

Make a Collection

New collections are private by default. Use the Visibility field in the editor to make them public (step 5).

1. Log in to the Visuals homepage
 - [Learn how to log in](#) to Visuals
2. Click the **Main Menu icon**
 - This icon looks like four stripes in the top right corner of the page
 - Menu options will unfold
3. Click **Collections**, then **Add New Collection**
 - The "Create Collection" page will load
4. Enter a title and description in the first two fields
 - A title is required
5. Check "Group Visibility" to control who can see your collection
 - Set this to **Public** if you want everyone to see your collection
6. 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
7. If you want to see what your collection will look like, click **Preview**
 - A preview page for the new collection will load
8. **Save** your collection
 - Your new collection will open