

# Create a Text Collection

1. In Texts, click on the **Main menu icon**
  - This icon looks like four stacked stripes in the top right corner
  - A drop-down menu will appear
2. Click **Create Collection**
  - The collection editor will appear
3. Enter your collection's title in the "Title" field
4. Choose your collection's visibility options
5. Choose whether the collection's member permissions should extend to subcollections members
6. Choose whether subcollections will have the same members as the collection
7. Enter a description in the "Overview" text box or add an optional featured image
8. Click **Save**
  - A message will appear confirming your new collection