Edit items in a project


Find information about the options for editing items in a project.
To edit items in a project, first open the project. For more information, see Open a project.

On the Project tab, the project spreadsheet displays any items currently in the project.

Options for editing items:

- Edit directly in the Project spreadsheet by editing the metadata currently in the fields.
- Double-click the item thumbnail to open the item in an Item Editing tab.
- Select the checkbox for multiple items and click Open in New Tab.
  - Up to 20 items can be selected at a time.