

# Create a Collection

For most tools, all media must be housed in a collection. Here, we've compiled all the guides to starting a collection. If you need more details, you should check out the full documentation for each tool.

- [Sound, video, data visualization, bibliography, or image collections](#)
- [Text collections](#)

## Sound, video, data visualization, bibliography, or image collections

New collections are private by default. Use the Visibility field in the editor to make them public (step 7).

1. Go to [mandala.shanti.virginia.edu](https://mandala.shanti.virginia.edu)
2. Click **Explore**
  - A list of tools will open
3. Click on the tool that corresponds to your media type
  - Remember, Visuals is for data visualizations and Sources is for bibliographies
  - The tool's homepage will open
4. Click the **Main Menu icon**
  - This icon looks like four stripes in the top right corner of the page
  - Menu options will unfold
5. Click **Add Content**, then **Add + New Collection**
  - The "Create Collection" page will load
6. Enter a title and description in the first two fields
  - A title is required
7. Check "Group Visibility" to control who can see your collection
  - Set this to **Public** if you want everyone to see your collection
8. Select permissions options
  - "Collection Roles and Permissions" sets permissions for people working on the collection
  - "Group User Permission Inheritance" sets whether subgroups have the same permission settings as the collection
9. Label your collection under "Subcollections"
  - This field uses [Knowledge Maps](#)
10. If you want to see what your collection will look like, click **Preview**
  - A preview page for the new collection will load
11. **Save** your collection
  - Your new collection will open

## Text collections

1. Log in to [Texts](#)
2. Click the **Menu icon**
  - This icon looks like four stripes in the top right corner of the page
  - A drop-down menu will unfold

3. Click **Create Collection**

- The "Create Collection" page will open

4. Type a title for the collection into the first field

5. Click **Browse** to add a "featured image"

6. Provide an overview of the collection in the textbox

7. Check "Visibility" to control who can see your collection

- Set this to **Public** if you want everyone to see your collection

8. Select permissions options

- "Collection Roles and Permissions" sets permissions for people working on the collection
- "Group User Permission Inheritance" sets whether subgroups have the same permission settings as the collection
- "Group User Inheritance" sets permissions for a subgroup to inherit the group's users

9. Click **Preview** at the bottom of the page to review your collection

- The "Preview" page will open

10. Click **Save** at the bottom of the page

- A message will appear to confirm your new collection