple activities are moved using *drag & drop* and released on another activity. The activity into which the content is to be dropped will turn blue. It will turn automatically into a group (bold) once you release the mouse button and the activities will become its child activities (indented).

1. Click a selection and keep the mouse button held depressed

# ▲	Traits	Title	Given Work
0	🗑️🕒	▼ <b>New Project</b>	
1		New Activity	1 day ?
2		New Activity	1 day ?
3		New Activity	1 day ?
4		New Activity	1 day ?
5		New Activity	1 day ?

2. With the mouse button held depressed, drag the mouse pointer to an object - in this example an activity (don't release the mouse button yet).

# ▲	Traits	Title	Given Work
0	📁🕒	▼ New Project	
1		New Activity	1 day ?
2		New Activity	1 day ?
3		New Activity	1 day ?
4		New Activity	1 day ?
5		New Activity	1 day ?
6		New Activity	1 day ?

3. Release the mouse button to drop the selection.

# ▲	Traits	Title	Given Work
0	📁🕒	▼ New Project	
1		▼ New Activity	
2		New Activity	1 day ?
3		New Activity	1 day ?
4		New Activity	1 day ?
5		New Activity	1 day ?
6		New Activity	1 day ?

### Example: Changing the order of the project structure using drag & drop

In Merlin Project, the order of activities, groups, and milestones can be resorted. To do this, multiple activities can be moved using *drag & drop* and released between other activities. When doing this, a blue line with a circle will appear to show the position between content.

1. Click a selection and keep the mouse button held depressed

# ▲	Traits	Title	Given Work
0	📁🕒	▼ New Project	
1		Activity 1	1 day ?
2		Activity 2	1 day ?
3		Activity 3	1 day ?
4		Activity 4	1 day ?
5		Activity 5	1 day ?

2. With the mouse button held depressed, drag the mouse pointer between two objects - in this example between »Activity 1« and »Activity 2« (don't release the mouse button yet).

# ▲	Traits	Title	Given Work
0	🗑️🕒	▼ New Project	
1		Activity 1	1 day ?
2		Activity 2	1 day ?
3		Activity 3	1 day ?
4		Activity 4	1 day ?
5		Activity 5	1 day ?

3. Release the mouse button to drop the selection.

# ▲	Traits	Title	Given Work
0	🗑️🕒	▼ New Project	
1		Activity 1	1 day ?
2		Activity 3	1 day ?
3		Activity 2	1 day ?
4		Activity 4	1 day ?
5		Activity 5	1 day ?

»Activity 3« is now located between »Activity 1« and »Activity 2«.