



## **Archiving items from your project**

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You can archive items, keeping them available to restore, or permanently delete them.

Note: A project can contain a maximum of 1,200 items and 10,000 archived items.

## **Archiving items** @

You can archive an item to keep the context about the item in the project but remove it from the project views. You can also configure your project's built-in workflows to automatically archive items that meet certain criteria. For more information, see "Archiving items automatically."

- 1 If you're using a table or board layout, first select the item:
  - In a table layout, click on the row number.
  - In a board layout, click on the card.

To select multiple items, do one of the following:

- Hold command (Mac) or Ctrl (Windows/Linux) and select each item.
- Select an item then press shift + or shift + to select additional items above or below the selected item.
- Select an item then press shift and select another item to select all items between the two items.
- With a row or item already selected, press command + A (Mac) or ctrl + A (Windows/Linux) to select all items in a column in a board layout or all items in a table layout.
- 2 Click  ${\bf \cdot}$  (in table or roadmap layout) or  ${\bf \cdot \cdot \cdot}$  (in board layout).
- 3 Click **Archive**.
- 4 When prompted, confirm your choice by clicking **Archive**.

## Restoring archived items &

- Navigate to your project.
- 2 In the top-right, click ···.



- 3 In the menu, click Archived items.
- 4 Optionally, to filter the archived items displayed, type your filter into the text box above the list of items. For more information about the available filters, see "Filtering projects."
- 5 To the left of each item title, select the items you would like to restore.

= Filter by keyword or by field	
☐ 175 archived items	
Add new color modes #3156 archived 2 days ago by octocat	

**6** To restore the selected items, above the list of items, click **Restore**.

## **Deleting items** $\mathscr O$

You can delete an item to remove it from the project entirely.

- 1 If you're using a table or board layout, first select the item:
  - In a table layout, click on the row number.
  - In a board layout, click on the card.

To select multiple items, do one of the following:

- Hold command (Mac) or ctrl (Windows/Linux) and select each item.
- Select an item then press shift + t or shift + t to select additional items above or below the selected item.
- Select an item then press shift and select another item to select all items between the two items.
- With a row or item already selected, press command + A (Mac) or ctrl + A (Windows/Linux) to select all items in a column in a board layout or all items in a table layout.
- 2 Click → (in table or roadmap layout) or ··· (in board layout).
- 3 Click **Delete from project**.
- 4 When prompted, confirm your choice by clicking **Delete**.