Start a Text

Before you begin, read the guide to texts' structure. This guide helps you understand how texts are built.

Your text goes in a collection, so if you haven't made one yet, do so.

1. Log in to Texts
2. Click the **Main Menu** icon
   - This icon is four horizontal lines in the top right of the page
   - A drop-down menu will unfold
3. Click **My Collections**
   - A list of your collections will open
4. Open a collection
   - Your collection page will open
   - If you have no collections, learn how to create a collection
5. Click **Add Text** on the right section
   - If you don't see **Add Text**, click the **|<** icon under the search icon
   - This new page is the title page of the text
   - The "Create Text" page will open
6. Write your text's title in the "Title" field
7. Type the content for the first page into the "Content" box
   - The "Content" section is automatically selected in the left sidebar menu; if it isn't, click the **Content** section
   - If you want to enter your entire project's content here, Texts can split it into sections automatically; see Split Texts below
8. Click **KMap Terms**
   - Search for and add subjects in the "Subject Names" field
   - Search for and add places in the "Place Names" field
   - Learn more about Subjects and Places in Mandala (Archived)
9. Click **Catalog Data** and fill in the fields
10. Click **Collection**
    - Add a collection or subcollection from the "Collection" drop-down menu
    - Type in which groups will be able to see the text in the "Visibility" field
11. Click **Publishing options,** then check the "Published" box
12. Click **Save text section** at the bottom of the page
    - A message will appear confirming the save

Split Texts

If you already have the content for your text, you may want Texts to split it into sections automatically. In this case, use the SHANTI Texts Splitter while you're creating your title page. To do this:

1. Click **SHANTI Texts Splitter** below the title field
   - A section will expand
2. Choose **Create a new SHANTI Text section at each HTML heading**
3. Select all the headings that mark a new section

- If your text already has HTML headings, you can stop here; your text will split when you **Save** the section

4. Enter all your text in the "Content" box
5. Click **Source**
   - This shows you the HTML for the text

6. Wrap the titles of your sections in HTML headings
   - For example, <h1>First Section</h1>, where "First Section" is the section title

   - Check out this external introduction to HTML for help

   - Your text will split on the headings when you **Save** the section