

Create Subcollections

1. Log in to [Texts](#)
2. Click the **menu** icon
 - The menu icon is the four stacked lines at 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 the collection where you want to add a subcollection
 - Your collection page will open
5. Click **Add Subcollection** on the right
 - The "Create Subcollection" page will open
6. Write your subcollection's title in the "Title" field
7. Click **Browse** to add a "featured image"
8. Type the content of your subcollection into the "Body" box
9. Click the **Collection** section in the left sidebar menu
 - The "Collection" section will expand
 - Choose your subcollection's visibility settings under "Group visibility"
10. Click **Preview** at the bottom of the page to review your subcollection
 - The "Preview" page will open
11. Click **Save** at the bottom of the page
 - A message will confirm your new subcollection