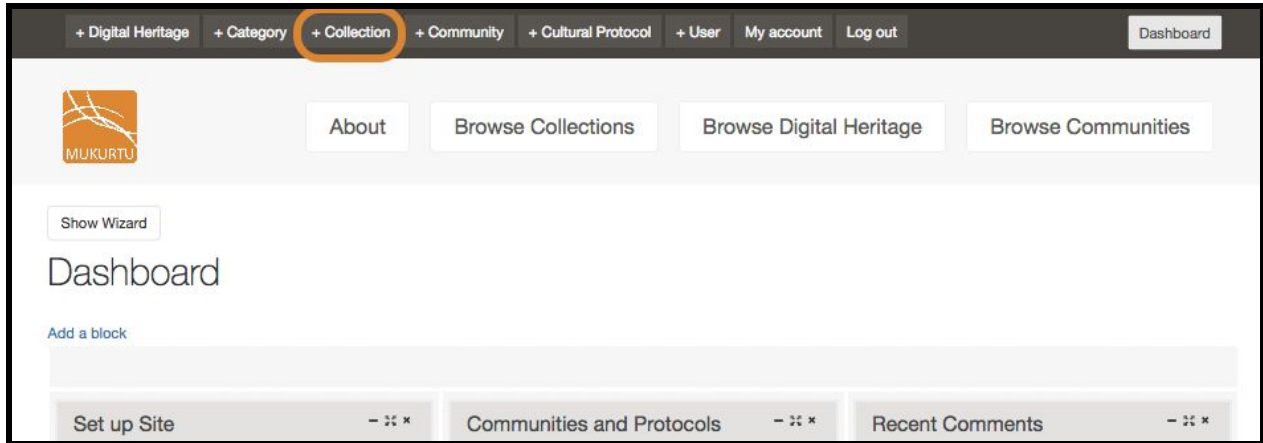


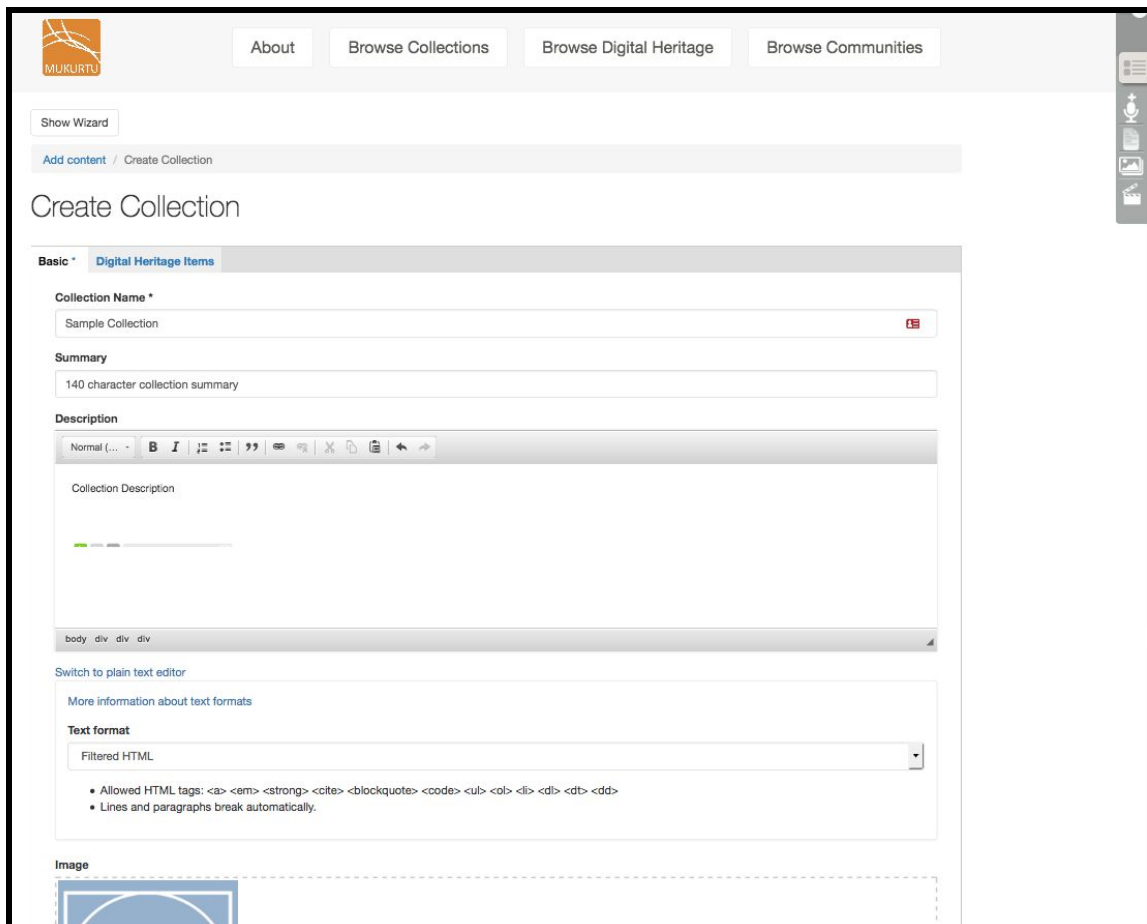
How to Create and Edit a Collection

To create a Collection, follow the **+Collection** button from the navigation menu.



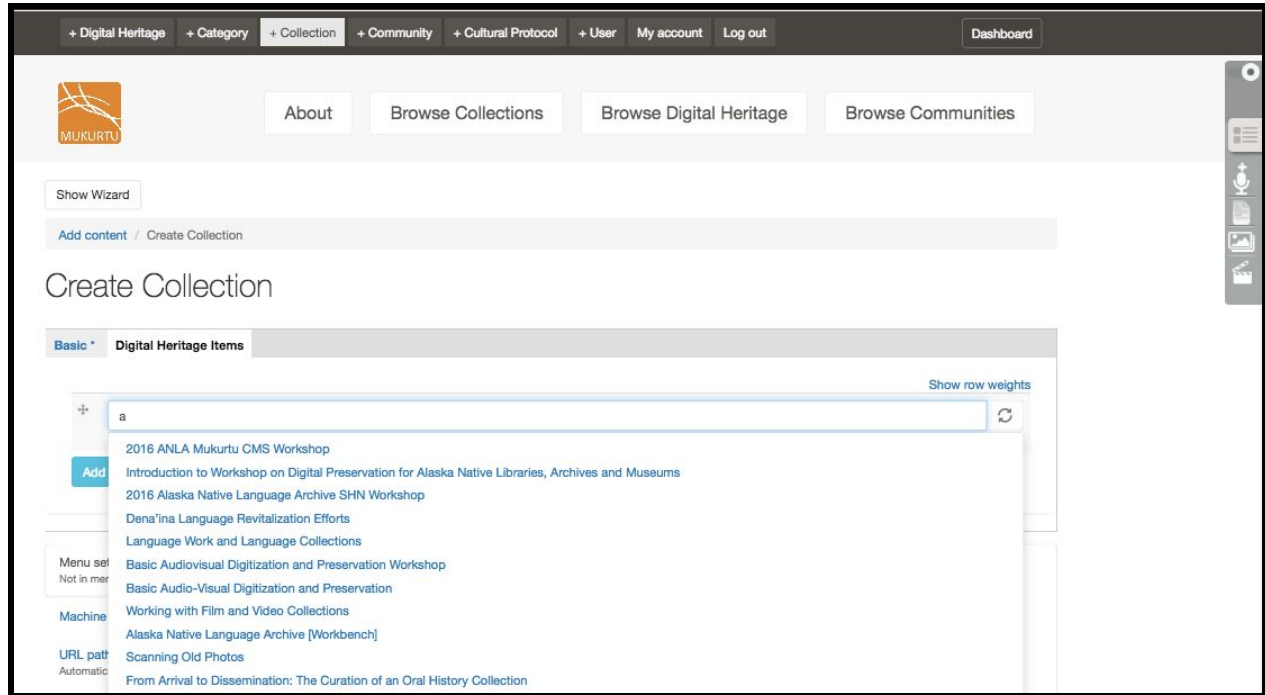
Basic Tab

- Give the collection a descriptive name.
- Summary
- Include a longer description or narrative about the collection.
- You can add an image that will display on the Collections landing page.



Digital Heritage Items Tab

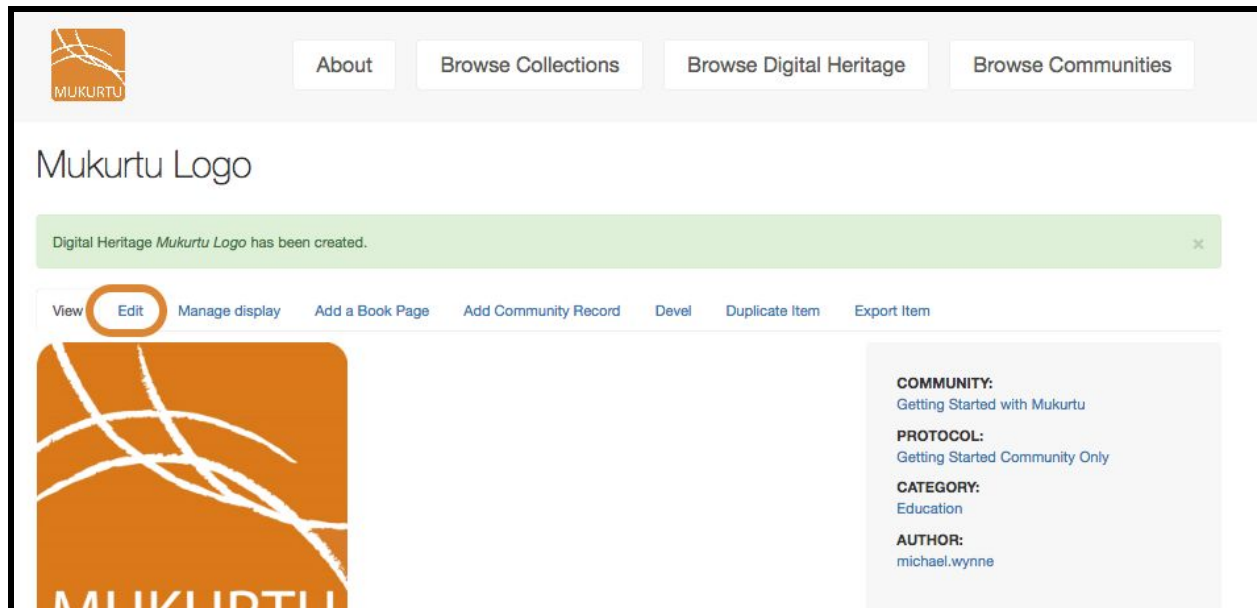
- This is one of two ways to add a digital heritage item into a collection. See below for instructions on adding an item into a collection from the Digital Heritage Item page.
- Use the **Digital Heritage Items** field to select which digital heritage items to add to the collection. Start typing the name of an 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.

The second way to add a digital heritage item into a collection is when creating or editing a digital heritage item.

On the digital heritage item page, click **Edit**.



On the **Relations** tab, begin typing the name of the collection, and select the appropriate collection from the drop-down list to add items.

