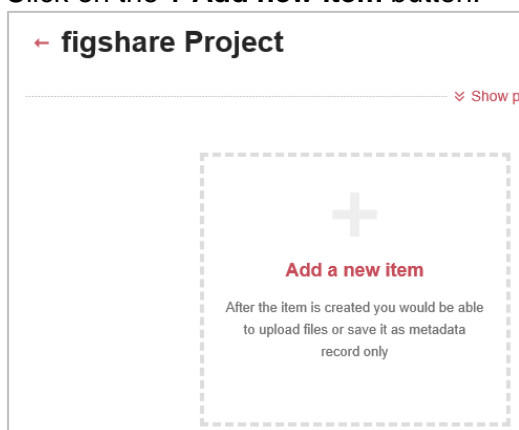# Add content to a figshare Project

Introduction

See the Quick Reference Guide **Create a figshare Project** for more information on setting up a project.

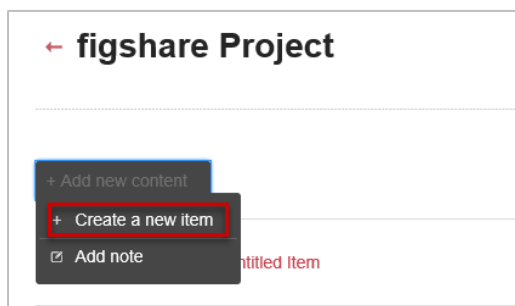Projects may have items or notes added to them.

Procedure

Add an item to a project

1. Click on the **Projects** tab.
2. Click on the title of the project you want to add an item to.
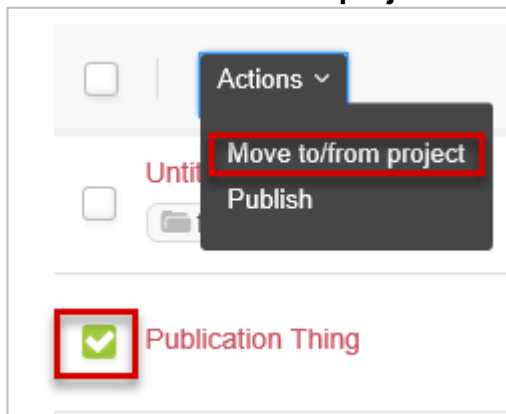3. Click on the **+ Add new item** button.

4. Create your item and click the **Save Changes** button.

> **Note**: Once you have created the first item, to create another item click the **+ Add New Content** button and select **+ Create a new item** from the drop-down.
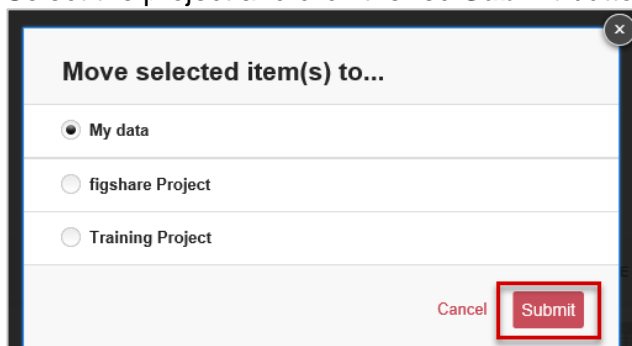
Copy items from My data to a Project

1. Click on the **My data** tab.

2. Select items via the tick box to the left of the item name and then click the Actions drop down box and select **Move to/from project**.
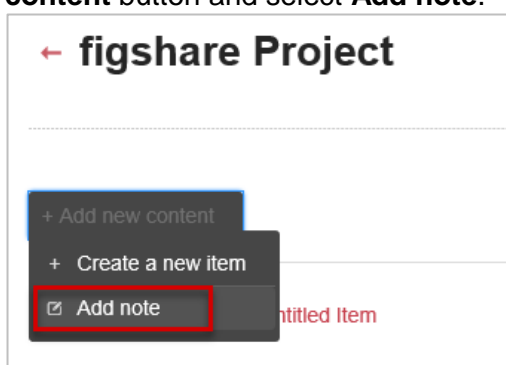

   A pop up box will open with a list of your projects.

3. Select the project and click the red **Submit** button.

Add a note to a Project

1. Click on the **Projects** tab.

2. Click on the title of the project you want to add a note to.

3. If this is the first note added, click the **Add a note** box. Otherwise, click on the **+ Add new content** button and select **Add note**.

4. Create your note and click the **Save Changes** button.

Add a comment on a Project Item or note

1. Click on the **Projects** tab.

2. Click on the title of your desired project.

3. Each item or note is represented as a separate row within your project. Click on the comment icon: [■] next to the item or note you want to comment on.

4. Type your comment in the field that appears and click on the **Comment** button.

5. You can edit or remove your comment by hovering on the comment and clicking either the **Edit** or **Remove** options which appear to the right of the comment.

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or researchsupport@adelaide.edu.au