

Project Manager — Organize Stata files[Description](#)[Remarks and examples](#)[Also see](#)

Description

The Project Manager is a tool for organizing and navigating Stata files. It allows you to collect all the files associated with a given project into a single interface where you can have quick access to them without navigating through file dialogs. You can open do-files in the Do-file Editor, use Stata data, and draw saved Stata graphs by double-clicking on the files in the Project Manager. There are no limitations to the kinds of files you can add to a project. If you are using Stata for Mac, you can also open non-Stata documents in their default applications just by double-clicking on the files.

To open the Project Manager, from within the Do-file Editor on Windows and Unix or from within the main menu on Mac, select **File > New > Project....**

Remarks and examples

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Remarks are presented under the following headings:

[Getting started with the Project Manager](#)

[Editing projects](#)

[Properties](#)

[Relative versus absolute paths](#)

[Filtering and searching](#)

Getting started with the Project Manager

When a new project is created in the Project Manager, you are first prompted to save it to disk. A Do-file Editor window is opened when a project is created or opened. Figure 1 shows a new project and an open document in the Do-file Editor.

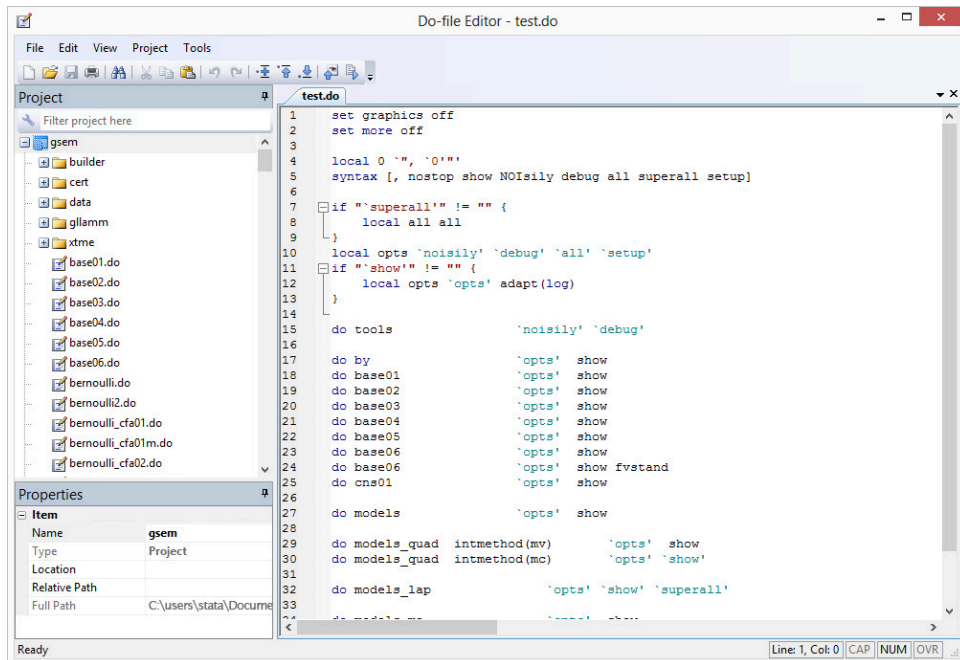


Figure 1: The Project Manager and Do-file Editor

The left side of the window is the Project Manager. In Windows, the Project Manager pane can be dragged to other positions in the window. The Project Manager shows the contents of a project and their properties. The right side of the window is the Do-file Editor. The Do-file Editor is used to edit Stata text files. See [\[GSM\] 13 Using the Do-file Editor—automating Stata](#), [\[GSU\] 13 Using the Do-file Editor—automating Stata](#), or [\[GSW\] 13 Using the Do-file Editor—automating Stata](#) for more information about the Do-file Editor.

The Project Manager shows the groups and files in a project in a hierarchical list called a tree view. Figure 2 shows some of the files and groups in a project we have already created.

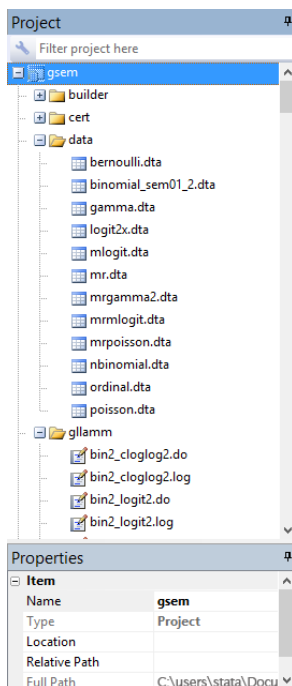


Figure 2: An open project

The highest level of the hierarchy in the Project Manager is the project. It can contain groups and files. A group appears in the Project Manager as a folder and is a container for other groups and files. It is not a reference to a directory on disk. Although you can organize your project in the Project Manager to reflect the organization of files on disk, moving files into and out of groups does not affect the content of the directory on disk, and moving files into and out of directories on disk does not affect the content of the groups in the Project Manager. A file in the Project Manager is a reference to a file on disk.

Clicking on the disclosure button next to a project or group icon reveals or hides items in the project. Groups and files are displayed alphabetically in the Project Manager, and groups are always displayed before files. If a file in a project does not exist on disk, its filename will be displayed in red.

Below the tree view is the Properties pane, which shows the properties for the current selection. From the Properties pane, you can rename groups and files, change a file's relative reference location on disk to the project, or change a file's reference to a different file on disk.

On Windows, there is a *Search* field above the tree view that allows you to filter or search for files in a project.

On Mac and Unix, the bottom of the Project Manager contains tools for adding or removing groups and files. On the Mac, there is a single button that displays a menu of possible actions such as adding and removing groups and files. On Unix, there are separate buttons for adding and removing groups and files. Next to the buttons is a *Search* field that allows you to filter or search for files in a project.

Editing projects

When starting a new project, we recommend that you create a new directory on disk and store the project file and the files referenced by the project in the new directory. If you already have a directory of existing Stata files, save the new project in the directory.

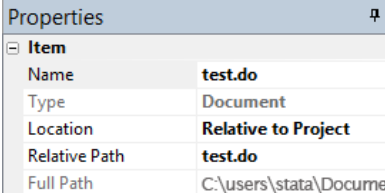
You can add files to a project by dragging the files from disk to the Project Manager or by right-clicking on an item in the Project Manager and selecting **Add Files to "name"...** When a directory on disk is added to a project, its organization on disk at that moment is reflected in the project. Groups and files can be moved into and out of groups using drag and drop.

To create a new group, select the location in the Project Manager where you want the group added, right-click, and select **Add New Group**. You can drag files into the group, and you can drag the group to a new location in the Project Manager. You can also create a new group from multiple files by selecting the files, right-clicking on the files, and selecting **Add New Group from Selection**. A new group will be created, and the selected files will be moved into the group. You can change the name of a group by selecting it and entering a new name in the *Name* edit field.

To remove files from a project, select the files in the Project Manager, right-click on the files, and select **Remove from Project**. Removing a file from a project does not delete the file on disk. When removing a file from a project on the Mac, you can choose to also move the file on disk to the Trash folder.

Properties

Below the Project Manager's tree view is the Properties pane. The Properties pane shows the filename and path for the currently selected item. Figure 3 shows the properties of a do-file that is currently selected.



Properties	
[-] Item	
Name	test.do
Type	Document
Location	Relative to Project
Relative Path	test.do
Full Path	C:\users\stata\Docume

Figure 3. Properties of a selected do-file

The *Name* edit field displays the filename for the currently selected group or file. It can be used to rename groups and files. If a file is renamed in the project, the file on disk is also renamed. However, renaming a file on disk does not rename the file in the project and will cause the file to display in red because it cannot be found.

Below the *Name* edit field is the *Type* label. This displays whether the selected item is a project, group, or document.

Below the *Type* edit field is the *Location* pop-up menu. It specifies whether a file's path is absolute or relative to the project file. Files that are added to a project have their location set to **Relative to Project** by default unless they do not share a common parent directory with the project file. For example, files that are added from a hard drive different from that of the project file will have their location set to absolute. You can change a file's location setting by selecting the appropriate location setting from the *Location* pop-up menu.

The relative path location setting denotes the file's path in relation to the location of the project file on disk. If a file is set to use a relative path, the relative path is displayed below the pop-up menu. Relative paths make projects more portable because you can simply copy a project and all the files it references to another computer. The file references will stay intact.

The absolute path location setting denotes that the file is at a fixed location on disk. A file in a project that uses an absolute path will not be affected if its project file is moved. This can be useful for referencing a Stata dataset that is in a fixed location on disk and is referenced by multiple projects.

Below the *Location* pop-up menu is the **Relink** button, which allows you to change a file's reference to a different file on disk. It is useful for resolving files that cannot be found. For example, if you rename a file on disk, the project that references it can no longer find the file. You can use the **Relink** button to change a file's reference to the renamed file.

The full path of a selected file is displayed at the bottom of the Properties pane. The full path is always displayed as an absolute path regardless of a file's location setting. On Windows and Mac, there is a button next to the *Full Path* text field. Pressing this button will open the file's parent directory on the desktop.

Relative versus absolute paths

A relative path denotes a file's path in relation to the location of the project file on disk. An absolute path denotes a file's path at a fixed location on disk. A disadvantage of using absolute paths is that it makes a project less portable and more difficult to transfer to another computer. In most cases, you want to use relative paths in your project. There are some situations, however, where you might want to use absolute paths. For example, you have an extremely large dataset that is used by different projects, and you do not want to have multiple copies of the dataset taking up disk space. Another example would be a do-file that is used by different projects that you modify often; keeping multiple copies of the do-file in sync is difficult.

Relative paths require that projects and their files maintain their relative locations on disk. We recommend that you create a directory in which to store a project and all of its files and use relative paths in the project as much as possible. You can then copy the directory to another computer, including Mac and Unix, and the project can be used as is. By default, the Project Manager uses relative paths when a file is added to a project. However, it is up to users to use relative paths in their do-files. The Project Manager is a tool for organizing Stata files, but it cannot ensure that file references in do-files are maintained, too.

Filtering and searching

The Project Manager can use a filter to display only those files that match a filter text. Click on the button in the *Search* field below the Properties pane and select **Filter** if it is not already selected. As you enter text, the Project Manager will update and display only those files and groups and parent groups that contain the text. Figure 4, for example, shows a project filtered to show only do-files (.do).

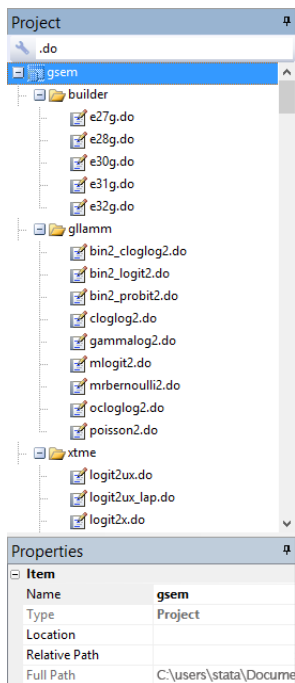


Figure 4: Filtering

You can move, rename, remove, or add a file or group while a project is filtered. If a file is added or renamed while a project is filtered, the file will not appear in the filtered list if its filename does not match the filter text. To stop filtering a project, clear the text in the *Search* field.

You can also search for a filename in a project. Click on the button in the *Search* field, and select **Search** if it is not already selected. After entering text in the *Search* field, press the *Enter* key to begin the search. If a filename matches the search text, the filename is selected and scrolled into view. Pressing the *Enter* key again will search for a matching filename again. If there is no matching filename beyond the current selection, the search is resumed from the top of the project. Holding down the *Shift* key while pressing the *Enter* key will search in reverse.

Also see

[R] [doedit](#) — Edit do-files and other text files