Close and delete a project

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Learn how to close and delete a project in the Project Client. **Closing** a project saves any saved items in the project spreadsheet and your project settings. The project can be opened again to work with later. See [Open a project](https://help.oclc.org/Metadata_Services/CONTENTdm/Project_Client/Work_with_projects/Open_a_project) for more information.

**Deleting** a project deletes all settings and items in the project spreadsheet and removes the project name from menus that enable you to access projects.

Note: Deleting a shared project removes access to the project for all users, not just from your Project Client workstation.

**Close a Project**

From the Project menu, select **Close**.

![CONTENTdm Project Client](image)

**Delete a Project**

You must close the project before you delete it.

Note: You can be working in a different project, but the project you intend to delete must be closed.

1. From the Project menu, select Delete.
2. The **Delete Project Dialog** displays.
3. From the list of projects for the selected collection, select the name of the project to delete.
4. Click **Delete**. A confirmation dialog displays to confirm the deletion.
5. Click **OK** to confirm and delete the project.