

Edit a Collection

1. Log in to texts.shanti.virginia.edu
 - Learn more at [Log in to Texts](#)
 - The Audio-Visual homepage will open
2. Click the **Menu** icon
 - The Menu icon has four horizontal lines and is at the top right of the page
 - A drop-down menu will unfold
3. Click **My Collections**
 - A list of available collections will open
4. Click the title of the collection you want to open
 - The collection will open
5. Click the **Edit** tab
 - The Collection editor will open
6. Edit any information you want to change
7. Click **Save**
 - A message will appear to confirm the update