

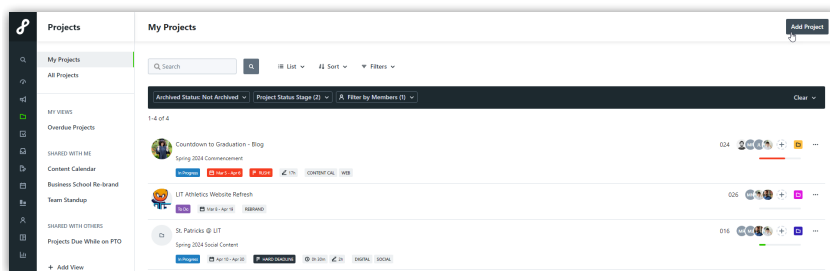
Creating a Project

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When it comes to managing work in Lytho Workflow, Projects are a key pillar. Whether they act as a folder to manage Tasks and Proofs, come together to populate a larger [Campaign](https://guide.lytho.com/help/campaign-management-creating-a-campaign) (<https://guide.lytho.com/help/campaign-management-creating-a-campaign>), or act as the main operator to manage your work, Projects can be used in a variety of strategies!

Creating a Single Project

To initiate a new project, navigate to the **Projects** icon from the left-navigation list. Click **Add Project** in the top right.



Select **New Project** to create a single Project.

Create Project

NEW PROJECT

IMPORT

Project Name *

Project Template

Select project template...

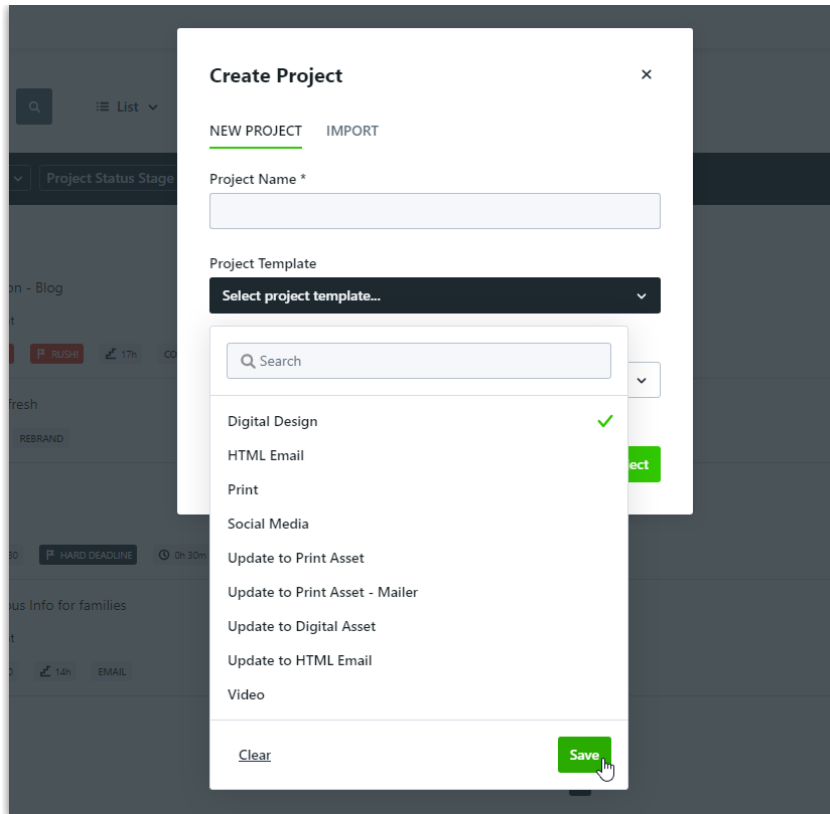
Add to Campaign

Select campaign...

Cancel

Create Project

If you have already created and published [Project Templates](https://guide.lytho.com/help/project-templates) (<https://guide.lytho.com/help/project-templates>), you can use the **Project Template** dropdown to create a Project using a preset configuration. Select **Save** to complete this step.



Create Project [X]

NEW PROJECT | IMPORT

Project Name *

Project Template

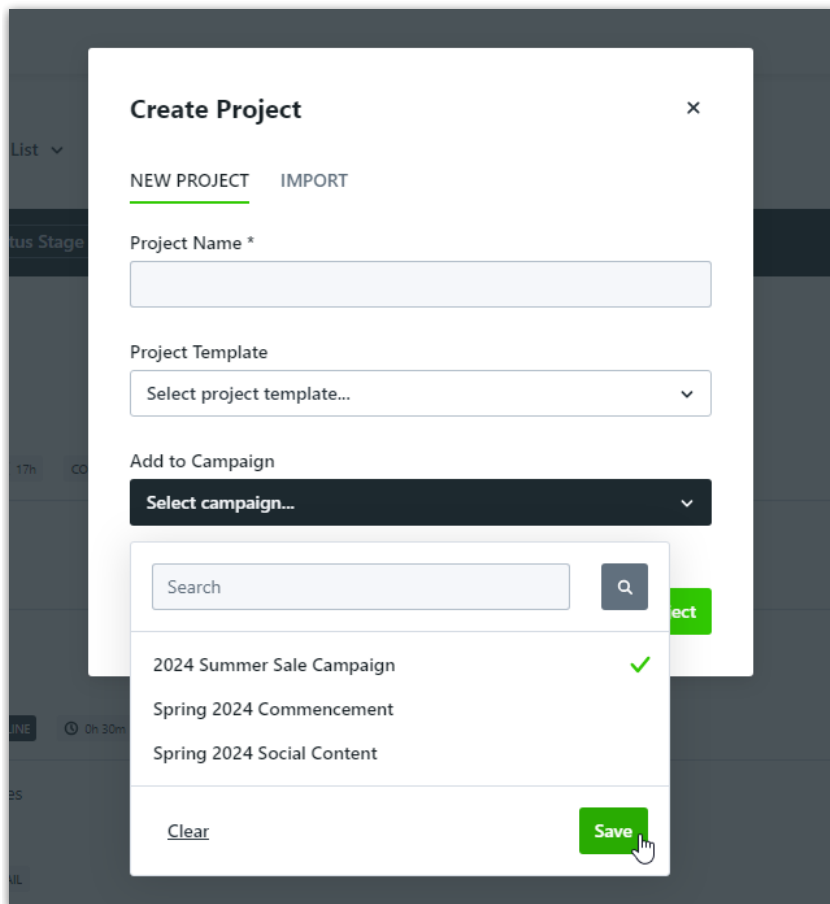
Select project template...

Search

- Digital Design ✓
- HTML Email
- Print
- Social Media
- Update to Print Asset
- Update to Print Asset - Mailer
- Update to Digital Asset
- Update to HTML Email
- Video

Clear Save

If you would like to assign the Project you're about to make to an existing Campaign, use the **Add to Campaign** dropdown to find the desired Campaign. Select **Save** to complete this step.



Create Project [X]

NEW PROJECT | IMPORT

Project Name *

Project Template

Select project template...

Add to Campaign

Select campaign...

Search

- 2024 Summer Sale Campaign ✓
- Spring 2024 Commencement
- Spring 2024 Social Content

Clear Save

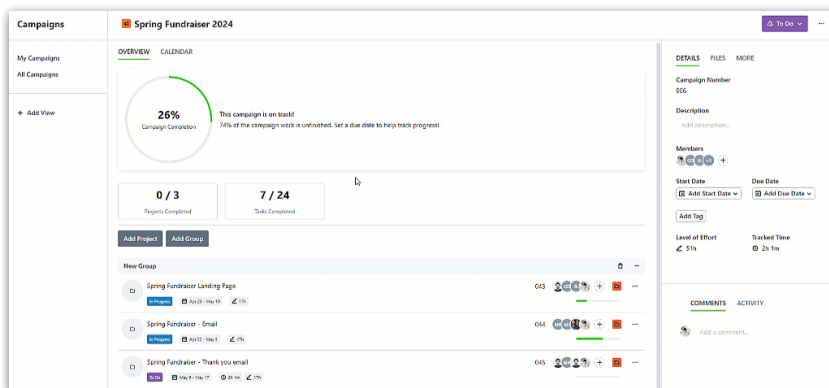
When you are ready to create the Project, select **Create Project**. If a Project Template was not selected, your project will not have any work created nor any users assigned. If a Project Template was selected, all work and user assignments will already be configured.



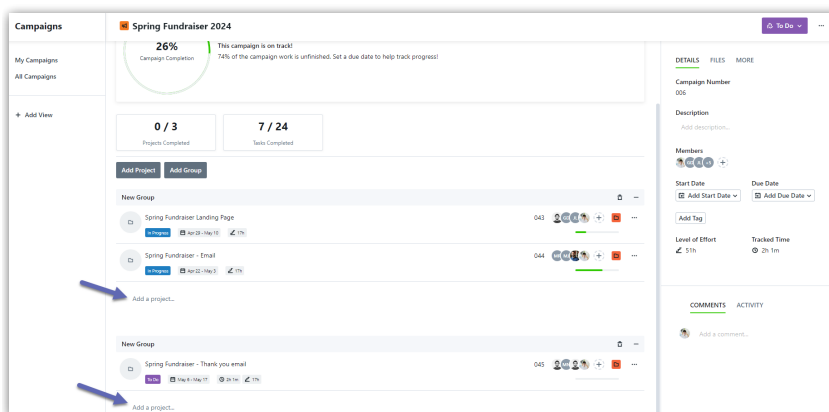
To learn how to create many Projects at the same time, check out our [Importing Work Items](https://guide.lytho.com/help/importing-work-items) (<https://guide.lytho.com/help/importing-work-items>) document!

Creating a Project within a Campaign

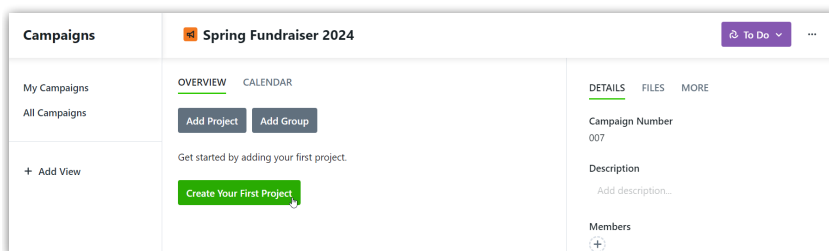
Once a [Campaign has been created](https://guide.lytho.com/help/campaign-management-creating-a-campaign) (<https://guide.lytho.com/help/campaign-management-creating-a-campaign>), you can create Projects directly within the Campaign. While within a Campaign, click either the **Add Project** button or menu option if you're in a populated Campaign or the **Create Your First Project** button if you're in a new Campaign.



Add Project button - populated Campaign



Add Project menu option - populated Campaign



Create Your First Project - empty Campaign

Similar to Tasks and Proofs in a Project, the Projects can [now be organized](https://guide.lytho.com/help/work-groups) (<https://guide.lytho.com/help/work-groups>) as needed.



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