# Publishing multiple content items simultaneously

Projects are useful if you are running online campaigns, to more easily handle big changes on the website, and make sure that all its parts are available to the visitors at the same time.

You can create new content or edit existing content and add them to a project, to either publish them immediately or schedule them for publishing at a specific date. Adding content to a project means that the content will be associated with it. Depending on your access rights for publishing, you will have different options available.

Creating a project and adding content

If it is the first time you use the projects feature, you must add the **Projects** gadget in edit view first.
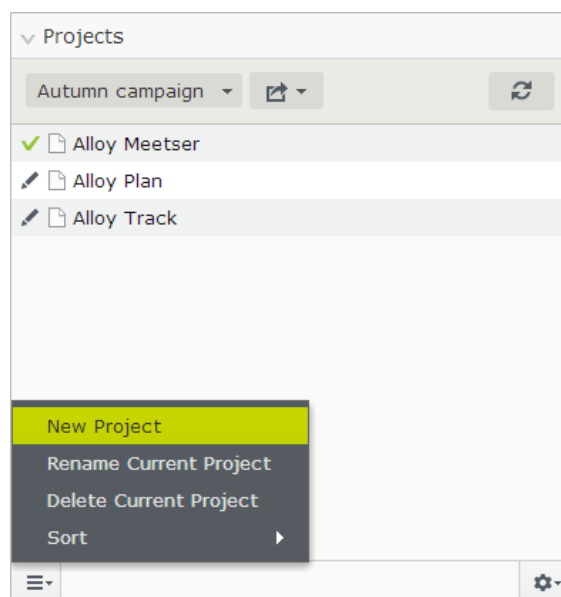
Create a new project as follows:

1. Select **New Project** from the project context menu and then name the project with a unique name.

2. Add content to the project through dragging them to the highlighted area of the **Projects** gadget. If the content is in published version status, a new draft will be automatically created and added to the project. Otherwise the primary draft will be added to the project.

3. Work with the content and upload the media files you want to have in the project. Content items that are included in a project has the following symbol on the notification bar:
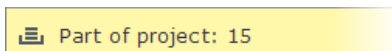

4. If you want, you can sort the content items in the project by type, name or modification date.

5. Reload the view in case someone else have added content to the project.

6. *Preview* the project as your visitors see it by clicking the project symbol under the "eye" toolbar. Then you can see how the content looks together, and you can test that links, visitor groups and media channels work as intended.

7. Set all content items in the project ready for publish.

8. *Publish* the project immediately. A notification symbol might display if the project contains any errors during publishing, click to see the status messages.

> **Note** Publishing a project might override other editors' work with the content.

> **Note** You should only use content in one project at a time to avoid version conflicts.
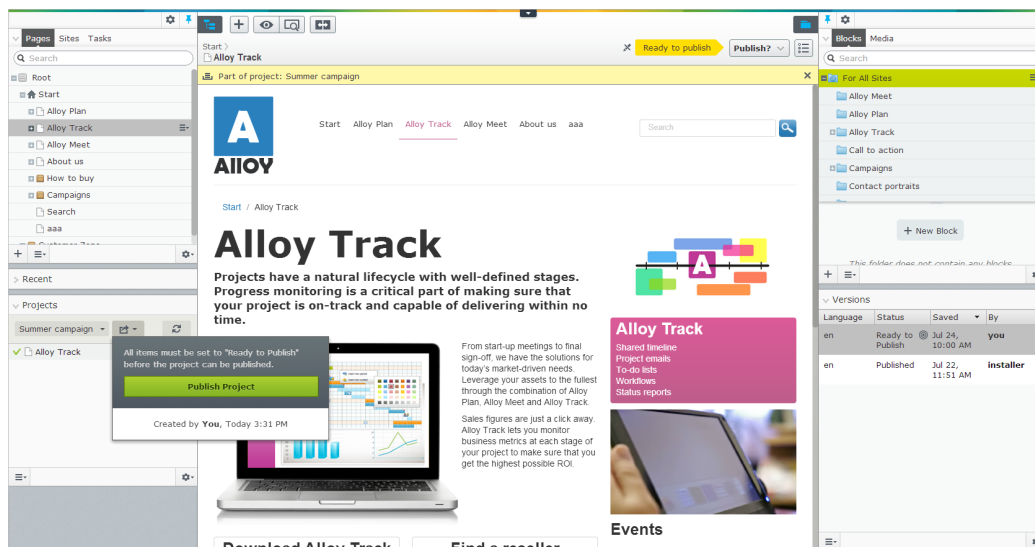
Removing content from a project

To remove specific content item from being a part of a project, select that project and then **Remove from Project** from the context menu.

Renaming a project

To rename a project, select that project and then **Rename Project** from the context menu.

Viewing project history

If you click the arrow of the project list, you can view the project history. Each project has an ID.

	Name	Status	Saved	▼	By
✓	15	Published	Aug 14, 1:45 PM		you
	14	Active	Aug 14, 1:45 PM		you
	13	Active	Aug 14, 1:45 PM		you
	12	Active	Aug 14, 1:45 PM		you
	11	Active	Aug 14, 1:45 PM		you
	10	Active	Aug 14, 1:45 PM		you
	9	Active	Aug 14, 1:45 PM		you

Deleting a project permanently

To delete a project, select **Delete Project** from the project context menu. Confirm the deletion.

> ***Note*** the content version that has been part of a project will still have a flag in the version list after you have deleted a project.