

# How to create a collection on Church Papers Online

Welcome to Church Papers Online!

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 Church Papers Online (see our guide **How to Register with Church Papers Online** 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.



The screenshot displays a digital preview of a circular bronze medal. The medal features a central figure of a woman in a military helmet, holding a trident and a sheaf of wheat. A lion is positioned at her feet, and a smaller lion is at the bottom. The text 'FOR FREEDOM AND HONOUR' is inscribed around the top edge, and 'ALDWIN REMINGTON GORDON' is on a plaque in the center. The background shows two dolphins and a sheaf of wheat. A toolbar on the left includes zoom and search icons. A dark button with a star icon and the text 'Add to My Collection' is overlaid on the bottom left of the medal. On the right, a sidebar titled 'ABOUT THIS ITEM' contains the following text:

**Description**  
Woman, bare foot, holding a tall trident in her right hand - leaning it against her shoulder - and a sheaf in her outstretched left hand. She wears a military, tufted helmet, with a lion on it. At her feet is a lion, tail bending behind him, mouth slightly open, showing teeth. Both lion and woman look towards the right of the medal. There are two dolphins in the background, and a sheaf of wheat in the bottom right hand corner. At the very bottom of the image, under the lion, is another small lion, next to a feathered wing. The plaque with Aldwyn Remington Gordon's name is the right of this scene.

**Item reads**  
He died for freedom and honour.

**Additional Information**  
Issued by the British Government to families of all the men and women in the British and Empire Forces whose deaths could be attributed to war.

1,355 million plaques were distributed.  
Unit: 3 New Zealand (Rifle) Brigade, 1 Battalion

## 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'.

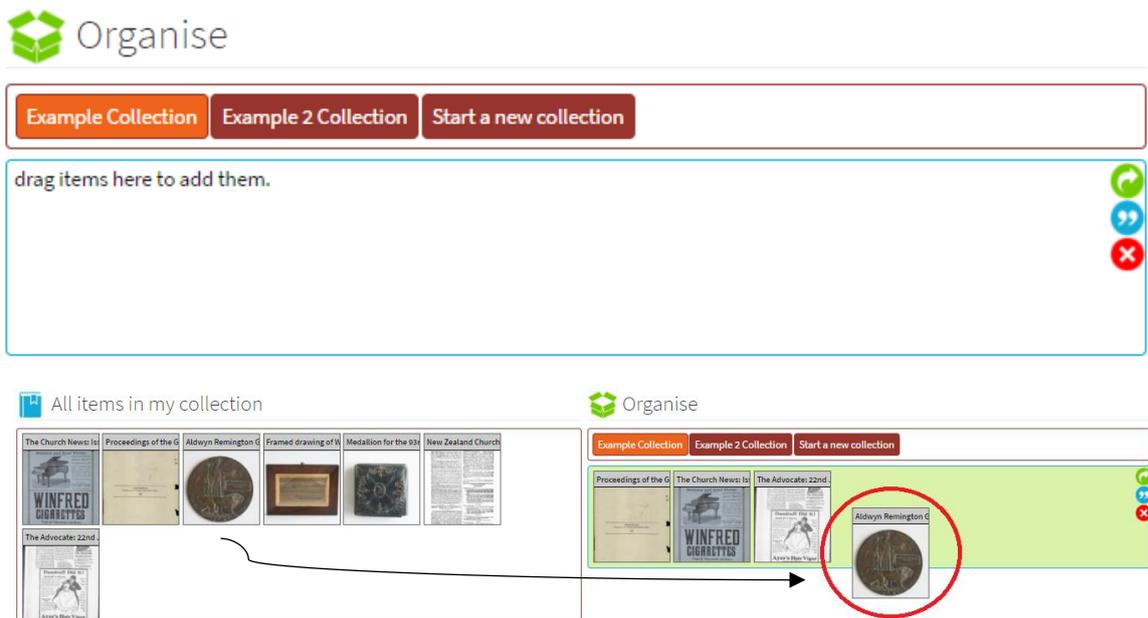


## 3. Create a collection

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'.

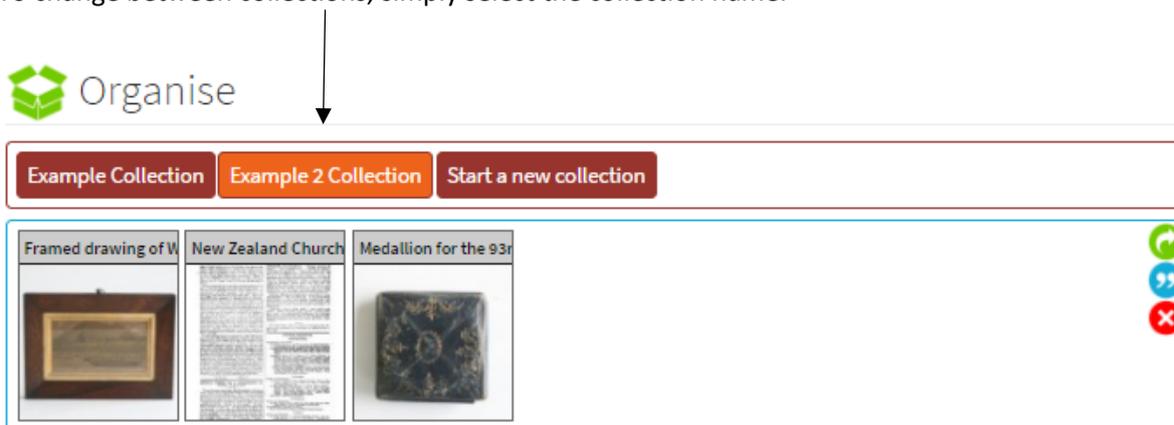
## 4. Move items into collection

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 in to a second (or third!) collection.

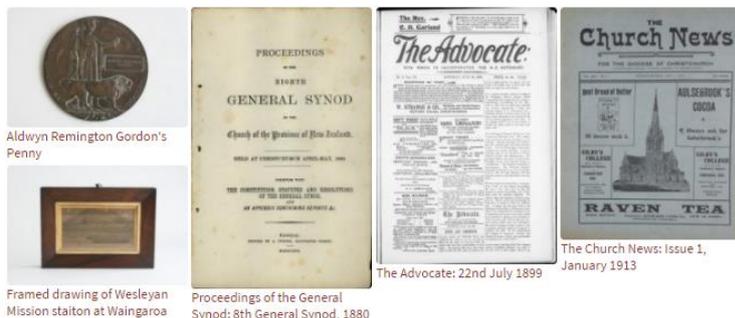
### 2. Option buttons

On the side of your collection, you will notice 3 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.

Share this collection:       

Please note: This link you are sharing is permanent, but the content may not be. Any changes you make to your collection will be shared too. Please consider this before you delete or modify the content.



- **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 Church Papers Online, please don't hesitate to get in touch and we will do our best to help you out.

**Email:** [library@kinderlibrary.ac.nz](mailto:library@kinderlibrary.ac.nz)