



Library

Guides for Merlin Project

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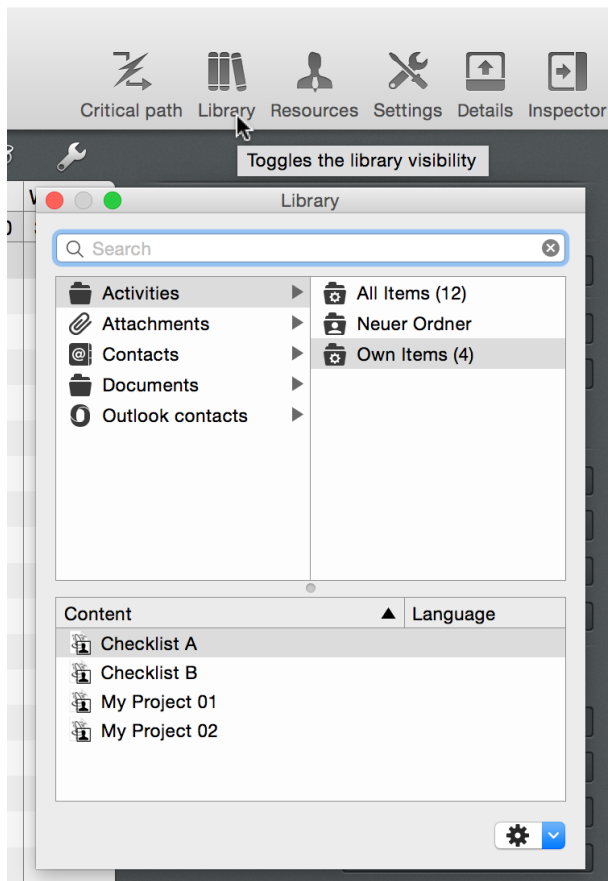
Note for Merlin Project Express Users



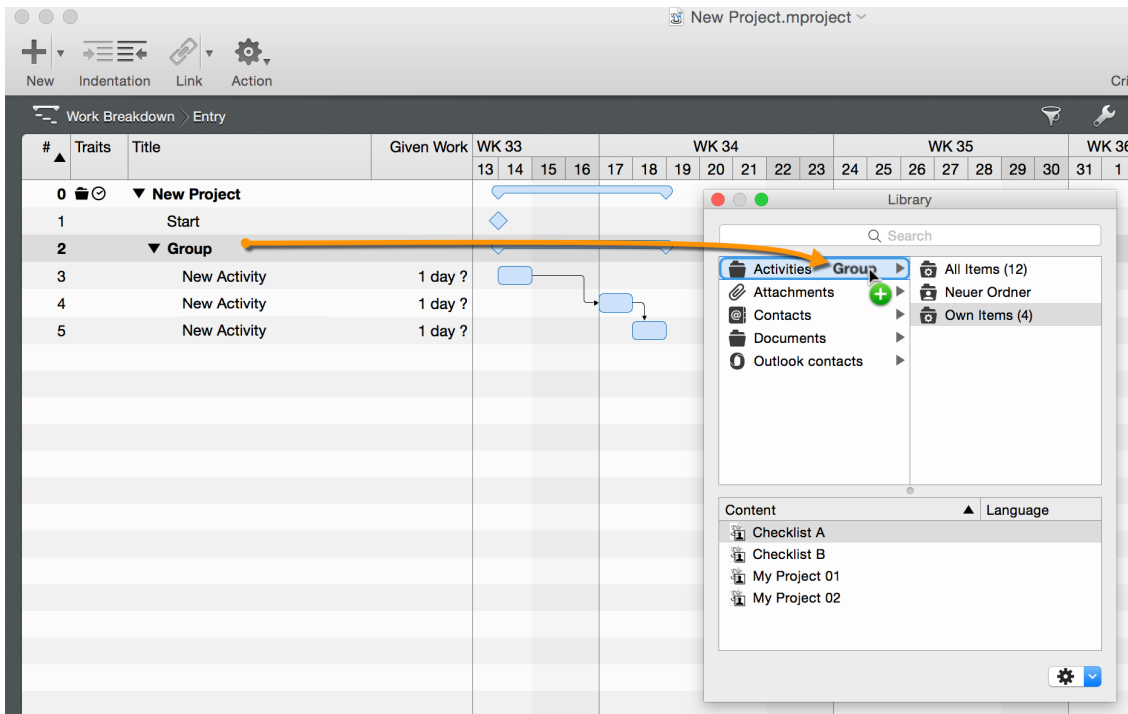
Following functions are only available in [Merlin Project](#).

Library

The library in Merlin Project is a handy way of working with frequently-used content. You can find and manage your documents, activities, and contacts in the library.



The easiest way of moving content into or out of the library is by dragging & dropping it.



If you drag & drop a phase or group from a project into the library, this content will be available for other and new projects. This makes the task easier and saves precious time in always having to create the same content.



For a better overview, arrange your content in folders. This gives structure to the library and allows you to work quickly with the content.

Library contents

The library includes the following information and lets you use and manage the following content:

- **Attachments**
- **Documents**
- **Contacts**
- **Outlook contacts**
- **Activities**



The *Documents* area lets you manage all project-related and frequently-used documents of any type. This helps you enormously in keeping your workload down with frequently-occurring content.