Add a Collection to Texts

Before you can begin a text, first create a collection in which to store it. You can add collections through the Main Menu.

Step-by-Step guide

1. Log in to Texts
2. Click the **Menu** icon
    - This icon is the four horizontal lines in the top right 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 "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
    - "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