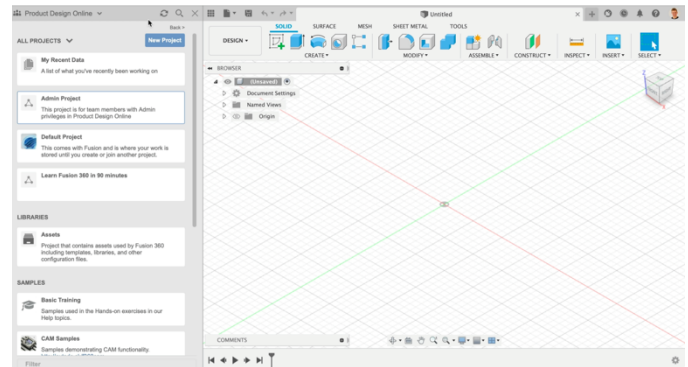


## Create a new project and design

Learn how to create a new project and design in Fusion 360.

### Learning objectives:

- Explore the data panel.
- Create new projects and folders.
- Save Fusion 360 design files.
- Add people to your team or projects.



Create a new project and design

1. Select the **Show Data Panel** icon in the top-left corner to open the Data Panel.

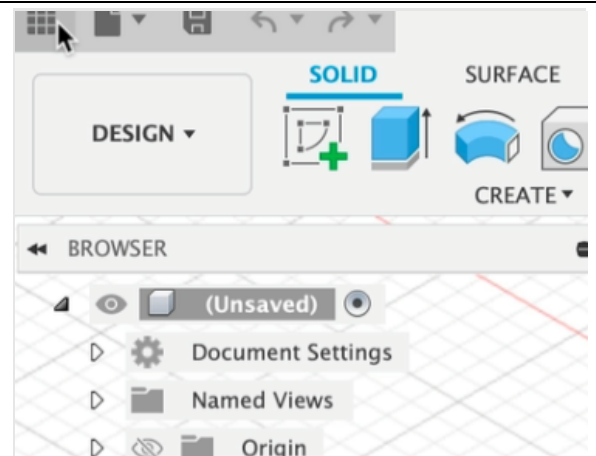
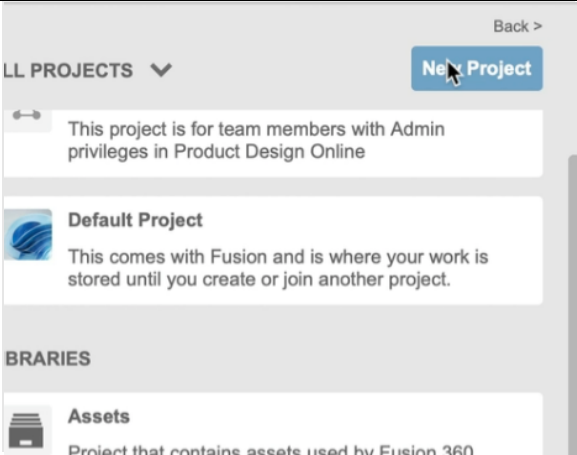
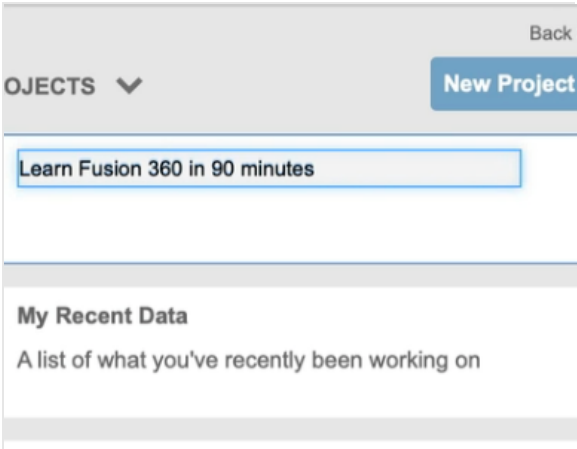


Figure 1. The Show Data Panel icon is in the top-right corner.

<p>2. The Data Panel lists all of your Projects. At the top level of the Data Panel, select the <b>New Project</b> button to create a new Project.</p>	 <p>Figure 2. Selecting New Project lets you make a new Project.</p>
<p>3. Type your Project Name.</p> <p>Note: Rename Projects at any time by right-clicking, followed by Rename. Then, type the desired name.</p>	 <p>Figure 3. The box shows where you can type the Project Name.</p>

4. Double-click on a Project to open it. If you have Folders and Designs related to the project, they will be shown below the Project Name.

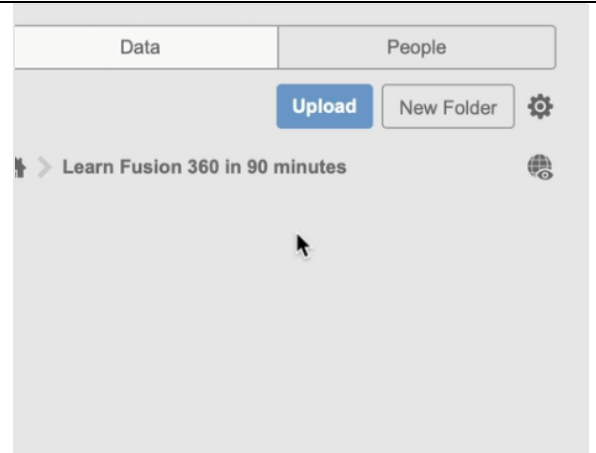


Figure 4. Any Project-related Folders and Designs appear below the Project Name.

5. Folders are optional and give you a way to organize design files within a Project. Select **New Folder** and then enter a name.

Note: At any time, you can right-click to Rename, Delete, or add the Folder to the Offline cache, which makes sure the files are available while working in Offline mode

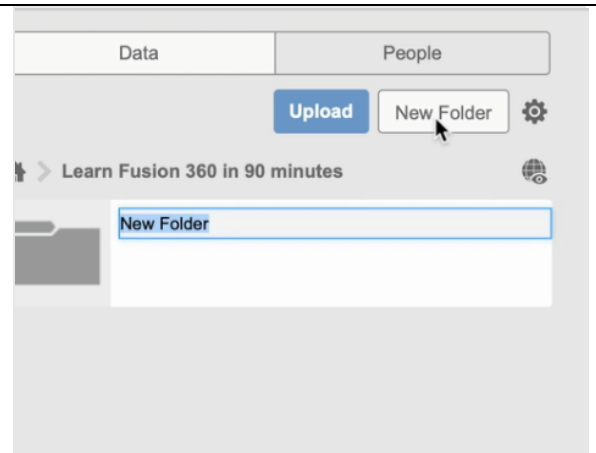


Figure 5. Selecting New Folder lets you enter a New Folder name.

6. Select the **Upload** button to the left of the New Folder button. In the dialog, you can select and upload many file formats, including from other CAD software.

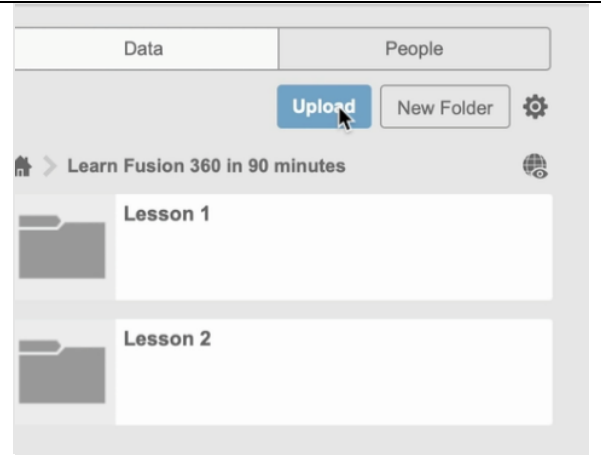


Figure 6. Selecting Upload opens the Upload dialog.

7. Before uploading, be sure to check the File Location. The upload process will use the cloud to translate other acceptable CAD formats to a file type usable with Fusion 360.

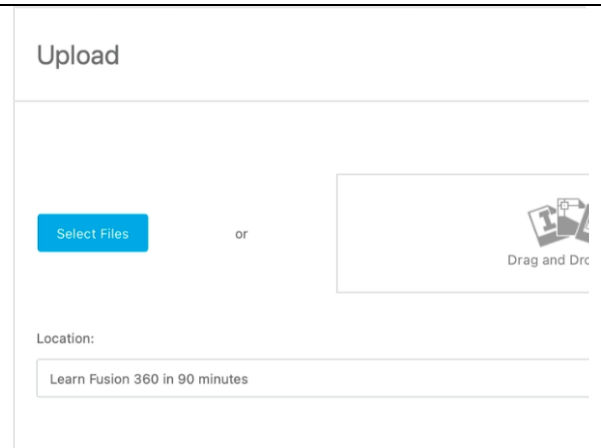


Figure 7. Before uploading files, check the file location.

8. By default, a Fusion 360 Design File or “Tab” is always open. Click the **Save** icon in the Applications Bar to save the Design file to the Data Panel. Then type the desired file name.

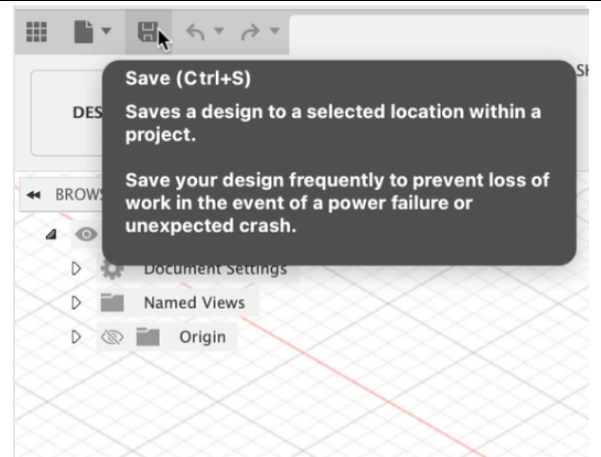


Figure 8. Clicking the Save icon lets you save the Design file to the Data Panel.

9. Toggle to the Location dropdown and select the Project on the left. After selecting the project, select an optional folder. Then click Save, and close the design.

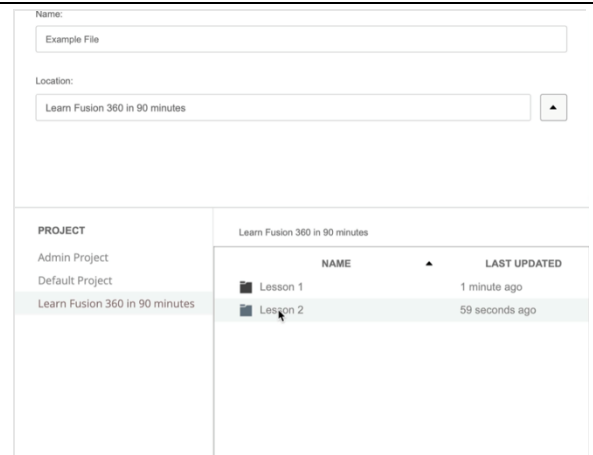


Figure 9. You can select a Project in the Location dropdown.

10. Back in the Data Panel, double-click or right-click on the newly saved file and then select **Open**. The Data Panel is the core workflow you’ll use to manage your designs and assemblies.

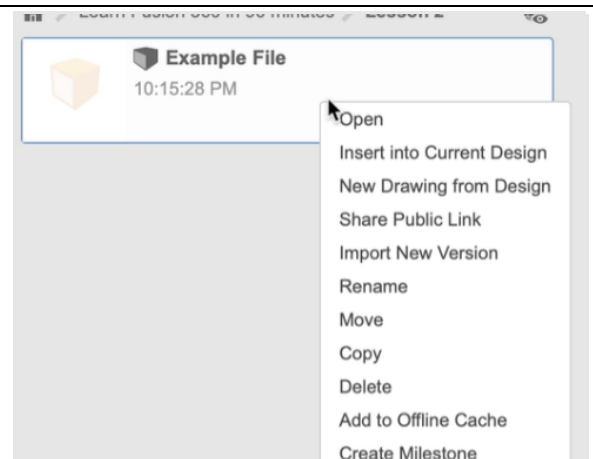
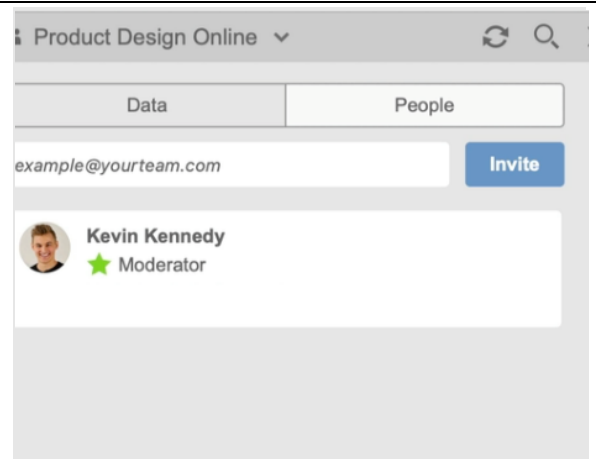


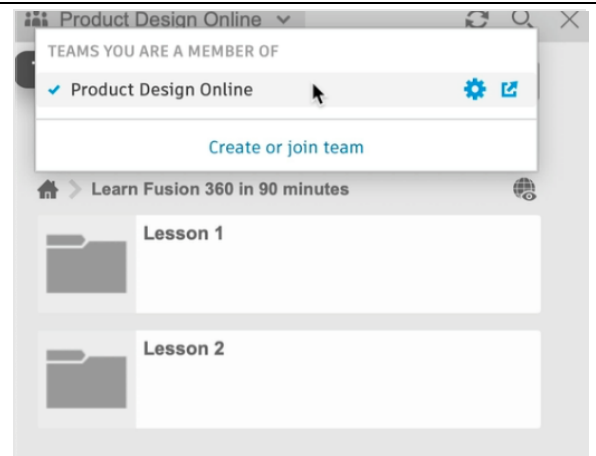
Figure 10. Open the newly saved file.

**11.** To add people to your project, select **People** tab at the top of the Data Panel. Then type the email address of your teammate and click **Invite**.



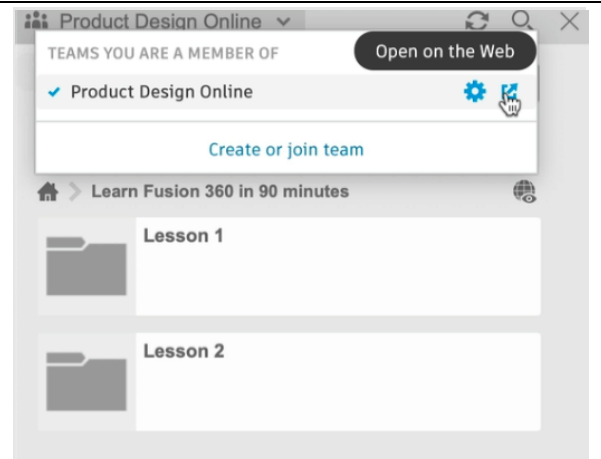
*Figure 11. Selecting the People tab lets you add people to your team.*

**12.** At the top of the Data Panel, select and toggle between teams. Fusion 360 allows you to join more than one team.



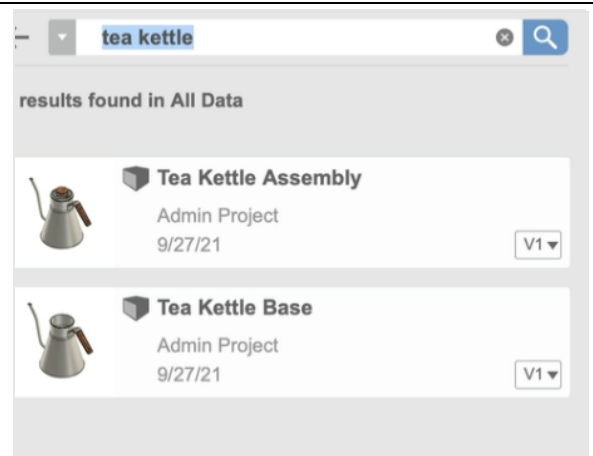
*Figure 12. Toggle between teams at the top of the Data Panel.*

**13.** To open Fusion Team in your default web browser, click the Open External icon. Fusion Team on the web gives you more features and flexibility to manage your CAD data, all from a supported web browser.



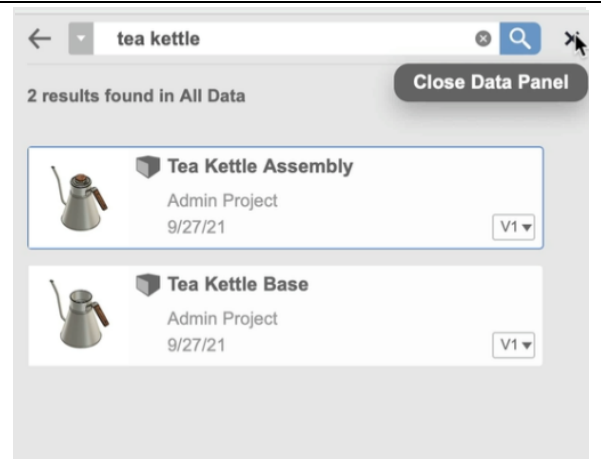
*Figure 13. Clicking the Open External icons lets you open Fusion Team on the web.*

**14.** Use the Search Option to find a Project, Folder, or design file by name.



*Figure 14. Using the Search Option lets you find a Project, Folder, or design file.*

**15.** To close the Data Panel, click the Close Data Panel icon. It can remain open or closed during designing, although closing the Data Panel provides for room for designing in the Canvas.



*Figure 15. Clicking the Close Data Panel icon lets you close the Data Panel.*