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](#) 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 Project menu](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.