



# Add content to a figshare project

## Introduction

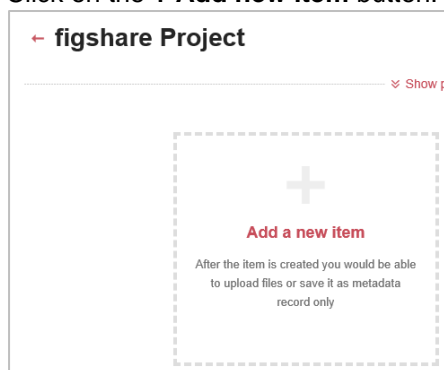
See QuickRef Guide “Create a figshare project” for more information on creating a project.

Projects may have items or notes added to them.

## Procedure

### Add an item to a project

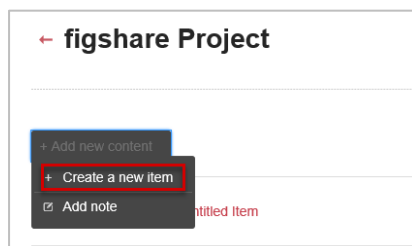
1. Go to **My data**.
2. Click on the **Projects** tab.
3. Click on the title of the project you want to add an item to.
4. Click on the **+ Add new item** button.



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



**Hot tip:** 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

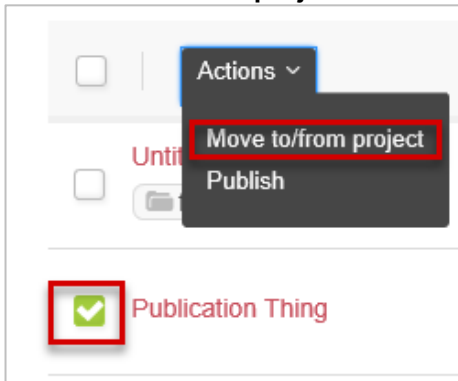


### Copy items from My Data to a project

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

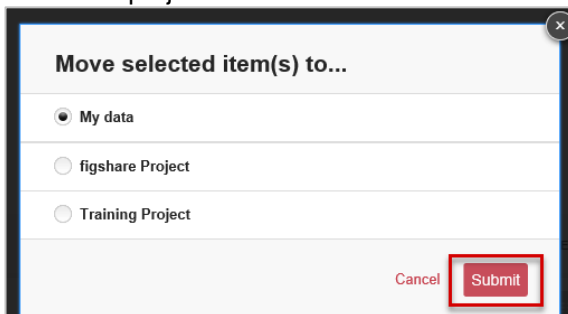


2. Select items via the tick box to the left of the item name and then click the Actions drop down box and select **Move to/from project**.



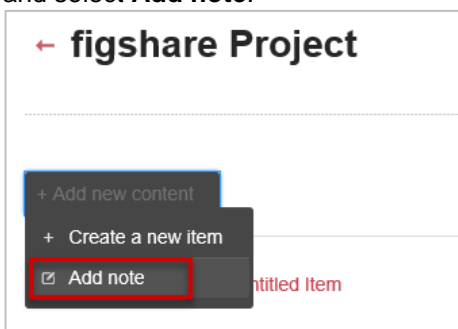
A pop up box will open with a list of your projects.

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**.

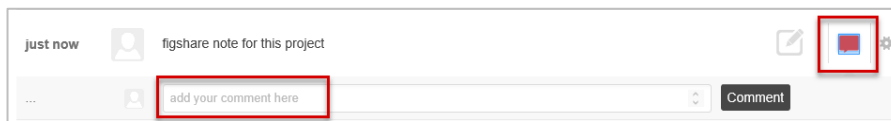


4. Create your note and click the **Save Changes** button.



### 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 ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>