CREATE A COLLECTION

In this guide, we will show you how to make use of the **My Collection** feature. We will walk you through how to save an item, and how to add that item to a collection.

Why create a collection?

When you register with Pūmotomoto (see our guide *How to Register with Pūmotomoto* for additional information) you can save documents, newspapers, and images so you can come back to them later. In addition to this, you can organise these items into Collections.

Collections are a great way to keep material on the same topic together. If you're working on a project, every time you discover a piece of useful information, you can save it into a collection to have all your resources in the same place.

How to create a collection

1. Save an item

The first thing you need to do is save an item. To do that, head to the item (whether that be a newspaper, an issue, a certain page, or an image), and on the left-hand side of the preview is a button with a star on it, which reads **Add to my collection**. Click this to save the item.

2. View your items

On the left-hand panel on your screen, there is a button which reads **My Collection**. Click this. You will be taken to a page which looks like the following. As you can see, there are 7 items saved, shown in the left box called **All items in my collection**.


3. Create a collection

The box on the right says **Organise**. This is where you can create specific collections. To start a new collection, click **Start a new collection**.

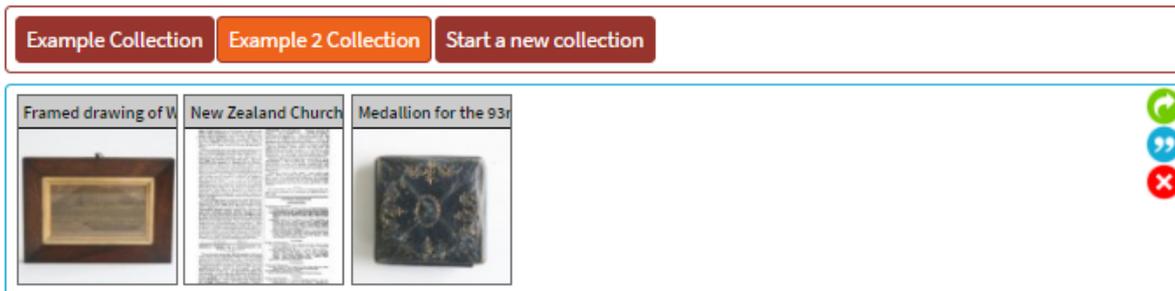## 4. Move items into collection

Once you have started a new collection, click the collection title. The box below will say 'drag items here to add them'. Click and drag items from the left-hand box (**All items in my collection**) and drop them into the collection box.
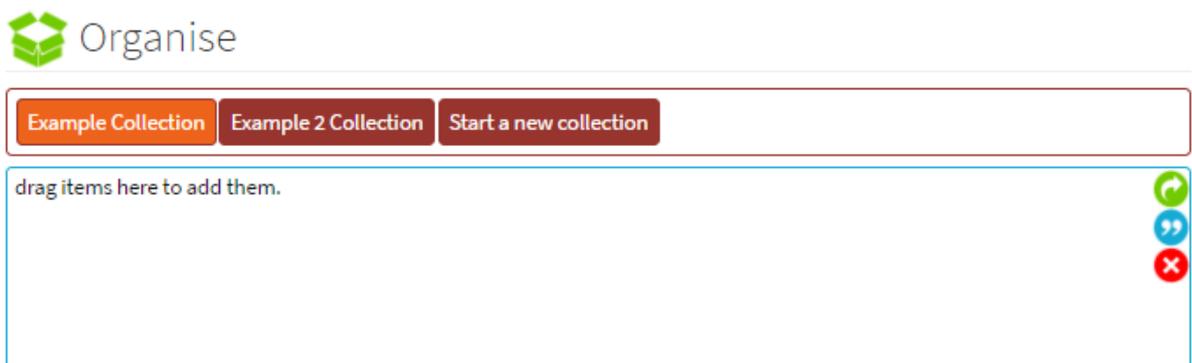
5. Change between collections

To change between collections, simply select the collection name.

Additional features

1. Add item to multiple collections

Have an item that belongs in more than one collection? Items can be in more than one collection. Simply click and drag from the **All items in my collection** box into a second (or third!) collection.

2. Option buttons

On the side of your collection, you will notice three buttons. These allow you to: Share the collection, rename the collection, or delete the collection.

- **Share Collection:** Selecting this will take you to another page where you can see the collection and all the items you've added to it. You can then share it via Twitter, Facebook, Google +, Pinterest, LinkedIn, Tumblr or send the link via email.
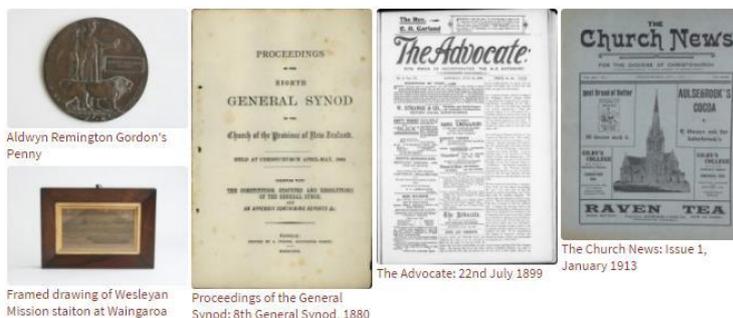
- **Rename the Collection:** Need to adjust the name? Click this to rename your collection.
- **Delete collection:** Note this cannot be undone, though you can recreate it.

Any questions?

If you have any questions about creating a collection or any other queries regarding Pūmotomoto, please don't hesitate to get in touch and we will do our best to help you out.

Email: library@kinderlibrary.ac.nz