Introduction

Collections are a way of collating data from different sources that follow a certain theme. You can search for public items and add them to your collection or add items from your own data. Collections can be either private or public and can be assigned a DOI.

Procedure

1. Click on the **Collections** tab.

2. Click on the title of your desired collection, or search for it using the search bar at the top-right corner.

3. Click on **MANAGE** to access the options for managing your collection.

4. Select **Preview collection** to see how the collection will look when published.

5. Select **Edit collection details** to change the metadata of the collection or to add an author.