



Combine projects

Guides for Merlin Project

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Combine projects - as of November 2020

Combine projects by drag & drop	1
Combine projects by menu	2
Insert projects	4

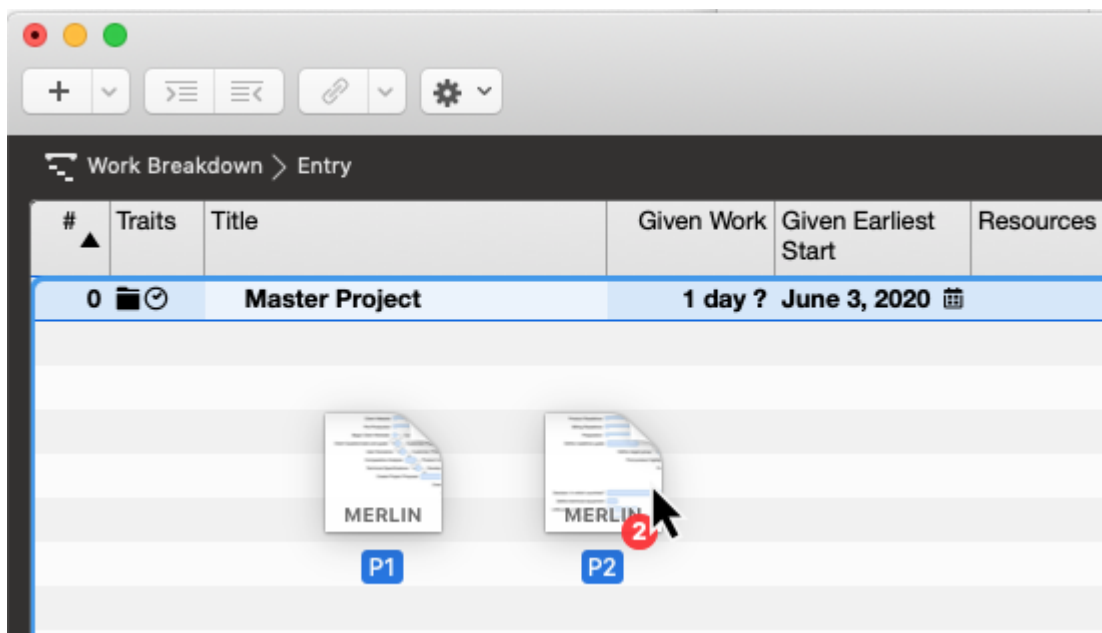
If you want to run overall [reports](#) on your various projects, view or solve over-allocations due to overall [assignments](#) on their resources or simply work with your multiple project files in one Gantt chart, [\[Kanban\]](#) board, [\[Mind Map\]](#) etc you need to combine them into one, Master, file.

With **Merlin Project** you can combine your project files using drag & drop or the menus.

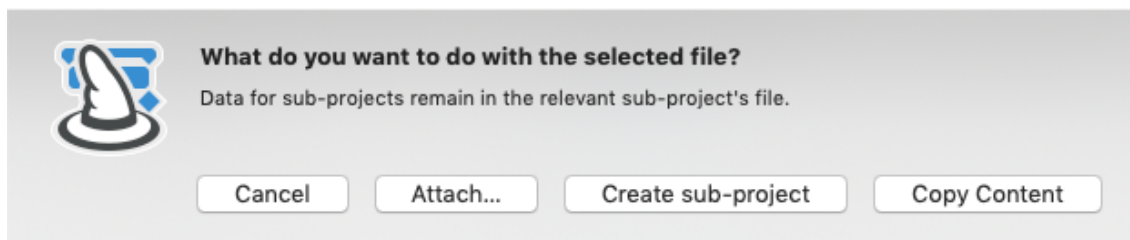
Combine projects by drag & drop

The quickest way to create a project with at least two sub-projects is to:

- Create a [new empty project](#)
- Name the project so you can easily identify it (e.g. *Master Project*)
- Move at least two project files from a Finder window to the outline of the new *Master Project*.



- The program will prompt you following options:



- Cancel
- Attach

- **Create sub-project**
- **Copy Content**

1. Select **Create sub-project** or **Copy Content** depending on your needs.

Typical use case of combined projects

Select **Create sub-project** to link the individual files as sub-projects and combine them into the *Master* project.

This option allows you to edit the contents in the *Master* or in the individual sub-projects. Changes will be kept synchronized once saved in both directions. This is equivalent to having combined by the [Combine Documents menu item](#).

Alternative use case

Select **Copy Content** to copy the content from the individual project files into the *Master* project. This won't link to the individual files as sub-projects as they remain separate entities. So changes to the main project won't get transferred to the individual projects, or vice versa.

Use this option:

- if you don't need to organise your work anymore in multiple files
- or need a *snapshot* of the current state of your individual files in the *Master* file and maybe intending to create new *Master* files on later time points as further *snapshots* to be able to compare your overall progress with past values.

Other options of the dialogue

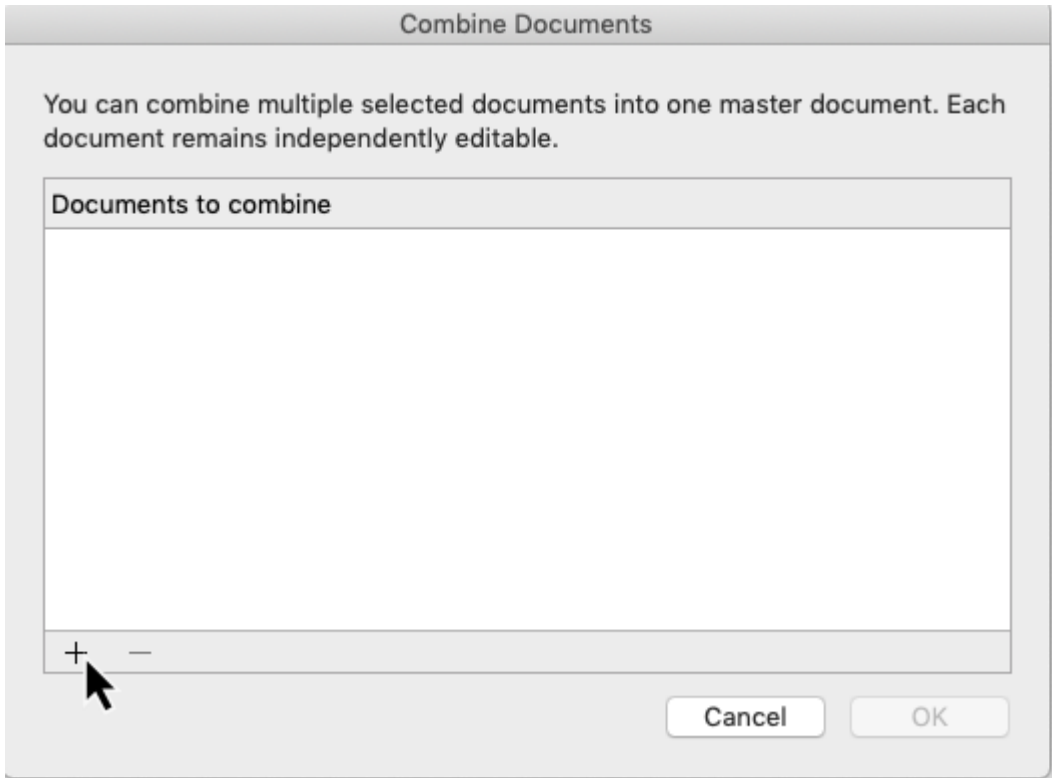
Select **Cancel** to abort further actions.

Select **Attach** to insert the files as File [\[Attachments\]](#) onto the row #0 of the empty project. This is not an option to choose when requiring the contents of the individual files in one Gantt, Kanban, Mind Map, etc.

Combine projects by menu

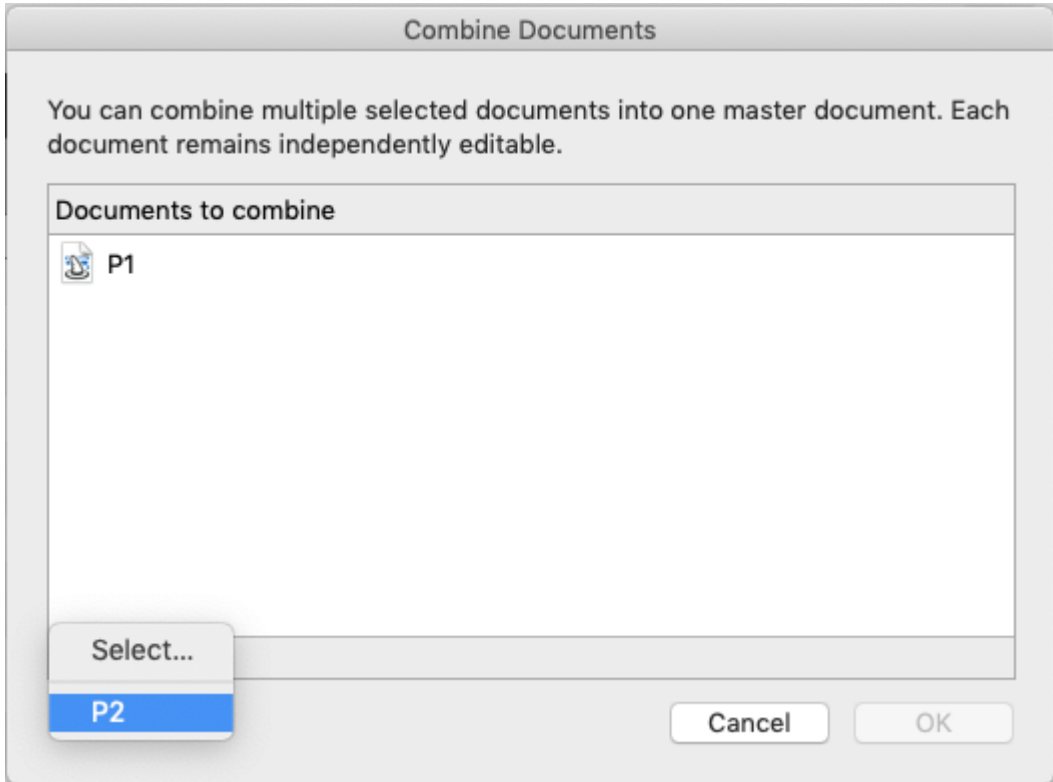
In Merlin Project you can also combine and link sub-projects by a menu option.

- Call *File > Combine Documents...*
- Click on '+'



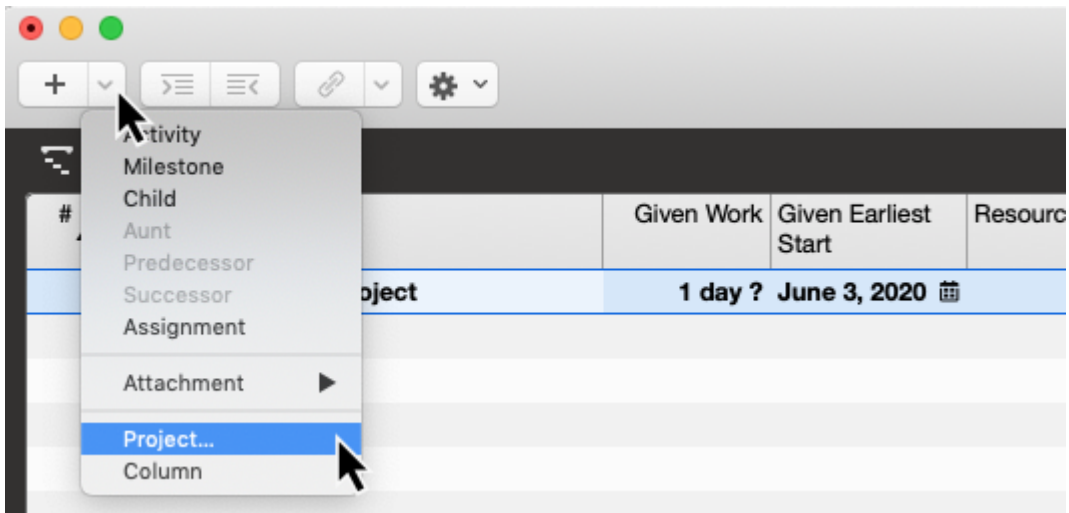
- Select your individual files
- Click 'Ok'

If the files you want to combine are currently open in Merlin Project, they will be listed in the '+' menu of the *Combine Documents...* dialogue so you can select them easily.

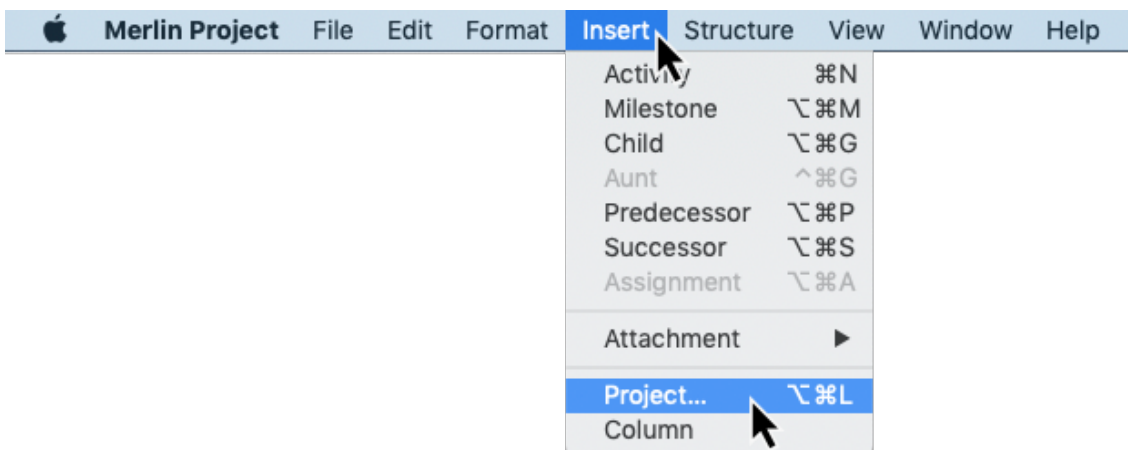


Insert projects

You can insert a project and link it as a sub-project in an existing project file also by clicking the '+' toolbar icon and selecting 'Project...'



The same option is offered over the Insert menu.



This is recommended when you have an existing *Master Project* in which you would like to insert further project files and manage them in the same master.