Styles and Contents

Guides for Merlin Project

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Styles and Contents - as of November 2020

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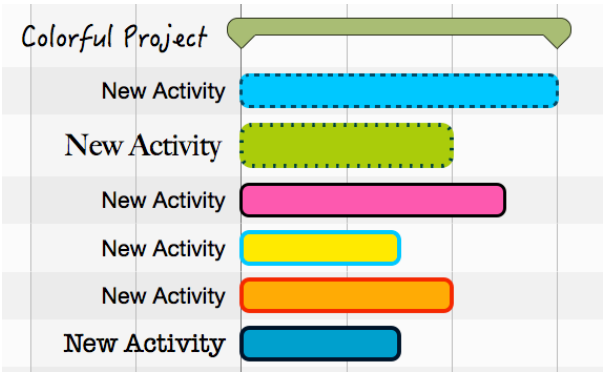
This guide contains information on using and modifying styles and contents in Merlin Project.

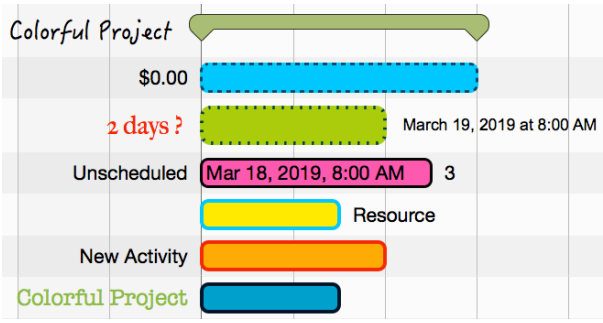
What are styles?

Styles let you change how elements (bars, groups, milestones, columns, timescales, etc.) are displayed in the views to suit your preferences. You can do this using the style options for view elements, such as to change the format of **colors**, **borders**, **shadows**, or **fonts**.



What are contents?

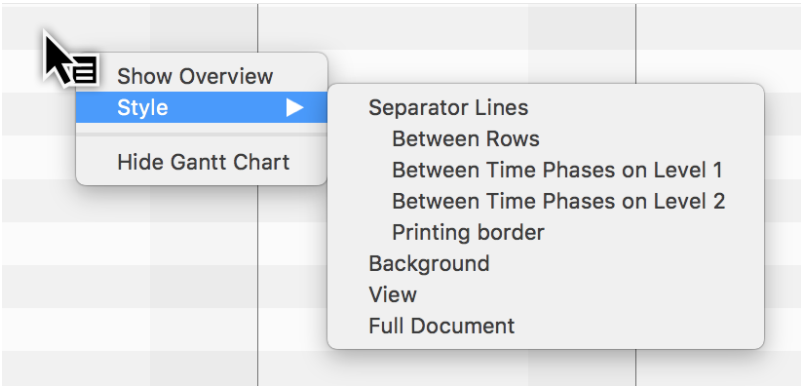
Contents let you store a range of project information in the view, for example in the **labels** (to the left and right of the bars and on the bars themselves) or in the **Cards** of the Net Plan or Kanban view.



Style and Content Inspector

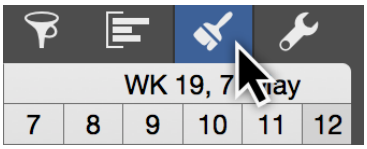
The ***Style and Content Inspector*** gives you control over styles and contents in a couple of mouse clicks.

You can access the ***Style and Content Inspector*** quickly by right-clicking an element in the active view and going to the associated **context menu**.



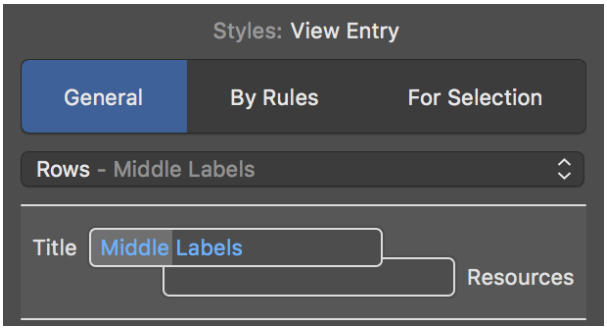
Depending on the element you right-clicked, either the ***Style*** option on its own or the ***Style and Content*** option will appear in the context menu. The selection options they include open the associated options in the ***Style and Content Inspector***.

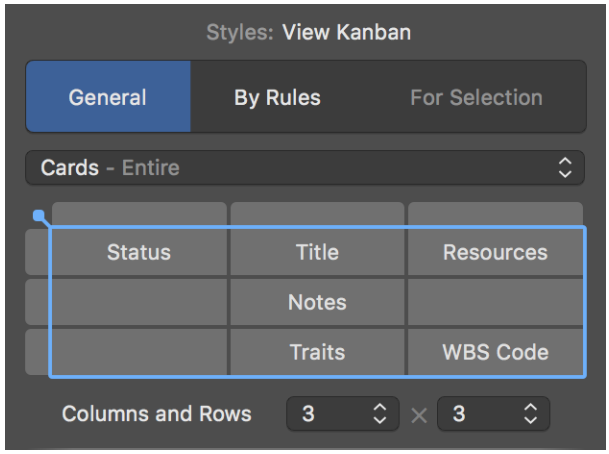
There is also a new way to access the ***Style and Content Inspector*** by clicking the ***paintbrush icon***.



Elements are displayed graphically in the ***Style and Content Inspector***.

Depending on the active view, you can see schematic displays for **bars/groups** or **cards** there.





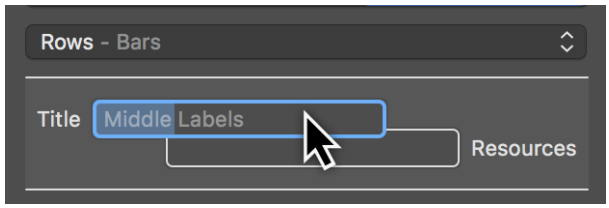
Using the Inspector

Click an element to access the **style** or **content** options. In the above drop-down menu, you can see the selection you made and the selected element will be highlighted in blue.

Style

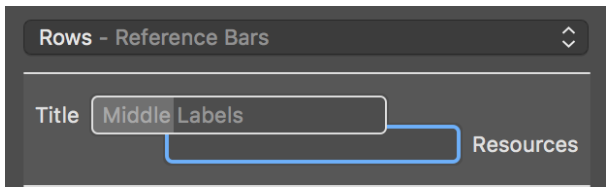
In the following, the **Bars** (1), the entire **Row** (bar row type) (2) and the **Reference Bars** (3) are activated.

1



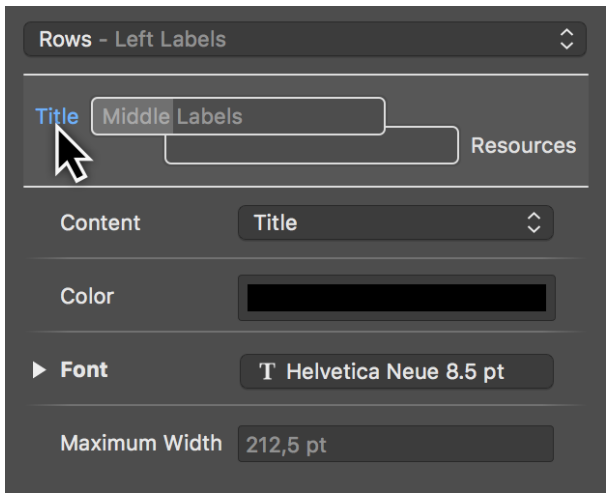
2

3



Content

Activate the *left label* by clicking **Title** and changing the **content** of the left label using the option in the drop-down menu with the same name. You'll also find style options here for modifying the **Color** and **Font** of the content.

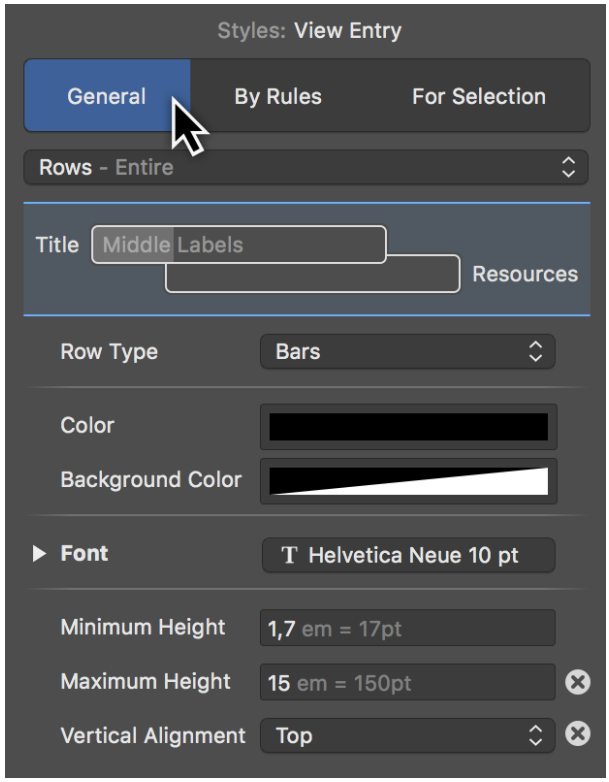


From the ***Content*** drop-down menu, select the ***Expected Start*** instead of the default ***Title*** selection. This will display the expected start of the activity as a date in the left-hand label.

General

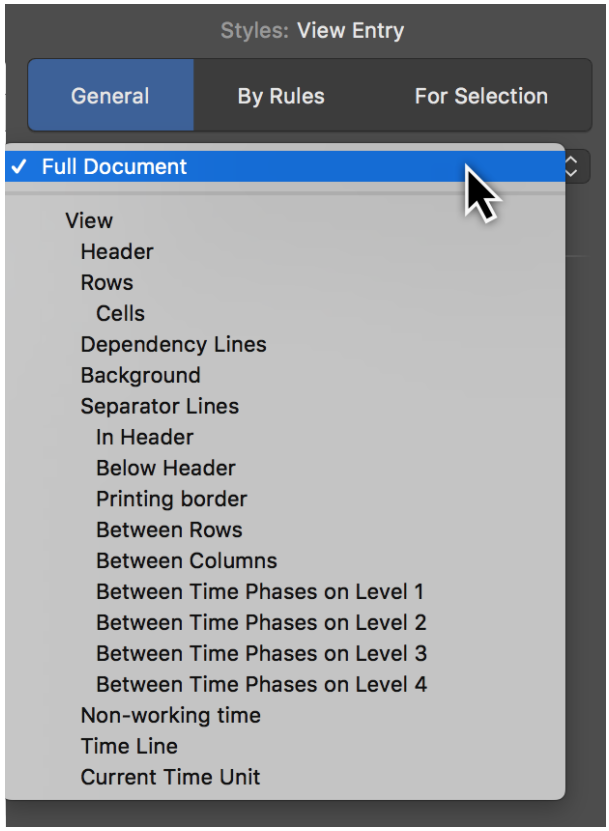
The ***General*** tab controls the styles for the display of many general elements in the active view.

If no selection is active in the view and you click the ***magnifying glass icon***, the ***Style Inspector*** will open with the ***General*** tab.



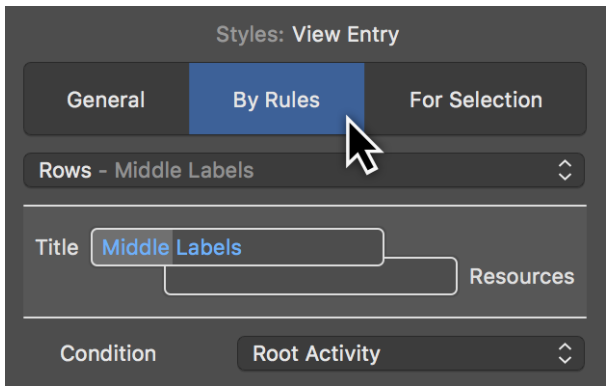
The general settings for **Style and Content** apply in principle to all style options across the project.

The elements for the particular view, which you can configure to suit using the options available in the Inspector, can be found in the **drop-down menu**.

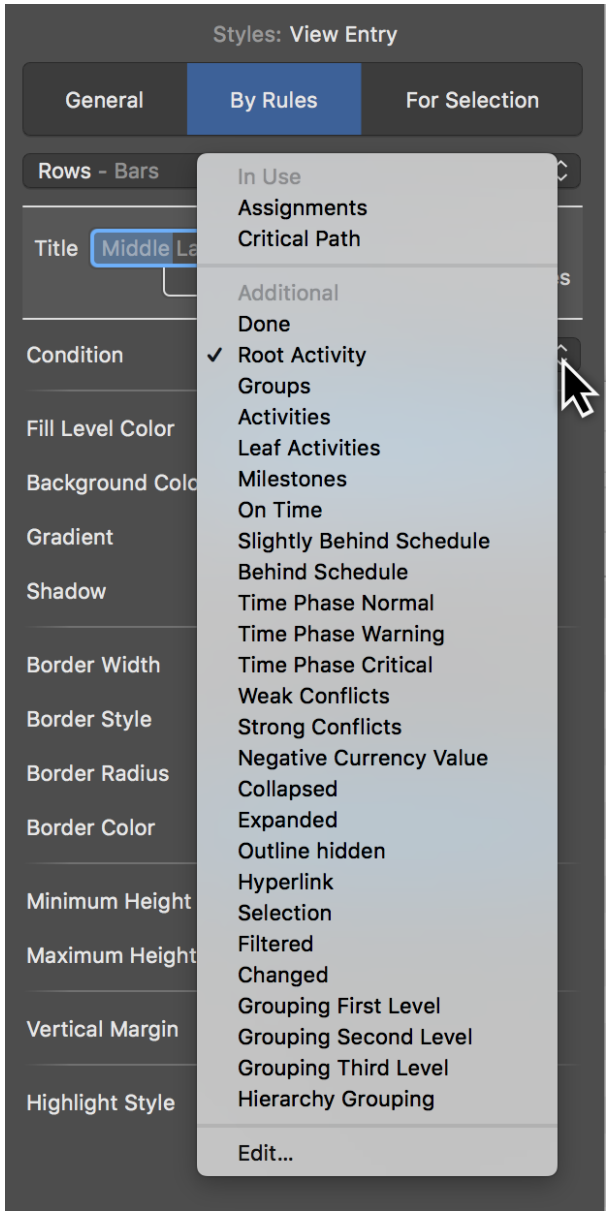

Styles: View Entry
General
By Rules
For Selection
Full Document
View
Header
Rows
Cells
Dependency Lines
Background
Separator Lines
In Header
Below Header
Printing border
Between Rows
Between Columns
Between Time Phases on Level 1
Between Time Phases on Level 2
Between Time Phases on Level 3
Between Time Phases on Level 4
Non-working time
Time Line
Current Time Unit

By Rules

The ***By Rules*** tab lets you control **style and content options** automatically depending on specific **conditions**.



For example: You want all activities to which a specific resource has been assigned to appear in a specific color or alternate font automatically.

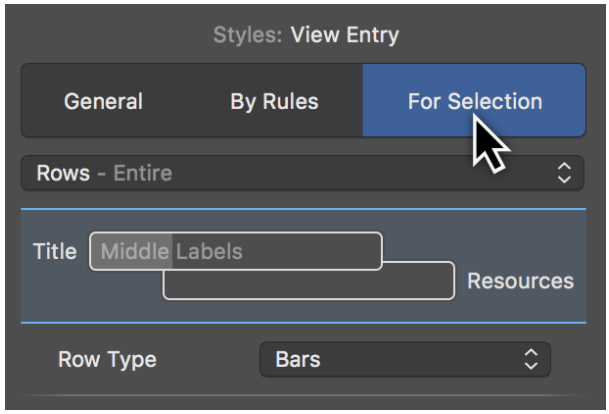


In "Merlin Project" you can define your own conditions. "Merlin Project Express" does not support this option.

For Selection

The ***For Selection*** tab controls the styles and contents for the selection. This lets you adjust elements individually.

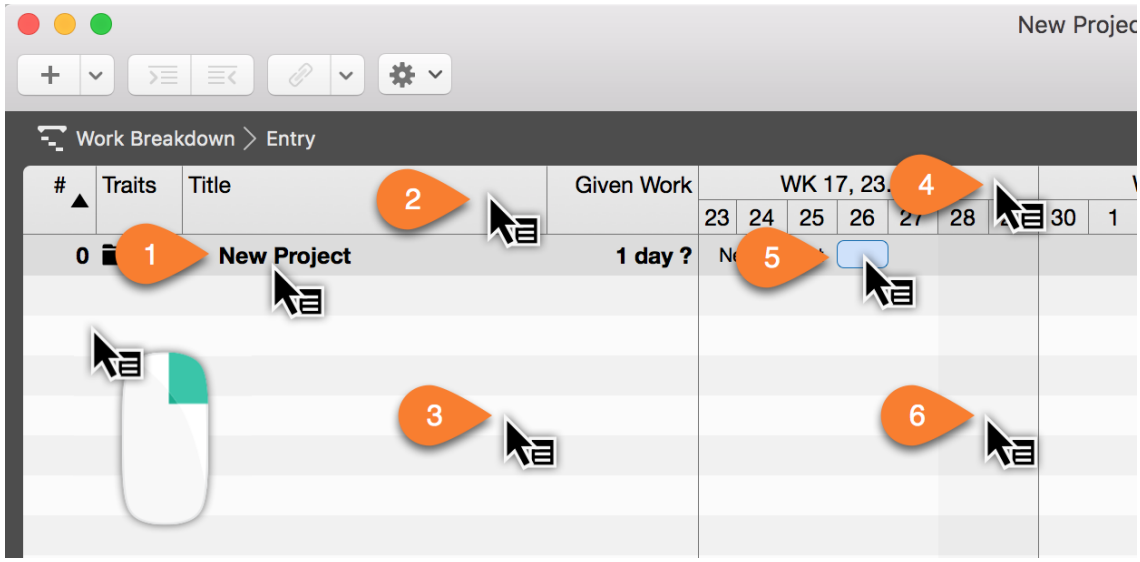
In a view, select an element and click the ***paintbrush icon***. The ***Style Inspector*** will open with the ***Selection*** tab.



In principle, you can control styles and content by right-clicking and selecting the option ***Style*** or ***Style and Content*** from the context menu.

Work Breakdown selection

Right-click a bar in the Work Breakdown view, a column row, or the Outline to access and edit the associated **style** and/or **content options**.



- **(1) Outline text style and content options**
- **(2) Column row style options**
- **(3) Outline style options**

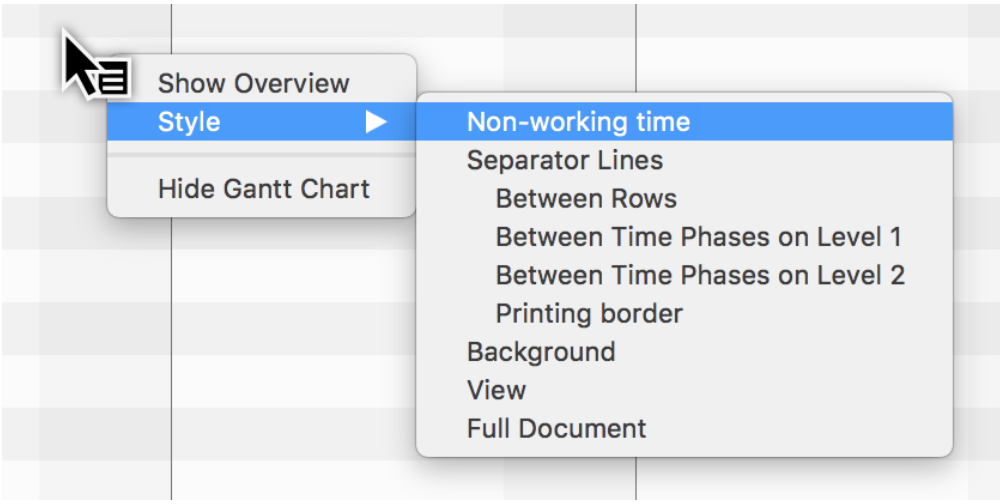
- **(4) Timescale style options**
- **(5) Bar, milestone, and group style and content options**
- **(6) Gantt chart style options**

Style and content examples

Here is a small selection of practical examples.

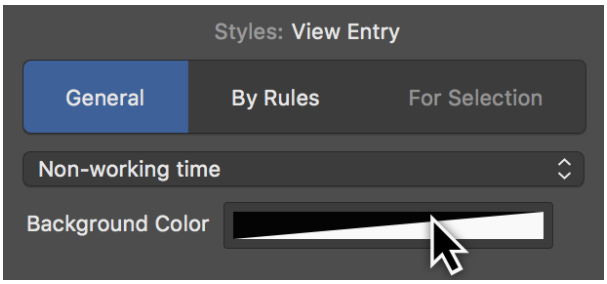
Example 1: Modifying the color of non-working time

Right-click *Non-working Time* (6) in the **Gantt** chart and in the drop-down menu click the option ***Style*** > ***Non-working Time***.

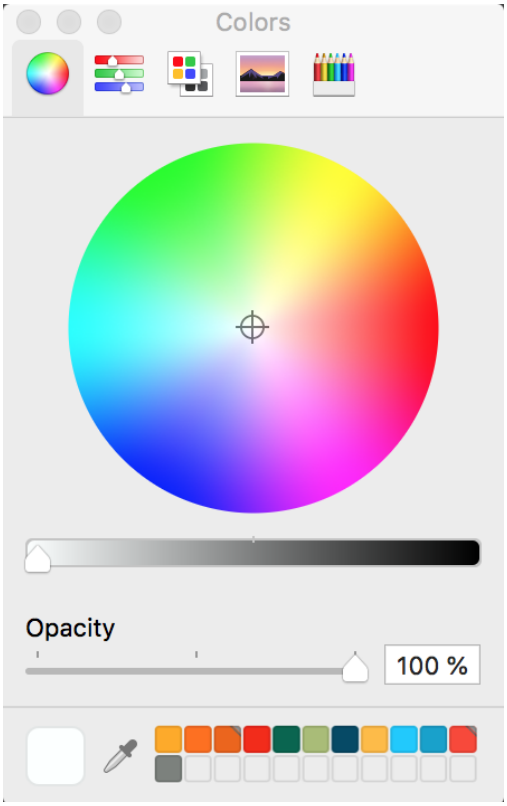


Alternatively, you can also click the ***paintbrush icon*** and then in the **General** tab select **Non-working Time** from the drop-down menu.

The ***General*** tab will open in the Inspector with the style option for ***Non-working Time***.



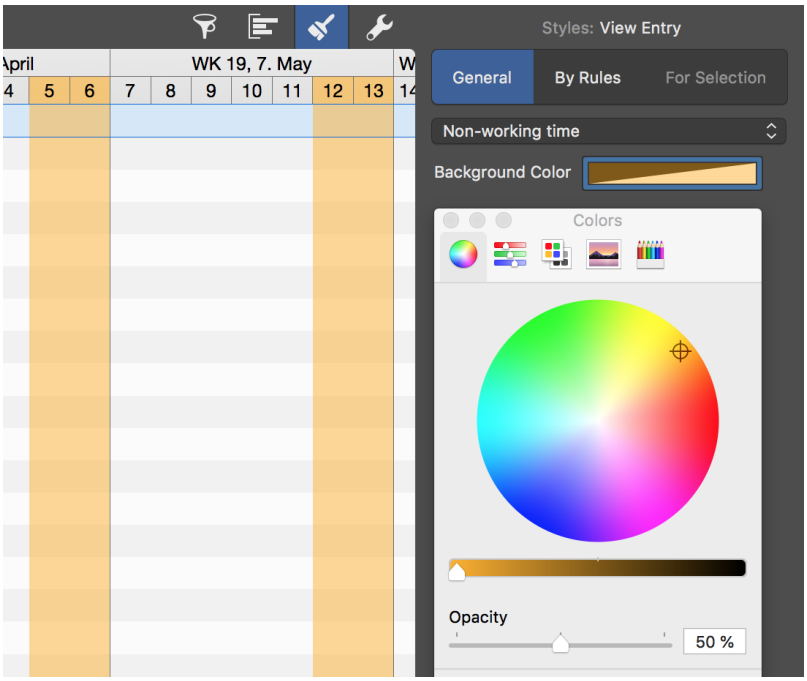
Click the **Background Color** color well to change the display color of the ***Non-working Time*** in the **Gantt** chart.



The *macOS* ***Colors*** window will then appear. This includes a range of options for setting **colors** and the **opacity**.

Learn more about macOS's ***Colors*** window at Apple online.

Changing the **background color**. Following that, **Non-working Time** will be displayed in the selected color in the Work Breakdown.

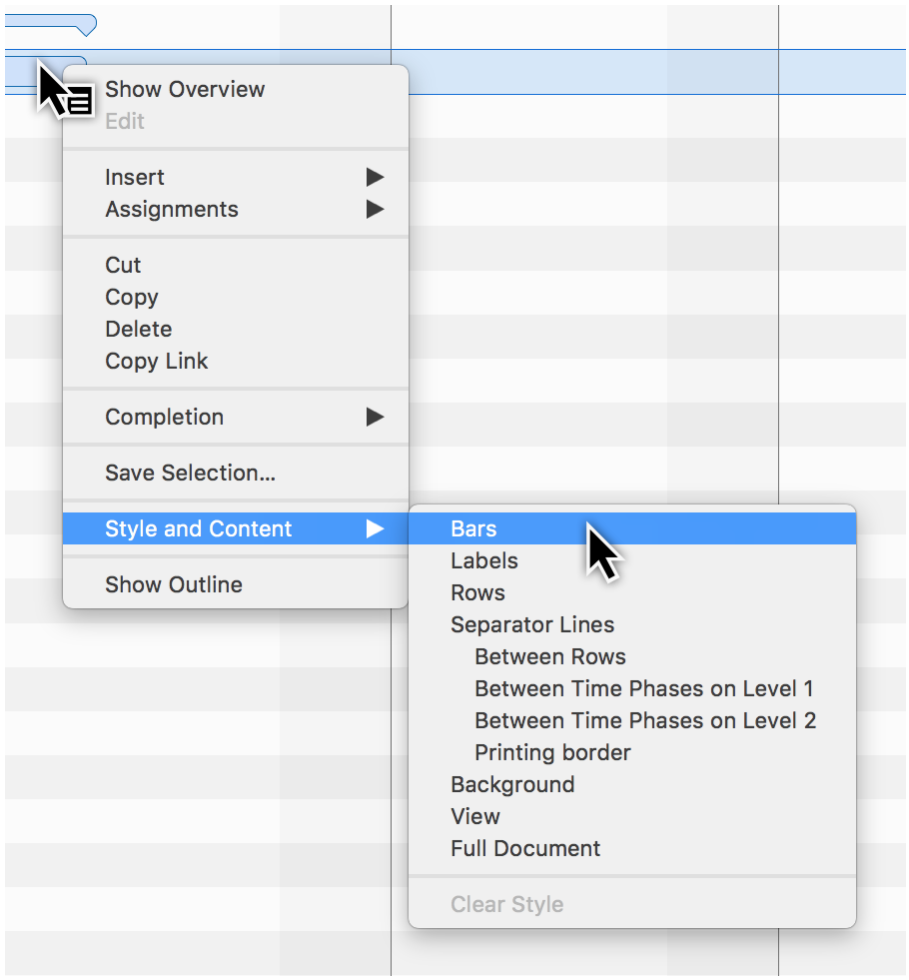


Example 2: Custom bar colors

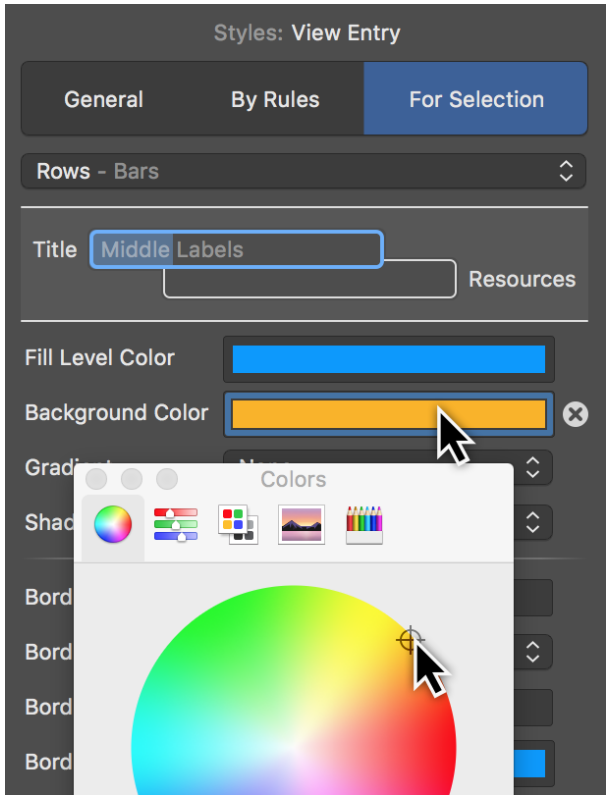
Open a new or existing project in Merlin Project.

To change the color of a bar, milestone or group, first right-click a bar, group or milestone.

From the **context menu**, select the option ***Style and Content*** > ***Bars***.

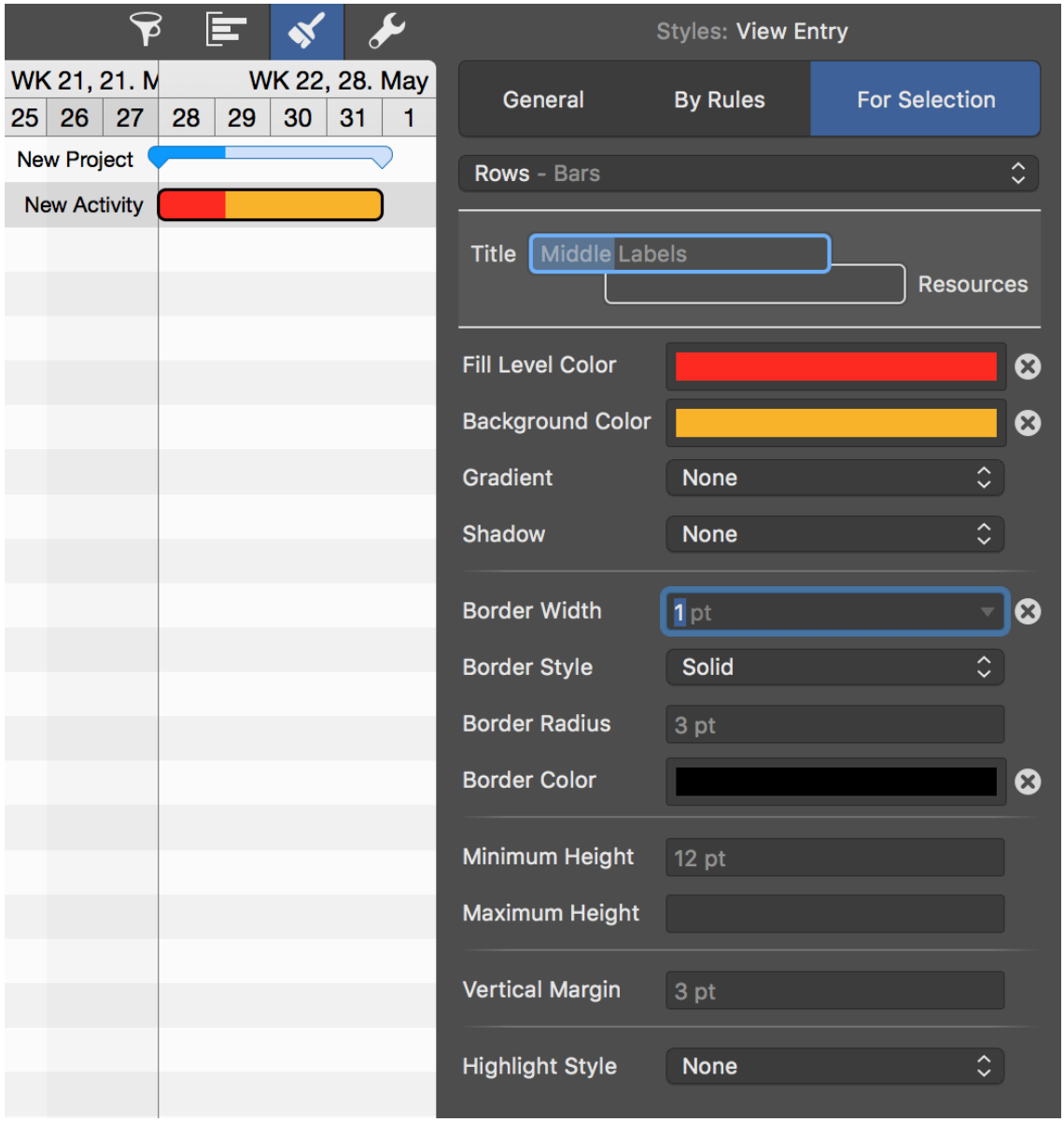


The ***For Selection*** tab will open in the Inspector. There you will find options to modify the styles for the selected bars.



Click ***Background Color***. In the **Color** window, choose the desired color. This will be adopted immediately for the selected bars. Repeat the process for the ***Fill Level Color***.

The fill level color is displayed only once the activity has *progressed* in the rows.

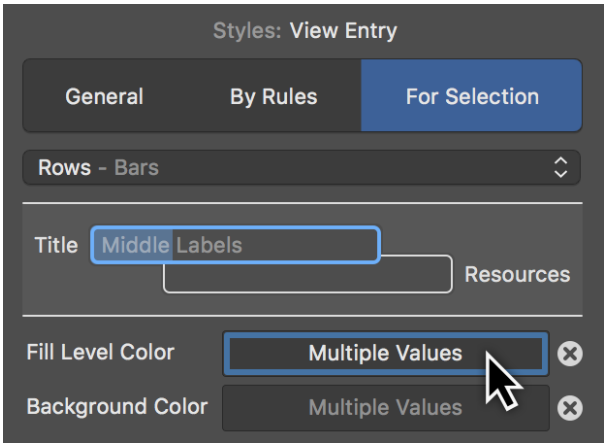


If required, make further changes to options in the Inspector to modify the style of the selected bars.

Click the ***cross icon*** if you want to undo the value of an option. In doing so, the value of

the parent level or condition for the option will be used instead.

The above steps also work with multiple selections. You can select several bars using the **Caps Lock key** or **cmd key** and use the Inspector.



When making a multiple selection, if the bars have different values then ***Multiple Values*** will appear in the Info field. Click the field and adjust the color so that all selected bars are assigned the new color. This overwrites the old values.

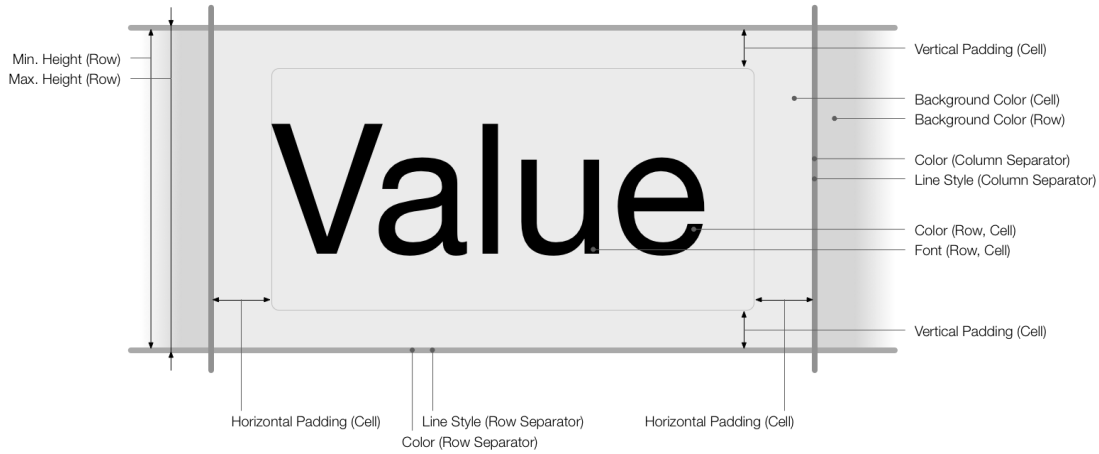
Otherwise, click the ***cross icon*** to revert from multiple values to the default values.

Style properties

Outline style properties

All elements in the Outline include various options to change styles. These are summarized graphically in the following image.

Style Properties in Outline Rows, Cells and Separators

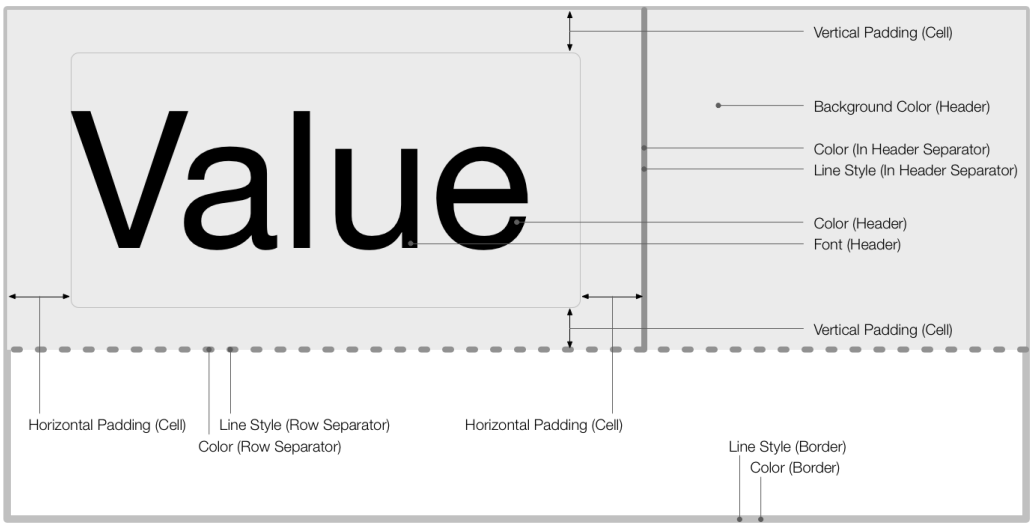


Right-click a title in the Outline. From the context menu, click the style options for *Rows*, *Cells*, and *Separator Lines* in the Outline.

Outline column style properties

Outline columns include various options to change column styles. These are summarized graphically in the following image.

Style Properties for Outline Header and Separators

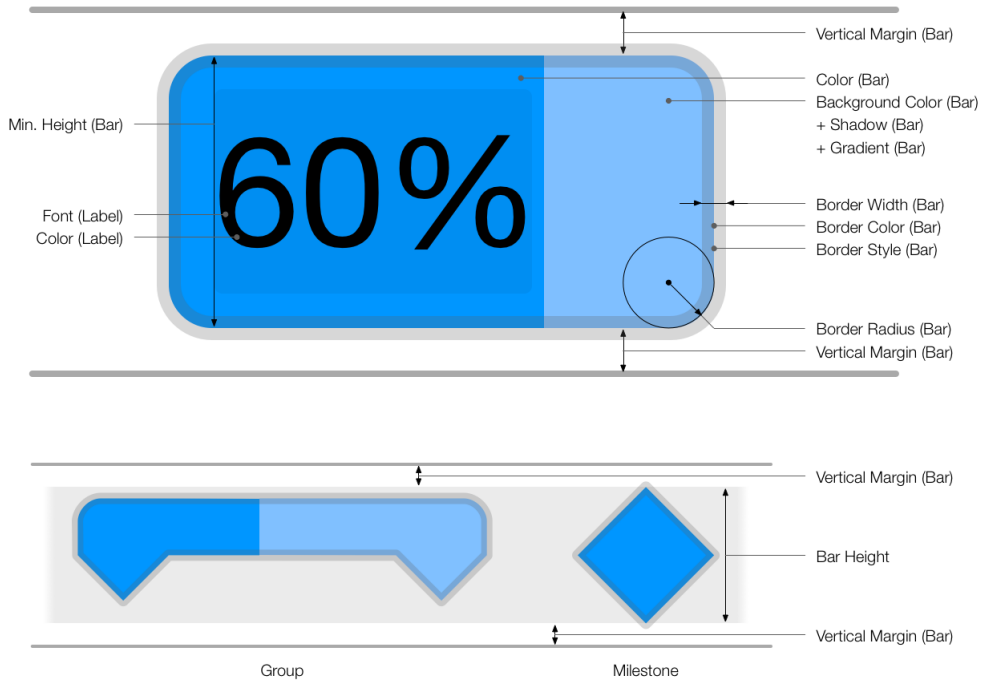


Right-click a column title above the Outline. From the context menu, click the style options for *Rows*, *Cells*, and *Separator Lines* in the Outline.

Gantt chart bar style properties

Gantt chart bars include various options to change the bar styles. These are summarized graphically in the following image.

Style Properties in Gantt Row, Bars and Labels

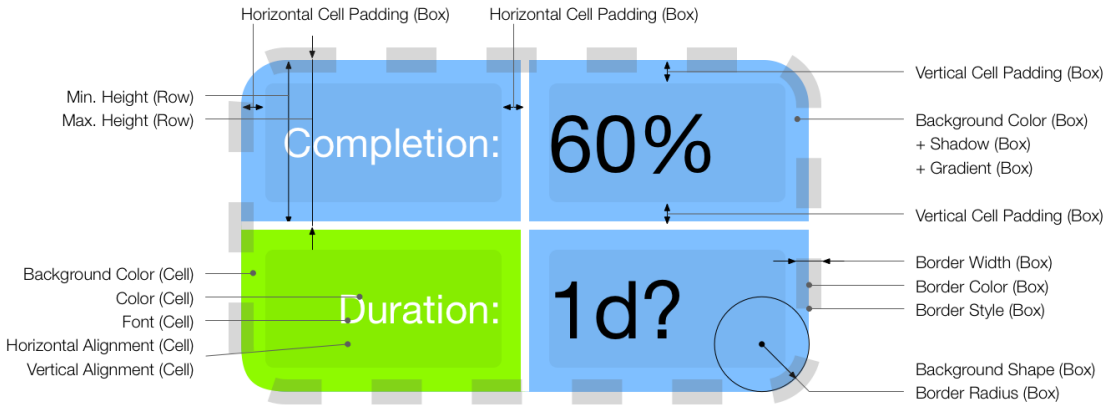
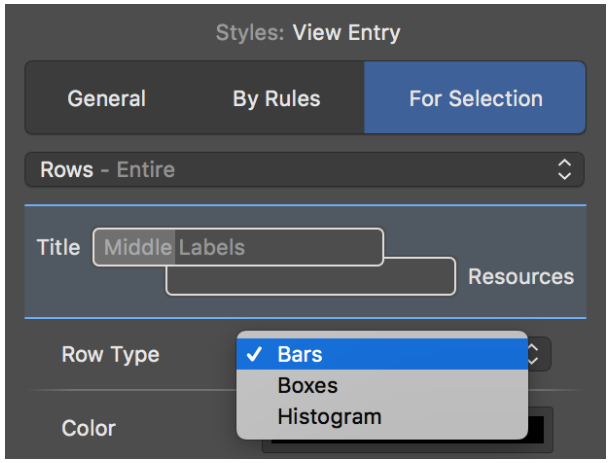


Right-click a bar, milestone or group. From the context menu click the style options for *Bars* in the Gantt chart.

Net Plan box and histogram style properties

Net Plan boxes and histograms include various options to change the bar styles. These are summarized graphically in the following image.

Style Properties in Net Plan Box and Cells



Right-click a **bar**, **milestone**, or **group**. Select ***Style and Content*** > ***Bars*** in the context menu. In the Inspector, in the **Row Type** drop-down menu select either ***Boxes*** or ***Histogram*** instead of ***Rows***.