



Library

Guides for Merlin Project

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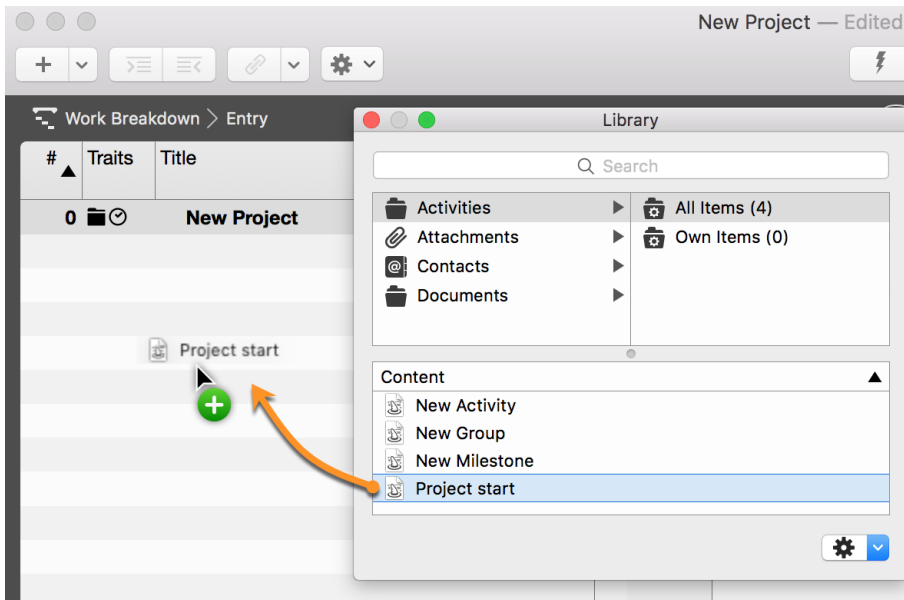
Note for Merlin Project Express users



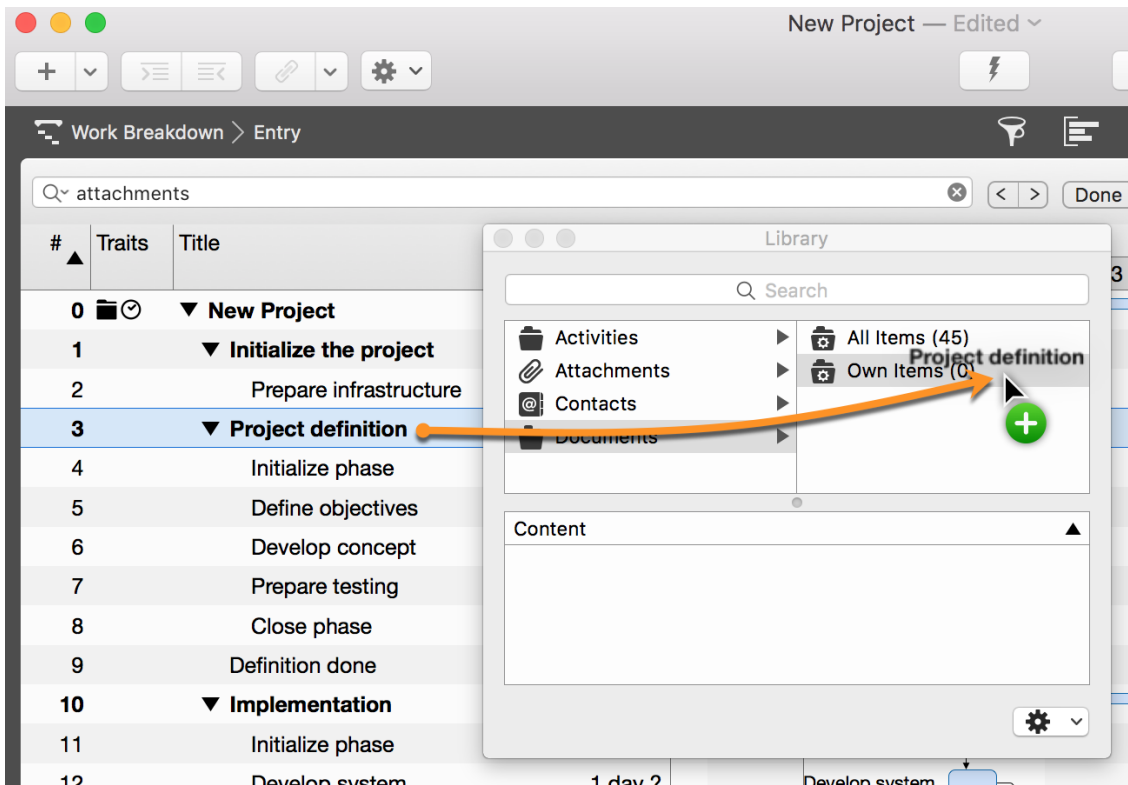
The following functions can only be found in [Merlin Project](#).

Library

The library in Merlin Project provides you with a handy option for working with frequently used content. In the library you will find and manage your documents, processes and contacts.



The easiest way to move the content into or out of the library is by drag & drop.



Move a phase or group from an existing project to the library and the content is available for other and new projects. This simplifies the work and saves time, recurring contents do not have to be created again and again.



For a better overview, arrange your own content in folders. This brings structure into the library and enables quick work with existing content.

Library contents

The library contains the following information, so you can use and manage the following content:

-**Appendixes**

-**Documents**

-**Contacts**

-**Outlook contacts**

-**Activities**



In the *Documents* area you manage all project-related and frequently used documents of any kind. This helps to keep the workload for recurring content enormously low.