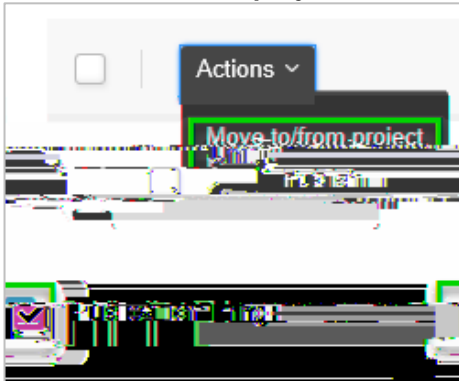


2. Select items via the tick box to the left of the item name and then click the Actions drop down box and select **Move to/from project**.



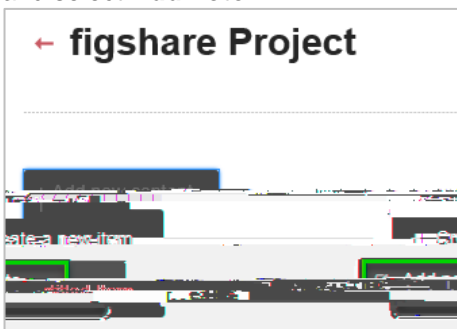
A pop up box will open with a list of your projects.

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.