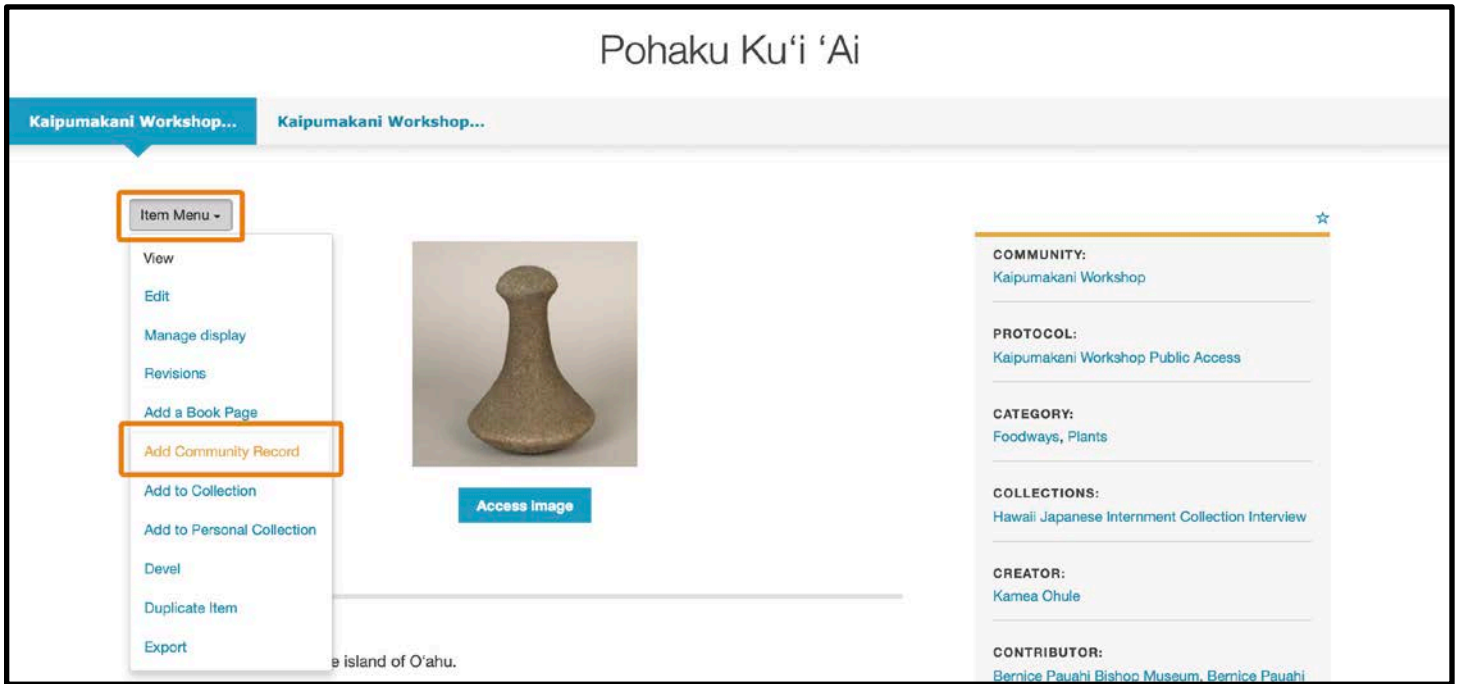


# How to Create a Community Record

To add a community record, navigate to the digital heritage item to which you want to add a community record, click on the **Item Menu** and then **Add Community Record**.



All the same fields that are required when creating a digital heritage item are required here: **Title**, **Community**, **Cultural Protocol**, **Sharing Setting**, and **Category**. These can all be different from the original record, or some can be the same.

Note that there is no media asset field in community records. All other fields are the same as a digital heritage item - refer to other handouts for more instructions.

When the community record is complete, click **Save**.

