# Projects Local

Operation is via the menu icons or the context menu of the project lists.
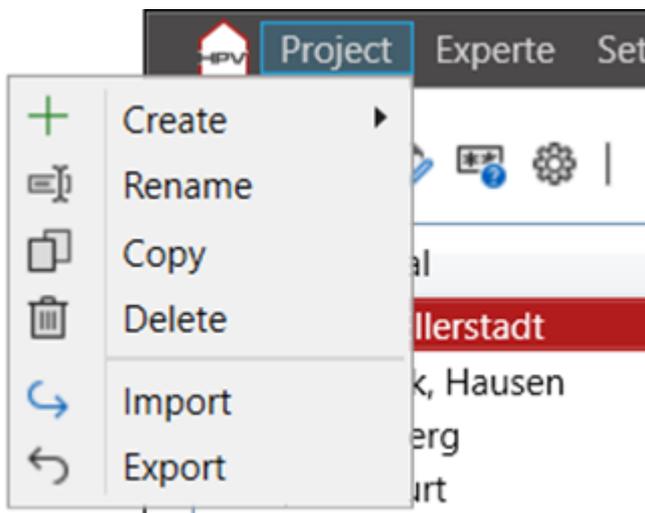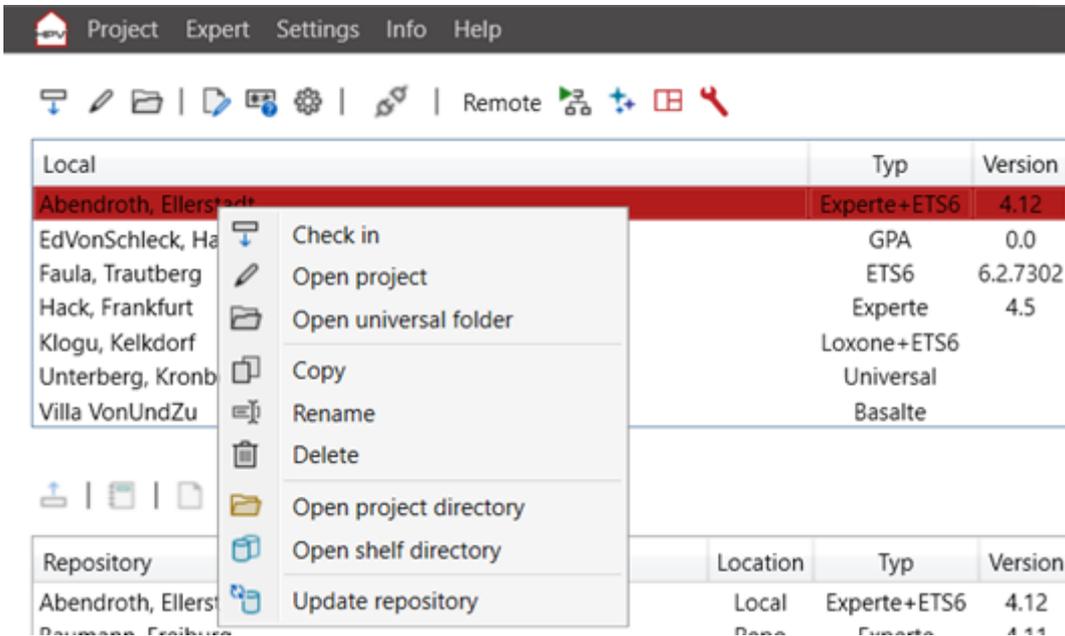
- "**Check in**" The project is moved to the central memory. See also "Repository mechanism".

- "**Open project**" Opens the project with the corresponding software. Also possible by double-clicking.

- „**Open universal folder**" Each project has its own universal folder for storing any project-related data.

- "**Copy**" Copies the project and asks for a new name.

- "**Rename**" Assign a new name for the project. The project in the central memory is not changed.

- "**Delete**" Deletes the project from the project directory.

-       "**Open project directory**" Opens the project directory. Only required for exceptions.

-       "**Open shelf directory**" Opens the directory in which old project statuses are stored. Only required for exceptions.

-       "**Update repository**" The project is updated in the repository, but not checked in.

-       Further project type-specific points. See project types.

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