

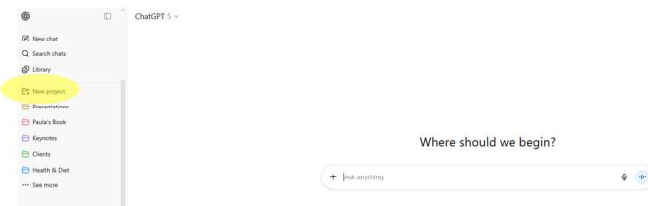
How to Create Projects in ChatGPT

What are Projects?

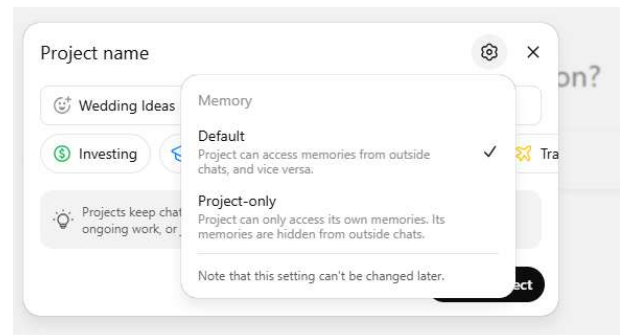
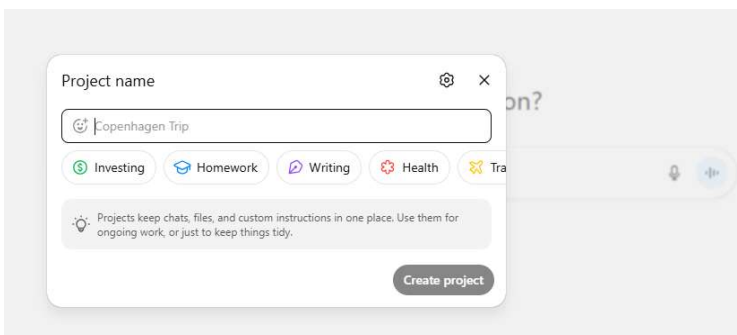
Projects are like folders inside ChatGPT where you can keep your chats, files, and custom GPTs organized in one place. Think of them like subject binders in school: one for Math, one for English, one for Science — so you can easily find your work later.

How to Create a Project (Super Simple)

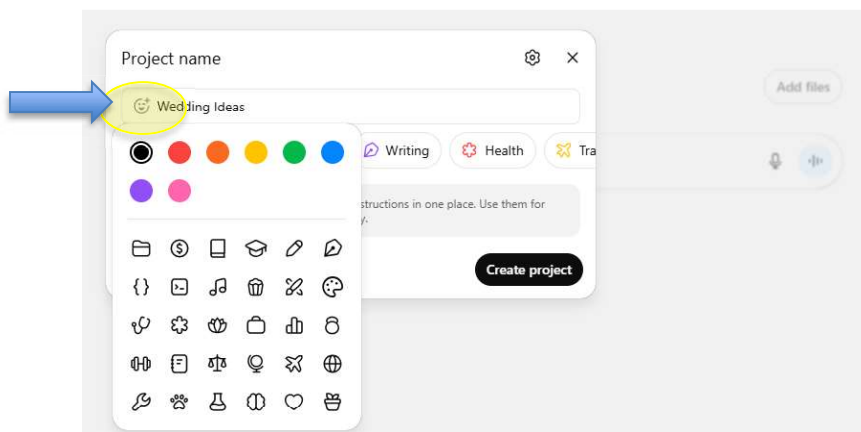
1. Look for the 'Projects' button in the ChatGPT menu (on the left side).



2. Click 'New Project'.
3. Give it a name (example: 'Science Fair Ideas'). Determine if you want it to access memories.



4. Click on the smiley face icon to make the drop down menu appear. You can pick a color to help you recognize it fast (see 'How to Color Code' below) and assign it an icon if you like.



5. Click 'Create'. Done!

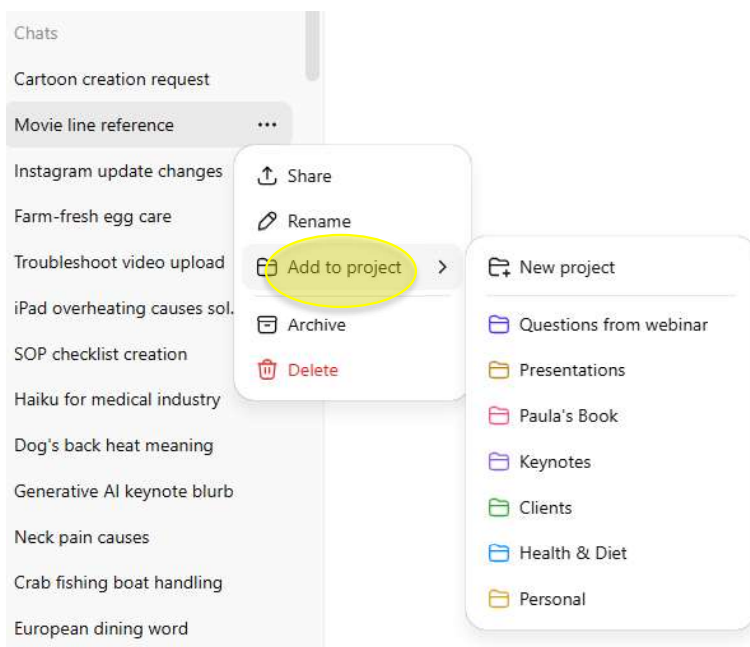
👑 How to Color Code Projects

When you make or edit a project, you can choose a color. Use colors to group similar types of work. Examples:

- Red – Urgent or due soon
- Blue – School subjects like Science
- Green – Long-term projects
- Yellow – Creative ideas
- Purple – Personal or fun projects

👑 How to Add Chats to a Project

1. Open the chat you want to save.
2. Look for the 'Add to Project' option (usually at the top).



3. Choose the project folder where it belongs.
4. That chat will now live in that project—just like putting a paper in the right binder.

👑 Best Ways to Use Projects

- A teacher keeps one project for each class they teach.
- A student makes a project for each subject in school.
- An event planner keeps a project for each upcoming event.
- A writer has a project for their book ideas, another for research.
- A business keeps one project for marketing, another for meeting notes.

Whatever your heart desires! 😊