Creating project content

Guides for Merlin Project Express
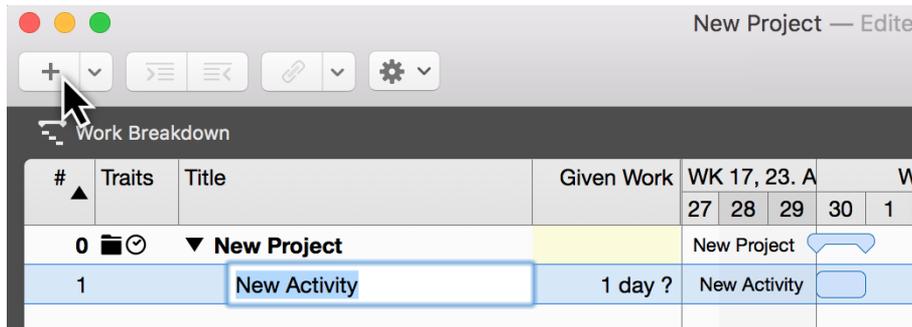
Creating project content - as of September 2020

Below you will learn how to create project content (activities, milestones and more) in Merlin Project Express.

Plus icon

The easiest way to create new activities is to click **New** (the *plus icon* in the toolbar) or even faster with the keyboard shortcut **cmd + N**.
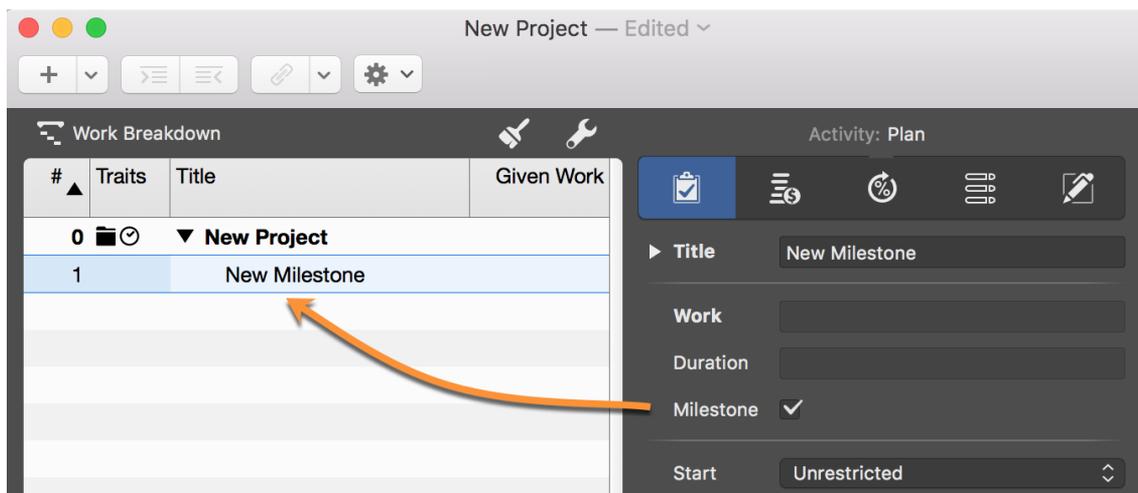
> If you repeat the step several times, the activities appear in chronological order.

Newly created content is activated and ready to be named. Add a *title* to the activity.
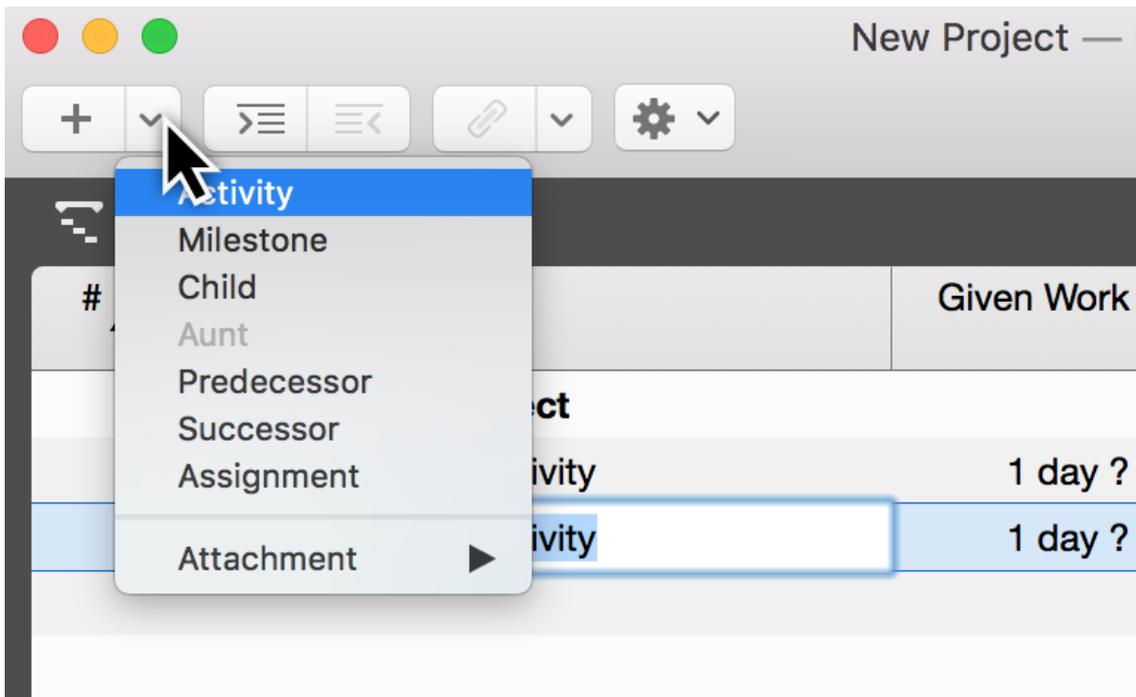
> You can quickly convert an activity into a milestone. To do this, tick the checkbox next to the **Milestone** option in the Inspector. If you uncheck the box, a milestone will become an **activity** again.

Insertion options

If you click the **arrow** to the right of the **plus** icon, a menu appears with further content for selection.

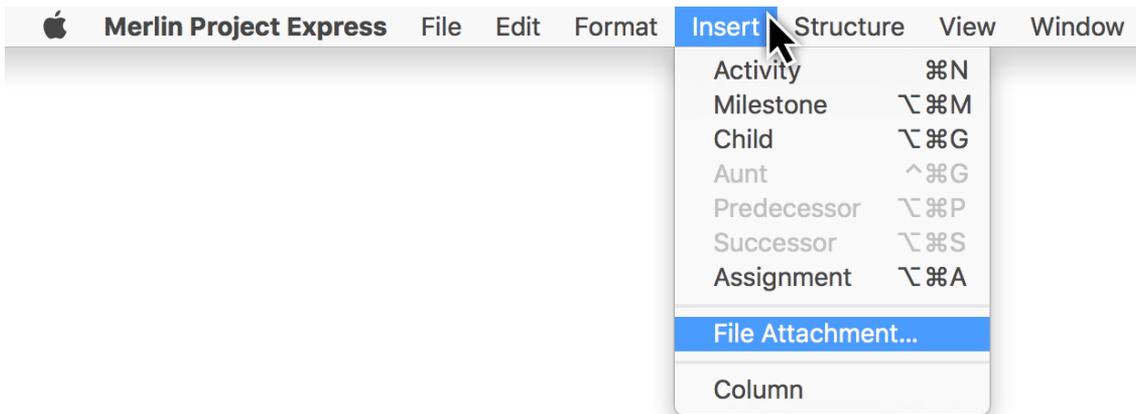Depending on your current selection, you can create the following content:

- **Activity** (creates an activity)

- **Milestone** (creates a milestone)

- **Child** (creates an indented activity)

- **Aunt** (creates an outdented activity)

- **Predecessor** (creates a link to the successor)

- **Successor** (creates a link to the predecessor)

- **Assignment** (creates an assigned resource)

- **File Attachment** (allows you to attach a file)

- **Column** (inserts a column into the outline)

> The **aunt** option remains grayed out until an indented activity is selected at least one level down. Only then will an outdented activity be created using the *aunt* option.
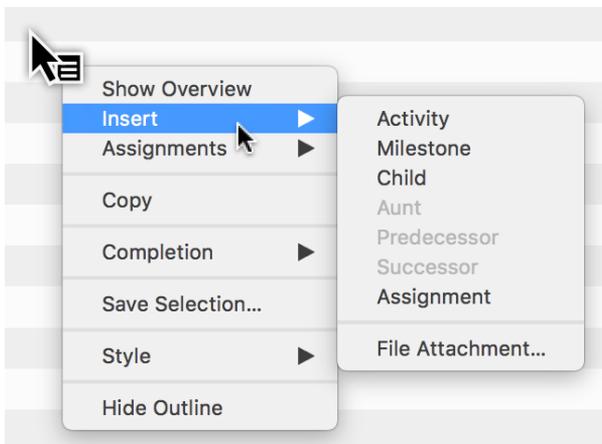
Insert menu

You can also create the content listed above using the ***Insert*** menu item.

Insert menu - context menu

In addition, the **context menu** shown can be called up in the view by performing a secondary-click. Among other things, it includes the **_Insert_** option.

New content is created beneath the _current selection_. If nothing is selected in the main area, new content is created _beneath the last row_ at the end of the project.