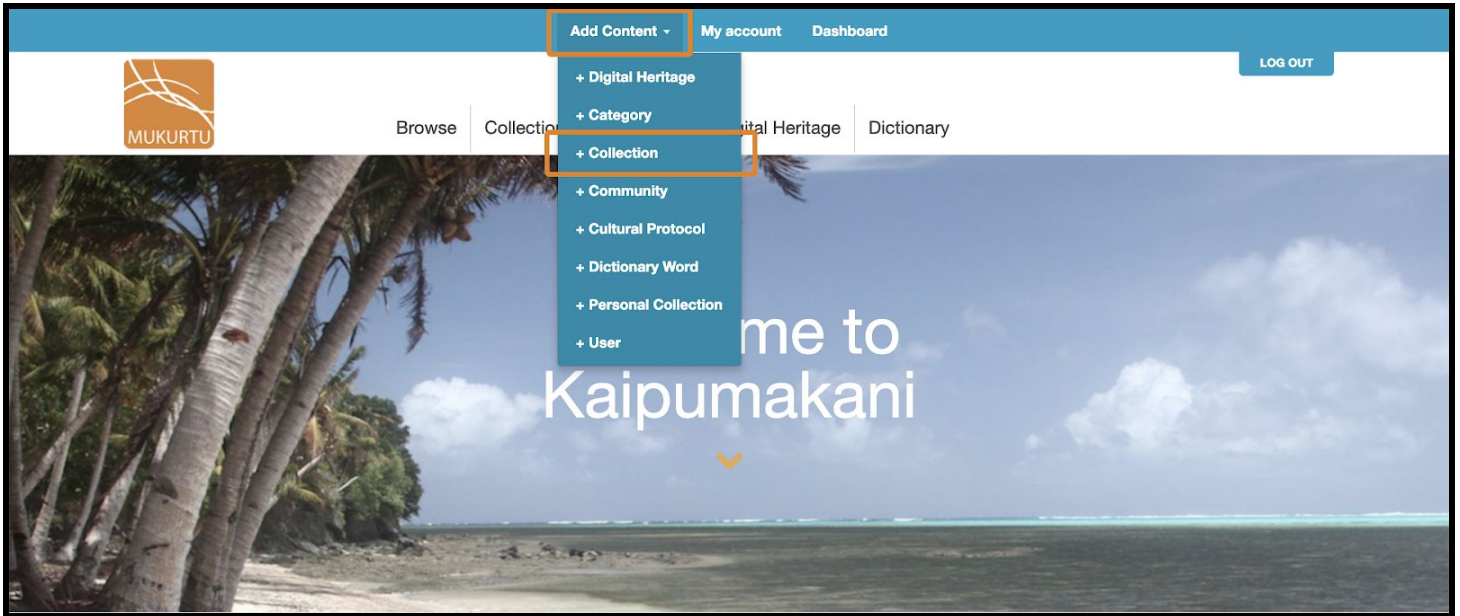


How to Create a Collection

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**.



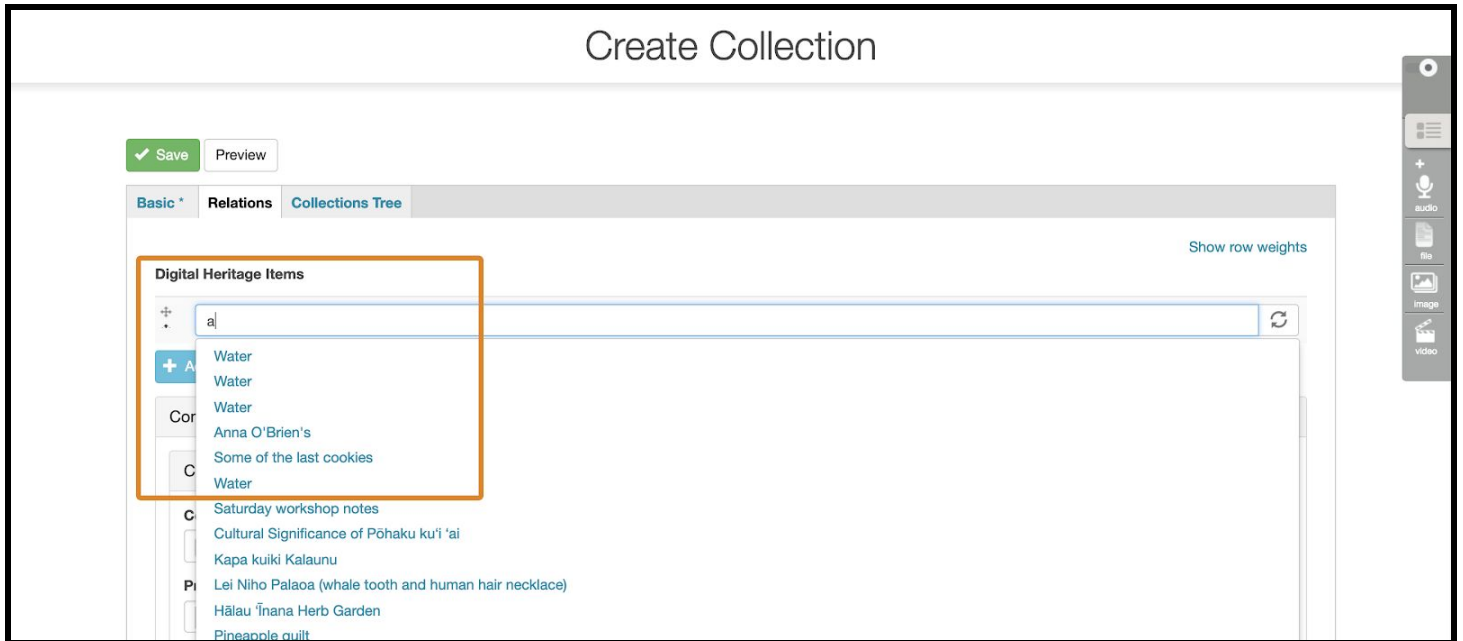
Basic Tab

- 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.

A screenshot of the 'Create Collection' form. The form is titled 'Create Collection' and has a 'Save' button (with a checkmark) and a 'Preview' button. Below the buttons are three tabs: 'Basic *', 'Relations', and 'Collections Tree'. The 'Basic *' tab is active. The form contains several fields: 'Collection Name *' (highlighted with an orange box), 'Summary', and 'Description' (highlighted with an orange box). The 'Description' field has a rich text editor toolbar with options for bold, italic, link, unlink, list, and image. Below the description field is a 'Switch to plain text editor' link and a 'Filtered HTML' dropdown menu. At the bottom of the form is an 'Image' section with a dashed box and the text 'Drop a resource from Scald media library here.'.

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.

