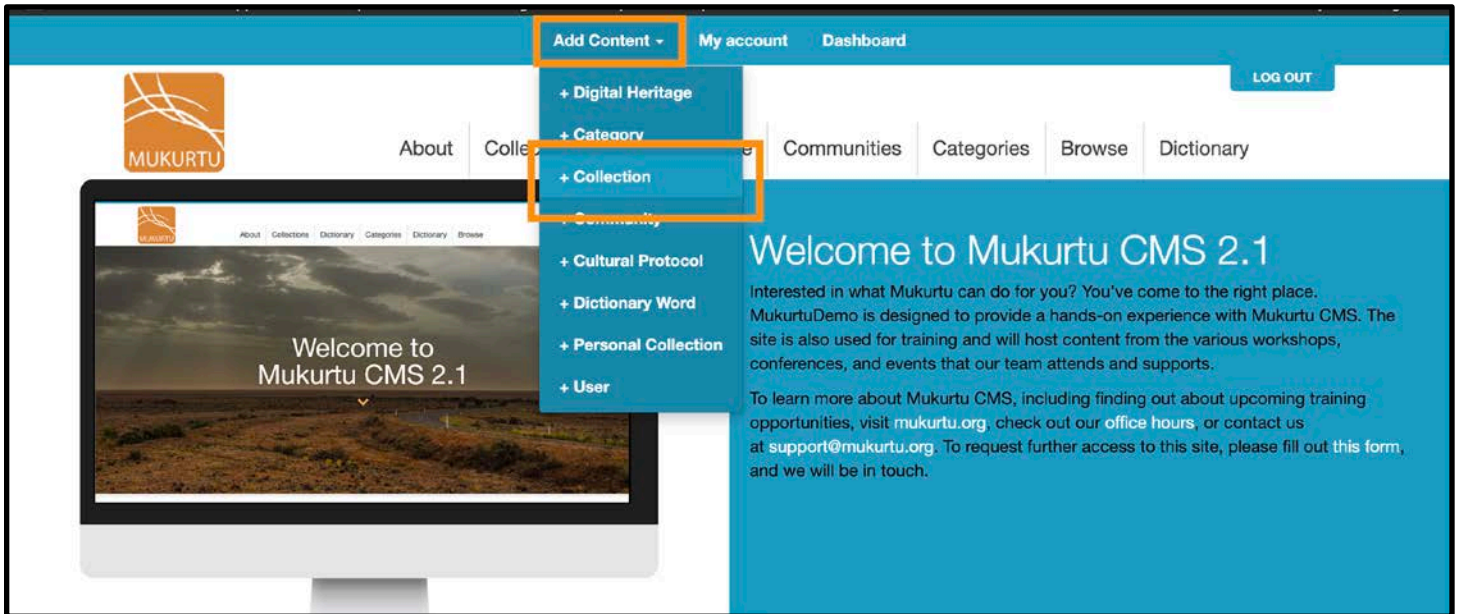


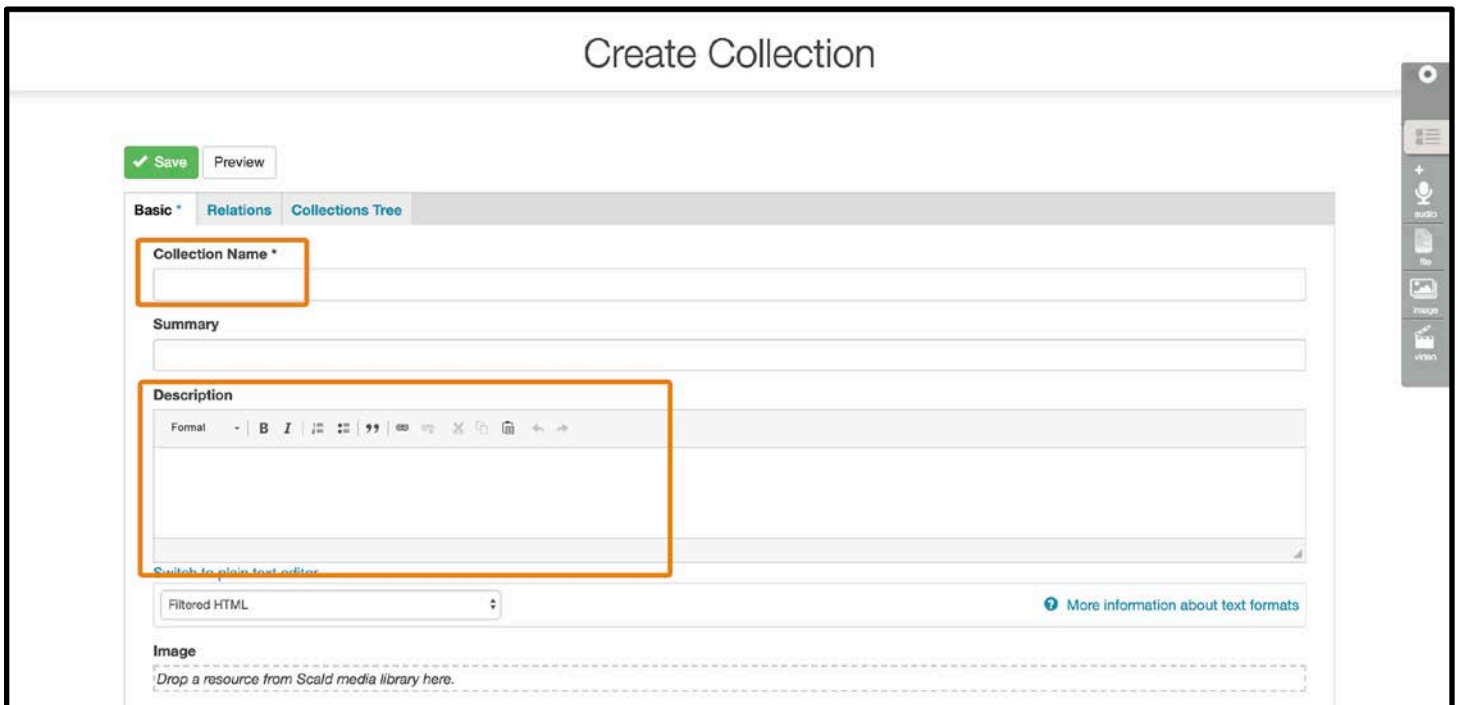
How to Create a Collection

Collections are curated groups of digital heritages items from selected by a user with the Curator role. To create a Collection, from the navigation menu click **Add Content** and then **+Collection**.



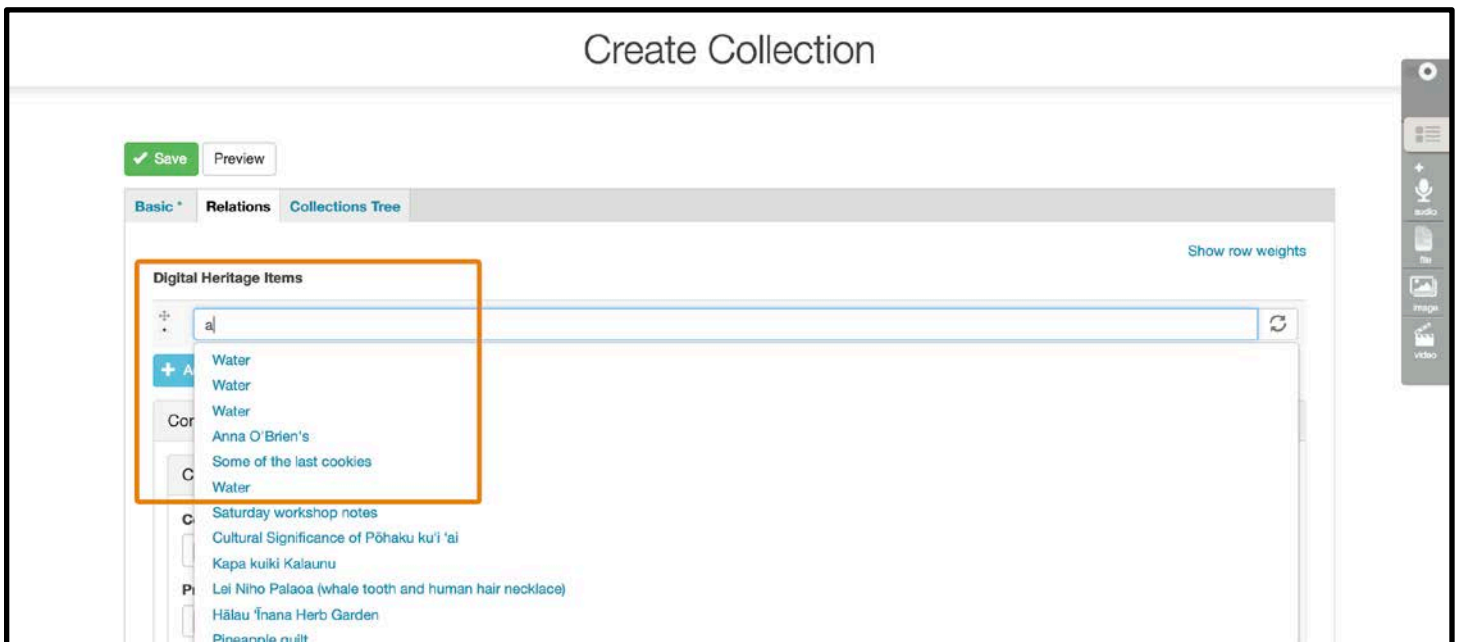
Basic Tab

- Give you collection a descriptive name.
- Collections can have a short summary to help users who are browsing.
- Collections can have a longer description or narrative introducing the collection.
- You can drag and drop a featured image from the media library.



Digital Heritage Items Tab

- Start typing the name of a digital heritage item to add to the collection. The drop-down menu will automatically populate with a list of items that match the entered text. Select the appropriate item.



Click **Add another item** to add more items. Repeat as needed.
Click **Save** when done.

